



Select Board

Meeting Packet

October 24, 2023



New Milton School Project

Owner's Project Management Services

M



PMA Consultants

September 29, 2023



OUR K-12 EXPERIENCE

Saugus Middle-High School
Somerville High School
Bristol-Plymouth Tech High School
Northeast Regional Vocational Technical High School
Sharon High School
Boston Arts Academy
Essex North Shore Agricultural & Technical School
Andover High School
Hanover High School
Bridgewater-Raynham Regional High School
Berlin-Boylston Tahanto Regional Middle/High School
North Reading Middle-High School
Dennis-Yarmouth Intermediate Middle School
Catholic Memorial School
Hudson David J. Quinn Middle School
Wareham Minot Forest Elementary
Easton Blanche A. Ames Elementary School
Rockland Phelps Elementary School
Carver Elementary School
Berkley Community School
Shrewsbury Major Howard W. Beal Elementary School
Rochester Memorial Elementary School
Hingham Foster Elementary School
Belmont Roger E. Wellington Elementary School

Danvers Ivan G. Smith Elementary School
Andover West Elementary School
Hamilton-Wenham Cutler Elementary School
Arlington Thompson Elementary School
Hull Lillian M. Jacobs Elementary School
Arlington Cyrus E. Dallin Elementary School
Norwood Callahan Elementary School Accelerated Repair
Wakefield Greenwood Elementary Accelerated Repair
Sudbury Nixon Elementary School Accelerated Repair
Weymouth William Seach Primary School Accelerated Repair
West Barnstable Elementary Green Repair
Shrewsbury Spring St. Elementary School Green Repair
Arlington Stratton Elementary School Green Repair
Saugus Veterans Memorial Elementary School
Saugus Belmonte Upper Elementary School
Saugus Veterans Early Learning Center

September 29th, 2023
Colin Loiselle, Assistant Town Administrator
Town Hall
525 Canton Avenue
Milton, MA 02186

Re: Owner's Project Management (OPM) Services for Milton School Project

Dear Mr. Loiselle and Selection Committee,

PMA Consultants (PMA) values the opportunity to submit this proposal on behalf of a team of passionate owner's project managers (OPMs) with extensive K-12 school experience that are ready to guide the Town of Milton in making this project successful. We understand the Milton schools serve as cherished community hubs that have become significantly overcrowded. The construction of a new school will allow the Milton community to provide the best possible learning for their students and continue to attract and retain top staff.

The following pages detail our notable value including our history, project experience, team strengths, and K-12 building knowledge.

Our History

PMA is a family-run Minority Business Enterprise (MBE) founded in 1971 and owned by its original founder. Our business has always focused on project and program management which allows us to carry out our job as owner's representatives from a clear, neutral perspective that sets us apart from other OPM firms whose initial specialty is in architecture, general construction, or real estate. Unlike many of our competitors, all projects listed in our proposal are our own – not an accumulation from company mergers or acquisitions.

This resume includes over 50 Massachusetts K-12 school projects, including several schools similar to your project such as the Saugus

Middle-High School, Dennis-Yarmouth Intermediate Middle School, Hingham Elementary School and Easton Elementary School projects.

Our Team

As specialists in K-12 projects, the proposed OPM team for the New Milton School Project has an arsenal of similar experience that comes with a host of lessons learned to be leveraged for the success of your project. This includes experience with LEED and NE-CHPS Schools, project phasing, and community outreach. Most of all, our team understands that the Town wishes to construct a new middle school facility for current and future Milton students. This core OPM team includes Project Director Kevin Nigro (30 years' experience, 18 K-12 projects), Project Manager Sean Burke (22 years' experience, 12 K-12 projects, town resident), Assistant Project Manager Sheamus O'Connor (6 years' experience, 4 K-12 projects, town resident), and Site Project Representative Ron Caggiano (39 years' experience, 3 K-12 projects with PMA). Project Advisor Steve Rusteika (41 years' experience) will bring his experience to the team as needed.

Why the PMA team?

- 50+ K-12 projects as OPMs
- 16 CM-at-Risk school projects
- Considerable LEED experience
- Hands on community outreach strategy with dedicated marketing specialists available
- Non MSBA school project experience
- Proven ability to meet and exceed project schedules



PMA Consultants

Joining our team is Cost Estimator Peter Bradley of PM&C as well as other consultants as needed.

Our Commitment to the Town of Milton

As your OPM, we are committed to standing by you as the champion for the town's needs and wants for the duration of this project. Our team includes two residents of the town of Milton who not only have a professional interest in the project, but a vested interest to make sure it is the best project for Milton. We will leverage our team's hands-on experience to drive the successful execution of project objectives including:

(1) Identification of community concerns that may impact study options. Key concerns will be cutting down trees, building close to neighbors, and addressing wetlands. The project hopes to achieve balance between using an existing site while addressing abutters, conservationists, and community members' concerns. The goal will be preserving the existing woodlands while building a school in harmony with the existing environment.

(2) Identification of specific milestone requirements and/or constraints of the district. Severe overcrowding is putting a strain on the existing school system. An expeditious delivery of this project will alleviate the existing overcrowding and forego the need to construct alternative temporary classroom space.

Utilizing bid strategies and different project delivery methods, we are able to significantly reduce overall project schedules. Whether it is CM at Risk or DBB, we have a proven track record of fast-tracking projects by splitting up the project into multiple bids.

We will manage the project similar to that of a typical MSBA project so that if the town does get accepted to the MSBA pipeline, all existing work will be able to be submitted without any reworking. We will manage the

project in alignment with an MSBA delivery system.

(3) Life cycle costs of operating the school as it relates to future operational budgets.

(4) Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System.

Closing Remarks

In closing, our acknowledgments and required statements can be found at the footer of this letter. Please feel free to contact me with any questions you may have regarding our submission. I can be reached at the contact information provided in the below signature at any time. Thank you for your consideration of the PMA Consultants team on this exciting project and we look forward to hearing from you.

Sincerely,

Chris Carroll, MCPPO
Executive Director
781.964.9260 | ccarroll@pmaconsultants.com

Project Contact:

Kevin Nigro, MCPPO
Managing Director, Project Director

Acknowledgements & Requirements:

1. We acknowledge we have read the RFS, Addendum #1, and take no exceptions.
2. If PMA is chosen as OPM, we would like to review any contract questions with the owner legal representative.
3. Our Project Director has over 7 years' experience in the construction and supervision of construction and design of public buildings.
4. MCPPO Certificates are attached to this letter.



PMA Consultants

MCPPO Certificates





Table of Contents

Milton School

EVALUATION CRITERIA.....	1
1. PAST PERFORMANCE	1
2. CODES & REGULATIONS	2
3. PROCUREMENT KNOWLEDGE	2
4. MANAGEMENT APPROACH	2
5. KEY PERSONNEL	6
6. CAPACITY AND SKILLS	6
7. CURRENT/PROJECTED WORKLOAD	7
8. BUILDING GREEN	7
9. LIFE CYCLE COSTS, COST ESTIMATING, & VE	8
10. BUILDING COMMISSIONING CONSULTANTS	8
11. FINANCIAL STABILITY	8
ATTACHMENT E.....	9
ADDITIONAL INFORMATION.....	17
REQUIRED FORMS.....	23



PROJECT UNDERSTANDING

Over the years the enrollment and programs have expanded at Milton's Schools. The current buildings are overcrowded and do not meet future enrollment projections. Increased capacity is needed in order for students to develop academically and socially.

We are aware that the Town is considering constructing a new facility at the Gile Road site and that selecting a Designer that aligns with the Town's goals will be key to the success of this project. PMA is prepared to guide the Town through the Designer Selection process, ensuring that the vision of the community is prioritized.

We understand that 7 acres of deforestation may be necessary for building on this site. We have recently gone through a similar process for the NEMT project which required significant deforestation and coordination with DCR and MEPA. Our previous experience will be able to guide you through the challenges of working with the community and the various meetings and requirements.

The use of this parcel is being acquired through a land swap agreement. We have recent experience with this on the Rockland Elementary School where it easily passed through the state legislature. Any major site challenges will need to be carefully planned for while minimizing cost and keeping a tight schedule. We are experienced and prepared to take on these challenges alongside you.

Our team is prepared to immediately assist you in exploring multiple delivery methods including multiple early bid packages on either a DBB or CM at Risk delivery. We have successfully issued early packages on multiple projects using both delivery methods which allowed us to significantly reduce project durations.

EVALUATION CRITERIA

1. PAST PERFORMANCE

Documented Performance

PMA has worked on over 50 Massachusetts K-12 projects. We are proud that many of our completed projects go on to receive multiple industry design and construction awards. Please see Attachment E in the following pages for more of our documented performance.

Working Relationships

A team-based approach that develops effective and positive relationships with other members of the project team are key for delivering complicated projects successfully on time and on budget, which is what we do on all of our projects. Please see our Additional Information pages where we have included references from architects we have worked with.

Our K-12 projects require us to interact, advise, and consult with owners and the MSBA, as well as numerous public boards and committees, contractors, architects, and more. If this project does continue through the MSBA process, we have direct lines of communication with MSBA Executives and have long-standing

relationships with many MSBA Project Coordinators. Architects and CMAR firms actively and routinely pursue PMA projects because of our reputation. Our working relationships with subcontractors and construction labor organizations has allowed for many of our projects to advance seamlessly despite COVID and material supply challenges. Please contact any of our references provided within Attachment E to inquire further about our past performance and working relationships.

2. CODES & REGULATIONS

Building Code

All of our public projects meet the International Building Code and Massachusetts State Building Code amendments. We are constantly referring to and re-educating ourselves on these frequently updated codes, while also ensuring their continued compliance on the work site. PMA project managers are encouraged to participate in professional development opportunities to stay in the know of the latest code updates, including the updated fire-stopping and special inspection requirement for education buildings. PMA also hosts periodic code update seminars and training sessions for project managers. It will be a project requirement for the architect to provide code analysis drawings and narratives for review by our team and the local authorities having jurisdiction.

4. MANAGEMENT APPROACH

Our approach to project management for K-12 projects focuses on three main elements: communication, collaboration, and community. Both communication and collaboration are incredibly important values that we believe drive the most successful projects. Leading frequent, open, and transparent dialogue between all members of the project's team - including the OPM, the designer, the CM/GC, the district, and all other important stakeholders in the New Milton School Project - will be pivotal in the months and years ahead as the Town of Milton works to build a 21st century facility that meets and exceeds cost and schedule goals.

Keeping the community informed and involved in this process is also instrumental to the success of the project. Social media, especially Facebook, has been an invaluable tool to communities looking to communicate project information and solicit feedback. Websites or web pages dedicated to a project is also a great way to make information available to the public. These tools, as well as video technology, will be especially useful for the New Milton School Project in facilitating communication. Some examples of community outreach can be found on page 21.

Accessibility

We work with the architect, their code consultant, the local inspectors, and concerned owner groups to promote early acceptance of ADA/MAAB plans and to address potential code issues early in the project. We work hard to help you create a space for the entire community to use safely. On top of ADA/MAAB design and accessibility, it has also become common to embrace elements of Universal Design that complement obstacles that people of varying disabilities may encounter that are not explicitly covered by ADA or MAAB.

3. PROCUREMENT KNOWLEDGE

All of our school project managers are Massachusetts Certified Public Purchasing Official (MCPPO) Certified. We thoroughly understand the 2004 Construction Reform Laws and how they will affect your project.

PMA has completed trade procurements on all of our school projects; managed RFP/RFQ packages for trades, GCs, and CMs; tabulated and selected the lowest responsive bidders; and represented owners at Attorney General bid protest hearings when they arise. We also maintain open communication with the state agencies that enforce public procurement such as the Inspector General's Office, Attorney General's Office, and DCAMM.

>>>>

4. MANAGEMENT APPROACH (CONT'D.)

Project Schedule

Our team's K-12 project experience and established best practices can be leveraged during all project phases. Below shows a snapshot of our goals and responsibilities at each step of the way.

1	2	3	4	5	6	7	8
1. Pre-Feasibility Study Milton has done extensive work to explore options.	3. Feasibility Study We help confirm what was found and explored during pre-feasibility. Explore model school options.	5. Funding the Project We stand by you in securing community/funding approval.	7. Construction Our team oversees the contractor and construction process while keeping a close eye on the quality, budget, schedule, & more.	2. Forming the Team We help you select the Architect that will best meet your project goals.	4. Schematic Design We assist in developing a final design program & in negotiating a Project Scope & Budget Agreement.	6. Detailed Design Guiding you through design, we also help to generate construction documents, procure bids, & award a construction contract.	8. Completion Finalize permits, maximize grant reimbursements, & move students into the school.

Closer Look: Designer Selection

We immediately take the lead on this project, with guidance and input by the Town, by creating and issuing a custom-tailored RFS for designer services, evaluating and ranking responses, and guiding you in selecting the right team for your project. It is very important that the design team the town selects has applicable abilities and experience, while also being responsive to your unique project goals that will be identified in the designer RFS. On page 19 of this proposal, we have outlined some of our recent successful projects working alongside different design firms. We are proud to have many strong working relationships with these firms and will work diligently alongside the Town to identify the firm that is the best fit for this project and aligns with the goals of Milton and the School District.

Looking Ahead: Feasibility Study & Schematic Design

During feasibility, we would recommend Milton explores model school options in addition to a new build program as it may save considerable cost and time. Once the designer is selected, the team will confirm the findings of the pre-feasibility study and proceed to schematic design with the approval of all stakeholders.

All along the way, we will work with the town of Milton and design team to maintain a high standard of care modeled after our typical management process - regardless of whether the project is operating under MSBA requirements. It is during these initial steps that we need to update our educational program and develop a space summary to work toward a school that meets the Town's preferred enrollment size. It is critical that

we collaborate as a team and include everything that will be needed to design and construct a 21st century learning environment that meets Milton's educational plan and fits a budget that is acceptable for all stakeholders.

Project Staffing

Our management approach has proven to be continuously effective in making certain that your project gets the full attention it deserves - even on the occasions of vacation, sick time, and other unforeseen events. The entire project team works together, communicating every day, to cover all needs your school project may have on the horizon. Our core team includes Sean Burke and Sheamus O'Connor who are members of the Milton community. They have both a close proximity to the project allowing for short commutes to the project site, as well as a vested interest in making sure it is the best project for Milton.

PROPOSED PROJECT MANAGEMENT SYSTEMS

We understand from experience that transparent and efficient communication plays a pivotal role in managing a successful project. We propose implementing Microsoft SharePoint, Procore, E-Builder, or a similar collaborative software as a document control system, Microsoft Excel and Power BI for cost/budgets/logs/reports, and Primavera P6 and PMA's own NetPoint for schedule and risk management. If you prefer to use a system that is not listed here, we are happy to work with you on adopting that technology as well.

EFFECTIVE INFORMATION MANAGEMENT

In conjunction with the project management systems mentioned, we manage project information with the help of reports, budgets, and schedules.

Reports

Our custom reports have been developed and perfected over time to keep districts and project stakeholders informed on key topics such as: contract status, budget status, percent complete/schedule status, design & quality issues, safety issues, and community concerns.

Budgets

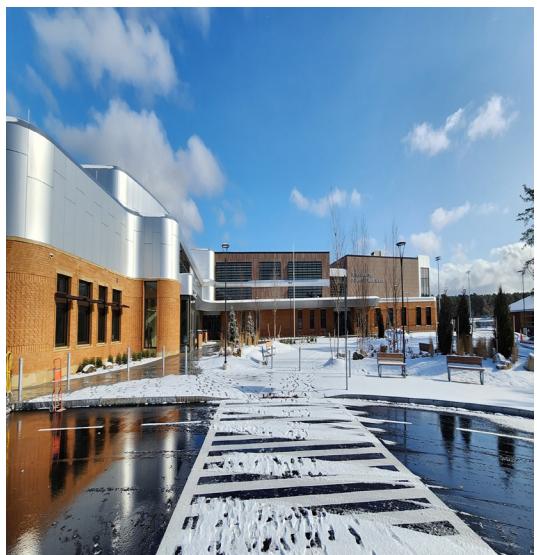
We will work with you and the MSBA, if required, to prepare a detailed baseline project budget. From there, we will monitor cost information to the baseline project budget, maintain/update the budget throughout all project phases, and manage the change order process. PMA has developed its own budget system separate from the contractor's that aligns to MSBA standards. CM-at-Risk delivery, if pursued, requires management of significant budget cost shifts throughout the project. PMA budget systems easily track these budget shifts.

Schedules

We will work with you to create a baseline project master schedule and will proactively evaluate schedule progress throughout each project phase, reporting back to you on any necessary revisions. We will conduct interactive planning sessions with all team members to realistically define overall task durations, identify potential risks, and more. PMA will lead the project team in implementing strategies to decrease the overall project duration.

PROBLEM SOLVING APPROACHES IMPACTING COST & TIME

Solving problems is something we do every day. Although each project is different, the following projects highlight just a couple of the kinds of problems we help to solve on a regular basis to save time and costs for school districts.



DENNIS-YARMOUTH INTERMEDIATE MIDDLE SCHOOL

Problem: Building a new two story 180,000 SF building adjacent to an active elementary school. The elementary school needed to still have access to outside areas for physical education classes as well as bus/parent drop off locations.

Solution: PMA project managers met with school staff regularly to help mitigate impact to the active elementary school. Open communication was critical to maintain the educational environment for the students. PMA worked with the school to create logistics plans and newsletters for families of students for any potential impacts. During the construction of the new middle school, there were construction activities such as foundations and structural steel being performed within 50ft of the elementary school classrooms.

Result: PMA was able to coordinate all construction activities to be the least impactful to the learning environment in those classrooms by providing information in advance and listening to the needs of the school staff.



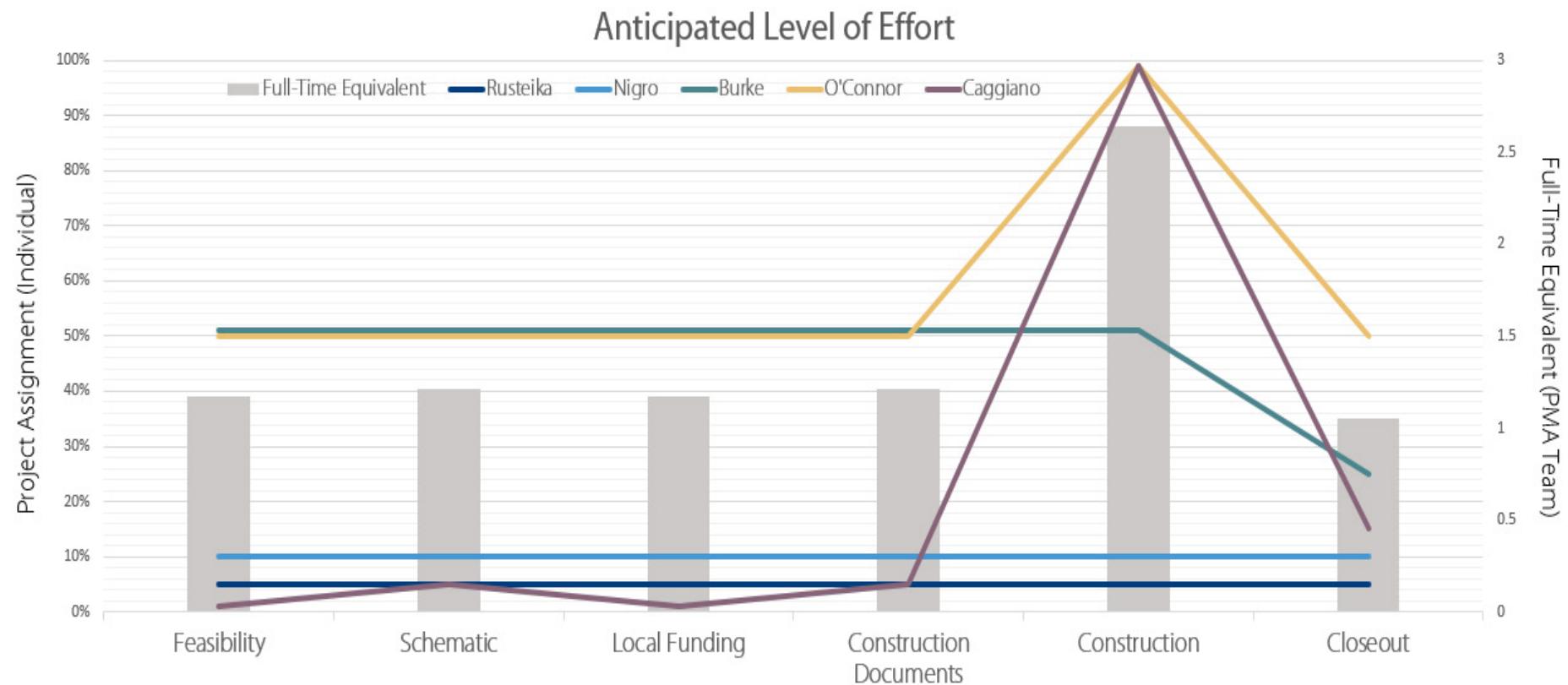
WAREHAM MINOT FOREST ELEMENTARY SCHOOL

Problem: The Massachusetts Historic Commission identifies the proposed building site as a site of potential archaeological significance.

Solution: PMA splits the project up into three separate bid packages: 1) abatement and demolition of the existing building; 2) site clearing and preparation; and 3) new building. The MHC mandated archaeological intensive site survey is performed as part of bid package #2 site preparation in order to mitigate cost and schedule risk associated with the potential for archaeological findings while the design team continues with development of the 100% bid documents.

Result: Wareham's 160,000SF elementary school project is completed on time and \$15M under budget.

5. KEY PERSONNEL + TIME COMMITMENT



Time Commitment

The time commitment forecasts provided above are based on our multiple successful project experiences. There will be times when all five of our staff may be putting in 100% effort to meet deliverables or deadlines, and there may be quieter periods as well, but your project will always be professionally staffed as appropriate and needed to ensure the proper delivery of your project. They will all be available as needed.

Experience & References

Our project team is extremely well-versed in the complexities of K-12 building projects and other municipal facilities. We've included more detailed project experience for each member of our project team, as well as their references, within the resume section of Attachment E.

6. CAPACITY AND SKILLS

Our team in Braintree, MA is made up of over 80 professionals able to provide project support. A detailed list of our capacity can be found within the first page of the Attachment E form. On this team we have included PM&C in support of cost estimating.

7. CURRENT AND PROJECTED WORKLOAD

Depending on the commitment needed by a project's workload in each phase, we will take care so that each project gets the dedication it needs from our staff. Aside from our key staff's proximity to the project site, the timing of this project coincides nicely with our team's ongoing projects, with many K-12 projects coming to a close over the next 12 months. The core team is primarily working on the Hingham Foster School which is estimated to be completed before start of construction of the Milton School. Our current projects are further detailed within Section 8 of Attachment E.

8. BUILDING GREEN

We are always educating ourselves on the latest in green best practices to help owners meet sustainability goals while considering costs and long-term performance/maintenance requirements. Our recently completed Saugus Middle-High School project has achieved LEED Platinum Certification.

NE-CHPS

CHPS stands for 'Collaborative for High Performance Schools.' In 2015, the MSBA adopted NE-CHPS as the CHPS criteria for schools. PMA has supported many projects that follow CPHS guidelines including the Carver Elementary School, Rochester Memorial Elementary School, Danvers Ivan G. Smith Elementary School, and Hanover High School.

Sample K-12 Green Building Experience

- Sharon High School: targeting LEED Gold certification
- Andover West Elementary School: Net Zero ready
- Saugus Middle-High School: LEED Platinum
- Hudson: LEED Gold
- North Reading: LEED Gold

30+ of our K-12 projects meet the criteria for LEED Silver Certification.

US Green Building Council LEED

PMA has LEED Accredited Professionals on staff with the project experience and capabilities to help guide you through the certification process if it is desired for this project. To start, PMA works with the design team to evaluate the project's potential to achieve a LEED certification level. Then we help establish an initial LEED scorecard, as well as track the owner documentation for LEED prerequisites and credits.

Net Zero, Triple Net Zero, and Passive House Standards

Advances in building materials and technology has allowed more and more projects the possibility of meeting Net Zero and Triple Net Zero standards. Other ways of constructing responsibly, such as Passive House standards, are also becoming more popular.

For the ongoing Sharon High School project, the Town determined that the cost to go completely Net Zero would not be possible, however, they are constructing the building to be as Net Zero ready as possible. To do this, roofing, windows, insulation, and other elements of the building are being designed to exceed the current code and work towards Net Zero. The project also includes conduits to the roof and parking lot lights that can be used for future PV arrays including a parking lot canopy.

Experience with Net Negative Goals in Somerville

PMA was hired by the city of Somerville to be the OPM for their City Master Plan. This includes assessment, retrofitting, and/or renovation of all 27 city owned and operated buildings. The City of Somerville has been a leader in sustainability goals and has recently raised their carbon-reduction goals to target Net-Zero-Carbon-Negative by 2050.

Costs and Materials

As part of the process for both CHPS and LEED accredited schools, PMA works with cost estimating consultants to provide cost estimate data (as needed) to better understand life cycle costs of the building. We are also experienced in working alongside the designer to recommend building materials and finishes that meet owner's sustainability and building goals.

9. LIFE CYCLE COST ANALYSIS, COST ESTIMATING, & VALUE ENGINEERING

Detailed life-cycle costing is an effort performed by engineers so that districts can understand future operating costs. We assist in coordinating this effort and will work to ensure your community has all the information needed to make future budgeting/operational decisions.

PM&C is our subconsultant who will be providing independent cost estimating services. As the project moves toward construction, we will work with the cost estimator to evaluate submitted estimates from the Architect, to reconcile costs and identify areas of potential cost-cutting.

If the project proceeds under a CM-at-Risk procurement, we will work with the CM and architect to provide you with an estimated construction cost that considers current market conditions. This information allows you to evaluate and determine which elements of the program will be incorporated.

PMA policy is to seek that no value engineering items impact the approved educational plan. Since the Architect is contractually responsible to design to budget, Value Engineering (VE) can be implemented early if cost reductions are needed. With VE, PMA may suggest bid alternates so that you have the option of adding or deleting items from the scope depending on the bid results. Throughout the design process, we will review the conceptual plans to begin VE efforts to deliver an enhanced facility within the established budget constraints. We will also set the budget early on and make every effort to keep the architect within that budget so that VE efforts are not needed.

10. BUILDING COMMISSIONING CONSULTANTS

Since we are currently managing multiple public projects, we are already working closely with Commissioning Agents (CxA) on various projects involving design review and specification requirements, building envelope issues, and startup of new mechanical equipment.

The CxA will typically review the design from a constructability and

testing standpoint, and from a long-term maintenance perspective. This ensures you receive a more maintainable facility and helps in obtaining the LEED Credit for Enhanced Commissioning if LEED-S certification is desired.

In practice, PMA knows many Cx Agents and have positive working relationships with them. They will assist in verifying design intent and ease in startups and future operation.

11. FINANCIAL STABILITY

Please refer to the separately sealed envelope in our submission package for our records of financial stability including a current balance sheet and income statement.

OWNER'S PROJECT MANAGER APPLICATION FORM - MARCH 2017

1. Project Name/Location for Which Firm is Filing: Request for Services Owner's Project Management Services for Milton School

2a.	Respondent, Firm Joint-Venture) - Name And Address Of Primary Office To Perform The Work:			2b.	Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:			
	 PMA Consultants, LLC 35 Braintree Hill Office Park #300, Braintree, MA 02184				N/A			
2c.	Date Present And Predecessor Firms Were Established: 1971			2d.	Name And Address Of Parent Company, If Any: N/A			
2e.	Federal ID #: 38-3327768			2f.	Name of Proposed Project Director: Kevin Nigro, MCPPO			
3.	Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):							
Admin. Personnel	5	Project Managers*	40					
Architects	4	Schedule Engineers	18					
Construction Managers*	8	Claims Admin.	7					
Cost Estimators	2	Other	2					
IT	2							
		TOTAL	88					
* All personnel also provide field supervision, constructability, review, and quality control/safety.								
4.	Has this Joint-Venture previously worked together?			<input type="checkbox"/> Yes	<input type="checkbox"/> No			
5.	List <u>ONLY</u> Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:							

TOWN OF MILTON



6.	<p>Brief Resume for Key Personnel <u>ONLY</u> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>
a.	<p>Name And Title Within Firm: Stephen Rustieka, MCPPO, Executive Director</p>
b.	<p>Project Assignment: Project Advisor</p>
c.	<p>Name And Address Of Office In Which Individual Identified In 6a Resides:</p>
	 PMA Consultants, LLC 35 Braintree Hill Office Park #300, Braintree, MA 02184
d.	<p>Years' Experience: With This Firm: 33 With Other Firms: 8</p>
e.	<p>Education: Degree(s) /Year/Specialization MS, Civil Engineering, Northeastern; BS, Civil Engineering, Northeastern</p>
f.	<p>Date of MCPPO Certification: March 2023</p>
g.	<p>Applicable Registrations and Certifications : OSHA 10 Hour; MA Public Purchasing Officer (MCPPO); Construction Supervisor's Licence</p>
h.	<p>Current Work Assignments And Availability For This Project: Current: Andover West Elementary School, UMass Amherst Sustainable Engineering Laboratories, Town of Marshfield DPW Facility, 10% available during all project phases.</p>
i.	<p>Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Rustieka is responsible for providing executive oversight throughout all project phases. Average # of projects managed per year: 4-5. Experience: Andover West Elementary School, Swampscott High School, Hull Lillian M. Jacobs School, Hanover High School, Bridgewater-Raynhm Regional High School Reference: Andrew Flanagan, Andover Town Manager, [REDACTED] [REDACTED]</p>
a.	<p>Name And Title Within Firm: Kevin Nigro, MCPPO Managing Director</p>
b.	<p>Project Assignment: Project Director</p>
c.	<p>Name And Address Of Office In Which Individual Identified In 6a Resides:</p>
	 PMA Consultants, LLC 35 Braintree Hill Office Park #300, Braintree, MA 02184
d.	<p>Years' Experience: With This Firm: 20 With Other Firms: 10</p>
e.	<p>Education: Degree(s) /Year/Specialization BS, Mechanical Engineering Technology, Northeastern; AS, Engineering Science, North Shore Community College</p>
f.	<p>Date of MCPPO Certification: June 2020</p>
g.	<p>Applicable Registrations and Certifications : OSHA 10 Hour; MA Public Purchasing Officer (MCPPO)</p>
h.	<p>Current Work Assignments And Availability For This Project: Current: Andover High School, Northeast Metro Tech High School, Hamilton-Wenham Elementary School. Up to 20% available during all project phases.</p>
i.	<p>Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Nigro has extensive experience on over 20 school projects throughout his time at PMA. Average # of projects managed per year: 4-6. Experience: Essex Technical High School, Saugus Middle-High School, Swampscott High School, North Reading Middle-High School, Arlington Thompson Elementary School, Roger E. Wellington School, Sharon High School. Reference: Scott Crabtree, Saugus Town Manager, [REDACTED] [REDACTED] David DiBari, Superintendent, Northeast Metropolitan Regional Vocational School District, [REDACTED]</p>

6.	Brief Resume for Key Personnel <u>ONLY</u> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.						
a.	Name And Title Within Firm:			Name And Title Within Firm:			
	Sean Burke, LEED AP, MCPPO, Senior Director			Sheamus O'Connor, MCPPO, Associate			
b.	Project Assignment:			Project Assignment:			
	Project Manager & Main Point of Contact			Assistant Project Manager			
c.	Name And Address Of Office In Which Individual Identified In 6a Resides:			Name And Address Of Office In Which Individual Identified In 6a Resides:			
	PMA Consultants, LLC 35 Braintree Hill Office Park #300, Braintree, MA 02184			PMA Consultants, LLC 35 Braintree Hill Office Park #300, Braintree, MA 02184			
d.	Years' Experience: With This Firm:	18	With Other Firms:	4	d.	Years' Experience: With This Firm:	4
e.	Education: Degree(s) /Year/Specialization			Education: Degree(s) /Year/Specialization			
	BS, Mechanical Engineering, Northeastern University			BS, Mechanical Engineering, University of Massachusetts Amherst			
f.	Date of MCPPO Certification: October 2022			Date of MCPPO Certification: October 2022			
g.	Applicable Registrations and Certifications :			Applicable Registrations and Certifications :			
	OSHA 10 Hour; MA Public Purchasing Officer (MCPPO), LEED AP			OSHA 30 Hour; MA Public Purchasing Officer (MCPPO)			
h.	Current Work Assignments And Availability For This Project:			Current Work Assignments And Availability For This Project:			
	Current: Several MSBA K-12 projects across the commonwealth. 30-50% available as needed during feasibility, schematic phases, and construction. 15-30% available during project closeout.			Current: Hingham Foster Elementary, Available immediately as needed. 30-50% available as needed during feasibility and schematic phases. 100% during construction.			
i.	Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Sean Burke is an experienced Project Manager with a background in engineering and construction management. He is experienced in leading project management efforts on several complex K-12 projects. Average # of projects managed per year: 1-3. Experience: Hingham Foster Elementary, Rockland Phelps School, Somerville High School, Essex Technical High School, Roger E. Wellington School, Rockland Phelps Elementary School, Swampscott High School, Falmouth Lawrence Junior High School, Hudson David J. Quinn Elementary School. Reference: Douglas Lapp, Rockland Town Administrator, [REDACTED] [REDACTED]			Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Sheamus O'Connor is an experienced Project Manager with a background in engineering and construction management. He is experienced in supporting project management tasks on several complex K-12 projects. Average # of projects managed per year: 1-2. Experience: Saugus Middle-High School, Saugus School Master Plan, Bristol-Plymouth Technical High School, DCAMM On- Call OPM Reference: Scott Crabtree, Town Manager, Town of Saugus, [REDACTED]			

6.	Brief Resume for Key Personnel <u>ONLY</u> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.								
a.	Name And Title Within Firm:			a.	Name And Title Within Firm				
	Ronald Caggiano, CSL				Peter Bradley, Principal				
b.	Project Assignment:			b.	Project Assignment:				
	Project Representative				Cost Estimating				
c.	Name And Address Of Office In Which Individual Identified In 6a Resides:			c.	Name And Address Of Office In Which Individual Identified In 6a Resides:				
	 PMA Consultants, LLC 35 Braintree Hill Office Park #300, Braintree, MA 02184				 PM&C 20 Downer Avenue, Suite 5, Hingham, MA 02043				
d.	Years' Experience: With This Firm:	4	With Other Firms:	35	d.	Years' Experience: With This Firm:	14	With Other Firms:	20
e.	Education: Degree(s) /Year/Specialization				e.	Education: Degree(s) /Year/Specialization			
	N/A					BSc, Quantity Surveying (Cost Control, Project Finance)			
f.	Date of MCPPO Certification: N/A				f.	Date of MCPPO Certification: N/A			
g.	Applicable Registrations and Certifications :				g.	Applicable Registrations and Certifications :			
	OSHA 30 Hour, Construction Supervisor's License - MA					LEED AP			
h.	Current Work Assignments And Availability For This Project:				h.	Current Work Assignments And Availability For This Project:			
	Current: Hingham Foster Elementary School. Available 100% during construction.					Peter is currently working on the East Providence Martin Middle School project. He has availability to devote 60% of his time to this project.			
i.	Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Average # of projects managed per year: 1-2. Experience: Somerville High School, Rockland Phelps Elementary School, Hudson Quinn Middle School, Randolph Community Center, Sharon Town Hall Reference: Mark Shom, Director of Facilities, Rockland Public [REDACTED] [REDACTED]				i.	Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Brookline High School, Brookline MA- Add/Renovations Stoughton High School, Stoughton MA- New Construction Foster Elementary School, Hingham MA- New Construction Arlington High School, Arlington MA- New Construction Rockland Elementary School, Rockland MA- New Construction			

7a	Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
	a. Project Name & Location Project Director	b. Brief Description Of Project & Services (Include Reference To Areas Of Similar Experience)	c. Value	d. Completion Date	e. On Time	f. Original Construction Contract Value	g. Change Orders	h. # Accidents & Safety Violation	i. Safety fines	j. Legal Actions
1.	Sherwood Middle; Shrewsbury, MA; Chris Carroll	MSBA; OPM services for 130,000 SF of new construction; 900 students; CM-at-Risk; MA-CHPS certified.	\$37M	Aug 2013	Yes	\$34M	\$720k	None	None	None
2.	Quinn Middle; Hudson, MA; Chris Carroll	MSBA; OPM services for 117,920 SF of new construction; LEED Gold certified.	\$44M	Aug 2013	Yes	\$44M	\$1.3M	None	None	None
3.	East Somerville Community School; Somerville, MA; Chris Carroll	MSBA; OPM services for 105,000 SF rehab & 16,000 SF new; CMAA award; CM-at-Risk; MA-CHPS cert.	\$39.5M	Aug 2013	Yes	\$39.5M	\$1M	None	None	None
4.	Thompson Elementary; Arlington, MA; Steve Rusteika	MSBA; OPM services for 57,000 SF new construction; 380 students; meets MA-CHPS standards.	\$20.5M	Sept 2013	Yes	\$14.7M	\$400k	None	None	None
5.	Essex Tech High; Danvers, MA; Chris Carroll	MSBA; OPM services for 335,000 SF new const. 40,000 SF rono; 1,440 students; CMAA & ENR awards.	\$134M	June 2014	Yes	\$104.6M	\$3M	None	None	None
6.	North Reading Middle High; North Reading, MA; Chris Carroll	MSBA; OPM services for 270,000 SF new const.; ENR award; CM-at-Risk; LEED Gold certified.	\$107M	Dec 2015	Yes	\$101M	\$1.3M	None	None	\$5M ongoing
7.	Carver Elementary; Carver, MA Chris Carroll	MSBA; OPM services for 112,350 SF new build; Design-Bid-Build. 825 students pre-k thru 5.	\$48M	Oct 2018	Yes	\$39M	\$650K	None	None	None
8.	Saugus Middle-High; Saugus, MA; Kevin Nigro	MSBA; OPM services for 271,000 SF new; 1,360 students; CM-at-Risk; LEED Platinum; ENR award.	\$160.7M	June 2021	Yes	\$127M	\$1.7M	None	None	None
9.	Howard W. Beal Elementary; Shrewsbury, MA; Chris Carroll	MSBA; OPM services for 142,736 SF new for 790 students grades K-4; CM-at-Risk.	\$92.8M	Nov 2021	Yes	\$72.6M	\$352K	None	None	None
10.	Ivan G. Smith Elementary; Danvers, MA; Kevin Nigro	MSBA; OPM services for 82,000 SF new for 465 students in grades K-5; CM-at-Risk	\$52M	Dec 2021	Yes	\$40.6M	\$185K	None	None	None
12.	Wareham Minot Forest Elementary; Wareham, MA; Chris Carroll	MSBA; OPM services for 59,989 SF new for 1,020 students grades pre-K thru 4; Design-Bid-Build.	\$90.4M	Feb 2022	Yes	\$72M	\$1.6M	None	None	None

PMA HAS WORKED ON OTHER PROJECTS NOT INCLUDED IN THIS LIST DUE TO THE PROPOSAL PAGE LIMIT. A FULL LIST OF OUR PUBLIC PROJECT EXPERIENCE IS AVAILABLE UPON REQUEST.

7b.	Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the past 10 years.						
a.	Project Name & Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
1.	Sherwood Middle; Shrewsbury, MA; Chris Carroll	\$37M	\$34M	Under budget	Aug 2013	Aug 2013, Yes	N/A
2.	Quinn Middle; Hudson, MA; Chris Carroll	\$44M	\$44M	N/A	Aug 2013	Aug 2013, Yes	N/A
3.	East Somerville Community School; Somerville, MA; Chris Carroll	\$39.5M	\$38.9M	Under budget	Aug 2013	Aug 2013, Yes	N/A
4.	Thompson Elementary; Arlington, MA; Steve Rusteika	\$20.5M	\$20.5M	N/A	Sept 2013	Sept 2013, Yes	N/A
5.	Essex Tech High; Danvers, MA; Chris Carroll	\$134M	\$134M	N/A	June 2014	June 2014, Yes	N/A
6.	North Reading Middle High; North Reading, MA; Chris Carroll	\$107M	\$123M	Scope creep	Dec 2015	Dec 2015, Yes	N/A
7.	Carver Elementary; Carver, MA Chris Carroll	\$52M	\$48M	Under budget	Oct 2018	Oct 2018, Yes	N/A
8.	Saugus Middle-High; Saugus, MA; Kevin Nigro	\$160.7M	\$160.7M	N/A	June 2021	June 2021, Yes	N/A
9.	Howard W. Beal Elementary; Shrewsbury, MA; Chris Carroll	\$92.8M	\$83.4M	Under budget	Nov 2021	Nov 2021, Yes	N/A
10.	Ivan G. Smith Elementary; Danvers, MA; Kevin Nigro	\$52M	\$52M	N/A	Dec 2021	Dec 2021, Yes	N/A
11.	Somerville High; Somerville, MA; Chris Carroll	\$255.9M	\$255.9M	N/A	Dec 2021	Dec 2021, Yes	N/A
12.	Wareham Minot Forest Elementary; Wareham, MA; Chris Carroll	\$90.4M	\$75M	Under budget	Dec 2021	Dec 2021, Yes	N/A

8. Capacity: Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Subconsultants. Identify project participants and highlight any work involving the project participants identified in the response.									
	a. Project Name And Location Project Director	b. Brief Description And Services (Include Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Forecast completion date On Time (Yes Or No)	f. Original Const. Contract Value	g. Number & \$ value of Change Orders	h. Number & \$ value of claims
1.	Boston Arts Academy, Boston, MA; Chris Carroll	OPM services. Currently in closeout phase.	\$124.8M	\$137.4M	August 2022	No (Fall 2021)	\$95.9M	N/A	N/A
2.	Sharon High School, Sharon, MA; Chris Carroll	OPM services. Currently in construction phase.	\$163M	\$163M	August 2023	Yes	\$125M	N/A	N/A
3.	Rockland Elementary School, Rockland, MA; Chris Carroll	OPM services. Currently in closeout phase.	\$86.9M	\$86.9M	September 2023	Yes	\$68.9M	N/A	N/A
4.	Blanche A. Ames Elementary; Easton, MA; Chris Carroll	OPM services. Currently in closeout phase	\$96M	\$86M	December 2023	Yes	\$63.6M	N/A	N/A
5.	Dennis-Yarmouth Middle, Yarmouth, MA; Chad Crittenden	OPM services. Currently in closeout phase.	\$116.9M	\$110M	December 2023	Yes	\$83.8M	N/A	N/A
6.	Bristol-Plymouth Voc. Tech; Taunton; Chad Crittenden	OPM services. Currently in design phase.	\$305M	\$305M	Fall 2026	Yes	N/A	N/A	N/A
7.	Northeast Regional Voc. Tech; Wakefield; Kevin Nigro	OPM services. Currently in design phase.	\$317.4M	\$317.4M	Fall 2027	Yes	\$245M	N/A	N/A
8.	Hingham Foster Elementary; Hingham, MA; Chris Carroll	OPM services. Currently in feasibility phase.	\$105M	\$105M	TBD	TBD	TBD	N/A	N/A
9.	Somerville High School; Somerville, MA; Chris Carroll	OPM Services. Currently in construction phase.	\$255.9M	\$286.1M	August 2023	No (Summer 2023)	\$206.4M	\$30M	N/A
10.	Northeast Metro Tech; Wakefield, MA; PM&C, Peter Bradley	Cost estimating for OPM for PSR design options for add/reno & new construction.	\$317.4M	\$317.4M	Fall 2027	Yes	\$245M	N/A	N/A
11.	Bristol-Plymouth Voc. Tech; Taunton, MA; PM&C, Peter Bradley	Cost estimating for construction of a new 406,000-SF high school.	\$305M	\$305M	Fall 2026	Yes	N/A	N/A	N/A
12.	Rockland Phelps Elementary School; Rockland, MA; Sterling Corporation	Moving services to and from various schools within the district before, during, and after construction of new school.	\$74,500	\$74,500	September 2023	Yes	N/A	N/A	N/A

PMA & SUBCONSULTANTS ARE CURRENTLY WORKING ON OTHER PROJECTS NOT INCLUDED IN THIS LIST DUE TO THE PROPOSAL PAGE LIMIT. A FULL LIST OF OUR CAPACITY IS AVAILABLE UPON REQUEST.

9.	References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.				
----	---	--	--	--	--

Project Name And Location; Project Director	Client's Name, Address, and Phone Number	Project Name And Location; Project Director	Client's Name, Address, and Phone Number	Project Name And Location; Project Director	Client's Name, Address, and Phone Number
Dennis-Yarmouth Middle School, Yarmouth, MA; Chad Crittenden	David Flynn, Asst. Superintendent for Finance & Operations, [REDACTED] [REDACTED]0	Somerville High; Somerville, MA; Chad Crittenden	Rich Raiche, Director of Infrastructure and Asset Management, Somerville, [REDACTED]	Hingham Foster Elementary School; Hingham, MA; Chris Carroll	Raymond Estes, School Building Committee Chair, [REDACTED] [REDACTED]
Rockland Phelps Elementary School; Rockland, MA; Chad Crittenden	Mark Shom, Director of Facilities, Rockland Public Schools, [REDACTED]	Boston Arts Academy; Boston, MA; Chris Carroll	Brian McLaughlin, Senior Project Manager, City of Boston Public Facilities, [REDACTED]	Shrewsbury Major Howard W. Beal Elementary School; Shrewsbury, MA; Kevin Nigro	Keith Baldinger, Assistant Town Manager, [REDACTED] [REDACTED]
Easton Blanche A. Ames Elementary School; Easton, MA; Chad Crittenden	David Twombly, Director of School Operations [REDACTED]8	Bristol-Plymouth Regional Technical High School; Taunton, MA; Chad Crittenden	Nadine Rose, School Business Administrator, [REDACTED] [REDACTED]	East Somerville Community School; Somerville, MA; Chad Crittenden	Tony Pierantozzi Building Committee Chair [REDACTED]
Carver Elementary School; Carver, MA; Chad Crittenden	Dave Siedentopf, Carver Facilities Director, [REDACTED] [REDACTED]	Saugus Middle-High School; Saugus, MA; Kevin Nigro	Scott Crabtree, Town Manager, [REDACTED] [REDACTED]	Wareham Minot Forest Elementary School; Wareham, MA; Chad Crittenden	Geoff Swett, School Building Committee Chair, [REDACTED] [REDACTED]

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Subconsultants. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.

PLEASE REFER TO THE PAGES FOLLOWING THIS FORM. THANK YOU.

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by (Print Name & Title): Kevin Nigro, Managing Director	Date: 9/29/2023
Submitted by (Signature): 	

A TEAM BASED APPROACH

When all of the members of the team work together, the project will always go more smoothly. On the Milton School, cost and schedule will be a challenge every step of the way. This is why it is important to have a team that will stay on the same page throughout the project. **Below are some example projects we've worked on with local design firms. We encourage you to reach out to any and all of our references, but especially want to highlight that PMA is a preferred firm by many of our working partners.**

Recent Projects with SMMA	References	Recent Projects with HMFH	References
Rockland Phelps Elementary Rockland Esten School Somerville High School	Jay Williams, [REDACTED] 6 Mariana Hernandez, [REDACTED] 1 Lorraine B. Finnegan, [REDACTED]	Hanover High School Carver Elementary School Saugus Middle-High School Bristol Plymouth Tech	Robert Williams, [REDACTED] Tina Stanislaski, [REDACTED]
Recent Projects with Perkins Eastman	References	Recent Projects with DRA Architects	References
Essex Tech School Boston Arts Academy Easton Elementary School Dennis-Yarmouth Middle	Dawn Guarriello, [REDACTED] 8 Robert Bell, [REDACTED] Joe Drown, [REDACTED]	Arlington Dallin School Northeast Metro Tech	Vladimir Lyubetsky, [REDACTED] Carl Franceschi, [REDACTED]

DELIVERY METHODS

We can work with you and the rest of the project team to make a final decision on the delivery method based on what is most in sync with other project goals. Until that time comes, below is a quick overview and guide of the two main delivery method options. It can be difficult to decide between these two approaches, as there are tradeoffs between the two. The current bidding and cost environment has forced owners to look at the most cost effective delivery. We can work with either delivery method even on complex projects. PMA is experienced in working under design-build on larger projects by incorporating a phased approach.

	DOLLARS	DIFFICULTY	FYI	PRO
DESIGN-BID-BUILD (CH. 149)	No restrictions on project dollar value	Best for projects with limited phasing and/or logistical challenges	Favors the lowest-price bidder over the most qualified	Proven cost savings vs. CM at Risk approach
CM-AT-RISK (CH. 149a)	Project must be greater than \$5M	Best for projects with complex phasing and logistics	Can cost 5-15% more than Design-Bid-Build	The CM is engaged early in design phase and throughout the project

THE PROJECT SITE

BUILDING ON A WOODED SITE

We have project experience with building on environmentally sensitive and heavily wooded sites. Currently, on the ongoing Northeast Metropolitan Vocational Technical High School, the project is being built adjacent to a DCR Reservation. It is a wooded site with wetlands and potentially protected species. We have led the project team through the conservation, MEPA and MA DEP process with attorneys, engineers, scientist, environmental and permitting specialists.

ARTICLE 97

Our team also has experience dealing with Article 97 land disposition and approvals as part of the Swampscott High School and Rockland Elementary School Projects, both which received legislative approvals. As we do with all required permits, legislative, or environmental issues, team collaboration and the timely analysis and assembling of required engineering and legal documents will help to maintain schedule and avoid unnecessary delays.

MANAGING SITWORK & WORKING ADJACENT TO OCCUPIED LAND

If this project moves forward on a site with nearby abutters, there are a number of factors that need to be considered and explored as part of the construction process. PMA will work alongside the Town and the project team to proactively manage any applicable challenges that may come up as part of the Milton School Project. In our experience with previous K-12 projects, these challenges can include:

- Adjacency to residential/commercial/school properties
- Construction traffic management
- Permitting
- Noise, dust, and vibration monitoring
- Site security/public safety
- Site clearing
- Abutter notifications and coordination
- Ledge blasting
- Erosion control/ Conservation Commission requirements
- Modular construction



MILTON SCHOOL COMMUNITY OUTREACH PLAN

STEP 1: STRATEGIZE

Things to think about: What part of this project do you think the community is most excited about? What do you think the community's biggest concerns are? Who are all the community groups that currently use the school facilities that we should be communicating with?

Decide avenues of future communication with the community. Examples include Facebook, a project website, community forums (via Zoom and in-person), video updates, flyers, posters, as well as at existing/annual Town events.

STEP 2: IMPLEMENT

Let's put the plan into action! We can help you to establish and maintain a website and a Facebook page. We can schedule and lead community forums and plan to attend community events. The information we share will discuss project facts with special focus on the topics identified earlier such as project excitements and concerns.

The case study on the following pages provides more details on how we help to steer project communication with residents.

STEP 3: REFINE

One of the many benefits to interacting with the community on Facebook and at in-person events like community forums is the ability to get feedback about the project, both positive and negative. This feedback and the questions asked at these events should be channeled as a way to understand the kind of communication that needs to improve.

E.g., if traffic is a major concern, let's talk more about it and the steps the project has taken to improve it with the future school project.



COMMUNITY OUTREACH - CASE STUDY



NORTHEAST METRO TECH

Our most recent community outreach efforts were for the Northeast Metro Tech project. This outreach was made especially challenging because the district was made up of 12 unique communities.

We worked closely with the School Building Committee to create and manage a branded informational campaign which included:

- [Facebook page](#)
- [Instagram page](#)
- Flyers (multilingual)
- Postcards
- Articles
- Project website

The cumulation of these efforts helped the project to realize a 'yes' vote of over 80%!

The following pages show some examples of our community outreach products.

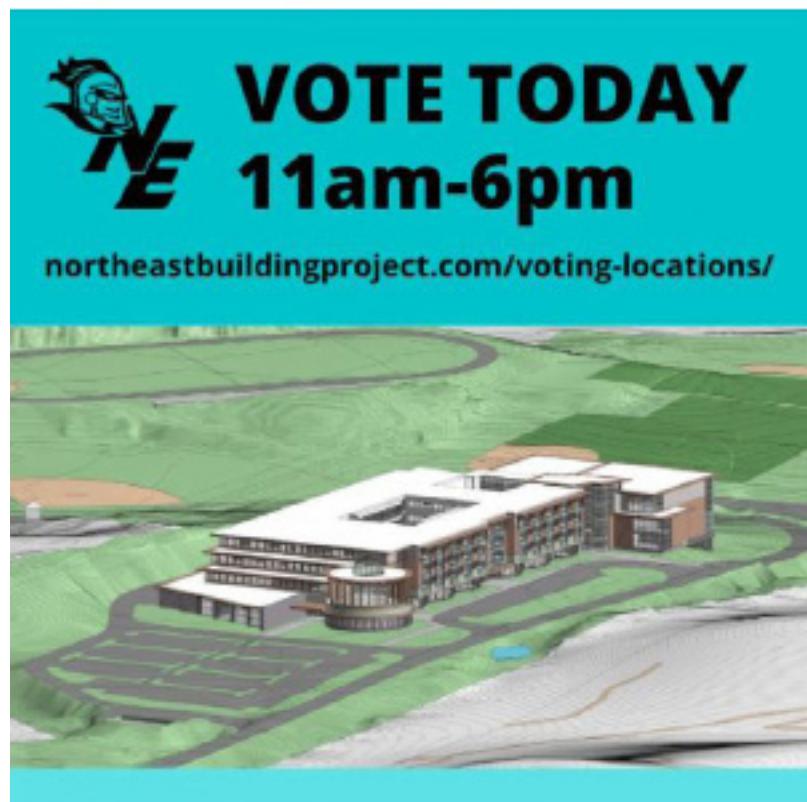
Facebook & Instagram

Weekly posts were shared on social media with facts and other information about the project:



New Northeast Metro Tech School Building Project
January 25 at 8:00 AM · [...](#)

TODAY 11am-6pm: Don't forget to vote! Polling locations for each of the 12 District communities can be found at <https://northeastbuildingproject.com/voting-locations/>



>>>>

HIGHLIGHTED PROJECTS

DENNIS-YARMOUTH INTERMEDIATE MIDDLE SCHOOL



Yarmouth, MA | \$110M, 156,000-SF

Description: The \$110 million Dennis-Yarmouth Regional Middle School replaces two existing schools: the Mattacheese Middle School in West Yarmouth and the Nathaniel H. Wixon Innovation School in South Dennis. The project consists of the construction of a new 4-7 grade Intermediate Middle School, a turf athletic field, 2 grass practice fields, all associated civil/landscape, age-appropriate physical education facilities, FF&E/IT outfitting, and relocating the existing schools.

PMA Role: PMA is the owner's project manager (OPM) during all phases of the project. OPM services for this Massachusetts School Building Authority (MSBA) project include designer/contractor procurement, design review, construction administration, and project completion and closeout with MSBA.

Project Relevance: Proposed teammates managed project, K-12 MSBA project, surrounding abutters, sustainable project elements, project/construction phasing, limitations of prior building, managing active campus activities.

Owner: Dennis-Yarmouth Regional School District, David M. Flynn, Assistant Superintendent for Finance & Operations, flynnd@dy-regional.k12.ma.us, 508-398-7610

ROCKLAND PHELPS ELEMENTARY SCHOOL



Rockland, MA | \$86.9M, 120,000-SF

Description: The 40,218-SF Rockland Jefferson Elementary School houses 286 children in grades K-4 and was built in 1923 with additions in 1953 and 1973. The 49,686-SF Rockland Memorial Park Elementary School houses 284 children in grades K-4, was built in 1953, and underwent additions in 1961 and 1973. Both schools are overcrowded, operate with outdated building systems, and no longer facilitate a 21st century education plan. This project is a new construction at an estimated cost of \$86.9 million.

PMA Role: PMA is representing the Town of Rockland as owner's project manager during all project phases. The scope of services includes supporting the owner with procuring design services, establishing a project budget and schedule, monitoring and reviewing design, supporting the owner and architect's work on-site selection, supporting the town with community outreach, collaborating with MSBA while representing the owner's interests, reviewing construction project delivery methods, and supporting procurement of either a CM at-risk or general contractor.

Project Relevance: Proposed teammates managed project, K-12 MSBA project, sustainable project elements, limitations of prior building, managing active campus activities.

Owner: Town of Rockland, Richard Penney, School Building Committee Chair, rpenney@rockland-ma.gov, 508.726.2257

HIGHLIGHTED PROJECTS

EASTON BLANCHE A. AMES ELEMENTARY SCHOOL



Easton, MA | \$94.8M, 148,400-SF

Description: The \$94.8 million Blanche A. Ames Early Elementary School project involves construction of a new PK-2 early elementary school facility to replace and consolidate the district's three existing K-2 schools. The new school is collocated on the district's central campus and immediately adjacent to four occupied school buildings and to Easton's public safety building.

PMA Role: PMA is providing owner's project management (OPM) services for this project's feasibility study, schematic design, design development, construction documents, bid and award, construction, and final closeout with MSBA.

Project Relevance: Proposed teammates managed project, K-12 MSBA project, occupied site/active campus, surrounding abutters, sustainable project elements, project/construction phasing, limitations of prior building, managing campus activities.

Owner: Town of Easton, David Twombly, Director of School Operations, 508-205-5900 ext. 12128, dtwombly@easton.k12.ma.us

HINGHAM WILLIAM L. FOSTER ELEMENTARY SCHOOL



Hingham, MA | \$113M, 126,385-SF

Description: The \$113.3 million William L. Foster Elementary School project involves a feasibility study to review construction options, followed by schematic design. Scope possibilities include the construction of a new school on an existing site or updating the existing 73,000-SF facility that currently serves 485 students in grades K-5. The new or updated facility is based on a maximum enrollment of 605 students in grades K-5, with an option to study the addition of prekindergarten. The new school, if the selected option, will be an all-electric facility.

PMA Role: PMA is currently providing comprehensive owner's project management services for the feasibility study and schematic design phases of this project, including cost and schedule management, procurement assistance, and facilitation of team coordination on behalf of the owner. Upon approval of the Massachusetts School Building Authority and the town, PMA services will continue into the construction closeout phases of the project.

Project Relevance: This site abuts a salt marsh and is in the coastal flood plain. The solution implemented involved elevating this site by eight to ten feet by excavating a hill and filling the area to create a level site above the floodplain.

Owner: Raymond Estes, SBC Vice Chair, Hingham Public Schools, 781.789.6044, rcestes3@gmail.com

Certification of Non-Collusion

The undersigned certifies under the pains and penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



Signature of Individual Submitting Bid/Proposal

9/29/2023

Date

Christopher Carroll, PMA Consultants LLC

Printed Name & Company

Certification of Tax Compliance

Pursuant to M.G.L Chapter 62C, Sec 49A (b), I, Christopher Carroll (name), as an authorized signatory for PMA Consultants LLC (company name), do hereby certify under the pains and penalties of perjury that said company has complied with all laws of the Commonwealth of Massachusetts as it relates to taxes.



Signature of Individual Submitting Bid/Proposal

9/29/2023

Date

Christopher Carroll, PMA Consultants LLC

Printed Name & Company

ARTICLE (TK) To see if the Town will vote to amend Chapter 275 of the General Bylaws, known as the Zoning Bylaw, by adding the following Section [SectionTK]: Multi-family Overlay District - MBTA Communities Act

Section [SectionTK]: Multi-family Overlay District - MBTA Communities Act

A. Purpose

The purpose of the Multi-family Overlay District (MFOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

1. Provide a wide range of housing alternatives to meet Milton's diverse housing needs.
2. Ensure that new multi-family housing creation is harmonious with the existing community.
3. Promote smart growth development by siting multi-family housing adjacent to transit or in areas where existing commercial and civic amenities already exist.
4. Provide alternative affordable housing options for our elderly population as they downsize, for our younger population to be able to return to their hometown, and for our Town of Milton employees to be able to live where they work.
- 5. Provide multifamily housing near transit to reduce reliance on single occupancy vehicles, which helps in our larger effort to confront the climate crisis

B. Establishment and Applicability

This MFOD is an overlay district that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

1. **Applicability of MFOD.** An applicant may develop multi-family housing located within a MFOD in accordance with the provisions of this Section [SectionTK].
2. **Underlying Zoning.** The MFOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right or by special permit in the MFOD. Uses that are not identified in Section [SectionTK] are governed by the requirements of the underlying zoning district(s).
3. **Sub-districts.** The MFOD contains the following sub-districts, all of which are shown on the MFOD Boundary Map: Milton Village Historic Subdistrict, Central Avenue Subdistrict, Curtis Road Subdistrict, Blue Hills Parkway/Brook Road, and Granite Avenue Subdistrict.

C. Definitions.

For purposes of this Section [SectionTK], the following definitions shall apply.

1. **Affordable unit.** A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.
2. **Affordable housing.** Housing that contains Affordable Units as defined by this Section [SectionTK].
3. **Applicant.** A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.
4. **Area Median Income (AMI).** The median family income for the metropolitan statistical region that includes the Town of Milton, as defined by the U.S. Department of Housing and Urban Development (HUD).
5. **As of right.** Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.
6. **Building coverage.** The maximum area of the lot that can be attributed to the footprint of the buildings (principal and accessory) on that lot. Building Coverage does not include surface parking.
7. **Compliance Guidelines.** *Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act* as further revised or amended from time to time.
8. **DHCD.** The Massachusetts Department of Housing and Community Development, or any successor agency.
9. **Design Guidelines.** Design Standards made applicable to all rehabilitation, redevelopment, or new construction within the MFOD.
10. **Development standards.** Provisions of **Section [SectionTK] J. General Development Standards** made applicable to projects within the MFOD.
11. **EOHLC.** The Massachusetts Executive Office of Housing and Livable Communities, DHCD's successor agency.
12. **Floor Area Ratio (FAR).** A measurement derived by dividing the total building area by the total lot area.
13. **Height, Feet.** Height shall be measured to the midpoint of the slope of a pitched roof, or the parapet of a flat roof, excluding the items specifically defined as allowable projections herein, from the average mean grade of the natural ground contiguous to the building.
14. **Height, Stories.** "Stories," as used in this section, shall not include a basement so long as the finished floor height of the first story is no more than four (4) feet above the average mean grade of the natural ground contiguous to the building.
15. **Lot.** An area of land with definite boundaries that is used or available for use as the site of a building or buildings.

16. **MBTA.** Massachusetts Bay Transportation Authority.
17. **Mixed-use development.** Development containing a mix of residential uses and non-residential uses, including, commercial, institutional, industrial, or other uses.
18. **Multi-family housing.** A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.
19. **Multi-family zoning district.** A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.
20. **Open space.** For the purposes of this subsection, open space shall mean a portion of a lot or of adjacent lots in common ownership exclusive of any building or buildings and shall include parks, lawns, gardens, landscaped areas, community gardens, areas left in their natural condition, non-artificial turf athletic fields, playgrounds, and any open vegetated areas. Driveways and parking areas permanent or temporary, open air swimming pools, open air athletic courts, artificial turf athletic fields, and patios shall not be counted as open space.
21. **Parking, structured.** A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
22. **Parking, surface.** One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.
23. **Residential dwelling unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
24. **Rooftop Terrace.** A roofless, raised platform on the roof of a building that provides community gathering space, such as a deck, terrace, community garden, or other outdoor amenities.
25. **Section 3A.** Section 3A of the Zoning Act.
26. **Site plan review authority.** The Planning Board is the site plan review authority.
27. **Subdistrict.** An area within the MFOD that is geographically smaller than the MFOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.
28. **Subsidized Housing Inventory (SHI).** A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.
29. **Transit station.** An MBTA subway station, commuter rail station, or ferry terminal.
 - a. **Commuter rail station.** Any MBTA commuter rail station with year-round, rather

than intermittent, seasonal, or event-based, service.

- b. **Ferry terminal.** The location where passengers embark and disembark from regular, year-round MBTA ferry service.
- c. **Subway station.** Any of the stops along the MBTA Red Line, Green Line, Orange Line, or Blue Line.

D. Milton Village Historic Subdistrict

1. **Purpose.** The purpose of the Milton Village Historic Subdistrict is to allow multi-family, mixed use development in a transit-oriented district while preserving the historic character of the Milton Village Historic Subdistrict.
2. **Applicability.** An applicant may develop multi-family housing or mixed-use buildings up to six (6) stories on certain larger parcels in the Milton Village Historic Subdistrict, in accordance with the provisions of this subsection.
3. **Uses Permitted As of Right.** The following uses are permitted as of right within the Milton Village Historic Subdistrict.
 - a. Multi-family housing.
 - b. Mixed-use development. As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.
Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space.
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

- a. Business uses shall be required in at least half of the ground floor of the building. The ground floor may also include separate entrances for upper level uses, common areas, or lobbies.
4. **Accessory Uses.** The following uses are considered accessory as of right to any of

the permitted uses in Section D.3.

- a. Parking, including surface parking and parking within a structure such as a garage or other building on the same lot as the principal use.

Table of Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Milton Village Historic Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height	
Stories (Maximum)	6
Feet (Maximum)	75
Minimum Open Space	40%
Maximum Units per Acre	15
Standard	
Minimum Frontage (ft)	none
Front Yard Setback ⁽⁷⁾	
(ft.)	15
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback	
(ft.)	30
Maximum Floor Area Ratio (FAR)	1.0

- 5. **Multi-Building Lots.** In the Milton Village Historic Subdistrict, lots may have more than one principal building.
- 6. **Number of parking spaces. There is NO Over Night On Street Parking Allowed.** The following number of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures.

Use	Spaces
Multi-family	Maximum 1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/Commercial	Minimum 1 space per 1,500 SF of commercial space

7. **Number of bicycle parking spaces.** The following minimum numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/Commercial	1 space per 500 SF of commercial space

8. **Bicycle storage.** For a multi-family or a mixed-use development, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).

E. Central Avenue Subdistrict

- Purpose.** The purpose of the Central Avenue Subdistrict is to allow multi-family and mixed-use development in a transit-oriented district while keeping with the New England character of the surrounding Central Avenue Subdistrict neighborhoods.
- Applicability.** An applicant may develop multi-family or mixed-use buildings up to four (4) stories on certain parcels in the Central Avenue Subdistrict, in accordance with the provisions of this subsection.
- Uses Permitted As of Right.** The following uses are permitted as of right within the Central Avenue Subdistrict.
 - Multi-family housing.
 - Mixed-use development. As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.
Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space.
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor

Residential (required component).

F. Business uses shall be required in at least half of the ground floor of the building. The ground floor may also include separate entrances for upper level uses, common areas, or lobbies.

- 1.
2. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section E.3.
 - a. Parking, including surface parking and parking within a structure such as a garage or other building on the same lot as the principal use.
3. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Central Avenue Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height	
Stories (Maximum)	4
Feet (Maximum)	48
Minimum Open Space	40%
Maximum Units per Acre	15

Standard	
Minimum Frontage (ft)	none
Front Yard Setback ⁽⁷⁾	
(ft.)	15
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback	
(ft.)	30
Maximum Floor Area Ratio (FAR)	1.0

4. **Multi-Building Lots.** In the Central Avenue Subdistrict, lots may have more than one principal building.
5. **Number of parking spaces.** There is No Over Night On Street Parking Allowed. The

following number of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Spaces
Multi-family	Maximum 1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/ Commercial	Minimum 1 space per 1,500 SF of commercial space

6. **Number of bicycle parking spaces.** The following minimum numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/ Commercial	1 space per 500 SF of commercial space

7. **Bicycle storage.** For a multi-family or a mixed-use development, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).

G. Curtis Road Subdistrict

- Purpose.** The purpose of the Curtis Road Subdistrict is to provide multi-family and mixed-use development in a transit-oriented district while keeping with the New England character of the surrounding neighborhood.
- Applicability.** An applicant may develop multi-family housing up to 6 stories on certain large parcels along the Neponset River near Mattapan Square.
- Uses Permitted As of Right.** The following uses are permitted as of right within the Curtis Road Subdistrict.
 - Multi-family housing.
 - Mixed-use development. As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Office, professional office, medical and dental office.
Any Floor
Residential (required component).

4. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section F.3.
 - a. Parking, including surface parking and parking within a structure such as a garage or other building on the same lot as the principal use.
5. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Curtis Road Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height	
Stories (Maximum)	6
Feet (Maximum)	75
Minimum Open Space	40%
Maximum Units per Acre	15

Standard	
Minimum Frontage (ft)	none
Front Yard Setback	
(ft.)	15
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback	
(ft.)	30
Minimum Floor Area Ratio (FAR)	1.0

6. **Multi-Building Lots.** In the Curtis Road Subdistrict, lots may have more than one principal building.

7. **Number of parking spaces. There is No On Street Overnight Parking Allowed.** The following number of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Spaces
Multi-family	Maximum 1 space per Residential Dwelling Unit

8. **Number of bicycle parking spaces.** The following **minimum** numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/ Commercial	1 space per 500 SF of commercial space

9. **Bicycle storage.** For a multi-family, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).

H. Blue Hills Parkway/Brook Road Subdistrict

- Purpose.** The purpose of the Blue Hills Parkway/Brook Road Subdistrict is to provide multi-family or mixed-use development in a transit-oriented district while keeping with the New England character of the surrounding Blue Hills Parkway/Brook Road neighborhoods.
- Applicability.** An applicant may develop multi-family or mixed-use buildings on certain parcels within a half mile of Mattapan Station along or adjacent to Blue Hills Parkway/Brook Road, in accordance with the provisions of this subsection.
- Uses Permitted As of Right.** The following uses are permitted as of right within the Blue Hills Parkway/Brook Road Subdistrict.
 - Multi-family housing of up to three (3) units in a single building per lot on parcels of 7,500 square feet or more.
 - Mixed-use development. As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.

Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space.
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

c. Business uses shall be required in at least half of the ground floor of the building. The ground floor may also include separate entrances for upper level uses, common areas, or lobbies.

4.

5. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section G.3.

a. Parking, including surface parking and parking within a structure such as a garage or other building on the same lot as the principal use.

6. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Blue Hills Parkway/Brook Road Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	7,500
Height	
Stories (Maximum)	2.5
Feet (Maximum)	35
Minimum Open Space	50%
Maximum Units per Lot	3 on lots 7,500 sf or more

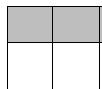
Standard	
Minimum Frontage (ft)	50
Front Yard Setback	
(ft.)	20
Side Yard Setback	
Minimum side setback (ft)	5

Minimum sum of both side setbacks (ft)	20
Rear Yard Setback (ft.)	20
Maximum Floor Area Ratio (FAR)	0.5

7. **Multi-Building Lots.** In the Central Avenue Subdistrict, lots may have more than one principal building.

8. **Number of parking spaces. There is NO Over Night On Street Parking Allowed.** The following number of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Spaces
Multi-family	Maximum 1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/ Commercial	Minimum 1 space per 1,500 SF of commercial space



9. **Number of bicycle parking spaces.** The following minimum numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/ Commercial	1 space per 500 SF of commercial space

10. **Bicycle storage.** For a multi-family or a mixed-use development, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).

I. Granite Avenue Subdistrict

- Purpose.** The purpose of the Granite Avenue Subdistrict is to provide multi-family or mixed-use development in a transit-oriented district while keeping with the New England character of the Town of Milton.
- Applicability.** An applicant may develop a multi-family or mixed-use project up to six (6) stories along the Neponset River.
- Uses Permitted As of Right.** The following uses are permitted as of right within

the Granite Avenue Subdistrict.

- a. Multi-family housing.
- b. Mixed-use development. As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.
Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space.
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

- c. Business uses shall be required in at least half of the ground floor of the building. The ground floor may also include separate entrances for upper level uses, common areas, or lobbies.
4. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section H.3.
 - a. Parking, including surface parking and parking within a structure such as a garage or other building on the same lot as the principal use.
5. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Granite Avenue Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height	
Stories (Maximum)	6
Feet (Maximum)	75

Minimum Open Space	40%
Maximum Units per Acre	15
Standard	
Minimum Frontage (ft)	none
Front Yard Setback (ft.)	30
Side Yard Setback	
Minimum side setback (ft)	10
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback (ft.)	30
Maximum Floor Area Ratio (FAR)	1.0

6. **Multi-Building Lots.** In the Granite Avenue Subdistrict, lots may have more than one principal building.
7. **Number of parking spaces. There is No Over Night On Street Parking Allowed.** The following number of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Spaces
Multi-family	Maximum 1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/ Commercial	Minimum 1 space per 1,500 SF of commercial space

8. **Number of bicycle parking spaces.** The following minimum numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Mixed-Use (Non-residential)/ Commercial	1 space per 500 SF of commercial space

9. **Bicycle storage.** For a multi-family or a mixed-use development, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).

J. General Development Standards

1. Development standards in the MFOD are applicable to all subdistricts within the MFOD. These standards are components of the Site Plan Review process in

Section [SectionTK] L. Site Plan and Design Review.

2. **Site Design.**
 - a. **Connections.** Sidewalks shall provide direct connections among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.
 - b. **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged. Maximum driveway width in the Blue Hills Parkway/Brook Road Subdistrict is 12 feet and maximum driveway width in the Milton Village Historic, Central Avenue, Curtis Road, and Granite Avenue Subdistricts is 24 feet.
 - c. **Open Space.** Acceptable activities within the minimum required Open Space include natural areas (including wetlands and surface waters), wildlife and native plant habitat, landscape plantings, agricultural activities, low-impact design stormwater management, non-motorized trails, play areas, and other low-impact recreational activities. Open Space shall not contain habitable structures, streets, driveways, courtyards, patios, decks, or surface parking.
 - d. **Setbacks.** No structure shall be erected within the required setbacks as specified in the Table of Dimensional Standards for each subdistrict. Driveways may be located within required setbacks provided that no more than 30 percent of the setback area shall be paved.
 - e. **Parking location.** Surface parking shall be located to the sides and rear to the greatest extent possible.
 - f. **Landscaping at parking perimeter.** A landscape buffer shall be provided at the parking perimeter. Shade trees, ornamental trees, shrubs, and other plant materials shall be included in the buffer. The minimum width of the buffer shall be 10 feet in the Blue Hills Parkway/Brook Road, five feet in the Central Avenue Subdistrict, five feet in the Milton Village Historic, twenty in the Curtis Road, and twenty in the Granite Avenue subdistricts.
 - g. **Landscaping at parking interior.** A minimum of a five-foot wide landscape divider shall be provided between every 10 parking spaces and a shade tree shall be planted between every 20 parking spaces. A minimum of a five feet wide terminus landscape island shall be provided at the beginning and end of each row, and a shade tree shall be planted in each terminus island.
 - h. **Screening for Parking.** Surface parking adjacent to a public sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than six (6) feet. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk.
 - i. **Parking Materials.** The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.
 - j. **Existing landscape.** Incorporate significant existing site features, such as trees located within setbacks, stone walls, and historic fences into new development to

the greatest extent possible.

- k. **Landscaping.** Use landscape design as a placemaking feature and not exclusively as a buffer.
- l. **Plantings.** Plantings shall include species that are native or adapted to the region and shall include shade trees. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
- m. **Lighting.** Light levels shall not exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skylight. Light fixtures shall be Dark-Sky compliant and meet International Dark Sky Association certification requirements.
- n. **Mechanicals.** Mechanical equipment at ground level shall not be located in the Front Yard Setback nor in Open Space and shall be screened by a combination of fencing and evergreen plantings. Rooftop mechanical equipment shall be screened and incorporated into the architectural design.
- o. **Electrical Transformers and Generators.** Electrical transformers and generators shall not be located at grade within the required setbacks to the extent allowed by utility company. Applicants shall consider locating transformers within buildings or within below grade vaults and locating generators on roofs. Transformers generators located at grade shall be screened by a combination of fencing and evergreen plantings to the extent allowed by utility company.
- p. **Utilities.** Locate utility meters to minimize their visibility. Integrate them into the building and site design. Minimize the visibility of utility connections.
- q.
- r. **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
- s. **Resiliency and Sustainability.** Consider present and future climate conditions in assessing project environmental impacts, including carbon emissions, extreme precipitation, extreme heat, and sea level rise. Projects must identify site and building strategies that eliminate, reduce, and mitigate adverse impacts including those due to changing climate conditions.
- t. **Renewable Energy.** Projects shall consider access to solar energy in building placement, orientation, and design.
- u. **Low Impact Development (LID).** Projects shall utilize low impact development strategies to the greatest extent possible, such as limiting the amount of impervious area, preserving, and creating connected natural spaces, and using green infrastructure techniques such as rainwater harvesting, rain gardens,

bioswales, permeable pavement, green roofs, and tree canopy.

v. **Stormwater management.** Strategies that demonstrate compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, if applicable, additional requirements under the Milton MS4 Permit for projects that disturb more than one acre and discharge to the Town of Milton's municipal stormwater system, and an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

3. **Buildings: General.**

- Position relative to principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also Section I.7. Buildings: Corner Lots.
- Entries.** Entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

4. **Buildings: Multiple buildings on a lot.**

- For a mixed-use development, uses may be mixed within the buildings or in separate buildings.
- Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
- A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.
- The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

5. **Buildings: Mixed-use development.**

- In a mixed-use building, access to and egress from the residential component shall be clearly differentiated from access to other uses. Such differentiation may occur by using separate entrances or egresses from the building or within a lobby space shared among different uses.
- Retail facades shall have a greater proportion of transparency than solids.
- Retail facades shall include small setbacks at street level to incorporate seating, displays, and rain cover.
- Sidewalks width at retail facades shall be a minimum of 10 feet.

- e. Paved pedestrian access from the residential component shall be provided to residential parking and amenities and to the public sidewalk, as applicable.
- f. Materials for non-residential uses shall be stored inside or under cover and shall not be accessible to residents of the development.
- g. Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

6. **Buildings: Shared Outdoor Space.** Multi-family housing and mixed-use development shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

7. **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

- a. Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
- b. All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.
- c. Fire exits should be integrated into the building architecture.

8. **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of each subdistrict's dimensional standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

9. **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

- a. **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.
- b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
- c. **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings or mixed-use development shall be subordinate in design and placement to the multi-family or mixed-use building(s) on the lot.

10. **Building Design.**

- a) Buildings greater than forty (40) feet in length, measured horizontally, shall incorporate wall plane recesses or projections having a depth not less than four (4) feet and extending at least twenty percent (20%) of the length of the façade. No uninterrupted length of façade shall exceed forty (40) horizontal feet. No projection shall extend into a required setback.

- b) Buildings shall have a clearly defined base and roof edge so that the façade has a distinct base, middle, and top.
- c) All sides of buildings shall be given as much architectural detail as the front. The building shall present a unified architectural design approach. Where windows are not possible or appropriate for the intended use, vertical articulation in the form of raised or recessed surfaces shall be used to break up blank walls.
- d) Change in material shall accompany a change in form or plane and shall not be used within the same plane to reduce perceived bulk.
- e) Use durable materials that convey scale in their proportion, texture, finish and detailing and that contribute to the visual continuity of existing historic neighborhoods. Windows and doors shall have low reflectivity glass.
- f) Locate an addition to the side or rear of the existing building to the greatest extent possible.
- g) Entrances, exits, windows and doors shall be surrounded by architectural detail that highlights these features of the façade.
- h) In general, all windows shall be taller than they are wide. This requirement shall apply to windows on the first floor as well as upper floors. Windows that are horizontally oriented may be broken up with the use of mullions.
- i) All stairways to upper floors shall be enclosed within the exterior walls of buildings.
- j) Garage entrances and service and loading areas shall not face an open space or street directly unless no other location is feasible.
- k) Rooftop terraces shall be set back a minimum of ten (10) feet from any façade wall and secured by a perimeter fence at least four (4) feet in height.

11.

12. **Waivers.** Upon the request of the Applicant and subject to compliance with the Compliance Guidelines, the Site Plan Review Authority may waive the requirements of this **Section [SectionTK] I. General Development Standards**, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MFOD.

K. Design Guidelines. The Site Plan Review Authority may adopt and amend, by simple majority vote, Design Standards which shall be applicable to all rehabilitation, redevelopment, or new construction within the MFOD. Such Design Guidelines must be objective and not subjective and may only address the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. Design Guidelines may contain graphics illustrating a particular standard or definition to make such a

standard or definition clear and understandable.

L. Affordability Requirements.

1. Purpose.

- a. Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;
- b. Provide for a full range of housing choices for households of all incomes, ages, and sizes;
- c. Increase the production of affordable housing units to meet existing and anticipated housing needs; and
- d. Work to overcome economic segregation allowing Milton to continue to be a community of opportunity in which low and moderate-income households could advance economically.

2. Applicability. This requirement is applicable to all residential and mixed-use developments with six (6) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion. No project may be divided or phased to avoid the requirements of this section.

3. Affordability requirements.

- a. **Subsidized Housing Inventory.** All units affordable to households earning 80% or less of AMI created in the MCMOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory.

4. Provision of Affordable Housing. In Applicable Projects, not fewer than fifteen percent (15%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up and down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

5. Development Standards. Affordable Units shall be:

- a. Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
- b. Dispersed throughout the development;
- c. Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
- d. Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;
- e. Distributed proportionately among unit sizes; and

- f. Distributed proportionately across each phase of a phased development.
- g. Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development if occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

6. **Administration.** The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

M. Site Plan and Design Review

- 1. **Applicability.** Site Plan and Design Review is required for all projects in all subdistricts. An application for Site Plan Review shall be reviewed by the Permitting Authority for consistency with the purpose and intent of Sections [SectionTK] D through [SectionTK] H.
- 2. **Submission Requirements.** As part of any application for Site Plan and Design Review for a project within the MFOD submitted under Sections [SectionTK] D through [SectionTK] H, the Applicant must submit the following documents to the Department of Planning and Community Development.:
 - a. Application and fee for Site Plan and Design Review.
 - b. Existing conditions survey that shows existing structures, parking areas, open space features, walls, fences, trees, utilities, easements, wetlands and wetlands buffer zones, and topography with contours at 1-foot intervals. The survey shall include contours, buildings, trees on adjacent properties within thirty (30) feet of lot boundaries.
 - c. Existing conditions narrative, including adjacent neighborhood and historic context, with photographs and diagrams as appropriate.
 - d. Site plans that show required setbacks, the position of the building on the site, points of vehicular access to and from the site and vehicular circulation on the site, parking areas, open space areas, stormwater management, utilities, dimensions of building(s) and parking areas, setback dimensions, proposed grading, retaining walls, and other information commonly required by Municipality for Site Plan Review. Where a portion of the site is to remain undisturbed by the proposed work, such an area shall be indicated on the plan.
 - e.
 - f. Landscape plan that shows layout, species, spacing, sizes, quantities and details for all plant materials, and locations and details of fencing and landscape walls. Architectural plans, elevations, sections, three dimensional views and renderings of the building(s) showing the architectural design of the building(s) in context. Drawings shall indicate proposed materials and colors.
 - g. Lighting plan that shows locations and specifications for all exterior lighting fixtures for Milton Village Historic, Central Avenue, Curtis Road, Blue Hills Parkway/Brook Road, and Granite Avenue subdistricts.

- h. Photometric plan that shows locations and specifications for all exterior lighting fixtures and lighting photometrics for Milton Village Historic, Central Avenue, Curtis Road, Blue Hills Parkway/Brook Road, and Granite Avenue subdistricts.
- i. Traffic impact analysis for Milton Village Historic, Central Avenue, Curtis Road, Blue Hills Parkway/Brook Road, and Granite Avenue subdistricts.
- j. Shadow study for Milton Village Historic, Central Avenue, Curtis Road, Blue Hills Parkway/Brook Road, and Granite Avenue subdistricts.
- k. All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the Permitting Authority.
 - l. Narrative of compliance with the applicable design standards of this Section [SectionTK].
 - m. A copy, if any, of the determination of applicability issued by or the notice of intent filed with the Conservation Commission of the Town of Milton under MGL c. 131, § 40, or Chapter 15 of the General Bylaws of the Town of Milton.
 - n. Upon written request, the Site Plan Review Authority may, at its discretion, waive the submission by the applicant of any of the required information.

3. Procedures.

- a) Upon receipt of a complete application to the Department of Planning and Community Development, the application shall be circulated, as appropriate, to the Building Commissioner, Fire Department, Police Department, Historical Commission, and Engineering Department, requesting comments by the first public hearing. For development applications within a Local Historic District, the Site Plan Review Authority shall seek comments from the Historical Commission before the first public hearing; filing with the Historical Commission is recommended prior to submission to the Site Plan Review Authority.
- b) The Site Plan Review Authority shall conduct a public hearing. Subsequent changes and revisions to application materials shall be submitted with a narrative summarizing the changes in the new submittal.

- 4. **Outside Consultants.** When reviewing an application, the Site Plan Review Authority may determine that the assistance of outside consultants is warranted due to the size or complexity of a proposed project or because of the project's potential impacts. The authority may require that applicants pay a review fee consisting of the reasonable costs incurred by the authority to assist in the review of applications. The authority may engage engineers, architects, landscape architects, planners, or other appropriate professionals who can assist the authority

in analyzing an application to ensure compliance with all relevant laws, bylaws, and regulations.

5. **Timeline.** Site Plan and Design Review should be commenced no later than 30 days of the submission of a complete application and should be completed expeditiously. The site plan review authority may, when appropriate, seek the input of other municipal boards or officials. In general, site plan review should be completed no more than six (6) months after the submission of the application.
6. **Site Plan Approval.** Site Plan Approval may reasonably regulate matters such as vehicular access and circulation on site, architectural design of buildings, site design and screening for adjacent properties. Site Plan approval for uses listed in the Permitted Uses subsection of Sections [SectionTK] D through H shall be granted upon determination by the Site Plan Review Authority that the following conditions have been satisfied. The Site Plan Review Authority may impose reasonable conditions, at the expense of the applicant, to ensure that these conditions have been satisfied.
 - a. the Applicant has submitted the required fees and information as set forth in Municipality's requirements for a Building Permit and Site Plan Review; and
 - b. the project as described in the application meets the development standards set forth in Section [SectionTK] I. General Development Standards.
 - c. The project as described in the application meets design guidelines as may be adopted by the Site Plan Review Authority.
7. **Decision.** The decision of the Site Plan Review Authority shall be by a majority vote of the board as constituted (i.e., three affirmative votes).
8. **Project Phasing.** An Applicant may propose, in a Site Plan and Design Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildup of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of Section [SectionTK] K. Affordability Requirements.
9. **Appeal.** Any person aggrieved by a decision of the Site Plan Review Authority made under this Section [Section TK] may appeal said decision to a court of competent jurisdiction under MGL c. 40A, § 17.

N.

O. Severability.

If any provision of this Section [SectionTK] is found to be invalid by a court of competent jurisdiction, the remainder of Section [SectionTK] shall not be affected but shall remain in full force. The invalidity of any provision of this Section [SectionTK] shall not affect the validity of the remainder of Milton's Zoning.

Nicholas Milano

From: Tim Czerwinski
Sent: Friday, October 20, 2023 12:04 PM
To: Nicholas Milano
Subject: Revised MBTA Communities zoning articles for Select Board
Attachments: 2023.10.20_MCMODZoningLanguageV5_MBTACommunities.docx; 2023.10.20_MCMODZoningLanguageV5CLEAN_MBTACommunities.docx; 2023.10.20_MMUAmendmentV3_MBTACommunities.docx; 2023.10.20_MMUAmendmentV3CLEAN_MBTACommunities.docx

Nick,

Attached are revised versions of the MBTA Communities zoning and the Mandatory Mixed Use zoning articles for the Select Board's consideration on Tuesday.

Revisions from the last iteration approved by the Select Board include:

- Reference at the top of the main article to amend not only the Zoning Bylaw but also the Zoning Map.
- Clarification suggested by the Attorney General's Municipal Law Unit:
 - o change of parking requirement language for mixed use projects, to refer to a "non-residential component"
 - o clarification in the MMU amendment that projects are required to have a multifamily component and a ground floor non-residential component
- The bulk of the edits are additions proposed by Cheryl Toulias for various site plan review, material submission, and development standards
- Changing parking minimums to parking maximums for the residential component in each subdistrict. This was a change proposed by the Planning Board at its meeting last night, and I think it is a highly advisable one. This will address the concern that developers may build too many parking spaces and draw additional cars to Milton's neighborhoods. It also doubles down on the MBTA Communities law's purpose of promoting transit oriented development and decreasing reliance on private vehicle trips.
 - o These changes are also carried into the MMU article
- Dimensional standards in the Blue Hills Parkway Corridor district were changed to reflect the most recent compliance modeling

Please don't hesitate to reach out if you have any questions.

Tim Czerwinski, AICP
Director of Planning & Community Development
Town of Milton | 525 Canton Avenue | Milton, Mass. 02186 | 617-898-4847

ARTICLE TK To see if the Town will vote to amend Chapter 275 of the General Bylaws, known as the Zoning Bylaw, by adding the following Section [SectionTK]: MBTA Communities Multi-family Overlay District and to amend the Zoning Map to include the MBTA Communities Multi-family Overlay District, including the following subdistricts: Eliot Street Corridor Subdistrict, Milton/Central Avenue Station Subdistrict, Mattapan Station Subdistrict, Blue Hills Parkway Subdistrict, Granite Avenue Subdistrict, and East Milton Square Subdistrict as shown on the MBTA Communities Multi-family Overlay District Boundary Map.

Section [SectionTK]: MBTA Communities Multi-family Overlay District

A. Purpose

The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

1. Meet local housing needs along the full range of incomes, promoting social and economic diversity and the stability of individuals and families living in Milton.
2. Ensure that new multi-family housing creation is harmonious with the existing community.
3. Provide a wide range of housing alternatives to meet Milton's diverse housing needs.
4. Promote smart growth development by siting multi-family housing adjacent to transit or in areas where existing commercial and civic amenities and infrastructure already exist.
5. Increase the municipal tax base through private investment in new residential development.

B. Establishment and Applicability

This MCMOD is an overlay district having a land area of approximately TKTK acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.

1. **Applicability of MCMOD.** An applicant may develop multi-family housing located within a MCMOD in accordance with the provisions of this Section [SectionTK].
2. **Underlying Zoning.** The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right or by special permit in the MCMOD. Uses that are not identified in Section [SectionTK] are governed by the requirements of the underlying zoning district(s).
3. **Sub-districts.** The MCMOD contains the following sub-districts, all of which are shown on the MCMOD Boundary Map: Eliot Street Corridor Subdistrict, Milton/Central Avenue Station Subdistrict, Mattapan Station Subdistrict,

Granite Avenue Subdistrict, East Milton Square Subdistrict, and Blue Hills Parkway Corridor Subdistrict.

C. Definitions.

For purposes of this Section[SectionTK], the following definitions shall apply.

1. **Affordable unit.** A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.
2. **Affordable housing.** Housing that contains Affordable Units as defined by this Section [SectionTK].
3. **Applicant.** A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.
4. **Area Median Income (AMI).** The median family income for the metropolitan statistical region that includes the Town of Milton, as defined by the U.S. Department of Housing and Urban Development (HUD).
5. **As of right.** Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.
6. **Building coverage.** The maximum area of the lot that can be attributed to the footprint of the buildings (principal and accessory) on that lot. Building Coverage does not include surface parking.
7. **Compliance Guidelines.** *Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act* as further revised or amended from time to time.
8. **DHCD.** The Massachusetts Department of Housing and Community Development, or any successor agency.
9. **Design Guidelines.** Design Standards made applicable to all rehabilitation, redevelopment, or new construction within the MCMOD.
10. **Development standards.** Provisions of **Section [SectionTK] J. General Development Standards** made applicable to projects within the MCMOD.
11. **EOHLC.** The Massachusetts Executive Office of Housing and Livable Communities, DHCD's successor agency.
12. **Floor Area Ratio (FAR).** A measurement derived by dividing the total building area by the total lot area.
13. **Height, Feet.** Height shall be measured to the midpoint of the slope of a pitched roof, or the parapet of a flat roof, excluding the items specifically defined as allowable projections herein, from the average mean grade of the natural ground contiguous to the building.
14. **Height, Stories.** "Stories," as used in this section, shall not include a basement so long as the finished floor height of the first story is no more than four (4) feet above the average mean grade of the natural ground contiguous to the building.

15. **Lot.** An area of land with definite boundaries that is used or available for use as the site of a building or buildings.
16. **MBTA.** Massachusetts Bay Transportation Authority.
17. **Mixed-use development.** Development containing a mix of multi-family residential uses and non- residential uses, including, commercial, institutional, industrial, or other uses.
18. **Multi-family housing.** A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.
19. **Multi-family zoning district.** A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.
20. **Open space.** For the purposes of this subsection, open space shall mean a portion of a lot or of adjacent lots in common ownership exclusive of any building or buildings and/or their associated driveways and parking areas and shall include parks, lawns, gardens, landscaped areas, community gardens, terraces, patios, areas left in their natural condition, athletic fields, open air athletic courts, playgrounds, open air swimming pools, and any open vegetated areas. Driveways and parking areas permanent or temporary, shall not be counted as open space.
21. **Parking, structured.** A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
22. **Parking, surface.** One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.
23. **Residential dwelling unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
24. **Rooftop Terrace.** A roofless, raised platform on the roof of a building that provides community gathering space, such as a deck, terrace, community garden, or other outdoor amenities.
25. **Section 3A.** Section 3A of the Zoning Act.
26. **Site plan review authority.** The Planning Board is the site plan review authority.
27. **Subdistrict.** An area within the MCMOD that is geographically smaller than the MCMOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.
28. **Subsidized Housing Inventory (SHI).** A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit

Law.

29. **Transit station.** An MBTA subway station, commuter rail station, or ferry terminal.

- a. **Commuter rail station.** Any MBTA commuter rail station with year-round, rather than intermittent, seasonal, or event-based, service.
- b. **Ferry terminal.** The location where passengers embark and disembark from regular, year-round MBTA ferry service.
- c. **Subway station.** Any of the stops along the MBTA Red Line, Green Line, Orange Line, or Blue Line.

D. Eliot Street Corridor Subdistrict

1. Purpose

The purpose of the Eliot Street Corridor Subdistrict is to provide opportunities for lower density, high quality multi-family housing that helps preserve the existing physical context of the one- and two-unit neighborhoods directly adjacent to the Mattapan Trolley line.

2. Applicability

An applicant may develop multifamily housing on certain parcels within a half mile of Mattapan, Capen Street, Valley Road, Central Avenue, and Milton stations, in accordance with the provisions of this subsection.

3. **Uses Permitted As of Right.** The following uses are permitted as of right within the Eliot Street Corridor Subdistrict.

- a. Multi-family housing of up to three (3) units in a single building per lot on parcels 7,500 square feet or more.

4. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.3.

- a. Parking, including surface parking and parking within a structure such as a garage or other building on the same lot as the principal use.

5. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Eliot Street Corridor Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	7,500
Height	
Stories (Maximum)	2.5
Feet (Maximum)	35

Minimum Open Space	40%
Maximum Units per Lot	3 on lots 7,500 sf or more

Standard	
Minimum Frontage (ft)	50
Front Yard Setback (ft.)	15
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback (ft.)	20
Maximum Floor Area Ratio (FAR)	0.7

6. **Exceptions.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
7. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in **Section [SectionTK] D.5 Table of Dimensional Standards** to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.
8. **Number of parking spaces.** The following numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Maximum Spaces
Multi-family	1 space per Residential Dwelling Unit

9. **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit

E. Milton/Central Avenue Station Subdistrict

1. Purpose

The purpose of the Milton/Central Avenue Station Subdistrict is to allow for high quality mid-rise multi-family and mixed-use development while preserving the historic character of the Milton Village and Central Avenue business districts.

2. Applicability

An applicant may develop multi-family or mixed-use buildings up to 6 stories on certain large parcels in the area labeled East on the MCMOD Boundary Map, and up to 4.5 stories on certain large parcels in the area labeled West and Bridge on the MCMOD Boundary Map, in accordance with the provisions of this subsection.

3. Uses Permitted As of Right.

The following uses are permitted as of right within the Milton/Central Avenue Station Subdistrict.

- a. Multi-family housing.
- b. **Mixed-use development.** As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.
Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

4. Accessory Uses.

The following uses are considered accessory as of right to any of the permitted uses in Section E.3.

- a. Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

5. Table of Dimensional Standards.

Notwithstanding anything to the contrary in this

Zoning, the dimensional requirements applicable in the Milton/Central Avenue Station Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height (East)	
Stories (Maximum)	6
Feet (Maximum)	75
Height (West and Bridge)	
Stories (Maximum)	4.5
Feet (Maximum)	60
Minimum Open Space	40%
Maximum Units per Acre	40
Standard	
Minimum Frontage (ft)	none
Front Yard Setback ⁽⁷⁾	
(ft.)	15
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback	
(ft.)	30
Maximum Floor Area Ratio (FAR)	1.0

6. **Multi-Building Lots.** In the Milton/Central Avenue Station Subdistrict, lots may have more than one principal building.
7. **Exceptions.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
8. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in **Section [SectionTK] E.5 Table of Dimensional Standards** to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant

detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.

9. **Number of parking spaces.** The following numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Maximum Spaces
Multi-family	1 space per Residential Dwelling Unit
	Minimum Spaces
Non-residential component in a mixed-use development	1 space per 1,500 SF of commercial space

10. **Number of bicycle parking spaces.** The following **minimum** numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Non-residential component in a mixed-use development	1 space per 500 SF of commercial space

11. **Bicycle storage.** For a multi-family development of 10 units or more, or a mixed-use development of 10,000 square feet or more, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).

12. **Shared Parking within a Mixed-Use Development.** Parking requirements for a mix of uses on a single site may be adjusted through the Site Plan Review process, if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies.

13. **Parking Reduction.** Developments under this subsection may provide fewer parking spaces where, in the determination of the Site Plan Review Authority, proposed parking is found to be sufficient to meet the needs of the development. In making such a determination, the authority shall consider complementary uses, transportation demand management (TDM) measures, shared parking arrangements, vehicle-share arrangements and electric vehicle charging stations.

F. Mattapan Station Subdistrict

1. Purpose

The purpose of the Mattapan Station Subdistrict is to provide high quality mid-rise multi-family housing on large sites in a transit-oriented district.

2. Applicability

An applicant may develop multi-family housing up to 6 stories on certain large parcels along the Neponset River near Mattapan Square.

3. **Uses Permitted As of Right.** The following uses are permitted as of right within the Mattapan Station Subdistrict.

- a. Multi-family housing.
- b. **Mixed-use development.** As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.
Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

4. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section F.3.

- a. Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

5. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Mattapan Station Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height	
Stories (Maximum)	6
Feet (Maximum)	75
Minimum Open Space	40%
Maximum Units per Acre	40

Standard	
Minimum Frontage (ft)	none
Front Yard Setback (ft.)	15
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback (ft.)	30
Maximum Floor Area Ratio (FAR)	1.1

6. **Multi-Building Lots.** In the Mattapan Station Subdistrict, lots may have more than one principal building.
7. **Exceptions.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
8. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in **Section [SectionTK] F.5 Table of Dimensional Standards** to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.
9. **Number of parking spaces.** The following numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Maximum Spaces
Multi-family	1 space per Residential Dwelling Unit
Minimum Spaces	
Non-residential component in a mixed-use development	1 space per 1,500 SF of commercial space

10. **Number of bicycle parking spaces.** The following **minimum** numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit

Non-residential component in a mixed-use development	1 space per 500 SF of commercial space
--	--

11. **Bicycle storage.** For a multi-family development of ten (10) units or more, or a mixed-use development of 10,000 square feet or more, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).
12. **Shared Parking within a Mixed-Use Development.** Parking requirements for a mix of uses on a single site may be adjusted through the Site Plan Review process, if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies.
13. **Parking Reduction.** Developments under this subsection may provide fewer parking spaces where, in the determination of the Site Plan Review Authority, proposed parking is found to be sufficient to meet the needs of the development. In making such a determination, the authority shall consider complementary uses, transportation demand management (TDM) measures, shared parking arrangements, vehicle-share arrangements and electric vehicle charging stations.

G. Granite Avenue Subdistrict

1. Purpose

The purpose of the Granite Avenue Subdistrict is to provide high quality, higher density multifamily or mixed-use development on large commercial or underutilized parcels with good access to transit, shared use paths, and Interstate 93.

2. Applicability

An applicant may develop a multifamily or mixed-use project up to 6 stories on certain large parcels in the northern part of the district along the Neponset River and up to 4 stories on certain large parcels in the southern part of the district between Granite Avenue and Interstate 93.

3. Uses Permitted As of Right.

The following uses are permitted as of right within the Granite Avenue Subdistrict.

- a. Multi-family housing.
- b. **Mixed-use development.** As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.

Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

4. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section G.3.

- Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

5. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Granite Avenue Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height (north)	
Stories (Maximum)	6
Feet (Maximum)	75
Height (south)	
Stories (Maximum)	4.5
Feet (Maximum)	60
Minimum Open Space	40%
Maximum Units per Acre	45

Standard	
Minimum Frontage (ft)	none
Front Yard Setback	
(ft.)	30
Side Yard Setback	
Minimum side setback (ft)	10

Minimum sum of both side setbacks (ft)	20
Rear Yard Setback (ft.)	30
Maximum Floor Area Ratio (FAR)	1.1

6. **Multi-Building Lots.** In the Granite Avenue Subdistrict, lots may have more than one principal building.
7. **Exceptions.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
8. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in **Section [SectionTK] G.5 Table of Dimensional Standards** to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.
9. **Number of parking spaces.** The following numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Maximum Spaces
Multi-family	1.5 spaces per Residential Dwelling Unit
Minimum Spaces	
Non-residential component in a mixed-use development	1 space per 1,500 SF of commercial space

10. **Number of bicycle parking spaces.** The following **minimum** numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Non-residential component in a mixed-use development	1 space per 500 SF of commercial space

11. **Bicycle storage.** For a multi-family development of ten (10) units or more, or a mixed-use development of 10,000 square feet or more, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).
12. **Shared Parking within a Mixed-Use Development.** Parking requirements for a mix

of uses on a single site may be adjusted through the Site Plan Review process, if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies.

13. **Parking Reduction.** Developments under this subsection may provide fewer parking spaces where, in the determination of the Site Plan Review Authority, proposed parking is found to be sufficient to meet the needs of the development. In making such a determination, the authority shall consider complementary uses, transportation demand management (TDM) measures, shared parking arrangements, vehicle-share arrangements, electric vehicle charging stations, and access to alternative modes of transportation.
14. **Granite Avenue Subdistrict Design.** The project design shall foster an appearance of a residential neighborhood, with multiple buildings of various sizes, scale, height and Building Types.
15. **Building Types.** Building types may include:
 - i. Duplexes
 - ii. Triplexes and Quadruplexes
 - iii. Townhouses
 - iv. Walk-up Multifamily (maximum of three floors and 12 units)
 - v. Elevator Multifamily (more than three floors and more than 12 units)
 - vi. Mixed-use buildings (ground floor active uses such as retail, services, community uses).

16. **Granite Avenue Subdistrict Site Planning.** Provide a pedestrian-oriented and human scaled environment where the automobile is accommodated but does not dominate. Utilize internal streets and sidewalks and design pedestrian connectivity between buildings and outdoor spaces.

H. **East Milton Square Subdistrict**

1. **Purpose**

The purpose of the East Milton Square Subdistrict is to provide high quality multifamily and mixed-use development that bolsters the Town's largest business district and maintains East Milton Square's historic village downtown character.

2. **Applicability**

An applicant may develop a multifamily or mixed-use project up to 2.5 stories on parcels largely corresponding with the existing East Milton Square business district, as well as certain adjacent parcels in residential zones.

3. **Uses Permitted As of Right.** The following uses are permitted as of right within the East Milton Square Subdistrict.
 - a. Multi-family housing.

b. **Mixed-use development.** As of right uses in a mixed-use development are as follows:

Ground Floor
Community space.
Educational uses.
Personal services.
Retail.
Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

4. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section H.3.

- Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

5. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the East Milton Square Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	none
Height	
Stories (Maximum)	2.5
Feet (Maximum)	42
Minimum Open Space	40%
Maximum Units per Acre	30

Standard	
Minimum Frontage (ft)	none

Front Yard Setback	
(ft.)	15
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback	
(ft.)	30

6. **Multi-Building Lots.** In the East Milton Square Subdistrict, lots may have more than one principal building.
7. **Exceptions.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
8. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in **Section [SectionTK] H.5 Table of Dimensional Standards** to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.
9. **Number of parking spaces.** The following numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Maximum Spaces
Multi-family	1 space per Residential Dwelling Unit
Minimum Spaces	
Non-residential component in a mixed-use development	1 space per 1,500 SF of commercial space

10. **Number of bicycle parking spaces.** The following **minimum** numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit
Non-residential component in a mixed-use development	1 space per 500 SF of commercial space

11. **Bicycle storage.** For a multi-family development of ten (ten) units or more, or a

mixed- use development of 10,000 square feet or more, covered, secure bicycle parking spaces shall be integrated into the structure of the building(s).

12. **Shared Parking within a Mixed-Use Development.** Parking requirements for a mix of uses on a single site may be adjusted through the Site Plan Review process, if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies.
13. **Parking Reduction.** Developments under this subsection may provide fewer parking spaces where, in the determination of the Site Plan Review Authority, proposed parking is found to be sufficient to meet the needs of the development. In making such a determination, the authority shall consider complementary uses, transportation demand management (TDM) measures, shared parking arrangements, vehicle-share arrangements, electric vehicle charging stations, and access to alternative modes of transportation.

I. Blue Hills Parkway Corridor Subdistrict

1. Purpose

The purpose of the Blue Hills Parkway Corridor Subdistrict is to provide opportunities for lower density, high quality multi-family housing that helps preserve the existing physical context of the one- and two-unit neighborhoods adjacent to Blue Hills Parkway near Mattapan Station.

2. Applicability

An applicant may develop multifamily housing on certain parcels within a half mile of Mattapan Station along or adjacent to Blue Hills Parkway, in accordance with the provisions of this subsection.

3. **Uses Permitted As of Right.** The following uses are permitted as of right within the Blue Hills Parkway Corridor Subdistrict.
 - a. Multi-family housing of up to 30 units per acre on parcels 7,500 square feet or more.
4. **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.3.
 - a. Parking, including surface parking and parking within a structure such as a garage or other building on the same lot as the principal use.
5. **Table of Dimensional Standards.** Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the Eliot Street Corridor Subdistrict are as follows:

Standard	
Lot Size	
Minimum (SF)	7,500

Height	
Stories (Maximum)	2.5
Feet (Maximum)	35
Minimum Open Space	50%
Acre	30

Standard	
Minimum Frontage (ft)	50
Front Yard Setback	
(ft.)	20
Side Yard Setback	
Minimum side setback (ft)	5
Minimum sum of both side setbacks (ft)	20
Rear Yard Setback	
(ft.)	20
Maximum Floor Area Ratio (FAR)	0.7

6. **Exceptions.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
7. **Exceptions: Renewable Energy Installations.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in **Section [SectionTK] I.5 Table of Dimensional Standards** to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.
8. **Number of parking spaces.** The following numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Maximum Spaces
Multi-family	1 space per Residential Dwelling Unit

9. **Number of bicycle parking spaces.** The following **minimum** numbers of bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 space per Residential Dwelling Unit

J. General Development Standards

1. Development standards in the MCMOD are applicable to all subdistricts within the MCMOD. These standards are components of the Site Plan Review process in **Section [SectionTK] M. Site Plan and Design Review**.
2. **Site Design.**
 - a. **Connections.** Sidewalks shall provide a direct connections among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.
 - b. **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged. Maximum driveway width in the Eliot Street Corridor and Blue Hills Parkway Corridor subdistricts is 12 feet and maximum driveway width in the Mattapan Station, Milton/Central Avenue Station, East Milton Square and Granite Avenue subdistricts is 24 feet.
 - c. **Open Space.** Acceptable activities within the minimum required Open Space include natural areas (including wetlands and surface waters), wildlife and native plant habitat, landscape plantings, agricultural activities, low-impact design stormwater management, non-motorized trails, courtyards, patios, decks, play areas and other low-impact recreational activities. Open Space shall not contain habitable structures, streets, driveways, or surface parking.
 - d. **Playground and Recreation Areas.** Any development containing forty (40) or more units shall provide an outdoor play area or common space for use by families with children.
 - e. **Setbacks.** No structure shall be erected within the required setbacks as specified in the Table of Dimensional Standards for each subdistrict. Driveways may be located within required setbacks provided that no more than 30 percent of the setback area shall be paved.
 - f. **Parking location.** Surface parking shall be located to the sides and rear to the greatest extent possible.
 - g. **Landscaping at parking perimeter.** A landscape buffer shall be provided at the parking perimeter. Shade trees, ornamental trees, shrubs, and other plant materials shall be included in the buffer. The minimum width of the buffer shall be 5 feet in the Eliot Street Corridor, Blue Hills Parkway Corridor, East Milton Square, Mattapan Station, and Milton/Central Station subdistricts and 10 feet in the Granite Avenue subdistrict.
 - h. **Landscaping at parking interior.** A minimum of a five-foot wide landscape divider shall be provided between every 10 parking spaces and a shade tree shall be planted between every 20 parking spaces. A minimum of a five feet wide terminus landscape island shall be provided at the beginning and end of each row, and a shade tree shall be planted in each terminus island.

- i. **Screening for Parking.** Surface parking adjacent to a public sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than 6 (six) feet. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk.
- j. **Parking Materials.** The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.
- k. **Existing landscape.** Incorporate significant existing site features, such as trees of 12 inches caliper or more located within setbacks, stone walls, and historic fences into new development to the greatest extent possible.
- l. **Landscaping.** Use landscape design as a placemaking feature and not exclusively as a buffer.
- m. **Plantings.** Plantings shall include species that are native or adapted to the region and shall include shade trees. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
- n. **Lighting.** Light levels shall not exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skylight. Light fixtures shall be Dark-Sky compliant and meet International Dark Sky Association certification requirements.
- o. **Mechanicals.** Mechanical equipment at ground level shall not be located in the Front Yard Setback nor in Open Space and shall be screened by a combination of fencing and evergreen plantings. Rooftop mechanical equipment shall be screened and incorporated into the architectural design.
- p. **Electrical Transformers and generators.** Electrical transformers and generators shall not be located at grade within the required setbacks to the extent allowed by utility company. Applicants shall consider locating transformers within buildings or within below grade vaults and locating generators on roofs. Transformers generators located at grade shall be screened by a combination of fencing and evergreen plantings to the extent allowed by utility company.
- q. **Utilities.** Locate utility meters to minimize their visibility. Integrate them into the building and site design. Minimize the visibility of utility connections.
- r. **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
- s. **Resiliency and Sustainability.** Consider present and future climate conditions in assessing project environmental impacts, including carbon emissions, extreme precipitation, extreme heat, and sea level rise. Projects

must identify site and building strategies that eliminate, reduce, and mitigate adverse impacts including those due to changing climate conditions.

- t. **Renewable Energy.** Projects shall consider access to solar energy in building placement, orientation and design.
- u. **Low Impact Development (LID).** Projects shall utilize low impact development strategies to the greatest extent possible, such as limiting the amount of impervious area, preserving and creating connected natural spaces, and using green infrastructure techniques such as rainwater harvesting, rain gardens, bioswales, permeable pavement, green roofs and tree canopy.
- v. **Stormwater management.** Strategies that demonstrate compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, if applicable, additional requirements under the Milton MS4 Permit for projects that disturb more than one acre and discharge to the Town's municipal stormwater system, and an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

3. **Buildings: General.**

- a. **Position relative to principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also Section G.7. Buildings: Corner Lots.
- b. **Entries.** Entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

4. **Buildings: Multiple buildings on a lot.**

- a. For a mixed-use development, uses may be mixed within the buildings or in separate buildings.
- b. Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
- c. A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.
- d. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- e. The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

5. **Buildings: Mixed-use development.**

- a. In a mixed-use building, access to and egress from the residential component shall be clearly differentiated from access to other uses. Such differentiation may occur by using separate entrances or egresses from the building or within a lobby space shared among different uses.
- b. Retail facades shall have a greater proportion of transparency than solids.
- c. Retail facades shall include small setbacks at street level to incorporate seating, displays and rain cover.
- d. Sidewalk width at retail facades shall be a minimum of 10 feet.
- e. Paved pedestrian access from the residential component shall be provided to residential parking and amenities and to the public sidewalk, as applicable.
- f. Materials for non-residential uses shall be stored inside or under cover and shall not be accessible to residents of the development.
- g. Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

6. **Buildings: Shared Outdoor Space.** Multi-family housing and mixed-use development shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

7. **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

- a. Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
- b. All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.
- c. Fire exits should be integrated into the building architecture.

8. **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of each subdistrict's dimensional standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

9. **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

- a. **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.
- b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.

c. **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings or mixed-use development shall be subordinate in design and placement to the multi-family or mixed-use building(s) on the lot.

10. Building Design.

- a) Buildings greater than forty (40) feet in length, measured horizontally, shall incorporate wall plane recesses or projections having a depth not less than four (4) feet and extending at least twenty percent (20%) of the length of the façade. No uninterrupted length of façade shall exceed forty (40) horizontal feet. No projection shall extend into a required setback.
- b) Buildings shall have a clearly defined base and roof edge so that the façade has a distinct base, middle, and top.
- c) All sides of buildings shall be given as much architectural detail as the front. The building shall present a unified architectural design approach. Where windows are not possible or appropriate for the intended use, vertical articulation in the form of raised or recessed surfaces shall be used to break up blank walls.
- d) Change in material shall accompany a change in form or plane and shall not be used within the same plane to reduce perceived bulk.
- e) Use durable materials that convey scale in their proportion, texture, finish and detailing and that contribute to the visual continuity of existing historic neighborhoods. Windows and doors shall have low reflectivity glass.
- f) Locate an addition to the side or rear of the existing building to the greatest extent possible.
- g) Entrances, exits, windows and doors shall be surrounded by architectural detail that highlights these features of the façade.
- h) In general, all windows shall be taller than they are wide. This requirement shall apply to windows on the first floor as well as upper floors. Windows that are horizontally oriented may be broken up with the use of mullions.
- i) All stairways to upper floors shall be enclosed within the exterior walls of buildings.
- j) Garage entrances and service and loading areas shall not face an open space or street directly unless no other location is feasible.
- k) Rooftop terraces shall be set back a minimum of ten (10) feet from any façade wall and secured by a perimeter fence at least four (4) feet in height.

11. Waivers. Upon the request of the Applicant and subject to compliance with the Compliance Guidelines, the Site Plan Review Authority may waive the requirements of this **Section [SectionTK] J. General Development Standards**, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCMOD.

K. Design Guidelines. The Site Plan Review Authority may adopt and amend, by simple majority vote, Design Standards which shall be applicable to all rehabilitation, redevelopment, or new construction within the MCMOD. Such Design Guidelines must be objective and not subjective and may only address the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. Design Guidelines may contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.

L. Affordability Requirements.

1. Purpose.

- a. Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;
- b. Provide for a full range of housing choices for households of all incomes, ages, and sizes;
- c. Increase the production of affordable housing units to meet existing and anticipated housing needs; and
- d. Work to overcome economic segregation allowing Milton to continue to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

2. Applicability. This requirement is applicable to all residential and mixed-use developments with ten (10) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion. No project may be divided or phased to avoid the requirements of this section.

3. Affordability requirements.

- a. **Subsidized Housing Inventory.** All units affordable to households earning 80% or less of AMI created in the MCMOD under this section must be eligible for listing on EOHL's Subsidized Housing Inventory.

4. Provision of Affordable Housing. In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up and down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

5. Development Standards. Affordable Units shall be:

- a. Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the

other units and/or lots;

- b. Dispersed throughout the development;
- c. Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
- d. Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;
- e. Distributed proportionately among unit sizes; and
- f. Distributed proportionately across each phase of a phased development.
- g. Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

6. **Administration.** The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

M. Site Plan and Design Review

- 1. **Applicability.** Site Plan and Design Review is required for all projects in all subdistricts. An application for Site Plan Review shall be reviewed by the Permitting Authority for consistency with the purpose and intent of Sections [SectionTK] D through [SectionTK] I.
- 2. **Submission Requirements.** As part of any application for Site Plan and Design Review for a project within the MCMOD submitted under Sections [SectionTK] D through [SectionTK] I the Applicant must submit the following documents in electronic format to the Department of Planning and Community Development. Physical copies may be requested by the Permitting Authority:
 - a. Application and fee for Site Plan and Design Review.
 - b. Existing conditions survey that shows existing structures, parking areas, open space features, walls, fences, trees of 12 inches caliper or more, utilities, easements, wetlands and wetlands buffer zones, and topography with contours at 1-foot intervals. The survey shall include contours, buildings, and trees of 12 inches caliper or more on adjacent properties within thirty (30) feet of lot boundaries.
 - c. Existing conditions narrative, including adjacent neighborhood and historic context, with photographs and diagrams as appropriate.
 - d. Site plans that show required setbacks, the position of the building on the site, points of vehicular access to and from the site and vehicular circulation on the site, parking areas, open space areas, stormwater management, utilities, dimensions of building(s) and parking areas, setback dimensions, proposed grading, retaining walls and other information commonly required by Municipality for Site Plan Review. Where a portion of the site is to remain

undisturbed by the proposed work, such area shall be so indicated on the plan.

- e. Landscape plan that shows layout, species, spacing, sizes, quantities and details for all plant materials, and locations and details of fencing and landscape walls. Architectural plans, elevations, sections, three dimensional views and renderings of the building(s) showing the architectural design of the building(s) in context. Drawings shall indicate proposed materials and colors.
- f. Lighting plan that shows locations and specifications for all exterior lighting fixtures for Eliot Street Corridor and Blue Hills Parkway Corridor subdistrict.
- g. Photometric plan that shows locations and specifications for all exterior lighting fixtures and lighting photometrics for Mattapan Station, Milton/Central Station, East Milton Square and Granite Avenue subdistricts.
- h. Traffic impact analysis for Mattapan Station, Milton/Central Avenue Station, East Milton Square, and Granite Avenue subdistricts.
- i. Shadow study for Mattapan Station, Milton/Central Avenue Station, East Milton Square, and Granite Avenue subdistricts.
- j. All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the Permitting Authority.
- k. Narrative of compliance with the applicable design standards of this Section[SectionTK].
- l. A copy, if any, of the determination of applicability issued by or the notice of intent filed with the Conservation Commission of the Town of Milton under MGL c. 131, § 40, or Chapter 15 of the General Bylaws of the Town of Milton.
- m. Upon written request, the Site Plan Review Authority may, at its discretion, waive the submission by the applicant of any of the required information.

3. Procedures.

- a) Upon receipt of a complete application to the Department of Planning and Community Development, the application shall be circulated, as appropriate, to the Building Commissioner, Fire Department, Police Department, Historical Commission, and Engineering Department, requesting comments by the first public hearing. For development applications within a Local Historic District, the Site Plan Review Authority shall seek comments from the Historical Commission before the first public hearing; filing with the Historical Commission is recommended prior to submission to the Site Plan Review Authority.
- b) The Site Plan Review Authority shall conduct a public hearing. Subsequent changes and revisions to application materials shall be submitted with a

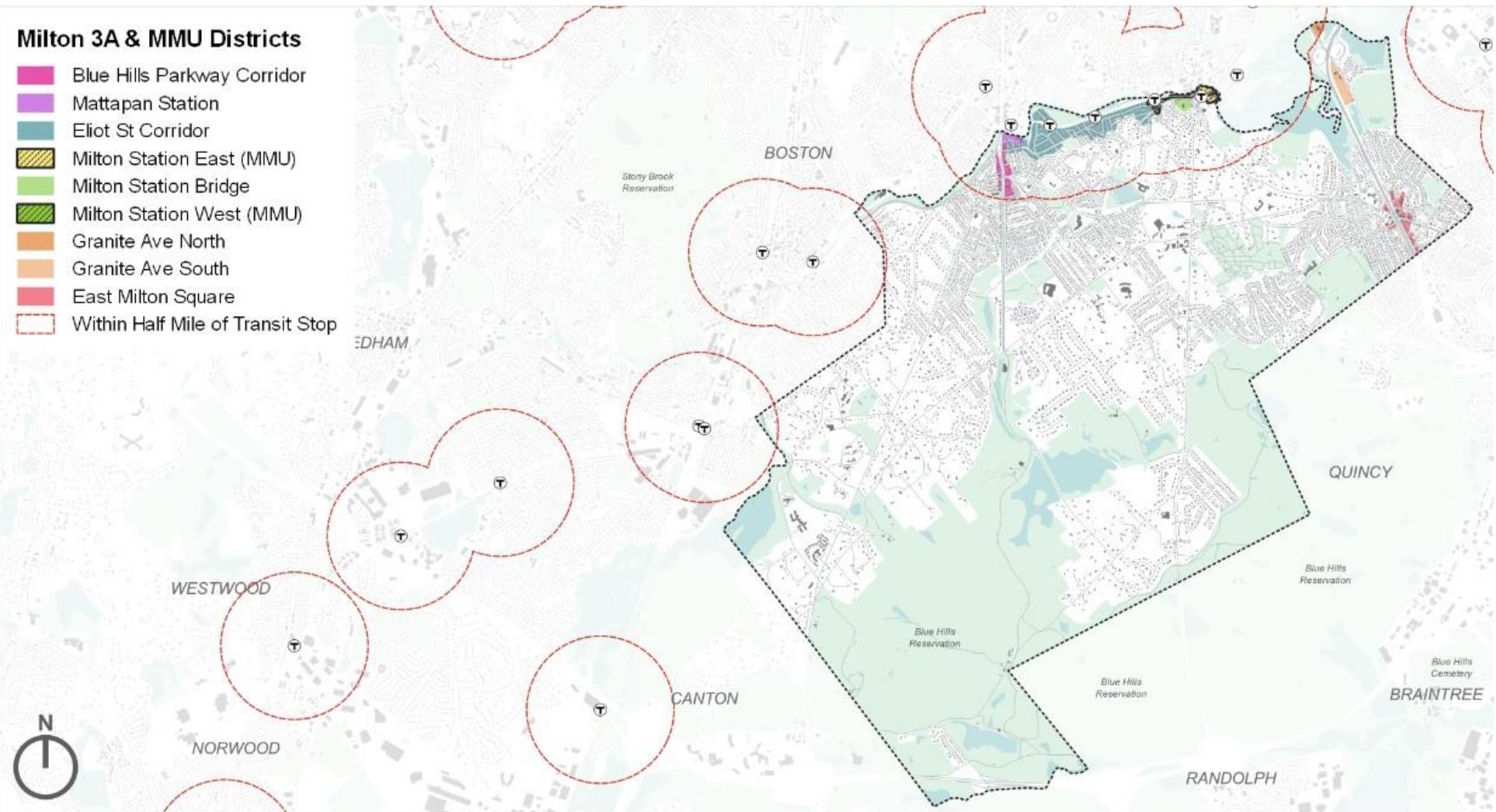
narrative summarizing the changes in the new submittal.

4. **Outside Consultants.** When reviewing an application, the Site Plan Review Authority may determine that the assistance of outside consultants is warranted due to the size or complexity of a proposed project or because of the project's potential impacts. The authority may require that applicants pay a review fee consisting of the reasonable costs incurred by the authority to assist in the review of applications. The authority may engage engineers, architects, landscape architects, planners, or other appropriate professionals who can assist the authority in analyzing an application to ensure compliance with all relevant laws, bylaws and regulations.
5. **Timeline.** Site Plan and Design Review should be commenced no later than 30 days of the submission of a complete application and should be completed expeditiously. In general, site plan review should be completed no more than 6 months after the submission of the application.
6. **Site Plan Approval.** Site Plan Approval may reasonably regulate matters such as vehicular access and circulation on site, architectural design of buildings, site design and screening for adjacent properties. Site Plan approval for uses listed in the Permitted Uses subsection of Sections [SectionTK] D through I shall be granted upon determination by the Site Plan Review Authority that the following conditions have been satisfied. The Site Plan Review Authority may impose reasonable conditions, at the expense of the applicant, to ensure that these conditions have been satisfied.
 - a. the Applicant has submitted the required fees and information as set forth in Municipality's requirements for a Building Permit and Site Plan Review; and
 - b. the project as described in the application meets the development standards set forth in Section [SectionTK] J. General Development Standards.
 - c. The project as described in the application meets design guidelines as may be adopted by the Site Plan Review Authority.
7. **Decision.** The decision of the Site Plan Review Authority shall be by a majority vote of the board as constituted (i.e., three affirmative votes).
8. **Project Phasing.** An Applicant may propose, in a Site Plan and Design Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildup of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of Section [SectionTK] L. Affordability Requirements.
9. **Appeal.** Any person aggrieved by a decision of the Site Plan Review Authority made under this Section [Section TK] may appeal said decision to a court of competent jurisdiction under MGL c. 40A, § 17.

N. Severability.

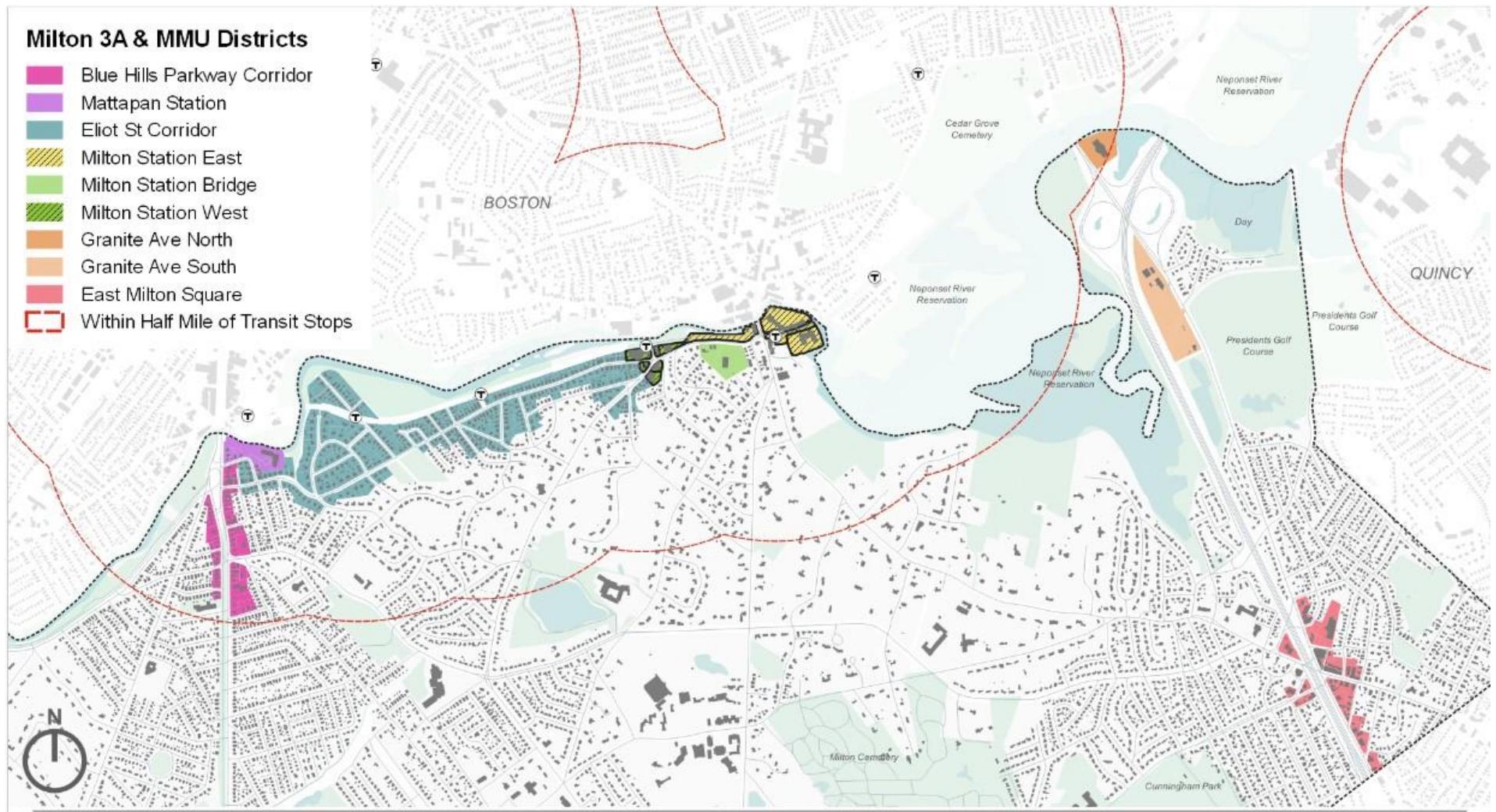
If any provision of this Section [SectionTK] is found to be invalid by a court of competent

jurisdiction, the remainder of Section [SectionTK] shall not be affected but shall remain in full force. The invalidity of any provision of this Section [SectionTK] shall not affect the validity of the remainder of Milton's Zoning.



Milton 3A & MMU Districts

- Blue Hills Parkway Corridor
- Mattapan Station
- Eliot St Corridor
- Milton Station East
- Milton Station Bridge
- Milton Station West
- Granite Ave North
- Granite Ave South
- East Milton Square
- Within Half Mile of Transit Stops







Milton Station



Blue Hills Pkwy Corridor



ELIOT STREET CORRIDOR





ARTICLE TK To see if the Town will vote to amend Chapter 275 of the General Bylaws, known as the Zoning Bylaw, by changing the following subsections of [SectionTK]E. Milton/Central Avenue Station Subdistrict of Section [SectionTK]: MBTA Communities Multi-family Overlay District

1. Purpose

The purpose of the Milton/Central Avenue Station Subdistrict is to allow for high quality mid-rise mixed-use development while preserving the historic character of the Milton Village and Central Avenue business districts.

2. Applicability

An applicant may develop mixed-use buildings up to 6 stories on certain large parcels in the area labeled East on the MCMOD Boundary Map, and up to 4.5 stories on certain large parcels in the area labeled West on the MCMOD Boundary Map, in accordance with the provisions of this subsection.

Developments in the Milton/Central Avenue Station Subdistrict require a multi-family component and a ground-floor non-residential component.

3. Uses Permitted As of Right.

The following uses are permitted as of right within the Milton/Central Station Subdistrict.

- a. Multi-family housing.
- b. **Mixed-use development.** As of right uses in a mixed-use development are as follows:

Ground Floor (required component)
Community space.
Educational uses.
Personal services.
Retail.
Experiential retail, including retail associated with dance or exercise studios, music studios, photography studios, or other combination of education, services, and retail.
Restaurant, café, and other eating establishments without a drive-through.
Office, professional office, medical and dental offices, and co-working space
Artists' studios, maker space, and small-scale food production [no more than 5,000 SF], and retail associated with each use.
Any Floor
Residential (required component).

- i. Non-residential use shall not exceed a maximum of 33 percent of the total area of a building or lot.
- ii. Non-residential uses shall be required in at least half of the ground floor of the building, provided the non-residential use does not exceed 33 percent of the total area of the building or lot. The ground floor may also include separate entrances for upper level uses, common areas, or lobbies.

9. **Number of parking spaces.** The following numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Maximum Spaces
Multi-family	1 space per Residential Dwelling Unit
	Minimum Spaces
Non-residential component in a mixed-use development	No minimum

TOWN OF MILTON 2023



DRAFT

Special Town Meeting

Monday, December 4, 2023

Milton High School Auditorium

7:30 p.m

WARRANT

**INCLUDING THE REPORT OF THE WARRANT COMMITTEE
AND RECOMMENDATIONS ON ARTICLES
as required by Chapter 3, Section 4, of the General Bylaws of Town**

DECEMBER 2023 SPECIAL TOWN MEETING WARRANT

Commonwealth of Massachusetts, SS.
County of Norfolk

To any of the constables of the Town of Milton in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Milton, qualified to vote in Town affairs, to meet at the Milton High School Auditorium on Gile Road in said Milton on Monday, the fourth day of December next at 7:30 o'clock in the evening, then and there to act upon the following Articles to wit:

Articles 1-8

And you are directed to warn said inhabitants qualified as aforesaid to meet at the times and places and for the purposes herein mentioned by posting attested copies of the Warrant in each of the Post Offices of said Town fourteen days at least before the fourth day of December. Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk, on or before said fourth day of December 2023.

Given under our hands at Milton this 24th day of October, two thousand twenty-three.

Michael F. Zullas
Erin G. Bradley
Roxanne Musto
Richard G. Wells, Jr.
Benjamin Zoll

MILTON SELECT BOARD

A True Copy: Attest

William J. Neville
CONSTABLE OF MILTON

INDEX
WARRANT ARTICLES AND RECOMMENDATIONS

ARTICLE NO	Title	Page
1	Zoning Bylaw Amendment for Compliance with M.G.L. c. 40A §3A Multi-family zoning as-of-right in MBTA Communities	_____
2	Zoning Bylaw Amendment for Requiring Mixed Use in the Milton Village Subdistrict	_____
3	Transfer of Land to the Conservation Commission	_____
4	Amend the Fiscal Year 2024 Budget	_____
5	School Building Committee Appropriation	_____
6	Bylaw to Require Recoding and Posting of Meetings of Elected Public Bodies	_____
7	Local Historic District Bylaw	_____
8	Citizen's Petition – Transfer of Land (Pope's Pond) to the Conservation Commission	_____

DRAFT

In compliance with the American with Disabilities Act, this Warrant can be made available in alternative formats. The December 4, 2023 Special Town Meeting, if requested, will be offered by assisted listening devices or an interpreter certified in sign language. Requests for alternative formats should be made as far in advance as possible.

Should you need assistance, please notify the SELECT BOARD at 617-898-4843 or 617-696-5199 TTY.

Smoking and other tobacco use is prohibited in school facilities and outside on the school grounds by MGL Chapter 71, Section 37H, “An Act Establishing the Education Act of 1993.” This law applies to any individual at any time.

Strong fragrances cause significant adverse reactions in some people, such as migraine headaches. Products with strong fragrances include personal care products such as perfume, cologne, fragranced hair products, after shave lotion, scented hand lotion, etc. Attendees at Town Meeting are requested to avoid wearing products with strong fragrances. As an accommodation to persons with such adverse reactions, and to allow safe and free access to the auditorium, the lobby and restroom, attendees at Town Meeting who are wearing products with strong fragrances, or who think they may be wearing products with strong fragrances, are requested to sit away from the sections nearest to the lobby entrance.

MESSAGE FROM THE TOWN MODERATOR
ROBERT G. HISS

Welcome to the 2023 Special Town Meeting!

Robert G. Hiss
Town Moderator

DRAFT

REPORT OF THE WARRANT COMMITTEE FOR THE 2023 DECEMBER SPECIAL TOWN MEETING

Greetings to the Honorable Select Board, Town Meeting Members and Residents,

Thank you,

David J. Humphreys
Chair, Warrant Committee

Thomas A. Caldwell, Secretary

Lori A. Connelly

Allison Gagnon

Jay Fundling

Julie A. Joyce

Kristin G. Kociol

Jereem Langlais

Timothy P. Lyons

Julia Maxwell

Jeremiah J. O'Connor

Amanda H. Serio

Ronald T. Sia

Judith A. Steele

Stephen H. Rines

Karen Bosworth (Clerk)

ARTICLE 1 To be inserted: *Zoning Bylaw Amendment for Compliance with M.G.L. c. 40A §3A Multi-family zoning as-of-right in MBTA Communities*

Submitted by the Select Board

RECOMMENDED that the Town vote 

COMMENT: 

DRAFT

ARTICLE 2 To be inserted: *Zoning Bylaw Amendment for Requiring Mixed Use in the Milton/Central Station Subdistrict*

Submitted by the Select Board

RECOMMENDED that the Town vote 

COMMENT: 

DRAFT

ARTICLE 3 To see if the Town will vote to transfer to the care, custody, management and control of the Conservation Commission the following parcels of land:

- (1) Approximately 1.82 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 57 Lot 3
- (2) Approximately 0.41 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 7
- (3) Approximately 2.95 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 8
- (4) Approximately 20.06 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 9
- (5) Approximately 1.81 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 10; and

to authorize the Select Board to obtain all necessary Governmental approvals necessary to accomplish the purpose of this article;

Submitted by the Select Board

RECOMMENDED that the Town vote to transfer to the care, custody, management, and control of the Conservation Commission, the following parcels of land:

- (1) **Approximately 1.82 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 57 Lot 3**
- (2) **Approximately 0.41 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 7**
- (3) **Approximately 2.95 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 8**
- (4) **Approximately 20.06 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 9**
- (5) **Approximately 1.81 acres of land, shown on the Town of Milton Assessor's Map as Map G Block 56 Lot 10; and**

Vote to authorize the Select Board to obtain all necessary Governmental approvals necessary to accomplish the purpose of this article.

COMMENT:

ARTICLE 4 To see by what sums of money the Town will vote to amend the appropriations voted at the 2023 Annual Town Meeting for the twelve-month period beginning July 1, 2023; and to determine how said appropriations shall be raised, whether by transfer from available funds or otherwise; and to act on anything related thereto.

Submitted by the Select Board

RECOMMENDED that the Town vote to amend the following appropriation voted by the 2023 Annual Town Meeting by the article referenced in the table below for the twelve-month period beginning July 1, 2023:

Department	2023 ATM Article	Current FY2024 Appropriation	FY2024 Adjustment	Revised FY2024 Appropriation
Reserve Fund	40	\$250,000	\$350,000	\$600,000
Total Amendment		<u>\$350,000</u>		

and that to meet said appropriation the sum of \$350,000 be raised from the tax levy.

COMMENT: _____.

DRAFT

ARTICLE 5 To see if the Town will vote to authorize the School Building Committee to employ an Owner's Project Manager, architects, engineers, or other professionals for the purposes of conducting feasibility studies and/or preparing detailed plans, specifications, working drawings, and other necessary documents for the construction and furnishing of a school building and employ surveyors, engineers or other professionals, and to pay expenses incidental thereto, involving the acquisition, disposition or transfer of land related to construction of such school building; to see what sum of money the Town will vote to appropriate for the purposes of this article; to see if the Town will vote to make this appropriation contingent on the Town's not participating in the school building assistance program administered by the Massachusetts School Building Authority; to determine how said appropriation shall be raised, whether by borrowing, transfer from available funds, or otherwise; and to act on anything relating thereto.

Submitted by the School Building Committee

RECOMMENDED that the Town vote to authorize the School Building Committee to employ an Owner's Project Manager, architects, engineers, or other professionals for the purposes of conducting feasibility studies and/or preparing detailed plans, specifications, working drawings, and other necessary documents for the construction and furnishing of a school building and employ surveyors, engineers or other professionals, and to pay expenses incidental thereto, involving the acquisition, disposition or transfer of land related to construction of such school building; and, appropriate \$400,000 from funds certified by the Department of Revenue as free cash for the purposes of this article, provided that no funds shall be expended from this appropriation if the Massachusetts School Building Authority invites the Town of Milton into the MSBA program and the Town of Milton enters the MSBA program.

COMMENT: 

ARTICLE 6 To see if the Town will vote to amend the Town of Milton bylaws by inserting the following new section:

Chapter 12, Article VIII Recordings

Section 12-33 Applicability

The public meetings of all elected public bodies shall be audio and/or video recorded.

The following elected public bodies are subject to this bylaw: Board of Assessors, Board of Health, Board of Park Commissioners, Library Board of Trustees, Planning Board, School Committee, Trustees of the Cemetery, and the Select Board.

Section 12-34 Exceptions

Notwithstanding any other provisions of this Bylaw, the following types of public meetings are not subject to Section 12-33, and therefore are not required to be audio and/or video recorded:

- Meetings of subcommittees of the elected public bodies identified in Section 12-33;
- Site visits and meetings conducted on property that the Town of Milton does not own or lease;
- Executive sessions; and
- Emergency meetings, held in accordance with M.G.L. c. 30A §20 provided that the elected public bodies shall make reasonable, good faith efforts to record emergency meetings.

In the event of technology failure or power disruption, the elected public body shall make reasonable, good faith efforts to audio and/or video record its meeting, but if despite such reasonable, good faith efforts the public body is unable to make such a recording, the elected public body shall not be required to cancel or adjourn its meeting.

Section 12-35 Posting of Recordings

All recordings shall be made publicly available within two weeks of the meeting date. For the purposes of this section, “publicly available” shall be defined as: available on the Town of Milton’s website, the MPEG Access, Inc. website, or through a third-party audio/video website to which the Town is authorized to add content, including, but not limited to the Town’s YouTube page, MPEG Access, Inc.’s YouTube page, or other social media website pages.

Submitted by the Select Board

DRAFT Recommendation:

Recommended that the Town vote to amend the Town of Milton bylaws by inserting the following new section:

Chapter 12, Article VIII Recordings

Section 12-33 Applicability

The public meetings of all elected public bodies shall be audio and/or video recorded.

The following elected public bodies are subject to this bylaw: Board of Assessors, Board of Health, Board of Park Commissioners, Library Board of Trustees, Planning Board, School Committee, Trustees of the Cemetery, and the Select Board.

Section 12-34 Exceptions

Notwithstanding any other provisions of this Bylaw, the following types of public meetings are not subject to Section 12-33, and therefore are not required to be audio and/or video recorded:

- **Meetings of subcommittees of the elected public bodies identified in Section 12-33;**
- **Site visits and meetings conducted on property that the Town of Milton does not own or lease;**
- **Executive sessions; and**
- **Emergency meetings, held in accordance with M.G.L. c. 30A §20 provided that the elected public bodies shall make reasonable, good faith efforts to record emergency meetings.**

In the event of technology failure or power disruption, the elected public body shall make reasonable, good faith efforts to audio and/or video record its meeting, but if despite such reasonable, good faith efforts the public body is unable to make such a recording, the elected public body shall not be required to cancel or adjourn its meeting.

Section 12-35 Posting of Recordings

All recordings shall be made publicly available within two weeks of the meeting date. For the purposes of this section, “publicly available” shall be defined as: available on the Town of Milton’s website, the MPEG Access, Inc. website, or through a third-party audio/video website to which the Town is authorized to add content, including, but not limited to the Town’s YouTube page, MPEG Access, Inc.’s YouTube page, or other social media website pages.

COMMENT: 

ARTICLE 7 To see if the Town will vote to amend the Town of Milton bylaws by inserting the following new section:

To see if the Town will vote to establish a Local Historic District Commission for the purpose of aiding in the preservation and protection of the distinctive history, characteristics, and architecture of buildings and places significant in the history of the Town of Milton, the maintenance and improvement of their settings and the encouragement of new building designs compatible with the existing architecture, as outlined in the Aug 21, 2023 report of the Local Historic District Study Committee to the Massachusetts Historical Commission and the Milton Select Board;

to authorize the Select Board to appoint seven members to serve on the commission for a period of three years, one member nominated by the Milton Historical Commission, one member nominated by the local AIA chapter (American Institute of Architects), one member nominated by the Greater Boston Association of Realtors, one member shall be an “at large” resident of Milton living outside local historic district boundaries;

The Town of Milton hereby establishes a Local Historic District, to be administered by an Historic District Commission as provided for under Massachusetts General Laws Chapter 40C, as amended.

1. PURPOSE

The purpose of this bylaw is to aid in the preservation and protection of the distinctive history, characteristics, and architecture of buildings and places significant in the history of the Town of Milton, the maintenance and improvement of their settings and the encouragement of new building designs compatible with the existing architecture.

2. DEFINITIONS

The terms defined in this section shall be capitalized throughout this Bylaw. Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in this Bylaw the following terms shall have the following meaning:

ALTERATION, TO ALTER – The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition, and other similar activities.

BUILDING – A combination of materials forming a shelter for persons, animals or property.

CERTIFICATE – A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this Bylaw.

COMMISSION – The Historic District Commission as established in this Bylaw.

CONSTRUCTION, TO CONSTRUCT – The act or the fact of building, erecting, installing, enlarging, moving and other similar activities.

DISPLAY AREA – The total surface area of a SIGN, including all lettering, wording, designs, symbols, background and frame, but not including any support structure or bracing incidental to the SIGN. The DISPLAY AREA of an individual letter SIGN or irregular shaped SIGN shall be the area of the smallest rectangle into which the letters or shape will fit. Where SIGN faces are placed back to back and face in opposite directions, the DISPLAY AREA shall be defined as the area of one face of the SIGN.

DISTRICT – The Local Historic District as established in this Bylaw consisting of one or more DISTRICT areas.

EXTERIOR ARCHITECTURAL FEATURE – Such portion of the exterior of a BUILDING or STRUCTURE as is open to view from a public way or ways, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures.

PERSON AGGRIEVED – The applicant; an owner of adjoining property; an owner of property within the same DISTRICT area; an owner of property within 100 feet of said DISTRICT area; and any charitable corporation in which one of its purposes is the preservation of historic places, structures, BUILDINGS or districts.

SIGNS – Any symbol, design or device used to identify or advertise any place of business, product, activity or person.

STRUCTURE – A combination of materials other than a BUILDING, including but not limited to a SIGN, fence, wall, historic stone wall, terrace, walk or driveway.

TEMPORARY STRUCTURE or BUILDING – A BUILDING not to be in existence for a period of more than two years. A STRUCTURE not to be in existence for a period of more than one year. The COMMISSION may further limit the time periods set forth herein as it deems appropriate.

3. DISTRICT

The DISTRICT shall consist of one or more DISTRICT areas as established through this Bylaw and as listed in Section 13 (Appendices) as may be amended from time to time through this Bylaw.

4. COMMISSION

4.1 The DISTRICT shall be overseen by a COMMISSION consisting of seven (7) members who are residents of the town, to be appointed by the Board of Selectmen, two members initially to be appointed for one year, two for two years, and two for three years, and each successive appointment to be made for three years.

4.2 The COMMISSION shall include, one member from two nominees solicited from the Milton Historical Commission, one member from two nominees solicited from the chapter of the American Institute of Architects covering Milton; one member from two nominees of the Greater Boston Association of Realtors covering Milton; one property owner from within each of the DISTRICT areas; and one at-large town resident living outside any of the DISTRICT areas. If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Board of Selectmen may proceed to make appointments as it desires.

4.3 The Select Board may appoint up to four alternate members to the COMMISSION in a like manner. Each alternate member shall have the right to act and vote in the place of one regular member should such regular member be absent from a meeting or be unwilling or unable to act or vote. Said alternate members shall initially be appointed for terms of two or three years, and for three year terms thereafter.

4.4 Each member and alternate member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.

4.5 Vacancies shall be filled in the same manner as the original appointment for an unexpired term.

4.6 Meetings of the COMMISSION shall be held at the call of the Chairman, at the request of two members and in such other manner as the COMMISSION shall determine in its Rules and Regulations.

4.7 Four members of the COMMISSION shall constitute a quorum.

4.8 All members shall serve without compensation.

5. COMMISSION POWERS AND DUTIES

5.1 The COMMISSION shall exercise its powers in administering and regulating the CONSTRUCTION and ALTERATION of any STRUCTURES or BUILDINGS within the DISTRICT as set forth under the procedures and criteria established in this Bylaw. In exercising its powers and duties hereunder, the COMMISSION shall pay due regard to the distinctive characteristics of each BUILDING, STRUCTURE and DISTRICT area.

5.2 The COMMISSION may adopt, and from time to time amend, reasonable Rules and Regulations not inconsistent with the provisions of this Bylaw or M.G.L. Chapter 40C, setting forth such forms and procedures as it deems desirable and necessary for the regulation of its affairs and the conduct

of its business, including requirements for the contents and form of applications for CERTIFICATES, fees, hearing procedures and other matters. The COMMISSION shall file a copy of any such Rules and Regulations with the office of the Town Clerk.

5.3 The COMMISSION, after a public hearing duly posted and advertised at least 14 days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation, may adopt and from time to time amend guidelines which set forth the designs for certain EXTERIOR ARCHITECTURAL FEATURES which are, in general, suitable for the issuance of a CERTIFICATE. No such design guidelines shall limit the right of an applicant for a CERTIFICATE to present other designs to the COMMISSION for approval.

5.4 The COMMISSION shall at the beginning of each fiscal year hold an organizational meeting and elect a Chairman, a Vice Chairman and Secretary, and file notice of such election with the office of the Town Clerk.

5.5 The COMMISSION shall keep a permanent record of its resolutions, transactions, decisions and determinations and of the vote of each member participating therein.

5.6 The COMMISSION shall undertake educational efforts to explain to the public and property owners the merits and functions of a DISTRICT.

6. ALTERATIONS AND CONSTRUCTION PROHIBITED WITHOUT A CERTIFICATE

6.1 Except as this Bylaw provides, no BUILDING or STRUCTURE or part thereof within a DISTRICT shall be CONSTRUCTED or ALTERED in any way that affects the EXTERIOR ARCHITECTURAL FEATURES as visible from a public way, unless the COMMISSION shall first have issued a CERTIFICATE with respect to such CONSTRUCTION or ALTERATION.

6.2 No building permit for CONSTRUCTION of a BUILDING or STRUCTURE or for ALTERATION of an EXTERIOR ARCHITECTURAL FEATURE within a DISTRICT and no demolition permit for demolition or removal of a BUILDING or STRUCTURE within a DISTRICT shall be issued by the Town or any department thereof until a CERTIFICATE as required under this Bylaw has been issued by the COMMISSION.

7. PROCEDURES FOR REVIEW OF APPLICATIONS

7.1 Any person who desires to obtain a CERTIFICATE from the COMMISSION shall file with the COMMISSION an application for a CERTIFICATE of Appropriateness, of Non-Applicability or of Hardship, as the case may be. The application shall be accompanied by such plans, elevations, specifications, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the COMMISSION to enable it to make a determination on the application.

7.2 The COMMISSION shall determine within fourteen (14) business days of the filing of an application for a CERTIFICATE whether said application involves any EXTERIOR ARCHITECTURAL FEATURES which are within the jurisdiction of the COMMISSION.

7.3 If the COMMISSION determines that an application for a CERTIFICATE does not involve any EXTERIOR ARCHITECTURAL FEATURES, or involves an EXTERIOR ARCHITECTURAL FEATURE which is not subject to review by the COMMISSION under the provisions of this Bylaw, the COMMISSION shall forthwith issue a CERTIFICATE of Non-Applicability.

7.4 If the COMMISSION determines that such application involves any EXTERIOR ARCHITECTURAL FEATURE subject to review under this Bylaw, it shall hold a public hearing on the application, except as may otherwise be provided in this Bylaw. The COMMISSION shall hold such a public hearing within forty-five (45) days from the date of the filing of the application. At least fourteen (14) days before said public hearing, public notice shall be given by posting in a conspicuous place in Town Hall and in a newspaper of general circulation in Milton. Such notice shall identify the time, place and purpose of the public hearing. Concurrently, a copy of said public notice shall be mailed to the applicant, to the owners of all adjoining properties and of other properties deemed by the COMMISSION

to be materially affected thereby, all as they appear on the most recent applicable tax list, to the Planning Board, to any person filing a written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the COMMISSION shall deem entitled to notice.

7.4.1 A public hearing on an application for a CERTIFICATE need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application for a CERTIFICATE may be waived by the COMMISSION if the COMMISSION determines that the EXTERIOR ARCHITECTURAL FEATURE involved, or its category, is so insubstantial in its effect on the DISTRICT that it may be reviewed by the COMMISSION without a public hearing. If the COMMISSION dispenses with a public hearing on an application for a CERTIFICATE, notice of such application shall be given to the owners of all adjoining property and of other property deemed by the COMMISSION to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the COMMISSION may act upon such application.

7.5 Within sixty (60) days after the filing of an application for a CERTIFICATE, or within such further time as the applicant may allow in writing, the COMMISSION shall issue a CERTIFICATE or a disapproval. In the case of a disapproval of an application for a CERTIFICATE, the COMMISSION shall set forth in its disapproval the reasons for such disapproval. The COMMISSION may include in its disapproval specific recommendations for changes in the applicant's proposal with respect to the appropriateness of design, arrangement, texture, material and similar features which, if made and filed with the COMMISSION in a subsequent application, would make the application acceptable to the COMMISSION.

7.6 The concurring vote of a majority of the members shall be required to issue a CERTIFICATE.

7.7 In issuing CERTIFICATES, the COMMISSION may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose of this Bylaw.

7.8 If the COMMISSION determines that the CONSTRUCTION or ALTERATION for which an application for a CERTIFICATE of Appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the DISTRICT, the COMMISSION shall issue a CERTIFICATE of Appropriateness.

7.9 If the CONSTRUCTION or ALTERATION for which an application for a CERTIFICATE of Appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a CERTIFICATE of Hardship, the COMMISSION shall determine whether, owing to conditions especially affecting the BUILDING or STRUCTURE involved, but not affecting the DISTRICT generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this Bylaw. If the COMMISSION determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the COMMISSION shall issue a CERTIFICATE of Hardship.

7.10 The COMMISSION shall send a copy of its CERTIFICATES and disapprovals to the applicant and shall file a copy of its CERTIFICATES and disapprovals with the office of the Town Clerk and the Building Commissioner. The date of issuance of a CERTIFICATE or disapproval shall be the date of the filing of a copy of such CERTIFICATE or disapproval with the office of the Town Clerk.

7.11 If the COMMISSION should fail to issue a CERTIFICATE or a disapproval within sixty (60) days of the filing of the application for a CERTIFICATE, or within such further time as the applicant may allow in writing, the COMMISSION shall thereupon issue a CERTIFICATE of Hardship Due to Failure to Act.

7.12 Each CERTIFICATE issued by the COMMISSION shall be dated and signed by its chairman or such other person designated by the COMMISSION to sign such CERTIFICATES on its behalf.

7.13 A PERSON AGGRIEVED by a determination of the COMMISSION may, within twenty (20) days of the issuance of a CERTIFICATE or disapproval, file a written request with the COMMISSION for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the regional planning agency. The finding of the person or persons making such review shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the COMMISSION, unless a further appeal is sought in the Superior Court as provided in Chapter 4OC, Section 12A. The filing of such further appeal shall occur within twenty (20) days after the finding of the arbitrator has been filed with the office of the Town Clerk.

8. CRITERIA FOR DETERMINATIONS

8.1 In deliberating on applications for CERTIFICATES, the COMMISSION shall consider, among other things, the historic and architectural value and significance of the site, BUILDING or STRUCTURE; the general design, proportions, detailing, mass, arrangement, texture, and material of the EXTERIOR ARCHITECTURAL FEATURES involved; and the relation of such EXTERIOR ARCHITECTURAL FEATURES to similar features of BUILDINGS and STRUCTURES in the surrounding area.

8.2 In the case of new CONSTRUCTION or additions to existing BUILDINGS or STRUCTURES, the COMMISSION shall consider the appropriateness of the scale, shape and proportions of the BUILDING or STRUCTURE both in relation to the land area upon which the BUILDING or STRUCTURE is situated and in relation to BUILDINGS and STRUCTURES in the vicinity. The COMMISSION may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or bylaw.

8.3 When ruling on applications for CERTIFICATES on solar energy systems as defined in Section IA of Chapter 40A, the COMMISSION shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

8.4 The COMMISSION shall not consider interior arrangements or architectural features not subject to public view from a public way.

9. EXCLUSIONS

9.1 The COMMISSION shall exclude from its purview the following:

9.1.1 Temporary BUILDINGS, STRUCTURES or SIGNS subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the COMMISSION may reasonably specify.

9.1.2 Storm windows and doors, screen windows and doors, and window air conditioners.

9.1.3 The color of paint.

9.1.4 The color of materials used on roofs.

9.1.5 The reconstruction, substantially similar in exterior design, of a BUILDING, STRUCTURE or EXTERIOR ARCHITECTURAL FEATURE damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

9.2 Upon request the COMMISSION shall issue a CERTIFICATE of Non-Applicability with respect to CONSTRUCTION or ALTERATION in any category not subject to review by the COMMISSION in accordance with the above provisions.

9.3 Nothing in this Bylaw shall be construed to prevent the ordinary maintenance, repair or replacement of any EXTERIOR ARCHITECTURAL FEATURE within a DISTRICT which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any CONSTRUCTION or ALTERATION under a permit duly issued prior to the effective date of this Bylaw.

10. CATEGORICAL APPROVAL

The COMMISSION may determine from time to time after a public hearing, duly advertised and posted at least fourteen (14) days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Milton, that certain categories of EXTERIOR ARCHITECTURAL FEATURES, STRUCTURES or BUILDINGS under certain conditions may be CONSTRUCTED or ALTERED without review by the COMMISSION without causing substantial derogation from the intent and purpose of this Bylaw.

11. ENFORCEMENT AND PENALTIES

11.1 The COMMISSION shall determine whether a particular activity is in violation of this Bylaw or not, and the COMMISSION shall be charged with the enforcement of this Bylaw.

11.2 The COMMISSION, upon a written complaint of any resident of Milton, or owner of property within Milton, or upon its own initiative, shall institute any appropriate action or proceedings in the name of the Town of Milton to prevent, correct, restrain or abate violation of this Bylaw. In the case where the COMMISSION is requested in writing to enforce this Bylaw against any person allegedly in violation of same and the COMMISSION declines to act, the COMMISSION shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within twenty one (21) days of receipt of such request.

11.3 Whoever violates any of the provisions of this Bylaw shall be punishable by a fine of up to \$500.00 for each offense. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

11.4 The COMMISSION may designate the Building Commissioner of the Town of Milton to act on its behalf and to enforce this Bylaw under the direction of the COMMISSION.

12. VALIDITY AND SEPARABILITY

The provisions of this Bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Bylaw shall continue to be in full force and effect.

13. APPENDICES

Appendix 1:

Milton Village District

The Milton Village District shall be a DISTRICT area under this Bylaw. The location and boundaries of the Milton Village District are defined and shown on the Local Historic District Map of the Town of Milton, Sheet 1-2023 which is a part of this Bylaw. Sheet 1 is based on the 2023 town GIS map and was created with the help of the Town of Milton Engineering Department / GIS. The delineation of the DISTRICT area boundaries is based on the parcel boundaries then in existence and shown therein. to see what sum of money the Town will vote to appropriate for the commission's purposes, including without limitation for the retention of architectural or other consultation services and historical research; to determine how said appropriation shall be raised, whether by borrowing or otherwise; and to act on anything relating thereto.

Submitted by the Select Board on behalf of the Local Historic District Study Committee

RECOMMENDED that the Town vote

COMMENT:

ARTICLE 8 To see if the Town will vote to transfer to the care, custody, management, and control of the Conservation Commission, and to be subject to the provisions of Article 97, the following parcel of land: approximately 41.4+ acres of land, shown on the Town of Milton Assessor's Map as Map C Block 34A Lot 4 and to authorize the Select Board to obtain all necessary Governmental approvals necessary to accomplish the purpose of this article.

Submitted by Citizen's Petition. The following is a list of the first ten citizens who signed the petition:

Diane DiTullio Agostino	147 Ridgewood Road
Margaret T. Oldfield	397 Hillside Street
Stephen M. Kelleher	93 Nancy Road
Joan L. Gancarski	75 Oak Street
Anne Louise. Murphy	20 Mountain Laurel Path
Joseph F.. Murphy	20 Mountain Laurel Path
Michael Patrick Vaughan	32 Governor Belcher Lane
Nancy J. Vaughan	32 Governor Belcher Lane
Virginia M. Donahue King	377 Canton Avenue
John Paul King	377 Canton Avenue

RECOMMENDED that the Town vote No.

COMMENT: 

DRAFT

Town of Milton
525 Canton Ave
Milton, MA 02186

**Town Meeting will be held on
Monday, December 4, 2023
Beginning at 7:30 p.m.**

The Milton High School auditorium
is reserved for additional Town Meeting
sessions at 7:30 p.m. on December 11 and
December 12

PRSR STD
U.S. POSTAGE
PAID
PERMIT NO.
59792
BOSTON, MA

DRAFT

ECRWSS
POSTAL CUSTOMER RESIDENT
MILTON, MA 02186

OTHER POSTEMPLOYMENT BENEFITS LIABILITY

PURPOSE

To ensure fiscal sustainability, this policy sets guidelines for a responsible plan to meet the Town's obligation to provide other postemployment benefits for eligible current and future retirees. It is designed to achieve generational equity among those called upon to fund this liability and thereby avoid transferring costs into the future.

BACKGROUND

In addition to salaries, the Town compensates employees in a variety of other forms. Many earn benefits over their years of service that they will not receive until after retirement. A pension is one such earned benefit. Another is a set of retirement insurance plans for health, dental, and life. These are collectively referred to as other postemployment benefits, or OPEB. OPEB represents a significant liability for the Town that must be properly measured, reported, and planned for financially.

In Milton, retirees are eligible to receive health insurance and life insurance benefits; dental benefits are paid 100% by employees and retirees.

APPLICABILITY

This policy encompasses OPEB-related budget decisions, accounting, financial reporting, and investment. It applies to the Town Administrator and Select Board in their budget decision-making duties, and it also applies to the OPEB-related job duties of the Treasurer/Collector, Finance Director, and Assistant Town Administrator/Human Resources Director.

POLICY

The Town is committed to funding the long-term cost of the benefits promised its employees. To do so, the Town will accumulate resources for future benefit payments in a disciplined, methodical manner during the active service life of employees. The Town will also periodically assess strategies to mitigate its OPEB liability. This involves evaluating the structure of offered benefits and their cost drivers while at the same time avoiding benefit reductions that would place undue burdens on employees and retirees or risk making the Town an uncompetitive employer.

A. Accounting for and Reporting the OPEB Liability

The Finance Director will obtain actuarial analyses of the Town's OPEB liability every two years and will annually report the Town's OPEB obligation in financial statements that comply with the current guidelines of the Governmental Accounting Standards Board (GASB). The Town Administrator will ensure the Town's independent auditor reviews compliance with this policy's accounting, reporting, and investment provisions as part of its annual audits and will report on these to the Select Board.

As of June 30, 2022, the Town's OPEB Liability is \$165.5 million. The Town's Fiduciary Net Position is \$1.5 million, resulting in a funded ratio of 0.91% and a Net OPEB Liability of \$164 million.

B. Trust Management and Investment

The Town's OPEB Trust funds are invested in the Massachusetts Pension Reserve Investment Fund (PRIT) which is managed by Pension Reserves Investment Management Board (PRIM).

The State Retiree Benefit Trust Fund (SRBTF) is an investment vehicle established by Massachusetts law that enables government entities of the Commonwealth to invest funds set aside for OPEB. Governmental accounting regulations prevent commingling these assets with traditional retirement investment funds, but the SRBTF allows for these eligible state and municipal entities to invest funds through PRIM. PRIM invests over \$100 billion in assets and delivers professionalized investment services.

C. Mitigation

On an ongoing basis, the Town will assess healthcare cost containment measures and evaluate strategies to mitigate its OPEB liability. The Finance Director and Assistant Town Administrator/Human Resources Director will monitor proposed laws affecting OPEB and Medicare and analyze their impacts. The Assistant Town Administrator/Human Resources Director will regularly audit the group insurance and retiree rolls and terminate any participants found to be ineligible based on work hours, active Medicare status, or other factors.

D. OPEB Funding Strategies

There is currently no legal requirement to fund the Town's OPEB liability; however, the Town acknowledges the significance of this long-term liability. The Town also acknowledges the significant ongoing cost of providing benefits to retirees which totaled \$3.5 million in FY2022. Retiree benefits are paid from the Town's Group Insurance budget (\$14.1 million appropriation in FY2022). By contributing to the OPEB Trust and making progress towards full funding, the Town will create a dedicated source to fund these retiree health costs in future years, thereby reducing the burden on the operating budget to cover these costs annually on a pay-as-you-go basis.

The Town commits to the following to achieve its goal of fully funding the OPEB liability:

- Beginning in FY2025, the Town shall have a goal of appropriating a minimum of \$2.5 million, increasing by 2.5% per year, to the OPEB Trust.
- This appropriation will be reduced by any amortization – positive or negative – included in the funding schedule of the Milton Retirement System
 - If the Milton Retirement System has a positive amortization (for example, due to an underfunded status) the OPEB appropriation will be reduced by that same amount, not below \$0.
 - If the Milton Retirement System has a negative amortization (for example, due to an overfunded status), the OPEB appropriation will be increased by that same amount.
 - This includes any pension contribution adjustment – positive or negative – made in addition to the normal cost, whether or not it is labeled as an amortization.
 - This is intended to have the effect of stability between the Pension and OPEB contributions in total.

The Town recommends the Milton Retirement Board adopt a policy of amortizing any over or underfunded amounts over five years to stabilize the contributions and maximize the funded status of both plans. The Town recognizes this decision is solely the decision of the Retirement Board.

The Milton Retirement System will be fully-funded in Fiscal Year 2024, per the January 1, 2023 actuarial valuation. By adopting this policy, the Town commits to funding its long-term OPEB liability and ensuring budgetary flexibility to return the Milton Retirement System to full-funding, if necessary.

The Select Board shall review the OPEB Policy at least every five years. In addition, the Town shall evaluate if/when the Town should contribute the annual costs for the retiree health insurance benefits into the OPEB Trust in order to pay those same benefits from the Trust. The Town shall also review if/when the funding policy should be revised to be based on the actuarial recommendation for appropriate funding, modified by the pension amortization as described above.

REFERENCES

[M.G.L. c. 32B, § 20](#)
[M.G.L. c. 44, § 55](#)

[M.G.L. c. 32B, § 20A](#)
[M.G.L. c. 203C](#)

[M.G.L. c. 44, § 54](#)

[Town of Milton Other Posted Employment Benefits Plan GASB 74 and GASB 75 Actuarial Valuation for the Reporting Date: June 30, 2022](#)

Milton Actuarial Valuation, January 1, 2023

GASB Statements 75: [Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions](#) and 74: [Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans](#)

Government Finance Officers Association Best Practices: [Ensuring Other Postemployment Benefits \(OPEB\) Sustainability](#) and [Sustainable Funding Practices for Defined Benefit Pensions and Other Postemployment Benefits \(OPEB\)](#)

EFFECTIVE DATE

This policy was adopted on [January 18, 2023](#) by a vote of the Select Board.

Massachusetts Office of Business Development
136 Blackstone Street, 5th Floor
Boston, MA 02109

The Town of Milton supports the Regional Economic Development Organization (REDO) grant request by the South Shore Economic Development Corp, a subsidiary of the South Shore Chamber of Commerce. We support the grant's intentions to further advance the region's plans to increase business growth, leadership development, and entrepreneurship in the business community as well as regional and local economic development activities.

We understand that the REDO grant request will go to support business startups, help existing businesses grow, actively advocate for the region as a great place to live and work, and build energy towards solutions around workforce challenges in some of our key industries like healthcare, manufacturing, and retail.

As with much of their work in our community, we anticipate the SSEDC and the Chamber will work in collaboration and coordination with our local officials and local business leaders on programs or projects that might benefit our community.

We thank you for your attention to this grant request and pledge to work with the REDO partnership in the coming year to help support our shared economic interests.

Sincerely,

Nicholas Milano
Town Administrator

ARBOR DAY PROCLAMATION

Whereas, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, an

Whereas, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

Whereas, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, Trees increase property values, enhance the economic vitality of business areas, beautify our community, and are a source of joy and spiritual renewal, and

Now Therefore, We, the Milton Select Board, do hereby proclaim October 28, 2023 as *Arbor Day* in the Town of Milton. We urge all citizens of Milton to support efforts to protect our trees and woodlands and, encourage citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed, this 24th day of October, 2023

Michael F. Zullas, Chair

Erin G. Bradley, Vice Chair

Roxanne Musto, Member

Richard G. Wells, Member

Benjamin Zoll, Member

DRAFT**Select Board Meeting Minutes**

Meeting Date: 9/5/2023

Members in Attendance: Michael Zullas, Chair; Erin G. Bradley, Vice Chair, Roxanne Musto, Secretary; Richard G. Wells, Jr., Member (REMOTE); Benjamin Zoll, Member; Nicholas Milano, Town Administrator

Meeting Location: Council on Aging - Hybrid

Time Meeting called to Order: 7:05PM

Time Meeting Adjourned: 10:47PM

- 1. Call to Order**
- 2. Pledge of Allegiance**

Chair Zullas called the meeting of the Select Board to order at 7:05PM and led the Pledge of Allegiance.

- 3. Public Comment**

Maggie Clark -1169 Brook Road

Ms. Clark expressed her support in favor of the Milton Yacht Club and the Neponset Rowing Club. Ms. Clark has ties to MYC and the Landing that span the course of 30 years. She would like to see these Clubs continue their working relationship with the Town and reach new lease agreements for storage at the Landing. Income generated from boat storage helps to sustain MYC.

Ms. Clark also supports upgrades to the Town Landing as noted in Milton's Master Plan.

John Rowe -23 Parkwood Drive

Mr. Rowe expressed his opposition to MassDOT's proposed roundabout on Randolph Ave and Chickatawbut Road. Mr. Rowe suggested that a dedicated left turn lane and signal would be a more appropriate safety alternative. Mr. Rowe recommended that Milton collaborate with neighboring communities to find feasible options. Mr. Rowe has reached out to the Randolph Town Council and has a meeting scheduled with a representative from MassDOT about this matter.

Philip Johenning -23 Parkwood Drive

Mr. Johenning shared his concerns with regard to the intersection at Randolph Ave and Chickatawbut Road. He stated that the basic design is okay, it just needs some enhancements so it can better serve the public. Mr. Johenning suggested that dedicated left turn lanes and signals running north, south, east and west would be a safer alternative to the roundabout and better visibility over the hill on Randolph Ave.

Jay Fundling 39 Sias Lane

Mr. Fundling, an experienced Pension Actuary, recommended that Milton should re-visit its pension and retiree medical funding policies now that the retirement system is fully funded. Mr. Fundling provided a few suggestions.

4. Discussion/ Approval - Massachusetts Department of Transportation project at the intersection of Randolph Ave (Route 28) and Chickatawbut Road

Attorney Peter Mello from the Office of Town Counsel joined the Members to discuss what options are available to the Board in addressing the Town's concerns about MassDOT's proposed project for the intersection of Randolph Ave and Chickatawbut Road. Attorney Mello offered to compose a letter to Mr. O'Dowd, Director of Major Projects at MassDOT. The Select Board verbally agreed to move forward. Members provided Attorney Mello some facts that they would like included in the draft letter.

5. Discussion/Approval – Renewal Contract with Coastal EMS, LLC. For ambulance services

Mr. Milano, Town Administrator provided an overview of the renewal Contract with Coastal EMS, LLC for ambulance services. The contract term is for three years with an option to extend for two, one-year terms. Mr. Milano also noted that Chief Madden (MFD), Chief King (MPD) and Town Counsel collaborated on this contract.

Kevin Mont and Ted Carroll, Consultants from Coastal EMS, LLC were in attendance.

Highlights include:

- 2 Advanced Life Support Ambulances 24/7-365 dedicated to the Town of Milton
- A third ALS Ambulance 10 hours a day for the Town, but available to be used for surrounding communities and health care institutions.
- Training for the Milton Fire Department
- Restocking of medical supplies for Milton Fire and Police
- Equipment for Milton Fire, such as LUCAS Cardiac machines for CPR
- Other equipment for the Town, such as AEDs for Town use

Mr. Milano answered questions from the Members. Mr. Wells recommended that the Board extend the contract for an additional two-year option. Mr. Milano suggested that the terms of the contract may be revisited/amended.

Ms. Bradley moved to approve the Contract with Coastal EMS, LLC. For ambulance services and authorize the Town Administrator to sign on the Board's behalf. The motion was seconded by Mr. Zoll. The Board voted unanimously to approve the Contract with Coastal EMS, LLC. For ambulance services and authorize the Town Administrator to sign on the Board's behalf.

BRADLEY: YES

MUSTO: YES

WELLS: YES
ZOLL: YES
ZULLAS: YES

6. Discussion - Select Board's Role regarding MBTA Communities Act

To help clarify the Select Board's role relative to the MBTA Communities Act, Chair Zullas reviewed the Select Board's policies, Massachusetts General Law and past practices. The Select Board has the authority to initiate Zoning changes.

The Select Board Members shared their points of view.

7. Discussion/Approval – Warrant Articles for the December 4, 2023 Special Town Meeting

a. Zoning Bylaw Amendment for compliance with M.G.L. c. 40 Section 3A multi-family zoning as-of-right in MBTA communities

Chair Zullas introduced the draft warrant article for compliance with M.G.L. c. 40 Section 3A Multi-family zoning as-of-right in MBTA communities. The Board Members expressed their appreciation to The Team in the Office of Planning and Community Development for their hard work.

The Members discussed the merits of the draft warrant article and offered their comments.

Following the discussion, Ms. Bradley moved to submit the zoning bylaw amendment for compliance M.G.L. c. 40 Section 3A multi-family zoning as-of-right in MBTA communities to the Planning Board. The motion was seconded by Mr. Zoll.

Chair Zullas offered a friendly amendment: after moved... “include in the Special Town Meeting Warrant.” The friendly amendment was accepted by Ms. Bradley and Mr. Zoll.

Chair Zullas noted that by voting on this article this evening, the Select Board is giving the Planning Board the maximum amount of time (65 days) allowed under the statute Chapter 48, Section 5 to conduct a public hearing and issue their report. The Report may contain amendments to the proposed article, or the Planning Board could propose a whole new article for consideration.

The Board voted by roll call (4-0-1) to include in the Special Town Meeting Warrant, a zoning bylaw amendment for compliance with M.G.L. c. 40 Section 3A multi-family zoning as-of-right in MBTA communities to the Planning Board.

BRADLEY: YES
MUSTO: ABSTAIN
WELLS: YES
ZOLL: YES
ZULLAS: YES

b. Bylaw to Require Recording and Posting of Elected Public Bodies

Mr. Milano shared the draft article to adopt a Bylaw to Require Recording and Posting of Elected Public Bodies. He has reached out to Milton's elected bodies to request their comments and Ms. Milbauer as well.

Ms. Bradley moved to approve the bylaw to require recording and posting of elected public bodies and request Town Counsel to review and put into proper legal form. The motion was seconded by Mr. Zoll.

The Board Members discussed the pros and cons of including sub-committees into the recording bylaw.

Following the discussion, the Board voted unanimously by roll call (5-0) to approve the bylaw to require recording and posting of elected public bodies and request Town Counsel to review and put into proper legal form.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

c. Transfer of Land to the Conservation Commission

Mr. Milano, the Town Administrator, shared the draft warrant article with the Board. The draft is currently being reviewed by Attorney McNulty from the Office of Town Counsel. The Board will defer any action on this article to a future meeting.

d. Local Historic District Bylaw (Milton Village)

Mr. Milano, the Town Administrator, shared the draft warrant article and provided the Board Members with an update on the timeline for the Local Historic District Study Committee. The Board will defer any action on this article to a future meeting until the Planning Board has time to offer their feedback.

Discussion/Approval – Select Board Landing Committee - Neponset River Tour

Mr. Wells, Member of the Milton Landing Committee, provided the Members with an update. The Town of Milton is advocating for the EPA to expand its Superfund Designation to include the entire Neponset River. The Landing Committee would like to host a tour of the Neponset River with local officials, neighboring community leaders and representatives from the EPA to emphasize the need to clean-up and protect the salt-water side of the Neponset River and garner additional support. Details to follow.

8. Town Administrator's Report

Mr. Milano welcomed a few new employees to the Town of Milton and shared some updates on the goings-on at Town Hall.

Jean Whitman – Department of Public Works
Matthew Harrington - IT Department.
Carolyn Ho - Health Department

Porchfest is scheduled for Saturday, Sept. 9th at 12PM, Eliot Street neighborhood

The Milton retirement system is now fully funded, ahead of schedule. The Town is working to evaluate its OPEB policy and the best way to move forward. This fund has a substantial impact on our budget and on addressing our other long-term liability which is retiree health insurance.

The MBTA will temporarily shutdown the Mattapan Line and Red Line from October 14th to October 29th. More updates to follow.

Colin Loiselle, the Assistant Town Administrator has accepted the position of Town Manager in Tyngsboro. Mr. Milano congratulated Colin on this wonderful opportunity and wished him well. His last day in Milton is September 19th.

Mr. Milano shared concerns that were raised about the lack of civility demonstrated towards Town Employees, especially the staff in the Office of Planning and Community Development. He went on to thank the Team in the Planning Office for their dedication and hard work. Mr. Milano noted that policy decisions are made by Elected Boards. The staff offer support, provide information and make recommendations.

9. Chair's Report

Chair Zullas reiterated Mr. Milano's sentiments with regards to Town Employees. He encouraged residents to contact their elected officials in Milton and share their points of view. Town employees should not feel the heat from a decision/policy adopted by an elected body. Any criticism should be directed at the elected officials.

On behalf of the Board, Chair Zullas wished Colin Loiselle well in his new position as Town Manager in Tyngsboro.

Chair Zullas applauded the Town and all those who participated in preparing and executing the plan to fund the retirement system ahead of schedule.

Chair Zullas invited residents to attend Porch Fest on Saturday, Sept. 9th. Select Board Member Benjamin Zoll and his band are part of the entertainment line-up.

Ms. Musto thanked the MPD for hosting the National Night Out Against Crime. A great time was had by all.

10. Public Comment Response

No comments.

11. Future Meeting Dates

The Select Board will meet on Tuesday, September 12, 2023 and Tuesday, September 26, 2023. The Trustees of the Governor Stoughton Trust will host a public hearing on September 19, 2023 to discuss the use of the Town Farm for affordable housing.

12. Executive Session - Pursuant to M.G.L. c. 30A, § 21(a)(6) – To discuss the purchase, exchange, lease or value of real property (Town Landing, Wharf Street)

At 9:40PM, Chair Zullas moved to enter into Executive Session to discuss the purchase, exchange, lease or value of real property (Town Landing, Wharf Street) based on my belief that discussion of this matter in open session may have a detrimental effect on the litigating position of the Select Board. The Select Board will return to Open Session. The motion was seconded by Mr. Zoll. The Board voted unanimously by roll call (5-0) to enter into Executive Session.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

13. Executive Session -Executive Session- Pursuant to M.G.L. c. 30A, § 21(a)(3) – To discuss strategy with respect to collective bargaining:

Milton Firefighters, Local 1116

Chair Zullas moved to enter into Executive Session to discuss strategy with respect to collective bargaining : Milton Firefighters, Local 1116 based on my belief that discussion of this matter in open session may have a detrimental effect on the litigating position of the Select Board. The Select Board will return to Open Session. The motion was seconded by Mr. Zoll. The Board voted unanimously by roll call (5-0) to enter into Executive Session.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

14. Executive Session - Pursuant to M.G.L. c. 30A, § 21(a)(3) - Discussion/Strategy with respect to litigation filed by the Town of Milton v. Federal Aviation Administration, No. 22-152 (U.S. Court of Appeals, First Circuit)

Chair Zullas moved to enter into Executive Session to discuss (litigation) strategy with respect to litigation filed by the Town of Milton v. Federal Aviation Administration, No. 22-152 (U.S. Court of Appeals, First Circuit) based on my belief that discussion of this matter in open session may have a detrimental effect on the litigating position of the Select Board. The Select Board will return to Open Session. The Select Board will return to Open Session. The motion was seconded by Mr. Zoll. The Board voted unanimously by roll call (5-0) to enter into Executive Session.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

The Board returned to open session at 9:43PM.

15. Discussion/Approval - Lease Agreements for the Town Landing, Wharf Street

- a. Neponset Rowing Club**
- b. Milton Yacht Club**

Chair Zullas moved to approve the Lease Agreement with the Neponset Rowing Club for Lot C at the Town Landing in the amount of \$7,200 for year one of a five-year lease with an increase of 2.5% each year. The motion was seconded by Ms. Musto. The Board voted by roll call (4-0) to approve.

BRADLEY: YES

MUSTO: YES

ZOLL: YES

ZULLAS: YES

Chair Zullas moved to approve the Lease Agreement with the Milton Yacht Club for 25 Wharf Street in the amount of \$2,500 a year for a five-year lease. The motion was seconded by Ms. Musto. The Board voted by roll call (5-0) to approve.

Mr. Zoll noted that Mr. Wells was in attendance during the Executive Session to discuss the leases, but his internet connection and has not yet re-joined. Chair Zullas thanked Mr. Wells for his support in negotiating the new agreements.

Mr. Wells re-joined the meeting. He did express his support in favor of the agreement with the Neponset Rowing Club.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES
ZULLAS: YES

16. Adjourn

Ms. Musto made a motion to adjourn at 10:47PM. The motion was seconded by Ms. Bradley. The Board voted unanimously by roll call (5-0) to adjourn.

BRADLEY: YES
MUSTO: YES
WELLS: YES
ZOLL: YES
ZULLAS: YES

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board.

Documents:

Letter from Chase Berkeley, DPW Director to the Milton Select Board regarding the 25% design plan review for the Randolph Ave and Chickatawbut Road Intersection, dated June 2021

Letter from the Milton Select Board to Secretary Tesler, MassDOT regarding the Route 28 -Randolph Ave and Chickatawbut Road Improvement project, dated November 2022

Letter from MassDOT to the Milton Select Board regarding intersection improvements at Route 28: Randolph Ave and Chickatawbut Road, dated February 2023

Letter from the Milton Select Board to Secretary Fiandaca, MassDOT regarding the Route 28 -Randolph Ave and Chickatawbut Road Improvement project, dated July 2023

Letter from MassDOT to the Milton Select Board regarding intersection improvements at Route 28: Randolph Ave and Chickatawbut Road, dated August 2023

Contract between the Town of Milton and Coastal EMS, LLC

M.G.L.- Chapter 40A, Section 3A – Multi-family Zoning as of Right in MBTA Communities

Executive Office of Housing and Livable Communities – Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act

E-mail correspondence from Tim Czerwienski to Nicolas Milano regarding MBTA Communities Zoning Articles

Draft- Redline copy of the MBTA Zoning Article

DRAFT**Select Board Meeting Minutes**

Meeting Date: 9/12/2023

Members in Attendance: Michael Zullas, Chair; Erin G. Bradley, Vice Chair, Roxanne Musto, Secretary; Richard G. Wells, Member (REMOTE); Benjamin Zoll, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Meeting Location: Council on Aging - Hybrid

Time Meeting called to Order: 7:07PM

Time Meeting Adjourned: 8:480PM

- 1. Call to Order**
- 2. Pledge of Allegiance**

Chair Zullas called the meeting of the Select Board to order at 7:07PM and led the Pledge of Allegiance.

Chair Zullas requested a Moment of Silence in honor of the brave individuals lost during the terrorist attacks that took place 22 years ago on September 11, 2001.

- 3. Public Comment**

Carolyn Cahill -40 Essex Road

Ms. Cahill, a real estate agent, shared her support in favor of the MBTA Community Act and encouraged Milton's elected officials to work together to find a way to comply with MBTA Zoning. Ms. Cahill provided an overview of the current housing market in Milton and noted that the housing alternatives will be a more affordable option for future generations who want to live in Milton.

- 4. Discussion/Approval - Sewer Bond Issuance (Massachusetts Water Resources Authority)**

Mr. Milano, the Town Administrator, and Ms. Johanna McCarthy, the Town Treasurer and Collector provided an update on the Sewer Bond Issuance. The Bond is a follow-through from the December 5, 2022, Town Meeting vote to authorize \$1,150,000 for sewer system improvements. The Bond amount is: \$287,500 and the Grant amount is: \$862,500.

Properly maintained sewers also limit the entry of groundwater and stormwater (infiltration and inflow) into the sanitary system.

Milton annually participates in the MWRA Infiltration/Inflow Local Assistance Program which provides millions in grants and interest-free loans to MWRA sewer communities to perform local infiltration and inflow reduction and sewer rehabilitation. The Town is eligible to participate in the program through which the MWRA provides 75% of the funds by way of grant and 25% by way of a 0% loan.

Chair Zullas moved that the sale of the \$287,500 Sewer Bond of the Town dated September 18, 2023, to Massachusetts Water Resources Authority (the “Authority”) is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on August 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2024	\$28,750	2029	\$28,750
2025	28,750	2030	28,750
2026	28,750	2031	28,750
2027	28,750	2032	28,750
2028	28,750	2033	28,750

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote. The motion was seconded by Ms. Musto. The Board unanimously by roll call (5-0) to approve the sewer bond.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

5. Discussion/Approval – Letter from Town Counsel to the Massachusetts Department of Transportation regarding the proposed project at Randolph Ave and Chickatawbut Road

Attorney Peter Mello from the Office of Town Counsel joined the Board Members to review the draft letter to MassDOT regarding the proposed project at Randolph Ave and Chickatawbut Road.

Mr. Milano, the Town Administrator shared an update from Mr. Berkeley, the Director of DPW. MassDOT has pushed back the advertisement date from September to the end of the calendar year. He also noted that MassDOT has not begun the review process with the Massachusetts Environmental Policy Act, (MPEA). Mr. Milano suggested that the letter be amended to include a request for MassDOT’s advertisement and construction schedule.

Members expressed their support in favor of Town Counsel’s letter and offered their comments. The changes include:

- Extend the response deadline for MassDOT
- Request for advertisement and construction schedule
- Include the Governor, State Delegation, Acting Secretary of MassDOT and neighboring communities in the correspondence

Following the discussion, Chair. Zullas moved to authorize Town Counsel to send this letter on behalf of the Select Board with the changes and updates that were made. The motion was seconded by Ms. Bradley. The Board voted unanimously by roll call (5-0) to authorize the amended letter from Town Counsel to MassDOT regarding the proposed project at Randolph Ave and Chickatawbut Road.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

6. Discussion/Update/Approval – Animal Shelter project located on the Dump Access Road; Contract with Axis Construction

Mr. Milano, the Town Administrator, provided an update. The Animal Shelter Advisory Committee met on Sept. 8th and will meet again on September 13th to continue their conversation on the project. Axis Construction Corp. was asked to review their numbers and see if they could lower the costs. Axis Construction Corp. did adjust the price of the ledge work by half. The total project costs: \$4.1 million and there is just over \$4 million in committed funds available. The Committee will confirm. Once the Animal Shelter Advisory Committee has made a recommendation, the Select Board can act.

The Members shared their points of view. Chair Zullas suggested that if the Animal Shelter Advisory Committee offers a recommendation, the Select Board can meet on September 19th after the meeting of the Governor Stoughton Trustees to discuss the Committee's recommendation, project details and next steps. The Board Members agreed to meet on Sept. 19, 2023.

7. Discussion/Update/Approval – December 4, 2023 Special Town Meeting

a. Bylaw to Require Recording and Posting of Meetings of Elected Public Bodies

Mr. Milano, the Town Administrator provided an update. A warrant article has been drafted and circulated for comments. Once Town Counsel has reviewed, it will be redistributed to the Board for approval.

b. Transfer of Land to the Conservation Commission

Mr. Wells moved to approve the Transfer of Land to the Conservation Commission. Ms. Bradley offered a friendly amendment: Move to approve the bylaw to transfer of the identified land to the Conservation Commission and request Town Counsel to review and put into proper legal form. Mr. Wells accepted the friendly amendment. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to approve the warrant article to Transfer land to the Conservation Commission.

BRADLEY: YES
MUSTO: YES
WELLS: YES
ZOLL: YES
ZULLAS: YES

c. Local Historic District Bylaw (Milton Village)

Chair Zullas informed the Members that he contacted Meredith Hall, Chair of the Planning Board regarding the Local Historic District Bylaw and provided the corresponding documents. The Select Board would like to know if the Planning Board has the band-with over the next few months to address this matter in addition to the MBTA Communities Act. Ms. Hall indicated that the Planning Board would discuss this at their meeting on September 14th and follow-up with the Select Board.

d. Update on other potential articles

Mr. Milano informed the Members that a warrant article is being drafted to increase the amount of money going into the FY 2024 Reserve fund. A similar article was adopted during the December 2023 Town Meeting. The draft article is scheduled to be reviewed by the Select Board Finance Committee.

Mr. Milano also noted that the Capital Improvement Committee approved funding for a new woodchipper for the Department of Public Works.

8. Discussion/Approval – Letter of Support for the Conservation Commission’s Application to CPC for the Milton Neponset River Estuary Project

This matter has been deferred.

9. Discussion/Approval – Select Board Landing Committee Neponset River Tour

Mr. Wells of the Milton Landing Committee provided an update. Mr. Wells is working to coordinate the logistics of a Neponset River Tour for local officials, neighboring community leaders and representatives from the EPA to emphasize the need to clean-up and protect the salt-water side of the Neponset River. The Landing Committee is meeting on Sept. 14th. Mr. Wells will follow up with the Board regarding details and expense requests. The Select Board will need to authorize any expenditure for this tour in advance.

Per Ms. Bradley’s request, Mr. Wells reviewed the objectives of the Select Board Landing Committee.

10. Discussion/Update – Request for Proposals for Milton Landing, Lot B

Mr. Wells of the Milton Landing Committee provided an update. The Committee has received an inquiry from a Water Usage -Dependent Organization that is interested in Lot B for seasonal use. The Landing Committee is scheduled to meet on Sept. 14th to develop a new RFP for Lot B. Mr. Wells hopes to have a draft RFP for the Select Board to review/approve within the coming weeks.

11. Discussion/Update – Select Board Finance Committee Report

Ms. Bradley provided the Board Members with an update from the Select Board Finance Committee. She and Mr. Zoll met with the School Committee Finance Sub-Committee to discuss their common objective: to develop one budget for the Town of Milton and Milton Public Schools. They also discussed their goals and meeting schedule.

12. Discussion/Approval – Committee Appointments and Reappointments

a. Equity and Justice for All Advisory Committee

- i. Kevin McElaney
- ii. Yolanda Thomas
- iii. Sarah Porter
- iv. Sarah Myrie

Mr. Zoll moved to appoint the following individuals to the Equity and Justice for All Advisory Committee for a one-year term: Kevin McElaney, Yolanda Thomas, Sarah Porter and Sarah Myrie. The motion was seconded by Ms. Bradley. The Board voted unanimously by roll call (5-0) to approve the Committee Appointments.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

13. Discussion/Approval -Meeting Minutes- August 8, 2023

Chair Zullas noted that revisions recommended by Ms. Musto were circulated among the Members earlier this afternoon.

Mr. Zoll moved to approve the meeting minute for August 8, 2023. The motion was seconded by Ms. Musto. Chair Zullas requested that his comments be reviewed and edited for clarity regarding agenda item #9: Letter to the MBTA Board of Directors regarding the classification of and fares on the Mattapan High Speed Line. The friendly amendment was accepted by Mr. Zoll and Ms. Musto. The Board voted by roll call (5-0) to approve the amended meeting minutes for August 8, 2023.

BRADLEY: YES
MUSTO: YES
WELLS: YES
ZOLL: YES
ZULLAS: YES

14. Discussion/Approval – One-Day Liquor Licenses:

a. Forbes House Museum located at 215 Adams Street – Barnfest, September 21, 2023 from 5PM-7PM

Ms. Bradley moved to approve the one-day liquor license for the Forbes House Museum located at 215 Adams Street – Barnfest, September 21, 2023 from 5PM-7PM. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to approve the one-day liquor license to the Forbes House Museum.

BRADLEY: YES
MUSTO: YES
WELLS: YES
ZOLL: YES
ZULLAS: YES

b. Deborah Merriam - Mary May Binney Wakefield Arboretum- October Family Fest - October 21, 2023 from 2PM-5PM

Ms. Bradley moved to approve the one-day liquor license for Deborah Merriam - Mary May Binney Wakefield Arboretum- October Family Fest - October 21, 2023 from 2PM-5PM. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to approve the one-day liquor license to Deborah Merriam for the Mary May Binney Wakefield Arboretum.

BRADLEY: YES
MUSTO: YES
WELLS: YES
ZOLL: YES
ZULLAS: YES

15. Discussion/Approval – Employee Appreciation Lunch

Chair Zullas provided an update on the Member's plan to host an appreciation lunch for the Town Employees. Due to the Department of Revenue guidelines, municipal funds cannot be expended for such an event. Once a new funding source has been secured, the Board will follow up.

16. Town Administrator's Report

Mr. Milano has been working with Ms. Susan Galvin, Town Clerk and Mr. Robert Hiss, Town Moderator, on ways to expand communication efforts between residents/constituents and their elected Town Meeting Members. The Town of Needham has a program in place that Milton could build upon. Mr. Milano will update Members as more information becomes available.

Mr. Milano will be sending out another blast to Milton residents. The Town is looking for volunteers to serve on Boards and Committees. Interested residents are encouraged to contact the Town Administrator's office for details.

17. Chairs' Report

Chair Zullas encouraged Milton residents to attend the first home game of the High School Football Team on Thursday, Sept. 14th at 7PM to cheer on the Wildcats and celebrate Milton Glows Gold.

Chair Zullas also extended his appreciation to everyone who participated in Porch Fest over the weekend. A good time was had by all, despite the wet weather.

Ms. Musto informed the Members that she attended the Library Trustee's Meeting for the "State of the Library" presentation that was held on September 11th. The presentation was very informative. The power point presentation will be uploaded to the library's website.

18. Public Comment Response

No comments at this time.

19. Future Meeting Dates:

The Trustees of the Governor Stoughton Trust will host a public hearing on Tuesday, September 19, 2023 at 7PM at the Council on Aging. The Select Board has scheduled an additional meeting for September 19th following the Governor Stoughton Trust public hearing.

The Board is scheduled to meet on Tuesday, September 26, 2023, Tuesday, October 10, 2023 and Tuesday, October 24, 2023.

20. Future Agenda Items

Ms. Bradley requested that the following topics be included for discussion on future Select Board agenda:

Milton Landing Expenditures

Sub Committee Reports

Lower Gile Turf Field Project Update

21. Executive Session - Pursuant to M.G.L. c. 30A, § 21(a)(3) - Discussion/Strategy with respect to potential litigation against the Commonwealth of Massachusetts regarding the proposed intersection project at Randolph Ave and Chickatawbut Road

This matter has been deferred.

22. Adjourn

At 8:48PM Ms. Musto moved to adjourn. The motion was seconded by Mr. Zoll. The Board voted unanimously by roll call to adjourn.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Documents

Draft- Letter from Town Counsel to MassDOT regarding the proposed project at Randolph Ave and Chickatawbut Road.

Sewer Bond Issuance (Massachusetts Water Resources Authority)

Sewer Bond Issuance -Vote of the Select Board

Drafts- Special Town Meeting Warrant Articles:

- Bylaw to Require Recording and Posting of Meetings of Elected Public Bodies
- Transfer of Land to the Conservation Commission

CPA Project Description - Milton Neponset River Estuary Project

One-Day Liquor License Applications:

- Forbes House Museum located at 215 Adams Street – Barnfest, September 21, 2023 from 5PM-7PM
- Deborah Merriam - Mary May Binney Wakefield Arboretum- October Family Fest - October 21, 2023 from 2PM-5PM

Volunteer Applications- Equity and Justice for All Advisory Committee

- Kevin McElaney
- Yolanda Thomas
- Sarah Porter
- Sarah Myrie

Meeting Minutes – August 8, 2023

AGENDA ITEM 4

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Milton, Massachusetts, certify that at a meeting of the board held September 12, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$287,500 Sewer Bond of the Town dated September 18, 2023, to Massachusetts Water Resources Authority (the "Authority") is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on August 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2024	\$28,750	2029	\$28,750
2025	28,750	2030	28,750
2026	28,750	2031	28,750
2027	28,750	2032	28,750
2028	28,750	2033	28,750

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the bond were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: September 12, 2023

Secretary of the Select Board



Governor Stoughton Trustees

Meeting Packet

October 24, 2023

Nicholas Milano

From: Noreen Dolan [REDACTED]
Sent: Tuesday, September 26, 2023 3:18 PM
To: Nicholas Milano
Cc: Andrew Maloney; Gray, Roger W - RPWS
Subject: Milton Residents Fund - Gov Stoughton Funds
Attachments: CY23 9-26-23 MRF P&L detail.xlsx

[External Email- Use Caution]

Hi Nick,

I was hoping to request attendance at a future October or November meeting of the Gov. Stoughton Trust to submit a new request. The Gov Stoughton Trustees last provided the Milton Residents' Fund with a \$120,000 grant January 6th, 2023, and we have distributed those funds to Milton Residents in need with \$8,721.23 remaining. We expect to be fully depleted of Milton Residents' Funds by mid-November. We have submitted an ad to print in the Milton Times seeking any donations from the Milton Community to help us get through the Fall and Holiday season, but we are also hoping that we can request the annual Gov Stoughton grant before year end as it provides our most substantive resource to assist low income Milton Residents in urgent need.

Attached is a detailed P&L statement pulled today that shows how the funds have been distributed to date. Please let me know if you have any questions, and at what meeting date we may attend.

Regards,
Noreen K Dolan, MSW, LCSW
Fund Coordinator

Milton Residents Fund
Henry B Martin Fund / Swift Charity
Parish Members Fund, First Parish

[REDACTED]

Milton Residents Fund

Profit and Loss Detail

January 1 - September 26, 2023

	Date	Class	Memo/Description	Split	Amount	Balance
Ordinary Income/Expenses						
Income						
Governor Stoughton Fund Income						
	01/06/2023	Gov Stoughton	2023 Annual Grant	Milton Residents Fund (217)	120,000.00	120,000.00
Total for Governor Stoughton Fund					\$ 120,000.00	
Total for Income					\$ 120,000.00	
Expenses						
MRF Gift to Client						
Gov. Stoughton Distributions						
Education/Advancement						
	06/09/2023	Gov Stoughton	After school past due fee for Tucker student to allow his mother to continue working	Milton Residents Fund (217)	178.20	178.20
	07/29/2023	Gov Stoughton	After school fee to allow a single mother to work	Milton Residents Fund (217)	635.00	813.20
	07/29/2023	Gov Stoughton	After school fee to allow single mother to work	Milton Residents Fund (217)	885.00	1,698.20
Total for Education/Advancement					\$ 1,698.20	
Heating assistance						
	01/06/2023	Gov Stoughton	Gas Heat assistance for family of 3	Milton Residents Fund (217)	921.74	921.74
	01/17/2023	Gov Stoughton	Tank of winter heating oil for grandmother and grandchildren	Milton Residents Fund (217)	845.60	1,767.34
	01/17/2023	Gov Stoughton	Tank of winter heating oil for elder	Milton Residents Fund (217)	851.12	2,618.46
	01/17/2023	Gov Stoughton	Tank of winter heating oil for elder	Milton Residents Fund (217)	756.77	3,375.23
	02/07/2023	Gov Stoughton	Tank of winter heating oil for family of 4	Milton Residents Fund (217)	714.58	4,089.81
	02/09/2023	Gov Stoughton	Heating assistance for family of 3	Milton Residents Fund (217)	500.00	4,589.81
	02/28/2023	Gov Stoughton	Gas assistance to prevent shutoff for a family	Milton Residents Fund (217)	1,000.00	5,589.81
	02/28/2023	Gov Stoughton	Home heating oil for low income elder	Milton Residents Fund (217)	706.89	6,296.70
	03/09/2023	Gov Stoughton	2 tanks of home Heating Oil for extremely low income elder - Jan & Feb	Milton Residents Fund (217)	1,400.00	7,696.70
	03/09/2023	Gov Stoughton	Home Heating oil for low income elder	Milton Residents Fund (217)	710.05	8,406.75
	03/16/2023	Gov Stoughton	Tank of winter heating oil for family of 7	Milton Residents Fund (217)	824.97	9,231.72
	03/21/2023	Gov Stoughton	Prevent gas shutoff for mother and 2 children	Milton Residents Fund (217)	2,000.00	11,231.72
	03/28/2023	Gov Stoughton	Tank of winter heating oil for low income elder	Milton Residents Fund (217)	611.54	11,843.26
	03/28/2023	Gov Stoughton	Tank of winter heating oil for low income family	Milton Residents Fund (217)	824.97	12,668.23
	03/30/2023	Gov Stoughton	Tank of winter heating oil for disabled elder	Milton Residents Fund (217)	735.20	13,403.43
	04/04/2023	Gov Stoughton	Prevent gas shutoff for mother and son, car accident	Milton Residents Fund (217)	1,500.00	14,903.43

	04/27/2023	Gov Stoughton	Prevent gas heat shutoff for mother and child	Milton Residents Fund (217)	500.00	15,403.43
	05/10/2023	Gov Stoughton	Home heating oil for family of 7	Milton Residents Fund (217)	660.00	16,063.43
	07/01/2023	Gov Stoughton	Prevent gas shutoff for elderly couple	Milton Residents Fund (217)	1,000.00	17,063.43
	07/11/2023	Gov Stoughton	Prevent gas shutoff for grandmother and grandkids	Milton Residents Fund (217)	1,000.00	18,063.43
	07/18/2023	Gov Stoughton	Restore gas service to Milton family	Milton Residents Fund (217)	2,200.00	20,263.43
	07/19/2023	Gov Stoughton	Prevent Gas shut off grandmother and children	Milton Residents Fund (217)	1,000.00	21,263.43
	07/25/2023	Gov Stoughton	Prevent gas shutoff for family of 4	Milton Residents Fund (217)	1,500.00	22,763.43
	07/25/2023	Gov Stoughton	Prevent Gas shutoff for Milton elder	Milton Residents Fund (217)	435.90	23,199.33
	07/27/2023	Gov Stoughton	Prevent Gas shutoff for mother and daughter	Milton Residents Fund (217)	1,500.00	24,699.33
	07/28/2023	Gov Stoughton	Home heating oil for low income elder	Milton Residents Fund (217)	663.46	25,362.79
	08/04/2023	Gov Stoughton	Prevent Gas shutoff for mother and son	Milton Residents Fund (217)	1,763.00	27,125.79
	09/15/2023	Gov Stoughton	Prevent gas shutoff for grandmother, mother and children	Milton Residents Fund (217)	5,000.00	32,125.79
Total for Heating assistance					\$ 32,125.79	
Housing assistance						
	01/06/2023	Gov Stoughton	rental assistance for elder who lost his employment	Milton Residents Fund (217)	1,500.00	1,500.00
	01/19/2023	Gov Stoughton	Rental arrears for elderly low income resident	Milton Residents Fund (217)	1,364.00	2,864.00
	01/19/2023	Gov Stoughton	Rental assistance for family 3 to prevent eviction	Milton Residents Fund (217)	4,900.00	7,764.00
	01/23/2023	Gov Stoughton	Rental assistance to prevent eviction for Milton man	Milton Residents Fund (217)	2,600.00	10,364.00
	01/30/2023	Gov Stoughton	Feb rental assistance for family after serious car accident	Milton Residents Fund (217)	3,300.00	13,664.00
	02/07/2023	Gov Stoughton	Rental assistance for family at risk of eviction	Milton Residents Fund (217)	2,100.00	15,764.00
	02/10/2023	Gov Stoughton	Rental assistance to prevent eviction for family of 3	Milton Residents Fund (217)	1,550.00	17,314.00
	02/27/2023	Gov Stoughton	Security Deposit for family forced to move	Milton Residents Fund (217)	2,000.00	19,314.00
	02/27/2023	Gov Stoughton	Rental assistance for family at risk of eviction	Milton Residents Fund (217)	1,139.00	20,453.00
	03/09/2023	Gov Stoughton	Rental assistance for family with significant medical challenges	Milton Residents Fund (217)	1,500.00	21,953.00
	03/15/2023	Gov Stoughton	Sec Dep for low income individual forced to move	Milton Residents Fund (217)	1,950.00	23,903.00
	03/21/2023	Gov Stoughton	Prevent eviction for family of 3	Milton Residents Fund (217)	2,000.00	25,903.00
	03/28/2023	Gov Stoughton	Security Deposit for mother and sons forced to move	Milton Residents Fund (217)	2,400.00	28,303.00
	04/01/2023	Gov Stoughton	Rental assistance for family at risk of eviction	Milton Residents Fund (217)	1,500.00	29,803.00
	04/30/2023	Gov Stoughton	Rental assistance for man who lost employment	Milton Residents Fund (217)	1,200.00	31,003.00
	06/01/2023	Gov Stoughton	Last Month Rent for move, low income working Milton Mom	Milton Residents Fund (217)	1,900.00	32,903.00
	08/01/2023	Gov Stoughton	Rental assistance to prevent eviction for family of 3	Milton Residents Fund (217)	2,100.00	35,003.00
	08/03/2023	Gov Stoughton	Sec Dep for family required to move	Milton Residents Fund (217)	3,000.00	38,003.00
	09/14/2023	Gov Stoughton	Rental assistance to prevent eviction of a family of 4	Milton Residents Fund (217)	2,500.00	40,503.00
	09/15/2023	Gov Stoughton	Prevent eviction for family of 4 with significant health challenges	Milton Residents Fund (217)	1,656.00	42,159.00

Total for Housing assistance					\$ 42,159.00	
Medical						
	08/12/2023	Gov Stoughton	Medical co-pay, medicine, for low income frail elder	Milton Residents Fund (217)	300.00	300.00
	08/25/2023	Gov Stoughton	Medical co-pay for frail elder	Milton Residents Fund (217)	27.67	327.67
Total for Medical					\$ 327.67	
Other						
	01/27/2023	Gov Stoughton	Park & Rec trip fee for 4 low income middle school students	Milton Residents Fund (217)	160.00	160.00
	01/30/2023	Gov Stoughton	Milton Park and Rec fee for low income youth	Milton Residents Fund (217)	40.00	200.00
	04/04/2023	Gov Stoughton	Wildcat Den field trip for 3 youth	Milton Residents Fund (217)	120.00	320.00
	04/27/2023	Gov Stoughton	Park & Rec basketball fee for 9 year old girl	Milton Residents Fund (217)	75.00	395.00
Total for Other					\$ 395.00	
Summer Camps						
	04/12/2023	Gov Stoughton	Milton Park & Rec summer camp for 2 Milton children	Milton Residents Fund (217)	1,501.50	1,501.50
	04/12/2023	Gov Stoughton	Milton Park and Rec summer camp for milton child	Milton Residents Fund (217)	751.50	2,253.00
	04/12/2023	Gov Stoughton	Milton Park & Rec camp for Milton child	Milton Residents Fund (217)	751.50	3,004.50
	04/12/2023	Gov Stoughton	Milton Park & Rec camp for Milton Child	Milton Residents Fund (217)	751.50	3,756.00
	04/13/2023	Gov Stoughton	Summer camp for 2 low income brothers	Milton Residents Fund (217)	1,500.00	5,256.00
	04/13/2023	Gov Stoughton	summer camp for 2 low income siblings	Milton Residents Fund (217)	1,500.00	6,756.00
	04/28/2023	Gov Stoughton	Milton Summer Enrichment for low income teen	Milton Residents Fund (217)	450.00	7,206.00
	05/10/2023	Gov Stoughton	MPS Milton Summer Enrichment courses for 2 elementary children	Milton Residents Fund (217)	900.00	8,106.00
	05/25/2023	Gov Stoughton	YMCA summer camp for 13 yo girl	Milton Residents Fund (217)	530.00	8,636.00
	05/30/2023	Gov Stoughton	MSE for low income 1st grade boy	Milton Residents Fund (217)	470.70	9,106.70
	05/30/2023	Gov Stoughton	Cunningham Pond passes for 9 low income children	Milton Residents Fund (217)	630.00	9,736.70
	05/30/2023	Gov Stoughton	MILTON COMMUNITY/MILTON SCH Milt MILTON COMMUNITY/MILTON SCH Milton Residents Fund	Milton Residents Fund (217)	470.70	10,207.40
	06/05/2023	Gov Stoughton	Milton Summer Enrichment fee for 3 elementary children	Milton Residents Fund (217)	470.70	10,678.10
	06/05/2023	Gov Stoughton	Milton Summer Enrichment fee for 3 elementary children	Milton Residents Fund (217)	235.35	10,913.45
	06/19/2023	Gov Stoughton	Cunningham Swim lessons for 6 yo low income	Milton Residents Fund (217)	40.00	10,953.45
	06/28/2023	Gov Stoughton	Milton Summer Enrichment fee for 3 elementary children	Milton Residents Fund (217)	675.00	11,628.45
	07/26/2023	Gov Stoughton	Summer camp for 3 siblings	Milton Residents Fund (217)	1,575.00	13,203.45
Total for Summer Camps					\$ 13,203.45	
Utilities						
	01/13/2023	Gov Stoughton	Prevent Elec shutoff for family of 3	Milton Residents Fund (217)	1,800.00	1,800.00
	01/19/2023	Gov Stoughton	Prevent Electric shutoff for family of 3	Milton Residents Fund (217)	1,027.44	2,827.44
	02/28/2023	Gov Stoughton	Prevent electric shutoff for family	Milton Residents Fund (217)	1,000.00	3,827.44
	03/14/2023	Gov Stoughton	Prevent Electric shut off for mother with medical illness	Milton Residents Fund (217)	268.46	4,095.90
	03/21/2023	Gov Stoughton	Prevent Electric shutoff for mother and 2 children	Milton Residents Fund (217)	1,500.00	5,595.90
	04/13/2023	Gov Stoughton	Prevent Electric shutoff for family of 4	Milton Residents Fund (217)	1,500.00	7,095.90

	04/28/2023	Gov Stoughton	Prevent elec shutoff for mother and daughter	Milton Residents Fund (217)	1,110.00	8,205.90
	05/02/2023	Gov Stoughton	Prevent electric shutoff for mother and son	Milton Residents Fund (217)	569.91	8,775.81
	05/23/2023	Gov Stoughton	Prevent Electric shutoff for family of 3	Milton Residents Fund (217)	1,000.00	9,775.81
	05/26/2023	Gov Stoughton	Prevent Electric shutoff for family of 3	Milton Residents Fund (217)	505.21	10,281.02
	06/29/2023	Gov Stoughton	Prevent electric shutoff for family of 4	Milton Residents Fund (217)	562.47	10,843.49
	06/30/2023	Gov Stoughton	Prevent electric shutoff for elder	Milton Residents Fund (217)	952.35	11,795.84
	07/17/2023	Gov Stoughton	Prevent Electric shutoff for mother and children	Milton Residents Fund (217)	1,898.66	13,694.50
	07/25/2023	Gov Stoughton	Prevent elec shutoff for Grandmother raising grandchildren	Milton Residents Fund (217)	676.18	14,370.68
	08/01/2023	Gov Stoughton	Prevent electric shutoff for family of 7	Milton Residents Fund (217)	1,500.00	15,870.68
	08/08/2023	Gov Stoughton	Restore electricity to mother and 2 children	Milton Residents Fund (217)	1,570.21	17,440.89
	08/25/2023	Gov Stoughton	Prevent Electric shutoff for mother and daughter	Milton Residents Fund (217)	1,500.00	18,940.89
	08/25/2023	Gov Stoughton	Prevent Electric shutoff for 2 low income elders	Milton Residents Fund (217)	267.89	19,208.78
	08/31/2023	Gov Stoughton	Prevent Electric shutoff for family	Milton Residents Fund (217)	289.55	19,498.33
	09/15/2023	Gov Stoughton	Restore Electricity service that had been shut off for family of 3	Milton Residents Fund (217)	1,074.96	20,573.29
	09/19/2023	Gov Stoughton	Prevent Electric shutoff for a family of 6	Milton Residents Fund (217)	796.37	21,369.66
Total for Utilities					\$ 21,369.66	
Total for Gov. Stoughton Distributions					\$ 111,278.77	
Total for MRF Gift to Client					\$ 111,278.77	
Total for Expenses					\$ 111,278.77	
Net Income					\$ 8,721.23	

Social Services Request, Potential Food Program

I would like to request \$1,000. to be allocated for emergency food bags for residents in need. Many other communities have these on hand, and they work well as a program. I am asking to start with 15 bags. Food insecurity remains a challenge among many families and residents. These bags would be stored in the health department in case of an emergency for a resident. Possibly sending a few bags over to the library. Over the last year I have had about 10 situations happen that if I had one of these emergency food bags it would have been helpful. Residents come to me in crisis mode at times and may not already be patrons of the food pantry or are not able to access the Milton Residents Fund immediately.

These bags are able to assist over a weekend or school vacation or until they are able to get to the food pantry. Not everyone who is experiencing food insecurity qualifies for SNAP and other programs.

Contents in the bag

Insulated Bags

mac and cheese

pasta

tomato sauce

Fruit cups

oatmeal

milk

granola bar

goldfish

soup

peanut butter

canned vegetables

rice

tuna or canned chicken

apple sauce

Request for Proposals (RFP)

To select a developer to design, construct, operate and manage affordable rental units consisting of no more than 35 units on approximately 3.5 acres of land at 165 Governor Stoughton Ln.

Milton, MA 02186



Important Dates

Pre-Proposal Meeting/Site Tour:
[REDACTED]

Proposal Submission Deadline:
[REDACTED]

Table of Contents

- I. **Invitation to Bid**
- II. **Proposal Submission and Selection Process**
- III. **Site Tour and Briefing**
- IV. **Development Objectives**
- V. **Property Description**
- VI. **Proposal Submission Requirements**
- VII. **Developer Selection Criteria**
- VIII. **Selection Process**
- IX. **Post Selection**
- X. **Attachments**

I. Invitation to Bid

The Governor Stoughton Trust (“Trust”), through its Trustees, is seeking proposals from qualified developers to develop no more than 35 units of affordable~~LS1|JEL2~~ rental housing at a range of incomes on a parcel of land owned by the Town of Milton. The property, totaling +/- 4 acres, is located at 165 Governor Stoughton Lane Milton MA 02186, and is further described in deeds recorded with the Norfolk County Registry of Deeds in Book 35777, Page 371. At least 50% of the units shall be affordable to households having an income of no more than 80% of AMI, with a preference for units targeted to households with a range of incomes between 50% and 80% AMI. Increasing the percentage of affordable units and/or the range of affordability is encouraged.

The Trust intends to enter into a Land Development Agreement and to ~~lease~~~~LS3|JEL4~~ the property to the developer, with affordability restrictions. The developer will be responsible for the design, construction, development, and operation of the rental units at the property. The purpose of this RFP is to select a developer with demonstrated experience and capacity to carry out a development project that best addresses the needs and goals of the community as described in this RFP. The most advantageous proposal, from a responsive and responsible proposer, taking into consideration all evaluation criteria set forth in the RFP, will be selected.

Request for Proposal documents can be obtained at the Town of Milton Office of Select Board 525 Canton Ave. Milton, 02186 or by email request to Josh Eckart-Lee at jlee@townofmilton.org.

II. Proposal Submission and Selection Process

The Trust has determined that the award of this contract is subject to the Uniform Procurement Act. M.G.L. c. 30B. The provisions of M.G.L. c. 30B are incorporated herein by reference.

Applicants shall submit on or before 11:00 a.m., [REDACTED], 2023, a clearly marked original proposal plus seven copies, including an electronic copy on a flash drive, to:

Tim Czerwienski

Town of Milton

525 Milton Ave.

Milton, MA 02186

Faxed or electronically mailed proposals will be deemed non-responsive and will not be accepted.

Proposals submitted after the submission deadline will not be accepted. In order to be considered a complete submission, proposals should be marked ***“Milton’s Town Farm Housing Proposal”*** and must include all required documents completed and signed by a duly authorized signatory, including the following:

1. Cover page labeled Milton's Town Farm Housing Proposal to the Town of Milton for the development of rental family housing, specifying: (1) the development entity, (2) primary contact person, and (3) all contact information.
2. One clearly marked original, in a three-ring binder, and 7 copies of the proposal with required attachments.
3. An electronic version of the complete proposal submission on a flash drive.

The Trust reserves the right to reject any or all proposals or to cancel this Request for Proposals if that is deemed to be in the best interest of the Town.

Inquiries on RFP

All inquiries should be made via e-mail and directed to: Josh Eckart-Lee at jlee@townofmilton.org no later than **4:00 p.m. on _____, 2023**. Inquiries should have a subject line entitled: *Milton's Town Farm Housing RFP Inquiry*. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers who have provided their contact information.

Proposers' Responsibility for due diligence

Proposers should undertake their own review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

Additional Notes

Proposals will be opened publicly at _____ on _____, 2023. A Proposer may correct, modify, or withdraw a proposal by written notice received prior to the time set for the submission of proposals, but not thereafter. Each responsive proposal will be evaluated first for compliance with the threshold (minimum) criteria and, if it meets those criteria, then evaluated according to the criteria set forth in Attachment (A) 'Comparative Evaluation Criteria'.

The Trust makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. This RFP, including all attachments, is made subject to errors, omissions, and withdrawal without prior notice, and different interpretations of laws and regulations. The Proposer assumes all risk in connection with the use of the information and releases the Trust from any liability in connection with the use of the information provided by the Trust. Further, the Trust makes no representation or warranty with respect to the property, including without limitation, the value, quality or character of the property or its fitness or suitability for any particular use and/or the physical and environmental condition of the property. The property will be conveyed in "AS-IS" condition.

Each Proposer shall undertake its own review and analysis (due diligence) concerning the physical and environmental condition of the property, applicable zoning, and other land use laws, required permits and approvals, and other development, ownership and legal considerations pertaining to the property and the use of the property, and shall be responsible for applying for and obtaining any and all permits and approvals necessary or convenient for the Proposer's use. All costs and expenses of leasing and developing the property, including, without limitation, the costs of permitting and improvements, shall be the sole responsibility of the successful proposer.

The Milton Affordable Housing Trust has applied for funding to the Community Preservation Committee for assistance in their work supporting development at the site.

III. Site Tour and Briefing

Interested Proposers are encouraged to attend a voluntary on-site briefing session at 165 Governor Stoughton Lane Milton, MA 02158 on _____, 202 _____ (See Locus maps in Attachment B). The site visit is not mandatory; however, all proposers must familiarize themselves with the property by undertaking an independent review and analysis of physical conditions, regulatory constraints, required permit and approvals, and other legal considerations.

IV. Development Objectives

The Trust is seeking a developer to build affordable rental housing units consisting of no more than 35 units on the site. The development should be designed for a variety of households (individuals of all ages, families with children, persons with disabilities) and reflect a mix of affordability levels.

The Trust would like to see an architecturally harmonious development with no more than (3) buildings. The bedroom mix should be based on the site's capacity, good site planning and landscaping considerations, and the market and financial feasibility of an affordable rental project at this location. The Trust would also like the developer to honor the property's history as a working poor farm, which means considering replication of existing buildings and including green design elements such as green roofing and/or shared garden space.

The development of the property will be subject to a Land Development Agreement and Ground Lease in forms that are acceptable to the Trust. Once the conditions of the Land Development Agreement are satisfied, the Trust and Developer will enter into a 99-year Ground Lease (See examples in Attachment D).

Affordability

At least 50% of the units shall be affordable to households at or below 80% Area Median Income (AMI). The Trust prefers that the development include units that are affordable to households with incomes ranging from 50% AMI to 80% AMI (See Evaluation Criteria at Attachment A for details). The proposer should include a clear analysis as to the levels of affordability proposed and the reasoning behind the proposed unit and income mix. The Trust is seeking affordability in the design of the units (e.g., energy efficient utilities and maintenance) in addition to affordability by restriction. All affordable units must meet the requirements for inclusion in the Department of Housing and Community Development's (DHCD) Subsidized Housing Inventory (SHI) and the developer shall be responsible for ensuring that all units count in the SHI.

The developer shall enter into a Regulatory Agreement with the Subsidizing Agency. Proposers are advised that all mortgages and other monetary liens encumbering the property may be

subject and subordinate to the Regulatory Agreement and the affordable housing restriction [LSS][JEL6]. The affordability requirements may survive the foreclosure of any mortgage, deed given in lieu thereof, or any similar action, to the extent financially feasible to do so.

Unit Types

The development should reflect the needs of Milton and provide housing for a range of household sizes. For this reason, the Trust is interested in no more than 3 buildings as well as “universally accessible” design. At least 10% of the units shall contain three or more bedrooms to satisfy the State’s family housing policy. Unit layouts should emphasize efficiency. Kitchens should be sized based on the bedroom composition of the unit.

Building Design and Aesthetics

The development’s architecture should reflect and be compatible with the existing architecture and style of the Milton community. The goal is for the development to look like it belongs in Milton.

The Trust encourages the following:

- Multiple buildings, no more than 3, which can be of various sizes.
- Buildings shall not be more than 3 stories.
- Native landscaping in keeping with Milton character.
- Outdoor common and recreation areas, including walkways.
- Ample storage for residents in either the basement or sheds
- Bicycle storage racks
- Onsite laundry facilities
- Parking should be scattered as much as possible.
- Areas for outdoor trash and recycling receptacles
- Sensitivity to neighborhood and adjacent properties

Energy Efficiency

The Trust is looking for proposals that include building and site designs that reduce the tenants' energy, water usage and cost, and limit the project's environmental impact. Details regarding sustainable design features should be incorporated into the proposal.

Proposals that meet Passive House, LEED or other energy efficiency standards are preferred.

Site

The property is located at 165 Governor Stoughton Lane Milton, MA 02158, and is identified as Assessor's Parcel ID # K-6-3 (See Locus maps Attachment B). It contains approximately 4 Acres. The parcel is bound by the Milton Woods residential development to the south; residential properties to the east; forested land to the west; and the Quisset Brook residential development to the north. The Site has limited frontage on Governor Stoughton Lane to the northeast. The Site is developed with four existing buildings, a lawned field area, undeveloped wooded areas, a paved access road to Governor Stoughton Lane and is the current home of the Milton Animal Shelter.

The Site is encumbered by two easements: An access/drainage easement (Easement #1) is located within the southwestern portion of the Site and an access/utility easement is located within the eastern portion of the Site. Easement #1 appears to provide maintenance access to an infiltration basin constructed as part of the abutting Milton Woods development south of the Site. Easement #2 appears to provide emergency vehicle access to the same development in addition to providing maintenance access for several utilities^[JEL7]. Additional utility information related to these easements can be found in Section 5.0. These easements reduce the buildable area of the lot to approximately 3.5 acres.

Project Permitting

The property is zoned RES A. Proposals should include a description of the permitting process that the developer plans to use. The Trust anticipates permitting will be through M.G.L. Chapter 40B (Comprehensive Permit).^{[JEL8][JEL9]} This will be considered a friendly 40B/local initiative program or PUD.

Rental Management

The successful respondent's development team must include a qualified and experienced property management firm, or, if not identified at the time of submission, a description of the process for procuring such a firm and the performance standards to be met by the property management firm. There shall be on-site management and 24-hour emergency maintenance service.

V. Property Description

Deed

Norfolk County Registry of Deeds Book 35777 Page 371.

Please see Attachment C for the Deed.

Zoning

The property is currently zoned RES A; however, it is expected that the successful developer will work with the Town of Milton to gain approval of a "friendly" 40B permit utilizing a Comprehensive Permit through M.G.L. Chapter 40B^[JEL10].

Utilities

- Water: Public/Town
- Wastewater/Sewer: Public/Town
- Electric: Eversource
- Gas: National Grid

Ground Lease^[LS11]

The Ground Lease shall require the Proposer to maintain insurance in amounts reasonably acceptable to the Trust and name the Trust as an additional insured, and shall be an absolute triple net lease, requiring the Proposer to be solely responsible for the maintenance and operation of the property, including, without limitation, the payment of utilities, taxes and insurance of the property, among other costs. The Ground Lease shall be substantially similar to the Lease attached hereto and incorporated herein.

VI. Proposal Submission Requirements

The Development Team

The proposal must include a description of the development team, the individuals, and organizations involved in the development, **including the project manager**, and the experience of these parties. The development team may include, without limitation, the developer, property manager, architect, contractor, engineers, consultants, lenders, and investors.

Proposals must include:

- The name, address, e-mail address, and telephone number of the proposer; the name of any representative authorized to act on his/her behalf, and the name, title and contact information for the individual designated by the developer to receive all correspondence from the Trust and its agents.
- The names and primary responsibilities of each individual on the development team.
- If the proposer is not an individual doing business under their own name, a description of the firm and legal form and status of the organization (e.g., whether a for-profit, not-for-profit, a general or limited partnership, a corporation, LLC, LLP) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, please include a list of the organization's Board of Directors and areas of expertise they represent.
- The ownership structure of the entity to enter into the Ground Lease and the Land Development Agreement with the Trust and its relationship to any investors, lenders, and guarantors of debt, if any.
- Identification of all principals, partners, co-venturers, or sub-developers participating in the transaction, and the nature and share of each participants' ownership in the project.
- Identification of the person designated to be the property manager if the property developer will also be the property manager. If this is not the case, state the legal and financial relationship between the entities and describe the process for securing property management services and criteria and minimal qualifications it will use in selecting the property management firm.
- Identification of the development team, such as architects, engineers, landscape designers, contractor, and development consultants. In addition, provide background information, including firm qualifications and resumes for principals and employees expected to be assigned to the project.
- A summary of the developer's and the development team's experience, both collectively and individually, with similar projects. Particular attention should be given

to demonstrate experience with **projects of a similar scale and complexity, site conditions, permitting issues, design and/or financing**, as well as location. Proposers should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to pursue and carry out design, permitting, financing, construction, and marketing/unit absorption.

- A list of all projects in progress or planned with details of their status.

Format

Proposers should use the following format to submit the information required (above):

- For referenced projects: project name, location, project type, number of residential units, project scope, start date, projected and actual completion date, total development costs, development team, key personnel, and status.
- Narrative on why the Proposer's experience is relevant to the 165 Governor Stoughton Lane housing development.
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the Trust and the development team during all phases of the project.
- Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals, or any affiliates.
- Confirmation that no local, state, or federal taxes are delinquent and outstanding for the development team or any constituent thereof.
- Provision of third-party references for 3 completed projects including at least one affordable housing project. Provide contact names, title, and current telephone numbers, who can provide information to the Trust concerning the Proposer's experience with similar projects.

Development Concept

The proposal must include a detailed description of the development concept for the property and its improvements, including but not limited to:

- Number and size of units (square footage and number of bedrooms) and affordability levels. Include narrative as to why/how the mix of bedrooms, sizes and affordability was determined to ensure project financial feasibility and appropriateness for the marketplace.
- Preliminary site design.
- Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings and green design elements of the buildings and site design.
- Construction staging plan and discussion of construction impacts as to how the project will be managed to limit impact on neighbors, in particular with respect to noise and traffic during the construction period.
- Project financing – provide a sources and uses pro forma (see comparative evaluation criteria), and describe previous experience in securing such funding. Describe in detail

- what, if any, local, state, or federal subsidy funds will be sought to create affordability and the timeline for securing those sources.
- Projected 10-year operating budget
- Letters of interest from both construction and permanent lenders (mentioned in the comparative evaluation criteria)

Conceptual Design Drawings

The proposal must include 11 x 17 plans including:

- Site plan that shows parking layout and numbers of parking spaces, roadways and walkways, building footprints, any programmed outdoor space, and vegetated buffers.
- Landscape plan with sufficient detail on how the plan addresses limiting the project impact on surrounding areas and the users of those areas.
- Floor plans
- Elevations with material indications
- Typical unit plans
- Color Renderings from two perspectives

Management Plan

Please provide a management plan that includes the following:

- Description of the target market (e.g., pricing and the strategy for marketing and lottery process).
- In addition, if the Proposer includes a property manager as part of the team, all relevant information as outlined under 'The Development Team', above, including details of any projects where the Proposer and Manager have previously worked together.
- Lottery for affordable units: To ensure a fair and equitable selection process for the affordable units, a lottery shall be conducted for all the affordable units. Proposals may include a lottery agent as part of the development team. A marketing/lottery plan shall be required as part of the approval of the units for inclusion on the Subsidized Housing Inventory prior to issuance of a building permit. For the proposal, the Proposer shall indicate any other lotteries they have been involved in, their role and the outcomes.
- Experience with Low Income Housing Tax Credits if proposed as a funding source.
- Experience with project-based rental assistance, Section 8, 811, and/or MRVP if proposing such subsidies.

The Proposer and/or its property manager must demonstrate:

- A clear understanding of fair housing requirements/laws.
- A clear understanding of the local preference opportunities and requirements, and how the lottery will address any local preference.
- Ability and commitment to utilize appropriate stated standards to determine program and unit eligibility – i.e., qualified tenants.
- Clear criteria for tenant selection and a fair and unbiased selection process.
- Competency for selecting properly qualified tenants.

- Ability and commitment to maintain all necessary reports and certifications required under state and federal law.

Implementation Plan and Timeline

The proposed development should be completed within 4 years of the execution of the Land Development Agreement. Extensions may be granted at the discretion of the Trustees. The proposal must include a description of how the development concept will be implemented, including, but not limited to:

- Detailed development schedule for all elements of the plan including key milestones, financing benchmarks, zoning approvals and compliance, and projected completion/occupancy timeframes.
- Outline of the required land use, environmental, operation, and other governmental or regulatory approvals, including zoning, development, and environmental permits. The proposer should provide a schedule for securing approvals as part of the proposal. The Proposer should note what zoning variances, special permits, or modifications, if any, are required as part of the development plan.

Price Proposal

The Price Proposal Form (Attachment I) should be completed and submitted with the proposal. The Town expects the Lease Payment to be a nominal fee.

VII. Developer Selection Criteria

All proposals submitted by the due date will be evaluated for conformance with the below stated minimum criteria. Those proposals that meet the minimum criteria will then be evaluated by the comparative criteria described below. Proposers may be invited to present their proposal to the review committee. The presentation will not be scored.

Minimum Threshold Criteria

The following are minimum criteria for Proposal consideration. Proposals that do not clearly and fully convey compliance with these minimum criteria will not be considered.

- Complete conformance with all Submission Requirements (Sec. VI)
- Price Proposal Form, setting forth the lease fee for the land, found in Attachment I
- Proposer must have a minimum of 5 years' experience in development. If the proposer does not have experience with affordable housing development, then a development consultant or partner must have 5 years' experience with affordable housing.
- A successful track record of similarly sized projects with at least 3 references
- Availability to begin work towards permitting within 60 days of executing the Land Development Agreement and show sufficient staff resources and availability to perform required services.

- Complete required forms found in Attachment I (Certificate of Tax Compliance), Attachment J (Certificate of Non-Collusion), Attachment K (Disclosure Statement required by M.G.L. c. 7C, Section 38 (formerly M.G.L. c. 7, Section 40J) and Attachment L (Certificate of Authority)

Comparative Evaluation Criteria

Projects meeting the minimum threshold criteria will then be judged and scored based on the Comparative Evaluation Criteria further explained and outlined in Attachment A.

Proposal Submission Terms and Requirements

- A. The Trust reserves the right to reject any and all proposals in whole or in part, and to waive minor informalities, when in its sole discretion to do so is deemed to be in the best interests of the Trust and to the extent permitted by law.
- B. Proposals that meet all quality requirements shall be evaluated based on responsiveness to the criteria, terms and conditions contained in this RFP and its attachments. Failure to follow the instructions, meet the criteria, or agree to the terms and conditions contained in this RFP may be cause for rejection of the proposal as non-responsive.
- C. All proposals shall be submitted to the Trust, as and where set forth above, on or before the proposal deadline. Proposals and unsolicited amendments to proposals received by the Trust after the proposal deadline will not be considered, and requests for extensions of time will not be granted. Proposers who mail proposals should allow sufficient time for receipt by the Trust by the proposal deadline. Proposals received after the proposal deadline will be returned to the Proposer unopened.
- D. All proposals shall be signed in ink by the Proposer. If the Proposer is a corporation, the authority of the individual signing shall be endorsed upon, or attached to, the proposal and certified by the clerk of the corporation.
- E. All proposals submitted shall be binding upon the Proposer for a minimum period of one hundred twenty (120) calendar days following the opening of proposals.
- F. Proposals submitted to the Trust shall be securely kept and shall remain unopened until the proposal deadline and the opening of proposals.
- G. Proposals once submitted may, upon request of the Proposer prior to the proposal deadline, be withdrawn or amended. If amended, resubmission of the proposal shall comply with all requirements of this RFP. No amendments may be made, or proposals withdrawn after the proposal deadline.
- H. Negligence on the part of the Proposer in preparing the proposal confers no right of withdrawal after the proposal deadline. The Trust does not assume any responsibility for errors, omissions, or misinterpretations which may have resulted in whole or in part from the use of incomplete proposal documents. Any Proposer finding an ambiguity, inconsistency, or error shall promptly notify the Trust.

- I. If it becomes necessary to revise any part of this RFP or if additional data are necessary to enable an exact interpretation of provisions, such addenda will be provided to all Proposers who have requested this RFP and provided their contact information. No addenda will be issued within the immediate five (5) business day period prior to the proposal deadline.
- J. By submitting a proposal in response to this RFP, the Proposer shall be deemed to have certified that no officer, agent, or employee of the Trust or Town of Milton has a direct or substantial financial interest in the procurement, that the proposal is submitted in good faith and exclusively on Proposer's own behalf, without fraud, collusion or connection of any kind with any other Proposer for the same work or with any undisclosed party.
- K. Proposers may add additional stipulations or otherwise qualify their proposals, but the Trust shall retain the sole right to judge the importance of any such stipulation or qualification. If the Trust determines that the stipulation or qualification is not in its best interest and/or is materially unacceptable, and if the Proposer does not clearly indicate this to be an alternative for consideration, then the Trust reserves the right to reject such proposal.
- L. Selection of a Proposer's proposal will not create any rights on the Proposer's part, including, without limitation, rights of enforcement, equity, or reimbursement, until the Land Development Agreement and all related documents are fully executed.
- M. It is understood, agreed upon and made a part hereof, and shall be a part of the Land Development Agreement, that the Agreement entered into between the Trust and the Proposer and/or the Proposer's rights therein shall not be assigned, except to an entity formed by the Proposer for the purpose of entering into the Group Lease, unless or until the Trust shall have first assented thereto in writing, in its sole discretion.
- N. The Trust reserves the right to modify any specifications and submission requirements associated with the proposal and the scope of the project.

VIII. Selection Process

A evaluation committee, which will include Governor Stoughton Trustees, will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein, and make a recommendation to the Governor Stoughton Trustees after determining which proposal is deemed the most advantageous and responsive proposal. Evaluation of the proposals will be based on the information provided in the Proposers' submissions in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested and/or gathered by the Trust.

Each proposer must include sufficient supporting material to allow a meaningful and comprehensive evaluation of its proposal. The Trust reserves the right to disqualify any proposal or response due to insufficient supporting or explanatory information, or to request additional supporting information. The Trust may request additional information of one or more proposers relative to a proposal or qualifications. Requests shall be in writing with the expectation of a written response within a specified time. Proposers may also be invited to appear before the evaluation committee and/or the Trustees. Failure to comply with this request will result in a rejection of the proposal at issue.

Following the receipt of any additional information requested of the proposers by the Trust, if any, proposals will be evaluated and rated by the Trust according to the comparative evaluation criteria set forth in this RFP. The Trust will select the most advantageous proposal, taking into consideration all the evaluation criteria set forth in this RFP.

The Trust will notify all Proposers in writing of its decision.

The Trust reserves the right to reject any or all proposals or to cancel this Request for Proposals at any time if doing so is in the best interests of the Trust.

IX. Post Selection

Land Development Agreement and Ground Lease

The proposer selected by the Trust will be given exclusive rights to negotiate with the Trust the terms of the Land Development Agreement (LDA) and the Lease of the property, which LDA and Lease will be substantially on the same terms as the LDA and Lease attached hereto as Attachment D. If, at any time, such negotiations are not proceeding to the satisfaction of the Trust, in its sole discretion, then the Trust may choose to terminate said negotiations. The Trust may select another proposer with whom to initiate negotiations.

The selected proposer and the Trust shall enter into the LDA within ninety (90) days from the date the proposer is notified of the award unless the Trust extends the same, in its discretion. Once all conditions of the LDA are met, the Ground Lease will be finalized and endorsed.

Chapter 30B Real Property Developments to Promote Public Purpose Requirements

If the Trust determines that the public purpose of the project is best met by leasing the property for less than fair market rental value, the Trust will post a notice in the Central Register explaining the reasons for this decision and disclosing the difference between the fair rental value and the rent to be received. This notice will be published before the Trust enters into any agreement with the selected developer.

Attachments

- A. Comparative Evaluation Criteria
- B. Locus Map and Existing Conditions Survey
- C. Deed
- D. Draft Land Development Agreement and Ground Lease
- E. Housing Production Plan
- F. Bohler Reports: Due Diligence
- G. Conceptual Site Designs
- H. Price Proposal Form
- I. Certificate of Tax Compliance
- J. Certificate of Non-Collusion
- K. Disclosure Statement
- L. Certificate of Authority

ATTACHMENT A

Comparative Evaluation Criteria: 165 Governor Stoughton Lane Milton, MA 02186

	Unacceptable	Advantageous	Highly Advantageous
Developer Experience & Capacity (Team)			
<ul style="list-style-type: none"> • Demonstrated experience as a principal or lead development officer in and capability for designing, permitting, developing, and managing similar residential projects. • Outcome of comparable projects • Property management experience with similar projects • The quality of the team's reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed • Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements 	<p>Development team members have only minimal experience in the development of projects with similar scope – including legal, design, development, financing, and management experience with rental housing.</p>	<p>Development team members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Energy efficient buildings are not part of standard approach. Past developments demonstrate good property management structure.</p>	<p>Development team members have extensive experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Energy efficient design is their standard approach to design and development. Past developments demonstrate excellent property management structure and professionalism.</p>
Affordability			
Proposal meets a range of incomes. All the units must be restricted to households at or below 80% AMI	Less than 100% of the units are affordable to 80% AMI.	All units are affordable to 80% AMI	All the units are affordable to 80% AMI or below with the affordability ranging from 50% AMI to 80% AMI
Site Design			

<ul style="list-style-type: none"> Thoughtful and efficient site design using the natural topography of the site as much as feasible. Efficient, safe internal traffic flow Underground utilities Exterior lighting – minimal impact to neighbors and night sky Landscape plan including within parking area includes native plantings and, when feasible, enhances rather than replaces existing vegetation. Designated area for snow Adequate parking and walkways for residents and visitors Natural buffer to surrounding residential neighbors as required in the narrative (Section IV, Site) Respects adjacent properties. Provides programmed outdoor community gathering space for a variety of ages. Includes bike racks. 	<p>Proposal fails to meet the majority of the RFP criteria for site design.</p>	<p>The proposal meets some or all of the RFP site design criteria with thoughtful building siting, safe, efficient traffic flow, and maintains the natural buffers to surrounding neighborhoods, as required.</p>	<p>Proposal meets or exceeds all of criteria</p>
<p>Infrastructure and Green Design</p> <ul style="list-style-type: none"> Underground utilities Storm water management uses standards of low impact development. Buildings are located for maximum solar potential. Roof construction is “solar ready” (designed to support solar panels) Meets green design standards for LEED, Passive House, or other comparable programs. Provide charging station(s) for EVs. 	<p>Proposal fails to meet a majority of the RFP criteria for infrastructure and green design</p>	<p>The proposal meets some of the RFP infrastructure and green design criteria</p>	<p>Proposal meets the or exceeds all of criteria</p>

Building Design			
<ul style="list-style-type: none"> Conceptual design includes no more than 3 buildings. Exterior is of high quality, while remaining compatible with local architectural design Creative design that is cost effective and high quality. Interior design and layouts meet a variety of household sizes, aesthetics, and resident mobility needs. Finishes support durability and low maintenance for tenants Construction maximizes soundproofing between units. Provides community space for residents, preferably with kitchen facilities Includes office space for management. Provides storage space, either in basements or sheds Prefer individual exterior space (patios or balconies) 	<p>Design appears incongruous with local designs, interior layout does not meet a variety of household types and mobility needs, and does not comply with a majority of the RFP criteria</p>	<p>Design reflects or complements local designs, layout provides for a variety of household types and mobility needs, Complies with a majority of the RFP criteria and preferences</p>	<p>Design proposal articulates a creative development vision that is a cost-effective, energy efficient, attractive design that reflects and/or complements the local aesthetics and provides a variety of household types and mobility needs. Complies with all the RFP criteria and preferences</p>
Financial Feasibility			
<ul style="list-style-type: none"> Adequacy of proposed budgets (development and operating) Appropriateness of rents in relation to the market Track record of securing proposed financing Availability and likelihood of approval of proposed pre-development, construction, and permanent financing 	<p>Proposal does not demonstrate an understanding of development costs and operating budgets for affordable housing and/or does not have a successful record of securing financing.</p>	<p>Proposal contains realistic development and operating budgets and evidence of success in securing necessary financing.</p>	<p>Proposal contains realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.</p>

References, Site Visits, and Interviews			
<ul style="list-style-type: none"> • A minimum of three references including references from all projects undertaken in the last 10 years • The evaluation committee may choose to visit proposers' completed projects. • The evaluation committee may require proposers to present their proposals. Presentations will not be scored. 	<p>Did not provide a minimum of 3 references, or references were poor and/or inadequate. Properties visited were in poor condition.</p>	<p>Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, and buildings were well designed.</p>	<p>Strong references reflecting timely completion, excellent budget control, excellent property management structure and professionalism of developer. Properties visited were in great condition, site layout building design, and landscaping excellent, and use of energy efficient and durable materials.</p>

Attachment B

Locus Map – 165 Governor Stoughton Lane Milton, MA 02186



DRAFT**Trustees of the Governor Stoughton Trust Meeting Minutes**

Meeting Date: 8/8/23

Members in Attendance: Michael Zullas, Chair; Erin G. Bradley, Vice Chair; Roxanne Musto, Secretary; Richard G. Wells, Jr. (REMOTE) , Member; Benjamin Zoll, Member; Nicholas Milano, Town Administrator, (REMOTE), Colin Loiselle, Assistant Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Meeting Guests: Julie Creamer and Tom Callahan, Trustees of the Affordable Housing Trust

Meeting Location: Council on Aging - Hybrid

Time Meeting called to Order: 7:47PM

Time Meeting Adjourned: 8:37PM

1. Call to Order

Chair Zullas called the meeting of the Trustees of the Governor Stoughton Trust to order at 7:47PM.

2. Discussion/Update –Trust Fund Financials

Mr. Milano provided the Trustees with an updated financial report on the Trust Fund based on fiscal year ending on June 30, 2023.

Fiscal Year Closing Balance: \$5,489,799

Funds that cannot be expended: from land and easement sale \$5,350,000

Funds available in interest: \$140.000

*Mr. Loiselle informed the Board that Mr. Wells had joined the meeting through Remote Access. All votes will be done via roll call.

3. Discussion/Approval – Use of Town Farm for Affordable Housing/Request for Proposals for Affordable Housing on the Town Farm

Chair Zullas provided a brief overview of the Governor Stoughton Trust, noting that the land be used “for the use and benefit of the poor” in town. He also explained the role of the Trustees as well as the Attorney General’s office.

The proposal that is currently before the Trustees for approval must be submitted to the Attorney General’s office to determine if the use is appropriate under the terms of Governor Stoughton’s Will.

Chair Zullas welcomed Julie Creamer and Thomas Callahan, Trustees of the Affordable Housing Trust, (AHT) to the meeting. Ms. Creamer, Chair and Mr. Callahan provided AHT’s comments on the RFP and requested the feedback of the Trustees. The proposal was drafted by the Massachusetts Housing Partnership.

The Trustees, Ms. Creamer and Mr. Callahan reviewed the full proposal, comments and made some additional revisions. During the review of the proposal, they discussed the affordability and eligibility guidelines for residents and non-residents. The current cap: 70% -30%. 50% of the units shall be affordable to households at or below 80% Area Median Income (AMI). The Trustees want to ensure that the RFP provides affordable housing opportunities for all and is aligned with the terms of Governor Stoughton's will.

The Trustees, Ms. Creamer and Mr. Callahan also discussed a timeline that includes: a public hearing, reviews by Town Counsel (RFP, Easements and litigation strategy), submission to the Attorney General and release of an approved RFP. Ms. Creamer stated that it would be ideal if the Trustees could release the RFP later this Fall, prior to the spring construction season and the application deadline for state funding. By doing so, more contractors will have the opportunity to submit bids/proposals.

Ms. Bradley suggested that the Trustees follow two paths: submit the RFP to the Attorney General for review. While the Trustees are awaiting a response from the Attorney General, they can host a public hearing. If the Trustees hold off, the review process in the Attorney General's office may be delayed. Ms. Bradley did indicate that the Attorney General may not approve of the proposal as an appropriate use of the Town Farm.

Mr. Wells suggested that it would be prudent for the Trustees to hold the public hearing before the RFP is submitted to the Attorney General for review. Ms. Musto agreed. She felt that it was more important to hear from the residents than follow a specific timeline.

Following the discussion, Mr. Zoll moved to approve the amended RFP and to send it to the Attorney General's office for review. The motion was seconded by Ms. Bradley. The Trustees voted by roll call (3-2) to approve the amended RFP and send it to the Attorney General's office for review.

BRADLEY: YES
MUSTO: NO
WELLS: NO
ZOLL: YES
ZULLAS: YES

Discussion/Approval – Public Hearing regarding Use of the Town Farm for Affordable Housing

The Trustees discussed the benefits of hosting a public hearing and made suggestions on options for dates. The Trustees agreed to set the hearing date during a meeting on Tuesday, August 22nd.

Mr. Wells moved to approve a public hearing on a date to be determined. The motion was seconded by Ms. Musto. The Trustees voted unanimously by roll call (5-0) to approve a public hearing.

BRADLEY: YES
MUSTO: YES

WELLS: YES
ZOLL: YES
ZULLAS: YES

4. Adjourn

At 8:37PM, Ms. Musto moved to adjourn from the meeting of the Trustees of the Governor Stoughton Trust and return to the Select Board meeting. The motion was seconded by Ms. Bradley. The Trustees voted unanimously by roll call (5-0) to adjourn the meeting of the Trustees of the Governor Stoughton Trust.

BRADLEY: YES
MUSTO: YES
WELLS: YES
ZOLL: YES
ZULLAS: YES

Respectfully submitted by Lynne DeNapoli, Ex. Administrative Assistant to the Select Board.

Documents

Draft-Request for Proposals for Affordable Housing on the Town Farm

DRAFT**Trustees of the Governor Stoughton Trust Meeting Minutes**

Meeting Date: 6/13/2023

Members in Attendance: Michael Zullas, Chair; Erin G. Bradley, Vice Chair (REMOTE); Roxanne Musto, Secretary; Richard G. Wells, Jr., Member; Benjamin Zoll, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Guests: Attorney Kevin Freytag, Office of Town Counsel (REMOTE), Julie Creamer, Chair, of the Trustees of the Affordable Housing Trust, Tom Callahan, Member of the Trustees of the Affordable Housing Trust , (REMOTE) and Tim Czerwinski, Director of Planning and Community Development (REMOTE)

Meeting Location: Council on Aging - Hybrid

Time Meeting called to Order: 8:55PM

Time Meeting Adjourned: 9:40PM

1. Call to Order

Chair Zullas called the meeting of the Trustees of the Governor Stoughton Trust to order at 8:55PM.

2. Public Comment

No public comment

3. Discussion/Approval -Town Farm site**a. Updates about discussion with Attorney General's Public Charities Division**

Chair Zullas noted that Attorney Freytag from the Office of Town Counsel provided an update during the Select Board Meeting. Please refer to the meeting minutes for June 13, 2023.

b. Affordable Housing Draft RFP from the Massachusetts Housing Partnership

Chair Zullas welcomed Julie Creamer, Chair of the Trustees of the Affordable Housing Trust. Ms. Creamer provided the Trustees with an overview of the RFP for an affordable housing development at the Town Farm. The RFP was prepared by the MA Housing Partnership.

Highlights of the draft RFP include:

Rental housing units consisting of no more than 35 units on the site. The development should be designed for a variety of households (individuals of all ages, families with children, persons with disabilities) and reflect a mix of affordability levels.

At least 50% of the units shall be affordable to households at or below 80% Area Median Income (AMI).

- Multiple buildings, no more than 3, which can be of various sizes.
- Buildings shall not be more than 3 stories.
- Energy efficient units

- Native landscaping in keeping with Milton character.
- Outdoor common and recreation areas, including walkways.
- Ample storage for residents in either the basement or sheds
- Bicycle storage racks
- Onsite laundry facilities
- Parking should be scattered as much as possible
- Areas for outdoor trash and recycling receptacles
- Sensitivity to neighborhood and adjacent property

The Trustees, Ms. Creamer, Mr. Callahan and Mr. Czerwienski discussed the benefits of mixed units with regard to size and affordability. The Trustees would like to ensure that the RFP provides affordable housing opportunities for all ages groups.

Chair Zullas requested that the Trustees of the Affordable Housing Trust assist the Governor Stoughton Trustees by populating responses to the RFP in order for the Trustees to decide whether to present the proposal to the Attorney General's office for consideration.

(b)

Animal Shelter Project Update, site selection, business plan per request of the Attorney General's Public Charities Division

Chair Zullas noted that the Animal Shelter Building Project was previously discussed during the Select Board Meeting. Please refer to the Select Board meeting minutes for June 13, 2023 for details.

4. Discussion/Approval- Meeting Minutes- April 11, 2023

Mr. Wells moved to approve the meeting minutes for April 11, 2023. The motion was seconded by Ms. Musto. The Trustees voted by roll call (4-0) to approve the meeting minutes.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: ABSTAIN

ZULLAS: YES

5. Adjourn

At 9:40PM, Mr. Wells moved to adjourn the meeting of the Trustees of the Governor Stoughton Trust. The motion was seconded by Ms. Musto. The Trustees voted unanimously by roll call to adjourn.

BRADLEY: YES

MUSTO: YES
WELLS: YES
ZOLL: YES
ZULLAS: YES

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board.

Documents

MA Housing Partnership - Request for Proposal -Affordable Housing Draft - Governor Stoughton Property-Town Farm

Meeting Minutes: April 11, 2023

DRAFT**Trustees of the Governor Stoughton Trust Meeting Minutes**

Meeting Date: 8/22/23

Members in Attendance: Michael Zullas, Chair; Erin G. Bradley, Vice Chair; Roxanne Musto, Secretary; Richard G. Wells, Jr., Member; (REMOTE); Benjamin Zoll, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Meeting Location: Council on Aging - Hybrid

Time Meeting called to Order: 10:51PM

Time Meeting Adjourned: 10:53PM

1. Call to Order

Chair Zullas called the meeting of the Trustees of the Governor Stoughton Trust to order at 10:53PM.

2. Discussion/Approval – Set a date for a Public Hearing regarding Use of the Town Farm for Affordable Housing

Chair Zullas noted that there were two available dates in September to host the public hearing: Tuesday, Sept. 5th and Tuesday, Sept. 19th. Many residents reached out and requested Sept. 19th.

Mr. Zoll moved to set the date of Tuesday, September 19, 2023 for the public hearing regarding the Use of the Town Farm for Affordable Housing. The motion was seconded by Mr. Wells. The Trustees voted by roll call (5-0) to approve the date of Sept. 19, 2023 for the public hearing.

BRADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

3. Adjourn

At 10:53PM, Ms. Bradley moved to adjourn the meeting of the Trustees of the Governor Stoughton Trust. The motion was seconded by Ms. Musto. The Trustees voted by roll call (5-0) to adjourn.

RADLEY: YES

MUSTO: YES

WELLS: YES

ZOLL: YES

ZULLAS: YES

Trustees of the Governor Stoughton Trust Meeting Minutes

Meeting Date: 4/11/2023

Members in Attendance: Arthur Doyle, Chair; Michael Zullas, Vice Chair; Richard G. Wells, Jr., Secretary; Roxanne Musto, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Guests: Attorney Kevin Freytag, office of Town Counsel

Meeting Location: Remote-Zoom/Webinar

Time Meeting called to Order: 7:02PM

Time Meeting Adjourned: 9:19PM

- 1. Call to Order**
- 2. Pledge of Allegiance**

Chair Doyle called the meeting of the Trustees of the Governor Stoughton Trust to order at 7:03PM under Chapter Two of the Acts of 2023. The Chairman introduced the Members of the Trust and Staff and led the Pledge of Allegiance.

- 3. Public Comment**

No public comment

- 4. Discussion/Approval – Governor Stoughton Trust Financials**

Mr. McAuliffe, the Town Treasurer provided the Governor Stoughton Trustees and Mr. Milano with an updated financial report on the Trust Fund based on the last quarter ending, March 31, 2023.

Mr. Milano reviewed the financial report with the Trustees:

Starting balance: \$5,469,000

Transfer: **\$73,000**

Ending balance \$5,396,0000 (exceeds requirement of \$5,350,000 from land sale)

Available funds from interest: \$46,000

There are currently no funding requests before the Trustees.

- 5. Discussion/Approval-Town Farm Site**

Town Farm structures status and condition

Mr. Milano provided the Trustees an update on his ongoing conversations with Mr. Ritchie, Director of Consolidated Facilities, Fire Chief Madden and Building Commissioner Joseph Prondak regarding the condition of the Town Farm buildings. The assessment: the buildings are in tough shape and future use may not be likely.

The recommendation: fence off the structures, price for demolition and/or hire an architect to document the floor plans in order to replicate the structures. The costs would be absorbed by the

Governor Stoughton Trustees. Mr. Milano also noted that he will contact Mr. O'Donnell, Chair of the Milton Historical Commission and ask for his suggestions/feedback.

Mr. Milano did clarify that there were two buildings under review. The Pest House is structurally sound and on a new slab. The interior of the Pest House would need to be addressed.

The Trustees discussed the condition of the buildings and how best to proceed. The Trustees will request Consolidated Facilities and Inspectional Services to research cost estimates and provide details at the next quarterly meeting.

Animal Shelter Project Update and Site Selection

Attorney Marion McEttrick, Counsel for the Milton Animal League joined the Trustees to discuss the Animal Shelter location proposals. Attorney McEttrick noted that the Animal Shelter and the Town of Milton have been offered a \$2.5 million matching grant from an anonymous donor. The donors have requested that the new shelter be built on the Governor Stoughton property, its current location.

Attorney McEttrick is requesting that the Trustees consider the Governor Stoughton property as an alternative site for the new Animal Shelter. The land for the potential location would be leased at a fair market rate.

The Trustees weighed the benefits of moving ahead to assess the Governor Stoughton property as an alternative location for the animal shelter. Trustees noted that the Attorney General's office would need to approve the request in order to move ahead.

Following a discussion, Ms. Bradley moved to ask Town Counsel with support from the Town Administrator and a representative of the Milton Animal League to contact the Attorney General's Charities Division to discuss the Animal Shelter location on Governor Stoughton Land. The motion was seconded by Mr. Zullas. The Trustees voted unanimously by roll call (5-0) to approve.

ZULLAS: YES

WELLS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

Affordable Inclusive Milton event regarding the Town Farm at Fuller Village on April 13th at 7PM

Chair Doyle noted that Affordable Inclusive Milton will be hosting a presentation on April 13th at 7PM in the Function Room at Fuller Village entitled:

Milton's Town Farm: the Past, Present and Future. Guest speakers include: Tom Kelleher and Laura Shufelt. For more information or to register, please visit: miltonaim.org

Future Meeting dates-Next Quarterly Meeting Date

The next quarterly meeting will be held in July 2023.

7. Discussion/Approval- Meeting Minutes- January 10, 2023, January 18, 2023 and February 7, 2023

Mr. Wells moved to approve the meeting minutes for January 10, 2023, January 18, 2023 and February 7, 2023 . The motion was seconded by Mr. Zullas. The Trustees voted by roll call (5-0) to approve the meeting minutes.

ZULLAS: YES

WELLS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

8. Adjourn

At 7:42PM, Mr. Zullas moved to adjourn. The motion was seconded by Mr. Wells. The Trustees voted by roll call (5-0) to adjourn.

ZULLAS: YES

WELLS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board.

Documents

Meeting Minutes: January 10, 2023, January 18, 2023 and February 7, 2023