

BOARD OF SELECTMEN MEETING AGENDA

**Fuller Meadow School
Nathan Media Center
143 South Main Street, Middleton, MA 01949
Tuesday, October 8, 2019
7:00 PM**

This meeting is being recorded

1. 7:00 PM Warrant: 2008
Minutes:
 - Open Session: September 24, 2019
 - Executive Session: September 10, 2019Town Administrator updates and reports
2. 7:15 PM Vote to appoint the following as Reserve Police Officers with a one year Probationary period as of October 8, 2019, all as recommended by Chief James DiGianvittorio:
 - Roby Deschenes
 - Steven Farinato
 - Jordan Kemp
 - Ronald Knuuttila
3. 7:25 PM November 5, 2019 Special Town Meeting: Joint discussion with the Finance Committee on funding recommendations; positions on articles
4. 7:40 PM Town Accountant/Chief Financial Officer Sarah Wood to present the FY2019 Q4/year end update
5. 7:45 PM Review Financial Management Policies
6. 8:00 PM Update on FY20 operating budget and preliminary view and discussion of FY21 budgets
7. 8:15 PM Review and Vote on an application for change of manager by Attorney Jill Mann for a Restaurant All Alcohol Liquor License, located at 189 South Main Street, Middleton, on behalf of Serenitee Catering Corp. d/b/a Maggie's Farm, manager Laura B. Balestraci to Anthony Colangelo
8. 8:20 PM Discussion of adding a public comment period to agendas; review of draft guidelines
9. 8:30 PM Review and discuss request to use Town-owned land off Natsue Way
10. 8:40 PM Review and approve Housing Production Plan
11. 8:50 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: October 22 (Town Administrator at ICMA Conference)
November 5: Special Town Meeting

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

Minutes of the MIDDLETON BOARD OF SELECTMEN
Fuller Meadow School
Nathan Media Room
143 South Main Street, Middleton, MA 01949
September 24, 2019 7:00 PM

Present: Present: Chair Timothy Houten, Kosta Prentakis, Todd Moreschi, Rick Kassiotis

Absent: Brian Cresta

Others Present: Town Administrator Andrew Sheehan, Assistant Town Administrator Tanya Stepasiuk, Melissa Ogden, Jeremy Martin, Glenn Pierce, Jeff Garber, and others

7:00 PM With a quorum present, Selectmen Chair Tim Houten called the meeting to order.

7:00 PM ROUTINES

- **Warrant #2007:** Town Administrator Andrew Sheehan provided a brief review of #2007 (Payroll: \$654,045, Bills Payable: \$1,875,305), noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously to approve the warrant, as presented.

- **Minutes:** After a brief review of the open session minutes of September 10, 2019, and the Executive Session minutes of September 10, 2019, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Board of Selectmen **VOTED** to accept the minutes as presented.

- **Town Administrator's Report:** Town Administrator Andrew Sheehan provided the Board with updates and information on the following:

- **Discharge at MIT Lab:** Sheehan reported to the Board that there were reports online and on the radio about a discharge at the MIT lab on Manning Avenue. The issue involved the hydroponic agricultural operation, where one of the byproducts is nutrient laden water, primarily nitrogen. Sheehan added that they have a permit to discharge it into the ground. Their volumes are within the allowance, but the concentration has been above the allowance. DEP is investigating and has not taken any action yet, which suggests that there is no imminent danger to the public health. MIT put their agricultural operation on hold immediately and are doing their own investigation and assessment. They are committed to working with us and with DEP. Sheehan will continue to monitor it and keep in touch with DEP and MIT. He will keep the Board and the public informed.

7:16 PM Vote to Transfer Class Two (used car dealer) License

- **Auto Choice of Middleton:** Jeremy Martin and Glenn Pierce met with the Board of Selectmen to provide information on their request to transfer the Class II licenses for Auto Choice of Middleton, located at 69 North Main Street from Glenn Pierce, manager, to Jeremy Martin, manager. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to approve the transfer the Class II licenses for Auto Choice of Middleton, located at 69 North Main Street from Glenn Pierce, manager, to Jeremy Martin, manager.

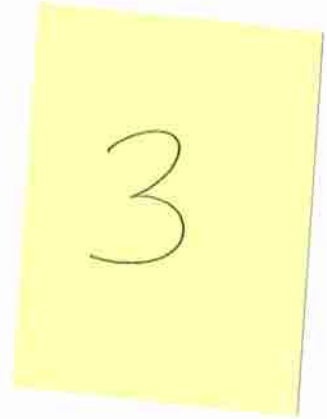
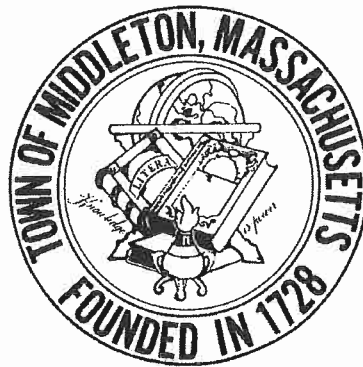
7:19 PM Citizen Feedback Session

- **Report by Selectman Kosta Prentakis on September 16th Citizen Feedback Session:** Selectman Prentakis provided a brief report on the issues discussed at the forum, which included:
 - **Making a Left-Hand Turn at Route 114 and Essex Street:** Prentakis suggested that the lights there may be better calibrated to assist those attempting to turn left.
 - **Adding a Public Comment Period to the Selectmen's Agendas:** Prentakis did some research and discovered that almost all the surrounding towns have added a public comment period at their meetings. Prentakis suggested they also consider it, noting that they need to determine how much time to allow for a public comment period. He recommended that the Town Administrator develop guidelines for implementing the comment period.
 - **Update on the Progress in Broadcasting Additional Public Meetings:** Prentakis advised the Board that the Cable Advisory Committee developed a priority list of recording additional meetings. The Town Administrator added that the Chair of the Cable Advisory Committee will be meeting with the Board of Selectmen to discuss the additional meetings to be broadcast.
 - **Industrial Parcel next to Dixie Drive:** Prentakis reported that the neighbors are complaining about the lights that are on all night there, and that the landscaping and fencing need to be improved.

7:26 PM November 5, 2019 Special Town Meeting

- **Discussion and Review of the Draft of the Warrant:** The Town Administrator provided the Board with a summary of the expected appropriation amounts for the Special Town Meeting. He explained the appropriation amounts for each article, noting that some of the amounts are missing and will be added as contracts are finalized. Sheehan also provided the Board members with a draft of the Special Town Meeting Warrant. A brief discussion ensued on some of the warrant articles.

Town of Middleton Massachusetts



Special Town Meeting

November 5, 2019, 7:00 P.M.

Howe Manning School Gymnasium
26 Central Street, Middleton, MA

**TOWN OF MIDDLETON
SPECIAL TOWN MEETING
THE COMMONWEALTH OF MASSACHUSETTS
NOVEMBER 5, 2019**

ESSEX s.s.

To the Constable of the Town of Middleton in the County of Essex:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs, to meet at the Howe Manning School Gymnasium, 26 Central Street in said Middleton on Tuesday, November 5, 2019 next, at 7:00 p.m., then and there to act on the following articles:

To transact any other business that may lawfully come before this meeting.

CURRENT AND PRIOR YEAR FINANCIAL ARTICLES

ARTICLE 1. To hear Committee Reports:

Master Development Planning Committee
Masconomet Regional School Committee
Other Committees

ARTICLE 2. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the collective bargaining agreement with the Middleton Police Benevolent Association; or take any other action relative thereto.

Purpose: This article will appropriate funds to fund the contract with the police union running from July 1, 2017 through June 30, 2020.

ARTICLE 3. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the collective bargaining agreement with the Middleton Call Firefighter Association; or take any other action relative thereto.

Purpose: This article will appropriate funds to fund the contract with the call firefighters union running from July 1, 2017 through June 30, 2020.

ARTICLE 4. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to fund the FY2020 tuition costs for a student to attend Minuteman Regional Vocational Technical High School; or take any other action relative thereto.

Purpose: This article will fund the out of district tuition for a Middleton student to attend Minuteman Vocational Technical High School in Lexington in order for that student to access the desired vocational major.

ARTICLE 5. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to supplement the Fiscal Year 2020 Information Technology budget; or take any other action relative thereto.

Purpose: This article is to transfer funds to supplement the Information Technology budget in the current fiscal year.

ARTICLE 6. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to supplement the Fiscal Year 2020 Unemployment Insurance budget; or take any other action relative thereto.

Purpose: This article is to transfer funds to supplement the Unemployment Budget in the current fiscal year.

ARTICLE 7. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to supplement the Fiscal Year 2020 Medicare budget; or take any other action relative thereto.

Purpose: This article is to transfer funds to supplement the Medicare Budget in the current fiscal year.

ARTICLE 8. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to supplement the Fiscal Year 2020 property, casualty, and liability insurance budget; or take any other action relative thereto.

Purpose: This article is to transfer funds to supplement the Insurance Budget in the current fiscal year.

ARTICLE 9. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used for environmental studies, testing, and remediation of a property at 40 School Street; or take any other action relative thereto.

Purpose: This article is to transfer funds to supplement the Medicare Budget in the current fiscal year.

ARTICLE 10. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used to acquire radios for the Fire Department; or take any other action relative thereto.

Purpose: This article is to transfer funds to provide the local match for a regional Fire Assistance Grant that will fund radios for the Fire Department.

ARTICLE 11. On petition of the Finance Committee and Board of Selectmen, to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a certain sum to be used for incidental costs associated with 105 South Main Street; or take any other action relative thereto.

Purpose: This article is to transfer funds to cover incidental costs associated with 105 South Main Street, such as utilities, mowing, and maintenance.

ARTICLE 12. On petition of the Board of Selectmen and Finance Committee, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds certain sums of money to the following reserve accounts:

- Stabilization Fund: \$ _____
- Capital Stabilization Fund: \$ _____
- Special Education Stabilization Fund: \$ _____
- Pension Stabilization Fund: \$ _____
- Other Post-Employment Benefits Liability Irrevocable Trust Fund: \$ _____

Or take any other action relative thereto.

CITIZEN PETITIONS, BYLAW ADOPTIONS, AND REAL PROPERTY

ARTICLE 13. On petition of the Board of Selectmen, to see if the Town will vote to amend the Middleton General Bylaws, Chapter 107: Animals, by adding the words shown in **bold underline** and deleting the words in **~~bold strikethrough~~** below.

Chapter 107. Animals

Article I. Dogs

[Adopted 5-12-1987 ATM by Art. 38]

§ 107-1. Licensing and control.

A. All dogs six months old or older must be licensed and tagged. Licensing will be done in the office of the Town Clerk. The owner or keeper of an unlicensed dog after June 1 will be fined \$10 per dog in addition to the license fee. After July 1 the fine will be \$15 per dog, and after August 1 \$25 per dog. [Amended 11-29-2005 STM by Art. 19]

B. All monies collected for licenses and fines will be retained by the Town.

C. License fees shall be \$10 for all neutered or spayed dogs and \$15 for all unneutered or unsplayed dogs. Kennel license fees: four dogs, \$15; 10 dogs, \$35; more than 10 dogs, \$75. [Amended 5-12-1998 ATM by Art. 15]

§ 107-2. Complaints and orders.

A. The Animal Control Officer shall attend to all complaints and other matters pertaining to dogs and shall take whatever legal action is authorized by law.

B. If the Animal Control Officer determines that a female animal in heat, even when confined, is attracting other animals, thus causing a disturbance or damage to neighboring property or public areas, the Animal Control Officer may require the owner or keeper to keep said animal, while in heat, in a kennel or to remove it from the area so that the nuisance is abated.

C. The Animal Control Officer is authorized to require owners or keepers of dogs to restrain their dogs from running at large in schools, school playgrounds, parks or public recreation areas. The Animal Control Officer may also require owners or keepers of dogs to restrain their dogs from running at large when he determines that any such dog is an annoyance, is dangerous, or is known to cause damage in a neighborhood.

D. The owner or keeper of a dog, about which the Animal Control Officer has issued an order under the above sections of this bylaw, who wishes to appeal said order, may make such appeal in writing to the Chief of Police within 10 days of the issuance of the order. The Police Chief may settle the case after holding a public hearing overruling the Animal Control Officer by agreement with the appellant, or by instructing the Animal Control Officer to proceed with enforcement procedures as set forth in MGL c. 140, § 173A.

E. If the owner or keeper fails to comply with the order of the Animal Control Officer and does not appeal to the Police Chief, the Animal Control Officer shall proceed to enforce the order as provided by law.

[Amended 11-29-2005 STM by Art. 19]

§ 107-3. Other charges and fees.

[Amended 11-29-2005 STM by Art. 19]

Boarding charges, pickup fees for stray and nuisance dogs and other fees shall be established by the Board of Selectmen and filed with the Town Clerk.

§ 107-4. Certain statutes still in effect.

Notwithstanding the provisions of this bylaw, all other provisions of MGL c. 140, §§ 136A through 175 shall still be in effect.

Article II: Nuisance and Dangerous Dogs

§ 107-5. Definitions

As used in this article, the following terms shall have the meanings indicated:

DANGEROUS DOG: A dog that either:

- a. without justification, attacks a person or domestic animal causing physical injury or death; or**
- b. behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal.**

KEEPER: A person, business, corporation, entity, or society, other than the owner, having possession of a dog.

NUISANCE DOG: A dog that:

- a. by excessive barking or other disturbance, is a source of annoyance to a sick person residing in the vicinity; or**
- b. by excessive barking, causing damage or other interference, a reasonable person would find such behavior disruptive to one's quiet and peaceful enjoyment; or**
- c. has threatened or attacked livestock, a domestic animal or a person, but such threat or attack was not a grossly disproportionate reaction under all the circumstances.**

§ 107-6. Nuisance Dogs

A. Complaint. Any person may file a written complaint with the Board of Selectmen that a dog kept in the Town is a nuisance dog.

B. Disposition. The Board of Selectmen shall investigate or cause to be investigated the complaint, including an examination under oath of the complainant at a public hearing. Based on credible evidence and testimony presented at the public hearing, the Board of Selectmen shall take the following action:

If the dog is complained of as a nuisance dog, the Board of Selectmen shall either

- i. deem the dog a nuisance dog; or**
- ii. dismiss the complaint.**

If the Board of Selectmen declares that a dog is a nuisance dog, it may order the owner or keeper of the dog to take remedial action to ameliorate the cause of the nuisance behavior.

§ 107-7: Dangerous Dogs

A. No dog shall be deemed dangerous:

- i. solely based upon growling, barking, or both;
- ii. based upon the breed of the dog; or
- iii. if, at the time of the incident in question, the dog was reacting to another animal or person in a manner not grossly disproportionate to any of the following circumstances:

- a. the dog was protecting or defending itself, its offspring, another domestic animal, or a person from attack or assault;
- b. the person attacked or threatened by the dog was committing a crime upon the person or property of the owner or keeper of the dog;
- c. the person attacked or threatened was engaged in teasing, tormenting, battering, assaulting, injuring, or otherwise provoking the dog; or
- d. at the time of the attack or threat, the person or animal attacked or threatened had breached an enclosure or structure, including but not limited to a gated and fenced-in area, in which the dog was kept apart from the public, without being authorized to do so by the owner of the premises.

A child under age 7 shall be rebuttably presumed not to have been committing a crime, provoking the dog, or trespassing at the time of the attack or threat.

B. Complaint. Any person may file a written complaint with the Board of Selectmen that a dog kept in the Town is a dangerous dog.

C. Disposition. The Board of Selectmen shall investigate or cause to be investigated the complaint, including an examination under oath of the complainant at a public hearing. Based on credible evidence and testimony presented at the public hearing, the Board of Selectmen shall take the following action:

If the dog is complained of as a dangerous dog, the Board of Selectmen shall either

- i. deem the dog a dangerous dog;
- ii. deem the dog a nuisance dog; or
- iii. dismiss the complaint.

D. Remedies. If the Board of Selectmen declares that a dog is a dangerous dog, it may order one or more of the following remedies:

- i. that the dog be humanely restrained; but no order shall require that a dog be chained, tethered, or otherwise tied to an inanimate object including, but not limited to, a tree, post, or building;
- ii. that the dog be confined to the premises of the owner or keeper, meaning securely confined indoors or confined outdoors in a securely enclosed pen or dog run area that has a secure roof, has either a floor secured to all sides or is embedded into the ground for at least two feet, and provides the dog with proper shelter from the elements;
- iii. that when the dog is removed from the premises of the owner or keeper, the dog be securely and humanely muzzled and restrained with a chain or other tethering device with a maximum length of three (3) feet and a minimum tensile strength of three hundred (300) pounds;
- iv. that the owner or keeper of the dog provide to the Board of Selectmen either:
 - a. proof of insurance of at least \$100,000 insuring the owner or keeper against any claim, loss, damage, or injury to persons, domestic animals, or property resulting from the intentional or unintentional acts of the dog; or
 - b. proof that reasonable efforts were made to obtain such insurance;
- v. that the owner or keeper of the dog provide to the Board of Selectmen or Animal Control Officer or other entity as directed identifying information for the dog including, but not limited to, photographs, videos, veterinary records, tattooing, implantations, or a combination of these;
- vi. that the dog be altered so as not to be reproductively intact, unless the owner or keeper provides evidence of a veterinary opinion that the dog is medically unfit for such alteration; or
- vii. that the dog be humanely euthanized.

E. Restrictions After Declaration of Dangerousness.

- a. No dog that has been deemed dangerous shall be ordered removed from the Town.
- b. No person over the age of 17 who has actual knowledge that a dog has been deemed dangerous under this Bylaw shall permit a child under the age of 17 to own, possess, or have care or custody of that dog.
- c. No person shall transfer ownership or possession of a dog which such person knows, reasonably should have known, has been deemed dangerous under this Bylaw or offer such dangerous dog for sale or breeding without informing the recipient of the dog of the finding of dangerousness.

F. Signs.

- a. Any owner or keeper of a dog that has been deemed dangerous must conspicuously display a sign approved by the Animal Control Officer with a warning symbol that informs children of the presence of such dog and a sign easily readable by the public using the words "dangerous dog."

b. Signs are to be posted at each entrance to the house and on gates that are part of a fence enclosing the premises as well as on any pen.

§ 107-8: Appeals.

Within ten (10) days of the issuance of any order under this article, the owner or keeper of the dog declared a nuisance dog or a dangerous dog may bring a petition for judicial review in the district court for the judicial district in which the order was issued or where the dog is owned or kept.

§ 107-9: Violations and Penalties.

A. Seizure/Impoundment. If an owner or a keeper of a dog is found in violation of an order issued under this Bylaw, the dog may be subject to seizure and impoundment by the Animal Control Officer or a law enforcement officer as allowed by law. If it is the keeper who is in violation, all reasonable efforts shall be made to notify the owner of such seizure and impoundment and the owner may, within 7 days, petition the Board of Selectmen for return of the dog.

B. Capture/euthanasia. A dog found to be in violation of a Board of Selectmen order or district court order issued under this Bylaw or in accordance with Section 157 of Chapter 140 of the General Laws may be captured or detained by a police officer, the Animal Control Officer, or a constable. In the case of a threat to public safety or if the dog is living in a wild state, the police officer, Animal Control Officer, or constable may euthanize it humanely.

C. Fines/Imprisonment. A dog owner or keeper who fails to comply with an order of the Board of Selectmen or the district court issued under the Bylaws or in accordance with Section 157 of Chapter 140 of the General Laws shall be punished by a fine of not more than \$500 or imprisonment in a jail or house of correction for not more than 60 day, or both for a first offense or by a fine of not more than \$1,000 or imprisonment in a jail or house of correction for not more than 90 days, or both for a second or subsequent offense.

D. Future Licensure. Any owner or keeper who fails to comply with an order of the Board of Selectmen or the district court issued under this section shall be prohibited from licensing a dog within the Commonwealth for 5 years.

E. Non-Criminal Disposition. Any enforcing person, as set forth below, taking cognizance of a violation of this Bylaw, may, as an alternative to initiating criminal proceedings, enforce this Bylaw non-criminally pursuant to M.G.L. c. 40, Section 21D and in accordance with Section 1-2 of the Middleton Bylaws. For purposes of this section, the following shall be enforcing persons: Animal Control Officer, constable, and law enforcement officer. The specific penalty for violation shall be the amount established in Section 1-2 of the Middleton Bylaws.

Or take any other action relative thereto.

ARTICLE 14. On petition of the Board of Selectmen to see if the Town will vote to transfer the following certain parcels of land to the Conservation Commission to be held for conservation purposes pursuant to Massachusetts General Law, c. 40, s. 8c.:

<u>Map/Lot</u>	<u>Acreage</u>	<u>Assessment</u>	<u>Location</u>
0008-0000-0016	28.50	\$65,000	Off Thunder Bridge Lane
0008-0000-0020	4.15	\$28,400	Off Thunder Bridge Lane
0008-0000-0020A	3.00	\$26,700	Off Thunder Bridge Lane
0015-0000-0012K	3.90	\$36,900	Donovan's Way
0017-0000-0059	1.00	\$25,600	North Main Street
0032-0000-0057	0.38	\$18,100	Richardson Road
0033-0000-0015	6.00	\$66,100	Lonergan Road

or taken any action relative thereto.

End of Special Town Meeting Warrant

TO THE TOWN CONSTABLE:

You are hereby directed to service this Warrant by posting up attested copies thereof at:

- Memorial Hall
- Post Office
- Flint Public Library
- Store at Howe Station Market
- Ferncroft Towers, and
- Fuller Pond Village

In said Town fourteen days, at least, before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereof, to the Town Clerk at time and place of meeting aforesaid.

Given under our hands this _____ day of _____ in the year Two Thousand Nineteen.

MIDDLETON BOARD OF SELECTMEN

S. _____

S. _____

S. _____

S. _____

S. _____

A true copy Attest:

S. _____
Constable of the Town of Middleton

Date Posted



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

4

TO: Board of Selectmen/Finance Committee

FROM: Sarah Wood

DATE: September 25, 2019

SUBJECT: FY 2019, 4th Quarter Highlights

This report includes a summary of the 4th quarter results as of June 30, 2019 of FY 2019 for the General Fund, CPA Fund, Water Fund, and Revolving Accounts. The General Fund accounts for the Town's annual operating budget and the majority of the capital budget. Exceptions include MELD and SEDS assessments, which are accounted for as enterprise funds and capital budget items that are for another fund (i.e. CPA Fund).

General Fund Expenditures

As of June 30, 2019, 97% of the FY 2019 General Fund budget had been expended. Please see the chart below for a breakdown of each major category's budget versus actual figures as of the third quarter in FY 2019. Encumbrances and warrant articles are not included in these figures.

Major Category	Final Adjusted Budget	Actual Expended	Amount Encumbered	Percent Expended (excluding encumbrance)
General Government	\$1,801,207	\$1,583,798	\$6,475	88%
Public Safety	\$4,074,236	\$3,921,142	\$20,000	96%
Education	\$22,500,895	\$22,060,497	\$428,127	98%
Public Works	\$1,624,946	\$1,502,143	\$17,710	92%
Health and Human Services	\$509,701	\$443,737	\$1,925	87%
Culture and Recreation	\$606,238	\$588,692	\$0	97%
Unclassified	\$4,433,547	\$4,245,756	\$1,161	96%

At the end of the fiscal year, the total year-to-date expenditures should be around 95% to 100% of the departmental budget. The majority of departments fall into this range with a few exceptions. Finance Committee had excess budgetary capacity in regards to reserve fund spending. This exemplifies the accurate budgeting of the Town, as our reserves were not depleted during the fiscal year. Similarly, compensation reserve also had excess budgetary capacity for the fiscal year. The veteran's affairs department saw spending at approximately 61% of the budget. This is due to our Veterans Agent finding resources that are more beneficial for the Town's Veterans. Accordingly, the FY20 budget has been reduced to reflect these changes. The health insurance line item also saw a budget surplus this year. This is due to anticipated staffing changes not utilizing the fully budgeted amount during the fiscal year (examples; budgeted family plans and either no insurance or individual plans were selected).

There were no line items overspent by the Town. A breakdown of spending by department as well as a list of encumbrances carried over from FY19 to FY20 is included in the following pages.

General Fund Revenues

Of the local receipts, categories that are lower than 100% of budgeted revenues are room excise tax (95%), departmental revenues – libraries (93%), and departmental revenues – cemeteries (96%).

Room excise tax came in \$9,800 less than the budgeted amount however, it was only a drop of approximately \$8,500 from the prior year. Library revenues only came in \$262 less than budget (\$3,500) however it is a decrease of \$600 from the prior year. Cemetery receipts came in approximately \$2,000 below budget but saw over a \$3,000 decrease from the prior year. The FY20 revenue budgets have been updated to reflect these downward trends in revenues.

In comparison to FY 2018, real estate tax revenue increased 3.9% or \$1,048,738; penalties and interest on taxes increased 67.1% or \$141,076; solid waste fees increased 30.7% or \$51,390; and investment income increased 88.9% or \$68,585. All other categories were either up or down within a percentage or two or have been mentioned above as having significant decreases from last year. Overall revenues ended \$991,726 above our budgeted expectations. This is primarily due to the Treasurer/Collector working with residents in Tax Title or Tax Deferrals as well as going through the Tax foreclosure listings to collect these back-due taxes and generate revenues for the Town.

Free cash has been certified as of July 1, 2018 at \$3,224,241. By means of comparison, last year's free cash was \$2,201,174. The Town's policy for free cash reserves to be a minimum of 3% of the prior year general fund operating

appropriation. Free cash as of July 1, 2019 is 9.6% of the FY19 general fund operating appropriation, which meets this criterion. In talking with the Town Administrator it is anticipated a good portion of the increase in free cash over last year will be placed into the Town's various stabilization and reserve funds for future years as it is not anticipated that free cash will remain at this higher level in future years.

CPA Fund Expenditures & Revenues

CPA expenditures are at 100% of budgeted expenditures, not inclusive of capital items. CPA revenues are at 107% of the budget. Ending undesignated fund balance for the CPA fund is \$108,385.25.

Water Fund Expenditures & Revenues

Water expenditures are at 86% of the budget.

There is no true budgeted revenue amount for the water fund. It is expected that revenues will be enough to cover the current year budget as well as add some additional revenue that will close out to water department fund balance at the end of the year. Currently revenues for the year total \$405,410 with an ending fund balance of \$964,768.

I hope the information presented is informative and helpful. If you have any questions, please do not hesitate to contact me.

Town of Middleton, MA
Fiscal Year 2019 Expenditures (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/18 Quarter 1	12/31/18 Quarter 2	3/31/19 Quarter 3	6/30/19 Quarter 4	Total YTD EXPENDED	AVAILABLE BUDGET	% USED
Total 114 TOWN MODERATOR	\$ 200	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ -	100%
Total 122 SELECTMEN	310,478	53,546	56,355	85,149	79,636	274,686	35,792	88%
Total 131 FINANCE COMMITTEE	62,509	430	125	500	375	1,430	61,079	2%
Total 135 TOWN ACCOUNTANT	163,517	27,873	35,450	55,039	42,462	160,824	2,693	98%
Total 141 ASSESSORS	178,021	42,255	40,119	48,673	46,781	177,828	193	100%
Total 145 TREASURER/COLLECTOR	255,806	57,585	49,121	63,848	67,753	238,308	17,498	93%
Total 146 CUSTODIAN OF TOWN LANDS	2,500	-	-	2,500	-	2,500	-	100%
Total 151 TOWN COUNSEL	86,500	8,887	17,325	16,018	25,255	67,485	19,015	78%
Total 155 MIS	282,109	40,190	44,587	72,256	74,474	231,507	50,602	82%
Total 161 TOWN CLERK	134,718	28,449	29,953	29,941	34,230	122,573	12,145	91%
Total 162 ELECTIONS	40,474	4,864	15,878	2,601	13,138	36,481	3,993	90%
Total 171 CONSERVATION COMMISSION	62,062	13,943	13,486	16,205	15,963	59,595	2,467	96%
Total 175 PLANNING BOARD	102,647	22,297	19,356	26,879	27,727	96,259	6,388	94%
Total 176 BOARD OF APPEALS	4,300	540	431	522	1,100	2,593	1,707	60%
Total 181 MASTER PLAN COMMITTEE	1,225	-	-	250	500	750	475	61%
Total 192 TOWN BUILDING	109,141	15,631	20,905	36,578	34,588	107,701	1,440	99%
Total 195 TOWN REPORT	5,000	-	-	1,174	1,903	3,077	1,923	62%
Total 210 POLICE	1,875,196	363,537	369,932	454,423	577,918	1,765,810	109,386	94%
Total 220 FIRE	1,909,968	361,769	370,730	565,899	584,878	1,883,275	26,693	99%
Total 241 BUILDING INSPECTION	262,234	57,310	56,937	67,506	69,017	250,770	11,464	96%
Total 292 ANIMAL CONTROL	26,638	4,686	5,659	5,371	5,371	21,087	5,551	79%
Total 296 CONSTABLE	200	-	-	-	200	200	-	100%
Total 301 SCHOOL DEPARTMENT	11,883,149	1,759,074	3,039,632	3,320,085	3,324,157	11,442,948	440,201	96%
Total 314 MASCONOMENT ASSESSMENT	9,795,231	2,419,464	2,353,854	2,668,061	2,353,853	9,795,231	-	100%
Total 315 ESSEX TECH ASSESSMENT	822,515	204,730	418,094	190,861	8,633	822,318	197	100%
Total 420 DPW ADMINISTRATION	960,638	208,868	171,100	199,292	294,213	873,473	87,165	91%
Total 423 SNOW & ICE REMOVAL	249,500	-	27,970	196,990	265	225,224	24,276	90%
Total 425 TRANSFER STATION	414,808	77,224	73,284	102,754	150,183	403,445	11,363	97%
Total 511 BOARD OF HEALTH	134,703	34,169	27,887	31,662	37,083	130,800	3,903	97%
Total 541 COUNCIL ON AGING	207,800	53,911	50,758	57,575	37,938	200,182	7,618	96%
Total 543 VETERANS AGENT	133,698	24,249	18,027	23,360	16,392	82,028	51,670	61%
Total 545 TRI TOWN COUNCIL	28,500	7,125	7,125	7,125	7,125	28,500	-	100%
Total 548 GARDEN CLUB	5,000	-	1,295	-	933	2,228	2,772	45%
Total 610 LIBRARY	549,350	124,284	109,779	136,473	168,675	539,211	10,139	98%
Total 630 RECREATION COMMISSION	45,888	29,351	2,473	275	6,879	38,979	6,909	85%
Total 691 HISTORICAL COMMISSION	1,000	-	-	-	1,000	1,000	-	100%
Total 692 MEMORIAL DAY	5,000	-	-	-	4,503	4,503	497	90%

Total 693 CHIEF WILLS FESTIVAL	5,000	-	-	-	5,000	5,000	-	100%
Total 710 DEBT SERVICE	1,292,835	784,753	-	331,255	175,218	1,291,225	1,610	100%
Total 820 STATE ASSESSMENTS & CHARGES	438,091	110,354	110,674	101,649	111,710	434,387	3,704	99%
Total 910 COMPENSATION RESERVE	40,000	-	2,925	-	16,572	19,497	20,503	49%
Total 911 RETIREMENT	1,409,336	1,743,117	-	(333,781)	-	1,409,336	-	100%
Total 913 UNEMPLOYMENT	10,000	1,104	221	1,895	820	4,040	5,960	40%
Total 914 HEALTH INSURANCE	869,035	237,560	190,570	186,500	116,631	731,260	137,775	84%
Total 915 GROUP INSURANCE	3,000	677	424	466	491	2,057	943	69%
Total 916 MEDICARE/DEP TAX	90,000	18,993	20,466	25,375	24,726	89,559	441	100%
Total 945 LIABILITY INSURANCE	206,250	319,477	5,177	(135,690)	430	189,394	16,856	92%
Total 962 TRANSFERS TO OTHER FUNDS	75,000	75,000	-	-	-	75,000	-	100%
Total GENERAL FUND	\$ 35,550,770	\$ 9,337,275	\$ 7,778,081	\$ 8,663,510	\$ 8,566,898	\$ 34,345,765	\$ 1,205,005	97%
Total CPA	\$ 158,050	\$ 38,450	\$ -	\$ 3,925	\$ 115,572	\$ 157,947	\$ 103	100%
Total WATER FUND	\$ 191,155	\$ 49,899	\$ 28,051	\$ 38,285	\$ 47,875	\$ 164,110	\$ 27,045	86%
<p>The Departmental Codes in the 900 series are initially expensed with the Town covering all costs. In March, the School and MELD's portion of these expenditures are journaled out into MELD's fund and the school's budget.</p>								

Town of Middleton, MA
Fiscal Year 2019 Warrant Articles Expenditures (unaudited)

<u>Fund</u>	<u>Fiscal Year</u>	<u>Article #</u>	<u>Account Name</u>	<u>Original Appropriation</u>	<u>Available Balance at 7/1/2018</u>	<u>YTD Expended</u>	<u>Available Balance at 6/30/2019</u>
GF	2012	30	STRM.MNGMNT CONSULT	15,000	2,613	2,030	583
GF	2013	13	ASSESSOR GIS SYS	32,000	1,936	-	1,936
GF	2015	25	IMPROVE RUBCHINUK PK	90,000	12,347	2,900	9,447
GF	STM 2015	2	ATHLETIC FLD MAINT	35,000	11,707	10,103	1,604
GF	2016	16	FIRE TRAINING **	16,000	3,951	3,905	45
GF	2016	25	DPW BUILDING REFURB	25,000	25,000	18,867	6,133
GF	2017	17	REMEDiate NATSUE WAY	165,000	144,135	7,280	136,855
GF	2017	26	PUBLIC FACILITIES STUDY	50,000	2,000	-	2,000
GF	2017	28	SCHOOL ACCOUNTING SOFTWARE	22,000	4,417	-	4,417
GF	2018	26	REPLACE DUMP TRUCK	73,000	2,402	-	2,402
GF	2018	26	TRANSFER STATION BUILDING AND DECK REPAIRS	9,000	9,000	7,451	1,549
GF	2018	28	FD TRAINING**	16,400	16,400	16,377	23
GF	2018	28	FD COMAND POST EQUIPMENT	16,000	8,299	-	8,299
GF	2018	29	FM LIBRARY FURNITURE**	13,000	990	-	990
GF	2018	29	FM SCIENCE CURRICULIM**	36,750	4,422	4,337	86
GF	2018	29	FM SECURITY SYSTEM	101,358	101,358	1,738	99,620
GF	2018	33	TOWN HALL WINDOWS	10,000	10,000	-	10,000
GF	2018	34	IT IMROVEMENTS**	34,450	12,760	7,412	5,348
GF	2018	34	VOTING TABULATORS**	17,000	17,000	15,600	1,400
GF	2018	34	EMPLOYEE TRAINING**	10,000	4,248	4,016	232
GF	STM 2018	7	MEMORIAL HALL REPAIRS**	25,000	2,228	1,972	256
GF	2019	18	DEPARTMENT HEAD RECRUITMENT	20,000	20,000	-	20,000
GF	2019	18	IT IMROVEMENTS**	37,280	37,280	37,175	105
GF	2019	18	ELECTION POLLING PADS**	12,720	12,720	9,540	3,180
GF	2019	18	POLICE DEPT TASER REPLACEMENT**	12,700	12,700	12,670	30
GF	2019	18	POLICE DEPT PATROL VEHICLES	88,000	88,000	83,079	4,921
GF	2019	18	FIRE DEPT TOUGHBOOKS	10,750	10,750	1,355	9,395
GF	2019	18	FIRE DEPT PORTABLE RADIOS	51,000	51,000	48,177	2,823
GF	2019	18	FIRE DEPT COMMUNICATIONS EQUIPMENT	55,000	55,000	46,526	8,474
GF	2019	18	HM END-USER TECHNOLOGY	107,016	107,016	97,324	9,692
GF	2019	18	FM END-USER TECHNOLOGY	37,592	37,592	34,612	2,980
GF	2019	18	TRAGERT COMMON IMPROVEMENTS**	4,200	4,200	3,800	400
GF	2019	18	HIGHWAY DIVISION POWER WASHER**	5,500	5,500	5,395	105
GF	2019	18	HIGHWAY DIVISION SANDER/PLOW	46,000	46,000	41,040	4,960
GF	2019	18	ADDITIONAL CHAPTER 90	100,000	100,000	94,686	5,314
GF	2019	18	TRANSFER STATION CONCRETE PADS	24,300	24,300	-	24,300
GF	2019	18	COA SECURITY SYSTEM	1,100	1,100	400	700
GF	2019	18	COA SOFTWARE**	7,500	7,500	6,452	1,048
GF	2019	18	COA KITCHEN EQUIPMENT	8,000	8,000	1,327	6,673
GF	2019	20	MASCO CAPITAL ITEMS*	192,765	192,765	-	192,765
GF	2019	25	BYLAW CONSULTANT	50,000	50,000	-	50,000
GF	STM 2019	3	MOWING GOLF COURSE	25,000	25,000	-	25,000
CEMETERY I	2016	26	OAKDALE CEMETERY WORK	63,000	30,182	-	30,182
CEMETERY I	2019	18	OAKDALE CEMETERY IMPROVEMENTS	15,000	15,000	3,690	11,310
CPA	2014	27	OLD TOWN HALL REPAIRS	22,000	22,000	-	22,000
CPA	2015	34	PHASE 1 RAILS TO TRAILS	130,000	126,600	-	126,600
CPA	2016	20	SHADE STRUCTURE AT HM***	25,000	3,990	-	3,990
CPA	2016	21	TOWN COMMON IMPROVEMENT***	100,000	4,713	-	4,713
CPA	2016	45	OLD TOWN HALL PLANS + DRAWINGS FOR REPAIR	20,000	8,510	-	8,510
CPA	2018	35	CURTIS SAW MILL PROJECT	4,900	4,900	-	4,900
CPA	2019	10	EMILY MAHER PARK IMPROVEMENTS	45,000	45,000	20,717	24,283
CPA	2019	10	HOUSING AUTHORITY WINDOWS	185,917	185,917	-	185,917
CPA	STM2019	1	PURCHASE GOLF COURSE	380,000	380,000	-	380,000

* - will close out to free cash as the other two communities did not have special town meetings prior to the end of January

** - Will close out to Free Cash

*** - Will close out to CPA Fund Balance

Town of Middleton, MA
Fiscal Year 2020 Encumbrance Expenditures (unaudited)

<u>Fund</u>	<u>Department</u>	<u>Account Name</u>	<u>Approved</u>
GF	Building Maintenance	Building Maintenance Supplies	\$ 831
GF	Selectmen	Other Supplies	644
GF	Town Clerk	Capital	5,000
GF	Police	Training	20,000
GF	DPW	Stone Sealing	9,418
GF	DPW	Street Striping	8,160
GF	DPW	Transfer Station Utilities	132
GF	BOH	Travel	35
GF	COA	Fuel	253
GF	COA	Postage	251
GF	COA	Contractual Services	513
GF	COA	Other Supplies	122
GF	COA	Travel	681
GF	Veterans	Office Supplies	99
GF	School	Salaries (Summer Pay)	374,227
GF	School	Supplies	53,899
GF	Health Ins.	BC/BS/Other	1,161
			<u>\$ 475,426</u>

Town of Middleton, MA
Fiscal Year 2019 Revenues (unaudited)

For the Period Ended GENERAL FUND	BUDGET	9/30/18 Quarter 1	12/31/18 Quarter 2	3/31/19 Quarter 3	6/30/19 Quarter 4	Total YTD REVENUE	(UNDER)/OVER BUDGET	% RECEIVED
PERSONAL PROPERTY TAXES	\$ 623,282	\$ 247,573	\$ 64,096	\$ 206,576	\$ 87,701	\$ 605,946	(17,336)	97%
REAL ESTATE**	27,810,228	7,094,901	6,894,402	6,988,000	6,888,768	27,866,071	55,843	100%
TAX LIEN/TITLE/FORECLOSURE	*	3,340	332,917	72,826	23,444	432,527	N/A	N/A
MOTOR VEHICLE EXCISE	1,950,000	121,013	125,084	1,364,877	458,266	2,069,240	119,240	106%
OTHER EXCISE - ROOM	215,000	64,781	63,540	37,120	39,719	205,160	(9,840)	95%
OTHER EXCISE - MEALS	215,000	62,787	57,791	52,009	53,962	226,549	11,549	105%
PENALTIES AND INTEREST ON TAXES	80,000	17,931	50,997	50,528	21,620	141,076	61,076	176%
PILOT	130,000	-	-	84,323	45,840	130,163	163	100%
PILOT - MELD	223,000	-	223,000	-	-	223,000	-	100%
CHARGES FOR SERVICES - SOLID WASTE FEES	200,000	96,010	107,200	9,925	5,750	218,885	18,885	109%
FEES	115,000	19,847	46,794	41,555	24,876	133,072	18,072	116%
DEPARTMENTAL REVENUES - LIBRARIES	3,500	-	1,747	437	1,054	3,238	(262)	93%
DEPARTMENTAL REVENUES - CEMETERIES	48,000	5,300	22,187	8,600	10,000	46,087	(1,913)	96%
OTHER DEPARTMENTAL REVENUE	140,000	29,692	50,129	31,439	94,998	206,258	66,258	147%
LICENSES AND PERMITS	605,000	237,627	188,254	102,739	80,720	609,340	4,340	101%
FINES AND FORFEITS	12,000	3,762	5,037	2,346	2,692	13,837	1,837	115%
INVESTMENT INCOME	70,000	28,744	29,533	42,437	45,005	145,719	75,719	208%
MEDICAID REIMBURSEMENT	30,000	7,253	4,415	5,539	14,874	32,081	2,081	107%
STATE AID	2,329,644	621,670	586,980	559,386	599,433	2,367,469	37,825	102%
TRANSFERS IN	867,190	867,190	110,587	-	5,075	982,852	115,662	113%
Total GENERAL FUND	\$ 35,666,844	\$ 9,529,421	\$ 8,964,690	\$ 9,660,662	\$ 8,503,797	\$ 36,658,570	\$ 991,726	103%
Total CPA	\$ 264,349	\$ 60,201	\$ 101,373	\$ 61,269	\$ 60,457.92	\$ 283,301	\$ 18,952	107%
Total WATER FUND	*	\$ 14,075	\$ 20,625	\$ 12,260	\$ 358,450	\$ 405,410	N/A	N/A

* Indicates budgeted figures not available.

** Net of Overlay raised on recap

Note: The budgeted figures for Personal Property and Real Estate taxes are the amounts to be raised per the recap

Note: Budgeted revenues does not include the free cash or overlay surplus appropriated for fiscal year expenditures

Town of Middleton, MA
Revolving Funds (unaudited)

	Fund Balance as of 7/1/2019	Revenue as of 6/30/2019	Expenditures as of 6/30/2019	Fund Balance as of 6/30/2019
RECREATION REVOLVING	\$ 15,060	\$ 3,136	\$ (3,375)	\$ 14,821
USER FIELD FEES	28,044	5,020	(4,725)	28,339
COA TRIP FUND	15,828	21,663	(16,400)	21,091
STORMWATER MANAGEMENT	800	100	-	900
FIREARMS LICENSES AND PERMITS	13,791	4,450	-	18,241

Town of Middleton, MA
Appropriation Funds (unaudited)

	Fund Balance as of 6/30/2019	Revenue as of 6/30/2019	FY 20 Appropriation
AMBULANCE FUND	1,103,025	703,402	(530,300)
WATER FUND**	964,768	405,410	-
PEG	455,945	182,880	(154,406)
WEIGHTS & MEASURERS	22,792	-	(22,792)
OPEB*	1,292,921	72,264	50,000
STABILIZATION*	1,534,903	68,239	50,000
CAPITAL STABILIZATION*	419,227	19,227	50,000
RETIREMENT STABILIZATION*	26,202	1,202	-
SPED STABILIZATION*	157,270	7,101	(12,000)
SPED RESERVE FUND*	141,570	6,342	-

* Revenue amount indicates interest only.

** No appropriation shown for water as it is accounted for as an enterprise fund in FY20

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE - COMPARATIVE REPORT
FISCAL YEAR 2019 AND FISCAL YEAR 2018

	FISCAL YEAR 2019 (AS OF JUNE 30, 2019)				FISCAL YEAR 2018 (AS OF JUNE 30, 2018)			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
PROPERTY TAXES								
Real Estate Taxes (includes allowance)	\$ 27,810,228	\$ 27,866,071	\$ 55,843	100.20%	\$ 26,980,411	\$ 26,817,333	\$ (163,078)	99.4%
Personal Property Taxes	623,282	605,946	(17,336)	97.22%	653,701	641,442	(12,259)	98.1%
Tax Title Liens/Tax foreclosures	-	432,527	432,527		-	41,250	41,250	
Total Property Taxes	\$ 28,433,510	\$ 28,904,544	\$ 471,034	101.66%	\$ 27,634,112	\$ 27,500,025	\$ (134,087)	99.5%
STATE AID								
Cherry Sheet Revenue	2,329,644	2,367,469	37,825	101.62%	2,301,696	2,292,743	(8,953)	99.6%
Total State Aid	\$ 2,329,644	\$ 2,367,469	\$ 37,825	101.62%	\$ 2,301,696	\$ 2,292,743	\$ (8,953)	99.6%
LOCAL RECEIPTS								
Motor Vehicle Excise	1,950,000	2,069,240	119,240	106.11%	1,800,000	2,037,341	237,341	113.2%
Other Excise - Rooms Tax	215,000	205,160	(9,840)	95.42%	230,000	227,294	(2,706)	98.8%
Other Excise - Meals Tax	215,000	226,549	11,549	105.37%	170,000	213,838	43,838	125.8%
Penalties & Interest	80,000	141,076	61,076	176.35%	100,000	84,450	(15,550)	84.5%
Payment in Lieu of Taxes	130,000	130,163	163	100.13%	125,000	130,693	5,693	104.6%
Payment in Lieu of Taxes - MELD	223,000	223,000	-	100.00%	204,000	204,000	-	100.0%
Charges for Services - Transfer Station Stickers	200,000	218,885	18,885	109.44%	160,000	167,495	7,495	104.7%
Fees	115,000	133,072	18,072	115.71%	105,000	108,225	3,225	103.1%
Departmental Revenue - Libraries	3,500	3,238	(262)	92.51%	3,500	3,867	367	110.5%
Departmental Revenue - Cemeteries	48,000	46,087	(1,913)	96.01%	50,000	49,420	(580)	98.8%
Other Departmental Revenue	140,000	206,258	66,258	147.33%	55,000	103,155	48,155	187.6%
Licenses & Permits	605,000	609,339	4,339	100.72%	610,000	685,920	75,920	112.4%
Fines & Forfeitures	12,000	13,837	1,837	115.31%	20,000	13,585	(6,415)	67.9%
Investment Income	70,000	145,719	75,719	208.17%	40,000	77,154	37,154	192.9%
Medicaid & Miscellaneous	30,000	32,081	2,081	106.94%	30,000	33,192	3,192	110.6%
Total Local Receipts	4,036,500	4,403,704	367,204	109.10%	3,702,500	4,139,629	437,129	111.8%
TOTAL REVENUE	\$ 34,799,654	\$ 35,675,717	\$ 876,063	102.52%	\$ 33,638,308	\$ 33,932,397	\$ 294,089	100.9%
TRANSFERS IN								
FROM SPECIAL REVENUE FUNDS - BUDGETED	867,190	867,190	-	100.00%	749,401	749,401	-	100.0%
FROM SPECIAL REVENUE FUNDS - UNBUDGETED	-	115,662	115,662	100.00%	-	-	-	100.0%
TOTAL TRANSFERS IN	\$ 867,190	\$ 982,852	\$ 115,662	113.34%	\$ 749,401	\$ 749,401	\$ -	100.0%
TOTAL REVENUE AND TRANSFERS IN	\$ 35,666,844	\$ 36,658,569	\$ 991,725	102.78%	\$ 34,387,709	\$ 34,681,798	\$ 294,089	100.9%

TOWN OF MIDDLETON, MA
GENERAL FUND REVENUE
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2019

	FY 2016 ACTUAL REVENUE	FY 2017 ACTUAL REVENUE	FY 2018 ACTUAL REVENUE	FY 2019 ACTUAL REVENUE	FY 2018 TO FY2019 \$ CHANGE	FY 2018 TO FY2019 % CHANGE
PROPERTY TAXES						
Real Estate Taxes	\$23,891,195	\$25,183,046	\$26,817,333	\$ 27,861,458	\$1,044,125	3.9%
Personal Property Taxes	\$ 664,648	\$ 649,470	\$ 641,442	\$ 605,945	\$ (35,497)	-5.5%
Motor Vehicle Excise	\$ 1,873,680	\$ 1,892,202	\$ 2,037,341	\$ 2,069,240	\$ 31,899	1.6%
Tax Title/Tax Liens/Tax Foreclosures	\$ 159,915	\$ 125,329	\$ 41,250	\$ 432,527	\$ 391,277	948.6%
Total Property Taxes	\$26,589,438	\$27,850,046	\$29,537,367	\$ 30,969,170	\$1,431,804	5.1%
STATE REVENUE						
Cherry Sheet Revenue						
Unrestricted Aid	\$ 504,398	\$ 526,087	\$ 546,604	\$ 565,735	\$ 19,131	3.5%
Charter School Reimbursement	\$ -	\$ -	\$ -	\$ 29,081	\$ 29,081	100.0%
Chapter 70	\$ 1,568,751	\$ 1,606,481	\$ 1,626,461	\$ 1,646,051	\$ 19,590	1.2%
Reimb State Owned Land	\$ 19,510	\$ 19,277	\$ 19,259	\$ 19,259	\$ -	0.0%
Exemptions to Veterans & Elderly	\$ 7,530	\$ 7,028	\$ 7,028	\$ 6,526	\$ (502)	-7.1%
Veterans Benefits	\$ 50,600	\$ 91,547	\$ 93,391	\$ 100,817	\$ 7,426	8.0%
Total Cherry Sheet Revenue	\$ 2,150,789	\$ 2,250,420	\$ 2,292,743	\$ 2,367,469	\$ 74,726	3.3%
Other State Revenue	\$ -	\$ 7,500	\$ -	\$ -	\$ -	0.0%
Total State Revenue	\$ 2,150,789	\$ 2,257,920	\$ 2,292,743	\$ 2,367,469	\$ 74,726	3.3%
LOCAL RECEIPTS						
Other Excise - Meals Tax	\$ -	\$ 161,385	\$ 213,838	\$ 226,549	\$ 12,711	5.9%
Other Excise - Rooms Tax	\$ 215,033	\$ 234,861	\$ 227,294	\$ 205,160	\$ (22,134)	-9.7%
Penalties & Interest on Taxes	\$ 256,940	\$ 102,749	\$ 84,450	\$ 141,076	\$ 56,626	67.1%
Payment in Lieu of Taxes	\$ 143,638	\$ 145,048	\$ 130,693	\$ 134,776	\$ 4,084	3.1%
Payment in Lieu of Taxes (MELD)	\$ 240,000	\$ 220,000	\$ 204,000	\$ 223,000	\$ 19,000	9.3%
Charges for Services - Transfer Station Stickers	\$ 161,700	\$ 167,070	\$ 167,495	\$ 218,885	\$ 51,390	30.7%
Fees						
Selectmen - Natsue Way Boat Storage	\$ 25,625	\$ 25,525	\$ 21,271	\$ 25,525	\$ 4,254	20.0%
Assessors - Sale of Maps	\$ 510	\$ 646	\$ 465	\$ 720	\$ 255	54.8%
Town Clerk - Birth, Death, Marriage, Business, Dog	\$ 18,237	\$ 32,484	\$ 27,889	\$ 24,980	\$ (2,909)	-10.4%
Planning Board	\$ 47	\$ 110	\$ 300	\$ -	\$ (300)	-100.0%
Board of Appeals	\$ -	\$ 300	\$ -	\$ -	\$ -	0.0%
Police - False Alarm, Accident Reports	\$ 11,494	\$ 13,895	\$ 22,607	\$ 9,095	\$ (13,512)	-59.8%
Police/Fire - Admin fee	\$ 8,464	\$ 9,179	\$ 13,366	\$ 28,391	\$ 15,025	112.4%
Fire - Alarm Fee/Permit Fees	\$ 13,715	\$ 23,010	\$ 17,541	\$ 39,786	\$ 22,245	126.8%
DPW - Electronic Disposal	\$ -	\$ 3,135	\$ 4,785	\$ 4,575	\$ (210)	-4.4%
Total Fees	\$ 78,092	\$ 108,284	\$ 108,225	\$ 133,072	\$ 24,847	22.9%
Departmental Revenue - Libraries	\$ 3,739	\$ 3,827	\$ 3,867	\$ 3,238	\$ (629)	-16.3%
Departmental Revenue - Cemeteries	\$ 16,395	\$ 49,160	\$ 49,420	\$ 46,087	\$ (3,333)	-6.7%
Other Departmental Revenue						
Selectmen	\$ 6,562	\$ 8,390	\$ 27,622	\$ 71,416	\$ 43,794	158.5%
Accounting	\$ -	\$ -	\$ 9,523	\$ 16,432	\$ 6,909	72.5%
Treasurer/Collector	\$ 48,799	\$ 45,351	\$ 57,198	\$ 107,399	\$ 50,201	87.8%
Town Clerk - Early Voting reimbursement	\$ -	\$ -	\$ -	\$ 6,052	\$ 6,052	100.0%
Planning Board	\$ -	\$ 300	\$ 283	\$ 245	\$ (39)	-13.7%
Board of Appeals	\$ 491	\$ 1,021	\$ 269	\$ -	\$ (269)	-100.0%
DPW revenues	\$ 2,129	\$ 3,430	\$ 3,259	\$ 4,364	\$ 1,105	33.9%
Veterans - 115 Reimbursement	\$ 14,300	\$ -	\$ 5,000	\$ 350	\$ (4,650)	-93.0%
Total Other Departmental Revenue	\$ 72,281	\$ 58,491	\$ 103,155	\$ 206,258	\$ 103,103	100.0%
Licenses & Permits						
Selectmen - Liquor, Common Victuallers	\$ 55,254	\$ 72,965	\$ 73,180	\$ 96,488	\$ 23,308	31.8%
Inspectional Services - Plumbing & Gas, Building, Electric	\$ 440,390	\$ 501,770	\$ 561,113	\$ 478,198	\$ (82,915)	-14.8%
Board of Health - Food, Tobacco, etc.	\$ 44,059	\$ 37,402	\$ 51,627	\$ 34,654	\$ (16,973)	-32.9%
Total Licenses & Permits	\$ 539,702	\$ 612,137	\$ 685,920	\$ 609,339	\$ (76,580)	-11.2%
Fines & Forfeitures						
Building Inspection Fines	\$ 2,500	\$ -	\$ -	\$ -	\$ -	0.0%
Police Fines	\$ 16,905	\$ 18,245	\$ 13,585	\$ 13,837	\$ 253	1.9%
Animal Control Fines	\$ 235	\$ 10	\$ -	\$ -	\$ -	0.0%
Total Fines & Forfeitures	\$ 19,640	\$ 18,255	\$ 13,585	\$ 13,837	\$ 253	1.9%
Investment Income	\$ 34,555	\$ 47,273	\$ 77,155	\$ 145,719	\$ 68,564	88.9%
Municipal Medicare Reimbursement	\$ 30,458	\$ 41,574	\$ 33,192	\$ 32,081	\$ (1,111)	-3.3%
Total Local Receipts	\$ 1,812,173	\$ 1,970,115	\$ 2,102,287	\$ 2,339,078	\$ 217,791	10.4%
TOTAL REVENUE	\$30,552,401	\$32,078,081	\$33,932,397	\$ 35,675,717	\$1,724,320	5.1%

**TOWN OF MIDDLETON, MA
GENERAL FUND APPROPRIATION SUMMARY
FISCAL YEAR 2019**

	Final Budget	% of Total Budget
Municipal		
General Government	\$ 1,701,207	4.7%
Public Safety	4,074,236	11.2%
Department of Public Works	1,624,946	4.5%
Health & Human Services	509,701	1.4%
Culture & Recreation	606,238	1.7%
Total Municipal Budget	<u>\$ 8,516,328</u>	<u>23.4%</u>
Education		
Tri-Town School District	\$ 11,883,149	32.6%
MASCO Regional High School	9,795,231	26.9%
Essex-Tech Regional High School	822,515	2.3%
Total Education	<u>\$ 22,500,895</u>	<u>61.7%</u>
Debt Service	<u>\$ 1,292,835</u>	<u>3.5%</u>
Employee Benefits/Insurance		
Retirement	\$ 1,409,336	3.9%
Unemployment	10,000	0.0%
Health Insurance	869,035	2.4%
Life Insurance	3,000	0.0%
Medicare Tax	90,000	0.2%
General Insurance (i.e. Prop & Casualty)	206,250	0.6%
Total Employee Benefits/Insurance	<u>\$ 2,587,621</u>	<u>7.1%</u>
Other		
Reserve Fund	\$ 100,000	0.3%
Capital	896,423	2.5%
Salary Reserve	40,000	0.1%
State Charges & Assessments	438,091	1.2%
Transfer to OPEB Trust	75,000	0.2%
Transfer to Stabilization	-	0.0%
Transfer to Special Ed. Stabilization	-	0.0%
Transfer to Special Education Reserve	-	0.0%
Total Other	<u>\$ 1,549,514</u>	<u>4.3%</u>
TOTAL APPROPRIATIONS	<u><u>\$ 36,447,193</u></u>	<u><u>100.0%</u></u>

**TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2019 AND FISCAL YEAR 2018**

	FISCAL YEAR 2019 (AS OF JUNE 30, 2019)						FISCAL YEAR 2018 (AS OF JUNE 30, 2018)					
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED		REVISED BUDGET*	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	
TOWN MODERATOR SALARIES	\$ 200	\$ 200	\$ -	\$ -	100.00%		\$ 200	\$ 200	\$ -	\$ -	100.00%	
SELECTMEN SALARIES	264,658	243,342	-	21,316	91.95%		261,826	253,437	-	8,389	96.80%	
SELECTMEN EXPENSES	45,820	31,344	644	13,833	68.41%		47,150	36,229	3,500	7,421	76.84%	
FINANCE COMMITTEE SALARIES	2,009	1,250	-	759	62.22%		1,960	1,220	-	740	62.24%	
FINANCE COMMITTEE EXPENSES	1,500	180	-	1,320	12.00%		1,500	1,535	-	(35)	102.34%	
TOWN ACCOUNTANT SALARIES	127,242	127,242	-	-	100.00%		118,000	116,919	-	1,081	99.08%	
TOWN ACCOUNTANT EXPENSES	36,275	33,582	-	2,693	92.58%		5,663	3,458	-	2,205	61.07%	
ASSESSORS SALARIES	158,081	158,077	-	4	100.00%		153,738	153,738	-	0	100.00%	
ASSESSORS EXPENSES	19,940	19,751	-	189	99.05%		19,225	16,577	-	2,648	86.23%	
TREASURER/COLLECTOR SALARIES	175,056	175,056	-	-	100.00%		184,004	181,460	-	2,544	98.62%	
TREASURER/COLLECTOR EXPENSES	80,750	63,252	-	17,498	78.33%		72,863	48,862	-	24,001	67.06%	
CUSTODIAN OF TOWN LAND SALARIES	2,500	2,500	-	-	100.00%		2,500	2,500	-	-	100.00%	
TOWN COUNSEL EXPENSES	86,500	67,485	-	19,015	78.02%		85,610	85,458	-	152	99.82%	
MANAGEMENT INFORMATION SYSTEMS SALARIES	91,029	59,890	-	31,139	65.79%		89,635	46,811	-	42,824	52.22%	
MANAGEMENT INFORMATION SYSTEMS EXPENSES	191,080	171,617	-	19,463	89.81%		49,200	21,471	8,955	18,774	43.64%	
TOWN CLERK SALARIES	114,918	114,918	-	-	100.00%		112,114	109,629	-	2,485	97.78%	
TOWN CLERK EXPENSES	19,800	7,655	5,000	7,145	38.66%		19,940	9,952	5,000	4,988	49.91%	
ELECTIONS SALARIES	28,830	28,671	-	159	99.45%		10,691	8,953	-	1,738	83.74%	
ELECTIONS EXPENSES	11,644	7,810	-	3,834	67.07%		7,650	5,510	-	2,140	72.03%	
CONSERVATION COMMISSION SALARIES	57,212	56,841	-	371	99.35%		47,449	47,449	-	-	100.00%	
CONSERVATION COMMISSION EXPENSES	4,850	2,755	-	2,095	56.80%		4,600	2,164	-	2,436	47.04%	
PLANNING BOARD SALARIES	93,967	89,787	-	4,180	95.55%		90,738	89,724	-	1,014	98.88%	
PLANNING BOARD EXPENSES	8,680	6,472	-	2,208	74.56%		16,180	12,955	-	3,225	80.07%	
BOARD OF APPEALS SALARIES	2,250	2,075	-	175	92.22%		2,196	1,220	-	976	55.56%	
BOARD OF APPEALS EXPENSES	2,050	518	-	1,532	25.29%		8,550	1,917	-	6,633	22.42%	
MASTER PLAN COMMITTEE SALARIES	1,125	750	-	375	66.67%		1,098	610	-	488	55.56%	
MASTER PLAN COMMITTEE EXPENSES	100	-	-	100	0.00%		100	-	-	100	0.00%	
TOWN BUILDING SALARIES	39,816	39,207	-	609	98.47%		38,845	38,225	-	620	98.40%	
TOWN BUILDING EXPENSES	69,325	68,494	831	(0)	98.80%		65,300	64,222	-	1,078	98.35%	
TOWN REPORT EXPENSES	5,000	3,077	-	1,923	61.54%		5,000	2,383	-	2,617	47.66%	
TOTAL GENERAL GOVERNMENT EXPENSES	\$ 1,742,207	\$ 1,583,797	\$ 6,475	\$ 151,935	90.91%		\$ 1,523,525	\$ 1,364,787	\$ 17,455	\$ 141,283	89.58%	
POLICE SALARIES	\$ 1,585,895	\$ 1,535,609	\$ -	\$ 50,286	96.83%		\$ 1,652,240	\$ 1,583,847	\$ 40,970	\$ 27,424	95.86%	
POLICE EXPENSES	289,301	230,201	20,000	39,100	79.57%		278,570	240,687	30,662	7,221	86.40%	
FIRE SALARIES	1,686,792	1,664,887	-	21,905	98.70%		1,624,951	1,511,158	109,534	4,259	93.00%	
FIRE EXPENSES	223,176	218,388	-	4,788	97.85%		198,935	193,766	224	4,945	97.40%	
BUILDING INSPECTION SALARIES	229,894	225,719	-	4,175	98.18%		221,985	214,346	-	7,639	96.56%	
BUILDING INSPECTION EXPENSES	32,340	25,050	-	7,290	77.46%		29,250	23,056	-	6,194	78.82%	
ANIMAL CONTROL SALARIES	23,438	19,950	-	3,488	85.12%		22,930	19,957	-	2,973	87.03%	
ANIMAL CONTROL EXPENSES	3,200	1,138	-	2,062	35.55%		3,200	1,457	-	1,743	45.54%	
CONSTABLE SALARIES	200	200	-	-	100.00%		200	200	-	-	100.00%	
TOTAL PUBLIC SAFETY EXPENSES	\$ 4,074,236	\$ 3,921,141	\$ 20,000	\$ 133,095	96%		\$ 4,032,262	\$ 3,788,475	\$ 181,390	\$ 62,397	94%	

TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2019 AND FISCAL YEAR 2018

	FISCAL YEAR 2019 (AS OF JUNE 30, 2019)					FISCAL YEAR 2018 (AS OF JUNE 30, 2018)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET*	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
TRI-TOWN SALARIES	\$ 8,300,801	\$ 7,758,652	\$ 374,227	\$ 167,921	93.47%	\$ 8,068,119	\$ 7,809,166	\$ 296,830	\$ (37,877)	96.79%
TRI-TOWN EXPENSES	3,582,348	3,684,295	53,899	(155,847)	102.85%	3,849,149	3,443,771	96,617	308,760	89.47%
MASCONOMENT ASSESSMENT EXPENSES	9,415,414	9,415,414	-	-	100.00%	9,241,983	9,241,983	-	-	100.00%
MASCONOMENT DEBT SERVICE EXPENSES	379,817	379,817	-	-	100.00%	384,138	384,138	-	-	100.00%
ESSEX TECH ASSESSMENT EXPENSES	736,689	736,492	-	197	99.97%	550,219	539,119	-	11,100	97.98%
ESSEX TECH DEBT SERVICE EXPENSES	85,826	85,826	-	-	100.00%	69,732	69,732	-	-	100.00%
TOTAL EDUCATION EXPENSES	\$22,500,895	\$22,060,497	\$ 428,127	\$ 12,271	98.04%	\$22,163,340	\$21,487,910	\$ 393,447	\$ 281,984	96.95%
DPW ADMIN SALARIES	\$ 650,238	\$ 607,562	\$ -	\$ 42,676	93.44%	\$ 649,613	\$ 616,765	\$ -	\$ 32,848	94.94%
DPW ADMIN EXPENSES	310,400	265,911	17,578	26,910	85.67%	516,750	507,673	15,358	(6,280)	98.24%
SNOW AND ICE SALARIES	60,000	39,309	-	20,691	65.51%	-	-	-	-	0.00%
SNOW AND ICE EXPENSES	189,500	185,916	-	3,584	98.11%	-	-	-	-	0.00%
TRANSFER STATION SALARIES	125,808	108,131	-	17,677	85.95%	120,642	102,000	-	18,642	84.55%
TRANSFER STATION EXPENSES	289,000	295,314	132	(6,446)	102.18%	269,230	268,224	648	359	99.63%
TOTAL PUBLIC WORKS EXPENSES	\$ 1,624,946	\$ 1,502,143	\$ 17,710	\$ 105,093	92.44%	\$ 1,556,235	\$ 1,494,661	\$ 16,005	\$ 45,569	96.04%
BOARD OF HEALTH SALARIES	\$ 107,878	\$ 107,503	\$ -	\$ 375	99.65%	\$ 104,862	\$ 104,616	\$ -	\$ 246	99.77%
BOARD OF HEALTH EXPENSES	26,825	23,296	35	3,494	86.84%	28,455	22,640	541	5,275	79.56%
COUNCIL ON AGING SALARIES	157,612	157,609	-	3	100.00%	145,875	145,875	-	-	100.00%
COUNCIL ON AGING EXPENSES	50,188	42,573	1,819	5,796	84.83%	51,809	50,106	-	1,703	96.71%
VETERANS AGENT SALARIES	26,948	25,298	-	1,650	93.88%	25,902	25,902	-	-	100.00%
VETERANS AGENT EXPENSES	106,750	56,730	99	49,921	53.14%	96,750	78,522	-	18,228	81.16%
TRI-TOWN COUNCIL EXPENSES	28,500	28,500	-	-	100.00%	28,500	28,500	-	-	100.00%
GARDEN CLUB EXPENSES	5,000	2,228	-	2,772	44.56%	5,000	2,777	-	2,223	55.54%
TOTAL HEALTH & HUMAN SERVICE EXPENSES	\$ 509,701	\$ 443,737	\$ 1,952	\$ 64,011	87.06%	\$ 487,153	\$ 458,937	\$ 541	\$ 27,675	94.21%
LIBRARY SALARIES	\$ 371,499	\$ 361,584	\$ -	\$ 9,915	97.33%	\$ 344,714	\$ 342,490	\$ -	\$ 2,224	99.35%
LIBRARY EXPENSES	177,851	177,627	-	224	99.87%	167,511	165,269	-	2,242	98.66%
RECREATION COMMISSION SALARIES	21,538	19,990	-	1,548	92.81%	19,800	18,255	-	1,545	92.20%
RECREATION COMMISSION EXPENSES	24,350	18,989	-	5,361	77.98%	24,749	19,126	-	5,623	77.28%
HISTORICAL COMMISSION EXPENSES	1,000	1,000	-	-	100.00%	1,329	394	-	934	29.67%
MEMORIAL DAY EXPENSES	5,000	4,503	-	497	90.06%	6,000	5,928	-	72	98.80%
CHIEF WILLS DAY EXPENSES	5,000	5,000	-	-	100.00%	5,000	5,000	-	-	100.00%
TOTAL CULTURE & RECREATION EXPENSES	\$ 606,238	\$ 588,692	\$ -	\$ 17,546	97.11%	\$ 569,103	\$ 556,463	\$ -	\$ 12,640	97.78%
DEBT SERVICE EXPENSES	\$ 1,292,835	\$ 1,291,225	\$ -	\$ 1,610	99.88%	\$ 1,358,927	\$ 1,358,927	\$ -	\$ -	100.00%

**TOWN OF MIDDLETON
GENERAL FUND EXPENSES - COMPARATIVE REPORT
FISCAL YEAR 2019 AND FISCAL YEAR 2018**

	FISCAL YEAR 2019 (AS OF JUNE 30, 2019)					FISCAL YEAR 2018 (AS OF JUNE 30, 2018)				
	REVISED BUDGET	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED	REVISED BUDGET*	ACTUAL	ENCUMBRANCES	UNDER/(OVER) BUDGET	% OF BUDGET USED
COMPENSATION RESERVE EXPENSES	\$ 40,000	\$ 19,497	\$ -	\$ 20,503	48.74%	\$ 25,000	\$ 6,185	\$ 2,500	\$ 16,315	24.74%
RETIREMENT EXPENSES	1,409,336	1,409,336	-	-	100.00%	1,300,187	1,300,187	-	-	100.00%
UNEMPLOYMENT EXPENSES	10,000	4,040	-	5,960	40.40%	10,000	6,638	-	3,362	66.38%
HEALTH INSURANCE EXPENSES	869,035	731,260	1,161	136,614	84.15%	801,525	765,596	-	35,929	95.52%
LIFE INSURANCE EXPENSES	3,000	2,057	-	943	68.57%	3,100	2,521	-	579	81.33%
MEDICARE EXPENSES	90,000	89,559	-	441	99.51%	85,500	84,945	-	555	99.35%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 2,421,371	\$ 2,255,750	\$ 1,161	\$ 164,460	93.16%	\$ 2,225,312	\$ 2,166,073	\$ 2,500	\$ 56,739	97.34%
RESERVE FUND**	\$ 59,000	\$ -	\$ -	\$ 59,000	0.00%	\$ 20,290	\$ -	\$ -	\$ 20,290	0.00%
GENERAL INSURANCE EXPENSES	\$ 206,250	\$ 189,394	\$ -	\$ 16,856	91.83%	\$ 166,700	\$ 166,691	\$ -	\$ 9	99.99%
CAPITAL EXPENSES	\$ 1,655,301	\$ 1,014,213	\$ -	\$ 641,088	61.27%	\$ 1,752,973	\$ 1,178,029	\$ -	\$ 574,944	67.20%
STATE & COUNTY CHARGES	\$ 438,091	\$ 434,387	\$ -	\$ 3,704	99.15%	\$ 422,654	\$ 422,654	\$ -	\$ -	100.00%
TOTAL EXPENDITURES	\$37,131,071	\$35,284,976	\$ 475,426	\$ 1,370,669	95.03%	\$36,278,473	\$34,443,606	\$ 611,338	\$ 1,223,530	94.94%
TRANSFER TO ENTERPRISE	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 5,117	\$ 5,117	\$ -	\$ -	100.00%
TRANSFER TO SPECIAL REVENUE FUNDS	-	-	-	-	0.00%	-	-	-	-	0.00%
TRANSFER TO VARIOUS STABILIZATION FUNDS	-	-	-	-	0.00%	285,000	285,000	-	-	100.00%
TRANSFER TO OPEB TRUST	75,000	75,000	-	-	100.00%	50,000	50,000	-	-	100.00%
TOTAL TRANSFERS OUT	\$ 75,000	\$ 75,000	\$ -	\$ -	100.00%	\$ 340,117	\$ 340,117	\$ -	\$ -	100.00%
TOTAL EXPENDITURES & TRANSFERS OUT	\$37,206,071	\$35,359,976	\$ 475,426	\$ 1,370,669	95.04%	\$36,618,591	\$34,783,723	\$ 611,338	\$ 1,223,530	94.99%

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

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2019**

	FY 2016 ACTUALS	FY 2017 ACTUALS	FY 2018 ACTUALS	FY 2019 ACTUALS	% CHANGE 2018-2019
TOWN MODERATOR	\$ 200	\$ 200	\$ 200	\$ 200	0.0%
SELECTMEN	206,689	278,898	289,666	274,686	-5.2%
FINANCE COMMITTEE	2,664	2,870	2,755	1,430	-48.1%
TOWN ACCOUNTANT**	177,678	120,025	120,377	160,824	33.6%
ASSESSOR	163,663	167,892	170,315	177,828	4.4%
TREASURER/COLLECTOR	213,808	240,640	230,322	238,308	3.5%
CUSTODIAN OF TOWN LAND	2,500	2,500	2,500	2,500	0.0%
TOWN COUNSEL	60,000	60,000	85,458	67,485	-21.0%
MANAGEMENT INFORMATION SYSTEMS**	-	150,325	68,282	231,507	239.0%
TOWN CLERK	128,449	117,718	119,581	122,573	2.5%
ELECTIONS	15,815	23,796	14,463	36,481	152.2%
CONSERVATION COMMISSION	40,864	36,594	49,613	59,595	20.1%
PLANNING BOARD	77,867	76,758	102,679	96,259	-6.3%
BOARD OF APPEALS	25,101	2,315	3,137	2,593	-17.3%
MASTER PLAN COMMITTEE	933	714	610	750	23.0%
TOWN BUILDING	97,466	97,853	102,447	107,701	5.1%
TOWN REPORT	2,250	2,412	2,383	3,077	29.1%
AUDIT*****	18,500	26,000	21,000	-	-100.0%
STREET LIGHTS*****	78,420	54,377	45,913	-	-100.0%
TOTAL GENERAL GOVERNMENT	\$ 1,312,866	\$ 1,461,886	\$ 1,431,700	\$ 1,583,797	10.6%
POLICE DEPARTMENT	\$ 1,477,834	\$ 1,613,842	\$ 1,824,534	\$ 1,765,810	-3.2%
FIRE DEPARTMENT	1,623,632	1,662,526	1,704,924	1,883,275	10.5%
BUILDING INSPECTION	194,945	230,348	237,402	250,769	5.6%
ANIMAL CONTROL	27,536	23,983	21,414	21,087	-1.5%
CONSTABLE	200	200	200	200	0.0%
TOTAL PUBLIC SAFETY	\$ 3,324,146	\$ 3,530,900	\$ 3,788,475	\$ 3,921,141	3.5%
TRI-TOWN	\$ 10,494,677	\$ 10,445,041	\$ 11,252,938	\$ 11,442,948	1.7%
MASCONOMET ASSESSMENT	8,583,962	9,116,409	9,241,983	9,415,414	1.9%
MASCONOMET DEBT	382,050	387,861	384,138	379,817	-1.1%
ESSEX TECH ASSESSMENT	415,115	536,848	539,119	736,492	36.6%
ESSEX TECH DEBT	63,639	61,910	69,732	85,826	23.1%
TOTAL EDUCATION	\$ 19,939,443	\$ 20,548,069	\$ 21,487,910	\$ 22,060,497	2.7%
PUBLIC WORKS	\$ 987,425	\$ 1,105,048	\$ 1,124,438	\$ 873,473	-22.3%
SNOW & ICE***	\$ -	\$ -	\$ -	\$ 225,224	100.0%
TRANSFER STATION	364,344	343,547	370,223	403,445	9.0%
TOTAL PUBLIC WORKS	\$ 1,351,769	\$ 1,448,596	\$ 1,494,661	\$ 1,502,143	0.5%
BOARD OF HEALTH	\$ 113,172	\$ 122,186	\$ 127,256	\$ 130,800	2.8%
COUNSEL ON AGING	184,318	187,606	195,981	200,182	2.1%
VETERAN'S AGENT	111,805	111,493	104,424	82,028	-21.4%
TRI-TOWN COUNSEL	28,500	28,500	28,500	28,500	0.0%
GARDEN CLUB	4,359	3,213	2,777	2,228	-19.8%
TOTAL HEALTH & HUMAN SERVICES	\$ 442,155	\$ 452,998	\$ 458,937	\$ 443,737	-3.3%
LIBRARY	\$ 467,292	\$ 483,640	\$ 507,760	\$ 539,211	6.2%
RECREATION	32,103	30,910	37,381	38,979	4.3%
HISTORICAL COMMISSION	-	233	394	1,000	153.7%
MEMORIAL DAY	3,145	4,017	5,928	4,503	-24.0%
CHIEF WILLS DAY	5,000	5,000	5,000	5,000	0.0%
TOTAL CULTURE & RECREATION	\$ 507,539	\$ 523,801	\$ 556,463	\$ 588,692	5.8%

**TOWN OF MIDDLETON
GENERAL FUND EXPENDITURES
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2019**

	FY 2016 ACTUALS	FY 2017 ACTUALS	FY 2018 ACTUALS	FY 2019 ACTUALS	% CHANGE 2018-2019
DEBT SERVICE EXPENSES	\$ 1,583,260	\$ 1,249,461	\$ 1,358,927	\$ 1,291,225	-5.0%
COMPENSATION RESERVE EXPENSES***	\$ -	\$ 7,155	\$ 6,185	\$ 19,497	215.2%
RETIREMENT EXPENSES	1,098,942	1,188,311	1,300,187	1,409,336	8.4%
UNEMPLOYMENT EXPENSES	1,880	772	6,638	4,040	-39.1%
HEALTH INSURANCE EXPENSES	637,198	694,249	765,596	731,260	-4.5%
LIFE INSURANCE EXPENSES	1,725	1,794	2,521	2,057	-18.4%
MEDICARE EXPENSES	58,500	78,378	84,945	89,559	5.4%
TOTAL EMPLOYEE BENEFIT EXPENSES	\$ 1,798,246	\$ 1,970,658	\$ 2,166,073	\$ 2,255,750	4.1%
RESERVE FUND*	\$ 12,700	\$ 40,622	\$ 20,290	\$ 59,000	190.8%
GENERAL INSURANCE EXPENSES	\$ 135,500	\$ 146,016	\$ 166,691	\$ 189,394	13.6%
CAPITAL EXPENSES	\$ 1,134,172	\$ 579,167	\$ 1,178,029	\$ 1,014,213	-13.9%
STATE & COUNTY CHARGES	\$ 422,014	\$ 416,287	\$ 422,654	\$ 434,387	2.8%
TOTAL EXPENDITURES	\$ 31,963,810	\$ 32,368,460	\$ 34,530,809	\$ 35,343,976	2.4%
TRANSFER TO ENTERPRISE****	\$ -	\$ -	\$ 5,117	\$ -	-100.0%
TRANSFER TO SPECIAL REVENUE FUNDS	-	12,455	-	-	0.0%
TRANSFER TO STABILIZATION	50,000	100,000	285,000	-	-100.0%
TRANSFER TO OPEB TRUST	100,000	100,000	50,000	75,000	50.0%
TOTAL TRANSFERS OUT	\$ 150,000	\$ 212,455	\$ 340,117	\$ 75,000	-77.9%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 32,113,810	\$ 32,580,915	\$ 34,870,926	\$ 35,418,976	1.6%

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

**MIS department moved from Town Accountant budget in FY17

***Compensation Reserve was established in FY17

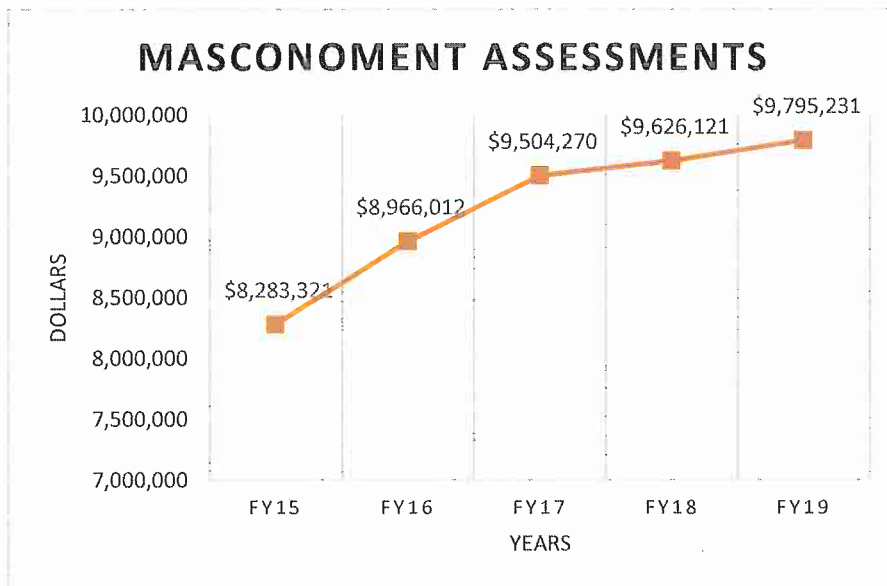
****Snow and Ice Department created in FY19 moved from DPW Admin Budget

*****Audit moved as part of Accounting budget; Street lights moved as part of DPW Admin budget in FY19

**TOWN OF MIDDLETON
MASCONOMENT EXPENDITURES
FISCAL YEAR 2015 THROUGH FISCAL YEAR 2019**

<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY15	\$8,283,321	\$ 505,677	6.10%
FY16	\$8,966,012	\$ 682,691	7.61%
FY17	\$9,504,270	\$ 538,258	5.66%
FY18	\$9,626,121	\$ 121,851	1.27%
FY19	\$9,795,231	\$ 169,110	1.73%

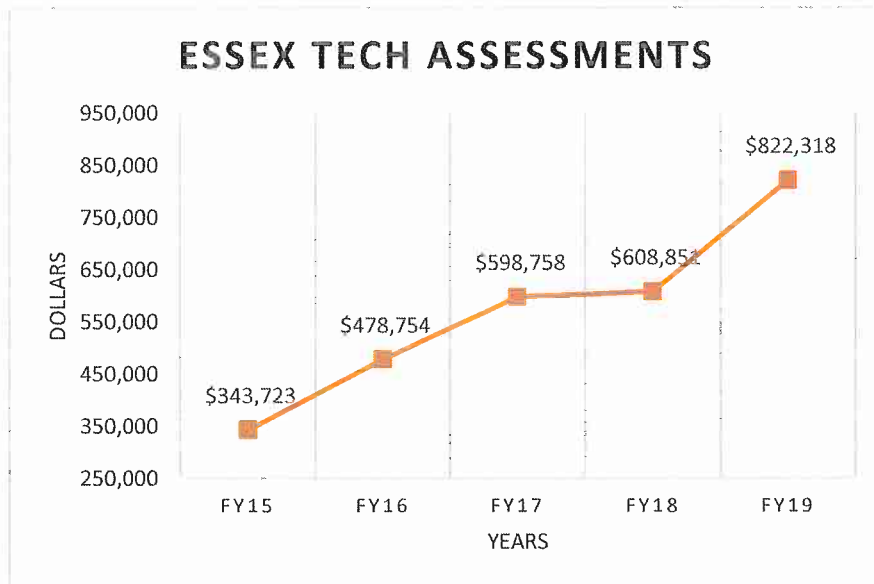
* Includes debt payments; does not include capital assessments



**TOWN OF MIDDLETON
ESSEX TECH EXPENDITURES
FISCAL YEAR 2015 THROUGH FISCAL YEAR 2019**

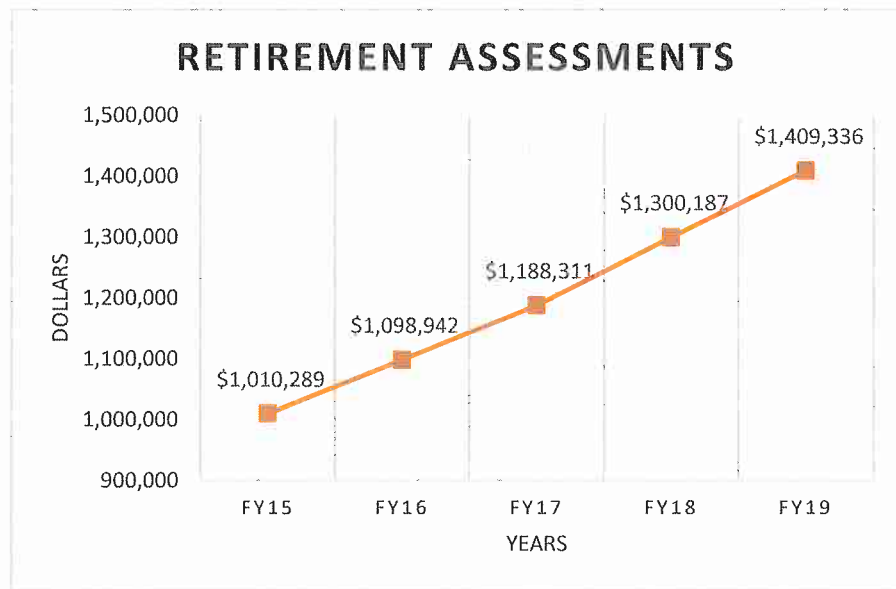
<u>YEAR</u>	<u>ACTUAL*</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY15	\$ 343,723	\$ 27,538	8.01%
FY16	\$ 478,754	\$ 135,031	28.20%
FY17	\$ 598,758	\$ 120,004	20.04%
FY18	\$ 608,851	\$ 10,093	1.66%
FY19	\$ 822,318	\$ 213,467	25.96%

* Includes debt payments; does not include capital assessments



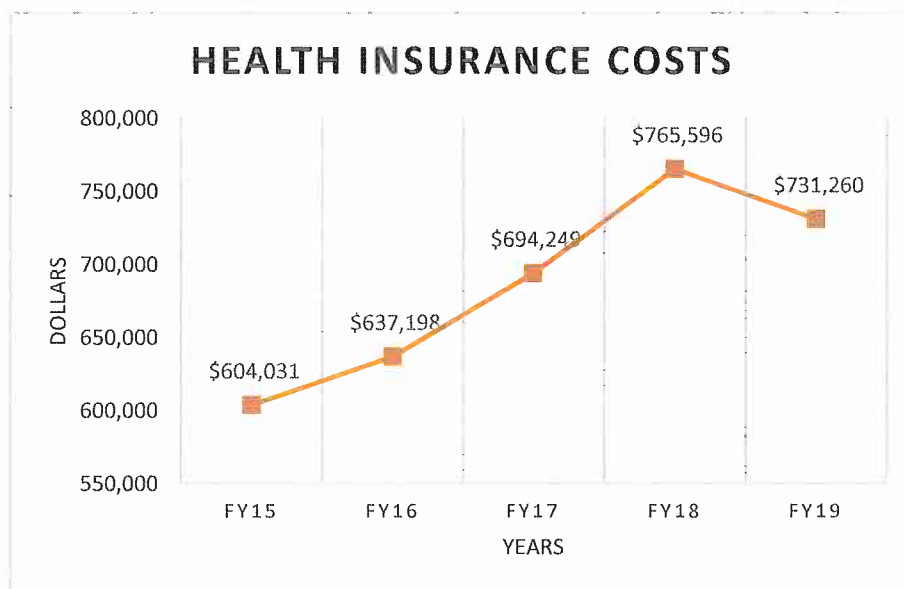
**TOWN OF MIDDLETON
RETIREMENT EXPENDITURES
FISCAL YEAR 2015 THROUGH FISCAL YEAR 2019**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY15	\$1,010,289	\$ 101,375	10.03%
FY16	\$1,098,942	\$ 88,653	8.07%
FY17	\$1,188,311	\$ 89,369	7.52%
FY18	\$1,300,187	\$ 111,876	8.60%
FY19	\$1,409,336	\$ 109,149	7.74%



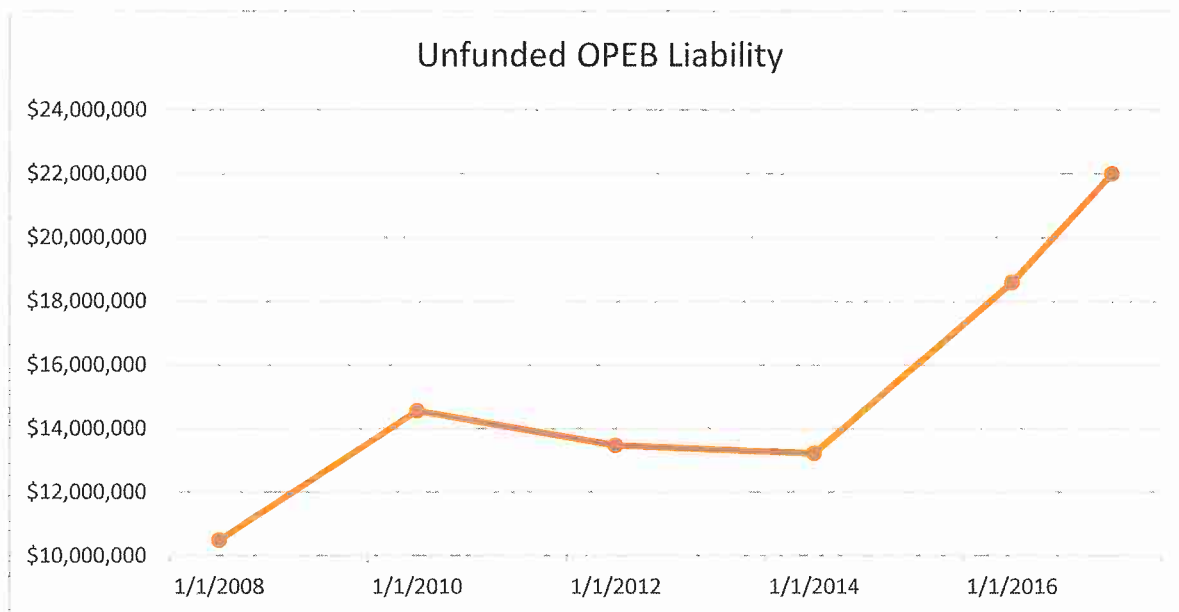
**TOWN OF MIDDLETON
HEALTH INSURANCE EXPENDITURES
FISCAL YEAR 2015 THROUGH FISCAL YEAR 2019**

<u>YEAR</u>	<u>ACTUAL</u>	<u>CHANGE</u>	<u>% CHANGE</u>
FY15	\$ 604,031	\$ 18,274	3.03%
FY16	\$ 637,198	\$ 33,167	5.21%
FY17	\$ 694,249	\$ 57,050	8.22%
FY18	\$ 765,596	\$ 71,348	9.32%
FY19	\$ 731,260	\$ (34,336)	-4.70%



TOWN OF MIDDLETON, MA
UNFUNDED OPEB LIABILITY
ACTUARIALS DATED 7/1/08 THROUGH 7/1/17

ACTUARIAL DATE	UNFUNDED LIABILITY	CHANGE	% CHANGE	% FUNDED
7/1/2008	\$10,498,000	\$ -	0	0.00%
7/1/2010	\$14,552,898	\$ 4,054,898	27.9%	2.07%
7/1/2012	\$13,469,007	\$ (1,083,891)	-8.0%	3.29%
7/1/2014	\$13,216,570	\$ (252,437)	-1.9%	0.00%
7/1/2016	\$18,595,526	\$ 5,378,956	28.9%	4.25%
7/1/2017	\$22,002,808	\$ 3,407,282	15.5%	4.54%



**TOWN OF MIDDLETON, MA
OUTSTANDING LONG-TERM DEBT
FISCAL YEAR 2013 THROUGH FISCAL YEAR 2018**

YEAR	OUTSTANDING	CHANGE	% CHANGE
FY15	\$ 17,034,150	\$ (751,063)	-4.4%
FY16	\$ 17,469,217	\$ 435,067	2.5%
FY17	\$ 15,859,024	\$ (1,610,193)	-10.2%
FY18	\$ 14,890,961	\$ (968,063)	-6.5%
FY19	\$ 13,904,898	\$ (986,063)	-7.1%



TOWN OF MIDDLETON, MA FINANCIAL MANAGEMENT POLICIES

Introduction

The following financial principles set forth the broad framework for overall fiscal planning and management of the Town of Middleton. In addition, these principles address both current activities and long-term planning. The principles are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject of course to statutory limits such as Proposition 2 ½. These policies supersede all previously adopted policies unless stated otherwise.

The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future. Sound Financial Condition may be defined as:

- *Cash Solvency*: the ability to pay bills in a timely fashion
- *Budgetary Solvency*: the ability to annually balance the budget
- *Long Term Solvency*: the ability to pay future costs
- *Service Level Solvency*: the ability to provide needed and desired services

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges.

These Financial Management Policies will be periodically reviewed, revised, and readopted. At the very least, this shall occur every three years.

Policy Statements

1. **Budget Message:** The Town Administrator shall annually prepare a balanced budget and comprehensive Budget Message as required by state law and the Middleton Town Charter. The Budget Message shall include a detailed examination of trends in tax levy, new growth, local receipts, local aid, and available funds. The Town Charter further requires the preparation of a comprehensive five-year Capital Plan.
2. **Structurally Balanced Budget:** The Town will strive to fund recurring expenses with recurring revenues, thereby avoiding structural deficits. New operating costs associated with capital projects should be funded through the operating budget, but reflected in the capital improvement plan.
3. **Revenues:** municipal operations are funded from four primary revenue sources: 1) State Aid to Cities and Towns (a.k.a. Local Aid); 2) property taxes; 3) local receipts; and 4) other available funds. The Town Administrator, Chief Financial Officer, and other finance officials will develop an estimate prior to the commencement of the budget development process. Estimates from each source must be reasonable and based on sound information. Guidance

for each revenue source is discussed below:

- Property Tax Levy: Property taxes are the most stable revenue source. The estimate for the ensuing fiscal year shall be within the allowable levy limit under Proposition 2 ½.
- Local Receipts: Local receipts are locally generated revenues from sources such as license and permit fees and automobile excise taxes. Local receipts are tracked and the trends analyzed in order to identify potential changes. It shall be the policy to estimate local receipts based on the trend of the most recent five years.
- Local Aid: The State budget adopted by the Massachusetts Legislature and the Governor determines the aid each city and town will receive in the ensuing fiscal year. In most years, Middleton's budget is finalized before the State budget is adopted; at best, we have only an estimate based on the Governor's or House Ways & Means budget proposal. It shall be the policy that Local Aid for the ensuing year will be estimated at 100% of the current year, unless there is good reason to deviate, such as a known looming State deficit, Local Aid resolution, or other compelling evidence.
- Other Available Funds: These include transfers from other funds, such as from ambulance receipts to offset the operation of the Fire Department, from MELD to reimburse for expenses in areas such as insurance and pension assessments, and from other funds. Available funds can also include transfers from the Assessors overlay account, Free Cash, and various Stabilization Funds.

4. **Stabilization Funds**: A stabilization fund is designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may establish one or more stabilization funds for different purposes. A two-thirds vote of Town Meeting is required to establish or appropriate from a stabilization fund. The Town will maintain a series of Stabilization Funds as described below. Transfers to the various Stabilization Funds shall generally be from Free Cash or other reserves and shall be in conformance with G. L. c. 40, s. 5B.

- General Stabilization Fund: this is the Town's main financial reserve in the event of an emergency or extraordinary need. It shall be the goal of the Town to achieve and maintain a balance in the General Stabilization Fund of 4%-6% of current year budgeted general fund operating appropriation.
- Capital Stabilization Fund: The Capital Stabilization Fund will be available to set aside funds to use for one-time capital purchases or annual debt service payments. It shall be the goal to achieve and maintain a balance in the Capital Stabilization Fund of 3%-4% of current year budgeted general fund operating appropriation.
- Pension Stabilization Fund: The Pension Stabilization Fund will be available as a reserve to make future extraordinary "catch-up" contributions to the Essex Regional Retirement System (ERRS) if ERRS fails to achieve full funding due to unrealized investment returns or other factors. If ERRS's full funding schedule remains accurate, the Pension Stabilization Fund may be directed toward annual continuation payments, thereby limiting the impact on operating budget revenues. When full funding is complete or satisfactorily certain, the balance in the Pension Stabilization Fund may be transferred or appropriated as allowed by G. L. c. 40, s. 5B.
- Special Education Stabilization Fund: The Annual Town Meeting on May 10, 2016 established the Special Education Stabilization Fund. It shall be the goal of the Town to use the Special Education Stabilization Fund to offset spikes in elementary school special education costs, including special education transportation costs. It shall be the further goal to have a balance equal to the average of the most recent five years actual special education spending. The initial target balance is \$350,000 with a maximum balance of \$500,000.

5. Free Cash reserves are the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is comprised of unexpended Free Cash from the previous year, actual receipts in excess of revenue estimates, and unspent amounts in budget line items. Once certified by the Director of Accounts, Free Cash is available for appropriation for any lawful purpose. The Town shall have a goal of maintaining Free Cash at a target range of at least 3% of the prior year general fund operating appropriation.

The Town hereby identifies the following as appropriate uses of Free Cash:

- Operating Budget: The Town has historically used Free Cash to subsidize the ensuing year's operating budget in order to reduce the tax rate. It is the Town's goal to eliminate or reduce the use of Free Cash used in the development of the operating budget. The Town will reduce its annual appropriation of Free Cash until it is \$0. When appropriate, the Town may, prior to setting the tax rate, elect to devote a portion of Free Cash for the purposes of reducing the tax rate.
 - Stabilization Funds: to replenish the Town's various Stabilization Funds.
 - OPEB Trust Fund: to fund the other post-employment benefits (OPEB) Trust fund.
 - Capital Improvement Program: to fund capital improvements in order to avoid or minimize borrowing.
 - Unexpected Deficits: to fund potential deficits in order to avoid carrying them into the next fiscal year. Snow and ice deficits an example of a deficit appropriately funded with Free Cash.
 - Emergency Appropriations: to allow for fiscal flexibility.
6. **Excess Levy Capacity**: The Town shall have a goal of maintaining Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation in order to have tax capacity to pay for future fixed costs in excess of inflation, provide needed and desired services, and maintain flexibility to react and respond to changes in the economy with less measurable financial stress.
 7. **Reserve Funds**: The Town shall maintain a general reserve fund and a special education reserve fund.
 - General Reserve Fund: The Town, through its Finance Committee, shall maintain a Reserve Fund pursuant to G. L. c. 40, s. 6, to provide for extraordinary and unforeseen expenditures. The desirable annual appropriation shall be 1% of general fund expenditures excluding schools.
 - Special Education Reserve Fund: The Town, through its Board of Selectmen and Middleton School Committee, shall maintain a Special Education Reserve Fund pursuant to G. L. c. 40, s. 13E to provide for unanticipated or unbudgeted costs of special education, out-of-district tuition, or special education transportation. The desirable annual appropriation or fund balance shall be equal to 2% of net school spending.
 8. **Debt Management**: The Town recognizes that maintaining debt levels consistent with best practices allows the Town to maintain and improve its credit rating with rating agencies. It shall be the goal of the Town to manage debt within the following parameters:
 - A. Annual debt service (principal and interest), exclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no less than 2% nor more than 10% of current year budgeted general fund operating appropriation. This is known as Net General Fund Debt

Service.

B. Annual debt service inclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no more than 15% of current year budgeted general fund operating appropriation. This is known as Gross General Fund Debt Service.

C. General Fund Debt does not include debt for water, sewer, and electric light.

9. **Capital Improvement Plan:** Capital items are assets that have a useful life of five (5) years and a cost of \$5,000. Regular capital investment is critical to maintaining the Town's infrastructure, including vehicle fleet, buildings, equipment, and acquisition of land. Annually, the Town Administrator will develop a capital improvement plan (CIP) for the next five (5) years. Year one (1) of the CIP is the ensuing year's proposed capital budget. In order to adequately invest in its capital assets, it is the Town's goal to annually spend at least two percent (2%) of general fund expenditures on its general fund capital plan. Non-general fund capital shall be evaluated and programmed based on need.

Funding of capital items may come from a number of sources, including, but not limited to:

- Available funds, such as Free Cash, Capital Stabilization, Overlay, Community Preservation Fund, and Ambulance Fund.
- Issuance of debt within the levy.
- Debt or Capital Outlay Expenditure Exclusion. In order to maintain budget capacity within the limits of Proposition 2 ½ and in recognition of the public facility needs facing the Town, the Town may wish to seek ballot approval for large general fund acquisitions, such as fire apparatus and public works equipment costing more than \$500,000, as well as for Town, school, and regional school building projects. Funding major acquisitions outside of Proposition 2 ½ will improve the Town's limited budget capacity, ensure broad community approval for such projects, and reinforce the Town's strong bond rating. Debt Exclusions and Capital Outlay Expenditure Exclusions allow a community to increase the tax levy above the limitations of Proposition 2 ½ and require a ballot vote.
 - A Debt Exclusion exempts the debt service for the term of the debt issuance.
 - A Capital Outlay Expenditure Exclusion is a one-time increase in the tax levy to fund a capital project or acquisition.

10. **Investments:** Investment practices are governed by the Massachusetts General Laws. The Town's general fund, special revenue funds, and trust funds are invested in accordance with all applicable Massachusetts General Laws using the list of legal investments and taking into consideration safety, liquidity, and yield.

Massachusetts General Laws, Chapter 44, section 55B requires the Town Treasurer to invest all public funds except those required to be kept un-invested for purposes of immediate distribution. The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account *safety, liquidity, and yield*. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the Town's business.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk (the risk of loss due to the failure of the security issuer or backer) and interest rate risk and interest rate

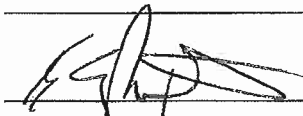


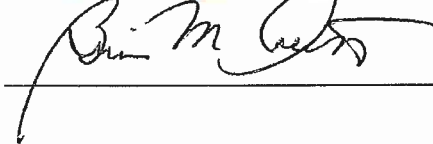
risk (which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates). These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository.

- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.





11. **Procurement:** Procurement shall be conducted in accordance with Massachusetts General Laws c. 30B (Supplies & Services); c. 149 (Building Construction); c. 30, s. 39M (Public Works Construction); c. 7C, ss. 44-57 (Public Building Projects Design); the Middleton Charter; and Chapter 14 of the Middleton Code. The Town Administrator is the Chief Procurement Officer and as such may delegate procurement responsibilities.
12. **Receivable Write-Offs:** The Town is unable to collect all receivables. It shall be the policy of the Town to write-off uncollected receivables after three years. This policy shall not apply to motor vehicle excise, real property, and personal property taxes.
13. **Audit of Financial Statements and Management Letter:** It is the Town's goal to retain the services of an outside auditing firm to complete an audit of the Town's financial statements and to prepare a management letter detailing its findings and recommendations. It is the further goal to be prepared for the auditor by September 30 so the auditor can return its completed product in a timely manner.
14. **Fraud:** The Town is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law. Reference is hereby made to the Town's Municipal Fraud Policies and Procedures.

4/3/2018

BOARD OF SELECTMEN

FINANCE COMMITTEE


TOWN ADMINISTRATOR



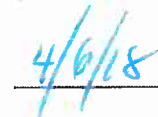
TOWN ACCOUNTANT/CHIEF FINANCIAL OFFICER



TREASURER/COLLECTOR



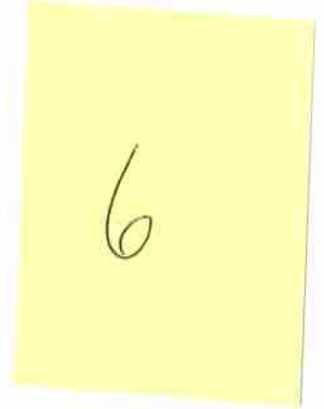
DATE:






OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
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Middleton, MA 01949-2253
978-777-3617
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MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

SUBJ.: FY2020 Budget Update and FY2021 Budget Preview

DATE: October 8, 2019

The Finance Team has begun preliminary planning for the FY2021 operating and capital budgets. We are focused at this time on the expenditure side of the budget. We will wait until we are a little further into FY20 before projecting revenues.

To get a picture of the current fiscal year's trend and an early picture of next year, I solicited information from department heads. The responses of departments are summarized in this memo. I provide a more global commentary at the end of the memorandum.

FY2020 BUDGET UPDATE

I recently asked departments for an update on the FY2020 budget. Specifically, I asked department heads to identify any surprises as we approached the end of the first quarter of the year. A number of modest shortfalls were noted. These have been discussed in our conversations and development of the warrant for the November 5, 2019 Special Town Meeting. These include appropriations for unemployment, Medicare, and insurance. In general, the picture early in the current fiscal year is as we expect. I highlight a few specific areas below.

Veterans Aid historically has been challenging to predict. Veterans' aid can fluctuate wildly depending on the number of chapter 115 benefit recipients. Recipients are eligible for aid from Middleton the moment they move into Town. As mentioned previously, VSO Gary Bent has done an excellent job helping Veterans and widows find benefits and services, such as Social Security, that provide more support than just c. 115 benefits. Gary expects FY20 Veterans aid to be within budget.

Public Works is a significant cost center. We are closely watching a couple of areas within Public Works:

- Equipment maintenance is an area of some concern. DPW is putting a high priority on preventive maintenance rather than reacting to breakdowns. This follows a series of

breakdowns of older vehicles in recent years. DPW's focus on preventive maintenance is a far better approach than reacting to breakdowns as they occur.

- Winter operations (snow and ice removal) is always challenging to predict. We modestly increased funding in FY20. We will watch this in FY2020 and consider increasing the appropriation in the future.
- Transfer Station/Solid Waste is an area of near- and long- term concern. As we have discussed, recycling costs are increasing. As recently as a few years ago we received revenue or credit for recycling. Redirecting solid waste to recycling helped our budget picture. We now pay about the same to dispose of recycling as we do to dispose of trash. As I will mention below as we look ahead to FY21, the cost of operating the Transfer Station is expected to dramatically increase.

Fire Department equipment maintenance costs have been higher than expected so far this fiscal year. Ambulance 2, Engine 3 (pumper), and Ladder 1 have already needed substantial maintenance and repair. A number of other vehicles will need testing, inspections, and repairs during this fiscal year. If the trend continues we are likely to require additional funds. However, we expect these costs can be accommodated through a reserve fund transfer later in the year rather than a Town Meeting appropriation.

Police Department salaries and wages will be augmented by an appropriation at the November 5 Special Town Meeting. This is needed to fund the recently signed contract for FY18-20. There are no other known budgetary needs or challenges in FY20.

Elementary schools are our largest cost center. So far in FY2020, Middleton Elementary sees no surprises.

Regional schools are obviously a significant cost center. One area we know we need to budget for in FY21 is an out of district vocational education placement. This is anticipated at about \$18,000. We will shortly get a clearer picture of Essex Tech enrollments.

FY2021 BUDGET PREVIEW

Several of the items flagged in FY20 will need to be adjusted in FY21. These include unemployment, insurance, and Medicare. The CFO suggests, and I agree, we need to take a close look at debt to ensure we are adequately covered for the bond anticipation note (BAN) on 105 South Main Street. The compensation reserve will also be increased in anticipation of anticipated and unanticipated vacancies. Upon separation, employees are entitled to accrued vacation and personal leave. These are unaccounted for in department budgets and are carried in the compensation reserve. As we have seen, a couple of retirements or resignations can have a significant drain on this account.

Transfer Station/Solid Waste, as previously noted, will present an ongoing fiscal challenge. On the capital side, we have been working diligently to extend the life of the 2008 Mack that hauls our solid waste. We expect to need to replace this vehicle by FY21 or FY22. The projected cost is about \$200,000. We generally spend about \$1M annually on capital so this vehicle will consume a significant portion of the annual capital appropriation.

Our contract with Covanta runs through FY21. The FY21 tipping fee is \$75/ton. In speaking with those close to the industry, we expect tipping fees to exceed \$90/ton in our next contract. We have had informal discussions about outsourcing the operation of the Transfer Station. Outsourcing by itself is unlikely to provide much cost savings. However, paired with leasing space for vehicles it could offer a significant benefit. This will need to be more fully explored and discussed.

Continuing to operate the Transfer Station will necessitate additional fees to offset the operating costs; otherwise we will begin to negatively impact other services. The most obvious fee is for bulk items, such as mattresses, box springs, couches, recliners, and large chairs. These all go into the trash bins, taking up substantial space and requiring more frequent change out and trips to Covanta.

Any discussion of solid waste should include consideration of curbside collection. This has not been embraced in the past, but may prove more attractive now.

Pay as you throw (PAYT) is another option. PAYT models typically offer free recycling while requiring that residents purchase specially marked bags to dispose of trash. This could happen with the transfer station or as part of curbside collection.

Winter operations (snow and ice removal) has been level funded the last several years. We will look to modestly increase the appropriation in FY21 to more closely match recent spending trends.

Fire Department shift coverage continues to be a challenge in our hybrid department. As more departments move from call or hybrid models to full time models the remaining hybrid departments like Middleton are more difficult to operate. A request for additional staffing is not currently anticipated, but it is important to keep the changing nature of the fire service in mind. On the capital side, an ambulance and pumper may be sought in FY21. These will have to be considered in anticipation of the proposed station.

Police Department staffing will be an annual discussion as policing changes and the community continues to evolve. The Chief has made no secret of his intention to retire from the department. We previously asked for and received an appropriation to retain a recruiter to assist us in finding a new chief. I recommend deferring significant staffing and organizational changes until a new chief is in place.

Information technology (IT) has been a focus of attention in the past several years. We have made a concerted effort to address IT and have made some progress both within the operating budget and capital plan. We have far to go. Hardware and software upgrades will continue to be sought. A regional IT project currently getting underway holds much promise. Likewise, our effort to digitize records will continue. We hope to work out the kinks with the current projects and will come forward with additional phases as early as practicable. "Better than it used to be" is unacceptable and is an express train to obsolescence.

ADDITIONAL BUDGET COMMENTARY

In addition to the department-specific comments above, there are a number of broader themes and considerations.

Flint Public Library The Board and Finance Committee agreed with the adjustments proposed last year by the Library Trustees and Library Director. This was a two year implementation beginning in FY20. FY21 will be the second year. Sarah Wood will account for this when she updates the multi-year projection.

Council on Aging is an area where I expect to see a request for increased funding. The new director will have new ideas and we have encouraged her to broaden the offerings at the COA in an effort to reach more residents. She will have a couple months to evaluate the department's operations and available funding before the FY21 budget cycle begins.

Staffing Employee costs are our largest expense. We have added hours and a number of positions in recent years. Last year several members made clear their distaste for adding more positions. While I do not object to that line of thinking, I caution against a decision at this time. We are very early in the process and are under no deadline to make decisions. As happens every year, justification for any requests must be well documented and we must be sure we can afford the additional costs.

Compensation is a significant cost and one that is of obvious importance to employees at all levels of the organization. To my knowledge, Middleton has never had a classification and compensation plan. This invariably leads to requests to adjust compensation. We have seen a number of these in recent years.

During last year's budget meetings, members of the Board of Selectmen and Finance Committee made clear their aversion to one-off salary adjustments. We offered to undertake a limited salary survey focused on department heads and certain non-union positions. We started by identifying a basket of similar communities with whom we could compare. The Board approved this list of communities on May 28, 2019. This salary survey further helps us in complying with the Pay Equity Act which went into effect in 2018. Tanya Stepasiuk is working on this analysis and will soon have it finished. To date, she has found that salaries are all over the map. Several are substantially below the average among our comparable communities and a number are above the average.

Pay inconsistencies lead to the above mentioned one-off adjustment requests, which we have encountered annually for the past several years. Salaries substantially below the market increase the risk that we will have trouble retaining critical positions. The costs of a vacancy and of bringing a new person up to speed are difficult to quantify, but cannot be dismissed. Furthermore, communities often end up paying the new hire more than the departed employee, thereby realizing no savings. For these reasons and for the sake of internal and external pay equity, we will seek the Board's support in smoothing out these disparities in the FY21 budget process.

As we get closer to starting the budget development process, we will need direction from the Board on this issue. Preliminary projections indicate a cost of about \$100,000 to get to 100% of average. This number will be fine-tuned in the coming months. Due to Middleton's health

insurance premium split (60% employer/40% employee), I recommend moving to 100% of average.

A decision will also need to be made about positions that are above the target. It is not recommended that anyone's compensation be reduced; however, positions that are above the target may need to be frozen or accelerated at a lower percentage. Again, this is a decision that does not need to be made yet.

Fees are an area that needs to be revisited every few years. We have identified a number of fees that are nonexistent, inadequate to cover the service provided, or otherwise in need of revision. We will bring forward a comprehensive fee schedule for the Board's consideration as we head into the winter.

Budget Transparency As has been discussed numerous times, the budgeting process has changed significantly over the past several years. These changes came at the direction of the Board in the interest of greater transparency. Sarah Wood and I have enthusiastically implemented these changes, as they are consistent with current general laws and good budgeting practices. However, the move to greater transparency, truer spending from accounts such as PEG, and dialing back of encumbrances presents challenges. These practices eliminate many of the cushions that were previously available. That in turn occasionally requires mid-year supplemental appropriations or drawing from the compensation reserve. More notably, it is taking time for us to budget the true costs in certain areas, such as compensation reserve, legal services, buy-backs in certain CBAs, and the like. Every year we get more precise and we appreciate the support from the Board of Selectmen and Finance in this regard.

Thank you and I look forward to discussing this on October 8th and developing the budget during the coming months.

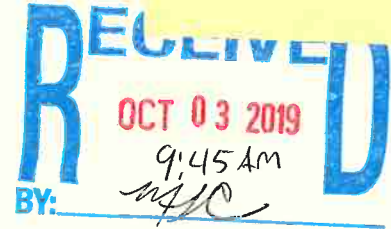
MANN & MANN, P.C.
COUNSELLORS AT LAW

†Admi
*A

October 3, 2019

VIA HAND DELIVERY

Board of Selectmen Town of Middleton
Attention: Andrew Sheehan, Town Administrator
48 South Main Street
Middleton, Massachusetts 01949



RE: SERENITEE CATERING CORP. d/b/a MAGGIE'S FARM
189 South Main Street, Middleton, MA 01949 – Change of Manager
License No. 05072-RS-0704

Dear Mr. Sheehan:

With reference to the above, please find enclosed a request for a Change of Manager for Serenitee Catering Corp. d/b/a Maggie's Farm which includes three packages of the following documents:

1. Monetary Transmittal Form;
2. Receipt \$200 fee paid to Commonwealth of Massachusetts;
3. Amendment Application for a Change of Manager;
4. Resume – Anthony Colangelo;
5. Applicant's Statement;
6. CORI Request Form for Anthony Colangelo;
7. Proof of Citizenship – License and Passport of Anthony Colangelo;
8. Corporate Vote of Serenitee Catering Corp.; and
9. Local Licensing Review Record.

Please place this on the agenda for the next public hearing of the Board of Selectmen.
Please do not hesitate to contact me if you have any questions.

Thank you for your assistance in this matter.

Very truly yours,
MANN & MANN, P.C.

By:


Jill E. Mann

Enclosures

cc: Mr. Mark McDonough

S:\Serenitee 2012-20\Restaurants\Maggie's\191 Maggies\2019 Change of Mgr - Anthony Colangelo\Ltr to Board of Selectmen.docx

191 South Main Street, Suite 104
Middleton, Massachusetts 01949
Telephone: 978-762-6238
Facsimile: 978-762-6434

Direct Email: jill@mannpc.com
kurt@mannpc.com
melissa@mannpc.com



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

AMENDMENT-Change of Manager

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT**

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

05072-RS-0704

ENTITY/ LICENSEE NAME

Serenitee Catering Corp.

ADDRESS

189 South Main Street

CITY/TOWN

Middleton

STATE

MA

ZIP CODE

01949

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> Change of DBA |

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

**Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: d59777c5-525f-4ed6-bc78-26adc34f09bf

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	05072-RS-0704	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 9/25/2019 10:52:25 AM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
05072-RS-0704

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Jill

Last Name:
Mann

Address:
Mann & Mann PC

City:
Middleton

State:
MA

Zip Code:
01949

Email Address:
pamv@mannpc.com



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR A CHANGE OF MANAGER

The following documentation is required as a part of your retail license application.

ABCC investigators reserve the right to request additional documents as a part of their investigation.

- ☒ Monetary Transmittal Form with \$200 fee
You can **PAY ONLINE** or include a **\$200 check made out to the ABCC**
- ☒ Change of Manager Amendment Application (this packet)
- ☒ CORI Authorization Form
For the manager of record AND any individual with direct or indirect interest in the proposed licensee. This form must be notarized with a stamp*
- ☒ Proof of Citizenship for proposed manager of record
Passport, US Birth Certificate, Naturalization Papers, Voter Registration
- ☒ Vote of the Corporate Board
A corporate vote appointing the manager of record, signed by an authorized signatory for the proposed licensed entity
- ☒ Additional Documents Required by the Local Licensing Authority



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

05072-RS-0704

ENTITY/ LICENSEE NAME Serenitee Catering Corp.

ADDRESS 189 South Main Street

CITY/TOWN Middleton

STATE MA

ZIP CODE 01949

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

APPLICANT'S STATEMENT

I, Mark McDonough the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory
of Serenitee Catering Corp.
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: 

Date: 11/12/19

Title: President

CORPORATE VOTE

The Board of Directors or LLC Managers of

Serenitee Catering Corp.

Entity Name

duly voted to apply to the Licensing Authority of

Middleton

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

9/12/2019

Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

"VOTED: To authorize

Mark McDonough

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Anthony Vincent Colangelo

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,



Corporate Officer / LLC Manager Signature

MARK MCDONOUGH

(Print Name)

For Corporations ONLY

A true copy attest,



Corporation Clerk's Signature

MARK MCDONOUGH

(Print Name)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

☐ For Reconsideration

LOCAL LICENSING AUTHORITY REVIEW RECORD

05072-RS-0704

ABCC License Number

Middleton

City/Town

10/3/2019

Date Filed with LLA

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of DBA | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change of Hours |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder |
| <input type="checkbox"/> Change of Beneficial Interest | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |

APPLICANT INFORMATION

Name of Licensee Serenitee Catering Corp.

D/B/A Maggie's Farm

ADDRESS: 189 South Main Street

CITY/TOWN: Middleton

STATE

MA

ZIP CODE

01949

Manager Anthony Colangelo

Granted under Special Legislation? Yes ☐ No ☒

\$12 Restaurant

Annual

All Alcoholic Beverages

Type
(i.e. restaurant, package store)

Class
(Annual or Seasonal)

Category
(i.e. Wines and Malts / All Alcohol)

If Yes, Chapter
of the Acts of (year)

LOCAL LICENSING AUTHORITY DECISION

Please indicate the decision of the
Local Licensing Authority:

Please indicate what days and hours
the licensee will sell alcohol:

Sunday-Tues 10am -12pm
Wed-Saturday 10am-1 am
New Years Eve 10am -

If **Approving With Modifications**, please indicate below what changes the LLA is making:

Please indicate if the LLA is
downgrading the License
Category (approving only Wines
and Malts if applicant applied for All
Alcohol):

Changes to the Premises Description

Patio/Deck/Outdoor Area

Total Square Footage

Seating Capacity

Indoor Area

Total Square Footage

Number of Entrances

Number of Exits

Floor Number	Square Footage	Number of Rooms

Abutters Notified: Yes ☐ No ☒

Date of Abutter
Notification

Date of
Advertisement

Please add any
additional remarks or
conditions here:

☐ Check here if you are attaching additional documentation

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

Date APPROVED by LLA




OFFICE OF THE TOWN ADMINISTRATOR

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

8

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

SUBJ.: Public Comment Period

DATE: October 8, 2019

At the request of the Board, I surveyed area towns and other colleagues to gauge the use of Public Comment Periods by boards of selectmen. Public Comment Periods are widespread and the approaches are quite varied. As noted previously, in order to avoid violating the Open Meeting Law, it is imperative that Board members not get into debate or deliberation during the Public Comment Period.

From my experience in other communities and from discussing the issue with colleagues I offer the following guidelines for the Board's consideration.

- The Public Comment Period will be a scheduled agenda item at all regular Board of Selectmen meetings. The Public Comment Period will not normally be included on agendas for special meetings or meetings with defined purpose, such as the operating and capital budget meetings, the warrant reading/budget hearing, and similar meetings
- A ten (10) minute Public Comment Period will be scheduled as the first item on the agenda. If no members of the public are present speak the Board will move on to the next agenda item
- No resident shall speak for more than five (5) minutes without the approval of the chairman
- Members will listen to the comments and will not engage in debate, deliberation, or take any action or policy decision
- If an issue merits further discussion by the Board it will be scheduled for a subsequent meeting
- If able, staff will provide an immediate answer to questions. If an answer or response is not able to be provided, staff will research the issue and respond as quickly as possible
- Members will remain at the table and will not speak from the floor as residents




OFFICE OF THE TOWN ADMINISTRATOR

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



MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

SUBJ.: Request to Hunt on Town-Owned Land

DATE: October 8, 2019

This office recently received a request from a resident to bow hunt on Town-owned land. The land in question is located off Natsue Way. To our knowledge, the Town does not have a policy on hunting on Town-owned land.

I spoke with Town Counsel about the inquiry. If the Town does not charge a fee to hunt there may be immunity. Nonetheless, in the case of a lawsuit the Town is likely to be named.

I recommend that the Board not grant permission to hunt on Town land.

If the Board desires to allow hunting on Town-owned land, I recommend doing so only after soliciting public input, and adopting a policy that establishes parameters and approved locations.

I look forward to discussing this in greater detail.



Town of Middleton

Planning Department

Town Planner Katrina O'Leary, AICP

katrina.oleary@middletonma.gov

195 North Main Street, Middleton, MA 01949

Ph: (978) 335-1234

10

Date: September 25, 2019
To: Board of Selectmen
From: Katrina O'Leary
RE: Adoption of a Housing Production Plan

Thanks to receiving a \$15,000 Community Compact Grant in 2017, the Metropolitan Area Planning Council has just finished Middleton's first ever Housing Production Plan. As part of the certification process required by the Department of Housing and Community Development, both the Planning Board and the Selectboard of each community must formally vote to adopt the Housing Production Plan created for the community. The Planning Board will be reviewing and voting on the HPP at their October 9 meeting. Below is a summary of the HPP program and the benefits and protection it offers the town.

WHY CREATE A HOUSING PRODUCTION PLAN? Housing Production Plans (HPPs) help municipalities better understand local housing need and demand, development constraints and opportunities, and their vision for the future housing landscape.

HPPs analyze how populations may change and establish policies and programs that address shifting demand. Communities can proactively influence development to guide the type, amount, and location of future housing, and signal to developers what kinds of future development is preferred. HPPs also help cities and towns meet their statutory obligations under M.G.L. Chapter 40B.

CHAPTER 40B: Chapter 40B is a state statute that requires municipalities to increase and maintain their Affordable Housing inventories at 10% of their total year-round housing stock. Middleton's SHI is currently at a little over 5%; however, that is expected to decrease following the 2020 U.S. Census. If Affordable Housing in a community is under 10%, developers may petition the local Zoning Boards of Appeals (ZBA) for a permit for housing developments with at least 20-25% Affordable units even though they do not fully comply with local zoning; the ZBA has limited grounds for refusal.

SAFE HARBOR: Communities have three mechanisms for claiming "Safe Harbor" and thereby denying a developer a Comprehensive Permit

1. HPP Certification.

If a municipality has a locally adopted and state approved HPP and is making measurable progress toward reaching the state goal of 10% Affordable Housing by producing Affordable Housing units at an annual rate of 0.5% or 1% of its year-round housing units (Safe Harbor is for a 1-year or 2-year period, respectively). DHCD requires that the HPP be adopted by both the Planning Board and Select Board.

2. **10% on the Subsidized Housing Inventory (SHI).**

If more than 10% of a community's total housing stock as counted by the U.S. Decennial Census is deed-restricted Affordable.

3. **1.5% General Land Area Minimum (GLAM).**

If 1.5% of the municipality's total area zoned for residential, commercial, or industrial use is dedicated to deed-restricted Affordable Housing. Malden is investigating eligibility under the 1.5% land area criteria.

MIDDLETON'S HPP "TARGET GOALS" UNTIL 2024: for creating affordable housing units are shown below:

Table 17 Target Goals for Town Addressing Ch.40B Compliance, Demonstrating Permit Approvals toward "Safe Harbor" Control through Certification, and Addressing Demand through Proactive Affordable Housing Production

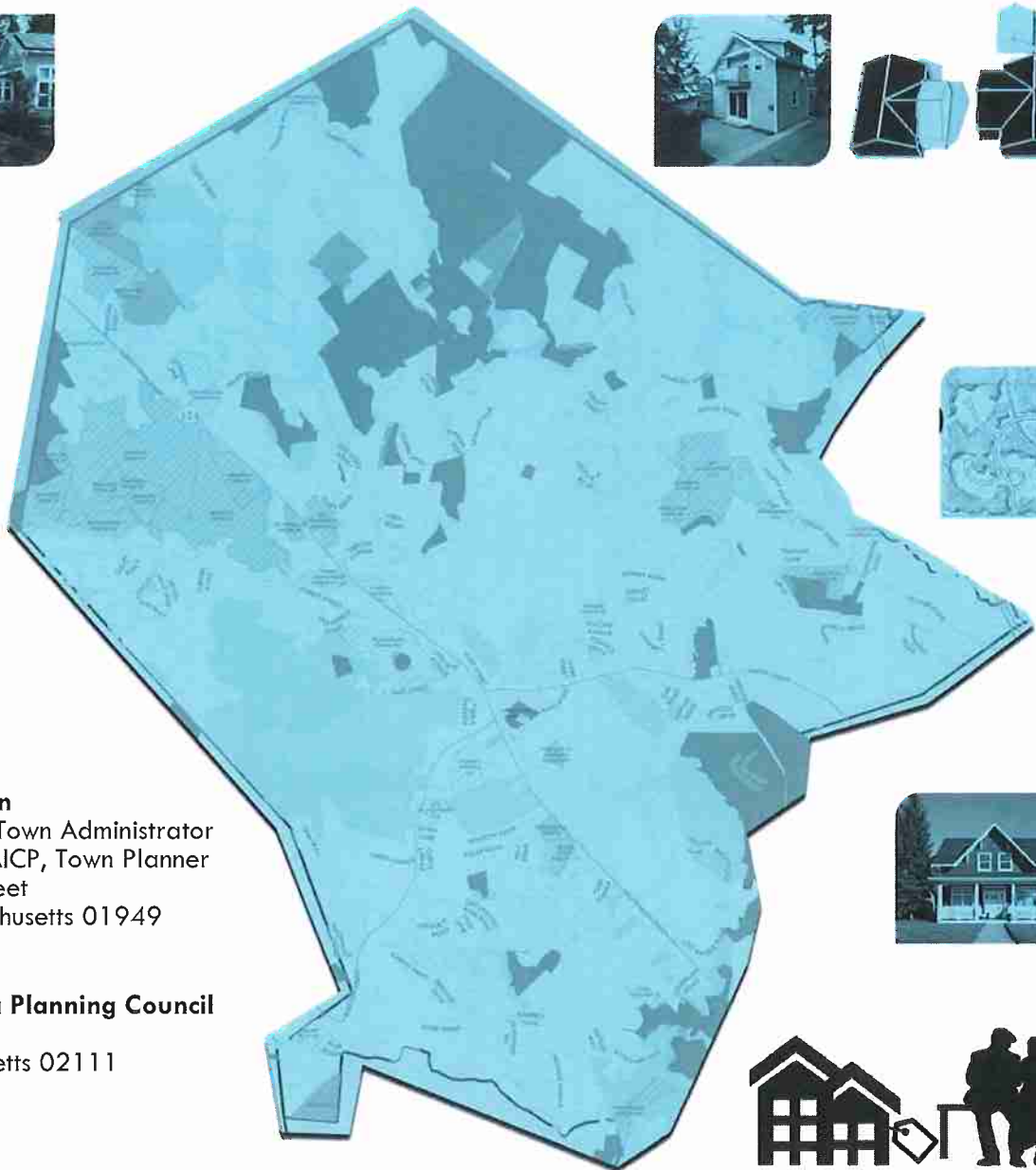
ANNUAL TARGET GOALS FOR ADDRESSING TOWN'S CH. 40B COMPLIANCE, DEMONSTRATING PERMIT APPROVALS TOWARD "SAFE HARBOR" CERTIFICATION CONTROL, & ADDRESSING DEMAND THROUGH PROACTIVE AFFORDABLE HOUSING PRODUCTION								
	2010 Census	2017 DHCD SHI	2019	2020 MAPC Projection	2021 2020 Census public	2022	2023	2024
Total year-round homes denominators: (Census 2010, and 2020 MAPC Projection)	3,011	3,011	3,011	3,505	3,505	3,505	3,505	3,505
Cumulative State-certified affordable units*		151	151 + 15 = 166	166 + 18 = 184	184 + 18 = 202	220 + 18 = 238	238 + 18 = 256	256 + 18 = 274
10% requirement		300	300	351	351	351	351	351
Chapter 40B difference		-149	-134	-167	-149	-113	-95	-77
Annual target goals at 0.5% of total units – "safe harbor" 1 year of Town control		15	15	18	18	18	18	18
Annual target goals at 1.0% of total units – "safe harbor" 2 years of Town control		30	30	35	35	35	35	35
SHI Percentage		5.01%	5.51%	5.24%	5.76%	6.79%	7.30%	7.81%

* Based on MA DHCD most recent 2017 SHI plus minimum 0.5% rate of production increase.
Source: US Census Bureau, 2010 Census and MAPC MetroFuture projections for 2020.

MIDDLETON

HOUSING PRODUCTION PLAN

2019-2024



prepared for:

Town of Middleton

Andrew Sheehan, Town Administrator
Katrina O'Leary, AICP, Town Planner
48 South Main Street
Middleton, Massachusetts 01949

prepared by:

Metropolitan Area Planning Council

60 Temple Place
Boston, Massachusetts 02111
Tel 617.933.0700
www.mapc.org



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WHY A HOUSING PRODUCTION PLAN FOR MIDDLETON?

The Metropolitan Area Planning Council (MAPC) has assisted the Town of Middleton in developing a Housing Production Plan (HPP) that is intended to:

- Guide market-rate and affordable housing preservation and creation,
- Help the Town maintain its State-mandated affordable housing target,
 - approve 15 to 18 permits annually for Town control over Ch. 40B proposals,
- Influence the type, amount, and location of affordable housing,
 - DHCD requires location specificity to approve Town HPP,
 - not limited to vacant land; encourage voluntary redevelopment through zoning incentives,
- Increase affordable housing opportunities and options in Middleton, and
 - State minimum requirement may not fully address all cost-burdened households in Town,
- Provide **housing options** to residents, their adult children, and elderly grandparents **for all life phases and (un)anticipated circumstances.**

affordable/workforce options?

- ✓ **OPTIONS** for unforeseen life circumstances – downsizing, limited mobility, economy
- ✓ **NOT BE PRICED OUT** – your children, parents, seniors to afford to live in same community
- ✓ **QUALIFYING INCOMES**

	moderate	low
1-person home	\$56,800–\$71,000	\$35,500–\$56,799
3-person home	\$73,000–\$91,250	\$46,625–\$72,999

Affordable housing eligibility based on HUD's Area Median Family Income (AMI) of \$107,800 (FY2018).
Moderate income limits are 80-100% of AMI and low-income limits are 50-80% of AMI.



**30% OR LESS
ON HOUSING COSTS**

ACKNOWLEDGEMENTS

The Middleton Housing Production Plan (HPP) 2019-2024 would not be possible without the support and leadership of many people in the Town of Middleton. Thank you to all who participated throughout the process. The Metropolitan Area Council (MAPC) is grateful for the opportunity to work with the Town on promoting housing for all.

The planning process and staff analyses were conducted with funding from the MAPC District Local Technical Assistance Program (DLTA) and Planning for MetroFuture Technical Assistance (PMTA) programs. Such funding enables the Metropolitan Area Planning Council (MAPC) to achieve its mission in providing Towns and cities with assistance in achieving equitable local smart growth that also benefits the greater Boston region. MAPC is grateful to the Governor and the Legislature for their support and funding of this program.

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Special thanks to meeting attendees and other participants who provided feedback.

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EXECUTIVE SUMMARY

In concert with the Middleton Master Planning process, the Town contracted with MAPC to complete a Housing Production Plan (HPP). An HPP is a community's proactive step in planning for and developing affordable housing consistent with Chapter 40B. By adopting an HPP, communities are much more likely to achieve their affordable housing and community planning goals. A HPP also gives communities more control over comprehensive permit applications for a specific period of time.

MAPC began work in February 2018, engaging with Town Planner Katrina O'Leary on the Town's Master Plan for a housing workshop. Subsequently, MAPC convened the HPP Advisory Committee for a kick-off meeting to begin discussions for eventually producing the HPP. The Middleton HPP provides the Town with an opportunity to proactively achieve its housing production goals, and determine where best to accommodate housing options for seniors, young adults, and for the overall community. Strategies referenced herein aim to preserve existing affordability and increase the housing stock accessible to low- and moderate-income households. Generally speaking, housing affordability is measured using three primary statistics: the median household income for a community; the median cost of housing; and the maximum percentage that a household should spend on housing so that other needs can be met.

As part of the HPP planning process, there were 3 committee meetings and 2 public workshops before a final plan presentation before the Planning Board and Board of Selectmen. These discussions covered the Town's unmet housing demand, current housing demand, and a comprehensive housing needs assessment¹ that offered potential strategies and potential sites appropriate for housing development. The Affordable Housing Goals that are summarized in this plan reflect the input from these reviews and discussions.

Key findings from the comprehensive housing needs and demand assessment are summarized below.

HOUSING NEEDS AND DEMAND ASSESSMENT

MAPC projects² that Middleton's **total population will increase** by 7% between 2010-2020 and an additional 7% between 2020-2030. However, the **demand for households** between 2010-2020 **showed steady growth** of 17%, and 14% between 2020-2030. As a result, MAPC projects that there will be **demand for more housing production**.

This assessment addresses the housing need and demand by age, income, household type, and household size. Overall, Middleton's population is **projected to age**, with the share of householders aged 45 years and older growing from 74% of total householders in 2010 to 80% of householders in 2030. As

¹ A Comprehensive Housing Needs Assessment is the standard name of the analysis and section of HPPs that DHCD reviews. For more information on Massachusetts DHCD Housing Production Plan Guidelines and their Commonwealth of Massachusetts 760 CMR 56.00 regulatory authority, please visit the following URL: www.mass.gov/hed/docs/dhcd/cd/pp/hpp-guidelines.pdf.

² MAPC is the state-created regional planning agency for 101 municipalities in metropolitan Boston. The population and household projections were published in January 2014, have been adopted by the Commonwealth of Massachusetts' Executive Office of Housing and Economic Development as the basis for State's multi-family housing production goal. The executive summary report, projections, and formulas for calculations are available at <https://mapc.ma/projections>, https://mapc.ma/Middleton_projections and https://mapc.ma/formulas_projections. Development of these projections was supported by an advisory team comprising academic experts, state agencies, neighboring regional planning agencies (RPAs), and member municipalities. MAPC reviewed reports from other regions nationwide to assess the current state of practice and also reviewed prior projections for our region to assess their accuracy and identify opportunities for improvement. The "Metro Boston" region refers to 164 cities and towns in Eastern Massachusetts, including the entire MAPC district as well as all or portions of five neighboring RPAs. This region coincides with the extent of the travel demand model used by the Boston Metropolitan Planning Organization.

Middleton's **share of seniors³ grows**, the Town might want to consider **options for changing housing preferences among that cohort**, as well of younger householders entering the market.

MAPC projects that Middleton might have a **net demand for 247 new multi-family units and 358 new single family units** between 2010 and 2020 for a **total net demand of 605 units serving primarily head of householders aged 35-54**.

In addition to considerations of type of units, Middleton could consider allowing additional affordable housing production in order to demonstrate steady progress to DHCD and maintain more control over proposed Ch. 40B development proposals. According to the US Census Bureau's American Community Survey 2013-2017 data, Middleton has the second highest rate of cost burden among its comparison communities, with an estimated **35% of all households spending a disproportionate share (30% or more) of their income on housing**.

According to the Massachusetts Department of Housing and Community Development (DHCD)⁴, **currently 5.01% of Middleton's housing is included in the Subsidized Housing Inventory, which is below the 10% statutory minimum**.

GOALS FOR AFFORDABLE HOUSING PRODUCTION

GOAL 1 – INFORM RESIDENTS AND THE PUBLIC ON FINDINGS FROM THE HPP AND THE TOWN'S HOUSING NEEDS

Seek opportunities to inform residents and bring awareness to the purpose of the Town's Housing Production Plan, and to the importance of proactively addressing the demand and need for providing a variety of housing options for residents in different life stages as well as for unforeseen life circumstances such as a change in one's mobility, health or income.

GOAL 2 – DIVERSIFY HOUSING OPTIONS TO ALLOW RESIDENTS TO AGE IN PLACE, INCLUDING ALLOWING ACCESSORY DWELLING UNITS (ADU'S) AND LEVERAGING THE HEART PROGRAM BY NORTH SHORE ELDER SERVICES

This includes the ability to downsize within the Town, and allow affordable housing choices for residents' adult children and elderly parents. Such housing options can also benefit employees and young families, and can be accomplished by allowing a variety of densities, housing typologies, appropriate lot size reductions, flexibility with accessory dwelling units, and a deliberate strategy to achieving housing through shorter-range, mid-scale sewage package treatment plants that can support new residential townhouses and condominium options. The Town could consider encouraging and proactively identifying sites and areas of Town that are suitable for a variety of housing types other than large lot single family homes.

GOAL 3 – ENCOURAGE AFFORDABLE HOUSING DEVELOPMENT TO ACHIEVE THE CHAPTER 40B MINIMUM 10% REQUIREMENT; INCLUDING ALLOWING A VARIETY OF HOUSING TYPES IN ALL RESIDENTIAL ZONING DISTRICTS.

The Town should proactively encourage affordable housing development in order to meet the needs of its own residents, and to have greater control regarding development sites and design. As a part of this, the Town could consider amending its residential land use zoning regulations in order to allow a variety

³ Seniors are defined by the American Census Bureau as being 65 years in age and older. Source: <https://www.census.gov/population/socdemo/statbriefs/agebrief.html>

⁴ Source: DHCD Chapter 40B Subsidized Housing Inventory as of October 16, 2017 on website https://www.mass.gov/files/documents/2017/10/10/shiinventory_0.pdf

of housing types and densities.

GOAL 4 – EXPLORE CREATION OF A HOUSING PARTNERSHIP AND AFFORDABLE HOUSING TRUST FUND MODELLED ON THAT OF THE IPSWICH HOUSING PARTNERSHIP (IHP)

Housing partnership organizations are policy making bodies with members approved by a Town's Manager/Administrator and/or Select Board. The Housing Partnerships typically initiate programs, review applications, and make recommendations to the Planning Board. They also typically manage Affordable Housing Trust Funds, and (through the fiscal authority invested in them) review applications for loans, provide subsidies for long-term housing restrictions, and can make grants to developers or homeowners.

GOAL 5 – REZONE SITES & AREAS WITHOUT CH.40R POTENTIAL THROUGH TOWN ZONING-BY-LAW AMENDMENTS TO ALLOW HOUSING OPTIONS FOR ALL

Amend existing Town zoning to allow for more compact, residential neighborhoods with smaller lots that incrementally will shorten the distances between properties and in turn make the area as a whole more walkable.

GOAL 6 – LEVERAGE COMMUNITY PRESERVATION ACT (CPA) FUNDS TO PROTECT AND PRESERVE EXISTING UNPROTECTED PROPERTIES AT RISK OF BEING LOST

The CPA is funded through a local option surcharge on property tax bills and a state match or those surcharges. It is used to acquire, create, preserve, and support community housing. It can fill the gap between the cost of development and what qualifying occupants can afford to pay.

INTRODUCTION

Located within the North Shore Task Force (NSTF) subregion,⁵ the Town of Middleton is categorized by MAPC as a Maturing New England Town. These communities are characterized by a mixed-use town center surrounded by compact neighborhoods. They have a large amount of vacant developable land, and new growth comes in the form of new subdivisions. They are among the most rapidly growing communities in the Boston region. Because a community's housing needs and demand depend on both its community type and its regional context, throughout this report MAPC compares Middleton to surrounding and nearby municipalities.

Figure 1: Context Map: Middleton within North Shore Task Force (NSTF) MAPC Subregion, and Other Neighboring Municipalities



⁵ This is one of MAPC's eight sub-regions and is composed of is a group of 16 communities north of Boston working collaboratively on regional issues. The goal of NSTF is to cooperate with, and to assist, each member municipality in coordinating its planning and economic development so as to obtain maximum benefits for the North Shore district. Member communities focus on a broad range of issues that affect the North Shore, including sustainable development, equitable housing, clean energy, climate change and transportation. NSTF is guided by the principles found in the MetroFuture Plan, MAPC's regional development blueprint for the Boston Metropolitan area.

Regulatory Context

The Middleton Housing Production Plan (HPP) 2019-2024 was developed with input from Town of Middleton staff, the HPP Advisory Committee, and the general public. The planning process included three public forums, and advisory committee meetings to share findings on housing demand, agree on housing goals, discuss strategies to achieve those goals, and identify locations for potential housing development.

This plan was prepared to **comply with the Massachusetts Department of Housing and Community Development's (DHCD) regulation 760 CMR 56.03(4)**, and to position Middleton to **demonstrate steady progress toward housing production** for compliance with M.G.L. Chapter 40B. This legislation encourages municipalities to achieve at least 10% of their total year-round housing units on the Subsidized Housing Inventory (SHI) in compliance with the statutory standard. Until that threshold is met, developers of 40B housing where at least 20-25% of units have long-term affordability restrictions can receive approval of a Comprehensive Permit from the local Zoning Board of Appeals even if the project is not in compliance with the underlying zoning.

For municipalities that are under the 10% threshold, a DHCD-approved HPP gives the municipality more control over Comprehensive Permit applications for a specified period of time if they make steady progress in producing affordable housing on an annual basis in accordance with the HPP. Municipalities with approved HPPs may request DHCD certification of their compliance with the plan if either their annual affordable housing production rate is 0.5% of total official DHCD Census 2010 year-round housing units, or for two years if the rate is 1%. In a municipality with a DHCD-certified HPP, a decision of a Zoning Board of Appeals (ZBA) to "deny" or "approve pending certain conditions" a Comprehensive Permit application will be deemed "consistent with local needs" pursuant to Chapter 40B. Based on past practices, such decisions will often be upheld by the Housing Appeals Committee (HAC). This control allows municipalities to manage growth and meet their affordable housing needs in accordance with the community's vision and HPP.

Once the HPP is certified, if the Middleton Zoning Board of Appeals finds that a denial of a permit or the imposition of certain conditions is consistent with local needs, then it must take the following steps. Within 15 days of the opening of the local hearing for the Comprehensive Permit, the Board shall provide written notice to the applicant, with a copy to DHCD, stating that it considers a denial of the permit or the imposition of conditions consistent with local needs, the grounds that it believes have been met, and the factual basis for that position, including any necessary supportive documentation.

If the applicant wishes to challenge the Board's assertion, it must do so by providing written notice to DHCD, with a copy to the Board, within 15 days of its receipt of the Board's notice, including any documentation to support its position. DHCD will then review the materials provided by both parties and issue a decision within 30 days. The Board shall have the burden of proving satisfaction of the grounds for asserting that a denial or approval with conditions would be consistent with local needs, provided, however, that any failure of DHCD to issue a timely decision shall be deemed a determination in favor of the municipality. This procedure shall toll the requirement to terminate the hearing within 180 days.

For purposes of subsection 760 CMR 56.03(8), the total number of SHI Eligible Housing units in a municipality as of the date of a project's application shall be deemed to include those in any prior project for which a Comprehensive Permit had been issued by the Board or by the Committee, and which was at the time of the application for the second project subject to legal appeal by a party other than the Board, subject however to the time limit for counting such units set forth at 760 CMR 56.03(2)(c).

If either the Board or the applicant wishes to appeal a decision issued by DHCD pursuant to 760 CMR 56.03(8)(a), including one resulting from failure of the DHCD to issue a timely decision, that party shall file an interlocutory appeal with the Committee on an expedited basis, pursuant to 760 CMR 56.05(9)(c) and 56.06(7)(e)(11), within 20 days of its receipt of the decision, with a copy to the other party and to

the DHCD. The Board's hearing of the project shall thereupon be stayed until the conclusion of the appeal, at which time the Board's hearing shall proceed in accordance with 760 CMR 56.05. Any appeal to the courts of the Committee's ruling shall not be taken until after the Board has completed its hearing and the Committee has rendered a decision on any subsequent appeal.

COMPREHENSIVE HOUSING NEEDS ASSESSMENT ⁶

An analysis of local demographic data and housing stock reveals key characteristics and trends in Middleton that help explain housing need and demand. In order to understand how the Town compares to its neighbors, Middleton data is compared to nine other nearby comparison communities within its region. This section provides the framework for the housing production goals and strategies to address local housing concerns included later in this document.

MAPC projects that Middleton's total **population will increase** by 7% between 2010-2020 and an additional 7% between 2020-2030. However, the **demand for households** between 2010-2020 **showed steady growth** of 17%, and 14% between 2020-2030.

will increase by nearly 9.3% (635 additional) between 2010-2030. As a result, MAPC projects that there will be **demand for more housing production**. This assessment addresses the housing need and demand by age, income, household type, and household size. Overall, Middleton's population is **projected to age**, with the share of householders aged 45 years and older growing from 74% of total householders in 2010 to 80% of householders in 2030.

As Middleton's **share of seniors** grows, the Town could consider **options for changing housing preferences among that cohort**, as well of younger householders entering the market. MAPC projects that Middleton might have a net demand for 247 new multi-family units and 358 new single family units between 2010 and 2020 **for a total net demand of 605 units serving primarily head of householders** aged 35-54.

In addition to considerations of type of units, Middleton could consider allowing additional affordable housing production in order to demonstrate steady progress to DHCD and maintain more control over proposed Ch. 40B development proposals. According to the US Census Bureau's American Community Survey 2013-2017 data, Middleton has the second highest rate of cost burden among its comparison communities, with an estimated **35% of all households spending a disproportionate (30% or more) of their income on housing**.

According to the Massachusetts Department of Housing and Community Development (DHCD)⁷, **currently 5.01% of Middleton's housing is included in the Subsidized Housing Inventory, which is below the 10% statutory minimum**.

DATA SOURCES

This comprehensive housing needs and demand assessment for Middleton includes a variety of **best available and HPP industry-standard data sources**⁸ that reflect historic, current, and forecasted population trends. Data sources include the U.S. Census Bureau, the U.S. Department of Housing and

⁶ A Comprehensive Housing Needs Assessment is the standard name of the analysis and section of HPPs that DHCD reviews. For more information on Massachusetts DHCD Housing Production Plan Guidelines and their Commonwealth of Massachusetts 760 CMR 56.00 regulatory authority, please visit the following URL: www.mass.gov/hed/docs/dhcd/cd/pp/hpp-guidelines.pdf.

⁷ Source: DHCD Chapter 40B Subsidized Housing Inventory as of October 16, 2017 on website https://www.mass.gov/files/documents/2017/10/10/shiinventory_0.pdf

⁸ The HPP report uses a variety of best available and HPP industry-standard data sources. There will be differences in figures such as the number of total households depending on whether actual US Census 2010 counts are available, or more recent US Census American Community Survey estimates. Other datasets in the HPP report such as US Census Building permit survey data, regional Boston MassBuilds.com voluntarily self-reported and crowd-sourced town-level building permits, or US HUD CHAS housing data, all have their industry-acknowledged limitations but are all that are readily available for HPP analyses. The Massachusetts Department of Housing and Community Development (DHCD), which reviews and approves HPPs, is aware of the dataset limitations and anticipates seeing references to them in the reports.

Development (HUD), the Massachusetts Department of Education, the Warren Group, and the Metropolitan Area Planning Council (MAPC).

The decennial Census reflects a full count of the population on April 1 of the year in which the census is taken and reflects the most accurate population and widely available data in the United States. The Census Bureau's Population Estimates Program (PEP) utilizes current data on births, deaths, and migration to calculate population change since the most recent decennial census and produce a time series of estimates of population, demographic components of change, and housing units.⁹

The American Community Survey (ACS) is a national survey that uses continuous measurement methods. In this survey, a series of monthly samples produces annual estimates.¹⁰ ACS estimates are released as five-year averages. ACS estimates are considered appropriate when the margin of error is less than 10%. The HUD Consolidated Planning/Comprehensive Housing Affordability Strategy (CHAS) dataset is a special tabulation of ACS data, most recently based on ACS 2011-2015 estimates. This dataset is utilized primarily to cross-tabulate household cost-burden status with household type and income status.

However, the best available and HPP industry-standard CHAS 2011-2015 data for detailed cost-burdened households has very high margins of error associated with it. Any detailed information regarding the percentage of cost-burdened renter and owner households as well as types of households (family, non-family, senior, etc.) have margins of error in excess of 30%.

MAPC prepared population and housing demand projections for 164 cities and Towns within the Metropolitan Boston area. Both sets of projections include two scenarios: a Status Quo (SQ) scenario based on continuation of recent trends in migration, housing occupancy, and location preference; and a Stronger Region (SR) scenario that assumes increased attraction and retention of young workers and slightly increased preference for urban settings and multi-family housing. The Status Quo scenario found that continuation of current levels of in-migration and housing production would lead to a declining workforce and economic stagnation over the coming decades. In contrast, the increased migration rates of the Stronger Region scenario could fuel a job growth increase of 7% between 2010 and 2030. As a result, MAPC recommends use of the Stronger Region scenario as the basis for housing planning.

⁹ <https://www.census.gov/popest/about/index.html>

¹⁰ <https://www.census.gov/programs-surveys/acs/methodology.html>

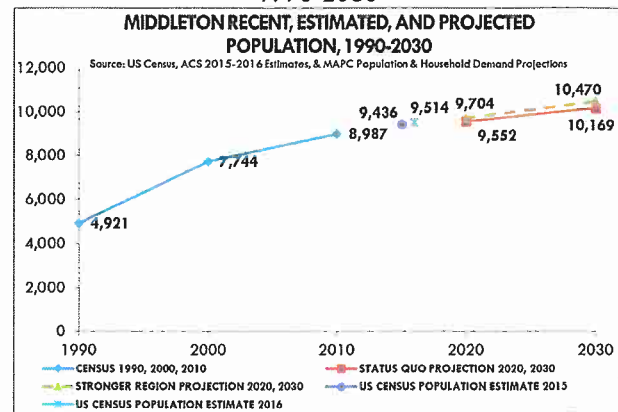
Demographics

This Housing Production Plan is grounded in a thorough examination of Middleton's demographic composition. An analysis of the current population, household composition, race and ethnicity, and educational attainment are some indicators that provide insight into existing housing need and demand. Projections of the Town's future residential composition are also used to inform housing planning efforts.

POPULATION

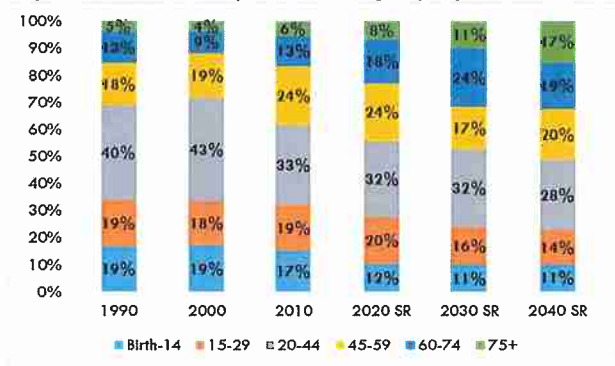
Middleton's population has grown during the last two decades with a 57% increase between 1990-2000, and a lower increase of 16% between 2000-2010; according to US Census Bureau counts. According to Census Bureau's ACS estimates for 2015 and 2016, population growth is estimated at between 5-6% growth from 2010. MAPC regional population projections (which are the State adopted projections for metropolitan Boston) estimate population growth of 7% between 2010-2020, and 7% between 2020 and 2030 (Stronger Region projections).

Figure 2 Middleton Recent, Estimated, and Projected Population, 1990-2030



While the total population increases are at a lower rate, attention must be given to the population's projected compositional changes which also have implications for future housing demand. As the figure shows, between 1990 and 2010, Middleton's population aged overall, with the population under 45 years old shrinking from 78% of the total population in 1990 to 69% in 2010. By 2040, that same cohort is expected to further decline to 53% of the total population. Meanwhile, the proportion of Middleton's population 45 years and older, increased from 36% of the total in 1990 to 43% in 2010, and is expected to grow to 56% of the total in 2040.

Figure 3 Middleton Population Change by Age, 1990-2040



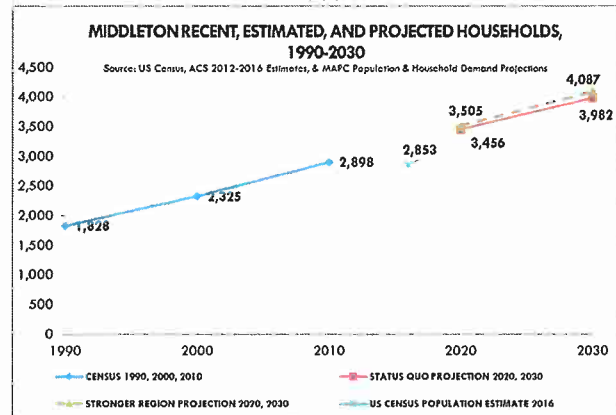
Source: US Census 1990-2010; MAPC Stronger Region Projections 2020-2040; Donahue Institute for Municipalities Outside MAPC Region

HOUSEHOLD COMPOSITION

More than population data, the number and type of households within a community correlate to unit demand; with each household residing in one dwelling unit, regardless of the number of household members. The number of households have steadily increased by 27% between 1990-2000, and by 25% between 2000-2010.

The Census Bureau ACS data for 2016 estimates a slight decline of 2%. MAPC household projections indicate continued steady growth of 17% between 2010-2020, and 14% between 2020-2030. As the next chart will show, the regional, State, and national trend of declining average household size holds true in Middleton as well. Steady population growth together with declining average household size plays a role in increasing the number of future projected households as well as future demand for additional housing units.

Figure 4 Middleton Recent and Projected Households, 1990-2030



HOUSEHOLD SIZE

When examining average household size, Middleton experienced a 22% increase between 1990-2000, and since then it has declined. Between 2000-2010, it dropped 6% from 3.3 to 3.1 persons per household. According to projections, average household sizes are to continue regional trends of declining by 11% between 2010-2020 to 2.8, and an 8% decline between 2020-2030 to 2.6.

When looking at Middleton and nine comparison communities, ACS 2012-2016 data shows that Middleton has the fourth highest average household size, fourth highest owner-occupied household size, and the highest renter-occupied household size.

Figure 5 Average Household Size with Projections – Middleton, 1990-2030

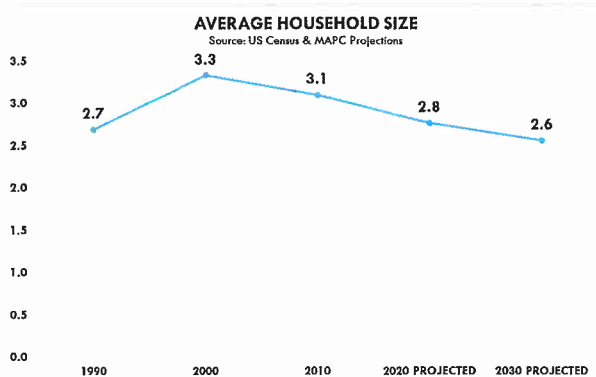


Figure 6 Average Household Size by Tenure – Middleton & Comparison Communities, 2012-2016

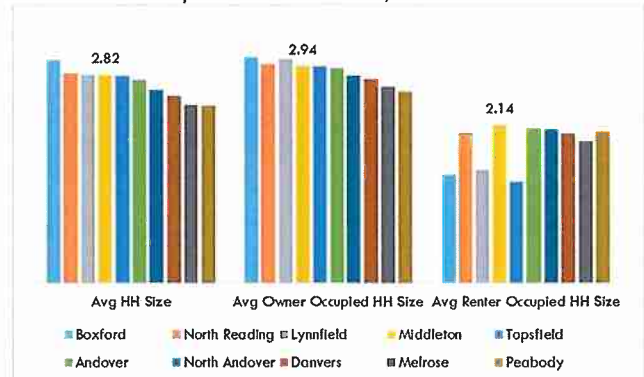


Table 1 Average Household Size by Tenure – Middleton & Comparison Communities, 2012-2016

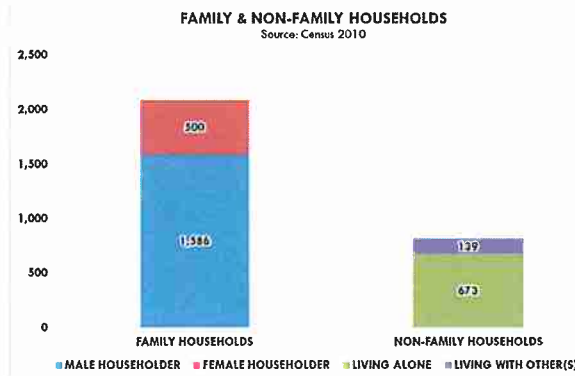
Community	Average Household Size	Average Owner-Occupied Household Size	Average Renter-Occupied Household Size
Boxford	3.03	3.06	1.46
North Reading	2.84	2.97	2.02
Lynnfield	2.82	3.04	1.53
Middleton	2.82	2.94	2.14
Topsfield	2.81	2.93	1.37
Andover	2.75	2.91	2.09
North Andover	2.62	2.81	2.08
Danvers	2.54	2.76	2.02
Melrose	2.41	2.66	1.92
Peabody	2.4	2.59	2.05
Source: ACS 2012-2016			

FAMILY AND NON-FAMILY HOUSEHOLDS

Different household types typically have different housing needs or preferences. For example, a married couple with children would typically desire a larger home than a single person. Seniors may want to downsize from large single-family homes that require maintenance. Younger people may want a small unit to live in or one with several bedrooms so that they can live with roommates. A municipality's composition of household types can indicate how well suited the existing housing inventory is to residents. Middleton's 2,998 households can be divided into families and non-families. The former includes any household with two or more related (by blood or marriage) persons living together, and the latter includes single person households and pairs or groups of unrelated people living together.

According to best available Census 2010 counts on family and nonfamily households (as opposed to ACS estimates), of the total 2,998 households¹¹, 68% were family households and 32% were non-family households. According to Census 2010 data, 76% of its family households have male householders, and 83% of its non-family households are individuals living alone. Compared with neighboring communities, Middleton has the fourth highest proportion of its households as family households (68%)

Figure 7 Middleton Family and Non-Family Households 2010



¹¹ There will be differences in figures such as the number of total households depending on whether actual US Census 2010 counts are available, or more recent US Census American Community Survey estimates.

Table 2 Family and Non-Family Households, Census 2010

Community	Total HHs	Non-Family HHs	Family HHs	% Non-Family HHs	% Family HHs
Topsfield	2,237	924	1,313	41%	59%
Andover	12,369	4,955	7,414	40%	60%
North Andover	11,136	4,074	7,062	37%	63%
Boxford	2,707	973	1,734	36%	64%
Lynnfield	4,529	1,559	2,970	34%	66%
North Reading	5,422	1,833	3,589	34%	66%
Middleton	2,998	964	2,034	32%	68%
Melrose	11,481	3,579	7,902	31%	69%
Danvers	10,624	3,114	7,510	29%	71%
Peabody	21,467	5,293	16,174	25%	75%

Source: Census 2010

HEAD OF HOUSEHOLD BY AGE

In addition to household type, the age of head of households can indicate demand for particular unit types and sizes. As of the 2010 Census, 39% of the heads of households in Middleton were aged 45-59. MAPC's projections estimate that Middleton will see a decrease in that age cohort as well decreases in younger heads of households. **However, Middleton will see an increase in heads of households aged 60 and older, with this age cohort comprising 57% of heads of households by 2030 in a Stronger Region scenario, as shown in Figure 8 and Table 3 below.**

Figure 8 Head of Household by Age in Middleton, MAPC Projections 2010-2030

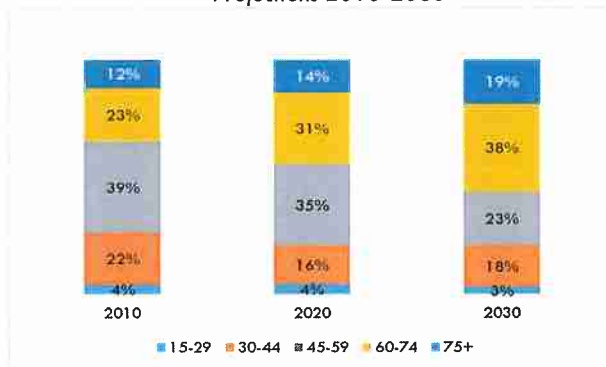


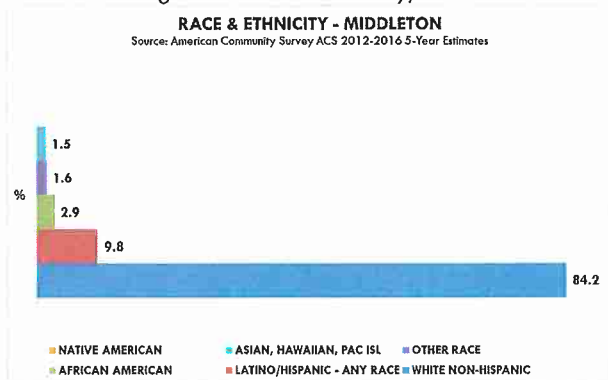
Table 3 Head of Household by Age in Middleton, MAPC Projections 2010-2030

Age Group	HH 2010 Census	HH 2020 MAPC SR	HH 2030 MAPC SR
15-29	109	146	111
30-44	648	576	732
45-59	1,126	1,219	930
60-74	659	1,072	1,537
75+	355	493	778

RACE AND ETHNICITY

According to ACS 2016 estimates, 84% of Middleton's population is white, non-Hispanic, 9.8% is Latino/ Hispanic (of any race), almost 3% is African-American, 1.6% is of another race, and 1.5% is Asian-American.

Figure 9 Race and Ethnicity, 2016



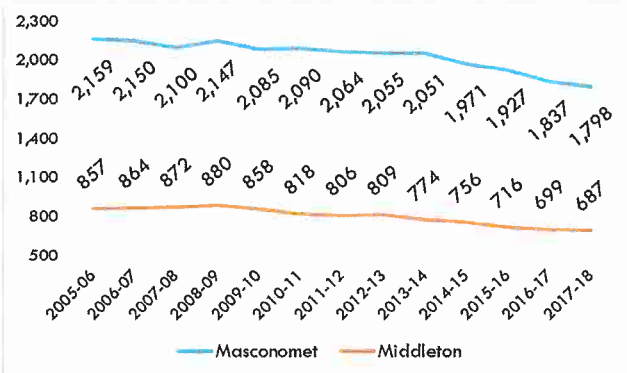
EDUCATION

ENROLLMENT

In terms of Middleton public schools, the Masconomet Regional School district serves the towns of Boxford, Middleton and Topsfield, for Middle and High Schools, known informally as the Tri-Town area. Masconomet Regional High School and Masconomet Regional Middle School are located in the same complex at 20 Endicott Road in Boxford, Massachusetts.

The town has two elementary schools, part of the Tri-Town District along with Topsfield and Boxford, with the Fuller Meadow School (PK to Grade 2) and the Howe- Manning School (Grade 3 to Grade 6).

Figure 10 School Enrollment, Middleton & Masconomet 2005-2018



Enrollment in the Masconomet Regional School District (also known as Tri-Town) has decreased by 17% between 2005-2018 from 2,159 students to 1,798 students. The Middleton School District's enrollment decrease by 20% between 2005-2018 from 857 students to 687 students.

For more information, please refer to "The Waning Influence of Housing Production on Public School Enrollment", which is an October 2017 research brief by MAPC at the following URL: <https://www.mapc.org/enrollment/>. It is an analysis of 243 public school districts from 2010 to 2016, and also included an examination of four background studies over the last 15 years. The following are noteworthy excerpts:

"The permits don't produce the pupils."

"We found no relationship between housing production rates and enrollment growth rates for the 234 districts we studied."

"Urban districts are growing while suburbs are contracting."

The composition of Middleton's public schools has also changed during the last 12 years, as shown in Table 4. The proportion of low-income students has increased from 3% in 2005-2006 to 6% in the last few years where there was available data in 2009-2014. The Massachusetts Department of Elementary and Secondary Education removed the low-income designation in 2014 and introduced a new metric, Economically Disadvantaged, which cannot be directly compared to the previous low-income data. Low-income was defined by eligibility for free or reduced-price meals under the U.S. Department of Agriculture's (USDA) school nutrition program. The economically disadvantaged metric is based on a student's participation in one or more of the following State-administered programs: the Supplemental Nutrition Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); the Department of Children and Families' (DCF) foster care program; and MassHealth (Medicaid).¹²

Middleton's proportion of students of color has increased steadily each year from 5.5% in 2005-06 to 12% in 2017-18. A much smaller percentage of students are English language learners as well as limited English proficiency. English language learners have stayed the same from 1% in 2005-06 to 1% in 2017-18, and those with limited English proficiency have increased from 3% to 3.6% in the same period of time.

¹² Massachusetts Department of Elementary and Secondary Education. "Redefining Low-income - A New Metric for K-12 Education Data." <http://www.doe.mass.edu/infoservices/data/ed.html>

Table 4 Middleton & Masconomet K-12 Students of Color & Economically Disadvantaged, 2005-2018

School Year	Middleton				Masconomet			
	% Limited English Proficiency	% English Language Learner	% Low Income	% Minority	% Limited English Proficiency	% English Language Learner	% Low Income	% Minority
2005-06	2.9	0.7	3	5.5	0.2	0.1	1.7	5.3
2006-07	3.6	0.9	3.8	6.2	0.5	0.3	0.9	5.4
2007-08	3.9	0.8	3.7	5.8	0.4	0.2	1.7	5.7
2008-09	4.1	0.8	4	7.3	0.5	0.1	2.5	5.7
2009-10	4.4	1.5	3.3	7.6	0.3	0.1	1.3	5.9
2010-11	4.9	2.6	4.8	7.8	0.4	0.2	2.1	5.6
2011-12	4.3	1.9	5.7	8.4	0.4	0.2	3.2	4.7
2012-13	4.3	0.9	6.6	8.5	0.6	0.3	3.6	5.1
2013-14	3.7	0.9	5.8	9.7	0.6	0.3	3.1	5.6
2014-15	3.8	1.5	blank	11.2	0.7	0.3	blank	5.7
2015-16	3.6	1.4	blank	13.4	1.3	0.5	blank	7.1
2016-17	4.6	1.1	blank	13.6	1.4	0.3	blank	7.8
2017-18	3.6	0.9	blank	11.8	1.2	0.4	blank	8.6

EDUCATIONAL ATTAINMENT

Approximately 40% of the population over 25 years old has a bachelor's or advanced degree. Of those, 11% have a master's degree, 4% have a professional degree and 1% have a doctorate. When compared to Essex County, Middleton is comparable with regards to educational attainment.

Table 5 Educational Attainment, ACS 2013-2017

Community	% Associate's	% Bachelor's	% Master's	% Professional	% Doctorate
Middleton	9	24	11	4	1
Essex County	8	23	12	2	2

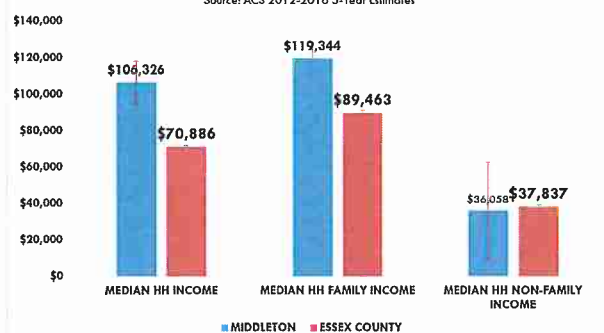
HOUSEHOLD INCOME

Household income is an important determinant of how much a household can afford to pay for their dwelling unit, either to rent or own, and whether that household is eligible for housing assistance.

According to ACS 2016 estimates, Middleton's overall median household income is \$106,326, which is higher than that of surrounding Essex County's \$70,886. The Town's median family household income of \$119,344 is higher than its overall median and of surrounding Essex County. The median non-family household incomes for the Town and Essex County are noticeably lower but due to a very large margin of error for that particular data point, one cannot reliably determine exactly by how much.

Figure 11 Household Median Income 2016

HOUSEHOLD INCOMES: OVERALL, FAMILY, NON-FAMILY
Source: ACS 2012-2016 5-Year Estimates



According to the ACS 5-Year Estimates 2013-2017, the median household income in Middleton is \$107,727. The median family income is higher at \$125,769 and the median non-family income is significantly lower at \$54,605. However, the margin of error for the median non-family income is high and must be used with caution. As shown in figure 7, 83% of Middleton's non-family households are individuals living alone. Among its comparison communities, Middleton is in the middle and comparable to them.

Figure 12: Median Household Income, Middleton & Comparison Communities, ACS 2013-2017

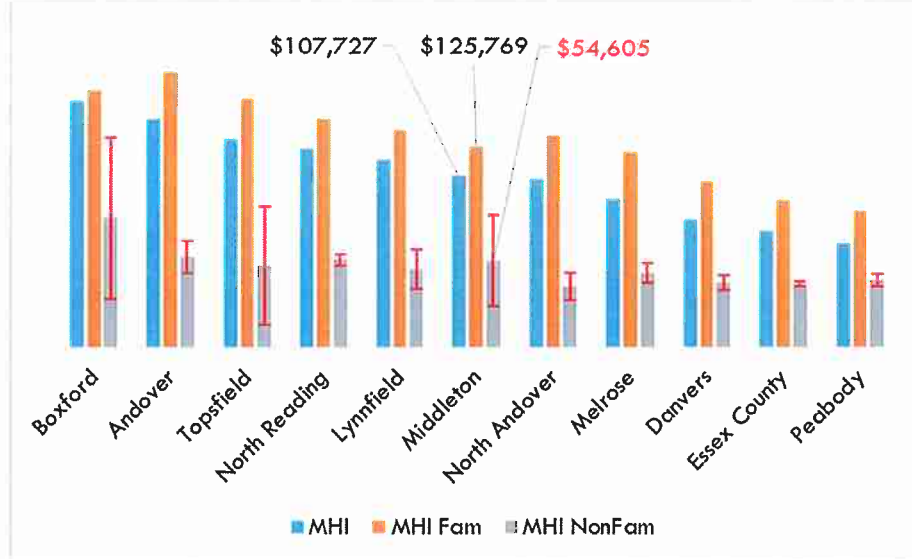
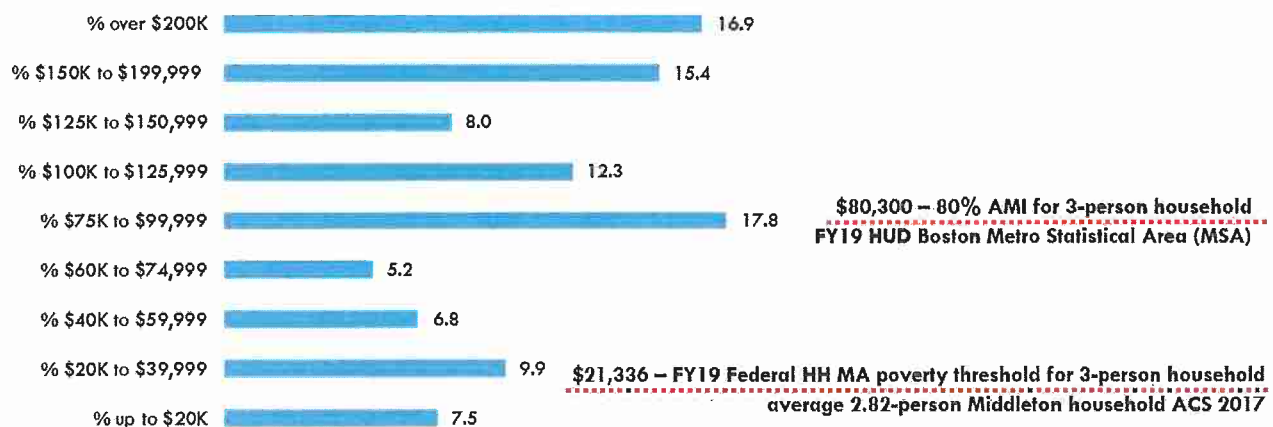


Table 6 Margins of Error for Median Household Income, ACS 2013-2017

Community	MHI	MHI ME	MHI Fam	MHI Fam ME	MHI NonFam	MHI NonFam ME
Boxford	\$155,034	\$30,630	\$160,982	\$26,553	\$81,429	\$50,377
Andover	\$143,292	\$7,925	\$172,684	\$7,797	\$57,071	\$9,916
Topsfield	\$131,387	\$14,580	\$155,820	\$30,981	\$51,452	\$36,773
North Reading	\$124,750	\$7,866	\$143,039	\$11,783	\$55,094	\$3,388
Lynnfield	\$117,706	\$6,124	\$136,221	\$19,623	\$49,482	\$12,247
Middleton	\$107,727	\$12,804	\$125,769	\$13,354	\$54,605	\$28,851
North Andover	\$105,661	\$5,352	\$132,674	\$9,389	\$38,476	\$8,692
Melrose	\$93,434	\$6,277	\$122,783	\$8,522	\$47,137	\$6,149
Danvers	\$79,795	\$6,515	\$104,293	\$5,428	\$40,466	\$4,678
Essex County	\$73,533	\$773	\$92,091	\$1,392	\$39,969	\$1,513
Peabody	\$65,085	\$2,600	\$85,700	\$6,800	\$42,286	\$3,506

As Figure 13 shows, approximately 17.4% of Middleton's households earn less than \$40,000 in income, with 7.5% earning less than \$20,000. Middleton households earning between \$40,000 and \$74,999 account for 12% of households while, 70.1% of households earn \$75,000 or more. For comparison purposes, the Federal poverty threshold for an average 2.82-person Middleton household is a household earning \$21,336.

Figure 13: Middleton Household Income Distribution

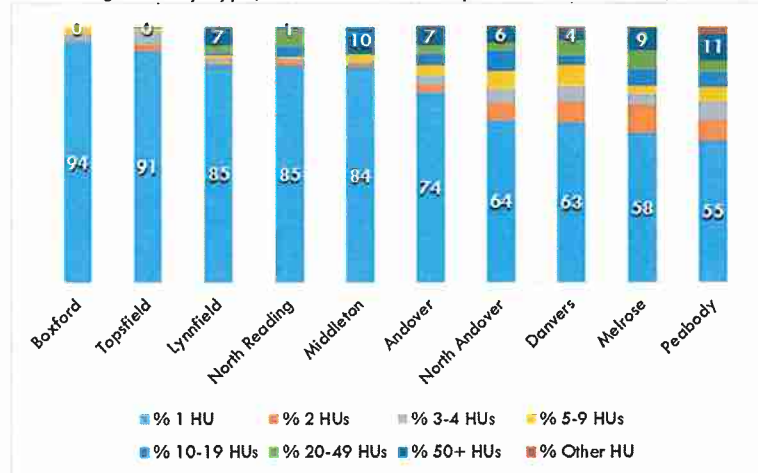


Housing Stock

TYPE AND AGE

The majority of Middleton housing units are single-family homes, with multi-family and other housing¹³ comprising only 16% of the housing.

Figure 14 Housing Units by Type, Middleton and Comparison Communities, ACS 2013-2017

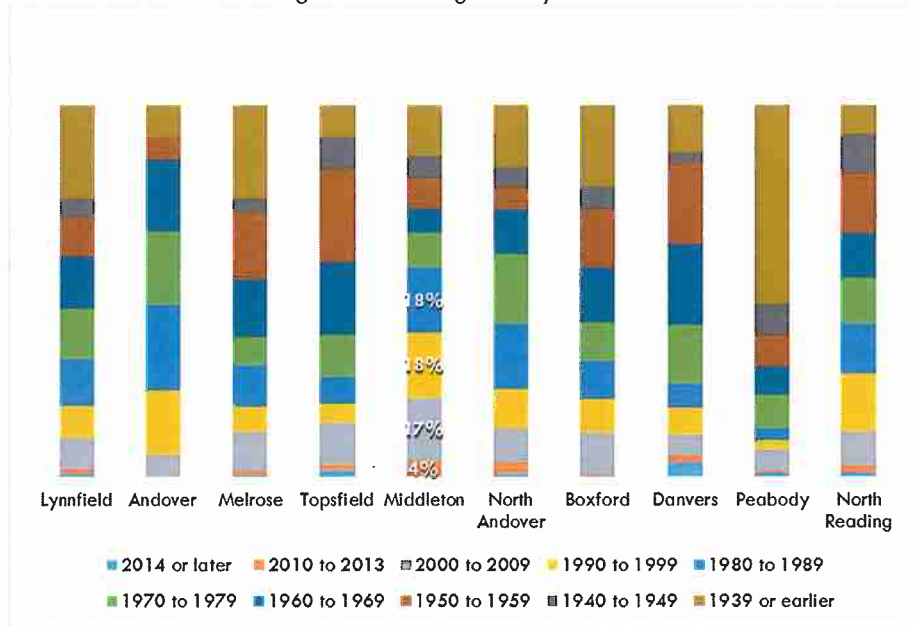


Although single-family housing comprises the majority of housing in the comparison communities, the proportion of single-family homes is higher in Middleton than in five of its comparison communities. Among these municipalities, single-family homes make up from 55% to 94% of the housing units in each municipality. Compared to Andover, North Andover, Danvers, Melrose and Peabody, Middleton's housing stock offer fewer options for its residents.

Middleton has witnessed a decrease in housing development according to US Census Building Permit Data, with only 4% of the housing stock built between 2010-2013, and 17% built between 2000-2009. The preceding two decades witnessed 36% of its housing stock being constructed.

¹³ Town staff and/or HPP Committee feedback on this housing type chart suggests that the 10% of units reported in this ACS 2013-2017 best available and HPP industry-standard dataset potentially might be the correctional facility. Due to the limitations of the dataset, it is not possible to corroborate this.

Figure 15: Housing Units by Year Built



TENURE

In terms of housing tenure, of the Town's estimated 2,853 households (occupied housing units) as of 2016, 85% are owner-occupied households and 15% are renter-occupied households. Most of the households are single-family structures (84%). Approximately 75% of the Town's total households are owner occupied single-family homes, 9% are renter-occupied single family homes, 10% are owner-occupied condominium units, and 6% are renter-occupied apartments or condo units.

Figure 16 Middleton Housing Tenure by Type

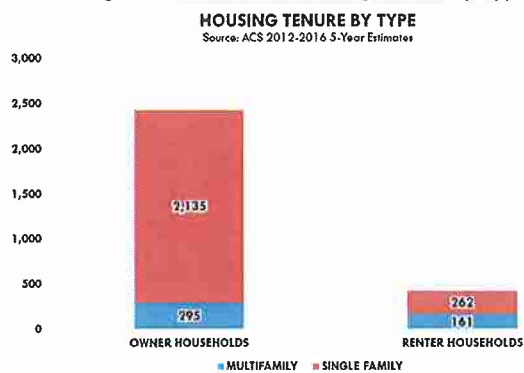
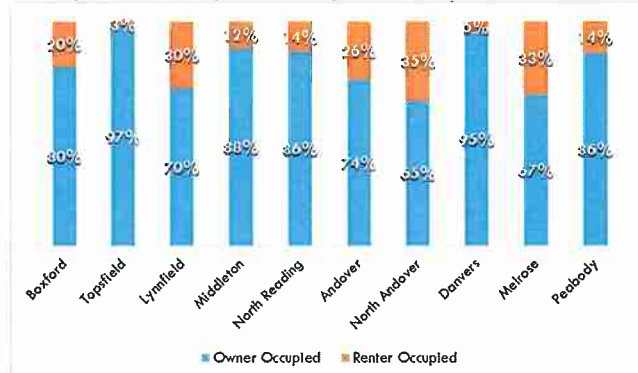


Figure 17: Occupied Units by Tenure, ACS 2013-2017



In Middleton, the likelihood of homeownership generally decreases with age, particularly after the age of 65 years old. As Middleton's population ages, as indicated in the projections there might be demand in the Town for appropriate rental stock available to meet that projected demand.

Figure 18: Housing Tenure by Age of Householder, Middleton

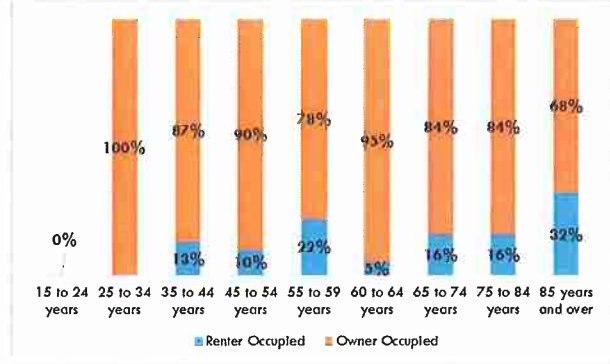
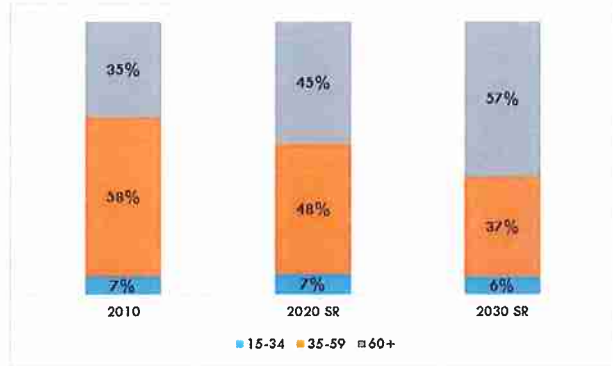


Figure 19: Proportion of Householders by Age in Middleton 2010-2030



According to the ACS 5-Year Estimates for 2013-2017, 86% of Middleton's population lived in the same house one year ago, or approximately 1 out of 10 residents moved in the previous year.¹⁴ This is the highest percent compared to comparison communities. This may be indicative of limited opportunities in the housing market. Across the Commonwealth 86.8% of residents lived in the same house one year ago, showing a comparable statistic.

Figure 20: Share of Population Living in Same House 1 Year Ago, Middleton & Surrounding Communities

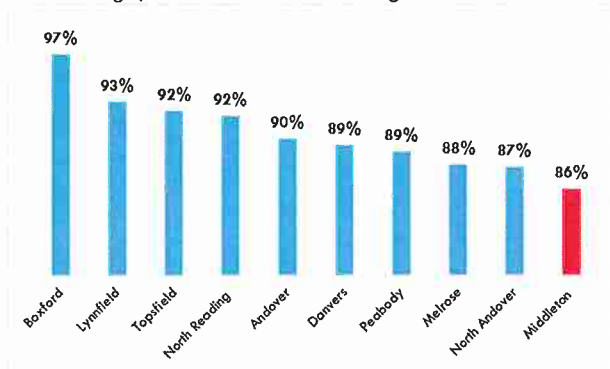
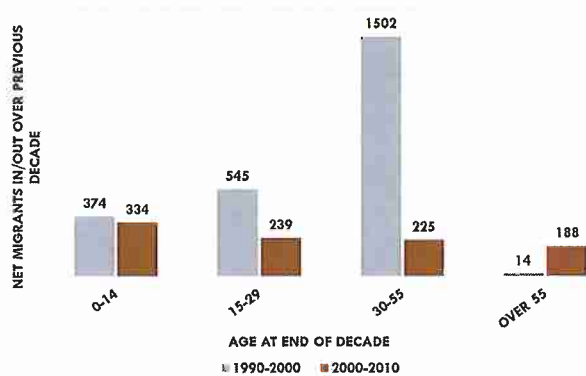


Figure 21: Middleton Net Migration Trend 1990-2010



As shown in Figure 21, between 1990 and 2010, Middleton lost population for the age cohorts 15 to 29 (high schoolers, college-aged and young adults) as well as those over 55 (late middle-aged and seniors). This population loss is projected to continue between 2010 and 2020, and into 2030. The rate of out migration is particularly high for those in the 30-55 age cohort. During those same decades, Middleton has increased its population.

VACANCY

According to the 2013-2017 American Community Survey 5-Year estimates, 96.6% of housing units in Middleton are occupied. Middleton's vacancy rate is 3.4%. This is lower than the estimated 9.7% vacancy rate for the Commonwealth.

¹⁴ Estimate is calculated from population aged 1 year and older.

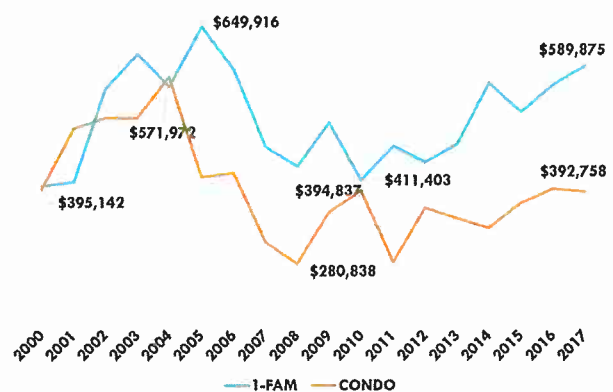
HOUSING MARKET

Housing costs within a community reflect numerous factors, including supply and demand. If the latter exceeds the former, then prices and rents tend to rise. Depending on the income levels of the population, these factors can significantly reduce affordability for both existing residents and those seeking to move in.

SALES PRICES AND VOLUMES

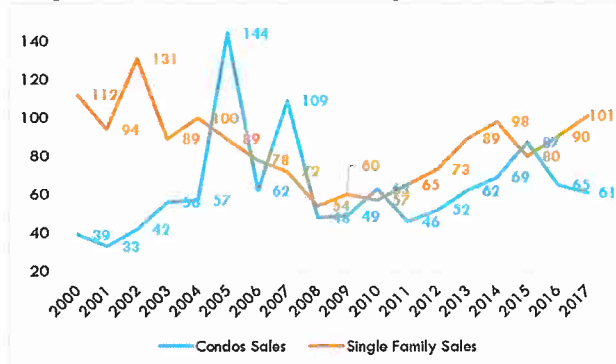
Middleton's median housing sale prices were on the rise in the early 2000s, with single-family median home prices peaking at \$650,000 in 2005 before the Great Recession (December 2007-June 2009), as shown in Figure 22. After which, median sales prices started to steadily increase overall but as of 2017, they still have not exceeded their pre-recession 2005 high with a median sales price of \$590,000 for single families. For median condo sales, the post-recession recovery has not been as steady. As of 2017, median condo sales prices were at \$393,000 have not returned to their pre-recession levels of \$572,000.

Figure 22: Middleton Median Housing Price, 2000-2017- Adjusted to 2017 CPI Dollars



There were 101 single-family home sales and 61 condo sales in Middleton in 2017. As Figure 23 shows, sales have increased since the low volumes 2008 to 2011, but have not quite reached the levels of the peak years prior to the recession.

Figure 23: Middleton Annual Housing Sales, 2000-2017

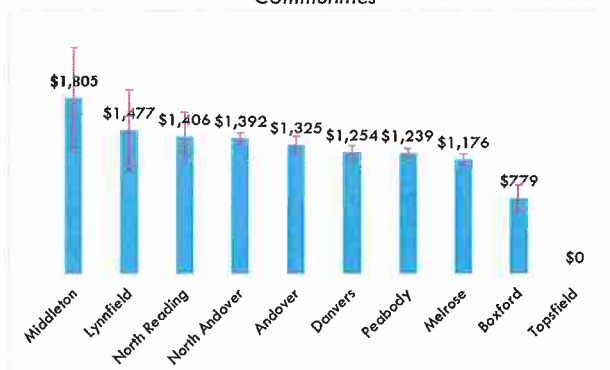


RENT

According to the American Community Survey 5-Year Estimates 2013-2017, median gross rent in Middleton is \$1,805 ± \$512. It has the highest median gross rent for its comparison communities. However, as indicated below, there are high margins of error for Middleton and Lynnfield, so these figures should be regarded with caution. The gross rent estimate for Middleton and its comparison communities shown in Figure 24, represent the monthly cost of contract rent and utilities and fuels if paid by the renter. ACS estimates are the result of monthly sampling and represent the median of rent costs across the spectrum of housing types – and are not necessarily reflective of current market rents.

The median gross rent for Middleton has a margin of error of 28%. As a rule of thumb, margins of error under 15% are considered reliable, between 15% and 30% should be used with caution, and those over 30% are unreliable.

Figure 24: Median Gross Rent, Middleton and Comparison Communities



HOUSING UNITS PERMITTED

According to the Census Building Permit Survey¹⁵, approximately 287 single-family building permits and 0 multi-family building permits were issued in Middleton from 2010 to 2017. Compared to nearby communities, Middleton's total 312 permits was the fourth highest of production overall. It is worth noting that of the comparison communities, Melrose, Andover and Lynnfield produced a high volume of 5-Fam permits which offers their residents more housing options other than single family homes.

Table 7 Housing Units Permitted, Middleton & Comparison Communities, 2010-2017, US Census Building Permit Survey

Housing Units Permitted, Middleton & Comparison Communities, 2010-2017, US Census Building Permit					
	Total Housing Permits	1-Fam Permits	2-Fam Permits	3/4-Fam Permits	5-Fam Permits
Andover	773	37%	5%	6%	52%
North Andover	582	55%	1%	1%	43%
Lynnfield	396	40%	3%	3%	55%
Middleton	312	92%	8%	0%	0%
Melrose	311	19%	1%	1%	78%
Peabody	186	93%	0%	4%	3%
Danvers	176	72%	7%	3%	18%
North Reading	170	100%	0%	0%	0%
Topsfield	127	100%	0%	0%	0%
Boxford	47	96%	4%	0%	0%

¹⁵ The US Census Bureau Building Permits Survey is based on voluntary responses, and if a survey report is not received, missing data on permits for new construction are imputed. Because of this, there oftentimes are discrepancies between the Census permitting information, that of local municipalities' permitting databases and other State or regional permitting information. More information about the survey can be found at this URL: https://www.census.gov/construction/bps/about_the_surveys/

RECENT AND FUTURE DEVELOPMENT

DEVELOPMENT PIPELINE ¹⁶

The following table is a summary of recent and planned developments (2014-2020) from the Town of Middleton's own self-reported data in the MassBuilds.com online database. As of April 2019, the following units have either been built or are planned for. According to this dataset, the Town has built 65 total units, with 102 under construction and 30 planned units within its future development pipeline. These figures include multifamily units (44 completed, 12 under construction and 25 planned) and affordable units (42 completed, 9 under construction, and 0 planned).

Table 8 Summary of Recent & Planned Developments (2014-2020) from Town of Middleton Self-Reported Data in MassBuilds Database

Summary of Recent & Planned Developments (2014-2020) from Town of Middleton Self-Reported Data in MassBuilds Database			
1-Fam Units	Multi-Fam Units	Total Units	Affordable Units
20 completed	44 completed	65 completed	42 completed
90 construction	12 construction	102 construction	9 construction
5 planned	25 planned	30 planned	0 planned

¹⁶ The Town has requested that (due to the limitations of the voluntary and crowd-sourced nature of the HPP industry-standard MassBuilds.com data) its removal, and that it be replaced with more accurate Town Building Department data. This table will remain as a placeholder for the forthcoming Town of Middleton recent and future development pipeline housing units.

Table 9 Town of Middleton Self-Reported Data in MassBuilds Database for Recent & Planned Developments (2014-2020)
to Identify Potential Affordable Residential Units and Market Rate Residential Units to Help the Town Maintain its Chapter 40B Compliance ¹⁷

Residential Development Name	1-Fam Units	Multi-Fam Units	Total Units	Affordable Units	Year Completion	Status	Description	Address
15 Zaloga Way	1	0	1	0	2015	completed	New Res Dwelling-Detached	15 Zaloga Way
12 Old Forest Street	1	0	1	0	2015	completed	Res Dwelling-Detached	12 Old Forest Street
55 School Street	1	0	1	0	2014	completed	New Res Dwelling-Detached	55 School Street
19 Peaslee Circle	0	1	1	0	2014	completed	New residential Res Dwelling-Attached	19 Peaslee Circle
51 School Street	1	0	1	0	2014	completed	New Res Dwelling-Detached	51 School Street
3 Woodbury Lane	1	0	1	0	2014	completed	Res dwelling-detached	3 Woodbury Lane
15 Lake Street	1	0	1	0	2014	completed	New Residential Res Dwelling-Detached	15 Lake Street
57 School Street	1	0	1	0	2014	completed	New Res Dwelling-Detached	57 School Street
47 School Street	1	0	1	0	2014	completed	Res Dwelling-Detached	47 School Street
106 Forest Street	1	0	1	0	2014	completed	New Res Dwelling-Detached	106 Forest Street
49 North Liberty Street	1	0	1	0	2014	completed	Res Dwelling-Detached	49 North Liberty Street
18 Upton Hills Lane	1	0	1	0	2014	completed	Res Dwelling-Detached	18 Upton Hills Lane
2 Martin Road	1	0	1	0	2014	completed	Res Dwelling-Detached	2 Martin Road
17 Peaslee Circle	0	1	1	0	2014	completed	Res Dwelling-Attached	17 Peaslee Circle
108 Forest Street	1	0	1	0	2014	completed	Res Dwelling-Detached	108 Forest Street
16 Upton Hills Lane	1	0	1	0	2014	completed	Res Dwelling-Detached	16 Upton Hills Lane
5 Kassiotis Lane	1	0	1	0	2014	completed	Res Dwelling-Detached	5 Kassiotis Lane
Ohlson Way Subdivision	5	0	5	0	2018	completed	5 lot subdivision	6 Ohlson Way
North Meadows Village	0	42	42	42	2018	completed	42 condominium units, 3-bedrooms, age restricted to over 55, 4 affordable LIP units	11 Cranberry Lane
18 Village Road	0	8	0	0	2018	in construction	4 duplex structures	3 Augusta Way
Essex Woods Estates	9	0	9	9	2018	in construction	9 lot subdivision	6 Leitner Way
Lewis Drive Subdivision	5	4	9	0	2019	in construction	7 lot Subdivision including 5 single family homes and 2 duplexes	4 Lewis Drive
East Meadow Farm	21	0	21	0	2018	in construction	21-lot subdivision for single-family homes	East Meadow Lane
Ridgewood Estates	55	0	55	0	2020	in construction	55-lot single-family subdivision	3 Leblanc Lane
Beech Brook Farms Subdivision	5	0	5	0	2020	planning	5 lot subdivision	161 Essex Street
Old Essex Estates	0	6	6	0	2020	planning	Three duplex residential structures	17 Old Essex Street
97 North Main Street	0	19	19	0	2020	planning	19-unit multi-family townhouse development spread across four buildings	97 North Main Street
Totals	20	44	65	42				
	completed	completed	completed	completed				
	90	12	102	9				
	construction	construction	construction	construction				
	5	25	30	0				
	planned	planned	planned	planned				

Source: MAPC MassBuilds Database as of 04-30-2019; Town-reported, crowd-sourced database

¹⁷ The Town has requested that (due to the limitations of the voluntary and crowd-sourced nature of the HPP industry-standard MassBuilds.com data) its removal, and that it be replaced with more accurate Town Building Department data. This table will remain as a placeholder for the forthcoming Town of Middleton recent and future development pipeline housing units.

PROJECTED HOUSING DEMAND

As part of the assessment of existing and future conditions of housing in Middleton, projected housing demand data was examined. The table and chart show how many new housing units might be needed and how many units will be vacated in Middleton between 2010 and 2020, broken down by age cohort. Increases in demand are the result of new households forming due to declining household sizes, people moving into the community, or increasing preference for certain types of housing. Decreases in demand are the result of people moving out the community, mortality, or decreased preference for a given housing unit type.

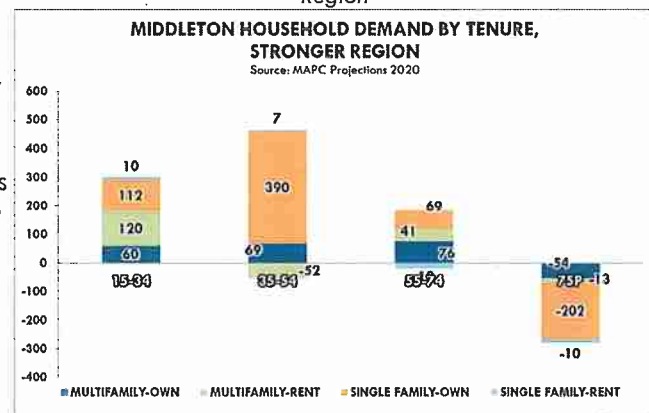
The table and chart show four unit types: multi-family ownership, multi-family rental, single-family ownership, and single-family rental. The projected change in demand by unit type and age cohort is shown. Those aged 15-34 in 2020 will demand housing mainly for single-family ownership and multi-family rental units. Those aged 35-54 in 2020 will overwhelmingly demand single-family ownership units and they will be releasing some multifamily rental units back into the housing supply. Those aged 55-74 in 2020 will be primarily demanding multifamily and single family ownership units. Those aged 75 and over in 2020 will be releasing units of all types back into the market, due to mortality, moving out, or change in status from householder to dependent.

In sum, in 2020 there will be demand for an estimated:

- **151 more multi-family homeownership units and 96 more multi-family rental units, for a net demand of 247 multi-family homes.**
- **369 more single-family homeownership units and 11 more single family rentals, for a net demand of 358 single-family homes.**

The total number of new units demanded will be about 605 units. As the Town encourages housing production, it could consider encouraging an appropriate mix of both single-family and multi-family units – **particularly units that will serve households headed by those who will be 35-54 in 2020.**

Figure 25 Middleton Household Demand by Tenure, Stronger Region



The chart above indicates the net changes in housing demand and households, which is critical to understanding housing production demand. Also important is understanding the big picture; the total number housing of units by type as projected for 2020. Maintenance of the existing housing stock is important in addition to new housing production.

Table 10 Net Projected Housing Unit Demand in 2020

TYPE	NET PROJECTED HOUSING UNIT DEMAND IN 2020	
	TOTAL PROJECTED HOUSING UNITS, 2020 (MIDDLETON, MA)	NET PROJECTED HOUSING UNIT DEMAND, 2020 (MIDDLETON, MA)
Multi-Family-Homeownership	780	151
Multi-Family Rental	510	96
Single-Family Homeownership	2,443	369
Single-Family Rental	52	-11
Total	3,785	605

Source: MAPC Population and Housing Demand Stronger Region Projections, 2020

Housing Affordability

HOUSEHOLDS ELIGIBLE FOR HOUSING ASSISTANCE

One measure of affordable housing need is the number of households eligible for housing assistance in a community. Federal and State programs use the Area Median Income (AMI)¹⁸, along with household size, to identify these households. Table 18 below shows U.S. Department of Housing and Urban Development (HUD) income limits for extremely-low (below 30% of AMI), very-low (30-50% of AMI), and low-income (50-80% of AMI) households by household size for the Boston-Cambridge-Quincy Metropolitan Statistical Area (MSA), which includes Middleton. Typically, households at 80% of AMI and below qualify for housing assistance, though there are some exceptions based on household size and program funding.

Because HUD's regulations are in part based on household size, it is important to understand how Middleton's income distribution as a percent of AMI corresponds with this variable. Even though the metropolitan AMI for a family of four people is \$113,300 in FY19, the low-income limit is set below 80% of AMI (\$89,200) because of high housing costs.

Table 11 FY2019 Affordable Housing Income Limits (USD \$), Boston-Cambridge-Quincy Metropolitan Statistical Area (MSA)

FY2019 Income Limit Category	Extremely Low (30%) Income	Very Low (50%) Income	Low (80%) Income
1 Person	24,900	41,500	62,450
2 Person	28,450	47,400	71,400
3 Person	32,000	53,350	80,300
4 Person	35,550	59,250	89,200
5 Person	38,400	64,000	96,350
6 Person	41,250	68,750	103,500
7 Person	44,100	73,500	110,650
8 Person	46,950	78,250	117,750

Source: <https://www.huduser.gov/portal/datasets/il/il2019/2019summary.odn>

The most relevant and current information available to understand housing affordability in a municipality is HUD's Comprehensive Housing Affordability Strategy (CHAS) data. CHAS data allows cross tabulation between household type and income status, as well as housing cost burden which is addressed later in this chapter. Household type is determined by the number of persons occupying a unit, family status, and age:

- 62 years and older, family households (2 or more related persons, with either or both ages 62 or over)¹⁹
- 62 years and older, non-family households (1 or 2 persons, non-related, ages 62 or over)
- small family households (2 related persons, neither 62 years of age or over, or 3 or 4 related persons)
- large family households (5 or more related persons)
- all other households (singles, non-related living together, neither 62 years of age or over).

While 2011-2015 CHAS cross-tabulated data is available between household type, income status and housing cost-burden, these estimates are unreliable at the detailed level due to very high margins of error over 30%²⁰. Based on MAPC analysis, due to these very high margins of error associated with the

¹⁸ The US Department of Housing and Urban Development (HUD) calculates the Area Median Income (AMI) for each metropolitan region in the country using the Five-Year ACS estimates starting with the median household income for a family of four as a basis, and then using a formula to adjust for other family sizes. The AMI is calculated for an entire metropolitan region and not for a specific city or community since families are unlikely to limit their housing choices solely to a single city.

¹⁹ The HUD terminology for households 62 years of age and older is "Elderly Family" and "Elderly Non-Family"

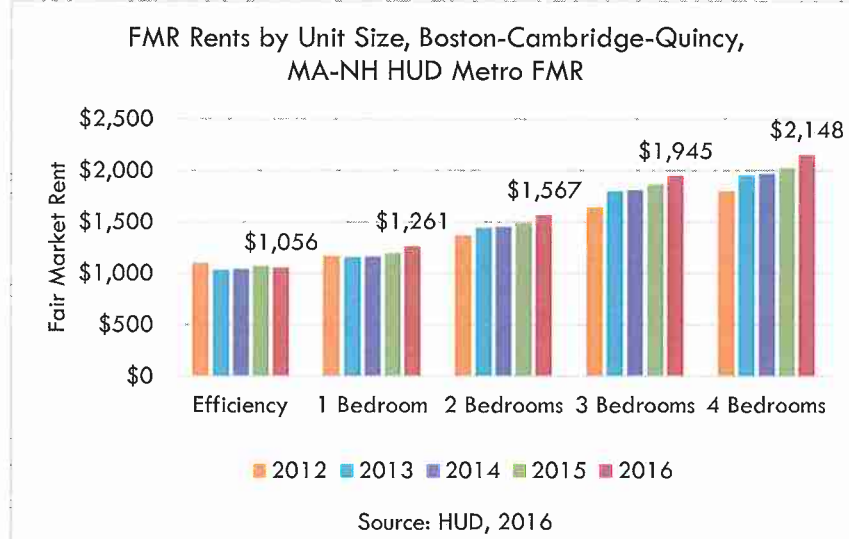
²⁰ Margins of Error: (a) under 15% = reliable; (b) 15%-30% = caution; and over 30% = unreliable.

dataset, this best available dataset cannot be reliable nor cited meaningfully even with caveats in order for it to be useful.

FAIR MARKET RENTS

The following graph is based on best available HUD data for FY2016 Fair Market Rents. Fair Market Rents are defined as the maximum allowable rents (not including utility and other allowances) determined by HUD for subsidized units in the Boston Metropolitan Statistical Area, which includes Middleton. The upward trend reflects the annual adjustment factor intended to account for rental housing demand. Given the constraints on the Greater Boston rental housing market, rising rent is unsurprising and points to the demand for more rental housing at multiple price points. Middleton's median gross rent, according to the 2012-2016 ACS 5-Year estimates of \$1,805 (with a margin of error of $\pm \$512$), is higher than the Fair Market Rents, except for three-bedroom and four-bedroom homes, which could indicate difficulty for smaller families seeking homes. The Middleton median gross rent datum has a margin of error of 28% and should be used with caution.

Figure 26: FMR Rents by Unit Size, Boston-Cambridge-Quincy, MA-NH HUD Metro FMR



CURRENT MGL CHAPTER 40B SUBSIDIZED HOUSING INVENTORY

Under M.G.L. Chapter 40B, affordable housing units are defined as housing that is developed or operated by a public or private entity and reserved for income-eligible households earning at or below 80% of AMI. Units are secured by deed restriction to ensure affordability terms and rules. All marketing and placement efforts follow Affirmative Fair Housing Marketing guidelines per the Massachusetts Department of Housing and Community Development (DHCD) (see Appendix A).

Housing that meets these requirements, if approved by DHCD, is added to the Subsidized Housing Inventory (SHI). Chapter 40B allows developers of low- and moderate-income housing to obtain a Comprehensive Permit to override local zoning and other restrictions if less than 10% of a community's housing is included on the SHI or if less than 1.5% of the municipality's land area is dedicated to affordable housing.

With **151 affordable units** out of 3,011 total 2010 Census units, **Middleton's SHI was 5.01%** as of October 16, 2017 ²¹ (see DHCD excerpt in table below). As of October 2017, the Town of Middleton is **below the minimum 10% threshold** that is needed to be exempt from the **Chapter 40B comprehensive permit process**. The Town may want to consider: (a) the minimum 10% requirement may not address all of the Town's cost-burdened households; and (b) the Town's current 5.01% percent could change as the Town continues to grow in the future, as will be determined with the completion of the 2020 Census, which will affect the denominator for making the new calculation.

Subsidized Housing Inventory (SHI)

According to DHCD, Middleton's SHI rate is 5.01%, as of October 16, 2017 ²² (151 total units). Middleton is home to 3 properties that include a total of 72 units that are affordable in perpetuity. Of these, 66 are rentals, and 6 are ownership units. In terms of SHI units that are not protected in perpetuity and can expire, there are 2 properties totaling 55 rental units. The 44 units at Oak Knoll expire in 2019, were built with a Chapter 40B Comprehensive Permit, and were subsidized by the USDA Rural Housing Service (RHS)²³. There are 11 units at Middleton House that expire in 2025, and were subsidized by US HUD. The expirations of these two properties were discussed at one of the Middleton HPP Advisory Committee meetings during the HPP planning process to advise the Town to endeavor to preserve these affordable units. Lastly, there are 24 rental Department of Developmental Services (DDS) units in group homes that appear on the Town's SHI, and are classified as "not applicable" with regards to potential expiration of their affordability.

Table 12 Summary of SHI Units by Tenure and Protections

Summary Table of Town of Middleton SHI Units by Housing Tenure & Affordability Protections				
Protection	Ownership units	Rental units	Other / DDS Group Homes	Totals
Perpetuity	6	66	0	72
Affordability Expiration	0	55	0	55
Not Applicable	—	24 DDS Groups Homes	—	24
Totals	6	145	0	151

Source: DHCD Chapter 40B Subsidized Housing Inventory as of October 16, 2017 on website https://www.mass.gov/files/documents/2017/10/10/shiinventory_0.pdf

Because the SHI is determined using the total number of housing units from the most recent decennial Census (the denominator), the number of SHI units (the numerator) must increase as the number of market rate units increases in order to preserve — nevermind exceed — the current proportion. Of course, if affordable units are lost, then the SHI drops.

Further, because M.G.L. Chapter 40B allows 100% of units in rental projects developed by a comprehensive permit, where at least 20-25% of units are deed-restricted for households earning at or below 80% of AML, to count towards the SHI (including the 75% that are market rate), the actual number of affordable units in a given community is lower than the inventory indicates.

²¹ Source: DHCD Chapter 40B Subsidized Housing Inventory as of October 16, 2017 on website https://www.mass.gov/files/documents/2017/10/10/shiinventory_0.pdf

²² Source: DHCD Chapter 40B Subsidized Housing Inventory as of October 16, 2017 on website https://www.mass.gov/files/documents/2017/10/10/shiinventory_0.pdf

²³ More information about the RHS is available at their website at URL <https://www.rd.usda.gov/about-rd/agencies/rural-housing-service>.

Table 13 Excerpt from DHCD October 16, 2017 SHI Inventory for Town of Middleton

Community	2010 Census Year Round Housing Units	Total Development Units	SHI Units	%
Middleton	3,011	173	151	5.01%

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY							
Middleton DHCD ID #	Project Name	Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
1973	n/a	Orchard Circle	Rental	54	Perp	Yes	DHCD
1974	n/a	Memorial Dr (or Locust St)	Rental	12	Perp	Yes	DHCD
1975	Middleton House	59 North Main St.	Rental	11	2025	No	HUD
3809	Oak Knoll	61 North Main St	Rental	44	2019*	Yes	RHS
4369	DDS Group Homes	Confidential	Rental	24	N/A	No	DDS
9754	Maple Street Condominiums	Sheldon Circle	Ownership	6	Perp	YES	MassHousing
Middleton Totals				151	Census 2010 Year Round Housing Units		3,011
					Percent Subsidized		5.01%

10/16/2017

Middleton
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This data is derived from information provided to the Department of Housing and Community Development (DHCD) by individual communities and is subject to change as new information is obtained and use restrictions expire.

Source: https://www.mass.gov/files/documents/2017/10/10/shiinventory_0.pdf

FORECLOSURE

Based on best available data, foreclosures in Middleton declined between 2007-2012. In Middleton, foreclosures peaked at 16 in 2007 and decreased over the subsequent years to 8 in 2012. Compared to other nearby communities, Middleton's 8 foreclosures in 2012 place it in the middle. It is important to track this information because as homes become foreclosed, households are forced to relocate, often increasing demand for affordable housing options.

Figure 27: Middleton Foreclosure Deeds & Sales Activity, 2007-2018 - TBF, Warren Group, MA Div of Banks

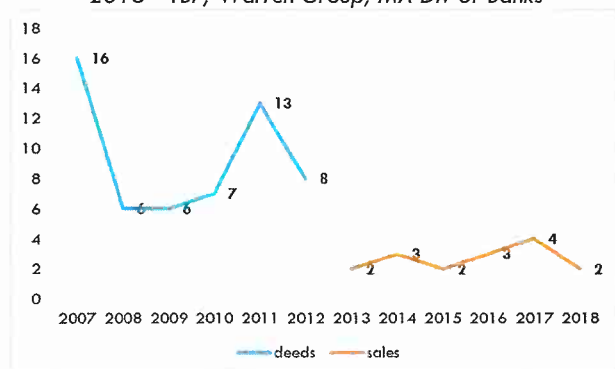
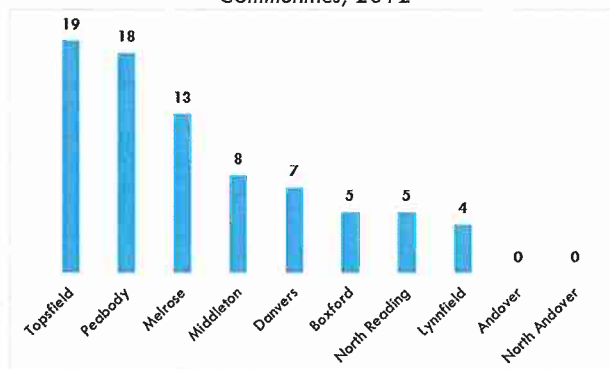


Figure 28: Foreclosure Deeds, Middleton & Comparison Communities, 2012



HOUSING COST BURDEN

Another method to determine whether housing is affordable to a community's population is to evaluate households' ability to pay their mortgage or rent based on their reported gross household income. Households that spend more than 30% of their gross income on housing are considered to be housing cost-burdened, and those that spend more than 50% are considered to be severely cost-burdened. HUD considers a rate of 30% or higher cost-burdened households and 15% severely cost-burdened households to pose a significant issue for a community. Middleton has the second highest rate of cost burden among its comparison communities, with an estimated 35% of all households experiencing cost-burden.

Figure 29 Middleton Cost-Burdened Households, ACS 2013-2017

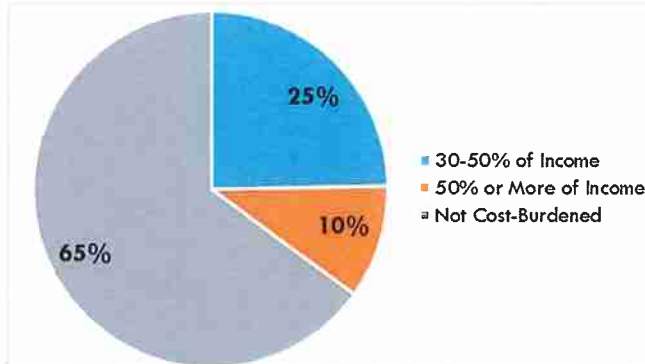
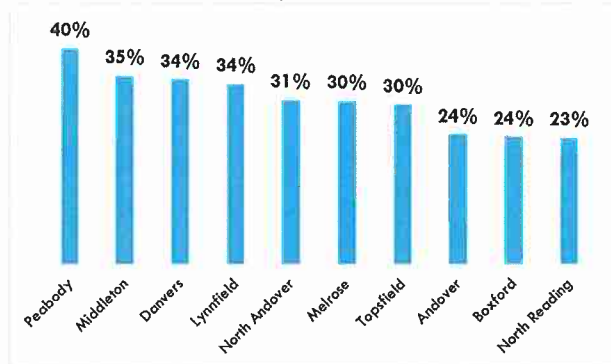


Figure 30: Cost-Burdened Households, Middleton & Comparison Communities, ACS 2013-2017



As explained in the initial Data Sources section of the report, the best available and HPP industry-standard CHAS 2011-2015 dataset for detailed cost-burdened households has very high margins of error associated with it. Any detailed information regarding the percentage of cost-burdened renter and owner households as well as types of households (family, non-family, senior, etc.) have margins of error in excess of 30%. For the purposes of documenting that this HPP industry-standard dataset was considered, it is advisable to keep this explanatory section of the report.

MIDDLE-INCOME HOUSING PROBLEMS

CHAS data also indicates the extent to which middle-income households (those earning 80-120% of AMI) suffer from housing problems. A household is said to have a housing problem if it has one or more of the following problems:

1. housing unit lacks complete kitchen facilities,
2. housing unit lacks complete plumbing facilities,
3. household is overcrowded (more than one person per room), and/or
4. household is cost-burdened.

Once again, the best available CHAS 2011-2015 data set for middle-income households had very high margins of error associated with it, and cannot be reliable nor cited meaningfully even with caveats in order to be useful.

DEVELOPMENT CONSTRAINTS

In Middleton, residential development is influenced by various factors pertaining to the natural and built environments; regulatory and municipal barriers; capacity limitations; and the broader planning context. Based on community input, Town staff and stakeholders identified the following potential barriers to housing development and affordability:

- Natural & Built Environment
 - Limited amount of land available for development
 - Car-dependent Town with lack of alternate transit modes
 - Limited water and sewer capacity
- Regulatory & Municipal Barriers
 - Restrictive minimum lot size requirements
 - Limitation of multi-family development through special permitting
- Capacity Limitations
 - Limited financial resources for affordable housing creation
 - Limited Town Planning capacity
- Broader Planning Context
 - Community desire to maintain Town character and preserve open space

Building on these concerns, this section provides an overview of Middleton's land use development patterns, environmental constraints, and municipal infrastructure limitations that may impact the creation of affordable housing.

Natural & Physical Constraints

WATERSHED AREAS, WETLANDS AND FLOOD HAZARDS

Middleton comprises a total of 9,265 acres including water, or 8,994 acres of land area. There are 1,935 acres of wetlands (21% of the total land area) and 271 acres of water, which includes Middleton Pond and Creighton Pond. Approximately, 1,280 acres of land (14% of the total) fall within the 100-year floodplain²⁴, while 693 acres (7% of the total) fall within the 500-year floodplain²⁵. The following table summarizes these acreages and their sources. Figures 32 (Environmental Conservation and Protection Areas), 33 (Flooding and Hazard Areas), and 34 (Protected Water Sources) illustrate the extent of these natural resource areas in Middleton.

Table 14 Summary of Watershed Areas, Wetland, and Flood Hazards

Summary of Watershed Areas, Wetlands, and Flood Hazards Middleton, MA	Acres	Percent of Town Area
Town Acres		
total land area	9,265	100%
excluding water	8,994	97%
Water Acres		
water bodies	271	3%
wetlands, forested	1,207	13%
wetlands, non-forested	728	8%
Floodplains		
100-year floodplain	1,280	14%
500-year floodplain	693	7%
Sources: MassGIS, MAPC, MassDEP, USGS, FEMA National Flood Hazard		

²⁴ A 100-year flood is a flood event that has a 1.0% probability of occurring in any given year.

²⁵ A 500-year flood is a flood event that has a 0.2% chance of occurring in any given year.

PROTECTED OPEN SPACE & HABITATS ²⁶

Permanent open space protected in perpetuity covers 1,023 acres (11% of the total land area). Middleton has two main biodiverse areas identified by the State's BioMap2 Project totaling 3,094 acres (784 acres of which are protected) and two main Critical Natural Landscape areas (2,284 acres; 698 of which are protected), which partially overlap with some BioMap2 Core Habitat areas. Middleton comprises habitats for four State-listed plant or animal species of conservation concern including: 2 birds, 2 reptiles, and 2 amphibians. See Figure 31 for environmental conservation and protection areas.

MUNICIPAL INFRASTRUCTURE

WATER & SEWER

Middleton has four ground water wells. These sources serve residents and businesses in Middleton. The southernmost ground well near South Main Street and the Ipswich River is located within DEP Approved Zone II. Each well has a Zone I of 400 feet²⁷. The wells are located in an aquifer with a high vulnerability to contamination. Zone II's are bounded by groundwater divides which result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock (resulting in an irregular shape).

Homes and businesses in Middleton are almost entirely dependent on on-site septic wastewater processing involving standard septic designs or alternative sewage package treatment plants. A small portion of the town does tie into the South Essex Sewer District. Health issues pertaining to on-site septic systems are managed by the Town's Department of Public Health. As is mentioned in the goals/strategies and recommendations sections of Middleton's HPP, proactively addressing the limitations of septic systems for housing production is something the Town could consider embarking on in order to continue to allow existing residents to age in place, and provide housing options to their adult children and elderly parents.

²⁶ Sources: MassGIS, DFG, MassDEP, http://maps.massgis.state.ma.us/dfg/biomap/pdf/Town_core/Middleton.pdf

²⁷ For more information on the Mass DEP Wellhead Project Areas, and the buffers referenced for the Zones, please visit URL: <https://docs.digital.mass.gov/dataset/massgis-data-massdep-wellhead-protection-areas-zone-ii-zone-i-iwpa>

Figure 31: Environmental Conservation and Protection Areas, and Flood Hazard Areas

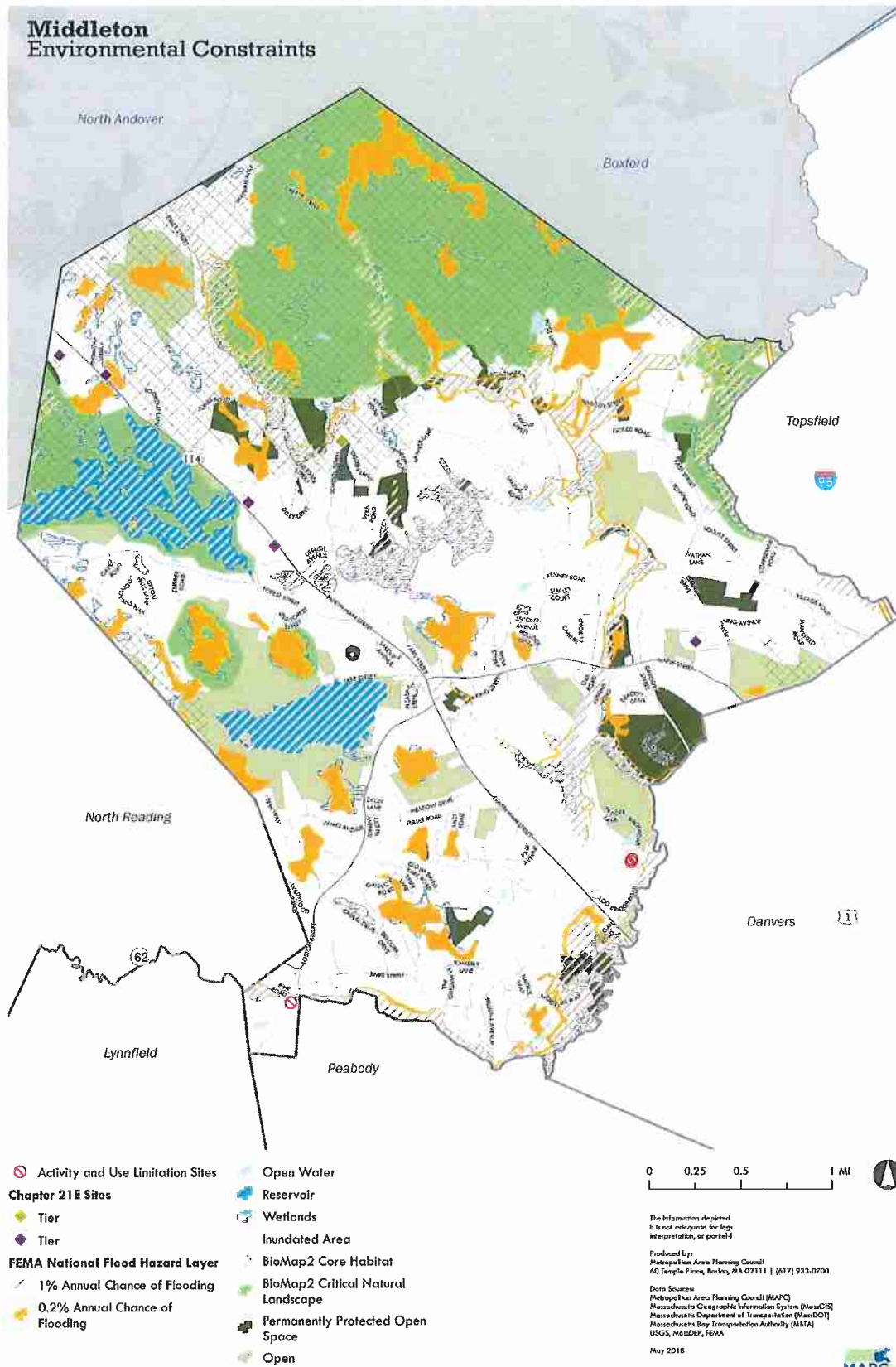
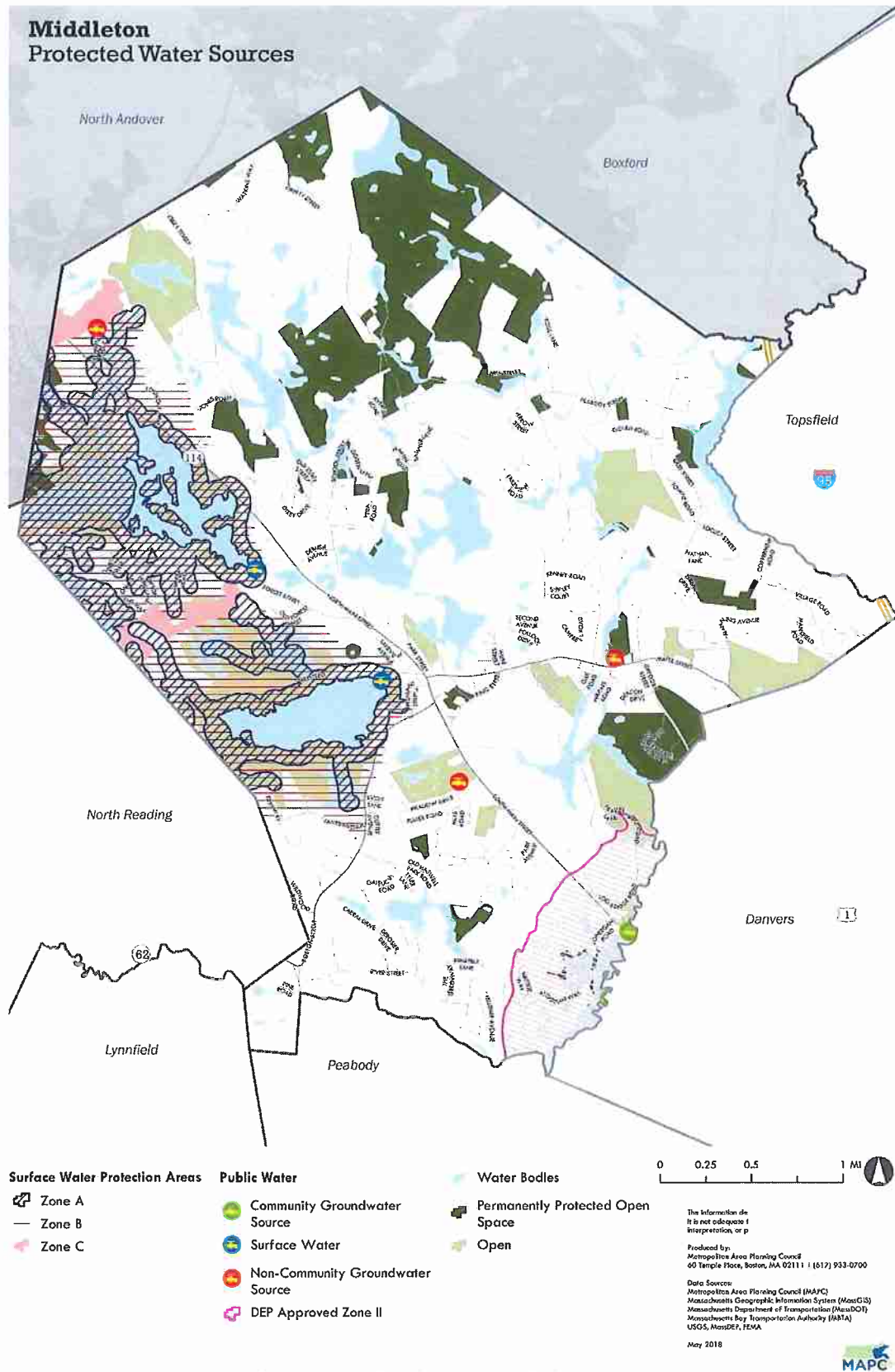


Figure 32: Protected Water Sources



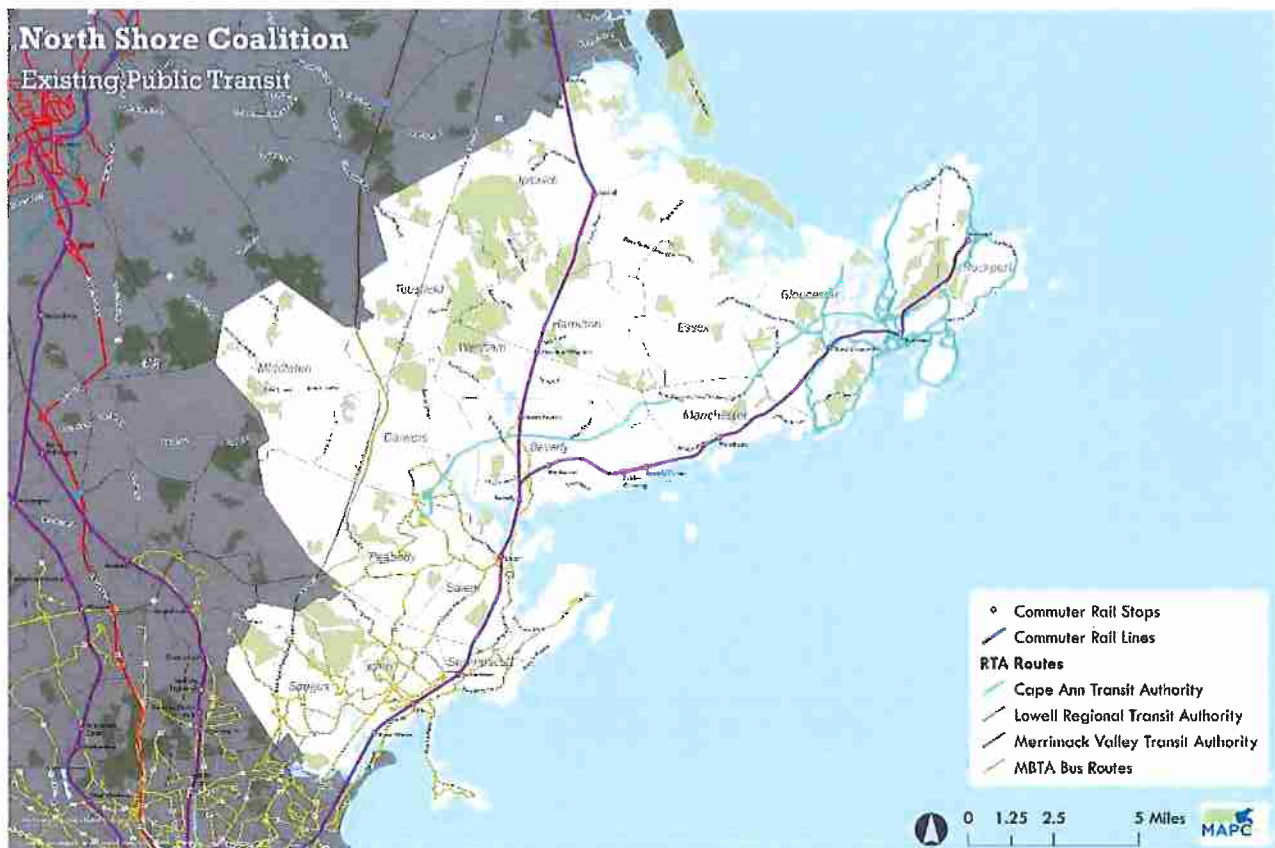
Document Path: K:\DataServices\Projects\Current_Projects\Housing_Production_Plan\Middleton\Project_Files\ProtectedWaterSources.mxd

ROADS & TRANSPORTATION

Middleton is located approximately 19 miles north of Boston. It lies immediately west of Interstate 95 highway and has indirect exit access via Boxford and Danvers. The town's two major arterial roads are Route 114 and Route 62, which merge for a brief 0.2 mile segment. Route 114 was the old Essex Turnpike and spans from Lawrence to the northwest and to Marblehead to the southeast. Route 62 traverses a greater extent of the State going from the west in Worcester County in an easterly direction toward the northern suburbs of Boston, and ending in Beverly. Overall, Middleton has 56.8 miles of roads, 10,002 registered vehicles, and as explained below, no public transit.

With 56.8 miles of roadways, Middleton faces a variety of transportation challenges, including bicycle and pedestrian safety, vehicle speeds, and parking. The Town does not have commuter rail, rapid transit or fixed- route bus service within its town limits. There are not any dedicated bike lanes and there are limited sidewalks found throughout the Town. However, ADA- eligible residents have access to on-demand ride-sharing paratransit service

Figure 33: Transportation in Middleton and the North Shore Coalition



SCHOOLS

Enrollment in the Masconomet Regional School District has decreased by 17% between 2005-2018 from 2,159 students to 1,798 students. The Middleton School District's enrollment has decreased by 20% between 2005-2018 from 857 students to 687 students. It is not anticipated that there will be any capacity issues in the near term.

For more information, please refer to "The Waning Influence of Housing Production on Public School Enrollment", which is an October 2017 research brief by MAPC at the following URL: <https://www.mapc.org/enrollment/>. It is an analysis of 243 public school districts from 2010 to 2016, and also included an examination of four background studies over the last 15 years. The following are noteworthy excerpts:

"The permits don't produce the pupils."

"We found no relationship between housing production rates and enrollment growth rates for the 234 districts we studied."

"Urban districts are growing while suburbs are contracting."

Regulatory Constraints

Pertaining to residential land use conditions, the Middleton Master Plan provides the following two key findings that can also contextualize the subsequent residential regulatory constraints on housing production.

- More than 80% of Middleton's land area is zoned primarily for single family residential development.
- Middleton is substantially built out – approximately 4% of the town's land area remains developable for residential uses and 1% for commercial uses.

RESIDENTIAL ZONING

Zoning Bylaws regulate the type and location of development within a community. For the purposes of a HPP, zoning can be considered a constraint if the bylaw significantly limits expanding the housing supply to meet demand. Middleton's current Zoning By-Law was adopted during the May 13, 2008 Town Meeting. Since then, the bylaw has been updated 17 times, most recently in May of 2017.

The table below shows Middleton's zoning districts along with the acreage and proportion of total land area for each, and the Zoning Map shows where each zoning district is located.

Table 15 Brief Summary of Residential & Non-Residential Zoning District Acreage

Zoning Districts	Description	Acres	Percent
R-1a	Residential (20,000 sf parcel min)	1,506.4	17.8
R-1b	Residential (40,000 sf parcel min)	3,719.9	43.9
R-A	Residential-Agriculture (2 acre parcel min)	1,821.7	21.5
R-2	Village Residential (100,000 sf parcel min)	39.1	0.5
B	Business	155.9	1.8
IH	Interstate Highway District	54.6	0.6
M-1	Light Industrial District	1,036.8	12.23
	Not classified	14.8	0.8
Total		8,349.2	100

Sources: MassGIS, Middleton GIS, MAPC

RESIDENTIAL DISTRICTS R-1A, R-1B, RA

Middleton's residential neighborhoods are not densely developed and are composed largely of single family areas. **Approximately 80% of the total zoned residential area is devoted to four districts, the R-1b, R-1a, R-2 (Village Residential) and RA (Residential-Agriculture) zoning districts.**

The R-1b District area's minimum lot size is 40,000 SF and the R-1a's minimum lot size is 20,000 SF. The R-2 District, the Village Residential area, allows single family homes and also allows the conversions of single-family homes to two or more units by special permit. The minimum lot size, undefined for single-family and two-family in R-2, is 100,000 SF for multifamily uses. The Residential-Agricultural District's minimum lot size is 2 acres.

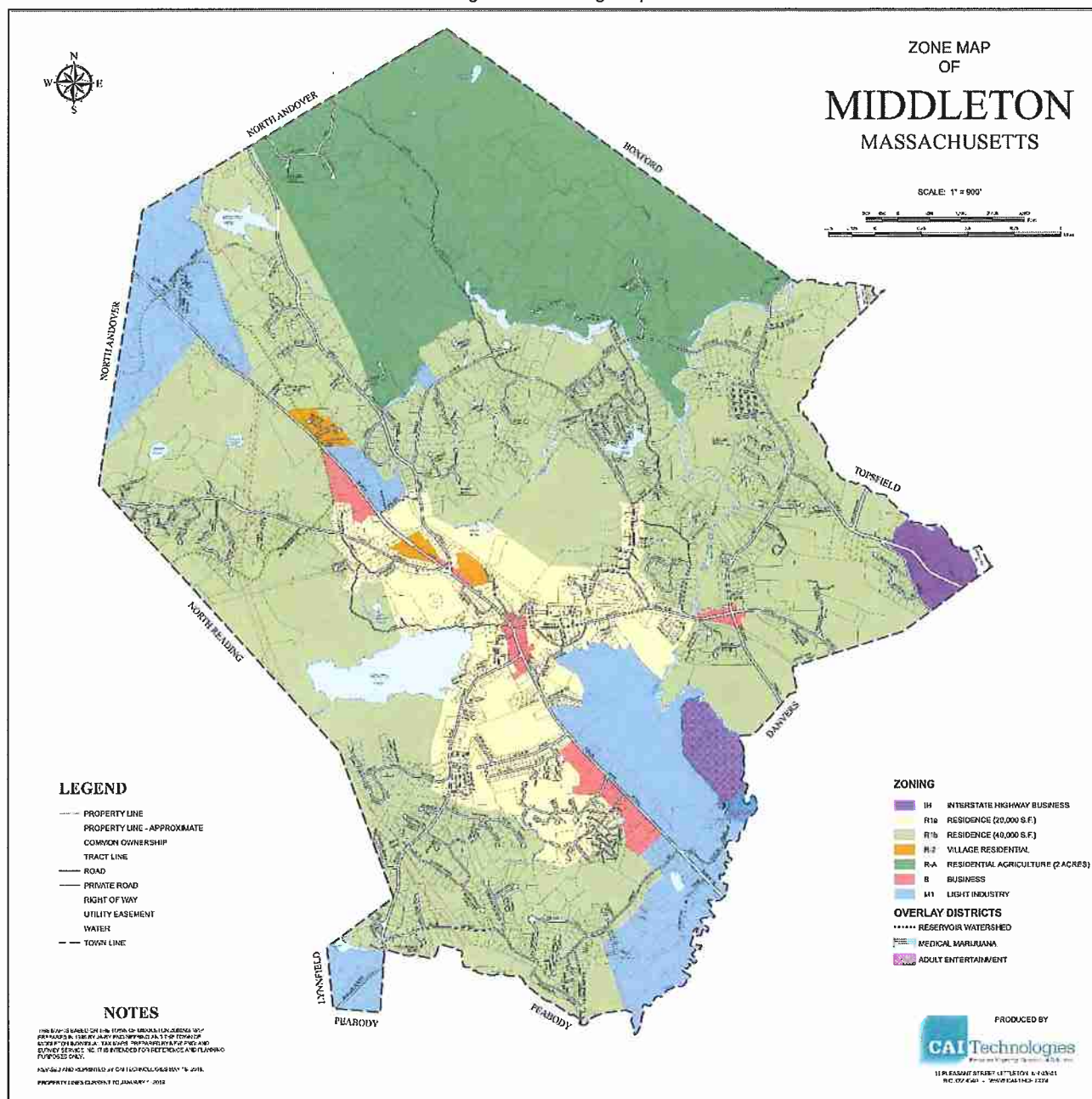
The main uses in the residential districts are primarily single-family housing with the exception of uses of land for agriculture, horticulture and floriculture being allowed by-right on parcels of land of at least 5 acres, as well as the sale of produce, wine and dairy items produced on those lots. Commercial farms are a special permit use in the RA district with farm stands considered also by special permit in the R-1a and R-1b areas.

Most of the R-1a and R-2 districts are found near the intersection of Maple and Main Streets, with the R-1a district extending west towards the boundary with North Reading and south below Boston Street. The R-1a and R-2 areas contain mostly smaller lots with older, often historic housing as well as the town's library, town hall, historical museum and Middleton Pond. The R-1b zoning district is Middleton's largest district at about 43% of land area and covers all residentially zoned land except for the more central R-1a and R-2 districts and the R-A district located in the northern quadrant of the town and encompassing approximately 18% of land area.

The maximum height allowed in all residential districts is 35 feet. Walking access within all of the residential areas is quite limited by the lack of sidewalks along many of the town's streets. Currently, only the first mile of Boston Street offers sidewalks, making safe and easy pedestrian access to Middleton Square, the library and Middleton Pond. The pond offers a path around it for both bike and pedestrian use.

Middleton's zoning bylaw does not allow for a range of residential uses. Of its zoned land (excluding rights-of-way), 83.2% is zoned for primarily single family homes (63% of which also allows two-family homes by special permit in R1a and R1b), and 0.5% is zoned to potentially allow two-family and multifamily homes via special permit. **This combination of a very limited amount of land where anything other than single-family homes can be considered, together with restrictive land use and conditional permitting review processes makes the production of a variety of housing options challenging.** The potential for housing production is not only limited to existing vacant land nor to the territorial extent and acreages of existing zoning districts for multifamily housing options beyond two-family homes. The Town has the option of: (a) amending existing districts to allow (more) housing types, and/or; (b) extending the existing R2 district boundaries to cover more land and therefore allow potential redevelopment in new targeted extended boundaries. With these types of options in place, property owners in those targeted areas could have the option of redeveloping to include an additional unit or more (depending on new potential density regulations that could stipulate new or different parcel minimums per dwelling unit).

Figure 34: Zoning Map



Other Constraints

REVIEW OF PARCELS GREATER THAN 5 ACRES FOR DEVELOPMENT POTENTIAL

The Middleton HPP Committee discussed and reviewed a preliminary list of parcels greater than 5 acres for their development potential for potentially accommodating affordable housing units. Discussions also included whether any Town-owned land was available for potential affordable housing or land swaps or partnerships. Based on HPP Committee and Town staff discussions, of the initial preliminary GIS-queried list of 31 parcels that were clustered in approximately 21 locations (totaling 855 gross acres), few to none have much redevelopment potential due to existing constraints. Nine parcels clustered in six areas and totaling 105 gross acres *might* have limited potential for exploring redevelopment into affordable housing. These six areas covering 9 parcels are highlighted in the table and map below.

As mentioned in the Regulatory Constraints section of the HPP, zoning regulations are a limiting factor on how much land allows for residential development as well as the type of residential units and how many can be accommodated per lot. Housing production does not need to solely rely on housing production of vacant land and can also involve a multi-pronged approach to allow more flexibility and ease with accommodating more units through potential Town rezoning to address the housing needs of its residents.

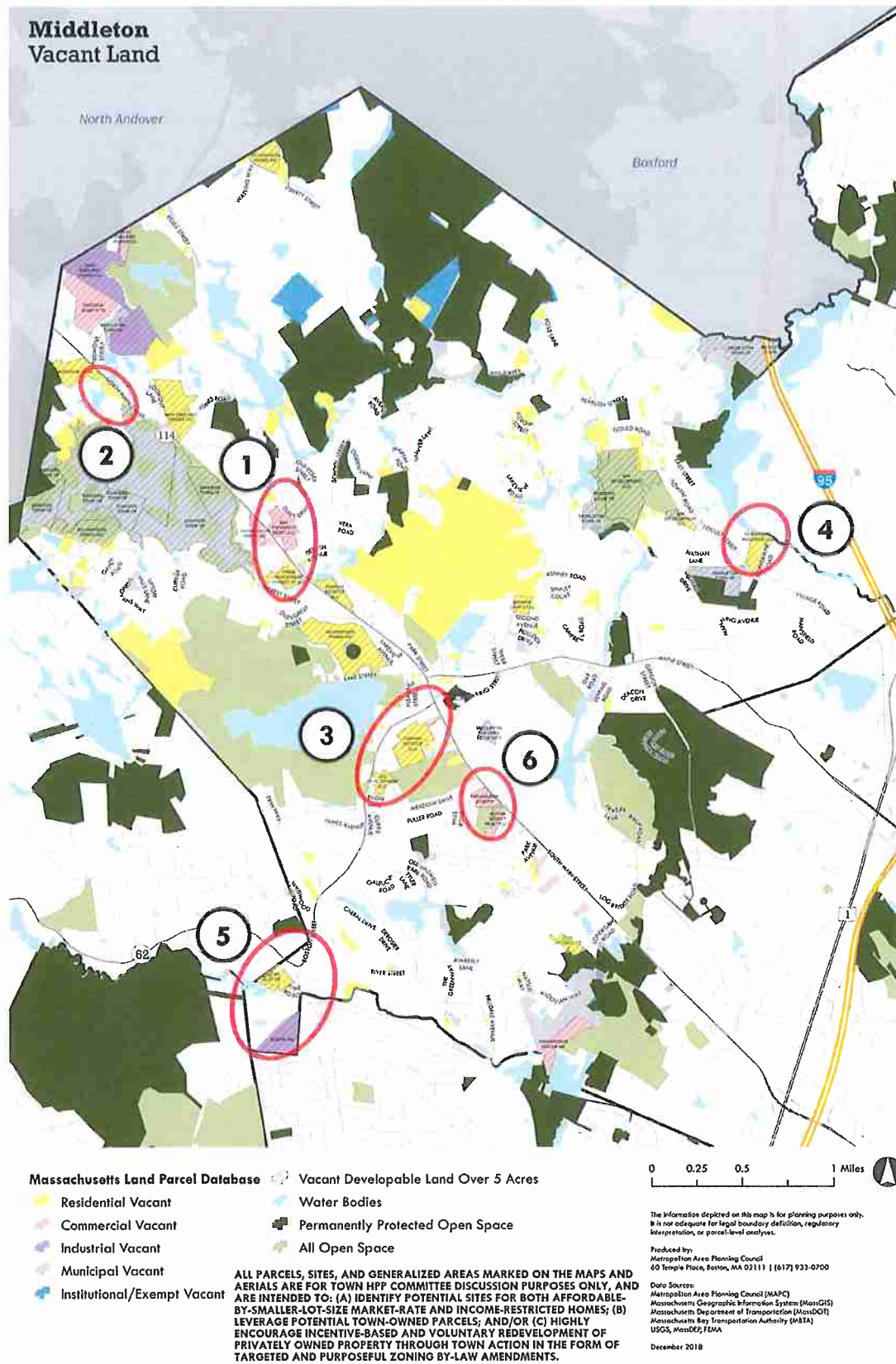
All of the parcels, sites, and generalized areas that were discussed were intended to inform Town HPP committee discussions in order to: (a) identify potential sites for both affordable-by-smaller-lot-size market-rate and income-restricted homes; (b) leverage potential Town-owned parcels; and/or (c) highly encourage incentive-based and voluntary redevelopment of privately owned property through Town action in the form of targeted and purposeful zoning by-law amendments.

Table 16 Summary of Parcels Greater than 5 Acres Reviewed for Development Potential (Excludes Permanently Protected Parcels)

Summary of Parcels Greater Than 5 Acres Reviewed for Development Potential (Excludes Permanently Protected Parcels)			
Vacant Sites 5 Acres or More	Location	Map / Lot #	Acres
<i>very limited development potential</i>			105
Area 1			
PRIME INVESTMENT FOREST ST LLC	0 NORTH MAIN ST	17/48	8
Area 2			
MUZICHUK JOHN	0 NORTH MAIN ST	9/19B	16
Area 3			
FAIRWAY ESTATES LLC	0 BOSTON ST	25/63	22
JOZ DEVELOPMENT LLC	0 BOSTON ST	24/24	6
Area 4			
FERNCROFT HOLDINGS LLC	0 LOCUST ST	14/51	14
Area 5			
PINE RD RLTY TR	0 PINE RD	30/4	8
BOSTIK INC	0 BOSTON ST	30/1	19
Area 6			
KARAGEZIAN JOSEPH	0 SOUTH MAIN ST	29/71	7
ACORN STREET REALTY LLC	0 SOUTH MAIN ST	29/69	5
<i>no potential to highly unlikely development potential</i>			750
BAY DEVELOPMENT LLC	1 BUTLER DR	14/50	5
	3 LEBLANC LN	14/21	55
DANVERS TOWN OF	0 FOREST ST	15/ 79A, 81, 86A, 86B, 86C	63
	0 NORTH MAIN ST	15/87A, 10/10A	185
	OFF NORTH MAIN ST	16/76	104
DIGRAZIA JOSEPH TR	0 NORTH MAIN ST	9/36	31
LIMA JOAQUIM TR	0 RIVER ST	33/99	6
MIDDLETON HOUSING AUTHORITY	0 SOUTH MAIN ST	25/27A	5
MIDDLETON TOWN OF	0 EAST ST	20/27Z	18
	0 KING ST	25/91	6
	0 MARTIN ST	9/43	6
	0 MILL ST	13/45	7

	OFF THUNDER BRIDGE LN	8/16	31
NADEAU GARY ET AL	0 FIFTH AVE	25/12	5
NEW ENGLAND POWER CO	0 HALF MOON RD	3/1, 3/2	73
	0 NORTH MAIN ST	10/5, 10/44	29
RICHARDSON GREEN INC	0 NORTH MAIN ST	16/73	6
	0 TAPLEY ST	15/00	24
	OFF LONERGAN RD	32/99	16
RICHARDSON FARMS INC	0 NORTH LIBERTY ST	1/5	13
	0 WILLS HILL	17/37	47
ROBERTO LOUIE TR	OFF CLINCH CIR	14/20	15

Figure 35 Review of Vacant Parcels 5 Acres or Greater for Development Potential



Document Path: K:\Data\Series\Projects\Current\Projects\Housing\Production\Plans\Middleton\Project Files\OpportunityAtlas.mxd

AFFORDABLE HOUSING GOALS AND STRATEGIES

The HPP data and analysis indicate that there is demand for additional housing units as well as a need for affordability options to address households of different age cohorts and income levels. Town Master Plan and HPP planning participants provided their input and anecdotal confirmation on the need and potential locations for siting housing options in specific parts of Town.

The following six affordable housing goals are based on community input from the Master Plan housing workshop, focus groups and online survey as well as the HPP Committee meeting discussions. Prefacing the goals are two Master Plan excerpts highlighting some of the community feedback that was obtained related to community housing feedback that helped contextualize the HPP housing goals.

Excerpt from Community Vision Statement

*“ Residential **neighborhoods** offer a welcoming, safe and enriching environment with a variety of **housing options** – market rate and affordable – for families, seniors and young adults. Redevelopment in the town center area has created a **series of small village centers** with shops and residences in a walkable environment attractive to young and old residents alike. Sidewalks, thru streets and bike trails **link the residential neighborhoods to school and recreation areas** and appropriately scaled mixed use retail, residential and office space attracts much needed business, jobs and increased consumer spending to town. ”*

Preferred Types and Needed Housing Options



SINGLE-FAMILY – SMALL LOT



ACCESSORY DWELLING – IN-LAW APT



TWO-FAMILY – DUPLEX



MIXED-USE – CONDOS/APT OVER RETAIL/OFFICE



CLUSTER RESIDENTIAL W/ OPEN SPACE – POCKET NEIGHBORHOOD

GOAL 1 – INFORM RESIDENTS AND THE PUBLIC ON FINDINGS FROM THE HPP AND THE TOWN'S HOUSING NEEDS

Seek opportunities to inform residents and bring awareness to the purpose of the Town's Housing Production Plan, and to the importance of proactively addressing the demand and need for providing a variety of housing options for residents in different life stages as well as for unforeseen life circumstances such as a change in one's mobility, health or income.

Strategies

1.1 – Prominently and regularly display HPP awareness materials on the Town website as well as periodically distribute informational HPP reminder handouts at meetings throughout the year.

- Distribute materials to the public and create training opportunities for Town board members to inform them of housing needs and regulations
- Share data and analyses related to school-aged children and housing production - <https://www.mapc.org/enrollment/>
- Hold office hours at the Town when stakeholders and interested parties can learn about the HPP and ask questions about the plan

1.2 – Establish an HPP Implementation Committee (or designate as such, an existing subcommittee already formed or an existing pertinent organization)

- This could be done in order to augment Town staff capacity in order to assist with proactively pursuing HPP recommendations, and bringing greater awareness to residents.

GOAL 2 – DIVERSIFY HOUSING OPTIONS TO ALLOW RESIDENTS TO AGE IN PLACE, INCLUDING ALLOWING ADU'S AND LEVERAGING THE HEART PROGRAM BY NORTH SHORE ELDER SERVICES

This includes the ability to downsize within the Town, and allow affordable housing choices for residents' adult children and elderly parents. Such housing options can also benefit employees and young families, and can be accomplished by allowing a variety of densities, housing typologies, appropriate lot size reductions, flexibility with accessory dwelling units, and a deliberate strategy to achieving housing through shorter-range, mid-scale sewage package treatment plants that can support new residential townhouses and condominium options. The Town could consider encouraging and proactively identifying sites and areas of Town that are suitable for a variety of housing types other than large lot single family homes.

Strategies

2.1 – Leverage the Heart Program by North Shore Elder Services

- Promote and encourage implementation of the Heart Program by the North Shore Elder Services.
- This program allows unrelated household members to share a dwelling unit as an affordable housing strategy to allow them to age in place in their own community instead of being priced out.
- Among the housing options that could be included in zoning bylaw text and map amendments are: allowing shared living, local supportive living, and congregate residences.
- Additionally, the Town could seek out resources and/or partnerships with other communities and organizations in the North Shore in order to protect and preserve existing subsidized housing units.

2.2 – Allow Accessory Dwelling Units (ADUs) as retrofits and conversions

- Encourage retrofits and conversions of the existing housing stock (such as accessory dwelling units) to support and assist with aging in place, as well as encouraging the development of accessible and adaptable units in new developments. The existing zoning by-law use regulations do not explicitly address accessory dwelling units (ADUs). Consideration for amending the zoning by-law to allow the retrofitting of existing housing stock could allow the provision of affordable housing options.

2.3 – Identify priority areas and sites for potential Town Chapter 40R Smart Growth Overlays that reinforce housing and walkable shopping village goals.

- Consistent with the Town's recent Master Plan goals for walkable residential villages near walkable shopping districts, the Town could focus on existing non-residential retail/office zoning districts in order to encourage redevelopment of properties to also include multifamily condos, townhouses and apartments.
- The Town could also benefit from the financial incentives the State offers for approved Ch. 40R districts. These include payments to the Town at the time of the overlay district approval for the number of units in excess of that allowed by the Town's existing underlying zoning district. Additionally, the Town receives an incentive payment for each unit that is subsequently constructed.

GOAL 3 – ENCOURAGE AFFORDABLE HOUSING DEVELOPMENT TO ACHIEVE THE CHAPTER 40B MINIMUM 10% REQUIREMENT; AS WELL AS SUPPORTING DEVELOPMENT TO MEET DEMAND FOR AFFORDABLE UNITS WITHIN ALL ZONING DISTRICTS.

The Town should proactively encourage the development of affordable housing in order to meet the needs of its own residents, and to have greater control regarding development sites and design. As a part of this, the Town could consider amending its residential zoning regulations in order to allow a variety of housing types and densities.

Strategies

3.1 – Amend zoning to facilitate development of a range of housing types.

The Town's current use regulations largely limit the development of anything other than single-family dwellings, as many areas of Town require large minimum lot size requirements. The Town can help address this issue with zoning amendments that will:

- Allow accessory dwelling units (ADU) for smaller self-contained housing units within a single family dwelling or on the same lot with a single family home (e.g. a carriage house or garage).
- Explore broader range of housing typologies as-of-right rather than special permit. These could include Townhomes, duplexes, and triple-decker homes near retail districts.
- Explore a higher maximum lot coverage for residential zoning districts in close proximity to Town retail/commercial nodes.
- Encourage rental apartments within retail/mixed-use districts.

Amending the zoning to provide less restrictive residential use regulations can facilitate more housing choices. More varied housing types can benefit seniors, multi-generational households, those with limited mobility, cost-burdened families, and singles.

3.2 – Facilitate the proactive production of additional affordable housing units by meeting annual minimum production targets in order to: (a) demonstrate consistent progress toward the Town's minimum 10% SHI Ch. 40B requirement, (b) achieve "safe harbor" Town control through certification, and (c) address the housing demand and needs of the Town's own residents.

In order to address unmet housing demand and be compliant with Chapter 40B, Middleton officials could establish and work to achieve production targets. The goals listed in the table below are based upon the total number of year-round homes as listed in the 2010 decennial Census (3,011) and MAPC's projection for the year 2020 of 491 additional units (3,505). The "cumulative State-certified affordable units" row is based upon the SHI as of October 2017 and a rate of increase of 0.5% and 1% of total units, which is required for municipalities to have their plan certified by DHCD, and could provide the Town with more leverage in its review of any future comprehensive permits for Chapter 40B development. For Middleton, the 0.5% and 1% goals are 15 and 30 respectively. Achieving a 0.5% annual affordable housing production target would afford the Town one year of "safe harbor" protection against a Ch. 40B filing, and a 1% target would afford the Town two years of protection.

However, it is worth noting that should the Town's number of Census 2020 year-round homes increase as they are projected to by MAPC's State-adopted metro Boston area projections, then that will affect the SHI calculations and increase the annual targets to 18 and 35.

The Town seeks to increase its inventory of State-certified affordable units at a pace generally consistent with the following production schedule. If the Town continues at the pace outlined in the schedule, it will increase its SHI percentage from 5.01% in 2017 to 6.88% by the year 2024. While this will still leave the Town short of the minimum 10% requirement by 2024, the Town's demonstrated efforts toward approving developments and issuing construction permits for a minimum of 15-18 affordable units annually can: (a) begin to address residents' housing needs, and; (b) afford the Town local "safe harbor" control.

Table 17 Target Goals for Town Addressing Ch.40B Compliance, Demonstrating Permit Approvals toward "Safe Harbor" Control through Certification, and Addressing Demand through Proactive Affordable Housing Production

ANNUAL TARGET GOALS FOR ADDRESSING TOWN'S CH. 40B COMPLIANCE, DEMONSTRATING PERMIT APPROVALS TOWARD "SAFE HARBOR" CERTIFICATION CONTROL, & ADDRESSING DEMAND THROUGH PROACTIVE AFFORDABLE HOUSING PRODUCTION								
	2010 Census	2017 DHCD SHI	2019	2020 MAPC Projection	2021 2020 Census public	2022	2023	2024
Total year-round homes denominators: (Census 2010, and 2020 MAPC Projection)	3,011	3,011	3,011	3,505	3,505	3,505	3,505	3,505
Cumulative State-certified affordable units*		151	151 + 15 = 166	166 + 18 = 184	184 + 18 = 202	220 + 18 = 238	238 + 18 = 256	256 + 18 = 274
10% requirement		300	300	351	351	351	351	351
Chapter 40B difference		-149	-134	-167	-149	-113	-95	-77
Annual target goals at 0.5% of total units – "safe harbor" 1 year of Town control		15	15	18	18	18	18	18
Annual target goals at 1.0% of total units – "safe harbor" 2 years of Town control		30	30	35	35	35	35	35
SHI Percentage		5.01%	5.51%	5.24%	5.76%	6.79%	7.30%	7.81%

* Based on MA DHCD most recent 2017 SHI plus minimum 0.5% rate of production increase.

Source: US Census Bureau, 2010 Census and MAPC MetroFuture projections for 2020.

3.3 – Approach private property owners of suitable Housing Production Plan (HPP) sites and areas for voluntary interest in property redevelopment.

- For pursuing suitable and ideal Ch. 40R Smart Growth locations in Middleton, or amending existing zoning subdistricts to allow more by-right housing options, and/or
- Pursuing Town partnerships in soliciting potential developer/investor interest via Requests for Interest (RFIs).

3.4 – Explore the creation of a potential Town-wide or area-specific Inclusionary Development Policy (IDP).

To facilitate the creation of income-restricted housing units at various tiers of affordability (low and moderate) and provide affordable/workforce options.

affordable/workforce options?

- ✓ **OPTIONS** for unforeseen life circumstances – downsizing, limited mobility, economy
- ✓ **NOT BE PRICED OUT** – your children, parents, seniors to afford to live in same community
- ✓ **QUALIFYING INCOMES**

	moderate	low
1-person home	\$56,800–\$71,000	\$35,500–\$56,799
3-person home	\$73,000–\$91,250	\$46,625–\$72,999

Affordable housing eligibility based on HUD's Area Median Family Income (AMI) of \$107,800 (FY2018).
Moderate income limits are 80-100% of AMI and
low-income limits are 50-80% of AMI.



3.5 – Sponsor a design ideas competition to visually explore redevelopment potential of a suitable site (on town land, and/or with willing private property owner).

Potentially visually illustrate the possibility of a walkable residential village concept on a given site by collaborating with a Boston-area architecture and planning graduate school student class. Visual renderings and plans of contextually appropriate residential options could help bring awareness and clearer understanding of what potential Town zoning amendments and/or actions could lead up to. Doing so could potentially assuage concerns about density, housing types, design, and affordable options from the abstract ideas to something more visual and relatable.

GOAL 4 – EXPLORE CREATION OF A HOUSING PARTNERSHIP AND AFFORDABLE HOUSING TRUST FUND MODELLED ON THAT OF THE IPSWICH HOUSING PARTNERSHIP (IHP)

Housing partnership organizations are policy making bodies with members approved by a Town's Manager/Administrator and/or Select Board. The Housing Partnerships typically initiate programs, review applications, and make recommendations to the Planning Board. They also typically manage Affordable Housing Trust Funds who through the fiscal authority invested in them, review applications for loans, provide subsidies for long-term housing restrictions, and can make grants to developers or homeowners.

Strategies

4.1 – Explore as a potential model for Middleton, the existing Ipswich Housing Partnership (IHP).

The following are brief highlights on the IHP.

- Policy making body with members approved by Ipswich Town Manager.
- Initiates programs, reviews applications, makes recommendations to Planning Board.
- Adviser to Planning Board and a Town Housing Trust.
- For low and moderate income individuals and families.
- Down payment assistance, first-time homebuyer loans.
- Loans for home repairs.

4.2 – Explore the creation a Town Affordable Housing Trust based on that of the Town of Ipswich.

The following are brief highlights on Town Affordable Housing Trusts.

- To be managed by a proposed Town Housing Partnership body granted with fiscal authority.
- Review applications for loans, subsidies for long-term housing restrictions, grants to developers or homeowners, buying long-term affordability restrictions on units whose restrictions are expiring.
- The Affordable Housing Trust has been structured to ensure that many different types of organizations are eligible to receive financing. Eligible applicants include:
 - Governmental subdivisions
 - Community development corporations
 - Local housing authorities
 - Community action agencies
 - Community-based or neighborhood-based non-profit housing organizations
 - Non-profit organizations
 - For-profit entities
 - Private employers

More information on the Affordable Housing Trust Fund (AHTF) can be found at <https://www.mass.gov/service-details/affordable-housing-trust-fund-ahtf>

GOAL 5 – REZONE SITES & AREAS WITHOUT CH.40R POTENTIAL THROUGH TOWN ZONING-BY-LAW AMENDMENTS TO ALLOW HOUSING OPTIONS FOR ALL

Amend existing Town zoning to allow for more compact, residential neighborhoods with smaller lots that incrementally will shorten the distances between properties and in turn make the area as a whole more walkable.

Strategies

5.1 – Reduced minimum lot size requirements, particularly in residential areas adjacent to existing retail nodes.

5.2 – Allow “by-right” duplexes within the same smaller-lot residential areas adjacent to existing retail nodes.

5.3 – Allow for accessory dwelling units also known as in-law apartments to provide flexibility to families and provide more affordable housing options to residents.

5.4 – Allow for and/or incentivize clustered residential/open-space subdivisions by providing a density bonus. These cluster/open-space subdivisions accommodate the same amount of units (or potentially more) on smaller lots, clustered in smaller areas in order to create larger common open spaces and trails.

GOAL 6 – LEVERAGE COMMUNITY PRESERVATION ACT (CPA) FUNDS TO PROTECT AND PRESERVE EXISTING UNPROTECTED PROPERTIES AT RISK OF BEING LOST

- The CPA is funded through a local option surcharge on property tax bills and a state match of those surcharges.
- Used to acquire, create, preserve, and support community housing.
- Fill the gap between the cost of development and what qualifying occupants can afford to pay.
- Land purchase, adaptive re-use, conversion of market-rate homes, new construction, recycled housing, and accessory apartments, and purchase new restrictions for restrictions that will terminate.
- Housing Buy-Down Programs. There are two different program types: 1) programs where the housing entity actually buys (takes title) to the home, then rehabilitates and re-sells it at an affordable price, and 2) where the housing entity assists in the transaction, providing a substantial subsidy at the closing, with the title going directly from the seller to the affordable home buyer.

APPENDICES

Appendix A

DHCD AFFIRMATIVE FAIR HOUSING MARKETING GUIDELINES

The Commonwealth of Massachusetts has a compelling interest in creating fair and open access to affordable housing and promoting compliance with State and federal civil rights obligations. Therefore, all housing with State subsidy or housing for inclusion on the SHI shall have an Affirmative Fair Housing Marketing Plan. To that end, DHCD has prepared and published comprehensive guidelines, revised in May 2013, which all agencies follow in resident selection for affordable housing units.

In particular, the local preference allowable categories are specified:

- *Current Residents.* A household in which one or more members is living in the city or Town at the time of application. Documentation of residency should be provided, such as rent receipts, utility bills, street listing, or voter registration listing.
- *Municipal Employees.* Employees of the municipality, such as teachers, janitors, firefighters, police officers, librarians, or Town hall employees.
- *Employees of Local Businesses.* Employees of businesses located in the municipality.
- Households with children attending the locality's schools, such as METCO students.

The full guidelines can be found here: <http://www.mass.gov/hed/docs/dhcd/hd/fair/afhmp.pdf>.

Appendix B

DHCD, MHP, MASSHOUSING, MASSDEVELOPMENT, AND CEDAC BEDROOM MIX POLICY

INTERAGENCY AGREEMENT

Regarding Housing Opportunities for Families with Children

This Interagency Agreement (this "Agreement") is entered into as of the 17th day of January, 2014 by and between the Commonwealth of Massachusetts, acting by and through its Department of Housing and Community Development ("DHCD"), the Massachusetts Housing Partnership Fund Board ("MHP"), the Massachusetts Housing Finance Agency (in its own right and in its capacity as Project Administrator designated by DHCD under the Guidelines for Housing Programs in Which Funding Is Provided By Other Than a State Agency, "MassHousing"), the Massachusetts Development Finance Agency ("MassDevelopment") and the Community Economic Development Assistance Corporation ("CEDAC"). DHCD, MHP, MassHousing, MassDevelopment and CEDAC are each referred to herein as a "State Housing Agency" and collectively as the "State Housing Agencies".

Background

A. DHCD's 2013 Analysis of Impediments to Fair Housing Choice ("AI") includes action steps to improve housing opportunities for families, including families with children, the latter being a protected class pursuant to fair housing laws, including the federal Fair Housing Act, as amended (42 U.S.C. §§ 3601 *et seq.*) and Massachusetts General Laws Chapter 151B. In order to respond to development patterns in the Commonwealth that disparately impact and limit housing options for families with children, such steps include requiring a diversity of bedroom sizes in Affordable Production Developments that are not age-restricted and that are funded, assisted or approved by the State Housing Agencies to ensure that families with children are adequately served.

B. The State Housing Agencies have agreed to conduct their activities in accordance with the action steps set forth in the AI.

C. This Agreement sets forth certain agreements and commitments among the State Housing Agencies with respect to this effort.

Definitions

- 1) "Affordable" - For the purposes of this Agreement, the term "Affordable" shall mean that the development will have units that meet the eligibility requirements for inclusion on the Subsidized Housing Inventory ("SHI").
- 2) "Production Development" - For purposes of this Agreement "Production Development" is defined as new construction or adaptive reuse of a non-residential building and shall include rehabilitation projects if the property has been vacant for two (2) or more years or if the property has been condemned or made uninhabitable by fire or other casualty.



Agreements

NOW, THEREFORE, DHCD, MHP, MassHousing, MassDevelopment and CEDAC agree as follows:

Bedroom Mix Policy

1) Consistent with the AI, it is the intention of the State Housing Agencies that at least ten percent (10%) of the units in Affordable Production Developments funded, assisted or approved by a State Housing Agency shall have three (3) or more bedrooms except as provided herein. To the extent practicable, the three bedroom or larger units shall be distributed proportionately among affordable and market rate units.

2) The Bedroom Mix Policy shall be applied by the State Housing Agency that imposes the affordability restriction that complies with the requirements of the SHI.

3) The Bedroom Mix Policy shall not apply to Affordable Production Developments for age-restricted housing, assisted living, supportive housing for individuals, single room occupancy or other developments in which the policy is not appropriate for the intended residents. In addition, the Bedroom Mix Policy shall not apply to a Production Development where such units:

- (i) are in a location where there is insufficient market demand for such units, as determined in the reasonable discretion of the applicable State Housing Agency; or
- (ii) will render a development infeasible, as determined in the reasonable discretion of the applicable State Housing Agency.

4) Additionally, a State Housing Agency shall have the discretion to waive this policy (a) for small projects that have less than ten (10) units and (b) in limited instances when, in the applicable State Housing Agency's judgment, specific factors applicable to a project and considered in view of the regional need for family housing, make a waiver reasonable.

5) The Bedroom Mix Policy shall be applicable to all Production Developments provided a Subsidy as defined under 760 CMR 56.02 or otherwise subsidized, financed and/or overseen by a State Housing Agency under the M.G.L. Chapter 40B comprehensive permit rules for which a Chapter 40B Project Eligibility letter is issued on or after March 1, 2014. The policy shall be applicable to all other Affordable Production Developments funded, assisted, or approved by a State Housing Agency on or after May 1, 2014.



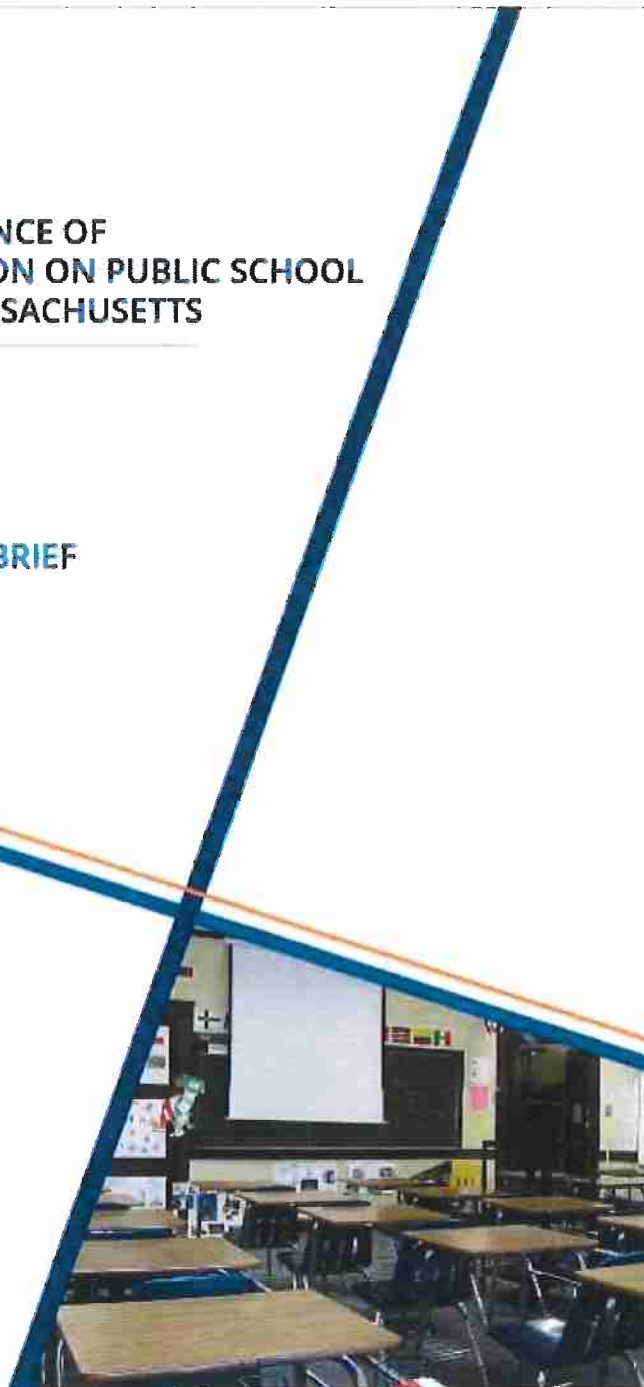
Appendix C

REFERENCE REPORT: THE WANING INFLUENCE OF HOUSING PRODUCTION ON PUBLIC SCHOOL ENROLLMENT IN MASSACHUSETTS

URL Source: <https://www.mapc.org/enrollment/>

THE WANING INFLUENCE OF HOUSING PRODUCTION ON PUBLIC SCHOOL ENROLLMENT IN MASSACHUSETTS

AN MAPC RESEARCH BRIEF
OCTOBER 2017



School Enrollment vs. Housing Permits

Select Municipality

middleton x

Community Type

Developing Suburbs



Figure 2: Map of Enrollment Change by School District

