

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW ELEMENTARY SCHOOL**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, DECEMBER 16, 2025**  
**5:00 PM**

*This meeting is being recorded*

5:00 pm      1. Business

- Warrant: 2612, FP 76
- Minutes: October 16, 2025 ES, November 18, 2025 OS and ES, December 2, 2025 OS and ES
- Acting Town Administrator Updates and Reports
- Middleton Municipal Complex Update – LW Bills Contract for review; Context Amendment 24

5:15 pm      2. Recommendation to appoint new full-time Police Officer: Olivia Primack

5:20 pm      3. Appoint Alternate Plumbing & Gas Inspector: Mark Sakelakos

5:25 pm      4. Annual License Renewals

5:30 pm      5. Award Towing Contract

5:40 pm      6. COA Director Search Process

5:45 pm      7. Review Comp and Classification Grade B and process for all Grade Review for FY 27

6:00 pm      8. Public Comment (*to be held at 6pm for all Select Board meetings*)

6:10 pm      9. Meet jointly with the Library Trustees re: Library Director Search Process

6:20 pm      10. Library Director Screening Committee structure

6:30 pm      11. Updates and Announcements

Upcoming Meetings

December 30 (*if needed*) Regular Select Board Meeting

January 6

Regular Select Board Meeting

## LW BILLS – CHANGE ORDER / AMENDMENT 01

**WHEREAS**, the Town of Middleton (“Owner”) represented by Owner’s Project Manager, PCA360, entered into a contract (“Contract”) with B & B Engineering Corp., DBA L.W. Bills Company. (“the Vendor”) (collectively the “Parties”) for Fire Alarm Services in association with the Middleton Municipal Complex Project (“the Project”) on May 27, 2025, which was amended on December 16, 2025.

**WHEREAS**, pursuant to Section 27 of the Contract, the Owner is requesting the amendments as summarized herein in accordance with the provisions of that section;

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

**WHEREAS**, effective as of December 16, the Parties wish to amend the Contract as summarized in this Change Order 01.

**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 Forty Eight One Hundred Thirteen and 19/100** as further described and justified in LW Bills Quote dated July 11, 2025, attached hereto and incorporated herein.

Fee for Basic Services	Original Contract	Previous Amendments	Amount of this Amendment	After this Amendment
Original Contract	\$46,945.00	\$0.00	\$0.00	\$46,945.00
Change Order / Amendment 01	\$0.00	\$0.00	\$148,113.19	\$148,113.19
<b>Total Contract</b>	<b>\$46,945.00</b>	<b>\$0.00</b>	<b>\$148,113.19</b>	<b>\$195,058.19</b>

2. The Project Schedule shall be from Start to Substantial Completion: Unchanged by this amendment, May 27, 2025 to January 30, 2026
3. 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 scope of work described as “move existing 100 Mil Telegraph System, TRX50 and one (1) New TRX50 Receiver with two (2) retransmission boxes into new public safety building”, as outlined in Exhibit A.

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

**VENDOR**

Owner:	B&B Engineering Corporation, DBA LW Bills Company
Name (Signature):	Michael Harrington
Title:	President
Date:	

**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:	



# LW BILLS COMPANY

B & B ENGINEERING CORPORATION  
7-9 Park Street, PO Box 7  
Georgetown, MA 01833-0007  
(978) 352-6660  
Office@LWBills.com - www.LWBills.com



Middleton Fire Department  
Attn: Chief Doug LeColst  
4 Lake Street  
Middleton, MA 01949

July 11, 2025  
douglas.lecolst@midfire.com

Dear Chief LeColst,

Job Reference: Move Existing 100 Mil Telegraph System, TRX50 and One (1) New TRX50 Receiver with Two (2) Retransmission Boxes Into New Public Safety Building

The following quote is for removing the existing 100 Mil Telegraph and TRX50 Receiver Systems from the existing station located at 4 Lake Street Middleton, MA and reinstalling them in the new Middleton Public Safety Building, located on South Main Street in Middleton, MA. LW Bills will also install one (1) New TRX50 Receiver, and two (2) DTX Retransmission Boxes to retransmit alarms to the North Shore Regional 911 Center, Middleton MA.

All equipment and labor are listed on the Mass State Bid contract, PSE01, copy attached for your reference.

Description	Quantity	Price/Each	Total Extended Price
TRX50 System Processor - Municipal	1	\$ 30,332.00	\$ 30,332.00
TRX50 Radio Module - Municipal	1	\$ 6,750.00	\$ 6,750.00
TRX50 User Interface w/22" Monitor	1	\$ 728.00	\$ 728.00
TRX50 Charger Power Supply	1	\$ 5,117.00	\$ 5,117.00
TRX50 Remote Dispatch Position (RDS)	2	\$ 4,484.00	\$ 8,968.00
Ethernet Switch - APC 600 VA UPS Backup	1	\$ 215.00	\$ 215.00
RDS - APC 600 VA UPS Backup	2	\$ 215.00	\$ 430.00
Ethernet Switch 5-Port (Need UPS)	1	\$ 417.00	\$ 417.00
Batteries 12V 26AH (2 per System Processor)	4	\$ 210.00	\$ 840.00
TRX50 Telegraph 24 VDC Power Cable - V21 to TRX50	1	\$ 64.00	\$ 64.00
TRX50 Telegraph Decoder Module (Form 4)	1	\$ 2,216.00	\$ 2,216.00
Data Rack 37-U 24"W x 27"D x 72"H	1	\$ 3,299.00	\$ 3,299.00
100 Pack 10-32 Cage Nut Hardware	1	\$ 165.00	\$ 165.00
TRX50 Tripp Lite Power Conditioner Rack Mount	1	\$ 825.00	\$ 825.00
DTX Antenna Low Band Kit	4	\$ 908.00	\$ 3,632.00
Antenna Mounting Tube (10' Ridged)	4	\$ 103.00	\$ 412.00
Antenna Mounting Kits (Wall Mount)	2	\$ 765.00	\$ 1,530.00
Stand-Off Bracket, 3 Foot (Large Tower Mount)	2	\$ 496.00	\$ 992.00
100' Antenna Cable (TBD-length x price \$10.00 per foot)	400	\$ 10.00	\$ 4,000.00

Antenna Cable 3/8 Ground Kits	4	\$	149.00	\$	596.00
Band Pass Cavity (1 per TRX50)	2	\$	1,542.00	\$	3,084.00
UHF-Female/N Type Male Adapter	4	\$	68.00	\$	272.00
Ground Bar w/2 Polyphasers	1	\$	655.00	\$	655.00
Additional Polyphasers	2	\$	165.00	\$	330.00
Misc. Cables & Electrical Supplies	TBD-PRICE	\$	1,000.00	\$	1,000.00
Retransmission Box - DTX 4 Zone	2	\$	5,607.33	\$	11,214.66
RS-232 Cable 25 Feet	2	\$	204.00	\$	408.00
Data Rack 37-U 24"W x 27"D x 72"H	1	\$	3,299.00	\$	3,299.00
100 Pack 10-32 Cage Nut Hardware	1	\$	165.00	\$	165.00
Slide out Shelf LU	1	\$	275.00	\$	275.00
Server Monitor Mount 19"	2	\$	275.00	\$	550.00
TRX50 Tripp Lite Power Conditioner Rack Mount	1	\$	825.00	\$	825.00
CAT6 Shielded Cable 1000ft Box	1	\$	545.00	\$	545.00
24VDC 20Amp Recti-charger	1	\$	5,547.00	\$	5,547.00
100 Mil Fuse Box Assembly (Charger/Form-4/Battery)	1	\$	985.00	\$	985.00
10/3 Cable \$4 Per Foot	175	\$	4.50	\$	787.50
I2 Pair Solid 19 GA 300V \$10 Per Foot	200	\$	10.00	\$	2,000.00
100 Amp Hr. Batteries	2	\$	530.00	\$	1,060.00
Refurbished FCR-4, 10 CKT Card Cage W/Meter	1	\$	1,000.00	\$	1,000.00
Used FCM-4 Common Card	1	\$	1,998.00	\$	1,998.00
Plate with Terminal Strips for Circuit Wires	1	\$	475.00	\$	475.00
Plate with Terminal Strips for Line Record Wires	1	\$	475.00	\$	475.00
Fuse Block Form-4 for 24VDC Power	1	\$	895.00	\$	895.00
8 Circuit Entrance Cabinet	1	\$	6,200.00	\$	6,200.00
<b>Total Equipment Costs</b>				\$	115,573.16

Equipment List Price	\$	115,573.16
Less 15% MA State Bid Discount	\$	(17,335.97)
Labor to Install, Program and Test	\$	49,876.00
<b>Total Price</b>	<b>\$</b>	<b>148,113.19</b>

**Please note:**

- Price is based upon Prevailing Wages.
- Any permit fees will be invoiced separately and additionally.
- We recommend you add 7% to 10% per year for budgetary purposes.
- This quote is valid for 90 days.
- Any other work performed outside of this quote will be invoiced separately and additionally
- TRX50 Receiver Antenna(s) will be installed on the antenna tower and terminated in the Radio Room on a Ground Bar with Polyphaser(s) (Work By Others)
- Form-4 Conduit from IT Room to Watch Room (Work By Others)
- 4' x 8' Plywood installed in IT Room wall for 100 Mil Equipment (Work By Others – Location TBD)
- Conduit from IT Room to RDS wall monitors (Work By Others)
- 120VAC for wall monitors and Emergency Services Monitors in RM-221, Kitchen RM-220, Apparatus Bay – South (Work By Others)

As you may be aware, recent changes in trade policies and tariffs have led to increased costs for many imported products, goods, and materials. While we have taken steps to minimize the impact, we want to inform you about possible price adjustments affecting some of our manufactured items, exclusive brand equipment, and third-party distributed products. Due to circumstances out of our control, any quotes and time estimates are subject to change.

All labor and materials hold a one-year warranty. If you would like to proceed with the work, please sign, date, and return this to our office, with a purchase order if required. If you have any questions or desire further information, please do not hesitate to contact us. Thank you for the opportunity to quote.

Sincerely,

*Randy White*

Randy White  
Vice President – Retired Fire Chief  
L.W. Bills Company

RW/laf

cc. Captain Dechene

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

NOTES: TO BE DONE BY OTHER CONTRACTORS FOR MIDDLETON PUBLIC SAFETY BUILDING  
PUBLIC ADDRESS

1. Space in the Watch Room will be needed to mount the Zetron equipment,
2. Space will be needed in the Watch Room for the house light timer and PA amplifier.
3. Need 120 VAC outlet for PA amplifier and house light timer (Radio Room).
4. Need 120 VAC outlet for Zetron 6203 (2) in Watch Room and Apparatus Bay
5. Need single gang box for volume controls stubbed to the ceiling (15).
6. Need single gang box stubbed to a suspended ceiling for Zetron acknowledge buttons (4).  $\frac{3}{4}$ " conduit in Apparatus Bay
7. Need single gang box stubbed to a suspended ceiling for Zetron hand microphones (8).  $\frac{3}{4}$ " conduit in Apparatus Bay
8. Need  $\frac{3}{4}$ " conduit stubbed to a suspended ceiling for Zetron Sound Spheres (3).
9. Need conduit from one apparatus bay door back to the Zetron 6203 to open the door for mutual aid.
10. Need a 1-inch conduit pathway between floors for low-voltage wire runs.
11. Need conduit pathway from Zetron 6203 in Apparatus Bay to 6203 in Watch Room.
12. Need conduit pathway from Zetron 6203 in Watch Room to house light timer (Radio Room).
13. Need conduit pathway from house light timer to lighting control panel to turn on house lights.
14. Need conduit pathway from Zetron 6203 in Watch Room to Town network switch in IT Room.
15. Need assistance from Town IT department to reassign the IP addresses for the Zetron IPFSA alerting system.
16. Need assistance from North Shore Regional 911 Center to program configuration and the IP addresses for the Zetron IPFSA alerting system.

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

<b>CONTRACTOR LEGAL NAME:</b> B & B Engineering Corp (and d/b/a): dba L.W. Bills Company		<b>COMMONWEALTH DEPARTMENT NAME:</b> Operational Services Division <b>MMARS Department Code:</b> OSD	
<b>Legal Address:</b> (W-9, W-4): PO Box 7, Georgetown, MA 01833		<b>Business Mailing Address:</b> One Ashburton Place, RM 1017 Boston, MA 02108	
<b>Contract Manager:</b> Dan Dinwiddie	<b>Phone:</b> 978-352-6660	<b>Billing Address (if different):</b> N/A	
<b>E-Mail:</b> Drouke@lwills.com	<b>Fax:</b> 978-352-6639	<b>Contract Manager:</b> Daniel Billings	<b>Phone:</b> 617-720-3309
<b>Contractor Vendor Code:</b> 6000162059		<b>E-Mail:</b> Daniel.Billings@mass.gov	<b>Fax:</b> 617-727-4527
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> PSE01*	
		<b>RFR/Procurement or Other ID Number:</b> PSE01	
<p><b>X NEW CONTRACT</b></p> <p><b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only)</p> <p><input checked="" type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget)</p> <p><input type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a>) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)</p>		<p><b>CONTRACT AMENDMENT</b></p> <p>Enter Current Contract End Date <u>Prior to</u> Amendment:</p> <p>Enter Amendment Amount \$ (or "no change")</p> <p><b>AMENDMENT TYPE:</b> (Check one option only. Attach details of amendment changes.)</p> <p><input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget)</p> <p><input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)</p>	
<p>The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a></p>			
<p><b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a>.</p> <p><input checked="" type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)</p> <p><input type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new total</b> if Contract is being amended). \$ _____.</p>			
<p><b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u>2</u> % PPD; Payment issued within 15 days <u>0</u> % PPD; Payment issued within 20 days <u>0</u> % PPD; Payment issued within 30 days <u>0</u> % PPD. If PPD percentages are left blank, identify reason: <u>agree to standard 45 day cycle</u> <u>statutory/legal or Ready Payments (M.G.L. c. 29, § 23A)</u>; <u>only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</u></p>			
<p><b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) PSE01 - Public Safety Equipment and Two-Way Radio Vendor Awarded Contract Categories: 1 (Fire Equipment), 3 (Police Equipment)</p>			
<p><b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:</p> <p><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <u>prior</u> to the Effective Date.</p> <p><input type="checkbox"/> 2. may be incurred as of <u>1/1/2022</u>, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <u>prior</u> to the Effective Date.</p> <p><input type="checkbox"/> 3. were incurred as of <u>      </u>, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.</p>			
<p><b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>December 31, 2026</u>, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.</p>			
<p><b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a>, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.</p>			
<p><b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b></p> <p>X:  Date: <u>12-1-2021</u> (Signature and Date Must Be Handwritten At Time of Signature)</p> <p>Print Name: <u>Dan Dinwiddie</u> Print Title: <u>President</u></p>		<p><b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b></p> <p>X:  Date: <u>12/16/2021</u> (Signature and Date Must Be Handwritten At Time of Signature)</p> <p>Print Name: <u>Gary J. Lambert</u> Print Title: <u>Assistant Secretary for Operational Services Division</u></p>	

October 29, 2025

Brian LaRoche  
Senior Project Manager  
PCA360  
blaroche@pca360.com

Justin Sultzbach  
Town Administrator  
Town of Middleton  
Justin.Sultzbach@middletonma.gov

**Re: *Middleton Municipal Complex, Contract Amendment 24  
Additional Civil Design for PR-096 and MELD Generator Pad***

Dear Brian and Justin,

Thank you for the opportunity to allow our design team to continue to provide the Town of Middleton with services in conjunction with the Municipal Complex project. We are pleased to submit this amendment proposal for additional civil design services for owner-requested modifications to PR-096 and modifications to civil drawings to reflect the final MELD generator pad dimensions and locations.

Additional PR-096 civil design scope includes:

- Owner requested design change to the PR-096 documents for revised town green grading.
- Removal of the stone wall at the storm basin and replace the wall with planting bed areas.
- Modifications to paths, fencing, and gazebo locations.

Additional civil site plan update scope includes:

- Site plan revisions to reflect final MELD generator and electrical pad plans.
- Signing/sealing the revised plans for inclusion in the MELD generator permit submission.

**Total      \$7,550.00**

#### CONSIDERATIONS

- Normal expenses including small print volume, telephone, postage/shipping and travel are included in the fees above. Printing for Owner or OPM submissions is limited to 6 sets. Permitting application fees, additional printing and other expenses will be invoiced at cost plus 10%.

#### EXCLUSIONS

- Any services not explicitly noted in this proposal are excluded and would be available to be performed for an additional fee.



Hourly rates are subject to change each year. Our 2025 billing rates for architectural services are as follows:

- Principal: \$360/hour
- Project Manager: \$250/hour
- Project Architect/Coordinator: \$200/hour
- Job Captain: \$185/hour
- Senior Designer: \$150/hour
- Designer: \$135/hour
- Senior Administrative Support: \$305/hour

Thank you for the opportunity to submit this proposal.

Sincerely,



Jeff Shaw, AIA, LEED AP BD+C, CPHC, MCPPO  
Principal + President, Context Architecture

---

Brian Cresta, Chair, Select Board  
Town of Middleton

File: 2204.00: A/O Contract



**MIDDLETON POLICE DEPARTMENT**  
**65 N. MAIN STREET**  
**MIDDLETON, MA 01949**  
**PHONE: (978) 774-4424, FAX (978) 774-4466**  
<http://www.middletonma.gov>

**WILLIAM P. SAMPSON**  
**CHIEF OF POLICE**

December 9, 2025

Select Board  
Town of Middleton  
Memorial Hall  
48 S Main Street  
Middleton, MA 01949

**Re: Letter of recommendation to appoint Olivia Primack as Full-time Police Officers**

Dear Select Board,

I am sending this letter to recommend Olivia Primack for consideration as our next full-time Middleton Police Officer.

Olivia Primack is a resident of Essex County and currently is employed as a Personal Trainer at Choice Fitness Sports Club in Salisbury and previously had worked for many years in the service industry. Ms. Primack holds a Bachelor of Science degree in Criminal Justice from Westfield State University. A thorough background investigation was conducted and Ms. Primack's comes highly recommended by former employers and law enforcement personnel.

I believe with Ms. Primack's education, experience, and physical fitness background that she will be an asset to the Middleton Police Department as our next full-time police officer. I respectfully request that the Select Board appoint Ms. Primack to the position of full-time police officer on December 16<sup>th</sup> with an anticipated start date for the MPTC Cambridge-Northeastern Police Academy in January 2026.

Thank you in advance for your consideration in this matter and please feel free to contact me if you have any questions or concerns.

Respectfully,  
*Chief William P. Sampson*  
Chief William P. Sampson

# MARK SAKELAKOS

Licensed Master Plumber | Assistant Plumbing Inspector Candidate

## PROFESSIONAL SUMMARY

Licensed Massachusetts Master Plumber with over 15 years of residential plumbing experience including new construction, renovations, heating systems, and gas piping. Extensive hands-on knowledge of Massachusetts plumbing codes gained through field work, inspections coordination, and permitting. Proven ability to interpret plans, ensure code compliance, and communicate effectively with homeowners, contractors, and municipal officials.

## LICENSURE

- Massachusetts Master Plumber License – 2014
- Massachusetts Journeyman Plumber License – 2011

## PROFESSIONAL EXPERIENCE

### **Owner / Master Plumber** — Sakel and Son Plumbing LLC | 2023 – Present

- Perform and oversee residential plumbing work from rough inspections through final approval
- Install and inspect boilers, water heaters, and gas piping systems in compliance with Massachusetts code
- Coordinate inspections with local building departments and resolve corrective items
- Review plans, permits, and specifications to ensure code-compliant installation
- Document work performed and maintain compliance with safety and permit requirements

### **Journeyman / Master Plumber** — Sakel Mechanical | Peabody, MA | 2008 – 2022

- Completed residential plumbing installations and service work under Massachusetts plumbing code
- Performed rough-in, top-out, and final installations for new construction and remodels
- Worked closely with inspectors to address corrections and approvals
- Specialized in gas piping, boiler systems, water heaters, and fixture installations

## RELATED SKILLS & KNOWLEDGE

- Massachusetts Plumbing & Gas Codes
- Residential Rough, Final & Gas Inspections
- Plan Review & Permit Coordination
- Boiler, Water Heater & Fuel Gas Systems
- Code Interpretation & Documentation

## EDUCATION

Bachelor of Science – Criminal Justice (Minor: Criminal Law), University of Massachusetts Lowell – 2008

High School Diploma, Peabody Veterans Memorial High School – 2003

Name	License Number
<b>As of 12/11/25</b>	
<b>Alcohol</b>	
Howe Station Market (Luv Kush Marketing)	00015-PK-0704, CV-38
Maggies Farm (Serenitee Catering)	05072-RS-0704, CV-13, ENT-13
Middleton Beer, Wine, Tobacco and More (JRS Business LLC)	90155-PK-0704, CV-51
Richdale (Middleton Shreeji Inc)	90571-PK-0704, CV-21
The Clubhouse Golf & Entertainment (AMMP Ventures LLC)	07913-GP-0704, CV-35, ENT-22
<b>Contigent on Inspection Passage</b>	
99 Restaurant & Pub (99 West, LLC)	05528-RS-0704, CV-19, ENT-5
Blue Fin Restaurant (RMS Group)	00026-RS-0704, CV-6, ENT-2
Charlie's Roast Beef	CV-44
Captain Pizza (Scotty & Matty Pizza)	CV-15
Teresa's Italian Eatery & Deli (Ny Foods LLC)	00031-RS-0704, CV-22, ENT-9
The Villa (Smoke King)	06296-RS-0704, CV-1, ENT-7
Middleton Subway Inc	CV-25
Panini Pizza Company	CV-49
<b>Contigent on Inspection Passage and Payment of all Arears</b>	
Crossroads Kitchen & Bar (NG Group, Inc.)	08080-RS-0704, CV-66, ENT-15
<b>Alcohol - Seasonal</b>	
<b>Common Victualler Non-Alcohol</b>	
Boba Tea & Snow Ice House	CV-14
<b>Class II</b>	
Griffs Auto	MVII-9
<b>Class III</b>	
<b>Gasoline Pumps Only</b>	
Bouchard's Automotive (Middleton Gas & Service)	GA-8
<b>Golf</b>	
<b>Livery License</b>	
Black Glove Transportation Corp	LL-004
Black Glove Vehicle Registration	LL-004-1
LCS (Limo & Concierge Services)	LL-003
LCS Vehicle Registration	LL-003-1, LL-003-2
<b>Precious Metals</b>	