

**MIDDLETON BOARD OF SELECTMEN**  
**MEETING AGENDA**  
**TUESDAY, APRIL 20, 2021**  
**7:00 PM**

*This meeting is being recorded*

*Due to the state of emergency in Massachusetts due to the COVID-19 outbreak, this meeting will be held via ZOOM, an internet based meeting space. It is the intent that the virtual meeting space will be made accessible to the public; however, if this is not possible despite best efforts, the full and complete transcript of the meeting will be posted on the Town's website as soon as practicable upon the conclusion of the proceedings. To join the meeting, go to*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86930337219?pwd=ZjBuQkthSTRDN1ZGcnBYdVB3UWlGdz09>

**Meeting ID: 869 3033 7219**

**Passcode: 104121**

**One tap mobile**

**+13017158592,,86930337219#,,,,\*104121# US (Washington DC)**

1. 7:00 Warrant: #2122  
Minutes: Open Session: April 6, 2021  
Town Administrator updates and reports
2. 7:15 Public Comment Period
3. 7:20 Institute for Human Centered Design (IHCD) to make final presentation on accessibility study
4. 7:30 Review and vote to adopt Municipal Vulnerability Preparedness Plan
5. 7:40 Request by Mann & Mann on behalf of Northeast River Estates, LLC to assign a street name to a proposed subdivision road located at 123 River Street
6. 7:50 Vote to postpone the Annual Town Meeting to June 5, 2021 and the Annual Town Election to June 12, 2021, in accordance with Chapter 5 of the Acts of 2021; other discussion of Annual Town Meeting and Town Election, if needed
7. 8:00 Vote to renew two seasonal all alcohol restaurant licenses; two common victualler licenses; and, two entertainment licenses, for SD Management Group LLC at the Member's Lounge and Halfway House Snack Bar at 8-10 Village Road, Ronald Rice, Manager
8. 8:10 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings:	May 4 & 18	Regular BOS meetings
	June 1	Regular BOS meetings
	June 5	Annual Town Meeting, 9AM, 48 South Main Street
	June 15 & 29	Regular BOS meetings

*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.*

**MEETING MINUTES  
BOARD OF SELECTMEN  
Tuesday, April 6, 2021 7:00 PM  
This meeting was recorded**

**NOTE:** Due to the state of emergency in Massachusetts due to the COVID-19 outbreak, this meeting was held via ZOOM, an internet-based meeting space.

*Present: Chair Rick Kassiotis, Brian Cresta, Tim Houten, Kosta Prentakis*

*Absent: None*

*Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Minutes Secretary Judi Stickney, Paul Pellicelli, Adam Stone, Taylor Galusha, Town Clerk Ilene Twiss, Town Moderator Barbara Piselli*

**7:01 PM** With a quorum present, Chair Rick Kassiotis called the meeting to order.

**ROUTINES**

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2121: Payroll: \$744,757; Bills Payable: \$384,174, 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 by roll call vote to approve the warrant as presented.

**Roll Call** (Called by Clerk Houten):

<b>PRENTAKIS:</b>	<b>Yes</b>
<b>CRESTA:</b>	<b>Yes</b>
<b>KASSIOTIS:</b>	<b>Yes</b>
<b>HOUTEN:</b>	<b>Yes</b>

- **Minutes:** After a brief review of available minutes, the Board took the following action:  
On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the minutes of March 23<sup>rd</sup>, 2021 as written.

**Roll Call** (Called by Clerk Houten):

<b>PRENTAKIS:</b>	<b>Yes</b>
<b>CRESTA:</b>	<b>Yes</b>
<b>KASSIOTIS:</b>	<b>Yes</b>
<b>HOUTEN:</b>	<b>Yes</b>

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:
  - **FY2022 Budget Summit:** Sheehan advised this Thursday, April 8<sup>th</sup>, is the final budget summit meeting. The Zoom login information is available on the town's website.

- **Master Development Planning Committee Update:** Sheehan reported that the Committee is ramping up its promotional work on getting information on the municipal complex out to the residents. They are meeting tomorrow at 5PM and have several more informational meetings scheduled. All meetings are via Zoom and all the information for logging in is on the town's website.
- **COVID Vaccines:** Sheehan reported that more people are getting vaccinated and he encouraged those that haven't yet been vaccinated to consider it, noting that it is the best way to get herd immunity and back to normal.
- **Continuation of Special Town Meeting:** Sheehan advised that Town Moderator Barbara Piselli will be issuing another 30 day continuation of the Special Town Meeting originally scheduled for January 28, 2021. She anticipates one further continuation to June 5<sup>th</sup>, the date of the Annual Town Meeting.

**7:08 PM Public Comment Period:** There were no public comments.

**7:09 PM Review and Sign Bond Anticipation Notes:** Sheehan provided the Board members with information on the Bond Anticipation Notes in the amount of \$3,745,000 for the acquisition and master planning of the 105 South Main Street site, noting that the net rate is 0.26%, a little less than last year. Sheehan added that Treasurer/Collector Belinda Young has certified the award. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the sale of \$3,745,000 1.125 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated April 23, 2021, and payable December 16, 2021, to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus a premium of \$21,316.

Further **VOTED:** that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated March 24, 2021, and a final Official Statement dated March 31, 2021, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further **VOTED:** that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further **VOTED:** that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further **VOTED:** that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver

such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

**Roll Call (Called by Clerk Houten):**

<b>PRENTAKIS:</b>	<b>Yes</b>
<b>CRESTA:</b>	<b>Yes</b>
<b>KASSIOTIS:</b>	<b>Yes</b>
<b>HOUTEN:</b>	<b>Yes</b>

**7:14 PM Continued Review and Discussion of the Warrant for the 2021 Annual Town Meeting:** Town Administrator Andy Sheehan advised there was nothing new on this and it will be discussed at the joint meeting on Thursday, if the Board has any questions.

**7:14 PM Vote to Include a Debt Exclusion Question on the Annual Town Election Ballot:** After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to include the debt exclusion question and provide notice to the Town Clerk, as required.

**Roll Call (Called by Clerk Houten):**

<b>PRENTAKIS:</b>	<b>Yes</b>
<b>CRESTA:</b>	<b>Yes</b>
<b>KASSIOTIS:</b>	<b>Yes</b>
<b>HOUTEN:</b>	<b>Yes</b>

**7:15 PM Approve Class 2 Annual License Renewal for Robert's Motors:** Town Administrator Andy Sheehan advised this is a renewal to tie up a loose end and the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the Class 2 annual license renewal for Robert's Motors.

**7:15 PM Discuss Pay Equity Study and Vote to Implement Non-Union Classification Schedule:** This will be put off until the next meeting.

**7:18 PM Review and Vote to Appoint the Following to the Recreation Commission:**

- **Michaela Giragosian Anderson, for a term through June 30, 2023**
- **Jennifer Pavenski, for a term through June 30, 2022**
- **Michelle Creasi, for a term through June 30, 2022**

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Michaela Giragosian Anderson, Jennifer Pavenski, and Michelle Creasi to the Recreation Commission for the terms as specified.

**7:19 PM Vote to Accept a Grant:** After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Prentakis**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the grant in the amount of \$14,705.58 from the Massachusetts Department of Public Health.

**Roll Call** (Called by Clerk Houten):

<b>PRENTAKIS:</b>	<b>Yes</b>
<b>CRESTA:</b>	<b>Yes</b>
<b>KASSIOTIS:</b>	<b>Yes</b>
<b>HOUTEN:</b>	<b>Yes</b>

**7:19 PM Other Business**

**Chief Will's Day:** Selectman Houten advised the Board that he's been getting questions on whether the Town will have a Chief Will's Day this year. He asked viewers/residents to contact Paul Richardson if they have any ideas on how to have a COVID-safe Chief Will's Day.

**7:21 PM Adjourn**

With no further business, on a **MOTION** made by **Cresta**, the Board of Selectmen's meeting of April 6<sup>th</sup>, 2021 adjourned at 7:21 PM.

**Upcoming Meetings:**

<b>April 8:</b>	<b>Joint Meeting with Finance Committee: FY22 Budget Hearing</b>
<b>April 20:</b>	<b>Regular BOS meeting</b>
<b>May 4 &amp; 18:</b>	<b>Regular BOS meetings</b>

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

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Timothy P. Houten, BOS Clerk

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

- Agenda: March 23, 2021
- Warrants
  - Warrant #2121: Payroll: \$744,757; Bills Payable: \$384,174
- Minutes:
  - March 23, 2021
- Memo and supporting materials from Treasurer/Collector to Board of Selectmen, Re: General Obligation Bond Anticipation Note, 4/1/21
- Memo from Town Administrator to Board of Selectmen, Re: Ballot Language Debt Exclusion - Public Facilities Complex, 4/6/21
- Town of Middleton, Massachusetts Revenue Enforcement and Protection Certification (REAP): Roberts Motor Group
- Town of Middleton Talent Bank Application: Michaela Giragosian Anderson, Recreation Committee

- Town of Middleton Talent Bank Application: Jennifer Pavenski, Recreation Committee
- Town of Middleton Talent Bank Application: Michelle Creasi, Recreation Committee
- AGREEMENT BETWEEN THE METROPOLITAN AREA PLANNING COUNCIL AND THE CITY/TOWN LISTED BELOW FOR THE DISBURSEMENT AND USE OF FY21 EARMARKED FUNDING FOR COSTS ASSOCIATED WITH THE COVID-19 PANDEMIC
- Memo from Assistant Town Administrator to Sean Cronin, Division of Local Resources, Re: Middleton's Community Compact - Cemetery Software, 3/22/21
- Memo from Assistant Town Administrator to Sean Cronin, Division of Local Resources, Re: Middleton's Community Compact – Human Resource Software, 3/22/21
- VOTE OF THE BOARD OF SELECTMEN, Re: General Obligation Bond Anticipation Notes

# LOCAL MITIGATION PLAN REVIEW TOOL - APA

## Town of Middleton, MA

4.

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Regulation Checklist provides a summary of FEMA's evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the plan's strengths as well as documents areas for future improvement.
- The Multi-jurisdiction Summary Sheet is an optional worksheet that can be used to document how each jurisdiction met the requirements of each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption).

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

<b>Jurisdiction:</b> Town of Middleton, MA	<b>Title of Plan:</b> Town of Middleton 2020 Hazard Mitigation and Municipal Vulnerability Preparedness Plan	<b>Date of Plan:</b> 2020
<b>Single or Multi-jurisdiction plan?</b> Single jurisdiction		<b>New Plan or Plan Update?</b> Update
<b>Local Point of Contact:</b> Kristin Kent <b>Title:</b> Middleton Conservation Agent <b>Agency/Address:</b> 195 North Main Street Middleton, MA 01949 <b>Phone Number:</b> (978) 777-1869 <b>E-Mail:</b> <a href="mailto:kristin.kent@middletonma.gov">kristin.kent@middletonma.gov</a>		<b>Regional Point of Contact:</b> <u>N/A</u> <b>Title:</b> <b>Agency/Address:</b>  <b>Phone Number:</b>  <b>E-Mail:</b>

<b>State Reviewer:</b> Jeffrey Zukowski	<b>Title:</b> Hazard Mitigation Planner	<b>Date:</b> 10/23/20; 12/24/20; 12/28/2020;
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<b>FEMA Reviewer:</b> Brigitte Ndikum-Nyada	<b>Title:</b> Community Planner	<b>Date:</b> 10/23/20 – 11/9/20; 12/28/2020;
<b>Date Received in FEMA Region I</b>	10/23/20; 12/24/2020;	
<b>Plan Not Approved</b>	11/9/2020	
<b>Plan Approvable Pending Adoption</b>	<b>12/28/2020</b>	
<b>Plan Adopted</b>		
<b>Plan Approved</b>		

## SECTION 1: REGULATION CHECKLIST

**INSTRUCTIONS:** The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been 'Met' or 'Not Met.' The 'Required Revisions' summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is 'Not Met.' Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
<b>ELEMENT A. PLANNING PROCESS</b>				
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	Section 1.3 through 1.5	X		
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	Section 1.4.2	X		
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Section 1.4.2 and 1.4.3, Appendix C and D	X		
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Section 1.4.1	X		
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	Section 7.3.2	X		
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	Section 7.3 and 7.4	X		
<b>ELEMENT A: REQUIRED REVISIONS</b>				
<b>ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>				
B1. Does the Plan include a description of the type, location, and extent of all-natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Ch. 4	X		
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	Ch. 4	X		
B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	Ch. 4	X		
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Section 4.2.1	X		
<b>ELEMENT B: REQUIRED REVISIONS.</b>				
<b>ELEMENT C. MITIGATION STRATEGY</b>				



1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>				
C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	Section 5.1	X		
C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	Section 5.2	X		
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Ch. 2	X		
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	Ch. 6	X		
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	Ch. 6 (pages 79-82 pdf)	X		
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	Section 7.3.2; Exec Sum Es-1-2; 6.1	X		
<b>ELEMENT C: REQUIRED REVISIONS</b>				
<b>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION</b> (applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Section 3.6, pg. 3-5; 4.2.2, Tables 4-7 through 4-14 pgs. 39-40	X		
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Table 6.1	X		
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Table 6. & 6.2 (pages 79-82 pdf).	X		
<b>ELEMENT D: REQUIRED REVISIONS</b>				
<b>ELEMENT E. PLAN ADOPTION</b>				
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))	No sample resolution document was provided with HMP draft.			
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))	N/A	N/A		
<b>ELEMENT E: REQUIRED REVISIONS</b>				
<b>ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)</b>				
F1.				
F2.				
<b>ELEMENT F: REQUIRED REVISIONS</b>				

## SECTION 2: PLAN ASSESSMENT

### A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

#### Recommended Corrections:

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#### Element A: Planning Process

##### ***Strengths:***

- A diverse group of stakeholders were involved in the planning process, ensuring a range of perspectives and comprehensive analysis.
- The update of Hazard Mitigation Plan happened concurrently with the MVP Process, integrating these two important initiatives.
- A range of existing studies, reports, and plans were reviewed and incorporated, resulting in a plan that is comprehensive and current.
- The plan indicates that the Core Team will meet quarterly upon adoption of the plan, an annual survey will be conducted, and the plan will be placed online as the community's ongoing commitment to hazard mitigation.

##### ***Opportunities for Improvement:***

- Consider incorporating more specific mitigation measure evaluation criteria into the plan monitoring procedures so that progress can be better quantified.
- It is not necessary to include the Logo of the Consulting Company (Weston & Sampson) on every page of the HMP/MVP, since this document belongs to the Town of Middleton.
- The community is encouraged to include a sample copy of the adaptation resolution document when the initial draft plan is submitted.

#### Element B: Hazard Identification and Risk Assessment

##### ***Strengths:***

- There is a well-grounded rationale for why certain hazards were omitted from the analysis.
- The plan incorporates HAZUS data outputs as part of the risk analysis, which is an excellent tool to quantify potential losses for certain hazards.
- The plan incorporates 500-year floodplain data into the flood profile and map. While not regulatory, the 500-year data is a great planning tool for future development.
- The plan includes a map that shows populations potentially vulnerable to heat-related health impacts, which is a nice addition to the extreme temperatures profile.

##### ***Opportunities for Improvement:***

- Consider providing longer time frames when discussing previous occurrences (e.g.: beyond the past decade), which can give a more accurate picture of future risks.

### Element C: Mitigation Strategy

#### **Strengths:**

- The plan includes a comprehensive list of potential funding sources for implementing the mitigation strategy, increasing opportunities for success.
- The plan includes a variety of different types of mitigation actions, such as local plans and regulations, structure and infrastructure projects, natural system protections, and education and awareness programs).

#### **Opportunities for Improvement:**

- On page ES-2, it is stated that the Town of Middleton will proactively incorporate the HMP and climate adaptation goals into municipal planning, budget and operations. In the next HMP update ensure FEMA's requirement C6.d "*The updated plan **must** explain how the jurisdiction(s) incorporated the mitigation plan, when appropriate, into other planning mechanisms as a demonstration of progress in local hazard mitigation efforts.*" is explicitly addressed and explained. The Town could indicate that the local Hazard Mitigation was incorporated into the update CEMP, CIP etc.
- Provide more detail about the estimated costs and timeframe listed as 'ongoing', wherever possible, for the mitigation actions.
- When the Town does assign 'ongoing' timeframe to mitigation actions, provide a narrative on why to show HMP effectiveness.

### Element D: Plan Update, Evaluation, and Implementation (*Plan Updates Only*)

#### **Strengths:**

- Progress on mitigation actions from the 2015 MRPC multi-jurisdictional plan is clear and comprehensive.
- One of the town's mitigation goals addresses future development.
- Revised HMP provided information on development changes and its impact on community vulnerability.
- Revised HMP demonstrated that no development has occurred in any hazard prone area to impact community's vulnerability.

#### **Opportunities for Improvement:**

- It is important to note that installing (replacing an older culvert or installing a new) a larger size culvert in an area that frequently flood, is a new development that would and should potentially decrease vulnerability.
- Continue to describe changes in development that may have occurred in hazard prone areas and increased or decreased the vulnerability in the town since the last plan was approved.

## B. Resources for Implementing Your Approved Plan

Refer to the [Massachusetts Integrated State Hazard Mitigation and Climate Action Plan](#), [Resilient MA Climate Clearinghouse](#), and State's [Climate Action Page](#) to learn about hazards relevant to Massachusetts and the State's efforts and action plan.

### Technical Assistance:

#### FEMA

- [FEMA Climate Change](#): Provides resources that address climate change.
- [FEMA Library](#): FEMA publications can be downloaded from the library website. These resources may be especially useful in public information and outreach programs. Topics include building and construction techniques, NFIP policies, and integrating historic preservation and cultural resource protection with mitigation.
- [FEMA RiskMAP](#): Technical assistance is available through RiskMAP to assist communities in identifying, selecting, and implementing activities to support mitigation planning and risk reduction. Attend RiskMAP discovery meetings that may be scheduled in the state, especially any in neighboring communities with shared watersheds boundaries.

#### Other Federal

- [EPA Resilience and Adaptation in New England \(RAINE\)](#): A collection of vulnerability, resilience and adaptation reports, plans, and webpages at the state, regional, and community levels. Communities can use the RAINE database to learn from nearby communities about building resiliency and adapting to climate change.
- [EPA Soak Up the Rain](#): Soak Up the Rain is a public outreach campaign focused on stormwater quality and flooding. The website contains helpful resources for public outreach and easy implementation projects for individuals and communities.
- [NOAA C-CAP Land Cover Atlas](#): This interactive mapping tool allows communities to see their land uses, how they have changed over time, and what impact those changes may be having on resilience.
- [NOAA Sea Grant](#): Sea Grant's mission is to provide integrated research, communication, education, extension and legal programs to coastal communities that lead to the responsible use of the nation's ocean, coastal and Great Lakes resources through informed personal, policy and management decisions. Examples of the resources available help communities plan, adapt, and recovery are the Community Resilience Map of Projects and the National Sea Grant Resilience Toolkit
- [NOAA Sea Level Rise Viewer](#) and [Union for Concerned Scientists Inundation Mapper](#): These interactive mapping tools help coastal communities understand how their hazard risks may be changing. The "Preparing for Impacts" section of the inundation mapper addresses policy responses to protect communities.
- [NOAA U.S. Climate Resilience Toolkit](#): This resource provides scientific tools, information, and expertise to help manage climate-related risks and improve resilience to extreme events. The "[Steps to Resilience](#)" tool may be especially helpful in mitigation planning and implementation.

#### State

- [Massachusetts Emergency Management Agency](#): The Massachusetts State Hazard Mitigation Officer (SHMO) and State Mitigation Planner(s) can provide guidance regarding grants, technical assistance, available publications, and training opportunities.

- Massachusetts Departments of [Conservation and Recreation](#) and [Environmental Protection](#) can provide technical assistance and resources to communities seeking to implement their hazard mitigation plans.
- [MA Mapping Portal](#): Interactive mapping tool with downloadable data
- <https://www.mass.gov/guides/floodplain-management> Massachusetts 2020 Model Floodplain Bylaws. <https://msc.fema.gov/portal>

#### **Not for Profit**

- [Kresge Foundation Online Library](#): Reports and documents on increasing urban resilience, among other topics.
- [Naturally Resilient Communities](#): A collaboration of organizations put together this guide to nature-based solutions and case studies so that communities can learn which nature-based solutions can work for them.
- [Rockefeller Foundation Resilient Cities](#): Helping cities, organizations, and communities better prepare for, respond to, and transform from disruption.

#### **Funding Sources:**

- [Massachusetts Coastal Resilience Grant Program](#): Funding for coastal communities to address coastal flooding, erosion, and sea level rise.
- [Massachusetts Municipal Vulnerability Preparedness](#) program: Provides support for communities to plan for climate change and resilience and implement priority projects.
- [Massachusetts Water Quality Grants](#): Clean water grants that can be used for river restoration or other kinds of hazard mitigation implementation projects.
- [Grants.gov](#): Lists of grant opportunities from federal agencies (HUD, DOT/FHWA, EPA, etc.) to support rural development, sustainable communities and smart growth, climate change and adaptation, historic preservation, risk analyses, wildfire mitigation, conservation, Federal Highways pilot projects, etc.
- [FEMA Hazard Mitigation Assistance](#) (HMA): FEMA's Hazard Mitigation Assistance provides funding for projects under the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). States, federally recognized tribes, local governments, and some not for profit organizations are eligible applicants.
- [GrantWatch](#): The website posts current foundation, local, state, and federal grants on one website, making it easy to consider a variety of sources for grants, guidance, and partnerships. Grants listed include The Partnership for Resilient Communities, the Institute for Sustainable Communities, the Rockefeller Foundation Resilience, The Nature Conservancy, The Kresge Climate-Resilient Initiative, the Threshold Foundation's Thriving Resilient Communities funding, the RAND Corporation, and ICLEI Local Governments for Sustainability.
- USDA [Natural Resource Conservation Service](#) (NRCS) and [Rural Development Grants](#): NRCS provides conservation technical assistance, financial assistance, and conservation innovation grants. USDA Rural Development operates over fifty financial assistance programs for a variety of rural applications.



# MANN & MANN, P.C.

COUNSELLORS AT LAW

JILL ELMSTROM MANN\*

KURT P. MANN\*

MELISSA GNOZA OGDEN

Admitted to practice in Massachusetts

\*Admitted to practice in New York

April 15, 2021

Via Electronic Mail

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

RE: Street Name Request for Northeast River Estates  
123 River Street, Middleton

Dear Members of the Board of Selectmen:

The undersigned is legal counsel to Northeast River Estates LLC (the "Petitioner"). The Petitioner has applied to the Middleton Planning Board for approval of a definitive subdivision plan (the "Plan") that will create a 1,700-foot public way and fourteen (14) single family home lots. Before the Planning Board concludes the public hearing on Petitioner's application, the Board and various Town Departments have requested that the name of the new subdivision roadway be placed on the Plan. Attached for the Board's convenience is a copy of the proposed subdivision.

On behalf of the Petitioner, the undersigned hereby requests that the selection of a name for the subdivision roadway be placed on the agenda of the Board's next regular meeting.

Thank you for your kind consideration.

Sincerely,  
MANN & MANN, P.C.

*Jill Elmstrom Mann*

Encl.

Cc: Richard Williams, P.E.  
Ralph DiGiorgio, Client  
Katrina O'Leary, Town Planner  
Michelle Creasi, Asst to Town Admin.

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

Direct Email: [jill@mannpc.com](mailto:jill@mannpc.com)  
[kurt@mannpc.com](mailto:kurt@mannpc.com)  
[melissa@mannpc.com](mailto:melissa@mannpc.com)



## **Correspondence and informational materials**





Via Email

April 15, 2021

Andrew Sheehan  
Middleton - Town Administrator  
48 S. Main St.  
Middleton, MA 01949

RE: DoubleTree by Hilton Boston North Shore  
50 Village Drive  
Danvers, MA 01923

Dear Andrew :

In accordance with the terms of the letter dated September 8th, 2020 ("Letter") 50 Frencroft (Boston) Esong, LLC ("Owner") and Merritt Boston North Operator, LLC ("Licensee") are providing written notice that Kevin Varr has resigned his position as the general manager of the above referenced hotel. His last day of employment at the hotel will be Friday, April 16th, 2021.

Replacement candidates are currently being interviewed and an application to change the manager will be filed with your office by Friday, May 14th.

Sincerely,

A handwritten signature in blue ink that reads "Whitney Gillings".

Whitney Anderson Gillings  
972-354-6472  
wgillings@bluebonnetconsulting.com

# #8

## Ipswich River

**THREAT:** Excessive water withdrawals

### STATE:

Massachusetts

### AT RISK:

Community resiliency, drinking water, wildlife habitat, recreation

### SUMMARY

The Ipswich River is the main drinking water source for Northeastern Massachusetts, but excessive water withdrawals are sucking the river dry, putting both the ecosystem and the region's water security at risk. Two severe droughts in the last five years and a global climate crisis have increased the urgency to drastically improve river management. The Massachusetts Department of Environmental Protection must fix how it implements existing laws and improve its regulations to support the river's health, regional water security and the many communities, businesses and residents who depend on the Ipswich River.



## THE RIVER

Winding 45 miles from Burlington, Massachusetts, to Plum Island Sound, the Ipswich River is the main source of drinking water for 350,000 people and businesses in 14 communities. Located just north of Boston, the basin supports a multi-million-dollar shellfish industry and habitat for several rare and threatened species. Aside from providing clean water and healthy habitat, the Ipswich River offers free, undisturbed nature and recreation for residents of Essex County, the third-most diverse county in Massachusetts.

The Ipswich River feeds into the Great Marsh Area of Critical Environmental Concern, New England's largest salt marsh. The marsh includes a National Wildlife Refuge and is an internationally recognized Important Bird Area. Nearly half the basin is protected by state parks, Mass Audubon's Ipswich River Wildlife Sanctuary, and private and town-owned conservation lands. The Ipswich offers hundreds of miles of trails and other chances to explore nature for five million people within an hour's drive.

The Ipswich River (called Agawam in the Algonquian language, meaning 'beyond the marsh') flows through ancestral lands of the Pawtucket Tribe, as well as the Massachusett, Penacook, Pentucket, Abenaki and Wabanaki Confederacy.

## THE THREAT

The greatest threat to the Ipswich River is excessive water withdrawals. The 1986 Massachusetts Water Management Act (WMA) authorizes the Massachusetts Department of Environmental Protection (DEP) to set water withdrawal limits that factor in environmental impacts. However, DEP's implementation of this law follows a confusing system that exempts more users than it regulates. DEP classifies three categories of users. The first class, which includes several large water suppliers, were granted automatic water registrations and are exempt from conservation rules. The second class, any water users withdrawing less than 100,000 gallons per day averaged over the entire year, are also exempt. Since lawn watering and other outdoor nonessential uses peak when stream flows are lowest in the summer and early fall, annual averages do not address actual impacts. As droughts are increasing with



# #8

## Ipswich River

*Continued*



PHOTO: IPSWICH RIVER WATERSHED ASSOCIATION

climate change, basing regulation on annual averages is ill-advised. In the summer, 15 million gallons per day are wasted in the Ipswich due to outdoor watering, even during drought. Only a third class of users, those above-threshold users without registrations, must obtain permits and comply with water use and conservation regulations. Communities in this third class grapple with an unfair system, creating conflict among residents subject to different rules while impacting the same river.

The Ipswich River is the poster child for the state's outdated water system. An astounding 80 percent of Ipswich water is exported out of the watershed. Worse, more than 90 percent of withdrawals are exempt from any water use conditions like conservation measures. Even in non-drought years, stretches of river are pumped dry. Dry riverbeds result in fish kills, ecological damage, loss of recreation and threats to the quality and security of the water supply. The climate crisis has made things worse. Municipalities and residents are increasingly worried about running out of water. While behavior and land use changes can lower some water use, we cannot solve this problem without a more balanced regulatory framework. This is a critical moment for state officials, water suppliers, communities and residents to work together to make Massachusetts a leader for smart water use in an era of climate change.

### FOR MORE INFORMATION:

**SHANYN VIARS**  
American Rivers  
(607)-426-8283  
sviars@americanrivers.org

**PATRICK LYNCH**  
Ipswich River Watershed Association  
(978) 412-8200  
plynch@ipswichriver.org

**AMY WEIDENSAUL**  
Mass Audubon  
(978) 887-9264 x7701  
aweidensaul@massaudubon.org

**JULIA BLATT**  
Massachusetts Rivers Alliance  
(617) 714-4272  
juliablatt@massriversalliance.org

### TAKE ACTION:

[AmericanRivers.org/  
IpswichRiver2021](http://AmericanRivers.org/IpswichRiver2021)

### WHAT MUST BE DONE

2021 is a pivotal year for improving water security in Massachusetts. Both registrations and permits are up for renewal for the first time in two decades. Two severe droughts in the last five years have spurred leaders into action. A new Drought Bill was introduced in the state legislature to regulate all water use during drought. Massachusetts recently adopted a new Drought Plan and is now creating several new climate policies. An Ipswich River Task Force was also formed by local legislators to help facilitate improvements. This is a once-in-a-generation opportunity to get better rules on the books. New rules will reduce conflict and spur collaboration between towns. The battle lines are already being drawn — pitting concerned communities, businesses and residents against a faction of water users who benefit from the status quo. State legislators and agency officials need to hear from the public that they support effective and balanced water management that ensures enough clean water for communities and the river.

Specifically, DEP must overhaul how they regulate water withdrawals to protect rivers and account for climate change. After several decades of inaction, DEP has announced new regulations it will attempt to pass this year before renewing water registrations. Without significant stakeholder involvement and public input, there is considerable risk these desperately needed changes will not happen.

Limited water supplies, coupled with longer and more severe droughts across the country, have brought us to a key moment for reimagining water policy and improving the health of our communities. What we do for the Ipswich River over the coming years could serve as a litmus test for improving climate and river policy throughout the country.

Covid19 virus vaccination Task Force

Middleton, Mass 01949

Hello,

Resulting from the cooperation between the Town and the Council on Aging on February 28 and March 26 I received the two covid19 Moderna virus vaccines at the American Legion Center.

This is a message of congratulations and thanks to the people from the organizations who participated in the planning and execution stages of this complex program. Not only at the Legion site, but also at their respective home offices doing the all- important planning and behind the scenes work.

From the time I joined the group of vaccine recipients to having the shots I received nothing but courtesy, efficiency, professionalism, and knowledge from everyone involved. And all the above was accomplished when simultaneously dealing with the hardships and limitations derived from the worse pandemic crisis experienced by this country during modern times.

Please be sure that all the people involved in this successful effort receive these kudos personally. Respectfully,

A handwritten signature in blue ink, appearing to read 'H. Quarti' with a stylized flourish at the end.

Hector A Quarti

978 624-1616 - [quartihector@gmail.com](mailto:quartihector@gmail.com)

[CC: Middleton Board of Selectmen, Middleton Council on Aging](#)

# THE PROPOSED Middleton Municipal Complex



In 2019, Middleton residents approved the acquisition of the former golf course at 105 South Main Street for a municipal complex. As a voter, you now have the unique opportunity to approve the construction of these public buildings. This project will meet the needs of our community now and in the future; providing all residents with needed services.

Four municipal buildings in Town have long outlived their useful lives: the Fire Station, Police Station, Senior Center, and Town Offices. The Town also has a need for open space for passive recreation and resource protection.

## 2017

Town completes a Facilities Study that concludes Middleton's Fire Station, Police Station, Senior Center, and Town Offices have exceeded their useful lives and need to be replaced or substantially renovated, expanded, and modernized.

## 2018

Middleton Golf Course owners approach the Town with an offer to sell the land at 105 South Main Street to the Town as the site of future municipal buildings, with all 52 acres to be deed restricted for open space, conservation, and municipal use only.

## 2019

Middleton residents vote at Town Meeting to buy the land at 105 South Main Street for \$3.8 million as the future site of a Municipal Complex.

After an extensive planning process that included dozens of public meetings, several community planning forums, and a town-wide survey, the appointed Master Development Plan Committee's final recommendation was to build a combined Fire and Police Building and a combined Community Center and Town Hall surrounded by a Town Common on the property at 105 South Main Street.



The cost of constructing all buildings now is estimated to be \$61.7M in 2021 dollars. Delaying the project or building it in phases will result in dramatically higher total costs.

## VOTING "YES" MEANS...



Voting "yes" at both Town Meeting and at the polls is a vote to move forward with plans to construct a combined Police and Fire Building and a combined Town Offices and Community Center.



Voting "yes" will allow the Town to take advantage of historic low interest rates and construction costs.



Finally, voting "yes" ensures that all Middleton residents' needs are met today and long into the future.



For more information, please scan this code or visit [www.middletonma.gov](http://www.middletonma.gov)