

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, NOVEMBER 14, 2023
6:00 PM

This meeting is being recorded

Public Zoom Participation will not be available for this meeting

6:00 pm	1.	Business
	a.	Warrant: 2409, 2410, FP 28, FP 29
	b.	Minutes: October 24, 2023; November 7, 2023
	c.	Town Administrator Updates and Reports
6:10 pm	2.	Public Comment
6:20 pm	3.	Department Head Updates: Chief Doug LeColst, Middleton Fire Department
6:30 pm	4.	Presentation of donations by James Desrocher to Food Pantry and COA from Food Truck Festival
6:35 pm	5.	Review and endorsement of Master Plan Implementation Process
6:50 pm	6.	Finalize draft of FY24-FY26 Select Board / Town Administrator Goal Setting
7:00 pm	7.	Acceptance of Gifts and Donations
	a.	\$5,000 from Institution for Saving Charitable Foundation Inc for the Middleton Food Pantry
	b.	24" Commercial Fridge from Essex Technical School for the Sr. Center.
7:05 pm	8.	Donation Account and Policy for Municipal Complex
7:15 pm	9.	Peabody Street Bridge Alternative Funding Scenario, may include re-appropriation of other infrastructure-related ARPA funds
7:30 pm	10.	DE-2 Approval Letter Update and vote to support DOR determination regarding \$9.95M borrowing for the Municipal Building Project
7:35 pm	11.	Review of Holiday Schedule for CY 2024
7:40 pm	12.	Updates & Announcements
	13.	Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations with all units

Upcoming Meetings: November 28, December 12 Regular Select Board 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.

Votes may be taken on any or all agenda items.

MEETING MINUTES
 MIDDLETON SELECT BOARD MEETING
 FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
 143 SOUTH MAIN STREET, MIDDLETON, MA 01949
 TUESDAY OCTOBER 24, 2023 at 6:00 PM



This meeting was hybrid, in person and remote via Zoom; this meeting was recorded.

Select Board Present: Chair Jeff Garber; Rick Kassiotis; Clerk; Brian Cresta (A 6:03pm); Kosta Prentakis; Debbie Carbone

Others Attending: Justin Sultzbach, Town Administrator (TA); Jackie Bresnahan Assistant Town Administrator (ATA) /Human Resource Director; and others as noted.

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With a quorum present, Chair Garber called the meeting to order at 6 pm.

1. Business

a. Warrant 2408: Payroll \$ 792,000 ; Bills payable \$ 1,100,000; FP - None

The Town Accountant/Finance Director Sarah Wood has reviewed the warrants and requested the Board's approval. Town Administrator Sultzbach provided a brief overview of the Warrants presented for approval.

On a motion by Prentakis second by Kassiotis, the Select Board voted unanimously to approve Warrant # 2408 as presented.

b. Minutes – September 26, 2023 (OS & ES); October 10,2023

On a motion by Prentakis second by Kassiotis, the Select Board voted unanimously to approve the three sets of minutes as presented.

c. Town Administrator updates & Reports – J. Sultzbach

- Special Town Meeting was a huge success. Thank you to our boards, committees, and town staff that make it all possible.
- We are recipients of the Distinguished Budget Award for the July 1, 2023 Budget. Hats off to our Finance Team and the leadership of Finance Director Wood for this significant accomplishment.
- License Renewals for '24 have been mailed out, thank you to Deb Mahoney.
- We have held several conversations with the Town of North Andover regarding the proposed development along our border. Our team has stressed that the use of Middleton Water is a non-started, however we would entertain the negotiation of an intermunicipal agreement. Where such an agreement has not transpired at this time, it is our recommendation that should the project be approved it be done contingent upon a future agreement – or if the plan shows well use rather than municipal water.
- We are hosting an employee appreciated day this Friday, October 27th. Please note that Memorial Hall will be closing at 11 that day. Thank you to the Select Board for generously donating their personal funds to purchase food, and thank you to all of our employees for all of their hard work!
- Memorial Hall will be closed at 4pm next Tuesday the 31st for Halloween, rather than the late 6pm evening as typical for Tuesdays. Have a happy and safe time trick-or-treating!

d. Update on 49 South Main Street/10-18 Boston Street Project- Town Administrator Sultzbach reported the town should receive the traffic study in the next week. This will be distributed to the board and peer review for comments to the engineer in preparation for a public discussion. The Developer continues to be receptive.

2. Public Comment

- o *Anthony Pesce & Sandra Deoliveira, Mill Street, reported the pavement on Mill Street extension was not included in the repaving project a few years ago and is in disrepair causing puddling and further erosion of the road and icing in the winter, among other safety issues. They requested this be addressed. The Town Administrator and DPW director will look into this.*
- o *Fred Feldman, Rowell Lane, asked if the Board was aware the dumpster location abutting the residential for the Angelica property construction has not been changed on the plans. This has also been brought to the attention of the ZBA and will be monitored.*

3. Department Head Updates:

- a. Department of Public Works, Paul Goodwin, Superintendent.- P. Goodwin noted the drainage structures on Mill Street need to be addressed and he is aware of this issue.
- b. **DPW Deputy Appointment**, Travis Davies, Present - ATA Bresnahan reviewed an internal interview/hiring process was followed and the panel unanimously recommended T. Davies be promoted as Deputy Superintendent with an effective date of January 1. The Town clerk was present and swore in T. Davies.

On a motion by Cresta, seconded by Prentakis, the Board voted unanimously to appoint Travis Davies as DPW deputy Superintendent from January 1, 2024 through June 30, 2026.

c. Waiver of Cemetery regulations - Glidden Bench Request

The request for this oversize bench monument, serving as the headstone, minimally exceeds the regulated size and requires a waiver. It is being proposed to be centered between two side by side double lots owned by the same family.

On a motion by Cresta, seconded by Prentakis, the Board voted unanimously to approve the request from the Glidden Family for the larger width to accommodate the bench at the four plots.

4. Request from Patriotic Observances Committee to lower membership from six (6) to five (5)

Upon a recent resignation, the Committee currently is five members and request to maintain the five member committee. The staggering of terms will be addressed at the annual appointments/

On a motion by Cresta, seconded by Prentakis, the Board voted unanimously to approve request from Patriotic Observances Committee to lower membership from six (6) to five (5).

5. Review of Select Board Public Zoom Participation Protocol

Due to the recent Zoom interruption, the Board discussed the use of Zoom. It was noted some Boards /Committees rely on Zoom to meet quorum. The board acknowledged the usefulness of Zoom counsel but determined using Zoom for public participation be discontinued for the Select Board meetings.

This does not change the town's remote participation policy or offer guidance to other boards/committees.

On a motion by Kassiotis, seconded by Carbone, the Board voted unanimously to discontinue the use of public Zoom.

6. Brigadoon Neighborhood Parking Policy

a. School Parking Policy – Town Administrator Sultzbach reviewed the proposed policy for the Fuller Meadow Elementary school parking, as related to the complaints from neighbors related to student drop off and pick up safety issues around their properties. The policy includes new signage and assigned placards to residents of these abutting neighborhoods. A \$15 fine will be imposed by the Police Department for non-compliance and may be appealed through the town's process. The Board will follow up on the initial policy and amend as needed. It was noted this will not resolve all the issues with parking and traffic and discussions will continue about expanding the parking lot and expanding the bus transportation. Another memo will be sent to parents.

On a motion by Cresta, Seconded by Carbone, the Board voted unanimously to approve the Brigadoon Neighborhood parking policy as outlined in the memo date October 24, 2023.

b. Halloween Parking Policy – Due to traffic and parking concerns in the Brigadoon neighborhood, a parking ban for Tuesday October 31 is proposed to only permit parking on the even side of the streets for the entire Brigadoon neighborhood from 4-7 pm. This would allow parking to continue on the odd side of the street only during that time frame.

On a motion by Cresta, seconded by Kassiotis, the Board voted unanimously to approve the Halloween parking requirements as detailed in the October 20, 2023 Memo and this ban remain in place until rescinded by the Select Board

6. Revise one day liquor license policy and prep for annual renewal requirements

At the suggestion of the Select Board the policy was revised to require documentation to map the area pertaining to the serving of alcohol.

On a motion by Prentakis, seconded by Cresta, the board voted unanimously to accept the revisions to the One Day Liquor License Policy as presented.

7. Finalize draft of FY24-FY26 Select Board / Town Administrator Goal Setting

The board reviewed the FY 24 -26 Goal Settings as updated by the Town Administrator.

On a motion by Prentakis second by Cresta, the Board voted unanimously to approve the Goal Setting as (amended) discussed.

8. Vote to accept PCA 360's Project Budget Summary Report- Determination of Borrowing Covered by Debt Exclusion - Municipal Building Project

The Town filed for a waiver through the DOR regarding the additional funding for the Municipal Building Project. The request of the board was to accept the Budget Summary Report as it pertains to the waiver needed to affirm the scope of the project did not change and the additional funding as approved at town meeting is related to the inflationary cost of the project.

Town Administrator Sultzbach reviewed all the documents included in the packet.

This would certify that due to inflationary issues, a secondary ballot vote is not required to cover the additional funding request for the Municipal Building Project.

On a motion by Prentakis, seconded by Carbone, the Board voted unanimously to approve the PCA 360's Project Budget Summary Report- Determination of Borrowing Covered by Debt Exclusion - Municipal Building Project.

9. Updates & Announcements

The volunteers and businesses were thanked for their participation and donations for the Pumpkin Festival.

Upcoming Meetings:

November 7 & 28 Regular Select Board Meetings

Adjournment -*The Board voted unanimously to adjourn at 7:56 pm.*

Respectfully submitted by,

Catherine E. Tinsley

Catherine Tinsley, Recording Secretary

Rick Kassiotis, Select Board Clerk

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

- Agenda: October 24, 2023
- October 10, 2023 Warrant # 2407: FP27
- Minutes: September 26, 2023 OS/ES; October 10,2023
- Town Administrator Report
- T. Davies Resume
- Chapter 378 Oakdale Cemetery
- Email: A. Garber RE Cemetery monument
- Email: Patriotic Observation Committee Request 10.20.23
- Memo J. Bresnahan re. Zoom Incident 10.20.23
- Memo J. Sultzbach Re Brigadoon Neighborhood Parking Policy 10.24.23
- Memo J. Sultzbach Re Halloween Parking 10.20.23
- One Day Special Liquor License application – Amended
- Town of Middleton Priorities and Goals Fy24-26
- Memo J. Sultzbach Town of Middleton DOR Determination of Borrowing Covered By Debt Exclusion 10.24.23

1b(2)

MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
Town Clerk's Office
48 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY November 7, 2023, at 12:30 PM

Public Zoom Participation will not be available for this meeting.

Select Board Present; Clerk Rick Kassiotis; Brian Cresta; Kosta Prentakis; Debbie Carbone
Others Attending: Justin Sultzbach, Town Administrator (TA); Ilene Twiss (Town Clerk); Carmelina Fiore
(Assistant Town Clerk). and others as noted.

Absent: Chair Garber

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.

With a quorum present, Clerk Rick Kassiotis called the meeting to order at 12:30 pm.

Business

1. Recommendation by the Police Chief for the Appointment of full-time Police Officer:
Jonathan Santiago (votes may be taken)

Jonathan graduated from Northern Essex with an associate degree and has worked for Lawrence PD since 2020.

On a motion by Brain Cresta, seconded by Debbie Carbone, the Board voted 3-0 (Rick Kassiotis recused himself) to appoint Jonathan Santiago as a full-time Police Officer on the recommendation by the Police Chief through 6-30-2025 with a 1-year probation period.

Captain Matthew Armitage thanked the Select Board for being accommodating in voting on Jonathan Santiago as a Full Time Police Officer quickly.

Adjournment- The Board voted unanimously to adjourn at 12:35 PM



5

Master Plan Committee

Town of Middleton, Massachusetts

November 3, 2023

Jeffrey P. Garber, Chairperson
Middleton Select Board
48 So. Main Street
Middleton, MA 01949

RE: Master Plan 300 Implementation

Dear Chairperson Garber,

As part of the Master Plan Committee's duties under Section 53-2 of Town Code, the Committee is charged with the "administration" of the Master Plan. Therefore, the Committee is proposing to oversee the implementation of the recommendations made in our 2018 Master Plan 300.

The Committee has approved both the attached Implementation Process and Master Plan recommendation chart, which is a copy of the existing Master Plan implementation chart that has been sorted by those responsible for their implementation. Please note that most parties responsible for implementing recommendations are not aware of these assigned tasks. After departments are updated on the Master Plan implementation tasks and input is received, the chart will be updated to show any additional completed or ongoing tasks.

The proposed implementation plan includes annual reports to the Select Board in April of each year, as well as reaching out to Department Heads, Boards, and Committees during the year to track progress toward completing the Master Plan recommendations. The Master Plan Committee also plans to provide an update on Master Plan implementation progress at each annual Town Meeting.

The committee is looking for feedback from the Board and respectfully requests that the Board vote to approve the proposed implementation plan.

Sincerely,

The Master Plan Committee:

Chairperson Brian Carroll
Annie Wilton
Brian Cresta

Peter Moon
John Erickson
Beth Andres-Beck

Amie Galuszewski
Karen McCafferty
Robert Murphy

Master Plan Committee Implementation Plan

1. MPC will present their plan to “implement” the Master Plan recommendation to the Select Board and receive their endorsement to put the proposed Implementation Plan into action.
2. The Master Plan Implementation List will be discussed at a Town Department Head meeting. Staff will be directed to work on implementing assigned Master Plan recommendations.
3. MPC will develop a schedule to reach out to the staff/boards responsible for each assigned task and keep track of items that are either ongoing or completed.
4. Annual results of implementation will be reported to the Select Board in April of each year.
5. Master Plan Implementation Website will be updated regularly.

Middleton Master Plan Implementation Website:

<https://sites.google.com/view/middletonmasterplan300implemen/home>

MASTER PLAN IMPLEMENTATION - BY PARTY RESPONSIBLE

Lead Party Responsible	RECOMMENDATIONS [TASKS ALREADY ADDRESSED OR ONGOING IN GREEN]	Parties Responsible *	PROGRESS NOTE	Completed or Ongoing Items
Affordable Housing Trust	Action: Leverage CPA funds to protect and preserve existing unprotected properties or affordable units at risk of being lost	AHT, TP, CPC		
	Action: Ensure that at least 10% of new housing is accessible or adaptable to individuals with disabilities and/or include supportive services.	AHT, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Conservation Agent	Action: Form a proactive task force to deal effectively with the political and funding issues relating to land acquisition and to provide guidance for this goal and related strategies	CA, CC, CPA		
	Action: Initiate and pursue a property acquisition program to create new and broader opportunities for residents to experience a variety of benefits through the use of conservation land.	CA, CC, CPA	Pursued and acquired DCAMM/former Essex Co. properties.	<input checked="" type="checkbox"/>
	Action: Initiate and pursue other activities to protect open space, conservation land, and water resources, such as through conservation easements, deed restrictions, other formal agreements or instruments such as the current Flexible Development By-Law.	CA, CC, TP, MST	Zoning initiatives that protect/conserve open space will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	Action: High priority should be given to land acquisitions for open space or conservation that provide the simultaneous benefit of protecting the Town's drinking water.	CA, CC, DPW	Significant land acquired along the Ipswich R & Town of Danvers owns significant amount of land to protect water supplies.	<input checked="" type="checkbox"/>
	Action: Work to advance public education and awareness around drinking water protection. Continue involvement with partners such as the Stream Team to improve the health and access of waterways throughout the Town including the Ipswich River.	CC, CA, MST, DPW		
	Action: Promote access points, trails, amenities, maintenance, and management on conservation parcels to encourage public use and promote public support for continued conservation efforts by showcasing the value of the public land.	CA, CC	Efforts to partner with volunteers to assist in trail development is ongoing	<input checked="" type="checkbox"/>
	Action: Partner with volunteers and organizations, agencies, and other individuals to assist in trail development and maintenance to improve public access to conservation lands and to supplement town services in a coordinated manner.	CC, CA	Efforts to assist in trail development and maintenance are ongoing. More assistance is needed to maintain the woodland trails.	<input checked="" type="checkbox"/>
Council on Aging	Action: Update the guide to conservation land and hiking trails as new resources are developed.	CC, CA	Efforts to partner with volunteers to assist in trail development is ongoing	<input checked="" type="checkbox"/>
	Action: The Town should coordinate with the Council on Aging and other local senior advocates to help households in need get the support they deserve through local programs or improved living conditions.	COA, AHT		<input checked="" type="checkbox"/>
	Action: Promote the successes of CPA funded activities.	CPC, HC CUL		
Comm. Preservation Committee	Action: Hold a Middleton Heritage Day festival to celebrate the town's history, perhaps in conjunction with a harvest festival to celebrate the agricultural heritage.	CPC, HC, 1728		
	Action: Develop a house, farm, cemetery, or architecture by foot and/or bicycle tour to promote Middleton's distinctive character and history. May be promoted as an annual event or self-guided tour, or both.	CUL, HC	The Historical Society helped create a walking tour in the center of Town.	<input checked="" type="checkbox"/>

	Action: Expand the presence of Middleton historic and cultural resources as part of the Essex National Heritage Area.	CUL, HC	The Historical Society has partnered with the Flint Library in the past to participate in past "Trails and Sails" events run by the Essex National Heritage Area. The Cultural Council may want to either sponsor this event or become involved.	<input checked="" type="checkbox"/>
Dept. of Public Health	Action: Encourage or provide incentives for convenience stores to offer more healthy and nutritious foods like fruits, vegetables, and whole grain foods.	DPH, BOH, BOT		
	Action: Monitor local needs for supplemental nutrition benefits, especially among vulnerable populations including low income households and seniors.	DPH, BOH	Farmer's Market in place in 2015 but failed. Will revisit idea.	<input checked="" type="checkbox"/>
	Action: Provide informational materials for new and existing residents who live in proximity to roadways with higher traffic volumes (e.g., Route 114).	DPH		
	Action: Encourage use of a health assessment tool, such as the NACCHO Public Health in Land Use Planning & Community Design checklist, in planning and development decision making.	DPH, PB, ZBA		
	Action: Bring a Health Perspective to the Community Preservation Committee through consultation with the Health Department or Board of Health.	DPH, CPC		
DPW	Action: Apply for Complete Streets funding to improve pedestrian and bike safety and community character in the Middleton Square area.	DPW, TP, CSC		
	Action: Reconfigure the Town Center to improve sense of place, walkability, and identity that is currently dominated by a four lane highway.	DPW, TP, TA		
	Action: The Town should encourage pedestrian friendly strategies such as adding new sidewalks and bike paths, through capital planning and revision of Zoning and Planning Board regulations with the end goal of improving walkability and connecting commercial areas.	DPW, TP, CSC, PB, ZBA	Both the ZBA and Planning Board have adopted policies of requiring public sidewalks build as part of development projects. Both boards also recently completed updates of their Rules that include Complete Streets principles and encourage pedestrian amenities.	<input checked="" type="checkbox"/>
	Action: Reconstruct major streets (Maple, East) as Complete Streets.	DPW, TP, TA	Maple/Liberty intersection completed 2020 with Complete Streets funding. East Street sidewalk planned in Cap Plan.	<input checked="" type="checkbox"/>
	Action: Provide traffic calming measures for River, Forest, Liberty, Peabody, Essex, and School Streets.	DPW, TP, TA	Ongoing with the use of radar speed signs and crosswalk pedestrian markers	<input checked="" type="checkbox"/>
	Action: Develop a traffic calming pilot project on one of the prioritized streets.	DPW, TP, TA	Efforts to add traffic calming to Washington/Central neighborhood are ongoing	<input checked="" type="checkbox"/>
	Action: Analyze Middleton water system and develop a phased Capital Improvement Program to meet town water and waste water needs.	DPW, TA, BOS	Design work started on 2 water projects in 2023	<input checked="" type="checkbox"/>
	Action: Continue to develop and implement the Town Roads program.	DPW, TA, BOS	Ongoing	<input checked="" type="checkbox"/>
Historical Commission	Action: Create, maintain and update inventory list of properties with historical significance and highlight those properties that may be at risk.	HC		
	Action: Form a support network for historic home owners to promote awareness of historic homes and connect homeowners to resources	HC		
	Action: Proactively identify a roster of potential CPA funded improvements and fund.	HC, CPC, CUL		

Mun. Assessor	Action: Identify a list of properties that should be tracked for acquisition and conservation efforts including properties that may be at risk, properties that are a high priority for conservation, and Chapter 61	MA, CA		
Planning Board	Action: Promote HPP publicly and with Town Departments, boards, and committees	PB, MPC		
Rail Trail Committee	Action: Develop the Middleton Rail Trail between Danvers and North Andover	RTC, TP, CA, DPW	The stretch of rail trail from Essex Street to the Danvers border has been completed. The portion from Essex to the North Andover is in the planning stages.	<input checked="" type="checkbox"/>
	Action: Create signed and marked foot trail network branching off the Middleton Rail trail.	RTC, TP, CA, DPW		
	Action: Develop a comprehensive trail network according to the Middleton Trails Vision.	RTC, CA, CC, TP, CPC, DPW	Work on the Rail Trail is progressing and Middleton has a robust network of trails that can be found in a printed trail booklet.	<input checked="" type="checkbox"/>
Town Administrator	Action: Develop a workforce and economic development strategy that looks at zoning, opportunity sites, outreach, and marketing to attract existing regional health care and social assistance employers	TA		
	Action: Consider the sale of existing, under- utilized and developable Town-owned parcels towards the development of a Town Municipal Complex.	TA, BOS, MA	The town purchased 105 So Main in 2019 and plans to build a Municipal Complex on the property	<input checked="" type="checkbox"/>
	Action: Invest in sewer infrastructure to support desired retail and compact housing	TA, BOS		
	Action: Develop and adopt a Town Character Statement	TA, BOS		
	Action: Support Farmers Market during Spring, Summer, and Fall to encourage use of local and healthy foods.	TA, BOS, BOH		
	Action: Provide more mobility options for older residents and households with limited access to personal vehicles.	TA, BOS, COA		
	Action: An opportunity could exist for Town officials to partner with its major employers, Transportation Networks Companies, Merrimack Valley TMA, North Shore TMA, MBTA and/ or North Shore Community College in order to expand such "ride sourcing" service to its seniors or other residents.	TA, BOT, COA, BOS, TP		
	Action: Coordinate land acquisition, conservation, and open space activities of the Conservation Commission, the Water Department, the Board of Selectmen, and the Middleton Stream Team with the overarching goal of protecting drinking water.	TA, CA, CC, MST, BOS		
	Action: Continue to seek funding sources for expansion to meet the evolving recreational facility needs of the town and identified management, improvement or maintenance projects for existing recreational facilities.	TA, DPW, TP, CA, RC		
	Action: Explore planning and building new public safety, senior and municipal safety facilities at the former Middleton Golf Course location.	TA, FD, COA, PD	Municipal Complex is an ongoing project that will break ground by the spring of 2024.	<input checked="" type="checkbox"/>
Action: Continue to develop and implement 5-year Capital Improvement Plans.	TA, BOS, all Town Departments	Ongoing		<input checked="" type="checkbox"/>
	Action: Continue efforts to devote adequate resources and equipment, for all Town Departments, particularly for public safety departments over the next five years.	BOS, TA	Ongoing	<input checked="" type="checkbox"/>

	Action: Engage in grant writing efforts to upgrade municipal departments and defray public costs.	TA, all Town Departments	Ongoing	<input checked="" type="checkbox"/>
	Action: Continue to devote adequate resources, professional development and curriculum upgrades at Tri-Town and Masconomet Schools to the greatest degree possible	SC, TA, BOS	Ongoing	<input checked="" type="checkbox"/>
	Action: Where possible, supplement funding for capital projects through grant programs, e.g. MSBA, Green Communities, and Assistance to Firefighters Grant Program.	BOS, TA	Ongoing	<input checked="" type="checkbox"/>
	Action: Explore regionalization opportunities for more efficient public service delivery.	BOS, TA	Ongoing	<input checked="" type="checkbox"/>
	Action: Upgrade public safety communications and efficiency.	FD, PD, TA		
	Action: Form Preservation or Restoration Committees for primary historic building resources, such as the Flint Library or Old Town Hall.	BOS, TA, HC		
Town Planner	Action: Consider creating a housing partnership and or trust as outlined in Housing Production Plan (HPP).	TP	Affordable Housing Trust created in 2022.	<input checked="" type="checkbox"/>
	Action: Study Village Mixed Use Zoning to see how Middleton can better encourage mixed-use development around common open space.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	Action: Explore use of a Chapter 40R Smart Growth Zoning Overlay.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	Action: Consider use of accessory dwelling units.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	Action: Consider zoning for cottage-style housing, especially for over-55 housing.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	Action: Explore use of Open Residential Design subdivisions with open space and affordable housing incentives.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	Action: Consider revisions to zoning bylaw to encourage Affordable Housing Development:	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	· Allow accessory dwelling units (ADU)Explore broader range of housing types "as-of-right" rather than special permit		This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	· Explore a higher maximum lot coverage and/or reduced minimum lot size for residential zoning districts in close proximity to Town commercial nodes		This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	· Encourage rental apartments within retail/mixed-use districts		This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	· Pursue suitable Ch. 40R Smart Growth locations		This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	· Explore the creation of a potential Town-wide or area-specific Inclusionary Development Policy		This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	· Allow "by-right" duplexes within the smaller-lot residential areas adjacent to existing retail nodes		This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	· Allow for and/or incentivize clustered residential/open-space subdivisions by providing a density bonus		This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
	Action: Sponsor a design ideas competition to explore redevelopment potential of suitable sites for mixed-use districts	TP		
	Action: Inventory existing, under-utilized and developable Town-owned parcels.	TP, MA	Inventories already exist under the Assessor's codes	<input checked="" type="checkbox"/>

Action: Consider flexible zoning in key areas to allow mixed use districts. Key areas include: (a) the intersection of Main, Forest and Essex streets; (b) the Town's center at Middleton Square; (c) the intersection of Gregory, Maple and East streets; (d) the area near North Main Street and Sharpners' Pond Road and (e), some South Main Street MI and B zoned areas.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Action: Explore use of a Chapter 40R Smart Growth Zoning Overlay.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Action: Consider allowing additional zoning uses for health care related fields.	PB, MPC, TP	This will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Action: Conduct a thorough zoning audit of the bylaw to identify specific recommendations for revisions and updates.	ZBRC, PB, MPC, TP, BC	Zoning Audit was completed by the Zoning Bylaw Review Committee in 2022.	<input checked="" type="checkbox"/>
Action: Consider specific revisions to the Zoning Bylaw including:	PB, MPC, TP, BC	These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ·Update the use regulations to include uses that are currently not included such as mixed-use, Skilled Nursing Facilities, Assisted Living and Congregate Living ·Clarify the current Village Residential R-2 zoning. Language for the R-2 District should state the dimensional requirements for single-family homes, which are an allowed use. 		These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ·Evaluate the current Business District to see if it still serves the Town's needs and consider revising/adding uses and dimensions; could be considered alternative to adopting Village Mixed Use overlays in certain areas. 		These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ·The town currently allows Adult Day Care Facilities, but it is not included in the Definitions section of the zoning bylaw and should be added. 		These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ·Resiliency and Climate Change: Review and update town strategies, policies, zoning and general bylaws for clarity, resiliency and climate change improvements on a five year basis to coincide with the renewal of the town's federally mandated hazard mitigation planning process. 		These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ·Review/update the Zoning Map to ensure that it is consistent with the Zoning Bylaw. 		These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Action: Develop a framework for assessing Town- owned land for potential uses, including resource protection, housing, public facilities, and economic development, or to save for future needs.	TP, PB, TA		
Action: Develop an Open Space Residential Design (OSRD) bylaw to be used as default subdivision style, without an age restriction.	PB, MPC, TP	These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Action: Investigate suitable locations for a 40 R District, including the current Fire Station site if the Middleton Golf Course purchase is approved.	TP, PB	The Fire Station parcel is not available for development as it is owned by the Library.	<input checked="" type="checkbox"/>
Action: revise the Zoning Bylaw to include incentivized traditional New England "village-style" mixed-use developments.	PB, MPC, TP	These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
To increase housing options, the town should consider allowing Accessory Dwelling Units in all the residential districts without increasing the minimum required lot size of the lot or by adding excessive parking requirements or age requirements.	PB, MPC, TP	These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Action: Green Space Preservation Development District: The Town might wish to consider a Green Preservation Development District that enables development of professional business offices and services in a residential district.	PB, MPC, TP	These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>

Consider establishing a Scenic Overlay District to preserve open farmland views off South Main Street.	PB, MPC, TP	These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Sprawl Repair and Neighborhood Building- As development conditions change, the Town may wish to explore the possible transition from the type of auto-centric, single-use styles that have guided the town's development over the last 50 years towards a more balanced, mixed-use, walkable style more accommodating towards a wider range of incomes, building types, modes of transportation and civic spaces.	PB, MPC, TP	These will be addressed as part of the Zoning Bylaw Update.	<input checked="" type="checkbox"/>
Action: consider instituting an annual land-use related All-Boards and Committees Workshop to report on on-going projects common to all boards, hold special trainings, invite speakers and reflect on town planning, preservation and development goals	TP, PB, CC, ZBA		
Action: Prioritize actions to reduce local single occupant vehicle trips in order to reduce locally- generated motor vehicle trips and related air pollutants.	TP, PB, ZBA	The ZBA and Planning Board have both adopted Pedestrian Improvement policies that require new developments to include pedestrian and bicycle amenities. The Town also adopted a Complete Streets Policy in 2014 that promotes pedestrian amenities to encourage more walking and biking.	<input checked="" type="checkbox"/>
Action: Explore use of Racial Equity Impact Assessment in municipal planning and development decision making.	TP, PB, BOH, ZBA		
Action: As the Town's population continues to grow, study recreational facility use and need patterns to identify new facilities to meet community needs.	TP, CPC, RC, CA		
Veteran's Agent	Action: Explore options for providing housing for veterans.	VA	

* The following list identifies the acronyms used for responsible parties and potential funding sources in the table:

1728 – 1728 Club
 AHT – Affordable Housing Trust
 BC – Building Commissioner
 BOH – Board of Health
 BOS – Board of Selectmen
 BOT - Board of Trade
 BRC- Bylaw Review Committee
 CA - Conservation Agent
 CC – Conservation Commission
 COA – Council on Aging
 CPC – Community Preservation Committee
 CSC- Complete Streets Committee
 CUL- Cultural Council
 DPH - Director of Public Health
 DPW – Department of Public Works
 FD – Fire Department

HA- Housing Authority
 HC -- Historical Commission
 MA - Municipal Assessor
 MPC- Master Plan Committee
 MST- Middleton Stream Team
 PB – Planning Board
 PD – Police Department
 RTC- Rail Trail Committee (MiRTA)
 RC- Recreation Commission
 SC – School Committee
 TA – Town Administrator
 TP – Town Planner
 VA – Veterans Agent
 ZBA- Zoning Board of Appeals
 ZBRC – Zoning Bylaw Review Committee



TOWN OF MIDDLETON PRIORITIES AND GOALS FY2024-2026

ADOPTED BY THE SELECT BOARD OCTOBER 24TH, 2023

Introduction: This document is intended as a guide for the Select Board, Town Administrator, and Town departments. It is intended to provide a broad framework within which we operate and direct our time, efforts, and resources. Commencement is expected during the identified time horizon, though completion may extend past the identified time horizon.

1. Continue to support the Town Building Committee to keep the public facilities project on budget and schedule. The project will be undertaken with a long term view, ensuring it meets near and long term needs, minimizes operational costs, and takes advantage of modern building technologies. The Town will identify and pursue external funding in order to minimize the impact on property taxpayers. Alternative funding sources may include but are not limited to Community Preservation Fund, State and Federal assistance, donations, and sale of Town assets.

Period of Performance: FY24-26

Milestones:

- **FY24: Design, engineering, permitting**
- **FY24-25: Construction, site work. Creation of centralized maintenance oversite for town-owned properties.**
- **FY25-26: Move-in, project close-out**

2. Implement the Pedestrian Improvement Plan and provide updates via Select Board meetings and the Town website.

Period of Performance: FY24-25

Milestones:

- **FY24: Don't Block the Box, Central Square study implementation**
- **FY24-25: Begin sidewalk extensions**

3. Conduct a Town-Wide Fee Study.

Period of Performance: FY24-25

Milestones:

- **FY24: Continue fee study; recommend changes for Select Board adoption**
- **FY25: Implement findings into FY25 budget**

4. Develop information technology with additional projects through the Regional IT Collaborative and newly funded IT position.

Period of Performance: FY24-25

Milestones:

- **FY24: Transition to Regional IT Collaborative, migrate functions**
- **FY24-25: Connect to regional fiber network, continue to migrate away from paper records**

5. Increase recruitment strategies for volunteers and committees.

Period of Performance: FY24-26

Milestones:

- **FY24-26: Promote vacancies using multiple means, develop and hold citizen academy**

6. Support the Solid Waste Advisory Committee in developing a long term strategy for solid waste management.

Period of Performance: FY24-25

Milestones:

- **FY24: Support SWAC's data gathering; evaluation of options**
- **FY25: Implementation**

7. Compile complete list of Town Owned properties. Examine paths forward to surplus, develop, or preserve where appropriate.

Period of Performance: FY25-FY26

- **FY24: Update and compile complete list. Development action plan for each property.**
- **FY25: Implement action plan for each property.**

8. Identify opportunities to study and address town wide traffic concerns and development.

Period of Performance: FY25-FY26

- **FY24: Coordinate with MassDOT to identify opportunities to link traffic remediation with potential development.**
- **FY25: Implement action plan where appropriate.**

9. Renew focus on employee engagement, satisfaction, and appreciation for recruitment and retention

Period of Performance: FY25-FY26

- **FY24: Continue with periodic, systematic review of salary surveys in relation to compensation in peer communities.**
- **FY24: Prioritize employee health and wellness as part of staff trainings.**
- **FY24: Continue where budgeting allows the progress towards increasing the Town contribution to health care split up to 70/30.**
- **FY25: Implement Employee Satisfaction Surveys**

10. Overall communication strategies

Period of Performance: FY25-FY26

- **FY25: Continue Pre-Town Meeting Outreach.**
- **FY25: Improve Public and Internal Communication.**
- **FY25: Host quarterly Town Administrator Coffee Hours.**
- **FY25: Implement quarterly interdepartmental staff visits to Select Board Meetings.**
- **FY25: Explore the use of video postings with various department heads to engage and inform the public.**
- **FY25: Regular posting of TA Reports to the town website.**



Council on Aging
Old Town Hall
38 Maple Street
Middleton, MA. 01949
978-777-4067
www.townofmiddleton.org

7a

October 24, 2023

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

Re: Middleton Food Bank Donations

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

Thank you,

Jillian Smith

Jillian Smith
COA Director

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

Date: 10/19/23

Name: Institution for Savings Charitable Foundation Inc.

Donation: \$5,000.00

Check Number 4353

This donor would like to remain anonymous

Yes

xx No

INSTITUTION FOR SAVINGS

CHARITABLE FOUNDATION INC.

4353

Date
10/19/2023

Invoice Number
Donation

Description
Donation for food assistance/to go bags program

Amount
5,000.00

Amount Due: 5,000.00

W/H Amount: 0.00

Net Amount: 5,000.00

INSTITUTION FOR SAVINGS
CHARITABLE FOUNDATION INC.
83 STATE ST
NEWBURYPORT, MA 01950

INSTITUTION FOR SAVINGS
NEWBURYPORT, MA 01950

4353

53-7094/2113

00

CHECK NUMBER

Check Number
4353 Payment Date
10/19/2023 Amount
\$5,000.00

FIVE THOUSAND and 00/100*****

PAY
TO THE
ORDER
OF

Middleton Food Pantry
PO Box 855
38 Maple Street
Middleton, MA 01949

Memo: Food assistance


AUTHORIZED SIGNATURE

#0004353# 102413709431# 1#88 020268 1,18

TOWN OF MIDDLETON
OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949

7b

Telephone (978) 777-3617
justin.sultzbach@middletonma.gov

TO: Select Board
FROM: Justin Sultzbach, Town Administrator
DATE: November 14th, 2023
RE: Essex Tech donation to Council on Aging

Board Members,

In late October it was brought to my attention that a 24" commercial fridge had failed at the Senior Center. I did confirm this with Council on Aging Director Jillian Smith. She mentioned that the Council on Aging had discussed this at a recent meeting.

In mentioning this to Heidi Riccio, Superintendent of Essex Tech, she graciously expressed that they have a gently used surplus 24" commercial fridge available and would be willing to donate it to the Senior Center. I wanted to take a moment to publicly acknowledge the donation, we thank Essex Tech for their partnership.





OFFICE OF THE TOWN ADMINISTRATOR

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



November 9, 2023

To: Select Board
CC: Building Committee; Town Administrator; Finance Director/Town Accountant
From: Jackie Bresnahan, Assistant Town Administrator/HR Director
RE: Municipal Facilities Complex – Donation Account and Policy

As discussed in recent meetings, the Town has a donation account available for any parties interested in contributing to the Municipal Facilities Complex. In order to best utilize this capacity in supporting the Municipal Complex Project, I would like to recommend that the Select Board create an ad hoc committee from now until June 30, 2026 to encourage and solicit donations as well as develop a naming policy for various locations and features of the project. I would recommend 2 seats including a Select Board liaison and a Building Committee liaison, with three at-large.

The goal of this committee would be to solicit institutional and individual giving for the project to help reduce the burden to the taxpayers, as we did with the Flint Public Library renovation. This function of fundraising would complement the state and local funds already committed as well as the grants and federal funds being sought. This ad hoc committee would function as a municipal committee, but would advocate for funding in the nature of a “friends of...” group for the entire complex including public safety, town hall, community center, council on aging, and the town common.

TOWN OF MIDDLETON

OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949



Telephone (978) 777-3617
justin.sultzbach@middletonma.gov

TO: Select Board
FROM: Justin Sultzbach, Town Administrator
DATE: November 14th, 2023
RE: Peabody Street Bridge Alternative Funding

Board Members,

The Peabody Street Bridge has a budget as follows:

\$300,000 – State Funding
\$125,000 – ARPA
\$50,000 – Ch.90
\$475,000

As mentioned in a recent meeting, the project went out to bid and received the following response:

\$1,473,840 - \$1,150,397 - \$994,275 - \$903,500 - **\$566,317**

We have determined that the low bid of \$566, 317 is qualified, however it is \$91,317 over budget. Further complicating matters, we have not received confirmation from the State on when they would be able to release their \$300,000 contribution, inflating our gap to \$391,317 for the time being.

After discussing this with DPW Director Goodwin and Finance Director Wood, we are recommending partially rescinding a prior Select Board vote to contribute two sets of \$650,000 in equal parts in ARPA funds to water looping initiatives on Liberty Street and another on Essex St to De Bush Ave. This would reduce ARPA funds for each of those projects to \$455,000 each, increasing the Peabody St Bridge ARPA funding from the current \$125,000 to \$515,000. It is our goal to receive the \$300,000 in state funds in time to return that amount back to the water looping project. Any future funding gaps in the water looping projects could be filled with retained earnings. A delay in funding the Peabody Street Bridge would likely result in significantly higher costs.

Recommended Motion: I move to re-appropriate ARPA funding as follows: Reduce the Liberty Street Water Looping Project by \$195,000, Reduce the Essex St to De Bush Ave. Water Looping Project by \$195,000, and increase the Peabody St Bridge funding from \$125,000 to \$515,000, with the understanding that should State Funding arrive in time that \$300,000 shall be recommitted to the water looping projects in equal parts.





November 1, 2023

Town Administrator Sultzbach and Middleton Select Board
48 S Main Street
Middleton, MA 01949

APPLICATION FOR DEBT EXCLUSION 2 (DE-2)

SUMMARY

The Department of Revenue's (DOR) Division of Local Services (DLS) has received your DE-2 request regarding the Middleton Public Facilities Project. Originally estimated at \$61,700,000¹, the voters approved a debt exclusion for the project on June 12, 2021. The cost estimate at the time of the DE-2 submission was \$71,650,000. The request is to have \$9,950,000 of additional project cost be considered part of the original debt exclusion since, as stated in the application, the increase in project cost is due to inflation.

Municipality	Town of Middleton	Date of Request	10/13/2023
Executive Body	Select Board	Original Estimate of Approved Debt Exclusion	\$61,700,000
DE-2 Cost Estimate	\$71,650,000	Additional Amount	\$9,950,000

AUTHORIZATION REQUIREMENTS

Per the requirements of Informational Guideline Release (IGR) No. 22-14 (Proposition 2½ Debt Exclusions), the following items must be included with the application. An "X" indicates compliance:

- Letter from the architect, cost estimator or owner's project manager's (OPM) detailing the circumstances for the cost increase

¹ Reference to the original project cost at \$61,700,000 is a reference only to the amount voted to fund the project through an issuance of bonds by the town. This is the amount under contemplation by the voters at the town election when the Proposition 2 ½ debt exclusion was passed.

- Report showing original project costs by major category at the time of the original debt exclusion vote with revised costs by major category
- Analysis of inflationary circumstances currently impacting the project cost
- Statement from the architect, cost estimator or OPM indicating that the cost increase is not related to a change in scope from the project originally approved by the electorate at the time the debt exclusion was approved
- Statement from the architect, cost estimator or OPM detailing any changes made since the project was originally approved to reduce the cost of the same
- Certified copy attached of the vote taken by the council with mayor or city manager assent, if applicable, or selectboard in public session, indicating acceptance of the architect's, cost estimator's or owner's project manager's (OPM) report
- Attestation from Select Board Chair/City Council President "that we accept the architect, cost estimator or OPM's report detailing the categories and reasons for project cost increases. I further attest that the increased project costs are not related to project scope changes."

DETERMINATION

Approved Denied

Additional Information Required: Yes No

Based on a review of the materials included in the application and the attestations from the Select Board Chair and architect, the DE-2 is approved and the additional \$9,950,000 of project costs are deemed to be covered by the debt exclusion approved by the voters on June 12, 2021 and, therefore, are excludable from the limits of Proposition 2 ½.

NEXT STEPS

Based on this approval, the Select Board must now decide if a special election for another debt exclusion is warranted. If the Select Board so chooses, the Town can hold a special election at which a debt exclusion for this additional amount would be put before the electorate for approval. Alternatively, the Select Board can decline to call a special election and move directly to a new bond authorization, which is required via a two-thirds vote of Town Meeting in order to cover the additional costs. Should you have any additional questions related to this matter, please feel free to contact the Division of Local Services.

Sincerely,

Deborah A. Wagner

Deborah Wagner
Director of Accounts



OFFICE OF THE TOWN ADMINISTRATOR

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



2024 HOLIDAY SCHEDULE

Holiday	Date Observed
New Year's Day, January 1	Monday, 1/1/24
Martin Luther King, Jr. Day, 3 rd Monday in January	Monday, 1/15/24
Washington's Birthday/Presidents' Day, 3 rd Monday in February	Monday, 2/19/24
Patriots' Day, 3 rd Monday in April	Monday, 4/15/24
Memorial Day, Last Monday in May	Monday, 5/27/24
Juneteenth Independence Day, June 19th	Wednesday, 6/19/24
Independence Day, July 4th	Thursday, 7/4/24
Labor Day, 1 st Monday in September	Monday, 9/2/24
Columbus Day/Indigenous Peoples Day, 2 nd Monday in October	Monday, 10/14/24
Veterans' Day, November 11th	Monday, 11/11/24
Thanksgiving, 4 th Thursday in November	Thursday, 11/28/24
Christmas, December 25th	Wednesday, 12/25/24