

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, APRIL 18, 2023
6:00 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/88446830179?pwd=WHBJbjY0Z01rYmNiREVHRDE5dXRvdz09>

- 6:00 pm 1. Business
- a. Warrant: 2321
 - b. Minutes: March 21, 2023; March 22, 2023 (OS & ES); March 30, 2023 (OS and ES); April 4, 2023; April 6, 2023 (OS & ES)
 - c. Town Administrator Updates and Reports
- 6:10 pm 2. Update on the Town Administrator Search Process; votes may be taken
- 6:20 pm 3. Joint meeting with the Building Committee; votes may be taken:
- Project Updates
 - Request for the Use of American Rescue Plan Act (ARPA) Funds for project
- 6:35 pm 4. Review and discuss licensing approvals; votes may be taken:
- Seasonal Liquor License (Renewal): Sd Management Group LLC DBA Members Lounge
 - Seasonal Liquor License (Renewal): Sd Management Group LLC DBA Halfway House Snack Bar
 - Common Victualler (Change of Location): RPD Donut, Inc DBA Dunkin Donut from 323 North Main to 275 North Main
 - Livery License (New): Black Glove Transportation Corp, Owner Tim Axford
 - Update on Home Rule Petition Licenses
- 6:40 pm 5. Appointments
- Zoning Board of Appeals – Alternate: Anthony Tierno, Viviane Alvarenga
 - Metropolitan Area Planning Council Representative and Alternate: Katrina O’Leary and Jackie Bresnahan
 - Annual Appointments Process and Timeline
- 6:50 pm 6. Updates & Annoucements

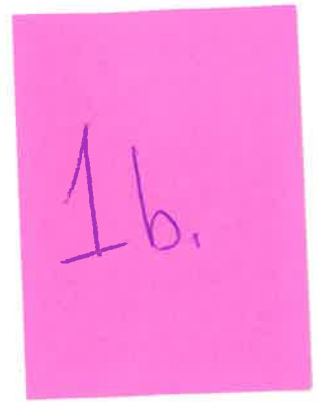
Upcoming Meetings: May 2
 May 9
 May 16
 May 16
 May 30

Regular Select Board Meeting
Annual Town Meeting – Howe-Manning
Annual Town Election – Fuller Meadow
Regular Select Board Meeting (Flint Public Library)
Regular Select Board Meeting

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

MEETING MINUTES

SELECT BOARD
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, March 21, 2023
5:15 PM



This meeting was recorded and on Zoom.

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

Others Attending: Municipal Resources, Inc. (MRI) Buzz Stapczynski & Robert Mercier; Catherine Tinsley, Recording Secretary

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.

5:28 PM With a quorum present, Chair Prentakis called the meeting to order.

The Board interviewed two of the four candidates as brought forward by MRI (Municipal Resources, Inc.)

As agreed, the Board members alternated asking the candidates questions (as attached to the minutes). The candidates were given the opportunity to make an opening statement. Each interview was planned for an hour. Each candidate answered the Board's questions thoughtfully and fully and engaged in follow up discussions.

5:30 pm Interview with David Marciello - Municipal, Employment and Land Use Attorney

In summary, Mr. Marciello clarified the distance from his home town to Middleton was not an issue and he would consider relocating. He spoke on his background in construction and as a lawyer and how it previously benefited his career as Town Manager/ Town Administrator in creative problem solving to provide services.

Mr. Marciello referenced his previous Town Administrator position he left prior to COVID-19 due to a change in the Select Board not lining up with his goals. Mr. Marciello spoke on his understanding of Middleton's challenges to meet financial needs of the Town and businesses, especially along Route 114, and to help longtime and new residents focus on the same vision. He had a clear understanding of the Board's authority and his position as the Town Administrator as part of a team, to listen, and keep communication open to get to know staff, the process and reasoning. Mr. Marciello took the position that it is easier to keep employees than hire new and supported all department heads be licensed in their field. As outlined in his resume, Mr. Marciello had experience with Chapter 40B projects and other building projects. He explained transparency as "all information, to all people, all of the time" and for the town's website to be used as a tool to increase transparency.

In closing Mr. Marciello offered additional references to the Board and cited he chose to apply to Middleton because the town is a stable and collaborative community and to be part of team.

Mr. Marciello left the meeting at 6:33 pm.

6:40 pm Interview with Justin Sultzbach, Town Manager- Winchendon

In summary, Mr. Sultzbach spoke on his passion in being a municipal leader and building a municipal career. He provided an overview of his experience in capital and municipal planning, and large scale

projects, ie a new middle school working with MSBA. He expressed his interest in finding someplace like Middleton, not to leave his current position but to find a unique opportunity that lined challenges up with his experiences. He cited Middleton as a community of transition in size/growth, i.e. housing, building a new municipal facility, historical renovations, and his creative experience to help rein in costs but avoid a cheap outcome and how to best use the buildings being left behind. Mr. Sultzbach was confident he could address immediate challenges by cultivating a strong team and building relationships in the community. He spoke on the importance of increasing communication and accessibility of information to the community members to have an active role in the process of local government, and for the town to provide exceptional efficient service.

Mr. Sultzbach had a number of questions for the Board.

Mr. Sultzbach left the meeting at 7:48 pm.

The Board's interviews of candidates will continue tomorrow at 5:15pm.

The Board **voted** unanimously to **adjourn** at 7:59pm

Respectfully submitted,

Catherine Tinsley

Catherine Tinsley, Recording Secretary

Jeff Garber, Select Board Clerk

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

Agenda: March 21, 2023

Candidates Submission Material

Candidate Questions:

1. Tell us about yourself and why you should be our next TA?
2. I see you have been in your current position for (xx months/years), can you explain why you are interested in leaving that role and coming to Middleton? (For candidate not currently in a municipal can you explain why you departed your community and why are you now interested in returning to municipal government management?)
3. Please tell us about your understanding of this job. What are the challenges? What are the problems? Why should you be considered as a finalist for this position?
4. What do you think are the most important characteristics of an effective Town Administrator?
5. What if any experience do you have with large construction projects, such as new school, library, etc.
6. What, if any, experience do you have with 40 B Projects. How did you handle the process?
7. How do you work through challenges with a local organization or institutions, such as a correctional facility, to benefit the Town?
8. Please share with us what you know about our community. From your perspective, what are its strengths, weaknesses, and unique characteristics? How do your skills and experiences apply?

9. What does the term transparency in local government mean to you? In your research of Middleton, do you believe we are a transparent town government? Is there anything you would do differently?
10. We all learn from our experiences. Describe a significant professional achievement and a significant professional disappointment. What lessons did you learn from each?
11. What do you see as the proper relationship between you as TA and the Select Board; ATA; department heads; other elected and appointed officials; employees and taxpayers.
12. What are the three most important qualities you seek in hiring a new town employee? How do you seek out and ensure that our new employees have these qualities?
13. What is the single most important function of local government in this state?
14. How would you handle a situation where there was there was a program or policy you wished to implement that the Select-Board was not in favor of?
15. What are the steps or your process to you maintain morale in municipal offices?
16. Please tell us anything else we need to know about you that has not been mentioned. Do you have any questions for us?

MEETING MINUTES

SELECT BOARD
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
WEDNESDAY, MARCH 22, 2023
5:15 PM

This meeting was recorded.

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

Others Attending: Catherine Tinsley, Recording Secretary, and others as noted.

Municipal Resources Inc. (MRI) - Buzz Stapczynski & Bob Mercier

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.

5:25 PM With a quorum present, Chair Prentakis called the meeting to order.

Chair Prentakis announced candidate Andrew Shapiro withdrew his application, therefore, on the conclusion of the interview with Michael McGovern, the Board would enter into deliberations, and if a decision was made, the Board would then enter into executive session to begin the process of contract negotiations, and not return to open session.

5:30 pm Interview with **Michael McGovern**, Town Administrator - Shirley

Mr. McGovern gave a brief summary of his career as outlined in his resume. He spoke on his experience with state and technical schools and his understanding of the regional dynamics between town and school. He elaborated on the challenges he initially faced in Shirley and how he worked to stabilize the town and build trust in a fractured community. Mr. McGovern identified the challenges in Middleton as a town with a lot going on such as the new public building project and a 40B project, and elaborated on how his experience on similar projects would benefit the town and his goal to balance and maintain a rural feel.

Mr. McGovern said he would create partnerships to make Middleton a great place to work, and provide the Board with the information they needed to do their job as the policy makers of the town. He referenced the low turnover of leadership in Middleton that has helped provide stability and his intention to balance the past with going forward.

It was noted the Town of Shirley has a correctional facility, similar to Middleton. Mr. McGovern spoke to the need to focus on a relationship with the Sheriff and to work on a collaborative process to deliver services to the community. Mr. McGovern described his management style as not to micro manage employees, have an open door policy, and the importance to find the right person for the job and mentor/train accordingly to build a team.

In closing, Mr. McGovern said he was not a complicated person, wouldn't lie and would never embarrass the staff or board; he was not looking to turn the town upside down. Mr. McGovern mentioned there

Draft

was a potential short fall in the funding of the facility project and at what point would the town do something different ie adjust costs, plans or look for additional funding.

6:20 pm – Mr. McGovern left the meeting.

6:26pm Deliberations; votes may be taken

The Board began deliberations with a “straw vote on each members preferred candidate. Michael McGovern received four members support due to his experiences including a regional school district and possessing the culture and steadiness to move forward.

Members Garber’s first choice was David Marciello as an energetic, innovative person with construction background.

Member Cresta recognized MRI for recommending good candidates with a variety of experiences.

On a **motion** by Cresta, seconded by Carbone, the Board **voted** to make a conditional offer of employed to Michael McGovern, pending a background check by MRI, successful contract negotiations of terms, and passing the physical exam, to be appointed upon completion.

Members Cresta and Garber will meet with Mr. McGovern and negotiate the contract. MRI would have the background check in a couple weeks.

Mr. McGovern returned at the bequest of the Board and accepted the conditional appointment for Town Administrator. Mr. McGovern said he had a 60 day notice clause in his current contract. Mr. McGovern left the meeting.

6:43 pm Executive Session

6:49 pm On a motion by Cresta, seconded by Kassiotis, the Board voted to enter into Executive Session in accordance with M. G.L. c. 30A, s. 21(a)(2) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; relative to negotiations with the Town Administer to include MRI, and adjourn directly from Executive Session and not return to open session

Respectfully submitted,
Catherine Tinsley
Catherine Tinsley, Recording Secretary

Jeff Garber, Select Board Clerk

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

Agenda: March 22, 2023

Candidates Submission Material

Candidate Questions:

1. Tell us about yourself and why you should be our next TA?
2. I see you have been in your current position for (xx months/years), can you explain why you are interested in leaving that role and coming to Middleton? (For candidate not currently in a municipal can you explain why you departed your community and why are you now interested in returning to municipal government management?)
3. Please tell us about your understanding of this job. What are the challenges? What are the problems? Why should you be considered as a finalist for this position?
4. What do you think are the most important characteristics of an effective Town Administrator?
5. What if any experience do you have with large construction projects, such as new school, library, etc.
6. What, if any, experience do you have with 40 B Projects. How did you handle the process?
7. How do you work through challenges with a local organization or institutions, such as a correctional facility, to benefit the Town?
8. Please share with us what you know about our community. From your perspective, what are its strengths, weaknesses, and unique characteristics? How do your skills and experiences apply?
9. What does the term transparency in local government mean to you? In your research of Middleton, do you believe we are a transparent town government? Is there anything you would do differently?
10. We all learn from our experiences. Describe a significant professional achievement and a significant professional disappointment. What lessons did you learn from each?
11. What do you see as the proper relationship between you as TA and the Select Board; ATA; department heads; other elected and appointed officials; employees and taxpayers.
12. What are the three most important qualities you seek in hiring a new town employee? How do you seek out and ensure that our new employees have these qualities?
13. What is the single most important function of local government in this state?
14. How would you handle a situation where there was there was a program or policy you wished to implement that the Select-Board was not in favor of?
15. What are the steps or your process to you maintain morale in municipal offices?
16. Please tell us anything else we need to know about you that has not been mentioned. Do you have any questions for us?

MEETING MINUTES

2023 WARRANT HEARING
Select Board & FINANCE COMMITTEE
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
THURSDAY MARCH 30, 2023
7:00 PM

This meeting was recorded and on Zoom.

Select Board Present: Chair Kosta Prentakis, Jeff Garber, Rick Kassiotis. Not Present: Debbie Carbone, Brian Cresta

Finance Committee Present: John Erickson, Co-Chair; Richard Gregorio, Co-Chair, Peter Moon; Jason Vining; George Dow. Not Present: Michelle Cresta; Toni Mertz

Others Attending: Interim Town Administrator (ITA)/HR Director Jackie Bresnahan; Sarah Wood, Finance Director/Accountant; Barbara Piselli, Town Moderator; Ilene Twiss, Town Clerk; Catherine Tinsley, Recording Secretary, and others as noted.

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.

7:04 PM With a quorums present, the meeting was called to order.
Joint Public Hearing of the Middleton Select Board and Finance Committee

The Department Heads were present for the hearing and acknowledged for their hard work.

Review and discuss 2023 Annual Town Meeting Warrant

Town Meeting is Tuesday May 9, 2023 at 7PM at the Howe Manning School, Central Street.

ITA Bresnahan reviewed the May 9, 2023 Annual Town Meeting Warrant, summarized each article, noted changes, and fielded questions.

ARTICLE 1. To hear Committee Reports.

At this time to include the Building Committee, Finance Committee, Affordable Housing Trust, Charter Review, Moderator

ARTICLE 2. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the deficit incurred in the Department of Public Works Snow and Ice budget; or take any other action relative thereto. *The current place holder is \$25,000.*

ARTICLE 3. On petition of the Select Board and Finance Committee, to see if the Town will vote to pay prior fiscal year bills; or take any other action relative thereto.

- Stadium Oil: \$1,783.00
- Ring Rescue: \$549.00

ARTICLE 4. On petition of the Select Board and Finance Committee, to see if the Town will appropriate \$62,290.24 to pay a portion of the costs of the Public Facilities Complex construction project, including the payment of costs incidental or related thereto, and to determine whether this amount shall be transferred from surplus bond proceeds, or otherwise provided; or take any other action relative thereto.

ARTICLE 5. On petition of the Select Board and Finance Committee, to see if the Town will vote to set the salaries of elected officials pursuant to Massachusetts General Law Chapter 41, Section 108; or take any other action relative thereto.

ARTICLE 6. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Omnibus Budget for Fiscal Year 2024; or take any other action relative thereto.

The proposed budget of \$ 44,521,488 is balanced as presented with the use of Special Education Stabilization Fund in the amount of \$132,000. Discussion followed on the application of CPA revenue increased for the Flint Library. As a policy decision the Board decided, and later confirmed by vote, to use only the Stabilization Fund.

ARTICLE 7. On petition of the Select Board and Community Preservation Committee, to see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues or available funds the amounts recommended by the Community Preservation Committee for debt service, community preservation projects, and other expenses in Fiscal Year 2024 with each item to be considered a separate appropriation; or take any other action relative thereto.

The CPC recommended the Library debt service funding be increased.

ARTICLE 8. On petition of the Select Board and Community Preservation Committee, to see if the Town will vote to appropriate from the Community Preservation Fund annual revenues the following amounts recommended by the Community Preservation Committee for new community preservation projects in Fiscal Year 2024 with each item to be considered a separate appropriation; or take any other action relative thereto.

ITA Bresnahan identified the \$475,000 in new projects recommended by the Committee.

ARTICLE 9. On petition of the Select Board and Finance Committee, to see if the Town will vote to amend Chapter 79 of the Middleton Code, Revolving Funds, by striking the language shown in ~~bold strikethrough~~ and inserting the language shown in **bold underline**; or taken any action relative thereto.

ARTICLE 10. On petition of the Select Board and Finance Committee, to see if the Town will vote to authorize the spending limits of the following revolving funds established under the Town Bylaw and General Laws Chapter 44, Section 53E ½; or take any other action relative thereto.

ARTICLE 11. On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Sewer Enterprise receipts to pay expenses and contractual services required to operate the Sewer Enterprise Fund for Fiscal Year 2024; or take any other action relative thereto.

ARTICLE 12. On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate a certain sum from the Water Enterprise receipts to pay expenses and contractual services required to operate the Water Enterprise Fund for Fiscal Year 2024; or take any other action relative thereto.

ARTICLE 13. On petition of the Electric Light Commissioners, to see if the Town will vote to accept a sum of money from the earnings of the Electric Light Department, said sum to be used for the reduction of taxes; or take any other action relative thereto.
In the amount of \$209,267

ARTICLE 14. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds to various reserve, stabilization and trust funds; or take any other action relative thereto.
Transfer \$100,000 from Free Cash to Other Post-Employment Benefits.
Transfer \$250,000 from Free Cash to Facilities Stabilization Complex Fund.

ARTICLE 15. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to fund the Capital expenditures for Fiscal Year 2024; and to authorize the Town Administrator to sell or trade items rendered surplus by such purchases; or take any other action relative thereto.
In the amount of \$2,491,948.

ARTICLE 16. On petition of the Select Board, to see if the Town will vote to appropriate a certain sum to conduct appraisals, feasibility studies, engineering, and other studies of municipal properties including 48 South Main Street, said studies to be for the purposes of facilitating affordable housing and recreational use on the premises; and to authorize the Select Board to dispose of the structure for affordable housing purposes while maintaining access for recreational purposes; and to authorize the Select Board to convey a deed restriction on any future structures on the property to maintain the historic façade; and to authorize the Select Board to convey a deed restriction to secure long term access to the passive and active recreational areas at the rear of the premises; and, to provide monies for the appraisals or other Town properties to be disposed of; and, to fund preliminary engineering and design for 4 Lake Street for the purposes of additional parking and landscaping for the Flint Public Library; or take any other action relative thereto.
This authorizes the use of \$50,00 in Free Cash.

ARTICLE 17. On petition of the Select Board and Finance Committee, to see if the Town will vote to transfer from free cash a certain sum to fund the Town's share of the costs for the Design and Permitting of the Masconomet Regional High School Turf Field Project as a capital expenditure for Fiscal Year 2024; or take any other action relative thereto.
This is included in the certified budget: \$150,000

ARTICLE 18. On petition of the Board of Assessors, to see if the Town will vote adopt the local option of Chapter 59 Section 5C ½ at a rate of one hundred percent (**100%**); or take any other action relative thereto.

ARTICLE 19. *Placeholder – Appropriate Opioid Settlement Funds*
On petition of the Select Board, to see if the Town will vote to appropriate the Town's Opioid Settlement Funds in the amount of \$ ____ for their intended purposed through the settlements; or take any other action relative thereto.
This article stands as written pending legislation updates.

ARTICLE 20. On petition of the Select Board, to see if the Town will authorize the Select Board to acquire by purchase, gift, or eminent domain easements and/or fee interests in property and/or parcels necessary for the Maple Street Bridge reconstruction project; and to authorize the Select Board to enter into agreements, convey and accept easements, fee interests, or parcels related thereto; and, further, to see if

the Town will vote to raise and appropriate, borrow, or transfer from available funds certain sums of money to fund right of way work associated with said reconstruction project, or take any other action relative thereto.

Without an update from Mass DOT, it is likely Town Meeting will take no action on this article.

ARTICLE 21. On petition of the Select Board, to see if the Town will authorize the Select Board to accept Parcel A consisting of 6,984 square feet more or less shown on a plan prepared for Janet Parker by Hancock Associates dated November 17, 2019, said Parcel A being a portion of land now or formerly known as 85 South Main Street, said Parcel A to be combined with Lot 184 on Middleton Assessors' Map 29; and to authorize the Select Board to convey and accept easements relative thereto; or take any other action relative thereto.

ARTICLE 22. On petition of the Charter Review Committee, to see if the Town, acting by and through the Select Board, will vote to petition the General Court to approve a Special Act amending the Town of Middleton Charter, as set forth below, and as shown on a full redline to the Charter, attached to the warrant, and on file with the Town Clerk:

This includes gender specific references to mirror the bylaws and a series of deletions.

ARTICLE 23. On petition of the Charter Review Committee, to see if the Town will vote to extend the tenure of the Charter Review Committee until the 2025 Annual Town Meeting; with a continuation of the current members' terms to be extended to the same Annual Town Meeting, with any vacancies to be filled by the Town Moderator; or to take any action thereto.

ARTICLE 24. On a petition of the Masconomet Regional School Committee, to see if the Town will vote to amend subsection D of Section IV ("Apportionment of Capital Costs") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by striking the language as indicated below and by inserting the bold, italicized text:

These changes mirror the calculation of assessments for capital costs to the calculation adopted for operating assessments in 2022.

The hearing was open for questions and comments.

The Town Moderator will provide a consent agenda of articles.

The Finance Committee will provide their recommendations to Town Meeting to be printed in the Warrant by April 6.

George Dow asked the Select Board/FinCom to be cognizant that the School Committee did not actually reduce the budget, but rather tapped into revolving funds as a funding source and noted those accounts are to accept receipts of programs and pay related expenses and should not have high balances.

On a **MOTION** made by **Kassiotis** second by **Garber**, the Select Board **VOTED** unanimously by roll call to maintain the use of \$132,000 of Special Education Stabilization Fund.

ITA Bresnahan and Finance Director Wood were recognized for their work.

8:40 pm The Warrant Hearing was closed.

Upcoming Meetings:

April 4 & 18	Regular Select Board meetings
May 4	Pre-Town Meeting

May 9

Annual Town Meeting

Executive Session

On a **MOTION** made by **Cresta**, second by Kassiotis, the Select Board **VOTED** unanimously by roll call to enter into Executive Session at 8:47 pm in accordance with M. G.L. c. 30A, s. 21(a)(2) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; relative to negotiations with the Town Administer, and adjourn directly from Executive Session and not return to open session.

The Board adjourned from Executive Session at 7:59pm.

Respectfully submitted,
Catherine E.Tinsley

Catherine Tinsley, Recording Secretary

Jeff Garber, Select Board Clerk

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

Agenda: March 30, 2023

Draft 2023 Annual Town Meeting Warrant: Articles 1- 24

Revenue Expense Summary

MEETING MINUTES

SELECT BOARD
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
Tuesday, April 4, 2023
6:00 PM

This meeting was recorded.

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

Not Present: Brian Cresta

Others Attending: Interim Town Administrator (ITA)/HR Director Jackie Bresnahan; and others as noted.

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.

6:00 PM With a quorum present, Chair Prentakis called the meeting to order and noted going forward the Board meeting would start at 6 PM.

BUSINESS

Warrant Approval: ITA Bresnahan provided a brief overview of Warrant #2320.

The Town Accountant/Finance Director has reviewed the warrant and requested the Board's approval. It was anticipated these were the last Snow & Ice invoices.

On a **MOTION** made by **Garber** second by **Carbone**, the Select Board **VOTED** unanimously by roll call to approve warrant # 2320 as presented.

Minutes: ES & OS March 4, 2023 (Joint with FC); March 7, 2023; OS & ES March 14, 2023; March 20, 2023

On a **MOTION** made by **Kassiotis** second by **Garber**, the Select Board **VOTED** unanimously by roll call to approve the Select Board meeting minutes of ES & OS March 4, 2023 (Joint with FC); March 7, 2023; OS & ES March 14, 2023; March 20, 2023.

Interim Town Administrator update/reports – J. Bresnahan: *Additional information is available on the town's web site: Middletonma.gov*

- April 9 the Transfer station is closed.
- April 10 – 14 the Memorial Hall ramp will be replaced and closed; assistance is available.
- April 3 – 30 the Town is conducting the annual hydrant flushing from 6 am to 8 pm
- April 11 – Benefits Fair for all full time town employees (including elementary school)
- April 22 - DPW Annual Brush Day at the transfer station.
- April 29 - Friends of the Council on Aging are hosting a fund raiser swing dance at the American Legion.
- April 30 - Annual Earth Day Festival, 105 S. Main Street 12 to 3 pm. Hosted by the Middleton Stream Team. A vender will be present to pick up donated clothing and make a donation to the Stream Team.
- May 20 - Patriotic Observances Committee and Veteran's Service Officer organized a flag event at the Oakdale Cemetery in preparation for Memorial Day.
- May 29 - Annual Memorial Day Activities – Parade starts at 9:00 am to Oakdale Cemetery.
- June 17 - Friends of COA is holding a yard sale at 105 S. Main 8am – 2pm.
- June 17 - Chief Wills Day Festival.

- Chief Assessor Brad Swanson was present and informed the Board an incorrect billing date was sent to the billing vender which in turn charged a day's interest on 4th quarter tax real estate / personal property bills due May 1. The Assessor's office and Treasurer/Collector's office has corrected this with the vender. Taxpayers paying a bill in person at Memorial Hall are encouraged to verify the amount with the Collectors office before paying by check. Any overage paid will either be refunded or be applied in the next fiscal year. Ms. Bresnahan also encouraged residents to use the Collector's phone number as listed on the Town's home page and on the tax bills: 978- 774-1867
- Chair Prentakis asked for an update on complaints re Boston Street – the property owner had 30 days from the day of notice, per the bylaw, to remove unregistered vehicles. Town Counsel will work with the town during the legal process going forward.
- River Street complaints – Town Counsel is involved.
- Boat Storage – The boat storage company at the Transfer Station is paid through April 2023; A new RFP has been drafted and will be brought to the Board in April/ May.

Update on Town Administrator Search Process

Chair Prentakis reviewed the Board held Town Administrator interviews March 21 & 22 and voted to appoint Michael McGovern and move into contract negotiations. Cresta and Garber met with McGovern and negotiated a contract but the next day McGovern backed out of the agreement to stay at this current community. The Board will interview an additional candidate, Thomas Guerino, Thursday April 6 and deliberate on going forward. The two other candidates that participated in the initial interviews, David Marciello, and Justin Sultzbach are still considered viable candidates. The Town maintains the option to begin a new search.

Review & discussion on renewal of North Eastern Massachusetts Law Enforcement Council (NEMLAC) Mutual Aid/Assistance Agreement; votes may be taken

ITA Bresnahan noted Administration changes have been updated in the Agreement; the coverage and aid agreement terms remain the same.

On a **MOTION** made by **Carbone** second by **Garber**, the Select Board **VOTED** unanimously by roll call to accept the NEMLAC Assistance Agreement.

Review recommendation from the Building Committee on Construction Manager at Risk firm; discussion & authorize Owner's Project Manager PCA360 to enter negotiations with firm; votes may be taken
Building Committee member Paul Armitage was present. ITA Bresnahan is an ex officio member of the Building Committee and gave an overview of the process used to interview for a Construction Manager at Risk firms. The Building Committee interviewed and ranked five firms followed by opening of the price proposals. W. T. Rich, Natick, MA. was ranked first and submitted the most competitive bid. Upon the Select Board's authorization, PCA360 will be negotiations with W. T. Rich.
The Select Board will receive the negotiated contract for review/ approval.

On a **MOTION** made by **Garber** second by **Carbone**, the Select Board **VOTED** unanimously by roll call to authorize PCA360 to enter negotiations with W.T. Rich, Natick.

Updates & Announcements

- The "trash queens" continue to do a great job picking up trash around town but requested the Board urge commercial properties to provide trash receptacles in their parking lot for customers.

Upcoming Meetings:

April 18	Regular Select Board meeting
May 9	Annual Town Meeting – Howe-Manning School
May 16	Annual Town Election – Fuller Meadow School
May 2, 16, 30	Regular Select Board meeting

The Select Board **unanimously adjourned** at 6:29 pm.

Respectfully submitted,
Catherine E. Tinsley

Catherine Tinsley, Recording Secretary
These minutes were prepared from video recording.

Jeff Garber, Select Board Clerk

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

- Agenda: April 4, 2023
- Warrant #2320: Payroll: \$775,091; Bills Payable: \$770,473
- Minutes: ES & OS March 4, 2023 (Joint w FC); March 7, 2023; OS & ES March 14, 2023; March 20, 2023
- North Eastern Massachusetts Law Enforcement Council Interagency Mutual Aid/Assistance Agreement
- Healey-Driscoll Administration Announces End of COVID-19 Public Health Emergency in Massachusetts
- Meeting Notes: Middleton Municipal Complex - 3/29/23, 8:00 pm – Middleton Building Committee (MBC) Subcommittee Construction Manager at Risk (CMR) Selection Committee

MEETING MINUTES

SELECT BOARD
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
THURSDAY APRIL 6, 2023
6 PM

This meeting was recorded.

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

Others Attending: Catherine Tinsley, Recording Secretary, and others as noted.

Municipal Resources Inc. (MRI) - Buzz Stapczynski & Bob Mercier

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.

6:09 PM With a quorum present, Chair Prentakis called the meeting to order.

Chair Prentakis announced the purpose of this meeting was to interview another candidate for Town Administrator. He stated candidate Michael McGovern was made, and accepted, a conditional offer for Town Administrator and negotiated a contract, then reneged his acceptance to stay in his current community.

Chair Prentakis reviewed other similar situations in Town that have worked out very well, and assured community that even if the number one candidate is no longer an option, it doesn't mean they won't have a good candidate to appoint.

Bob Mercier commented he wanted the public to know the Select Board was professional during the process.

6:15 pm Interview with Thomas M Guerino, City of Greenfield, MA Housing Authority/Greenfield Housing Associates, Inc – Executive Director (GHAI), Inc.

Mr. Guerino provided the Board with a copy of his FY20 budget and budget message from the Town of Bourne, Massachusetts as an example of his work.

Mr. Guerino first addressed that he currently lives three miles over the Vermont border but assured the Board he would take up residency locally and be fully committed to Middleton. He referenced his resume and how his experience was a good fit for the Town of Middleton and spoke in detail on his 14 years as a Town Administrator in Bourne and his experience going from a weak Town Administrator to a strong Town Administrator.

His experience included similar construction projects as Middleton is starting, e.g. 40b projects, both friendly and unfriendly, school, DPW, police station, wastewater plant, etc. and how these facilities add value to a community.

Mr. Guerino said the size of Middleton was a good match for his experience, and the town's challenges were in line with his skills. He noted Middleton appeared to have committed department leaders, was a stable community and he was interested in being a part of this team. He elaborated on his management style to build teams, cross train, support professional development, and "not get flustered when things are difficult." Mr. Guerino added as Town Administrator, his job was to keep the Board informed and specifically to send information to all board members at the same time, when appropriate to do so, and to have a frank, honest and mutually respectful relationship with the Board and staff. He went on to talk about the importance of balancing the school and Town's needs and to nurture a good relationship. He supported a transparent government for information to be easily attainable to the public and to get out of the office to meet residents and participate in local events.

Mr. Guerino addressed having a correction facility in the town and how to benefit from it by maintaining a good relationship with the Sheriff and utilize inmates for work.

In closing, Mr. Guerino stated he wanted to be in Middleton, was pleased to get a call for an interview, and impressed on the Board his Vermont residency was a "non-factor." He stated his intention was to work another 7 to 10 years. He had questions for the Board related to the Long Term Comprehensive Plan (Master Plan) ie identify the timeframe and benchmarks.

Mr. Guerino said he could be available in three to four weeks to leave his current position, wind down his consulting, and as a IMCA Rules state, he would resign his current Select Board position.

7:19 pm Mr. Guerino left the meeting.

Deliberations; votes may be taken

Chair Prentakis reviewed the Town had three active candidates: David Marciello, Justin Sultzbach, Thomas Guerino and immediately asked for a sense of the Board if they would offer the job to any of the candidates or pursue the option of starting a new search.

Carbone, Kassiotis, Costa, and Prentakis supported Justin Sultzbach and Garber supported Guerino. Discussion followed. Garber questioned since the Board's vote was not unanimous, and the Board had the goal to have four candidates that could do the job, if there was an appetite to start the search over? The Board agreed at this point it did not need to do so as they had good candidates and having already completed three rounds of interviews, future candidates may interview to be what the town is looking for but something they are not. Costa observed the choice was about culture, fit and personality which is can be difficult to come through in an interview and any of the three candidates could do the job.

Even though there was different skill sets, the Board felt either Justin Sultzbach or Thomas Guerino would do a good job. Cresta opined Sultzbach had a good command of the job. Garber was concerned with Sultzbachs' lack of experience, but it was noted the previous Town Administrator had limited experience and was an excellent Town Administrator and Sultzbach had the long experience of being an assistant Town Administrator. Kassiotis opined the Board had a broad selection of candidates that represented what was out there.

Carbone pointed out Sultzbach was clear in his interview he was not looking to leave Winchendon but was from the North Shore and didn't want to pass up the opportunity to be in Middleton.

Prentakis observed McGovern was not the first choice of all the Board members and neither was the previous Town Administrator, Andy Sheehan.

On a **motion** by Cresta, seconded by **Carbone**, the Board **voted** 4-1-0 by roll call to make a conditional offer, contingent on a full background check, investigation, physical and completion of a successful contract, to Justin Sultzbach for Town Administrator, with Garber voting in the negative.

Cresta noted the 4-1 appointment and for the purpose of showing unanimity of the Board, made a **motion**, seconded by **Kassiotis**, to make this a unanimous appointment. The motion carried unanimously 5-0-0.

7:33 pm **Executive Session**

*On a **motion** by Cresta, seconded by Kassiotis, the Board **voted** to enter into Executive Session in accordance with M. G.L. c. 30A, s. 21(a)(2) 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel **relative to negotiations with the Town Administer** to include MRI, and adjourn directly from Executive Session and not return to open session*

7:55pm - The Board **adjourned** from Executive Session.

Respectfully submitted,
Catherine Tinsley
Catherine Tinsley, Recording Secretary

Jeff Garber, Select Board Clerk

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

Agenda: April 6, 2023

Candidates Submission Material

Candidate Questions:

1. Tell us about yourself and why you should be our next TA?
2. I see you have been in your current position for (xx months/years), can you explain why you are interested in leaving that role and coming to Middleton? (For candidate not currently in a municipal can you explain why you departed your community and why are you now interested in returning to municipal government management?)
3. Please tell us about your understanding of this job. What are the challenges? What are the problems? Why should you be considered as a finalist for this position?
4. What do you think are the most important characteristics of an effective Town Administrator?
5. What if any experience do you have with large construction projects, such as new school, library, etc.
6. What, if any, experience do you have with 40 B Projects. How did you handle the process?
7. How do you work through challenges with a local organization or institutions, such as a correctional facility, to benefit the Town?
8. Please share with us what you know about our community. From your perspective, what are its strengths, weaknesses, and unique characteristics? How do your skills and experiences apply?
9. What does the term transparency in local government mean to you? In your research of Middleton, do you believe we are a transparent town government? Is there anything you would do differently?
10. We all learn from our experiences. Describe a significant professional achievement and a significant professional disappointment. What lessons did you learn from each?
11. What do you see as the proper relationship between you as TA and the Select Board; ATA; department heads; other elected and appointed officials; employees and taxpayers.
12. What are the three most important qualities you seek in hiring a new town employee? How do you seek out and ensure that our new employees have these qualities?
13. What is the single most important function of local government in this state?
14. How would you handle a situation where there was there was a program or policy you wished to implement that the Select-Board was not in favor of?
15. What are the steps or your process to you maintain morale in municipal offices?
16. Please tell us anything else we need to know about you that has not been mentioned. Do you have any questions for us?



OFFICE OF THE
BOARD OF SELECTMEN

TOWN OF MIDDLETON
MASSACHUSETTS

APPLICATION FOR A LICENSE TO OWN A
TAXICAB COMPANY/REGISTER CABS

The undersigned respectfully requests to be licensed to own a taxicab(s) within the limits of the Town of Middleton.

INDIVIDUAL NAME: Timothy Axford

BUSINESS NAME: Black Glove Transportation Corp

BUSINESS ADDRESS: 35 Village Rd Suite 100, Middleton MA

TELEPHONE #: 978-886-0312

HOW MANY TAXIS DO YOU OWN: 1

PLEASE PROVIDE THE INFORMATION REQUESTED BELOW ON EACH TAXI.

TAXI #1	YEAR <u>2020</u>	MAKE <u>BMW</u>	MODEL <u>740i</u>	REG # <u>LVA1428</u>
TAXI #2	YEAR	MAKE	MODEL	REG #
TAXI #3	YEAR	MAKE	MODEL	REG #
TAXI #4	YEAR	MAKE	MODEL	REG #
TAXI #5	YEAR	MAKE	MODEL	REG #
TAXI #6	YEAR	MAKE	MODEL	REG #
TAXI #7	YEAR	MAKE	MODEL	REG #
TAXI #8	YEAR	MAKE	MODEL	REG #
TAXI #9	YEAR	MAKE	MODEL	REG #
TAXI #10	YEAR	MAKE	MODEL	REG #

Please provide a copy of the insurance policy for each taxi.

Recommendation of the Chief of Police: _____

The fee for this license is: \$150, which includes 1 cab

Plus \$25 per additional taxi: _____ X \$25 = \$_____ + \$150 = \$150 (Total)

(# of taxis)

License will expire 12/31/2016

DM PAID



**OFFICE OF THE
BOARD OF SELECTMEN**

**TOWN OF MIDDLETON
MASSACHUSETTS**

**APPLICATION FOR A LICENSE TO
DRIVE A TAXICAB**

The undersigned respectfully requests to be licensed to operate a taxicab within the limits of the Town of Middleton.

NAME: Timothy Axford

ADDRESS: _____

TELEPHONE #: 978-886-0312

HOW LONG HAVE YOU RESIDED AT THE ABOVE ADDRESS: 2 years

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

EYE COLOR: _____ HAIR COLOR: _____

HEIGHT: _____ DRIVER'S LICENSE #: _____

DO YOU HAVE A POLICE RECORD? _____ (Yes) X (No)

If the answer is yes, please provide circumstances below:

The fee for this license is \$100.00. + 1 cab = 150^{dm}

This application must also include a CORI Request Form and a copy of your MA Drivers' License

License will expire 12/31/2016



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lighthouse Insurance Agency, Ltd 540 Gallivan Blvd Ste 211 Dorchester MA 02124		CONTACT NAME: Jason Mutascio PHONE (A/C, No, Ext): (617) 464-3777 FAX (A/C, No): (617) 464-3888 E-MAIL ADDRESS: jason.mutascio@lighthouseins.net	
INSURED Timothy Axford MA 01960		INSURER(S) AFFORDING COVERAGE INSURER A: Lancer Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2333147099

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA176301#1	03/29/2023	03/29/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ Uninsured motorist BI \$ 20,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate is provided to Holder as proof of active coverage for above Named Insured.

Timothy Axford
Hydi Taylor

2020 BMW 740 WBA7T2C00LGL17797

CERTIFICATE HOLDER

CANCELLATION

Uber Boston Boston MA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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March 29, 2023

Select Board
Town of Middleton
Town Hall
48 S Main Street Middleton, MA 01949

Dear Mr. Prentakis,

The position of Middleton's Representative to the Metropolitan Area Planning Council (MAPC) is **currently vacant**. It is my hope that the Town will participate on the Council by appointing a Representative for a three-year term, and I have outlined this process below.

In accordance with the provisions of Massachusetts General Laws, Chapter 40B, Section 24, when the term of an appointed member expires, his/her successor shall be appointed **for a term of three years**. This term should commence on the date of appointment and must comply with the statute in order to be considered valid.

We recommend that the Town select an elected or appointed official or resident who can effectively represent Middleton's interests in the region, and who will appropriately report back to the Town on MAPC's projects and policy priorities.

In keeping with MAPC's ongoing efforts to diversify our staff and members of the Council, we always appreciate it if an appointing authority can give due consideration to candidates who might help MAPC to reflect more accurately the population of our region, and for those reasons, we especially encourage you to consider appointing a woman or person of color.

Please be aware that in the capacity of Council Representative, individuals hold a statutory office and are considered to be special state employees within the meaning of various statutes, including the Conflict of Interest Law.¹

This is an exciting time for smart growth and regional collaboration and MAPC is rising to the challenge:

- *MetroCommon 2050*, Greater Boston's long-range regional plan, was adopted in 2021 and guides our work. *MetroCommon* describes a vision for a more equitable, resilient, and inclusive future through a series of action areas, goals, and actionable recommendations. The plan is supported by a series of research products, data, and decision-making tools designed to help cities and towns understand current conditions and future trajectories. Learn more at metrocommon.mapc.org.
- MAPC provides top-notch technical assistance to its member communities – drafting zoning bylaws, preparing applications to state government, helping communities to prepare for natural or man-made disasters, protecting water supplies, establishing 40R or 43D districts, etc. We assist our communities to develop and implement all manner of plans, including housing, economic

¹ Massachusetts General Laws, Chapter 268A

development, open space protection, and/or downtown vibrancy. Often, MAPC can cover all or part of the costs of these efforts.

- MAPC does not stand still. In recent years we have added new programs for our members, covering topics such as clean energy, public health, and arts and culture planning.
- The Council has an active legislative agenda, overseen by its Legislative Committee. Currently, for instance, we are actively engaged in efforts to expand funding for the Community Preservation Act (CPA), to reform the state's antiquated zoning and subdivision laws, and to increase local transportation funding opportunities for cities and towns.
- As vice chair of the region's Metropolitan Planning Organization (MPO), we play an active role in making sure that the voice of our member communities is heard in regional efforts to program federal transportation funds.
- We continue to assist communities in the bulk purchase of goods and services – everything from fire trucks to office supplies. Buying as a group keeps the price low and helps to ensure quality products and services. We have added many new products and services that are consistent with our mission, such as smart parking systems that include smart meters and mobile payment applications; local produce, meat and fish for schools; and automated vehicle locator systems for public works vehicles.
- We believe that achieving equity is paramount to the long-term economic and social wellbeing of the Metro Boston region and the Commonwealth. MAPC is committed to advancing equity in the region through our organization policies, planning projects, and public policy positions.

You can learn more about MAPC's ongoing activities by consulting our website, www.mapc.org, or you can follow us on Facebook or Twitter.

MAPC takes pride in playing a critical role to promote sustainable growth and inter-local cooperation across the region. We value Middleton's involvement in deliberations about the region's physical, social and economic condition, and we need your participation. We look forward to the involvement of your new appointee.

I would also like to point out that the Town has the option of appointing an Alternate member to serve conterminously with the Representative. Details on this process are enclosed with this letter. The Alternate member can vote at all Council meetings on behalf of the Town in the absence of the Representative.

Please address any questions regarding the appointment process to Patrice Faulkner, Operations Coordinator, at pfaulkner@mapc.org. Or, if you have broader questions about the role of MAPC and its Council members, feel free to call me directly at (617) 933-0701, or contact me by email at mdraisen@mapc.org. Thank you for your attention.

Respectfully,

A handwritten signature in black ink, appearing to read "Marc D. Draisen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Marc D. Draisen
Executive Director

Enclosure



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: Select Board; Jackie Bresnahan, Interim Town Administrator
CC: Town Moderator
FROM: Deb Mahoney, Administrative Assistant
DATE: April 13, 2023
RE: Vacancies as of June 30, 2023

Below you will find a full listing of the board and committee seats that will have vacancies as of June 30, 2023.

Select Board Appointees

- Affordable Housing Trust – 2 year term – 2 seats
- Board of Appeals – 1 year term – 2 seats
- Board of Health – 3 year term – 2 seats
- Board of Registrars – 3 year term – 1 seat
- Board of Registrars – 2 year term – 1 seat
- Bylaw Review Committee – 1 year term – 2 seats
- Conservation Commission – 3 year term – 2 seats
- Council on Aging – 3 year term – 3 seats
- Cultural Council - 3 year term – 2 seats
- Cultural Council - 2 year term – 1 seat
- Historical Commission – 2 year term – 2 seats
- Industrial and Commercial Design Review Committee – 1 year term - 1 seat
- Municipal Property Tax Relief – 3 year term? – 1 seat
- Patriotic Observances Committee – 3 year term – 1 seat
- Planning Board – Alternate – 1 year term – 1 seat
- Planning Board – Alternate – 1 year term – 1 seat
- Rails to Trails Committee – 2 year term – 2 seats
- Recreation Commission – 2 year term – 1 seat
- Scholarship Committee – 3 year term – 1 seat

Moderator Appointees:

- Community Preservation Committee – 3 year term – 1 seat
- Essex North Shore Regional Agricultural & Tech – 2 year term – 1 seat
- Finance Committee – 3 year term – 2 seats
- Master Plan Committee – 3 year term – 1 seat
- Zoning Bylaw Review Committee – 3 year term – 1 seat
- Zoning Bylaw Review Committee – 2 year term – 1 seat

Correspondence and informational materials



Clothes aren't trash!

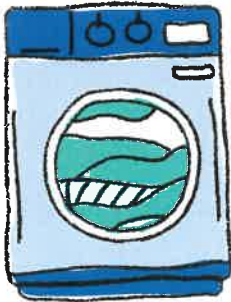
CLOTHING DRIVE SUNDAY, APRIL 30th



Bring unwanted clothing, footwear, linens, luggage, or accessories to the Helpsy collection truck.

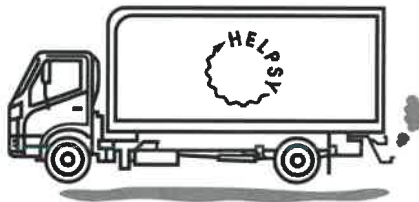


From 12 PM to 3 PM at the
Middleton Stream Team Earth Day Festival
Former golf course on Rt 114, Middleton



Items must be **CLEAN, DRY, ODORLESS** and placed in a **CLOSED PLASTIC BAG**.

Stained and torn items are acceptable.



Proceeds will support the Middleton Stream Team's mission. Helpsy will sort and then divert items for re-wear, reuse, or recycle — giving your used clothing a second chance. Find a list of accepted items at middletonstreamteam.org.

April 4, 2023

Town of Middleton

Select Board

Kosta E. Prentakis, Chair

48 S Main Street

Middleton, MA 01949

Chair Prentakis and Members of the Board:

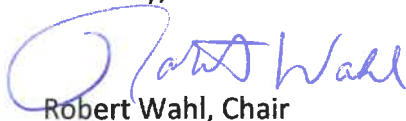
Planning is underway for the Town of Middleton's Memorial Day ceremonies and parade by the Patriotic Observances Committee. Enclosed is a copy of the letter inviting past and potential participants to be part of this year's observances.

The Committee would be honored by the attendance of Select Board Members at the ceremonies at the Flint Library and at Oakdale Cemetery where their attendance will be recognized.

As described in the attached letter, the parade assembly location and route to the Flint Library have been changed with the approval of Chief Sampson and permission of Howe-Manning Principal Bryson. The change will minimize the traffic disruption on Route 114. The parade will move from the Howe-Manning parking lot up Central Street, cross Route 114 to the Flint Library. After the brief ceremony at the library, the parade will cross Route 114 and move down Maple Street to Oakdale Cemetery. After the ceremony at the cemetery, the parade will return on Maple Street to Washington Street to Central Street and disband at Howe-Manning School.

We are looking forward to the return of the Memorial Day parade for the first time since 2019.

Sincerely,



Robert Wahl, Chair

Patriotic Observances Committee

Members: Jillian Kemp, Secretary; Steve Kostos, Javier Montanez, Mira Plante, Scott Saulnier

The Town of Middleton will again have a Memorial Day Parade after an absence of three years due to Covid restrictions and precautions. The commemoration, as in the past, will consist of a brief ceremony at the Veterans Memorials on the lawn in front of the Flint Memorial Library, a march from there down Maple Street to the Oakdale Cemetery Veterans Section at the top of the hill, where the main ceremony will take place. The Parade will then march back to the Howe-Manning School parking lot, the parade starting point.

The Middleton Select Board has asked the Town Patriotic Observances Committee to organize a parade to include a large number of participants representing Town Departments, Veterans Organizations and various other organizations, dignitaries, vehicles, and marching units. Therefore, the Committee is pleased to invite your organization to participate in the parade.

The parade and ceremonies will take place on Memorial Day, Monday, May 29, 2023. The parade will assemble at 8:45 a.m. in the parking lot behind Howe-Manning School, 26 Central Street, Middleton, MA. Please confirm your participation by email to kevin.welch@middletonma.gov with " Memorial Day" on the subject line.

Sincerely,

Robert Wahl, Chair

Patriotic Observances Committee

Members: Jillian Kemp, Secretary; Steve Kostos, Javier Montanez, Mira Plante, Scott Saulnier