

MIDDLETON SELECT BOARD
MEETING AGENDA - REVISED
FULLER MEADOW ELEMENTARY SCHOOL
NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, SEPTEMBER 26, 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=WHBJbjY0Z0lrYmNiREVHRDE5dXRvdz09>

- 6:00 pm 1. Business
- a. Warrant: 2406, FP 26
- b. Minutes: September 5, 2023 (OS & ES)
- c. Town Administrator Updates and Reports
- 6:10 pm 2. Public Comment
3. Department Head/Education Updates (no items to be voted):
- 6:20 pm a. Heidi Riccio, Superintendent, Essex North Shore Agricultural & Technical School
- 6:30 pm b. Masconomet Regional School Committee Liaison Domenic Casamassima
- 6:45 pm 4. FY23 Quarter 4 & Year End/FY24 Quarter 1 Update from Finance Director Sarah Wood
- 6:55 pm 5. Continue review and close Warrant for the October 17, 2023 Special Town Meeting
- 7:15 pm 6. Review and discuss One Day Liquor License policy
- 7:20 pm 7. Review and vote on change of Corporate Officers – Aimbridge Hospitality, LLC DBA DoubleTree North Shore
- 7:25 pm 8. Fuller Meadow Site Traffic Circulation Conversation
- 7:40pm 9. Update on “Don’t Block the Box” Grant Implementation
- 7:50pm 10. **Municipal Facilities Project Updates**
- a. Context Architecture Amendment #7
- b. Review process and forms for Department of Revenue DE-2 Form
- 8:10pm 11. Updates and Announcements
- 8:15pm 12. Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations with all units

Returning to open session

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. Votes may be taken on any or all agenda items.



MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY SEPTEMBER 5, 2023 at 6:00 PM

This meeting was hybrid, in person and remote via Zoom; this meeting was recorded.

Select Board Present: Chair Jeff Garber; Rick Kassiotis, Clerk; Debbie Carbone; Brian Cresta; Kosta Prentakis
Others Attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan Assistant Town Administrator (ATA) /Human Resource Director; 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.

6 PM With a quorum present, Chair Garber called the meeting to order at 6:03 pm.

1. Business

a. Warrant: 2405, FP25

The Town Accountant/Finance Director Sarah Wood has reviewed the warrants and requested the Board's approval. Town Administrator Sultzbach provided a brief overview of the Warrants presented for approval.

*On a motion by Prentakis second by Cresta, the Select Board **voted unanimously** by roll call to approve **Warrant # 2405 and FP #25** as presented.*

b. Minutes - August 8, 2023 OS & ES

*On a motion by Cresta, second by Kassiotis, the Select Board **voted unanimously** to approve the Open and Executive Session meeting minutes of August 8, 2023 as written.*

c. Town Administrator updates & Reports – J. Sultzbach

- The Middleton Fire Department will be hosting a 9/11 Remembrance Ceremony on Monday, September 11th, 2023. The ceremony will begin at 9:30 am and will be held at the Fire Station.
- Finance Director Wood has submitted the Balance Sheet to the DOR for review, keeping us on track for the 10-17-23 Special Town Meeting.
- MIIA came to town for an introductory run through of our community profile. They will be scheduling their annual fall visit shortly.
- I met with the Superintendent of Essex Tech last week, I have invited them to attend the upcoming Sep 19 SB meeting to discuss upcoming Capital Projects.
- We have confirmed that the July 2023 Cyber Incident did not include the leak of any personal information.
- The Peabody St Bridge has gone out to bid with submittals due for Sep 27th. Minimal work will occur this season, with a bulk of the work to occur in spring 2024.
- The Rt 62 Maple Street Bridge is on the state TIP final design Dec 2024 with construction in early 2025.
- Route 114 Bridge on the Danvers / Middleton line – no updates from the state.

- Repaving project on Route 114 planned with sidewalk installation from McDonalds to the town line; this is being monitored closely by DPW to coordinate the two projects.

2. Public Comment

Purvee Mittal, Central Street Via Zoom spoke regarding the traffic calming plans for Central Street, asked about the schedule to keep it moving forward. The Town Administrator said he had a discussion earlier with P. Mittal regarding short term measures that do not require appropriations, i.e. painting, tree trimming, signage, etc. being done. Long term initiatives are also being discussed for when school is not in session.

3. Department Head Update - Katrina O'Leary, Town Planner

- Discussion of Complete Streets Grant/Boston Street Sidewalk
- Comprehensive Zoning Review Project Update
- General updates

a) K. O'Leary was present and provided an update to the Board on the following:

Boston St sidewalk –\$35,000 was appropriated for design and completed. The Complete Streets Grant was awarded in August in the amount of \$394,000 for construction; the maximum Complete Streets grant amount is \$500,000 over 5 years. Sidewalk Funds are available and must be appropriated by town meeting.

Elm St to Ipswich River - a decision needs to be made on which side of the street

Wildwood to Elm Street- Phase 1 – Next step is to hire a Contractor

Elm St / Boston St – Phase 2. No funding source to date. It has been suggested to consider new design to increase safety for pedestrians.

b) K. O'Leary is meeting with Consultant on the complete zoning update including required MBTA zoning, which must be completed by December 31, 2024. Public meetings & community participation sessions are included in the schedule as well as a newsletter. Zoning changes need to be approved by town meeting.

K. O'Leary fielded questions from the Board including the MBTA mandated zoning.

c) Grant Funding: A total of \$1.3 million in grant funding has been received through the Planning Department. A MassWorks grant (One Stop Program) for \$2.73 million has yet to be awarded. Safe Streets and Roads Grants is being monitored for future applications.

The Zoning Board of Appeals is about to open public hearings for the 40B affordable housing project; the Planning Board is leading the comprehensive review. ZBA Fees have been updated and peer review fees are just starting to be incorporated into the application process.

Master Plan Committee – The focus is on implementation of the Master Plan. The Town website has a new chart to follow the Master Plan progress. Proposed changes for the Master Plan Committee charge is being considered for town meeting.

Rail Trail – Debush to Essex; National Grid permission is needed for this area.

D. Carbone mentioned the (stormwater) flooding concerns in the Del Rosa subdivision and questioned if the plan was built as presented and this be confirmed prior to being presented to the Town for acceptance of the road.

Update on 49 S. Main St/10-18 Boston St Project

Town Administrator Sultzbach provided an update on the 40B affordable housing project. It is anticipated the Zoning Board of Appeals will have application for a comprehensive permit at their September 20 meeting. The application packet is posted on the Town Website.

K. O'Leary added the ZBA created a schedule for the public hearings and what section of the application would be presented and discussed. Cost estimates are being sought for the peer review.

Members of the public may send comments to the ZBA via K. O'Leary.

Presentation from Building Committee

- a) Recommendation to Special Town Meeting
- b) ARPA Funding Request
- c) Contract Revisions for PCA360 and Context Architecture, Amendment #6

With a quorum present, B. Renault called the Middleton Building Committee to order at 6:55 pm

William Renault, Chair

Nicholas Bonugli, Vice Chair

Paul Armitage

Roger Bourgeois

George Dow

Kyle Smith

Frank Twiss

Ex-officio members:

Fire Chief Doug LeColst

Police Chief William Sampson

Jillian Smith, COA Director

Justin Sultzbach, Town Administrator

Jackie Bresnahan, Assistant Town Administrator

Finance Director Sarah Wood was present via Zoom and contributed in the financial aspect of this presentation. Owners Project Manager(OPM) Brian LaRoche, PCA360, was present and participated in this discussion.

a) R. Bourgeois referenced a PowerPoint presentation on the public facilities project to date including a review of the site, exterior renderings & interior floor plans, the timeline, and the need for additional funding due to inflation. The project is anticipated to go to bid in January 2024 with construction starting in March 2024. The complete construction is anticipated to take 21 months.

B. Renault summarized the steps taken to reduce the overall cost already taken that included decreasing the floor plan by 9,000 square feet and identifying some items as alternates ie. gazebo, canopies, parking. It was noted analysis was done to identify additional budget reductions but showed limited savings beyond the initial cuts due to associated costs for delays and redesigns.

The request being presented at the October 2023 Special Town Meeting is for an additional borrowing of \$9,950,000 due to inflation. This is within the original budget presentation (under worse-case scenario). The target project budget is \$74,342,743.

Revenue sources were reviewed including bonding, legislative earmarks, local funds, ARPA, and possible grants. The projected cost to bond \$9,950,000 for 25 years at e.g. 3.75% would be: \$15,600,000 (Principal & Interest). Town Administrator Sultzbach stressed the estimated cost to bond was based on projections and are dependent on market conditions. ATA Bresnahan added the previously approved bonding is being held in treasury bonds.

B. Cresta cautioned the cost for construction will only continue to increase if the project is delayed and for the Building Committee to also present the alternative plan(s) and cost. He went on to say Town Meeting approved the project in 2020 and economical changes have occurred and reiterated the town government has also been impacted by the same inflation impacts and an operational override is expected to be presented at the 2024 annual spring town meeting. He went on to question what the plan was if the voters do not approve the bond gap funding and was informed if the article for additional funding fails, the Building Committee has recommended it be on the spring town meeting with a similar request for additional funding to complete the

project, to include actual bid figures; this option would place the project on hold for 3 months and incur additional construction escalation costs.

K. Prentakis observed residents will want to know the additional impact to property taxes if the bonding is approved. One observation made was there are more properties on the tax roll since the project was originally presented and as a result, the additional cost per tax payer will not vary significantly from the initial calculations. K. Prentakis asked if the building would still meet the needs of the town in 30 years and it was confirmed department heads have indicated that it would.

B. Cresta reiterated the benefit of selling the Locust St. property and committing the revenue directly to this project. ATA Bresnahan reviewed the next step for this process was to have an appraisal done (previously approved at town meeting) and town meeting authorization to direct these funds to the building project vs general fund.

Town Administrator Sultzbach said the Building Committee would continue to look at options, revenues, grants, surplus properties, etc. to apply towards this project to reduce the cost.

b) ARPA Funds - The request before the Select Board was to allocate \$1,415,453 in ARPA (American Rescue Plan Act) Funds to the facilities project and to place an article on the Special Fall Town Meeting for a bond of \$9,950,000 to cover the project budget funding gap.

On a motion by Prentakis, seconded by Kassiotis the Board voted unanimously to allocate \$1,415,453 in ARPA funds to the municipal complex project.

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously to include an article at the Special Fall Town Meeting in October, for a bond up to \$9,950,000 to cover project funding gap.

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to grant approval for an appraisal of the Locust St property at the earliest opportunity.

On a motion by Cresta, seconded by Carbone the Board voted unanimously to add an article to the Special Town Meeting that allows for the allocation for any dollars received by the town of Middleton from the sale of Locust St will be allocated directly to the Municipal project in a manner to be determined.

c) Contract Revisions - ATA Bresnahan presented the additional invoice for services/time provided by PC360 OPM outside of the contract for extra work programing and reducing the square footage. It was noted PC360 waived one month fee of the additional 9 months for a total of (\$29,260 a month x 8) \$ 234,080. The original contract signed with PC360 was \$1,579,000 to e.g. review of invoices, assure deliverables are submitted, reconciliation of cost estimates, build/maintain the website, and recorded minutes of meetings.

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to approve the contract revision with PCA360 to be paid in the amount of \$234,080.

Context Architecture Amendment #6 - Additionally there was a contract revision of a reduction in the amount of \$32,500 in the contract with Context Architecture due to e.g. using a prior traffic study, removal of energy modeling and natural resource survey.

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously to approve the contract revision reduction with Context Architecture in the amount of \$32,500.

The Building Committee adjourned their meeting at 8:13pm.

Public Hearing - Review & vote on transfer of liquor license from Middleton House of Pizza to Sheela and Sons Corp., DBA for Summit's Place (formerly Middleton House of Pizza), 229 S. Main Street; Change of Manager Sher Singh Saini; and Change of Corporate Name Sheela and Sons Corp

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously to open the public hearing for Middleton House of Pizza at 8:15 pm.

The applicant, Summit Saini was present and spoke on the request to transfer the liquor license. The Common Victualler License was approved in August.

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously approve the transfer of a liquor license for Middleton House of Pizza, to Sheela & Sons Corporation, DBA Summit's Place 229 South Main St, with the manager Sumit Saini, and a change of the corporate name to Sheela & Sons Corporation.

On a motion by Prentakis, seconded by Cresta, the Board voted unanimously to close the public hearing at 8:19pm.

Review & vote on One Day Liquor License for Essex Brewing Co./Ipswich Ale for the Middleton Food Truck Festival on Saturday, September 9 at 105 S. Main St for Wine & Malt from 11:30 am to 5:30 pm; and waiver of liquor license fee

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to approve a One Day Liquor License for Essex Brewing Co./Ipswich Ale, Saturday, September 9, 2023 at 105 S. Main St also known as the Middleton food truck festival from 11:30 am to 5:30 pm and waive the Liquor License fee.

Open & review Warrant for the October 17, 2023 Special Town Meeting

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously to open the October 17 Special Town Meeting Warrant.

Town Administrator Sultzbach reviewed the warrant articles:

Article 1- Committee Reports

Article 2- To raise and appropriate, borrow, or transfer from available funds to supplement the Fiscal Year 2024 Operating Budget

Article 3 - To raise and appropriate, borrow, or transfer from available funds a certain sum to pay bills of prior fiscal years; or take any other action relative thereto. (Placeholder)

Article 4 - Vote to raise and appropriate, borrow, or transfer from available funds to fund collective bargaining agreements; or take any other action relative thereto.

Article 5 - Vote to raise and appropriate, borrow, or transfer from available funds to supplement the Fiscal Year 2024 capital budget; or take any other action relative thereto.

Article 6 – Vote to raise and appropriate, borrow, or transfer from available funds to the following reserve accounts

Article 7 – Vote to raise and appropriate, borrow, or transfer from available funds certain sums of money to fund right of way work associated with the Maple Street Bridge reconstruction project; or take any other action relative thereto.

Article 8 – 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 convey and accept easements, fee interests, or parcels related there to; or take any other action relative thereto.

Article 9 – Authorize the Select Board to accept the Conservation Restriction for certain parcels of land at 105 South Main Street: - this article will be removed from the STM warrant.

Article 10 – Vote an additional \$9,950,000, for the design, permitting, construction, and furnishing of a combined Fire and Police Public Safety Building and a combined Community Center and Town Hall on the Town-owned land located at 105 South Main Street, including all costs incidental and related thereto; to Additional article (s) for the appraisal and sale of Locust Street property with proceeds to the Municipal Facilities project.

Updates and Announcements

B. Cresta requested an update on the school traffic this year. At this time the school is communicating with families regarding the pick-up/ drop-off process. The Board noted the need for options to be made available once the site work / construction begins on the “golf course” for the municipal complex.

8:40 – Executive Session

On a motion by Cresta seconded by Prentakis the Board voted unanimously by roll call to enter into Executive Session pursuant to G.L. c. 30A, s. 21(a)(4) to discuss the deployment of security personnel or devices, or strategies with respect thereto

And pursuant to G.L. c. 30A, s. 21(a)(2) to discuss strategy with respect to non-union personnel: Finance Director/Town Accountant

And pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations with all units

And to return to open session to review and vote on collective bargaining agreements with the Middleton Clericals AFSCME Local 1098 and the Middleton Public Works AFSCME Local 1098

The Board returned to open session at 10:15

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to approve the contract between the Town of Middleton and the Middleton Public Works AFSCME Local 1098

On a motion by Cresta, seconded by Prentakis, the Board voted 4-0-1 with Garber abstaining, to approve the Contract between the Town of Middleton and the Middleton Clericals AFSCME Local 1098

Adjournment -The Board voted unanimously to adjourn at 10:16 pm

Upcoming Meetings

September 19	Regular Select Board Meeting (later rescheduled to September 26)
October 10 & 24	Regular Select Board Meeting
October 17	Special Town Meeting at Howe-Manning

Respectfully submitted by,

Catherine E. Tinsley

Catherine Tinsley, Recording Secretary

Rick Kassiotis, Select Board Clerk

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

- Agenda: September 5, 2023
- September 7, 2023 Warrant # 2405: Payroll \$ 735,123; Bills Payable \$ 627,386; FP 25 \$ 25,000
- Minutes: August 8, 2023 OS/ES
- Boston Sidewalk Map 11.16.21
- Mass DOT Complete Streets Funding Program Grant Award Letter 8.7.23
- Middleton Complete Streets FY24
- Planning Consultant Services: Innes Associates & RKG Associates proposal 6.20.23
- Middleton RFQ 5.15.23
- Clerk Application Submission Letter – Villebridge Permit application 8.22.23
- ZBA Villebridge Hearing Schedule
- Summit's Place ABCC Application Redated
- Essex Co Brewing One Day Application redacted
- STM Warrant October 17, 2023
- Middleton Building Committee Municipal Facilities Project Update to the Middleton Select Board September 5, 2023.

TOWN OF MIDDLETON

OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949

3a.

Telephone (978) 777-3617
justin.sultzbach@middletonma.gov

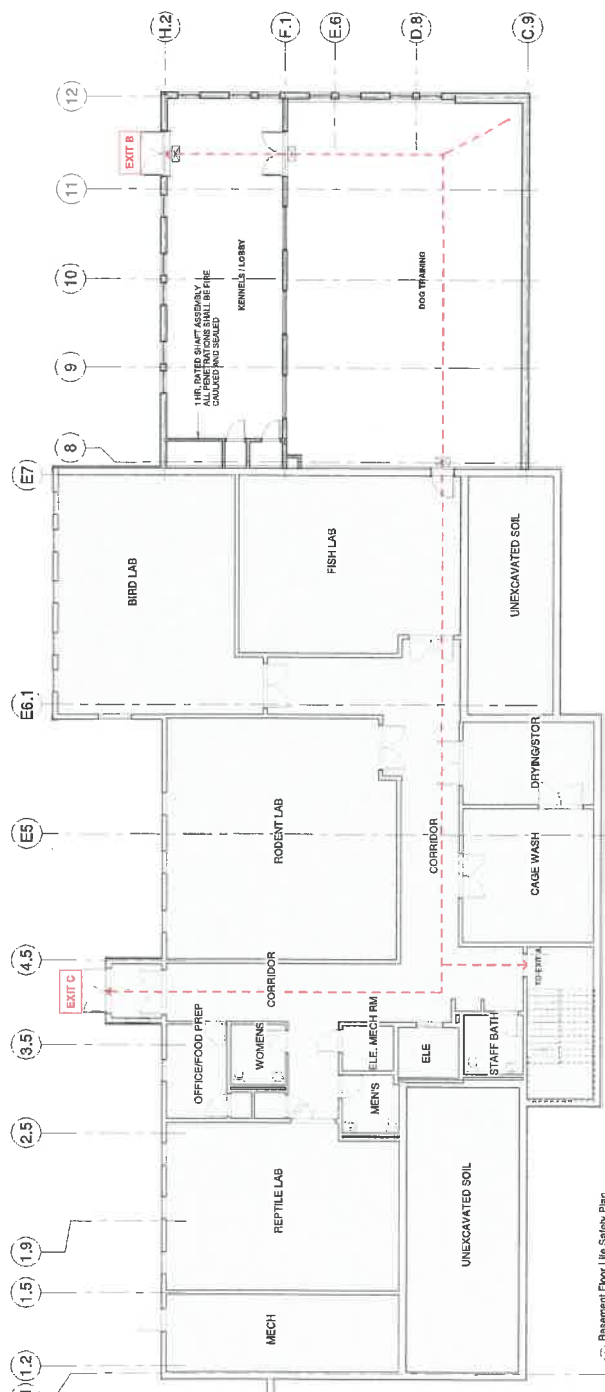
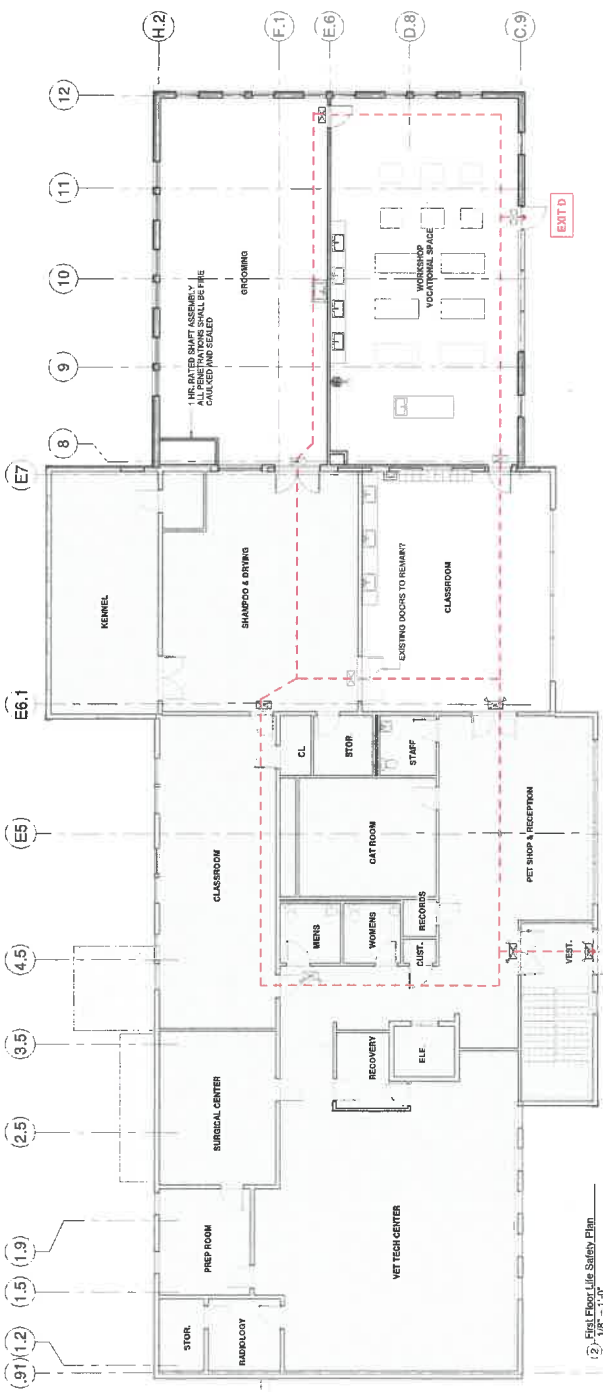
TO: Select Board
FROM: Justin Sultzbach, Town Administrator
DATE: September 19th, 2023
RE: Essex North Shore Agricultural & Technical School Update

Board Members,

I had the pleasure of visiting Essex Tech Superintendent Heidi Riccio several weeks ago to discuss a future capital project they are anticipating in the near future. This addition will expand their existing Essex Veterinary Building and will be funded through a borrowing. The expense of this debt service had not been finalized but will be passed on proportionally as part of Middleton's Assessment.

Essex Tech is required to notify communities as part of the borrowing process, leading to this conversation this evening. Superintendent Riccio is joining us tonight to tell the Board a little bit about this Capital Project and the programming surrounding this building.





Means of Egress					Total New Occupancy
Basement Level	Table 1004.1.2	Addition Occupancy	Existing Occupancy		
Dorm Training	1 per 100 sf	16	82		107
Kennels / Lobby	1 per 100 sf	9			
Final Floor					
Pat. Queueing	1 per 50 sf	23	110		159
Classroom / Vocational Space	1 per 50 sf	26			
			152		266

Number of Exits (Table 1005.2.1) = 1 Required
Length of exit access travel 75' with sprinklers for one exit.

Section 1016.2.2
Egress from a room or space shall not pass through sleeping or living rooms or
kitchens, except where such sleeping rooms or areas and the rooms served are
intended to be occupied by one or the other, are not a group H occupancy and provide a discernible
path of egress travel to an exit.

Pumbing Code:
Pumbing Force Requirements:
Mass Pumbing Code Table 1
 Capacity (145 men, 145 women)
 Women's toilet (1 per 45) = 2 toilets provided
 Men's toilet (1 per 45) = 8 toilets provided

- **Ministerial Fisheries:**
 - **Minister - New Construction**
 - **Minister - Fifth Requirement:**
 - **Self Access Corridors and open space - Class II**
 - **Landmark Fronts - Class III**
 - **Class III** (waiting allowable over noncombustible banding)

- Universal Design/Accessibility: Items that are required for this building include: Accessible Parking Space
 - Provided in Public Parking in Lot.
 - Accessible Path
 - Accessible route provided from Lot and existing HC spaces have existing detectable warning, surface at curb
- Accessible Entrance and Exit: Accessible Entrance and Exit are accessible

Decorative Countertop • 3/4" H. Legs at 2" Int.
Decorative Interior wall Flange • 3/4" min. depth • required manufacturing tolerances per 521 CHA
Accessable Toilet Rooms • Male & Female
are Adults and Fire Extinguishers
Set, operating heights at 42" A.C.F.



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



TO: Select Board/Finance Committee

FROM: Sarah Wood, Finance Director/Town Accountant

DATE: 9/15/2023

SUBJECT: FY 2023, 4th Quarter Highlights

This report includes a summary of the 4th quarter results as of June 30, 2023 of FY 2023 for the General Fund, CPA Fund, Water Enterprise Fund, appropriation accounts and revolving accounts. The General Fund accounts for the Town's annual operating budget and the majority of the capital budget. Exceptions include MELD, Water Department expenses and SESD assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e. CPA Fund, capital project funds).

General Fund Expenditures

As of June 30, 2023, 96.5% of the FY 2023 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the second quarter in FY 2023. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,522,197	\$2,170,266	86%
Public Safety	5,050,856	4,910,090	97%
Education	25,099,367	24,391,689	97%
Public Works	1,941,939	1,750,798	90%
Health and Human Services	536,448	468,889	87%
Culture and Recreation	734,790	688,283	94%
Debt Service	4,212,643	4,212,643	100%
State Assessments & Charges	315,607	345,510	109%
Unclassified	3,619,659	3,541,299	98%

At the end of the fiscal year, the total year-to-date expenditures should be around 95% to 100% of the departmental budget. The majority of departments fall into this range with a few exceptions. Once again the Finance Committee had excess budgetary capacity in regards to reserve fund spending. This exemplifies the continued accurate budgeting of the Town, as our reserves were not fully depleted during the fiscal year. Similarly, compensation reserve also had excess

budgetary capacity for the fiscal year. Within the general government categories, the Town Administrator line item saw surplus due to staffing changes, the Elections budget also saw surplus due to there being less elections/town meetings than budgeted. The Public Works category saw higher than expected surplus due to employee turnover. The veteran's affairs department saw spending at approximately 56% of the budget. This is due to our Veterans Agent continuing to find resources that are more beneficial for the Town's Veterans. The Recreation Commission also saw excess budgetary capacity due to there being no trips during the fiscal year.

The only line item that was overspent was the state assessments and charges. This is a legal deficit caused by mid-year adjustments specifically in regards to school choice (budget of \$0 actual expense of \$29,230).

A breakdown of spending by department as well as a list of encumbrances carried over from FY23 to FY24 is included in the following pages.

There is still currently \$727,442 in approved general fund capital projects that are outstanding, of these approximately \$29,000 of projects were closed at the end of the fiscal year as the projects/purchases came in under budget. I will continue to work with department heads during the fiscal year to spend down projects as quickly as feasible.

General Fund Revenues

For the third year in a row the Town had surplus revenues over \$1million. This year's total surplus was \$2,498,356.

The majority of the surplus is due to conservative budgeting of volatile local receipt line items. During the FY24 budget process we increased the budgets for various line items that have been trending back to pre-pandemic levels. We will continue to review how these line items are trending in FY24 and will make any further adjustments when the tax rate is set in December.

All revenue line items exceeded their budget except for Cemetery departmental revenues and State Aid which were only slightly below budgeted amounts.

CPA Fund Expenditures & Revenues

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

CPA revenues are at 119% of the budget this is due to an increase in surcharge revenue over budget.

Ending undesignated fund balance for the CPA fund is \$463,976.22 (prior to FY24 commitments).

Water Fund Expenditures & Revenues

Water expenditures are at 86% of the budget. This is in-line with budgeted expectations as \$50,000 of the budget is earmarked for unforeseen expenditures that was not needed.

It is expected that revenues in the water enterprise fund will be enough to cover the current year budget as well as add some additional revenue that will close out to fund balance at the end of the year. Most of the revenue received comes from the Town of Danvers; unfortunately, this year's payment was not received until July. Currently revenues for the year total \$32,798.

The current fund balance in the water enterprise fund is \$1,194,169.49 (prior to FY24 commitments).

Free Cash & Retained Earnings

Free cash has been certified as of July 1, 2023 at \$4,552,945. By means of comparison, last year's free cash was \$3,412,839. The Town's policy for free cash reserves to be a minimum of 3% of the prior year general fund operating appropriation. Free cash as of July 1, 2023 is 10.5% of the FY23 general fund operating appropriation, which meets this criterion. As free cash is certified much higher than we typically see the Town Administrator and I are recommending contributing \$700,000 of free cash into our various stabilization funds at the October 17th Town Meeting.

Water Enterprise Fund Retained earnings has been certified as of July 1, 2023 at \$138,648. By means of comparison, last year's retained earnings were certified at \$1,353,474. The decrease is due to Town Meeting appropriations as well as the timing of the payment from the Town of Danvers.

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

Town of Middleton, MA
Fiscal Year 2023 Expenditures (unaudited)

GENERAL FUND	For the Period Ended				Total		AVAILABLE	
	BUDGET	9/30/2022 Quarter 1	12/31/2022 Quarter 2	3/31/2023 Quarter 3	6/30/2023 Quarter 4	YTD EXPENDED	BUDGET	% USED
Total 114 TOWN MODERATOR	\$ 200	\$ -	\$ -	\$ -	\$ 200	\$ 378,317	\$ 44,723	89%
Total 122 SELECT BOARD	423,040	73,927	94,273	89,873	120,243			
Total 131 FINANCE COMMITTEE	3,954	318	134	536	268	1,256	2,698	32%
Total 131 RESERVE FUND	100,000	12,000	-	20,000	47,124	79,124	20,876	79%
Total 135 TOWN ACCOUNTANT	208,684	36,808	79,332	42,179	49,026	207,345	1,339	99%
Total 141 ASSESSORS	224,916	97,251	-	46,204	60,701	204,155	20,761	91%
Total 145 TREASURER/COLLECTOR	302,793	63,009	66,994	63,583	68,732	262,318	40,475	87%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	2,500	-	-	2,500	-	100%
Total 151 TOWN COUNSEL	90,576	15,903	35,450	12,186	27,037	90,576	0	100%
Total 155 MIS	493,962	94,301	83,039	108,587	100,427	386,353	107,609	78%
Total 161 TOWN CLERK	209,338	42,329	49,612	39,372	57,325	188,638	20,700	90%
Total 162 ELECTIONS	78,524	8,422	16,151	2,944	11,723	39,250	39,274	50%
Total 171 CONSERVATION COMMISSION	95,133	19,759	24,587	21,892	26,684	92,923	2,210	98%
Total 175 PLANNING BOARD	136,197	21,527	27,786	30,077	37,677	117,067	19,130	86%
Total 176 BOARD OF APPEALS	4,730	526	427	981	631	2,566	2,164	54%
Total 181 MASTER PLAN COMMITTEE	1,574	-	-	-	197	197	1,377	13%
Total 192 TOWN BUILDING	135,714	14,877	22,869	36,267	33,106	107,119	28,595	79%
Total 195 TOWN REPORT	10,362	-	3,168	-	7,194	10,362	-	100%
Total 210 POLICE	2,263,273	459,472	549,613	463,092	682,234	2,154,411	108,861	95%
Total 220 FIRE	2,477,620	643,470	556,209	580,286	682,727	2,462,691	14,929	99%
Total 241 BUILDING INSPECTION	285,169	55,973	73,273	64,086	79,035	272,366	12,803	96%
Total 292 ANIMAL CONTROL	24,594	4,203	5,538	4,747	5,934	20,421	4,173	83%
Total 296 CONSTABLE	200	-	-	-	200	200	-	100%
Total 301 SCHOOL DEPARTMENT	13,796,753	1,759,331	3,612,961	3,431,571	4,285,212	13,089,075	707,678	95%
Total 314 MASCONOMENT ASSESSMENT	10,477,590	2,619,398	2,619,368	2,619,398	2,619,428	10,477,590	-	100%
Total 315 ESSEX TECH ASSESSMENT	825,024	208,713	417,426	198,885	-	825,024	-	100%
Total 420 DPW ADMINISTRATION	1,129,955	207,922	290,391	156,587	332,544	987,444	142,511	87%
Total 423 SNOW & ICE REMOVAL	285,713	3,205	23,991	231,930	26,466	285,591	122	100%
Total 425 TRANSFER STATION	526,271	74,625	124,455	106,969	171,715	477,764	48,507	91%
Total 511 BOARD OF HEALTH	150,847	34,420	30,862	28,565	39,023	132,869	17,978	88%
Total 541 COUNCIL ON AGING	283,700	49,674	70,061	60,252	85,656	265,644	18,056	94%
Total 543 VETERANS AGENT	66,976	8,964	6,134	10,398	11,973	37,468	29,508	56%
Total 545 TRI TOWN COUNCIL	29,925	7,481	7,481	7,481	7,481	29,925	-	100%
Total 548 GARDEN CLUB	5,000	-	2,683	-	300	2,983	2,017	60%
Total 610 LIBRARY	670,782	137,128	155,419	151,559	199,942	644,047	26,735	96%

Total 630 RECREATION COMMISSION	53,008	31,504	3,831	175	1,860	37,369	15,639	70%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-	-	-	1,000	0%
Total 692 MEMORIAL DAY	5,000	-	-	-	1,867	1,867	3,133	37%
Total 693 CHIEF WILLIS FESTIVAL	5,000	-	-	-	5,000	5,000	-	100%
Total 710 DEBT SERVICE	4,212,643	1,044,803	2,035,075	256,978	875,788	4,212,643	0	100%
Total 820 STATE ASSESSMENTS & CHARGES	315,607	78,912	83,052	90,807	92,739	345,510	(29,903)	109%
Total 910 COMPENSATION RESERVE	84,423	3,500	52,145	13,211	-	68,856	15,567	82%
Total 911 RETIREMENT	1,882,539	2,338,503	(455,965)	-	-	1,882,538	1	100%
Total 913 UNEMPLOYMENT	45,000	2,869	-	-	21,927	24,796	20,204	55%
Total 914 HEALTH INSURANCE	817,967	190,859	191,961	189,140	210,333	782,293	35,674	96%
Total 915 GROUP INSURANCE	2,600	607	624	424	464	2,119	481	82%
Total 916 MEDICARE/DEP TAX	115,000	23,334	29,008	24,754	31,471	108,567	6,433	94%
Total 945 LIABILITY INSURANCE	270,130	430,680	2,128	(164,678)	2,000	270,130	(0)	100%
Total 962 TRANSFERS TO OTHER FUNDS	402,000	152,000	250,000	-	-	402,000	-	100%
Total GENERAL FUND	\$ 44,033,505	\$11,072,508	\$11,244,053	\$ 9,041,297	\$11,121,610	\$ 42,479,469	\$ 1,554,037	96.5%
Total CPA	\$ 124,500	\$ 83,300	\$ 40,000	\$ -	\$ 134	\$ 123,434	\$ 1,066	99%
Total WATER ENTERPRISE FUND	\$ 296,695	\$ 41,548	\$ 32,627	\$ 32,909	\$ 146,904	\$ 253,987	\$ 42,708	86%
Total SESD ENTERPRISE FUND	\$ 110,035	\$ 26,437	\$ 50,377	\$ 26,463	\$ 5,633	\$ 108,909	\$ 1,126	99%

Town of Middleton, MA
Fiscal Year 2023 Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>STM/ATM</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 10/18/22</u>	<u>YTD Expended</u>	<u>Available Balance at 6/30/2023</u>
GF	STM	2015	2	ATHLETIC FLD MAINT *	35,000	1,604	1,318	285
GF	ATM	2017	17	REMEDIAE NATSUE WAY	165,000	133,915	4,480	129,435
GF	ATM	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM	2019	3	MAINTENANCE OF GOLF COURSE	25,000	17,500	-	17,500
GF	ATM	2020	19	HR SOFTWARE *	14,727	8,900	1,280	7,620
GF	ATM	2020	19	BRIGADOON TREE/SIDEWALK	75,000	75,000	-	75,000
GF	ATM	2020	19	COA REFINISH HARDWOOD FLOORS	7,500	2,812	-	2,812
GF	STM	2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	STM	2020	11	105 S MAIN STREET MAINTENANCE	5,000	3,747	-	3,747
GF	ATM	2021	10	FIBER OPTIC NETWORK	100,000	100,000	94,150	5,850
GF	ATM	2021	10	MEALS ON WHEELS CAR	35,500	545	80	465
GF	ATM	2022	19	CHARTER REVIEW	15,000	15,000	-	15,000
GF	ATM	2022	19	CYCLICAL INSPECTIONS	10,000	2,340	-	2,340
GF	ATM	2022	19	CYBERSECURITY PROTECTION	10,000	10,000	-	10,000
GF	ATM	2022	19	MUNIS UPGRADE *	10,000	8,566	-	8,566
GF	ATM	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	10,000	4,663	5,337
GF	ATM	2022	19	PURCHASE CRUISER RADIOS	8,500	2,016	-	2,016
GF	ATM	2022	19	PURCHASE RADAR GUNS	5,000	1,220	-	1,220
GF	ATM	2022	19	RADIO/TELEPHONE RECORDER *	17,080	2,526	2,421	105
GF	ATM	2022	19	DIGITIZE INSPECTIONAL SERVICE RECORDS	45,000	9,642	5,400	4,242
GF	ATM	2022	19	DPW BUILDING IMPROVEMENTS*	25,000	4,063	4,056	6
GF	ATM	2022	19	COA BUILDING IMPROVEMENTS	5,700	902	-	902
GF	STM	2022	9	BOSTON ST SIDEWALK *	33,000	33,000	32,006	994
GF	STM	2022	11	IT & CYBERSECURITY	55,000	45,154	20,108	25,045
GF	STM MAY22	2022	7	ADDITIONAL FUNDS FOR FIRE PUMPER	40,000	40,000	-	40,000
GF	ATM	2023	18	DPW SALARY SURVEY	10,000	10,000	4,350	5,650
GF	ATM	2023	18	PEDESTRIAN & TRAFFIC SAFETY IMPLEMENTATION	20,000	20,000	13,850	6,150
GF	ATM	2023	18	NEARMAP & PUSHPIN GIS	7,740	7,740	7,096	644
GF	ATM	2023	18	DPW SERVER REPLACEMENT	4,000	4,000	-	4,000
GF	ATM	2023	18	VMWARE UPGRADE PHASE 2	14,000	14,000	10,000	4,000
GF	ATM	2023	18	ANTIVIRUS UPGRADE	4,800	4,800	-	4,800
GF	ATM	2023	18	ELECTION/POLL EQUIPMENT	7,200	7,200	5,819	1,381
GF	ATM	2023	18	PURCHASE POLICE CRUISER	50,000	50,000	46,737	3,263
GF	ATM	2023	18	REPLACE POLICE AED'S *	9,000	9,000	8,403	597
GF	ATM	2023	18	PURCHASE RADAR GUN CRUISER	5,000	5,000	-	5,000
GF	ATM	2023	18	REPALCE MARINE 1	15,000	15,000	-	15,000
GF	ATM	2023	18	FIRE ALARM MATERIALS	15,000	15,000	11,974	3,026
GF	ATM	2023	18	ICE RESCUE SLED	6,000	6,000	-	6,000
GF	ATM	2023	18	RADIO EQUIPMENT	72,800	72,800	13,729	59,071
GF	ATM	2023	18	TRAIN NEW FIREFIGHTER	27,303	27,303	21,726	5,577
GF	ATM	2023	18	DIGITIZE INSPECTIONAL SERVICE RECORDS PHASE 2	35,000	35,000	-	35,000
GF	ATM	2023	18	REPLACE HM SECURITY SYSTEM	50,000	50,000	-	50,000
GF	ATM	2023	18	REPLACE SMART BOARDS	155,000	155,000	152,256	2,744
GF	ATM	2023	18	REPALCE TRUCK 12*	81,700	81,700	76,572	5,128
GF	ATM	2023	18	STAND UP LEAF BLOWER*	13,000	13,000	12,422	578
GF	ATM	2023	18	REPLACE TOWN SIGNS	20,000	20,000	10,866	9,134
GF	ATM	2023	18	ADDITIONAL CHAPTER 90 FUNDS	100,000	100,000	73,874	26,126
GF	STM	2023	5	CLERICAL WAGE STUDY	10,000	10,000	-	10,000
GF	STM	2023	5	HVAC REPAIRS LIBRARY*	26,000	26,000	21,014	4,986
GF	STM	2023	7	REDEVELOPMENT OF 49 S MAIN ST TOWN EXPENSES	50,000	50,000	-	50,000
CAP PROJ	ATM	2019	2	MASTER DESIGN STUDY 105 S MAIN**	325,000	62,290	62,290	-
CAP PROJ	ATM	2022	19	PURCHASE 1 TON TRUCK ***	75,000	2,938	2,938	-
CAP PROJ	ATM	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CAP PROJ	ATM	2022	22	MUNICIPAL COMPLEX	61,590,000	61,438,689	1,710,028	59,728,661
CEMETERY	ATM	2016	26	OAKDALE CEMETERY WORK *	63,000	2,798	-	2,798
CPA	ATM	2014	27	OLD TOWN HALL REPAIRS	22,000	3,472	-	3,472
CPA	ATM	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	14,758	-	14,758
CPA	ATM	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	ATM	2020	21	RUBCHINUK PARK IRRIGATION *	24,500	7,904	-	7,904
CPA	ATM	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	ATM	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	ATM	2022	12	MUNICIPAL COMPELX COMMONS	300,000	300,000	-	300,000
CPA	ATM	2023	11	RESTORE HISTORIC MONUMENT	25,000	25,000	5,130	19,870
CPA	ATM	2023	11	ADDITIONAL RAIL TRAIL	50,000	50,000	34,266	15,734
WATER	ATM	2021	13	WATER EMERGENCY REPAIRS RESERVE	50,000	50,000	-	50,000

* - Will be closed out

** - Balance transferred to Municipal Complex Project

*** - Closed to General Fund

Town of Middleton, MA
Fiscal Year 2024 Encumbrances (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
General	Town Administrator	Advertising	\$ 636.00
General	Treasurer/Collector	Contractual Services	\$ 20.00
General	Info. Technology	Telephone	\$ 82.98
General	Info. Technology	Technology Supplies	\$ 592.33
General	Info. Technology	PEG Supplies	\$ 24,000.00
General	Town Clerk	Capital (operating)	\$ 5,891.98
General	Town Buildings	Fuel Old Town Hall	\$ 0.71
General	Town Buildings	Building Maintenance	\$ 194.46
General	Town Buildings	Building Other Supplies	\$ 63.00
General	Police	Electricity	\$ 58.56
General	Police	Cruiser Maint & Fuel	\$ 130.00
General	Fire	Building Maintenance	\$ 71.37
General	Fire	Fire Tools & Apparatus	\$ 35.00
General	Fire	Special Expenses	\$ 288.00
General	DPW	Guard Rail	\$ 8,500.00
General	BOH	Consultant	\$ 1,041.34
General	BOH	Travel	\$ 44.57
General	COA	Prof. Development	\$ 782.18
General	Garden Club	Garden Club	\$ 1,388.93
General	Library	Fuel	\$ 155.52
General	Library	Office/Book Supplies	\$ 54.69
General	Library	Building Maintenance	\$ 1,500.00
General	Library	Books/Materials	\$ 6,635.00
General	Unemployment	Unemployment	\$ 19,305.00
General	School	Salaries	\$ 465,775.02
General	School	Supplies	\$ 162,026.23
			<u>\$ 699,272.87</u>

Town of Middleton, MA
Fiscal Year 2023 Revenues (unaudited)

For the Period Ended		9/30/2022				12/31/2022				3/31/2023				6/30/2023				Total		(UNDER)/OVER	
GENERAL FUND		BUDGET		Quarter 1		Quarter 2		Quarter 3		Quarter 4		YTD REVENUE		BUDGET		% RECEIVED					
PERSONAL PROPERTY TAXES	\$	695,787	\$	239,692	\$	112,605	\$	233,221	\$	110,893	\$	696,411		624		100.1%					
REAL ESTATE**		34,927,203		8,397,232		8,022,644		9,515,459		9,329,432		35,264,767		337,564		101.0%					
TAX LIEN/TITLE/FORECLOSURE		*		-		67		(6,955)		5,511		(1,377)		N/A		N/A					
MOTOR VEHICLE EXCISE		2,000,000		192,832		73,007		1,518,353		483,630		2,267,822		267,822		113.4%					
OTHER EXCISE - ROOM		140,000		55,924		54,635		14,270		85,573		210,402		70,402		150.3%					
OTHER EXCISE - MEALS		300,000		96,534		88,420		75,409		78,611		338,974		38,974		113.0%					
PENALTIES AND INTEREST ON TAXES		80,000		31,149		13,739		37,526		29,649		112,063		32,063		140.1%					
PILOT		130,000		-		-		98,478		50,390		148,868		18,868		114.5%					
PILOT - MELD		262,979		-		262,979		-		-		262,979		-		100.0%					
CHARGES FOR SERVICES - SOLID WASTE FEES		210,000		130,600		77,650		5,075		3,525		216,850		6,850		103.3%					
FEES		125,000		26,821		81,546		29,767		50,602		188,737		63,737		151.0%					
DEPARTMENTAL REVENUES - CEMETERIES		40,000		8,200		7,688		10,876		11,700		38,464		(1,536)		96.2%					
OTHER DEPARTMENTAL REVENUE		125,500		54,316		91,813		53,210		34,108		233,447		107,947		186.0%					
BUILDING PERMITS		362,000		136,380		297,650		70,373		247,419		751,822		389,822		207.7%					
OTHER LICENSES AND PERMITS		148,000		25,718		88,553		23,695		42,098		180,064		32,064		121.7%					
FINES AND FOREFEITS		5,000		1,828		3,139		3,100		3,481		11,548		6,548		231.0%					
INVESTMENT INCOME		40,000		52,223		142,711		170,960		666,072		1,031,966		991,966		2579.9%					
MEDICAID REIMBURSEMENT		20,000		-		16,192		7,193		4,656		28,041		8,041		140.2%					
STATE AID		2,472,934		600,906		664,222		602,623		604,618		2,472,369		(565)		100.0%					
TRANSFERS IN		878,038		783,697		-		-		180,955		964,652		86,614		109.9%					
MISC NON RECURRING		171,693		171,693		-		-		-		171,693		-		0.0%					
MISC RECURRING		-		-		-		-		40,552		40,552		40,552		100.0%					
Total GENERAL FUND	\$	43,134,134	\$	11,005,745	\$	10,099,260	\$	12,462,633	\$	12,063,475	\$	45,631,113	\$	2,498,356		105.8%					
Total CPA	\$	347,893	\$	72,289	\$	151,611	\$	106,924	\$	83,289	\$	414,113	\$	66,220		119.0%					
Total WATER FUND	\$	296,695	\$	10,637	\$	8,594	\$	(8,288)	\$	21,855	\$	32,798	\$	(263,897)		11.1%					
Total SESD ENTERPRISE FUND	\$	110,035	\$	44,813	\$	240	\$	102,038	\$	1,837	\$	148,928	\$	38,893		135.3%					

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

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

* indicates budgeted figures not available.

** Net of Overlay raised on recap

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

Town of Middleton, MA
Revolving Funds (unaudited)

	Fund Balance as of 7/1/2022	Revenue as of 6/30/2023	Expenditures as of 6/30/2023	Fund Balance as of 6/30/2023
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
USER FIELD FEES **	5,960	-	(3,647)	2,313
COA TRIP FUND	25,365	512	(3,289)	22,588
STORMWATER MANAGEMENT	6,600	2,400	-	9,000
FIREARMS LICENSES AND PERMITS **	26,995	4,425	(260)	31,161

** CLOSED AT ATM

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 6/30/2023	Revenue as of 6/30/2023	FY 24 Appropriation **	Fund Balance after Appropriations
AMBULANCE FUND	\$ 1,430,434	\$ 811,995	\$ (800,000)	\$ 630,434
PEG	572,415	218,057	(153,155)	419,260
SPED RESERVE FUND*	152,848	4,608	-	152,848
OPEB*	2,226,788	115,666	200,000	2,426,788
STABILIZATION*	2,275,284	68,461	50,000	2,325,284
CAPITAL STABILIZATION*	957,220	28,723	(270,000)	687,220
SPED STABILIZATION*	419,901	13,271	(32,000)	387,901
RETIREMENT STABILIZATION*	486,153	14,521	50,000	536,153
SIDEWALK/PEDESTRIAN STABILIZATION*	131,596	3,967	-	131,596
FACILITIES COMPLEX STABILIZATION*	312,934	9,299	550,000	862,934

* Revenue amount indicates interest only.

** October 2023 STM appropriations included

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE - COMPARATIVE REPORT
FISCAL YEAR 2023 AND FISCAL YEAR 2022

	FISCAL YEAR 2023 (AS OF JUNE 30, 2023)				FISCAL YEAR 2022 (AS OF JUNE 30, 2022)			
	Revised Budget	Actual	(Under)/ Over Budget	% of Budget	Revised Budget	Actual	(Under)/ Over Budget	% of Budget
PROPERTY TAXES								
Real Estate Taxes (Includes allowance)	\$ 34,927,203	\$ 35,264,767	\$ 337,564	100.97%	\$ 31,078,944	\$ 31,396,877	\$ 317,933	101.02%
Personal Property Taxes	695,787	696,411	624	100.09%	726,719	726,781	62	100.01%
Tax Title Liens/Tax foreclosures	-	(1,377)	(1,377)		-	104,433	104,433	
Total Property Taxes	\$ 35,622,990	\$ 35,959,801	\$ 336,811	100.95%	\$ 31,805,663	\$ 32,228,091	\$ 422,428	101.33%
STATE AID								
Cherry Sheet Revenue	2,472,934	2,472,369	(565)	99.98%	2,405,972	2,492,771	86,799	103.61%
Total State Aid	\$ 2,472,934	\$ 2,472,369	\$ (565)	99.98%	\$ 2,405,972	\$ 2,492,771	\$ 86,799	103.61%
LOCAL RECEIPTS								
Motor Vehicle Excise	2,000,000	2,267,822	267,822	113.39%	2,000,000	2,139,512	139,512	106.98%
Other Excise - Rooms Tax	140,000	210,402	70,402	150.29%	60,000	131,987	71,987	219.98%
Other Excise - Meals Tax	300,000	338,974	38,974	112.99%	200,000	290,424	90,424	145.21%
Penalties & Interest	80,000	112,063	32,063	140.08%	80,000	90,302	10,302	112.88%
Payment in Lieu of Taxes	130,000	148,868	18,868	114.51%	130,000	131,297	1,297	101.00%
Charges for Services - MEID	262,979	262,979	-	100.00%	243,253	243,332	79	100.03%
Charges for Services - Transfer Station Stickers	210,000	216,850	6,850	103.26%	210,000	220,475	10,475	104.99%
Fees	125,000	188,737	63,737	150.99%	135,000	139,827	4,827	103.58%
Departmental Revenue - Libraries	-	-	-	#DIV/0!	1,000	2,194	1,194	219.40%
Departmental Revenue - Cemeteries	40,000	38,464	(1,536)	96.16%	40,000	41,540	1,540	103.85%
Other Departmental Revenue	125,500	233,447	107,947	186.01%	150,000	203,209	53,209	135.47%
Building Permits	362,000	751,822	389,822	207.69%				
Other Licenses & Permits	148,000	180,064	32,064	121.66%	480,000	709,760	229,760	147.87%
Fines & Forfeitures	5,000	11,548	6,548	230.95%	5,000	9,982	4,982	199.64%
Investment Income	40,000	1,031,966	991,966	2579.91%	40,000	48,481	8,481	121.20%
Medicaid & Miscellaneous	20,000	68,593	48,593	342.96%	20,000	63,960	43,960	319.80%
Misc Non-Recurring	171,693	171,693	-	0.00%	-	-	-	0.00%
Total Local Receipts	4,160,172	6,234,291	2,074,119	149.86%	3,794,253	4,466,282	672,029	117.71%
TOTAL REVENUE	\$ 42,256,096	\$ 44,666,461	\$ 2,410,365	105.70%	\$ 38,005,888	\$ 39,187,144	\$ 1,181,256	103.11%
TRANSFERS IN								
FROM ENTERPRISE - INDIRECT	94,341	94,341	-	100.00%	54,912	54,912	-	100.00%
FROM SPECIAL REVENUE FUNDS - BUDGETED	783,697	783,697	-	100.00%	779,337	779,337	-	100.00%
FROM SPECIAL REVENUE FUNDS - UNBUDGETED	-	83,437	83,437	0.00%	-	-	-	0.00%
FROM CAPITAL FUNDS	-	3,176	3,176	0.00%	-	-	-	0.00%
FROM STABILIZATION FUNDS	-	-	-	100.00%	138,175	138,175	-	100.00%
TOTAL TRANSFERS IN	\$ 878,038	\$ 964,652	\$ 86,614	109.86%	\$ 972,424	\$ 972,424	\$ -	100.00%
TOTAL REVENUE AND TRANSFERS IN	\$ 43,134,134	\$ 45,631,113	\$ 2,496,979	105.79%	\$ 38,978,312	\$ 40,159,568	\$ 1,181,256	103.03%

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023

	FY 2019 ACTUAL REVENUE	FY 2020 ACTUAL REVENUE	FY 2021 ACTUAL REVENUE	FY 2022 ACTUAL REVENUE	FY 2023 ACTUAL REVENUE	FY 2022 TO FY2023 \$ CHANGE	FY 2022 TO FY2023 % CHANGE
PROPERTY TAXES							
Real Estate Taxes	\$27,861,458	\$29,272,912	\$30,427,874	\$31,396,877	\$35,264,767	\$3,867,890	12.3%
Personal Property Taxes	\$605,945	680,204	\$750,292	\$726,781	\$696,411	\$ (30,370)	-4.2%
Tax Title/Tax Liens/Tax Foreclosures	\$432,527	86,531	\$127,910	\$104,433	\$ (1,377)	\$ (105,810)	-101.3%
Total Property Taxes	\$28,899,930	\$30,039,647	\$31,306,076	\$32,228,091	\$35,959,801	\$3,731,710	11.6%
STATE REVENUE							
Cherry Sheet Revenue							
Unrestricted Aid	\$565,735	\$581,010	\$581,010	\$601,345	\$633,818	\$32,473	5.4%
Charter School Reimbursement	\$29,081	\$7,722	\$14,983	\$1,347	\$2,203	\$856	63.5%
Chapter 70	\$1,646,051	\$1,677,463	\$1,669,491	\$1,691,699	\$1,726,991	\$35,292	2.1%
Reimb State Owned Land	\$19,259	\$20,251	\$22,692	\$25,627	\$32,895	\$7,268	28.4%
Exemptions to Veterans & Elderly	\$6,526	\$6,526	\$75,696	\$154,566	\$62,590	\$ (91,976)	-59.5%
Veterans Benefits	\$100,817	\$51,939	\$31,923	\$18,187	\$13,872	\$ (4,315)	-23.7%
Total State Revenue	\$2,367,469	\$2,344,911	\$2,395,795	\$2,492,771	\$2,472,369	\$ (20,402)	-0.8%
LOCAL RECEIPTS							
Motor Vehicle Excise	\$2,069,240	\$2,021,607	\$2,195,080	\$2,139,512	\$2,267,822	\$128,310	6.0%
Other Excise - Meals Tax	\$226,549	\$213,683	\$209,215	\$290,424	\$338,974	\$48,550	16.7%
Other Excise - Rooms Tax	\$205,160	\$153,075	\$36,610	\$131,987	\$210,402	\$78,415	59.4%
Penalties & Interest on Taxes	\$141,076	\$121,012	\$132,497	\$90,302	\$112,063	\$21,761	24.1%
Payment in Lieu of Taxes	\$134,776	\$131,026	\$132,686	\$131,297	\$148,868	\$17,571	13.4%
Payment in Lieu of Taxes (MELD)	\$223,000	\$176,100	\$230,000	\$243,332	\$262,979	\$19,647	8.1%
Charges for Services - Transfer Station Stickers	\$218,885	\$220,240	\$222,850	\$220,475	\$216,850	\$ (3,625)	-1.6%
Fees							
Selectmen - Natsue Way Boat Storage	\$25,525	\$17,017	\$19,144	\$10,635	\$44,669	\$34,033	320.0%
Assessors - Sale of Maps	\$720	\$485	\$720	\$360	\$630	\$270	75.0%
Town Clerk - Birth, Death, Marriage, Business, Dog	\$24,980	\$35,437	\$57,709	\$31,578	\$37,560	\$5,982	18.9%
Planning Board	\$-	\$-	\$125	\$283	\$-	\$ (283)	-100.0%
Police - False Alarm, Accident Reports, Detail Cruiser Fees	\$9,095	\$8,575	\$19,815	\$16,735	\$36,020	\$19,285	115.2%
Police/Fire - Admin fee details	\$28,391	\$15,447	\$33,239	\$24,649	\$28,243	\$3,594	14.6%
Fire - Alarm Fee/Permit Fees	\$39,786	\$57,918	\$41,647	\$38,412	\$24,540	\$ (13,872)	-36.1%
DPW - Electronics, Bulk, Recycling Only	\$4,575	\$4,665	\$17,405	\$17,175	\$17,075	\$ (100)	-0.6%
Total Fees	\$133,072	\$139,543	\$189,803	\$139,827	\$188,737	\$48,910	35.0%
Departmental Revenue - Libraries	\$3,238	\$3,090	\$802	\$2,194	\$-	\$ (2,194)	-100.0%
Departmental Revenue - Cemeteries	\$46,087	\$52,000	\$57,325	\$41,540	\$38,464	\$ (3,076)	-7.4%
Other Departmental Revenue							
Selectmen	\$71,416	\$10,646	\$6,701	\$4,188	\$7,706	\$3,518	84.0%
Accounting	\$16,432	\$63,038	\$67,894	\$90,232	\$98,964	\$8,732	9.7%
Treasurer/Collector	\$42,631	\$30,070	\$55,735	\$39,204	\$37,531	\$ (1,673)	-4.3%
Cell Tower Rent	\$64,767	\$68,462	\$71,820	\$68,220	\$70,272	\$2,051	3.0%
Town Clerk - Early Voting reimbursement	\$6,052	\$-	\$24,168	\$-	\$10,309	\$10,309	100.0%
Planning Board	\$245	\$44	\$427	\$26	\$415	\$389	1502.5%
DPW revenues	\$4,364	\$932	\$2,483	\$1,140	\$1,325	\$185	16.2%
Council on Aging	\$-	\$-	\$-	\$198	\$119	\$ (79)	-39.9%
Library	\$-	\$-	\$-	\$-	\$2,016	\$2,016	100.0%
Recreation Commission - Summer camp Resgistration	\$-	\$-	\$-	\$-	\$4,790	\$4,790	100.0%
Veterans - 115 Reimbursement	\$350	\$-	\$-	\$-	\$-	\$-	0.0%
Total Other Departmental Revenue	\$206,258	\$173,192	\$229,228	\$203,209	\$233,447	\$30,238	14.9%
Licenses & Permits							
Selectmen - Liquor, Common Victualers	\$96,488	\$76,149	\$61,380	\$76,961	\$78,465	\$1,504	2.0%
Inspectional Services - Plumbing & Gas, Building, Electric	\$478,198	\$484,932	\$552,753	\$589,846	\$780,205	\$190,359	32.3%
Board of Health - Food, Tobacco, etc.	\$34,654	\$34,012	\$39,659	\$42,952	\$73,216	\$30,264	70.5%
Total Licenses & Permits	\$609,339	\$595,093	\$653,792	\$709,760	\$931,886	\$222,127	31.3%
Fines & Forfeitures							
Police Fines	\$13,837	\$13,269	\$4,903	\$9,912	\$11,548	\$1,635	16.5%
Animal Control Fines	\$-	\$-	\$-	\$70	\$-	\$ (70)	-100.0%
Total Fines & Forfeitures	\$13,837	\$13,269	\$4,903	\$9,982	\$11,548	\$1,565	15.7%
Investment Income	\$145,719	\$100,811	\$21,542	\$48,481	\$1,031,966	\$983,485	2028.6%
Municipal Medicare Reimbursement	\$32,081	\$25,867	\$26,586	\$63,960	\$68,593	\$4,633	7.2%
Misc Non-Recurring	\$-	\$-	\$152,770	\$-	\$171,693	\$171,693	100.0%
Total Local Receipts	\$4,408,318	\$4,139,607	\$4,495,690	\$4,466,282	\$6,234,291	\$1,448,359	32.4%
TOTAL REVENUE	\$35,675,717	\$36,524,165	\$38,197,561	\$39,187,144	\$44,666,461	\$5,159,667	13.2%

TOWN OF MIDDLETON, MA
GENERAL FUND APPROPRIATION SUMMARY
FISCAL YEAR 2023

	Final Budget	% of Total Budget
Municipal		
General Government	\$ 2,422,197	5.3%
Public Safety	5,050,856	11.1%
Department of Public Works	1,941,939	4.3%
Health & Human Services	536,448	1.2%
Culture & Recreation	734,790	1.6%
Total Municipal Budget	<u>\$10,686,229</u>	<u>23.4%</u>
Education		
Tri-Town School District	\$13,796,753	30.2%
MASCO Regional High School	10,477,590	22.9%
Essex-Tech Regional High School	825,024	1.8%
Total Education	<u>\$25,099,367</u>	<u>54.9%</u>
Debt Service	<u>\$ 4,212,643</u>	<u>9.2%</u>
Employee Benefits/Insurance		
Retirement	\$ 1,882,539	4.1%
Unemployment	45,000	0.1%
Health Insurance	817,967	1.8%
Life Insurance	2,600	0.0%
Medicare Tax	115,000	0.3%
General Insurance (i.e. Prop & Casualty)	270,130	0.6%
Total Employee Benefits/Insurance	<u>\$ 3,133,236</u>	<u>6.9%</u>
Other		
Reserve Fund	\$ 100,000	0.2%
Capital	1,647,320	3.6%
Salary Reserve	84,423	0.2%
State Charges & Assessments	315,607	0.7%
Transfer to OPEB Trust	150,000	0.3%
Transfer to Stabilization	50,000	0.1%
Transfer to Special Ed. Stabilization	52,000	0.1%
Transfer to Capital Stabilization	100,000	0.2%
Transfer to Retirement Stabilization	50,000	0.1%
Total Other	<u>\$ 2,549,350</u>	<u>5.6%</u>
TOTAL APPROPRIATIONS	<u><u>\$45,680,826</u></u>	<u><u>100.0%</u></u>

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2023 AND FISCAL YEAR 2022

	FISCAL YEAR 2023 (AS OF JUNE 30, 2023)					FISCAL YEAR 2022 (AS OF JUNE 30, 2022)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
TOWN MODERATOR SALARIES	\$ 200	\$ 200	\$ -	\$ -	100.00%	\$ 200	\$ 200	\$ -	\$ -	100.00%
SELECT BOARD/TOWN ADMINISTRATOR SALARIES	330,180	299,307	-	30,873	90.65%	308,777	283,159	-	25,618	91.70%
SELECT BOARD/TOWN ADMINISTRATOR EXPENSES	92,860	79,010	636	13,214	85.09%	40,615	30,791	-	9,690	75.81%
FINANCE COMMITTEE SALARIES	2,174	1,072	-	1,102	49.31%	2,121	660	134	1,461	31.12%
FINANCE COMMITTEE EXPENSES	1,780	184	-	1,596	10.34%	1,780	180	-	1,600	10.11%
TOWN ACCOUNTANT SALARIES	168,734	168,734	-	-	100.00%	165,309	165,309	-	-	100.00%
TOWN ACCOUNTANT EXPENSES	39,950	38,611	-	1,339	96.65%	37,250	30,159	-	7,091	80.96%
ASSESSORS SALARIES	196,016	184,799	-	13,217	93.33%	171,253	170,501	-	752	99.56%
ASSESSORS EXPENSES	26,900	19,356	-	7,544	71.96%	12,100	9,799	-	2,301	80.98%
TREASURER/COLLECTOR SALARIES	219,043	216,760	-	2,283	98.96%	209,147	181,766	-	27,381	86.91%
TREASURER/COLLECTOR EXPENSES	83,750	45,558	20	38,172	54.40%	81,950	50,427	-	31,523	61.53%
CUSTODIAN OF TOWN LAND SALARIES	2,500	2,500	-	-	100.00%	2,500	2,500	-	-	100.00%
TOWN COUNSEL EXPENSES	90,576	90,576	-	0	100.00%	80,000	70,317	-	9,683	87.90%
MANAGEMENT INFORMATION SYSTEMS SALARIES	73,913	60,255	-	13,658	81.52%	72,253	64,186	-	8,067	88.83%
MANAGEMENT INFORMATION SYSTEMS EXPENSES	420,049	326,099	24,675	69,275	77.63%	306,142	270,803	1,933	33,405	88.46%
TOWN CLERK SALARIES	173,888	164,871	-	9,017	94.81%	137,685	130,914	-	6,771	95.08%
ELECTIONS SALARIES	35,450	23,767	5,892	5,791	67.04%	40,650	24,382	10,000	6,268	59.98%
ELECTIONS EXPENSES	60,499	22,273	-	38,226	36.82%	24,065	5,811	-	18,254	24.15%
CONSERVATION COMMISSION SALARIES	18,025	16,977	-	1,048	94.19%	12,750	10,913	-	1,837	85.59%
CONSERVATION COMMISSION EXPENSES	91,183	91,173	-	10	99.99%	86,655	86,655	-	-	100.00%
PLANNING BOARD SALARIES	125,887	110,910	-	14,977	88.10%	111,678	100,577	-	2,128	46.12%
PLANNING BOARD EXPENSES	10,310	6,157	-	4,153	59.72%	10,420	3,121	-	11,101	90.06%
BOARD OF APPEALS SALARIES	2,680	1,638	-	1,042	61.12%	2,640	1,452	-	1,188	55.00%
BOARD OF APPEALS EXPENSES	2,050	928	-	1,122	45.28%	2,050	507	-	1,543	24.76%
MASTER PLAN COMMITTEE SALARIES	1,474	134	-	1,340	9.09%	1,452	-	-	1,452	0.00%
MASTER PLAN COMMITTEE EXPENSES	100	63	-	37	63.00%	100	-	-	100	0.00%
TOWN BUILDING SALARIES	51,214	36,921	-	14,293	72.09%	49,965	36,928	-	13,037	73.91%
TOWN BUILDING EXPENSES	84,500	70,198	258	14,044	83.07%	91,500	77,978	230	13,292	85.22%
TOWN REPORT EXPENSES	10,362	10,362	-	-	100.00%	6,038	6,038	-	-	100.00%
TOTAL GENERAL GOVERNMENT EXPENSES	\$ 2,422,197	\$ 2,091,142	\$ 31,481	\$ 299,573	86.33%	\$ 2,072,995	\$ 1,817,855	\$ 12,298	\$ 242,843	87.69%
POLICE SALARIES	\$ 2,003,637	\$ 1,906,906	\$ -	\$ 96,731	95.17%	\$ 1,936,954	\$ 1,936,954	\$ -	\$ -	100.00%
POLICE EXPENSES	259,636	247,505	189	11,942	95.33%	269,615	250,553	-	238	92.93%
FIRE SALARIES	2,063,930	2,063,930	-	(0)	100.00%	1,962,673	1,962,673	18,824	-	100.00%
FIRE EXPENSES	413,690	398,761	394	14,534	96.39%	403,997	401,677	-	1,985	99.43%
BUILDING INSPECTION SALARIES	256,919	250,688	-	6,231	97.57%	245,293	241,885	335	3,408	98.61%
BUILDING INSPECTION EXPENSES	28,250	21,678	-	6,572	76.74%	28,250	22,526	82	5,641	79.74%
ANIMAL CONTROL SALARIES	20,944	20,421	-	523	97.51%	23,194	23,194	-	-	100.00%
ANIMAL CONTROL EXPENSES	3,650	-	-	3,650	0.00%	3,900	1,413	-	2,488	36.22%
CONSTABLE SALARIES	200	200	-	-	100.00%	200	200	-	-	100.00%
TOTAL PUBLIC SAFETY EXPENSES	\$ 5,050,856	\$ 4,910,090	\$ 583	\$ 140,183	97%	\$ 4,874,077	\$ 4,841,076	\$ 19,241	\$ 13,760	99%

**TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2023 AND FISCAL YEAR 2022**

	FISCAL YEAR 2023 (AS OF JUNE 30, 2023)						FISCAL YEAR 2022 (AS OF JUNE 30, 2022)					
	REVISED BUDGET		ACTUAL		UNDER/(OVER) BUDGET		REVISED BUDGET		ACTUAL		UNDER/(OVER) BUDGET	
						% OF BUDGET USED						% OF BUDGET USED
TRT-TOWN SALARIES	\$ 9,832,931	\$ 9,514,773	\$ 465,775	\$ (147,617)		96.76%	\$ 9,284,493	\$ 8,815,208	\$ 519,495	\$ (50,210)		94.95%
TRT-TOWN EXPENSES	3,963,822	3,574,303	162,026	227,493		90.17%	3,870,098	3,421,176	78,151	370,771		88.40%
MASCONOMENT ASSESSMENT EXPENSES	10,477,590	10,477,590	-	-		100.00%	10,473,077	10,473,077	-	-		100.00%
MASCONOMENT DEBT SERVICE EXPENSES	-	-	-	-		0.00%	102,490	102,490	-	-		100.00%
ESSEX TECH ASSESSMENT EXPENSES	756,518	756,518	-	-		100.00%	735,809	735,809	-	-		100.00%
ESSEX TECH DEBT SERVICE EXPENSES	68,506	68,506	-	-		100.00%	73,647	73,647	-	-		100.00%
TOTAL EDUCATION EXPENSES	\$ 25,099,367	\$ 24,391,689	\$ 627,801	\$ 79,876		97.18%	\$ 24,539,614	\$ 23,621,407	\$ 597,646	\$ 320,561		96.26%
DPW ADMIN SALARIES	\$ 800,795	\$ 672,690	\$ -	\$ 128,105		84.00%	\$ 757,169	\$ 690,717	\$ -	\$ 66,452		91.22%
DPW ADMIN EXPENSES	329,160	314,753	8,500	5,907		95.62%	315,871	293,828	1,302	20,741		93.02%
SNOW AND ICE EXPENSES	285,713	285,591	-	122		99.96%	305,750	302,684	-	3,066		99.00%
TRANSFER STATION SALARIES	149,271	136,806	-	12,465		91.65%	148,979	136,440	-	12,539		91.58%
TRANSFER STATION EXPENSES	377,000	340,958	-	36,042		90.44%	368,865	297,027	15,872	55,966		80.57%
TOTAL PUBLIC WORKS EXPENSES	\$ 1,941,939	\$ 1,750,798	\$ 8,500	\$ 182,641		90.16%	\$ 1,896,634	\$ 1,720,697	\$ 17,174	\$ 158,764		90.72%
BOARD OF HEALTH SALARIES	\$ 130,338	\$ 115,506	\$ -	\$ 14,832		88.62%	\$ 114,826	\$ 114,767	\$ -	\$ 58		99.95%
BOARD OF HEALTH EXPENSES	20,509	17,364	1,086	2,059		84.66%	24,800	18,191	-	6,609		73.35%
COUNCIL ON AGING SALARIES	237,483	226,138	-	11,345		95.22%	201,546	201,098	-	448		99.78%
COUNCIL ON AGING EXPENSES	46,217	39,506	782	5,929		85.48%	46,217	32,314	467	13,436		69.92%
VETERANS AGENT SALARIES	20,076	17,323	-	2,753		86.29%	19,888	19,888	-	-		100.00%
VETERANS AGENT EXPENSES	46,900	20,146	-	26,754		42.95%	66,900	23,403	-	43,497		34.98%
TRT-TOWN COUNCIL EXPENSES	29,925	29,925	-	-		100.00%	29,925	29,925	-	-		100.00%
GARDEN CLUB EXPENSES	5,000	2,983	1,389	628		59.66%	5,000	3,210	-	1,790		64.19%
TOTAL HEALTH & HUMAN SERVICE EXPENSES	\$ 536,448	\$ 468,889	\$ 3,257	\$ 64,302		87.41%	\$ 509,102	\$ 442,795	\$ 467	\$ 65,840		86.98%
LIBRARY SALARIES	\$ 468,096	\$ 450,222	\$ -	\$ 17,874		96.18%	\$ 424,431	\$ 410,022	\$ -	\$ 14,409		96.61%
LIBRARY EXPENSES	202,686	193,825	8,345	516		95.63%	190,847	189,778	740	329		99.44%
RECREATION COMMISSION SALARIES	25,982	25,676	-	306		98.82%	24,845	23,711	-	1,134		95.43%
RECREATION COMMISSION EXPENSES	27,026	11,693	-	15,332		43.27%	25,774	9,939	-	15,835		38.56%
HISTORICAL COMMISSION EXPENSES	1,000	-	-	1,000		0.00%	1,000	-	-	1,000		0.00%
MEMORIAL DAY EXPENSES	5,000	1,867	-	3,133		37.34%	5,000	3,940	-	1,060		78.79%
CHIEF WILLIS DAY EXPENSES	5,000	5,000	-	-		100.00%	5,000	5,000	-	-		100.00%
TOTAL CULTURE & RECREATION EXPENSES	\$ 734,790	\$ 688,283	\$ 8,345	\$ 38,162		93.67%	\$ 676,897	\$ 642,389	\$ 740	\$ 33,768		94.99%
DEBT SERVICE EXPENSES	\$ 4,212,643	\$ 4,212,643	\$ -	\$ 0		100.00%	\$ 1,549,598	\$ 1,549,598	\$ -	\$ -		100.00%

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2023 AND FISCAL YEAR 2022

	FISCAL YEAR 2023 (AS OF JUNE 30, 2023)					FISCAL YEAR 2022 (AS OF JUNE 30, 2022)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
COMPENSATION RESERVE EXPENSES	\$ 84,423	\$ 68,856	\$ -	\$ 15,567	81.56%	\$ 15,470	\$ 13,525	\$ -	\$ 1,945	87.43%
RETIREMENT EXPENSES	1,882,539	1,882,538	-	1	100.00%	1,847,976	1,847,976	-	-	100.00%
UNEMPLOYMENT EXPENSES	45,000	24,796	19,305	899	55.10%	15,000	7,249	48,339	7,751	48.33%
HEALTH INSURANCE EXPENSES	817,967	782,293	-	35,674	95.64%	738,375	733,530	-	4,845	99.34%
LIFE INSURANCE EXPENSES	2,600	2,119	-	481	81.50%	3,000	2,268	-	732	75.60%
MEDICARE EXPENSES	115,000	108,567	-	6,433	94.41%	110,000	104,453	-	5,547	94.96%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 2,947,529	\$ 2,869,169	\$ 19,305	\$ 59,055	97.34%	\$ 2,729,821	\$ 2,709,001	\$ -	\$ 20,820	99.24%
RESERVE FUND**	\$ 20,876	\$ -	\$ -	\$ 20,876	0.00%	\$ 82,660	\$ -	\$ -	\$ 82,660	0.00%
GENERAL INSURANCE EXPENSES	\$ 270,130	\$ 270,130	\$ -	\$ (0)	100.00%	\$ 239,500	\$ 227,841	\$ -	\$ 11,659	95.13%
CAPITAL EXPENSES	\$ 1,647,320	\$ 919,878	\$ -	\$ 727,442	55.84%	\$ 1,113,950	\$ 415,109	\$ -	\$ 698,841	37.26%
STATE & COUNTY CHARGES	\$ 315,607	\$ 345,510	\$ -	\$ (29,903)	109.47%	\$ 326,229	\$ 314,519	\$ -	\$ 11,710	96.41%
TOTAL EXPENDITURES	\$ 45,199,701	\$ 42,918,223	\$ 699,273	\$ 1,582,206	94.95%	\$ 40,611,077	\$ 38,302,287	\$ 647,564	\$ 1,661,226	94.31%
TRANSFER TO VARIOUS STABILIZATION FUNDS	252,000	252,000	-	-	0.00%	1,163,800	1,163,800	-	-	0.00%
TRANSFER TO OPEN TRUST	150,000	150,000	-	-	100.00%	175,000	175,000	-	-	100.00%
TOTAL TRANSFERS OUT	\$ 402,000	\$ 402,000	\$ -	\$ -	100.00%	\$ 1,338,800	\$ 1,338,800	\$ -	\$ -	100.00%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 45,601,701	\$ 43,320,223	\$ 699,273	\$ 1,582,206	95.00%	\$ 41,949,877	\$ 39,641,087	\$ 647,564	\$ 1,661,226	94.50%

** The remaining balance of the Reserve Fund is reported above. The transfers are reported within each department's budget per Finance Committee approval.

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023**

	FY 2019 ACTUALS	FY 2020 ACTUALS	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ACTUALS	FY 2022 TO FY2023 \$ CHANGE	FY 2022 TO FY2023 % CHANGE
TOWN MODERATOR	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0.0%
SELECTMEN	274,686	309,919	312,915	314,084	378,953	64,868	20.7%
FINANCE COMMITTEE	1,430	1,076	835	840	1,256	416	49.5%
TOWN ACCOUNTANT	160,824	157,968	166,600	195,468	207,345	11,877	6.1%
ASSESSOR	177,828	183,272	169,354	180,300	204,155	23,855	13.2%
TREASURER/COLLECTOR	238,308	227,933	245,814	232,193	262,338	30,145	13.0%
CUSTODIAN OF TOWN LAND	2,500	2,500	2,500	2,500	2,500	-	0.0%
TOWN COUNSEL	67,485	81,402	70,157	70,317	90,576	20,259	28.8%
MANAGEMENT INFORMATION SYSTEMS	231,507	207,448	322,306	336,922	411,029	74,106	22.0%
TOWN CLERK	122,573	140,236	133,358	165,296	194,530	29,234	17.7%
ELECTIONS	36,481	24,301	53,025	16,724	39,250	22,526	134.7%
CONSERVATION COMMISSION	59,595	76,274	86,954	88,476	92,923	4,447	5.0%
PLANNING BOARD	96,259	99,704	103,041	103,698	117,067	13,370	12.9%
BOARD OF APPEALS	2,593	2,475	3,300	1,959	2,566	607	31.0%
MASTER PLAN COMMITTEE	750	512	393	-	197	197	100.0%
TOWN BUILDING	107,701	104,145	106,535	115,136	107,377	(7,759)	-6.7%
TOWN REPORT	3,077	1,910	2,140	6,038	10,362	4,324	71.6%
TOTAL GENERAL GOVERNMENT	\$ 1,583,797	\$ 1,621,273	\$ 1,779,427	\$ 1,830,152	\$ 2,122,624	\$ 292,472	16.0%
POLICE DEPARTMENT	\$ 1,765,810	\$ 1,986,988	\$ 2,001,767	\$ 2,206,331	\$ 2,154,600	\$ (51,732)	-2.3%
FIRE DEPARTMENT	1,883,275	1,948,427	2,217,835	2,364,686	2,463,086	98,400	4.2%
BUILDING INSPECTION	250,769	258,261	243,963	264,494	272,366	7,872	3.0%
ANIMAL CONTROL	21,087	24,012	23,363	24,607	20,421	(4,185)	-17.0%
CONSTABLE	200	200	200	200	200	-	0.0%
TOTAL PUBLIC SAFETY	\$ 3,921,141	\$ 4,217,887	\$ 4,487,128	\$ 4,860,318	\$ 4,910,673	\$ 50,356	1.0%
TRI-TOWN	\$ 11,442,948	\$ 11,877,356	\$ 12,139,275	\$ 12,834,030	\$ 13,716,877	\$ 882,847	6.9%
MASCONOMET ASSESSMENT	9,415,414	9,968,088	10,204,052	10,473,077	10,477,590	4,513	0.0%
MASCONOMET DEBT	379,817	382,380	103,740	102,490	-	(102,490)	-100.0%
ESSEX TECH ASSESSMENT	736,492	699,698	620,077	735,809	756,518	20,709	2.8%
ESSEX TECH DEBT	85,826	76,455	66,198	73,647	68,506	(5,141)	-7.0%
OUT OF DISTRICT TUITION	-	-	12,117	-	-	-	0.0%
TOTAL EDUCATION	\$ 22,060,497	\$ 23,003,977	\$ 23,145,459	\$ 24,219,053	\$ 25,019,491	\$ 800,438	3.3%
PUBLIC WORKS	\$ 873,473	\$ 933,802	\$ 906,577	\$ 985,847	\$ 995,944	\$ 10,097	1.0%
SNOW & ICE**	\$ 225,224	\$ 207,492	\$ 260,074	\$ 302,684	\$ 285,591	(17,093)	-5.6%
TRANSFER STATION	403,445	431,443	444,242	449,339	477,764	28,425	6.3%
TOTAL PUBLIC WORKS	\$ 1,502,143	\$ 1,572,737	\$ 1,610,893	\$ 1,737,870	\$ 1,759,298	\$ 21,428	1.2%
BOARD OF HEALTH	\$ 130,800	\$ 129,528	\$ 131,689	\$ 132,958	\$ 133,955	\$ 997	0.8%
COUNSEL ON AGING	200,182	211,230	195,273	233,878	266,426	32,548	13.9%
VETERAN'S AGENT	82,028	63,816	46,193	43,291	37,468	(5,823)	-13.5%
TRI-TOWN COUNSEL	28,500	28,500	29,925	29,925	29,925	-	0.0%
GARDEN CLUB	2,228	3,154	2,718	3,210	4,372	1,162	36.2%
TOTAL HEALTH & HUMAN SERVICES	\$ 443,737	\$ 436,228	\$ 405,799	\$ 443,262	\$ 472,146	\$ 28,885	6.5%
LIBRARY	\$ 539,211	\$ 549,973	\$ 583,531	\$ 600,540	\$ 652,392	\$ 51,852	8.6%
RECREATION	38,979	34,893	5,732	33,650	37,369	3,719	11.1%
HISTORICAL COMMISSION	1,000	-	-	-	-	-	0.0%
MEMORIAL DAY	4,503	3,142	4,895	3,940	1,867	(2,073)	-52.6%
CHIEF WILLS DAY	5,000	-	5,000	5,000	5,000	-	0.0%
TOTAL CULTURE & RECREATION	\$ 588,692	\$ 588,008	\$ 599,157	\$ 643,129	\$ 696,628	\$ 53,499	8.3%
DEBT SERVICE EXPENSES	\$ 1,291,225	\$ 1,439,571	\$ 1,348,778	\$ 1,549,598	\$ 4,212,643	\$ 2,663,045	171.9%
COMPENSATION RESERVE EXPENSES	\$ 19,497	\$ 23,785	\$ 10,038	\$ 13,525	\$ 68,856	\$ 55,331	409.1%
RETIREMENT EXPENSES	1,409,336	1,460,009	1,645,959	1,847,976	1,882,538	34,562	1.9%
UNEMPLOYMENT EXPENSES	4,040	23,564	884	7,249	44,101	36,852	508.4%
HEALTH INSURANCE EXPENSES	731,260	700,298	690,452	733,530	782,293	48,763	6.6%
LIFE INSURANCE EXPENSES	2,057	2,313	2,416	2,268	2,119	(149)	-6.6%
MEDICARE EXPENSES	89,559	95,679	102,940	104,453	108,567	4,114	3.9%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 2,255,750	\$ 2,305,648	\$ 2,452,689	\$ 2,709,001	\$ 2,888,474	\$ 179,473	6.6%

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023**

	FY 2019 ACTUALS	FY 2020 ACTUALS	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ACTUALS	FY 2022 TO FY2023 \$ CHANGE	FY 2022 TO FY2023 % CHANGE
RESERVE FUND*	<u>\$ 59,000</u>	<u>\$ 96,000</u>	<u>\$ 96,000</u>	<u>\$ 82,660</u>	<u>\$ 20,876</u>	<u>\$ (61,784)</u>	<u>-74.7%</u>
GENERAL INSURANCE EXPENSES	<u>\$ 189,394</u>	<u>\$ 190,729</u>	<u>\$ 204,852</u>	<u>\$ 227,841</u>	<u>\$ 270,130</u>	<u>\$ 42,289</u>	<u>18.6%</u>
CAPITAL EXPENSES	<u>\$ 1,014,213</u>	<u>\$ 1,053,169</u>	<u>\$ 722,859</u>	<u>\$ 415,109</u>	<u>\$ 919,878</u>	<u>\$ 504,770</u>	<u>121.6%</u>
STATE & COUNTY CHARGES	<u>\$ 434,387</u>	<u>\$ 330,070</u>	<u>\$ 343,596</u>	<u>\$ 314,519</u>	<u>\$ 345,510</u>	<u>\$ 30,991</u>	<u>9.9%</u>
TOTAL EXPENDITURES	<u>\$ 35,343,976</u>	<u>\$ 36,855,298</u>	<u>\$ 37,196,637</u>	<u>\$ 39,032,511</u>	<u>\$ 43,638,372</u>	<u>\$ 4,605,861</u>	<u>11.8%</u>
TRANSFER TO SPECIAL REVENUE FUNDS	\$ -	\$ 11,629	\$ 121,821	\$ -	\$ -	\$ -	0.0%
TRANSFER TO STABILIZATION FUNDS	-	915,000	-	1,163,800	252,000	\$ (911,800)	-78.3%
TRANSFER TO OPEB TRUST	75,000	50,000	75,000	175,000	150,000	\$ (25,000)	-14.3%
TOTAL TRANSFERS OUT	<u>\$ 75,000</u>	<u>\$ 976,629</u>	<u>\$ 196,821</u>	<u>\$ 1,338,800</u>	<u>\$ 402,000</u>	<u>\$ (936,800)</u>	<u>-70.0%</u>
TOTAL EXPENDITURES & TRANSFERS OUT	<u>\$ 35,418,976</u>	<u>\$ 37,831,927</u>	<u>\$ 37,393,458</u>	<u>\$ 40,371,311</u>	<u>\$ 44,040,372</u>	<u>\$ 3,669,061</u>	<u>9.1%</u>

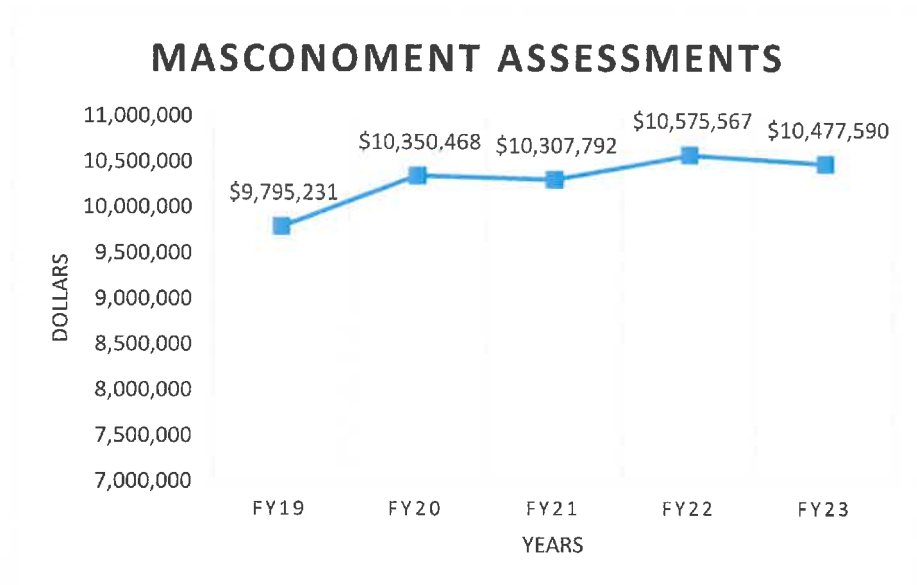
* The remaining balance of the Reserve Fund is reported above. The transfers are reported within each department's budget per Finance Committee approval.

**Snow and Ice Department created in FY19 moved from DPW Admin Budget

**TOWN OF MIDDLETON
MASCONOMENT EXPENDITURES
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY19	\$ 9,795,231	\$ 169,110	1.73%
FY20	\$ 10,350,468	\$ 555,237	5.36%
FY21	\$ 10,307,792	\$ (42,676)	-0.41%
FY22	\$ 10,575,567	\$ 267,775	2.53%
FY23	\$ 10,477,590	\$ (97,977)	-0.94%

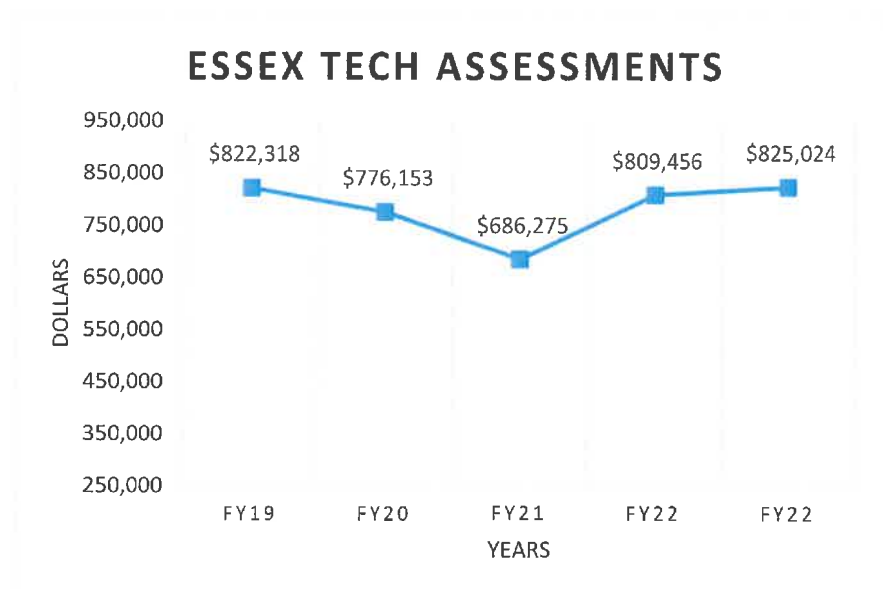
* Includes debt payments; does not include capital assessments



**TOWN OF MIDDLETON
ESSEX TECH EXPENDITURES
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023**

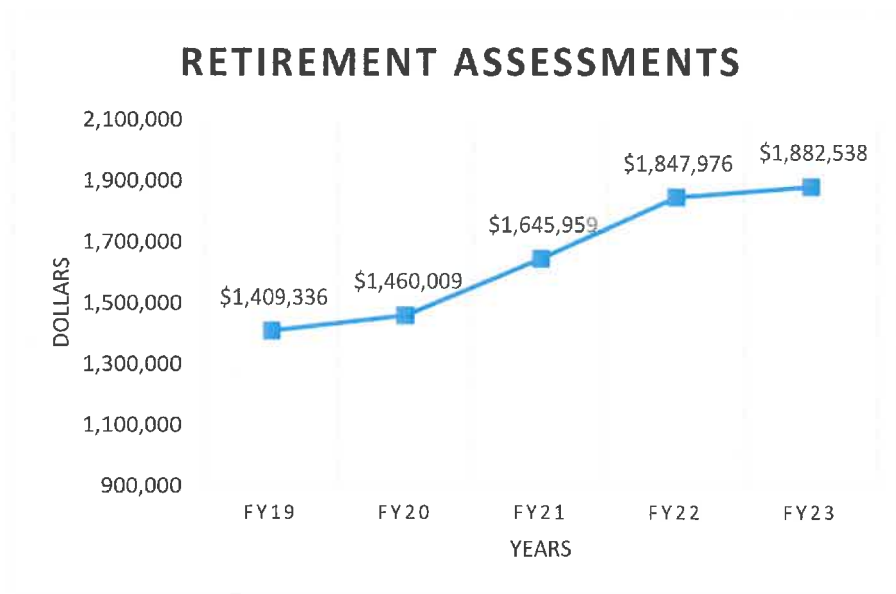
<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY19	\$ 822,318	\$ 213,467	25.96%
FY20	\$ 776,153	\$ (46,165)	-5.95%
FY21	\$ 686,275	\$ (89,878)	-13.10%
FY22	\$ 809,456	\$ 123,181	15.22%
FY22	\$ 825,024	\$ 15,568	1.89%

* Includes debt payments; does not include capital assessments



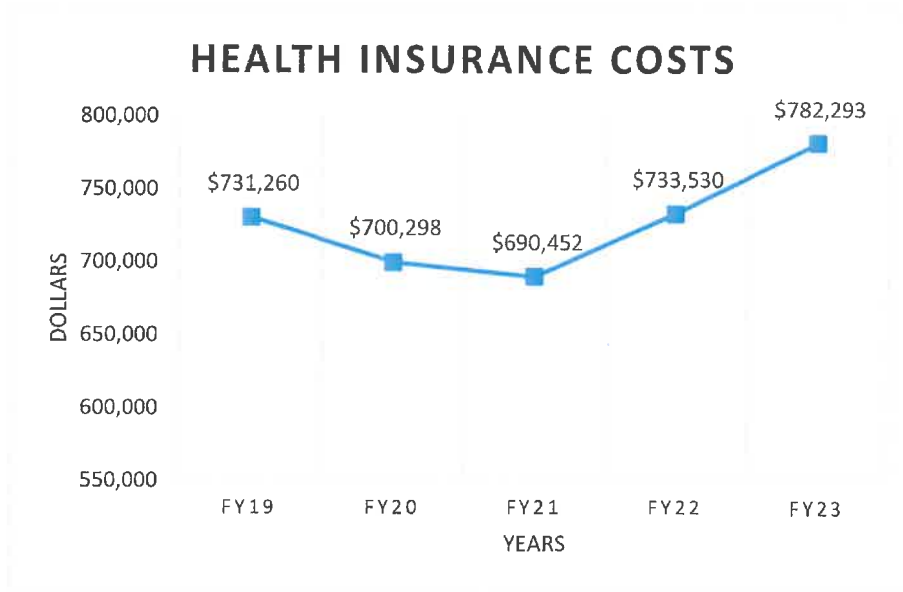
**TOWN OF MIDDLETON
RETIREMENT EXPENDITURES
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY19	\$1,409,336	\$ 109,149	7.74%
FY20	\$1,460,009	\$ 50,673	3.47%
FY21	\$1,645,959	\$ 185,950	11.30%
FY22	\$1,847,976	\$ 202,017	10.93%
FY23	\$1,882,538	\$ 34,562	1.84%



**TOWN OF MIDDLETON
HEALTH INSURANCE EXPENDITURES
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY19	\$ 731,260	\$ (34,336)	-4.70%
FY20	\$ 700,298	\$ (30,962)	-4.42%
FY21	\$ 690,452	\$ (9,846)	-1.43%
FY22	\$ 733,530	\$ 43,078	5.87%
FY23	\$ 782,293	\$ 48,763	6.23%



**TOWN OF MIDDLETON
SPECIAL REVENUE FUND BALANCES
FISCAL YEAR 2023**

Fund #	Fund Description	Fund Balance
2201	WETLANDS PROTECTION FUND	\$ 3,649
2202	AFTER SCHOOL ENRICHMENT	26,233
2204	SCHOOL REVOLVING	3,506
2205	HOWE-MANNING CHILDCARE	126,182
2206	PRE-SCHOOL	371,986
2207	SCHOOL CAFETERIA	289,160
2208	SPED TUITION	237,337
2210	INSURANCE DEPOSITS FOR REPAIR	18,726
2213	HOWE-MANNING MUSIC	73,387
2216	NATURES CLASSROOM	1,508
2219	COA REVOLVING	22,588
2220	COA GIFT FUND	25,864
2223	COA BIO LABS GRANT	96
2228	PLANNING 53G	12,640
2302	CONSERVATION FEES	12,870
2303	CEMETERY SALES OF LOTS & GRAVE	117,988
2304	AMBULANCE FUND	1,430,438
2305	RECREATION REVOLVING	15,226
2308	DRUG FORFEITURE	1,648
2311	STORM WATER FUND	9,000
2316	PARENT UNIVERSITY	3,741
2403	TITLE 1 LOW INCOME	720
2405	TITLE IVA	1,640
2406	EDUCATOR QUALITY	2,229
2414	PL 94-142	8,090
2415	SPECIAL EDUCATION RESERVE FUND	152,848
2423	CIRCUIT BREAKER	121,714
2428	TOWN CLERK POLLING HRS	7,489
2433	COA LCC GRANT	1,365
2434	ADDITIONAL CHAPTER 70 PANDEMIC RELIEF	52,522
2460	COMMUNITY PRESERVATION ACT	1,023,753
2504	PEG ACCESS PROGRAMMING	572,415
2506	FEDERAL HOUSING PARTNERSHIP	32,715
2512	LOCAL CULTURAL COUNCIL	2,927
2513	TITLE V	48,493
2519	MUNICIPAL RECYCLING PROGRAM	2,343
2522	COA FORMULA	12,018
2523	COA TITLE 111	25,842
2524	BAN/BON PREMIUMS	19,366
2526	LIBRARY INCENTIVE	129,439
2533	F.D.SAFETY EQUIPMENT	3,998
2535	LAW ENFORCEMENT EQUIPMENT	33,406

2536	HOWE-MANNING GIFTS	17,680
2537	FULLER MEADOW GIFTS	40,059
2542	RUBCHINUCK LAND	22,544
2543	MIDDLETON FOOD BANK DONATIONS	212,123
2548	TRANSPORTATION NETWORK FUND	9,393
2552	WETLANDS DONATIONS	10,780
2558	EAST MEADOW LANES - TRAILS	5,000
2565	VETERANS GIFTS/DONATIONS	11,059
2566	FAIRWAY ESTATES GIFT	225,000
2567	MAPC - COVID-19 AID	13,295
2568	MED PROJECT - POLICE	2,600
2569	COA COVID DONATIONS	11,612
2570	GENERAL TOWN COVID DONATIONS	242
2577	ESSER II GRANT	35,464
2580	MDPH BIDLS FLU VACCINE GRANT	(1,739)
2588	ARPA COVID-19	2,922,213
2592	ESSER III GRANT	161,801
2595	TOWN COMMON - ARPA EARMARK	200,000
2596	VETERANS COLA CH 42 ACTS2022	1,422
2599	FIBER OPTIC NETWORK PROJECT	45,572

Total Special Revenue Fund Balances	<u>\$ 9,005,222</u>
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**TOWN OF MIDDLETON, MA
CAPITAL PROJECT FUNDS
FY23 AS OF JUNE 30, 2023**

<u>FUND</u>	<u>FUND DESCRIPTION</u>	<u>CASH BALANCE</u>
3610	MUNICIPAL COMPLEX CONSTRUCTION	59,957,950.95
3900	PURCHASE FIRE EQUIPMENT	710,000.00
TOTAL CAPITAL PROJECT FUNDS		<u><u>\$ 60,667,950.95</u></u>

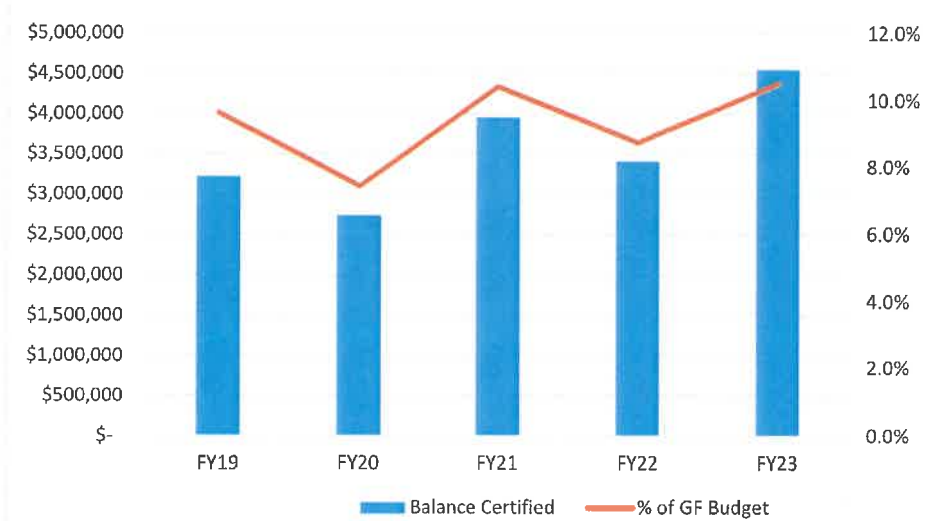
**TOWN OF MIDDLETON, MA
CAPITAL PROJECT FUNDS
FY23 AS OF JUNE 30, 2023**

FUND	FUND DESCRIPTION	CASH BALANCE
8500	STABILIZATION FUND	2,275,283.70
8505	OPEB TRUST FUND	2,226,787.63
8510	CAPITAL STABILIZATION FUND	957,220.32
8520	SPECIAL EDUCATION STABILIZATION FUND	419,900.81
8530	RETIREMENT STABILIZATION FUND	486,152.51
8540	SIDEWALK/PEDESTRIAN IMPR STABILIZATION	131,596.43
8550	FACILITIES COMPLEX STABILIZATION FUND	312,933.91
TOTAL STABILIZATION FUND BALANCES		\$ 6,809,875.31

TOWN OF MIDDLETON, MA
FREE CASH APPROVED AMOUNTS
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023

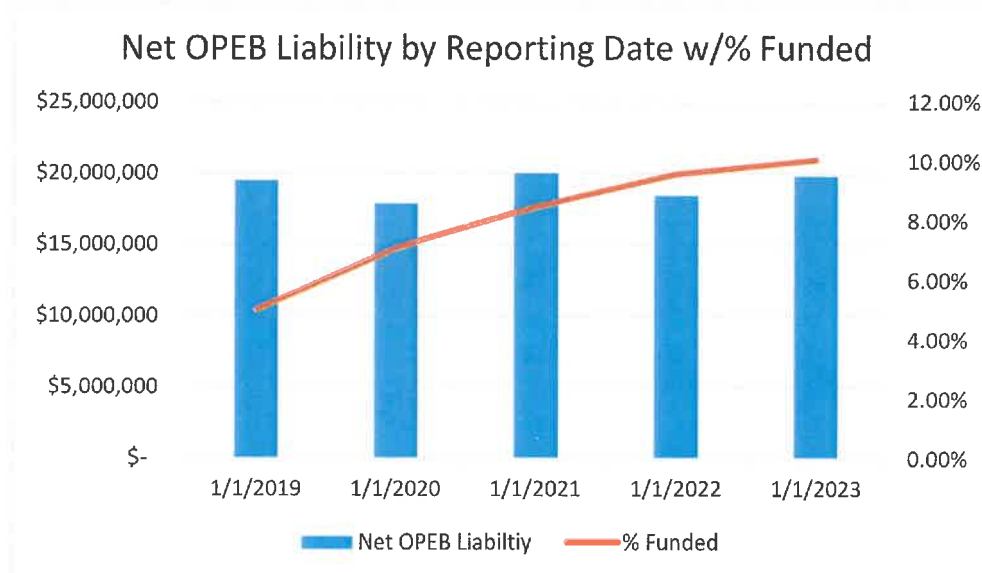
YEAR	BALANCE CERTIFIED	\$ CHANGE	% CHANGE	GF OPERATING BUDGET	% OF GF BUDGET
FY19	\$3,224,241	\$1,023,067	31.7%	\$ 33,507,469	9.6%
FY20	\$2,736,593	\$ (487,648)	-17.8%	\$ 36,819,049	7.4%
FY21	\$3,958,084	\$1,221,491	30.9%	\$ 38,056,313	10.4%
FY22	\$3,412,839	\$ (545,245)	-16.0%	\$ 39,072,768	8.7%
FY23	\$4,552,945	\$1,140,106	25.0%	\$ 43,315,898	10.5%

FREE CASH ANALYSIS



TOWN OF MIDDLETON, MA
NET OPEB LIABILITY
ACTUARIALS DATED 7/1/17 THROUGH 7/1/23

ACTUARIAL DATE	REPORTING DATE	NET OPEB LIABILITY	CHANGE	% CHANGE	% FUNDED
7/1/2017	6/30/2019	\$19,551,510	\$ 3,029,370	15.5%	5.03%
7/1/2019	6/30/2020	\$17,937,213	\$ (1,614,297)	-9.0%	7.09%
7/1/2019	6/30/2021	\$20,079,348	\$ 2,142,135	10.7%	8.49%
7/1/2021	6/30/2022	\$18,493,757	\$ (1,585,591)	-8.6%	9.59%
7/1/2023	6/30/2023	\$19,864,523	\$ 1,370,766	6.9%	10.08%



TOWN OF MIDDLETON, MA
OUTSTANDING LONG-TERM DEBT
FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023

<u>YEAR</u>	<u>OUTSTANDING</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY19	\$ 13,904,898	\$ (986,063)	-7.1%
FY20	\$ 12,903,835	\$ (1,001,063)	-7.8%
FY21	\$ 11,977,772	\$ (926,063)	-7.7%
FY22	\$ 73,336,586	\$ 61,358,814	83.7%
FY23	\$ 71,965,000	\$ (1,371,586)	-1.9%





Town of Middleton Massachusetts



SPECIAL TOWN MEETING

Tuesday, October 17, 2023

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

DEDICATIONS IF ANY

Middleton Select Board

Jeffrey P. Garber, Chair

Richard W. Kassiotis, Jr., Clerk

Brian M. Cresta

Kosta E. Prentakis

Deborah J. Carbone

Justin Sultzbach, Town Administrator

Jackie Bresnahan, Assistant Town Administrator/Human Resources Director

**TOWN OF MIDDLETON
SPECIAL TOWN MEETING
COMMONWEALTH OF MASSACHUSETTS
OCTOBER 17, 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, October 17, 2023 at 7:00PM, then and there to act on the following 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 to supplement the Fiscal Year 2024 operating budget; and to rescind the appropriation of the opioid settlement funds for FY 24 (Article 19 from May 2024); or take any other action relative thereto.

Purpose: This article transfers funds and supplements monies, if necessary, to meet departmental expenses in the current fiscal year ending on June 30, 2024. The first is an increase of \$26,501.65 to the Board of Health budget from the revenues from the Opioid Settlement money. This article also includes rescinding the original vote for those funds as the appropriating requirements have been changed by the Department of Revenue. Additionally, this article amends the Town Accountant budget based on recent non-union salary negotiations for the Finance Director/Town Accountant by an increase of \$21,714. Requires a simple majority vote.

ARTICLE 3. 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 supplement the Fiscal Year 2024 capital budget; or take any other action relative thereto.

Purpose: This article transfers funds and supplement monies to fund capital appropriations in the current fiscal year ending on June 30, 2023. This includes \$XXXX for XXXXXX to be funded from XXXXXX. Requires a simple majority vote.

ARTICLE 4. On petition of the Select Board and Finance Committee, to see if the Town will vote to raise and appropriate a sum or funds to fund collective bargaining agreements; or take any other action relative thereto.

Purpose: This article funds costs associated with contracts negotiated with collective bargaining groups (public employee unions). At the time of printing agreements have been reached with the Middleton Administrative Assistants (formerly Clericals), Middleton Public Works, and Middleton Firefighters. The anticipated amount is \$XXX, of which \$XXX is to be raised and appropriated. Requires a simple majority vote.

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

- Stabilization Fund - \$50,000
- Capital Stabilization Fund - \$100,000
- Pension Stabilization Fund - \$50,000
- Other Post-Employment Benefits Liability Irrevocable Trust Fund - \$100,000
- Special Education Stabilization Fund - \$100,000
- Facilities Complex Stabilization Fund - \$300,000

Or take any other action relative thereto.

Purpose: This article will transfer funds to various reserve accounts from Free Cash. The total amount anticipated to be requested is \$700,000 with amounts identified above for each listed fund. Requires a simple majority vote.

ARTICLE 6. On petition of the Building Committee, to see if the Town will vote to raise and appropriate, transfer from available funds or borrow an additional \$9,950,000, for the design, permitting, construction, and furnishing of a combined Fire and Police Public Safety Building and a combined Community Center and Town Hall on the Town-owned land located at 105 South Main Street, including all costs incidental and related thereto; *to determine whether the approval of borrowing for this purpose shall be contingent upon passage of a Proposition 2 ½ Debt Exclusion referendum under Massachusetts General Laws c. 59, s. 21C(k); to determine whether any premium received by the Town upon the sale of any bonds or notes approved, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c. 44, s. 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount;* and to authorize the Select Board and Town Administrator to execute such other documents and contracts as are needed to effectuate the vote taken hereunder; or take any other action relative thereto.

Purpose: This article will appropriate additional funds for the Municipal Building Project. It is the recommendation of the Building Committee to appropriate \$9,950,000 to close a funding gap that was created by economic inflationary issues throughout the design process.

END OF SPECIAL TOWN MEETING WARRANT

TO THE TOWN CONSTABLE:

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

Memorial Hall
Post Office

Flint Public Library
Howe's Station Market

Ferncroft Towers
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 _____ day of _____ in the year Two Thousand Twenty-Three.

MIDDLETON SELECT BOARD

A true copy Attest:

Constable of the Town of Middleton

Date Posted



Justin Sultzbach

From: Jackie Bresnahan
Sent: Friday, September 15, 2023 11:46 AM
To: Justin Sultzbach
Cc: Deb Mahoney; William Sampson (MPD); Matthew Armitage (MPD)
Subject: One Day Liquor License Policy
Attachments: One Day Liquor 2023.docx

Hi Justin,

Attached is the One Day Liquor License Policy and Application. Most of the items are from the ABCC. The section entitled "Local Policies" needs to be reviewed and voted on by the Board.

Captain Armitage's comments have been incorporated. I have cc'ed him and the Chief in case they have additional feedback.

In addition to the attached document, below I've included the ABCC overview on One Day Licenses.

Thanks,
Jackie

One-Day Permit

For a One Day Special Permit you must contact the Local Licensing Authority of the city or town the event is held in.

The Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. The license is to be utilized for a single day.

The Local Licensing Authorities cannot grant special licenses to:

- a. any person for more than a total of 30 days per calendar year,
- b. to any person that has an on premises license application pending before it,
- c. any premises that has an alcoholic beverages license.

Special licensees CANNOT purchase alcoholic beverages from a package store.

Source: <https://www.mass.gov/info-details/apply-for-a-special-license-or-permit-abcc>



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

ONE DAY SPECIAL LIQUOR LICENSES

One Day Special Liquor License Requirements:

All One Day Special Licenses must be issued to a natural person (an individual) or a responsible manager acting on behalf of a corporation, partnership, or other entity, who will be the person responsible for the sale of alcohol.

Pursuant to MGL Chapter 183, Section 41 a Special License must be obtained when delivery of alcohol is considered to be a sale of alcohol a caterer must obtain a Special License when arranging for the delivery of alcohol on which they shall make a profit.

Persons holding a special license must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a MGL Chapter 138, Section 14 (Special License) license cannot purchase alcoholic beverages from a package store.

You will be required to submit the following documents:

- Completed Application for Special License
- Certificate of Insurance Liability
- Certificate of Insurance Liability to the Town of Middleton for Workers Compensation Insurance, if applicable
- Signed Workers' Compensation Certificate
- Copy of TIPS for specific employees working event
- Check for \$50 per date payable to the Town of Middleton

Please complete and sign all forms and return to:
Middleton Select Board, 48 South Main Street, Middleton, MA 01949

Local Requirements:

A police detail may be required for functions with more than 75 attendees and will typically be required for all outdoor events. The Chief of Police or his designee shall review each application and determine the need for a detail officer. The cost of the detail will be paid by the applicant and if a detail is required by the Chief of Police, said detail will become a condition of the One Day Liquor License. Licensees will also need a designated area for liquor consumption at outdoor events

Applications must be submitted to the Town Administrator's Office at least 30 days prior to the event.



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

One Day Liquor License Application

License Fee Payable to the Town of Middleton

ALL QUESTIONS MUST BE ANSWERED AND A TELEPHONE NUMBER PROVIDED

Business Name _____

Business Address _____

Social Security Number/FID Number _____

Applicant Information

Individual's Name _____

Home Address _____

Mobile Number _____

Is the Applicant a United States Citizen? ☐ Yes ☐ No

Driver's License Number & State _____

E-Mail Address _____

Date of Event _____ Time from _____ to _____

Location of Licensed Activity _____

Purpose of Event _____

Will there be entertainment? ☐ Yes ☐ No

Is the event being catered? ☐ Yes ☐ No

Name of Caterer _____



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

Number of People Attending Adults _____ Children _____

Type of License (select one)

☐ One-Day All-Alcoholic (only available for non-profit purposes) ☐ One-Day Beer & Wine

☐ Charitable Wine Pouring

☐ Charitable Wine Auction

Is the alcohol being donated? ☐ Yes ☐ No

Where is the liquor being purchased from? _____

Are they a licensed wholesaler? ☐ Yes ☐ No

Who will be serving the alcohol? _____

Does the server have liquor liability insurance? ☐ Yes ☐ No

Is the event held by, or held for the benefit of, a business or non-profit group?

Business ☐ Yes ☐ No Non-Profit ☐ Yes ☐ No

Will there be a cash bar? ☐ Yes ☐ No

Is there an entrance fee or donation required? ☐ Yes ☐ No

Is the event open to the general public? ☐ Yes ☐ No

****Special One Day Licensees must purchase Alcoholic Beverages from a licensed supplier. Special Licensee cannot purchase alcoholic beverages from a Package Store and cannot accept donations of alcoholic beverages from anyone.****



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

Liability Disclaimer for Special One Day License

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Middleton, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant _____

Date



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

-REDACTED-

rec'd 8/29/23
deb

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.

7

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

06783-HT-0704

ENTITY/ LICENSEE NAME

Aimbridge Hospitality, LLC (DBA DoubleTree Boston North Shore)

ADDRESS

51 Village Rd.

CITY/TOWN

Middleton

STATE

MA

ZIP CODE

01949

For the following transactions (Check all that apply):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input checked="" type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

Payment Confirmation**YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT**

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: d699e0de-79ea-4692-b5f5-9456d32f7dde

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	05880HT0704	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 4/25/2023 12:10:26 PM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
05880HT0704

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Elise

Last Name:
Turner

Address:
12700 Hillcrest Rd Ste 220

City:
Dallas

State:
TX

Zip Code:
75230

Email Address:
wgillings@bluebonnetconsulting.com



Commonwealth of Massachusetts
Department of Revenue
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L1759104288
Notice Date: June 27, 2023
Case ID: 0-002-070-762



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



AIMBRIDGE HOSPITALITY LLC
5301 HEADQUARTERS DRIVE
PLANO TX 75024

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, AIMBRIDGE HOSPITALITY LLC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau

Whitney Anderson Gillings

From: Sacramone, Ralph (TRE) <rsacramone@tre.state.ma.us>
Sent: Tuesday, September 5, 2023 10:48 AM
To: Whitney Anderson Gillings
Cc: Dennis Keefe
Subject: RE: DUA Clearance Requirement

Whitney, concerning the other three licenses. Please attached the DUA release and any supporting documents to each application.

From: Sacramone, Ralph (TRE)
Sent: Tuesday, September 5, 2023 11:44 AM
To: Whitney Anderson Gillings <wgillings@bluebonnetconsulting.com>
Cc: Keefe, Dennis (TRE) <dkeefe@tre.state.ma.us>
Subject: FW: DUA Clearance Requirement

Whitney, ~~we will attached this to the application record~~ and the application has been assigned to Investigator Dennis Keefe.

From: Whitney Anderson Gillings <wgillings@bluebonnetconsulting.com>
Sent: Tuesday, September 5, 2023 11:09 AM
To: Sacramone, Ralph (TRE) <rsacramone@tre.state.ma.us>
Subject: DUA Clearance Requirement

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Ralph, I hope you are doing well and had a wonderful labor day weekend! Aimbridge Hospitality, LLC holds 4 MA liquor licenses. I'm working on a Change of the Corporate Officers for Aimbridge Hospitality, LLC and we need a DUA clearance, however this entity is not the actually employer and for payroll purposes the taxes are filed under Aimbridge Employee Services Corp.

The attached email string with Greg Faro from DUA confirms Aimbridge Employee Services Corp. is registered and compliant with DUA. Will this work for the DUA clearance, since Aimbridge Hospitality LLC is not registered with DUA?

Please advise.

Whitney Anderson Gillings | Bluebonnet Consulting, Inc.
Independent Licensing Consultant
12700 Hillcrest Rd, | Suite 220 | Dallas, TX 75230 | USA
direct: 512-417-1047 | main: 972-960-0033
cell: 512-417-1047 | fax: 972-960-1511
wgillings@bluebonnetconsulting.com | www.bluebonnetconsulting.com

 bluebonnet consulting

Whitney Anderson Gillings

From: (Faro, Gregory (DUA) <gregory.a.faro@mass.gov>
Sent: Tuesday, August 29, 2023 3:03 PM
To: Whitney Anderson Gillings
Subject: RE: DUA Clearance for Liquor License Update

(This account is registered and compliant with DUA. There are wages reported but I do not know if wages reported are 4 the hotels you asked about.

Greg Faro- Revenue Enforcement
Department of Unemployment Assistance



From: Whitney Anderson Gillings <wgillings@bluebonnetconsulting.com>
Sent: Tuesday, August 29, 2023 3:34 PM
To: Faro, Gregory (DUA) <gregory.a.faro@mass.gov>
Subject: RE: DUA Clearance for Liquor License Update

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Greg, the EIN for (Aimbridge Employee Services Corp is 20-5978431. This is the entity that should be reporting payroll.

Whitney Anderson Gillings | Bluebonnet Consulting, Inc.
Independent Licensing Consultant
12700 Hillcrest Rd. | Suite 220 | Dallas, TX 75230 | USA
direct: 512-417-1047 | main: 972-960-0033
cell: 512-417-1047 | fax: 972-960-1511
wgillings@bluebonnetconsulting.com | www.bluebonnetconsulting.com

bluebonnet consulting

From: Faro, Gregory (DUA) <gregory.a.faro@mass.gov>
Sent: Tuesday, August 29, 2023 2:22 PM
To: Whitney Anderson Gillings <wgillings@bluebonnetconsulting.com>
Subject: RE: DUA Clearance for Liquor License Update

You don't often get email from gregory.a.faro@mass.gov. [Learn why this is important](#)

Good afternoon- Just searching by company name in UI Online, none of the hotels are registered with DUA. They could be submitting wages under a bigger account, but I cannot be sure without an FEIN or a sample of employees to see where they are reported.

Thank you,

Greg Faro- Revenue Enforcement
Department of Unemployment Assistance



From: Whitney Anderson Gillings <wagillings@bluebonnetconsulting.com>

Sent: Tuesday, August 29, 2023 2:35 PM

To: Faro, Gregory (DUA) <gregory.a.faro@mass.gov>

Subject: RE: DUA Clearance for Liquor License Update

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Gregory, are you able to confirm that payroll taxes are paid by Aimbridge Employee Services for the 4 hotels referenced below, so Aimbridge Hospitality, LLC does not have DUA obligations and is not required to register with DUA?

Please advise.

Springhill Suites by Marriott 550 Minuteman Road Andover, MA 01810
DoubleTree by Hilton Boston North Shore 50 Village Drive Danvers, MA 01923
Doubletree Boston North Shore 51 Village Road Middleton, MA 01949
Embassy Suites Boston-Logan 207 Porter Street Boston, MA 02128-2213

Whitney Anderson Gillings | Bluebonnet Consulting, Inc.
Independent Licensing Consultant
12700 Hillcrest Rd. | Suite 220 | Dallas, TX 75230 | USA
direct: 512-417-1047 | main: 972-960-0033
cell: 512-417-1047 | fax: 972-960-1511
wagillings@bluebonnetconsulting.com | www.bluebonnetconsulting.com



From: Whitney Anderson Gillings
Sent: Tuesday, August 22, 2023 12:27 PM
To: Faro, Gregory A. (DWD) <gregory.a.faro@state.ma.us>
Subject: RE: DUA Clearance for Liquor License Update

EIN for Aimbridge Employee Services Corp: 20-5978431

Whitney Anderson Gillings | Bluebonnet Consulting, Inc.
Independent Licensing Consultant
12700 Hillcrest Rd. | Suite 220 | Dallas, TX 75230 | USA
direct: 512-417-1047 | main: 972-960-0033
cell: 512-417-1047 | fax: 972-960-1511
wagillings@bluebonnetconsulting.com | www.bluebonnetconsulting.com



From: Faro, Gregory A. (DWD) <gregory.a.faro@state.ma.us>
Sent: Tuesday, August 22, 2023 8:20 AM
To: Whitney Anderson Gillings <wagillings@bluebonnetconsulting.com>
Subject: RE: DUA Clearance for Liquor License Update

You don't often get email from gregory.a.faro@state.ma.us. [Learn why this is important](#)

Good morning- Can you please provide the FEIN of where the payroll taxes are filed?

Thank you,

Greg Faro- Revenue Enforcement
Department of Unemployment Assistance



From: Whitney Anderson Gillings <wagillings@bluebonnetconsulting.com>
Sent: Wednesday, August 16, 2023 4:48 PM
To: Faro, Gregory (DUA) <gregory.a.faro@mass.gov>
Subject: DUA Clearance for Liquor License Update

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Greg, Aimbridge Hospitality, LLC holds 4 liquor licenses at the properties listed below however Aimbridge Hospitality, LLC is not the employer. Payroll taxes are paid by Aimbridge Employee Services. Can you please confirm this is consistent

with your records and that the payroll taxes are current for Aimbridge Employee Services so that I can file an amendment to update the liquor license.

Please let me know if you have any questions.

Springhill Suites by Marriott
550 Minuteman Road
Andover, MA 01810

DoubleTree by Hilton Boston
North Shore
50 Village Drive
Danvers, MA 01923

Doubletree Boston North
Shore
51 Village Road
Middleton, MA 01949

Embassy Suites Boston-Logan
207 Porter Street
Boston, MA 02128-2213

Whitney Anderson Gillings | Bluebonnet Consulting, Inc.

Independent Licensing Consultant

12700 Hillcrest Rd. | Suite 220 | Dallas, TX 75230 | USA

direct: 512-417-1047 | main: 972-960-0033

cell: 512-417-1047 | fax: 972-960-1511

wagillings@bluebonnetconsulting.com | www.bluebonnetconsulting.com

 bluebonnet consulting



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR AMENDMENT

-Change of Officers, Stock or Ownership Interest

☒ **Change of Officers/ Directors/LLC Managers** ☐ **Change of Stock Interest**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Non-Profit Club Change of Officers/ Directors**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

☐ **Management Agreement**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

**If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Aimbridge Hospitality, LLC	Middleton	06783-HT-0704

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

The corporate officers for Aimbridge Hospitality, LLC have changed. Mark Chloupek is being added as President and Secretary to replace Elie Khoury. Andrew Leavitt is also being added as Vice President and Treasurer to replace Gregory Moundas.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Whitney Gillings	License Consultant	wgillings@bluebonnetconsulting.com	512-417-1047

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB	Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Mark M. Chloupek				President & Secretary	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Andrew Leavitt				Vice President & Treasurer	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?

☒ Yes ☐ No

CRIMINAL HISTORY

Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?
Please provide a copy of the management agreement.

☐ Yes ☒ No

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal Robert P. Smith	Title/Position Vice President	Percentage of Ownership 0
Name of Principal Karen L. Kovach	Title/Position Vice President	Percentage of Ownership 0
Name of Principal Aimbridge Hospitality Holdings, LLC	Title/Position Managing Member	Percentage of Ownership 100%
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See attached Exhibit A			

5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
As an executive with Aimbridge Hospitality	I serve as an officer	on various corporate entities that	have held liquor licenses across
across the US.			

6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
	n/a		

7. FINANCIAL DISCLOSURE

Associated Cost(s): (E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

Associated Cost(s):

n/a

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
n/a	
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
n/a			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

No officer has contributed personal funds and there has been no change in ownership.

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

Please remove Elie Khoury and Gregory Moundas as officers for this entity.

APPLICANT'S STATEMENT

I, Karen Kovach the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory
of Aimbridge Hospitality, LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Karen Kovach

Date:

4/14/2023

Title:

Vice President

ENTITY VOTE

The Board of Directors or LLC Managers of

Aimbridge Hospitality, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Middletown

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Date of Meeting

For the following transactions (Check all that apply):

- ☒ Change of Officers/Directors/LLC Manager
- ☐ Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- ☐ Issuance/Transfer of Stock/New Stockholder
- ☐ Management/Operating Agreement
- ☐ Other

"VOTED: To authorize

Karen Kovach

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,


Corporate Officer / LLC Manager Signature

Karen Kovach

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)



JEAN M. LORIZIO, ESQ.
CHAIRMAN

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: (OF EXISTING LICENSES)	06783-HT-0704	LICENSEE NAME:	Aimbridge Hospitality, LLC	CITY/TOWN:	Middleton
--	---------------	----------------	----------------------------	------------	-----------

APPLICANT INFORMATION

LAST NAME:	Leavitt	FIRST NAME:	Andrew	MIDDLE NAME:	Walton
MAIDEN NAME OR ALIAS (IF APPLICABLE):	n/a	PLACE OF BIRTH:			
DATE OF BIRTH:		SSN:		ID THEFT INDEX PIN (IF APPLICABLE):	n/a
MOTHER'S MAIDEN NAME:	n/a	DRIVER'S LICENSE #:		STATE LIC. ISSUED:	Texas
GENDER:	MALE	HEIGHT:		WEIGHT:	
				EYE COLOR:	
CURRENT ADDRESS:					
CITY/TOWN:		STATE:	TX	ZIP:	75093
FORMER ADDRESS:					
CITY/TOWN:		STATE:	TX	ZIP:	75287

PRINT AND SIGN

PRINTED NAME:	Andrew W. Leavitt	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	-------------------	-------------------------------	--

NOTARY INFORMATION

On this	5/2/23	before me, the undersigned notary public, personally appeared	Andrew W. Leavitt
(name of document signer), proved to me through satisfactory evidence of identification, which were		Driver's License	
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.			
		 NOTARY	

DIVISION USE ONLY

REQUESTED BY:	
<small>The DCJ identifies Theft Index PIN Number to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.</small>	



JEAN M. LORIZIO, ESQ.
CHAIRMAN

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: (IF EXISTING LICENSE)	06783-HT-0704	LICENSEE NAME:	Almbridge Hospitality, LLC	CITY/TOWN:	Middleton
---------------------------------------	---------------	----------------	----------------------------	------------	-----------

APPLICANT INFORMATION

LAST NAME:	Chloupek	FIRST NAME:	Mark	MIDDLE NAME:	Milenko
MAIDEN NAME OR ALIAS (IF APPLICABLE):	n/a	PLACE OF BIRTH:	Washington DC		
DATE OF BIRTH:		SSN:		ID THEFT INDEX PIN (IF APPLICABLE):	n/a
MOTHER'S MAIDEN NAME:	n/a	DRIVER'S LICENSE #		STATE LIC. ISSUED:	Texas
GENDER:	MALE	HEIGHT:		WEIGHT:	165
				EYE COLOR:	Hazel
CURRENT ADDRESS:					
CITY/TOWN:		STATE:	TX	ZIP:	75225
FORMER ADDRESS:	n/a				
CITY/TOWN:		STATE:		ZIP:	

PRINT AND SIGN

PRINTED NAME:	Mark M. Chloupek	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	------------------	-------------------------------	--

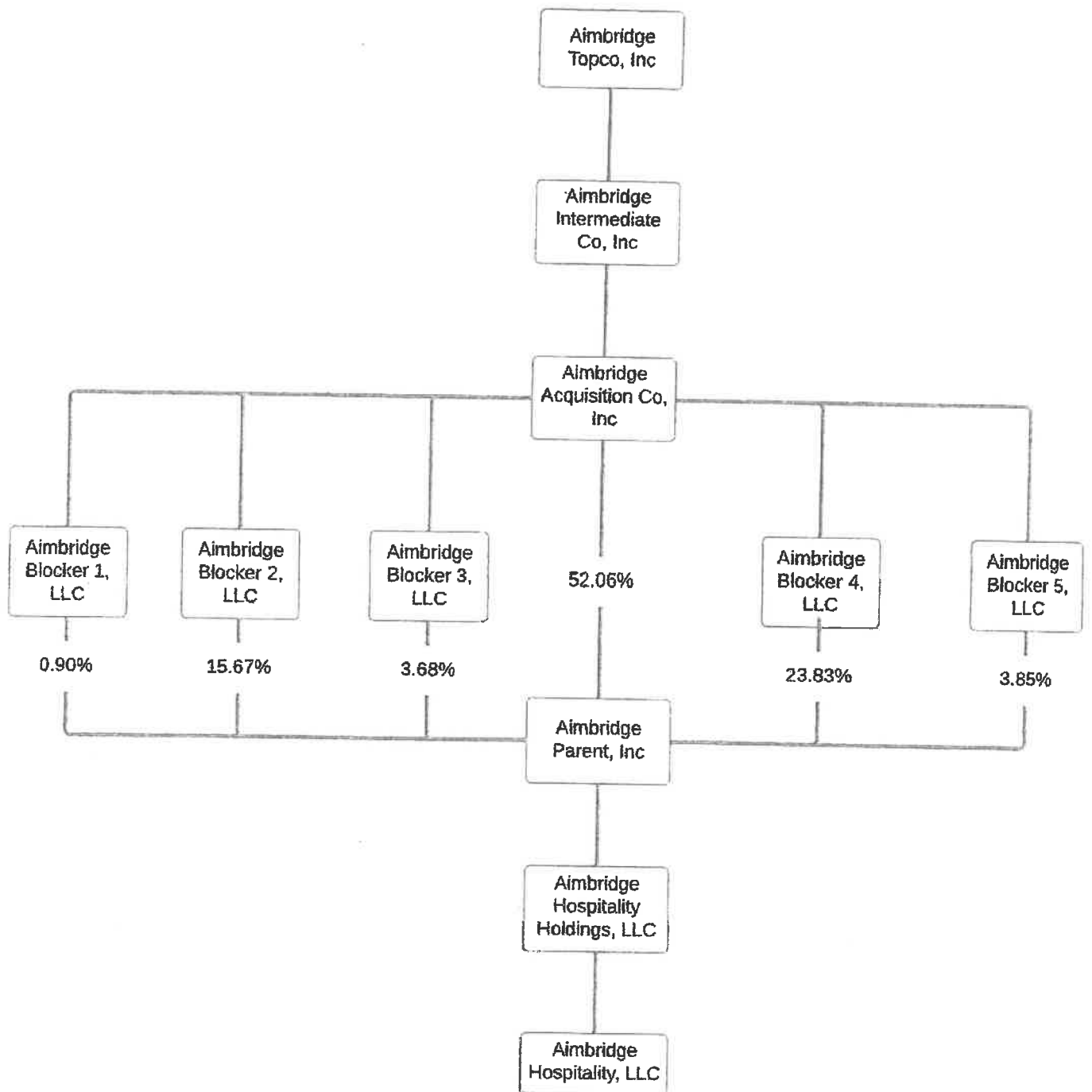
NOTARY INFORMATION

On this	5/2/23	before me, the undersigned notary public, personally appeared	Mark M. Chloupek
(name of document signer), proved to me through satisfactory evidence of identification, which were		Driver's License	
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.			
		 NOTARY	

DIVISION USE ONLY

REQUESTED BY:	
SIGNATURE OF COM-AUTHORIZED EMPLOYEE	
<small>The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 680-4614.</small>	

Organizational Chart for Aimbridge Hospitality LLC



2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Aimbridge Hospitality Holdings, LLC

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

100%

Name of Principal	Residential Address	SSN	DOB
Mark M. Chloupek			
Title and or Position	Percentage of Ownership	Director	US Citizen
President, Secretary, LLC Manager	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Andrew W. Leavitt			
Title and or Position	Percentage of Ownership	Director	US Citizen
Vice President, Treasurer, LLC Manager	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Karen L. Kovach			
Title and or Position	Percentage of Ownership	Director	US Citizen
Vice President	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Robert P. Smith			
Title and or Position	Percentage of Ownership	Director	US Citizen
Vice President	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Aimbridge Parent, Inc.	5301 Headquarters Drive, Plano TX 75024-9555		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Sole Member	100	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Aimbridge Parent, Inc.

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

100% of Aimbridge Hospitality Holdings, LLC

Name of Principal	Residential Address	SSN	DOB
Mark M. Chloupek			
Title and or Position	Percentage of Ownership	Director	US Citizen
President, Secretary, Director	0	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Andrew W. Leavitt			
Title and or Position	Percentage of Ownership	Director	US Citizen
Vice President, Treasurer, Director	0	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Karen L. Kovach			
Title and or Position	Percentage of Ownership	Director	US Citizen
Vice President	0	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Robert P. Smith			
Title and or Position	Percentage of Ownership	Director	US Citizen
Vice President	0	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Aimbridge Acquisition Co. Inc.	5301 Headquarters Drive, Plano TX 75024-9555		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Shareholder	52.06%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Aimbridge Blocker 1, LLC	5301 Headquarters Drive, Plano TX 75024-9555		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Shareholder	0.90%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Aimbridge Blocker 2, LLC	5301 Headquarters Drive, Plano TX 75024-9555		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Shareholder	15.67%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Aimbridge Parent, Inc.

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

100% of Aimbridge Hospitality Holdings, LLC

Name of Principal	Residential Address	SSN	DOB
Aimbridge Blocker 3, LLC	5301 Headquarters Drive, Plano TX 75024-9555		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Shareholder	3.68%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Aimbridge Blocker 4, LLC	5301 Headquarters Drive, Plano TX 75024-9555		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Shareholder	23.83%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Aimbridge Blocker 5, LLC	5301 Headquarters Drive, Plano TX 75024-9555		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Shareholder	3.85%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Almbridge Blocker 1, LLC

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

0.90% of Almbridge Parent Inc.

Name of Principal	Residential Address	SSN	DOB
Michael J. Deitemeyer			
Title and or Position	Percentage of Ownership	Director	US Citizen
President	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Mark M. Chloupek			
Title and or Position	Percentage of Ownership	Director	US Citizen
VP, Secretary	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Almbridge Acquisition Co. Inc.			n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Managing Member	100%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Aimbridge Blocker 2, LLC

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

15.67% of Aimbridge Parent Inc.

Name of Principal

Michael J. Deitemeyer

Residential Address

SSN

DOB

Title and or Position

President

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Mark M. Chloupek

Residential Address

SSN

DOB

Title and or Position

VP, Secretary

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Aimbridge Acquisition Co. Inc.

Residential Address

5301 Headquarters Drive, Plano, TX 75024

SSN

DOB

Title and or Position

Managing Member

Percentage of Ownership Director

100%

☐ Yes ☒ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Almbridge Blocker 3, LLC

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

3.68% of Almbridge Parent Inc.

Name of Principal

Michael J. Deitemeyer

Residential Address

10000 100th Ave NE

SSN

DOB

1

Title and or Position

President

Percentage of Ownership

0

Director

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Mark M. Chloupek

Residential Address

10000 100th Ave NE

SSN

DOB

Title and or Position

VP, Secretary

Percentage of Ownership

0

Director

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Almbridge Acquisition Co. Inc.

Residential Address

5301 Headquarters Drive, Plano, TX 75024

SSN

DOB

n/a

Title and or Position

Managing Member

Percentage of Ownership

100%

Director

☐ Yes ☒ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Almbridge Blocker 4, LLC

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

23.83% of Almbridge Parent Inc.

Name of Principal

Michael J. Deitemeyer

Residential Address

SSN

DOB

Title and or Position

President

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Mark M. Chloupek

Residential Address

SSN

DOB

Title and or Position

VP, Secretary

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Almbridge Acquisition Co. Inc.

Residential Address

5301 Headquarters Drive, Plano, TX 75024

SSN

DOB

Title and or Position

Managing Member

Percentage of Ownership Director

100%

☐ Yes ☒ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Almbridge Blocker 5, LLC

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

3.85% of Almbridge Parent Inc.

Name of Principal

Michael J. Deitemeyer

Residential Address

SSN

DOB

Title and or Position

President

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Mark M. Chloupek

Residential Address

SSN

DOB

Title and or Position

VP, Secretary

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Almbridge Acquisition Co. Inc.

Residential Address

5301 Headquarters Drive, Plano, TX 75024

SSN

DOB

Title and or Position

Managing Member

Percentage of Ownership Director

100%

☐ Yes ☒ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Aimbridge Acquisition Co. Inc.

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

52.06% of Aimbridge Parent Inc.

Name of Principal	Residential Address	SSN	DOB
Michael J. Deitemeyer			05-30-1964
Title and or Position	Percentage of Ownership	Director	US Citizen
President, CEO, Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Mark M. Chloupek			
Title and or Position	Percentage of Ownership	Director	US Citizen
Executive VP, Secretary, Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Aimbridge Intermediate Co. Inc.	5301 Headquarters Drive, Plano, TX 75024		n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Sole Stockholder	100%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Almbridge Intermediate Co. Inc.

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

100% of Almbridge Acquisition Co. Inc.

Name of Principal

Michael J. Deitemeyer

Residential Address

SSN

DOB

Title and or Position

President, Director

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Mark M. Chloupek

Residential Address

SSN

DOB

Title and or Position

VP, Secretary, Director

Percentage of Ownership Director

0

☒ Yes ☐ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Almbridge Topco, Inc.

Residential Address

5301 Headquarters Drive, Plano, TX 75024

SSN

DOB

Title and or Position

Sole Stockholder

Percentage of Ownership Director

100%

☐ Yes ☒ No

US Citizen

☒ Yes ☐ No

MA Resident

☐ Yes ☒ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership Director

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Aimbridge Topco, Inc.

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

100% of Aimbridge Intermediate Co. Inc.

Name of Principal	Residential Address	SSN	DOB
Michael J. Deitemeyer			
Title and or Position	Percentage of Ownership	Director	US Citizen
President, Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Mark M. Chloupek			
Title and or Position	Percentage of Ownership	Director	US Citizen
VP, Secretary, Director	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Aimbridge Group Holdings LP	5301 Headquarters Drive, Plano, TX 75024	{	n/a
Title and or Position	Percentage of Ownership	Director	US Citizen
Sole Stockholder	100%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

AIMBRIDGE HOSPITALITY, LLC

**WRITTEN CONSENT OF
THE SOLE MEMBER
IN LIEU OF A MEETING**

Effective as of
December 13, 2022

The undersigned, being the Sole Member of Aimbridge Hospitality, LLC (the "Company"), acting in accordance with the applicable laws of the jurisdiction of formation and limited liability company agreement of the Company, DOES HEREBY ADOPT the resolutions hereinafter set forth as the action of the Sole Member of the Company by written consent:

APPOINTMENT OF OFFICERS

WHEREAS, the limited liability company agreement of the Company as in effect as of the date hereof provides that the Sole Member of the Company may designate the officers of the Company;

WHEREAS, the Sole Member of the Company desires to appoint new officers with respect to the Company and such new appointments will replace the prior slate of officers for the Company.

RESOLVED, that effective immediately the following named persons constitute all of the officers of the Company, holding the offices set forth opposite their names:

<u>Name</u>	<u>Title</u>
Mark Chloupek	President and Secretary
Robert Smith	Vice President
Karen Kovach	Vice President
Andrew Leavitt	Vice President and Treasurer

GENERAL AUTHORITY

RESOLVED, that such officers shall hold such positions until their respective successors are appointed and qualified;

FURTHER RESOLVED, that the officers of the Company be, and any one of them acting alone is, hereby authorized, directed and empowered in the name and on behalf of the Company, to file, execute, verify, attest, acknowledge and deliver in the name and on behalf of the Company, all other documents and instruments, and to do and perform any and all such further acts, deeds and things, as they or any of them may deem necessary or advisable to carry out the intent and accomplish the purpose of the foregoing resolutions and the transactions contemplated thereby; and that the taking of any such action, deed or thing, and the filing, execution, verification, attestation, acknowledgement or delivery of any such document or instrument shall be conclusive evidence of its necessity or advisability and its authorization hereunder;

FURTHER RESOLVED, that all acts and things previously done by any manager, director, officer, employee or agent of the Company, on or prior to the date hereof, in the name and on behalf of the Company, in connection with the matters contemplated by the foregoing resolutions, are in all respects ratified, approved, confirmed and adopted as acts and deeds by and on behalf of the Company; and

FURTHER RESOLVED, that this unanimous written consent may be executed (by original or facsimile) in counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same unanimous written consent.

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned, being the Sole Member of the Company, has executed this written consent as of the date first written above.

SOLE MEMBER:

**AIMBRIDGE HOSPITALITY HOLDINGS,
LLC**

By: 

Mark Chloupek, President and Secretary

TOWN OF MIDDLETON

OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949



Telephone (978) 777-3617
justin.sultzbach@middletonma.gov

TO: Select Board
FROM: Justin Sultzbach, Town Administrator
DATE: September 19th, 2023
RE: Fuller Meadow Site Traffic Circulation Conversation

Board Members,

Our team has been meeting regularly to discuss traffic circulation issues at the Fuller Meadow school in the lead up to the start of the school year. With the first day of school past us, we continue to meet to discuss potential policies and long-term infrastructure solutions to ease impacts on Rt. 114 and surrounding areas. We appreciate the partnership of Superintendent Morrison and his staff as we work together to resolve this longstanding problem.

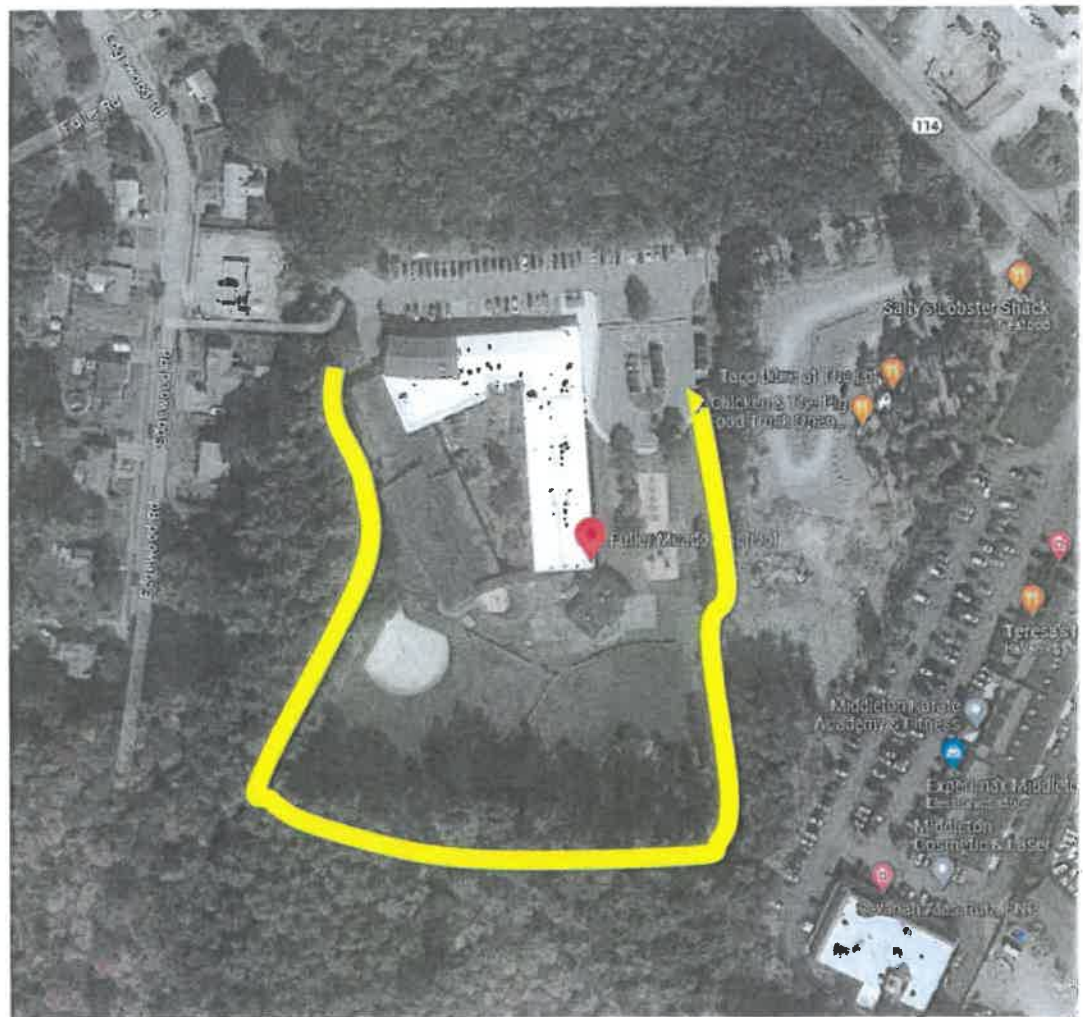
In an effort to be a good neighbor, the schools will be discouraging parents from drop-offs in the neighborhood behind Fuller Meadow. Chief Sampson at my request has parked behind the school to monitor drop off and pick up activity. While the numbers are not excessive at this time, we would like to get ahead of the habit before it becomes an issue.

We are also looking at broader, longer term solutions to traffic issues. This includes reviewing bussing policies to ensure bus availability and encourage ridership. This also includes infrastructure changes to the Fuller Meadow parcel, either through the creation of a loop around the school or the addition of a piece of adjacent land to provide a “stacking” lane. I will be joining Superintendent Morrison and his staff on site this week to walk the property and discuss potential solutions. While this topic is within the domain of the Schools, I have committed that the Town is willing to help in any way possible to help identify and implement a solution.



Massachusetts Interactive Property Map







ATTACHMENTS

1. ILLUSTRATIONS

- a. MAP OF PROJECT
- b. SIGN LOCATIONS
- c. IMAGES OF BLOCKED CROSSWALK

2. ATTACHMENTS

- a. ATTACHMENT 1 – PROJECT PROXIMITY
- b. ATTACHMENT 2 – TRI-TOWN CONSORTIUM PRICING
- c. ATTACHMENT 3 – SELECT BOARD AGENDAS

3. GRANT APPLICATION COPY



SHARED STREETS 2022
DON'T BLOCK THE WALK PROJECT
Middleton, MA



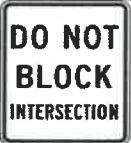
February 22, 2022

1 inch = 140 Feet

www.cai-tech.com



TRAFFIC SIGN SUMMARY

ID NUMBER	SIZE OF SIGN (INCHES)		UNIT AREA (SF)	TEXT	NUMBER OF SIGNS REQUIRED	COLOR			POST AND NUMBER REQUIRED	AREA IN SQUARE FEET
	WIDTH	HEIGHT				BACK-GROUND	LEGEND	BORDER		
R10-7	24"	30"	5 SF		8	WHITE	BLACK	BLACK	P5	40 SF



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Proposed Locations for "Do Not Block Intersection" Signs

SO MAIN ST, CENTRAL ST, & LAKEVIEW ST

Northbound at Lakeview/Central/So Main



Southbound at Lakeview/Central/So Main



Eastbound at Lakeview/Central/So Main



Westbound from Central St



SO MAIN ST & MAPLE ST

Southbound at Maple St/So Main



Northbound at Maple St/So Main



BOSTON ST & SO MAIN ST

Northbound at Boston St/So Main St



Southbound at Boston St/So Main St



IMAGES OF BLOCKED CROSSWALK IN MIDDLETON (Google Map Street View)



Lake, South Main, Central Street Intersection heading north



Same Intersection, heading south



South Main/Boston Street Intersection heading south



Same intersection, closer view



Maple Street/South Main Intersection, looking northeast



Project Proximity

Middleton, MA

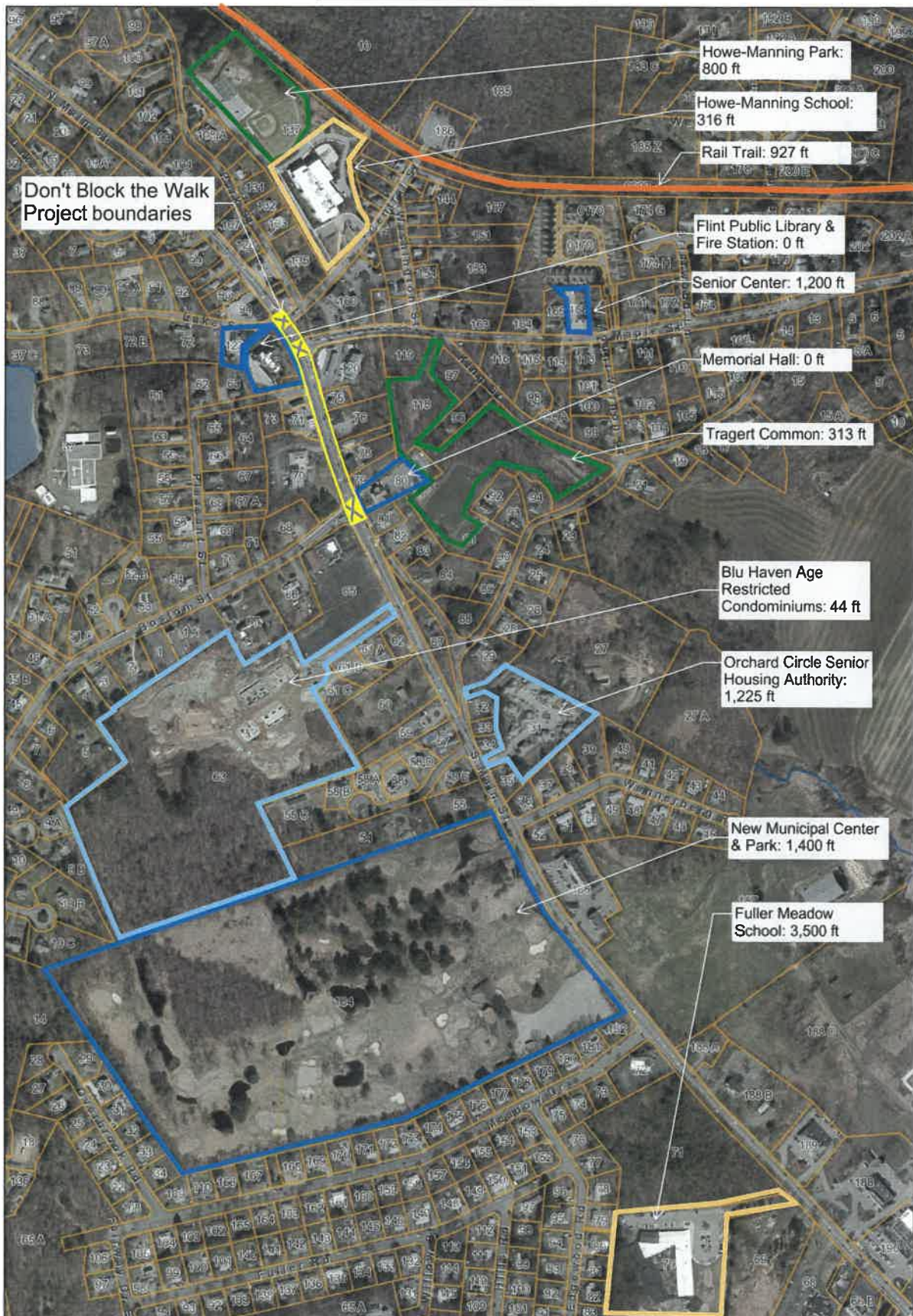
1 inch = 400 Feet

February 18, 2022

0 400 800 1200

ATTACHMENT 1

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

CONTRACT EXTENSION

February 8, 2021

K5 Corporation
 9 Rockview Way
 Rockland, MA 02370

Re: **CONTRACT EXTENSION**

Dear K5 Corporation:

A. Please be advised that Tri-Town Consortium of the Towns of Lynnfield, Middleton and North Reading hereby extends the attached contract for the services and/or materials listed below through March 31, 2022:

Supplies and/or Services:

Item #18 Pavement Markings**Item # 18A Reflectorized Pavement Markings – Thermoplastic**

Item # 18A.01	4" Yellow Double	\$0.82/lf
Item # 18A.02	4" Yellow Single	\$0.41/lf
Item # 18A.03	4" White Double	\$0.41/lf
Item # 18A.04	4" White Single (FOG)	\$0.41/lf
Item # 18A.05	12" White Stop and Crosswalk	\$2.25/lf
Item # 18A.06	6' White Police Circles	\$25.00/ea
Item # 18A.07	8' White "SCHOOL" Legend	\$145.00/ea
Item # 18A.08	8' White "ONLY" Legend	\$125.00/ea
Item # 18A.09	Arrows (federal size)	\$65.00/ea
Item # 18A.10	4" White or Yellow Parking T's and L's	\$6.00/ea
Item # 18A.11	4" White or Yellow Channel/Median Islands	\$0.41/lf
Items # 18A.12	10' White "SCHOOL" Legend	\$165.00/ea
Item # 18A.13	White RXR (federal size)	\$275.00/ea
Item # 18A.14	8' White "STOP" Legend	\$125.00/ea
Item # 18A.15	8' White "AHEAD" Legend	\$150.00/ea
Item # 18A.16	8' White "Yield" Legend	\$150.00/ea
Item # 18A.17	2' Letters	N/A
Item # 18A.18	3' Letters	N/A
Item # 18A.19	Pavement Markings Removal	\$0.75/sf

Item # 18b Reflectorized Pavement Markings – Low V.O.C. Chlorinated Rubber Paint

Item # 18B.01	4" Yellow Double	\$0.092/lf
Item # 18B.02	4" Yellow Single	\$0.046/lf
Item # 18B.03	4" White Double	\$0.046/lf
Item # 18B.04	4" White Single (FOG)	\$0.046/lf
Item # 18B.05	12" White Stop and Crosswalk	\$0.48/lf
Item # 18B.06	6' White Police Circles	\$18.00/ea
Item # 18B.07	8' White "SCHOOL" Legend	\$35.00/ea
Item # 18B.08	8' White "ONLY" Legend	\$26.00/ea
Item # 18B.09	Arrows (federal size)	\$21.00/ea
Item # 18B.10	4" White or Yellow Parking T's and L's	\$3.00/ea
Item # 18B.11	4" White or Yellow Channel/Median Islands	\$0.24/lf
Item # 18B.12	Crosswalk Centers with Pumice (colored)	\$0.49/sf
Items # 18B.13	10' White "SCHOOL" Legend	\$35.00/ea
Item # 18B.14	White RXR (federal size)	\$75.00/ea
Item # 18B.15	8' White "STOP" Legend	\$24.00/ea
Item # 18B.16	8' White "AHEAD" Legend	\$30.00/ea
Item # 18B.17	1' Letters	\$1.00/ea
Item # 18B.17	2' Letters	\$3.50/ea
Item # 18B.18	3' Letters	\$4.75/ea
Item # 18B.19	Pavement Markings Removal	\$0.75/sf
Item # 18B.20	Carstalls	\$4.00/ea

Item # 18B.21	4" Single Parking Lot	\$0.22/ft
Item # 18B.22	Blue Carstalls	\$9.00/ea
Item # 18B.23	Handi-cap Legend	\$15.00/ea
Item # 18B.24	Handi-cap Car Stall	\$20.00/ea

Item # 18C Reflectorized Pavement Markings – Epoxy Paint

Item # 18C.01	4" Yellow Double	\$0.56/lf
Item # 18C.02	4" Yellow Single	\$0.28/lf
Item # 18C.03	4" White Single (FOG)	\$0.28/lf
Item # 18C.04	12" White Stop and Crosswalk	\$2.00/lf
Item # 18C.05	6' White Police Circles	\$40.00/ea
Item # 18C.06	8' White "SCHOOL" Legend	\$125.00/ea
Item # 18C.07	8' White "ONLY" Legend	\$115.00/ea
Item # 18C.08	Arrows (federal size)	\$65.00/ea
Item # 18C.09	4" White or Yellow Parking T's and L's	\$4.50/ea
Item # 18C.10	4" White or Yellow Channel/Median Islands	\$0.40/lf
Items # 18C.11	10' White "SCHOOL" Legend	\$145.00/ea
Item # 18C.12	White RXR (federal size)	\$225.00/ea
Item # 18C.13	8' White "STOP" Legend	\$115.00/ea
Item # 18C.14	8' White "AHEAD" Legend	\$135.00/ea
Item # 18C.15	2' Letters	\$10.00/ea
Item # 18C.16	3' Letters	\$12.00/ea
Item # 18C.17	Pavement Markings Removal	\$.75/sf

- B. This extension is made at the sole discretion of the Tri-Town Consortium of the Towns of Lynnfield, Middleton and North Reading pursuant to Section 6d. of the General Information portion of the cited IFB. Accordingly, this extension is made "subject to the availability of funds appropriated to perform the contracted work and [does] not constitute a commitment by the [listed] municipalities to engage the Contractors' services on the basis of stated estimated quantities."
- C. All terms, conditions and requirements of the IFB and original Contract documents remain in effect.
- D. Required bonds must be renewed and received by the Lynnfield Department Public Works prior to performance of work in, or delivery of goods to, any of the Towns. Required insurance certificates must be renewed and received by each individual Town prior to performance of work in, or delivery of goods in that Town.
- E. The Contractor's Bid Form, Bid Price Form, certifications required at the time of bidding and all bid documents are incorporated by reference and made part of this Contract Extension.
- F. Prices pertaining to the Contract Extension Term are firm and based on the bid opened February 28, 2020.
- G. Please sign and date this extension notice below and return all 4 originals to: John Tomasz
Public Works Director
55 Summer Street
Lynnfield, MA 01940

For the Towns:

Lynnfield _____, Town Administrator

Date: 2-10-21

Middleton _____, Town Administrator

Date: 2/17/21

North Reading Michael P. Hillenroth, Town Administrator

Date: 3/4/2021

For the Contractor

x _____ Title: President

Date: 3/10/2021

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, JANUARY 11, 2022
7:00 PM

This meeting is being recorded

This meeting will be a hybrid of in-person and remote via Zoom. To join the meeting remotely, go to:

<https://us02web.zoom.us/j/81838804267?pwd=aThoMXZINW50K2hiN3NMhEh2VldNUT09>

- 1 7:00 Warrants: 2214 & 2215

Minutes:

- November 30, 2021. Open Session
- December 14, 2021. Open Session
- December 14, 2021. Executive Session
- December 20, 2021 joint meeting with Flint Public Library Trustees. Open Session

Town Administrator updates and reports

- 2 7:10 Public Comment Period

- 3 7:15 Review and act on the recommendation of the Police Chief to appoint the following to the Police Department:

- Michael LeColst as a Police Sergeant
- Kosta Agganis as a Reserve Police Officer

- 4 7:20 227 Maple Street: Review and vote on petition of Scott & Matty Pizza, Inc., d/b/a Captain Pizza for new wine and malt beverages with cordials restaurant license, new manager Scott B. Kugel, and transfer of common victualler and entertainment licenses; transfer from Barney Restaurant Group, LLC

- 5 7:30 51 Village Road: Review and vote on petition of Aimbridge Hospitality, LLC d/b/a Double Tree North Shore for transfer of all alcoholic inn holder license and change of common victualler and entertainment licenses from Merritt Boston North Operator LLC

- 6 7:40 Compensation & classification plan: update of plan and discussion of policy decisions; Mary Aicardi of the Collins Center for Public Management

- 7 7:50 Review, discuss, and vote on participating in a planning/study committee that will evaluate pros and cons of elementary schools regionalization

- 8 8:00 Discuss traffic and safety concerns on state and local roads in town

- 9 8:10 Review, discuss, and vote on use of American Recovery Plan Act (ARPA) funds and approve an initial request for a commitment of funds for water infrastructure, public health, and administrative costs

- 10 8:20 Review, discuss, and vote to adopt revisions to the Senior & Veterans Property Tax Work Off Program

- 11 8:25 Annual License renewal correction: Alba Auto will continue to hold a class II off premise license for 2022; Auto Export has chosen to decline renewal for 2022.

- 12 8:30 Review, discuss, and vote to accept the following donations and grant:

- Middleton Food Pantry - \$500 – anonymous
- Middleton Food Pantry - \$1,000 - Torrice Family Charitable Trust
- Middleton Food Pantry - \$500 – Patrick Furnari

>>Over>>

- Middleton COA - \$5,000 – James and Joanne Vining
- Middleton COA - \$1,000 – Gail Sabino
- Middleton Food Pantry - \$600 – George Dow, Sr.
- Middleton Food Pantry - \$1,000 – Margaret Lee
- Middleton Food Pantry - \$5,000 – James and Joanne Vining
- Middleton Food Pantry 0 \$2,500 – Richard & Jean Beck
- Cybersecurity training grant from the Executive Office of Technology Services & Security

- 13 8:35 Review, discuss, and vote to appoint George Cumming to the Cultural Council for a term through June 30, 2024
- 14 8:40 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings:	January 25	Regular SB Meeting
	February 5, 8:30AM	Budget Summit
	February 8 & 22	Regular SB Meetings

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

**MIDDLETON SELECT BOARD
PLANNING BOARD
ZONING BOARD OF APPEALS
BOARD OF HEALTH
CONSERVATION COMMISSION
INDUSTRIAL & COMMERCIAL DESIGN REVIEW COMMITTEE
SCHOOL COMMITTEE
FINANCE COMMITTEE**

JOINT MEETING AGENDA

PEDESTRIAN SUMMIT

FLINT PUBLIC LIBRARY

1 SOUTH MAIN STREET, MIDDLETON, MA 01949

WEDNESDAY, OCTOBER 27, 2021

6:30 PM

1. 6:30 For discussion only. History to date and summary of actions taken and policies/plans adopted
2. 6:45 For discussion and public input: Strategies by which we can improve and expand pedestrian networks in Middleton

Next steps: Within 8 weeks, staff will draft a blueprint summarizing the summit and describing target areas, opportunities and limitations, and a menu of actionable items.

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.

Shared Shared Streets Grant 2022

Middleton, MA

Part A: Applicant Information

Date: (Required)*	3/1/2022
Are you in a Municipality or Transit Authority? (Required)*	Municipality
Name of official Municipal signatory: (Required)*	Andrew Sheehan, Town Administrator
Other Municipalities involved, if any:	n/a
Contact person: (Required)*	Katrina O'Leary
Address: (Required)*	
Address Line 1	195 No. Main Street
City	Middleton
State	MA
ZIP Code	01949
Email: (Required)*	Katrina.oleary@middletonma.gov
Telephone: (Required)*	(978)777-8917
Has your municipality previously received a MassDOT Shared Streets and Spaces grant? (Required)*	Yes

Part B: Project Information

Project Type(s) – see program website for project type descriptions and to ensure you select the correct option for your proposal. Please note: all selected types must be included in project description. Equipment Only may not be combined with other project types. (Required)*

Bicycle and Pedestrian Infrastructure ☒x___

Equipment Only _____

Main Streets _____

Speed Management _____

Transit Supportive Infrastructure _____

Project Title*

Middleton Don't Block the Walk

Project location (GPS coordinates): (Required)*

So. Main Street/Maple St. Intersection: 42° 35' 42" N, 71° 0' 56" W

So. Main Street/Boston St. Intersection: 42° 35' 35" N, 71° 0' 53" W

Amount requested from MassDOT: (Required)*

\$3,080

Project description (2-3 sentences): (Required)*

Middleton Square is located at the point where Route 62 intersects with Route 114 and then shares the roadway for 1/5 mile before exiting in a westerly direction, creating an off-set intersection. In the last 20 years, the traffic has increased in this area to the point that at certain times of the day traffic is backed up for over a mile on Maple Street, South Main Street, and North Main Street. To travel from almost any part of Middleton to the other, one must pass through Middleton Square; so, it comes as no surprise that gridlock is becoming more common in the square - leading to long wait times while idling at signals adding to poor air quality, forcing pedestrians and school children out of the crosswalks and into travel lanes, and delaying emergency vehicles exiting from the Fire Station located in the Square.

Describe the project goals and benefits (1-2 sentences): (Required)*

Middleton proposes to use signage and road paint in combination with increased enforcement to instruct drivers not to block intersections and crosswalks. The goals/benefits will be: increased pedestrian safety, safer routes to school, better traffic flow, better air quality, and faster emergency vehicle call times.

Is the project intended to address a demonstrated need for Speed Management, according to local information, data, plans, or community concerns related to speed and safety? (Required)* No

Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required)* Yes

ATTACHMENT 1 – PROJECT PROXIMITY

Middleton Square is 316 feet from Howe-Manning Elementary School and 3,500 feet from Fuller Meadow Elementary School.

Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required)* Yes

ATTACHMENT 1 – PROJECT PROXIMITY

The Flint Public Library is located in Middleton Square across the street from where Maple Street intersects the Square. The Senior Center is located on Maple Street and is 1,200 feet from the library and 1,900 ft from Memorial Hall, both are located in Middleton Square.

Is the proposed project intended to support safe walking and biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required)* No

Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required)* Yes

ATTACHMENT 1 – PROJECT PROXIMITY

Distance from proposed project:

Edward Couture Fields at Howe-Manning: 796 ft

Middleton Rail Trail: 927 ft

Tragert Common: 313 ft.

Middleton Municipal Center and Park: 1,400 ft.

Is the proposed project located in the municipality's Housing Choice designation area, will the project benefit from an Opportunity Zone Fund investment, or has the municipality implemented economic development best practices through the Community Compact program? (Required)* No

Will the proposed project be fully implemented by June 30, 2023? (Required)* Yes

Is this project intended to be a temporary or permanent improvement? (Required)*

Permanent

Description of project implementation including staff roles and key milestones: (Required)*

Town Planner: Project Manager

DPW Director: Oversee installation of street paint and signage, hire police detail.

Police Chief: Implement increased enforcement of vehicle violations for blocking intersections or stopping in crosswalks

The Town is prepared to complete the proposed project by June 30. The Town Planner has been coordinating with MassDOT and Middleton DPW, Police, and Fire to confirm roles, responsibilities, and timing.
Key milestones are:

MARCH 2022. Apply for State Highway Access Permit for proposed work.

APRIL 2022. As soon as the contract with MassDOT is signed, the signage will be procured by the DPW in compliance with state procurement laws. The DPW will also schedule the Road Paint contract, which has already been procured through a road maintenance consortium (Tri-Town Consortium) with the towns of Lynnfield and North Reading.

MAY 2022. Installation of Signs and Paint managed by DPW through the chosen contractors.

JUNE 2022 Enforcement of "Don't Block the Box" laws by the Police Department.

List all materials required to implement the project, and how they will be obtained: (Required)*

ATTACHMENT 2: TRI-TOWN CONSORTIUM PRICING

Signs: DPW will order signs/poles from Sign vendor using sound business practices.

Street Paint: DPW will schedule the pavement marking using the Tri-Town Consortium chosen contractor

Sign Installation: DPW will hire sign installation contractor using sound business practices.

The Shared Streets and Spaces Program requires municipalities to provide notice or opportunity for public engagement related to the proposed project. Please confirm whether this has occurred. If yes, please list engagement activities. (Required)* Yes

ATTACHMENT 3: SELECT BOARD AGENDAS

Middleton has been a Complete Streets town since 2014. In the past year, the Middleton Select Board has made a concerted effort to make pedestrian improvements a priority in Town. The Board called for a "Pedestrian Summit" on October 27, 2021. All land use boards and committees, as well as the Finance Committee and School Committees, were invited to this public forum. The goal of the "Summit" was to discuss and develop strategies to improve and expand on the pedestrian networks in Middleton. It was at this meeting that the problem of vehicles blocking intersections in Middleton Square was first raised.

During the Select Board January 11, 2022 meeting, the topic of installing "Don't Block the Box" traffic controls in Middleton Square was discussed with interested citizens in attendance. This discussion led to the "Middleton Don't Block the Walk" project.

Select Board Meetings are publicly posted and the meetings are held in person in a public setting as well as via Zoom.

Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB): (Required)*

Yes

Part C: Site Information

Confirmation of ownership/control of the relevant municipal infrastructure.

Is this project entirely on municipally-owned infrastructure? (Required)* No

Indicate what, if any, MassDOT-owned infrastructure is integral to the proposed project. If improvements are proposed on MassDOT infrastructure, indicate whether the municipality has applied for an Access Permit. (Required)*

MassDOT controls all of Route 114 within Middleton Square; therefore, a Highway Access Permit is required for this project. A 2/17/2022 meeting between the Town and MassDOT District 4 traffic engineers confirmed both the requirement for a highway access permit and the particular "Don't Block the Box" design that the state prefers. As part of the permit process, MassDOT will ensure that the existing signal poles can hold the additional weight of the proposed new signage.

Indicate what, if any, infrastructure owned by a state agency other than MassDOT is integral to the proposed project (i.e. the Department of Conservation & Recreation): (Required)*

N/A

Demonstrate whether the proposed project is in a Census Block Group identified by the relevant Regional Planning Agency as an Environmental Justice area: (Required)* No

Would the proposed project divert, detour, or otherwise impede current public transit service, even temporarily? (Required)* No

Attachments

Please make sure to attach the required documents listed below in the following file formats: pdf, jpg, jpeg, png, doc, docx, xls, xlsx. Additional documents are optional.

- Locus Map (Required)
- Project Estimate (Required)
- Illustrations of the project (Optional)

Attach Project Cost Estimate (Required - PDF file type allowed)* No File Chosen

File uploads may not work on some mobile devices.

Attach Locus Map (Optional - PDF file type allowed) No File Chosen

File uploads may not work on some mobile devices.

Attach Illustrations of project (Optional - PDF, EXCEL, WORD, JPG, JPEG, PNG file types allowed) No File Chosen

File uploads may not work on some mobile devices.

Select attachment file type (pdf, jpg, jpeg, png, doc, docx, xls, xlsx)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.mass.gov/lists/osd-forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: TOWN OF MIDDLETON (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: MMARS Department Code: DOT	
Legal Address (W-9, W-4): 485 MAIN ST. MIDDLETON, MA 01949		Business Mailing Address: 10 Park Plaza, Boston MA 02116	
Contract Manager: KATEWA O'LEARY	Phone: 978-771-8971	Billing Address (if different):	
E-Mail: KATEWA.OLEARY@MIDDLETON.MA.GOV	Fax: 978-771-0718	Contract Manager: Cassandra Gascon	Phone: (857) 368-4636
Contractor Vendor Code: VC6000191884		E-Mail: Cassandra.Gascon@dot.state.ma.us	Fax: n/a
Vendor Code Address ID (e.g. "AD001"): AD <u>AD001</u> (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number:	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). <u>\$3,080.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29 § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This agreement is between MassDOT and the TOWN OF MIDDLETON which is participating in the Shared Streets and Spaces Program.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>December 31, 2023</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: <u>5/20/22</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>ANDREW SHEEHAN</u> Print Title: <u>TOWN ADMINISTRATOR</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: _____ Print Title: _____	

COMMONWEALTH OF MASSACHUSETTS

CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME : Town of Middletown
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000191884

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
ANDREW SHEEHAN	Town Administrator
JACKIE BRESNAHAN	Asst. Town Administrator
SARAH WOOD	Finance Director

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.


Signature

Date: 5/26/22

Title: Town Admin.

Telephone: 978-777-3617

Fax:

Email: ANDREW.SHEEHAN@MIDDLETOWNMA.GOV

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME: Town of Middleton
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000191884

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): ANDREW J. SHEENAN

Title: Town Administrator

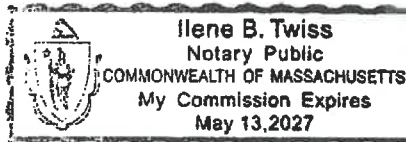
X

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, Ilene B. Twiss Ilene B. Twiss (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

May 26, 20 22
My commission expires on: May 13, 2027



AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL

Shared Streets and Spaces Program
Equipment Funding Agreement

Agreement Number: _____

Date: _____

Municipality: Middleton

Project Name: Middleton Don't Block the Walk

This Equipment Funding Agreement ("Agreement") is made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called "MassDOT", and the City/Town of Middleton, (hereinafter called the "MUNICIPALITY"), as set forth below:

WHEREAS, the MUNICIPALITY seeks to acquire certain item(s) of equipment (the "Equipment") described in its approved Shared Streets and Spaces Application ("Application"), attached hereto as Exhibit A, and

WHEREAS, MUNICIPALITY'S acquisition of and intended use of the Equipment will support public health, safe mobility, and strengthened commerce, and is in accordance with the project approvals from the Shared Streets and Spaces Program, and

WHEREAS, MassDOT has agreed to partially or wholly fund the Equipment in accordance with the terms, conditions and provisions set forth below.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

1.0 EQUIPMENT

1.1 Procurement and Use of Equipment

MUNICIPALITY shall be solely responsible for the procurement of the Equipment. MUNICIPALITY shall comply with all laws, rules and regulations applicable to the acquisition, use, installation, and operation of the Equipment, including but not limited to procurement laws. MUNICIPALITY shall use the Equipment for its proposed and intended purpose as set forth in MUNICIPALITY's Application.

5/17/2022

1.2 Ownership

MUNICIPALITY shall have ownership and legal title to all Equipment acquired in whole or in part with the funds provided under this Agreement.

1.3 Maintenance

MUNICIPALITY shall be solely responsible for the maintenance and upkeep of the Equipment and the costs thereof. MUNICIPALITY shall maintain the Equipment in good condition and working order, ordinary wear and tear from proper use excepted. MassDOT shall have no responsibility for the use, maintenance, or fitness of the Equipment.

1.4 Equipment To Be Installed on MassDOT Property

If Municipality intends to install the Equipment on MassDOT property, Municipality agrees and acknowledges that it is solely responsible for obtaining all applicable permits and authorizations prior to performing any associated work. Receipt of grant funds shall not be construed as an authorization to perform work on MassDOT property.

2.0 GRANT FUNDING AND METHOD OF REIMBURSEMENT

- 2.1 The maximum amount of funds available to MUNICIPALITY pursuant to this Agreement shall be \$3,080.00 ("Grant Amount") as described within Exhibit B, (the "Project Cost Estimate").
- 2.2 MassDOT will reimburse MUNICIPALITY for the actual costs incurred for the purchase of the Equipment up to, but not exceeding, the Grant Amount. All costs incurred must be approved by MassDOT prior to reimbursement, and MassDOT's determination of eligible and approved costs shall be final in all cases. Any Equipment costs above the Grant Amount shall be borne by MUNICIPALITY.
- 2.3 Subsequent to the acquiring the Equipment, MUNICIPALITY may present an invoice of the incurred costs for approval and reimbursement by MassDOT. All reimbursement requests by Municipality shall be made in accordance with MassDOT's procedures for Chapter 90 funded projects using the applicable Chapter 90 forms ("Forms") required by MassDOT. MUNICIPALITY shall electronically submit the completed Forms and supporting documentation to MassDOT's District State Aid Engineer after expenses are incurred for review and processing. MUNICIPALITY shall provide MassDOT with any information MassDOT deems necessary to verify the accuracy of the invoice.

3.0 AUDIT

- 3.1 All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MassDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MassDOT.
- 3.2 The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

4.0 TERM AND TERMINATION

- 4.1 This Agreement expire on December 31, 2023 ("Expiration Date"), unless extended as provided for in Subsection 4.2.
- 4.2 MUNICIPALITY may request to extend this Agreement beyond that provided in Subsection 5.1. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but no later than sixty (60) days prior to the Agreement's Expiration Date. MUNICIPALITY's request shall include a justification for the requested extension, the requested new expiration date, and any other information deemed necessary by MASSDOT. MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY.
- 4.3 This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement termination this Agreement so specifies.
- 4.4 MassDOT may, by written notice to the MUNICIPALITY, terminate this Agreement in any one of the following circumstances:
 - 4.4.1 The MUNICIPALITY neglects or fails to comply with any provision of this

Agreement in accordance with its terms or within the time specified for performance herein, and MUNICIPALITY fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.

- 4.4.2 The applicable State funding source fails to appropriate or otherwise make available funds for the Equipment. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

5.0 MISCELLANEOUS

5.1 Notices:

MASSDOT:

The MUNICIPALITY:

ANDREW J SHEEHAN, TOWN ADMINISTRATOR
48 SO. MAIN ST
MIDDLETON, MA 01949
ANDREW.SHEEHAN@MIDDLETONMA.GOV
978-777-3617

5.2 Indemnification.

To the extent permitted by the laws of the Commonwealth, the MUNICIPALITY hereby assumes and agrees to indemnify, defend (at the MUNICIPALITY's sole expense and with counsel reasonably acceptable to MassDOT) and hold harmless MassDOT and MassDOT's affiliates, contractors, employees and representatives from and against any and all losses suffered by MassDOT and any and all claims, liability or penalties asserted against MassDOT by or on behalf of any person on account of, based in, resulting from, arising out of (or which may be claimed to have arisen out of), in whole or in part, the acts or omissions of the MUNICIPALITY in the use, operation, maintenance, installation, or repair of the Equipment. This covenant shall survive the termination of this Agreement.

5.3 Governing Law: Severability.

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

5.4 No Third-Party Beneficiaries.

This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

5.5 No Agency.

In no event shall MUNICIPALITY or any of its employees, agents, contractors, subcontractors be considered agents or employees of MassDOT.

5.6 No Representations by MassDOT.

No representations, warranties or statements, expressed or implied, have been made by or on behalf of MassDOT with respect to the fitness of the Equipment for the use contemplated by MUNICIPALITY in its Application.

5.7 Amendments

This Agreement and each of its provisions may only be waived, modified, or altered in a writing signed by MassDOT and MUNICIPALITY.

5.8 Counterparts.

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank]

5/17/2022

IN WITNESS WHEREOF, the Parties have executed this Agreement as an instrument under seal
as of the date first above written.

MASSACHUSETTS DEPARTMENT OF
TRANSPORTATION

By: _____

Name:

Title:

MUNICIPALITY

By: _____

Name: ANDREW J SHEEHAN

Title: TOWN ADMINISTRATOR

5/17/2022

Exhibit A - Project Application

Exhibit B - Project Cost Estimate

5/17/2022

Exhibit A - Project Application

5/17/2022

AMENDMENT No. 7 To CONTRACT

11 September 2023

OWNER Town of Middleton, Massachusetts

AGREEMENT Agreement for Architectural Design Services, dated April 5, 2022

PROJECT Municipal Center

SERVICES **ADDITIONAL CONSULTING SERVICES & DESIGN MODIFICATIONS**

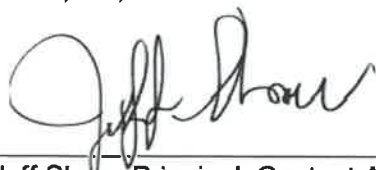
This amendment is for adding a specialized consultant, Foodservice Equipment Consultant, for the Community Center kitchen and for Additional Design Services to modify the first and second floor office layout of the Town Hall portion of the Town Hall / Community Center building.

The adjustment to fees covered by this Amendment is as follows:

Foodservice Equipment Consultant	\$ 6,400.00
CTX 10% mark-up	\$ 640.00
Additional Design Services	\$ 2,675.00
Total	(\$ 9,715.00)

ORIGINAL CONTRACT:	\$ 4,915,000.00
AMENDMENT No.1 FEE	\$ 1,663.00 (\$1,512.00 plus 10% mark-up)
AMENDMENT No.2 FEE	\$ 4,620.00 (\$4,200.00 plus 10% mark-up)
AMENDMENT No.3 FEE	\$ 9,790.00 (\$8,900.00 plus 10% mark-up)
AMENDMENT No.4 FEE	\$ 4,400.00 (\$4,000.00 plus 10% mark-up)
AMENDMENT No.5 FEE	\$ 0.00
AMENDMENT No.6 FEE	(\$ 32,500.00)
AMENDMENT No.7 FEE	\$ 9,715.00
NEW CONTRACT AMOUNT:	\$ 4,912,688.00

ARCHITECT


Jeff Shaw, Principal, Context Architecture, Inc.

TOWN OF MIDDLETON

Jeffrey P. Garber, Clerk, Select Board

File: 2204.00: A/O Contract





August 18, 2023

Christopher Logan, AIA
Context Architecture
65 Franklin Street
Boston, MA 01103

Project: Town Hall/Community Center - Middleton, MA
Foodservice Equipment Consulting

Dear Sir:

We are pleased to be asked to work with your firm and would like to offer this Proposal as our Working Agreement. The project, as we understand it, consists of Schematic Design through Construction Administration for a new commercial kitchen for the senior center facility. Our services for foodservice equipment planning shall include:

1.0 PHASE ONE Schematic Design Phase

1.1 Attend the usual Architect/Client design conferences for the purpose of developing the requirements of the foodservice facilities throughout the building.

1.2 Provide for review and approval:

- .1 Space allocations for each functional component of the foodservice system
- .2 1/8" scale equipment plans for Architect/Client review
- .3 Suggested list of equipment
- .4 Equipment budget estimate

2.0 PHASE TWO Design Development Phase

2.1 Evaluate the Schematic Design Phase with Owner/Architect/Engineer conferences as required to integrate foodservice requirements with related architectural, mechanical, and electrical aspects of the work.

2.2 Develop and refine the reviewed Schematic Design drawings into 1/4" = 1'-0" scale plans. The CAD system utilizes Windows based AutoCAD and Revit Architecture.

2.3 Prepare and distribute electronic copies of the foodservice equipment cut book with:

- .1 Equipment schedule listing electrical, plumbing, gas and ventilation requirements
- .2 Engineering information document
- .3 Notated individual cut sheets

2.4 Review and update the equipment budget.

3.0 PHASE THREE Construction Documents Phase

- 3.1 Refine the Design Development drawings into detailed plans at 1/4" = 1'-0" scale.
- 3.2 Drawings will include:
 - .1 Equipment layout
 - .2 Equipment schedule with complete connection data
 - .3 Equipment stub-in plan with related connection details
 - .4 Details, sections and notes as may be necessary to adequately illustrate the intent of the design requirements
- 3.3 Specifications prepared for foodservice equipment in conformance with the format of other sections of the construction documents.
- 3.4 Review and update the equipment budget based on the completed Contract Documents.

4.0 PHASE FOUR Construction Administration Phase

- 4.1 Review foodservice bid documents and prepare such clarification through addenda as may be required by inquiries from bidders.
- 4.2 Assist in the evaluation of bid proposals for foodservice equipment, and provide recommendations for award as may be requested.
- 4.3 Check Kitchen Equipment Contractor submittals consisting of rough-in drawings, equipment cut books, and fabrication shop drawings, to ensure the design intent and quality of equipment is maintained in conformance with the Contract Documents and bid proposal.
- 4.4 Perform field inspections and prepare punch lists for installation work at the project site as requested by and in cooperation with the Architect.
- 4.5 Check the warranty and maintenance manuals prepared by the kitchen equipment contractor.

5.0 The Consultant's Fee

- 5.1 The foregoing services to be paid for in not less than four payments, upon satisfactory completion of the above Phases:

Phase One	Program & Schematic Design	\$1,600.00
Phase Two	Design Development	\$1,920.00
Phase Three	Construction Documents	\$1,920.00
Phase Four	Construction Administration	\$960.00

- 5.2 Total fee to be \$6,400.00 (Six thousand four hundred dollars).
- 5.3 Fee payments for basic services shall be made promptly after the Architect is paid by the Owner, and will be proportional to the amounts received.

6.0 General Terms

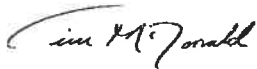
- 6.1 Crabtree McGrath Associates shall maintain Workman's Compensation, General Liability, and Professional Liability Insurance throughout the period of this agreement. Certificates of insurance are available on request.
- 6.2 Crabtree McGrath Associates shall maintain Professional Liability Insurance in the amount of \$4,000,000. The expense of additional insurance coverage or increased policy limits of liability insurance, requested by the client in excess of the standard coverage of Crabtree McGrath Associates shall be borne by the Client.
- 6.3 Work performed by Crabtree McGrath Associates to be designed to conform to existing published state codes as applicable to foodservice facilities for fire, sanitation, and public safety.
- 6.4 Travel shall be provided at no additional cost to this agreement.
- 6.5 This agreement may be terminated by either party at any time upon receipt of written notice, and payment of all fees for services rendered by Crabtree McGrath Associates and reimbursable expenses up to the date of receipt of such notice.
- 6.6 This proposal is valid for sixty days from the date of issue. Failure to agree to these terms within the sixty days will render this proposal invalid.

The above paragraphs constitute the total proposal and may not be amended without agreement by both parties and the agreed terms noted hereon or attached hereto.

If the foregoing is acceptable to you, this Proposal may form our Agreement if you will sign and return a copy for our files. Thank you.

Very truly yours,

CRABTREE McGRATH ASSOCIATES, INC.



Tim McDonald
Vice President

Signature of Acceptance

Name Title

Date of Acceptance

Middleton Municipal Complex

Contract Amendment No.7

11 September, 2023

TOWN HALL / COMMUNITY CENTER

Redesign of second floor Town Hall office layout

Incorporation of doors at Town Hall corridors on first and second floors at Lobby.

3 hours Project Manager time @ \$225.00/hr.	\$ 675.00
16 hours Senior Designer time @ \$125.00/hr.	<u>\$ 2,000.00</u>
	\$ 2,675.00



106

Justin Sultzbach

From: Jackie Bresnahan
Sent: Friday, September 22, 2023 12:03 PM
To: Brian LaRoche
Cc: Justin Sultzbach; Tom Kerwin
Subject: Application to the DOR - documentation needed

Hi Brian,

We are working through our application to the DOR for the expansion of the borrowing without a ballot vote. Below are some of the attachments required of the Town's design team for the submittal. Could you please provide the following:

The architect's, cost estimator's or OPM's report must provide the following:

- a) A letter from the architect, cost estimator or OPM detailing the circumstances for the cost increase;
- b) A report showing original project costs by major category at the time of the original debt exclusion vote with revised costs by major category (the variance should approximate the requested increase amount);
- c) An analysis of inflationary circumstances currently impacting the project cost;
- d) A statement from the architect, cost estimator or OPM indicating that the cost increase is not related to a change in scope from the project originally approved by the electorate at the time the debt exclusion was approved; and
- e) A statement from the architect, cost estimator or OPM detailing any changes made since the project was originally approved to reduce the cost of the same.

A lot of this information and data has already been assembled, but we need it in the formats described above for the application to be submitted.

A couple of standards from the DOR on this:

Additional borrowing the community has or is planning to authorize for the purpose or purposes described in the debt exclusion will be covered by the exclusion only if:

- a. *The new borrowing is within the scope of the relevant debt exclusion. A debt exclusion includes only the debt service costs attributable to the amount of debt authorized for the specified project at or about the time the voters approved the exclusion, as well as any modest and reasonably foreseeable increases in such debt service intended to account for inflation, regulatory requirements or minor project changes. Other increases in debt service costs for the project are not covered by the exclusion;*
- b. *The city council and mayor or city manager, if applicable, or selectboard accepts the architect's, cost estimator's or OPM's report, as described above, by a majority vote in public session, and the community requests a determination by the Director of Accounts regarding the scope of the particular exclusion; and*
- c. *The architect's, cost estimator's or OPM's report contains the information in I. B. 3. noted above.*

No additional exclusion amount will be approved related to voluntary changes or expansions in the fundamental specifications of the project as represented to the voters. Examples of such material project changes would include (1) adding new components or amenities, such as air-conditioning, (2) expanding significantly the size or use of a facility or structure, or (3) replacing rather than repairing a major structural component, such as a roof, or demolishing and rebuilding, rather than renovating, a structure.

The community must request a determination if all or part of the borrowing will cover extra work or expenses resulting from involuntary circumstances.

We also have to have the Select Board sign off on these documents so on Tuesday at their meeting we are going to ask them to authorize Justin to review the final documents from you and then they can sign the form once he's done so. I have a lot of this information from you already, but the DOR does require it to be directly from you, the estimator, or architect.

Please let me know if you have any questions!

Thanks,

Jackie

Jackie Bresnahan

Assistant Town Administrator/HR Director

Town of Middleton

48 South Main Street

Middleton, MA 01949

Phone: 978-777-3617

Email: jackie.bresnahan@middletonma.gov

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13

MEMORANDUM OF AGREEMENT
Between the
Town of Middleton
and
Middleton Firefighters, Local #3097, I.A.F.F.

This Memorandum sets forth the material terms of a successor collective bargaining agreement reached between the Middleton Firefighters, Local #3097, I.A.F.F. ("Unit") and the Town of Middleton's ("Town") negotiating teams, subject to ratification by the Unit's membership and approval by the Select Board and funding by the Town Meeting as required by law. This memorandum includes a current, three-year agreement for **FY 24-26**.

The collective bargaining agreement which expires on June 30, 2023 shall be extended without change for a period of three years except as provided herein. The following provisions represent the material changes in the parties' agreement for an agreement through June 30, 2026.

GENERAL AGREEMENTS

The parties agree to integrate this Memorandum of Agreement with the existing Collective Bargaining Agreement, as well as make non-substantive modifications to the form of the agreement to correct typographical and grammatical errors.

1. Duration: Three-year contract, effective July 1, 2023 through June 30, 2026.
2. All references to "Board of Selectmen" or "Selectmen" to "Select Board"
3. Article V, Grievance Procedure, Step 3 and Step 4: Reference to "Board of Selectmen/Select Board" will be revised to "Town Administrator."
4. CDL Requirements: Remove all references to Commercial Driver's License (CDL) requirements from the contract per recent practice. Current employees eligible for this as of June 30, 2023 would be grandfathered. No employees after July 1, 2023 would be eligible for this stipend.
5. Amend Article XVIII Sick Leave, to incorporate the changes agreed to in the Sick Time Audit Side Letter including sick time caps as agreed to in the letter.
6. All references to "Drillmaster" to "Training Coordinator"

7. Amend sick time article to allow for the use of sick time in two (2) hour increments.
8. Increase personal day hours from 36 hours to 38 hours.
9. Amend Article VI, to include trainings that reflect or respond to the reason for discipline
10. Remove all roman numerals in integrated agreement.
11. Add Special Job Stipend for "Fire Alarm Superintendent" with the value of \$2,500.
12. Change notification by employees to Chief of status for career incentive to December 20 of each year for the following fiscal year.
13. Personnel File (XXVI) Language: Add "The personnel file kept at the Middleton Fire Department will be the sole file used for department discipline."
14. Amend Academy training article
 - a. "All new hires shall undergo and successfully complete the full-time recruit Mass Fire Academy training within one (1) year of appointment, with the exception of scheduling challenges."
 - b. Removal of second paragraph if redundant
 - c. Town agreed to one (1) hour of overtime per day at rate of overtime of the person attending.
15. Amend Article I as written to be Article I, Section 1 and include the following as Article I, Section 2 (based on the Janus decision):

"No employee shall be required, as a condition of employment, to join the Union; however, any employee who elects to join the Union shall sign and submit to the Town the authorization of dues forms.

Any employee may elect to pay an Agency Fee, equal to the dues amount, to the Union by executing an Agency Fee authorization form, expressly authorizing the Town to deduct the Agency Fee.

Upon receipt of an authorization of dues/agency form, the Employer agrees to deduct, each pay period, union membership dues or agency fees levied in accordance with the Constitution of the Union from the pay of each employee in the unit who executes or has executed said form. The Town shall remit the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues/agency fees deducted. Such remittance shall be made by the 20th of each month for the prior month.

No such deductions shall be made without an authorization dues/agency form. Deductions may be made for all bargaining unit employees who have executed said form, regardless of their probationary status.

The Union shall be responsible for providing a welcome packet to all new employees who are members of the bargaining unit, with the forms required herein, in addition to the Town's usual onboarding process and documents for all new hires.

In consideration of the employer's entering into this collective bargaining Agreement, which Agreement includes union dues and agency service fee provisions, the Union hereby agrees to indemnify the said employer and hold it harmless from any and all claims, liabilities or costs of the employer which arise out of entering into or enforcement of said provision or which arise out of the payroll deduction of the union dues or agency service fees."

16. Amend Vacation to include Vacation Buy Back language: "Employees may buy back up to 48 hours of vacation time in lieu of taking said vacation time."
17. Lay Off and Recall Policy to be included as a new Article – see Appendix A of MOA
18. Add a new Article after Career Incentive for new Training Incentive policy – see Appendix B of MOA
19. Amend current health insurance split, via a side letter, so new contribution split of 62%/38% can be implemented and adjusted again as need be, via side letter, during the duration of this agreement.
20. Include Wage Tables in the appendices for FY 24, FY 25, and FY 26 reflecting the following COLAs:
 - a. FY 24 – 2%
 - b. FY 25 – 2.5%
 - c. FY 26 – 2.5%
21. Include Wage Tables in the appendices for FY 24, FY 25, and FY 26 reflecting the following increases to the paramedic stipend that is included in the base pay:
 - a. FY 24 - \$2,850
 - b. FY 25 - \$3,000
 - c. FY 26 - \$3,000
22. All monetary items are subject to appropriation at the next scheduled Town Meeting.
23. A consolidated FY 24-26 CBA will be compiled by no later than December 1st, 2023 including any non-substantive updates and edits.

THIS AGREEMENT has been executed by the duly authorized representatives of the Town of Middleton and the Middleton Firefighters, Local #3097, I.A.F.F., subject to ratification and funding as outlined by M.G.L. c. 150E.

Signed this ____ day of ____, 2023.

For the Middleton Firefighters, Local #3097, I.A.F.F.

For the Town of Middleton by its
Select Board

Appendix A: Lay Off and Recall ARTICLE TBD

Section 1

A. Notice to Union

In the event the Town decides to begin a reduction of personnel, it shall, when practical, notify the Union in writing thirty (30) days in advance prior to the lay-off. The notice shall include, as far as practicable, the number of lay-offs, and the names of those employees who will be subject to the lay-off.

B. Meeting with the Union

Within three (3) working days of the Town's notice to the Union of an impending reduction in personnel, the Town shall meet with the Union and discuss the impact of the lay-off.

C. Notice to Employees

In the event of a reduction of personnel, the Town shall notify the affected employees in writing as soon as possible, but not less than thirty (30) days in advance of the lay-off date and will send a copy of such notice to the Union. Where notices are sent by first class mail, the time shall begin to run one day after the date of the mailing of the notice. In the Town's sole discretion, the Town, in lieu of providing written notice no less than twenty days prior to the lay-off date to the affected employee(s), may pay the employee thirty (30) days of pay at their regular rate of pay (a day being counted as a 24 hour tour). The Union shall be provided notice of such an election by the Town.

Section 2

A. Selection for Lay-off

In the event the Town shall lay-off employees because of a reduction in personnel, lay-offs shall be conducted on the basis of the employee's inverse seniority in the department.

Section 3 Recall

- A. The Town shall maintain a roster from which laid-off employees will be recalled to positions to be filled in accordance with their seniority.
- B. A laid-off employee will remain on the recall roster for two (2) years, provided that an employee who is offered recall to a position who fails to accept such offer within ten (10) business days shall be removed from the recall list and the employee's recall rights and seniority shall terminate at that time.

- C. Whenever it shall be determined by the Town to fill any unit position in which a lay-off has earlier taken place, the Town shall recall by seniority the appropriate employee on the recall roster provided the employee is qualified by training, experience and physical/mental ability to perform the duties of the position. Whenever an offer to recall has been extended and refused by an employee, the offer to recall shall then be extended to the next most senior employee on the recall roster. A recalled employee may delay their return to work for a period of up to fourteen (14) calendar days except in emergency situations after the date of recall.
- D. Any employee recalled within two (2) years of the date of the employee's lay-off will return to their former classification with the seniority accrued by the employee up to the date of lay-off.
- E. Laid off employees on the recall roster must maintain, at no cost to the Town, their EMT certification at the same level they possessed at the time of lay-off during their time on the recall roster.

Appendix B: Training Incentive ARTICLE TBD

All members who attend or complete fire training courses offered by the Massachusetts Firefighting Academy (MFA), the National Fire Academy (NFA), and including, but not limited to, CFItrainer.net , firerescuelacademy.com, vectorsolutions.com or receive Pro Board certification shall receive a fire training incentive stipend. Approval of the Fire Chief must be requested prior to attendance of non-approved courses.

- A. Upon the completion of 10 hours of training. Members shall receive an additional \$1,500 stipend.
- B. For an additional 1 to 5 hours of training (11 - 15 hours total), an additional \$500 pay increase shall be added to the stipend (\$2,000 total).
- C. For an additional 1 to 5 hours of training (16 – 20 hours total), an additional \$500 pay increase shall be added to the stipend (\$2,500 total).
- D. For an additional 10 hours of training (20 - 30 hours total), an additional \$1,000 pay increase shall be added to the stipend (\$3,500 total).
- E. For any additional hours of training at 31 or more hours (31 + hours) an additional \$1,000 pay increase shall be added to the stipend (\$4,500 total).
- F. The maximum fire training incentive any member will be entitled to each year is \$4,500
- G. The Career Recruit Firefighter I and II will not be counted toward fire training incentive hours.
- H. Hours with MFA/NFA status of passed, completed, or certified shall count towards the fire training incentive base pay increase
- I. Non-MFA/NFA classes or courses not taken from the above listed vendors will not be counted toward the fire training incentive hours, unless approved by the Fire Chief.
- J. Members will have from July1, 2023 to May 15, 2024 to accumulate hours. Hours will reset back to zero on July 1st of each new fiscal year. Fire training incentive stipend will be paid as outline in appendix. (First pay period in June).
- K. In person fire trainings will be compensated. Online courses will not be compensated and will be completed on members' own time.

14

**TOWN OF MIDDLETON
EMPLOYMENT CONTRACT
FINANCE DIRECTOR/TOWN ACCOUNTANT**

This agreement is between the Town of Middleton ("Town"), acting through its Select Board, and Sarah Wood ("Finance Director/Town Accountant" or "employee"). The position shall hereinafter be known as Finance Director/Town Accountant.

1) TERMS AND CONDITIONS:

Term. The term of this agreement shall be from July 1, 2023 through June 30, 2026. Thereafter, the Finance Director/Town Accountant is subject to the appointment and employment provisions of Chapter 6 of the Town Charter and GL c. 41, s. 55, both as amended.

Resignation or Non-Renewal. In the event the employee desires to resign the position of Finance Director/Town Accountant before the expiration of the aforesaid term of employment, the employee will provide written notice at least **forty-five (45)** days in advance to the Middleton Select Board through the Town Administrator. In the event the Town decides not to renew this contract beyond June 30, 2026, the Town will provide at least sixty (60) days advance notice in writing by of the decision of non-renewal.

Dismissal for Cause. The Town may discharge the Finance Director/Town Accountant at any time during the term of this agreement for good and just cause.

Certification. The Finance Director/Town Accountant shall maintain certification as a Certified Governmental Accountant through the Massachusetts Municipal Auditors & Accountant's Association. Failure to maintain certification may be considered a breach of contract.

Professional Development. The employee is encouraged to become or remain a member of the Massachusetts Municipal Auditors & Accountants Association (MMAAA) and the Eastern Massachusetts Auditors & Accountants Association (EMAAA) and other associations, certifications, and trainings pertinent to the position. The Town agrees to pay the membership dues and associated costs, subject to appropriation, and to provide time to attend meetings and conferences.

2) COMPENSATION

Wages. The Town agrees to compensate the Finance Director/Town Accountant at a salary referenced below:

For the period of July 1, 2023 through June 30, 2024 the annual salary of \$**150,000** which

includes a \$1,000 stipend for maintaining status as a Certified Governmental Accountant.

For the period of July 1, 2024 through June 30, 2025 the annual salary of \$157,500 which includes a \$1,000 stipend for maintaining status as a Certified Governmental Accountant.

For the period of July 1, 2025 through June 30, 2026 the annual salary of \$168,525 which includes a \$1,000 stipend for maintaining status as a Certified Governmental Accountant.

Overtime. It is understood that this position is a salaried position exempt under the Federal Fair Labors Standards Act. The employee will be expected to attend occasional night and weekend meetings, including but not limited to quarterly updates to the Board of Selectmen, occasional Finance Committee meetings, several Saturday budget meetings (generally in February and March), and other meetings as required.

3) OTHER BENEFITS

Health and Dental Insurance. If elected, the Town pays for at least 60% of the full health insurance plan offered by the Town and in alignment with the amount paid for all non-union employees and 75% of the dental insurance plan.

Vacation Leave. Paid vacation leave of 4 weeks (20 days) per year. Vacation is awarded on July 1st of each year for the convenience of scheduling time off. Upon separation the employee is eligible for vacation pay-off on a pro-rated yearly basis. Vacation time may be carried over from one year to the next year, to a maximum of ten (10) days.

Sick Leave. Sick leave shall accrue at the rate of 1.25 days per month, which may be accumulated to a maximum of 150 days. Sick leave will not be paid at the time of separation. Employee may elect to participate on the sick leave bank.

Personal Leave. Personal leave is granted 2 days per fiscal year. Personal leave days may not be carried over from one contract year to the next contract year.

Other Benefits. The Town will provide the Finance Director/Town Accountant with the additional benefits as are conferred upon other Town Employees as accorded by the Town's Personnel Plan, policies, or practices.

4) DUTIES

The Select Board and Town Administrator reserve the right to modify duties and responsibilities outlined in the position description as determined by the Employer during the term of this agreement with notice provided.

It is recognized that occasionally people have business interests outside of their full-time jobs, but is acknowledged and agreed that the employee shall not let any such interests interfere in any manner with the responsibilities as full time Finance Director/Town Accountant. In all cases, the Town's interests shall take precedence.

Sarah Wood, Finance Director/Town Accountant

Middleton Select Board

Justin Sultzbach, Town Administrator

Date