Merrimac Select Board

Select Board Meeting

12/16/24

I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21,2025 , OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW. TO JOIN REMOTE MEETINGS: HTTPS://US06WEB.ZOOM.US/J/5593835320?PWD=E0SEI0BFDZO4TZO1WCS7V3MJB WM7LL.1 MEETING ID: 559383532 PASSCODE: 1876

II. CALL TO ORDER

PRESENT: Gustison, Manni, Gorzynski, Bruno, Adams

ABSENT:

7PM recorded and televised

III. APPROVE AGENDA

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

IV. MINUTES APPROVAL

1. Merrimac Select Board - Select Board Meeting - Nov 18, 2024 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

2. Merrimac Select Board - Joint Meeting - Nov 26, 2024 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

3. Merrimac Select Board - Select Board Meeting - Dec 2, 2024 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF DECEMBER 9, 2024

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Rob Gustison
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

VI. APPOINTMENT

1. 7:00 PM Chris Gaudet ADA Audit

Chris Gaudet sent information a month ago. Gorzynski went to ADA meeting. She wants all of the website issues to be fixed. Manni speaks about percentages-cost to get to 100%. Gaudet says the website is only a year old. We had received a $12,440 grant for a consulting service to do audit of websites. He wants a show of good faith to bring to 100%. Bruno thinks all of these things need to be addressed. Gaudet says working with Guilfoil and chipping away at the issues. Manni suggests Gaudet work with Guilfoil and Alyssa Sexton and bring a select board member if necessary.

VII. CORRESPONDENCE

1. Merrimac Town Hall Hours -Tax Bills
2. Planning Board Meeting for Master Plan Presentation 12/17

All but Manni are attending.

3. Hazardous Waste Day Event Next Steps Response

Hazardous waste day; it is not an eligible item under the regional grant; board of health usually runs it. Gorzynski will send an email to the board of health.

4. Communication from Kendra Bowker Green Advisory Committee
5. ABCC ADVISORY REGARDING CHANGES TO M.G.L. C. 138, § 26- RETAIL LICENSE MANAGERS
6. Spring 2025 RDP Grant Guidelines - Now Posted
7. Merrimac PD Employee Awards 2024

Chief Eric Shears reviews his awards ceremony and recipients.

8. Award Recognition-Chris Gaudet

Gustison and board congratulate Gaudet on his award.

9. Janet Bruno Correspondence TH Employee Hours 120224 SB Meeting
10. Motion to file correspondence

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

VIII. OLD BUSINESS

None

IX. AGENDA ITEMS

1. Town Administrator's Report

Bruno met with McLeod to discuss hours at town hall-summary with employees' input. Manni thanks Bruno and McLeod for their work on this. Gustison asks for a 90-day trial as they did 5 years ago. Manni says we should be assessing how it's working. He doesn't want to put an evaluation period on it. Proposal to Feb 1st. Adams is for the proposal; he is confused as he thought the concern was getting input-he doesn't see community input as it was discussed 2 previous meetings. He doesn't feel we got much public input. Motion that the board approve town hall office hours effective Feb 1st as Monday 8 AM - 4 PM; Tuesday 8 AM - 7 PM; Wednesday 8 AM - 4 PM Thursday 8 AM - 4 PM; Friday 8 AM - 12 PM. Keeping in mind there may be a change in hours with illness or scheduled vacation.

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski, Bruno, Adams
ABSTAIN:	Gustison

4. Motion for the chair to sign the contract for auditors

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

7. Motion to approve time off request

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

2. Employee Pictures

Employees aren't in favor to have their pictures on the website; Adams feels it's strange that we haven't had them on; Gorzynski says with AI technology we are living in a different age; Manni gets the intent; Gustison says he comes in to familiarize himself with employees and others.

3. Election Schedule 2025

Motion to approve the list of positions that are up for election in 2025 as presented by Gwen Sabbagh

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

4. Motion to offer early voting in person and vote by mail for the election period

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

5. Motion to make last day Monday Aug 4 to file citizen petitions

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

6. Motion to set last day to file citizen petition Monday March 3rd

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

7. ESRI Yearly Renewal

Motion to allow the renewal ESRI agreement

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Irina Gorzynski, Member
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

8. FW_ Updated Draft PRSD Regional Agreement

Next step is to send to the state; motion to accept the changes as is and have Angus Jennings to send it to the dept. of education

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

9. Breezeline Termination of License Agreement

The board is disappointed. Motion for the chair to sign

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

10. Renew Used Car Dealer Class II Licenses 2025

Sinibaldi says before the board renews; he asks the board to write a letter to remind licensees what the Class II license entails. Motion that we extend the renewals to the facilities in good standing; for the one that is not send a letter reminding them they are not in good standing.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

11. Renew Amusement License 2025

Motion to renew the amusement license

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

12. Renew Liquor Licenses 2025

Renew 3 tonight. Motion to renew those compliant with fire and licensing fees and review the others on the next meeting

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

13. Motion to send letter on outstanding taxes not in good standing and not renewed

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

14. Renew General License

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

15. Jen Penney Time Off Request

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

16. BOS OPERATING POLICIES AND PROCEDURES Adopted 062121

Revise members 3-5; selectmen to select board; change to majority vote; meeting nights Monday to Tuesday

17. Performance Review - Planning-Shayla Wells

Motion to accept and award 1% back to July 1st

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

18. Performance Review-Rebecca Armstrong

Motion to accept and offer the 1%

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

19. Clock Tower Update from Carol Traynor

Discuss the expenses of lighting the clock. Bruno suggests getting an estimate of cost. Traynor was thinking about using the auditorium to meet with people to discuss highlighting the businesses in town; she would like the board approval to get people together after the 1st of the year, have meetings held in the auditorium;

20. Next Steps for Government Study

Manni will look at his calendar to schedule.

21. Select Board's Letter to Fin Com FY2026

Manni reads the letter. Bruno suggests that letter be presented to the Fincom.

22. MIIA Grant Application

Motion for the board to sign

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

23. Donation of Flags

Greg Towson from Poplar Hill donated American flags;

24. Birchmeadow Rd.

Manni recognizes Mike Letizia and Ken Buzzell. Birchmeadow Rd- zoning issues with neighbors; been in court for years; they want to be on the next agenda to get an update. Manni says this is not under the select board purview; its in the court system. Sinibaldi understands the frustration. Gustison will reach out to ZBA and legal; manni will reach out to ConCom; Gorzynski will reach out to Board of Health

X. ADJOURN

1. Motion to adjourn at 9:03PM

Meeting on 12/30/24- time to be determined

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

Merrimac Select Board

Select Board Meeting

11/18/24

I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21,2025 , OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW. TO JOIN REMOTE MEETINGS: HTTPS://MEET.GOOGLE.COM/PAW-BTHX-HPK

II. CALL TO ORDER

PRESENT: Gustison, Manni, Gorzynski, Bruno, Adams

ABSENT:

Recorded and televised

III. APPROVE AGENDA

1. Motion to approve the agenda

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Rob Gustison
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

IV. MINUTES APPROVAL

1. Merrimac Select Board - Select Board Meeting - Nov 4, 2024 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Rob Gustison
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF NOVEMBER 11, 2024

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Rob Gustison
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

VI. APPOINTMENT

1. Tax Classification Hearing FY25

Joyce Clohecy, Assessor. Have to decide between a single rate or split rate between residential and commercial/industrial/personal property. They have not split the rate in over 30 years. Proposed $13.25 per $1000 for single rate across the board. Split rate tax would be $12.99 for residential; personal commercial industrial would be $19.87 per thousand. $13.25 rate is .25 less than 2024. The Board of Assessors suggest leaving the tax rate at $13.25 as a single rate. We don't have a lot of industrial/commercial. The reassessment is every year, but an in depth revaluation is done every few years.
Motion that for FY25 that they keep the rate the same for residential and commercial at $13.25

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

2. Anthony Wilson -Collins Center- Best Practices Grant

The town received a grant for best practices to review organizational structure of the town. PowerPoint presentation by Anthony Wilson. Wilson gives examples of towns and their processes. Manni says administrative structure is most important to the board. Wilson was asked how would the board have a role in the committee. Wilson says it's not inappropriate to have board members on, but there is a careful line. Deference by title. Positive is that a board member would have a better understanding of how things operate. Ultimately any change in structure would have to go to town meeting. It would be the first time for some residents to really look at government. Usually there is a liaison who connects with town government. Manni suggests the board consider the information for the next meeting. Gwen Lay Sabbagh asks about posting meetings and whether they are open to the public. Wilson says most towns do. Next meeting- commentary and suggestions about formalizing a committee. Wilson has documents and strategies to reach out to the community. The town of Merrimac is very interested in the study and what comes out of it.

VII. CORRESPONDENCE

1. Zoning Enforcement Letter Waterhouse
2. Website Review for ADA Compliance
3. Grants Received-Police
4. Georgetown Groveland Merrimac and Amesbury Fire Departments Receive $614728 from FEMA Assistance To
5. Motion to file correspondence

Gustison notes another great set of grants for police and fire. Grants are listed on the website. Motion to file correspondence

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Rob Gustison
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

VIII. OLD BUSINESS

1. Letter to the Governor Response

IX. AGENDA ITEMS

1. Town Administrator's Report

Regional agreement update was sent to the select board. Breezeline- based on current market, wants to terminate the franchise agreement.

2. Division of Ecological Restoration Culvert Replacement Municipal Assistance Grant Award Notice

Culvert on Church St.; Bob Sinibaldi says this is for a study-first step. Motion for chair to sign

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

3. Merrimac Energy Advisory Committee

Kendra Bowker reads a letter residents signed regarding having a town committee. First step is forming the ad hoc committee consisting of residents. Could designate select board member if they wish. Bob Sinibaldi and Alyssa Sexton spoke in regard to the goals this committee would be trying to achieve. Sinibaldi does not feel it is in the best interest of the community. We have a municipal light dept., and rebates are limited. He feels it would cause added expense to new home builders or homeowners doing renovations. Sexton says we are a green community, and she thinks they are a great idea to get rebates, but it is multi faceted. Sexton currently applies for the green community grants. We don't know what the cost to the town would be. Manni says this is in the infancy stages. Adams is affiliated with the light dept. Motion to create the Green Advisory Committee for the town of Merrimac
Manni advises Bowker to formalize it and once set up, come back to the select board. Whomever is running the committee would bring members to the select board to be appointed.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

4. Select Board Budget Priorities FY2026

Select Board member recommendations; Bruno's priorities-to keep in mind the major sewer upgrade needs to be considered when we start utilizing free cash and equipment; outreach position at Senior Ctr; Police and Fire dept.; Bruno knows a couple of other dept's looking for increase in hours for assistants; Manni says he was thinking public safety; make sure COLA increase are aligned. Schools are always a consideration; Gorzynski thinks they should review the job description and start advertising for DPW Director by Jan. 1st. Gustison agrees with Manni. To differentiate the COLA and performance increase. We have a lot of retirements coming up. Keep everything within 2 1/2 %. He feels we need to retain the people we have now. Manni says they previously went forward to town meeting with 50% of a veteran abatement; would like to go forward with the rest- budget permitting. Gustison says they should continue to put pressure on the legislators for school and transportation funding. McLeod explains COLA is cost of living which is what we stay within the Northeast consumer price index. Gustison asks about having incentives. McLeod confirms they're saying to do away with performance increases. Manni says they can finalize the transportation letter with edits.

5. Town Hall Hours

Manni moves this to the top of the agenda, noting there are a number of folks at the meeting. There is a request to review town hall hours. Irina Gorzynski says it’s been on her agenda since she ran. She wants the town to go back to old schedule, pre Covid. She states that she has had a lot of complaints through the years. She suggests opening on Friday half day. Residents with hybrid workweek are usually home on Fridays. Gorzynski acknowledges that she read McLeod's response. McLeod says this schedule was in place prior to Covid. Gustison asks Gorzynksi if she want to forgo the late night. She does not and wants a rotating schedule. Gustison said that town hall has been accommodating during the off hours. Gorzynski says with Monday holidays there is 4 day period people can’t get in. McLeod says employees that work 35 hours wouldn't work Friday. Monday nights worked for a long day because of the select boards meeting. McLeod doesn't believe they are going about it the right way. No official complaint has been brought to the select board's office. Payroll and accountant work different evening hours to process payroll. Five years ago we changed the schedule to satisfy the public's need for an evening. McLeod says this is a good work life balance. Gorzynski says residents have a problem with 4-day weekends with no service. McLeod mentions switching to Tuesday for a late night.

Manni confirms that there is policy in place for filing complaints. Bruno thinks the select board should be able to set the hours. Adams says it's important to hear from the public. Resident make suggestions about hours. Gustison doesn't want to overlook the employees hired under the current work schedule. Manni feels there should be a proposal instead of open discussions; he feels a survey would work. Feels it's more complicated. McLeod wonders what services we are not offering people. Most everything can be done online. The phones can be answered at home. Gorzynski wants to know who works when. Bruno agrees with putting together a survey. Adams will reach out to the light dept. Bruno and Gorzynski will work together to come up with a proposal. Gustison wants to see the survey questions. A resident says to take into consideration what the workers want. Gustison says survey doesn't get the full picture. The board will have to make a decision. Gustison would be willing to meet with the employees. Bring back actions to next meeting. Bruno asks if there is a log for computer hours. McLeod says she could probably request a report but that employees attest to their hours by signing payroll.

6. Resignation from the Commission on Disability-Margi Sullivan

Motion to accept resignation

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

7. Request from Commission on Disabilities to Appoint Bridget Goerke to Full Member

Motion to appoint

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

8. MVPC 2025 EagleView/Pictometry Flight Agreement

Motion for chair to sign

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Bruno, Adams
ABSTAIN:	Gorzynski

9. Contract Extension for Horsely Witten on Call Planning Board Services

Bob Sinibaldi says pricing depends on the type of review. The applicant pays for the review. Motion for chair to sign

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

10. 24EMPG Grant-Fire-Vote Needed

Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

11. Notification_ Bob Sinibaldi Performance Evaluation Fri Nov 15, 2024

Manni will do the review.

12. Cybersecurity Grant

Late add. Grant is $25,000. The state is coming up with another $6200. Our IT consultant will draw up a plan. Motion for the chair to sign

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

X. ADJOURN

1. Motion to adjourn at 8:45 PM

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

Merrimac Select Board

Joint Meeting

11/26/24

I. CALL TO ORDER

PRESENT: Gustison, Manni, Gorzynski, Bruno, Adams

ABSENT:

II. PENTUCKET REGIONAL SCHOOL DISTRICT REGIONAL AGREEMENT DISCUSSION: DISCUSSION WITH THE MERRIMAC SELECT BOARD AND WEST NEWBURY SELECT BOARD CONCERNING AMENDMENTS TO THE PENTUCKET REGIONAL SCHOOL DISTRICT REGIONAL AGREEMENT. VOTES WILL BE TAKEN.

1. Discussion with the Merrimac Select Board and West Newbury Select Board Concerning Amendments to the Pentucket Regional School District Regional Agreement. Votes Will be Taken.
2. PRSD Regional Agreement Review Draft
3. Section IV. LOCATION OF SCHOOLS

Section IV. LOCATION OF SCHOOLS

. The Regional District secondary school buildings shall be located on sites owned by the District.

B. There shall be not less than one elementary school in each member town. Students in grades PK – 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional "magnet" classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District "Contingency Plan" as approved by the Pentucket Regional School Committee, and as may be amended from time to time.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

4. Section VI. DEFINITIONS A. Budget

Section VI. DEFINITIONS

. Budget
As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of ~~two~~ four parts: ~~operating costs and~~ debt service, capital costs, ~~and~~ operating costs and~~,~~ stabilization each as herein defined.

~~1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$20,000 \$10,000 and having a depreciable life of not less than 5 years.~~

~~2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.~~

~~1.~~ DEBT SERVICE includes all costs that are used for payment of principal and interest on bonds or other obligations issued by the District.

~~2.~~ CAPITAL COSTS shall be defined as costing not less than $20,000 and having a depreciable life of not less than 5 years.

3. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

4. STABILIZATION COSTS include all Excess and Deficiency and other funds that are transferred to the PRSD Stabilization fund in the proposed budget. The budget should also include the current balance in the PRSD Stabilization fund and the projected new balance with the addition of funds identified in the budget.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

5. Section VII. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

HOLD

. All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.

The district assessment will be calculated and reported to the member towns by using the two – step method. The District shall list all general fund revenues, including but not limited to Chapter 70, Excess & Deficiency, Circuit Breaker and Transportation Aid, and reduce the member assessment as it relates to the approved operating budget by said amount.

6. Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

A. The District shall develop a 5 year capital plan for each building that will be provided to each member town, including any new or updated projects and cost estimates, each year by ~~January~~ October 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than ~~$10,000~~ $20,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, on or before January 15th of each year, the District shall provide the member towns with a maintenance plan for the following budget year for each of its buildings. The District shall include a line item in its budget to fully fund this plan. As part of its closeout of the fiscal year, on or around September 1st of each year, a year end maintenance report covering the preceding fiscal year shall be provided to the member towns identifying the cost of all maintenance performed.

B. Each member town shall be responsible for payment of costs associated with the construction of new buildings, renovations, or making extraordinary repairs to the elementary school building/s located in that member town so long as they meet the requirements of a capital project as described in VIII A.

C. The costs of on-going maintenance for those items not included in paragraph VIII B. for the elementary schools and all costs for the secondary schools shall be borne by the Regional School District.

RESULT:	**APPROVED [4 TO 1]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno
NAYS:	Adams

7. Section XII. REGIONAL FINANCE ADVISORY COMMITTEE BUDGET

Section XII. REGIONAL FINANCE ADVISORY COMMITTEE ~~BUDGET~~

There shall be a Regional Finance Advisory Committee ("Advisory Committee"), comprised of the following: one Select Board member from each member town annually appointed by each member town Select Board; the Finance Director, or person holding such position by whichever title it may be known, from each member town; one Finance Committee member from each member town annually appointed by each member town Finance Committee; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager. The ~~Regional~~ Advisory Committee will meet biannually, in or around December and March of each year~~, from time to time~~, ~~with the Regional District School Committee Chair, the Superintendent and/or Business Manager~~ to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The chairmanship of the Advisory Committee shall rotate annually among the designated Select Board members from each of the towns. The Committee shall prepare reports to be read into the School Committee minutes.

Amended to read bi-annual meetings around December and March

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

8. Section XIII. BUDGET

Section XIII. BUDGET

. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:

. The budget process shall be initiated annually in or before December and shall provide an opportunity for the ~~Selectmen~~ Select Board and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the ~~Selectmen~~ Select Board, Finance Directors and Finance Committee members of each member town.

2. The School Committee shall convene two meetings during the budget process, including an initial meeting in November; and an additional meeting in March, prior to the School Committee's vote on the proposed budget. The membership of each town's Select Board and Finance Committee shall be invited to each of these two budget meetings. Additionally, upon request of the Finance Committee and/or the Select Board of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Select Board for the purpose of discussing the proposed budget.

3. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. ~~Upon request of the Finance Committee and/or the Board of~~

~~Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget.~~ Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; and outlay, debt and interest charges; all non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Select Board ~~of Selectmen~~ or Finance Committee may request further information.

4. No later than 45 days prior to the date of the earliest member Annual Town Meeting, the Regional District School Committee shall adopt by a two-thirds vote of all its members a budget with such changes as may have resulted from conferences and an open hearing. This budget shall be presented in ~~two~~ four parts as outlined in ~~the attached template (Exhibit A)~~ Section VI(A) of this agreement. No later than 30 days from the date of the approval vote, but within 10 days if possible, the Treasurer of the District shall certify to the Treasurer of each member town its assessed share of such budget.

5. The budget and assessment shall be so constructed as to show debt service, capital, ~~and~~ operating and stabilization costs. It shall also list all general fund revenue used to reduce member assessments as described in VII. A. This budget should also identify the costs of any programs not uniformly offered at all District elementary schools.

6. Budget approval will be in accordance with M.G.L. Chapter 71, Section 16B.

7. If, in the opinion of the Select Board ~~of Selectmen~~ and/or Finance Committee of any of the towns, the Regional School District budget will not fit the budgetary capabilities of their town, they can request of the Regional District School Committee a special meeting with the Advisory Committee to discuss the budget.

   This meeting shall be called within seven (7) days of the presentation of the budget to the member towns.

   ~~The meeting shall be attended by six members of the Regional District School Committee (two members from each member town), as well as two representatives of the Board of Selectmen and two representatives of the Finance Committee from each member town.~~

   The purpose of this meeting will be to discuss the ability of the town or towns to meet the financial obligation brought forth by their assessment of the submitted Regional School District budget.

   Following the meeting, the Advisory Committee may ~~The charge of this group will be to~~ recommend to the Regional District School Committee a reduced budget that least affects the educational integrity of the District and meets the financial capabilities of the town(s).

8. If a member town fails to hold a meeting within forty-five (45) days from the date on which an amended assessment was adopted by the Regional District School Committee, the member town shall be deemed to have voted affirmatively regardless of whether the town had previously approved an amount equal to or greater than the revised assessment. No action by the town constitutes approval.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

III. ADJOURN

1. Motion to adjourn at 8:30 PM

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

Merrimac Select Board

Select Board Meeting

12/02/24

I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21,2025 , OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW. TO JOIN REMOTE MEETINGS: HTTPS://US06WEB.ZOOM.US/J/5593835320?PWD=E0SEI0BFDZO4TZO1WCS7V3MJBWM7LL.1 MEETING ID: 559383532 PASSCODE: 1876

II. CALL TO ORDER

PRESENT: Gustison, Manni, Gorzynski, Bruno, Adams

ABSENT:

III. APPROVE AGENDA

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

IV. APPROVAL OF PAYROLL AND VENDOR WARRANT OF NOVEMBER 25, 2024

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Rob Gustison
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

V. CORRESPONDENCE

1. Response from IHC Design Regarding ADA Website

Gorzynski says we have 2 different responses in regard to ADA compliance. She will find out how incompatible we are and what the cost is. Bruno agrees they have to talk to Chris Gaudet.

2. ABCC ADVISORY REGARDING CHANGES TO M.G.L. C. 138, § 15F- FARMER'S MARKET PERMIT

3. Tax Rate Approval Notification - Merrimac - 2025

Earliest ever approved for the town; McLeod offers kudos to the whole team; DOR website will do tax comparisons online.

4. Xfinity Additional Pricing Changes - Services No Longer Available for New Subscriptions

5. Municipal Notice_ Host Community Agreement Determination_ MRR207098

6. Economic Dev. Bond Bill Changes to 40A Sec 3A Impacted Grants, 40A and 43D
7. Motion to file correspondence

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

VI. OLD BUSINESS

1. Gov Transportation Letter

Manni says Gustison did an incredible job. Composed letter after cherry sheets and talking with the superintendent. Sent to the regional select boards. West Newbury will sign, send, and cc all state reps.

VII. AGENDA ITEMS

1. Water and Sewer Liens

The list is not ready; approve for chair to sign once ready; public notice. Time sensitive for tax bills. Motion for the chair to sign the liens when they are available

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

2. Employee Appraisal- Tom Chigas

Motion to accept employee appraisal and approve the 1% increase

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

3. Employee Appraisal- Greg Hatch

Motion to accept employee appraisal and approve the 1% increase

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

4. Rural Development Fund Contract Documents

Motion to chair to sign standard contract form

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Janet Bruno, Board Member
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

5. River Road Truck Survey

An opportunity to revisit the truck traffic on River Rd. Motion to approve the proposal for the River Rd. survey

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Wayne Adams
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

6. Town Hall Renovation- Window Proposal

This proposal is in addition to the last. Four windows to be replaced. Motion to approve the window estimate for the town hall renovation

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Irina Gorzynski, Member
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

7. Municipal Local Cybersecurity Grant Program (MLCGP) - Match Portion

Taken care of last meeting.

8. 24EMPG MERRIMAC Contract Executed Thru 063025 with Notice to Proceed

Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Irina Gorzynski, Member
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

9. Disclosure of Special Municipal Employee- Patty Olds- Cultural Council

Notification of disclosure of potential conflict of interest library and cultural council; Gustison agrees there is no conflict but thanks Patty Olds for filing. Allow for the exemption of Patty Olds to serve on the Cultural Council

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

10. Cultural Council Resignations

Motion to accept resignations

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

11. Volunteer Application-Jason Skinner-Cultural Council

Motion to appoint to Cultural Council

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

12. Electric Chargers

The state is ok with the electric chargers being compliant; we may have a third one coming. Adams says Shears doesn't want one at the police station. Mary Usovicz would like one. She is also having the Senior Ctr evaluated to be an acceptable site. They will explore costs. Motion to assign one of the chargers for use at the Council of Aging amended to limited to understanding the cost of installation and managing the hours/usage/cost of the second unit while overnight

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne Adams
SECONDER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

13. Survey Communication
14. Town Hall Hours

Adams says 10 employees were present at the meeting. All but one were in agreement to keep the schedule as is. He thought it was a constructive meeting. The employees asked was how are we not meeting the needs of the public. Adams said Tuesday nights was a possibility. Adams has discussed with Mary Usovicz about sending out a survey. Only full-time people were invited that were affected by it. Manni asks Gustison is the survey something the board wants to move forward with. Gustison says there are challenges, and we are in the process of having a comprehensive study of town governance. Need to identify the key issues with services being met. He doesn't agree the survey would be effective; Adams says the light dept told him survey challenges caused them to contract out for $6000; paperless billing; those issues seem to reflect that more time is needed. Mentioned options-move the late night, go to FinCom and increase hours to 40 or modify hours to get the Friday hours. Gustison says they can make consideration of the hours part of the study for town governance. Gorzynski disagrees. She says it's about the services people are not getting. Adams feels the only way we can get public information is the survey. Bruno says the survey is not an appropriate way to go. Discussion turns to not doing the survey but have the select board change current schedule. Manni says they need to decide on survey and costs. Bruno doesn't think the survey is going to work. Bruno asks that they have late night on Tuesday. Adams says it makes no sense to go around and around. Gorzynski is questioning the accuracy of the survey. Gustison says there will be public forums and a committee with the Collins Center study; they will be doing the structural study, and we should listen them. Gorzynski says 12-18 months is going to take too long. The board members are into the public's opinion.
Gustison doesn't think a paper survey is going to get what they are looking for- he's against the survey. Manni also says no to a survey. The board determines they are not reaching out for a public survey. Adams is looking for a proposal. Gustison says some of the comments being made can be taken as personal. Moving to Tuesdays is because of Monday holidays. Gustison amends Monday to Tuesday and make Fridays a consideration for the study. Motion to change the late hours to Monday to Tuesday and change the select board meeting to Tuesdays effective as of Jan 6.
Adam's vote is a no because he doesn't feel the board is ready. He is comfortable using governmental study for town hall hours. Manni says a member needs to bring a proposal of how to move forward and why. Gorzynski wants to set of date for talking to people in town with different perspectives. Bruno asks McLeod if she can come up with a proposal with the employees to figure out the hours staying within their current budget. McLeod will meet with employees to get input and a proposal for how it would work for employees. Manni says having a board member work with McLeod makes sense. Gustison excuses himself from it-Bruno will work with McLeod.

RESULT:	**APPROVED [3 TO 2]**
MOVER:	Irina Gorzynski, Member
SECONDER:	Janet Bruno, Board Member
AYES:	Manni, Gorzynski, Bruno
NAYS:	Gustison, Adams

15. Coastal Metals- Redevelopment Water Drum Disposal

Special article funds used. Meeting Wednesday with the 3rd party contractor. Motion for the chair to sign the Coastal Metal redevelopment contract

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

16. Best Practices-Organizational Structure Study

Table to get a best practices document from the Collins Center

17. State of Schools

Gustison says the test scores from Covid to now is stark. Gorzynski said she was impressed with the technology. Bruno thought it was a great presentation. Adams felt they were in a academically sound position. He appreciated the information about the facilities and fields. Lack of funding is disappointing. Project 211 talks about communities in Ch70 and transportation. Gustison suggests people check it out.
Manni talks about fields and facilities. Pentucket Regional agreement is up. Manni worked with the other towns. Makes us more consistent and transparent.

18. Performance Evaluation-Robert Sinibaldi

Manni performed the review and distributed to Sinibaldi. Says Sinibaldi's opinion is respected. Manni confirms Sinibaldi is not looking for the 1%.

19. Sewer Laborer- Aidan Frary

Application for a second Whittier Tech student to join the Sewer Dept. Motion to offer the appointment of sewer laborer to Aiden Frary

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Janet Bruno, Board Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

20. Resignation of Part Time Dispatcher-Mikara Crowley

Motion to accept the resignation

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

21. Performance Evaluation-Lorna Morgan

Motion to accept the performance evaluation for dispatcher Lorna Morgan and offer the 1%

VIII. EXECUTIVE SESSION

1. MGL C30A, Sec.21A 2.To Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.

Motion to enter into executive session at 8:53 pm and come out only to adjourn
Roll call vote
Gustison- yes; Manni-yes; Gorzynski-yes; Bruno-yes; Adams- absent

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
AYES:	Gustison, Manni, Gorzynski, Bruno
ABSENT:	Adams

3. MGL C30A, Sec. 21A 3.To Discuss Strategy with Respect to Collective Bargaining or Litigation If an Open Meeting May Have a Detrimental Effect on the Bargaining or Litigating Position of the Public Body and the Chair So Declares.

5. MGL C30A Sec. 21A 1.To Discuss the Reputation, Character, Physical Condition or Mental Health, Rather Than Professional Competence, of an Individual, or Discuss the Discipline or Dismissal Of, or Complaints or Charges Against, a Public Officer, Employee, Staff Member or Individual.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Rob Gustison
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

7. Motion to come out of executive session at 9:20pm and adjourn

Roll call vote
Gustison-yes;Manni-yes;Gorzynski-yes;Bruno-yes;Adams-yes

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Gustison, Manni, Gorzynski, Bruno, Adams

IX. ADJOURN

Agenda Item
Merrimac Select Board
12/16/24

7:00 PM Chris Gaudet ADA Audit

Subject:

Attachments:

ADA Audit Request to Discuss

From: Irina Gorzynski - Select Board Member
To: Jennifer Penney - Select Board (X3080)
Cc: Chris Gaudet - Commission on Disability
Subject: Monday Dec16th BOS meeting
Date: Tuesday, December 10, 2024 12:24:52 PM

Hi Jennifer,

I would like to invite Chris Gaudet to our next BOS meeting to talk about the website audit. Can we please add him to our agenda for 7 PM appointment.

Chris, I hope that will work for you! Please let us know, thanks

Sent from my iPad

Agenda Item
Merrimac Select Board
12/16/24

Merrimac Town Hall Hours -Tax Bills

Subject:

Attachments:

RE_ Merrimac Town Hall Hours

igr2024-8 (1) (002)

From:	Michelle Barry - Tax (X3091)
To:	Jennifer Penney - Select Board (X3080)
Cc:	Carol McLeod - Finance (X3040); Chris Manni - Chairman
Subject:	RE: Merrimac Town Hall Hours
Date:	Tuesday, December 3, 2024 1:52:52 PM
Attachments:	igr2024-8 (1).pdf

Jen,

Thank you for the update. The change in hours has a direct affect for my office.
The Tax Collector's office hours must be included on the tax bills. I will be creating the FY25 actual billing files on 12/10/24.
Once the files are generated I will not be able to edit the hours that will be printed on the bills.
Based on the Select Board's decision to change our late day to Tuesday, the hours will be updated on the 3rd and 4th quarter tax bills to the following:

Monday, Wednesday and Thursday 8:00 am to 4:00 pm
Tuesday 8:00 am to 7:00 pm
Friday Closed

Although I have attached the complete IGR for the fiscal year 2025 Tax Bills, the information regarding the hours is on page 21.

Thank you,

Michelle M. Barry, CMMC
Tax Collector
Town of Merrimac
4 School Street
Merrimac, MA 01860

mbarry@townofmerrimac.com
978-346-8824
Hours: M 8-7PM; Tu -Th 8-4PM; Friday CLOSED

From: Jennifer Penney - Select Board (X3080) <selectmen@townofmerrimac.com>
Sent: Tuesday, December 3, 2024 10:59 AM
To: acolburn@merrimaclibrary.org; Alyssa Sexton - ISD (X3060) <asexton@townofmerrimac.com>; Ann Murphy - Senior Ctr (X3101) <amurphy@townofmerrimac.com>; Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com>; Robert Sinibaldi - DPW (X3604) <dpwdir@townofmerrimac.com>; Brienne Walsh - Senior Center (X3107) <bwalsh@townofmerrimac.com>; Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>; Cable Access (X3020)

<cableaccess@townofmerrimac.com>; Cemetery Trustees <cemetery@townofmerrimac.com>; Chris Berube - BOH Chair <cberube@townofmerrimac.com>; Chris Gaudet - Commission on Disability <COD@townofmerrimac.com>; Chris Manni - Chairman <selectman2@townofmerrimac.com>; Chris Perkins - Wastewater (X3500) <cperkins@townofmerrimac.com>; Debbie Ketchen - BOH Agent (X3050) <healthagent@townofmerrimac.com>; Gwen Lay Sabbagh - Clerk (X3030) <townclerk@townofmerrimac.com>; Heather Roche - Assessing (X3010) <hroche@townofmerrimac.com>; Irina Gorzynski - Select Board Member <igorzynski@townofmerrimac.com>; Janet Bruno - Select Board Member <jbruno@townofmerrimac.com>; Jay Smith <jsmith@townofmerrimac.com>; Jimmy Clark - Water (X3600) <jclark@townofmerrimac.com>; Julie Gilchrist - BOH (X3050) <boh@townofmerrimac.com>; Justin Bartholomew (jbartholomew@prsd.org) <jbartholomew@prsd.org>; Justin Craig - Wastewater (X3502) <jcraig@townofmerrimac.com>; Kara Kosmes (kkosmes@whittier.tec.ma.us) <kkosmes@whittier.tec.ma.us>; Karen Guilmette - Finance (X3090) <kguilmette@townofmerrimac.com>; Kathy Marshall <kmarshall8712@comcast.net>; Kevin Hunt (veterans@cityofnewburyport.com) <veterans@cityofnewburyport.com>; Kiersten Cray (kcray@merrimacfire.org) <kcray@merrimacfire.org>; King, Julie <julieking@prsd.org>; Larry Fisher (lfisher@merrimacfire.org) <lfisher@merrimacfire.org>; Leo Reynolds - Superintendent - Highway (X3200) <lreynolds@townofmerrimac.com>; Mary Usovicz (musovicz@merrimaclight.com) <musovicz@merrimaclight.com>; Maureen Lynch (mlynch@whittier.tec.ma.us) <mlynch@whittier.tec.ma.us>; Michelle Barry - Tax (X3091) <mbarry@townofmerrimac.com>; office@merrimaclight.com <office@merrimaclight.com>; Robert Gustison II - Select Board Member <rgustison@townofmerrimac.com>; Robert Sinibaldi - ISD (X3061) <commissioner@townofmerrimac.com>; Sandy Venner <bobandven@msn.com>; Jennifer Penney - Select Board (X3080) <selectmen@townofmerrimac.com>; Shayla Wells - Planning (X3070) <planbd@townofmerrimac.com>; eshears@townofmerrimac.com; Tina Journeay - DPW (X3601) <tjourneay@townofmerrimac.com>; Wayne Adams - Select Board Member <wadams@townofmerrimac.com>
Subject: Merrimac Town Hall Hours

Good morning,
Effective January 6, 2025, late hours for town hall will change from Mondays 8-7pm to Tuesdays 8-7pm.

Best,

Jennifer Penney

Executive Assistant
Notary Public
Office of the Select Board
Town of Merrimac
4 School St.
Merrimac, MA 01860

P: 978-346-8862
Hours: Monday 8am-7pm;Tuesday-Thursday 8am-4pm

Meeting Agenda Deadline-Tuesday(prior to the meeting) by 12PM

https://townofmerrimac.com/select-board/

DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Informational Guideline Release

Bureau of Municipal Finance Law
Informational Guideline Release (IGR) 24-8
March 2024

FISCAL YEAR 2025 TAX BILLS
QUARTERLY PAYMENT SYSTEM

(G.L. c. 59, § 57C; G.L. c. 60, § 3; G.L. c. 60, § 3A)

This Informational Guideline Release (IGR) explains the requirements and procedures for implementing a quarterly tax payment system in Fiscal Year 2025 and provides "model" preliminary tax bills, actual tax bills and demands for use by cities, towns and districts that have adopted that system.

No changes have been made in the form or content of model tax bills except fiscal year dates.

Please refer to Bulletin 2015-05B, *Abatement/Exemption Application and Payment Due Dates on Non-business Days,* for an explanation of the law that applies when tax payments, or abatement or exemption applications, are due on a Saturday, Sunday or legal holiday. **Where a statutory due date is extended by operation of law, the extended date is the actual due date that must be printed on the front of the bills.** The legal notice usually printed on the reverse side of the bill should continue to state the statutory due date. Cities, towns and districts are responsible for ensuring the due date on the tax bill is correct – the dates on the tax bill models do not reflect due date extensions that may occur during the fiscal year.

Questions on billing and collection procedures may be referred to the Bureau of Municipal Finance Law. Questions on "Pro Forma" Recaps should be referred to Bureau of Accounts field representatives. Balanced pro forma recaps are required for communities seeking approval from the Commissioner of Revenue to issue a third quarter preliminary tax bill, and in some cases, may be required for communities seeking approval to issue the first preliminary tax bill after October 1.

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FISCAL YEAR 2025 TAX BILLS
QUARTERLY PAYMENT SYSTEM

Informational Guideline Release (IGR) No. 24-8
March 2024

FISCAL YEAR 2025 TAX BILLS QUARTERLY PAYMENT SYSTEM

(G.L. c. 59, § 57C; G.L. c. 60, § 3; G.L. c. 60, § 3A)

Cities and towns that accept General Laws Chapter 59, Section 57C may implement a quarterly tax payment system.

The purpose of the quarterly tax payment system is to provide taxpayers with greater certainty about payment due dates and communities with a more evenly distributed level of income throughout the fiscal year. Under a quarterly tax payment system, a city or town substantially reduces if not eliminates costly short-term borrowing in anticipation of tax revenue and generally increases investment income.

These guidelines set forth requirements and procedures for implementing the quarterly tax payment system in Fiscal Year 2025 by communities that have adopted it and establish requirements for the form and content of tax bills in those communities.

Quarterly Tax Payment System Features

If a city or town accepts G.L. c. 59, § 57C, and adopts a quarterly tax billing system, property tax payments for that community, and that portion of a tax levying district within it, will ordinarily be made on this schedule: August 1, November 1, February 1 and May 1. Under the quarterly system:

- The assessors make a preliminary tax commitment each year in sufficient time for the collector to mail preliminary tax bills by July 1.

- The preliminary tax is based on the prior year's net tax on the property and may not exceed, with limited exceptions, 50 percent of that amount. The prior year's net tax may be adjusted, however, to reflect the annual 2.5 percent tax increase allowed under Proposition 2½ and any tax increase attributable to approved overrides or exclusions.

- The collector mails the preliminary tax bills each year by July 1.

- The preliminary tax is payable in two equal installments. The first installment is due on August 1. The second installment is due on November 1.

- Preliminary bills may be mailed after July 1, with the approval of the Commissioner of Revenue. The Commissioner may establish conditions for obtaining that approval, including the requirement that a pro forma recapitulation sheet be submitted.

- In the case of late billing, the preliminary tax is still payable in two equal installments if the bills are mailed on or before August 1. The first installment is due on August 1, or 30 days after the preliminary tax bills are mailed, whichever is later. The second installment is due on November 1.

- If the bills are mailed after August 1, however, the entire preliminary tax is due in a single installment on November 1, or 30 days after the bills are mailed, whichever is later. <u>There is no payment due on August 1</u>.

- After the city or town sets its tax rate, the assessors make the actual tax commitment and the collector mails actual tax bills for the year.

- If actual tax bills are mailed on or before December 31, the balance after the first and second preliminary tax installments are credited against the actual tax is payable in two equal installments. The first installment is due on February 1. The second installment is due on May 1.

- If actual tax bills cannot be mailed by December 31, a third quarter preliminary tax bill may be issued with the approval of the Commissioner of Revenue. The Commissioner may establish conditions for obtaining that approval, including the requirement that a pro forma recapitulation sheet be submitted. The third quarter preliminary installment cannot exceed the amount of the first quarter payment installment and is due February 1, or 30 days after the date the bills are mailed, whichever is later.

- Actual tax bills mailed after December 31 are payable May 1, or 30 days after the tax bills are mailed, whichever is later. If third quarter preliminary tax bills were issued, the amount due on that date is the balance after the first, second, and third quarter preliminary tax installments are credited to the actual tax. Otherwise, the entire balance after the first and second preliminary tax installments are credited to the actual tax is due on that date. <u>No actual tax payment is due on February 1</u>.

- The entire amount billed as an omitted or revised assessment is due on May 1, or 30 days after the bill is mailed, whichever is later.

- Interest on delinquent preliminary, actual, omitted and revised tax payments is charged from the due date, *i.e*., only for the number of days the payment is actually unpaid and overdue.

GUIDELINES:

I. LOCAL ACCEPTANCE AND ADOPTION

A. Vote of Legislative Body

A quarterly tax payment system may only be used in cities and towns that have accepted G.L. c. 59, § 57C and specified that the acceptance is for the purpose of adopting or establishing a quarterly tax payment system. Acceptance and adoption requires a majority vote of town meeting, town council or city council.

The city or town clerk must notify the Municipal Databank if the statute is accepted. (See "Notification of Acceptance").

B. Effective Date

In cities and towns that accept the statute before July 1, 2024, the quarterly tax payment system must be implemented for FY25 unless another implementation date is specifically designated by the town meeting, town council or city council vote.

A city or town intending to implement the quarterly tax payment system for the first time in FY25 should vote to accept the statute and establish the system as soon as possible in order to allow sufficient time for the assessors and collector to prepare for a July 1 preliminary tax billing.

C. Districts

The decision of a community to use a quarterly tax payment system also governs the assessment and collection of property taxes for that portion of a tax levying district located within the community.

II. PRELIMINARY TAX COMMITMENT AND BILLING

The assessors in communities that use a quarterly tax payment system for FY25 are to make a preliminary tax commitment in sufficient time for the collector to prepare and mail preliminary tax bills by July 1, 2024.

A. Preparation of FY25 Assessment Roll

The assessors must prepare the legal file that will be used for FY25 tax commitment and billing. This file will be used for both the preliminary and actual tax commitment and billing. Therefore, it must identify all real property parcels and personal property accounts subject to taxation in FY25 and the person(s) to be assessed FY25 taxes on those parcels and accounts.

For the assessors to make the preliminary tax commitment in sufficient time for the collector to issue preliminary tax bills by July 1, it is essential that the assessors begin updating the legal file as soon as the information on the following becomes available:

1. Ownership changes as of January 1, 2024.

2. Lot splits, subdivisions and condominium conversions as of January 1, 2024.

3. Personal property accounts as of January 1, 2024.

B. Determination of Preliminary Tax

After completing the legal file, the assessors must determine the FY25 preliminary tax for each parcel and account in the file. The basis for determining the amount of the FY25 preliminary tax is the adjusted net tax due on the parcel or account in FY24. The FY25 preliminary tax does not represent an estimate of the actual taxes due in FY25. Under no circumstances is it to be based on FY25 valuation and tax rate projections.

1. Maximum Amount

   The maximum amount of the FY25 preliminary tax may not exceed 50 percent of the net tax due on the parcel or account in FY24, as adjusted according to the instructions in Section II-B-3 and 4 below.

2. Net Tax Due in FY24

   For each parcel or account, the assessors must determine the net tax due on the property in FY24. The net tax due is calculated by:

   a. Determining the amount of the tax assessed on the parcel or account in FY24.

   b. Adding the amount of betterments, special assessments, water and sewer liens and any other charges that were added to and became part of the FY24 tax.

   c. Subtracting the amount of taxes abated or exempted in FY24.

   The assessors should exclude betterments, special assessments, water and sewer liens and other charges added in FY24 from the calculation of the net tax due if they decide to bill FY25 betterments, special assessments, water and sewer liens and other charges with the preliminary tax (See Section II-C-2 below). In other words, the net tax due in those communities should be based solely on the FY24 property tax, as abated or exempted.

In other communities, the net tax due may also be based solely on the FY24 property tax, as abated or exempted. If assessors include FY24 betterments, special assessments, water and sewer liens and other charges in the net due calculation, however, they should do so uniformly for all applicable parcels.

EXAMPLE
Determining Net Tax Due

		Ex. 1	Ex. 2	Ex. 3
FY24 Tax		$1000	$1000	$1000
Betterments, Special Assessments, Water/Sewer Liens, Charges Added to FY24 Tax, except if Billing FY25 Charges with Preliminary Tax	+	0	200	200
FY24 Tax Abated/Exempted	-	250	0	250
FY24 Net Tax Due		$ 750	$1200	$ 950

3. Individual Adjustments in Net Tax Due

The net tax due as determined according to the instructions in Section II-B-2 above may be adjusted by the assessors for some individual parcels or accounts. Adjustments may only be made in the following situations.

a. Property Destruction

There has been a change in the condition of the property that will result in a significant reduction in valuation and taxes in FY25.

For example, a property consisted of land and a single-family home as of January 1, 2023, with the FY24 assessed valuation of and taxes on the house representing 75 percent of the total. A fire destroys the house and there has been no effort to rebuild. Therefore, FY25 taxes will be assessed on the land only. The assessors may reduce the net tax due accordingly. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY24 if taxes had been assessed on the land only.

b. New Construction

There has been a change in the condition of the property that will result in a significant increase in valuation and taxes assessed in FY25.

For example, a property consisted of vacant land as of January 1, 2023 and FY24 taxes were assessed on that basis. A single-family home is constructed on the lot. Therefore, FY25 taxes will be assessed on the land and new improvement. The assessors may increase the net tax due accordingly. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY24 if taxes had been assessed on the improved property.

c. Loss of Personal Exemption

There has been a change in ownership or other factor that will result in loss of qualification for an exemption granted in FY24 and an increase in the taxes due on the property in FY25.

For example, an elderly person owned real property and qualified for an exemption under G.L. c. 59, § 5, Clause 41C in FY24. As a result, the net tax due in FY24 was $500, rather than $1,000. Before July 1, 2024, the property was sold. The assessors may increase the net tax due accordingly. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY24 if the exemption had not been granted.

d. Parcel Returned to Tax Rolls/New Personal Property Account

There is property subject to taxation for the first time in FY25 due to the return of an exempt parcel of real property or the addition of a new account of personal property to the tax rolls.

For example, a charitable organization owned real property and qualified for an exemption under G.L. c. 59, § 5, Clause 3 in FY24. No tax was assessed. The property was sold and as of January 1, 2024 will be assessed to the new owner, a business corporation. Even though the net tax due would otherwise be $0, the assessors may adjust it upwards. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY24 if the exemption had not been granted.

e. Parcel Divisions

There has been a lot split, subdivision, condominium conversion or other parcel division between January 1, 2023 and January 1, 2024.

For example, a parcel consisted of 3 acres of vacant land on January 1, 2023 and was assessed as a single parcel in FY24. The net tax due in FY24 on that parcel was $900. During 2023, the parcel was subdivided into 3 "new" parcels each consisting of 1 acre of vacant land and for FY25, the 3 new parcels will be assessed separately for the first time. An apportionment of the net tax due in FY24 on the undivided parcel would ordinarily result in a net tax due of $300 on each of the "new" resulting parcels. However, the assessors may increase the net tax due on each "new" parcel to reflect the parcel division. In this case, the assessors could base the preliminary tax on the net tax that would have been due if taxes had been assessed separately on the "new" parcels in FY24.

4. Tax Increase Adjustment in Net Tax Due

The net tax due as determined according to the instructions in Section II-B-2 and 3 above may also be adjusted by a tax increase factor.

That factor may not exceed 2.5 percent, plus the percentage any FY25 Proposition 2½ override or exclusion approved by the voters increases the FY24 tax levy. This adjustment is intended to spread any current year tax increases more evenly over the two installment payments, but it is not required. Any adjustment made, however, must be uniformly applied to all parcels and accounts.

5. Preliminary Tax Amount

Once the assessors have determined the net tax due for each parcel and account according to the instructions in Sections II-B-2, 3 and 4 above, the FY25 preliminary tax is then calculated by multiplying the net tax due by a percentage that may not exceed 50 percent. The percentage selected must be uniformly applied to all parcels and accounts within the municipality or district.

The number and amount of the preliminary tax installments is determined by when the preliminary tax bill is issued and mailed. If the preliminary tax bills are mailed on or before August 1, 2024, the preliminary tax is payable in two equal installments. However, if the bills are mailed after August 1, 2024, the balance is payable in one installment only.

EXAMPLE
Determining Preliminary Tax

		Ex. 1	Ex. 2	Ex. 3
FY24 Net Tax Due		$ 750	$1200	$950
Tax Increase Adjustment (Optional) (2.5% + 0.5% for Override/Exclusion)	x	1.03	1.03	1.03
Adjusted Net Tax Due		772.50	1236.00	978.50
Selected Percentage (Not to Exceed 50%)	x	50%	50%	50%
FY25 Preliminary Tax		$386.25	$618	$489.25
Preliminary Bills Mailed by 8/1				
First Installment Payment		$193.13	$309	$244.63
Second Installment Payment		$193.12	$309	$244.62
Preliminary Bills Mailed After 8/1				
Single Installment Payment		$386.25	$618	$489.25

5. Preliminary Tax Calculation Examples

The following page illustrates how the preliminary tax is calculated in the various situations discussed in Section II-B-2, 3 and 4 above.

PRELIMINARY TAX CALCULATION EXAMPLES

	Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6
Type of Property Change FY24 to FY25 Assessment Roll	None	Condition (2023 fire destroys house)	Condition (house built in 2023)	Exempt Status (Sold to Non-Qualifying Person)	Exempt Status (Sold to Non-Exempt Organization)	Taxable Unit (3 Acre Parcel Divided into 3 1 Acre Lots)
FY24 Tax	$1000	$1000	$ 250	$1000	$ 0	$1000
		(lot and house)	(lot only)		(charitable exemption)	
Betterments, Special Assessments, Liens, Charges Added to FY24 Tax +	200	0	100	0	0	0
FY24 Tax Abated/Exempted -	250	0	0	500	0	100
				(elderly exemption)		
	_____	_____	_____	_____	_____	_____
FY24 Net Tax Due	950	1000	350	500	0	900
						(undivided parcel)
Individual Adjustments in Net Tax Due		250	1100	1000	1000	500 each
		(Reduce tax to 250 - reflects tax if land only assessed in FY24)	(Increase tax to 1100 - reflects tax if house also assessed in FY24)	(Disregard exemption - reflects tax if exemption not granted in FY24)	(Change tax to 1000 - reflects tax if exemption not granted in FY24)	(Increase apportione tax of $300 each or new lots - reflects ta on each lot if taxed separately in FY24
3% Tax Increase Adjustment in Net Tax Due (2.5% + 0.5% for Override/Exclusion)	978.50	257.50	1133	1030	1030	515
Selected Percentage	50%	50%	50%	50%	50%	50%
(Not to Exceed 50%)						
FY25 Preliminary Tax *	489.25	128.75	566.50	515	515	257.50 each
Installment Payments, Bills Mailed by 8/1	244.63/244.62	64.38/64.37	283.25	257.50	257.50	128.75

*** FY25 Preliminary Tax equals FY24 Net Tax Due (<u>or</u> Adjusted Net Tax Due) x Selected Percentage**

C. Preliminary Tax Commitment and Billing

1. General

The provisions of law regarding the procedures for issuing, mailing and collecting property tax and betterment assessments apply to the preliminary tax committed in communities using a quarterly tax payment system.

2. Preliminary Tax Commitment

Once the assessors have completed the legal file and have determined the amount of preliminary tax to be assessed on each parcel and account, they must commit the preliminary tax with a warrant to the collector.

The assessors may also commit with the preliminary tax any of the betterments, special assessments, liens or other charges that are to be added to the FY25 tax on the property for collection purposes. These special assessments and charges will then become due at the same time as the preliminary tax.

The assessors should make the FY25 preliminary tax commitment in sufficient time for the collector to prepare and mail preliminary tax bills by July 1, 2024.

a. Commitment List

The commitment list must contain, at a minimum, (1) the name(s) of the taxpayer(s), (2) an identification of the property, (3) the amount of the preliminary tax and (4) the amount of each installment payment. The property identification must be sufficient to allow the collector to properly credit the preliminary tax to the actual tax assessed and committed for FY25. For example, the map, block and lot number, the account number or other unique identifier may be used.

The commitment list must also show the (1) preliminary tax and (2) for real property parcels in communities billing betterments, special assessments, liens or other charges with the preliminary tax, the type, amount and committed interest for each assessment billed.

b. Warrant

Regular real estate and personal property warrants may be used if modified to indicate that they are for preliminary taxes under the provisions of G.L. c. 59, § 57C.

3. Bill Form and Content

Preliminary tax bills for communities using a quarterly tax payment system in FY25 must meet the requirements for form and content set forth in this guideline. Only bills that meet these requirements may state "This form approved by Commissioner of Revenue." The attached "model" preliminary tax bills 1(Q) (real estate) and 2(Q) (personal property) meet these requirements.

a. Content

Preliminary tax bills for FY25 must include:

(1) Fiscal Year - The bills must be captioned "Fiscal Year 2025 Preliminary Real Estate Tax Bill" or "Fiscal Year 2025 Preliminary Personal Property Tax Bill."

(2) Taxpayer Information - The names(s) and mailing address of the person(s) assessed the tax must be shown.

The mailing address is the (1) residential address of the person assessed the tax if known, (2) address of the real or personal property that is the subject of the bill or (3) other address provided by the person assessed the tax to the collector by the time and in the manner the collector requires.

If the person assessed the tax is not the owner when the bills are mailed, the bill may be mailed in care of the current owner(s). In that case, the bill must show the name(s) of the person(s) assessed the tax and the name(s) and mailing address of the current owner(s).

(3) Property Identification and Location - Sufficient information to identify the parcel of real property or personal property account must be shown.

(a) For real property parcels, this information must include the location by street and number, if any, and the map, block and lot number or other unique identifier used by the assessors to identify the property. Other identifying information, such as a deed reference, may be included but is not required.

(b) For personal property accounts, this information should include any unique identifier such as account number used by the assessors to identify the property.

(4) Special Assessment Information - For real property parcels, the following information must be shown for any betterments, special assessments, liens or other charges being billed with the preliminary tax:

- Type of each assessment added - The type may be listed by code, provided the code is shown.
- Amount of each assessment added.
- Committed interest added for each assessment.
- Total special assessments and committed interest added to the tax.

(5) Tax Information - The following tax information must be shown:

(a) For real property parcels, the total Preliminary Tax assessed must be shown.

In addition, the Total Preliminary Tax and Special Assessments Due must be shown. This represents the total preliminary tax and special assessments, including committed interest, being billed with the preliminary tax.

(b) For personal property accounts, the total Preliminary Tax assessed must be shown.

(6) Payment Information - The following payment information must be provided:

- Amount of preliminary tax.
- Amount payable by August 1, 2024 (or 30 days after mailing of tax bill, whichever is later) and November 1, 2024, or if bill is mailed after August 1, 2024, amount payable by November 1, 2024 (or 30 days after mailing of tax bill, whichever is later). **The exact due dates must appear on the bill**.
- Where a statutory due date is extended by operation of law, the extended date is the actual due date that must be printed on the front of the bills or notices. Please refer to Bulletin 2015-05B, *Abatement/Exemption Application and Payment Due Dates on Non-business Days,* for an explanation of the law that applies when tax payments, or abatement or exemption applications, are due on a Saturday, Sunday or legal holiday. Cities, towns and districts are responsible for ensuring the due date on the tax bill is correct – the dates on the tax bill models do not reflect due date extensions that may occur during the fiscal year.

(7) Payment Instructions - The bill must include instructions on making payments that should include at a minimum the following:

- Checks are payable to the city/town.
- The address to mail payments.
- The Collector's Office hours.

(8) Billing/Appeal Rights Information -

- The bill must include the following statement on interest computation: "Interest at the rate of 14% per annum will accrue on overdue payments from the due date until payment is made."

- The reverse side of the bill must provide the billing and appeal rights information shown in Models 1(Q) (real estate) and 2(Q) (personal property).

Preliminary tax bills may not contain any actual or proposed FY25 valuations or tax rates.

b. Form

Cities and towns may use the format shown in the models or may adapt the format to local specifications, provided that the format used presents the required content to the taxpayer in a clear and concise manner.

4. Mailing Deadline and Procedures

a. Timely Mailing/Authority for Late Mailing

There is no deadline for mailing the FY25 preliminary tax bills, although the collector must mail them by August 1, 2024 for the preliminary tax (including betterments, special assessments, liens and other charges billed with the preliminary tax) to be payable in two installments. See Section II-C-6 below.

Wherever possible, however, collectors should mail the FY25 preliminary tax bill on or before July 1, 2024 for the two installments to be due on the regular quarterly schedule. **Collectors are authorized by these guidelines to issue the bills after July 1, 2024, but not later than October 1, 2024. Upon written request, communities may also be given specific authorization by the Commissioner to issue the bills after October 1.** The Commissioner may require the submission of a balanced "Pro Forma" Recapitulation Sheet from those communities, depending on the individual circumstances.

b. Single/Multiple Mailing

Only one preliminary tax bill mailing is required even if the preliminary tax is payable in two installments. This means a single mailing that includes some means for making two remittances, such as a single bill with two payment stubs or two separate bill forms, is sufficient.

However, collectors may elect to mail a second bill to each taxpayer sometime after the due date of the first preliminary tax installment payment. The second bill must include the same information as the bill mailed before August 1. It may also include the following payment information for the purpose of providing the taxpayer with a current statement of the account:

- Amount of preliminary tax abated.
- Payments made.

- Amount of 1st preliminary tax installment payment overdue.
- Amount of interest on overdue payment to date bill issued.
- Amount payable by November 1, 2024.

5. Taxpayer Informational Enclosure

In communities implementing a quarterly tax payment system for the first time in FY25, a separate enclosure explaining the new payment system should be included with all preliminary tax bills mailed. The attached "model" informational release may be used for that purpose.

6. Payment Due Dates

If the FY25 preliminary tax bills are mailed on or before August 1, 2024, the preliminary tax (including betterments, special assessments, liens and other charges billed with the preliminary tax) is payable in two equal installments. The first FY25 preliminary tax installment payment is due on August 1, 2024, or 30 days after the bills are mailed, whichever is later. The second installment payment is due on November 1, 2024. In cities and towns that have accepted G.L. c. 59, § 57A, however, any preliminary tax of $100 or less (including betterments, special assessments, liens and other charges billed with the preliminary tax) is payable in one installment due on August 1, 2024, or 30 days after the bills are mailed, whichever is later. See Informational Guideline Release (IGR) No. 17-09, *Single Property Tax Bills*.

If, for any reason, the FY25 preliminary tax bills are mailed after August 1, 2024, the entire balance is payable in one installment due on November 1, 2024, or 30 days after the bills were mailed, whichever is later. There is no payment due on August 1, 2024 and no interest can be charged taxpayers until after November 1, 2024.

Where a statutory due date is extended by operation of law, the extended date is the actual due date that must be printed on the front of the bills or notices. Please refer to Bulletin 2015-05B, *Abatement/Exemption Application and Payment Due Dates on Non-business Days,* for an explanation of the law that applies when tax payments, or abatement or exemption applications, are due on a Saturday, Sunday or legal holiday. Cities, towns and districts are responsible for ensuring the due date on the tax bill is correct – the dates on the tax bill models do not reflect due date extensions that may occur during the fiscal year.

7. Interest

Interest accrues at the rate of 14 percent a year on delinquent preliminary tax installment balances. Interest is computed on the unpaid and overdue amount from the installment due date until payment is made.

Therefore, if FY25 preliminary tax bills are mailed on or before August 1, 2024, interest on delinquent first installment payments is computed from August 1, 2024, or the payment due date, whichever is later, and on delinquent second installment payments from November 1, 2024 until payment is made.

If FY25 preliminary tax bills are mailed after August 1, 2024, interest on delinquent tax payments is computed from November 1, 2024, or the payment due date, whichever is later, until payment is made.

D. Administrative Procedures and Remedies

1. Omitted Parcels and Accounts

If a parcel or account is omitted from the commitment of FY25 preliminary taxes, the assessors may commit a preliminary tax and issue a preliminary tax bill for that property under G.L. c. 59, § 75 regarding omitted assessments. See IGR No. 17-10, *Omitted and Revised Assessments* for the specific procedures to use.

If mailed on or before August 1, 2024, the preliminary tax bill for the omitted parcel or account is payable in two equal installments due on August 1, 2024, or 30 days after the bill is mailed, whichever is later, and on November 1, 2024. If the bill is mailed after August 1, 2024, it is payable in a single installment due on November 1, 2024, or 30 days after the bill is mailed, whichever is later. Interest on delinquent payments for omitted preliminary taxes is computed from the due date until payment is made.

2. Incorrect Name

If a preliminary tax was committed and bill issued in the name(s) of the incorrect person(s) and the preliminary tax has not been paid in full, the assessors should reassess the preliminary tax and reissue the bill in the name(s) of the proper person(s) under G.L. c. 59, § 77 regarding reassessment.

The assessors may use State Tax Form 44 to make the reassessment if modified to indicate that it is for preliminary taxes under G.L. c. 59, § 57C. The collector should then send the proper person(s) a bill for the preliminary tax. The bill to be used should be modified to indicate that the bill is for a reassessed preliminary tax. Interest automatically accrues with the reassessment and is computed from the dates on which it would have been computed on the original bill.

3. Abatement of Incorrect or Excessive Preliminary Tax

If the assessors determine that the amount of preliminary tax committed for a parcel or account exceeds the amount that should have been assessed under the calculation method they used, they may adjust the amount by abating the excess that remains unpaid. See Section II-B above.

The assessors may abate preliminary taxes at any time before the commitment of the actual tax either on their own motion or upon a taxpayer's written application. The taxpayer's application need not be in any particular form. An abatement of preliminary taxes should be processed in the same manner as abatements of real estate and personal property taxes, except that any amounts abated are to be charged to preliminary tax receipts, not to the FY25 overlay account. Any forms used in processing an abatement should be modified to indicate that they are for preliminary taxes under G.L. c. 59, § 57C.

Example No. 1. Taxpayer A's FY24 real estate tax was $1000. Taxpayer A was granted an abatement of $200. Thus, the FY24 tax was $800, which after a tax increase adjustment of 2.5%, resulted in an adjusted FY24 net tax due on this property of $820. Under G.L. c. 59, § 57C, Taxpayer A's FY25 preliminary tax cannot exceed $410. However, the taxpayer received a preliminary tax bill of $512.50 because the abatement was not included in the calculation of the FY24 net tax due. The assessors should abate all or as much of the $102.50 overcharge that is unpaid.

Example No. 2. Taxpayer B's FY24 real estate tax was $1000 to which $2000 in delinquent water charges were added. Taxpayer B paid the tax and charges in full. Because of the delinquent charges, the FY24 tax was $3000, which after a tax increase adjustment of 2.5%, resulted in an adjusted FY24 net tax due on this property of $3075. Under G.L. c. 59, § 57C, Taxpayer B's FY25 preliminary tax cannot exceed $1537.50 and a preliminary tax bill was issued in that amount.

However, in this case where the FY24 net tax due included charges of a substantial amount and non-recurring nature that have been paid, the assessors may abate the preliminary tax to an amount that would be more representative of the preliminary tax the taxpayer would typically be required to pay. Here, for example, the assessors may recalculate the preliminary tax based on the FY24 real estate tax only (50% of ($1000 x 1.025) = $512.50) and abate all or any portion of the difference that remains unpaid ($1537.50 - $512.50 = $1025).

4. Property Divided After January 1

If a parcel is divided by sale, mortgage, partition or otherwise after January 1 and the division has been recorded at the Registry of Deeds, the assessors may apportion the preliminary tax, including interest, assessed on that parcel among the divided parcels under G.L. c. 59, § 78A regarding apportionment if a written request is made by the owner of any of the divided parcels.

The assessors may use State Tax Form 175 to make the apportionment and State Tax Form 176 to notify all interested parties if the forms are modified as appropriate to indicate they are for preliminary taxes under G.L. c. 59, § 57C.

If the assessors apportion a preliminary tax, they should also apportion the actual tax as soon as possible after commitment. See IGR No. 17-11, *Apportionment of Taxes* for the specific procedures to use.

III. ACTUAL TAX COMMITMENT AND BILLING

A. Actual Tax Commitment

Once valuations as of January 1, 2024 are established for all taxable real property parcels and personal property accounts and the FY25 tax rate is set, the assessors will determine the total tax assessment on each parcel and account for FY25 and will commit those taxes with a warrant to the collector.

There is no deadline for making the actual tax commitment. However, the assessors must make the FY25 actual tax commitment in sufficient time for the collector to prepare and mail actual tax bills by December 31, 2024 if the balance of the FY25 tax is to be payable in two installments. See Sections III-B and E below.

B. Preliminary Tax Credit and Actual Tax Payments

Upon receipt of the commitment, the collector must credit the committed (not paid) preliminary tax (including betterments, special assessments, liens and charges billed with the preliminary tax) to the actual tax assessed (including all betterments, special assessments, liens and charges being added to the tax for FY25). However, if an abatement of the preliminary tax, or added special assessment, was made, the credit should only be for the amount of the preliminary tax or special assessments as abated, not as committed.

The collector will then issue FY25 tax bills which set forth (1) the total tax assessed for the fiscal year, (2) the special assessments added to the tax for the fiscal year, (3) the amount of the preliminary tax and special assessment credit, and (4) the balance of the FY25 tax and special assessments owed.

The number and amount of the actual tax installment payments is determined by when the actual tax bill is issued and mailed. If the FY25 tax bills are mailed on or before December 31, 2024, the balance of the FY25 tax is payable in two equal installments. However, if the bills are mailed after December 31, 2024, the balance is payable in one installment only.

EXAMPLE
Determining Actual Tax Installments

		Ex. 1	Ex. 2	Ex. 3	Ex.4
FY25 Tax		$1000	$1000	$1000	$1000
Betterments, Special Assessments, Water/Sewer Liens, Charges Added to FY25 Tax	+	0	200	200	0
FY25 Preliminary Tax	-	500	500	500	0
Betterments, Special Assessments, Water/Sewer Liens, Charges Billed with FY25 Preliminary Tax	-	0	200	150	0
FY25 Tax and Special Assessment Balance		$ 500	$500	$550	$1000
Actual Bills Mailed by 12/31					
First Installment Payment		$ 250	$ 250	$ 275	$500
Second Installment Payment		$ 250	$ 250	$ 275	$500
Actual Bills Mailed After 12/31					
Single Installment Payment		$ 500	$ 500	$ 550	$1000

C. Bill Form and Content

Actual tax bills for communities using a quarterly tax payment system in FY25 must meet the requirements for form and content set forth in this guideline. Only bills that meet these requirements may state "This form approved by Commissioner of Revenue." The attached "model" actual tax bills 3(Q) (real property) and 4(Q) (personal property) meet these requirements.

1. Content

Actual tax bills for FY25 must include:

a. Assessment Date/Fiscal Year - The bills must be captioned "Fiscal Year 2025 Real Estate Tax Bill" or "Fiscal Year 2025 Personal Property Tax Bill" and must state the assessment date of January 1, 2024.

b. Taxpayer Information - The name(s) and mailing address of the person(s) assessed the tax must be shown.

The mailing address is the (1) residential address of the person assessed the tax if known, (2) address of the real or personal property that is the subject of the bill or (3) other address provided by the person assessed the tax to the collector by the time and in the manner the collector requires.

If the person assessed the tax is not the owner when the bills are mailed, the bill may be mailed in care of the current owner(s). In that case, the bill must show the name(s) of the person(s) assessed the tax and the name(s) and mailing address of the current owner(s).

c. Property Identification and Location - Sufficient information to identify the parcel of real property or personal property account must be shown.

(1) For real property parcels, this information must include the location by street and number, if any, and the map, block and lot number or other unique identifier used by the assessors to describe the property. Other identifying information, such as a deed reference, may be included but is not required.

(2) For personal property accounts, this information should include any unique identifier such as account number used by the assessors to describe the property.

d. Property Description - A description of the taxable parcel or account must be provided.

(1) For real property parcels, a separate description of the land and buildings or other improvements must be shown. The land description must include the land area of the parcel. General terms such as land, building, improvement, structure or residence are sufficient although more detailed descriptions should be used where practicable.

(2) For personal property accounts, a separate description of the types of personal property must be shown. General terms such as inventory or machinery are sufficient.

e. Valuation Information - The following valuation information must be provided:

(1) For real property parcels, the Total Valuation of the parcel must be shown. This will be the total assessed valuation of all land, buildings and other improvements comprising the parcel. A separate value for land and for buildings and other improvements may but need not appear on the bill.

In addition, communities with classified tax systems (*i.e.,* those communities certified by the Commissioner as assessing property at full and fair cash value in the fiscal year required by G.L. c. 40, § 56 must include:

- Classification - The usage classification of the described land and buildings as Class 1 Residential, Class 2 Open Space, Class 3 Commercial or Class 4 Industrial.

  If a parcel is a multiple class property, the allocation of the total valuation by usage class must also be shown.

- Residential/Small Commercial Exemption - If a residential or small commercial exemption has been adopted, the amount of the assessed valuation that has been exempted must be shown for applicable parcels.

- Total Taxable Valuation - The total taxable valuation must be shown. The taxable value will be the total valuation, except where a residential or small commercial exemption has been applied.

(2) For personal property accounts, the assessed Value of each type of personal property shown in the description must be stated separately.

In addition, the Total Valuation of all personal property must be stated.

f. Special Assessment Information - For real property parcels, the following information for any betterments, special assessments or other charges added to the tax for collection purposes must be shown, whether or not the charges were billed with the preliminary tax:

- Type of each assessment added.
- The type may be listed by code, provided the code is shown.
- Amount of each assessment added.
- Committed interest added for each assessment.
- Total special assessments and committed interest added to the tax.

g. Tax Rate Information - The tax rate per $1000 of assessed valuation must be stated.

In addition, communities with classified tax systems must show these rates for each class of real property: Class 1 Residential, Class 2 Open Space, Class 3 Commercial and Class 4 Industrial.

h. Tax Information - The following tax information must be shown:

(1) For real property parcels, the total Real Estate Tax assessed must be shown.

In addition, the Total Tax and Special Assessments Due must be shown. This represents the total real estate tax and special assessments, including committed interest, added to the tax.

(2) For personal property accounts, the total Personal Property Tax assessed must be shown.

i. Payment Information - The following payment information must be provided:

- Amount of preliminary tax and special assessments previously billed.
- Amounts paid or abated since preliminary tax bill issued.
- Amount of 1st/2nd preliminary tax installment payment overdue.
- Amount of interest on overdue preliminary tax installment payments to date bill issued.
- Balance of FY25 tax due.
- Amount payable by February 1, 2025 and May 1, 2025 or if bill is mailed after December 31, 2024, amount payable by May 1, 2025 (or 30 days after mailing of tax bill, whichever is later). **The exact due dates must appear on the bill**. Printing the statutory due dates (*i.e*., February 1, 2025 and May 1, 2025) alone is not sufficient unless bills were mailed on or before December 31, 2024. Nor is simply printing the bill issuance date with a notice that payment is due in 30 days, if the bills were mailed after April 1, 2025.
- **Where a statutory due date is extended by operation of law, the extended date is the actual due date that must be printed on the front of the bills or notices.** Please refer to Bulletin 2015-05B, *Abatement/Exemption Application and Payment Due Dates on Non-business Days,* for an explanation of the law that applies when tax payments, or abatement or exemption applications, are due on a Saturday, Sunday or legal holiday. Cities, towns and districts are responsible for ensuring the due date on the tax bill is correct – the dates on the tax bill models do not reflect due date extensions that may occur during the fiscal year.

j. Payment Instructions- The bill must include instructions on making payments that should include at a minimum the following:

- Checks are payable to the city/town or district.
- The address to mail payments.
- The Collector's Office hours.

k. Billing/Appeal Rights Information -

- The bill must include the following statement on interest computation: "Interest at the rate of 14% per annum will accrue on overdue payments from the due date until payment is made."

- The bill must state the **<u>last date abatement applications</u>** may be filed with the assessors. **<u>The exact due date must appear on the bill, and it must be the same due date given for the first installment payment</u>.** The language used in the statement may vary depending on the availability of space, but the following are preferred:

  ABATEMENT APPLICATIONS TO ASSESSORS DUE: ______________, 2025.

  <u>or</u>

  DEADLINE FOR FILING ABATEMENT APPLICATIONS WITH ASSESSORS: ____________, 2025.

  <u>or</u>

  ABATEMENT APPLICATIONS MUST BE FILED WITH THE ASSESSORS BY _____________, 2025.

- The reverse side of the bill must provide the billing and appeal rights information shown in Models 3(Q) (real estate) and 4(Q) (personal property).

l. <u>Overdue Taxes and Charges</u> – For real property parcels, the bill must include a general statement of delinquency **<u>if</u>**: (1) any real estate taxes assessed for any prior fiscal year, or (2) any other taxes, betterments, special assessments or charges not added to the current year's tax that constitute liens on the same parcel, are overdue.

A tax or charge is considered overdue if delinquent for more than 90 days before the date FY25 taxes are committed. Overdue charges for fire, water, sewer or electric service do not have to be included **<u>if</u>**: (1) the service is provided within the city or town by multiple independent public suppliers, *e.g.*, overdue water charges do not have to be included if two or more separate water districts or commissions supply water service in the city or town, or (2) the public supplier of the service has its principal location in another jurisdiction, *e.g.*, overdue electric charges do not have to be included if the service was provided by the municipal light plant of another city or town.

(1) <u>Form</u>

The statement should appear in a location that is separate from the special assessment and payment information displayed for the current fiscal year.

(2) Content

The language used in the statement may vary depending on the availability of space and system capabilities, but the following are **examples of the type of general language that may be used**:

OTHER TAXES OR CHARGES ARE PAST DUE. SEE (COLLECTOR/TREASURER).

or

PARCEL IN TAX TITLE FOR DELINQUENT TAXES OR CHARGES. SEE TREASURER.

or

OTHER TAXES OR CHARGES THAT ARE LIENS ON PARCEL ARE PAST DUE. CONTACT (COLLECTOR/ TREASURER).

or

CONTACT (COLLECTOR/TREASURER) IMMEDIATELY TO ADDRESS OTHER OUTSTANDING TAXES OR CHARGES.

2. Form

Cities and towns may use the format shown in the models or may adapt the format to local specifications, provided that the format used presents the required content to the taxpayer in a clear and concise manner.

3. Local Options

Where practicable, certain local adaptations may be made in the models. The following options, which are identified in the models by enclosure in parentheses, may be used:

a. Per Diem Interest Charge - The statement on interest computation may provide a per diem interest charge.

b. Applicable Exemptions - The information provided on exemptions on the reverse side of the bill may be adapted to state the local option exemptions (seniors, surviving spouses and minors with deceased parents: 17, 17C, 17C½ or 17D); (surviving parents/guardians of active duty military personnel: 22H); (blind persons: 37 or 37A); (seniors: 41, 41B, 41C or 41C½); (seniors/others in community with water/sewer debt shift: 52 and 53); (National guardsmen and reservists: 56); (seniors receiving state circuit breaker income tax credit: 57) specifically applicable in the city or town. **If a community chooses not to so specify, then references to all available exemptions must be included and the parentheses removed.**

c. Personal Exemptions - The actual real estate tax bill may display the amount of any personal exemption granted under one of the clauses listed in the third paragraph of G.L. c. 59, § 59 (seniors, surviving spouses, minors with deceased parents, blind persons, veterans, seniors/others in community with water/sewer debt shift, national guardsmen and reservists and seniors receiving state circuit breaker income tax credit) and the amount of the tax net of the exemption.

d. Local Funds Check-off - Cities and towns may designate a place on the property tax bill (or design a separate form to be mailed with the tax bills) for taxpayers to check off amounts to donate to the local acceptance (1) scholarship and education funds authorized by G.L. c. 60, § 3C, (2) fund to assist low income elderly or disabled persons pay their property taxes authorized by G.L. c. 60, § 3D, and (3) veteran assistance fund authorized by G.L. c. 60, § 3F. They may also include check-offs for other donations when authorized by special act. The local funds check-off may also appear on or accompany the preliminary tax bill and demand notice.

All funds check-offs must conform to the format below, **with only those funds accepted by the municipality's legislative body or authorized by a special act** appearing in line 2.

VOLUNTARY CHECK-OFF FOR CONTRIBUTION TO LOCAL FUNDS

1. Amount Now Due $______

2. Scholarship | Education | Seniors/Disabled | Veterans Assistance

Scholarship	Education	Seniors/Disabled	Veterans Assistance
$	$	$	$

(Insert amount(s) you wish to contribute)

Total Contribution + $______

3. Add items 1 and 2 and pay total amount $______

If the check-off appears on a separate form, rather than the tax bill or demand, the form may also include instructions to taxpayers on how to contribute to the funds by completing and returning the form with their tax payments. No other information regarding the funds may be placed on a check-off form.

Only bills or forms that meet these requirements may state "Approved by the Commissioner of Revenue."

D. Mailing Deadline and Procedures

1. Timely/Late Mailing

There is no deadline for mailing the FY25 actual tax bills. Wherever possible, however, collectors should mail the FY25 actual tax bills on or before December 31, 2024 for the actual tax balance to be due and payable in two installments on the regular quarterly schedule.

2. Single/Multiple Mailing

As with the preliminary tax mailing, only one actual tax bill mailing is required even if the actual tax is payable in two installments. If a single mailing is used, some means for making two remittances, such as a single bill with two payment stubs or two separate bill forms, must be provided.

If collectors elect to mail a second bill to each taxpayer sometime after February 1, 2025, the second bill must include the same information as the bill mailed before December 31, 2024, except the statement of overdue municipal taxes and charges is not required. It may also include the following payment information for the purpose of providing the taxpayer with a current statement of the account:

- Amount of actual tax abated.
- Payments made.
- Amount of 1st actual tax installment payment overdue.
- Amount of interest on overdue payment to date bill issued.
- Amount payable by May 1, 2025.

E. Payment Due Dates

If the FY25 actual tax bills are mailed on or before December 31, 2024, the balance of the FY25 tax after the preliminary tax is credited against the tax is payable in two equal installments. The first FY25 actual tax installment payment is due on February 1, 2025. The second installment payment is due on May 1, 2025. In cities and towns that have accepted G.L. c. 59, § 57A, however, any actual tax balance of $100 or less is payable in one installment due on February 1, 2025. See IGR No. 17-09, *Single Property Tax Bills*. If, for any reason, the FY25 actual tax bills are mailed after December 31, 2024, the entire balance is payable in one installment due on May 1, 2025, or 30 days after the bills were mailed, whichever is later. There is no payment due on February 1, 2025 and no interest can be charged taxpayers until after May 1, 2025.

F. Interest

Interest accrues at the rate of 14 percent a year on delinquent actual tax installment balances. Interest is computed on the unpaid and overdue amount from the installment due date until payment is made.

Therefore, if FY25 actual tax bills are mailed on or before December 31, 2024, interest on delinquent first actual tax installment payments is computed from February 1, 2025 and on delinquent second installment payments from May 1, 2025 until payment is made.

If FY25 actual tax bills are mailed after December 31, 2024, interest on delinquent actual tax payments is computed from May 1, 2025, or the payment due date, whichever is later, until payment is made.

G. Abatement/Exemption Applications

A person's right to seek an abatement of or exemption from FY25 taxes is not prejudiced by the issuance of preliminary tax bills under the quarterly tax payment system. The deadline for filing abatement or exemption applications is measured from the date the actual tax bills are mailed, not the preliminary tax bills.

Applications for personal exemptions and the residential exemption must be filed on or before April 1, 2025, or 3 months after the date tax bills were mailed, whichever is later. Applications for abatement, and all other exemptions, must be filed on or before February 1, 2025 if the actual bills are mailed on or before December 31, 2024. If the actual bills are mailed after December 31, 2024, however, those applications must be filed on or before May 1, 2025, or the thirtieth day after the date actual bills are mailed, whichever is later.

H. Crediting Abatements/Exemptions Granted

The procedures for applying abatements and exemptions and computing the minimum payment required to avoid interest charges are not affected by using a quarterly tax payment system. Thus, if an abatement or exemption is granted by the assessors, the collector should apply the amount abated or exempted to reduce any balance that remains outstanding and no refund would be issued unless the taxpayer had already paid more than the entire year's tax, as abated. Preliminary tax payments are considered payments for the purpose of determining when the entire tax for the fiscal year has been paid. In addition, the tax, as abated or exempted, would continue to be the basis for determining the amount a taxpayer must pay by any particular due date to avoid being charged interest.

Example 1. Taxpayer C's FY25 real estate tax was \$1000. Taxpayer C’s preliminary tax was \$700, payable in two equal installments of \$350 due on August 1 and November 1, which leaves an actual tax balance of \$300 for the year payable in two equal installments of \$150 due on February 1 and May 1. Taxpayer C paid all preliminary and actual tax installments timely and is granted an abatement of \$350 on May 15. The abatement reduces the FY25 tax to \$650, which was paid when Taxpayer C made the second quarter preliminary tax payment. A refund of \$350 must be issued with interest on \$50 from November 1, on \$150 from February 1 and on \$150 from May 1. (If the payments had been made late, the interest would run from the date the payment was made instead of the due date).

Example 2. Taxpayer C's FY25 real estate tax was \$2000. Taxpayer C’s preliminary tax was \$800, which leaves an actual tax balance of \$1200 for the year payable in two equal installments of \$600 due on February 1 and May 1. Taxpayer C paid the preliminary tax and the third quarter actual tax installments timely and is granted an abatement of $200 on March 15. The abatement is applied to reduce the outstanding balance of the FY25 tax, from $600 to $400 and no refund is issued.

Example 3. Taxpayer C's FY25 real estate tax was $2000. Taxpayer C's preliminary tax was $800, which leaves an actual tax balance of $1200 for the year for the year payable in two equal installments of $600 due on February 1 and May 1. Taxpayer C paid the preliminary tax timely and only $500 of the third quarter actual tax installment by February 1. The taxpayer is granted an abatement of $200 on April 15, which reduces the FY25 tax to $1800. The abatement is applied to reduce the outstanding balance of $700 to $500. Taxpayer C is not delinquent and cannot be charged interest on the payment due February 1 because at least half the FY25 tax remaining, as abated, was paid by that date. ($2000 FY25 tax - $200 abatement results in an $1800 tax due. After the $800 preliminary tax credit, a balance of $1000 remains, which is payable in equal installments of $500 due on February 1 and May 1).

Example 4. Same facts as above, except Taxpayer C paid the full preliminary tax timely and only $400 of the third quarter actual tax installment. Again, the taxpayer is granted an abatement of $200 on April 15, which is applied to reduce the outstanding balance of $800 to $600. In this case, however, $100 of the third quarter tax is overdue because Taxpayer C had to pay $500 by February 1.

I. Omitted and Revised Assessments

If parcels or accounts are omitted from the actual FY25 tax commitment or are underassessed, the assessors may make an omitted or revised assessment on the parcel or account under G.L. c. 59, §§ 75 and 76. See IGR No. 17-10, *Omitted and Revised Assessments* for the specific procedures to use.

The entire amount billed for the omitted or revised assessment is due on May 1, 2025, or 30 days after the bill was mailed, whichever is later. Interest on delinquent payments for omitted and revised assessments is charged from May 1, 2025, or the due date, whichever is later, until payment is made.

The deadline for filing an application for abatement of an omitted or revised assessment is three months after the date the tax bill for the omitted or revised assessment was mailed.

J. Demands

If the entire FY25 tax has not been paid by May 1, 2025 (or 30 days after the actual tax bill was mailed if mailed after April 1, 2025), the collector will make a demand for payment on the taxpayer and then proceed to collect the amount outstanding. Demand notices must be captioned "Demand for Payment Fiscal Year 2025 Real Estate Taxes" or "Demand for Payment Fiscal Year 2025 Personal Property Taxes" and must include:

1. The taxpayer, property identification and location, property description, valuation, special assessment (for real estate only), tax rate, tax and payment instruction information found in the actual tax bill as explained in Section III-C above. The statement of overdue municipal taxes and charges is not required.

2. The following Payment Information:

- Amounts abated or exempted since actual tax bill issued.
- Payments made since actual tax bill issued.
- Amount of 1st/2nd preliminary tax (and special assessments if billed with preliminary tax) installment payment overdue.
- Amount of 1st/2nd actual tax installment payment overdue.
- Amount of interest on overdue payment(s) to date notice issued.
- Amount of demand charge (set locally).
- Amount due.

3. The following statement on interest computation "Interest at the rate of 14% per annum (or at $_____ per day) will accrue on overdue payments from the due date until payment is made."

4. The notice shown in Models 5(Q) (real estate) and 6(Q) (personal property) on the reverse side of the bill.

IV. THIRD QUARTER PRELIMINARY TAX BILLS

A. Authorization Procedure

In order to obtain authorization to issue third quarter preliminary tax bills, the assessors must submit:

1. An application letter to the Bureau of Local Assessment that requests authority to issue third quarter preliminary tax bills and explains the reasons for the valuation related delay in setting the FY25 tax rate. The letter must be signed by a majority of the assessors and by the mayor, a majority of the selectboard members or a majority of the district committee members, as applicable.
2. A "Pro Forma" Recapitulation Sheet to the Bureau of Accounts completed in accordance with instructions issued by the Bureau. The "Pro Forma" Recapitulation Sheet submitted by the assessors must indicate a balanced budget within the limits of Proposition 2½ and must contain all information required to set the FY25 tax rate, except the assessed valuation. In addition, it must include the assessors' estimate of the allowable increase in the FY25 levy limit due to tax base growth.

   a. Establishment of FY25 Tax Levy

   A city, town or district must fix its tax levy for FY25 in the same manner as if it were setting its FY25 tax rate. Once the levy is established and the Commissioner authorizes the issuance of third quarter preliminary tax bills, a city, town or district may not increase its FY25 tax levy, except to reflect adjustments allowed in its FY25 tax levy under Proposition 2½, as explained Sections IV-A-2-b below. Under no circumstances may the

FY25 tax levy exceed the limits imposed by G.L. c. 59, § 21C, "Proposition 2½."

b. Allowable Increase in FY25 Tax Levy

If authorized to issue third quarter preliminary tax bills, a city, town or district cannot set a FY25 tax rate with a levy greater than the amount reported on the "Pro Forma" Recapitulation Sheet, except where:

(1) Tax base growth, as certified by the Commissioner, is greater than the estimate reported on the "Pro Forma" Recapitulation Sheet, and/or

(2) An override or exclusion has passed since the "Pro Forma" Recapitulation Sheet was approved.

In that case, a city, town or district may increase its levy accordingly. The increase cannot be more than the difference between the actual levy capacity established as a result of the additional growth and/or approved Proposition 2½ referenda questions, and the estimated levy capacity. Any increase allowed in the levy must be reported on the FY25 Recapitulation Sheet as:

(1) An increase in appropriations from the levy,

(2) An increase in other amounts to be raised from the levy, and/or

(3) A decrease in estimated receipts.

c. Required Decrease in FY25 Tax Levy

Where actual tax base growth is lower than estimated, or a Proposition 2½ underride has passed since the "Pro Forma" Recapitulation was approved, the tax levy must be decreased in order to set a FY25 tax rate.

The decrease must be at least the difference between the estimated and actual levy capacity. Any decrease required in the levy must be reported on the FY25 Recapitulation Sheet as:

(1) A decrease in appropriations from the levy as a result of rescissions,

(2) A decrease in appropriations from the levy as a result of changes in funding source from the levy to free cash or other available funds, and/or

(3) An appropriation from free cash for the purpose of reducing the levy.

3. The Bureau of Accounts will notify the assessors if the city, town or district is authorized to issue third quarter preliminary tax bills. Under no circumstances may third quarter preliminary tax bills be issued before this approval is received.

B. Installment Amount

The third quarter preliminary tax installment cannot be more than the amount of the first quarter preliminary tax installment. The amount may be less so long as the percentage of reduction is uniform for all parcels and accounts.

C. Bill Form and Content

1. A specific form for the third quarter preliminary tax bill may be developed or the same pre-printed preliminary tax bill form used for the first and second quarter tax billing may be used.

   a. Third Quarter Form - If a new third quarter form is developed, the front should conform to Models 1(Q) and 2(Q), with appropriate modifications in captions and due date. **However, the information shown in Model 7(Q) must appear on the reverse side of the bill instead.**

   b. Pre-printed Form - If an existing pre-printed preliminary tax bill form is used, a computer-generated identification of the third quarter preliminary installment, the amount and the due date should be placed in a blank line on the front of that bill form. **In addition, the information shown in Model 7(Q) must be included in a stuffer to be mailed with the bills. It may be supplemented by community specific billing information such as instructions on remitting payment.**

D. Mailing Deadline

Third quarter preliminary tax bills should be mailed as soon as practicable.

E. Payment Due Date

The third quarter preliminary tax installment is due February 1, 2025, or 30 days after the third quarter preliminary tax bills are mailed, whichever is later.

F. Interest

Interest accrues at the rate of 14 percent a year on the amount of the third quarter preliminary tax installment not paid by the payment due date, calculated from that date until the date payment is made.

G. Actual Tax Bills

Actual tax bills for FY25 must show the total tax assessed (including betterments, special assessments and charges added to the tax), the amount credited for all preliminary taxes billed and the balance of the FY25 tax.

The content and form of actual tax bills must conform with Models 3(Q) and 4(Q) and if practicable, should be printed with the changes noted below in the Payment Due Dates/Interest Charges section of the reverse side of the bills. **If that is not feasible because the bill forms were ordered before the decision to issue third quarter preliminary bills was made, that information must be provided in a stuffer enclosed with the bills instead.**

1. Payment Information - If possible, show separately overdue first, second and third preliminary tax payments. All preliminary tax (and any other) payments made can be shown in one line as "Payments Made".

2. Payment Due Dates/Interest Charges Information-

   Substitute the following paragraph on due dates and interest charges on the reverse side of the bill:

   PAYMENT DUE DATES/INTEREST CHARGES: If preliminary bills were mailed on or before August 1, 2024, your first preliminary tax payment was due on August 1, 2024, or 30 days after the bills were mailed, whichever was later, your second preliminary tax payment on November 1, 2024 and your third preliminary tax payment on February 1, 2025, or 30 days after the bills were mailed, whichever was later. However, if preliminary bills were mailed after August 1, 2024, your first and second preliminary payments were due as a single installment on November 1, 2024, or 30 days after the bills were mailed, whichever was later, and your third preliminary payment was due on February 1, 2025, or 30 days after the bills were mailed, whichever was later. Your preliminary taxes are shown on this bill as a credit against your fiscal year 2025 tax, including betterments, special assessments and other charges. The balance is due on May 1, 2025, or 30 days after the tax bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If preliminary bills were mailed on or before August 1, 2024, interest is computed on overdue first preliminary payments from August 1, 2024, or the date the payment was due, whichever was later, on overdue second preliminary payments from November 1, 2024, on overdue third preliminary payments from February 1, 2025, or the date the payment was due, whichever is later, and on overdue final payments from May 1, 2025, or the date the payment was due, whichever was later, to the date payment is made. However, if preliminary bills were mailed after August 1, 2024, interest is computed on overdue single first/second preliminary payments from November 1, 2024, on overdue third preliminary payments from February 1, 2025, and on overdue final payments from May 1, 2025, or the dates the payments were due, to the date payment is made. Payments are considered made when received by the Collector. You will also be required to pay charges and fees incurred for collection if payments are not made when due. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

   (**Note**: On personal property tax bills, the third sentence should read: Your preliminary tax is shown on this bill as a credit against your fiscal year 2025 tax.)

H. Payment Due Date

The balance of the FY25 tax after all preliminary taxes are credited against the tax is payable in one installment due on May 1, 2025, or 30 days after the actual tax bills are mailed, whichever is later.

I. Interest

Interest accrues at the rate of 14 percent a year on the amount of the final installment not paid by the payment due date, calculated from that date until the date payment is made.

J. Abatement/Exemption Applications

The date the FY25 actual tax bills are mailed determines the deadlines for filing abatement and exemption applications. Applications for personal exemptions and the residential exemption must be filed on or before April 1, 2025, or 3 months after the date tax bills were mailed, whichever is later. Applications for abatement, and all other exemptions, must be filed on or before May 1, 2025, or the thirtieth day after the actual bills are mailed, whichever is later.

V. ISSUANCE OF BILLS

This section applies to preliminary and actual tax bills.

A. E-Billing

Property tax bills may be issued in an electronic form as set forth in this section. G.L. c. 60, § 3A(b).

1. Program Authorization – The collector's use of e-billing must be approved by the mayor or selectboard. The scope and duration of that approval may be decided locally.

2. Taxpayer Participation – Taxpayers must agree to receive their property tax bills in an electronic form. Participation must be completely voluntary. No taxpayer may be required to receive an electronic bill.

   Each taxpayer who wants to participate in the e-billing program must be informed and agree, in a written form, to the terms and conditions of the program. At a minimum, the program must require the taxpayer to:

   a. Provide the collector, in the manner and by the date prescribed by the collector, with an accurate e-mail address for e-billing purposes.

   b. Notify the collector, in the manner and by the date prescribed by the collector, of any change in e-mail address to be used for subsequent e-billing purposes.

c. Accept electronic billing as the sole means by which the collector is legally required to give notice of the taxpayer's property tax obligations.

d. Acknowledge any electronic bill issued to the e-mail address provided to the collector is a valid and properly issued property tax bill and failure to receive it does not alter the taxpayer's legal obligation to make payments, or file abatement or exemption applications, on time.

3. E-Bill Form and Content – The form and content of e-bills must be the same as the mailed bills and must meet all requirements set forth in these guidelines for property tax bills.

4. E-Bill Issuance – The bill may be issued in the e-mail message, as an attachment to the e-mail, or a link in the e-mail that allows the taxpayer to obtain it.

B. Bill Inserts

Information may be inserted in the same envelope or e-mail as the property tax bills as set forth in this section.

1. Property Tax Billing Information – The collector may insert property tax billing information. Property tax billing inserts are those advising taxpayers of tax billing and payment information such as (a) a new location for the collector's office, (b) collector's office hours, (c) payment options such as electronic payments, (d) different due dates because of later issuance of the tax bills than usual or (e) changes in tax payment systems (semi-annual to quarterly for example).

2. Consolidated Bills and Billing Information – The collector may insert bills for utility charges or fees as authorized by a consolidated billing by-law or ordinance, and information explaining adopted consolidated billing procedures. See Section IV-C below.

3. Non-political Municipal Information – The collector may insert non-political municipal informational material **if the insert (a) is approved by the mayor or selectboard and (b) does not increase the postage required to send the property tax bill by mail**. G.L. c. 60, § 3A(d). Non-political means information that does not advocate for or seek to advance or influence a particular policy position or candidate. Municipal informational material means information that originates with the municipality and relates directly to municipal operations, services and programs.

C. Consolidated Billing

Bills for utility charges and fees may be included in the same envelopes or e-mail as the property tax bills as set forth in this section. G.L. c. 60, § 3A(c).

1. Program Authorization - Consolidated billing must be authorized by by-law or ordinance.

a. Municipal Utility - The by-law or ordinance may allow one or more of the bills for the following municipal utility charges or fees to be included with property tax bills:

- Water use.
- Sewer use.
- Solid waste disposal or collection.
- Gas.
- Electricity.
- Other municipal utility.

b. Independent Water and Sewer Commission - If water and sewer service in the municipality is provided by an independent water and sewer commission established under G.L. c. 40N or a special act as a separate body politic and corporate from the municipality, the by-law or ordinance may also permit bills for water and sewer use charges assessed by the commission to be included with the property tax bills **if approved by vote of the commission.**

2. Bill Identification – The bill for each charge or fee must be separate and distinct from the property tax bills and from each other. Various means may be used, including but not limited to, making the bills different sizes or printing them on different color paper, distinctively captioning the bills or providing separate and distinctively identified attachments or links in e-mail.

3. Collection – Bills for charges or fees may be included with the property tax bills even if the customer is to remit payment for the particular charge or fee to the municipal board, officer or department assessing it, not the collector. The collector does not have to be a municipal collector charged with collecting all municipal bills for a municipality to use consolidated billing.

4. Assessed Ratepayer – The collector may only include bills for utility charges and fees assessed to and owed by the property owner being sent the property tax bill, *i.e*., the assessed or current property owner shown on the property tax bill. See Section I-A-2 above. Bills for charges and fees assessed to tenants or others contracting for the service cannot be included in the property owner's tax bill. They must be sent to the assessed ratepayers.

5. Consolidated Billing Information - In the first year consolidated billing is used or changed, the collector must include a separate insert with all property tax bills to explain the new billing procedure to taxpayers. The collector may elect to include consolidated billing information with tax bills in other years, and if so, may include it as a separate insert, or as part of a property tax billing insert. See Section IV-A-1 above.

   Consolidated billing information advises taxpayers of (a) the utility bills being sent with their property tax bills and the means of distinguishing them, (b) the remittance and payment procedure for each bill, including, for example, whether payment for the charge or fee is to be sent to the collector or the municipal board, officer or department or independent commission that assessed the charge or fee, and (c) the changes, if any, made by the community in the billing schedule for a charge or fee in order to be able to send the bills with the property tax bills.

VI. APPROVAL OF BILLS

Cities, towns or districts may print bills for mailing or prepare bills for electronic billing without the prior written approval of the Bureau of Municipal Finance Law, provided all bills conform to the minimum requirements for form and content established in this guideline. Only bills that meet these requirements may state "This form approved by Commissioner of Revenue."

ATTACHMENTS

MODEL TAXPAYER INFORMATIONAL ENCLOSURE

Attached is a sample taxpayer informational release, which may be used as a tax bill stuffer or a newspaper release by communities implementing a quarterly tax payment system for the first time in FY25. The release can be supplemented with information about specific billing and payment procedures that the community will use. For example, if the community has decided to bill only twice a year, taxpayers should also be given instructions on remitting their installment payments.

MODEL PRELIMINARY TAX BILLS, TAX BILLS AND DEMANDS

Attached are the following "model" FY25 preliminary tax bills, tax bills and demands. These models meet the minimum requirements set forth in this guideline for FY25 bills in all communities using a quarterly tax payment system.

Model 1(Q)	Preliminary Tax Bill - Real Estate
Model 2(Q)	Preliminary Tax Bill - Personal Property
Model 3(Q)	Tax Bill - Real Estate
Model 4(Q)	Tax Bill - Personal Property
Model 5(Q)	Demand - Real Estate
Model 6(Q)	Demand - Personal Property
Model 7(Q)	Preliminary Tax Bill - 3rd Quarter Reverse Side/Stuffer

TAXPAYER INFORMATION ON QUARTERLY TAX PAYMENTS

Your community has recently adopted a new quarterly tax payment system, which will affect your property tax bills for Fiscal Year 2025 (July 1, 2024 to June 30, 2025). This enclosure explains how this new system will work.

BENEFITS FROM THE NEW SYSTEM

Under the old system, property tax payments were due twice a year, ideally November 1 and May 1. In practice, the majority of communities frequently issued their tax bills at different times during the year. As a result, taxpayers were often uncertain when their bills would be issued and had difficulty in planning their payments. Also, communities were forced to borrow money to have sufficient funds to meet their bills.

The new quarterly system has been shown in a number of other Massachusetts communities to provide the following advantages:

- Greater certainty in payment due dates for taxpayers.
- More even distribution of income for cities and towns.
- Significant reduction -- even elimination -- of costly municipal borrowing in anticipation of tax revenues.

HOW QUARTERLY PAYMENTS WILL WORK

Under the quarterly payment system, you will be sent a preliminary tax bill each year by July 1. Your preliminary tax will be based on the adjusted net tax owed (including any betterments, special assessments and other charges added to the tax) on your property for the prior fiscal year and as a general rule will be no more than half (50%) of that amount. Adjustments are made for any abatements or exemptions granted in the prior year, and any tax increases allowed under Proposition 2½ for the current fiscal year. Your preliminary tax will be payable in two equal installments. Your first payment will be due on August 1 and your second payment will be due on November 1.

Example: If your Fiscal Year 2024 tax was $2000 (including any betterments, special assessments and other charges added to the tax), and you were granted an abatement of $400, your FY24 net tax due was $1600. After a tax increase adjustment of 2.5%, your adjusted FY24 net tax due would be $1640 and your Fiscal Year 2025 preliminary tax would in most instances be no more than $820. This $820 would be payable in two installments of $410 each. Your first $410 payment would be due on August 1, 2024 and the second would be due on November 1, 2024.

If for some reason preliminary tax bills were not mailed until after July 1, your first payment will be due August 1, or 30 after the bills are mailed, whichever is later. The second payment will still be due November 1. If preliminary bills were mailed after August 1, however, you would have until November 1 (or 30 days after the bills are mailed, if later) to pay the entire balance of $820.

Your actual tax bill will then be sent to you on or about December 31. This bill will show the assessed valuation of your property, the tax rate and the amount of property taxes you owe for the fiscal year, including any betterments, special assessments or other charges that are added to the tax. The tax bill will also show the amount of the preliminary tax billed earlier as a credit against your actual tax for the year.

The balance of your tax remaining after credit for the preliminary tax will also be payable in two equal installments. Your first payment will be due on February 1 and your second payment will be due on May 1.

Example: If your actual Fiscal Year 2025 tax bill is $2100 and you had previously been billed $820 in preliminary taxes for the year, you would have a remaining balance of $1280. This $1280 balance would be payable in two installments of $640 each. The first $640 payment would be due on February 1, 2025 and the second would be due on May 1, 2025.

If for some reason actual tax bills were not mailed until after December 31, you would have until May 1 (or 30 days after the bills are mailed, if later) to pay the entire balance of $1280.

LATE PAYMENTS

Under the quarterly payment system, interest on late tax payments will be charged for the number of days that the payment is actually delinquent. For example, if a payment due on November 1 is not made timely, interest will be charged from that date until the date the payment is made.

ANSWERS TO COMMON QUESTIONS ABOUT QUARTERLY TAX PAYMENTS

Will the new system affect the amount of property taxes I pay for the year? No. The amount you pay is the same under either system. Either way, the amount is based on the valuation of your property and the tax rate. The tax rate reflects the level of taxes needed to fund local budget decisions and must still be within the limits of Proposition 2½.

Will the new system affect my right to seek an abatement or exemption? No, these rights are unchanged. Once the actual tax bills are mailed, you will still be able to file an abatement application with the assessors if you wish to contest your assessment. Applications for abatement must be filed on or before February 1, 2025 unless the actual bills are mailed after December 31, 2024. In that case, abatement applications must be filed on or before May 1, 2025, or the 30th day after the bills are mailed, whichever is later. Applications for personal exemptions and the residential exemption must be filed within three months of the date the actual tax bills were mailed. All other exemption applications are due the same date as abatement applications.

If you have additional questions, you should contact the Assessors' or Collector's Office in your community.

MODEL 1(Q)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF COLLECTOR OF TAXES

FISCAL YEAR 2025 PRELIMINARY REAL ESTATE TAX BILL

<table>
<tr><td colspan="5">YOUR PRELIMINARY TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025 ON THE PARCEL OF REAL ESTATE DESCRIBED BELOW IS AS FOLLOWS:</td></tr>
<tr><td>PROPERTY IDENTIFICATION AND LOCATION</td><td colspan="3">SPECIAL ASSESSMENTS</td><td>PRELIMINARY TAX</td></tr>
<tr><td>(MAP/BLOCK/LOT – ACCOUNT – OTHER)</td><td>Type</td><td>Amount</td><td>Comm. Int.</td><td>TOTAL TAX & SP. ASSESSMENTS DUE</td></tr>
<tr><td>(ADDRESS)</td><td></td><td></td><td></td><td>1ST PAYMENT DUE
(AUGUST 1), 2024</td></tr>
<tr><td>(ASSESSED OWNER(S))</td><td></td><td></td><td></td><td>2ND PAYMENT DUE
(NOVEMBER 1), 2024</td></tr>
<tr><td>(ADDRESS)</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">TOTAL SP. ASSESSMENTS</td><td></td><td>AMOUNT NOW DUE</td></tr>
<tr><td colspan="4">Make Checks Payable to: The (City/Town) of ( )

Mail Payments to: The Collector of Taxes
(Address)

Office Hours: ( ) AM to ( ) PM Mon. – Fri.

See Reverse Side for Important Information</td><td>INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS MADE</td></tr>
<tr><td colspan="5">THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE</td></tr>
</table>

FISCAL YEAR 2025 PRELIMINARY TAX: This bill shows the amount of preliminary tax you owe for fiscal year 2025 (July 1, 2024 - June 30, 2025).

PRELIMINARY TAX AMOUNT: As a general rule, your preliminary tax will not exceed 50% of your adjusted fiscal year 2024 tax (including any betterments, special assessments and other charges added to the tax). Adjustments are made for abatements or exemptions granted for fiscal year 2024, and tax increases allowed under Proposition 2½ in fiscal year 2025. Under certain circumstances, your preliminary tax may exceed 50% of the adjusted amount.

PAYMENT DUE DATES/INTEREST CHARGES: If preliminary bills were mailed on or before August 1, 2024, your preliminary tax is payable in two equal installments. Your first payment is due August 1, 2024, or 30 days after the bills were mailed, whichever is later. Your second payment is due November 1, 2024. However, if preliminary bills were mailed after August 1, 2024, your preliminary tax is due as a single installment on November 1, 2024, or 30 days after the bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If preliminary bills were mailed on or before August 1, 2024, interest will be computed on overdue first payments from August 1, 2024, or the payment due date, whichever is later, and on overdue second payments from November 1, 2024, to the date payment is made. If preliminary bills were mailed after August 1, 2024, interest will be computed on overdue payments from November 1, 2024, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

FISCAL YEAR 2025 ACTUAL TAX BILLS: You will receive your actual fiscal year 2025 tax bill based on January 1, 2024 assessments after the tax rate is set. Any preliminary tax payments made will be credited toward payment of your fiscal year 2025 tax. Your actual tax bill will provide you with more detailed information on payment due dates.

ABATEMENT/EXEMPTION APPLICATIONS: Your right to seek an abatement of or exemption from your fiscal year 2025 tax is not prejudiced by the issuance of preliminary tax bills. Once the actual tax bills are issued, you will be able to apply for an abatement or exemption. The deadline for filing your abatement or exemption application will be measured from the date the actual tax bills are mailed, not the date preliminary tax bills were mailed. Your actual tax bill will provide you with more detailed information on application procedures and deadlines.

INQUIRIES: If you have questions on how your preliminary tax was determined, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 2(Q)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF COLLECTOR OF TAXES

FISCAL YEAR 2025 PRELIMINARY PERSONAL PROPERTY TAX BILL

YOUR PRELIMINARY TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025 ON THE PERSONAL PROPERTY DESCRIBED BELOW IS AS FOLLOWS:	
PROPERTY IDENTIFICATION	PRELIMINARY TAX DUE
(ACCOUNT - OTHER)	1ST PAYMENT DUE (AUGUST 1), 2024
(ASSESSED OWNER(S))	2ND PAYMENT DUE (NOVEMBER 1), 2024
(ADDRESS)	AMOUNT NOW DUE
Make Checks Payable to: The (City/Town) of ( ) Mail Payments to: The Collector of Taxes (Address) Office Hours: ( ) AM to ( ) PM Mon. – Fri. See Reverse Side for Important Information	INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS MADE.
THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE	

FISCAL YEAR 2025 PRELIMINARY TAX: This bill shows the amount of preliminary tax you owe for fiscal year 2025 (July 1, 2024 - June 30, 2025).

PRELIMINARY TAX AMOUNT: As a general rule, your preliminary tax will not exceed 50% of your adjusted fiscal year 2024 tax. Adjustments are made for abatements or exemptions granted for fiscal year 2024, and tax increases allowed under Proposition 2½ in fiscal year 2025. Under certain circumstances, your preliminary tax may exceed 50% of the adjusted amount.

PAYMENT DUE DATES/INTEREST CHARGES: If preliminary bills were mailed on or before August 1, 2024, your preliminary tax is payable in two equal installments. Your first payment is due August 1, 2024, or 30 days after the bills were mailed, whichever is later. Your second payment is due November 1, 2024. However, if preliminary bills were mailed after August 1, 2024, your preliminary tax is due as a single installment on November 1, 2024, or 30 days after the bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If preliminary bills were mailed on or before August 1, 2024, interest will be computed on overdue first payments from August 1, 2024, or the payment due date, whichever is later, and on overdue second payments from November 1, 2024, to the date payment is made. If preliminary bills were mailed after August 1, 2024, interest will be computed on overdue payments from November 1, 2024, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

FISCAL YEAR 2025 ACTUAL TAX BILLS: You will receive your actual fiscal year 2025 tax bill based on January 1, 2024 assessments after the tax rate is set. Any preliminary tax payments made will be credited toward payment of your fiscal year 2025 tax. Your actual tax bill will provide you with more detailed information on payment due dates.

ABATEMENT/EXEMPTION APPLICATIONS: Your right to seek an abatement of or exemption from your fiscal year 2025 tax is not prejudiced by the issuance of preliminary tax bills. Once the actual tax bills are issued, you will be able to apply for an abatement or exemption. The deadline for filing your abatement or exemption application will be measured from the date the actual tax bills are mailed, not the date preliminary tax bills were mailed. Your actual tax bill will provide you with more detailed information on application procedures and deadlines.

INQUIRIES: If you have questions on how your preliminary tax was determined, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 3(Q)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN) OFFICE OF THE COLLECTOR OF TAXES

FISCAL YEAR 2025 REAL ESTATE TAX BILL

TAX RATE PER $1000				
Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial	
				Based on assessments as of January 1, 2024, your Real Estate Tax for the fiscal year beginning July 1, 2024 and ending June 30, 2025 on the parcel of real estate described below is as follows:

Property Identification (M-B-L/Other)	Property Location (Address)	Page & Line	Bill No.	
				Real Estate Tax
				Total Tax & Sp. Assessments Due

REAL ESTATE VALUES		SPECIAL ASSESSMENTS			
					Preliminary Tax
Description		Type	Amount	Comm. Int.	Abatement
					Payments Made
Class	Valuation				1st Preliminary Tax Overdue
					2nd Preliminary Tax Overdue
					Interest
					Balance Due
					(Exemption)
					(Net Amount Due)
Total Valuation					1st Payment Due (Feb.1), 2025
Residential/Commercial Exemption		TOTAL SP. ASSESSMENTS			2nd Payment Due (May 1), 2025
Total Taxable Valuation					AMOUNT NOW DUE

Assessed Owner(s) Make Checks Payable to: The (City/Town) of ( )

Address Mail Payments to: The Collector of Taxes
(Address)

Office Hours: ( ) AM to ( ) PM Mon. – Fri.

ABATEMENT APPLICATIONS TO ASSESSORS DUE: ( )

(OTHER TAXES OR CHARGES ARE PAST DUE. SEE (COLLECTOR/TREASURER.))

Interest at the rate of 14% per annum will accrue on overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

FISCAL YEAR 2025 TAX: This tax bill shows the amount of real estate taxes you owe for fiscal year 2025 (July 1, 2024 - June 30, 2025). The tax shown in this bill is based on assessments as of January 1, 2024. The bill also shows betterments, special assessments and other charges.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was payable in two equal installments if preliminary bills were mailed on or before August 1, 2024. The first payment was due on August 1, 2024, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2024. However, if preliminary bills were mailed after August 1, 2024, your preliminary tax was due as a single installment on November 1, 2024, or 30 days after the bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax, including betterments, special assessments and other charges. If tax bills were mailed on or before December 31, 2024, the balance is payable in two equal installments. Your first payment is due on February 1, 2025. Your second payment is due on May 1, 2025. However, if tax bills were mailed after December 31, 2024, the balance is due as a single installment on May 1, 2025, or 30 days after the bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If tax bills were mailed on or before December 31, 2024, interest will be computed on overdue first payments from February 1, 2025 and on overdue second payments from May 1, 2025 to the date payment is made. If tax bills were mailed after December 31, 2024, interest will be computed on overdue final payments from May 1, 2025, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

ABATEMENT/EXEMPTION APPLICATIONS: You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Board of Assessors. You may apply for an abatement if you believe your property is valued at more than its fair cash value, is not assessed fairly in comparison with other properties, or if a classified tax system is used locally, is not properly classified. If tax bills were mailed on or before December 31, 2024, the filing deadline for an abatement application is February 1, 2025. However, if tax bills were mailed after December 31, 2024, the deadline is May 1, 2025, or 30 days after the date the bills were mailed, whichever is later.

You may be eligible for an exemption from or deferral of all or some of your tax. In order to obtain an exemption for which you are qualified, you must file an application in writing on an approved form with the assessors. The filing deadline for an exemption under Mass. G.L. Ch. 59, §5, Cl. (17, 17C, 17C½, 17D), 18, 22, 22A, 22B, 22C, 22D, 22E, 22F, (22H), (37, 37A), (41, 41B, 41C, 41C½), 42, 43, (52, 53, 56 or 57) or a deferral under Cl. 18A or 41A is April 1, 2025, or 3 months after the date tax bills were mailed, whichever is later. The filing deadline for all other exemptions under Ch. 59, §5 is February 1, 2025 if tax bills were mailed on or before December 31, 2024, or May 1, 2025, or 30 days after the date tax bills were mailed, whichever is later, if the bills were mailed after December 31, 2024. The filing deadline for a residential exemption under Ch. 59, §5C, or a small commercial exemption under Ch. 59 §5I, if locally adopted and not shown on your bill, is April 1, 2025, or 3 months after the date tax bills were mailed, whichever is later.

Applications are timely filed when (1) received by the assessors on or before the filing deadline, or (2) mailed by United States mail, first class postage prepaid, to the proper address of the assessors, on or before the filing deadline, as shown by a postmark made by the United States Postal Service. If your application is not timely filed, the assessors cannot by law grant an abatement or exemption.

INQUIRIES: If you have questions on your valuation or assessment or on abatements or exemptions, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 4(Q)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN) OFFICE OF THE COLLECTOR OF TAXES

FISCAL YEAR 2025 PERSONAL PROPERTY TAX BILL

TAX RATE PER $1000	Based on assessments as of January 1, 2024, your Personal Property Tax for the fiscal year beginning July 1, 2024 and ending June 30, 2025 on the personal property described below is as follows:

Property Identification (Acct. No. / Other)	Page & Line	Bill No.	Personal Property Tax
			Preliminary Tax
PERSONAL PROPERTY VALUES Description	Value		Abatement
			Payments Made
			1st Preliminary Tax Overdue
			2nd Preliminary Tax Overdue
			Interest
			Balance Due
			1st Payment Due (Feb. 1), 2025
			2nd Payment Due (May 1), 2025
TOTAL VALUATION			AMOUNT NOW DUE

Assessed Owner(s)

Make Checks Payable to: The (City/Town) of ( )

Address

Mail Payments to: The Collector of Taxes
(Address)

Office Hours: ( ) AM to ( ) PM Mon. – Fri

ABATEMENT APPLICATIONS TO ASSESSORS DUE: ( )

Interest at the rate of 14% per annum will accrue on overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR
IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

FISCAL YEAR 2025 TAX: This tax bill shows the amount of personal property taxes you owe for fiscal year 2025 (July 1, 2024 - June 30, 2025). The tax shown in this bill is based on assessments as of January 1, 2024.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was payable in two equal installments if preliminary bills were mailed on or before August 1, 2024. The first payment was due on August 1, 2024, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2024. However, if preliminary bills were mailed after August 1, 2024, your preliminary tax was due as a single installment on November 1, 2024, or 30 days after the bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax. If tax bills were mailed on or before December 31, 2024, the balance is payable in two equal installments. Your first payment is due on February 1, 2025. Your second payment is due on May 1, 2025. However, if tax bills were mailed after December 31, 2024, the balance is due as a single installment on May 1, 2025, or 30 days after the bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If tax bills were mailed on or before December 31, 2024, interest will be computed on overdue first payments from February 1, 2025 and on overdue second payments from May 1, 2025 to the date payment is made. If tax bills were mailed after December 31, 2024, interest will be computed on overdue final payments from May 1, 2025, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

ABATEMENT APPLICATIONS: You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Board of Assessors. You may apply for an abatement if you believe your property is valued at more than its fair cash value or is not assessed fairly in comparison with other properties. If tax bills were mailed on or before December 31, 2024, the filing deadline for an abatement application is February 1, 2025. However, if tax bills were mailed after December 31, 2024, the deadline is May 1, 2025, or 30 days after the date the bills were mailed, whichever is later.

Applications are timely filed when (1) received by the assessors on or before the filing deadline, or (2) mailed by United States mail, first class postage prepaid, to the proper address of the assessors, on or before the filing deadline, as shown by a postmark made by the United States Postal Service. If your application is not timely filed, the assessors cannot by law grant an abatement.

INQUIRIES: If you have questions on your valuation or assessment or on abatements, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 5(Q)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF THE COLLECTOR OF TAXES

DEMAND FOR PAYMENT
FISCAL YEAR 2025 REAL ESTATE TAX BILL

TAX RATE PER $1000				
Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial	
				As required by law, demand is made upon you for payment of your fiscal year 2025 Real Estate Taxes as follows:

Property Identification (M-B-L/Other)	Property Location (Address)	Page & Line	Bill No.

REAL ESTATE VALUES		SPECIAL ASSESSMENTS			
Description		Type	Amount	Comm. Int.	
Class	Valuation				
Total Valuation					
Residential/Commercial Exemption		TOTAL SP. ASSESSMENTS			
Total Taxable Valuation					

Real Estate Tax	
Total Tax & Sp. Assessments Due	
Abatement/Exemption	
Payments Made	
1st Preliminary Tax Overdue	
2nd Preliminary Tax Overdue	
1st Actual Tax Payment Overdue	
2nd Actual Tax Payment Overdue	
Interest	
Demand	$(insert locally set amount)
AMOUNT NOW DUE	

Assessed Owner(s)

Address

Make Checks Payable to: The (City/Town) of ( )

Mail Payments to: The Collector of Taxes
(Address)

Office Hours: ( ) AM to ( ) PM Mon. – Fri.

Interest at the rate of 14% per annum (at $____ per day) will accrue on overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

DEMAND FOR PAYMENT OF FISCAL YEAR 2025 TAX

This notice shows the amount of your fiscal year 2025 real estate tax, including betterments, special assessments and other charges, that is unpaid and overdue.

In addition to the amount of overdue taxes shown in this notice, you also owe accrued interest and a demand charge. Interest will continue to accrue on overdue taxes until your payment is made. Your payment will be considered made when received by the Collector.

If the total amount you owe is not paid within 14 days of the date of this demand, the Collector will proceed to collect the amount owed in accordance with law.

MODEL 6(Q)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF THE COLLECTOR OF TAXES

DEMAND FOR PAYMENT
FISCAL YEAR 2025 PERSONAL PROPERTY TAX

TAX RATE PER $1000	As required by law, demand is made upon you for payment of your fiscal year 2025 Personal Property Taxes as follows:

Property Identification (Acct. No. / Other)	Page & Line	Bill No.	Personal Property Tax
			Abatement
PERSONAL PROPERTY VALUES			Payments Made
Description	Value		
			1st Preliminary Tax Overdue
			2nd Preliminary Tax Overdue
			1st Payment Overdue
			2nd Payment Overdue
			Interest
			Demand $(insert locally set amount)
TOTAL VALUATION			AMOUNT NOW DUE

Assessed Owner(s)

Address

Make Checks Payable to: The (City/Town) of ( )

Mail Payments to: The Collector of Taxes
(Address)

Office Hours: ( ) AM to ( ) PM Mon. – Fri

Interest at the rate of 14% per annum (at $ ____ per day) will accrue on overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR
IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

DEMAND FOR PAYMENT OF FISCAL YEAR 2025 TAX

This notice shows the amount of your fiscal year 2025 personal property tax that is unpaid and overdue.

In addition to the amount of overdue taxes shown in this notice, you also owe accrued interest and a demand charge. Interest will continue to accrue on overdue taxes until your payment is made. Your payment will be considered made when received by the Collector.

If the total amount you owe is not paid within 14 days of the date of this demand, the Collector will proceed to collect the amount owed in accordance with law.

MODEL 7(Q)

IMPORTANT INFORMATION ABOUT THIS TAX BILL

PLEASE DISREGARD INFORMATION PRINTED ON THE REVERSE SIDE OF YOUR BILL

FISCAL YEAR 2025 THIRD PRELIMINARY TAX: This bill shows the amount of the third preliminary tax installment you owe for fiscal year 2025 (July 1, 2024 - June 30, 2025).

You are receiving this third preliminary tax bill because actual tax bills for fiscal year 2025 cannot be issued at this time. You will receive your actual fiscal year 2025 tax bill based on January 1, 2024 assessments after the tax rate is set. Any first, second or third preliminary tax payments made will be credited toward the payment of your fiscal year 2025 tax.

THIRD PRELIMINARY TAX AMOUNT: The third preliminary tax payment shown in this bill will not be more than the first installment payment shown on your previously issued preliminary tax bill.

PAYMENT DUE DATES/INTEREST CHARGES: Your third preliminary tax payment is due on February 1, 2025, or 30 days after the date the bills were mailed, whichever is later. Your first preliminary payment was due on August 1, 2024, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2024 if preliminary bills were mailed on or before August 1, 2024. However, if preliminary bills were mailed after August 1, 2024, your first and second preliminary payments were due as a single installment on November 1, 2024, or 30 days after the bills were mailed, whichever was later. If your preliminary payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If preliminary bills were mailed on or before August 1, 2024, interest is computed on overdue first preliminary payments from August 1, 2024, or the date the payment was due, whichever was later, on overdue second preliminary payments from November 1, 2024, and on overdue third preliminary payments from February 1, 2025, or the date the payment was due, whichever is later, until payment is made. However, if preliminary bills were mailed after August 1, 2024, interest is computed on overdue single first/second preliminary payments from November 1, 2024, or the date the payment was due, whichever was later, and on overdue third preliminary payments from February 1, 2025, or the date the payment was due, whichever is later, until payment is made. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

ABATEMENT/EXEMPTION APPLICATIONS: Your right to seek an abatement of or exemption from your fiscal year 2025 tax is not prejudiced by the issuance of preliminary tax bills. Once the actual tax bills are issued, you will be able to apply for an abatement or exemption. The deadline for filing your abatement or exemption application will be measured from the date the actual bills are mailed, not the date preliminary tax bills were mailed. Your actual tax bill will provide you with more detailed information on application procedures and deadlines.

INQUIRIES: If you have questions on how your third preliminary tax installment was determined, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

Agenda Item
Public Works
12/16/24

Planning Board Meeting for Master Plan Presentation 12/17

Subject:

Copy of final draft can be found here: https://townofmerrimac.com/wp-content/uploads/2024/05/Merrimac_MP_12022024_FINAL.pdf

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 12/16/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

SCHEDULED

Initiator: Jennifer Penney

Sponsors:

~~CORRESPONDENCE (ID # 8989)~~ ~~DOC ID: 8989~~

Hazardous Waste Day Event Next Steps Response

COMMENTS - Current Meeting:

Hazardous waste day; it is not an eligible item under the regional grant; board of health usually runs it. Gorzynski will send an email to the board of health.

From: Carol McLeod - Finance (X3040)
To: Jennifer Penney - Select Board (X3080)
Subject: FW: Hazardous Waste Day Event Next Steps
Date: Tuesday, November 26, 2024 3:53:31 PM

FYI

Carol A. McLeod, CMMT, MCPPO

Town Administrator, Finance Director, Treasurer
Town of Merrimac
4 School St.
Merrimac, MA 01860
(978) 346-0524

Office Hours:

Monday 8 AM – 7 PM
Tuesday – Thursday 8 AM – 4 PM

From: Erika Syokau <esyokau@bmestrategies.com>
Sent: Tuesday, November 26, 2024 3:32 PM
To: Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
Cc: Chris Berube - BOH Chair <cberube@townofmerrimac.com>
Subject: Re: Hazardous Waste Day Event Next Steps

Hi Chris and Carol,

I wanted to update you, I was on a call with our program coordinator at DPH who informed us that we are unable to move forward with the Hazardous Waste Day event. This is due to budget restrictions from DPH. Some of the funding we get is federal and there are some guidelines that prohibit us from getting approved to host the event.

I am sorry about this!

Best,

Erika Syokau
Associate Public Health Consultant
Pronouns: She/Her/Hers
esyokau@bmestrategies.com
+1 978.237.6440

On Wed, Nov 13, 2024 at 3:15 PM Carol McLeod - Finance (X3040)

<cmcleod@townofmerrimac.com> wrote:

> Thank you!
>
> Carol A. McLeod, CMMT, MCPPO
>
> Town Administrator, Finance Director, Treasurer
> Town of Merrimac
> 4 School St.
> Merrimac, MA 01860
> (978) 346-0524
>
> Office Hours:
>
> Monday 8 AM – 7 PM
> Tuesday – Thursday 8 AM – 4 PM
>
> ---
>
> **From:** Erika Syokau <esyokau@bmestrategies.com>
> **Sent:** Wednesday, November 13, 2024 3:12 PM
> **To:** Chris Berube - BOH Chair <cberube@townofmerrimac.com>
> **Cc:** Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
> **Subject:** Re: Hazardous Waste Day Event Next Steps
>
> No problem thank you both, I will look into it and ask other alliances who have done this event if they have estimates on the amount of waste that was received.
>
> Best,
>
> **Erika Syokau**
> *Associate Public Health Consultant*
> *Pronouns: She/Her/Hers*
> esyokau@bmestrategies.com
> +1 978.237.6440
>
> On Wed, Nov 13, 2024 at 3:08 PM Chris Berube - BOH Chair <cberube@townofmerrimac.com> wrote:
>
>> Hi Erika
>>
>> I do not have anything from the last time this was done (many years ago), Carol????
>>
>> Do we still need to get more quotes?

Thanks
Chris

From: Erika Syokau <esyokau@bmestrategies.com>
Sent: Wednesday, November 13, 2024 2:17 PM
To: Chris Berube - BOH Chair <cberube@townofmerrimac.com>; Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
Subject: Hazardous Waste Day Event Next Steps

Hi Chris and Carol,

I am reaching out because I wanted to let you know that I reached out to these different vendors for the hazardous waste day event: Stericycle, Tradebe, Triumvirate, Clean Earth and Clean Harbors.

Clean Harbors linked here https://www.cleanharbors.com/services/technical-services/household-hazardous-waste-services is the only vendor who responded and is able to move forward.

I have been in contact with the folks there and in order for me to receive a price estimate they need an idea on how much waste we will expect between our several municipalities.

Do either of you happen to have a rough idea on how much waste the town of Merrimac disposed of the last time they held this event? As well as if you have some sort of proof or invoice from the event?

Please let me know

Best,

Erika Syokau
Associate Public Health Consultant
Pronouns: She/Her/Hers
esyokau@bmestrategies.com
+1 978.237.6440

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 12/16/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

SCHEDULED

CORRESPONDENCE (ID # 8988) DOC ID: 8988

Communication from Kendra Bowker Green Advisory Committee

November 18, 2024

To the Merrimac Select Board

We believe Merrimac would benefit from having a town committee that has a goal to focus on reducing greenhouse gas emissions and helping our town move in the direction of a clean energy future. Several cities and towns in the state have committees such as this. One example for a town similar to ours in size is the Stow Green Advisory Committee.

Members of the committee could include Merrimac residents, a member of the Select Board, and a representative from Merrimac Light.

The committee would collaborate to evaluate and recommend ways to improve energy efficiency and conservation and expand renewable energy in town.

The state has adopted a new Climate Leader Community designation. Municipalities who meet the requirements become eligible for additional grant money. One of the requirements is having an advisory committee such as this.

Thank you for discussing this topic at your November 18th meeting!

Sincerely,

Kendra Bowker and Judson Slack, 40 River Rd.
Jim DeWolf and Cheryl Dolan, 6 River Road
Lance Hidy and Cindia Sanford, 2 Summer Street
Paul and Cheryl Leone, 108 River Rd
Lucy and Tom Abisalih, 70 River Rd.
Cherry Underwood, Regency Village
Julie Schaeffer and Jeff Mulholland, 26 Orchard St
Jenn Houle and Stevie Bareford, 46 Birch Meadow Rd
Bill and Dianna Zaneski, 58 Hadley Rd
Jennifer Mansfield, 99 Hadley Rd
Kira and Gary Carroll 14 Champion St.
Ron and Patricia Ramsden, 81 Church St.
Ashley Desjardins 14 Mill St
Patricia and David Olds, 5 Stevens Terr

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 12/16/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

SCHEDULED

Initiator: Jennifer Penney

Sponsors:

~~CORRESPONDENCE (ID # 8986)~~ ~~DOC ID: 8986~~

ABCC ADVISORY REGARDING CHANGES TO M.G.L. C. 138, § 26- RETAIL LICENSE MANAGERS

From: Melville, Ryan (TRE)
To: Melville, Ryan (TRE)
Subject: ABCC ADVISORY REGARDING CHANGES TO M.G.L. c. 138, § 26- RETAIL LICENSE MANAGERS
Date: Tuesday, November 26, 2024 10:33:27 AM
Attachments: ABCC_ADVISORY_License_Manager_Citizenship_retail_licenses.pdf

On November 20, 2024, Governor Maura Healey signed (in part) "An Act Relative to Strengthening Massachusetts' Economic Leadership" that made changes to M.G.L. c. 138, § 26 which now allows "qualified alien(s) under the Immigration and Nationality Act, 8 U.S.C. 1101" to become alcohol license managers pursuant to the Massachusetts Liquor Control Act. The text of the bill can be found HERE.

Local Boards may now approve a license manager who is either a United States citizen or a "qualified alien under the Immigration and Nationality Act, 8 U.S.C. 1101." If a proposed license manager is not a United States citizen, they must provide documentation from the United States federal government evidencing they are a "qualified alien under the Immigration and Nationality Act, 8 U.S.C. 1101." Acceptable documentation includes but is not limited to a Permanent Resident Card "Green Card," or Employment Authorization Document.

The law also authorizes sole proprietors and partnerships to apply for retail alcoholic beverages licenses issued pursuant to M.G.L. c. 138, § 12 (on-premises) and M.G.L. c. 138, § 15 (off- premises) if all individuals applying are either United States citizens or "qualified alien(s) under the Immigration and Nationality Act, 8 U.S.C. 1101." This applies to farmer series pouring permits issued pursuant to M.G.L. c. 138, §§ 19 B(n), C(n) and E(o) as well.

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law.
Questions concerning this Advisory may be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727- 3040 x 731.
(Issued 11/26/2024)

Ryan Melville
Deputy Executive Director
Massachusetts Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3

Chelsea, MA 02150
Phone-1-857-453-2718
Fax-1-617-727-1258

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 12/16/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

SCHEDULED

~~**CORRESPONDENCE (ID # 8991)**~~ ~~DOC ID: 8991~~

Spring 2025 RDP Grant Guidelines - Now Posted

From: Smith, Rachel (DEP)
Subject: Spring 2025 RDP Grant Guidelines - Now Posted
Date: Thursday, November 21, 2024 2:26:09 PM
Attachments: Spring25 RDP Final.pdf
Spring25 RDP Worksheet.pdf

Municipal Official –

MassDEP is pleased to share the **RDP Grant Guidelines for the Spring 2025 grant cycle**. The guidelines are posted to our website and attached here.

We had hoped to release the new Spring25 RDP grant guidelines with the 2024 SMRP & RDP awards, but since the award approvals are still in process, we decided to share this as a closing to our past week of celebrating America Recycles Day. Releasing the 2025 RDP guidelines now allows approximately 5-7 months to review, understand, update, and incorporate best practices for waste reduction, reuse, and recycling in your municipalities that will enhance your position for earning RDP points.

Online grant applications are expected to open on April 1, 2025. MassDEP will continue to send reminders, guidance, and information on additional 2025 SMRP grant opportunities as we get closer to that date. We hope that you have a wonderful Holiday Season.

Thank you,
MassDEP Municipal Waste Reduction Branch

Rachel Smith (she/her)
Grant Manager
Massachusetts Department of Environmental Protection
Municipal Waste Reduction Branch
(617) 694-1324
Rachel.Smith@Mass.gov

Are you recycling right? Find out: https://www.recyclesmartma.org

Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program
Details: Recycling Dividends Program (RDP)

Grant Applications Due June 2, 2025, at 11:59 PM

Note: It is MassDEP's intention that the following RDP criteria will remain consistent for both the Spring 2025 and 2026 grant cycles; municipalities should plan accordingly.

Overview

The Recycling Dividends Program (RDP) is a grant offering under the Sustainable Materials Recovery Program (SMRP). RDP provides grant funds to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. The RDP criteria define the characteristics of a model municipal waste reduction program, essentially functioning as a "best practices" framework. Each section includes a set of activities with a value ranging from 1 to 5 points. Municipalities that earn at least 1 point (out of **22** available) are eligible for RDP.

There are two levels of funding, Basic and Advanced. Basic level is for municipalities that earn 1-9 points; Advanced level is for municipalities that earn 10 or more points. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point within each level. Basic level points are 30% less in value than Advanced level points. Awards for a narrow subset of Environmental Justice (EJ) populations as defined below will automatically be calculated at the Advanced bracket rate, even if the total points earned are less than 10 points.

RDP recipients are required to submit an RDP Spending Report annually through Re-TRAC Connect. Annual reporting will be required until all funds have been expended and is a pre-requisite to receiving RDP payments. RDP recipients are also required to submit a Recycling and Solid Waste Survey annually through Re-TRAC Connect. To be eligible, municipalities must have data from at least the two previous years on file. Both annual reports, along with an annual Notification of Buy Recycled Policy, Sustainable Purchasing Policy, or Environmentally Preferable Products (EPP) Procurement Policy, must be submitted by February 15, 2025, or one point will be deducted from the total RDP points earned. All municipalities have only one Re-TRAC Connect account. Note: MassDEP encourages municipalities to adopt a broader Sustainable Purchasing Policy or EPP Procurement Policy as it will be a requirement of the Spring 2026 grant cycle.

Eligible Applicants

This grant is available to municipal applicants only. Applicants should consult the SMRP Minimum Eligibility Criteria for additional grant requirements.

Program Structure

Municipalities that do not provide trash services to their residents are eligible to apply provided that a Comprehensive Hauler Regulation (as defined on page 4) has been adopted as of the date of the application. Municipalities in this group will be awarded points valued at the lowest bracket.

MassDEP utilizes Recycling and Solid Waste (RSW) Survey data in the evaluation of RDP. If an RDP-eligible activity or program is not reflected on the most recent RSW survey filed by the municipality, please describe the program and its start date in the comments section at the end of the RDP grant application. Starting a Pay-As-You-Throw (PAYT) program after December 2024 and before June 30, 2025, is an example of a program that would not be reflected on the RSW survey.

Each RDP section includes a list of activities. Each option has been assigned a value based on the demonstrated impact that the activity has on waste reduction. For example, a full PAYT program is worth more points than a modified PAYT program in which 35-gal trash carts are included in basic level service. Only one option may be selected for each section.

Submittal of an RDP application that contains false or misleading data may be grounds for barring the municipality from the SMRP grant program for a period to be determined by MassDEP. **Points will be awarded for new or ongoing programs and activities that were implemented or in effect during the period of July 1, 2024, through June 30, 2025.** Programs and/or activities implemented on a temporary basis for the sole purpose of meeting requirements during the evaluation process are strongly discouraged.

RDP awards are subject to appropriation of funds. MassDEP reserves the right to reduce the dollar amount awarded to municipalities based on available funding. In this instance, all awards would be reduced by the same percentage. Payments are expected to be made in the Fall of 2025.

Use of Grant Funds

Recipients of RDP payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs. A comprehensive list of Approved Spending Categories for RDP and Regional Small Scale Initiatives funds is provided on the RDP webpage. **Special spending requests will not be considered.** If your municipality is unsure whether a desired activity or item falls under one of the approved spending categories, please consult your Municipal Assistance Coordinator (MAC).

Use of a dedicated account for RDP grant funds is required. If a municipality does not currently have a dedicated account they must certify that they will have one in place before they accept an award and when signing the RDP Grant Scope of Wor A dedicated account is a separate account managed by the municipality for specific funding sources. In the case of an RDP dedicated account, this means that the municipality will save separately, all RDP funds awarded by MassDEP to ensure that these funds are utilized for approved waste reduction, reuse, and recycling initiatives as defined on the Approved Spending Categories document.

Funds do not have to be spent in the fiscal year awarded and may be carried over to future years and saved to fund a larger eligible expense or project. However, RDP funds are intended to be invested in waste reduction activities and NOT be reserved for a rainy-day fund. Beginning with the 2024 Annual RDP Spending Report (due February 15, 2025), all municipalities will be required to report on their anticipated spending plans for RDP grant funds, including estimated dollar amount(s) for the planned activity(ies), information on items that they intend to procure, and a timeframe for spending. Further action may be required for municipalities that have not spent at least **30 percent** of RDP funds over time AND were awarded more than **$10,000**. MassDEP may delay or deny future payments if a municipality is not expending funds as intended.

RDP Environmental Justice Populations

Environmental Justice (EJ) Population Data are derived from the 2020 American Community Survey and the 2020 decennial census, based upon demographic criteria developed by the Massachusetts Executive Office of Energy and Environmental Affairs. A small subset of EJ populations will be granted special consideration in RDP. This subset (hereinafter referred to as RDP EJ Populations) is defined as those communities in which 45 percent or more of their residents live in an EJ Census Block Group that meets combined criteria for either 1) minority population (1.b.) AND income ("MI") components OR 2) minority population (1.a. or 1.b.), income, AND English isolation ("MIE") components, as defined below:

1. MINORITY POPULATION ("M"):
    a. Minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income, OR
    b. Minorities make up more than 40 percent or more of the population regardless of the income of the municipality.

2. INCOME ("I"): The annual median household income is not more than 65 percent of the statewide annual median income.

3. ENGLISH ISOLATION ("E"): 25 percent or more of households include no person over the age of 14 who speaks English very well.

The following 51 Massachusetts municipalities meet one of the above categories for MIE or MI status and have 45% or more of their population living in an EJ census block group (see next page). The list below may differ from previous years' due to updated census data and clarity in the Commonwealth's EJ definition.[1] A full listing of municipalities and the criteria that defin their EJ status is available online.

[1] *Environmental justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens." See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021):* https://www.mass.gov/doc/environmental-justice-policy6242021 update/download.

2025 RDP EJ Populations

Amherst	Chelsea	Greenfield	Lynn	Norwood	Saugus	Waltham
Ashland	Chicopee	Haverhill	Malden	Oak Bluffs	Somerville	Watertown
Ayer	Clinton	Holbrook	Marlborough	Pittsfield	Southbridge	Webster
Boston	Everett	Holyoke	Medford	Quincy	Springfield	West Springfield
Braintree	Fall River	Lawrence	Methuen	Randolph	Sunderland	Westborough
Brockton	Fitchburg	Leominster	Milford	Revere	Taunton	Woburn
Brookline	Framingham	Lowell	New Bedford	Salem	Tisbury	Worcester
Cambridge	Gardner					

RDP Payment Brackets for the Spring 2025 Grant Cycle

Please note that for the Spring 25 RDP Grant cycle, MassDEP has adjusted the point value by combining the lowest two brackets as shown below. All other brackets and values remain the same.

# of Households that Receive Trash Service Provided by the Municipality	Point Value - Basic Level 1-9 pts.	Point Value - Advanced Level ≥ 10 pts. & RDP EJ Populations
0 - 4,999	$420	$600
5,000 - 7,499	$770	$1,100
7,500 - 9,499	$910	$1,300
9,500 - 12,499	$1,260	$1,800
12,500 - 16,999	$2,100	$3,000
17,000 - 24,999	$2,450	$3,500
25,000 - 31,999	$2,800	$4,000
32,000 - 99,999	$4,550	$6,500
100,000 +	$7,000	$10,000

Evaluation Criteria

Please note that for the Spring 2025 RDP Application, the Textile Recovery Section has been removed. In addition, MassDEP has highlighted instances where there is a substantial change to the points or criteria.

Bulky Items

The bulky item fee schedule must be posted on the municipal website and specific items identified. You must provide the direct link to this fee schedule with items clearly listed. For this RDP Section, Bulky Items collected can be disposed of OR recycled.

- The municipality or its hauler charged residents a fee of not less than $5 each for the handling of at least three of the following bulky items, either at the curb or at its municipal drop-off: upholstered furniture, wood furniture, toilets, sinks, and/or carpet. For curbside communities, if the municipality's trash hauler was instructed not to collect one or more of these items, and you provided residents with the name of a company that will pick the item(s) up curbside for a fee, you can count those items. This information must be posted on the municipal website. ***[1 point]***
- None of the above. ***[0 points]***

Center for Hard to Recycle Materials (CHARM)

A Center for Hard to Recycle Materials (CHARM) is a location where materials are collected for recycling or reuse. The CHARM must be in your municipality or an adjacent community (i.e., shares a border). An exception to the 'adjacent' requirement will be made for rural areas within a ten-mile radius of an open CHARM. Individual items may be collected at different locations within the same geographic area (e.g., books and textiles collected at schools). Marine boat plastic/wrap, agricultural wrap, shredded paper, and/or string lights collected at least once per year qualifies as an item if promoted by the municipality. All materials must be source-separated. Items sent for disposal as trash, including waste to energy, do not qualify.

To be eligible to earn points in the CHARM category, collection facilities/locations must be open at least once per month for twelve months of the year. The option for municipalities to open at least once per month for six months out of the year has been eliminated. Municipalities MUST collect mercury-bearing products and textiles as part of their CHARM collection program to be eligible for any number of points in this category. Depending on the number of additional "optional" items collected at the CHARM, municipalities may earn 1 or 2 points. See item lists below.

- Residents must have been able to drop-off a minimum of **12** CHARM items (2 required plus 10 optional) at least once per month for twelve months of the year. ***[2 points]***
- Residents must have been able to drop-off a minimum of **8** CHARM items (2 required plus 6 optional) at least once pe month for twelve months of the year. ***[1 point]***
- None of the above. ***[0 points]***

Required CHARM Items:

1. Mercury bearing products – must collect fluorescent lamps/CFLs (compact fluorescent lamps), button batteries, thermostats, thermometers, and other mercury containing products.
2. Textiles – must be collected via a permanent collection bin on municipal property, school textile recycling bins, and/or curbside collection.

Optional CHARM Items:

1. Automotive wastes – must collect tires and lead acid batteries, AND either oil OR antifreeze.
2. Books/media – must be a book collection vendor, not a paper recycler or a Materials Recovery Facility.
3. Bulky rigid plastics.
4. Electronic wastes.
5. Fire extinguishers AND twenty-pound propane tanks.
6. Household batteries – must collect all types of non-alkaline batteries, including lithium-ion batteries.
7. Large appliances.
8. Mattresses and box springs – recyclers must either reuse or deconstruct the mattress and recycle at a minimum the wood, metal, and foam to qualify.
9. Paint – may be sent for recycling, fuel blending, or hazardous waste disposal. Collection for reuse by residents and small businesses qualifies.
10. Plastic films (e.g., plastics bags, boat wrap, agricultural wrap). Plastic bags and film collected at local grocery or retail stores do not qualify.
11. Shredded paper – events conducted at a local business will qualify if promoted by the municipality.
12. Solar panels.
13. Source separated gypsum wallboard.
14. String lights, (e.g., Christmas tree/holiday lights).
15. Wood – must be source separated C&D (construction & demolition) wood. Collecting mixed C&D and sending to a C&D processor does not qualify.
16. Yard waste – must include leaves and grass clippings collected via curbside pickup and/or drop-off a minimum of four times per year (collection of Christmas trees only does not qualify).

Note: In order to get credit as a CHARM that is promoted and accessible to its residents, a municipality must list the collection locations on their municipal website as well as MassDEP's Beyond the Bin directory. For assistance with confirming your municipal listing or adding a new listing, please visit this Folder which includes a Video Tutorial and Instructional Guide.

Curbside Recycling Regulations

Note: This section has been re-written for clarity. Points claimed in this category are based on whether the municipality has codified recycling requirements (via bylaw, ordinance, or regulation) pertaining to residential and/or commercial collection of recyclable materials. There are two subsections within this category; the first focuses on Hauler Requirements, the second focuses on Resident Requirements. Municipalities may choose one option overall.

Comprehensive Private Hauler Regulations (PHR)

A municipality may be eligible for points in this category if they have regulations for permitted haulers which require the collection of recyclables from customers who receive solid waste services. Additionally, the comprehensive regulations must require haulers that serve residents and businesses to provide both trash and recycling collection together as a bundled service at a rate that reflects the cost of both services (i.e., they cannot offer trash services only for a lower rate while charging extra for recycling services), with the exception of businesses that provide proof of separate recycling services. Mandatory Recycling for generators must be required through this regulation, or a separate municipal bylaw/ordinance, regulation, or policy.

- The municipality is actively enforcing comprehensive hauler regulations that apply to **both residents and businesses** with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of

Attachment: Spring25 RDP Final (Spring 2025 RDP Grant Guidelines - Now Posted) violations and actions required. Must be able to show documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers, and/or the process of revocation of hauler permits. ***[3 points]***

- The municipality is actively enforcing comprehensive hauler regulations that apply to **residents only,** with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations an actions required. Must be able to show documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers, and/or the process of revocation of hauler permits. ***[2 points]***
- The municipality has adopted a bylaw/ordinance and/or regulation or combination thereof that requires permitted haulers to provide recycling to all generators, residential and commercial, as bundled service, and requires mandatory recycling by all generators. A municipality may claim the "adoption" point for a maximum of 3 years. ***[1 point]***

Mandatory and Quality Recycling Requirements

A municipality may be eligible for points in this category if they have implemented AND actively enforce a rule, code, bylaw, or ordinance that requires residents to recycle or else be subjected to a fine or other penalty (e.g., rejected collection at the curb). The enforcement may be done by a dedicated enforcement and outreach coordinator employed by the municipality, or through the hauler contracted by the municipality. The differentiation in points based on specific hours spent on enforcement per week has been eliminated. Examples of supporting documentation of active enforcement include tracking report, samples of warnings or fines, etc. The municipality must have a mandatory recycling bylaw/ordinance, regulation and/or a policy on reducing contamination of the recycling stream, enacted or voted on by an official municipal board or committee. This must include a list of acceptable recyclable materials, a minimum of three of the top contaminants, and standard operating procedures for identifying, tracking, and enforcing.

- The municipality regularly enforces these rules AND is measuring the results through annual recycling audits to asses contamination levels. Must show proof of enforcement and at least one annual recycling audit. ***[3 points]***
- The municipality regularly enforces these rules. Must show proof of a municipal employee's enforcement protocols or procedures. ***[2 points]***
- The municipality's hauler enforces these rules because it is either in their contract or part of their standard operating procedures. Must show proof of the hauler's enforcement, including daily notification to municipal officials of non-compliance. ***[1 point]***

- None of the above. ***[0 points]***

Diversity, Equity, and Inclusion in Recycling Programs

Municipalities MUST utilize multilingual trash and recycling guides as part of their diversity, equity, and inclusion (DEI) prograr to be eligible for points in this category. When claiming activities related to translation of other materials, the use of Google Translate on your municipal website does not count. For all activities, you must provide a direct link to the materials on your municipal or school website when prompted; a link to RecycleSmartMA.org does not qualify. MassDEP acknowledges that lov income classification varies amongst municipalities. When selecting applicable activities, use your municipality's classification standards.

- The municipality has completed a minimum of **3** activities from the lists below (1 required and 2 optional). ***[1 point]***
- None of the above. ***[0 points]***

Required DEI Activities:

1. Multilingual trash and recycling guides or Recycle Smart translated guides were available on the municipality's websit and/or sent as a mailer.

Optional DEI Activities:

1. Reduced or subsidized PAYT bag or sticker fees were available for low-income or residents experiencing other hardships. This option is only available to municipalities that have an active PAYT program (full or modified); overflow bags are not considered.
2. Multilingual trash and recycling materials were provided to property managers to share with residents of multifamily households in apartment/condominium complexes, public housing and/or mobile home parks.
3. Multilingual trash and/or recycling guidance/signage posted at drop-off location.
4. Multilingual guides for proper handling of HHW were available on municipal website and/or sent as mailer.
5. Multilingual trash and recycling guides were distributed at schools for students/families.
6. Reduced Transfer Station/Recycling Center access fee was available for low-income residents, or residents experiencing other hardships. Not applicable for municipalities that do not charge a fee (i.e., taxed based system).

7. Reduced costs for HHW collection/bulky waste/zero waste collection events were available for low-income residents, or residents experiencing other hardships. Not applicable for municipalities that do not charge a fee (i.e., taxed based system).
8. Hosted multilingual webinar or social media live stream/video or Cable TV program once per year for recycling education/outreach or created multilingual video guides.
9. Recycling services were provided by the municipality to large apartment buildings (6 or more units), mobile home parks, condominium complexes, and/or public housing. Note: selection of this activity will count as 2 DEI initiatives towards the required 3 to earn the DEI point.
10. The municipal ordinance, bylaw, and/or regulation required all new residential construction, with the exception of single-family dwellings, to include a provision that requires recycling services be provided to all household units. Infrastructure, including space for recycling receptacles and containers must also be provided.
11. The municipal curbside contract or the written policies and operating procedures at the transfer station included a provision requiring haulers or transfer station staff to ensure alternative recycling collection for residents with physical disabilities.
12. Presented information about local and state trash and recycling policies to adult and/or continuing education classes for English language learners, immigrants, refugees, migrants, or other non-governmental marginalized groups such as through apartment complexes, senior centers, tribal groups, church communities, etc.

Household Hazardous Waste Collection

A comprehensive Household Hazardous Waste (HHW) collection event differs from a CHARM (see page 3) in that it accepts a broad range of products, including but not limited to pesticides, pool chemicals, oil-based paint, flammables, automotive products, elemental mercury, cleaning products, and other chemicals. House-to-house mobile pick up by a licensed hazardous waste transporter qualifies if all residents from all municipalities involved are allowed to participate.

Location(s), dates and times for all collection types must be identified AND be promoted through all channels used for educating residents. Dates listed must be within FY25 (July 1, 2024-June 30, 2025). The municipal official in the municipality where the event was held, or the contracted vendor, must register all events through the MassDEP Notification for Household Hazardous Waste Events system. Directing residents to privately owned facilities does not qualify.

Six or More Opportunities per Year

- Hosted a comprehensive *permanent* HHW collection center. Permanent Household Hazardous Waste collection centers must be listed on MassDEP's HHW webpage. A single municipality hosting six or more HHW collection events per year is considered "permanent" and qualifies for these points. ***[2 points]***
- Participated in a comprehensive *regional* HHW collection center at a *public facility*. A *regional* collection center is defined as one permanent location that serves multiple municipalities. Permanent Household Hazardous Waste collection centers must be listed on MassDEP's HHW webpage. Municipality has an agreement with a regional center and pays a membership fee. ***[2 points]***
- Participated in comprehensive *regional* HHW collection center at *private facility*. Municipality signs a contract and pre-pays funds sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by $50 per household. Facility must be accessible once per month, eight months of the year, and located within 20 miles. ***[2 points]***
- Participated in comprehensive *reciprocal* arrangement. A *reciprocal* collection event is a municipal partnership that allows residents from partner towns to participate in all events held by all partner municipalities. Municipality has a group agreement that allows for access to events hosted by municipalities of the group. ***[2 points]***

Two or More Opportunities per Year

- Hosted two comprehensive events per year; both events are located in your municipality. ***[1 point]***
- Funded two comprehensive HHW collection events each year through a reciprocal arrangement. Municipality has a group agreement that allows for access to a minimum of two events hosted by municipalities of the group. ***[1 point]***

- None of the above. ***[0 points]***

Organics / Food Waste

Note: The organics section targets food waste (as opposed to other organic material). Yard waste is included in the CHARM Section (page 3). This section has been re-written for clarity. There are four subsections within this category. Municipalities may choose only one option overall.

Curbside Collection

Weekly curbside collection of **source-separated food waste** is available to residents through either the municipality or a private vendor. The option for households participating in a municipally funded pilot program has been removed. The municipality must publicize this program on their webpage and provide other promotional material describing the program including vendor contact information (when applicable), pricing, and food waste education. Must also provide the number of households participating in the program.

- Food waste was collected curbside weekly from all households served by the municipal trash program. ***[3 points]***
- Food waste was collected curbside at least weekly from households participating in a municipally funded or subsidize private subscription collection program. A municipal contribution of at least $35 towards the yearly rate or provision of a food waste cart to each participating household may qualify as a municipal contribution. Note: Only municipalities that can document at least 3% of households participating in the program will receive the full points for their program, otherwise they will receive one point less. ***[1-2 points as eligible]***
- Food waste was collected weekly from households currently participating in a municipally funded pilot program. A project is considered a "pilot" for a maximum of 3 years. ***[1 point]***
- Municipality selected a preferred vendor(s) through a public procurement process and contracted a per-household rat for residents that opt-in to a fee-based curbside collection of food waste. Must provide a copy of the RFP or contract. ***[1 point]***
- Food waste was collected weekly via a private subscription. The municipality does not fund or provide subsidies, but does advertise via their website, including pricing and contact information for vendor(s). ***[1 point]***

Drop-Off Center Collection

The municipality provides a collection location for residents to drop-off **source-separated food waste**. The municipality must provide the address of the municipally owned collection center and promote the program through an active outreach and education campaign. In addition to including information on the municipal website, other examples of effective outreach includ home composting workshops, demonstrations at farmers markets, local fairs/festivals or similar public events, and a video program at the library and/or on cable TV. Note: a post on social media does not qualify as outreach if the information is not also on the municipal webpage.

- Food waste was collected at a municipally owned collection center AND the municipality offered home compost bins t residents at cost or less with an effective promotion and outreach program as described above. Must provide the number of home compost bins sold in the current fiscal year; price charged to residents; link to the promotion of home compost bin availability on the municipal website; and a link to publicity about the education program. ***[2 points]***
- Food waste was collected at a municipally owned collection center. ***[1 point]***

Backyard Composting

- Municipality offered home compost bins to residents at cost or less. The municipal website has information about how to purchase the bins, including pricing. In addition, the municipality ran an active outreach and education component. Examples of effective outreach include posting of videos and composting instructions and links on the municipal website; home composting workshops or demonstrations at farmers markets or local fairs/festivals or similar public events; and a video or demonstration program at the library and/or on cable TV. Must provide the number of home compost bins sold in the current fiscal year; price charged to residents; link to the promotion of home compost bin availability on the municipal website; and a link to publicity about the education program. ***[1 point]***

Food Rescue & Other Food Waste Diversion

- Municipality or school coordinates local program for food rescue and donation via programs such as share tables at schools, community fridges, and food pantries, that support students, low-income residents or seniors, and those in need. ***[1 point]***

- None of the above. ***[0 points]***

Recycling Center Access

Municipality permitted access to municipal recycling center for recycling of paper, bottles, jars, jugs, tubs, cans, and cardboar at a minimum. ~~While the municipality may have charged a fee for haulers to tip recyclables, businesses, residents not served~~

~~by the municipal program, and non-residents who are allowed to use the facility, were not charged a fee higher than the fee charged to residents served by the municipal program.~~ Municipality publicized permitted access on website, and/or drop-off center signs.

- Haulers collecting from residential customers were encouraged to tip recyclables at the municipal facility. Municipality notified haulers of this option via annual notification through permit application, mailing, or email. Private haulers serving your residents may have planned their collection routes such that they collected from residents in another municipality in the same load. To earn these points, the hauler must have been able to tip recyclables even if some of the material was not generated by your residents. ***[2 points]***
- Businesses were allowed to drop off recyclables and were encouraged to do so via annual outreach. ***[1 point]***
- Municipal recycling center was open to residents not served by the municipal curbside collection program (i.e., condos, multifamily units, etc.). Only municipalities that have a curbside collection program are eligible for this point. Municipality notified residents via annual outreach, electronic signboard in high traffic locations, sandwich boards, mailers to landlords, banner on municipal website, or other notification approved by MassDEP. ***[1 point]***
- Municipal recycling center was open to non-residents for the drop-off of recyclables. ***[1 point]***
- None of the above. ***[0 points]***

Reuse Programs

Note: This section has been restructured so that municipalities are able to identify more than one Reuse activity that they have implemented in the year. This is designed to encourage municipalities to diversify and expand their reduce, reuse, and repair initiatives.

- The municipality has completed a minimum of **3** activities from the list below. ***[2 points]***
- The municipality has completed a minimum of **1** activity from the list below ***[1 point]***
- None of the above. ***[0 points]***

1. Permanent Swap Shop located in your municipality that is secure, enclosed, and open year-round, at least one day per month, where residents can drop-off reusable items for others to take. A 'swap area', or 'swap table' that is cleared into the trash (solid waste) at the end of each day does not qualify for this activity. Note: selection of this activity will qualify as 2 reuse activities towards the point options above.
2. Seasonal Swap Shop located in your municipality that is secure, enclosed, and open AT LEAST six months per year, one day per month, where residents can drop-off reusable items for others to take.
3. Regional Swap Shop that is promoted by participating municipalities. Information about hours, location, and items accepted must be posted on the municipal website.
4. Local bylaw, ordinance, or regulation that bans the distribution of at least two single use items at businesses that serve the public including grocery stores, food service establishments, convenience stores, retailers, and pharmacies. Examples include plastic water bottles, bags, straws; polystyrene cups, containers; miniature alcohol bottles (e.g., nips); disposable lunch trays (in schools); and disposable utensils.
5. Municipality requires a materials management plan for all building, renovation, and/or demolition projects, including a building material assessment and inventory to identify materials that can be diverted for reuse or recycling rather than demolition (e.g., as part of demolition delay, building permit process, or other mechanism). Municipality provides information about deconstruction practices and outlets for materials during this process.
6. Municipality enacted a **program** that incentivizes building deconstruction by expediting building permits and/or reducing or waiving permit fees for projects that incorporate deconstruction and reuse/recycling rather than demolition. Note: selection of this activity will qualify as 2 reuse activities towards the point options above.
7. Municipality engaged in a pilot deconstruction project at a designated building that will serve as a model for the practice of deconstruction. Must provide details on the specifics of the project, materials recovered, receiving vendors/outlets, etc. A project is considered a "pilot" for a maximum of 3 years.
8. Community Repair Event where the public can bring broken household items and receive assistance or coaching from volunteer "repair experts" to return the item to service. The event(s) must have been held in your municipality; virtual repair events will earn credit only if they were coordinated by your community. The event must be modeled after a Fix Clinic© and/or Repair Café© or a similar repair initiative.
9. Non-municipally run community repair events that the municipality provided significant monetary and/or in-kind donations to the event organizers AND promoted the repair events on the city or town website/social media.
10. Zero Waste Day ("Reuse Rodeos"/Donation Events) that acted as a "one-stop shop" for residents to drop-off items for reuse and/or recycling. The event must have been held in your municipality or an adjacent community (i.e., shares a

Attachment: Spring25 RDP Final (Spring 2025 RDP Grant Guidelines - Now Posted) border), and have no fee charged to residents for participation. Residents were able to drop-off and/or pick up common reusable items representing a minimum of 8 (eight) categories from the following list.

11. Regional Zero Waste Day: An exception to the adjacent community requirement will be made for rural areas within a ten-mile radius of the event.
12. Tool Library/Library of Things that lends reusable items to the public at no charge and is open at least one day per week. The library consisted of at least thirty items from a minimum of 3 (three) categories from the following list.
13. Non-municipally run Tool Library/Library of Things that the municipality provides significant monetary and/or in-kind donations to the organization running the library AND promoted the library on the city or town website/social media.
14. Dishwashers and reusable dishware are utilized in K-12 grade school cafeteria(s) in the majority of schools in the district. Total number of schools in the district as well as the number of schools with reusables, must be provided.
15. The majority of the student population in a municipality's regional school district attended a school that utilized dishwashers and reusable dishware in their cafeteria(s). Total number of students in the district as well as the number of students attending a school with reusables, must be provided.
16. Local policy requiring the donation of surplus municipal property in usable condition, e.g., school furniture, when no longer needed.
17. Municipality hosts/coordinates and promotes a community-wide yard sale, or bulky item collection day, where usable and/or leftover items are collected and the municipality (or an organization contracted by the municipality) directs items to donation, reuse, or recycling organizations.

Solid Waste Reduction

If your municipality offers more than one option for solid waste management or offers more than one size cart, please identify the option utilized by the greatest percentage of households served by the municipal trash program (i.e., primary trash program). Excess trash must either be left behind or have a fee associated for each additional unit in the form of an official PAYT bag, sticker, tag, or punch card. If excess trash can be brought to a transfer station at no cost, the program does NOT qualify.

Note: The qualifications for receiving points below have been adjusted. Municipalities may receive full points when the primary trash program is a full or modified Pay-As-You-Throw (PAYT) program AND the municipality:

1) can document that at least 50 percent of eligible households participate in the PAYT program, OR
2) has a comprehensive private hauler regulation requiring recycling service and bundled pricing, for all residential trash customers.

Otherwise, they will receive one point less. This performance metric does not, however, apply to municipalities that are claiming PAYT points for the first time (i.e., they will automatically receive maximum eligible points the first year of implementation). The maximum eligible points for each option remain the same. See examples below:

A municipality will receive full points if:

- 1,000 HHs are eligible to participate in the municipal PAYT program and more than 500 do so.
- 1,000 HHs are eligible to participate in the municipal PAYT program and less than 500 do so, AND the municipality has a comprehensive private hauler regulation.
- Municipality has newly implemented a PAYT program and is claiming RDP points for the first time.

A municipality will receive 1 point less if:

- 1,000 HHs are eligible to participate in the municipal PAYT program and less than 500 do so. The muni does not have a comprehensive private hauler regulation.
- 1,000 HHs are eligible to participate in the Modified PAYT program with multiple trash cart sizes available, and less than 500 use a cart that is 35-gallons or less. The muni does not have a comprehensive private hauler regulation.

- Full PAYT: A full program requires all trash to be placed in a PAYT bag OR requires the use of stickers or tags affixed to each bag of trash disposed, OR the use of a punch card which is punched for each bag of trash disposed of at the transfer station. ***[4-5 points as eligible]***
- Modified PAYT: A modified program provides each household with a 35-gal unit of trash or less per week in basic level service; trash in excess of 35-gals must be placed in an official PAYT bag, sticker, tag, or punch card purchased by residents. ***[3-4 points as eligible]***
- Trash Limit: A municipality with trash limits of one 64-gal trash cart collected ***every-other week*** may qualify *only* if a municipality has biweekly trash collection and overflow bags are purchased for excess trash. ***[3 points]***

- Trash Limit: Households are limited to one 48-gal cart of trash capacity each week. Overflow bags must be purchased for excess trash. ***[2 points]***
- Trash Limit: A municipality with trash limits of one 96-gal trash cart collected ***every-other week*** may qualify *only* if a municipality has biweekly trash collection and overflow bags are purchased for excess trash. ***[2 points]***
- None of the above. ***[0 points]***

Waste Prevention Outreach and Education

Note: Empty pizza boxes MUST be identified as recyclable in your outreach and educational initiatives. If MassDEP finds that your municipality includes messaging that empty pizza boxes should be thrown in the trash (greasy or not), the municipality is not eligible for this point.

- The municipality has completed a minimum of **6** outreach and education activities (1 required plus 5 optional) from the lists below. ***[1 point]***
- None of the above. ***[0 points]***

Required Outreach & Education Activities:

1. Had a dedicated webpage containing direct links to the Beyond the Bin Search Directory, RecycleSmartMA.org, and the Recycle Smart Recyclopedia Widget (or something comparable).

Optional Outreach & Education Activities:

1. Sent an annual town-wide household recycling mailing (e.g., postcard, brochure, refrigerator magnet, or utility insert). A handout distributed at the recycling center qualifies as a mailer for non-curbside communities.
2. Actively used and maintained at least one social media channel: Facebook • X • Instagram • Neighborhood Group/Profile on NextDoor.com, or regularly published a widely distributed paper or electronic newsletter.
3. Ran an advertisement or public service announcement.
4. Published a press release.
5. Created a guide or manual such as: Move-Out, Recycling or Reuse Guide, A-Z Recycling Guide, etc.
6. Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard two times per year.
7. Published a waste reduction goal or progress towards a previously declared goal. Note: a municipality may only claim this activity once towards this point category.
8. Had an active recycling committee or other municipally recognized entity assist with education and outreach.
9. Distributed recycling bins or tote bags to multi-family apartment units. These MUST have printed recycling instructions or Recycle Smart messaging included.
10. Replaced municipal list of recyclable items with a list consistent with Recycle Smart and related graphics. Note: a municipality may only claim this activity once towards this point category.
11. Subscribed to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events, etc.
12. Conducted a recycling campaign, or Recycling 101 refresher course, for municipal buildings and schools and involved reminder notices of recycling specifics, the contribution of recyclables collected by municipalities to recycling markets and signage. Recycle Smart must be utilized.
13. Hosted or coordinated a community-wide litter pickup or cleanup event and provided recycling access and education as part of this effort.
14. Reshared at least six Recycle Smart MA social posts on municipal social media channels (Facebook, Instagram, or X). **Must be signed up as a Recycle Smart MA Partner**.

MassDEP Contacts:

- Rachel Smith, Grant Manager, Rachel.Smith@mass.gov
- Cathy Doodnauth, RDP Program Lead, Cathy.Doodnauth@mass.gov
- Becky Ferguson, ReTRAC Login Questions, Rebecca.Ferguson@mass.gov
- MassDEP Municipal Assistance Coordinators
- RDP Webpage

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One		Possible Points	Your Projected Points
Bulky Items	Bulky items, minimum fee $5, collection of 3 or more of the following items: upholstered or wood furniture, toilets, sinks, carpet.		1	
	None of the above.		0	
CHARM	Charm items collected at least 12 times per year, certain exceptions apply. Please consult guidelines for full details. **Required Charm Items:** Mercury products, textiles. **Optional Charm Items:** Automotive wastes, books/media, bulky rigid plastics, electronics, fire extinguishers + 20 lb. propane tanks, all types of household batteries, appliances, mattresses, paint, plastic bags/film, shredded paper, solar panels, source separated gypsum wallboard, string lights, wood, yard waste.	Collect 12 Charm items	2	
		Collect 8 Charm items	1	
		None of the above.	0	
Curbside Recycling Regulations	Comprehensive Private Hauler Regulations (PHR)	Actively enforced PHR that apply to both residents and businesses, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required.	3	
		Actively enforced comprehensive hauler regulations that apply to residents only, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required.	2	
		Adopted a bylaw/ordinance and/or regulation or combination thereof that requires permitted haulers to provide recycling to all generators, residential and commercial, as bundled service, and requires mandatory recycling by all generators.	1	
	Mandatory and Quality Recycling Requirements	Actively enforced recycling rules AND measured the results through annual recycling audits to assess contamination.	3	
		Actively enforced recycling rules through enforcement protocols or procedures.	2	
		The hauler enforced recycling rules through their contract or part of their standard operating procedures.	1	
	None of the above.		0	
Diversity, Equity and Inclusion in Recycling Programs	Must complete a minimum of **3 activities** from the lists below. **Required DEI Activities:** Multilingual trash and recycling guides on website and/or mailer. **Optional DEI Activities:** • Reduced or subsidized PAYT bag or sticker fees for low-income or other hardships • Send multilingual materials to property managers for multifamily homes/apt/condos • Multilingual recycling & trash reminders/signage at drop-off location • Multilingual guides for handling HHW properly available on website and/or sent as mailer • Multilingual handouts/guides available at schools for students to take home • Reduced Transfer Station/Recycling Center access fee for low-income residents • Reduced costs for HHW collection/bulky waste/zero waste collection events for low-income residents, or other hardships • Host multilingual webinar or social media live stream/video or Cable TV program 1x/year for recycling education/outreach or creates video guides • Recycling services were provided by the municipality at large apartment buildings, mobile home parks, condos and/or public housing • Municipal regulations required all new construction, with the exception of single-family housing, to included recycling provisions. • The municipal curbside contract included a provision requiring haulers ensure alternative recycling collection for residents with disabilities • Presented information about local and state trash and recycling policies to adult and/or continuing education classes for English language learners, immigrants, refugees, migrants, or other		1	
	None of the above.		0	

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One		Possible Points	Your Projected Points
HHW	Hosted a comprehensive permanent HHW collection center.	Offered six or more times per year.	2	
	Participated in a comprehensive regional HHW collection center at a public facility. Municipality has an agreement with a regional center and pays a membership fee.			
	Participated in comprehensive regional HHW collection center at private facility. Municipality signs a contract and pre-pays funds.			
	Participated in comprehensive reciprocal arrangement. Municipality has a group agreement that allows for access to events hosted by municipalities of the group.			
	Hosted two comprehensive events per year; both events are located in your municipality.	Offered two times per year.	1	
	Funded two comprehensive HHW collection events each year through a reciprocal arrangement.			
	None of the above.		0	
Organics / Food Waste	Curbside Collection	Food waste is collected curbside weekly from all households served by the municipal trash program.	3	
		Food waste is collected weekly from households participating in a municipally funded or subsidized program. Points vary based on performance measures re: participation. Consult guidelines for full details.	1 or 2	
		Municipality selected a preferred vendor(s) through a public procurement process and contracted a per-household rate for residents that opt-in to a fee-based curbside collection of food waste.	1	
		Food waste is collected weekly via a private subscription. The municipality does not fund or provide subsidies, but does advertise vendors via their website, including pricing and contact information for vendor(s).	1	
	Drop-off Center Collection	Food waste collected at municipally owned collection center AND municipality offered home compost bins to residents at cost or less.	2	
		Food waste collected at municipally owned collection center.	1	
	Backyard Composting	Municipality offered home compost bins to residents at cost or less.	1	
	Food Rescue	Municipality or school coordinates local program for food rescue and donation.	1	
	None of the above.		0	
Recycling Center Access	Recycling Center open to Local Haulers.		2	
	Recycling Center open to Businesses.		1	
	Recycling Center open to Residents Not Served by Municipal Program.			
	Recycling Center open to Non-Residents.			
	None of the above.		0	

Attachment: Spring25 RDP Worksheet (Spring 2025 RDP Grant Guidelines - Now Posted)

Recycling Dividends Program Worksheet - Spring 2025

<table>
<tr><td colspan="5">Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.</td></tr>
<tr><th>RDP Category</th><th colspan="2">Category Options - Select One</th><th>Possible Points</th><th>Your Projected Points</th></tr>
<tr><td rowspan="3">Reuse</td><td rowspan="3">Municipality completes 1-3 activities from the list below. Please consult guidelines for full details.

• Permanent Swap Shop open year-round, one day/month.
• Seasonal Swap Shop open six months/year, one day/month.
• Regional Swap Shop promoted by participating municipalities.
• Local bylaw/ordinance/regulation that bans the distribution of at least two single use items at businesses that serve the public.
• Materials management plan for all building, renovation, and/or demolition projects, including a building material assessment and inventory.
• Incentive program for building deconstruction for projects that incorporate deconstruction and reuse/recycling.
• Pilot deconstruction project at a designated building that will serve as a model for the practice of deconstruction.
• Community Repair Event where the public can bring broken household items and receive assistance or coaching from volunteer “repair experts” to return the item to service.
• Non-municipally run community repair events; municipality provided significant monetary and/or in-kind donations.
• Zero Waste Day (“Reuse Rodeos”/Donation Events) that acted as a “one-stop shop” for residents to drop-off items for reuse and/or recycling.
• Regional Zero Waste Day: an exception to the adjacent community requirement will be made for rural areas within a ten-mile radius of the event.
• Tool Library/Library of Things that lends reusable items to the public at no charge and is open at least one day/week.
• Non-municipally run Tool Library/Library of Things; municipality provides significant monetary and/or in-kind donations.
• Dishwashers and reusable dishware are utilized in K-12 grade school cafeteria(s) in the majority of schools in the district.
• The majority of the student population in a municipality’s regional school district attended a school that utilized dishwashers and reusable dishware in their cafeteria(s).
• Local policy requiring the donation of surplus municipal property in usable condition.
• Municipality hosts/coordinates and promotes a community-wide yard sale, or bulky item collection day, where usable and/or leftover items are collected and the municipality directs items to donation, reuse, or recycling organizations.</td><td>Conduct 3 Reuse activities</td><td>2</td><td rowspan="3"></td></tr>
<tr><td>Conduct 1 Reuse activities</td><td>1</td></tr>
<tr><td>None of the above.</td><td>0</td></tr>
<tr><td rowspan="6">SW Reduction</td><td colspan="2">Full PAYT Program: all trash in bags, stickers, tags, punch cards. Points vary based on performance measures re: participation. Consult guidelines for full details.</td><td>4 or 5</td><td rowspan="6"></td></tr>
<tr><td colspan="2">Modified/Hybrid PAYT Program: allows for ≤35-gal per week included in basic service, fee for excess trash in PAYT bags, tags, stickers, punch card. Points vary based on performance measures re: participation. Consult guidelines for full details.</td><td>3 or 4</td></tr>
<tr><td colspan="2">Trash limit: Every-Other-Week trash collection in 64-gal carts.</td><td>3</td></tr>
<tr><td colspan="2">Trash limit: 48-gal cart/week.</td><td rowspan="2">2</td></tr>
<tr><td colspan="2">Trash limit: Every-Other-Week trash collection in 96-gal carts.</td></tr>
<tr><td colspan="2">None of the above.</td><td>0</td></tr>
</table>

Attachment: Spring25 RDP Worksheet (Spring 2025 RDP Grant Guidelines - Now Posted)

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One	Possible Points	Your Projected Points
Waste Prevention Outreach & Education	Must complete a minimum of **6 activities** from the lists below. **Required WPOED Activities:** Dedicated webpage containing direct links to the Beyond the Bin Search Directory, RecycleSmartMA.org, and the Recycle Smart Recyclopedia Widget. **Optional WPOED Activities:** • Sent an annual town-wide household recycling mailing. A handout distributed at the recycling center qualifies as a mailer for non-curbside communities. • Actively used and maintained at least one social media channel or regularly published a widely distributed paper or electronic newsletter. • Ran an advertisement or public service announcement. • Published a press release. • Created guide or manual such as: Move-Out, Recycling or Reuse Guide, A-Z Recycling Guide. • Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard twice/year. • Published a waste reduction goal or progress towards a previously declared goal. • Had an active recycling committee or other municipally recognized entity assist with education and outreach. • Distributed recycling bins or tote bags to multi-family apartment units. These MUST have printed recycling instructions or Recycle Smart messaging included. • Replaced municipal list of recyclable items with a list consistent with Recycle Smart and related graphics. • Subscribed to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events, etc. • Conducted a recycling campaign, or Recycling 101 refresher course, for municipal buildings and schools and involved reminder notices of recycling specifics, the contribution of recyclables collected by municipalities to recycling markets and signage. Recycle Smart must be utilized. • Hosted or coordinated a community-wide litter pickup or cleanup event and provided recycling access and education as part of this effort. • Reshared at least six Recycle Smart MA social posts on municipal social media channels. Must be signed up as a Recycle Smart MA Partner.	1	
	None of the above.	0	
	Total Points: Maximum 22		

DEADLINE REQUIREMENT	*Submission of the previous two years of the Annual Recycling & Solid Waste Survey, Annual RDP Spending Report, and Notification of Buy Recycled Policy with Buy Recycled Policy attached are due by February 15th.* *One RDP point will be deducted from a municipality's earned points for failing to file by the deadline.*

Contact your MassDEP Municipal Assistance Coordinator (MAC) for More Information

CE1	Irene Congdon	icongdon@mrpc.org
NE1	Ron Cochran	ron.h.cochran@mass.gov
NE2	Brian Walsh	bwalsh@cityofmelrose.org
NE3	Julia Greene	jgreene@bedfordma.gov
SE1	Kari Parcell	kari.parcell@capecod.gov
SE2	Missy Hollenback	Mhollenback@taunton-ma.gov
SE3	Todd Koep	Todd.koep@halifax-ma.org
WE1	Susan Waite	swaite@pvpc.org

MassDEP RDP Contact:
Cathy Doodnauth
Cathy.Doodnauth@mass.gov

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 12/16/24 07:00 PM

Department: Merrimac Select Board

Category: Recognition

Prepared By: Jennifer Penney

SCHEDULED

Initiator: Jennifer Penney

Sponsors:

~~**CORRESPONDENCE (ID # 8999)**~~ ~~DOC ID: 8999~~

Merrimac PD Employee Awards 2024

COMMENTS - Current Meeting:

Chief Eric Shears reviews his awards ceremony and recipients.

From: Eric M. Shears
To: Jennifer Penney - Select Board (X3080)
Subject: FYI - Merrimac PD Employee Awards 2024 - No Action Needed.
Date: Friday, December 6, 2024 9:57:22 AM
Attachments: image005.png

Good morning,

I am writing to let you know that on Monday, December 2, 2024 we had our annual Police and Fire Pot-Luck Dinner at the Merrimac Fire Department. This is a long standing tradition of the two departments. At this event, employees are recognized for their years of service and we give out a few awards to staff.

The following is a breakdown of the awards:

1. **Years of Service Awards**
    - Beaulieu – 10 Years of Service
2. **Dispatcher of the Year Award – Mrs. Lorna Morgan** - This award is voted on by all the supervisors and is earned by the dispatcher who consistently, throughout the year, goes above and beyond in dispatch. This years' winner is always positive and helps create a very welcoming police station to our staff and visitors. This years' winner consistently takes extra shifts to make sure we have coverage.

3. **Employee of the Year – Mrs. Lorna Morgan** - This is a new award this year. In the past the command staff has always discussed and picked the previous awards – This year we wanted staff to choose our 2024 Employee of the Year. They were asked to choose a person and then write some words about that person and submit it. The results were tallied and these were the comments employees wrote about Mrs. Morgan.
    a. Lorna is one of the most kind, caring and thoughtful people I know. Whether it's with customers or fellow employees, she keeps these traits front and center with her actions. An incredibly reliable employee, I can't remember seeing Lorna ever call in for a day of work on top of all the overtime and necessary shifts she covers. Lorna played an instrumental part in my dispatch development and I am very grateful to have the opportunities to learn from her. With all this in mind, Lorna is definitely my vote for employee of the year!

    b. Lorna is always looking to do as much as she can in support of the patrol officers and her dispatch team. As an example, she participated in an investigation, helping to review video and point officers to the specific time frames and events pertinent to their investigation. She did it on her own initiative to be helpful and she does that whenever and wherever she can. She always has a smile and great energy she brings to the PD when she's there.

    c. Lorna always comes to work with a smile on her face, never has a bad word to say about any of her coworkers and is always willing to lend a helping hand. Hard working, approachable and willing to help. Has never called out, always going the extra mile either helping Joelle or doing extra in dispatch. She always has a sunny disposition.

    d. I nominate Lorna as the employee of the year. She has been an extremely helpful asset to me over the past several months while learning the town as a new employee.

    e. Lorna has helped me with learning the streets, Merrimac way of IMC and has volunteered her time with the Santa Photos for dogs. Her friendliness, positive attitude (even at 7am) and willingness to help has stood out to me and I feel that she deserves the employee of the year and to be recognized.

    f. Lorna is an absolute pleasure to work with every single day. She is polite and calm with everyone that she interacts with. Although I don't have the statistics to outline my last point, I know that Lorna has been asked to fill many shifts outside of her usual schedule and does so without complaining. All of our dispatchers do a great job of filling shifts, but from my standpoint, I feel like she has gone above and beyond anything we could ever ask for.

4. **Officer of the Year – Officer William (Billy) David** - This award is voted on by supervisors and is earned by the police officer who, consistently, throughout the year, goes above and beyond in all aspects of delivering police service to our community. This officer is a team player who is consistently on the road, in the schools and the neighborhoods providing quality service to our community. He is always helping other officers with computer and software issues.

5. **Top Shot Award – Officer Jonathan Hewey** - This award is earned by the police officer who has the highest overall score for firearms training and qualifications throughout the year. This is a very competitive and sought after award by our staff.

6. **Leadership Award – Detective Stephen Beaulieu** - This award is voted on by supervisors and is earned by the staff member that exemplifies leadership qualities in all that they do. This officer communicates well, keeping all other staff members in the know with what is going on around our community. This officer is always looking to find ways to work with our community on projects and events. This officer takes a leadership role in all investigations and is always willing to help, mentor and train other officers in investigative best practices. He is well respected as an investigative leader in the Commonwealth.

7. **Employee of the Year Comments – 2024** – Below you will see the other nominating comments from staff – I have included them as they were thoughtful and a pleasure to read.

    1. Billy shows up for the PD each and every day with a positive attitude and a willingness to serve the town. He never complains about responding to calls and never presents himself in a manner that negatively reflects the PD. He's kind and considerate to those around him and he's always trying to learn more and better himself. From his community involvement, to his drone skills, he's an all-around asset to the team.

    2. Rich Holcroft is one of our Sgt's. He always leads by example, always the most responsive and most knowledgeable about all things policing. Rich holds himself to higher standard and try's to bring out the best in his officers. Rich goes over and above making sure we have proper training and preparation for the job.

    3. My choice goes to Beaulieu, his commitment to not only his investigations and work but any help that he can provided to anyone of us on the things we are working on is always the first question he asks. He always has an upbeat attitude and is a great person to work with. He is always willing to help out with anything going on no matter how full his plate is. He has closed a lot of important investigation's

    4. Officer Cote is my choice for Officer of the year. Officer Cote is hard working and dependable and seems to be proud to wear the uniform of a MERRIMAC POLICE OFFICER. He enjoys his job here and it shows by his commitment, dedication and motivation. He engages the community with professionalism and his peers with confidence.

    5. I believe Sgt Holcroft should be the employee of the year because he is consistently a team player, maintaining a good attitude and putting consistent effort with continued education and training. Sgt Holcroft has also shown continued dedication within his work at Merrimac PD and this field. Sgt Holcroft is one of the best Officers to work with because he is understanding of the various roles within the PD, including Dispatch, and makes time to sit down one on one and check in on people. He also has shown me, personally, that he is able to inwardly reflect on himself and assess areas that need improvement

and/ or TLC.

6. Brad has been a very valuable addition to our team. His sense of duty is amazing. He always goes above abs beyond in his response to calls and documentation of incidents. It's refreshing to see someone so motivated and reusing little to no over-site to accomplish tasks. He is exactly what the town of Merrimac and MPD needed.

7. Sgt. Holcroft goes above and beyond his regular duties and provides officers with proper training and provides knowledge to help officers succeed in this demanding job.

8. In my opinion, Becky has shown dedication to this department. She is the longest serving dispatcher out of our current roster, and she took on many supervisor duties while Mark was dealing with health and family issues. She has also stepped up to fill the role of our union rep. Anytime there is an opening in the schedule, she "rallies the troops" to get the shift filled. She really cares about this team and about this operation. That is why I think Becky deserves the employee of the year award.

9. I nominate Keith Cote for Employee of the Year. Keith has shown his commitment to the town of Merrimac and the Department. Although he does not need this job, he finds the time to be here for the department and serve his community. When Keith is working, he keeps his head up, does his job, and never complains. Keith is also willing to help out in any way he can without asking questions.

10. Ofc. Hewey is such a positive presence in the station and the town. He is great with kids and adults alike. He always is ready and willing to go to any call before I even dispatch him. He also always acts with the utmost professionalism at all times, even during a tough call. He is definitely the most underrated and overlooked officer at the department.

11. I think mark deserves it this year for a couple reasons. 1.) Swapping shifts to allow Stoner to hop in full time.2.) Battling a very big loss in his personal life and still comes to work prepared and yes I've actually seen him smile and even laugh more this year!

12. Joelle is the life blood of this department and truly keeps it running smoothly. From payroll to working as a dispatcher. She donates her time on special events such as veterans day, dodgeball tourneys and always does it with a smile. She has and remains a "go to" member of this department. Not to mention the decorations she provides on each holiday to add to the morale within the department.

13. Brett has a Calm demeanor. Does not back away from a challenge, from what I see. Thinks issues through.

Respectfully submitted,

Eric M. Shears
Chief of Police
Merrimac Police Department

2 Jana Way
Merrimac, MA 01860
(978) 346-8321 – P
(978) 346-0592 – F
eshears@merrimacpolice.org

"Be Nice, Stay Positive, Work as a Team, & Do your Job!"

Merrimac Select Board

2 School Street

Merrimac, MA 01860

SCHEDULED

Meeting: 12/16/24 07:00 PM

Department: Merrimac Select Board

Category: Recognition

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

~~**CORRESPONDENCE (ID # 8998)**~~ ~~DOC ID: 8998~~

Award Recognition-Chris Gaudet

COMMENTS - Current Meeting:

Gustison and board congratulate Gaudet on his award.

From: Chris Gaudet - Commission on Disability
To: Jennifer Penney - Select Board (X3080)
Subject: Award of Recognition
Date: Tuesday, December 10, 2024 10:31:53 AM
Attachments: Peer2Peer Resources for.pdf

Hi Jen
I wanted to share this award with the select board that I received from Northeast Independent Living at their annual meeting. They did however put me as ADA coordinator instead of Commission on Disabilities Chair.

Thank you

Chris Gaudet
Commission on Disabilities Chairman
Town of Merrimac
4 School Street
Merrimac, MA 01860

NILP Peer2Peer Resources for People with Disabilities

ADA CHAMPION AWARD

Presented to

CHRISTOPHER GAUDET

ADA Coordinator for Town of Merrimac

"In recognition of his works as the ADA Coordinator for the Town of Merrimac and his tireless efforts to ensure ADA compliance and accessability for residents of his town with disabilities."

The Northeast
Independent Living Program, Inc.
October 23, 2024

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 12/16/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

SCHEDULED

Initiator: Jennifer Penney

Sponsors:

~~**CORRESPONDENCE (ID # 8994)**~~

~~DOC ID: 8994~~

Janet Bruno Correspondence TH Employee Hours 120224 SB Meeting

TOWN HALL EMPLOYEES WITH CONTRACTS

Jennifer Berry, Tax Collector, Contract Date 7/1/2024 for 3 years.....40 Hours per week

Ann O. Jim, Town Accountant, Contract Date 7/1/2023 for 5 years.....No Hours per week indicated that I could find.

Jennifer A Penney, Executive Assistant, Contract Date 7/1/2023 for 5 years.....35 Hours per week.

Robert Sinibaldi, Building Commissioner, Contract Date 7/1/2023 for 5 years.....15 Hours per week.

Robert Sinibaldi, DPW Director, Contract Date, Contract Date 04/29/2024 through 12/31/2024. Hourly rate up to 35 Hours per week plus car allowance of $400 per month.

Carol A. McLeod, Town Administrator, Finance Director, Treasurer, Contract Date 07/012023 for 5 years.....40 Hours per week.

I do not have the recent contract for our new Assessor, if there is one.

From what I can tell, these are the only existing contracts for Town Hall Employees. I can only assume other employees are paid hourly but I don't know the departments or hours worked per week by employee. Alyssa is off on Wednesdays from what I understand. An hourly employee?

An organizations chart would be very helpful.

There are also contracts for the Chief of Police, Fire Chief, Highway Superintendent, Water Superintendent, Wastewater Superintendent, Library Director but I don't think those are part of the normal town hall employees.

Additionally, there are negotiated union contracts for Fire/Police Signal Operators, Highway Department, Light Department Employees, Sewer Department, Water Department, Light Department and Clerical, Police Officers.

Town Hall is currently open 35 hours per week. I do know most employees do not take lunch or other breaks during the day

As I mentioned at our meeting last night, the Town Clerk is an elected position, somewhat mandated by State laws regarding hours. Otherwise, I believe she can set her own hours and is there most of the time to serve the public when the town hall is open and by appointment. Not exactly safe if she is the only person there at certain times. I also believe she is at the town hall on Fridays.

Someone commented that the Senior Center is not open on Fridays. They are from 8:30 to 1.

Agenda Item
Finance
12/16/24

Town Administrator's Report

Subject:

Attachments:

Town Administrators Report 12-10-2024 Revised per Chair

Guilfoil Quote for services request - FY26

FY2024-FY2024 Audit Quote for services request

Merrimac Audit Engagement Letter 24 25 26 (No SA) - Final

MEMO

DATE: 12/10/2024

TO: Select Board
FROM: Carol McLeod
RE: Bi-Weekly Update

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1. **Town Hall Hours Discussion** – Janet and I met to discuss the hours at Town Hall in order to come up with a plan to submit for the Board's consideration. The summary below is the result of our discussion, with the employees input.

   Town Hall would be open:

Monday	8 AM - 4 PM
Tuesday	8 AM - 7 PM
Wednesday	8 AM - 4 PM
Thursday	8 AM - 4 PM
Friday	8 AM - 12 PM

   The Selectmen's Office and the Water Office will not be open on Fridays as they are a 1-person office and their hours are 35; however, the staff in the office on Friday's (Inspectional Services) will handle the Trash Stickers and the Water Payments.

   In general, Town Hall will be open to the public as the Select Board requested, however due to the limited staff, there may be times that some offices would be closed for illness or vacations. We will do our best to have the offices open per the schedule.

   The staff has also requested that they have a reasonable time to make the adjustments to their schedules, as many have existing appointments already set up on Fridays. I would recommend at least a 30-day delay in the Friday hours.

2. **Christmas Week** – After polling employees at Town Hall, we will be open Monday 8 AM – 7 PM and Tuesday 8 AM – 11 AM. Employees will be using PTO for any other hours, to spend time with family. New Year's Eve week, there again are a lot of employees taking time off, but the office will be open Monday 8 AM - 7 PM, Tuesday 8 AM - 12 PM and Thursday 8 AM - 4 PM.

3. **Budge**t – The Finance Committee had their preliminary meeting on Monday December 9th. I reviewed the memo that I sent to your Board in October. I told them you haven't voted your priorities; however, the budget was sent to Department Heads with a recommended 2.5% COLA and

the 1% Performance increases, and level fund expenses, per the discussions the Board has had. They would like your priorities prior to their January 6th Meeting.

4. **Guilfoil FY2026 Increase** – Please see attached email from John Guilfoil for the FY2026 Budget for Website Hosting/Management and PR. This is a 60% increase over the current amount, it does not include the additional cost of the Police and Fire. I think the Board should consider the PR and whether or not that is something we need to continue with.

5. **Audit Services Contract** – Please see the attached email and contract for Auditing services for FY2024-FY2026. This is a 30% increase, which unfortunately is now the industry norm, as detailed in the email. The Light Department contracted with a new firm this year at $27,000, and that is only one department, not an entire Town. They have agreed to match the budgeted estimate of $24,000 for the current audit that they are working on and spread the additional increase over the next 2 years. I need the Chair's signature for the renewal.

6. **Time off Request** – Please see attached time off request.

From: John Guilfoil
To: Carol McLeod - Finance (X3040)
Cc: Anne Jim - Accounting (X3005); Jennifer Penney - Select Board (X3080); Alyssa Sexton - ISD (X3060)
Subject: Re: Quote for services request - FY26
Date: Thursday, December 5, 2024 1:29:01 PM

---

hi Carol,

Last April we announced website management rates of $399 per month for town and school websites. This is for your hosting, backups, software updates, security and technical support.

Your public relations service covers all of our PR/press release, media relations, crisis management, and direct posting of content to your websites for you whenever Alyssa or a chief or anyone from town sends us content to post or changes to make for you.

We don't like to raise rates, but our own costs (especially security and staff/payroll/benefits) have skyrocketed as I'm sure you've seen also on your end! We are fanatical about security on our government sites, so we need to keep absorbing those costs.

A new client town your size today would come on board with JGPR for $799-999 per month for PR only and $399 for website management/hosting. So while there's still a pretty sizable hometown discount for Merrimac/Groveland/West Newbury, we've had to cut back on the discounts a bit because we can't afford to both host/manage/secure the websites and provide the PR service at the $6,000 annual rate.

So we arrived at $799/month for Merrimac by roughly taking the $399 town website hosting/management and then taking a PR quote for a town your size (starting at $799/month) and cutting it in half.

In the end, you're still saving 50% on the PR service, but we can't keep both services going at the ~75% discount you had been receiving.

I hope that is reasonable for Merimac!
John

John M. Guilfoil

8 Prospect St.
Georgetown, MA 01833

781-752-9877

@johnguilfoil

On Thu, Dec 5, 2024 at 12:24 PM Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com> wrote:

John,

Thank you for the clarification, however this is a 60% increase to the Town– can you please provide an explanation as to the extraordinary increase, so the Select Board can evaluate?

As you are aware – Town budgets are extremely tight as we can only raise taxes 2.5% yearly.

Thank you!

Carol A. McLeod, CMMT, MCPPO

Town Administrator, Finance Director, Treasurer

Town of Merrimac

4 School St.

Merrimac, MA 01860

(978) 346-0524

Office Hours:

Monday 8 AM – 7 PM

Tuesday – Thursday 8 AM – 4 PM

From: John Guilfoil <guilfoil.j@gmail.com>
Sent: Thursday, December 5, 2024 12:10 PM
To: Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com>
Cc: Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
Subject: Re: Quote for services request - FY26

Anne-- PR yes, but the police and fire departments would have an additional $199/month each which covers their website management/security, updating their webistes/social media, hosting/DNS security and daily website backups.

For most other towns, your quote would not cover PR for police and fire but we've keep the PD and FD rates very low since COVID.

John

John M. Guilfoil

8 Prospect St.
Georgetown, MA 01833

781-752-9877

@johnguilfoil

On Thu, Dec 5, 2024 at 10:49 AM Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com> wrote:

> Hi John,
>
> Thank you for the quote.
>
> At the cost of $9,588 for FY26, is this for the whole town, meaning including fire and police?
>
> Anne O. Jim

Town Accountant

Town of Merrimac

978-346-7634

https://townofmerrimac.com/accountant/

From: John Guilfoil <guilfoil.j@gmail.com>
Sent: Wednesday, December 4, 2024 9:38 AM
To: Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com>
Cc: Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
Subject: Re: Quote for services request - FY26

hi Anne!

JGPR services for Merrimac, including website hosting, daily backups, support/updates as requested, software/security updates and JGPR's ongoing public relations support for the town will be $799/month for FY2026, a total of $9588.

John M. Guilfoil

8 Prospect St.
Georgetown, MA 01833

781-752-9877

@johnguilfoil

On Wed, Dec 4, 2024 at 9:17 AM Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com> wrote:

Hi John!

The Town of Merrimac is busy working on budget requests for FY26.

Kindly send us a quote for services. Thank you.

Anne O. Jim

Town Accountant

Town of Merrimac

2 School Street

Merrimac, MA 01860

978-346-7634

https://townofmerrimac.com/accountant/

From: Chad Clark
To: Carol McLeod - Finance (X3040); Anne Jim - Accounting (X3005)
Subject: RE: QUOTE for services request
Date: Wednesday, December 4, 2024 8:16:10 PM
Attachments: Merrimac Audit Engagement Letter 24 25 26 (No SA) - Final.pdf

Hi Carol,

I will absolutely do that for you – I am glad you said something and came up with a better option for you. We are more than happy to work with you on how to get to a workable solution.

Sadly, for the last two years, 25%-33% increases in audit are not abnormal. Very few people want to be auditors anymore, and they don't seem to want to make it a career – so getting good people to stay has become costly. This last engagement was based on Fraher's pricing, and like us, he had clients that for years he only gave very small, if any annual increases to. But costs were much more controllable over the prior 15 years with little inflation; so it was much easier to keep audit fees down because staff salaries weren't fluctuating much, and in that time frame, we were able to take advantage of new technologies to help make auditing more efficient. I had one 30+ year client that for the prior 12 years, I think their total fee increase over that entire period was only like 8%. I had to offer them at new contract with a 33% increase (which ended up being the same as if we had just given them an annual 3% increase every year starting 12 years ago – so they got 12 years of a great deal anyway), and it was still a discount over what similar brand new clients were having to pay that went out to bid.

I would expect that the industry will start to calm down, and that this is just an inflation impacted correction blip which has also been impacted by fewer audit firms in MA now doing government audits. About 15 years ago there were at least 8 CPA firms doing a notable amount of government audits, that is now down to about 5 and of those, 2 have not really been taking on more work and if anything, are downsizing their client base as they get older.

Anyway, I wanted to provide you with a bit of background and update on the industry, so you have an answer if someone asks you about the increase.

Thank you very much!

Chad

From: Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
Sent: Wednesday, December 4, 2024 7:41 PM
To: Chad Clark <cclark@roselliclark.com>; Anne Jim <ajim@townofmerrimac.com>
Subject: RE: QUOTE for services request

Thanks for the quote – wow 30% is a tough pill to swallow, this year we do not have this budgeted - can we work on a lesser amount this year and spread the balance the next 2 years?

This year we have $24,000 budgeted – perhaps $24,000, 30,000 and $30,000?

Thank you!

Carol A. McLeod, CMMT, MCPPO

Town Administrator, Finance Director, Treasurer
Town of Merrimac
4 School St.
Merrimac, MA 01860
(978) 346-0524

Office Hours:

Monday 8 AM – 7 PM
Tuesday – Thursday 8 AM – 4 PM

From: Chad Clark <cclark@roselliclark.com>
Sent: Wednesday, December 4, 2024 5:39 PM
To: Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com>; Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
Subject: RE: QUOTE for services request
Importance: High

Hi Anne and Carol,

Attached is the revised engagement letter for the FY'24 – FY'26 financial statement audits. The pricing for those years will be $27,500; $28,000; and $28,500 respectively.

With all of the major changes happening the last few years within the MA government auditing industry, it has put a significant strain on audit personnel resources and available time for quality and knowledgeable staff and partner time. Accordingly, our staff costs have gone up significantly to keep them - in tandem with the increased government financial position salary costs I am sure you have been seeing. We have been lucky to keep staff like Branden and Meaghan, who are involved substantially with your audits, so that we are able to continue to send you auditors on-site with strong experience and comprehension of what the Town's financial processes entail.

Thank you! And again my apologies for any previous confusion.

Chad

From: Chad Clark
Sent: Wednesday, December 4, 2024 5:18 PM
To: Anne Jim <ajim@townofmerrimac.com>; Carol McLeod <cmcleod@townofmerrimac.com>
Subject: RE: QUOTE for services request

Importance: High

Hi Anne and Carol,

I deeply apologize but I have to rescind those engagement letters that I sent earlier.
I just found a massive calc error on my end (sorry, it wasn't on my to do list for today, so I rushed my work).
I was trying to adjust for the lack of Single Audit hours too.
But the actually hours to complete the financial statement audit are significantly higher than we had initially anticipated 3 years ago when we took over and kept Bill Fraher's pricing, so there will need to be a reset for the audit pricing.
I will recalc now and get you something.

Again, my deepest apologies for any confusion I may have caused.

Thank you!

Chad

From: Chad Clark
Sent: Wednesday, December 4, 2024 3:55 PM
To: 'Anne Jim - Accounting (X3005)' <ajim@townofmerrimac.com>; Carol McLeod <cmcleod@townofmerrimac.com>
Subject: RE: QUOTE for services request

Actually please use this version of the Engagement Letter to better correspond with some internal prep we did on our side.
Thanks!

Chad

From: Chad Clark
Sent: Wednesday, December 4, 2024 3:53 PM
To: Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com>; Carol McLeod <cmcleod@townofmerrimac.com>
Subject: RE: QUOTE for services request

Hi Anne and Carol,

Actually, the Town is in need of new engagement letter for FY'24 – FY'26 before we jump into the audit, so I have attached an engagement letter for Carol to review and approve that covers the next 3 years of audits.

Based on the fact that FY'24 does not appear to need a Single Audit from Anne's calculations and that ARPA funds are effectively used up, moving forward there should be no CARES, FEMA-CARES, or

ARPA grants to push the Town into needing a Single Audit, so the attached engagement letter does NOT assume a Single Audit will be needed.

The price for the financial statement audit services for each of the next 3 years would be $25,000 annually.

If you wish to contract us for those services, Carol needs to sign this engagement letter and email it back to me.
If you have any questions, please do not hesitate to ask.

Thank you!

Chad

Chad Clark, CPA | Partner
Roselli, Clark & Associates, CPAs
500 West Cummings Park, Suite 4900
Woburn, Massachusetts 01801
Telephone: (617) 645-8599
E-mail: cclark@roselliclark.com

From: Anne Jim - Accounting (X3005) <ajim@townofmerrimac.com>
Sent: Wednesday, December 4, 2024 9:01 AM
To: Chad Clark <cclark@roselliclark.com>
Cc: Carol McLeod <cmcleod@townofmerrimac.com>
Subject: QUOTE for services request

Chad,

Unless Carol and I are wrong, it looks like Merrimac needs a quote for RCA's services.

We are working on budget requests and want to ensure sufficient funding. Thank you.

Anne O. Jim
Town Accountant
Town of Merrimac
2 School Street
Merrimac, MA 01860
978-346-7634
https://townofmerrimac.com/accountant/

ROSELLI, CLARK & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

500 West Cummings Park
Suite 4900
Woburn, MA 01801

Telephone: (781) 933-0073

www.roselliclark.com

September 1, 2024

Town of Merrimac, Massachusetts
Attn: Ms. Carol McLeod, Town Administrator
2 School Street
Merrimac, MA 01860

Dear Ms. McLeod:

We are pleased to confirm our understanding of the services we are to provide Town of Merrimac, Massachusetts for the years ended June 30, 2024, 2025 and 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Town of Merrimac, Massachusetts as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America ("GAAP") provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement Town of Merrimac, Massachusetts's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Merrimac, Massachusetts's RSI in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Schedule of Proportionate Share of Net Pension Liability
4. Schedule of Contributions to Pension Plan
5. Schedule of Changes in Net OPEB Liability and Related Ratios
6. Schedule of Contributions to OPEB Plan
7. Schedule of Investment Returns – OPEB Plan

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (if deemed material), and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they will likely bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Completeness of recorded expenditures and revenues

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Merrimac, Massachusetts's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Other Services

We will also prepare or assist in preparing the financial statements and maintain the capital asset schedules of Town of Merrimac, Massachusetts in conformity with GAAP based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement and capital asset schedules services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and the maintenance of the capital asset schedules and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines and may result in a delay or inability to complete the engagement within the established deadlines, if such cooperation or assistance is not provided by your key personnel.

The audit documentation for this engagement is the property of Roselli, Clark & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your regulating agency(ies) or its/their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Roselli, Clark & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to your regulating agency(ies) or its/their designee. The regulating agency(ies) or its/their designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audits around May and will attempt to issue our reports by March 31, of the subsequent fiscal year being audited, if deemed feasible.

Mr. Chad Clark, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs, (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed the following:

	FY 2024	FY 2025	FY 2026
Financial Statement Audit	$ 24,000	$ 30,000	$ 30,000

* The fees above do not contemplate an audit of your federal awards, which is commonly referred to as a Single Audit pursuant to the Uniform Compliance. A Single Audit is required if the government expends more than $750,000 in federal awards in a fiscal year. Should you require a Single Audit, an additional audit fee will apply. We expect that this fee will range between $5,000 and $6,000 for the first federal award subject to a Single Audit and $1,500 to $2,000 for each additional federal award subject to a Single Audit. We will promptly notify you in the event it is determined that a Single Audit applies and provide you with a revised engagement letter that includes information related to Single Audit reporting services.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Town of Merrimac, Massachusetts' financial statements. Our report will be addressed to Town of Merrimac, Massachusetts's governing body. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We are to provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. A copy of the peer review report can be viewed and obtained on our website at: www.roselliclark.com.

We appreciate the opportunity to be of service to Town of Merrimac, Massachusetts and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Roselli Clark & Associates

Roselli, Clark & Associates
Certified Public Accountants
Woburn, Massachusetts

CERTIFICATION:

Roselli, Clark and Associates hereby certifies that it is familiar with the provisions of chapter 268A of Massachusetts General Law (the Massachusetts Conflict of Interest Law) and has no relationship that would constitute a violation.

Roselli, Clark and Associates is independent with respect to the Town of Merrimac, Massachusetts, in accordance with standards promulgated by the American Institute of Certified Public Accountants and Government Accountability Office.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Merrimac, Massachusetts.

Signature: ____

Title: ____

Date: ____

Agenda Item
Town Clerk
12/16/24

Election Schedule 2025

Subject:

To the Honorable Select Board,

Please see all related information for the May 5th, 2025 Local Election.

I ask that you review and confirm vacancies which will be placed on the ballot. I ask that you vote at this time on the schedule for the Election, including Early Voting by Mail and Early Voting In Person as this information will be included for our citizens in the Census Mailing which will be sent out in the ne

xt few weeks. Also nomination papers will be available through this office beginning Monday, January 20, 2025.

Thank you,

Gwendolyn Lay Sabbagh

Town Clerk

Town of Merrimac

Attachments:

Local Election Vacancies May 5, 2025

Election Schedule workbook 5.5.2025

ELECTED BODY	TERM	# POSITIONS AVAILABLE
MODERATOR	1 YEAR	1
SELECT BOARD	3 YEAR	2
SELECT BOARD	3 YEAR	
TOWN CLERK	3 YEAR	1
ASSESSOR	3 YEAR	1
PLANNING BOARD	5 YEAR	1
SCHOOL COMMITTEE	3 YEAR	1
BOARD of HEALTH	3 YEAR	1
LIBRARY TRUSTEE	3 YEAR	2
CEMETERY TRUSTEE	3 YEAR	1
LIGHT COMMISSIONER	3 YEAR	1
HOUSING AUTHORITY		
CONSTABLE	3 YEAR	3

CURRENTLY HELD BY	Candidate Confirms term is ending
W. EARL BAUMGARDNER	Confirmed
CHRIS MANNI	
ROBERT L. GUSTISON, II	
GWENDOLYN LAY SABBAGH	Confirmed
JOYCE CLOHECY	Confirmed
KAROL FLANNERY	
JULIE A. KING	Confirmed
JASON DAVID SARGENT	
ROBERT R. MICHAUD	
PATRICIA MUNZ-ADAMS	
RICKY PINCIARO	Confirmed
EDWARD DAVIS	
RAYMOND FELICE	
KEITH POLLMAN	
DAVID VANCE	Confirmed

Annual Town Election		5/5/2025		
**** Last Day to file Citizens Petition with Select Board		Monday, March 3,2025		****
Last Day to Obtain Nomination Papers	51	Friday, March 14, 2025	5pm	
Last Day to File Nominations With Clerk	35	Monday, March 31, 2025	5pm	
Last Day to Object or Withdraw	33	Thursday, April 3, 2025	5pm	
Last Day to Publish ATM Warrant	14	Monday, April 14, 2025		
Last Day to Register to Vote ATM	10	Friday, April 18, 2025	5pm	
Last Day to Post Election Warrant	10	Monday, April 21, 2025		
Last Day to Register to Vote Annual Election	10	Friday, April 25, 2025	5pm	
AV - health care facility after 12PM - hand delivered	7	Monday, April 28, 2025		
Annual Town Meeting		Monday, April 28, 2025	7:30pm	
Last Day to apply for ballot by mail	5	Wednesday, April 30, 2025	5pm	
**** Early Voting In Person		4/26/2025	10am-3pm	****
**** Early Voting In Person		4/28/2025-5/2/2025	10am-3pm	****
Election Day		Monday 5/5/2025	7am-8pm	
**** Last Day to file Citizens Petition with the Select Board		Monday, August 4, 2025		****
Last Day to Publish Warrant for STM		Monday, 10/6/2025		
Last Day to Register to Vote for ATM		Friday, 10/10/2025	5pm	
Special Town Meeting (If Necessary)		Monday, 10/20/2025	7:30pm	

Attachment: Election Schedule workbook 5.5.2025 (Election Schedule 2025)

Agenda Item
Public Works
12/16/24

ESRI Yearly Renewal

Subject:

GIS Subscription Split Between Highway, Water, Wastewater & Light. Renewal now online- nothing to sign, need vote to motion to allow Alyssa to renew.

Attachments:

Esri Renewal Quote # 26253257

Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 12/02/2024
To:
Organization: Town of Merrimac
Public Works Dept
Fax #: **Phone #:** 978-346-0525

From: Tyler Tellez
Fax #: **Phone #:** + 19093695184 Ext. 5184
Email: ttellez@esri.com

Number of pages transmitted (including this cover sheet): 4

Quotation #26253257
Document Date: 12/01/2024

* * * * * REVISED QUOTE* * * * *

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
http://www.esri.com/apps/products/maintenance/qualifying.cfm

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
http://www.esri.com/legal/licensing/software-license.html

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

esri®
380 New York Street
Redlands, CA 92373
Phone: + 190936951845184

Quotation

Date: 12/01/2024 **Quotation Number:** 26253257 **Contract Number:** 00309180.0

Send Purchase Orders To:
Environmental Systems Research Institute, I
380 New York Street
Redlands, CA 92373-8100
Attn: Tyler Tellez

Please include the following remittance address on your Purchase Order:
Environmental Systems Research Institute, I
P.O. Box 741076
Los Angeles, CA 90074-1076

Town of Merrimac
Public Works Dept
4 School St
Merrimac MA 01860-1915

Email: asexton@townofmerrimac.com
Phone: 978-346-0525
Customer Number: 489337

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	4	153148 ArcGIS Online Creator User Type Annual Subscription Start Date: 03/02/2025 End Date: 03/01/2026 Subscription ID: 9901091758	543.00	2,172.00
1010	1	165531 ArcGIS Online Contributor (formerly Editor) User Type Annual Subscription Start Date: 03/02/2025 End Date: 03/01/2026 Subscription ID: 9901091758	217.00	217.00
2010	2	165533 ArcGIS Online Mobile Worker User Type Annual Subscription Start Date: 03/02/2025 End Date: 03/01/2026 Subscription ID: 9901091758	381.00	762.00

Please note Esri has introduced a price change and this quote reflects current pricing for your organization. It is important to us that we are able to continue to deliver value through enhancements to products, solutions, and capabilities.

Your renewal provides access to all the benefits you are familiar with, which you can review at https://go.esri.com/maintenance
For questions related to the price change, please reach out to your assigned Esri Account Manager.

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

To expedite your order, please reference your customer number and this quotation number on your purchase order.

Attachment: Esri Renewal Quote # 26253257 (ESRI Yearly Renewal)

380 New York Street
Redlands, CA 92373
Phone: + 190936951845184

Quotation
Page 2

Date: 12/01/2024 **Quotation Number:** 26253257 **Contract Number:** 00309180.0

Item	Qty	Material#	Unit Price	Extended Price

Item Subtotal		3,151.00
Estimated Tax		0.00
Total	**USD**	**3,151.00**

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

Attachment: Esri Renewal Quote # 26253257 (ESRI Yearly Renewal)

esri®
380 New York Street
Redlands, CA 92373
Phone: + 190936951845184

Quotation

Date: 12/01/2024 **Quotation No:** 26253257 **Customer No:** 489337 **Contract No:** 00309180.0

Item	Qty	Material#	Unit Price	Extended Price

Renew online by using a credit card, purchase order, or by requesting an invoice at https://www.esri.com/en-us/quote-order/renew.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fe from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf , and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions founc at http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf apply to your purchase of that item. Federa government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at http://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, EA, GSA, BPA) on your ordering document.

Agenda Item
Merrimac Select Board
12/16/24

FW_ Updated Draft PRSD Regional Agreement

Subject:

Attachments:

FW_ Updated draft PRSD Regional Agreement

PRSD Regional Agreement - REVIEW DRAFT 12-4-24

From:	Carol McLeod - Finance (X3040)
To:	Jennifer Penney - Select Board (X3080)
Subject:	FW: Updated draft PRSD Regional Agreement
Date:	Wednesday, December 4, 2024 12:38:35 PM
Attachments:	PRSD Regional Agreement - REVIEW DRAFT 12-4-24.docx

Please share with Select Board to get their affirmation.

Thanks!

Carol A. McLeod, CMMT, MCPPO

Town Administrator, Finance Director, Treasurer
Town of Merrimac
4 School St.
Merrimac, MA 01860
(978) 346-0524

Office Hours:

Monday 8 AM – 7 PM
Tuesday – Thursday 8 AM – 4 PM

From: Angus Jennings <townmanager@wnewbury.org>
Sent: Wednesday, December 4, 2024 10:34 AM
To: Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>; Rebecca Oldham <ROldham@Grovelandma.com>
Cc: Justin Bartholomew <jbartholomew@prsd.org>; Suzanne Wallace <swallace@prsd.org>; Seymour, Jonathan <seymour@prsd.org>
Subject: Updated draft PRSD Regional Agreement

Hi,

Please find attached an updated draft Regional Agreement reflecting the revisions discussed at last Tuesday's regional meeting. I will share this with our Select Board to affirm that the attached represents the changes they would support bringing to the spring Town Meeting. Carol and Rebecca, please do the same with your Boards.

Once we've got this confirmation, the next step would be to send the markup draft to DESE for review. I'd like to get this sent to DESE before the holidays, so we can get any input they may have before late January/early February (when the warrant for our Town Meeting is expected to close). If anyone has information about which office/individual at DESE we should send this to, when the time comes, please let me know.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org

PENTUCKET REGIONAL SCHOOL DISTRICT
REGIONAL AGREEMENT

PreK-12 REGIONAL AGREEMENT OF APRIL 30, 1993
AS AMENDED JULY 1, 1997, JULY 1, 1998, JULY 1, 1999, JULY 1, 2005, JULY 1, 2006, JULY 1, 2012, JULY 1, 2014, AND JULY 1, 2019

For a Regional School District for the Towns of Groveland, Merrimac, and West Newbury, towns in the Commonwealth of Massachusetts hereinafter referred to as member towns.

Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE

A. The Regional District School Committee shall consist of nine members, three from each member town, who shall be elected by the voters of that town. Each member so elected shall serve a three year term. In the event that a town or towns separate from the Regional School District at the elementary level as stated in Section X, the three (3) elected members from said town or towns shall constitute the elementary school committee as well as represent their town at the regional level.

B. Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Select Board ~~of Selectmen~~ and the remaining School Committee members from the town where the vacancy occurs. Such replacement shall serve until the next annual town election.

C. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, Section 16A, known as "Regional School Committee, Organization". In addition, the Regional District School Committee shall fix the time and place for its regular meetings for the new term, provide for the calling of special meetings upon notice to all its members, and appoint appropriate sub-committees and other officers.

D. The Chairmanship, Vice Chairmanship and Secretary positions shall be revolving with one position being from each town. No Town shall hold more than one office.

Section II. QUORUMS, VOTES AND GOVERNANCE

A. A quorum to conduct business at regular meetings shall consist of a simple majority of its members and special meetings shall require not less than two members from each of the towns.

B. On all issues requiring a vote of the Regional District School Committee, each member's vote will be weighted according to the respective town's population based on the most recent decennial Federal census data, calculated out to two decimal places, and remain as such until the next official Federal census.

Language suggested for addition shown as double-underlined.
Language suggested for deletion shown in ~~strikethrough~~.
Highlighted text reflects edits since 11/18 draft, based on 11/26 regional meeting

C. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town shall require that two of the three members of the Regional District School Committee from the town in which the affected elementary school is located vote in support of that action. In order, however, for a school to be closed in any member town where there is more than one elementary school, all three committee members from the affected town are required to vote in favor of the proposed closure after a public hearing is held in the affected town.

Section III. TYPE OF SCHOOL

A. The Regional School District shall include all grades from PK – 12.

B. The secondary schools shall serve students in grades 6 or 7 – 12.

C. The elementary schools shall serve students in grades PK – 5 or 6.

D. In the agreement where "preschool" is mentioned it is done so for future purposes to permit the Regional District School Committee with the approval of all member towns at their respective Town Meetings, at some future date, to include preschool classes. Until such time all preschool expenses shall be on a self supporting basis, except those excluded by law.

Section IV. LOCATION OF SCHOOLS

A. The Regional District secondary school buildings shall be located on sites owned by the District.

B. There shall be not less than one elementary school in each member town. Students in grades PK – 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional "magnet" classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District "Contingency Plan" as approved by the Pentucket Regional School Committee, and as may be amended from time to time.

[NOTE: Removed draft alternate language in Item B]

C. Each member town shall retain ownership of all elementary school buildings and related grounds, including any new elementary school buildings constructed in the future. Each member town shall lease each elementary school building and related grounds to the Pentucket Regional School District for the sum of one dollar. Each lease shall be for a term not greater than the term permitted by either general or special State law. The initial term of each lease shall commence on the date that the Regional District School Committee assumes jurisdiction over the pupils in grades PK-12 or as otherwise provided in such lease. Each lease may contain provisions for an extension of the lease term at the option of the Regional District School Committee. Responsibilities for maintenance of elementary school buildings shall be uniform across all District elementary school leases. A lease shall not prevent the use of the elementary school buildings or premises by the respective owner towns with the approval of the School Committee, which shall not withhold such approval unless educationally necessary. If permitted by either general or special State law, a lease may provide that it shall terminate and the leased property shall revert to the member town if the town should no longer be a member of the Pentucket Regional School District or if the Regional District School Committee should determine that the land, with the building and other improvements thereon, is no longer needed for the educational program of the District. Each lease may include such other terms as may be agreed upon by the Select Board ~~of Selectmen~~ of a member town and the Regional District School Committee. A lease shall be executed by the Select Board ~~of Selectmen~~ on behalf of the member town and the Regional District School Committee on behalf of the District.

D. Said requirements to lease land and buildings shall not include portions of land and buildings already under separate lease at the time of the effective date of this agreement until such time as the existing lease terms expire.

E. Payments from present leases and future leases shall be paid to the Regional School District in accordance with the lease agreement by and between the District and the Town.

F. When necessary to implement due to an emergency as described in Section IV (B), the Pentucket Regional School District "Contingency Plan" will be in place for not more than one year, or until all towns have convened a special town meeting for the purpose of reviewing any amendments as may be proposed to the Regional Agreement, whichever comes first.

Section V. TRANSPORTATION

Transportation shall be provided by the Regional School District. The Regional District School Committee shall set District transportation policy.

Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of ~~two~~ four parts: ~~operating costs and~~ debt service, capital costs, ~~and~~ operating costs and~~,~~ stabilization each as herein defined.

1. ~~DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than $10,000 and having a depreciable life of not less than 5 years.~~

2. ~~OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.~~

1. DEBT SERVICE includes all costs that are used for payment of principal and interest on bonds or other obligations issued by the District.
2. CAPITAL COSTS shall be defined as costing not less than $20,000 and having a depreciable life of not less than 5 years.
3. OPERATING COSTS include all costs not included in Debt Service and Capital Costs ~~as defined in 1~~, but includes interest and principal on revenue anticipation notes.
4. STABILIZATION COSTS include all Excess and Deficiency and other funds that are transferred to the PRSD Stabilization fund in the proposed budget. The budget should also include the current balance in the PRSD Stabilization fund and the projected new balance with the addition of funds identified in the budget.

Section VII. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

A. All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.

1. The district assessment will be calculated and reported to the member towns by using the two – step method. The District shall list all general fund revenues, including but not limited to Chapter 70, Excess & Deficiency, ~~Circuit Breaker,~~ and Transportation Aid, plus the Circuit Breaker, and reduce the member assessment as it relates to the approved operating budget by said amount. The remaining member assessments shall be calculated by charging each member Town its net minimum spending amount as approved by the Department of Elementary and Secondary Education for the Fiscal Year being assessed. Should the requested member assessments exceed the net minimum spending required then the remaining amount shall be charged to each member Town based upon its percentage of the entire District enrollment calculated to 4 decimal places as of October 1 of the prior Fiscal Year ~~for grades K to 12~~, as calculated by the Department of Elementary and Secondary

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Education using pupil-specific data submitted by the PRSD through the Student Information Management System (SIMS) and defined as the Foundation Enrollment. ~~including out of District placements, as reported to the Massachusetts Department of Elementary and Secondary Education on the statewide pupil census~~. All Debt Service and Capital Costs not associated directly to one member community's Elementary School(s) shall be allocated and assessed annually using the calculation stated above for any amount over the net minimum spending requirement.

2. Should all member Towns agree on an alternative method of assessment the District shall be notified in writing by each member community's Select Board ~~of Selectmen~~ Chair on the agreed procedure on or before March 1 of the year prior to the Fiscal year budget start date. If the per pupil method of assessment is chosen then the calculation shall be the same as the amount over net minimum spending stated in Part 1 of this section.

B. Debt Service, incurred by the District for an elementary school building of a member town, less applicable Chapter 70B MSBA aid, shall be assessed to the member town in which the elementary school is located.

C. The payment of the assessed share of operating costs and debt service by each member town, as computed by the Regional District School Committee according to the methods specified in Sections VI, and VII, shall be made by each member town's Treasurer by check payable to the Regional School District in twelve equal installments by the fifteenth of each month.

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

A. The District shall develop a 5 year capital plan for each building that will be provided to each member town, including any new or updated projects and cost estimates, each year by ~~January~~ October 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than ~~$10,000~~ $20,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, on or before January 15th of each year, the District shall provide the member towns with a maintenance plan for the following budget year for each of its buildings. The District shall include a line item in its budget to fully fund this plan. As part of its closeout of the fiscal year, on or around September 1st of each year, a year end maintenance report covering the preceding fiscal year shall be provided to the member towns identifying the cost of all maintenance performed.

B. Each member town shall be responsible for payment of costs associated with the construction of new buildings, renovations, or making extraordinary repairs to the elementary school building/s located in that member town so long as they meet the requirements of a capital project as described in VIII A.

C. The costs of on-going maintenance for those items not included in paragraph VIII B. for the elementary schools and all costs for the secondary schools shall be borne by the Regional School District.

Section IX. ADMISSION OF ADDITIONAL TOWNS

By an amendment of this agreement adopted by each member town in accordance with Section XIV and complying with the provision therein contained, any other town or towns may be admitted to the Regional School District upon adoption as herein provided
of such amendment and upon acceptance of the agreement as so amended, and also upon compliance with the provision of law as may be applicable and such terms as may be set forth in such amendment.

A new member may be admitted to the Regional School District as of July 1 of any fiscal year, provided that all requisite approvals for such admission, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission until July 1 of a subsequent fiscal year.

Section X. WITHDRAWAL OF MEMBER TOWNS FROM THE REGIONAL SCHOOL DISTRICT

A. Any town withdrawing from the District must first pay all its share of total debt and current operating expenses. All withdrawals are subject to the approval of the Commissioner of Elementary and Secondary Education and must be approved by two thirds of the member Towns.

Any member town may withdraw from the regional school district in total or at the elementary level if accepted by a majority vote of the voters present and voting on the question at its Annual Town meeting called for the purpose, such withdrawal to become effective on June 30th of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one years' written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the District Treasurer to the Treasurer of the withdrawing town.

Section XI. ANNUAL REPORT

A. The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and

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Language suggested for deletion shown in ~~strikethrough~~.
Highlighted text reflects edits since 11/18 draft, based on 11/26 regional meeting

maintenance of the secondary schools and each elementary school as may be deemed necessary by the Regional District Committee or by the Select Board ~~Selectmen~~ and/or the Finance Committee of any member town. This report shall contain a detailed listing of salaries by individual employee.

Section XII. REGIONAL FINANCE ADVISORY COMMITTEE ~~BUDGET~~

There shall be a Regional Finance Advisory Committee (“Advisory Committee”), comprised of the following: one Select Board member from each member town annually appointed by each member town Select Board; the Finance Director, or person holding such position by whichever title it may be known, from each member town; one Finance Committee member from each member town annually appointed by each member town Finance Committee; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager. The ~~Regional~~ Advisory Committee will meet biannually, in or around December and March of each year~~, from time to time~~, ~~with the Regional District School Committee Chair, the Superintendent and/or Business Manager~~ to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The chairmanship of the Advisory Committee shall rotate annually among the designated Select Board members from each of the towns. The Committee shall prepare reports to be read into the School Committee minutes.

Section XIII. BUDGET

A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:

1. The budget process shall be initiated annually in or before December and shall provide an opportunity for the ~~Selectmen~~ Select Board and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town’s public library, and shall be submitted to the ~~Selectmen~~ Select Board, Finance Directors and Finance Committee members of each member town.

2. The School Committee shall convene two meetings during the budget process, including an initial meeting in November; and an additional meeting in March, prior to the School Committee’s vote on the proposed budget. The membership of each town’s Select Board and Finance Committee shall be invited to each of these two budget meetings. Additionally, upon request of the Finance Committee and/or the Select Board of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Select Board for the purpose of discussing the proposed budget.

3. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. ~~Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget.~~ Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; and outlay, debt and interest charges; all non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Select Board ~~of Selectmen~~ or Finance Committee may request further information.

4. No later than 45 days prior to the date of the earliest member Annual Town Meeting, the Regional District School Committee shall adopt by a two-thirds vote of all its members a budget with such changes as may have resulted from conferences and an open hearing. This budget shall be presented in ~~two~~ four parts as outlined in ~~the attached template (Exhibit A)~~ Section VI(A) of this agreement. No later than 30 days from the date of the approval vote, but within 10 days if possible, the Treasurer of the District shall certify to the Treasurer of each member town its assessed share of such budget.

5. The budget and assessment shall be so constructed as to show debt service, capital, ~~and~~ operating and stabilization costs. It shall also list all general fund revenue used to reduce member assessments as described in VII. A. This budget should also identify the costs of any programs not uniformly offered at all District elementary schools.

6. Budget approval will be in accordance with M.G.L. Chapter 71, Section 16B.

7. If, in the opinion of the Select Board ~~of Selectmen~~ and/or Finance Committee of any of the towns, the Regional School District budget will not fit the budgetary capabilities of their town, they can request of the Regional District School Committee a special meeting with the Advisory Committee to discuss the budget.

   This meeting shall be called within seven (7) days of the presentation of the budget to the member towns.

   ~~The meeting shall be attended by six members of the Regional District School Committee (two members from each member town), as well as two~~

~~representatives of the Board of Selectmen and two representatives of the Finance Committee from each member town.~~

The purpose of this meeting will be to discuss the ability of the town or towns to meet the financial obligation brought forth by their assessment of the submitted Regional School District budget.

Following the meeting, the Advisory Committee may ~~The charge of this group will be to~~ recommend to the Regional District School Committee a reduced budget that least affects the educational integrity of the District and meets the financial capabilities of the town(s).

8. If a member town fails to hold a meeting within forty-five (45) days from the date on which an amended assessment was adopted by the Regional District School Committee, the member town shall be deemed to have voted affirmatively regardless of whether the town had previously approved an amount equal to or greater than the revised assessment. No action by the town constitutes approval.

Section ~~XIII~~ XIV. INCURRING OF DEBT

A. The Regional District School Committee shall have authority to develop plans for District schools. According to Chapter 71, S.16d. the Regional District School Committee shall not incur any debt for the school until the expiration of sixty (60) days from the date said debt is authorized by the Regional District School Committee. Prior to the expiration of said period each member town will be notified of the intent to incur debt. Each member town which would bear a financial responsibility for the debt through the assessment of all or a portion of the principal and interest on such debt shall hold a Town Meeting for the purpose of expressing approval or disapproval of the amount of debt authorized by the Regional District School Committee by a majority of voters present and voting on the question. If the debt is disapproved by any member town, the debt shall not be incurred, and the Regional District School Committee shall then prepare an alternative proposal and a new or revised authorization to incur debt. The only exception to the restrictions in this paragraph shall be the incurring of debt in anticipation of revenues.

B. In the event that a member town should determine, prior to the issuance by the District of long term indebtedness to finance a Capital Cost, to make an upfront cash contribution to pay all of its allocable share of such Capital Cost, then the total borrowing authorized to pay costs of such Capital Cost shall be reduced by the amount of such upfront cash contribution. A member town's share of Capital Costs for purposes of this section shall be determined in the same manner as used in determining the allocation of Capital Costs for the fiscal year in which the District's borrowing for a particular Capital Cost is authorized.

When a member town has paid its entire share of such Capital Cost, then such member town shall not be assessed for any portion of Debt Service incurred by the District to finance the balance of such Capital Cost. Then, notwithstanding the provisions of Section VII(A) to the contrary, Debt Service on the amount to be borrowed shall be assessed upon the member town or towns that did not determine to make an upfront cash contribution on account of such Capital Cost, as if the District's total enrollment consisted solely of the students from the noncontributing town or towns.

Any upfront cash contribution on account of a Capital Cost shall be paid to the District prior to the issuance of long term bonds by the District to finance such capital cost.

Section ~~XIV~~ XV. AMENDMENTS

A. Amendments to the agreement must receive a majority vote of approval by each member town at a Town Meeting. Amendments may be initiated by the Regional District School Committee or by the Select Board ~~of Selectmen~~ of any one of the member towns.

B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding or the rights of the District to procure the means for payment thereof.

C. This agreement shall be reviewed every three years by a group comprised of the Chief Financial Officer of each town (or person holding such position by whichever title it may be known), the PRSD Business Manager, and the PRSD Superintendent, who will jointly make recommendations for changes to the member Town's Select Board ~~of Selectmen~~. Each town's Chief Financial Officer shall participate on behalf of their respective Select Board ~~of Selectmen~~, and shall be responsible to keep their Board apprised of communications and related meetings, and to provide their respective Board regular opportunities to initiate any potential amendments to this agreement or respond to any amendments as may be initiated by others. At any time, the Towns may also appoint a task force to review the Regional Agreement. This task force will be made up of a member from each Town's Select Board ~~of Selectmen~~, the member town's Finance Directors, the Chairman of the School Committee, the Superintendent and a citizen from each member town.

D. All amendments are subject to the approval of the Commissioner of Elementary and Secondary Education.

Section ~~XV~~ XVI. SEVERABILITY OF SECTIONS

According to Chapter 71.S.16I., in the event that any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.

Approval Signatures

Chair, Groveland Select Board ~~of Selectmen~~ Duly authorized	Date
Chair, Merrimac Select Board ~~of Selectmen~~ Duly authorized	Date
Chair, West Newbury Select Board ~~of Selectmen~~ Duly authorized	Date

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Language suggested for deletion shown in ~~strikethrough~~.
Highlighted text reflects edits since 11/18 draft, based on 11/26 regional meeting

Agenda Item
Merrimac Select Board
12/16/24

Breezeline Termination of License Agreement

Subject:

Attachments:

Breezeline Termination of License Agreement

breezeline™
a Cogeco company

December 2, 2024

VIA UPS

Board of Selectmen of the Town of Merrimac
c/o Carol McLeod, Town Administrator
2 School Street
Merrimac, MA 01860

RE: Notice of Termination of Cable Television License Agreement by and between Cogeco US (NH-ME), LLC ("Breezeline") and the Town of Merrimac (the "Municipality")

Dear Board of Selectmen,

This letter serves as official notice that as of December 31, 2024, Breezeline is electing to terminate that certain Cable Television License Agreement dated as of September 1, 2022 (as amended, the "Agreement").

This letter is a follow up to the phone conversation between Fran Bradley, Director of Government Affairs, and Carol McLoed, Town Administrator, on November 18, 2024.

We continue to value deeply the relationship we have built; we thank you for your willingness to collaborate; and we appreciate your continued cooperation and prompt attention to this matter.

Please signed below and return a copy to Fran Bradley (fbradley@breezeline.com).

Sincerely,

Sean Brushett
Chief Operations Officer

Town of Merrimac

Print: ______________________

Signature: __________________

Date: ______________________

3 Batterymarch Park Suite 200, Quincy, MA 02169

Agenda Item
Merrimac Select Board
12/16/24

Renew Used Car Dealer Class II Licenses 2025

Subject:

128 West Main St. Motors has not paid the license fee and has outstanding taxes.

Attachments:

Used Car Dealer Class II The Commonwealth of Ma Edgemont 2025

Used Car Dealer Class II The Commonwealth of Ma Yankee 2025

Used Car Dealer Class II The Commonwealth of Torrance P. Dean dba Dean's Garage

Number
25-01

The Commonwealth of Massachusetts
Town of Merrimac

Fee
$100.00

USED CAR DEALER'S LICENSE-CLASS II.
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto Edgemont Oil LLC
is hereby licensed to buy and sell second-hand motor vehicles at No. 115 W. Main St., Merrimac, MA on premises described.

December 16, 2024

(Western Surety Co.
Bond #69815456)

THIS LICENSE EXPIRES JAN. 1, 2026
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

(OVER)

EXTRACT FROM GENERAL LAWS, CHAPTER 140

Section 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second ha or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof or allow any property under his control to be used as a place of sale or display of motor vehicles without securing a license as providing in section fifty-nine. This section shall apply to any person engaged in the business of conducting auction for the sale of motor vehicles, and to any person engaged in the business of leasing or renting motor vehicles and who, as an incident to such business, sells or offers to sell any such lease or rental vehicle to the public. All sales of second-hand motor vehicles or parts thereof made by any person referred to in this section shall be reported weekly to the registrar of motor vehicles on such forms as may be prescribed by him.

Section 58. (a) Licenses granted under sections 59 and 59A shall be classified in accordance with subsections (b) to (d), inclusive.

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, suc dealer shall be subject to all provisions of this chapter applicable to holders of licenses of Class 2, except subsection (c), and to rules and regulations made under those provisions; and provided further, that such dealer maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N1/4 of chapter 90, and shall remain liable for all warranty repairs made and other obligations imposed by said section 7N1/4 of said chapter 90.

Class 2. A person whose principal business is the buying or selling of second hand motor vehicles, a person who purchases and displays second hand motor vehicles for resale in retail transactions, and any other person who displays second hand motor vehicles not owned by him pursuant to an agreement in which he receives compensation whether solely for displaying the vehicles, upon the sale of each vehicle, or otherwise, may be granted a used car dealer's license and shall be subject to the following conditions:

Class 3. A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

Section 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than $200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant h not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. Except in the city of Boston, the licensing board or officer may, in its discretion, waive the annual hearing for renewal o class 3 license. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. In each case where such license is revoked, the licensing board or officer shall forthwith notify the registrar of such revocation. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such actio appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appea and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The parties shall have all rights of appeal as in other cases.

Number
25-02

The Commonwealth of Massachusetts
Town of Merrimac

Fee
$100.00

USED CAR DEALER'S LICENSE-CLASS II.
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto Neal Cirinna/Yankee Garage LLC
is hereby licensed to buy and sell second-hand motor vehicles at No. 75 E. Main St., Merrimac, MA on premises described.

December 16, 2024

(Western Surety Co.
Bond #69831780)

THIS LICENSE EXPIRES JAN. 1, 2026
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

(OVER)

EXTRACT FROM GENERAL LAWS, CHAPTER 140

Section 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof or allow any property under his control to be used as a place of sale o display of motor vehicles without securing a license as providing in section fifty-nine. This section shall apply to any person engaged in the business of conducting auction for the sale of motor vehicles, and to any person engaged in the business of leasing or renting motor vehicles and who, as an incident to such business, sells or offers to sell any such lease or rental vehicle to the public. All sales of second-hand motor vehicles or parts thereof made by any person referred to in this section shall be reported weekly to the registrar of motor vehicles on such forms as may be prescribed by him.

Section 58. (a) Licenses granted under sections 59 and 59A shall be classified in accordance with subsections (b) to (d), inclusive.

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same i created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent’s or a seller’s license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter applicable to holders of licenses of Class 2, except subsection (c), and to rules and regulations made under those provisions; and provided further, that such dealer maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N1/4 of chapter 90, and shall remain liable for all warranty repairs made and other obligations imposed by said section 7N1/4 of said chapter 90.

Class 2. A person whose principal business is the buying or selling of second hand motor vehicles, a person who purchases and displays second hand motor vehicles for resale in retail transactions, and any other person who displays second hand motor vehicles not owned by him pursuant to an agreement in which he receives compensation whether solely for displaying the vehicles, upon the sale of each vehicle, or otherwise, may be granted a used car dealer’s license and shall be subject to the following conditions:

Class 3. A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

Section 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than $200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant h not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days’ notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. Except in the city of Boston, the licensing board or officer may, in its discretion, waive the annual hearing for renewal o class 3 license. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. In each case where such license is revoked, the licensing board or officer shall forthwith notify the registrar of such revocation. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such actio appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appea and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The parties shall have all rights of appeal as in other cases.

Number	The Commonwealth of Massachusetts	Fee
25-04	Town of Merrimac	$100.00

USED CAR DEALER'S LICENSE-CLASS II.
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto Torrance P. Dean d/b/a Dean's Garage is hereby licensed to buy and sell second-hand motor vehicles at No. 27 East Main St., Merrimac, MA on premises described.

December 16, 2024

(Travelers Casualty and Surety
Company of America Bond #567353)

THIS LICENSE EXPIRES JAN. 1, 2026
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

(OVER)

EXTRACT FROM GENERAL LAWS, CHAPTER 140

Section 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof or allow any property under his control to be used as a place of sale o display of motor vehicles without securing a license as providing in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles, and to any person engaged in the business of leasing or renting motor vehicles and who, as an incident to such business, sells or offers to sell any such lease or rental vehicle to the public. All sales of second-hand motor vehicles or parts thereof made by any person referred to in this section shall be reported weekly to the registrar of motor vehicles on such forms as may be prescribed by him.

Section 58. (a) Licenses granted under sections 59 and 59A shall be classified in accordance with subsections (b) to (d), inclusive.

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same i created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter applicable to holders of licenses of Class 2, except subsection (c), and to rules and regulations made under those provisions; and provided further, that such dealer maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N1/4 of chapter 90, and shall remain liable for all warranty repairs made and other obligations imposed by said section 7N1/4 of said chapter 90.

Class 2. A person whose principal business is the buying or selling of second hand motor vehicles, a person who purchases and displays second hand motor vehicles for resale in retail transactions, and any other person who displays second hand motor vehicles not owned by him pursuant to an agreement in which he receives compensation whether solely for displaying the vehicles, upon the sale of each vehicle, or otherwise, may be granted a used car dealer's license and shall be subject to the following conditions:

Class 3. A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

Section 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than $200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant h not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. Except in the city of Boston, the licensing board or officer may, in its discretion, waive the annual hearing for renewal o class 3 license. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. In each case where such license is revoked, the licensing board or officer shall forthwith notify the registrar of such revocation. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such actio appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appea and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The parties shall have all rights of appeal as in other cases.

Agenda Item
Merrimac Select Board
12/16/24

Renew Amusement License 2025

Subject:

Attachments:

2025 Automatic Amusement License New Old Oak

NUMBER
25-01

The Commonwealth of Massachusetts
Town of Merrimac
LICENSING AUTHORITIES

FEE
$120

This is to Certify that **The New Old Oak**

NAME

76 E. Main St.

STREET AND NUMBER

IS HEREBY GRANTED AN AUTOMATIC AMUSEMENT DEVICE LICENSE
2 Pool Tables, 1 Jukebox

WHICH ARE KEPT ON THE DESCRIBED PREMISES.

This License is granted in conformity with the Provisions of Chapter 140 of the General Laws as amended by Chapter 361, of the Acts of 1949 and expires December 31, 2025, unless sooner suspended or revoked.

December 16, 2024

NOT TRANSFERABLE

Agenda Item
Merrimac Select Board
12/16/24

Renew Liquor Licenses 2025

Subject:

All have filed renewals and paid licensing fees. Deleo's and New Old Oak have been signed off by inspectional svc. and fire. Richdale has paid Outstanding Taxes.

Attachments:

Deleos Common Victualer License All Kinds Form 2025

Merrimac Liquors Retail Package Goods License All Kinds Form 2025

Osaka Asian Bistro Common Victualer License All Kinds Form 2025

The New Old Oak Common Victualer License All Kinds Form 2025

Towne Market Retail Package Goods License All Kinds Form 2025

Village Beer & Wine Retail Package Goods License 2025

Richdale Retail Package Goods License Form 2025

License Renewals Outstanding

00012-PK-0694 2025

LICENSE

ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
The Town of Merrimac
MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

To Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Paul A. Deleo, Manager, Gloria Food Store of Lynn d/b/a Deleo's Brick Oven Pizza, 117 E. Main St., Merrimac, Ma
on the following described premises

One (1) dining room, one (1) bar area, one (1) kitchen and one (1) storage room.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2025, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 16th day of December, 2024.

The Hours during which Alcoholic Beverages may be sold are
From ...MON-SAT 8AM-1AM
SUN 11AM-1AM

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EAS

04605-RS-0694 2025

LICENSE

ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
The Town of Merrimac
MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

To Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Xiuling Ni, Manager, L & J Asian Bistro Inc. d/b/a Osaka Asian Bistro
32-34 Broad St., Merrimac, MA
on the following described premises

Ground floor of a two (2) storied building containing approx.. 3500sq.ft. One (1)dining room, Sushi bar, One (1) bar area, 75 seats. Three (3) restrooms and one (1) kitchen/employee room.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2025, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 16th day of December, 2024.

The Hours during which Alcoholic Beverages may be sold are
From ...MON-SUN 11AM-12AM

____

______________________________ ______________________________

______________________________ ______________________________

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

00001-RS-0694 2025

LICENSE

ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
The Town of Merrimac
MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

To Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Beth Jewett, Manager, Waterhouse, Inc. d/b/a The New Old Oak
76 E. Main St., Merrimac, Ma
on the following described premises

Four (4) rooms, one (1) dining room, one (1) bar area, one (1) kitchen & one (1) storage room

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2025, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 16th day of December, 2024.

The Hours during which Alcoholic Beverages may be sold are
From ...MON-SAT 8AM-1AM
SUN 11AM-1AM

____

______________________________ ______________________________

______________________________ ______________________________

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EAS

00006-PK-0694 2025

LICENSE

ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
The Town of Merrimac
MASSACHUSETTS

HEREBY GRANTS A

RETAIL PACKAGE GOODS STORE

To Expose, Keep for Sale, and to Sell

Wines and Malt Beverages

Not To Be Drunk On the Premises

To **Nilufar Sultana, Manager, Alam & Hoque, Inc. d/b/a Richdale**
1 Merrimac Sq., Merrimac, Ma
on the following described premises

One (1) floor, two (2) rooms, approx. 1500 sq. ft.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2025, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their Official signatures this 16th day of December, 2024.

The Hours during which Alcoholic Beverages may be sold are
From ...MON-SAT 8AM-11PM
SUN 12PM-10PM

____

____________________________ ____________________________

____________________________ ____________________________

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EAS

Agenda Item
Merrimac Select Board
12/16/24

Renew General License

Subject:

Attachments:

Carriage Town Park 2025 General License Form

NUMBER
25-02

The Commonwealth of Massachusetts
Town of Merrimac

FEE
$25

This is to Certify that **Steven Baker d/b/a Carriage Town Park**
NAME
124 W. Main St., Merrimac, MA
ADDRESS

IS HEREBY GRANTED A LICENSE

For sale & display of trailers

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires December 31, 2025 unless sooner suspended or revoked.

December 16, 2024

Agenda Item
Merrimac Select Board
12/16/24

Jen Penney Time Off Request

Subject:

Attachments:

Jen Penney Time Off Request 120524

TOWN OF MERRIMAC
Board of Selectmen
2 School Street
Merrimac, MA 01860
(978) 346-8862
FAX (978) 346-7832

EXCUSED LEAVE REQUEST FORM

Employee Name: _______Jennifer Penney___________________

Date of Request: _________12/5/24________________________

Dates Requested	**Number of Hours**	**Charged As**
_12/23/24 _____	____3_______	_Vacation____
_12/24/24 _____	____3.5_____	_Vacation____
_12/31/24 _____	____3.5_____	_Vacation____

Jennifer Penney
Employee Signature

Supervisor Approval

Time may be taken in half hour increments ONLY.

Agenda Item
Merrimac Select Board
12/16/24

BOS OPERATING POLICIES AND PROCEDURES Adopted 062121

Subject:

Request to have the policy reviewed and revised to reflect board name change and new membership from 3-5 members.

Attachments:

BOS OPERATING POLICIES AND PROCEDURES Adopted 062121

TOWN OF MERRIMAC

BOARD OF SELECTMEN

OPERATING POLICIES AND PROCEDURES

I. BOARD OF SELECTMEN

A. Authority for Board of Selectmen

The Board of Selectmen is an elected Board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and the By-Laws of the Town of Merrimac. The Board serves as the Chief Executive Officer of the Town, and the chief policy making agency of the Town. The Board of Selectmen shall be responsible for the formulation and promulgation of policy directives and guidelines to be followed by all town agencies serving under it and, in conjunction with other elected Town officers and multiple member bodies to develop and promulgate policy guidelines designed to bring the operation of all town agencies into harmony.

General References:

- *Chapter 41, Massachusetts General Laws*
- *Merrimac General By-laws, Article II, Section 2.1*
- *Handbook for Massachusetts Selectmen-Fourth Edition 2014;*
- *Massachusetts Selectmen's Association/Institute for Governmental Services, University of Massachusetts*

B. Election & Qualification

The Board of Selectmen consists of three elected members. Before assuming official duties, each newly elected member shall be sworn to faithful performance of official responsibilities by the Town Clerk.

C. Vacancies on the Board

When a vacancy or vacancies occur in the membership of the Board of Selectmen, the remaining members of the Board of Selectmen may call a special town election to fill the vacancy or vacancies for the unexpired term or terms, except where such a vacancy or vacancies occur less than 100 days prior to the annual election.

D. Organization of the Board

The Chair of the Board of Selectmen and Clerk shall be elected annually at the first regular meeting of the Board after the Annual Town Election. The Board may at any time remove the Chair, by majority vote.

A majority vote shall constitute an election. Nominations require no second. If a vacancy occurs in the office of Chair, the Board shall elect a successor.

1. Responsibilities of the Chair

The Chair of the Board shall:

- *Preside at all meetings of the Board.*
- *Sign official documents that require the signature of his/her office.*
- *Prepare agendas with the Executive Assistant and Town Administrator/Finance Director.*
- *Arrange orientation for new members.*
- *Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chair.*
- *Serve as spokesperson of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair.*

The Chair shall have the same rights as other members to offer resolutions, make motions, discuss questions and to vote thereon.

In the absence of the Chair, the duties of the Chair shall be assumed by the Clerk.

E. <u>Internal Operation</u>

1. Members Interaction

The Board functions as a body in all policy decisions and all other matters as required by law or determined by vote of the Board in formal session.

- *Board members will report back to other Selectmen and Town Administrator/ Finance Director on significant meetings or hearings which they have attended and especially on issues on which Board action will later be required.*
- *Board members will keep each other informed of all issues they are pursuing that are of concern to the Board, complying with the Open Meeting Law in such communications.*
- *Board members agree not to surprise each other by last minute agenda items about which others have no warning or knowledge of except in the case of emergency items or those of a strictly routine nature which need action prior to the next scheduled meeting.*

2. Standards of Conduct

The Chair has certain responsibilities as set forth in Section E.1, above. Aside from these responsibilities, an individual member of the Board, including the Chair, may act independently only if specifically authorized by the Board.

Members of the Board will behave with civility and courtesy. The Chair will preserve decorum and prevent personal attacks. No one in attendance at the meeting will be allowed to make disparaging remarks about anyone including staff. The Chair will rule inappropriate comments out of order and issue warnings to the offending parties.

F. Conflict of Interest

The State Conflict of Interest Law, G.L. Ch. 268A, applies to all Members of the Board of Selectmen. Like all other municipal officials and employees, Members of the Board of Selectmen will be provided with summaries of the Conflict of Interest Law prepared by the State Ethics Commission annually. In addition, Members are mandated by law to complete an online state-sponsored Conflict of Interest training upon first being sworn in office and every two years thereafter. Members must provide proof of completion of this online training to the Town Clerk.

Members of the Board of Selectmen will strictly adhere to the provisions Conflict of Interest Law, G.L. Ch. 268A, during and after their terms of office as certain restrictions remain in perpetuity and can also affect a business partner.

Members should avoid the appearance of conflict in their words and actions, including in the making of appointments.

Without proper public disclosure, members "may not take any action that would create an appearance of impropriety, or could cause an impartial observer to believe your official actions are tainted with bias or favoritism." (State Ethics Commission Introduction to the Conflict of Interest Law).

Individual Selectmen may not hire, promote, supervise, or otherwise participate in the employment of an immediate family member or their spouse.

Selectmen may not ask for or accept gifts worth $50 or more from anyone with whom the Board has official dealings.

Members may request legal advice about how the law applies in a particular situation. Advice is free, confidential, timely and binding. Call the State Ethics Commission's "attorney of the day" at 617-727-0600 or 888-485-4766. Advice may also be sought from Town Counsel whose conflict of interest opinions must be filed with the Commission for review.

G. Code of Ethics

In addition to the requirements of the Conflict of Interest Law, this Code of Ethics expresses the basic understanding of the organization of the Board of Selectmen under the statutes of the Commonwealth. The oath of office of a Selectperson binds the individual member to those laws, since the Board operates under their authority.

In relation to the community, Selectmen should:

- *Be ever mindful that the basic responsibility is to the entire citizenry and that the Selectmen represent the entire community at all times.*
- *Be well informed concerning the duties of a Selectperson. Accept the office of Selectperson as a means of unselfish service.*
- *Realize that it is inappropriate to make promises or commitments of how the Selectmen will vote upon matters which will come before the Board.*

In relation to other Selectmen, each Selectperson should:

- *Treat fellow Selectmen respectfully and courteously.*
- *Recognize that actions taken by the Board at official meetings of the Board are binding upon the members of the Board. No individual member can bind the Board to any course of action, absent an express delegation of authority to do so voted on by the Board, at an official meeting.*
- *Uphold the intent of executive sessions and respect privileged communications that exist in executive sessions, as well as preserve the confidentiality of information Members become aware of as part of their official duties.*
- *Make voting decisions only after all facts on a matter have been presented and discussed.*

II. APPOINTMENTS BY THE BOARD

The Board of Selectmen shall appoint all Town employees for whom no other method of appointment is provided by law, including but not limited to Town Administrator/Finance Director, Police Chief, Fire Chief, DPW Director, Town Accountant, Town Counsel, and an Executive Assistant to the Board. The Board also appoints all members of all multi-member boards and commissions for which the manner of election or appointment is not otherwise provided for by law. The Board may remove any board or commission member that it appoints, for good cause shown, unless otherwise provided by law.

III. BOARD MEETINGS

A. Schedule

Regular Selectmen's Meetings generally are held every other Monday at the Merrimac Town Hall 4 School Street Meeting Room B Merrimac, MA 01860, or as otherwise posted. Where permitted by law, meetings may also be held virtually.

Except in the case of an emergency, the Board shall not meet on days designated as Legal Holidays. Meetings falling on a Legal Holiday are canceled or rescheduled at the discretion of the Board.

B. Notice of Meetings

The Executive Assistant of the Board of Selectmen, on behalf of the Chair, is responsible for filing a notice of the meeting with the Town Clerk at least 48 hours (excluding Saturdays, Sundays and Legal Holidays) before the meeting is to take place and shall take all steps necessary to comply with the Open Meeting Law. The meeting notice, also referred to as the meeting "agenda", must contain the date, time and place of the meeting and a listing of topics that the Chair reasonably anticipates will be discussed at the meeting.

C. Procedures

A quorum shall consist of two members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policies or the making of appointments shall be taken whenever practicable only when the full Board is in attendance. Actions and decisions shall be by motion, second and vote. Roll call votes shall be taken and recorded in the minutes as such, when legally required (i.e., executive session meetings, and meetings with remote participation by any Board member).

D. Citizen Participation at Board of Selectmen Meetings

Unless directly involved in an agenda item, citizens may only participate at a regular Board meeting at the discretion of the Chair

E. Staff Members in Attendance at Board Meetings

1. The Executive Assistant of the Board of Selectmen and the Town Administrator/Finance Director or their designees are expected to be in attendance at all regular meetings of the Board. The Executive Assistant shall attend in order to keep records of the proceedings/meeting minutes.

2. The Town Administrator/ Finance Director shall attend in order to keep the Board informed and advised, and make recommendations on all matters that fall within the jurisdiction of the office. The Town Administrator/ Finance Director shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under the Administrator's jurisdiction.

3. Recordings. According to law, any person in attendance at any Selectmen's open meeting may record the meeting by any means allowed by state law, provided that there is no interference with the conduct of the meeting. Any person wishing to record the meeting must inform the Chair in advance of the meeting, and the Chair must announce the fact of such recording at the start of the meeting.

F. Meeting Minutes

The Board must maintain accurate minutes of both Open Meetings and Executive Session.

- *The Executive Assistant shall draft minutes and shall distribute such minutes to each Selectperson.*
- *Minutes circulated to Members of the Board on or before any Thursday shall be in order for approval at the following regular Monday meeting of the Board. On request of any Selectperson, approval of minutes submitted shall be postponed until the next meeting to provide additional time for review.*
- *Minor corrections may be made with respect to minutes otherwise in order for approval.*
- *In accordance with the Open Meeting Law, meeting minutes shall contain:*

  (1) The date, time and place of the meeting
  (2) The members present or absent
  (3) A summary of the discussions on each subject
  (4) A list of documents and other exhibits used at the meeting
  (5) The decisions made and the actions taken at each meeting, including the record of all votes

- *Minutes of executive sessions shall be separately kept and recorded in accordance with the above procedures.*

Minutes (other than of Executive Sessions) are open for public inspection. Additional requirements for Executive Session minutes are contained in Section G, below.

G. Executive Session

Only items clearly allowed under the State's Open Meeting Law shall be included in Executive Session. An Executive Session shall not be held unless the Board has first convened in Open Session for which notice has been posted. A majority of the members must vote to go into Executive Session and the vote of each member must be by roll call vote recorded in the minutes. The mover must specify in the Open Meeting the grounds on which Executive Session is sought. Before the Executive Session, the Chair must state whether or not the Board will reconvene in Open Session at the conclusion of the Executive Session.

1. Executive Session Votes

All votes taken in Executive Session shall be recorded roll call votes made part of the minutes of the Executive Session.

2. Executive Session Minutes

Executive Session minutes shall not be publicly disclosed "so long as the publication may defeat the lawful purpose of the Executive Session, but no longer".

Under the Open Meeting Law, the Chair is responsible to ensure that Executive Session meeting minutes are reviewed periodically to ascertain whether the purpose of the Executive Session has been satisfied, and if so, present those minutes to the Board for a determination as to release of those minutes. The Chair shall work with the Town Administrator/Finance Director and Executive Assistant to facilitate this periodic review no less than every six months

H. <u>Special/Emergency/Working Meetings</u>

1. Special Meetings

A meeting called for any time other than regular meetings shall be known as a "Special Meeting". The same rules as those established for regular meetings will apply. Notice for Special Meetings will be posted at least 48 hours prior to the meeting.

2. Emergency Meetings

In a situation where immediate action is deemed by the Board to be imperative, an "Emergency Meeting" may be called. In this case an emergency is defined by law as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action". Such a meeting may be held even though notice was not posted in time. Notice of an "Emergency Meeting", held pursuant to G.L. Ch. 30A, Section 20, shall be posted as much in advance of the meeting as possible. When action is taken at an Emergency Meeting, for which notice was not posted at least 48 hours in advance (not counting Saturdays, Sundays and Legal Holidays), the Board will, at its next regular public meeting, report on the actions taken at the Emergency Meeting and when necessary, ratify any votes or actions taken at the Emergency Meeting.

3. Workshop Meetings

The Board may conduct informal "Workshop Meetings" from time to time as the situation warrants. At such meetings, which will be posted in accordance with the Open Meeting law, no official action will be taken. Minutes are required to be maintained for workshop meetings.

I. Agenda Procedure

1. Responsibility

The responsibility for coordinating and planning the weekly agenda is that of the Chair. Each of the Board Members may place items on the agenda with the approval of the Chair. The Executive Assistant, after consultation with the Chair, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business and shall confirm all appointments including time allotted. The Chair, in consultation with the Executive Assistant shall decide the meeting date on which an agenda item shall appear.

2. Timing

All items for the agenda must be submitted to the Executive Assistant by twelve noon on the Wednesday preceding the Monday meeting. Items of emergency or strictly routine nature that develop after closing of the agenda may be considered under "Items not reasonably anticipated by the Chair 48 hours in advance of the meeting". Whenever possible, meeting agendas will be updated to include specific detail under this agenda topic.

3. Agenda

The Chair will determine the order of items on the agenda. During the meeting the Board may decide to take items out of the order they appear on the agenda, as may be necessary and efficient.

All backup data, pertinent information, or an outline for discussion shall accompany all subject matters or items to appear on the agenda.

Members of the Board, Town staff, Town Administrator/Finance Director or others who prepare background material for the meeting should submit such material to the Executive Assistant by 12:01 p.m. on the Wednesday before a Monday meeting. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting which were not in the meeting packet, any Member should feel free to request the tabling of the item to allow careful study of the material presented or the motion proposed.

4. Posting and Delivery

The agenda shall be available to the public and the press at the Selectmen's office the Thursday afternoon before a Monday meeting and shall be posted on the Town's website that same day. Also, the official agenda will be available to the Selectmen on Thursday afternoon. Copies of the minutes and all important correspondence, reports and other pertinent background materials shall be forwarded to the Members of the Board with the agenda.

The special meetings of the Board shall conform insofar as practical to the agenda for the regular Monday meetings. Distribution shall be as outlined above.

Additional copies of the agenda shall be available in sufficient quantity to distribute to those requesting a copy and to the people in attendance at the meetings.

J. Selectperson E-mail Communications

E-mail has become a convenient way to communicate with Boards and Committees. However, its use by members carries a high risk of violating the Open Meeting Law. E-mails deprive the public of the chance to monitor discussions and exclude non-participating members.

In keeping with the Open Meeting Law and the Attorney General's interpretations, e-mail exchanges should be limited to discussing procedural items regarding agendas and scheduling, etc. It shall not be used to debate policy or convey opinions. This policy shall apply to all boards and committees.

For further information see the full text of the Open Meeting Law, G.L. Ch. 30A §§ 18-25, and the Attorney General's Office, Division of Open Government, at https://www.mass.gov/the-open-meeting-law

K. Open Meeting Law

Highlights of Attorney General's Open Meeting Law Guidelines, which apply to all governmental bodies.

- *Covers subcommittees appointed by any governmental board, commission or committee even if they only make recommendations to full committee.*
- *Every meeting of a quorum (typically a majority) is covered; however, on-site inspections of a project do not qualify as a*
- *"meeting", so long as members of the board or commission do not engage in*
- *deliberations during the on-site inspection.*
- *Every meeting of a quorum of a sub-committee is subject to the law.*
- *Meetings notices must be filed with the Town Clerk's office at least 48 hours in advance. The 48-hour notice requirement applies to adjourned and continued meetings (in other words, meetings may not be continued or adjourned to another date without complying with the 48 hour posting requirements).*

Committees must maintain accurate minutes for both open and executive session meetings.

Executive Sessions are subject to a number of restrictions and requirements. For example, the public body must first meet in open session and pursuant to a roll call vote to go into executive session.

No person may address a meeting without permission of the presiding officer and all persons shall be silent at the request of the presiding officer.

Meetings must be held in facilities accessible to persons with disabilities.

Serial telephone calls or e-mails: E-mails or telephone conversations among a quorum of members of the governmental body on an issue of public business violates the Open Meeting Law, aside from limited housekeeping matters such as meeting scheduling.

Within two weeks of being sworn into office each Selectmen shall be furnished with a copy of the Attorney General's current Open Meeting Law Guidelines and other materials required by law, and must in turn certify receipt of same.
https://www.mass.gov/service-details/complete-public-body-member- certification

IV. Operational Goals

A. Goal Setting

The Board of Selectmen annually sets goals that can influence the community for many years. In setting goals, the Board must think of short-term and long-range needs as well as the future implications of those decisions. Goals should be established that will sustain the excellence that citizens demand.

Goal setting is typically done annually in October, for the upcoming Fiscal Year, and is done collaboratively between the Board and the Town Administrator/Finance Director. The goals should be prioritized and adopted after public discussion at an Open Meeting.

Since the goals have far reaching implications, the Board should seek broad participation in the development of the goals. The following should be included in developing the operational goals:

- *Each Board member should be asked to submit proposed goals.*
- *The Town Administrator/Finance Director should be asked to submit proposed goals.*
- *Senior Administrators/Department Heads should review the proposed goals and inform the Board as to whether or not the goals can be attempted or accomplished. They may also suggest additional goals.*
- *Review prior year's goals and include any not met that should be continued.*

Once adopted, the operational goals of the Board should be made generally available to the public. Some suggested means of distribution are to Chairs of all Boards and Committees, posted on the website, published in local newspapers, etc.

B. Policy Development

The Board of Selectmen shall develop policies to serve as guidelines to Town Administrator/Finance Director and citizens on a variety of issues. Adoption of new policies and revision of existing policies of the Board of Selectmen may only be adopted by affirmative vote of a majority of the Board of Selectmen at a duly noticed meeting of the Board of Selectmen.

All policies of the Board of Selectmen shall be recorded on the same form. Said form shall include the name of the policy, the date approved by the Board of Selectmen and the signature of the Chair of the Board of Selectmen. Each policy shall contain the following sections: I. Background, II. Purpose & Scope,

V. Appointed Boards, Committees, Commissions

The Board of Selectmen appoints a variety of standing and advisory committees. All multi-member standing and advisory committees appointed by the Board of Selectmen are covered by the Open Meeting and Public Record Laws

A. Criteria

Whenever possible, the Board will seek to appoint diverse members of the community to board/committee/commission seats, so that a true cross section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable.

B. Process

The Selectmen will publish on the Town's Face Book page, and on the Town's web site a list of the projected committee and board openings for the coming year, and a copy of the Committee Application form which can be filled out and returned to the Selectmen's office. The Committee Application form will also be made available at the Selectmen's Office, and on the Town web site. A file of applications will be maintained throughout the year by the Selectmen's Office and Town Administrator/Finance Director's Office, and made available to all town officials and employees who need to appoint citizen committees or make use of citizen talents and expertise.

The Selectmen's Executive Assistant will:

1. Present a list of the appointment vacancies to be filled by the Board, annually or as otherwise required.
2. Notify the Chair of the appropriate board or committee requesting recommendations regarding reappointment or the filling of vacancies

Whenever possible, the Selectmen may meet with potential new appointees before making a final decision on the appointment. Nominees do not require a second. Appointments will be made by a majority vote of the Selectmen.

Appointments to fill an unexpired term shall promptly take place after the Board has been formally notified by the Town Clerk and/or the board or committee with the vacancy, that a vacancy exists. When required, vacancies shall be filled in accordance with Ch. 41, §11

VI. STANDING COMMITTEES

Standing committees, appointed by the Board of Selectmen, are established by statute or by-law and must be maintained. They are: Affordable Housing Board of Trustees, Capital Planning Committee, Commission on Disability, Conservation Commission, Council on Aging, Cultural Council, OSHA Committee, Historical Commission, Other Post-Employment Benefits Trust Fund Trustees, Board of Registrars, Rent Control Board, Open Space Committee, Zoning Board of Appeals.

It is the policy of the Board of Selectmen to appoint qualified citizens to the standing committees it appoints, and in accordance with statutory requirements (if any).

The Selectmen shall not exercise any control over the discretionary power vested by statute in any such board, committee, commission or officer.

VII. ADVISORY COMMITTEES

The Board may appoint advisory committees to aid on matters under the Board's jurisdiction, particularly in technical areas. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees shall be in writing and shall include the work to be undertaken, the time within which it is to be accomplished, and the procedures for reporting to the Selectmen. Each committee must report in writing at least annually to the Selectmen. The Selectmen and the Town Administrator/Finance Director shall be sent copies of all committee agendas. The Town Clerk must receive copies of all Committee charges, appointments, agendas, and minutes. The Board will discharge committees upon the completion of their work.

The charges and membership of standing advisory committees shall be reviewed periodically -- at least annually -- to assess the necessity and desirability of continuing the committee. Reappointments will be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement and the changing needs of the committee and the Town.

VIII. RESIGNATIONS

Under statute, all resignations of Town Officers, Board and Committee members must be in writing and filed in the Town Clerk’s office. In addition, the written resignation shall also be sent to the appointing authority.

IX. RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS

The Board of Selectmen is aware that coordination and cooperation is needed among the town's major boards, committees and commissions, not only in the day to day operations of government, but also to: 1) set town-wide goals and priorities; 2) identify and anticipate major problems and plan for their resolution; 3) develop a process for dealing with state government.

Therefore, as the executive board historically responsible for the over-all leadership and coordination of town affairs, the Selectmen will:

- *Cultivate an atmosphere of mutual respect for each other's responsibilities and authority.*
- *Regularly schedule meetings with the chairmen of major boards and committees to carry out functions 1-3 listed above.*
- *Regularly schedule meetings of the Selectmen, finance committees and school committee with Merrimac's State Legislators to discuss legislative issues which affect Merrimac.*
- *The Chair of the Board of Selectmen, in consultation with all Selectmen, shall appoint members of the Board of Selectmen to act as liaisons to each standing committee, and advisory committees if deemed necessary. The Selectmen assigned to liaison functions shall keep the Board of Selectmen advised of significant developments and activities.*
- *Meet with boards, committees and commissions of the town, upon request, at regular Board of Selectmen meetings. Boards, committees and commissions may request an appointment with the Board for an upcoming meeting by making the request in writing to the Executive Assistant of the Selectmen, stating precisely the reason for the appointment and the action desired. Boards, committees and commissions are requested to forward a copy of all pertinent material related to the subject matter to be discussed to the office of the Board of Selectmen, by Wednesday 12:00 Noon prior to the scheduled appointment. The Executive Assistant of the Board will notify those requesting an appointment of the time at which their appearance will be scheduled.*

X. HEARINGS BEFORE THE BOARD

Hearing before the Board of Selectmen generally shall be conducted in accordance with the following procedures. Variations may be necessary to comply with statutory requirements applicable to particular matters. The procedures for conducting hearing are hereinafter outlined:

A. Notice

The Executive Assistant will advertise the hearing (if required) and notify interested persons, such as abutters, as required by statute or as directed by the Chair in the absence of statutory requirements.

B. Procedures

1. Hearings will be held in open session unless otherwise permitted and voted by the Board in compliance with the Open Meeting Law.

2. The Chair will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. Where appropriate, the Chair will outline the procedure to be followed.

3. Unless deemed necessary or efficient by the Chair, the order of presentation will be
   - *Statements by proponents*
   - *Receipt of recommendations from any Town agency, officer, or elected official*
   - *Statements by opponents*
   - *Rebuttal statements by proponents and opponents Where appropriate, questions may be asked of any person making a statement after the statement is finished. Questions will be accepted from members of the Board.*

4. The Board may permit persons not desiring to speak to submit written comments in anticipation of the meeting, or at the meeting, or otherwise record themselves as in favor or against the proposal. In the discretion of the Board, a show of hands may be taken.

5. At the conclusion of the hearing, the Board may render its decision or take the matter under advisement, announcing the intended date of decision and/or further action.

XI. LICENSES AND PERMITS

Unless otherwise provided by law, the Board of Selectmen shall be a licensing board for the Town and shall have the power to issue licenses as otherwise authorized by law, to make all necessary rules and regulations regarding the issuance of such licenses, to attach conditions and to impose restrictions on any such license as it may issue as it deems to be in the public interest, and to enforce all laws relating to all businesses for which it issues any license.

A. Scheduling

The Selectmen’s Executive Assistant will schedule licenses and permits. The Selectmen issue the following licenses and permits: Alcoholic Beverages, Automatic Amusement Devices (Video Games), Entertainment, Gasoline Storage, Sale of Second Hand Motor Vehicles (Class I, II and III), Town Property Use.

B. Application

Applications for licenses and permits will be available in the Selectmen's Office.

C. Processing

Upon payment of the appropriate fees, the Selectmen's Office will be responsible for processing all applications.

D. Attendance

In the interest of all concerned, it is recommended that persons requesting new licenses or permits be in attendance at the Board meeting when the request is reviewed. The Selectmen's Executive Assistant will notify all interested parties of the date and time of such review.

XII. SPECIAL MUNICIPAL EMPLOYEES

Special municipal employee status under the Conflict of Interest Law, G.L. Ch. 268A, may be assigned to part-time or unpaid town officials by vote of the Board of Selectmen. The Board vote applies to the position held by an individual or individuals and not to a specific individual. A position designated by the Board as having “special” status remains such unless the designation is rescinded by a majority vote of the Board. Certain sections of the Conflict of Interest Law apply less restrictively to those holding positions designated as “special” for Conflict of Interest purposes.

XIII. WARRANTS

The Selectmen have the statutory responsibility for calling town meetings and preparing, publishing and distributing the warrant for them. The Selectmen govern what appears in the warrant, as well as the order of the articles. They insert articles on their own motion and, by tradition, all those submitted by official boards, committees and commissions. Under Massachusetts law, they must insert articles upon the written request of a specified minimum number of registered voters of the town filed by the warrant closing date (ten registered voters for an Annual Town Meeting, and for a Special Town Meeting 100 registered voters or by ten percent of the total number of registered voters of the town, whichever number is the lesser).

A. Annual Town Meeting

In January, the Selectmen vote to call the Annual Town Meeting, stipulating the time and place of the meeting and the day the warrant will be closed for the submission of articles. Per the Town’s General By-Laws, the Annual Town Meeting is generally held on the last Monday in April.

During March, the Chair of the Board of Selectmen, or their designee and the Town Counsel, Town Administrator/Finance Director and Selectmen’s Executive Assistant meet to establish the preliminary order of the articles, taking into account subject matter and efficient utilization of staff. The wording of articles is also reviewed.

Town Counsel reviews the final wording of articles submitted by the Selectmen and official boards, committees and commissions in consultation with the Moderator.

By law, citizen petitioned articles must be worded exactly as submitted

B. Special Town Meeting

The Selectmen may call a Special Town Meeting at any time, but must call one on petition of 200 registered voters of the town or of twenty per cent of the total number of registered voters of the town, whichever number is lesser. Such a meeting must be held not later than 45 days after the receipt of such a written request. The warrant must include all subjects requested by said petition. When the Selectmen vote to call the Special Town Meeting they stipulate the time and place of the meeting and the warrant closing date.

The process for drafting the warrant follows that outlined above in Section A, Annual Town Meeting.

C. <u>State and Federal Elections</u>

Wording for state and federal elections generally comes from the state. The Town Clerk's office shall provide the Board of Selectmen with a draft election warrant. As with Town Meeting warrants, the Board signs election warrants.

Procedures adopted on , 20 by the Merrimac Board of Selectmen.

Agenda Item
Finance
12/16/24

Performance Review - Planning-Shayla Wells

Subject:

Attached is the Performance Review for Shayla Wells. The Chairman, David Chessman is requesting the additional 1% effective July 1st, as he was unaware of this policy until recently.

Agenda Item
Merrimac Select Board
12/16/24

Performance Review-Rebecca Armstrong

Subject:

Attachments:

Armstrong Evaluation

From: Eric M. Shears
To: Jennifer Penney - Select Board (X3080)
Cc: Mark E. Sayers; Rebecca Armstrong
Subject: Armstrong Evaluation
Date: Friday, December 6, 2024 9:25:01 AM
Attachments: image002.png
Armstrong Evaluation12.6.24.pdf

Good morning,

I have attached (1) Performance Evaluation to this email. Our Evaluation Form differs from the Town's Form in both content and rating.

1. **Dispatcher Rebecca Armstrong** was evaluated by Dispatch Supervisor Mark Sayers on 12/02/2024. I reviewed the evaluation on 12/6/2024. The employees overall rated performance of Dispatcher is listed as Exceeds Standards (Performance consistently above adequate skills levels. Achieves performance goals and objectives, often beyond expectations).

   Therefore, I would recommend to the Select Board that the employee receives a performance salary increase, up to 1% of employee's pay to be added to employee's hourly rate.

   Dispatcher Armstrong's full-time anniversary date is 12-05-2020. Her performance increase should be effective 12-05-24.

Respectfully submitted,

Eric M. Shears
Chief of Police
Merrimac Police Department
2 Jana Way
Merrimac, MA 01860
(978) 346-8321 – P
(978) 346-0592 – F
eshears@merrimacpolice.org

"Be Nice, Stay Positive, Work as a Team, & Do your Job!"

Agenda Item
Merrimac Select Board
12/16/24

Clock Tower Update from Carol Traynor

Subject:

Attachments:

Update from Carol Traynor

From: Cable Access (X3020)
To: Jennifer Penney - Select Board (X3080)
Subject: update on a few things
Date: Monday, December 9, 2024 12:00:03 PM

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what is happening with the clock

after 1st of year forming an adhock ccommittee to discuss with some business owners how businesses in town could be promoted,
Request to Select Board to hold meetings in Sargent Hall (when not in use by others) so they could be broadcast and hopefully generate
interest.
Ask Select Board, with approval from BOH to explore the possibility of food trucks coming into the down town. Again, as a way to stimulate
some sort of business and foot traffic.

Thank-you ,   Carol

Agenda Item
Merrimac Select Board
12/16/24

Next Steps for Government Study

Subject:

Attachments:

Next Steps for Government Study

From: Michael Ward
To: Jennifer Penney - Select Board (X3080)
Cc: Carol McLeod - Finance (X3040); James Tarr; Anthony I Wilson
Subject: RE: Next Steps
Date: Thursday, December 5, 2024 3:23:14 PM

Hey Jennifer,

This is probably easiest to discuss by zoom or phone. Can you send some days and times next week that would be work for you?

Best,
Mike

Michael Ward | Director
Pronouns: he/him/his
Edward J. Collins, Jr. Center for Public Management
University of Massachusetts Boston
www.umb.edu/cpm | Get Collins Center News

From: Anthony I Wilson <Anthony.Wilson@umb.edu>
Sent: Tuesday, December 3, 2024 2:45 PM
To: Jennifer Penney - Select Board (X3080) <selectmen@townofmerrimac.com>
Cc: Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>; James Tarr <James.Tarr@umb.edu>; Michael Ward <Michael.Ward@umb.edu>
Subject: Re: Next Steps

Good afternoon, Jennifer,

Thank you for your email. I am currently out of the office on medical leave. However, I've cc'd Michael Ward, the Director of the Collins Center, and Jim Tarr, a member of this project team, who should be able to assist. They can provide suggestions on how to select and recruit committee members effectively.

Additionally, I've attached a zip file containing committee charges from other communities, which I hope will be helpful.

Anthony Ivan Wilson, Esq. | Public Services Manager

Edward J. Collins, Jr. Center for Public Management

University of Massachusetts Boston

www.umb.edu/cpm | Get Collins Center News

All email messages and attached content sent from and to this email account are public records unless specifically exempted under the Massachusetts Public Records Law.

From: Jennifer Penney - Select Board (X3080) <selectmen@townofmerrimac.com>
Sent: Tuesday, December 3, 2024 11:46 AM
To: Anthony I Wilson <Anthony.Wilson@umb.edu>
Cc: Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>
Subject: Next Steps

CAUTION: EXTERNAL SENDER

Hi Anthony,
As the board begins to move forward, they would like you to provide some strategies and best practices for selecting a committee. Thank you.

Best,

Jennifer Penney

Executive Assistant
Notary Public
Office of the Select Board
Town of Merrimac
4 School St.
Merrimac, MA 01860
P: 978-346-8862
Hours: Monday 8am-7pm;Tuesday-Thursday 8am-4pm

Meeting Agenda Deadline-Tuesday(prior to the meeting) by 12PM

https://townofmerrimac.com/select-board/

Notice:
This email is subject to MGL: Chpt.66, Sec.10 Public Records Law.

Agenda Item
Finance
12/16/24

Select Board's Letter to Fin Com FY2026

Subject:

Attachments:

Select Board Letter to Finance Committee - FY 2026

Dear Members of the Merrimac Finance Committee,

As we enter the budget process for Fiscal Year 2026, I write on behalf of the Select Board to outline our budget priorities and strategic goals. The Select Board remains committed to ensuring that our town's financial resources are allocated efficiently to sustain essential services, promote growth, and address our emerging needs in a fiscally responsible manner.

Budget Priorities

1. **No override request**

The Select Board sees significant challenges to achieving this but all efforts must be made to stay within our fiscal guardrails. Risks to this goal include but not limited to:

- Revenue – There are two likely reductions in revenue compared to the FY 2025 Budget; one, is "new growth" and second, is investment income due to potential lower interest rates. Any reduction in revenue will further challenge the goal of no override request but as the process evolves, we will understand how much risk there is.

- Education – As Pentucket Regional discussed during their "State of the Schools" presentation, where members of the Finance Committee were invited and some attended, there are as many as four labor contracts that are being negotiated. As many of you are aware, many school districts in the Commonwealth have experienced labor strikes to settle contract negotiations. While we don't foresee an issue for PRSD, the three partner town Select Boards, Finance Committees and the PRSD School Committee need to work together to ensure there are no disruptions in service.

- Public Safety – We continue to have a shortage of available labor especially in EMTs/Firefighters. This has created an incredible strain on our first responder departments and investment is likely needed. The amount of investment in FY 2026 is the question. Chief Larry Fisher will bring his proposal to the Finance Committee and the Select Board would like the Finance Committee's perspective on how much we invest. Additionally, Chief Eric Shears and the Police Department will likely request headcount investments despite recent additions to the force. Lastly, Brienne Walsh, our Senior Center Director, will likely request to invest more hours in our Outreach Coordinator position. Both Chief Fisher and Chief Shears have endorsed the idea given current public health challenges such as mental health issues as well as food insecurity and social isolation. While we all agree that increasing investments in these areas are prudent, the amount of investments given our limited resources is the question.

2. **Employee Wage Increases (COLA and 1% Performance)**

- The Select Board recommends a 2.5% COLA (cost of living adjustment) and 1% Performance Incentive for employee wage increases. The total 3.5% increase would be the recommended ceiling as that is the current reported regional CPI increase. If it is needed to balance the budget, the Finance Committee should feel empowered to lower the COLA to

2% given our current union contracts. While the Select Board would like to eliminate the 1% Performance Incentive, it is included in our union labor contracts and needs to remain until that is collectively bargained.

3. **Increase veteran tax abatement by the same amount increased in FY 2025**

- For the FY2025 Budget, we were able to increase the veteran tax abatement amounts by 50% and the Select Board would like to increase it again by the same amount in FY 2026.

The Select Board encourages open collaboration with the Finance Committee and other stakeholders throughout the budget process. We remain committed to transparency and will work to ensure the community is informed and engaged. To that end, the Select Board has appointed **Janet Bruno as Finance Committee Liaison** to help provide real-time guidance.

We recognize the challenges of balancing competing priorities within limited resources and are confident that, together, we can develop a budget that reflects the needs and values of our community.

Thank you for your continued service and dedication to our town. We look forward to a productive budget season.

Sincerely,

Chris Manni

Chairman, Merrimac Select Board

Agenda Item
Merrimac Select Board
12/16/24

MIIA Grant Application

Subject:

Needs Vote of Board

Attachments:

MIIA GrantApplication

MIIA Grant Statement

MIIA | Nonprofit Locally based Member driven

Serving Massachusetts communities since 1982

FY 25 MIIA Automated Risk Management Grant Application

MIIA is excited to announce our Annual Risk Management Grant for FY25. This marks our 23rd year of providing members with resources and financial support in pursuit of important risk management and loss control initiatives. With funding of $1 million dollars, we strive to support a culture of safety and proactive risk management efforts across our membership.

Our focus remains on helping members mitigate the impact of evolving weather patterns and emerging cybersecurity challenges. These evolving weather patterns result in an increase in convective storms with high winds, heavy rainfall, and flooding creating tremendous risk of loss to building and water and sewer infrastructure. Under the Property and General Liability grants sections, there are specific opportunities to help mitigate the risk of loss in these areas. There's also a Cyber section that outlines ways to address cybersecurity challenges.

Bi-weekly grant review approval process begins August 5 and continues until the $1 million funding allocation is reached.

GROUND RULES

- As in prior years, members must review grant submissions with their Risk Manager for approval prior to submission. Risk Manager support is a critical element in this process
- Members who regularly work with their MIIA Risk Manager to review their loss history and identify and implement sound, proactive risk management strategies in their communities will be given preference in the grant approval process.
- This is a competitive grant program. Consideration will first be given to high priority areas of program-wide risk, Property/Facilities Management, Water and Sewer Infrastructure and Cybersecurity and individual focus areas identified on a member's Action or Service Plan.
- In the grant application, articulate how the grant request supports a specific risk management priority as identified by your Safety Committee or as part of your continuing risk efforts.

GRANT ELIGIBILITY

MIIA members can apply for a grant or grants totaling a maximum of $10,000 per municipal entity. Total funding for this grant is $1M.

1. Speak with your MIIA Risk Manager to discuss your grant options.
2. Grant requests must be made under a line of insurance coverage MIIA provides to your municipal entity. The MIIA program and this grant provides resources under MGL Chapter 152. Please note: police and/or fire workers compensation related safety equipment isn't eligible.
3. Grant must be for a service/equipment related to a potential covered loss.
4. Grants can't be retroactive for a completed or in process activity or for equipment previously purchased.
5. Grant funds can only be used to purchase items identified in the grant application. New in FY25: MIIA will pay all vendors directly.
6. All grant-eligible estimates and invoices must be from a US-based company. We are unable to pay foreign invoices for grants.
7. Members are not eligible for the same grant received the previous year unless pre-approved by a MIIA Risk Manager. Excluded items include: travel expenses, wages (including overtime), and software annual renewal costs.
8. MIIA funded portion of grant projects must be completed and invoices with grant benefit statement submitted within 60 days of receipt of grant approval.

AUTOMATED GRANT SUBMISSION PROCESS

1. Go to www.emiia.org – Click on Quick Link for Grant then click on Grant Application to begin completing the online Risk Management Grant application. (Application must include vendor estimates.)
2. Once application is complete, please make sure you upload vendor estimates; click button to send grant application to Chief Financial Officer and Chief Procurement Officer for signature(s) through online system. You will be automatically notified once these signatures have been added so you can submit your grant application. Click red button to submit grant application.
3. You will receive an email containing a copy of your completed grant. Download and print for your records.
4. Please contact your MIIA Risk Manager or Lin Chabra at 617-838-5941 (cell) / lchabra@mma.org with any questions.

Please note: a grant submission does not guarantee a grant award. As applications are approved, members will receive notice of approval or denial. If awarded, a grant summary detailing how this award benefits your municipal entity must be included with final grant invoice.

MIIA Member	Merrimac		
Contact	Alyssa Sexton	**Department**	DPW
Phone	978-346-0525	**Email**	asexton@townofmerrimac.com

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed

Chief Municipal Officer Signature	**Chief Procurement Officer Signature**
Chris Manni - 12/12/2024	Carrol A. Mcleod - 12/12/2024

How will this grant be used to continue or enhance your risk management or personnel management efforts moving forward?

This year's grant application is heavily focused on safety, with a new ladder and lift cover for the DPW's work in and around manholes. An eye-wash station for the Water Treatment Facility as requested by DEP during the towns sanitary survey. As well as new cones and ladders for work-zone safety and backup cameras for 4 of the Highway Department largest vehicles in the fleet. The Town continues to make employee safety a priority and this great enables us as a smaller sized town with a smaller sized budget to accomplish this.

Property	Amt Requested	Purpose
Thermography cameras and moisture meters to assist in identifying hidden and remote areas vulnerable to arctic air intrusion.		
Professional thermographic inspections specifically targeting building envelope and hidden and remote areas with insulation deficiencies and other vulnerabilities.		
Water loss prevention and mitigation: water isolation shut-off valves, water loss deployment kits, water flow sensors		
Other specialty heating scenarios: installation of additional heating and or insulation for pipe freeze up prevention (Example: additional heating units for vestibules, foyers, electric baseboards, Modine heaters, fan coil units, draft curtains, etc.)		
Insulation upgrades - wet and dry sprinkler systems, plumbing penetrations, envelope vulnerabilities, and any other building deficiencies. (Example: closets, crawl spaces, attics, foyers, vestibules, etc.)		
Boiler room upgrades - CO detectors, shut-off valves, pressure relief valve replacement, external shut-off switches along with service upgrades to sump pumps.		
Unit ventilator inspection, maintenance, testing and upgrades by a contractor		
Detailed roof inspection by roofing expert or drone inspection vendor. May include thermographic evaluation. Requires submission of final report of findings.		

Enhanced Dry System Sprinkler (EDSS) Inspection - third-party vendor must identify pipe sloping, map concerned locations and low-point draining, etc. Please refer to MIIA's EDSS Inspection Guidelines.		
Facilities management preventative maintenance software. (Example: Operation Hero, Master Library, Brightly, FMX, etc.)		
Facilities management training		
HVAC evaluation – maintenance and quality control testing and evaluation of HVAC controls and equipment by a qualified contractor		
Preventive maintenance waterline inspection and replacement by a licensed plumber.		
Property loss prevention equipment: flammable storage cabinets, flammable rag disposal containers, grated ceiling vents, lightning mitigation, moisture meters, low and high temperature alarms, sprinkler cages, etc.		

Cyber	Amt Requested	Purpose
Cyber risk prevention – assessments, social engineering training, multi-factor authentication (initial installation only), software patches, software backup, endpoint detection and response (EDR) and behavior-based malware and governance software		

General Liability	Amt Requested	Purpose
Certified Playground Safety Inspector (CPSI) certification		
Sewer maintenance program related equipment and service		

Automobile	Amt Requested	Purpose
Backup cameras	$4,900.00	Backup camera for 4 Highway Trucks
Dump body alarm indicators		
Fleet maintenance software		
GPS tracking software		
Height detection sensors		

Law Enforcement Liability	Amt Requested	Purpose
Cameras: body, dash & CCTV (Must have supporting policy to qualify.)		
Law enforcement scenarios simulator		
Blue Voice, learning platform		

Public Officials and School Board Liability	Amt Requested	Purpose
School board liability training and programs		
Leadership Training Matters Program		
MCAD courses for EEO professionals: series of train-the-trainer courses		

Workers Compensation	Amt Requested	Purpose
Bucket truck – self-rescue or bail-out kit (ANSI Z359.4 – 2013)		
Chainsaw kit with duffle bag – helmet, chaps, gloves and vest (meet applicable ANSI Standards) and first aid /trauma kits		
Communication equipment for forestry and DPW		
Confined space entry equipment – tripod/rescue, multi-gas monitor, calibration kit, blower, guardrails		
Eye protection (ANSI Z87.1 2020) maximum award $500	$1,303.94	Eye Wash Station for Water Treatment Facility as requested by DEP during Sanitary Survey
Ladders (Applicable ANSI standard to type of ladder)	$249.60	Manhole ladder for Water Department (to be shared with Wastewater and Highway Departments)
Lockout/Tagout kits		
Personal fall protection equipment (ANSI Z359) with system components compatible within manufacturer		

QBS behavioral safety (de-escalation strategies targeting assaults, bites, etc.)		
Rooftop guardrail system (permanent or portable) – meet applicable OSHA 29 CFR 1910/1926		
Safety equipment: manual material handling devices (carts, dollies), hot sticks, hydraulic lift gates, manhole cover lifts, multi-gas meters, personal voltage detector, etc.	$2,239.99	Manhole Cover Lift for Highway Department (to be shared with Water and Wastewater Departments).
Slip-resistant and/or anti-fatigue mats		
Trench shoring, shields or boxes with applicable tabulated data (RPE stamped)		
Work zone safety: trailer, cones, measuring wheel, signs, sign stands (does not include message boards)	$1,291.26	Cones, signage for Highway Department

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MIIA Grant Statement

Merrimac

				Grand Total:	**$9,984.79**	**$9,984.79**
Grant ID	**Department**	**Category**	**Purpose**	**Status**	**Requested Amt**	**Awarded Amt**
RM 123	DPW	Backup cameras	Backup camera for 4 Highway Trucks	Yes	**$4,900.00**	**$4,900.00**
RM 123	DPW	Eye protection (ANSI Z87.1 2020) maximum award $500	Eye Wash Station for Water Treatment Facility as requested by DEP during Sanitary Survey	Yes	**$1,303.94**	**$1,303.94**
RM 123	DPW	Ladders (Applicable ANSI standard to type of ladder)	Manhole ladder for Water Department (to be shared with Wastewater and Highway Departments)	Yes	**$249.60**	**$249.60**
RM 123	DPW	Safety equipment: manual material handling devices (carts, dollies), hot sticks, hydraulic lift gates, manhole cover lifts, multi-gas meters, personal voltage detector, etc.	Manhole Cover Lift for Highway Department (to be shared with Water and Wastewater Departments).	Yes	**$2,239.99**	**$2,239.99**
RM 123	DPW	Work zone safety: trailer, cones, measuring wheel, signs, sign stands (does not include message boards)	Cones, signage for Highway Department	Yes	**$1,291.26**	**$1,291.26**