

**BOARD OF SELECTMEN  
MEETING AGENDA**

**Fuller Meadow School  
Nathan Media Center**

**143 South Main Street, Middleton, MA 01949**

**Tuesday, January 14, 2020**

**7:00 PM**

*This meeting is being recorded*

1. 7:00 PM Warrant: #2014 & 2015  
Minutes: Open Session: December 17, 2019  
Town Administrator updates and reports
2. 7:15 PM Public Comment Period
3. 7:25 PM Vote to accept and authorize the Fire Chief to expend funds in the amount of \$5,440 from a Department of Fire Services grant to fund hoods and gloves
4. 7:30 PM Vote to accept and authorize the Town Administrator to expend funds in the amount of \$30,000 from a Massachusetts Office on Disabilities ADA Improvement Grant
5. 7:35 PM Review and vote to adopt revised Complete Streets Policy
6. 7:45 PM Vote to declare surplus the Council on Aging's 2007 Aero Bus with estimated value of \$4,000 and authorize the Town Administrator to dispose of in accordance with statutes and local policy
7. 7:50 PM Review and approve a donation to the Middleton Council On Aging in the amount of \$1,000 from Middleton Family Medical Medicine
8. 7:55 PM Review and approve the following donations to the Middleton Food Pantry:
  - \$500 from Bostik
  - \$500 from United Civil
  - \$2,000 from New England Biolabs, Inc.
9. 8:00 PM Vote to appoint Paul Goodwin as Superintendent of Public Works and to appoint Ken Gibbons as Deputy Superintendent of Public Works
10. 8:05 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed
11. 8:10 PM Executive Session under GL c. 30A, s. 21(a)(2) for negotiations with non-union personnel with respect to the Town Administrator

Upcoming Meetings: January 28, 2020

February 1, 2020, Joint Operating Budget meeting with Finance Committee

February 11 & 25, 2020

*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.*

**Town of Middleton**  
**Summary of Weekly Bills Payable and Payroll Warrants**  
**Office of the Town Accountant**

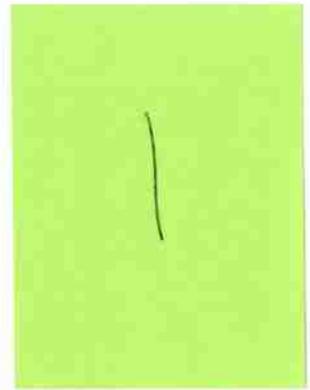
**Warrant Date: 1/02/2020**

**Warrant Number: # 2014**

**Payroll Warrant Total:**

**\$ 681,713**

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$8,463	
COA	\$9,328	
Election	\$0	
Electric Light	\$68,431	\$ Overtime; \$ Call Out
Fire	\$67,022	\$18,954 Overtime; \$0 Part time
Inspections	\$9,623	
Library	\$15,909	
Memorial Hall	\$38,270	
Planning	\$3,740	
Police	\$62,074	\$4,657 Overtime; \$1,794 Reserves
Police Details	\$4,905	
Public Works	\$39,579	\$3,134 Snow; \$500 Overtime
Recreation	\$0	
Senior Work Off	\$0	
School	\$354,368	
Teacher Balloon Pay	\$0	
Town Officers	\$0	



**Bills Payable Warrant Total:**

**\$ 812,769**

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$91,788	
Administrator	\$19,941	\$5,500 Atty Fees; \$4,525 Replace Memorial Hall Sign; \$4,903 Xmas Dinners
Accounting	\$20	Various Expenses
Assessor	\$19	Various Expenses
Clerk	\$293	Various Expenses
Cultural Council	\$0	
COA	\$992	Various Expenses
DPW	\$36,462	\$17,544 Salt; \$5,824 Snowplowing; \$3,613 Fuel
Fire	\$9,604	\$4,920 Training/Education
Health Director / IT	\$4,540	\$3,280 IT Related
Historical Comm.	\$0	
Inspections	\$159	Various Expenses
Library	\$0	
MELD	\$522,930	\$491,726 Purchase Power
Planning	\$60	Various Expenses
Police	\$36,952	34585 New Cruiser ATM
Recreation	\$0	
School	\$86,412	\$36,710 Transportation; \$21,899 Tuition
Treasurer	\$2,596	Various Expenses
Veterans' Agent	\$0	

**Minutes of the MIDDLETON BOARD OF SELECTMEN**  
Fuller Meadow School  
Nathan Media Room  
143 South Main Street, Middleton, MA 01949  
December 17, 2019 7:00 PM

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

*Absent: None*

*Others Present: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Frank Leary, Richard Gregorio, Gary Bent, Courtney Lee, Stacy Campbell, Natasha Bansfield, Tony Roselli, Medi Shurdha, Richard D'Angelo, John Malachowski, Alexandre Scheffer, Rozane Andrade, and others*

**7:06 PM** With a quorum present, Selectmen Chair Tim Houten called the meeting to order.

**7:06 PM ROUTINES**

- **Warrant #2013:** Town Administrator Andy Sheehan provided a brief review of #2013 (Payroll: \$777,091, Bills Payable: \$2,154,447), 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 **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to accept warrant #2013, as presented.
- **Minutes:**
  - **December 3, 2019:** After a brief review of the minutes of December 3, 2019, the Board took the following action:  
On a **MOTION** made by **Prentakis**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously to accept the minutes of December 3, 2019, as presented.
- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with updates and information on the following:
  - **Master Planning Process:** Sheehan reported that the Master Planning process at 105 South Main Street is continuing, noting that the Master Development Planning Committee is meeting tomorrow night with HKT Architects at Fuller Meadow School to review plans and discuss phasing of the project. The meeting is scheduled for 7pm at Media Center.
  - **North Liberty Street is Open!** Sheehan announced that North Liberty Street is open. The bridge repairs have been completed. He publicly thanked Paul Goodwin, the Deputy Superintendent of DPW, who worked with the contractor to gain a couple of weeks to get the bridge open sooner.
  - **Grant Updates:** Sheehan announced that the Fire Department was the recipient of a Department of Fire Service grant in the amount of \$5,440, which will purchase hoods and gloves, part of the turnout gear. Sheehan added that the Assistant Town Administrator was notified today that the Town was the recipient of an ADA Grant. The Board will be asked to accept both grants at the next meeting.

- **Master Plan Adopted:** Sheehan advised the Selectmen that the Planning Board voted to adopt the Master Plan, noting that there is an implementation component to it, which will commence after the holidays.
- **Year End Thanks:** Sheehan publicly thanked the Board, Town staff, residents, and volunteers for making 2019 a great year for Middleton. Sheehan noted that a lot was accomplished this past year, particularly with the acquisition of 105 South Main Street, which from his perspective was the most significant event of the year.

**7:11 PM Public Comment Period:** There were no comments.

**7:12 PM Vote to Accept Donations to the Middleton Food Pantry and the Veterans Donation Account:** Courtney Lee, Stacy Campbell, and Natasha Bansfield, organizers of the 2<sup>nd</sup> Annual Middleton Turkey Trot, met with the Board to present donations in the amount of \$3,500 for the Middleton Food Pantry, and \$1,000 for the Veterans. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to accept, with gratitude, the donations to the Town from the Turkey Trot.

**7:18 PM Vote to Accept Donations to the Middleton Food Pantry:**

- \$500 from Jason and Joanna Rozen
- \$1,000 from Jeff and Carol Curvey Foundation
- \$5,000 from Institution for Savings Charitable Foundation

The Chair announced there were three additional donations to the Middleton Food Pantry, totaling \$6,500, and the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously to accept, with gratitude, the three donations totaling \$6,500 to the Middleton Food Pantry.

**7:23 PM Vote on Class II Used Car Dealer's License Application:** Medi Shurdha, of Auto Export, met with the Board to provide information on his application for a Class II Used Car Dealer's License (with no on-site storage of vehicles), working out of his home residence at 2 Lindberg Road. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to approve the Class II Used Car Dealer's License, provided there is no on-site storage of vehicles, to Medi Shurdha, Auto Export.

**7:25 PM Review and Vote on Application for a New Common Victualler License:** Richard D'Angelo and John Malachowski met with the Board of Selectmen to review their application for a Common Victualler License for In Sports, LLC Corp d/b/a Dunkin' Donuts located at 15 Manning RD, Middleton MA. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to approve the Common Victualler License for In Sports, LLC Corp d/b/a Dunkin' Donuts located at 15 Manning RD, Middleton MA, by owners Richard D'Angelo and John Malachowski, also store manager.

**7:28 PM Vote to Accept a \$1,000 Donation:** The Board briefly reviewed the \$1,000 donation from Richard D'Angelo of Dunkin Donuts to the Middleton DARE Program and took the following action:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to accept, with gratitude, the donation of Richard D'Angelo to the Middleton DARE program.

**7:29 PM Review and Vote on Application for a New Common Victualler License:** Alexandre Scheffer of JC Pizza and Grill, met with the Board with information on his application for a Common Victualler License for JC Pizza and Grill at Sports Center, INC located at 15 Manning RD, Middleton MA. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to approve the Common Victualler License for Alexandre Scheffer, JC Pizza and Grill, at Sports Center, INC located at 15 Manning Rd., Middleton, MA, by owner Alexandre Scheffer, also store manager.

**7:33 PM Application for a Transfer of a Common Victualler License:** Rozane Andrade of JC Grill and Pizza Convenience, 323 North Main Street, met with the Board to provide information on her application for a transfer of a Common Victualler License, to transfer from JC Grill Pizza and Convenience Store, Inc., to JP Grill Pizza Inc., Joao Paulo Zanatta, owner, manager will remain Rozane Andrade. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to approve the transfer of a Common Victualler License from JC Grill Pizza and Convenience Store, Inc., to JP Grill Pizza Inc., Joao Paulo Zanatta, owner, manager will remain Rozane Andrade.

**7:35 PM Review and Approval of Annual License Renewals:** After a brief review of the annual license renewals, with additional information as provided by the Town Administrator, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously to approve the annual renewal of licenses contingent on receipt of required documentation and payment of taxes.

**7:37 PM FY2019 Audit: Exit Interview with Tony Roselli of Roselli Clark Associates:** Tony Roselli of Roselli Clark Associates met with the Board of Selectmen to discuss the audited financial statements and recommendations in the management letter he provided to the Board. Roselli highlighted several key achievements in the report, including the town's reserve ratio, multiple stabilization funds, \$1.3 million in the OPEB fund, nearly \$1 million in levy capacity, the resolution of past comments, the completion and implementation of a financial policy manual, and the successful transition to a completely new financial and administrative team. Richard Gregorio, chair of the Finance Committee, was in attendance and addressed the Board, commending them for the way they have managed the Town.

**8:29 PM Discussion of Revised Cemetery Rules:** Town Administrator Andy Sheehan provided the Board with a revised draft of the cemetery rules to view as he reviewed the changes with them. A brief discussion ensued on the clarification of "residents," which will not include those who are residents solely due to incarceration in any detention facility in town. Sheehan added that the Board will have another look at this change as the Town Meeting warrant is developed.

**8:32 PM Update on FY2021 Operating and Capital Budgets:** Town Administrator Andy Sheehan provided the Board with the budget instructions and guidelines that were sent to all departments, noting they invited the departments to provide information on any supplemental budgetary items they are

looking at. Budgets are due back January 3<sup>rd</sup> and they will then meet with all departments to review the budgets with them to prepare for the February 1<sup>st</sup> all-day budget session.

**8:41 PM New Business:**

- **Superintendent Harvey's Entry Plan:** Selectman Prentakis reported to the Board that Superintendent Harvey will be introducing his entry plan at the December 18<sup>th</sup> meeting of the Masconomet School Committee, where he will layout the foundation on how he expects things to evolve over his coming years at Masconomet.
- **Menorah Lighting:** Selectmen Houten announced that there will be a lighting of the Menorah on the Middleton Green on Sunday, December 22<sup>nd</sup> at 4:30PM.
- **Happy Holidays!** Selectman Cresta wished everyone a Merry Christmas and Happy Hanukah.

**8:42 PM ADJOURN**

With no further business, on a **MOTION** made by **Cresta**, the Board of Selectmen's meeting of December 17<sup>th</sup>, adjourned at 8:42 PM.

**Upcoming Meetings: January 14 & 28, 2020**

**February 1, 2020, Joint Operating Budget meeting**

**February 11 & 25, 2020**

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

---

Todd Moreschi, BOS Clerk

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

- Agenda: December 17, 2019
- Warrant: #2013 (Payroll: \$777,091, Bills Payable: \$2,154,447)
- Minutes:
  - December 3, 2019
- Russell, Clark & Associates: Town of Middleton Management Letter Year Ended June 30, 2019
- Letter from COA to Board of Selectmen, Re: Middleton Food Bank Donation/Jason Rozen & Joanna Rozen, 11/26/19
- Letter from COA to Board of Selectmen, Re: Middleton Food Bank Donation/Curvey Foundation & Institution for Savings, 12/5/19
- List of Licenses for Renewal

- Application and Related Material for Class II Used Car Dealer's License: Medi Shurdha / Auto Export
- Application and Related Material for Common Victualler/General License: In Sports LLC
- Application and Related Material for Common Victualler/General License: J.C. Grill Pizza, Inc.
- Letter from Police Chief to Board of Selectmen, Re: Donation, 12/11/19
- Chapter 378: Oakdale Cemetery
- Memo from Town Administrator to Board of Selectmen, Re: Fiscal Year 2021 Operating and Capital Budget Guidelines, 12/12/19



CHARLES D. BAKER  
Governor

Office of the Governor  
Commonwealth of Massachusetts

State House  
Boston, Massachusetts 02133  
Tel: (617) 725-4000

KARYN E. POLITO  
Lieutenant Governor

December 9, 2019

Chief Thomas Martinuk  
Middleton Fire Department  
4 Lake Street  
Middleton, MA 01949

3

Dear Chief Martinuk,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Middleton Fire Department \$5,440 in State Fiscal Year 2020 funding from the Firefighter Turnout Gear Grant Program for the purchase of hoods and gloves.

The contract, terms and conditions, and other award documents will be provided to you by DFS. Please contact Tim Moore, Program Coordinator at DFS, with any questions about this award at [Timothy.Moore@mass.gov](mailto:Timothy.Moore@mass.gov) or 978-567-3721.

We would like to thank you and all of the members of your fire department for all that you do to keep the Commonwealth and its citizens safe.

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

## Andrew Sheehan

---

**From:** Bryan, Karl (OHA) <karl.bryan@state.ma.us>  
**Sent:** Monday, December 16, 2019 3:45 PM  
**To:** Andrew Sheehan  
**Cc:** Scott Fitzpatrick; Tanya Shallop; Dougan, Jeff (OHA)  
**Subject:** Middleton FY20 Municipal Americans with Disabilities Act Improvement Application Result

**Attachments:** Affirmation of Compliance.docx; CommonwealthTermsAndConditions\_MIDDLETON CONTRACT SIG FORM\_FY20.rtf; MIDDLETON MOD ADA TEMPLATE\_FY20\_.docx; MIDDLETON StandardContractForm\_latestver

**Importance:** High

4

Greetings Town of Middleton,

The Massachusetts Office on Disability's ***Grant Application Review Committee*** has reviewed your Planning grant application for the ***FY20 Municipal ADA Improvement Grant Program***, and has provisionally approved a maximum grant of **\$30,000**.

In order to receive the maximum grant amount listed above:

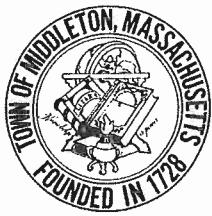
- The work must be completed after the contract execution date, but before June 30, 2020.
- The date that all forms are properly completed, signed, and returned to MOD by the municipality will be considered the contract execution date.
- MOD must receive and approve detailed, itemized invoices showing incurred expenses (between said dates); also, the invoices must represent approved expenditures as authorized in the attached *Grant Agreement* document, *Section 1: Project Scope*.
- Invoices should be sent to me as soon as they are available and prior to June 30, 2020, or shortly thereafter.
- **Any invoices dated prior to the contract execution date or later than June 30, 2020 are not eligible for grant funding; further, grant funds will not be released unless/until MOD receives and approves invoices for funding.**
- If you anticipate this being an issue, please let us know so other applications can be considered.

Now, we ask the following:

- You complete the attached forms and return them to Michael Dumont, Assistant Director for Administration & Finance [Michael.Dumont@Mass.Gov](mailto:Michael.Dumont@Mass.Gov) and to me, Karl Bryan, Grant Compliance Coordinator [Karl.Bryan@mass.gov](mailto:Karl.Bryan@mass.gov).
- Email us a scanned version of the forms (all the pages for all five documents) ASAP. You are not eligible to begin work until we receive the scanned version and I provide email confirmation that the forms are sufficiently completed. Also, we will ask that you mail us two hard copies of the forms with wet signatures. One will be returned to you for your safe keeping.

Please note that I have filled out portions of the forms, yet your town manager/administrator (or other responsible party listed on the forms) will need to complete all values, where applicable (including the "proof of authentication of signature" portion of the "Contract Signature Form"; the addition of initialing on the "Grant Agreement" form). Please double check all forms to ensure that they are accurate.

**Applications with incomplete forms or a response of "Not Applicable" for any values will not be considered complete.**  
It is the full responsibility of your municipality to wholly and accurately complete the forms.



## BOARD OF SELECTMEN

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



### COMPLETE STREETS POLICY ADOPTED NOVEMBER 18, 2014 REVISED JANUARY 14, 2020

#### Vision and Purpose:

Complete Streets are designed and operated to provide safety, comfort, and accessibility for all the users of our streets, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages, abilities, and income levels. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by improving the pedestrian and vehicular environments in order to provide, safe, accessible, and comfortable means of travel between home, school, work, recreation, and retail destinations. Complete Streets also furthers equity objectives by providing safe forms of travel for Middleton residents of all income levels. The purpose of the Town of Middleton's Complete Streets Policy, therefore, is to accommodate all road users by creating a roadway network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Middleton to formalize the plan, design, operation, and maintenance of streets so that they are safe for users of all ages, all abilities and all income levels as a matter of routine. This Policy directs decision-makers to consistently plan, design, construct, and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

#### Core Commitment:

The Town of Middleton recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders are legitimate users of roadways and deserve safe facilities. "All Users" includes users of all ages, abilities, and income levels.

The Town recognizes that all roadway projects – including new construction, maintenance and reconstruction – are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Middleton, as well as projects funded by the State and Federal government, including but not limited to Chapter 90 funds, Town improvement

grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding, and other state and federal funds for street and infrastructure design shall adhere to the Town of Middleton Complete Streets Policy. Private developments and related roadway design components shall adhere to the Complete Streets principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets Policy, including the design, construction, and maintenance of such roadways within Town boundaries.

Town Departments, in consultation with ~~a Complete Streets Committee~~the Transportation Task Force (described below), will use best judgment regarding the desirability and feasibility of applying Complete Streets principles for routine roadway maintenance and projects, such as repaving, restriping, and so forth.

Transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfigurations, or subdivisions may be excluded upon approval by the ~~Complete Streets Committee~~Transportation Task Force and the Board of Selectmen, where documentation and data indicate that any of the following apply:

1. Roadways where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases, for accommodations elsewhere.
2. Cost or impacts of accommodation are excessively disproportionate to the need or probable future use.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.

#### Best Practices:

The Town of Middleton Complete Streets policy will focus on developing a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects. As practicable, recommendations from the ~~Complete Streets Committee~~Transportation Task Force for incorporating complete streets elements will occur in projects' beginning stages prior to design.

Implementation of the Town of Middleton Complete Streets Policy will be carried out cooperatively within all relevant departments in the Town and, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context-sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by giving significant consideration to stakeholder and community values. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic,

historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The Town of Middleton recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets, including but not limited to the most up-to-date versions of:

- The Massachusetts of Department of Transportation Project Design and Development Guidebook
- Pioneer Valley Planning Commission's Healthy Community Design Toolkit
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- Documents and plans created for the Town of Middleton, including: The 1999 Master Plan, the 2013 Open Space & Recreation Plan, and the 2014 Sidewalk Improvement Policy.

#### Implementation:

~~The Transportation Task Force, which is comprised of representatives from the Town Administrator's Office, Department of Public Works, Police Department, Fire Department, and Town Planner, will implement this initiative. A Complete Streets Committee comprised of stakeholders, including members of relevant Town departments, will be created to implement this initiative. The Complete Street Committee will be a multidisciplinary team and members will include representatives from: Department of Public Works (DPW), Board of Health, Planning, Inspections Department, Town Administrator's office and other Town committees, departments or organizations as appropriate. The focus overall mission of this Committee the Task Force includes will be ensuring~~ the implementation of the Complete Streets Policy and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation. In addition, ~~this Committee~~ the Task Force will regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

The Town, with input from the ~~Complete Streets Committee~~ Transportation Task Force, shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws,

procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all Street Projects on streets.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will highlight projects that eliminate gaps in the sidewalk and bikeway network.

The Town will evaluate projects within the Capital Improvement Plan to encourage implementation of this Policy.

The Town will secure training for pertinent Town staff and decision-makers on both the technical content of Complete Streets principles and best practices, as well as community engagement methods for implementing the Complete Streets Policy. Training may be accomplished through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

Evaluation of Effectiveness:

The ~~Complete Streets Committee~~Transportation Task Force will develop performance measures to periodically assess the rate, success, and effectiveness of implementing the Complete Streets Policy. The ~~Committee~~-Task Force will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy. These metrics may include the total number of new bicycle lanes, the linear feet of new pedestrian accommodation, number of retrofitted pedestrian facilities or amenities, number of intersection improvements made to improve Level of Service (LOS) and safety for vehicles, pedestrians and bicyclists, rate of crashes by mode, rate of children walking or bicycling to school, and/or number of trips by mode.

Respectfully yours,

**MIDDLETON BOARD OF SELECTMEN**

---

Timothy P. Houten, Chairman

---

Richard Kassiotis, Clerk

---

Kosta E. Prentakis

---

Brian M. Cresta

---

Todd Moreschi

---

Andrew Sheehan, Town Administrator



**Council on Aging**  
Old Town Hall  
38 Maple Street  
Middleton, MA. 01949  
978-777-4067  
[www.townofmiddleton.org](http://www.townofmiddleton.org)

7

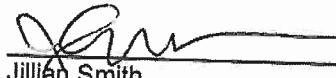
December 19, 2019

Board of Selectmen  
48 South Main Street  
Middleton, MA. 01949

Re: Council on Aging Donation/Middleton Family Medicine Medical

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Council on Aging, and notify me when the check has been accepted so that it can then be deposited.

Thank you,

  
\_\_\_\_\_  
Jillian Smith  
COA Director

A donation has been made payable to the Middleton Council on Aging for the following:

Date: 12/19/19

Name: Middleton Family Medicine Medical

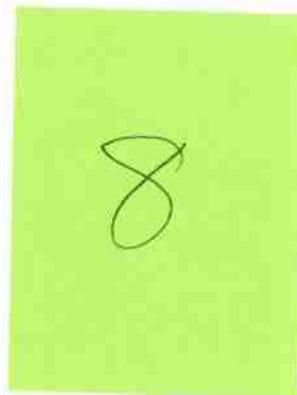
Donation: \$1,000.00      Check Number: 1119

This donor would like to remain anonymous      Yes      XX No

Donation is in memory of or to honor:



**Council on Aging**  
Old Town Hall  
38 Maple Street  
Middleton, MA. 01949  
978-777-4067  
[www.townofmiddleton.org](http://www.townofmiddleton.org)



December 26, 2019

Board of Selectmen  
48 South Main Street  
Middleton, MA. 01949

Re: Middleton Food Bank Donation / Bostik.

Please add the following donations to your agenda for acceptance by the Board of Selectmen for the Middleton Council on Aging, and notify me when the check has been accepted so that it can then be deposited.

Thank you,

*Jillian Smith*

Jillian Smith  
COA Director

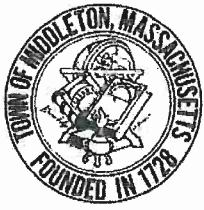
A donation has been made payable to the Town of Middleton Food Pantry:

Date: 12/12/19

Name: Bostik

Donation: \$500.00 Check Number 404451

This donor would like to remain anonymous Yes  X No



**Council on Aging**  
Old Town Hall  
38 Maple Street  
Middleton, MA. 01949  
978-777-4067  
[www.townofmiddleton.org](http://www.townofmiddleton.org)

December 19, 2019

Board of Selectmen  
48 South Main Street  
Middleton, MA. 01949

Re: Middleton Food Bank Donation / New England Biolabs and United Civil Inc.

Please add the following donations to your agenda for acceptance by the Board of Selectmen for the Middleton Council on Aging, and notify me when the checks have been accepted so that they can then be deposited.

Thank you,

Jillian Smith  
COA Director

A donation has been made payable to the Town of Middleton Food Pantry:

Date: 12/11/19

Name: United Civil In.

Donation: \$500.00 Check Number 7473

This donor would like to remain anonymous Yes  No

Date: 12/04/19

Name: New England Biolabs, Inc.

Donation: \$2,000.00 Check Number 2000039321

This donor would like to remain anonymous Yes  No