



**Select Board**

**Meeting Packet**

**December 17, 2024**



# Massachusetts School Building Authority

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

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

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

December 13, 2024

Mr. Richard G. Wells, Jr., Chair  
Milton Select Board  
525 Canton Avenue  
Milton, MA 02186

Re: Town of Milton, Cunningham Elementary School

Dear Mr. Wells:

I am pleased to report that the Massachusetts School Building Authority (the “MSBA”) Board of Directors has voted to invite the Statement of Interest (the “SOI”) for the Cunningham Elementary School, which is co-located with the Collicot Elementary School, in the Town of Milton (the “Town”) into the MSBA’s Eligibility Period. The invitation for the Cunningham Elementary School is for the continued co-location with the Collicot Elementary School for grades PreK-5 and the potential during the feasibility study to examine an additional school, either an additional elementary school for grades PreK-5 or an additional middle school for district-wide grades 7-8 and PreK.

The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA’s grant approval process and benefits the Town by providing a definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Successful completion of all activities in the Eligibility Period will allow the Town to be eligible for an MSBA invitation to Feasibility Study.

Invitation into the Eligibility Period is **not** an invitation to Feasibility Study. Moving forward in the MSBA’s process requires collaboration with the MSBA, and an invitation to Feasibility Study will require a further vote of the MSBA Board of Directors. Communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. Additionally, the Town’s vote by the Board of Directors approving a potential invitation to Project Scope and Budget be no sooner than July 1, 2027. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute and regulations, which require MSBA partnership and approval at each step of the process.

The Town’s Eligibility Period will commence on Thursday, May 1, 2025, and conclude on Monday, January 26, 2026. During this time, the Town must complete the preliminary requirements in accordance with the schedule on page three of this letter. The first item that requires completion by the Town is the Initial Compliance Certification, which will be sent to the Town electronically two weeks prior to its commencement date, on Thursday, April 17, 2025.

The ability of the Town to complete the preliminary requirements within 270 days does not guarantee an invitation into the MSBA Capital Pipeline. Further, if the Town cannot complete the preliminary requirements

December 13, 2024


Milton, Cunningham Elementary School Eligibility Period Board Action Letter

within the 270-day Eligibility Period, the MSBA will require the Town to withdraw its SOI, and the Town will have to re-file an SOI during the next open SOI filing period and/or when the Town has the required financial and community support.

If the Town has concerns about meeting any of the deadlines set forth on page three of this letter, please notify the MSBA in writing by Thursday, May 1, 2025. If you have questions or would like additional information regarding the Eligibility Period, please refer to our website and/or contact Jennifer Flynn at the MSBA (Jennifer.Flynn@MassSchoolBuildings.org).

I look forward to continuing to work with you throughout the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



Mary L. Pichetti  
Executive Director

Cc: Legislative Delegation  
Nicholas Milano, Milton Town Administrator  
Dr. Elizabeth Carroll, Chair, Milton School Committee  
Dr. Peter Burrows, Superintendent, Milton Public Schools  
File: 10.2 Letters (Region 5)

## Eligibility Period Schedule of Deliverables<sup>1</sup>

### Town of Milton Cunningham Elementary School

#### MSBA Board of Director Meeting – December 13, 2024

Eligibility Period Commences – Thursday, May 1, 2025		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	Friday, May 30, 2025 Required
School Building Committee	60	Monday, June 30, 2025 Required
Educational Profile Questionnaire	90	Wednesday, July 30, 2025 Required
Online Enrollment Projection	90	Wednesday, July 30, 2025 Required
Enrollment Meeting Held	180	Tuesday October 28, 2025 Required
Maintenance and Capital Planning Information	180	Tuesday, October 28, 2025 Required
Local Vote Authorization	270	Monday, January 26, 2026 Required
Feasibility Study Agreement	270	Monday, January 26, 2026 Required
Eligibility Period Concludes – Monday, January 26, 2026		

<sup>1</sup>If the Town has concerns about meeting any of the following deadlines, please let the MSBA know by Thursday, May 1, 2025. The MSBA will require districts that are unable to complete the preliminary requirements within the timeframes noted for each to withdraw its SOI and reapply when the district has the financial and community support required.





# MSBA Process

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DECEMBER 17, 2024



# MSBA Update

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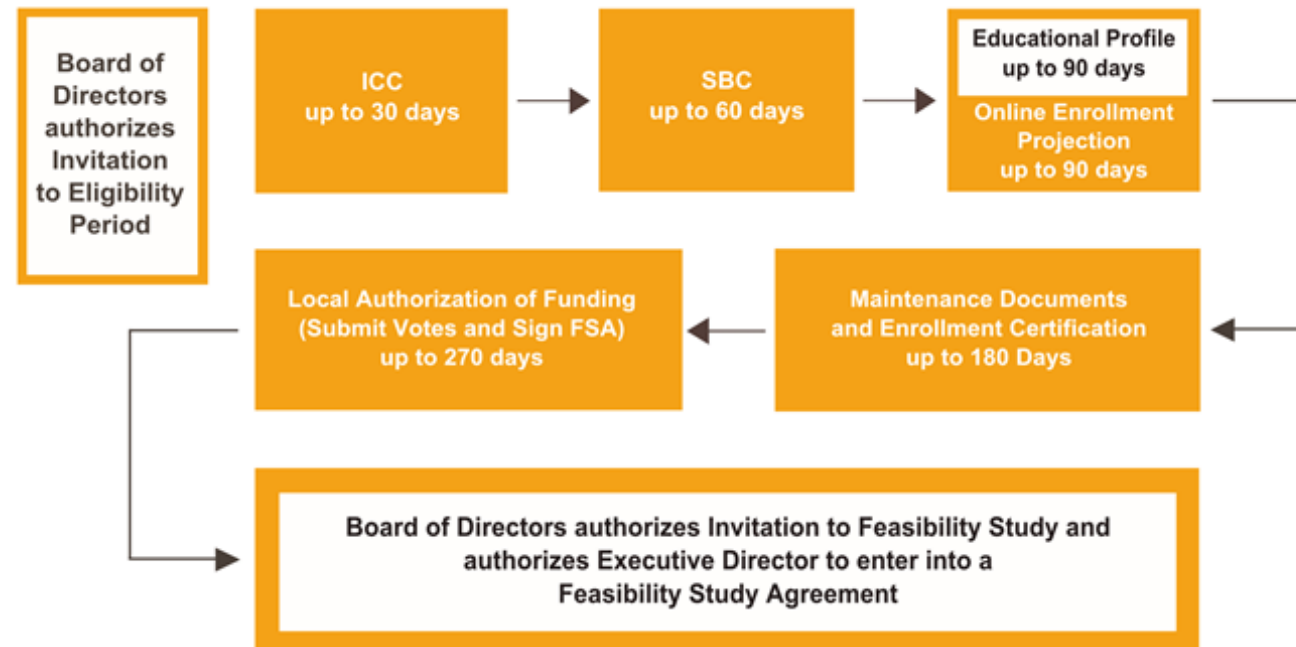
Friday, December 13: MSBA Board of Directors approved the MSBA staff's recommendation that the Town of Milton be invited into Eligibility Period, commencing on May 1, 2025

MSBA process will require thorough evaluation of options before arriving at a preferred enrollment configuration and design of a new school

No action necessary prior to May 1, 2025, but moving forward with approvals now will enable the Town to move quickly through preliminary phases

# MSBA Process – Module 1

## Eligibility Period Up to 270 Days



Upon Invite to Eligibility Period, Districts complete defined requirements within the timeframes listed above



# MSBA Process

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## Module 2: Forming the Project Team

- Owner's Project Manager (Town)
- Designer (MSBA Designer Selection Panel)

## Module 3: Feasibility Study

- Preliminary Design Program -> MSBA Submittal and Review Comments
- Preferred Schematic Report -> MSBA Submittal, Review Comments, and MSBA Board Vote

## Module 4: Schematic Design

- Schematic Design Report -> MSBA Submittal, Review Comments, and MSBA Board Vote
  - Final cost estimates, MSBA Grant amount
- Town Meeting Vote and Ballot Question Vote



# MSBA Process

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## Example: Canton – Galvin Middle School

- March 2, 2022: Invitation to Eligibility Period (Module 1 commences)
- October 26, 2022: Invitation to Feasibility Study (Module 2 commences)
- April 24, 2024: Preferred Schematic Authorization (Module 3 completed; Module 4 commences)
- August 28, 2024: Project Scope & Budget Authorization (Module 4 completed)
- November 18, 2024: Special Town Meeting Vote
- December 10, 2024: Special Town Election for the Ballot Question Vote

**Article XX** To see if the Town will vote to appropriate \$60,000 from the PEG Access Enterprise Fund to MPEG Access, Inc. for the purposes of equipping the meeting room in the former Fire Headquarters Building to support public, educational, and governmental access cable television services; and to act on anything relating thereto.

Submitted by the Select Board

**Draft motion:** RECOMMENDED that the Town vote to appropriate \$60,000 from the PEG Access Enterprise Fund to MPEG Access, Inc. for the purposes of equipping the meeting room in the former Fire Headquarters Building to support public, educational, and governmental access cable television services; and to act on anything relating thereto.

*COMMENT:* 

**Article XX** To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation to grant the Town five additional liquor licenses for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of chapter 138 of the General Laws; provided, however, that the General Court may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of the petition:

An Act authorizing the town of Milton to grant additional licenses for the sale of all alcoholic beverages to be drunk on the premises

SECTION 1. (a) Notwithstanding section 11 of chapter 138 of the General Laws, section 17 of chapter 138 of the General Laws, or any general or special law to the contrary, the licensing authority in the town of Milton may grant five additional licenses for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138.

(b) A license granted pursuant to this act shall only be exercised in the dining room of a common victualler licensed to conduct a restaurant and other such public rooms or areas as may be deemed reasonable and appropriate by the licensing authority as certified in writing.

SECTION 2. This act shall take effect upon its passage.

; and to act on anything relating thereto

Submitted by the Select Board

**RECOMMENDED that the Town vote**  

*COMMENT:*

**Article XX** To see if the Town will vote to amend Chapter 105 Alcoholic Beverages of the General Bylaws by striking Section 105-1 Consumption on Town property prohibited; consumption on leased premises and replacing it with the following:

§ 105-1 Consumption on Town property and leased premises.

- A. Drinking, sale or possession of alcoholic beverages, as defined in Chapter 138 of the Massachusetts General Laws (for purposes of this Section 105-1, “Alcoholic Beverages”), while in a building owned by the Town of Milton or upon land owned by the Town of Milton (collectively, for purposes of this Section 105-1, “Town Property”), is prohibited, except when authorized by the express advance approval of the Select Board and, in addition, if different from the Select Board, the entity with care, custody, and control of the subject Town Property.

For purposes of this Section 105-1, the phrase “Town of Milton” shall include any department, office, public body or other entity of the Town.

The requirements of this Section 105-1 shall exist independent of, and in addition to, any applicable requirements of law relating to Alcoholic Beverages, including without limitation Chapter 138 of the Massachusetts General Laws.

- B. Whoever violates any provision of this section shall be fined an amount of not less than \$25 nor more than \$100 for each offense.

and to authorize the Town Clerk to assign or amend chapter and section numbers; and act on anything relating thereto.

**RECOMMENDED that the Town vote**  .

*COMMENT:*



**Article XX** To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation establishing a means-tested Senior Citizen Property Tax Exemption to provide property tax relief for certain eligible property owners, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, and to authorize the Select Board to approve such amendments:

An Act relative to the establishment of a Milton means-tested property tax exemption

SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential according to the classification by the Board of Assessors for the town of Milton (a “Qualifying Parcel”) there shall be a senior, means-tested exemption from the property tax otherwise payable with respect to such Qualifying Parcel in an amount to be determined annually by the Select Board as described herein. For the purposes of this special act, a Qualifying Parcel shall be a unit of real property as defined by the Board of Assessors under the deed for the property as residential class one and includes a condominium unit. The exemption provided for herein shall be in addition to any and all other exemptions allowed by the General Laws.

SECTION 2. A taxpayer shall qualify for the exemption provided for herein only if all of the following criteria are met:

- a. The Qualifying Parcel is owned and occupied by one or more natural persons who applied for and received the circuit breaker income tax credit the previous calendar year under section 6(k) of chapter 62 of the General Laws;
- b. The Qualifying Parcel is owned by: (i) a single taxpayer age 65 or older; or (ii) jointly by one or more taxpayers so long as one owner is age 65 or older and all other owners are age 60 or older in each case as determined as of December 31st of the previous calendar year;
- c. The Qualifying Parcel is the domicile of the taxpayer(s);
- d. The applicant taxpayer (or at least one of the joint applicants) has been domiciled and owned a residential unit of real property in the town of Milton for at least ten (10) consecutive years prior to filing an application for this exemption;
- e. The maximum assessed value of the domicile is no greater than the prior fiscal year’s maximum assessed value for qualification for the circuit breaker income tax credit under Section 6(k) of chapter 62 of the General Laws as adjusted annually by the Department of Revenue;
- f. Property taxes shall not be reduced by more than 50 percent by this exemption; and
- g. The Board of Assessors has approved the application. The Board of Assessors may deny an application if they find the applicant has excessive assets that place them outside of the intended recipients of the senior exemption created by this act. The Board of Assessors shall adopt a policy for approvals and denials of applications.

SECTION 3. The Select Board shall annually set the exemption amount provided for in section 1, provided that the amount of the exemption shall be within a range of 50 percent to 100 percent of the amount of the circuit breaker income tax credit under section 6(k) of chapter 62 of the General

Laws which the applicant received in the previous year. The total amount exempted by this act shall be allocated proportionally within the tax levy on all taxpayers and/or shall be funded by an appropriation or transfer from existing funds and shall not exceed 1% of the municipality's tax Levy.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the Board of Assessors, file an application, on a form to be adopted by the Board of Assessors, with the supporting documentation of the applicant's income and assets as described in the application including a copy of the filed income tax return of the applicant showing the Circuit Breaker tax credit. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. No exemption shall be granted under this act until the Department of Revenue certifies a tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the tax levy and/or by an appropriation or transfer from existing funds.

Submitted by the Select Board

**RECOMMENDED that the Town vote** 

*COMMENT:* 

**ARTICLE XX** To see what sum of money the town will vote to appropriate to provide capital needs for the Town's water system, including costs incidental and related thereto, and to authorize the Select Board, on behalf of the Town to apply for and use federal, state, MWRA or other funds for this purpose, to see how such appropriation shall be raised; whether by borrowing under applicable provisions of law or otherwise; and to act on anything related thereto.

Submitted by the Select Board

**Draft recommendation:** RECOMMENDED that the sum of \$1,700,000 be appropriated for the purpose of financing the capital needs of the Town's water system, including costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,700,000 under and pursuant to Chapter 44, Section 8 (5) of the General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town therefor, and that the Select Board be and hereby is authorized to accept and expend in addition to the foregoing appropriation one or more grants or gifts from the Massachusetts Water Resources Authority or any other public or private funding source.

**Draft COMMENT:** *In 2016, on recommendation from the MWRA Advisory Board, the MWRA Board of Directors approved an enhancement to the Local Water System Assistance Program to provide up to \$100 million in 10-year zero-interest loans to communities solely for efforts to fully replace lead service lines. Each community will develop its own program, tailored to their local circumstances.*

*In 2024, the MWRA Board of Directors approved an additional \$100 million in assistance, and has included a twenty-five (25%) grant component for communities who fully fund the removal and replacement of the portion of the lead service line on private property. Through this appropriation, the Town intends to apply to the MWRA to participate in the 0% loan/grant program to fund activities related to lead service lines. The Town would utilize funding for the design, bidding and construction of a lead service replacement construction project and utilize the funding to conduct test pits in locations around Milton to further refine the Town's data on types of service lines.*

## Milton MWRA Application Budget (75% Loan 25% Grant)

	Number	Unit Cost	Budget
LSL Replacement	52	\$ 4,500	\$ 234,000
Test Pits (TP)	450	\$ 2,000	\$ 900,000
LSL Replacement (from Program)	15	\$ 4,500	\$ 67,500
Police Details (2 Police Officers at 8-hrs each @\$50/hr / Day = \$800)			
LSL	26	\$ 800	\$ 20,800
TP	114	\$ 800	\$ 91,200
Design, Permitting & Bidding Support			\$ 85,000
		Subtotal	\$ 1,331,000
Contingency (10%)			\$ 133,100
Construction Services (15%)			\$ 199,650
<b>Total</b>			<b>\$ 1,663,750</b>
TOTAL ROUNDED			\$ 1,700,000

**ARTICLE XX** To see what sum of money the town will vote to appropriate to for the purpose of performing lead service line inventories and preparing associated reports, including costs incidental and related thereto, and to authorize the Select Board, on behalf of the Town to apply for and use federal, state or other funds for this purpose, to see how such appropriation shall be raised; whether by borrowing under applicable provisions of law or otherwise; and to act on anything related thereto.

Submitted by the Select Board

**Draft recommendation:** RECOMMENDED that the sum of \$200,000 be appropriated for the purpose of financing the Town's lead service line inventories and replacement plans, including costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow \$200,000 under and pursuant to Chapter 44, Section 8 (5) of the General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town therefor, and that the Select Board be and hereby is authorized to accept and expend in addition to the foregoing appropriation one or more grants or gifts in the form of principal forgiveness from the Massachusetts Clean Water Trust (the "Trust") or any other public or private funding source.

**Draft COMMENT:** *Background: In 1991 the United States Environmental Protection Agency promulgated regulations known as the Lead and Copper Rule (LCR) under the authority of the 1974 Safe Drinking Water Act. The LCR helps protect public health by regulating water suppliers (PWS) on how to treat and control for lead. The Lead and Copper Rule Revisions (LCRRs), finalized in 2021, require all PWSs, including the Town of Milton, to complete a full inventory (accessible online by the public) of service lines connected to its distribution system by October 16, 2024. The current inventory contains approximately 4,700 services of unknown materials. The Town is seeking funding in order to conduct further research in order to reduce the number of service lines in Milton whose material is unknown. The project would include the utilization of a statistical model based on existing information and new research, including test pits and surveys.*

*The Massachusetts Clean Water Trust (the Trust) and the Massachusetts Department of Environmental Protection (MassDEP) are offering two new programs for Lead Service Line inventories and replacement planning programs to assist with complying with Lead and Copper Rule revisions. The planning loan program will offer 100% loan forgiveness for projects completing these activities. This appropriation would enable the Town to participate in the loan forgiveness program.*

**ARTICLE XX** To see if the Town will vote to amend Chapter 275 of the General Bylaws, known as the Zoning Bylaw, by replacing §275-12.4 Site Plan Approval with the following section.

### **§275-12.4 Site Plan Approval**

#### **A. Purpose**

The purpose of this Section is to protect the health, safety, convenience and general welfare of the inhabitants of the Town by providing a means to determine whether a proposed use of land or structures is in compliance with sound site utilization principles relative to traffic circulation and safety, pedestrian safety and access, off-street parking and loading, emergency vehicle access, storm water drainage, screening, signage, exterior lighting, visual impact of parking, storage or other service areas, and consistency with character and scale of surrounding landscape and buildings.

#### **B. Applicability**

- (a) Whenever site plan approval is required under the provisions of this Chapter, the procedure set forth in this section shall be followed.
- (b) The following activities and uses require site plan approval by the Planning Board (“Board”):
  - 1. Construction, redevelopment or expansion of multifamily residences and ADU’s;
  - 2. Construction, redevelopment or expansion of mixed-use or commercial buildings of 800 square feet or more;
  - 3. Interior work causing any change of use, increase, decrease or a different use of a commercial building shall be excluded from this site plan review requirement, with the exception of restaurant, bar or entertainment use; and
  - 4. Construction or expansion of parking, loading, service and access driveways associated with multifamily, mixed-use, commercial or other buildings, excluding single-family use.

#### **C. Application and Submission Requirements**

##### **(a) Pre-Application Conference.**

Applicants are encouraged to discuss proposed applications with The Department of Planning and Community Development (“Planning Department”) prior to formally submitting such applications. At the conference, the Planning Department will determine if the application is in conformity to an adopted Master Plan (if applicable), and to the extent feasible, shall provide the applicant with an indication of whether the proposal, in its major features, is acceptable or should be modified before expenditures for more detailed planning and engineering are made. In addition, the Board may hold pre-application conferences at any regular or special meetings of the Board to discuss the proposed development and any unusual features on the site that require special treatment. This meeting may also provide an opportunity to discuss the procedures, waiver and information the Board will need to coordinate reviews if the development requires other Town approvals and request impact analyses, such as a traffic study. Applicants may request an appointment on the agenda of the Board with the Planning Department, the scheduling of which is at the sole discretion of the Board. Submission of brief explanatory material, including the property owner’s name, the applicant’s name, assessor’s map, site

address, plot plan (if available), sketch or description of new development or proposed changes, and any applicable forms to the Planning Department by the Friday before the meeting for inclusion in the Board's information packets is required.

(b) Submission.

Applications for site plan approval must be complete when submitted for approval. A complete application will consist of all plans, documents, forms, calculations, and filing fees, in size, number and amount as prescribed in this Chapter. The Planning Department shall review the application for completeness and, in the event that such application is incomplete, shall notify the applicant of the incomplete items.

(c) Application Form.

Applications for site plan approval shall be made on an official form, which shall be provided by the Planning Department upon request. The application form and any checklists, or other administrative documents may be revised from time to time by the Planning Department or the Board without public hearing.

(d) Plans and Plan Content.

As part of any application for site plan approval the applicant must submit the following documents in electronic format to the Planning Department. Physical copies may be requested by the Board:

- (1) Application and fee for site plan approval;
- (2) Existing conditions survey that indicates boundaries, dimensions, area, use, ownership and zoning of the subject parcel and adjacent parcels. It shall include 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. Additionally, the survey shall include contours, buildings, and trees of 12 inches caliper or more on adjacent parcels within thirty (30) feet of lot boundaries;
- (3) Existing conditions narrative, including adjacent neighborhood and historic context, with photographs and diagrams as appropriate;
- (4) Zoning narrative that demonstrates compliance with applicable requirements of this Chapter and the Rules and Regulations of the Planning Board;
- (5) Design narrative that describes compliance with applicable design standards and guidelines;
- (6) Site plans that show required setbacks, the position of the building(s) on the site, building(s) setback dimensions, points of vehicular access to and from the site and vehicular circulation within the site, parking areas, open space areas, stormwater management, utilities, dimensions of building(s) and parking areas, proposed grading, retaining walls and other information commonly required for site plan approval. Where a portion of the site is to remain undisturbed by the proposed work, such area shall be so indicated on the plan;
- (7) Landscape plans that show layout, species, spacing, sizes, quantities and details for all plant materials, and locations and details of hardscape, fencing and landscape walls;
- (8) Tree preservation plan with calculated caliper of total existing trees and total of trees to be removed;
- (9) Architectural plans, building elevations and 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;

- (10) Site sections that graphically represent all slope cuts and fills, structures, retaining walls and significant land features;
- (11) Cut and fill plan with calculated quantities of cut and fill to be used on site, removed from site and added to the site;
- (12) Traffic impact analysis for projects with ten (10) or more parking spaces;
- (13) Parking and transportation demand management plan (PTDM) as described in §275-20.5 and, if applicable, proof of payment of the transportation mitigation fee described in §275-20.6.
- (14) Photometric plan that shows locations and specifications for all exterior lighting fixtures and lighting photometrics for projects that include ten (10) or more parking spaces;
- (15) Shadow study for projects proposing buildings greater than 35 feet in height;
- (16) Preliminary construction management plan;
- (17) 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;

All site plans shall be prepared by a licensed architect, landscape architect, and/or a civil engineer, all landscape plans shall be prepared by a licensed landscape architect, and all building plans, elevations, sections and renderings shall be prepared by a licensed architect, all disciplines licensed in the Commonwealth of Massachusetts. Upon written request, the Board may, at its discretion, waive the submission by the applicant of any of the required information.

#### D. Procedures

- a. Upon receipt of a complete application to the Planning Department, 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, if applicable, the Board shall seek comments from the Historical Commission before the first public hearing; filing with the Historical Commission is recommended prior to submission to the Board.
- b. The Board 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.

#### E. Outside Consultants

When reviewing an application, the Board 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 Board 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 Board 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.

#### F. Review Standards



The Board will consider the following in its review:

- (a) Location and configuration of structures and the relationship of the site's structures to nearby structures in terms of major design elements including bulk, height, scale, massing, materials, roof and cornice lines and color;
- (b) Sustainable, climate-sensitive, and environmentally conscious site design practices;
- (c) Preservation of existing natural landscape features and trees;
- (d) Open space and landscape design;
- (e) Existing topographic characteristics and proposed topographic changes;
- (f) Vehicular, emergency service, non-vehicular/multi-modal and pedestrian access and circulation;
- (g) Design of the streetscape and transition between abutting properties;
- (h) Location, design and screening of parking and service areas;
- (i) Loading, delivery, waste and snow removal management;
- (j) Protection of surface and ground water quality;
- (k) Impacts on public services;
- (l) Location of public and private infrastructure and utilities;
- (m) Site security features, such as fencing and lighting;
- (n) Site and exterior building lighting;
- (o) Site and building signage;
- (p) Historic significance and impacts on historic structures or landscapes;
- (q) Protection and mitigation of adjacent properties against detrimental impacts (surface water drainage, light, sound and sight buffers and preservation of views, light, and air); and
- (r) Other aspects of site design that may be reasonably within the spirit and intent of this section and the purview of the Board.

G. Site Design Standards

- a. Connections. Sidewalks shall provide direct connections among building entrances, public sidewalk (if applicable), bicycle storage, and parking.
- b. Vehicular access. Where feasible, curb cuts shall be minimized and shared driveways encouraged. The maximum driveway width shall be 24 feet for development with more than 10 parking spaces and 12 feet for development with less than ten (10) parking spaces.
- c. Parking areas shall be designed so that vehicles may exit without backing into a public street to the extent reasonably practicable.
- d. Open space. Acceptable activities within minimum required open space, where applicable, 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. Required open space shall not contain habitable structures, streets, driveways, or surface parking.
- e. 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.
- f. Setbacks. No structure shall be erected within the required setbacks as specified in this Chapter. Driveways may be located within the required setbacks provided that no more than 30 percent of the setback area shall be paved.

- g. Parking location. Surface parking shall be located to the sides and rear to the greatest extent possible.
- h. 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 as is reasonable. The minimum width of the buffer shall be 5 feet.
- i. 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-foot-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.
- j. 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.
- k. 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.
- l. 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.
- m. Landscaping. Use landscape design as a placemaking feature and not exclusively as a buffer.
- n. 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. Deciduous trees shall be at least three inches (3") in caliper as measured six inches (6") above the root ball at time of planting. Deciduous trees used for screening shall be expected to reach a height of 20 feet within ten (10) years after planting. Evergreen trees used for screening shall be a minimum of ten (10') feet in height at the time of planting. Where the Board determines that the planting of trees is impractical, the applicant may substitute shrubbery for trees. Shrubs and hedges shall be at least 3 feet in height at the time of planting and have a spread of at least 24 inches.
- o. Groundcover. Groundcover plantings are preferable to mulch where practical. Large areas of lawn are not desirable. Plantings with lower requirements for irrigation, fertilization and pesticide use are encouraged. Plants with similar cultural requirements should be grouped together.
- p. Outdoor 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 skyglow. Light fixtures shall be Dark-Sky compliant and meet International Dark Sky Association certification requirements.
- q. 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.

- r. 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 companies.
- s. Utilities. Locate utility meters to minimize their visibility. Integrate them into the building and site design. Minimize the visibility of utility connections.
- t. Dumpsters. Dumpsters shall be screened by a combination of fencing and planting. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
- u. 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.
- v. Renewable Energy. Projects shall consider access to solar energy in building placement, orientation and design.
- w. 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, pollinator gardens, bioswales, permeable pavement, green roofs and tree canopy.
- x. 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.

#### H. General Building Design Standards:

- a. The primary building shall have its principal façade and entrance facing the principal street.
- b. Entries shall be clearly defined and linked to a paved pedestrian network that includes a public sidewalk, if available.
- c. 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.
- d. 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. Such entries shall be connected by a paved surface to the public sidewalk, if applicable.

- e. All façades shall be treated with similar care and attention in terms of entries, fenestration, and materials.
- f. Emergency exits should be integrated into the building architecture.
- g. Infill lots. If the adjacent buildings are set back 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.
- h. Parking shall be subordinate in design and location to the principal building façade.
  - (1) 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 unless approved by the Board.
  - (2) Integrated garages. The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
  - (3) 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.
- (i) 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.
- (ii) Buildings shall have a clearly defined base and roof edge so that the façade has a distinct base, middle, and top.
- (e) 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.
- (f) Change in material shall accompany a change in form or plane and shall not be used within the same plane to reduce perceived bulk.
- (g) 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.
- (h) Locate an addition to the side or rear of the existing building to the greatest extent possible.
- (i) Entrances, exits, windows and doors shall be surrounded by architectural detail that highlights these features of the façade.
- (j) 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 shall be inset in order to create a shadow line and broken up with the use of mullions when possible.
- (k) All stairways to upper floors shall be enclosed within the exterior walls of buildings.
- (l) Garage entrances and service and loading areas shall not face an open space or street directly unless no other location is feasible.
- (m) 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.

I. Building Design Standards: Multiple Buildings on a Parcel

- 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 façades 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.

J. Building Design Standards: 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.

K. Design Guidelines

The Board may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the applicable districts. 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. Waivers

The Board may, upon written request of the applicant, waive any of the submission requirements of this Section. Applicants requesting waivers shall make such requests at a Pre-Application Conference with the Board at a public meeting, in order that the Board and staff may make a determination at the application and review phase as to what constitutes a complete submission. If, after the application has been filed and during the review process and public meeting or hearing, the Board determines that additional information is required in order for the Board to evaluate the project, the applicant shall submit the desired information.

The Board may, upon written request of the applicant, waive site and/or building design standards of this Section, 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 this Section.

M. Authority of the Board

- (a) Whenever an activity or use requires both site plan approval and one or more special permits, the Board shall conduct such reviews concurrently.
- (b) The Board may impose reasonable conditions necessary to satisfy compliance with the Review Standards in Section F.
- (c) The Board may reject any plan which fails to meet standards for health, safety, welfare and amenities appropriate to the special needs of the persons by whom such buildings are intended to be occupied and appropriate to the maintenance and preservation of health, safety, welfare and amenities in relation to adjacent and other properties in the neighborhood.
- (d) The Planning Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee, or mortgagee of the premises, or upon its own motion. All of the provisions of this Section applicable to approval shall, where apt, be applicable to such modification or amendment.

N. Timeline

- O. Site Plan Approval 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 of projects of average complexity should be completed no more than 6 months after the submission.

P. Decision

The decision of the Board shall be by a majority vote of the Board as constituted (i.e., three affirmative votes).

Q. Project Phasing

An Applicant may propose, in a Site Plan Approval submission, that a project be developed in phases subject to the approval of the Board, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid affordability requirement provisions, if applicable.

R. Appeal

Any person aggrieved by a decision of the Board made under this Section may appeal said decision to a court of competent jurisdiction under MGL c. 40A, § 17.

S. Severability

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

And to authorize the Town Clerk to make clerical revisions to section numbers and headings.

And to act on anything relating thereto.


Submitted by the Planning Board

DRAFT

**Article XX** To see if the Town will vote to amend the Zoning Map to include the Milton Village Planned Unit Development and the Brook Road Overlay District as described below: Milton Village Planned Unit Development: That portion of the Milton Village/Central Avenue Business District which is to the east of a North/South line drawn through the point on Eliot Street which is at the parcel boundary of Assessor's Parcel E-2-2 with the street address of 1 Eliot Street; and the Brook Road Overlay District: The subject parcels are identified on the Assessors Map as of January 1, 2018 as: D-1-1 (3 Laurel Road) D-1-2 (3 Laurel Road) and D-1-16 (5-9 Thacher Street); and to act on anything relating thereto.

*Insert zoning map image*

Submitted by the Planning Board

**RECOMMENDED that the Town vote** 

**COMMENT:** 



# Milton Village Mixed-use Planned Unit Development Boundary



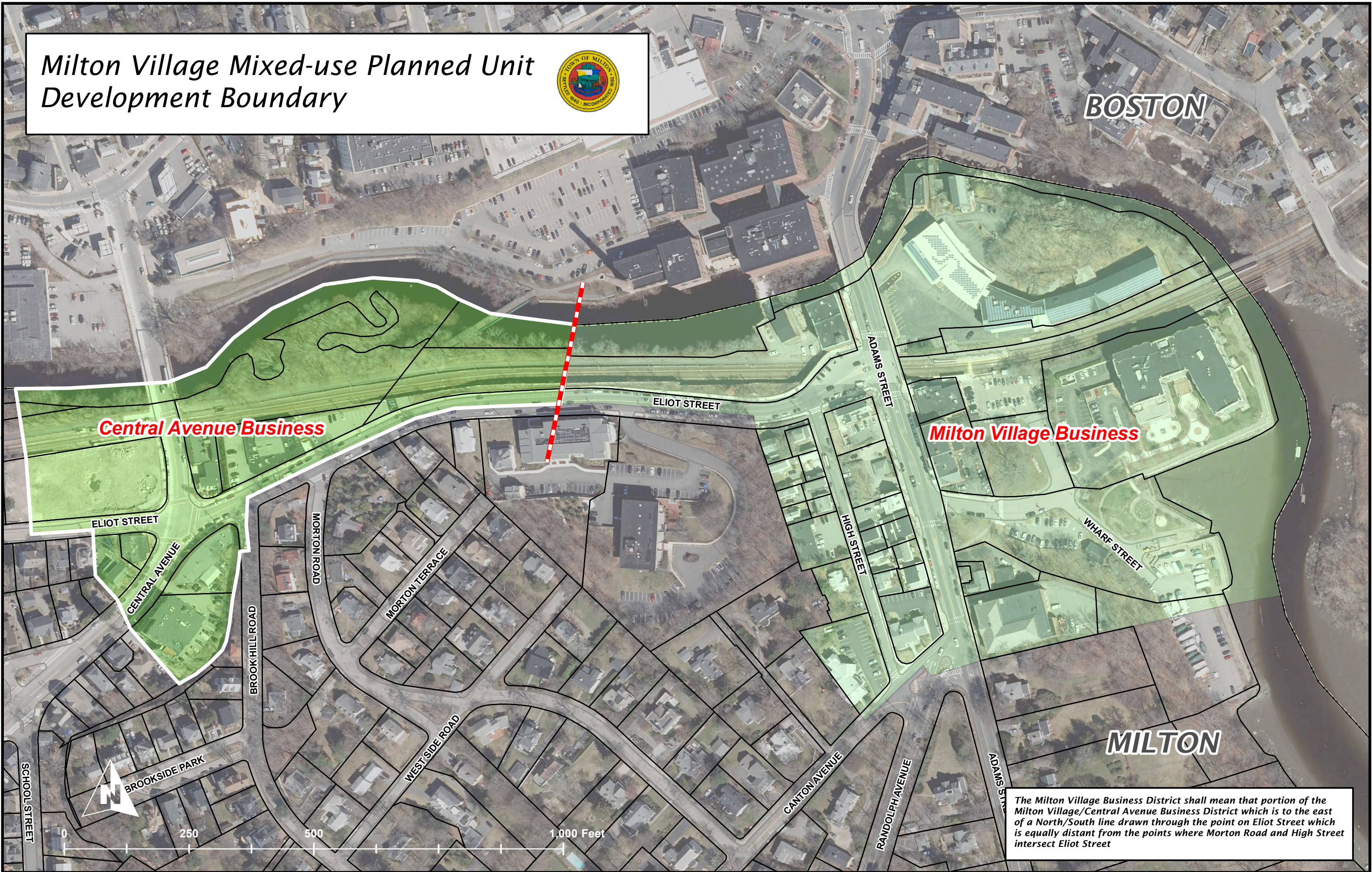
BOSTON

MILTON

**Central Avenue Business**

**Milton Village Business**

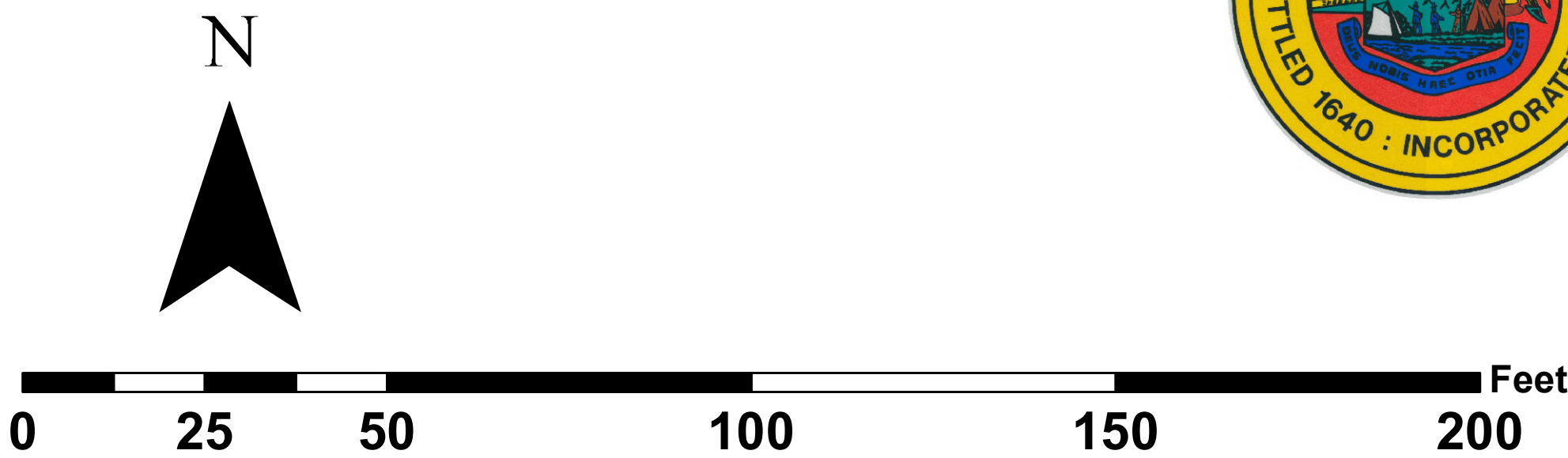
The Milton Village Business District shall mean that portion of the Milton Village/Central Avenue Business District which is to the east of a North/South line drawn through the point on Eliot Street which is equally distant from the points where Morton Road and High Street intersect Eliot Street



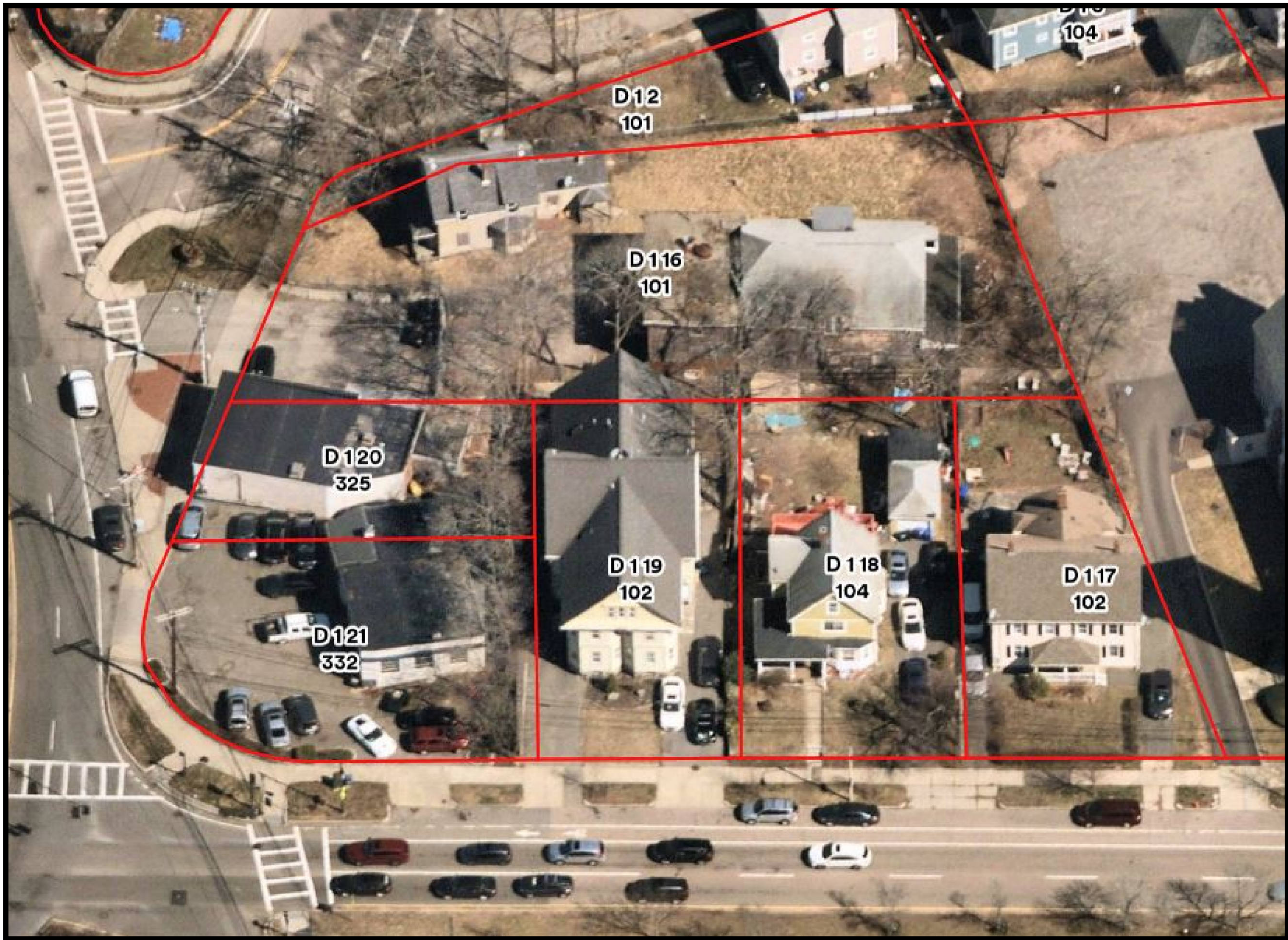




# BROOK ROAD OVERLAY DISTRICT POTENTIAL PARCELS



Parcel ID	Address	LandUse	Existing Use	Lot Area(s/f)	TotAcres
D 1 21	131 BROOK RD	332	Commercial - Auto	7,263	0.1667
D 1 17	154-156 BLUE HILLS PW	102	Two Family Residential	6,168	0
D 1 18	150 BLUE HILLS PW	104	Two Family Residential	7,493	0.172
D 1 19	142-148 BLUE HILLS PW	102	Condominium 4- Units	6,858	0
D 1 20	133 BROOK RD	325	Commercial	4,000	0.0918
D 1 16	9 THACHER ST	101	Single Family Residential	16,665	0.3824
D 1 2	3 LAUREL RD	101	Single Family Residential	2,075	0.0982



Produced by the Town of Milton GIS  
525 Canton Avenue Milton, MA 02186  
Date: October 26, 2024

Data Source:  
Town of Milton GIS.  
Town of Milton Office of the Assessors  
Aerial Imagery from NearMap

Map Created by Allan Bishop, GISP  
abishop@townofmilton.org / (617) 898-4973



## FINANCE COMMITTEE

### Goals

The finance committee shall meet regularly to review Town revenue and expenditures and to advise the Select Board and the Town Administrator on (1) the identification and presentation of capital needs, (2) the annual budget, (3) the 5-year financial plan, and (4) financial reports and other financial matters as requested by the Chair or three members of the Select Board. The finance committee shall also oversee the preparation of financial warrant articles for submission to the Warrant Committee in January of each year, and oversee the warrant preparation process for financial warrant articles on the Select Board's behalf.

### Membership

The finance committee shall consist of (2) members of the Select Board. ~~The Chair shall nominate the members of the finance committee. Said nominees of the Chair must be presented at an open meeting of the Select Board and~~ who shall be appointed by a majority vote of the Select Board.

### Procedures

The finance committee shall meet as needed, but ~~at least quarterly~~ no fewer than eight (8) times per year. The finance committee shall be a standing advisory committee. It shall be reorganized ~~within two (2) weeks~~ after the Annual Town Meeting. The finance committee may be dissolved only by a majority vote of the Select Board.

<i>1<sup>st</sup> Reading:</i>	<b>7/28/2021</b>
<i>2<sup>nd</sup> Reading:</i>	<b>4/6/2022</b>
<i>Adoption:</i>	<b>4/6/2022</b>

**Marion V. McEttrick**

Attorney at Law  
10 Crown Street  
Milton, MA 02186  
617-696-5569  
Fax 617-696-0552  
Cell 781-308-7912  
mmcettrick@gmail.com

November 7, 2024

Tom McCarthy  
Acting Director of Public Works  
Acting Chair, Milton Traffic Commission  
629 Randolph Avenue  
Milton, MA 02186

cc: Nicholas Milano, Town Administrator

RE: Request for Traffic Commission  
meeting to discuss creating designated  
loading zone and valet parking spaces  
on Adams Street

Dear Tom,

I represent the owners of Abby Park and Novara Restaurants. The purpose of this letter is to request that the Town of Milton re-stripe and provide signs on Adams Street between Franklin Street and Church Street, to create a loading zone from 11 am – 4 pm and to create six valet parking spaces in the same location, from 5 pm to midnight.

This proposal will require that the Traffic Commission meet to consider these changes, and then if they do recommend the changes, that the Select Board approve the changes. I request that a meeting of the Traffic Commission be posted at the earliest possible date, to consider this request. Now that the owners of Abby Park have been notified that the 4 Franklin Street lot closure is imminent, it is important to consider these changes soon.

Please let me know if someone else is acting Chair of the Commission following Chase Berkeley's departure for a new job, and I will re-direct this letter.

In anticipation of the planned construction of the new building, replacing the Falconi office building and parking lot on Franklin Street, and the loss of Abby Park's parking area, the owners of the restaurant entered into a license agreement with 480 Adams Street to allow restaurant

parking at that location after 5 pm, two years ago. Those spaces have not been heavily used to date, but will become much more important once the 4 Franklin Street lot is closed.

480 Adams Street will be a good location for an intensified valet parking service for both Novara and Abby Park, as well as for parking by restaurant patrons. Since it opened, Novara has always provided valet parking in its own lot on Church Street. Valet parking using street spaces is allowed only as permitted by the Town. With the closing of the 4 Franklin Street lot and the beginning of construction at that site, much more valet parking should be utilized to avoid increased congestion in East Milton Square in the evening.

During discussion about a proposed new restaurant at the Fruit Center Marketplace, the topic of valet parking and large truck delivery parking for these existing restaurants has come up. There are nine eating establishments on Adams Street between Granite Avenue and Church Street; all but the Dunkin Donuts are on the side where these loading and valet spaces are proposed. While both Abby Park and Novara were required to have designated off street parking in order to open, only two of the other eating establishments have any off-street parking. They all take deliveries from large and small trucks from the public ways. Organizing and regulating the location of truck deliveries, therefore, is a general parking and loading issue for East Milton Square, and not a problem just for Abby Park and Novara to solve.

At the time I represented Novara and the property owner for the initial restaurant approval, a combination of valet parking and a loading zone was to be created in the general area we are proposing now, subject to Town approval. Those spaces were marked at that time. I do not know why the Town has discontinued these marked zones but they should be reinstated.

I request that the length of street parking areas between Franklin Street and Church Street on that side of Adams Street be designated and marked as a loading zone (11 am to 4 pm) and as six valet parking spaces, 4 pm to midnight.

Please let me know when a Traffic commission meeting is scheduled so that we can attend to explain this proposal in more detail.

Thank you.

Sincerely,

*Marion McEttrick*

Marion V. McEttrick

**Town of Milton**  
**Application for Volunteer Appointment to**  
**Boards, Committees, and Commissions**

Residents interested in volunteering to serve on a Board, Committee, or Commission are requested to fill out the form below and submit by email to the Select Board, at [volunteer@townofmilton.org](mailto:volunteer@townofmilton.org), by mail to Select Board Office: ATTN: Volunteers, 525 Canton Avenue, Milton, MA, 02186, or in person to the Select Board Office.

<b>Name:</b> <u>Fiona Jevon</u>	<b>Date:</b> <u>Nov 11th, 2024</u>
<b>Address:</b> <u>[REDACTED]</u>	<b>Home Phone:</b> <u>[REDACTED]</u>
<b>Email:</b> <u>[REDACTED]</u>	<b>Cell Phone:</b> <u>[REDACTED]</u>
<b>Registered Voter in Milton:</b> <u>yes</u>	<b>Precinct:</b> <u>2</u>

Please check the Board, Committee, or Commission that is of interest to you. One application is required for each requested Board, Committee, or Commission. An individual may serve on only up to two different Boards, Committees, or Commissions.

If you are interested in serving, but are unsure which might be the best fit, please contact Town Administrator Nicholas Milano at [nmilano@townofmilton.org](mailto:nmilano@townofmilton.org) to discuss and learn more.

**General Government - Select Board**

- ☐ Board of Registrars
- ☐ Commission on Disability
- ☐ Council on Aging
- ☐ Local Emergency Planning Committee
- ☐ Municipal Broadband Committee
- ☐ Retirement Board
- ☐ Telecommunication Design Review Committee
- ☐ Traffic Commission

**General Government - Town Moderator**

- ☐ Audit Committee
- ☐ Board of Appeals
- ☐ Bylaw Review Committee
- ☐ Fire Station Building Committee
- ☐ Information Technology Committee
- ☐ Personnel Board
- ☐ Redistricting Committee
- ☐ Warrant Committee

**Finance - Select Board**

- ☐ Capital Improvement Planning Committee
- ☐ Education Fund Committee
- ☐ PILOT (Payment in Lieu of Taxes) Committee

**Community Advocacy - Select Board**

- ☐ Airplane Noise Advisory Committee
- ☐ Animal Shelter Advisory Committee
- ☐ Bicycle Advisory Committee
- ☐ Climate Action Planning Committee
- ☐ Cultural Council
- ☐ Equity and Justice for All Advisory Committee
- ☐ Bicycle Advisory Committee
- ☐ Climate Action Planning Committee
- ☐ Cultural Council
- ☐ Equity and Justice for All Advisory Committee
- ☐ Historical Commission
- ☐ Local Historic District Study Committee
- ☐ Trustees of the Affordable Housing Trust
- ☐ Youth Task Force

**Town of Milton**  
**Application for Volunteer Appointment to**  
**Boards, Committees, and Commissions**

**Land Use and Conservation - Select Board**

- ☐ Community Preservation Committee  
☐ Conservation Commission  
☐ Open Space & Recreation Planning Committee  
☒ Shade Tree Advisory Committee  
☐ Sign Review Committee

**General Government - Select Board and Planning Board**

- ☐ Master Plan Implementation Committee

**General Government - Select Board and Town Moderator**

- ☐ School Building Committee

1. What professional experience, life experience, skills, insight, education, or special training would you bring to the Board, Committee, or Commission? A resume (one to two pages) is welcome but not required. You may optionally post a link to your LinkedIn resume here.

I am a forest ecologist with a PhD from Dartmouth College. I am currently a postdoctoral associate at Yale University, where I study forests and climate change. In January I begin a new job as an Assistant Professor in Environmental Science at Babson College. I have expertise in forest and tree health, climate risks, and urban ecology.

2. Please describe your familiarity with the work that the Board, Committee, or Commission you are applying for does? If so, have you attended any meetings?

I have attended a meeting of the Shade Tree Advisory Committee and was invited to join based on my background and work with the conservation subgroup of Milton's Climate Action Planning Committee (for which I am a non-voting member). I understand that the STAC primarily advises and supports the town in planning the planting and care for shade trees.

3. What level of meeting frequency are you able to attend?

- a. Twice Weekly ☐  
b. Weekly ☐  
c. Twice Monthly ☐  
d. Monthly ☒

**Town of Milton**  
**Application for Volunteer Appointment to**  
**Boards, Committees, and Commissions**

4. Have you previously been a member of a Board, Committee, or Commission, in Milton or elsewhere? If so, please list the name(s) and approximate dates of service.

See below (no previous work)

5. Are you currently serving on any Board, Committee, or Commission? If so, please provide the name of the Board, Committee, or Commission and when you were appointed.

I am currently a non-voting member of the Climate Action Planning Committee (as of August 2024).

6. Do you or anyone in your immediate family have a current employment or business relationship with the Town of Milton that could create a conflict of interest? If so, please describe.

No



**Town of Milton**

**Application for Volunteer Appointment to**

**Boards, Committees, and Commissions**

7. Are there any other possible conflicts of interest for serving on this Board, Committee, or Commission? If so, please describe.

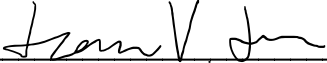
No

**Town of Milton**  
**Application for Volunteer Appointment to**  
**Boards, Committees, and Commissions**

**REQUIRED: Please read the following and sign in acknowledgement that you understand and agree:**

The completion of this form does not guarantee my appointment. This application will be kept on file for two (2) fiscal years (July 1 – June 30); after that I must file a new application to be considered for an appointment. Being appointed to a board, committee, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A and Open Meeting Law MGL Chapter 30A, §§ 18-25. I understand that I will read the Open Meeting Law Guide, the Summary of the Conflict of Interest, take the online Conflict of Interest training, and be sworn in by the Town Clerk within two weeks after my appointment.

**PLEASE NOTE: Once this form is submitted, it becomes a public document. If there is information that you do not want open to the public, please do not include it on this form. Information that will be redacted prior to the form being made public includes personal information includes: address, phone numbers, and email addresses.**

**Applicant Signature:** 

**Date:** 11 Nov 2024

**Official Use Only:**

Date of Application

Acknowledgement: \_\_\_\_\_

Date Appointment Letter Sent: \_\_\_\_\_

Method of

Acknowledgement: \_\_\_\_\_

Method of

Acknowledgement: \_\_\_\_\_

No Openings at this time: \_\_\_\_\_

Date Committee Chair Notified: \_\_\_\_\_

Appointing Authority: Select Board \_\_\_\_\_ Planning Board \_\_\_\_\_ Town Moderator \_\_\_\_\_

Board/Committee/Commission: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Term: \_\_\_\_\_

**DRAFT**

**Joint Meeting of the Select Board and Planning Board  
Meeting Minutes**

**Meeting Date:** 2/26/2024

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

**Planning Board Members in Attendance:** Meredith Hall, Chair; Jim Davis, Sean Fahy; Margaret (Maggie) Oldfield; Cheryl Tougias; Tim Czerwienski, Town Planner, Josh Eckart-Lee, Asst. Town Planner and Julia Getman, Clerk of the Planning Board

**Guests:** Attorney Peter Mello, Office of Town Counsel, Attorney Thomas Dougherty, Milton Resident

**Meeting Location:** ZOOM

**Time Meeting called to Order:** 4:04PM

**Time Meeting Entered Executive Session:** 4:05PM

**Time Meeting Adjourned from Ex. Session:** 6:26PM

**1. Call to Order**

Chair Zullas called the Joint Meeting of the Select Board and Planning Board to order at 4:04PM.

**2. Discussion/Approval – March Primary Election Warrant: Tuesday, March 5, 2024**

Mr. Wells moved to approve the March Primary Election Warrant: Tuesday, March 5, 2024. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to approve the March Primary Election Warrant: Tuesday, March 5, 2024.

**BRADLEY: YES**

**MUSTO: YES**

**WELLS: YES**

**ZOLL: YES**

**ZULLAS: YES**

**3. Executive Session – Pursuant to M.G.L. c. 30A, § 21(a)(3) – Discussion regarding strategy with respect to litigation that the Commonwealth of Massachusetts has threatened to commence against the Town relating to M.G.L. c. 40A §3A (entitled “Multi-family zoning as-of-right in MBTA communities”)**

Chair Zullas moved to adjourn from Open Session and enter into Executive Session to discuss strategy with respect to litigation that the Commonwealth of Massachusetts has threatened to commence against the Town relating to M.G.L. c. 40A §3A (entitled “Multi-family zoning as-of-right in MBTA communities”) 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 not return to Open Session. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to adjourn and enter Executive Session.

**BRADLEY: YES**

**MUSTO: YES**

**WELLS: YES**

**ZOLL: YES**

**ZULLAS: YES**

At 4:05PM, Chair Hall called the Joint Meeting of the Planning Board and Select Board to order.

Chair Hall moved to enter into Executive Session to discuss strategy with respect to litigation that the Commonwealth of Massachusetts has threatened to commence against the Town relating to M.G.L. c. 40A §3A (entitled “Multi-family zoning as-of-right in MBTA communities”) based on my belief that discussion of this matter in open session may have a detrimental effect on the litigating position of the P Board. The Planning Board will not return to Open Session. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to adjourn and enter Executive Session.

**TOUGIAS: YES**

**OLDFIELD YES**

**DAVIS: YES**

**FAHY: YES**

**HALL: YES**

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

**Draft**

## **Select Board Meeting Minutes**

**Meeting Date:** 11/12/2024

**Members in Attendance:** Richard G. Wells, Jr., Chair; Roxanne F. Musto, Vice Chair; John C. Keohane, Secretary, Erin G. Bradley, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

**Members Absent:** Benjamin D. Zoll

**Meeting Location:** Council on Aging - Hybrid

**Time Meeting called to Order:** 7:07PM

**Time Meeting Adjourned:** 7:53PM

### **1. Call to Order**

### **2. Pledge of Allegiance**

Chair Wells called the meeting to order at 7:04PM and led the Pledge of Allegiance.

### **3. Public Comment**

Diane DiTullio Agostino – 147 Ridgewood Rd.

Chair of the Milton Commission on Disability, Town Meeting Member, Pt. 9

Ms. DiTullio Agostino shared concerns regarding the voting process that took place during the May 2023 Annual Town Meeting. She noted that the Town did not fully adhere to the state guidelines for implementing the new bylaw regarding electronic voting equipment. She feels that the new voting equipment was used prematurely.

Ms. DiTullio Agostino expressed concern regarding a vote taken during the May 2024 Annual Town Meeting that did not abide by the Articles of the Conservation Commission relative to Pope's Pond.

Ms. DiTullio Agostino also raised concerns regarding the property located at 111 Highland Street and the role the Conversation Commission had in its development.

### **4. Public Hearing for Property Tax Classification under the provisions of Chapter 40, Section 56 of the Massachusetts General Laws**

At 7:09PM, Chair Wells moved to open the Public Hearing. The motion was seconded by Ms. Musto. The Board voted all in favor to open the Public Hearing.

Chair Wells welcomed Charlie O'Shea, Chief Appraiser and William Bennett, Chair of the Board of Assessors, to the meeting and allowed them to present the 2025 Tax Classification for the Town of Milton.

Mr. O'Shea provided a brief overview and Mr. Bennett elaborated on key points.

Chapter 40 Section 56 of the Massachusetts General Laws requires the Select Board to make policy decisions regarding the property tax burden to be borne by each class of property: Residential, Open Space, Commercial, Industrial and Personal.

- Changes to this year's assessed values are based on property sales in calendar year 2023 as well as new houses and renovations to existing properties, known as new growth. Valuation from new growth increased the tax base by \$1,290,115.
- Residential property values continued to record highs. Continued demand resulted in the average assessed value of a single-family home increasing 2%, from \$1,008,087 to \$1,028,487.
- Commercial and Industrial properties saw a larger increase with Commercial going up 9% and Industrial increasing 9%.
- Estimated fiscal year 2025 maximum allowable tax levy of \$101,944,061 represents a 3.7% increase from the prior year.
- The average single family tax bill will increase an estimated \$403, or 3.7% and the residential tax rate will increase just over 1% from \$10.92 to \$11.09.

Mr. O'Shea and Mr. Bennett responded to questions raised by the Members.

At 7:24PM, Chair Wells moved to close the Public Hearing on Property Tax Classification. The motion was seconded by Ms. Musto. The Board voted all in favor to close the Public Hearing.

## **5. Discussion/Approval – Vote on a residential factor for the Fiscal Year 2025 real and personal property tax rates**

Chair Wells moved that the Town of Milton adopt a minimum residential factor of 0.9775. The motion was seconded by Ms. Musto. The Board voted all in favor to approve the tax classification for the Town of Milton for 2025.

## **6. Discussion/ Approval – Special Town Meeting date and timeline**

### **a. Potential Dates for a Special Town Meeting: February 10, 2025 or February 24, 2025**

Mr. Milano, the Town Administrator, reviewed the available dates for the Special Town Meeting and made his recommendation. February 24<sup>th</sup> would ensure that the Warrant Committee has enough flexibility to review the articles and make their recommendations.

Chair Wells moved to approve the date for the Special Town Meeting: February 24, 2025. The motion was seconded by Mr. Keohane. The Board voted all in favor of February 24, 2025 for the Special Town Meeting.

## **7. Discussion/Update – Potential Special Town Meeting Warrant Articles**

**a. Warrant Article for an appropriation from the PEG Access Enterprise Fund for equipping the new meeting room in the former Fire Headquarters building for televised meetings**

**b. Warrant Article for a Home Rule Petition re: Liquor Licenses for restaurants/on premises**

**c. Warrant Article regarding Town Bylaws Chapter 105 Alcoholic Beverages**

**d. Warrant Article for a Home Rule Petition to Establish a Senior Means Tested Property Tax Exemption**

**e. Other Warrant Articles**

Mr. Milano provided the Members with an overview of proposed warrant articles for the Special Town Meeting.

- a. Outfit the new conference room with technology to allow more Boards and Committees to utilize the space for televised and hybrid meetings.
- b. Request to grant the Town of Milton additional alcohol licenses for future on-premise restaurants. Under M.G.L., c. 138, s. 12, Milton falls under the category of a “dry” town for on-premises restaurants and has no authority to issue any liquor licenses without special legislative approval.  
Amend the Town Bylaws to allow certain exceptions for serving alcohol on public property.
- c. The Senior Circuit Breaker tax credit is based on the actual real estate taxes paid on the Massachusetts residential property you own or rent and occupy as your principal residence.

Mr. Milano noted that this is not the final list. Articles from the School Building Committee have been submitted. Mr. Milano anticipates additional articles will follow. He will keep the Select Board apprised of any changes.

## **8. Discussion/Approval – Change of Manager at Milton Fuller Housing Corp., d/b/a: Fuller Village**

**a. Liquor License - 00007-RS-0720 for 1399 Blue Hill Ave**

**b. Liquor License - 00010-RS-0720 for 1372 Brush Hill Road**

Mr. Milano, the Town Administrator, provided an update. As the new Executive Director of Fuller Village, Molly Welch’s position needs to be formally recorded with the Massachusetts

Alcohol Beverage Control Commission, (ABCC). Ms. Welch will be the Manager for their alcohol licenses.

Chair Wells moved to approve the amendments for the Change of Manager at Milton Fuller Housing Corp., d/b/a: Fuller Village for: Liquor License - 00007-RS-0720 - 1399 Blue Hill Ave and Liquor License - 00010-RS-0720 - 1372 Brush Hill Road. The motion was seconded by Ms. Musto. The Board voted all in favor to approve the amendments for the Change of Manager at Milton Fuller Village Housing Corp. d/b/a Fuller Village.

## **9. Discussion – Select Board Finance Committee Membership and Charge**

This matter has been deferred.

## **10. Discussion Approval – Committee Appointments /Reappointments**

### **a. Conservation Commission - Appointment (1)**

#### **i. Charles Bosworth**

#### **ii. Georgia Lee**

Chair Wells moved to approve the recommendation of John Kiernan, Chair of the Conservation Commission to appoint Charles Bosworth to the Conservation Commission for a three- year term. The motion was seconded by Ms. Bradley. The Board voted 2-1 to approve. Ms. Musto abstained from the vote.

### **b. Equity and Justice for All Advisory Committee - Reappointments (3)**

#### **i. Linda Champion**

#### **ii. Christopher Hart**

#### **iii. Patricia Latimore**

Chair Wells moved to reappoint the following individuals to the Equity and Justice for All Advisory Committee: Linda Champion, Christopher Hart and Patricia Latimore. The motion was seconded by Ms. Bradley. The Board voted all in favor to approve the appointments.

## **11. Discussion/Approval – One -Day Liquor License Applications**

### **a. Historic New England - Eustis Estate: 1424 Canton Ave.**

#### **i. December 5, 2024- 7PM-9PM: Christmas Cheers- Holiday Music and House Tour**

#### **ii. December 8, 2024- 3PM-5PM: Holiday Tea**

#### **iii. December 12, 2024-6PM-8PM: Gilded Glow-Holiday Concert**

#### **iv. December 15, 2024- 3PM-5PM: Holiday Tea**

#### **v. December 16, 2024- 3PM-5PM: Holiday Tea**

#### **vi. December 17, 2024- 3PM-5PM: Holiday Tea**



**vii. December 19, 2024- 7PM-9PM: Christmas Cheers - Holiday Music and House Tour**

Ms. Bradley moved to approve the following one-day liquor licenses to Historic New England-Eustis Estate for the following dates:

December 5, 2024- 7PM-9PM: Christmas Cheers- Holiday Music and House Tour

December 8, 2024- 3PM-5PM: Afternoon Tea

December 12, 2024-6PM-8PM: Gilded Glow-Holiday Concert

December 15, 2024- 3PM-5PM: Holiday Tea

December 16, 2024- 3PM-5PM: Holiday Tea

December 17, 2024- 3PM-5PM: Holiday Tea

December 19, 2024- 7PM-9PM: Christmas Cheers- Holiday Music and House Tour

The motion was seconded by Ms. Musto. The Board voted all in favor of the one-day liquor license applications.

**12. Discussion/Approval – Use of the Town Green and the Baron Hugo Gazebo**

**a. Sunday, December 8, 2024 from 11AM-12PM - Annual Marine Toys for Tots Toy Drive sponsored by Francine Jeffers of Kelley & Rege Properties**

**b. Holiday Memorial Tree Program and Lighting Ceremony sponsored by the Rotary Club of Milton**

Ms. Bradley moved to approve the use of the Town Green and the Baron Hugo Gazebo on Sunday, December 8, 2024 for the Annual Marine Toys for Tots Toy Drive sponsored by Francine Jeffers of Kelley & Rege Properties. The motion was seconded by Ms. Musto. The Board voted all in favor to approve the use of the Town Green and Baron Hugo Gazebo.

Ms. Bradley moved to approve the use of the Town Green and the Baron Hugo Gazebo for the Holiday Memorial Tree Program and Lighting Ceremony sponsored by the Rotary Club of Milton on a date to be determined. The motion was seconded by Ms. Musto. The Board voted all in favor to approve the use of the Town Green and Baron Hugo Gazebo.

**13. Discussion/Approval – Meeting Minutes: October 8, 2024, October 22, 2024**

Ms. Bradley moved to approve the meeting minutes for October 8, 2024 and October 22, 2024. The motion was seconded by Ms. Musto. The Board voted all in favor of the meeting minutes.

**14. Town Administrator's Report**

Mr. Milano expressed his appreciation to Kevin Cook, Milton's Veterans' Service Agent for coordinating the Veterans' Day Remembrance Ceremony.

Mr. Milano also thanked Capt. Chris “Chowdah” Hill, Commanding Officer of USS Dwight D Eisenhower CVN-69 for his inspiring speech on morale.

The MBTA Communities Forum scheduled for Thursday, November 14<sup>th</sup> at 7PM has been cancelled.

Mr. Milano congratulated Peter Rizzi on his promotion to Superintendent of Water and Sewer.

The Director of Planning and Community Development position is open and the description has been posted on the Town’s website.

MassDOT will be hosting a Public Information Meeting on the Intersection Improvements at Randolph Avenue (Route 28) and Chickatawbut Road on November 14<sup>th</sup>, 2024 from 6:30-7:30pm via Zoom.

### **15. Chair’s Report**

Chair Wells extended his appreciation to everyone who participated in the Veterans’ Day Remembrance Ceremony. He also expressed his gratitude to the Rotary Club of Milton for coordinating a team of residents, business leaders and students to clean and restore the headstones of veterans at Milton Cemetery. It was a labor of love.

Chair Wells congratulated Mrs. Maritta Cronin on being selected to receive the 2024 M. Joseph Manning Award for Community Service.

Ms. Bradley extended her appreciation to the Milton Fire Department for all their hard work over the past few weeks battling brush fires due to the dry weather conditions. She also commended MFD for assisting her neighbors when their house caught fire.

### **16. Public Comment Response**

No public comment response.

### **17. Future Meeting Dates: (Tentative) Tuesday, November 26, 2024, Tuesday, December 10, 2024**

The Board will not meet on November 26<sup>th</sup> in observance of Thanksgiving. The Board is scheduled to meet on December 10<sup>th</sup>. If an additional meeting is needed prior to December 10th, Mr. Milano will coordinate with the Members.

### **18. Future Agenda Items**

No new items were requested.

### **19. Adjourn**

At 8:08PM, Ms. Musto moved to adjourn. The motion was seconded by Mr. Keohane. The Board voted all in favor to approve.

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

## Documents

Tax Classification Package prepared by the Assessors and Chief Appraiser, Charlie O'Shea

Fuller Village: Change of Manager amendments for:

Liquor License - 00007-RS-0720 for 1399 Blue Hill Ave

Liquor License - 00010-RS-0720 for 1372 Brush Hill Road

Volunteer application from Charles Bosworth

Volunteer application from Georgia Lee

One-Day Liquor License applications from Historic New England-Eustis Estate for:

December 5, 2024- 7PM-9PM: Christmas Cheers- Holiday Music and House Tour

December 8, 2024- 3PM-5PM: Afternoon Tea

December 12, 2024-6PM-8PM: Gilded Glow-Holiday Concert

December 15, 2024- 3PM-5PM: Holiday Tea

December 16, 2024- 3PM-5PM: Holiday Tea

December 17, 2024- 3PM-5PM: Holiday Tea

December 19, 2024- 7PM-9PM: Christmas Cheers- Holiday Music and House Tour

Application from Francine Jeffers of Kelley & Rege Properties for the use of the Town Green and Baron Hugo Gazebo on December 8, 2024 -Toys for Tots Drive

Meeting Minutes: October 8, 2024 and October 22, 2024