

BOARD OF SELECTMEN MEETING AGENDA

**Fuller Meadow School
Nathan Media Center
143 South Main Street, Middleton, MA 01949
Tuesday, February 11, 2020
7:00 PM**

This meeting is being recorded

1. 7:00 PM Warrant: #2017
Minutes: Open Session: January 28, 2020
Executive Session: December 17, 2019, January 14, 2020
Town Administrator updates and reports
2. 7:15 PM Public Comment Period
3. 7:25 PM Presentation of Tri-Town Council annual report by Meredith Shaw, Executive Director
4. 7:40 PM Vote on application of Ismail Shurdha, of Alba Auto, for a Class II Used Car Dealer's License (with no on-site storage of vehicles), working out of his home residence at 48 Liberty Street
5. 7:45 PM Discussion of Transfer Station operations and financing, including implementation of additional fees
6. 8:00 PM Discussion of personnel policies, charter, and bylaw amendments
7. 8:20 PM Review and vote to approve policy for gifts and donations to the future community center/senior center
8. 8:25 PM Review and vote to approve revised Buy Recycled Policy
9. 8:30 PM Review and vote to approve a corporate matching donation from the Brevity Fund to the Middleton Food Pantry in the amount of \$1,100; this is an annual donation
10. 8:35 PM Review Groundwater Protection Overlay District zoning bylaw amendment from Planning Board and refer it to the Planning Board for public hearing and recommendation
11. 8:45 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings: February 25, 2020
March 7, 2020: Joint meeting with Finance Committee to review capital budget requests
March 10, 2020
March 24, 2020: Special Town Meeting for Public Safety Complex design funding

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
January 28, 2020 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, Minutes Secretary Judi Stickney, Demetria Captain, Kathleen Barrett, Kevin Carney, and others

7:04 PM With a quorum present, Selectmen Chair Tim Houten called the meeting to order.

7:04 PM ROUTINES

- **Warrant #2016:** Town Administrator Andy Sheehan provided a brief review of #2016 (Payroll: \$683,509, Bills Payable: \$929,842), 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 **Cresta**, the Board of Selectmen **VOTED** unanimously to accept warrant #2013, as presented.

- **Minutes:**

- **January 14, 2020:** After a brief review of the minutes of January 14, 2020, the Board took the following action:
On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to accept the minutes of January 14, 2020, as presented.

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

- **All-Day Budget Meeting Saturday:** Sheehan announced that the Board of Selectmen and the Finance Committee will be meeting on Saturday, February 1st, to kick-off the budget review process. They will start at 8:15AM until done, around 3PM. The meeting will be held at the Fuller Meadow School.
- **Master Planning Process:** Sheehan reported that the Master Planning process is continuing, adding that the Master Development Planning Committee and HKT met last week and discussed a combined public safety building. The Committee meets again on February 12th.
- **Special Town Meeting, March 24th:**
- **Nomination Papers Available for May 19th Election:** Sheehan reported that nomination papers are now available at the Town Clerk's office and are due back March 31st.
- **Route 114 Water Main Work:** Sheehan reported that the work has been completed ahead of schedule with little disruption. Sheehan noted that they were well-prepared and had a great contractor.

- **FEMA Reimbursement Grants:** Sheehan reported that the Fire Department has been awarded almost \$15,000 in FEMA reimbursements to help cover the costs of cleaning up after the 3-day blizzard a couple of years ago.
- **Shout Out to DPW:** Sheehan publicly acknowledged the great job the DPW did two Fridays ago when they were up all night repairing a water main break in front of the DPW building, They finished up 6-6:30 that morning and came back at night to plow snow.
- **DHCD Housing Production Plan:** Sheehan reported that the DHCD has approved the housing production plan in December, which will allow Middleton to add housing units to our housing inventory, if they meet all the criteria. All the hours that went into the plan was paid with grant money.

7:13 PM Public Comment Period: There were no public comments, but the Chair took the time for the following:

- **Passing of Donna Innis:** Chair Houten announced with sadness the passing of Donna Innis, who worked for many years with former Town Administrator Ira Singer. Our thoughts and condolences go out to her family.

7:14 PM Vote to Open the May 12, 2020 Annual Town Meeting Warrant: After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to open the May 12, 2020 Annual Town Meeting Warrant.

7:15 PM Review and Vote to Set the FY20 Sewer Rate for the South Essex Sewer District: Chair Houten reported that the Town is looking for a Representative to the South Essex Sewer District Board. Town Administrator Andy Sheehan provided the Board with a brief explanation of the FY20 sewer rate and the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to set the FY20 Sewer Rate for the South Essex Sewer District at 1.616 per hundred cubic feet.

7:16 PM Review and Vote to Accept a Donation from Raymond Falite, Manager of Fairway Estates, LLC: The Town Administrator provided the Board with information on the donation. The Board briefly discussed the donation from Raymond Falite, as well as the parameters of the gift account. The manager of Fairway Estates, LLC, would donate \$5,000 per unit for a 45-unit project located at 59 South Main Street, said donation to be used toward the design and construction of a Senior Center/Community Center; and: vote to establish a gift account pursuant to Massachusetts General Law Chapter 44, Section 53A, to accept donations and gifts to support a Senior Center/Community Center. After discussion, the Board took the following actions:

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to establish a gift account pursuant to Massachusetts General Law Chapter 44, Section 53A, to accept donations and gifts to support a Senior Center/Community Center, more specifically the dollars to be used toward the design and construction of a Senior Center/Community Center.

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to accept with gratitude the donation of Raymond Falite, manager of Fairway Estates, LLC, in the amount of \$5,000 per unit for a 45-unit project located at 59 South Main Street, said donation to be used toward the design and construction of a Senior Center/Community Center.

7:24 PM Vote to Declare Surplus: The Town Administrator provided the Board with information on the Police Chief's request to declare surplus their 2007 Dodge Charger with 107,755 miles and authorize the Town Administrator to donate it to North Shore Essex Tech as a learning project. 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 declare surplus the 2007 Dodge Charger with 107,755 miles and authorized the Town Administrator to donate it to North Shore Essex Tech as a learning project.

7:27 PM Review and Vote to Sign Three-Year Employment Agreement with the Town Administrator: A brief discussion ensued, where Selectman Cresta and Selectman Prentakis thanked Sheehan for the great work he's put into his position, particularly the videos he creates for the public. After discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously to sign the three-year employment agreement with the Town Administrator from July 1, 2020 – June 30, 2023. **Kassiotis and Moreschi abstained from the vote.**

7:30 PM The Chair declared that the Board would be in recess for 15 minutes.

7:45 PM ** Selectman Chair Tim Houten recused himself from this hearing, due to a conflict. **

Public Hearing: Transfer of Wine & Malt Beverages with Cordials/Liquor License and Common Victualler License, currently held by Maximos, Inc., d/b/a Captain Pizza, manager Demetria Captain, located at 227 Maple Street Middleton, on the petition of Barney Restaurant Group, LLC, d/b/a Captain Pizza by owner and new manager Kathleen Barrett.

Demetria Captain, manager of Captain Pizza, provided the Board with some background on their business, noting that they are retiring and turning the business over to Kathleen Barrett and Kevin Carney. Kathleen Barrett provided the Board with her plans for the pizza restaurant, noting that they are thrilled to have the opportunity to run a business in Middleton. 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 transfer the wine and malt beverages with cordials/liquor license and Common Victualler License, currently held by Maximos, Inc., d/b/a Captain Pizza, manager Demetria Captain, located at 227 Maple Street Middleton, on the petition of Barney Restaurant Group, LLC, d/b/a Captain Pizza by owner and new manager Kathleen Barrett.

7:50 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

- **CPA Trust Fund:** Selectman Prentakis announced that the town has received \$29,000 in matching funds from the State, bringing the total match for the year to \$56,000, budgeted \$21,000 so there have extra funds there.

7:52 PM ADJOURN

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

Upcoming Meetings:

- February 1, 2020, Joint Operating Budget Meeting with Finance Committee
- February 11, 2020
- February 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: January 28, 2020
- Warrant: #2016 (Payroll: \$683,509, Bills Payable: \$929,842)
- Minutes:
 - January 14, 2020
- CALENDAR: FY2021 OPERATING AND CAPITAL BUDGETS: MAY 12, 2020 ANNUAL TOWN MEETING, MAY 19, 2020 ANNUAL TOWN ELECTION
- Town of Middleton FY 2020 Operating and Maintenance Sewer Rate from SESD Billings
- COMPLETE STREETS POLICY ADOPTED NOVEMBER 18, 2014 REVISED JANUARY 14, 2020
- Letter from Fairway Estates LLC to Board of Selectmen, Re: Senior Center/Community Center Donation, 1/28/2020
- The Commonwealth of Massachusetts Alcoholic Beverages Control Commission Application for a Transfer of License: Demetria Captain to Kathleen Barrett
- Common Victualler's License Application and related material: Kathleen Barrett d/b/a Captain Pizza
- Letter from Chief DiGianvittorio to Town Administrator, Re: Black Charger, 1/16/2020

November 1, 2019

Board of Selectmen
48 South Main Street
Middleton, MA 01949

Dear Middleton Selectmen,

We are pleased to enclose a summary of programs, services and initiatives undertaken by Tri-Town Council during Fiscal Year 2019.

Tri-Town Council is proud to have served the communities of Middleton, Topsfield and Boxford for more than five decades. We work with thousands of youth, parents, educators and vested community members providing parent education, youth programs, professional development, prevention services, after-school enrichment and various types of family and community support. TTC, established in 1968 and originally called the *Tri-Town Council on Drugs*, was organized by concerned citizens to address youth drug and alcohol abuse. While our service delivery model has adapted to account for changing times and needs, this focus continues to be foundational in our work.

As a result of *your* support, TTC is a community mainstay actively working with the Masconomet Regional School District, Tri-Town Elementary Schools (TTSU), law enforcement, public health and many community partners. We are laser focused on strengthening youth social and emotional well-being; working with our partners to build the important assets that all youth need to support and empower their healthy choices, self-esteem and resiliency through childhood, adolescence, growing into responsible, caring, and resilient adults.

Tri-Town Council continues to support and adapt to the evolving needs, concerns and priorities of the community and its stakeholders through cooperation and collaboration with our schools, parents, youth, law enforcement, public health, community organizations, legislators and many local and regional resources.

We deeply appreciate the support from the Town of Middleton whose residents voted to provide Tri-Town Council with \$28,500 in FY19. Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. This funding is vital to the financial health and organizational stability of Tri-Town Council.

As we celebrate are more than 50 years of service, we thank you for your continued support of Tri-Town Council and for partnering with us in this important work for our youth and our community.

With gratitude,
Stacie Bloxham
Stacie Bloxham
President, Board of Directors

Meredith Shaw
Meredith Shaw
Executive Director





Our Community. Your Impact.



HORIZONS

over **80** classes K-6
serving 600+ children

YEAR-ROUND HORIZONS PROGRAMS



Camp Invention®

including Camp Invention, Ski Bradford and LEGO Engineering & Video Game Design

SPONSORED PROGRAMS

- DASH (Disability Awareness Starts Here)
- Rock Band
- Samba Ensemble
- Sponsor-a-Child

TEEN PROGRAMS

- MASCO Youth Leadership Councils
- Youth Action Advisory Board
- MA Conference for Women
- Youth Artisan Fair
- Boys Mentoring Program
- Girls 4 Girls Mentoring Program
- In-school speaker programs on relevant issues





PROJECT Safety Net

when times are tough
call or text **978.771.4619**
it's anonymous

PARENT/EDUCATOR WORKSHOPS



- Stress & Anxiety
- Youth Issues and the Developing Brain
- Social Media Safety
- Addiction & the Developing Brain
- Internet Safety
- Boy Sense (Emotional Intel for Boys)
- Social/Emotional Skill Development
- Essex County DA Safety Conference & more



OPEN GYM



- Saturday nights during winter for MASCO Youth
- Special welcome event for incoming 7th graders

RESOURCE FOR FAMILIES IN NEED



DEVELOPMENTAL ASSETS



Building blocks for healthy, resilient, empowered youth

ALL-NIGHT GRADUATION PARTY



A 50-plus year tradition with **90%** class participation!

YOUTH RISK BEHAVIOR SURVEY

2,000 youth at MASCO & Community Adult Perception Survey

THE COALITION

Connect. Communicate. Prevent.
A TRI-TOWN COUNCIL PROGRAM

Community Partnership
Promoting healthy behaviors and youth norms, and fostering an environment where youth choose to be substance free.

Community Education

- Town-wide Mailings
- News Articles
- Quarterly Newsletters
- Substance Use Education & Advocacy
- Resources & Referrals
- Community Conversations

Convening
35 Members **12** Sectors

www.tritowncouncil.org   @TriTownCouncil

TRI-TOWN COUNCIL ANNUAL REPORT - FY 2019

Celebrating over 50 years supporting Tri-Town Youth and Families!

WHO WE ARE: Serving and supporting youth and families for over five decades, Tri-Town Council (TTC) continues our commitment to **support and empower youth** to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways. **We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Middleton and Topsfield, Massachusetts.**

Each year we offer a variety of mission-driven programs and services including youth leadership, parent education, professional development, prevention services, after-school enrichment and various types of family and community support. Established in 1968 and originally named the *Tri-Town Council on Drugs*, TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on **positive youth development**.



Our work is guided by the **Developmental Assets Framework** and **Positive Community Norms (PCN)** using **The Science of the Positive (SOTP)**.

Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's healthy development, helping them become caring, responsible, and successful adults. Grounded in the tenets of positive youth development and rooted in prevention research, the **Developmental Assets Framework** is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth.

The Positive Community Norms approach to improving community health is founded on the **Science of the Positive**. Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007). Dr. Jeff Linkenbach, whose research and frameworks guide TTC in this work, presented to TTC and many community partners in November 2018.



HOW WE DO OUR WORK: We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, health departments, police departments,



faith-based organizations, local legislators and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators. ***It is as a result of these partnerships that TTC, whose small staff of employees (2.75 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the tri-town community.***

TTC is powered by financial support from the Towns of Boxford, Middleton and Topsfield along with hundreds of individual donors; community and family foundations; and corporate and institutional grants, which together make our work possible.

OUR IMPACT: In the 2018-2019 program year, TTC's efforts reached **thousands** of youth, parents and educators with **more than 100** educational, enriching and empowering programs and workshops including alcohol, vaping/tobacco & drug prevention education for youth and adults; implementation of the biennial Youth Risk Behavior Survey at Masco MS and HS collecting substance use, behavior and perception data; programs which focus on adolescent behavior and raising resilient teens; a community conversation on mental health; the unique challenges of raising boys; youth leadership workshops; peer mentoring; after-school enrichment; and substance-free events among others.

CORE PROGRAMS

The Coalition - established in 2010, [The Coalition](#) continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, civic organizations, youth and parents. The Coalition is TTC's directed focus on reducing and preventing substance use among tri-town youth. *The Coalition* provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy tri-town community for all. Activities include data collection/dissemination, substance-free activities, information/education campaigns, youth engagement and advocacy. The receipt of multi-year grant funding from the Peter and Elizabeth Tower Foundation has allowed TTC to further expand and deepen the work of The Coalition including hiring a dedicated Coalition Coordinator in FY19.

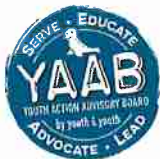


Horizons After-School & Summer Enrichment - Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer.

Classes, taught by experienced adults, may include art, science, chess, yoga, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. We continued to offer several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate Frisbee, dance and art



which provided leadership and mentoring opportunities for our high school youth. These teens also serve as wonderful role models for elementary youth. Horizons is offered in 2, 4, 6 and 8 week sessions during the fall, winter and spring; weekly during the summer; and includes a 6-week ski program for Boxford youth grades 3-6 at Bradford Ski. Community service opportunities are available for high school youth to assist in Horizons classes to make programs accessible for students who may need additional support. In FY19, **14 high school youth participated in the Teacher's Assistant program.** Programs are held at the elementary schools immediately after dismissal during the school year and new this year several classes before school. Summer programs are held at various locations in the Tri-Town. During FY18 more than 500 Tri-Town elementary youth participated in after-school Horizons and **10 high school youth and 12 middle school youth served as volunteer counselors** during summer Camp Invention.

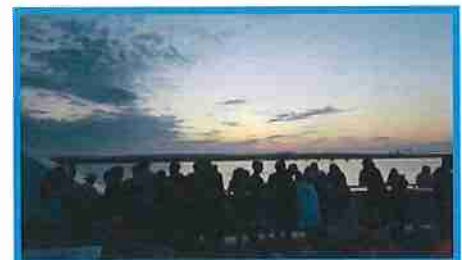


Youth Action Advisory Board (YAAB) – this dynamic and dedicated group of Masconomet high school students serves under the umbrella of **The Coalition** and works with community leaders and peers to address issues that matter most to

teens. YAAB is about speaking up, speaking out and making a difference in the community. YAAB is coordinated by TTC's Youth Program Director. FY19 activities included 2 community showings of "If They Had Known", participating in training offered by The 84 Youth Tobacco Prevention in advance of a visit to the MA Statehouse as part of The 84 advocacy group, presentations to local boards of health and selectmen and peer education focused on vaping.



All-Night Graduation Party - Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, run since our inception in 1968, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of underclassmen and TTC staff.





The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. More than 200 graduated seniors and 35 chaperones participated in the 2019 event.

Tri-Town Council Scholarship Program- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their community service and being exemplary role models to peers during their high school years. **The 2019 recipients were Sydney Brooke, Michael Duest and Joseph Perkins.** FY19 marks the 9th year these scholarships have been awarded. In FY19 TTC awarded \$500 to each recipient.

Project Safety Net 24/7 Helpline – Counseling provided 24/7 via telephone and text access to a licensed mental health counselor. **Project Safety Net** is used by both parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/crisis counseling.



Tri-Town Community Resources for Families in Need - TTC and the Masconomet School Health Council (SHAC) provide a comprehensive list of local resources, regional and state resources to include mental health, substance abuse, food/fuel assistance, safety and more. This resource list ([Community Resource Guide](#)) updated in August of 2019 is accessible on-line and in print. TTC also works with schools and local agencies to facilitate support for tri-town families in particular need during the November/December holiday season. This support includes non-perishable food items plus a gift card to a local grocery store provided by Christian Angel Smile Foundation at Thanksgiving and Christmas.



Youth Risk Behavior Survey (YRBS) – The YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people as well as the peer, adult, and community supports they have in place. This tool is used across the state and nationally to assess youth behaviors and perceptions. Administered biennially to Masconomet middle and high school youth since 2010, the anonymous survey includes questions about alcohol, tobacco, vaping, marijuana and other drug use; bullying; depression; stress; sexual behaviors; dietary behaviors, physical activity; screen time; protective factors; and behaviors associated with intentional or unintentional injuries. Data from the survey provides accurate estimates of the prevalence of risk behaviors and perceptions of use among Masconomet middle and high school youth. This information is used to inform health education and risk

prevention programs within the schools and community. The YRBS was administered in November 2018 to almost 2000 middle and high school youth. The Executive Summary was released in the spring of 2019. Survey findings were first presented to TTC's YAAB Board then to a self-selected group of Masconomet High School Youth in a one-day data retreat held on a Saturday in March 2019. The data was presented to the Masconomet School Committee in May 2019 with YAAB member support. Presentations to stakeholders will continue in FY20 including a Community Conversation scheduled for January 2020. The survey data is used to inform TTC programming, in particular our Positive Community Norms initiative, and is shared and used by Masconomet, public health, and others. Executive summaries of all YRBS administered are available on the [Masconomet](#) and [Tri-Town Council](#) websites.

Adult Perception Survey (APS) – conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners, this survey asks tri-town adults (parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adult vested in the local community) for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all tri-town adults who parent, educate and care for and about tri-town youth. 268 adults participated in the 2019 survey, offering us an insight into areas of concern as well as perceived alcohol and drug abuse among tri-town youth. This information will be presented to the community in conjunction with the YRBS survey data in January 2020. Executive summaries of past Adult Perception Surveys are available on our [website](#). The 2019 Adult Perception Survey data is in the process of being analyzed and will be available on our website.

ENRICHMENT PROGRAMS & WORKSHOPS

Youth Workshops/Activities

Massachusetts Conference for Women (Young Women's Program) Tri-Town Council, for the 8th year, secured sponsorship for 8 Masco Junior and Senior girls and 3 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. For the past two years, TTC's participation has been sponsored by State Street Bank.



Open Gym Nights for Middle & High School Youth – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from November-March in the Masconomet Field House.



Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, Frisbee, board games and some craft activities.

Open Mic Nights for High School Youth - new this year, Open Mic held on several Friday nights throughout the school year are designed for high school youth only; giving them an opportunity to perform in an uncensored, judgement free, supportive environment. Teen performances included poetry, music, storytelling, and comedy.

Tri-Town Council partnered with Creative Co-Op in Topsfield to host these teen events.



6th Grade Fun Night in its 6th year - This two hour event provides another opportunity for tri-town 6th graders to meet in a casual environment for an evening of games and activities. Middle and high school youth help plan and facilitate activities during the evening. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet to encourage participation. More than 250 6th graders and more than 30 middle and high school volunteers attended in May 2019. Katelin Kim, a graduating senior and TTC intern, created a [video of 2019 6th Grade Fun Night](#).



Girls 4 Girls Mentoring Program – completing its fourth year, the mentoring program is run at Howe-Manning School, Spofford Pond School and Proctor School. This impactful program matches girls in grades 5-6 with Masconomet High School girls grades 10-12 who meet regularly October-June to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC works collaboratively with Howe-Manning, Proctor and Spofford School staff in program design and delivery. In 2019 there were 33 Mentor/Mentee matches (total 66 participants) among the three communities.



Boys Mentoring Program – Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6. The boys meet during TTC's Saturday Open Gym nights. The Mentors and Mentees actively engage with one another in myriad activities that include sports, games, partner activities

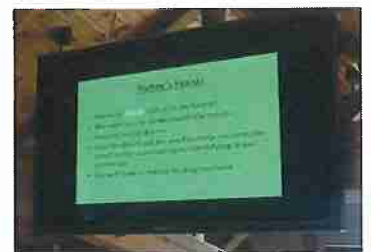
and science and building challenges. During this past year we had 10 elementary boys and 9 high school mentors participate.

Intergenerational Programming – TTC works closely with the Topsfield Council On Aging (COA), school and community partners to support Intergenerational activities in Topsfield, linking older adults with tri-town youth. This program benefits young people by providing opportunities to engage with older adults in positive and structured ways; learn from their experience and wisdom; and affords our seniors an opportunity to stay socially engaged, come to know young people as assets as well as share their experience and wisdom. TTC teamed up with the Topsfield



COA, the Proctor Planet Protectors and other students, as well as GREEN Topsfield for the design, installation and planting of the Proctor Intergenerational Garden. Through the grant-writing efforts of the Proctor Wellness Committee, accessible garden beds were purchased, assembled and planted by TTC and the committee. During the Proctor “Day of Service” youth toured the **Rest Stop Ranch** in Topsfield, an intergenerational garden artfully designed as a sanctuary for all touched by long-term illness. Following the tour, we planted vegetables, herbs and flowers in the raised beds, utilizing composted materials. Families signed up to water the Intergenerational garden throughout the summer and in the Fall, youth participated in “harvesting” the vegetables, creating salsas, pestos and other recipes featuring abundant vegetable. Plans are to expand TTC’s IG programming initiatives to Boxford and Middleton in the coming year(s)

High School Retreat - Sponsored by TTC and YAAB, this year’s high school retreat was focused on the 2018 Youth Risk Behavior Survey. Held on a Saturday in March, more than 20 high school youth spent 6 hours with TTC staff digging into the YRBS results. During the day participants spent time reviewing key sections of the survey exploring and considering what the data says about tri-town youth health and well being. Participants were asked to share their experiences as a teen in the tri-town community as well as to identify key youth strengths and concerns as noted in the survey results based on their perspective. Their feedback was incorporated into subsequent presentations and will be instrumental in the Community Conversation to be held in January (FY20).



6th Grade Student Transition – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are transported for visits to 6th grade students at the three upper elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. TTC funds transportation costs for this annual visit which is an important part of the 6th graders overall preparation for Middle School.

Youth Artisan Fair @ Strawberry Festival - held in conjunction with the Topsfield Strawberry Festival in June. This program affords tri-town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event. 13 youth artisans participated this year.



In addition to our diverse program offerings for youth, Tri-Town Council offers **internship opportunities** through Masconomet's Senior Internship program, in FY19 two Seniors participated. Additionally, TTC staff work with local Girl Scouts to serve in Mentor roles for **Gold Award** candidates as appropriate.



Parent/Community Presentations & Workshops

Surviving Adolescents: Outwit, Outplay, Outlast! - Presented by Mark Altman for parents/caregivers of middle school aged youth. This 2 hour hands-on workshop focused on helping attendees learn how to establish mutual respect with their teens; how to open communication channels; and how to establish healthy relationships with their adolescents.



Science of the Positive - Why it Matters...How Shifting Perceptions Leads to Shifting Realities -

Tri-Town Council was honored to offer this inspiring program to the community in November 2019. Presented by Dr. Jeff Linkenbach from The Montana Institute, this keynote presentation offered our community partners an opportunity to learn and explore how focusing on & growing the positive can lead to community transformation; how to identify, measure and grow the positive that already exists in our communities; how to apply the Science of the



Positive Framework to shift perceptions, behaviors and improve health outcomes. The morning presentation was followed by an afternoon of professional development for TTC staff enabling us to further our work with the SOTP Framework. The funding for the keynote and subsequent professional development was provided by the Peter and Elizabeth C. Tower Foundation.

In Plain Sight - an adults-only (over 21) exhibit offering an opportunity for participants to explore all of the ways drugs, alcohol and other risky behaviors (self-harm, eating disorders) can be hidden in plain sight via a mock teen bedroom. The interactive exhibits offered opportunities to identify red flags, talk to local experts and gather resources. This 3 day event was held at the Topsfield Fairgrounds, Coolidge Hall, in partnership with many Coalition partners including the Topsfield, Boxford and Middleton Police, Fire and Health Departments.



"If They Had Known" - Sponsored by our **Youth Action Advisory Board**, this powerful documentary focuses on the risks of recreationally mixing prescription drugs with alcohol. It is an honest and emotional account of what happened the night of Clay Soper's death, a 19 year old college student from Winchester, MA spoken by the friends who were with him. **YAAB** hosted two viewings, one at Masconomet and the other at the Topsfield Library. At both venues members of **The Coalition** were on hand to answer questions, provide guidance and advice to those in attendance. Screening generously funded by The Foundation for Alcohol Education.

Boy-Sense: Decoding the Developmental Needs & Nurturing the Resilience of Boys at Home & School - presented by Boxford resident and consultant Stephanie Meegan, this popular program is intended for parents/caregivers and educators of boys in grades preK-6th. Attendees received practical insights and simple, yet powerful recommendations that they could easily implement at home and in the classroom supporting the unique needs of all young boys.



Vaping Presentation - On March 4th, Diane Knight, Director of the Northeast Tobacco Free Community Partnership and toxicologist Cindy Grondin, PhD presented [**"The New Look of Nicotine Addiction"**](#) to the community. Community members were invited to attend to learn about and access resources on what vaping products are, why they are harmful, and how to protect youth from this latest trend.

A Conversation About Mental Health - Jointly sponsored by Tri-Town Council, Senator Joan Lovely and the Congregational Church of Topsfield, this program featured



Judge John T. Broderick and provided an opportunity to discuss how to reduce stigma, increase awareness and build support & empathy in our community and beyond. This event, open to adults and high school aged youth, included guided conversation and opportunity for Q&A with an expert panel representing NFI Massachusetts, Inc., National Alliance on Mental Illness (NAMI), Health Services Director at Masconomet, Baystate Recovery, Beth Israel Lahey Health, The Nan Project and McLean Hospital.

Professional Development for Educators, Administrators & Community Partners

- ❖ **Youth Mental Health First Aid** - in this 8 hour workshop held over 2 days, participants learned risk factors/warning signs of common adolescent mental health challenges; the importance of early intervention; how to support youth developing signs/symptoms of mental health illness or emotional crisis by applying a 5 step core action plan. This impactful and free program was offered two times in FY19 (Fall and Spring) and will be offered two times in FY20 and FY21 as a result of the generous funding provided by the Peter and Elizabeth C. Tower Foundation.
- ❖ Sponsored local participation which included school and law enforcement representatives as well as TTC staff and Board of Directors at the **Essex County District Attorney Annual Safety Conference** in May. The 2019 topic was *Healthy School Environments: Responding to Sexting & Vaping*.



COMMUNITY OUTREACH

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement by participating whenever possible in community events and regularly attends meetings of town and school boards to share our work. Outreach included:

- Masconomet MS and HS Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health and Planning Boards
- Presentations to School Committees (K-12) and Parent Advisory Groups
- TTSU Parent University
- Proctor School Wellness Fair
- Middleton Gets Moving Night
- Topsfield Strawberry Festival/Youth Artisan Fair
- Programming information sent weekly via TTC e-mail newsletter to over 2500 addresses

- Social media presence including TTC Facebook page and Twitter

AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations which benefit from our non-profit status, administrative support and fiscal sponsorship affording them the opportunity to serve the Tri-Town community including:

Tri-Town Rock Band - Tri-Town Rock Band is an inclusive performing pop-rock ensemble and is comprised of Tri Town students with disabilities in grades 6–12 who are interested in learning and playing pop & rock music appropriate for advancing musical skills. Participants work with youth mentors who possess strong musical and mentoring skills. Since its inception in 2016, the band has learned 14 songs and publicly performs at least four times a year. This program is under the direction of Andrea Monty, Director of Spofford Pond Band. Check out this terrific performance at a Best Buddies event at Masco here:

<https://www.youtube.com/watch?v=fhmVktK5B2g>



Disability Awareness Starts Here (DASH) Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford, Topsfield and Middleton. This parent-led program relying on more than 250 volunteers annually is embraced by the elementary school district, emphasizes **abilities** rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year all youth in second through fifth grade participate in this program; first grade youth participate in an abbreviated program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. **The grade level curriculums are Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities- Grade 5.**



Sponsor-A-Child – a Boxford-based program run at Cole and Spofford Pond Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. Sponsor-a Child working with Santa's

Helper of Salisbury, facilitates the donation of hundreds of wish list gifts (clothing and essentials) with the help of dozens of classroom volunteers to more than 40 needy children during the 2018 holiday season.

TRI-TOWN COUNCIL LEADERSHIP

Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, the Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and management; and several part-time professional staff members who assist with program implementation, communications, youth activities and business functions.

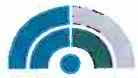
TTC's professional work space is located at 7 Grove Street, Topsfield. In addition to the primary space on the second floor, TTC has a dedicated program space in the basement of this building where we host meetings such as The Coalition, YAAB as well as a variety of programs.

OUR FUNDING

Municipal funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of Tri-Town Council.

IN SUMMARY

Through our educational, enrichment, mentoring and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively provides support and addresses current and emerging concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations, legislators and area resources to insure the highest impact and most cost effective delivery of our programs and



TRI-TOWN COUNCIL

working together for kids

services. We maintain high visibility in the community through our website:

www.tritowncouncil.org, weekly

E-news to more than 2800 subscribers within our in-house database and through school newsletters and blogs, in local media resources such as the Tri-Town Transcript, the Salem Evening News, PTO directories and other organizational websites including Masconomet and the Tri-Town School Union.

We also connect with parents/caregivers, youth and community members via [Facebook](#) (over 750 page follows) and [Twitter](#), providing important programming information as well as resources pertaining to various youth & family issues, social and emotional challenges and guidance in raising children of all ages. Our newly designed website, E-news and social media posts contain timely information for parents/guardians, educators and youth on topics such as resilience, asset building, bullying and cyberbullying, social media and Internet safety, stress/anxiety management and alcohol, marijuana, vaping, prescription drug and other forms of substance abuse as well as updates regarding Tri-Town Council events and activities.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; and faith-based institutions. TTC maintains connections with professional groups including Community Anti-Drug Coalitions of America (CADCA), MassTapp, Bolster Collaborative, Search Institute and the Massachusetts Non-Profit Network. We work with local organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

The Tri-Town Council is grateful for and depends on the continued support we receive from our funders - it is as a result of Municipal, Corporate, Foundation, Individual and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing pro-active solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.

TRI-TOWN COUNCIL BOARD OF DIRECTORS

FY 19

Stacie Bloxham, President
Susie Read, Treasurer
Johanna Bernard, Secretary
Jane Pappas
Laura O'Connor
Beth Beringer
Zillie Bhujju, Past President

FY20

Stacie Bloxham, President
Susie Read, Treasurer
Johanna Bernard, Secretary
Beth Beringer
Randi Brown
Sue Duval
Jessica Schoonmaker
Megan Pietropaolo
Angela Ray
Hilary LaMotte Burke

TRI-TOWN COUNCIL ADVISORY BOARD FY20

Jane Pappas; Zillie Bhujju; Laura O'Connor; Emily Collins; Marise Stewart; Mary Dodge;
Susan Fowler; Chris Rothman; Rodney Pendleton; Robin Wildman; Joan Murphy; Adam Thurlow

TRI-TOWN COUNCIL STAFF FY20

Meredith Shaw, Executive Director; Dawn Seymour, Youth Programs/Special Projects; Nicole
Gregoire-Allis, Coalition Coordinator; Gretchen Rehak, Communications/Development
Manager; Bonnie Collins, Accounting Manager; Beth Whalley, Horizons Program Coordinator

Respectfully submitted,

Meredith Shaw

Executive Director

mshaw@tritowncouncil.org

(978) 887-6512

Fed EIN #23-7130785

January 13, 2020

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

To the Middleton Board of Selectmen

We respectfully request that the Town of Middleton continue its essential financial support of Tri-Town Council in **Fiscal Year 2021**. We are extremely grateful for our current annual allocation of \$28,500 from Middleton. We would like to ask if the Board would consider increasing the funding level 5% to 29,925 for FY21. The reason for our request is due to the fact that over the past six years our programming has expanded significantly:

- Boys and girls mentoring programs now serve 100 Tri-Town youth
- Created a Youth Action Advisory Board (YAAB) that serves as the youth voice of our youth substance use prevention Coalition
- Afterschool Horizons enrichment programs have grown in quantity and variety - some of the classes include jewelry making, cooking classes, and nature programs
- High School Open Mic Nights are now part of our youth offerings
- Summer Camp Invention is now held every summer at the Fuller Meadow School and last year hosted 75 elementary aged Tri-Town campers and 20 youth leaders
- Added an additional part-time staff member

This funding is critical in upholding our work of promoting positive youth, family and community development in Middleton and in the Tri-Town community. We deeply appreciate the Town of Middleton's past support and hope this community investment in our youth will continue in FY21.

As a result of the Town of Middleton's support, Tri-Town Council (TTC) has been able to reach thousands of parents, youth and community members with our programs and workshops, and connect many others with resources for basic needs, counseling, and other support. Funding from the Town of Middleton, along with that of our other Tri-Town communities, is critical to the continuation of our work with youth, families, schools and community partners. While our small staff raises critical operating funds from individuals, businesses, and private foundations, these contributions are supplemental and could in no way support TTC without the stabilizing funding from Middleton. *Without question, town support is the backbone of our ability to continue these programs for youth and families.*

Our staff (2.75 FTE's) and Board of Directors work tirelessly with limited resources so that parents, guardians, and educators have the necessary tools to support healthy families and our youth. We also ensure that youth, K-12, and parents/caring adults have access to programs, activities, and information which promotes resiliency, self-esteem and healthy decision making. We have been, and will continue to be, judicious and capable stewards of the town funding entrusted to us for the benefit of our neighbors.

Directors: Stacie Bloxham, President; Susie Read, Treasurer; Johanna Bernard, Secretary;
Randi Brown; Sue Duval; Megan Pietropaolo; Jessica Schoonmaker; Angela Ray; Hilary LaMotte Burke

Board of
Beth Beringer;

Advisory

Board: Susan Fowler, Boxford; Emily Collins, Topsfield; Marise Stewart, Topsfield; Christine Rothman, Boxford; Zillie Bhujju, Topsfield;;
Laura O'Connor, Topsfield; Jane Pappas, Boxford; Mary Dodge, Middleton; Rodney Pendleton, Middleton; Robin Wildman, Joan Murphy and Adam Thurlow,
Masconomet Regional School

Tri-Town Council is a 501(c)(3) tax-exempt, non-profit agency; Tax ID # 237-130-785

Your support has helped TTC impact thousands of youth and families in Middleton, our elementary schools, at Masco and across our tri-town community. Here is a link to our most recent [Annual Report](#) to review our accomplishments.

Below is a sample of programs and activities we have been engaged in since the start of the current school year:

- Hosted several community education programs focused on social and emotional skills, technology, and mental health.
- Created an inaugural Youth Health and Safety Guide that will be mailed to all Tri-Town households in January.
- Hosted an 8-hour Youth Mental Health First Aid Training in October for adults who work with young people to help recognize the risk factors and warning signs of common youth mental health challenges and what to do/how to help/refer/etc. We will be offering the training again in April.
- We sponsored a High School open mic night in the fall and recently, working with our Intergenerational Team, sponsored our very first Intergenerational Open Mic night which drew over 50 people.
- Coordinated and hosted a Community Conversation with Youth Action Advisory Board members to share and discuss the 2018 Youth Risk Behavior Survey data with the Tri-Town Community.
- Youth Action Advisory Board (YAAB) – high school leadership team
- Girls 4 Girls Mentoring at Howe Manning School – pairing high school girls w/5th and 6th grade girls
- Open Gym Nights at Masco – for Masco MS/HS youth
- Boys Mentoring – pairing high school boys w/5th and 6th grade boys

The Town of Middleton's funding plays a critical role in supporting these and other TTC initiatives. Tri-Town Council will always ensure that every dollar entrusted to us is turned back out to the community with impactful programming to support our youth and families.

In addition to these programs, through the work of *The Coalition* we have been able to educate parents, youth and community leaders on the issue of youth substance use as well as promote a drug and alcohol free lifestyle for our teens. *The Coalition* is the focused programming effort of Tri-Town Council which seeks a measurable impact on our youth making healthy and safe choices, and fosters a community which promotes and celebrates the positive behaviors and actions of our youth. Because *The Coalition* convenes community leaders from our schools, health care, law enforcement and faith-based organizations, among others, we are able to cast a wide net, making a difference for our youth.

Thanks to you, Tri-Town Council will continue to be a catalyst for change and stalwart champion of families and children. We are grateful for your consideration of this pivotal support. Please do not hesitate to contact us with any questions you may have about how your financial support impacts your community. We also hope that you will contact us with feedback or ideas for programs which you think would most benefit your constituents.

With gratitude,

Stacie Bloxham

Stacie Bloxham
President, Board of Directors

Meredith Shaw

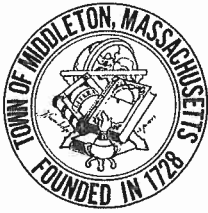
Meredith Shaw
Executive Director

Directors: Stacie Bloxham, President; Susie Read, Treasurer; Johanna Bernard, Secretary;
Randi Brown; Sue Duval; Megan Pietropaolo; Jessica Schoonmaker; Angela Ray; Hilary LaMotte Burke

Board of
Beth Beringer;

Board: Susan Fowler, Boxford; Emily Collins, Topsfield; Marise Stewart, Topsfield; Christine Rothman, Boxford; Zillie Bhuj, Topsfield;;
Laura O'Connor, Topsfield; Jane Pappas, Boxford; Mary Dodge, Middleton; Rodney Pendleton, Middleton; Robin Wildman, Joan Murphy and Adam Thurlow,
Masconomet Regional School

Advisory



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-774-3589
www.townofmiddleton.org



Application for Class II Used Car Dealer's License

SECTION 1:

Name to Appear on the License: ISMAIL SHURDHA

Business Name (d/b/a, if different): _____

Manager of Record: ISMAIL SHURDHA

✓ Address of Premises: ONLINE

Phone Number of Premises: 978-335-2745

SECTION 2: Person (attorney if applicable) who can be contacted concerning this application):

Name: ISMAIL SHURDHA

Address: 48 LIBERTY ST, MIDDLETON, MA, 01949

Phone Number: 978-335-2745

SECTION 3: Give a full description of the premises to be licensed, including location of all entrances and exits: (Please attach a copy of the Site Plan Approval and written decision of the Board of Appeals)

✓
N/A

SECTION 4:

Applicant is an:

() Association

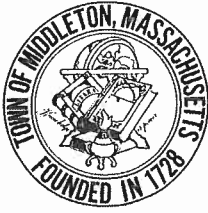
() Corporation

✗ Individual

() Partnership

() Non-Profit Corporation

() LLC



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SECTION 5:

If applicant is an individual or partnership – List for individual, each partner or LLC:

Full Name: Home Address: DOB: SSN/FID:
ISMAIL SHURDHA 48 Liberty St, MIDDLETON 07/17/1961 014-86-8246
MA

Is individual or all partners United States citizens? ☒ Yes () No

If no, specify citizenship: _____

Is individual or all partners involved at least twenty-one years old? ☒ Yes () No

SECTION 6:

If applicant is a corporation, complete the following:

State of Incorporation: _____ Date of Incorporation _____

Fiscal Year Ends: _____ Date Qualified to do business in MA: _____

SECTION 7:

Will there be any construction, remodeling, redecorating, or building on the premises for this license?

() Yes ☒ No If yes, complete the following:

☒ Give an exact description of the construction, remodeling, redecorating or building on the premises:

What are the estimated costs: _____



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What is the construction schedule: _____

State all sources of construction financing: _____

X SECTION 8:

Do you own the premises? () Yes () No If yes, please respond to the question below.

() As an individual () Jointly () Other

Name of Realty Trust: _____

Name of Corporation: _____

Other: _____

(If you do not own the premises to be licensed, provide the following information about the owner).

Name: _____

Address: _____ Telephone: _____

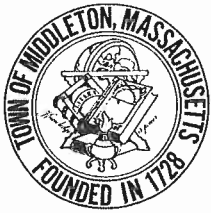
X SECTION 9:

If a lease or rental, you must provide the following information:

1. Copy of Lease

2. Beginning date of Lease: _____ End date of Lease: _____

3. Rent per month/year: _____



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SECTION 10: OWNERSHIP INTERESTS

State the following information for all persons or entities who will have any direct or indirect beneficial or financial interest in this license:

Full Name	Home Address	DOB	SSN/FID	Phone Number
ISMAIL SHURDHA	48 Liberty St MIDDLETON, MA	07/17/1961	014-86-8246	978-335-2745

Describe all types of beneficial or financial interest each person or entity identified above will have in this license.

Person or Entity	License Name and Address	Description of Interest
ISMAIL SHURDHA	OWNER-48 Liberty St MIDDLETON, MA	OWNER

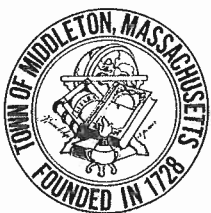
Has any person or entity named above held a license or a beneficial interest in a license issued under Chapter 149 which is not presently held? ☐ Yes ☒ No

(If yes, provide the following for each person or entity)

Full Name	License Name And Address	Type of of License	Date Ownership Surrendered

Has any person or entity named above ever had a license suspended, revoked or cancelled?
☐ Yes ☒ No

(If yes, provide the following information)



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Date	License	License #	Reason why the license was suspended, revoked or celled
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has any person or entity named above ever been convicted of violating any state, federal or military law?

() Yes ☒ No

SECTION 11:

- A. Each individual applicant must sign.
- B. Applications by a partnership must be signed by a majority of the partners.
- C. Applications by a corporation must be signed by an officer authorized by a vote of the corporation Board of Directors.
- D. Applications by an association must be signed by a majority of the members of the governing body. All signatures must have answered Section 6.
- E. False information or failure to disclose are reasons to revoke a license or deny Class II Used Car Dealer License.

Signed and subscribed to under the penalty of perjury, the _____ day of _____ 20__

By: Signature of Full Name

Title: **OWNER**

Ismail Shubir

Print Name: ISMAIL SHUBIR

Print Title: OWNER



Town of Middleton

Business Certificate

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Laws as amended, the undersigned hereby declare(s) that a business is conducted under the title of

Name of Business: ALBA AUTO

Business Address: 48 LIBERTY ST Middleton, MA 01949

Business Phone: 978-335-2745 Email Address ISMAIL SHURDHA@x2hoo.com

Nature of Business online Auto Service

By the following named person(s): (include corporate name and title, if corporate officer)

1. ISMAIL SHURDHA
Corporate Officer Name Residential Address City, State, Zip


2. _____
Corporate Officer Name Residential Address City, State, Zip

The signatories below acknowledge this certificate is not proof of conformity to Zoning Bylaws or Board of Health regulations. It is the responsibility of the applicant to contact the Building Commissioner and the Health Agent in order to comply with Town Bylaws, rules and regulations.

Signatures: 1. [Signature]

2. _____

On January 24, 2020 the above-named person(s) personally appeared before me and made oath that the foregoing statement is true. MADL

JOANNA L. DASILVA
Notary Public
Seal  **Commonwealth of Massachusetts**
My Commission Expires
May 18, 2023

Joanna L. Dasilva
Notary Public/Town Clerk Signature

1. Identification presented: ☒ Driver's License S40272900 ☐ Other MADL
2. Identification presented: ☐ Driver's License _____ ☐ Other _____

In accordance with the provisions of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5 of MGL, business certificates shall be in effect for four (4) years from the date of issue and shall be renewed each four years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership. Copies of such certificates shall be available at the address at which such business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from such business.

Violations are subject to a fine of not more than three hundred (\$300.00) for each month during which such violation continues.

Certificate Number 20-10

Date Processed 1/24/2020

Certificate Expiration 1/24/2024

☒ New ☐ Renewal



Transfer Station Information

Transfer Station Stickers

- Transfer Station stickers cost \$125 for the first car in the household, and \$25 per each additional car in the same household.
- Transfer Station stickers are available **ONLY** to owners of vehicles registered in Middleton.
- Stickers may be purchased at the Tax Collector's office via cash or check during their regular hours, or it can be purchased via regular mail (form available by clicking [here](#)). This requires a copy of the registration of the car that the sticker will be affixed to.
- The Transfer Station Sticker is **only** valid for the vehicle it was issued
- Stickers must be permanently attached to the vehicle front window in the lower left corner in such a way as to be easily visible to the attendant. Stickers **may not** be taped to the window or laminated and kept in the vehicle. If you need to transfer the sticker to a different vehicle, you must remove the sticker from the old vehicle and bring it and your new registration to the Treasurer's Office for a replacement sticker.

The attendant may stop a vehicle any time to confirm that the registration on the sticker matches the registration on the vehicle.

- Only residential refuse generated with the Town of Middleton will be accepted at the Transfer Station.
- The attendant has the right to randomly inspect loads in a reasonable and responsible manner and turn away any material that seems to be obviously commercial or contain hazardous or other unacceptable material. The attendant may also turn away loads that seem too large to come from a single residence.
- Any individual who accidentally or intentionally creates litter will have the responsibility of cleaning it up.
- All trash **must** be bagged

Electronics Disposal

Electronics (televisions, computer monitors, computer equipment, microwaves, etc.) may be disposed of at the Transfer station for an additional fee of \$15.00 per item. Residents may purchase an Electronics Sticker which should be affixed to each individual item. These stickers can be purchased at the Tax Collector's office at Memorial Hall during their regular business hours. The item may then be brought to the Transfer Station and given to the station attendant for disposal.

Unacceptable Waste

The following material **will not** be accepted at the Transfer Station:

- Ammunition or other explosives

- Any barrels or other containers that hold or once held hazardous material unless inspected by the Transfer Station Operator to insure that they are empty
- Construction and Demolition waste
- Hazardous material including but not limited to gasoline, pesticides and herbicides, chemicals, oil based paint and mercury containing products such as thermometers and florescent bulbs, car batteries. (Many of these materials can be disposed of at Hazardous Waste Days or other periodic events.)
- Infectious or medical wastes
- Recyclable material
- Sealed containers including gas cylinders, animal carcasses, radioactive material, liquid or slurry waste of any kind regardless of packaging or labeling
- Sewage waste or sludge
- Tree stumps, boulders, rocks, stones, dirt or other non combustible material

Mandatory Recycling

The following materials will not be accepted at the trash compactor but have designated containers or areas within the Transfer Station:

- Brush will be accepted on scheduled collection dates
- Container glass separated into clear green and brown items (Note. window glass, drinking glasses, dishes and light bulbs must go in the compactor.)
- CRTs (Cathodes Ray Tubes), computers, monitors and video games.
- Leaves
- Paper including newspapers, magazines, phone books, junk mail, paperboard boxes and cardboard
- Passenger car and light truck tires (Limit two per month)
- Plastic - All seven grades of container plastics
- Rechargeable batteries
- Scrap metal
- Tin and aluminum cans
- Used motor oil
- White goods (appliances), however, Freon bearing appliances are **prohibited** (Freon bearing appliances must be evacuated by a certified vendor before disposal in metal bins)

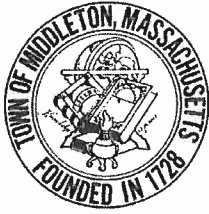
If any section of these regulations shall be deemed illegal, invalid or unenforceable for any reason, such action shall not effect any other section of the regulations.

Violators of these regulations may have their transfer station sticker revoked or have other enforcement action taken against them.

Contact Us

Trash and Recycling Division

Physical Address



BOARD OF SELECTMEN

**Town of Middleton
48 South Main Street
Middleton, Massachusetts
01949-2253
978-777-3617
www.middletonma.gov**

7.

SENIOR CENTER/COMMUNITY CENTER GIFT & DONATION POLICY ADOPTED FEBRUARY 11, 2020

As of January 28, 2020, the Town has adopted a Council on Aging/Community Center Gifts and Donations Account pursuant to General Law chapter 44, section 53A. The purpose of this account is to enable the Town to accept and separately hold gifts and donations which may then be directed toward the design, construction, furnishing, and/or operation of a new Senior Center/Community Center. Funds may be expended without further appropriation, but subject to the procedures described below.

Donations valued at less than \$500 may be accepted by the Council on Aging Director or Town Administrator. Donations valued at more than \$500 shall be accepted by vote of the Board of Selectmen. All gifts and donations shall promptly be deposited with the Treasurer-Collector.

Gifts and donations shall not be used for any purpose other than those specified in this policy. The Council on Aging Director and Town Administrator shall identify specific needs for which gifts and donations may be used as a funding source.

Expenditures less than \$5,000 may be approved by the Town Administrator. Expenditures in excess of \$5,000 shall be approved in advance by the Board of Selectmen.

All donations and expenditures shall be documented based upon the direction of the Town Accountant/Chief Financial Officer.

MIDDLETON BOARD OF SELECTMEN

Timothy P. Houten, Chairman

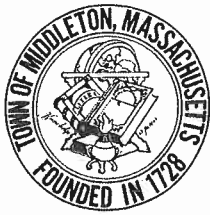
Todd Moreschi, Clerk

Brian M. Cresta

Kosta E. Prentakis

Richard Kassiotis

Andrew J. Sheehan, Town Administrator



BOARD OF SELECTMEN

**Town of Middleton
48 South Main Street
Middleton, Massachusetts
01949-2253
978-777-3617
www.middletonma.gov**

8.

BUY RECYCLED POLICY ADOPTED FEBRUARY 11, 2020

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, conserve energy and resources, and significantly limit the amount of toxic substances being disposed of or consumed while serving as a model for private and public institutions, the Town of Middleton is committed to purchasing Environmentally Preferable Products (EPPs) whenever such products meet quality and performance requirements and are available at reasonable prices and terms.

(EPPs include, but are not limited to, products that contain recycled content, are energy efficient, less toxic, reduce packaging, conserve water, are readily biodegradable, and preserve open space.

To the maximum extent practicable, the following standards should be adhered to:

1. For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads, and file folders, the minimum content standard shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
2. Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
3. For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Administrator on July 30 for the previous fiscal year.
4. Each department shall aspire to reduce the use of paper products through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft works, scrap paper, and internal messages.
5. Departments shall use other recycled products, such as but not limited to, janitorial paper products, remanufactured toner cartridges, office supplies, trash bags, and energy efficient office equipment.



MIDDLETON BOARD OF SELECTMEN

Timothy P. Houten, Chairman

Todd Moreschi, Clerk

Brian M. Cresta

Kosta E. Prentakis

Richard Kassiotis

Andrew J. Sheehan, Town Administrator

Andrew Sheehan

From: Tanya Shallop
Sent: Tuesday, January 28, 2020 11:21 AM
To: Andrew Sheehan
Subject: FW: Food Pantry Donation



Thoughts on this?

Tanya (Stepasiuk) Shallop
Assistant Town Administrator/HR Director
Town of Middleton
48 South Main Street
Middleton, MA 01949
tanya.stepasiuk@middletonma.gov
978-777-3617

From: Jillian Smith <Jillian.Smith@middletonma.gov>
Sent: Tuesday, January 28, 2020 11:20 AM
To: Tanya Shallop <tanya.shallop@middletonma.gov>
Cc: Rhonda Draper <rhonda.draper@middletonma.gov>; Belinda Young <Belinda.Young@middletonma.gov>
Subject: RE: Food Pantry

Hi Tanya,
Does this need to go in front of the BOS?
Thank you for advising
Jillian

From: Belinda Young
Sent: Tuesday, January 28, 2020 10:15 AM
To: Jillian Smith <Jillian.Smith@middletonma.gov>
Cc: Rhonda Draper <rhonda.draper@middletonma.gov>
Subject: Food Pantry

Hi Jillian and Rhonda,

I received \$1,100.00 in our account on 1/21/2020. I will be depositing this in the food bank account,
This is a corporate matching donation from the Benevity fund which we also received in prior years.

This money was already received by us so I don't know if it needs to/should be sent to the BOS like all other donations over \$500. This is a little different. I'll let you decide how you should handle that Jillian.

Please let me know if you have any questions or need additional backup.

Thanks.

Belinda

On petition of the Middleton Planning Board to see if the Town will vote to amend the Middleton Zoning Bylaw and Map by amending Section 2.2 "Overlay Districts" and add a new Section 8.7 "Groundwater Protection Overlay District" by adding the words shown in **bold underline** and deleting the words shown with ~~strikethrough~~ and that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Middleton:

- 1) Add the following to Section 2.2 "Overlay Districts":

Groundwater Protection Overlay District (GPOD)

- 2) Add the following Section 8.7 "Groundwater Protection Overlay District":

8.7. Groundwater Protection Overlay District

8.7.1. Purpose of District. The purpose of this Groundwater Protection District is to:

1. **promote the health, safety, and general welfare of the community by ensuring an adequate quality and quantity of drinking water for the residents, institutions, and business of the Town of Middleton and adjacent towns;**
2. **preserve and protect existing and potential sources of drinking water;**
3. **conserve natural resources in the Town of Middleton; and**
4. **prevent temporary and permanent contamination of the environment.**

8.7.2. Scope of authority. The Groundwater Protection District is an overlay district superimposed on the other zoning districts. This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. Applicable activities and uses in a portion of one of the underlying zoning districts that fall within the Groundwater Protection District must additionally comply with the requirements of this bylaw. Uses prohibited in the underlying zoning districts shall not be permitted in the Groundwater Protection District.

8.7.3. Definitions.

AQUIFER: A geologic formation composed of rock, sand or gravel that contains significant amounts of potentially recoverable water.

CMR: Code of Massachusetts Regulations.

COMMERCIAL FERTILIZER: Any substance containing one or more recognized plant nutrients which is used for its plant nutrient content and which is designed for use, or claimed to have value in promoting plant growth, except un-manipulated animal and vegetable manures, marl, lime, limestone, wood ashes, and gypsum, and other products exempted by state regulations.

DISCHARGE: The accidental or intentional disposal, deposit, injection, dumping, spilling, leaking, pouring, or placing of toxic or hazardous material or hazardous waste upon or into any land or water such that it may enter the surface or ground waters.

2/6/2020

DRY WELL: A subsurface pit with open-jointed lining or holes through which storm-water drainage from roofs, basement floors, foundations or other areas seep into the surrounding soil.

GROUNDWATER PROTECTION DISTRICT: The land area consisting of aquifers and Zone II recharge areas as identified on a map and adopted pursuant to this bylaw.

HAZARDOUS MATERIAL: Any substance in any form which because of its quantity, concentration, or its chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with one or more substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment, when improperly stored, treated, transported, disposed of, used, or otherwise managed. Hazardous material includes, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defined as toxic or hazardous under MGL c. 21E. This term shall not include hazardous waste or oil.

HISTORICAL HIGH GROUNDWATER TABLE ELEVATION: A groundwater elevation determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey.

HAZARDOUS WASTE: A substance or combination of substances, which because of quantity, concentration, or physical, chemical or infectious characteristics may cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness or pose a substantial present or potential hazard to human health, safety, or welfare or to the environment when improperly treated, stored, transported, used or disposed of, or otherwise managed. This term shall include all substances identified as hazardous pursuant to the Hazardous Waste Regulations, 310 CMR 30.000.

IMPERVIOUS SURFACE: Material or structure on, above, or below the ground that does not allow precipitation or surface water runoff to penetrate into the soil.

LANDFILL: A facility established in accordance with a valid site assignment for the purposes of disposing solid waste into or on the land, pursuant to the Solid Waste Regulations, 310 CMR 19.006.

MassDEP: Massachusetts Department of Environmental Protection.

MGL: Massachusetts General Law.

PETROLEUM PRODUCT: Includes, but not limited to, fuel oil; gasoline; diesel; kerosene; aviation jet fuel; aviation gasoline; lubricating oils; oily sludge; oil refuse; oil mixed with other wastes; crude oils; or other liquid hydrocarbons regardless of specific gravity. Petroleum product shall not include liquefied petroleum gas including, but not limited to, liquefied natural gas, propane or butane.

NON-SANITARY WASTEWATER: Wastewater discharges from industrial and commercial facilities containing wastes from any activity other than collection of sanitary sewage including, but not limited to, activities specified in 310 CMR 15.004(6).

OPEN DUMP: A facility operated or maintained in violation of the Resource Conservation and Recovery Act 42 U.S.C. 4004(a)(b), or state regulations and criteria for solid waste disposal.

RECHARGE AREAS: Land areas, such as a Zone II, where precipitation and surface water infiltrates into the ground to replenish groundwater and aquifers used for public drinking water supplies.

SEPTAGE: The liquid, solid, and semi-solid contents of privies, chemical toilets, cesspools, holding tanks, or other sewage waste receptacles. This term shall not include any material that is a hazardous waste, as defined by 310 CMR 30.000.

SLUDGE: The solid, semi-solid, and liquid residue that results from a process of wastewater treatment or drinking water treatment including wastewater residuals. This term shall not include grit, screening, or grease and oil which are removed at the head-works of a facility

TREATMENT WORKS: Any and all devices, processes and properties, real or personal, used in the collection, pumping, transmission, storage, treatment, disposal, recycling, reclamation, or reuse of waterborne pollutants, but not including any works receiving a hazardous waste from off the site of the works for the purpose of treatment, storage, or disposal.

UTILITY WORKS: Regulated activities providing for public services, including roads, water, sewer, electricity, gas, telephone, transportation and their associated maintenance activities. This term shall include the installation of detention and retention basins for the purpose of controlling storm water.

VERY SMALL QUANTITY GENERATOR: Any public or private entity, other than residential, which produces less than 27 gallons (100 kilograms) a month of hazardous waste or waste oil, but not including any acutely hazardous waste as defined in 310 CMR 30.136.

WASTE OIL RETENTION FACILITY: A waste oil collection facility for automobile service stations, retail outlets, and marinas which is sheltered and has adequate protection to contain a spill, seepage, or discharge of petroleum waste products in accordance with MGL c.21. s.52A. .6

ZONE II: The delineated recharge area to a public drinking water well as approved by MassDEP and defined under the Massachusetts Drinking Water Regulations 310 CMR 22.00.7

8.7.4. Establishment and Delineation of Groundwater Protection District. For the purposes of this bylaw, there are hereby established within the Town of Middleton, certain groundwater protection areas consisting of aquifers or recharge areas. These areas are delineated on the Zoning Map, which is hereby made part of the Groundwater Protection District Bylaw and is on file in the office of the Town Clerk.

8.7.5. District Boundary Disputes.

1. If the location of the Groundwater Protection District in relation to a particular parcel is in doubt, resolution of the boundary dispute shall be through a Special Permit application to the Special Permit Granting Authority. Any application for a special permit for this purpose shall be accompanied by adequate documentation.
2. Burden of proof shall be upon the land owner to demonstrate that the location of the Groundwater Protection District with respect to a particular parcel(s) of land is uncertain. At the request of the land owner, the Town may engage a professional engineer, hydrologist, geologist, or soil scientist to determine more accurately the

boundaries of the Groundwater Protection District with respect to a particular parcel(s) of land, and may charge the owner for the cost of the investigation. Changes to the Groundwater Protection District require town meeting approval.

- 8.7.6. Permitted Uses. This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. The following uses are permitted within the Groundwater Protection District, provided that all necessary permits, orders, or approvals required by local, state, or federal law are also obtained:
1. normal operation and maintenance of existing water bodies and dams, splash boards, and other water control, supply and conservation devices;
 2. maintenance, repair, and enlargement of any existing structure, subject to Section 7 and Section 8 of this bylaw;
 3. construction, maintenance, repair, and enlargement of drinking water supply related facilities such as, but not limited to, wells, pipelines, aqueducts, and tunnels; and
 4. any use permitted in the underlying zoning except for those uses specifically prohibited in Sections 7 and 8 of this bylaw.

- 8.7.7. Prohibited Uses. The following land uses and activities are prohibited unless designed in accordance with the specified performance standards:

1. landfills and open dumps;
2. automobile graveyards and junkyards;
3. landfills receiving only wastewater residuals and/or septage, including those approved by MassDEP pursuant to MGL c. 21 s.26 through s.53, MGL c.111 s.17, and MGL c.83 s.6 and s.7; 10
4. facilities that generate, treat, store, or dispose of hazardous waste that are subject to MGL c.21C and 310 CMR 30.000, except for:
 - a. very small quantity generators as defined under 310 CMR 30.000;
 - b. household hazardous waste centers and events under 310 CMR 30.390;
 - c. waste oil retention facilities required by MGL c. 21, s.52A;
 - d. water remediation treatment works approved by MassDEP for the treatment of contaminated waters.
5. petroleum, fuel oil, and heating oil bulk stations and terminals including, but not limited to, those listed under North American Industry Classification System (NAICS) Codes 424710 and 454311, except for liquefied petroleum gas.
6. storage of liquid hazardous materials and/or liquid petroleum products unless such storage is above ground level and on an impervious surface and either:
 - a. in container(s) or above ground tank(s) within a building; or
 - b. outdoors in covered container(s) or above ground tank(s) in an area that has a containment system designed and operated to hold either; 10% of the total possible storage capacity of all containers or 110% of the largest container's storage capacity, whichever is greater;

however, these storage requirements shall not apply to the replacement of existing tanks or systems for the keeping, dispensing or storing of gasoline provided the replacement is performed in a manner consistent with state and local requirements;
7. storage of sludge and septage, unless such storage is in compliance with 310 CMR 32.30 and 310 CMR 32.31;
8. storage of deicing chemicals unless such storage, including loading areas, is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;

9. storage of animal manure unless contained within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
10. earth removal, consisting of the removal of soil, loam, sand, gravel, or any other earth material to within 4 feet of historical high groundwater as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, except for excavations for building foundations, roads, utility works or wetland restoration work conducted in accordance with a valid Order of Condition issued pursuant to MGL c. 131, s.40;15 and
11. non-sanitary wastewater discharges from industrial and commercial facilities, except for:
 - a. replacement or repair of an existing treatment works that will not result in a design capacity greater than the existing treatment works;
 - b. treatment works approved by MassDEP designed for the treatment of contaminated ground or surface water and operating in compliance with 314 CMR 5.05(3) or 5.05(13); and
 - c. publicly owned treatment works.
12. stockpiling and disposal of snow and ice containing deicing chemicals, if snow and ice is brought in from outside the Groundwater Protection District;
13. storage of commercial fertilizers unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;

8.7.8. Uses and Activities Requiring a Special Permit. The following uses and activities are permitted only upon the issuance of a Special Permit by the Special Permit Granting Authority (SPGA) under such conditions as they may require:

1. Changes to lawfully existing nonconforming uses and structures shall comply with the requirements of Section 3.3 "Nonconforming Uses & Structures" as well as the Groundwater Protection Overlay District Bylaw;
2. except as prohibited under Section 7 of this bylaw, activities that involve the handling of toxic or hazardous materials in quantities greater than those associated with normal household use and which are permitted in the underlying zoning district;
3. rendering impervious any lot or parcel more than 15% or 2,500 square feet, whichever is greater; unless artificial recharge, that will not degrade water quality, is provided using methods demonstrated to be capable of removing contaminants from storm water and which are consistent with methods described in MassDEP's Stormwater Handbook, Vol. I, II and III, as amended.

8.7.9. Procedures for Issuance of Special Permit.

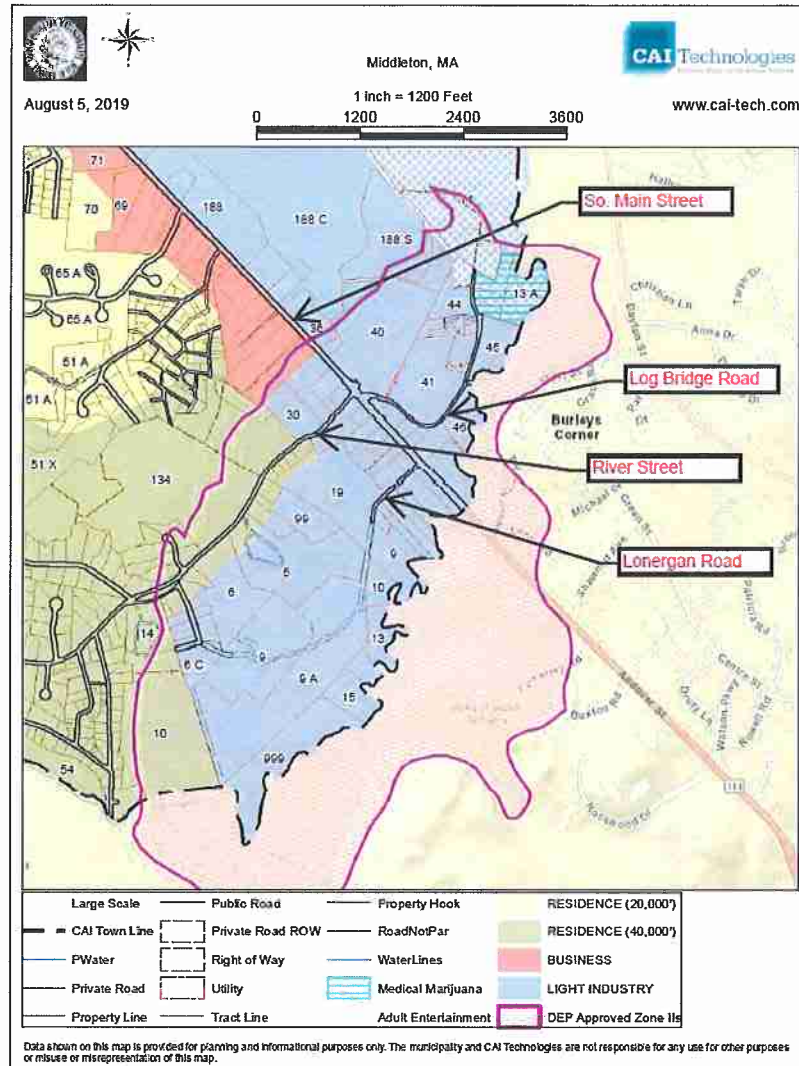
1. The Special Permit Granting Authority (SPGA) under this bylaw shall be the Board of Appeals. A special permit shall be granted if the SPGA determines, in conjunction with the Middleton Conservation Commission, that the intent of this bylaw, as well as its specific criteria, is met. The SPGA shall not grant a special permit under this section unless the petitioner's application materials include, in the SPGA's opinion, sufficiently detailed, definite, and credible information to support positive findings in relation to the standards given in this section. The SPGA shall document the basis for any departures from the recommendations of the other municipal boards, departments or commissions in its decision.

2. In addition to the plan requirements contained in Section 9.4 of the Zoning Bylaw, the applicant shall file a site plan and attachments that shall, at a minimum, include the following information where pertinent:
 - a. a complete list of chemicals, pesticides, herbicides, fertilizers, fuels, and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use; and
 - b. for activities using or storing hazardous materials or wastes, a management plan shall be prepared and filed with the Fire Chief and Board of Health. The plan will be consistent with the requirements of Section 7 and shall include:
 1. provisions to protect against the discharge of hazardous materials or wastes to the environment due to spillage, accidental damage, corrosion, leakage, or vandalism, including spill containment and clean-up procedures;
 2. provisions for indoor, secured storage of hazardous materials or wastes with impervious floor surfaces;
 3. evidence of compliance with the Massachusetts Hazardous Waste Regulations 310 CMR 30.000; and
 4. proposed down-gradient location(s) for groundwater monitoring well(s), should the SPGA deem the activity a potential groundwater threat.
3. Upon receipt of the special permit application, the SPGA shall transmit one copy to the Conservation Commission. Failure by the Conservation Commission to respond in writing within 35 days of receipt shall indicate approval, or no desire to comment.
4. The SPGA, with advice from the Middleton Conservation Commission, may grant the required special permit only upon finding that the proposed use meets the applicable general criteria found under Section 9.4 of the Zoning Bylaw and the specific criteria below. The proposed use must:
 - a. in no way, during construction or thereafter, adversely affect the quality or quantity of the water supplies protected by the Groundwater Protection District; and
 - b. be designed to avoid substantial disturbance of the soils, topography, drainage, vegetation, and other water-related natural characteristics of the site to be developed.
10. Enforcement. Written notice of any violations of this bylaw shall be given by the Building Commissioner to the responsible person as soon as possible after detection of a violation or a continuing violation. Notice to the assessed owner of the property shall be deemed notice to the responsible person. Such notice shall specify the requirement or restriction violated and the nature of the violation, and may also identify the actions necessary to remove or remedy the violations and preventive measures required for avoiding future violations and a schedule of compliance. A copy of such notice shall be submitted to the Board of Appeals, Conservation Commission, Department of Public Works, Fire Department, and Board of Health. The cost of containment, clean-up, or other action of compliance shall be borne by the owner/operator of the premises.
11. Severability. If any provision of this bylaw is held invalid by a court of competent jurisdiction, the remainder of the bylaw shall not be affected thereby. The invalidity of any

2/6/2020

section or sections or parts of any section or sections of this bylaw shall not affect the validity of the remainder of this bylaw.

- 3) Add a new Groundwater Protection Overlay District to the Middleton Zoning Bylaw Map:



Or take any other action relative thereto.

Explanation: Massachusetts Drinking Water Regulations, 310 CMR 22.00, require public water systems (PWS) to protect Zone II recharge areas with municipal controls (bylaws and/or health regulations). Local controls must meet MassDEP Wellhead Protection Regulations 310 CMR 22.21(2), which forbid certain land uses from being sited within the Zone II public water supply well area. The above proposed overlay district bylaw is based on the MassDEP Model Groundwater Protection Overlay District Bylaw. If the Town does not adopt a bylaw that protects the Zone II Well area according to 310 CMR 22, it would make the town non-compliant, which could jeopardize the town's Water Management Act permit renewal for withdrawal from the Ipswich River Basin. Part of the Zone II Wellhead area falls within the Town of Danvers. Danvers adopted a Groundwater Protection Overlay District to protect this area in 2001.