

**BOARD OF SELECTMEN  
MEETING AGENDA**

**Fuller Meadow School  
Nathan Media Center  
143 South Main Street, Middleton, MA 01949  
Tuesday, April 23, 2019  
7:00 PM**

*This meeting is being recorded*

1. 7:00 PM Warrant: 1922  
Minutes: Open Session April 9, 2019; Joint Meeting April 4, 2019; Executive Session January 15, 2019  
Town Administrator updates and reports
2. 7:15 PM Application for Change of Manager by Atty. Albert DeNapoli for Interstate Management Company, LLC d/b/a Doubletree North Shore Boston, 51 Village Road, Middleton, MA from Elena F. Hargraves to Kate Brill-Daley for the All Alcohol Innkeepers, Common Victualler and Entertainment license.
3. 7:30 PM Review and approve request of Police Chief James DiGianvittorio to offer a full time appointment to Reserve Officer Joseph Fedullo, with a one year probationary period.
4. 7:35 PM Review and approve proposed signage at Henry Tragert Common proposed by Middleton Stream Team
5. 7:45 PM Review and sign purchase and sale agreement and/or extension of offer to purchase Middleton Golf Course at 105 South Main Street and
6. 7:50 PM Review and sign bond anticipation note documents for the acquisition of Middleton Golf Course
7. 7:55 PM Vote to accept an anonymous donation of \$500 to the Middleton Food Bank
8. 8:00 PM Adopt the Senior and Veteran Work-Off Policy
9. 8:10 PM Update on FY2020 operating and capital budgets and May 14, 2019 Annual Town Meeting warrant
10. 8:25 PM New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed
11. 8:30 PM Executive Session under GL c. 30A, s. 21(a)(6), to consider the purchase, acquisition, or value of real property where the Chairman declares discussion in open session would have a detrimental effect on the position of the Town, if necessary

*The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

**Minutes of the MIDDLETON BOARD OF SELECTMEN**  
**Fuller Meadow School**  
**Nathan Media Room**  
**143 South Main Street, Middleton, MA 01949**  
**April 9, 2019 7:00PM**

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

*Absent: None*

*Others Present: Town Administrator Andrew Sheehan, Assistant Town Administrator Tanya Stepasiuk, Minutes Secretary Judi Stickney*

**7:01 PM** With a quorum present, Chairman Prentakis called the meeting to order.

- **Warrants:** Town Administrator Andrew Sheehan provided a brief review of Warrant #1921 (Payroll: \$680,512, Bills Payable: \$965,627), noting that the Town Accountant had reviewed the warrant and requested the Board's approval. The Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to approve warrant #1921, as presented.

- **Minutes:** After a brief review of the minutes of March 26, 2019, the Board took the following action:

On a **MOTION** made by **Cresta**, second by **Moreschi**, the Board of Selectmen **VOTED** to accept the minutes of March 26, 2019, as written. **Houten abstained**.

- **Town Administrator's Report:** Town Administrator Andrew Sheehan provided the Board with information and updates on the following:
  - **Stream Team Challenge:** The Stream Team is challenging residents to clean up the sides of the roadways and they will be giving recognition to the person(s) who pick up the most trash on Middleton Stream Team's Earth Day Festival, April 28<sup>th</sup>. Information is available on the Town's website.
  - **Failed Culvert on North Liberty Street:** Last week the engineers, along with Paul Goodwin, went to the Conservation Commission and got approval to replace the three existing culverts with a single box culvert. The construction will take place this summer.
  - **Historic Commission's Work on Fuller Burial Ground:** The Historic Commission cleaned up the little historic burial ground on Old South Main Street and the DPW will maintain the burial ground going forward.
  - **Operation of the Middleton Golf Course:** Sheehan has issued an RFP for operation of the golf course as well as the RFQ for design services. Both are on the Town's home page. The RFP is due the 24<sup>th</sup> and the RFQ are due back April 30<sup>th</sup>.
  - **Master Plan Committee:** There have been a number of people who have reached out to be on the committee and he is hopeful they will have a committee in place soon.
  - **Sale of Notes for the Golf Course:** Next Tuesday the security advisors for the Town will advertise the sale of notes for the golf course, in the amount of \$3,745,000. Sheehan added

that because they are hoping to lease the property to someone who will run the golf course, they will not qualify for tax-exempt notes and will instead issue taxable notes.

**7:10 PM    Vote to Renew Licenses:** The Board briefly reviewed 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. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously 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.

**7:10 PM    Review and Sign Amended Solar Agreement:** The Town Administrator advised the Board that the solar agreement was not ready to review tonight. It will be on a later agenda.

**7:10 PM    Review and Sign Purchase and Sale Agreement and/or fourth extension of offer to purchase Middleton Golf Course at 105 South Main Street:**

After a brief review, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously to extend the purchase and sale agreement and the fifth extension of offer to purchase Middleton Golf Course at 105 South Main Street.

**7:11 PM    March 19, 2019 Special Town Meeting:** Town Administrator Andy Sheehan advised there were no updates or follow-ups to report besides what was mentioned in updates.

**7:15 PM    Update on FY2020 Operating and Capital Budgets:** Sheehan advised the Board that most everything has been wrapped up at this point, noting that \$948,294 is the amount of the main capital article which has not changed since March 21<sup>st</sup>. Town Accountant Sarah Wood is finalizing the operating budgets. The warrant will go out to print early next week, with delivery to residents around April 27<sup>th</sup>.

**7:19 PM    Review of May 14, 2019 Annual Town Meeting Warrant:** Sheehan advised the Board that they put in the Masconomet Article as it was presented to the Board last week in draft form, they added the Animal Control bylaw, and they are still waiting for language from Town Counsel on Article 21, adding that the Article wording might change before printing. After a brief discussion, the Chair asked the Board if they wanted to take a position on Article 17 and further discussion ensued on the funding mechanism.

On a **MOTION** made by **Cresta**, second by **Kassiotis**, the Board of Selectmen **VOTED 3-2 (NO: Prentakis, Houten)** to take a negative position on Article 17, as proposed.

After the vote, a brief discussion turned to other articles. After discussion, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously to sign the Annual Town Meeting Warrant and authorized the Town Administrator to make minimal changes.

**7:36 PM    Vote to Exempt Selectman Todd Moreschi from the Provisions of MGL c. 268A, s. 20, Pursuant to c. 268A, s. 20(d):**

On a **MOTION** made by **Cresta**, second by **Houten**, the Board of Selectmen **VOTED** to exempt Selectmen Todd Moreschi from the Provisions of MGL c. 268A, s. 20, pursuant to c. 268A, s. 20(d). **Moreschi abstained.**

**7:37 PM    Vote to Exempt Selectman Richard Kassiotis from the Provisions of MGL c. 268A, s. 20, Pursuant to c. 268A, s. 20(d):**

On a **MOTION** made by **Cresta**, second by **Houten**, the Board of Selectmen **VOTED** to exempt Selectmen Richard Kassiotis from the Provisions of MGL c. 268A, s. 20, pursuant to c. 268A, s. 20(d). **Kassiotis abstained.**

**7:39 PM    Adjourn**

With no further business, on a **MOTION** made by **Cresta**, the Board of Selectmen **VOTED** unanimously to adjourn at 7:39 PM.

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

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Richard Kassiotis, BOS Clerk

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

- Agenda: April 9, 2019
- Minutes: March 26, 2019
- Warrant #1921 (Payroll: \$680,512, Bills Payable: \$965,627)
- Draft Annual Town Meeting Warrant, May 14, 2019

**BOARD OF SELECTMEN AND FINANCE COMMITTEE  
JOINT MEETING AGENDA  
FLINT PUBLIC LIBRARY  
DOWNSTAIRS CONFERENCE ROOM  
APRIL 4, 2019  
7:00 PM**

*\*\* Minutes recorded from the video posted online at:  
<https://www.middletonma.gov/CivicMedia?CID=Board-of-Selectmen-9#player> \*\**

*Present: Kosta Prentakis, Tim Houten, Rick Kassiotis, Todd Moreschi for the Board of Selectmen  
Michelle Cresta, John Erickson, Richard Gregorio, George Dow, Jason Vining for the FinCom*

*Absent: Brian Cresta (BOS), Toni Mertz (FC), John Mahoney (FC)*

*Others Present: Town Administrator Andrew Sheehan, Assistant Town Administrator Tanya Stepasiuk,  
Town Accountant Sarah Wood*

**7:01 PM** With a quorum present, Chairman Prentakis called the meeting to order.

**7:02 PM** **Review and Sign Purchase and Sale Agreement and/or fourth extension of offer to purchase  
Middleton Golf Course at 105 South Main Street:**

After a brief review, the Board took the following action:

On a **MOTION** made by **Houten**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously to extend the purchase and sale agreement and the fourth extension of offer to purchase Middleton Golf Course at 105 South Main Street.

**7:03 PM** **Joint Meeting of the Board of Selectmen and the Finance Committee:** The Board of Selectmen met jointly with the Finance Committee to continue discussions and deliberations on the FY20 budgets, specifically the following:

- **Review the May 14, 2019 Annual Town Meeting Warrant:** The Town Administrator advised the board that there was nothing that has changed on the Town Meeting Warrant. They are still working on two articles – the animal control bylaw, and the enforcement provision under Chapter 40, Section 21D. They are still fine-tuning that with Town Counsel. He added that he distributed a revised article on the Masconomet capital article in tonight's packet. He expects to have it ready for the board to review on Tuesday.
- **Review the Fiscal Year 2020 Operating and Capital Budgets:** The Town Administrator provided a memo to the board members on the status of the operating and capital budgets and explained

details of the memo to the board. Included in the Town Administrator's brief presentation was the supplemental budget requests and adjustments, where it was noted that the library figure had changed since that memo. He asked for both boards present to vote to approve the supplemental budget with the revised library figure.

After Town Administrator Andy Sheehan's brief presentation on the warrant and budgets, Board of Selectmen Chair Prentakis asked if there were any comments or questions from either board. Having none, he asked for a motion from his board to approve the supplemental budget, as presented by the Town Administrator.

On a **MOTION** made by **Houten**, second by **Moreschi**, the Board of Selectmen **VOTED** unanimously to approve the supplemental budget, as presented.

Finance Committee Co-Chair Richard Gregorio asked his committee for a motion to approve the supplemental budget:

On a **MOTION** made by **Dow**, second by **Cresta**, the Finance Committee **VOTED** unanimously to approve the supplemental budget, as presented.

After the votes, discussion turned to the Capital budget. After a brief discussion, the Board of Selectmen voted as follows:

On a **MOTION** made by **Houten**, second by **Kassiotis**, the Board of Selectmen **VOTED** unanimously to approve the capital budget, without a specific amount for Chapter 90, as presented.

After further discussion, the Finance Committee will delay voting until after they have more details. The Town Administrator advised that he will have that ready for them by Monday. Discussion turned to warrant article 12, known as the BRAVE Act. The Finance Committee had previously tabled voting on the article but decided to vote on it after further explanation.

On a **MOTION** made by **Cresta**, second by **Dow**, the Finance Committee **VOTED** unanimously to approve Article 12, the BRAVE Act, as presented.

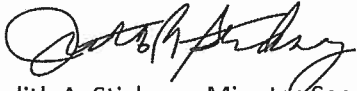
FinCom Co-Chair John Erickson noted that the FinCom has four articles left to vote on and will get that done at their meeting next week. Town Administrator Andy Sheehan advised the FinCom that he will have final copies of the warrant articles and budget numbers ready for them on Monday.

**7:26 PM Discussion of March 19, 2019 Special Town Meeting and Related Items:** The Town Administrator reported that his office has issued an RFP for someone to run the golf course for two years as well as an RFQ for master developer design services. They have received 10-12 inquiries on the design services. They will be due before the end of April. They will also be posting for a master plan committee in the next day or two.

**7:28 PM Adjourn**

With no further business, on a **MOTION** made by **Houten (BOS)**, second by **Dow (FC)**, the joint meeting of the Board of Selectmen and the Finance Committee adjourned at 7:28 PM.

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

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Richard Kassiotis, BOS Clerk

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John Erickson, Finance Committee Co-Chair

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Richard Gregorio, Finance Committee Co-Chair

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

- Agenda: April 4, 2019
- Minutes: March 26, 2019
- Memo from Town Administrator to Board of Selectmen and Finance Committee, Re: FY2020 Operating and Capital Budget Update, April 4, 2019
- FY20 Supplemental Budget Requests and Adjustments
- Town of Middleton: Summary of Fiscal Year 2019 and Proposed 2020 Operating Budget Totals
- Fiscal Year 2020 Proposed Budget
- TOWN OF MIDDLETON: SUMMARY OF PROJECTED REVENUES AND EXPENDITURES
- TOWN OF MIDDLETON FIVE YEAR REVENUE PROJECTION
- TOWN OF MIDDLETON FIVE YEAR EXPENDITURE PROJECTION
- Warrant Article - Televised Hearings
- Town of Middleton Operating Budget: Actual, Approved, and Proposed



Albert A. DeNapoli  
Direct Dial Number: (617) 218-2024  
E-Mail Address: [adenapoli@tbhr-law.com](mailto:adenapoli@tbhr-law.com)

March 25, 2018

**Via FEDERAL EXPRESS**

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

RE: Application for Change of Manager for Interstate Management Company, LLC  
d/b/a Doubletree North Shore Boston, 51 Village Road, Middleton, MA 01949

Dear Selectmen:

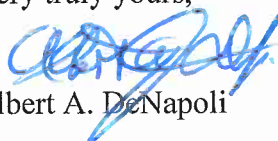
Please find enclosed for filing in connection with the above-referenced matter the following documents:

1. Retail Alcoholic Beverages License Application Monetary Transmittal Form;
2. Copy of the electronic receipt of the \$200 payment made to the Alcoholic Beverages Control Commission;
3. Amendment-Change of Manager Application;
4. Applicant's Statement;
5. Kate Brill-Daley's Cori Request Form, copy of Passport, and TIPS Certificate;  
and
6. Vote of the Corporate Board.

Once you have been able to process this application, please contact me to discuss a hearing date for this matter.

Thank you for your attention to this, and please do not hesitate to contact me with any questions you may have regarding this.

Very truly yours,



Albert A. DeNapoli

AAD/sc  
Enclosures  
cc: Shani Else, Esq.  
Erica Hageman, Esq.  
Bill Hudson  
Kate Brill-Daley





*The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**AMENDMENT-Change of Manager**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.mass.gov/epay-for-online-payments-abcc>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00014-HT-0704

ENTITY/ LICENSEE NAME

Interstate Management Company, LLC d/b/a Doubletree North Shore Boston

ADDRESS

51 Village Road

CITY/TOWN

Middleton

STATE

MA

ZIP CODE

01949

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS  
TRANSMITTAL FORM ALONG WITH  
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
239 CAUSEWAY STREET  
BOSTON, MA 02241-3396**

## Sandra Cooper

**From:** customerservice@nCourt.com  
**Sent:** Monday, December 17, 2018 4:58 PM  
**To:** Sandra Cooper  
**Subject:** Receipt from nCourt

### YOUR RECEIPT >>

Please include the payment receipt with your application. Thank you.

#### Paid To



Name: Massachusetts Alcoholic Beverages Control Commission - Retail  
Address 1: 239 Causeway Street  
Address 2:  
City: Boston  
State: Massachusetts  
Zip: 02114

#### Payment On Behalf Of



First Name: Tarlow Breed Hart & Rodgers, P.C. Last Name: Tarlow Breed Hart & Rodgers, P.C.  
Address 1: 101 Huntington Avenue  
Address 2: Suite 500  
City: Boston State: MA Zip: 02199  
Phone: (617) 218-2000 Birth Date:

Description	ID	Convenience Fee	Amount
FILING FEES-RETAIL	00014-HT-0704	\$0.35	\$200.00

Receipt Date: 12/17/2018 4:57:42 PM  
EST

Invoice Number: 1e2e4cc1-cf8e-4586-a505-  
df3d30a565b9

**Total Amount** \$200.35  
**Paid:**

#### Billing Information



First Name Tarlow Breed Hart & Rodgers, P.C.  
Last Name Tarlow Breed Hart & Rodgers, P.C.  
Email scooper@lbhr-law.com  
Street 101 Huntington Avenue  
City Boston

#### Credit / Debit Card Information



Card Type Checking  
Card Number \*\*\*\*\*9380



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
239 Causeway Street, Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT-Change of Manager**

☐ Change of License Manager

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Interstate Management Company, LLC d/b/a Doubletree North Shore Boston	Middleton	00014-HT-0704

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Albert A. DeNapoli	Esq.	adenapoli@tbhr-law.com	(617) 218-2000

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Kate Brill-Daley	Date of Birth	10/4/56	SSN	124-48-0197
Residential Address	300 Andrews Way, Apt. 101, South Windsor, CT 06074				
Email	kate.brill-daley@interstatehotels.com	Phone	(617) 821-0503		
Please indicate how many hours per week you intend to be on the licensed premises		50+	Last-Approved License Manager		Elena Hargraves

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen? ☒ Yes ☐ No \*Manager must be U.S. citizen  
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No  
If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
3/1/18	Present	GM	Interstate Hotels & Resorts	Troy Schroeder
1/25/15	2/28/18	Director of Operations	Marriott International	Manish Bhatia/Bill Hess

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Kate Brill-Daley Date 3/25/19



Albert A. DeNapoli  
Direct Dial Number: (617) 218-2024  
E-Mail Address: [adenapoli@tbhr-law.com](mailto:adenapoli@tbhr-law.com)



April 12, 2019

**Via FEDERAL EXPRESS**

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

RE: Interstate Management Company, LLC d/b/a Doubletree North Shore Boston,  
51 Village Road, Middleton, MA 01949

Dear Selectmen:

In furtherance of our last meeting before your Board and a preparation meeting on April 23<sup>rd</sup>, please find enclosed a letter from the Interstate Management Company, LLC's manager at the Doubletree Boston Northshore, relative to the issues raised by you concerning notifying the Board as to personnel changes in the manager of record. I hope you will find this satisfactory and look forward to appearing before you all when we present application for the manager of record at that time.

Very truly yours

Albert A. DeNapoli

AAD/sc  
cc: Erica H. Hageman  
Kate Brill-Daley

April 9, 2019

**VIA FEDEX**

Board of Selectmen  
Middleton Town Hall  
48 S Main Street  
Middleton, MA 01949

*Re: Interstate Management Company, LLC, d/b/a Doubletree Boston North Shore  
CV-23*

Dear Selectmen,

As you have requested, this letter is to inform the Board that in the event there is a change in manager of record, we will inform the Board in writing within ten (10) business days following a personnel change in that position. Further, we will ensure to file the application for the approval of the new manager of record within fifteen (15) business days after the new manager's appointment.

Thank you for your cooperation. You may reach me by email at [ericahageman@interstatehotels.com](mailto:ericahageman@interstatehotels.com)

Sincerely,

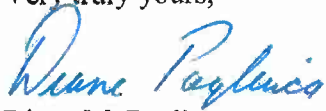


Erica H. Hageman

April 17, 2019  
Page 2

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

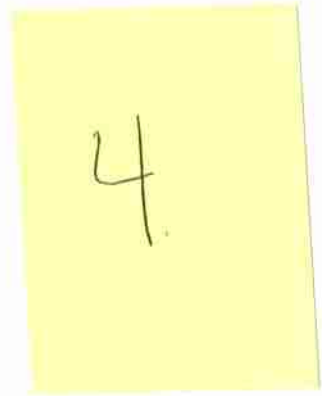


Diane M. Pagliuca

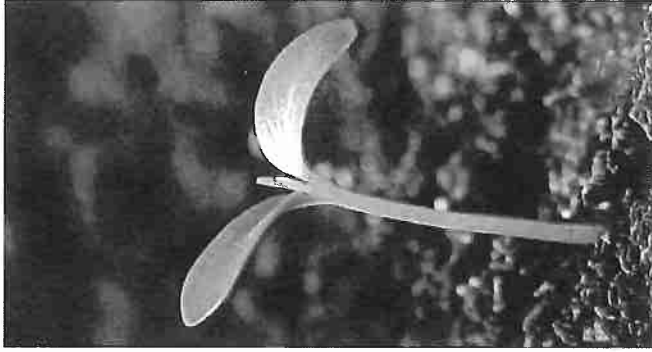
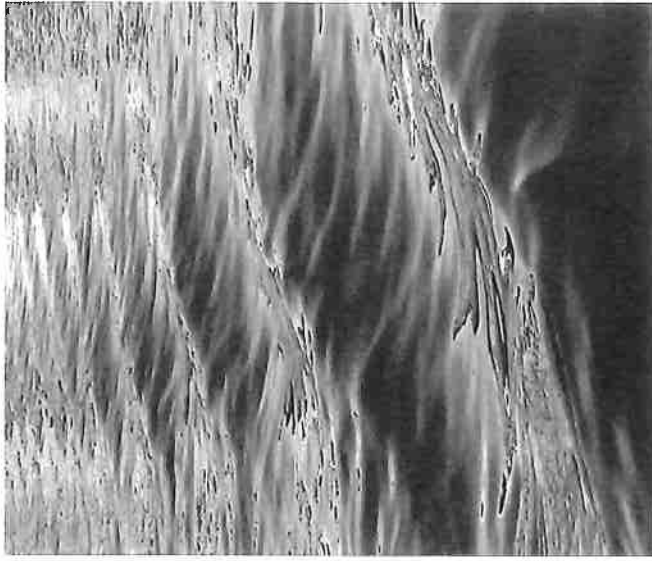
Enclosures

cc: Hilltop Securities Inc.

71295058v.1

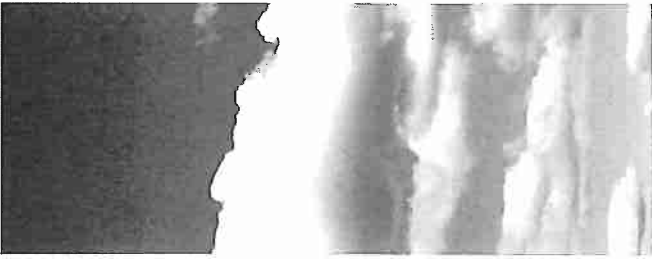






# Signage at the Henry Tragert Town Common

Subtitle



# Agenda

- Introductions & Background
- Signage Proposal
- Next Steps



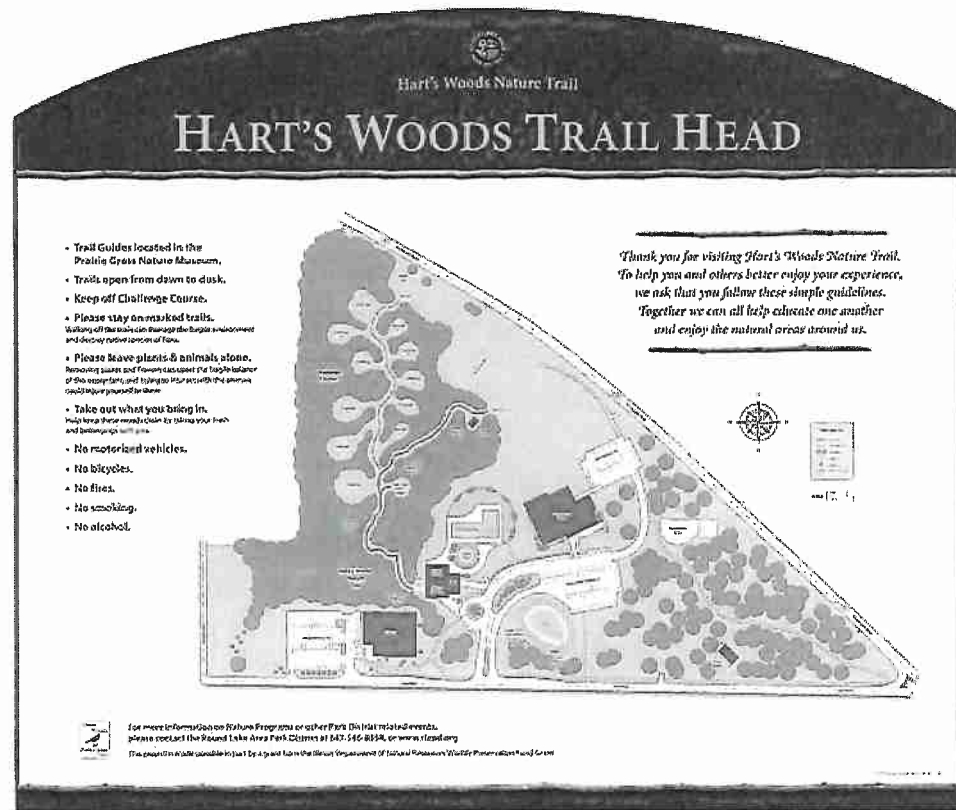
# Background

- In the Spring of 2018 the MST submitted and were awarded a \$2,000 grant from the Essex Heritage Foundation
  - Endorsement/support received before submitting the grant from the Middleton Conservation Commission, the Middleton Historical Commission and the Town Planner,
- Grant Application Highlights
  - Develop signage that will catalog the historically relevant landmarks and natural history items on the paths along the Henry Tragert Town Common
    - **Landmarks in the area:**
      - Old South Middleton Railroad station (1850-1926)
      - Site of the Silas Merriam grist and saw mill
      - Estey's Tavern (built circa 1752)
      - Flint Public Library (circa 1889), and
      - A 19<sup>th</sup> century cemetery next to Memorial Town Hall
    - **Natural History Landmarks:** Middleton Brook, A row large shagbark hickory tree, sugar maples, red oaks, white pines, red maples, white ashes, and swamp dogwoods

## Why this is important

- Contributes to the cultural education and historical character of the Town of Middleton
- Creates a tangible teaching resource to help make-real to Middleton youth and others their social, cultural and ecological heritage
- Centrally located in town (adjacent to the Middleton Town Hall, across the street from the Flint Library)
- Only a short walk from Howe-Manning Elementary School creating an ideal field trip
- Springboard to Middleton's ultimate goal of creating a standardized trail sign system with cohesive and consistent graphics and images for the town's many walking trails.

So what's it going to look like?



At the entrance(s) of the Henry Tragert Town Common

- Map of the Town Common Area
- Facts Areas of interest highlighted

## Individuals Item signage



Each item of interest will have a sign with the name of the item, it's history and/or is significance to the area



## Examples of the signs that will be created

- Middleton Brook (at the Bridge behind Cumberland Farms)
- Water Powered Grist Mill sign near the brook
- Shag Bark Hickory Trees, Sugar & Rock Maples on King Street and in "forest" near Middleton Brook
- Saw Mill (Mt Vernon)
- Old Fuller Burial Grounds
- Memorial Hall *MAY BE NEEDED FOR PUBLIC SAFETY*
- Merriam Cemetery

## Cost

- Essex Heritage Foundation provided a \$2,000 matching grant
- What we would like from the town
  - Matching funds up to ~\$2,000 (from Community Preservation Funds)
  - Support from DPW if any 'heavy' lifting is needed during the signage installation
- The Middleton Stream Team will provide all labor associated with the installation of the signage
- Should the town be unwilling to match the grant, the Middleton Stream Team will match the grant

## Henry Tragert Town Common and surrounds walk

Let's imagine a field trip on foot from the Howe-Manning School. Underlined sites and trees in the following are places where markers with brief information signs are suggested. Hikers leave school on the Essex Rail Way 1849-1926. They pass the location of the railroad half-round house and station, the latter now a home, at the end of Central Street. The group then proceeds up Central and cuts over to Maple Street on brick walkway in front of Estey's Tavern. Then the trail on sidewalk descends down Maple to cross walk from Washington Street then back up Maple to the new path in back of Cumberland Farms that leads to Middleton Brook where Dr. Silas Merriam and later son had a water powered grist mill. After crossing the new Cumberland built footbridge over Middleton Brook the path ascends the hill for a little way below Memorial Town Hall, once Manning School, and then bears east down to King Street. King Street with a painted line three feet out from edge of pavement will become a path along the brook easterly to Mount Vernon Street. On King Street hikers pass under a row of venerable hickory trees that were planted in the 19<sup>th</sup> century. Several trunks are almost three feet in diameter near base. At the Oscar H. Shelton Monument, corner of Mount Vernon and King, walkers will stop to admire what in colonial times was Timothy Fuller's mill pond for a sawmill 250 yards down Middleton Brook. In the 19<sup>th</sup> and 20<sup>th</sup> century the temporarily damned culvert under Mount Vernon formed a popular skating pond, a wider portion in the flood plain once called "Sheldon's Pasture." The trail, here recommended, continues south on Mount Vernon by a magnificent four-foot diameter red oak on George Demeritt's lawn. Walkers might take a right, soon after passing the oak, on the east entry to the soccer field on the Henry Tragert Town Common. Let's imagine the hikers instead continue on Mount Vernon to Old South Main where on the corner there is the Old Fuller Burying Ground shaded by a fine stand of white pines, and a dense undergrowth of sapling red oaks. Within the fine stone wall around the cemetery are the gravestones, in good shape, of early town notables that might be visited. Two that we hikers often visit are those of Reverend Andrew Peters and Timothy Fuller. After the burying ground as hikers continue on north on Old South Main Street the handsome William and Sarah George's 1670 old house, perhaps the oldest in town, is passed to the right. At the Memorial Town Hall a right turn is taken at the northwest exit by another old grave yard called Merriam Cemetery which was used in the 18<sup>th</sup> and 19<sup>th</sup> century. Hikers might in passing look at the onetime school's large, five-foot-square, about 70 feet tall brick chimney wherein chimney swifts nest each summer. From the Town Hall parking lot, the path, the trail which might be shown by a painted line on pavement, continues easterly to a woodland trail yet to be marked. We Stream Teamers envision this planned

woodland path to be a very simple one, graded and smoothed here and there, and periodically covered with bark mulch. It will loop on gentle grades down to Middleton Brook and back in a forest of mature sugar maples and a few other native trees. Examples of each tree will have names on signs with a little information about them. After leaving the woods adjacent the soccer field hikers may visit the Norm Nathan Band Stand in the south corner of the open playground below the soccer field. We Stream Teamers hope this route with possible side shoots will be the basis for school history and nature trips in addition to an interesting exercise path for other hikers wanting to know a little more about the old center of their town. The proposed paths in the common can be entered from Maple Street, Mount Vernon Street, and South Main Street. They need not be clearly marked. Maps on signs at entrances can show where to go.

Here are a few examples of what the dozen or so small unobtrusive signs might say. The purpose of the tree signs are so people can identify a few common and important species in town. (e.g. White Pine, Shagbark Hickory, Red Oak, Catalpa, American Elm, Hemlock, White Oak)

Shagbark Hickory, Carya ovata: The wood of hickories is noted for its hardness and its toughness and ability to take shocks. Its nuts are edible and were once a valuable food for wildlife and humans. It was first among fire woods for heat and cooking. Hickory makes excellent tool handles. Axe handles were once much valued worldwide. This row along King Street, planted in the 19<sup>th</sup> century, are especially large.

Sugar Maples, Rock Maples, Acer saccharum, are common trees in Middleton. The Agawam and Naumkeag Indians here tapped them for sugar gained by boiling down the sap. The colonists without refined cane sugar followed suit. Now the making of maple syrup is an important industry. These beauties in our common put on a spectacular show at foliage change time in the fall. Its dense heavy wood was an important fuel.

Middleton Brook carries water from North Reading and much of western Middleton into Middleton Pond, from there the overflow flows down through central Middleton to the Ipswich River. In the late 17<sup>th</sup>, 18<sup>th</sup>, and early 19<sup>th</sup> centuries it was an important source of water power running a grist mill and a sawmill in season. Before Middleton Pond was damned for a reservoir this brook ran strongly down through the center of town much of the year. The Merriam grist mill and Timothy Fuller mill wheels with their mill ponds were turned by it. The grist mill was near here; the Fuller sawmill



a quarter mile downstream where the large dam's ruins can still be clearly seen.

Memorial Town Hall was for almost century the "Centre Grammar School." It was planned for 20 years before it was completed in 1860. See Chapter XIV of Lura Woodside Watkins' Middleton, Massachusetts: A Cultural History for information on this and other district schools. In the 1930s a much larger grammar school was built on Center Street and named the Howe-Manning School.



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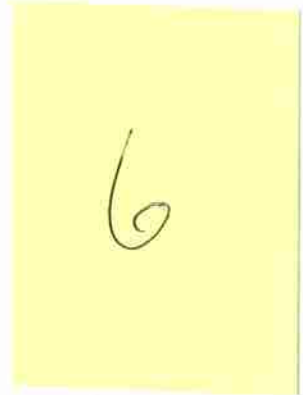
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April 17, 2019

**BY OVERNIGHT DELIVERY**

Belinda Young, Treasurer  
Town of Middleton  
48 South Main Street  
Middleton, MA 01949

Re: \$3,745,000 General Obligation Bond Anticipation Notes  
(Subject to Federal and Massachusetts Income Taxation)  
Dated and Closing: April 26, 2019



Dear Belinda:

Enclosed are the Note and the related closing documents for the above-referenced issue. The Note and closing documents are to be executed as follows:

1. Note – to be signed by you as the Treasurer and the Board of Selectmen and to be sealed with the Town seal.
2. Vote of the Board of Selectmen – to be passed at the April 23, 2019 meeting of the board and signed by the Clerk of the Board of Selectmen.
3. Signature, No Litigation and Official Statement Certificate – to be signed by you as the Treasurer, Board of Selectmen and by the Town Clerk and sealed with the Town seal.
4. Significant Events Disclosure Certificate – to be signed by you as the Treasurer and Board of Selectmen.

Once executed, these documents should be returned to your financial advisor at Hilltop Securities Inc. by overnight delivery or as otherwise arranged with your financial advisor. For further information on returning the documents please contact your financial advisor.

## Town of Middleton, Massachusetts

\$3,745,000

### General Obligation Taxable Bond Anticipation Notes

**Sale Date:** 4/16/2019  
**Dated Date:** 4/26/2019  
**Delivery Date:** 4/26/2019  
**Due Date:** 4/24/2020  
**Days Per Year:** 360  
**Day Count:** 358  
**Bank Qualified:** N/A, Taxable  
**Rating:** None



Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Jefferies LLC	•	\$3,745,000	3.00%	\$2,061.00	\$111,725.83	\$109,664.83	2.9447%	\$2,061.00	\$111,725.83	\$3,745,000	
Oppenheimer & Co., Inc.	•	\$3,745,000	3.125%	\$3,426.00	\$116,381.08	\$112,955.08	3.0330%				
Century Bank		\$3,745,000	3.25%	\$0.00	\$121,036.32	\$121,036.32	3.2500%				
Eastern Bank	•	\$3,745,000	3.50%	\$971.00	\$130,346.81	\$129,375.81	3.4739%				
Award Totals								\$2,061.00	\$111,725.83	\$3,745,000	

Weighted Average Net Interest Cost: 2.9447%



## **BOARD OF SELECTMEN**

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

8

## **SENIOR AND VETERAN WORK-OFF PROGRAM POLICY ADOPTED APRIL 23, 2019**

### **Purpose**

The purpose of this program includes providing qualified, efficient resources to the Town to meet identified needs, assisting senior and veteran residents in paying their property tax bills by drawing on their expertise and skills, and increasing involvement in public service.

### **General Information**

The aggregate amount available for all abatements under this program will be set by The Board of Selectmen in consultation with the Board of Assessors to ensure sufficient overlay funding is available. A determination of the maximum number of participants and maximum abatement per person and/or household will be determined on an annual basis by the Board of Selectmen.

### **Program Administration**

The program shall be administered by the Town Administrator or his or her designee.

### **Eligibility**

**Annual Eligibility Date:** Applicants must meet all program eligibility specified below as the program year that includes the first day of the fiscal year for which abatement is sought. If approved for participation, applicants are responsible to immediately notify program administrator in writing of any changes affecting their eligibility.

**Annual Application Package:** Program participation requires approval of annual application by program administrator. Except as permitted by the Town Administrator, Town of Middleton employees are not eligible for this program. Members of Boards, Commissions, Councils, and Committees cannot participate by doing work related to their appointed or elected position.

Necessary application documentation may include, but is not limited to, the following: application, CORI check authorization, and/or proof of real estate ownership.

Necessary participant documentation may include, but is not limited to, the following: Conflict of Interest Laws and Ethics Training certification, IRS Form W-4, confidentiality agreement, liability waiver, references, and/or a form DD214 (for veterans).

**Ownership and Residency:** Applicants must be a resident of the Town of Middleton and must own (as the assessed owner of record) and occupy (as their domicile) the property for which abatement is sought. If the

property for which abatement is sought is owned by a trust, the applicant must have legal title, i.e., be one of the trustees. Applicants who are a holder of a valid life estate will meet ownership requirements. Applicants may qualify for and receive any or all of the following that affect their property tax bill; participation in Senior Work-off Program, a Tax Deferral, and a Statutory Exemption. Co-owners of a property may both participate in the program, but the total abatement may not exceed the maximum amount of a possible abatement per property available through this program for the year.

**Income and Assets:** There are no limitations on the income or assets of applicants.

### Seniors

**Age:** Applicants must be 65 years of age as of the annual eligibility date.

### Veterans

**Military Status:** Applicants must be a veteran as defined by Massachusetts state law or the spouse of a veteran who is deceased or who has a service-related disability.

### **Guidelines**

All applications must be submitted during the designated application period to ensure consideration.

Additional applications may be considered after the application period only if spaces remain in the program.

The hourly wage rate will be set at the state's minimum wage rate. All hours worked for abatement must be completed within the program year and may not be carried over to the next calendar year. The amount of the abatement earned by each participant will be applied as a credit/abatement on the following year tax bill of the participant.

An internal committee of Town Administrator designees and will chose participants on the basis of skills, availability, and physical ability, as necessary. First-time applicants will have priority consideration each year. Prior participants in the program who are trained in or familiar with specific tasks may be given subsequent priority. Previous participants must re-apply for each program year. All applicants are required to abide by all Town of Middleton policies.

Applicants may not start work until they receive notification from the Town informing them of their acceptance in the program. Work assignments are made by the program administrator. All work must be performed at town facilities.

Positions may include, but are not limited to, clerical assistance, data entry, maintenance, and custodial duties.

In order to facilitate the matching process, Department Heads must submit requests outlining their needs for positions on a Department Head Request Form. Department Heads may interview applicants to determine they have appropriate skills for sought positions.

If allowed by bylaw, if applicants are physically unable to participate themselves in the program, they may be eligible to have another individual complete the work requirements on their behalf.

### **Time Keeping**

Participants will keep all hours worked on timesheets which Department Heads will sign. Participants must turn in signed timesheets to the Town Administrator or designee on a regular basis. Participants must notify Department Heads if they will be absent. Unexcused absences may result in removal from the program. All hours must be completed, approved and submitted to the program administrator on or before November 1<sup>st</sup> in order to process abatement for the tax bills.

**Abatement**

The total amount of the abatement will be based upon the number of hours completed by the participant(s) up to the specified yearly cap per person or residence.

**Additional Information**

- All seniors and veterans taking part in this program will be considered temporary employees of the Town of Middleton.
- Prior to starting work for the program, persons must fill out the necessary papers relating to employment with the Town.
- All applicable federal taxes will be withheld from income earned. In addition, the state mandated pension deduction O.B.R.A. will be deducted from earnings (participants may apply for a refund when job is completed).
- The IRS will treat all money earned through this program as taxable income.
- Participants should be sure that the income from this employment will not jeopardize any benefit program they are currently participating in (i.e. SSI, Medicaid, Fuel Assistance, etc.).
- The amount of property tax reduction earned by the taxpayer under this program is not considered income or wages for the purposes of state income tax withholding, unemployment compensation or workmen's compensation.

**MIDDLETON BOARD OF SELECTMEN**

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Kosta E. Prentakis, Chairman

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Richard Kassiotis, Clerk

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Brian M. Cresta

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Timothy P. Houten

---

Todd Moreschi

---

Andrew Sheehan, Town Administrator