

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, OCTOBER 21, 2025

This meeting is being recorded

- 5:00 pm 1. Business
- Warrant: 2608, FP72
 - Minutes: September 16, 2025 ES 2, 3, 4, 5, October 7th, 2025 OS.
 - Town Administrator Updates and Reports
 - Middleton Municipal Campus Update
 - i. Change Order 11
 - ii. Contract for additional services – Valley Communications
 - iii. MMC Grading Proposal
- 5:20 pm 2. Acceptance of gifts and donations
- Bethesda Lodge No. 30 I O O F General Fund for \$1000 to the Middleton Food Pantry
- 5:25 pm 3. Discussion of Middleton philanthropic efforts and resources
- Neighbors in need, Mansfield Fund, Food Pantry
- 5:35 pm 4. Bylaw Review Committee Mission Revision
- 5:45 pm 5. Department Head Update: Chief William Sampson
- 5:55 pm 6. Introduce Facilities Director – Peter Coleman
- 6:00 pm 7. Public comment
- 6:05 pm 8. Open meeting law complaint “10-15-25 SB- PD- John Q. Public”
- 6:10 pm 9. Review of Veterans Services Officer position structure
- 6:15 pm 10. Surplus Town Properties: Status Update
- 6:25 pm 11. FY25 Q4 and FY26 Q1 Update: Finance Director Wood
- 6:45pm 12. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) to discuss strategy with respect to non-union personnel: Finance Director/Town Accountant contract extension discussion.
- 7:00pm 13. Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares: Discussion of litigation relative to MBTA Communities Act (M.G.L. c. 40A, §3A)

Upcoming Meetings

November 4	Regular Select Board Meeting
November 18	Regular Select Board Meeting

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

MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
October 10, 2025 at 5pm



With a quorum in the absence of the Chair, K. Prentakis called the meeting to order at 5:07pm and announced *this meeting was recorded.*

Select Board present: Debbie Carbone, Clerk; Jeff Garber; Rick Kassiotis; Kosta Prentakis. Absent: Brian Cresta, Chair
Also attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan, Assistant Town Administrator; 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.

The Agenda was taken out of order with consensus*

1. Business

- **Warrant:** 2607/ October 2, 2025: Payroll: \$ 886,000; Bills Payable: \$ 1.5MM; FP71 - \$ 2.6MM
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 as presented.
Vote: *On a motion by Carbone, seconded by Garber, the Board voted **unanimously to approve** Warrant 2607 & FP71.*
- **Minutes:** OS September 16, 2025; ES #1 September 16, 2025
Vote: *On a motion by Kassiotis, seconded by Garber, the Board voted **unanimously to approve** the minutes as presented.*
- **Town Administrator Updates & Reports-** J. Sultzbach
 - Thank you to the (self-described) "Trash Queens" for organizing a Town Wide Cleanup in late September. They collected about 30 bags of trash town wide. Thank you to the Department of Public Works (DPW) for their assistance as well.
 - Halloween falls on a Friday this year and Trick-or-Treat will run from 4-7pm. As a reminder, Brigadoon Halloween Parking limits parking to the odd side of the street only to accommodate emergency personnel.
 - Thank you to Anna Bury Carmer, Planning Director for a great first pass at the Comprehensive Zoning Review, and thank you to the residents that participated and provided their feedback.
 - The Town Administrator attended the North Shore Regional 911 Executive meeting at the end of September. This is always a good opportunity for Chiefs, Administrators, and other partners to work together towards regional dispatch solutions.
 - The Citizen's Academy is going strong. The Town Administrator kicked things off last week with Town Administrator Assistant Bresnahan and JJ Dimino. Thank you to Department Heads participating over the coming weeks.
 - We are continuing with Facilities Director interviews, and expect to bring a candidate forward at your upcoming Tuesday, October 21st meeting.
 - We are kicking things off a little early this year, with budget guidance for Town Departments expected to go out for the end of this week. Budget guidance for the Schools will go out by November.
 - Our team has made note of a Tax bill issue – specifically that the printed/mailed versions are showing one day of interest. This can be disregarded. If you did pay the full amount, your account will be automatically credited that one day of interest for your next quarter. Our apologies for the error.
 - Our third annual Employee Appreciation Day was a huge success this year. Thank you to the Select Board for their support and commitment to this annual tradition. A huge thanks to our hard working and dedicated town staff, who make so much possible here in Middleton. It is an honor to work alongside them.
 - A walkthrough will be held at the Police Station next Wednesday the 15th for individuals interested in purchased the building once Middleton PD moves early next year. There will be more on this process later in the agenda.
 -

2. *Grant Acceptance - Assistance to Firefighter Grant – Fire Chief LeColst

This grant was awarded in the amount of \$ 77,619 for the purchase of personal firefighter protective equipment made for fighting wildland fires; this equipment is different from structural firefighter equipment.

The request of the Board was to accept the grant with the condition the town contributes non-federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$3,880.96 for a total approved budget of \$81,500.00; this funding is in the existing operating budget.

***Vote:** On a motion by Kassiotis, seconded by Carbone, the Board voted unanimously to accept the Assistance to Firefighter Grant.*

3. *Donation Acceptance - \$500 Police Department & Fire Dept. in memory of Karen Mathews

Mr. Mathews donated to the Police and Fire departments in memory of his wife and was present for this agenda item.

The request to the Board was to create a donation account for the fire department to accept donations.

The Board expressed their condolences to Mr. Mathews on the passing of his wife.

***Vote:** On a motion by Kassiotis, seconded by Garber, the Board voted unanimously to authorize a Donation Account for the Fire Department.*

***Vote:** On a motion by Garber, seconded by Carbone, the Board voted unanimously to accept the donations with thanks.*

4. Retired Reserve Officers Policy Discussion – Police Chief Sampson; Police Captain Armitage

The Board was asked to approve a retired police officers policy for former full time officers, under the age of mandatory retirement, may be appointed to perform police details; such assignments would be dependent on joint terms and methodology jointly agreed upon by the Chief of Police and the policy. J. Sultzbach noted retirees are not in a union and can't be governed by a collective bargaining agreement.

***Vote:** On a motion by Garber, seconded by Carbone, the Board voted 3-0-1 to approve the Retired Reserve Officer Policy with R. Kassiotis abstaining.*

5. Department Head Update: Brigadoon Sidewalks - Paul Goodwin

P. Goodwin spoke on the possibility of revisiting the Brigadoon sidewalk work, including Fuller Meadow and Fairway.

Temporary repairs have been made since 2018 and with additional Chapter 90 money this year, he proposed removing the Norway Maple street trees that are impacting the integrity of the sidewalks and making permanent repairs to the sidewalks; there is about 9,000 sq. ft. of sidewalks. The estimated cost- \$300,000.

The proposal could include the replacement of the trees with smaller root system trees, although he cautioned plowing, sand and salt may kill the trees. He suggested the work be done during the summer months.

It was suggested a scope of work be prepared for the proposed project. J. Sultzbach will work with P. Goodwin on details for an upcoming Select Board agenda.

6. Annual Licensing Schedule and Process Update- J. Bresnahan

J. Bresnahan gave a brief update saying all the liquor licensing renewal emails have been sent to businesses- anyone not receiving an email should contact the Town Administrator office with an updated point of contact. The Common Victualer License renewal emails were sent today, and all other licenses will be sent on October 9.

Final reminder emails will be sent November 5 with all license renewal packets due back on November 30. The late fee schedule begins December 1. There are licenses available; the special legislation licenses will expire if not used.

***Vote:** On a motion by Garber, seconded by Carbone, the Board voted*

7. Public Comment (held at 6pm for all Select Board meetings)

Susan Picoli, Lake View Ave. thanked all the volunteers who participated in the town-wide trash litter pickup on September 20. Approximately 20-30 bags of trash were collected.

8. Appointment - Temporary Planning Director - Delia Furguson

J. Sultzbach explained the Planning Director will be on leave and requested the appointment of D. Furguson as Temporary Planning Director to keep the decisions flowing, and provide staff support in the absence of A. Bury Carmer, for 10 hours a week over a three month period.

Middleton Select Board

October 7, 2025

Vote: On a motion by Garber, seconded by Carbone, the Board voted to appoint Delia Furguson as the Interim Town Planner as described.

9. Appointments - Recreation Commission - (2 Seats)

- Candidate - Herman Learmond-Criqui, not present.
- Candidate - Abigail Parcellin, present.
- Candidate - Hayato Tsurumaki, present

The applicants were given the opportunity to introduced themselves and speak on their interest in the appointment to the Recreation Commission.

Vote: On a motion by Garber, seconded by Kassiotis, the Board voted unanimously to nominate all three candidates. In light of the upcoming Pumpkin Festival the Board was asked not to leave an open seat on this commission and a revote was offered to break the tie: K. Prentakis changed his vote to H.Learmond-Criqui.

- **Abigail Parcellin** received 3 voted - D. Carbone; J.Garber; R. Kassiotis; K. Prentakis
- **Herman Learmond- Criqui** received (2) 3 - J Garber; R. Kassiotis ; K. Prentakis
- Hayato Tsurumaki received (2) 1 - D. Carbone; (K. Prentakis)

10. Surplus Town Properties: Status Update – J. Sultzbach

The Request for Proposal, RFP, has officially been posted for the Police Station. The submission deadline is November 12, 2025 at 12noon. The town retained the right to pass on all offers.

There were no additional updates on other buildings for this meeting but work continues on collecting data and gathering information.

Updates:

There is a purchase a brick fundraiser to beautify the Rail Trail with new landscaping. Additional information and applications can be found at: middletonrailtrail.org

Meeting dates: October 21; November 4 & 18

Documents:

- FEMA Award Letter: 2024 Assistance to Firefighters Grant funding – 9.20.25
- D. Mathews Letter of Appreciation to Middleton Police Department
- D. Mathews Donation letter to Middleton Police Department & Middleton Fire Department 9.17.25
- D. LeColst email re: Donation Account 9.18.25
- Middleton Police Department Proposed Retired Reserve Detail Officer Program Policy- 10.7.25
 - Benevolent Association Mass COP Local 392 Letter of Support
- J. Bresnahan Email: Re Agenda Timeline info for License Renewals 10.1.25
- Talent Bank Resumes
- Appointment form 2025
- Request For Proposal – Deposition of Real Property 65 North Main Street (former police station)

Adjourn- The Board voted unanimously to adjourn at 6:04pm.

Catherine E. Tinsley 10.10.25

Catherine Tinsley, Recording Secretary

The minutes were prepared from video.

Debbie Carbone, Select Board Clerk

Respectfully submitted as approved by the Select Board at the _____ meeting.



CONSTRUCTION CONTRACT FOR CONSTRUCTION MANAGER AT RISK SERVICES – CHANGE ORDER 11 AMENDMENT

WHEREAS, the Town of Middleton (“Owner”) represented by Owner’s Project Manager, PCA360, entered into a contract (“Contract”) with W.T. Rich Company, Inc. (“the CM at Risk”) (collectively the “Parties”) for construction manager services in association with the Middleton Municipal Complex Project (“the Project”) on June 1, 2023, which was amended on April 23, 2024, on May 23, 2024, on July 29, 2024, on September 26, 2024, on January 16, 2025, on February 13, 2025, on March 26, 2025, on May 20, 2025, on June 24, 2025, on July 16, 2025, on August 20, 2025, on September 17, 2025 and on October 3, 2025.

WHEREAS, pursuant to Section 6.4 of the Contract, the Owner is requesting the amendments as summarized herein in accordance with the provisions of that section;

WHEREAS, when contracting for the work, the Town intended to secure a builder’s risk policy directly through its insurance provider; however, in order to reduce the cost of said policy, the Town is electing to procure the policy through the Construction Manager, the cost of which is included herein;

WHEREAS, the detailed proposal and justification is summarized in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, effective as of October 3, 2025 the Parties wish to amend the Contract as summarized in this Change Order 011.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. To increase the Contract by **One hundred twenty-eight thousand, two hundred twenty-three dollars and zero Cents, \$128,223.00** as further described and justified in Construction Change Order – 011 dated October 3, 2025 attached hereto and incorporated herein.

Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	After this Amendment
Pre-construction services	\$124,910.00	\$0.00	\$0.00	\$124,910.00
Interim GMP Contract Amendment	\$0.00	\$39,088,652.00	\$0.00	\$39,088,652.00
GMP Contract Amendment	\$0.00	\$18,911,235.00	\$0.00	\$18,911,235.00
Change Order 01 - Amendment	\$0.00	\$342,878.00	\$0.00	\$342,878.00
Change Order 02 - Amendment	\$0.00	(\$501,655.00)	\$0.00	(\$501,655.00)
Change Order 03 - Amendment	\$0.00	\$367,788.00	\$0.00	\$367,788.00
Change Order 04 - Amendment	\$0.00	\$240,130.00	\$0.00	\$240,130.00

Change Order 05 - Amendment	\$0.00	\$52,177.00	\$0.00	\$52,177.00
Change Order 06 - Amendment	\$0.00	\$85,606.00	\$0.00	\$85,606.00
Change Order 07 - Amendment	\$0.00	\$263,188.00	\$0.00	\$263,188.00
Change Order 08 - Amendment	\$0.00	\$14,829.00	\$0.00	\$14,829.00
Change Order 09 - Amendment	\$0.00	\$269,952.00	\$0.00	\$269,952.00
Change Order 010 - Amendment	\$0.00	\$24,629.00	\$0.00	\$24,629.00
Change Order 011 - Amendment	\$0.00	\$0.00	\$128,223.00	\$128,223.00
Total Contract	\$0.00	\$59,284,319.00	\$128,223.00	\$59,412,542.00

2. The Project Schedule shall be from Start to Substantial Completion: Unchanged by this amendment, May 8, 2024 to January 30, 2026 (21.5 Months)

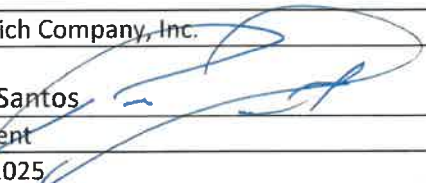
3. The Construction Budget shall be as follows:
Original Budget: \$58,124,797.00 (including pre-construction fee)
Post-Amendment Budget: \$59,412,542.00

4. This Amendment and incorporated attachments contains all additional terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding this amendment shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect. This amendment is for the Construction Change Order 011, as outlined in Exhibit A, for a total cost of:

One hundred twenty-eight thousand, two hundred twenty-three dollars and zero Cents
\$128,223.00

IN WITNESS WHEREOF, the Parties have caused this amendment to be executed by their respective authorized officers.

CONSTRUCTION MANAGER

Owner:	W.T. Rich Company, Inc.
Name (Signature):	Brian Santos 
Title:	President
Date:	10/3/2025

TOWN OF MIDDLETON

By executing this Agreement, the undersigned authorized signatory of Owner, who incurs no personal liability by reason of the execution hereof or anything herein contained, hereby certifies under penalties of perjury that this Contract is executed in accordance with a prior approval of the TOWN OF MIDDLETON.

Owner:	TOWN OF MIDDLETON
Name (Signature):	Brian Cresta
Title:	Selectboard Chair
Date:	

Town of Middleton – Finance Director – Sufficient funds available for this contract	
Name (Signature):	Sarah Wood
Title:	Finance Director
Date:	

Town of Middleton – Town Counsel (legal) - Approved as to Form & Character	
Name (Signature):	Elizabeth Lydon
Title:	Town Counsel - Mead, Talerman & Costa, LLC
Date:	



W.T. RICH COMPANY

CHANGE ORDER

CHANGE ORDER DATE: October 3, 2025

CHANGE ORDER NUMBER: 011

CONTRACT INFORMATION: Construction Management

PROJECT:

Middleton Municipal Complex
105 S. Main Street
Middleton, MA 01949

OWNER:

Town of Middleton
48 S. Main Street
Middleton, MA 01949

ARCHITECT:

Context Architecture
65 Franklin Street
Boston, MA 02110

CONTRACTOR:

WT. Rich Company, Inc
1075 Worcester Street, Suite 310
Natick, MA 01760

THE CONTRACT IS CHANGED AS FOLLOWS:

PCO 012ACE#012	Design Build - Irrigation \$30,865 (Change Order) Change Order Value \$30,865.00
PCO 058 CE#065	PR-014R1, RFI-181 PSB Grease Interceptor \$18,883 (Contingency) Change Order Value \$0.00
PCO 089 CE#107	PR-026 CCTV in Detective Area of PSB \$1,451 (Change Order) Change Order Value \$1,451.00
PCO 124 CE#243	Final Paving Spring 2026 Prem. Time \$72,063 (Change Order) Change Order Value \$72,063.00
PCO 129 CE#249	PR-073 AHJ Added Fire Caulking Scope Change \$18,469 (Contingency) Change Order Value \$0.00
PCO 143 CE#179	ASI-027 Floor and Tile Patterns \$8,748 (Change Order) Change Order Value \$8,748.00
PCO 158 CE#235	PR-064.1 Faucet and Sink Modifications for Casework \$7,335 (Change Order) Change Order Value \$7,335.00
PCO 163 CE#225	RFI 456/PR 061 Elevator Power Sizing (\$1,451) (Change Order) Change Order Value (\$1,451.00)
PCO 166BCE#202	Removal of TH Hearing Rm 207 Projector - Griffin Elec Cr. (\$208) (Change Order) Change Order Value (\$208.00)
PCO 169 CE#176	Access Hatch Material RFI \$4,979 (Contingency) Change Order Value \$0.00
PCO 173 CE#301	Added Tile Wall PS M Locker Rm 124 \$1,710 (Contingency) Change Order Value \$0.00
PCO 182 CE#270	PR-072 PS Clean Agent System Relocation \$5,384 (Change Order) Change Order Value \$5,384.00
PCO 183 CE#286	PR-084 Reduction in Flagpole Count (\$9,670) (Change Order) Change Order Value (\$9,670.00)
PCO 192 CE#208	ASI-051 Stainless Steel Cabinet Specification \$20,792 (Contingency) Change Order Value \$0.00
PCO 193 CE#321	Sealed Concrete Scope \$18,214 (Contingency) Change Order Value \$0.00
PCO 195 CE#300	RFI-522 Sprinkler Coverage in Loft 243 \$8,255 (Contingency) Change Order Value \$0.00
PCO 196 CE#221	ASI-059 Revs. to Parapet \$13,706 (Change Order) Change Order Value \$13,706.00
PCO 199 CE#284	PR-76 Revised Door Hardware at PS Door P220B \$2,218 (Allowance) Change Order Value \$0.00
PCO 200 CE#327	Day-Patio Stair & Door Sill Framing \$6,459 (Contingency) Change Order Value \$0.00

The Original Contract Sum* was:	\$58,124,797.00
The net change by previously authorized Change Orders:	\$1,159,522.00
The Contract Sum prior to Change Order was:	\$59,284,319.00
The Contract Sum will be increased/decreased by this Change Order in the amount of:	\$128,223.00
The new Contract Sum including this Change Order will be:	\$59,412,542.00
The Contract Time will be increased by:	Zero (0) days
The new date of Substantial Completion will be:	1/30/2026

*Includes all previously executed contract amendments

NOTE: This Change Order does not include adjustments to the Contract Sum or Guarantee Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Context Architecture
ARCHITECT

W.T. Rich Company, Inc.
CONTRACTOR

Town of Middleton
OWNER

C. Christopher Logan
Signature

[Signature]
Signature

Signature

C. Christopher Logan, Director of Projects
Printed Name & Title

Brian Santos, President
Printed Name & Title

Brian Cresta, Select Board Chair
Printed Name & Title

3 October 2025
Date

10/3/2025
Date

Date

1075 WORCESTER STREET, SUITE 310 • NATICK, MA 01760
TEL: 617-467-6010 • FAX: 617-467-6011 • WEBSITE: WWW.WTRICH.COM



8/27/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 012A, CE 012 – Design-Build Irrigation

Dear Brian,

W.T. Rich hereby presents Potential Change Order 012A in the add amount of **\$30,865.00**. This cost includes all labor, materials and equipment to complete the design-build irrigation scope of work after receipt of RFI-228 to confirm associated and required electrical and plumbing scopes. These costs also include a reconciliation of allowances carried in PCO 012 with assumed costs for associated scopes. A new well pump and drive are also included as required by irrigation design. PCO 012A does not include PR-085 for a concrete pad at well location for electrical disconnect. This pad and prep will be submitted separately.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

An extension of contract time is TBD. The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 8/27/24

Middleton Building Committee Designee:

Signature: William J. Renault

Print Name: William Renault

Middleton Building Committee

Date: 9/30/25

Town Administrator:

Signature: [Signature]

Print Name: J. Sutcliffe

Town of Middleton

Date: 9.29.25

Architect:

Signature: [Signature]

Printed Name: Andrew Cunneen

Context Architecture

Date: 09.24.2025



W.T. RICH COMPANY

8/29/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 058R2 - CE #065 - PR-014R1, RFI-181 PSB Grease Interceptor R2**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 058R2** in the ADD amount of **\$18,883.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with PR-014 R1, the addition of the Public Safety Grease Interceptor Closet. The proposal does not include the installation of the grease trap and in lieu of, includes tying the waste directly into the ground waste connection in the closet. This is per request of the town not to install the grease trap. The grease trap itself is owned and can be turned over to the owner or disposed of. **These costs will be allocated to CM Contingency.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 8/29/25

Middleton Building Committee Designee:

Signature: *William J Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/11/25

Town Administrator:

Signature: *J. Sultzbach*

Print Name: *J. Sultzbach*

Town of Middleton

Date: 9.11.25

Architect:

Signature: *Andrew Cunneen*

Printed Name: Andrew Cunneen

Context Architecture

Date: 09.10.2025



W.T. RICH COMPANY

5/2/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 089 - CE #107 PR-026 CCTV in Detective Area of PSB**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 089** in the **ADD** amount of **\$1,451.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **providing CCTV infrastructure in Public Safety Building at Rooms CVSA 235 and Interview 238 per PR-026**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 5/2/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/24/25

Town Administrator:

Signature: *J. Suttich*

Print Name: J. Suttich

Town of Middleton

Date: 9.24.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 25 August 2025



W.T. RICH COMPANY

6/26/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 124R1, CE 243 - Final Paving Spring 2026 Prem Time R1**
Dear Brian,

W.T. Rich hereby presents **Potential Change Order 124** in the **ADD** amount of **\$72,063**. Work included within this proposal includes providing labor, equipment, and materials for owner requested final paving of loop road and Town Hall on a weekend in the spring of 2026. Costs include premium time for labor as well as resetting road castings and temp asphalt ramps as needed to achieve Certificate of Occupancy without the final paving in place. PCO is based on castings and ramping per sketch of C-500 within. Exclusions include Saturday Premium for milling crew, if required, Premium Costs for Plant Openings (Weekends, Holiday, Winter). We have confirmed with the building inspector that temporary pavement markings will be required for binder areas for C of O. This cost for pavement markings has been included.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 6/26/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: *[Signature]*

Print Name: 7.16.25

Town of Middleton

Date: _____

Architect:

Signature: *[Signature]*

Printed Name: Andrew Cunneen

Context Architecture

Date: 09.10.2025



W.T. RICH COMPANY

9/24/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO-129R1, CE-249 - PR-073 Fire Stopping & Smoke Sealant**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 129** in the **ADD** amount of **\$14,198.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with PR-073 to change from smoke and sound sealant to fire caulking sealant at ceilings penetrations through the GWB truss cap into the attic space. All penetrations to the attic level through the continuous 5/8 GWB ceiling mounted to the bottom cord of the truss structure shall be fire sealed. The scope of work does not include meeting any specific assembly detail and excludes any labeling of penetrations. Cost includes fire sealing penetrations at Apparatus Bay ceiling for all MEP-FP trades. Sweeney Drywall has excluded the Apparatus Bay and this will be further reviewed and submitted under separate cover. Exclusions also include fire sealing any penetrations through the ceiling of the low roofs at PSB as this was a recent request of the building inspector and not yet fully understood. Excludes fire sealing penetrations through non-rated walls above ceilings. Trades have included some additional labor to install the fire caulking in lieu of smoke and sound caulking as has been communicated that it takes more effort and care to perform correctly. No details or drawings have been provided with PR-073 and the costs represent the trades understanding of the memo. Should a conflict arise in interpretation, they will be handled on a case-by-case basis for applicability. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is TBD. The ceiling grid has been held off for 28 calendar days and schedule impacts will be evaluated in the next schedule update. The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 9/24/25

Town Administrator:

Signature: *[Handwritten Signature]*

Print Name: *J. S. H. Bach*

Town of Middleton

Date: 9.29.25



W.T. RICH COMPANY

Middleton Building Committee Designee:

Signature: William J. Renault

Print Name: William Renault

Middleton Building Committee

Date: 9/30/25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 24 September 2025



7/23/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 143 - CE #179 - ASI-027 Floor and Tile Patterns**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 143** in the **ADD** amount of **\$8,748.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **added tile patterns per ASI-027**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for:

Per the General Conditions of the Contract, **no changes** will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 7/23/25

Middleton Building Committee Designee:

Signature: William J. Renault

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: [Signature]

Print Name: J. Suttach

Town of Middleton

Date: 9.16.25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 18 August 2025



W.T. RICH COMPANY

8/25/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 158R1 - CE #235 - PR-064.1 Faucet and Sink Modifications for Casework**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 158R1** in the **ADD** amount of **\$7,335.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **plumbing fixture changes for millwork coordination per PR-064.2**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 8/25/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: *[Signature]*

Print Name: J. Sultzbach

Town of Middleton

Date: 9.16.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 25 August 2025



W.T. RICH COMPANY

8/7/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 163 - CE #225 – RFI#456/PR-061 Elevator Power Sizing**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 163** in the **CREDIT** amount of \$(1,451.00). Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **providing a credit for the elevator power sizing changes associated with RFI-456/PR-061.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 8/7/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/30/25

Town Administrator:

Signature: *J. Suttbach*

Print Name: J. Suttbach

Town of Middleton

Date: 9.29.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 22 September 2025



9/5/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
.105 South Main Street
Middleton, MA 01949

Subject: **PCO 166B - CE#202 PR-090 Removal of TH Hearing Rm 207 Projector - Griffin Credit**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 166B** in the **CREDIT** amount of **\$(208.00)**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **providing a credit for the electrical associated with PR-090, Removal of TH Hearing Rm 207 Projector.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 9/5/25

Middleton Building Committee Designee:

Signature: William J. Renault

Print Name: William Renault

Middleton Building Committee

Date: 9/30/2025

Town Administrator:

Signature: [Signature]

Print Name: J. Sultzbach

Town of Middleton

Date: 9.29.25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 23 September 2025



W.T. RICH COMPANY

9/15/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 169 - CE #176 Access Hatch Material**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 169** in the **ADD** amount of **\$4,979.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **the attic hatches in Public Safety. Hatches are shown on the drawings and we did not assign them to a scope of non-trade work during our original buyout, so this was a scope gap that no one carried in their bid**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 9/15/25

Middleton Building Committee Designee:

Signature: William J Renault

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: [Signature]

Print Name: J. S. Hebert

Town of Middleton

Date: 9.16.25

Architect:

Signature: [Signature]

Printed Name: Andrew Cunneen

Context Architecture

Date: 09.15.2025



9/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 173R1 - CE #301 - Added Tile Wall PS Men's Locker Rm 124**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 173R1** in the **ADD** amount of **\$1,710.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **adding wall tile to the West wall of PSB Men's Locker Rm 124, not originally shown on the drawing elevations or approved shop drawings**. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 9/8/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/16/25

Town Administrator:

Signature: *[Signature]*

Print Name: J. Sulzbach

Town of Middleton

Date: 9.16.25

Architect:

Signature: *[Signature]*

Printed Name: Andrew Cunneen

Context Architecture

Date: September 9, 2025



9/10/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 182R1 - CE #270 - PR-072 PS Clean Agent System Relocation**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 182R1** in the **ADD** amount of **\$5,384.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **PR-072 to relocate the clean agent system panel from the IT room to the Decon Locker Room in the PS Building.**

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 09/10/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/30/25

Town Administrator:

Signature: *J. S. Hitchcock*

Print Name: J. S. Hitchcock

Town of Middleton

Date: 9.29.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 22 September 2025



W.T. RICH COMPANY

9/24/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 183 - CE #286 - PR-084 Reduction in Flagpole Count**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 183** in the **CREDIT** amount of **\$(9,670.00)**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **PR-084 reduction in flagpole count**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, no changes will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 9/24/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/30/25

Town Administrator:

Signature: *J. Suthbach*

Print Name: J. Suthbach

Town of Middleton

Date: 9.29.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 24 September 2025



W.T. RICH COMPANY

9/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 192 - CE #208 - ASI-051 Stainless Steel Cabinet Specification**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 192** in the **ADD** amount of **\$20,792.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **providing the stainless steel cabinetry in the PSB Booking Area that was not originally included in anyone's scope of work. Cabinets will be provided per ASI-051 Stainless Steel Cabinet Specification.** These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 9/8/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: *J. S. H. H. H. H.*

Print Name: J. S. H. H. H. H.

Town of Middleton

Date: 9.16.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 September 2025



W.T. RICH COMPANY

9/8/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 193 - CE#321 Sealed Concrete Scope**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 193** in the **ADD** amount of **\$18,214.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with: **providing the sealed concrete scope, not originally carried in anyone's contract. This was a scope gap.** These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Justice Reardon

Justice A. Reardon, Assistant Project Manager II

W.T. Rich Company, Inc.

Date: 9/8/25

Middleton Building Committee Designee:

Signature: William J Renault

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: [Signature]

Print Name: J. Sultzbach

Town of Middleton

Date: 9.16.25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 September 2025



W.T. RICH COMPANY

9/9/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 195, CE 300 - RFI-522 Loft 244 Fire Prot**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 195** in the **ADD** amount of **\$8,255.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with RFI-522 and providing sprinkler protection above Loft 244. These costs will be allocated to CM Contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 9/9/25

Middleton Building Committee Designee:

Signature: William J Renault

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: [Signature]

Print Name: J. S. Hach

Town of Middleton

Date: 9.17.25

Architect:

Signature: C. Christopher Logan

Printed Name: C. Christopher Logan

Context Architecture

Date: 16 September 2025



W.T. RICH COMPANY

9/10/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 196, CE 221 - ASI-059R1 Revs to Parapet**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 196** in the **ADD** amount of **\$13,706.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with ASI-059 and ASI 059R1 to add blocking and sloped parapet top per details on A-5.10.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, **no changes** will commence until a written approval authorizing the change is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work.

The Potential Change Order Proposal is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 9/10/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/17/25

Town Administrator:

Signature: *[Signature]*

Print Name: *J. Sultzbach*

Town of Middleton

Date: 9.16.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 15 September 2025



W.T. RICH COMPANY

09/18/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche
Reference: Middleton Municipal Complex Project
105 South Main Street
Middleton, MA 01949

Subject: PCO 199 - CE #284 - PR-76 Revised Door Hardware at PS Door P220B

Dear Brian,

W.T. Rich hereby presents **Potential Change Order No. 199** in the **ADD** amount of **\$2,218.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with **PR 076 to revise the door hardware at door P220B**

These costs will be allocated to allowance **7110, Door Hardware Coordination**. After acceptance of **PCO 199**, there will be **\$36,312.00** remaining in Allowance **7110**. This remaining amount includes **PCO 199** and those PCOs previously included in **OCO's 001-009** but does not consider any pending PCOs that are also allocated to allowance **7110**.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with an allowance draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. Allowance draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Adison Stifter

Adison Stifter, Assistant Project Manager I

W.T. Rich Company, Inc.

Date: 09/18/2025

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/30/25

Town Administrator:

Signature: *[Signature]*

Print Name: *J. S. H. [Signature]*

Town of Middleton

Date: 9.29.25

Architect:

Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 22 September 2025



09/22/2025

PCA360
75 Second Ave, Suite 305
Needham, MA 02494

Attention: Brian LaRoche

Reference: **Middleton Municipal Complex Project**
105 South Main Street
Middleton, MA 01949

Subject: **PCO 200 - CE #327 - Day/Patio Stair & Door Sill Framing**

Dear Brian,

W.T. Rich hereby presents **Potential Change Order 200** in the **ADD** amount of **\$6,459.00**. Work included within this proposal includes providing labor, equipment, and materials for the work associated with framing Day/Patio stair and door sill framing to receive railing and flooring by others. This is a scope gap, and the costs will be applied to CM contingency.

W.T. Rich certifies that the attached proposal has been reviewed for validity; contains accurate and complete supporting backup in conjunction with the design change documents; and is being made in good faith to the best of our knowledge, presenting only those costs for which we believe the Owner is liable for.

Per the General Conditions of the Contract, work associated with a CM Contingency draw will not commence until a written approval authorizing the draw is received by W.T. Rich. We request your assistance in bringing this matter to a swift conclusion to avoid delays to the progress of work. CM Contingency draws will be from funds that are already incorporated into the GMP and this approval does not represent an increase in the GMP Value.

An extension of contract time is not required as part of the executed Change Order. The PCO is valid for thirty days. In the event you should have any questions or require any additional information, please do not hesitate to contact me.

W. T. RICH COMPANY, INC.

Matthew Gustin

Matthew Gustin, Project Manager

W.T. Rich Company, Inc.

Date: 9/22/25

Middleton Building Committee Designee:

Signature: *William J. Renault*

Print Name: William Renault

Middleton Building Committee

Date: 9/30/25

Town Administrator:

Signature: *J. Silfanch*

Print Name: J. Silfanch

Town of Middleton

Date: 9.29.25

Architect:



Signature: *C. Christopher Logan*

Printed Name: C. Christopher Logan

Context Architecture

Date: 22 September 2025



PROPOSAL	NO.	114673 - 1	Date: 10/9/2025	Modified: 10/9/2025	Revision: 1
Middleton Municipal Complex - AV Broadcast Addition - Part 2 (VE Microphone Array) - 114673			 VALLEY COMMUNICATIONS SYSTEMS		
Middleton MA, Town of			20 1st Ave. Chicopee, MA 01020-4619 800-522-4136 www.valleycommunications.com		
Middleton Municipal Complex - Public Safety Building 105 South Main Street Middleton, MA 01949			James P. Tremble Director of Sales  413-374-2876 JamesT@valleycommunications.com		
Name: Sarah Wood Title: Finance Director/Town Accountant Phone: 978-777-4966 Email: sarah.wood@middletonma.gov					

Definitions of terms used in this proposal are listed in the "Definitions and Abbreviations" section.

Valley Communications Systems, Inc. (VCS) is an approved MA State Contract OFF50 vendor. However, VCS does not support every category under the OFF50 contract. This proposal lands outside the OFF50 State contract and will remain competitively priced. When applicable, prevailing wage rates will be applied.

Executive Summary:

The Town of Middletown has requested Valley Communication Systems (VCS) to provide additional audiovisual enhancements within the Town Hall Building. This scope of work encompasses Multipurpose Room 107, Classroom 204, and Breakout Room 210.

VCS will furnish and install flush ceiling-mounted Dante condenser microphones in each designated space to capture participants across the rooms. VCS will supply and install new Cat6 cabling to support the newly provided ceiling-mounted microphones. Additionally, VCS will furnish and install cameras to provide high-quality video coverage focused on the front of each room, including the supply and installation of new RG6 and Cat6 cabling to support these camera systems.

All audio and video signals will be routed to the AV Closet (Room 207A), where VCS will supply and install new streaming media recorders. These recorders will serve as the centralized platform for recording and archiving sessions held within the respective spaces. Upon project completion, the Town of Middletown will have direct access to recorded content from these rooms, enabling flexible use for documentation, training, and public distribution.

This initiative reflects the Town's commitment to improving its audiovisual infrastructure while ensuring reliable, professional grade recording and content management capabilities.

1. Exclusions, Exceptions, Understandings, and Notes:

1.1. **Pricing and Market Volatility Notice:** Please be aware that VCS has modified our proposal validity to a shorter duration. Also, due to ongoing market volatility and the potential impact of tariffs, Valley Communication Systems, Inc. (VCS) cannot guarantee absorption of all cost increases related to these factors. While VCS will make every effort to mitigate minor price fluctuations, any significant increases will be communicated to the client as they arise. We recommend prompt issuance of a purchase order to secure pricing and reduce exposure to potential market-driven adjustments.

2. Additional Client Responsibilities:

- 2.1. One (1) 20-amp outlet at the equipment rack
- 2.2. Three (3) Network drops at the equipment
- 2.3. Building Access

3. Professional Services Included in this Proposal:

3.1. **Dedicated Support Team:** Our experienced support team is just a call or email away, ready to assist you with any inquiries or issues that may arise post-deployment.

3.2. Detailed Installation Documentation:

- 3.2.1. Floor Plan, RCP, Elevations, Flow, and other useful information that is required to coordinate with other trades and ensure proper system implementation.
- 3.2.2. Post-Installation system As-Built drawings ensure that you can service or update your system.

3.3. System Demonstration and Knowledge Transfer: We provide system demonstration sessions to keep your staff updated on the latest features and functionalities of your AV system. This empowers your team to leverage the full potential of the technology.

4. Professional Services NOT Included in this Proposal:

Please let your account manager know if you would like to discuss or get a proposal for one of the following services that are not currently included in the cost of this proposal:

- 4.1. Remote Monitoring:** Our advanced remote monitoring system allows us to track the health and performance of your AV system in real-time. This proactive monitoring enables us to identify and resolve issues swiftly, often before you even notice them.
- 4.2. Software and Firmware Updates:** We keep your AV system up-to-date with the latest software and firmware advice. Our system experts will read the release notes and communicate with the OEM to determine if a software or firmware update will address a specific issue or improve the stability or efficiency of your system. This ensures that you benefit from new features, enhanced security, and improved system stability without the risk of bringing a functional system down for no obvious benefit.
- 4.3. Customized Maintenance Plans:** Tailored maintenance plans are available to suit your specific needs, ensuring that your AV system remains reliable and operates at peak efficiency over the long term.

Definitions and Abbreviations:

Definitions:

- **Equipment** - Devices specified in this Document and listed in the Bill of Materials (BOM), which may include hardware, software, and other components necessary for the system to function as intended.
- **Client/Owner** - The entity that will own, operate, or use the system after installation, as identified in this Proposal.
- **Others** - Any third-party contractor or service provider responsible for work not included in this Proposal, such as site preparation, cabling, or other infrastructure-related tasks.
- **Optional** - Not included as part of this proposal or response.
- **Proposal/Response/Document** - This document and any accompanying materials that outline the proposed solution, including pricing, statement of work, understandings, assumptions, exclusions, and other terms and conditions.
- **VCS or Valley** - [Valley Communications Systems, Inc.](#) or any subcontractors working on behalf of VCS.

NOTE: A permit will be applied for. It is expected that the fee will be waived. If not, the fee will be added to the final invoice.

Statement of Work:

Valley Communications Systems (VCS) will provide the equipment and professional services as defined in this proposal. The Client's responsibilities are detailed in the Executive Summary and further clarified in the standard terms section of this document.

The following sections outline the system's required functionality and technical parameters. Unless explicitly stated, no additional features or services should be assumed to be included as part of this proposal.

Unless otherwise noted, all items and systems described in this section are to be provided and installed by Valley Communications Systems (VCS).

Multipurpose Room 107

Audio-Visual:

VCS will provide and install two (2) ceiling-mounted pan-tilt-zoom (PTZ) cameras, including all required RG6 and Cat6 cabling, dedicated for local recording. The camera feeds will be routed to a streaming media recorder located in AV Equipment Room 207A. The recorder is equipped with internal storage, SD card support, and live streaming functionality, allowing for flexible recording, playback, and content distribution options.

VCS will furnish and install four (4) flush ceiling-mounted Dante microphones, including all required Cat6 cabling,

dedicated for local recording functionality. Each microphone will be programmed with the visible status LEDs disabled to maintain a discreet installation. The programming will be optimized to minimize the number of Acoustic Echo Cancellation (AEC) channels consumed.

NOTE: Additional microphones were required to achieve adequate coverage. While this solution remains more cost-effective overall, there are some limitations. These are single-element Dante microphones, which means we cannot "turn off" unused lobes to reduce background noise, nor can we steer the pickup pattern toward specific coverage areas.

Classroom 204

Audio-Visual:

VCS will provide and install two (2) ceiling-mounted pan-tilt-zoom (PTZ) cameras, including all required RG6 and Cat6 cabling, dedicated for local recording. The camera feeds will be routed to a streaming media recorder located in AV Equipment Room 207A. The recorder is equipped with internal storage, SD card support, and live streaming functionality, allowing for flexible recording, playback, and content distribution options.

VCS will furnish and install three (3) flush ceiling-mounted Dante microphones, including all required Cat6 cabling, dedicated for local recording functionality. Each microphone will be programmed with the visible status LEDs disabled to maintain a discreet installation. The programming will be optimized to minimize the number of Acoustic Echo Cancellation (AEC) channels consumed.

NOTE: Additional microphones were required to achieve adequate coverage. While this solution remains more cost-effective overall, there are some limitations. These are single-element Dante microphones, which means we cannot "turn off" unused lobes to reduce background noise, nor can we steer the pickup pattern toward specific coverage areas.

Break Out Room 210

Audio-Visual:

VCS will provide and install one (1) ceiling-mounted pan-tilt-zoom (PTZ) , including all required RG6 and Cat6 cabling, dedicated to local recording. The camera feeds will be routed to a streaming media recorder located in AV Equipment Room 207A. The recorder is equipped with internal storage, SD card support, and live streaming functionality, allowing for flexible recording, playback, and content distribution options.

VCS will furnish and install one (1) flush ceiling-mounted Dante microphones, including all required Cat6 cabling, dedicated for local recording functionality. Each microphone will be programmed with the visible status LEDs disabled to maintain a discreet installation. The programming will be optimized to minimize the number of Acoustic Echo Cancellation (AEC) channels consumed.

User Interface Functionality:

- Camera Control:
 - Windows PC software for basic pan/tilt/zoom control
 - Web interface with live view
 - Cameras will also be connected to the Panasonic Broadcast controller

Networking:

VCS will provide and install the network components necessary for the proper operation of the audiovisual (AV) system. This includes network switches and related infrastructure.

Network Architecture: VCS typically recommends deploying an air-gapped AV control subnet to enhance system stability and security. In this configuration, the AV control system, video distribution, and streaming audio are isolated from the Client's primary network. For devices requiring network connectivity (e.g., video conferencing codecs, PCs, laptops, streaming devices, wireless presentation gateways), VCS recommends that the Client configure a dedicated VLAN on their existing network to segment AV traffic.

Power over Ethernet (PoE): Where specified, VCS will utilize Power over Ethernet (PoE) and Power over Ethernet Plus (PoE+) to power AV devices such as PTZ cameras, touch panels, and audio devices. VCS will ensure that the provided network switches have sufficient PoE/PoE+/PoE++ capacity to meet the power requirements of all connected devices. The Client is responsible for ensuring that their network infrastructure (if used for PoE) meets the necessary

power delivery standards and capacity.

IP Traffic Management: VCS will configure the network switches to optimize AV traffic flow. This may include VLAN configuration (if within the AV subnet), Quality of Service (QoS) settings to prioritize time-sensitive AV data, and IGMP snooping to efficiently manage multicast streams (e.g., for AVoIP).

Cabling and Termination: Within equipment racks, VCS's preferred method for terminating Category cables is to use punch-down connectors on patch panels and then connect devices to the switches with flexible patch cables. However, some manufacturers specify direct connections between devices. In such cases (e.g., Sound Control Technologies), VCS will adhere to the manufacturer's cabling requirements.

List of devices that require a network connection to the Client network:

1. SMP 351 (x1)
2. SMP 351 (x2)

Power, Surge Protection, and UPS

Rack-Based Power and UPS: Within the equipment rack, VCS will provide and install a rack-mounted power distribution unit (PDU) with integrated surge protection to power and protect all rack-mounted AV components. Where backup power is required for AV control processors, DSPs, network switches, and other critical equipment, VCS will also provide a rack-mounted Uninterruptible Power Supply (UPS) sized appropriately for the connected load.

UPS units provided by VCS are intended to provide temporary backup power and orderly shutdown of critical AV systems during a brief power outage. They are not intended for long-duration support or full-room coverage.

Power Requirements and Coordination: All AV equipment shall be powered using 120V power circuits unless otherwise noted. It is the responsibility of others to provide the required dedicated electrical circuits at each equipment location, including wall-mounted displays, projectors, lecterns, and the AV equipment rack. Final circuiting should be coordinated with VCS and the project electrical contractor during the design and pre-installation phase.

Power Considerations and Exclusions: VCS assumes that all electrical infrastructure-conduit, junction boxes, and circuits-will be provided by others unless explicitly included in the AV scope.

Owner Furnished Equipment:

VCS assumes the following OFE is operational and available at the time of installation:

1. Netgear M4250-10G2f-POE+
2. Netgear M4250-26G4f-POE+
3. LEA CS84 (x2)
4. Tesira Forte DAN CI (x2)
5. A normally closed fire alarm and life safety contact closure to mute audiovisual devices in this system.

Services and Exceptions:

Services:

VCS is committed to providing the necessary installation services to implement the system(s) outlined in this Proposal. Labor costs have been calculated based on non-union rates, unless otherwise specified.

Beyond installation, additional services may encompass:

- Design, Engineering, and Drafting
- Control System and Audio DSP Programming
- Project Management
- User Training
- Delivery, Administrative, and Permit Fees

VCS acknowledges that the Client retains the right to access the intellectual property generated by VCS as outlined in this proposal.






Exceptions:

VCS will appropriately coordinate with others involved in work related to the installation of the system described in this Proposal. The following is a condensed list of responsibilities assigned to others, unless explicitly stated otherwise in this document (refer to "Client Responsibilities" for more details):

- All high voltage wiring (120V/240V)
- Telephone/Data work
- Modifications to millwork or custom tables
- Blocking for wall-mounted AV Equipment
- Removal or patching of fire stopping
- Painting, patching, or finishing of architectural surfaces
- HVAC, plumbing, sprinkler head, and lighting fixture relocation

TownHall: Multipurpose Room 107: Camera CAM1				Unit Price	Total Price
Audio-Visual					
	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67	\$1,800.67
Cables and Connectors					
	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04
TownHall: Multipurpose Room 107: Camera CAM2				Unit Price	Total Price
Audio-Visual					
	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67	\$1,800.67

Cables and Connectors





	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: Multipurpose Room 107: Ceiling Microphones CM

Unit Price

Total Price

Ceiling Microphones


	4	Audix M70WD	Flush-Mount Ceiling Microphone for The Audix Dante Aes67 Integrated Microphone System	\$650.62	\$2,602.48
	400	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$196.00
	8	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$32.72
	8	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$4.16

TownHall: Classroom 204: Camera CAM1






Unit Price

Total Price

Audio-Visual

	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67	\$1,800.67

Cables and Connectors


	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: Classroom 204: Camera CAM2






Unit Price

Total Price

Audio-Visual

	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67	\$1,800.67

Cables and Connectors

	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04





TownHall: Classroom 204: Ceiling Microphones CM

Unit Price

Total Price

Ceiling Microphones

* Price Includes Accessories
 **Rounded to the Nearest Whole Penny


	3	Audix M70WD	Flush-Mount Ceiling Microphone for The Audix Dante Aes67 Integrated Microphone System	\$650.62	\$1,951.86
	300	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$147.00
	6	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$24.54
	6	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$3.12

TownHall: Break Out Room 210: Camera CAM1






Unit Price

Total Price

Audio-Visual

	1	i-PRO WV-Q105A	Ceiling Mount Bracket	\$140.95	\$140.95
	1	Panasonic AW-UE20W	4K PTZ Camera with 3G-SDI, HDMI, IP & USB output; - White	\$1,800.67	\$1,800.67

Cables and Connectors


	100	Belden 1695A-RG6-EA	75 Ohms SDI Coax, RG-6, 18 AWG Solid BC Conductor, 1000', FEP Insulation, Foil 95% Tinned Copper Braid Shield, PVC Jacket, CMP, Black - foot	\$4.23 **	\$423.00
	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	C-Tec2 CM-RG6M-BNC-EA	RG6 BNC Plugs for Plenum Single, Dual, Tri or Quad Shield formats	\$3.40	\$6.80
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04




TownHall: Break Out Room 210: Ceiling Microphones CM

Unit Price

Total Price

Ceiling Microphones

	1	Audix M70WD	Flush-Mount Ceiling Microphone for The Audix Dante Aes67 Integrated Microphone System	\$650.62	\$650.62
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	100	Belden 24-4P-P-L6-EN-WHT-EA	CAT6+ (350MHz), 23 AWG, 4 pair, plenum-cmp, u/utp-unshielded. per foot white	\$0.49 **	\$49.00
	2	Eaton Tripp-Lite N238-001-BL	[Blue] Cat6/Cat5e 110 Punch Down Keystone Jack - RJ-45 110 STYLE PUNCHDOWN	\$4.09	\$8.18
	2	Liberty AV Solutions 11108080034-EA	Category 6 one-piece crimp RJ45 plug, clear - EACH	\$0.52	\$1.04

TownHall: AV Room 207A: Equipment Rack ER

Unit Price

Total Price


Audio-Visual

	5	AJA Video Systems Hi5-12G	12G-SDI to HDMI 2.0 Converters	\$974.03	\$4,870.15
	1	Biamp TesiraFORTE DAN CI	Digital audio server with 12 analog inputs and 8 analog outputs, and includes Acoustic Echo Cancellation (AEC) technology on all 12 inputs. It includes up to 8 channels of configurable USB audio and Dante digital audio networking.	\$3,377.19	\$3,377.19
	1	Extron SMP 351-80	H.264 Streaming Media Processor	\$4,008.23	\$4,008.23
	2	Extron SMP 352-400	H.264 Streaming Media Processor 400 GB SSD	\$5,633.57	\$11,267.14


Cables and Connectors






	3	Comprehensive CAT6-14BLK	Cat6 550 Mhz Snagless Patch Cable 14ft Black	\$7.41	\$22.23
	5	Comprehensive HD-4K-15SP	Pro AV/IT Specialist Series™ High Speed 4K60 HDMI Cable 15ft	\$28.94	\$144.70






Networking

	1	Netgear M4250-26G4F-POE+	Line Managed Switch - 24 Ports	\$1,255.73	\$1,255.73
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Equipment Rack and Furniture

	1	APC SMTL1500RM3UC	Smart-UPS Li-Ion, Short Depth 1500VA, 120V with SmartConnect - 3U Rack-mountable - 2.50 Hour Recharge - 2.10 Minute Stand-by - 120 V AC Input - 120 V AC Output - 6 x NEMA 5-15R	\$2,750.24	\$2,750.24
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	1	Middle Atlantic BFD-45	[Included Accessory] - 45SP, Solid Front Door	\$0.00	\$0.00
	1	Middle Atlantic BGR-4527-AV	45 RU BGR Series Rack, 38 Inches Deep, Pre-Configured for Pro AV	\$3,852.88	\$3,852.88
	1	Middle Atlantic BSPN-45-27	[Included Accessory] - 45 RU Side Panels for 27 Inch Deep BGR Racks	\$0.00	\$0.00
	4	Middle Atlantic FWD-EB1	[Included Accessory] - Forward 1RU Tool-Less Blank Panel	\$0.00	\$0.00
	2	Middle Atlantic FWD-EB2	[Included Accessory] - Forward 2RU Tool-Less Blank Panel	\$0.00	\$0.00
	1	Middle Atlantic FWD-LACE-UMV-44-45	[Included Accessory] - Forward Universal Hole Pattern Vertical Lace, Fits 44 RU To 45 RU	\$0.00	\$0.00
	1	Middle Atlantic FWD-LACE-WB3-44-45	[Included Accessory] - Forward 3 Inch Wide Wire Grid Lace, Fits 44 RU To 45 RU	\$0.00	\$0.00
	1	Middle Atlantic FWD-LB-1A-4PK	[Included Accessory] - Forward Straight L Style Lace Bar - 4 Pack	\$0.00	\$0.00
	1	Middle Atlantic FWD-LB-2A-4PK	[Included Accessory] - Forward 2 Inch Offset L Style Lace Bar - 4 Pack	\$0.00	\$0.00
	2	Middle Atlantic FWD-SIDECLMP-4	[Included Accessory] - Forward Small Device Mounting Clamps, 4 Pack	\$0.00	\$0.00
	1	Middle Atlantic FWD-TSW-15	[Included Accessory] - Forward Hook & Loop Tie Saddles, 15 Pack	\$0.00	\$0.00
	1	Middle Atlantic HP	[Included Accessory] - 100 Pc. Black 10-32 Phillips Screws W/ Washers	\$0.00	\$0.00
	1	Middle Atlantic IBGR-276FT-FC	[Included Accessory] - 276 CFM Fan Top, with Controller 220 - 240VAC for BGR Series	\$0.00	\$0.00
	1	Middle Atlantic LF-HD	[Included Accessory] - Leveling Feet Heavy Duty	\$0.00	\$0.00
	2	Middle Atlantic LL-VC21	[Included Accessory] - Lever Lock Vertical Channel 17.1 Inches	\$0.00	\$0.00
	1	Middle Atlantic LL-VP2110	[Included Accessory] - Lever Lock Vertical Plate 17.1 Inches High, 10 Inches Wide	\$0.00	\$0.00

	2	Middle Atlantic TW12	[Included Accessory] - Cable Management Strap - 12 Piece	\$0.00	\$0.00
	3	Middle Atlantic U1V	1 Space Vented Utility Shelf, 10.4" Depth	\$70.13	\$210.39
	1	Middle Atlantic UD2	2 RU Utility Drawer	\$203.56	\$203.56
	2	Polygon Wire Management, Inc. 3105-25	VELCRO Brand Polytie Cable Fasteners, 5" pack of 25	\$13.44	\$26.88
	1	Polygon Wire Management, Inc. 3112-X-25	VELCRO Brand Polytie Cable Fasteners 12" - pack of 25	\$34.57	\$34.57
Misc. Hardware	1	Valley Rack Hdwe - 31RU & Over Core	Misc Core rack hardware for 31RU & over racks	\$296.81	\$296.81

Power, Surge Protection and UPS

	1	Middle Atlantic PDT-2020C-RN	PDT series corded power strip, 20 amp, 9' cord terminated, 20 outlet 2-stage surge/spike	\$413.02	\$413.02
	1	Middle Atlantic PDX-920R-SP	NEXSYS™ 9 Outlet, 20 Amp Rackmount Power with Series Surge Protection	\$1,040.50	\$1,040.50

Labor, Permits, and Fees

Unit Price

Total Price

↓---Logistics---↓: Incoming Freight

biamp.	1	Biamp Incoming Freight	Incoming Freight	\$111.75	\$111.75
	1	Valley Incoming Freight C	Incoming Freight	\$1,085.80	\$1,085.80

↓---Professional Services---↓: Professional Services and Fees

	1	Valley JBEQ-C	Job Budgeted Equipment	\$1,855.00	\$1,855.00
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Project Summary

Equipment:	\$54,645.69
G&A:	\$1,031.78
Professional Services & Labor:	\$51,637.00
Grand Total:	\$107,314.47

Client: Sarah Wood

Date

Contractor: Valley Communications Systems, Inc.

Date

Terms and Conditions

Payments (If NOT Amended Above)

30% Payable with signed Sales Agreement/Purchase Order, Future Payments per Progress Billing and/or Final Billing.

Quote is valid until: November 8, 2025 (30 Days Unless Another Agreement Is Made)

Please include a copy of this quote with your purchase order. Quote does not include taxes (if not listed above). Quote does not include permits or fees that may be required.

Client Responsibilities

Definitions & Abbreviations

Definitions

AV Equipment	Devices that display, project, distribute, process, amplify, capture, convert, or reproduce audio or video as described in this Proposal.
Client	Also "Owner," The awarding authority, facility owner, end-user, or final recipient of the installed system as defined in this Proposal, or a representative thereof, or Others.
Others	A service provider or contractor responsible for work excluded in this Proposal or other applicable documentation.
Proposal	This document and the terms, conditions, and listed pricing for products or services, as well as exclusions, assumptions, responsibilities, or other written documentation.
User	A person who uses or operates AV Equipment.
VCS	Valley Communications Systems, Inc. or a licensed subcontractor.

Abbreviations

ALS	<u>Assistive Listening System</u>
BOM	Bill of Materials
DSP	Digital Signal Processor
EDID	<u>Extended Display Identification Data</u>
HDCP	<u>High-bandwidth Definition Content Protection</u>
LAN	<u>Local Area Network</u>
NB	Non-Billable
OEM	<u>Original Equipment Manufacturer</u>
OFE	Owner Furnished Equipment
PoE	<u>Power over Ethernet</u> (Defined in IEEE 802.3)
SOW	Statement of Work

Each item listed in this section is the responsibility of the Client. Any item in this section that is not addressed by the Client may delay project completion and will result in an increased cost for remobilization of VCS installation, configuration, programming, project management, or other personnel. Some items in this section, if not addressed by the Client, may result in damage to system AV Equipment or may place VCS or other personnel at risk of harm or bodily injury. The Client is responsible for all damages associated with not executing the responsibilities listed in this section.

1. General

- ☐ 1.1) The Client is responsible for providing a representative to act as the Owner's Project Manager ("OPM"). This OPM will coordinate the activities of internal Client departments and others as required for the successful completion of the project.
- ☐ 1.2) The Client is responsible for providing VCS personnel prompt and unrestricted access to work areas for the duration of the project.
- ☐ 1.3) The Client is responsible for providing an adequate and secure space as close to the work area as possible for storage of AV Equipment and tools throughout the installation.
- ☐ 1.4) The Client is responsible for providing and terminating the fire alarm relays and/or interconnects.
- ☐ 1.5) VCS may add a 2% surcharge for credit card purchases where permitted by law.

2. Network Configuration

- ☐ 2.1) Network configuration and setup for devices connected to the OFE network is the responsibility of the Client.
- ☐ 2.2) After the receipt of a purchase order, VCS will provide a list of devices requiring connection to, power from, or addressing on the OFE network. This list will include the device Manufacturer, Model Number, Serial Number, MAC address, installation location, and port number of the switch if applicable.
- ☐ 2.3) Devices connected to the OFE network will require IP addresses provided by the Client. Some devices may be able to operate in DHCP mode but reserved DHCP based on the device MAC address is preferred.
- ☐ 2.4) The Client will provide PoE to devices connected to the OFE network with ample power.

3. Software Installation and Configuration

- ☐ 3.1) If software or integrated hardware is required for the system specified in this Proposal to function as described, the Client is responsible for all installation and/or configuration of any such software or hardware on any OFE computer or electronic device not provided by VCS, including any such software or hardware provided by VCS for use on any OFE computer or electronic device not provided by VCS.

4. Intellectual Property Licensing

- ☐ 4.1) The Client is responsible for providing intellectual property such as logos, images, or any other content that may be

displayed, reproduced, or otherwise used on a permanent or semi-permanent basis as a part of the completed system. The Client is responsible for any licensing or usage fees for content used for these or any other purposes. The Client will release VCS of any licensing fees or responsibilities related to the use of any intellectual property as required for final system functionality or design as described in this document.

5. Structural Requirements

- ☐ 5.1) The physical characteristics of a space dramatically affect system effectiveness, and the AV Equipment in this Proposal has been specified with the understanding that the Client will provide a space with physical dimensions, structural vibration-free construction, acoustic qualities, lighting, and/or occupancy/capacity that will support the satisfactory performance of the specified AV Equipment.

6. Blocking

- ☐ 6.1) It is the responsibility of the Client to provide blocking to support suspended or wall-mounted AV Equipment specified in this Proposal before the installation of that AV Equipment. Upon request and after the receipt of a purchase order, VCS will provide blocking requirements and locations.

7. Removal of Existing Equipment

- ☐ 7.1) It is the responsibility of the Client to remove any hardware, OFE devices, or other impeding materials prior to the installation of this system. This includes (but is not limited to) pre-existing whiteboards, chalkboards, corkboards, posters, fire alarms, outlets, switches, conduits, or other items on the walls, ceiling, beams, or other structure that may block the installation of the AV Equipment as specified in this Proposal onto those surfaces or structures.

8. Electrical Power

- ☐ 8.1 The Client is responsible for high voltage power and wiring meeting all current applicable electric code standards. Upon request and after the receipt of a purchase order, VCS will provide power requirements as established by the OEM and locations of high- and low-voltage outlets.

9. Cable Pathways

- ☐ 9.1) The Client is responsible for providing existing cable pathways, which may include appropriately sized conduit, floor boxes, fishable walls, drop tile ceiling airspaces, cable ladders, or other pathways as described, implied, or otherwise required to connect devices as described in this Proposal. Any cable pathways not explicitly stated in this Proposal to be provided by VCS will be provided by the Client.

10. Existing Furniture

- ☐ 10.1) VCS Technicians will provide and use blankets to cover items that may be damaged by dust or debris during installation. However, VCS strongly urges the Client to remove furniture that may be damaged during installation from areas where installation may occur. If furniture or finish material such as trim or carpeting cannot be removed, VCS strongly urges the Client to cover that furniture or other finish material to protect it from dust or other installation debris. The Client will hold VCS harmless from damage caused by dust or other construction debris to furniture or finish material.

11. Patching and Painting

- ☐ 11.1) The Client is responsible for patching, painting, fire-safing, and/or any other repairs to walls, finish material including but not limited to trim and carpeting, required after installation.
- ☐ 11.2) The Client is responsible for the replacement or repair of ceiling tiles that might be damaged, marked, or repurposed during installation.

12. Use Limitations

- ☐ 12.1 The Client will limit the use of the specified AV Equipment to no more than the daily or lifetime use limits of those

devices as established by the OEM and will provide temperature and humidity control required for maintaining environmental conditions within the environmental limits specified by the OEM. Use exceeding these limits may result in reduced performance or failure of those devices. VCS can provide available OEM-determined runtime and environmental limits of new AV Equipment specified in this Proposal if required.

13. Operation Personnel

- ☐ 13.1) The Client will provide operation personnel who will supervise, manipulate, configure, and/or otherwise operate the required system components as needed throughout the use of the system as described in this Proposal.

14. Assistive Listening

- ☐ 14.1) Unless specifically included in this Proposal, the Client will provide an assistive listening system meeting the Americans with Disabilities Act (ADA) Section 219.2 that will be used alongside the audio system specified in this Proposal. Section 219.2 of the ADA states: In each assembly area equipped with audio amplification where audible communication is integral to the use of the assembly area, an assistive listening system is required. If an individual goes to an assembly area, asks for an assistive listening system and one is not provided, that individual can file a complaint with the Department of Justice. The Department of Justice then may file a lawsuit. If the owner of the venue is found to be non-compliant, civil penalties are often applied. The Department of Justice issued a Final Rule that adjusts civil penalties ranging from \$55,000 to \$150,000.

15. System Modification

- ☐ 15.1) The Client, representatives of the Client, or any other actors excluding VCS, will not manipulate the system or system components to modify or disassemble, or alter any system device configuration, in any way other than as specifically described in this Proposal. In the event of any such manipulations, the Client will release VCS of any system functionality, reliability, or warranty responsibilities. VCS can restore the system to the originally specified state for an additional cost if requested after such unapproved modifications.

16. Change Orders

- ☐ 16.1) VCS recommends that the Client set aside a reserve of up to 10% of the total project cost for potential complications in the implementation of the proposed system. Each change order will be billable and may result in an increased cost unless otherwise prohibited by law. Any potential situation requiring additional or alternate equipment outlined in this document is not to be misconstrued as a comprehensive list of all possible reasons for a change order, as there is always the possibility of other unforeseen reasons for requiring a change order.

17. Restocking Fees

- ☐ 17.1) All returns are considered a change order and are subject to a restocking fee and shipping charge. Shipping will be included at the time of invoice.

18. Mounting Hardware

- ☐ 18.1) Hardware required to attach, mount, connect, or otherwise install the AV Equipment specified in this Proposal is included as required for the given surfaces and/or structures to which the specified hardware must mount, provided the characteristics of these surfaces and/or structures have been given to VCS by the Client OR if those surfaces and/or structures have been independently evaluated by VCS. In the event that the characteristics of these structures or surfaces were unavailable for evaluation, or were misconstrued, miscommunicated, not communicated, or otherwise unknown or unknowable, VCS has made a good faith effort to estimate likely hardware requirements.
- ☐ 18.2) If any unforeseen or unaccounted for site conditions or circumstances arise that have a material impact on system function or installation, additional hardware and/or professional services and labor charges will be provided at an additional cost to the Client through a change order.
- ☐ 18.3) If additional hardware and/or labor is determined to be necessary in the professional judgment of VCS for a successful, reliable, or safe installation, or if such additional hardware is necessary to meet the requirements as

determined by local building codes or inspection authorities, VCS will provide those services or AV Equipment at an additional cost to the Client through a change order.

19. Discontinued Items

- ☐ 19.1) If by the time a purchase order is received, any of the specified AV Equipment is discontinued or no longer available, VCS will inform the Client of the discontinued items and will make every attempt to provide alternate AV Equipment with the same functionality at the same cost as those discontinued items. However, in the case that no similar cost AV Equipment is available with comparable functionality, VCS will inform the Client of potential options for replacement AV Equipment at a different cost and/or altered functionality through a change order.

20. System Additions or Modifications

- ☐ 20.1) Any additions or modifications to the requested features, functions, or AV Equipment of the proposed system as described in this Proposal will result in a change order.

21. Owner Furnished Equipment (OFE)

- ☐ 21.1) Due to many possible issues, including but not limited to the equipment being beyond expected end-of-life, or having previously been damaged by normal wear and tear, hazardous environmental conditions, use in excess of OEM recommendation, alteration, user negligence, misuse, short- or long-term removal and/or storage, transportation from the original installation site, or any activity that would otherwise void the OEM warranty, OFE may not continue to function satisfactorily after being moved, modified, adjusted, or after existing inter-device connections have been added or removed.
- ☐ 21.2) Any OFE devices that VCS has specified to integrate into the system as described in this Proposal will not be guaranteed to retain any functionality after integration into the proposed system regardless of any initial functionality verification.
- ☐ 21.3) VCS can facilitate the replacement or repair of OFE devices upon discovery of malfunction for an additional cost through a change order.
- ☐ 21.4) Replacement of any malfunctioning OFE device that is designated for reuse in the system specified in this Proposal may add substantial time to the duration of the project and may delay project completion, in addition to an increase in total project cost to the Client, if that equipment is required for a complete and functional system. If that equipment is not required for a complete and functional system, VCS will inform the Client that the equipment can be removed from the system as originally designed, although removal of that equipment may reduce the available features or limit system function.
- ☐ 21.5) In addition to any OFE devices removed or uninstalled as part of the services specified in this Proposal, VCS may remove or uninstall additional OFE devices if those devices must be removed or uninstalled to allow for the installation of equipment as described in this Proposal. Functionality originally provided by removed or uninstalled equipment will not be retained unless that functionality is specifically stated as included in this Proposal.
- ☐ 21.6) VCS will return any removed or uninstalled OFE devices to the Client.
- ☐ 21.7) VCS can take any unused equipment and dispose of it for an additional cost through a change order if requested.

22. Severability

- ☐ 22.1) The Client is responsible for reading and understanding this Proposal. By returning a signed copy of this Proposal, the Client is stating that this Proposal has been read and understood in its entirety and that the Client accepts and agrees to the proposed system, features, functionality, and Client responsibilities stated herein, and that the Client understands any additions or changes to this system and/or the available features may result in an increase in cost. By signing this Proposal, the Client agrees that if any part of this Proposal is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.
- ☐ 22.2) Any responsibility of the Client listed in any section of this Proposal shall be considered valid regardless of an omission of that responsibility from any other section of this Proposal, including the "Client Responsibilities" section.
- ☐ 22.3) In the case of discrepancy between equipment, features, limitations, or services as described or listed in the

Executive Summary section of and any other section of this Proposal, the section(s) other than the Executive Summary of this Proposal shall be deemed correct.

23. Warranty

- ☐ 23.1) VCS warrants against defects in the workmanship provided by VCS as it pertains to the scope of work included in this Proposal. VCS will provide all necessary labor required to identify and repair or replace any defects in workmanship for the period of one year from the date of installation. This warranty does not cover damage or system malfunction caused by normal wear and tear, hazardous environmental conditions, use exceeding the equipment manufacturer's recommended limits, alteration of the system or any of its parts or interconnections, effects of peripheral devices connected to the system that were not a part of the original design and/or were not provided or installed by VCS, user negligence, misuse, or acts of God. Labor and repair related to identifying issues that are not covered by this warranty will be billable at the current time and materials rate. The manufacturer's warranty (begins when VCS orders the equipment) governs equipment repair or replacement. VCS facilitates repair or replacement of equipment covered by a manufacturer warranty for 30 days from the date of installation. After this 30-day period, VCS will facilitate repairs/replacements for the current time and material(s) rate, plus any applicable shipping cost(s). Any equipment repair or replacement not covered by a manufacturer's warranty will be billable as time and materials.

24. Sales Tax

- ☐ 24.1) Sales Tax is included unless stated otherwise or if this proposal is being presented to one of the following: a contractor that has provided VCS with a reseller certificate, a government entity, or a non-profit organization that has provided VCS with a tax exemption certificate.

State Contracts: OFF50, ITC71, ITT72 (MA) 19PSX0015, B-05-019 (CT) | State Licenses: 7189-C (MA) C5-192407 (CT) TSC-46 (RI) | Affirmative Action / EOE

JPT ALY
1B-1.7 Report
100625



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

October 7, 2025

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: 9/12/25

Name: Bethesda Lodge No 30 I O O F

Donation: \$1,000.00

Check Number 3424

This donor would like to remain anonymous

Yes

xx **No**

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August 14, 2025

Dear Friends and Supporters,

We're reaching out to share an important update—and to ask for your continued support of a program that means so much to our community. *Neighbors In Need* is relaunching and we need your help and ongoing generosity to rebuild!

As some of you may know, the *Neighbors in Need* program is no longer under the sponsorship of the Friends of the Flint Library, as they have chosen to focus more directly on supporting the Library's mission. While we respect their decision, we remain deeply committed to the vital work *Neighbors in Need* does every day.

This program provides essential, year-round assistance to Middleton families, seniors, and veterans—offering them food, basic necessities, and emergency support. It's a quiet but powerful resource that many rely on, not just during the holidays, but throughout the year.

To ensure *Neighbors in Need* continues to serve our community, we are now partnering with the **1728 Club of Middleton, Inc.**, a local 501(c)(3) nonprofit dedicated to supporting our Town's community-focused efforts, including scholarships, senior services, and other critical programs.

Over the years, *Neighbors In Need* has been a lifeline for many. Now, we are asking you to join us in carrying that legacy forward. With your support, we can continue to stand by our neighbors and ensure that no one in our community is left behind.

Please consider making a tax-deductible donation today.

Checks can be made payable to: **Neighbors in Need** and mailed to:

Ilene Twiss
3 Walnut Lane
Middleton, MA 01949
ninmiddleton2025@gmail.com

With heartfelt thanks,

Ilene Twiss & Mary Rockwood

Justin Sultzbach

From: Sarah Wood
Sent: Tuesday, October 14, 2025 1:17 PM
To: Justin Sultzbach
Subject: Mansfield Fund Uses

We technically have not done the second and third items for a while but the new recreation management should develop this into the "budget". Technically the total of the food and fuel should equal only 1/3 of the annual distributions.

☞.

**"To pay over the net income thereof semi-annually, or as much oftener as my trus
advisable, to the Selectmen of the Town of Middleton to be expended by then as 1
First: One third to be distributed among the worthy poor of the Town of Middleton
Christmas each year.
Second: One third for band concerts in said Middleton during the summer months
Third: One third for a picnic for the children of the residents of Middleton, including
residents, and the balance, if any, for other entertainments for such children at an**

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Last fiscal year we received \$24,531 in "contributions" (aka interest dividends) so the total for Thanksgiving and Christmas should be no more than \$8,177, last year we gave out \$13,315.51 in food/fuel assistance.

Sarah Wood
Finance Director/Town Accountant
Town of Middleton

48 South Main Street
Middleton, MA 01949
Office: 978-777-4966
Fax: 978-774-3682
Email: sarah.wood@middletonma.gov

Please be advised the Office of the Secretary of State for the Commonwealth of Massachusetts has determined that E-mail could be considered a public record.

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Town of Middleton
Office of the Town Clerk
48 South Main Street
Middleton, MA 01949-2253
www.middletonma.gov

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Phone: 978-774-6927
Fax: 978-774-6167
townclerk@middletonma.gov

To: The Middleton Select Board
From: Office of the Town Clerk
Date: October 16, 2025
Subject: Bylaw Review Committee

As per the Town Charter, the Bylaw Review Committee has the role of ensuring our Town's bylaws are consistent, capable, and cohesive. While the Charter does establish the Committee, more guidance is necessary to direct and regulate the activities of the Committee.

As it stands, the supplementary document which provides for the Bylaw Review Committee suffers from numerous shortcomings, stifling and limiting the productivity of the Committee. The directive is contradictory and lacks clarification on the scope of the Committee's work. Further, it does not spell out the Committee's relation with other groups, including the Select Board and Town Meeting.

After reviewing over twenty Massachusetts' towns bylaw review committees and amendment processes, the attached revision was drafted. These revisions improve upon the previous version by spelling out in clear and definitive terms what the mission and scope of the Committee is. Additionally, it provides a roadmap for how the Committee should then achieve said priorities.

It is imperative that the Bylaw Review Committee's mission receives an update prior to Town Meeting to ensure upcoming amendments are given thoughtful and measured review under clear guidance.

Attachment 1: Current Bylaw Review Committee Promulgation
Attachment 2: Proposed Bylaw Review Committee Promulgation

BYLAW REVIEW COMMITTEE MISSION

The Middleton Home Rule Charter calls for the routine review of bylaws. Section 10-4-1 states: “It shall be the responsibility of the Board of Selectmen to insure, through an appointed By-law Committee, that the By-laws of the Town shall be reviewed, codified, and republished at least every five years, and that copies shall be made available to all registered voters requesting them.”

In order to implement this directive, the Board of Selectmen hereby establishes a Bylaw Review Committee (the “Committee”) and promulgates its mission. The Committee’s responsibility is to ensure bylaws are relevant, internally consistent in format and numbering, and not in conflict with existing bylaws. The Committee shall work with bylaw proponents to ensure these objectives; the Committee shall not make substantive changes to proposed bylaws or bylaw amendments. The Committee may offer a recommendation to Town Meeting. The Committee may sponsor bylaws or bylaw amendments to Town Meeting.

Goals, Objectives and Priorities

- Update and clarify definitions
- Improve grammar, punctuation, numbering, syntax, etc.
- Add, modify, or delete specific bylaws
- Assist any voter or group of voters wishing to propose a bylaw to a Town Meeting, in framing and drafting any such proposal;

The Committee shall consist of five (5) residents. The Town Clerk or designee shall serve as a non-voting ex officio member. The Committee may request the presence of any municipal staff or committee representative, or petitioner in order to gather input on proposed bylaws. Subject to the prior approval of the Town Administrator, which approval shall not be unreasonably denied, the Committee may consult with Town Counsel.

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MIDDLETON BYLAW REVIEW COMMITTEE

The Middleton Charter calls for the routine review of bylaws. Section 10-4-1 states: "It shall be the responsibility of the select board to insure, through an appointed By-law Committee, that the By-laws of the Town shall be reviewed, codified, and republished at least every five years, and that copies shall be made available to all registered voters requesting them."

In order to implement this directive, the Select Board hereby establishes a Bylaw Review Committee (the "Committee") and promulgates its mission. The Committee shall consist of five (5) residents. The Town Clerk, or designee, shall serve as a non-voting, ex-officio member.

The mission of the Committee shall be to ensure the Bylaws (1) adhere to the Town Charter and General Laws, (2) are internally consistent and not obsolete, (3) reflect generally accepted best practices utilized by similar Massachusetts towns, (4) are ordered and placed appropriately, and (5) are sound in its grammatical, syntactic, and other non-substantive properties.

The Committee shall consider any article which proposes an amendment to the Bylaws, at any Town Meeting, in accordance with the mission of the Committee. The Committee Chair, or other member of the Committee designated by the Chair, shall report to the Town Meeting such recommendations, if any, as the Committee shall consider appropriate.

The Select Board shall submit to the Committee all proposed amendments to the Bylaws prior to their inclusion in the warrant for any Town Meeting. The Committee shall meet and review all such proposed amendments in accordance with the mission of the Committee. The Committee shall report to the Select Board its recommendation.

The Committee may propose to the Select Board for inclusion in the warrant for the next Town Meeting any amendments to the Bylaws which the Committee determines should be made to fulfil the mission of the Committee.

The Committee shall propose to the Select Board, for inclusion in the warrant for the next Town Meeting, any amendments to the Bylaws which have been requested of it by any Town board or officer.

The Committee may correspond with or request the presence of any municipal staff, committee representative, or petitioner, as to their expertise regarding any provisions or proposed provisions of the Bylaws.

Failure to observe any provision of herein shall not affect the validity of any change in the Bylaws which has been duly adopted by vote of the Town Meeting.

Proposed



FACILITIES DIRECTOR

Position Purpose:

The purpose of this position is to perform responsibilities for day-to-day operations, project management, custodial oversight, grounds keeping, interior and exterior maintenance, supervisory, and administrative work in the oversight of all municipal facilities, including the Middleton Municipal Campus. Ensures compliance with safety regulations and sustainability goals. Serves as primary point of contact for facilities related issues. Monitors and manages all advanced building systems (i.e. HVAC, electrical, security, etc.). Performs all other related work as required. A primary function of this role is winter operations for all municipal buildings and parking lots.

Supervision:

Supervision Scope: Performs a variety of responsible duties in the office and in the field requiring considerable initiative and independent judgment administering and executing the department's programs and services, and in the direction of personnel; employee is required to work independently in formulating decisions regarding department policies, procedures, operations and plans.

Supervision Received: Works under the general direction of the Superintendent of Public Works, generally establishing own work plan and completing work in accordance with established policies and standards; only cases involving clarification of department policies and procedures are referred to supervisor.

Supervision Given: Participates in the supervision of all department employees as assigned, contractors and consultants working with Municipal Facilities.

Job Environment:

A majority of work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites and public works projects. Administrative work is performed under typical municipal office conditions. Required to work outside of normal business hours for emergencies and winter operations, and occasionally evening meetings; may be required to work on weekends. Frequently exposed to dusty conditions; work environment can be very noisy.

Regularly operates light trucks/automobiles, hydraulic, hand and power tools. Utilizes computers, survey equipment, telephone and other standard machines and equipment. Infrequently operates heavy equipment.

Makes frequent contacts with the general public, other town departments/boards/committees, regional and state governmental agencies, vendors, engineers and contractors. Contacts require a high level of professionalism, persuasiveness, and resourcefulness to influence the behavior of others. Contacts are in person, in writing, and by telephone and require discussing complex managerial, administrative, and technical matters.

Middleton, MA
Facilities Director
Rev. 5/14/2025

Has access to all department-oriented confidential information including personnel records, CORI information, bid proposals, and personal information about citizens related to public works matters.

Errors in judgment and administration may have far-reaching effects on the Town's ability to deliver services and may result in lower standards of service, sub-standard construction and inadequate maintenance programs with consequent danger to public safety; errors in supervisory and financial decisions could have legal and financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the planning, scheduling, and implementation of preventative maintenance schedules for all facilities and facility equipment, either personally or coordinated through outside vendors.

Schedules and supervises staff and contractors, and ensures work is completed in a proper and timely manner.

Evaluates status of equipment and facilities, and schedules needed repairs or replacement.

Develops and maintains records of repairs of all buildings.

Inspects heating, cooling, air handling, lighting, plumbing and other building systems to determine the most cost-effective means of maintenance, repair or replacement. Conducts annual inspections and schedules loss control inspections of all town owned buildings and equipment.

Prepares and administers facilities maintenance and mechanical equipment budgets for all facilities in conformance with adopted policies and procedures. Develops procedures and budget data, for the maintenance and repair of mechanical equipment and facilities.

Oversees purchasing, inventory and storage of equipment and materials and related record keeping.

Prepares projects for referral to architects, engineers, or other professionals as appropriate to develop plans and specification in collaboration with Town Administrator's Office.

Develops bid specifications for equipment and facilities. May occasionally be called upon to find vendors to prepare plans/drawings for minor construction/ renovation projects.

Middleton, MA
Facilities Director
Rev. 5/14/2025

Maintains records and prepares reports involving specialized maintenance records of facilities and equipment. Ensures facility and equipment compliance with the Environmental Management System (EMS).

Serves as first point of contact to building users, administrators and contractors.

Responds to emergency calls and takes corrective actions as needed.

Schedules and oversees cleaning and maintenance of the Middleton Municipal Complex, including Town Hall/Community Center/COA and Public Safety Building as well as DPW Building, Flint Public Library, and any other buildings as assigned.

Ensures work performed by contractors is in compliance with specifications and codes.

Schedules regular training for employees in the department and with other Town staff as needed.

Meets quarterly with Superintendent of Public Works and Town Administration to review performance, resources and projects.

Coordinates winter snow and ice removal from Town properties and works with other DPW forces as needed. Assists the Superintendent and Deputy Superintendent of Public Works with the overall operation of all municipal facilities and parking lots as well as certain outdoor spaces such as Town commons, parks, sidewalks adjacent to municipal buildings.

Assists the Superintendent in providing leadership, motivation and direction to staff by determining work priorities and assignments, coordinating staff activities, and establishing operating policies and procedures. Monitors progress and provides direction for areas of responsibility as assigned by the Superintendent.

Carries pager/cellphone and responds to all emergencies.

Monitors safety practices within the department and investigates and completes accident reports.

Implements departmental operating procedures and policies; proposes new procedures and policies as needed.

Ensures that required records are accurate, legible, complete, and submitted according to time schedules.

Inspects job sites daily, to ensure that appropriate construction methods are being used, work schedules are being met, and that safety standards are being adhered to.

Responsible for periodically surveying conditions in the infrastructure and advising the Public Works Superintendent regarding conditions and maintenance needs.

*Middleton, MA
Facilities Director
Rev. 5/14/2025*

Assists in the development of the department's annual operating and capital budgets; may present to Town Administrator, Select Board, Finance Committee, Town Meeting, and others.

Assumes responsibility for all regulatory submittals.

Manages service contracts and construction contracts; approves payment requisitions and reviews engineering services contracts.

Represents the department and Town at a variety of different meetings both within and outside of the Town. Serves on town committees. Responds to complaints, concerns, and questions from the public, other town departments, members of the building community, etc.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in civil engineering or related field and five years of engineering, public works management or construction management experience; or any equivalent combination of education and experience; professional engineer certification preferred.

Special Requirements:

Driver's License

C.D.L. and hoisting license or ability to obtain

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of the materials, methods and techniques relative to public works projects and issues. Knowledge of the laws, rules, and regulations relating to public works projects and public procurement including design selection, contract bidding, awards, and management. Thorough knowledge of public works financing and administration. Knowledge of snow and ice control techniques and practices.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, prepare financial reports, and prepare grants.

Skill: Skill in all of the above-listed tools and equipment.

Physical Requirements:

*Middleton, MA
Facilities Director
Rev. 5/14/2025*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to access all areas and levels of a construction site and/or building, and is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary steel staging, ladders and ladder staging. Stoops, kneels, crouches, and/or crawls; enters and exits from vehicles. Regularly required to operate objects, tools, or controls. Frequently lifts and/or moves objects weighing up to 30 pounds such as tools, equipment, supplies, etc.; occasionally lifts object weighing up to 100 pounds. Correctable vision and hearing required.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

6B

Cover Letter
Application for Facilities Director

Town of Middleton
Department of Public Works

Dear Human Resources,

Thank you for your consideration and time to review my credentials. You may find me to be a good fit for the Facilities Director role. Previous and present leadership roles include leadership of 1.2 million square feet of domestic and international facilities across 45 buildings and 3000 acres of employer owned property; to include commercial kitchens, science and laboratory facilities, athletic facilities, medical/clinical buildings, agricultural production and processing facilities, auditoriums, dorms, offices and meeting spaces.

Core competencies include inspectional services, project/contractor management, building automation systems, building operational alignment and technical oversight to ensure safety, OSHA, NFPA, OPSI, NEC, ADA, ISO 9001, MGL compliance and institutional goals are achieved effectively.

Current employer benefits from a versatile leader with over 20 years of experience managing philanthropic services and program development, now advancing sustainable infrastructure and facility solutions as Mechanical/Electrical Manager. Current work integrates technical management with a mission-driven approach, focusing on sustainable practices that enhance institutional impact and community well-being.

Previous roles include directing volunteer engagement, mobilizing resources for large-scale humanitarian initiatives and international crisis management.

Thank you for your time and consideration. Please call at your convenience with any questions.

Respectfully,

Peter Coleman

[REDACTED]
[REDACTED]
[REDACTED]

Peter Coleman

Director of Facilities

Twenty years experience as executive in sustainable development, program leadership and facility management. Proven success working with diverse stakeholders and boards to include nonprofits, corporations, schools, embassies, governments and indigenous communities. Successful implementation of complex programs and projects including: disaster risk reduction, facility management, sustainable resource management & conservation, economic development, green initiatives, education, health and hygiene.



SKILLS



PROFESSIONAL EXPERIENCE

Mechanical/Electrical Manager

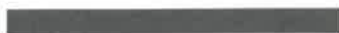
Gordon College

05/2023 - Present

Wenham, MA

Liberal arts college with approximately 900,000 sq. ft. under roof spread over 30 buildings on over 800 acres

- Ensure the safe and sustainable operation of all related departments and associated systems campus-wide.
- Manage the Electrical, Mechanical, HVAC, Building Automation, Plumbing, Energy Management, Appliance, Life Safety and Fire Safety and Inspectional Services Departments.
- Responsible for Commonwealth mandated/NFPA inspectional services: laboratory fume hoods, commercial kitchen hoods, fire alarm systems, sprinkler systems, hydrants, emergency door systems, boilers, backflow devices, extinguisher, bleachers, overhead equipment, fuel storage, CO and CO2 air sampling systems, elevators, vehicular access control gates, door alarm systems, dry agent fire suppression to list some.
- Maintain and grow relationships with over 30 vendors and contractors throughout New England to include: Musco Lighting for stadium lighting, MTech mechanical contractor, Breen and Sullivan plumbing and HVAC services, Northeast Fire Systems quarterly fire alarm testing and corrective action, E.C. Shaw boiler and flue, Chemsearch closed loop water treatment, Parker Fence gate access, AABC and Leonhardt lab hood balancing and inspections, Associated Elevator, Hall Pump and Miller Enterprises sewer pits/pumps and processing, Front Line sprinkler system testing and maintenance to name just a few.
- Highly effective communication, collaboration and integration with numerous stakeholders: residents, faculty, staff, dining services, police, fire, residence life, environmental health and safety, custodial department, theater department, school of music, school of business, fleet, grounds, project management to name a few.
- Responsible for the sustainability and safety of residential (up to 1200 residents) and commercial spaces to include apartments, dormitories, auditoriums, classrooms, recreational and auditorium spaces, medical facilities, laboratories, boilers rooms, mechanical rooms, commercial and residential laundry rooms, electrical closets, custodial closets, warehouse and loading dock spaces, roofs and roof hatches, roof equipment, elevator mechanical rooms, compressed air/oxygen and deionized water water rooms, sewer pit and pump rooms/manholes and more. Responsible for ADA/NFPA/OSHA safety and inspectional walk-throughs for all building spaces and equipment. Respond to afterhours emergencies, equipment failures, fire alarms, and more.



PROFESSIONAL EXPERIENCE

Country Director

Mission : Hope

06/2015 - 08/2018

Atlanta Georgia/Managua,
Nicaragua

- Responsible for the country portfolio, including: strategy, budget, human resources, operations, programs, strategic partnerships, legal/compliance, quality control, risk management, reporting, and monitoring and evaluation in-country.
- Supervised 5 Program Directors in the areas of 1)Health 2)Education 3)Infrastructure 4)Water and Sanitation 5)Security/Risk Management; conducted at multiple worksites.
- Grew strategic partnerships and distributed 60% of the program execution to partner organizations.
- Developed and cultivated donor relationships, partnered with regional/national government, ensured quality and integrity of partnerships and relationships.

Executive Director

Peace and Hope Frontier Mission

06/2000 - 06/2015

Boston, MA - Managua, Nicaragua

- Reported directly to the Board of Directors to ensure organizational transparency, strategy and trajectory.
- Designed and launched multi-sector programs in partnership with local government and international partners.
- Introduced the internet, renewable energy, well drilling, sustainable agriculture, water resource management and radio communication to the target indigenous regions through permanent and self-sufficient programs and installations.
- Mobilized over 1,300 volunteers for international humanitarian projects and disaster response including recruitment, team building, project planning, risk assessment and health & safety. Supervised over 200,000 volunteer person-hours.
- Spearheaded the acquisition of PHFM by Mission: Hope, which included: domestic and international due diligence, legal transition, financial and banking transition, board handover and donor transition/retention strategy.

Independent Consultant

GroundTruth Consulting, Limon Consulting, Frontier Infrastructure, Phoenix Lumber

01/2006 - 07/2018

Ottawa, Canada - London, UK -
Antigua, Guatemala - Managua,
Nicaragua

- Served as a sustainable development subject matter expert for the private sector.
- Represented clients in high level meetings with local & national governments (Canada, UK, Nicaragua). Negotiated special services with Ministry of Foreign Affairs, police, military; delivering multi-branch coordination and collaboration for delegate level protection.
- Managed, negotiated and resolved hostile disputes between community leaders, Chinese and Australian clients and regional governments.
- Provided investigation services and 3rd party mediation for K&R and homicide cases.

LANGUAGES

English

Full Professional Proficiency

Spanish

Full Professional Proficiency

TEACHING EXPERIENCE

POL 219 - Politics of the Developing World

Gordon College

10/2018 - Present

Wenham, MA

- Led Q&A and discussions around social justice, poverty, private and development sector collaboration and corruption.

HONORS & AWARDS

Latin American and Latino Studies Grant Award
(03/2002 - 05/2003)

Heller School for Social Policy, Brandeis University

- Awarded for conducting pioneering research on the introduction of renewable energy technology in rural indigenous communities.

Reception and award at the Palace of Westminster
(04/2008)

Parliament of the United Kingdom

- Received high recognition for planning and leading an expedition with members of Parliament, on foot, across Nicaragua to raise humanitarian aid and awareness for rural poverty.

ORGANIZATIONS

- Citizen’s Forum - bi-partisan thinktank - active member
- NSCBC - Community Fund Committee - active member
- NSCBC - Facilities Committee - active member
- Project Management Institute - member
- BPOE 892 - active member

CERTIFICATES

Dale Carnegie: Leadership Training for Managers
(01/2016 - 03/2016)

EDUCATION

- Master of Arts in Sustainable International Development

Brandeis University and the Heller School for Social Policy and Management

09/2001 - 05/2003

Waltham, MA
- BA in Political Science; BA in Environmental Studies

Bethel University

09/1992 - 05/1996

St. Paul, MN



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: John Q. Last Name: Public

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Ext. _____

Email: redwhiteblue0@proton.me

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Town of Middleton Select Board

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: 9/16/25

8

RECEIVED
CIVIL RIGHTS
DIVISION
SEP 15 PM 1:20

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

On September 16, 2025, the Select Board met in executive session on item 11 for what the agenda described as an executive session "to discuss strategy with respect to collective bargaining negotiations: Police Union request relative to Residency," pursuant to section 21(a)(3) of the Open Meetings Law (G.L.c. 30a sections 18-25). According to the draft minutes (attachment to follow), "[t]he Town Administrator provided an informational update to the Board regarding the request as he had approved the side letter earlier in the summer."

The Town Administrator bound the town to the side letter, that is, amended the existing CBA, on the topic of residency on July 30, 2025. The "informational update" that he provided the Select Board at the September 16, 2025, executive session was not to "strategize" with respect to collective bargaining negotiations." It was to inform the Board of what he had already done. Indeed, it is hard to conceive that one could discuss strategy on how to handle a particular request when the request has already been handled.

This executive session violated the state's open meetings law as section 21(a) of the law does not provide for an executive session to inform the Select Board about an agreement the Town Administrator already bound the city to. As the September 16, 2025, "informational update" on the already executed side letter did not fit one of the executive session exceptions within section 21(a) of the Open Meetings law, the discussion should have taken place in open session. If the Board wanted to reserve the option to enter into an executive session to discuss strategy for future collective bargaining negotiations on residency, it certainly could have done so as it has done in past agendas, such as the Town's July 30, 2019, and November 5, 2019, meeting agendas.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Please be cognizant of your obligations under our Open Meetings Law. Also, assuming that it was not the Board that placed item 11 on the agenda, please counsel the Town employee that determined that an executive session was warranted for that item about the importance of your compliance with the state's open meetings law and your reliance on that determination. Finally, please attend a training on open meetings law and require the responsible employee to attend the training as well.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____

Date: 10/15/25

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

Confidential

**EXECUTIVE SESSION MEETING MINUTES
MIDDLETON SELECT BOARD
143 S Main Street
Middleton, MA 01949
September 16, 2025 at 5 PM**

Present: Brian Cresta, Chair; Jeff Garber; Kosta Prentakis; Rick Kassiotis; Debbie Carbone
Others Attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan, Assistant Town Administrator/HR Director and recording secretary; Chief William Sampson, MPD.
Absent: none

At 5:04 pm the Board called to order in open session. At 6:23 pm, the Board voted unanimously by roll call to enter into Executive Session and return to open session. Mr. Kassiotis recused himself and left the room.

Executive Session – on a motion by Prentakis, seconded by Carbone, the Board voted unanimously by roll call to go to Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations regarding Police Union request relative to Residency; and return to open session.

The Town Administrator provided an informational update to the Board regarding the request as he had approved the side letter earlier in the summer. The Chief provided an update on the request and the Chief and Administration overviewed current practices in other departments. There was consensus to support the Administrator's strategy with the side letter and memorialize the policy in collective bargaining.

The Board voted unanimously by roll call to return to open session at 6:36 pm.

Respectfully submitted by,
Jackie Bresnahan
Jackie Bresnahan, Recording Secretary

Debbie Carbone, Select Board Clerk



OFFICE OF THE TOWN ADMINISTRATOR

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

9

October 21, 2025

To: Select Board; Town Administrator
From: Jackie Bresnahan, Assistant Town Administrator/HR Director
RE: Veterans Service Director/VSO Position Structure

MEMO

We have been preparing the posting for the VSO position. The position is currently \$37,244.07 annually. We would look to bring it to the \$55-60k range based on the increase in hours and to have a higher hiring range as the position is at the bottom of the grade. The position would remain in the same grade - C – in the Compensation and Classification structure. After discussions between myself, the Town Administrator, and the Interim VSO, we are looking to make a mid-year adjustment to the position to account for the workload that has developed as our community has grown. The hours for this position will have to increase by statute once Middleton's population eclipses 10,000, a shift that seems imminent. The position would remain a monthly stipend, but the annual hours per year would increase from 988 to 1200. This would allow more time for the position to complete the economic, ceremonial, and social support services provided to Veterans of the Town of Middleton and make the position more competitive.

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 16, 2025
RE: Surplus Property Next Steps

Board Members,

I will be providing a brief member for all meetings moving forward to highlight next steps and status for the surplus properties this Board has discussed over the past year. We will keep this list running to maintain a history of progress for each site. For now, please note the following:

Police Station:

8/5/25 We are finalizing an RFP for the sale of town property, with a draft to come forward at your September 2nd meeting

9/2/25 Review of Draft RFP at Select Board meeting

9/16/25 RFP finalized, to be posted to Central Register, Commbuys, Salem News, Posted at Town Hall and on the Town Website, and MMA.

10/1/25 RFP Released

10/15/25 Walkthrough held at PD

Fire Station:

8/5/25 We are working with the engineer to get their scope within the 25k not to exceed figure established by the Board.

9/2 Revised proposal/scope from CBI Consulting requested, not yet received.

9/16/25 Revised proposal from CBI Consulting received and reviewed by Select Board at 9/16 meeting.

10/1/25 Communicated change in direction to engineer re: removal of entire structure, moving of electrical. To meet in late October.

Memorial Hall:

8/5/25 We have made contact with several septic companies to determine how many residential units the site could support, with a determination expected for your September 2nd meeting.

9/2/25 Scope of work provided for septic analysis at Select Board Meeting.

9/16/25 Conversation held with C.G. Johnson Engineering, Inc re: cost estimate. Figures expected for October.

10/7/25 Received proposed scope from C.G. Johnson Engineering inc. Will use to solicit estimates.

Locust St:

8/5/25 Holding for Memorial Hall/35 Village Road discussion



TOWN OF MIDDLETON

OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949

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

Old Town Hall:

8/5/25 We are compiling a list of projected expenses to help better inform decisions about next steps (retaining wall, roof, mechanicals, etc.)

10/21/24 Met with member of Historical Commission to discuss logistics.

Thank you,

Justin Sultzbach
Town Administrator



10
B

C.G. Johnson Engineering, Inc.

203 Willow Street

South Hamilton, MA 01982

Phone (978) 468-2957

e-mail cgjohnsoncivil@verizon.net

Charles G. Johnson, P.E.

October 7, 2025

Mr. Justin Sultzbach, Middleton Town Administrator

Middleton Town Hall

48 South Main Street

Middleton, MA 01949

**Re: On-Site Wastewater Treatment and Dispersal System
Memorial Hall at 48 South Main Street, Middleton, MA**

Dear Mr. Sultzbach,

Pursuant to your request, **C.G. Johnson Engineering, Inc.** is pleased to submit the following proposal for work at the property referenced above. The objective of the work will be to provide an on-site wastewater treatment and dispersal system design plan for converting Middleton Memorial Hall into 6 to 8 Affordable Units (approximately 8 to 10 total Bedrooms) suitable for construction.

Scope of Work

Phase I: Initial Consultation & Engineering Research

Cost: \$ 2,500

1. Consult initially with Justin Sultzbach (Middleton Town Administrator serving as Client).
2. Research files at Middleton Assessors Office, Middleton Board of Health Office, Essex Registry of Deeds website, and USDA Natural Resources Conservation Service website.
3. Visit project site.
4. Prepare Engineering Proposal.
5. Review Engineering Proposal with Client as needed.

Phase II: Topography & Soil Testing

Cost: \$ 25,000

1. Coordinate with Title 5 Septic System Inspector to locate and mark-out the Existing Septic System consisting of a Cesspool, Distribution Box, and Leach Lines.
(Note: Cost of Title 5 Septic System Inspector is included in this proposal.)
2. Coordinate with "Dig-Safe" to mark-out subsurface utilities.
3. Coordinate with a local Septic System Contractor to mark-out potential areas to be dug.
(Note: After the pavement is removed and any soil testing is performed, it would be the responsibility of the Town of Middleton to re-pave any test holes.)
4. Coordinate with a Professional Land Surveyor to prepare an Existing Conditions Topographic Plan of Land.
(Note: Cost of a Professional Land Surveyor is included in this proposal)
5. Coordinate with Middleton Board of Health for official soil testing.
(Note: Soil Testing fee and Trench Permit fee are included in this proposal.)
6. Conduct official deep soil observation and percolation tests for approximately 8 to 10 total Bedrooms.
(Note: A local Septic System Contractor to provide excavating equipment and operator. Due to the potential size of the system and difficulty digging, two full days have been allotted for this project. The local Septic System Contractor's fee is included in this proposal.)
7. Prepare Soil Testing Field Report.

Phase III: Preparation of Preliminary Design Plans & Preliminary Construction Costs

Cost: \$ 12,500

Blueprint cost: \$ 5 per sheet

Photocopy cost: \$ 0.50 per page

Scanning & Postage cost: At cost

1. Prepare preliminary design plan options and preliminary construction costs for each option.
2. Review item 1 with Client & others who would assist the Client.

Phase IV: Preparation & Submission of Final Design & Construction Plan

Engineering cost: \$ 30,000

Blueprint cost: \$ 5 per sheet

Photocopy cost: \$ 0.50 per page

Scanning & Postage cost: At cost

1. Draft, check and print copies of construction drawings.
2. Complete and print Application for Disposal System Construction Permit and all other required documents and file with the Middleton Board of Health.
(Note: Plan Review fee, Construction Permit fee, and Plan Revision fee (if required), which would be payable to "Town of Middleton", are not included in this proposal.)
3. Prepare plan revisions, if required.

Phase V: Construction Bidding

Cost: \$ 5,000

Photocopy cost: \$0.50 per page

Postage cost: At cost

1. Prepare draft Request for Construction Bid package to be reviewed and approved by the Client.
2. Finalize Request for Construction Bid package.
3. Prepare for and attend site meeting with Licensed Septic System Installers to answer any questions.
4. Review Construction Bids and offer input on selecting a Licensed Septic System Installer.

Phase VI: Construction Inspections & Board of Health As-Built Certification

Cost: \$ 25,000

Blueprint cost: \$ 5 per sheet

Photocopy cost: \$ 0.50 per page

Scanning & Postage cost: At cost

1. Consult with Client, Middleton Public Health Director, and Licensed System Installer prior to construction.
2. Prepare stake sheet and assist Licensed Septic System Installer to stake Leach Area.
3. Visit project site during System installation.
4. Prepare certification letter and As-Built Plan of the System for the Ipswich Board of Health.
5. Prepare and record "Notice of Alternative Sewage Disposal System" document at the Essex South District Registry of Deeds, if required.
(Note: Recording fee of \$105, which would be payable to "Registry of Deeds", is not included in this proposal.)

Page 4 of 4

Mr. Justin Sultzbach, Middleton Town Administrator
October 7, 2025

If you wish for us to proceed with the professional services described above, please sign and return one copy of this proposal along with a \$15,000 check (which is 100% of Phase I & 50% of Phase II) payable to "C.G. Johnson Engineering, Inc." Once we receive both items, we will proceed with the Scope of Work.

Thank you for the opportunity to be of service to you.

Sincerely,

C.G. Johnson Engineering, Inc.


Charles G. Johnson, P.E. (Civil)
President

Agreed:
C.G. Johnson Engineering, Inc.

Agreed:
Justin Sultzbach

by: 
Charles G. Johnson, P.E.

by: _____
(Signature)

Date: October 7, 2025

Date: _____

Deposit Required: \$15,000.-



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: 8/27/2025

SUBJECT: FY 2025, 4th Quarter Highlights

This report includes a summary of the 4th quarter results as of June 30, 2025 of FY 2025 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise fund as well as a summary of appropriation accounts, revolving accounts, special revenue accounts, capital accounts and trust funds.

General Fund Expenditures

As of June 30, 2025, 96.7% of the FY 2025 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 fourth quarter in FY 2025. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,647,045	\$2,333,728	88%
Public Safety	5,351,395	5,154,449	96%
Education	27,398,521	26,677,548	97%
Public Works	2,177,073	1,989,125	91%
Health and Human Services	579,984	536,924	93%
Culture and Recreation	867,084	795,083	92%
Debt Service	3,828,178	3,828,178	100%
State Assessments & Charges	345,131	350,806	102%
Unclassified	4,136,655	4,113,642	99%

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, only one reserve fund transfer was needed this fiscal year.

A breakdown of spending by department as well as a list of encumbrances carried over from FY25 to FY26 is included in the following pages.

There is still currently \$1,762,819 in approved general fund capital projects that are outstanding, of these approximately \$18,000 of projects were closed at the end of the fiscal year as the projects/purchases came in under budget. There are two projects that make up 57% of this balance (\$1,003,040); 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 fourth year in a row the Town had surplus revenues over \$1M. This year's total surplus was \$4,701,417.

The majority of the surplus is due to investment income of one-time revenues - primarily the bonding of the municipal project and ARPA funds. The investment income earned by the Town on recurring revenues was approximately \$854,631.

Property taxes and Departmental Revenues – Cemeteries did not meet budgetary expectations; although both were only by a slim margin.

As we go to set the FY26 tax rate an analysis of revenues will be done again to ensure the amounts anticipated during the budget process are appropriate and adjustments will be made where feasible.

CPA Fund Expenditures & Revenues

CPA expenditures are at 99.7% of budgeted expenditures, not inclusive of capital items.

CPA revenues are at 110.9% of the budget this is due to an increase in surcharge revenue over budget.

Ending undesignated fund balance for the CPA fund is \$323,495 (prior to FY26 commitments).

Water Fund Expenditures & Revenues

Water expenditures are at 90.4% of the budget.

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. Revenue in the Water enterprise fund totaled \$377,714.

The current fund balance in the water enterprise fund is \$1,077,482.63 of which, \$323,605.16 is reserved for the completion of the water main looping projects.

Sewer Enterprise Fund Expenditures & Revenues

Sewer expenditures are at 99% of the budget. The majority of the budget is the Town's assessment to the Southern Essex Sewerage District which is made out in quarterly payments.

The sewer fund revenues are at 77.6% of budget. The Town bills the residents that are part of the Sewer District a proportionate amount of our assessment based on data provided to us from the Town of Danvers. There was a large outstanding receivable balance at year end, finance charges and invoice reminders were sent out in September 2025.

Free Cash & Retained Earnings

Free cash has been certified as of July 1, 2025 at \$9,314,797. By means of comparison, last year's free cash was \$6,719,465. 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, 2025 is 20.1% of the FY25 general fund operating appropriation, which meets this criterion. I expect future free cash calculations to trend downwards as the majority of free cash is from excess revenues in investment income from funds pertaining to the Municipal Construction project.

I have earmarked approximately \$2,100,000 of this free cash to offset our arbitrage liability which gets calculated on an annual basis. Another large amount of the free cash should be appropriated to reserves at the Annual Town Meeting.

Water Enterprise Fund Retained earnings has been certified as of July 1, 2025 at \$741,156 By means of comparison, last year's retained earnings were certified at \$652,280.

Sewer Enterprise Fund Retained earnings has been certified as of July 1, 2025 at \$42,823 By means of comparison, last year's retained earnings were certified at \$59,251.

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 2025 Expenditures (unaudited)

GENERAL FUND	For the Period Ended		9/30/2024		12/31/2024		3/31/2025		6/30/2025		Total		% USED		
	BUDGET		Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD EXPENDED	AVAILABLE BUDGET							
Total 114 TOWN MODERATOR	\$	500	\$	-	\$	200	\$	-	\$	300	\$	500	\$	-	100%
Total 122 SELECT BOARD		411,797		73,020		103,398		93,573		8,591		385,918		25,879	94%
Total 131 FINANCE COMMITTEE		4,004		196		-		-		-		196		3,808	5%
Total 131 RESERVE FUND		100,000		-		-		-		27,741		27,741		72,259	28%
Total 135 TOWN ACCOUNTANT		261,938		47,493		66,046		49,906		91,709		255,154		6,784	97%
Total 141 ASSESSORS		240,893		47,717		58,214		52,281		60,363		218,575		22,318	91%
Total 145 TREASURER/COLLECTOR		296,215		60,878		75,571		54,308		68,113		258,870		37,345	87%
Total 146 CUSTODIAN OF TOWN LANDS		2,500		-		-		-		2,500		2,500		-	100%
Total 151 TOWN COUNSEL		96,102		11,610		12,000		30,876		41,616		96,102		-	100%
Total 155 MIS		539,356		112,242		105,071		129,921		151,509		498,742		40,614	92%
Total 161 TOWN CLERK		234,327		44,607		55,571		45,305		63,084		208,567		25,760	89%
Total 162 ELECTIONS		64,576		11,713		18,222		4,777		13,661		48,373		16,203	75%
Total 171 CONSERVATION COMMISSION		105,318		20,574		25,906		22,514		32,705		101,699		3,619	97%
Total 175 PLANNING BOARD		120,121		10,721		15,617		24,000		30,249		80,587		39,534	67%
Total 192 TOWN BUILDING		155,399		15,011		39,565		41,218		40,669		136,464		18,935	88%
Total 195 TOWN REPORT		14,000		-		5,775		-		7,966		13,741		259	98%
Total 210 POLICE		2,559,753		478,176		658,813		519,265		753,150		2,409,403		150,349	94%
Total 220 FIRE		2,451,516		500,258		637,267		511,784		788,556		2,437,866		13,650	99%
Total 241 BUILDING INSPECTION		314,237		58,672		73,494		71,838		80,708		284,712		29,526	91%
Total 292 ANIMAL CONTROL		25,390		5,053		5,806		4,866		6,244		21,969		3,421	87%
Total 296 CONSTABLE		500		-		200		-		300		500		-	100%
Total 301 SCHOOL DEPARTMENT		15,312,562		1,851,421		4,357,901		3,721,130		4,661,137		14,591,589		720,973	95%
Total 314 MASCONOMET ASSESSMENT		11,103,806		2,775,952		2,775,952		2,775,952		2,775,952		11,103,806		-	100%
Total 315 ESSEX N.S. TECH ASSESSMENT		982,153		252,795		505,590		223,769		-		982,153		-	100%
Total 420 DPW ADMINISTRATION		1,176,626		235,403		317,077		189,221		341,978		1,083,679		92,947	92%
Total 423 SNOW & ICE REMOVAL		351,520		-		18,271		313,892		13,213		345,376		6,144	98%
Total 425 TRANSFER STATION		648,927		72,630		113,033		161,685		212,722		560,071		88,856	86%
Total 511 BOARD OF HEALTH		174,684		32,374		46,339		36,369		52,528		167,610		7,074	96%
Total 541 COUNCIL ON AGING		285,339		49,935		67,970		55,571		94,456		267,931		17,408	94%
Total 543 VETERANS AGENT		84,236		13,248		16,237		16,587		19,716		65,788		18,448	78%
Total 545 TRI TOWN COUNCIL		29,925		7,481		7,481		7,481		7,481		29,925		-	100%
Total 548 GARDEN CLUB		5,800		-		3,771		31		1,868		5,669		131	98%
Total 610 LIBRARY		785,480		172,647		174,348		172,923		221,539		741,458		44,022	94%
Total 630 RECREATION COMMISSION		69,104		37,983		6,192		341		829		45,345		23,759	66%
Total 691 HISTORICAL COMMISSION		1,000		-		-		-		-		-		1,000	0%
Total 692 MEMORIAL DAY		6,500		-		907		-		2,373		3,280		3,220	50%
Total 693 CHIEF WILLS FESTIVAL		5,000		-		-		-		5,000		5,000		-	100%
Total 710 DEBT SERVICE		3,828,178		850,528		1,929,788		207,075		840,788		3,828,178		0	100%
Total 820 STATE ASSESSMENTS & CHARGES		345,131		85,193		85,486		90,382		89,745		350,806		(5,675)	102%

Town of Middleton, MA
Fiscal Year 2025 General Fund Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>STM/ATM</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original</u>	<u>Available</u>	<u>YTD Expended</u>	<u>Available Balance</u>
					<u>Appropriation</u>	<u>Balance at 7/1/2024</u>		<u>at 6/30/25</u>
GF	ATM	2017	17	REMIATE NATSUE WAY	165,000	94,305	68,990	25,315
GF	ATM	2019	25	BYLAW CONSULTANT	50,000	45,000	-	45,000
GF	STM	2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
GF	ATM	2021	10	FIBER OPTIC NETWORK	100,000	5,850	5,000	850
GF	STM	2022	7	ADDITIONAL FUNDS FOR FIRE PUMPER	40,000	40,000	-	40,000
GF	STM	2022	11	IT & CYBERSECURITY	55,000	3,931	147	3,785
GF	ATM	2022	19	CHARTER REVIEW *	15,000	15,000	-	15,000
GF	ATM	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	5,337	-	5,337
GF	ATM	2022	19	COA BUILDING IMPROVEMENTS	5,700	902	510	392
GF	STM	2023	7	REDEVELOPMENT OF 49 S MAIN ST TOWN EXPENSES	50,000	50,000	4,500	45,500
GF	ATM	2023	18	FIRE ALARM MATERIALS	15,000	3,026	-	3,026
GF	ATM	2023	18	RADIO EQUIPMENT	72,800	1,306	-	1,306
GF	ATM	2023	18	REPLACE HM SECURITY SYSTEM	50,000	50,000	48,246	1,754
GF	ATM	2024	15	SERVER UPGRADES	30,000	23,310	6,191	17,120
GF	ATM	2024	15	REPLACE AMBULANCE 2	520,000	520,000	-	520,000
GF	ATM	2024	15	FIREFIGHTER PPE	84,500	39,310	6,657	32,653
GF	ATM	2024	15	AFE GRANT TOWN MATCH	27,000	22,669	-	22,669
GF	ATM	2024	15	LUCAS DEVICE *	23,100	4,336	2,702	1,634
GF	ATM	2024	15	DIGITIZE FIRE DOCUMENTS	23,000	23,000	-	23,000
GF	ATM	2024	15	NEW FF TRAINING	15,500	10,855	1,971	8,884
GF	ATM	2024	15	DIGITIZE FILES BOH & CONSERVATION	97,820	97,820	60,953	36,868
GF	ATM	2024	15	REPLACE RETAINING WALL AT COA	250,000	50,000	-	50,000
GF	ATM	2024	16	MUNICIPAL PROPERTY ASSESSMENTS/STUDIES	50,000	45,000	13,800	31,200
GF	STM	2024		OPIOID MITIGATION FUNDS (FY23 CLOSE OUT)	40,552	40,552	2,060	38,491
GF	ATM	2025	15	NATUSE WAY PHASE 2	483,040	483,040	-	483,040
GF	ATM	2025	15	IT & CYBERSECURITY INFRASTRUCTURE	27,157	27,157	21,536	5,621
GF	ATM	2025	15	PHONE SYSTEM UPGRADE	26,466	26,466	19,587	6,879
GF	ATM	2025	15	ASSESSPRO 5 UPGRADE *	11,000	11,000	10,800	200
GF	ATM	2025	15	EVIDENCE ROOM AUDIT/UPGRADES	50,000	50,000	4,688	45,313
GF	ATM	2025	15	FIRE TRAINING COSTS	19,500	19,500	-	19,500
GF	ATM	2025	15	RADIO REPLACEMENTS	15,200	15,200	-	15,200
GF	ATM	2025	15	HEYSECURE6 SYSTEM	9,000	9,000	-	9,000
GF	ATM	2025	15	IPADS & MOUNTING DEVICES	13,100	13,100	2,108	10,992
GF	ATM	2025	15	REPLACE CAR 1	93,200	93,200	-	93,200
GF	ATM	2025	15	REFURBISH/REPAIR LADDER 1	59,900	59,900	-	59,900
GF	ATM	2025	15	REPLACE LUCAS DEVICE *	21,000	21,000	20,226	774
GF	ATM	2025	15	UPGRADE FM PARKING LOT	100,000	100,000	58,328	41,673
GF	ATM	2025	15	ADDITIONAL CHAPTER 90 FUNDS	125,000	125,000	124,572	428
GF	ATM	2025	15	REPLACE INFELD GROOMING MACHINE *	28,500	28,500	28,449	51
GF	ATM	2025	15	REPLACE BOOM MOWER *	34,500	34,500	34,334	166

* - Will be closed out

Town of Middleton, MA

Fiscal Year 2025 Non-General Fund Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2024</u>	<u>YTD Expended</u>	<u>Available Balance at 6/30/2025</u>
CAP PROJ	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CAP PROJ	2022	22	MUNICIPAL COMPLEX	61,762,260	58,030,639	33,607,141	24,423,498
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	2022	12	MUNICIPAL COMPELX TOWN COMMONS	300,000	300,000	-	300,000
CPA	2023	11	RESTORE HISTORIC MONUMENT	25,000	19,870	8,040	11,830
CPA	2024	8	RESTORE HISTORIC MONUMENT	25,000	25,000	-	25,000
CPA	2024	8	ADDITIONAL RAIL TRAIL FUNDS	50,000	10,103	7,700	2,402
CPA	2024	8	MUNICIPAL COMPELX TOWN COMMONS	200,000	200,000	-	200,000
CPA	2025	9	FLINT PUBLIC LIBRARY REPAIRS	60,000	60,000	7,800	52,200
WATER	2024	15	WATER MAIN LOOP - LIBERTY ST	500,000	500,000	322,773	177,227
WATER	2024	15	WATER MAIN LOOP - ESSEX TO DEBUSH	500,000	500,000	353,622	146,378

Town of Middleton, MA
Fiscal Year 2026 Encumbrances (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
General	Treasurer	Contractual Services	\$ 44
General	Treasurer	Tax Title	\$ 395
General	IT	Telephone	\$ 1,107
General	IT	Internet	\$ 299
General	IT	Contractual Services	\$ 1,438
General	Town Clerk	Capital	\$ 21,025
General	Town Clerk	Office Supplies	\$ 6,975
General	Town Buildings	DPW Builing Gas/Propane	\$ 121
General	Town Buildings	Water Memorial Hall	\$ 78
General	Town Buildings	Water Old Town Hall	\$ 57
General	Town Buildings	Other Supplies	\$ 38
General	Police	Electricity/Water	\$ 60
General	Police	Cruiser Maintenance	\$ 7
General	Police	Patrol Supplies	\$ 1,200
General	Fire	Mainenance Fire Alarm	\$ 2,183
General	Fire	Radio Maintenance	\$ 4,680
General	Fire	Office Supplies	\$ 6
General	DPW	Cemetery Electric	\$ 111
General	DPW	Office Supplies	\$ 246
General	DPW	Landscaping	\$ 143
General	DPW	Roadway Mach. Maint	\$ 43
General	Transfer Station	Contractual Services	\$ 17,480
General	Transfer Station	Landfill Well Monitoring	\$ 552
General	Transfer Station	Landfill Cap Maint.	\$ 10,000
General	Transfer Station	Recycling Area Maint.	\$ 13,664
General	COA	Other Supplies	\$ 238
General	Garden Club	Garden Club	\$ 97
General	Library	Heating Fuel	\$ 50
General	Library	Office Supplies	\$ 115
General	Library	Building Maintenace	\$ 187
General	Library	Books	\$ 39
General	Recreation	Outdoor Event	\$ 250
General	Recreation	Other Supplies	\$ 602
General	Unclassified	Unemployment	\$ 275
General	Unclassified	Insurance	\$ 324
General	School	Salaries & Wages	\$ 664,672
General	School	Supplies	\$ 56,218
Water	Water E.F.	Consulting Services	\$ 7,200
			<u>\$ 812,220</u>

Town of Middleton, MA

Fiscal Year 2025 Revenues (unaudited)

For the Period Ended		9/30/2024		12/31/2024		3/31/2025		6/30/2025		Total		(UNDER)/OVER		% RECEIVED	
GENERAL FUND		Quarter 1		Quarter 2		Quarter 3		Quarter 4		YTD REVENUE		BUDGET			
PERSONAL PROPERTY TAXES	\$	693,881	\$	248,757	\$	84,612	\$	251,784	\$	103,585	\$	688,739	\$	(5,142)	99.3%
REAL ESTATE**		37,799,114		9,622,570		9,564,627		9,642,233		9,340,467		38,169,897		370,783	101.0%
TAX LIEN/TITLE/FORECLOSURE		N/A		16,368		25,937		(9,045)		37,780		71,039		N/A	N/A
MOTOR VEHICLE EXCISE		2,150,000		230,141		133,091		1,451,996		796,143		2,611,371		461,371	121.5%
OTHER EXCISE - ROOM		200,000		73,298		99,034		39,558		37,791		249,681		49,681	124.8%
OTHER EXCISE - MEALS		300,000		94,860		87,459		79,531		97,158		359,007		59,007	119.7%
PENALTIES AND INTEREST ON TAXES		95,000		52,593		72,776		40,264		72,698		238,330		143,330	250.9%
PILOT		140,000		-		-		91,779		52,840		144,619		4,619	103.3%
PILOT - MELD		258,212		-		258,212		-		-		258,212		-	100.0%
CHARGES FOR SERVICES - SOLID WASTE FEES		295,000		189,200		103,971		6,469		4,570		304,210		9,210	103.1%
FEES		140,000		31,976		32,480		54,374		57,161		175,991		35,991	125.7%
DEPARTMENTAL REVENUES - CEMETERIES		35,000		8,800		8,700		8,300		7,100		32,900		(2,100)	94.0%
OTHER DEPARTMENTAL REVENUE		123,500		67,680		81,739		40,032		79,619		269,070		145,570	217.9%
BUILDING PERMITS		300,000		35,682		117,437		36,939		114,965		305,022		5,022	101.7%
OTHER LICENSES AND PERMITS		151,000		24,612		83,770		19,101		26,737		154,219		3,219	102.1%
FINES AND FORFEITS		10,000		3,501		2,740		1,614		5,845		13,700		3,700	137.0%
INVESTMENT INCOME		150,000		1,538,450		744,212		624,874		572,931		3,480,467		3,330,467	2320.3%
MEDICAID REIMBURSEMENT		17,000		-		5,116		4,791		13,672		23,579		6,579	138.7%
STATE AID		2,643,149		657,536		667,608		679,465		674,953		2,679,561		36,412	101.4%
TRANSFERS IN		888,265		790,809		-		-		125,731		916,540		28,275	103.2%
MISC NON RECURRING		-		10,279		-		-		-		10,279		10,279	100.0%
Total GENERAL FUND	\$	46,389,121	\$	13,697,112	\$	12,173,520	\$	13,064,058	\$	12,221,745	\$	51,156,435	\$	4,696,275	110.3%
Total CPA	\$	364,000	\$	86,170	\$	145,376	\$	87,449	\$	84,529	\$	403,524	\$	39,524	110.9%
Total WATER FUND	\$	311,518	\$	14,487	\$	6,562	\$	(10,579)	\$	367,245	\$	377,714	\$	66,196	121.2%
Total SESD ENTERPRISE FUND	\$	121,363	\$	194	\$	2,655	\$	6,214	\$	85,105	\$	94,168	\$	(27,195)	77.6%

** Net of Overlay raised on recap

Note: The budgeted figures for Personal Property and Real Estate taxes are the amounts to be raised per the 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 7/1/2024	Revenue as of 6/30/2025	Expenditures as of 6/30/2025	Fund Balance as of 6/30/2025
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226
COA TRIP FUND	16,804	658	(13,521)	3,940
STORMWATER MANAGEMENT	7,000	1,550	-	8,550

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 6/30/2025	Revenue as of 6/30/2025	FY 26 Appropriation	after Appropriations
AMBULANCE FUND	\$ 1,448,216	\$ 739,018	\$ (700,000)	\$ 748,216
PEG	772,364	247,345	(444,658)	327,706
SPED RESERVE FUND*	171,083	10,313	-	171,083
OPEB*	3,019,092	263,660	100,000	3,119,092
STABILIZATION*	2,656,902	160,112	50,000	2,706,902
CAPITAL STABILIZATION*	886,425	52,366	100,000	986,425
SPED STABILIZATION*	492,522	29,256	(133,145)	359,377
RETIREMENT STABILIZATION*	654,321	39,400	50,000	704,321
SIDEWALK/PEDESTRIAN STABILIZATION*	163,246	9,829	-	163,246
FACILITIES COMPLEX STABILIZATION*	1,231,948	74,681	(250,000)	981,948

* Revenue amount indicates interest only.

Town of Middleton, MA
All Other Special Revenue Funds (unaudited)

TOWN SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2024	Revenue as of 6/30/2025	Expenditures as of 6/30/2025	Fund Balance as of 6/30/2025
INSURANCE DEPOSITS FOR REPAIR	\$ (54,453)	\$ 22,914	\$ (7,803)	\$ (39,342)
COA GIFT/DONATIONS	35,918	9,452	(282)	45,088
COA BIO LABS GRANT	96	-	(96)	-
MGL CH53G CONSULT FEES	6,791	20,448	(23,698)	3,541
CONSERVATION FEES	14,411	2,319	(4,005)	12,725
CEMETERY SALE OF LOTS AND GRAVES	124,353	6,655	-	131,008
DRUG FORFEITURE	1,648	5,444	(2,761)	4,331
TOWN CLERK ADDITIONAL POLLING HOURS	8,458	12,662	(10,364)	10,757
COMPLETE STREETS GRANT (BOSTON ST)	(11,626)	329,577	(373,203)	(55,252)
COUNCIL ON AGING CULTURAL COUNCIL GRANT	-	465	(465)	-
COMMUNITY PLANNING GRANT	(4,000)	3,750	(31,750)	(32,000)
BOTTLENECK REDUCTION GRANT	-	39,189	(39,189)	-
DPH PUBLIC HEALTH GRANT	-	259,583	(309,583)	(50,000)
OPIOID SETTLEMENT FUNDS	28,654	22,263	-	50,918
FLINT PUBLIC LIBRARY DONATIONS	-	43,834	-	43,834
COMMUNITY PRESERVATION ACT	978,295	409,587	(291,559)	1,096,323
AFFORDABLE HOUSING FUND	210,247	96,419	-	306,666
FEDERAL HOUSING PARTNERSHIP	32,715	-	-	32,715
FEMA GRANTS (FIRE DEPT)	-	2,900	(2,900)	-
LOCAL CULTURAL COUNCIL	3,496	6,805	(6,675)	3,626
TITLE V	49,427	-	(1,000)	48,427
CHAPTER 90 (STATE FUNDED STREET PAVING)	-	259,241	(208,192)	51,049
MUNICIPAL RECYCLING PROGRAM	2,343	-	-	2,343
COA FORMULA GRANT	16,082	39,489	(32,767)	22,803
COA TITLE III GRANT	5,642	31,007	(36,685)	(37)
BAN/BOND PREMIUMS RESERVED	19,366	-	-	19,366
LIBRARY INCENTIVE (STATE FUNDS)	123,797	25,190	(18,195)	130,792
F.D. SAFETY EQUIPMENT GRANTS	(1,787)	28,948	(27,454)	(293)
LAW ENFORCEMENT EQUIPMENT GRANT	26,925	-	(6,075)	20,851
RUBCKINUK LAND	22,544	-	-	22,544
MIDDLETON FOOD PANTRY DONATIONS	214,786	61,554	(33,717)	242,623
TRANSPORTATION NETWORK FUNDS	12,187	3,490	-	15,677
COMMUNITY COMPACT GRANTS (ALL)	335,000	-	(260,457)	74,543
WETLANDS DONATIONS	10,780	-	-	10,780
EAST-MEADOW LANES - TRAILS	5,000	-	-	5,000
VETERANS GIFTS/DONATIONS	14,277	5,125	(700)	18,702
FAIRWAY ESTATES GIFT (MUNI PROJ)	225,000	-	(225,000)	-
MAPC COVID-19 AID	13,295	-	-	13,295
MED PROJECT - POLICE	2,600	1,300	-	3,900
COA COVID DONATION	9,490	48	(350)	9,188
ASSISTANCE TO FIRE FIGHTER GRANT	11,676	10,272	(24,948)	(3,000)
ARPA	2,688,262	-	(2,688,262)	-
TOWN COMMON - ARPA STATE EARMARK	200,000	-	-	200,000
VETERAN COLA CH 42 ACTS 2022	1,422	-	-	1,422
STATE EARMARKS	(49,223)	300,000	(205,205)	45,572

Town of Middleton, MA
All Other Special Revenue Funds (unaudited) Cont.

SCHOOL SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2024	Revenue as of 6/30/2025	Expenditures as of 6/30/2025	Fund Balance as of 6/30/2025
AFTER SCHOOL ENRICHMENT	\$ 29,112	\$ 18,942	\$ (14,938)	\$ 33,116
SCHOOL RENTAL REVOLVING	2,640	3,621	(4,899)	1,362
HOWE MANNING CHILDCARE (ASDC)	111,121	208,635	(241,017)	78,739
PRESCHOOL REVOLVING	247,708	263,698	(378,616)	132,791
SCHOOL CAFETERIA	307,108	327,224	(434,043)	200,289
SPED TUITION	311,286	35,000	(203,962)	142,324
HOWE MANNING MUSIC	71,403	10,974	(60,632)	21,745
SUMMER PROGRAMS	-	60,748	(70,540)	(9,791)
NATURE'S CLASSROOM	-	16,540	(15,550)	990
PARENT UNIVERSITY	6,661	-	-	6,661
TITLE 1 LOW INCOME	2,360	25,411	(26,352)	1,419
TITLE IVA	-	3,379	(2,151)	1,228
EDUCATOR QUALITY	148	5,746	(5,840)	54
CH 188 EARLY CHILDHOOD GRANT	-	11,678	(11,678)	0
PL 94-142 SPECIAL EDUCATION GRANT	2,980	203,343	(206,323)	-
CIRCUIT BREAKER GRANT	106,991	207,483	(313,226)	1,248
ESSER - INVESTIGATING HISTORY'S GRANT	-	2,000	(2,000)	-
ADDITIONAL CH.70 PANDEMIC RELIEF	52,522	-	(9,933)	42,588
HOWE-MANNING GIFTS	17,659	17,364	(14,207)	20,817
FULLER MEADOW GIFTS	42,106	4,312	(2,652)	43,766
IDEA GRANT	7,319	2,987	(10,306)	-
ESSER III GRANT	97,677	38	(29,207)	68,508
ARPA IDEA	947	47,400	(48,347)	-

**Town of Middleton, MA
Trust Funds (unaudited)**

TRUST FUNDS	Fund Balance as of 7/1/2024	Revenue as of 6/30/2025	Expenditures as of 6/30/2025	Fund Balance as of 6/30/2025
MANSFIELD FUND (SPENDABLE)	\$ 227,038	\$ 58,056	\$ (13,316)	\$ 271,778
MANSFIELD FUND (NONSPENDABLE)	370,867	-	-	370,867
FANNIE ETTER SCHOLARSHIP	56,837	4,660	(500)	60,998
DAVID CUMMINGS TRUST (SPENDABLE)	90,113	7,920	-	98,033
DAVID CUMMINGS TRUST (NONSPENDABLE)	6,473	-	-	6,473
ALMIRA RICHARDSON SCHOLARSHIP	206	3		209
ALMIRA RICHARDSON SCHOLARSHIP (NONSPENDABLE)	5,000	-	-	5,000
B. F. EMERSON TRUST (SPENDABLE)	-	60,524	-	60,524
B. F. EMERSON TRUST (NONSPENDABLE)	-	10,000	-	10,000
EMERSON, FLINT, FLINT TRUSTS (SPENDABLE)	-	23,801	-	23,801
EMERSON, FLINT, FLINT TRUSTS (NONSPENDABLE)	-	12,000	-	12,000
SCHOLARSHIP FUND	19,683	4,454	(2,000)	22,138
CEMETERY PERPETUAL CARE	40,050	20,553	-	60,602
CEMETERY PERPETUAL CARE (NONSPENDABLE)	208,648	6,000	-	214,648
SENIOR TAX RELIEF	28,152	848	-	29,000
LAND CONSERVATION	4,526	5	-	4,530

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE - COMPARATIVE REPORT
FISCAL YEAR 2025 AND FISCAL YEAR 2024

	FISCAL YEAR 2025 (AS OF JUNE 30, 2025)				FISCAL YEAR 2024 (AS OF JUNE 30, 2024)			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
PROPERTY TAXES								
Real Estate Taxes (includes allowance)	\$ 37,799,114	\$ 38,169,897	\$ 370,783	100.98%	\$ 36,647,690	\$ 36,252,615	\$ (395,075)	98.92%
Personal Property Taxes	693,881	688,739	(5,142)	99.26%	684,158	665,893	(18,265)	97.33%
Tax Title Liens/Tax foreclosures	-	71,039	71,039		-	2,647	2,647	
Total Property Taxes	\$ 38,492,994	\$ 38,929,676	\$ 436,681	101.13%	\$ 37,331,848	\$ 36,921,155	\$ (410,693)	98.90%
STATE AID								
Cherry Sheet Revenue	\$ 2,643,149	\$ 2,679,561	\$ 36,412	101.38%	\$ 2,544,636	\$ 2,568,892	\$ 24,256	100.95%
Total State Aid	\$ 2,643,149	\$ 2,679,561	\$ 36,412	101.38%	\$ 2,544,636	\$ 2,568,892	\$ 24,256	100.95%
LOCAL RECEIPTS								
Motor Vehicle Excise	\$ 2,150,000	\$ 2,611,371	\$ 461,371	121.46%	\$ 2,100,000	\$ 2,424,820	\$ 324,820	115.47%
Other Excise - Rooms Tax	200,000	249,681	49,681	124.84%	160,000	241,612	81,612	151.01%
Other Excise - Meals Tax	300,000	359,007	59,007	119.67%	300,000	349,443	49,443	116.48%
Penalties & Interest	95,000	238,330	143,330	250.87%	80,000	110,090	30,090	137.61%
Payment in Lieu of Taxes	140,000	144,619	4,619	103.30%	148,000	142,695	(5,305)	96.42%
Payment in Lieu of Taxes - MELD	258,212	258,212	-	100.00%	209,267	209,267	-	100.00%
Charges for Services - Transfer Station Stickers	295,000	304,210	9,210	103.12%	210,000	219,425	9,425	104.49%
Fees	140,000	175,991	35,991	125.71%	125,000	167,480	42,480	133.98%
Departmental Revenue - Cemeteries	35,000	32,900	(2,100)	94.00%	35,000	50,200	15,200	143.43%
Other Departmental Revenue	123,500	269,070	145,570	217.87%	130,500	269,566	139,066	206.56%
Building Permits	300,000	305,022	5,022	101.67%	365,000	449,079	84,079	123.04%
Other Licenses & Permits	151,000	154,219	3,219	102.13%	151,000	162,851	11,851	107.85%
Fines & Forfeitures	10,000	13,700	3,700	137.00%	10,000	13,079	3,079	130.79%
Investment Income	150,000	3,330,467	3,330,467	2320.31%	100,000	3,690,147	3,590,147	3690.15%
Medicaid & Miscellaneous	17,000	23,579	6,579	138.70%	20,000	17,938	(2,062)	89.69%
Misc. Non-Recurring	25,844	36,123	10,279	139.77%	26,502	56,389	29,887	212.78%
Total Local Receipts	\$ 4,390,556	\$ 8,656,503	\$ 4,265,947	197.16%	\$ 4,170,269	\$ 8,574,081	\$ 4,403,812	205.60%
TOTAL REVENUE	\$ 45,526,699	\$ 50,265,740	\$ 4,739,041	110.41%	\$ 44,046,753	\$ 48,064,128	\$ 4,017,375	109.12%
TRANSFERS IN								
FROM ENTERPRISE - INDIRECT	\$ 97,456	\$ 97,456	\$ -	100.00%	\$ 97,309	\$ 97,309	\$ -	100.00%
FROM SPECIAL REVENUE FUNDS - BUDGETED	790,809	790,809	-	100.00%	953,155	953,155	-	100.00%
FROM SPECIAL REVENUE FUNDS - UNBUDGETED	-	28,275	28,275	0.00%	-	18,869	18,869	100.00%
FROM STABILIZATION FUNDS	-	-	-	0.00%	-	502,000	-	0.00%
TOTAL TRANSFERS IN	\$ 888,265	\$ 916,540	\$ 28,275	103.18%	\$ 1,552,464	\$ 1,571,333	\$ 18,869	101.22%
TOTAL REVENUE AND TRANSFERS IN	\$ 46,414,964	\$ 51,182,279	\$ 4,767,315	110.27%	\$ 45,599,217	\$ 49,635,461	\$ 4,036,244	108.85%

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025

	FY 2021 ACTUAL REVENUE	FY 2022 ACTUAL REVENUE	FY 2023 ACTUAL REVENUE	FY 2024 ACTUAL REVENUE	FY 2025 ACTUAL REVENUE	FY 2024 TO FY 2025 \$ CHANGE	FY 2024 TO FY2025 % CHANGE
PROPERTY TAXES							
Real Estate Taxes	\$ 30,427,874	\$ 31,396,877	\$ 35,264,767	\$ 36,252,615	\$ 38,169,897	\$ 1,917,282	5.3%
Personal Property Taxes	750,292	726,781	696,411	665,893	688,739	22,846	3.4%
Tax Title/Tax Liens/Tax Foreclosures	127,910	104,433	(1,377)	2,647	71,039	68,392	2583.8%
Total Property Taxes	\$ 31,306,076	\$ 32,228,091	\$ 35,959,801	\$ 36,921,155	\$ 38,929,676	\$ 2,008,521	5.4%
STATE REVENUE							
Cherry Sheet Revenue							
Unrestricted Aid	\$ 581,010	\$ 601,345	\$ 633,818	\$ 654,100	\$ 673,723	\$ 19,623	3.0%
Charter School Reimbursement	14,983	1,347	2,203	2,021	4,522	2,501	123.8%
Chapter 70	1,669,491	1,691,699	1,726,991	1,769,171	1,842,179	73,008	4.1%
Reimb State Owned Land	22,692	25,627	32,895	36,999	42,673	5,674	15.3%
Exemptions to Veterans & Elderly	75,696	154,566	62,590	95,849	100,379	4,530	4.7%
Veterans Benefits	31,923	18,187	13,872	10,752	16,085	5,334	49.6%
Total State Revenue	\$ 2,395,795	\$ 2,492,771	\$ 2,472,369	\$ 2,568,892	\$ 2,679,561	\$ 110,670	4.4%
LOCAL RECEIPTS							
Motor Vehicle Excise	\$ 2,195,080	\$ 2,139,512	\$ 2,267,822	\$ 2,424,820	\$ 2,611,371	\$ 186,551	7.7%
Other Excise - Meals Tax	209,215	290,424	338,974	349,443	359,007	9,564	2.7%
Other Excise - Rooms Tax	36,610	131,987	210,402	241,612	249,681	8,069	3.3%
Penalties & Interest on Taxes	132,497	90,302	112,063	110,090	238,330	128,240	116.5%
Payment in Lieu of Taxes	132,686	131,297	148,868	142,695	144,619	1,924	1.3%
Payment in Lieu of Taxes (MELD)	230,000	243,332	262,979	209,267	258,212	48,945	23.4%
Charges for Services - Transfer Station Stickers	222,850	220,475	216,850	219,425	304,210	84,785	38.6%
Fees							
Selectmen - Natsue Way Boat Storage	19,144	10,635	44,669	23,399	23,398	(1)	0.0%
Assessors - Sale of Maps	720	360	630	500	240	(260)	-52.0%
Town Clerk - Birth, Death, Marriage, Business, Dog	57,709	31,578	37,560	58,004	37,752	(20,252)	-34.9%
Planning Board	125	283	-	-	-	-	0.0%
Police - False Alarm, Accident Reports, Detail Cruiser Fees	19,815	16,735	36,020	28,535	30,288	1,753	6.1%
Police/Fire - Admin fee details	33,239	24,649	28,243	14,285	36,369	22,084	154.6%
Fire - Alarm Fee/Permit Fees	41,647	38,412	24,540	24,582	25,720	1,138	4.6%
DPW - Electronics, Bulk, Recycling Only	17,405	17,175	17,075	18,175	22,225	4,050	22.3%
Total Fees	\$ 189,803	\$ 139,827	\$ 188,737	\$ 167,480	\$ 175,991	\$ 8,511	5.1%
Departmental Revenue - Libraries (Moved to Oth. Dept. Rev)	802	2,194	-	-	-	-	0.0%
Departmental Revenue - Cemeteries	57,325	41,540	38,464	50,200	32,900	(17,300)	-34.5%
Other Departmental Revenue							
Selectmen	6,701	4,188	7,706	4,160	6,825	2,665	64.1%
Accounting	67,894	90,232	98,964	123,032	124,429	1,397	1.1%
Treasurer/Collector	55,735	39,204	37,531	56,277	36,724	(19,553)	-34.7%
Cell Tower Rent	71,820	68,220	70,272	75,922	78,435	2,513	3.3%
Town Clerk - Early Voting reimbursement	24,168	-	10,309	2,408	13,778	11,370	472.2%
Planning Board	427	26	415	-	-	-	0.0%
DPW revenues	2,483	1,140	1,325	1,322	897	(425)	-32.2%
Council on Aging	-	198	119	-	-	-	0.0%
Library	-	-	2,016	2,127	2,648	521	24.5%
Recreation Commission - Summer camp Registration	-	-	4,790	4,320	5,335	1,015	23.5%
Total Other Departmental Revenue	\$ 229,228	\$ 203,209	\$ 233,447	\$ 269,567	\$ 269,070	\$ (497)	-0.2%
Licenses & Permits							
Selectmen - Liquor, Common Vic.	\$ 61,380	\$ 76,961	\$ 78,465	\$ 81,985	\$ 76,425	\$ (5,560)	-6.8%
Inspectional Services - Plumbing & Gas, Building, Electric	552,753	589,846	780,205	478,935	338,591	(140,343)	-29.3%
Board of Health - Food, Tobacco, etc.	39,659	42,952	73,216	51,010	44,225	(6,785)	-13.3%
Total Licenses & Permits	\$ 653,792	\$ 709,760	\$ 931,886	\$ 611,930	\$ 459,242	\$ (152,688)	-25.0%
Fines & Forfeitures							
Police Fines	\$ 4,903	\$ 9,912	\$ 11,548	\$ 13,064	\$ 13,700	\$ 636	4.9%
Animal Control Fines	-	70	-	15	-	(15)	-100.0%
Total Fines & Forfeitures	\$ 4,903	\$ 9,982	\$ 11,548	\$ 13,079	\$ 13,700	\$ 621	4.7%
Investment Income	21,542	48,481	1,031,966	3,690,147	3,480,467	(209,680)	-5.7%
Municipal Medicare Reimbursement	26,586	63,960	68,593	17,938	23,579	5,641	8.8%
Misc. Non-Recurring	152,770	-	171,693	56,389	36,123	(20,266)	100.0%
Total Local Receipts	\$ 4,495,690	\$ 4,466,282	\$ 6,234,291	\$ 8,574,082	\$ 8,656,503	\$ 82,421	1.0%
TOTAL REVENUE	\$ 38,197,561	\$ 39,187,144	\$ 44,666,461	\$ 48,064,129	\$ 50,265,740	\$ 2,201,611	4.6%

TOWN OF MIDDLETON, MA
GENERAL FUND APPROPRIATION SUMMARY
FISCAL YEAR 2025

	Final Budget	% of Total Budget
Municipal		
General Government	\$ 2,547,045	5.1%
Public Safety	5,351,395	10.7%
Department of Public Works	2,177,073	4.3%
Health & Human Services	579,984	1.2%
Culture & Recreation	867,084	1.7%
Total Municipal Budget	<u>\$ 11,522,581</u>	<u>23.0%</u>
Education		
Tri-Town School District	\$ 15,312,562	30.5%
MASCO Regional High School	11,103,806	22.1%
Essex-Tech Regional High School	982,153	2.0%
Total Education	<u>\$ 27,398,521</u>	<u>54.6%</u>
Debt Service	<u>\$ 3,828,178</u>	<u>7.6%</u>
Employee Benefits/Insurance		
Retirement	\$ 2,083,090	4.2%
Unemployment	9,703	0.0%
Health Insurance	1,005,937	2.0%
Life Insurance	2,450	0.0%
Medicare Tax	122,590	0.2%
General Insurance (i.e. Prop & Casualty)	306,700	0.6%
Total Employee Benefits/Insurance	<u>\$ 3,530,471</u>	<u>7.0%</u>
Other		
Reserve Fund	\$ 100,000	0.2%
Capital	2,859,018	5.7%
Salary Reserve	6,184	0.0%
State Charges & Assessments	345,131	0.7%
Transfer to OPEB Trust	100,000	0.2%
Transfer to Stabilization	50,000	0.1%
Transfer to Special Ed. Stabilization	50,000	0.1%
Transfer to Capital Stabilization	100,000	0.2%
Transfer to Retirement Stabilization	50,000	0.1%
Transfer to Facilities Complex Stabilization	250,000	0.5%
Total Other	<u>\$ 3,910,333</u>	<u>7.8%</u>
TOTAL APPROPRIATIONS	<u><u>\$ 50,190,084</u></u>	<u><u>100.0%</u></u>

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2025 AND FISCAL YEAR 2024

	FISCAL YEAR 2025 (AS OF JUNE 30, 2025)						FISCAL YEAR 2024 (AS OF JUNE 30, 2024)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
TOWN MODERATOR SALARIES	\$ 500	\$ 500	\$ -	\$ -	100.00%		\$ 200	\$ 200	\$ -	\$ -	100.00%	
SELECT BOARD/TOWN ADMINISTRATOR SALARIES	362,262	354,598	-	7,664	97.88%		347,039	336,423	-	10,616	96.94%	
SELECT BOARD/TOWN ADMINISTRATOR EXPENSES	49,535	31,320	-	18,215	63.23%		49,535	24,009	3,550	21,976	48.47%	
FINANCE COMMITTEE SALARIES	2,224	-	-	2,224	0.00%		2,176	411	-	1,765	18.89%	
FINANCE COMMITTEE EXPENSES	1,780	196	-	1,584	11.01%		1,780	190	-	1,590	10.67%	
TOWN ACCOUNTANT SALARIES	217,438	216,584	-	854	99.61%		204,865	204,865	-	-	100.00%	
TOWN ACCOUNTANT EXPENSES	44,500	38,570	-	5,930	86.67%		44,150	33,323	43	10,784	75.48%	
ASSESSORS SALARIES	211,343	200,189	-	11,155	94.72%		202,594	202,594	-	-	100.00%	
ASSESSORS EXPENSES	29,550	18,386	-	11,164	62.22%		27,210	17,812	-	9,398	65.48%	
TREASURER/COLLECTOR SALARIES	235,395	214,111	-	21,284	90.96%		225,666	225,666	-	-	100.00%	
TREASURER/COLLECTOR EXPENSES	60,820	44,759	439	15,623	73.59%		80,046	39,938	724	39,384	49.89%	
CUSTODIAN OF TOWN LAND SALARIES	2,500	2,500	-	-	100.00%		2,500	-	-	-	100.00%	
TOWN COUNSEL EXPENSES	96,102	96,102	-	-	100.00%		92,663	92,663	-	-	100.00%	
MANAGEMENT INFORMATION SYSTEMS SALARIES	73,070	65,839	-	7,231	90.10%		71,454	63,271	-	8,183	88.55%	
MANAGEMENT INFORMATION SYSTEMS EXPENSES	466,286	432,904	2,844	30,539	92.84%		460,872	425,317	20,437	15,118	92.29%	
TOWN CLERK SALARIES	189,127	188,516	-	611	99.68%		179,804	170,092	-	9,711	94.60%	
TOWN CLERK EXPENSES	45,200	20,051	21,025	4,125	44.36%		42,320	19,517	16,450	6,353	46.12%	
ELECTIONS SALARIES	38,976	29,698	-	9,228	76.29%		52,656	15,581	-	37,075	29.59%	
ELECTIONS EXPENSES	25,650	18,675	6,975	-	72.81%		20,730	18,490	-	2,240	89.19%	
CONSERVATION COMMISSION SALARIES	96,268	96,267	-	1	100.00%		93,559	93,559	-	-	100.00%	
CONSERVATION COMMISSION EXPENSES	9,050	5,432	-	3,618	60.03%		4,050	1,760	-	2,290	43.46%	
PLANNING BOARD SALARIES	108,311	76,128	-	32,183	70.29%		126,855	109,324	-	17,531	86.18%	
PLANNING BOARD EXPENSES	11,810	4,459	-	7,351	37.75%		10,310	4,442	-	5,868	43.09%	
BOARD OF APPEALS SALARIES	-	-	-	-	0.00%		2,720	2,279	-	441	83.79%	
BOARD OF APPEALS EXPENSES	-	-	-	-	0.00%		2,050	215	-	1,835	10.50%	
MASTER PLAN COMMITTEE SALARIES	-	-	-	-	0.00%		1,496	136	-	1,360	9.09%	
MASTER PLAN COMMITTEE EXPENSES	-	-	-	-	0.00%		100	-	-	100	0.00%	
TOWN BUILDING SALARIES	55,339	55,339	-	-	100.00%		52,501	49,338	-	3,163	93.98%	
TOWN BUILDING EXPENSES	100,060	81,125	294	18,641	81.08%		100,000	72,685	1,671	25,644	72.68%	
TOWN REPORT EXPENSES	14,000	13,741	-	259	98.15%		14,247	14,247	-	-	100.00%	
TOTAL GENERAL GOVERNMENT EXPENSES	\$ 2,547,045	\$ 2,305,987	\$ 31,576	\$ 209,482	90.54%		\$ 2,516,148	\$ 2,240,846	\$ 42,875	\$ 232,426	89.05%	
POLICE SALARIES	\$ 2,264,735	\$ 2,152,134	\$ -	\$ 112,601	95.03%		\$ 2,069,031	\$ 2,044,608	\$ -	\$ 24,423	98.82%	
POLICE EXPENSES	295,018	257,269	1,267	36,481	87.20%		235,928	230,533	4,021	1,374	97.71%	
FIRE SALARIES	2,159,755	2,159,755	-	-	100.00%		2,098,187	2,098,187	-	0	100.00%	
FIRE EXPENSES	291,761	278,111	6,869	6,781	95.32%		283,411	255,583	833	26,994	90.18%	
BUILDING INSPECTION SALARIES	280,987	257,131	-	23,856	91.51%		270,844	253,724	-	17,120	93.68%	
BUILDING INSPECTION EXPENSES	33,250	27,580	-	5,670	82.95%		33,250	24,941	-	8,309	75.01%	
ANIMAL CONTROL SALARIES	21,740	21,490	-	250	98.85%		21,242	20,649	-	593	97.21%	
ANIMAL CONTROL EXPENSES	3,650	479	-	3,171	13.12%		3,650	1,137	-	2,513	31.15%	
CONSTABLE SALARIES	500	500	-	-	100.00%		200	200	-	-	100.00%	
TOTAL PUBLIC SAFETY EXPENSES	\$ 5,351,395	\$ 5,154,449	\$ 8,136	\$ 188,810	96.32%		\$ 5,015,744	\$ 4,929,563	\$ 4,854	\$ 81,327	98.28%	

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2025 AND FISCAL YEAR 2024

	FISCAL YEAR 2025 (AS OF JUNE 30, 2025)					FISCAL YEAR 2024 (AS OF JUNE 30, 2024)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
TRI-TOWN SALARIES	\$ 10,732,460	\$ 10,000,840	\$ 664,672	\$ 66,948	93.18%	\$ 10,411,344	\$ 9,964,473	\$ 460,940	\$ (14,070)	95.71%
TRI-TOWN EXPENSES	4,580,102	4,590,750	56,218	\$ (66,866)	100.23%	4,313,158	4,259,624	35,103	18,431	98.76%
MASCONOMENT ASSESSMENT EXPENSES	11,103,806	11,103,806	-	-	100.00%	10,896,460	10,896,460	-	-	100.00%
ESSEX TECH ASSESSMENT EXPENSES	910,615	910,615	-	-	100.00%	807,180	804,846	-	2,334	99.71%
ESSEX TECH DEBT SERVICE EXPENSES	71,538	71,538	-	-	100.00%	67,215	67,215	-	-	100.00%
TOTAL EDUCATION EXPENSES	\$ 27,398,521	\$ 26,677,548	\$ 720,891	\$ 82	97.37%	\$ 26,495,357	\$ 25,992,619	\$ 496,043	\$ 6,695	98.10%
DPW ADMIN SALARIES	\$ 792,226	\$ 738,093	\$ -	\$ 54,133	93.17%	\$ 793,080	\$ 719,776	\$ -	\$ 73,304	90.76%
DPW ADMIN EXPENSES	384,400	345,586	543	38,271	89.90%	374,905	371,032	150	3,723	98.97%
SNOW AND ICE EXPENSES	351,520	345,376	-	6,144	98.25%	290,400	233,120	-	57,280	80.28%
TRANSFER STATION SALARIES	161,727	147,333	-	14,394	91.10%	160,271	139,848	-	20,423	87.26%
TRANSFER STATION EXPENSES	487,200	412,738	41,696	32,766	84.72%	400,086	335,529	16,004	48,553	83.86%
TOTAL PUBLIC WORKS EXPENSES	\$ 2,177,073	\$ 1,989,125	\$ 42,239	\$ 145,708	91.37%	\$ 2,018,742	\$ 1,799,306	\$ 16,154	\$ 203,283	89.13%
BOARD OF HEALTH SALARIES	\$ 123,470	\$ 123,377	\$ -	\$ 93	99.92%	\$ 159,580	\$ 155,500	\$ -	\$ 4,080	97.44%
BOARD OF HEALTH EXPENSES	51,214	44,233	-	6,981	86.37%	47,642	38,758	239	8,645	81.35%
COUNCIL ON AGING SALARIES	238,181	224,929	-	13,252	94.44%	244,024	194,942	-	49,082	79.89%
COUNCIL ON AGING EXPENSES	47,158	43,003	238	3,918	91.19%	46,138	41,311	308	4,520	89.54%
VETERANS AGENT SALARIES	37,336	36,336	-	1,000	97.32%	20,553	19,633	-	920	95.53%
VETERANS AGENT EXPENSES	46,900	29,452	-	17,448	62.80%	46,900	25,809	-	21,091	55.03%
TRI-TOWN COUNCIL EXPENSES	29,925	29,925	-	-	100.00%	29,925	29,925	-	-	100.00%
GARDEN CLUB EXPENSES	5,800	5,669	97	33	97.75%	5,348	5,348	-	-	100.00%
TOTAL HEALTH & HUMAN SERVICE EXPENSES	\$ 579,984	\$ 536,924	\$ 335	\$ 42,725	92.58%	\$ 600,109	\$ 511,225	\$ 546	\$ 88,338	85.19%
LIBRARY SALARIES	\$ 517,320	\$ 480,520	\$ -	\$ 36,800	92.89%	\$ 500,231	\$ 482,713	\$ -	\$ 17,518	96.50%
LIBRARY EXPENSES	268,160	260,938	391	6,831	97.31%	215,191	209,877	3,334	1,980	97.53%
RECREATION COMMISSION SALARIES	38,229	32,467	-	5,762	84.93%	38,229	32,009	-	6,220	83.73%
RECREATION COMMISSION EXPENSES	30,875	12,879	852	17,144	41.71%	30,875	10,696	-	20,179	34.64%
HISTORICAL COMMISSION EXPENSES	1,000	-	-	1,000	0.00%	1,000	550	-	450	55.00%
MEMORIAL DAY EXPENSES	6,500	3,280	-	3,220	50.47%	6,500	5,527	-	973	85.03%
CHIEF WILLS DAY EXPENSES	5,000	5,000	-	-	100.00%	5,000	5,000	-	-	100.00%
TOTAL CULTURE & RECREATION EXPENSES	\$ 867,084	\$ 795,083	\$ 1,243	\$ 70,757	91.70%	\$ 797,026	\$ 746,372	\$ 3,334	\$ 47,320	93.64%
DEBT SERVICE EXPENSES	\$ 3,828,178	\$ 3,828,178	\$ -	\$ 0	100.00%	\$ 3,805,331	\$ 3,805,330	\$ -	\$ 1	100.00%

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2025 AND FISCAL YEAR 2024

FISCAL YEAR 2025 (AS OF JUNE 30, 2025)										FISCAL YEAR 2024 (AS OF JUNE 30, 2024)									
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED					REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED					
COMPENSATION RESERVE EXPENSES	\$ 6,184	\$ 5,416	\$ -	\$ 768	87.58%					\$ 46,195	\$ 3,500	\$ -	\$ 42,695	7.58%					
RETIREMENT EXPENSES	2,083,090	2,083,090	-	0	100.00%					2,127,694	2,127,694	-	-	100.00%					
UNEMPLOYMENT EXPENSES	9,703	2,937	275	6,491	30.27%					15,000	8,417	-	6,583	56.11%					
HEALTH INSURANCE EXPENSES	1,005,937	1,001,558	324	4,055	99.56%					879,882	877,434	50	7,398	99.15%					
LIFE INSURANCE EXPENSES	2,450	1,847	-	603	75.37%					2,450	2,271	-	179	92.70%					
MEDICARE EXPENSES	122,590	116,788	-	5,802	95.27%					111,212	109,716	-	1,497	98.65%					
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 3,229,955	\$ 3,211,636	\$ 599	\$ 17,720	99.43%					\$ 3,182,433	\$ 3,124,032	\$ 50	\$ 58,352	98.16%					
RESERVE FUND**	\$ 72,259	\$ -	\$ -	\$ 72,259	0.00%					\$ 88,000	\$ -	\$ -	\$ 88,000	0.00%					
GENERAL INSURANCE EXPENSES	\$ 306,700	\$ 302,007	\$ -	\$ 4,693	98.47%					\$ 320,906	\$ 296,299	\$ -	\$ 24,606	92.33%					
CAPITAL EXPENSES	\$ 2,859,018	\$ 1,096,196	\$ -	\$ 1,762,822	38.34%					\$ 2,439,804	\$ 831,279	\$ -	\$ 1,608,525	34.07%					
STATE & COUNTY CHARGES	\$ 345,131	\$ 350,806	\$ -	\$ (5,675)	101.64%					\$ 359,180	\$ 329,201	\$ -	\$ 29,979	91.65%					
TOTAL EXPENDITURES	\$ 49,562,343	\$ 46,247,939	\$ 805,020	\$ 2,509,384	93.31%					\$ 47,638,780	\$ 44,606,071	\$ 563,857	\$ 2,468,852	93.63%					
TRANSFER TO SPECIAL REVENUE FUNDS	\$ -	\$ -	\$ -	\$ -	0.00%					\$ 2,177	\$ 2,177	\$ -	\$ -	0.00%					
TRANSFER TO VARIOUS STABILIZATION FUNDS	500,000	500,000	-	-	0.00%					850,000	850,000	-	-	0.00%					
TRANSFER TO OPEB TRUST	100,000	100,000	-	-	100.00%					200,000	200,000	-	-	100.00%					
TOTAL TRANSFERS OUT	\$ 600,000	\$ 600,000	\$ -	\$ -	100.00%					\$ 1,052,177	\$ 1,052,177	\$ -	\$ -	100.00%					
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 50,162,343	\$ 46,847,939	\$ 805,020	\$ 2,509,384	93.39%					\$ 48,690,956	\$ 45,658,248	\$ 563,857	\$ 2,468,852	93.77%					

** 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 2021 THROUGH FISCAL YEAR 2025**

	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ACTUALS	FY 2024 ACTUALS	FY 2025 ACTUALS	FY 2024 TO FY2025 \$ CHANGE	FY 2024 TO FY2025 % CHANGE
TOWN MODERATOR	\$ 200	\$ 200	\$ 200	\$ 200	500.00	\$ 300	150.0%
SELECTBOARD/TOWN ADMINISTRATOR	312,915	314,084	378,953	363,982	385,917.85	21,936	6.0%
FINANCE COMMITTEE	835	840	1,256	601	196.00	(405)	-67.4%
TOWN ACCOUNTANT	166,600	195,468	207,345	238,231	255,153.69	16,923	7.1%
ASSESSOR	169,354	180,300	204,155	220,406	218,575.13	(1,831)	-0.8%
TREASURER/COLLECTOR	245,814	232,193	262,338	266,329	259,308.37	(7,020)	-2.6%
CUSTODIAN OF TOWN LAND	2,500	2,500	2,500	2,500	2,500.00	-	0.0%
TOWN COUNSEL	70,157	70,317	90,576	92,663	96,101.90	3,439	3.7%
MANAGEMENT INFORMATION SYSTEMs	322,306	336,922	411,029	509,024	501,586.23	(7,438)	-1.5%
TOWN CLERK	133,358	165,296	194,530	206,059	229,591.07	23,532	11.4%
ELECTIONS	53,025	16,724	39,250	34,070	55,348.33	21,278	62.5%
CONSERVATION COMMISSION	86,954	88,476	92,923	95,319	101,699.30	6,380	6.7%
PLANNING BOARD	103,041	103,698	117,067	113,767	80,586.91	(33,180)	-29.2%
BOARD OF APPEALS	3,300	1,959	2,566	2,494	-	(2,494)	-100.0%
MASTER PLAN COMMITTEE	393	-	197	136	-	(136)	-100.0%
TOWN BUILDING	106,535	115,136	107,377	123,694	136,757.87	13,064	10.6%
TOWN REPORT	2,140	6,038	10,362	14,247	13,740.75	(506)	-3.6%
TOTAL GENERAL GOVERNMENT	\$ 1,779,427	\$ 1,830,152	\$ 2,122,624	\$ 2,283,722	2,337,563.40	\$ 53,842	2.4%
POLICE DEPARTMENT	\$ 2,001,767	\$ 2,206,331	\$ 2,154,600	\$ 2,279,163	2,410,670.78	\$ 131,508	5.8%
FIRE DEPARTMENT	2,217,835	2,364,686	2,463,086	2,354,604	2,444,734.58	90,131	3.8%
BUILDING INSPECTION	243,963	264,494	272,366	278,665	284,711.54	6,047	2.2%
ANIMAL CONTROL	23,363	24,607	20,421	21,786	21,968.64	183	0.8%
CONSTABLE	200	200	200	200	500.00	300	150.0%
TOTAL PUBLIC SAFETY	\$ 4,487,128	\$ 4,860,318	\$ 4,910,673	\$ 4,934,417	5,162,585.54	\$ 228,169	4.6%
TRI-TOWN	\$ 12,139,275	\$ 12,834,030	\$ 13,716,877	\$ 14,720,141	15,312,479.80	\$ 592,339	4.0%
MASCONOMET ASSESSMENT	10,204,052	10,473,077	10,477,590	10,896,460	11,103,806.00	207,346	1.9%
MASCONOMET DEBT	103,740	102,490	-	-	-	-	0.0%
ESSEX TECH ASSESSMENT	620,077	735,809	756,518	804,846	910,615.00	105,769	13.1%
ESSEX TECH DEBT	66,198	73,647	68,506	67,215	71,538.00	4,323	6.4%
OUT OF DISTRICT TUITION	12,117	-	-	-	-	-	0.0%
TOTAL EDUCATION	\$ 23,145,459	\$ 24,219,053	\$ 25,019,491	\$ 26,488,662	27,398,438.80	\$ 909,777	3.4%
PUBLIC WORKS	\$ 906,577	\$ 985,847	\$ 995,944	\$ 1,090,959	1,084,221.83	\$ (6,737)	-0.6%
SNOW & ICE	260,074	302,684	285,591	233,120	345,375.87	112,255	48.2%
TRANSFER STATION	444,242	449,339	477,764	491,381	601,767.03	110,386	22.5%
TOTAL PUBLIC WORKS	\$ 1,610,893	\$ 1,737,870	\$ 1,759,298	\$ 1,815,460	2,031,364.73	\$ 215,905	11.9%
BOARD OF HEALTH	\$ 131,689	\$ 132,958	\$ 133,955	\$ 194,496	167,609.94	\$ (26,886)	-13.8%
COUNSEL ON AGING	195,273	233,878	266,426	236,560	268,169.03	31,609	13.4%
VETERAN'S AGENT	46,193	43,291	37,468	45,442	65,788.21	20,346	44.8%
TRI-TOWN COUNSEL	29,925	29,925	29,925	29,925	29,925.00	-	0.0%
GARDEN CLUB	2,718	3,210	4,372	5,348	5,766.79	419	7.8%
TOTAL HEALTH & HUMAN SERVICES	\$ 405,799	\$ 443,262	\$ 472,146	\$ 511,771	537,258.97	\$ 25,488	5.0%
LIBRARY	\$ 583,531	\$ 600,540	\$ 652,392	\$ 695,925	741,848.86	\$ 45,924	6.6%
RECREATION	5,732	33,650	37,369	42,705	46,197.46	3,493	8.2%
HISTORICAL COMMISSION	-	-	-	550	-	(550)	-100.0%
MEMORIAL DAY	4,895	3,940	1,867	5,527	3,280.25	(2,246)	-40.6%
CHIEF WILLS DAY	5,000	5,000	5,000	5,000	5,000.00	-	0.0%
TOTAL CULTURE & RECREATION	\$ 599,157	\$ 643,129	\$ 696,628	\$ 749,706	796,326.57	\$ 46,620	6.2%
DEBT SERVICE EXPENSES	\$ 1,348,778	\$ 1,549,598	\$ 4,212,643	\$ 3,805,330	3,828,177.52	\$ 22,848	0.6%
COMPENSATION RESERVE EXPENSES	\$ 10,038	\$ 13,525	\$ 68,856	\$ 3,500	5,415.82	\$ 1,916	54.7%
RETIREMENT EXPENSES	1,645,959	1,847,976	1,882,538	2,127,694	2,083,089.51	(44,604)	-2.1%
UNEMPLOYMENT EXPENSES	884	7,249	44,101	8,417	3,212.15	(5,205)	-61.8%
HEALTH INSURANCE EXPENSES	690,452	733,530	782,293	872,484	1,001,882.31	129,398	14.8%
LIFE INSURANCE EXPENSES	2,416	2,268	2,119	2,271	1,846.64	(425)	-18.7%
MEDICARE EXPENSES	102,940	104,453	108,567	109,716	116,787.89	7,072	6.4%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 2,452,689	\$ 2,709,001	\$ 2,888,474	\$ 3,124,081	3,212,234.32	\$ 88,153	2.8%

TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025

	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ACTUALS	FY 2024 ACTUALS	FY 2025 ACTUALS	FY 2024 TO FY2025 \$ CHANGE	FY 2024 TO FY2025 % CHANGE
RESERVE FUND*	\$ 96,000	\$ 82,660	\$ 20,876	\$ 88,000	72,259.19	\$ (15,741)	-17.9%
GENERAL INSURANCE EXPENSES	\$ 204,852	\$ 227,841	\$ 270,130	\$ 296,299	302,006.80	\$ 5,708	1.9%
CAPITAL EXPENSES	\$ 722,859	\$ 415,109	\$ 919,878	\$ 831,279	1,096,196.28	\$ 264,917	31.9%
STATE & COUNTY CHARGES	\$ 343,596	\$ 314,519	\$ 345,510	\$ 329,201	350,806.00	\$ 21,605	6.6%
TOTAL EXPENDITURES	\$ 37,196,637	\$ 39,032,511	\$ 43,638,372	\$ 45,257,928	47,125,218.12	\$ 1,867,290	4.1%
TRANSFER TO SPECIAL REVENUE FUNDS	\$ 121,821	\$ -	\$ -	\$ 2,177	-	\$ (2,177)	-100.0%
TRANSFER TO STABILIZATION FUNDS	-	1,163,800	252,000	850,000	500,000.00	(350,000)	-41.2%
TRANSFER TO OPEB TRUST	75,000	175,000	150,000	200,000	100,000.00	(100,000)	-50.0%
TOTAL TRANSFERS OUT	\$ 196,821	\$ 1,338,800	\$ 402,000	\$ 1,052,177	600,000.00	\$ (452,177)	-43.0%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 37,393,458	\$ 40,371,311	\$ 44,040,372	\$ 46,310,105	47,725,218.12	\$ 1,415,114	3.1%

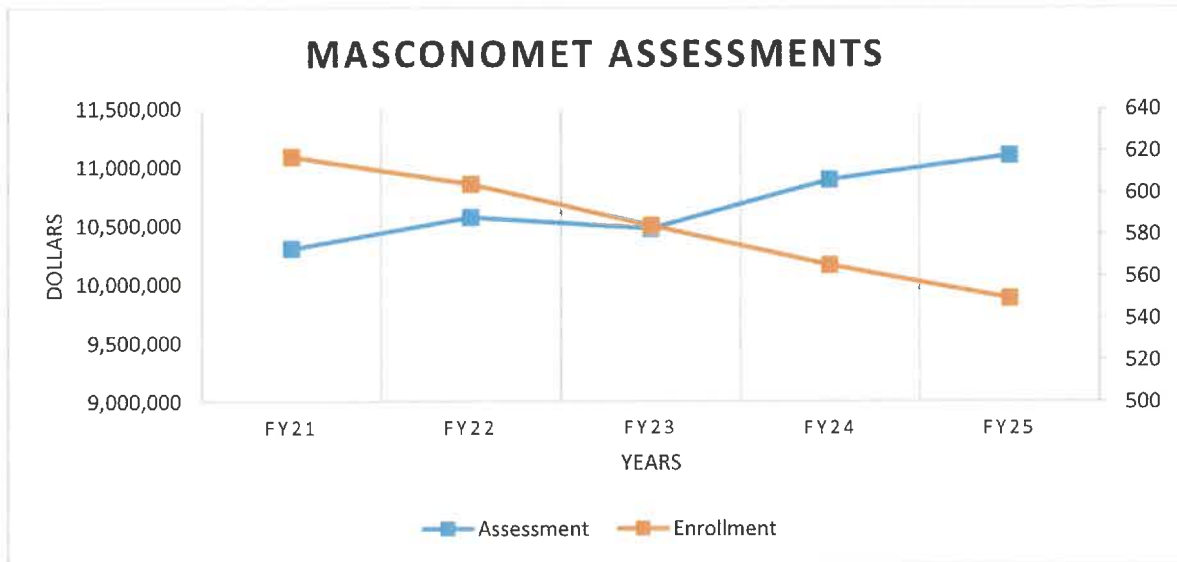
* The remaining balance of the Reserve Fund is reported above. The transfers are reported within each department's budget per Finance Committee approval.

**TOWN OF MIDDLETON
MASCONOMET EXPENDITURES
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>	<u>Enrollment**</u>
FY21	\$ 10,307,792	\$ (42,676)	-0.41%	617
FY22	\$ 10,575,567	\$ 267,775	2.53%	604
FY23	\$ 10,477,590	\$ (97,977)	-0.94%	584
FY24	\$ 10,896,460	\$ 418,870	3.84%	565
FY25	\$ 11,103,806	\$ 207,346	1.87%	549

* Includes debt payments; does not include capital assessments

**Enrollment numbers used for budget purposes, typically Oct 1st of prior fiscal year being budgeted

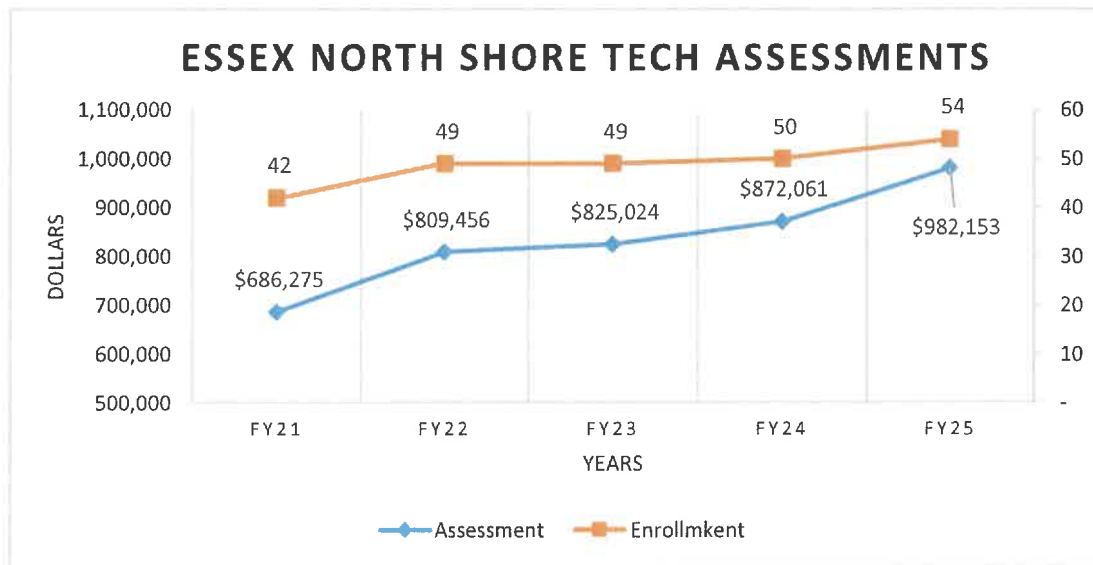


**TOWN OF MIDDLETON
ESSEX NORTH SHORE TECH EXPENDITURES
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>	<u>Enrollment**</u>
FY21	\$ 686,275	\$ (89,878)	-13.10%	42
FY22	\$ 809,456	\$ 123,181	15.22%	49
FY23	\$ 825,024	\$ 15,568	1.89%	49
FY24	\$ 872,061	\$ 47,037	5.39%	50
FY25	\$ 982,153	\$ 110,092	11.21%	54

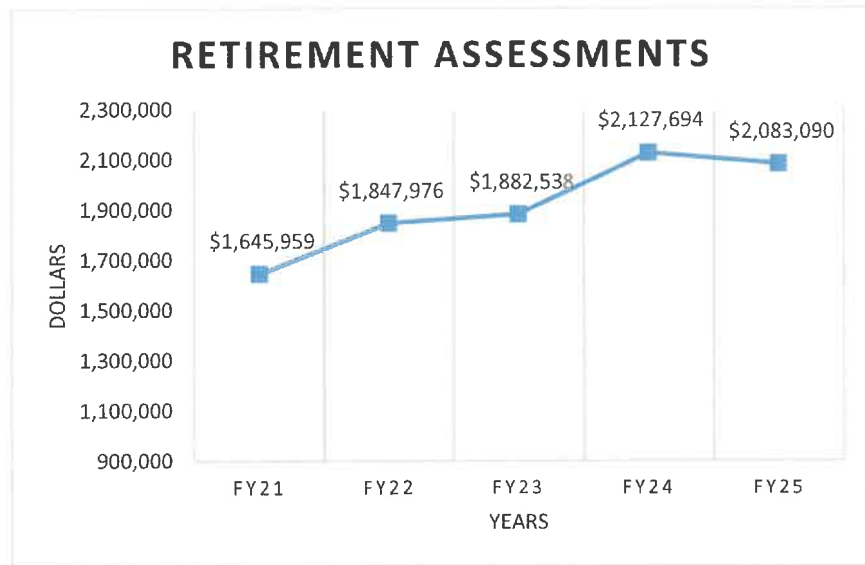
* Includes debt payments; does not include capital assessments

**Enrollment numbers used for budget purposes, typically Oct 1st of prior fiscal year being budgeted



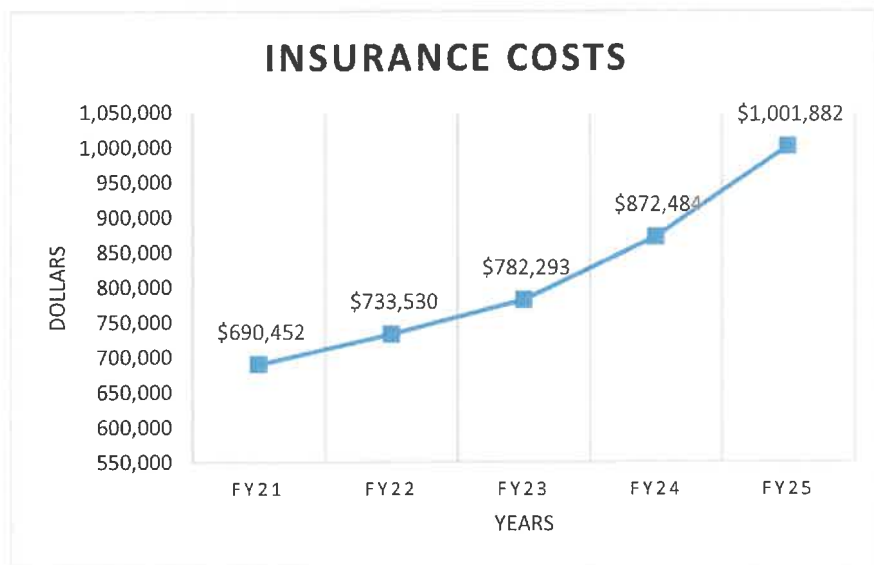
**TOWN OF MIDDLETON
RETIREMENT EXPENDITURES
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY21	\$ 1,645,959	\$ 185,950	11.30%
FY22	\$ 1,847,976	\$ 202,017	10.93%
FY23	\$ 1,882,538	\$ 34,562	1.84%
FY24	\$ 2,127,694	\$ 245,156	11.52%
FY25	\$ 2,083,090	\$ (44,604)	-2.14%



**TOWN OF MIDDLETON
INSURANCE EXPENDITURES
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY21	\$ 690,452	\$ (9,846)	-1.43%
FY22	\$ 733,530	\$ 43,078	5.87%
FY23	\$ 782,293	\$ 48,763	6.23%
FY24	\$ 872,484	\$ 90,191	10.34%
FY25	\$1,001,882	\$ 129,398	12.92%



**TOWN OF MIDDLETON, MA
CAPITAL PROJECT FUNDS
FY25 AS OF JUNE 30, 2025**

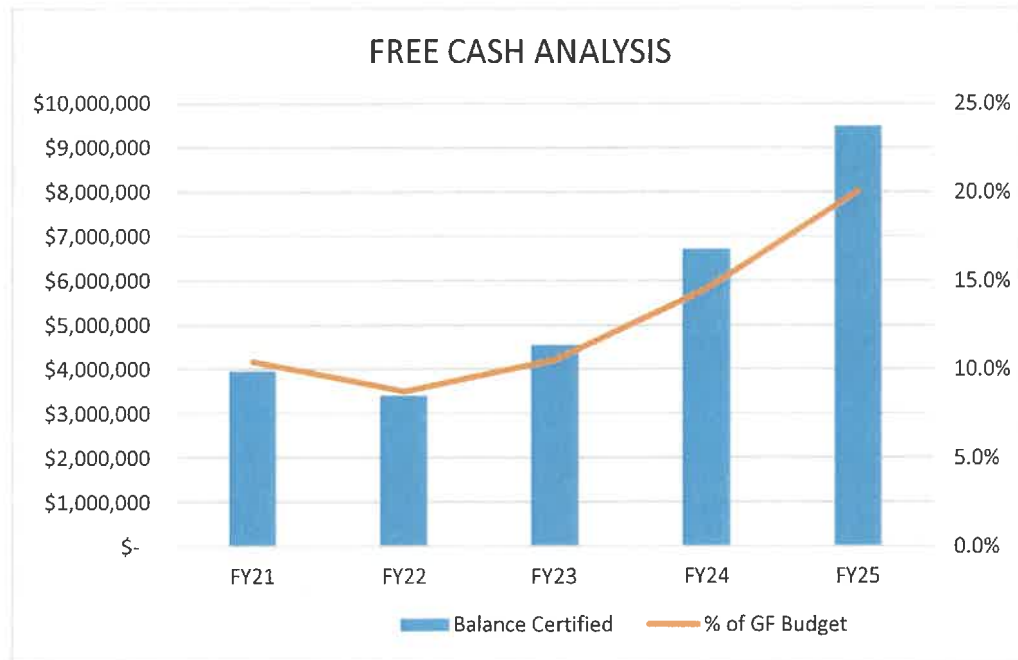
<u>FUND</u>	<u>FUND DESCRIPTION</u>	<u>CASH BALANCE</u>
3610	MUNICIPAL COMPLEX CONSTRUCTION	24,423,498.07
3900	PURCHASE FIRE EQUIPMENT	710,000.00
TOTAL CAPITAL PROJECT FUNDS		<u>\$ 25,133,498.07</u>

**TOWN OF MIDDLETON, MA
STABILIZATION FUNDS
FY25 AS OF JUNE 30, 2025**

FUND	FUND DESCRIPTION	CASH BALANCE
8500	STABILIZATION FUND	\$ 2,656,902
8505	OPEB TRUST FUND	3,019,092
8510	CAPITAL STABILIZATION FUND	886,425
8520	SPECIAL EDUCATION STABILIZATION FUND	492,522
8530	RETIREMENT STABILIZATION FUND	654,321
8540	SIDEWALK/PEDESTRIAN IMPR STABILIZATION	163,246
8550	FACILITIES COMPLEX STABILIZATION FUND	1,231,948
TOTAL STABILIZATION FUND BALANCES		\$ 9,104,456

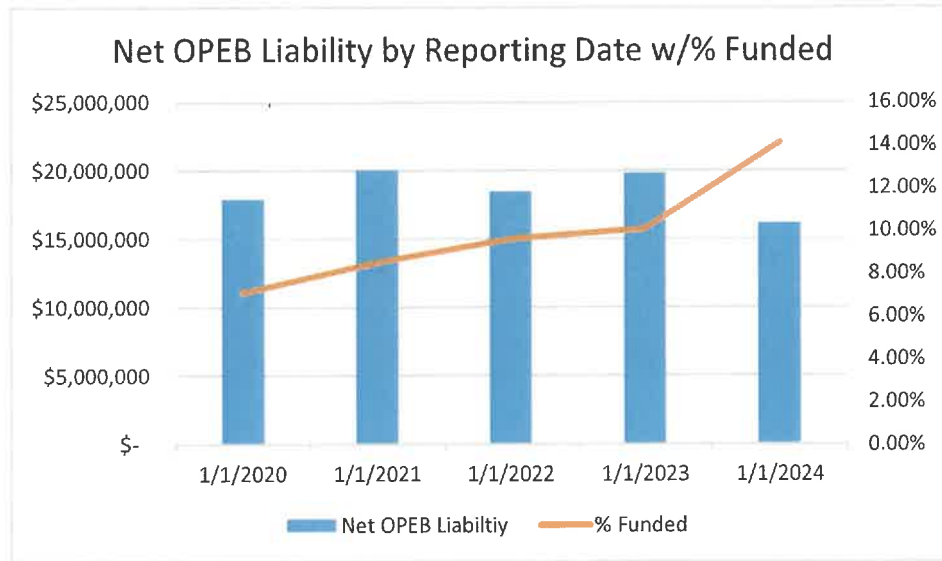
TOWN OF MIDDLETON, MA
FREE CASH APPROVED AMOUNTS
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025

YEAR	BALANCE CERTIFIED	\$ CHANGE	% CHANGE	GF OPERATING BUDGET	% OF GF BUDGET
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%
FY24	\$6,719,465	\$2,166,520	32.2%	\$ 46,263,152	14.5%
FY25	\$9,500,000	\$2,780,535	29.3%	\$ 47,331,066	20.1%



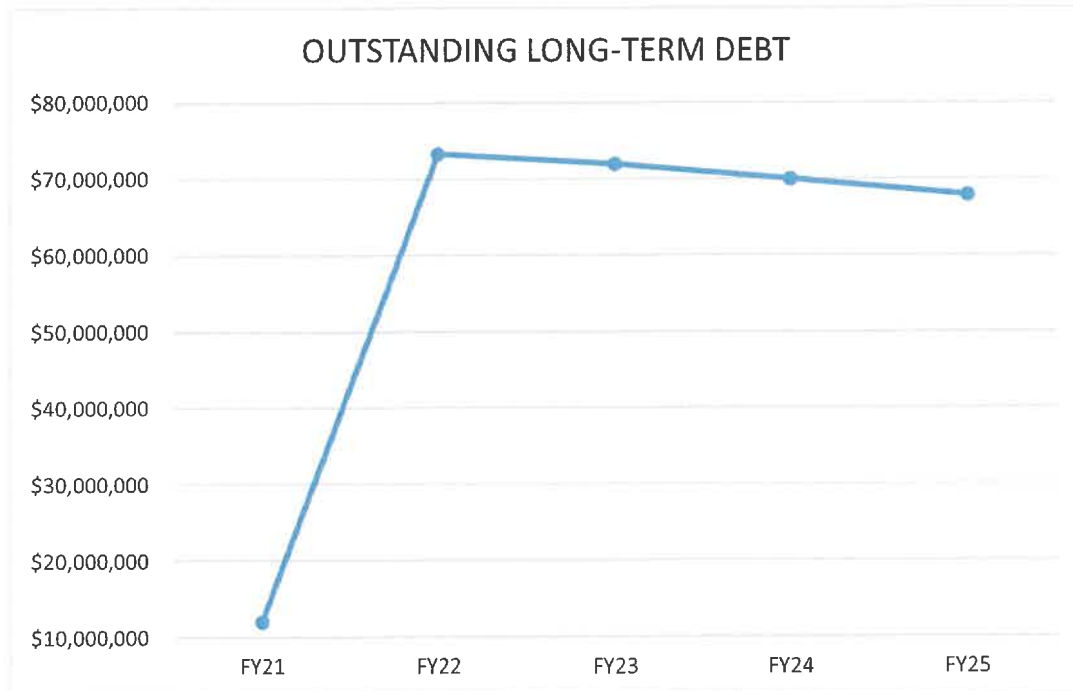
TOWN OF MIDDLETON, MA
NET OPEB LIABILITY
ACTUARIALS DATED 7/1/17 THROUGH 7/1/23

ACTUARIAL DATE	REPORTING DATE	NET OPEB LIABILITY	CHANGE	% CHANGE	% FUNDED
7/1/2019	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%
7/2/2021	6/30/2023	\$19,864,523	\$ 1,370,766	6.9%	10.08%
7/1/2023	6/30/2024	\$16,177,489	\$ (3,687,034)	-22.8%	14.10%



TOWN OF MIDDLETON, MA
OUTSTANDING LONG-TERM DEBT
FISCAL YEAR 2021 THROUGH FISCAL YEAR 2025

YEAR	OUTSTANDING	CHANGE	% CHANGE
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%
FY24	\$ 70,004,000	\$ (1,961,000)	-2.8%
FY25	\$ 67,928,000	\$ (2,076,000)	-3.1%





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

112

TO: Select Board/Finance Committee
FROM: Sarah Wood, Finance Director/Town Accountant
DATE: 10/16/2025
SUBJECT: FY 2026, 1st Quarter Highlights

This report includes a summary of the 1st quarter results as of September 30, 2025 of FY 2026 for the General Fund, CPA Fund, Water Enterprise Fund, Sewer Enterprise fund as well as a summary of appropriation accounts, revolving accounts, special revenue accounts and trust funds.

General Fund Expenditures

As of September 30, 2025, 23.9% of the FY 2026 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 first quarter in FY 2026. Encumbrances and warrant articles are not included in these figures.

Major Category	Adjusted Budget	Actual Expended	Percent Expended
General Government	\$ 2,684,544	\$ 491,224	18%
Public Safety	6,201,616	1,098,379	18%
Education	29,454,862	5,266,817	18%
Public Works	2,333,272	314,155	13%
Health and Human Services	638,566	111,981	18%
Culture and Recreation	870,828	139,671	16%
Debt Service	3,859,476	855,825	22%
State Assessments & Charges	364,769	90,461	25%
Unclassified	5,323,773	3,999,296	75%

At the end of the first quarter of the fiscal year the total year-to-date expenditures should be around 25% of the departmental budget. The exceptions to this benchmark are the Recreation Commission, Retirement Assessment and Liability Insurance due to the timing of when expenditures typically occur. Those departments typically exceed 50-100% of the budget in the first quarter of the fiscal year.

All other departments are well below the benchmark with the average, excluding the unclassified categories, being 18%.

As of September 30, 2025, 97.7% of encumbrances carried from FY25 were closed out. At this period, I would expect that all encumbrances were closed out. The school department had some encumbrances carried over that they are still awaiting invoices for due to backorder.

A breakdown of spending by department as well as a list of encumbrances carried over from FY25 to FY26 is included in the following pages.

General Fund Revenues

Revenue collections were largely in line with current estimates (excluding real estate and personal property taxes as the tax rate has not been set). As of September 30, 2025, 26.0% or \$13,190,910 of total estimated revenues for FY 2026 (\$50,640,861) had been collected.

Of the local receipts, there were several categories that are lower than 25% of their budgeted revenues: motor vehicle excise, building permits and other licenses and permits. Motor vehicle commitments runs on a calendar year. The first commitment is issued in January therefore most revenue collections typically occur in the third quarter of the fiscal year. Building permits and other licenses and permits are trending down from this time last year, there were a few large deposits that came in the first week of October bringing us closer to 25% of the budget.

The majority of our other revenue categories exceed our 25% benchmark. Of note, Rooms Excise is at approximately 33% of the budget and Meals excise is at 30% of the budget.

CPA Fund Expenditures & Revenues

CPA expenditures are at 0% of budgeted expenditures, not inclusive of capital items. This is consistent with expectations as the first debt payment is not due until the second quarter of the fiscal year.

CPA revenues are at 24.5% of the budget. The budget does not contain the final state match amount, and is not officially set since we have not completed setting the tax rate.

Water Fund Expenditures & Revenues

Water expenditures are at 11.7% of the budget. This is not unexpected as the majority of expenditures occur towards the end of the fiscal year as well as \$50,000 budgeted for extraordinary/unforeseen expenses.

The water fund revenues are at 6% of budget. The majority of the budget is made up of a payment from the Town of Danvers that occurs at the end of the fiscal year.

Sewer Enterprise Fund Expenditures & Revenues

Sewer expenditures are at 23.9% of the budget. The majority of the budget is the town's assessment to the Southern Essex Sewerage District which is made out in quarterly payments.

The sewer fund revenues are at 0% of budget. There were not a large number of items outstanding from the last fiscal year and the first bill of the fiscal year is not sent out until October.

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 2026 Expenditures (unaudited)

GENERAL FUND	For the Period Ended		9/30/2025		12/31/2025		3/31/2026		6/30/2026		Total		AVAILABLE BUDGET	% USED
	BUDGET	\$	500	\$	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD EXPENDED	\$	500	% USED		
Total 114 TOWN MODERATOR														
Total 122 SELECT BOARD														
Total 131 FINANCE COMMITTEE														
Total 131 RESERVE FUND														
Total 135 TOWN ACCOUNTANT														
Total 141 ASSESSORS														
Total 145 TREASURER/COLLECTOR														
Total 146 CUSTODIAN OF TOWN LANDS														
Total 151 TOWN COUNSEL														
Total 155 MIS														
Total 161 TOWN CLERK														
Total 162 ELECTIONS														
Total 171 CONSERVATION COMMISSION														
Total 175 PLANNING BOARD														
Total 192 TOWN BUILDING														
Total 195 TOWN REPORT														
Total 210 POLICE														
Total 220 FIRE														
Total 241 BUILDING INSPECTION														
Total 292 ANIMAL CONTROL														
Total 296 CONSTABLE														
Total 301 SCHOOL DEPARTMENT														
Total 314 MASCONOMET ASSESSMENT														
Total 315 ESSEX TECH ASSESSMENT														
Total 420 DPW ADMINISTRATION														
Total 423 SNOW & ICE REMOVAL														
Total 425 TRANSFER STATION														
Total 511 BOARD OF HEALTH														
Total 541 COUNCIL ON AGING														
Total 543 VETERANS AGENT														
Total 545 TRI TOWN COUNCIL														
Total 548 GARDEN CLUB														
Total 610 LIBRARY														
Total 630 RECREATION COMMISSION														
Total 691 HISTORICAL COMMISSION														
Total 692 MEMORIAL DAY														
Total 693 CHIEF WILLS FESTIVAL														

Total 710 DEBT SERVICE		3,859,476	855,825	-	-	-	-	855,825	3,003,651	22%
Total 820 STATE ASSESSMENTS & CHARGES		364,769	90,461	-	-	-	-	90,461	274,308	25%
Total 910 COMPENSATION RESERVE		40,000	5,000	-	-	-	-	5,000	35,000	13%
Total 911 RETIREMENT		2,149,917	2,149,917	-	-	-	-	2,149,917	-	100%
Total 913 UNEMPLOYMENT		15,000	-	-	-	-	-	-	15,000	0%
Total 914 HEALTH INSURANCE		1,496,402	272,906	-	-	-	-	272,906	1,223,496	18%
Total 915 GROUP INSURANCE		2,450	363	-	-	-	-	363	2,087	15%
Total 916 MEDICARE/DEP TAX		161,804	23,555	-	-	-	-	23,555	138,249	15%
Total 945 LIABILITY INSURANCE		393,200	482,556	-	-	-	-	482,556	(89,356)	123%
Total 962 TRANSFERS TO OTHER FUNDS		1,065,000	1,065,000	-	-	-	-	1,065,000	-	100%
Total GENERAL FUND	\$	51,731,706	\$12,367,809	\$	-	\$	-	\$ 12,367,809	\$ 39,363,897	23.9%
Total CPA	\$	186,250	\$	-	\$	-	\$	-	\$ 186,250	0.0%
Total WATER ENTERPRISE FUND	\$	337,215	\$ 39,357	\$	-	\$	-	\$ 39,357	\$ 297,858	11.7%
Total SESD ENTERPRISE FUND	\$	115,454	\$ 27,600	\$	-	\$	-	\$ 27,600	\$ 87,854	23.9%

Town of Middleton, MA
Fiscal Year 2026 General Fund Warrant Articles Expenditures (unaudited)

STM/ATM	Fiscal Year	Article #	Account Name	Original	Available	YTD Expended	Available Balance
				Appropriation	Balance at 7/1/25		at 9/30/25
ATM	2017	17	REMIATE NATSUE WAY	165,000	25,315	980	24,335
ATM	2019	25	BYLAW CONSULTANT	50,000	45,000	-	45,000
STM	2020	9	40 SCHOOL STREET ENVIRONMENTAL TESTING	10,000	1,100	-	1,100
ATM	2021	10	FIBER OPTIC NETWORK	100,000	850	-	850
STM	2022	7	ADDITIONAL FUNDS FOR FIRE PUMPER	40,000	40,000	-	40,000
ATM	2022	19	TOWN-WIDE HANDICAP IMPROVEMENTS	10,000	5,337	-	5,337
STM	2023	7	REDEVELOPMENT OF 49 S MAIN ST TOWN EXPENSES	50,000	45,500	-	45,500
ATM	2023	18	FIRE ALARM MATERIALS	15,000	3,026	-	3,026
ATM	2023	18	RADIO EQUIPMENT	72,800	1,306	-	1,306
ATM	2023	18	REPLACE HOWE MANNIGN SECURITY	50,000	1,754	-	1,754
ATM	2024	15	SERVER UPGRADES	30,000	17,120	6,356	10,763
ATM	2024	15	REPLACE AMBULANCE 2	520,000	520,000	-	520,000
ATM	2024	15	FIREFIGHTER PPE	84,500	32,653	2,145	30,508
ATM	2024	15	AFE GRANT TOWN MATCH	27,000	22,669	-	22,669
ATM	2024	15	DIGITIZE FIRE DOCUMENTS	23,000	23,000	-	23,000
ATM	2024	15	NEW FF TRAINING	15,500	8,884	-	8,884
ATM	2024	15	DIGITIZE FILES BOH & CONSERVATION	97,820	36,868	-	36,868
ATM	2024	15	REPLACE RETAINING WALL AT COA	250,000	50,000	-	50,000
ATM	2024	16	MUNICIPAL PROPERTY ASSESSMENTS/STUDIES	50,000	31,200	-	31,200
STM	2024		OPIOID MITIGATION FUNDS (FY23 CLOSE OUT)	40,552	38,491	439	38,053
ATM	2025	15	NATUSE WAY PHASE 2	483,040	483,040	-	483,040
ATM	2025	15	IT & CYBERSECURITY INFRASTRUCTURE	27,157	5,621	-	5,621
ATM	2025	15	PHONE SYSTEM UPGRADE	26,466	6,879	418	6,461
Tc ATM	2025	15	EVIDENCE ROOM AUDIT/UPGRADES	50,000	45,313	-	45,313
ATM	2025	15	FIRE TRAINING COSTS	19,500	19,500	-	19,500
ATM	2025	15	RADIO REPLACEMENTS	15,200	15,200	-	15,200
ATM	2025	15	KEYSECURE6 SYSTEM	9,000	9,000	-	9,000
ATM	2025	15	IPADS & MOUNTING DEVICES	13,100	10,992	-	10,992
ATM	2025	15	REPLACE CAR 1	93,200	93,200	53,969	39,231
ATM	2025	15	REFURBISH/REPAIR LADDER 1	59,900	59,900	-	59,900
ATM	2025	15	UPGRADE FM PARKING LOT	100,000	41,673	-	41,673
ATM	2025	15	ADDITIONAL CHAPTER 90 FUNDS	150,000	150,000	46,326	103,674
ATM	2025	15	PFAS REMEDIATION	50,000	50,000	-	50,000
ATM	2025	15	STORMWATER COMPLIANCE	50,000	50,000	-	50,000
ATM	2025	15	REPLACE TRUCK #1	61,000	61,000	-	61,000
ATM	2026	16	DISPOSITION OF TOWN PROPERTIES	75,000	75,000	-	75,000
ATM	2026	16	LIBRARY SERVER UPGRADE	6,000	6,000	-	6,000
ATM	2026	16	LIBRARY NETWORK UPGRADES	25,000	25,000	-	25,000
ATM	2026	16	ENDPOINT REFRESH	18,000	18,000	-	18,000
ATM	2026	16	IT & CYBERSECURITY INFRASTRUCTURE	30,103	30,103	-	30,103
ATM	2026	16	AFG GRANT - TOWN MATCH	105,279	105,279	-	105,279
ATM	2026	16	PURCHASE UTILITY TERRAIN VEHICLE	58,545	58,545	-	58,545
ATM	2026	16	MOBILE RADIOS PHASE 2	24,055	24,055	-	24,055
ATM	2026	16	PURCHASE FORESTRY EQUIPMENT	6,000	6,000	983	5,017
ATM	2026	16	BUILDING INSPECTOR VEHICLE REPLACEMENT	50,000	50,000	48,068	1,932
ATM	2026	16	ELA CURRICULUM	235,000	235,000	-	235,000
ATM	2026	16	REPLACE LOADER	267,000	267,000	242,000	25,000
ATM	2026	16	TIP TOWN MATCH	150,000	150,000	-	150,000
ATM	2026	18	3A LITIGATION	25,000	25,000	-	25,000

Town of Middleton, MA

Fiscal Year 2026 Non-General Fund Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2025</u>	<u>YTD Expended</u>	<u>Available Balance at 9/30/2025</u>
CPA	2020	21	DIGITIZE HISTORIC RECORDS	89,000	236	-	236
CPA	2021	6	COMPLETE DIGITIZATION OF HISTORIC RECORDS	5,000	5,000	-	5,000
CPA	2022	12	TRAMP HOUSE ROOF REPAIRS	17,000	17,000	-	17,000
CPA	2022	12	MUNICIPAL COMPELX TOWN COMMONS	300,000	300,000	-	300,000
CAP PROJ	2022	19	REPLACE ENGINE 1	710,000	710,000	-	710,000
CAP PROJ	2022	22	MUNICIPAL COMPLEX	61,762,260	21,343,126	4,933,157	16,409,968
CPA	2023	11	RESTORE HISTORIC MONUMENT	25,000	11,830	-	11,830
CPA	2024	8	RESTORE HISTORIC MONUMENT	25,000	25,000	-	25,000
CPA	2024	8	ADDITIONAL RAIL TRAIL FUNDS	50,000	2,402	-	2,402
CPA	2024	8	MUNICIPAL COMPELX TOWN COMMONS	200,000	200,000	-	200,000
WATER	2024	15	WATER MAIN LOOP - LIBERTY ST	500,000	177,227	103,893	73,334
WATER	2024	15	WATER MAIN LOOP - ESSEX TO DEBUSH	500,000	146,378	115,385	30,993
CPA	2025	9	FLINT PUBLIC LIBRARY REPAIRS	60,000	52,200	-	52,200
CPA	2026	10	DIGITIZE HISTORIC RECORDS - ASSESSORS	26,260	26,260	-	26,260
CPA	2026	10	DIGITIZE HISTORIC RECORDS - PLANNING/ZBA	55,000	55,000	-	55,000
CPA	2026	10	OPEN SPACE & RECREATION PLAN	55,000	55,000	-	55,000
CPA	2026	10	RAIL TRAIL IMPROVEMENTS	25,000	25,000	-	25,000
CPA	2026	10	TIME CAPSULE	7,000	7,000	-	7,000
CPA	2026	10	BART BROWN MEMORIAL TRAILS	10,000	10,000	-	10,000

Town of Middleton, MA
Fiscal Year 2026 Encumbrances (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>	<u>YTD Expended</u>	<u>Balance at 9/30/25</u>
General	Treasurer	Contractual Services	\$ 43.50	44	-
General	Treasurer	Tax Title	\$ 395.00	395	-
General	IT	Telephone	\$ 1,106.61	1,107	-
General	IT	Internet	\$ 299.00	299	-
General	IT	Contractual Services	\$ 1,438.15	1,438	-
General	Town Clerk	Capital	\$ 21,024.55	21,025	-
General	Town Clerk	Office Supplies	\$ 6,975.45	6,975	-
General	Town Buildings	DPW Building Gas/Propane	\$ 121.06	121	-
General	Town Buildings	Water Memorial Hall	\$ 77.98	78	-
General	Town Buildings	Water Old Town Hall	\$ 57.09	57	-
General	Town Buildings	Other Supplies	\$ 38.00	38	-
General	Police	Electricity/Water	\$ 116.73	117	-
General	Police	Cruiser Maintenance	\$ 7.00	7	-
General	Police	Patrol Supplies	\$ 1,199.98	1,200	-
General	Fire	Maintenance Fire Alarm	\$ 2,183.00	2,183	-
General	Fire	Radio Maintenance	\$ 4,680.00	4,680	-
General	Fire	Office Supplies	\$ 6.00	6	-
General	DPW	Cemetery Electric	\$ 110.77	111	-
General	DPW	Office Supplies	\$ 246.36	246	-
General	DPW	Landscaping	\$ 143.25	143	-
General	DPW	Roadway Mach. Maint	\$ 42.71	43	-
General	Transfer Station	Contractual Services	\$ 17,480.33	17,480	-
General	Transfer Station	Landfill Well Monitoring	\$ 552.00	552	-
General	Total 314 MASCONOMET	Landfill Cap Maint.	\$ 10,000.00	10,000	-
General	Transfer Station	Recycling Area Maint.	\$ 13,664.04	13,664	-
General	COA	Other Supplies	\$ 237.71	238	-
General	Garden Club	Garden Club	\$ 97.37	97	-
General	Library	Heating Fuel	\$ 49.98	50	-
General	Library	Office Supplies	\$ 115.14	115	-
General	Library	Building Maintenance	\$ 187.18	187	-
General	Library	Books	\$ 38.94	39	-
General	Recreation	Outdoor Event	\$ 250.00	250	-
General	Recreation	Other Supplies	\$ 602.00	602	-
General	Unclassified	Unemployment	\$ 274.82	275	-
General	Unclassified	Insurance	\$ 324.00	324	-
General	School	Salaries & Wages	\$ 664,672.34	663,213	1,459
General	School	Supplies	\$ 56,218.23	39,399	16,819
Water E.F	Water E.F.	Consulting Services	\$ 7,200.00	7,200	-
			<u>\$ 812,276.27</u>	<u>\$ 793,997.93</u>	<u>\$18,278.34</u>

Town of Middleton, MA

Fiscal Year 2026 Revenues (unaudited)

For the Period Ended		9/30/2025		12/31/2025		3/31/2026		6/30/2026		Total		(UNDER)/OVER	% RECEIVED		
GENERAL FUND		BUDGET		Quarter 1		Quarter 2		Quarter 3		Quarter 4		YTD REVENUE		BUDGET	
PERSONAL PROPERTY TAXES *		N/A	\$	262,444	\$	-	-	-	-	-	-	\$	262,444	N/A	100.0%
REAL ESTATE**		42,129,384		10,193,057		-	-	-	-	-	-		10,193,057	(31,936,327)	24.2%
TAX LIEN/TITLE/FORECLOSURE		N/A		318		-	-	-	-	-	-		318	N/A	N/A
MOTOR VEHICLE EXCISE		2,225,000		139,158		-	-	-	-	-	-		139,158	(2,085,842)	6.3%
OTHER EXCISE - ROOM		225,000		75,279		-	-	-	-	-	-		75,279	(149,721)	33.5%
OTHER EXCISE - MEALS		325,000		96,064		-	-	-	-	-	-		96,064	(228,936)	29.6%
PENALTIES AND INTEREST ON TAXES		100,000		28,995		-	-	-	-	-	-		28,995	(71,005)	29.0%
PILOT		140,000		-		-	-	-	-	-	-		-	(140,000)	0.0%
PILOT - MELD		260,000		-		-	-	-	-	-	-		-	(260,000)	0.0%
CHARGES FOR SERVICES - SOLID WASTE FEES		317,500		204,190		-	-	-	-	-	-		204,190	(113,310)	64.3%
FEES		141,000		37,241		-	-	-	-	-	-		37,241	(103,759)	26.4%
DEPARTMENTAL REVENUES - CEMETERIES		40,000		10,800		-	-	-	-	-	-		10,800	(29,200)	27.0%
OTHER DEPARTMENTAL REVENUE		123,500		71,009		-	-	-	-	-	-		71,009	(52,491)	57.5%
BUILDING PERMITS		325,000		59,276		-	-	-	-	-	-		59,276	(265,724)	18.2%
OTHER LICENSES AND PERMITS		151,000		7,294		-	-	-	-	-	-		7,294	(143,706)	4.8%
FINES AND FORFEITS		10,000		4,545		-	-	-	-	-	-		4,545	(5,455)	45.5%
INVESTMENT INCOME		190,000		302,688		-	-	-	-	-	-		302,688	112,688	159.3%
MEDICAID REIMBURSEMENT		17,000		-		-	-	-	-	-	-		-	(17,000)	0.0%
STATE AID		2,839,546		710,749		-	-	-	-	-	-		710,749	(2,128,797)	25.0%
TRANSFERS IN		1,081,931		977,803		-	-	-	-	-	-		977,803	(104,128)	90.4%
MISC NON RECURRING		-		10,000		-	-	-	-	-	-		10,000	10,000	100.0%
Total GENERAL FUND		\$ 50,640,861	\$	13,190,910	\$	-	-	-	-	-	-	\$	13,190,910	\$ (37,712,713)	26.0%
Total CPA		\$ 371,500	\$	91,124	\$	-	-	-	-	-	-	\$	91,124	\$ (280,376)	24.5%
Total WATER FUND		\$ 337,215	\$	20,243	\$	-	-	-	-	-	-	\$	20,243	\$ (316,972)	6.0%
Total SESD ENTERPRISE FUND		\$ 115,454	\$	318	\$	-	-	-	-	-	-	\$	318	\$ (115,136)	0.3%

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

Note: The budgeted figures for Personal Property and Real Estate taxes are the amounts to be raised per the 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 7/1/2025	Revenue as of 9/30/25	Expenditures as of 9/30/2025	Fund Balance as of 9/30/2025	
RECREATION REVOLVING	\$ 15,226	\$ -	\$ -	\$ 15,226	
COA TRIP FUND	3,940	-	(1,245)	2,696	
STORMWATER MANAGEMENT	8,550	200	-	8,750	

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 9/30/25	Revenue as of 9/30/25
AMBULANCE FUND	\$ 946,988	\$ 198,771
PEG	384,239	56,533
SPED RESERVE FUND*	173,726	3,073
OPEB*	3,199,378	80,286
STABILIZATION*	2,755,476	48,573
CAPITAL STABILIZATION*	1,003,773	17,349
SPED STABILIZATION*	365,892	6,515
RETIREMENT STABILIZATION*	716,929	12,608
SIDEWALK/PEDESTRIAN STABILIZATION*	166,174	2,929
FACILITIES COMPLEX STABILIZATION*	1,000,158	18,210

* Revenue amount indicates interest only.

Town of Middleton, MA
All Other Special Revenue Funds (unaudited)

TOWN SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2025	Revenue as of 9/30/2025	Expenditures as of 9/30/2025	Fund Balance as of 9/30/2025
INSURANCE DEPOSITS FOR REPAIR	\$ (39,342)	\$ 3,124	\$ (10,590)	\$ (46,809)
COA GIFT/DONATIONS	45,088	1,489	-	46,577
COA BIO LABS GRANT	-	-	-	-
MGL CH53G CONSULT FEES	3,541	51	-	3,592
300TH ANNIVERSARY CELEBRATION	-	15,105	-	15,105
CONSERVATION FEES	12,725	-	(226)	12,498
CEMETERY SALE OF LOTS AND GRAVES	131,008	-	-	131,008
DRUG FORFEITURE	4,331	-	-	4,331
TOWN CLERK ADDITIONAL POLLING HOURS	10,757	-	-	10,757
COMPLETE STREETS GRANT (BOSTON ST)	(55,252)	55,252	-	-
COUNCIL ON AGING CULTURAL COUNCIL GRANT	-	-	-	-
COMMUNITY PLANNING GRANT	(32,000)	30,000	-	(2,000)
DPH PUBLIC HEALTH GRANT	(50,000)	218,168	(45,375)	122,793
OPIOID SETTLEMENT FUNDS	50,918	18,478	-	69,396
LIBRARY DONATIONS	43,834	27	-	43,861
COMMUNITY PRESERVATION ACT	1,096,323	91,890	(811)	1,187,402
AFFORDABLE HOUSING FUND	306,666	4,853	-	311,519
FEDERAL HOUSING PARTNERSHIP	32,715	-	-	32,715
LOCAL CULTURAL COUNCIL	3,626	2	(3,288)	341
TITLE V	48,427	-	(1,000)	47,427
CHAPTER 90 (STATE FUNDED STREET PAVING)	51,049	-	(440,232)	(389,183)
MUNICIPAL RECYCLING PROGRAM	2,343	-	-	2,343
COA FORMULA GRANT	Total 314 MASCON	-	(6,967)	#VALUE!
COA TITLE III GRANT	(37)	7,229	(4,871)	2,322
BAN/BOND PREMIUMS RESERVED	19,366	-	-	19,366
LIBRARY INCENTIVE (STATE FUNDS)	130,792	-	-	130,792
F.D. SAFETY EQUIPMENT GRANTS	(293)	19,116	(3,865)	14,958
LAW ENFORCEMENT EQUIPMENT GRANT	20,851	-	(160)	20,691
RUBCKINUK LAND	22,544	-	-	22,544
MIDDLETON FOOD PANTRY DONATIONS	242,623	2,373	(10,381)	234,615
TRANSPORTATION NETWORK FUNDS	15,677	-	-	15,677
COMMUNITY COMPACT GRANTS (ALL)	74,543	-	(74,543)	-
WETLANDS DONATIONS	10,780	-	-	10,780
EAST-MEADOW LANES - TRAILS	5,000	-	-	5,000
VETERANS GIFTS/DONATIONS	18,702	-	(400)	18,302
MAPC COVID-19 AID	13,295	-	-	13,295
MED PROJECT - POLICE	3,900	-	-	3,900
COA COVID DONATION	9,188	-	-	9,188
ASSISTANCE TO FIRE FIGHTER GRANT	(3,000)	-	-	(3,000)
TOWN COMMON - ARPA STATE EARMARK	200,000	-	-	200,000
VETERAN COLA CH 42 ACTS 2022	1,422	-	-	1,422
STATE EARMARKS	45,572	-	-	45,572

Town of Middleton, MA
All Other Special Revenue Funds (unaudited) Cont.

SCHOOL SPECIAL REVENUE FUNDS	Fund Balance as of 7/1/2025	Revenue as of 9/30/2025	Expenditures as of 9/30/2025	Fund Balance as of 9/30/2025
AFTER SCHOOL ENRICHMENT	\$ 33,116	\$ -	\$ -	\$ 33,116
SCHOOL RENTAL REVOLVING	1,362	215	-	1,577
HOWE MANNING CHILDCARE (ASDC)	78,739	39,592	(22,425)	95,905
PRESCHOOL REVOLVING	132,791	67,127	(2,531)	197,387
SCHOOL CAFETERIA	200,289	7,038	(28,153)	179,174
SPED TUITION	142,324	-	-	142,324
HOWE MANNING MUSIC	21,745	-	-	21,745
SUMMER PROGRAMS	(9,791)	-	(49,168)	(58,960)
NATURE'S CLASSROOM	990	4,503	(6,392)	(899)
PARENT UNIVERSITY	6,661	-	-	6,661
TITLE 1 LOW INCOME	1,419	-	-	1,419
TITLE IVA	1,228	-	-	1,228
EDUCATOR QUALITY	54	-	-	54
CH 188 EARLY CHILDHOOD GRANT	0	-	-	0
PL 94-142 SPECIAL EDUCATION GRANT	-	-	(5,080)	(5,080)
CIRCUIT BREAKER GRANT	1,248	47,868	(70,257)	(21,141)
ADDITIONAL CH.70 PANDEMIC RELIEF	42,588	-	(11,687)	30,901
HOWE-MANNING GIFTS	20,817	500	(1,995)	19,322
FULLER MEADOW GIFTS	43,766	-	(2,558)	41,208
ESSER 111 GRANT	68,508	-	(68,508)	-

Town of Middleton, MA
Trust Funds (unaudited)

TRUST FUNDS	Fund Balance as of 7/1/2025	Revenue as of 9/30/2025	Expenditures as of 9/30/2025	Fund Balance as of 9/30/2025
MANSFIELD FUND (SPENDABLE)	271,778	16	-	271,794
MANSFIELD FUND (NONSPENDABLE)	370,867	-	-	370,867
FANNIE ETTER SCHOLARSHIP	60,998	1,282	-	62,280
DAVID CUMMINGS TRUST (SPENDABLE)	98,033	2,193	-	100,226
DAVID CUMMINGS TRUST (NONSPENDABLE)	6,473	-	-	6,473
ALMIRA RICHARDSON SCHOLARSHIP	209	0	-	209
ALMIRA RICHARDSON SCHOLARSHIP (NONSPENDABLE)	5,000	-	-	5,000
SCHOLARSHIP FUND	22,138	183	-	22,321
CEMETERY PERPETUAL CARE	60,602	5,766	-	66,368
SENIOR TAX RELIEF	29,000	165	-	29,165
CEMETERY PERPETUAL CARE (NONSPENDABLE)	214,648	-	-	214,648
LAND CONSERVATION	3,019,092	180,286	-	3,199,378