

Town of Middleton Massachusetts



ANNUAL TOWN MEETING

Tuesday, May 9, 2023

7:00PM

**Howe Manning School Gymnasium
26 Central Street, Middleton, MA**

Acknowledgements

Retirements

- **John Black, Department of Public Works**
- **Scott Saulnier, Department of Public Works**
- **Richard Cardinale, Police Department**

In Memoriam

- **Alice Tierney, Council on Aging**
- **Patricia Ohlson, Board of Assessors**

Dedication

Special Thanks to Andrew J. Sheehan for 7 years of dedicated service as Town Administrator
Special Thanks to George Dow his over 20 years of service on the Finance and Advisory
Committee

Middleton Select Board

Kosta E. Prentakis, Chair

Jeffrey P. Garber, Clerk

Brian M. Cresta

Richard W. Kassiotis, Jr.

Deborah J. Carbone

Jackie Bresnahan, Interim Town Administrator

Sarah Wood, Finance Director

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Summary of Spending by Warrant Article

Article #	Description	Tax Levy	Overlay Surplus	Community Preservation Fund	Ambulance Fund	Free Cash	Enterprise Fund	Enterprise Fund Retained Earnings	Stabilization Fund	Other	Notes
ATM 2	FY23 Snow and Ice deficit	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
ATM 3	Prior Year Bills	\$ -	\$ -	\$ -	\$ -	2,331.52	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	2,331.52	\$ -	\$ -	\$ -	\$ -	
ATM 4	Re-Allocate Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	62,290.24	Moving from Acquisition of Golf Course/Initial Design to Municipal Complex Construction
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	62,290.24	
ATM 6	Omnibus Budget	\$ 43,489,025	\$ -	\$ -	\$ 650,000	\$ -	\$ 97,309	\$ -	\$ 132,000	\$ 153,155	Special Education Stabilization Fund/PEG RRFA Fund
	Total Article	\$ 43,489,025	\$ -	\$ -	\$ 650,000	\$ -	\$ 97,309	\$ -	\$ 132,000	\$ 153,155	
ATM 7	CPA Budget - Ongoing	\$ -	\$ -	\$ 295,107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ 295,107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 8	CPA Budget - New Projects	\$ -	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATM 11	SESD Sewer Enterprise Fund Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,320	\$ -	\$ -	\$ -	Sewer Enterprise Fund
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,320	\$ -	\$ -	\$ -	
ATM 12	Water Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,657	\$ -	\$ -	\$ -	Water Enterprise Fund
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,657	\$ -	\$ -	\$ -	
ATM 14	Funding for OPEB Trust Fund Appropriation to Facilities Complex Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	
ATM 15	Capital Budget	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 821,948	\$ -	\$ 1,000,000	\$ 370,000	\$ -	Capital Stabilization
	Total Article	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 821,948	\$ -	\$ 1,000,000	\$ 370,000	\$ -	
ATM 16	Town owned property studies	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
ATM 17	MASCO Turf Field	\$ -	\$ -	\$ -	\$ -	\$ 150,162	\$ -	\$ -	\$ -	\$ -	
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ 150,162	\$ -	\$ -	\$ -	\$ -	
ATM 19	Appropriate FY24 opioid fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	placeholder for now
	Total Article	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Warrant Book Totals		\$ 43,489,025	\$ 150,000	\$ 770,107	\$ 800,000	\$ 1,399,442	\$ 415,286	\$ 1,000,000	\$ 502,000	\$ 215,445	



**FINANCE COMMITTEE
TOWN OF MIDDLETON
Report for Annual Town Meeting
May 9, 2023**

April 6, 2023

Dear Residents of Middleton:

Welcome to Middleton's Annual Town Meeting. Town Meeting is your time to review the proposed plan our elected and appointed officials have for FY2024 and voice your questions and concerns. This is a collaborative process between Town Government and the Citizens which is designed to keep Middleton the wonderful community we all enjoy.

This year's Annual Town Meeting there are 24 articles. The Acting Town Administration, Select Board and Finance Committee have worked diligently on your behalf to present a budget that we believe addresses the concerns and priorities of the entire community, and its appeal to the quality of life, while at the same time balances available revenues to be financially responsible. Article 6 of the Annual Town Meeting Warrant is the Omnibus budget for FY24.

The proposed FY24 budget funded by taxation is \$44,521,489. This is an increase of 3.3%. The following table outlines the budget changes:

Name	2020 Actual	2021 Actual	2022 Actual	2023 Approved Bud	2024 Proposed Bud	% Chg
Expenditures						
General Government	\$1,621,274	\$1,779,426	\$1,817,855	\$2,441,565	\$2,509,115	2.77%
Public Safety	\$4,217,887	\$4,487,158	\$4,725,109	\$4,946,164	\$4,896,151	-1.01%
Education	\$23,003,977	\$23,145,459	\$23,621,407	\$25,099,367	\$26,495,356	5.56%
Public Works	\$1,572,737	\$1,610,893	\$1,720,697	\$1,940,979	\$1,982,177	2.12%
Human Services	\$436,228	\$405,799	\$442,795	\$536,239	\$531,246	-0.93%
Culture and Recreation	\$588,008	\$599,157	\$642,389	\$734,638	\$797,026	8.49%
Debt Service	\$1,439,571	\$1,348,778	\$1,549,598	\$4,212,642	\$3,805,331	-9.67%
Other Financing Uses	\$3,473,006	\$3,197,958	\$4,590,161	\$3,182,518	\$3,505,087	10.14%
Total Expenditures:	\$35,733,877	\$36,682,75	\$39,110,011	\$43,094,112	\$44,521,489	3.31%

The budget includes no new position for the Town Government. However, Department Heads advised the Town of several new positions required. While current economics cannot afford this additional staffing at this time, the need is valid and will have to be addressed soon. The below table is a summary:

Department	Positions	Number	Requirement
Town			
Administrator	Facilities Director	1	New facilities require proper maintenance
Library	Assistants	2	Community needs
Fire	Firefighter Paramedics	4	Expand medical response
Police	Officers	5	Mandates to reduce Reserves

We estimate the impact of the FY24 budget to the Tax Rate for FY2024 to be \$0.51. The projected impact of approving the Operating Budget would increase taxes on a home valued at \$650,000 by \$332.

Town Meeting is also being asked to approve various capital projects in Article 15 paid from Free Cash, Overlay Surplus, Ambulance Fund, and Capital Stabilization Fund \$2,491,948. These requests are made to properly position our departments to provide the necessary services Middleton residents expect, and to maintain the Taxpayer's assets. Within Article 15 of the ATM Warrant is a breakout of the requested expenditures by department for your consideration.

Here is a summary of all articles, and the Finance Committee recommendations:

Article	Description	Sponsor	Amount of Article	Fincom Rec
2	FY23 Snow and ice deficit	SB\Fincom	\$25,000	Yes
3	Prior Year Bills	SB\Fincom	\$2,332	Yes
4	Reappropriation funds Muni Facilities	SB\Fincom	\$62,290	Yes
5	Salaries of Elected Officials	SB\Fincom	\$0	Yes
6	Omnibus Budget	SB\Fincom	\$43,489,025	Yes
7	CPA Budget-Ongoing	SB\CPC	\$295,107	Yes
8	CPA Budget-New Projects	SB\CPC	\$475,000	Yes
9	Removal of 2 Revolving funds	SB\Fincom	\$0	Yes
10	Revolving Funds	SB\Fincom	\$55,000	Yes
11	SESD Sewer Enterprise Fund	SB\Fincom	\$121,363	Yes
12	Water Enterprise Fund	SB\Fincom	\$299,253	Yes
13	MELD contribution to the Town	MELD	\$209,267	Yes
14	OPEB Trust Fund & Facilities Stab.	SB\Fincom	\$350,000	Yes
15	Capital Budget	SB\Fincom	\$2,491,948	Yes
16	48 South Main Street	SB	\$50,000	Yes
17	MASCO Turf Fields	SB\Fincom	\$150,162	Yes
18	Chapter 59 Section 5c 1/2	Assessors	\$0	Yes
19	Opioid Settlement	SB		TBA
20	Easements	SB	\$0	Deferred
21	Land acquisition	SB	\$0	Yes
22	Charter amendments	CRC	\$0	Deferred
23	Charter Review Com extension	CRC	\$0	Deferred
24	MASCO Agreement amendments	MASCO	\$0	Yes

The Finance Committee had two members leave. Twenty plus years member John Mahoney left due to moving from Middleton. George Dow Sr has chosen to resign from Finance Committee after Town Meeting. George has served the community faithfully and exemplarily for many years. He's been an invaluable resource. However, the good news is that George will continue to support Middleton in his capacity on other committees.

Finally, thank you for joining us at Town Meeting!

Sincerely,

Middleton Finance Committee

John Erickson, Co-Chair

Michelle Cresta

Toni Mertz

Richard S. Gregorio, Co-Chair

George E. Dow Sr.

Peter C. Moon

Jason Vining

COMMUNITY PRESERVATION PLAN TOWN OF MIDDLETON MARCH 27, 2023

The voters of Middleton adopted the Community Preservation Act (CPA) with a 1% surcharge at Town Meeting in May 2004 and at the ballot on November 2, 2004.

The Community Preservation Committee (CPC) was authorized by the Annual Town Meeting in May 2004 with the Town Moderator as the appointing authority. The members are:

Jeff Garber, Board of Selectmen, 2025
Robert Murphy, Master Plan Committee, 2024
John Erickson, Finance Committee, 2025
Anthony DeGregorio, Planning Board, 2024
Ilene Twiss, Housing Authority, 2023
Anthony Pesce, Conservation Commission, 2024
Anne LeBlanc-Snyder, Historical Commission, 2023
Mary Ann Erickson, Citizen-at-large, 2024
Kosta Prentakis, Citizen-at-large, 2023

The CPA requires at least 10% of each year's funds be spent or reserved for open space, historic preservation and affordable housing. CPA funds that are not expended in one year may be carried over to subsequent years. However, once CPA funds are reserved for a specific purpose, they must ultimately be used for that purpose. The remaining 70% of CPA funds in each fiscal year are available to be appropriated or reserved, according to the Town's discretion, for open space, historic preservation, affordable housing and recreation. Also 5% of annual CPA funds may be appropriated and used for administrative activities of the Community Preservation Committee.

The CPC is primarily a source of funding, rather than an initiator of projects. Town Boards, Departments and citizens may bring proposals for funding to the CPC. The CPC will give favorable consideration to those proposals that best meet our guidelines and goals. While the CPC does not have the power to appropriate funds for particular projects, Town Meeting may use CPA funds only with the recommendation of the CPC.

Goals:

Open Space:

1. Preserve Middleton's small town image
2. Protect valuable water resources and unique wildlife habitat areas
3. Increase and connect existing protected areas
4. Protect large tracts of undeveloped land

Recreation:

1. Provide for better recreational utilization of currently town owned land and facilities
2. Decentralize appropriate activities to neighborhood locations

Historic Preservation:

1. Preservation and enhancement of municipally owned properties of historical, archeological, architectural or cultural significance
2. Acquisition of threatened properties of particular historical, archeological, architectural or cultural significance
3. Encouraging the private sector to preserve assets of historical, archeological, architectural or cultural or cultural significance
4. Cataloguing resources of historical, archeological, architectural or cultural or cultural significance

Affordable Housing:

1. Meet local housing needs along the full range of incomes, while promoting diversity and stability of individuals and families in Middleton
2. Ensure that new affordable housing is harmonious with the community and its neighborhood
3. Leverage other public and private resources to the greatest extent possible.

Selection Criteria:

1. Consistency with Master Plan, Open Space and Recreation Plan and other planning documents that have or will receive wide community scrutiny and input
2. Preservation of currently owned Town assets
3. Affordability and provision for cost/funding that is compatible with the Town's financial plan
4. Preservation of a resource or opportunity that would otherwise be lost
5. Feasibility
6. Involvement of multiple CPA purposes
7. Involvement of multiple sources of funding
8. Compliance with Middleton Zoning By-laws

Adopted by the Community Preservation Committee on March 27, 2023.

Community Preservation Plan - 2023 Annual Town Meeting Update

	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERVATION RESERVE	AFFORDABLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
Interest Earned		0	0	0	0		
Unused appropriations		0	0	0	0		
6/30/23 Projected balances		\$68	\$68	\$201,288	\$384,019	\$585,443	
				RECEIVABLE	\$0		
				CASH BALANCE	\$384,019		
Fiscal Year 2024 Revenue							
FY24 Anticipated Town Share (Estimated)	\$ 270,000						
FY24 State Match Based on 30% of FY23 (Estimated)	\$ 79,500						
	\$349,500	39,785.56	39,785.56	39,785.56	\$230,143		
Fiscal Year 2024 Expenses							
Flint Public Library Renovation and Expansion 5/10/05 ATM (HP)			(39,853)		(134,897)		174,750.00
Community Preservation Committee Administration Budget					(1,000)		1,000.00
Historic cemetery monument restoration					(25,000)		25,000
Rail Trail		(39,853)			(10,147)		50,000
Common at Municipal Complex					(200,000)		200,000
Affordable Housing Trust Transfer				(200,000)			200,000
Interest Earned							
Unused Appropriations							
6/30/24 Balances		(\$0)	(\$0)	\$41,074	\$243,119	\$ 284,193	
				RECEIVABLE	\$0		
				CASH BALANCE	\$243,119		

**TOWN OF MIDDLETON
ANNUAL TOWN MEETING
COMMONWEALTH OF MASSACHUSETTS
MAY 9, 2023**

ESSEX s.s.

To the Constable of the Town of Middleton in the County of Essex:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Howe Manning School Gymnasium, 26 Central Street, on Tuesday, May 9, 2023, at 7:00PM, then and there to act on the following articles:

FY2023 AND PRIOR YEAR FINANCIAL ARTICLES

ARTICLE 1. To hear Committee Reports.

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.

Purpose: This article closes the deficit for Snow and Ice removal. The Snow and Ice deficit is typically funded through a transfer from Free Cash. At the time of printing the Snow and Ice deficit funding request is \$25,000. Requires a simple majority vote.

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.

Purpose: This article authorizes payment of bills from prior fiscal years. Under General Law c. 44, s. 64, bills from prior fiscal years can only be paid if approved by Town Meeting unless funds were encumbered. Requires a 4/5 vote.

- Stadium Oil: \$1,782.52
- 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.

Purpose: This article reappropriates the balance of the funds from the acquisition and preliminary design of the Golf Course from 2019 to other expenses for the design and construction of the Municipal Facilities Project. Requires a simple majority.

FY2024 FINANCIAL ARTICLES

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.

Purpose: This article establishes the compensation of elected officials. The schedule of salaries which shows the compensation of elected officials and employees is located in the back of the warrant book in Table A. Requires a simple majority vote.

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.

Purpose: This article requests approval of the Town's operating budget for the coming fiscal year beginning on July 1, 2023 and running through June 30, 2024. Detailed descriptions of revenues and expenditures are presented in the warrant book. Requires a 2/3 majority vote due to the use of stabilization monies as a funding source.

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
FUND: 01 GENERAL FUND					
FUNCTION 100: GENERAL GOVERNMENT					
Department #114 TOWN MODERATOR					
5100 Personal Services	200	200	200	200	200
DEPARTMENT TOTAL	\$200	\$200	\$200	\$200	\$200
Department #122 SELECTBOARD/ADMINISTRATOR					
5100 Personal Services	284,294	283,159	330,180	347,039	347,039
5200 Purchase of Services/Supplies	28,621	30,791	47,860	49,535	49,535
DEPARTMENT TOTAL	\$312,915	\$313,950	\$378,040	\$396,574	\$396,574
Department #131 FINANCE COMMITTEE					
5100 Personal Services	655	660	2,174	2,176	2,176
5200 Purchase of Service/Supplies	180	180	1,780	1,780	1,780
5200 Reserve fund (Budget Shown)	100,000	100,000	100,000	100,000	100,000
DEPARTMENT TOTAL	\$100,835	\$100,840	\$103,954	\$103,956	\$103,956
Department #135 TOWN ACCOUNTANT					
5100 Personal Services	139,403	165,310	168,557	171,686	171,686
5200 Purchase of Services/Supplies	27,197	30,159	37,250	44,150	44,150
DEPARTMENT TOTAL	\$166,600	\$195,469	\$205,807	\$215,836	\$215,836
Department #141 ASSESSORS					
5100 Personal Services	157,508	170,501	198,016	199,096	199,096
5200 Purchase of Services/Supplies	11,847	9,799	26,900	27,210	27,210
DEPARTMENT TOTAL	\$169,355	\$180,300	\$224,916	\$226,306	\$226,306
Department #145 TREASURER/COLLECTOR					
5100 Personal Services	192,032	181,765	219,043	220,911	220,911
5200 Purchase of Services/Supplies	43,225	49,903	45,750	42,046	42,046
DEPARTMENT TOTAL	\$235,257	\$231,668	\$264,793	\$262,957	\$262,957

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
Department #146 CUSTODIAN OF TOWN LANDS					
5100 Personal Services	2,500	2,500	2,500	2,500	2,500
DEPARTMENT TOTAL	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Department #151 TOWN COUNSEL					
5200 Purchase of Services	70,157	70,317	80,000	86,000	86,000
DEPARTMENT TOTAL	\$70,157	\$70,317	\$80,000	\$86,000	\$86,000
Department #155 INFORMATION TECHNOLOGY					
5100 Personal Services	69,744	64,186	73,913	71,454	71,454
5200 Purchase of Services/Supplies	252,562	270,803	440,232	448,872	448,872
DEPARTMENT TOTAL	\$322,306	\$334,989	\$514,145	\$520,326	\$520,326
Department #161 TOWN CLERK					
5100 Personal Services	124,992	130,914	173,888	178,003	179,503
5200 Purchase of Services/Supplies	6,019	12,982	20,450	22,620	22,620
5800 Capital Outlay	2,347	11,400	15,000	19,700	19,700
DEPARTMENT TOTAL	\$133,358	\$155,296	\$209,338	\$220,323	\$221,823
Department #162 ELECTIONS/ REGISTRATIONS					
5100 Personal Services	38,555	5,811	60,499	52,656	52,656
5200 Purchase of Services/Supplies	14,468	10,914	18,025	20,730	20,730
DEPARTMENT TOTAL	\$53,023	\$16,725	\$78,524	\$73,386	\$73,386
Department #171 CONSERVATION COMMISSION					
5100 Personal Services	85,552	86,655	91,183	93,101	93,101
5200 Purchase of Services/Supplies	1,402	1,822	3,950	4,050	4,050
DEPARTMENT TOTAL	\$86,954	\$88,477	\$95,133	\$97,151	\$97,151

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
Department #175 PLANNING BOARD					
5100 Personal Services	101,287	100,577	125,887	125,923	125,923
5200 Purchase of Services/Supplies	1,755	3,121	10,310	10,310	10,310
DEPARTMENT TOTAL	\$103,042	\$103,698	\$136,197	\$136,233	\$136,233
Department #176 BOARD OF APPEALS					
5100 Personal Services	2,059	1,452	2,680	2,720	2,720
5200 Purchase of Services/Supplies	1,241	507	2,050	2,050	2,050
DEPARTMENT TOTAL	\$3,300	\$1,959	\$4,730	\$4,770	\$4,770
Department #181 MASTER PLAN COMMITTEE/LAND ACQUISITION					
5100 Personal Services	393	0	1,474	1,496	1,496
5200 Purchase of Services/Supplies	0	0	100	100	100
DEPARTMENT TOTAL	\$393	\$0	\$1,574	\$1,596	\$1,596
Department #192 TOWN BUILDINGS					
5100 Personal Services	28,632	36,928	51,214	52,501	52,501
5200 Purchase of Services/Supplies	77,902	77,978	84,500	100,000	100,000
DEPARTMENT TOTAL	\$106,534	\$114,906	\$135,714	\$152,501	\$152,501
Department #195 TOWN REPORTS					
195 Town Warrants/Reports	2,140	6,038	6,000	7,000	7,000
DEPARTMENT TOTAL	\$2,140	\$6,038	\$6,000	\$7,000	\$7,000
TOTAL GEN. GOVERNMENT FUNCTION 100	\$1,868,869	\$1,917,332	\$2,441,565	\$2,507,615	\$2,509,115

		Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
FUND: 01 GENERAL FUND						
FUNCTION 200: PUBLIC SAFETY						
Department #210 POLICE DEPARTMENT						
5100	Personal Services	1,748,456	1,820,987	2,013,637	2,016,605	2,016,605
5200	Purchase of Services/Supplies	200,398	203,854	191,428	180,928	180,928
5800	Capital Outlay	52,913	46,698	55,000	55,000	55,000
DEPARTMENT TOTAL		\$2,001,767	\$2,071,539	\$2,260,065	\$2,252,533	\$2,252,533
Department #220 FIRE DEPARTMENT						
5100	Personal Services	1,864,370	1,962,673	2,007,119	2,038,811	2,038,811
5200	Purchase of Services/Supplies	345,944	395,260	349,017	260,411	260,411
5800	Capital Outlay	7,522	6,420	20,000	23,000	23,000
DEPARTMENT TOTAL		\$2,217,836	\$2,364,353	\$2,376,136	\$2,322,222	\$2,322,222
Department #241 INSPECTIONS DEPARTMENT						
5100	Personal Services	228,120	241,885	256,919	263,054	263,054
5200	Purchase of Services/Supplies	15,842	22,526	28,250	33,250	33,250
DEPARTMENT TOTAL		\$243,962	\$264,411	\$285,169	\$296,304	\$296,304
Department #292 ANIMAL CONTROL						
5100	Personal Services	22,914	23,194	20,694	20,992	20,992
5200	Purchase of Services/Supplies	449	1,413	3,900	3,900	3,900
DEPARTMENT TOTAL		\$23,363	\$24,607	\$24,594	\$24,892	\$24,892
Department #296 TOWN CONSTABLE						
5100	Personal Services	200	200	200	200	200
DEPARTMENT TOTAL		\$200	\$200	\$200	\$200	\$200
TOTAL PUBLIC SAFETY FUNCTION 200		\$4,487,128	\$4,725,110	\$4,946,164	\$4,896,151	\$4,896,151

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
FUND: 01 GENERAL FUND					
FUNCTION: 300: EDUCATION					
Department #300 OTHER SCHOOL EXPENSES					
5200 Purchase of Services /Supplies	12,117	0	0	0	0
DEPARTMENT TOTAL	\$12,117	\$0	\$0	\$0	\$0
Department #301 MIDDLETON SCHOOL DEPARTMENT					
5100 Personal Services	8,575,448	8,815,208	9,832,931	10,633,552	10,391,344
5200 Purchase of Services /Supplies	3,563,827	3,421,176	3,963,822	4,542,557	4,333,157
DEPARTMENT TOTAL	\$12,139,275	\$12,236,384	\$13,796,753	\$15,176,109	\$14,724,501
Department #314 MASCONOMET SCHOOL DISTRICT					
5600 Intergovernmental Payments (Middleton's Assessment)	10,204,052	10,473,077	10,477,590	11,070,917	10,896,460
5900 Masconomet Debt Service	103,740	102,490	0	0	0
DEPARTMENT TOTAL	\$10,307,792	\$10,575,567	\$10,477,590	\$11,070,917	\$10,896,460
Department #315 NORTH SHORE ESSEX AGRICULTURAL AND VOCATIONAL SCHOOL DISTRICT					
5600 Intergovernmental Payments (Middleton's Assessment)	620,077	735,809	756,518	796,767	807,180
5900 NSEAVSD Debt Service	66,198	73,647	68,506	73,028	67,215
DEPARTMENT TOTAL	\$686,275	\$809,456	\$825,024	\$869,795	\$874,395
TOTAL SCHOOL DEPARTMENT	\$23,145,459	\$23,621,407	\$25,099,367	\$27,116,821	\$26,495,356
FUNCTION 300: EDUCATION					

		Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
FUND: 01 GENERAL FUND						
FUNCTION 400: PUBLIC WORKS						
Department #420 PUBLIC WORKS DEPARTMENT						
5100	Personal Services	621,015	690,717	800,295	802,720	802,720
5200	Purchase of Services/Supplies	275,099	275,571	309,700	320,700	320,700
5800	Capital Outlay	10,463	18,257	19,000	19,000	19,000
DEPARTMENT TOTAL		\$906,577	\$984,545	\$1,128,995	\$1,142,420	\$1,142,420
Department #423 SNOW AND ICE						
5700	General Expenditures	260,074	302,684	285,713	290,400	290,400
DEPARTMENT TOTAL		\$260,074	\$302,684	\$285,713	\$290,400	\$290,400
Department #425 TRANSFER STA./SOLID WASTE						
5100	Personal Services	124,913	129,672	149,271	149,271	149,271
5200	Purchase of Services/Supplies	319,329	297,027	377,000	400,086	400,086
DEPARTMENT TOTAL		\$444,242	\$426,699	\$526,271	\$549,357	\$549,357
TOTAL PUBLIC WORKS		\$1,610,893	\$1,713,928	\$1,940,979	\$1,982,177	\$1,982,177

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
FUND: 01 GENERAL FUND					
FUNCTION 500: HUMAN SERVICES					
Department #511 BOARD OF HEALTH					
5100 Personal Services	113,206	114,768	130,338	118,088	118,088
5200 Purchase of Services/Supplies	18,484	18,192	20,300	21,050	21,050
DEPARTMENT TOTAL	\$131,690	\$132,960	\$150,638	\$139,138	\$139,138
Department #541 COUNCIL ON AGING					
5100 Personal Services	170,080	201,098	237,483	243,592	243,592
5200 Purchase of Services/Supplies	25,194	32,314	46,217	46,138	46,138
DEPARTMENT TOTAL	\$195,274	\$233,412	\$283,700	\$289,730	\$289,730
Department #543 VETERAN SERVICE OFFICER					
5100 Personal Services	18,803	19,888	20,076	20,553	20,553
5200 Purchase of Services/Supplies	27,391	23,403	46,900	46,900	46,900
DEPARTMENT TOTAL	\$46,194	\$43,291	\$66,976	\$67,453	\$67,453
Department #545 TRI-TOWN COUNCIL					
5200 Purchase of Services	29,925	29,925	29,925	29,925	29,925
DEPARTMENT TOTAL	\$29,925	\$29,925	\$29,925	\$29,925	\$29,925
Department #548 MIDDLETON GARDEN CLUB					
5200 Purchase of Services	2,718	3,210	5,000	5,000	5,000
DEPARTMENT TOTAL	\$2,718	\$3,210	\$5,000	\$5,000	\$5,000
TOTAL HUMAN SERVICES FUNCTION 500	\$405,801	\$442,798	\$536,239	\$531,246	\$531,246

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
FUND: 01 GENERAL FUND					
FUNCTION 600: CULTURE & RECREATION					
Department #610 FLINT PUBLIC LIBRARY					
5100 Personal Services	403,264	410,021	468,096	452,734	500,231
5200 Purchase of Services/Supplies	180,268	189,778	202,686	215,191	215,191
DEPARTMENT TOTAL	\$583,532	\$599,799	\$670,782	\$667,925	\$715,422
Department #630 RECREATION COMMISSION					
5100 Personal Services	1,149	23,711	25,982	38,229	38,229
5200 Purchase of Services/Supplies	4,583	9,938	26,874	30,875	30,875
DEPARTMENT TOTAL	\$5,732	\$33,649	\$52,856	\$69,104	\$69,104
Department #691 HISTORICAL COMMISSION					
5200 Purchase of Services	0	0	1,000	1,000	1,000
DEPARTMENT TOTAL	\$0	\$0	\$1,000	\$1,000	\$1,000
Department #692 MEMORIAL DAY					
5200 Purchase of Services	4,895	3,940	5,000	6,500	6,500
DEPARTMENT TOTAL	\$4,895	\$3,940	\$5,000	\$6,500	\$6,500
Department #693 CHIEF WILLS DAY FAMILY FESTIVAL					
5200 Purchase of Services	5,000	5,000	5,000	5,000	5,000
DEPARTMENT TOTAL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL CULTURE & REC. FUNCTION 600	\$599,159	\$642,388	\$734,638	\$749,529	\$797,026

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Department Request FY 2024	Select Board Finance Committee Recommendation FY 2024
FUND: 01 GENERAL FUND					
FUNCTION 700: DEBT SERVICE					
Department #710 DEBT SERVICE					
5801 Principal	890,625	920,000	1,237,500	1,960,000	1,785,250
5915 Interest	399,130	441,098	2,975,143	2,020,081	2,020,081
5920 Issuance Costs	0	0	0	0	0
TOTAL DEBT SERVICE FUNCTION 700	\$1,289,755	\$1,361,098	\$4,212,643	\$3,980,081	\$3,805,331
FUND: 01 GENERAL FUND					
FUNCTION 900: UNCLASSIFIED					
Department: UNCLASSIFIED					
910 Compensation Reserve	10,038	13,525	25,000	33,686	33,686
911 Retirement	1,645,959	1,847,976	1,882,539	2,127,694	2,127,694
913 Unemployment	884	7,249	15,000	15,000	15,000
914 Health Insurance	690,452	733,530	876,778	879,882	879,882
915 Group Insurance	2,416	2,268	2,600	2,450	2,450
916 Medicare	102,940	104,453	115,000	117,875	117,875
945 All Other Insurance	204,852	227,841	265,600	328,500	328,500
DEPARTMENT TOTAL	\$2,657,541	\$2,936,842	\$3,182,517	\$3,505,087	\$3,505,087
TOTAL OPERATING BUDGET	\$36,064,605	\$37,360,903	\$43,094,112	\$45,268,707	\$44,521,489
GENERAL FUND 01					

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.

Proposed Fiscal Year 2024 Community Preservation Budget

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2024 Community Preservation Fund Revenues, unless otherwise specified for Fiscal Year 2024 Community Preservation Purposes, with each item considered to be a separate appropriation:

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
A. Reserves: Open Space	\$39,785.56	FY 2024 Estimated CPA Receipts
Reserves: Historic Resources	\$39,785.56	FY 2024 Estimated CPA Receipts
Reserves: Community Housing	\$39,785.56	FY 2024 Estimated CPA Receipts
B. Flint Library Debt Service	\$174,750.00	\$39,853.12 from Historic Resources Reserve and \$134,896.88 from Fund Balance
C. CPA Committee Admin. Expenses	\$1,000.00	From Fund Balance
Community Preservation Total	\$295,106.68	

Purpose: Each year the Town Meeting must appropriate or reserve for future appropriation at least 10% of the estimated annual fund revenues for acquisitions and initiatives in each of the following three categories of allowable community preservation purposes:

Open space (excluding recreational uses)
Historic resources
Community housing

The “annual fund revenues” in Fiscal Year 2024 are estimated at \$349,500 and is composed of the estimated receipts from the local surcharge of \$270,000 and monies from the State Trust Fund, which will make its seventeenth payment in October of 2023 providing an additional estimated \$79,500 in matching funds based upon the local share raised in FY 2024. Requires a simple majority vote.

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.

<u>Purpose</u>	<u>Recommended Amount</u>	<u>Funding Source</u>
Cemetery Monument Restoration	\$25,000	Fund Balance
Rail Trail	\$50,000	\$39,853.12 from Open Space Reserve & \$10,146.88 from Fund Balance
Transfer to Affordable Housing Trust	\$200,000	Affordable Housing Reserve
Common at Municipal Complex	\$200,000	Fund Balance
Community Preservation Total	\$475,000	

Requires simple majority vote.

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 take any action relative thereto.

S. 79-1 Purpose.

This bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by MGL c. 44, § 53E 1/2.

S. 79-2 Expenditure limitations.

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- B. No liability shall be incurred in excess of the available balance of the fund.

- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Select Board and Finance Committee.

S. 79-3 Interest

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

S. 79-4 Procedures and reports.

Except as provided in MGL c. 44, § 53E 1/2, and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

S. 79-5 Authorized revolving funds.

The table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer;
- B. The department or agency head, board, committee or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund; and
- G. The fiscal years each fund shall operate under this bylaw.

A	B	C	D	E	F	G
	Department, Board, Committee Agency or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal Years
Revolving Fund Firearms License and Permits	Police Chief	Firearm licenses and permit revenues	Firearm permit issuance expenses, purchase of equipment and technology associated with the implementation of Chapter 180 of the Acts of 1998			Fiscal Year 2019 and subsequent years
Council on Aging	Council on Aging Director	Fees from programs, activities and trips sponsored by the Council on Aging	Expenses related to said programs, activities and trips sponsored by the Council on Aging			Fiscal Year 2019 and subsequent years
Recreation	Recreation Commission	Fees from programs, activities and trips sponsored by the Recreation Commission	Expenses related to said programs, activities and trips sponsored by the Recreation Commission			Fiscal Year 2019 and subsequent years
Recreation Field Use	Superintendent of Public Works	Field use permits	Expenses related to field maintenance and improvements			Fiscal Year 2019 and subsequent years
Stormwater Management	Superintendent of Public Works under direction of Town Administrator	Permits, fees, fines, and contributions related to stormwater management	Expenses related to the design, and construction <u>and</u> <u>maintenance</u> of stormwater improvement projects			Fiscal Year 2019 and subsequent years

Purpose: This article amends the Revolving Funds Bylaw by eliminating the revolving funds for Firearms Licenses and Permits and for Recreation Field Use, and by expanding the Stormwater Management revolving fund to include maintenance as an allowable expense to be paid from the fund. Requires simple majority vote.

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.

Revolving Fund	Spending Limit
Council on Aging	\$35,000
Recreation	\$15,000
Stormwater Management	\$5,000

Note: this reflects changes to the bylaw proposed in the previous Article.

Purpose: Massachusetts General Law Chapter 44, Section 53E ½ requires annual reauthorization of Revolving Funds which are self-supporting and pay for departmental expenses from user fees and charges. Requires simple majority vote.

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.

Direct Costs

SESD Assessment	\$114,220
Expenses	\$100
<u>Extra/Unforeseen</u>	<u>\$1,000</u>
Total Direct Costs:	\$115,320

Indirect Costs *

Salaries and Wages	\$5,212
<u>Insurance & Benefits</u>	<u>\$831</u>
Total Indirect Costs:	\$6,043

Total FY2024 Budget \$121,363

**(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$115,320 or any other sum from the Sewer Enterprise Revenues and to approve the sum of \$6,043 of indirect costs appropriated in the general fund under Article 6 to be funded from Sewer Enterprise Revenues.

Purpose: This article funds the operation of that portion of the Town served by the South Essex Sewer District (SESD). The revenues fully fund the operating costs. Requires a simple majority vote.

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.

Direct Costs

Salaries and Wages	\$88,557
Expenses	\$64,100
<u>Extra/Unforeseen</u>	<u>\$50,000</u>
Total Direct Costs:	\$207,987

Indirect Costs *

Salaries and Wages	\$57,028
<u>Insurance & Benefits</u>	<u>\$34,238</u>
Total Indirect Costs:	\$91,266

Total FY2024 Budget \$299,253

**(to be raised and appropriated in the General Fund Operating Budget)*

Town shall raise the sum of \$207,987 or any other sum from the Water Enterprise Revenues and to approve the sum of \$91,266 of indirect costs appropriated in the general fund under Article 6 to be funded from Water Enterprise Revenues.

Purpose: This article funds the operation of the Water Department. The revenues fully fund the operating costs. Requires a simple majority vote.

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.

Purpose: Each year the Light Commission votes a sum to be used to reduce taxes. The FY2024 amount is expected to be \$209,267. Requires a simple majority vote.

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.

Purpose: This article transfers funds from Free Cash to various reserve funds, including stabilization funds and the Other Post-Employment Benefits (OPEB) Trust Fund. It is anticipated that \$100,000 will be transferred to the OPEB Trust Fund and \$250,000 transferred to the Facilities Stabilization Fund, both transfers to come from Free Cash. Requires a simple majority vote.

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.

Department/Location	Project	Expenditure
Information Technology	Server Upgrades (Town-Wide)	\$ 30,000
	Network Upgrades	30,000
	Information Technology Subtotal	\$ 60,000
Police Department	Ballistic Helmets, Shields & Police Vests	\$ 16,300
	Medical Emergency Bags	4,000
	Police Subtotal	\$ 20,300
Fire Department	Replace Ambulance 2	\$ 520,000
	Firefighter PPE	84,500
	Assistance to Firefighter grant (Town Match)	27,000
	Lucas (CPR) Device	23,100
	Digitize Documents (Phase 1 of 2)	23,000
	Fire Training Costs for new Firefighter	15,500
	Radio Equipment	8,200
	Fire Subtotal	\$ 701,300
Essex North Shore Tech	Capital Contribution	\$ 11,652
	Essex North Shore Tech Subtotal	\$ 11,652
Dept. of Public Works	Paving (Town Supplement to Ch.90)	\$ 125,000
	Replace Truck #5	89,233
	Replace Car 1	57,643
	Install Cameras and Lighting at Transfer Station	21,000
	Tree Pruning	20,000
	Dept of Public Works Subtotal	\$ 312,876
Board of Health	Records Digitization (BOH & Conservation)	\$ 97,820
	Board of Health Subtotal	\$ 97,820
Council on Aging	Replace Parking Lot Retaining Wall	\$ 250,000
	Refurbish the Accessible Entrance	38,000
	Council on Aging Subtotal	\$ 288,000
Water Enterprise Fund	Water Main Extension (Liberty St)	\$ 500,000
	Water Main Extension (Essex St)	500,000
	Water Enterprise Fund Subtotal	\$ 1,000,000
Capital Projects Total		\$ 2,491,948

Purpose: This article requests approval of the capital budget for the coming fiscal year. Capital items are assets that have a useful life of five (5) or more years and a cost of more than \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including the vehicle fleet, buildings, equipment, and acquisition of land. Annually, a capital improvement plan (CIP) is developed looking ahead for the next five years. Year One of the CIP is the ensuing year's capital budget. The FY24 Capital Budget is proposed to be funded by \$2,491,948 from Free Cash, Ambulance Fund, Capital Stabilization, Overlay, Water Retained Earnings. Note that capital items funded through the Community Preservation Fund are reflected in that warrant article; capital items funded through outside funds are not subject to appropriation. Requires a 2/3 majority vote due to use of stabilization funds.

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.

Purpose: This article requests the use of \$50,000 of free cash to be used over the coming fiscal years for the assessment, engineering, appraisal, and other study as needed of municipal properties that will be a change of use or no longer needed when the new municipal complex is complete. Additionally, these funds can be authorized by the Select Board to undertake studies necessary to convert the existing premises at 48 South Main Street to affordable housing while retaining public access to the playground, fields, and other recreational areas at the rear of the property as well as the initial engineering and design needed for converting 4 Lake Street into additional municipal parking and landscaping. Requires a 2/3 vote.

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.

Purpose: This article requests approval of the design and permitting of the turf field project for Masconomet Regional High School at a sum of \$150,162 for the Middleton share. This represents 35% of the total cost of \$449,050 request by the district. This article is for design and

permitting only; construction cost funding would be subject to future appropriation. Requires a simple majority.

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.

Purpose: This article increases the available exemption for those already eligible under current exemptions. Other area communities who have adopted this section include Boxford, Topsfield, North Reading, and Lynnfield. This article would not require an increase to the overlay line, but would provide tax relief by increasing the exemption amount for all currently available exemptions. For example, if someone is currently eligible for the Chapter 59 Section 37a that is currently \$500, they would be eligible for \$1,000 exemption. Requires a simple majority.

ARTICLE 19. On petition of the Select Board and Finance Committee, to see if the Town will vote to appropriate the funds received from the Opioid Settlements for their required purposes; or take any other action relative thereto.

Purpose: This article appropriates all opioid settlement funds received to date. Currently awaiting legislative changes on what mechanism for processing the funds. FY 23 monies received will fall to Free Cash and be appropriated at a Fall 2023 Special Town Meeting.

CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY

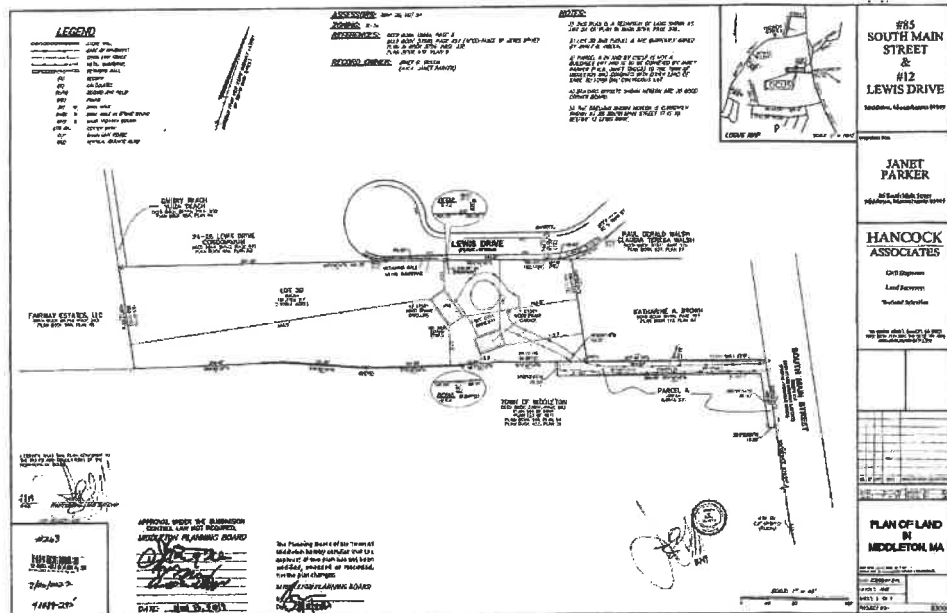
ARTICLE 20. On petition of the Select Board, to see if the Town will authorize the Select Board to acquire by purchase, gift, or eminent domain easements and/or fee interests in property and/or parcels necessary for the Maple Street Bridge reconstruction project; and to authorize the Select Board to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

Purpose: This article authorizes the acquisition of easements, parcels or other means of access for the Maple Street Bridge reconstruction project and secures funding therefor. Plans and/or descriptions are available for viewing in the Department of Public Works or Town Clerk's Office. Requires a 2/3 majority vote.

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.

Purpose: This article authorizes the Select Board to accept a portion of 85 South Main Street and combine it with the remaining property at 105 South Main Street. The conveyance of this parcel was agreed to at the time the Town acquired the former Middleton Golf Course in 2019. Requires a 2/3 majority vote.



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:

- By changing gender specific references and pronouns, including the following:

“Board of Selectmen” changes to “Select Board”

“Selectman” changes to “Select Board member” or “member of the Select Board”

“Chairman” changes to “Chair” or “Chairperson”

“Vice-Chairman” changes to “Vice Chair” or “Vice Chairperson”

“He/She” changes to “they”

“His/Hers” changes to “their”

“Him/Her” changes to “them”

- By deleting the following sections of the Charter which are either superfluous, outdated or not supported under current law:

2-3-4, 6-5-5, 6-8-4, 7-5-2, 10-6-2, 11-2-1, 11-2-2, 11-2-3, 11-2-4;

and to renumber the remaining provisions as may be necessary; or to take any action thereto

Purpose: This recommendation from the Charter Review Committee authorizes the Select Board to file for a Home Rule Petition to amend the Charter as outlined above. The sections recommended for deletion are included in Exhibit A of this Warrant. Requires a simple majority vote.

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.

Purpose: This article authorizes the extension of the Charter Review Committee as constituted by the June 2021 Annual Town Meeting until the 2025 Annual Town Meeting. Requires a simple majority vote.

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:

D. Apportionment of Capital Costs

1. All capital costs of the regional school district for ~~each fiscal year~~ ***Fiscal Year 2024*** shall be apportioned ~~annually~~ to the member towns on the basis of their respective pupil enrollments on October 1 of the preceding year in grades 7 through 12 residing in each member town and receiving education at such town's expense, except that pupils for whom a member town is paying tuition for ***non-resident vocational programs or*** special education as provided under Chapters 74 and 71B of the General Laws, and pupils attending the Essex North Shore Agricultural and Technical School shall be excluded from the pupil enrollments for this purpose. Each member town's share for ~~each fiscal year~~ ***Fiscal Year 2024*** shall be determined by computing the ratio which that town's pupil enrollment as specified above bears to the total of such pupil enrollments in all the member towns of the regional school district on that same date. Debt service included in capital costs shall be apportioned as a capital cost of the year in which the same falls due.

2. ***All capital costs of the regional school district for Fiscal Year 2025 shall be apportioned to the member towns on the basis of their respective pupil enrollments on October 1 of the preceding four (4) years in grades 7 through 12 residing in each member town and receiving education at such town's expense, except that pupils for whom a member town is paying tuition for non-resident vocational programs or special education as provided under Chapters 74 and 71B of the General Laws, and pupils***

attending the Essex North Shore Agricultural and Technical School shall be excluded from the pupil enrollments for this purpose. Each member town's share for Fiscal Year 2025 shall be determined by computing the ratio which that town's pupil enrollment as specified above bears to the total of such pupil enrollments in all the member towns of the regional school district on October 1 of the preceding four (4) years. Debt service included in capital costs shall be apportioned as a capital cost of the year in which the same falls due.

3. All capital costs of the regional school district for Fiscal Year 2026 and thereafter shall be apportioned to the member towns on the basis of their respective pupil enrollments on October 1 of the preceding five (5) years in grades 7 through 12 residing in each member town and receiving education at such town's expense, except that pupils for whom a member town is paying tuition for non-resident vocational programs or special education as provided under Chapters 74 and 71B of the General Laws, and pupils attending the Essex North Shore Agricultural and Technical School shall be excluded from the pupil enrollments for this purpose. Each member town's share for Fiscal Year 2026 and thereafter shall be determined by computing the ratio which that town's pupil enrollment as specified above bears to the total of such pupil enrollments in all the member towns of the regional school district on October 1 of the preceding five (5) years. Debt service included in capital costs shall be apportioned as a capital cost of the year in which the same falls due.

Purpose: This article is the 19th amendment to the Masconomet Regional Agreement. It would mirror the calculation of assessments for capital costs to the calculation adopted for operating assessments at ATM 2022. The calculation will now be based on a five (5) year rolling average of the enrollment as of October 1st rather than each year's enrollment. Requires a simple majority vote.

END OF ANNUAL TOWN MEETING WARRANT

Anyone in need of special accommodations for the Town Meeting, please contact the Office of the Select Board at 978-777-3617 by April 25, 2023 in order that reasonable accommodations may be made.

TO THE TOWN CONSTABLE:

You are hereby ordered to notify and warn said qualified voters to meet at the Fuller Meadow School, 143 South Main Street, Middleton, MA on **Tuesday, May 16, 2023**, next for the following purposes, VIZ: To choose by ballot the following Town Officers for the ensuing year:

One Town Clerk for three (3) years
One Select Board member for three (3) years
One Board of Assessors member for three (3) years
One Elementary School Committee member for three (3) years
Two Regional School Committee members for three (3) years
One Planning Board member for five (5) years
Two Electric Light Commissioner for three (3) years
Two Library Trustee for three (3) years

The Polls open at 7:00 a.m. and close at 8:00 p.m. Voting takes place at the Fuller Meadow School, 143 South Main Street, Middleton, MA.


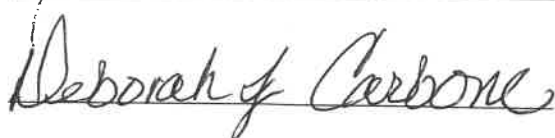
And you are hereby directed to service this Warrant by posting up attested copies thereof at:
Memorial Hall Flint Public Library Ferncroft Towers
Post Office Howe Station Market Fuller Pond Village

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereof, to the Town Clerk at time and place of meeting aforesaid.

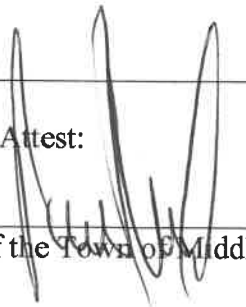
Given under our hands this 13th day of April in the year Two Thousand Twenty Three.

MIDDLETON SELECT BOARD



A true copy Attest:


Constable of the Town of Middleton

4/18/23
Date Posted

Exhibit A - Article 22

Charter References from Article 22

2-3-4 The Town Meeting may investigate the affairs of any Town division, department, board, commission, committee, office or function.

6-5-5 Said power should not apply to the Zoning Board of Appeals, nor to any other body which the Town Counsel has determined to be quasi-judicial.

6-8-4 The Moderator, or if he is unable to be present, such person as he shall designate, shall preside at such hearing.

7-5-2 The Capital Planning Committee shall be composed of the Town Administrator and the Town Accountant, ex-officio, one member of the Finance Committee appointed by and from it, one member of the Planning Board appointed by and from it and three additional members to be appointed by the Moderator. The members from the Finance Committee and Planning Board shall be appointed for one-year terms. The other members shall be appointed for three-year terms, such that one will expire each year. Vacancies shall be filled for the unexpired terms and in the manner of the original appointments.

10-6-2 Executive sessions may be held only for the purpose of discussing or voting on matters which cannot be made public by reason of law or federal grant-in-aid requirements, or which might adversely affect the public security, the financial interest of the Town (including matters relating to collective bargaining) and the reputation of any person (including normal personnel actions).

11-2-1 Appointed or elected Town officials holding office on the effective date of this Charter shall continue to serve until their successors have been qualified, unless the office and/or duties have been transferred, consolidated, or abolished.

11-2-2 Notwithstanding any conflicting provisions, the adoption of this Charter shall serve to grant tenure until age of seventy years to Allan G. Marshall and Ernest R. Gould, so long as they are willing and able to perform the duties of their respective offices as presently defined.

11-2-3 Notwithstanding any provisions to the contrary, the adoption of this Charter shall serve to grant tenure until age seventy to Patricia Jordan and Harold Tyler, so long as they are both willing and able to perform the duties of their respective offices as presently defined. In the event either shall become

unwilling or unable to perform, the office of Treasurer-Collector shall be offered to the remaining officer under the provisions of Section 6-1-1.

11-2-4 The incumbent Board of three selectmen shall cause a Special Election to be held on the second Monday of September, 1974 for the purpose of electing two additional members to the Board, one to serve until the next regular election in 1976 and one until the regular election in 1977. After the qualification of the two new members, the five-man Board shall proceed to appoint the Town Administrator and take whatever other action is deemed necessary to implement the office.

Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY 23) July 1, 2022	Proposed (FY 24) July 1, 2023
<u>Table A - Elected Officials</u>		
Town Moderator	\$200/Yr.	\$200/Yr.
Town Constable	\$200/Yr.	\$200/Yr.
Town Clerk	\$99,543/Yr.	\$103,532.00/Yr.
Select Board Chair	\$2,100/Yr.	\$2,100/Yr.
Select Board Member	\$1,600/Yr.	\$1,600/Yr.
School Committee Member	\$600/Yr.	\$600/Yr.
Assessor - Each Member*	\$1,000-\$2,000/Yr.	\$1,000-\$2,000/Yr.
* Depends upon education/training level		

Table B - Non-Union Appointed Positions

General Government and Miscellaneous

Superintendent of Burials	\$500/Yr.	\$500/Yr.
Custodian of Town Lands	\$2,500/Yr.	\$2,500/Yr.
Board Recording Secretary	\$134/Mtg	\$136/Mtg
Cable Access Director	\$25,112/Yr.	\$25,740/Yr.
Veteran Services Officer	\$19,076/Yr.	\$19,553/Yr.

Administration

Assistant Town Administrator/HR Director	\$112,354.24/Yr.	\$114,721.85/Yr.
Administrative Secretary	\$25.04/Hr.	\$25.57/Hr.

Finance

Treasurer/Collector	\$100,450.13/Yr.	\$102,566.90/Yr.
Assistant Treasurer/Collector	\$63,817.42/Yr.	\$65,162.23/Yr.

Town Clerk

Assistant Town Clerk	\$61,466.54/Yr.	\$62,61.82/Yr.
Administrative Clerk	\$17.09 - \$24.91/Hr.	\$17.52 - \$25.53/Hr.
Census Workers	\$15.00/Hr.	\$15.00/Hr.
Elections Officers	\$15.00/Hr.	\$15.00/Hr.
Poll Workers	\$15.00/Hr.	\$15.00/Hr.
Registrar of Voters	\$100/Election	\$100/Election
Registrar of Voters - Clerk	\$400/Yr.	\$400/Yr.

Assessing

Chief Assessor	\$107,117.01/Yr.	\$109,374.37/Yr.
Deputy Assessor	\$61,894.58/Yr.	\$59,696.00/Yr.

Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY 23) July 1, 2022	Proposed (FY 24) July 1, 2023
Health Department		
Director	\$110,441.21/Yr.	\$98,072/Yr.
Public Health Nurse	\$45.00/Hr.	\$45.00/Hr.
Animal Control Officer	\$19,702/Yr.	\$20,992.00/Yr.
Health Inspector	varies per inspection	varies per inspection
Council on Aging		
Director	\$85,715.01/Yr.	\$87,521.41/Yr.
Assistant Director	\$52,327.89/Yr.	\$53,430.62/Yr.
Front Desk and Programs Coordinator	\$19.13/Hr.	\$19.61/Hr.
Administrative Assistant	\$19.13/Hr.	\$19.61/Hr.
Outreach Coordinator and Case Worker	\$27.06/Hr.	\$27.74/Hr.
Van Driver	\$16.24/Hr.	\$16.65/Hr.
Lead Kitchen Aide	\$16.94/Hr.	\$17.36/Hr.
Kitchen Aide	\$15.09/Hr.	\$15.47/Hr.
Food Bank Facilitator	\$15.09/Hr.	\$15.47/Hr.
Inspectional Services		
Building Commissioner	\$96,094.98/Yr.	\$98,119.97/Yr.
Inspector (Wiring or Gas/Plumbing)	\$21,492.20/Yr.	\$21,945.21- \$24,699.53/Yr.
Building Inspector	\$27,027.07/Yr.	\$30,183.79- \$33,972.12/Yr.
Alternate Inspector (Building/Wiring/Gas/Plumbing)	\$28.48 - \$32.37/Hr.	\$28.48 - \$32.37/Hr.
Planning		
Town Planner	\$96,416.01/Yr.	\$98,557.03/Yr.
Conservation		
Conservation Agent	\$91,172.52/Yr.	\$93,093.78/Yr.
Public Works		
Superintendent	\$114,201.49/Yr.	\$116,625.60/Yr.
Deputy Superintendent	\$107,438.04/Yr.	\$109,702.06/Yr.
Transfer Station Attendant	\$16.92/Hr.	\$17.33/Hr.
Part-Time Laborer	\$14.50 - \$15.00/Hr	\$15.00 - \$16.50/Hr
Police		
Confidential Administrative Assistant	\$38,985.88/Yr.	\$39,807.42/Yr.

Middleton Compensation Plan for Non-Union Employees

	Budgeted (FY 23) July 1, 2022	Proposed (FY 24) July 1, 2023
Flint Public Library		
Director	\$98,349.18/Yr.	\$100,421.68/Yr.
Assistant Director	\$74,907.00/Yr.	\$76,485.50/Yr.
Other Librarians	\$23.29 - \$26.61/Hr.	\$23.87 - \$29.02/Hr.
Pages	\$14.25 - \$15.00/hr	\$15.00/hr
Custodian	\$21.80/Hr.	\$22.35/Hr.
Summer Recreation Program		
Director	\$25.20/Hr.	\$26.00/Hr.
Program Assistant Directors	\$17.56/Hr.	\$19.50-22.00/Hr.
Senior Counselors		\$16.75/Hr.
Junior Counselors	\$14.25/Hr.	\$15.00/Hr.
<u>Table C - Town Contractual Positions & School Leadership</u>		
Town Administrator	\$167,800/Yr.	TBD/Yr.
Town Accountant/CFO	\$125,157/Yr.	\$128,286/Yr.
Police Chief	\$138,338/Yr.	\$141,790/Yr.
Fire Chief	\$137,430/Yr.	\$135,340/Yr.
Middleton Electric Light Manager**	\$208,944/Yr.	\$208,944/Yr.***
Masconomet School Superintendent	\$212,736/Yr.	\$215,000/Yr.
Masconomet Assistant Superintendent for Finance and Operations	\$182,087/Yr.	\$182,087/Yr.***
Masconomet High School Principal	\$145,195/Yr.	TBD/Yr.
Masconomet Middle School Principal	\$131,007/Yr.	\$131,007/Yr.***
Tri-Town School Union Superintendent	TBD	\$205,000
Tri-Town School Union Assistant Superintendent of Operations	\$176,000/Yr.	\$176,000/Yr.
Fuller Meadow Principal	TBD	129,750/Yr.
Howe Manning Principal	\$126,532/Yr.	\$126,532/Yr.

**MELD salaries based on calendar year (not fiscal)

*** Not available at time of printing

Fiscal Year 2024-2028					
Five Year Capital Budget Plan (Town Funded Portion of Projects Only)					
	2024	2025	2026	2027	2028
Department: Public Works - Recreational Facilities					
Athletic Field Upgrades	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Rail Trail	50,000	-	-	-	-
RECREATION TOTAL:	\$ 50,000	\$ -	\$ -	\$ -	\$ 60,000
Department: 195 North Main Street - DPW Buildings					
Salt shed repairs	\$ -	\$ 40,000	\$ -	\$ -	\$ -
DPW BUILDINGS SUBTOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Department: Public Works - Highway Division Vehicles					
2011 Freightliner Dump Truck	\$ -	\$ -	\$ -	\$ 265,000	\$ -
Unit #14 (winter & summer use)					
2008 F550 1 Ton Dump Truck	89,233	-	-	-	-
Unit #5 (winter & summer use)					
2005 F550 Ford 1 Ton Dump Truck	-	-	-	-	118,000
Unit #2 (winter & summer use)					
2008 7400 International Dump Truck	-	255,000	-	-	-
Unit #7 (winter & summer use)					
2014 John Deere 310SK Backhoe	-	-	-	-	204,975
2001 Bobcat Skid Steer Loader	-	-	83,332	-	-
2016 - Ford Explorer - Car #1	57,643	-	-	-	-
2008 F 250 Pickup - Car #2	-	51,400	-	-	-
2005 Volvo Wheel Loader	-	-	226,314	-	-
HIGHWAY VEHICLES TOTAL:	\$ 146,876	\$ 306,400	\$ 309,646	\$ 265,000	\$ 322,975

Fiscal Year 2024-2028
Five Year Capital Budget Plan (cont.)

	2024	2025	2026	2027	2028
Department: Public Works - Other					
Town Funded Paving Program - Overlay Repairs	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Tree Pruning	\$ 20,000	\$ -	\$ -	\$ -	\$ -
DPW OTHER Total:	\$ 145,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Department: Public Works - Transfer Station/Landfill Division					
Transfer Station Upgrades:					
a.) Canopy Repairs	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Compactor Replacement (2013)	-	-	25,000	-	-
Install Cameras and Lighting	21,000	-	-	-	-
Milling/Paving of facility and entrance	-	50,000	-	-	-
TRANSFER STATION /LANDFILL TOTAL:	\$ 21,000	\$ 50,000	\$ 25,000	\$ -	\$ 40,000
Department: Public Works Cemetery Division					
2012 EXMARK 60" Mower	\$ -	\$ -	\$ -	\$ 15,000	\$ -
2010 EXMARK 52" Mower	-	15,000	-	-	-
Monument Repairs	25,000	25,000	-	-	-
Repair Wall at Miriam Cemetery	-	-	75,000	-	-
CEMETERY TOTAL:	\$ 25,000	\$ 40,000	\$ 75,000	\$ 15,000	\$ -
TOTAL PUBLIC WORKS:	\$ 387,876	\$ 561,400	\$ 534,646	\$ 405,000	\$ 547,975
Water Enterprise Fund					
2016 F350 Ford Utility Truck - Unit #9	\$ -	\$ -	\$ -	\$ 160,000	\$ -
Community Water Conservation Program	-	-	-	50,000	-
Water Main Extension Liberty St	500,000	-	-	-	-
Water Main Extension Essex St	500,000	-	-	-	-
WATER ENTERPRISE FUND TOTAL	\$ 1,000,000	\$ -	\$ -	\$ 210,000	\$ -

Fiscal Year 2024-2028
Five Year Capital Budget Plan (cont.)

	2024	2025	2026	2027	2028
Department: Police					
Equipment					
Helmets, Shields & Vests	\$ 16,300	\$ -	\$ -	\$ -	\$ -
Medical Emergency Bags for Cruisers	4,000				
POLICE EQUIPMENT TOTAL	\$ 20,300	\$ -	\$ -	\$ -	\$ -
Department: Fire					
FIRE/APPARATUS EQUIPMENT					
Fire Hose Replacement	\$ -	\$ -	\$ 10,000	\$ -	\$ 6,000
Firefighting PPE	84,500	44,000	44,000	-	-
EMS EQUIPMENT					
Lucas Device	23,100	-	24,100	-	-
Replace Cardiac Monitor	-	-	-	-	49,000
GENERAL ADMIN. EQUIPMENT					
Radio Equipment	8,200	-	-	-	-
Town Match - Assistance to Firefighter Grant	27,000	-	-	-	-
EQUIPMENT SUBTOTAL	\$ 142,800	\$ 44,000	\$ 78,100	\$ -	\$ 55,000

Fiscal Year 2024-2028
Five Year Capital Budget Plan (cont.)

	2024	2025	2026	2027	2028
Vehicle Replacements					
Replace Car 2	\$ -	\$ 85,000	\$ -	\$ -	\$ -
Replace/Refurbish Engine 3	-	-	600,000	-	-
Replace Ladder 1	-	-	-	1,900,000	-
Refurb/Repair Ladder 1	-	45,000	-	-	-
Replace Ambulance 2 - 2016 Lifeline Ambulance	520,000	-	-	-	-
Replace Squad 5 - 2012 F450	-	-	-	-	100,000
All Terrain Vehicle	-	-	-	20,000	-
VEHICLE REPLACEMENT SUBTOTAL:	\$ 520,000	\$ 130,000	\$ 600,000	\$ 1,920,000	\$ 100,000
Department: Fire					
MISCELLANEOUS					
One Time Training Costs For New Firefighter/ Paramedic(s)	\$ 15,500	\$ 18,155	\$ -	\$ -	\$ -
Digitize Documents	23,000	23,000	-	-	-
MISCELLANEOUS SUBTOTAL:	\$ 38,500	\$ 41,155	\$ -	\$ -	\$ -
TOTAL FIRE:	\$ 701,300	\$ 215,155	\$ 678,100	\$ 1,920,000	\$ 155,000

Fiscal Year 2024-2028
Five Year Capital Budget Plan (Cont.)

	2024	2025	2026	2027	2028
Department: Elementary Schools					
Fuller Meadow School					
Technology Infrastructure/Feasibility Study	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Bathrooms	-	100,000	500,000	500,000	-
Flooring	-	150,000	-	-	-
Windows	-	200,000	2,000,000	-	-
Boilers / Pumps & Controls	-	-	200,000	1,000,000	-
Public Address/Master Clock Systems	-	150,000	-	-	-
Howe Manning School					
Technology Infrastructure/Feasibility Study	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Floor Care Equipment	-	16,000	-	-	-
TOTAL ELEMENTARY SCHOOLS:	\$ -	\$ 656,000	\$ 2,700,000	\$ 1,500,000	\$ -
Department: Masconomet					
Design/Permitting of Turf Project	\$ 449,050	\$ -	\$ -	\$ -	\$ -
Masconomet Total Middleton % Charge = 33.44%	\$ 150,162	\$ -	\$ -	\$ -	\$ -
Department: Senior Center/Old Town Hall					
Replace Retaining Wall in Parking Lot	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Updates to the Assessable Main Entrance	38,000	-	-	-	-
TOTAL FOR SENIOR CENTER/OLD TOWN HALL	\$ 288,000	\$ -	\$ -	\$ -	\$ -

Fiscal Year 2024-2028					
Five Year Capital Budget Plan (Cont.)					
	2024	2025	2026	2027	2028
General Government Information Technology Capital Plan					
Replace Servers	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Network Upgrades	30,000	-	-	-	-
Information Technology Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Department: Administration - General					
Digitizing of Historical Records (Health & Conservation Departments)	97,820	-	-	-	-
Replace Building Commissioner Truck	-	-	52,030	-	-
TOTAL ADMINISTRATION:	\$ 97,820	\$ -	\$ 52,030	\$ -	\$ -
Other Warrant Articles					
Essex Tech - Capital Improvement Assessment (Placehodler)	\$ 11,652	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
	\$ 11,652	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000

Net Fiscal Year 2024-2028 Five Year Capital Budget Plan - By Department/Building					
	2024	2025	2026	2027	2028
DPW/Recreational Facilities	\$ 387,876	\$ 561,400	\$ 534,646	\$ 405,000	\$ 547,975
Police	\$ 20,300	\$ -	\$ -	\$ -	\$ -
Fire	\$ 701,300	\$ 215,155	\$ 678,100	\$ 1,920,000	\$ 155,000
Elementary Schools	\$ -	\$ 656,000	\$ 2,700,000	\$ 1,500,000	\$ -
Masconomet	\$ 150,162	\$ -	\$ -	\$ -	\$ -
Senior Center/Old Town Hall	\$ 288,000	\$ -	\$ -	\$ -	\$ -
IT	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Administration	\$ 97,820	\$ -	\$ 52,030	\$ -	\$ -
Other Warrant Articles	\$ 11,652	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Water Enterprise Fund	\$ 1,000,000	\$ -	\$ -	\$ 210,000	\$ -
ALL DEPARTMENTS TOTAL	\$ 2,717,110	\$ 1,443,555	\$ 3,975,776	\$ 4,046,000	\$ 713,975

Common Municipal Finance Terms

Abatement: A complete or partial cancellation of a real or personal property tax, motor vehicle excise tax, fee, charge, or special assessment imposed by a governmental unit. Abatements are granted by the committing authority, e.g. Board of Assessors in the case of taxes.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended.

Assessments: Amounts the State automatically deducts from Local Aid to cover the cost of certain State and county programs. These include the MBTA, Essex Regional Emergency Communications Centers, Mosquito Control, and others. Assessments are shown on the Cherry Sheet.

Assessed Valuation: The value placed upon a particular property by the Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value". Assessed Valuations are certified periodically by the Commonwealth's Commissioner of Revenue.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant, along with a report on the fairness of financial statements and on local compliance with statutes and regulations.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

Budget: See *Omnibus or Operating Budget*

Capital Budget: A plan of proposed capital outlays for a fiscal year and the means of financing them. Capital items are those items costing \$5,000 or more and having a useful life of five or more years.

Capital Exclusion: A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

Chapter 70: Chapter 70 is the statute that describes the school funding formula and education aid distributed by the State.

Chapter 90: Funds distributed to cities and towns to fund highway projects. C. 90 is based on a formula consisting of road local mileage, local employment level, and population estimates.

Cherry Sheet: The official notification to cities, towns, and regional school districts of the next fiscal year's State aid and assessments. The name comes from the cherry colored paper on which they used to be printed.

Classification of the Tax Rate: The annual action by the Board of Selectmen to exercise certain tax rate options, including establishing a residential factor and determining certain discounts and exemptions. A single rate taxes all classes of property at the same rate.

Debt Exclusion: A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt; once the debt (principal and interest) is paid off the

excluded amount is removed from the tax rate.

Debt Service: Payment of interest and principal related to debt.

Encumbrance: Obligations such as purchase orders and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved to be paid in the next fiscal year.

Enterprise Fund: A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges and may be supplemented by general revenues.

Equalized Valuation (EQV): The determination of the full and fair cash value of all property in the Commonwealth as determined by the Commissioner of Revenue biennially. EQV is used as a factor in certain aid distributions.

Excess and Deficiency: Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

Excess Levy Capacity: The difference between a community's Levy and its Levy Limit. This is an additional amount the community could, but chooses not to, levy.

Expenditure: The spending of money by the town and schools for the programs or projects within the approved budget.

FTE: A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

Fiscal Year (FY): A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; for example, FY17 is the fiscal year which begins July 1, 2016 and ends June 30, 2017.

Foundation Budget: The spending target under the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.

Free Cash: Certified as of each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash per se, but rather is the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes. It is made up of Turn Backs (unexpended appropriations), revenues that came in higher than budgeted, and Free Cash carried forward from the prior fiscal year.

General Fund: The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

General Obligation Bonds: Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

Level-Service Budget: A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings previously-approved programs forward at existing levels of service.

Levy or Property Tax Levy: The revenue a community can raise through real and personal property taxes.

Levy Ceiling: The maximum amount of property taxes a community can levy. The Levy Ceiling is equal to 2 ½ percent of the total full and fair cash values of all taxable real and personal property in the community.

Levy Limit: The maximum the levy can be in a given year. It is equal to the previous year's levy limit times 2 ½% plus new growth and amounts authorized by overrides. The Levy Limit is determined annually by the Massachusetts Department of Revenue.

Local Aid: Revenue allocated by the State to cities, towns, and regional school districts. Local Aid is distributed by the Cherry Sheets.

Local Receipts: Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, hotel/motel/meals excise, permit fees, rentals, and charges.

New Growth: The additional value of new development and other growth in the tax base that is not the result of revaluation. New growth is calculated by multiplying the increases in assessed valuation by the tax rate.

Omnibus or Operating Budget: A plan for allocating resources to support particular services, purposes, and functions over a specified period of time. The Omnibus Budget is the spending plan for a particular fiscal year.

Other Post-Employment Benefits (OPEB): The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. The most significant is health insurance for retirees, their spouses, and in some cases their beneficiaries.

Overlay: The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover property tax abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

Override: A vote to increase the amount of property tax revenue in excess of the automatic 2 ½ percent allowed under Proposition 2 ½. An override permanently raises the Levy Limit unless later reversed.

Personnel Services: The cost of salaries, wages and related employment benefits.

Payment in Lieu of Taxes (PILOT): An agreement between a municipality and an entity not subject to taxation, such as a charitable or educational organization, in which the payer agrees to make a voluntary payment to the municipality.

Proposition 2 ½: A State law, enacted by citizen initiative petition in 1980, that regulates local property tax administration and limits the amount of revenue – the levy – a city or town may raise from local property taxes each year.

Purchased Services: The cost of services that are provided by a vendor.

Property Tax: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation.

Raise or Raise and Appropriate: A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

Reserve Fund: A fund appropriated each year that may be used by vote of the Finance Committee for "extraordinary or unforeseen expenditures."

Revolving Fund: Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund and expenditures made without further appropriation. Revolving funds are established by State law and Town bylaw. Spending limits of revolving funds must be annually reauthorized by Town Meeting.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §SB). Stabilization Funds may be established for different purposes and interest generated by such funds is added to and becomes part of the Stabilization Fund. A two-thirds vote of Town Meeting is required to establish, amend the purpose of, or appropriate money out of a Stabilization Fund.

Tax Title: A collection procedure that secures a city's or town's lien on real property and protects the municipality's right to payment of overdue property taxes. The lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the Collector may take the property for the city or town. After properly recording the instrument of taking, the Collector transfers responsibility for collecting overdue amounts to the Treasurer. After six months, the Treasurer may initiate foreclosure proceedings.

Turn Back: Unexpended funds from a prior fiscal year's operating budget which are returned to the Town and which ultimately revert to Free Cash.

Unclassified: Expenditure items that are not within a particular department's budget. Examples include regional pension assessments, insurances, unemployment, and others.

Underride: A vote to decrease the levy limit under Proposition 2 ½. An underride permanently reduces the Levy Limit unless later reversed.

Warrant: A list of items to be acted on by Town Meeting.

Warrant Article: Each of the individual items listed in a warrant for action by a Town Meeting.

Parliamentary Procedures and Rules for Town Meeting

Town Meetings operate under a version of parliamentary procedure described in *Town Meeting Time*, a manual written and updated by the Massachusetts Moderators Association. In addition to the procedures set forth in *Town Meeting Time*, Town Meetings also are subject to various laws, local rules and habits that evolved over time. The following describes some of the most frequently used rules and procedures of Town Meeting in an effort to help Middleton voters enjoy and participate in our Town Meeting.

Rules and Procedures:

1. The Moderator presides over Town Meeting and regulates the proceedings, decides all questions of order, and makes public declarations of all votes.
2. Any registered Middleton voter may speak to any Article, but all must speak politely and respectfully. Civility is required at all times
3. Voters must be recognized by the Moderator before speaking on any Article.
4. All debate must be directed through the Moderator and not to any individual.
5. Many voters may wish to speak on a topic. Therefore, it is important that speakers be direct and to the point. Speakers are encouraged to add new points to the debate rather than repeat what has already been stated.
6. Attendees are advised to listen closely to the motion as read and projected on the screen. The motion puts the Warrant Article in play and it is the motion that is voted on, not the Article as written in the Warrant. However, there should be a strong similarity between the motion and the Article.
7. Voting is most often done by voice vote. When a voice vote is not clear, the Moderator may call for a standing or counted vote to be taken.
8. The Moderator's judgment can be questioned as to the accuracy of a voice or standing vote as announced. If seven (7) people request a recount of the votes, it shall be done.
9. A voter may move to Amend an Article. Any amendment a voter intends to offer at the meeting should be submitted and reviewed by the Town Clerk, Town Counsel, and the Moderator at least two weeks in advance of the Meeting. There are times that an amendment that was not anticipated is offered by a voter during the Meeting. In such a case, the Meeting will be recessed for the Town Clerk, Town Counsel, and Moderator to review the proposed amendment and make legal and procedural recommendations if appropriate.
10. Any slide presentations, documents or demonstrations a Voter wishes to submit at Town Meeting must be made available for review by the Moderator and Town Clerk at least two weeks in advance of the meeting.

More Formal Parliamentary Procedures:

Quorum is the minimum number of voters who must be present before the Town Meeting can transact business. Middleton's quorum is 100.

Consent Agenda

A Consent Agenda groups non-controversial Articles together under one motion in order to save time in a Town Meeting. A Consent Agenda motion allows for multiple motions, under selected Warrant Articles, to be acted upon as one consolidated motion and voted without sponsor presentation and debate. If seven (7) voters raise their cards and state "Hold" on any Article, the Moderator will remove that Article from the Consent Agenda and that Article will be considered in the usual course of business. The remaining Articles will be voted as a unit.

Motions

Dissolve: The motion to ***dissolve*** ends the Town meeting and is appropriate only when all business is completed.

Fix the time to adjourn indicates when a given Town Meeting session will end and when the next session will begin.

Lay on the table is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate "take from the table" vote.

The previous question cuts off debate immediately and causes a vote on the article or amendment under discussion.

Limit debate is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

Postpone to a time certain is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

Amend: Many types of motions can be amended. After the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the body for further discussion and vote.

Postpone Indefinitely serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead.

Point of Order - Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, "Point of order, Madame Moderator." The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues; for example, the right of a speaker to the floor, proper procedures, indecorous conduct, or an error on the part of the Moderator.

Main Motions are made when no other business is pending and are the devices used to bring a warrant article to the floor for discussion.

Reconsideration Moderators in Middleton traditionally have not allowed motions to reconsider.



**Town of Middleton
48 South Main Street
Middleton, MA 01949**