

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, DECEMBER 13, 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/88938544609?pwd=aHR1bmJwQzluZXdHL2RjYVczYWxNdz09>

- 7:00 pm 1. Business
- Warrant: 2312
 - Minutes: Open Session: 11/15/22, 11/29/22
Executive Session: 11/15/2022
 - Town Administrator Updates and Reports
- 7:10 pm 2. Public Comment
- 7:20 pm 3. Presentation of donations to the Middleton Food Pantry, Friends of the Council on Aging, Friends of the Flint Public Library, and Veterans Donation Account from organizers of the Turkey Trot: Courtney Lee and Michelle DeBonis; votes may be taken
- 7:30 pm 4. Update on Public Facilities Project from Town Building Committee; votes may be taken
- 7:45 pm 5. Review and discuss employee merit policy; votes may be taken
- 8:00 pm 6. Review and discuss annual license renewals; votes may be taken
- 8:10 pm 7. Review and discuss appointments to the Affordable Housing Trust with terms as noted; votes may be taken
- Select Board member: Brian Cresta, through June 30, 2024
 - Members/designees of other boards, through June 30, 2024
 - i. Planning Board: Jason Bernhard
 - ii. Housing Authority: Maria Paikos-Hantzis
 - iii. Community Preservation Committee: Anthony DiGregorio
 - iv. Finance Committee: Richard Gregorio
 - At large members, through June 30, 2023: Herman Learmand-Criqui; Jeff Schultz; Beth Andres-Beck; William Renault
- 8:20 pm 8. Review and vote to accept the following donations and grant; votes may be taken
- \$500 from Steven and Moira Mitus to the Middleton Food Pantry
 - \$5,000 from New England Biolabs, Inc. to the Middleton Food Pantry
 - \$1,000 from Jeff and Carol Curvey Foundation to the Middleton Food Pantry
 - \$11,749.95 from the Executive Office of Public Safety & Security, Department of Fire Services, for the Firefighter Safety Equipment Grant; votes may be taken

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.

- 8:30 pm 9. Information Technology Inter-Municipal Agreement with Danvers, revised Exhibit D; votes may be taken
- 8:45 pm 10. Review and discuss responses to request for proposals for consulting services for Town Administrator recruitment; votes may be taken
- 9:00 pm 11. Review and discuss appointment of Interim Town Administrator for a term beginning February 1, 2023; votes may be taken
- 9:15 pm 12. Updates & Announcements
- 9:20 pm 13. Executive Session G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations; and pursuant to c. 30A, s. 21(a)(2) relative to Interim Town Administrator

Upcoming Meetings: January 10 & 24
February 4
February 7 & 21

Regular Select Board meetings
FY24 Operating Budget Summit
Regular Select Board meetings

MEETING MINUTES
MIDDLETON SELECT BOARD

Fuller Meadow Elementary School
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, November 15, 2022
7:00 PM

This meeting was recorded

Present: Chair Kosta Prentakis, Clerk Jeff Garber, Rick Kassiotis, Debbie Carbone

Absent: Brian Cresta

Others Attending: Town Administrator Andrew Sheehan (arrived approx. 8:15pm); Assistant Town Administrator/HR Director Jackie Bresnahan

7:00 PM With a quorum, Chair Prentakis called the meeting to order.

Warrant 2310: Assistant Town Administrator Jackie Bresnahan provided a brief review of Warrant #2310. She noted that the Town Accountant had reviewed the warrants and requested the Board's approval and requested the Board's approval. After a brief discussion, the Board took the following action:

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

Minutes Approval: Minutes were reviewed for 10/4/2022, 10/18/2022, 11/1/2022, and 11/8/2022.

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

Town Administrator's Report: Assistant Town Administrator Jackie Bresnahan provided the Board with information and updates on the following:

- Thank you to everyone who voted in last week's State Election. Thanks also to everyone who works to make a successful election. Turnout was over 60%
- We have openings on a number of volunteer boards and committees. Anyone interested in volunteering to serve can submit a talent bank form through the website at www.middletonma.gov, scroll to the bottom of the home page, and click on Board and Committee Volunteer Opportunities:
 - Board of Appeals – Alternate
 - Council on Aging
 - Cultural Council
 - Industrial and Commercial Design Review - 2 Alternates

*Middleton Select Board
November 15, 2022 – Open Session*

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- Municipal Property Tax Relief
- Affordable Housing Trust – 2 at large seats
- With the Thanksgiving Holiday next week Town Offices will be closed from November 24-27.
- The next community event is Winter Festival. That is on Saturday, December 3. Festivities begin at 4PM at the Flint Public Library and then move to Middleton Green at 4:30. More details and the full schedule will be out in the coming days and will be all around town. Please come down to see the Grinch, Cindy Lou Who, Santa and Mrs. Claus, and the merry elves.
- Neighbors in Need is again seeking donations to help those less fortunate. Gift cards, cash, or checks can be dropped off at the Flint Public Library or Richardson's Dairy.

There was no public comment.

Ascertainment Public Hearing. Jointly with Cable Advisory Committee: Cable television public hearing to determine whether to issue a cable television license to Comcast

The Board met jointly with the Cable Advisory Committee, which includes Paul Pellicelli, John Erickson, and Richard Gregorio. On behalf of the Cable Advisory Committee, the Assistant Town Administrator made a presentation on the current ascertainment, the future goals of the town's PEG program, and the capital outlay expected for the new municipal complex. After a couple of questions from the Select Board, there was no public comment. No actions were taken.

Update from DPW Director Paul Goodwin on Public Works Department

Director Goodwin provided the Board with updates including:

- Several DPW employees have recently retired and there are several openings both full-time and for seasonal plowers. The Town is seeking applicants and the Director wanted to let the Select Board know about the staffing shortage as the Town enters the winter months.
- There is an issue with the hazard oil container and drop offs are currently closed. Information will be available on the website with other locations for residents to dispose. There was consensus from the Board for the Director to get quotes for a replacement container for the FY 24 budget.
- The Director indicated that the Cemetery project was delayed because the company couldn't complete the work in the fall, but work will be completed in the spring.
- Finally, the Director, along with Select Board member Garber and ATA Bresnahan, serves on the Solid Waste Advisory Committee. The committee's feedback survey for residents will be available soon.

Review and vote on the following (re)appointments

Conservation Commission: The Board had two applicants for the Conservation Commission, Peter Goodwin and Jeff Schultz. Neither was present.

On a **MOTION** made by **Garber**, second by **Kassiotis**, the Select Board **VOTED** unanimously table the Conservation Commissioner appointment.

On a **MOTION** made by **Garber**, second by **Carbone**, the Select Board **VOTED** unanimously to adopt a policy that any appointment that is not a candidate for re-appointment is encouraged to appear.

ATA Bresnahan confirmed she would note that on the Town's website and board and committee page as well as ask Administrative Assistant Deb Mahoney to ensure emails went out going forward for this purpose.

On a **MOTION** made by **Kassiotis**, second by **Carbone**, the Select Board **VOTED** unanimously to appoint Tamara Gaydos to the Cultural Council through June 30, 2023.

On a **MOTION** made by **Kassiotis**, second by **Carbone**, the Select Board **VOTED** unanimously to appoint Herman Learmand-Criqui to the Council on Aging Board through June 30, 2023.

Review and vote to accept the donation of \$500 for the Middleton Food Pantry from Randi Conley

On a **MOTION** made by **Kassiotis**, second by **Garber**, the Select Board **VOTED** unanimously to accept the donation with thanks.

Review and discuss the 2023 holiday schedule

The Board reviewed the schedule and there was general consensus on the schedule.

Review and discuss 2023 Annual Town Meeting and Fiscal Year 2024 budget calendar

ATA Bresnahan reviewed the calendar and noted several important dates for the Board. There was general consensus on the calendar.

Review and discuss preliminary 2023 Select Board meeting schedule

The Board reviewed the meeting schedule and there was general consensus on the schedule.

Review and discuss request for proposals (RFP) for recruitment

ATA Bresnahan indicated to the Board that the recruitment RFP was needed. There was discussion of the potential process and timeline for the recruitment.

On a **MOTION** made by **Garber**, second by **Kassiotis**, the Select Board **VOTED** unanimously to amend the RFP so as not to include a separate screening committee.

Additional discussion ensued on the process and timeline. It was during this discussion that Mr. Sheehan arrived. The RFP will be due on December 8th.

On a **MOTION** made by **Kassiotis**, second by **Carbone**, the Select Board **VOTED** unanimously to issue the RFP as amended.

Updates & Announcements

There were no updates or announcements, but the Board asked the ATA to add

There was a motion and unanimous roll call vote to enter Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 (a)(3)) - To discuss strategy with respect to collective bargaining units as well as Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 (a)(2)) relative to the Town Administrator and to not return to open session.

9:17 PM Adjourn

With no further business, the November 15th meeting of the Select Board adjourned at 9:17 PM.

Respectfully submitted,

Jackie Bresnahan

Jackie Bresnahan, Minutes Secretary

Jeff Garber, Select Board Clerk

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

- Agenda: November 15, 2022
- Minutes:
 - Open Session: 10/4/2022, 10/18/2022, 11/1/2022, and 11/8/2022
- Warrant #2310
- Tax Classification Hearing Notice
- Letter of Interests for appointed positions: Peter Goodwin, Jeff Schultz, Tamara Gaydos, Herman Learmand-Criqui
- Middleton Food Pantry donation
- 2023 Holiday Schedule
- FY 24 Budget and Town Meeting Prep Calendar
- 2023 Select Board Schedule
- Invitation from Historical Society for the Great Oak Tree Dedication
- Handouts with data from the Assessor

MEETING MINUTES
MIDDLETON SELECT BOARD

Fuller Meadow Elementary School
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, November 29, 2022
7:00 PM

This meeting was recorded

Present: Chair Kosta Prentakis, Clerk Jeff Garber, Rick Kassiotis, Debbie Carbone, Brian Cresta

Absent: Brian Cresta

Others Attending: Town Administrator Andrew Sheehan; Assistant Town Administrator/HR Director Jackie Bresnahan; Chief Assessor Brad Swanson; Building Commissioner Scott Fitzpatrick; Finance Director/Town Accountant Sarah Wood

7:01 PM With a quorum, Chair Prentakis called the meeting to order.

Warrant 2311: Town Administrator Sheehan provided a brief review of Warrant #2311. He noted that the Town Accountant had reviewed the warrants and requested the Board's approval and requested the Board's approval. After a brief discussion, the Board took the following action:

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

Town Administrator's Report: Town Administrator Andrew Sheehan provided the Board with information and updates on the following:

- The Solid Waste Advisory Committee's survey will launch tomorrow. It will be available through January 20, 2023. Please take a few minutes to let us know your thoughts about our solid waste program.
- There has been plenty written in the past couple of years about the challenges finding employees. We are certainly not immune to that. We are experiencing some transitions in the DPW. We are trying to fill a number of positions as we come to our busiest time of the year. At the moment DPW is short-staffed, including plow drivers and sander operators. Depending on the onset of winter weather this may impact our ability to keep roads clear. Please bear with us as we plow and sand the roads this winter.
- We have openings on a number of volunteer boards and committees. Anyone interested in volunteering to serve can submit a talent bank form through the website at www.middletonma.gov, scroll to the bottom of the home page, and click on Board and Committee Volunteer Opportunities:

- Board of Appeals – Alternate
- Council on Aging
- Cultural Council
- Industrial and Commercial Design Review - 2 Alternates
- Municipal Property Tax Relief
- Affordable Housing Trust – 2 at large seats
- The next community event is Winter Festival. That Is on Saturday, December 3. Festivities begin at 4PM at the Flint Public Library and then move to Middleton Green at 4:30. More details and the full schedule will be out in the coming days and will be all around town. Please come down to see the Grinch, Cindy Lou Who, Santa and Mrs. Claus, and the merry elves.
- Neighbors in Need is again seeking donations to help those less fortunate. Gift cards, cash, or checks can be dropped off at the Flint Public Library or Richardson’s Dairy.
- Middleton again received the GFOA Distinguished Budget Award. Congratulations and thanks to Finance Director Sarah Wood for her work in achieving this designation.

There was no public comment.

189 S. Main Street: Review and vote on petition from Maggie’s Farm for Change of Manager from Cassandra Delp to Robert Haberek

There was an introduction of Robert Haberek by Atty. Jill Mann on behalf of Maggie’s Farm. Mr. Haberk answered the Board’s questions.

On a **MOTION** made by **Carbone**, second by **Garber**, the Select Board **VOTED** unanimously to accept Mr. Haberek as the manager for Maggie’s Farm.

Review and discuss Financial Policy regarding Assessor’s Overlay

As the Board was running early, Chief Assessor Brad Swanson, Finance Director Sarah Wood, and ATA Jackie Bresnahan presented the financial policy on the Assessors’ Overlay. Discussion on the policy and past practice ensued. With the Board support, the Assessor’s Overlay policy was tabled until after the vote of the Board of Assessors at their next meeting.

FY2023 Tax Classification Hearing

Chief Assessor Brad Swanson then presented on the requirements of the Town for setting the tax classification for the year. Questions from the Board were answered and discussion ensued on the following four votes for the review of FY2023 final valuations approved by the Dept. of Revenue:

On a **MOTION** made by **Cresta**, second by **Carbone**, the Select Board **VOTED** unanimously to discount 0% of Open Space (there are no qualifying parcels). There were no public comments when solicited before the vote.

On a **MOTION** made by **Kassiotis**, second by **Cresta**, the Select Board **VOTED** unanimously to adopt a 0% for Residential Exemptions. There were no public comments when solicited before the vote.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Select Board **VOTED** unanimously to adopt 0% of Small Commercial Exemption (there are no qualifying parcels). There were no public comments when solicited before the vote.

The final item was to determine the percentage of the tax levy to be borne by the two main property classes Residential and Commercial, Industrial, & Personal (CIP):

1. 100% factor, or unity for both classes
2. A CIP factor of 100-150% of Residential factor as shown on options chart

Public Comment occurred when solicited:

- Chris Richardson, 5 Jersey Lane: commented that the current burden of the Town's budget is 2/3 schools and that is shared with commercial tax payers who only use the other 1/3 of Town services. Commercial business also fund youth sports and community activities. He requested the Board to keep the taxes level between both classes.

Member Garber responded that he would support a small shift, maybe 1.1 shift (not 1.5) to give citizens some tax relief.

- Toula Guarino, 115 River Street: commented that she understood Member Garber's point and that she wants to support seniors in the community, but that the commercial activity is expanding and the rate would hurt small businesses.

Member Cresta commented that he agreed with Guarino and that the Town needs a bigger commercial capacity to support a shift.

Discussion ensued on the impacts of the tax rate on the local economy and what makes the community business friendly.

There was a **MOTION** made by **Garber** to do a 1.1 shift for the classification. There was no second and the motion failed.

On a **MOTION** made by **Carbone**, second by **Cresta**, the Board voted in a majority to support a single factor of 1 for the two main property classes. The final vote was 4-1, with opposition by **Garber**.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board voted unanimously to close the hearing.

Review and discuss FY23 Quarter 1 Financial Update with Finance Director Sarah Wood

Finance Director Sarah Wood presented her report and answered the Board's questions. She indicated that the FY 22 audit was close to completion. No actions were taken.

Review and discuss DoubleTree Hotel liquor license status

Building Commissioner Scott Fitzpatrick was present and reported that the property was caught up with necessary inspections and compliance. The property manager, representatives from the owner, and counsel was there. The Board thanked them for completing everything on the outstanding items list and investing in the property. A small discussion ensued on property improvements. No actions were taken.

Review and discuss Zoning Board of Appeals fees

The Board was provided with a fee proposal from the Zoning Board of Appeals. The Board asked questions for clarity and information. They requested several formatting changes and more information from the Town Planning. The item was informally tabled to a future meeting pending feedback on the Board's questions.

Review and vote on annual license renewals

The Board was provided with a list dated 11/29/2022 of licenses for review and approval for renewal.

On a **MOTION** made by **Cresta**, second by **Carbone**, the Board voted unanimously to approve all licenses, except the auto related licenses contingent on all licensees meeting all pending requirements.

Member Garber then recused himself.

On a **MOTION** made by **Cresta**, second by **Carbone**, the Board voted unanimously to approve all auto related licenses contingent on all licensees meeting all pending requirements (4-0 with Member Garber having recused himself).

Review and discuss locations to include in Home Rule Petition for additional liquor licenses

The Board began a discussion for selecting locations. Mr. Patel, the proprietor of 233 Maple Street sought for one of the all alcohol off premise licenses to be located on Maple Street where his current wine and malt off premise location is. After several minutes of discussion on the Town map and needs of the community the Board made the following motions for locations:

On a **MOTION** made by **Cresta**, second by **Garber**, the Board voted unanimously for one all alcohol off premise licenses to be located between Forms Way and the Danvers line with frontage on 114 with the other from the Ipswich River to the Danvers line with frontage on Maple Street.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board voted unanimously for one wine and malt off premise to be located between North Andover line and Piedmont Street with frontage on 114 and the other to be from Meadow Drive to the Danvers line with frontage on 114.

On a **MOTION** made by **Cresta**, second by **Carbone**, the Board voted unanimously for one wine and malt on premise to be located between Ipswich River and the Danvers line with frontage on Maple St and the other to be from Boston Street to the Danvers line with frontage on 114.

On a **MOTION** made by **Cresta**, second by **Garber**, the Board voted unanimously for both seasonal licenses to be from the North Andover line to the Danvers line with frontage on 114.

Town Administrator Sheehan and ATA Jackie Bresnahan confirmed the locations would be submitted and they would prepare information for the Board on how to submit testimony in support of the legislation.

Review and discuss amendment to the Agreement for Architectural Design Services with Context Architecture in the amount of \$1,663

Administrator Sheehan noted that this was for work that was done earlier in the year for the wetlands flagging for the municipal complex project.

On a **MOTION** made by **Kassiotis**, second by **Carbone**, the Board voted unanimously to approve the amendment.

Review and vote on the following (re)appointments

Conservation Commission: The Board had two applicants for the Conservation Commission, Peter Goodwin and Jeff Schultz. Both were present. The Board asked questions of both candidates.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Select Board **VOTED** unanimously to appoint Peter Goodwin for a term through June 30, 2024.

Updates & Announcements

-Thank you and congratulations to Richard Cardinale on his upcoming retirement!

-The Board of Appeals is in need of an alternate. Members noted that citizens at large are eligible for this appointment.

9:39 PM Adjourn

With no further business, the November 15th meeting of the Select Board adjourned at 9:39 PM.

Respectfully submitted,

Jackie Bresnahan

Jackie Bresnahan, Minutes Secretary

Jeff Garber, Select Board Clerk

Middleton Select Board

November 29, 2022 – Open Session

Meeting Minutes

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

- Agenda: November 29, 2022
- Warrant #2311
- Application for Change of Manager for Maggie's Farm
- Tax Classification Hearing Notice
- Letter re: FY 23 Property Tax Classification from Chief Assessor and data/chart attachment
- FY 23 Tax Classification Presentation
- Draft Assessors Overlay Policy
- FY 23, 1st Quarter Highlights Report from Finance Director
- ZBA Draft fee schedule
- List of licenses for approval for 2023 annual renewals as of 11/29/2022
- Revised draft legislation seeking additional liquor licenses
- Amendment No. 1 to Contract from Context Architecture
- GFOA Budget Award for FY 22
- Update from Comcast as of November 18, 2022
- Financial request from Tri-Town Council for FY 24
- Email regarding outstanding public records request A. Sloan
- Testimony emailed in advance on liquor license locations from Vinum Wine Shop and the developer for the Angelica's property



SELECT BOARD
Town of Middleton
48 South Main Street
Middleton, Massachusetts
01949-2253
978-777-3617
www.middletonma.gov

5.

MERIT PAY PROGRAM APPROVED *****

PURPOSE AND SCOPE

The purpose of this policy is to outline the Town of Middleton's merit pay program. This program does not replace any Cost of Living Adjustment (COLA) impacts.

The performance review and evaluation program has been developed to accomplish several goals: to continuously improve the effectiveness and efficiency of Town services; to provide an opportunity for two-way communication and planning between employees and reviewing managers/supervisors; to assist employees in increasing the effectiveness of their job performance; to provide a mechanism for the establishment of individual and departmental goals; to serve as the basis for acknowledging employees' accomplishments and recognizing employees' potential need for guidance, training and/or support; and to provide documentation of employees' performance to serve as the basis for salary adjustments and other personnel-related actions.

APPLICABILITY

This policy applies to all non-represented management, administrative, clerical, technical, professional, and support employees of the general government who regularly work for the Town. This policy does not apply to union, seasonal or temporary employees or employees of the School Department or Middleton Electric Light Department (MELD).

POLICY

It is the policy of the Town of Middleton that all non-represented full-time (20 or more hours per week) and permanent part-time employees will be reviewed and evaluated on an annual basis and thus eligible for the Merit Program Policy. For additional information on evaluation eligibility and process, refer to the Personnel Evaluation Policy.

PROCEDURES

A. Coordination

The merit pay program will be coordinated and monitored by the Human Resources Department. Coordination will include the following timeline:

1. TA, ATA/HR Director, and Finance Director will meet in November/December to discuss merit program affordability for the following fiscal year before the budget instructions are sent to department heads
2. A recommendation on merit pay based upon the total cost if all employees received the full benefit will be made at the Operating Budget Summit. The merit program amount in full will be submitted by the ATA/HR Director as a supplemental request.
3. The Select Board and Finance Committee will review the program funding and will make a determination on the merit program before the Annual Town Meeting Warrant is closed.

4. Performance evaluations will be completed each year by May 15th so that final information for payroll adjustments for July 1st will be approved by the HR Director and submitted to the Treasurer/Collector no later than June 1st.
5. Employees must be hired by January 1st of a given fiscal year to be eligible for merit pay on July 1st of the same year.

MIDDLETON SELECT BOARD

Kosta E. Prentakis, Chair

Jeffrey P. Garber, Clerk

Debbie Carbone

Brian M. Cresta

Richard W. Kassiotis Jr.

Andrew J. Sheehan, Town Administrator



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

7.

TOWN OF MIDDLETON TALENT BANK APPLICATION

The Select Board 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: HERMAN LEARMOND-CRIQUI Telephone: _____

Address: 40, MIDDLETON Bus. Telephone: _____

Email Address: _____

Occupation: TECHNICAL ACCOUNT MANAGER

Background Experience: ALREADY ASSIST WITH MCOA and FRIENDS OF MCOA.

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.)

<input type="checkbox"/> Board of Health	<input type="checkbox"/> Recreation Commission
<input checked="" type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Zoning Bylaw Review Committee
<input type="checkbox"/> Cultural Council	<input checked="" type="checkbox"/> Other: <u>AFFORDABLE HOUSING TRUST</u>
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

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?

Herman Leamond-Criqui
Signature

11/7/2022
Date

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



Revised 4/12/22



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Middleton, Massachusetts
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TOWN OF MIDDLETON TALENT BANK APPLICATION

The Select Board 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: Beth Andres-Beck Telephone: _____
Address: _____ Bus. Telephone: _____
Email Address: _____
Occupation: Staff Software Engineer
Background Experience: Prior experience on Redistricting Committee, interest in community

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	<input checked="" type="checkbox"/> Industrial Commercial Development Review Committee
_____ Conservation Commission	_____ Zoning Bylaw Review Committee
<input checked="" type="checkbox"/> Cultural Council	<input checked="" type="checkbox"/> Other: _____
_____ Other: _____	_____ Other: _____

Amount of Time Available: a couple hours a week

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?

Master Plan Review Committee



Signature

9/13/2022

Date

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

Beth Andres-Beck

Middleton, MA 01949

Service Experience

- **Berkeley, CA** Alternate for Independent Redistricting Committee
2020

Chosen by randomly-selected members as an alternate for the committee

Attended training on open government laws & alignment exercise with a diverse committee on consensus building

Listened to community members expressing their interests through an open consultation process

- **Refuge Roleplaying Sports Organization** Rules Committee Member
2019-2021

Facilitated early alignment among a diverse committee with divergent goals by focusing on shared values & respectful process

Proposed & refined rules clarifications and changes for a sporting organization with ~1,200 players

Pioneered a novel learning-based approach to onboarding & supporting referees

- **Tech By Choice** Board Member
2019-2021

Supported first-time non-profit founder through a successful 501c3 application process

Facilitated early fundraising to ensure financial sustainability of the programming supporting people entering technical fields from non-traditional backgrounds

- **Redfeather Roleplaying** Board Member
2014-2021

Founding member of a 501c4 sporting organization serving ~230 members

Our open financials pioneered transparency in the live-action roleplaying community

Contributed to bylaws, game design & our shared values:

<https://www.witchwoodroleplaying.com/values>

Managed a team of 12 volunteers to put on our first event within months of the formation of the organization

Professional Experience

Staff Software Engineer, Medications Team Nov. 2021 - Current

OneMedical, Remote

- As a member of the team supporting the Medications features of our Electronic Medical Records, contributed code, design & testing that successfully rolled out our first event-driven service.
- Lead the Chart Guild, which brings people together across a number of teams contributing to a shared resource. I was able to deescalate existing interpersonal conflict & facilitate a consensus that unblocked long-delayed improvements to the development experience.
- Pioneered "themes" for the bi-weekly presentations of the work engineers have done. These are three to seven minute presentations that highlight _why_ the topics being discussed that week are important, enhancing a sense of community belonging by tying individual project to our shared goals
- Provides mentorship for both engineers & managers, supporting a culture of professionalism & quality

Startup Software Engineer Jan. 2017- Sep. 2021

Long-Term Stock Exchange, Berkeley, CA

- As the third engineer, I helped set technical standards & direction for the organization
- Supported the policy team in discussions with the SEC, instrumental in our successful application to become a stock exchange
- Took on hiring & management responsibilities as we grew the technical team
- Served on the team that the design, implemented & tested the matching engine for the exchange

Staff Software Engineer, Donation Team Dec. 2015 - Nov. 2016

Hillary For America, Brooklyn, NY

- As a member of a 4-6 person agile team, implemented frontend features on a platform that generated

- robust, customizable support to generate 300+ grassroots fundraising pages.
- Created & presented a talk on technical best practices, improving onboarding & building shared norms
- Successfully advocated for the creation of a community manager position and was heavily involved in sourcing and recruiting for that position. The person hired was able to grow /Dev/Progress to over 300 participants in two months, taking on deprioritized work without the overhead of coordination falling on the in-house tech team.
- Participated in interviewing and hiring, actively recruiting from the local front-end community including speaking at Brooklyn JS.

Software Engineer, Media Consumption Team

Nov. 2014 - Dec. 2015

Twitter, Cambridge, MA

- Managed stakeholder concerns and collaborations across multiple groups and three offices in a large and rapidly-growing organization. With my support, two other groups in our San Francisco office have built features utilizing our videos.
- Pioneered round-table discussions among women at Twitter, moderating remote cross-departmental meetings of 40+ people that produced actionable suggestions for cultural improvement. These were held under the umbrella of women's employee resource group communication team.
- Assisted in redesigning our interview process to better screen for both relevant skills and potential to grow. Regularly conducts phone and in-person interviews.
- Served as an instructor and mentor for the Girls Who Code club hosted at Twitter in winter of 2014. Also served as a mentor at the Smith College Computer Science Club's hackathon in March, 2015.

Software Engineer, Mobile Team

June 2011 - Nov. 2014

TripAdvisor, Newton, MA

- Wrote Java, JavaScript and front-end code serving 12 million requests a day across a wide range of smart and feature phones.
- As the technical lead on the Mobile Web team, mentored five developers, conducted security reviews, participated in hiring and managed cross-team collaboration while continuing to actively develop code. Introduced Zepto.js, LESS CSS and pioneered unit testing, static code analysis and continuous integration.

Software Engineer, Electronic Systems Wide Area Surveillance

April 2008 - May 2011

BAE Systems Inc, Burlington, MA

- Designed, developed and deployed distributed multi-threaded software enabling real-time video tracking and exploitation for multiple cutting-edge computer vision projects in the defense industry as a member of small, rapid-development teams.

Programmer, Department of Health Decision Sciences

April 2006 - April 2008

Harvard University, Boston, MA

- Designed, developed and maintained a dynamic model of population-wide disease characteristics in Matlab.
- Served as co-author of a paper describing our conclusions.

Administrative Coordinator, Adult Primary Care

April 2005 - April 2006

Boston Medical Center, Boston, MA

- Oversaw over thirty employees' use of the hospital's applications, reducing registration errors by over 50% in three months.
- Managed three direct reports responsible for insurance enrollment efforts, achieving 97% enrollment of eligible patients.
- Core member of a hospital-wide Six Sigma initiative to improve use of electronic medical records.

Education

Smith College, Northampton, MA

Boston College, Boston, MA

Harvard Extension School, Cambridge, MA

B.A., Theater, 2005

Continuing Education, 2010

Continuing Education, 2013

Computer Science Courses: Data Structures, Programming Language Paradigms, Testing

Other Courses: Game Theory, Computational Economics, Fundamentals of Poetry

Jackie Bresnahan

From: Beth Andres-Beck <bandresbeck@gmail.com>
Sent: Thursday, December 1, 2022 7:24 PM
To: Jackie Bresnahan
Subject: Affordable Housing Trust at-large memeber application
Attachments: Talent-Bank-Application-.pdf; 2020 Beth Resume - boards (1).pdf

[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.

Application is attached.

I am excited by the opportunity this committee has to increase affordable housing in ways that fit with the character of the town and preserve Middleton as a working-class community.

Although my background may be less obviously connected to this work than someone already in construction or commercial development, I have professional experience with project management, writing grant applications, budgeting and accounting, and proactively keeping stakeholders in the loop. My work often involves community engagement, facilitating consensus and hosting collaborative workshops across traditional silos.

In addition to my professional experience, I was one of the founding members of Red Feather Roleplaying, a 501c7 organization that has run events now for 10 years. Our values of stewardship and transparency led us to make our full financial statements public, and we became a model for other similar organizations across the country.

I would be honored to bring these skills to the work of supporting Middleton's housing goals.

Thank you for your consideration,
Beth Andres-Beck



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 Select Board 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: William Renault Telephone: _____

Address: _____ Bus. Telephone: _____

Email Address: _____

Occupation: Town Engineer - Wakefield

Background Experience: 25 Years of professional engineering experience including the design of two 40B projects, technical review of eight 40B projects and experience in the development of on zoning modifications for smart growth strategies.

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.)

<input type="checkbox"/> Board of Health	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Industrial Commercial Development Review Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Zoning Bylaw Review Committee
<input type="checkbox"/> Cultural Council	<input checked="" type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Amount of Time Available: Available to provide the monthly commitment to

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?

Affordable Housing Trust


Signature

12/7/22

Date

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

Jackie Bresnahan

From: William J. Renault <wrenault@wakefield.ma.us>
Sent: Thursday, December 8, 2022 12:42 PM
To: Jackie Bresnahan
Subject: AHT Talent Bank Application
Attachments: scan_wrenault_2022-12-08-11-43-14.pdf

[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.

Jackie – Attached is my Talent Bank Application. I think my experience on the design, review and regulatory sides of 40B development make me a unique candidate for the AHT. I was the lead project designer of two 40B projects early career in my engineering career. I have also been involved with the technical review of eight 40Bs between my time as the Town Engineer in Concord and Wakefield. Some of those were friendly and some were not-so friendly. I also have many more technical reviews of projects that incorporated affordability components, but were not filed as a 40B. In addition to the engineering side, I have been a committee member and/or provided input on different zoning initiatives to target areas for smart growth or incentivized affordable housing. I would also like to note, that I joined the Board of Appeals when the Angelica's property went up for sale because I anticipated the potential for a 40B application due to the Town's shortfall in affordable units.

I would also like to note, that I understand the need for Middleton to develop a balanced approach in developing a strategy to meet the state's affordable requirements. We should be looking to strategize a way to incentivize growth in areas where the Town is comfortable having it sited. I would envision targeted outreach to our community to educate and solicit feedback as the beginning of this process. We also need to include approaches that will maximize the Town's 40B safe harbor status to ensure the Town is in control future development densities. This could mean an update to densities allowed in the Zoning Bylaw and a blanket requirements for affordability to decentralize the impact. Any action we move forward with, needs to still maintain the Town's rural character and feel that is important to so many of us here. It requires a great deal of planning and work and I have the experience support the effort.

I would be happy to answer any questions on this email or my application and look forward to speaking with the Select Board at next week's meeting.

Regards, Bill

William J. Renault, Jr., P.E.

Town Engineer, ADA Coordinator

Wakefield Public Works

1 Lafayette Street Wakefield, MA 01880

Ph: (781)-246-6308 | Fax: 781-246-6266

Em: wrenault@wakefield.ma.us

Web: <https://www.wakefield.ma.us/engineering>



TOWN OF WAKEFIELD

Confidentiality Notice

This electronic message and any attached files contain information from the Town of Wakefield that may be privileged and/or confidential. The information is intended for the recipient named above, and use by any other person is not authorized. If you are not the intended recipient, any disclosure, distribution, copying, or use of this information is strictly prohibited. If you have received this message in error, please notify the sender by e-mail immediately. Also, please be advised that the Secretary of State's office has determined that most e-mails sent to and from municipal officials are considered to be public records and consequently may be subject



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

8.

Dec 1, 2022

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

Re: Middleton Food Bank Donations

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Food Pantry, 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: 11/20/22

Name: Steven & Moir Mitus

Donation: \$500.00

Check Number 7974

This donor would like to remain anonymous

Yes

xx No

STEVEN M MITUS
MOIRA E MITUS

7974

63-13/110 MA
26625

November 20, 2022
Date

Pay To The
Order Of

Middleton Food Pastry

\$ 500.00

Five hundred only

Dollars



Photo
Safe
Deposit®
Details on back

BANK OF AMERICA

ACH R/T 011000138

For

[Signature]

MP

Harland Clarke



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

Dec 6, 2022

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

Re: Middleton Food Bank Donations

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Food Pantry, 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: 11/30/22

Name: New England Bio Labs

Donation: \$5,000.00

Check Number 194843

This donor would like to remain anonymous

Yes

xx **No**



240 County Road
Ipswich, MA 01938-2723

Tel 978-927-5054
Fax 978-921-1350

www.neb.com
info@neb.com

December 1, 2022

Francis Leary
Middleton Food Pantry
38 Maple Street
Middleton, MA 01949

Dear Mr. Leary,

The NEB Corporate Donations Committee has awarded your request in the amount of \$5,000. This grant is for the *New Equipment Fund* as listed in your application. We are grateful for the work that you do to help people struggling with food insecurity. To provide additional funds for the newly planned food pantry, we will need more detailed information about the budget for the project and other fundraising efforts, please reach out to us to discuss this further.

Please let us know how this program proceeds and send us a short report to this email once you have used the funds along with any other material you think might be useful. This is to help the committee determine how effective our funding practices are. The committee thanks you for your response. Please contact me if you have any questions or need more information.

Best regards,

Fana Mersha
NEB Corporate Donation Committee
Email: corpdonations@neb.com



New England Biolabs, Inc
240 County Road
Ipswich MA 01938-2723

Payment No.: 1500001946
Check No.: 194843
Payment Date: 11/30/2022
Vendor No.: CDC
Page: 1 of 1

Invoice Number	Invoice Date	Document Number Text	Gross Amount	Discount	Net Amount
DONATION	11/23/2022	1900042356	5,000.00	0.00	5,000.00
		Check Total.....			\$ 5,000.00

New England Biolabs, Inc
240 County Road
Ipswich, MA 01938

Bank of America, N.A.

5-13 194843
110

Date
11/30/2022

Vendor No.
CDC

PAY TO THE
ORDER OF Middleton Food Pantry
*** FIVE THOUSAND ***

\$5,000.00

DOLLARS

Middleton Food Pantry
re: CDC Donation

VOID AFTER 90 DAYS

Nancy Paddal





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

December 7, 2022

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

Re: Middleton Food Pantry Donation

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Food Pantry 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 Middleton Food Pantry:

Date: 11/18/22

Name **Jeff & Carol Curvey Foundation**

Donation: \$1,000.00

Check From: Fidelity Charitable Bank

This donor would like to remain anonymous

No ☒ XX



P.O. Box 770001
Cincinnati, OH 45277-0053

SP 01 000076 66981 H 1 ASGLP
BNDBXTBBBSHK
TOWN OF MIDDLETON
48 S MAIN ST
MIDDLETON, MA 01949-2253

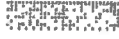
November 18, 2022

Dear Sir or Madam:

We are delighted to provide you with the attached check for **\$1,000.00**. This Fidelity Charitable Donor-Advised Fund SM grant was made at the recommendation of the Jeff & Carol Curvey Foundation, a donor-advised fund. ¹

This grant is made by Fidelity Charitable. Fidelity Charitable's donor recommends the grant be used for the following purpose (which does not constitute a restriction): **The town food bank**. This grant is to be used exclusively for charitable purposes, and is not made for the purpose of influencing legislation. This grant is also subject to the "Grant Terms" on the next page. If you are unable or unwilling to meet these grant conditions, you must return these funds to Fidelity Charitable.

Of course, you may choose to thank the donor. You should not, however, issue a tax acknowledgement to either the recommending donor(s) or to Fidelity Charitable.



¹ Fidelity Charitable is an independent public charity that sponsors a donor-advised fund program. In a donor-advised fund, Donors make irrevocable charitable contributions to Fidelity Charitable, and have the privilege of recommending grants to qualified public charities.

ENCLOSURE

P OP=DCCK

PLEASE FOLD AND DETACH AT PERFORATION BEFORE PRESENTING CHECK FOR PAYMENT



CHARLES D. BAKER
Governor

Office of the Governor Commonwealth of Massachusetts

State House
Boston, Massachusetts 02133
Tel: (617) 725-4000

KARYN E. POLITO
Lieutenant Governor

December 7, 2022

Chief Douglas LeColst
Town of Middleton
4 Lake Street
Middleton, MA 01949

Dear Chief LeColst,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Town of Middleton \$11,749.95 in State Fiscal Year 2023 funding for the Firefighter Safety Equipment Grant Program.

Through great challenges in recent years, the fire service in Massachusetts has maintained the level of dependability and excellence that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov.

Sincerely,

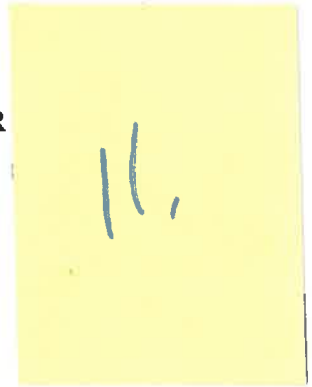
Governor Charles D. Baker

Lt. Governor Karyn E. Polito



OFFICE OF THE TOWN ADMINISTRATOR

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



MEMORANDUM

TO: Middleton Select Board
FROM: Andrew J. Sheehan, Town Administrator
SUBJ.: Appointment of Interim Town Administrator
DATE: December 13, 2022

Tonight's agenda includes an item to appoint an Interim Town Administrator. The Board members have made clear their desire for an expeditious recruitment of a permanent Town Administrator. A smooth transition has many components which have to happen in a particular order.

The first is the appointment of an Interim Town Administrator. I recommend the appointment of Jackie Bresnahan as Interim Town Administrator. Jackie has proven herself during her tenure and I have full confidence in her to manage the Town during the transition. Jackie has publicly stated she will not be a candidate for the permanent position. This frees her to focus on the Interim duties and opens the field to all potential candidates. I recommend an appointment from February 1, 2023 until approximately one week after the permanent Town Administrator starts.

The remainder of this memo is predicated on the appointment of Jackie Bresnahan as Interim TA.

If the Board appoints Jackie, you will need to negotiate and execute a contract with her. The executive session on tonight's agenda includes negotiations with non-union personnel for this purpose. Once an agreement in principle is reached it must be voted in open session.

We have begun plotting out the resources that will be needed to assist her. We have spoken to a retired Town Administrator/HR Director. He is wrapping up an interim commitment and is considering whether this fits his plans. Whether it is this individual or another, next steps will depend on their areas of expertise and availability. If someone is available full time to backfill the Assistant TA position no additional resources may be needed. If they are only interested in a part time engagement additional resources will likely be needed. Such additional resources could be another retired professional or consulting services.

While we are trying to move quickly to craft a plan there is no need to panic. We would like someone available to sit in on budget meetings in January. Other tasks would be assisting with union negotiations, Town Meeting and budget preparation, HR management, staffing the Building Committee, and general administration.

Finally, we have started to draft a list of current projects and priorities to critical items are not missed.

Correspondence and informational materials

Central St. / Washington St. Traffic and Pedestrian Safety Study



Public Meeting



GPI
Greenman-Pedersen, Inc.

The Town of Middleton is working to improve traffic and pedestrian safety on Central and Washington Streets while striving to maintain safe and efficient access to the Howe-Manning School.

Tuesday, December 13, 2022
5:00 PM to 7:00 PM



This meeting will be virtual via Teams. To **register for the meeting** use this link:

<http://bit.ly/3TIGM6M>

or scan the QR code to the left with your phone.

This meeting is a follow-up to the meeting held on October 25 with neighbors to identify traffic and safety concerns on Central and Washington Street. At this meeting GPI will present a summary of the concerns observed in the field and raised by neighbors. Preliminary recommendations for addressing identified concerns will be presented for community feedback.

This meeting will be facilitated by GPI, consulting engineers for the town. After receiving input from the Town staff, School staff and neighbors, a finalized set of recommendations will be prepared.

We look forward to your input!

For questions please contact:

Katrina O'Leary, Town Planner
katrina.oleary@middletonma.gov
978-777-8917



BOY SCOUTS OF AMERICA®

Troop 19, Middleton MA

Andrew Sheehan & Middleton Select Board
48S Main Street
Memorial Hall
Middleton, MA 01949

Dear Mr. Sheehan & Select Board,

The scouts, leaders and members of the Troop Committee of Boy Scouts of America Troop 19 in Middleton, MA take great pleasure in announcing that having completed the requirements for, and having been examined by an Eagle Scout Board of Review, Robert Becker was found worthy of the rank of Eagle Scout. His Eagle Project was to build a ceremonial fire pit for the disposal of American Flags at the Oakdale Cemetery.

The troop committee would appreciate a letter or certificate acknowledging this achievement. The acknowledgements will be compiled and presented to Robert at his Eagle Court of Honor Ceremony on Saturday, January 7th, 2023 at 12:30pm at the American Legion Hall in Middleton. Troop 19 would welcome you or your designee to join us on that day. Please RSVP to faridasb2020@gmail.com if you can join us or have any questions.

The troop committee would like to thank you in advance for taking time from your busy schedule to help this community recognize the achievements and service of this fine young man, our newest Eagle Scout Robert Becker.

Sincerely,

Farida Belhous
Middleton Troop 19
Eagle Scout Coordinator

Please send citations to Farida Belhous, 60 Park Ave., Middleton, MA 01949





Town of Middleton

Town Planner Katrina O'Leary, AICP katrina.oleary@middletonma.gov

Planning Department

195 North Main Street, Middleton, MA 01949

Ph: (978)777-8917

November 10, 2022

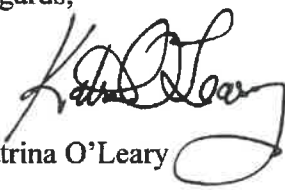
Kosta Prentakis, Chairperson
Middleton Select Board
8 So. Main Street
Middleton, MA 01949

RE: Planning Board Representative for the Affordable Housing Trust

Dear Chairperson Prentakis,

At the November 9, 2022 meeting of the Planning Board, members unanimously voted to nominate **Jason Bernhard** as the Planning Board representative on the newly created Affordable Housing Trust. The Planning Board is excited at the prospect of having a group actively promoting affordable housing in Middleton and look forward to working with the Affordable Housing Trust on future projects in town.

Regards,



Katrina O'Leary
Town Planner

ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL



MIDDLETON

Heidi T. Riccio, Ed.D., Superintendent-Director
Alexandra Liteplo, Representative

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' premier regional technical and agricultural high school, serving 17 member communities on the North Shore and 35 surrounding communities. Our mission is to create a culture of excellence, encourage continuous growth, and promote professionalism and citizenship for all students, as they develop into architects, artisans, and authors of the 21st century community.

Twenty-four career, technical, and agricultural programs are available to students from member communities whereas students from surrounding communities select from seven agricultural areas. Enrollment at ENSATS is 1,694 for the 2022-2023 school year. We espouse the development of student qualities, ensuring that all of our graduates are future-ready. Our goal is for students to be collaborative, culturally proficient, entrepreneurial, kind, perseverant and responsible.



ENSATS at a glance

*As of October 19, 2022
50 Total Middleton
Student Population*

Grade	9 – 13
Grade	10 – 17
Grade	11 – 13
Grade	12 – 7

Future Software Engineer, Jack Quimby, Grade 11 from Middleton

Our school was designed for 1,500 students and is currently organized into five program clusters:

Agricultural Programs: Arboriculture, Companion Animals, Equine Science, Landscape & Turf Management, Natural & Environmental Sciences, Sustainable Horticulture, Veterinary Science

Construction Related Programs: Carpentry, Construction Craft Laborers, Electrical, HVAC/Refrigeration, Masonry & Tile Setting, Plumbing

Health Services Programs: Biotechnology, Dental Assisting, Health Assisting

Manufacturing, Engineering, and Technology Programs: Advanced Manufacturing, Design & Media Communications, Engineering & Automation Technology, Information Technology Services

Service Programs: Automotive Collision Repair & Refinishing, Automotive Technology, Cosmetology, Culinary Arts & Hospitality

CREATE.

ENCOURAGE.

PROMOTE.

DEVELOP.

We create opportunities for students throughout our region to have access to high quality career technical and agricultural education. Partnering with our districts, we have enrolled 60 additional students in our CTAE After Dark Partnership Program into high demand career areas as a model for Governor Baker's Career Technical Initiative. Participating students are from Beverly, Gloucester, Marblehead, and Swampscott. This year, we added Health Assisting as an additional program for our CTAE After Dark Partnership students. The CTAE After Dark Partnership Program is workforce based, developed to meet the needs of our local and regional labor markets.

Our Cooperative Education Program places upperclassmen in positions where they work among professionals in their field. These opportunities often lead to full-time employment upon graduation as we continue to work with our industry leaders to meet the needs of the current workforce and strengthen the economic pathways for our students. There are currently 3 students from Middleton participating in our Cooperative Education Program. Our graduates enter the workforce with industry recognized credentials and hours toward professional licensure, which gives them an advantage and adds to future work readiness. Business, industry, and labor representatives serve on our Program Advisory Committees to ensure that we meet all industry standards.

Over 70% of our students enroll in post-secondary apprenticeship programs or college, with many having earned articulated college credit. The remaining 30% enter the workforce or military upon graduation.

Several of our programs offer valued services to the residents of our communities, including the Maple Street Bistro and Café, Salon 565, Pet Grooming, Automotive and Auto Collision Repair, and Blooming Designs & More. Angell at Essex provides veterinary services on our campus.

Our CTAE students participate in community outreach projects within our 17 district communities. These projects are for local municipalities and non-profit organizations.

Essex Tech provides students with extracurricular activities including MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA, and DECA organizations that encourage students to explore and develop additional employability skills across their career and technical disciplines.

We are currently seeking approval for two new Chapter 74 Programs, to include Marketing & Business Technology and Early Education and Care, for SY24. These programs will create more opportunities for our students and meet the needs of our current workforce.

From SY22 to SY23 we have received over \$10M in grant funding to increase educational opportunities for our students, secure capital equipment, provide student support, and expand and improve CTAE programs.

Our local legislators have met with us to discuss possible state funding for roof and stair repairs for Smith Hall, a renovation of Gallant Hall to house three expanded CTAE Programs, support the recently expanded Animal Science Program and install a new HVAC system, and a main campus cafeteria atrium project to expand seats. The construction of the Larkin Cottage continues to move forward with roof trusses, donated roof and side shingles and new full service kitchen equipment.



ESSEX NORTH SHORE
AGRICULTURAL & TECHNICAL SCHOOL

Jackie Bresnahan

From: Chief Doug LeColst (MFD) <doug.lecolst@midfire.com>
Sent: Thursday, December 8, 2022 4:11 PM
To: Andrew Sheehan; Jackie Bresnahan; Sarah Wood
Subject: FW: Fiscal Year (FY) 2021 Staffing for Adequate Fire and Emergency Response (SAFER)

[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.

Hello Andy, Jackie and Sara,

Please see below re: the SAFER grant.

Doug

From: FEMA GO <no-reply@fema.dhs.gov>
Sent: Thursday, December 8, 2022 3:22 PM
To: Chief Doug LeColst (MFD) <doug.lecolst@midfire.com>; Chief Tom Martinuk (MFD) <tom.martinuk@midfire.com>; belinda.young@middletonma.gov
Subject: Fiscal Year (FY) 2021 Staffing for Adequate Fire and Emergency Response (SAFER)

12/08/2022

Middleton Fire Department
4 Lake St
Middleton, MA, 01949 -2007

Reference: EMW-2021-FF-00594

Dear Staffing for Adequate Fire and Emergency Response Grant Program Applicant:

On behalf of the Federal Emergency Management Agency's (FEMA) Grant Programs Directorate, I would like to thank you for applying for assistance under the Fiscal Year (FY) 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program. Unfortunately, after careful consideration and review, we are unable to fund your application. We regret that the news could not be more positive.

As you are aware, the SAFER Program is among the Department of Homeland Security's (DHS) and FEMA's most competitive grant programs. In FY 2021, FEMA received over 1,500 SAFER Program applications, requesting more than \$5 billion in federal assistance. The large number of applications received, and the finite amount of available funding, resulted in many commendable applicants not being funded and accentuates the highly competitive nature of this program. FEMA encourages your organization to apply for funding through the FY 2022 SAFER Program.

Given the high number of applications received, the SAFER Program is unable to provide your organization with an individualized comprehensive review of your application. However, we can tell you that your application did not score well in the preliminary assessment. The scores from the second phase of review, the peer review panel, indicated that your application narrative was deficient in the level of details needed to receive a competitive rating.

There are several other tools and resources available to help fire departments and volunteer interest organizations develop effective SAFER Program grant applications. I encourage you to make use of these resources as you prepare your next grant request.

1. **Assistance to Firefighters Grant Program (AFGP) Website:**

<https://www.fema.gov/grants/preparedness/firefighters>. The AFGP Website offers a wealth of resources, including:

- The SAFER Program Notice of Funding Opportunity (NOFO), which explains funding priorities and evaluation criteria
- Frequently Asked Questions (FAQs)
- Narrative Self-Evaluation Tool
- SAFER Program Application Checklist
- Get Ready Guides
- Online tutorials with key information about preparing grant requests
- SAFER Program E-Mail Alerts (biweekly e-mail messages to the SAFER Program mailing list), which provide important announcements about new application periods, upcoming workshops, and other SAFER Program updates (to receive the SAFER Program E-Mail Alerts, sign up on the AFGP website)
- Recipient success stories

2. **Toll-Free SAFER Program Help Desk: 1-866-274-0960 or firegrants@fema.dhs.gov.** The SAFER Program Help Desk answers questions from applicants by telephone and by e-mail. Between application periods, they field general questions about the SAFER Program. During application periods, they provide technical assistance with the online application and answer questions about the SAFER Program NOFO. If additional assistance is needed, the Help Desk staff can refer questions directly to subject matter specialists.

Your interest in the SAFER Program reminds us that America's fire departments and volunteer firefighter interest organizations continue to have great need for support. FEMA and DHS will continue to work closely with and support the Nation's first responders and their vital work. Thank you again for your dedication and commitment.

Regards,

Kerry L. Thomas
Director
Preparedness Grant Division

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Middleton Municipal Complex

Project Update

Select Board 12.13.22



Project Update

Conceptual Design Phase – Site Layout



- Conducted Public Meeting July 28th to discuss 3 options to modify the Planning Committee's layout.
- Design Team's preferred *Conceptual Site Layout* (shown) received positive public feedback.
- Committee voted to advance preferred *Conceptual Site Layout* to Schematic Design



Project Update

Conceptual Design Phase – Space Needs

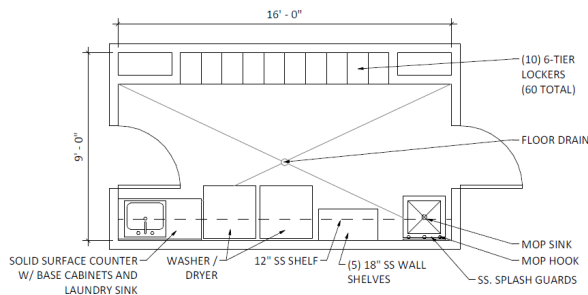
Middleton Municipal Complex - Public Safety - Space Needs Study
Middleton, Massachusetts
DRAFT 7

PUBLIC SAFETY - STAFFING PROJECTIONS

Fire Department Position	Current Per Shift	Current Total	Future to 2052 Single Shift	Future to 2052 Total All Shifts
Administration				
Chief	1	1	1	1
Deputy Chief	0	0	1	1
Admin Assistant	1	1	1	1
Fire Prevention Officer	0	0	1	1
Training / EMS Officer (On Shift)	0	0	1	1
Maintenance Officer (On Shift)	0	0	0	0
IT Officer (On Shift)	0	0	0	0
Suppression				
Officer	1	4	2	8
Firefighter / EMT	4	16	7	28
Call Firefighter	0	22 On Call	0	22
TOTAL STAFF	7	44	14	63

PUBLIC SAFETY - FIRE DEPARTMENT

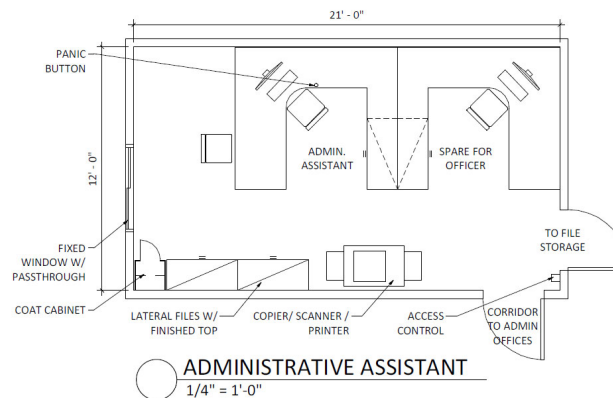
4.6 DECON LOCKERS & STATIONWEAR WASHING



DECON LOCKERS & STATIONWEAR WASHING
1/4" = 1'-0"

PUBLIC SAFETY - POLICE DEPARTMENT

6.8 ADMINISTRATIVE ASSISTANT & RECORDS / PAYROLL CLERK



Middleton Municipal Complex - Public Safety - Space Needs Study
Middleton, Massachusetts
DRAFT 7

PUBLIC SAFETY - STAFFING PROJECTIONS

Police Department Position	Current	Future	Future to 2052				Total
	Total	Total	Shifts:	8-4	4-12	12-8	
Administration							
Chief	1	1		1			1
Captain	1	1		1			1
Administrative Assistant	2	2		2			2
Lieutenant	0	1		1	or 1		1
Officers							
Detectives Sergeant	1	1		1	or 1		1
Detectives	1	4		4			4
Patrol Sergeant	3	5		2	2	1	5
School Resource Officers (PT)	1	1		1			1
Patrol Officers	10	15		5	5	5	15
Reserve (P.T.)	7	7		7			7
TOTAL STAFF	27	38		25	7	6	38

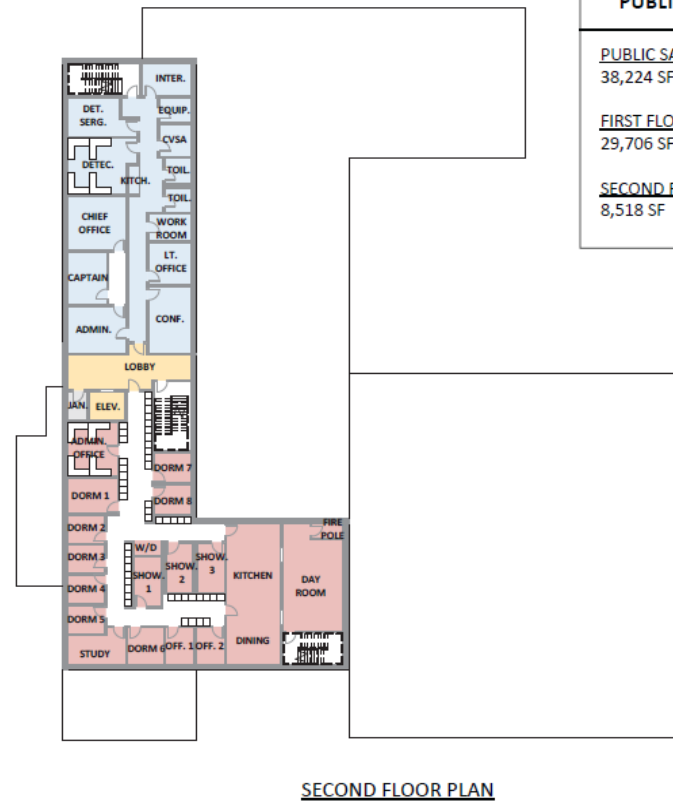
- Evaluates:
 - Current and future staffing needs
 - Equipment and apparatus storage needs
- Preliminary office layouts
- Required 8 iterations to build consensus on space needs with Town staff
- Consensus plan voted to advanced to Schematic Design in October 2022
- Task took an additional 4 months to complete



Project Update

Conceptual Design Phase - Adjacency Diagrams

Public Safety Building



PUBLIC SAFETY BUILDING	
<u>PUBLIC SAFETY CURRENT GSF</u>	
38,224 SF	
<u>FIRST FLOOR:</u>	
29,706 SF	
<u>SECOND FLOOR:</u>	
8,518 SF	

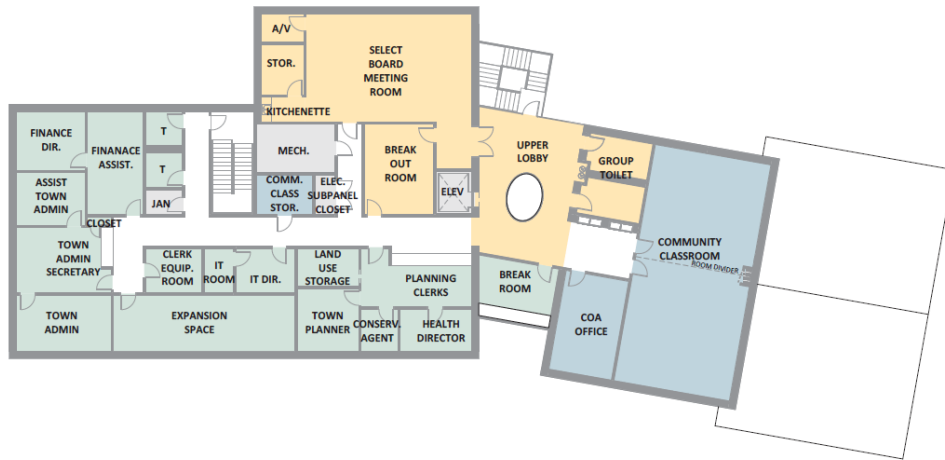
- POLICE
- FIRE
- PUBLIC / SHARED
- SERVICE / SUPPORT



Project Update

Conceptual Design Phase - Adjacency Diagrams

Town Hall and Community Center



- TOWN HALL
- COMMUNITY CENTER
- PUBLIC / SHARED
- SERVICE / SUPPORT

TOWN HALL & COMMUNITY CENTER

TH/CC CURRENT GSF
19,771 SF

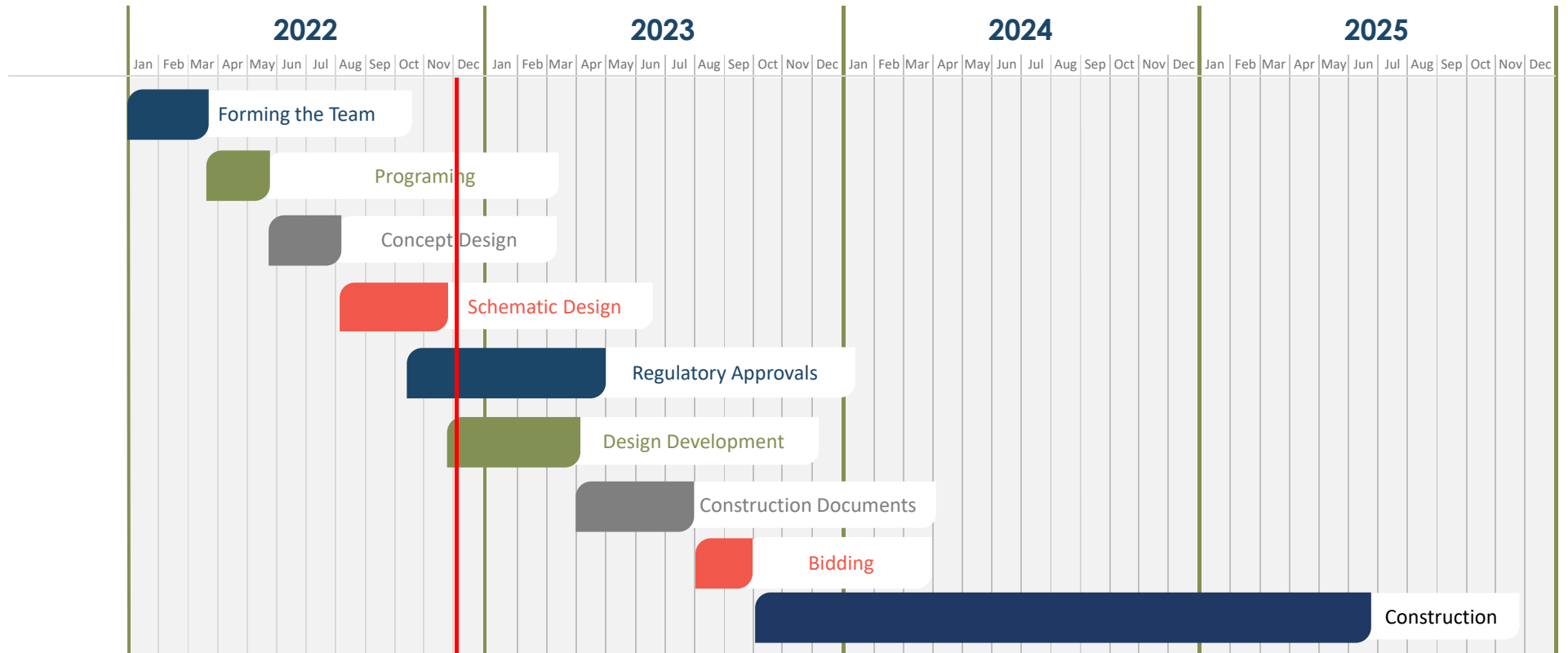
FIRST FLOOR:
11,182 SF

SECOND FLOOR:
8,589 SF



Project Update

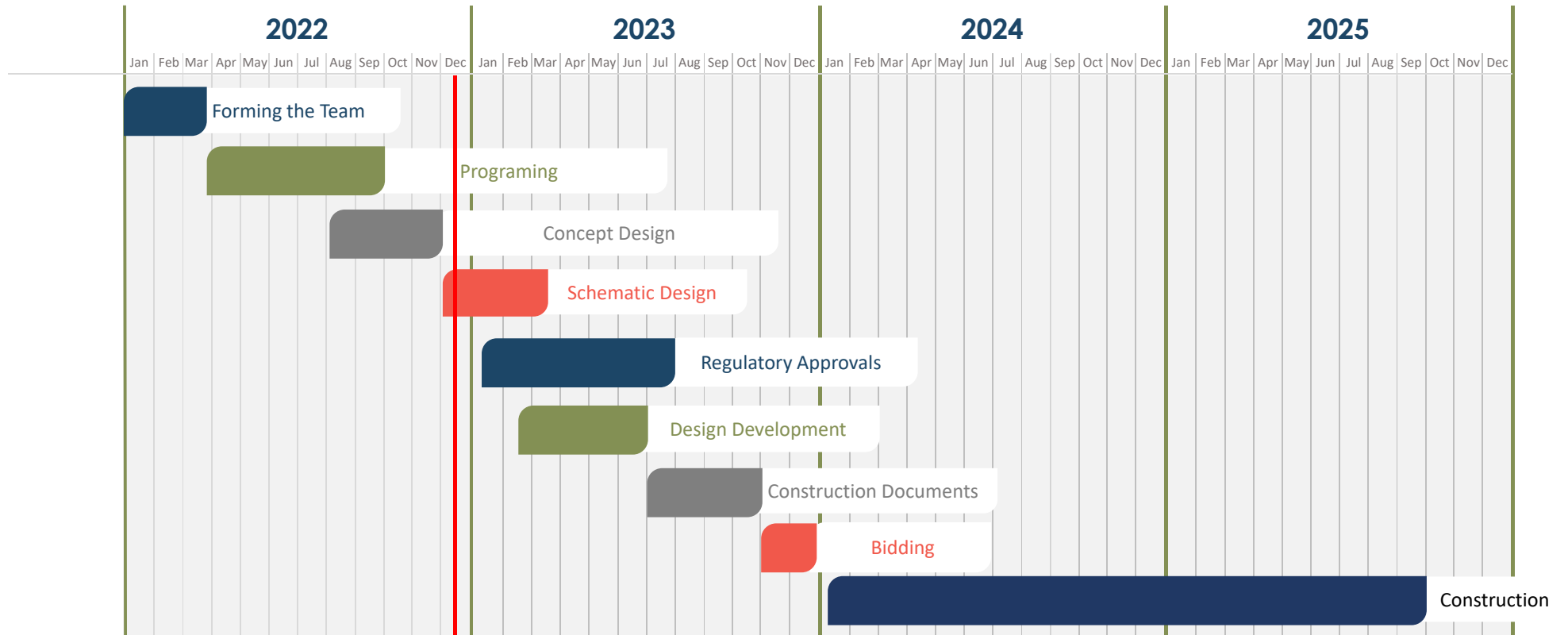
Original Schedule





Project Update

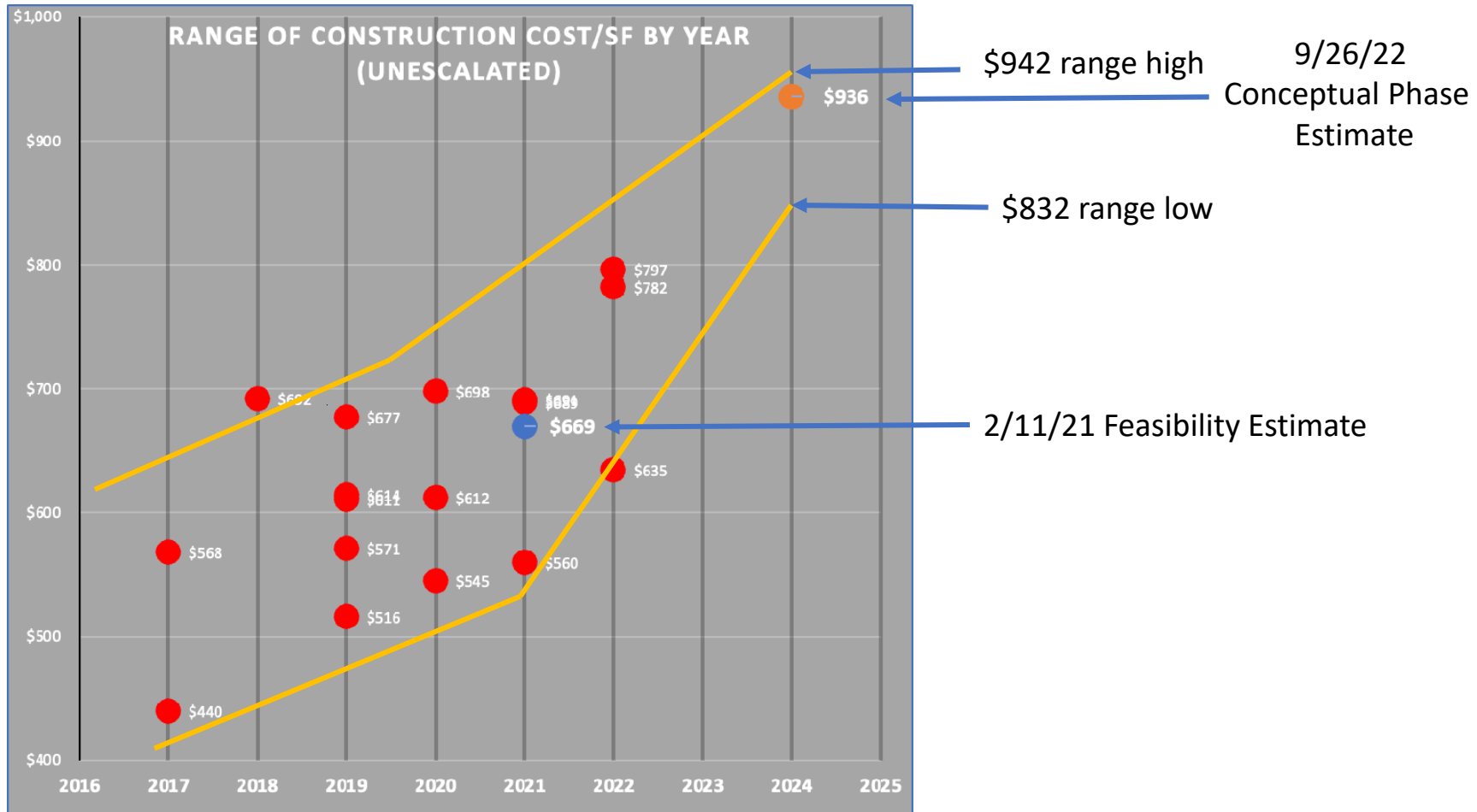
Current Schedule – 3 Month Delay





Project Update

Conceptual Design Phase - Budget (Public Safety Building Cost)





Project Update

Budget - Town Hall / Community Center Cost Review





Project Update

Conceptual Design Phase - Budget

Construction Cost Range \$48,932,985 - \$54,357,864

Remaining Project Bond Funds \$47,975,159

Additional Town Funds Available \$1,315,000

- Blue Haven \$225,000
- CPA (Town Common) \$300,000
- PEG Access \$700,000
- S. Main SW Relocation \$50,000
- Public Safety Earmark \$40,000

Total Project Funds \$49,290,159

Potential Funding Shortfall (High Range) - \$5,067,705

Assumptions

2022 Inflation Rate continues through 2023 \$1,500,000
Bidding Climate (CM vs DBB) \$2,000,000

Additional Funding Opportunities - \$4,725,000

1. Earmarks

Town Common \$200,000
Septic Systems \$125,000

Subtotal \$325,000

2. Grants Opportunities

MassWorks* up to \$3,000,000
40R Adoption * \$250,000
Cultural Facility \$50,000

Subtotal \$3,250,000

3. Project Control Savings

Separate Paving Contract \$350,000
Office Furniture Donations \$750,000

Subtotal \$1,150,000

****Opportunity if Select Board recommends and
Town Meeting supports disposal of Town Hall &
Police Station parcels for affordable housing***





Middleton Municipal Complex

Questions?

Select Board 12.13.22



Space Needs Comparision

Context Architecture Released to Schematic Design – 10/26/22

- Reduced Program Areas Significantly
 - HKT - Feasibility = 74,000 sqft
 - Programming = 67, 000 sqft
 - Concept Design = 57,000 sqft
 - Schematic Design = 60,000 sqft (potential 2,300 sqft to remove)
- Program at Town Hall reorganized so that expansion & Inspectional Services could be removed from the scope if further program cuts are needed to get project to budget.
- Program at Public Safety added storage bays for non-critical vehicles, if further program cuts are needed to get project to budget these areas can be removed in future design phases without significant redesign.
- Public Presentation scheduled for January 12, 2023 at 7:00 p.m at Fuller Meadow Middle School
- Schematic Design Estimate – Mid February 2023



Space Needs

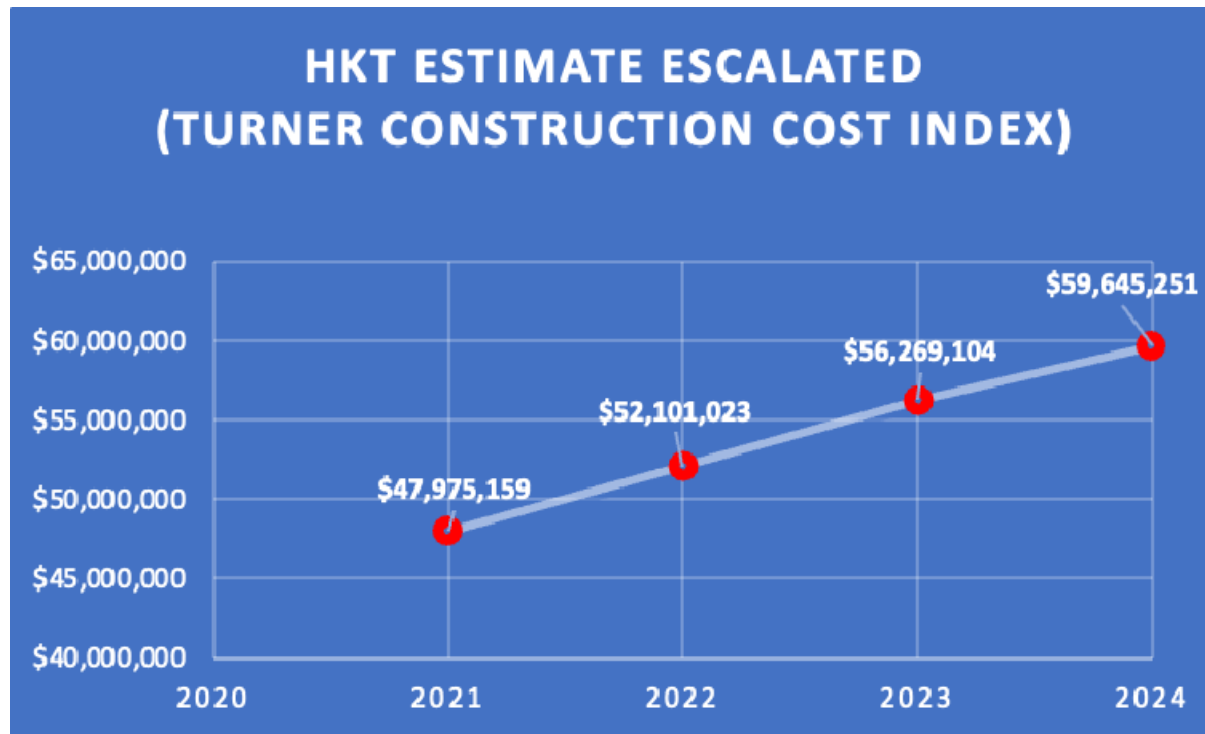
Evolution of Program Areas

Middleton Municipal Complex - Summary of Program Area Progression				
Version	Date	PSB Sq.Ft.	TH/CC Sq.Ft.	Total Sq.Ft.
HKT Concept Study	01-Sep-20	40,986	33,770	74,756
CTX - DRAFT 1	24-May-22	35,996	23,767	59,763
CTX - DRAFT 2	22-Jun-22	42,263	15,446	57,709
CTX - DRAFT 3	29-Jun-22	44,480	25,146	69,626
CTX - DRAFT 4	13-Jul-22	43,766	24,403	68,169
CTX - DRAFT 5	19-Jul-22	43,803	25,587	69,390
CTX - DRAFT 6	11-Aug-22	42,483	24,303	66,786
CTX - DRAFT 7	22-Sep-22	42,740	24,303	67,043
Basis of Estimate	23-Sep-22	43,638	26,500	70,138
CTX Reductions	29-Sep-22	41,525	22,050	63,575



Conceptual Design Phase

Construction Cost Index





Conceptual Design Phase

Public Safety Building – Comparable Program and Cost

Middleton Municipal Complex - Public Safety Buildings Comparable Pricing					
Project Name	Date of Estimate/Bid	Size	Population	Bid	Cost per SF
Milton Fire HQ	2022	21,796	28,630	\$ 17,041,000	\$ 782
Millbury Fire HQ	2022	22,500	13,831	\$ 14,559,240	\$ 635
Leominster Police Station	2022	30,000	43,782	\$ 23,900,000	\$ 796
Essex PSB	2021	22,586	3,675	\$ 11,700,000	\$ 518
Ipswich PSB	2021	29,677	13,785	\$ 20,506,807	\$ 691
Beverly Police Station	2021	31,921	42,670	\$ 22,000,000	\$ 689
Charlton Public Safety	2020	40,750	13,315	\$ 22,200,000	\$ 545
Dracut Fire Sub-Station	2020	8,496	32,617	\$ 5,200,000	\$ 612
Lexington Police HQ	2020	30,081	34,454	\$ 20,985,452	\$ 698
Needham Public Safety	2019	58,800	32,091	\$ 35,900,000	\$ 634
Dedham PSB	2019	50,210	25,364	\$ 34,000,000	\$ 677
Boston Ladder 42/30	2019	23,771	675,647	\$ 14,600,000	\$ 614
Hyannis Fire HQ	2019	32,400	14,089	\$ 18,500,000	\$ 571
Newtown Police (CT)	2019	26,000	27,522	\$ 13,409,335	\$ 516
Boston Ladder 17	2018	18,600	675,647	\$ 12,875,000	\$ 692
Southborough PSB	2017	35,000	10,450	\$ 15,400,000	\$ 440
Westwood Fire Station 2	2017	11,971	16,266	\$ 6,800,000	\$ 568
		Middleton:	9,779		



Conceptual Design Phase

Town Hall / Community Center - Cost Review

Middleton Municipal Complex - Town Hall/Community Center Buildings Comparable Pricing					
Project Name	Date of Estimate/Bid	Size (sq.ft.)	Population	Estimate/Cost	Cost/sq.ft.
A.M.Fogarty Estimate	2024	26,500		\$ 21,836,196	\$ 824
Fairbank (Sudbury) Community Ctr.	2022	38,800	18,934	\$ 24,296,000	\$ 626
Pembroke Community Center	2022	27,835	18,448	\$ 17,977,000	\$ 646
Dover Community Center	2022	20,335	5,923	\$ 16,887,700	\$ 830
North Andover Senior Center	2021	13,529	30,915	\$ 8,159,422	\$ 603
HKT Estimate	2021	33,776		\$ 20,545,688	\$ 608
South Street (Walpole) Senior Ctr.	2018	13,000	26,383	\$ 5,800,000	\$ 446
Hadley Senior Center	2018	10,350	5,325	\$ 7,100,000	\$ 686
		Middleton:	9,779		



Project Update

Conceptual Phase Budget

Schematic Design - Estimated Range High					
Public Safety Building	\$ 37,811,880	\$ 942	per/sqft	40140	sqft
Town Hall	\$ 16,545,984	\$ 832	per/sqft	19887	sqft
	\$ 54,357,864				
Project Construction Budget	\$47,975,159				
Other Available Funds	\$1,315,000				
Variance to Project Budget	\$ 5,067,705			60027	sqft
Schematic Design - Estimated Range Low					
Public Safety Building	\$ 33,918,300	\$ 845	per/sqft	40140	sqft
Town Hall	\$ 15,014,685	\$ 755	per/sqft	19887	sqft
	\$ 48,932,985				
Project Construction Budget	\$47,975,159				
Other Available Funds	\$1,315,000				
Variance to Project Budget	\$ (357,174)			60027	sqft

Exhibit A
Scope of Services

1. The Town of Danvers will provide regular and timely access to expertise held collectively by the IT Department of the Town of Danvers. IT positions in Danvers include IT Director, Assistant IT Director, Network Engineer, IT Strategist, IT Project Manager, IT Office Coordinator.
2. Danvers will follow a methodology of planning and discovery, fundamental implementation, optimization, and maintenance over the life of the contract.
3. Primary responsibilities include, but are not limited to, a strategic review of Middleton's current IT status, goal setting for a future state, gap analysis, and definition of objectives to reach IT goals.
4. Offer ongoing strategic management of IT, full participation in Middleton building projects, and IT project management to implement strategic objectives defined by Danvers and accepted by Middleton.
5. Provide communications to all Middleton users regarding upcoming changes, updates, and potential outages they may be affected by.
6. IT budget analysis and development, invoice management and processing, including a preliminary budget meeting in October, final budget meeting in January, and a post Town Meeting procurement meeting in late May/Early June.
7. Interviews with key stakeholders as part of the strategic analysis.
8. Strategic network design recommendations and oversight of implementation.
9. Active Directory and server infrastructure design recommendations and oversight of implementation.
10. Telephone and cellular service management
11. Endpoint device and deployment recommendations and oversight of implementation.
12. Recommendations for opportunities to leverage regional IT services and infrastructure. Professional project management to realize these opportunities.
13. Ongoing IT vendor vetting, vendor management, and public procurement.
14. Integration management – adept translation of functional requirements between technical and non-technical users.
15. Strategic development of IT related recommendations, initiatives, and deliverables based on observations of Middleton's IT environment, stakeholder requirements and the collective experience of the Danvers IT staff.
16. Ongoing strategic evaluation and maintenance of Middleton's cybersecurity posture. Day-to-day management of security fabric.
17. Software evaluations and project management of implementation. Hardware evaluations, inventory, and project management of implementation.

18. Timely and professional response to issues and inquiries.
19. Remote and onsite response as necessary to fulfill the needs of the organization ensuring uptime and reliability of services.
20. General advisory services in response to normal IT operational questions.
21. Actively advance the IT maturity of the organization on a realistic and efficient timeline
22. Danvers will propose, implement, and maintain solutions related to remote work capabilities.
23. Danvers will attend touch point meetings (e.g., quarterly business reviews with selected managed service provider for the North Shore IT Collaborative).
24. Analyses of business processes as candidates for modernization via information technology. Business process automation in pursuit of organizational efficiency.
25. Assistance with management and implementation of current and ongoing Municipal Fiber project.
26. The Town of Danvers requires that the Town of Middleton retain the services of the selected managed service provider for the North Shore IT Collaborative. Help Desk services are out of scope of this agreement and will be provided by the partnership with the North Shore IT Collaborative Managed Services Provider.
27. The Town of Danvers will engage the services of the North Shore IT Collaborative Managed Services Provider for significant data collection throughout the strategic management process; no additional costs will be incurred without prior approval.
28. Middleton will designate a managerial point of contact as well as backups per service area for Danvers to engage with and report to. Protocol for managerial point of contact in Exhibit B.
29. Danvers will designate a point of contact for Middleton to engage with and respond for emergencies, including loss of services and outages. Said point of contact would be front line service to Middleton, regardless of Danvers' emergency status to allow for Middleton to have primary access due to any and all types of emergencies or issues. Protocol for emergency point of contact in Exhibit B.
30. Contact information for Danvers dedicated resource via email and direct cell phone will be distributed, targeted 30-minute response on urgent issues, and up to 48-hour response for non-emergency items.
31. Tracking and presentation of monthly metrics and KPIs to monitor workload, demand, and response.

Exhibit B

Managerial and Emergency Points of Contract

All managerial points of contact will be provided to Danvers within 5 business days of contract execution. All staffing changes to the managerial points of contact will be made in writing by the Middleton Town Administrator or Assistant Town Administrator/HR Director within 5 business days of staffing changes to the Danvers IT Director or Assistant IT Director.

All emergency points of contact will be provided to Middleton within 5 business days of contract execution. All staffing changes to the managerial points of contact will be made in writing by the Danvers IT Director or Assistant Director within 5 business days of staffing changes to the Middleton Town Administrator or Assistant Town Administrator/HR Director.

Exhibit C
Fee Structure

1. Flat monthly fee of **\$9,294** to be paid by the Town of Middleton to the Town of Danvers, which shall substantially include all information technology work identified in Exhibit A performed by the members of the department and related services by the department's support staff. For both parties understanding and convenience, all services provided will be itemized as outlined in Exhibit A.
2. Annual price escalation will occur according to Danvers Non-Union Grade 13 pay scale. Annual escalation of costs associated with health insurance and other post-employment benefits (OPEB) will be communicated to Middleton and applied based on Danvers's budget schedule. In the event of staff turnover in Danvers, the Town will work closely with Middleton to mitigate disruption. Solutions may include reassignment of staff or contracted services.
3. Additional projects and initiatives outside of this agreement, as well as the parties' earlier agreements for the Regional IT collaborative and Cybersecurity agreement, as identified in this agreement, will be mutually agreed to by both parties and will be billed at the hourly rate of **\$45.00**, which is based on the estimated hourly rate of the lead employee. For projects subject to hourly billing, the parties agree to bill in increments of one-fourth (1/4) of an hour (or 15-minute intervals).
4. Additionally, in year 1, the Town of Middleton will budget **\$5,000** in their expense budget for costs incurred by the Town of Danvers for employee laptop, hardware, and software to be billed by Danvers to Middleton through Accounts Payable.

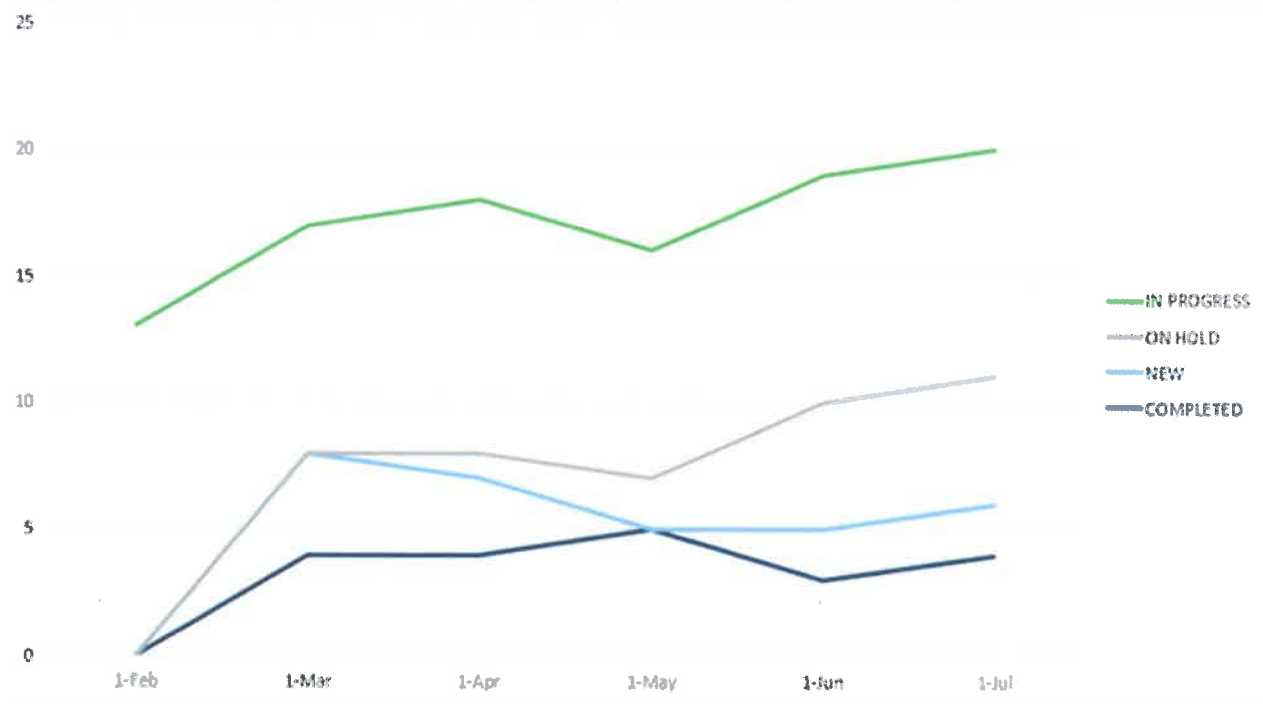
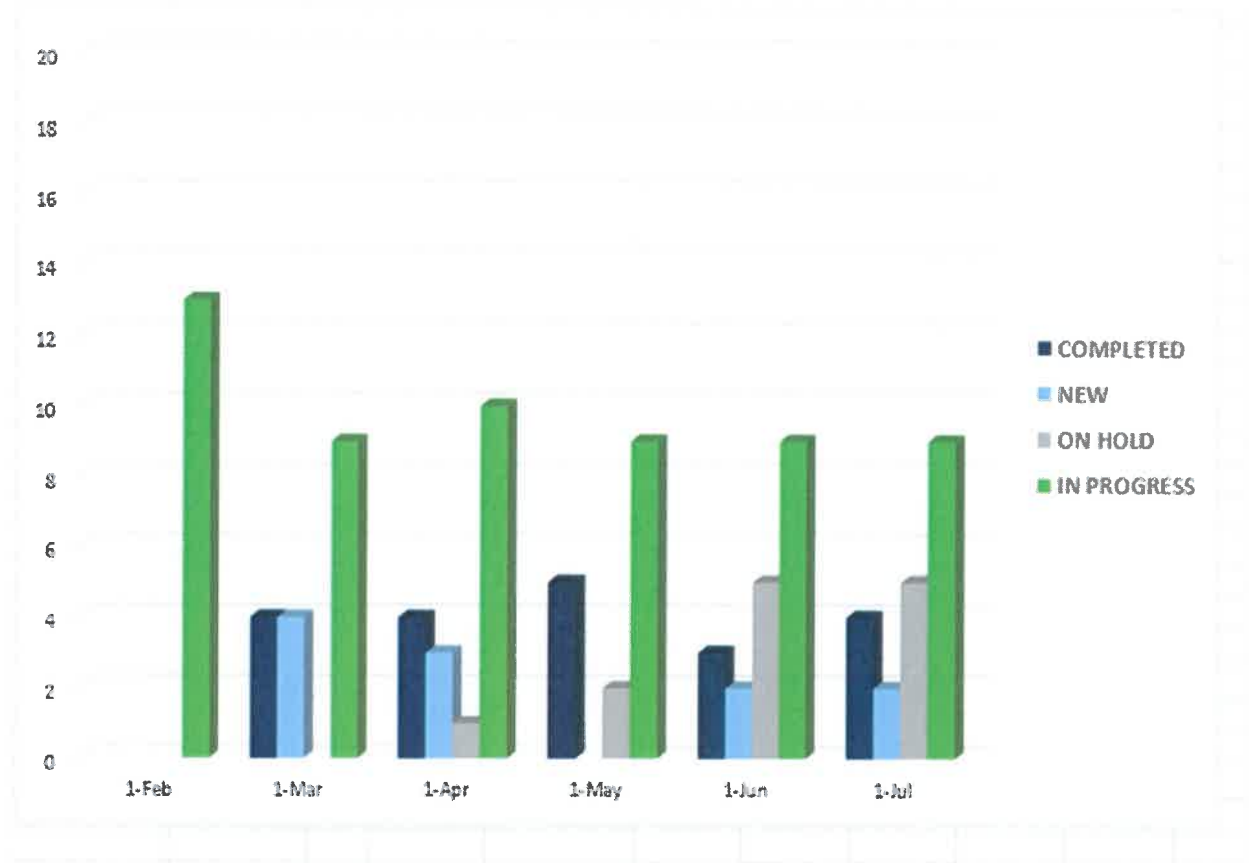
Exhibit D

Definitions

1. Urgent/Emergency: Requires 30-minute response to address business outage
2. Network down emergency: Production outage affecting phones, financial transactions, resident facing services, or public safety.
3. Active Directory (AD): A database and set of services that connect users with the network resources they need to get their work done. The database (or directory) contains critical information about your environment, including what users and computers there are and who's allowed to do what.
4. Endpoint device: Physical devices that connect to and exchange information with a computer network. Some examples of endpoints are mobile devices, desktop computers, virtual machines, embedded devices, and servers.
5. Remote work: The practice of employees doing their jobs from a location other than a central office operated by the employer. Such locations could include an employee's home, a co-working or other shared space, a private office, or any other place outside of the traditional office building or campus.
6. Key Performance Indicator (KPI): A quantifiable measure of performance over time for a specific objective.
7. Security Fabric: Suite of products providing security incident detection, and response. These products operate at every level of the IT stack, including network level, server level, and all other endpoints
8. Network design: Developed by a qualified engineer, the logical configuration of switches and routers that allow data to move efficiently, reliably, and securely throughout the organization.
9. IT Maturity: A formal framework to represent the historical status, current state, and targeted level of information technology involvement in furthering business objectives.

Exhibit E

KPI and Monthly Reporting Examples



Middleton Demand Management Summary

High Value, Success Likely	High Value, Success will be difficult	Low Value, Success Likely	Low Value, Success will be difficult
Represents a High Value to Middleton and High Likelihood of Success	Represents a High Value to Middleton and Low Likelihood of Success	Represents a Low Value to Middleton and High Likelihood of Success	Represents a Low Value to Middleton and Low Likelihood of Success

Baseline Supply = 35

#	PROJECT	DESCRIPTION	VALUE TYPE	STRATEGIC ALIGNMENT	TEAM	TEAM PRIORITY	DEMAND	SUPPLY	DEPARTMENT	STATUS
1										1 - IN PROGRESS
2								0		1 - IN PROGRESS
3								0		1 - IN PROGRESS
4								0		1 - IN PROGRESS
5								0		2 - LAGGING
6								0		1 - IN PROGRESS
7								0		2 - LAGGING
8								0		1 - IN PROGRESS
9								0		1 - IN PROGRESS
10								0		1 - IN PROGRESS
11								0		1 - IN PROGRESS
12								0		1 - IN PROGRESS

Project Monthly Status Report

Reporting Period: 08/04/2022-08/31/2022

Prepared by: Chris Serra

JAMF – Completed

Harbor Cameras - Completed

Forestry/Grounds Cutover – Completed

Internet Cutovers - Completed

Data Center Redesign – Completed

NSX Removal – Completed

Azure AD Password Syncing – In Progress

- **Accomplished:**
 - o Project has restarted
 - o Reconfigured from scratch and syncing without issues
 - o Re-enabled sync for all previous OU's
 - o Only using mail attribute to sync instead of name attribute
 - o Remove email address from AD account if we do not want an account synced
 - o Synced DPW-Town Hall and Retirement OU's
- **Issues:**
 - o Bryan will complete departments and update when he can during regional projects

Dispatch Computers Upgrade – In Progress

- **Accomplished:**
 - o Deployed Supervisor, Position 1 and 3 computers and monitors
 - o Fixed NICE issues on Position 1, 2, and Supervisor
- **Upcoming:**
 - o Deploy Position 4 – computer only

e-Permitting – In Progress

- **Accomplished:**
 - o Held dog permits meeting – no progress since
 - o Held internal meeting with Fire on 090722
 - Reviewed Smoke and CO permit, found issues with adding the inspection type to the record
 - OG never completed new Form 1 document template. Emailed Joe
 - Collected list of questions for next OG meeting
 - Bob Amerault sent signature
- **Upcoming:**
 - o Jim Butler to send fee schedule
 - o Continue working on vital records request forms for Birth, Death, and Marriage certificates
 - o Aaron working on application and renewals for dog permits
 - o Scheduled dog permits meeting for Monday 080822 as 6th record type
 - o Contract Integration
 - o Add account numbers to record types
 - o Fire to scan signatures to email and continue working on FCM and Smoke Permits
 - o Schedule follow up internal meeting with Fire

Endicott Park and Harbor Phones Upgrade – On Hold

- **Accomplished:**

- Spoke with Chris and Erika about the new phones. Decided no phone for Nature Center (Phone to be held as spare for Senior Center)
- **Upcoming:**
 - Record general voicemail box message
 - Brad to configure VLANs and routing on switches at Endicott and Harbor
 - Deploy Phones
 - Training
 - Port numbers from Comcast
 - Create Phantom extensions on Mitel system to continue dialing to locations

Engineering Network – On Hold

- **Accomplished:**
 - No updates at this time

FortiEDR – In Progress

- **Accomplished:**
 - Trainings back in session through 09/29/22 until 75% of clients are in protection

Irrigation Controllers – In Progress

- **Accomplished:**
 - Project was paused due to COVID – connecting smart irrigation controllers to network via Ethernet, WiFi, or cellular
 - Connected controllers at Fire and Town Hall last summer
 - Connected Plains Park controller
 - AT&T sending demo SIM cards to test connectivity with cell modules to determine if we can have an account with them
- **Upcoming:**
 - Continue working with AT&T to get 5-6 controllers on cellular with Travis
 - Continue working with School IT to connect high school controllers

Managed Print Services – In Progress

- **Accomplished:**
 - Held intro meeting with Rob from NBM and discussed their Managed Print program. Kerri collecting usage on printers to send to Rob and get proposal
 - Rob sent us HP Managed printer fleet and pricing on a few common models Danvers currently purchases
- **Upcoming:**
 - Kerri to get second reads and then send to Rob

Munis Forms Migration – In Progress

- **Accomplished:**
 - Boat Abatements and Motor Vehicle Excise Abatements resolved
 - Continuing work with Jeremy to create custom design for Municipal Lien Certificate – no updates since last meeting
- **Upcoming:**

- Following up with Jeremy on MLC

Network Automation (LibreNMS) – On Hold

- **Accomplished:**
 - No updates at this time
- **Upcoming:**
 - Troubleshoot SNMP connection issues on substation firewalls
 - Waiting for Jay Gomes' approval to add SCADA field devices
 - Waiting until sometime in July to add elementary AP's to LibreNMS after they are migrated to Extreme Cloud

School Phone System Replacement – On Hold

- **Accomplished:**
 - Router for Thorpe delivery pushed to 09/16/22 – will schedule install once it arrives
- **Upcoming:**
 - Finish high school installation and configure new phone networks

Windows 7 Eradication

- **Accomplished:**
 - No updates at this time
- **Upcoming:**
 - Continue working with Phil Genualdo to swap his computer