

# **Town of Middleton**

## **Public Hearing & Meeting Notice**

### **Community Preservation Committee**

Monday, March 30, 2020

7:00 PM

Flint Public Library

(Parking Lot)

### **Agenda**

- 1 Minutes of previous meeting
- 2 Public Hearing on FY21 CPA Plan and Budget
- 3 Funding recommendations for qualifying projects  
in Annual Town Meeting
- 4 Unanticipated business

Good afternoon

Attached is information for our meeting on Monday, March 30, 2020 at 7:00 pm in the Flint Library parking lot.

The attachments are:

- 1. the meeting notice and agenda**
- 2. draft minutes of our last meeting**
- 3. the draft FY21 CPA plan**

The only changes are dates.

**4. the draft FY21 CPA budget**

The budget is based on \$240,000 of locally raised revenue and \$57,500 of state funds based on a match of 25% of FY20 local revenue. The match is at a higher rate than recent years because of the increase in registry of deeds fees that fund the state's share. (If the DOR issues a higher than 25% guidance prior to our meeting, the budget may be changed.) The budget funds the 2 ongoing debt service projects:

- a. \$44,000 for the land purchase used to expand the Town's property in the Town Center at 11 South Main St (Gianni property)
- b. \$74,375 contribution toward the Flint debt service. The CPA is committed to contributing between 25% and 50% of its annual revenues to the debt service. We have consistently voted to contribute 25%.

**The new project for consideration:**

- a. Town Clerk is requesting \$5,000 to digitize and preserve historic records

**PRELIMINARY MINUTES  
TOWN OF MIDDLETON  
COMMUNITY PRESERVATION COMMITTEE  
FLINT PUBLIC LIBRARY  
MARCH 18, 2019  
7:00 p.m.**

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

Members Absent: Laurie York

Others Present: Andrea Nelson (Conservation Commission); and Cortney B. Dalen (Recording Secretary)

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

**Minutes of Previous Meeting** - *T. Houten motioned to approve the Preliminary Minutes of March 26, 2018. Seconded by I. Twiss. Motion passed 7-0-1.*

**Approve FY20 CPA Plan and Budget** - *T. Houten motioned to open the public hearing on the Community Preservation Plan. Seconded by I. Twiss. Motion passed 8-0-0. J. Erickson moved to close the public hearing. Seconded by T. Houten. Motion passed 8-0-0. K. Prentakis reported that the Plan is the same as last year except for the date. It outlines the goals and sets up criteria of how to judge projects. T. Houten motioned to approve the FY20 CPA Plan. Seconded by J. Erickson. Motion passed 8-0-0. K. Prentakis reported an estimated \$230,000 locally raised revenue and \$21,000 of state funds based on a match of 10% of FY19 local revenue (total of \$251,000). Suggested placing \$31,641 in Open Space Reserve, Historic Preservation Reserve and Affordable Housing Reserve. Suggested using \$40,325 for the debt serve land purchase used to expand the Town's property in the Town Center at 11 South Main St and \$62,750 contribution toward the Flint debt service. CPC admin budget will be \$1,150.*

**Funding Recommendations for Qualifying Projects in Annual and Special Town Meeting Warrants** - Board of Selectmen has requested \$380,000 of FY20 CPA money for the proposed acquisition of Middleton Golf Course for a conservation restriction of 50 feet walking space along 3 sides of the Golf Course. As with any purchase with CPA funds, a third party will hold the Conservation Restriction. *T. Houten motioned to approve the \$380,000 for the purchase of the buffer as shown on plan. Seconded by R. Murphy. Motion passed 8-0-0.*

DPW is requesting \$24,500 to irrigate the fields at Rubchinuk Park. Bulk of money is to purchase materials with a slight fee for labor. K. Prentakis suggested having Board of Selectmen work on having the Town Departments follow the public Town water restrictions. *T. Houten motioned to approve \$24,500 subject to water restriction rules. Seconded by R. Murphy. Motion passed 8-0-0.*

I. Twiss spoke on the \$89,000 request to scan, backfile and preserve historic records. A portal will also be purchased for the public to access the records. *T. Houten motioned to approve the \$89,000. Seconded by J. Erickson. Motion passed 8-0-0.*

*J. Erickson motioned to approve the overall budget packet. Seconded by T. Houten. Motion passed 8-0-0.*

**New Business** - K. Prentakis will continue to be Chair of the Community Preservation Commission.

**Adjournment** - *T. Houten motioned to adjourn at 7:44 p.m. Seconded by J. Erickson. Motion passed 8-0-0.*

Respectfully submitted,

Cortney B. Dalen

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

1. Agenda
2. FY20 Budget
3. Preliminary Minutes of March 26, 2018
4. Community Preservation Plan of March 18, 2019
5. CPA Funding Request Memorandum re: Middleton Golf Course
6. Conservation Restriction Area Site Plan



# **COMMUNITY PRESERVATION PLAN**

## **TOWN OF MIDDLETON**

### **MARCH 30, 2020**

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

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

Timothy Houten, Board of Selectmen, 2022  
Robert Murphy, Master Plan Committee, 2021  
John Erickson, Finance Committee, 2022  
Anthony Tierno, Planning Board, 2021  
Ilene Twiss, Housing Authority, 2020  
Laurie York, Conservation Commission, 2022  
Anne LeBlanc-Snyder, Historical Commission, 2020  
Mary Ann Erickson, Citizen-at-large, 2021  
Kosta Prentakis, Citizen-at-large, 2020

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

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

Goals:

Open Space:

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

Recreation:

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

Historic Preservation:

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

Affordable Housing:

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

Selection Criteria:

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

Adopted by the Community Preservation Committee on March 30, 2020

Interest earned  
Unused appropriations  
**6/30/20 balances**

ANTICIPATED REVENUE	OPEN SPACE RESERVE	HISTORIC PRESERV RESERVE	AFFDABLE HOUSING RESERVE	FUND BALANCE	TOTAL AVAILABLE CPA FUNDS	PROJECT TOTAL
	\$ -	\$ -	\$ -	\$ -		
	\$ 1,752.18	\$ 1,752.17	\$ 87,901.18	\$ 94,511.04	\$ 185,916.57	
			<b>RECEIVABLE</b>	<b>\$ -</b>		
			CASH BALANCE	\$ 94,511.04		

**FY21**

FY21 anticipated Town share  
FY21 state match based on 25% of FY20

est  
est  
\$ 240,000.00  
\$ 57,500.00  
\$ 297,500.00

Flint Public Library renovation & expansion 5/10/05 ATM (HP)  
Debt service on 11 S. Main land purchase 5/11/10 ATM (OS)  
CPC admin budget  
**Digitizing historic records**  
Interest earned  
Unused appropriations  
**6/30/21 balances**

	\$ 37,133.63	\$ 37,133.63	\$ 37,133.63	\$ 186,099.11		\$ 74,375.00
		\$ (38,885.80)		\$ (35,489.20)		\$ 44,000.00
	\$ (38,885.81)			\$ (5,114.19)		\$ 1,150.00
				\$ (1,150.00)		\$ 5,000.00
				\$ (5,000.00)		
	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ (0.00)	\$ 125,034.81	\$ 233,856.76	\$ 358,891.57	
			<b>RECEIVABLE</b>	<b>\$ -</b>		
			CASH BALANCE	\$ 233,856.76		





**TOWN OF MIDDLETON**  
*Office of the Town Clerk*

TO: Andrew Sheehan, Town Administrator  
FROM: Ilene Twiss, Town Clerk  
DATE: February 3, 2020  
SUBJECT: Capital Budget Back-Up **General Code-Laserfiche and Backfile Project**

I am proposing an article for the Town Clerk's FY 21 Capital Budget to acquire funding for preservation of records. By digitizing the records this will ensure that the historical record books will be handled less often, deteriorate less-- and therefore better maintained.

This project will provide Disaster Recovery by digitizing your records there will be a back up to all the original records ensuring that no record will be lost due to natural disasters.

This will provide the necessary access to records by digitizing the records. It will enable us to provide access to historical documents to the Town's citizens and to other interested parties more efficiently.

**General Code-Laserfiche and Backfile Project:**  
**\$4,444.50**



## TOWN OF MIDDLETON, MA - INVESTMENT SUMMARY

*(THIS SUMMARY IS BEING PROVIDED FOR OVERVIEW PURPOSES ONLY. PLEASE REFER TO EACH RESPECTIVE PROPOSAL FOR COMPREHENSIVE PRICING AND PROJECT DETAILS.)*

PROJECT	VENDOR	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
Town of Middleton MA - Clerk Files					
	Image Data	Document Conversion Services Project Estimate	1	\$ 3,626.72	\$ 3,626.72
	General Code	Processing/Keying/Uploading of Scanned Images	1	\$ 817.78	\$ 817.78
TOTAL eIMAGING:					\$ 4,444.50