

Town of Middleton Massachusetts



ANNUAL & SPECIAL TOWN MEETING

Saturday, June 5, 2021

**Meeting to be held at Henry Tragert Common Soccer
Field, 48 South Main Street, Middleton, MA**

**Parking available at Angelica's Restaurant, 49 South
Main Street**

Town Warrant Dedications

James DiGianvittorio, Police Chief (Retired)

Dedication to Those Who Have Left Us:

Joseph Pascucci

Michelle Fitzpatrick

Mary Tragert

We appreciate all those who serve the Town and thank our retirees for your outstanding dedication and service to the residents of Middleton.

Middleton Board of Selectmen

Richard W. Kassiotis, Jr., Chair

Timothy P. Houten, Clerk

Kosta E. Prentakis

Brian M. Cresta

Andrew J. Sheehan, Town Administrator

Tanya Shallop, Assistant Town Administrator/Human Resources Director

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Warrant Articles and Reports
May 14, 2019**

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Article #	Description	Tax Levy	Community Preservation Fund	Ambulance Fund	Proposed Free Cash Contribution	Enterprise Fund	Enterprise Fund Retained Earnings	Debt Service	Other	Notes
STM 2	Costs associated with acquisition or disposal of real property	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
ATM 2	FY21 Snow and Ice deficit (no action)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 3	FY21 Budget Amendments (no action)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 4	Union Contracts (TBD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 6	Funeral Expenses C41 section 100 G1/4	\$ -	\$ -	\$ -	\$ 2,320	\$ -	\$ -	\$ -	\$ -	
	Hilltop Borrowing Fees	\$ -	\$ -	\$ -	\$ 4,498	\$ -	\$ -	\$ -	\$ -	
	Election Equipment	\$ -	\$ -	\$ -	\$ 1,283	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ 8,101	\$ -	\$ -	\$ -	\$ -	
ATM 7	Rescind FY21 Ambulance Fund Transfer	\$ -	\$ -	\$ (121,821)	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ (121,821)	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 8	Rescind PY Free Cash	\$ -	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ -	\$ -	
ATM 10	Omnibus Budget	\$ 38,000,374	\$ -	\$ 621,821	\$ -	\$ -	\$ -	\$ -	\$ 262,691	\$157,516 PEG; \$105,175 Capital Stabilization Fund
	Total Article	\$ 38,000,374	\$ -	\$ 621,821	\$ -	\$ -	\$ -	\$ -	\$ 262,691	
ATM 11	CPA Budget - Ongoing	\$ -	\$ 230,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ 230,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 12	CPA Budget - New Projects	\$ -	\$ 367,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ 367,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 14	SESD Sewer Enterprise Fund Budget	\$ -	\$ -	\$ -	\$ -	\$ 106,536	\$ -	\$ -	\$ -	Sewer Enterprise Fund
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 106,536	\$ -	\$ -	\$ -	
ATM 15	Water Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ 241,888	\$ 50,000	\$ -	\$ -	Water Enterprise Fund
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 241,888	\$ 50,000	\$ -	\$ -	
ATM 19	Capital Budget	\$ -	\$ -	\$ -	\$ 430,941	\$ -	\$ -	\$ 910,000	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ 430,941	\$ -	\$ -	\$ 910,000	\$ -	
ATM 20	Funding for OPEB Trust Fund	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
	Appropriation to Stabilization Fund	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
	Appropriation to Pension Stabilization Fund	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
	Appropriation to Capital Stabilization Fund	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
	Special Education (SPED) Stabilization Fund	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ 380,000	\$ -	\$ -	\$ -	\$ -	
ATM 21	Acquisition on land at Maple/King Street	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
ATM 22	Public Facilities Project, 105 South Main Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,700,000	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,700,000	\$ -	
Warrant Book Totals		\$ 38,000,374	\$ 597,390	\$ 621,821	\$ 859,042	\$ 348,424	\$ 50,000	\$ 62,610,000	\$ 262,691	



**FINANCE COMMITTEE
TOWN OF MIDDLETON
Report for Annual Town Meeting
June 5, 2021**

April 30, 2021

Dear Residents of Middleton:

Welcome to Middleton's Annual Town Meeting. Town Meeting is your time to review the spending plan developed by your elected and appointed officials for FY2022 and voice your questions and concerns. This is a collaborative process between Town Government and the Citizens which is designed to keep Middleton the jewel of a community we all enjoy living in.

There are 35 articles on this year's Annual Town Meeting Warrant. The Board of Selectmen and Finance Committee have worked diligently on your behalf to present a budget that we believe addresses the concerns and priorities of the entire community, and its appeal to the quality of life, while at the same time balances available revenues to be financially responsible. Article 10 of the Annual Town Meeting Warrant is the Omnibus budget for FY22. We believe that this budget takes into consideration the needs of the entire community while balancing the multiple needs and priorities of the entire town and its citizens.

The proposed FY22 budget funded by taxation is \$38,000,374. This is an increase of 2.115%. The following table outlines the budget changes:

Name		2019 Actual	2020 Actual	2021 Budgeted	FY2022 - FY22 Approved Budget	FY2021 Budgeted vs. FY2022- FY22 Approved Budget (%)
Expenditures						
	General Government	\$1,763,204.55	\$1,621,273.50	\$2,067,395.00	\$2,055,234.00	-0.588%
	Public Safety	\$4,327,463.37	\$4,217,887.38	\$4,391,547.00	\$4,536,033.00	3.290%
	Education	\$22,611,242.09	\$23,003,977.32	\$24,019,092.00	\$24,539,614.00	2.167%
	Public Works	\$1,742,561.83	\$1,572,737.24	\$1,737,639.00	\$1,806,563.00	3.967%
	Human Services	\$452,456.85	\$436,228.30	\$505,842.00	\$506,952.00	0.219%
	Culture and Recreation	\$588,692.34	\$588,007.91	\$664,519.00	\$676,897.00	1.863%
	Debt Service	\$1,291,225.28	\$1,439,570.83	\$1,398,618.00	\$1,670,494.00	19.439%
	Other Financing Uses	\$2,522,643.77	\$3,473,005.73	\$2,977,514.00	\$3,093,100.00	3.882%
Total Expenditures:		\$35,733,877.08	\$36,682,758.21	\$38,079,430.00	\$38,884,887.00	2.115%

The budget includes 1 new position for the police department. We estimate the impact of the budget to the Tax Rate for FY2022 to be \$0.43 with the approval of the Operating Budget. The projected impact of approving the Operating Budget would increase taxes on the average home valued at \$640,000 by \$271.

Balancing the budget for FY2022 did have its fiscal challenges. Due to COVID-19, FY2021 has seen a drop in Meals and Lodging Taxes. While we should see some improvement in FY2022, we are obligated to budget prudently. In order to balance the budget we opted to decline some labor requests submitted by departments and are using Stabilization. We do expect an increase in Meals and Lodging taxes in the future so we expect the use of Stabilization to be a one-time event.

Town Meeting is also being asked to approve various capital projects in Article 19. These are paid from Free Cash in the amount of \$430,941, and Debt in the amount of \$910,000. These requests are made to properly position our departments to provide the necessary services Middleton residents expect, and to maintain the Taxpayer's assets. Article 22 is the proposed Public Facilities complex, which proposes to build a new combined

Fire Station and Police Station, and a combined Community Center and Town Hall. This project is for \$61,700,000 and the proposed funding source is a debt exclusion. The Town is developing a list of other revenue sources which could mitigate the impact to Middleton's taxpayers. This will be outlined at the Annual Town Meeting. The Finance Committee believes the four current facilities are woefully inadequate in terms of current structural conditions, and facility requirements that the current Middleton population requires. The current facilities were built long ago (in some cases nearly 2 centuries ago) when the community was far less populated. In addition to an increasing population, Middleton has seen significant increases in commercial properties and a growing prison; all requiring additional support to Town Services.

Finally, thank you for joining us at Town Meeting!

Sincerely,

Middleton Finance Committee

John Erickson, Co-Chair

Michelle Cresta

John Mahoney

Richard S. Gregorio, Co-Chair

George E. Dow Sr.

Toni Mertz

Jason Vining

COMMUNITY PRESERVATION PLAN TOWN OF MIDDLETON MARCH 29, 2022

The voters of Middleton adopted the Community Preservation Act (CPA) with a 1% surcharge at Town Meeting in May 2004 and at the ballot on November 2, 2004.

The Community Preservation Committee (CPC) was authorized by the Annual Town Meeting in May 2004 with the Town Moderator as the appointing authority. The members are:

Timothy Houten, Board of Selectmen, 2022
Robert Murphy, Master Plan Committee, 2021
John Erickson, Finance Committee, 2022
Anthony Tierno, Planning Board, 2021
Ilene Twiss, Housing Authority, 2023
Laurie York, Conservation Commission, 2022
Anne LeBlanc-Snyder, Historical Commission, 2023
Mary Ann Erickson, Citizen-at-large, 2021
Kosta Prentakis, Citizen-at-large, 2023

The CPA requires at least 10% of each year's funds be spent or reserved for open space, historic preservation and affordable housing. CPA funds that are not expended in one year may be carried over to subsequent years. However, once CPA funds are reserved for a specific purpose, they must ultimately be used for that purpose. The remaining 70% of CPA funds in each fiscal year are available to be appropriated or reserved, according to the Town's discretion, for open space, historic preservation, affordable housing and recreation. Also 5% of annual CPA funds may be appropriated and used for administrative activities of the Community Preservation Committee.

The CPC is primarily a source of funding, rather than an initiator of projects. Town Boards, Departments and citizens may bring proposals for funding to the CPC. The CPC will give favorable consideration to those proposals that best meet our guidelines and goals. While the CPC does not have the power to appropriate funds for particular projects, Town Meeting may use CPA funds only with the recommendation of the CPC.

Goals:

Open Space:

1. Preserve Middleton's small town image
2. Protect valuable water resources and unique wildlife habitat areas
3. Increase and connect existing protected areas
4. Protect large tracts of undeveloped land

Recreation:

1. Provide for better recreational utilization of currently town owned land and facilities
2. Decentralize appropriate activities to neighborhood locations

Historic Preservation:

1. Preservation and enhancement of municipally owned properties of historical, archeological, architectural or cultural significance
2. Acquisition of threatened properties of particular historical, archeological, architectural or cultural significance
3. Encouraging the private sector to preserve assets of historical, archeological, architectural or cultural or cultural significance
4. Cataloguing resources of historical, archeological, architectural or cultural or cultural significance

Affordable Housing:

1. Meet local housing needs along the full range of incomes, while promoting diversity and stability of individuals and families in Middleton
2. Ensure that new affordable housing is harmonious with the community and its neighborhood
3. Leverage other public and private resources to the greatest extent possible.

Selection Criteria:

1. Consistency with Master Plan, Open Space and Recreation Plan and other planning documents that have or will receive wide community scrutiny and input
2. Preservation of currently owned Town assets
3. Affordability and provision for cost/funding that is compatible with the Town's financial plan
4. Preservation of a resource or opportunity that would otherwise be lost
5. Feasibility
6. Involvement of multiple CPA purposes
7. Involvement of multiple sources of funding
8. Compliance with Middleton Zoning By-laws

Adopted by the Community Preservation Committee on March 29, 2021.

Community Preservation Plan - 2021 Annual Town Meeting Update

	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERVATION RESERVE	AFFORDABLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
6/30/21 Projected balances		\$738	\$738	\$125,773	\$270,659	\$397,907	
				RECEIVABLE	\$0		
				CASH BALANCE	\$270,659		
Fiscal Year 2022 Revenue							
FY22 Anticipated Town Share (Estimated)	\$ 260,000						
FY22 State Match Based on 25% of FY21 (Estimated)	\$ 60,000						
	\$320,000	\$35,597	\$35,597	\$35,597	\$213,211		
Fiscal Year 2022 Expenses							
Flint Public Library Renovation and Expansion 5/10/05 ATM (HP)			(36,334)		(43,666)		80,000
Debt service on 11 South Main Land Purchase 5/11/10 ATM (OS)		(36,334)			(6,066)		42,400
Community Preservation Committee Administration Budget Common at Municipal Complex contingent on project approval					(1,200)		1,200
					(300,000)		300,000
Replace Tramp House Roof					(17,000)		17,000
Essex County Greenbelt for Conservation Restriction at Camp Creighton					(50,000)		50,000
Interest Earned							
Unused Appropriations							
6/30/22 Balances		\$0	(\$0)	\$161,369	\$65,938	\$227,307	
				RECEIVABLE	\$0		
				CASH BALANCE	\$65,938		

**TOWN OF MIDDLETON
ANNUAL & SPECIAL TOWN MEETING
THE COMMONWEALTH OF MASSACHUSETTS
JUNE 5, 2021**

ESSEX s.s.

To the Constable of the Town of Middleton in the County of Essex:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Henry Tragert Common Soccer Field, 48 South Main Street, on Saturday, June 5, 2021 at 9:00AM, then and there to act on the following articles:

To transact any other business that may lawfully come before this meeting.

**SPECIAL TOWN MEETING
9:00AM**

ARTICLE 1. On petition of Robert T. Peachey, Sr. and 200 or more registered voters, for the following:

“Following the retirement of the current Chief of Police, the Board of Selectmen shall appoint to the position of Chief of Police, under Chapter 97A of the Massachusetts General Laws, one of the three internal candidates: Police Sergeant Ron Carpenter, Police Sergeant Matt Armitage, or Police Officer Robert Marino.”

ARTICLE 2. On petition of Eric R. Cudmore and 10 or more registered voters, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds \$20,000 to pay for the costs associated with the acquisition or disposal of real property.

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

Master Plan Committee Recommendation: The Master Plan Committee voted 5-1 to recommend against the article.

<<<END OF SPECIAL TOWN MEETING WARRANT>>>

**ANNUAL TOWN MEETING
9:15AM
CURRENT AND PRIOR YEAR FINANCIAL ARTICLES**

ARTICLE 1. To hear Committee Reports:

ARTICLE 2. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the deficit incurred in the Department of Public Works (snow removal and winter road maintenance) budget; or take any other action relative thereto.

Purpose: This article will transfer funds to close the deficit for snow and ice removal. The snow and ice deficit is typically funded through a transfer from Free Cash. At the time of printing the snow and ice deficit was \$0; therefore, no action is anticipated.

ARTICLE 3. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, transfer between and among various accounts, or transfer from available funds to supplement the Fiscal Year 2021 operating budget; or take any other action relative thereto.

Purpose: This article is to transfer funds and supplement monies, if necessary, to meet departmental expenses in the current fiscal year ending on June 30, 2021.

ARTICLE 4. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to fund collective bargaining agreements; or take any other action relative thereto.

Purpose: This article will fund costs associated with contracts negotiated with collective bargaining groups (public employee unions).

ARTICLE 5. On petition of the Board of Selectmen and Community Preservation Committee, to see if the Town will vote to amend Article 6 of the Annual Town Meeting held on May 13, 2014 with respect to the use of Community Preservation Funds for the rails to trails pedestrian and bike paved trail by deleting the reference to phase 1 of said trail; or take any other action relative thereto.

Purpose: This article amends a prior appropriation that directed the funds be used for phase 1 of the rail trail project. The first portion of phase 1 was built in 2020 with grant funds. This article would allow the previously appropriated funds to be used for subsequent phases of the project. No additional funding is sought.

ARTICLE 6. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to pay prior fiscal year bills; or take any other action relative thereto.

Purpose: This article authorizes payment of bills from prior fiscal years. Under General Law c. 44, s. 64, bills from prior fiscal years can only be paid if approved by Town Meeting unless funds were encumbered. At the time of printing the following prior fiscal year bills were identified:

- \$4,497.50: Hilltop Securities borrowing fees
- \$2,320.00: Firefighter funeral expenses (GL c. 41, 100 G1/4)
- \$1,283.00: LHS Associates, Inc. Election expenses

ARTICLE 7. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to amend Article 10 of the Annual Town Meeting held on June 24, 2020 with respect to the Capital Budget for Fiscal Year 2021, by returning the sum of \$121,821 from the General Fund to the Ambulance Fund; or take any other action relative thereto.

Purpose: This article returns unspent funds to the Ambulance Fund. The appropriation from the Ambulance Fund under Article 10 of the 2020 Annual Town Meeting was higher than it needed to be to meet the expense.

ARTICLE 8. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to amend Article 10 of the Annual Town Meeting held on June 24, 2020 with respect to the Capital Budget for Fiscal Year 2021, by reducing the Free Cash appropriation by \$75,000; or take any other action relative thereto.

Purpose: This article corrects scrivener's errors that misstated the amounts approved under Article 10. The Free Cash amount and the total appropriation amount were higher than they should have been.

FY2022 FINANCIAL ARTICLES

ARTICLE 9. On petition of the Board of Selectmen acting in the capacity of the Personnel Board, to see if the Town will vote to set the salaries of elected officials pursuant to Massachusetts General Law Chapter 41, Section 108; or take any other action relative thereto.

Purpose: This article establishes the compensation of elected officials. The Personnel Plan which shows the compensation of all employees is located in the back of the warrant book.

ARTICLE 10. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Omnibus Budget for Fiscal Year 2022; or take any other action relative thereto.

Purpose: This article requests approval of the Town operating budget for the coming fiscal year beginning on July 1, 2021 and running through June 30, 2022. Detailed descriptions of revenues and expenditures are presented in the warrant book.

Town of Middleton				
Summary of Fiscal Year 2021 and Proposed 2022 Operating Budget Totals				
	Fiscal Year 2021	Fiscal Year 2021	(Decrease) Increase In Dollars \$	Percent + or - Change
Town Operating Budgets	\$9,354,942	\$9,581,679	\$226,737	2.4%
Health Insurance, Retirement, Unclassified	\$2,902,514	\$3,093,100	\$190,586	6.6%
Town Debt Service (offset by CPA funding)	\$1,398,618	\$1,670,494	\$271,876	19.4%
Town General Government Totals	\$13,656,074	\$14,345,273	\$689,199	5.0%
<u>Schools</u>				
Local School Budget	\$12,986,504	\$13,154,591	\$168,087	1.3%
Masconomet Budget	\$10,307,792	\$10,575,567	\$267,775	2.6%
Essex Technical High School Budget	\$698,796	\$809,456	\$110,660	15.8%
All School Totals	\$23,993,092	\$24,539,614	\$546,522	2.3%
Operating Budget Totals	\$37,649,166	\$38,884,887	\$1,235,721	3.3%

	Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
FUND: 01 GENERAL FUND					
FUNCTION 100: GENERAL GOVERNMENT					
Department #114 TOWN MODERATOR					
5100 Personal Services	200	200	200	200	200
DEPARTMENT TOTAL	\$200	\$200	\$200	\$200	\$200
Department #122 SELECTMEN/ADMINISTRATOR					
5100 Personal Services	243,342	264,716	281,453	0	294,663
5200 Purchase of Services/Supplies	31,344	45,203	40,615	3,000	40,615
DEPARTMENT TOTAL	\$274,686	\$309,919	\$322,068	\$3,000	\$335,278
Department #131 FINANCE COMMITTEE					
5100 Personal Services	1,250	896	2,100	2,121	2,121
5200 Purchase of Service/Supplies	180	180	1,780	1,780	1,780
5200 Reserve fund (Budget Shown)	70,000	100,000	100,000	100,000	100,000
DEPARTMENT TOTAL	\$71,430	\$101,076	\$103,880	\$103,901	\$103,901
Department #135 TOWN ACCOUNTANT					
5100 Personal Services	127,242	128,177	132,442	146,361	146,361
5200 Purchase of Services/Supplies	33,582	29,791	37,250	37,250	37,250
5800 Capital Outlay	0	0	0	0	0
DEPARTMENT TOTAL	\$160,824	\$157,968	\$169,692	\$183,611	\$183,611
Department #141 ASSESSORS					
5100 Personal Services	158,077	165,452	169,266	190,854	171,253
5200 Purchase of Services/Supplies	19,750	17,820	12,010	12,100	12,100
DEPARTMENT TOTAL	\$177,827	\$183,272	\$181,276	\$202,954	\$183,353
Department #145 TREASURER/COLLECTOR					
5100 Personal Services	175,056	182,046	186,751	189,538	189,538
5200 Purchase of Services/Supplies	37,536	33,519	43,950	43,950	43,950
DEPARTMENT TOTAL	\$212,592	\$215,565	\$230,701	\$233,488	\$233,488

	Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
Department #146 CUSTODIAN OF TOWN LANDS					
5100 Personal Services	2,500	2,500	2,500	2,500	2,500
DEPARTMENT TOTAL	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Department #151 TOWN COUNSEL					
5200 Purchase of Services	67,485	81,402	80,000	80,000	80,000
DEPARTMENT TOTAL	\$67,485	\$81,402	\$80,000	\$80,000	\$80,000
Department #155 INFORMATION TECHNOLOGY					
5100 Personal Services	59,890	61,301	71,036	72,253	72,253
5200 Purchase of Services/Supplies	171,617	146,147	307,039	306,142	306,142
DEPARTMENT TOTAL	\$231,507	\$207,448	\$378,075	\$378,395	\$378,395
<i>* Various items from departments have been reclassified into the information technology department.</i>					
Department #161 TOWN CLERK					
5100 Personal Services	114,918	129,001	136,446	137,685	137,685
5200 Purchase of Services/Supplies	7,656	5,501	13,100	19,250	19,250
5800 Capital Outlay	3,075	5,734	8,000	10,000	10,000
DEPARTMENT TOTAL	\$125,649	\$140,236	\$157,546	\$166,935	\$166,935
Department #162 ELECTIONS/ REGISTRATIONS					
5100 Personal Services	28,672	18,127	42,960	24,065	24,065
5200 Purchase of Services/Supplies	7,811	6,174	13,750	10,250	12,750
DEPARTMENT TOTAL	\$36,483	\$24,301	\$56,710	\$34,315	\$36,815
Department #171 CONSERVATION COMMISSION					
5100 Personal Services	56,841	74,329	85,552	86,314	86,314
5200 Purchase of Services/Supplies	2,755	1,945	3,950	3,950	3,950
DEPARTMENT TOTAL	\$59,596	\$76,274	\$89,502	\$90,264	\$90,264

		Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
Department #175 PLANNING BOARD						
5100	Personal Services	89,787	95,746	101,754	103,477	103,477
5200	Purchase of Services/Supplies	6,473	3,959	9,310	10,310	10,310
DEPARTMENT TOTAL		\$96,260	\$99,704	\$111,064	\$113,787	\$113,787
Department #176 BOARD OF APPEALS						
5100	Personal Services	2,075	2,123	2,620	2,640	2,640
5200	Purchase of Services/Supplies	518	352	2,050	2,050	2,050
DEPARTMENT TOTAL		\$2,593	\$2,475	\$4,670	\$4,690	\$4,690
Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION						
5100	Personal Services	750	512	1,441	1,452	1,452
5200	Purchase of Services/Supplies	0	0	100	100	100
DEPARTMENT TOTAL		\$750	\$512	\$1,541	\$1,552	\$1,552
Department #192 TOWN BUILDINGS						
5100	Personal Services	39,207	36,908	49,470	49,965	49,965
5200	Purchase of Services/Supplies	68,493	67,236	84,500	84,500	84,500
DEPARTMENT TOTAL		\$107,700	\$104,145	\$133,970	\$134,465	\$134,465
Department #195 TOWN REPORTS						
195	Town Warrants/Reports	3,077	1,910	6,000	7,000	6,000
DEPARTMENT TOTAL		\$3,077	\$1,910	\$6,000	\$7,000	\$6,000
TOTAL GEN. GOVERNMENT FUNCTION 100		\$1,631,159	\$1,708,905	\$2,029,395	\$1,741,057	\$2,055,234
FUND: 01 GENERAL FUND						

		Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
FUNCTION 200: PUBLIC SAFETY						
Department #210 POLICE DEPARTMENT						
5100	Personal Services	1,535,609	1,769,380	1,734,056	1,776,927	1,776,927
5200	Purchase of Services/Supplies	180,202	169,450	221,725	232,275	232,275
5800	Capital Outlay	50,000	48,158	59,000	59,000	59,000
DEPARTMENT TOTAL		\$1,765,811	\$1,986,988	\$2,014,781	\$2,068,202	\$2,068,202
Department #220 FIRE DEPARTMENT						
5100	Personal Services	1,664,887	1,701,058	1,731,161	1,804,594	1,804,594
5200	Purchase of Services/Supplies	201,563	241,407	330,196	344,567	344,567
5800	Capital Outlay	16,825	5,962	18,000	18,000	18,000
DEPARTMENT TOTAL		\$1,883,275	\$1,948,427	\$2,079,357	\$2,167,161	\$2,167,161
Department #241 INSPECTIONS DEPARTMENT						
5100	Personal Services	225,719	234,901	242,145	245,293	245,293
5200	Purchase of Services/Supplies	25,049	23,359	28,250	28,250	28,250
DEPARTMENT TOTAL		\$250,768	\$258,261	\$270,395	\$273,543	\$273,543
Department #292 ANIMAL CONTROL						
5100	Personal Services	19,950	22,732	22,914	23,027	23,027
5200	Purchase of Services/Supplies	1,138	1,280	3,900	3,900	3,900
DEPARTMENT TOTAL		\$21,088	\$24,012	\$26,814	\$26,927	\$26,927
Department #296 TOWN CONSTABLE						
5100	Personal Services	200	200	200	200	200
DEPARTMENT TOTAL		\$200	\$200	\$200	\$200	\$200
TOTAL PUBLIC SAFETY FUNCTION 200		\$3,921,142	\$4,217,887	\$4,391,547	\$4,536,033	\$4,536,033

	Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
FUND: 01 GENERAL FUND					
FUNCTION: 300: EDUCATION					
Department #300 OTHER SCHOOL EXPENSES					
5200 Purchase of Services /Supplies	0	0	26,000	0	0
DEPARTMENT TOTAL	\$0	\$0	\$26,000	\$0	\$0
Department #301 MIDDLETON SCHOOL DEPARTMENT					
5100 Personal Services	7,758,652	8,352,108	9,105,060	9,284,493	9,284,493
5200 Purchase of Services /Supplies	3,684,295	3,525,249	3,881,444	3,870,098	3,870,098
DEPARTMENT TOTAL	\$11,442,947	\$11,877,356	\$12,986,504	\$13,154,591	\$13,154,591
Department #314 MASCONOMET SCHOOL DISTRICT					
5600 Intergovernmental Payments (Middleton's Assessment)	9,415,414	9,968,088	10,204,052	10,473,077	10,473,077
5900 Masconomet Debt Service	379,817	382,380	103,740	102,490	102,490
DEPARTMENT TOTAL	\$9,795,231	\$10,350,468	\$10,307,792	\$10,575,567	\$10,575,567
Department #315 NORTH SHORE ESSEX AGRICULTURAL AND VOCATIONAL SCHOOL DISTRICT					
5600 Intergovernmental Payments (Middleton's Assessment)	736,492	699,698	632,598	735,809	735,809
5900 NSEAVSD Debt Service	85,826	76,455	66,198	73,647	73,647
DEPARTMENT TOTAL	\$822,318	\$776,153	\$698,796	\$809,456	\$809,456
TOTAL SCHOOL DEPARTMENT	\$22,060,496	\$23,003,977	\$24,019,092	\$24,539,614	\$24,539,614
FUNCTION 300: EDUCATION					

		Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
FUND: 01 GENERAL FUND						
FUNCTION 400: PUBLIC WORKS						
Department #420 PUBLIC WORKS DEPARTMENT						
5100	Personal Services	607,562	646,677	686,645	699,741	699,741
5200	Purchase of Services/Supplies	246,913	270,436	295,921	296,800	296,800
5800	Capital Outlay	19,000	16,689	19,000	19,000	19,000
DEPARTMENT TOTAL		\$873,475	\$933,802	\$1,001,566	\$1,015,541	\$1,015,541
Department #423 SNOW AND ICE						
5100	Personal Services	39,309	30,390	60,000	50,000	50,000
5200	Purchase of Services/Supplies	185,916	177,102	220,750	230,750	230,750
DEPARTMENT TOTAL		\$225,225	\$207,492	\$280,750	\$280,750	\$280,750
Department #425 TRANSFER STA./SOLID WASTE						
5100	Personal Services	108,131	130,223	133,123	141,407	141,407
5200	Purchase of Services/Supplies	295,313	301,220	322,200	368,865	368,865
DEPARTMENT TOTAL		\$403,444	\$431,443	\$455,323	\$510,272	\$510,272
TOTAL PUBLIC WORKS		\$1,502,144	\$1,572,737	\$1,737,639	\$1,806,563	\$1,806,563

		Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
FUND: 01 GENERAL FUND						
FUNCTION 500: HUMAN SERVICES						
Department #511 BOARD OF HEALTH						
5100	Personal Services	107,503	110,065	110,974	117,059	114,457
5200	Purchase of Services/Supplies	23,298	19,463	24,800	24,800	24,800
DEPARTMENT TOTAL		\$130,801	\$129,528	\$135,774	\$141,859	\$139,257
Department #541 COUNCIL ON AGING						
5100	Personal Services	157,609	168,284	197,599	200,042	200,042
5200	Purchase of Services/Supplies	41,072	42,946	46,217	46,217	46,217
5800	Capital Outlay	1,500	0	0	0	0
DEPARTMENT TOTAL		\$200,181	\$211,230	\$243,816	\$246,259	\$246,259
Department #543 VETERAN SERVICE OFFICER						
5100	Personal Services	25,298	17,550	19,427	19,611	19,611
5200	Purchase of Services/Supplies	56,729	46,266	71,900	66,900	66,900
DEPARTMENT TOTAL		\$82,027	\$63,816	\$91,327	\$86,511	\$86,511
Department #545 TRI-TOWN COUNCIL						
5200	Purchase of Services	28,500	28,500	29,925	29,925	29,925
DEPARTMENT TOTAL		\$28,500	\$28,500	\$29,925	\$29,925	\$29,925
Department #548 MIDDLETON GARDEN CLUB						
5200	Purchase of Services	2,228	3,154	5,000	5,000	5,000
DEPARTMENT TOTAL		\$2,228	\$3,154	\$5,000	\$5,000	\$5,000
TOTAL HUMAN SERVICES FUNCTION 500		\$443,737	\$436,228	\$505,842	\$509,554	\$506,952

	Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
FUND: 01 GENERAL FUND					
FUNCTION 600: CULTURE & RECREATION					
Department #610 FLINT PUBLIC LIBRARY					
5100 Personal Services	361,584	373,714	410,954	424,431	424,431
5200 Purchase of Services/Supplies	177,628	176,259	192,961	190,847	190,847
DEPARTMENT TOTAL	\$539,212	\$549,973	\$603,915	\$615,278	\$615,278
Department #630 RECREATION COMMISSION					
5100 Personal Services	19,990	20,784	23,830	24,845	24,845
5200 Purchase of Services/Supplies	18,989	14,109	25,774	25,774	25,774
DEPARTMENT TOTAL	\$38,979	\$34,893	\$49,604	\$50,619	\$50,619
Department #691 HISTORICAL COMMISSION					
5200 Purchase of Services	1,000	0	1,000	1,000	1,000
DEPARTMENT TOTAL	\$1,000	\$0	\$1,000	\$1,000	\$1,000
Department #692 MEMORIAL DAY					
5200 Purchase of Services	4,503	3,142	5,000	5,000	5,000
DEPARTMENT TOTAL	\$4,503	\$3,142	\$5,000	\$5,000	\$5,000
Department #693 CHIEF WILLS DAY FAMILY FESTIVAL					
5200 Purchase of Services	5,000	0	5,000	5,000	5,000
DEPARTMENT TOTAL	\$5,000	\$0	\$5,000	\$5,000	\$5,000
TOTAL CULTURE & REC. FUNCTION 600	\$588,694	\$588,008	\$664,519	\$676,897	\$676,897

	Actual FY 2019	Actual FY 2020	Approved FY 2021	Department Request FY 2022	Selectmen Finance Committee Recommendation FY 2022
FUND: 01 GENERAL FUND					
FUNCTION 700: DEBT SERVICE					
Department #710 DEBT SERVICE					
5801 Principal	819,475	887,250	890,625	920,000	920,000
5915 Interest	471,750	552,321	457,993	468,830	735,494
5920 Issuance Costs	0	0	50,000	15,000	15,000
TOTAL DEBT SERVICE FUNCTION 700	\$1,291,225	\$1,439,571	\$1,398,618	\$1,403,830	\$1,670,494
FUND: 01 GENERAL FUND					
FUNCTION 900: UNCLASSIFIED					
Department: UNCLASSIFIED					
910 Compensation Reserve	19,497	23,785	90,000	90,000	90,000
911 Retirement	1,409,336	1,460,009	1,645,959	1,847,976	1,847,976
913 Unemployment	4,040	23,564	15,000	15,000	15,000
914 Health Insurance	731,260	700,298	845,055	797,624	797,624
915 Group Insurance	2,057	2,313	3,000	3,000	3,000
916 Medicare	89,559	95,679	100,000	100,000	100,000
945 All Other Insurance	189,394	190,729	203,500	239,500	239,500
DEPARTMENT TOTAL	\$2,445,143	\$2,496,377	\$2,902,514	\$3,093,100	\$3,093,100
TOTAL OPERATING BUDGET	\$33,883,740	\$35,463,691	\$37,649,166	\$38,306,648	\$38,884,887
GENERAL FUND 01					

ARTICLE 11. On petition of the Board of Selectmen and Community Preservation Committee, to see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues or available funds the amounts recommended by the Community Preservation Committee for debt service, and community preservation projects and other expenses in Fiscal Year 2022 with each item to be considered a separate appropriation; or take any other action relative thereto.

Proposed Fiscal Year 2022 Community Preservation Budget

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2022 Community Preservation Fund Revenues, unless otherwise specified for Fiscal Year 2022 Community Preservation Purposes with each item considered to be a separate appropriation:

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
A) Reserves: Open Space	\$35,596.50	FY 2021 Estimated CPA Receipts
Reserves: Historic Resources	\$35,596.50	FY 2021 Estimated CPA Receipts
Reserves: Community Housing	\$35,596.50	FY 2021 Estimated CPA Receipts
B) Flint Library Debt Service	\$80,000	\$36,334.42 from Historic Resources Reserve and \$43,665.58 from Fund Balance
C) 11 South Main St. Debt Service	\$42,400	\$36,334.41 from Open Space Reserve And \$6,065.59 from Fund Balance
D) CPA Committee Admin. Expenses	\$1,200	From Fund Balance
Community Preservation Total	\$230,389.50	

Purpose: Each year the Town Meeting must appropriate or reserve for future appropriation at least 10% of the estimated annual fund revenues for acquisitions and initiatives in each of the following three categories of allowable community preservation purposes:

Open space (excluding recreational uses)
Historic resources
Community housing

The term “annual fund revenues” in Fiscal Year 2022 are estimated at \$320,000 and is composed of the estimated receipts from the local surcharge of \$260,000 and monies from the State Trust Fund, which will make its fifteenth payment in October of 2021 providing an additional estimated \$60,000 in matching funds based upon the local share raised in FY 2022

ARTICLE 12. On petition of the Board of Selectmen and Community Preservation Committee, to see if the Town will vote to appropriate from the Community Preservation Fund annual revenues the following amounts recommended by the Community Preservation Committee for new community preservation projects in Fiscal Year 2022 with each item to be considered a separate appropriation; or take any other action relative thereto.

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
Tramp House Roof	\$17,000	Fund Balance
Common at Municipal Complex	\$300,000	Fund Balance
Essex Co. Greenbelt for conservation restriction at Camp Creighton Pond	\$50,000	Fund Balance
Community Preservation Total	\$367,000	

ARTICLE 13. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to authorize the spending limits of the following revolving funds established under the Town Bylaw and General Laws Chapter 44, Section 53E ½:

<u>Revolving Fund</u>	<u>Spending Limit</u>
Firearms License and Permits	\$10,000
Council on Aging	\$35,000
Recreation	\$15,000
Recreation Field Use	\$15,000
Stormwater Management	\$5,000

Or take any other action relative thereto.

ARTICLE 14.

On petition of the Town Accountant, Board of Selectmen, and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Sewer Enterprise receipts to pay expenses and contractual services required to operate the Sewer Enterprise Fund for Fiscal Year 2022; or take any other action relative thereto.

Direct Costs

SESD Assessment	\$105,436
Expenses	\$100
Extra/Unforeseen	\$1,000
Total Direct Costs:	\$106,536

Indirect Costs *

Salaries and Wages	\$4,438
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Insurance & Benefits	\$370
Total Indirect Costs:	\$4,808

Total FY2022 Budget \$111,344

**(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$106,536 or any other sum from the Sewer Enterprise Revenues and to approve the sum of \$4,808 of indirect costs appropriated in the general fund under Article 10 to be funded from Sewer Enterprise Revenues.

ARTICLE 15. On petition of the Town Accountant, Public Works Superintendent, Board of Selectmen, and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Water Enterprise receipts to pay expenses and contractual services required to operate the Water Enterprise Fund for Fiscal Year 2022; or take any other action relative thereto.

Direct Costs

Salaries and Wages	\$117,983
Capital Outlay	\$50,000
Debt Service	\$10,305
Expenses	\$63,600
Extra/Unforeseen	\$50,000
Total Direct Costs:	\$291,888

Indirect Costs *

Salaries and Wages	\$14,446
Insurance & Benefits	\$35,658
Total Indirect Costs:	\$50,104

Total FY2022 Budget \$341,992

**(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$291,888 or any other sum from the Water Enterprise Revenues \$50,000 from retained earnings and to approve the sum of \$50,104 of indirect costs appropriated in the general fund under Article 10 to be funded from Water Enterprise Revenues.

ARTICLE 16. On petition of the Board of Selectmen and Finance Committee, To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such

project shall be reduced by the amount of any such premium so applied; or take any other action relative thereto.

Purpose: This article would allow the Town to apply bond premiums to reduce the borrowing for which the premium was offered. This applies to borrowings that have been previously authorized but not yet permanently financed.

ARTICLE 17. On petition of the Electric Light Commissioners, to see if the Town will vote to accept a sum of money from the earnings of the Electric Light Department, said sum to be used for the reduction of taxes; or take any other action relative thereto.

ARTICLE 18. On petition of the Superintendent of Public Works, to see if the Town will vote to raise and appropriate such sums of monies as may be received from the Commonwealth of Massachusetts for the fiscal year commencing July 1, 2021 to install drainage, widen, pave, and otherwise improve any public way in accordance with the provisions of Chapter 90 of the Massachusetts General Laws; or take any other action relative thereto.

ARTICLE 19. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Capital expenditures for Fiscal Year 2022; and to authorize the Town Administrator to sell or trade items rendered surplus by such purchases; or take any other action relative thereto.

Department/Location	Project	Expenditure
<u>Dept. of Public Works</u>	Replace 2005 Mower	16,240
	DPW Building improvements	25,000
	Paving to Supplement C. 90	100,000
	Replace 2007 Roll-Off Truck	200,000 *
	Public Works subtotal	341,240
<u>Police Department</u>	Cruiser Radios (2)	8,500
	Radar Guns	5,000
	License Plate Reader	22,050
	Taser Replacement	6,050
	AED Replacement	9,000
	Police Station Upgrades	10,000
	Police subtotal	60,600
<u>Fire Department</u>	Vehicle Repairs: Bucket Truck & Squad 5	7,500
	Radio/Telephone Recorder	17,080
	Replace Engine 1 (Pumper)	710,000 *
	Outfit/Train New Firefighters/Paramedics	25,580
	Fire subtotal	760,160

<u>Information Technology</u>	Exchange Server Upgrade	7,000
	Warranty Renewals	7,500
	Cybersecurity Protection	10,000
	Replace Wireless Access Points	5,000
	VMware Upgrades	2,400
	MUNIS Upgrade	10,000
	Information Technology subtotal	41,900
<u>Facilities</u>	Memorial Hall Handicap Ramp Replacement	25,000
	Town-wide Handicap Improvements	10,000
	Facilities subtotal	35,000
<u>Administration</u>	Digitizing of Inspectional Services Records	45,000
	Consulting Services: Charter Review	15,000
	Administration subtotal	60,000
<u>Assessors</u>	Contractual Services: Utility, Commercial	12,700
	CAI Advanced Query Module	1,300
	Cyclical Inspections	10,000
	Assessors subtotal	24,000
<u>Council On Aging</u>	Building Improvements	5,700
	Council On Aging subtotal	5,700
<u>Essex No. Shore Tech</u>	Capital contribution	12,341
	Essex Tech subtotal	12,341
Capital Projects Total		\$ 1,340,941

* Indicates items for which borrowing is the intended funding source. Requires 2/3 vote.

Purpose: This article requests approval of the capital budget for the coming fiscal year. Capital items are assets that have a useful life of five (5) or more years and a cost of more than \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including the vehicle fleet, buildings, equipment, and acquisition of land. Annually, a capital improvement plan (CIP) is developed looking ahead for the next five years. Year one of the CIP is the ensuing year's capital budget. The FY22 Capital Budget is proposed to be funded by \$430,941 from Free Cash and \$910,000 in borrowing over a 7 year term.

ARTICLE 20. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds to various reserve and trust funds; or take any other action relative thereto.

Purpose: This article transfers funds from Free Cash to various reserve funds, including stabilization funds and the other post-employment benefits (OPEB) trust fund.

ARTICLE 21. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of **\$20,000** to fund the acquisition, by purchase, gift, or eminent domain, of two certain parcels of land: Lot 97 on Middleton Assessors Map 25 consisting of 22,709 square feet more or less located off King Street and Lot 119 on Middleton Assessors Map 25 consisting of 30,056 square feet more or less; and to authorize the Board of Selectmen to convey and accept easements related thereto; or take any other action relative thereto.

Purpose: This article will authorize the acquisition of two parcels of unbuildable land that abuts Town land.

Planning Board Recommendation: The Planning Board voted 5-0 to recommend in favor.

ARTICLE 22. On petition of the Master Development Planning Committee, Board of Selectmen, and Finance Committee, to see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum of **\$61,700,000**, for the design, permitting, construction, and furnishing of a combined Fire and Police Public Safety Building and a combined Community Center and Town Hall on the Town-owned land located at 105 South Main Street, including all costs incidental and related thereto; to determine whether the approval of borrowing for this purpose shall be contingent upon passage of a Proposition 2 ½ Debt Exclusion referendum under Massachusetts General Laws c. 59, s. 21C(k); to determine whether any premium received by the Town upon the sale of any bonds or notes approved, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c. 44, s. 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and to authorize the Board of Selectmen and Town Administrator to execute such other documents and contracts as are needed to effectuate the vote taken hereunder; or take any other action relative thereto.

Planning Board Recommendation: The Planning Board will make its recommendation on the floor of Town Meeting.

Master Plan Recommendation: The Master Plan Committee will make its recommendation on the floor of Town Meeting.

Purpose: This article will authorize the design, permitting, construction, and furnishing of a new public facilities complex. The project consists of a Public Safety Building comprising a Fire Station and Police Station and a combined Community Center and Town Hall. Planning for this project began in 2019 and continued through the end of 2020. Approval requires a 2/3 majority vote by a Town Meeting and approval of a debt exclusion override by a majority vote at an election.

CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY

ARTICLE 23. On petition of the Board of Selectmen, To see if the Town will vote to amend Chapter 68 Personnel, of the By-Laws of the Town by deleting the entire chapter and substituting in its place:

Chapter 68 Personnel

§ 68-1 Purpose and Intent.

The purpose of the Personnel Bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration based on merit principles that ensure a uniform fair and efficient application of personnel policies. The intent of this bylaw is to provide a method of recruitment, selection, development, and retention of a work force that is skilled and effective in accomplishing the service delivery mission of the Town. Personnel actions are to be made without regard to any criteria established and proscribed by any state or federal law or regulations promulgated pursuant thereto, or political affiliation or other non-job related factors, and shall be based on merit and fitness.

§ 68-2 Applicability

All Town departments and positions shall be subject to the provisions of this bylaw, except elected officers, members of boards and commissions, and employees of the School Department or Electric Light Department. To the extent that the provisions of any collective bargaining agreement conflicts with any provisions of this bylaw or personnel policies adopted pursuant to § 68-5, the provisions of the collective bargaining agreement shall prevail. This bylaw is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and General Law.

§ 68-3 Responsibility of the Town Administrator.

The Town Administrator shall be responsible for the establishment and maintenance of a personnel system based on merit principles. The Town Administrator shall have all the personnel management powers and duties as provided by the Middleton Town Charter and shall formulate personnel policies pursuant to § 68-5 of this bylaw, subject to the approval of the Board of Selectmen.

§ 68-4 Contents of Personnel Policies.

The personnel policies shall establish a personnel system which shall include, but need not be limited to, the following elements:

- A. A method of administration. A system of administration which assigns specific responsibility for all elements of the personnel system, including: maintaining personnel records; implementing effective recruitment and selection processes; maintaining the

classification and compensation plans; monitoring the application of policies and periodic reviews and evaluation of the personnel system.

- B. A classification and compensation plan.
- C. A recruitment and selection policy.
- D. A centralized personnel record keeping system, and
- E. Other elements of a personnel system as deemed appropriate or necessary.

§ 68-5 Adoption of Policies.

The Town Administrator is empowered and authorized by this bylaw to prepare personnel policies for adoption by the Board of Selectmen defining the rights, benefits, and obligations of employees subject to this bylaw. The Town Administrator shall be responsible for the development of personnel policies. Any Board or Committee, department head, or any single employee or group of employees may recommend personnel policies to the Town Administrator for consideration. Such policies shall become effective in accordance with the following procedure:

- A. The Town Administrator shall prepare proposed personnel policies.
- B. The Town Administrator shall consult with employees that may be affected by proposed changes in personnel policies.
- C. The Town Administrator shall finalize personnel policies and transmit in writing any proposed policies to the Board of Selectmen.
- D. The Board of Selectmen shall review said policies and vote to approve, disapprove, or approve with modifications.
- E. Copies of new or amended policies shall be posted and distributed to department heads and employees.

§ 68-6 Severability.

The provisions of this bylaw and any policies adopted pursuant to this bylaw are severable. If any bylaw provision or policy is held invalid, the remaining provisions of the bylaw or policy shall not be affected thereby.

§ 68-7 Effective Date.

This bylaw shall take effect upon passage.

Purpose: This article proposes changes to the personnel bylaw to make the personnel bylaw consistent with the current and historic practice of personnel management.

ARTICLE 24. On petition of the Board of Selectmen, to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for legislation amending the Town Charter with respect to personnel matters, as set forth below; or take any action relative thereto.

Amending Chapter 6, Section 1, Subsection 6-1-1(b) by inserting “and” before “a Treasurer-Collector” and deleting “, all division and/or department heads”;

Amending Chapter 6, Section 3, Subsection 6-3-1(d) by deleting “Personnel Board, a”;

Amending Chapter 6, Section 4, Subsection 6-4-1 by deleting “such individual Town officers and”;

Amending Chapter 6, Section 7, Subsection 6-7-10 by renumbering existing subsection 6-7-10 to “6-7-11” adding the following new subsection as 6-7-10 “He shall appoint, subject to the provisions of any collective bargaining agreements as may be applicable, all other department heads, officers, and employees for whom no other method of selection is provided by this Charter. Such appointments shall become effective on the fifteenth (15th) day following the day on which such notice of appointment is filed with the Board of Selectmen, unless the Board of Selectmen shall, within that period by a majority of all of its members, vote to reject such appointment, or has sooner voted to affirm it.”

Amending Chapter 9, Section 5, Subsection 9-5-2 by replacing “Personnel Board” with “Town Administrator”, and further by replacing “Town Meeting” with “Board of Selectmen” and further by replacing “except those provided for by General Law” with “except as otherwise provided by law or as may be superseded by collective bargaining agreement(s)”

Provided however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or take any action relative thereto.

Purpose: This article would amend the Charter with respect to personnel matters. The changes would make the Charter consistent with the current and historic practice of personnel management and with the changes proposed under Article 18, above. Charter changes require the affirmative vote of Town Meeting followed by approval of the Massachusetts legislature and the Governor.

ARTICLE 25. To see if the Town will vote to amend the Masconomet Regional School District Agreement by adopting Amendments 9 and 10, as follows:

1. By striking Subsection “B” of Section I, which currently reads:

~~B.~~ Interim Committee

~~Within 30 days after the passage of this Amendment (refers to 8th Amendment) to the Masconomet Regional School District Agreement by the member towns; an interim Committee will be established which will consist of the four elected members from the Town of Topsfield, the four elected members from the Town of Boxford plus one member from the Town of Boxford appointed by the selectmen of the Town of Boxford and the remaining interim Committee members from Boxford, said appointed member to serve until the next annual election; the three elected members from the Town of Middleton plus one member from the Town of Middleton appointed by the Selectmen of the Town of Middleton and the remaining interim Committee members from Middleton, said appointed member to serve until the next annual election.~~

and re-lettering the remaining subsections to reflect the deletion of Subsection “B”.

- 2. In Subsection “D” of Section IV, “Apportionment of Capital Costs,” by striking “~~Essex County Agricultural School~~” and replacing it with “Essex Northshore Agricultural and Technical School” and by striking the sentence: “~~This amendment shall first take effect with the apportionment for the year 1962.~~”
- 3. In Subsection “F” of Section IV, “Fiscal Year and Times of Payments of Apportioned Costs,” by striking the following:

~~“Provided, however, that for the fiscal period beginning January 1, 1973, and ending June 30, 1974, the dates on or before which the respective percentages of the costs of the District for said period apportioned to each member town shall be paid shall be as follows:~~

April 1, 1973	17%
June 1, 1973	16%
September 1, 1973	17%
December 1, 1973	16%
March 1, 1974	17%
June 1, 1974	17%

~~This section shall be effective only to the extent that Chapter 849 of the Acts of 1969 as amended shall be in effect.”~~

- 4. By striking Subsection “A” of Section V, “Budget,” which currently reads:

~~A. — Initial Budget~~

~~Within sixty days after the original Committee is organized, it shall prepare a reasonably detailed operating and maintenance budget covering expenses, if any, for the balance of the then calendar year. Copies of such proposed~~

~~budget shall be submitted to the Chairman of the Finance or Advisory Committee of each member town, or if there is no Finance or Advisory Committee in a member town, to the Chairman of the Board of Selectmen of such town, for its consideration. A budget shall be adopted not earlier than fourteen days but within thirty days after the proposed budget has been so submitted. The amount of the said budget shall be apportioned between the member towns according to the provisions in section N hereof. The treasurer shall certify to each member town its respective share of said budget. The sums thus certified shall be payable forthwith by each member town to the Committee but only from funds which may be or may have been appropriated by each member town for such purpose, if any.~~

and re-lettering the remaining subsections to reflect the deletion of Subsection “A”.

5. By striking Subsection “C” of Section I, which currently reads:

~~C. Elected Members~~

~~In order to comply with the proportional representation requirements mandated by the United States Constitution (also known as “one man, one vote”), the total number of representatives to the Committee from each of the Towns of Boxford and Topsfield shall be reduced by one. To accomplish this reduction, one position on the Committee held by a representative of the Town of Topsfield with a term expiring in 2012 shall be abolished upon the expiration of such representative’s term in 2012. In addition, one of the two positions on the Committee held by the representatives of the Town of Boxford with a term expiring in 2012, shall be abolished upon the expiration of such representative’s term. The Chairman of the Committee shall determine by lot the particular position to be eliminated.~~

and replacing it with the following:

“B. Election of Committee Members

“Members of the Committee from each member town shall be elected by voters in such member town at such member town’s annual town election to serve three-year terms on a staggered basis. Thus every third year, two persons shall be elected by the voters in Middleton and two persons shall be elected by the voters in Boxford to serve on the Committee, and otherwise one person shall be elected from each member town every year.

“It is the intent of this agreement, pursuant to G.L. c. 71, § 14E, that Committee members be elected by voters in member towns with each member town’s representation apportioned according to population.

Accordingly, the Committee will review its apportionment as soon as practicable after each federal census and will recommend such amendments to this agreement as may be necessary to ensure that such apportionment continues to reflect the relative population of the member towns as accurately as possible.”

Or take any action relative thereto.

Purpose: This article would amend the Masconomet Regional Agreement by making housekeeping changes and deleting obsolete provisions.

ARTICLE 26. To see if the Town will vote to amend the Masconomet Regional School District Agreement by adopting Amendment 11, as follows:

By striking Subsection “E” of Section IV, “Apportionment of Operating Costs,” which currently reads:

~~E. Apportionment of Operating Costs~~

~~Operating costs for the first calendar year next following the establishment of the regional school district and for every calendar year thereafter shall be apportioned to the member towns on the basis of their respective pupil enrollments in the regional school. Each member town's share for each calendar year shall be determined by computing the ratio which that town's pupil enrollment in the regional district school on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district school on the same date. In the event that enrollment in the regional district school has not been accomplished by October 1 of any year, operating costs shall be apportioned on the basis of enrollment in grades 7 through 12 of pupils residing in each member town and receiving education at such town's expense on October 1 of that year.~~

And replacing it with the following:

“E. Apportionment of Operating Costs

“1. Operating costs for fiscal years 2021 through 2022 will be apportioned to member towns using the method outlined in G.L. c. 70 § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such

member town's pupil enrollment in the regional school district on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all member towns on the same date.

"2. For Fiscal Year 2023, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the two (2) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

"3. For Fiscal Year 2024, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the three (3) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

"4. For Fiscal Year 2025, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the four (4) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

"5. Beginning in Fiscal Year 2026, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such

member town's October 1 pupil enrollment in the regional school district for the five (5) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.”

Or take any action relative thereto.

Purpose: This article would amend the Masconomet Regional Agreement by making changes to provisions governing apportionment of operating costs.

ARTICLE 27. To see if the Town will vote to amend the Masconomet Regional School District Agreement by adopting Amendment 12, as follows:

By striking the second sentence of Subsection “F” of Section IV, “Fiscal Year and Times of Payments of Apportioned Costs,” which currently reads:

~~Except as otherwise provided in subsection V(A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:~~

~~September 1—25%
December 1—50%
March 1—75%
June 1—100%~~

and replacing it with the following:

“Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:

August 15
November 15
February 15
May 15”

Or take any action relative thereto.

Purpose: This article would amend the Masconomet Regional Agreement by making changes to provisions governing payment of operating costs.

ARTICLE 28. To see if the Town will vote to amend the Town's General Bylaws to change all gender specific pronouns to gender neutral pronouns in a manner consistent with the examples below:

"Board of Selectmen" changes to "the Select Board"
"Selectmen" changes to "Select Board member" or "member of the Select Board"
"Chairman" changes to "the Chair" or "the Chairperson"
"Vice-Chairman" changes to "Vice-Chair" or "Vice-Chairperson"
"He/She" changes to "they"
"His/Hers" changes to "their"
"Him/Her" changes to "them"

Or take any action relative thereto.

ARTICLE 29. On petition of the Planning Board to see if the Town will vote to amend the Middleton Zoning Bylaw and Map by amending Section 2.2 “Overlay Districts” by adding the following new Section 8.7 “Groundwater Protection Overlay District” and t non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Middleton:

1) Add the following to Section 2.2 “Overlay Districts”:

Groundwater Protection Overlay District (GPOD)

2) Add the following Section 8.7 “Groundwater Protection Overlay District”:

8.7. Groundwater Protection Overlay District

8.7.1. Purpose of District. The purpose of this Groundwater Protection District is to:

1. promote the health, safety, and general welfare of the community by ensuring an adequate quality and quantity of drinking water for the residents, institutions, and business of the Town of Middleton and adjacent towns;
2. preserve and protect existing and potential sources of drinking water;
3. conserve natural resources in the Town of Middleton; and
4. prevent temporary and permanent contamination of the environment.

8.7.2. Scope of authority. The Groundwater Protection District is an overlay district superimposed on the other zoning districts. This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. Uses prohibited in the underlying zoning districts shall not be permitted in the Groundwater Protection District.

8.7.3. Definitions.

AQUIFER: A geologic formation composed of rock, sand or gravel that contains significant amounts of potentially recoverable water.

CMR: Code of Massachusetts Regulations.

COMMERCIAL FERTILIZER: Any substance containing one or more recognized plant nutrients which is used for its plant nutrient content and which is designed for use, or claimed to have value in promoting plant growth, except un-manipulated animal and vegetable manures, marl, lime, limestone, wood ashes, and gypsum, and other products exempted by state regulations.

DISCHARGE: The accidental or intentional disposal, deposit, injection, dumping, spilling, leaking, pouring, or placing of toxic or hazardous material or hazardous waste upon or into any land or water such that it may enter the surface or ground waters.

DRY WELL: A subsurface pit with open-jointed lining or holes through which storm-water drainage from roofs, basement floors, foundations or other areas seep into the surrounding soil.

GROUNDWATER PROTECTION DISTRICT: The land area consisting of aquifers and Zone II recharge areas as identified on a map and adopted pursuant to this bylaw.

HAZARDOUS MATERIAL: Any substance in any form which because of its quantity, concentration, or its chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with one or more substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment, when improperly stored, treated, transported, disposed of, used, or otherwise managed. Hazardous material includes, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defined as toxic or hazardous under MGL c. 21E. This term shall not include hazardous waste or oil.

HISTORICAL HIGH GROUNDWATER TABLE ELEVATION: A groundwater elevation determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey.

HAZARDOUS WASTE: A substance or combination of substances, which because of quantity, concentration, or physical, chemical or infectious characteristics may cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness or pose a substantial present or potential hazard to human health, safety, or welfare or to the environment when improperly treated, stored, transported, used or disposed of, or otherwise managed. This term shall include all substances identified as hazardous pursuant to the Hazardous Waste Regulations, 310 CMR 30.000.

IMPERVIOUS SURFACE: Material or structure on, above, or below the ground that does not allow precipitation or surface water runoff to penetrate into the soil.

LANDFILL: A facility established in accordance with a valid site assignment for the purposes of disposing solid waste into or on the land, pursuant to the Solid Waste Regulations, 310 CMR 19.006.

MassDEP: Massachusetts Department of Environmental Protection.

MGL: Massachusetts General Law.

PETROLEUM PRODUCT: Includes, but not limited to, fuel oil; gasoline; diesel; kerosene; aviation jet fuel; aviation gasoline; lubricating oils; oily sludge; oil refuse; oil mixed with other wastes; crude oils; or other liquid hydrocarbons regardless of specific gravity. Petroleum product shall not include liquefied petroleum gas including, but not limited to, liquefied natural gas, propane or butane.

NON-SANITARY WASTEWATER: Wastewater discharges from industrial and commercial facilities containing wastes from any activity other than collection of sanitary sewage including, but not limited to, activities specified in 310 CMR 15.004(6).

OPEN DUMP: A facility operated or maintained in violation of the Resource Conservation and Recovery Act 42 U.S.C. 4004(a)(b), or state regulations and criteria for solid waste disposal.

RECHARGE AREAS: Land areas, such as a Zone II, where precipitation and surface water infiltrates into the ground to replenish groundwater and aquifers used for public drinking water supplies.

SEPTAGE: The liquid, solid, and semi-solid contents of privies, chemical toilets, cesspools, holding tanks, or other sewage waste receptacles. This term shall not include any material that is a hazardous waste, as defined by 310 CMR 30.000.

SLUDGE: The solid, semi-solid, and liquid residue that results from a process of wastewater treatment or drinking water treatment including wastewater residuals. This term shall not include grit, screening, or grease and oil which are removed at the head-works of a facility.

TREATMENT WORKS: Any and all devices, processes and properties, real or personal, used in the collection, pumping, transmission, storage, treatment, disposal, recycling, reclamation, or reuse of waterborne pollutants, but not including any works receiving a hazardous waste from off the site of the works for the purpose of treatment, storage, or disposal.

UTILITY WORKS: Regulated activities providing for public services, including roads, water, sewer, electricity, gas, telephone, transportation and their associated maintenance activities. This term shall include the installation of detention and retention basins for the purpose of controlling storm water.

VERY SMALL QUANTITY GENERATOR: Any public or private entity, other than residential, which produces less than 27 gallons (100 kilograms) a month of hazardous waste or waste oil, but not including any acutely hazardous waste as defined in 310 CMR 30.136.

WASTE OIL RETENTION FACILITY: A waste oil collection facility for automobile service stations, retail outlets, and marinas which is sheltered and has adequate protection to contain a spill, seepage, or discharge of petroleum waste products in accordance with MGL c.21. s.52A.

ZONE II: The delineated recharge area to a public drinking water well as approved by MassDEP and defined under the Massachusetts Drinking Water Regulations 310 CMR 22.00.

8.7.4. Establishment and delineation of Groundwater Protection Overlay District. For the purposes of this bylaw, there is hereby established within the Town of Middleton, a certain groundwater protection area consisting of aquifers or recharge areas. This area is delineated on the Middleton Zoning Map and is based on the MassDEP Wellhead Protection Areas (Zone II) layer which is maintained in a MassDEP Enterprise Geodatabase as a polygon feature class named [ZONE2_POLY] and is hereby made part of the Groundwater Protection District Bylaw and is on file in the office of the Town Clerk.

8.7.5. Permitted uses. This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. All uses permitted in the underlying zoning district and not specifically prohibited hereby are permitted within the Groundwater Protection District, provided that all necessary permits, orders, or approvals required by local, state, or federal law are also obtained.

8.7.6. Prohibited uses. The following land uses and activities are prohibited unless designed in accordance with the specified performance standards:

1. landfills and open dumps;
2. landfills receiving only wastewater residuals and/or septage, including those approved by MassDEP pursuant to MGL c. 21 s.26 through s.53, MGL c.111 s.17, and MGL c.83 s.6 and s.7;
3. automobile graveyards and junkyards as defined in M.G.L. c. 140B, § 1;
4. stockpiling and disposal of snow or ice removed from highways and streets located outside of Zone II that contains sodium chloride, chemically treated abrasives or other chemicals used for snow and ice removal;
5. petroleum, fuel oil, and heating oil bulk stations and terminals including, but not limited to, those listed under North American Industry Classification System (NAICS) Codes 424710 and 454311, except for liquefied petroleum gas.
6. non-sanitary wastewater discharges from industrial and commercial facilities, except for:
 - a. replacement or repair of an existing system that will not result in a design capacity greater than the existing system;
 - b. treatment works approved by MassDEP designed for the treatment of contaminated ground or surface water and operating in compliance with 314 CMR 5.05(3) or 5.05(13); and
 - c. publicly owned treatment works.
7. facilities that generate, treat, store, or dispose of hazardous waste that are subject to MGL c.21C and 310 CMR 30.000, except for:
 - a. very small quantity generators as defined under 310 CMR 30.000;
 - b. household hazardous waste centers and events under 310 CMR 30.390;
 - c. waste oil retention facilities required by MGL c. 21, s.52A;
 - d. treatment works approved by MassDEP for the treatment of contaminated waters.

8. storage of sludge and septage, unless such storage is in compliance with 310 CMR32.30 and 310 CMR 32.31;
9. storage of sodium chloride, chemically treated abrasives or other chemicals used for the removal of ice and snow on roads, unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
10. storage of commercial fertilizers unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
11. storage of animal manure per (310 CMR 22.21(2)(b)(4)), unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
12. storage of liquid hazardous materials and/or liquid petroleum products unless such storage is above ground level and on an impervious surface and either:
 - a. in container(s) or above ground tank(s) within a building; or
 - b. outdoors in covered container(s) or above ground tank(s) in an area that has a containment system designed and operated to hold either; 10% of the total possible storage capacity of all containers or 110% of the largest container's storage capacity, whichever is greater; however, these storage requirements shall not apply to the replacement of existing tanks or systems for the keeping, dispensing or storing of gasoline provided the replacement is performed in a manner consistent with state and local requirements;
13. earth removal, consisting of the removal of soil, loam, sand, gravel, or any other mineral substances within 4 feet of historical high groundwater as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, unless the substances removed are redeposited within 45 days of removal on site to achieve a final grading greater than four feet above the historical high water mark and except for excavations for the construction of building foundations, roads, utility works or wetland restoration work conducted in accordance with a valid Order of Condition issued pursuant to MGL c. 131, s.40, and
14. land uses that result in rendering impervious any portion of any lot or parcel located within the GWPOD more than 15% or 2,500 square feet of such area located within such GWPOD, whichever is greater; unless in full compliance with the requirements of the Middleton Stormwater Management Bylaw, Chapter 204 (1) of the Town of Middleton General Bylaws.

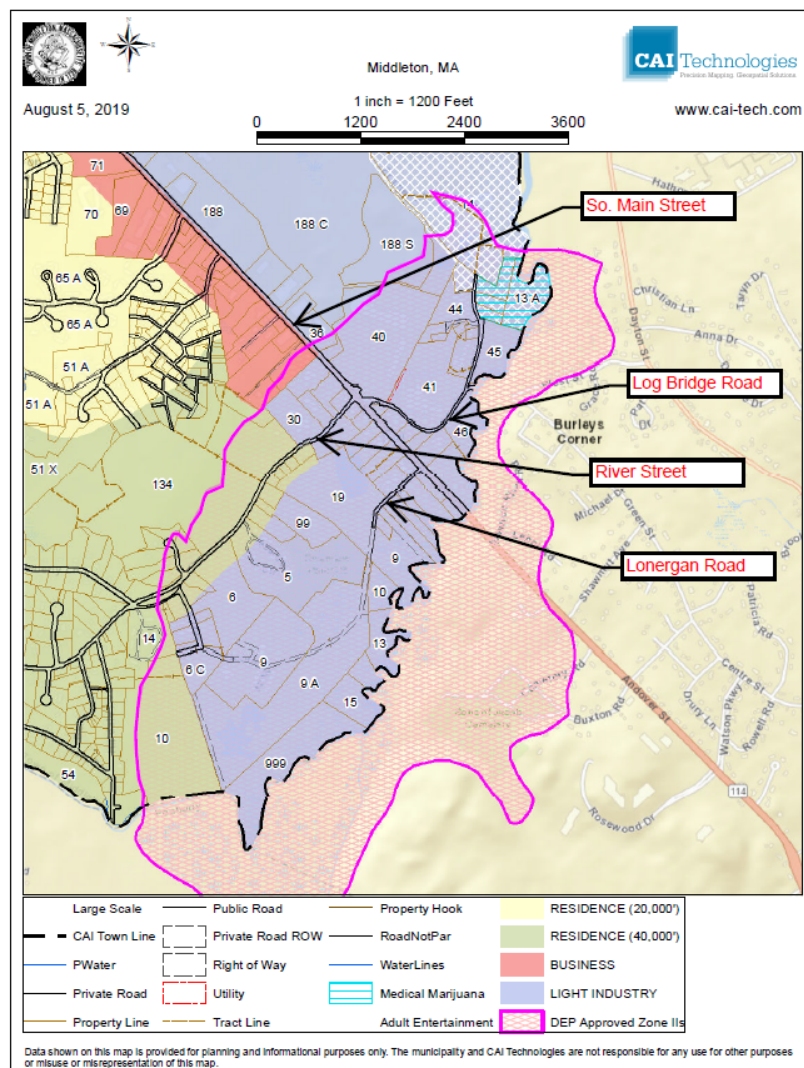
8.7.7. Nonconforming uses and structures. The Groundwater Protection Overlay District Bylaw shall not apply to structures or uses lawfully in existence or lawfully begun. Such prior, lawfully existing nonconforming uses and structures may continue, provided that no modification of the use or structure shall be permitted unless authorized in accordance with Section 3.3 "Nonconforming Uses & Structures" of the Bylaw.

8.7.8. Enforcement. Written notice of any violations of this bylaw shall be given by the Building Commissioner to the responsible person as soon as possible after detection of a violation or a continuing violation. Notice to the assessed owner of the property shall be deemed notice to the responsible person. Such notice shall specify the requirement or

restriction violated and the nature of the violation, and may also identify the actions necessary to remove or remedy the violations and preventive measures required for avoiding future violations and a schedule of compliance. A copy of such notice shall be submitted to the Board of Appeals, Conservation Commission, Department of Public Works, Fire Department, and Board of Health. The cost of containment, clean-up, or other action of compliance shall be borne by the owner/operator of the premises.

8.7.9. Severability. If any provision of this bylaw is held invalid by a court of competent jurisdiction, the remainder of the bylaw shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of this bylaw shall not affect the validity of the remainder of this bylaw.

3) Add a new Groundwater Protection Overlay District to the Middleton Zoning Bylaw Map:



Or take any other action relative thereto.

Purpose: Massachusetts Drinking Water Regulations, 310 CMR 22.00, require public water systems (PWS) to protect Zone II recharge areas with municipal controls (bylaws and/or health regulations). Local controls must meet MassDEP Wellhead Protection Regulations 310 CMR 22.21(2), which forbid certain land uses from being sited within the Zone II public water supply well area. The above proposed overlay district bylaw is based on the MassDEP Model Groundwater Protection Overlay District Bylaw. If the Town does not adopt a bylaw that protects the Zone II Well area according to 310 CMR 22, it would make the town non-compliant, which could jeopardize the town's Water Management Act permit renewal for withdrawal from the Ipswich River Basin. Part of the Zone II Wellhead area falls within the Town of Danvers. Danvers adopted a Groundwater Protection Overlay District to protect this area in 2001.

Planning Board Recommendation: The Planning Board voted unanimously to recommend in favor of the article.

Master Plan Committee Recommendation: The Master Plan Committee voted 6-0 to recommend in favor of the article.

ARTICLE 30. On petition of ten or more residents, to see if the Town will vote to amend Chapter 230, Water, Article I Irrigation/Outside Watering, sections 230-1 Purpose; applicability and 230-3 Restrictions and Article II Water Use Restriction, sections 230-5 Intent; applicability and 230-8 Definitions by inserting the text shown in **bold underline**; or take any other action relative thereto:

§ 230-1 Purpose; applicability.

The **undersigned propose** the following bylaw in an effort to promote water conservation, reduce seasonal water usage and attain the bench mark water consumption standard of 65 gallons of water per capita as required under the Modified Water Withdrawal Permit Number 9P-3-17-071.01, et al., pursuant to the Water Management Act under MGL c. 21G and governed by the Massachusetts Department of Environmental Protection. All users that are customers of the public water supply **or on private wells** shall be subject to this bylaw to preserve and maintain the Ipswich Watershed Basin. All lands within the Middleton municipal boundaries drain to the Ipswich Watershed Basin and are thus part of said basin.

§ 230-3 Restrictions.

- A. It is unlawful to undertake outside watering of vegetation between the hours of 8:00 a.m. and 7:00 p.m. using Town water **or a private well** through a sprinkler or lawn irrigation system.

§ 230-5 Intent; applicability.

The **undersigned propose** the following bylaw to create a balance between the needs of the environment, the citizens of Middleton and the drinking water supply. The Town is aware of the concerns about lower groundwater levels in the Ipswich River Watershed Basin and the potential demand on its water resources during the dry summer months. The Town also recognizes the therapeutic, esthetic, and environmental benefits that gardening, landscaping and greenery bring to the community. It is the intent of this bylaw to permit residents to maintain their properties, while not overburdening Town water supplies or the water distribution system, and to make a positive contribution to the environment. All Middleton residents that are either customers of the public water supply **or private well users** shall be subject to this bylaw in order to preserve and maintain the Ipswich Watershed Basin.

§ 230-8 Definitions.

WATER USERS or WATER CONSUMERS

Shall mean all public users of the Town's public water system **or private well users** and Ipswich River Watershed, irrespective of any person's responsibility for billing purposes for water used at any particular facility.

Or take any other action relative thereto.

Planning Board Recommendation: The Planning Board will make its recommendation on the floor of Town Meeting.

ARTICLE 31. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40, Section 5B establishing a Sidewalk & Pedestrian Improvements Stabilization Fund; or taken any action relative thereto.

Purpose: The Sidewalk & Pedestrian Improvements Stabilization Fund will be a reserve fund to hold funds contributed by developers to be used for the construction of sidewalks and pedestrian improvements. The Sidewalk & Pedestrian Improvements Stabilization Fund will be separate and distinct from other stabilization funds.

Planning Board Recommendation: The Planning Board voted 3-2 to recommend in favor of the article.

ARTICLE 32. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all or a percentage not less than 25 percent, of particular fees, charges, or receipts to the Sidewalk & Pedestrian Improvements Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, 2021; or taken any action relative thereto.

Purpose: This article provides that receipts contributed by developers to be used for the construction of sidewalks and pedestrian improvements be directly transferred into the Sidewalk & Pedestrian Improvements Stabilization Fund discussed under the previous warrant article.

Planning Board Recommendation: The Planning Board voted 3-2 to recommend in favor of the article.

ARTICLE 33. On petition of the Middleton School Committee and Superintendent, to see if the Town will vote pursuant to General Law chapter 30B, section 12 to authorize the Superintendent of Schools to solicit and award contracts for transportation and contracts for food service management for terms exceeding three years, but not longer than five years, including any renewal, extension, or option, provided in each instance the longer term is found by vote of the School Committee to be in the best interest of the Town; or take any action relative thereto.

Purpose: This article authorizes the Middleton School Committee to enter into five year contracts for student transportation and food service management. Under Massachusetts General Law chapter 30B, contracts in excess of three years require the approval of Town Meeting.

ARTICLE 34. On petition of Frank W. Twiss and ten registered voters to see if the Town will accept the provisions of Massachusetts General Laws, Chapter 41, Section 100B.

ARTICLE 35. On petition of the Middleton Board of Assessors and the Council on Aging Director to see if the Town will vote to adopt Clause 17F of Chapter 59, Section 5 of the Massachusetts General Laws and to increase the amount of the exemption set forth in Clause 17D annually by the cost of living factor as determined by the Consumer Price Index, said acceptance to take effect in Fiscal Year 2022; or take any action relative thereto.

Purpose: The proposed increased exemption will have a minimal impact on the town levy as demonstrated by the charts below. Over the past 20 years, the Board of Assessors has granted an average of two Clause 17D statutory exemptions per year.

The following chart shows how the exemption amounts would have increased annually had Clause 17F been adopted previously:

Year	Exemption Amount (rounded)	Cost of Living Increase Factor	New Exemption Amount (rounded)
FY 2018	175	0.0148	\$178
FY 2019	178	0.025	\$182
FY 2020	182	0.033	\$188
FY 2021	188	0.023	\$192

The following chart shows the actual amounts exempted for the past three fiscal years and the current fiscal year to date, as well as what the total amounts exempted would have been with the COLA increase had Clause 17F been adopted previously:

Year	# of Exemptions	Total Actual Exempted	Cost of Living Increase (COLA)	Exemption Amount with COLA (rounded)
FY 2018	2	\$350	1.48%	\$356
FY 2019	3	\$525	2.5%	\$546
FY 2020	2	\$350	3.3%	\$376
FY 2021	2*	\$350	2.3%	\$384

*applications received and granted as of February 18, 2021

There is no increase in state re-imbursement available for the potential exemption increase.

END OF ANNUAL TOWN MEETING WARRANT

To the Town Constable:

You are hereby ordered to notify and warn said qualified voters to meet at the Fuller Meadow School on **Saturday, June 12, 2021**, next for the following purposes, VIZ: To choose by ballot the following Town Officers for the ensuing year and vote on the following referendum:

Town Moderator for three years
Two Board of Selectmen members for three years
One Board of Assessors member for three years
Two Elementary School Committee member for three years
One Regional School Committee member for three years
One Regional School Committee member for one year
One Planning Board member for five years
Two Electric Light Commissioners for three years
Two Library Trustees for three years
One Housing Authority member for five years

And to vote on the following referendum:

1. Shall the Town of Middleton be allowed to exempt from the provisions of Proposition Two-and-One-Half, so-called, the amounts required to pay for the bonds issued in order to acquire the parcel of land shown as Assessors map 29, parcel 184, consisting of 52 acres, more or less, and for the design, permitting, construction, and furnishing of a public facilities project consisting of a combined Police and Fire Public Safety Building and a combined Community Center and Town Hall, and all incidental and related costs associated therewith?

The Polls open at 7:00 a.m. and close at 6:00 p.m. Voting takes place at the Fuller Meadow School, 143 South Main Street, Middleton, MA.

And you are hereby directed to service this Warrant by posting up attested copies thereof at:

Memorial Hall

Flint Public Library

Ferncroft Towers, and

Post Office



Howe Station Market

Fuller Pond Village

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereof, to the Town Clerk at time and place of meeting aforesaid.

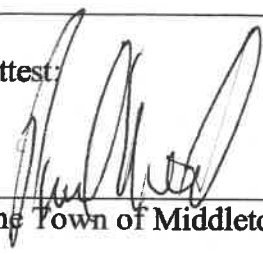
Given under our hands this 13 day of May in the year Two Thousand Twenty One.

MIDDLETON BOARD OF SELECTMEN




A true copy Attest:


Constable of the Town of Middleton


Date Posted

Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY21) July 1, 2020	Proposed (FY22) July 1, 2021
<u>Town Officials (Elected)</u>		
Town Moderator	\$200/Yr.	\$200/Yr.
Town Constable	\$200/Yr.	\$200/Yr.
Town Clerk	\$77,292.00/Yr.	\$78,064.92/Yr.
Selectman - Chairman	\$2,100/Yr.	\$2,100/Yr.
Selectman	\$1,600/Yr.	\$1,600/Yr.
School Committee Member	\$600/Yr.	\$600/Yr.
Assessor - Each Member*	\$1,000 - \$2,000/Yr.	\$1,000 - \$2,000/Yr.
* Depends upon education/training level		
<u>Non-Union Appointed Positions</u>		
General Government and Miscellaneous		
Superintendent of Burials	\$500/Yr.	\$500/Yr.
Custodian of Town Lands	\$2,500/Yr.	\$2,500/Yr.
Board Recording Secretary	\$131/Mtg	\$132/Mtg
Cable Access Director	\$24,257.00/Yr.	\$24,499.57/Yr.
Veteran Services Officer	\$17,901.00/Yr.	\$18,080.01/Yr.
Administration		
Assistant Town Administrator/HR Director	\$94,554.04/Yr.	\$95,499.58/Yr.
Administrative Secretary	\$24.09/Hr.	\$24.33/Hr.
Finance		
Treasurer/Collector	\$78,617.00/Yr.	\$79,403.17/Yr.
Assistant Treasurer/Collector	\$57,092.71/Yr.	\$57,663.64/Yr.
Town Clerk		
Assistant Town Clerk	\$46,593.98/Yr.	\$47,059.92/Yr.
Administrative Clerk	\$16.50 - \$24.06/Hr.	\$16.67 - \$24.30/Hr.
Census Workers	\$13.50/Hr.	\$13.63 - \$14.25/Hr.
Elections Officers	\$13.50/Hr.	\$13.63 - \$14.25/Hr.
Poll Workers	\$13.50/Hr.	\$13.63 - \$14.25/Hr.
Registrar of Voters	\$100/Election	\$100/Election
Registrar of Voters - Clerk	\$375/Yr.	\$375/Yr.
Assessing		
Assistant Assessor	\$87,874.00/Yr.	\$88,752.74/Yr.
Administrative Assessor	\$54,059.89/Yr.	\$54,600.49/Yr.

Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY21) July 1, 2020	Proposed (FY22) July 1, 2021
Health Department		
Director	\$105,943.04/Yr.	\$107,002.47/Yr.
Conservation Agent	\$77,182.92/Yr.	\$77,954.75/Yr.
Public Health Nurse	\$40.87/Hr.	\$41.28/Hr.
Animal Control Officer	\$19,299.12/Yr	\$19,492.11/Yr.
Health Inspector	varies per inspection	varies per inspection
Public Health Intern	\$13.50	\$13.63 - \$14.25/Hr.
Contact Tracer	\$27.00-\$35.00/Hr.	TBD
Council on Aging		
Director	\$69,870.22/Yr.	\$70,568.92/Yr.
Assistant Director	\$45,000.00/Yr.	\$45,450.05/Yr.
Front Desk and Programs Coordinator	\$18.48/Hr.	\$18.66/Hr.
Administrative Assistant	\$18.48/Hr.	\$18.66/Hr.
Outreach Coordinator and Case Worker	\$26.14/Hr.	\$26.40/Hr.
Van Driver	\$15.69/Hr.	\$15.85/Hr.
Lead Kitchen Aide	\$16.37/Hr.	\$16.53/Hr.
Kitchen Aide	\$14.58/Hr.	\$14.72/Hr.
Food Bank Facilitator	\$14.58/Hr.	\$14.72/Hr.
Inspectional Services		
Building Commissioner	\$89,389.37/Yr.	\$90,283.26/Yr.
Inspector (Wiring or Gas/Plumbing)	\$20,760.72/yr.	\$20,968.33/Yr.
Building Inspector	\$20,760.72/yr.	\$20,968.33/Yr.
Alternate Inspector (Building/Wiring/Gas/Plumbing)	\$27.50 - \$31.26/Hr.	\$27.78 - \$31.58/Hr.
Planning		
Town Planner	\$73,943.91/Yr.	\$74,683.35/Yr.
Public Works		
Superintendent	\$110,312.96/Yr.	\$111,416.09/Yr.
Deputy Superintendent	\$94,554.04/Yr.	\$95,499.58/Yr.
Transfer Station Attendent	\$16.33/Hr.	\$16.49/hr.
Part-Time Laborer	\$13.50/Hr.	\$13.63 - \$14.50/Hr.
Police		
Confidential Administrative Assistant	\$32,710.61/Yr.	\$33,037.72/Yr.
Flint Public Library		
Director	\$84,657.96/Yr.	\$85,504.54/Yr.
Assistant Director	\$59,967.36/Yr.	\$60,567.03/Yr.
Other Librarians	\$22.05 - \$25.20/Hr.	\$22.27 - \$25.45/Hr.

Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY21) July 1, 2020	Proposed (FY22) July 1, 2021
Pages	\$12.75 - 13.50/Hr.	\$13.63 - \$14.25/Hr.
Custodian	\$21.06/Hr.	\$21.27/Hr.
Summer Recreation Program		
Director	\$23.75/Hr.	\$23.99/Hr.
Program Assistant Director	\$16.55/Hr.	\$16.72/Hr.
Counselors	\$12.75 - \$13.50/Hr.	\$13.50/Hr.
<u>Contractual Positions</u>		
Town Administrator	\$141,800/Yr.	\$153,800/Yr.
Town Accountant/CFO	\$100,450/Yr.	\$102,961/Yr.
Police Chief	\$128,000/Yr.	\$130,000/Yr.
Fire Chief	\$132,728/Yr.	\$134,055/Yr.
Middleton Electric Light Manager	\$196,950/Yr.**	\$202,858/Yr.**
Masconomet School Superintendent	\$203,975/Yr.	*
Masconomet Assistant Superintendent for Finance and Operations	\$173,738/Yr.	*
Masconomet High School Principal	\$147,790/Yr.	\$142,000/Yr.
Masconomet Middle School Principal	\$125,000/Yr.	*
Tri-Town School Union Superintendent	\$178,500/Yr.	\$185,000/Yr.
Tri-Town School Union Assistant Superintendent of Operations	\$164,500/Yr.	\$170,000/Yr.
Fuller Meadow Principal	\$125,389/Yr.	*
Howe Manning Principal	\$116,850/Yr.	*

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Department: Public Works- Parks Division					
2005 Scag 61" Turf Tiger Riding Mower	\$ 16,240	\$ -	\$ -	\$ -	\$ -
PARKS TOTAL:	\$ 16,240	\$ -	\$ -	\$ -	\$ -
Department: Public Works - Recreational Facilities					
Fuller Meadow Complex					
a.) Field Recondition (2)	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Howe Manning Complex					
a.) Field Recondition	-	-	20,000	-	-
Henry Tragert Common					
a.) Canopy Repairs	-	-	-	-	20,000
RECREATION TOTAL:	\$ -	\$ -	\$ 20,000	\$ 25,000	\$ 20,000
Department: Administration 195 North Main Street Facilities					
Salt shed repairs	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Finish Exterior work	25,000	-	-	-	-
Oce Plan Copier	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Furniture/Files Replacement	-	-	-	6,500	-
DPW BUILDING TOTAL	\$ 25,000	\$ 20,000	\$ -	\$ 6,500	\$ 18,000
Department: Public Works - Highway Division					
2008 F550 1 Ton Dump Truck	\$ -	\$ -	\$ 73,000	\$ -	\$ -
2008 7400 International Dump Truck	-	-	-	180,000	-
2000 Ford F450 Rack Body	-	65,000	-	-	-
2005 Volvo Wheel Loader	-	-	-	-	185,000
HIGHWAY TOTAL:	\$ -	\$ 65,000	\$ 73,000	\$ 180,000	\$ 185,000
Department: Public Works -DPW Highway/Major Project Improvements					
Town Funded Paving Program - Overlay Repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
DPW HIGHWAY/MAJOR PROJECT IMPROVEMENTS	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Department: Public Works - Transfer Station/Landfill Division					
Transfer Station Upgrades:					
a.) Canopy Repairs	\$ -	\$ -	\$ -	\$ 12,000	\$ -
b.) Mill/Paving	-	-	40,000	-	-
2007 Mack Roll Off Truck	200,000	-	-	-	-
Roll-off Containers					
a.) Replacement	-	-	-	-	8,500
b.) Repairs	-	10,000	-	-	3,500
TRANSFER STATION /LANDFILL TOTAL:	\$ 200,000	\$ 10,000	\$ 40,000	\$ 12,000	\$ 12,000
Department: Public Works Cemetery Division					
2010 EXMARK 52" Mower	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Oakdale Improvements					
a.) Road Paving	-	-	-	40,000	-
2007 Leaf & Chipper Box	-	-	10,000	-	-
Stand on Blower	-	12,000	-	-	-
CEMETERY TOTAL:	\$ -	\$ 27,000	\$ 10,000	\$ 40,000	\$ -
TOTAL PUBLIC WORKS:	\$ 341,240	\$ 222,000	\$ 243,000	\$ 363,500	\$ 335,000
Department: Public Works					
Water Enterprise Fund					
2016 F350 Ford Utility Truck - Unit #9	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Community Water Conservation Program	-	15,000	50,000	-	-
-Measures to comply with DEP Permit					
Looping Mains	50,000	500,000	-	-	-
Emergency Repairs (operating budget costs)	50,000	50,000	50,000	50,000	50,000
WATER ENTERPRISE FUND TOTAL	\$ 100,000	\$ 565,000	\$ 100,000	\$ 50,000	\$ 125,000

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Department: Police					
Equipment					
New Cruiser Radio (2)	\$ 8,500	\$ -	\$ 5,000	\$ -	\$ 5,000
Radar Gun (X2)	5,000	-	6,000	-	6,000
Radio Infrastructure	-	-	25,000	-	-
Portable Radio Upgrade	-	18,000	-	-	-
Police Vests	-	-	-	21,000	-
Patrol Rifles Upgrades	-	5,000	-	5,000	-
40 Caliber Pistol Upgrade	-	-	26,000	-	-
Automated License Plate Reader	22,050	-	-	-	-
Taser Replacement	6,050	-	-	-	15,000
Police Motorcycle	-	30,000	-	-	-
Copier Replacement	-	6,000	-	-	7,000
AED Replacement	9,000	9,000	-	-	-
POLICE EQUIPMENT TOTAL	\$ 50,600	\$ 68,000	\$ 62,000	\$ 26,000	\$ 33,000
Building Repairs					
Additional Garage Space **	\$ -	\$ 80,000	\$ -	\$ -	\$ -
Building Renovations **	-	30,000	-	-	-
Carport **	-	-	40,000	-	-
Police Station Upgrades	10,000	-	-	-	-
POLICE BUILDING REPAIRS TOTAL	\$ 10,000	\$ 110,000	\$ 40,000	\$ -	\$ -
TOTAL POLICE	\$ 60,600	\$ 178,000	\$ 102,000	\$ 26,000	\$ 33,000
** - Project only needed if Town Municipal Complex Project is not approved					

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Department: Fire					
Equipment Replacement					
FIRE/APPARATUS EQUIPMENT					
Ice Rescue Sled*	\$ -	\$ 4,000	\$ -	\$ -	\$ -
Firefighting Gear	-	50,000	-	-	-
Repairs to Bucket Truck & Squad 5	7,500	-	-	-	-
*The Department received an ice rescue unit from the federal surplus program in February 2017 worth over \$7,000.					
EMS EQUIPMENT					
Lucas Device	-	60,000	-	-	-
GENERAL ADMIN. EQUIPMENT					
Radio/Telephone Recorder	17,080	-	-	-	-
EQUIPMENT SUBTOTAL	\$ 24,580	\$ 114,000	\$ -	\$ -	\$ -
Department: Fire					
Building/Grounds Improvements					
Building Repairs/Paint - Exterior and Interior **	\$ -	\$ -	\$ 20,000	\$ -	\$ -
New Roof **	-	12,000	-	-	-
Replacement Windows **	-	20,000	-	-	-
Relocate Water Line and Meter **	-	20,000	-	-	-
Bathroom and Kitchen Renovations **	-	-	30,000	-	-
Heating Units **	-	7,000	-	-	-
Apparatus Floor Replacement **	-	-	100,000	-	-
BUILDING/GROUNDS IMPROVEMENTS SUBTOTAL:	\$ -	\$ 59,000	\$ 150,000	\$ -	\$ -
** - Project only needed if Town Municipal Complex Project is not approved					

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Department: Fire					
Vehicle Replacements					
Replace Engine 1	\$ 710,000	\$ -	\$ -	\$ -	\$ -
Replace/Refurbish Engine 3	-	-	750,000	-	-
Replace Squad 5 - 2012 F450	-	-	65,000	-	-
Replace Marine 1	-	25,000	-	-	-
VEHICLE REPLACEMENT SUBTOTAL:	\$ 710,000	\$ 25,000	\$ 815,000	\$ -	\$ -
 Department: Fire					
Training					
One Time Training Costs For New Firefighter/ Paramedic(s)	\$ 25,580	\$ -	\$ -	\$ -	\$ -
TRAINING SUBTOTAL:	\$ 25,580	\$ -	\$ -	\$ -	\$ -
 TOTAL FIRE:	 \$ 760,160	 \$ 198,000	 \$ 965,000	 \$ -	 \$ -
 Department: Elementary Schools					
Educational Capital					
Curriculum					
Fuller Meadow School	\$ -	\$ 50,000	\$ 10,000	\$ -	\$ 10,000
Howe Manning School	-	60,000	10,000	-	10,000
 End-User Technology					
Fuller Meadow School	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Howe Manning School	-	50,000	50,000	50,000	200,000
 Technology Infrastructure					
Fuller Meadow School	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Howe Manning School	-	-	100,000	1,000,000	-

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Internal Building Capital					
ADA Building Work					
Fuller Meadow School	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -
Howe Manning School	-	15,000	15,000	-	-
Bathrooms					
Fuller Meadow School	\$ -	\$ -	\$ -	\$ 10,000	\$ 130,000
Flooring					
Fuller Meadow School	\$ -	\$ 80,000	\$ 85,000	\$ 90,000	\$ -
Floor Care Equipment					
Fuller Meadow School	\$ -	\$ 12,000	\$ -	\$ -	\$ -
Howe Manning School	-	-	14,000	14,000	-
External Building Capital					
Playground Equipment & Parking Lot					
Fuller Meadow School	\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ -
Roofs					
Fuller Meadow School	\$ -	\$ 1,700,000	\$ -	\$ -	\$ -
Windows					
Fuller Meadow School	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Large HVAC Equipment					
Fuller Meadow School	\$ -	\$ 135,000	\$ -	\$ -	\$ -
Security/Video Systems					
Howe Manning School	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Emergency Generator					
Fuller Meadow School	\$ -	\$ 350,000	\$ -	\$ -	\$ -
TOTAL ELEMENTARY SCHOOLS:	\$ -	\$ 2,767,000	\$ 2,449,000	\$ 1,214,000	\$ 2,600,000
Department: Memorial Hall -Exterior					
Handicap Improvements	\$ 35,000	\$ -	\$ -	\$ -	\$ -
SUBTOTAL: MEMORIAL HALL EXTERIOR	\$ 35,000	\$ -	\$ -	\$ -	\$ -
TOTAL MEMORIAL HALL	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Senior Center/Old Town Hall Interior					
Building Upgrade (including: hands free faucets; soap dispensers; repair under sinks in bathrooms (plumming \$4,342.79); replace 4 outlets for fire safety and emergency light (electrician \$500) ; carpet cleaning (carpet cleaning \$800); phone jack in tv/lounge area ()	\$ 5,643	\$ -	\$ -	\$ -	\$ -
TOTAL FOR SENIOR CENTER/OLD TOWN HALL	\$ 5,643	\$ -	\$ -	\$ -	\$ -
Department: Flint Public Library					
Carpeting	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Building System Upgrades	-	-	-	5,000	-
TOTAL FOR FLINT PUBLIC LIBRARY	\$ -	\$ -	\$ 50,000	\$ 5,000	\$ -
General Government Information Technology Capital Plan					
5 Year Replacement Protocol file/print server at COA	\$ -	\$ 4,000	\$ -	\$ -	\$ -
5 Year Replacement Protocol for Flint Public Library - Server	-	-	-	6,000	-
5 Year Replacement Protocol for Police Department Server	-	20,000	-	-	-
5 Year Replacement Protocol for file/print server at DPW building	-	4,000	-	-	-

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
5 Year Replacement Protocol for Memorial Hall Main Server	-	-	27,000	-	-
Exchange Server Upgrade RUNNING 2013 MOVE TO 2016	7,000	-	-	-	-
Warranty renewal for Town Hall network storage (2 years)	2,000	-	-	-	-
Town Hall network Storage Replacement	-	-	20,000	-	-
Town Hall Server Warranty Renewal	3,000	-	-	-	-
Two-Factor authentication for critical systems: Cybersecurity Protection	10,000	-	-	-	-
Replace older wireless access points	5,000	5,000	5,000	5,000	5,000
Windows 12 Server upgrade(s)	-	-	12,000	-	-
Fiber Project	-	100,000	-	-	-
Vmware Upgrade Project Step 1	2,400	-	-	-	-
Vmware Upgrade Project Step 2: Major License and Version Upgrade*	-	10,000	-	-	-
Antivirus Next Generation Product Upgrade (for next generation protection of virus, malware, ransomware, and attacks)	-	10,000	-	-	-
Windows Server Upgrade for 8 Virtual Servers (software and engineering service)	-	-	12,000	-	-
Police Department HP Server Warranty Renewal	2,500	-	-	-	-
Munis Upgrade	10,000	-	-	-	-
Information Technology Total	\$ 41,900	\$ 153,000	\$ 76,000	\$ 11,000	\$ 5,000
Department: Administration - General					
Administrative					
Digitizing of Historical Records (Inspectional Services)	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Digitizing of Historical Records (Health Department)	-	35,000	-	-	-
Consultant for Charter Revision	15,000	-	-	-	-
Acquisition of parcels at Maple/king	20,000	-	-	-	-
Roof Replacement on Tramp House	17,000	-	-	-	-
Design Services Memorial Hall**	-	100,000	-	-	-

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Design Services and Construction Funds: Memorial Hall Gut Rehabilitation and Temporary Relocation, 48 South Main Street **	-	-	5,000,000	-	-
Public Facilities Project, 105 South Main Street	61,700,000	-	-	-	-
Assessor					
Contractual Services with RRC for Public Utility Valuation	\$ 4,000	\$ -	\$ -	\$ -	\$ -
Contractual services with Patriot Properties for Commercial Valuation	8,700	-	-	-	-
Cyclical Inspection Services	10,000	-	-	-	-
NEAR MAP aerial photograhpy	-	10,000	-	-	-
Patriot upgrade to WebPro 5.0	-	12,500	-	-	-
Subtotal Administration - General	\$ 61,819,700	\$ 157,500	\$ 5,000,000	\$ -	\$ -
Financial Administration					
Funding for GASB 45 (Other Post Employment Benefits Stabilization Fund)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Appropriation to Stabilization Fund	75,000	50,000	50,000	50,000	50,000
Pension Stabilization Fund	25,000	25,000	25,000	25,000	25,000
Capital Stabilization Fund	75,000	50,000	50,000	50,000	50,000
Special Education (SPED) Stabilization Fund	130,000	25,000	25,000	25,000	25,000
Subtotal Financial Administration	\$ 380,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
TOTAL ADMINISTRATION:	\$62,199,700	\$382,500	\$5,225,000	\$225,000	\$225,000
Other Warrant Articles					
Essex Tech - Capital Improvement Assessment	\$ 12,517	\$ -	\$ -	\$ -	\$ -
Total Other Warrant Articles	\$ 12,517	\$ -	\$ -	\$ -	\$ -

**Fiscal Year 2022-2026
Five Year Capital Budget Plan**

	2022	2023	2024	2025	2026
Net Fiscal Year 2022-2025 Five Year Capital Budget Plan - By Category					
DPW/Recreational Facilities	\$ 341,240	\$ 222,000	\$ 243,000	\$ 363,500	\$ 335,000
Police	60,600	178,000	102,000	26,000	33,000
Fire	760,160	198,000	965,000	-	-
Elementary Schools	-	2,767,000	2,449,000	1,214,000	2,600,000
Masconomet	-	-	-	-	-
Memorial Hall	35,000	-	-	-	-
Senior Center/Old Town Hall	5,643	-	-	-	-
Flint Public Library	-	-	50,000	5,000	-
IT	41,900	153,000	76,000	11,000	5,000
Administration	62,199,700	382,500	5,225,000	225,000	225,000
Other Warrant Articles	12,517	-	-	-	-
Water Enterprise Fund	100,000	565,000	100,000	50,000	125,000
ALL DEPARTMENTS TOTAL	\$63,556,760	\$4,465,500	\$9,210,000	\$1,894,500	\$3,323,000

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:



Common Municipal Finance Terms

Abatement: A complete or partial cancellation of a real or personal property tax, motor vehicle excise tax, fee, charge, or special assessment imposed by a governmental unit. Abatements are granted by the committing authority, e.g. Board of Assessors in the case of taxes.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended.

Assessments: Amounts the State automatically deducts from Local Aid to cover the cost of certain State and county programs. These include the MBTA, Essex Regional Emergency Communications Centers, Mosquito Control, and others. Assessments are shown on the Cherry Sheet.

Assessed Valuation: The value placed upon a particular property by the Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value". Assessed Valuations are certified periodically by the Commonwealth's Commissioner of Revenue.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant, along with a report on the fairness of financial statements and on local compliance with statutes and regulations.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

Budget: See *Omnibus or Operating Budget*

Capital Budget: A plan of proposed capital outlays for a fiscal year and the means of financing them. Capital items are those items costing \$5,000 or more and having a useful life of five or more years.

Capital Exclusion: A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

Chapter 70: Chapter 70 is the statute that describes the school funding formula and education aid distributed by the State.

Chapter 90: Funds distributed to cities and towns to fund highway projects. C. 90 is based on a formula consisting of road local mileage, local employment level, and population estimates.

Cherry Sheet: The official notification to cities, towns, and regional school districts of the next fiscal year's State aid and assessments. The name comes from the cherry colored paper on which they used to be printed.

Classification of the Tax Rate: The annual action by the Board of Selectmen to exercise certain tax rate options, including establishing a residential factor and determining certain discounts and exemptions. A single rate taxes all classes of property at the same rate.

Debt Exclusion: A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt; once the debt (principal and interest) is paid off the

excluded amount is removed from the tax rate.

Debt Service: Payment of interest and principal related to debt.

Encumbrance: Obligations such as purchase orders and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved to be paid in the next fiscal year.

Enterprise Fund: A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges and may be supplemented by general revenues.

Equalized Valuation (EQV): The determination of the full and fair cash value of all property in the Commonwealth as determined by the Commissioner of Revenue biennially. EQV is used as a factor in certain aid distributions.

Excess and Deficiency: Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

Excess Levy Capacity: The difference between a community's Levy and its Levy Limit. This is an additional amount the community could, but chooses not to, levy.

Expenditure: The spending of money by the town and schools for the programs or projects within the approved budget.

FTE: A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

Fiscal Year (FY): A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; for example, FY17 is the fiscal year which begins July 1, 2016 and ends June 30, 2017.

Foundation Budget: The spending target under the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.

Free Cash: Certified as of each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash per se, but rather is the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes. It is made up of Turn Backs (unexpended appropriations), revenues that came in higher than budgeted, and Free Cash carried forward from the prior fiscal year.

General Fund: The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

General Obligation Bonds: Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

Level-Service Budget: A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings previously-approved programs forward at existing levels of service.

Levy or Property Tax Levy: The revenue a community can raise through real and personal property taxes.

Levy Ceiling: The maximum amount of property taxes a community can levy. The Levy Ceiling is equal to 2 ½ percent of the total full and fair cash values of all taxable real and personal property in the community.

Levy Limit: The maximum the levy can be in a given year. It is equal to the previous year's levy limit times 2 ½% plus new growth and amounts authorized by overrides. The Levy Limit is determined annually by the Massachusetts Department of Revenue.

Local Aid: Revenue allocated by the State to cities, towns, and regional school districts. Local Aid is distributed by the Cherry Sheets.

Local Receipts: Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, hotel/motel/meals excise, permit fees, rentals, and charges.

New Growth: The additional value of new development and other growth in the tax base that is not the result of revaluation. New growth is calculated by multiplying the increases in assessed valuation by the tax rate.

Omnibus or Operating Budget: A plan for allocating resources to support particular services, purposes, and functions over a specified period of time. The Omnibus Budget is the spending plan for a particular fiscal year.

Other Post-Employment Benefits (OPEB): The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. The most significant is health insurance for retirees, their spouses, and in some cases their beneficiaries.

Overlay: The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover property tax abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

Override: A vote to increase the amount of property tax revenue in excess of the automatic 2 ½ percent allowed under Proposition 2 ½. An override permanently raises the Levy Limit unless later reversed.

Personnel Services: The cost of salaries, wages and related employment benefits.

Payment in Lieu of Taxes (PILOT): An agreement between a municipality and an entity not subject to taxation, such as a charitable or educational organization, in which the payer agrees to make a voluntary payment to the municipality.

Proposition 2 ½: A State law, enacted by citizen initiative petition in 1980, that regulates local property tax administration and limits the amount of revenue – the levy – a city or town may raise from local property taxes each year.

Purchased Services: The cost of services that are provided by a vendor.

Property Tax: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation.

Raise or Raise and Appropriate: A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

Reserve Fund: A fund appropriated each year that may be used by vote of the Finance Committee for "extraordinary or unforeseen expenditures."

Revolving Fund: Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund and expenditures made without further appropriation. Revolving funds are established by State law and Town bylaw. Spending limits of revolving funds must be annually reauthorized by Town Meeting.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §SB). Stabilization Funds may be established for different purposes and interest generated by such funds is added to and becomes part of the Stabilization Fund. A two-thirds vote of Town Meeting is required to establish, amend the purpose of, or appropriate money out of a Stabilization Fund.

Tax Title: A collection procedure that secures a city's or town's lien on real property and protects the municipality's right to payment of overdue property taxes. The lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the Collector may take the property for the city or town. After properly recording the instrument of taking, the Collector transfers responsibility for collecting overdue amounts to the Treasurer. After six months, the Treasurer may initiate foreclosure proceedings.

Turn Back: Unexpended funds from a prior fiscal year's operating budget which are returned to the Town and which ultimately revert to Free Cash.

Unclassified: Expenditure items that are not within a particular department's budget. Examples include regional pension assessments, insurances, unemployment, and others.

Underride: A vote to decrease the levy limit under Proposition 2 ½. An underride permanently reduces the Levy Limit unless later reversed.

Warrant: A list of items to be acted on by Town Meeting.

Warrant Article: Each of the individual items listed in a warrant for action by a Town Meeting.

Parliamentary Procedures and Rules for Town Meeting

Town Meetings operate under a version of parliamentary procedure described in *Town Meeting Time*, a manual written and updated by the Massachusetts Moderators Association. In addition to the procedures set forth in *Town Meeting Time*, Town Meetings also are subject to various laws, local rules and habits that evolved over time. The following describes some of the most frequently used rules and procedures of Town Meeting in an effort to help Middleton voters enjoy and participate in our Town Meeting.

Rules and Procedures:

1. The Moderator presides over Town Meeting and regulates the proceedings, decides all questions of order, and makes public declarations of all votes.
2. Any registered Middleton voter may speak to any Article, but all must speak politely and respectfully. Civility is required at all times
3. Voters must be recognized by the Moderator before speaking on any Article.
4. All debate must be directed through the Moderator and not to any individual.
5. Many voters may wish to speak on a topic. Therefore, it is important that speakers be direct and to the point. Speakers are encouraged to add new points to the debate rather than repeat what has already been stated.
6. Attendees are advised to listen closely to the motion as read and projected on the screen. The motion puts the Warrant Article in play and it is the motion that is voted on, not the Article as written in the Warrant. However, there should be a strong similarity between the motion and the Article.
7. Voting is most often done by voice vote. When a voice vote is not clear, the Moderator may call for a standing or counted vote to be taken.
8. The Moderator's judgment can be questioned as to the accuracy of a voice or standing vote as announced. If seven (7) people request a recount of the votes, it shall be done.
9. A voter may move to Amend an Article. Any amendment a voter intends to offer at the meeting should be submitted and reviewed by the Town Clerk, Town Counsel, and the Moderator at least two weeks in advance of the Meeting. There are times that an amendment that was not anticipated is offered by a voter during the Meeting. In such a case, the Meeting will be recessed for the Town Clerk, Town Counsel, and Moderator to review the proposed amendment and make legal and procedural recommendations if appropriate.
10. Any slide presentations, documents or demonstrations a Voter wishes to submit at Town Meeting must be made available for review by the Moderator and Town Clerk at least two weeks in advance of the meeting.

More Formal Parliamentary Procedures:

Quorum is the minimum number of voters who must be present before the Town Meeting can transact business. Middleton's quorum is 100.

Consent Agenda

A Consent Agenda groups non-controversial Articles together under one motion in order to save time in a Town Meeting. A Consent Agenda motion allows for multiple motions, under selected Warrant Articles, to be acted upon as one consolidated motion and voted without sponsor presentation and debate. If seven (7) voters raise their cards and state "Hold" on any Article, the Moderator will remove that Article from the Consent Agenda and that Article will be considered in the usual course of business. The remaining Articles will be voted as a unit.

Motions

Dissolve: The motion to *dissolve* ends the Town meeting and is appropriate only when all business is completed.

Fix the time to adjourn indicates when a given Town Meeting session will end and when the next session will begin.

Lay on the table is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate "take from the table" vote.

The previous question cuts off debate immediately and causes a vote on the article or amendment under discussion.

Limit debate is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

Postpone to a time certain is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

Amend: Many types of motions can be amended. After the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the body for further discussion and vote.

Postpone Indefinitely serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead.

Point of Order - Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, "Point of order, Madame Moderator." The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues; for example, the right of a speaker to the floor, proper procedures, indecorous conduct, or an error on the part of the Moderator.

Main Motions are made when no other business is pending and are the devices used to bring a warrant article to the floor for discussion.

Reconsideration Moderators in Middleton traditionally have not allowed motions to reconsider.



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-774-3589
www.middletonma.gov

TOWN OF MIDDLETON TALENT BANK APPLICATION

The Board of Selectmen maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: _____ Telephone: _____
Address: _____ Bus. Telephone: _____
Email Address: _____
Occupation: _____
Background Experience: _____

I am interested in serving on Town Boards and Committees involved in the following areas:
(Please check all that apply. The Board encourages you to attach a recent resume if available.)

_____ Board of Health	_____ Recreation Commission
_____ Council on Aging	_____ Historical Commission
_____ Finance Committee	_____ Planning Board
_____ Board of Appeals	_____ Scholarship Committee
_____ Master Plan Committee	_____ Library Services
_____ Conservation Commission	_____ Industrial Commercial Development Review Committee
_____ Cultural Council	_____ Zoning Bylaw Review Committee

Amount of Time Available: _____

Are you available year round for committee meetings? Yes _____ No _____
If not, when are you available?

_____ Winter _____ Spring _____ Summer _____ Autumn

Are there any Boards or Committees in which you are particularly interested?

Signature

Date

Please submit all responses to the Town Administrator's Office via the mailing address above or via email at:
michelle.creasi@middletonma.gov

Town of Middleton
Finance Committee
Memorial Hall
48 South Main St.
Middleton, MA 01949

Permit 52
Middleton MA
01949

Resident
Middleton, MA 01949