



**RECEIVED**

By Town Clerk's Office at 3:41 pm, Feb 24, 2022

# TOWN OF BURLINGTON

## Meeting Posting

Email Posting to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerks Office. Thank you  
Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Select Board

DATE: February 28, 2022, General Session  
Monday

TIME: 6:00 p.m.

PLACE: Burlington Town Hall, 29 Center Street Main Meeting Room, 2<sup>nd</sup> Floor /  
Cisco Webex On-Line Meeting

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m4805046f135c74ad17e313a94f0c8425>

Meeting number 2336 523 2616 Password EDm5kgFss43

Dial [23365232616@townofburlington.webex.com](tel:23365232616) You can also dial 173.243.2.68 and enter your meeting number

### AGENDA

Submitted 2/24/2022

#### GENERAL SESSION

	Pledge of Allegiance	6:00 p.m.
408	Appointment: Accounting Department - Accounting Technician	6:01 p.m.
409	Approval: Election Warrant for signatures	6:05 p.m.
410	Approval: North Shore Water Resilience Task Force	6:10 p.m.
411	Approval: Mama Bear Effect – Town Common	6:15 p.m.
412	Approval: Burlington Pride Celebration – Town Common	6:20 p.m.
413	Approval: BHS Post Grad Committee – Details	6:25 p.m.
414	Update/Discussion: Bring me to Burlington Website	6:30 p.m.
415	Update: Burlington Housing Partnership Committee	7:00 p.m.
416	Update: DEI Committee	7:10 p.m.



417	Approval:	New Victualler's Licenses <ul style="list-style-type: none"><li>• Rita's Enterprises Catering-800 District Ave</li><li>• Citra Fresh Café – 67 South Bedford Street</li><li>• Jersey Mike's – 50 Summit Drive</li></ul>	7:20 p.m.
418	Approval:	Transfer Victualler/Entertainment/Inn holder <ul style="list-style-type: none"><li>• Hilton Garden-5 Wheeler Road</li></ul>	7:25 p.m.
419	Approval:	Change of Officer/Ownership Interest <ul style="list-style-type: none"><li>• Yard House USA, Inc.</li></ul>	7:30 p.m.
420	Public Hearing:	New All Alcohol Package Store <ul style="list-style-type: none"><li>• Liquor Market – 157 Bedford Street</li></ul>	7:35 p.m.
421	Public Hearing:	Con't Grant of Location <ul style="list-style-type: none"><li>• Cambridge Network Solutions</li><li>• Burlington Mall Road at South Bedford Street</li></ul>	7:40 p.m.
422	Public Hearing:	Con't Grant of Location <ul style="list-style-type: none"><li>• Cambridge Network Solutions</li><li>• 66 Burlington Mall Road</li></ul>	7:45 p.m.
423	Approval:	Minutes: <ul style="list-style-type: none"><li>• Regular 11/8/2021</li></ul>	
424		Subcommittee Reports	
425		Chairman's Report	
426		Town Administrator's Report	
427		Old/New Business	
428		Citizen's Time	

# Select Board

Item #

408



## TOWN OF BURLINGTON

John Danizio  
Town Accountant/Assistant Town Administrator  
Accounting Department  
29 Center Street, 2nd Floor | Burlington, MA 01803  
(781) 505-1197 | [jdanzio@burlington.org](mailto:jdanzio@burlington.org)

### MEMORANDUM

To: Paul Sagarino, Town Administrator  
From: John Danizio, Town Accountant  
Re: Accounting Department Appointment  
Date: February 22, 2022

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The purpose of this memorandum is to recommend the appointment of Rifat Dina Ahmed to the position of Accounting Technician in the Accounting Department.

Ms. Ahmed was educated in the Burlington School System. She is a graduate of Burlington High School and the University of Massachusetts in Lowell. After graduating she spent several years working in the biomedical field and the several more in public education. Most recently she has been working in the municipal environment as a Health and Wellness Program Associate with the Billerica Council on Aging. Ms. Ahmed demonstrates the work ethic, attention to detail, strong problem solving skills, and customer service skills necessary for her integrate nicely into the accounting and finance team.

It is with great pleasure that I submit Dina Ahmed for appointment in the accounting department. Her appointment would be effective date March 21, 2022.

# Select Board

Item #

409

**THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex SS.

To either of the Constables of the Town of Burlington GREETINGS.

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of BURLINGTON who are qualified to vote in elections, to meet at the BURLINGTON HIGH SCHOOL GYMNASIUM ON SATURDAY the Ninth day of APRIL, 2022, from 8:00 am to 8:00 pm for the following purpose:

TO CAST THEIR VOTES IN THE ANNUAL TOWN ELECTION FOR THE FOLLOWING:

<u>Office</u>	<u>Term</u>	<u># of Seats</u>
Moderator	1 Yr.	1
Select Board	3 Yr.	2
Assessor	3 Yr.	1
School Committee	3 Yr.	2
Library Trustees	3 Yr.	2
Planning Board	5 Yr.	2
Board of Health	3 Yr.	2
Constable	3 Yr.	2
Housing Authority	1 Yr.	1
Recreation Commission	3 Yr.	1
Precinct 1 TMM	3 Yr.	6
Precinct 1 TMM	2 Yr.	1
Precinct 2 TMM	3 Yr.	6
Precinct 2 TMM	2 Yr.	1
Precinct 2 TMM	1 Yr.	2
Precinct 3 TMM	3 Yr.	6
Precinct 4 TMM	2 Yr.	6
Precinct 4 TMM	1 Yr.	2
Precinct 5 TMM	3 Yr.	6
Precinct 6 TMM	3 Yr.	6
Precinct 7 TMM	3 Yr.	6
Precinct 7 TMM	2 Yr.	3
Precinct 7 TMM	1 Yr.	1

And you are directed to serve this Warrant, by posting up attested copies thereof at BURLINGTON TOWN HALL AND BURLINGTON HIGH SCHOOL seven days at least before the time of holding said meeting.

HEREOF FAIL NOT, AND MAKE DUE RETURN OF THIS WARRANT, with your doings thereon, to the Town Clerk. at the time and place of meeting, as aforesaid.

Given under our hands this 28 day of February 2022.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SELECT BOARD OF BURLINGTON

A TRUE COPY ATTEST: \_\_\_\_\_ Constable. \_\_\_\_\_ Date Posted

Warrant must be posted by March 29, 2022 (at least seven days prior to the April 9, 2022 Election)

# Select Board

Item #

410

North Shore Water Resilience Task Force

***Below is a draft charter agreement for the North Shore Water Resilience Task Force - a final document would be formatted more elegantly.***

**Mission**

The North Shore Water Resilience Task Force aims to identify and advance long-term solutions to improve water supply resilience and ecosystem health in the Ipswich River Watershed. We will do this by:

- Working to understand one another's important challenges and goals;
- Engaging meaningfully and in good faith in discussions determined by the group as key to regional success;
- Working to reach a common understanding of the best potential solutions to achieve water supply resilience and ecosystem health; and
- Seeking full consensus on actions to support the most promising solutions.

**Members**

The task force defines membership as communities and organizations whose missions will be directly impacted by the outcome of the discussions to be taken up by the task force and whose agreement defines consensus. These members are identified as follows:

- |  |                              |
|--|------------------------------|
| City of Beverly                        | Town of Danvers              |
| <b>City of Lynn</b>                    | Town of Hamilton             |
| City of Peabody                        | Town of Ipswich              |
| City of Salem                          | Town of Middleton            |
| Ipswich River Watershed Association    | <b>Town of North Andover</b> |
| <b>Lynnfield Center Water District</b> | <b>Town of North Reading</b> |
| Salem and Beverly Water Supply Board   | <b>Town of Reading</b>       |
| <b>Town of Andover</b>                 | Town of Topsfield            |
| <b>Town of Boxford</b>                 | Town of Wenham               |
| <b>Town of Burlington</b>              | <b>Town of Wilmington</b>    |

**Additional State and Regional Stakeholders**

Other entities who are not task force members may still have important stakes in the deliberations and outcomes of the task force, and their input, perspective, and knowledge could add value to the work of the task force. Additionally, certain task force actions may require one or more of these entities to participate as partners and to be included actively in the consensus-building process. These entities include, but are not necessarily limited to:

- |   |   |
|---|---|
| MA Executive Office of Energy and Environmental Affairs | Trout Unlimited   |
| MA Department of Environmental Protection               | Trustees of Reservation   |
| MA Department of Conservation and Recreation            | Parker River Association  |
| MA Department of Fish and Game                          | Town of Essex   |
| Massachusetts Water Resources Authority                 | Town of Manchester-by-the-Sea   |
| MassBays  | Town of Rockport  |
| Massachusetts Rivers Alliance                           | City of Gloucester  |
| Massachusetts Water Works Association                   | <del>City of Lynn</del>   |
| Mass Audubon Society                                    | <del>All other communities of the Ipswich River Watershed:</del>  |
| Essex County Green Belt                                 | <del>Towns of Andover, Boxford, Burlington, North Andover, North Reading, Reading, and Wilmington and the Lynnfield Center Water District</del> |

**As its understanding of the issues laid out in this document evolve, the task force will endeavor to ensure that the appropriate municipalities, agencies, organizations, and members of the public are involved at the appropriate level. This may involve amending the list of members and/or additional stakeholders.**

**Conveners**

The following legislators are conveners of the task force, supporting the actions and initiatives of the taskforce and providing direct logistic support.

- |                          |                             |
|--------------------------|-----------------------------|
| Senator Bruce Tarr       | Representative Sally Kerans |
| Senator Joan Lovely      | Representative Brad Jones   |
| Senator Brendan Crighton | Representative Lenny Mirra  |



## Facilitators

The conveners are invoking the services of the following facilitation team to assist the task force in accomplishing its goals:

Martin Pillsbury, Metropolitan Area Planning Council  
Leah Robins, Metropolitan Area Planning Council  
Sara Cohen, MA Department of Conservation and Recreation

## Initial Topics of Focus for Consensus Building

- Can the region improve water resource resilience and long-term supply security/sufficiency through a more robust interconnection network? Can an Integrated Water Resources Planning approach be a part of the solution?
- What is the feasibility and desirability of bringing additional water to Ipswich-reliant communities from adjacent watersheds?
- What is the feasibility and desirability of developing a reservoir in Topsfield?
- What is the feasibility and desirability of bringing in more MWRA water as part of the solution?
- What is the feasibility and desirability of desalination in the region?
- Is there a role for a new or resurrected regional water authority or sub-authority for the region?
- Is there interest in, and potential benefit from, more consistent messaging and water conservation throughout the region? Is there interest in, and potential benefit from, more consistent targets for residential per capita use and unaccounted-for water in the region? Can information-sharing among stakeholders help promote the most effective rate structures and water conservation programming?
- How can the region most productively spend earmarked money available for task force efforts in fiscal year 2022?
- Can the region pursue other short-term and longer-term financial resources for the region, such as funds through Chapter 259 of the Acts of 2014, bonding, or other state or federal funds?
- How should the task force draw from experience to make a regional collaboration as likely as possible to succeed?
- Can/should the task force develop a joint narrative of the region's status and desired future?
- What are the appropriate metrics of sustainability for the Ipswich River Watershed?

## Roles and Responsibilities

- **Members** will engage in discussion, information sharing, problem solving and consensus building to advance the mission of the task force. They will participate in good faith with the operations of the task force as described in the Member Agreements.
- **Additional State and Regional Stakeholders**, though not signatories to this charter, are anticipated to serve as advisors and supporters of the task force efforts at critical junctures, to potentially serve on subgroups of the task force, and to provide valuable perspective on various topics, as appropriate.
- **Conveners** will coordinate meeting space, scheduling, and logistics for task force operations and support the goals and initiatives of the task force through legislative action and other external support. They will also direct communication with the task force and outside stakeholders, including drafting press releases.
- **Facilitators** will help prepare for and moderate meetings, advise on structure and process to advance task force goals, assist in tracking and documenting decisions, and work to help parties resolve conflict. They will be available as a resource for all participants to share thoughts and concerns and are contacts for feedback on process, agenda items, and meeting summaries. To the greatest extent possible, they will work with conveners to provide agendas at least 7 days in advance of meetings and circulate meeting summaries and key decision outcomes to members within 7 days after meetings.

## Measures of Success

- **First year:**
  - **Will have utilized funding allocated in the FY21 budget to advance consensus decision making by providing additional data and information.**
- **Short-term (first 3 years):**
  - Full consensus is reached on one or more actions to address regional water supply resilience and ecosystem health in the Ipswich River Watershed.
  - Sufficient funding is obtained for critical support of consensus action(s).
- **Medium-term (5-10 years)**

## DRAFT FOR DISCUSSION PURPOSES

- Consensus action(s) are implemented.
- *Long-term (10 years and beyond):*
  - Task force communities can reliably deliver water to meet the needs of their service communities day-to-day and in times of drought.
  - Task force communities are a state model for region-wide coordination on water use efficiency.
  - The Ipswich River and its tributaries and wetlands sustain sufficient water levels and stream flows to support healthy wetland ecosystems.

## Member Agreements

- Decisions will be made by full consensus, defined as unanimous support, of task force members or designated subgroup members. Items that achieve consensus will be prioritized for action. On items for which consensus cannot be reached, no action will be taken, however, such items can continue to be discussed and may be revisited with new efforts to reach consensus at any time.
- The task force may agree by consensus of all members to delegate some decisions to a subgroup of members and can include additional stakeholders in such subgroups as appropriate.
- Member communities/organizations will designate a representative and/or designee for decision-making purposes.
- Member participants will keep decision makers in their respective communities/organizations apprised of potential agreements of the task force, advocate for any options agreed to in principle by the task force, and transparently and in a timely manner bring back to the taskforce any concerns or roadblocks posed by such decision makers.  
**Members will also engage the public and additional stakeholders within their communities, as appropriate, to increase the likelihood of broad support for task force decisions.**
- As a matter of spirit and to the extent possible, task force members agree to disagree about previous disputes, instead holding one another accountable for their current and future actions.
- The task force will issue press releases related to its efforts, which will be reviewed by and approved by members.
- Individuals speaking about task force matters to the press, social media, or other public outlets will clearly state their affiliation(s) and will not speak on behalf of, quote, or characterize the positions of any other task force members. Additionally, as a matter of spirit and to the extent possible, task force members will refrain from making statements that harm or disparage other members or the task force itself.
- To facilitate timely record keeping, if members have feedback on meeting summaries, they will make every effort to provide it within 5 days of receiving the document.
- Additional topics of focus for consensus building, not outlined in this charter, may be added by consensus.
- Provisions of the charter are intended to last for three years unless extended, modified or amended by consensus, provided more particular agreements may be developed as necessary for particular initiatives.

**This charter is effective as of [date of signing].**

**Signatures:**

# Select Board

Item #

411

# FORM FOR USE OF TOWN COMMON BURLINGTON, MA

Name of Event: The Mama Bear Effect Awareness Walk

Coordinator Name: Adrienne Simone / Jenna Lloyd

Coordinator Cell phone number: Jenna

Has there been contact with the police department for public safety reasons: No, however we have reached out to Chief Brown via email with our Awareness Walk plan.

Has there been contact with the recreation department for town common cleanliness reasons: No

Confirm date of event: Sunday, April 3, 2022

Confirm time of event: 1:00 - 4:00

Rain date: Sunday April 10

Purpose of event: Child Abuse Prevention Month Awareness

Area of the Common to be used: Common walkways, we plan to use yard signs to create an educational "walk" around the inner sidewalk areas

Will the gazebo be used: Yes

How will the event be advertised: The Mama Bear Effect Social Media, Invitation, public flyers

How the event will be supervised: Mama Bear Effect board members/volunteers

How many are expected: 50-100

Who will confirm that the Town Common is left in the same condition as it was before the event: All yard signs will be removed by The Mama Bear Effect members and staff

- Also check to agree to provide the following information to those attending:
- No Open flames or candlelight vigils are allowed (suggest flashlights)
  - No dogs should be brought the event
  - No smoking or alcohol consumption during this event.
  - No vehicles may be driven onto the Town Common.
  - Observe no parking rules.

Meeting  
Feb 28th

# Select Board

Item #

412

**Town of Burlington**  
*Select Board/Town Administrator's Office*

Email: [kpigott@burlington.org](mailto:kpigott@burlington.org)/[Selectmenstaff@burlington.org](mailto>Selectmenstaff@burlington.org)/[mills@burlington.org](mailto:mills@burlington.org)

**Town Common Event Request**

**Submit request 30 days prior to the Select Board meeting**

Current Date: 2/22/22

Contact Name: Kerry Moe Phone: . Email:

Date of Event: 6/5/22 Time of Event: 10:30- 4:30

Is this a private, unadvertised event.  Yes  No

If no please specify where you advertised the event: Facebook

Name of group holding the event: LGBTQ+ Community/Allies of Burlington

Description of event: Celebration/support for the LGBTQ+ population of Burlington

Is the gazebo being requested:  Yes  No

If yes, you would need to contact the recreation department if audio equipment is needed.

How many are expected to attend:

Who will confirm that the Town Common is left in the same condition as it was before the event:

- Also check to agree to provide the following information to those attending:
- No Open flames or candlelight vigils are allowed (suggest flashlights).
  - No Dogs should be brought the event.
  - No Smoking or alcohol consumption during this event.
  - No Vehicles may be driven onto the Town Common.
  - Observe no parking rules.

It is recommended that you attend the Select Board meeting you are assigned.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Printed

# Select Board

Item #

413



Lyn Mills &lt;lmills@burlington.org&gt;

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**Re: BHS Post Grad Committee - Selectmen Approval Needed**

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**Stephanie Marchese** <stephaniemarchese@comcast.net>  
To: Betty McDonough <bmcdonough@burlington.org>

Tue, Feb 15, 2022 at 2:19 PM

Good afternoon Betty,  
Could you submit the below request to a future Selectman meeting? I believe we will need to attend the meeting and that Kings's would need to submit a written request. I have provided them with a sample letter.  
Thank you,  
Stephanie Marchese

**POST-GRADUATION PARTY COMMITTEE**

February 15, 2022

Burlington Board of Selectmen  
Town Hall  
Center Street  
Burlington, MA 01803

Dear Selectmen,  
Plans are underway to once again host the annual Post-Graduation Party for the 2022 senior class. The all-night party will be held on the night of graduation, Sunday, June 5, 2022.  
The Post-Graduation party offers the graduating seniors an exciting, alcohol free, safe way of celebrating graduation with their classmates.  
Since the inception of the party, there have been no alcohol related motor vehicle accidents involving BHS students on their graduation day. Each year the Burlington community, businesses, and individuals work together to ensure the success of our event.

We are asking you to cover **the cost of Police Detail expense (2 officers) for the evening** at KINGS on 3<sup>rd</sup> Avenue.  
The Post-Graduation Party Committee along with the Burlington High School Class of 2022 and their parents, thank you in advance for your consideration.  
We hope that you will be able help us again this year.

Sincerely,

Stephanie Marchese  
Event Co Chair



# Select Board

Item #

414

# SELECT BOARD

## *Meeting Agenda Item*

Meeting date 2/28/2022

**Requesting Department:**

Economic Development Office

**Request Title for Agenda:**

Commercially Focused Website Update – BringMeToBurlington

**Description:**

Melisa Tintocalis will provide background on the initiative and introduce Mike Sperling, the web and marketing principal, who will explain the analytics and approach to the website and online advertising.

**MGL, Town Bylaw, Town Policy referenced (if applicable):**

**Purpose:**

Discussion and questions from the Select Board members

**Back up included:**

Pdf

**Suggested Motion:**

Discussion

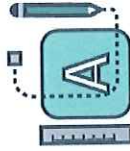
**Motion made and seconded by: Resulting Vote (who was not present or abstained)**

# sperling teractive

innovative marketing solutions

## Bring Me To Burlington Performance Report

Jan 1, 2022 - Jan 31, 2022



# Bring Me To Burlington: Monthly Budget

Jan 1, 2022 - Jan 31, 2022

Budget

Spend

**Google Search - \$1,000/mo**

Cost  
**\$990.02**

**Google Display - \$150/mo**

Cost  
**\$149.22**

**Google Remarketing - \$100/mo**

Cost  
**\$99.61**

# Bring Me To Burlington: Analytics

Jan 1, 2022 - Jan 31, 2022

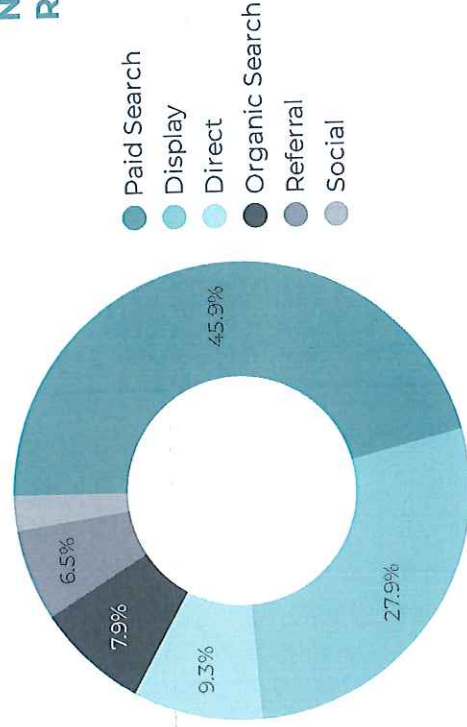
## Overall Website Traffic

Sessions	Users	Bounce Rate	Pages/Session	Avg. Session Time	Pageviews
1,985	1,824	84.4%	1.4	00:00:39	2,758

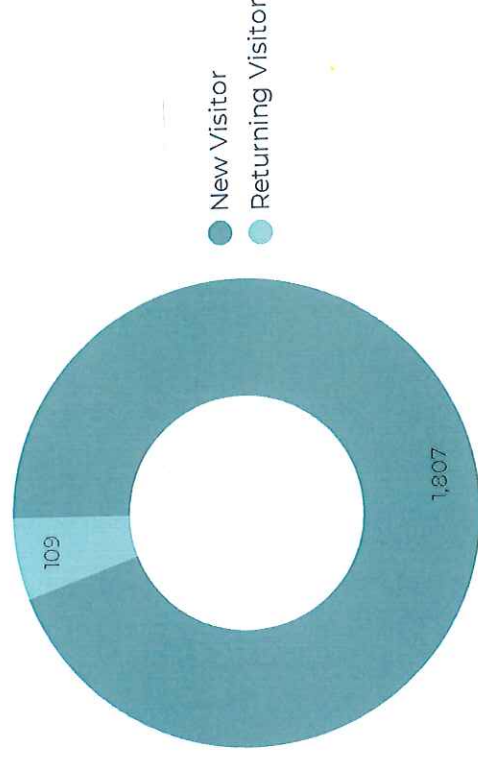
## Top 10 Traffic Sources

Source	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. Paid Search	881	907	91.51%	1.11	00:00:10
2. Display	518	552	89.86%	1.16	00:00:28
3. Organic Search	148	182	63.74%	1.91	00:01:20
4. Direct	143	165	76.97%	1.75	00:01:28
5. Referral	95	132	53.03%	3.01	00:02:50
6. Social	45	47	76.6%	1.53	00:00:48

## Traffic By Channel

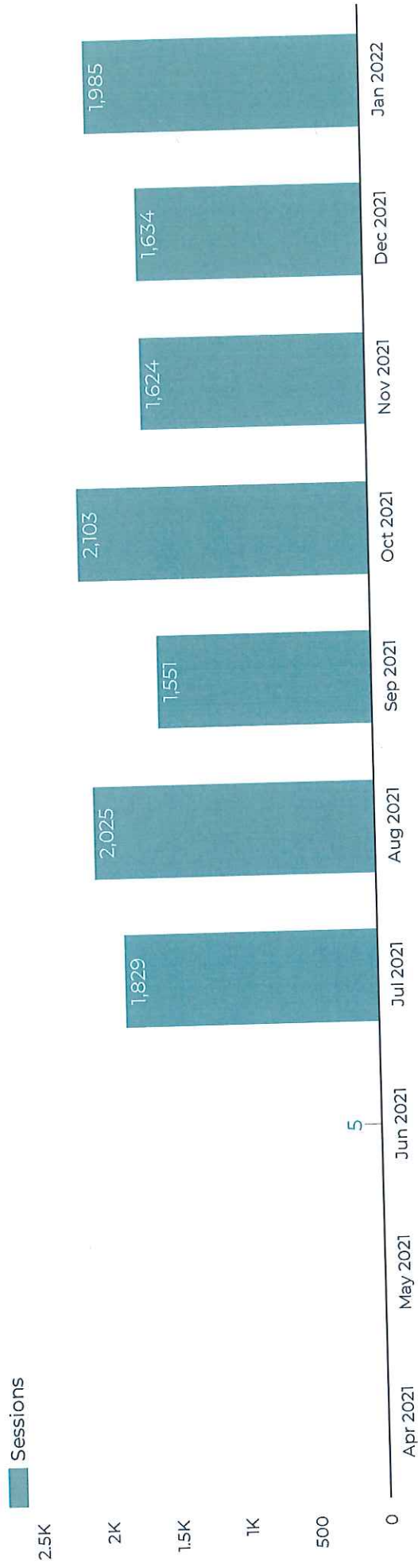


## New vs. Returning Users

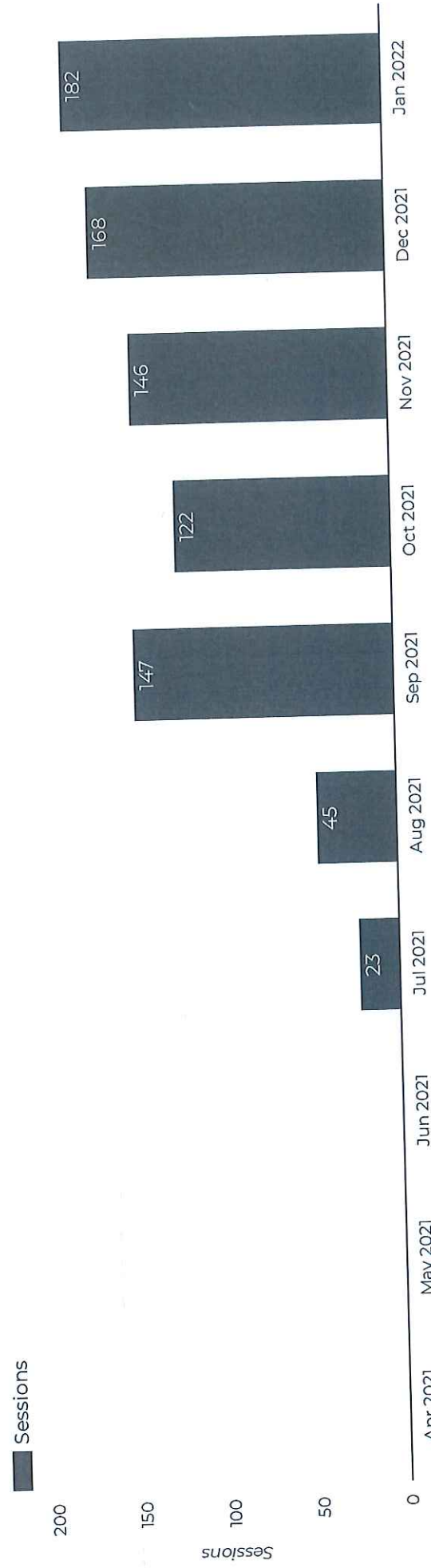


# Bring Me To Burlington: Traffic by Month

## Overall Traffic



## Organic Traffic



# Bring Me To Burlington: Analytics

Jan 1, 2022 - Jan 31, 2022

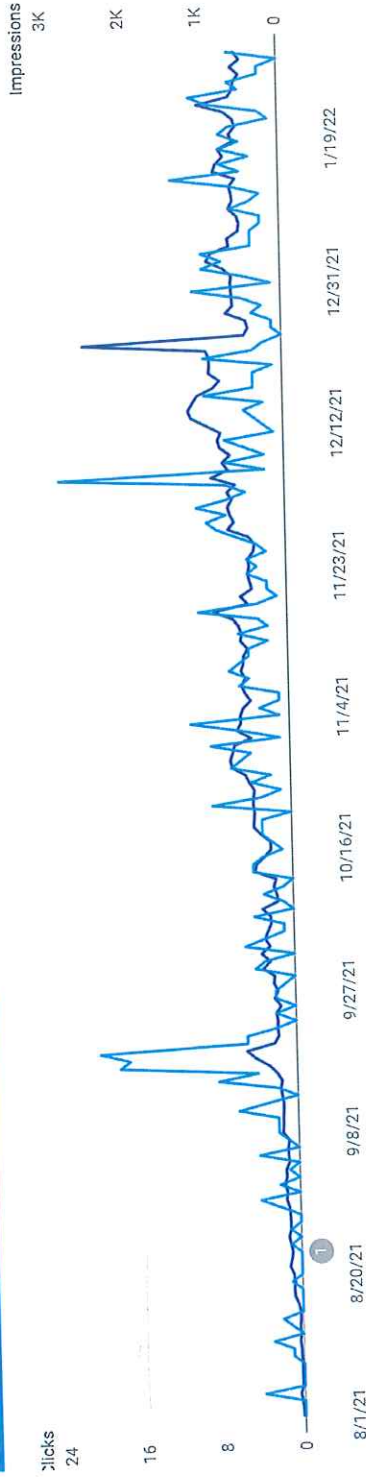
## Top 20 Viewed Pages By User

	Page	Pageviews	Avg. Time on Page	Entrances
1.	<a href="#">/bring-your-business-to-burlington/</a>	979	00:01:37	888
2.	<a href="#">/</a>	956	00:01:51	833
3.	<a href="#">/events/</a>	61	00:00:51	29
4.	<a href="#">/industries/life-sciences/</a>	59	00:01:43	30
5.	<a href="#">/about/</a>	50	00:01:16	20
6.	<a href="#">/news/</a>	46	00:01:33	3
7.	<a href="#">/travel/</a>	44	00:01:32	31
8.	<a href="#">/living/</a>	42	00:02:13	6
9.	<a href="#">/contact/</a>	31	00:01:51	7
10.	<a href="#">/commercial/workforce-location-advantages/</a>	31	00:00:43	12
11.	<a href="#">/about/community-profile/</a>	29	00:00:51	2
12.	<a href="#">/industries/restaurants-retail/</a>	29	00:01:05	13
13.	<a href="#">/industries/technology/</a>	25	00:00:40	6
14.	<a href="#">/commercial/</a>	23	00:00:34	5
15.	<a href="#">/travel/attractions-and-hidden-gems/</a>	22	00:03:15	5
16.	<a href="#">/commercial/employment-overview/</a>	19	00:00:19	4
17.	<a href="#">/travel/hotels/</a>	18	00:02:59	7
18.	<a href="#">/industries/</a>	17	00:00:30	3
19.	<a href="#">/industries/medical-device-companies/</a>	15	00:00:20	3
20.	<a href="#">/industries/healthcare/</a>	15	00:02:18	6

# Bring Me To Burlington: Organic Search

## Organic Traffic - Past 6 Months

<input checked="" type="checkbox"/> Total clicks	<input checked="" type="checkbox"/> Total Impressions	<input type="checkbox"/> Average CTR	<input type="checkbox"/> Average position
<b>611</b>	<b>86.1K</b>	<b>0.7%</b>	<b>31.8</b>



Top queries	↓ Clicks	Impressions
burlington ma tree lighting 2021	31	344
burlington truck day 2021	27	380
bring me to burlington	22	31
burlington ma truck day 2021	16	158
pressed cafe nutritional information	10	999
truck day burlington ma	10	259
burlington ma	4	3,287
pressed cafe	4	3,255
things to do in burlington ma	4	388
burlington truck day	4	129



# Bring Me To Burlington: Google Search

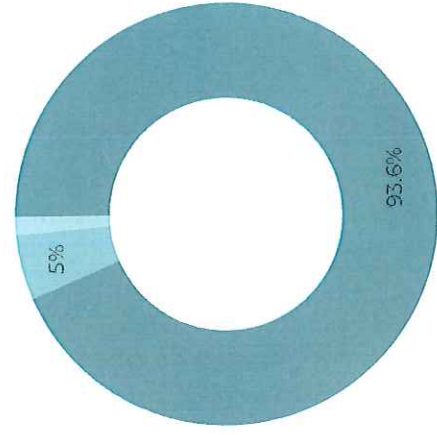
Jan 1, 2022 - Jan 31, 2022

## Overall Search Metrics

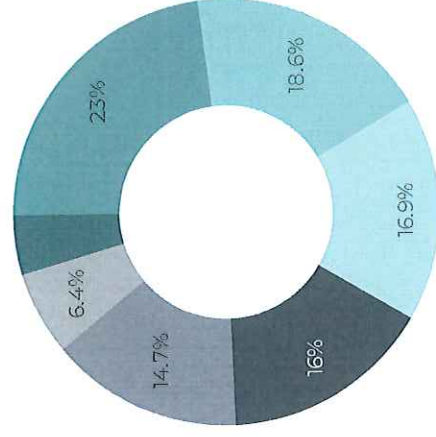
Spend	Clicks	Impressions	CTR	Avg CPC
\$990.02	927	10,210	9.1%	\$1.07

## Search Metrics By Ad Group

Ad group	Clicks	Impressions	CTR	Avg. CPC	Cost	Search Impr. share
1. Office Space	833	9,040	9.21%	\$1.07	\$889.36	9.99%
2. Commercial Space Burlington	77	831	9.27%	\$1.1	\$84.97	28.73%
3. Best City For Business	11	248	4.44%	\$1.01	\$11.14	9.99%
4. Office Relocation	6	82	7.32%	\$0.76	\$4.55	9.99%



Search Clicks - By Device



Search Clicks - By Age

# Bring Me To Burlington: Top Paid Keywords

Jan 1, 2022 - Jan 31, 2022

Search keyword	Clicks	Impressions	CTR	Search Impr. share
1. commercial office space for rent	577	6,165	9.36%	14.22%
2. office space for lease	216	2,449	8.82%	9.99%
3. commercial space for rent massachuset...	77	831	9.27%	28.74%
4. office space in Burlington ma	38	367	10.35%	9.99%
5. planning an office relocation	6	62	9.68%	9.99%
6. best cities to start a business	4	71	5.63%	9.99%
7. best city for business in usa	3	39	7.69%	9.99%
8. best places to start a business	2	36	5.56%	9.99%
9. massachusetts office space	2	33	6.06%	9.99%
10. best places to open a business	1	35	2.86%	9.99%
11. good location for business	1	59	1.69%	9.99%
12. Office space Boston	0	2	0%	9.99%
13. best cities for entrepreneurs	0	8	0%	9.99%
14. best place to relocate business	0	0	0%	9.99%
15. boston office space for lease	0	1	0%	9.99%
16. boston office space for rent	0	19	0%	9.99%
17. headquarter relocation	0	20	0%	9.99%
18. office space for rent massachusetts	0	5	0%	9.99%
19. office space for startups	0	1	0%	9.99%
20. office space in boston	0	2	0%	9.99%

# Bring Me To Burlington: Google Display

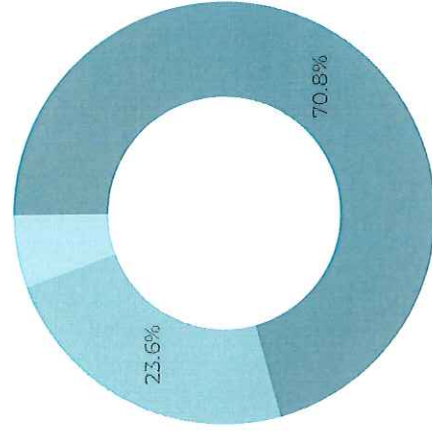
Jan 1, 2022 - Jan 31, 2022

## Overall Display Metrics

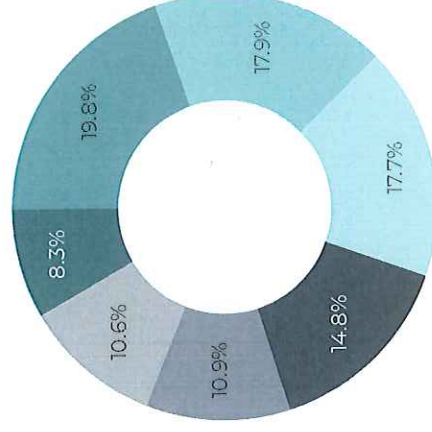
Spend	Clicks	Impressions	CTR	Avg CPC	Conversions
\$248.83	576	285,734	0.2%	\$0.43	0

## Search Metrics By Ad Group

Ad group	Clicks	Impressions	CTR	Avg. CPC	Cost
1. Remarketing	314	181,566	0.17%	\$0.32	\$99.61
2. Awareness	262	104,168	0.25%	\$0.57	\$149.22



Search Clicks - By Device



Search Clicks - By Age

# Bring Me To Burlington: Display Placements

Jan 1, 2022 - Jan 31, 2022

Placement	Clicks	Impr.	Cost
1. huffpost.com	24	7,423	\$7.78
2. nytimes.com	17	6,311	\$11.89
3. washingtonpost.com	11	4,575	\$8.91
4. boston.com	0	3,028	\$0
5. yahoo.com	0	2,125	\$0
6. nbcboston.com	5	1,926	\$4.41
7. reuters.com	3	1,064	\$1.26
8. heavy.com	0	1,050	\$0
9. abc6.com	2	974	\$1.53
10. dw.com	3	964	\$1.65
11. npr.org	1	812	\$0.49
12. necn.com	0	803	\$0
13. westernmassnews.com	2	772	\$0.35
14. bostonglobe.com	1	757	\$0.03
15. forbes.com	0	737	\$0
16. nbcnews.com	3	704	\$1.02
17. foreignaffairs.com	4	578	\$2.18
18. nbconnecticut.com	0	538	\$0
19. wtop.com	2	492	\$0.8
20. cnbc.com	0	476	\$0

# Select Board

Item #

415

# SELECT BOARD

## Meeting Agenda Item

Meeting date 2/28/2022

**Requesting Department:**

Housing Partnership Committee

**Request Title for Agenda:**

Update from the Housing Partnership Committee

**Description:**

Kerry Donahue (Vice Chair) and Eileen Sickler (Secretary) will give an update on what the HPC has been working on and what's coming up, including:

- Summary of activities in the past year
- Housing Needs Assessment
- Affordable Housing Coordinator Job
- Grandview Farm application process
- New charter for the Committee

**MGL, Town Bylaw, Town Policy referenced (if applicable):**

N/A

**Purpose:**

Update to the Select Board

**Back up included:**

Will have slides

**Suggested Motion:**

Discussion/Acknowledgement

**Motion made and seconded by: Resulting Vote (who was not present or abstained)**

# Affordable Housing Coordinator Consultant

## **Definition**

The Town of Burlington seeks an independent contractor to provide support services for housing related programs, projects and all other related work as required. This position works under the direction of the Burlington Housing Partnership Committee (HPC) and works collaboratively with the Select Board, Planning Department, Burlington Housing Authority, and other Town departments as needed.

## **Essential Duties**

Implement best practices for administering affordable housing activities

Administer town related housing activities and other supported town assistance programs

Maintain an inventory of the Town's Subsidized Housing Inventory and monitors compliance with affordability and any other requirements

Respond to questions and requests for information from other town departments and the public

Keep current with State and Federal regulations and work with such agencies as needed

Liaison with town departments to coordinate meetings, projects and programs as well attending related meetings when necessary

Update and maintains housing related information on the town's website

## **Recommended Minimum Qualifications**

### **Education:**

Associate degree in government, municipal planning, business, or related field.

### **Experience:**

Minimum of 3 to 5 years' experience in municipal management, housing, planning, or an equivalent combination which provides the required knowledge to perform the essential duties of the job.

### **Knowledge, Abilities and Skill:**

*Knowledge.* Comprehensive knowledge of the functions of municipal government, local bylaws, rules, and regulations; Good understanding of affordable housing issues; General understanding of the interaction between local, state, and federal government; General

knowledge of Massachusetts General Laws, especially as they apply to housing and zoning; Good working knowledge of office practices, business software applications, forms, and equipment.

*Ability.* Ability to interact effectively and appropriately with the public and other town personnel; ability to complete multiple tasks in a timely, detailed, and accurate manner. Ability to work independently and to maintain sensitive, confidential information.

*Skill.* Proficient computer skills including spread sheet applications, organizational skills, recordkeeping and clerical skills, oral and written communication, and presentation skills. Strong analytical, problem-solving, and decision-making skills, identify potential problems and recommend solutions

### **Other**

This is a contract position with an hourly rate between \$35-\$40 commensurate with qualifications and experience. Expected weekly number of hours range from 10 to 20 hours particularly earlier in the contract period, as the Town continues to work (with MAPC) on a comprehensive Housing Needs Assessment and other important administrative duties.

Send letter of interest, resume, and application to:

Whitney Haskell  
Town of Burlington  
29 Center Street  
Burlington, MA 01803



# Select Board

Item #

416

## Select Board Meeting Monday 28 February 2022: 1<sup>st</sup> Quarterly Presentation

**Process:**      **Philosophy >>>    Goal >>>    Decisions >>>    Action Steps >>>**  
**Results >>>    Self-Appraisal**

**Philosophy:** The Diversity, Equity, and Inclusion (DEI) Committee believes that all the people who share this planet are diverse, equal, and deserving of inclusion. We want to strive toward a community where education, health care, housing, jobs and careers, voting, and security from government, military, and the police are equitable and inclusive for all. Given this philosophy, the DEI Committee begins in Diversity, Equity, and Inclusion for all the people who reside in the Town of Burlington Massachusetts.

**Goal:** The Town of Burlington must research and implement the strategy to achieve diversity, equity, and inclusion for every person who resides, is educated, and works in this community.

**Decisions:** The Select Board should:

1. Create a philosophy statement for all people who reside in Burlington;
2. Decide the definition of Diversity, Equity, and Inclusion<sup>1</sup>:
  - a. Diversity is defined as variety, assortment, multiplicity, mixture for all ethnic races.
  - b. Equity is defined as fairness, impartiality, justice, and fair play for all people who reside in the Town of Burlington.
  - c. Inclusion is defined as addition, enclosure, insertion, and attachment for all people who reside in the Town of Burlington, for education, health care, housing, jobs and careers, voting, and police security and protection.
3. Amend the Select Board's Mission Statement to include Diversity, Equity, and Inclusion as the responsibility for everyone who resides in the Town of Burlington; and
4. Lead union contract negotiations to include language that address discrimination on the basis of race in three union contracts and Diversity, Equity, and Inclusion is included in all union contracts, effective 1 July 2022.

**Action Step 1.** Gather written data, analyze, and present the 1<sup>st</sup> Quarterly Report results which is attached for the Select Board.

**Action Step 2.** Select Board requests that Burlington Executive Leaders engage with the DEI Committee to change policies, procedures, and practices for every person who resides in the Town.

**Action Step 3.** Select Board adopts the annual Town of Burlington Diversity Score Card to:

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<sup>1</sup> Theseus definitions.

- a. Foster communications between the Select Board and members of the Burlington community;
- b. Measure and report the results from the Town of Burlington Diversity Score Card; and
- c. Demonstrate that everyone's strength is because each person is connected to the Town of Burlington in which they reside.

**Results:** Annually, the Burlington Executive Leaders present to the Select Board:

- a. The results that are achieved because the Executives, managers, and employees focus on the Select Board's Philosophy, Mission Statement, and Diversity, Equity, and Inclusion as they exceed performance expectations for the department and division;
- b. Acknowledge and highlight that the Diversity, Equity and Inclusion data and results must be shared with the community with the annual publication of the Town of Burlington Diversity Score Card; and
- c. Continue to move forward and sustain Diversity, Equity, and Inclusion progress by resetting new annual goals achievements by demonstrating the goal efforts in the next year.

**Self-Appraisal:** Every person who is employed by Burlington is charged with the responsibility to achieve goals and results.

Each year, the employee prepares a written self-appraisal document that is given to the up-line manager who then assesses the employee's performance for the past year. The employee's self-appraisal document and the up-line manager's written appraisal both become part of the employee's file in Human Resources.

Thank you for the opportunity to present the DEI Committee's activities for this 1<sup>st</sup> Quarterly Report.

Sincerely,

Dr. Nancy Bonassera, PhD.

Mr. Syed Ghani

Mr. Carl Foss

Mr. Nicholas Priest  
Chair

Dr. Barbara "B.J." Addison Reid, EdD.

DEI Committee Participant

DEI Committee Participant

DEI Committee Secretary and School Committee  
Select Board Vice Chair and DEI Committee Vice

DEI Committee Chair

Town of Burlington Select Board  
First Quarterly Report  
Submitted by Diversity, Equity, and Inclusion (DEI) Committee 28 February 2022

The Town of Burlington Select Board discussed and made the decision to create the Burlington Diversity, Equity and Inclusion (DEI) Committee to address several issues for the Town. Candidates were considered and the people chosen by the Select Board are:

Dr. Nancy Bonassera, PhD.	DEI Committee Participant
Mr. Syed Ghani	DEI Committee Participant
Mr. Carl Foss	DEI Committee Secretary and School
Committee	
Mr. Nicholas Priest	Select Board Vice Chair and DEI
Committee Vice Chair	
Dr. Barbara "B.J." Addison Reid, EdD.	DEI Committee Chair

**Philosophy:** The Diversity, Equity, and Inclusion (DEI) Committee believes that all the people who share this planet are diverse, equal, and deserving of inclusion. We want to stive toward a community where education, health care, housing, jobs and careers, voting, and security from government, military, and the police are equitable and inclusive for all. Given this philosophy, the DEI Committee begins in Diversity, Equity, and Inclusion for all the people who reside in the Town of Burlington Massachusetts.

**Definitions:** The DEI Committee met on Wednesday 27 October 2021 and began the process by selecting people to serve in leadership roles and accept responsibilities to determine the meaning for these three words: Diversity, Equity, and Inclusion<sup>1</sup>. Here are the definitions:

**Diversity** -- variety, assortment, multiplicity, mixture. Antonym – uniformity

Legal definitions for Ethnicity / Race:

African American / Black

Asian American

Hawaiian / Pacific Islander

Hispanic / Latin

Indigenous Native Americans / Alaskan Naïve

Two or more races

Compare the results:

Total People of Color (POC) percent

Caucasian percent

**Equity** – fairness, impartiality, justice, fair play. Antonym -- injustice

**Inclusion** – addition, enclosure, insertion, attachment. Antonym – absence, exclusion

**Policy** – Rule -- strategy, plan, procedure, program, course of action, guiding principle

Contract – document, certificate, statement, testament, record, schedule, papers

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<sup>1</sup> Thesaurus definitions.

**Procedure** – way, technique, practice, method, system, formula, route, modus operandi, course of action.

The definitions were discussed and voted by the DEI Committee to determine how the words are utilized by the Town of Burlington.

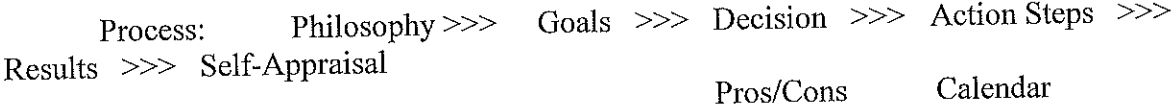
**Strategy:**

The DEI Committee launched a strategy to assess efforts which demonstrate the Town of Burlington’s commitment to Diversity, Equity and Inclusion in the community. The strategy includes these four steps:

Step 1: Gather written documents and analyze the data to determine if language about Diversity, Equity, and Inclusion is incorporated into the language documents, or if omitted, ask the appropriate questions to solve the issue; meet with the Town Clerk and the Director of Human Resources to convey the analysis outcomes for further action

Step 2: Meet and suggest the Select Board:  
(a) Create a philosophy that all people who reside in the Town of Burlington are diverse, equal, and included in education, health care, housing, jobs and careers, vote, and security from Burlington police; and  
(b) Amend the Select Board Mission Statement to include Diversity, Equity, and Inclusion as a principal goal that must be achieved by management, employees, students, and residents who reside in the Town of Burlington.

Step 3: The DEI Committee is committed to engage and support Burlington Executive Leaders as they create Diversity, Equity, and Inclusion policies, procedures, and practices for every person who resides in Burlington. Daily practices may include learning how to accept responsibility for achieving goals and requires each person to learn how to annually appraise their own performance, using the flow diagram below:



The Select Board is invited to introduce the Burlington Executive Leadership to the DEI Committee and the Committee is honored to have the Select Board’s approach to underscore the importance of Diversity, Equity and Inclusion efforts for the Town of Burlington!

Step 4: The DEI Committee recommends meeting with the Select Board on a quarterly basis to:

- Foster communications between the Select Board and members of the Burlington community;
- Identify and discuss DEI's on-going forward movement to achieve DEI goals and results;
- Measure and produce the Burlington Diversity, Equity, and Inclusion Score Card which displays all efforts and results for the Town of Burlington, on an annual basis; and
- Develop and implement the strategies to sustain the Town of Burlington's Diversity, Equity, and Inclusion results which demonstrates everyone's strength who is connected with this community.

**Strategy Step 1. Documents and Data:**

During the month of November 2021, the DEI Committee gathered materials from Ms. Amy Warfield, Town Clerk and Ms. Joanne Faust, the Town of Burlington and the Burlington Public Schools Director of Human Resources to secure documents. Here is a summary of documents:

<u>Source</u>	<u>Town</u>	<u>State</u>	<u>U.S. Census</u>	<u>Total</u>
Town Clerk documents	3	2	1	6

Of the three Town documents, there is no reference to Diversity, Equity, and Inclusion. The Town Clerk suggested some of the data indicated was *estimated* by the U.S. Census.

<u>Source</u>	<u>Union</u>	<u>Town</u>	<u>U.S. Census</u>	<u>Total</u>
Human Resources documents	7	5	3	15
Total documents				21

On Wednesday 19 January 2022, the DEI Committee met with the Town Clerk and the Director of Human Resources to discuss the analysis of documents and share questions that must be addressed. Here are the results from both conversations:

Of the twenty-one documents, there are 15 documents where the language of Diversity, Equity, and Inclusion must be addressed.

Each of the seven union contracts expires 30 June 2022 or during FY 2022. The DEI Committee recommends that Diversity, Equity, and Inclusion language be included in every union contract, as well as specific language which describes discrimination that may occur in any organization. It should be recognized that three union contracts do not address discrimination which is against state and federal laws and must be addressed as employee rights and protection. To focus on this issue, the union contract languages is presented herein:

## Union Contracts

**AFL-CIO State Council and Public Works:** Article 4 “There shall be no discrimination by foreman, superintendents, or other agents of the employer against any employee of his activity or membership in the Union. The employer further agrees that there will be no discrimination against any member for his adherence to any provision of this Agreement to comply with any other which would violate this Agreement.”

DEI Committee: *In the union contract, there is no reference about race, religion, creed, color, National origin, sex, age, or disability or any other classification protected by state or federal law. The discrimination language must be corrected.*

**International Association for Firefighters:** Article 1 “The Union shall not discriminate against any employee by reason of non-membership in the Union.”

DEI Committee: *In the union contract, there is no reference about race, religion, creed, color, National origin, sex, age, or disability or any other classification protected by state or federal law. The discrimination language must be corrected*

**Burlington Police Command Officers Union:** There is no discussion about discrimination.

DEI Committee: *In the union contract, there is no reference about race, religion, creed, color, National origin, sex, age, or disability or any other classification protected by state or federal law. The discrimination language must be added to the contract.*

## Town of Burlington and Burlington Public Schools

**Town of Burlington Personnel Rules and Regulations:** Amended June 1, 2021

**Section 1.1-1** Should the first paragraph be updated with additional categories, such as ethnicity, sexual orientation, gender identity, etc.?

**Section 2.1-4** Should Recruitment address Affirmative Action Policy in Section c) which stipulates both internal and external job posting and launched simultaneously?

**Section 4.7A** Should the Anti-Harassment Policy (1997) and the Sexual Harassment Policy both have similar language to achieve results related to both issues?

**Section 4.7A-1** Should policy be updated to include other example categories of harassment such as "race, religion or National origin"?

**Section 4.12** Professional Conduct Policy - third bullet focuses on "treating public in respectful and positive manner". Should this written language include being respectful of diversity?

**Burlington Public Schools Website: December 9, 2020**

Is there an employment data report available on race for the Burlington Public Schools?  
 Is there a data report available on race for the students enrolled in the Burlington Public Schools?

**Affirmative Action Plan Town of Burlington: October 6, 1986**

Was the Affirmative Action Plan updated at any time since 1986?  
 Is there an Affirmative Action Officer for the Town of Burlington who addresses the Affirmative Action Policy and Procedures for the Town?

**Residential Statistics for the Town of Burlington Massachusetts from 2010 U.S. Census Data<sup>2</sup>**

<u>Race</u>	<u>Burlington</u>	<u>Boston</u>	<u>Massachusetts</u>
U.S.A.			
African American 13.1%	1.4%	24.4%	7.8%
Asian American 5.0%	10.6%	8.9%	5.6%
Hawaiian / Pacific Islander 0.2%	0	0	0.1%
Hispanic / Latino 16.7%	1.2%	17.5%	9.9%
Native American / Alaskan Native 1.2%	0	0.4%	0.5%
Two or more races 2.3%	0	3.9%	2.0%
People of Color 38.5%	13.2%	55.1%	25.9%
Caucasian 61.5%	86.8%	44.9%	74.1%

**Employee Statistics<sup>3</sup> for the Town of Burlington Massachusetts 2017, 2019, and 2021**

<u>Race</u>	<u>Burlington 2017</u>		<u>Burlington 2019</u>	
	#	%	#	%
<u>Burlington 2021<sup>4</sup></u>				
	#	%	#	%

<sup>2</sup> U.S. Census Bureau Data 2010

<sup>3</sup> Director of Human Resources provided the total numbers of people for each race. The DEI Committee calculated the percent for each race by dividing the number of people for each race with the total for all employee which equals the percent for each race. Next the percent for each race is totaled and then subtracted from 100.0% which equals both the total percent for People of Color and Caucasians.

<sup>4</sup> See page 14 for Appendix U.S. Census Bureau Data 2010 and 2020.



African American	5 1.4%	4 1.1%
4 1.1%		
Asian American	4 1.1%	6 1.7%
6 1.7%		
Hawaiian / Pacific Islander	0 0	0 0
0 0		
Hispanic / Latino	4 1.1%	8 2.3%
10 2.9%		
Native American / Alaskan Native	1 0.3%	1 0.3%
1 0.3%		
Two or more races	3 0.8%	1 0.3%
3 0.9%		
Total Employees	356	348
347		
People of Color	4.8%	5.7%
6.9%		
Caucasian	95.2%	94.3%
93.1%		

### **Strategy Step 2. Select Board Mission Statement:**

The Select Board is an elected body of five (5) members and comprises the Chief Executive Branch of the local government. The mission statement for this Board is as follows:

- To provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town.
- To foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees.
- To continue to provide pro-active support and cooperation in pursuit of high quality education programs and services in the Town.
- To provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property.
- To create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community.
- To support a strong economic base through effective land use planning

As the Select Board considers the current language in the Mission Statement, it maybe helpful to explore why Diversity, Equity, and Inclusions must be added to the Select Board's informed decision. The DEI Committee suggests there are two useful sources:

- The **Golden Rule** is the principle of treating other people as one wants to be treated; and

- **The Constitution of the United States of America<sup>5</sup>**

*Preamble*

*We the People* of the United States, in Order to form a more perfect Union, establish Justice, ensure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Chronology for decisions which impact Diversity, Equity, and Inclusion:

**June 21, 1788**

New Hampshire's ratifying convention adopts proposed Constitution becoming the needed ninth state putting the Constitution into effect as the form of government of the United States

**March 6, 1857**

*Chief Justice Roger B. Taney* hand down his opinion for the Court in *Dred Scott v. Sandford*, declaring that the federal government has no power to restrict the spread of slavery within the United States on its victories.

**January 1, 1863**

President Abraham Lincoln issues Final Emancipation Proclamation, declaring all slaves in the states rebelling against the Union "forever free."

**December 6, 1865**

Ratification of Thirteenth Amendment (proposed January 18, 1865), outlawing slavery in the United States.

**July 9, 1868**

Ratification of Fourteenth Amendment (proposed June 13, 1866), establishing equal protection of the laws, supremacy of federal citizenship, and requiring states to the due process of law.

**February 3, 1870**

Ratification of Fifteenth Amendment (proposed February 26, 1869), forbidding discrimination in access to the polls on the basis of race, color, or previous condition of servitude.

**August 18, 1920**

Ratification of Nineteenth Amendment (proposed June 4, 1919), forbidding discrimination in access to the polls on the basis of sex.

**April 12, 1937**

U.S. Supreme Court decides *National Labor Relations Board v. Jones & Laughlin Steel Corporation*, upholding federal power to regulate labor relations.

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<sup>5</sup> Bernstein, R.B. (2002). The Constitution of the United States of America with the Declaration of Independence and the Articles of Confederation, pages 27-32. Barnes & Noble Books, New York.

**May 17, 1954**

U.S. Supreme Court decides *Brown v. Board of Education*, striking down school segregation as violation of Fourteenth Amendment's "equal protection" clause.

**July 2, 1964**

Enactment of U.S. Civil Rights Act of 1964, upholding sweeping federal authority to enforce civil rights against state and local governments and to bar private discrimination.

**June 7, 1965**

U.S. Supreme Court decides *Griswold v. Connecticut*, recognizing constitutional protection for right of privacy in decisions about giving birth and using contraception.

**January 22, 1973**

U.S. Supreme Court decides *Roe v. Wade*, upholding federal constitution protection for a woman's right to decide whether or not to have an abortion.

**June 26, 1978**

U.S. Supreme Court decides *Regent of the University of California v. Bakke*, recognizing the constitutionality of "affirmative action" program.

**June 29, 1992**

U.S. Supreme Court decides *Planned Parenthood v. Casey*, upholding constitutional protection of women's right of choice.

As the Select Board considers the Golden Rule and The Constitution of the United States of America as resources for creating the language for the Mission Statement, it may be helpful for the Select Board to examine your values and behavior, and the values and behavior for the people who reside in the Town of Burlington.

The DEI Committee suggests there are two exercises that may be helpful to look both approaches:

Values Measure Behaviors which helps you to look deep within yourself and reflect on your values which controls behaviors; and (b) The Theory Strategy for the Town of Burlington which focuses on the behavior for everyone who resides in the Town of Burlington and stimulates how Diversity, Equity, and Inclusion, which is the responsibilities for everyone in this community, as well as the theories based on Maslow's Theory, You, and Organization Management within the Select Board, Executive Leaders, Directors, Managers, and residents.

**Values Measure Behaviors**

Book Chapters <sup>6</sup> Your Values Measures Your	Merriam-Webster's <sup>7</sup> Organization <sup>9</sup> Definitions Measures	ART <sup>8</sup> Measures Behaviors Behaviors Behaviors
Humility # 1.	To be humble, modest, unpretentious. # 1.	Love
Perseverance # 2.	To persist, to strive in spite of difficulties. # 2.	Honor
Respect # 3.	To be considerate, to hold in high esteem. # 3.	Respect
Honor # 4.	To have integrity; to have honest & upright character. # 4.	Fortitude
Love # 5.	To place and hold in one's heart. # 5.	Truth
Sacrifice # 6.	To give of oneself, an offering. # 6.	Perseverance
Truth # 7.	That which is real, the way the world is. # 7.	Humility
Compassion # 8.	To care, to sympathize. # 8.	Sacrifice
Bravery # 9.	Having or showing courage. # 9.	Compassion
Fortitude # 10.	Strength of heart and mind. # 10.	Bravery
Generosity # 11.	To give to share, to have a heart. # 11.	Generosity

<sup>6</sup> Marshall, J.M., III (2001). *the lakota way: stories and lessons for living*. Penguin Compass, New York.

<sup>7</sup> Merriam-Webster's Collegiate Dictionary Eleventh Edition (2014). Merriam-Webster, Incorporated, Springfield Massachusetts.

<sup>8</sup> Addison Reid, B.J. (Expected 2022 ) *Sun Rises: Brain, Body, Soul, and Resilience*. Addison Reid Theory (ART's) Values.

<sup>9</sup> Executives must decide which Values controls everyone's behaviors.

Wisdom # 12. To understand what is right and true; use wisely. # 12. Wisdom

**The Theory Strategy for Town of Burlington**  
 Quarterly Report 26 January 2022

**Maslow's Hierarchy of Needs<sup>10</sup>**  
**Organizational Management<sup>12</sup>**

**YOU<sup>11</sup>**

(5) Self-actualization  
 (5) Residents  
 Realize one's full potential; being everything  
 Continued learning throughout life  
 one is capable of becoming  
 your values and control your behavior

(5) Resilience  
 Strength, recovery, &  
 a positive attitude  
 Choose

(4) Esteem  
 (4) Managers  
 Achieve esteem/respect of others;  
 > Action > Results > Self- Appraisal  
 have self-esteem and self-respect  
 Steps w/ calendar

(4) Soul  
 Health challenges & Goals > Decision  
 loss of a loved one

(3) Belonging  
 (3) Directors  
 Give and receive love, affection, and trust  
 WHAT

(3) Values<sup>13</sup>  
 Purpose, cause, & beliefs

Manage Practice Applications

(2) Safety  
 Burlington Executives Leaders  
 Security, protection, stability  
 HOW

(2) Body  
 (2)  
 Keep fit with exercise &  
 Sustain your long-life

Values & Strategy

<sup>10</sup> Kleinman, P. (2012). *Psych 101*. F+W Media, Inc. Avon MA 02322. Abraham Maslow 119-123.

<sup>11</sup> Addison Reid, B.J. (Expected 2022). *Sun Rises: Brain; Body; Soul; and Resilience*.

<sup>12</sup> Sinek, S. (2009). *Start with WHY: How Great Leaders Inspire Everyone To Take Action*. Penguin Group. New York 10014, U.S.A.

<sup>13</sup> Marshall, III, J.M. (2001). *the lakota way: Stories and Lessons for Living*. Penguin Compass. New York 10014, U.S.A.

The The values are: Love; Honor; Respect; Fortitude; Trust; Perseverance; Humility; Sacrifice; Compassion; Bravery; Generosity; and Wisdom.

(1) Physiological  
(1) Select Board  
Air, food, drink, sleep, shelter, and sex  
WHY

(1) Brain  
Learn & make decisions

Creative ideas

## **Strategy Step 2. Select Board Mission Statement:**

The DEI Committee suggests that these sentences may be helpful to choose words for the Select Board Mission Statement.

### **DRAFT:**

The Select Board is an elected body of five (5) members and comprises the Chief Executive Branch of the local government. The mission statement for this Board is to::

- Create a sense of community within the Town of Burlington to embrace and engage in **Diversity, Equity, and Inclusion so that the "soul" of the community is to accept who we are and support our efforts to succeed in how we live in the "mixed" diverse nature of the Town;**
- Provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town;
- Foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees;
- Continue to provide pro-active support and cooperation in pursuit of high-quality education programs and services in the Town;
- Provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property;
- Create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community; **and**
- Support a strong economic base through effective land use planning.

In our initial efforts, the DEI Committee achieved results in Strategy Step 1 and today the DEI Committee is asking the Select Board to take leadership and accept responsibility for implementing Strategy Step 2 to change the Mission Statement.

The next steps in the Strategy approach is to ask the Select Board to embrace Steps 3 and 4, open the door, and introduce the DEI Committee to the Burlington Executive Leadership, and begin a

long-standing relationship as we welcome Diversity, Equity and Inclusion into reality in this community!

Finally, should the Select Board want or need executive coaching with the exercises – Values in Behavior and Theory Strategy for Town of Burlington – B.J. Addison Reid can guide the conversation with positive results for the Select Board team.

Respectfully submitted,

Dr. Nancy Bonassera, PhD.

Mr. Syed Ghani

Mr. Carl Foss

Mr. Nicholas Priest

Chair

Dr. Barbara “B.J.” Addison Reid, EdD.

DEI Committee Participant

DEI Committee Participant

DEI Secretary and School Committee

Select Board Vice Chair and DEI Committee Vice

Chair

## **APPENDIX**

The following data is provided for informational purposes. According to census data, over the last ten years the population of Burlington has increased in diversity, with the percentage of residents who are people of color rising from 13.2% to 28.5%.

### **Residential Statistics for the Town of Burlington Massachusetts from 2010 and 2020 U.S. Census Data<sup>14</sup>**

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<sup>14</sup> Bonassera, N. (2022) U.S. Census Bureau Data 2010 and 2020

<u>Race</u>	<u>2010</u>	<u>2020</u>	<u>Percent</u>
<u>Change 2010 to 2020</u>			
African American	1.4%	4.5%	+3.1%
Asian American	10.6%	16.8%	+6.2%
Hawaiian / Pacific Islander	0	0.2%	+0.2%
Hispanic / Latino	1.2%	3.1%	+1.9%
Native American / Alaskan Native	0	0.2%	+0.2%
Two or more races	0	3.8%	+3.8%
People of Color	13.2%	28.5%	+15.3%
Caucasian	86.8%	71.5%	-15.3%



# Select Board

Item #

417

TOWN OF BURLINGTON – Selectmen’s Office  
29 Center Street, Burlington, MA 01803

**GENERAL LICENSE APPLICATION**

**TYPE OF LICENSE** (please check one) – Please make check payable to “Town of Burlington”

#of \_\_\_\_\_ Amusement Devices/Bowling Alleys \$50 X # \_\_\_\_\_  
\_\_\_\_\_ First Class Auto - \$100  
\_\_\_\_\_ Entertainment - \$25 (Include description & time below)  Victualler - \$25  
\_\_\_\_\_ Innholder - \$25  
\_\_\_\_\_ Second Hand Dealer - \$ No Fee  
\_\_\_\_\_ Theater - \$50 per screen \_\_\_\_\_  
\_\_\_\_\_ Taxi/Livery \$50 per vehicle \_\_\_\_\_  
\_\_\_\_\_ Weigher \$25

**LICENSE RENEWAL INFORMATION WILL BE SENT TO EMAIL ADDRESS**

ALL PAPERWORK RECEIVED  CK # 83562 DATE 1/31/22

**BUSINESS INFO**

Business Name (DBA): Ritas Enterprises Inc.  
Burlington Address: 800 District Ave Burlington MA  
Manager’s Name: Corine Mazza EMAIL: \_\_\_\_\_ @ \_\_\_\_\_ .com  
Phone: \_\_\_\_\_ OR SS# \_\_\_\_\_  
Federal Tax I.D. # (if applicable): 04-273-1631  
Days & Hours of Operation: Monday -Friday 6am-3pm

**OWNERSHIP INFO** (Please fill this portion out ONLY if business is owned by an INDIVIDUAL or PARTNERSHIP)

Owner(s) Name(s): \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Phone: \_\_\_\_\_


**CORPORATE INFO** (Please fill this portion out ONLY if business is owned by a corporation)

Corporation Name: Ritas Enterprises Inc.  
Street Address: 1935 Revere Beach Parkway City, State, Zip Everett, MA 02149  
City, State, Zip: \_\_\_\_\_  
Corporate Contact’s Name/Title Paul Rossi/President  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Copy of new License Emailed: \_\_\_\_\_

**COMPLETE FOLLOWING INFORMATION WHEN APPLICABLE**

AUCTIONEERS, Describe: \_\_\_\_\_  
ENTERTAINMENT, Describe: \_\_\_\_\_  
OTHER: \_\_\_\_\_

ANY INTENTIONAL FALSE ANSWERS TO ANY OF THE ABOVE QUESTIONS WILL BE JUST CAUSE FOR THE REVOCATION OF ANY OR ALL LICENSES ISSUED UNDER THE PROVISIONS OF THE GENERAL LAWS, AS AMENDED.

  
Signature of Applicant

01/26/2022  
Date

TOWN OF BURLINGTON – Selectmen’s Office  
29 Center Street, Burlington, MA 01803

GENERAL LICENSE APPLICATION

TYPE OF LICENSE (please check one) – Please make check payable to “Town of Burlington”

#of \_\_\_\_\_ Amusement Devices/Bowling Alleys \$50 X # \_\_\_\_\_  
\_\_\_\_\_ First Class Auto - \$100  
\_\_\_\_\_ Entertainment - \$25 (Include description & time below)  Victualler - \$25  
\_\_\_\_\_ Innholder - \$25  
\_\_\_\_\_ Second Hand Dealer - \$ No Fee  
\_\_\_\_\_ Theater - \$50 per screen \_\_\_\_\_  
\_\_\_\_\_ Taxi/Livery \$50 per vehicle \_\_\_\_\_  
\_\_\_\_\_ Weigher \$25

LICENSE RENEWAL INFORMATION WILL BE SENT TO EMAIL ADDRESS

ALL PAPERWORK RECEIVED \_\_\_\_\_ CK # \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS INFO

Business Name (DBA): CITRA a fresh Cafe  
Burlington Address: 67 South Bedford St. Burlington, MA  
Manager’s Name: Prakash Shrestha  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Federal Tax I.D. # (if applicable): 452885820 OR SS# \_\_\_\_\_  
Days & Hours of Operation: Monday thru Friday - 7am to 5 pm

OWNERSHIP INFO (Please fill this portion out ONLY if business is owned by an INDIVIDUAL or PARTNERSHIP)

Owner(s) Name(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CORPORATE INFO (Please fill this portion out ONLY if business is owned by a corporation)

Corporation Name: PMK Foods Inc.  
Street Address: 850 Boylston Street City, State, Zip Chestnut Hill, MA  
City, State, Zip: 024607  
Corporate Contact’s Name/Title: Prakash Shrestha - Director  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Copy of new License Emailed: \_\_\_\_\_

COMPLETE FOLLOWING INFORMATION WHEN APPLICABLE

AUCTIONEERS, Describe: \_\_\_\_\_  
ENTERTAINMENT, Describe: Playing radio only  
OTHER: \_\_\_\_\_

ANY INTENTIONAL FALSE ANSWERS TO ANY OF THE ABOVE QUESTIONS WILL BE JUST CAUSE FOR THE REVOCATION OF ANY OR ALL LICENSES ISSUED UNDER THE PROVISIONS OF THE GENERAL LAWS, AS AMENDED.

 \_\_\_\_\_  
Signature of Applicant Date 02/17/2022

TOWN OF BURLINGTON - Selectmen's Office  
29 Center Street, Burlington, MA 01803

GENERAL LICENSE APPLICATION

TYPE OF LICENSE (please check one) - Please make check payable to "Town of Burlington"

#of \_\_\_\_\_ Amusement Devices/Bowling Alleys \$50 X # \_\_\_\_\_ Second Hand Dealer - \$ No Fee  
\_\_\_\_\_ First Class Auto - \$100 \_\_\_\_\_ Theater - \$50 per screen \_\_\_\_\_  
\_\_\_\_\_ Entertainment - \$25 (Include description & time below)  Victualler - \$25  
\_\_\_\_\_ Innholder - \$25 \_\_\_\_\_ Taxi/Livery \$50 per vehicle \_\_\_\_\_  
\_\_\_\_\_ Weigher \$25 \_\_\_\_\_

LICENSE RENEWAL INFORMATION WILL BE SENT TO EMAIL ADDRESS

ALL PAPERWORK RECEIVED \_\_\_\_\_ CK # \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS INFO

Business Name (DBA): JERSEY MIKE'S SUBS  
Burlington Address: 50 SUMMIT DRIVE BURLINGTON MA 01803  
Manager's Name: MIKE PATTI  
Phone: \_\_\_\_\_  
Federal Tax I.D. # (if applicable): 82-3218436 OR SS# \_\_\_\_\_  
Days & Hours of Operation: MONDAY - SUNDAY 10AM - 9PM

OWNERSHIP INFO (Please fill this portion out ONLY if business is owned by an INDIVIDUAL or PARTNERSHIP)

Owner(s) Name(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CORPORATE INFO (Please fill this portion out ONLY if business is owned by a corporation)

Corporation Name: MARKED - 5 LLC  
Street Address: 111 RIVERCLIFF RD. City, State, Zip \_\_\_\_\_  
City, State, Zip: LOWELL MA 01852  
Corporate Contact's Name/Title: ROBERT CANCRO - OWNER  
Phone: \_\_\_\_\_  
Copy of new License Emailed: \_\_\_\_\_

COMPLETE FOLLOWING INFORMATION WHEN APPLICABLE

AUCTIONEERS, Describe: \_\_\_\_\_  
ENTERTAINMENT, Describe: N/A  
OTHER: \_\_\_\_\_

ANY INTENTIONAL FALSE ANSWERS TO ANY OF THE ABOVE QUESTIONS WILL BE JUST CAUSE FOR THE REVOCATION OF ANY OR ALL LICENSES ISSUED UNDER THE PROVISIONS OF THE GENERAL LAWS, AS AMENDED.

Robert Cancro  
Signature of Applicant \_\_\_\_\_ Date 2.16.22

# Select Board

Item #

418

TOWN OF BURLINGTON - Selectmen's Office  
29 Center Street, Burlington, MA 01803

GENERAL LICENSE APPLICATION

TYPE OF LICENSE (please check one) - Please make check payable to "Town of Burlington"

#of \_\_\_\_\_ Amusement Devices/Bowling Alleys \$50 X# \_\_\_\_\_ Second Hand Dealer - \$ No Fee  
\_\_\_\_\_ First Class Auto - \$100 \_\_\_\_\_ Theater - \$50 per screen \_\_\_\_\_  
 Entertainment - \$25 (Include description & time below)  Victualler - \$25  
 Innholder - \$25 \_\_\_\_\_ Taxi/Livery \$50 per vehicle \_\_\_\_\_  
\_\_\_\_\_ Weigher \$25

LICENSE RENEWAL INFORMATION WILL BE SENT TO EMAIL ADDRESS

ALL PAPERWORK RECEIVED \_\_\_\_\_ CK# \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS INFO

Business Name (DBA): ALM WARRIOR, LLC DBA Hilton Garden Inn Boston Burlington  
Burlington Address: 5 VINEYARD ROAD BURLINGTON MA 01803  
Manager's Name: Arbor Lodging Management  
Phone: \_\_\_\_\_ IL: \_\_\_\_\_  
Federal Tax I.D. # (if applicable): 87-41343055 OR SS# \_\_\_\_\_  
Days & Hours of Operation: 24 hours / 7 days per week

OWNERSHIP INFO (Please fill this portion out ONLY if business is owned by an INDIVIDUAL or PARTNERSHIP)

Owner(s) Name(s): AA Burlington Owner LP  
Street Address: 500 W. Lake Street Suite 300 City, State, Zip Chicago, IL 60601  
City, State, Zip: Chicago, IL 60601  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CORPORATE INFO (Please fill this portion out ONLY if business is owned by a corporation)

Corporation Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Corporate Contact's Name/Title \_\_\_\_\_  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Copy of new License Emailed: \_\_\_\_\_

COMPLETE FOLLOWING INFORMATION WHEN APPLICABLE

AUCTIONEERS, Describe: \_\_\_\_\_  
ENTERTAINMENT, Describe: DT's for functions  
OTHER: \_\_\_\_\_

ANY INTENTIONAL FALSE ANSWERS TO ANY OF THE ABOVE QUESTIONS WILL BE JUST CAUSE FOR THE REVOCATION OF ANY OR ALL LICENSES ISSUED UNDER THE PROVISIONS OF THE GENERAL LAWS, AS AMENDED.

[Signature]  
Signature of Applicant

February 15, 2022  
Date

# Select Board

Item #

419

LEGAL NOTICE



TOWN OF BURLINGTON  
SELECT BOARD  
PUBLIC HEARING

The Select Board hereby gives notice that it will hold a Public Hearing on **February 28, 2022 at or after 6:00 P.M.** at the Town Hall, 29 Center Street, Burlington, MA, second floor main meeting room and virtual by Webex to consider the application for approval of Change of Officer/Directors/LLC Manager and Change of ownership Interest for the Yard House USA, Inc..

The plans and supporting documentation are available for public inspection in the Town Administrator's Office during business hours Monday, Tuesday and Thursday 8:30 a.m. - 4:30 p.m., Wednesday 8:30 a.m. - 7:00 p.m. and Friday 8:30 a.m. - 1:00 p.m. The plans will be available on the Town's website: <https://www.burlington.org/556/Public-Hearings> Select Board public hearing notices are printed in the *Burlington Daily Times Chronicle* and may also be downloaded from the following site:

<https://www.masspublicnotices.org/Search.aspx>

Monday, Feb. 28, 2022

<https://townofburlington.webex.com/townofburlington/j.php?MTID=me9084d518e608f40bc78d1a749908011>

Meeting number: 2336 523 2616 Password: EDm5kgFss43

Join by video system Dial [23365232616@townofburlington.webex.com](mailto:23365232616@townofburlington.webex.com) you can also dial 173.243.2.68 and enter your meeting number. Join by phone +1-408-418-9388 United States Toll Access code: 2336 523 2616

SELECT BOARD:

James M. Tigges, Chairman

Nicholas C. Priest, Vice Chairman

Robert C. Hogan

Michael S. Runyan

Joseph E. Morandi

Emailed to Daily Chronicle 02/17/2022

**THIS IS A TIME SENSITIVE NOTICE AND MUST BE PUBLISHED ON:  
Friday February 18, 2022**

(Please contact Lyn Mills/Select Board Office 781-270-1659 with any questions)

Bill to be submitted to: Attorney Joseph Devlin  
Upton Connell & Devlin, LLP  
171 High Street  
Newburyport, MA 01950





The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

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

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

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

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

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

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

Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Burlington  
City/Town

04550-RS-0160  
ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

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

APPLICANT INFORMATION

Name of Licensee: Yard House USA, Inc. DBA: Yard House

Street Address: 108 Middlesex Turnpike Burlington, MA. 01803 Zip Code: 01803

Manager: Paula Jean Post

Granted under Special Legislation? Yes  No

If Yes, Chapter \_\_\_\_\_ of the Acts of (year) \_\_\_\_\_

Type: \$12 Restaurant (i.e. restaurant, package store) Class: Annual (Annual or Seasonal) Category: All Alcoholic Beverages (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

[Empty box for description of premises]

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date: 01/25/2022 Time: Morning

Advertised: Yes  No  Date Published: \_\_\_\_\_ Publication: \_\_\_\_\_

Abutters Notified: Yes  No  Date of Notice: \_\_\_\_\_

Date APPROVED by LLA: 02/10/2022 Decision of the LLA: Approves this Application

Additional remarks or conditions (E.g. Days and hours): \_\_\_\_\_

For Transfers ONLY:  
Seller License Number: \_\_\_\_\_ Seller Name: \_\_\_\_\_

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

The Local Licensing Authorities By:  
Paul F. Sagarino, Jr.  
Town Administrator  
Deputy Local Licensing Authority  
(on behalf of the Select Board)

*Paul F. Sagarino, Jr.*



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**APPLICATION FOR AMENDMENT**

**-Change of Officers, Stock or Ownership Interest**

- Change of Officers/ Directors/LLC Managers**     **Change of Stock Interest**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- CORI Authorization
- Vote of the Entity
- Payment Receipt
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Payment Receipt
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Payment Receipt
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Non-Profit Club Change of Officers/ Directors**

- 
- DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Change of Officer/Directors Application
  - Vote of the club signed by an approved officer
  - Payment Receipt
  - Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

**Management Agreement**

- 
- DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Management Agreement
  - Vote of Entity
  - Payment Receipt

*\*If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Yard House USA, Inc.	Burlington	04550-RS-0160

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Lindsay L. Koren has replaced Joseph G. Kern as Vice President and Secretary. Angela Simmons has replaced William R. White as Director, President Treasurer. GMRI, Inc., a holding company, is being added to the ownership structure, as it was inadvertently left out of the original filing.

**APPLICATION CONTACT**

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

Name	Title	Email	Phone
Joseph H. Devlin	Attorney		

# APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>Lindsay Koren</b>	8803 Abbey Leaf Lane, Orlando, FL 32827		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Vice President & Secretary	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<b>Colleen Lyons</b>	11762 Aurelio Lane, Orlando, FL 32827		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Assistant Secretary	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<b>Angela Simmons</b>	8111 Hoboh Lane, Clermont, FL 34714		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Director, President & Treasurer	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<b>GMRI, Inc.</b>	1000 Darden Center Dr., Orlando, FL 32837		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
member - see next page.	100%	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**

Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

**MANAGEMENT AGREEMENT**

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

Yes  No

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed)
<b>GMRI, Inc.</b>	100% owner of Yard House USA, Inc.

Name of Principal	Residential Address	SSN	DOB
<b>Angela Simmons</b>	8111 Hoboh Lane, Clermont, FL 34714		
Title and or Position	Percentage of Ownership	Director	US Citizen
President, Treasurer and Director	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<b>Lindsay Koren</b>	8803 Abbey Leaf Lane, Orlando, FL 32827		3
Title and or Position	Percentage of Ownership	Director	US Citizen
Secretary and Vice President	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<b>Colleen Lyons</b>	11762 Aurelio Lane, Orlando, FL 32827		
Title and or Position	Percentage of Ownership	Director	US Citizen
Assistant Secretary	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<b>Darden Restaurants, Inc.</b>	100 Darden Center Drive, Orlando, FL		
Title and or Position	Percentage of Ownership	Director	US Citizen
100% owner of GMRI, Inc.		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

**Darden Restaurants, Inc.**

**100% owner of GMRI, Inc.**

Name of Principal	Residential Address	SSN	DOB
<b>Publicly Traded Company</b>			
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

# APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

### 3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Joseph George Kern	Vice President & Secretary	0%
Name of Principal	Title/Position	Percentage of Ownership
Colleen Lyons	Assistant Secretary	0%
Name of Principal	Title/Position	Percentage of Ownership
William Roland White, III	Director, President & Treasurer	0%
Name of Principal	Title/Position	Percentage of Ownership
Darden Restaurants, Inc.	Stockholder	100%
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

### 4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit B			

### 5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit C			

### 6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
	See Exhibit D		

# Select Board

Item #

420



2/23/2022

Town of Burlington Mail - New Liquor License Package Store



Lyn Mills <lmills@burlington.org>

---

## New Liquor License Package Store

---

Wed, Feb 23, 2022 at 4:35 PM

Mark Dupell <mdupell@burlington.org>

To: Kim Pigott <kpigott@burlington.org>

Cc: John Luther <jluther@burlington.org>, Lyn Mills <lmills@burlington.org>, Martin Allan <mallan@burlington.org>

Hi

Building Department has no concerns- Building Permit and Certificate of occupancy will be required

Respectfully, Mark

On Wed, Feb 23, 2022 at 12:13 Kim Pigott <kpigott@burlington.org> wrote:

[Quoted text hidden]

[Quoted text hidden]

2/23/2022

Town of Burlington Mail - New Liquor License Package Store



Lyn Mills <lmills@burlington.org>

---

## New Liquor License Package Store

---

Wed, Feb 23, 2022 at 12:25 PM

Thomas Browne <tbrowne@bpd.org>  
To: Kim Pigott <kpigott@burlington.org>  
Cc: Lyn Mills <lmills@burlington.org>

Police has no issues.

Sent from Samsung Galaxy smartphone.

[Quoted text hidden]

[Quoted text hidden]

All email messages and attached content sent from and to this email account are public records unless qualified as an exemption under the Massachusetts Public Records Law.

LEGAL NOTICE



TOWN OF BURLINGTON  
SELECT BOARD  
PUBLIC HEARING

The Select Board hereby gives notice that it will hold a Public Hearing on **February 28, 2022 at or after 6:00 P.M.** at the Town Hall, 29 Center Street, Burlington, MA, second floor main meeting room and virtual by Webex to consider the application for approval of new Liquor License for Liquor Market, Inc. 157 Bedford St. Burlington MA. DBA Liquor Market.

The plans and supporting documentation are available for public inspection in the Town Administrator's Office during business hours Monday, Tuesday and Thursday 8:30 a.m. - 4:30 p.m., Wednesday 8:30 a.m. - 7:00 p.m. and Friday 8:30 a.m. - 1:00 p.m. The plans will be available on the Town's website: <https://www.burlington.org/556/Public-Hearings> Select Board public hearing notices are printed in the *Burlington Daily Times Chronicle* and may also be downloaded from the following site:  
<https://www.masspublicnotices.org/Search.aspx>

Monday, Feb. 28, 2022

<https://townofburlington.webex.com/townofburlington/j.php?MTID=me9084d518e608f40bc78d1a749908011>

Meeting number: 2336 523 2616 Password: EDm5kgFss43

Join by video system Dial [23365232616@townofburlington.webex.com](tel:23365232616) You can also dial 173.243.2.68 and enter your meeting number.

Join by phone +1-408-418-9388 United States Toll Access code: 2336 523 2616

SELECT BOARD:

James M. Tigges, Chairman

Nicholas C. Priest, Vice Chairman

Robert C. Hogan

Michael S. Runyan

Joseph E. Morandi

Emailed to Daily Chronicle 02/17/2022

**THIS IS A TIME SENSITIVE NOTICE AND MUST BE PUBLISHED ON:  
Friday February 18, 2022**

(Please contact Lyn Mills/Select Board Office 781-270-1659 with any questions)

Bill to be submitted to: Attorney Arthur M. Pearlman  
PO Box 2507  
Framingham, MA. 01703-2507



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

APPLICATION FOR A NEW LICENSE

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

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

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

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

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

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

Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358



Lyn Mills <lmills@burlington.org>

**Re: 157 Bedford St Unit C, Burlington MA Proposing a Liquor Store**

Wed, Feb 9, 2022 at 1:38 PM

Elizabeth Bonventre <ebonventre@burlington.org>

To: Dev Khambhati <devkhambhati@live.com>

Cc: "planning@burlington.org" <planning@burlington.org>, Selectmenstaff <selectmenstaff@burlington.org>

Hi Dev,

Liquor Stores are considered retail uses in the General Business zoning district, therefore unless you are proposing exterior changes to the building, you will not need permitting with us. Please reach out to the Selectboard's Office (copied on this email) regarding obtaining a liquor license.

Again, if you are making any exterior changes to the building or the property you will need approval from our office.

Best,

Liz

On Wed, Feb 9, 2022 at 1:19 PM Dev Khambhati <devkhambhati@live.com> wrote:

Good Afternoon,

My name is Dev Khambhati, I'm reaching out because I'm looking to open a liquor store at 157 Bedford St Unit C in the Town of Burlington. Is there anything you guys would like from me to get your approval for this location?

Thank you,  
Dev Khambhati  
978-701-3212

--  
Elizabeth Bonventre  
Senior Planner  
Town of Burlington  
(781) 270-1647

www.burlington.org  
Follow Us: Facebook Twitter

All email messages and attached content sent from and to this email account are public records unless qualified as an exemption under the Massachusetts Public Records Law.



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

**1. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="Off-Premises-15"/>	<input type="text" value="\$15 Package Store"/>	<input type="text" value="All Alcoholic Beverages"/>	<input type="text" value="Annual"/>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Liquor Market, Inc. is applying for a new license, which has become available in the Town of Burlington, following the 2020 census, to be located at 157 Bedford Street.

Is this license application pursuant to special legislation?  Yes  No Chapter  Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name	<input type="text" value="Liquor Market, Inc."/>	FEIN	<input type="text" value="87-3400187"/>
DBA	<input type="text" value="Liquor Market"/>	Manager of Record	<input type="text" value="Dev Khambhati"/>
Street Address	<input type="text" value="157 Bedford Street, Burlington, MA 01803"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Alternative Phone	<input type="text" value="N/A"/>	Website	<input type="text" value="N/A"/>

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

1 Floor approximately 1,208 sq. ft.; large sales area, small office, storage and technology rooms; front door (entrance/exit) on Bedford Street.

Total Square Footage:	<input type="text" value="1,208"/>	Number of Entrances:	<input type="text" value="1"/>	Seating Capacity:	<input type="text" value="N/A"/>
Number of Floors	<input type="text" value="1"/>	Number of Exits:	<input type="text" value="1"/>	Occupancy Number:	<input type="text" value="N/A"/>

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:	<input type="text" value="Arthur M. Pearlman"/>	Phone:	<input type="text"/>
Title:	<input type="text" value="Attorney"/>	Email:	<input type="text"/>

**APPLICATION FOR A NEW LICENSE**

**5. CORPORATE STRUCTURE**

Entity Legal Structure  Date of Incorporation

State of Incorporation  Is the Corporation publicly traded?  Yes  No

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.

If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal  Residential Address  SSN  DOB

Title and or Position  Percentage of Ownership  Director/ LLC Manager  Yes  No US Citizen  Yes  No MA Resident  Yes  No

Name of Principal  Residential Address  SSN  DOB

Title and or Position  Percentage of Ownership  Director/ LLC Manager  Yes  No US Citizen  Yes  No MA Resident  Yes  No

Name of Principal  Residential Address  SSN  DOB

Title and or Position  Percentage of Ownership  Director/ LLC Manager  Yes  No US Citizen  Yes  No MA Resident  Yes  No

Name of Principal  Residential Address  SSN  DOB

Title and or Position  Percentage of Ownership  Director/ LLC Manager  Yes  No US Citizen  Yes  No MA Resident  Yes  No

Name of Principal  Residential Address  SSN  DOB

Title and or Position  Percentage of Ownership  Director/ LLC Manager  Yes  No US Citizen  Yes  No MA Resident  Yes  No

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**  
 Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

### 7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease ▼

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?  Yes  No



## APPLICATION FOR A NEW LICENSE

### 8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	0
C. Other * (Please specify below)	Bld-out \$50,000
D. Total Cost	\$50,000.00

\*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
Hitesh Khambhati (Father)	\$50,000.00	zero interest note	<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

Dev Khambhati is the sole owner of the applicant (Liquor Market, Inc.). His father, Hitesh Khambhati, is providing \$50,000.00, which will be evidenced by a zero interest note.

### 9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge?  Yes  No

Please indicate what you are seeking to pledge (check all that apply)  License  Stock  Inventory

To whom is the pledge being made?

# 10. MANAGER APPLICATION

## A. MANAGER INFORMATION

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

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises

## B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?\*  Yes  No \*Manager must be a U.S. Citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

## C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
			See Additional Information Page	

## D. PRIOR DISCIPLINARY ACTION

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

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

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

Manager's Signature  Date

**ENTITY VOTE**

The Board of Directors or LLC Managers of Liquor Market, Inc. Entity Name  
duly voted to apply to the Licensing Authority of Burlington City/Town and the  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 02/9/2022 Date of Meeting

For the following transactions (Check all that apply):

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

"VOTED: To authorize Dev Khambhati  
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint Dev Khambhati  
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

Corporate Officer / LLC Manager Signature

DEV KHAMBHATI  
(Print Name)

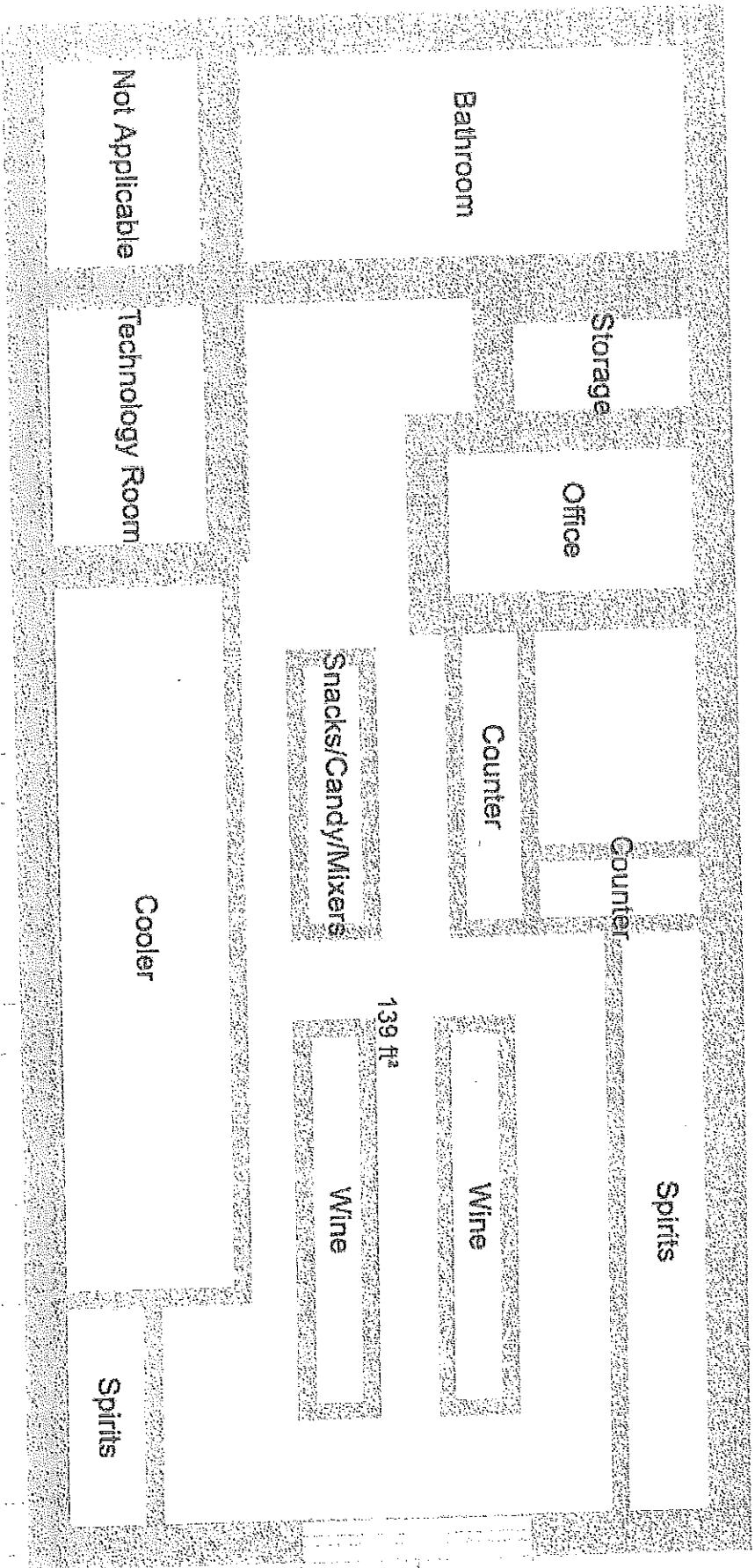
For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

DEV KHAMBHATI  
(Print Name)

157 Bedford St Unit C Burlington MA



# Select Board

Item #

421

LEGAL NOTICE



TOWN OF BURLINGTON  
SELECT BOARD  
PUBLIC HEARING

The Town of Burlington Select Board hereby gives notice that it will hold a Public Hearing on **Monday, February 14, 2022 at or after 6:00 p.m.** to consider the petition from Cambridge Network Solutions to trench across Burlington Mall Rd from existing electric manhole #24021 to the existing utility pole #19 located on the property of 30 Burlington Mall Rd; a distance of approximately 254 ft. This project will also include installation of intermediate handhole.

The plans and supporting documentation are available for public inspection by contacting [Lmills@burlington.org](mailto:Lmills@burlington.org) the plans will also be available on the Town's website: <https://www.burlington.org/556/Public-Hearings>

Select Board public hearing notices are printed in the *Burlington Daily Times Chronicle* and may also be downloaded from the following site: <https://www.masspublicnotices.org/Search.aspx>

Meeting being held via Cisco Webex:

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m7b314cce8f4951641f891dc9ec3f0acc>  
Meeting number (access code): 2338 252 9968  
Meeting password: cbVPaVFp245  
**join from a mobile device (attendees only)**  
[+1-408-418-9388](tel:+14084189388), 1795411284## United States Toll

Select Board:  
James M. Tigges, Chairman  
Nicholas C. Priest, Vice Chairman  
Robert C. Hogan  
Michael S. Runyan  
Joseph E. Morandi



December 20, 2021

Board of Selectmen – Town of Burlington  
29 Center Street  
Burlington, MA 01803

**RE: Cambridge Network Solutions  
Petition for Grant of Location – Burlington Mall Road at South Bedford Street**

Dear Selectmen:

On behalf of Cambridge Network Solutions, Siena Engineering Group, Inc. is hereby requesting from the Town of Burlington, permission to lay, maintain and operate underground fiber optic cables, under the surface of the following public way:

Trench across Burlington Mall Rd from existing electric manhole # 24021 located in the concrete sidewalk to a point where it reaches existing utility pole #19 located on the property of 30 Burlington Mall Rd; a distance of approximately 254 ft. This project will also include the installation of an intermediate handhole, as shown on plan “**Proposed Conduit Placement -Burlington Mall Road at South Bedford Street- Burlington, MA**”, dated November 17, 2020

The cables shall be placed at an approximate depth of 6-inches and in accordance with the requirements of the Town’s Department of Public Works. Three plans are filed herewith.

Your consideration of this petition is greatly appreciated, and we look forward to discussing the project with you at the next available Public Hearing.

Sincerely,

**SIENA ENGINEERING GROUP, INC.**

*Hayleigh Walker*

Hayleigh Walker  
Project Coordinator

Cc: Jeff Harrington (CNS)

12/23/2021

Town of Burlington Mail - Re: Grant of Location Submittal - CNS -Mall Road at S Bedford Street



Lyn Mills <lmills@burlington.org>

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**Re: Grant of Location Submittal - CNS -Mall Road at S Bedford Street**

---

Thu, Dec 23, 2021 at 1:30 PM

**Thomas Hayes** <thayes@burlington.org>

To: Betty McDonough <bmcDonough@burlington.org>

Cc: Hayleigh Walker <Hayleigh.Walker@sienaengineeringgroup.com>, John Kennedy <John.Kennedy@sienaengineeringgroup.com>, Tom Agresta <Tom.Agresta@sienaengineeringgroup.com>, Kristin Hagan <Kristin.Hagan@sienaengineeringgroup.com>, Lisa Matarazzo <lmatarazzo@burlington.org>, Lyn Mills <lmills@burlington.org>

Betty,

I have no comments or concerns.

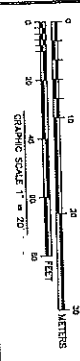
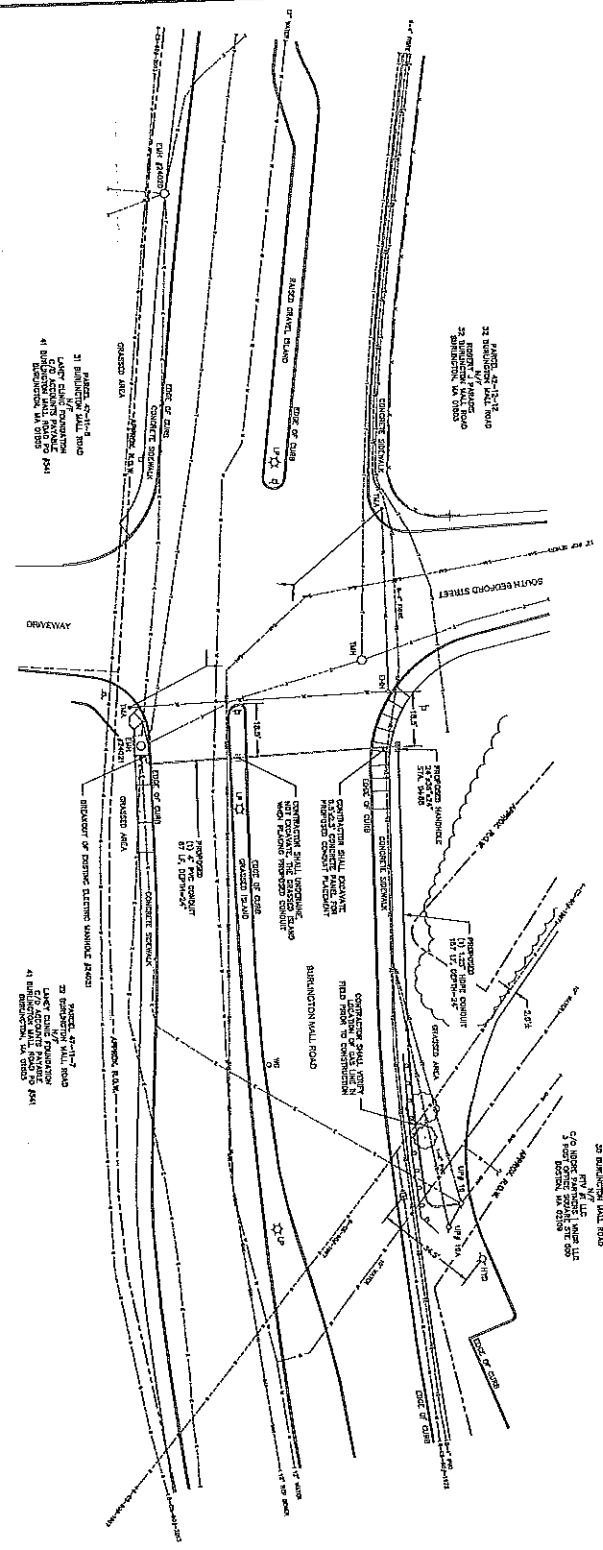
Tom

Thomas F. Hayes, P.E.  
Town Engineer  
25 Center Street  
Burlington, MA 01803  
781 270-1640  
[THayes@burlington.org](mailto:THayes@burlington.org)

Please visit us [@burlington.org](http://@burlington.org)

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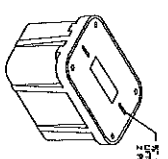


**CNS**  
CAMBRIDGE NETWORK SOLUTIONS  
**SIENA**  
SOLUTIONS  
2000 WASHINGTON STREET  
BURLINGTON, MA 01803  
TEL: 781.336.7000  
WWW.CNS-SOLUTIONS.COM

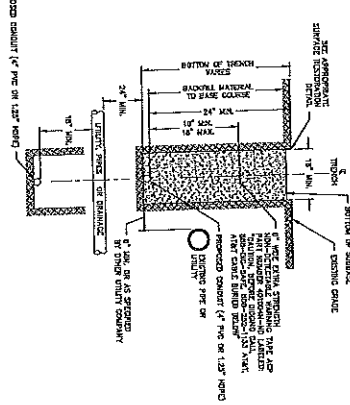
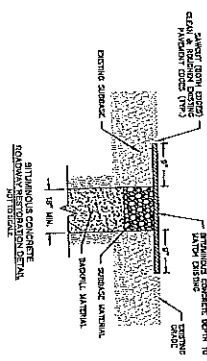
Drawn by: J. CORNELL  
Checked by: J. DONWART  
Drawing No.: 21-20013 WALL ROAD ONE SIDE

PROPOSED CONDUIT PLACEMENT PLAN  
BURLINGTON MALL ROAD AT SOUTH BEDFORD STREET  
BURLINGTON, MASSACHUSETTS  
PLANS & DETAILS

SCALE: 1"=50'  
SHEET 3 OF 3  
DATE: NOVEMBER 17, 2011



- NOTES:**
1. MANHOLES PROVIDED IN ACCORDANCE WITH THE LATEST EDITION OF THE STANDARD SPECIFICATIONS FOR OTHER PLANT CONDUIT.
  2. MANHOLES SETTING FINISHES ABOVE AND FIVE (5) FEET AND ABOVE FINISH GRADE UNLESS OTHERWISE NOTED.
  3. MANHOLES SETTING FINISHES WITH ONE (1) FEET ABOVE FINISH GRADE UNLESS OTHERWISE NOTED.
  4. MANHOLES SETTING FINISHES WITH ONE (1) FEET ABOVE FINISH GRADE UNLESS OTHERWISE NOTED.
  5. MANHOLES SETTING FINISHES WITH ONE (1) FEET ABOVE FINISH GRADE UNLESS OTHERWISE NOTED.
  6. MANHOLES SETTING FINISHES WITH ONE (1) FEET ABOVE FINISH GRADE UNLESS OTHERWISE NOTED.



**NOTES:**

1. ALL DIMENSIONS UNLESS OTHERWISE NOTED.

2. ALL DIMENSIONS UNLESS OTHERWISE NOTED.

3. ALL DIMENSIONS UNLESS OTHERWISE NOTED.

4. ALL DIMENSIONS UNLESS OTHERWISE NOTED.

5. ALL DIMENSIONS UNLESS OTHERWISE NOTED.

6. ALL DIMENSIONS UNLESS OTHERWISE NOTED.



# Select Board

Item #

422

LEGAL NOTICE



TOWN OF BURLINGTON  
SELECT BOARD  
PUBLIC HEARING

The Town of Burlington Select Board hereby gives notice that it will hold a Public Hearing on **Monday, February 14, 2022 at or after 6:00 p.m.** to consider the petition from Cambridge Network Solutions to trench across Burlington Mall Rd from existing electric manhole #25123 to the proposed concrete hand hole to be placed outside the concrete sidewalk adjacent to 2400 District Ave; a distance of approximately 45ft.

The plans and supporting documentation are available for public inspection by contacting [Lmills@burlington.org](mailto:Lmills@burlington.org) the plans will also be available on the Town's website: <https://www.burlington.org/556/Public-Hearings>

Select Board public hearing notices are printed in the *Burlington Daily Times Chronicle* and may also be downloaded from the following site: <https://www.masspublicnotices.org/Search.aspx>

Meeting being held via Cisco Webex:

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m7b314ccc8f4951641f891dc9ec3f0acc>

Meeting number (access code): 2338 252 9968

Meeting password: cbVPaVFp245

**join from a mobile device (attendees only)**

**+1-408-418-9388,,1795411284## United States Toll**

Select Board:

James M. Tigges, Chairman

Nicholas C. Priest, Vice Chairman

Robert C. Hogan

Michael S. Runyan

Joseph E. Morandi



December 20, 2021

Board of Selectmen – Town of Burlington  
29 Center Street  
Burlington, MA 01803

**RE: Cambridge Network Solutions  
Petition for Grant of Location – 66 Burlington Mall Road**

Dear Selectmen:

On behalf of Cambridge Network Solutions, Siena Engineering Group, Inc. is hereby requesting from the Town of Burlington, permission to lay, maintain and operate underground fiber optic cables, under the surface of the following public way:

Trench across Burlington Mall Rd from existing electric manhole #25123 to the proposed concrete handhole to be placed just outside the concrete sidewalk adjacent to the property of 2400 District Ave; a distance of approximately 45 ft, as shown on plan **“Proposed Conduit Placement -66 Burlington Mall Road - Burlington, MA”**, dated December 14, 2020

The cables shall be placed at an approximate depth of 6-inches and in accordance with the requirements of the Town’s Department of Public Works. Three plans are filed herewith.

Your consideration of this petition is greatly appreciated, and we look forward to discussing the project with you at the next available Public Hearing.

Sincerely,

**SIENA ENGINEERING GROUP, INC.**

*Hayleigh Walker*

Hayleigh Walker  
Project Coordinator

Cc: Jeff Harrington (CNS)

1/3/2022

Town of Burlington Mail - GOL 66 Burlington Mall Rd



Lyn Mills <lmills@burlington.org>

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**GOL 66 Burlington Mall Rd**

Mon, Jan 3, 2022 at 3:53 PM

**Thomas Hayes** <thayes@burlington.org>  
To: Lyn Mills <lmills@burlington.org>  
Cc: Lisa Matarazzo <lmatarazzo@burlington.org>

Lyn  
I have no comments or concerns.  
Tom

Thomas F. Hayes, P.E.  
Town Engineer  
25 Center Street  
Burlington, MA 01803  
781 270-1640  
[THayes@burlington.org](mailto:THayes@burlington.org)

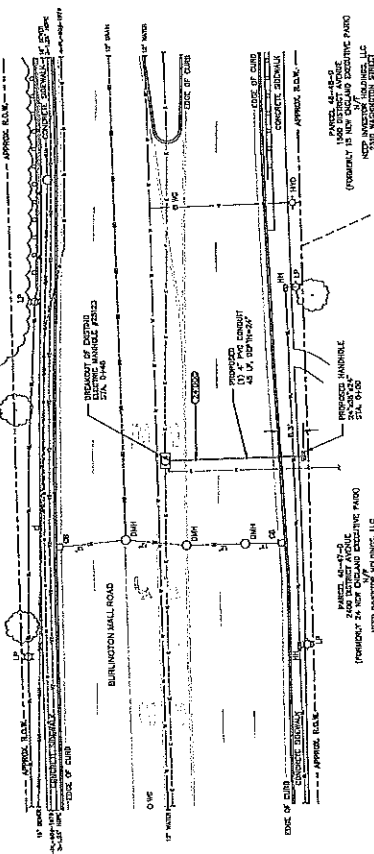
Please visit us [@burlington.org](https://www.burlington.org)

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**BURLINGTON  
MIDDLESEX COUNTY  
MASSACHUSETTS**



BE BURLINGTON MALL ROAD  
PURCHASE UNLOID PATENT RIGHTS  
2004 BURLINGTON  
ASSESSMENT MAP SHEET  
ASSISTANT

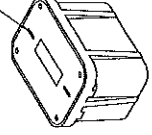


PROPOSED MANHOLE  
21.0' x 21.0'  
APPROX. B.M. 111.00

PROPOSED MANHOLE  
21.0' x 21.0'  
APPROX. B.M. 111.00

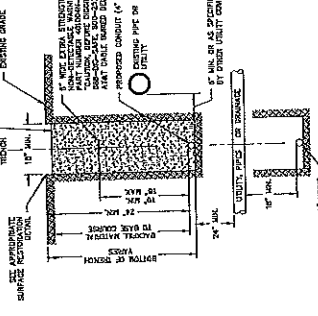
NOTES:

1. MANHOLES INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
2. MANHOLE STRUCTURES PROPERLY ALIGNED AND SET OF BIRT AND
3. MANHOLE STRUCTURES PROPERLY ALIGNED AND SET OF BIRT AND
4. MANHOLE MATERIAL IS REINFORCED CONCRETE.
5. MANHOLE STRUCTURES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITION OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.



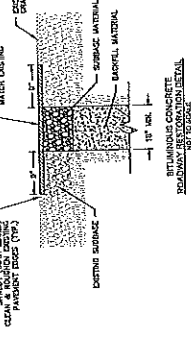
REINFORCED CONCRETE MANHOLE

NOTE:  
CONCRETE SHALL BE PLACED WITH CURBING STRIPS  
34" WIDENING SHALL BE PROVIDED A MINIMUM OF 24" EITHER OF CURBING  
34" WIDENING SHALL BE PROVIDED AT APPROX. POINTS 1/2  
TRENCH WIDTH DIMENSIONS SHOWN FOR CLARITY, ACTUAL WIDTH WILL  
DEPEND ON FIELD CONDITIONS.




PROPOSED CONDUIT (12\"/>


REINFORCED CONCRETE SHALL  
CONFORM TO THE LATEST EDITION  
OF THE STANDARD SPECIFICATIONS  
FOR HIGHWAY CONSTRUCTION.



REINFORCED CONCRETE SHALL  
CONFORM TO THE LATEST EDITION  
OF THE STANDARD SPECIFICATIONS  
FOR HIGHWAY CONSTRUCTION.



**CNS**  
CAMBRIDGE NETWORK SOLUTIONS



**SiENA**  
SIENA NETWORK SOLUTIONS

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Drawn by: **L. CANARD**  
Approved by: **B. DORVAULT PE**  
Drawing No.: **21-000133 MALL ROAD CNS.DWG**



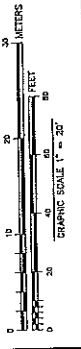
**PROPOSED CONDUIT PLACEMENT PLAN  
66 BURLINGTON MALL ROAD  
BURLINGTON, MASSACHUSETTS**

PLAN & DETAILS

SCALE: 1" = 20'

SHEET 3 OF 3

DATE: DECEMBER 14, 2021



# Select Board

Item #

423



Approved: DRAFT

# TOWN OF BURLINGTON

## Meeting Minutes

**DEPT./BOARD:** Burlington Select Board  
**DATE:** Monday, November 8, 2021 Regular Session  
**TIME:** 6:00 p.m.  
**PLACE:** Burlington Town Hall, 29 Center Street Main Meeting Room, 2nd Floor/  
and Cisco Webex On-Line Meeting

### MINUTES

**Members Present:** James Tigges, Chairman; Nicholas Priest, Vice-Chairman; Robert Hogan; Michael Runyan; Joseph Morandi

**Staff Member Present:** John Danizio, Assistant Town Administrator/Town Accountant (ATA John Danizio), Whitney Haskell, Budget Director; John Sanchez, DPW Director

Chairman Tigges called the Burlington Select Board (Board) meeting to order followed by the Pledge of Allegiance.

#### 302 Public Hearing: **Approval: Cable License Renewal Ascertainment Proceeding/Hearing**

**Motion:** Member Priest moved to open the public hearing. Seconded by Member Morandi and approved. (5-0-0)

**Motion:** Member Priest moved to accept the public hearing notice as submitted. Seconded by Member Morandi and approved. (5-0-0)

The license renewal ascertainment process includes a public hearing being held as part of the town's license renewal proceedings pertaining to Verizon New England Inc. in accordance with federal law requiring a formal renewal process before the license expires. Speaking was Attorney William Solomon for the town as well as Whitney Haskell, Budget Director. Speaking favorably on BCAT was Linda McNamee, President, BCAT Board of Directors; Jen Dodge, BCAT's Executive Director, State Rep. Ken Gordon and Steve Morin of Ways Means. Ms. McNamee read a favorable letter from Rabbi Susan Abramson. Attorney Solomon explained PEG funding. The Board thanked all for their participation and BCAT participants were thanked for their involvement.

**Motion:** Member Morandi moved to closed the public hearing. Seconded by Member Priest and approved. (5-0-0) No other votes were required at this time.

#### 303 Approval: **Recreation Turkey Trot - Route**

Brendan Egan, Director of Recreation, was present seeking Board approval to use the standard approved route for the Recreation Department's Turkey Trot 5K being held on Saturday, November 20, 2021. They are

BOARD OF SELECTMEN:

JAMES TIGGES, CHAIRMAN ♦ NICHOLAS PRIEST, VICE-CHAIRMAN ♦ ROBERT HOGAN ♦ MICHAEL RUNYAN ♦ JOSEPH MORANDI



working with the Police Department on any required police detail for the event and the School Department regarding use of school property for the event.

**Motion:** Member Hogan moved to approve the route request for the Recreation Department's Turkey Trot 5K as submitted. Seconded by Member Priest and approved. (5-0-0)

**304 Appointment: DPW Motor Equipment Operator**

DPW Director John Sanchez was present recommending David Michael Severino for the position of Special Motor Equipment Operator. On behalf of the Town Administrator, Paul Sagarino, and with the recommendation of Mr. Sanchez, John Danizio, Assistant Town Administrator/Town Accountant (ATA Danizio) said Mr. Severino was appointed to that position and recommended the Board move to waive the standard 15-day waiting period.

**Motion:** Member Morandi moved to waive the standard 15-day waiting period. Seconded by Member Priest and the motion passed. (5-0-0)

**305 Recognition: MassWorks Grant**

DPW Director John Sanchez was pleased to announce to the Board that a grant in the amount of \$1,000,000 was approved from the MassWorks Infrastructure Program. The funding will be used to support a phase of the MWRA connection. An accelerated plan is also in place to complete a new filter facility at Mill Pond with Phase 2 being divided into Phase 2A and 2B to complete work in the Adam Street area and into Lexington. He thanked Melisa Tintocalis, Economic Director and Rachel Leonardo, DPW Operations Analyst for their work on the grant submission. The Board commented on the various funds being received to offset the costs to connect with the MWRA.

**306 Update/Discussion: MWRA and PFAS**

Mr. Sanchez provided an update on the MWRA connection phases which will aid in the reduction of PFAS in the drinking water. The various stages to complete the connection were reviewed and following Phase 2A, the town has been receiving additional water since January through a water line connection in order to aid in lowering the PFAS levels. Mr. Sanchez said that updates would be on the DPW's website.

**307 Public Hearing: Tax Classification - postponed 11/22/2021**

**Motion:** Member Priest moved to open the public hearing. Seconded by Member Morandi and approved. (5-0-0)

**Motion:** Member Priest moved to accept the legal notice as posted. Seconded by Member Morandi and approved. (5-0-0)

The classification recommendations will be discussed at a continued public hearing on November 22, 2021.

**Motion:** Member Runyan moved to continue the public hearing to November 22, 2021. Seconded by Member Hogan and approved. (5-0-0)

**308 Public Hearing: Del Frisco's Grille of Massachusetts LLC  
Opened 3/23/2020 d/b/a Del Frisco's Grille, 92 Middlesex Turnpike, Burlington**

This public hearing was continued from October 4, 2021 at which time the Board requested the attorney representing Del Frisco's be present to review the liquor license transfer negotiations that have been taking place over the past three years while the restaurant was closed.

Present were Attorney Andrew Upton and Attorney Patricia Farnsworth from Upton, Connell & Devlin, LLP. Attorney Farnsworth explained that they are very close to finalizing an assignment of lease, and she had been working with attorneys for Strega to get information on the lease negotiations. The Board reviewed the plans submitted by the architect for cosmetic updates. After the lease assignment is signed they will start the application process with the town, and it is expected to take from six to nine months.

Member Hogan requested that a timetable continue to be provided to the Select Board. Member Morandi was pleased to see the submitted plans. Member Runyan and Chairman Tigges were encouraged with the good effort being made.

**Motion:** Member Hogan moved to continue the public hearing to December 13, 2021 at or after 6:30 p.m. Seconded by Member Morandi and approved. (5-0-0)

**309 Public Hearing:** **Approval: Common Craft Bottle Shop, LLC & Manager**  
New **d/b/a Common Craft Bottle Shop, 75 Middlesex Turnpike, Burlington**

**Motion:** Member Morandi moved to open the public hearing. Seconded by Member Runyan and approved. (5-0-0)

**Motion:** Member Hogan moved to accept the legal notice as posted. Seconded by Member Morandi and approved. (5-0-0)

Larry Leibowitz, Manager of the approved Common Craft Restaurant was present seeking approval for Common Craft Bottle Shop LLC d/b/a Common Craft Bottle Shop to obtain one of four of the town's general beer and wine package store licenses. He is also seeking approval to be manager of the bottle shop which will, he said, serve as an outlet for guests to procure bottled beverages sold at the restaurant in order to continue their experience off premise. The shop will only sell craft items that are sold in the restaurant. The shop will have an access window and will be outside with AC and heaters. There will be room for storage and coolers. There is a separate accounting system but the supply for the shop will come in with the restaurant orders. There will be two people manning the shop.

Sally Willard, Zoning Bylaw Review Committee, commented that this is a good way for the restaurant to promote their craft brews. The Alcohol Subcommittee met and the members were satisfied with the plans.

**Motion:** Member Morandi moved to close the public hearing. Seconded by Member Priest and approved. (5-0-0)

**Motion:** Member Hogan moved to approve to issue a beer and wine liquor general license for Common Craft Bottle Shop, LLC d/b/a Common Craft Bottle Shop, 75 Middlesex Turnpike, Burlington Mall with the condition

that only craft beer and wines being offered at the Common Craft Restaurant be sold from the venue and that all sales will follow M.G.L. Chapter 138. Seconded by Member Morandi and approved. (4-1-0)

**Motion:** Member Runyan moved to approve Larry Leibowitz as the manager of record for Common Craft Bottle Shop LLC d/b/a Common Craft Bottle Shop. Seconded by Member Morandi and approved. (5-0-0)

**310 Public Hearing: Grant of Location - Middlesex Turnpike  
NStar Electric Company d/b/a Eversource Energy**

**Motion:** Member Morandi moved to open the public hearing. Seconded by Member Priest and approved. (5-0-0)

**Motion:** Member Priest moved to accept the legal notice as posted. Seconded by Member Morandi and approved. (5-0-0)

NSTAR was present seeking approval for a grant of location to install 2121 +/- fee of conduit and install three manholes as per work order 4692435 for the necessary wires and cables in Middlesex Turnpike for the purpose of increasing reliability. Work on the project will take place during the day.

Chairman Tigges reminded the applicant that there is a street opening moratorium effective November 15. ATA Danizio said they are to contact the Engineering Department regarding the department's concern for approved work being done outside the mall entrance during the holiday season.

There were no comments from the public.

**Motion:** Member Morandi moved to close the public hearing. Seconded by Member Priest and approved. (5-0-0)

**Motion:** Member Runyan moved to approve to approve the grant of location request for Middlesex Turnpike as submitted and as approved by the Engineering Department with the condition that the applicant contact the Engineering Department prior to the work taking place. Seconded by Member Morandi and approved. (5-0-0)

**311 Approval: Entertainment License  
New Common Craft Holdings LLC  
d/b/a Common Craft, 75 Middlesex Turnpike, Burlington**

Larry Leibowitz, Manager for Common Craft restaurant was present seeking an entertainment license for the restaurant. The Board reviewed the outline of the tiered, open-concept stadium seating area. The band will be on the top tier with no seating allowed when entertainment is present. The times finalized were Thursday, Friday and Saturday 6:00pm to 11:00 p.m. The type of music will be background with strings or horns of the jazz style genre. The Building Department is working with the applicant and at this time is satisfied with the request. The Planning and Police Departments had no issues. The Board also recommended a condition to allow entertainment the opening day of the restaurant.

**Motion:** Member Morandi moved to approve an entertainment license for Common Craft Restaurant on Thursday, Friday and Saturday from 6:00 p.m. to 11:00 p.m. with the condition that the entertainment may also be allowed on opening day. Seconded by Member Priest and approved. (5-0-0)

**312 Approval:**

**Airbnb Publication Prohibition**

The Airbnb publication prohibition was presented by Director of Planning Kristin Kassner on October 25, 2021 at which time she stated that a zoning bylaw to create a definition for short-term rentals was approved at the September 2020 Town Meeting, and short-term rentals are now prohibited. In order for Burlington advertisements to be blocked on the Airbnb site, a request must be received from the Select Board. Member Priest recommended that the Board also release a statement about the prohibition of Airbnb's in Burlington.

**Motion:** Member Priest moved to approve a letter being sent to Airbnb, Inc. requesting that Burlington rentals be blocked from their advertising site. Seconded by Member Morandi and approved. (5-0-0)

**313 Approval:**

**Massachusetts Fine Wine and Spirits, LLC  
d/b/a Total Wine Spirits Beer & More, 34 Cambridge Street  
Change of LLC Manager/Store Manager**

Present on behalf of the applicant was Attorney Patricia Farnsworth from Upton, Connell & Devlin, LLP as well as the proposed manager of record, Reva Rebeck. Attorney Farnsworth explained that it is a two-part application to change the manager on the LLC as well as to change the manager for the liquor license. Ms. Rebeck has been with Total Wine for five years. The Board was satisfied with the documents as submitted.

**Motion:** Member Runyan moved to approve the change of the LLC Manager for Massachusetts Fine Wines & Spirits d/b/a Total Wine Spirits Beer & More, 34 Cambridge Street. Seconded by Member Morandi and approved. (5-0-0)

**Motion:** Member Runyan moved to approve Reva Rebeck as the manager of record for the liquor license for Massachusetts Fine Wines & Spirits d/b/a Total Wine Spirits Beer & More, 34 Cambridge Street. Seconded by Member Morandi and approved. (5-0-0)

**314 Discussion/Approval:**

**Alcohol Waiver**  
▪ **Tavern in the Square**  
▪ **Karma**

Stephen DeSousa was present for Tavern in the Square and Iverson Guo was present for Karma with each restaurant seeking a waiver from the town's alcohol rules and regulations in order to offer alcohol in containers/carafes that are larger than allowed in the regulations. Regulations state *no alcoholic beverages may be served in a pitcher or similar container. However, wine may be served in either half or full liter carafes.*

Member Hogan explained that these requests were fully reviewed and approved by the Alcohol Subcommittee with the full Board agreeing with the recommendations. The restaurant should contact staff with any future changes.

**Motion:** Member Priest moved to approve a waiver from the town's alcohol rules and regulations to allow **Tavern in the Square** to offer seltzer wine towers and margarita towers up to 88 ounces with the condition that

there be no less than four people at the table, limited to one carafe per dining experience, and limited to individuals in the party all being 21 years of age. Seconded by Member Runyan and approved. (5-0-0)

**Motion:** Member Priest moved to approve a waiver from the town's alcohol rules and regulations to allow **Karma Restaurant** to offer their current large format Maitai and large format cocktails with the condition that there be no less than four people at the table, limited to one carafe per dining experience, and limited to individuals in the party all being 21 years of age. Seconded by Member Morandi and approved. (5-0-0)

**315 Approval: Manhole for French Drain / 3 Arnold Terrace**

Qicheng Yu, 3 Arnold Terrace, was present seeking Board approval to open the street after the November 15 deadline for the purpose of installing a manhole to accommodate a French drain. He expects it will take place prior to November 30. Because Town Engineer Tom Hayes agreed with this work being allowed due to the potential of icing on Arnold Terrace during the winter from water bleeding of this property, the Board was comfortable with the request and Engineering's conditions would be included in the vote. The property owner is to contact Engineering prior to any work taking place.

**Motion:** Member Morandi moved to approve of the installation of a manhole for a French drain at 3 Arnold Terrace as requested with the following conditions as provided by the Town Engineer.

1. The trench must be backfilled daily -(No traffic plates)
2. All trenches must be paved with hot mix asphalt daily
3. Once snow falls, all work must cease for the season
4. The contractor held responsible for the trench through the winter season
5. A permanent trench patch installed within one year per DPW requirements.

Seconded by Member Runyan and approved. (5-0-0)

**316 Approval: Sculpture Park - Lighting**

Member Priest informed the Board that Bob Nevola & Sons Irrigation offered to donate lighting for the Sculpture Park and the dog on the Town Common with the following details being provided for the work to be done: ▪ 12v landscape lighting will be used; ▪ The lights will be flush with the ground and will not be in the way of mowers; ▪ There will be 2 power sources used - Town Common and Grandview Farm; ▪ The area will not be dug up. The equipment will create a thin slit in the ground to run the electrical; ▪ The lighting will be subtle and if it is intrusive, it can be adjusted; ▪ Installation of wiring and transformer box.

**Motion:** Member Runyan moved to accept the donation from Bob Nevola & Sons Irrigation to allow the lighting to be installed as described. Seconded by Member Priest and approved. (5-0-0)

**317 Appointments: Council on Aging Full Member - TA  
Accounting**

**Council on Aging:** ATA Danizio said that Town Administrator Paul Sagarino (TA Sagarino) was appointing Donna Geffen as a full member of the Council on Aging following the recommendation received from COA Director Marge McDonald and requested the Board waive the standard fifteen-day waiting period.

**Motion:** Member Morandi moved to waive the standard 15-day waiting period. Seconded by Member Priest and motion passed. (5-0-0)

**Accounting:** ATA Danizio said he was recommending Kristin Fricke for the position of Accounting Technician and that TA Sagarino agreed with the recommendation and was making this appointment and requested the Board waive the standard fifteen-day waiting period.

**Motion:** Member Morandi moved to waive the standard 15-day waiting period. Seconded by Member Priest and motion passed. (5-0-0)

**318 Appointment: Board of Appeals - 2nd Alternate - Select Board Appointment**  
Michael Murphy, Board of Appeals Chairman, was satisfied with the application of Jeffrey DiBona for the 2nd alternate seat on that board.

**Motion:** Member Morandi moved to appoint Jeffrey DiBona as an alternate member of the Board of Appeals. Seconded by Member Priest and approved. (5-0-0)

**319 Discussion: Block the Box - Winn Street**  
Member Morandi received complaints that traffic was blocking the driveway openings at the two schools on Winn Street and recommended to the Board that "block the box" paintings be considered. Sergeant Jerry McDonough was present and said he reviewed the Board's request. There may be some legality issues with these markings in this location plus there is a safety concern as students and parents may view the striped boxes as crosswalks. The department will continue to study the traffic in this area and work with the traffic matrons to alleviate the openings being blocked. The School Department may also have recommendations for traffic patterns. Member Morandi was satisfied and the Board thanked Sergeant McDonough for providing comments.

**320 Approval: Minutes: September 13, 2021 & September 27, 2021 Regular Meetings**  
**Motion:** Member Morandi moved to approve the regular meeting minutes of September 13, 2021 and September 27, 2021. Seconded by Member Priest and approved. (5-0-0)

**321 Subcommittee Reports**  
**Member Priest** said the DEI and Transportation committees have both kicked off successfully. Meetings continue to be held by the ISSAC Committee on Cyber Security. The Sculpture Park had a successful event over the weekend with over 200 attendees.

**Member Morandi** provided a reminder that it is illegal to be taking items away from the hunting tree stands at the Landlocked Forest

**Member Runyan** gave condolences from the Board to the family of Tom Murphy, Sr. who was very active and involved in town politics and was a member of the Select Board and he served as Town Meeting Moderator for many years.

**322 Chairman's Report**  
Chairman Tigges said there were issues with the camera system at the Police Department.

**323 Town Administrator's Report**  
ATA John Danizio said that Representative Ken Gordon's office was able to secure funding for placemaking activities and for the Burlington Area Chamber of Commerce and People Helping People.

He also reported that the Boston Region Metropolitan Planning Organization recently voted to elect Chairman Tigges as a subregional representative to the North Suburban Planning Council representing northwest Boston for a term of three years. His member designee is Economic Development Director Melisa Tintocalis. Ambulance billing will be addressed at the November 22, 2021 Select Board meeting and there will be an open house to explain the billing with residents and COA invited to attend.

324

**Old/New Business:** None.

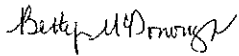
325

**Citizens' Time:** No one spoke during open session.

**Adjourn:**

**Motion:** Member Priest moved to adjourn at 8:45 p.m. Seconded by Member Morandi and approved. (5-0-0)

Submitted by,



Betty McDonough, Recording Secretary

BURLINGTON, MA BOARD OF SELECTMEN

DOCUMENTS REVIEWED AT MEETING, MONDAY, November 8, 2021

Agenda

- 302 Public Hearing: Approval: Cable License Renewal, Ascertainment Proceeding/Hearing - public hearing notice from paper;
- 303 Approval: Recreation Turkey Trot - Route - agenda cover; trot route
- 304 Appointment: DPW Motor Equipment Operator - memo to Paul Sagarino from John Sanchez re special motor equipment operator recommendation
- 305 Recognition: MassWorks Grant - October 4 2021 letter to Paul Sagarino from Mike Kennealy re grants
- 306 Update/Discussion: MWRA and PFAS - agenda cover
- 307 Public Hearing: Tax Classification - postponed 11/22/2021 - public hearing notice from newspaper
- 308 Public Hearing: Del Frisco's Grille of Massachusetts LLC, Opened 3/23/2020, d/b/a Del Frisco's Grille, 92 Middlesex Turnpike, Burlington - Del Frisco meeting history; Oct 13, 2021 letter to Att. Devlin re seeking status of license, email from Att Devlin, Oct 15 follow up amended letter re seeking status of license, Nov 5 2021 update letter from Upton Connell & Devlin, floor plan for new restaurant being considered; packet re new restaurant being considered - Strega
- 309 Public Hearing: Approval: Common Craft Bottle Shop, LLC - agenda cover; public hearing notice; Oct 15 email from building; Nov 3 email from building; Nov 3 email from fire; Nov 3 email from police
- 310 Public Hearing: Grant of Location - Middlesex Turnpike, NStar Electric Company d/b/a Eversource Energy - agenda cover; public hearing notice; Nov 4 email from engineering; NSTAR petition; Oct 13 letter from Eversource Richard Schifone; order for location for conduits and manholes; 5 pages of street plans; Oct 15 email to engineering for comments;
- 311 Approval/New: Entertainment License, Common Craft Holdings LLC, d/b/a Common Craft, 75 Middlesex Turnpike, Burlington - Oct 20 staff email and responses; restaurant plan for entertainment location
- 312 Approval: Airbnb Publication Prohibition - Oct 14 letter to Airbnb for board signatures
- 313 Approval: Massachusetts Fine Wine and Spirits, LLC, d/b/a Total Wine Spirits Beer & More, 34 Cambridge Street, Change of LLC Manager/Store Manager - corporate vote; Oct 13 letter from total wine re change of LLC manager and change of manager; licensing authority certification; manager resume; application for amendment proposed officers, stock and ownership interest;
- 314 Discussion/Approval: Alcohol Waiver, ▪ Tavern in the Square, ▪ Karma - Nov 8 agenda cover; Tavern tower menu; Karma large format menu
- 315 Approval: Manhole for French Drain, 3 Arnold Terrace - Nov 2 email from engineering re discouraging issuance of street opening permit after Nov 15; Nov 1 email from Q Yu for manhole for french drain; picture; Nov 2 email from conservation re manhole for french drain;
- 316 Approval: Sculpture Park - Lighting - agenda cover; Nov 3 Bob Nevola sculpture lighting donation
- 317 Appointments: ▪ Council on Aging Full Member - TA, ▪ Accounting - Nov 1 memo from John Danizio to Paul Sagarino re accounting dept appointment
- 318 Appointment: Board of Appeals - Alternate - Select Board Appointment - Oct 29 email from bm to lm re backup for appointment for J Dibona;
- 319 Discussion: Block the Box - Winn Street - Oct 20 email from Officer McDonough re block the box being recommended for Winn St
- 320 Approval: Minutes: 9/13/2021 and 9/27/2021 Regular Meetings
- 321 Subcommittee Reports
- 322 Chairman's Report
- 323 Town Administrator's Report



- 324 Old/New Business
- 325 Citizens' Time