

**MIDDLETON SELECT BOARD**  
**MEETING AGENDA**  
**FULLER MEADOW ELEMENTARY SCHOOL**  
**143 SOUTH MAIN STREET, MIDDLETON, MA 01949**  
**TUESDAY, NOVEMBER 04, 2025**  
**5:00 PM**

*This meeting is being recorded*

- 5:00 pm      1. Business
- Warrant: 2609, FP 73
  - Minutes: October 16 ES, October 21, 2025 OS and ES 1 & 2.
  - Town Administrator Updates and Reports
  - Middleton Municipal Campus Update
    - i. Anticipated opening date – Monday, March 2, 2025
    - ii. Department Heads, Boards and Committee tours
- 5:15 pm      2. Middleton Social Services Advisory Group
- 5:20 pm      3. One-time November Food Pantry Voucher Discussion – SNAP Benefits update
- 5:25 pm      4. Appointment – Local Building Inspector – Joseph Cooney
- 5:30 pm      5. Middleton Landfill Monitoring PFAS Update – CDM Smith
- 5:45 pm      6. Surplus Town Properties: Status Update
- 5:50 pm      7. Fuller Meadow School Accelerated Repair Program (ARP) Board Action Letter
- 5:55 pm      8. MASCO Accelerated Repair Program (ARP) Program Acceptance
- 6:00 pm      9. Public Comment (*to be held at 6pm for all Select Board meetings*)
- 6:05 pm      10. 35 Village Road 40B Project Update – Project Eligibility Letter from MassHousing
- 6:25 pm      11. Town Administrator Annual Review
- 6:45 pm      12. Veteran's Day Proclamation
- 7:00 pm      13. Library Director Search Update
- 7:05 pm      14. Updates and Announcements

Upcoming Meetings

November 18

December 2 and 16

Regular Select Board Meeting

Regular Select Board Meeting

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

MEETING MINUTES  
MIDDLETON SELECT BOARD MEETING  
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER  
143 SOUTH MAIN STREET, MIDDLETON, MA 01949  
October 21, 2025 at 5pm



With a quorum the Chair called the meeting to order at 5pm and announced *this meeting was recorded.*

Select Board present: Brian Cresta, Chair; Debbie Carbone, Clerk; Jeff Garber; Rick Kassiotis; Kosta Prentakis.

Also attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan, Assistant Town Administrator (ATA); others as noted.

*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.*

### 1. Business

**Warrant:** 2608/ October 14, 2025: Payroll - \$ 882,000; Bills Payable - \$ 1.64M: FP72 - \$ 250,000

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

***Vote*** *The Board voted unanimously to approve Warrant 2608 & FP72.*

**Minutes:** September 16, 2025 ES 2, 3, 4, 5; October 7th, 2025 OS.

***Vote:*** *The Board voted unanimously to approve the minutes as presented.*

### Town Administrator Updates & Reports- J. Sultzbach

Office of Administration & Finance has earmarked \$ 35k to go towards a new COA Van. Thank you to our partners in the Legislature for coordinating this effort.

We held a "shred day" at Memorial Hall week before last. Thank you to Shantell for coordinating this effort that will help us shed materials before the move.

We have been having conversations about the flagpoles/ memorial outside the current Police Station. These were donated by the Bouchard family -we want to ensure they are moved to an appropriate location in town.

Budget Guidance went out last week, officially kicking off the budget process for FY27. Copies were also sent to the chairs of the Finance Committee and all Select Board members.

The Town Administrator joined my counterparts in Topsfield & Boxford to provide feedback to be used in the TTU Assistant Superintendent search. A huge thanks, as an aside, to Mr. Greenburg for his commitment to the school district over the years. His presence will be missed following his retirement at the end of the year.

The Town Administrator is joining DPW Superintendent Goodwin tomorrow to discuss logistics of the Maple Street Bridge. We have also received news that the Danvers/Middleton Bridge on Rt 114 is moving forward.

We continue to monitor the proposed project at 35 Village Road, with no update available at this time.

Public Interviews were held for the Library Director position last night. Thank you to the candidates, screening committee, Select Board, Library Board of Trustees for their efforts. Also a huge thanks to ATA Bresnahan and the employees of the Flint for carrying us through this period of transition.

Collective Bargaining is underway with all units. Thank you to department heads for their input, as well as ATA Bresnahan and Finance Director Wood for their planning, participation and collaboration.

The Pumpkin Festival is slated to occur on this upcoming Saturday, October 25<sup>th</sup>. Thank you to the PTO, community partners, businesses, and volunteers that help make that community event possible.

K. Prentakis gave a brief update regarding the elementary schools: the Fuller Meadow facilities/roof project is at the 25 percent design phase; the cost estimate is \$ 2.15 MM. The town previously appropriated \$300,000 for the project and anticipates a 47 percent reimbursement from the MSBA (Massachusetts School Building Authority).

Elementary School Superintendent Steve Greenberg will have the elementary schools first draft budget beginning of November; this will include a 20% health & dental insurance increase. The School Committee will be reminded to keep within the budget timeline as for all town departments.

Other updates included: The tri-town's town meetings all approved funding for elementary school English Curriculum materials, but Middleton did not receive the prism grant (50%) reimbursement funds because the town is not MBTA 3 compliant.

The school will be looking into repairing wooden guard rails at the Howe-Manning school.

Enrollment continues to drop from previous years.

*The agenda was taken out of order with consensus.\**

Middleton Select Board

October 21, 2025

page: 1/4

## **Middleton Municipal Campus Update –Brian Laroche, PCA 360 & Building Committee Chair Bill Renault**

### **i. Change Order 1**

### **ii. Contract for additional services - Valley Communications**

### **iii. MMC Grading Proposal**

A presentation was referenced during the update including recent photos of the project.

The project remains on schedule and PCA 360 is pleased with the progress; the process of testing equipment has begun, carpet is being installed in the buildings, and lights are being mounted. The use of additional crews outside are reducing a previously anticipated delay to recover the schedule. Hydro-seeding was completed and preparation for the walkway & paving started. B. Laroche noted there is additional work to be done in the road area, therefore, paving will be held until this work is completed. A brief update on the budget was shown, which was reported as also being “in really good shape”.

A vender proposal for Valley Communications was presented for approval in the amount of \$ 107,314. This would provide additional broadcast recording to meeting spaces in the new building. A transfer from PEG at the upcoming May 2026 meeting is anticipated to help offset this cost.

***Vote:*** On a motion by Prentakis, seconded by Carbone, the Board **voted unanimously to approve the (Valley Communication) proposal in the amount of \$ 107,314.47.**

B. Laroche reviewed the Change Order Log showing potential and current change orders being tracked.

Construction Requisition for Payment #16 in the amount of \$ 2,195,096 was presented to be included in the next facilities warrant.

Change Order #11 in the amount of \$ 128,223 was reviewed in detail by B. Laroche, and presented for approval.

The Board had several questions regarding the changes.

***Vote:*** On a motion by Prentakis, seconded by Kassiotis, the Board **voted unanimously to approve Change Order #11 in the amount of \$ 128,223.**

B. Renault spoke on the Town Green re-grading to flatten out the grade of the green to grade; the grade will not be higher than the abutters properties. The Building Committee recommended the changes which included i.e. an additional walkway to the front of town hall with lighting, and retaining wall.

### **\*2. Acceptance of gifts & donations**

- Bethesda Lodge No. 3010 for \$1000 to the Middleton Food Pantry

***Vote:*** On a motion by Prentakis, seconded by Garber, the Board **voted unanimously to accept the donation from the Bethesda Lodge No. 3010 with thanks.**

### **3. Discussion of Middleton philanthropic efforts & resources:** Neighbors in Need, Mansfield Fund, Middleton Food Pantry

Ilene Twiss, 1728 Club Treasurer, explained when the Friends of the Flint announced they would no longer continue the sponsorship of the Neighbors in Need program, the 1728 Club took on this program to assist Middleton families, seniors, and veterans; they are now actively seeking donations and volunteers. Salem Metal was recognized for their \$ 10,000 donation. K. Prentakis offered to manage the funds.

B. Cresta spoke briefly on the Affordable Housing Trust, working with Habitat for Humanity, to provide a program to support qualified residents with safety needs and repairs to stay in their homes.

Discussion followed how the town can legally promote these programs, and if they could collaborate for efficiencies – i.e. vouchers for food from the food pantry, energy assistance from the Mansfield fund, etc.

Colleen Moulison, manager of the Middleton Food Pantry was present and participated in this discussion. She noted the Food Pantry is now a 501c3 organization.

Town Accountant/Finance Director Sarah Wood was present and read the requirements of the Mansfield Fund: In summary, one third of the annual contributions be distributed among the worthy poor of the town of Middleton at Thanksgiving and Christmas each year; one-third for band concerts in Middleton during the summer months; and one-third for a picnic for the children of the residence of Middleton. Discussion on this agenda item will continue.

### **4. Bylaw Review Committee Mission Revision**

Ilene Twiss, Town Clerk introduced JJ Demino, recently hired, who has worked with the Bylaw Review Committee.

The Committee revised the mission statement to better reflect best practices. The updated draft statement was in the packet for the Board's consideration. JJ Demino summarized the proposed changes.

***Vote:*** On a motion by Prentakis, seconded by Carbone, the Board **voted unanimously to endorse the proposed Bylaw Review Committee Mission.**

## 5. Department Head Update: Police - *Chief Sampson & Captain Armitage*

Two full time certified officers were recently hired after town meeting approved the funding for additional officers. Interviews are set up to fill the remaining position; no candidates are certified and will need to attend the Police Academy. Chief spoke on the various resources the officers provide in the community. The transition plan to the new building was a part of the update.

## 6. Introduce Facilities Director - Peter Coleman

P. Coleman was introduced as the new Facilities Director for the Town. With the new municipal complex opening soon, this position will take on the responsible for maintaining the technology aspect of the building, and the exterior grounds.

P. Coleman answered questions from the Board on his twenty years of experience as executive in sustainable development, program leadership, and facility (i.e. mechanical / electrical) management.

\*Facility update

## 7. Public Comment (held at 6pm for all Select Board meetings)- *There was none.*

## 8. Open meeting law complaint "10-15-25 SB- PD- John Q. Public"

J. Sultzbach provided a follow up on the open meeting law complaint filed by "John Q Public". The complaint alleged the Board met in executive session on September 16, 2025 to strategize with respect to collective bargaining, but was instead informed about a side letter\* the Town Administrator had already finalized, and since this was not strategy, the informational update should have taken place in open session. Town Counsel reviewed the complaint and found it to be without merit. Town Counsel drafted a response which was reviewed by the Board.

\*The side letter extended the distance (Middleton) police officers could live from the police station, as related to response time.

## 9. Review of Veterans Services Officer (VSO) position structure - J. Sultzbach

The VSO is currently a part time position at 19 hours, but when Middleton's population reaches 10,000, the town is obligated to make this a full time position. With the anticipation of a census being done in the near future, J. Sultzbach recommended the Board consider increasing this to a 24 hour a week position as a transition to full time, citing the population is based on the census, and is anticipated to surpass 10,000 residents.

A discussion followed on regionalizing the position. J. Bresnahan did not recommend the Board pursue a shared model at this time, and spoke from her experience with a regional VSO, that reduced services to the participating communities, adding there is currently a tend to de-regionalize this position. The cost comparison for a future shared VSO will be presented in the budget process for consideration.

The amended position also increased the hourly rate based on the compensation and classification schedule and due to state certification and training requirements.

The Board was asked to approve the increase in hours and pay rate for the job posting.

**Vote:** *On a motion by Prentakis, seconded by Garber, the Board voted **unanimously to approve the proposed changes to the VSO position.***

## 10. Surplus Town Properties: Status Update – J. Sultzbach

Police Station: the October 15 walk-through was well attended; no formal requests or questions were received by the Friday deadline.

Fire Station: a meeting is scheduled with the Engineer re the removal of the structure as considered by the Board.

Memorial Hall: the Engineer, Chuck Johnson, submitted proposed scope of work by phases; these will be used to solicit estimates. Phases one & two include consulting, topography, & perk testing to confirm yield and room count- \$ 27,500

Locust Street property; remains on hold for Memorial Hall/ Village Road discussion.

Old Town Hall (COA): The Town Administrator met with Historical Commissioner Ann Cody. A list of projected expenses ie. retaining wall, roof mechanical systems, etc. are being compiled for decisions regarding next steps.

## 11. FY25 Q4 (June 30, 2025) & FY26 Q1 (September 30, 2025) Update - Finance Director S. Wood

S. Wood provided a high level overview of the finances and fielded questions from the Board.

FY25 General Fund budget: 96.7% was expended as of June 30, 2025 (before incumbrances). One reserve transfer was needed during the Fiscal Year (FY). Approved General Fund Capital: \$1.76M remaining in approved projects (ambulance & Natsu Way phased work).

General Fund Revenues exceeded budgetary expectations: total-\$ 51.2M vs 46.44M budget; surplus \$ 4.7M. S.Wood believed this would trend down as municipal bonds are spent in FY26 and fully expended in FY27.

FY25 Free Cash for was certified at \$ 9.3M with \$ 2.1M earmarked for arbitrage liability. FY25 Free Cash was 20% of

operating appropriations; the target is 3%. In part, onetime investment income from municipal bonds and ARPA (American Rescue Plan Act) funds contributed to the higher amount. S. Woods suggested additional funding of OPEB (Other Post-Employment Benefits) to reduce the town's liability. In summary, FY25 closed strong with good spending control between the departments and better than expected revenue performance.

FY26 Q1 General Fund budget was 23.9% expended.

Incumbrances from FY25 are 97.7% closed due to school invoices delayed from back orders.

Q1 Revenue- 26% based on preliminary estimates.

Revolving and special revenue funds remain stable; FY26 began with disciplined funding from the departments, healthy revenues and stable fund balances. The town continues with the strong financial position with no red flags at this point.

B. Cresta voiced strong concern Department Heads use personal credit cards to pay for any cost associated with the town's budget and put in for reimbursement and reiterated the need for P (purchase) cards to be instituted. A discussion on this practice followed with the Town Administrator and Finance Director and how state law impacts the purchasing process. B. Cresta asked a timeline for implementing the purchase card system be provided.

## 12 & 13. Executive Session - 7:57pm

***Vote:** On a motion by Prentakis, seconded by Garber, the Board voted unanimously by roll call to enter into Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) to discuss strategy with respect to non-union personnel: Finance Director/ Town Accountant contract extension discussion.*

***And,** pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares: Discussion of litigation relative to MBTA Communities Act (M.G.L. c. 40A, §3A) and to not return to open session but adjourn directly from Executive Session.*

**Meeting dates:** November 4 & 18

### Meeting Documents:

- Warrant 2608 & FP72
- Minutes: September 16, 2025 ES 2, 3, 4, 5; October 7th, 2025 OS.
- Construction Contract for construction manager at risk services change order 11 amendment
- Middleton municipal complex AV Broadcast Edition Valley communications
- Email: S. Woods to J Sultzbach Re Mansfield Fund Users 10.14.25
- Memo: town clerk to Select Board Re- Bylaw Review Committee 10 1625
- Bylaw Review Committee, Mission Statement – current & proposed amended
- Facilities Director job description; Application P Coleman – cover letter resume
- Open Meeting Law complaint 10.15.25 – inc. draft executive session meeting minutes of 9.16.25
- Town Counsel response to the 10.15.25 OML complaint
- Memo: J. Bresnahan to Town Administrator / Select Board Re Veterans Service Director position structure 10.21.25
- Memo: J. Sultzbach to Select Board Re surplus property next steps 9.16.25
- Proposal from C. G. Johnson Engineering Re On-site Waste Water Treatment & Dispersal System for Memorial Hall 48 South Main St. 10.7.25.
- Memo: S. Wood to Select Board/ Finance Committee – FY25 & FY26 Q1 Highlights 8.27.25

**Adjourn-** *The Board voted unanimously to adjourn at 9:48 pm.*

Catherine E. Tinsley 10.30.25

Catherine Tinsley, Recording Secretary  
*The minutes were prepared from video.*

Debbie Carbone, Select Board Clerk

*Respectfully submitted as approved by the Select Board at the \_\_\_\_\_ meeting.*

# TOWN OF MIDDLETON

## OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949

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Telephone (978) 777-3617  
[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)

TO: Select Board  
FROM: Justin Sultzbach, Town Administrator  
DATE: November 4<sup>th</sup>, 2025  
RE: Middleton Social Services Advisory Group

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Board Members,

Following your October 21<sup>st</sup> meeting, I have set out with some other town partners to develop a Middleton Social Services Advisory Group. Broadly, I envision it would include the Council on Aging, Veteran's Services, my office (Representing the Mansfield Fund), Assessor's, Affordable Housing Trust, Housing Authority, the Middleton Food Pantry and Neighbors in Need. Our goal would be to identify and eliminate areas of duplicative effort, and identify potential gaps in services – and ways we can fill those gaps. In doing so, I would hope to be able to channel our collective efforts and resources to provide the most maximum support possible for families, senior citizens, the disabled, and residents in general who may find themselves in a time of need.

I have starting reaching out to some of these partners, and would like to coordinate a time in November to have a kick off meeting to discuss some of the elements listed above, as well as upcoming challenges the group may see coming down the road. Ideally this group would meet monthly, with regular updates provided to the Select Board through my office. Please let me know if there are any elements to this plan you would like to provide input on. Your guidance is always appreciated.

Justin Sultzbach  
Town Administrator





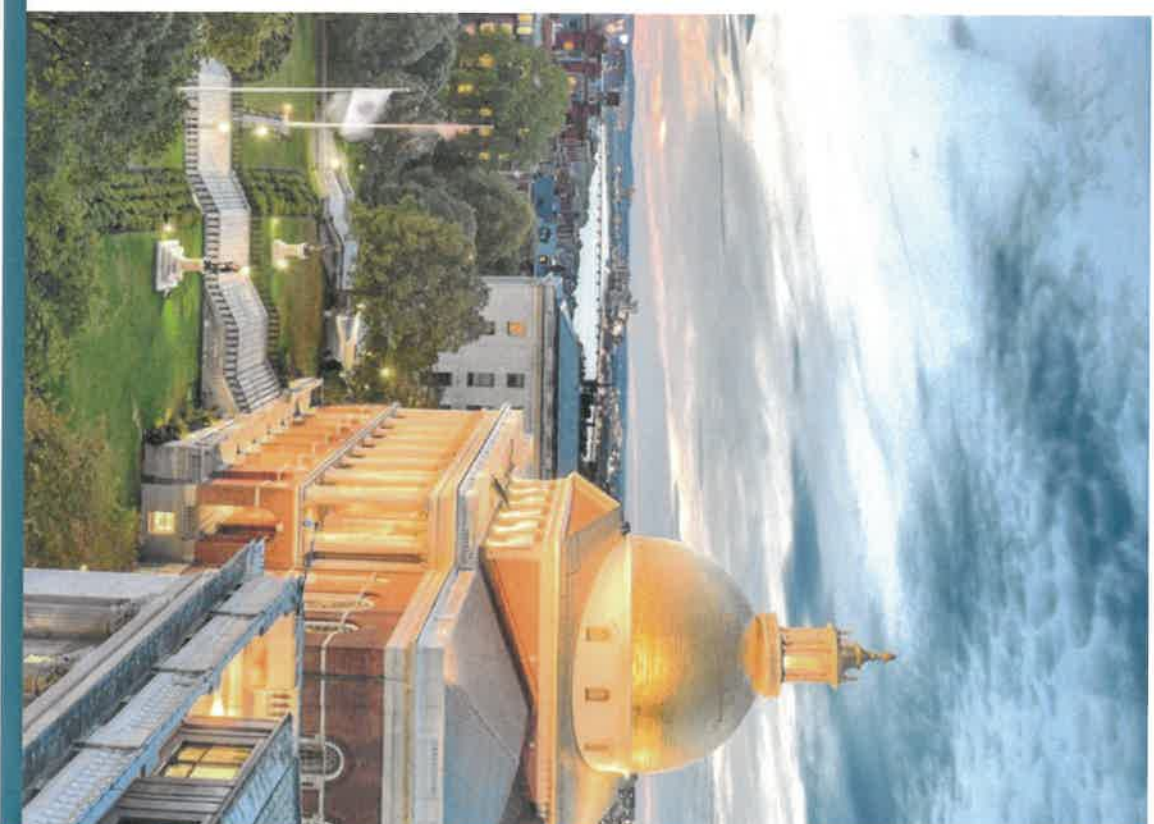
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**Commonwealth of Massachusetts**  
**Executive Office of**  
**Health and Human Services**

# Massachusetts SNAP Update

October 29, 2025





# Agenda

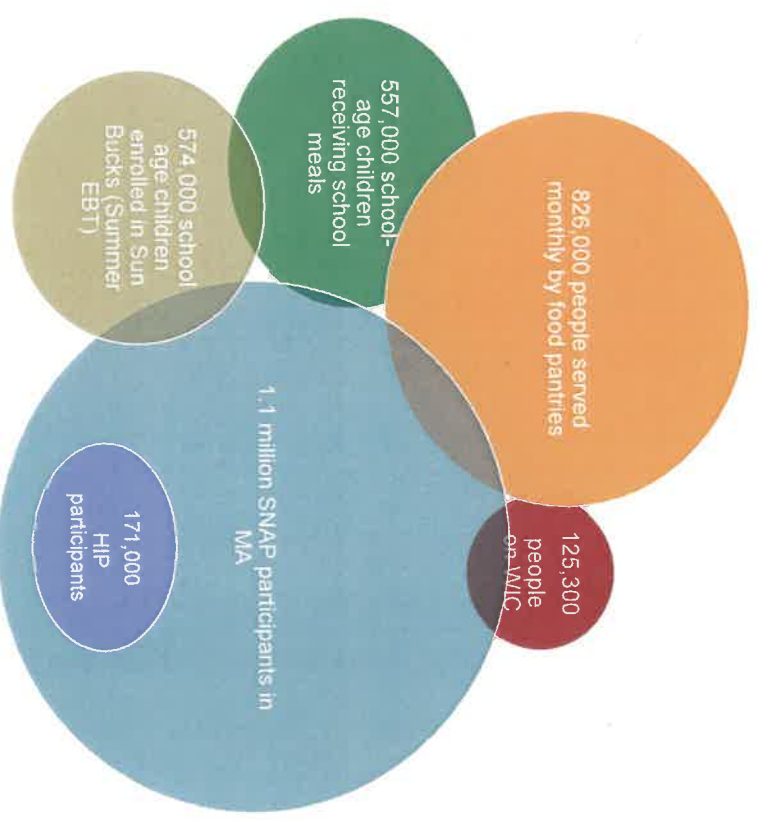
- SNAP at a Glance
- Federal Shutdown and November SNAP benefits update
- Overview of Congressional cuts to SNAP
- Massachusetts implementation of Congressional SNAP changes
  - Expanded work requirements
  - Utility allowance changes
  - Non-citizen eligibility
  - Efforts to reduce the Payment Error Rate to preserve SNAP and avoid federal penalties
- Governor's Anti-Hunger Task Force





## Supplemental Nutrition Assistance Program (SNAP) at a Glance

- **Federal nutrition program** administered by the Department of Transitional Assistance (DTA) for Massachusetts residents.
- **Largest anti-hunger program in Massachusetts**, serving more than 1 million people (1 in 6 residents)
  - 32% of recipients are children (under 18)
  - 24% of recipients are seniors (60 and older)
  - 28% of recipients are people with disabilities
- Brings in **\$2.7 billion federal dollars annually, which is spent at over 5,500 MA retailers**. Average SNAP benefit in MA (as of February 2025)
  - \$327/household/month
  - \$10.70/household/day
- SNAP benefits have an **economic multiplier effect** of \$1.54 for every \$1 spent resulting in economic generation in every community across the Commonwealth
- **Countercyclical** – federal benefit structure makes it responsive to recessions when unemployment and poverty increase; cost shift to states erodes SNAP's responsiveness
- For every 1 meal provided by a food bank, SNAP provides 9 meals.





## Impact of Federal Shutdown on November Issuances

*If the shutdown continues past Nov 1<sup>st</sup>, there may be a delay in SNAP benefit issuances until the government reopens.*

- The Trump Administration has communicated to states that they plan to delay November SNAP allotments to clients.
- DTA will provide timely updates via text messages, banners on Mass.gov and DTA Connect, DTA Assistance Line, and social media.
- Clients will be able to use benefits on their EBT cards at retailers.
- Residents can still access WIC and school meals. State funded programs like the Healthy Incentives Program (HIP), and cash assistance programs TAFDC and EAEDC are not impacted.
- Residents in need of immediate food assistance will be directed to Project Bread's Food Source Hotline



Can't afford enough  
food? **Let's chat.**

**CALL: 1 (800) 645-8333**

Hotline Hours Mon-Fri: 8am-7pm Sat: 10am-2pm

# Congressional cuts to SNAP



*In July 2025, Congressional Republicans passed a bill that made the largest cut to SNAP in the program's history. These cuts will have adverse impacts on people and communities across Massachusetts.*

## Immediate changes to SNAP:

1. Expansion of strict work requirements to include older adults and parents of children over age 14 as well removing waiver options for geographies with high unemployment or few jobs and exceptions for people experiencing homelessness, veterans, and former foster youth, significantly increasing the number of households at risk of losing benefits.
2. Elimination of eligibility for certain immigrants including refugees and asylees
3. Eliminating eligibility for an automatic deduction in utility costs for certain households who receive third party fuel assistance
4. Elimination of \$9.1M in SNAP nutrition education grants

## Future SNAP impacts, but require near-term preparations

1. Implementation of a benefit cost-share with states tied to payment accuracy measures starting in FFY28, which could result in up to \$394M in benefit costs for MA.
2. Increase in administrative cost share for states for 50% administrative costs to 75% administrative costs starting in FFY27 resulting in \$53M in additional costs to MA.
3. Limitation on increases in the Thrifty Food Plan calculation, the cost basis for SNAP, which will erode the value of SNAP benefits over time



## Harmful impact of federal cuts to MA residents

### Populations, communities, and sectors facing highest potential impacts from cuts to SNAP:

- Households newly subject to strict work requirements:
  - Adults 55-65
  - Adults with children over 14
- Communities that lost geographic waivers exempting households from strict work requirements, including but not limited to:
  - Western MA
  - Central MA
  - Southeastern MA
  - Cape Cod & Islands
  - Merrimack Valley - Lowell, Lawrence
  - North Shore – Revere, Saugus, Lynn, Salem, Gloucester
- Immigrants, their families, and communities
- Local food economies – farmers, producers, retailers
- Emergency food systems (food banks & pantries, grassroots food access organizations, congregate meal sites)

### Quantifying the impacts:

**~99,000**

People newly subject to strict work requirements over the next year

**~9,500**

Immigrants losing eligibility over the next year

**~45,000**

Households at risk of having benefits reduced due to changes in utility allowance over the next year

**\$447M**

Potential costs shifted to Massachusetts for SNAP benefits and administrative costs





# Implementation of Required SNAP Changes

*The Trump Administration is requiring states to implement SNAP eligibility and benefit changes by November 1<sup>st</sup> or assume additional risk to the payment error rate.*

All changes will apply to *new* applicants and existing applicants at their *next recertification*

## Expanded Work Requirements

- Adults ages 18 to <65 without dependents <14 years required to work 80 hours per month unless they meet an exception
- Removes exceptions for homeless individuals, veterans, and <24yrs who aged out of foster care
- Adds new exceptions for "Indian", "Urban Indian", and "California Indian"

## Non-Citizen Eligibility

- Non-citizen eligibility limited to:
  - Legal Permanent Residents
  - Cuban-Haitian Entrants
  - COFA citizens
- Households without an eligible member will have SNAP cases closed at recertification and ineligible members will be removed from mixed-status households.

## Standard Utility Allowance

- SNAP households receiving energy assistance (H-EAT/LIHEAP) that include an elderly or disabled member will continue to automatically qualify for the Standard Utility Allowance
- Households without elderly or disabled members must verify utility expenses to qualify for the Standard Utility Allowance



## New Federal Penalties tied to Payment Accuracy

Beginning October 2027, the federal government will no longer pay 100% of SNAP benefits if a state's Payment Error Rate exceeds 6%. States face severe, escalating benefit cost share penalties tied to their error rate.



### What is the Payment Error Rate (PER)?

- The Payment Error Rate (PER) is measurement of how accurately the state assesses SNAP eligibility and calculates benefit amounts.
- Errors occur when there is an **over- or under-issuance in benefit calculation**, either due to client error or agency error.
- PER is one measure USDA uses to assess SNAP administration among others including processing timeliness. PER is calculated based on a very small sampling of cases that are randomly evaluated for accuracy. Any household overpayment or underpayment over \$58 is an error.
- Payment errors are not fraud.

### What is the PER in Massachusetts?

- Prior to 2020, MA had a low error rate – typically 4-6%
- During the pandemic, the SNAP caseload dramatically increased, and waivers were implemented to reduce administrative burden and promote access. As a result, in the following years, the PER increased significantly. In FFY24, MA's final PER was 14.1%.





# Key drivers of payment errors & solutions

## Top Drivers of Errors in MA



Wages and salaries



Household composition



Shelter expenses

Due to complexity of SNAP rules, 65% of errors are driven by client misreporting or underreporting information.

**To avoid escalating cost-share penalties and preserve SNAP, DTA is taking steps to rapidly reduce the PER while seeking to maintain access to benefits for which households are eligible.**

- ✓ Unwinding COVID-era policies and reinstating household interviews at recertification and requiring verifying income matches at interim report
- ✓ Improving technology platforms and phone lines to bolster eligibility and benefit determination work and improve client ability to report changes
- ✓ Leveraging internal and external data to identify and correct errors when necessary
- ✓ Hiring case workers to reduce client to worker ratios and improve staff ability to accurately process cases
- ✓ Enhancing staff development and training programs to focus on areas with high risk of errors
- ✓ Establishing a dedicated Quality Assurance team of highly skilled case workers to support payment accuracy efforts



# Strategy to address SNAP cuts: Governor's Anti-Hunger Task Force

*Governor Healey issued an Executive Order in July, forming the Anti-Hunger Task Force to respond to federal cuts and their impact on residents of Massachusetts.*

## Task Force Objectives:

- Provide recommendations for mitigating the direct and indirect impacts of federal SNAP cuts and program changes to Massachusetts;
- Initiate and deepen collaboration among public, private, and nonprofit sectors for alleviating hunger and food insecurity, with a specific focus on those communities and populations most impacted by federal action;
- Explore opportunities for partnership and collaboration across northeastern states, including New England and New York;
- Provide recommendations for long-term, sustainable solutions for mitigating hunger and food insecurity, preserving food systems, and bolstering local economies through cross-cutting initiatives, including public-private partnerships, coordinated state responses, and data-driven reforms to policies and practices.

Stay engaged: [mass.gov/governors-anti-hunger-task-force](https://mass.gov/governors-anti-hunger-task-force)



To whom it may concern:

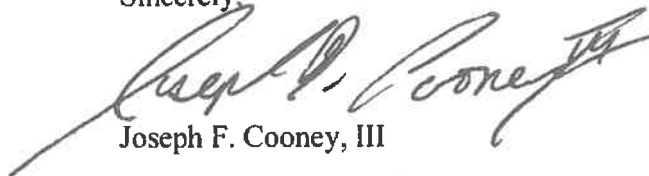
I am writing to express my interest in a part-time Building Inspector position with the Town of Middleton. I have decided to retired after working over 30 years as a Certified Building Commissioner and Local Inspector, as the Director of Inspectional Services for the City of Chelsea. For the last 8 years, I have served as the Director of Facilities and Construction for the Chelsea School Department where I manage over a million square feet of school buildings. I bring a wealth of experience in building oversight, compliance, and operational excellence.

Throughout my career, I have successfully ensured regulatory compliance, improved infrastructure efficiency, and managed large-scale facility operations with a commitment to safety and sustainability. My ability to oversee complex building projects, implement cost-effective maintenance strategies, and collaborate with diverse teams has equipped me with the expertise to contribute meaningfully in a part-time capacity.

I am eager to apply my knowledge of building codes, inspections, and facility management to support Middleton's goals. I welcome the opportunity to discuss how my experience aligns with your needs. Please feel free to contact me at your convenience.

Thank you for your time and consideration. I look forward to the possibility of contributing to the Town of Middleton.

Sincerely,



Joseph F. Cooney, III

**Joseph F. Cooney, III**

**Topsfield, MA 01983**

**PROFESSIONAL EXPERIENCE:**

City of Chelsea  
Public Schools  
Director of Facilities  
7/20/2015-Present

As the Director of Facilities overseeing one million square feet of building space, my primary focus is to ensure a safe, efficient, and sustainable environment for our students and staff. I strive to optimize our facilities through careful maintenance, strategic planning, and innovative solutions. Collaborating with teams, I prioritize upgrades and energy conservation, while fostering a space that enhances learning and supports our educational mission

City of Chelsea  
Director of Inspectional  
Services  
4/9/94-7/20/2015

Responsible for the supervision of all inspectors in their daily duties, supervising review of all plan specifications and inspections for new construction and/or renovations to ensure compliance with the Massachusetts State Building Code, city ordinances and zoning by-laws.

City of Chelsea  
Assistant Director  
Inspectional Services  
7/28/92-4/9/94

Assisted the director in all facets of the daily operations of the Inspectional Services Department

Seaver Construction  
Job Site Superintendent  
6/91-7/92

Supervisor of construction projects, which entailed estimating and ordering of materials, coordinating subcontractors, inspecting completed work and holding weekly meetings with project architects to demonstrate compliance with scheduling restraints and plan specifications.

**Skills:**

Commonwealth of Massachusetts Certified Building  
Commissioner

Commonwealth of Massachusetts Certified Building Inspector

Licensed Unrestricted Construction Supervisor

**Education:**

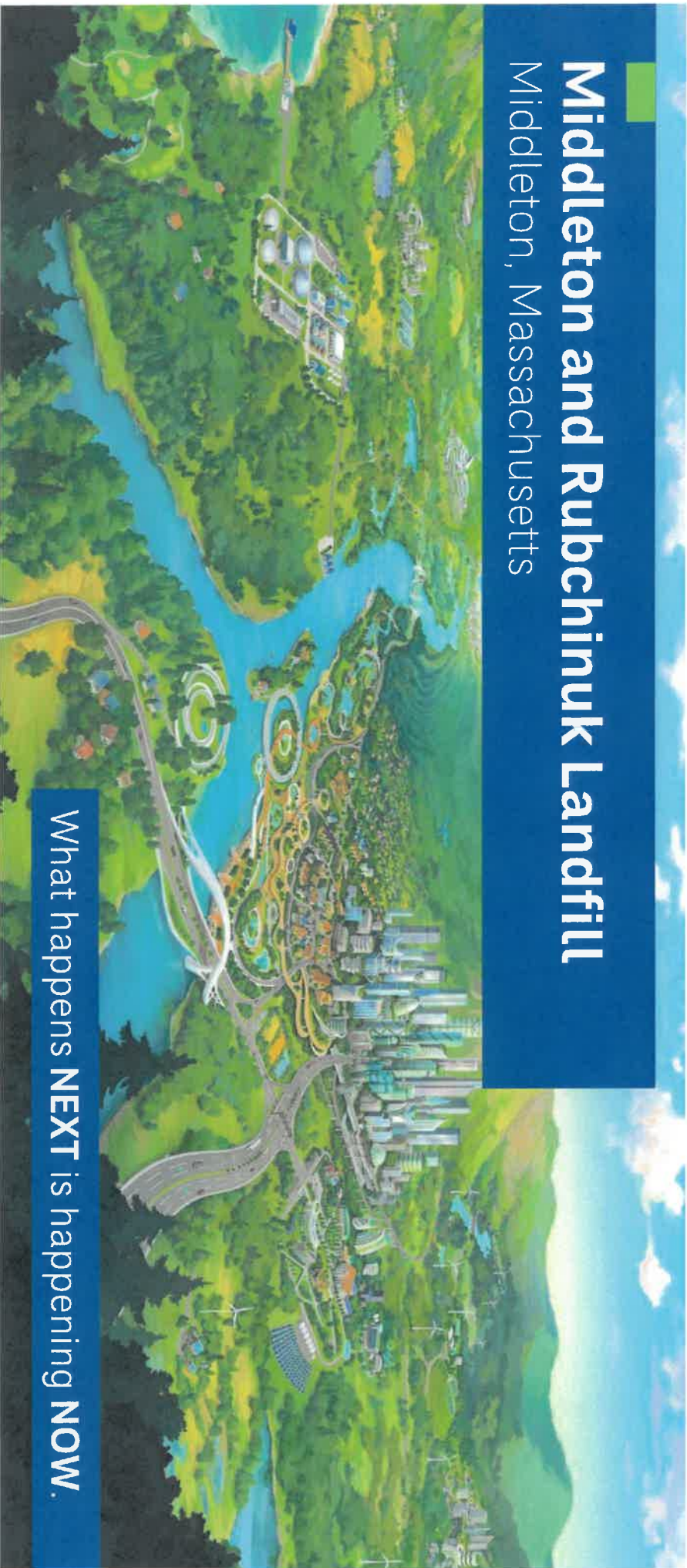
University of Massachusetts: North Dartmouth Massachusetts  
Bachelor of Science, 1983





# Middleton and Rubchinuk Landfill

## Middleton, Massachusetts



What happens **NEXT** is happening **NOW**.

Nicholas Castonguay, PG, PMP  
Andrew Miller, PE, PMP

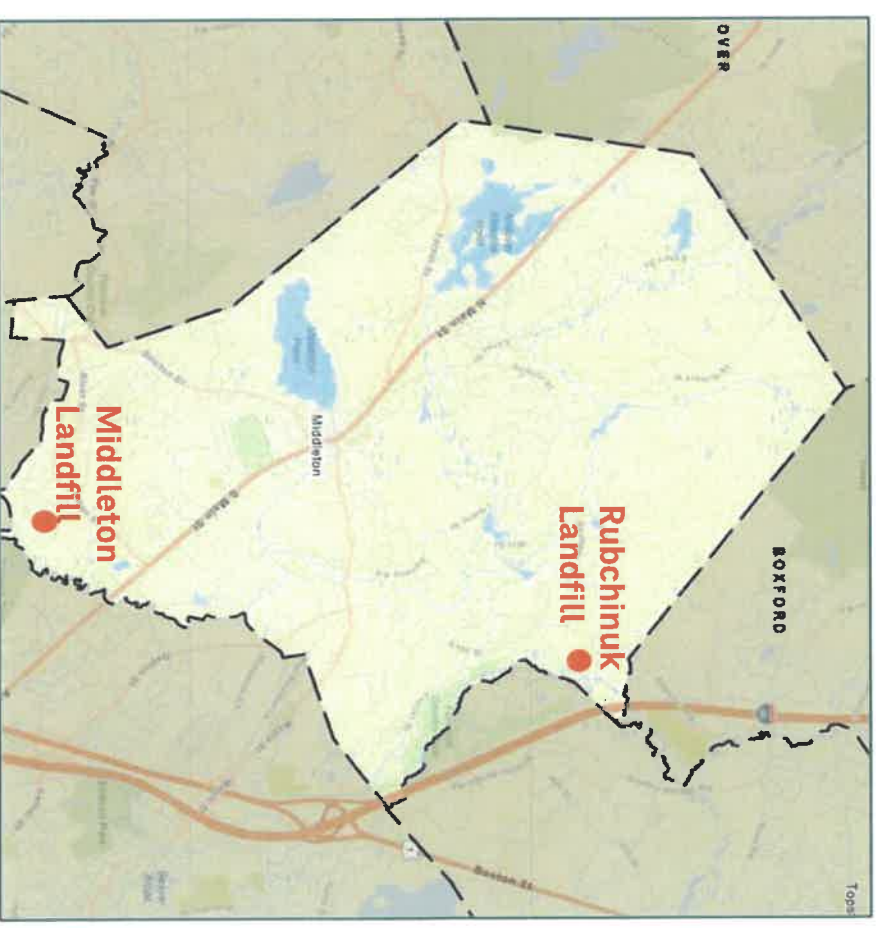
November 4, 2025





# Agenda

- Introductions
- Regulatory Requirements for Landfills
- What is PFAS?
- Landfill Issues Relative to PFAS
- Potential Solutions
- Next Steps







# Introductions

- Presentation from CDM Smith:
  - Nick Castonguay – Senior Geologist and Project Manager
  - Andrew Miller – Senior Engineer
- CDM Smith is an environmental engineering firm focused on water, wastewater, solid and hazardous waste; based in Boston
- CDM Smith has been providing landfill services to the Town of Middleton since mid-1990s
  - Engineering services for cap design/closure of Middleton Landfill (1996) and Rubchinuk Landfill (2001)
  - Post-closure environmental monitoring since closure
  - Annual landfill inspections

# Regulatory Requirements for Landfills – Applicability to Middleton

- Driven by the Massachusetts Department of Environmental Protection (MassDEP)
- Solid Waste Regulations (310 CMR 19.000) applicable to closed landfills:
  - 30 years post-closure environmental monitoring (groundwater & surface water)
  - MassDEP can add monitoring requirements
  - Recent requirement to add per- and polyfluoroalkyl substances (PFAS) sampling
    - monitoring wells and nearby private domestic wells
  - Comparison to Massachusetts PFAS6 drinking water standard of 20 ng/L
- Massachusetts Contingency Plan (MCP) - 310 CMR 40.0000
  - Requires notification, assessment and remediation of contaminated sites
  - When performing landfill monitoring, any exceedances of drinking water standards in private wells require MassDEP notification – i.e., PFAS





- PerFluoroOctanoic Acid (PFOA)**
- Strong carbon & fluorine bond
- 
- The diagram shows the chemical structure of PerFluoroOctanoic Acid (PFOA). It consists of a long, straight chain of eight carbon atoms (represented by black circles). Each carbon atom is bonded to two fluorine atoms (represented by green circles). The chain is terminated by a carboxylic acid group, which includes a carbon atom double-bonded to an oxygen atom (red circle) and single-bonded to a hydroxyl group (OH, red circle and white circle). A red arrow points to one of the C-F bonds, with the text "Strong carbon & fluorine bond" written next to it.



# Landfill Issues Relative to PFAS

- Sampling indicated private well exceedances at both Landfills
- Town providing bottled water at up to 7 homes
- On-going PFAS source assessment
- MassDEP partnering on PFAS source investigations; potential sources:
  - Landfill
  - Septic Systems
  - Other ??
- What comes next?
  - Site assessment following MCP process
  - Potential corrective actions evaluation/implementation
  - Goal to eliminate risk
    - Bottled Water / POET Systems / Water Main

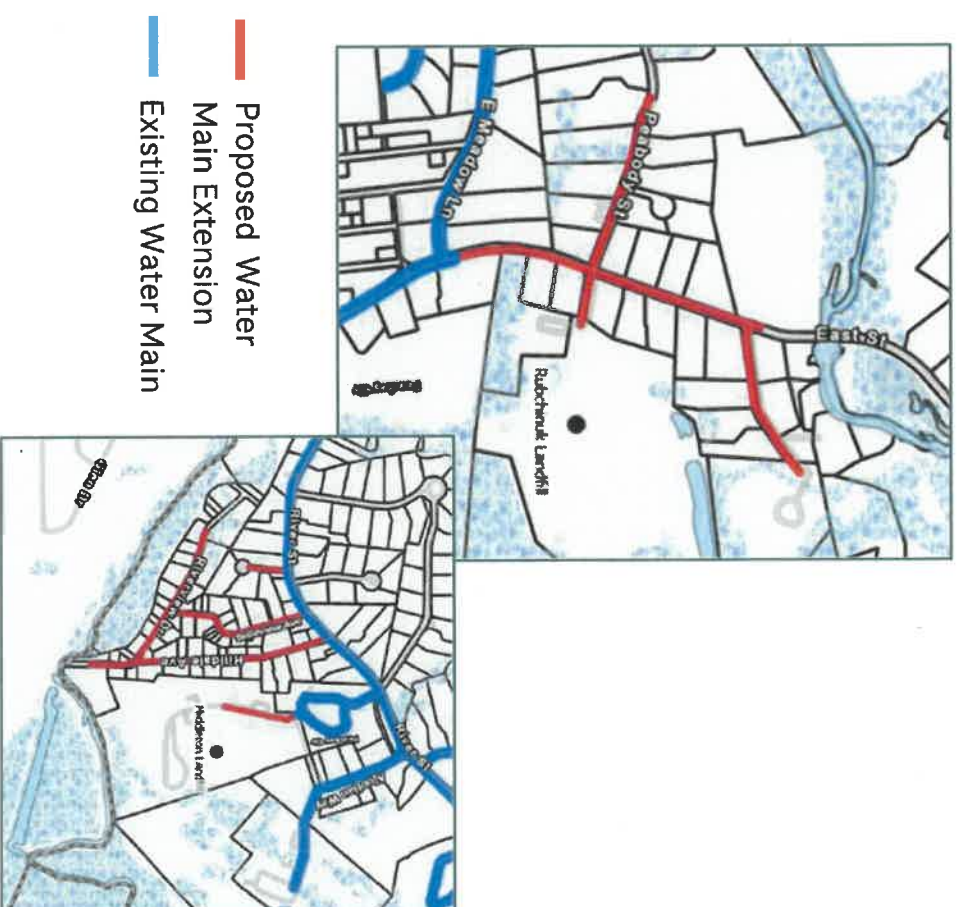


## Potential Solution – Water Main

- Water main extension to residents with PFAS impacted domestic wells
- Use of State Revolving Fund (SRF) Loan Program
  - Managed by MassDEP and the Clean Water Trust
  - PFAS projects eligible for funding
  - 0 % loan and principal forgiveness
  - First Step – Project Evaluation Form (PEF) filed

- Key dates in the SRF funding process

Dates	Task
March 2026	Intended Use Plan issued
June 30, 2026	Town Appropriation in place
October 15, 2026	Design & SRF Application
Spring 2026	Bidding
June 30, 2027	Construction Contract Execution

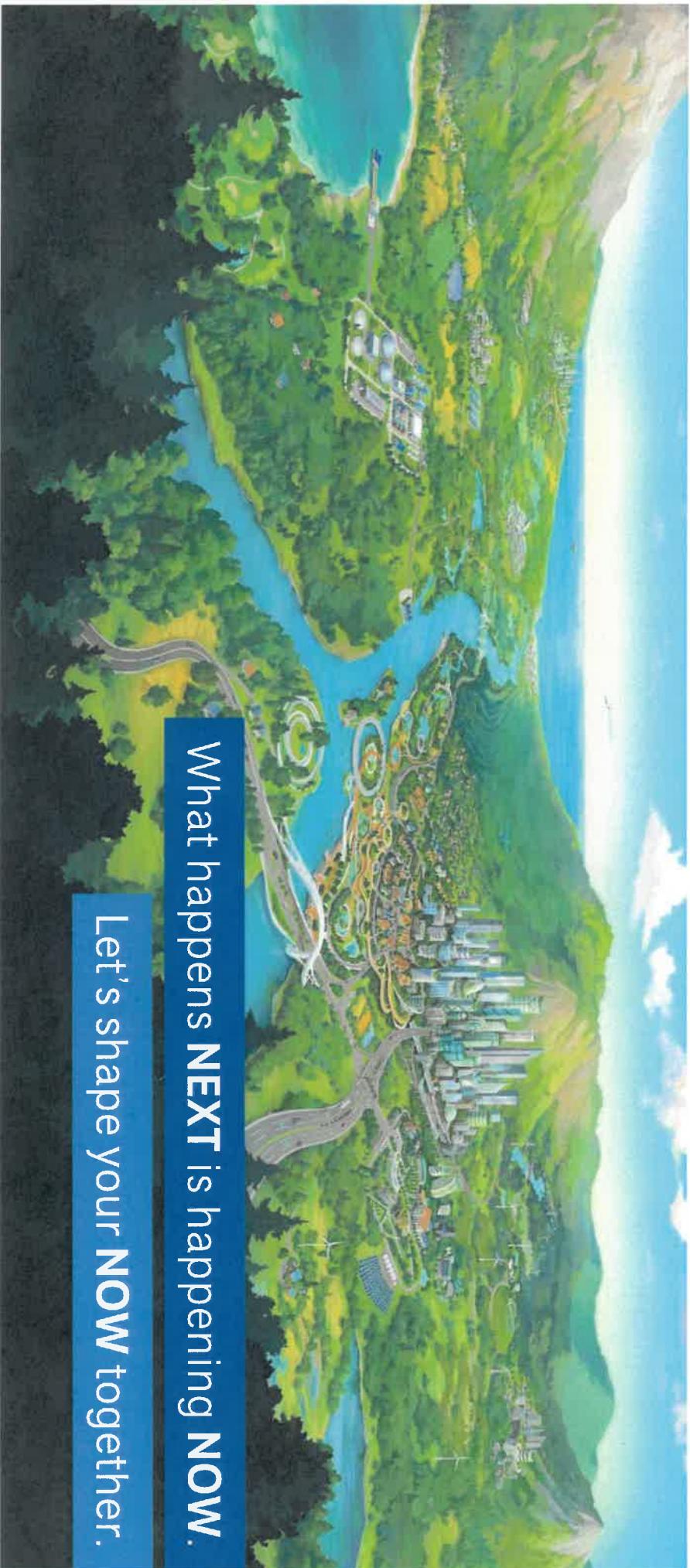




## Next Steps

- Continuing MCP Immediate Response Action i.e., bottled water
- Currently performing MCP Phase 1 Initial Site Investigation
  - Continue PFAS sampling and reporting
  - Further source assessment
- Future: Follow MCP process – assessment and/or permanent solution
  - Alternatives evaluation for corrective actions
  - Consider water main extension via SRF





What happens **NEXT** is happening **NOW**.

Let's shape your **NOW** together.

**CDM**  
**Smith**

# TOWN OF MIDDLETON

## OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949



Telephone (978) 777-3617  
[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)

TO: Select Board  
FROM: Justin Sultzbach, Town Administrator  
DATE: November 4, 2025  
RE: Surplus Property Next Steps

Board Members,

I will be providing a brief member for all meetings moving forward to highlight next steps and status for the surplus properties this Board has discussed over the past year. We will keep this list running to maintain a history of progress for each site. For now, please note the following:

### Police Station:

8/5/25 We are finalizing an RFP for the sale of town property, with a draft to come forward at your September 2<sup>nd</sup> meeting

9/2/25 Review of Draft RFP at Select Board meeting

9/16/25 RFP finalized, to be posted to Central Register, Commbuys, Salem News, Posted at Town Hall and on the Town Website, and MMA.

10/1/25 RFP Released

10/15/25 Walkthrough held at PD

11/04/25 No questions at 10/31 deadline. Responses due Weds, Nov 12<sup>th</sup>

### Fire Station:

8/5/25 We are working with the engineer to get their scope within the 25k not to exceed figure established by the Board.

9/2 Revised proposal/scope from CBI Consulting requested, not yet received.

9/16/25 Revised proposal from CBI Consulting received and reviewed by Select Board at 9/16 meeting.

10/1/25 Communicated change in direction to engineer re: removal of entire structure, moving of electrical. To meet in late October.

### Memorial Hall:

8/5/25 We have made contact with several septic companies to determine how many residential units the site could support, with a determination expected for your September 2<sup>nd</sup> meeting.

9/2/25 Scope of work provided for septic analysis at Select Board Meeting.

9/16/25 Conversation held with C.G. Johnson Engineering, Inc re: cost estimate. Figures expected for October.

10/7/25 Received proposed scope from C.G. Johnson Engineering inc. Will use to solicit estimates.

### Locust St:



# TOWN OF MIDDLETON

## OFFICE OF THE TOWN ADMINISTRATOR

48 South Main Street, Middleton, MA 01949

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Telephone (978) 777-3617  
[justin.sultzbach@middletonma.gov](mailto:justin.sultzbach@middletonma.gov)

8/5/25 Holding for Memorial Hall/35 Village Road discussion

**Old Town Hall:**

8/5/25 We are compiling a list of projected expenses to help better inform decisions about next steps (retaining wall, roof, mechanicals, etc.)

10/21/24 Met with member of Historical Commission to discuss logistics.

Thank you,

Justin Sultzbach  
Town Administrator



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# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chair, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**Mary L. Pichetti**  
*Executive Director / Deputy CEO*

October 29, 2025

Mr. Justin Sultzbach, Town Administrator  
Town of Middleton  
Middleton Town Hall  
48 S. Main Street  
Middleton, MA 01949

Re: Town of Middleton, Fuller Meadow School

Dear Mr. Sultzbach:

I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") voted to approve the Proposed Accelerated Repair Project (the "Proposed Project") in the Town of Middleton (the "Town") for a partial roof replacement at the Fuller Meadow School.

The Board approved an Estimated Maximum Total Facilities Grant of \$725,968, which does not include any funds for potentially eligible Owner's or Construction Contingency Expenditures. In the event that the MSBA determines that any Owner's and/or Construction Contingency Expenditures are eligible for reimbursement, the Maximum Total Facilities Grant for the Fuller Meadow School Project may increase to \$755,732. The final grant amount will be determined by the MSBA based on a review and audit of all project costs incurred by the Town, in accordance with the MSBA's regulations, policies, and guidelines and the Project Funding Agreement. The final grant amount may be an amount less than \$725,968.

The Board also approved an extension to the 90-day deadline, through May 29, 2026, to acquire and certify local approval for an appropriation and all other necessary local votes or approvals showing acceptance of the cost, site, type, scope and timeline for the Fuller Meadow School Project. Upon receipt of the certified votes demonstrating local approval, the MSBA and the Town will execute a Project Funding Agreement, which will set forth the terms and conditions pursuant to which the Town will receive its grant from the MSBA. Once the Project Funding Agreement has been executed by both parties, the Town will be eligible to submit requests for reimbursement for Proposed Project costs to the MSBA.

We will be contacting you soon to discuss these next steps in more detail. In the meantime, I wanted to share with you the Board's approval of the partial roof replacement at the Fuller Meadow School in the Town of Middleton, and the Board's authorization to execute a Project Funding Agreement for this Proposed Project.

Page 2  
October 29, 2025  
Middleton, ARP PFA Authorization Board Action Letter

Sincerely,



Mary L. Pichetti  
Executive Director

Cc: Legislative Delegation

Brian M. Cresta, Chair, Middleton Select Board  
Natasha Bansfield, Chair, Middleton School Committee  
Dr. Scott Morrison, Superintendent, Tri-Town School Union  
Steven Greenberg, Assistant Superintendent of Business and Operations, Tri-Town School Union  
Stephen A. Clifford, Director of Facilities, Tri-Town School Union  
Jody Renouf, Owner's Project Manager, GreenerU, Inc.  
Tom Inman, Owner's Project Manager, GreenerU, Inc.  
Wayne R. Lawson, Designer, SOCOTEC AE Consulting, LLC  
File: 10.2 Letters





# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chair, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**Mary L. Pichetti**  
*Executive Director / Deputy CEO*

October 29, 2025

Dr. Michael M. Harvey, Superintendent  
Masconomet Regional School District  
20 Endicott Road  
Boxford, MA 01921

Re: Masconomet Regional School District, Masconomet Regional High School, Masconomet Regional Middle School

Dear Dr. Harvey:

I am pleased to report that on October 29, 2025, the Board of Directors (the “Board”) of the Massachusetts School Building Authority (the “MSBA”) voted to invite the Masconomet Regional School District (the “District”) into the Calendar Year 2025 Accelerated Repair Program (the “ARP”) to partner with the MSBA in conducting a Schematic Design Study at the Masconomet Regional High School for a potential roof and heat pump conversion replacement project and at the Masconomet Regional Middle School for a potential roof and heat pump conversion replacement project.

The ARP will focus on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for districts. I do want to emphasize that this invitation to partner on a Schematic Design Study is *not* approval of a project but is strictly an invitation to the District to work with the MSBA to explore potential solutions to the building needs that have been identified. Moving forward in the MSBA’s ARP process requires a partnership with the MSBA, and communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute, regulations, and policies, including the ARP requirements, as outlined in this letter, which require MSBA partnership and approval at each step of the process.

Districts that are invited into the ARP will be required to use Owner’s Project Managers and Designers who are pre-selected and randomly assigned by the MSBA. Districts must also adhere to other requirements that are unique to this Program, such as implementing an accelerated project schedule.

The District’s commencement date for the Masconomet Regional High School and the Masconomet Regional Middle School is March 2, 2026, and several prerequisites must be completed in accordance with the schedule on page four of this letter.

October 29, 2025

Masconomet Regional School District Invitation to ARP Board Action Letter

The District must secure funding for the Schematic Design portion of this potential project within 90 calendar days of the commencement date. Submission of the properly certified documentation that the District has secured its funding must be submitted to the MSBA within 120 days of the commencement date. Districts will be expected to complete a Schematic Design Study and receive authorization to execute a Project Funding Agreement by the MSBA Board of Directors no later than 14 months from the District's commencement date. Future funding for the total project budget will be required within 90 days after the date of the MSBA's approval to execute a Project Funding Agreement and no later than 16 months from the District's commencement date. Districts seeking reimbursement under the ARP will be allowed to submit requests for reimbursement monthly, but only if the total value of the invoices submitted equals more than \$50,000.

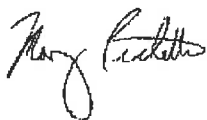
During the Schematic Design Study phase, the MSBA will partner with the District and its assigned Owner's Project Manager and Designer to find the most fiscally responsible, educationally appropriate and sustainable solution to the building needs identified above.

If during the Schematic Design Study phase, the District determines that the potential project does not meet the qualifying criteria of the Board's invitation, the District will be required to remove its Statement of Interest and will not be authorized for a Project Funding Agreement for the project. For the Calendar Year 2025 ARP, the qualifying criteria included roofs of 20 years or more as of Calendar Year 2026 (installed in or before 2006) and window and door systems of 30 years or more as of Calendar Year 2026 (installed in or before 1996). For the Calendar Year 2025 ARP, the qualifying criteria for heat pump conversions included windows of less than 30 years (installed in or after 1997), the school was opened or fully renovated, including replacement of the HVAC system before 2011, and the mechanical heating distribution is not supported by steam distribution piping.

As detailed above, once the District has completed the prerequisites in accordance with the schedule on page four of this letter and to the MSBA's standards, the MSBA will assign an Owner's Project Manager and Designer using the MSBA's list of pre-selected and randomly assigned consultants for the ARP. In the meantime, I wanted to share with you the Board's decision and provide a brief overview of what this means for the Masconomet Regional School District.

I look forward to continuing to work with you as part of the MSBA's Accelerated Repair Program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



Mary L. Pichetti  
Executive Director

Page 3

October 29, 2025

Masconomet Regional School District Invitation to ARP Board Action Letter

Cc: Legislative Delegation

Matthew Alexander, Chair, Masconomet Regional School Committee

File: 10.2 Letters

**Accelerated Repair Program  
Prerequisite Documents Schedule of Deliverables**

**Masconomet Regional School District  
MSBA Board of Director Meeting – October 29, 2025**

<b>Masconomet Regional High School, Masconomet Regional Middle School</b>		
<b>Accelerated Repair Program Commences – March 2, 2026</b>		
<b>Deliverable</b>	<b>Days</b>	<b>Due Date and Status</b>
Initial Compliance Certification	90	June 1, 2026 Required
Maintenance and Capital Planning Information	90	June 1, 2026 Required
Local Authorization for Schematic Design Funds	90	June 1, 2026 Required
Certified Copy of Local Vote Authorization of Schematic Design Funds	120	June 30, 2026 Required



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Massachusetts Housing Finance Agency  
One Beacon Street Boston, MA 02108

Tel: 617-854-1000 | Relay 711  
Fax: 617-854-1091 | [www.masshousing.com](http://www.masshousing.com)

October 28, 2025

Ferncroft Apartments, LLC  
780 Third Avenue, Suite 2201  
New York, New York 10017  
Attention: Cyrus Sakhai

**Re: Ferncroft Apartments, Middleton  
Project Eligibility/Site Approval  
MassHousing ID No. 1291**

Dear Mr. Sakhai:

This letter is in response to your application as “Applicant” for a determination of Project Eligibility (“Site Approval”) pursuant to Massachusetts General Laws Chapter 40B (“Chapter 40B”), 760 CMR 56.00 (the “Regulations”) and the Comprehensive Permit Guidelines issued by the Executive Office of Housing and Livable Communities (“EOHLC”) (the “Guidelines” and, collectively with Chapter 40B and the Regulations, the “Comprehensive Permit Rules”), under the New England Fund (“NEF”) Program (“the Program”) of the Federal Home Loan Bank of Boston (“FHLBank Boston”).

Ferncroft Apartments, LLC submitted an application with MassHousing pursuant to Chapter 40B. You have proposed to build two hundred (200) units of rental housing, including fifty (50) affordable units, (the “Project”) on 12.57 acres of land located at 35 Village Road (the “Site”) in Middleton (the “Municipality”).

In accordance with the Comprehensive Permit Rules, this letter is intended to be a written determination of Project Eligibility by MassHousing acting as Subsidizing Agency under the Guidelines, including Part V thereof, “Housing Programs In Which Funding Is Provided By Other Than A State Agency.”

MassHousing has performed an on-site inspection of the Site, which local boards and officials were invited to attend, and has reviewed the pertinent information for the Project submitted by the Applicant, the Municipality and others in accordance with the Comprehensive Permit Rules.

#### **Municipal Comments**

Pursuant to the Regulations, the Town of Middleton was given a thirty (30) day period in which to review the Site Approval application and submit comments to MassHousing. The Select Board submitted the town’s response on September 17, 2025. Their response included a note that the Town prioritizes the development of affordable housing options to support the needs of its residents, especially older adults and young families. While the proposed project may assist in meeting these goals, several following concerns have been raised about this project:

Maura Healey, Governor  
Kim Driscoll, Lt. Governor

Jeanne Pinado, Chair  
Carolina Avellaneda, Vice Chair

Chrystal Komegay,  
Chief Executive Officer



- The Municipality is concerned about stormwater management of the Site and requests that the Applicant provide a stormwater management plan for the Site, including erosion control measures during and after construction.
- The Municipality requests that the Applicant provide a comprehensive traffic study to review impacts on area roadways. Road capacity, sight lines, snow removal and other public safety measures should be studied.
- The Municipality requests the Applicant's collaboration and cooperation with other State and Local agencies regarding ongoing efforts to improve pedestrian safety.
- The Municipality requests additional information from the Applicant regarding fire safety, including but not limited to, locations of fire hydrants, water pressure readings, fire apparatus maneuverability, and safe building egress.
- The Municipality is concerned about the impacts of light and noise from the development onto neighboring properties, requesting proper sound attenuation for mechanical equipment, and encouraging measures to reduce single-vehicle trips including bicycle accommodations, car sharing services, and shuttle facilities.
- The Municipality is concerned about the availability of adequate water supply for the proposed Project and notes that the Applicant will need to plan for compliance with the Water Use Mitigation Program.

MassHousing carefully considered the Municipality's concerns and, to the extent appropriate within the context of the Site Approval process, has offered responses in the following "Recommendations" section of this letter.

#### **MassHousing Determination and Recommendation**

MassHousing staff has determined that the Project appears generally eligible under the requirements of the Program, subject to final review of eligibility and to Final Approval.<sup>1</sup> As a result of our review, we have made the findings as required pursuant to 760 CMR 56.04(1) and (4). Each such finding, with supporting reasoning, is set forth in further detail on Attachment 1 hereto. It is important to note that Comprehensive Permit Rules limit MassHousing to these specific findings in order to determine Project Eligibility. If, as here, MassHousing issues a determination of Project Eligibility, the Applicant may apply to the Zoning Board of Appeals ("ZBA") for a comprehensive permit. At that time local boards, officials and members of the public are provided the opportunity to further review the Project to ensure compliance with applicable state and local standards and regulations.

Based on MassHousing's site and design review, and considering feedback received from the Municipality, the following issues should be addressed in the application to the ZBA, and the Applicant should be prepared to explore them more fully during the public hearing process:

---

<sup>1</sup> MassHousing has relied on the Applicant to provide truthful and complete information with respect to this approval. If at any point prior to the issuance of a comprehensive permit MassHousing determines that the Applicant has failed to disclose any information pertinent to the findings set forth in 760 CMR 56.04 or information requested in the Certification and Acknowledgment of the Application, MassHousing retains the right to rescind this Site Approval letter.

- Development of this Site will require compliance with all state and federal environmental laws, regulations and standards applicable to existing conditions and to the proposed use related to building construction, conservation, stormwater management, wastewater collection and treatment, and hazardous waste safety. The Applicant should expect that the Municipality will require evidence of such compliance prior to the issuance of a building permit for the Project.
- The Applicant should be prepared to provide sufficient data to assess the proposed Project's potential traffic impacts on area intersections and respond to reasonable requests for mitigation.
- The Applicant should be prepared to provide detailed information regarding the management of wastewater on-site.
- The Applicant should continue to engage with the Municipality and Middleton Fire Department to review the plans and address public safety concerns, particularly those pertaining to access of fire apparatus and other emergency vehicles to the building.
- The Applicant should be prepared to work closely with its design team to address concerns regarding the architectural design, details, and materials proposed for the building.
- The Applicant should be prepared to provide detailed information related to light and noise impacts from vehicles and building equipment and respond to reasonable requests for mitigation. As a part of this, consideration should be given for ridesharing and bicycle amenities.
- The Applicant should be prepared to provide detailed information to address concerns related to water supply in connection with the proposed use.

MassHousing has also reviewed the application for compliance within the requirements of 760 CMR 56.04(2) relative to Application requirements and has determined that the material provided by the Applicant is sufficient to show compliance.

This Site Approval is expressly limited to the development of no more than two hundred (200) rental units under the terms of the Program, of which not less than fifty (50) of such units shall be restricted as affordable for low- or moderate-income persons or families as required under the terms of the Guidelines. It is not a commitment or guarantee of financing and does not constitute a site plan or building design approval. Should you consider, prior to obtaining a comprehensive permit, the use of any other housing subsidy program, the construction of additional units or a reduction in the size of the Site, you may be required to submit a new Site Approval application for review by MassHousing. Should you consider a change in tenure type or a change in building type or height, you may be required to submit a new site approval application for review by MassHousing.

For guidance on the comprehensive permit review process, you are advised to consult the Guidelines. Further, we urge you to review carefully with legal counsel the M.G.L. c.40B Comprehensive Permit Regulations at 760 CMR 56.00.

This approval will be effective for a period of two (2) years from the date of this letter. Should the Applicant not apply for a comprehensive permit within this period this letter shall be considered to be expired and no longer in effect unless MassHousing extends the effective period of this letter in writing.


In addition, the Applicant is required to notify MassHousing at the following times throughout this two-year period: (1) when the Applicant applies to the local ZBA for a Comprehensive Permit, (2) when the ZBA issues a decision and (3) if applicable, when any appeals are filed.

Should a comprehensive permit be issued, please note that prior to (i) commencement of construction of the Project or (ii) issuance of a building permit, the Applicant is required to submit to MassHousing a request for Final Approval of the Project (as it may have been amended) in accordance with the Comprehensive Permit Rules (see especially 760 CMR 56.04(07) and the Guidelines including, without limitation, Part III thereof concerning Affirmative Fair Housing Marketing and Resident Selection). Final Approval will not be issued unless MassHousing is able to make the same findings at the time of issuing Final Approval as required at Site Approval.

**Please note that MassHousing may not issue Final Approval if the Comprehensive Permit contains any conditions that are inconsistent with the regulatory requirements of the New England Fund Program of the FHLBank Boston, for which MassHousing serves as Subsidizing Agency, as reflected in the applicable regulatory documents. In the interest of providing for an efficient review process and in order to avoid the potential lapse of certain appeal rights, the Applicant may wish to submit a "final draft" of the Comprehensive Permit to MassHousing for review. Applicants who avail themselves of this opportunity may avoid significant procedural delays that can result from the need to seek modification of the Comprehensive Permit after its initial issuance.**

If you have any questions concerning this letter, please contact Michael Busby at (617) 854-1219.

Sincerely,

  
Jessica Malcolm

Senior Manager of Planning & Programs

cc: Ed Augustus, Secretary, EOHLC  
The Honorable Bruce E. Tarr  
The Honorable Bradley H. Jones, Jr.  
The Honorable Sally P. Kerans  
Brian M. Cresta, Chair, Middleton Select Board  
Justin Sultzbach, Middleton Town Administrator

## **Attachment 1**

760 CMR 56.04 Project Eligibility: Other Responsibilities of Subsidizing Agency  
Section (4) Findings and Determinations

### **Ferncroft Apartments, Project #1291**

MassHousing hereby makes the following findings, based upon its review of the application, taking into account information received during the site visit and from written comments:

***(a) that the proposed Project appears generally eligible under the requirements of the housing subsidy program, subject to final approval under 760 CMR 56.04(7);***

The Project is eligible under the NEF housing subsidy program and at least 25% of the units will be available to households earning at or below 80% of the Area Median Income, adjusted for household size, as published by the U.S. Department of Housing and Urban Development ("HUD"). The most recent HUD income limits indicate that 80% of the current median income for a four-person household in Middleton is \$132,300.

Proposed rent levels net utility allowances for the area of \$2,249 for a one-bedroom unit, \$2,678 for a two-bedroom unit and \$3,062 for a three-bedroom unit are within current affordable rent levels for the Boston-Cambridge-Quincy HMFA under the NEF Program.

The Applicant submitted a letter of financial interest from Citizen's Bank, a member bank of the FHLBank Boston under the NEF Program.

***(b) that the site of the proposed Project is generally appropriate for residential development, taking into consideration information provided by the Municipality or other parties regarding municipal actions previously taken to meet affordable housing needs, such as inclusionary zoning, multifamily districts adopted under c.40A, and overlay districts adopted under c.40R, (such finding, with supporting reasoning, to be set forth in reasonable detail);***

***(c) that the conceptual project design is generally appropriate for the site on which it is located, taking into consideration factors that may include proposed use, conceptual site plan and building massing, topography, environmental resources, and integration into existing development patterns (such finding, with supporting reasoning, to be set forth in reasonable detail);***

Based on a site inspection by MassHousing staff, internal discussions, and a thorough review of the application, MassHousing finds that the Site is suitable for residential use and development and that such use would be compatible with surrounding uses and would address the local need for housing.

The Town of Middleton does not have a current EOHLC-approved Housing Production Plan. According to EOHLC's Chapter 40B Subsidized Housing Inventory (SHI), updated through October 20, 2025, Middleton has 229 Subsidized Housing Inventory (SHI) units (6.91% of its housing inventory), which is 102 units short of the statutory minima of 10%.

**Relationship to Adjacent Building Typology (Including building massing, site arrangement, and architectural details):**

The architectural design of Buildings A and B reflects a deliberate effort to respond sensitively to both the topography of the Site and the surrounding built context. The massing strategy places the majority of building volume adjacent to the existing 7- and 13-story multifamily buildings along Village Road. By concentrating the taller elements near these existing high-rise structures, the Applicant's design consolidates larger-scale development on the eastern portion of the Site and supports a transition toward the lower-density residential neighborhoods to the north and west.

Each of the proposed buildings is articulated into multiple volumes, with stepped massing that follows the natural slope of the site. Building A comprises two five-story sections located alongside the existing parking garage. Building B, an L-shaped structure, consists of a six-story section with a two-level podium and a five-story section that steps down the hill, also over a podium. These vertical and horizontal breaks help reduce the perceived scale and reinforce a more nuanced and contextually appropriate presence. To the north and west, the proposed Project is buffered by existing tree cover and generous setbacks from adjacent properties. These landscape buffers are proposed to be preserved and enhanced to soften building edges and screen views from the neighboring single-family homes along Locust Street. The building placement also helps maintain a sense of openness and preserve view corridors from adjacent properties.

**Relationship to adjacent streets/Integration into existing development patterns**

The Site is located in a residential and commercial area. The town benefits from its location at the intersection of Route 1 and I-95 which provide northerly access to New Hampshire and Maine and Boston, 21 miles to the south. Uses in the immediate area include North Shore Community College, the Ferncroft Towers condominium complex, a Doubletree Hotel, Ferncroft Country Club and the Water Park of New England.

**Density**

The Applicant proposes to build two hundred (200) rental units on 12.57 buildable acres. The resulting density is 15.91 units per buildable acre, which is acceptable given the proposed housing type.

**Conceptual Site Plan**

The proposed Project is in an area having existing utility connections and will utilize the existing public water system administered through the Town of Danvers, sewer use through the South Essex Sewer District but also administered by the Town of Danvers, and electrical infrastructure located in the adjacent office building and supplied by the Middleton Electric Light Department. To the extent practical, all on Site utilities will be placed underground. Building A will have 94 residential rental units and Building B will have 106 residential rental units. The two buildings will be connected via a common paved driveway with a turnaround between the two buildings, along with four visitor parking spaces. There will be additional surface parking spaces parallel to Building A across from the existing garage for visitors. The driveway will extend to the existing parking garage and office building, and also via a new dedicated access point off Locust Street to provide for enhanced circulation and fire access. Parking for Building A will include surface parking as well as parking in the existing garage. Parking for Building B will have underbuilding parking as well as parking in the existing parking garage.

**Environmental Resources**

The property does not contain any area of critical concern or areas of estimated or priority habitat of rare species, wildlife or vernal pools.



**Topography**

The Site is generally level with much of the Site either paved or improved with building area. The topographic features of the site have been considered in relationship to the proposed development plans and do not constitute an impediment to development of the Site.

***(d) that the proposed Project appears financially feasible within the housing market in which it will be situated (based on comparable rentals or sales figures);***

According to the appraisal report for the Site, Middleton's residential market appears stable and strong, with an overall upward trajectory in sales volume and prices in the last decade. MassHousing's Appraisal and Marketing team (A&M) performed a Competitive Market Analysis and found that proposed market rents for each unit type fall above the range of adjusted comparable market rents.

***(e) that an initial pro forma has been reviewed, including a land valuation determination consistent with the Department's Guidelines, and the Project appears financially feasible and consistent with the Department's Guidelines for Cost Examination and Limitations on Profits and Distributions (if applicable) on the basis of estimated development costs;***

MassHousing has commissioned an as "As-Is" appraisal which indicates a land valuation of \$27,200,000. Based on a proposed investment of \$91,610,752 in equity and permanent financing the development pro forma appears to be financially feasible and within the limitations on profits and distributions.

***(f) that the Applicant is a public agency, a non-profit organization, or a Limited Dividend Organization, and it meets the general eligibility standards of the housing program; and***

MassHousing finds that the Applicant must be organized as a Limited Dividend Organization. MassHousing sees no reason this requirement could not be met given information reviewed to date. The Applicant meets the general eligibility standards of the NEF housing subsidy program and has executed an Acknowledgment of Obligations to restrict their profits in accordance with the applicable limited dividend provisions.

***(g) that the Applicant controls the site, based on evidence that the Applicant or a related entity owns the site or holds an option or contract to acquire such interest in the site, or has such other interest in the site as is deemed by the Subsidizing Agency to be sufficient to control the site.***

The Applicant controls the entire Site by virtue of a Deed dated May 20, 2014, between DIV Ferncroft, LLC (Seller) and a related entity, Ferncroft, LLC (Buyer), recorded in Southern Essex District Registry under Book 33290 and Page 593.





## VETERANS DAY PROCLAMATION

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**Whereas**, fighting ceased in World War I when an armistice, between the Allied nations and Germany went into effect on the eleventh hour of the eleventh day of the eleventh month; and,

**Whereas**, in November 1919, President Wilson proclaimed November 11 as the first commemoration of Armistice Day, and later in 1938 the United States Congress made the 11th of November in each year a legal holiday—a day to be dedicated to the cause of world peace and to be thereafter celebrated and known as “Armistice Day”; and,

**Whereas**, after World War II required the greatest mobilization of soldiers, sailors, Marines and airmen in the Nation’s history; and after American forces had fought aggression in Korea, the 83rd Congress, amended the 1938 act by replacing the word “Armistice” with “Veterans,” therefore transitioning from a day primarily set aside to honor Veterans of World War I to honor American Veterans of all wars; and,

**Whereas**, throughout our country’s history, residents of Middleton have fought in wars and conflicts to defend our safety and way of life; and,

**Whereas**, their legacy of patriotism and dedication to country is an inspiration to all Americans; and,

**Whereas**, it is appropriate that all Middleton residents recognize and celebrate the bravery of those who served in the armed forces, for their willingness to serve and sacrifice for our freedom and the common good,

**Now, therefore**, we, the Select Board of the Town of Middleton, do hereby officially recognize and designate November 11, 2025 as Veterans Day in the Town of Middleton, Massachusetts, County of Essex; and,

**Therefore, be it further**, we urge all residents to recognize this event and participate fittingly in Testimony its observance.

Attest: In Whereof, we have hereunto set our hands this 4<sup>th</sup> day of November 2025.

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Brian Cresta, Chair

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Debbie Carbone

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Jeffrey Garber

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Richard Kassiotis, Jr.

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Kosta Prentakis