

MIDDLETON SELECT BOARD
MEETING AGENDA AMENDED
FULLER MEADOW ELEMENTARY SCHOOL
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, DECEMBER 17TH, 2024
6:00 PM

This meeting is being recorded

- | | |
|---------|---|
| 6:00 pm | 1. Business <ul style="list-style-type: none">• Warrant: 2512 and FP 50• Minutes: Open Session, December 3, 2024• Town Administrator Updates and Reports |
| 6:05 pm | 2. Public Comment |
| 6:10 pm | 3. Follow up from the Thursday, December 12, 2024 Special Town Meeting Warrant, if needed |
| 6:20 pm | 4. ARPA – Final Appropriation Reconciliation and Finance Director Memo |
| 6:25 pm | 5. Review and vote on annual licenses for liquor, common victualler, etc.... |
| 6:35 pm | 6. Appointments – Recreation Commission – Caitlin Chianca |
| 6:40 pm | 7. Donations and Acceptances: <ul style="list-style-type: none">• \$2,000 for the Middleton Food Pantry from the Torrice Family Charitable Trust• Accept a transfer of funds and donation from the Library Board of Trustees |
| 7:00 pm | 8. Updates & Announcements |
| 7:05 pm | 9. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) to discuss strategy with respect to non-union personnel: Contract extension discussion for Fire Chief |
| 7:15 | 10. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) to discuss strategy with respect to non-union personnel: Contract extension discussion for Town Administrator |

Upcoming Meetings:

January 7 & 21
Saturday, February 1

Regular Select Board Meeting
Operating Budget Meeting

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



TOWN OF MIDDLETON
Office of Finance Director/Accountant
48 South Main Street
Middleton, MA 01949
Tel: (978) 777-4966
Fax: (978) 774-3682

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TO: **Justin Sultzbach, Town Administrator**
FROM: **Sarah Wood, Finance Director**
DATE: **December 11, 2024**
SUBJECT: **ARPA Fund Status Update**

The Town's approved projects and remaining balances are:

- Administrative Expenses - \$5,000
- Water Main Looping Essex-Debush - \$567,066.67
- Water Main Looping Liberty Street - \$576,572.59

As the deadline for committing ARPA funds is just around the corner, I ask that the remaining uncommitted funds totaling **\$34,307.63** be allocated to one of the projects that were already approved utilizing ARPA funds (the above list plus the Municipal Complex Construction) as those projects have contracts in place which ensures our compliance with the Federal regulations surrounding these funds.

As a reminder, the obligations of the ARPA funds must be fully committed by December 31, 2024 (defined as a contract executed between the Town and the vendor performing the work) and the funds must be spent by December 31, 2026 (meaning all checks sent out prior to that date). After December 31, 2024 the funds are no longer eligible for re-appropriation; any balance left within the 2024-2026 timeframe will be returned to the Treasury.

Sincerely,

Sarah Wood

Sarah Wood
Finance Director/Town Accountant



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

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December 3, 2024

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

Re: Middleton Food Bank Donation

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Food Pantry, and notify me when the check has been accepted so that it can then be deposited.

Thank you,

Jillian Smith

Jillian Smith
COA Director

A donation has been made payable to the Middleton Food Pantry:

Date: 11/24/24

Name: The Torrice Family Charitable Trust

Donation: \$2,000.00

Check Number 2538

This donor would like to remain anonymous

Yes

xx No

The Quirice Family Charitable Trust
43 Canterbury Street
Andover, MA 01810

2538

Pay to the
order of

Middleton Food Party
Five Toward end of 100.

Date 11-24-24

5-123/10

\$2000.00

BNY MELLON, N.A.

Dollars

For DEPOSIT - FB

Chpt. Vance



Town of Middleton

Memorial Hall
48 South Main Street
Middleton, Massachusetts

01949-2253

978-774-3589

www.middletonma.gov

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TOWN OF MIDDLETON TALENT BANK APPLICATION

The Select Board maintains a Talent Bank of names of citizens of Middleton willing to serve on boards, commissions and committees. Names in this file are available for use by all Town Departments.

Names: Caitlin Chianca Telephone: 77
Address: 32 Park Ave Middleton Bus. Telephone: _____
Email Address: _____@_____.com
Occupation: medical clerk
Background Experience: 18 years in administration

I am interested in serving on Town Boards and Committees involved in the following areas:
(Please check all that apply. The Board encourages you to attach a recent resume if available.)

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

Amount of Time Available: negotiable

Are you available year round for committee meetings? Yes ☒ No ☐
If not, when are you available?

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

Are there any Boards or Committees in which you are particularly interested?

recreation department

10/7/2024

Signature

Date

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

CAITLIN CHIANCA
21 OLD ESSEX STREET
MIDDLETON, MA 01949
TEL : (617) 227-7037
EMAIL : CHIANCA@MIDDLETONMA.GOV

EXPERIENCE :

CROSSROADS KITCHEN AND BAR – BARTENDER

MIDDLETON, MA 01949

SET UP AND BREAK DOWN OF BAR AREA. STOCKING AND INVENTORY. CASH HANDLING. SERVING DRINKS AND FOOD.

TERESA’S RESTAURANT – FUNCTION BARTENDER

MIDDLETON, MA 01949

SET UP AND BREAK DOWN OF FUNCTION FACILITIES AND BAR AREA. STOCKING AND INVENTORY. CASH HANDLING. SERVING DRINKS AND FOOD.

SEPTEMBER 2023-PRESENT

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS) – CLERK IV

COMMONWEALTH OF MASSACHUSETTS

HATHORNE, MA 01937

ASSISTING WITH DAILY APPOINTMENTS, ANSWERING PHONES, COMPUTER/DATABASE INPUT AND UPDATING, TYPING AND EDITING DOCUMENTS, MANAGING CASE FILES, DIRECT CONTACT AND ASSISTING NURSING STAFF, SCHEDULING AND CONFIRMING CLIENTS’ APPOINTMENTS, STOCK ORDERING AND RECEIVING.

SEPTEMBER 2022- PRESENT

OFFICE HELP – KRS AND CO. / DECLAN'S MINING CO.

MIDDLETON, MA 01949

OFFICE TASKS, INVENTORY, PACKAGING, AND PREPPING MAIL ORDERS

AUGUST 2021- SEPTEMBER 2022

KEY/FLOOR MANAGER – TEXAS ROADHOUSE

DANVERS, AM 01923

INVENTORY, CASH HANDLING, ASSISTING GUESTS/CUSTOMERS, ANSWERING PHONES, PLACING ORDERS FOR THE RESTAURANT, PERFORMING TABLE CHECKS/VISITS OF GUESTS, ASSISTING SERVERS AND BARTENDERS, PREPPING FOOD AS NEEDED, AND MANAGING STAFF

JUNE 2019- MARCH 2020 (COVID)

WHITSONS FOOD SERVICE WORKER – FULLER MEADOW SCHOOL

MIDDLETON, MA

STOCK, INVENTORY, SERVE AND PREPARE MEALS AT THE SCHOOL, CASHIER/CASH HANDLING AND MONEY DEPOSITS, CLEANING AND WASHING DISHES

SEPTEMBER 2018- NOVEMBER 2019

**DISPATCH SUPERVISOR/ SUPERVISOR OF REGIONAL DISPATCH/ 911 CALL TAKER/DISPATCHER -
COMMONWEALTH OF MASSACHUSETTS – ESSEX REGIONAL DISPATCH**

MIDDLETON, MA

WIRELESS 911 AND RADIO COMMUNICATIONS, APCO EMD CERTIFIED, APCO FIRE CERTIFIED, NIMS/ICS 100 AND 700 CERTIFIED, VESTA MERIDIAN COMPLIANT, CONFIDENTIAL CLEARANCE FOR CORI. ASSISTING LAW ENFORCEMENT/FIRE/EMS PERSONNEL, CALL TAKING AND RADIO DISPATCH. QUALITY CONTROL SUPERVISION. SUPERVISE STAFF, SCHEDULE MAKING, ANSWERING PHONES AND COMPLYING DOCUMENTATION. CJIS/NCIC TRAINED. PREA TRAINING. MA STATE 911 TRAINING.

AUGUST 2013- APRIL 2016

CASE SPECIALIST -COMMONWEALTH OF MASSACHUSETTS – TRIAL COURT DIVISION – JUVENILE COURT

BOSTON/DORCHESTER/CHELSEA, MA

ASSISTING WITH DAILY COURT PROCEDURES, ANSWERING PHONES, COMPUTER/DATABASE INPUT AND UPDATING, TYPING AND EDITING DOCUMENTS, MANAGING CASE/COURT FILES, DIRECT CONTACT WITH PROBATION STAFF, ASSISTING FAMILIES, ATTORNEYS, AND LAW ENFORCEMENT PERSONNEL WITH COURT PROCEEDINGS. CORI TRAINED (UPDATES AND ENTRIES)

FEBRUARY 2008- AUGUST 2013

BARTENDER - LA SIESTA RESTAURANT

WINTHROP, MA

BARTENDING, ASSISTING GUESTS/CUSTOMERS, SERVING FOOD, CASH HANDLING, STOCKING AND INVENTORY OF PRODUCTS.

2011-2012

WAITSTAFF/BARTENDER -TEXAS ROADHOUSE

EVERETT, MA

BARTENDING, ASSISTING GUESTS/CUSTOMERS, SERVING FOOD, CASH HANDLING, STOCKING AND INVENTORY OF PRODUCTS.

2006-2007

PERSONAL TRAINER/ FRONT DESK/ RECEPTIONIST - BALLY TOTAL FITNESS

MEDFORD, MA

ANSWER PHONES, CREATE MEMBER FILES, ACTIVATE MEMBERSHIPS, STOCK AND INVENTORY RETAIL PRODUCTS, SET UP APPOINTMENTS FOR CLIENTS, MANAGE CLIENT FILES, AND PERSONAL TRAINING OF CLIENTS.

2005-2006

HOSTESS/WAITSTAFF/BARTENDER - MARGARITA'S RESTAURANT

REVERE, MA

GREET CUSTOMERS, BARTENDING, ASSISTING GUESTS/CUSTOMERS, SERVING FOOD, CASH HANDLING, ANSWERING PHONES, STOCKING AND INVENTORY OF PRODUCTS.

2005-2007

OTHER EXPERIENCE – COMPLETION OF AMERICAN RED CROSS FIRST AID, CPR CERTIFIED, SEXUAL HARASSMENT TRAINING, AND SELF DEFENSE/DEFENSIVE TACTIC TRAININGS. TYPING AND COMPUTER KNOWLEDGE – MICROSOFT WORD, EXCEL, AND OFFICE. PROFICIENT IN INTERNET USE. PREVIOUSLY HELD CERTIFICATIONS IN PERSONAL TRAINING. BARTENDING CERTIFIED.

CERTIFICATES HELD – FIRST AID/CPR, PABC TRAINER FOR DDS, HUMAN RIGHTS OFFICER FOR DDS/COMMONWEALTH OF MASS.

SUPERVISION AND LEADERSHIP CERTIFICATE COURSE - MASSASOIT COMMUNITY COLLEGE COMPLETED FALL 2022-2023

COMMONWEALTH OF MASSACHUSETTS ASPIRING SUPERVISOR CERTIFICATE PROGRAM – PROGRAM WAS COMPLETED FROM 2023-2024 AND WAS LEAD BY THE EXECUTIVE OFFICE OF THE CENTER FOR STAFF DEVELOPMENT FOR THE COMMONWEALTH OF MASSACHUSETTS

EDUCATION - BOSTON LATIN ACADEMY DORCHESTER, MA – GRADUATED HIGH SCHOOL DIPLOMA 2005

REFERENCES AVAILABLE UPON REQUEST