

**MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, SEPTEMBER 21, 2021**

This meeting is being recorded

This meeting will be a hybrid of in-person and remote via Zoom. To join the meeting remotely, go to:

<https://us02web.zoom.us/j/84400698965?pwd=N3IrcGtVUHV4SJLK3Y3TkZzbnFJUT09>

- 1 7:00 Warrants: 2207
Minutes: Open Session: September 7, 2021
Town Administrator updates and reports
- 2 7:15 Public Comment Period
- 3 7:20 Review and vote on application for SmokeKing MA LLC., d/b/a Smoke King, at 239 Maple Street license number 06296-RS-0704 for approval to change the d/b/a to The Villa, for the on premise, Restaurant All Alcoholic Liquor License, Common Victualler's License and Entertainment license.
- 4 7:25 Discuss pedestrian safety summit to be held in the fall 2021
- 5 7:30 Continue discussion of a fall Special Town Meeting
- 6 7:40 Discussion of COVID-19 protocols
- 7 7:50 Discussion on recruiting a new Library Director
- 8 8:00 Vote to accept a donation to the Middleton Food Pantry from Vijay & Sangeeta Kathuria in the amount of \$1,000.
- 9 8:05 Follow up discussion of use of American Recovery Plan Act (ARPA) funds and establishment of priorities
- 10 8:10 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

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

MEETING MINUTES
SELECT BOARD
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, SEPTEMBER 7, 2021
7:00PM

This meeting was recorded

Present: Chair Brian Cresta, Tim Houten, Kosta Prentakis, Jeff Garber

Absent: Rick Kassiotis

Others Attending: Town Administrator Andy Sheehan, Paul Pellicelli, Fire Chief Tom Martinuk, Mary Smith, Town Clerk Ilene Twiss, Finance Director Sarah Wood, Town Moderator Barbara Piselli, Debbie Carbone, Police Chief William Sampson, Jackie Bresnahan, Nick Federico, and others

7:06 PM With a quorum present, Chair Brian Cresta called the meeting to order.

Mask Mandate: Chair Cresta explained that they are required to wear masks for tonight's meeting, because they are meeting in the Fuller Meadow School, noting that masks are now mandated in all public schools by the DESE.

September 11th Remembrance: Select Board member Kosta Prentakis asked for a moment of silence in remembrance of those who lost their lives on September 11th, 2001.

September 11th Ceremony: Chair Cresta announced that there will be a September 11th ceremony on September 10th, at Couture Field, behind Howe-Manning School, at 9:30AM.

ROUTINES

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2205: Payroll: \$432,285; Bills Payable: \$1,400,131; and Warrant #2206: Payroll: \$664,244; Bills Payable: \$856,212, noting that the Town Accountant had reviewed the warrants and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to approve the warrants as presented.

- **Minutes:** After a brief review of available minutes, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to accept the minutes of August 17, 2021, as written.

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
 - **Transfer Station Stickers Available:** Sheehan announced that Transfer Station stickers have been available since September 1st. Stickers can be purchased online, by mail, or by dropping off an application and payment in the box at Town Hall. Residents have until October 1st to get a new sticker to access the Transfer Station. Select Board member Prentakis suggested that a link be prominently placed on the main page of the town website to make the process easier.
 - **Earth Day:** Sheehan announced that Earth Day will be celebrated on Sunday, September 12th, from 12 noon to 3PM, at 105 South Main Street, the former golf course. Sheehan noted that the event has been rescheduled from the spring.
 - **Board and Committee Openings:** Sheehan read off a few of the board and committee openings and encouraged any interested residents to contact the Selectmen's office.
 - **Meeting Schedule:** Sheehan advised the Board that they are scheduled to meet on September 21st and on October 5th. He will be away and asked if the Board wanted to meet anyway, or reschedule the meetings. After a very brief discussion, the Board decided they would keep the meetings as scheduled and reconsider the October 5 meeting depending on the pending business.

7:17 PM Public Comment Period: There were no public comments.

7:17 PM Review and Vote on the Finance Director's recommendation for Treasurer-Collector with a term through June 30, 2024: Finance Director Sarah Wood presented Nick Federico to the Board as her recommendation to serve the town as Treasurer-Collector. Wood provided the Board with information on Federico's background and experience. Nick Federico, who was present at the meeting, introduced himself to the Board. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** to appoint Nick Federico as Treasurer-Collector for a term through June 30, 2024.

7:22 PM Review and vote on the Town Administrator's recommendation for Assistant Town Administrator/Human Resources Director with a term through June 30, 2024: Town Administrator Andy Sheehan provided the Board with information on process they followed to recommend Jackie Bresnahan as the Assistant Town Administrator/Human Resources Director. Jackie Bresnahan introduced herself to the Board and provided the Board with her background, experience, and education. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously to appoint Jackie Bresnahan as the Assistant Town Administrator/Human Resources Director for a term through June 30, 2024.

7:31 PM Review and Vote to Adopt Police Department Policies: Chief William Sampson met with the Board to request that the Board adopt the following policies: Internal Investigations, Code of Conduct,

Department Organization & Direction, and Uniforms. There was very little discussion and the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to adopt Police Department policies, as recommended by the Chief, for Internal Investigations, Code of Conduct, Department Organization & Direction, and Uniforms, as provided.

7:33 PM Update on Classification and Compensation Plan: Town Administrator Andy Sheehan reported to the Board that Mary Aicardi, of the Collins Center for Public Management at UMass-Boston, reviewed the compensation and classification plan, as well as job descriptions for many of the employees. Sheehan had provided the Board members with a proposed Scope of Services for the Board's review and approval. A lengthy discussion ensued on employee salaries, adjustments, and other portions of the proposal, at a cost of \$4,500. After discussion, the Board advised the Town Administrator to move forward with the proposal.

8:11 PM Discuss Use of American Recovery Plan Act (ARPA) Funds: Town Administrator Andy Sheehan provided the Board with information on the ARPA funds and how they can be used. Sheehan added that the Town will receive \$3,021,948 in ARPA funds. Sheehan had provided the Board members with detailed information on parameters for spending the money and a discussion ensued on suggestions for spending the money. Finance Director Sarah Wood contributed to the discussion. Sheehan is working with department heads to identify a list of projects. After discussion, the Board members agreed it should consult with the Finance Committee to determine where the money will be spent. The Town Administrator will keep the Board updated.

8:46 PM Discussion of Special Town Meeting: The Town Administrator advised that he still hopes to hold a Special Town Meeting this fall. The most pressing things are funding of collective bargaining contracts if they reach agreement. He briefly reviewed some of the items that might be included on the Warrant. He will keep the Board informed on the status of collective bargaining negotiations. If none are settled by October 15th, the Board stated its intention to include those items on the Annual Town Meeting in May 2022.

8:50 PM Review and Approve Request for the Bourque Family Foundation 7.7K Road Race: The Chair advised the Board that they have a request from the Bourque Family Foundation to hold their annual 7.7K road race on September 26, 2021. After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Select Board **VOTED** unanimously to approve the Bourque Family Foundation 7.7K road race, as presented.

8:51 PM OTHER BUSINESS:

- **Coppermine Road Repairs:** The Town Administrator advised the Board that the Town of Topsfield is making road repairs to the private road, Coppermine Road, a portion of which is in Middleton. A brief discussion ensued on maintenance of private roads.

- **Masco School Committee Statement:** Select Board member Kosta Prentakis read aloud a statement from the Masconomet School Committee regarding negotiations with the Masconomet Teachers Educators Union.

9:02 PM Adjourn

With no further business, on a **MOTION** made by **Prentakis**, the September 7th meeting of the Select Board adjourned at 9:02 PM.

Upcoming Meetings:

September 21: Regular SB Meeting
October 5: Regular SB Meeting; Town Administrator at ICMA conference
October 19: Regular SB Meeting

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

Timothy P. Houten, Select Board Clerk

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

- Agenda: September 7, 2021
- Warrant #2205: Payroll: \$432,285; Bills Payable: \$1,400,131
- Warrant #2206: Payroll: \$664,244; Bills Payable: \$856,212
- Minutes:
 - August 17, 2021
- Letter from Finance Director/Town Accountant to Select Board, Re: Letter of Recommendation to Appoint Nick Federico as Treasurer/Collector
- Memo from Town Administrator to Select Board, Re: Assistant Town Administrator/Human Resources Director, Recommendation for Appointment, 9/3/21
- Memo and related material from Town Administrator to Select Board, Re: Classification and Compensation Plan Project Update, 9/7/21
- Memo and related material from Town Administrator to Select Board, Re: American Rescue Plan Act Establishment of Priorities, 9/7/21
- E-Mail and related attachments from Meagan Wood, FMP Productions, to Michelle Creasi, Re: Bourque Family Foundation 7.7K, 4/8/21
- Special Town Meeting, Fall 2021, Table of Contents
- E-Mail and related attachments from Superintendent Scott Morrison to Town Administrator, Re: Response Regarding Board Meetings, 9/2/21
- In Remembrance: September 11, 2001

- Letter and related material from MBTA Advisory Board to Select Board, Re: Municipal Elections to the Region Metropolitan Planning Organization, 8/18/21
- “New Hampshire Town Loses \$2.3M in Taxpayer Money to Cyberattack.” *NBC Boston*, 23 August 2021, <https://www.nbcBoston.com/news/local/new-hampshire-town-loses-2-3m-in-taxpayer-money-to-cyberattack/2474250/>
- Implementation of DESE Mask Requirement, August 25, 2021
- Licensing Authority Certification: Smokeking MA LLC/Smokeking, 239 Maple Street, Middleton, MA 01949, Joan Nigrelli, Manager



*The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc*

3.

APPLICATION FOR AMENDMENT-Change of Business Entity Information

Change of Corporate Name

Change of DBA

- DOR Certificate of Good Standing (Req. for Chg of Corp Name only)
- DUA Certificate of Compliance (Req. for Chg of Corp Name only)
- Change of Corporate Name/DBA Application
- Vote of the Entity
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Corporate Structure

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Corporate Structure Application
- Vote of the Entity
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

1. BUSINESS ENTITY INFORMATION

Entity Name

Municipality

ABCC License Number

Smokeking MA LLC

Town of Middleton

06296-RS-0704

Please provide a narrative overview of the transaction(s) being applied for.

Change to the d/b/a from Smokeking to The Villa

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name

Title

Email

Phone

Eugene J. Nigrelli

Board Member of Entity

gnigrelli@gmail.com

978-335-8778

2 . CHANGES TO BUSINESS ENITIY INFORMATION

2a. Change of Corporate Name

Last-Approved Corporate Name:

Smokeking MA LLC

Requested New Corporate Name:

2b. Change of DBA

Last-Approved DBA:

Smokeking

Requested New DBA:

The Villa

2c. Change of Corporate Structure

LLC, Corporation, Sole Proprietor, etc

Last-Approved Corporate Structure

Requested New Corporate Structure

Signature:

Eugene J. Nigrelli

Date:

9/8/2021

Title:

CEO

APPLICANT'S STATEMENT

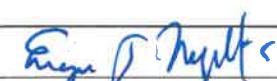
I, EUGENE NIGRELLI the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory
of Smokeking MA LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

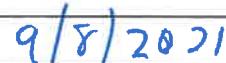
I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:



Title:



CORPORATE VOTE

The Board of Directors or LLC Managers of

Smokeking MA LLC

Entity Name

duly voted to apply to the Licensing Authority of

Middleton

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Date of Meeting

For the following transactions (Check all that apply):

- Change Corporate Name
- Change Corporate Structure (i.e. Corp / LLC)
- Change of DBA
- Other

"VOTED: To authorize

EUGENE NIGRELLI

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

For Corporations ONLY

A true copy attest,

A true copy attest,

Eugene Nigrelli

Corporate Officer /LLC Manager Signature

Corporation Clerk's Signature

EUGENE NIGRELLI

(Print Name)

(Print Name)



Town of Middleton

Business Certificate

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Laws as amended, the undersigned hereby declare(s) that a business is conducted under the title of

Name of Business: SMOKE KING MA LLC DBA: THE YILLA

Business Address: 239 MAPLE ST Middleton, MA 01949

Business Phone: 978-335-8778 Email Address GNIGRELLI@GMAIL.COM

Nature of Business RESTAURANT

By the following named person(s):(include corporate name and title, if corporate officer)

1. EUGENE MGRELLI 15 LOCUST ST MIDDLETON MA 01949
Owner/Corporate Officer Name Residential Address City, State, Zip

2. _____
Owner/Corporate Officer Name Residential Address City, State, Zip

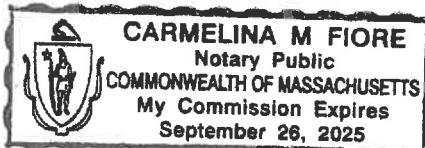
The signatories below acknowledge this certificate is not proof of conformity to Zoning Bylaws or Board of Health regulations. It is the responsibility of the applicant to contact the Building Commissioner and the Health Agent in order to comply with Town Bylaws, rules and regulations.

Signatures: 1. Eugene M. Grelli

2. _____

On Sept 8, 2021 the above-named person(s) personally appeared before me and made oath that the forgoing statement is true.

Seal



Carmelina Fiore
Notary Public/Town Clerk Signature

1. Identification presented: Driver's License _____ Other _____
2. Identification presented: Driver's License _____ Other _____

In accordance with the provisions of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5 of MGL, business certificates shall be in effect for four (4) years from the date of issue and shall be renewed each four years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership. Copies of such certificates shall be available at the address at which such business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from such business.

Violations are subject to a fine of not more than three hundred (\$300.00) for each month during which such violation continues.

Certificate Number 21-77

Date Processed Sept 8, 2021

Certificate Expiration Sept 8, 2025

New

Renewal

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.**

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

06296-RS-0704

LICENSEE NAME: Somokeking MA LLC

ADDRESS: 239 Maple Street

CITY/TOWN: Middleton

STATE MA

ZIP CODE 01949

TRANSACTION TYPE (Please check all relevant transactions):

Change of Hours

Change of DBA

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:**

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

PEDESTRIAN SUMMIT

OCTOBER 2021

4.

Invitees:

- Boards and Committees: one or representatives from each of the Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission, School Committee Finance Committee
- Staff: Town Administrator, Town Planner, Building Commissioner, Public Works Superintendent, Health Director, Conservation Agent

Goals of the Summit: Explore strategies by which we can improve and expand pedestrian networks in Middleton. Strategies include but are not limited to:

- Expanding and linking existing sidewalk networks
- Initiate new sidewalk networks
- Make connections to the rail trail and other town amenities/destinations
- Identify and promote funding mechanisms:
 - Annual capital budget
 - MPO and MassDOT “TIP”, state and federal grants
 - As conditions of approval of land use permits
 - Require sidewalks along all frontage
 - Where adequate sidewalks exist, require in lieu of payments to be dedicated for future sidewalk construction
- Require curb cut permits (and MassDOT permits on state routes), ADA accessibility, ramps
- Commitments from participants on the concept

History: Discussion and summary of actions taken and policies/plans adopted

Deliverables: Within 8 weeks, staff will draft a blueprint summarizing the summit and describing target areas, opportunities and limitations, and a menu of actionable items.

SPECIAL TOWN MEETING FALL 2021 TABLE OF CONTENTS

Potential Tuesday dates: November 2, 9, 16; December 7, 14

5.

1. Committee Reports: Zoning Bylaw Review Committee
2. FY22 Supplemental Appropriations/Transfers
3. Fund collective bargaining agreement: Call Fire Fighters
4. Fund collective bargaining agreement: AFSCME Public Works
5. Fund collective bargaining agreement: MBPA Police
6. Pay Bills of Prior Fiscal Years (9/10 majority)
7. Transfers to Reserve/Stabilization Accounts
8. Adopt GL c. 40, s. 5B Establishing Facilities Complex Stabilization Fund (2/3 majority)
9. Transfer from Free Cash to Facilities Complex Stabilization Fund
10. Appropriate funds for design of sidewalks on Boston Street from Wildwood Road to the Peabody town line
11. Transfer from Free Cash to Sidewalk & Pedestrian Stabilization Fund (\$158,800 as of 6/30/21)
12. Rescind Borrowing Authorization Approved Under Article ____ of the 1997 Annual Town Meeting (Septic Loans under Massachusetts Water Pollution Abatement Trust)
13. Appropriate funds to invest in information technology upgrades (cybersecurity)
14. Authorize execution of a release deed for property in Haswell Park



MIDDLETON

MASSACHUSETTS

SEPT 17, 2021

www.middletonma.gov

email: middletoncovid19@middletonma.gov



Public Health
Prevent. Promote. Protect.

COVID-19 REPORT



Get the answer
Confidential.
search c

6,

MIDDLETON AUGUST (FULL) & SEPT (1st-16th) 2021 CASE DATA

AUGUST 1 - 31ST

AGE GROUP	
<10 years of age	6
10-19 years of age	8
20-29 years of age	9
30-39 years of age	7
40-49 years of age	9
50-59 years of age	9
60-69 years of age	8
70-79 years of age	3
>80+ years of age	0
DEATHS	
Attributed to COVID-19	0

SEPT 1 - SEPT 16TH

AGE GROUP	
<10 years of age	2
10-19 years of age	12
20-29 years of age	7
30-39 years of age	5
40-49 years of age	8
50-59 years of age	9
60-69 years of age	7
70-79 years of age	0
>80+ years of age	3
DEATHS	
Attributed to COVID-19	0

68% CASES
UNVACCINATED

32% CASES
BREAKTHROUGH-
VACCINATED

*September data only



OFFICE OF THE TOWN ADMINISTRATOR

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

7.

MEMORANDUM

TO: Melissa Stankus, Chair, Board of Library Trustees

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Library Director
Filling of Vacancy

DATE: September 16, 2021

With Library Director Melissa Gaspar's recent notice of retirement we must begin the search for a new Director. Filling professional positions takes a minimum of three months and can take as long as six months. Melissa has provided enough notice that I am hopeful we will have a successor in place by the time she retires.

The Library Director position is a high profile job. As such, we will be well served following a clearly delineated process that involves critical stakeholders. As a department head it is equally important that the next Director be a good fit within the larger organization.

I researched the process that was used when the position was last vacant. By all accounts that process worked well and I recommend we follow a similar process.

In keeping with the process used before, I recommend a screening panel to review resumes and reduce the initial pool of applicants to a small group of finalists. I recommend the screening panel be comprised of the following:

- Board of Library Trustees: chair
- Board of Library Trustees: member selected by the members
- Select Board: chair
- Select Board: member chosen by the members
- Friends of the Flint Public Library: president
- Finance Committee: chair
- 1-3 residents at large: appointed by the Town Administrator

The screening panel will name approximately three finalists. The finalists would then interview in front of a joint public meeting of the Library Trustees and Select Board. The Trustees will make the final selection, taking into account the input from the Select Board and Town Administrator.

My office will assist in advertising the vacancy and providing other logistical support. I am happy to discuss this in greater depth at your convenience.

September 13, 2021

To the Trustees of the Flint Public Library

Dear Trustees,

It has been my absolute joy and honor to be the Flint Public Library Director for 11 years. Over the past decade, together, you, a wonderful team of Trustees, the Library Staff, and I, have seen the library blossom and grow to new heights. The number and variety of programs have expanded and more items have been circulated than ever before.

I have enjoyed my time here and thank you for your tireless support to make the Flint Public Library the “most loved library” on the North Shore and one that we have all been proud of.

However, I feel it is time for me to hand over the leadership of the library to a new director, as I plan to retire on Feb. 1, 2022.

I am happy to work with the Trustees to make sure the library and the community have a smooth transition to a new director.

I thank you for giving me the opportunity to be a part of the Flint Public Library team. It was the most rewarding position I have ever had and I will miss you, the staff and the patrons tremendously.

But I have every confidence you will find a new leader for the Flint and then a new era of opportunities and possibilities will unfold. I wish you all the best.

Most sincerely,

Melissa Gaspar



Council on Aging
Old Town Hall
38 Maple Street
Middleton, MA. 01949
978-777-4067
www.townofmiddleton.org

8.

September 7, 2021

Board of Selectmen
48 South Main Street
Middleton, MA. 01949

Re: Middleton Food Bank Donation / Vijay & Sangeeta Kathuria

Please add the following donations to your agenda for acceptance by the Board of Selectmen for the Middleton Council on Aging, and notify me when the check has been accepted so that it can then be deposited.

Thank you,

Jillian Smith

Jillian Smith
COA Director

A donation has been made payable to the Town of Middleton Food Pantry.

Date: 8/31/21

Name: Vilay & Sandeep Kathuria

Donation: \$1,000.00

Check Number 1464

This donor would like to remain anonymous.

Yes

X No

VIJAY K. KATHURIA
SANDEETA KATHURIA

5-7017/2110

DATE 05/31/21

PAY TO THE
ORDER OF MIDDLETON Food PANTRY

One thousand Dollars 00/00

\$ 1,000 00/00

DOLLARS 1000

RECEIVED

MEMO Donation

Nm-h