

**BOARD OF SELECTMEN & FINANCE COMMITTEE
FY2020 OPERATING BUDGET SUMMIT
MEETING AGENDA**

**Fuller Meadow School
Nathan Media Center
143 South Main Street, Middleton, MA 01949
Saturday, March 2, 2019
8:15 AM**

1. 8:15AM Call to Order; preliminaries and introductory comments
Minutes: Review and approve minutes of February 2, 2019 joint meeting
2. 8:30AM FY2020 Capital Budget overview: Andy Sheehan, Sarah Wood
3. 9:00AM Health Department and Information Technology: Derek Fullerton
4. 9:45AM Building Department: Scott Fitzpatrick
5. 10:00AM Police Department: Chief James DiGianvittorio
6. 10:30AM Fire Department: Chief Tom Martinuk
7. 11:00AM Department of Public Works: Ken Gibbons, Paul Goodwin
8. 11:30AM Middleton Elementary School budget: Scott Morrison, Steve Greenberg, Matt LaCava
9. 12:00PM Public Buildings: Andy Sheehan
10. 12:30PM General Discussion; review and discuss supplemental requests; discuss Special Town Meeting articles
11. 1:00PM Adjournment

Upcoming meetings:	Tuesday, March 12, 2019, 7:00PM:	Board of Selectmen warrant review
	Thursday, March 21, 2019, 7:00PM:	Joint BOS/FinCom: Budget hearing and warrant review
	Thursday, April 4, 2019, 7:00PM:	Joint BOS/FinCom: Finalize budget, if needed

The Board reserves the right to consider items on the agenda out of order. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**MINUTES OF THE BOARD OF SELECTMEN & FINANCE COMMITTEE
FY2020 OPERATING BUDGET SUMMIT**

**Fuller Meadow School
Nathan Media Center
143 South Main Street, Middleton, MA 01949
Saturday, February 2, 2019
8:15 AM**

BOS Present: Kosta Prentakis (KP), Brian Cresta (BC), Timothy Houton (TH), Rick Kassiotis (RK), Todd Moreschi (TM)

Finance Committee Present: John Erickson (JE), Richard Gregorio (RG), Michelle Cresta (MC), John Mahoney (JM), George E. Dow, Sr. (GD), Toni Mertz (TM), Jason Vining (JV)

Others Present: Town Administrator Andrew Sheehan (AS), Assistant Town Administrator Tanya Stepasiuk (TS), Town Accountant/CFO Sarah Wood (SW), Other attendees as noted

8:29 AM With a quorum present KP called the meeting to order.

8:30 AM **FY2020 Operating Budget overview: Andy Sheehan (AS), Sarah Wood (SW)**
AS and SW presented an overview of the budget including highlighting the current unknown status of the school budgets and taking questions regarding the state takeover of 911, the meals and hotel tax, town benefits, and Chapter 70 funding. SW gave a five year projection. There was discussion regarding the accuracy and consensus that a 3 year would be better in the future. AS discussed his direction to department heads to include a 2.5% increase for non-union staff with any additional hours or staff to be included as a supplemental budget request. BC would like to see a version of SW's chart regarding personal and contractual service increases (page 4) with the years 2015 to 2020 included. KP expressed an interest in seeing policies regarding when it was appropriate to deviate from current policies.

9:38 **Masconomet Regional School budget: Tasha Cooper (TC), Kevin Lyons (KL)**
KL and TC were only able to present on the "thumbnail" for Masconomet as there had yet to be any deliberation on the budget by the School Committee. KL presented highlights including that there would be no new major initiatives or positions, however there would be 6 new paraprofessionals budgeted due to new students and their needs. There would also be a new safety and attendance monitor, replacing a secretarial position, and a restructure of the autism specialist. There will be a request for additional hours for the HVAC technician from .4 FTE to 1 FTE. TC discussed a restructuring of athletic fees moving more costs to the school rather than the boosters after an audit recommended changes.

TH discussed his displeasure with a proposed School Committee policy that would prohibit School Committee members from holding other elected positions. BC agreed.

10:25 Middleton Elementary School budget: Scott Morrison (SM), Steve Greenberg (SG), Matt LaCava (ML)

SG discussed that the current increase was at 9% but that they were not done with deliberations. The primary drivers are more intensive special education needs, additional classroom sections in both Fuller Meadow and Howe Manning, a part-time nurse's assistant, an operations supervisor for facilities, a 10% increase in health insurance costs, and a more robust HR position.

10:50 Department of Public Works: Ken Gibbons (KG), Paul Goodwin (PG)

PG and KG discussed that a major factor for operating budget increases were salaries and storm water compliance. Putting more money into the operating budget should reduce reliance on warrant articles. PG also discussed the desire to do more preventative maintenance.

BC and GD discussed field and cemetery maintenance, with a desire to keep grounds looking good. BC and KP discussed various funding sources including CPA funding or warrant articles to finance cemetery upkeep.

PG discussed the Water division becoming an enterprise fund beginning this fiscal year. He anticipates an increase in stormwater compliance, contractual services, hydrant flushing, and sampling.

There was a general discussion regarding the transfer station including fees, the amount of trash, the ability to do more recycling, and mattress fees. PG discussed a \$20,000 increase for snow and ice and potential contracts with plow drivers. BC discussed the possibility of a fuel dispensary at the yard.

11:10 Flint Public Library: Melissa Gasper (MG)

MG discussed her supplemental budget which includes a 10% increase in all department salaries except for the director. She quoted data regarding how busy the department is.

KP asked about whether employees had MLS degrees, whether the degrees were useful, and whether pay should be based on education. MG answered that 4 would have them by the end of the year.

There was a general discussion regarding phasing in increases. MG proposed taking \$10,000 from the substitute budget for the increases. She also proposed a 6.5% total increase for FY20 (4% plus 2.5% COLA), an additional 3% increase in FY21, and an additional 2% increase in FY22.

MG made clear that the increase request included custodial staff. KP asked about how the hourly rate of these employees compares to the DPW.

11:25 Fire Department: Chief Tom Martinuk (TM)

TM outlined some changes in the base budget including several new services and items such as the services of Lexipol in developing and disseminating policies for the department and Handtevy for pediatric resuscitation. There was some general discussion regarding how the policies would be implemented and whether it would need to be bargained with the union.

TM discussed his supplemental budget request for an additional firefighter and a part-time clerk. There was general discussion regarding staffing models and productivity. KP expressed general support as long as the rest of the budget works.

11:50 Police Department: Chief James DiGianvittorio (JD)

JD discussed his base budget generally. There was general discussion about the need to purchase three new police vehicles in the coming year and whether they should be put in the operating or capital budget. The general consensus was that in the future he should be planning to put 2 in each year's operating budget.

There was a general discussion regarding staffing including the potential hiring of two reserves and money that he will be requesting for those hires in the capital budget. JD discussed the challenges of finding and staffing reserves.

1:05 Health, Conservation Commission, Information Technology: Derek Fullerton (DF), Kristin Kent (KK)

KK discussed the department's supplemental budget request for additional hours for her position. This would be utilized to decrease the need for outside stormwater consulting. KK estimated that this could reduce the DPW budget by \$20,000. There was a general discussion regarding the hiring of an individual with an engineering degree at some point in the future.

DF noted that the Health Department was close to level funded. He noted slight changes in the Animal Control budget because of a better pay rate.

DF discussed the MIS budget increases as primarily from usual increases by vendors. He discussed some of the connectivity issues that have been experienced by the town and the supplemental request for a better commercial fiber product available from Verizon. There was some general discussion about the need for a town-owned fiber network in the coming years.

1:30 General Discussion; review and discuss supplemental requests

AS discussed the Assessing Department request for a salary increase for the Administrative Assessor position. BC would like to see a compensation plan and avoid making ad hoc adjustments.

There was a general discussion about the increases in the Town Clerk and Elections budgets and agreement that additional hours currently located in the operating budget should be in a supplemental request. There were a number of questions regarding current salaries and hour distribution. AS, SW, and TS agreed to research the questions and bring the answers to the March 2 meeting.

Attendees quickly looked at the COA budget and SW answered several questions regarding grant funding.

There was a general discussion regarding adding money to record more public meetings, but no action was taken. It was agreed that AS should research whether we have statistics regarding how many people are watching recordings or streams.

AS responded to questions regarding repairs to Memorial Hall and Old Town Hall within the context of the potential Golf Course purchase. He stated that it was difficult to plan at this phase and that we are also close to the limit on repairs that can be made before triggering the need to become fully ADA compliant.

AS asked whether the timing and format of the budget meetings were working for people. There was general agreement that this was the best possible schedule.

The meeting adjourned at 2:55 PM.

Respectfully submitted,

Tanya Stepasiuk, Assistant Town Administrator

Rick Kassiotis, BOS Clerk

John Erickson, Finance Committee Co-Chair

Richard Gregorio, Finance Committee Co-Chair



OFFICE OF THE TOWN ADMINISTRATOR

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

MEMORANDUM

TO: Board of Selectmen and Finance Committee

FROM: Andrew J. Sheehan, Town Administrator

DATE: March 2, 2019

RE: FY2020 Capital Budget, Five-Year Capital Improvement Plan, and Update on FY20 Operating Budget

In accordance with Section 5 of the Town Charter, I herewith submit the Fiscal Year 2020 (FY20) Capital Budget. This memorandum includes an update on the operating budget as well as upcoming meetings associated with the Annual Town Meeting and the completion of the operating and capital budgets.

This time last year we formally adopted revised financial management policies. That effort memorialized past practices and instituted best practices and guidelines. The policies provide clear guidance while allowing for flexibility. We have used these policies to guide us in building both the operating and capital budgets.

FIVE-YEAR CAPITAL PLAN AND FY20 CAPITAL BUDGET

The purpose of the five-year capital plan is to inform municipal officials and residents of the probable replacement schedule for components of the Town's capital assets. Capital assets include all municipal buildings, schools, parks, roads, water and drainage systems, vehicles, cemeteries, and departmental equipment valued at more than \$5,000 and having a useful life of five years. Year 1 of the five-year capital plan is the coming year's (FY20) capital budget.

A wide array of vehicles, equipment, buildings, and other infrastructure support the operations of local government. Taxpayers use municipal buildings, roads, parks, cemeteries, playing fields, and playgrounds on a daily basis. We have a duty to keep the Town's physical assets in good condition and not allow it to fall into disrepair. It requires discipline to maintain capital investments. We have seen numerous examples in Massachusetts and around the country where maintenance and replacement of capital facilities was deferred. Although deferral does not cause an immediate decline in the quality of services, the cost of catching up only increases over time.

As has been discussed at length in recent years, a number of public building projects must be addressed in the coming years. These include the Fire Station, Police Station, Council on Aging/Community Center, and Memorial Hall. Careful financial management is required to program these projects without overburdening taxpayers.

Five-year plans are summarized by department or function through FY24 and contain descriptions and budget estimates. Funding for projects and equipment in year one, FY20, will be sought at the May 14,

2019 Annual Town Meeting. Cost estimates for years two through five of the capital plan are approximate as we cannot precisely predict inflation, changes in markets and industries, and other influencing factors.

The list of proposed expenditures is organized by function and by funding source. The capital budget shows each proposed expenditure and the recommended funding source. In most cases, these are funded from reserve accounts such as Free Cash or Overlay Reserve, Community Preservation Fund, or receipts reserved for appropriation accounts such as the Ambulance Fund. We do not recommend use of the tax levy as a funding source for the FY20 capital budget. Our financial management policies identify capital exclusions as a potential funding source for certain large (\$500,000 and above) capital items. We recommend consideration of a capital outlay exclusion for one item which is noted below.

In total, departments submitted capital requests totaling \$3,242,920. The Chief Financial Officer, Assistant Town Administrator, and I pared these requests down to the enclosed capital budget. The capital budget proposes an appropriation of \$2,368,989; \$808,931 in spending requests have been omitted from the FY20 capital budget. Last year's capital plan was \$1,217,608.

The largest item on the FY20 capital budget is replacement of the Fire Department pumper (Engine 1) at \$650,000. Historically we have drawn from Stabilization to fund such purchases. Our draft financial policies establish a general stabilization fund target of 5-7% of current year operating expenditures. Funding the pumper would put the Stabilization fund balance below 5% of operating expenditures. Therefore, we do not recommend this course of action. We recommend pushing this appropriation out to a future year pending the approval of a new station. If the boards decide to include this item in the FY20 capital budget we recommend a capital outlay exclusion to fund the acquisition. A capital outlay exclusion adds the cost of acquisition to the tax levy for one year; after that one year the amount of the exclusion comes off the rate.

We did not arrive at the proposed capital appropriation by chance. The financial management policies set a Free Cash target of at least 3% of the prior year general fund operating appropriation. On July 1, 2018, Free Cash stood at \$2,201,174. Our FY19 operating appropriation was \$35,207,623; 3% of that equals \$1,056,229. This leaves \$1,144,945 in Free Cash available for use for capital and warrant articles. Other funding sources include \$199,027 from Overlay Reserve, \$55,300 from the Ambulance Fund, and \$972,000 from other sources such as Community Preservation Fund, Water Fund, PEG, and Chapter 90. We are not proposing to repurpose any funds from prior year appropriations. The Department of Revenue prefers to see unspent or unneeded funds closed to Free Cash and then appropriated.

We expect that you will scrutinize all of our assumptions and each funding request based on need, justification, cost effectiveness, and how each purchase, if deferred, will affect future budgets.

FY2020 OPERATING BUDGET

CHANGES SINCE FEBRUARY 2, 2019

The operating budget summit was held on February 2, 2019. Several large cost centers are not yet settled. On February 2, we were looking at a budget of \$37,054,271. Since then a number of things have changed. At this time, the budget is \$37,109,410, an increase of \$80,238. Highlights of these changes include:

-) The 2/2/19 budget was based on Masconomet's "Thumbnail" budget. That has since been increased by \$164,350. It is important to note that Masco's budget includes no additional costs associated with start time changes;
-) The Middleton Elementary Schools budget remains unchanged; based on recent conversations we expect the elementary school budget to decrease;
-) As we did last year, we propose to fund the Essex Tech Capital Improvement Assessment from Free Cash as a capital item, shifting \$19,765 away from the operating budget;
-) A number of modest adjustments were made to various departments;

As noted above, several of the major budget drivers remain unknown. The initial Middleton Elementary Schools budget came in at 9.7% and some reductions have been identified. We know that will be reduced further and we have given the administration a target of 4.7%. The School Committee is expected to make

funding decisions on March 6 at which point the picture will become substantially clearer. The budget hearing is in April.

The Masconomet operating budget also is unsettled. To date, only the thumbnail has been released and that has seen a small increase. Final action by the Masconomet School Committee is slated for March 13.

The Town's financial management policies call for maintaining excess levy capacity of at least 1% of the general fund operating appropriation. One percent of the FY20 budget is \$371,094 and we exceed that target.

ADDITIONAL ACTION ITEMS

- J A number of supplemental budget requests were discussed on February 2. We have additional backup material and are prepared to continue discussions on these requests. Ideally, we will come to final decisions on them;
- J The snow and ice budget is level funded at \$249,500 and we are currently in a positive position. Our five-year average expenditure is \$303,927. Modestly underfunding snow and ice is a reasonable practice. As noted last year, as the five year average creeps higher I will recommend increasing snow and ice funding. This does not need to happen in FY20.

As we did last year, the capital budget will again be presented as a single article with the various funding sources identified. Exceptions are made for larger acquisitions that require borrowing or a ballot vote, or that are simply easier to explain as standalone articles.

REMAINING FISCAL YEAR 2019 BUDGET SCHEDULE

Tuesday, March 12th at 7:00 p.m.	Selectmen Review Draft Town Meeting Warrant
Thursday, March 21st at 7:00 p.m.	Joint Board of Selectmen & Finance Committee FY2020 Budget Hearing at Flint Public Library
Thursday, April 4, 2019	Joint Board of Selectmen & Finance Committee to finalize the FY2020 operating and capital Budgets
Tuesday, May 14 th at 7 p.m.	Annual Town Meeting at Howe Manning School Gymnasium

Last year we held a fourth joint meeting of the Board of Selectmen and Finance Committee to put the final touches on our spending plan. The budget approval schedules of Middleton Elementary and Masconomet make it likely we will again need a fourth meeting. This has been set for Thursday, April 4.

Please feel free to contact this office if you have questions or comments, or would like additional information to understand any part of this important financial plan.

Item #5: Free Cash

Goal: Maintain Free Cash at a target range of at least 3% of the prior year general fund operating appropriation

Free Cash Available as of July 1, 2018	2,201,174
Fiscal Year 2019 operating appropriation	35,207,623
Free Cash Certification as a % of prior year operating appropriation	6.3%

Free Cash Available as of July 1, 2018	2,201,174	A
Fiscal Year 2019 operating appropriation	35,207,623	
Free Cash at a target range of at least 3% of the prior year general fund operating appropriation	1,056,229	B
Available amount from Free Cash to fund Fiscal Year 2020 capital projects/warrant articles	1,144,945	A-B

Item #6 Excess Levy Capacity

Goal: Maintain Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation

Excess Levy Capacity from Fiscal Year 2019 Recapitulation	996,578
Fiscal Year 2020 Proposed general fund operating appropriation	37,435,140
Excess Levy Capacity as a percentage of Fiscal Year 2020 budgeted General Fund operating appropriation	2.7%

Excess Levy Capacity from Fiscal Year 2019 Recapitulation	996,578	A
Fiscal Year 2020 Proposed General Fund operating appropriation	37,435,140	
Maintain Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation	374,351	B
Fiscal Year 2019 Unused Levy Capacity which can be applied to the Fiscal Year 2020 Operating Budget	622,226	A-B=C
Projected Fiscal Year 2020 Allowable Levy	29,803,415	A
Total State Aid and Local Revenue	6,513,050	B
Fiscal Year 2019 Unused Levy Capacity which can be applied to the Fiscal Year 2020 Operating Budget	622,226	C
Projected Fiscal Year 2019 Operating Budget Spending Limit	36,938,691	A+B+C
Fiscal Year 2020 Operating Budget	37,435,140	
Fiscal Year 2020 Operating Budget surplus/(deficit)	(496,448)	

**Adjustments Made to FY20 Operating Budget Projection Since
February 2, 2019 Operating Budget Meeting**

Item #	Description	Increase/ (Decrease)
1	Masco Assessment Increase	164,350
2	Essex Tech Assessment Decrease	(39,838)
3	Police Salary Budget Decrease - no contract in place	(27,398)
4	Storm water Compliance - half can be done in house especially if additional hours for Conservation agent is approved	(20,000)
5	Town Clerk - Removal of supplemental hours increase and correction of number of elections	(12,714)
6	Health Insurance - Budgeting at 0%	(9,962)
7	MIS - Assessor GIS update	700
8	Water - Increase in monthly wireless costs	1,200
Revenue - Decrease is a positive number		
9	MELD - In-Lieu of Payment	23,900
Total Increase/(Decrease) - From 2/2/19 to 3/2/19 Budget		80,238

Town of Middleton
Fiscal Year 2020 Summary of Projected Revenues and Expenditures

Updated as of 2/26/2019

Part I - Property Tax Revenues

Fiscal Year 2020 Tax Levy Limit Calculation

Fiscal Year 2019 Tax Levy				\$	28,714,222
Fiscal Year 2019 Debt Exclusions					(1,703,958)
Fiscal Year 2019 Actual Levy Without Debt Exclusions				\$	27,010,264
2.5% of Fiscal Year 2019 Levy Without Debt				\$	675,257
FY19 Unused Levy Capacity	\$	996,578			
2.5% of FY19 Unused Levy Capacity				\$	24,914
Projected Growth in Fiscal Year 2020					
Property Tax Base (New Growth)				\$	400,000
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Total Projected Fiscal Year 2020 Levy Limit				A \$	28,110,435
Fiscal Year 2019 Debt Exclusions (from above)				\$	1,703,958
Projected Change in Debt Exclusions:	FY 2019	FY 2020	Change		
Masconomet Regional School Addition	\$ 379,817	\$ 382,229	\$ 2,412		
Flint Library Addition Renovation	\$ 320,705	\$ 307,065	\$ (13,640)		
FM Local School Roof Repair	\$ 91,375	\$ 89,625	\$ (1,750)		
HM School Construction	\$ 937,905	\$ 939,905	\$ 2,000		
HM Bond Premium Offset	\$ (25,844)	\$ (25,844)	\$ -		
Total	\$ 1,703,958	\$ 1,692,980	\$ (10,978)		
Less Change in Debt Exclusions				\$	(10,978)
<hr/>					
Total Projected Debt Exclusions				B \$	1,692,980
Total Projected FY 2020 Allowable Levy (without using excess levy)				A+B \$	29,803,415
<hr/>					
Change from Fiscal Year 2019 to Fiscal Year 2020 in Available Property Tax Revenue:					
Projected Fiscal 2020 Allowable Levy (from above)				\$	29,803,415
Less: Fiscal 2019 Tax Levy (from above)				\$	28,714,222
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Change from Fiscal Year 2019 to Fiscal Year 2020 in Available Property Tax Revenue:				\$	1,089,193

**Town of Middleton FY 2020 Operating Budget
State Revenue (Cherry Sheet) and Local Assumptions**

Revenue Category	FY 2019	FY 2020 Estimate*	Difference In \$	Percent + or -
1. Gen. Gov. Local Aid (lottery, additional asst., tax exemptions)	\$ 695,114	\$ 721,030	\$ 25,916	3.7%
1A. Chapter 70 Educational Aid	1,646,051	1,659,451	13,400	0.8%
2. State Cherry Sheet Charges	(438,091)	(457,973)	(19,882)	4.5%
3. Offset Items	(11,521)	(11,921)	(400)	3.5%
Subtotals All State Aid Categories	\$1,891,553	\$1,910,587	\$19,034	1.0%
4. Local Receipts	\$ 3,838,355	\$ 3,748,355	\$ (90,000)	-2.3%
5. Free Cash Transfer	0	0	-	0.0%
6. MELD In Lieu of Taxes	223,000	176,100	(46,900)	-21.0%
7. Other Financing Sources (see detail below)	651,261	678,008	26,747	4.1%
TOTALS	\$6,604,169	\$6,513,050	(\$91,119)	-1.4%

Other Financing Sources Applied Against Omnibus Budget (detail of line #7 above)

	FY 2019	FY 2020	\$ Difference	% Incr. (Decr.)
Ambulance Fund Transfer	\$ 425,000	\$ 475,000	\$ 50,000	11.8%
PEG Cable Fund Transfer	211,186	154,406	(56,780)	-26.9%
Weights and Measures Transfer	10,000	22,792	12,792	127.9%
Enterprise Funds Indirect Costs	5,075	25,810	20,735	408.6%
Total #7 Offset Receipts	\$ 651,261	\$ 678,008	\$ 26,747	4.1%

FY 2020 Projected Increase (Decrease) in Revenues

Total Change in Available Property Tax Revenue (pg. 1)	1,089,193
Total Change in State Aid and Local Revenue (from above)	(91,119)
Total FY 2020 Projected Increase (Decrease) in Revenues	\$998,074

Part II - Projected Tax Levy Budget Expenditures By Function

(Note: Does not include capital appropriations from other funding sources)

Expenditure Classification	FY 2019	FY 2020 Proposed	FY 2020 Tax Levy Increase (Decrease)	Percentage Change
Town Personal Services	\$ 6,095,865	\$ 6,338,640	\$ 242,775	4.0%
Town Contractual Services	2,381,695	2,496,601	114,906	4.8%
Town Retirement, Health Insurance and Unclassified	2,632,621	2,716,233	83,612	3.2%
Elementary Schools	11,883,149	12,952,924	1,069,775	9.0%
Total Middleton Debt Service	\$1,282,835	\$1,321,345	\$38,510	3.0%
Masconomet Building Debt Service	379,817	382,380	2,563	0.7%
Masconomet Regional School Budget	9,415,414	10,123,610	708,196	7.5%
Total Masconomet Assessment	9,795,231	10,505,990	710,759	7.3%
Essex Technical School (includes debt)	831,384	797,442	(33,942)	-4.1%
Capital Improvement Assessment - To be paid as warrant article	(13,869)	(19,765)	(5,896)	42.5%
Total Essex Technical School Assessment	817,515	777,677	(39,838)	-4.9%
Overlay for Tax Abatements/Refunds	280,712	287,730	7,018	2.5%
Tax Title (raised on Tax Recap)	38,000	38,000	0	0.0%
TOTALS	\$35,207,623	\$37,435,140	\$2,227,517	6.3%

Total FY 2020 Project Increase (Decrease) in Expenditures

2,227,517

FY 2020 Proposed Revenue	36,316,465
FY 2020 Proposed Budget	(37,435,140)
Prop. 2-1/2 Operating Bud Override	-
FY 2019 unused levy capacity to FY 2020 Budget	622,226
Net Change	(\$496,448)

Impact of Proposed Adoption of FY 2020 Operating Budget

Middleton's Financial Management Policies

Item #4: Stabilization Funds

General Stabilization Fund

Goal: Balance in the General Stabilization Fund of 5%-7% of the current year budgeted general fund operating appropriation

General Stabilization Fund Balance as of 12/31/2018	\$ 1,469,734
Fiscal Year 2020 Proposed general fund operating appropriation	\$ 37,435,140
General Stabilization Fund balance as a % of GF operating	3.9%

Capital Stabilization Fund (Established at November 7, 2017 Special Town Meeting)

Goal: Balance in the Capital Stabilization Fund of 3%-5% of the current year budgeted general fund operating appropriation

Capital Stabilization Fund Balance as of 12/31/2018	\$ 401,427
Fiscal Year 2020 Proposed general fund operating appropriation	\$ 37,435,140
Capital Stabilization Fund balance as a % of GF operating	1.1%

Pension Stabilization Fund (Established at May 8, 2018 Annual Town Meeting)

Goal: Funds to be available as a reserve for future extraordinary "catch up" contributions

Pension Stabilization Fund Balance as of 12/31/2018	\$ 25,089
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Special Education Stabilization Fund (Established at November 7, 2017 Special Town Meeting)

Goal: Balance in the Special Education Stabilization Fund of the average of the most recent five years actual special education spending including special education transportation costs not to exceed \$350,000

Special Education Stabilization Fund Balance as of 12/31/2018	\$ 150,592
Average of past five years actual special education spending	\$ 2,285,338
Difference	\$ (199,408)

Item #5: Free Cash

Goal: Maintain Free Cash at a target range of at least 3% of the prior year general fund operating appropriation

Free Cash Certification as of 7/1/2018	\$ 2,201,174
Fiscal Year 2019 operating appropriation	\$ 35,207,623
Free Cash Certification as a % of prior year operating appropriation	6.3%

Item #6 Excess Levy Capacity

Goal: Maintain Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation

Excess Levy Capacity from Fiscal Year 2019 Recapitulation	\$ 996,578
Fiscal Year 2020 Proposed general fund operating appropriation	37,435,140
Excess Levy Capacity balance as a % of GF operating	2.7%

Item #7 Reserve Funds

General Reserve Fund

Goal: Annual appropriation shall be 1% of general fund expenditures excluding schools

Proposed Fiscal Year 2020 General Reserve Fund	100,000
Fiscal Year 2020 Proposed general fund operating appropriation (excluding schools)	11,877,204
General Reserve Fund as a % of general fund operating appropriation (excluding schools)	0.8%

Item #8 Debt Management

Annual Debt Service - Exclusive of Exempt Debt

Goal: Annual debt service exclusive of exempt debt shall be no less than 2% nor more than 10% of current year budgeted general fund operating appropriation

Fiscal Year 2020 annual debt service exclusive of exempt debt	45,500
Fiscal Year 2020 Proposed general fund operating appropriation	37,435,140
general fund appropriation	0.1%

Annual Debt Service - Inclusive of Exempt Debt

Goal: Annual debt service inclusive of exempt debt shall be no more than 15% of current year budgeted general fund operating appropriation

Fiscal Year 2020 annual debt service inclusive of exempt debt	\$1,703,725
Fiscal Year 2020 Proposed general fund operating appropriation	\$37,435,140
Annual debt service exclusive of exempt debt as a % of current year	4.6%

Municipal and Reserve Fund Balances

Free Cash Certification	\$2,201,174
General Stabilization Fund as of 12/31/18	\$1,469,734
Capital Stabilization Fund as of 12/31/18	\$401,427
Retirement Stabilization Fund Balance as of 12/31/18	\$25,089
Special Education Stabilization Fund Balance as of 12/31/18	\$150,592
Ambulance Fund as of 12/31/18	\$716,984
Water Fund Balance as of 12/31/18	\$805,083
PEG Fund Balance as of 12/31/18	\$355,390
OPEB Fund Balance as of 12/31/18	\$1,177,459
Special Education Reserve Fund Balance 12/31/18	\$150,592

Fiscal Year 2020 Proposed Budget

Department	FY 2019 Approved			FY 2020 Proposed			FY19 to FY20	
	Personal Services	Contractual	Total Budget	Personal Services	Contractual	Total Budget	Difference	% Change
Moderator	200	0	\$200	200	0	\$200	\$0	0.0%
Selectmen	264,658	30,820	\$295,478	269,117	31,480	\$300,597	\$5,119	1.7%
Finance Committee	2,009	101,500	\$103,509	2,059	101,780	\$103,839	\$330	0.3%
Town Accountant	127,242	36,275	\$163,517	128,177	37,775	\$165,952	\$2,435	1.5%
Board of Assessors	158,081	19,940	\$178,021	166,393	20,510	\$186,903	\$8,882	5.0%
Treasurer/Collector	175,056	42,750	\$217,806	182,813	40,450	\$223,263	\$5,457	2.5%
Custodian of Lands	2,500	0	\$2,500	2,500	0	\$2,500	\$0	0.0%
Town Counsel	0	86,500	\$86,500	0	90,000	\$90,000	\$3,500	4.0%
Information Technology	91,029	191,080	\$282,109	69,458	202,500	\$271,958	(\$10,151)	-3.6%
Town Clerk	114,918	19,800	\$134,718	121,456	25,490	\$146,946	\$12,228	9.1%
Elections	28,830	11,644	\$40,474	26,088	13,250	\$39,338	(\$1,136)	-2.8%
Conservation Comm.	57,212	4,850	\$62,062	59,136	4,850	\$63,986	\$1,924	3.1%
Planning Board	93,967	8,680	\$102,647	96,479	8,680	\$105,159	\$2,512	2.4%
Board of Appeals	2,250	2,050	\$4,300	2,304	2,050	\$4,354	\$54	1.3%
Master Plan Cte.	1,125	100	\$1,225	1,152	100	\$1,252	\$27	2.2%
Town Buildings	39,816	69,325	\$109,141	40,811	76,825	\$117,636	\$8,495	7.8%
Town Reports	0	5,000	\$5,000	0	5,500	\$5,500	\$500	10.0%
Police Department	1,585,895	289,301	\$1,875,196	1,594,130	296,443	\$1,890,573	\$15,377	0.8%
Fire Department	1,686,792	223,176	\$1,909,968	1,747,804	235,805	\$1,983,609	\$73,641	3.9%
Inspections Dept.	229,894	32,340	\$262,234	236,693	32,340	\$269,033	\$6,799	2.6%
Animal Control	23,438	3,200	\$26,638	22,732	4,400	\$27,132	\$494	1.9%
Constable	200	0	\$200	200	0	\$200	\$0	0.0%
Elementary School	8,300,801	3,582,348	\$11,883,149	8,760,308	4,192,616	\$12,952,924	\$1,069,775	9.0%
No. Shore Voke	0	817,515	\$817,515	0	777,677	\$777,677	(\$39,838)	-4.9%
Masco School	0	9,415,414	\$9,415,414	0	10,123,761	\$10,123,761	\$708,347	7.5%
Masco Debt Service	0	379,817	\$379,817	0	382,229	\$382,229	\$2,412	0.6%
Public Works	650,238	310,400	\$960,638	674,861	319,521	\$994,382	\$33,744	3.5%
Snow and Ice	60,000	189,500	\$249,500	60,000	209,500	\$269,500	\$20,000	8.0%
Transfer Station	125,808	278,000	\$403,808	133,322	294,276	\$427,598	\$23,790	5.9%
Board of Health	107,878	26,825	\$134,703	110,681	28,325	\$139,006	\$4,303	3.2%
Council on Aging	157,612	50,188	\$207,800	169,655	59,210	\$228,865	\$21,065	10.1%
Veteran's Agent	26,948	106,750	\$133,698	17,550	106,750	\$124,300	(\$9,398)	-7.0%
Tri-Town Council	0	28,500	\$28,500	0	28,500	\$28,500	\$0	0.0%
Garden Club	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Library	371,499	177,851	\$549,350	381,143	179,941	\$561,084	\$11,734	2.1%
Recreation Comm.	21,538	24,350	\$45,888	21,726	24,350	\$46,076	\$188	0.4%
Historical Comm.	0	1,000	\$1,000	0	1,000	\$1,000	\$0	0.0%
Memorial Day	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Chief Wills Day	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Debt Service	0	1,282,835	\$1,282,835	0	1,321,345	\$1,321,345	\$38,510	3.0%
Unclassified	0	2,627,621	\$2,627,621	0	2,716,233	\$2,716,233	\$88,612	3.4%
Total Budgets	\$14,507,434	\$20,492,245	\$34,999,679	\$15,098,948	\$22,010,462	\$37,109,410	\$2,109,731	6.0%

Fiscal Year 2020 Proposed Budget

Department	FY 2015 Approved			FY 2020 Proposed			FY15 to FY20	
	Personal Services	Contractual	Total Budget	Personal Services	Contractual	Total Budget	Difference	% Change
Moderator	200	0	\$200	200	0	\$200	\$0	0.0%
Selectmen	197,330	22,435	\$219,765	269,117	31,480	\$300,597	\$80,832	36.8%
Finance Committee	1,824	71,500	\$73,324	2,059	101,780	\$103,839	\$30,515	41.6%
Town Accountant	122,565	77,390	\$199,955	128,177	37,775	\$165,952	(\$34,003)	-17.0%
Board of Assessors	140,326	22,150	\$162,476	166,393	20,510	\$186,903	\$24,427	15.0%
Treasurer/Collector	161,954	40,800	\$202,754	182,813	40,450	\$223,263	\$20,509	10.1%
Custodian of Lands	2,500	0	\$2,500	2,500	0	\$2,500	\$0	0.0%
Town Counsel	45,000	0	\$45,000	0	90,000	\$90,000	\$45,000	100.0%
Information Technology	0	0	\$0	69,458	202,500	\$271,958	\$271,958	100.0%
Town Clerk	104,363	10,845	\$115,208	121,456	25,490	\$146,946	\$31,738	27.5%
Elections	13,061	7,225	\$20,286	26,088	13,250	\$39,338	\$19,052	93.9%
Conservation Comm.	25,689	3,300	\$28,989	59,136	4,850	\$63,986	\$34,997	120.7%
Planning Board	30,868	4,810	\$35,678	96,479	8,680	\$105,159	\$69,481	194.7%
Board of Appeals	50,489	10,950	\$61,439	2,304	2,050	\$4,354	(\$57,085)	-92.9%
Master Plan Cte.	1,026	0	\$1,026	1,152	100	\$1,252	\$226	22.0%
Town Buildings	36,160	65,452	\$101,612	40,811	76,825	\$117,636	\$16,024	15.8%
Town Reports		12,000	\$12,000		5,500	\$5,500	(\$6,500)	-54.2%
Police Department	1,258,410	190,144	\$1,448,554	1,594,130	296,443	\$1,890,573	\$442,019	30.5%
Fire Department	1,363,690	192,796	\$1,556,486	1,747,804	235,805	\$1,983,609	\$427,123	27.4%
Inspections Dept.	170,717	27,150	\$197,867	236,693	32,340	\$269,033	\$71,166	36.0%
Animal Control	21,525	5,900	\$27,425	22,732	4,400	\$27,132	(\$293)	-1.1%
Constable	200	0	\$200	200	0	\$200	\$0	0.0%
Elementary School	6,672,609	3,222,796	\$9,895,405	8,760,308	4,192,616	\$12,952,924	\$3,057,519	30.9%
No. Shore Voke	0	395,000	\$395,000	0	777,677	\$777,677	\$382,677	96.9%
Masco School	0	7,900,974	\$7,900,974	0	10,123,761	\$10,123,761	\$2,222,787	28.1%
Masco Debt Service	0	382,347	\$382,347	0	382,229	\$382,229	(\$118)	0.0%
Public Works	599,699	501,116	\$1,100,815	674,861	319,521	\$994,382	(\$106,433)	-9.7%
Snow and Ice	0	0	\$0	60,000	209,500	\$269,500	\$269,500	100.0%
Transfer Station	114,345	257,283	\$371,628	133,322	294,276	\$427,598	\$55,970	15.1%
Board of Health	88,973	21,700	\$110,673	110,681	28,325	\$139,006	\$28,333	25.6%
Council on Aging	140,373	34,316	\$174,689	169,655	59,210	\$228,865	\$54,176	31.0%
Veteran's Agent	13,125	46,430	\$59,555	17,550	106,750	\$124,300	\$64,745	108.7%
Tri-Town Council	0	28,500	\$28,500	0	28,500	\$28,500	\$0	0.0%
Garden Club	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Library	303,916	142,600	\$446,516	381,143	179,941	\$561,084	\$114,568	25.7%
Recreation Comm.	13,864	24,950	\$38,814	21,726	24,350	\$46,076	\$7,262	18.7%
Historical Comm.	0	950	\$950	0	1,000	\$1,000	\$50	5.3%
Memorial Day	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Chief Wills Day	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%
Debt Service	0	1,623,572	\$1,623,572	0	1,321,345	\$1,321,345	(\$302,227)	-18.6%
Unclassified	0	1,876,077	\$1,876,077	0	2,716,233	\$2,716,233	\$840,156	44.8%
Total Budgets	\$11,694,801	\$17,238,458	\$28,933,259	\$15,098,948	\$22,010,462	\$37,109,410	\$8,176,151	28.3%



Middleton Municipal Electric Department

197 North Main Street, Middleton, MA 01949
(978) 774-4313 • FAX (978) 774-5408

Mr. Andrew Sheehan, Town Administrator
48 South Main Street
Middleton, MA 01949

February 22, 2019

Re: In Lieu of Tax Payment

Dear Mr. Sheehan:

At the Electric Light Department Commissioners' meeting which was held on February 13, 2019, the Commission voted to set this year's "In-Lieu of" payment in the amount of \$176,100. This figure was derived by summing a \$0.0015/kwh charge to sales to ultimate consumers of 97,789,049 kwh and 5% of net income of \$586,413. This number was then rounded up to the \$176,100 figure.

Please let me know if you have any questions regarding this payment.

Sincerely,

Michael J. Cloutier
General Manager
Middleton Electric Light Department

Town Clerk/Election Budget Summary

The \$12,314 Part-Time money has been removed from the operating budget and moved to the supplemental requests. This request is for 10 additional hours for a current employee (paid for out of the census line item). These hours will be for clerical assistance and archival services if approved. See the supplemental requests tab for additional information.

There is one less election budgeted than the previous year (2 vs 3) however as there is a presidential primary with early voting, more staff will be needed to keep up with the anticipated voting numbers (3 last year 5 in the current year). Also extended polling hours for early voting are being budgeted due to voter demand (43 hours of early voting in FY19 vs 60 hours of early voting in FY20).

Also there is budgeted one ATM and two STMs in the current budget, one more STM than budgeted in FY19 due to anticipated need relating to construction projects. In addition, the Town Clerk has budgeted for more staff at each of these meetings in anticipation of the number of residents in attendance (4 election workers in FY19 to 9 election workers in FY20).

01161152 TOWN CLERK

01161151__511100	DEPT HEAD SALARY Includes the 2.50% COLA increase * STIPEND - Records Access Officer - \$2,250 ** STIPEND - Municipal Hearing Officer - (MGL Ch 148A §5) -\$2,500	\$75,776
01161151__511000	SALARIES Includes the 2.50% COLA increase	\$45,680
01161151__512200	PART TIME - Supplemental request Includes the 2.50% COLA increase	
		<hr/>
		\$121,456
015161152__532000	SERVICES TRAINING AND EDUCATION Continuing Education and Training for Dep't personnel	\$2,420
01161152__534000	POSTAGE Absentee ballots, confirmation notices, dog licenses	\$3,300
01161152__534100	TELEPHONE 2 Office Landlines	\$0
01161152__534200	COPIER/PRINTING Stationery & envelopes	\$1,000
01161152__538200	CONTRACTUAL SERVICES Maintenance fee for EZ Code	\$1,320
		<hr/>
		\$8,040
01511154__542000	OFFICE SUPPLIES Including dog licenses and notices	\$1,200
		<hr/>
		\$1,200
01161157__571400	OPERATING SUPPLIES Departmental related supplies	\$3,000
01161157__573000	DUES,FEES, AND SUBSCRIPTIONS	
		<hr/>
		\$750
		<hr/>
		\$3,750
01161158__587100	CAPITAL OUTLAY Code update services One ImageCast Precinct Tabulator (Spare for CTF)	\$8,000 \$4,500
		<hr/>
		\$12,500
		<hr/>
BUDGET GRAND TOTAL		\$146,946

*COMPENSATION RESERVE

**COMPENSATION RESERVE

01162152 ELECTIONS

01162151__511000

SALARIES & WAGES

Poll Officers \$17.96 x 16 hrs x 4 x 2 elections	\$2,299
Poll Workers \$12.80 x 16 hrs x 14 x 2 elections	\$5,735
Asst. Town Clerk - Voter Registration & Petitions (Additional Hours)	\$750
Asst. Town Clerk-2020 Elections (Additional Hours)	\$750
Asst. Town Clerk- Annual Town Meeting (Additional Hours)	\$150
Asst. Town Clerk- Special Town Meeting (Additional Hours)	\$300
Stipend for Clerk of Board of Registrars (MGL Ch 41§19G)	\$375
Registrar's stipend \$100/election x 4 members x 2 elections	\$800
Annual Town Meeting staffing \$12.80 x 5hrs x 9	\$576
Special Town Meeting staffing \$12.80 x 5hrs x 9 x 2	\$1,152
Additional Early Voting Supervisory Staffing \$23.50 x 30hrs	\$705
Poll Workers - Early Voting (Primary)\$12.80 x 60hrs x 5	\$3,840
Poll Workers - Early Voting (Extra Saturday Hours) \$12.80 x 8 x 5	\$512
Post EV-Xtra Hrs Election Prep.- Poll Workers \$12.80 x 8 x 2	\$205
Asst. Town Clerk-Early Voting Overtime Hours \$38.46 x 40 hrs	\$1,539

\$19,688

01162151__512200

PART TIME

Census Workers \$12.80 x 500hrs	\$6,400
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\$6,400

01162152__530400

CONSULTANT OTHER

Programming AutoMark (Town Election only)	\$1,500
Programming 4 ImageCasts	\$3,000

\$4,500

01162152_530600	STREET LISTING	
	Forms and postage	\$4,250
	Minus amount billed to school	(\$2,500)
		<hr/>
		\$1,750
01162152__534200	COPIER/PRINTING	
	Printing Town Election Ballots, Census Forms, Legal Notices(EV)	\$3,500
		<hr/>
		\$3,500
01162152_538200	CONTRACTUAL SERVICES	
	Annual maintenance for 3 Accuvotes/ImageCasts	\$0
		<hr/>
		\$0
01162154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	\$2,500
		<hr/>
		\$2,500
01162154_549000	LUNCHES	
	Meals for Election Workers	\$1,000
		<hr/>
		\$1,000
		<hr/>
	BUDGET GRAND TOTAL	\$39,338

Essex North Shore Agricultural and Technical School District
FY 2020 Preliminary Assessments

		Enrollment Participation	\----- Foundation -----/		Transportation Assessment	Debt Service Assessment	Capital Improvement Assessment	FY 2020 Preliminary Assessment
			Required Minimum Contribution	Above Minimum Assessment				
<u>Community</u>	<u>1-Oct-18</u>	<u>Percentage</u>						
Beverly	115	10.436%	1,602,093	99,818	24,614	190,561	48,363	1,965,449
Boxford	18	1.633%	248,154	15,619	3,852	29,818	7,568	305,011
Danvers	150	13.612%	2,033,216	130,196	32,105	248,554	63,081	2,507,152
Essex	17	1.543%	229,072	14,758	3,639	28,175	7,151	282,795
Gloucester	99	8.984%	1,367,141	85,930	21,189	164,047	41,634	1,679,941
Hamilton	12	1.089%	165,714	10,416	2,568	19,885	5,047	203,630
Lynnfield	29	2.722%	410,266	26,035	6,420	49,704	12,614	505,039
Manchester	9	0.817%	124,286	7,814	1,927	14,918	3,786	152,731
Marblehead	43	3.902%	590,577	37,322	9,203	71,250	18,083	726,435
Middleton	47	4.265%	648,945	40,794	10,059	77,879	19,765	797,442
Nahant	9	0.817%	124,286	7,814	1,927	14,918	3,786	152,731
Peabody	289	26.225%	3,434,744	250,837	61,853	478,866	121,532	4,347,832
Rockport	28	2.541%	395,829	24,304	5,993	46,398	11,776	484,300
Salem	177	16.061%	1,729,330	153,622	37,880	293,274	74,427	2,288,533
Swampscott	30	2.722%	407,295	26,035	6,420	49,704	12,614	502,068
Topsfield	18	1.633%	245,958	15,619	3,852	29,818	7,568	302,815
Wenham	11	0.998%	148,060	9,546	2,354	18,223	4,625	182,808
Total	1,101	100.000%	13,904,966	956,479	235,855	1,825,992	463,420	17,386,712

Note - Assessments are based on the Governor's budget released on 1/23/2019.
Assessments will be reduced if additional funding is allotted to the District in the final state budget.

Essex North Shore Agricultural and Technical School District
FY 2020 Preliminary Budget Summary

<u>Description</u>	<u>Amount</u>	<u>\$ Incr(Decr) from FY 19</u>	<u>% Incr(Decr) from FY 19</u>
<u>FOUNDATION BUDGET</u>	\$25,502,618	\$1,102,617	4.52%
Chapter 70 Aid	4,604,183	\$412,887	9.85%
Local Receipts	6,036,990	(\$78,838)	-1.29%
Foundation Budget Assessment	14,861,445	\$768,568	5.45%
<u>TRANSPORTATION BUDGET</u>	1,851,919	\$47,083	2.61%
Regional Transportation Reimbursement	1,089,064	\$30,248	2.86%
Local Receipts	527,000	(\$26,800)	-4.84%
Transportation Assessment	235,855	\$43,635	22.70%
<u>DEBT SERVICE</u>	1,825,992	(\$3,200)	-0.17%
Local Receipts	0		
Debt Service Assessment	1,825,992	(\$3,200)	-0.17%
<u>CAPITAL IMPROVEMENTS</u>	463,420	\$167,827	56.78%
Local Receipts	0		
Capital Improvements Assessment	463,420	\$167,827	56.78%
GROSS BUDGET	\$29,643,949	\$1,314,327	4.64%
Total Estimated State Aid	5,693,247	\$443,135	8.44%
Total Assessment to Communities	17,386,712	\$976,830	5.95%
Local Receipts	6,563,990	(\$105,638)	-1.58%
Gross Budget	29,643,949	\$1,314,327	4.64%

Essex North Shore Agricultural and Technical School District
FY 2020 Preliminary Revenue Summary

<u>Description</u>	<u>Amount</u>	<u>\$ Incr(Decr) from FY 19</u>	<u>% Incr(Decr) from FY 19</u>
<u>Revenues:</u>			
<u>State Aid</u>			
Chapter 70	\$4,604,183	\$412,887	9.85%
Transportation Reimbursement	1,089,064	\$30,248	2.86%
Total State Aid	\$5,693,247	\$443,135	8.44%
<u>Local Revenue Source</u>			
Ch 74 Tuition	\$4,679,450	\$104,450	2.28%
Special Education Increment Charge	\$150,000	\$150,000	
Medicaid	0	(\$50,000)	-100.00%
Interest	45,000	\$0	0.00%
E & D *	800,000	(\$200,000)	-20.00%
Sports Complex Rent	112,000	\$1,000	0.90%
Parking fees	45,540	\$0	0.00%
Athletic fees	65,000	(\$15,000)	-18.75%
Facilities rental revolving fund	140,000	(\$44,288)	-24.03%
Adult Education revolving fund	0	(\$25,000)	-100.00%
Foundation budget local receipts	\$6,036,990	(\$78,838)	-1.29%
Out of District Transportation	527,000	(\$26,800)	-4.84%
Regional Transportation Reimbursement Fu	0	\$0	
Transportation Budget Local Receipts	\$527,000	(\$26,800)	-4.84%
BAN Premium	\$0	0	
Bond Premium	0	0	
Debt Service Budget Local Receipts	0	0	
Total Local Receipts	\$6,563,990	(\$105,638)	-1.58%
Total State Aid and Local Receipts	\$12,257,237	\$337,497	2.83%



Appendix D – FY20 Assessment Information

Masconomet RSD FY19 vs. FY20 Preliminary Town Assessments- February 2019

BOXFORD	FY19	FY20	Change	Percent
Operating Assessment	\$ 10,206,544	\$ 10,835,353	\$ 628,809	6.2%
Debt Assessment	\$ 410,036	\$ 409,016	\$ (1,020)	-0.2%
Total Assessment	\$ 10,616,580	\$ 11,244,369	\$ 627,789	

MIDDLETON	FY19	FY20	Change	Percent
Operating Assessment	\$ 9,415,414	\$ 10,123,610	\$ 708,196	7.5%
Debt Assessment	\$ 379,817	\$ 382,380	\$ 2,563	0.7%
Total Assessment	\$ 9,795,231	\$ 10,505,990	\$ 710,759	

TOPSFIELD	FY19	FY20	Change	Percent
Operating Assessment	\$ 7,286,698	\$ 7,524,300	\$ 237,602	3.3%
Debt Assessment	\$ 292,714	\$ 285,305	\$ (7,409)	-2.5%
Total Assessment	\$ 7,579,412	\$ 7,809,605	\$ 230,193	

O&M Community Contribution Change	\$ 1,574,607	5.85%
Debt Community Contribution Change	\$ (5,866)	
	<u>\$ 1,568,741</u>	

Actual as of 1/1/19

Type of Plan	FY 2019		
	Total Monthly Cost:	Town Share (60%):	Employee Share (40%):
Health Insurance:			
Blue Care Elect Family Plan	\$ 3,595.75	\$ 2,157.45	\$ 1,438.30
Blue Care Elect Individual Plan	\$ 1,343.92	\$ 806.35	\$ 537.57
Medex2	\$ 313.46	\$ 188.08	\$ 125.38
Medex2 LIS	\$ 278.46	\$ 167.08	\$ 111.38
Managed Blue for Seniors	\$ 307.77	\$ 184.66	\$ 123.11
HMO Alternative Options Family	\$ 2,548.27	\$ 1,528.96	\$ 1,019.31
HMO Alternative Options Individual	\$ 952.39	\$ 571.43	\$ 380.96
	Total Monthly Cost:	Town Monthly Share (75%):	Employee Share (25%):
Dental Plan:			
Family Plan	\$ 118.58	\$ 88.94	\$ 29.65
Individual Plan	\$ 56.99	\$ 42.74	\$ 14.25

Actual as of 1/1/2019

TOWN	FY 2019 # of people in plan:	FY 2019 Town Share:	FY 2019 Annual Plan Cost:
Blue Care Elect			
Family	1	\$ 2,157.45	\$ 25,889.40
Individual	0	\$ -	\$ -
HMO Alternative Options			
Family	24	\$ 1,528.96	\$ 440,341.06
Individual	23	\$ 571.43	\$ 157,715.78
Medex			
Individual Plan	26	\$ 188.08	\$ 58,679.71
LIS	1	\$ 167.08	\$ 2,004.91
Managed Blue for Seniors			
Individual Plan	1	\$ 184.66	\$ 2,215.94
Total Health Costs			\$ 686,846.81
Dental			
Family Plan	48	\$ 88.94	\$ 57,363.00
Individual Plan	36	\$ 42.74	\$ 12,483.00
Total Dental Costs			\$ 69,846.00
Total Health & Dental			\$ 756,692.81
Flexible Spending Admin Fee	\$ 400.00		\$ 4,800.00
Plus: Plan Changes			\$ 30,000.00
Total Adjusted Health and Dental Plans			\$ 791,492.81

NOTE: covers approx 1.5 family plans for yea

FY20 BUDGET				
Estimated increase 0%	FY 2020 Estimated Total Monthly Cost:	FY 2020 Town's Share (60%):	FY 2020 Employee's Share (40%):	
Health Insurance				
Blue Care Elect Preferred Family Plan	\$ 3,595.75	\$ 2,157.45	\$ 1,438.30	
Blue Care Elect Preferred Individual Plan	\$ 1,343.92	\$ 806.35	\$ 537.57	
Medex2	\$ 319.73	\$ 191.84	\$ 127.89	2% increase
Medex2 LIS	\$ 284.03	\$ 170.42	\$ 113.61	2% increase
Managed Blue for Seniors	\$ 313.93	\$ 188.36	\$ 125.57	2% increase
HMO Alternative Options Family	\$ 2,548.27	\$ 1,528.96	\$ 1,019.31	
HMO Alternative Options Individual	\$ 952.39	\$ 571.43	\$ 380.96	
Estimated Increase 0%	Total Monthly Cost:	Town Monthly Share (75%):	Employee Share (25%):	
Dental Plan				
Family Plan	\$ 118.58	\$ 88.94	\$ 29.65	
Individual Plan	\$ 56.99	\$ 42.74	\$ 14.25	

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PROPOSED BUDGET				
	FY 2020 # of people in plan:	FY 2020 Town's Monthly Share: 1% INCREASE	FY 2020 Annual Plan Cost:	
Blue Care Elect				
Family	1	\$ 2,157.45	\$ 25,889.40	
Individual	0	\$ 806.35	\$ -	
HMO ALTERNATIVE Options				
Family*	25	\$ 1,528.96	\$ 458,688.60	18347.5
Individual	23	\$ 571.43	\$ 157,715.78	
Medex 2				
Individual Plan	26	\$ 191.84	\$ 59,853.31	
LIS	1	\$ 170.42	\$ 2,045.01	
Managed Blue for Seniors				
Individual Plan	1	\$ 188.36	\$ 2,260.26	
	<u>77</u>			
Total Health Costs			\$ 706,452.36	
Dental Plan:				
Family Plan*	49	\$ 88.94	\$ 52,293.78	1067.22
Individual Plan	36	\$ 42.74	\$ 18,464.76	
	<u>85</u>			
Total Dental Costs			\$ 70,758.54	
Total Health & Dental			\$ 777,210.90	
Flexible Spending Account Admin. Fee			\$ 4,800.00	
Plus : Plan Changes			\$ 95,000.00	NOTE: Covers 5 additional family plans
Total Adjusted Health and Dental Plans			\$ 877,010.90	

Health @0% Increase, Medex @2% increase, dental @0% increase over FY19

* add 1 family plan for firefighter

FY20 Supplemental Budget Requests and Adjustments

Supplemental Budget Requests

Department	Summary of Request	Budget Impact					
		Wages	Benefits	Expenses	Subtotal	Offset	Total
Fire Department	Full-time FireFighter and Full Time Clerk	79,241	35,438	15,854	130,533	(97,167)	33,366
MIS	Internet Speed Upgrade	-	-	5,256	5,256	-	5,256
Town Clerk	Additional Hours - Archivist/Laserfiche	12,314	-	-	12,314	-	12,314
Subtotal: Supplemental Requests							50,936

Salary Adjustments

Department	Summary of Request	Budget Impact					
		Wages	Benefits	Expenses	Subtotal	Offset	Total
Admin. Assessor	Salary adjustment to \$53,000	53,000	-	-	53,000	(49,383)	3,617
Conservation	Conservation Agent : Increased hours from 32 to 40 (DPW Budget reduced by \$20,000; will most likely need to be added back in if this is not approved)	75,960	-	-	75,960	(60,767)	15,193
Library	Option 1 9% increase to all staff (excluding pages, including custodians) 4% increase to director salary	434,463	-	-	434,463	(411,473)	22,990
Library	Option 2 4% increase to all staff not including pages (**anticipated additional requests for 3% in 2021 and 2% in FY22**))	418,163	-	-	418,163	(411,473)	6,690
Subtotal: Salary Adjustments							41,800
Total							92,736

FY20 Middleton Wages & Salaries Overhead

Category	\$ Amount	Notes
Salary & Wages	\$55,914.00	Estimated FY20 average full-time salary & wages
Medicare	\$ 810.75	Medicare tax of 1.45% of gross salary for both employer and employee = 2.9% total Medicare Tax
Health	\$18,531.00	Town pays 60% of employee health insurance for participating employees. Estimate based on 1% increase in health insurance from FY19.
Dental	\$ 1,120.58	Town pays 75% of employee dental insurance for participating employees. Estimate based on a 5% increase in dental insurance from FY19.
Life	\$ 46.80	Monthly cost of \$7.80 per employee for \$10,000 benefit is split between Town and Employee
Retirement	\$14,929.04	Based upon the FY20 charge from Essex Regional Retirement System, the Town pays 26.7% of employee pensionable total gross salary for retirement.
	\$35,438.17	Town's Fiscal Year 2020 Annual Projected Overhead Contribution

Fire Department Budget Changes

		ORIGINAL REQUEST	ADDITIONAL FIRE FIGHTER- WITH CUTS	NET CHANGE	ADDITIONAL FIRE FIGHTER AND CLERK-	NET CHANGE	ADDITIONAL CLERK ONLY	NET CHANGE
01220151__511000	SALARIES & WAGES	\$ 908,614.00	\$ 979,382.00	\$ 70,768.00	\$ 979,382.00	\$ 70,768.00	\$ 908,614.00	\$ -
01220151__511100	DEPT. HEAD SALARY	\$ 130,125.00	\$ 130,125.00	\$ -	\$ 130,125.00	\$ -	\$ 130,125.00	\$ -
01220151__511300	OVERTIME	\$ 209,471.00	\$ 187,708.00	\$ (21,763.00)	\$ 186,076.00	\$ (23,395.00)	\$ 207,839.00	\$ (1,632.00)
01220151__512200	PART TIME	\$ 468,569.00	\$ 414,449.00	\$ (54,120.00)	\$ 437,776.00	\$ (30,793.00)	\$ 491,896.00	\$ 23,327.00
01220151__512400	CONTRACT ADJUSTMENTS	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
01220151__519000	FIRE RESERVE CLOTHING AL	\$ 16,525.00	\$ 16,525.00	\$ -	\$ 16,525.00	\$ -	\$ 16,525.00	\$ -
01220151__519100	CLOTHING ALLOWANCE	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00	\$ 13,000.00	\$ 1,000.00	\$ 12,000.00	\$ -
01220152__521700	ELECTRICITY	\$ 10,200.00	\$ 10,200.00	\$ -	\$ 10,200.00	\$ -	\$ 10,200.00	\$ -
01220152__521800	FUEL	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -
01220152__524000	EQUIPMENT REPAIR	\$ 21,300.00	\$ 21,300.00	\$ -	\$ 21,300.00	\$ -	\$ 21,300.00	\$ -
01220152__524100	MAINTENANCE FIRE ALARM	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
01220152__524200	RADIO MAINTENANCE	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
01220152__524300	BREATHING APPAR.MAINT.	\$ 4,800.00	\$ 4,800.00	\$ -	\$ 4,800.00	\$ -	\$ 4,800.00	\$ -
01220152__530500	ADVERTISING	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -
01220152__532000	TRAINING AND EDUCATION	\$ 17,500.00	\$ 17,500.00	\$ -	\$ 17,500.00	\$ -	\$ 17,500.00	\$ -
01220152__534000	POSTAGE	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ -
01220152__534100	TELEPHONE	\$ 15,859.00	\$ 15,859.00	\$ -	\$ 15,859.00	\$ -	\$ 15,859.00	\$ -
01220152__534200	COPIER/PRINTING	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	\$ -
01220154__542000	OFFICE SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
01220154__543000	BUILDING MAINTENANCE	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -
01220154__548000	GAS AND OIL	\$ 21,000.00	\$ 21,000.00	\$ -	\$ 21,000.00	\$ -	\$ 21,000.00	\$ -
01220154__550200	AMBULANCE	\$ 30,685.00	\$ 30,685.00	\$ -	\$ 30,685.00	\$ -	\$ 30,685.00	\$ -
01220154__558200	FIRE TOOLS & APPARATUS	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
01220154__558205	AMBULANCE BILLING	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -
01220157__571000	TRAVEL	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
01220157__573000	DUES,FEES, AND SUBSCRIPT	\$ 3,450.00	\$ 3,450.00	\$ -	\$ 3,450.00	\$ -	\$ 3,450.00	\$ -
01220157__578300	SPECIAL EXPENSE	\$ 35,511.00	\$ 35,511.00	\$ -	\$ 35,511.00	\$ -	\$ 35,511.00	\$ -
01220158__587600	HOSE REPLACEMENT	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -
	TOTAL BUDGET	\$1,983,609.00	\$1,979,494.00	\$ (4,115.00)	\$2,001,189.00	\$ 17,580.00	\$2,005,304.00	\$ 21,695.00



THOMAS J. MARTINUK
CHIEF OF DEPARTMENT

Town of Middleton Fire Headquarters

4 LAKE STREET, MIDDLETON, MASSACHUSETTS 01949

MEMO

TO: Board of Selectmen and Finance Committee
FROM: Chief Thomas J. Martinuk
DATE: 23 January 2019
SUBJECT: Full time Firefighter and Clerk FY 20

During the FY 18 budget cycle I proposed adding a full-time firefighter to the department to increase staffing and alleviate the dependency on part time help. During this time Chief Digianvittorio and I met with the Town Administrator and Assistant Town Administrator to come up with a plan for the long-term staffing needs of both departments. The Police Chief and I agree that additional full-time staff are needed to responsibly protect the town. The plan at that time was to hire a full-time person for each department in alternating years. Below is a closer explanation of this year's request.

Shift Schedule:

The fire station is staffed 24 hours a day, seven days a week with a mix of both full-time and part-time personnel. The day shift runs from 7:00AM – 5:00PM and the night shift from 5:00PM – 7:00AM. The full-time personnel work a 24-hour shift, beginning at 7:00AM. Their schedule is based on an eight-day week over a span of 8 weeks, for an average of 42 hours per week. The rotation is 24 hours on, 24 hours off, 24 hours on, 5 days off. As an example, a firefighter works Monday and Wednesday one week, Tuesday and Thursday the next week,

Wednesday and Friday the following week, and on the eighth week of the rotation, the firefighter is back to Monday and Wednesday.

The day shift and night shift (before the RECC) had a fourth position that was a dispatch position to staff the 911 center in the fire department. As a result of the transition to the RECC, the department did retain the fourth position for the night shift, which did allow for all members to respond to calls and leaving the station unoccupied. The day shift can be a mixture of three to four members to respond to calls, also leaving the station unoccupied. There is no clerk to take calls or receive permits or plans at any time during the day.

The full-time firefighters are broken up into groups as follows:

Group 1: Lieutenant David T. Leary Jr.
Firefighter Andrew LeColst

Group 2: Lieutenant Daniel Kessel
Firefighter David Thibault

Firefighter Zach Ingraham (Zach was hired to replace Chief Twiss as Captain Martinuk moved into the Chiefs position).

Group 3: Captain Douglas LeColst
Firefighter David Kelsen

Firefighter Justin Nigrelli (Justin will graduate the fire academy on 2/1/19 and then go on shift)

Group 4: Lieutenant Tyler Dechene
Firefighter H. Peter Beuparlant

One pressing issue is recruiting and retention of qualified part-time firefighters. Over the years many of the part-time firefighters, that have been on long enough to be qualified to be helpful, have been hired by this department full-time or left for other departments. It takes approximately five years to get to the point where a part-time firefighter can perform all functions adequately. Another issue that works both for and against us is that we have part-time firefighters who work full-time in other departments. This helps us because they are trained, but they take a risk of getting hurt and if this happens, they will not receive the benefits of their full-time job which puts them at risk financially.

Over the years, the department has had hundreds of applications, but with the hustle and bustle of society and family commitments, many people cannot commit to the time that is required. For example: a person coming on to this department needs to be an emergency medical technician (preferably someone with experience). They also need to attend the firefighter I/II training that is required of all new part time firefighters. This is a 320-hour course

that meets two weeknights and at least one or two weekend days. On top of that if they wish to obtain their paramedic license, this course is a year plus from start to finish. Over the course of the year they need to attend all training sessions at the department which consists of three to four hours every Monday night, in addition to 48-hour refresher course for EMT or paramedic on top of any other trainings that may be offered.

We have had increased difficulty filling part-time shifts, day or night. As the department gets busier it is less attractive for someone to work a shift or an overnight shift and be up all night, then go to their full-time job in the morning. Over the last year there have been 141 open part time shifts 95 were filled by full-timers (three of these were holidays) and 25 shifts were not filled. In order to keep a minimum of three people on per shift we had to pay double time to full timers 9 times and time and a half to part timers 12 times.

The ability for call firefighters to juggle their hectic personal schedules, keep up with the increasing training requirements, respond to calls during the late night - early morning hours, and work scheduled shifts and holidays is a real burden on our staff. It is a long-term plan for the Middleton Fire Department to ultimately have 4 Full-time firefighters on duty 24 hours a day, 7 days a week, supplemented by part time people to try to have five on duty 24/7 to handle the increasing workload of our rapidly growing community.

We have experimented with the five-person crew during the day and it has helped tremendously to handle the increased work load and the multiple back to back calls that we have been getting. This includes manning the second ambulance for the additional calls keeping the money in town and not giving it away to an outside agency.

Proposed New Position:

The proposed new position will follow suit of the other recent hires and go on a group to increase the permanent strength of that group, supplemented by part time staff.

The full-year cost of a firefighter – paramedic, calculated using FY 2019 data, is as follows:

Wages:	\$55,914
Overtime:	\$10,881
Health/ Dental:	\$16,494?
Holidays:	\$5,578
Vacations:	\$4,897
Personal Days:	\$1,632
Training:	\$3,625
Educational Incentive:	\$1,800

Total **\$100,821**

With saving in call wages and perm OT=\$54,314

Final cost **\$46,507 (Approximate)**

Overtime:

The department relies heavily on personnel that respond to calls while off-duty. When an “alert tone” is sent over the department’s primary radio frequency for assistance, off-duty members can respond to the station for additional vehicles and equipment. The following are examples of when a “tone” is sounded:

- Building fire or explosion
- Odor of gas in a building
- Large brush fire
- Multiple calls
- Motor vehicle collision with multiple injuries and/or deployment of “jaws of life”
- Receipt of a fire alarm in a commercial building or multi-family residential building
- Odor of burning/ smoke in a structure
- Ice/ water rescue or lost person
- Any call or calls when the Officer-in-Charge determines that more personnel are needed to safely and effectively mitigate the incident
- Mutual aid calls when the on-duty crew will be out-of-town
- Hazardous materials incidents

On average, the department has approximately 50 tones per month. The full-time firefighters earn 2 hours of overtime for responding in for a tone, and the call firefighters earn 2 hours of their hourly rate. If the call exceeds 2 hours, then all firefighters are paid hour-for-hour until they are released. This is an essential component of our operation, and it is the basis of how we can safely and effectively protect our firefighters and the community. This standard response is also a benchmark for our Fire Suppression Rating Schedule through the Insurance Services Office, or ISO. Our ISO rating is an important measurement of how the town protects the property in our jurisdiction, and it is also used by 8 of the top 10 insurance companies to calculate our fire insurance rates.

The full-time firefighters get first refusal of any open full-time firefighter shifts, which includes sick, personal, vacation, and extra duty. The part-time firefighters are responsible for filling the shifts designated as part-time shifts. In the event that a part-time firefighter shift cannot be filled, then it can be filled with a full-time firefighter. This has been one of our challenges over the years, as it becomes more difficult to fill the part-time shifts and extra duty that is occasionally needed. As stated earlier, the part-time force is expected to work more, expected to attend more training, and be available off-hours. This creates a strain on the part-time firefighters, as our lives and commitments become more complex.

The goal is to increase the on-duty staff, supplemented by part time staff (in decreasing increments). This is due to the lack of available off duty personnel to respond. This year I tried to trim as much as I could in the supplemental budget, including callback overtime and part time callback. This shifts the emphasis to help pay for the on-duty staff and the goal of having more people available on duty.

Gone are the days when Mr. Martin would close the drug store, run across the street, and hop on the fire truck. Strict work requirements severely limit how call firefighters respond, and we cannot expect them to jeopardize their careers and their income. Also gone are the days of getting to the station quickly. Members responding to the station on a call can take up to ten minutes, depending on the time of day. This delays any additional apparatus from getting on the air in a timely manner, this is also why it is important to have the proper amount of people on duty.

Clerk

This year I am also asking for a part time clerk, again. This person will be integral in the operation of the department helping with a myriad of items ranging from data entry, filing, assisting the Chief, EMS officer, Fire Prevention Officer, Training Officers etc. with clerical functions freeing them up to do what they are supposed to be doing such as grant writing, inspections and teaching to name a few. For example, the Fire Prevention officer spends much of his time entering inspections into the RMS system (on overtime) and this would free him up to do the inspections that he cannot get to. This person will enable the department to have set hours for customers to drop off plans, obtain permits, schedule inspections, request copies of reports etc. Currently it is hit or miss if anyone is in the station.

Some of the functions the clerk would perform, but not limited to:

Data entry, filing, make sure the RMS system is up to date and accurate, prepare reports to be sent to the State Fire Marshalls Office, greet and assist the public, Schedule inspections, prepare bills payable and enter into MUNIS, answer telephones, update business contact and information, assist officers as listed above, assist the chief with emergency management items such as required Tier II reports, assist with grants.

In conclusion, our community continues to grow at a rapid pace and our fire department is working hard to keep up with the residential and commercial growth, increased population,

increased traffic, and the increasing demands from the correctional facility (regional intake building) and DYS (juvenile facility and regional offices). Our incident responses and inspectional activity will increase, and we will be expected to provide the necessary services to our community with the current staff. We request that the new positions be supported to help the fire department deal with the challenges that are currently faced by our staff, and begin to plan for the future of our community.

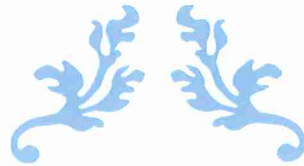
Attached is the quick comparison that was done between communities in 2017, an article from Brewster fire concerning staffing (which is the same problem we are having) and finally a study on high-rise responses (we have five of them).

If there are any questions, please feel free to contact me anytime at tom.martinuk@midfire.com or my cell 978-479-8154.

Thank you for your continued support.

Thomas J. Martinuk

Chief of Department



MIDDLETON FIRE DEPARTMENT IN TRANSITION

2017



This document is a brief explanation of the current state of the Middleton Fire Department, its operation, staffing and future needs. It is by no means comprehensive but a brief synopsis to better inform the decisions of boards and committees. This document will also compare similar towns (there was no one town that was an exact match to Middleton, but I tried to choose ones close in population and operation). At a later time, a more in depth analysis could be completed internally or by an outside firm.

The Middleton Fire Department has always been on the forefront of innovation and forward thinking. Area departments have always looked to the Middleton Fire Department as a leader in the industry and as a progressive department. The Middleton Fire Department has always tried to have the most up to date equipment and training for its personnel. Middleton was one of the first departments in the area to offer advanced life support services for its ambulance service. This could not have been accomplished without the forward-thinking men and woman of the department and the support of the town and state.

The staffing over the years has changed and the fire department has used innovative ways to address the growth issues of the town and the increased demand on the department. Prior to 1987 the department was staffed with one person and relied on call back of part time members to staff the station and apparatus on calls. In 1987 the department added two full time members to work days because of the increasing difficulty in the availability of available part time members. At the same time the department added part time members to work nights in order to have 24/7 coverage of on duty personnel and to reduce the time it was taking for apparatus to respond. In 1998 the department added a day position to cover the lack of available off duty members. In 2005 the department added an additional full-time member to make it possible for the department to have two full time members 24/7. In 2015 a day position was again added to help with the lack of available off duty personnel.

The current staffing of the department is comprised of a Chief, Captain, three Lieutenants and five firefighters, all are full-time. The schedule is made up of four groups who work 24 hour shifts on an eight-day cycle. Each group is made up of two full-time members and one member who works four days Monday thru Thursday. There is one part time member on seven days a week and two at night. Currently Friday, Saturday and Sunday only have three members on during the day. There is a current proposal to add another full-time member and to shift the staffing around to have four members on 24/7/365.

The reason to add more full-time members is not unique to Middleton, it is a regional and national problem. The hectic pace of modern society does not allow people the extra time and freedom to be available to respond to the station for calls on their time off. Many households are dual income families. When one of the parents are at work, the other may need to stay home to watch the children to save money on day care. During the time off that the family has together they may be involved in sports, dance or other activities. The towns on this list have already shifted the burden to full-time staff or are in the process of doing so.

At the present time, the Middleton Fire Department has no clerk or administrative staff other than the Chief. All the full-time members have multiple responsibilities (such as fire prevention, EMS, training, car seat technician, fire alarm technician) over and above responding to calls and taking care of the everyday operations of their shift and of the department. Over the years these responsibilities could be handled by these individuals, but with the increase in the number of calls and the demand on the department, some of these responsibilities should be a task on their own. Administration and Fire Prevention are two areas that could use supplemental staff. Many functions, in both areas, take a great amount of time and sometimes do not get accomplished because of the lack of staff.

In the next five to ten years the staffing model that would be the most efficient for the department is to have a Chief, Deputy Chief, Full time fire prevention officer, Administrative assistant and a minimum of four full time members per shift. This obviously would need to be phased in, but it serves as a template for the town to follow and have a plan for the future.

The following is a brief description of each town, a spread sheet can be found in attachment B.

Middleton:

The town of Middleton has a population of 9,419¹ and covers 14.2 square miles. The fire department consists of ten full time members including the Chief and twenty-one-part time members. The department has offered advanced life support since 1995, with all full-time members being paramedics. The department protects a mostly residential community that includes five high rises (all six stories or higher), a chemical plant, water treatment facility, a 65,000-square foot water park, a 96,000-square foot sports complex/ice arena, county jail and a juvenile detention center to name some of the hazards. There is a brief article on high rise operations and crew size in attachment C. The department responded to 2016 calls last year, this does not include inspections, car seat installations, or public education, this would add another 1000 incidents. The budget for FY 17 was \$1.7 million.

North Reading:

The town of North Reading has a population of 15,377² and covers 13.5 square miles. The fire department consists of twenty-two full time employees including the Chief and Deputy Chief with an administrative assistant. The department has offered advanced life support since 2012, with at least three members per shift being paramedics. The department runs four shifts of five full-time firefighters. The department protects a mostly residential community with light industrial along route 28 and Concord street by route 93 and a large postal facility, they have no

¹ Massachusetts department of revenue

² Massachusetts department of revenue

high rises. The department responded to 2350 calls in 2016. The fire department budget for FY17 was \$3,046,041.

Littleton:

The town of Littleton has a population of 9,246³ and covers 17.6 square miles. The fire department consists of twelve full time employees including the Chief and Deputy Chief with an administrative assistant. The department will be hiring six full-time paramedics this year so that the town can offer advanced life support to the community, this will give the department a total of eighteen full-time members with four full-time members per shift. The department protects a mostly residential community with some light industrial properties such as IBM. A retail complex and a hydrogen fueling depot are currently being built. They also cover a short section of 495 and they have no high rises. The department responded to 1824 calls in 2016. The budget for FY 17 was \$1.2 million.

Manchester By the Sea:

The town of Manchester by The Sea has a population of 5,249⁴ and covers 7.73 square miles. The fire department consists of thirteen full-time employees including the Chief and an administrative assistant. The department offers advanced life support with the fire department ambulance. The department runs four shifts with three full-time firefighters per shift. This year the Chief will be asking for additional full-time firefighters. The department protects a mostly residential community with ten miles of seashore and some retail stores in the downtown area. They also cover a short section of route 128 and there are no high rises in the community. The department responded to 900 calls last year. The budget for FY 17 was \$ 1.2 million.

As you can see each town is similar in size and population. North Reading was chosen because its operation is very similar to Middleton's. Even though their population is larger the number of runs they do is very close to Middleton's (2350 to 2016) .

Littleton is very similar, they are a rapidly growing town with a similar population. They are just getting into the advanced life support business, but they are doing it because all the towns

³ Massachusetts department of revenue

⁴ Massachusetts department of revenue

around them have gone ALS and the private ALS provider takes too long to respond. They are doing this with an all full-time staff.

Manchester By the Sea is similar in size, yet they have a large full-time staff and a much smaller area to cover.

All three of these towns are largely residential like Middleton, yet they do not have the large hazards such as five high rises, a chemical plant, two large recreational facilities and two jails, to name a few. They are all going to or have gone to rely heavily on full-time personnel.



CAPE COD TIMES

Brewster Fire Department faces personnel pinch

By Ethan Genter

Posted Aug 12, 2018 at 5:47 PM

Updated Aug 13, 2018 at 6:11 AM

Brewster has hard time retaining trained firefighters who opt for full-time jobs elsewhere.

BREWSTER — The Brewster Fire Department has been a place for firefighters to get their start. It's one of the only departments on the Cape that is split almost evenly between full-time career firefighters and call firefighters.

That combination has been a great way for new firefighters to get their foot in the door, but the department has had trouble holding onto staff, whether they leave for a busier town, to be closer to family or a host of other reasons.

The retention of firefighters has become a pressing issue for the department, and Chief Robert Moran voiced as much to the Select Board in June during his self-evaluation.

At that meeting he brought a picture of a recent swearing-in ceremony at the Harwich Fire Department. Five of the six firefighters in the photo had been with the Brewster Fire Department within the past 14 to 15 months, Moran said.

“Our problem here is really not a recruit problem,” he said in an interview earlier this month. Every year, people come to Brewster to become a firefighter. “We are, in this area, the region’s training ground ... because there is no other place for them to go. The type of fire department that we are, being a combination fire department, allows an individual to be hired here, work as a call firefighter, be trained and then get picked up by other departments.”

Call firefighters and career staff all are trained to the same level, and the department sponsors firefighters to go to the Barnstable County Fire Academy. The academy provides them with fire gear, a physical, books and insurance — thousands of dollars and time spent coordinating and scheduling.

In the cases of the two most recent departures, one left for a larger call load and the other went to work for Harwich because a family member was the former chief.

Call firefighters generally have other jobs, which puts a strain on full-time staff and leads to an increase in mutual aid from other departments.

The call staff has been a “Band-Aid” on the staffing problem at the department, Varley said. The department plans to turn to the town for more full-time staff, possibly boosting the department to 24 full-time staff.

Moran doesn’t want to eliminate the call staff and wants to keep those firefighters to back up the full-time staff.

“We are always going to need call firefighters here, but I can say that we certainly, based on the community’s needs and the services that we need to provide, we need to hire some additional career staff,” he said.

— Follow Ethan Genter on Twitter: [@EthanGenterCCT](#).

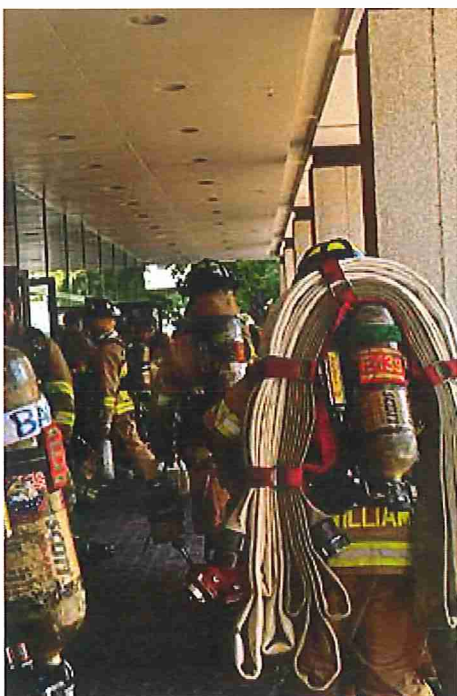
Landmark High-Rise Fire Study Evaluates Effectiveness of Crew Sizes, Elevator Use

NIST www.nist.gov/fire/sshr1.cfm

[\(Return to Staffing Studies\)](#)

Released April 10, 2013

Contact: [Mark Bello](#)
301-975-3776



Firefighters respond to fire in 13-story high rise.
Credit: International Association of Fire Fighters

PHOENIX – When responding to fires in high-rise buildings, firefighting crews of five or six members—instead of three or four—are significantly faster in putting out fires and completing search-and-rescue operations, concludes a major new study* carried out by the National Institute of Standards and Technology (NIST), in cooperation with five other organizations.

Results of the study, conducted with 13 Washington, D.C.-area fire departments, were presented today at the 2013 Metropolitan Fire Chiefs Conference in Phoenix.

"Unlike most house fires, high-rise fires are high-hazard situations that pose unique operational challenges to fire service response. How big a fire gets and how much danger it poses to occupants and firefighters are largely

determined by crew size and how personnel are deployed at the scene,” says lead researcher Jason Averill, a NIST fire protection engineer. “It’s not simply that larger crews have more people. Larger crews are deployed differently and, as a result, are able to perform required tasks more quickly.”

An analysis of 14 “critical tasks”—those undertaken when potential risks to building occupants and firefighters are greatest—found that three-member crews took almost 12 minutes longer than crews of four, 21 minutes longer than crews of five, and 23 minutes longer than crews of six to complete all tasks. Four-person crews took nine minutes and 11 minutes longer than five- and six-member crews, respectively.

The study also looked at the effect of using fire service access elevators to move firefighters and equipment up to the staging floor and concluded that most tasks were started two to four minutes faster when using the elevators compared with using the stairs.

The study, funded by the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grants Program and conducted in a 13-story vacant high-rise office building in Crystal City, Va., involved **48 separate controlled experiments**, plus 48 corresponding computer-modeling simulations, which evaluated three types of representative fires, from slow to fast growing.

“This study will result in better-informed policy and operational decisions influencing levels of staffing and other resources available for responding to high-rise fires,” says Dennis Compton, former chief of the Mesa, Ariz., fire department and chairman of the board of the National Fallen Firefighter Foundation. “These are decisions now confronting hundreds of communities across the country.”

On the basis of the results of computer modeling, which incorporate data from live experimental burns, the study team concluded that smaller crews end up facing larger fires because of the additional time required to complete tasks.

A three-person crew, for example, would battle a medium-growing blaze that is almost 60 percent larger than the fire faced by a six-member crew, which would start extinguishing a fire roughly three-and-one-half minutes earlier. In an office building, this difference is equivalent to four employee cubicles on fire for a three-person crew versus two cubicles for a six-person crew.



Firefighting crew carries out search- and-rescue operation.
Credit: IAFF



Rescued "victim" is removed from the high rise.

Credit: IAFF

Comparing the performances of different-sized crews, the researchers found that adding two members to three- and four-person teams would result in the largest improvements in starting and completing critical tasks, such as advancing the water hose to the fire location and beginning search and rescue. Improvements ranged from one minute to 25 minutes, depending on the task.

The research team also evaluated whether dispatching more three or four-member crews to a high rise fire—accomplished by sounding a higher initial alarm—would be as effective as sending a low first alarm contingent of engines and trucks staffed by more firefighters. They found that a "low-alarm response with crews of size four or five outperforms a high-alarm response with crew sizes smaller by one firefighter."

"Prior to this experiment, some fire departments attempted to deploy with smaller crews on each piece of apparatus," explains Lori Moore-Merrell of the International Association of Fire Fighters, a co-principal investigator for the study. "The logic suggested that, if the fire is big enough, just send more units, but it ignores the fact that larger crews have tactical advantages that reduce risk exposure to people and firefighters. Crews of six and even five can carry out crucial tasks in parallel rather than in series. Saving time can save occupant lives and prevent firefighter injuries and property damage."

The National Fire Protection Association (NFPA) defines high-rises as buildings that are seven stories or taller, the height that exceeds most types of fire service ladders. In most U.S. communities, new high-rises are required to have automated sprinkler systems, which are designed to control the spread of fires, not to extinguish them.

But according to the NFPA, 41 percent of U.S. high-rise office buildings, 45 percent of high-rise hotels, and 54 percent of high-rise apartment buildings are not equipped with sprinklers, as compared with 25 percent of hospitals and related facilities. Moreover, sprinkler systems fail in about one in 14 fires.

As a result, Averill says, "fire departments should be prepared to manage the risks associated with unsprinklered high-rise fires regardless of whether a building is actually sprinklered."

High-rise buildings now dot the U.S. urban, suburban and even rural landscapes. While concentrated in large cities, such as New York with 6,543 skyscrapers and buildings seven stories or taller, Chicago with more than 2,300, and Phoenix with about 175, high-rises are also common in smaller metropolitan areas, according to the building inventory maintained by Emporis. For example, Omaha has about 70 buildings seven stories or taller, Fargo, N.D., has 22, and Gulf Shores, Ala., has about 65.

While much less frequent than house fires, about 43 high-rise fires occur in the United States every day. Between 2005 and 2009, according to the NFPA, high-rise structure fires averaged 15,700 annually. Average annual losses totaled 53 civilian deaths, 546 civilian injuries and \$235 million in property damage.

The new study on responding to high-rise fires complements a 2010 study from the same research team that looked at staffing levels and arrival times in the context of fighting residential fires.**

"Rather than providing a one-size-fits-all answer, our study provides a scientific basis for discussions in communities as they consider matching resources deployed to their particular risk levels." says Averill.

"Until now, high-rise staffing, deployment and even operational decisions have been based on decades of applying trial and error strategy and tactics," says NFPA's Russell Sanders, a retired Louisville, Ky., fire chief. "Tragically, the fire department standard operating procedures and industry standards that we have today have, in many cases, been established at the high cost of civilian and firefighter lives: the science to prove these policies, procedures and standards as the best practice has been absent."

Sanders says NFPA consensus committees will use the results of the new study as they update safety and best-practice standards for firefighters.

[Supplemental Materials: Description of Experiments >>](#)

*J. D. Averill, L. Moore-Merrell, R. T. Ranellone Jr., C. Weinschenk, N. Taylor, R. Goldstein, R. Santos, D. D. Wissoker and K. A. Notarianni, Report on High-Rise Fireground Field Experiment, [NIST Technical Note 1797], April 2013. Available at: www.firereporting.org

**The Report on Residential Fireground Field Experiments [NIST Technical Note 1661] can be downloaded at: http://www.nist.gov/manuscript-publication-search.cfm?pub_id=904607.

From: Derek Fullerton
Sent: Thursday, January 24, 2019 12:22 PM
To: Tanya Stepasiuk; Andrew Sheehan
Cc: Sarah Wood
Subject: Internet Speed Upgrade Analysis

Hi Tanya,

As discussed, I have put together a draft analysis budget for upgrading internet speeds through Verizon (Gov't E-rate). Since we are not at the point of acquiring dark fiber (our own independent fiber network) due to the high cost and infrastructure, Verizon can provide a middle ground symmetric (same upload and download) fiber program. Comcast is unable to provide such middle fiber system. Verizon can provide symmetrical 1 GB/1GB speeds through their Verizon Gigabit Fios Connect. Comcast has a much higher costing enterprise contract that provides lowers speeds and not symmetrical.

Attached you will see an spreadsheet of the analysis of the 6 buildings for comparison of what they have now for speeds and cost along with what is being proposed. The one thing to note is the Library staff are on a different internet system provided through their consortium package which can not be pulled out of the package. However, the public is serviced and paid for by the library operating cost and the speeds for the public are laughable. To note, is what the town would want to provide for internet service for the public. This is demonstrated in the options analysis. I do not think we need 1GB/1GB for the public side at the library and we can save some money in the overall town wide budget if we choose 75/75 for this year.

The last thing to note, is this is something that we really need to include in the budget as connectivity issues were a big issue last year and since we are growing so much more as an online infrastructure including phones, and EMS, this would be a great interim solution for the next period of years until a different path is chosen. Any questions, please reach out.

Address-Location	Current Provider	Current Internet Speed (Download/Upload)	Approximate Monthly Cost	Proposed Monthly Cost*		
				Proposed Provider: Gov't E-rates	Prop Internet Speed (Download/Upload)	Two Yr Contract Required
48 South Main Street-Town Office Building	Comcast Business	150MB/20MB	\$277.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$265.00
65 South Main Street-Police Department	Comcast Business	150MB/20MB	\$277.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$265.00
4 Lake Street-Fire Department*	Verizon	1 GB/ 1 GB	\$153.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
1 South Main Street-Flint Library*-Public	Comcast Standard	6MB\768kbs	\$30.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
195 North Main Street-Public Works Facility	Comcast Business	50MB/10MB	\$130.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
38 Maple Street-Senior Center	Comcast Business	75MB/15MB	\$137.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
	Approx Monthly Cost		\$1,004.00	Approx Townwide Monthly Cost		\$1,510.00
	Approx Annual Cost		\$12,048.00	Approx Annual Cost		\$18,120.00
*Library Internet for Public Computers ONLY: Staff internet is part of consortium pkg (75/15).		*Fire Dept pricing w/discouts		Option #2 for Library Public	75\75	\$121.00
						Annual Town Budget Increase \$3,660.00
				Option #3 for Library Public	150\150	\$151.00
						Annual Town Budget Increase \$4,128.00

Derek Fullerton, RS/REHS,CHO,CEHT
 Chief Health Strategist / Director of Public Health
 Middleton Health Department
 195 North Main Street
 Middleton, MA 01949-1696
 P#: 978-777-1869
www.middletownma.gov



Please consider the environment before printing this email.
 Note: This email is subject to MGL c66s10, Public Records Law.

Additional Part time staff will provide clerical and archival support to Town Clerk's office.

Clerical Assistance:

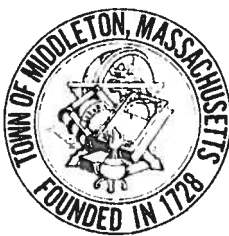
- Issuing various licenses and permits
- Registering voters, participating in election processes
- Maintenance of vital records
- Preparing reports and correspondence
- Answer telephone, respond to requests for information and assistance for department
- Maintaining and updating files and records

Archival Service:

- Work to inventory, index, catalogue and organize the town's permanent records.
- Maintain record keeping systems, including database catalog, and provide reference services to town departments and general public.
- Research retention periods as necessary.
- Performs genealogical searches and responds to correspondence

Knowledge:

- Working knowledge of office procedures, practices and terminology, ability to compose correspondence and prepare, type and proofread reports.
- Ability to maintain detailed records and files
- Proficient in data entry
- Proficient in Microsoft Word, Excel and Access



Town of Middleton
48 South Main Street
Board of Assessors
Middleton, Massachusetts
01949-2253
978-774-2099
www.middletonma.gov

January 23, 2019

The Board of Assessors and I have concluded that the Administrative Assessor position needs to be adjusted for market conditions. We feel this position is underpaid currently and should be set at \$53,000 for FY2020. There are several factors in our reasoning:

- We have had a few people come into this position and leave to become an assessor in other communities. Retaining good employees in this position ensures smooth operation of the department, a vital role in the financial support of Middleton.
- This is a salaried non - union position with many duties and responsibilities including field work. Much more than the Union Clerk position of years ago. Compensation needs to keep pace with union scales and similar positions in Middleton.
- Our department utilizes very little vendor resources. The assessing department handles many functions that other towns outsource. We all work together to handle any problem or extra task that arises. Terry has been innovative and has streamlined some operations and automated others.
- Our current employee, Terry Fontaine, came to us with a real estate appraisal background of 25 years. This is valuable experience that brings competence to the job.
- The position has always required the person to attain their MAA designation. Terry was able to complete this requirement this past autumn utilizing some of her appraisal education and some required courses.
- Although foot traffic in our department is lower due to technological change, we are still working with more residents via telephone and by electronic media. Although our number of exemptions has been consistent, they have become more complex in nature.

I have researched other municipalities for similar roles. Many towns are still union positions with no MAA requirement. Only a few union employees had their MAA.

The Town of Southborough seemed to match up with Middleton the best. There is a Chief Assessor similar to the Assistant Assessor title, non – union, population and parcel count. They were utilizing the title “Administrative Assessor” but recently retitled the position as “Deputy Assessor”.

I have included a breakdown of other communities.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bradford W Swanson". The signature is fluid and cursive, with the first name being particularly prominent.

Bradford W Swanson M.A.A.
Assistant Assessor

SIMILIAR POSITIONS

Municipality	County	Population	POSITION	COMPENSATION	MAA	UNION	HRS	DUTIES	HR RATE	NOTES
Rowley	ESSEX	6,285	ADMIN ASSISTANT	\$ 43,763	NO	YES	24.0	ADMIN ONLY	\$ 21.04	
Topsfield	ESSEX	6,529	ASST TO PRINC. ASSR	\$ 46,905	NO	NO	34	ADMIN ONLY	\$ 26.53	
Ayer	MIDDLESEX	8,001	ADMIN ASSISTANT	\$ 51,310	NO	YES	40	ADMIN ONLY	\$ 24.67	
Hamilton	ESSEX	8,179	ADMIN ASSISTANT	\$ 46,527	NO	YES	37.5	ADMIN ONLY	\$ 23.86	
Georgetown	ESSEX	8,584	ASST ASSR	\$ 50,211	YES	YES	35.0	ADMIN ONLY	\$ 27.59	CLERK TOO
Salisbury	ESSEX	9,261	ADMIN ASSISTANT	\$ 48,736	NO	YES	37.5	ADMIN ONLY	\$ 24.99	
Salisbury	ESSEX	9,261	FIELD ASSESSOR	\$ 68,935	YES	YES	37.5	ADMIN/FIELD	\$ 35.35	
Townsend	MIDDLESEX	9,515	ADMIN ASSESSOR	\$ 37,110	NO	NO	35	ADMIN/FIELD	\$ 20.39	fy20
Middleton	ESSEX	9,738	ADMIN ASSESSOR	\$ 48,179	YES	NO	39	ADMIN/FIELD	\$ 23.76	SALARY
Littleton	MIDDLESEX	9,912	ASST ASSR	\$ 52,798	NO	YES	35	ADMIN/FIELD	\$ 29.01	
Southborough	WORCESTER	10,038	DEPUTY ASSESSOR	\$ 57,056	YES	NO	40	ADMIN/FIELD	\$ 27.43	
Weston	MIDDLESEX	12,057	ADMIN ASSISTANT	\$ 55,068	NO	NO	37.5	ADMIN ONLY	\$ 28.24	\$47,892-\$55,068
Tyngsborough	MIDDLESEX	12,267	ASSESSOR ASST	\$ 41,891	NO	YES	28	ADMIN ONLY	\$ 20.14	\$ 29,324 NEW
Tyngsborough	MIDDLESEX	12,267	ASSESSOR ASST	\$ 46,738	YES	YES	28	ADMIN ONLY	\$ 22.47	\$ 32,716 LEFT IN 2017
Medfield	NORFOLK	12,718	ADMIN ASSISTANT	\$ 50,213	NO	NO	37.5	ADMIN ONLY	\$ 25.75	
Wayland	MIDDLESEX	13,684	ADMIN ASSESSOR	\$ 54,764	YES	YES	35	ADMIN/FIELD	\$ 30.09	7 YEARS
Ipswich	ESSEX	13,804	ADMIN ASSISTANT	\$ 47,684	NO	YES	35	ADMIN/SOME FIELD	\$ 26.20	MAA REQUIRED
Holliston	MIDDLESEX	14,525	ADMIN ASSESSOR	\$ 53,617	NO	NO	35	ADMIN/FIELD	\$ 23.90-29.46	working on maa
North Reading	MIDDLESEX	15,636	ADMIN ASSISTANT	\$ 53,300	NO	YES	FT	ADMIN ONLY	\$ 27.45	\$43,498-\$53,617
Newburyport	ESSEX	17,200	ADMIN ASSISTANT	\$ 49,959	YES	YES	35.0	ADMIN ONLY	\$ 27.45	
Newburyport	ESSEX	17,200	ASST ASSR	\$ 63,827	YES	YES	35.0	ADMIN/FIELD	\$ 35.07	
Marblehead	ESSEX	20,517	ADMIN ASSESSOR	\$ 60,410	NO	YES	37.5	ADMIN/FIELD		
	ave	11,690		\$ 50,885						
	median	11,048		\$ 50,211						

Municipality	County	Population	POSITION	COMPENSATION	MAA	UNION	HRS	DUTIES	HR RATE	NOTES
Georgetown	ESSEX	8,584	ASST ASSR	\$ 50,211	YES	YES	35.0	ADMIN ONLY	\$ 27.59	
Salisbury	ESSEX	9,261	FIELD ASSESSOR	\$ 68,935	YES	YES	37.5	ADMIN/FIELD	\$ 35.35	
Middleton	ESSEX	9,738	ADMIN ASSESSOR	\$ 48,179	YES	NO	39	ADMIN/FIELD	\$ 23.76	SALARY
Southborough	WORCESTER	10,038	DEPUTY ASSESSOR	\$ 57,056	YES	NO	40	ADMIN/FIELD	\$ 27.43	
Tyngsborough	MIDDLESEX	12,267	ASSESSOR ASST	\$ 46,738	YES	YES	28	ADMIN ONLY	\$ 22.47	\$ 32,716 LEFT IN 2017
Wayland	MIDDLESEX	13,684	ADMIN ASSESSOR	\$ 54,764	YES	YES	35	ADMIN/FIELD	\$ 30.09	7 YEARS
Newburyport	ESSEX	17,200	ADMIN ASSISTANT	\$ 49,959	YES	YES	35.0	ADMIN ONLY	\$ 27.45	MAA REQUIRED
Newburyport	ESSEX	17,200	ASST ASSR	\$ 63,827	YES	YES	35.0	ADMIN/FIELD	\$ 35.07	
	ave	11,539		\$ 54,959						
	median	10,038		\$ 52,488						

Conservation Department – Supplemental Budget Request Information

Request: Upgrade the Conservation Agent's position from 32 to 40 hours a week.

Stormwater Permitting: Since the departure of the former Superintendent of Public Works, the Conservation Agent has been performing the stormwater permitting reviews for all building permits. Although this function was previously performed by the DPW superintendent, the present DPW leadership does not currently have the capacity to take over this permitting function.

MS4 Permit Compliance: The Environmental Protection Agency's MS4 permit requirements for the Town are significant. The DPW does not have the capacity to manage all of the compliance requirements and a growing Town with current staff levels. The Conservation Agent has provided significant assistance to the DPW since the new MS4 permit was filed in July. The Town will need to make the choice to either a) hire a consultant to assist the DPW with all compliance functions or b) manage some of the requirements in-house to lower costs. The Conservation Agent worked with Towns on MS4 permits in her previous position as a consultant and has the capacity to assist the DPW with some of the compliance requirements in-house.

Open Space & Recreation Plan: The Town's Open Space & Recreation plan is due to expire this year and needs to be updated in order to keep the Town eligible for state recreation and open space grants (for the rail trail, etc.). The Conservation Commission will be undertaking the update to the plan.

Municipal Vulnerability Preparedness (MVP) Program: The state's MVP Program is a grant program that supports Towns in the process of planning for climate change resiliency and implementing priority projects. Participation in the program is a large staff undertaking, however it has the potential to yield grant opportunities which will allow Middleton to upgrade stream and waterway crossings among other opportunities.

Open Space & Recreation Program: With the anticipated roll out of the Open Space & Recreation Program website this spring, it's an opportunity to begin to apply for grants to improve parking and access to Conservation properties. The additional time would also allow the Conservation Agent to begin mapping trails and working with volunteers to improve trails on Conservation properties to enhance public access.

01610 LIBRARY

		PEG	Proposed FY20 Budget
01610151-511000 SALARIES & WAGES		increase	
9% salary increase for library staff			
Loretta Johnson, Assist. Director	\$28.66 x 70 x 26.2	\$4,346	\$52,562
Jessica Furtado, Children's Librarian	\$24.79 x 76 x 26.2	\$4,062	49,362
Felicia Gminski, Assist & Programs	\$23.14 x 60 x 26.2	\$3,002	36,376
Nicole Cardarelli, Teen Librarian	\$24.79 x 38 x 26.2	\$2,031	24,681
Angelina Bizari, Circ, Outreach, Tech	\$24.09 x 46 x 26.2	\$2,398	29,033
Hours paid by PEG \$1,737 increase	\$24.09 x 30 x 26.2	\$1,204	18,935
Stephanie Smith, Adult Services	\$24.79 x 76 x 26.2	\$4,062	\$49,362
Dede McManus, Adult Circulation	\$23.14 x 76 x 12		\$21,104
Dede McManus, Adult Circulation mid year step increase	\$24.09 x 76 x 14.2	\$4,829	\$25,998
Summer Sunday budget	\$24.50 x 4.5 x 9 wks x 2 = \$1985	\$284	1,985
4% salary increase for library director			
Melissa Gaspar		3,099	80,581
9% salary increase for Custodians			
three employees total		3,673	44,484
Total Increase		\$32,990	
TOTAL SALARIES			\$434,463

01610 LIBRARY

		PEG	Proposed FY20 Budget
01610151-511000 SALARIES & WAGES		increase	
4% salary increase for library staff			
Loretta Johnson, Assist. Director	\$27.34 x 70 x 26.2	\$1,926	\$ 50,142
Jessica Furtado, Children's Librarian	\$23.65 x 76 x 26.2	\$1,792	\$ 47,092
Felicia Gminski, Assist & Programs	\$22.08 x 60 x 26.2	\$1,336	\$ 34,710
Nicole Cardarelli, Teen Librarian	\$23.65 x 38 x 26.2	\$896	\$ 23,546
Angelina Bizari, Circ, Outreach, Tech	\$22.98 x 46 x 26.2	\$1,060	\$ 27,695
Hours paid by PEG \$1,737 increase	\$22.98 x 30 x 26.2	\$331	\$ 18,062
Stephanie Smith, Adult Services	\$23.65 x 76 x 26.2	\$1,792	\$ 47,092
Dede McManus, Adult Circulation	\$22.08 x 76 x 12		\$ 20,137
Dede McManus, Adult Circulation mid year step increase	\$22.98 x 76 x14.2	\$2,664	\$ 24,800
Summer Sunday budget	\$23 x 4.5 x 9 wks x 2 = \$1985	\$162	\$ 1,863
4% salary increase for library director			
Melissa Gaspar		3,099	\$ 80,581
4% salary increase for Custodians			
three employees total		1,632	\$ 42,443
Total Increase		\$16,690	
TOTAL SALARIES			\$418,163

January 2019

Supporting Facts for Selectmen and Finance Committee

Here are just a few statistics to show you how the library is doing.

The library circulation is up 6,000 items in the last 6 month- a year over year increase of 15%.

We are busier than ever and have had 4000 more visitors in the last 6 months YOY- an increase of 13.6%

We had an increase of 80 program in the last 6 months - YOY an increase of 25%.

The summer reading participation was up 25% in 2018 from 2017.

The library staff are working harder, serving more people and adding value to the community. They deserve to have wages in parity with other local libraries.

Thank you for your consideration,
Melissa Gaspar, director

<u>CIRCULATION FY 2019</u>	<u>July FY 19</u>	<u>Aug FY 19</u>	<u>Sept FY19</u>	<u>Oct FY 19</u>	<u>Nov FY 19</u>	<u>Dec FY 19</u>	<u>Dec FY 18</u>
Adult fiction	1360	1359	1109	1115	1049	902	940
Adult non-fiction	515	511	511	530	450	517	373
Juvenile fiction	2625	2423	1938	2168	1804	1456	846
Juvenile non-fiction	456	383	343	320	307	283	199
Juvenile seasonal	18	34	92	254	245	233	208
YA fiction	402	297	156	190	201	136	167
YA non-fiction	39	22	15	25	9	10	5
Adult periodicals	227	255	249	308	250	207	204
J periodicals	11	10	3	8	5	10	1
A audio	294	339	316	296	285	327	250
J audio	30	15	0	10	14	12	5
E-Books	327	309	323	255	233	222	147
CD/Book Sets	14	33	33	24	45	23	12
Videos	1052	1180	731	809	778	844	855
Museum passes	38	43	19	16	32	26	33
Music	108	46	67	74	29	99	65
Miscellaneous	79	64	69	62	57	57	24
TOTAL CIRCULATION	7595	7323	5974	6464	5793	5364	4334
<u>Additional Information</u>							
Overdrive	472	463	490	408	372	375	222
Audio	128	134	142	136	123	140	75
E-Books	327	309	323	255	233	218	147
Video	3	0	0	2	0	6	0
Periodicals *new FY 19*	14	20	25	15	16	11	n/a
A computer use	206	236	220	203	120	138	211
J computer use	122	85	210	234	216	216	148
Wireless use *new Sept. '19*	n/a	n/a	636	1048	1012	772	n/a
# using museum passes	150	137	49	57	88	99	103
Network loans	1770	1756	1452	1670	1541	1366	1658
Reciprocal loans(walk-ins)	884	739	694	890	772	745	573
Out-of-Network ILL loans (ComCat)	26	25	23	30	23	16	17
Out-of-Network loans(walk-ins)	370	387	407	366	564	440	304
Network borrowing	1137	1328	1094	1086	983	983	936
Reciprocal borrowing(walk-in)	142	178	134	159	166	170	189
Out-of-Network ILL borrowing (ComCat)	19	31	35	27	8	25	20
Registrations	46	27	37	35	25	18	12
<u>ATTENDANCE FY 2019</u>							
Front Door-Main St.	237	276	321	389	319	254	239
Main Door-Parking Lot	4550	4321	4191	6012	4209	3975	3714
Outreach	9	5	13	6	16	6	11
J outreach	0	0	0	0	0	0	0
TOTAL ATTENDANCE	4796	4602	4525	6407	4544	4235	3964
<u>Additional Information (# / Attendance)</u>							
Classes	0	0	0	0	0	0	0
Storyhour	2/35	2/34	18	5/104	3/63	2/41	1/13
Toddler time	2/47	2/54	2/55	9/266	7/249	4/157	2/40
Meetings	59/1189	53/1495	57/630	37/1355	31/630	22/204	39/920
<u># of programs/Attendance</u>							
Adult	29/290	31/332	37/552	32/392	37/541	27/184	16/341
Juvenile	26/1034	22/1179	10/485	40/1042	26/633	27/1208	14/587
Young Adult	4/54	3/24	3/12	1/1	2/2	2/3	1/3
Total # of programs/Attendance	59/1378	56/1535	50/1049	73/1435	65/1176	56/1395	31/931

YTD FY 19	YTD FY 18	Difference	CIRCULATION FY 2019
6894	6451		Adult fiction
3034	2713		Adult non-fiction
12414	9230		Juvenile fiction
2092	1917		Juvenile non-fiction
876	660		Juvenile seasonal
1382	1393		YA fiction
120	76		YA non-fiction
1496	1276		Adult periodicals
47	47		J periodicals
1857	1603		A audio
81	85		J audio
1669	1043		E-Books
172	128		CD/Book Set
5394	5034		Videos
174	191		Museum passes
423	493		Music
388	216		Miscellaneous
38513	32556	+5957	TOTAL CIRCULATION
			<u>Additional Information</u>
2580	1476		Overdrive
803	431		Audio
1665	1043		E-Books
11	2		Videos
101	n/a		Periodicals
1123	1231		A computer use
1083	993		J computer use
3468	n/a		Wireless use
580	595		# using museum passes
9555	10567		Network loans
4724	4115		Reciprocal loans(walk-ins)
143	94		Out-of-Network ILL loans (ComCat)
2534	2360		Out-of-Network loans(walk-ins)
6611	6427		Network borrowing
949	1197		Reciprocal borrowing(walk-in)
145	195		Out-of-Network ILL borrowing(ComCat)
188	148		Registrations
			<u>ATTENDANCE FY 2019</u>
1796	1676		Front Door-Main St.
27258	23403		Main Door-Parking Lot
55	72		Outreach
0	0		J Outreach
29109	25151	+3958	TOTAL ATTENDANCE
			<u>Additional Information (# / Attendance)</u>
0	0		Classes
13/254	14/212		Storyhour
22/671	28/731		Toddler time
237/5299	290/6035		Meetings
			<u># of programs/Attendance</u>
166/2107	98/1698		Adult
124/4373	117/4591		Juvenile
13/93	11/49		Young Adult
303/6573	226/6338		<u>Total # of programs/Attendance</u>

Location	Pop.	Direc salary	Direc Min	Direc Max	Hrs	Ref Min	Ref Max	Child Min	Child Max	Circ Min	Circ Max
Boxford	8,203	\$72,440	\$34.70	\$34.70	40	\$24.99	\$24.99	\$24.99	\$24.99	\$24.99	\$24.99
Carlisle	5,107	\$91,984	\$44.22	\$51.11	35			\$26.73	\$30.88		
Groton	11,225	\$83,740			40	\$25.91	\$31.71	\$25.91	\$31.71	\$23.35	\$28.59
Littleton	9,404	\$83,290	\$39.89	\$45.78	40			\$30.41	\$31.48	\$29.38	\$31.48
Middleton	9,629	\$74,298	\$40.82	\$40.82	35	\$19.69	\$22.51	\$19.69	\$22.51	\$19.69	\$22.51
Topsfield	6,494	\$82,348	\$35.53	\$46.58	40	\$18.44	\$24.21	\$18.44	\$24.21	\$18.44	\$24.21
Boxford						27%+	11%+	27%+	11%+	27%+	11%+
Topsfield						6.3%-	7.5%+	6.3%-	7.5%+	6.3%-	7.5%+

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Stabilization Fund	Debt Service	Other
Public Works								
Parks & Recreation - Rubchinuk Park Irrigation(Phase1)					50,000			
Highway Division - Bobcat Skid Steer Replacement					55,000			
Highway Division - F250 Pickup Replacement					40,000			
Highway Division - Asphalt Hot Box					22,000			
Highway Division - Asphalt Roller/Trailer					21,000			
Highway Division - Chapter 90								300,000
Highway Division - Complete Streets								172,000
Highway Division - North Liberty Culvert								500,000
Highway Division - Additional Chapter 90		100,000						
Highway Division - Brigadoon Tre/Sidewalk (phase 1)		75,000						
Transfer Station - New Roll off Containers (2)					17,000			
Transfer Station - Repair Roll off Containers (1)					3,500			
Cemetery - Replace Scag 52" Mower					10,500			
Total Public Works	\$0	\$175,000	\$0	\$0	\$219,000	\$0	\$0	\$972,000
Police								
Patrol Rifles Upgrades					1,400			
Taser Replacements					18,750			
Three Replacement Patrol Vehicles					102,000			
Office Shredder/Copier					2,800			
Outfit and Train 2 New Reserve Officers					11,180			
Total Police	\$0	\$0	\$0	\$0	\$136,130	\$0	\$0	\$0

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Stabilization Fund	Debt Service	Other
Fire								
Equipment - Replace self-contained breathing apparatus gear (SCBA)					9,000			
Replace Squad 5 Pump					9,000			
Replace air bags					2,250			
Replace Ladder 1 Lighting					5,700			
Ballistic Vests & Helmets					8,300			
Replace 4 AED's				10,000				
Ambulance Load System				34,000				
Replace Stair Chairs				8,600				
CPR Mannequin				2,700				
Alarm Receiver/Box Decoder					59,000			
Training Costs for New Firefighter/Paramedic					20,045			
Total Fire	\$0	\$0	\$0	\$55,300	\$113,295	\$0	\$0	\$0
Elementary Schools								
Fuller Meadow School - End-user technology					34,198			
Fuller Meadow School - Technology infrastructure					15,000			
Fuller Meadow School - Playground Equipment/Parking Lot					120,000			
Howe Manning School - End-user technology					84,249			
Howe Manning School - Building Interior					5,000			
Howe Manning School - Technology infrastructure					15,000			
Elementary Schools Total	\$0	\$0	\$0	\$0	\$273,447	\$0	\$0	\$0
Masconomet Regional School								
Contribution to Stabilization Fund for interim repairs					450,000			
Masconomet Regional School - Middleton Assessment at 35.51%	\$0	\$0	\$0	\$0	\$159,795	\$0	\$0	\$0

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Stabilization Fund	Debt Service	Other
Town Buildings - Memorial Hall								
Replace Memorial Hall Sign					6,500			
Paint Exterior Trim and Front Door Surface								
Maintenance					4,000			
Replace Shed					5,000			
Reset front Steps					1,800			
Upgrade Town Hall Lighting to LED					22,000			
Town Buildings - Memorial Hall	\$0	\$0	\$0	\$0	\$39,300	\$0	\$0	\$0
Town Buildings - Old Town Hall								
Refinish Hardwood Flooring					7,500			
Town Buildings - Old Town Hall Total	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0
Flint Public Library								
Building system upgrades								
Technology updates								
Total Flint Public Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Information Technology								
IT - Five year replacement protocol file/print server at fire station					4,000			
IT- Replace network switches at Town Hall					2,000			
IT - NAS Device to store backup data at Town Hall					1,500			
IT - New network switch at Fire Station					1,000			
IT- Photocopy Machine with Managed Printer Services - Town Hall					19,000			
Total Information Technology	\$0	\$0	\$0	\$0	\$27,500	\$0	\$0	\$0
Administration								
Purchase New Ford Escape for Board of Health					19,430			
Purchase New Ford F-150 for Building Department					27,500			
Purchase of ClearGov Budget Module		9,300						
IT - Remaining Purchase of HR Software (\$25,000 grant already received)		14,727						
Total Administration	\$0	\$24,027	\$0	\$0	\$46,930	\$0	\$0	\$0

	Tax Levy	Overlay Reserve	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Stabilization Fund	Debt Service	Other
Financial Transfers								
Free Cash transfer to reduce the tax rate					0			
Funding for GASB 45 (Other Post Employment Benefits Stabilization Fund)					50,000			
Appropriation to Stabilization Fund					50,000			
Financial Transfers	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
Other Warrant Articles								
Essex Tech Capital contribution					19,765			
Total Other	\$0	\$0	\$0	\$0	\$19,765	\$0	\$0	\$0
 Capital Budget Total	 \$0	 \$199,027	 \$0	 \$55,300	 \$1,142,662	 \$0	 \$0	 \$972,000
 Available amount from Free Cash to fund Fiscal Year 2020 capital projects/warrant articles					 1,144,945			
 Fiscal Year 2019 surplus/(deficit)					 \$2,283			

**Capital Item Submitted by Department Heads but Omitted From the Proposed
Fiscal Year 2020 Capital Plan**

Item #	Description	Proposed Funding Amount
1	Elementary Schools - \$45,000 End user technology (plan to spread total cost to update smart boards over 4 years)	45,000
2	Elementary Schools - Fuller Meadow Security; push out one year and use the unspent amount from howe-manning to fund	49,431
3	Elementary Schools - Fuller Meadow Modular classroom remodel, shelved until it is determined the additional classroom space is needed	22,500
4	DPW - Field Reconditioning	30,000
5	Fire - Building Alterations to Fit New Ambulance	12,000
6	Fire - Replace Engine 1	650,000
Total		\$808,931

**Capital Items Proposed to be Pushed out One Year and Removed from the
Proposed Fiscal Year 2020 Capital Plan**

Item #	Description	Proposed Funding Amount
1	Fire - Alarm Receiver/Box Decoder	59,000
2	Administration - Purchase New Ford Escape for Board of Health	25,430
Total		\$84,430

TOWN OF MIDDLETON, MA

FINANCIAL MANAGEMENT POLICIES

Introduction

The following financial principles set forth the broad framework for overall fiscal planning and management of the Town of Middleton. In addition, these principles address both current activities and long-term planning. The principles are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject of course to statutory limits such as Proposition 2 ½. These policies supersede all previously adopted policies unless stated otherwise.

The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future. Sound Financial Condition may be defined as:

- *Cash Solvency* : the ability to pay bills in a timely fashion
- *Budgetary Solvency*: the ability to annually balance the budget
- *Long Term Solvency*: the ability to pay future costs
- *Service Level Solvency*: the ability to provide needed and desired services

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges.

These Financial Management Policies will be periodically reviewed, revised, and readopted. At the very least, this shall occur every three years.

Policy Statements

1. **Budget Message:** The Town Administrator shall annually prepare a balanced budget and comprehensive Budget Message as required by state law and the Middleton Town Charter. The Budget Message shall include a detailed examination of trends in tax levy, new growth, local receipts, local aid, and available funds. The Town Charter further requires the preparation of a comprehensive five-year Capital Plan.
2. **Structurally Balanced Budget:** The Town will strive to fund recurring expenses with recurring revenues, thereby avoiding structural deficits. New operating costs associated with capital projects should be funded through the operating budget, but reflected in the capital improvement plan.
3. **Revenues:** municipal operations are funded from four primary revenue sources: 1) State Aid to Cities and Towns (a.k.a. Local Aid); 2) property taxes; 3) local receipts; and 4) other available funds. The Town Administrator, Chief Financial Officer, and other finance officials will develop an estimate prior to the commencement of the budget development process. Estimates from each source must be reasonable and based on sound information. Guidance

for each revenue source is discussed below:

- Property Tax Levy: Property taxes are the most stable revenue source. The estimate for the ensuing fiscal year shall be within the allowable levy limit under Proposition 2 ½.
- Local Receipts: Local receipts are locally generated revenues from sources such as license and permit fees and automobile excise taxes. Local receipts are tracked and the trends analyzed in order to identify potential changes. It shall be the policy to estimate local receipts based on the trend of the most recent five years.
- Local Aid: The State budget adopted by the Massachusetts Legislature and the Governor determines the aid each city and town will receive in the ensuing fiscal year. In most years, Middleton's budget is finalized before the State budget is adopted; at best, we have only an estimate based on the Governor's or House Ways & Means budget proposal. It shall be the policy that Local Aid for the ensuing year will be estimated at 100% of the current year, unless there is good reason to deviate, such as a known looming State deficit, Local Aid resolution, or other compelling evidence.
- Other Available Funds: These include transfers from other funds, such as from ambulance receipts to offset the operation of the Fire Department, from MELD to reimburse for expenses in areas such as insurance and pension assessments, and from other funds. Available funds can also include transfers from the Assessors overlay account, Free Cash, and various Stabilization Funds.

4. **Stabilization Funds**: A stabilization fund is designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may establish one or more stabilization funds for different purposes. A two-thirds vote of Town Meeting is required to establish or appropriate from a stabilization fund. The Town will maintain a series of Stabilization Funds as described below. Transfers to the various Stabilization Funds shall generally be from Free Cash or other reserves and shall be in conformance with G. L. c. 40, s. 5B.

- General Stabilization Fund: this is the Town's main financial reserve in the event of an emergency or extraordinary need. It shall be the goal of the Town to achieve and maintain a balance in the General Stabilization Fund of 4%-6% of current year budgeted general fund operating appropriation.
- Capital Stabilization Fund: The Capital Stabilization Fund will be available to set aside funds to use for one-time capital purchases or annual debt service payments. It shall be the goal to achieve and maintain a balance in the Capital Stabilization Fund of 3%-4% of current year budgeted general fund operating appropriation.
- Pension Stabilization Fund: The Pension Stabilization Fund will be available as a reserve to make future extraordinary "catch-up" contributions to the Essex Regional Retirement System (ERRS) if ERRS fails to achieve full funding due to unrealized investment returns or other factors. If ERRS's full funding schedule remains accurate, the Pension Stabilization Fund may be directed toward annual continuation payments, thereby limiting the impact on operating budget revenues. When full funding is complete or satisfactorily certain, the balance in the Pension Stabilization Fund may be transferred or appropriated as allowed by G. L. c. 40, s. 5B.
- Special Education Stabilization Fund: The Annual Town Meeting on May 10, 2016 established the Special Education Stabilization Fund. It shall be the goal of the Town to use the Special Education Stabilization Fund to offset spikes in elementary school special education costs, including special education transportation costs. It shall be the further goal to have a balance equal to the average of the most recent five years actual special education spending. The initial target balance is \$350,000 with a maximum balance of \$500,000.

5. Free Cash reserves are the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is comprised of unexpended Free Cash from the previous year, actual receipts in excess of revenue estimates, and unspent amounts in budget line items. Once certified by the Director of Accounts, Free Cash is available for appropriation for any lawful purpose. The Town shall have a goal of maintaining Free Cash at a target range of at least 3% of the prior year general fund operating appropriation.

The Town hereby identifies the following as appropriate uses of Free Cash:

- Operating Budget: The Town has historically used Free Cash to subsidize the ensuing year's operating budget in order to reduce the tax rate. It is the Town's goal to eliminate or reduce the use of Free Cash used in the development of the operating budget. The Town will reduce its annual appropriation of Free Cash until it is \$0. When appropriate, the Town may, prior to setting the tax rate, elect to devote a portion of Free Cash for the purposes of reducing the tax rate.
 - Stabilization Funds: to replenish the Town's various Stabilization Funds.
 - OPEB Trust Fund: to fund the other post-employment benefits (OPEB) Trust fund.
 - Capital Improvement Program: to fund capital improvements in order to avoid or minimize borrowing.
 - Unexpected Deficits: to fund potential deficits in order to avoid carrying them into the next fiscal year. Snow and ice deficits an example of a deficit appropriately funded with Free Cash.
 - Emergency Appropriations: to allow for fiscal flexibility.
6. **Excess Levy Capacity**: The Town shall have a goal of maintaining Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation in order to have tax capacity to pay for future fixed costs in excess of inflation, provide needed and desired services, and maintain flexibility to react and respond to changes in the economy with less measurable financial stress.
 7. **Reserve Funds**: The Town shall maintain a general reserve fund and a special education reserve fund.
 - General Reserve Fund: The Town, through its Finance Committee, shall maintain a Reserve Fund pursuant to G. L. c. 40, s. 6, to provide for extraordinary and unforeseen expenditures. The desirable annual appropriation shall be 1% of general fund expenditures excluding schools.
 - Special Education Reserve Fund: The Town, through its Board of Selectmen and Middleton School Committee, shall maintain a Special Education Reserve Fund pursuant to G. L. c. 40, s. 13E to provide for unanticipated or unbudgeted costs of special education, out-of-district tuition, or special education transportation. The desirable annual appropriation or fund balance shall be equal to 2% of net school spending.
 8. **Debt Management**: The Town recognizes that maintaining debt levels consistent with best practices allows the Town to maintain and improve its credit rating with rating agencies. It shall be the goal of the Town to manage debt within the following parameters:
 - A. Annual debt service (principal and interest), exclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no less than 2% nor more than 10% of current year budgeted general fund operating appropriation. This is known as Net General Fund Debt

Service.

- B. Annual debt service inclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no more than 15% of current year budgeted general fund operating appropriation. This is known as Gross General Fund Debt Service.
- C. General Fund Debt does not include debt for water, sewer, and electric light.

9. **Capital Improvement Plan:** Capital items are assets that have a useful life of five (5) years and a cost of \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including vehicle fleet, buildings, equipment, and acquisition of land. Annually, the Town Administrator will develop a capital improvement plan (CIP) for the next five (5) years. Year one (1) of the CIP is the ensuing year's proposed capital budget. In order to adequately invest in its capital assets, it is the Town's goal to annually spend at least two percent (2%) of general fund expenditures on its general fund capital plan. Non-general fund capital shall be evaluated and programmed based on need.

Funding of capital items may come from a number of sources, including, but not limited to:

- Available funds, such as Free Cash, Capital Stabilization, Overlay, Community Preservation Fund, and Ambulance Fund.
- Issuance of debt within the levy.
- Debt or Capital Outlay Expenditure Exclusion. In order to maintain budget capacity within the limits of Proposition 2 ½ and in recognition of the public facility needs facing the Town, the Town may wish to seek ballot approval for large general fund acquisitions, such as fire apparatus and public works equipment costing more than \$500,000, as well as for Town, school, and regional school building projects. Funding major acquisitions outside of Proposition 2 ½ will improve the Town's limited budget capacity, ensure broad community approval for such projects, and reinforce the Town's strong bond rating. Debt Exclusions and Capital Outlay Expenditure Exclusions allow a community to increase the tax levy above the limitations of Proposition 2 ½ and require a ballot vote.
 - A Debt Exclusion exempts the debt service for the term of the debt issuance.
 - A Capital Outlay Expenditure Exclusion is a one-time increase in the tax levy to fund a capital project or acquisition.

10. **Investments:** Investment practices are governed by the Massachusetts General Laws. The Town's general fund, special revenue funds, and trust funds are invested in accordance with all applicable Massachusetts General Laws using the list of legal investments and taking into consideration safety, liquidity, and yield.

Massachusetts General Laws, Chapter 44, section 55B requires the Town Treasurer to invest all public funds except those required to be kept un-invested for purposes of immediate distribution. The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account *safety, liquidity, and yield*. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the Town's business.





- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk (the risk of loss due to the failure of the security issuer or backer) and interest rate risk and interest rate

risk (which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates). These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository.





- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

11. **Procurement:** Procurement shall be conducted in accordance with Massachusetts General Laws c. 30B (Supplies & Services); c. 149 (Building Construction); c. 30, s. 39M (Public Works Construction); c. 7C, ss. 44-57 (Public Building Projects Design); the Middleton Charter; and Chapter 14 of the Middleton Code. The Town Administrator is the Chief Procurement Officer and as such may delegate procurement responsibilities.
12. **Receivable Write-Offs:** The Town is unable to collect all receivables. It shall be the policy of the Town to write-off uncollected receivables after three years. This policy shall not apply to motor vehicle excise, real property, and personal property taxes.
13. **Audit of Financial Statements and Management Letter:** It is the Town's goal to retain the services of an outside auditing firm to complete an audit of the Town's financial statements and to prepare a management letter detailing its findings and recommendations. It is the further goal to be prepared for the auditor by September 30 so the auditor can return its completed product in a timely manner.
14. **Fraud:** The Town is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law. Reference is hereby made to the Town's Municipal Fraud Policies and Procedures.

BOARD OF SELECTMEN

FINANCE COMMITTEE


TOWN ADMINISTRATOR



TOWN ACCOUNTANT/CHIEF FINANCIAL OFFICER



TREASURER/COLLECTOR



DATE:



Warrant Article Update as of 3/1/19

Organization	Object	Item Description	Original Approved Amount	Available Balance as of 7/1/18	FY18 YTD Expended	Available Balance as of 3/1/19	Status Update
Town Wide Projects							
24605	580379	CURTIS SAW MILL PRJ ART35 5/17	4,900	4,900	-	4,900	Funding was requested by the Historical Commission. Pike Messenger hopes to complete the project by spring 2019. The funding will be used if the Historical Commission is unable to identify volunteers to assist with the completion of the site work at the Curtis Mill site.
24605	582087	PHA 1 RAILS TO TRAILS FY15	130,000	126,600	-	126,600	MELD purchased the right-of-way from Danvers at the end of June 2017. The Town intends to engage with MELD regarding next steps related to the potential development of the right-of-way as a rail trail.
24605	580383	HOUS AUTH WIN 5/18 ART10	185,917	185,917	-	185,917	Bidding expected in spring 2019
01122258	580311	REMEDiate NATSUE WAY 0516 17	165,000	144,135	(7,280)	136,855	Funding supports the Natsue Way site remediation under the Massachusetts Contingency Plan (MCP). Additional steps include additional site surveys, characterization and disposal of stockpiled soils and supplemental site investigation associated with the Town controlled portion of the former Quinn parcel.
01122258	580376	UPDATE MASTER PLAN ART 34 5/17	55,000	55,000	-	55,000	The Town has executed a contract with the Metropolitan Area Planning Council (MAPC) to provide professional services to undertake and perform all appropriate tasks to produce the Middleton Master Plan. MAPC is currently actively working on the update to the Master Plan.
01122258	580377	EMPLOYEE TRAINING ART 34 5/17	10,000	4,248	(3,977)	271	Utilized for as-needed employee training. Balance can be closed out at end of FY19
01122258	580381	MEMORIAL HALL REPAIRS 11/17	25,000	2,228	(1,972)	256	Amounts will be closed out at end of fiscal year
01122258	580408	DEPT HEAD RECRUIT 5/18 ART18	20,000	20,000	-	20,000	The need for these funds has not yet materialized; funds will be carried over
01122258	580415	BYLAW CONSULTANT 5/18 ART25	50,000	50,000	-	50,000	The Committee that will work with the consultant has not been appointed due to a lack of applications; funds will be carried over
01141258	580223	ASSESSOR GIS SYS 13 5/12	32,000	1,936	-	1,936	Plan to use this for further layer development for the town GIS. We plan to use this as a funding source for some layers that are in development by DPW, Health and any other departments that want to develop a layer.

Warrant Article Update as of 3/1/19

Organization	Object	Item Description	Original Approved Amount	Available Balance as of 7/1/18	FY18 YTD Expended	Available Balance as of 3/1/19	Status Update
01155258	580375	IT IMPROVE ART34 5/17	34,450	12,760	-	12,760	Remaining funds will be used to pay for the recently completed Munis upgrade. Any funds remaining after that will be used for additional projects.
01155258	580402	IT IMPROVEMENTS 5/18 ART18	37,280	37,280	(7,000)	30,280	HiQ will be initiating the work at the library, senior center, and for the assessor as outlined in the FY19 capital budget. They have already been giving the notice to proceed on these remaining items.
01161258	580378	VOTING TABULATORS ART 34 5/17	17,000	17,000	-	17,000	Tabulators have been ordered and delivery is expected by end of March 2019
01161258	580406	VOTING BOOTHS 5/18 ART18	9,367	9,367	(9,400)	(33)	Complete; overage will be transferd to operating budget
01161258	580407	ELEC POLLING PAD 5/18 ART18	12,720	12,720	(9,540)	3,180	Complete; remaining funds can be closed out
01192258	580323	PUBLIC FACILITIES STUDY0516 26	50,000	2,000	-	2,000	Public Facilities Study is essentially complete. Remaining funding will be utilized toward prospective site and building layouts.
01192258	580374	TOWN HALL WINDOWS ART 33 5/17	10,000	10,000	-	10,000	Project has been delayed but not abandoned; funcns will be carried over

DPW Projects/195 North Main Street

24605	580289	SHADE STRUCTURE HM 0515 ART 20	25,000	3,990	-	3,990	Project Completed
24605	580290	TOWN COMMON IMPRV 0515 ART 21	100,000	4,713	-	4,713	Project Completed
24605	580382	E MAHER PARK IMP 5/18 ART 10	45,000	45,000	-	45,000	Shade structure and picnic tables to be ordered soon. Hope to install this Spring. Up to \$30,000
28005	580392	DUMP TRUCK 5/18 ART18	118,000	118,000	-	118,000	Truck should arrive by mid February
84045	580309	OAKDALE CEMETERY WORK 0515	63,000	30,182	-	30,182	Funds to be used for improvements to cemetery, with a focus on entrance. May have Vocational school build wall.
84045	580385	OAKDALE CEM IMP 5/18 ART18	15,000	15,000	(3,690)	11,310	Remaining funds to be used for roof replacement and soffits on cemetery shed.
01192258	580298	DPW BUILDING REFURB 0515 ART25	25,000	25,000	-	25,000	These funds will be used to finish various projects at building at 195 North Main St(concrete, carpentry,etc)
01420258	580214	STRM.MNGMNT CONSULT ART30 0511	15,000	2,613	-	2,613	Remaining funds to be used towards storm water compliance before July 1st.
01420258	580234	DPW BLDG REPAIR 25 5/12	41,000	19,429	(8,118)	11,311	Waiting for invoices for services already rendered at facility. Should be set before July 1st.
01420258	580282	IMPROVE RUBCHINUK PK FY15	90,000	12,347	(2,900)	9,447	Plan to use these funds this Spring on continued improvements to this area.
01420258	580341	REP DUMP TRUCK ART 26 5/17	73,000	2,402	-	2,402	Truck purchased. Will use remaining funds for spare tires for same vehicle.
01420258	580384	TRAGERT COMM IMP 5/18 ART 18	4,200	4,200	(3,800)	400	Project Completed
01420258	580388	POWER WASHER 5/18 ART18	5,500	5,500	(5,395)	105	Project Completed
01420258	580389	SANDER/PLOW 5/18 ART18	46,000	46,000	(2,826)	43,174	To come with truck listed above. Object 580392

Warrant Article Update as of 3/1/19

Organization	Object	Item Description	Original Approved Amount	Available Balance as of 7/1/18	FY18 YTD Expended	Available Balance as of 3/1/19	Status Update
01420258	580390	RIGHT OF WAY TREE CUTTING 5/18	30,000	30,000	(16,295)	13,705	Work started, will continue next week. Funds to be depleted before July 1st.
01420258	580391	ADTNL CH90 PVNG 5/18 ART18	100,000	100,000	(24,980)	75,020	Earmarked to help offset complete streets project cost for intersection of Maple/Liberty.
01420258	584004	ATHLETIC FLD MAINT STM 5/15	35,000	11,707	(7,120)	4,587	Funds for field maintenance.
01425258	580339	BUILDING & DECK REP ART26 5/17	9,000	9,000	(6,571)	2,429	Work on trim and doors for swap shop before July 1st.
01425258	580386	TS CONCRETE PADS 5/18 ART18	24,300	24,300	-	24,300	Work to be done before July 1st.

Fire Projects/Building

01220258	580294	FIRE TRAINING 0515 ART 16	16,000	3,951	(3,905)	45	Completed-Can close out
01220258	580350	REPL FIRE HOSES ART28 5/17	8,000	6,020	(1,912)	4,108	In process-Working on what is needed to be replaced
01220258	580351	COMAND POST EQUIP ART28 5/17	16,000	8,299	-	8,299	In process-Trying to find the right cabinets
01220258	580354	FD BUILDING REPAIRS ART28 5/17	20,000	20,000	(12,790)	7,210	Repairs still on progress
01220258	580359	FD TRAINING ART28 5/17	16,400	16,400	(16,377)	23	Completed-Can close out
01220258	580396	TOUGHBOOKS 5/18 ART18	10,750	10,750	(1,355)	9,395	In process- being ordered shortly
01220258	580398	PORTABLE RADIO 5/18 ART18	51,000	51,000	-	51,000	In process of being ordered
01220258	580399	COMMUNIC EQUIP 5/18 ART18	55,000	55,000	(40,885)	14,115	In process-Project is on going
01220258	580401	REPLACE SCBA 5/18 ART 19	50,000	50,000	-	50,000	Will be closed out by May When we order the new equipment

Police Projects/Building

01210258	580276	RADAR GUN & VESTS FY15	23,300	2,964	-	2,964	In process- being ordered shortly
01210258	580314	UPGRADE RADIO INFRASTR 0516 23	25,000	2,536	-	2,536	In process- being ordered shortly
01210258	580393	TASER REPLACEMENT 5/18 ART18	12,700	12,700	(12,670)	30	Completed-Can close out

Warrant Article Update as of 3/1/19

Organization	Object	Item Description	Original Approved Amount	Available Balance as of 7/1/18	FY18 YTD Expended	Available Balance as of 3/1/19	Status Update
Senior Center Projects/Old Town Hall							
24605	580261	OLD TOWN HALL REPAIRS 0513	22,000	22,000	-	22,000	Architectural plans for the rehabilitation of the front of Old Town Hall are complete. Remaining balance will be utilized for the rehabilitation of the front of Old Town Hall including the replacement of the front stairs, windows and siding. Project is currently on hold pending further direction from the Public Facilities Study.
24605	580305	OLD TOWN HALL PLANS 0515 ART45	20,000	8,510	-	8,510	Article funded architectural plans for the rehabilitation of the front of Old Town Hall. Plans are now complete. The remaining fund balance will be utilized for the rehabilitation of the front of Old Town Hall including the replacement of the front stairs, windows and siding. Project is currently on hold pending further direction from the Public Facilities Study.
01541258	580403	COA SECURITY SYS 5/18 ART18	1,100	1,100	(400)	700	In process- being ordered shortly
01541258	580404	COA SOFTWARE 5/18 ART18	7,500	7,500	(6,372)	1,128	Completed-Can close out
01541258	580405	COA KITCHEN EQUIP 5/8 ART18	8,000	8,000	(1,327)	6,673	In process- being ordered shortly

Elementary School Projects							
01301258	580251	SCHOOL SECURITY SYST 0513	37,000	7,691	-	7,691	We will use this funding as part of the NVR and fullsurveillance work at Fuller Meadow and Howe Manning Schools
01312258	580370	HM SCIENCE CURRIC ART29 5/17	66,550	2,280	(4,484)	(2,204)	Overage will be move to schools' curriculum materials and or professional development lines
01312258	580368	HM CHROMEBOOKS ART 29 5/17	29,700	-	(837)	(837)	Overage will be moved to schools' tech budget lines
01312258	580411	HM TECHNOL 5/18 ART18	107,016	107,016	(61,720)	45,296	Funds will be expended in FY19
01312258	580412	HM TECH INFRA 5/18 ART18	27,733	27,733	-	27,733	Work is in process. Should be moving into punchlist phase
01313258	580360	FM TECH IMPROVE ART29 5/17	25,000	1,644	(1,200)	444	Will expend in FY19
01313258	580365	FM LIBRARY FURNTURE ART29 5/17	13,000	990	-	990	Will be returned to the Town
01313258	580366	FM SCIENCE CURRIC ART29 5/17	36,750	4,422	(2,132)	2,290	Will be returned to the Town
01313258	580367	FM SECURITY SYSTM ART29 5/17	101,358	101,358	(148)	101,210	Work in process at this time.
01313258	580409	FM - TECHNOL 5/18 ART18	37,592	37,592	(31,494)	6,098	Will be expended in FY19
01313258	580410	FM TECH INFRA 5/18 ART18	20,516	20,516	-	20,516	Work is in process. Should be moving into punchlist phase
31114008	580327	ACCOUNTING HR SOFTWARE 0516 28	22,000	4,417	-	4,417	Software migration is complete. May spend on training.

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Public Works					
Parks Division					
1) 2007 John Deere 84" Rotary Mower				18,000	
2) 2005 Scag 61" Turf Tiger Riding Mower		13,000			
3) 2017 Exmark 60" Riding Mower					
4) 2004 STHM 61" Riding Mower					
5) 2013 60" Exmark Riding Mower					
4) 2008 (16') Utility Trailer					
5) 2000 Athletic Field Conditioner					
6) 2006 John Deere Tractor				60,000	
7) 2017 Ferri Flail Mower					
8) 2015 Wood Chipper					
9) 2009 Bluebird Walk Behind Overseeder					
10) 2003 Lawn Core Aerator					
11) 2007 3pt. Hitch Spreader					
12) 2007 3pt. Hitch 60" Seeder					
13) 1995 Ransome Push Mower					
PARKS TOTAL:	\$0	\$13,000	\$0	\$78,000	\$0

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024 Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Public Works					
Recreational Facilities					
1) Rubchinuk Recreational Facility - East Street					
a.) Install Water Line for Irrigation	50,000	50,000			
b.) Field Recondition		30,000			
2) Emily Maher Park					
a.) Natsue Way - Phase I Park (Status TBD)					
b.) Phase II field development on top of landfill (Status TBD)					
c.) Reconstruct large soccer field					
d.) Sun Shade/Porta Potty Shelters/Landscaping					
e.) Playground					
3) Fuller Meadow Complex					
a.) Field Recondition (2)		30,000			35,000
4) Howe Manning Complex					
a.) Field Recondition				20,000	
b.) Shade Structure					
5) Henry Tragert Common					
a.) Gazebo Repairs					20,000
b.) Field Recondition					
RECREATION TOTAL:	\$50,000	\$110,000	\$0	\$20,000	\$55,000

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Administration 195 North Main Street Facilities - Garage Improvements					
1) 2nd Floor stairway in rear of bldg.					
2) Renovate main floor reception area					
3) Salt shed repairs			20,000		
4) Roof replacement					
5) Replacement of 1st floor heat/air conditioning		15,000			
DPW BUILDINGS SUBTOTAL	\$0	\$15,000	\$20,000	\$0	\$0
 Department: Administration 195 North Main Street Facilities					
1) 2005 Oce Plan Copier			18,000		
2) Photo Copy Machine - 2014		6,000			
3) Furniture/Files Replacement				6,500	
4) Photo Copy Machine - 2017					
ADMINISTRATION SUBTOTAL	\$0	\$6,000	\$18,000	\$6,500	\$0
DPW BUILDING TOTAL	\$0	\$21,000	\$38,000	\$6,500	\$0

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024 Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Public Works					
Highway Division					
1) 2010 Freightliner Dump Truck Unit #4 (winter & summer use)					
2) 2008 F550 1 Ton Dump Truck Unit #5 (winter & summer use)				75,000	
3) 2005 F550 Ford 1 Ton Dump Truck Unit #6 (winter & summer use)			75,000		
4) 2008 7400 International Dump Truck Unit #7 (winter & summer use)					
5) 2014 Peterbilt Dump Truck Unit #10					
6) 2006 7400 International Dump Truck Unit #11 (winter & summer use)			150,000		
7) 2014 John Deere 310SK Backhoe					
8) 2000 Ford F450 Rack Body					
9) 2009 Power Eagle power washer					
10) 2005 Portable Air Compressor					
11) 2001 Bobcat Skid Steer Loader a.) v-blade snow plow b.) snow blower attachment c.) low profile bucket d.) power broom attachment	55,000				
12) 2009 Bobcat Skid Steer Loader a.) V-blade snow plow b.) snow blower attachment					55,000
13) 2016 - Ford Explorer - Car #1					
14) 2008 F 250 Pickup - Car #2	40,000				
15) Loader Mounted Snow Blower					
16) 2003 Ford F450 1.5 Ton Dump Truck Unit #1 (winter & summer use)					
17) Flink Sander/Plow for truck #3					
18) (2) Hi-Way Sanders					
19) (2) Monroe Sanders					
20) 2011 (16') Utility Trailer					
21) 2005 Volvo Wheel Loader					

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Tire Replacement					
22) Sandblasting Vehicles/Equip.					
23) Asphalt Hot Box -- NEW	22,000				
24) Asphalt Roller/Trailer -- NEW	21,000				
HIGHWAY TOTAL:	\$138,000	\$0	\$225,000	\$75,000	\$55,000



Bobcat

Product Quotation

Quotation Number: HMM-12894v2

Date: 2018-12-26 09:26:14

#11

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
TOWN OF MIDDLETON (272313) DEPT OF P.W. 195 NORTH MAIN STREET MIDDLETON, MA 01949	Bobcat of Boston, North Reading, MA 20 CONCORD STREET NORTH READING MA 01864-2602 Phone: (978) 664-3727 Fax: (978) 664-5800	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855.608.0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description

S570 T4 Bobcat Skid-Steer Loader

61.0 HP Tier 4 Turbo Diesel Engine
Auxiliary Hydraulics: Variable Flow
Backup Alarm
Bob-Tach
Bobcat Interlock Control System (BICS)
Controls: Bobcat Standard
Cylinder Cushioning - Lift, Tilt
Engine/Hydraulic Systems Shutdown
Glow Plugs (Automatically Activated)
Horn
Instrumentation: Engine Temperature & Fuel
Gauges, Hourmeter, RPM and Warning Lights

Part No
M0259

Qty
1

Price Ea.
\$28,342.30

Total
\$28,342.30

Lift Arm Support

Lift Path: Vertical

Lights, Front & Rear

Operator Cab

- Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt
- Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471
- Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)

Spark Arrestor Exhaust System

Tires: 10-16.5, 8 PR, Bobcat Standard Duty

Machine Warranty: 12 Months, unlimited hours

Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty

Warranty Plans	60 Month Protection Plus (Power Train Only)	9974376	1	\$2,763.00	\$2,763.00
Factory Installed	A91 Option Package	M0259-P01-A91	1	\$6,612.20	\$6,612.20
Cab enclosure with Heat and AC High Flow Hydraulics Two-Speed Travel Sound Reduction Hydraulic Bucket Positioning					
Power Bob-Tach Deluxe Instrument Panel Keyless Start 3-Point Belt Attachment Control Kit Cab Accessories Package					

Attachments	Advanced Control System (ACS)	M0259-R01-C03	1	\$1,186.50	\$1,186.50
	10-16.5, 10 PR, Heavy Duty Tires Offset	M0259-R09-C03	1	\$202.30	\$202.30
	NAGS Strobe	M0259-R16-C03	1	\$220.00	\$220.00
	Telematics US	M0259-R51-C02	1	\$0.00	\$0.00
	62" Low Profile Bucket	6731415	1	\$691.60	\$691.60
	--- Bolt-On Cutting Edge, 62"	6718005	1	\$158.90	\$158.90
	SB200 Snowblower - 60" Width	M7001	1	\$3,346.28	\$3,346.28
	--- 9.6 Hyd Motor Package (25 - 31 gpm)	M7001-R01-C04	1	\$927.20	\$927.20
	60" Snow V-Blade, 7 Pin	7104861	1	\$3,077.24	\$3,077.24
	72" Snow V-Blade	6958576	1	\$3,233.04	\$3,233.04
	18" Planer, High Flow	M7018	1	\$10,247.84	\$10,247.84
	--- Drum 18 Fastcut	M7018-R01-C10	1	\$2,430.48	\$2,430.48

Total of Items Quoted	\$63,438.88
Dealer Assembly Charges	\$49.00
Trade-in 2001 773 ser# 519021980 with 72" vblade ser#083900840 and snow blower	(\$8,500.00)
Quote Total - US dollars	\$54,987.88

Notes:

**Prices per the Massachusetts Contract# FAC88*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Destination within the 48 Contiguous States.*
**Delivery: 60 to 90 days from ARO.*
**State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with placed order.*
**TID# 38-0425350*
**ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales,
 PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.*

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

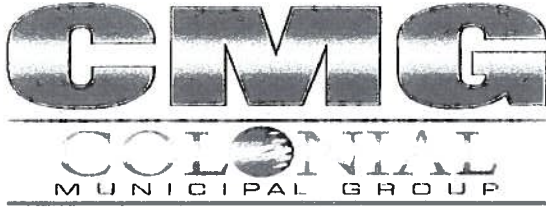
PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____



#14



Estimate

Date: 12/30/2018
 Estimate# MDPW123018
 Customer ID:

To: Middleton Public Works Department
 Attn: Ken Gibbons
 195 North Main Street
 Middleton, MA 01949

Salesperson: Paul G King
 508 918 2210

GBPC/BAPERN Contract

Qty	Item #	Description	Unit Price	Line Total
		2019 Ford Super Duty F-350 SRW (F3B) XL 4WD Reg Cab 8' Box		\$ 27,859.00
	N1	Exterior Color: Blue Jean Metallic		\$
	996	Engine: 6 2L 2-Valve SOHC EFI NA V8 Flex-Fuel -inc: Flex-Fuel badge on fleet orders only (STD)		\$
	44P	Transmission: TorqShift 6-Speed Automatic (6R140) -inc: SelectShift (STD)		\$
	610A	Option Package: Order Code 610A		\$
		Gross Vehicle Weight Rating - 10,740 Lbs		\$
		Gross Combined Weight Rating - 19,500 Lbs		\$
		GVWR: 11,300 lb Payload Package		\$ -
	AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar		\$
	64F	Wheels: 18" Argent Painted Steel -inc: painted hub covers/center ornaments	\$ 455.00	\$ 441.35
	TDX	Tires: LT275/70R18E BSW A/T (4)	\$ 265.00	\$ 257.05
	X37	3.73 Axle Ratio (STD)		\$
	90L	Power Equipment Group -inc: Deletes passenger-side lock cylinder, upgraded door trim panel, Accessory Delay, Advanced Security Pack, SecurLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, power heated glass, heated convex spotter mirror and integrated clearance lights and turn signal indicators, Power Front Seat Windows, 1-touch up/down driver/passenger window, Power Tailgate Lock, Power Locks	\$ 915.00	\$ 887.55
	473	Snow Plow Prep Package	\$ 185.00	\$ 179.45
	86M	Medium Duty Battery - Dual 78 AH	\$ 210.00	\$ 203.70
	52B	Trailer Brake Controller -inc: Verified to be compatible w/select electric over hydraulic brakes, smart trailer tow connector	\$ 270.00	\$ 261.90
	18B	Platform Running Boards	\$ 320.00	\$ 310.40
	592	LED Roof Clearance Lights	\$ 95.00	\$ 92.15

85S	Tough Bed Spray-In Bedliner -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	\$	595.00	\$	577.15
585	Radio: AM/FM Stereo/MP3 -inc: 4 speakers, SYNC Communications & Entertainment System, enhanced voice recognition w/911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls	\$	550.00	\$	533.50
66S	Upfitter Switches (6) -inc: Located in overhead console	\$	165.00	\$	160.05
76C	Exterior Backup Alarm	\$	140.00	\$	135.80
	REMAINING STANDARD EQUIPMENT AS SHOWN IN CHROME DATA REPORT			\$	-
	9 Ft Fisher HD2 Minute Mount Snow Plow			\$	6,350.00
	22" Low Profile Mounting Platform			\$	319.00
	ECCO Reflex Beacon, Clear Lens, Amber LED's			\$	256.58
	Two Code 3 LED Hideaway, Vibrant Amber LED mounted on Grill			\$	220.00
	Two Code 3 LED Hideaway, Vibrant Amber LED mounted in Reverse Light Housing			\$	220.00
	PLEASE NOTE THAT PRICING IS BASED ON CURRENT CONTRACT PRICING THAT EXPIRES 9-30-19, VEHICLE MUST BE ORDERED PRIOR TO THIS DATE OR PRICING MY CHANGE			\$	-
				\$	-

Special Instructions:

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.

Estimate is Based on Current Information From Client About the Project Requirements

Actual Cost May Change Once Project Elements are Finalized

Vehicle Subtotal

Upfit Subtotal

Grand Total \$39,264.63

Thank You For Choosing The Colonial Way!



6165 W. Detroit St.
Chandler, AZ 85226
(602) 276-0406 (800) 528-8242

QUOTE #

BBBQ29133

Date Quoted 12/26/2018
EXPIRATION DATE 2/28/2019

Quote To: Account Code:
Middleton Public Works

Ship To: Account Code:
Middleton Public Works

195 North Main Street
Middleton, MA 01949

195 North Main Street
Middleton, MA 01949

*HOT BOX

Phone: 978-777-0407

Fax:

Email: ken.gibbons@middletonma.gov

978-777-0407

ken.gibbons@middletonma.gov

Project Title:

Bid Date:

Bid Number:

Project Start Date: 12/26/2018

Ship Before: 2/28/2019

Quote Effective Dates: 12/26/2018 TO 2/28/2019

Terms: NET 30

F.O.B.: PPD-ADD FREIGHT

Ship Via: Truck/Common Carrier

Sales Group:

Quoted By: Brian Riley

Sales Office: 150- Brian Riley

Estimated Time to Ship After Receipt of Order: Quoted at time of order

Customer: Middleton Public Works

Project Title:

Quote Number BBBQ29133

Date 12-26-18

SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

Part #	Description	Unit	Qty.	Retail	Quote Price	Ext. Price
Mass Dot RFR 1 % Discount Off Retail for KM Equipment						
KM4000TEDD	2 Ton Trailer Mount - Electric Brake - Diesel - Dump	ea	1	\$21,200.00	\$20,988.0000	\$20,988.0000
KM8000TEDD	4 Ton Trailer Mount - Electric Brake - Diesel - Dump	ea	1	\$27,100.00	\$26,829.0000	\$26,829.0000
KM4000SXX	2 Ton Skid Mount - Diesel	ea	1	\$13,100.00	\$12,969.0000	\$12,969.0000
KM8000SXX	4 Ton Skid Mount - Diesel	ea	1	\$17,800.00	\$17,622.0000	\$17,622.0000
ADDITIONAL ACCESSORIES THAT ARE AVAILABLE						
KM8000DIRARRW	Directional Arrow Board & Controller - Mounted on Unit	ea	1	\$1,400.00	\$1,386.0000	\$1,386.0000
KMTRLRHSTMNL	Loading Hoist/ Winch & Davit - Manual Operation	ea	1	\$1,600.00	\$1,584.0000	\$1,584.0000
KMTRLRHSTELEC	Loading Hoist / Winch & Davit - 12 V Powered - Remote	ea	1	\$2,900.00	\$2,871.0000	\$2,871.0000
431235	Strobe Light, Amber - 6" Dome, Strobe Light, Amber - 6" Dome, Mounted Switched, 3000 Series	EA	1	\$285.00	\$282.1500	\$282.1500
442733	Tool Rack - KM Hot Box Tool Rack - KM Hot Box	EA	1	\$310.00	\$306.9000	\$306.9000
431219	SPARE TIRE - FOR KM HOT BOX	EA	1	\$510.00	\$504.9000	\$504.9000
441232	SPARE TIRE - FOR KM HOT BOX	EA	1	\$400.00	\$396.0000	\$396.0000
	Tank - Solvent for KM Hot Box					
	Tank - Solvent for KM Hot Box					
Estimated Freight for either unit \$2,000.00						

12/26/18 06:13:50

We value your business.

Page 1 of 3

1 of 3

#24

Tri County Contractors Supply Inc.

Main Office Location
154 Wayside Avenue
West Springfield, MA 01089
Phone (413) 733-5189
Fax (413) 781-2102

December 20, 2018

Ken Gibbons
195 North Main St.
Middleton, MA 01949

Ken,

As per your recent request, we are pleased to provide you with a quote for a Wacker Neuson roller and Cross Country trailer. Pricing according to State Contract FAC 88 is as follows:

1 - new Wacker Neuson model RD12A-90 Hydrostatic Vibratory roller complete with

Electric Start – 20HP – HONDA gas engine
Dual Drum – Hydrostatic drive, Single Drum Vibration
Drum width of 35.4 inches
Operating weight of 2,491lbs. With additional centrifugal force of 3,400lbs. on front drum
26.4 Gallon Poly Water Tank with Spray System
One Piece Solid ROPS structural protection
Serviced and Ready to Operate
FOB: Middleton, MA

\$15,894.40*

Options for the RD12A-90:

"Foldable ROPS" instead of solid ROPS	ADD \$ 838.00*
Backup Alarm	ADD \$ 116.05*
Rotating Beacon	ADD \$ 119.95*
Road Working Lights	ADD \$ 355.90*

***INCLUDES a 5% price increase for potential price increase before July 2019!!!**

1 – NEW Cross Country 610RT60 Single Axle Roller Trailer

8' x 10' Single axle landscape trailer

GVWR 5842lbs.

Single Axle

Max. Capacity of 4167lbx.

FOB: Middleton, MA

\$4,664.31*

***INCLUDES a 5% price increase for potential price increase before July 2019!!!**

After reviewing this information, if you have any questions or if we can be of any additional assistance please feel free to contact either myself 413-575-0816 or my father Bob Clark, Jr. at the office 413-733-5189 – Ext. #4.

Thank you for this opportunity, we look forward to earning your business.

Sincerely,



Katie (Clark) Galuszewski
VP Sales and Mrkt. Director
Tri-County Contractors Supply, Inc.
Office – 413-733-5189 – Ext. #4
Cell – 413-575-0816
Email: kclark@tricitycontractors.com

Cc - File



**WACKER
NEUSON**
all it takes!

RD12A NEW

Tandem Rollers



High performance rollers for excellent compaction results

The RD12A tandem vibratory roller with 35.4 inch (900 mm) drum width and an overall operating weight of 1.2 Tons includes dual drum drive and articulated steering for excellent maneuverability. A front drum vibration and static rear drum offer a highly efficient and compact roller. This machine is ideally suited for commercial and residential compaction of asphalt and granular subbase material. Primary applications include parking lots, driveways, secondary roads, repair work and nature trails. Additionally, the RD12A is utilized for turf rolling in the landscape and golf industry segments.

- Increased water & fuel capacity minimizes the need for refilling during the day increasing jobsite efficiency.
- Fully recessed hydraulic motors provide excellent curb and side clearance allowing easy compaction near curbs, walls, and in confined areas.
- Unique hood design and pivoting floor plate provide quick, tool-free, and spacious access to engine, hydraulic and water systems.
- Ergonomically designed operator station provides comfort and efficiency to the operator. Ergonomic joystick with integrated water and vibration functions. Fuel and water gauges provide operator feedback to fluid levels during operation.
- Powered by a proven Honda GX630 engine, the RD12A provides contractors with a highly efficient machine for a variety of applications.



**WACKER
NEUSON**
all it takes!

RD12A NEW Technical specifications

RD12A Roller

Operating data

Operating weight max.	2,964 lb
L x W x H	74 x 38.8 x 90.6 in
Drum width	35.4 in
Drum diameter	22 in
Side clearance right	1.7 in
Side clearance left	1.7 in
Curb clearance right	15.7 in
Curb clearance left	15.7 in
Centrifugal force dynamic (front drum)	3,400 lbf
Frequency	4,200 Vpm
Amplitude	0.043 in
Linear force - front / rear (static)	31.4 / 39.5 lb/in
Linear force dynamic (front)	96 lb/in
Travel speed forward	5 mph
Travel speed reverse	5 mph
Surface capacity area	78,000 ft ² /h
Gradeability max.	30 %
Turning radius outside	112.2 in

Engine / Motor

Engine / Motor type	air-cooled, 2-cylinder, gasoline engine
Engine / Motor manufacturer	Honda GX630
Displacement	42 in ³
RPM / speed operating speed	3,100 rpm
Operating performance max. rated at 3600 rpm	20.8 hp
Fuel consumption	1.6 US gal/h

Filling capacities

Fuel tank capacity	6.3 US gal
Water tank capacity	35 US gal



**WACKER
NEUSON**
all it takes!

Please note

that product availability can vary from country to country. It is possible that information / products may not be available in your country. More detailed information on engine power can be found in the operator's manual; the stated power may vary due to specific operating conditions.

Subject to alterations and errors excepted. Applicable also to illustrations.

Copyright © 2018 Wacker Neuson SE.

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024 Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Public Works					
DPW Highway/Major Project Improvements					
1) Chapter 90 State Aid Reconstruction*	300,000	300,000	300,000	300,000	300,000
2) Sidewalks -Repairs					
3) Sidewalks - New Construction**					
a) Towne Rd. to Maple St. - 4,000 LF by Developers					
b) East Meadow Ln. to Peabody St. - 1,000 LF by Developer					
c) Towne Rd. to East Meadow Ln. - 2,800 LF by Town					
d) Wennerberg Rd. to Memorial Hall - 1,500 LF by State and/or Town					
4) Right of Way Tree Cutting	75,000	75,000			
Brigadoon Tree/Sidewalk Work					
5) Private Ways Bylaw Repairs					
6) Town Funded Paving Program - Overlay Repairs	100,000	100,000	100,000	100,000	100,000
7) Complete Streets (Maple/Liberty Street Intersection***	172,000				
8) MA DOT Small Bridge Repair (North Liberty Culvert)****	500,000				
DPW HIGHWAY/MAJOR PROJECT IMPROVEMENTS	\$1,147,000	\$475,000	\$400,000	\$400,000	\$400,000

* \$300,000 Chapter 90 funding based upon a 10 year, \$300 million in annual funding from the transportation bond bill.

** Town internal sidewalk group to review the sidewalk construction projects and sidewalk fund.

*** \$172,000 Complete Streets Grant

**** \$500,000 MA DOT Grant

BRIGADOON

#4

SIDEWALKS

	Length		Total feet
<u>MEADOW SIDEWALK</u>			
Meadow to Edgewood	552'	(2sides)	1104'
Edgewood to Overbrook	1000'	(2sides)	2000'
Overbrook to Fairway Dr. East	235'	(2sides)	470'
<u>OVERBROOK</u>			
	800'	(2sides)	1600'
*this is in good condition			
<u>FAIRWAY DR EAST</u>			
	285'	(1 side)	285'
<u>FULLER RD</u>			
Fairway to Willow	1280'	(2sides)	2560'
Willow to Hills	360'	(2sides)	720'
Hills to Edgewood	300'	(2sides)	600'
<u>EDGEWOOD</u>			
	980'	(2sides)	1960'
*Good condition			
1 stump in grass strip - rest of trees are small/roots smaller			
*Hills/Willow sidewalks ok			

TREES IN GRASS STRIP

	# of Trees	
<u>FULLER</u>		
	4	Edgewood to Hills
	5	Hills to Willow
	22	Willow to Fairway + 1 stump
<u>FAIRWAY</u>		
	5	Trees in strip
<u>MEADOW</u>		
	5	Fairway to Overbrook
	21	Overbrook to Edgewood + 2 stumps
	4	Edgewood to 114

Total # of Trees = 66

Assuming all trees are removed , stump grinding, and new ornamental trees planted (\$1000 per tree)	\$66,000
--	----------

Meadow/Fairway/Fuller total feet of sidewalk	7739'
--	-------

Assuming 5-foot wide sidewalks at 3-inches thick, = 722 Tons at roughly \$80 per ton	\$57,760
--	----------

Assuming \$50,000 to prep for asphalt	\$50,000
---------------------------------------	----------

Estimated cost for project	\$173,760
-----------------------------------	------------------

**Could be a little more with ADA compliance ramps and/or driveway aprons*

**Could be a little less if Town assisted with asphalt removal*

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Public Works					
Transfer Station/Landfill Division					
1) Transfer Station Upgrades:					
a.) Canopy Repairs					10,000
b.) Building/Deck Repairs					
c.) Mill/Paving				40,000	
2) 2007 Mack Roll Off Truck		185,000			
3) Compactor Replacement (2013)					
4) Compactor Concrete Pads					
5) Roll-off Containers					
a.) Replacement	17,000	8,500	8,500		
b.) Repairs	3,500	3,500	3,500		
TRANSFER STATION /LANDFILL TOTAL:	\$20,500	\$197,000	\$12,000	\$40,000	\$10,000
Department: Public Works					
Cemetery Division					
1) 2012 EXMARK 60" Mower			15,000		
2) 1995 Scag 52" Walk behind Mower	10,500				
3) 2010 EXMARK 52" Mower					
4) Oakdale Improvements					
a.) Garage Repairs					
b.) Road Paving					25,000
5) 2014 Trailer Mounted Leaf Vacuum					
6) 2007 Leaf & Chipper Box				10,000	
CEMETERY TOTAL:	\$10,500	\$0	\$15,000	\$10,000	\$25,000
TOTAL PUBLIC WORKS:	\$1,366,000	\$816,000	\$690,000	\$629,500	\$545,000

1079 State Route 20, New Lebanon, NY, 12125

PHONE: 800-235-0734 FAX: 518-794-6319

WQ-10102333



MassDEP Contract No:
FAC87 Designated DEP00

#5a
* New Recycle Container *

Sell To:

Contact Name Kenny Gibbons
Bill To Name Town of Middleton
Bill To 195 N Main St
Middleton, MA 01949-1655
USA
Email ken.gibbons@middletonma.gov
Phone (978) 777-0407
Mobile 978-490-0772

Ship To Name Town of Middleton
Ship To 195 N Main St
Middleton, MA 01949-1655
USA

Quote Information

Salesperson Bill Morin
Salesperson Email bmorin@wastequip.com
Salesperson Phone (603) 498-4401

Created Date 1/15/2019
Expiration Date 1/29/2019
Quote Number WQ-10102333
Please Reference Quote Number on all
Purchase Orders

Model	Product Description	Description	Quantity	Sales Price	Total Price
163065NE	30 Cubic Yard Standard Duty Rectangular Roll Off Container 22' Long - Floor: 7 gauge with 3" structural channels on 18" centers and 6"x 2"x 3/16" Structural Tubing Main Rails, Walls: 12 gauge with side columns on 24" centers and 3" x 4" x 11 gauge Top Rails, Door: CAM Latch, Primed and Painted any Standard Color		1.00	\$4,874.00	\$4,874.00
ROC402	Recycle Roof - Barn Roof		1.00	\$1,855.00	\$1,855.00
ROC405	Recycle Roof - 30" x 30" Sliding Poly Door Each		8.00	\$92.00	\$736.00
Container - Specialty RQC	Special ROC - NY (See Details for Product Information)	Cohen crash plate 3/8" installed on front of container	1.00	\$375.00	\$375.00

Payment Terms Net 30 Days if credit has been established
Shipping Terms FOB Origin

Subtotal \$7,840.00
Shipping \$560.00
Tax \$0.00
Grand Total \$8,400.00

x2

Special Instructions

Special Instructions Color to be Dark Green
Ship to Middleton MA on partial load \$ 560 freight for one container

#56

Ken Gibbons

From: Todd Hager <thager@arenh.com>
Sent: Monday, January 07, 2019 6:21 AM
To: Ken Gibbons
Subject: Refurbish Roll Off Containers.

Importance: High

* Recycle
trailer repair *

Ken,

First, I am sorry that I dropped the ball on this, No excuses, just been busy and completely forgot this until I cleaned my desk yesterday and found the list.

I have looked thru the list again and this is what I feel you are going to spend on rebuilding each container, I am not going to quote you for each container, I am going to give you a price to repair each container and re-paint them Dark Green. Looking at the list and looking at the pictures I took at my last visit, you are looking at spending \$3,500.00 per container to complete the repairs, clean, prime and re-paint the containers Dark Green, this includes replacing any damaged wheels, bullnose rollers, cap side tubes, repair holes in the walls of the container, repairs to the rear doors, hinges and keepers.

Now, as we discussed, there will be additional charges if we need to replace the main rails on the underside of the containers, we would replace the main rails with 6" x 2" x 1/4" structural tube, new gussets to the tube. The charge to replace the main rail if needed will be an additional \$1,850.00 per container, now this work will not be done until we have approval from the Town of Middleton, MA and we will need to determine if the total cost to repair the container is more than the price to purchase new.

I will email you an official quote, but wanted you to have this quote.

Again, I do apologize for the delay.

Thank you and Happy New Year!!

Todd Hager

Atlantic Recycling Equipment, LLC

PO Box 609

Rollinsford, NH 03869

Mobile: 603.817.0126

Office: 603.749.2414

Fax: 603.749.2421

EMAIL: thager@arenh.com



WWW.MBTRACTOR.COM

MB TRACTOR & EQUIPMENT
Route 125, P.O. Box 487
Plaistow, NH 03865
TEL: (603) 382-5031
Fax: (603) 382-1084
WWW.MBTRACTOR.COM

**THE BEST TRACTORS
& EQUIPMENT ON EARTH!**

#2

SOLD TO
5543 TOWN OF MIDDLETON
DPW
195 NORTH MAIN ST
MIDDLETON, MA 01949

SHIP TO

QUOTATION

Sold By: Z88 PC #: Date 1/07/19 QUOTE PO12911
Ship By: Tax #: 9:51:55 PRT: 1 Open

Tax	D	Qty	Description	Price	Amount
			Group: 01		
			EQUIPMENT QUOTE		
N		1	EXMARK LZX740EKC526TO	10090.00	10090.00
N		1	116-8431 OCD CHUTE KIT	359.00	359.00
			** TOTAL EQUIPMENT QUOTE		10449.00

BUDGET QUOTE

Quotes are valid for thirty days. Prices are subject to change at vendors discretion. All prices quoted FOB vendor shipping point unless specifically noted.
Special order parts are to be prepaid in full in advance, charged to a valid open account, or billed to a credit card.
There are no returns of special order parts.
TRUCKING IS NOT COVERED BY THE MANUFACTURERS WARRANTY. TRUCKING COSTS ARE THE RESPONSIBILITY OF THE CUSTOMER.

** SUBTOTAL 10449.00

X Charge Sale

Phone: (978) 777-0407

PAY THIS
AMOUNT

\$10449.00

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Public Works					
Water Enterprise Fund					
1) 2016 F350 Ford Utility Truck - Unit #9					
2) 2000 International 4600 Dump Truck Unit #3 (winter & summer use)					
3) Computer, Software, Office Furniture, etc.		9,500			
4) System Maintenance -Electronic catalog of infrastructure					
5) Community Water Conservation Program -Measures to comply with DEP Permit			15,000		
6) Implementation of Master Plan					
7) Looping Mains:					
(a) Liberty Street Extension (2,800 LF) Woodbury Ln. to Mill St.					
(b) Boston Street Extension (2,400 LF) Lt. J. Cabral Dr. to N.R. town line					
8) Water Main Replacement:					
(a) Highland Avenue (1,800 LF)				225,000	
(b) Mt. Vernon Street (1,800 LF) 6" cast iron main					225,000
WATER ENTERPRISE FUND TOTAL	\$0	\$9,500	\$15,000	\$225,000	\$225,000

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Police					
Equipment					
1) New Cruiser Radio (2)			5,000		
2) Radar Gun (X2)		2,000		5,000	
3) Radio Infrastructure				25,000	
4) Portable Radio Upgrade					18,000
5) Police Vests		20,000			
6) Replace Cruiser Laptops		5,000		5,000	5,000
7) Patrol Rifles Upgrades	1,400		5,000		
8) 40 Caliber Pistol Upgrade					20,000
9) Office Shredder	2,800				
10) Automated License Plate Reader				20,000	
11) Office Furniture		10,000		10,000	
12) Police Station Upgrades		10,000			10,000
13) Taser Replacement	18,750	18,750	6,050		
14) Police Motorcycle			30,000		
15) Patrol Vehicle	102,000				
16) Reserve Police Officers - Outfit and Training	11,180				
POLICE EQUIPMENT TOTAL	\$136,130	\$65,750	\$46,050	\$65,000	\$53,000
Department: Police					
Building Repairs					
1) Additional Garage Space		30,000			
2) Building Renovations			30,000		
3) Carport		25,000			
POLICE BUILDING REPAIRS TOTAL	\$0	\$55,000	\$30,000	\$0	\$0
TOTAL POLICE	\$136,130	\$120,750	\$76,050	\$65,000	\$53,000

Capital Improvement Plan

Patrol Rifles Bushmaster A3



The Middleton Police Department currently issues all full-time officers a "Patrol Rifle". They were purchased from the FY-2014 Capital Budget expenditure. We will be adding an officer to the ranks this year and we hope to replace one of the aging reserve rifles also. When police officers face deadly force threats, the most effective tactics and tools should be available. Would anyone argue against this? Part of response capability includes immediate access to a patrol rifle. This allows the officer to deliver accurate fire over long distances (e.g., school or building hallways). Such access could save the life of an officer or a citizen.

The patrol rifle concept has been embraced nationwide by law enforcement agencies of every size and type. We issue our officers a pistol that they are responsible for. We are looking to employ this same concept. This initiative would allow us to issue all our full-time officers a patrol rifle that they would be responsible to maintain and have at the ready.

Interstate Arms is our Firearms Vendor

(2) Bushmaster A3 M4 16"DS-90289LE	\$631.99 EA.	\$1,263.98
(6) MAGP MAG 30RD M2	\$12.95	\$77.70
		\$1341.68
Freight Out	\$30.00	\$1371.68



Interstate Arms
6 Dunham Rd.
Billerica, MA 01821
Phone: (800)-243-3006

Quotation

Page 1 of 1

Quote ID: 558563
Date: 01/25/2019
Sales Person: JANICE O
Customer Id: 8MIDPOL3

Bill To:

MIDDLETON POLICE DEPT
65 NORTH MAIN STREET
ATTN: CHIEF DIGIANVITTORIO
MIDDLETON MA 01949

Phone: (978) 774-4424

E-Mail: chief@miltonpolice.com

Ship To:

MIDDLETON POLICE DEPT
65 NORTH MAIN STREET
ATTN: CHIEF DIGIANVITTORIO
MIDDLETON MA 01949

Quantity	Item ID	Description	Unit	Amount
2	BUSH-90289	Bushmaster 16" A3 Type Patrolman's Carbine Bushmaster, Model BCWA3F 16MR, Semi Auto, .223 cal	631.95	1,263.90

Agency Contact: Chief Jim Digi
Processed by Janice Olsen
Janice@Interstatearms.com

Pricing is for FET exempt agency purchase only.
Pricing on non-firearms is quantity dependent.
Freight is an estimate and will be adjusted at time of invoicing.
*****Quote is valid for 30 days*****

ACCEPTANCE OF QUOTATION

above prices, specifications, and conditions
are satisfactory and are hereby accepted.

Signature: _____

Date: _____

Subtotal: 1,263.90
Freight:
Tax: 0.00
Total: 1,263.90

Quotation is valid until February 24, 2019

FY 2020 Capital Improvement Plan

Office Shredder



Due to the amount of confidential information that passes through the Police Department we need an industrial type shredder. Much of the paperwork we deal with is CORI protected.

There is no industry standard for this type of office equipment. We purchase most of our office supplies through WB Mason. They carry a wide variety of choices. We considered all the specifications and will purchase a unit within the given price range.

\$2,800



Enter Keyword

QUICK ORDER	CART
CHECKOUT	0 Items \$0.00
DASHBOARD	

SHOP

SERVICES

SUPPORT

ORDERS

ACCOUNT CENTER

FAVORITES

Selected List
Office Supply...

YOUR SELECTIONS

Showing items 1 to 5 of 5

Sort by: **Most Popular** Results Per Page: **12**

[Add Selected to Cart](#) [Compare Selected](#) [Add To List](#)

0 Selected

[Grid View](#) [List View](#)

CATEGORY

✖ Shredders

PRICE

✖ \$2500-\$3000

REFINE RESULTS

BRAND

Fellowes® (2)
Swingline® (1)
HSM of America (2)

SHEET CAPACITY

24 (1)
26 (1)

SEARCH THESE RESULTS

[Refine Search](#)



Fellowes® Powershred 485Ci
100% Jam Proof Cross-Cut
Shredder, TAA Compliant
Availability: [Next Day](#)



FEL38485 **\$2,674.99/EA**

QTY [ADD TO CART](#)

☐ Select [Add To List](#)



Swingline® Stack-and-Shred 500M
Auto Feed Heavy Duty Shredder,
Micro-Cut, 500 Sheets
Availability: [Not Available For Next Day](#)



SWI1758577 **\$2,719.19/EA**

QTY [ADD TO CART](#)

☐ Select [Add To List](#)



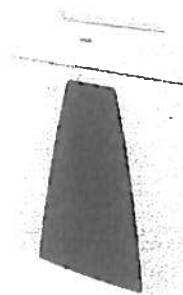
Fellowes® AutoMax 500CL Auto
Feed Cross-Cut Shredder, 500
Sheet Capacity
Availability: [Next Day](#)



FEL4655301 **\$2,552.19/EA**

QTY [ADD TO CART](#)

☐ Select [Add To List](#)



HSM of America SECURIO B35s
Strip-Cut Shredder, 40-42 Sheet,
34.3 gal. Capacity
Availability: [4-6 Days](#)

HSM1921 **\$2,788.67/EA**

QTY [ADD TO CART](#)

☐ Select [Add To List](#)



HSM of America Pure 630c Cross-
Cut Shredder, 25-27 Sheet, 34.3
gal. Capacity
Availability: [Rapid Delivery](#)

HSM2363 **\$2,747.25/EA**

QTY [ADD TO CART](#)

☐ Select [Add To List](#)

Showing items 1 to 5 of 5

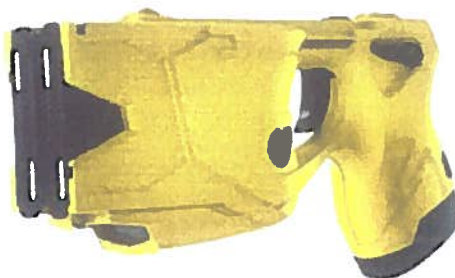
Sort by: **Most Popular** Results Per Page: **12**

[Add Selected to Cart](#) [Compare Selected](#) [Add To List](#)

0 Selected

[Grid View](#) [List View](#)

FY 2020 Full-Time Officers5
 Capital Improvement Plan
 Electronic Control Device (ECD) – TASERS X2



Electrical weapons, often referred to by a common brand name “Taser” are electro-muscular disruptors that override the central nervous system. Such weapons provide officers with another control option.

Prior to the implantation of these Tasers in 2011, four officers were injured while dealing with people who were under the effects of illegal drugs or emotionally disturbed persons. We found that the normal compliance techniques failed to keep the officer safe during these encounters. I’m happy to report that since the implantation of the Tasers “No” officers have been injured on duty, these units were deployed on 10 different occasions.

At the end of the 5year plan the Middleton Police Department will receive (16) new Tasers at no charge. We are in year two of this agreement.

Taser is the only authorized vendor in Massachusetts to sell these weapons to police departments.

YEAR 1 (16) TASER UNITS X2	PRICE	TOTAL
Taser 60 (Year#1) Payment Basic	\$248.72	\$3,979.52
Taser Assurance Plan CEW Annual Payment	\$471.14	\$7,538.24
	TOTAL	\$12,669.76
<hr/>		
YEAR 2		
Taser Assurance Plan CEW Annual Payment	\$62.43	\$998.88
Taser 60 (Year#2) Payment Basic	\$248.72	\$3,979.52
Taser Assurance Plan CEW Annual Payment	\$232.00	\$3,712.00
Taser 60 (Year#3) Payment Basic	\$248.72	\$3,979.52
	TOTAL	\$12,669.76
<hr/>		
YEAR 3		
Taser Assurance Plan CEW Annual Payment	\$62.43	\$998.88
Taser 60 (Year#4) Payment Basic	\$248.72	\$3,979.52
Taser Assurance Plan CEW Annual Payment	\$232.00	\$3,712.00
Taser 60 (Year#5) Payment Basic	\$248.72	\$3,979.52
	TOTAL	\$12,669.92
Total at the end of 3 years		\$38,009.60



Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
Phone (800) 978-2737

Q-153963-43287.571JL

Issued: 07/06/2018

Quote Expiration: 07/20/2018

Account Number: 327036

Start Date: 07/06/2018

Payment Terms: Net 30

Delivery Method: Fedex - Ground

SHIP TO

Adam Maccini
Middleton Police Dept - MA
65 N. Main St.
Middleton, MA 01949
US

BILL TO

Middleton Police Dept - MA
65 N. Main St.
Middleton, MA 01949
US

SALES REPRESENTATIVE

Jeremy Lebovitz
Phone: 480-463-2204
Email: jlebovitz@taser.com
Fax: 480-550-9024

PRIMARY CONTACT

Adam Maccini
Phone: (978) 774-4424
Email: adam.maccini@middletonma.gov

Year 1

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
35176	TASER 60 YEAR 1 PAYMENT: X2 BASIC	16	331.00	248.72	3,979.52
85049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	232.00	471.14	7,538.24
Hardware					
85047	TASER ASSURANCE PLAN CEW, X2	16	0.00	0.00	0.00
22003	HANDLE, YELLOW, CLASS III, X2	16	0.00	0.00	0.00
22157	CARTRIDGE, PERFORMANCE, SMART, TRAINING, 25'	32	0.00	0.00	0.00
22151	CARTRIDGE, PERFORMANCE, SMART, 25'	32	36.00	36.00	1,152.00
22013	KIT, DATAPORT DOWNLOAD, USB, X2/X26P	1	188.00	0.00	0.00
22011	APPM, AUTOMATIC SHUT-DOWN BATTERY PACK, X2/X26P	16	0.00	0.00	0.00
Subtotal					12,669.76
Estimated Shipping					0.00
Estimated Tax					0.00
Total					12,669.76

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
85049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	232.00	62.43	998.88
85177	TASER 60 YEAR 2 PAYMENT: X2 BASIC	16	331.00	248.72	3,979.52

Q-153963-43287.571JL

Year 2 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages (Continued)					
35049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	232.00	232.00	3,712.00
85178	TASER 60 YEAR 3 PAYMENT: X2 BASIC	16	331.00	248.72	3,979.52
Subtotal					12,669.92
Estimated Tax					0.00
Total					12,669.92

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
35049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	232.00	62.43	998.88
85179	TASER 60 YEAR 4 PAYMENT: X2 BASIC	16	331.00	248.72	3,979.52
85049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	232.00	232.00	3,712.00
85180	TASER 60 YEAR 5 PAYMENT: X2 BASIC	16	331.00	248.72	3,979.52
Subtotal					12,669.92
Estimated Tax					0.00
Total					12,669.92

Grand Total 38,009.60

Discounts (USD)

Quote Expiration: 07/20/2018

List Amount	46,380.00
Discounts	8,370.40
Total	38,009.60

**Total excludes applicable taxes and shipping*

Summary of Payments

Payment	Amount (USD)
Year 1	12,669.76
Year 2	12,669.92
Year 3	12,669.92
Grand Total	38,009.60

TASER60 Terms and Conditions: This quote contains a purchase under the TASER 60 Plan. If your purchase only includes the TASER 60 Plan, CEWs, and CEW accessories, then this purchase is solely governed by the TASER 60 Terms and Conditions posted at: <https://www.axon.com/legal/sales-terms-and-conditions>, and the terms and conditions of Axon's Master Services and Purchasing Agreement do not apply to this order. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Axon's Sales Terms and Conditions

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Signature: _____

Date: _____

Name (Print): _____

Title: _____

PO# (Or write
N/A): _____

Please sign and email to Jeremy Lebovitz at jlebovitz@taser.com or fax to 480-550-9024

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-153963-43287.571JL

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 *** Send Results ***

Sending is complete.

Job No. 2530
 Address 14805509024
 Name
 Start Time 07/06 12:53 PM
 Call Length 02'51
 Sheets 6
 Result OK

480-550-9024



Axon Enterprise, Inc.
 Protect Life.
 17800 N 65th St
 Scottsdale, Arizona, 85255
 United States
 Phone: (800) 978-2737

Sales Representative:
 Jeremy Lebovitz
 Phone: 480-463-2204
 Email: jlebovitz@teser.com
 Fax: 480-550-9024

Primary Contact:
 Adam Maccini
 (978) 774-4424
 adam.maccini@middletonma.gov

QUOTE: Q-153963-43157.827

Issue Date: 02/26/2013
 Quote Expiration: 03/07/2013
 Account Number: 8720
 Start Date: 02/08/2013
 Payment Terms: Net 30
 Delivery Method: Fedex - Ground

BILL TO:
 Middleton Police Dept - MA
 65 N. Main St.
 Middleton, MA 01949
 US

SHIP TO:
 Adam Maccini
 Middleton Police Dept - MA
 65 N. Main St.
 Middleton, MA 01949
 US

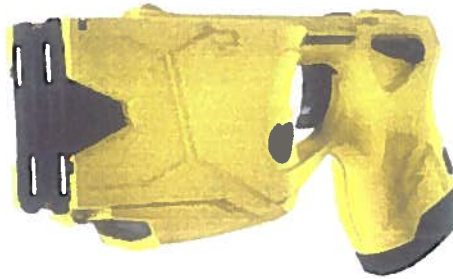
Year 1

Item	Description	Quantity	Unit Price	Total (USD)
85176	TASER 60 YEAR 1 PAYMENT: X2 BASIC	16	248.72	3,979.52
85049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	471.14	7,538.24
85047	TASER ASSURANCE PLAN CEW, X2	16	0.00	0.00
22003	HANDLE, YELLOW, CLASS III, X2	16	0.00	0.00
22010	PPM, BATTERY PACK, STANDARD, X2/X26P	28	0.00	0.00
22157	CARTRIDGE, PERFORMANCE, SMART, TRAINING, 25'	32	0.00	0.00
22151	CARTRIDGE, PERFORMANCE, SMART, 25'	32	36.00	1,152.00
22013	KIT, DATAPORT DOWNLOAD, USB, X2/X26P	16	0.00	0.00
Subtotal				12,669.76
Estimated Shipping				0.00
Taxes				0.00
Total				12,669.76

Year 2

Item	Description	Quantity	Unit Price	Total (USD)
85049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	62.43	998.88
85177	TASER 60 YEAR 2 PAYMENT: X2 BASIC	16	248.72	3,979.52
85049	TASER ASSURANCE PLAN CEW ANNUAL PAYMENT, X2	16	232.00	3,712.00
85178	TASER 60 YEAR 3 PAYMENT: X2 BASIC	16	248.72	3,979.52
Subtotal				12,669.92

FY 2020 Part-Time Officers
 Capital Improvement Plan
 Electronic Control Device (ECD) – TASERS X2



Electrical weapons, often referred to by a common brand name “Taser” are electro-muscular disruptors that override the central nervous system. Such weapons provide officers with another control option.

Prior to the implantation of these Tasers in 2011, four officers were injured while dealing with people who were under the effects of illegal drugs or emotionally disturbed persons. We found that the normal compliance techniques failed to keep the officer safe during these encounters. I’m happy to report that since the implantation of the Tasers “No” officers have been injured on duty, these units were deployed on 10 different occasions.

At the end of the 5year plan the Middleton Police Department will receive (11) new Tasers at no charge.

Taser is the only authorized vendor in Massachusetts to sell these weapons to police departments.

YEAR 1		PRICE	TOTAL
(11) TASER UNITS	X2		

Taser 60 (Year#1) Payment Basic
 Taser Assurance Plan CEW Annual Payment

TOTAL \$

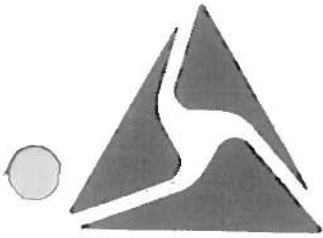
YEAR 2
 Taser Assurance Plan CEW Annual Payment
 Taser 60 (Year#2) Payment Basic
 Taser Assurance Plan CEW Annual Payment
 Taser 60 (Year#3) Payment Basic

TOTAL

YEAR 3
 Taser Assurance Plan CEW Annual Payment
 Taser 60 (Year#4) Payment Basic
 Taser Assurance Plan CEW Annual Payment
 Taser 60 (Year#5) Payment Basic

TOTAL

Total at the end of 3 years



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737

Q-199551-43495.650AS

Issued: 01/30/2019

Quote Expiration: 03/29/2019

Account Number: 327036

Start Date: 01/30/2019

Payment Terms: Net 30

Delivery Method: Fedex - Ground

SHIP TO

Adam Maccini
Middleton Police Dept - MA
65 N. Main St.
Middleton, MA 01949
US

BILL TO

Middleton Police Dept - MA
65 N. Main St.
Middleton, MA 01949
US

SALES REPRESENTATIVE

Adam Smith
Phone: (480) 463-2201
Email: asmith@taser.com
Fax: (480) 463-2201

PRIMARY CONTACT

Adam Maccini
Phone: (978) 774-4424
Email: adam.maccini@middletonma.gov

Year 1

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
85176	TASER 60 YEAR 1 PAYMENT: X2 BASIC	11	345.00	550.00	6,050.00
Hardware					
22003	YELLOW X2 CEW, HANDLE	11	0.00	0.00	0.00
22011	APPM, AUTOMATIC SHUT-DOWN BATTERY PACK, X2/X26P	11	0.00	0.00	0.00
22151	25 FT SMART CARTRIDGE, X2	22	0.00	0.00	0.00
	Subtotal				6,050.00
	Estimated Shipping				0.00
	Estimated Tax				0.00
	Total				6,050.00

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
85177	TASER 60 YEAR 2 PAYMENT: X2 BASIC	11	345.00	220.00	2,420.00
85178	TASER 60 YEAR 3 PAYMENT: X2 BASIC	11	345.00	330.00	3,630.00
	Subtotal				6,050.00
	Estimated Tax				0.00
	Total				6,050.00

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
85179	TASER 60 YEAR 4 PAYMENT: X2 BASIC	11	345.00	220.00	2,420.00

Q-199551-43495.650AS

Year 3 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages (Continued)					
85180	TASER 60 YEAR 5 PAYMENT: X2 BASIC	11	345.00	330.00	3,630.00
				Subtotal	6,050.00
				Estimated Tax	0.00
				Total	6,050.00
				Grand Total	18,150.00

Discounts (USD)

Quote Expiration: 03/29/2019

List Amount	18,975.00
Discounts	825.00
Total	18,150.00

**Total excludes applicable taxes and shipping*

Summary of Payments

Payment	Amount (USD)
Year 1	6,050.00
Year 2	6,050.00
Year 3	6,050.00
Grand Total	18,150.00

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Signature: _____

Date: _____

Name (Print): _____

Title: _____

PO# (Or write
N/A): _____

Please sign and email to Adam Smith at asmith@taser.com or fax to (480) 463-2201

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-199551-43495.650AS

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Middleton Police Fleet Inventory

Car # 41	2009 Ford Crown Victoria	(Detail Car Replace/Sell)
Car # 42	2018 Ford Interceptor	(Purchased 2018 MPD Front Line)
Car # 43	2018 Ford Interceptor	(Replace/Return to ECCF 2019 Front Line)
Car # 44	2018 Ford Interceptor (K-9)	(Purchased 2018 MPD)
Car # 45	2011 Ford Crown Victoria	(Move from Front line to Detail Car)
Car # 46	2005 Ford Crown Victoria	(Replace with Fusion/ Move to Court Car)
Car # 47	2007 Dodge Charger	(Replace with Fusion/Sell, Sgt. Admin Car)
Car # 48	2018 Ford Taurus	(Front Line Car/Owned by ECCF ours until retired)
Chief Car	2019 Ford Interceptor	(New MPD Vehicle)
Motor Cycle	2008 Harley Davidson	(Looking to Replace in 2022)
Polaris ATV	2003	
Car # 54	Buick Antique	

Yellow Highlight is to be replaced in this 2020 Budget Cycle

Red Highlight is to be either sold or returned to ECCF

In April we will have (4) officers on the 4PM-12AM shift and we will need (4) Front Line vehicles available at that time.

The NEW #41, 42, 43, 48 Cars will become front line cruisers which will then go into the (2 Car) Per year rotation cycle in 2021 with one from Operating and one from Capital.

New

Car # 44 The K-9 Vehicle which was purchased in 2019 to be replaced in (2022-23)

Budget

Car # 46 if purchased in 2020 Budget will be replaced in (2023-24) Budget Cycle/ Det.

Car # 47 if purchased in 2020 Budget will be replaced in (2024-25) Budget Cycle /Sgt. Car Chief Car which was purchased in 2019 Budget to be replaced in (2023-24) Budget Cycle.

MIDDLETON POLICE CRUISER FUTURE PLAN & INVENTORY LIST

In 2018 we replaced and returned (3) Line cruisers back to the Essex County Correctional Facility from purchases we made from the 2019 Budget.

(1) From the Operating Budget (2) from the Capital Budget

We currently have one more front-line cruiser to return, and have a second that we will be keeping until it is retired (per-agreement with the Sheriff).

This year I will be looking to replace total of (4) Cruisers

(2) Front-Line vehicles

(2) Administrative vehicles

Replace 2005 Ford Crown Victoria (14 Yrs. Old) Detectives Car to Court Car

Replace 2007 Dodge Charger (12 Yrs. old) Sergeant Take home car

Replace 2009 Ford Crown Victoria (10 Yrs. Old) Old Line car used for Details for new Front line vehicle.

Replace 2018 Ford Interceptor (Back to ECCF) for new front-line cruiser.

(1) Cruiser from the Operating Budget. (1)2020 Ford Interceptor Front Line Car

(3) Cruisers from the Capital Budget (2) (2020) Ford Fusions- Administrative Cars

(1) (2020) Ford Interceptor- Front Line Car.

Once we complete this rotation we will be looking to start a (2) Vehicle rotation on a yearly basis as we did 8 years ago, one from the Operating budget and one from the capital budget.

This Year's projected Cost:

Ford Interceptor State Contract Price \$30,082 Outfit with new Equipment \$14,000/ \$44,082

Ford Fusion State Contract Price \$22,979 Outfit with new equipment \$7,000 / \$29,979

Cruiser Life Expectancy

Front line Cars are used for a 2-3 year cycle.

The Ford Fusions can be used in service for a 4-5 year cycle.

K-9 Vehicle can be used for a 3-4 yr. cycle.

Chief Car can be used for 3-4 yr. cycle.

FY 2020 Capital Improvement Plan Cruiser Replacement



The Middleton Police Department depends on certain tools to insure the safety and survival of our police officers. As in most trades a professional must depend on their tools to get the job done right; it's no different in the police field. These rolling offices are the officer's home away from home for eight hours a day. There are no companies making cars solely for use as police cars, with a few very rare exceptions. Instead, car companies make special "interceptor" or "police" versions of certain models -- typically large sedans. In addition, police departments occasionally purchase civilian vehicles that fit their particular needs and customize them for a specific use. This year we will look to replace the Sergeant and Detective cars that are both over 12 years old. We are looking to replace them with Ford Fusions, which are currently being used in the police field as administrative vehicles.

(1) 2019 Ford Utility Police Interceptor- 3.7 L V6 Ti-VCT FFV AWD
304 Horsepower @ 6259 rpm- Automatic transmission- Heavy Duty 18" Steel Wheels

	Unit Price	\$28,569
Misc. Extra's		\$ 1,018
Paint 4 doors only		\$ 495
Outfit with emergency equipment		\$ 14,000
		\$ 44,082
<hr/>		
(2) Ford Fusions SE AWD	Unit Price	\$22,979
Outfit with emergency equipment		\$ 7,000
(X2)		\$57,958
<hr/>		

Total: \$102,000



Estimate

Date: 1/3/2018

Customer ID: Middleton PD

To: Middleton Police Department
 Attn: Chief James A Digianvittorio
 65 North Main Street
 Middleton, MA 01949
Chief@middletonpolice.com 978-774-4424

Salesperson: Patrick Korrane
 508-802-8194

Price Per GBPC/BAPERN Contract

Qty	Item #	Description	Unit Price	Line Total
Ford Fusion				\$ -
1.00	P0T	2019 Ford Fusion SE AWD	\$ 22,979.00	\$ 22,979.00
1.00	J7	Magnetic Metallic	\$ -	\$ -
1.00	999	2.0L EcoBoost	\$ -	\$ -
1.00	DT	Ebony Cloth Front Bucket Seats		\$ -
				\$ -

Special Instructions:

Vehicle Total \$22,979.00

Grand Total **\$22,979.00**

Thank you for your business

\$ 6,000 to outfit

Adamson Industries Corp.
45 Research Dr.
HAVERHILL, MA 01832

Quotation

Quote Number
22923

Quote Date
Jan 25, 2019

Page
1

Quoted to:

MIDDLETON POLICE DEPT
65 N. MAIN STREET
MIDDLETON, MA 01949

Customer ID		Good Thru	Payment Terms	Sales Rep	
MID MA PD		2/24/19	Net 30 Days	SHIRLEY	
Quantity	Item	Description	Unit Price	Extension	
2.00		2- 2019 FORD FUSION			
2.00	FL ETHFSS-SP-ISO	WINDOW TINT	225.00	450.00	
		ETHFSS-SP-ISO ISOLATION HDLT	54.95	109.90	
4.00	GLL VTX609B	FLASHER			
		VERTEX HIDE-A-WAY LED BLUE TO	100.95	403.80	
		FRONT			
8.00	GLL EGHST1B	SINGLE LED GHOST LIGHT - 10-16V	100.95	807.60	
		- BLACK HOUSING BLUE IN GRILL W/			
		TINT			
4.00	DAL XSM2-BRW	XTREAM INTERIOR MOUNT WARNING	247.95	991.80	
		LIGHT - DUAL HEAD - BLUE/WHITE			
		OVER REARVIEW MIRROR			
2.00	SR HHS3200	WHELEN HAND HELD SIREN -	453.95	907.90	
		REPLACES HHS2200			
2.00	SR ES100	ES100C DYNAMAX 100W SPEAKER	199.95	399.90	
2.00	MT ESB-U	ES100 UNIVERSAL BRACKET	29.95	59.90	
2.00	TR RADIO	INSTALL RADIO- AGENCY SUPPLIED	195.00	390.00	
8.00	GLL EGHST1B	SINGLE LED GHOST LIGHT - 10-16V	100.95	807.60	
		- BLACK HOUSING BLUE IN UPPER			
		REAR WINDOW			
4.00	GLL H-2209BW	CANNON LIGHTS B/W IN REVERSE	99.95	399.80	
2.00	AC 94714	2013+ FUSION VENT SHADE	125.00	250.00	
2.00	SW 05.0700.030	30A, 12V RELAY SPST	13.95	27.90	
2.00	SW 05.0700.075	75A, 12V, RELAY SPST	44.95	89.90	
2.00	SW 131-0010	100A MANUAL RESET CIRCUIT BREAKER	49.95	99.90	
2.00	TR EQUIP-SEDAN	INSTALL EQUIPMENT	1,695.00	3,390.00	
			Subtotal	9,585.90	
			Sales Tax		
			Freight		
			Total	9,585.90	

QUOTATIONS ARE VALID FOR 60 DAYS.
PRODUCTS ARE SUBJECT TO AVAILABILITY.
WOMAN OWNED SMALL BUSINESS



Estimate

Date: 1/3/2018

Customer ID: Middleton PD

To: Middleton Police Department
 Attn: Chief James A Digianvittorio
 65 North Main Street
 Middleton, MA 01949
Chief@middletonpolice.com 978-774-4424

Salesperson: Patrick Kirrane
 508-802-8194

Price Per GBPC/BAPERN Contract

Qty	Item #	Description	Unit Price	Line Total
PIU				\$ -
1.00	K8A	2019 Ford Police Interceptor Utility	\$ 28,569.00	\$ 28,569.00
1.00	43D	Dark Car Feature	\$ 19.40	\$ 19.40
1.00	51Y	Driver Side Spot Lamp	\$ 208.55	\$ 208.55
1.00	549	Power Heated Mirrors	\$ 58.20	\$ 58.20
1.00	65L	18" Full Face Wheel Covers	\$ 58.20	\$ 58.20
1.00	76R	Reverse Sensing System	\$ 266.75	\$ 266.75
1.00	53M	Ford SYNC	\$ 286.15	\$ 286.15
1.00	86P	Front Headlamp Housing	\$ 121.25	\$ 121.25
1.00	87R	Rear View Mirror with Rear Camera	\$ -	\$ -
1.00	18D	Rear Liftgate Lock Disable	\$ -	\$ -
				\$ -

Special Instructions:

Vehicle Total \$29,587.50

Grand Total **\$29,587.50**

Thank you for your business

\$14,000 To amt. (-)

Adamson Industries Corp.
45 Research Dr.
HAVERHILL, MA 01832

Quotation

Quote Number
22920

Quote Date
Jan 24, 2019

Page
1

Quoted to:

MIDDLETON POLICE DEPT
65 N. MAIN STREET
MIDDLETON, MA 01949

Customer ID		Good Thru	Payment Terms	Sales Rep	
MID MA PD		2/23/19	Net 30 Days	SHIRLEY	
Quantity	Item	Description	Unit Price	Extension	
1.00		REMOVE RADIO, GUNRACK & CAGE FROM 2017 FIU			
1.00		2019 INTERCEPTOR UTILITY GRAPHICS KIT	825.00	825.00	
1.00	FL ETHFSS-SP-ISO	ETHFSS-SP-ISO ISOLATION HDLT FLASHER	54.95	54.95	
2.00	GLL ELUC2S010B	UNIVERSAL LED INSERT BLUE TO FRONT	87.95	175.90	
1.00	EP PB400FIU16	2016 EXPLR/2016 UTILITY INTR BUMPER	379.00	379.00	
2.00	GLL ENFSGS3E	nFORCE SGL D/G 12LED DUAL COLOR B/W ON PUSHBUMPER	139.95	279.90	
2.00	GLL ENFSSS3E	nFORCE 12 LED SINGLE SRF MNT - BLUE/WHITE ON SIDE OF PUSHBUMPER	129.95	259.90	
1.00	SR ES100	ES100C DYNAMAX 100W SPEAKER	199.95	199.95	
1.00	MT ESB-U	ES100 UNIVERSAL BRACKET	29.95	29.95	
1.00	GLL FIUFAW	2016 UTILITY FRT AUX WARNING KIT	979.95	979.95	
2.00	GLL ELUC2S010B	USE UP INVENTORY - DISCONTINUED AT SUPPLIER - UNIVERSAL LED INSERT BLUE	87.95	175.90	
2.00	GLL ELUC2S010W	USE UP INVENTORY - DISCONTINUED AT SUPPLIER - UNIVERSAL LED INSERT WHITE	87.95	175.90	
1.00	SR RUMBLER-3	RUMBLER LOW FREQ SIREN SYS	439.95	439.95	
1.00	MT RB-FPIU16	2016+ INT UTILITY RUMBLER BRKT	39.95	39.95	
1.00	DAL ENFWBFS-12BW	nFORCE WINDSHIELD LIGHT 12-LED DUAL COLOR BLUE/WHITE	1,087.95	1,087.95	
1.00	DAS MDASHCPE	MICRODASH PRE-EMPTION - HARDWIRE	299.95	299.95	

ALL QUOTATIONS ARE VALID FOR 60 DAYS.
PRODUCTS ARE SUBJECT TO AVAILABILITY.
WOMAN OWNED SMALL BUSINESS

Subtotal	Continued
Sales Tax	Continued
Freight	
Total	Continued

Adamson Industries Corp.
45 Research Dr.
HAVERHILL, MA 01832

Quotation

Quote Number
22920

Quote Date
Jan 24, 2019

Page
2

Quoted to:

MIDDLETON POLICE DEPT
65 N. MAIN STREET
MIDDLETON, MA 01949

Customer ID		Good Thru	Payment Terms	Sales Rep	
MID MA PD		2/23/19	Net 30 Days	SHIRLEY	
Quantity	Item	Description	Unit Price	Extension	
2.00	GLL ENT2B3E	OPTION			
		INTERSECTOR SPLIT LED UNDER	189.95	379.90	
1.00	MT PNT1CRV05	MIRROR LIGHT BLU/WHT			
		2013 INT UTILITY/EXPLR	7.95	7.95	
1.00		INTERSECTOR MOUNTING WEDGE, PAIR			
		INSTALL CAGE & GUNRACK FROM OLD	295.00	295.00	
		CRUISER			
1.00	MT C-VS-1308-INUT	21" STANDARD UTILITY CONSOLE	383.95	383.95	
1.00	MT C-CUP2-I	4" DUAL CONSOLE MNT CUP HOLDER	40.95	40.95	
1.00	MT C-ARM-103	FLIP UP CONSOLE MNT ARM REST	113.95	113.95	
1.00	MT SMIC	SINGLE MIC CLIP&L-BRKT	19.95	19.95	
1.00	MT MAG MIC	MAGNETIC MIC	34.95	34.95	
1.00	SR SSP3000	SSP3000 SMART SIREN PLATINUM	1,069.95	1,069.95	
1.00	TR RADIO	INSTALL RADIO FROM OLD CRUISER	195.00	195.00	
1.00	UL 75713	STINGER LED W/AC&DC	139.95	139.95	
1.00	TR RADAR	INSTALL RADAR- AGENCY SUPPLIED	195.00	195.00	
1.00	TR MDT LAPTOP	INSTALL COMPUTER EQUIPMENT-	195.00	195.00	
		AGENCY SUPPLIED			
4.00	GLL ENFSGS3B	nFORCE 12 LED SINGLE DECK/GRILL	139.95	559.80	
		- BLUE MOUNTED IN REAR SIDE			
		CARGO WINDOW			
1.00	DT D8B	DOMINATOR 8 LED LIGHT - ALL BLUE	505.95	505.95	
1.00	SW 060-770	ROUND ROCKER SWITCH, BLUE LED	8.95	8.95	
2.00	GLL MPS620UBW	MICRO PULSE ULTRA 12-LED DUAL	109.95	219.90	
		SURFACE MNT - BLUE/WHITE ON			
		BOTTOM OF HATCH			
4.00	UL M84427	3X5 INTERIOR LED PANEL	29.95	119.80	
1.00	SW 060-768	ROUND ROCKER SWITCH, AMB LED	8.95	8.95	
			Subtotal	Continued	
			Sales Tax	Continued	
			Freight		
			Total	Continued	

ALL QUOTATIONS ARE VALID FOR 60 DAYS.
PRODUCTS ARE SUBJECT TO AVAILABILITY.
WOMAN OWNED SMALL BUSINESS

Adamson Industries Corp.
45 Research Dr.
HAVERHILL, MA 01832

Quotation

Quote Number
22920

Quote Date
Jan 24, 2019

Quoted to:

MIDDLETON POLICE DEPT
65 N. MAIN STREET
MIDDLETON, MA 01949

Page
3

Customer ID		Good Thru	Payment Terms	Sales Rep	
MID MA PD		2/23/19	Net 30 Days	SHIRLEY	
Quantity	Item	Description	Unit Price	Extension	
2.00	GLL ELUC2S010B	UNIVERSAL LED INSERT BLUE IN REVERSE	87.95	175.90	
2.00	GLL ELUC2S010R	UNIVERSAL LED INSERT RED IN TAILLIGHT	87.95	175.90	
1.00	AC 94293	EXPLR/13+ INT UTILITY VENT SHADES	125.00	125.00	
1.00	AC 807	# 807 5LB VERT FIRE EXT BRKT	49.95	49.95	
1.00	AC 466425	5 LB FIRE EXTINGUISHER	59.95	59.95	
1.00	GLL 944637	48" REAR ANTI-COLLISION LIGHT SYSTEM - TRI COLOR LIGHT AND BRACKET - 2012-2018 FIU	395.00	395.00	
1.00	SW 05.0700.030	30A, 12V RELAY SPST	13.95	13.95	
1.00	SW 05.0700.075	75A, 12V, RELAY SPST	44.95	44.95	
1.00	SW 131-0010	100A MANUAL RESET CIRCUIT BREAKER	49.95	49.95	
1.00	TR EQUIP-SUV	INSTALL EMERGENCY EQPT	1,995.00	1,995.00	
1.00	TR PUSHBUMP	INSTALL PUSHBUMPER	375.00	375.00	
1.00	TR 4 CORNER LEDS	INSTALL 4 CORNER LED	325.00	325.00	
1.00	TR MIRROR BEAMS	INSTALL MIRROR BEAMS/ INTERSECTORS	225.00	225.00	
			Subtotal	13,909.50	
			Sales Tax		
			Freight		
			Total	13,909.50	

QUOTATIONS ARE VALID FOR 60 DAYS.
PRODUCTS ARE SUBJECT TO AVAILABILITY.
WOMAN OWNED SMALL BUSINESS

FY 2020 Capital Improvement Plan

Reserve Police Officers Outfit and Train (For Replacement Positions)



In recent months the reserve force has seen a reduction in staffing. There are costs associated with properly training and outfitting these officers. We also have hired our fulltime officers from the reserve pool in the past. We will be looking for individuals who want to make law enforcement a career choice instead of a part-time job.

Field Training Program – 100 Hours @ \$20.40 per hour= \$2,040

Cost of equipping and training the new reserve officers.

Testing (Physical, Lab, Psych Test and general aptitude testing)	\$1,000
Training (Field Officer Training) 100 Hours with FTO	\$2,040
Uniforms and Bullet Proof Vest	\$2,550
	<hr/>
	\$5,600
(X2 Officers)	\$11,180

DOUGHBOY UNIFORMS

372 Squire Road
 Revere MA 02151

DATE	INVOICE #
12/27/2018	21036

BILL TO
Town of Middleton Middleton Police Dept. 65 N. Main Street Middleton, MA 01949-1718

ORDER NO.	PURCHASE ORDER #	TERMS	DUE DATE	PACKING SLIP #
Officer	Chief Digi	Net 30	1/26/2019	1824
DESCRIPTION		QTY	RATE	AMOUNT
Officer				
Flying Long Sleeve Shirt w/patches		1	78.00	78.00
Blauer 10 Pocket Pant w/stripe & hem		1	144.00	144.00
Blauer Mock Neck Shirt w/mpd on collar		1	39.00	39.00
GaRel MPD Collar Devices		2	10.00	20.00
Keystone Crush Down Hat		1	49.00	49.00
JayPee Sam Browne Duty Belt Leather		1	65.00	65.00
Blauer 9970-50 Jacket w/patches		1	439.99	439.99
JayPee Garrison Leather Belt		1	32.00	32.00
JayPee 1/2 Leather Keeps		4	3.00	12.00
JayPee Leather Handcuff Holder		1	23.00	23.00
Smith & Wesson Handcuffs		1	32.99	32.99
GaRel Chest Badge w/number		1	65.00	65.00
Blackinton Nameplate		1	20.00	20.00
Bullet Proof Vest - \$ 900.00 Holster \$ 125.00 JACKET \$ 300.00 Misc \$ 200.00				
There will be a 1.5% interest charge per month on late invoices."			Payments/Credits	\$0.00
Phone #	Fax #	E-mail	Total	\$1,019.98
781-289-3300	781-289-3363	brizzo@doughboyrevere.com	Balance Due	\$1,019.98

— \$ 2,550.00

Quadrant Health Strategies, Inc
500 Cummings Center
Suite 4350
Beverly, MA 01915
Phone: 978-532-2428
FEIN: 043352527

Invoice

October 04, 2018

Bill to: chief@middletonpolice.com
Middleton Police Department
65 North Main Street
Middleton, MA 01949

For: Middleton Police Department

Invoice # 60743

<u>Date</u>	<u>Description</u>	<u>Qty</u>	<u>Charge</u>	<u>Receipt</u>	<u>Adjust</u>	<u>Balance</u>
10/03/2018	X-ray Chest 2v	1.00	175.00			175.00
10/03/2018	Vaccine Tetanus/TD	1.00	60.00			60.00
10/03/2018	Screen TB/PPD/mantoux	1.00	28.00			28.00
10/03/2018	Physical Exam Comprehensive	1.00	100.00			100.00
10/03/2018	Hep B Surface Ab	1.00	40.00			40.00
10/03/2018	CBC With Differential/Platelet	1.00	35.00			35.00
10/03/2018	Chem 23 + Lipid, #207274	1.00	97.00			97.00
10/03/2018	screen ekg/electrocardio interpret/rep	1.00	75.00			75.00
10/03/2018	PFT /spirometry	1.00	50.00			50.00
10/03/2018	screen audiometry/hearing	1.00	35.00			35.00
10/03/2018	Drug Screen QHS NON dot 10 panel	1.00	65.00			65.00
10/03/2018	Respirator Questionnaire	1.00	45.00			45.00

Balance Due:

805.00

Invoice # 60743 Balance Due:

805.00

***** PAYMENT DUE UPON RECEIPT*****

152 532000
THIS ACCOUNT IS APPROVED UNDER
THE PENALTIES OF PERJURY.

BY

CHIEF OF POLICE

Cut and return with payment

Please remit 805.00 to

Please place invoice number 60743 on check

Quadrant Health Strategies, Inc
500 Cummings Center Suite 4350
Suite 4350
Beverly, MA 01915-
Phone: 978-998-3172

Ancora Psychological, LLC
591 North Ave, Door 3, First Floor
Wakefield, MA 01880
Tel (781) 557-8197 Fax (781) 224-4203
EIN: 47-4400820



INVOICE 0310

11.2.2018

BILL TO

ATTN: Accounts Payable
Middleton Police
Department
65 N Main St, Middleton,
MA 01949

SHIP TO

James A. DiGianvittorio
Chief of Police,
Middleton Police
Department
65 N Main St, Middleton,
MA 01949

INSTRUCTIONS

QUANTITY

DESCRIPTION

UNIT PRICE

TOTAL

1	Enhanced Pre-Employment Post-Offer Psychological Evaluation (PEPOPE):	\$400.00	\$400.00
---	--	----------	----------

-\$200 RE-TEST
DISCOUNT

TOTAL DUE:

\$200.00

Thank you for your business!

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Fire					
Equipment Replacement					
FIRE/APPARATUS EQUIPMENT					
1) Fire Hose Replacement					
2) Replace SCBA	9,000				
3) Fire Pumper Equipment	9,000				
4) Ice Rescue Sled*			4,000		
5) Multi-Gas Meters					
6) Replace Air Bags - Pneumatic Lifting/Rescue System**	2,250	46,000			
7) Ladder 1 Lighting	5,700				
8) Ballistic Vests and Helments	8,300				
9) Firefighting Gear			50,000		
10) Engine 4 Cabinets		10,000			
*The Department received an ice rescue unit from the federal surplus program in February 2017 worth over \$7,000.					
** This is the grant match amount if the grant is received, if not the full amount will be in the next year.					
EMS EQUIPMENT					
1) Replace 4 AED's - (Automated External Defibrillators)	10,000				
2) Ambulance Toughbook Computers					
3) Lucas Device			60,000		
4) Replace Cardiac Monitor					
5) Ambulance Load System	34,000				
6) Replace Stair Chairs	8,600				
7) CPR Manikins	2,700				
GENERAL ADMIN. EQUIPMENT					
1) New Portable Radios			60,000		
2) Fire Station Copier/ Printer/ Scanner		7,000			
3) Communications Equipment					
4) Alarm Receiver/Box Decoder	59,000				
EQUIPMENT SUBTOTAL	\$148,550	\$63,000	\$174,000	\$0	\$0

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024 Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Fire					
Building/Grounds Improvements					
1) Replace Garage Door					
2) Building Repairs/Paint - Exterior and Interior					20,000
3) Turnout Gear Washer/ Dryer**					
4) New Roof				12,000	
5) Replacement Windows				15,000	
6) Relocate Water Line and Meter				20,000	
7) Building Alterations to fit new Ambulance in Building		12,000			
8) Bathroom and Kitchen Renovations					20,000
9) Basement Garage Doors and Exterior Doors					14,000
10) Heating Units				7,000	
11) Apparatus Floor Replacement					100,000
BUILDING/GROUNDS IMPROVEMENTS SUBTOTAL:	\$0	\$12,000	\$0	\$54,000	\$154,000
Department: Fire					
Vehicle Replacements					
1) Replace Engine 1		650,000			
2) Engine 3 Body Work				300,000	
3) Replace Engine 3					650,000
4) Ladder 1 Repairs***					
5) Replace Ambulance 1 - 2010 Lifeline Ambulance		290,000			
6) Replace Squad 5 - 2012 F450			60,000		
7) Replace Marine 1		25,000			
8) All Terrain Vehicle					
VEHICLE REPLACEMENT SUBTOTAL:	\$0	\$965,000	\$60,000	\$300,000	\$650,000
***Fire Department is holding off replacing Ladder 1 until a new station is build. To try to have a ladder built to fit the station will cost more and limit					
Department: Fire					
Training					
1) One Time Training Costs For New Firefighter/ Paramedic(s)	20,045				
TRAINING SUBTOTAL:	\$20,045	\$0	\$0	\$0	\$0
TOTAL FIRE:	\$168,595	\$1,040,000	\$234,000	\$354,000	\$804,000

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024 Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Apparatus/ Equipment Inventory					
Car 1	2018 Chevy Tahoe				
Car 2	2016 Ford Explorer				
Engine 1	2001 HME/ Ferrara Pumper				
Engine 2	2016 KME Predator Pumper				
Engine 3	2002 HME/ Ferrara Pumper				
Engine 4	2012 Freightliner/ Rosenbauer Tanker				
Squad 5	2012 F-450 4X4				
Engine 6	1989 Army Surplus 5 ton				
Signal 2	2000 International Bucket Truck				
Ladder 1	1999 Sutphen 104' Aerial				
Ambulance 1	2010 Ford E-450 Ambulance				
Ambulance 2	2016 Ford F550 Ambulance				
2011 Mercury 20 HP Outboard - 12' Boat and Trailer					
2005 Cargo Mate 14' Utility Trailer					
Fire Alarm Wire Trailer					
4 Hurst Tools "Jaws of Life"					
2 Gasoline Powered Fans					
2 Electric Powered Fans					
5 Portable Generators					
Fire Station Emergency Generator					
7 Portable Pumps/ 1 Flotation Pump					
4 Chain Saws					
Emergency Management Light Tower/ Generator					

Middleton Fire Department



Fiscal Year 2020 Capital

TOWN OF MIDDLETON

ANNUAL BUDGET FY 2020
CAPITAL BUDGET SUMMARY

FY 2020 - FY 2024

DEPARTMENT: MIDDLETON FIRE DEPARTMENT

<u>PROJECT NAME:</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
----------------------	---------------	---------------	---------------	---------------	---------------

EQUIPMENT

REPLACEMENT/ UPGRADES:

FIRE/ APPARATUS EQUIPMENT

Replace SCBA**	9,000				
Ice Rescue Sled*			4,000		
Replace Air Bags - Pneumatic Lifting/ Rescue System***	2,250	46,000			
Squad 5 pump	9,000				
Ladder 1 lighting	5,700				
Ballistic vests and helmets	8,300				
Firefighting gear			50,000		
Engine 4 Cabinets		10,000			

EMS EQUIPMENT

Replace 4 AED's (Automated External Defibrillators)	10,000				
Ambulance load system	34,000				
Repalce stair chairs	8,600				
CPR Manikins	2,700				
Lucas Device			60,000		

GENERAL ADMIN. EQUIPMENT

Alarm Reciever/Box decoder	59,000				
Portable radios			60,000		
Fire Station Copier/ Printer/ Scanner		7,000			

EQUIPMENT

<u>SUBTOTAL</u>	\$148,550	\$63,000	\$174,000	\$0	\$0
-----------------	------------------	-----------------	------------------	------------	------------

*The department received an ice rescue unit from the federal surplus program in February 2017 worth over \$7000

** A grant was received to replace most of the equipmet , these monies are needed to finish.

*** This is the grant match amount if the grant is received, if not the full amount will be in the next year.

TOWN OF MIDDLETON
ANNUAL BUDGET FY 2020
CAPITAL BUDGET SUMMARY

FY 2020 - FY 2024

DEPARTMENT: MIDDLETON FIRE DEPARTMENT

<u>PROJECT NAME:</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
----------------------	---------------	---------------	---------------	---------------	---------------

BUILDING/ GROUNDS
IMPROVEMENTS:

Building Alterations*	12,000				
New Roof				10,000	
Replacement Windows				15,000	
Relocate Water Line and Meter				20,000	
<u>BUILDING IMPROVEMENTS</u>	\$12,000	\$0	\$0	\$45,000	\$0
<u>SUBTOTALS</u>					

* this money is needed for alterations in order to fit the new ambulance in the building

TOWN OF MIDDLETON

ANNUAL BUDGET FY 2020
CAPITAL BUDGET SUMMARY

FY 2020 - FY 2024

DEPARTMENT: MIDDLETON FIRE DEPARTMENT

<u>SUBJECT NAME:</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
----------------------	---------------	---------------	---------------	---------------	---------------

VEHICLE

REPLACEMENTS:

Replace Engine 1	650,000				
Replace/Refurb Engine 3				300,000	
Replace Ladder 1	**				***
Replace Ambulance 1 2010 Life Line Amb.		290,000			
Replace Squad 5-2012 F450			60,000		
Replace marine 1		25,000			
All Terrain Vehicle	***				
VEHICLE REPLACEMENT SUBTOTAL	\$650,000	\$315,000	\$60,000	\$300,000	\$0

** We are trying to hold off replacing ladder 1 until a new station is built. To try to have a ladder built to fit the station will cost more and limit our options.

*** All-terrain vehicle to assist with special events, brush fires, storms, etc. (Fund from other sources)

TOWN OF MIDDLETON
ANNUAL BUDGET FY 2020
CAPITAL BUDGET SUMMARY

FY 2020- FY 2024

DEPARTMENT: MIDDLETON FIRE DEPARTMENT

<u>SUBJECT NAME:</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
----------------------	---------------	---------------	---------------	---------------	---------------

TRAINING:

One Time Training Costs
For New Firefighter/ Paramedic \$20,045

TRAINING SUBTOTAL	\$20,045	\$0	\$0	\$0	\$0
GRAND TOTAL	\$829,595	\$378,000	\$234,000	\$345,000	\$0

TOWN OF MIDDLETON

ANNUAL BUDGET FY 2020
CAPITAL BUDGET SUMMARY

FY 2020 - FY 2024

DEPARTMENT:

MIDDLETON FIRE DEPARTMENT

Apparatus/ Equipment Inventory

Car 1	2018 Chevy Tahoe
Car 2	2016 Ford Explorer
Engine 1	2001 HME/ Ferrara Pumper
Engine 2	2016 KME Predator Pumper
Engine 3	2002 HME/ Ferrara Pumper
Engine 4	2012 Freightliner/ Rosenbauer Tanker
Squad 5	2012 F-450 4X4
Engine 6	1989 Army Surplus 5 ton
Signal 2	2000 International Bucket Truck
Ladder 1	1999 Sutphen 104' Aerial
Ambulance 1	2010 Ford E-450 Ambulance
Ambulance 2	2016 Ford F550 Ambulance

2011 Mercury 20 HP Outboard - 12' Boat and Trailer	5 Portable Generators
2005 Cargo Mate 14' Utility Trailer	Fire Station Emergency Generator
Fire Alarm Wire Trailer	7 Portable Pumps/ 1 Flotation Pump
4 Hurst Tools "Jaws of Life"	4 Chain Saws
2 Gasoline Powered Fans	Emergency Management Light Tower/ Generator
2 Electric Powered Fans	.
	.
	.

FY2020 Capital Budget
FIRE DEPARTMENT

SCBA Replacement - \$9,000

A grant was received this year to replace our self-contained breathing apparatus. These funds, along with the funds from FY19, will complete the replacement of all the equipment needed. This equipment will serve the town for the next 10 years.

Replace Air Bags, Jaws - \$2,250

A grant was applied for to replace our aging airbags and jaws equipment. These funds are the towns match for the grant. If the grant is not received the full amount will be put into next year's budget. Additional information can be found on pages A1-A2

Squad 5 Pump-\$9,000

These funds would be used to replace the pump on Squad 5. The current pump is out of service and is over twenty years old. This is used for brush fires and other small operations. Additional information can be found on pages A3-A4

Ladder 1 lighting - \$5,700

These funds will be used to replace the emergency and scene lighting on Ladder 1. The current lighting is twenty years old and it is difficult to find replacement parts. The new lighting would be brighter and safer for operations. The work would be done in house to help keep the cost low. This will also help to extend the life of the vehicle, when the time comes a new vehicle will cost approximately \$1.8 million. Additional information can be found on page A-5

Ballistic Vests and Helmets-\$8,300

These funds would be used to purchase ballistic vests and helmets for the front-line pieces of apparatus (ambulance and Pump) for the safety and protection of the personnel responding to active shooter and other dangerous incidents. Additional information can be found on page A-6

Replace 4 AEDs- \$10,000

These funds will be used to purchase new AEDS (Automatic External Defibrillators) to replace the current units at the Senior Center, Town Hall, DPW and Transfer Station. These units are old and in need of replacement.

Ambulance Load System-\$34,000

These funds will be used to purchase a load system for the ambulance (Next year the new ambulance will already be equipped with the system). This system is required by the state for all new ambulances. This system helps to reduce back injuries and secures the stretcher better in the ambulance in case of an accident keeping the patient and the paramedic better protected. Additional information can be found on pages A-1-A52

Replace Stair Chairs-\$8,600

These funds will be used to replace the two current stair chairs that are almost fifteen years old and cannot be serviced and are a liability if something happens. This equipment is used to carry patients out of places that the stretcher cannot fit. These new chairs also help to reduce back injuries due to their design. Additional information can be found on pages A-53-A-56

CPR Manikins-\$2,700

These funds would be used to replace the current CPR manikins, which are old and out of compliance. The current standard requires CPR feedback, which the current mannikins do not have and are too old to retrofit. These manakins are used extensively to teach CPR to all departments in town and other agencies and groups. Additional information can be found on page A-57

Alarm Receiver/Box Decoder-\$59,000

These funds would be used to replace the current Digitize alarm receiver/box decoder that is at the RECC. The current unit is aged, and it is difficult to find replacement parts. The new equipment will also make the operation for the dispatchers at the RECC easier as this will allow all dispatching stations to have the information in front of them instead of across the room. It will also make the equipment standardized with the other equipment currently in place (This was also a recommendation by the audit that was recently performed). Additional information can be found on pages A-58-A-61

Building alterations-\$12,000

These funds will be used to extend the small bay at the back of the station so that the ambulance can fit downstairs when the new one is delivered in FY21. It was originally thought that we could alter the pumper to shorten the bumper etc., but this is not the case and would not be safe. These funds would be used to extend the bay enough to fit the apparatus inside.

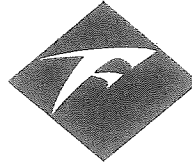
Replace Engine 1- \$650,000

These funds will be used to purchase a new pumper to replace and equip Engine 1, which is a 2001 Ferrara, and associated equipment. This vehicle has over 80, 000 miles and has had some costly repairs in the last few years, including suspension, engine and pump repairs costing over \$30,000. As of this writing the vehicle failed inspection and is out of service. In the last 10-15 years, much progress has been made in upgrading the functional capabilities and improving the safety features of fire apparatus. The 2016 edition of NFPA 1901: *Standard for Automotive Fire Apparatus* states that because the changes, upgrades, and fine tuning to NFPA 1901 have been significant, especially in the area of safety, fire departments should seriously consider the value (or risk) to firefighters of keeping fire apparatus older than 15 years old in front line service. The new pumper will have the latest in vehicle safety requirements including enhanced cab safety features, electronic stability control, Better utilization of compartment space to carry the equipment safer and efficiently. This will give the department and the town a reliable and modern piece of equipment to safely and efficiently protect its citizens for the next decade. Once the truck is approved and ordered, it will take approximately one year for delivery. Additional information can be found on pages A-62-A69

FIREMATIC SUPPLY CO., INC.

23 Birch Street, Milford, Mass. 01757
Phone: 978-490-6322 FAX: (978) 422-9621
trouthier@firematic.com
WebSite: www.firematic.com

Quote



DATE	PAGE
10/07/2018	1

QUOTE NUMBER QT67752

EXPIRE DATE 11/6/2018

Quoted To	TOM MARTINUK MIDDLETON FIRE DEPT. 4 LAKE STREET MIDDLETON, MA 01949
------------------	--

Ship To	MIDDLETON FIRE DEPT. 4 LAKE STREET TOM MARTINUK MIDDLETON, MA 01949
----------------	--

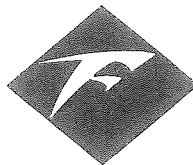
CUSTOMER NO.	CONTRACT NO.	PHONE NO.	SALESPERSON	CUSTOMER PO. NO.
3308		(978)774-2466	TOM ROUTHIER	

LINE NO.	ITEM NUMBER	DESCRIPTION	QTY ORDERED	UNIT PRICE	EXTENDED PRICE
1	HUR272788000	EDRAULIC S788E2 CUTTER PACKAGE (PACKAGE INCLUDES TOOL, TWO(2) EXTENDED RUN-TIME BATTERIES, 110V CHARGER)	1	11,969.00	11,969.00
2	HUR271333000	EDRAULIC SP333E2 SPREADER PACKAGE (PACKAGE INCLUDES TOOL, TWO(2) EXTENDED RUN-TIME BATTERIES, 110V CHARGER)	1	12,814.00	12,814.00
3	HUR274085000	R421E2 RAM W/EXL BATTERY & CHARGER (PACKAGE INCLUDES TOOL, TWO(2) EXTENDED RUN-TIME BATTERIES, 110V CHARGER)	1	9,337.00	9,337.00
4	HUR272085412	EDRAULIC2 110V E2 POWER SUPPLY W/PLUG (110V POWER ADAPTER FOR ENDLESS RUN-TIME ON PROLONGED INCIDENTS/ TRAININGS)	1	773.00	773.00
5	TJRTL9D	TL-9 STABILIZATION PLATE, MODEL D FOR 1 5/8" TIPS	1	858.00	858.00
6	WCGRWC2SOFT	RHYNO2 14.4V WINDSHIELD CUTTER W/SOFT CARRY KIT	1	745.00	745.00
7	HAB106R148	EMERGENCY RESCUE SET (12 bar/174 PSI) 5 BAG, 106 US TONS	1	6,792.00	6,792.00

FIREMATIC SUPPLY CO., INC.

23 Birch Street, Milford, Mass. 01757
Phone: 978-490-6322 FAX: (978) 422-9621
trouthier@firematic.com
WebSite: www.firematic.com

Quote



DATE	PAGE
10/07/2018	2

QUOTE NUMBER QT67752

EXPIRE DATE 11/6/2018

Quoted To	TOM MARTINUK MIDDLETON FIRE DEPT. 4 LAKE STREET MIDDLETON, MA 01949
--------------	--

Ship To	MIDDLETON FIRE DEPT. 4 LAKE STREET TOM MARTINUK MIDDLETON, MA 01949
------------	--

CUSTOMER NO.	CONTRACT NO.	PHONE NO.	SALESPERSON	CUSTOMER PO. NO.
3308		(978)774-2466	TOM ROUTHIER	


LINE NO.	ITEM NUMBER	DESCRIPTION	QTY ORDERED	UNIT PRICE	EXTENDED PRICE
		(COMPLETE 5-BAG AIRBAG SET INCLUDING REGULATOR, CONTROLLER, HOSES AND SHUT-OFFS)			
8	PXPPPS788E2	HORIZONTAL MOUNTING BRACKET S788E2	1	234.00	234.00
9	PXPPSP333E2	HORIZONTAL MOUNTING BRACKET SP333E2	1	275.00	275.00
10	PXPPPR421E2	HORIZ/FLAT/VERT MOUNTING BRACKET R421E2	1	247.00	247.00

Comments DELIVERY AND TRAINING INCLUDED

Amount
By:

44,044.00
TOM ROUTHIER

A-2

CALL US: 1-800-568-2403 / 1-712-792-3143 EMAIL:  Shopping Cart 0 item(s) / Total: \$0 FOLLOW US      

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REVIEWS

MY ACCOUNT

APPAREL

FIRE

SEARCH & RESCUE

EMS SUPPLIES

SAFETY

MANUFACTURER

Select Brand

HOME > FIRE > FIRE PUMPS > Hale HPX275-B35 Xtreme Pump



HPX275-B35 Xtreme Pump

Hale HPX275-B35 Xtreme Pump

Part Number: 503-1221-07-0-50

Retail Price: \$9,585.08

Your Savings: \$3,354.13 (35%)

Your Price: \$7,127.95

When you need to move a lot of water, you need a high quality pump that is engineered to perform.



Choose Options

♦ Base Package

X Package Pump



♦ Battery Option

Hale HP Battery Kit



♦ Fuel Option

6 Gal Fuel Assembly




♦ Primer System

Electric Primer



Quantity

1

 ADD TO CART

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★ REVIEW THIS ITEM

Description

When you need to move a lot of water, you need a high quality pump that is engineered to perform. Hale's range of high flow pumps give you the capacity you need. Whether your application is for low pressure firefighting, water transfer or de-watering, there is a Hale high flow pump for you. Hale has a long heritage of designing and manufacturing high performance fire pumps, so you can trust Hale to deliver the performance you demand.

A-3

A-4

Features:

- Flows ranging from 170 GPM @ 150 PSI to 250 GPM @ 100 PSI
- Ultra-reliable Briggs & Stratton 35-HP 4-cycle V-Twin big bore gasoline engine
- Electric start
- Anodized aluminum alloy pump head and body
- Pump head and body coupled together with stainless steel band clamp for easy serviceability
- Bronze impeller and renewable wear rings
- Self-adjusting mechanical seal
- USFS Guzzler hand primer
- 4.0" Victaulic suction connection; 3.0" NPT discharge

Specifications:

- Pump material: Anodized aluminum
- alloy pump body, bronze impeller
- Connections: Suction 4" Victaulic
- Discharge 3" NPT
- Priming: Hand
- Max flow: 300 GPM
- Max pressure: 175 PSI
- Engine: Briggs & Stratton 35HP 4 cycle
- Panel: X-Stream with discharge gauge, start button, ON/OFF switch, oil warning light, choke & throttle control

A-4

Middleton Ladder 1 Lighting Upgrade Proposal 12/28/18

Chief,

See the spec and estimated pricing below. I have broken it down by type of light and cost for various options. Also note I have changed some of the colors of the existing lights taking off of local area ladder trucks and their lighting set-ups. We will be able to use pre-existing wiring for all of the replacement lighting so will not require re-wiring truck or adding any additional power packs/flashers/etc.
Respectfully,

FF Sean O'Brien

Perimeter Emergency Lighting

Whelen 900 Series RED (1) - \$230 ea - \$230.00
 Whelen 900 Series BLUE (1) - \$230 ea - \$230.00
 Whelen 600 Series RED (10) - \$146 ea - \$1460.00
 Whelen 600 Series BLUE (2) - \$146 ea - \$292.00
 Whelen 64 to 600 Series Adaptor (6) \$6 ea - \$36.00
 Total= **\$2,248.00**

Upper Level Beacons

Whelen L31 Super Beacon RED (2) - \$330 - **\$660.00**

Rear Body Mount Scene Lights

Whelen 900 Series 90* Opti-scenelight (2) - \$355 ea - **\$708.00**
 Unity Round LED replacement bulb - \$146 ea - **\$292.00**
 Total= **\$1,000.00**

Aerial Spot Lights

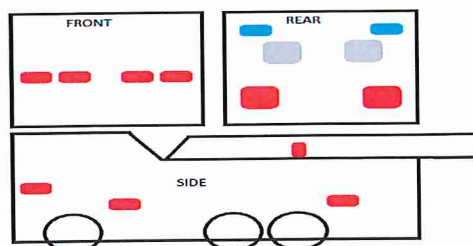
SOBRITE LED SPOT (2) - \$435.00 ea - **\$870.00**
 SOBRITE LED FLOOD (2) - \$435.00 ea - **\$870.00**
 Total= **\$1,740.00**

Perimeter Emergency = **\$2,248.00**

Perimeter + Beacons = **\$2,908.00**

Perimeter + Beacon + Scene = **\$3,908.00**

Perimeter + Beacon + Scene + Aerial = **\$5,650.00**





280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

Quote

Date	Quote #
10/3/2018	Q-20181091

Quote For

Middleton Fire Department
Chief Tom Martinuk
4 Lake Street
Middleton, MA 01949

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total						
ActiveShooterKit	F1 Fire Carrier w Columbus Pocket (Specify Color): Soft Armor Panel - Level IIIA NIJ0101.06 certified ballist armor panels (set): Nylon ID panel 4" x 11" Custom (specify Color of Fabric and scotchlite Lettering): Carrying Bag	1	895.00	895.00						
AR500R10x12-18	Rifle Armour Plates 10" x 12"	2	159.00	318.00						
BallisticHelmet-18	H1 ACHMC Ballistic Helmet, Mid Cut, Level IIIA NJ 0106.01	1	399.00	399.00						
Pricing based on quantity provided - valid for 30 Days		<table><tr><td>Subtotal</td><td>\$1,612.00</td></tr><tr><td>Sales Tax (0.0%)</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$1,612.00</td></tr></table>			Subtotal	\$1,612.00	Sales Tax (0.0%)	\$0.00	Total	\$1,612.00
Subtotal	\$1,612.00									
Sales Tax (0.0%)	\$0.00									
Total	\$1,612.00									



U.S. General Services Administration

A photograph of a two-lane asphalt road curving into the distance under a bright, cloudy sky, with green grass on either side.

Ambulance Technology and Standards Update Part I

James D. Green
National Institute for Occupational Safety and
Health (NIOSH)

2015 Federal Fleet Management Training
General Services Administration



GSA Motor Vehicle Management Value Proposition

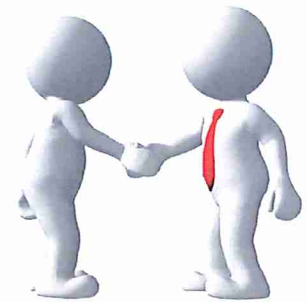
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Right Vehicle



Right Price



Great Service

and the required data needed to effectively and efficiently manage a fleet



Ambulance Design - Then



GSA

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NIOSH

3



Ambulance Design - Now



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4



Why do we seek opportunities for improvement?



Prior to crash equipment and gurney either mounted or stowed in cabinets



Post crash (rollover) equipment and gurney positions drastically changed



Background & Participants

Bringing the right expertise to address the problems to be solved:

Improving Occupant Safety



Overarching Goals of this Research

- Provide patient compartment occupants with the same level of crash protection as passenger vehicles
- Work with end users to ensure designs meet needs
- Near Term: Develop system specific test methods for publication to be referenced nationally or internationally
- Long Term: Incorporate changes into one or more bumper-to-bumper ambulance national standards

***** Most Importantly - Ensure all proposed test methods are based on actual test data *****



Industry Partners

- National Truck Equipment Association's Ambulance Manufacturer's Division
 - Represents 20 ambulance builders
 - Over 90% of US ambulances are manufactured by AMD members
- Patient Litter Manufacturers – 100% of the US market
 - Stryker Medical
 - Ferno Washington
- Seating Manufacturers – over 90% of all EMS seating
 - EVS Limited
 - Wise Seating
 - Serenity Safety Products



Automotive Testing Expertise Applied

- Testing performed by three private companies at five different crash test facilities from Wisconsin to Virginia
 - Center for Advanced Product Evaluation (CAPE)
 - MGA Research
 - Transportation Research Center
- National Highway Traffic Safety Administration's
 - Vehicle Research Test Center, East Liberty, Ohio
 - Office of Vehicle Crashworthiness Research, Washington, DC
- General Services Administration
- Federal Aviation Administration



Crash Standard Development

Vehicle Response Provides Foundation for Future Work



What Impact Load Should We Use?



≈ 30 mph – likely survivable

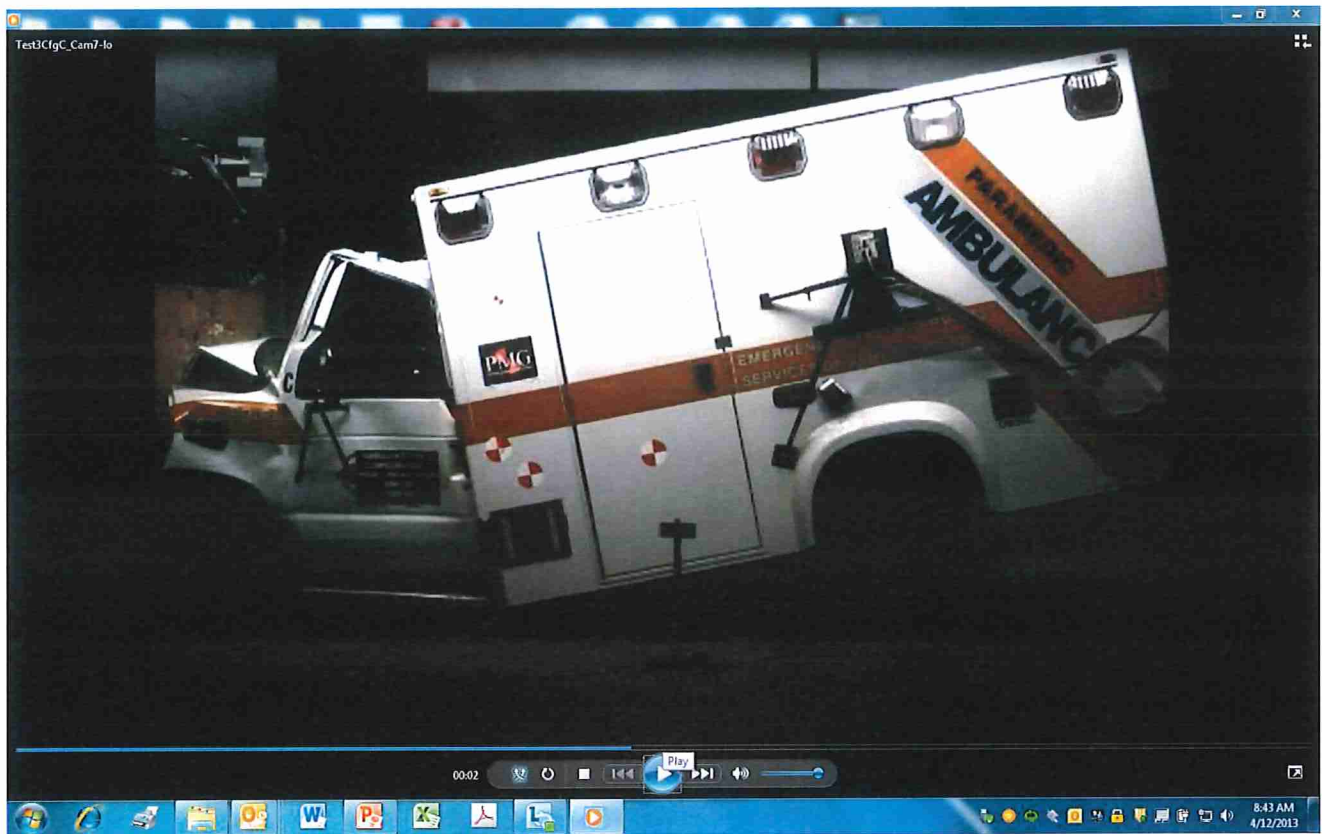


≈ 60 mph – likely not survivable

"Ride of your Life: What you Can't Afford Not to Know About Ambulance Safety", Levick, N. Presented at TSJC/RETAC EMS Symposium "Making A Difference" February 11, 2012, Alamosa, Colorado



Conducted 3 Frontal Impact Tests: 30 MPH Into Barrier



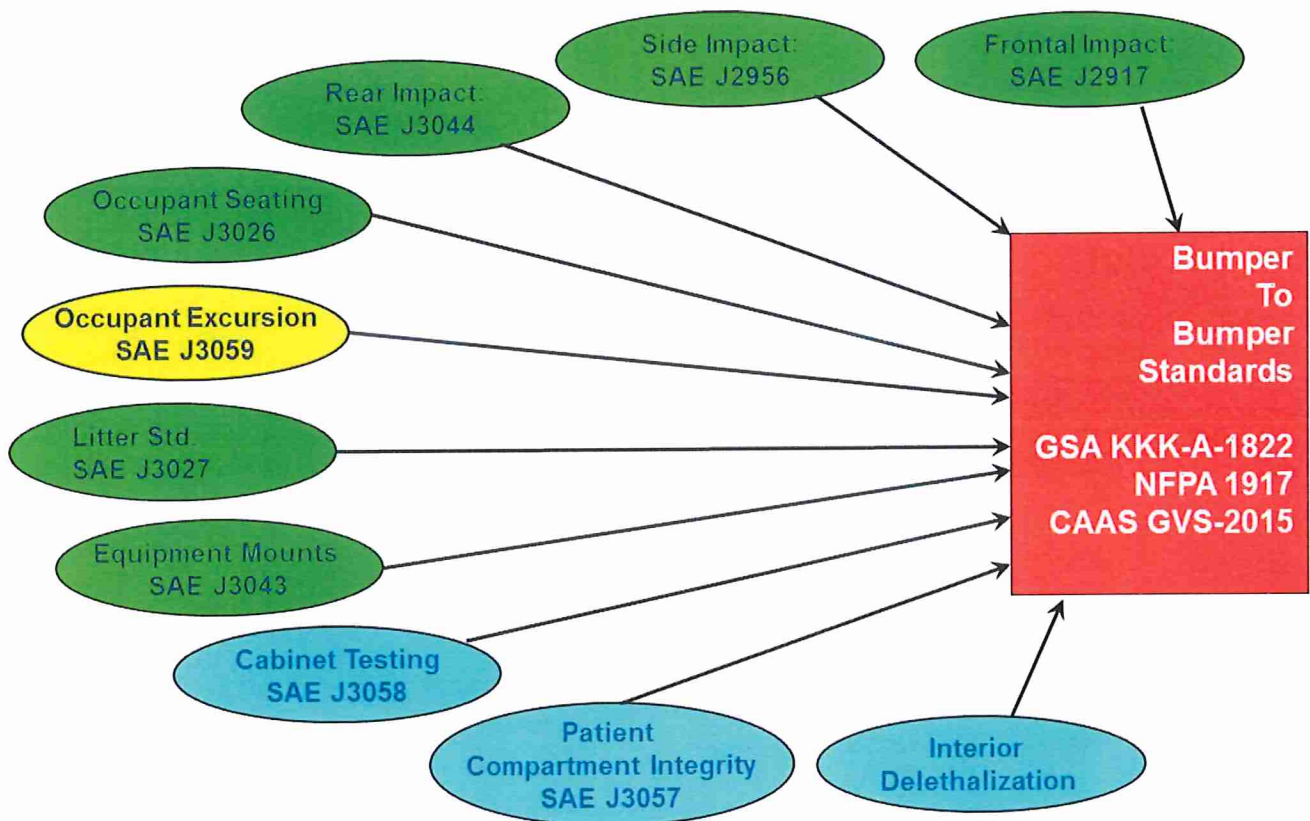


Conducted 4 Side Impact Tests at 30 MPH Using a 3,3300 lb. MDB





Standards Landscape Tomorrow



GSA

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15



Seat and Worker Restraint: Test Methodology

SAE J3026 Published in August 2014

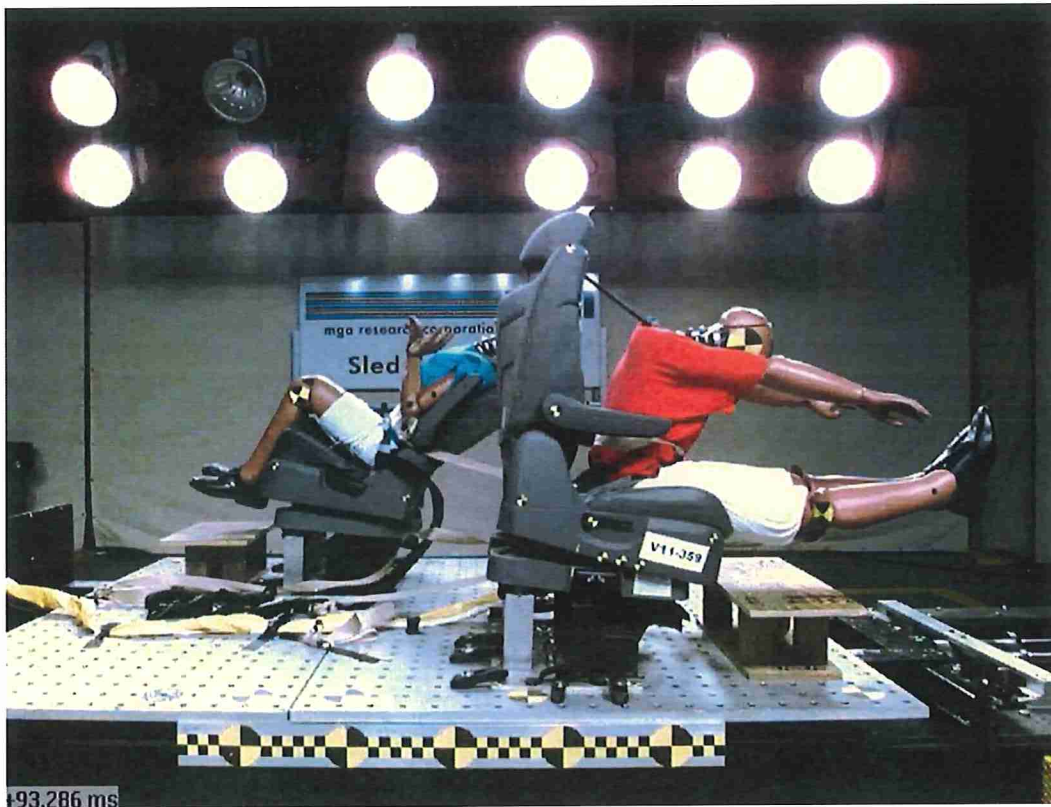
	SURFACE VEHICLE RECOMMENDED PRACTICE	SAE J3026 PropDR XXX2013	
		Issued	Date (OrigDate)
		Revised	Proposed Draft (LastDate)
		Cancelled	Date (CancelledDate)
		Superseding Jxxxx Date Superseding	
Ambulance Patient Compartment Seating Integrity and Occupant Restraint			
RATIONALE			
<p>This SAE Recommended Practice was developed by members of the SAE Truck Crashworthiness Committee in support of the ambulance industry's need to apply science to the design and testing of the occupant seating and occupant restraint systems for workers and civilians transported in the patient compartment of an ambulance. The Recommended Practice was validated collaboratively by industry and government partners through extensive testing funded by the National Institute for Occupational Safety and Health and the Department of Homeland Security. Input loading was generated using the vehicle specific crash pulses described in SAE J2917 and SAE J2958, respectively. An independent analysis of the testing methodology and resulting data was performed by government and private members of the automotive testing community that did not have a stake in this effort.</p>			
1. SCOPE			
<p>This SAE Recommended Practice describes the testing procedures required to evaluate the integrity of ground ambulance-based occupant seating and occupant restraint systems for workers and civilians transported in the patient compartment of an ambulance when exposed to a frontal or side impact. Its purpose is to provide seating and occupant restraint manufacturers, ambulance builders, and end-users with testing procedures and, where appropriate, acceptance criteria that, to a great extent, ensures the occupant seating and occupant restraint systems meet the same performance criteria as is applied to a civilian vehicle's seating and occupant restraint system. Descriptions of the test set-up, test instrumentation, photograph/video coverage, test fixture, and performance metrics are included.</p>			
2. REFERENCES			
<p>The following publications form a part of this specification to the extent specified herein. Unless otherwise indicated, the latest issue of SAE publications shall apply.</p>			
2.1 Applicable Publications			
<p>Available from SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001, Tel: 877-606-7323 (inside USA and Canada) or 724-776-4970 (outside USA), www.sae.org</p>			
SAE J211-1	Instrumentation for Impact Test—Part 1: Electronic Instrumentation		
SAE J211-2	Instrumentation for Impact Test—Part 2: Photographic Instrumentation		
SAE Engineering Aid 23	"Users' Manual for the 60 th -Percentile Hybrid-III Test Dummy," June 1985		
SAE J2917	Occupant Restraint and Equipment Mounting Integrity—Frontal Impact System-Level		

Key Elements in this Recommended Practice

- Dynamic, crash testing is required
- Seat and restraint systems must protect occupants to same crash standard as automotive seating
- Loading to the crash test dummy must fall below automotive test limits



Frontal Impact, Forward and Rear Facing Seating



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Mapping Occupant Excursion

SAE J3059 Submitted for Review and Approval

	SURFACE VEHICLE RECOMMENDED PRACTICE	SAE J3059 PropDft Aug 28, 2014
	Issued Date (Orig Date)	

Ambulance Patient Compartment Seated Occupant Excursion Zone Evaluation

RATIONALE

This SAE Recommended Practice was developed by members of the SAE Truck Crashworthiness Committee in support of the ambulance industry's need to apply science to the design and testing of the occupant seating and occupant restraint systems for workers and civilians transported in the patient compartment of an ambulance. The Recommended Practice was validated collaboratively by industry and government partners through extensive testing funded by the National Institute for Occupational Safety and Health, the Department of Homeland Security and the Ambulance Manufacturers Division of the NTEA. Input loading was generated using the vehicle specific crash pulses described in SAE J2917 and SAE J2956, respectively. An independent analysis of the testing methodology and resulting data was performed by government and private members of the automotive testing community.

1. SCOPE

This SAE Recommended Practice describes the testing and reporting procedures that may be used to evaluate and document the excursion of a worker or civilian when transported in a seated and restrained position in the patient compartment of a ground ambulance when exposed to a frontal or side impact. Its purpose is to provide seating and occupant restraint manufacturers, ambulance builders, and end-users with testing procedures and documentation methods needed to identify potential head impact locations and/or head travel paths in crash loading events. This is a component level test. The seating system is tested in free space to measure maximum head travel paths. The purpose is not to develop play out zones. Rather, the goal is to provide ambulance manufacturers with the data needed to design safer and functionally sound work stations for Emergency Medical Service workers so that workers are better able to safely perform patient care tasks in a moving ambulance. Descriptions of the test set-up, test instrumentation, photographic/video coverage, test fixture, and reporting requirements are included.

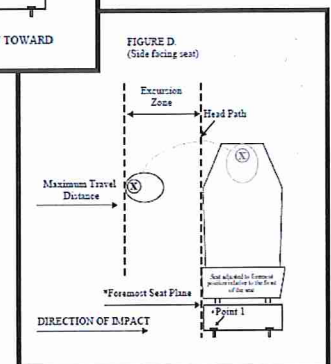
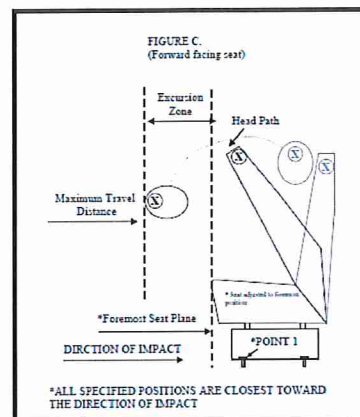
2. REFERENCES

The following publications form a part of this specification to the extent specified herein. Unless otherwise indicated, the latest issue of SAE publications shall apply.

2.1 Applicable Publications

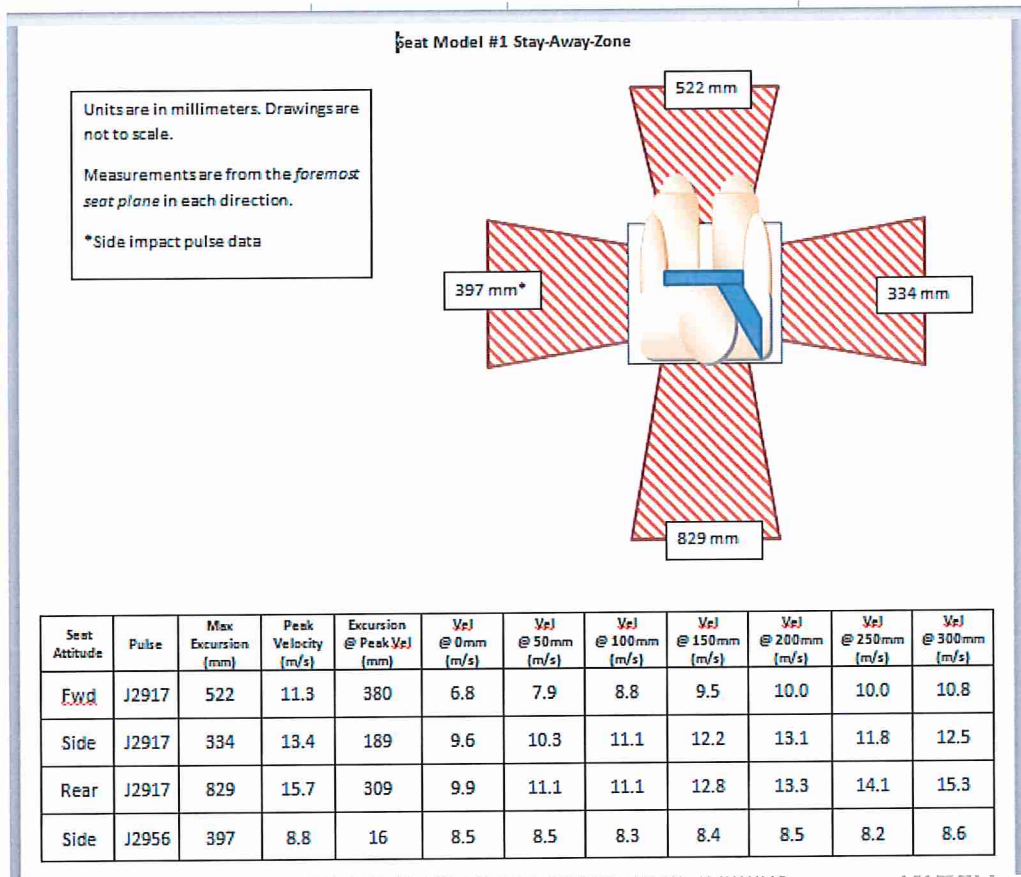
Available from SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001, Tel: 877-806-7323 (inside USA and Canada) or 724-776-4970 (outside USA), www.sae.org.

SAE J211-1 Instrumentation for Impact Test—Part 1: Electronic Instrumentation






Seating and Restraint Data Sheet





Patient Cot and Restraint: Test Methodology

SAE J3027 Published in July 2014

	SURFACE VEHICLE RECOMMENDED PRACTICE	SAE J3027 PropDft XXX2013
		Issued Date (OrigDate)
		Revised Proposed Draft (LastDate)
		Cancelled Date (CancelledDate)
		Superseding JxxxxDate SupersededBy
Ambulance Litter Integrity, Retention, and Patient Restraint		
RATIONALE		
<p>This SAE Recommended Practice was developed by members of the SAE Truck Crashworthiness Committee in support of the ambulance industry's need to apply science to the design and testing of the patient litter, its attaching hardware to the vehicle, and the restraint system for the patient. The Recommended Practice was validated collaboratively by industry and government partners through extensive testing funded by the National Institute for Occupational Safety and Health and the Department of Homeland Security. Input loading was generated using the vehicle specific crash pulses described in SAE J2917 and SAE J2956, respectively. An independent analysis of the testing methodology and resulting data was performed by government and private members of the automotive testing community that did not have a stake in this effort.</p>		
1. SCOPE		
<p>This SAE Recommended Practice describes the testing procedures required to evaluate the integrity of a ground ambulance-based patient litter, litter retention system, and patient restraint when exposed to a frontal or side impact. Its purpose is to provide litter manufacturers, ambulance builders, and end-users with testing procedures and, where appropriate, acceptance criteria that, to a great extent ensures the patient litter, litter retention system, and patient restraint meet the same performance criteria as is applied to a civilian vehicle's seating and occupant restraint system. Descriptions of the test set-up, test instrumentation, photographic/video coverage, test fixture, and performance metrics are included.</p>		
2. REFERENCES		
<p>The following publications form a part of this specification to the extent specified herein. Unless otherwise indicated, the latest issue of SAE publications shall apply.</p>		
2.1 Applicable Publications		
<p>Available from SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001, Tel: 877-806-7323 (inside USA and Canada) or 724-776-4970 (outside USA), www.sae.org.</p>		
SAE J211-1	Instrumentation for Impact Test—Part 1: Electronic Instrumentation	
SAE J211-2	Instrumentation for Impact Test—Part 2: Photographic Instrumentation	
SAE Engineering Aid 23 "Users' Manual for the 50 th -Percentile Hybrid-III Test Dummy," June 1985		

Key Elements in Recommended Practice

- Dynamic, crash testing is required
- Cot, cot mounting and restraints structurally sound during simulated crash loading
- Occupant excursion reduced to less than 14 inches



Standard Litter – 30 mph Barrier Impact

Pre-crash event: standard litter, restraint and antler floor fastener



Worker in rear-facing seat

Mid-crash event: patient excursion exceeds 30 inches or 76 cm



Worker impacted by patient

GSA

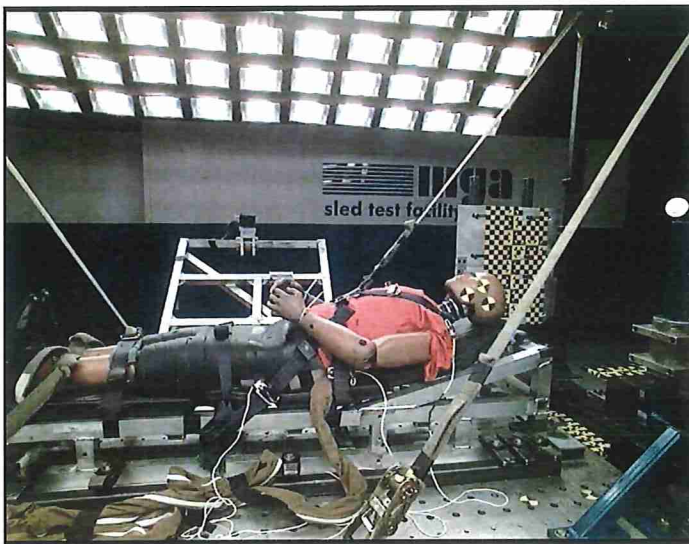
2015 Federal Fleet Management Training

NIOSH

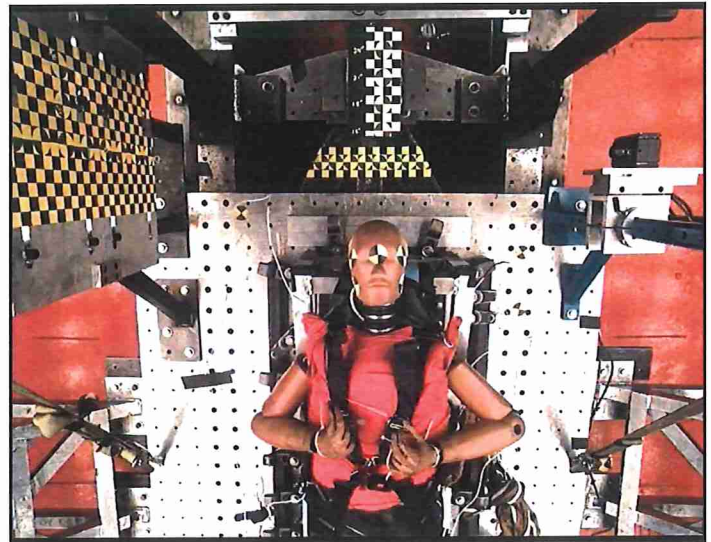
21



Rigid Litter With New Restraint Tested Using J2917



**Pre-crash event: rigid
litter, new restraint
applied directly to
shoulder**



**Mid-crash event: total
head excursion of 7.8
in / 20 cm**

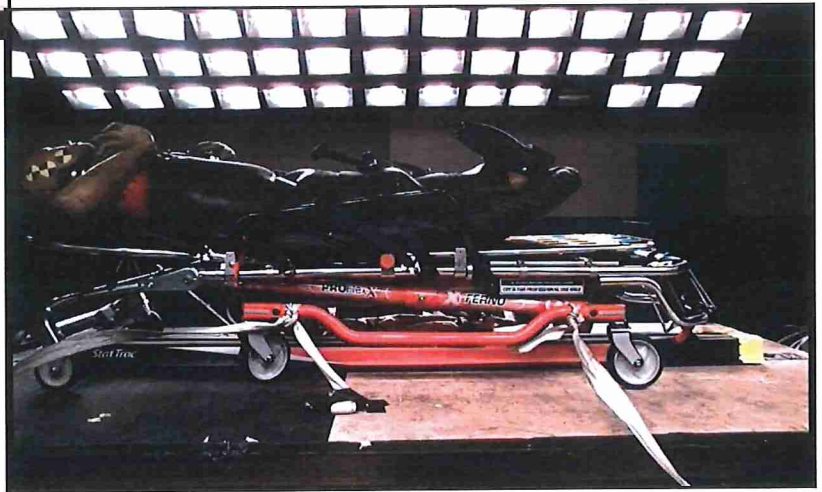


30 MPH Sled Test – Production Litter (SAE J2917)



Production litter with new patient restraint and floor mount system

Production litter: Occupant excursion falls below maximum limit of 14 inches even when including excursion associated with litter frame deflection



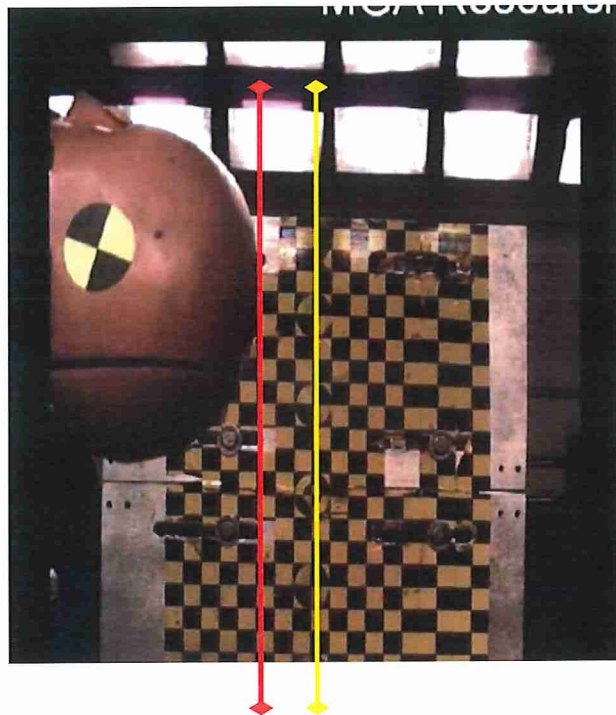


Patient Litter & Restraint: Patient Excursion

(14 inch Maximum Excursion Limit – The Goal Line View)

Production litter, litter floor fixture, and occupant restraint – max excursion 11" This test meets the new standard

**** Manufacture not identified due to confidentiality agreement**



GSA

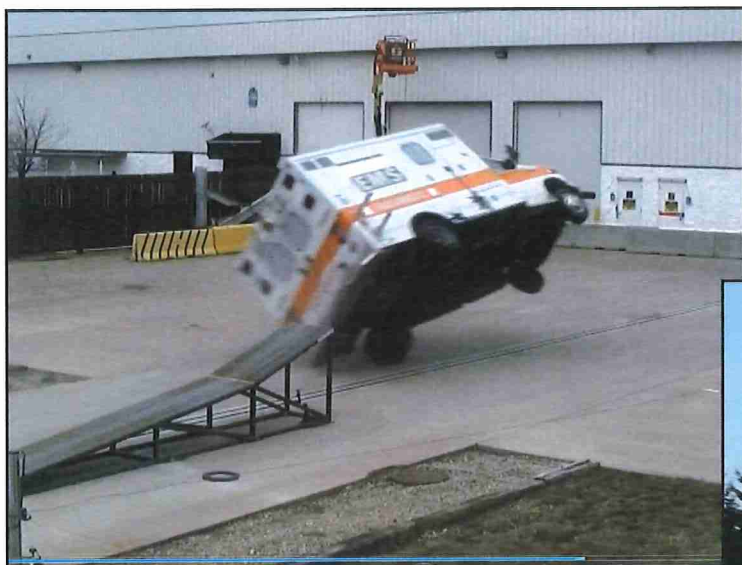
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24



Ramp and Cart Roll Tests with Cots: 30 MPH



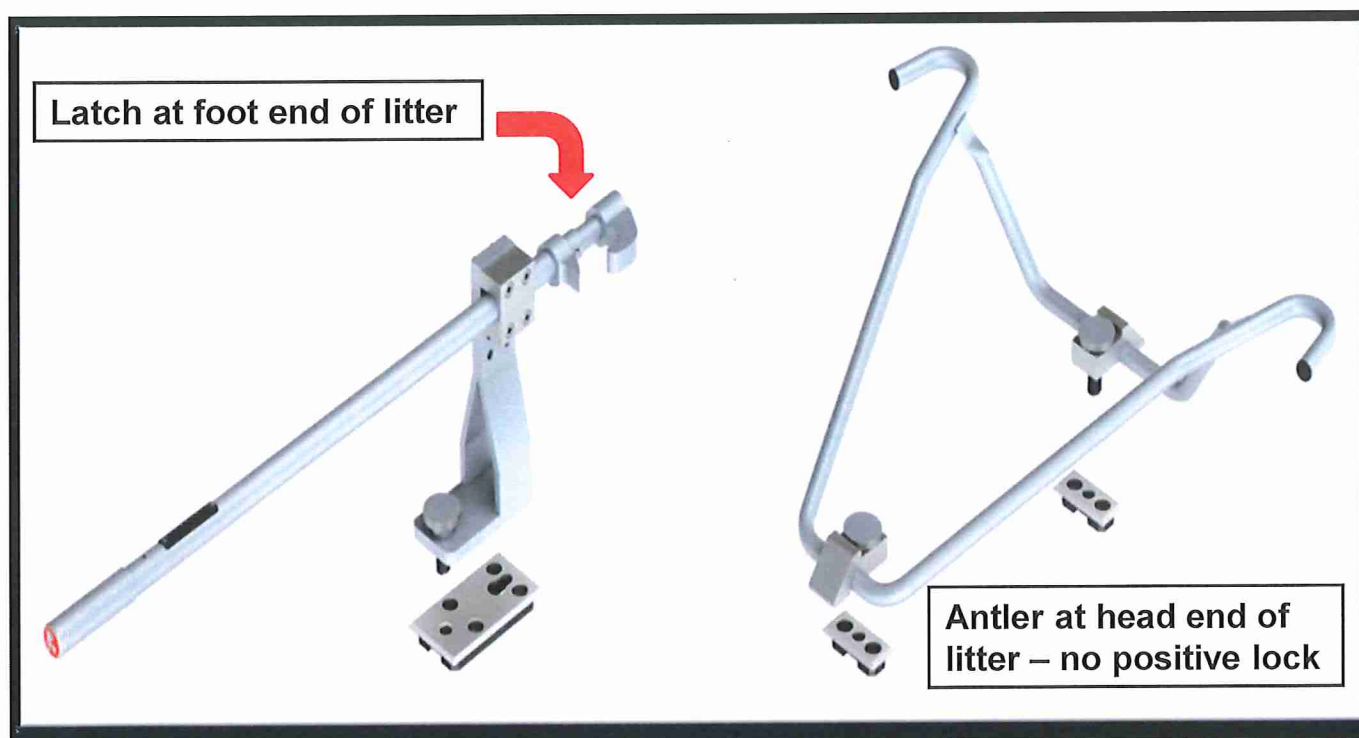
A new prototype litter and instrumented crash test dummy installed in each ambulance – one from Stryker and one from Ferno

Both litters and their floor fixtures remained structurally sound, with the patient securely restrained. Dummy parameters fell below NHTSA limits





Traditional Standard Litter or Cot Floor Fixture



This system was designed to attenuate only 2,200 lbs. of loading



Ambulance Design - Now



New Litter Floor Mount Systems Have robust, Positive Locking Mechanisms

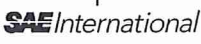
 **Power-LOAD™**
Cot Fastener System





Equipment Mounting: Test Methodology

SAE J3043 Published in July 2014

	SURFACE VEHICLE RECOMMENDED PRACTICE	SAE J3043 PropDft August 13 th , 2013	
		Issued	Date (Orig Date)
		Revised	Proposed Draft (Last Date)
		Cancelled	Date(Cancelled Date)
		Superseding Jxxxx Date Superseded By	
Ambulance Equipment Mount Device or Systems			
RATIONALE			
<p>This SAE Recommended Practice was developed by members of the SAE Truck Crashworthiness Committee in support of the ambulance industry's need to apply science to the design and testing of the equipment mount devices or systems used in the ambulance patient compartment. The Recommended Practice was validated collaboratively by industry and government partners through extensive testing funded by the National Institute for Occupational Safety and Health and the Department of Homeland Security. Input loading for the dynamic testing was generated using the vehicle specific crash pulses described in SAE J2917 and SAE J2956, respectively. An independent analysis of the testing methodology and resulting data was performed by government and private members of the automotive testing community that did not have a stake in this effort.</p>			
1. SCOPE			
<p>This SAE Recommended Practice describes the dynamic and static testing procedures required to evaluate the integrity of an equipment mount device or system when exposed to a frontal or side impact (i.e. a crash impact). Its purpose is to provide equipment manufacturers, ambulance builders, and end-users with testing procedures and, where appropriate, acceptance criteria that, to a great extent, ensure equipment mount devices or systems meet the same performance criteria across the industry. Prospective equipment mount manufacturers or vendors have the option of performing either dynamic testing or static testing. Descriptions of the test set-up, test instrumentation, photographic/video coverage, test fixture, and performance metrics are included.</p>			
2. REFERENCES			
<p>The following publications form a part of this specification to the extent specified herein. Unless otherwise indicated, the latest issue of SAE publications shall apply.</p>			
2.1 Applicable Publications			
<p>Available from SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001, Tel: 877-806-7323 (inside USA and Canada) or 724-776-4970 (outside USA), www.sae.org.</p>			
SAE J2111-1 Instrumentation for Impact Test—Part 1: Electronic Instrumentation			

Key Elements in Recommended Practice

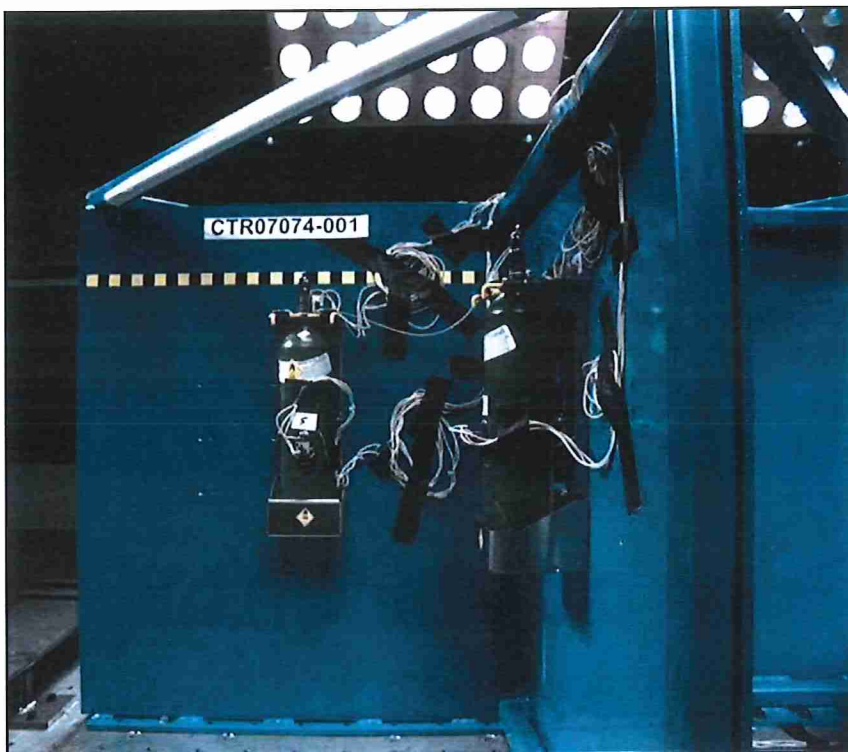
- Dynamic testing based on published pulses is an option
- Static test in lieu of dynamic test is also an option
- Innovative conversion from dynamic to static test loading offered



Equipment Mounting: Dynamic Test Option

Dynamic Test

- Simulates crash loading directly
- Utilizes front and side crash pulses from SAE J2917 and SAE J2956
- Equipment must be retained in mount throughout the test

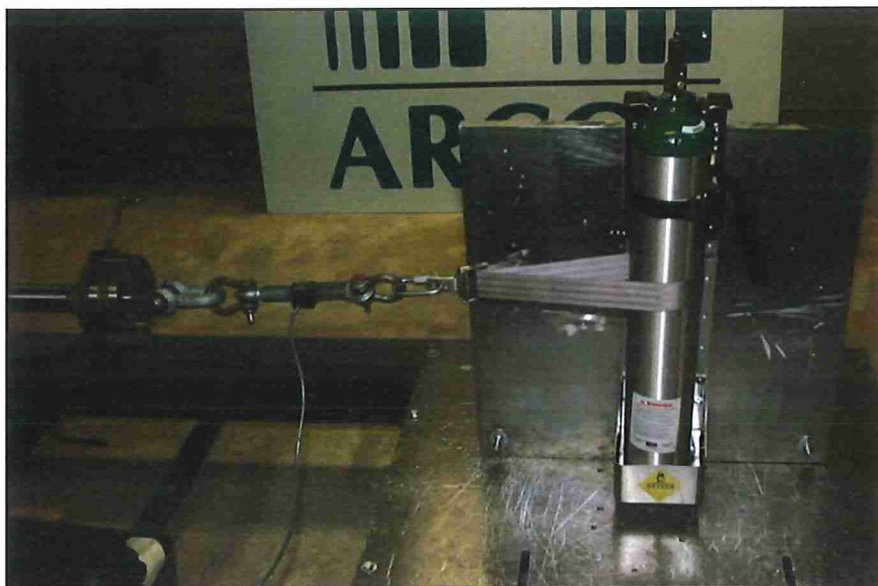




Equipment Mounting: Static Test Option

Static Test

- Is a simple, one axis pull test
- Estimated loading increased by 50%
- Should be performed in multiple axis; one pull at a time

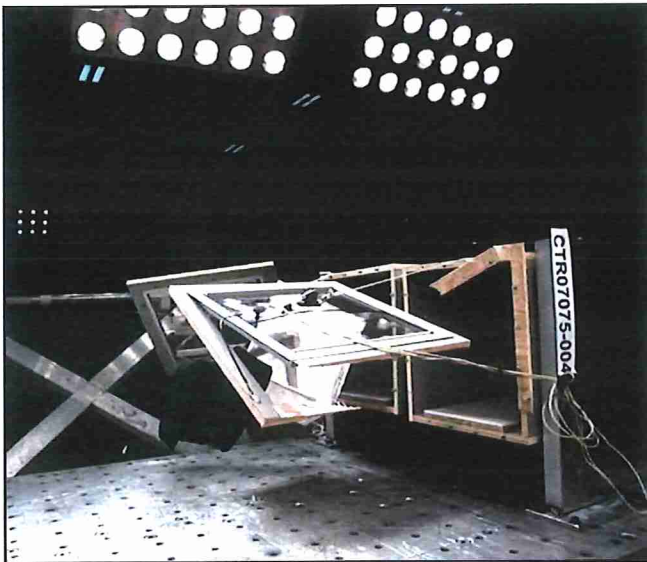


Static Load = Peak G x Weight x 1.5 amp factor
Example: (10 lb. O2 Cylinder. Tested for 22.5 G frontal impact requires a pull test of: $10 \times 22.5 \times 1.5 = 340$ lbs.



Cabinet Closure & Retention: Test Methodology

SAE J3058 Will be submitted for publication summer 2015

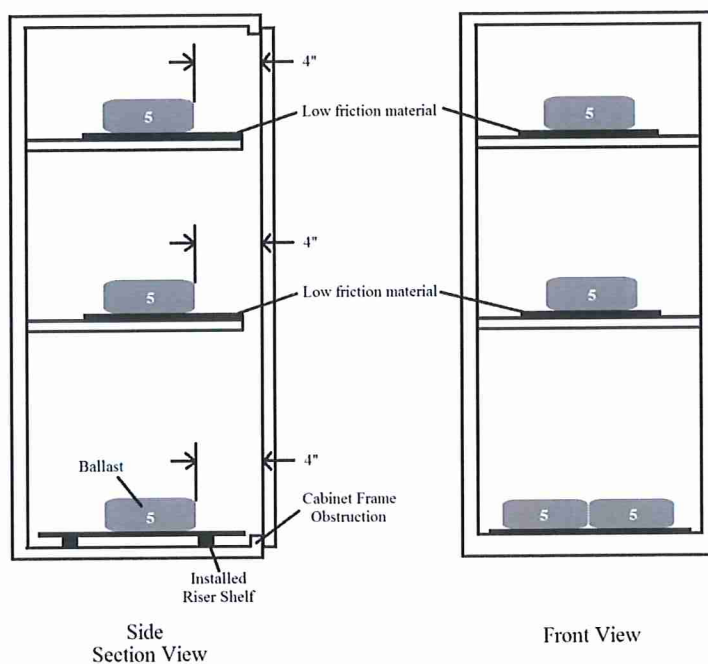


Key Elements in Recommended Practice

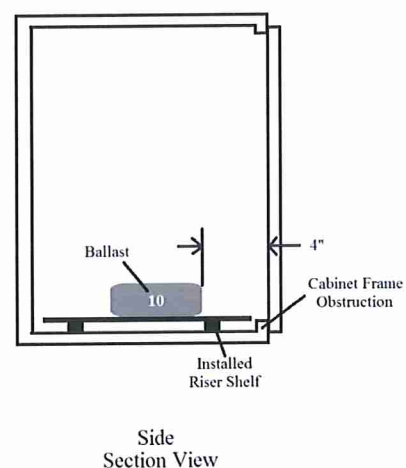
- Dynamic testing based on published crash pulses
- Cabinet is to have a weight rating – rated by manufacturer
- Cabinet must stay closed to retain contents
- Cabinet must remain attached to simulated wall surface



Cabinet Closure & Retention: Test Methodology



Multiple Shelf
Cabinet



Single
Cabinet



Modular Body Structural Integrity: Test Methodology

SAE J3058 Will be submitted for publication summer 2015

	SURFACE VEHICLE RECOMMENDED PRACTICE	J30XX	PropDft JAN2013
		Issued xxxxxx-xx Revised xxxxxx-xx Reaffirmed xxxxxx-xx Superseded xxxxxx-xx Cancelled xxxxxx-xx Superseding Jxxxxx-xx	
Ambulance Modular Body Evaluation-Quasi-Static loading For Type I and Type III Modular Ambulance Bodies			
RATIONALE This SAE Recommended Practice was developed by members of the SAE Truck Crashworthiness Committee in support of the ambulance industry's need to apply science to the design and testing of the ambulance modular body for Type I and Type III bodies. The Recommended Practice was validated collaboratively by industry and government partners through extensive testing funded and managed by the National Institute for Occupational Safety and Health, the Department of Homeland Security and the Ambulance Manufacturers Division of the NHTSA. Input leading for the dynamic testing was generated using the test methodology described in ECE R66. An independent analysis of the testing methodology and resulting data was performed by government and private members of the automotive testing community.			
1. SCOPE This SAE Recommended Practice describes the test procedures to be used to evaluate the strength of a modular ambulance body roof and sidewall. This test methodology includes a dynamic and two quasi-static tests performed in combination. Its purpose is to establish repeatable test methodology which will be adopted as standardized test procedures for Type I, Type I-AD, Type III or Type III-AD bodies. This Recommended Practice provides ambulance builders and end-users with testing procedures and, where appropriate, acceptance criteria that, to a great extent, ensure the ambulance structure meets the same performance criteria across the industry. Descriptions of the test set-up, test instrumentation, photographic/video coverage, and the test fixtures are included.			
2. REFERENCES The following publications form a part of this specification to the extent specified herein. Unless otherwise indicated, the latest issue of SAE publications shall apply.			
2.1 Applicable Publications Available from SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001, Tel: 877-606-7323 (inside USA and Canada) or 724-776-4970 (outside USA). www.sae.org SAE J211-1 Instrumentation for Impact Test—Part 1: Electronic Instrumentation SAE J211-2 Instrumentation for Impact Test—Part 2: Photographic Instrumentation			

Key Elements in 3 Phase Recommended Practice

- Phase 1 is a dynamic test where patient compartment is impacted by large mass
- Phases 2 & 3 are both quasi-static tests evaluate roof and side wall strength
- Doors must open after each test with a minimal 66 lb. force applied



Roll Test Provides Impact Loading on Roof Edge



Utilized an Accepted Roll Test, ECE R66 to Collect Impact Load Data

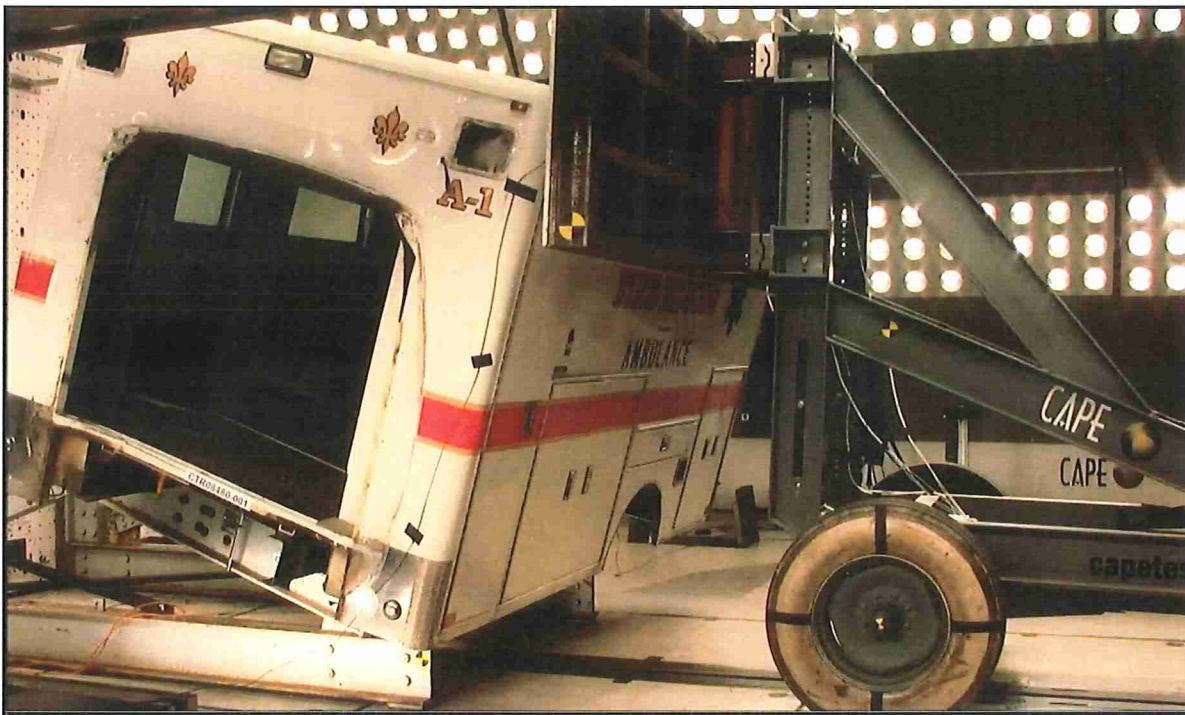
Impacted Surface Measures Loads Using Force Plates – Much Like a Large Scale





Phase I: Dynamic Impact Simulates Roll Impact

28,000 lb. force derived from actual ambulance roll test





Phases 2 and 3: Quasi-Static Load on Roof and Side



Applied Load Equals 2.5 times GVWR first on roof then vehicle rolled on side and load applied again all using the same previously impacted modular body

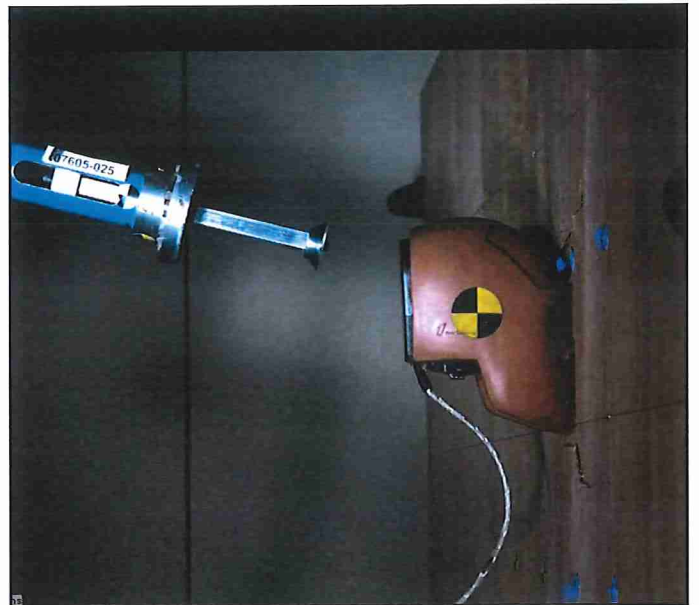




Designing Safer Head Impact Regions



Ram and Instrumented Head Allow Engineers to Test Surfaces and Surface Treatments to Reduce Head Injury



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Ongoing Research to Improve EMS Worker Safety

- EMS Worker Anthropometry Study – Assessing body sizes and shapes (640 human subjects to be measured – 480 complete)
- Development of a prototype ambulance based on this work plus companion research at NIST and DHS addressing patient compartment layout
- Production of an informational DVD to be provided to all EMS services nationwide



What can you do to encourage worker safety?

- Adopt the new safety test methods and standards as they are published
- Make it a priority to replace the patient cot/litter with each new ambulance purchase
- Strongly encourage the use of safety belts in the patient compartment in new and in older vehicles
- Strongly encourage employees to use shoulder restraints on the patient
- Stow or lock down medical equipment & supplies



Contact Information

Jim Green

NIOSH

304-285-5857

jgreen@cdc.gov

Disclaimer: The findings and conclusions in this presentation are those of the author and do not necessarily represent the views of the National Institute for Occupational Safety and Health. Mention of any company or product does not constitute endorsement by the National Institute for Occupational Safety and Health (NIOSH).



GSA Motor Vehicle Management Resources

- [GSA Fleet Drive-thru and Training](#)
- [Consolidate Your Vehicles With GSA Fleet](#)
- [Short Term Rental Program](#)
- [Dispatch Reservation Module](#)
- [Federal Fleet Management System \(FedFMS\)](#)
- [Car Sharing](#)
- [Alternative Fuel Vehicle Guide](#)
- [WEX Station Locator](#) / [DOE Station Locator](#)
- [2015 FFMT Presentations](#)



Comprehensive Quotation

Sales Account Manager
ROBERT STEWART
ROBERT.STEWART@STRYKER.COM
Cell: 617-997-1983

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Stryker Medical
P.O. Box 93308
Chicago, IL 60673-3308

End User Shipping Address

1161404
MIDDLETON FD
4 LAKE ST
MIDDLETON, MA 01949

Shipping Address

1161404
MIDDLETON FD
4 LAKE ST
MIDDLETON, MA 01949

Billing Address

1161404
MIDDLETON FD
4 LAKE ST
MIDDLETON, MA 01949

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	7100876	01/22/2019	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	1	PowerLOAD	6390000000	\$24,651.90	\$24,651.90	
		Options				
	1	PowerLOAD	6390000000	\$24,651.90	\$24,651.90	
	1	Standard Comp 6390 Power Load	6390026000			
	1	English Manual	6390600000			
	1	1 year parts, labor & travel	7777881660			
	1	NO FLOORPLATE OPTION	6390029000			
	1	ONE PER ORDER, MANUAL, ENG OPT	639000220000			
2.00	1	UPGRADE POWER LOAD	77100500	\$500.00	\$500.00	
3.00	1	Protect Power-LOAD- 7year	77506001	\$6,185.97	\$6,185.97	
4.00	1	6506 PWRLD COMPAT UPGRADE KIT	6506700001	\$1,721.60	\$1,721.60	
5.00	1	ProCare Upgrade Charge	77100003	\$310.00	\$310.00	

Note:

Product Total	\$33,369.47
Freight	\$0.00
Tax	\$0.00
Total	\$33,369.47

Signature: _____ Title/Position: _____ Date: _____

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

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Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

stryker

Powered loading system



69%

of the U.S. adult population is overweight¹

A typical strain injury has a total cost of

\$70,408

to a department (\$33,528 direct and \$36,880 indirect costs)⁴

The average age of an EMS worker is

40 years old²

Power-LOAD[®]

powered cot fastener system

Reduce the risk of injuries when loading and unloading cots.

The Power-LOAD cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process. The reduction in spinal load helps prevent cumulative trauma injuries. Power-LOAD meets SAE J3027 dynamic crash test standards and minimizes patient drops by supporting the cot until the wheels are on the ground.

Head end LED indicators

Keep operator informed of position status. Solid green when in position or ready to transport, flashing amber when not in position or ready to transport.

Cot release handles

Red release handles allow the cot to be disengaged from the Power-LOAD system when unloading.

Linear transfer system

Supports and guides the cot during loading and unloading.

Inductive charging

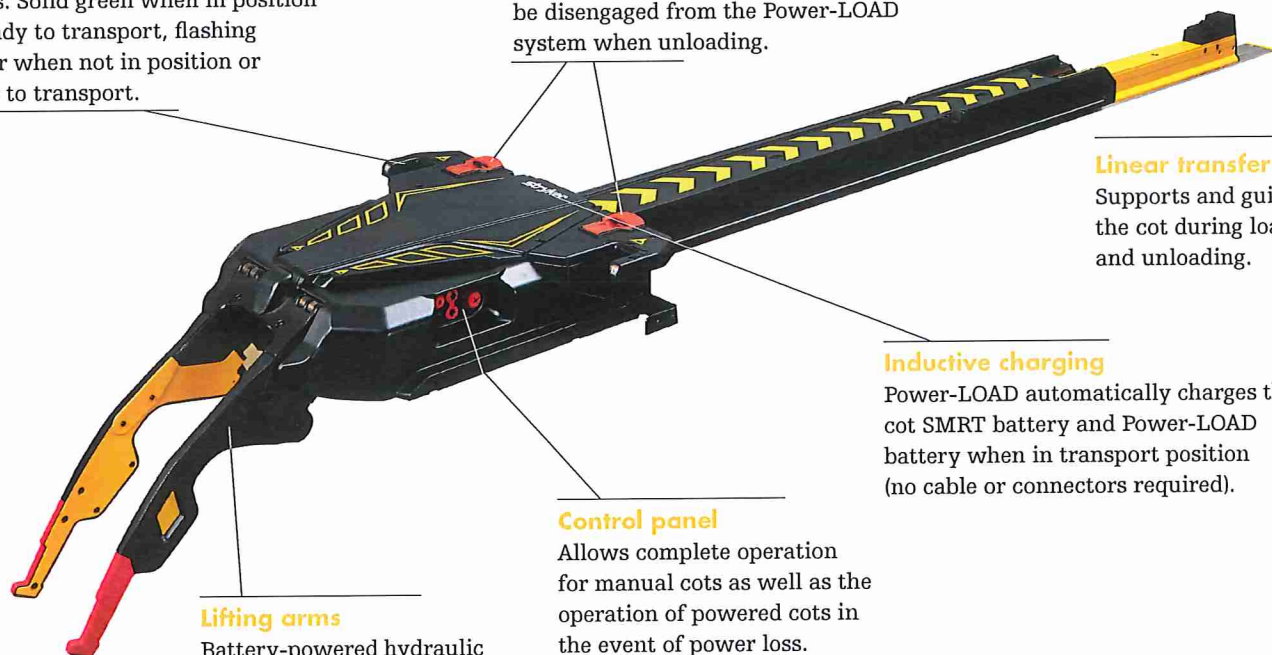
Power-LOAD automatically charges the cot SMRT battery and Power-LOAD battery when in transport position (no cable or connectors required).

Control panel

Allows complete operation for manual cots as well as the operation of powered cots in the event of power loss.

Lifting arms

Battery-powered hydraulic lift system supports the cot and patient during loading and unloading.



Proven to save guarantee A-50

Stryker will guarantee that you will see at least a 50 percent reduction in cot-related injuries pertaining to raising and lowering cots, or Stryker will replace all Power-PRO cots with equivalently configured manual cots price after the first year.*

*Eligibility dependent on documentation

1. <http://www.cdc.gov/nchs/fastats/obesity-overweight.htm>

2. <http://www.emsl.com/ems-management/articles/1193622-EMS-recruitment-strategiesfor-managers/>

3. http://www.emsworld.com/press_release/11360397/firefighter-invents-product-to-reduce-back-injuries

4. <https://www.osha.gov/dcsp/smallbusiness/safetypays/estimator.html>

5. http://www.emsworld.com/press_release/11360397/firefighter-invents-product-to-reduce-back-injuries

6. Sanders, Mick J. (2011) Mosby's Paramedic Textbook (4th ed., p. 36)

7. <http://ems.stryker.com/> Stryker's Powered System shown to reduce back related injuries.

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8 Reference: Stryker. (2012). Superior Ambulance Case Study [Case Study on Power-PRO XT cots]. Retrieved from: <http://ems.stryker.com>

9 Reference: The entire contents of the results section are from: T.K. Fredericks, S.E. Butt, K.S. Harms, J.D. Burns (2013). "Evaluation of Medical Cot Design Considering Biomedical Impact on Emergency Response Personnel." International Society for Occupational Ergonomics & Safety.

Low back strain was the cause of

78%

of compensation days in the U.S.⁵

1 in 4

EMS workers suffer from a career-ending back injury within the first four years of employment.⁶

Lifting causes more than

70%

of back injuries of EMTs³

Power-PRO XT powered ambulance cot

Now the standard of care, the Power-PRO XT was designed with extensive input from medics, resulting in a cot that reduces manual lifting. The innovative battery-powered hydraulic system raises and lowers the cot with the touch of a button* and the retractable head section shortens the cot for 360-degree mobility in any height position.

Retractable Head Section

Retractable head section provides 360-degree mobility in any height position.

XPS

Adjustable with seven locking positions and includes a wider mattress that reduces transfer gap and designed with patient comfort in mind.

Shock, Flat Leg, or Optional Knee Gatch Positioning

Knee gatch provides patient comfort and greater lift clearance.

SMRT Battery

Zero memory charging solution designed to give superior performance to your Power-LOAD cot

Hydraulic Lift System

Battery-powered hydraulic lift system with manual back-up for operator confidence.

Compatibility Kit

Allows for Power-PRO XT cots to work with Power-LOAD, Performance LOAD or both



X-Restraint Package

Meets SAE J3027 dynamic crash test safety standards.

Steer-Lock

Maximizes cot mobility control by locking the head end casters into a straight position preventing cot drift and enhancing its turning precision.

100%

reduction in back injuries was experienced by one service with the assistance of the Power-LOAD cot fastener system and Power-PRO XT cot.⁸

up to

35%

decrease in the rating of perceived exertion when using a powered fastener and powered cot as compared to manual equipment throughout the lifting, loading, and unloading process.⁹

up to

62%

decrease in the risk of developing a low back disorder when adding powered fasteners and powered cots to the loading process.⁹

Power-PRO XT

Specifications

Model Number	6506
Height¹ (infinite height positioning between lowest and highest position)	
Highest Position	41.5 in. (105 cm)
Lowest Position	14 in. (36 cm)
Length	
Standard	81 in. (206 cm)
Minimum	63 in. (160 cm)
Width	23 in. (58 cm)
Weight²	125 lb (57 kg)
Wheels	
Diameter	6 in. (15 cm)
Width	2 in. (5 cm)

¹ Height measured from bottom of mattress, at seat section, to ground level.

² Cot is weighed with one battery pack, without mattress and restraints.

³ 700 lb weight capacity with an unassisted lift capacity of 500 lb (Cot loads over 300 lb (136 kg) may require additional assistance to meet the set cot load height).

⁴ Can accommodate load decks up to 36 in. Load height can be set between 26 in and 36 in.

Stryker reserves the right to change specifications without notice.

In-service video included with every order.

The Power-PRO XT is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

The Power-PRO XT is designed to be compatible with competitive cot fastener systems.

Meets dynamic crash standards with Power-LOAD cot fastening system (AS/NZS-4535, BS EN-1789 with X-restraints and SAE J3027) and Performance-LOAD cot fastening system (SAE J3027 with X-restraints).

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The yellow and black color scheme is a registered trademark of Stryker Corporation

Articulation

Backrest	0–73°
Shock Position	+15°
Optional Knee Gatch	30°
Maximum Weight Capacity³	700 lb (318 kg)
Minimum Operator Required	
Occupied Cot	2
Unoccupied Cot	1
Recommended Fastener System	
Power-LOAD	Model 6390
Floor Mount	Model 6370 or 6377
Wall Mount	Model 6371
Recommended Loading Height⁴	Up to 36 in (91 cm)

Power-LOAD

Specifications

Model Number	6390
Length	
Overall length	95 in (241 cm)
Minimum length	89.5 in (228 cm)
Width	24.5 in (62 cm)
Weight	
Total weight	211.5 lb (96.5 kg)
Floor plate assembly	16.5 lb (7.5 kg)
Anchor assembly	23 lb (10.5 kg)
Transfer assembly	67 lb (30.5 kg)
Trolley assembly	105 lb (48 kg)

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1. Maximum weight capacity represents patient weight. Safe working load of 870 lb (395 kg) represents the sum of the cot total weight and patient.

The Power-LOAD Cot Fastener System is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

Maximum weight capacity*	700 lb (318 cm)
Minimum operator required	
Occupied cot	2
Unoccupied cot	1
Recommended loading height	22 in to 36 in (56 cm to 91 cm)
Battery	12 VDC, 5 Ah lead acid battery
(6390-001-468)	

*Source: Ada County Paramedics Case Study, ems.stryker.com/knowledgecenter

**Source: Evaluation of Medical Cot Design Considering the Biomechanical Impact on Emergency Response Personnel Tycho K. Fredericks, Steven E. Butt, Kimberly S. Harms, and James D. Burns. ems.stryker.com/knowledgecenter

A-53



Comprehensive Quotation

Sales Account Manager
ROBERT STEWART
ROBERT.STEWART@STRYKER.COM
Cell: 617-997-1983

Remit to:
Stryker Medical
P.O. Box 93308
Chicago, IL 60673-3308

End User Shipping Address

1161404
MIDDLETON FD
4 LAKE ST
MIDDLETON, MA 01949

Shipping Address

1161404
MIDDLETON FD
4 LAKE ST
MIDDLETON, MA 01949

Billing Address

1161404
MIDDLETON FD
4 LAKE ST
MIDDLETON, MA 01949

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	7100874	01/22/2019	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	2	Stair-PRO Model 6252	6252000000	\$3,507.08	\$7,014.16	
		Options				
	2	Stair-PRO Model 6252	6252000000	\$3,507.08	\$7,014.16	
	2	Common Components	6252026000			
	2	Stair-Pro Operations Manual	6252009001			
	2	2 Piece ABS Panel Seat	6250021000			
	2	Polypropylene Restraint Set (Plastic Buckles)	6250160000			
	2	1 year parts, labor & travel	7777881660			
	2	Main Frame Assy Option	6252022000			
	2	Standard Length Lower Lift Handles	6250024000			
	2	In-Service Video (DVD)	6250001162			
	2	Footrest Option	6252027000			
	2	No IV Clip Option	6252024000			
2.00	2	Protect Evac Chair - 7year	77312001	\$752.80	\$1,505.60	

Note:

Product Total	\$8,519.76
Freight	\$0.00
Tax	\$0.00
Total	\$8,519.76

Signature: _____ Title/Position: _____ Date: _____

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

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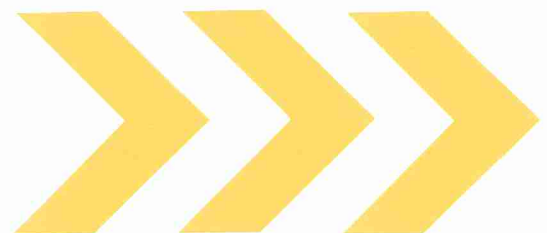
Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

A-53

stryker

Stair-PRO®

stair chair



A-55

Stair-PRO® stair chair

As a medic you are relentless. And in your relentless pursuit for optimal patient care, you are faced with unique challenges patient handling in stairways is a challenge you may face on any given call. The strain on your back from lifting and lowering patients down stairs can add up over time. With 1 in 4 EMS workers suffering a career-ending back injury within the first four years of employment, it is clear you need an option to reduce this risk¹.

Each patient handled in a stairway can pose a risk for caregiver injury. Stair-PRO puts the power to help reduce that risk back in your hands. Stryker's Stair-PRO stair chair – *it's a powerful thing.*



Compact folded depth

Easy-to-fold functionality allows the chair to fold to a compact size for convenient storage in existing vehicle compartments.

Optional accessories:



O₂ Holder



Foot Support



IV Clip



Vinyl head support

Key features:



A-55

Specifications¹

• Models	6252	
• Height	37.5 in	(95.25 cm)
• Width	20.5 in	(52 cm)
• Depth²	28 in	(71 cm)
• Folded Depth	8 in	(20 cm)
• Weight	32.8 lb	(14.9 kg)
• Maximum Load³	500 lb	(228 kg)

¹ Dimensions are measured from the outermost edges of the main frame. Specifications are rounded to the nearest whole number. Conversions are calculated before rounding.

² Depth dimensions are measured with extendable handles retracted.

³ Maximum load capacity is total weight distributed in accordance to basic human anatomy. EMTs must consider the weight of the patient, equipment and accessories when determining the total weight on the product.

⁴ Patient restraint set includes two cross-chest restraints and one ankle restraint. Cross-chest restraints can also be used in a chest and lap restraint configuration.

In-service video included with every order.

Stryker reserves the right to change specifications without notice.

References

1. Sanders, Mick J. (2011) Mosby's Paramedic Textbook (4th ed., p. 36)

Technical Support

Stryker Technical Support comprises a team of professionals available to help with your Stair-PRO needs. Contact via phone at 1 800 STRYKER or email at TechnicalSupport@Stryker.com.

ProCare Service from Stryker

With maintenance, service and work-flow solutions that proactively maintain your equipment, we help you get every last penny out of your investment. Two-hour priority response callback time and 24- to 72-hour product turnaround help you focus more on your patients and less on equipment upkeep.

Flex Financial Program

Our financial programs provide a range of smart alternatives designed to fit your organization's needs. We offer flexibility beyond a cash purchase with payment structures customizable to meet budgetary needs and help to build long-term financial stability. Specialized finance solutions for municipalities and other government agency businesses are also available.

To learn more about the wide range of financial services, call 1 888 308 3146.

Certifications



Warranty:

- One-year parts, labor and travel or two-year parts only
- Lifetime on all welds*

Extended warranties available:

- 7-year service life

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3800 E. Centre Avenue
Portage, MI 49002 USA
t: 269 329 2100
toll free: 800 327 0770

ems.stryker.com

Printed in U.S.A.

Mkt Lit-305 01 APR 2009 Rev D.1

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[<- Last Results List](#)



 **Expanded View**

Meets the AHA CPR feedback device requirements!

Prestan Professional Adult CPR-AED Training Manikin (Medium Skin, with CPR Monitor) 4-Pack

The unique clamshell design of these adult training manikins helps instructors save valuable training time by making setting up, transporting, packing up, and inserting a face shield lung bag quick and easy. A built-in clicker mechanism helps students learn to use the right amount of force to compress the chest to the correct depth, and the patented face/head tilt, which simulates the way an actual victim's head would move, helps students learn how to open the airway during CPR. The manikins also feature a built-in CPR rate monitor that lets students and instructors see at a glance when the proper rate of compressions has been reached. Comes with 4 manikins, 50 adult face shield lung bags, and a nylon carrying case.

Prestan Products

Item: **PP-AM-400M-MS**

Unit Price: \$540.27 for a package of 4

Qty:

Add to Cart

A-57



L. W. BILLS COMPANY
DIVISION OF B & B ENGINEERING CORPORATION

7-9 Park Street, PO Box 7
Georgetown MA 01833-0007
(978) 352-6660 - (800) 892-0275 - fax (978) 352-6639
e-mail: lwbills@comcast.net
Employee Owned and Operated Since 2014

February 1, 2019

Middleton Fire Department
Attn: Chief Thomas Martinuk
4 Lake Street
Middleton MA 01949

Dear Chief Martinuk:

The following proposal is for a new Signal Communications TRX50 box alarm receiver capable of decoding your 100mili amp fire boxes and retransmitting them to the Essex County Regional Center via radio signal to be received on the existing regional equipment there. All equipment and labor are listed on the Mass State Bid Contract F1R04, a copy of which is enclosed. We will furnish and install the following:

1 – TRX50 System Processor	\$25,000.00
1 – TRX50 Radio Module Receiver	\$ 5,400.00
1 – TRX50 Regional Transmitter	\$ 1,500.00
1 – TRX50 User Interface	\$ 600.00
1 – TRX50 Charger Module	\$ 4,200.00
2 – TRX50 Batteries, 12V 24 AH	\$ 376.00
1 – TRX50 Telegraph Board	\$ 2,100.00
1 – TRX50 Antenna Installation Kit	\$ 786.00
2 – Telegraph Retransmission Boxes	\$11,200.00
2 – Retransmission Antenna Installation Kits	\$ 1,572.00
1 – Miscellaneous Antenna Cable, Connectors & Hardware	\$ 1,000.00
1 – FCC/IMSA Licensing Fee	<u>\$ 495.00</u>
List Price	\$54,229.00
25% State Bid Contract Discount	-13,557.25
Labor to Install, Program, Test & Training	<u>\$18,260.00</u>
Total	\$58,931.75

All labor and materials hold a one-year warranty. Quotation is valid for 90 days. If you would like to proceed with the work, please sign our quote below and return it to us with a purchase order, if applicable, so we can order the materials and schedule the work. Any questions, do not hesitate to contact me. Thank you for the opportunity to quote.

Sincerely,

Dan Dinwiddie
President

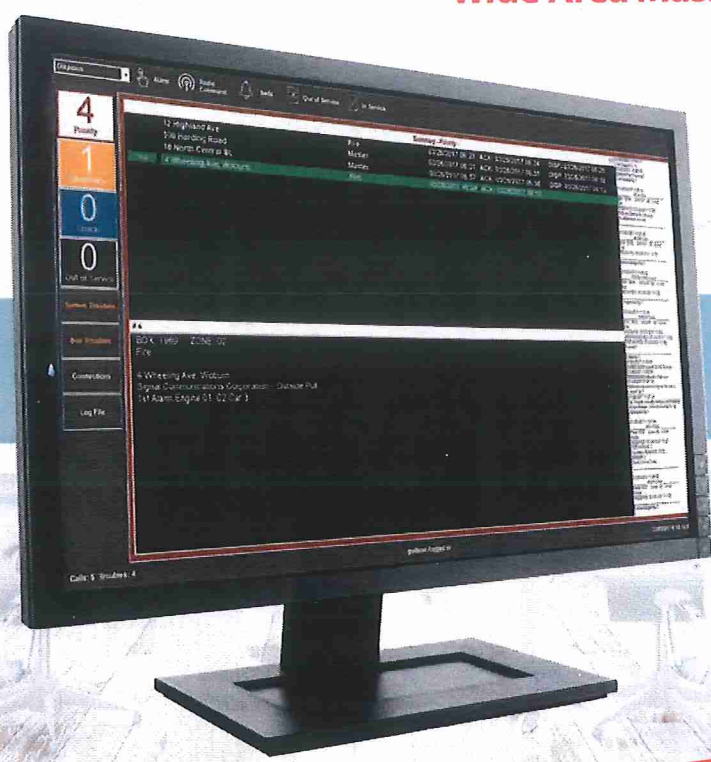
DD/dmr

Quote Approval Signature: _____ Date: _____



TRX50

Emergency Reporting and
Wide Area Mass Notification System



Signal Communications

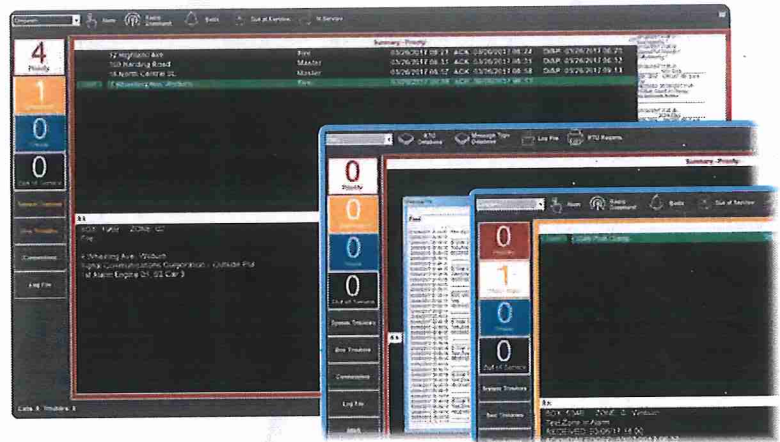
Advanced Solutions for Emergency Centers

For over 35 years, Signal Communication's emergency reporting and notification systems have been used to protect thousands of buildings and many thousands of people from coast to coast.

Municipalities, government facilities, military bases, college campuses, and other large multi building complexes rely on Sigcom's systems, products, and people to support their community's life safety efforts.

TRX50 – Modular, Scalable, Secure

Sigcom's TRX50 system offers a fully integrated software and hardware platform for monitoring, reporting, and management of major emergencies that endanger people and property. Each system is customized to meet the needs of the community, the local responders, and the central dispatch operation. Options include support for combined hardwire (Telegraph) and radio box networks, ability to manage and dispatch calls at multiple stations in the emergency center, and ability to add integrated wide area mass notification to the platform.



A two level visual dispatch display can include a virtual printer detailing all alarms and trouble activity - eliminating the need for a paper printer.

Supports Existing Telegraph and Managed Transition to Radio

Sigcom TRX50 system is unique in its ability to enable municipalities and others to cost effectively and safely transition to a modern radio network. TRX50 accepts signals from 100 mA Telegraph Boxes and Sigcom Radio Boxes simultaneously. This facilitates a managed switch over on a flexible schedule. TRX50 gives municipalities a solution for service-intensive legacy fire alarm networks that can be implemented at a reasonable pace and cost to ultimately improve public safety.



Sigcom Radio Boxes are the ideal replacement for service intensive hardwire connected Master boxes like the one shown here

NFPA 72 Chapters 27 and 26 Approved for Both Public Reporting and Supervising Station

Other systems claim to have NFPA approval, but is it the right NFPA 72 standard for your application? Sigcom's TRX50 System has been tested and approved to be compliant with the rigorous requirements of both Chapter 27 – *Public Emergency Alarm Reporting Systems* - and Chapter 26 – *Supervising Station Alarm Systems*. TRX50 is one of very few systems to be compliant with both Chapter 27 and Chapter 26.

Superior Long Range Radio Technology

At the heart of the TRX50 platform is Sigcom's proven and versatile long range radio communication technology. Sigcom radio networks are installed and maintained by authorized partners and the network is owned and managed by the emergency operation. Sigcom long range radio networks deliver many significant advantages over the alternative radio technology considered for similar applications – Mesh Radio.

Sigcom's Advantages over Mesh Radio

- **Mesh Radio not approved for Public Reporting** – Mesh Radio systems do not meet the requirements for the only national standard developed for municipal applications – NFPA 72 Chapter 27.
- **Much longer range, up to 25 miles per radio.** Typical range for a Mesh radio is only 2-5 miles. Mesh Networks require many repeater radios to achieve the same range as Sigcom.
- **End to end secure radio communication – no IT support needed.** All signals in a Mesh radio system must be converted to internet data. All Mesh systems require at least two internet connections for code compliance and to assure signal delivery.
- **Two-way command and control.** Unlike Mesh radio, Sigcom radio technology enables the dispatch center to control virtually any device or system in any location at any time (e.g. shut down the HVAC system if a fire signal is received).
- **Live voice communication over radio network.** Using the Sigcom radio network, a dispatcher can pick up a microphone at the TRX50 head end and deliver live messages to all or part of the population at any time.



Sigcom DTX Series Solar powered Radio Box can replace City Master boxes virtually anywhere

Scalable to Add Wide Area Mass Notification

TRX50's modular platform is also a perfect solution for military bases, municipalities, and other large complexes that want a comprehensive ability to inform and instruct large populations in many buildings to manage dangerous events in real time. The same long range radio network that delivers emergency signals to and from fire and security alarms can also carry live voice to an array of in-building and outdoor appliances and systems as part of an integrated wide area mass notification system. When integrated with Sigcom's MNS-100 mass notification system, TRX50 meets the stringent requirements of UTC 4-021-01.



TRX50 System head end including Mass Notification Module with microphone



Middleton Fire Department pumper replacement history

And proposal 2019-FY20

In the year 2000 the Middleton Fire Department pumper fleet consisted of a 1972 International Farrar 750 GPM pump with 500-gallon tank, a 1979 Ward LaFrance 1250 GPM pump with 750-gallon tank and a 1986 Hahn 1250 GPM pump with 750-gallon tank. All three pumps were well worn and in need of major repairs. The 1972 pumper should have been replaced around 1992, but never was for unknown reasons.

The 1979 and 1986 pumpers had major mechanical issues, besides the fact that the 1979 pumper was twenty-one years old and was refurbished once already. The replacement of the 1979 pumper was also put off, again for unknown reasons.

The 1986 pumper was replaced first because it was in worse shape than the 1979 pumper, but there was a clause in the contract that guaranteed that the price would be the same for a second pump if it was bought within a year. This put the town in a predicament where they were relying on two pumpers that had a combined age of fifty years (with the 1986 pump out of service) and sometimes the thirty-year-old pump was first due if the others were out of service for repairs. Both replacement pumpers were bought out of desperation and meant to be ten-year vehicles because they were cheap and weren't built to last long.

In 2014 both newer pumpers (the 2001 and 2002) had a major issue with a wiring harness and pump controllers (the pump controllers are what run the pump). The pump controllers had to be specially built because the trucks were too old, and the parts were not made anymore. This took over two weeks. Again, the town was relying on a thirty-year-old pump and a thirty-year-old pump borrowed from a neighboring town, not a good situation! These older pumps do not have the safety features that the newer vehicles have and are obviously well worn if they are the third line piece of apparatus. Recently Engine one, the 2001 pumper, had to have two gauges replaced, the mechanic took them out and they fell apart in his hands. The replacements took two weeks to order because they are not common stock.

In 2015 a new pumper was ordered (delivered in 2016) to replace the forty-three-year-old, 1972 pumper. This gave the town three pumpers with a thousand gallons of water each. This, along with the tanker, helped the town to meet certain requirements of ISO (having 4000 gallons of water at a fire within a certain time frame).

Engine one (2001 pumper) has 81,000 miles and 4346 engine hours. The fire truck industry uses a formula where the engine hours multiplied by 33 gives the actual total miles (this considers the engine is running while the truck is pumping). In this case the actual mileage of engine one is 143,418, engine three (2002 pumper) has 56,000 miles and 125,763 actual miles. Engine one is going to need more work, such as an oil pan, brakes, valve work and anything else unseen.

The pricing for the pumper increases every year due to materials and other related manufacturing costs. The trade-in value of engine one (If any) will also go down as time passes.

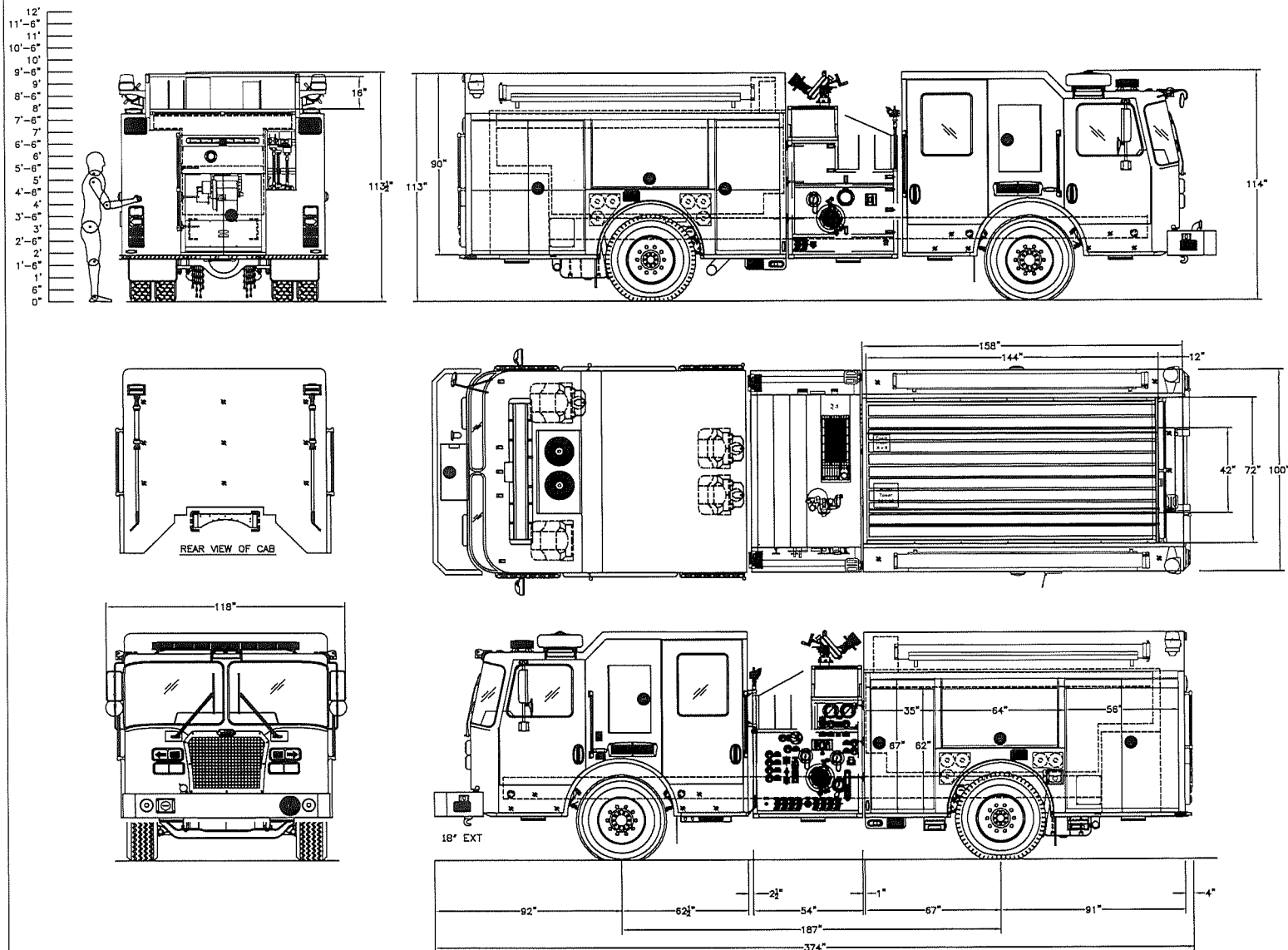
One recent example, while the newest pump (E2) was out for maintenance engine one was responding to a call and died in the middle of the square. Luckily the call was for a false alarm and the situation was taken care of. As the vehicles get older this is more likely to happen. As of this writing Engine one is out of service because it failed inspection. A new pump, once it is ordered, will take a year or more to be delivered.

The biggest concern is that the two older pumpers will break down again leaving us with one pumper. We are trying to replace the pumpers so that we do not run into a situation like we have in the past. By spacing out the replacement of the pumpers and replacing them on a regular basis will keep us from having anymore situations where we are not adequately protected, and the safety of the firefighters and the townspeople are not in jeopardy. As I have stated in the past this department (any fire department) relies heavily on apparatus and manpower, without the best of both we cannot do our jobs.

Respectfully,

Thomas J Martinuk

Chief of Department



CHASSIS

CHASSIS: 100" W KME PANTHER 4X2
 CAB: MFD WITH 10" RAISED ROOF
 ENGINE: CUMMINS ISL9 450 HP
 TRANSMISSION: ALLISON 3000EVS
 FRONT AXLE: 21,500 LB
 REAR AXLE: 27,000 LB

PUMP

PUMP: HALE QMAX-175 1750 GPM SINGLE STAGE
 INTAKES:
 DRIVER SIDE: 6" & 2-1/2"
 OFFICER SIDE: 6"
 FRONT: N/A
 REAR: N/A
 DISCHARGES:
 DRIVER SIDE: (2) 2-1/2"
 OFFICER SIDE: (1) 4" & (1) 2-1/2"
 FRONT: (1) 1-1/2" DS. SLEEVED
 REAR: (1) 2-1/2" DS. SLEEVED
 DECK GUN: (2) 2" & (1) 2-1/2" CROSSLAYS
 OTHER: (2) 2" & (1) 2-1/2" CROSSLAYS

TANK

TANK: POLY
 WATER: 950 GALLONS
 FOAM: 50 GALLONS
 EXTRA FILLS: N/A
 DUMPS: N/A

BODY

BODY TYPE: 158" FLEX MEDIUM
 MATERIAL: 3/16" ALUM
 COMPARTMENTATION:
 DRIVER SIDE: FULL HEIGHT/FULL DEPTH
 OFFICER SIDE: FULL HEIGHT/SPLIT DEPTH
 HOSE/ED:
 DIVIDERS: TWO (2)
 HOSE LOAD: 1000' OF 4"
 400' OF 3"
 200' OF 2 1/2"
 200' OF 1-3/4"

MISC.

GENERATOR: SMART POWER HR-6
 FOAM SYSTEM: ELKHART ON BOARD TRUCK FOAM ACCESS

CUSTOMER APPROVAL:

NAME:

TITLE:

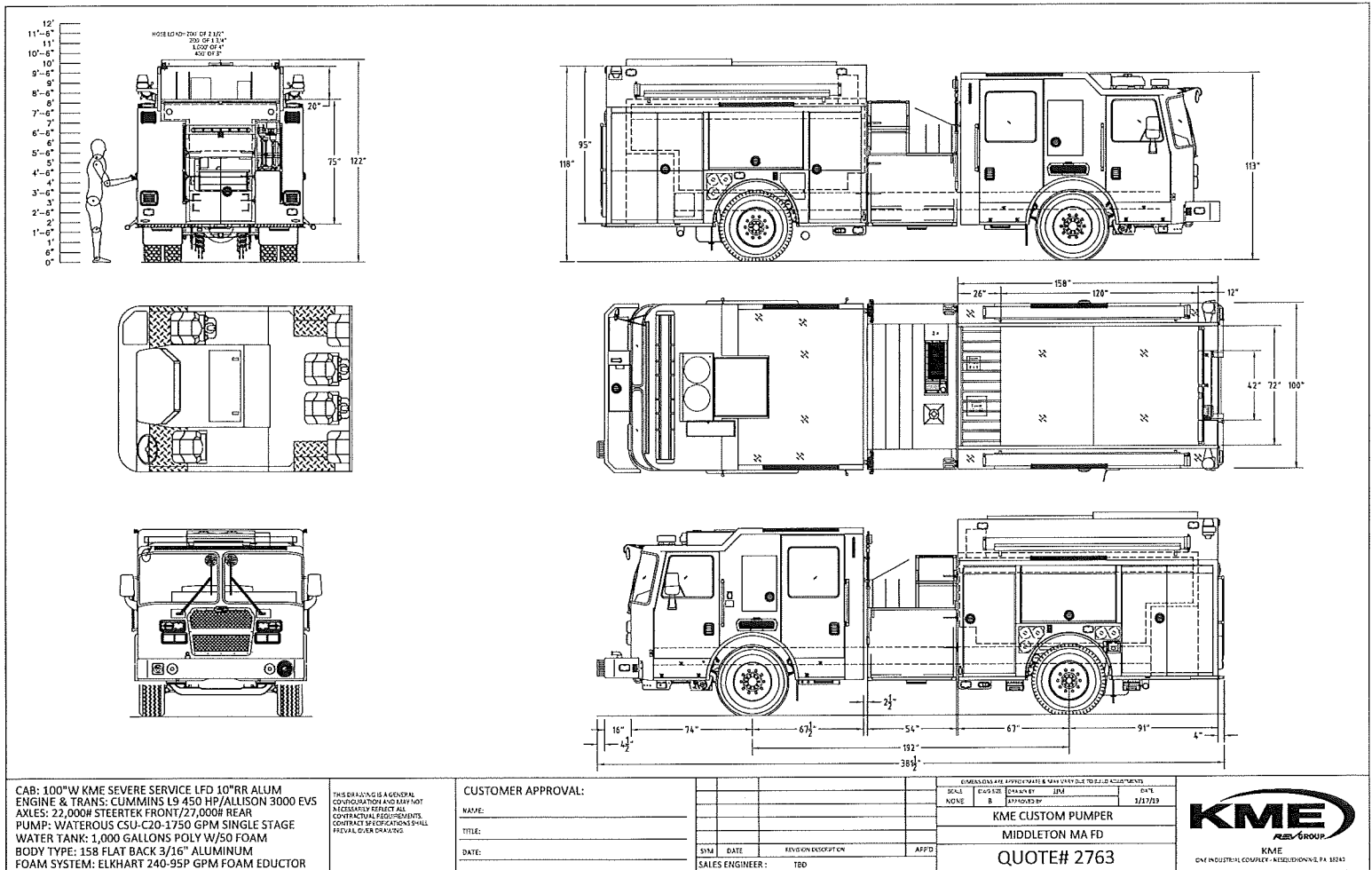
DATE:

THIS DRAWING IS A GENERAL CONFIGURATION AND MAY NOT
 NECESSARILY REFLECT ALL CONTRACTUAL REQUIREMENTS.
 CONTRACT SPECIFICATIONS SHALL PREVAIL OVER DRAWING

A	01/22/2016	REVISED PER BODY LAYOUTS	MPH
SYM	DATE	REVISION DESCRIPTION	APP'D
SALES ENGINEER : MARK HIGGINS			

KME
 KOVATCH

KOVATCH MOBILE EQUIPMENT
 ONE INDUSTRIAL COMPLEX - REESBURGH, PA 15340
 DIMENSIONS ARE APPROXIMATE & MAY VARY DUE TO BUILD ADJUSTMENTS
 DATE: 05/19/15 SCALE: 1"=24" DWG SIZE: D
 DRAWN BY: DMD
 APPROVED BY: MEH
KME CUSTOM PUMPER
 MIDDLETON FIRE DEPARTMENT, MA
 GSO#10138



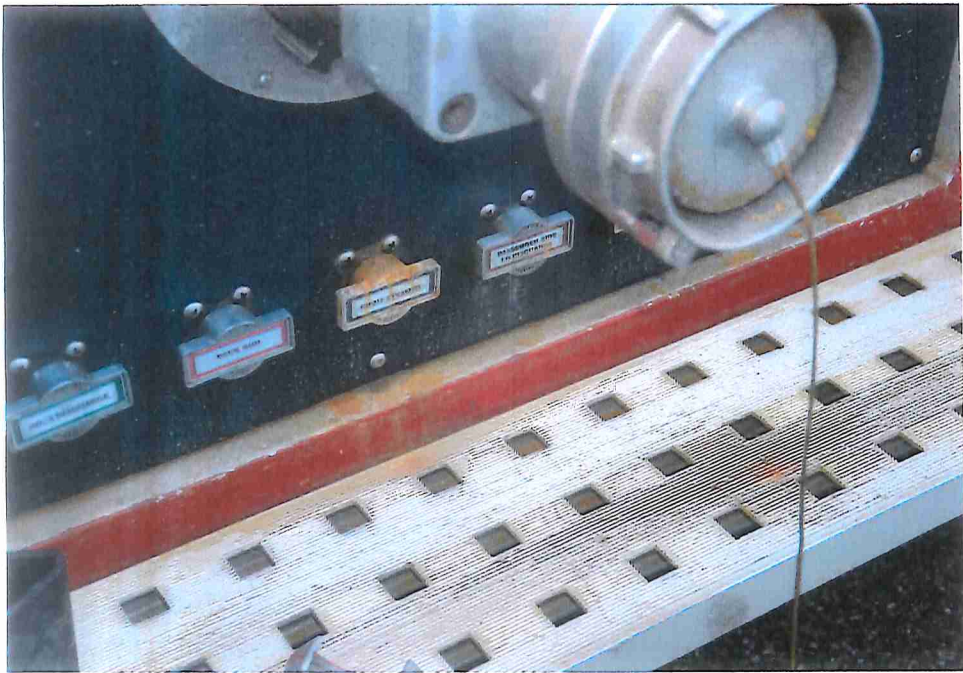
MIDDLETON FIRE DEPARTMENT REQUEST FOR QUOTE

<u>Description</u>	<u>Quantity</u>	<u>Each</u>	<u>Total</u>
Jafrib hose 4" x 100' yellow 4" storz couplings	5	\$495.00	\$2,475.00
Jafrib hose 4" x 25' yellow 4" storz couplings	2	\$182.00	\$364.00
Jaflne or equivalent 3" x 50' hose coupled 2.5" NH Aluminum couplings white	20	\$251.10	\$5,022.00
Jaflne or equivalent 3" x 25' hose coupled 2.5" NH Aluminum couplings white	2	\$156.65	\$313.00
Jaflne or equivalent 2.5" x 50' hose coupled 2.5" NH Aluminum couplings white	3	\$180.00	\$540.00
Jaflne or equivalent 1.75" x 50' hose coupled 1.5" NST Aluminum couplings (4 blue – 4 red)	8	\$120.00	\$960.00
Akron Sabrejet handline nozzle 2.5" NH	1	\$839.00	\$839.00
Akron Sabrejet handline nozzle 1.5" NH	2	\$919.00	\$1,838.00
Harrington HAV	1	\$1,138.00	\$1,138.00
Super Vac Model P164SE Smoke Ejector With support bar	1	\$1,367.00	\$1,367.00
TFT or equivalent 2.5" hydrant gate valve	2	\$525.00	\$1,050.00
Flat head ax 6# fiberglass	2	\$50.00	\$100.00
Pick head ax 6# fiberglass	2	\$55.00	\$55.00
30" Halligan	2	\$245.00	\$849.00
Pike Pole 6'	1	\$90.00	\$90.00
Pike Pole 8'	1	\$100.00	\$100.00

Universal spanner wrench	2	\$18.50	\$36.00
Dual wrench holder w/ #10 wrenches	2	59.00	\$118.00

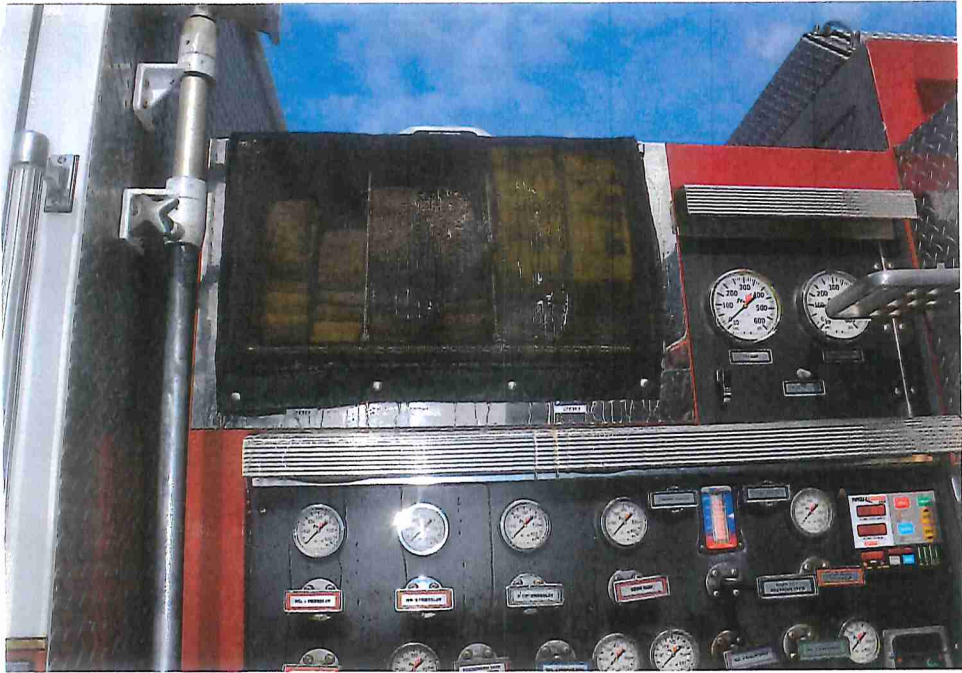
<u>Description</u>	<u>Quantity</u>	<u>Each</u>	<u>Total</u>
Hydrant and spanner wrench	2	\$39.00	\$78.00
2.5" double male	2	\$25.50	\$51.00
2.5" double female	2	\$25.50	\$51.00
1.5" double male NST	2	\$15.50	\$31.00
1.5" double female NST	2	\$15.50	\$31.00
Rubber mallet	1	\$18.00	\$18.00
Package of 5 collapsible NFPA compliant Traffic cones	1	\$99.00	\$99.00

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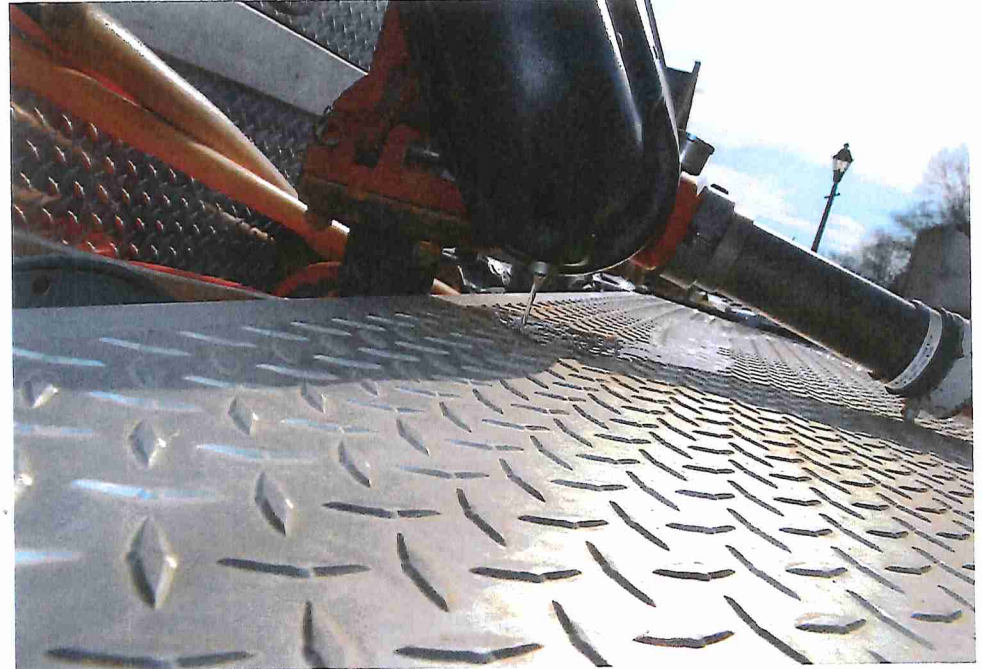


A-68

A-69



Leaky and rusty valves



A-69

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Elementary Schools					
Educational Capital					
Curriculum					
Fuller Meadow School		10,000	10,000	10,000	
Howe Manning School		15,000	15,000	10,000	
End-User Technology					
Fuller Meadow School	34,198	50,000	50,000	50,000	50,000
Howe Manning School	84,249	50,000	50,000	50,000	50,000
Technology Infrastructure					
Fuller Meadow School	15,000			100,000	
Howe Manning School	15,000			100,000	1,000,000
Furniture					
Fuller Meadow School					
Howe Manning School					
Internal Building Capital					
ADA Building Work					
Fuller Meadow School		5,000	15,000	15,000	
Howe Manning School		5,000	15,000	15,000	
Building Interior					
Fuller Meadow School					
Howe Manning School	5,000				
Bathrooms					
Fuller Meadow School					10,000
Howe Manning School					
Flooring					
Fuller Meadow School		80,000	85,000	90,000	
Howe Manning School					

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Floor Care Equipment					
Fuller Meadow School		12,000			
Howe Manning School			14,000	14,000	
External Building Capital					
Large Scale Painting					
Fuller Meadow School					
Howe Manning School					
Grounds/Parking Lot/Sidewalks					
Fuller Meadow School					
Howe Manning School					
Septic System					
Fuller Meadow School					
Howe Manning School					
Playground Equipment & Parking Lot					
Fuller Meadow School	120,000	2,000,000			
Howe Manning School					
Roofs					
Fuller Meadow School			1,700,000		
Howe Manning School					
Building Exterior					
Fuller Meadow School					
Howe Manning School					
Windows					
Fuller Meadow School					
Howe Manning School					

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Building Systems and Building Equipment					
Kitchen Equipment					
Fuller Meadow School					
Howe Manning School					
Boilers / Pumps & Controls					
Fuller Meadow School					
Howe Manning School					
Classroom HVAC					
Fuller Meadow School					
Howe Manning School					
Large HVAC Equipment					
Fuller Meadow School			135,000		
Howe Manning School					
Telephone Systems					
Fuller Meadow School					
Howe Manning School					
Security/Video Systems					
Fuller Meadow School					
Howe Manning School					
Public Address Systems					
Fuller Meadow School					
Howe Manning School					
Master Clock Systems					
Fuller Meadow School					
Howe Manning School					

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Water					
Fuller Meadow School					
Howe Manning School					
Electrical					
Fuller Meadow School					
Howe Manning School					
Emergency Generator					
Fuller Meadow School		350,000			
Howe Manning School					
Aaron Wood Building					
TOTAL ELEMENTARY SCHOOLS:	\$273,447	\$2,577,000	\$2,089,000	\$454,000	\$1,110,000

Tri Town School Union Capital Plan Table of Contents

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Appendix A: Capital Plan Schedule

Tri-Town School Union – FY20 Fifteen Year Capital Plan Overview

Boxford, Middleton, & Topsfield Elementary Schools – Fifteen Year Capital Plan

The Tri-Town School Union Capital Plan is a proposed fifteen year schedule for the renovation or replacement of capital expenditures for each of the elementary schools in Boxford, Middleton, and Topsfield. The reason why we use this model is to assist the member Towns with reasonable planning for capital expenses in the short-term and long-term.

This document will provide specific details about the various capital categories and the reason(s) behind the renovation and/or replacement. It is important to keep in mind that it is very difficult to estimate costs for capital items over a long-term period. Under these circumstances, the proposal amount functions like a placeholder and reminder that a particular capital item will be coming to the end of its useful life.

In addition, the Capital Plan and corresponding schedule is a fluid document. The presented capital plan is based on estimated end of life, educational mandates, and curriculum update schedules. The Capital Plan is vulnerable to the economic, political, financial, and local environmental factors and constraints. Each of these factors have a strong influence in each of the districts' abilities to maintain the Capital Plan Schedule. Therefore while this document functions as a desirable schedule, it is more like a guide for all stakeholders when you take into consideration the external influences.

The threshold that would trigger a capital request in each town is listed below:

Boxford = \$10,000

Middleton = \$5,000 Guideline

Topsfield = \$5,000

Areas of capital that are communicated (per School) in this document include:

- I. Educational Capital (Curriculum Purchases & Technology)
- II. Technology Infrastructure
- III. Furniture
- IV. Internal Building Capital:
 - a. *NEW* for FY20 - ADA Building Work
 - b. Building Interior
 - c. Bathrooms
 - d. Flooring

- e. Floor Care Equipment
 - f. Large Scale Painting
 - g. Kitchen Equipment
- V. External Building Capital:
 - a. Grounds & Playground Equipment
 - b. Roofs
 - c. Building Exterior & Windows
- VI. Building Systems & Building Equipment
 - a. Boilers & Boiler Controls
 - b. Classroom HVAC
 - c. Large HVAC Equipment
 - d. Telephone Systems, Security Systems, P/A & Master Clock Systems
 - e. Water
 - f. Electrical
 - g. Septic Systems
 - h. Emergency Generators
- VII. Aaron Wood Building

Boxford Elementary Schools Harry Lee Cole School Overview

Building Square Footage: 71,000 square feet

1954 - Original wood frame two story, CMU walls, brick exterior face building built. Building consisted of (8) Classrooms, Cafe/Gym combination space and kitchen. (2) Oil fired steam boilers with local radiation.

1986 - Addition built for expansion. Two Story brick faced, steel frame with CMU, gypsum wallboard and GCMU wall construction.

Classrooms on two levels, small instruction spaces, admin/principal suite with conference room, new gymnasium, computer lab, library, elevator and relocation of schools main entrance. This project added a second boiler room on the west side of the school that consisted of (2) hot water gas fired boilers, single loop hot water heat system with (2) 3HP pumps. Pneumatic HVAC controls for boilers/ CRUV's/ exhaust fans were introduced. (3) Constant volume heating & ventilation units were installed on the roof along with exhaust fans for bathroom, kitchen and classroom exhaust. Potable well storage and controls were relocated to this space. (1) Domestic hot water heater and temperature reducing station. A 30KW N.G. emergency generator was added along with new switchgear, electrical distribution fed by a relocated building sub grade service feeder via transformer. New telephone and fire control were also incorporated.

Replacements of most of the original section windows with Anderson vinyl clad awning windows to match the new construction windows were installed. Replacement of classroom unit ventilators (CRUV) in the old section with to match units installed in new addition. Flooring is mostly VCT in halls with carpet/VCT combination floors in classrooms and maple wood in gymnasium. Steam boilers located in the east boiler room were converted to burn CNG.

1996 - Addition built for expansion. (12) Classrooms. Two story Brick / block exterior faced, steel frame construction with CMU, gypsum wallboard interior construction. Roof is ballasted built up asphalt. Aluminum window systems installed throughout. A third natural gas fired boiler was added to the west boiler room. The addition was served by a single hot water heating loop served by (1) pump. (1) Reznor RTU constant volume make up air unit serving upper and lower hallways, bathroom and classroom exhaust. Flooring is VCT-hallways and carpet/VCT combination in classrooms.

2012 - Completed roof replacement under MSBA's Green Repair Program.

Lighting retro-fit and parking lot completed in 2010 - 2012.

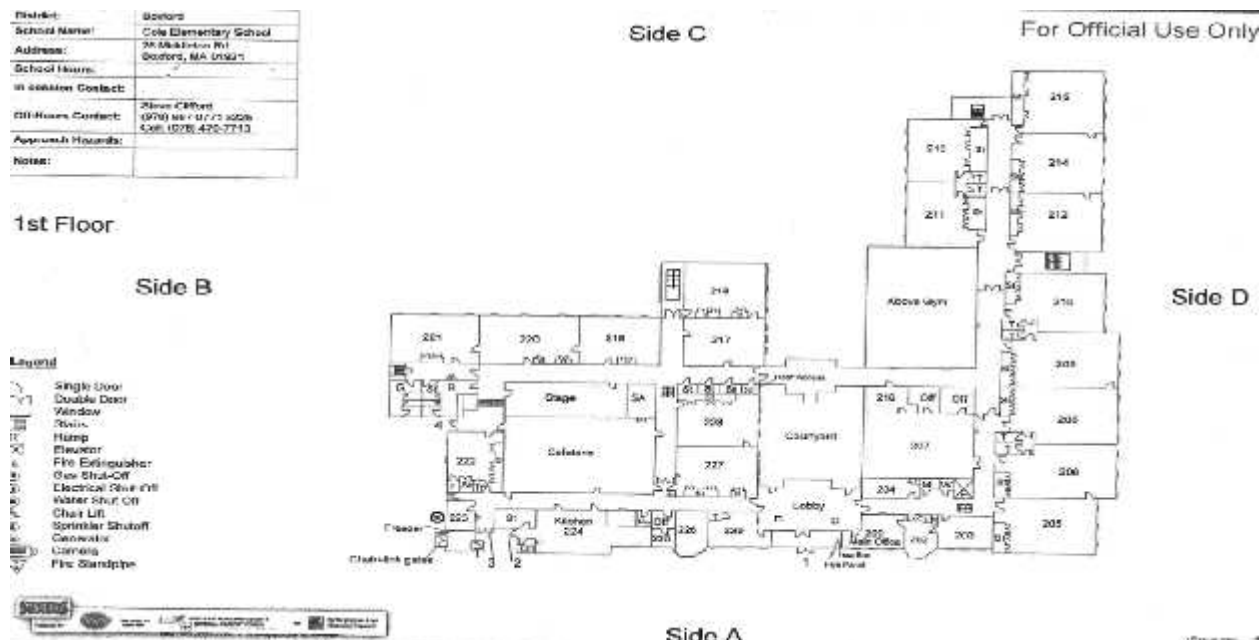
2013 - Installed category 6A cabling, 30 Aerohive 330 WAPs, and updated the core switches.

P/A and Master Clock updated in 2010. Phone system updated in 2014. Access control is scheduled for 2015. Added two cameras and replaced DVR in 2014.

2014 – Harry Lee Cole Playground and Pre-School Playground were replaced.

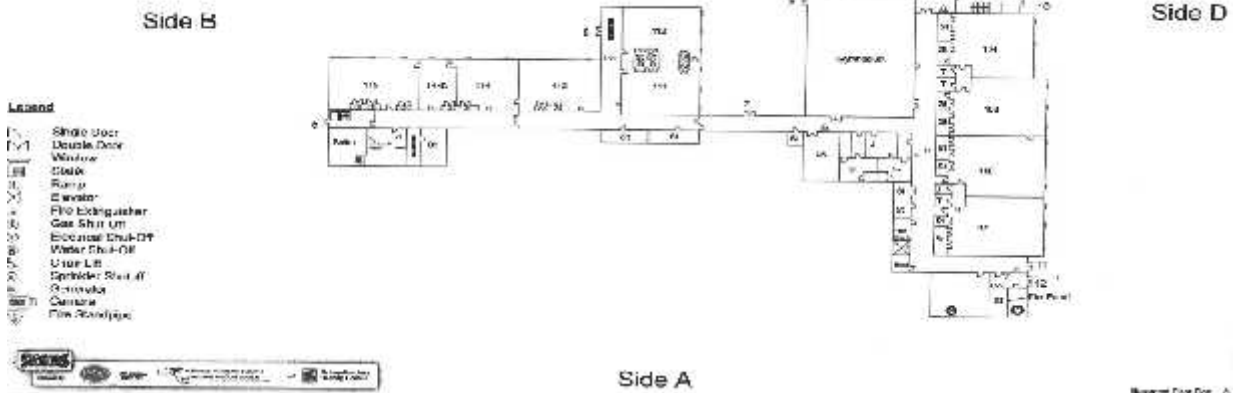
2015 – Timer controls for steam units one and two were replaced. This program was 100% reimbursed by National Grid.

2018 – Floor surface replacement in the main corridors of the lower level and first level



District:	Wentworth
School Name:	Cole Elementary School
Address:	28 Middleton Rd. Roxbury, MA 01969
School Hours:	8:30 am - 3:30 pm
Emergency Contact:	
Off-Hours Contact:	
Approach Months:	
Notes:	

Basement



Harry Lee Cole School Proposed Future Capital Requests

Tri-Town School Union		Dollar Place Holder (Estimated) - Note: Amounts and scheduling years are subject to change												
Appendix A: Capital Plan Schedule		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Updated:	1/3/2018													
Proposed Fiscal Year:	2020													
Harry Lee Cole Curriculum			10,000	10,000	10,000		10,000		15,000					
Harry Lee Cole (on the Op. Budget) End User Technology														
Harry Lee Cole Technology Infrastructure					100,000								150,000	
Harry Lee Cole Furniture														
Harry Lee Cole ADA Building Work		10,000	10,000	10,000	10,000									
Harry Lee Cole Building Interior														
Harry Lee Cole Bathrooms				10,000	100,000									
Harry Lee Cole Flooring														
Harry Lee Cole Floor Care Equipment			15,000											
Harry Lee Cole Large Scale Painting														
Harry Lee Cole Grounds														
Harry Lee Cole Septic System														
Harry Lee Cole Playground Equipment & Parking Lot		80,000	2,500,000											
Harry Lee Cole Roofs					650,000									
Harry Lee Cole Building Exterior														
Harry Lee Cole Windows														
Harry Lee Cole Kitchen Equipment										500,000				
Harry Lee Cole Boiler & Boiler Control				150,000										
Harry Lee Cole Classroom HVAC				500,000	850,000		800,000							
Harry Lee Cole Large HVAC Equipment														
Harry Lee Cole Telephone Systems								200,000						
Harry Lee Cole Security Systems				150,000										
Harry Lee Cole Public Address Systems														
Harry Lee Cole Master Clock Systems														
Harry Lee Cole Water														
Harry Lee Cole Electrical		200,000												
Harry Lee Cole Emergency Generator				200,000										

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancements and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget. We are communicating this information in the capital plan for informational purposes and future discussion.

Technology Infrastructure FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will

need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

The building servers at both elementary schools have been decommissioned and replaced with a centralized configuration that is housed at the Central Office. The new configuration was cost effective and will support our future educational technology needs.

Campus ADA Compliance Study FY2018: The district completed a campus ADA study for both Boxford campuses. Recommendations were identified in the study which will be addressed in a phased approach over a period of time.

We are working on accommodating the needs of existing students that have physical limitations. The objective is to provide campuses that allow independent access to all areas without limitations or physical restrictions. The ADA enhancements will be implemented in a phased approach over a several year period.

Bathrooms FY2022: The student bathrooms located in the old wing of the building are original and are due for a renovation as well as outfitting them with water efficient equipment. We have maintained this capital request since 2009. The update of these bathrooms would address existing ADA deficiencies.

Floor Care Equipment FY2021: The current floor scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Roofs FY2023: Replace the 1995 portion of the Harry Lee Cole School Roof. We will submit a Statement of Interest to partner with the MSBA for this project.

Kitchen Equipment FY2029: The proposal involves feasibility study, design, installation, and renovation of the kitchen, kitchen equipment, and walk in freezer.

Boilers & Boiler Controls FY2022: Our goal will be to partner with the Massachusetts School Building Authority and the Accelerated Repair Program to replace the boiler system and controls.



Classroom Unit Ventilators and Large HVAC Equipment FY2022, FY2023, & FY2025: This proposed capital expense would be to replace end of life unit ventilators and large volume

HVAC equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2027: By FY2027 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2022: We will be proposing the replacement and upgrade of the video surveillance system for the Harry Lee Cole School. The proposal will include engineering, design, and turnkey installation.

Electrical FY2020: We are recommending the replacement of the Fire Control Panel and the field devices (smoke detectors, heat detectors, horns, strobes, pull stations, tamper switches, flow switches, and other related hardware).

Emergency Generator FY2022: This proposed capital expense would be to replace end of life emergency generator. The capital request would include engineering study and design and turn-key installation.

Spofford Pond Overview

Building Square Footage: 76,895 square feet

The Spofford Pond School was built in 1962/63. Single story steel frame, CMU walls with brick veneer. The building contained approximately eleven classrooms, administration area, kitchen Cafe and Gym. Hot water heating through CRUV's by gas fired boilers. Potable water provided by on site well and sewerage by onsite septic system. All CRUV's in this wing were replaced in 2003/2004. Exhaust systems not replaced. HVAC remains pneumatically controlled.

The 1996 roof was a tar & gravel Tremco System replaced in 2017 with a Sarnafil Roof System.

Classroom flooring is combination carpet and VCT. Hallways are VCT, lavatories are tile.

1967/1968 - A single story twelve classroom wing was added due to district expansion. Steel frame, CMU walls with brick veneer. The mechanicals are similar to original wing. Utilities are the same as original wing.

The tar & gravel Tremco System was replaced in 2017 with a Sarnafil Roof System.

CRUV were replaced in 2012. HVAC controls for this wing were upgraded to DDC from pneumatic. Classroom flooring is combination carpet and VCT. Hallways are VCT, lavatories are tile.

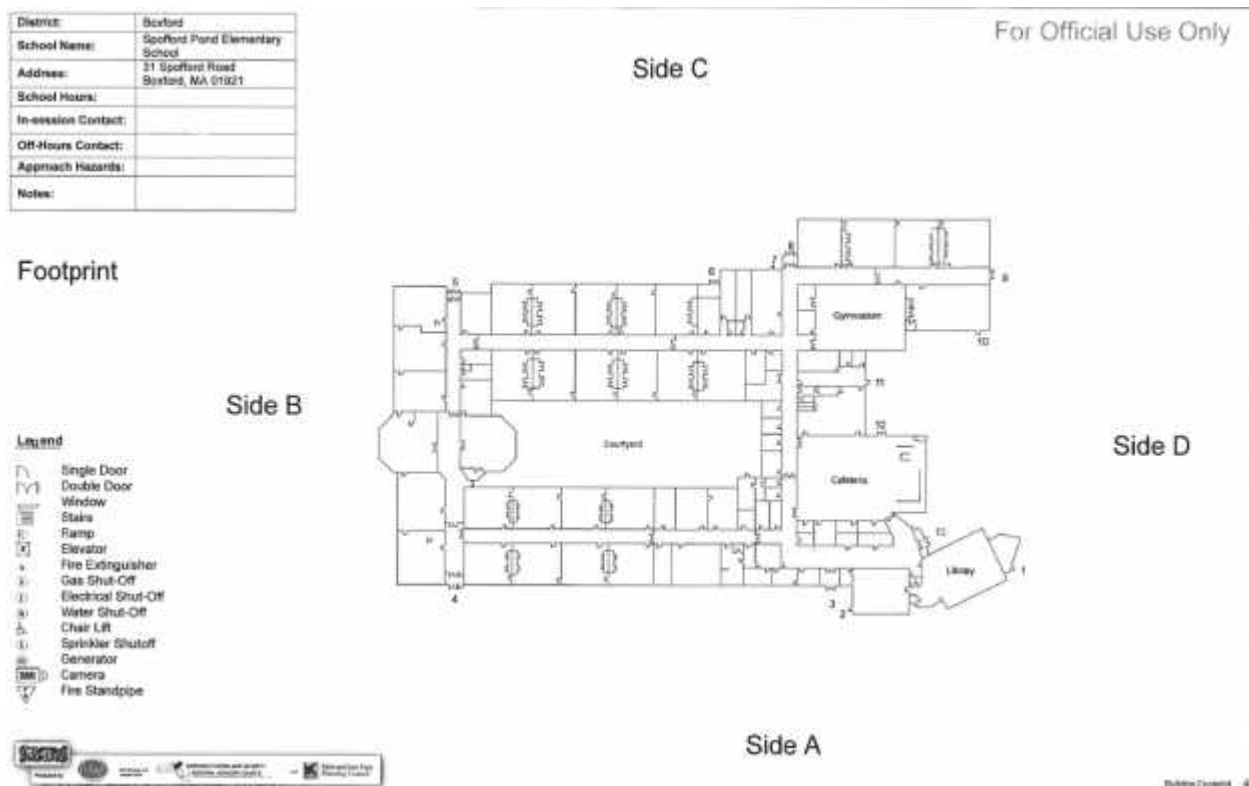
1990 - A nine classroom wing was built. Steel frame, CMU walls with brick veneer. This wing included an Art Room, Music Room and six regular classrooms. Utilities are the same as other wings. Roof is a 2017 Sarnafil Roof System. Mechanicals are classroom CRUV/Roof Exhaust

that is pneumatically controlled original to the construction. Flooring is VCT in hallways and classrooms original to construction.

1996 - A five room classroom wing was added to include a science lab. This addition also expanded the cafe, added a library, small conference room and computer lab. Construction is steel frame, CMU walls with brick and decorative concrete block veneer. Roof is a 2017 Sarnafil Roof System. Utilities are the same as original wing. Site transformer was upsized to serve additional load. Flooring is carpet/VCT combination floors in the classrooms and all VCT in the hallways and science lab. The library, small conference and computer lab are full carpet. Cafe is all VCT with hardwood on stage. Mechanicals in classrooms are CRUV's with hot water coils and pneumatic controls. Classroom roof top exhaust and hallway makeup via gas fired 100% OA RTU. Library, computer lab and small conference have separate RTU's for each, hot air gas fired heat and DX cooling. The Cafe is heated with a 100% OA gas fired RTU. All RTU's are stand-alone controlled. All mechanicals, plumbing and electrical are original to construction.

2017 – Completed roof replacement under MSBA’s Accelerated Repair Program.

2018 – Completed window replacement under MSBA’s Accelerated Repair Program.



Spofford Pond School Proposed Future Capital Requests

Tri-Town School Union		Dollar Place Holder (Estimate) - Note: Amounts and scheduling years are subject to change												
Appendix A: Capital Plan Schedule		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Updated: 4/3/2019														
Proposed Fiscal Year: 2020														
Spofford Pond	Curriculum		15,000	10,000	10,000		10,000		20,000					
Spofford Pond (on the	End User Technology													
On Budget)	Technology Infrastructure	15,000			100,000									150,000
Spofford Pond	Furniture													
Spofford Pond	ADA Building Work	10,000	10,000	10,000	10,000									
Spofford Pond	Building Interior													
Spofford Pond	Bathrooms			10,000	350,000									
Spofford Pond	Flooring													
Spofford Pond	Floor Care Equipment			15,000										
Spofford Pond	Large Scale Painting													
Spofford Pond	Grounds													
Spofford Pond	Septic System													
Spofford Pond	Playground Equipment & Parking Lot	60,000	2,500,000											
Spofford Pond	Roofs													
Spofford Pond	Building Exterior													
Spofford Pond	Windows													
Spofford Pond	Kitchen Equipment											500,000		
Spofford Pond	Boilers & Boiler Control		750,000											
Spofford Pond	Classroom HVAC				400,000			300,000						
Spofford Pond	Large HVAC Equipment													
Spofford Pond	Telecom Systems							200,000						
Spofford Pond	Security Systems			150,000										
Spofford Pond	Public Address Systems													
Spofford Pond	Master Clock Systems													
Spofford Pond	Water				20,000								750,000	
Spofford Pond	Electrical	65,000												
Spofford Pond	Emergency Generator			300,000										

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

Technology Infrastructure FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

For FY2020 we are proposing five additional wireless access points and one 48 port PoE Switch.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Building Interior - Feasibility Study (ADA) FY2020 – FY2023: Implement a phased approach to addressing any ADA compliance/accessibility needs for the Spofford Pond School.

Bathrooms FY2022 – FY2023: The bathrooms will be due for renovation as well as outfitting them with water efficient equipment. Capital proposal includes design, engineering, construction, and renovation.

Floor Care Equipment FY2022: The current auto scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Grounds FY2021- Parking Lot: We will propose funding a feasibility study to repair the parking lot area on the campus. The process will include engineering study, design, and site preparation, and installation.

Playground Equipment & Parking Lot FY2020 – FY2021: For FY2020 we will be requesting funding for a feasibility study, design, and replacement of the Spofford Pond campus parking lot. The current lot and asphalt areas around the building are in need of replacement. We are no longer able to use crack-sealer to maintain the asphalt surfaces.

Kitchen Equipment FY2030: The proposal involves feasibility study, design, installation, and renovation of the kitchen and kitchen equipment.

Boilers & Boiler Controls FY2021: Our goal will be to partner with the Massachusetts School Building Authority and the Accelerated Repair Program to replace the boiler system and controls.

Classroom Unit Ventilators and Large HVAC Equipment FY2023 & FY2027: This proposed capital expense would be to replace end of life unit ventilators and large volume HVAC equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2027: By FY2027 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2022: We will be proposing the replacement and upgrade of the video surveillance system for the Spofford Pond School. The proposal will include engineering, design, and turnkey installation.

Water FY2023& FY2032: For FY2023 we will plan to replace the green media in the water plant filtration system (filtration, pumps, and instrumentation). For FY2032 we will propose a total overhaul of the water treatment plant. This capital proposal will involve engineering, design, turnkey installation and staff training.

Electrical FY2020: We are recommending the replacement of the field devices and associated wiring (smoke detectors, heat detectors, horns, strobes, pull stations, tamper switches, flow switches, and other related hardware).

Emergency Generator FY2022: This proposed capital expense would be to replace end of life emergency generator. The capital request would include engineering study and design and turn-key installation.

Middleton Elementary Schools

Fuller Meadow School Overview

Building Square Footage: 58,700 square feet

1964 – Fuller Meadow School opened. The original building is approximately 27,000 square feet, exterior faced masonry brick over CMU interior walls. Exposed web steel interior framing with exposed Tectum roof panel ceilings. Double insulated awning style classroom windows with stationary glazing clear panels above. The roof is a new Sarnafil Roof System Roofing.

The school consisted of (10) Classrooms, administration, nurse and support areas. Cafetorium / Gymnasium combination space with kitchen.

HVAC, (2) Hot water cast iron sectional boilers with hot water circulation throughout feeding classroom unit ventilators (CRUV), perimeter radiation and an air handler for Café/Gym . In 1997 – A 30,000 square foot addition was opened to address a growing school population. This addition consists fifteen classrooms, a library/media center, (3) small specialist spaces and a gymnasium.

Exterior construction is a combination of decorative concrete precast and masonry brick. Roofing is a Sarnafil Roof System and a minor area that is .045 EPDM.

HVAC for this addition is an expansion of the hot water circulating loop feeding CRUV's, perimeter radiation and a heating/ventilation air handler serving the gymnasium. All HVAC controls are pneumatic. Classroom CRUV's in the original section of the building were also replaced at this time. The administration and nurse sections are air conditioned with roof mounted heat pump package units installed in the early 1980's.

In 2006 a modular building addition was added on the southeast corner of the 1964 wing to ease an increasing district student population. This 2,700 square foot addition has (2) classroom size spaces and (3) small instructional support spaces. HVAC is by roof top package units with DX cooling and electric heat. Roofing is .060 EPDM. All flooring throughout the school is a mixture of nylon wall to wall carpet and VCT tile.

The gymnasium has a synthetic urethane sports floor. The building is served by a 40KW emergency diesel generator installed inside the building.

The original building roof was replaced in 2016 in partnership with the MSBA.

District:	Middleton
School Name:	Middleton Fuller Meadow Elementary School
Address:	145 South Main Street Middleton, MA 01970
School Hours:	
In-session Contact:	
Off-Hours Contact:	
Approach Hazards:	
Notes:	

Main Floor

Side B

Side C

For Official Use Only

Side D

Legend

- [N] Single Door
- [NT] Double Door
- [W] Window
- [S] Stairs
- [R] Ramp
- [E] Elevator
- [A] Fire Extinguisher
- [G] Gas Shut-Off
- [E] Electrical Shut-Off
- [W] Water Shut-Off
- [C] Chair Lift
- [S] Sprinkler Shut-Off
- [G] Generator
- [C] Camera
- [F] Fire Standpipe



Side A

Main Floor Plan 3

Fuller Meadow School Proposed Future Capital Requests

Triton School Union		Dollar Place-Holder (Estimated) - Note: Amounts and scheduling years are subject to change											
Appendix A: Capital Plan Schedule		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Updated:	1/20/2018												
Proposed Fiscal Year:	2019												
Fuller Meadow Curriculum		10,000	20,000	10,000		10,000		15,000					
Fuller Meadow End User Technology		34,198	50,000	50,000	50,000	50,000	150,000	50,000	50,000	50,000	50,000	50,000	50,000
Fuller Meadow Technology Infrastructure		15,000			100,000								
Fuller Meadow Furniture													
Fuller Meadow ADA Building Work			5,000	15,000	15,000								
Fuller Meadow Building Interior		22,000											
Fuller Meadow Bathrooms													
Fuller Meadow Flooring			80,000	80,000	80,000	10,000	130,000	150,000					
Fuller Meadow Floor Care Equipment			12,000										
Fuller Meadow Large Scale Painting													
Fuller Meadow Grounds													
Fuller Meadow Security System													
Fuller Meadow Playground Equipment & Parking Lot		170,000	2,000,000										
Fuller Meadow Roof				1,730,000									
Fuller Meadow Building Exterior													
Fuller Meadow Windows						2,000,000							
Fuller Meadow Kitchen Equipment													
Fuller Meadow Boilers & Boiler Control								500,000					
Fuller Meadow Classroom HVAC													
Fuller Meadow Large HVAC Equipment				183,200									
Fuller Meadow Telephones Systems													
Fuller Meadow Security Systems													
Fuller Meadow Public Address Systems													
Fuller Meadow Master Clock Systems													
Fuller Meadow Water													
Fuller Meadow Electrical													
Fuller Meadow Emergency Generator		300,000											

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

End User Technology FY2020-: End User Technology part of the everyday instruction. It is an everyday tool of teaching and learning. New and replacement technology is part of the proposed capital plan and warrant process. The dollar amount varies from year to year based upon existing inventory, changes in education, and changes in technology.

Every year we review our inventory, look at our program needs, and determine the best method to fulfill that need. End user technology is part of that process and is subject to change from year to year.

Technology Infrastructure FY2020, FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

For FY2020 we are proposing expanding the infrastructure to improve wireless coverage and capacity in the building. The FY2020 request consists of five wireless access points and one - 48 port switches.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Bathrooms FY2024, FY2025, & FY2026: The bathrooms will be due for renovation as well as outfitting them with water efficient equipment. We propose the upper level bathrooms in the original wing would be renovated in FY2025 and the lower level bathrooms in the new wing would be renovated in FY2026. The capital proposal includes design, engineering, and turnkey installation.

Flooring FY2021 – FY2023: For FY2021 we will be proposing a multi-year/phased floor replacement program. The proposal will be to replace VCT and carpet flooring over a three year period.

Floor Care Equipment FY2021: The current Auto Scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Playground Equipment & Parking Lot FY2020 & FY2021: We will propose the engineering study and replacement of the parking lot for the Fuller Meadow campus. The study will include an evaluation of options for dual entrance and exit from the campus.

Roof & Windows FY2022: For FY2022 we will file a SOI to participate/partner



District Name:	MIDDLETON PUBLIC SCHOOLS
Building Name:	Howe - Manning Elementary School
Address:	20 Central Street Middletown, MA 01870

Side D

For Official Use Only

2nd Floor

Side C

- Legend**
- Camera
 - Chalk Lift
 - MTV Bathroom, Men, Women, Urinals
 - ST Storage
 - CHD Classroom Door
 - EW Elevator
 - EP Emergency Phone
 - RF Radio Box
 - VS Video Shelf
 - SS Sprinkler Shelf
 - ES Electrical Shelf
 - GS Gas Shelf
 - R Ramp
 - EC Emergency Exit
 - FC Fire Alarm Control Panel
 - PC Fire Dept. Connection
 - PS Fire Department



2nd Floor Plan

Side B

2nd Floor Plan

District Name:	MIDDLETON PUBLIC SCHOOLS
Building Name:	Howe - Manning Elementary School
Address:	20 Central Street Middletown, MA 01870

Side D

For Official Use Only

3rd Floor

Side C

- Legend**
- Camera
 - Chalk Lift
 - MTV Bathroom, Men, Women, Urinals
 - ST Storage
 - CHD Classroom Door
 - EW Elevator
 - EP Emergency Phone
 - RF Radio Box
 - VS Video Shelf
 - SS Sprinkler Shelf
 - ES Electrical Shelf
 - GS Gas Shelf
 - R Ramp
 - EC Emergency Exit
 - FC Fire Alarm Control Panel
 - PC Fire Dept. Connection
 - PS Fire Department



3rd Floor Plan

Side B

3rd Floor Plan

Howe Manning School Proposed Future Capital Requests

Tri-Town School Union		Dollar Value Holder (Estimated) - Note: amounts and scheduling years are subject to change												
Appendix A: Capital Plan Schedule														
Updated: 4/3/2018														
Proposed Fiscal Year														
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Howe Manning	Curriculum		15,000	15,000	10,000		30,000		20,000					
Howe Manning	End User Technology	125,299	50,000	50,000	50,000	50,000	200,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Howe Manning	Technology Infrastructure	13,000			100,000	1,000,000								500,000
Howe Manning	Furniture													
Howe Manning	ADA Building Work		5,000	15,000	15,000									
Howe Manning	Building Interior	5,000												
Howe Manning	Restrooms									150,000	200,000			
Howe Manning	Flooring													
Howe Manning	Floor Care Equipment			14,000	14,000									
Howe Manning	Large Scale Painting													
Howe Manning	Boards													
Howe Manning	Septic System													
Howe Manning	Playground Equipment & Parking Lot													
Howe Manning	Roofs													
Howe Manning	Building Exterior													
Howe Manning	Windows													
Howe Manning	Kitchen Equipment													
Howe Manning	Bodens & Boiler Control													
Howe Manning	Classroom HVAC													
Howe Manning	Large HVAC Equipment													
Howe Manning	Telephone Systems													
Howe Manning	Security Systems	45,411					200,000							
Howe Manning	Public Address Systems													
Howe Manning	Master Clock Systems													
Howe Manning	Water													
Howe Manning	Electrical													
Howe Manning	Emergency Generator													

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

End User Technology FY2020-: End User Technology is part of the everyday instruction. It is an everyday tool of teaching and learning. New and replacement technology is part of the proposed capital plan and warrant process. The dollar amount varies from year to year based upon existing inventory, changes in education, and changes in technology.

Technology Infrastructure FY2023, FY2024 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 - 2024 and will be in excess of ten years old. We are projecting that we will need to replace the existing servers, switches, and wireless access points. This proposed capital expense will be quite involved as it includes the technology that manages all building systems as well as the educational support technology. The proposal will include engineering, design, turnkey installation of equipment, and training.

For FY2020 we are proposing the continued expansion of the infrastructure to improve wireless coverage and capacity in the building. The FY2020 request consists of five wireless access points and one - 48 port switch.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Building Interior FY2020: For FY2020 we are requesting to install a water filling station outside of the cafeteria. This unit will go in the location of an existing water fountain. This station will accommodate water bottles and regular water fountain use.

Floor Care Equipment FY2022 & FY2023: The current T-5 and T-3 Floor Scrubbers will come to the end of their extended lives, respectively. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Security System FY2020 & FY2025: We will be proposing the replacement and upgrade of the video surveillance system for the Howe Manning School. The proposal will include engineering, design, turnkey installation, and training.

Topsfield Elementary Schools

Steward Elementary School Overview

Building Square Footage: 58,216 square feet

Steward School is a single story elementary school serving grades PK - 3rd grade. The campus is set in a rural residential setting bordering conservation land to the west and south and other municipal recreation property to the north. Residential housing is located to the east across the street from the campus.

Steward School is a single story school building constructed with brick / concrete exterior, wood / metal fascia, steel framing, CMU, Glazed Ceramic Block and GWB interior walls. Windows are double pane insulated units with predominant aluminum framing, some steel. EPDM roofing with a small section of standing seam metal roofing.

The school is heated by (2) gas fired sectional boilers through a primary / secondary hydronic loop system using (7) HWH circulating pumps. Interior offices, classrooms and library are heated and ventilated with CRUV's that are pneumatically controlled. Gymnasium and Cafetorium are heated and ventilated by dedicated CV AHU units with HW coils. The Kitchen is heated and ventilated through a dedicated RTU with HW coil. Exhaust for the whole building is through local RTE units.

The building has CMU, GCMU and GWB interior walls. Flooring is VCT throughout classrooms and hallways, carpet in Library. Ceilings are ACT throughout. Lighting is T-8/28W throughout with exception of Gymnasium which is T5/25W. Exterior doors are metal and wood.

The Building is fed with 208V, 3 phase, 1000A service. Interior distribution is 208 3 phase for mechanical equipment and 208V/120V single phase for equipment, plug power and lighting. The entire building load is backed up with an onsite 150KW diesel generator.

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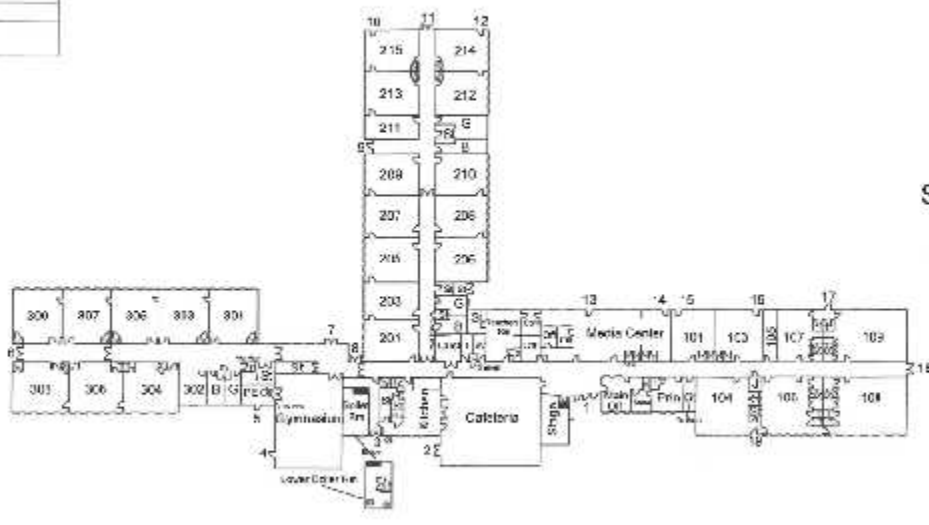
Main Floor

Side B

Side D

Legend

- Single Door
- Double Door
- Window
- Stairs
- Ramp
- Elevator
- Fire Extinguisher
- Gas Shut-Off
- Electrical Shut-Off
- Water Shut-Off
- Chair Lift
- Sprinkler Shut-Off
- Generator
- Camera
- Fire Stairpipe



Side A

Mean Flood Year 5

Steward School Proposed Future Capital Requests

[illegible]

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancements and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

Technology Infrastructure FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

In FY2019, the district transitioned from school based servers to a “community” design with the server for the Topsfield Schools being housed at the Central Office.

Furniture Replacement FY2021 – FY2023: The District will be proposing the replacement of educational furniture over a multi-year phased approach to support 21st century teaching and learning.

Flooring FY2022 – FY2024: For FY2022 we will be proposing a multi-year/phased floor replacement program. The proposal will be to replace flooring over a three year period in the classrooms, assembly area, and hallways. The process will consist of design, specification and bid development, site preparation, and installation.

Floor Care Equipment FY2020: The current Auto Scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Large Scale Painting FY2029: We will propose large scale exterior painting at the school. The proposed capital expense will include specification development, labor, and materials.

Parking Lot FY2024: We will propose the complete replacement of the school parking lot as it has come to the end of its useful life as well as addressing deficiencies in ADA compliance.

Roof FY2019 Complete: The work for the Steward School Roof Project began in May 2018 and reached substantial completion in October of 2018. Punch-list items and final finish work will continue as we complete the project.

Windows FY2026: For FY2026 we will file a SOI to participate/partner with the MSBA in the ARP to replace the windows. The project will consist of a study, design, engineering, and installation.

Kitchen Equipment FY2029: The proposal involves feasibility study, design, installation, and renovation of the kitchen and kitchen equipment.

Boilers & Boiler Controls FY2029: For FY2029 we will file a SOI to participate/partner with the MSBA in the ARP to replace the Boilers and Boiler Controls. The project will consist of a study, design, engineering, and installation.

Classroom Unit Ventilators Equipment FY2029: This proposed capital expense would be to replace end of life classroom unit ventilator equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2026: By FY2026 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2020: Steward School is in need of an appropriate surveillance system. We will be proposing a video surveillance system for the Steward School. The proposal will include engineering, design, turnkey installation, and training. This will be discussed in greater detail and may require an adjustment in the timeline for implementation.

Master Clock/PA System FY2021: We will propose the replacement of the existing Master Clock/PA System. The capital expense includes design and turnkey installation.

Proctor Elementary School Overview

Building Square Footage: 56,144 square feet

Proctor School was constructed in 1932 with additions for expansion in 1952, 1958, 1973 and 1994. A renovation and expansion of several classrooms was completed in 1998 - 1999. The exterior of the building is brick with wood trim. The wood trim was re-painted in 2015.

The building exterior walls are brick with metal and wood trim. Interior walls are CMU and GWB. The roof was replaced in 2018 with new slate on the original 3 story Georgian building with copper gutters and downspouts. Sarnafil surfacing with new insulation was installed on classroom wings, Media Center and Kitchen with internal drains. New asphalt shingles and insulation was installed on Gymnasium with aluminum gutters and PVC downspouts. The cupola and historical bell have been refurbished and installed to continue the proud history of the Proctor School.

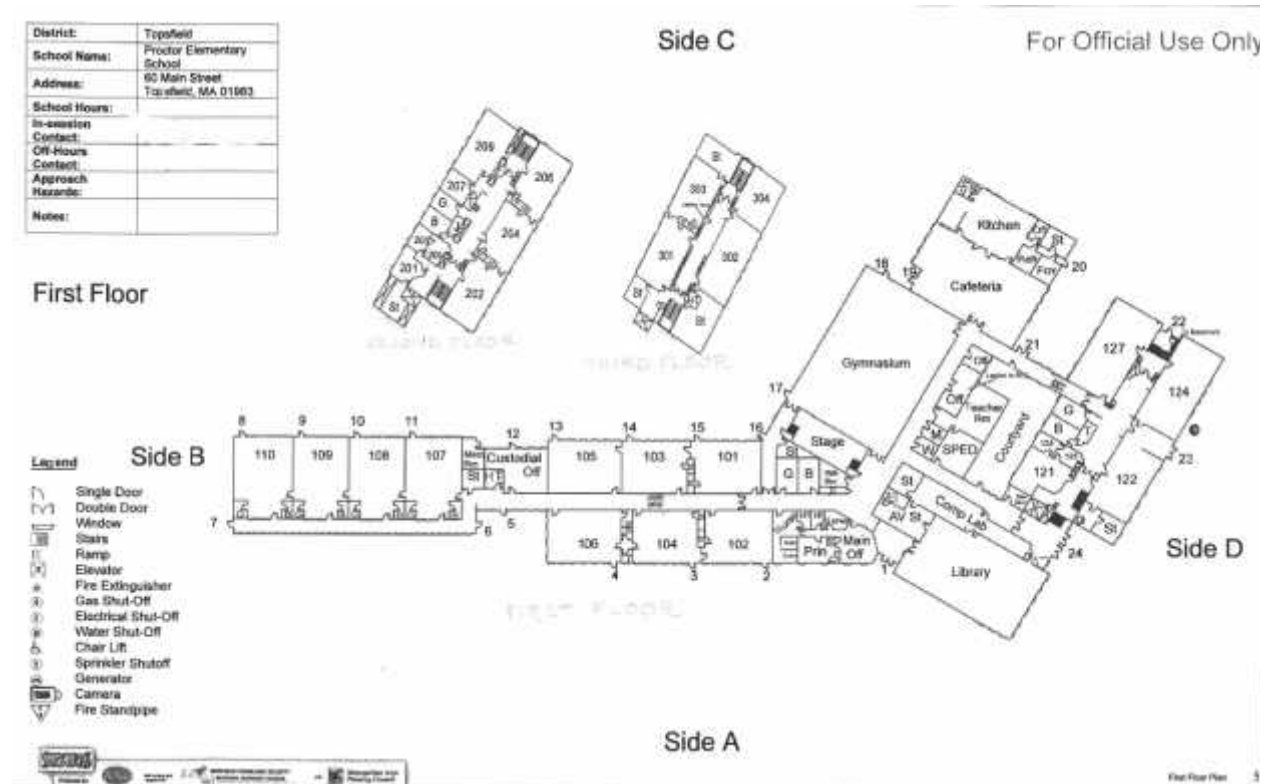
Variety of windows throughout the building. Georgian 3 story building has double hung fiberglass insulated units. Majority of single story building is aluminum frame awning style with insulated units. Kitchen/café have steel frame single pane.

Interior of building is a mixture of painted CMU and Painted GWB walls. Ceilings are ACT throughout. Flooring is VCT throughout classrooms and hallways with the exception of Gymnasium (wood) and Media Center (carpet). Bathrooms are a mixture of VCT and ceramic tile. Doors are maple HC with poly finish or painted solid wood. Exterior doors are FRP. Lighting is all T-8/28W with exception of Gymnasium, T-5.

Classrooms heated and ventilated through CRUV's, pneumatically controlled with HW coils. Exhaust via roof top mushroom exhaust. HWH via (2) Gas Fired sectional boilers through a primary/secondary circulation loop using 9 circulation pumps. Administration, Media Center and office area via DX CV RTU with HW reheat coils. Gymnasium served by (2) CV AHU with HW coils. Kitchen served by CV AHU with HW coil.

Electrical service is 1000A Main Service with main distribution to local power and lighting circuit panels. All panels using circuit breaker protection throughout. All interior lighting retrofitted in 2011 to T-8 and exterior retrofitted in 2013 to LED. Backup power provided by on site 300KW Diesel Generator.

The 1996 Renovation project consisted of classrooms partitions, flooring, interior finishes and accessories, replacement of boilers, HWH pumps and DHW heater. Kitchen rehab with new equipment.



Proctor School Proposed Future Capital Requests

[illegible]

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

Technology Infrastructure FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

In FY2019, the district transitioned from school based servers to a “community” design with the server for the Topsfield Schools being housed at the Central Office.

Furniture Replacement FY2021 – FY2023: The District will be proposing the replacement of educational furniture over a multi-year phased approach to support 21st century teaching and learning.

Bathrooms FY2029: The bathrooms are due for renovation as well as outfitting them with water efficient equipment. We propose the Georgian wing would be renovated in FY2029. The capital proposal includes design, engineering, and turnkey installation.

Flooring FY2022 – FY2024: For FY2022 we will be proposing a multi-year/phased floor replacement program. The proposal will be to replace flooring over a three year period in the classrooms, assembly area, and hallways.

Floor Care Equipment FY2028: The current Auto Scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Large Scale Painting FY2029: We will propose large scale exterior painting at the school. The proposed capital expense will include specification development, labor, and materials.

Parking Lot FY2025: We will propose the complete replacement of the school parking lot as it has come to the end of its useful life as well as addressing deficiencies in ADA compliance.

Roof FY2019 Complete: The work for the Proctor School Roof Project will begin in May 2018 and be substantially complete in October of 2018. Punch-list items are anticipated as we work toward project completion.

Windows FY2026: For FY2026 we will file a SOI to participate/partner with the MSBA in the ARP to replace the windows. The project will consist of a study, design, engineering, and installation.

Kitchen Equipment FY2029: The proposal involves feasibility study, design, installation, and renovation of the kitchen and kitchen equipment.

Boilers & Boiler Controls FY2029: For FY2029 we will file a SOI to participate/partner with the MSBA in the ARP to replace the Boilers and Boiler Controls. The project will consist of a study, design, engineering, and installation.

Classroom Unit Ventilators Equipment FY2029: This proposed capital expense would be to replace end of life classroom unit ventilator equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2026: By FY2026 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2020: Proctor School is in need of an appropriate surveillance system. We will be proposing a video surveillance system for the Proctor School. The proposal will include engineering, design, turnkey installation, and training. This will be discussed in greater detail and may require an adjustment in the timeline for implementation.

Master Clock/PA System FY2021: We will propose the replacement of the existing Master Clock/PA System. The capital expense includes design and turnkey installation.

Emergency Generator FY2030: This proposed capital expense would be to replace end of life emergency generator. The capital request would include engineering study, design and turn-key installation.

N

HOWE-MANNING

Instructional Technology - Hardware - WARRANT ARTICLE

TOTAL BUDGET LINE ITEM REQUEST

129.249

	CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
	REPLACEMENT/REPLENISHMENT OF INVENTORY
	NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Sub-Total:	
------------	--

1

11% OF SUB-TOTAL

GRAND TOTAL

129.249,23

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

--

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

--

OTHER COMMENTS:

Appendix : School: Account Name:

TOTAL BUDGET LINE ITEM REQUEST

Check below which apply:

☒
☒
☐

CRITICAL REQUIREMENT FOR PROGRAM/OPERATION

REPLACEMENT/REPLENISHMENT OF INVENTORY

NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Chromebook Screen Repairs	10.00	100.00	1,000.00
iPad repairs	5.00	100.00	500.00
Chromebook Repairs (OOW)	15.00	170.00	2,550.00
LIBRARY SOFTWARE SUPPORT ATRIUM	1.00	1,100.00	1,100.00
HEALTHMASTER RENEWAL (WEB-BASED)	1.00	800.00	800.00
SCHOOLDUDE RENEWAL	1.00	650.00	650.00
HARDWARE MAINTENANCE	1.00	15,000.00	15,000.00
MISCELLANEOUS TECHNOLOGY REPAIRS/MAINTENANCE.	1.00	5,000.00	5,000.00
VMWare Maintenance	1.00	6,000.00	6,000.00
MICROSOFT O/S LICENSE RENEWALS	1.00	4,500.00	4,500.00
SERVER MAINTENANCE SUPPORT	1.00	5,000.00	5,000.00
SECURITY/ ACCESS TECH HARDWARE/SOFTWARE MAINTENANCE	1.00	5,000.00	5,000.00
Uninterrupted Power Source & Parts	8.00	75.00	600.00
ANTI-VIRUS RENEWALS	250.00	8.00	2,000.00
SERVER MAINTENANCE SUPPORT	1.00	5,000.00	5,000.00
Network Monitoring Software & License	1.00	1,500.00	1,500.00
Aerohive Software & License Renewal	47.00	120.00	5,640.00
JamF Pro - management of iPads through Casper	225.00	8.00	1,800.00
AimswebPlus renewal	420.00	6.50	2,730.00
SmartNotebook 18 - 3 year subscription	20.00	82.35	1,647.00
Wireless Access Points (Aerohive) and install	5.00	1,800.00	9,000.00
HDMI to VGA adapter	6.00	20.00	120.00
HDMI extension cord	6.00	10.00	60.00
HDMI cord 15 feet	6.00	12.00	72.00
HDMI cord 3 ft	6.00	6.00	36.00
			-
TO BE PLACED ON A WARRANT ARTICLE			-
Wireless Access Points (Aerohive)	5.00	1,800.00	9,000.00
Switch	1.00	4,000.00	4,000.00
			-
			-
	Sub-Total:		77,305.00

Shipping:

NOTE: IF SHIPPING COST UNKNOWN PLEASE CALCULATE 11% OF SUB-TOTAL

GRAND TOTAL

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

Technology maintenance supports the infrastructure portion of our technology operation. We perform annual preventive maintenance with our servers, switches, wireless access points, phone systems, SMART Boards, and other miscellaneous items that would be applicable to technology type operations. This budget line also supports license renewals for non-educational web based applications.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

If we did not continue to invest in proper maintenance and support our ability to support technology "like a utility" would not be possible. As a result teaching and learning would be negatively impacted.

OTHER COMMENTS:

Appendix :

N

TOTAL BUDGET LINE ITEM REQUEST

34,198

School: Fuller Meadow

Fuller Meadow

Account Name: **Instructional Technology - Hardware - WARRANT ARTICLE**

Instructional Technology - Hardware - WARRANT ARTICLE

Check below which apply:

CRITICAL REQUIREMENT FOR PROGRAM/OPERATION

REPLACEMENT/REPLENISHMENT OF INVENTORY

NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
iPad charging stations	3.00	1,500.00	4,500.00
iPad stands/covers	180.00	19.99	3,598.20
iPads - 1st Grade	35.00	299.00	10,465.00
Classroom amplification system- speaker component	6.00	245.00	1,470.00
Classroom amplification system- microphone component	6.00	230.00	1,380.00
Kibo 15 Kit	10.00	299.00	2,990.00
Robotics	1.00	500.00	500.00
Document Cameras - AVerVision U70+	10.00	260.00	2,600.00
Staff Replacement Laptops - Dell E5590 w/ 3 year extended service agreement	6.00	950.00	5,700.00
Oculus Go VR Headset	5.00	199.00	995.00
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			-
			-
			-
	Sub-Total:		34,198.20

Shipping:

100

NOTE: IF SHIPPING COST UNKNOWN PLEASE CALCULATE
11% OF SUB-TOTAL

GRAND TOTAL

34,198.20

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

--

OTHER COMMENTS:

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Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Masconomet					
Funding of Stabilization Fund	450,000				
Upgrades to Woodshop (paid 100% by MASCO)	40,000				
Upgrades to Sidewalk/Parking Lot (paid 100% by MASCO)	60,000				
TOTAL MASCONOMET REGIONAL SCHOOL	\$550,000	\$0	\$0	\$0	\$0
Subtract Masconomet Funding	(100,000)				
Subtotal	\$450,000	\$0	\$0	\$0	\$0
Masconomet Total Middleton % Charge = 35.51%	\$159,795	\$0	\$0	\$0	\$0



FY20 Warrant Article, Capital Budget and Debt Service

In FY16, the School Committee commissioned Habeeb Associates to conduct a comprehensive capital facility assessment to better understand the current condition of the facilities and systems and help plan for capital costs moving forward. The final report is available online in the Budget and Finance section of the website under *Other Reports* (<https://www.masconomet.org/Page/557>). The District is actively developing a plan to address the facility needs identified in this report and will request support from the communities for design services and construction in FY21 and FY22. In the interim, the District Capital Improvement Committee (DCI) is requesting that the towns approve a warrant article to provide resources to fund critical, emergency repairs through an appropriation to the stabilization fund. In addition, the administration is requesting an FY20 Capital Budget to address two imminent health and safety issues. The details of these requests appear below.

Warrant Article Assessment. Funding of warrant articles for Masconomet require the approval of the School Committee and all three towns. Below is the assessment allocation for Masconomet's FY20 request for funding for the stabilization fund to provide resources for interim emergency repairs to the facility until the towns approve funding for capital repairs and upgrades. The amount of the warrant article request is \$450,000 and is divided among the towns based on the current October 1 enrollments.

<u>Town</u>	<u>Percent</u>	<u>Warrant Article</u>
Boxford	37.99%	\$170,955
Middleton	35.51%	\$159,795
Topsfield	26.50%	<u>\$119,250</u>
		\$450,000

FY20 Capital Budget. The administration is proposing an FY20 capital budget of \$100,000 to address two health and safety issues that need immediate attention. The first is to upgrade the woodshop dust collection system, plumbing, electrical, and flooring (skid resistant) and the second is to repair the sidewalks and parking lots on the campus. The recommended funding source for this is District's stabilization fund.

FY20 Capital Budget Proposal:

Wood Shop	\$40,000
Sidewalk/Parking Lot	<u>\$60,000</u>
Total	\$100,000



Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Memorial Hall -Exterior					
Memorial Hall Parking Lot (5,800 Square Yards): 1) Bituminous concrete 1.5" overlay; 2) New granite curbing installed; 3) Regrade areas of parking lot; 4) Drainage structures for building gutters; 5) Loam and seed shoulders: <u>Total project estimate \$73,850</u> ; Granite curb completed \$21,600; Regrading complete \$6,000; Loam and seed shoulders complete \$2,250; Remaining tasks include bituminous overlay and drainage structures =					
1) \$44,000 - PROJECT ON HOLD					
New Landscaping Front and Rear of Memorial Hall - PROJECT ON HOLD					
2) ON HOLD					
3) Replace Memorial Hall Sign	6,500				
5) Replace Shed	5,000				
6) Reset Front Steps	1,800				
7) Exterior Trim and Front Door Surface Maintenance	4,000				
SUBTOTAL: MEMORAL HALL EXTERIOR	\$17,300	\$0	\$0	\$0	\$0
Department: Memorial Hall - General Interior					
8) Boiler replacement - Change from oil to natural gas boiler		25,000			
9) Central Air Conditioning - PROJECT ON HOLD					
10) Elevator - Handicap Access - PROJECT ON HOLD					
11) Sprinkler System - PROJECT ON HOLD					
Town Administrator's Office - Renovate and Expand - PROJECT ON HOLD					
12) ON HOLD					
13) Upstairs Conference and Corner Room - PROJECT ON HOLD					
14) Men's Room Renovation - PROJECT ON HOLD					
15) Hallways - PROJECT ON HOLD					
16) Upgrade Town Hall Lighting to LED	22,000				
17) Replace Carpeting on First Floor					
SUBTOTAL: MEMORAL HALL INTERIOR	\$22,000	\$25,000	\$0	\$0	\$0
TOTAL MEMORIAL HALL	\$39,300	\$25,000	\$0	\$0	\$0

From: Brad Swanson
Sent: Monday, February 25, 2019 10:19 AM
To: Sarah Wood
Subject: FW: memorial hall signs

From: CHRISTOPHER MARKARIAN [<mailto:Info@markariansign.com>]
Sent: Friday, February 08, 2019 11:52 AM
To: Brad Swanson <bradford.swanson@middletonma.gov>
Subject: Re: memorial hall signs

Yes it does with brackets.
This is only ballpark, once you decide on finals we will quote exact.
We create new aluminum brackets to replace what is there.
Hope this helps.

Thank you!
Chris and Thalia

Markarian Sign Co.

87A New Salem Street
Wakefield, MA 781.245.5517
visit us at **markariansign.com**

From: Brad Swanson <bradford.swanson@middletonma.gov>
Sent: Friday, February 8, 2019 11:34:31 AM
To: CHRISTOPHER MARKARIAN
Subject: RE: memorial hall signs

Ok.

So 7'x2.5' gives us 17.5 sf x \$150 = \$2625 x 2 = \$5250. Does that include labor? If not, ballpark idea?

From: CHRISTOPHER MARKARIAN [<mailto:Info@markariansign.com>]
Sent: Friday, February 08, 2019 11:08 AM
To: Brad Swanson <bradford.swanson@middletonma.gov>
Subject: Re: memorial hall signs

it's hard to give you a price, but it's typically \$150. per square foot (with gold leaf as we sent it).
Price goes up or down depending on how much gold leaf there is on it and if you get multiple signs - but that may help give you an idea.
As for color...make sure they know the colors in our computer layouts does not look exactly like the actual paint color...it's just for reference. If you decide to go ahead with anything, we'd meet with you and have you pick a color. (hope that all makes sense!!)

Please call with any questions.
THANKS!!

Thank you!
Chris and Thalia

Markarian Sign Co.

87A New Salem Street
Wakefield, MA 781.245.5517
visit us at **markariansign.com**

From: Brad Swanson <bradford.swanson@middletonma.gov>
Sent: Friday, February 8, 2019 10:56:18 AM
To: CHRISTOPHER MARKARIAN
Subject: RE: memorial hall signs

Can I get a range of costs to kick off a budget number? I'm meeting next week on this stuff.

I will get a consensus on what direction they want to go for color, etc.

Also, the signs coming into town are handled by the Board of Trade and not by the town.

From: CHRISTOPHER MARKARIAN [<mailto:Info@markariansign.com>]
Sent: Friday, February 08, 2019 9:16 AM
To: Brad Swanson <bradford.swanson@middletonma.gov>
Subject: Re: memorial hall signs

Hi Brad - here are some ideas for color and layout that Chris came up with. It's just a starting point. He was thinking that he'd carve the MIDDLETON with gold leaf and then have the other lettering raised PVC letters. Just makes it a little different that way. (Beech Tree Designs on 114 has a combination of raised and carved lettering. We did Reading Town Hall with a raised town seal)) We'd be happy to send over other ideas if you want. We don't know if you want the town seal on there?
Let us know your thoughts and we'll work on it.

Thank you!
Chris and Thalia

Markarian Sign Co.

87A New Salem Street
Wakefield, MA 781.245.5517
visit us at **markariansign.com**

From: Brad Swanson <bradford.swanson@middletonma.gov>
Sent: Tuesday, February 5, 2019 2:30:18 PM
To: CHRISTOPHER MARKARIAN
Subject: RE: memorial hall signs

Ok

8 am

From: CHRISTOPHER MARKARIAN [<mailto:Info@markariansign.com>]
Sent: Tuesday, February 05, 2019 2:29 PM
To: Brad Swanson <bradford.swanson@middletonma.gov>
Subject: Re: memorial hall signs

We did not make these but we'd be happy to give you a quote to re-furbish or make new ones. Chris will actually call you about them and go over your options. He's going to suggest you do new signs out of a product called sign foam (last longer and better than wood) and he's paint them with a urethane paint system he has (doesn't fade like most paints). He'll explain all of this to you when he calls! What time are you in the office in the morning?

Thank you!

Chris and Thalia

Markarian Sign Co.

87A New Salem Street
Wakefield, MA 781.245.5517
visit us at **markariansign.com**

From: Brad Swanson <bradford.swanson@middletonma.gov>
Sent: Tuesday, February 5, 2019 2:09:14 PM
To: CHRISTOPHER MARKARIAN
Subject: memorial hall signs

Thalia,

These two signs (84" x 30" overall) have been here for a while. You may have made them?

We need a quote to either rehab or make new signs. New signs would dictate a different material at this point besides wood. The location of these signs exposes them to everything possible.

Any questions, please contact me.

Thanks,

Bradford W. Swanson M.A.A.

Assistant Assessor/Appraiser ***AND FACILITIES GUY FOR MEMORIAL HALL***

Notary Public

48 South Main Street

Middleton, MA 01949

978-774-2099

Please make note that my email has changed to:

bradford.swanson@middletonma.gov







Proposal

Heritage Masonry Construction
24 Kenney Rd.
Middleton Mass 01949
Phone 978-407-7342

DATE 6/21/18

Job Location: Town Offices South Main Street Middleton
To: Town Admin office

FRONT STAIR REPAR

Remove 3 granite pieces from landing
Dig and remove 4" material
Drill and pin into granite
Pour concrete 4" on landing
Relay granite on landing

labor and materials \$1,800.00

From: Sarah Wood
Sent: Monday, February 25, 2019 10:29 AM
To: Sarah Wood
Subject: FW: Estimate from Lance D MacInnis Electrician
Attachments: lance lighting.docx

From: Brad Swanson
Sent: Monday, December 24, 2018 9:00 AM
To: Andrew Sheehan <andrew.sheehan@middletonma.gov<mailto:andrew.sheehan@middletonma.gov>>
Subject: FW: Estimate from Lance D MacInnis Electrician

Andy,

Lance worked up a quote for LED retrofit at Memorial Hall.

Prevailing rate is killing this!

Brad

From: Lance D MacInnis Electrician [mailto:quickbooks@notification.intuit.com]
Sent: Saturday, December 22, 2018 6:34 AM
To: Brad Swanson <bradford.swanson@middletonma.gov<mailto:bradford.swanson@middletonma.gov>>
Subject: Estimate from Lance D MacInnis Electrician

Dear town of middleton town hall,

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
Lance D MacInnis Electrician

----- Estimate Summary -----

Estimate # : 1119

Estimate Date: 12/22/2018

Total: \$21,910.00

The complete version has been provided as an attachment to this email.

Lance,

Here is a breakdown of lights at Memorial Hall:

LOCATION	QUANTITY	STYLE
ASST ASSR	6	2x4 TROUGH
ASSESSORS	6	2x4 TROUGH
HALLWAY	3	2x4 TROUGH
TOWN CLERK	6	2x4 TROUGH
TAX COLLECTOR	5	2x4 TROUGH
BD OF REGISTRARS	2	2x4 TROUGH
WEST HALL FIRST FLOOR	2	4 FT HANGING
EAST HALL FIRST FLOOR	3	4 FT HANGING
TREASURER/COLLECTOR	9	2X2 TROUGH
ACCT	9	2X2 TROUGH
EAST HALL UPSTAIRS	2	4 FT HANGING
KITCHEN	3	2X2 TILE WITH CAN LIGHT
MENS ROOM	1	4 FT HANGING
TOWN ADMIN SECRETARY	4	2x4 TROUGH
ASST TOWN ADMIN	4	2x4 TROUGH
TOWN ADMIN	15	LED RETROFITTED HANGING 4 FOOT LIGHTS***
	80	

*** Possibly these lights could be re-used in the basement?

The 2x4 troughs vary with 3 and 4 bulb layouts





Typical 2x2 trough

Kitchen utilizes 2x2 tiles with cans. I would go with 2x2 trough.



There are a few of these hanging type:



Either a new fixture or retrofit with Town Administrator retrofit units?



I would suggest 2x2 trough lights here and re-use these in some fashion in hallway lights and/or basement.

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Senior Center/Old Town Hall Exterior					
Facilities Assessment and Architectural Services - Old Town Hall; \$20,000 budgeted at the May 2015 Town Meeting - PROJECT					
1) ON HOLD					
Rehabilitation of Front of Old Town Hall*: 1) Replace Front Stairs for ADA, AAB Compliance and Navigability; 2) Residing and repainting; 3) Replace windows and doors; 4) Repair/replace basement windows; Total estimated project cost is \$135,000. Funding allocated as part of Warrant Article #27, from the May 2013 (FY14 Town Meeting) in the amount of \$22,000 will be applied to the Senior Center/Old Town Hall					
2) project. - PROJECT ON HOLD					
Senior Center/Old Town Hall Interior					
3) Interior Painting of Walls, Trim and Doors			2,500		
Interior Painting of Walls, Trim, Doors, Ceilings: Ceilings are approx. 20' high requires professional w/ staging and historical					
4) building expertise				4,000	
Refinishing hardwood flooring and Miscellaneous woodwork.					
5) Last done over 14 years ago.	7,500				
Security System: Cameras, Intercom, Remote Door Release					
6) Materials and Labor					
ADA and other upgrades to (2) bathrooms, (1) handicap; plumbing sinks fixtures mirrors; replace lower level counterrops					
7) incl ADA			1,200		2,500
Upgrades to kitchens and bathrooms including kitchen equipment upgrade - commercial Freezer, refrigerator, etc. All current commercial equip. donated in 2006					
8)					
Computer Lab Upgrades: 4 Desktop Units (6 donations in 2000) -					
9) Under Information Technology Capital Plan					

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Council on Aging - Vehicles					
Replacement of 2009 Wheelchair COA Passenger Van (seats 18)					
10) New 25 Passenger/CDL		80,000			
<i>Possibly of 80% grants in 2020/2021: Town share \$16K - \$19K</i>					
<i>Obtained 80% grants for 2007 and 2009 vans.</i>					
TOTAL FOR SENIOR CENTER/OLD TOWN HALL	\$7,500	\$80,000	\$3,700	\$4,000	\$2,500
Vehicle Inventory					
2017 COA Passenger Van (seats 14)					
2009 COA Passenger Van (seats 18)					
Department: Flint Public Library					
Carpeting			50,000		
Furnishings					
Building System Upgrades					
Replace Copier		6,000			
TOTAL FOR FLINT PUBLIC LIBRARY	\$0	\$6,000	\$50,000	\$0	\$0

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024 Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
General Government Information Technology Capital Plan					
1) 5 Year Replacement Protocol file/print server at COA				4,000	
2) 5 Year Replacement Protocol for Flint Public Library - Server					6,000
3) 5 Year Replacement Protocol for Police Department Server		30,000			
4) 5 Year Replacement Protocol for file/print server at DPW building				4,000	
5) 5 Year Replacement Protocol for file/print server at Fire Station	4,000				
6) 5 Year Replacement Protocol for Memorial Hall Main Server			27,000		
7) 5 Year Replacement Protocol for Assessor Patriot Server					4,000
8) Flint Public Library - Server upgrade					
9) Flint Public Library - Upgrade wireless access points					
10) Flint Public Library - Upgrade HP network switches					
11) Flint Public Library - Public computer upgrades: 10 desktop units					
12) Council on Aging - Computer Lab Upgrades: 4 Desktop Units (6 PCs were initially donated in 2000)					
13) Internal and External Fiber Communications Network for MH, Police, Fire, DPW, COA			295,000		
14) Replace Network Switches at Town Office Building	2,000				
15) NAS device to store backup data at Town Office Building	1,500				
16) New Network Switch-Fire Department	1,000				
17) Multifunction Print Machines (3) for Town Office Building, Police, and COA with Managed Print Services	19,000				
Information Technology Total	\$27,500	\$30,000	\$322,000	\$8,000	\$10,000

Town of Middleton Xerox Printer Options

Recommended for Town Hall

Xerox VersaLink C7030/TXFM2 Multifunction printer

Color - LED - 13.07 in x 17.2 in (original) - A3/Ledger (media)

up to 30 ppm (copying) - up to 30 ppm (printing)

2180 sheets - 33.6 Kbps - Gigabit LAN, USB host

NFC, USB 3.0

\$6,775.00

3 Year Service Plan (Includes Service, Supplies, Toners)

Also includes up to 500 Color and 500 Monochrome Pages per month

\$1,565.00

Overage Costs

Monochrome \$0.00948

Color \$0.05880



Recommended for Police

VersaLink C605 Color Multifunction Printer

Print/Copy/Scan/Fax, Mailbox, 2000 Sheet HCF
Letter/Legal, Up To 55ppm, 2-Sided Print,
USB/Ethernet, 550-Sheet Tray, 150 Bypass Tray
100-Sheet Dspf, 320 GB Hard Disk Drive, 110V

\$4,675.00



3 Year Service Plan (Includes Service, Supplies, Toners)

Also includes up to 500 Color and 500 Monochrome Pages per month

\$1,775.00

Overage Costs

Monochrome \$0.00840

Color \$0.07475

Recommended for COA

VersaLink B605 B/W Multifunction Printer

Print/Copy/Scan/Fax Letter/Legal, Up To 58ppm
2-Sided Print, USB/Ethernet, 550-Sheet Tray, HCF
150 Bypass Tray, 100-Sheet DADF, 320 GB Hard Disk Drive
Finisher, EIP

\$3575.00



3 Year Service Plan (Includes Service, Supplies, Toners)

Also includes up to 500 Monochrome Pages per month

\$350.00

Overage Costs

Monochrome \$0.0108

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024
Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Department: Administration - General					
Health Department					
1) Replace Health Department 2014 Ford Fusion vehicle with 2019 Ford Explorer with tow package for mobile clinic trailer	19,430				
Building Commissioner					
1) Replace Building Commissioner 2014 Ford Fusion vehicle with 2019 Ford F-150 pick up truck	27,500				
Administrative Software					
1) Purchase of HR Module	14,727				
2) Purchase of ClearGov Budget Module	9,300				
Town Clerk					
1) Replacement of electronic polling pads					
2) Replacement of voting booths					
Subtotal Administration - General	\$70,957	\$0	\$0	\$0	\$0
Financial Administration					
Free Cash transfer to reduce the tax rate					
Funding for GASB 45 (Other Post Employment Benefits Stabilization Fund)	50,000				
Appropriation to Stabilization Fund	50,000				
Pension Stabilization Fund					
Capital Stabilization Fund					
Special Education (SPED) Stabilization Fund					
Subtotal Financial Administration	\$100,000	\$0	\$0	\$0	\$0
TOTAL ADMINISTRATION:	\$170,957	\$0	\$0	\$0	\$0
Other Warrant Articles					
Fiscal Year 2019 Snow and Ice - Projected Fiscal Year 2019					
Snow and Ice deficit					
Essex Tech - Capital Improvement Assessment (portion of total \$797,442 FY20 Middleton Essex Tech assessment)					
	19,765				
Total Other Warrant Articles	\$19,765	\$0	\$0	\$0	\$0



Estimate

Date: 1/30/2019
 Estimate# MDPW013019
 Customer ID:

To: Middleton Public Works Department
 Attn: Ken Gibbons
 195 North Main Street
 Middleton, MA 01949

REVISED WITH TRADE

Salesperson: Paul G King
 508-918-2210

GBPC/BAPERN Contract

Qty	Item #	Description	Unit Price	Line Total
		2019 Ford Escape (U9G) SE 4WD		\$ 22,659.00
	YZ	Exterior Color: ANY FACTORY STANDARD COLOR		\$
	999	Engine: 2.0L EcoBoost -inc: auto start-stop technology	\$ 1,495.00	\$ 1,450.15
		Transmission: 6-Speed Automatic w/SelectShift (STD)		\$
	200A	Option Package: Equipment Group 200A		\$
		3.51 Axle Ratio (STD)		\$
	KB	Charcoal Black, Heated Unique Cloth Front Bucket Seats -inc: 10-way power driver seat (includes power lumbar and power recline) and 4-way manual front passenger (fore/aft w/manual recline)		\$
	64N	Wheels: 17" Sparkle Silver Painted Aluminum (STD)		\$
	536	2.0L EcoBoost Class II Trailer Tow Package -inc: class II hitch receiver and trailer sway control, Max towing 3,500 lbs, Auxiliary Transmission Oil Cooler	\$ 495.00	\$ 480.15
		Tires: P235/55R17 A/S BSW -inc: Low-Rolling-Resistance, mini spare		\$
		Radio w/Seek-Scan, Clock and Radio Data System		\$
		Radio: AM/FM Stereo w/Single-CD/MP3 Player -inc: 6 speakers, speed compensated volume and SiriusXM radio w/a 6 month prepaid subscription		\$
		SYNC Communications & Entertainment System -inc: enhanced voice recognition communication, 911 Assist, 4.2" LCD screen in center stack, AppLink and 1 smart charging USB port		\$
		REMAINING STANDARD EQUIPMENT AS SHOWN IN CHROME DATA REPORT		\$
		Aftermarket Remote Start System		\$ 350.00
		Two Amber LED Lights Mounted in Grill		\$ 245.00
		Two Amber LED Lights Mounted in Reverse Light Housing		\$ 245.00
				\$ -
		TRADE VEHICLE - 2014 FORD FUSION		(\$6,000.00)
		PRICING GOOD TILL 9-30-19 ON PRESENT MODEL YEAR		\$ -
Special Instructions: Custom or Special Orders are Non-Refundable				
				Vehicle Subtotal

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.
Estimate is Based on Current Information From Client About the Project Requirments

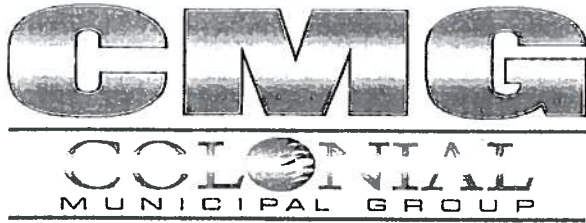
Upfit Subtotal
Grand Total

\$19,429.30

Actual Cost May Change Once Project Elements are Finalized

Thank You For Choosing The Colonial Way!

Trade in ~ \$6,000



Estimate

Date: 2/5/2019
Estimate# MDPW020519
Customer ID:

To: Middleton Public Works
ATTN: Ken Gibbons
195 North Main Street
Middleton, MA 01949

Salesperson: Paul G King
508-918-2210

GBPC/BAPERN Contract

Qty	Item #	Description	Unit Price	Line Total
		2019 Ford F-150 (F1E) XL 4WD Reg Cab 6.5' Box		\$24,159.00
	N1	Exterior Color: Blue Jeans Metallic		\$
	99B	Engine: 3.3L V6 PFDI -inc: auto start-stop technology and flex-fuel capability (STD)		\$
	446	Transmission: Electronic 6-Speed Automatic -inc: selectable drive modes: normal/tow-haul/sport (STD)		\$
	101A	Equipment Group 101A Mid -inc: SYNC, enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port, 4.2" Productivity Screen in Instrument Cluster, compass, XL Power Equipment Group. Power Glass Sideview Mirrors w/Black Skull Caps, manual-folding, Power Door Locks, flip key and integrated key transmitter keyless-entry (includes Autolock), Illuminated Entry, Power Front Windows, Perimeter Alarm, Power Tailgate Lock, MyKey, Radio: AM/FM Stereo/Single-CD Player, 4 speakers, Cruise Control	\$ 2,055.00	\$ 1,993.35
	CG	Seat Type: Dark Earth Gray, Cloth 40/20/40 Front Seat -inc: 2-way manual driver/passenger adjustment and armrest		\$
	91P	8-Way Power Driver's Seat w/Power Lumbar	\$ 350.00	\$ 339.50
	64F	Wheels: 17" Silver Painted Aluminum	INC.	INC.
		Tires: P265/70R17 OWL A/T (STD)		\$
	XL9	Electronic Locking w/3.55 Axle Ratio	\$ 470.00	\$ 455.90
	85A	XL Power Equipment Group -inc: Power Glass Sideview Mirrors w/Black Skull Caps, manual-folding, Power Door Locks, flip key and integrated key transmitter keyless-entry (includes Autolock), Illuminated Entry, Power Front Windows, Perimeter Alarm, Power Tailgate Lock, MyKey w/100A, REQUIRES valid FIN code.	INC.	INC.
	86A	XL Chrome Appearance Package -inc: Fog Lamps (Fleet), Wheels: 17" Silver Painted Aluminum, Front & Rear Chrome Bumpers, body-color front fascia *GROSS*	\$ 775.00	\$ 751.75
	53B	Class IV Trailer Hitch Receiver -inc: towing capability up to 5,000 lbs, on 3.3L V6 PFDI engine (99B) and 2.7L EcoBoost engine (99P) or up to 7,000 lbs, on 3.5L EcoBoost engine (99G) and 5.0L V8 engine (995), smart trailer tow connector and 4-pin/7-pin wiring harness Ordering the Trailer Tow Package does not include Integrated Brake Controller (67T). Integrated Brake Controller (67T) is a standalone option and must be ordered separately.	\$ 95.00	\$ 92.15

17C	Front & Rear Chrome Bumpers -inc: body color front fascia w/595&186A, REQUIRES valid FIN code.	INC.	INC.
59S	LED Sideview Mirror Spotlights -inc: high-intensity LED security approach lamps	\$	175.00 \$ 169.75
54R	Power Glass Heated Sideview Mirrors -inc: manual folding, turn signal, auto-dimming feature (driver's side) and black skull caps, Auto-Dimming Rearview Mirror	\$	305.00 \$ 295.85
924	Rear Window Fixed Privacy Glass	\$	100.00 \$ 97.00
57Q	Rear Window Defroster	\$	220.00 \$ 213.40
18B	Black Platform Running Boards	\$	250.00 \$ 242.50
96W	Spray-In Bedliner (Pre-Installed) -inc: Custom Accessory	\$	595.00 \$ 577.15
595	Fog Lamps	INC.	INC.
52P	SYNC -inc: enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port w/100A, REQUIRES valid FIN code.	INC.	INC.
50S	Cruise Control w/100A	INC.	INC.
76R	Reverse Sensing System	\$	275.00 \$ 266.75
85H	BackUp Alarm System REQUIRES valid FIN code.	\$	125.00 \$ 121.25
	Equipment Group 101A Mid savings *DISCOUNT*	(\$750.00)	(\$727.50)
	XL Chrome Appearance Package savings *DISCOUNT*	(\$500.00)	(\$485.00)
	REMAINING STANDARD EQUIPMENT AS SHOWN IN CHROME DATA REPORT		\$ -
	Two Code 3 MR6 Amber LED Lights installed in Grill		\$ 225.00
	22" LOW PROFILE MOUNTING PLATFORM		\$ 275.00
	Ecco Reflex Mini Lightbar Amber LED/ Clear Lens		\$ 328.57
	Two Code 3 Vibrant Amber LED Hideaways installed in Reverse Light Section		\$ 195.00
	Weathertech Digifit Floorliner - Black		\$ 110.00
	AVS Ventvisors		\$ 65.00
			\$ -

Special Instructions:

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.

Estimate is Based on Current Information From Client About the Project Requirements

Actual Cost May Change Once Project Elements are Finalized

Vehicle Subtotal**Upfit Subtotal****Grand Total** \$29,761.37**Thank You For Choosing The Colonial Way!**

(2,468.17)

27,292.50

Capital Budget Request FY20
Administration/Human Resources

This request is for the balance of the cost of new human resources software after a Community Compact Best Practice grant has paid for the first \$25,000. This money has already been awarded by the Commonwealth. **The remainder of the software cost and this capital request is \$14,727.**

After previewing and getting quotes from several vendors, we decided that five Munis modules would best suit the town's needs. These include several modules that will offer substantial performance upgrades for other departments as well, including the Treasurer/Collector's office and the Town Accountant/CEO's office.

-) Recruiting – This module enables on-line applications, tracking, attaching documents, retaining documents, self-service scheduling, interfacing with HR, department, and applicants.
-) Tyler Content Manager SE – This module enables documents to be uploaded and maintained within Munis (which will be used for resumes, training certificates, benefit paperwork, and more).
-) Role Tailored Dashboard – This dashboard will allow easy access (rather than running reports) to employee data and allow departments to work together on the hiring process.
-) Employee Self Service – This module enables employees to easily monitor and maintain personal and employment information including paid time off, accrual requests, pay history, benefits selections, job openings, performance evaluations, and announcements.
-) HR Management – This enables the tracking of an employee's tenure including information that would be in a personnel file, training information, disciplinary and review information, promotion history, and similar information.

The total price quote, including licenses, implementation costs, and the first year maintenance fee totals \$39,727 and is attached. Less the \$25,000 grant leaves a total capital request of \$14,727.



Quoted By: Karen Grosset
 Date: 1/4/2019
 Quote Expiration: 7/2/2019
 Quote Name: Town of Middleton-ERP-HR Project
 Quote Number: 2019-63766
 Quote Description:

Sales Quotation For

Town of Middleton
 48 S Main St
 Memorial Hall
 Middleton, MA 01949-2253
 Phone +1 (978) 777-3617

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Human Capital Management:						
Recruiting	\$2,750.00	16	\$2,560.00	\$0.00	\$5,310.00	\$495.00
Productivity:						
Tyler Content Manager SE	\$9,000.00	32	\$5,120.00	\$0.00	\$14,120.00	\$1,620.00
Role Tailored Dashboard	\$2,750.00	8	\$1,280.00	\$0.00	\$4,030.00	\$495.00
Employee Self Service	\$6,000.00	16	\$2,560.00	\$0.00	\$8,560.00	\$1,080.00
Additional:						
HR Management	\$7,700.00	32	\$5,120.00	\$0.00	\$12,820.00	\$1,386.00
Sub-Total:	\$28,200.00		\$16,640.00	\$0.00	\$44,840.00	\$5,076.00
<u>Less Discount:</u>	<u>\$9,113.00</u>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,113.00</u>	<u>\$5,076.00</u>
TOTAL:	\$19,087.00	104	\$16,640.00	\$0.00	\$35,727.00	\$0.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Self-Service Installation Fee - Client Hosted (Existing Customers)	1	\$1,500.00	\$1,500.00	\$0.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Tyler Content Manager SE Forms GoDocs Upgrade (Existing Clients)	1	\$2,500.00	\$0.00	\$2,500.00
Tyler Content Manager SE Installation (Existing Clients)	1	\$1,500.00	\$0.00	\$1,500.00
Sub-Total:				\$5,500.00
<i>Less Discount:</i>				<i>\$1,500.00</i>
TOTAL:				\$4,000.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$19,087.00	\$0.00
Total Tyler Services	\$20,640.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$39,727.00	\$0.00
Contract Total	\$39,727.00	

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Payroll/HR:						
Recruiting	\$2,750.00	\$688.00	\$2,062.00	\$495.00	\$495.00	\$0.00

Productivity:

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Employee Self Service	\$6,000.00	\$1,500.00	\$4,500.00	\$1,080.00	\$1,080.00	\$0.00
Role Tailored Dashboard	\$2,750.00	\$2,750.00	\$0.00	\$495.00	\$495.00	\$0.00
Tyler Content Manager SE	\$9,000.00	\$2,250.00	\$6,750.00	\$1,620.00	\$1,620.00	\$0.00
Additional:						
HR Management	\$7,700.00	\$1,925.00	\$5,775.00	\$1,386.00	\$1,386.00	\$0.00
TOTAL:	\$28,200.00	\$9,113.00	\$19,087.00	\$5,076.00	\$5,076.00	\$0.00

Comments

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the Munis Web Client and the MUNIS Self Service applications if hosted by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

Client agrees that items in this sales quotation are, upon Client's signature of same, hereby added to the Agreement between the parties, and subject to its terms. Additionally, and notwithstanding anything in the Agreement to the contrary, payment for said items shall conform to the following conditions: Licensee fees for Tyler and 3rd party products are due when Tyler makes such software available for download by the Client (for the purpose of this quotation, the 'Availability Date') or delivery (if not software); Maintenance fees, prorated for the term commencing when on the Availability Date and ending on the last day of the current annual support term for Tyler Software currently licensed to the Client, are due on the Availability Date; Fees for services, unless otherwise indicated, plus expenses, are payable upon delivery.

Maintenance fees quoted will be waived until July 1, 2020.



ClearGov Service Order

2 Mill & Main; Suite 630
Maynard, MA 01754

Prepared by Sean O'Brien

Order Date 2/21/2019

Pricing Valid Through 3/31/2019

Customer Contact Information

Customer	Middleton, MA
Contact Name	Andrew Sheehan
Contact Title	
Contact E-mail	
Contact Phone	
Address City, State Zip	

Customer Billing Information

Billing Contact	
Billing E-Mail	
Purchase Order (If any)	

Services

Service Period		Description of Services Ordered	Billing Date	Billing Frequency	Service Fees
Start Date	End Date				
07/01/19	07/01/19	ClearGov Insights Onboarding: Includes setup and unlimited training & support.	07/01/19	One-Time	\$1,800.00
07/01/19	07/01/19	ClearGov Insights Onboarding: WAIVED (if signed by 2/28/19)	07/01/19	One-Time	(\$1,800.00)
07/01/19	06/29/20	ClearGov Budgets: Civic Edition - Small (Annual Subscription)	07/01/19	Annually In Advance	\$7,500.00
Total:					\$7,500.00

Service Order Terms

Payment Terms & Taxes	All invoices are due Net 30 days from the date of invoice. The Fees set forth in this ClearGov Service Order do not include applicable taxes.
Customer Deliverables	Customer shall provide all deliverables and respond to all approval requests within three (3) business days of such requests. Any delay by Customer in meeting these deliverable requirements may result in a delayed launch of the Customer Profile, but such delay shall not affect or change the Service Period as set forth in this Service Order
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service Period, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Annual Service Fees Limit	For any Annual Subscription, ClearGov may adjust the Service Fees on an annual basis, effective on each anniversary date of such Annual Subscription, by providing at least ninety (90) days written notice to Customer, provided however, that in no event shall such increase be more than 10% over the previous annual Service Fees.
Auto-Renewal	The Service Period for any Annual Subscription shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature below affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer

Signature	
Name	
Title	

ClearGov, Inc.

Signature	
Name	Bryan A. Burdick
Title	President






Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Warrant Article Update as of 3/1/19

Fiscal Year 2020-2024 Five Year Capital Budget Plan

	2020	2021	2022	2023	2024
Net Fiscal Year 2020-2024 Five Year Capital Budget Plan - By Category					
DPW/Recreational Facilities	1,366,000	816,000	690,000	629,500	545,000
<i>Less Grants :</i>	(972,000)	(300,000)	(300,000)	(300,000)	(300,000)
Police	136,130	120,750	76,050	65,000	53,000
Fire	168,595	1,040,000	234,000	354,000	804,000
Elementary Schools	273,447	2,577,000	2,089,000	454,000	1,110,000
Masconomet	159,795	0	0	0	0
Memorial Hall	39,300	25,000	0	0	0
Senior Center/Old Town Hall	7,500	80,000	3,700	4,000	2,500
Flint Public Library	0	6,000	50,000	0	0
IT	27,500	30,000	322,000	8,000	10,000
Administration	170,957	0	0	0	0
Other Warrant Articles	19,765	0	0	0	0
Water Enterprise Fund	0	9,500	15,000	225,000	225,000
ALL DEPARTMENTS TOTAL	\$1,396,989	\$4,404,250	\$3,179,750	\$1,439,500	\$2,449,500

Town of Middleton Debt Schedule - As of February 2019

	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029
Town Debt Service											
General Obligation Bonds											
Howe Manning School Construction August 17, 2012											
Subtotal	937,905	939,905	938,155	937,455	940,655	937,755	940,103	937,275	941,275	937,725	938,500
General Obligation Bonds											
Land Acquisition-11 South Main Street (Lois Lane) Library Purchase August 17, 2012											
Subtotal	41,375	40,325	44,000	42,400	40,800						
General Obligation - Unlimited Tax Library Bonds											
Library Addition/Renovation April 15, 2008											
Subtotal	320,705	307,065	298,488	289,793	280,745	271,698	262,650	253,368	239,085		
General Obligation Bonds											
Fuller Meadow School Roof 3/16/17											
Subtotal	91,375	89,625	82,875	81,250	79,625	78,000	76,375	74,750	72,800	70,850	68,900
General Obligation Bonds											
Natsue Way Land Acquisition 3/16/17											
Subtotal	46,375	45,500	44,625	43,750	42,875	42,000	41,125	40,250	39,200	38,150	37,100
Other Debt Obligation Schedules											
Water Extension - DEBT 140A-1											
Subtotal	11,775	11,285	10,795	10,305	5,330						
MWPAT Title V 97-1049 - DEBT 140A-2											
Subtotal	5,263	5,263	5,263	5,386	5,386						
MWPAT Title V T5-97-1049-1A - DEBT 140A-6											
Principal (Principal Only)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
General Fund Total	1,280,835	1,319,345	1,305,155	1,290,901	1,280,099	1,263,100	1,251,246	1,233,956	1,217,722	1,046,725	1,044,500
CPA Fund Contributions Total	156,900	103,075	102,988	103,747	104,601	66,353	69,007	71,687	74,638	-	-
Water Fund Total	11,775	11,285	10,795	10,305	5,330	-	-	-	-	-	-
Septic Fund Total	6,263	6,263	6,263	6,386	6,386	1,000	1,000	1,000	1,000	1,000	-
Change In General Fund Debt	(76,092)	38,510	(14,191)	(14,254)	(10,802)	(17,000)	(11,854)	(17,291)	(16,234)	(170,997)	(2,225)
PROSPECTIVE DEBT SERVICE											
<i>Assumptions: 1) 2 year BAN (3%) for all projects 2) 28 year Bonds (4.5%) 3) equal principal</i>											
LAND ACQUISITION (\$4,125,000)		123,750	216,563	332,250	325,500	318,750	312,000	305,250	298,500	291,750	285,000
FIRE STATION DESIGN (\$1,200,000)		36,000	63,000	97,979	95,963	93,938	91,913	89,888	87,863	85,838	83,813
FIRE STATION CONSTRUCTION (\$13,535,000)			406,050	710,588	1,083,163	1,061,338	1,039,513	1,017,688	995,863	974,038	952,213
New General fund Debt totals	1,280,835	1,479,095	1,990,767	2,431,717	2,784,724	2,737,125	2,694,671	2,646,781	2,599,947	2,398,350	2,365,525
NEW Change in G/F Debt Expense	(76,092)	198,260	511,672	440,950	353,008	(47,600)	(42,454)	(47,891)	(46,834)	(201,597)	(32,825)

	G/F Debt	G/F Budget	Debt as % of Budget	% Budget Increase
2013	1,047,320	26,295,558	4.0%	
2014	1,634,110	27,421,105	6.0%	4.3%
2015	1,621,572	28,933,259	5.6%	5.5%
2016	1,579,235	30,219,856	5.2%	4.4%
2017	1,229,349	31,932,155	3.8%	5.7%
2018	1,356,927	33,507,469	4.0%	4.9%
2019	1,280,835	34,999,679	3.7%	4.5%
2020	1,479,095	36,574,665	4.0%	4.5%
2021	1,990,767	38,220,524	5.2%	4.5%
2022	2,431,717	39,940,448	6.1%	4.5%
2023	2,784,724	41,737,768	6.7%	4.5%
2024	2,737,125	43,615,968	6.3%	4.5%
2025	2,694,671	45,578,686	5.9%	4.5%
2026	2,646,781	47,629,727	5.6%	4.5%
2027	2,599,947	49,773,065	5.2%	4.5%
2028	2,398,350	52,012,853	4.6%	4.5%
2029	2,365,525	54,353,431	4.4%	4.5%
2030	2,332,041	56,799,336	4.1%	4.5%
2031	2,197,625	59,355,306	3.7%	4.5%
2032	2,170,475	62,026,295	3.5%	4.5%
2033	2,137,500	64,817,478	3.3%	4.5%