

# **Town of Middleton**

## **Public Hearing Notice**

**Community Preservation  
Committee**

Monday, March 18, 2019

7:00 PM

Flint Public Library

**Agenda**

- 1 Minutes of previous meeting
- 2 Public Hearing on FY20 CPA Plan and Budget
- 3 Funding recommendations for qualifying projects in Annual and Special Town Meeting Warrants
- 4 New business

# **COMMUNITY PRESERVATION PLAN**

## **TOWN OF MIDDLETON**

### **MARCH 18, 2019**

The voters of Middleton adopted the Community Preservation Act (CPA) with a 1% surcharge at Town Meeting in May 2004 and at the ballot on November 2, 2004.

The Community Preservation Committee (CPC) was authorized by the Annual Town Meeting in May 2004 with the Town Moderator as the appointing authority. The members are:

Timothy Houten, Board of Selectmen, 2019  
Robert Murphy, Master Plan Committee, 2021  
John Erickson, Finance Committee, 2019  
Anthony Tierno, Planning Board, 2021  
Ilene Twiss, Housing Authority, 2020  
Laurie York, Conservation Commission, 2019  
Anne LeBlanc-Snyder, Historical Commission, 2020  
Mary Ann Erickson, Citizen-at-large, 2021  
Kosta Prentakis, Citizen-at-large, 2020

The CPA requires at least 10% of each year's funds be spent or reserved for open space, historic preservation and affordable housing. CPA funds that are not expended in one year may be carried over to subsequent years. However, once CPA funds are reserved for a specific purpose, they must ultimately be used for that purpose. The remaining 70% of CPA funds in each fiscal year are available to be appropriated or reserved, according to the Town's discretion, for open space, historic preservation, affordable housing and recreation. Also 5% of annual CPA funds may be appropriated and used for administrative activities of the Community Preservation Committee.

The CPC is primarily a source of funding, rather than an initiator of projects. Town Boards, Departments and citizens may bring proposals for funding to the CPC. The CPC will give favorable consideration to those proposals that best meet our guidelines and goals. While the CPC does not have the power to appropriate funds for particular projects, Town Meeting may use CPA funds only with the recommendation of the CPC.

#### **Goals:**

##### **Open Space:**

1. Preserve Middleton's small town image
2. Protect valuable water resources and unique wildlife habitat areas
3. Increase and connect existing protected areas
4. Protect large tracts of undeveloped land

##### **Recreation:**

1. Provide for better recreational utilization of currently town owned land and facilities
2. Decentralize appropriate activities to neighborhood locations

**Historic Preservation:**

1. Preservation and enhancement of municipally owned properties of historical, archeological, architectural or cultural significance
2. Acquisition of threatened properties of particular historical, archeological, architectural or cultural significance
3. Encouraging the private sector to preserve assets of historical, archeological, architectural or cultural or cultural significance
4. Cataloguing resources of historical, archeological, architectural or cultural or cultural significance

**Affordable Housing:**

1. Meet local housing needs along the full range of incomes, while promoting diversity and stability of individuals and families in Middleton
2. Ensure that new affordable housing is harmonious with the community and its neighborhood
3. Leverage other public and private resources to the greatest extent possible.

**Selection Criteria:**

1. Consistency with Master Plan, Open Space and Recreation Plan and other planning documents that have or will receive wide community scrutiny and input
2. Preservation of currently owned Town assets
3. Affordability and provision for cost/funding that is compatible with the Town's financial plan
4. Preservation of a resource or opportunity that would otherwise be lost
5. Feasibility
6. Involvement of multiple CPA purposes
7. Involvement of multiple sources of funding
8. Compliance with Middleton Zoning By-laws

Adopted by the Community Preservation Committee on March 18, 2019

**PRELIMINARY MINUTES  
TOWN OF MIDDLETON  
COMMUNITY PRESERVATION COMMITTEE  
FLINT PUBLIC LIBRARY  
MARCH 26, 2018  
7:00 p.m.**

Members Present: Kosta E. Prentakis; Robert Murphy; Ilene Twiss; Steven A. Cocciaardi (arrived at 7:08); Tim Houten; Laurie York; Anne LeBlanc-Snyder; and Mary Ann Erickson

Members Absent: Anthony Tierno

Others Present: Andy Sheehan (Town Administrator); and Cortney B. Dalen (Recording Secretary)

**Call to Order** - K. Prentakis called the meeting to order at 7:03 p.m.

**Minutes of Previous Meeting** - *T. Houten motioned to approve the Preliminary Minutes of March 27, 2017. Seconded by I. Twiss. Motion passed 7-0-0.*

**Approve FY19 CPA Plan and Budget** - *R. Murphy motioned to open the public hearing on the Community Preservation Plan. Seconded by M. Erickson. Motion passed 7-0-0. T. Houten moved to close the public hearing. Seconded by L. York. Motion passed 7-0-0.* K. Prentakis reported that the Plan is the same as last year except for the date. It outlines the goals and sets up criteria of how to judge projects. *T. Houten motioned to approve the FY19 CPA Plan. Seconded by I. Twiss. Motion passed 7-0-0.* K. Prentakis reported that the total budget is \$231,050.00. FY19 anticipated Town share will be \$210,000. FY19 state match is based on 11% of FY18 (\$21,050). Suggested using 50% toward the Library debt service to lower the balance and give some small tax relief to the taxpayers. *R. Murphy motioned to approve using 50% toward the Library debt service. Seconded by T. Houten. Motion passed 8-0-0.* \$41,735 will go towards the debt service on 11 S. Main St. land purchase. CPC administrative budget fee of \$1,150.

**Funding for Qualifying projects in Annual Town Meeting Warrant** - There will be two Town Meeting warrant articles relative to the CPA. Housing Authority window replacement at Orchard Circle in the amount of \$185,917. T. Houten recommended funding the entire project. *T. Houten motioned to fund \$185,917 for the Housing Authority window replacement project at Orchard Circle. Seconded by M. Erickson. Motion passed 8-0-0.* Warrant article for improvements to Emily Maher park (playground structure, shade/shelter, building to house port-a-potty) is also proposed in the amount of \$100,000. L. York does not believe the Park improvements are a good use of CPA funds. R. Murphy would like to see the recreation improvements go forward. Committee discussed removing the play structure from the warrant article. *S. Cocciaardi motioned that we fund the port-a-potty and shade structure out of the CPA funds in the amount of \$45,000. Seconded by R. Murphy. Motion passed 8-0-0.*

**New Business** - L. York reported that Brian York applied for a grant on behalf of the Middleton Stream Team to provide the signage for Henry Traggert Town Common paths. Would like to know how to go about having the Town match the grant amount. K. Prentakis explained process on getting things on the Warrant. Communicated the

cleanest way to get it on the Warrant would be at a Fall Town Meeting since the May Town Meeting Warrant has already closed.

**Adjournment** - *T. Houten motioned to adjourn at 7:59 p.m. Seconded by Steve Cocciaardi. Motion passed 8-0-0.*

Respectfully submitted,

Cortney B. Dalen

As per the Open Meeting Law, listed below are the documents either distributed to the Committee before the meeting or at the meeting:

1. Agenda
2. FY19 Budget
3. Preliminary Minutes of March 27, 2017
4. Community Preservation Plan of March 27, 2017
5. Estimated Emily Maher Project
6. Orchard Circle Project Estimate

	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERV RESERVE	AFFDABLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
STM 3/19/19 Conservation Restriction Golf Course (OP)					\$ (380,000.00)		
Interest earned	\$ -	\$ -	\$ -	\$ -	\$ -		
Unused appropriations							
<b>6/30/19 balances</b>							

**FY20**

FY20 anticipated Town share	\$ 230,000						
FY20 state match based on 10% of FY19	\$ 21,000						
	<b>est.</b>						
	\$ 251,000						

Flint Public Library renovation & expansion 5/10/05 ATM (HP)	\$ 31,641	\$ 31,641	\$ 31,641	\$ 156,077			
Debt service on 11 S. Main land purchase 5/1/10 ATM (OS)	\$ (32,090)	\$ (32,090)	\$ (30,660)	\$ (8,235)	\$ 62,750		
CPC admin budget	\$ -	\$ -	\$ (1,150)	\$ 1,150	\$ 40,325		
Irrigation for Rubchinuk Park (Rec)	\$ -	\$ (24,500)	\$ (89,000)	\$ -	\$ 1,150		
Digitizing Historic Records (HP)	\$ -	\$ -	\$ -	\$ -	\$ -		

Interest earned	\$ -						
Unused appropriations							
<b>6/30/20 balances</b>							

	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ 88,626	\$ 16,076	\$ 104,702		
	<b>RECEIVABLE</b>	<b>RECEIVABLE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,702</b>	<b>\$ 104,702</b>	<b>\$ 104,702</b>
	<b>CASH BALANCE</b>	<b>CASH BALANCE</b>	<b>\$ 16,076</b>	<b>\$ 16,076</b>	<b>\$ 16,076</b>	<b>\$ 16,076</b>	<b>\$ 16,076</b>



## OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton  
Memorial Hall  
48 South Main Street  
Middleton, MA 01949-2253  
978-777-3617  
[www.middletonma.gov](http://www.middletonma.gov)

## MEMORANDUM

TO: Community Preservation Committee

FROM: Andrew J. Sheehan, Town Administrator

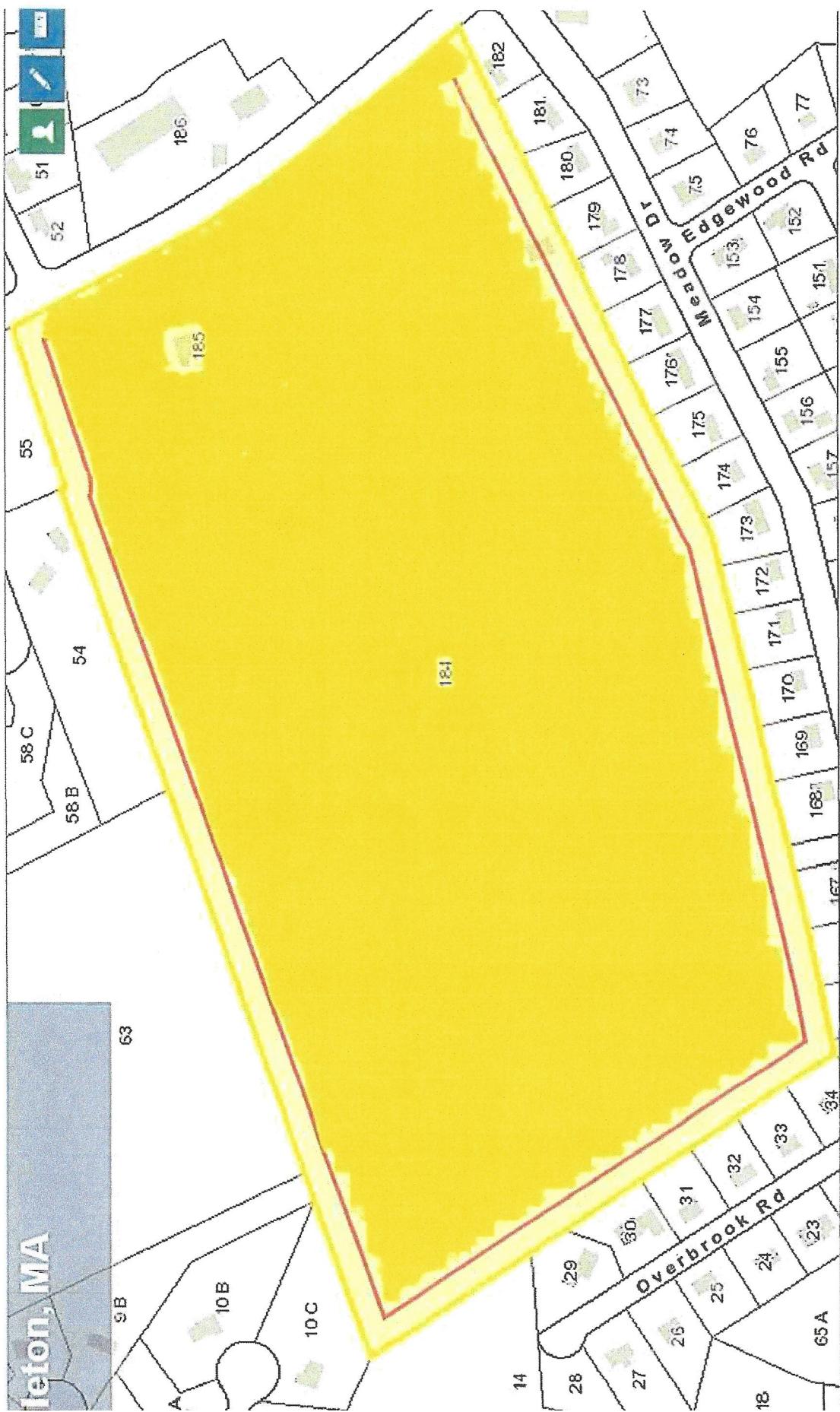
SUBJ.: CPA Funding Request  
Middleton Golf Course

DATE: March 8, 2019

As Community Preservation Committee (CPC) members are no doubt aware, the Special Town Meeting on March 19, 2019 seeks funding to acquire the Middleton Golf Course (MGC). Over time, the Town envisions developing a municipal complex on the site. At the request of the sellers, the balance of the property will remain as open space.

At its meeting of February 26, 2019, the Board of Selectmen discussed a funding request to the CPC for consideration in its FY20 Community Preservation Act budget. Specifically, the Board discussed requesting funding equal to 10% of the purchase price of the MGC in order to permanently protect 10% of the property. A map depicting what this would look like is attached.

At its meeting of February 26, 2019, Rick Kassiotis moved to request that the Community Preservation Committee include \$380,000 in the FY2020 Community Preservation Act budget to permanently protect 10% of the Middleton Golf Course property. Todd Moreschi seconded. The Board of Selectmen voted unanimously (4-0) in favor of the motion.

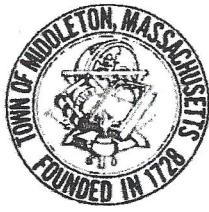


**RUBCHINUK PARK  
IRRIGATION PROJECT  
FY2020 CAPITAL  
PROJECT NARRATIVE**

This project will install irrigation in the fields at Rubchinuk Park off East Street. The Public Works Department will do the work in-house rather than contracting out the project. DPW staff has extensive experience installing and maintaining irrigation systems.

The breakdown of costs is as follows:

Materials:	\$12,000
Labor:	\$10,000
Contingency/Incidentals:	<u>\$ 2,500</u>
<b>Total:</b>	<b>\$24,500</b>



**TOWN OF MIDDLETON**  
*Office of the Town Clerk*

TO: Andrew Sheehan, Town Administrator  
FROM: Ilene Twiss, Town Clerk  
DATE: March 6, 2019  
SUBJECT: Capital Budget Back-Up **General Code-Laserfiche and Backfile Project**

I am proposing an article for the Town Clerk's FY 20 Capital Budget to acquire funding for preservation of records. By digitizing the records this will ensure that the historical record books will be handled less often, deteriorate less-- and therefore better maintained.

This project will provide Disaster Recovery by digitizing your records there will be a back up to all the original records ensuring that no record will be lost due to natural disasters.

This will provide the necessary access to records by digitizing the records. It will enable us to provide access to historical documents to the Town's citizens and to other interested parties more efficiently.

**General Code-Laserfiche and Backfile Project:**  
**\$88,563.71**

**The Laserfiche and Backfile projects add up like this:**

Town of Middleton, MA	Column1	Column2
Content Management Project		
Laserfiche Software + State Contract Processing	Backfile Scanning + State Contract Processing	Total Costs
\$ 42,967.00	\$ 41,688.03	\$ 84,655.03
\$ 2,148.35	\$ 400.33	\$ 2,548.68
\$ 45,115.35	\$ 42,088.36	\$ 87,203.71

COMMUNITY PRESERVATION ACT SPENDING BY CATEGORY		RECREATION	OPEN SPACE	HISTORIC PRESERVATION	AFFORDABLE HOUSING	ADMIN	TOTAL
<b>FY05</b>							
HM fields at 11/16/04 STM (REC)	\$ 46,035						
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 55,000					
<b>FY06</b>							
Tramp House restoration 5/10/05 ATM (HP)			\$ 15,000				
Memorial Hall & Old Town Hall restoration 5/10/05 ATM (HP)			\$ 79,000				
Demolition on Town Common land purchase 5/10/05 ATM (OS)		\$ 14,823					
Town records project 5/10/05 ATM (HP)			\$ 30,500				
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 57,468				
<b>FY07</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 55,500					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 62,500				
CPC admin budget						\$ 953	
Old Town Hall ATM 5/9/06 (HP)			\$ 40,000				
Flint Public Library deficit STM 12/5/06 (HP)			\$ 62,500				
<b>FY08</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 60,000					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 63,750				
Exterior work Old Town Hall (Historic Preservation)			\$ 45,000				
Prerestoration services for Flint stained glass windows (Hist Preserve)			\$ 17,000				
CPC admin budget						\$ 956	
<b>FY09</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 60,500					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 54,125				
Landfill athletic field design (REC)	\$ 25,000						
Memorial Hall field playground (REC)	\$ 25,000						
Memorial Hall and Old Town Hall (HP)			\$ 115,000				
CPC admin budget						\$ 859	
<b>FY10</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 58,400					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 43,650				
Fields at Essex Agricultural & JCC 12/1/09 STM (REC)	\$ 10,000						
CPC admin budget						\$ 1,007	
<b>FY11</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 56,300					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 47,625				
CPC admin budget						\$ 859	
11 South Main Street demolition and landscaping		\$ 50,000					
<b>FY12</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 54,200					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 45,000				
CPC admin budget						\$ 1,000	
Debt service on 11 South Main Street purchase 5/11/10 ATM (OS)		\$ 4,000					
Reconstruction of Merriam Cemetery Wall 5/10/11 ATM (HP)			\$ 16,000				
Replacement of Memorial Hall fire/smoke/heat/alarm 5/10/11 ATM (HP)			\$ 10,500				
<b>FY13</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 52,100					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 45,000				
CPC admin budget						\$ 1,000	
Housing Authority window replacement project (AH)						\$ 100,000	
Old Town Hall (HP)			\$ 13,000				
Town Common/Town Center (OS)		\$ 60,000					
<b>FY14</b>							
Debt service on Town Common land purchase 11/16/05 STM (OS)		\$ 25,525					
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 48,800				
CPC admin budget						\$ 1,000	
Debt service on 11 South Main Street purchase 5/11/10 ATM (OS)		\$ 41,250					
Train Station restoration design (HP)			\$ 9,500				
Fuller Meadow playground equipment (REC)	\$ 26,000						
Open space and historic signage (OS & HP)		\$ 6,000	\$ 5,000				
Old Town Hall doors (HP)			\$ 22,000				
<b>FY15</b>							
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 50,938				
CPC admin budget						\$ 1,000	
Debt service on 11 South Main Street purchase 5/11/10 ATM (OS)		\$ 40,350					
Rails to Trailsconstruction (REC)	\$ 130,000						
Fuller Meadow playground equipment (REC)	\$ 59,000						
<b>FY16</b>							
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 52,000				
Debt service on 11 S. Main land purchase 5/11/10 ATM (OS)		\$ 39,450					
CPC admin budget						\$ 1,100	
Henry Tragert Town Common		\$ 100,000					
Howe Manning shade structure	\$ 25,000					\$ 20,000	
Old Town Hall architctural services							
<b>FY17</b>							
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 56,080				
Debt service on 11 S. Main land purchase 5/11/10 ATM (OS)		\$ 43,475					
CPC admin budget						\$ 1,100	
<b>FY18</b>							

Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 53,360			
Debt service on 11 S. Main land purchase 5/11/10 ATM (OS)	\$ 42,425					
CPC admin budget					\$ 1,100	
Curtis Mill Commemorative (HP)		\$ 4,900				
Sign at Mill Pond Dam (HP)		\$ 2,000				
<b>FY19</b>						
Flint Public Library renovation & expansion 5/10/05 ATM (HP)			\$ 115,525			
Debt service on 11 S. Main land purchase 5/11/10 ATM (OS)	\$ 41,375					
CPC admin budget					\$ 1,150	
Improvements to Emily Maher Park (REC)	\$ 45,000					
Orchard Circle improvements (AH)					\$ 185,917	
STM 3/19/19 Conservation Restriction Golf Course (OP)		\$ 380,000				
<b>FY20</b>						
Irrigation for Rubchinuk Park (Rec)	\$ 24,500					
Digitizing Historic Records (HP)		\$ 89,000				
	\$ 415,535	\$ 1,340,673	\$ 1,391,721	\$ 285,917	\$ 13,084	\$ 3,446,930
	12.1%	38.9%	40.4%	8.3%	0.4%	
	<b>RECREATION</b>	<b>OPEN SPACE</b>	<b>HISTORIC</b>	<b>AFFORDABLE</b>	<b>ADMIN</b>	<b>TOTAL</b>
			<b>PRESERVATION</b>	<b>HOUSING</b>		