

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
MONDAY, MAY 31, 2022
7:00 PM
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/81838804267?pwd=aThoMXZlNW50K2hiN3NMaEh2VldNUT09>

7:00 pm 1. Board Reorganization: Election of Officers

7:10 pm 2. Business

 a. Warrants: 2225

 b. Minutes: May 16, 2022, open session minutes

 c. Town Administrator Updates and Reports

7:20 pm 3. Public Comment

7:25 pm 4. ~~Review and discuss conservation restriction on Camp Creighton Pond with Chris LaPointe of Greenbelt; votes may be taken~~

7:40 pm 5. FY22 Quarter 3 update and report from Finance Director Sarah Wood; votes may be taken

7:50 pm 6. Review and discuss waiver request from Catherine Crowley for a monument in excess of the allowable dimensions for a four grave lot at Oakdale Cemetery; votes may be taken

8:00 pm 7. Review Summer meeting schedule and authorize a member to sign warrants: recommended meeting dates are June 14 and 28, July 12, August 16 with the normal schedule resuming September 6; votes may be taken

8:05 pm 8. Review and discuss a petition to the General Court requesting additional liquor licenses; votes may be taken

8:10 pm 9. Review and vote on the following (re)appointments; votes may be taken:

- Select Board representatives: Community Preservation Committee; Master Plan Committee: Municipal Property Tax Relief Committee
- Annual Committee Appointments; see attached

8:20 pm 10. Review and vote to accept a Shared Streets & Spaces Program “Middleton Don’t Block the Walk” grant from MassDOT in the amount of \$3,080; votes may be taken:

8:25 pm 11. Updates & Announcements

8:30 pm 12. Executive Session pursuant to Mass. General Law chapter 30A, section 21(a)(2) with respect to the Town Administrator’s accrued vacation leave and the parties’ interests in a successor agreement and chapter 30A, section 21(a)(3) with respect to collective bargaining with the Middleton Police Benevolent Association and other units

Upcoming Meetings: June 14 & 28

Regular Select Board meetings

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

2.

FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, MAY 16, 2022
7:00 PM

This meeting was recorded

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

Absent: None

Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator/HR Director Jackie Bresnahan, Paul Pellicelli, Chief William Sampson, Roby Deschenes, Isabella Palmeira, Noorulain Tillu, Jerome Thomas, Gary Bent, Town Clerk Ilene Twiss, and others

7:04 PM With a quorum present, Acting Chair Tim Houten called the meeting to order.

7:04 PM ROUTINES

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2224: Payroll: \$903,663; Bills Payable: \$1,101,802; noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

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

- **Minutes Approval:** The Board was provided with the minutes from the May 3rd meeting and took the following action:

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

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
 - **Election Day:** Sheehan reminded everyone that tomorrow is Election Day, adding that the polls open at 7AM and run through 8PM, at the gymnasium of the Fuller Meadow School.
 - **Town Meeting:** Sheehan thanked everyone who attended Town Meeting, as well as all those who helped with putting the Town Meeting together.
 - **Reappointments:** Sheehan advised the Board that there are several reappointments in tonight's packet, adding that his office has asked those who are up for reappointment this

year to contact his office. They will put together a list of additional reappointments for the next meeting.

- **Memorial Day Commemoration:** Sheehan reported that a Memorial Day commemoration will take place at 11am on May 30th, at the Flint Library. Guest speaker Doug Bryant is a WWII veteran and a Middleton resident.
- **Town Wide Yard Sale:** Sheehan reported that the Friends of the COA is hosting a town-wide yard sale on June 4th, from 8am-2pm, at the former golf course. All proceeds benefit the COA.
- **Registration is open for Recreation Summer Program:** Register at www.MiddletonMA.gov. They are also taking applications for anyone interested in working at the camp. Registrations accepted through May 23rd.

Chair's Comments:

- Chair Cresta expressed his dismay at the level of discourse that is happening around the election, reminding everyone that “we are all neighbors, all friends.” He encouraged everyone to get out to vote tomorrow.

7:14 PM Public Comment Period: There were no public comments.

7:15 PM Acknowledgments:

- **Timothy P. Houten, Select Board, 21 Years:** Chair Cresta publicly acknowledged Tim Houten's service on the Select Board and other committees and boards in town. Board member Prentakis also thanked Houten for his service. Board member Kassiotis added his thanks to Tim Houten. Board member Garber thanked Tim Houten for his service to Middleton. Chair Cresta read aloud a proclamation to Timothy P. Houten, in recognition of his 21 years of service to the Town of Middleton. State Representative Brad Jones was in attendance to read aloud a proclamation from the House of Representatives, which he presented Select Board member Tim Houten.
- **Gary Bent, Veterans Services Officer, 4 years:** Chair Cresta provided a brief history on Gary Bent's service to the Town as its Veterans Services Officer for the past four years. He read aloud a proclamation, which will be given to Gary Bent.

7:30 PM Review and Vote on the Following Reappointments:

- **All Police Positions, through June 30, 2025:**
 - **Chief William Sampson**
 - **Captain Matthew Armitage**
 - **Sergeants: David Arathuzik, Ronald Carpenter, Michael LeColst, Robert Peachey**
 - **Full-Time Officers: Kosta Agganis, James Bernhard, Henry Bouchard, Joseph Fedullo, Brian Kelley, Jordan Kemp, Adam Maccini, Robert Marino, Thomas McParland, Melissa Witt**
 - **Reserve Officers: Richard Cardinale, Steven Farinato, Mark Finer, John Griffith, Leonardo Jorge, Richard Kassiotis, Michael Linehan, Wade Marabito, Michael Sampson**

Chair Cresta noted that Roby Deschenes, Isabella Palmeira, and Noorulain Tillu were appointed through June 30, 2025 at a previous meeting. The Board took the following action:

On a **MOTION** made by **Houten**, second by **Garber**, the Select Board **VOTED 4-0** to appoint the list of police officers, as listed. **Kassiotis abstained**.

- **Solid Waste Advisory Committee Ex-Officio Members:**
 - **Paul Goodwin, DPW Director**
 - **Nick Federico (Finance Director designee);**
 - **Jackie Bresnahan (Town Administrator designee)**

Chair Cresta advised the Board that all but the Ex-Officio members have already been appointed. Select Board member Kosta Prentakis advised that the term is through June 30, 2024. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Garber**, second by **Prentakis**, the Select Board **VOTED unanimously** to appoint Paul Goodwin, Nick Federico, and Jackie Bresnahan to the Solid Waste Advisory Committee as Ex-Officio members, through June 30, 2024.

7:34 PM Follow Up Discussion from Annual Town Meeting: Town Administrator Andy Sheehan advised he put this on the agenda as a place holder. He expressed his appreciation to everyone who had a hand in putting Town Meeting together and helping it so smoothly. He also thanked the voters for attending, alleviating everyone's fears of not having a quorum. Select Board member Tim Houten echoed Sheehan's thanks. Select Board member Kosta Prentakis added his comments. Chair Cresta publicly thanked Andy Sheehan for all the work he's done, both this year and last year – during COVID – to educate the public before the meetings, which, he believes, contributed to how well the Town Meetings have gone.

7:39 PM Review and Vote on Zoom/Hybrid Capacity for Select Board Meetings: Chair Cresta began a discussion on the benefits of continuing Zoom/Hybrid capacity for Select Board meetings, noting that it's been very helpful for transparency. Other members expressed their opinions on continuing with Zoom/Hybrid meetings. Select Board member Jeff Garber asked how attendance is on Zoom, compared with in-person meetings. Assistant Town Administrator Jackie Bresnahan advised that tonight, only Andy Sheehan is on Zoom, but, she added that the number varies, depending on the agenda and the issues. Bresnahan added that she is going to look into better ways of providing the hybrid meetings so it's less cumbersome for those that are setting it up. After discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED unanimously** to continue the Zoom Hybrid capacity through the Town Election of next year, and make a decision on whether to continue it after that for Select Board meetings.

7:48 PM Review and Vote to Accept the Following Donations:

- **Middleton Food Pantry \$1,000 from the 99 Restaurant Holdings LLC**

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 accept the \$1,000 donation to the Middleton Food Pantry from the 99 Restaurant Holdings LLC, with thanks.

7:50 PM Updates & Announcements

- **Thanks to Candidates:** Select Board member Kosta Prentakis thanked all candidates for elected office for running and asked all candidates to remove their signs as quickly as possible after the election.
- **Board Committee Vacancies:** Select Board Chair Cresta reminded residents that there continues to be several vacancies on various boards and committees and encourages residents to look into it and apply through the town's website.
- **Next Meetings:** Chair Cresta noted that the Board will next meet on May 31st, with additional meetings scheduled for June 14th and June 28th. They will set their summer schedule at the June 28th meeting.

7:51 PM Adjourn

With no further business, on a **MOTION** made by **Prentakis**, the May 16th meeting of the Select Board adjourned at 7:51 PM.

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: May 16, 2022
- Warrant #2224: Payroll: \$903,663; Bills Payable: \$1,101,802
- Minutes:
 - May 3, 2022
- Police Appointments for Terms Ending June 30, 2025
- Letter from Council on Aging to Select Board, re: Middleton Food Bank Donations, 5/10/22
- Town of Middleton Memorial Day May 30, 2022
- Middleton Community Yard Sale June 4th, 2022



TOWN OF MIDDLETON
Office of Finance Director/Town Accountant
48 South Main Street
Middleton, MA 01949
(978) 777-4966

5.

TO: Select Board/Finance Committee

FROM: Sarah Wood

DATE: 5/17/2022

SUBJECT: FY 2022, 3rd Quarter Highlights

This report includes a summary of the 3rd quarter results as of March 31, 2022 of FY 2022 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise Fund, Appropriation Funds and Revolving Accounts. The General Fund accounts for the Town's annual operating budget and the majority of the capital budget. Exceptions include MELD and SESD assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e. CPA Fund, capital project funds).

General Fund Expenditures

As of March 31, 2022, 72.1% of the FY 2022 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the third quarter in FY 2022. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,146,668	\$1,284,770	60%
Public Safety	4,597,463	3,290,972	72%
Education	24,539,614	17,024,891	69%
Public Works	1,871,634	1,230,676	66%
Health and Human Services	508,456	312,109	61%
Culture and Recreation	676,897	466,092	69%
Debt Service	1,670,494	1,474,988	88%
State Assessments & Charges	326,229	237,213	73%
Unclassified	4,398,472	4,051,250	92%

At the end of the third quarter of the fiscal year the total year-to-date expenditures should be around 75% of the departmental budget. The Recreation Commission, Essex North Shore Tech assessment, debt service, retirement assessment and liability insurance all typically have percentages exceeding 75% in the third quarter as the majority of payments have been completed at this point in time.

There are two additional departments that exceed the threshold, Snow & Ice and Fire. Snow and Ice is currently in a deficit and \$25,000 was raised at Town Meeting to cover the deficit. The Fire Department has currently expended 76% of its budget due to some large repairs on the ambulance and engine 2. The Chief is keeping a close eye on his budget to see if any departmental transfers will be needed at year end.

All other departments are well below the benchmark with the average, excluding the unclassified categories, being 70%. There are currently no concerns about any other departments exceeding their budgetary requirements at this time.

General Fund Revenues

Overall revenue collections were largely in line with current estimates. As of March 31, 2022, 78% or \$30,417,548 of total estimated revenues for FY 2022 (\$38,978,312) had been collected.

Local receipts are at 91% of budgeted expectations. Rooms excise, meals excise, transfer station sticker fees, license and permits, fines and forfeitures, and Medicaid reimbursements are all over 100% of budgeted expectations. Investment income and PILOT are the only two categories to be below the 75% benchmark. PILOT is due to timing of when we receive the MIT payment and investment income has been trending poorly all fiscal year.

We did adjust for some of these increases when we set the FY22 tax rate and have adjusted some of these categories in FY23's budget to reflect these trends that are moving back towards our standard revenue collections. As the fiscal year closes out and we go to set the FY23 tax rate we will be able to see how these categories continue to trend to determine if further adjustments are needed.

CPA Fund Expenditures & Revenues

CPA expenditures are at 99% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as debt service payments are paid in the first half of the fiscal year.

Total CPA revenues are at 86% of the budget. Surcharge revenues alone are at 77% of the budget.

The current fund balance of the CPA fund is \$791,419 (inclusive of prior appropriated fund)

Water Enterprise Fund Expenditures & Revenues

Water expenditures are at 49% of the budget. This is not unexpected as the majority of expenditures occur towards the end of the fiscal year as well as \$50,000 budgeted for extraordinary/unforeseen expenses.

The water fund revenues are at 3% of budget. The majority of the budget is made up of a payment from the Town of Danvers that occurs at the end of the fiscal year.

The current fund balance in the water enterprise fund is \$1,144,697.43.

Sewer Enterprise Fund Expenditures & Revenues

Sewer expenditures are at 73% of the budget. The majority of expenditures is for the town's assessment to the South Essex Sewer District which is made out in quarterly payments.

The sewer fund revenues are at 58% of budget. The largest grouping of payments are billed in February so it is not unusual to be below the 75% benchmark at this point in time

The current fund balance in the water enterprise fund is \$31,038.37.

I hope the information presented is informative and helpful. If you have any questions, please do not hesitate to contact me.

Town of Middleton, MA
Fiscal Year 2022 Expenditures (unaudited)

GENERAL FUND	For the Period Ended		9/30/2021		12/31/2021		3/31/2022		6/30/2022		Total		AVAILABLE	
	BUDGET	Quarter 1	Quarter 1	Quarter 2	Quarter 2	Quarter 3	Quarter 3	Quarter 4	YTD EXPENDED	YTD EXPENDED	BUDGET	BUDGET	AVAILABLE	% USED
Total 114 TOWN MODERATOR	\$ 200	\$ -	\$ -	\$ 80,478	\$ 80,373	\$ -	\$ -	\$ -	\$ 219,367	\$ 219,367	\$ 200	\$ 200	\$ 0	0%
Total 122 SELECTMEN	349,392	58,516	180	132	-	7,000	-	-	312	312	130,025	130,025	63%	63%
Total 131 FINANCE COMMITTEE	3,901	-	-	-	-	-	-	-	7,000	7,000	3,589	3,589	8%	8%
Total 131 RESERVE FUND	100,000	-	-	-	-	-	-	-	-	-	93,000	93,000	7%	7%
Total 135 TOWN ACCOUNTANT	183,611	36,180	46,032	38,969	38,969	-	-	-	121,181	121,181	62,430	62,430	66%	66%
Total 141 ASSESSORS	183,353	38,210	46,702	42,770	42,770	-	-	-	127,682	127,682	55,671	55,671	70%	70%
Total 145 TREASURER/COLLECTOR	291,097	43,084	52,620	66,808	66,808	-	-	-	162,512	162,512	128,585	128,585	56%	56%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	-	-	2,500	-	-	2,500	2,500	-	-	-	100%
Total 151 TOWN COUNSEL	80,000	9,833	16,536	17,852	17,852	-	-	-	44,221	44,221	35,779	35,779	55%	55%
Total 155 MIS	378,395	108,723	64,067	92,768	92,768	-	-	-	265,558	265,558	112,837	112,837	70%	70%
Total 161 TOWN CLERK	178,335	35,163	47,328	30,223	30,223	-	-	-	112,714	112,714	65,621	65,621	63%	63%
Total 162 ELECTIONS	36,815	1,550	2,503	8	8	-	-	-	4,061	4,061	32,754	32,754	11%	11%
Total 171 CONSERVATION COMMISSION	90,264	19,437	23,177	20,648	20,648	-	-	-	63,262	63,262	27,002	27,002	70%	70%
Total 175 PLANNING BOARD	122,098	23,824	29,483	24,815	24,815	-	-	-	78,122	78,122	43,976	43,976	64%	64%
Total 176 BOARD OF APPEALS	4,690	264	536	528	528	-	-	-	1,328	1,328	3,363	3,363	28%	28%
Total 181 MASTER PLAN COMMITTEE	1,552	-	-	-	-	-	-	-	-	-	1,552	1,552	0%	0%
Total 192 TOWN BUILDING	134,465	16,746	22,294	33,936	33,936	-	-	-	72,975	72,975	61,490	61,490	54%	54%
Total 195 TOWN REPORT	6,000	-	1,975	-	-	-	-	-	1,975	1,975	4,025	4,025	33%	33%
Total 210 POLICE	2,068,202	417,143	503,589	464,986	464,986	-	-	-	1,385,718	1,385,718	682,484	682,484	67%	67%
Total 220 FIRE	2,228,591	610,453	588,127	505,997	505,997	-	-	-	1,704,577	1,704,577	524,015	524,015	76%	76%
Total 241 BUILDING INSPECTION	273,543	54,329	70,621	58,540	58,540	-	-	-	183,490	183,490	90,053	90,053	67%	67%
Total 292 ANIMAL CONTROL	26,927	5,334	6,197	5,656	5,656	-	-	-	17,187	17,187	9,740	9,740	64%	64%
Total 296 CONSTABLE	200	-	-	-	-	-	-	-	-	-	200	200	0%	0%
Total 301 SCHOOL DEPARTMENT	13,154,591	1,568,250	3,547,891	3,141,996	3,141,996	-	-	-	8,258,138	8,258,138	4,896,453	4,896,453	63%	63%
Total 314 MASCONOMENT ASSESSMENT	10,575,567	2,669,514	2,618,269	2,669,514	2,669,514	-	-	-	7,957,298	7,957,298	2,618,269	2,618,269	75%	75%
Total 315 ESSEX TECH ASSESSMENT	809,456	205,749	411,499	192,208	192,208	-	-	-	809,456	809,456	-	-	100%	100%
Total 420 DPW ADMINISTRATION	1,073,040	201,679	253,062	197,080	197,080	-	-	-	651,820	651,820	421,220	421,220	61%	61%
Total 423 SNOW & ICE REMOVAL	280,750	1,273	9,364	286,724	286,724	-	-	-	297,361	297,361	(16,611)	(16,611)	106%	106%
Total 425 TRANSFER STATION	517,844	68,361	110,492	102,642	102,642	-	-	-	281,495	281,495	236,349	236,349	54%	54%
Total 511 BOARD OF HEALTH	139,257	28,542	40,561	28,793	28,793	-	-	-	97,895	97,895	41,362	41,362	70%	70%
Total 541 COUNCIL ON AGING	247,763	52,637	57,586	49,948	49,948	-	-	-	160,171	160,171	87,592	87,592	65%	65%
Total 543 VETERANS AGENT	86,511	6,028	13,979	9,305	9,305	-	-	-	29,312	29,312	57,199	57,199	34%	34%
Total 545 TRI TOWN COUNCIL	29,925	7,481	7,481	7,481	7,481	-	-	-	22,444	22,444	7,481	7,481	75%	75%
Total 548 GARDEN CLUB	5,000	-	1,100	1,187	1,187	-	-	-	2,287	2,287	2,713	2,713	46%	46%
Total 610 LIBRARY	615,278	136,839	147,752	147,862	147,862	-	-	-	432,453	432,453	182,825	182,825	70%	70%

Total 630 RECREATION COMMISSION	50,619	28,539	3,094	-		31,633	18,986	62%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-		-	1,000	0%
Total 692 MEMORIAL DAY	5,000	-	570	1,436		2,006	2,994	40%
Total 693 CHIEF WILLS FESTIVAL	5,000	-	-	-		-	5,000	0%
Total 710 DEBT SERVICE	1,670,494	1,096,878	96,058	282,053		1,474,988	195,506	88%
Total 820 STATE ASSESSMENTS & CHARGES	326,229	81,365	79,757	76,091		237,213	89,016	73%
Total 910 COMPENSATION RESERVE	46,572	5,639	-	7,886		13,525	33,047	29%
Total 911 RETIREMENT	1,847,976	2,280,491	-	(432,515)		1,847,976	-	100%
Total 913 UNEMPLOYMENT	15,000	262	1,305	221		1,787	13,213	12%
Total 914 HEALTH INSURANCE	797,624	165,847	194,129	191,390		551,365	246,259	69%
Total 915 GROUP INSURANCE	3,000	562	612	623		1,797	1,203	60%
Total 916 MEDICARE/DEP TAX	110,000	20,708	27,830	23,196		71,734	38,266	65%
Total 945 LIABILITY INSURANCE	239,500	380,441	1,216	(157,392)		224,265	15,235	94%
Total 962 TRANSFERS TO OTHER FUNDS	1,338,800	380,000	958,800	-		1,338,800	-	100%
Total GENERAL FUND	40,735,928	\$10,866,053	\$10,184,935	\$ 8,322,106	\$ -	\$ 29,372,962	\$ 11,362,966	72.1%
Total CPA	123,600	\$ 80,000	\$ 41,600	\$ 800	\$ -	\$ 122,400	\$ 1,200	99%
Total WATER ENTERPRISE FUND	291,992	\$ 40,076	\$ 56,764	\$ 45,521	\$ -	\$ 142,361	\$ 149,631	49%
Total SEWER ENTERPRISE FUND	111,344	\$ 26,853	\$ 51,238	\$ 2,849	\$ -	\$ 80,940	\$ 30,404	73%
The Departmental Codes in the 900 series are initially expensed with the Town covering all costs. In March, the School and MELD's portion of these expenditures are journalized out into MELD's fund and the school's budget.								

Town of Middleton, MA
Fiscal Year 2022 Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 11/21</u>	<u>YTD Expended</u>	<u>Available Balance at 3/31/21</u>
GF	STM 2015	2 ATHLETIC FLD MAINT		35,000	1,604	-	1,604
GF	2017	17 REMEDIATE NATSUE WAY		165,000	134,895	980	133,915
GF	2018	29 FM SECURITY SYSTEM		101,358	5,929	2,151	3,778
GF	2019	18 COA KITCHEN EQUIPMENT		8,000	1,417	228	1,189
GF	2019	25 BYLAW CONSULTANT		50,000	50,000	-	50,000
GF	STM2019	3 MAINTENANCE OF GOLF COURSE		25,000	17,500	-	17,500
GF	2020	19 HR SOFTWARE		14,727	13,380	-	13,380
GF	2020	19 PAINT EXTERIOR OF MEMORIAL HALL		4,000	2,706	-	2,706
GF	2020	19 REPLACE SCBA		9,000	4,025	2,565	1,460
GF	2020	19 REPLACE SQUAD 5 PUMP		9,000	9,000	-	9,000
GF	2020	19 BALLISTIC VESTS AND HELMETS		8,300	8,300	-	8,300
GF	2020	19 FM END USER TECHNOLOGY		34,198	4,031	2,096	1,935
GF	2020	19 FM PLAYGROUND/PARKING STUDY		15,000	5,656	-	5,656
GF	2020	19 BRIGADOON TREE/SIDEWALK		75,000	75,000	-	75,000
GF	2020	19 COA REFINISH HARDWOOD FLOORS		7,500	2,812	-	2,812
GF	STM2020	9 40 SCHOOL STREET ENVIRONMENTAL TESTING		10,000	1,100	-	1,100
GF	STM2020	11 105 S MAIN STREET MAINTENANCE		5,000	3,747	-	3,747
GF	2021	10 FIBER OPTIC NETWORK		100,000	100,000	-	100,000
GF	2021	10 MEMORIAL HALL RAMP REPLACEMENT		20,000	20,000	-	20,000
GF	2021	10 PURCHASE BULLET PROOF VESTS		21,000	1,309	1,247	62
GF	2021	10 DIGITIZE INSPECTATIONAL SERVICE RECORDS		45,000	45,000	42,538	2,462
GF	2021	10 HM END USER TECHNOLOGY		144,048	10,415	5,647	4,768
GF	2021	10 FM END USER TECHNOLOGY		80,833	7,096	5,358	1,737
GF	2021	10 MEALS ON WHEELS CAR		35,500	705	70	635
GF	2022	19 CHARTER REVIEW		15,000	15,000	-	15,000
GF	2022	19 CAI ADVANCED QUERY MODULE		1,300	1,300	709	591
GF	2022	19 CYCLICAL INSPECTIONS		10,000	10,000	7,660	2,340
GF	2022	19 EXCHANGE SERVER UPGRADE		7,000	7,000	-	7,000
GF	2022	19 WARRANTY RENEWALS		7,500	7,500	4,850	2,650
GF	2022	19 CYBERSECURITY PROTECTION		10,000	10,000	-	10,000
GF	2022	19 REPLACE WIRESS ACCESS POINTS		5,000	5,000	-	5,000
GF	2022	19 MUNIS UPGRADE		10,000	10,000	1,434	8,566
GF	2022	19 HANDICAP RAMP RELACEMENT		25,000	25,000	-	25,000
GF	2022	19 TOWN-WIDE HANDICAP IMPROVEMENTS		10,000	10,000	-	10,000
GF	2022	19 PURCHASE CRUISER RADIOS		8,500	8,500	6,014	2,486
GF	2022	19 PURCHASE RADAR GUNS		5,000	5,000	2,535	2,465
GF	2022	19 PURCHASE LICENSE PLATE READER		22,050	22,050	-	22,050
GF	2022	19 AED REPLACEMENT		9,000	9,000	-	9,000
GF	2022	19 POLICE STATION UPGRADES		10,000	10,000	6,566	3,434
GF	2022	19 FIRE VEHICLE REPAIRS		7,500	7,500	925	6,575
GF	2022	19 RADIO/TELEPHONE RECORDER		17,080	17,080	14,554	2,526
GF	2022	19 OUTFIT/TRAIN NEW FIREFIGHTER		25,580	25,580	979	24,601
GF	2022	19 DIGITIZE INSPECTATIONAL SERVICE RECORDS		45,000	45,000	-	45,000
GF	2022	19 REPLACE 2005 MOWER		16,240	16,240	-	16,240
GF	2022	19 DPW BUILDING IMPROVEMENTS		25,000	25,000	18,618	6,383
GF	2022	19 ADDITIONAL CHAPTER 90		100,000	100,000	32,435	67,565
GF	2022	19 COA BUILDING IMPROVEMENTS		5,700	5,700	4,708	992
GF	STM2022	9 BOSTON ST SIDEWALK		33,000	33,000	-	33,000
GF	STM2022	11 IT & CYBERSECURITY		55,000	55,000	-	55,000
CAP PROJ	2019	2 MASTER DESIGN STUDY 105 S MAIN		325,000	62,607	317	62,290
CAP PROJ	2021	10 JOHN DEER TRACTOR		60,000	5,565	2,126	3,439
CAP PROJ	2021	10 DPW 1 TON DUMP TRUCK		75,000	8,280	925	7,355
CAP PROJ	2021	10 DPW PURCHASE INTERNATIONAL DUMP TRUCK		173,000	1,423	-	1,423
CAP PROJ	2022	19 DPW PURCHASE 2007 ROLL-OFF TRUCK		200,000	200,000	-	200,000
CAP PROJ	2022	19 REPLACE ENGINE 1		710,000	710,000	-	710,000
CAP PROJ	2022	MUNICIPAL COMPLEX		61,590,000	61,590,000	-	61,590,000
CEMETERY	2016	26 OAKDALE CEMETERY WORK		63,000	6,308	3,510	2,798
CEMETERY	2019	18 OAKDALE CEMETERY IMPROVEMENTS		15,000	10,827	9,670	1,157
CPA	2015	34 PHASE 1 RAILS TO TRAILS		130,000	114,519	35,622	78,897
CPA	2018	35 CURTIS SAW MILL PROJECT		4,900	743	-	743
CPA	2019	10 EMILY MAHER PARK IMPROVEMENTS		45,000	14,758	-	14,758
CPA	2020	21 DIGITIZE HISTORIC RECORDS		89,000	236	-	236
CPA	2020	21 RUBCHINUK PARK IRRIGATION		24,500	17,305	-	17,305
CPA	2021	6 COMPLETE DIGITIZATION OF HISTORIC RECORDS		5,000	5,000	-	5,000
CPA	2022	12 TRAMP HOUSE ROOF REPAIRS		17,000	17,000	-	17,000
CPA	2022	12 MUNICPAL COMPLEX COMMONS		300,000	300,000	-	300,000
CPA	2022	12 CAMP CREIGHTON CONSERVATION RESTRICTION		50,000	50,000	-	50,000

Town of Middleton, MA
Fiscal Year 2022 Encumbrance Expenditures (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Balance at</u>
					<u>3/31/22</u>
General	Town Accountant	Office Supplies	500	500	-
General	MIS	Telephone	1,012	1,012	-
General	Town Clerk	Operating Supplies	1,615	547	1,068
General	Town Clerk	CAPITAL OUTLAY	5,653	1,080	4,573
General	Conservation	Travel	95	95	-
General	Pub Buildings	Fuel DPW BLDG	129	129	-
General	Police	Electricity/Water	25	25	-
General	Police	Equip Maintenance	346	346	-
General	Police	Printer/Copier	88	88	-
General	Police	Contractual	900	900	-
General	Police	Office Supplies	5	5	-
General	Police	Building Maintenance	26	26	-
General	Police	Travel	2,576	2,576	-
General	Police	New Cruiser	5,635	5,635	-
General	Fire	Building Maintenance	106	106	-
General	Insp. Services	Printing/Copier	115	115	-
General	Insp. Services	Contractual Services	3,000	3,000	-
General	School	Salaries	541,058	541,058	-
General	School	Supplies	179,071	161,485	17,586
General	Other Schools	Out of District Tuition	13,000	12,117	883
General	DPW	Road Machinery Maintenance	35	35	-
General	COA	Other Supplies	2,974	2,964	10
General	Library	Equipment	4,614	4,614	-
General	Library	Programs	480	480	-
General	Library	Books	5,268	5,268	-
General	Unclassified	Health and Dental Ins	2,081	2,081	-
General	Unclassified	Life Insurance	54	48	6
General	Unclassified	Unemployment	306	306	-
			<u>\$ 770,766</u>	<u>\$ 746,640</u>	<u>\$ 24,125</u>

Town of Middleton, MA
Fiscal Year 2022 Revenues (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/2021		12/31/2021		3/31/2022		6/30/2022		Total YTD REVENUE	(UNDER)/OVER BUDGET	% RECEIVED
		Quarter 1	Quarter 2	Quarter 3	Quarter 4							
PERSONAL PROPERTY TAXES	\$ 726,719	\$ 265,974	\$ 87,705	\$ 230,494	\$ -	\$ 584,173		\$ (142,546)		80%		
REAL ESTATE* *	\$ 31,078,944	\$ 7,795,600	\$ 7,845,142	\$ 7,880,863	\$ -	\$ 23,521,605		\$ (7,557,339)		76%		
TAX LIEN/TITLE/FORECLOSURE	* 22,627	3,595	64,184	-	-	90,406	n/a				N/A	
MOTOR VEHICLE EXCISE	2,000,000	158,167	71,991	1,364,098	-	1,594,256		\$ (405,744)		80%		
OTHER EXCISE - ROOM	60,000	29,315	54,942	15,778	-	100,035		\$ 40,035		167%		
OTHER EXCISE - MEALS	200,000	78,032	79,873	58,898	-	216,803		\$ 16,803		108%		
PENALTIES AND INTEREST ON TAXES	80,000	17,128	13,923	27,676	-	58,727		\$ (21,273)		73%		
PILOT	130,000	-	-	82,087	-	82,087		\$ (47,913)		63%		
PILOT - MELD	243,253	-	243,253	-	-	243,253		-		100%		
CHARGES FOR SERVICES - SOLID WASTE FEES	210,000	119,625	94,025	4,400	-	218,050		\$ 8,050		104%		
FEES	135,000	47,366	30,359	33,556	-	111,281		\$ (23,719)		82%		
DEPARTMENTAL REVENUES - LIBRARIES	1,000	313	612	-	-	925		\$ (75)		93%		
DEPARTMENTAL REVENUES - CEMETERIES	40,000	6,700	14,440	9,100	-	30,240		\$ (9,760)		76%		
OTHER DEPARTMENTAL REVENUE	150,000	54,856	46,780	42,160	-	143,796		\$ (6,204)		96%		
LICENSES AND PERMITS	480,000	184,628	218,881	207,871	-	611,380		\$ 131,380		127%		
FINES AND FORFEITS	5,000	1,913	1,811	1,325	-	5,049		\$ 49		101%		
INVESTMENT INCOME	40,000	3,264	10,117	9,514	-	22,895		\$ (17,105)		57%		
MEDICAID REIMBURSEMENT	20,000	7,434	-	33,100	-	40,534		\$ 20,534		203%		
STATE AID	2,405,972	649,552	593,538	581,451	-	1,824,541		\$ (581,431)		76%		
TRANSFERS IN	972,424	884,512	33,000	-	-	917,512		\$ (54,912)		94%		
Total GENERAL FUND	\$ 38,978,312	\$ 10,327,006	\$ 9,443,987	\$ 10,646,555	\$ -	\$ 30,417,548	\$ (8,560,764)	78%				
Total CPA	\$ 363,088	\$ 66,620	\$ 169,315	\$ 79,540	\$ -	\$ 315,475	\$ (47,613)	87%				
Total WATER FUND	\$ 291,992	\$ 8,120	\$ 665	\$ (203)	\$ -	\$ 8,581	\$ (283,411)	3%				
Total SESD ENTERPRISE FUND	\$ 111,344	\$ 107	\$ 7,217	\$ 57,421	\$ -	\$ 64,745	\$ (46,599)	58%				

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

Note: Budgeted revenues does not include the free cash appropriated for fiscal year expenditures

Town of Middleton, MA
Revolving Funds (unaudited)

	Fund Balance as of 7/1/2021	Revenue as of 3/31/22	Expenditures as of 3/31/22	Fund Balance as of 3/31/22
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES	15,593	-	-	15,593
COA TRIP FUND	23,698	5,158	(1,237)	27,619
STORMWATER MANAGEMENT	4,900	1,200	-	6,100
FIREARMS LICENSES AND PERMITS	23,368	2,553	-	25,920

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 3/31/22	Revenue as of 3/31/22	FY 23 Appropriation	Fund Balance after Appropriations	
AMBULANCE FUND	\$ 1,026,491	\$ 455,378	\$ (621,821)	\$ 404,670	
PEG	497,719	212,774	(255,270)		242,449
SPED RESERVE FUND*	151,367	1,998	-		151,367
OPEB*	2,107,263	68,200	100,000		2,207,263
STABILIZATION*	2,196,923	29,762	-		2,196,923
CAPITAL STABILIZATION*	889,838	8,000	-		889,838
SPED STABILIZATION*	362,110	6,341	52,000		414,110
RETIREMENT STABILIZATION*	426,930	5,231	-		426,930
SIDEWALK STABILIZATION*	125,800	-	-		125,800
FACILITIES COMPLEX STABILIZATION*	250,000	-	-		250,000

* Revenue amount indicates interest only.

COLIZZI MEMORIALS, INC.

217 MERRIMACK STREET
METHUEN, MA 01844
PHONE: (978) 674-7095 FAX: (978) 674-7097

PHONE: (978) 674-7093 FAX: (978) 674-7097

From The Desk Of Michael Collier

DARK BARRE GREY GRANITE
CROSS: 2-6 X 2-8 X 3-2 POLISH 2. BALANCE ROCK PITCH
SPECIAL CELTIC CROSS CONTOUR PER
ATTACHED PHOTO NOT THIS DRAWING.
DESIGN ON FRONT AND BACK OF MONUMENT WITH
BASE: 3-7 X 1-1 X 0-8 POLISH TOP. 150 POLISH BEVEL
FRONT AND BACK WITH 100% REGULAR ROCK
NOSINGS ON FRONT AND BACK. BRP

		FRONT OF MONUMENT FACES
PHILIP	TERESA	CATHERINE WILL ARRANGE TO HAVE TERESA MOVED TO FRONT OF MONUMENT SO SHE CAN BE NEXT TO HER HUSBAND PHILIP
PHILIP	TERESA	TERESA WILL BE MOVED TO THIS GRAVE LOCATION
		MONUMENT

REVISED PERMIT
MAY 20, 2022

OF MONUMENT
FACES

THEORY INDEXES

THEORY INDEXES

OVER ALL
HEIGHT IS:
FORTY
SIX INCHES

TABLET
THICKNESS
IS: EIGHT INCHES

CROSS
DESIGN
BE SIMIL
THIS DES
NT EXA

TABLET IS
HEIGHT THIRTY
EIGHT INCHES

FORTY THREE INCHES DEAR SCOTT.

SIDE PROFILE

THREE INCHES

卷之三

DEAR SCOTT,
PER OUR PHONE CONVERSATION PLEASE FORWARD THIS MONUMENT
PERMIT TO THE CEMETERY COMMISSIONERS FOR THEIR REVIEW.
THIS IS THE FAMILY WHO HAS A MONUMENT ON THEIR LOT THAT THEY WANT TO REPLACE WITH THIS
NEW MONUMENT WHICH WILL HOLD FOUR NAMES ON IT UNLIKE THE EXISTING ONE ON LOT.
THIS MEMORIAL IS SLIGHTLY TALLER THAN THE RESTRICTIONS ALLOW AND WE ARE ASKING FOR PERMISSION
TO ALLOW THIS MEMORIAL TO BE ACCEPTED.
ON BEHALF OF THE CROWLEY FAMILY WE THANK YOU FOR YOUR CONSIDERATION IN THIS MATTER.

APPROVED BY:

NOTE OF CREDIT

DATE:

Chapter 378

Oakdale Cemetery

[HISTORY: Adopted by the Board of Selectmen of the Town of Middleton 3-19-1991. Amendments noted where applicable.]

[Most recent amendments adopted by unanimous (5-0) vote of the Board of Selectmen at a remote meeting held on May 5, 2020]

§ 378-1 General provisions.

- A. The adoption and enforcement of the following rules and regulations are necessary to maintain good order within the Cemetery, to protect the interests of proprietors and to preserve the beauty of the grounds. All persons are urgently requested to report immediately any act of courtesy or other breach of propriety.
- B. The Cemetery Commission reserves the right to temporarily suspend or modify a regulation, but such act shall not be construed as affecting the general application or enforcement of such rule.
- C. The rules and regulations and schedule of prices as established by the Cemetery Commission are subject to change without notice.
- D. All provisions of MGL c. 114 shall be adhered to, including penalties for infringement of the law.
- E. The Superintendent of Public Works is in full charge of the Cemetery and is responsible for the enforcement of the rules and regulations and for maintaining the Cemetery in conformance with the principals to which it was dedicated.

§ 378-2 Cemetery hours.

- A. The gates of the Cemetery will be open daily from 8:00 a.m. to 8:30 p.m., except from November 1 to March 1, when they will close at 4:30 p.m.
- B. Any unauthorized person found within the Cemetery outside the prescribed opening hours will be deemed a trespasser and as such will be liable to prosecution.
- C. The term "gate" as used herein shall mean any or all the established entrances to the Cemetery, whether or not equipped with moveable barriers.

§ 378-3 Office hours.

All business related to the Oakdale Cemetery may be done through the Superintendent of Burials whose office is located at the Department of Public Works office, 195 North Main Street, during normal business hours, Monday through Friday, 7:00AM-3:00PM. The office is closed on all legal holidays and weekends. **[5-5-2020]**

§ 378-4 Sale of lots.

Sale of lots at Oakdale Cemetery shall be restricted to residents or former residents of the Town of Middleton, with the following restrictions to former residency purchases:

- A. Any former resident of the Town of Middleton must show satisfactory proof of former residency before said sale of lot and be restricted to the sale of no more than a two-grave lot. Satisfactory proof may include but is not limited to the personal knowledge of Public Works staff, birth or marriage certificate, tax or utility bill, or similar. **[5-5-2020]**
- B. Former residency purchases shall be subject to the fee structure established by the Board of Selectmen/Cemetery Commissioners which may be adjusted from time to time. All graves are sold with perpetual care.
 - (1) The fee structure is as follows:
 - (a) Single-grave lot: \$600.
 - (b) Double-grave lot: \$1,200.
 - (2) All other interment fees shall apply at the time of interment.
- C. Payment for sale of lots shall be payable to the Town of Middleton. The deed of a lot shall not be delivered, no stone or marker may be erected, and no work will be done on the lot until the purchase price is fully paid. **[5-5-2020]**
- D. A maximum of four graves may be purchased by any one household. Any requests for more than four graves must be first approved by the Board of Selectmen after a recommendation received in writing by the Superintendent of Public Works. **[Added 3-15-2016; amended 3-29-2016]**
- E. No lot or grave at the Oakdale Cemetery shall be sold to anyone who is not a current or former resident of the Town of Middleton at the time of such sale. **[Added 3-15-2016; amended 3-29-2016; 5-5-2020]**
- F. No lot or grave shall be sold to anyone who was a Middleton resident solely as a result of incarceration at any detention facility located in Middleton. **[5-5-2020]**

§ 378-5 Lots.

- A. Cemetery lots shall not be used for any other purpose than as a place of burial for the human dead, and all burials therein shall be under the personal charge of the Superintendent of Burials, to whom shall be paid such fees for opening a grave as shall be established by the Cemetery Commissioners.
- B. All lots will be defined by a suitable corner marker and numbered by the Department of Public Works, hereinafter referred to as the "Department," and it is unlawful for any person to remove or tamper with said marker.
- C. No lot will be deeded to more than one owner, nor will a lot be divided. No objections exist to an agreement between or among families as to the parts of the lots to be used by each, but the Department will not undertake to record or enforce such agreements.
- D. In case of the decease of a proprietor, it shall be the duty of the heirs or devisee to file with the Department satisfactory proof of ownership (MGL c. 114, § 29).
- E. If any monument or effigy or any structure whatsoever or any inscription is placed in or upon any lot which shall be determined by the Cemetery Commissioners to be improper

or offensive, they shall have the right and it shall be their duty to instruct the Superintendent of Public Works to enter upon said lot and remove such improper or offensive objects.

- F. No fence, curbing, railing, wall, hedge, embankment, ditch or other lot enclosure shall, at any time, be erected or placed in or around any lot, and the establishment of the grade of any lot shall be subject to the approval of the Superintendent of Public Works, and the work of grading shall be done by employees of the Department.
- G. Residents purchasing new graves or lots must make said purchase in the section open for sale at that time, e.g., if purchase is for a two-grave lot, it must be made in the section and row being sold at that particular time. No exceptions will be made.
- H. No proprietor shall suffer the remains of any person to be interred within his lot for hire.
- I. All interments or other work shall be under the personal charge of the Superintendent or designee(s). **[5-5-2020]**
- J. No sale, transfer or assignment of any lot shall be valid without the approval of the Cemetery Commission.
- K. Proprietors may erect a memorial structure on their lot subject to the regulations set forth under § 378-11, Memorial structures.
- L. Proprietors may cultivate plants on their lots subject to the approval of the Department, but if such planting becomes neglected or is deemed objectionable or detrimental, the Superintendent reserves the right to remove such planting. If done on lots under perpetual care, the owner must bear the expense of putting the ground in proper condition again.
- M. On lots or graves where no monument has been erected the sod under no condition shall be allowed to be broken.
- N. The Superintendent shall remove from lots and graves flowers or emblems whenever, in his opinion, the same have become so withered or decayed as to render their removal desirable. Floral emblems so removed will be put in a common dump and employees shall refuse to attempt to find them after they have been disposed of.
- O. The Cemetery Commission reserves the right to alter the plot of walks, avenues and unsold areas.
- P. No lights of any kind shall be allowed in the Cemetery.
- Q. Lot owners making improvements on lots that are under perpetual care will be charged with any necessary expense of putting lots in order, after such improvements are made.

§ 378-6 Trees and shrubs. [5-5-2020]

- A. If any trees or shrubs on any lot shall by means of their roots or branches, or otherwise, become detrimental to the adjacent lots, avenues or paths, or dangerous or inconvenient to passengers, it shall be the duty of the Department, for the time being, and it shall have the right to enter into said lot and remove said trees and shrubs or such part thereof as are thus detrimental, dangerous or inconvenient.

- B. No person shall trim or remove any tree or shrub, whether or not it is on his own lot. The Department will on request perform all such work at no cost.
- C. The Department will use constant care in examining trees, removing such parts thereof as appear to be dangerous or detrimental, but expressly disclaims responsibility for damage to either persons or property resulting from falling trees or parts thereof.

§ 378-7 Grounds.

- A. Operators of vehicles within the Cemetery must drive with care and at a low rate of speed because of poor visibility and sharp turns.
- B. On Memorial Day no vehicle except those accompanying and a part of a memorial procession will be allowed in the Cemetery before 12:00 noon.
- C. Motorcycles, bicycles, go-carts, three- or four-wheel all-terrain vehicles and snowmobiles are excluded from the Cemetery at all times.
- D. All persons are forbidden to injure or molest any bird or wild animal, or to molest its nest or other habitation.
- E. The taking of firearms into the Cemetery is forbidden except by authorized persons on military occasions.
- F. No tree or shrub shall be removed, except by the Department, and all persons are forbidden to gather flowers, either wild or cultivated, or to break or injure any tree, shrub or plant.
- G. No employee of the Department will be allowed to receive any fee or other compensation whatsoever for service rendered to any person.
- H. Persons within the Cemetery conducting themselves improperly will be requested to leave and upon refusal will be compelled to do so.
- I. Dogs and horses are not allowed in the Cemetery at any time.
- J. All work done within the Cemetery shall be performed by employees of the Department or by permission of and under the supervision of the Superintendent.
- K. No hunting is allowed within the Cemetery property and no vehicles are to be left unattended within Cemetery property for the purpose of hunting on adjacent properties. Vehicles found violating this regulation will be towed at the owner's expense.
- L. No private vehicles will be allowed to plow out the Cemetery roads at any time. Any damage done to stones and/or the grounds, roads, trees, shrubs, etc., will be at the expense of the violator of this subsection.
- M. The Department reserves the right to open the Cemetery at a reasonable time after any winter storm.
- N. All water faucets located in the Cemetery are to be used for the sole purpose of filling buckets/jugs with water for the caring of flowers and shrubs on one's lot. In no instance is a hose or sprinkler to be hooked up to these faucets. Care in making sure water faucets

are completely shut down after use is requested. Any misuse or damage to these faucets should be reported immediately to the Department of Public Works office.

§ 378-8 Funerals.

All funerals must enter the Cemetery through the main gate and upon entering shall be under the charge of the Superintendent or designee(s). [5-5-2020]

§ 378-9 Interments.

- A. Undertakers are required to provide the Public Works Department with a minimum twenty-four (24) hour notice in advance of interment. Undertakers are required to have all interment orders signed by the proprietor or representative of a lot, or grave, and presented at the Department of Public Works office at least eight working hours before the time set for the interment. [5-5-2020]
- B. All interments must be made in permanent containers.
- C. The Department will receive telephone orders for opening a grave but disclaims liability of error in such cases. In no case will a grave which contains a body be opened until a properly signed order has been received and verified.
- D. No interment will be made without a regular order and burial permit.
- E. As the liability of error in names and dates is so great, undertakers must have all orders plainly and correctly written in ink. It is important that the proprietor should personally designate the grave to be opened in a multigrave site.
- F. No interment will be made until all fees charged for the same have been paid. There is an additional charge for the interment of a nonresident. [5-5-2020]
- G. Not more than one interment will be permitted in any one grave site other than what is provided for under § 378-14, Cremation, of these rules and regulations.
- H. Interments will not be made on Sundays. Interments on Saturdays and legal holidays will be charged extra. [5-5-2020]
- I. In case of emergency arising from extreme weather conditions or other cause beyond human control, or because of any other extenuating circumstances, the Superintendent may at his discretion postpone making a scheduled interment and shall deposit the body in the receiving tomb without charge until conditions permit interment.

§ 378-10 Receiving tomb.

- A. Bodies may be placed in the receiving tomb at any time, but the Superintendent reserves the right to remove and inter the body whenever it may be deemed necessary to do so. [5-5-2020]
- B. While bodies are deposited in the receiving tomb, the Superintendent is forbidden to allow any casket to be opened, except on written request from the immediate family of the deceased and in the presence of an undertaker. In no case will a casket be opened when in the opinion of the Superintendent the condition of the body is such as to render it improper.

§ 378-11 Memorial structures.

- A. Proprietors should consult with the Superintendent before placing orders for stonework, due to the fact that there are restrictions in various sections of the ground.
- B. All stonework must rest on a foundation of cement masonry which will be built by the Department. In no case will a foundation be built either in whole or in part over the remains of a previous interment.
- C. Applications for this work must be filed with the Department and shall give full particulars, including size.
- D. Monument Dimensions:
 - 1. In single-grave sections, monuments shall not exceed two feet, six inches (2' 6") long by one foot, zero inches (1' 0") wide at the base. The base shall not exceed eight inches (8") in height. The monument shall not exceed three feet, two inches (3'2") in overall height. [5-5-2020]
 - 2. On two-grave lots, monuments shall not exceed three feet, zero inches (3' 0") long by one foot, zero inches (1' 0") wide at the base. The base shall not exceed eight inches (8") in height. The monument shall not exceed three feet, two inches (3'2") in overall height. [5-5-2020]
 - 3. On four-grave lots, monuments shall not exceed three feet, seven inches (3' 7") long by one foot, one inch (1' 1") wide at the base. The base shall not exceed eight inches (8") in height. The monument shall not exceed three feet, two inches (3'2") in overall height. [5-5-2020]
 - 4. All other monuments other than headstones or headstones greater than the dimensions stated must first receive approval of the Cemetery Commission.
- E. No foundations will be constructed and no stonework will be set between November 15 and April 1, or when the ground is not in the proper condition for such work.
- F. No person shall deliver any material within the Cemetery except under the direction of the Superintendent or designee(s). [5-5-2020]
- G. All work must be done during the normal working hours of the Cemetery. All contractors will be held responsible for the protection of other stones, paths, avenues, graves, trees and shrubs. [5-5-2020]
- H. Definitions. As used in this section, the following terms shall have the meanings indicated:

FOOT STONE

A stone to mark the locations of a particular grave and shall be set at or below ground level at the foot of the grave. No more than one foot stone measuring no more than two feet, zero inches (2' 0") long by one foot, zero inches (1' 0") wide by eight inches (8") deep is allowed on each grave. [5-5-2020]

GRAVE MARKER

A one-piece stone set at one or all four corners of a lot to mark the location of a particular grave. Grave markers are prohibited in single grave lots. [5-5-2020]

HEADSTONE

A stone to mark the location of a particular grave and shall be erected at the head of the grave.

MONUMENT

Any memorial structure other than a tomb, mausoleum, headstone, foot stone or grave marker.

- I. No raised letters or designs will be allowed on the base of any stonework where it can be damaged by grass-cutting implements.
- J. No more than one headstone or monument will be allowed on any one lot.

§ 378-12 Perpetual care.

The term "perpetual care" shall mean the maintenance of the lot or grave in reasonable condition. This include cutting the grass at proper intervals, pruning trees and shrubs, raking and cleaning the grounds and raising the sunken graves. Under this agreement the Department does not bind itself to maintain, repair or replace any structure erected thereon, nor plant ornamental flowers or shrubs, nor to regularly water the grass or flowers.

§ 378-13 Disclaimer.

The Department of Public Works will take every reasonable precaution to protect the private property of lot and grave owners within the Cemetery from loss or damage, but it disclaims all responsibility for loss or damage from causes beyond its control, especially from the acts of thieves, vandals, malicious mischief makers and from the acts of Providence, including wind, hail, snow and frost.

§ 378-14 Cremations.

- A. Six cremations will be allowed per single grave where the right of burial has not been used. Since the Commission feels that cremations do not disturb the remains of a person already interred it will allow up to six cremations to be placed around the headstone area.
- B. Cremations must be placed in permanent containers when delivered to the Cemetery via parcel post.

§ 378-15 Fees.
[Amended 3-15-2016; 3-29-2016; 5-5-2020]

A. Grave openings:

- (1) Residents: \$700.
- (2) Nonresidents: \$2,000.

B. Weekend funeral or excavation:

- (1) Residents: \$1,400.
- (2) Nonresidents: \$2,500.

C. Cremation interment:

- (1) Residents: \$300.
- (2) Nonresidents: \$900.

D. Weekend cremation interment: \$200 in addition to regular interment fee

E. Foundations: \$200.

F. Flush markers: \$100.

G. Compressor for frost: \$100.

H. Single-grave lot: \$600.

I. Double-grave lot: \$1,200.

J. Four-grave lot: \$2,400.

K. In addition to lot costs there is an additional fee of \$5 for recording of deed.

2022

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

USA Holidays and Observances

Jan 01	New Year's Day	Jan 17	M L King Day	Feb 14	Valentine's Day
Feb 21	Presidents' Day	Apr 15	Good Friday	Apr 17	Easter Sunday
May 08	Mother's Day	May 30	Memorial Day	Jun 03	National Donut Day
Jun 19	Father's Day	Jul 04	Independence Day	Sep 05	Labor Day
Oct 10	Columbus Day	Oct 31	Halloween	Nov 11	Veterans Day
Nov 24	Thanksgiving Day	Dec 25	Christmas		

7.

John and Samantha Miller
Vinum Wine Shop
210B South Main Street
Middleton, MA 01949

8

May 17th 2022

Board of Selectmen; Town of Middleton, MA

Andrew Sheehan, TA

Brian Cresta

Kosta Prentakis

Rick Kassiotis

Jeff Garber

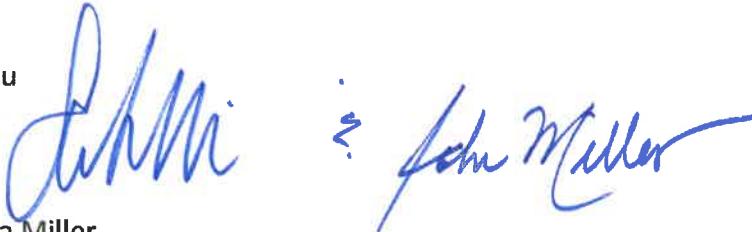
Deb Carbone

We are writing to reiterate our interest in obtaining a full liquor license at our current location; Vinum Wine Shop at 232B South Main Street. We have heard that with the new census Middleton's population is now at the 10,000 threshold for an additional full liquor license.

We've been in Middleton now for 7 years, and 2 years ago we moved to a bigger and centralized location with more accessibility to residents as well as more than ample parking. Our business has grown in our new location and we have now been able to hire employees (including a resident of Middleton). We received multiple daily requests for spirits and have to turn them away. Given our business model of quality wine and beer our customers are looking to us for artisan and small batch spirits. Each of these requests sends business and dollars outside of Middleton.

Our feeling is that the type of experience that we offer is unique to this area, and expanding our business is beneficial to Middleton.

Thank you

The image shows two handwritten signatures in blue ink. The signature on the left is "John Miller" and the signature on the right is "Samantha Miller". They are written in a cursive, fluid style.

Samantha Miller

John Miller

Proprietors; Vinum Wine Shop

John and Samantha Miller
Vinum Wine Shop
210B South Main Street
Middleton, MA 01949

September 2, 2016

Board of Selectmen; Town of Middleton, MA

Andrew Sheehan, TA

Rick Kassiotis

Brian Cresta

Todd Moreschi

Kosta Prentakis

Timothy Houten

We are writing to reiterate our interest in obtaining a full liquor license at our current location; Vinum Wine Shop at 210B South Main Street. We noticed at the most recent Board of Selectmen meeting that there was open discussion about obtaining a 3rd liquor license in town, and we hope that our original request from September of 2015 would still be on record (letter attached).

Our vision for our boutique wine shop as a full liquor store is different from other concepts. We would carry artisan spirits and continue educating the public and offering the same quality customer service. Our feeling is that the type of experience that we offer is unique to this area, and expanding our business is beneficial to Middleton.

Thank you

Samantha Miller

John Miller

Proprietors; Vinum Wine Shop

COPY

John and Samantha Miller
Vinum Wine Shop
210B South Main Street
Middleton, MA 01949

September 26, 2015

Board of Selectmen; Town of Middleton, MA

Ira Singer, TA

Christine Lindberg, Chair

Brian Cresta

Kosta Prentakis

Timothy Houten

Todd Moreschi

We are writing to you to express interest in obtaining a full liquor license at our current location Vinum Wine Shop at 210B South Main Street. Our intent is to offer the same caliber of high quality products, service and knowledge that we have shown with fine wine and craft beer. If a license becomes available we would like to immediately pursue it.

Thank you

Samantha Miller

John Miller

Proprietors; Vinum Wine Shop

Copy

Letters of Interest

Select Board Appointees	How many people do we need?	Seeking (re)appointment	not interested
Board of Appeals	5 year term 1 seat (June 30, 2027)	0 Anne Cote	
Board of Appeals	1 year term 1 seat (June 30, 2023)	0 William Renault	
Board of Appeals - Alternate	1 year term 2 seats (June 30, 2023)	1 Anne LeBlanc Snyder;	
Board of Health	3 year term 1 seat (June 30, 2025)	0 Matt Greenfield	
Board of Registrars	3 year term 1 seat (June 30, 2025)	0 Richard Cardinale	
Bylaw Review Committee	3 year term 4 open seats - terms to be staggered	4	
Conservation Commission	3 year term 1 seat (June 30, 2025)	0 Michael Sliney	
Council on Aging	3 year term 3 seats (June 30, 2025)	Wendy Tirck; Joan Sheas- 0 Desmond; Linda Cornell	
Cultural Council	3 year term 3 seats (June 30, 2025)	2 Pamela Hartman Rosner	Ann Noyes
Historical Commission	2 year term 2 seats (June 30, 2025)	Micheal Givens; Anne Cote; -1 Pike Messenger	
Industrial and Commercial Design Review Committee	3 year term 3 open seats - terms to be staggered	3	Chuck Kozlosky
Memorial Day Committee	3 year term 4 open seats - terms to be staggered	4	
Municipal Property Tax Relief	3 year term 1 seat (June 30, 2025)	1	
Planning Board - Alternate	2 seats (June 30, 2023) (Joint Appointment with Planning Board)		
	1 year term and Select Board)	2	
Rails to Trails Committee	3 year term 2 seats (June 30, 2025)	0 John LeBlanc; Sherri Armitage	
Recreation Commission	3 year term 3 seats - terms to be staggered	Jessica Sollazzo; Michelle 1 Creasi	
Scholarship Committee	3 year term 3 seats - terms to be staggered	2 Rodney Pendleton	

9.



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO



May 20, 2022

Katrina O'Leary
195 North Main Street
Middleton, MA 01949

10.

Via email: katrina.oleary@middletonma.gov

Dear Katrina O'Leary:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Middleton's Equipment Only application for "Middleton Don't Block the Walk" has been approved for \$3,080.00.

Awarded municipalities must enter into a contract with MassDOT for the purchase of the approved equipment. To initiate this contract, please review and sign the Equipment Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by November 1, 2022 and that the deadline for equipment purchases will be December 31, 2023. MassDOT-funded costs may not be incurred until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

Correspondence and informational materials

Andrew Sheehan

From: petercmoon@gmail.com
Sent: Thursday, May 26, 2022 1:56 PM
To: Timothy Houten; Bob Murphy; Brian Carroll; John Erickson; Annie Wilton; Paul Richardson; Starcia Melara; Karen McCafferty <centerrm3@aol.com>; Katrina O'leary
Cc: Andrew Sheehan
Subject: RE: Master Plan Committee - Status

[CAUTION:] This message was sent from outside of the Town of Middleton. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi,

I hope this finds you all well and getting ready for a fun summer.

As you know, there has not been much activity for the Master Plan Committee, and there has been some discussion about disbanding the MPC until it is time to produce the next Master Plan. However, there is always the possibility that a topic may come up which requires input from the MPC. Andy, Katrina, and I discussed this and given the administrative challenges that would be associated with reconstituting a town committee, we agreed to keep the MPC active (albeit in a somewhat dormant state).

I will communicate to this group if a topic comes up that requires MPC input. Likewise, please let all of know if you become aware of an item requiring MPC input.

Thank you for your participation and I hope you have a great summer!

Peter