

Community Preservation Committee

Monday, March 29, 2021

7:00 PM

Public Hearing & Meeting Notice

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/87697569924?pwd=TnpGZ3FETGRtdkp3THRSc2s3L1pqQT09>

Meeting ID: 876 9756 9924

Passcode: 684931

One tap mobile

+13017158592,,87697569924#,,,*684931# US (Washington DC)

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Dial by your location

+1 301 715 8592 US (Washington DC)

- 1 Minutes of previous meeting
- 2 Public Hearing on FY22 CPA Plan and Budget
- 3 Funding recommendations for qualifying projects in Annual Town Meeting
- 4 Unanticipated business

COMMUNITY PRESERVATION PLAN

TOWN OF MIDDLETON

MARCH 29, 2022

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

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

Timothy Houten, Board of Selectmen, 2022
Robert Murphy, Master Plan Committee, 2021
John Erickson, Finance Committee, 2022
Anthony Tierno, Planning Board, 2021
Ilene Twiss, Housing Authority, 2023
Laurie York, Conservation Commission, 2022
Anne LeBlanc-Snyder, Historical Commission, 2023
Mary Ann Erickson, Citizen-at-large, 2021
Kosta Prentakis, Citizen-at-large, 2023

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

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

Goals:

Open Space:

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

Recreation:

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

Historic Preservation:

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

Affordable Housing:

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

Selection Criteria:

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

Adopted by the Community Preservation Committee on March 29, 2021.

**PRELIMINARY MINUTES
TOWN OF MIDDLETON
COMMUNITY PRESERVATION COMMITTEE
FLINT PUBLIC LIBRARY
MARCH 30, 2020
7:00 p.m.**

Members Present: Kosta E. Prentakis; Robert Murphy; Ilene Twiss; John Erickson; Tim Houten; Anne LeBlanc-Snyder; Laurie York; and Mary Ann Erickson

Members Absent: Anthony Tierno

Others Present: Cortney B. Dalen (Recording Secretary)

Call to Order - K. Prentakis called the meeting to order at 7:00 p.m.

Minutes of Previous Meeting - *T. Houten motioned to approve the Preliminary Minutes of March 18, 2019. Seconded by J. Erickson. Motion passed 7-0-1.*

Hearing on FY21 CPA Plan and Budget - *I. Twiss motioned to open the public hearing on the Community Preservation Plan. Seconded by T. Houten. Motion passed 8-0-0. I. Twiss moved to close the public hearing. Seconded by T. Houten. Motion passed 8-0-0. K. Prentakis reported that the Plan is the same as last year except for the date. R. Murphy motioned to approve the FY21 CPA Plan and Budget. Seconded by T. Houten. Motion passed 8-0-0.*

Funding Recommendations for Qualifying Projects in Annual Town Meeting

Warrants - I. Twiss spoke on the \$4,444.50 request to scan, backfile and preserve historic records. *T. Houten motioned to recommend \$4,44.50. Seconded by J. Erickson. Motion passed 8-0-0.*

New Business - None

Adjournment - *T. Houten motioned to adjourn at 7:04 p.m. Seconded by J. Erickson. Motion passed 8-0-0.*

Respectfully submitted,

Cortney B. Dalen

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

1. Agenda
2. FY21 Budget
3. Preliminary Minutes of March 18, 2019
4. Community Preservation Plan of March 18, 2019
5. CPA Funding Request Memorandum re: Preservation of Records

	ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERV RESERVE	AFFDBLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
6/30/20 balances							
	\$ 2,490.09	\$ 2,490.09	\$ 88,639.09	\$ 116,823.92	\$ 210,443.19		
			RECEIVABLE	\$ (6,246.75)			
			CASH BALANCE	\$ 110,577.17			
FY21							
FY21 anticipated Town share	est						
FY21 state match based on 25% of FY20	(11%) est 57,500						
Flint Public Library renovation & expansion 5/10/05 ATM (HP)							
Debt service on 11 S. Main land purchase 5/11/10 ATM (OS)							
CPC admin budget							
Digitizing Historic Records (HP)							
Interest earned							
Unused appropriations							
6/30/21 balances			RECEIVABLE	\$ 397,907.19			
			CASH BALANCE	\$ 270,658.64			
FY22							
FY22 anticipated Town share	est						
FY22 state match based on 25% of FY21	est						
Flint Public Library renovation & expansion 5/10/05 ATM (HP)							
Debt service on 11 S. Main land purchase 5/11/10 ATM (OS)							
CPC admin budget							
Common at Municipal Complex contingent on approval of project							
Replace Tramp House roof							
Essex County Greenbelt for conservation restriction Camp Creighton							
Interest earned							
Unused appropriations							
6/30/22 balances			\$ 161,369.22	\$ 65,937.97	\$ 227,307.19		



CAMP CREIGHTON CONSERVATION PROJECT

Overview

Camp Creighton is owned and operated by the Boys and Girls Club of Lynn (BGCL) as a summer day camp for youth primarily from Lynn, but also from Middleton. The camp is situated on 121 unprotected acres of rocky woodland, including Creighton Pond. Essex County Greenbelt Association (Greenbelt) has the opportunity to purchase a Conservation Restriction (CR) on the property for \$2.7M, which will permanently protect the land from development. Greenbelt is respectfully requesting the Town of Middleton to consider contributing \$50,000 of Community Preservation Act Funds toward the purchase of the CR at the 2021 Annual Town Meeting.

Background

Greenbelt works to conserve and steward open space, farmland, wildlife habitat and scenic landscapes across Essex County, and connect a diverse audience to nature with a broad range of programs and activities.

The BGCL's mission is "to enable all young people, particularly those who need us most, to reach their full potential as productive, caring, responsible citizens." Headquartered at 25 Common Street in Lynn, the BGCL serves over 1,500 boys and girls from Lynn throughout the year with a wide variety of after school programs and child care.

In 1959, the Camp Creighton property was donated to the BGCL by Al Creighton, a lifetime supporter of the BGCL, an ardent land conservationist and an important leader and supporter of Greenbelt. Since the 1960's the BGCL has welcomed hundreds of boys and girls from Lynn and Middleton each summer to make friends; enjoy athletics, arts and crafts, hiking trails and other outdoor activities; and build leadership skills together. The camp's impact on the youth it serves is powerful.

Conservation Initiative

Together, the BGCL and Greenbelt developed a plan that will protect the camp property from the threat of encroaching development and support the mission of the BGCL by putting a Conservation Restriction (CR) over the entire camp property. Greenbelt and our partners will purchase the CR from the BGCL, providing the BGCL with new capital to invest in their operations.

- A CR will extinguish the development rights on the property and permanently protect it in its largely natural state.
- BGCL will retain ownership of the property and will have access to and use of the property for its day camp, including the ability to make improvements and expand its facilities within a specified envelope around the existing infrastructure. Greenbelt will have the opportunity to create and maintain trails, allowing public access at times and in locations that does not impact the camp.
- The value of the CR – the difference in the market value of the property in its unprotected, developable state, and its market value with the CR in place – was appraised at \$2.7M. Greenbelt will raise \$2.7M to purchase the CR.

Natural Resource Values

- Mix of forest, wetlands and open water that supports a diversity of flora and fauna
- Designated as “Priority Habitats of Rare Species” as defined by the Massachusetts Natural Heritage Program, and BioMap2 Core Habitat
- Creighton Pond drains into Boston Brook, a tributary to the Ipswich River, one of the state’s most threatened rivers. A small portion of the southwesterly edge of the property contains Zone A and Zone C of the Emerson Brook Reservoir, a public drinking water supply.
- Within the Bay Circuit Greenway.

Public Trail Access and Connectivity

The property is located within a significant regional open space cluster and contributes to the scenic and natural character of Middleton with Harold Parker State Forest to the west and Boxford State Forest to the east. Adjacent to the south is a broad expanse of land owned by Richardson Farm, and nearby are the 83-acre Barett Reservation and Pritchard Woodlot, both conserved by Greenbelt.

We envision a tiered approach to access on the property. The land will remain a camp for kids, and safety issues around public access are of paramount importance. That said, we believe working in partnership with BGCL that we can enhance and maintain trails that can be managed both to their seasonality and location of access so that they are compatible with the camp’s needs.

Financials

The appraised value of the CR is \$2.7M. Greenbelt is actively fundraising to reach that goal with support from individual prospects, foundations, Massachusetts Department of Conservation and Recreation (DCR), and Middleton Community Preservation Act (CPA) funds.

Bequest + Private Fundraising	\$1,240,000	<i>secured to date</i>
Foundation Support	\$530,000	<i>pending or to be requested</i>
Massachusetts DCR	\$500,000	<i>Requested</i>
Middleton CPA	\$50,000	<i>Requested for vote at Annual Town Meeting</i>
Funding Gap	<u>\$380,000</u>	<i>To be identified</i>
Goal	\$2,700,000	

Timeline and project structure

Greenbelt and the BGCL anticipate a late November 2021 closing date. If Middleton decides to invest in the project, Greenbelt would be pleased to discuss the most sensible way for the town to hold an interest. That could take the form of a co-held CR, or it could be simpler, including the Town as a back-up holder of the CR. The mechanics can be discussed.

Conclusion

The Camp Creighton Conservation Project presents a unique set of circumstances for Greenbelt and the BGCL to work with the communities of Lynn and Middleton to

- Permanently protect the 121-acre Camp Creighton property while ensuring the future of the camp’s operations and honoring Al Creighton’s legacy;
- Protect the land’s natural resources and provide public trail access with the potential to connect to the Bay Circuit Trail; and
- Provide substantial financial support for the BGCL to continue their essential youth services.

Camp Creighton

CONSERVATION PROJECT



BOYS & GIRLS CLUB OF LYNN



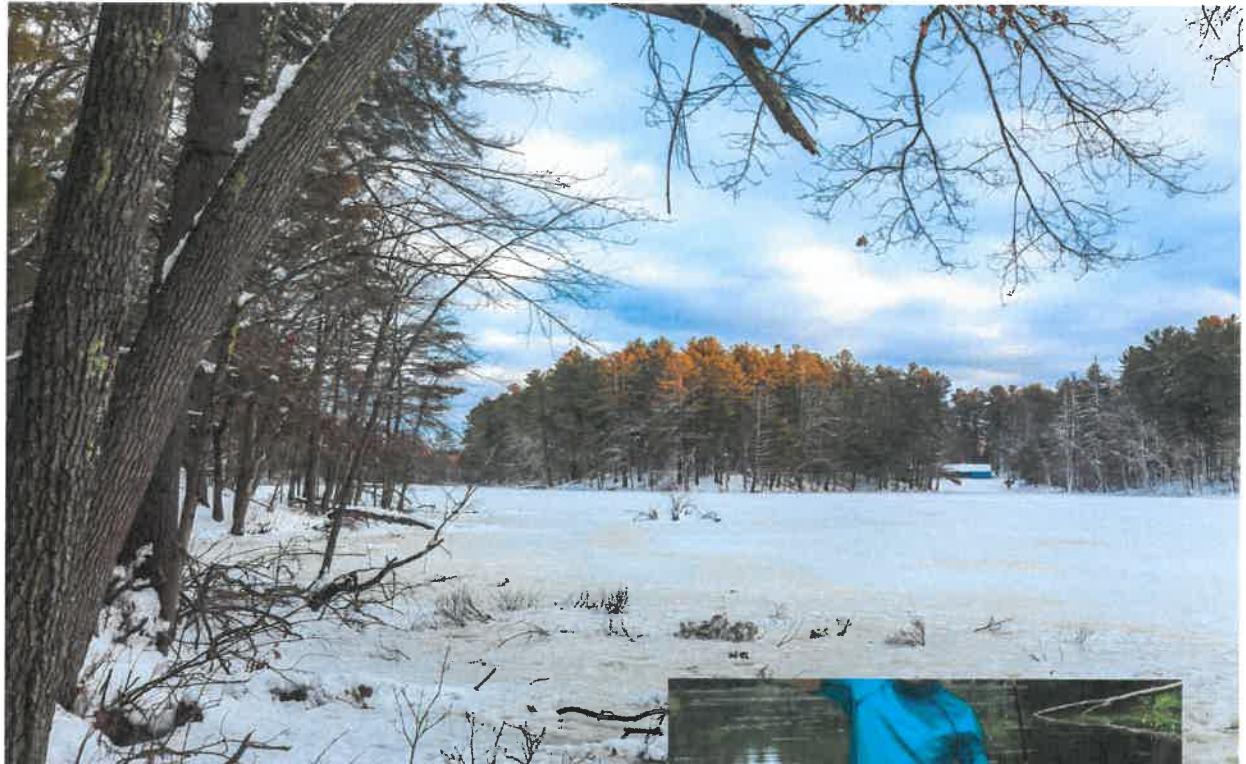
Greenbelt
Essex County's Land Trust



**BOYS & GIRLS CLUB
OF LYNN**

Camp Creighton

CONSERVATION PROJECT



Greenbelt
Essex County's Land Trust



**BOYS & GIRLS CLUB
OF LYNN**



Camp Creighton

Boys & Girls Club of Lynn

Proposed Conservation Restriction

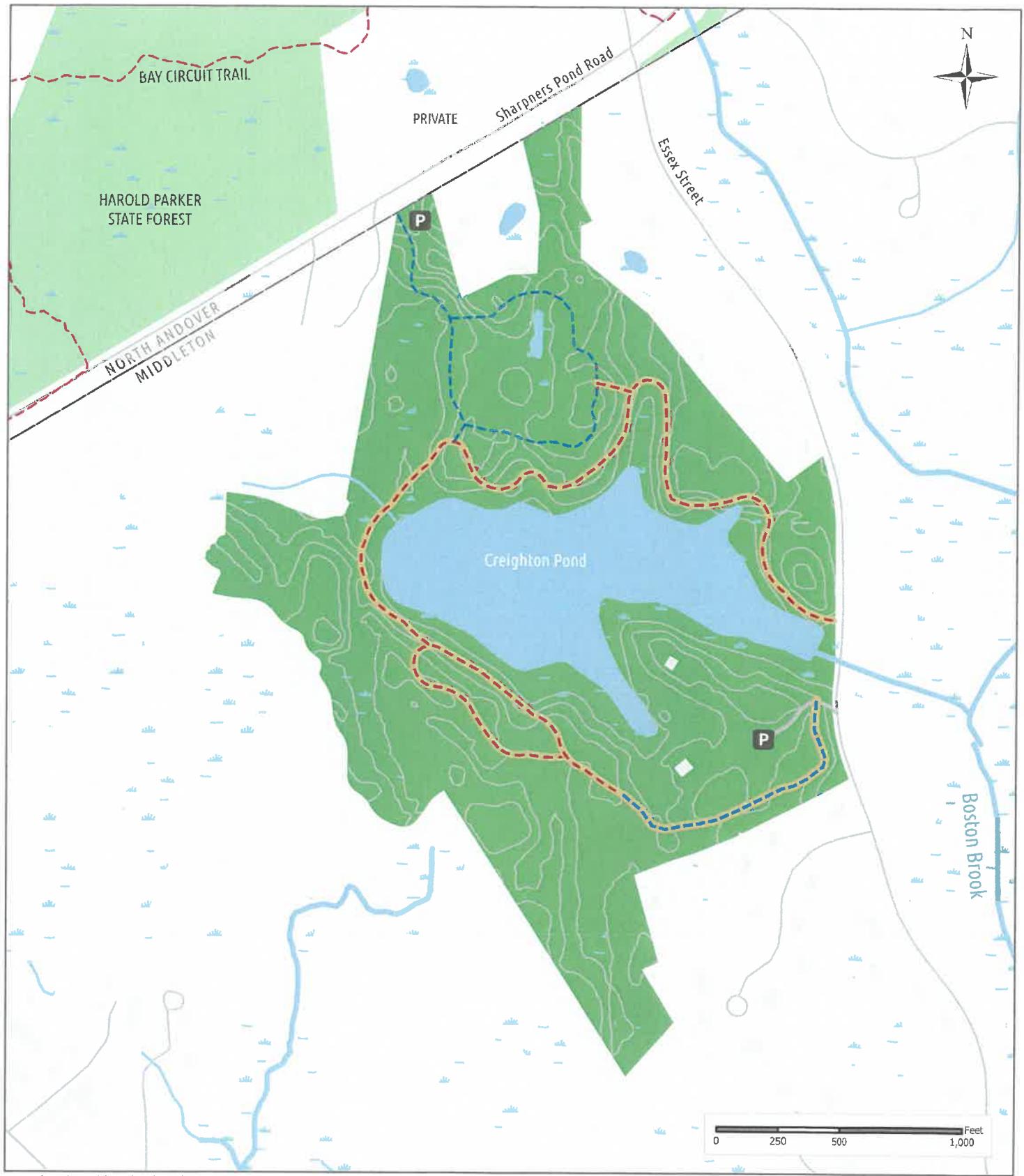
Middleton

121 Acres

Potential Reservation
Other Protected
Water
Wetlands

Stream
Parking
Road
Contour (3m)

Existing Trails
Potential Trails
Seasonal Use



Source data obtained from the Office of Geographic Information Systems (Mass GIS), survey plans, and global positioning systems (GPS). Boundaries are approximate. Map produced by Essex County Greenbelt Association, 2020



OFFICE OF THE TOWN ADMINISTRATOR

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978-777-3617
www.middletonma.gov

MEMORANDUM

TO: Kosta Prentakis, Chair
Community Preservation Committee

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Tramp House Roof
Adjusted Cost Estimate

DATE: March 18, 2021

Several months ago Anne Cote approached me about replacing the roof of the Tramp House. The roof is wood shingles and is in a deteriorated condition.

Anne provided me with an email quote from Brian Dobbins of Len Gibley Contracting Co., Inc. of Peabody. His email of August 20, 2020 is attached.

Gibley's estimate was for \$11,850. It was unclear whether it included an allowance for public procurement requirements (prevailing wage). I added 40% to Gibley's estimate to account for public procurement requirements which brought the estimate to \$16,590. I rounded that up to \$17,000.

Please let me know if I can provide any additional information.

Andrew Sheehan

From: ANNE COTE <laac@comcast.net>
Sent: Thursday, August 20, 2020 5:50 PM
To: Andrew Sheehan; Kosta Prentakis; Ken Gibbons
Subject: Fwd: Tramp House Roof
Attachments: Ref-roof-wood.doc; 2021 WC Certificate.pdf; 2020 COL.pdf

Gentleman,

Per our informal discussion we had Town meeting - this is an estimate we received for replacing the roof and making repairs to the Tramp House. We had discussed the possibility of using Community preservation funds. Is this still an option, do we need another estimate? thanks, Anne Cote

----- Original Message -----

From: Brian Dobbins <brian@lengibely.com>
To: laac@comcast.net, Office <office@lengibely.com>
Date: 08/20/2020 9:58 AM
Subject: Tramp House Roof

Anne,

I've included wood roof references and our insurance information below.

Thank you for giving us the opportunity to help you with your roofing project. We understand this is a significant investment in your property. We also realize you want to rest assured that the company you choose will not only do a great job but will also emphatically stand behind their work. Our crews install a variety of materials on a true variety of homes from simple \$5,000 small ranch roof replacements to intricate \$100,000+ Cedar roofs. We are a local family-run business that understands what it takes to be a trusted name in the community. A roofing company on Angie's List without C, D or F reviews and 98% A grades is unparalleled.

We have been in business over 45 years and pride ourselves on customer satisfaction. Some contractors have trouble just calling you back to set up an estimate or answer simple questions. We have a dedicated support staff including an office manager with a showroom that is open 5 days a week. From initial contact through quoting and job completion we will make sure your questions are answered and you do not feel ignored. The worst feeling you could have after choosing a contractor is not getting a return call, especially after multiple attempts to contact and even more so if you gave a large deposit. We rarely take a deposit of any kind to give you more peace of mind before we start your project. Other than workmanship, communication is everything.

Lastly, besides our dedicated roofing crew, we also employ 6 carpenters who work full time focusing on all exterior home improvements. Decks, screen porches, window and door replacement, gutters and general rot repair are just some examples of the work these men complete every day. We are an Azek PVC deck and trim accredited contractor (the only on the North Shore). PVC trim is becoming an important aspect to homeowners looking to replace defective pine trim. When replacing a roof the rake and fascia boards are more accessible making it the perfect time to replace that rotting trim.

Remove and dump cedar shingles on back Tramp House hip roof.

Remove and dump fascia board all four sides and change to PVC.

Reinstall small custom wood gutter.

Check sheathing, add cost to replace boarding at \$4/sf if we need to change spruce decking or \$2.50/sf if we need to change rotted plywood.

Install 30lb felt around the entire roof.

Install medium Handsplit Blue label cedar roofing shingles using stainless steel ring shank nails.

Cap over hips with copper and then install "aligator" hip cap using cedar cap shingles.

\$11,850

If you are interested in pursuing us completing your project I will write up a formal proposal that would be signed and submitted to your building department for proper permitting. Please let me know if you have any questions or if you would like to move forward with the formal proposal?

Thanks again for the opportunity,

-Brian

--
Brian Dobbins

Owner

Len Gibely Contracting Company

23R Winter Street

Peabody, MA 01960

phone: 978-531-8234 fax: 978-531-9304

email: brian@lengibely.com