

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, MARCH 19, 2024

6:00 PM

This meeting is being recorded

6:00 pm 1. Business

- a. Warrant: 2419 and FP35
- b. Minutes: March 5, 2025 OS; March 5, 2025 ES
- c. Town Administrator Updates and Reports
- d. Update on 49 S. Main St/10-18 Boston St Project Villebridge Middleton

6:10 pm 2. Public Comment

6:15 pm 3. Vote on adding an additional manager, Amelia J Cardillo to current Precious Metals license Cash for Gold, 185 South Main Street.

6:25 pm 4. Vote on two seasonal license renewals (alcohol, common victualler and entertainment) for Ferncroft Country Club - Halfway House and Members Lounge, 8-10 Village Road, Manager Iain Crooks.

6:30 pm 5. MELD Generator Proposol for Municipal Complex

6:40 pm 6. Memorial Putting Green discussion for Municipal Complex

6:50 pm 7. Update on FY25 Budget with Finance Director Wood

7:05 pm 8. Review Warrant Articles and vote to close Annual Town Meeting Warrant

7:15 pm 9. Finalize meeting schedule through Annual Town Meeting and Labor Day

7:25 pm 10. Locust St. Parcel engineering proposal update

7:40 pm 11. Updates & Announcements

7:45 pm 12. Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations: all bargaining units regarding health insurance

7:50 pm 13. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel: Police Captain

8:00 pm 14. Executive Session pursuant to G.L. c. 30A, s. 21(a)(6) To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body: 49 S. Main St/10-18 Boston St Project Villebridge Middleton Development Agreement

Upcoming Meetings:

March 28

Budget Hearing and Warrant Reading

April 4

Joint Meeting with Finance Committee

April 9 and 23

Regular Select Board Meetings

May 14

Annual Town Meeting 7 pm at Howe-Manning Elementary School

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

MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY March 5, 2024 at 6:00 PM

This meeting was in person, broadcast live and recorded by Civic Media and posted on You Tube.

Select Board present: Chair Jeff Garber; Rick Kassiotis, Clerk; Brian Cresta; Kosta Prentakis; Debbie Carbone
Also attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan Assistant Town Administrator
/Human Resource Director; and others as noted.

With a quorum present Chair Garber called the meeting to order at 6 pm.

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.

The Chair called for a moment of silence in honor of the passing of longtime resident and public servant Edward Raynard.

Business

Warrant 2418 of March 7, 2024: Payroll \$ 788,000; Bills payable \$ 1,438,000; FP: 34 - \$ 187,822

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

On a motion by Prentakis second by Cresta, the Select Board voted unanimously to approve Warrant 2418 & FP 34 as presented.

a. **Minutes –** *On a motion by Cresta, second by Kassiotis, the Board voted unanimously to approve the meeting minutes of February 20, 2024 OS; February 20, 2024 ES.*

b. **Town Administrator Updates & Reports – J. Sultzbach**

- Our water looping projects are ongoing. As mentioned at your last meeting, contactors will be “stubbing” out properties as they go along to avoid future road openings. Once the design phase is complete this spring communication will go out to residents who qualify to connect.
It was questioned how many homes can potentially hook-up.
- Heading into this past October Special Town meeting we made several cuts to the Municipal Building Project as part of a cost-savings push to limit the burden to our taxpayers. Among this was the EV charging stations. J. Sultzbach reported the town identified a \$50k incentive that will cover the cost entirely, allowing us to add them back into the project design.
- J. Sultzbach met with Mike Myers of TEC and Lars Unhjem (Villebridge Middleton Developer) to continue conversations surrounding a potential MassWorks or HousingWorks Grant. MassWorks has a \$2.5 million cap, while HousingWorks is an average award of \$2.5 million with a \$5 million cap. We are preparing an expression of interest due on April 30th that will keep us in line for a June application date.
- MassDevelopment was on site on Thursday the 22nd as part of the early conversations surrounding the redevelopment of Memorial Hall and area. J. Bresnahan summarized the site visit and spoke in

more detail on the follow-up meetings/discussions including public surveys and presentations. The Board asked the Historical Commission be invited to participate even though this is not a designated historical property.

- We officially released an RFB for (facilities project) subcontractors on Thursday, February 29th and expect responses for March 21st. This keeps us on track for our late April/Early May groundbreaking.
- J. Sultzbach met with the Massachusetts Office of Business Development today to discuss potential future partnerships and opportunities in Middleton.
- Our team met with the teams in Topsfield in Boxford to discuss the Masco capital budget plan and the financial logistics surrounding those expenses.

2. Public Comment - There was none.

3. Board & Committee Appointments

- Cultural Council: Joanne Plourde was not present.
- ICDRC: Peter Graziani, was present and spoke on his interest to be appointed to the ICDRC.

On a motion by Kassiotis, seconded by Carbone, the Board voted unanimously to appoint Peter Graziani as a full member of the ICDRC through June 30, 2026.

4. Create five member Planning Director Screening Committee and Appoint Town Administrator, Assistant Town Administrator; one member of Select Board - Chair Garber announced the resignation of the Town Planner and the need for a Planning Director Screening Committee to make recommendations to the Select Board to fill the position.

On a motion by Cresta, seconded by Prentakis, the Board voted unanimously to create a five member Planning Director Screening Committee comprised of the Town Administrator, Assistant Town Administrator/HR Director, one member of the Select Board, chosen by the Board, and a member of the Planning Board and the Zoning Board of Appeals, chosen by their respective boards.

Deb Carbone was nominated to be the Select Board representative and accepted the nomination.

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously to appoint Deb Carbone as the Select Board representative to the Planning Director Screening Committee.

On a motion by Cresta, seconded by Prentakis, the Board voted unanimously to appoint the Town Administrator, Assistant Town Administrator/HR Director, to the Planning Director Screening Committee.

5. Locust Street Parcel Engineering discussion with Scott Cameron, Morin-Cameron Group, Inc.

J. Sultzbach introduced S. Cameron, Morin-Cameron Group which has experience in civil engineering, land surveying, and environmental consulting to maximize the interest in the Locus Street parcel noting this is a large parcel with many possibilities.

S. Cameron was present and spoke on his background as a resident in town and professionally in land development and his goal to get the town the highest, best value while serving the community in the best way. He recommended to start with a baseline, basic conceptual land use planning (desktop) exercises and alternate options currently not in zoning but with potential value to the community.

It was noted the current zoning is single family homes and the understanding of town meeting when the vote to dispose the property was approved and something other than that would require changes and unknown

economic values. A lengthy discussion followed on the Select Board's general thoughts on the property to thoughtfully impact the town in a positive way.

To start the Board asked for considerations of assumptions for the raw land as zoned, by right and within reason, the potential access to affordable housing, including required zoning changes

6. Vote on One Day Liquor License for Winter Hill Brewing (Indignant Brewing Co LLC) for The Lot on South Main Street – Breck Bailey, applicant and owner of Winter Hill Brewing was present and spoke on his request to add a (beer & wine) service on Saturdays & Sundays, April 20 through June 30 from 12 noon to 8 pm. This equates to 22 one-day licenses at \$50 per day. The Police Chief has been consulted on the proposed plan; Police detail will be on site the first two weekends. The applicant understood the responsibilities involved and has background and experience with these licenses and events. K. Prentakis suggested approving a limited number of license to start and after follow up on May 7, the Board consider approving the remaining licenses as requested.

On a motion by Prentakis, seconded by Kassiotis, the Board voted unanimously to grant 6 one-day licenses for April 20,21,27,28 & May 4,5 with the April dates having a police detail per Police Chief recommendation, after which the Police Chief will determine whether a police detail is needed or not, and on May 7, provided here are no issues, the Select Board grant the additional requested dates through June 30.

A 2 minute recess was requested and granted.

7. Joint Meeting with Middleton Planning Board – Called to order at 6:14pm

Planning Board members present: Brian Carroll, Chair; Jason Bernhard, Lisa Sheehan

- Planning Board alternate candidates: David Lebel; Joanne Plourde

Planning Board alternate candidate David Lebel was present and spoke on his interest to get involved in the community using his development experience and has familiarized himself with current and upcoming changes.

On a motion by Cresta, seconded by Carbone, the Select Board and Planning Board voted unanimously to appoint David Lebel to the Planning Board alternate position for a term through June 30, 2025

- Review Zoning Amendment to the Zoning Bylaw and Map for an MBTA Communities Overlay District, Two-Family Dwellings and Accessory/Additional Dwelling Units (ADU) from the Planning Board and refer them to the Planning Board for Public hearing and recommendation

Representatives Brad Jones & Sally Kerans were present for this agenda item.

After consideration, the Planning Board is recommending the ADU be tabled for 6-months to allow for the MBTA to go forward and to table the two family bylaw for a year to finalize the wording.

It was noted an ADU is already possible through special permit and the legislators may mandate ADU bylaws by right. The Board supported additional discussions, & understandings to create a successful bylaw for Middleton and the Select Board and Planning Board work together towards common goals.

Senator Bruce Tarr arrived and participated in the MBTA discussions. The Chair asked why the legislature would enact this mandate on towns ie Middleton that do not have MBTA/public transportation services.

B. Jones responded towns with a historical connection tied to the MBTA have been included and this mandate does not have flexibility to consider the challenges of the towns and it is hoped this can be revisited; there are similar towns in similar situations as Middleton filing law suits against this mandate.

The Board acknowledged communities with transportation stations typically have housing built around them but the mandate does not make sense for towns with no public services and forces unreasonable infrastructure that does not meet the needs of the community and potentially brings with it a detrimental impact. A lengthy discussion followed on Middleton's vision and plans to meet goals and address challenge such as ie traffic, water, sewer, infrastructure.

The Board noted concerns that Town Meeting will not vote in favor of the MBTA by-right zoning regulations. B. Jones is looking to make this a more dynamic process and consider each town's individual situation.

B. Tarr noted there was no appetite for legislation to change/amend the MBTA bylaw ie alternative compliance to develop an appeals route, or allow collaboration between towns and executive housing and livable communities to come up with a plan that would work. B. Tarr supported exploring options to make this more appropriate for communities to collaborate and find an approach to make it workable. A dialog ensued with the Senator Tarr and Representatives Jones and Kerans fielding questions and addressing concerns. The Board was clear to communicate the MBTA mandate does not work for Middleton and changes need to be made. B. Tarr responded the best approach would be a way for communities to collaborate on their message to legislature and Middleton submit recommendations for positive changes and build coalitions through MMA.

During this discussion B. Carroll referenced comments being made questioning if this mandate is constitutional, including withdrawing grant funding from towns in non-compliance. He also mentioned funding is promised in the act but questioned what that funding source was. Senator Tarr agreed this was important and cited ongoing cases and spoke on bond bills as funding sources that often does not come to fruition.

At this time the Planning Board is considering sites (Ferncroft) that are in compliance, and satisfies the regulation and does not radically alter the town, to present at town meeting to meet the timeline.

The Board supported the direction the Planning Board was taking to be compliant.

The agenda was taken out of order with consensus:

Select Board Mass DOT letter of Support for Signaled Arrow at Intersection of Rt114 and Rt62*

The Chair read the letter to Mass DOT for a Signaled Arrow at Intersection of Rt114 and Rt62 and requested the Senator/Representatives help with this request due to this being a safety issue. J. Sultzbach spoke on additional concerns with traffic in Middleton and the need for resolutions.

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to approve and send the letter to MassDOT.

The Planning Board adjourned at 8:19pm.

8. Transfer Station sticker fee schedule & Recommendation from Solid Waste Advisory Committee (SWAC).

It was the recommendation of the SWAC the fixed costs of the station be funded on the tax rate and variable costs be covered by sticker fees, via a formula as part of the financial policies. Chair Garber read the policy. The calculation for sticker cost to be set annually in March.

It was noted the October 2024 Sticker fee was calculated to be \$180 with the second sticker and recycling fee at \$45 (25% of the sticker fee).

It was noted alternate days are being considered for the operation of the transfer station.

On a motion by Prentakis, seconded by Carbone, the Select Board voted unanimously to adopt the policy as recommended by the Solid Waste Advisory Committee.

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously to set sticker fee as recommended as part of the policy adopted by the Board.

9. Review new non-union classifications for three positions (all positions previously unclassified) and review market rate adjustment recommendation from the Collins Center. - J. Bresnahan referenced and summarized her memo on the Classification Study completed two years ago. The proposal before the Board was to classify three positions: Veterans Service office, Police Captain, COA Outreach Coordinator placed within grades using the one time implementation process.

On a motion by Prentakis, seconded by Cresta, the Board voted unanimously to approve the classification of the three positions in the classes and grades as presented.

J. Bresnahan noted Grades C & D were held at a 2 ½ percent COLA but for Grades A, B, & E, the Collins Center recommendation be implemented July 1, with the caveat that Grade E increase be over two years with half in FY25 and half in FY26. The financial impact adjustment is \$19,324; this is a place holder at this time.

On a motion by Prentakis, seconded by Cresta, the Board voted unanimously to adopt the recommendations of the Collins Center with the implementation schedule as recommended by the HR Director.

Vote on Merit Pay as discussed at the Operating Budget Saturday to increase merit pay from .5 percent to 1.5 percent.

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to approve the merit pay funding mechanism at 1.5 percent.

11. Review of Winter Parking Ban Policy - B. Cresta recommended the Board discuss a new improved process to implement a winter parking ban that adjusts to the weather conditions ie ban starts and ends according to the snow amounts. If this is a bylaw change the Town Administrator will prepare an article for Town Meeting

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to end the parking bans for the winter for 23/24 effective March 6, 2024.

12. Executive Session 8:38pm:

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously by roll call to enter into Executive Session pursuant to GLC 30A s. 21 (a) (3) To discuss strategy with respect to collective bargaining negotiations: AFCSME Representation Petition And pursuant to GLC 30A s. 21 (a) (2) Police Chief Contract Negotiations and not return to open session but adjourn directly from executive session.

Adjournment: The Board unanimously adjourned by roll call at 8:56pm

Upcoming Meetings:

Select Board Meetings: March 19

March 28- Budget Hearing & Warrant Reading

May 14: Annual Town Meeting

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: March 5, 2024
- Warrant # 2418 & FP 34
- Minutes: *February 20, 2024 os/es*
- Talent Bank Applications
- Appointment Forms
- Memo J. Bresnahan to Select Board re Planning Director Screening Committee 2.28.24
- Memo J. Sultzbach to Select Board re Locust St Engineering 3.5.24 including property card
- Morin-Cameron company profile
- One Day Liquor License Application – Winter Hill Brewing
- Memo Innes Associates, Newburyport, re Zoning Bylaw Update 2.8.23
- Memo J. Bresnahan to Select Board re Transfer Station Sticker Fee Police 3.1.24
- Letter to DOT Highway Director re Signalization 3.5.24
- Memo J. Bresnahan to Select Board, Town Administrator re Implementation of Collins Center Report 2.29.24
- Memo from Collins Center re Classification & Compensation update FY2024 Recommendation 2.25.24



-REDACTED-

Town of Middleton
Select Board
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
Phone: 978-777-3617



NOTE: Current license, adding a 2nd manager only. Verbally approved by Bill Sacchetti
current license holder DM

Date 2-19-24

Applicant information:

Applicant / licensee name Amelia J. Cardillo

Applicant / licensee address _____

Applicant / licensee phone number 603 560 3388

Applicant / licensee email AmesNH@COMCAST.NET

Social security number _____

- OR -

Business FID number _____

Establishment information:

Establishment name CASH FOR GOLD

Establishment address 185 S MAIN ST.

Establishment phone 978-595-6007

On site manager / contact person Bill Sacchetti

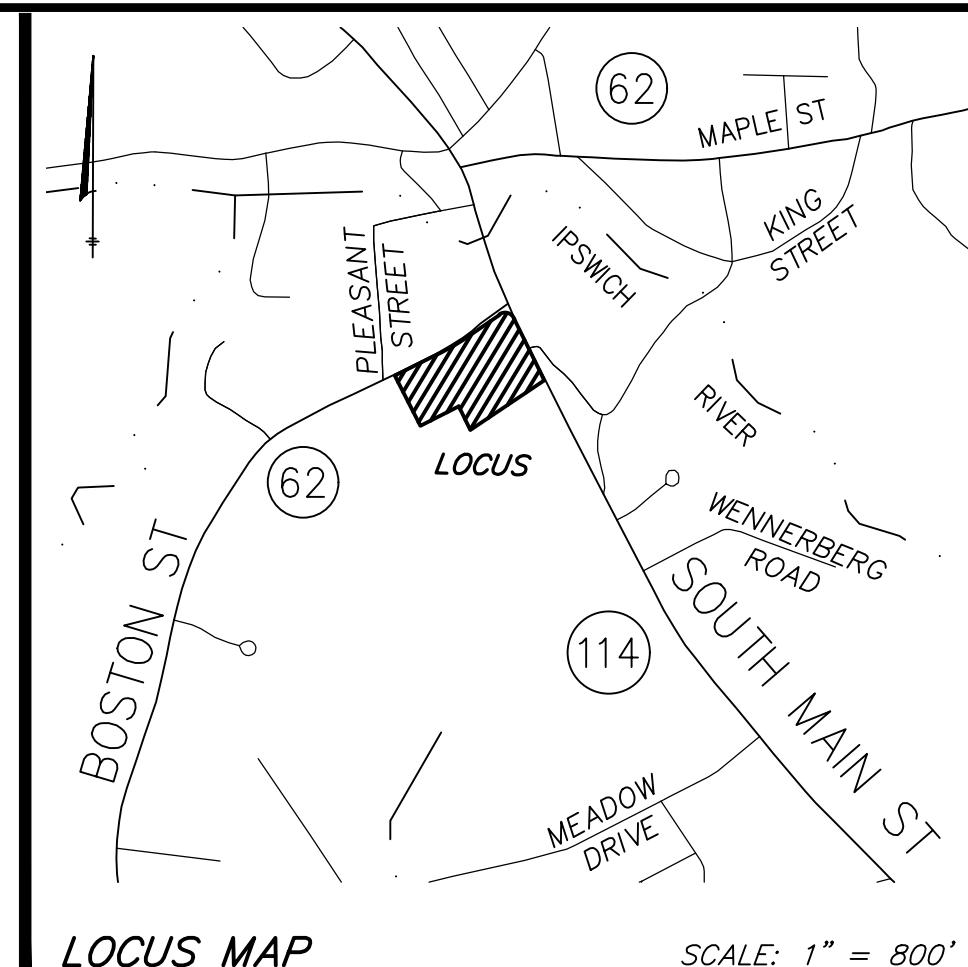
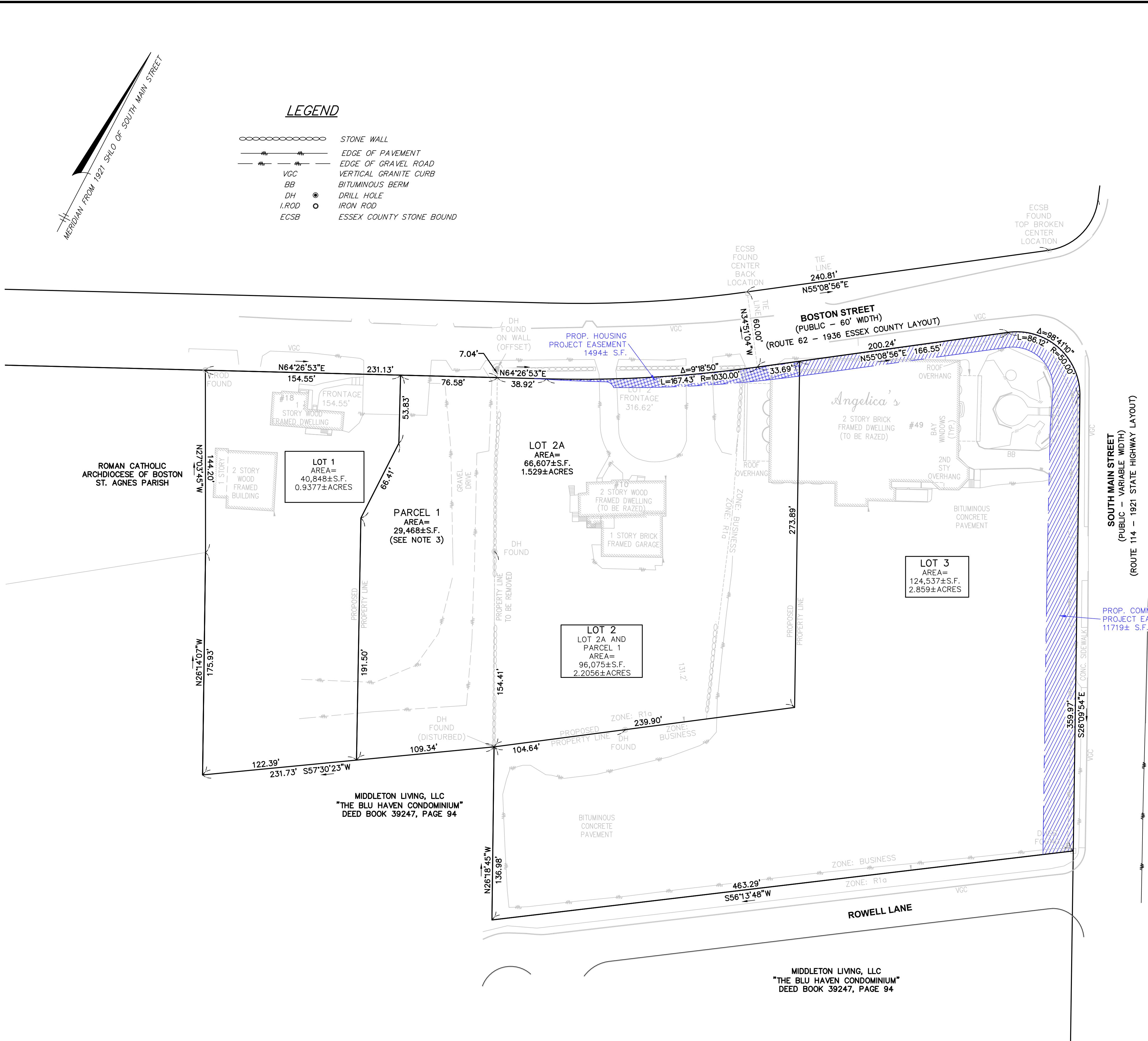
For which type of license(s) are you applying?

Check at least one of the following:

- Junk Dealer** (any person who deals or keeps a shop for the purchase, sale, or barter of junk, old metals, or secondhand articles)
- Junk Collector** (any person who, by going from place to place, collects by purchase or otherwise, junk, old metals, or second hand articles, whether or not by previous contract or arrangement)

Check at least one of the following:

- Junk** (any article or material that will no longer be used for its original intended purpose, but instead will be discarded, collected, stored, or sold for salvage, recycling, or conversion to another article, product, or material)
- Old Metals** (any metalwares, including but not limited to silverware, pewter, stainless steel, copper, or brass, or precious metals of extraordinary value such as gold, silver, etc)
- Secondhand Articles** (any item being re-sold for use that will maintain the original intended purpose of the product. This includes but is not limited to items such as clothing, furniture, antiques, household items, appliances, collectibles, etc.)



MIDDLETON
10 & 18 Boston Street &
49 South Main Street
Middleton, Massachusetts 01949

VILLEBRIDGE DEVELOPMENT LLC.
1150 Great Plain Avenue
Needham, Massachusetts 02492

HANCOCK ASSOCIATES

Civil Engineers
Land Surveyors
Wetland Scientists

121 E. BERKELEY ST., 4TH FL, BOSTON, MA 02118
VOICE (617) 357-8145, FAX (617) 357-9495
WWW.HANCOCKASSOCIATES.COM

ASSESSORS:

REFERENCES:

RECORD OWNERS:

ZONING: BUSINESS B
RESIDENCE R1a-RESIDENCE (20,000 S.F.)

NOTES:

- EXISTING PROPERTIES AT 49 SOUTH MAIN STREET AND 10 BOSTON STREET ARE CURRENTLY OWNED BY CHAMPLAIN REALTY TRUST, TRUSTEES CHRIS A. & PAUL A. KOURKOLIS.
- THIS PLAN IS A REDIVISION OF LAND DESCRIBED IN DEED BOOK 10741, PAGE 196 AND DEED BOOK 27663, PAGE 399, RESPECTIVELY.
- THIS PLAN IS CREATING LOT 2A (AREA=1.529± ACRES) AND LOT 3 (AREA=2.859± ACRES).
- EXISTING PROPERTY AT 18 BOSTON STREET IS CURRENTLY OWNED BY STIGLIANO, INC.
- THIS PLAN IS A REDIVISION OF LAND DESCRIBED IN DEED BOOK 35947, PAGE 473.
- THIS PLAN IS CREATING LOT 1 (AREA=0.9377± ACRES) AND PARCEL 1 (AREA=29,468± S.F.).
- PARCEL 1 (29,468± S.F.) IN AND BY ITSELF IS NOT A BUILDABLE LOT AND IS TO BE COMBINED WITH OTHER LAND OF CHAMPLAIN REALTY TRUST, (LOT 2A), TO FORM ONE CONTIGUOUS LOT (LOT 2), TOTAL AREA (2.2056± ACRES).
- FIELD SURVEY COMPLETED JUNE 1, 2022.
- PROPOSED BUILDINGS ON LOTS 2 AND 3 ARE NOT SHOWN.

NO. BY APP DATE ISSUE/REVISION DESCRIPTION
DATE: 03/05/2024 SCALE: 1"=40'
DRAWN BY: CMK DESIGNED BY: FAK
CHECKED BY: APPROVED BY:

PRELIMINARY EASEMENT PLAN IN MIDDLETON, MA

FILE DATE: Mar 05, 2024 8:39 am
FILED: VDW 3D Projects\25912 - Lers - Middleton\Eng\DWG
DWG: 25912-PEP(2591263.dwg
LAYOUT: Lnr
SHEET: 1 OF 1
PROJECT NO.: 25912

SCALE: 1" = 40'
0 40 80 120 160

What types of articles will be purchased, stored, &/or sold? _____

Precious metals

Where at the licensed address will the articles be stored, displayed, etc? _____

N/A

Provide a site plan indicating location and dimensions of all proposed uses.

If partnership, association or corporation: _____

List name and current address of all Officers, Directors of the Corporation and all persons owning 10% or more of the stock in the Corporation or interest in the partnership or association.

Names

Addresses

Bill Saccetti

ma 528

List all other names and addresses used now or in the past five years by the partnership, association or corporation:

Names

Addresses

List names of all current employees engaged in the practice of buying and selling merchandise:

Names
Bill Saccoccia

Addresses

12 101832

The undersigned hereby applies for a license in accordance with the provisions of the statutes relating thereto.

Pursuant to MGL Chapter 62C, s. 49A, I certify under the penalties of perjury that I have, to the best of my knowledge and belief, complied with the law of the Commonwealth relating to taxes, reporting of employees and contractors.

Pursuant to MGL Chapter 152, s. 25A, I certify under the penalties of perjury that I have, to the best of my knowledge and belief, complied with the law of the Commonwealth relating to Worker's Compensation Insurance.

Applicant acknowledges receipt of, and commits to abide by all sections of the Middleton sign bylaw including the sections related to A-frame signs and banners listed under Section 5.2.11(11 and 12): Permitted signs -- all Business and Industrial Districts.

Massachusetts sales & use tax registration number _____
Provide a copy of your DOR issued Massachusetts sales & use tax registration certificate.

Applicant acknowledges receipt of, and commits to abide by all sections the Massachusetts General Laws governing junk dealers and junk collectors.

Amelia J. Carollo
(Signature of Applicant)

2-9-24
(Date)

Justin Sultzbach

From: Kevin Johnson <kj@johnsonandrohan.com>
Sent: Monday, February 26, 2024 3:29 PM
To: jeffreypgarber@gmail.com; Richard Kassiotis (MPD); Kosta Prentakis; Brian Cresta; carbod@verizon.net
Cc: Justin Sultzbach; WRenault@wakefield.ma.us
Subject: Bart Brown Memorial Public Putting Green
Attachments: 20240226_153622.pdf

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

Dear Middleton Select Board,

Bill Renault suggested I reach out to the Select Board.

My name is Kevin Johnson and I'd like to see the town of Middleton create "The Bart Brown Memorial Public Putting Green" on the property formerly known as Middleton Golf Course.

I believe a public putting green will be a great asset to the town and a particularly attractive resource for the planned community center. It would be a place where anyone and everyone could come, practice and learn the great game of golf. .

In 1965 Mr. Brown purchased the 52-acre Johnson Farm property and built the North Shore's only 18 hole par-3 golf course. At its peak, Middleton Golf Course accommodated 50,000 rounds of golf annually.

Getting young people involved, especially the kids in the neighborhood, might have been Mr. Brown's greatest contribution.

According to longtime Middleton Golf Course professional, Chris Costa: "We would put notes on all the doors in the neighborhood, asking the kids to join us. That was one of Bart's best ideas. It got them involved with golf. The kids got to play every day at no charge."

The suddenness of the golf course's closing in 2019 caught people off guard. Many suggesting it felt like a death in the family.

A memorial, public putting green would be a nice acknowledgement to the property's history and a humble honor to the man who built the course and to his family.

I would like to see state of the art, synthetic public putting green installed which will be available for everyone to enjoy.

The cost for a top notch, 3,000 square foot putting green with 9 practice putting holes is estimated at \$60,000. The green should last, with minimum maintenance, for up to 20 years.

In addition to the putting green, I'd like to have benches for people to sit, relax, remember Mr. & Mrs. Brown and The Brown Family. It will be a place for everyone that enjoys the game of golf and anyone that misses the old golf course.

Attached please find a list of 58 Middleton residents that support the concept of The Bart Brown Memorial Public Putting Green.

If the Select Board authorizes this proposal, we will begin the fundraising process.

Please call or email with any questions or to discuss

Sincerely,
Kevin Johnson
cell 781-315-1786



MIDDLETON

GOLF COURSE

SUPPORTERS OF THE BART BROWN MEMORIAL PUBLIC PUTTING GREEN PROPOSAL:

1. Melissa Leonti Todisco – 11 Meadowlark Farm Lane, Middleton
2. Rick Nekoroski – 7 Old Haswell park Rd, Middleton
3. Brenda Trepas DeMarco – 5 Silas Meriam Way, Middleton
4. Betty Lagana Tremblay – 34 Liberty St, Middleton
5. Ashley DuBois – 4 Kelley Lane, Middleton
6. Robert Santoro – 179 Boston St, Middleton
7. Susan Ash Selbovitz – 8 Maplewood Road, Middleton
8. Marlene Clapp – 32 School St, Middleton
9. Dawn Maczynski – 15 Shipley Ct, Middleton
10. Anne Cote – 56 N Liberty St, Middleton
11. Rick Nash – 25 Forest St, Middleton
12. Ryan Dauwer – 39 Central St, Middleton
13. Jessica McBride – 7 Meadow Dr, Middleton
14. Peter Murawski – 9 Forest St, Middleton
15. Ann D'Entremont Noyes – 47 Kenney Rd, Middleton
16. Michael Kerr – 30 N Main St, Middleton
17. Matt Armitage – 62 Liberty St, Middleton
18. Kim McHugh – 23 Pleasant St, Middleton
19. Vinnie Savarese – 11 Meadow Dr, Middleton
20. McAllister Janice – 61 N Main St, Apt 2E, Middleton
21. Donna E. Bambury – 22 East St, Middleton
22. Karen Magnifico – 31 Forest St, Middleton
23. Chris Scanlon Picillo – 71 Maple St, Middleton
24. Adam Dagley – 7 Wennerberg Rd, Middleton
25. Marianne McGeney DeVito – 38 Village Rd, Apt 707, Middleton
26. Romilda D'Ambrosio Draper – 27 Meadow Dr, Middleton
27. Ted Gaudreault – 140 River St, Middleton
28. Karen Stewart – 39 Lake St, Middleton
29. Marie Calabrese Hittinger – 17 Meadow Drive, Middleton
30. Sue Hersey – 7 Cross St, Middleton
31. Paul G Howard – 52R Liberty St, Middleton
32. Carol Hall – 22 James Ave, Middleton
33. Shawn MacPherson – 14 Wennerberg Rd, Middleton
34. Steve McHugh – 23 Pleasant St, Middleton
35. Jill Howard Paru – 5 Edgewood Rd, Middleton
36. Michael Benveniste – 135 River St, Middleton
37. Una Casey – 3 Evans Rd, Middleton
38. Anita Cafarelli – 29 Watkins Way, Middleton
39. Michele Jesi Magner – 4 Erin Way, Middleton
40. Amy Gadles Wilson – 36 Old Haswell Park, Middleton
41. Linda Wozniak – 14 Fox Run, Middleton
42. Sandra Valeri – 5 Stanley Rd, Middleton
43. Patricia Roberts Diskes – 65 River St, Middleton
44. Sandy Knight – 6 Orchard Cir, Apt F, Middleton
45. Tim Guthrie – 114 Maple St, Middleton

- 46. Amy Burgoyn – 192 Forest St, Middleton
- 47. Marybeth Hogan Carter – 9 Deacon Dr, Middleton
- 48. Laura Coté – 56 N Liberty St, Middleton
- 49. Kaitlin McKenna – 3 Memorial Dr, Middleton
- 50. Catherine Crowley – 47 Forest St, Middleton
- 51. Scott Goldstein – 16 SGT Roode Ln, Middleton
- 52. Esther Parks – 12 White Cedar Dr, Middleton
- 53. Ellen Lee – 19 Fuller Rd, Middleton
- 54. Mary Patterson Dodge 11 Currier Rd, Middleton
- 55. Mary Landry – 175 Lake St, Middleton
- 56. John LeBlanc – 177 Liberty St, Middleton
- 57. Robert Santoro – 179 Boston St, Middleton
- 58. McAllister Janice – 61 N Main St, Middleton



FY 25 Operating Budget Update

MARCH 19, 2024

SELECT BOARD MEETING



Changes to Budget

- ❖ Salaries & Wages for relevant compensation/classification staff update with a corresponding reduction to the Compensation Reserve
- ❖ Elementary Schools reduced to the 4% guidance (anything over will be included in override)
 - ❖ Overall School budget reduced by \$201,625 at 3/18/24 School Committee meeting
- ❖ Masco budget adjusted based on latest meetings to \$11,103,746 or 1.9% increase
- ❖ Real Estate Tax (excess levy capacity) adjusted to balance the budget

Revenue Summary

REVENUES				
	FY2024	FY2025	\$ Change	% Change
	BUDGETED	ESTIMATE		
NET PROPERTY TAXES RAISED	\$ 37,331,848	\$ 38,707,061	\$ 1,375,213	3.7%
TOTAL NET STATE AID	2,185,456	2,249,948	64,492	3.0%
TOTAL LOCAL RECEIPTS	3,986,846	4,165,344	178,498	4.5%
TOTAL OFFSET RECEIPTS	1,241,731	1,146,477	(95,254)	-7.7%
TOTAL REVENUES	\$ 44,745,881	\$ 46,268,830	\$ 1,522,949	3.4%

Expenditure Summary

EXPENDITURES				
	FY2024 BUDGET	FY2025 PROPOSED	\$ Change	% Change
TOTAL TOWN SERVICES	\$ 14,445,195	\$ 15,041,272	\$ 634,078	4.4%
TOWN DEBT SERVICE	3,805,330	3,828,178	22,848	0.6%
ELEMENTARY SCHOOLS	14,724,501	15,313,481	588,980	4.0%
TOTAL MASCONOMET ASSESSMENT	10,896,460	11,103,746	207,286	1.9%
TOTAL ESSEX NORTH SHORE ASSESSMENT	<u>874,395</u>	<u>982,153</u>	<u>107,758</u>	<u>12.3%</u>
TOTAL EXPENDITURES	<u>\$ 44,745,881</u>	<u>\$ 46,268,830</u>	<u>\$ 1,560,950</u>	<u>3.5%</u>

Budget Status

- ❖ Outstanding Items
- ❖ Elementary School
- ❖ Masco Final Budget
- ❖ Police CBA

Override

FY25 BUDGET OVERRIDE

- ❖ Add 6 months cost of Deputy Director of Facilities - \$50,000
- ❖ Add 2 Patrol Officers - \$146,200 (total cost of salary and contract benefits)
- ❖ Add 3 Firefighter/paramedics - \$282,000 (total cost of salary and contract benefits)
- ❖ Add 2 part-time library Circulation Assistants - \$31,000
- ❖ Employee Benefits for above positions - \$139,000
- ❖ Elementary School Operating Override - \$375,000 (as of 3/18/2024)

- ❖ Total - \$1,023,200 for FY25 portion of Override

Override

ADDITIONAL CAPACITY

- ❖ Build in additional capacity to last 3-5 years
 - ❖ Same methodology as the FY17 override question
- ❖ Based on future staffing needs for the Town this would be roughly \$757,000
 - ❖ Staffing for Police, Fire, Library, COA/Recreation, Planning/Conservation plus benefits
- ❖ Total Override question = \$1,780,200

Tax impact of Override

Middleton FY24 Tax Rate = \$11.79

Average Single Family Home Value – **\$935,466**

Tax Calculation = (Value/1,000)*Rate

Override impact = \$0.32/1,000

- Home Value = \$450,000
 - Annual Tax Impact of Override = \$144
- Home Value = \$750,000
 - Annual Tax Impact of Override = \$240
- Home Value = \$950,000
 - Annual Tax Impact of Override = \$304
- Home Value = \$1,250,000
 - Annual Tax Impact of Override = \$400
- Home Value = \$1,550,000
 - Annual Tax Impact of Override = \$496



OFFICE OF THE TOWN ADMINISTRATOR

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

Meeting Schedule

April 9th Select Board Regular Meeting

April 23rd Select Board Regular Meeting

May 7th Select Board Regular Meeting

May 28th Select Board Regular Meeting

May 14th Annual Town Meeting

May 21st Annual Town Election

June 11th Select Board Regular Meeting

July 9th Select Board Regular Meeting

August 6th Select Board Regular Meeting

September 3rd Primary Election

September 10th Select Board Regular Meeting

No fall Special Town Meeting

CONTRACT AGREEMENT

Land Development Planning

Date: 3/17/2024	Job Number
------------------------	-------------------

Work Ordered By: Justin Sultzbach, Town Administrator Phone #: (978) 777-3617 Email: Justin.sultzbach@middletonma.gov	Billing Address: Town of Middleton Street Address: 48 South Main Street Town, State, Zip: Middleton, MA 01949
Project Location: Address: Locust Street Town, State, Zip: Middleton, MA 01949	Subdivision Lot #: Map/Parcel #: Map 20 Lot 27Z
Estimated Fee: \$9,200.00 Retainer Due: 0	Compensation: 2024 Rate Schedule (attached) Payment Terms: Billed every 30-days

DESCRIPTION OF WORK TO BE PERFORMED:

The project will involve an evaluation of development potential for the purpose of selling the land. The Morin-Cameron Group, Inc. shall provide the following services:

1. DEVELOPMENT CONCEPT 1

MCG will prepare a "By-Right" concept plan illustrating the maximum number of lots permittable under the Middleton Zoning Bylaw and Subdivision Regulations. Scope includes preparation of a base plan using record information and digital resources as well as a site walk to identify notable topographic features on the property. MCG will compile soil information and illustrate the soil types on the base plan. Upon completion of the base plan, MCG will design a subdivision road network to create frontage for new house lots.

2. DEVELOPMENT CONCEPT 2

MCG will prepare a concept plan for 10,000 to 15,000 square foot "small lots" for the purpose of evaluating the maximum development potential for homes that would be more economically accessible to young families or retirees looking to downsize. The zoning and subdivision regulations would not be considered for this concept. MCG will provide a summary of options for permitting such a conceptual plan including the types and degrees of zoning or subdivision relief necessary from the current regulations and information on creation of new zoning to support this concept.

3. ATTENDANCE AT MEETINGS

MCG will attend one (1) meeting with the Board of Selectman and one (1) meeting with town staff. Additional meetings, if requested, will be invoiced in accordance with the rate schedule herein.

Services not included: The following exclusions are not included in the scope of this contract. If any of the following exclusions are requested later, a separate contract agreement will be prepared for that work:

- Land survey.
- Wetland delineation.
- Detailed engineering or land use permitting.
- Any work not specifically described herein.

COMPENSATION

The following **Not to Exceed Fee** has been prepared for the item listed above:

Item 1: By Right Concept	\$3,000.00
Item 2: Small Lot Concept	\$5,000.00
Item 3: Meetings	\$1,000.00
Reimbursable Expenses (prints, presentation boards, etc)	\$200.00

A signed agreement is required prior to the commencement of services herein.

The attached rate schedule valid for year listed herein. MCG shall reserve the right to adjust rates based on annual inflation. The Client will be billed monthly for work in progress.

Client Authorization

Town of Middleton agrees with Scope of Services, Compensation and Professional Services Terms and Conditions herein and that this contract constitutes the entire Agreement between **The Morin-Cameron Group, Inc.** and Town of Middleton.

Such acceptance provides full authorization for the Company to proceed with providing the Scope of Services under the terms and conditions stated herein.

Company: The Morin-Cameron Group, Inc.

Company: Town of Middleton

Name: Scott Cameron

Name: _____

Title: Vice President

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Note: See attached pages for terms and conditions of this contract and labor billing rates.

**Professional Services
Terms and Conditions**
3-2-2022

The Morin-Cameron Group, Inc. (MCG) shall perform the services outlined in this agreement for the stated fee arrangement.

ACCESS TO SITE: Unless otherwise stated, MCG will have access to the site for activities necessary for the performance of the services. MCG will take reasonable precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

FEE: The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.

BILLINGS/PAYMENTS: Invoices for services and reimbursable expenses shall be submitted, at MCG's option, either upon completion of the services or on a monthly basis. Invoices shall be payable upon receipt of the invoice. A service charge of 1.5% (or the legal rate) per month will be applied to the unpaid balance after 30 days. In addition, if payment is not received within 60 days, MCG has the right to stop work, and the client shall indemnify and hold harmless MCG against all damages resulting from such stoppage. The Client agrees to pay all costs of collection attributed to late payment, including reasonable attorneys' fees. Retainers shall be distributed on each invoice based on the estimated percentage of each scope of services item completed.

HIDDEN CONDITIONS AND HAZARDOUS MATERIALS: A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If MCG has reason to believe that such a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition. If (1) the Client fails to authorize such investigation after due notification; or (2) if MCG has no reason to believe that such a condition exists, then MCG shall not be responsible for the existing condition nor any resulting damages to persons or property. MCG shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.

INDEMNIFICATION: MCG and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damage, liability or cost (including reasonable attorneys' fees and defense costs) to the extent caused by their own negligent acts, errors or omissions and those of anyone for whom they are legally liable, and arising from the project that is the subject of this agreement. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence.

RISK ALLOCATION: In recognition of the relative risks and benefits of the project to both the Client and MCG, the Client agrees, to the fullest extent permitted by law, to limit MCG's total liability to the Client, for any and all damages or claim expenses (including attorneys' fees) arising out of this agreement, from any and all causes, to the total amount of MCG's fee or other amount agreed upon when added under Special Conditions.

TERMINATION OF SERVICES: This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay MCG for all services, rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

OWNERSHIP OF DOCUMENTS: All documents produced by MCG under this agreement, either original or digital, shall remain the property of MCG and may not be used by this Client for any other purpose without the written consent of MCG. Client agrees to indemnify and hold harmless MCG from any claims that arise due to the reuse, misuse or alterations of the work documents.

DISPUTE RESOLUTION: Any claim or dispute between the Client and MCG shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). Unless otherwise specified, this agreement shall be governed by the laws of the principal place of business of MCG.

NOTICE OF IMPORTANT RIGHTS: Under the Federal Fair Debt Collection Practices Act, you are required to be given the following notices: (1) unless you dispute the validity of this debt or any portion of it within thirty days after receipt of this notice, the debt will be assumed to be valid by us; (2) if you notify us in writing within this thirty-day period that the debt or any portion of it is disputed, we will mail a copy of verification of debt to you and (3) upon your written request within this thirty-day period, we will provide you with confirmation that this office is the original creditor. If you request proof of the amount you owe, within the thirty-day period that begins with the receipt of this letter, we will suspend our efforts to collect the debt until the requested information is mailed to you.

2024 RATE SCHEDULE

HOURLY FEE SCHEDULE FOR PROFESSIONAL SERVICES

Principal.....	\$250
Engineering or Surveying Director.....	\$200
Engineering or Surveying Manager.....	\$175
Professional Engineer / Professional Land Surveyor	\$155
Project Engineer Level 3	\$145
Project Engineer Level 2	\$135
Project Engineer Level 1	\$125
Project Surveyor.....	\$125
Draftsperson.....	\$115
Survey Crew, Robotic Assistance.....	\$150
Survey Crew, Two-Man.....	\$175
Survey Crew, Three-Man.....	\$225
Surveyor, GPS	\$190
Survey Crew, GPS	\$225
Soil Testing (Licensed Soil Evaluator).....	\$125
Soil Testing (Assistant).....	\$75
Permitting Coordinator.....	\$125
Administrative Support.....	\$75

OTHER SERVICES

Public Meeting	\$600/mtg.
Other Meeting	\$400/mtg.
Environmental Monitoring, each inspection.....	\$300 LS
Turbidity Test, each	\$200 LS

MINIMUM CHARGES

- Field survey work will be billed at 4-hour minimum increments. ie: 2 hours of field work will be invoiced at 4-hours. 5 hours of field work will be invoiced at 8 hours.
- Reimbursable expenses will be invoiced at cost.
- Subcontracts will be invoiced at cost plus 15%.
- Work on weekends and any overtime will be invoiced at the rates listed herein plus 30%.

REIMBURSABLE EXPENSES

Printing (24 x 36 plan black & white).....	\$5/print
Printing (24 x 36 plan color).....	\$7/print
Printing (22 x 34 plan black & white).....	\$4/print
Printing (18 x 24 plan black & white).....	\$3/print
Photocopy Printing (8.5 x 11 black & white).....	\$0.45/page
Photocopy Printing (8.5 x 11 color).....	\$0.75/page
Photocopy Printing (11 x 17 black & white).....	\$0.65/page
Photocopy Printing (11 x 17 color).....	\$1.05/page
Regular Presentation Board (24 x 36).....	\$15/print
High Gloss Presentation Board (24 x 36)	\$35/print
Mylar Plans	\$25/print
Mileage	Federal Rate