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TOWN OF BURLINGTON

Meeting Posting

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Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Select Board

DATE: August 21, 2023, General/Joint Session Burlington Housing Authority
Monday

TIME: 6:00 p.m.

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

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m1166183c504c678f477fa5a4107cce26>
Meeting number 2341 085 2565 Password sMkJVVui747 Dial 23410852565@townofburlington.webex.com
+1-408-418-9388 United States Toll You can also dial 173.243.2.68 and enter your meeting number

“This meeting/hearing of The Burlington Select Board will be held in-person at the location provided on this notice. Members of the Public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.”

ALL TIMES LISTED ARE APPROXIMATE

AGENDA

Submitted 8/17/2023

GENERAL SESSION

- | | | |
|-----|---|-----------|
| | Pledge of Allegiance | 6:00 p.m. |
| 170 | Joint Appointment: Housing Authority Vacancy | 6:01 p.m. |
| | <ul style="list-style-type: none"> • to fill open seat on Burlington Housing Authority per Chapter 41 Section 11 | |
| 171 | Update: Burlington Elementary School Building Committee | 6:10 p.m. |
| 172 | Appointment: Conservation Commission Committee | 6:15 p.m. |
| 173 | Appointments: Fire Departments | 6:20 p.m. |
| | <ul style="list-style-type: none"> • (2) Lieutenant • (2) Limited Assignment Firefighter | |



Select Board Meeting
August 21, 2023
Page 2 of 2

174	Appointments:	DPW <ul style="list-style-type: none">• Special Heavy Equipment Operator/Laborer• Building Custodian	6:30 p.m.
175	Appointment:	Council of Aging <ul style="list-style-type: none">• Social Worker	6:35 p.m.
176	Donation:	Picnic Table – Town Common	6:40 p.m.
177	Approval:	Police Cruiser Redesign	6:45 p.m.
178		Citizen’s Time	6:50 p.m.
179	Approval:	Transfer Victualler’s License <ul style="list-style-type: none">• Maki of Japan to Asian Chao – 75 Middlesex TPK	7:00 p.m.
180	Public Hearing:	New Beer and Wine Package Store License <ul style="list-style-type: none">• Raja and Rana’s Indian Market – 232 Cambridge Street	7:05 p.m.
181	Public Hearing:	New Beer and Wine Package Store License <ul style="list-style-type: none">• Town and Country – 264 Cambridge Street	7:10 p.m.
182	Public Hearing:	Grant of Location <ul style="list-style-type: none">• Verizon -Middlesex Turnpike	7:15 p.m.
183	Approval:	To Rescind Grant of Location Permit <ul style="list-style-type: none">• Small Cell – 1 Burlington Mall Road	7:20 p.m.
184	Approval:	September Town Meeting 2023 Warrant Articles	7:25 p.m.
185	Approval:	Minutes <ul style="list-style-type: none">• Alcohol Subcommittee 7.17.2023• Regular 7.17.2023	
186		Subcommittee Reports	
187		Chairman’s Report	
188		Town Administrator’s Report	

Select Board

Item #

170



Town of Burlington Select Board

Press release for Housing Authority - Position Open

Please run as often as possible through August 18, 2023

**For any questions, contact
Lyn Mills
Office Manager
Select Board Office
lmills@burlington.org**

PRESS RELEASE

Burlington Housing Authority Vacancy

Burlington- The Burlington Select Board and the Burlington Housing Authority announce one seat available for a Town of Burlington resident on the Burlington Housing Authority to temporarily fill the seat until the next Town election in April of 2024.

Local housing authorities are political bodies that are considered local government organizations under state law. They have five Commissioners with four being elected at large and one resident member being appointed by the Governor. The local housing authority is a five-year term and provides state public housing for seniors age 60+ and disabled persons at their properties located in Burlington and are responsible for managing these properties and systems in accordance with state and federal policy and guidelines.

Those interested in applying for this seat until the next election may send a letter of interest addressed to the Select Board along with a brief bio to the following email: lmills@burlington.org. The Select Board and the Burlington Housing Authority plan to hold a joint session on August 21, 2023 to make an appointment.



Lyn Mills <lmills@burlington.org>

Housing authority Vacancy

Mike Kelly <mikekelly921@yahoo.com>
To: lmills@burlington.org

Mon, Aug 14, 2023 at 5:01 PM

Dear Town of Burlington Select Board

My name is Michael Kelly and I'm interested in filling the vacancy on the housing authority as I have lived in Burlington since 2015 and I had ran twice for a seat on the Shawsheen valley tech school committee and unfortunately I lost but I'm extremely interested in being on the housing authority. I'd appreciate the consideration for me to fill the vacancy.

Sincerely

Michael Kelly
3 Stephanie st
Burlington Ma 01803
617 862 6509 cell phone

[Sent from Yahoo Mail for iPhone](#)

John “Jack” Nagle

SUMMARY

Dedicated civil servant with over eleven years of professional experience through military and public service. Skilled in program analysis, customer service and administrative functions. Committed to managing resident needs.

EDUCATION

University of Massachusetts Boston, Boston, MA • May 2018

Master of Public Administration

McCormack Graduate School Outstanding Capstone Award Recipient

Pi Alpha Alpha Society Member

Assumption College, Worcester, MA • May 2010

B.A. in History and Theology

Defense Language Institute, Monterey, CA • April 2015

A.A. in French

CERTIFICATIONS & LICENSES

Massachusetts Certified Public Purchasing Official Program • 2020

Public Contracting Overview Certificate & Design and Construction Contracting Certificate

Dept. of Housing and Community Development - Facilities Management Specialist Unit • March 2020

Dwelling Unit Inspection Certificate

Massachusetts NAHRO • 2019

Massachusetts Public Housing Administrator Certificate

Commonwealth of Massachusetts – Division of Professional Licensure • June 2019

Hoisting Engineer (2A/1C)

National Association of Housing and Redevelopment Officials (NAHRO) • April 2019

Certified Public Housing Manager (C-PHM)

OSHA 10 Certification • April 2015

U.S Department of Labor

PROFESSIONAL EXPERIENCE

Executive Director

Arlington Housing Authority • Arlington, MA

12/21 – Present

- Responsible for the management and operation of a portfolio of over 1100 units from various affordable housing programs, including 713 units of State-Aided Public Housing and 427 Housing Choice Vouchers.
- Supervise over 20 administrative and maintenance staff members ensuring compliance with HUD, DHCD as well as other applicable regulations and guidelines.
- Oversee multiple capital projects working with DHCD, architects, and contractors over the course of the life of the project.
- Apply for grant funding through various local, state and federal resources to complete outstanding capital needs, fund initiatives and create new staff positions, which has resulted in over \$5 million in grant funding committed to date.

- Utilize LEAN and other energy efficiency and climate resiliency programs resulting in commitments by ABCD to complete capital projects with cost estimates over \$2 million dollars.
- Encourage Arlington Housing Authority resident feedback by working with tenant organizations and residents to resolve issues at developments, determine capital needs, and identify programs and processes that can improve resident quality of life.
- Resolve and respond to all requests, complaints and other correspondence related to public records, MCAD, reasonable accommodations, personnel, and other areas required by local, state and federal law and regulation.

Department of Transitional Assistance Chelsea TAO Advisory Board
Board Member

8/22 – Present

Interim Executive Director

Arlington Housing Authority • Arlington, MA

4/21-12/21

- Empowered by the AHA Board of Commissioners to assume the role of Interim Executive Director and Operations Manager during the Executive Director’s leave of absence and transition period.
- Responsible for the management and operation of a portfolio of over 1100 units from various affordable housing programs, including 713 units of State-Aided Public Housing and 422 Housing Choice Vouchers.
- Supervised over 20 administrative and maintenance staff members ensuring compliance with HUD, DHCD as well as other applicable regulations and guidelines.
- Oversaw multiple capital projects working with DHCD, architects, and contractors over the course of the life of the project.
- Created and managed ongoing capital projects through CAPHUB, CPS, CIMS, and HAFIS.
- Encouraged Arlington Housing Authority resident feedback by working with tenant organizations and residents to resolve issues at developments, determine capital needs, and identify programs and processes that can improve resident quality of life.
- Resolved and responded to all requests, complaints and other correspondence related to public records, MCAD, reasonable accommodations, personnel, and other areas required by local, state and federal law and regulation.
- Explored and advocated for funding opportunities from outside agencies to address outstanding capital and resident needs.

MassNAHRO Board of Directors
Board Member

5/20-5/22

Property Manager

Arlington Housing Authority • Arlington, MA

11/18-4/21

- Skilled in C.H.A.M.P. and all the processes related to the waitlist and applicant screening.
- Oversaw vacancy turnover and lease up ensuring that work orders are complete, units are leased, and data is updated in HAFIS.
- Managed 220 units of State-Aided Elderly/Non-Elderly Handicap housing.
- Ensured resident safety by completing annual inspections, providing referrals and scheduling work orders.
- Proficient in PHA Web related to rent determination, work orders, inventory, inspections, and accounting.
- Scheduled conferences for households with “for cause” lease violations and coordinates with legal counsel for pre-trial procedures for tenant evictions.
- Applied to and awarded \$500,000 grant from DHCD to improve Drake Village development grounds.
- As AHA representative, coordinated with Arlington Board of Health to schedule and complete COVID-19 vaccination clinics at Senior Developments.

John “Jack” Nagle

Central Office Case Manager

11/16-11/18

Commonwealth of Massachusetts • Department of Transitional Assistance • Boston, MA

- Responded to executive staff, local office, and stakeholder requests through the completion of high priority projects.
- Mitigated error rates and identified statewide trends by reviewing cases and ensuring they are being processed properly.
- Coordinated outreach to ensure that clients receive pertinent information related to disaster relief and program initiatives.
- Determined and issued appropriate benefits in accordance with USDA, TANF and state regulations.
- Maintained assigned client caseloads, ensuring they are in accordance with applicable standards.
- Provided guidance, resources and placement assistance to help clients move towards self-sufficiency.

SNAP Eligibility and Referral Worker

11/15-11/16

Commonwealth of Massachusetts • Department of Transitional Assistance • Malden, MA

- Determined initial and ongoing eligibility for transitional assistance programs and employment services.
- Conducted interviews and issued appropriate benefit authorizations in accordance with USDA policy.
- Evaluated and monitored client cases, ensuring compliance with applicable rules and regulations.
- Trained and mentored new employees on DTA systems, policies and procedures.

Groundman

06/05 – 07/10 & 04/15-11/15

Mass Bay Electric Co. • East Boston, MA

- Aided in the assembly and installation of light poles for the city of Boston, MBTA, MASS Highway and surrounding municipalities.
- Assisted electricians and linemen with the repair and maintenance of street lighting and its related components.
- Supported local, state and federal energy efficiency initiatives by assisting electricians install LED lights on new and existing light poles.

French Cryptologic Linguist & Squad Leader

10/10 – 04/15

United States Army

- Worked as a translator for French Officers, aiding in the creation of future relations with the 66th Military Intelligence Brigade.
- Selected as a direct representative and trainer for equipment essential to fulfill NATO and foreign nation task requirements.
- Fulfilled mission requirements through the translation and analysis of foreign documents.
- Held and adhered to all protocols and training for a Top Secret, Sensitive Compartmented Intelligence clearance.
- Organized, maintained, and reviewed over 400 employee records, improving visibility and increasing efficiency while serving in an administrative position at Battalion Headquarters.
- Maintained and managed resident living quarters as the barracks manager by responding to building and unit incidences as well as serving as the main point of contact for updates, maintenance, and housing assignments.
- Supervised and mentored eight to ten junior enlisted soldiers and team leaders as their squad leader.

8/16/23

To the board of selectman

I Walter DeLoe are interested in being appointed to the empty position on the housing board.

I am a retired fire fighter for the town of Burlington. Served on the election board as a clerk for many years. Lived in Burlington since "1948"

Thank You.

Walter DeLoe.

Select Board

Item #

171

SELECT BOARD

Meeting Agenda Item

Meeting date 8/21/2023

Requesting Department:

Chair MSBA

Request Title for Agenda:

Update: Burlington Elementary School Building Committee

Description:

To provide the Board with and update and answers any questions they may have

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

Back up included:

NO

Suggested Motion:

N/A

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

Select Board

Item #

172



Lyn Mills <lmills@burlington.org>

Conservation Commission appointment

John Keeley <jkeeley@burlington.org>

Tue, Jul 25, 2023 at 12:12 PM

To: Paul Sagarino <psagarino@burlington.org>

Cc: Lyn Mills <lmills@burlington.org>

Paul,

I would like to recommend that Sarah Wolinski of 2 Forest Road be appointed to the Conservation Commission to fill a current vacancy. Sarah has been a resident of Burlington for fourteen years and recently reached out to us to get involved with Conservation. Her resume is attached.

Thanks,

John

--

John Keeley, Conservation Administrator

Town of Burlington | Conservation Department | [25 Center Street](#) | Burlington, MA 01803t 781-270-1655 | www.burlington.org**Sarah Wolinski-resume-7-24-2023-.pdf**

64K

Select Board

Item #

173



TOWN OF BURLINGTON FIRE DEPARTMENT



FIRE@burlington.org • www.burlington.org

21 Center Street • Burlington MA 01803 • Tel: (781) 270-1925 • Fax: (781) 270-1980

Andrew J. Connerty
Fire Chief

Steven M. McLean
Assistant Fire Chief

August 16, 2023

Town Administrator Paul Sagarino,

I am pleased to recommend Firefighter William Toland for promotion to the position of Fire Lieutenant. Firefighter Toland is one of two Lieutenant candidates chosen out of six eligible Firefighters. All of the candidates were interviewed and I reviewed all of their resumes and personnel files.

Firefighter Toland has served as Senior Firefighter a couple of dozen times over the last three years. In this assignment, he takes the place of a Lieutenant who is absent on the Tower. He has performed well in this role and has proven to be up to the task.

Firefighter Toland's career highlights with the Burlington Fire Department:

- Firefighter - 18 years
- Certified Firefighter I/II
- Member of the BFD Honor Guard

Firefighter Toland holds a Massachusetts Building Construction Supervisors License and is a registered Massachusetts Home improvement Contractor. Knowledge of building construction is very important for firefighters to know how fire spreads.

Firefighter Toland is a lifelong resident of Burlington. He is a graduate of Burlington High School. He and his wife Mary are raising their three children, Josie, Reese and Lance, in Burlington. He has also been involved as a volunteer with youth sports in Burlington.

Firefighter Toland is an experienced and high quality Firefighter with proven abilities in the role of Senior Firefighter. He is an excellent choice for promotion to permanent Fire Lieutenant at the Burlington Fire Department.

Respectfully submitted,

Andrew J. Connerty
Fire Chief



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Andrew J. Connerty
Fire Chief

Steven M. McLean
Assistant Fire Chief

August 16, 2023

Town Administrator Paul Sagarino,

I am pleased to recommend Firefighter Michael Donoghue for promotion to the position of Emergency Medical Services (EMS) Officer at the Burlington Fire Department. The EMS Officer is a Fire Lieutenant that oversees the EMS Program. Firefighter Donoghue is one of two Lieutenant candidates chosen out of six eligible Firefighters. All of the candidates were interviewed and I reviewed all of their resumes and personnel files.

Firefighter Donoghue has been an eager and active participant in the role of Preceptor. Our Preceptors teach and evaluate new employees to bring them to a point where they can be scheduled regularly on the ambulance. He recently shadowed our retiring EMS Officer to gain some additional knowledge that is unique to the role.

Firefighter Donoghue rose in the ranks of the University of Massachusetts Lowell EMS program. He started as an EMT, then became a Shift Supervisor and finished as a Coordinator of Field Operations. He has worked as a Paramedic in both Fire Department Based and private systems.

Firefighter Donoghue is a member of the Northeast Massachusetts Technical Rescue Team, responding to the region's most serious technical rescue incidents

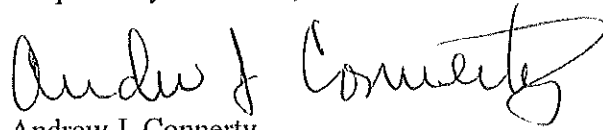
Firefighter Donoghue's career highlights:

- Firefighter - 7 years
 - 5 in Sudbury and 2 in Burlington
- Certified Firefighter I/II
- Certified Fire Instructor I
- Certified Rope Rescue I/II
- Certified Confined Space Rescue I/II
- Certified Hazardous Materials Technician
- Certified EMT 2011
- Certified Paramedic 2015
- Certified Instructor/Coordinator 2017
- Master's Degree in Public Administration with a concentration in Fire/EMS Management

Firefighter Donoghue is also an experienced EMS instructor. He has taught EMS at Northern Essex Community College and the New England EMS Institute.

Firefighter Donoghue is an experienced Firefighter and very experienced in EMS. He holds multiple certifications in both the Fire and EMS areas. His certifications as Fire and EMS Instructor will be extremely useful in the position of EMS Officer. He has gained experience in higher levels of authority in the past as well. He is an excellent choice for promotion to Fire Lieutenant and EMS Officer at the Burlington Fire Department.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrew J. Connerty". The signature is written in a cursive style with a large, sweeping flourish at the end.

Andrew J. Connerty
Fire Chief



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Andrew J. Connerty
Fire Chief

Steven M. McLean
Assistant Fire Chief

August 16, 2023

Town Administrator Paul Sagarino,

I am pleased to recommend retire Fire Lieutenant Mark Saia for appointment to the position of Limited Assignment Firefighter at the Burlington Fire Department. Limited Assignment Firefighters work Special Details, such as when there are fireworks or welding in town. They are used if no permanent firefighter is available to fill the Special Detail.

Lieutenant Saia retired from the Fire Department on August 4, 2023. He served the Town of Burlington for 25 years. His last assignment was as our first EMS Officer. In that role he ushered in our transition to an Advanced Life Support level of service. He would be a great addition to the ranks of Limited Assignment Firefighters.

Respectfully submitted,

Andrew J. Connerty
Fire Chief



TOWN OF BURLINGTON FIRE DEPARTMENT



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21 Center Street • Burlington MA 01803 • Tel: (781) 270-1925 • Fax: (781) 270-1980

Andrew J. Connerty
Fire Chief

Steven M. McLean
Assistant Fire Chief

Limited Assignment Firefighter

Limited Assignment Firefighters (LAF) shall sign an acceptance letter in order to acknowledge the following conditions.

1. The Town shall neither use nor shall employ the service of any temporary, part-time, or call firefighter without prior expressed written approval of the Union.
2. The Limited Assignment Firefighter shall be covered by the Town if he/she is injured while on duty under Article 17. (Jones v. Town of Wayland.)
3. The Town agrees to accept any action against the LAF, as it would for a full-time employee.
4. He/she shall meet with the Fire Chief or his/her designee as well as the Local 2313 President or his/her design at least once per year. The purpose of such meeting is to update the LAF regarding any changes to fire department policies or procedures.
5. He/she agrees to follow all Fire Department Rules and Regulations while performing such duties.
6. He/she acknowledges that full-time fire department employees will be given the opportunity to work under Article 17 before it is offered to him/her.
7. He/she agrees to represent the Burlington Fire Department in a professional manner at all times.
8. He/she agrees to notify the Fire Chief and Local 2313 President if his/her physical or mental condition prohibits his/her ability to perform such duties under Article 17.
9. The Fire Chief, after consulting with the Local 2313 President may remove a LAF from the eligibility list for failure to adhere to any of the above or for just cause.

10. He/she will be responsible for complying with the Fire Department's Uniform Policy at his/her own expense, including safety equipment such as hard hats, eye protection, etc.
11. He/she shall display the rank of Firefighter on all details.
12. He/she shall maintain certification as a first responder and CPR. A LAF may attend fire department sponsored EMS classes to maintain certifications.
13. He/she shall not be eligible for Dispatch or other Special Town Details. The Fire Chief retains the right to preclude a LAF from specific private details at his/her discretion.
14. He/she must accept and work at least one (1) detail every six (6) months to maintain eligibility to work details in the future. Failure to do so may result in removal from the detail eligibility list.
15. A LAF shall provide his/her current address and phone number to the Town with 24 hours of any change.
16. He/she shall not be eligible for any details after his/her 65th birthday.
17. This Letter of Agreement is in effect for one (1) year and shall be renewed annually.

I, Mark Sara, agree to the following rules governing my appointment as a Limited Assignment Firefighter.

Signature, [Handwritten Signature]

Date, 7/26/23



TOWN OF BURLINGTON FIRE DEPARTMENT



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21 Center Street • Burlington MA 01803 • Tel: (781) 270-1925 • Fax: (781) 270-1980

Andrew J. Connerty
Fire Chief

Steven M. McLean
Assistant Fire Chief

August 16, 2023

Town Administrator Paul Sagarino,

I am pleased to recommend Firefighter Fred Williams for appointment to the position of Limited Assignment Firefighter at the Burlington Fire Department upon his retirement. Limited Assignment Firefighters work Special Details, such as when there are fireworks or welding in town. They are used if no permanent firefighter is available to fill the Special Detail.

Firefighter Williams' last day of work will be on August 31, 2023. His first day of eligibility as a Limited Assignment Firefighter would be September 1, 2023. Firefighter Williams has had an exemplary career, serving the Town of Burlington for 34 years. He would be a great addition to the ranks of Limited Assignment Firefighters.

Respectfully submitted,

Andrew J. Connerty
Fire Chief



TOWN OF BURLINGTON FIRE DEPARTMENT



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21 Center Street • Burlington MA 01803 • Tel: (781) 270-1925 • Fax: (781) 270-1980

✓ **Andrew J. Connerty**
Fire Chief

Steven M. McLean
Assistant Fire Chief

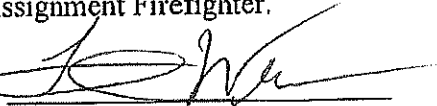
Limited Assignment Firefighter

Limited Assignment Firefighters (LAF) shall sign an acceptance letter in order to acknowledge the following conditions.

1. The Town shall neither use nor shall employ the service of any temporary, part-time, or call firefighter without prior expressed written approval of the Union.
2. The Limited Assignment Firefighter shall be covered by the Town if he/she is injured while on duty under Article 17. (Jones v. Town of Wayland.)
3. The Town agrees to accept any action against the LAF, as it would for a full-time employee.
4. He/she shall meet with the Fire Chief or his/her designee as well as the Local 2313 President or his/her design at least once per year. The purpose of such meeting is to update the LAF regarding any changes to fire department policies or procedures.
5. He/she agrees to follow all Fire Department Rules and Regulations while performing such duties.
6. He/she acknowledges that full-time fire department employees will be given the opportunity to work under Article 17 before it is offered to him/her.
7. He/she agrees to represent the Burlington Fire Department in a professional manner at all times.
8. He/she agrees to notify the Fire Chief and Local 2313 President if his/her physical or mental condition prohibits his/her ability to perform such duties under Article 17.
9. The Fire Chief, after consulting with the Local 2313 President may remove a LAF from the eligibility list for failure to adhere to any of the above or for just cause.

10. He/she will be responsible for complying with the Fire Department's Uniform Policy at his/her own expense, including safety equipment such as hard hats, eye protection, etc.
11. He/she shall display the rank of Firefighter on all details.
12. He/she shall maintain certification as a first responder and CPR. A LAF may attend fire department sponsored EMS classes to maintain certifications.
13. He/she shall not be eligible for Dispatch or other Special Town Details. The Fire Chief retains the right to preclude a LAF from specific private details at his/her discretion.
14. He/she must accept and work at least one (1) detail every six (6) months to maintain eligibility to work details in the future. Failure to do so may result in removal from the detail eligibility list.
15. A LAF shall provide his/her current address and phone number to the Town with 24 hours of any change.
16. He/she shall not be eligible for any details after his/her 65th birthday.
17. This Letter of Agreement is in effect for one (1) year and shall be renewed annually.

I, Fred Williams, agree to the following rules governing my appointment as a Limited Assignment Firefighter.

Signature, 

Date, 7/27/23

Select Board

Item #

174



TOWN OF BURLINGTON
Department of Public Works

MEMORANDUM

To: Paul Sagarino, Town Administrator
Cc: Joanne Faust, Human Resources Director
From: Brian White, Public Works Director
Date: August 11, 2023

Subject: Special Heavy Equipment Operator/Laborer Recommendation
Henry Coady – New Hire

Kevin Keene, Highway Superintendent, and I completed interviews on July 12, 2023 for the position of Special Heavy Equipment Operator/Laborer in our Highway Division. After review of qualifications, I am recommending Henry Coady for this position.

Mr. Coady has over 6 years of experience working in the construction industry. Most recently, he worked as a Heavy Equipment Operator for the Highway Division in Bedford's DPW. He has a Class A CDL license and Class 2A and 1C Hoisting licenses and has also applied for 4E and 4G licenses.

With his experience, credentials, and drive, I believe Henry will be a great fit in our Highway Division and recommend a start date of September 5, 2023.





TOWN OF BURLINGTON

Department of Public Works

MEMORANDUM

To: Paul Sagarino, Town Administrator
Cc: Joanne Faust, Human Resources Director
From: Brian White, Public Works Director

Date: August 15, 2023

Subject: Building Custodian Recommendation
Christina Jaquez – New Full-Time Hire (Part Time Promotion)

Christina Jaquez has worked as a custodian for the Town for over a year; starting as a temporary custodian followed by her current permanent part-time position. She has displayed excellent work ethic, going above and beyond when asked. When we need coverage for any additional shifts, she is consistently filling the need. She has earned a reputation of trustworthiness and reliability.

Based on her performance and intangibles, I recommend Ms. Jaquez be appointed to a full-time Building Custodian position and recommend a start date of August 21, 2023.



Select Board

Item #

175



Lyn Mills <lmills@burlington.org>

COA Appointment 8/21 Select Board

Joanne Faust <jfaust@burlington.org>

Fri, Aug 11, 2023 at 12:50 PM

To: Lyn Mills <lmills@burlington.org>, Paul Sagarino <psagarino@burlington.org>, John Danizio <jdanizio@burlington.org>

Cc: Marge Yetman <myetman@burlington.org>

Hi Paul,

The Council on Aging would like to recommend Shayla Ferren for the position of Social Worker. This would fill the vacancy when Brenda Pappas retires. Shayla is a former intern with the Council on Aging and has worked closely with our Social Workers and seniors. She has a MA in Social Work from Salem State and is a Licensed Clinical Social Worker. After conducting interviews for this position it was evident that Shayla's past performance as an intern, her personal experiences with elders, as well as her organizational skills and ability to connect with our seniors will be a benefit for the COA. Shaya's resume is attached, and we would like for her to begin this position on September 25. This will provide her with a couple of weeks to work alongside Brenda to transition her current cases over to Shayla.

Best regards,

-Joanne

Joanne M. Faust, SPHR, SHRM-SCP*Human Resources Director*[Town of Burlington / Burlington Public Schools](#)Follow me on Twitter [@BurlingtonHR](#)[Burlington Employees ~ click here to access online resources](#)We're hiring! [View our job openings](#)**20230811122151493.pdf**

70K

Select Board

Item #

176



Lyn Mills <lmills@burlington.org>

Re: Picnic Table on Common

Paul Sagarino <psagarino@burlington.org>
To: Brendan Egan <began@burlington.org>
Cc: Lyn Mills <lmills@burlington.org>

Wed, Jul 19, 2023 at 5:31 PM

Thanks Brendan,

We will put it in front of the Board at our August meeting....

On Tue, Jul 18, 2023 at 2:41 PM Brendan Egan <began@burlington.org> wrote:

Paul,

I hope this email finds you well. As we discussed this morning, the family of Don Flaherty would like to have a [picnic table](#), in his memory, installed on the Town Common. I have included a picture of the table that they have selected for your review. Please let me know if there are any issues with the addition of a picnic table.

Regards,

Brendan



--

Brendan Egan, Director
Burlington Parks and Recreation Dept.
began@burlington.org
781-270-1695

--

Paul F. Sagarino Jr.

Select Board

Item #

177



This image is copyrighted and is the property of ALPINE ARMORING, INC. Any unauthorized use and/or distribution of this image is prohibited. All rights reserved.

Select Board

Item #

178

SELECT BOARD

Meeting Agenda Item

Meeting date 8/21/2023

Requesting Department:

Select Board

Request Title for Agenda:

CITIZEN'S TIME

Description:

Any person wishing to talk will have up to 3 minutes which will be strictly enforced by the Chair. If the number of people exceeds 5 the time will be decreased to 2 minutes per person. The topics may be halted immediately by the Chair. Individual participation based on topic shall be limited to once every 3 meetings unless on a different topic.

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

Purpose:

To allow public participation in a control manner

Back up included:

N/A

Suggested Motion:

none

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

Select Board

Item #

179

TOWN OF BURLINGTON – Select Board Office
29 Center Street, Burlington, MA 01803

GENERAL LICENSE APPLICATION

(Please check one) – Please make check payable to “Town of Burlington”

_____ Devices/Bowling Alleys \$50 X # _____ Second Hand Dealer - \$ No Fee
_____ Mass Auto - \$100 _____ Theater - \$50 per screen _____
_____ Entertainment - \$25 (Include description & time below) Victualler - \$25
_____ Landholder - \$25 _____ Taxi/Livery \$50 per vehicle _____
_____ Weigher \$25

LICENSE RENEWAL INFORMATION WILL BE SENT TO EMAIL ADDRESS

ALL PAPERWORK RECEIVED _____ CK # 16297 _____ DATE _____

BUSINESS INFO

Business Name (DBA): Asian Chao
Burlington Address: 75 Middlesex Turnpike, Unit 2112, Burlington, MA 01803
Manager's Name: Arsenio Hinojosa
Phone: _____ EMAIL: _____
Federal Tax I.D. # (if applicable): _____ OR SS# _____
Days & Hours of Operation: Sunday - Saturday 10 am - 9 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: Xiang Yuan LLC
Street Address: 750 Florida Central Pkwy #100 City, State, Zip Longwood, FL 32750
City, State, Zip: _____
Corporate Contact's Name/Title: _____
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.

Kim Shieman
Signature of Applicant

4-14-2023
Date

Select Board

Item #

180

LEGAL NOTICE



TOWN OF BURLINGTON
SELECT BOARD
PUBLIC HEARING

The Select Board hereby gives notice that it will hold a Public Hearing on **August 21, 2023 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 Beer and Wine Package Store License, Dev Convenience Inc. d/b/a Raja and Rana's Indian Market 232 Cambridge St. Burlington Ma.

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>

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m1166183c504c678f477fa5a4107cce26>
Meeting number 2341 085 2565 Password sMkJVVui747 Dial 23410852565@townofburlington.webex.com
+1-408-418-9388 United States Toll

SELECT BOARD:
Michael S. Runyan, Chairman
Joseph E. Morandi, Vice Chairman
James M. Tigges
Michael W. Espejo
Nicholas C. Priest

Emailed to Daily Chronicle 8/9/2023

**THIS IS A TIME SENSITIVE NOTICE AND MUST BE PUBLISHED ON:
Thursday August 10, 2023**

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

Bill to be submitted to: Attorney Thomas T. Truax
ttruax@comcast.net



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/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
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 SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:

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



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="Wines and Malt 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.

Dev Convenience Inc is applying for a new Sec. 15 package store wines and malt beveraes license.

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 FEIN

DBA Manager of Record

Street Address

Phone Email

Alternative Phor Website

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.

The premises to be licensed is located in a strip plaza on the ground floor containing approximately 3,200 s.f. with 1 entrance and 1 exit.

Total Square Footage:	<input type="text" value="3,200"/>	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: Phone:

Title: Email:

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	Corporation	Date of Incorporation	04/16/2013
State of Incorporation	Massachusetts	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> 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
Ashwinkumar Rathod			
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
President, Treasurer, Secretary	100%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Hetal Patel			
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Director	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" 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
		<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/ LLC Manager	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/ LLC Manager	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

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
Hetal Patel	Sec. 15	Vinay Corporation	Gloucester

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	<input type="text"/>
B. Purchase Price for Business Assets	<input type="text"/>
C. Other * (Please specify below)	<input type="text"/>
D. Total Cost	N/A

*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	N/A

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.
N/A			<input type="radio"/> Yes <input 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.

N/A

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
2008	present	Owner/Manager	Vinay Corporation, dba Ed's Mini Mart	Self

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

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?
 If yes, please fill out section 11.

Yes No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

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

Entity Name	Address	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<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
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<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
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<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
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<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

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

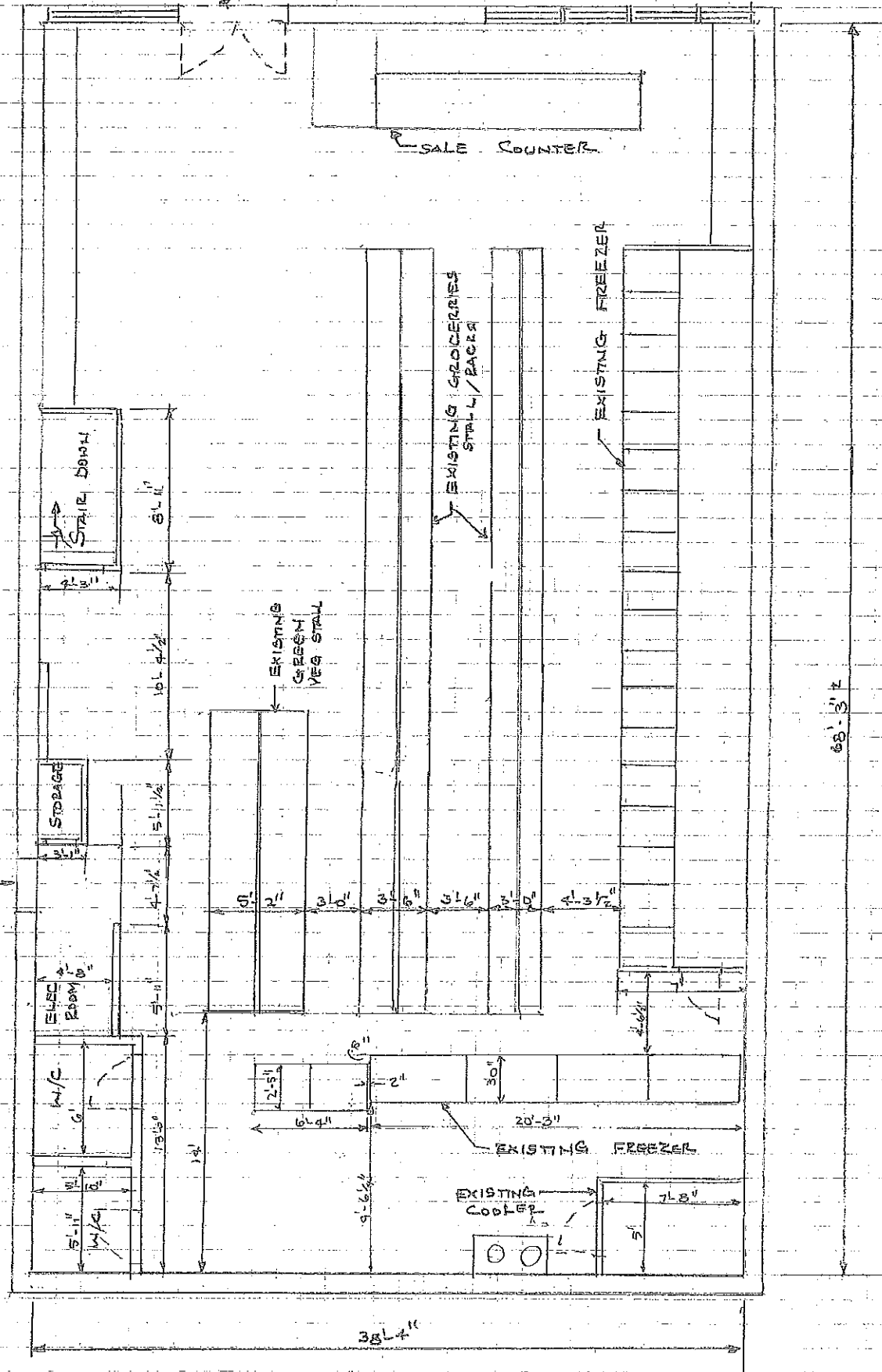
Name	License Type	License Name	Municipality

232 CAMBRIDGE ST
BURLINGTON, MA

FRONT ↑

FRONT DOOR

SALE COUNTER



EXISTING FLOOR PLAN
SCALE 3/16" = 1'-0"

Select Board

Item #

181

LEGAL NOTICE



TOWN OF BURLINGTON
SELECT BOARD
PUBLIC HEARING

The Select Board hereby gives notice that it will hold a Public Hearing on **August 21, 2023 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 Beer and Wine Package Store License, Hina Inc, d/b/a Town and Country 264 Cambridge St. Burlington Ma.

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>

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m1166183c504c678f477fa5a4107cce26>
Meeting number 2341 085 2565 Password sMkJVVui747 Dial 23410852565@townofburlington.webex.com
+1-408-418-9388 United States Toll

SELECT BOARD:

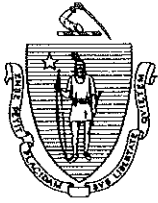
Michael S. Runyan, Chairman
Joseph E. Morandi, Vice Chairman
James M. Tigges
Michael W. Espejo
Nicholas C. Priest

Emailed to Daily Chronicle 8/9/2023

**THIS IS A TIME SENSITIVE NOTICE AND MUST BE PUBLISHED ON:
Thursday August 10, 2023**

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

Bill to be submitted to: Matt Porter
mporter@clozers.com



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/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/LLP Partners,
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
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

BURLINGTON

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
Off-Premises-15	\$15 Package Store	Wines and Malt Beverages	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.

THIS IS A NEW APPLICATION FOR A NEW WINE AND MALT LICENSE FOR 264 CAMBRIDGE ST BURLINGTON MA 01803.

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: HINA INC FEIN:

DBA: TOWN AND COUNTRY Manager of Recc:

Street Address: 264 CAMBRIDGE ST BURLINGTON MA 01803

Phone: Email: 1

Alternative Phone: Website:

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.

ONE FLOOR, 2 ROOMS, 1045 SQ FT, ONE EXIT, ONE ENTRANCE. NO OUTDOOR SPACE.

Total Square Footage:	1045	Number of Entrances:	1	Seating Capacity:	N/A
Number of Floors:	1	Number of Exits:	1	Occupancy Number:	N/A

4. APPLICATION CONTACT

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

Name: ARVIND PATEL Phone:

Title: OWNER Email: 1

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="Corporation"/>	Date of Incorporation	<input type="text" value="08/22/2000"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> 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
ARVIND PATEL	42 STILLMAN RD LYNNFIELD MA 01940		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
PRESIDENT, SECRETARY, DIRECTOR	50	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
SMITA PATEL	109 RAFFAELE DR WALTHAM MA 02452		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
TREASURER, DIRECTOR	50	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" 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

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 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
ARVIND PATEL	BEER AND WINE	AK CONVENIENCE INC	METHUEN
ARVIND PATEL	ALL ALCOHOL	KEYOUR INC	MIDDLEBORO
ARVIND PATEL	BEER AND WINE	HILLDALE CONVENIENCE INC	HAVERHILL

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
ARVIND PATEL	BEER AND WINE	GARY INC	MALDEN

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 Murray Hills Inc.

Landlord Phone (781) 273-1000

Landlord Email William@murrayhills.com

Landlord Address PO BOX 453 LYNNFIELD MA 01940

Lease Beginning Date 6/1/2021

Rent per Month 1742.00

Lease Ending Date 05/31/2026

Rent per Year 20904.00

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	<input type="text" value="N/A"/>
B. Purchase Price for Business Assets	<input type="text" value="N/A"/>
C. Other * (Please specify below)	<input type="text"/>
D. Total Cost	<input type="text"/>

*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.
			<input type="radio"/> Yes <input 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.

APPLICATION FOR A NEW LICENSE, NO COST ASSOCIATED TO ACQUIRE.

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: MAHAVIR PATEL Date of Birth: 09/06/1994 SSN: []
Residential Address: 42 STILLMAN RD LYNNFIELD MA 01940
Email: [] Phone: []
Please indicate how many hours per week you intend to be on the licensed premises: 40

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.

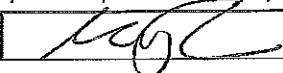
Start Date	End Date	Position	Employer	Supervisor Name
04/01/2016	08/2022	MANAGER	MAP INC	MAHAVIR PATEL
09/01/2016	PRESENT	MANAGER	AK CONVENIENCE INC	ARVIND PATEL

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: 06/27/2023

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

Yes No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does **not** pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

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

Entity Name	Address	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<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
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<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
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<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
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<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?

Yes No

If yes, attach an affidavit providing the details of any and all convictions.

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

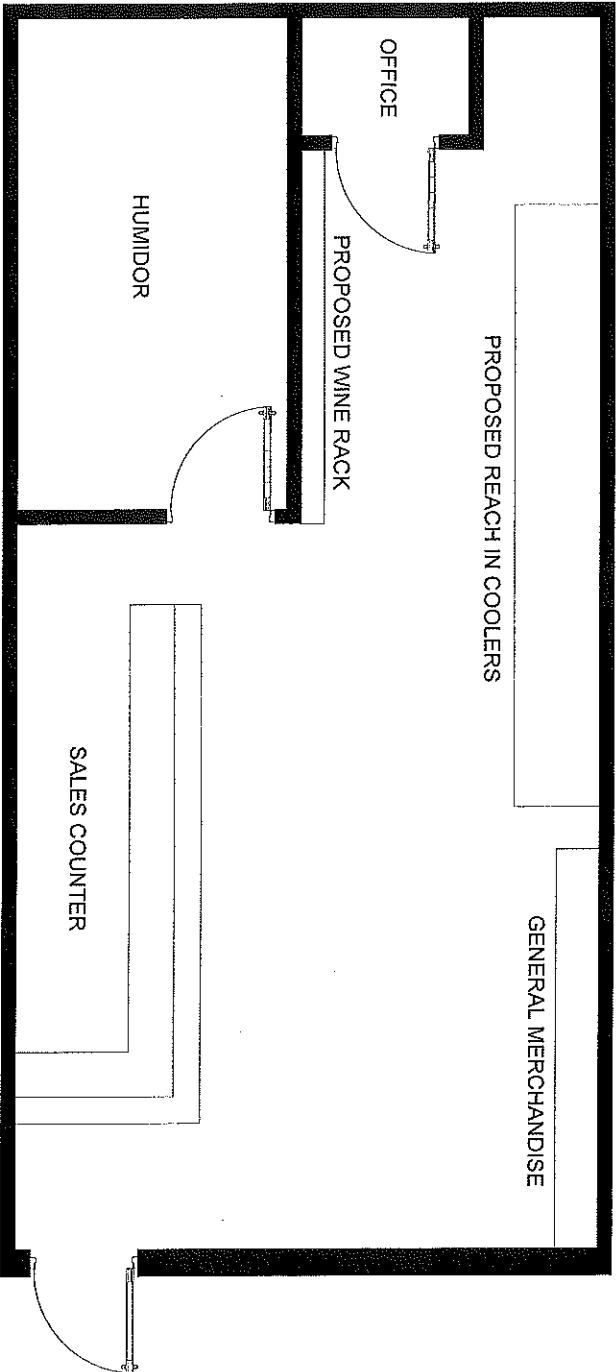
Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages?

SMITA PATEL
UMA LIQUORS INC
ALL ALCOHOL
NEWTON

SMITA CONVENIENCE INC
BEER AND WINE
WATERTOWN

MARUTI SK INC
BEER AND WINE
LYNN

Exhibit A - Floor Plan



Select Board

Item #

182

Anthony Marini
Right of Way Manager



85 High Street, 3rd Floor
Pawtucket, RI 02860

Office 401-727-9529
Mobile 401-487-2846
Anthony.Marini@one.verizon.com

July 19, 2023

Burlington Select Board
Burlington Town Hall
29 Center Street
Burlington, MA 01803

**RE: Petition for Verizon job # 1A5KY2D
Middlesex Turnpike, Burlington, MA**

Dear Honorable Select Board:

Enclosed find the following items in support of the above-referenced project:

1. Petition;
2. Petition Plan;
3. Order;
4. Abutters.

A Public Hearing and notice to abutters is required. A Verizon representative will attend the Public Hearing. Should any questions or comments arise concerning this matter prior to the hearing, please contact me at 401-487-2846. Your assistance is greatly appreciated.

Sincerely,

Anthony Marini *KL*

Anthony Marini
Right of Way Manager

Enc

PETITION FOR CONDUIT LOCATION

July 18, 2023

To the **Select Board**

Of **BURLINGTON**, Massachusetts

VERIZON NEW ENGLAND INC. requests permission to lay and maintain underground conduits, with the wires and cables to be placed therein, under the surface of the following public way or ways:

Middlesex Turnpike:

Place one new four-inch (4") conduit approximately 20' in a southwesterly direction from existing manhole, MH57/235 located on the westerly side of Middlesex Turnpike to the private property line.

This petition is necessary to provide new services to 174 Middlesex Turnpike.

Also for permission to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

Plan marked-VZ N.E. Inc. No. **1A5KY2D** dated **July 18, 2023** showing location of conduit to be constructed is filed herewith.

VERIZON NEW ENGLAND INC.

By Anthony Marini *KL*
Anthony Marini - Manager - Rights of Way

Dated this 19th day of July, 2023

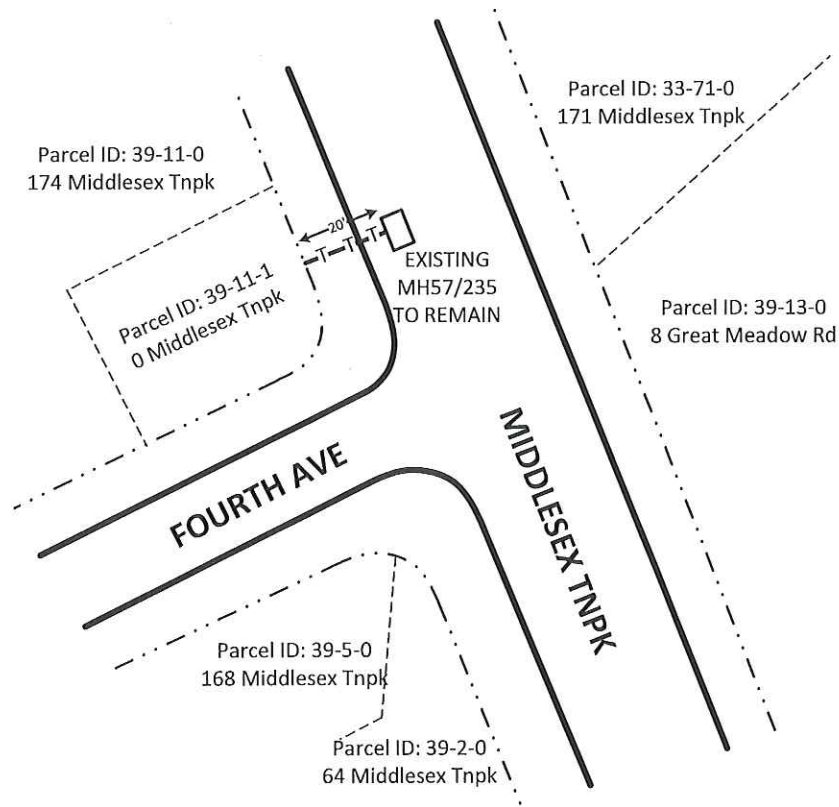
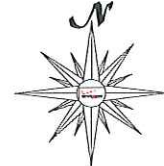


PETITION PLAN

MUNICIPALITY BURLINGTON VZ N.E. Inc. No. 1A5KY2D

VERIZON NEW ENGLAND, INC DATE : July 18, 2023

SHOWING PROPOSED INSTALLATION OF CONDUIT ON MIDDLESEX TURNPIKE



NOT TO SCALE

LEGEND

- | | | | |
|--|------------------|--|----------------------------|
| | EDGE OF PAVEMENT | | PROPOSED CONDUIT |
| | EDGE OF ROADWAY | | EXISTING MANHOLE TO REMAIN |
| | PROPERTY LINE | | |

ORDER FOR CONDUIT LOCATION

By the Select Board of the Town of BURLINGTON, Massachusetts.

Notice having been given and a public hearing held, as provided by law,
It is HEREBY ORDERED:

That permission be and hereby is granted VERIZON NEW ENGLAND INC. to lay and maintain underground conduits and manholes, with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in petition of said Company dated the **18th** day of **July, 2023**.

Middlesex Turnpike:

Place one new four-inch (4") conduit approximately 20' in a southwesterly direction from existing manhole, MH57/235 located on the westerly side of Middlesex Turnpike to the private property line.

This petition is necessary to provide new services to 174 Middlesex Turnpike.

Substantially as shown on plan marked- VZ N.E. Inc. No. **1A5KY2D** dated **July 18, 2023** - filed with said petition. Also, that permission be and hereby is granted said VERIZON NEW ENGLAND INC. to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be of such material and construction and all work done in such manner as to be satisfactory to such municipal officers as it may appoint to the supervision of the work, and a plan showing the location of conduits constructed shall be filed with the Town when the work is completed.
2. In every underground main line conduit constructed by said Company hereunder one duct not less than three inches in diameter shall be reserved and maintained for the limited purpose of attaching one-way low voltage fire and police signaling wires owned by the municipality or governmental entity for public safety purposes only.
3. Said Company shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the Town.
4. In addition said Company shall, before a public way is disturbed for the laying of its wire or conduits, execute its bond in a penal sum of Ten Thousand Dollars (\$10,000) (reference being had to the bond already on file with said Town) conditioned for the faithful performance of its duties under this permit.
5. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board of the Town of BURLINGTON, Massachusetts, held on the _____ day of _____ 2023.

Town Clerk

ORDER FOR CONDUIT LOCATION

We hereby certify that on _____ 2023, at ____ o'clock ____ M. at _____ a public hearing was held on the petition of the VERIZON NEW ENGLAND INC. for permission to lay and maintain underground conduits, manholes and connection, with the wires and cables to be placed therein, described in the order herewith recorded, and that we mail at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the lines of said Company under said order. And that thereupon said order was duly adopted.

Select Board of the Town of BURLINGTON, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of location order, and certificate of hearing with notice adopted by the Select Board of the Town of BURLINGTON, Massachusetts, on the _____ day of _____ 2023, and recorded with the records of location orders of said Town, Book _____ Page _____. This certified copy is made under the provisions of Chapter 166 General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk

ABUTTERS LIST

Parcel ID: 39-2-0
164 Middlesex Turnpike

NWP BUILDING 30 LLC
71 Third Avenue
Burlington, MA 01803

Parcel ID: 39-5-0
168 Middlesex Turnpike

NWP BUILDING 17 LLC
C/O NORDBLOM CO
71 Third Avenue
Burlington, MA 01803

Parcel ID: 39-11-1
0 Middlesex Turnpike

NWP 4TH AVE OWNER LLC
C/O NORDBLOM CO
71 Third Avenue
Burlington, MA 01803

Parcel ID: 39-11-0
174 Middlesex Turnpike

NWP 4TH AVE OWNER LLC
C/O NORDBLOM CO
71 Third Avenue
Burlington, MA 01803

Parcel ID: 33-71-0
171 Middlesex Turnpike

TOWN OF BURLINGTON
WATER STATION NO 4 & 5 & GWTP
29 Center Street
Burlington, MA 01803

Parcel ID: 39-13-0
8 Great Meadow Road

IHEARTMEDIA+ENTERTAINMENT INC
C/O TAX DEPARTMENT
20880 Stone Oak Parkway
San Antonio, TX 78258



Lyn Mills <lmills@burlington.org>

Grant of Location

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

Thu, Jul 20, 2023 at 3:23 PM

Lyn,

As part of the approval would you add that Street Opening permit must be coordinated w/ Lisa at the DPW/Engineering office.

Thanks

Tom

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

Please visit us [@burlington.org](#)

On Thu, Jul 20, 2023 at 1:25 PM Thomas Hayes <thayes@burlington.org> wrote:

[Quoted text hidden]

Select Board

Item #

183



Lyn Mills <lmills@burlington.org>

Small Cell - 1 Burlington Mall Road

Donna Brewer <dbrewer@miyares-harrington.com>
To: Lyn Mills <lmills@burlington.org>

Tue, Jul 25, 2023 at 2:26 PM

Hi Lyn, at a future meeting of the Select Board, they should have an agenda item to rescind AT&T's permit based on AT&T's request to withdraw. The vote need only be reflected in the minutes. Nothing else needs to be done.

Donna Brewer

dbrewer@miyares-harrington.com

(617) 804-2423 dd

[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](#).

Select Board

Item #

184

**INDEX OF ARTICLES
BURLINGTON TOWN MEETING
WEDNESDAY
SEPTEMBER 25, 2023**

ARTICLE NUMBER	SUBJECT	PAGE NUMBER
---------------------------	----------------	------------------------

GENERAL ARTICLES (green paper)

- | | | |
|---|---------------------------------------|--|
| 1 | Reports of Town Officers & Committees | |
| 2 | Annual Town Election Date | |

FINANCIAL ARTICLES (golden paper)

- | | | |
|---|--------------------------|--|
| 3 | Will of Marshall Simonds | |
|---|--------------------------|--|

GENERAL BYLAW ARTICLES (blue paper)

- | | | |
|----|--|--|
| 4 | Rescind Article XIV, Section 2.14 | |
| 5 | Amend General Bylaw Article XIV, Section 1.0, Burlington Wetlands Bylaw | |
| 6 | ReNUMBER Burlington Housing Partnership Committee – Article V – Section 2.0
Moderator Appointments – Paragraph 2.9 | |
| 7 | Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended –
An Act to Amend Section 9 – Town Meeting Vacancy | |
| 8 | Amend Burlington General Bylaws Article II – Representative Town Meeting –
Section 2.1 Town Meeting Member Vacancy | |
| 9 | Amend Article I – General Provisions, Section 3.0 | |
| 10 | Amend Article II, Representative Town Meeting, Section 1.2 - Warrants | |
| 11 | Home Rule Petition to Amend Chapter 686 of the Act of 1970, as Amended –
An Act to Add a New Section – Exempting the Town of Burlington from
In-Person Quorums | |
| 12 | Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended –
An Act to Add a New Paragraph, Section 12 (h) – Town Meeting Accessibility | |
| 13 | Amend Article II – Representative Town Meeting – Section 1.0 by
Adding Paragraph 1.2 – Town Meeting Accessibility | |

ZONING BYLAW ARTICLES (yellow paper)

- | | | |
|----|--|--|
| 14 | Amend the Town of Burlington Zoning Bylaws, Article IV Use Regulations,
Section 4.2.0 Principal Use Regulation Schedule by adding a new
Section 4.2.5.11, as follows | |
| 15 | Amend Zoning Bylaw Article IV Section 4.2.7 of the Principal Use
Regulation Schedule | |
| 16 | General Traffic and Parking Requirements and Shared Parking | |

**COMMONWEALTH OF MASSACHUSETTS / CONSTABLE'S REPORT
TOWN COUNSEL'S LETTER**

Select Board

Item #

185

**SELECT BOARD
MINUTES - ALCOHOL SUBCOMMITTEE
Town Hall
BURLINGTON, MA**

Monday, July 17, 2023

Present: Select Board Alcohol Subcommittee Members Joe Morandi and Mike Espejo
Attorney Matt Porter and Store Owner Mahavir Patel

Discussion: Town and Country Store License (Beer and Wine)

Competing Businesses in the area has caused them to reconsider their Business model, starting selling tobacco and lottery and now requesting beer and wine or after a 20 years as a successful Business they feel it will not survive. They were here before CVS and Shaw's and things in the arear have drastically changed and are making it more difficult. Coolers are located in the rear of the building and will be closed off during non-selling hours. All employees will be TIPS certified. They already have an ID checking system but will be sure to implement a process to be sure no alcohol is served to anyone under age and only during the designated times.

Joe reminded them on Sunday hours in Burlington

This will be heard by the entire Board thru Public Hearing on August 21st.

Other

No other business discussed.

Adjourn: The meeting adjourned at 12:17 p.m.

Submitted by,

Lyn Mills
Recording Secretary



Approved:

TOWN OF BURLINGTON

Meeting Minutes

DEPT./BOARD: Burlington Select Board
DATE: Monday, July 17, 2023 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: Michael Runyan, Chairman; Joseph Morandi, Vice-Chairman; Nicholas Priest; Michael Espejo, James Tigges

Staff Member Present: Paul Sagarino, Town Administrator; John Danizio, Assistant Town Administrator, Amy Warfield, Town Clerk; Rachel Leonardo, Business Manager; Brian White, DPW Director; Melisa Tintocalis, Economic Development Director; Kelly Lehman, Assistant Director, Parks & Recreation; Jess Ready, Clinical Supervisor, Individual and Family Therapist, Burlington Youth & Family Services

Chairman Runyan called the Burlington Select Board meeting to order followed by the Pledge of Allegiance.

155 Approval: Housing Proposal – Winn View Heights II – Rear of 35 Mountain Road

One condition added to allow maximum amount to local preference, this approval is for a letter of support only.

Motion: Member Morandi moved to approve. Seconded by Member Tigges and approved. (3-2-0)

**156 Approval: Election Workers, Town Election and Town Meeting 2024 Dates
Board of Registrars appointment**

Amy requested approval of the list presented for election workers for 2024 first approval below, Then presented the date for the Town election and the 3 Town Meeting dates all also approved second below and lastly the democratic committee presented Amy with a name to fill the vacant Board of Registrars seat approved last below. Peter Hodges the seat will run 3 years expiring 2026.

Motion: Member Tigges moved to approve. Seconded by Member Morandi and approved. (5-0-0)

Motion: Member Tigges moved to approve. Seconded by Member Espejo and approved. (5-0-0)

Motion: Member Espejo moved to approve. Seconded by Member Tigges and approved. (5-0-0)

SELECT BOARD:

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

157 Update: Residential Compost Initiative

Rachel gave a brief explanation of compost options I have included the breakdown, this will be run as a pilot program to see how interested the resident are, currently we have approximately 50 residents signed up. Mom's organic market on Cambridge Street does currently have a compost drop off at the backdoor free of charge.

158 Citizen's Time

None

**159 Approval: Economic Development (4) One Day Liquor Licenses
September 7, 14, 21, 28 - Pocket Park**

Same set up as last year it was found to be successful after year one of only one event on a Saturday the Thursdays was what the community asked for. Possibly looking into other community events in the future. Dates listed above hours 4:30-8:30 October 5 to be used for a rain date if needed

Motion: Member Espejo moved to approve. Seconded by Member Tigges and approved. (5-0-0)

160 Appointment: Social Worker – Youth Homeless Case Manager

Jess Ready came to recommend Catherin Torres Iparraquirre grant funded position FT effective 7.31.2023 Paul accepted the recommendation and asked the Board to waive the 15 day waiting period

Motion: Member Tigges moved to approve. Seconded by Member Priest and approved. (5-0-0)

161 Proclamation: Parks and Recreation Professionals Day

Nick read a proclamation for the Parks and Recreation adopting July 21st Parks and Recreation Professionals Day

**162 Public Hearing: New Beer and Wine Package Store License
232 Cambridge Street Raja and Rana's**

WITHDRAWN

163 Approval: License to Deal Junk, Precious and or Metals

The Police monitor this license any product turned in need to be held for 30 days before sold or melted down, this is a low percentage of the business.

Motion: Member Tigges moved to approve. Seconded by Member Priest and approved. (5-0-0)

164 Approval: Update Town Common Policy

Two amendments to the newly updated Policy, request for the following year will not be accepted until the first day in January at 9am we are opened and divided into two sections for more availability

Motion: Member Priest moved to approve. Seconded by Member Espejo and approved. (4-0-0)

165 Approval: Year End Transfers

Yearly request John brief the group no questions and approved

Motion: Member Tigges moved to approve. Seconded by Member Priest and approved. (5-0-0)

**166 Approval: Minutes Strategic Planning 6.14.2023 Alcohol Sub 6.26.2023/7.10.2023
Regular 5.8.2023/5.22.2023/6.12.2023/6.26.2023**

Minutes reviewed and approved

Motion: Member Morandi moved to approve. Seconded by Member Tigges and approved. (3-2-0)

167 Subcommittee Reports Jim – Annual Public Safety Day August 2nd 5-7pm would like to extend our condolences to the Boutwell family Carl was a retire Police Sgt for Burlington and will be missed **Joe** – 4th of July Parade was a wonderful time, took a ride to Lexington recycling facility there is a lot of information to go thru and look into but it was a very nice center **Mike E** – Thank you to everyone that came out to celebrated the July 4th Parade **Nick** – Since we have received the final communication report conversations will continue, ISAAC committee needs another member, Thank you to all that came out and watched the parade those that helped get it organized and anyone that participated in it, although the **weather** wasn't great it was a great success.

168 Chairman's Report – I would like to extend our condolences to the Boudreau Family Bill was a staple in town and had a hand in many great things that have been accomplished here and will be missed

169 Town Administrator's Report Nothing

Adjourn: Motion: Member Tigges moved to adjourn 7:16 p.m. Seconded by Member Espejo and approved. (5-0-0)

Submitted by,

Lyn Mills, Recording Secretary