

Town of Middleton Massachusetts



Special Town Meeting

November 16, 2021, 7:00 P.M.

Howe Manning School Gymnasium
26 Central Street, Middleton, MA

**TOWN OF MIDDLETON
SPECIAL TOWN MEETING
THE COMMONWEALTH OF MASSACHUSETTS
NOVEMBER 16, 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 Howe Manning School Gymnasium, 26 Central Street in said Middleton on Tuesday, November 16, 2021 next, at 7:00 p.m., then and there to act on the following articles:

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

ARTICLE 1. To hear Committee Reports:

ARTICLE 2. On petition of the Finance Committee and Select Board, 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 supplemental appropriations and/or transfers for FY 2022; or take any other action relative thereto.

Purpose: This article will appropriate or transfer funds for various items in the FY 2022 budget.

ARTICLE 3. On petition of the Finance Committee and Select Board, 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 collective bargaining agreement with the AFSCME Public Works; or take any other action relative thereto.

Purpose: This article will appropriate \$65,000 to fund the contract with the AFSCME Public Works union running from July 1, 2020 through June 30, 2023.

ARTICLE 4. On petition of the Finance Committee and Select Board, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to pay bills of prior fiscal years; or take any other action relative thereto.

Purpose: This article will appropriate \$200 to fund the payment of bills from prior fiscal years and requires a 9/10 majority vote.

ARTICLE 5. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds certain sums of money to the following reserve accounts:

- Stabilization Fund
- Capital Stabilization Fund
- Special Education Stabilization Fund
- Pension Stabilization Fund
- Other Post-Employment Benefits Liability Irrevocable Trust Fund

Or take any other action relative thereto.

Purpose: This article will transfer funds to various reserve accounts.

ARTICLE 6. On petition of the Finance Committee and Select Board, to see if the Town will vote to adopt GL c. 40 s. 5B for the purpose of establishing a Facilities Complex Stabilization Fund; or take any other action relative thereto.

Purpose: This article will establish a Stabilization Fund for the Facilities Complex and requires a 2/3 majority vote.

ARTICLE 7. On petition of the Finance Committee and Select Board, to see if the Town will vote to transfer funds from FY 2021 Free Cash to the Facilities Complex Stabilization Fund; or take any other action relative thereto.

Purpose: This article will transfer funds from FY 2021 Free Cash to the newly created Stabilization Fund for the Facilities Complex.

ARTICLE 8. On petition of the Finance Committee and Select Board, to see if the Town will vote to transfer funds from FY 2021 Free Cash in the amount of \$158,800 to the Sidewalk & Pedestrian Stabilization Fund; or take any other action relative thereto.

Purpose: This article will transfer funds from FY 2021 Free Cash to the Sidewalk & Pedestrian Stabilization Fund.

ARTICLE 9. On petition of the Finance Committee and Select Board, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds certain sums of money to fund the design of sidewalks on Boston Street from Wildwood Road to the Peabody Town Line; or take any other action relative thereto.

Purpose: This article will appropriate funds for the design work and requires a 2/3 majority.

ARTICLE 10. On petition of the Finance Committee and Select Board, to see if the Town will vote to rescind the borrowing authorization approved under Article 31 of the 1997 Annual Town Meeting; or take any other action relative thereto.

Purpose: This article will rescind the borrowing authorization from ATM 1997 for the Septic Loans under Massachusetts Water Pollution Abatement Trust. At the time, this program allowed residential property owners, who were income eligible, to obtain low interest loans repaid over twenty years through a betterment to be billed and paid with property tax bills. There are only 2 parcels still participating in this program and both have their final payments due in FY 2024.

ARTICLE 11. On petition of the Finance Committee and Select Board, 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 appropriations for information technology and cyber security upgrades; or take any other action relative thereto.

Purpose: This article will appropriate \$55,000 for needed technology and cybersecurity upgrades through the Regional IT collaborative.

ARTICLE 12. On petition of the Council on Aging, the Select Board, and the Board of Assessors to see if the Town will vote to amend the adoption of Section 5K of Chapter 59 of the Massachusetts General Laws authorizing the granting of real estate tax abatements to seniors and veterans participating in the Senior and Veteran Tax Work-Off Program. The proposed amendment would allow an approved representative, for persons physically unable, to provide such services to the town. Said Amendment would take effect in Fiscal Year 2023.

Purpose: The proposed amendment would allow an approved representative, for persons physically unable, to provide such services to the town. Said Amendment would take effect in Fiscal Year 2023. This proxy is already included in the Veterans program and this amendment would allow for a proxy for the Senior Tax Work-Off Program.

End of Special Town Meeting Warrant

TO THE TOWN CONSTABLE:

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

- Memorial Hall
- Post Office
- Flint Public Library
- Store at Howe Station Market
- Ferncroft Towers, and
- Fuller Pond Village

In said Town fourteen days, at least, before the time of holding said meeting.

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 19th day of October in the year Two Thousand Twenty-One.

MIDDLETON SELECT BOARD

S. 

S. 

S. 

S. _____

S. 

A true copy Attest:

S. _____

Constable of the Town of Middleton

Date Posted

DRAFT (SUBJECT TO CHANGE)

Article #	Description	Tax Levy	Proposed Free Cash Contribution	Other	Notes
STM 2	FY 22 supplemental appropriations and transfers				
	Comp and Class Adjustments	\$ -	\$ -	\$ 43,427.63	Transfer from Comp Reserve
	Essex Tech Capital	\$ -	\$ 176.00	\$ -	
	Building Maintenance - Fire Dept.	\$ -	\$ 28,410.38	\$ -	
	Ambulance Supplies	\$ -	\$ 13,020.00	\$ -	
	Medicare	\$ 10,000.00	\$ -	\$ -	
	Town Clerk Capital	\$ 11,400.00	\$ -	\$ -	
	Total Article	\$ 21,400.00	\$ 41,606.38	\$ 43,427.63	
STM 3	Union Contracts (AFSCME DPW)	\$ 30,000.00	\$ 35,000.00	\$ -	
	Total Article	\$ 30,000.00	\$ 35,000.00	\$ -	
STM 4	Prior Year Bills	\$ -	\$ 181.22	\$ -	
	Total Article	\$ -	\$ 181.22	\$ -	
STM 5	Appropriations and transfers to reserve accounts				
	Stabilization Fund	\$ -	\$ 150,000.00	\$ -	
	Capital Stabilization Fund	\$ -	\$ 200,000.00	\$ -	
	Pension Stabilization Fund	\$ -	\$ 100,000.00	\$ -	
	Other Post-Employment Benefits Liability Irrevocable Trust Fund	\$ -	\$ 100,000.00	\$ -	
	Total Article	\$ -	\$ 550,000.00	\$ -	
STM 7	Transfer to Facilities Complex Stabilization Fund	\$ -	\$ 250,000.00	\$ -	
	Total Article	\$ -	\$ 250,000.00	\$ -	
STM 8	Transfer to Sidewalk & Pedestrian Stabilization Fund	\$ -	\$ 158,800.00	\$ -	
			\$ 158,800.00		
STM 9	Design of sidewalks on Boston Street	\$ -	\$ -	\$ -	Sidewalk/Ped Stab. Fund Amount TBD
	Total Article	\$ -	\$ -	\$ -	
STM 11	Information Technology and Cybersecurity upgrades	\$ -	\$ 55,000.00	\$ -	
	Total Article	\$ -	\$ 55,000.00	\$ -	
Warrant Book Totals		\$ 51,400.00	\$ 1,090,587.60	\$ 43,427.63	

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 | _____ Charter Review 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?

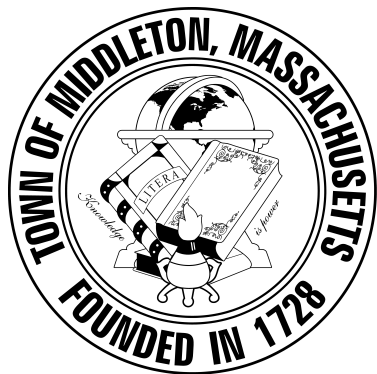
_____ Winter _____ Spring _____ Summer _____ Autumn

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
48 South Main Street
Middleton, MA 01949**