BOARD OF SELECTMAN
Minutes
March 6, 2019 – 7:00 PM
Town Hall

Vision Statement - The Town of Ashland will be a prosperous and fiscally sound community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe and attractive environment for residents and visitors.

Mission Statement - The Ashland Board of Selectmen is dedicated to promoting responsible fiscal management, advocating for sustainable development & growth and providing excellent municipal services which will enhance the quality of life in our diverse community. The Ashland Board of Selectmen is committed to providing clear goals and objectives for Town management and creating effective engagement and public participation with residents, state legislators and other elected officials in order to achieve our mission.

Call Meeting to Order
Rob Scherer called the meeting to order at 7:00 pm. Present at the meeting were Chair Rob Scherer, Vice Chair Steve Mitchell, Yolanda Greaves, Joe Magnani, Town Manager Michael Herbert and Assistant Town Manager Jenn Ball.

Rob announced the meeting was being broadcast by WACA TV.

Mark Dassoni led the pledge of allegiance.

Citizen’s Participation
Mark Dassoni said last night’s Board of Health meeting was a good meeting. He expressed appreciation for being provided the information on the Heart Healthy Committee.

John Ng from Fusion explained to the Board that the landlord notified him that they have a signed P&S on the building located at 12 Pond Street. He intends to reopen the business, but he is unsure where that stands in light of the new development and he is asking the town for more time. The Board asked John Ng to come to the next meeting when a public hearing will be held regarding a 6 month notice as required by the Alcoholic Beverages Control Commission (ABCC).

Scheduled Hearings/Appearances
Appointment to Ashland Cultural Council
Lakshmi explained that the Ashland Cultural Council is recommending Amy Caruso to fill the vacancy on the Ashland Cultural Council.

Yolanda Greaves made a motion to appoint Amy Caruso to the Ashland Cultural Council with a term to expire on March 6, 2021. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

Wine Empire – Alteration of Premises
Yolanda Greaves made a motion to reopen the suspended hearing for the Wine Empire. This motion was Joe Magnani with a unanimous vote of 4-0-0.

Rob Scherer explained that we have been notified by Gianluca Queiroli that he has requested to withdraw the application for the Alteration of Premises.
Yolanda Greaves made a motion to grant the request of Gianluca Queiroli to withdraw his application for the Alteration of Premises. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

**Consent Agenda**

A. Approve the February 6, 2019 Regular Session Minutes  
B. Accept the $100.00 Donations from Bill Gath for the Kids Spot Spinner  
C. Accept the Donation in the amount of $1000.00 from Sprint for Beautification  
D. Waive the 15-day waiting period with regards to the Town Managers appointment of David Connors to the Ashland Fire Department to serve as a Full-time Dispatcher, Nicholas Muscente Per Diem Dispatcher Anthony Farragher-Gemma and Caleb Hagarty as a Call Firefighters.

Steve Mitchell made a motion to approve the Consent Agenda as presented. This motion was seconded by Yolanda Greaves with a unanimous vote of 4-0-0.

**Old / New Business**

**Ashland Firefighters Union Memorandum of Understanding (MOU)**

Michael Herbert explained that he is seeking approval for the MOU negotiated with Local 1893 the Professional Firefighter’s Union. The agreement includes change in the base wage modified for a cost of living adjustment (COLA) of 2% the first year, 2% the second year and 1% the third year. Additionally, there was a change in the stipend for both EMT and paramedics from a fixed stipend converted to a percentage of salary, which is a $66.00 and $400.00 increase, respectively. In addition, there was an increase in the clothing and equipment allowance for two sets of issued turnout gear, and an increase the residence requirement from a 15 to 20 miles radius. Michael said the contract if effective retroactively from July 1, 2018 to June 30, 2021.

Yolanda Greaves made a motion to approve the Memorandum of Understanding with the Ashland Firefighters Union. This motion was seconded Joe Magnani with a unanimous vote 4-0-0.

**Affordable Housing – 289 America Boulevard**

Michael Herbert explained that there are a number of restricted affordable units which the town is responsible for at the Village of the America. A designee is required from the Board to sign the closing documents for the Affordable Housing Unit located at 289 America Blvd.

Yolanda Greaves made a motion to authorize the Joe Magnani to sign the closing documents for the sale of 289 American Boulevard. This motion was seconded Steve Mitchell with a unanimous vote of 4-0-0.

**Volunteer Breakfast**

Rob Scherer announced that Volunteer Breakfast will take place on March 9, 2016 from 8:30 am to 10:00 am.

**Meals Tax Home Rule Petition**

Michael Herbert explained that at the retreat he talked about setting up a special revenue fund for the Meals Tax revenue that will go into the General Fund, which would require a Home Rule Petition. He is recommending this to fund Economic Development Activities. Michael explained that we currently receive about $225,000.00 and hoping it will increase to $240,000.00 with the addition of current restaurants.

Michael asked for the Board’s support and then this item would go to Town Meeting.

Yolanda Greaves made a motion to create a special revenue fund for Economic Development. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

**Annual Town Meeting**
Michael Herbert stated that the Notice of Intent for Annual Town Meeting Warrant Articles is Due March 22, 2019.

**BAA Spring Grants**
Steve Mitchell reminded everyone that BAA Spring Grants are now being accepted and the submission due date is March 30, 2019. Steve also said that grant recipients within the past twelve months are required to provide documentation on their program and or how the funding was used.

**BOS Scholarship Submissions**
Yolanda Greaves announced that the BOS Scholarship Submissions are now open, and the submission are due May 1, 2019.

**Eversource Update**
Rob Scherer explained that there is an Eversource project pending to replace the gas transmission line that goes from Hopkinton through Ashland to Cedar St. Rob said the town has been granted intervener status and the Board has had Executive Session discussions with town counsel, consultants, the Energy Facilities Siting Board and Eversource. The Board is limited on their discussions concerning this topic due to the litigation, however the latest filing will be posted tomorrow.

**Town Counsel Review**
Michael has asked that the Board complete the Town Counsel review form and submit them back to him by March 20, 2019, as he has a meeting scheduled with the principal town counsel Lisa Mead on April 3, 2019.

**Board of Selectmen Coin**
Steve Mitchell presented the Board with a sample of the Board of Selectmen coin. Yolanda Greaves suggested removing “Town Of” so that the wording matches the town seal. Collectively, they agreed to order 200 coins from NEC Trophy that the will cost $1,050.00 to be paid for out of the Selectmen’s Gift Account.

Yolanda Greaves made a motion for Steve Mitchell to order the new Board of Selectmen Coins with the provisions that were made. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

**Regional Meeting**
Yolanda Greaves and Joe Magnani explained that they both are planning to attend the Regional Meeting on March 14, 2019.

**Town Manager Reports**
**FY20 Budget Update**
Michael Herbert reviewed the FY20 Budget and the Capital Budget. He explained that due to the increase in Chapter 70 funding and actual revenue for General Government has increased by approximately 7% over the previous year.

He reviewed the following highlights such as an increase for the Police Department to add a Police Officer and a Deputy Chief. The Fire Department would get four additional firefighters from the Safer Grant and the grant would fund 75% the first year and the funding for Deputy Chief position and not filling the Captain position. Michael explained that after speaking to the Chief he is asking for two Firefighters and a Deputy. Under the Department of Public Works budget, Michael said a tree trimming program will be added, and funding for stormwater. Additionally, Michael said he would like to add a Sustainability Coordinator.

The Ashland Public Schools budget increased 8.5% over the previous year and includes a significant investment in literacy programs and facility maintenance.
Capital Project include $5 million for the Downtown Project, wider sidewalks, underground utilities, replacing the water infrastructure and street scape. These projects would start in summer 2019. In addition, $1.3 million is allocated for the Route 126 project which would cover funds that are not covered otherwise. Money would also be used for additional modular classrooms, a pumper truck and some other smaller items.

OPEB is approximately $43 million and Pension Liabilities will be fully funded, but they continue to be items that we must work towards allocating additional funds towards.

Michael will present a final budget including the Enterprise Fund at the next meeting and will ask the Board for their vote. Yolanda Greaves asked that Michael make the draft document that was reviewed tonight public. Michael said he will make a few corrections and put the document up on the town website.

Steve Mitchell asked for an update on the snow budget, and Michael explained that more has been spent than budgeted, as it was over drawn by approximately $130,000 a few weeks ago. Yolanda Greaves requested a complete update at the next meeting.

**Town Meeting Warrant**

Jenn Ball explained that she is gathering together potential warrant articles, including the HRA disbursement, transferring the 1-acre parcel at Warren Wood, Ice Cream Regulation, ARA is working on a ground water and the meals tax Home Rule Petitions.

Town Meeting is currently scheduled for Wednesday, May 1st.

**Status of the Owners Project Manager**

Michael and Jenn explained that they are in the process of negotiating the contract with Vertex for the Owners Project Manager. Once it is finalized, they anticipate presenting the contract to the Building Committee, likely within the next two weeks, prior to executing it.

**Riverwalk Project**

Jenn Ball explained that she is hoping to out to bid in the next couple of weeks on the bridge portion of the Riverwalk Project.

**Warren District**

Michael Herbert explained David Foster has been selected to oversee the Warren District. David will also evaluate the Valentine Property clean-up effort. Michael will request that David provide the Board with quarterly updates.

**Rail Transit District**

Michael Herbert explained that he does not have additional information at this time.

**MBTA Vision Project**

Michael Herbert explained that the MBTA and other state entities are reviewing the commuter rail and the transit system in general and have created a Commuter Rail Vision Advisory Committee that is looking into overhaul on the system and MBTA stations. They are looking to create key stations on each commuter rail line, and they have identified Framingham as the key station in our area and the Worcester/Framingham line. The selection of a key stations is based on specific criteria one being traffic.

**Sustainability Coordinator**
Michael Herbert explained that by adding onto our aggregation program it would fund a Sustainability Coordinator. Adding to the aggregation program rate still allows a savings over the Eversource rate. The average resident will pay about $0.60 more per month. Michael explained that Colonial Power will take on getting the notification out to the rate payers.

**Police Chief Update**

Michael Herbert explained that he has met with a couple of individuals to serve as an interim Police Chief. He has extended an offer to one candidate who has verbally accepted. Chief Davis' last day is the March 22nd and the interim Chief will start on March 23rd. Michael went on to explain that he will make a formal public announcement at the end of the week, and the Board will need to focus on the search for a permanent Chief than the recruiting process. The Board will ask Chief Davis to attend the next Board meeting before his retirement.

**Board Reports**

**Joe Magnani**

Joe will attend the Volunteer Breakfast on March 9th.

Joe said the Public Safety Building process is moving along and he is attempting to contact the property owner to discuss acquiring additional land.

Joe thanked the DPW for the great job they did with the last snow storm.

He reminded all that Sunday is Day Light Savings, on March 19th from 6:00 pm to 7:00 pm is Soup and Tea program at the Ashland Library in honor of Bill Browne, and Lent is a time to repent and today is Ash Wednesday.

**Yolanda Greaves**

Yolanda is a member of the Mindess School Building Feasibility Committee and they have selected an OPM, but they must go before MSBA to get their selection approved.

Yolanda said the Courageous Conversations session of the Conversation vs. Confrontation program was rescheduled to March 11th at 7:00 pm.

On March 12th Be the Change is a conversation with current and past elected officials concerning the reasons to run for office, boards and or committees.

She reported on March 15th the YMCA will be holding a kick-off event for the Marathon Runners.

**Steve Mitchell**

Steve said Board of Selectmen and Stormwater Committee had a joint workshop session last evening and they are working on the challenge to set new rates. They approved a Stormwater Enterprise Fund.

He reported that the Dementia Friendly kick-off event will take place on March 12th 2:00 pm to 4:00 pm at the Community Center. Also, staff is in the process of being trained and next training will be offered to businesses in town.

Steve said he participates in the cable program The Frank and Mary Show, and the segment filmed today was on the Dementia program. Lt. Briggs and Chief Robie were guest speakers and they explained some of the calls and the challenges they face with seniors and how Human Services is very helpful.

Steve reminded all that the Lion Breakfast and the Council on Aging meeting is tomorrow.
Rob Scherer
Rob recognized that the MetroWest Daily News was present this evening and he appreciates the added coverage for Ashland.

Rob reported that Carl Hakansson was honored by the Massachusetts Association Conservation Commissions as Educator of the Year at their Annual Convention last Saturday. Rob congratulated Carl.

Rob said Yolanda and he went to the Climate Leadership Summit last year and he has registered for this year’s summit on March 15th being hosted by the Sierra Club.

Adjournment
Yolanda Greaves made a motion adjourn. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

Meeting Materials:
This agenda is subject to change and includes those items reasonably anticipated by the Chair to be discussed at the meeting. Not all agenda items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
Ashland Cultural Council

Agendas & Minutes
Agendas are available prior to the meetings. Minutes are available following approval. 
View Most Recent Agenda | View All Agendas and Minutes

Council Members

- Mrs. Tonya Yaskovich
  Term Expires 4/6/19 (1st Term)
  Appointed by Board of Selectmen
- Vacancy
  Term Expires 3/6/21
  Appointed by Board of Selectmen
- Ms. Lakshmi S. Krishnan, Chair
  Term Expires 9/2/20 (2nd Term)
  Appointed by Board of Selectmen
- Mrs. Constance E. Mannal
  Term Expires 11/30/19 (2nd Term)
  Appointed by Board of Selectmen
- Mrs. Visi Tilak
  Term Expires 4/15/20 (2nd Term)
  Appointed by Board of Selectmen
Talent Bank Form

Page 1

TALENT BANK FORM

From time to time, positions become available on committees appointed by the Board of Selectmen. Positions are not always readily available. Each committee or position has a different commitment level that is needed in order to be an effective member. Committees meet on a regular schedule, typically once or twice a month in the evening. Some committees require members to gather and review information outside of the meetings that are held. Committee chairs or staff is able to provide a better understanding as to the commitment that is needed for each position.

Upon receipt, your Talent Bank Form will be reviewed by the Town to determine if a current match exists between your desire to serve and openings that currently exist. Your application will be added to the list of volunteers who have expressed an interest in serving. We thank you for your interest in serving the Town of Ashland and returning this application.

Name           Amy Caruso
Email Address   amy.caruso@me.com
Address         4 West Mountain Lane
City            Ashland
State           MA
Zip Code        01721
Home Phone      5082311058
Cell Phone      5083413307

Page 2

I am interested in serving the Town in the following positions:

Finance Committee is appointed by the Town

Field not completed.
**BACKGROUND:**

<table>
<thead>
<tr>
<th>Employer</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Education</td>
<td>BS Elementary Education</td>
</tr>
</tbody>
</table>

**Page 3**

<table>
<thead>
<tr>
<th>Please describe any training/experience you possess</th>
<th>I am a former classroom teacher. I currently teach Sunday school classes, every other year, at my church. I assist my daughter with her Henna business, at community art fairs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe other skills and interests</td>
<td>I have experience creating art with stained glass and I am an amateur ceramic artist.</td>
</tr>
<tr>
<td>Please describe your government or community volunteer experience (Ashland or elsewhere)</td>
<td>I have three children that have attended school in Ashland. I have volunteered in the schools when needed for assistance (art room at Warren), class parent duties as well as field trip chaperone. I volunteer at First Parish in Framingham when needed for fundraising and/or youth group chaperones.</td>
</tr>
</tbody>
</table>

Email not displaying correctly? [View it in your browser.]
The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA 02114
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

AMENDMENT-Change or Alteration of Premises Information

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

ECRT CODE: RETA

Please make $200.00 payment here: https://www.mass.gov/epay-for-online-payments-abcc

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

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY) 0049-PK-0040

ENTITY/ LICENSEE NAME WINE EMPIRE LLC

ADDRESS 12B WEST UNION STREET

CITY/TOWN ASHLAND STATE MA ZIP CODE 01721

For the following transactions (Check all that apply):

- New License
- Transfer of License
- Change of Location
- Alteration of Licensed Premises
- Change of Corporate Name
- Change of Ownership Interest (LLC Members/ LLP Partners, Trustees)
- Change of Class (i.e. Annual/ Seasonal)
- Change of License Type (i.e. club/ restaurant)
- Change of Category (i.e. All Alcohol/Wine, malt)
- Issuance/Transfer of Stock/New Stockholder
- Other

- Change Corporate Structure (i.e. Corp./LLC)
- Pledge of Collateral (i.e. License/Stock)
- Management/Operating Agreement
- Change of Hours
- Change of DBA

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

ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 CAUSEWAY STREET
BOSTON, MA 02241-3396
The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street Boston, MA 02114  
www.mass.gov/abcc

AMENDMENT - Change or Alteration of Premises Information

☐ Change of Location  
- Chg of Location/Alteration of Premises Application  
- Financial Statement  
- Vote of the Entity  
- Supporting financial records  
- Legal Right to Occupy  
- Floor Plan  
- Abutter's Notification*  
- Advertisement*  
- Payment Receipt

☒ Alteration of Premises  
- Chg of Location/Alteration of Premises Application  
- Financial Statement  
- Vote of the Entity  
- Supporting financial records  
- Legal Right to Occupy  
- Floor Plan  
- Abutter's Notification*  
- Advertisement*  
- Payment Receipt

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

1. BUSINESS ENTITY INFORMATION

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Municipality</th>
<th>ABCC License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINE EMPIRE LLC</td>
<td>ASHLAND</td>
<td>0049-PK-0040</td>
</tr>
</tbody>
</table>

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

SEPARATE ON-PREMISE SPACE WITHIN PREMISES

APPLICATION CONTACT  
The application contact is the person who should be contacted with any questions regarding this application.  
Name: GIANLUCA QUEIROLI  
Title: OWNER  
Email: INFO@MYWINEMPIRE.COM  
Phone: 

2. ALTERATION OF PREMISES

2A. DESCRIPTION OF ALTERATIONS  
Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

OUR PREMISES HAVE ABOUT 200 SQ. FT OF SPACE THAT WE WOULD LIKE TO UTILIZE AS ON-PREMISE SPACE WHERE TO SERVE APPETIZERS & WINE FLIGHTS. WE PROPOSE TO DELIMIT THE AREA WITH AND BUILD A TRELLIS WALL WITH ACCESS DOOR.

2B. PROPOSED DESCRIPTION OF PREMISES  
Please provide a complete description of the proposed premises, 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.

SEE ABOVE AND ENCLOSED FLOOR PLAN.

<table>
<thead>
<tr>
<th>Total Sq. Footage</th>
<th>200</th>
<th>Seating Capacity</th>
<th>20</th>
<th>Occupancy Number</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Entrances</td>
<td>1</td>
<td>Number of Exits</td>
<td>1</td>
<td>Number of Floors</td>
<td>1</td>
</tr>
</tbody>
</table>
AMENDMENT-Change or Alteration of Premises Information

3. CHANGE OF LOCATION

3A. PREMISES LOCATION

<table>
<thead>
<tr>
<th>Last-Approved Street Address</th>
<th>Proposed Street Address</th>
</tr>
</thead>
</table>

3B. 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.

<table>
<thead>
<tr>
<th>Total Sq. Footage</th>
<th>Seating Capacity</th>
<th>Occupancy Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of Entrances</th>
<th>Number of Exits</th>
<th>Number of Floors</th>
</tr>
</thead>
</table>

3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

<table>
<thead>
<tr>
<th>Landlord Name</th>
<th>Landlord Phone</th>
<th>Landlord Email</th>
</tr>
</thead>
</table>

| Landlord Address | |
|------------------| |

<table>
<thead>
<tr>
<th>Lease Beginning Date</th>
<th>Lease Ending Date</th>
<th>Rent per Month</th>
<th>Rent per Year</th>
</tr>
</thead>
</table>

Will the Landlord receive revenue based on percentage of alcohol sales? ☐ Yes ☐ No
4. FINANCIAL DISCLOSURE

Associated Cost(s):

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

<table>
<thead>
<tr>
<th>Name of Contributor</th>
<th>Amount of Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINE EMPIRE BANK ACCOUNT</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Total: 5,000

SOURCE OF FINANCING
Please provide signed financing documentation.

<table>
<thead>
<tr>
<th>Name of Lender</th>
<th>Amount</th>
<th>Type of Financing</th>
<th>Is the lender a licensee pursuant to M.G.L. Ch. 138.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

3
ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.
Your Business Advantage Checking
Bus Platinum Privileges
for December 1, 2018 to December 31, 2018

WINE EMPIRE LLC

Account summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance on December 1, 2018</td>
<td>-$488.59</td>
</tr>
<tr>
<td>Deposits and other credits</td>
<td>91,680.20</td>
</tr>
<tr>
<td>Withdrawals and other debits</td>
<td>-59,722.00</td>
</tr>
<tr>
<td>Checks</td>
<td>-21,508.33</td>
</tr>
<tr>
<td>Service fees</td>
<td>-0.00</td>
</tr>
<tr>
<td>Ending balance on December 31, 2018</td>
<td>$9,961.28</td>
</tr>
</tbody>
</table>

# of deposits/credits: 39
# of withdrawals/debits: 158
# of items-previous cycle: 48
# of days in cycle: 31
Average ledger balance: $4,684.89

1Includes checks paid, deposits, items & other debits

Banking at your fingertips

Our Mobile Banking app is certified by J.D. Power for providing "An Outstanding Customer Experience." To learn more, and download it for free, visit bankofamerica.com/getmobileapp.

1Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.

©2018 Bank of America Corporation | ARG3TRR | 5SM-02-18-0098
APPLICANT’S STATEMENT

I, GIANLUCA QUEIROLI, as Authorized Signatory of WINE EMPIRE, hereby submit this application (hereinafter the “Application”), to the local licensing authority (the “LLA”) and the Alcoholic Beverages Control Commission (the “ABCC” and together with the LLA collectively the “Licensing Authorities”) for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

1. I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;

2. I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;

3. I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;

4. I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;

5. I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;

6. I understand that all statements and representations made become conditions of the license;

7. I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;

8. I understand that the licensee’s failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and

9. I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

10. I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: [Signature] Date: 01/31/2019
Title: OWNER/MANAGER
CORPORATE VOTE

The Board of Directors or LLC Managers of WINE EMPIRE LLC Entity Name
duly voted to apply to the Licensing Authority of ASHLAND City/Town and the Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 1/30/2019 Date of Meeting

For the following transactions (Check all that apply):

☒ Alteration of Licensed Premises
☐ Change of Location
☐ Other

“VOTED: To authorize GIANLUCA QUEIROLI 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.”

A true copy attest,

Corporate Officer / LLC Manager Signature

For Corporations ONLY
A true copy attest,

Corporation Clerk’s Signature
Existing Floor Plan
12 Union Street, Ashland, MA

Daniel Lewis AIA, Architect
11 May 2015
<table>
<thead>
<tr>
<th>PARCEL ID</th>
<th>PARCEL ADDRESS</th>
<th>OWNER 1</th>
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<td>PAPADELLIS CHRIS S</td>
<td>TRUSTEE NIRALO RLTY NOMINEE TR</td>
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The above reflects the latest information available on our records.

Richard E. Ball, M.A.A.  
Assistant Assessor

Date: 2/13/19
Notice is hereby given that the Board of Selectmen will conduct a hearing regarding an Alteration of Licensed Premises for Wine & Spirits. This establishment currently holds a Wine & Spirit Package Store License. The alteration is a modification of the current floor plan at the current location:
The Wine Emporium
128 West Union Street
Ashland, MA 01721

A public hearing will be held on the matter of the Ashland Town Hall, 101 Main Street, Ashland, MA on Wednesday, February 20, 2019 at 7:30 P.M.

Persons wishing to be heard on this matter are invited to attend the hearing on the date and time noted above. Interested parties who are unable to attend the hearing may submit written comments to the Selectmen’s Office, Town Hall, 101 Main Street, Ashland, MA 01721, or email comments to Susan Rollo at 3006@allahamb.com.

Robert Schaefer
Chairman
Board of Selectmen

MVCN 27119

LEGAL NOTICE
Commonwealth of Massachusetts
The Probate and Family Court

Containing 59.779 acres more or less, according to the description of land.
Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.

Transaction Processed Successfully.

INVOICE #: 695eaa66-3e4e-465a-bbbf-d6590c80b3e8

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Total Convenience Fee: $4.70
Total Amount Paid: $204.70

Date Paid: 1/31/2019 9:44:03 AM EDT

Payment On Behalf Of
License Number or Business Name: 0049-PK-0040

Fee Type: FILING FEES-RETAIL

Billing Information
First Name: gianluca
Last Name: queirolli
Address: 12b west union street
City: Ashland
State: MA
Zip Code: 01721
Email Address: info@mywineempire.com
BOARD OF SELECTMAN
Minutes
February 6, 2019 – 6:15PM
Town Hall

Vision Statement - The Town of Ashland will be a prosperous and fiscally sound community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe and attractive environment for residents and visitors.

Mission Statement - The Ashland Board of Selectmen is dedicated to promoting responsible fiscal management, advocating for sustainable development & growth and providing excellent municipal services which will enhance the quality of life in our diverse community. The Ashland Board of Selectmen is committed to providing clear goals and objectives for Town management and creating effective engagement and public participation with residents, state legislators and other elected officials in order to achieve our mission.

Call Meeting to Order
Executive Session - Pursuant to G.L. c. 30A § 21(a)(3) to consider litigation in the matter of Petition of NSTAR d/b/a Eversource Energy, EFSB 18-02 and In the Matter of Tri Street Partners, LLC, OADR Docket No. WET-2018-009 and pursuant to G.L.c. 30A §21(a)(6) the purchase, exchange or value of real estate, namely 0 MBTA Access Road.
At the end of Executive Session, the board will reconvene in Open Session.

Robert Scherer called the Regular Session Meeting to order at 7:10 p.m. Present at the meeting Robert Scherer, Steve Mitchell, Yolanda Greaves, Joseph Magnani, Town Manager Michael Herbert and Assistant Town Manager Jenn Ball.

Citizen's Participation
Maureen Roberti, 16 Charles Street, expressed concern with car carriers and trailers on Yale Street that are parked in an area she believes is wetlands. She also expressed concern with the noise level at times. Michael Herbert said they should contact the Police Dept. when these issues happen so an officer can assess the situation. The Board asked Maureen to email the pictures that show the vehicles.

Scheduled Hearings/Appearances
Sustainability Committee Appointment
Ashwin Ratanchandani introduced himself to the Board and explained that he is interested in serving on the Sustainability Committee.

Yolanda Greaves made a motion to appoint Ashwin Ratanchandani to the Sustainability Committee to a term that will expire on 8/31/2021. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

Legal Update
Town Counsel Lisa Mead reviewed some of the items that she has been working on since the last update. She stated that the largest item is the Rail Transit District. Additionally, she has been working on easements, the purchase of the RTD Land, the Public Safety Building, Robert Hill Way and assisting the Board of Health on banning flavored Tobacco. Also, she is working on the purchase of a parcel of land referred to as the rear Oregon Road, a denial of reimbursement for sewer capacity payment, the MWRA
connection, stormwater rates, Hanto’s license violation, the Police Boxing League, Ghilani Circle
coreclosure, ME Smith surety and the dissolution of the ARA.

Michael Herbert explained that he will be distributing the evaluation forms for Town Counsel by the end of
the month and he would like the members to complete the form and meet with Town Counsel.

**Update from the Director of Human Services**

Jenn Ball explained the great accomplishments that the Human Services Department has achieved since
hiring Jennifer Wuelfing, Director of Human Services and the town’s Social Worker. Jenn explained that
Jennifer has been able to build a lot of collaboration which has worked well to support residents of all ages.

Jennifer Wuelfing said that she is happy to be here and pleased with the relationships and partnerships she
has been able to develop with various social organizations. Jennifer explained several of the town’s
residence assistance objectives including the Hoarding Task Force, and the Substance Response and
Support Team.

**Hanto**

Robert Scherer read the following to open the public hearing. On January 16, 2019 notice of this hearing
was sent pursuant to the provisions of G.L. c. 138 § 64, and Section 3-2(e) of the Town of Ashland Charter
to determine whether Sing Sing, Inc. d/b/a Hanto Restaurant ("Hanto"), the holder of a license issued
pursuant to G.L. c. 138 § 12, to conduct business at the premises located at 380 Union Street, Ashland, MA
01721, has violated the provisions of said Chapter 138, or any rules and regulations promulgated under the
authority of that Chapter and, if such violation is found to have occurred, whether such license should be
modified, suspended, or revoked in accordance with G.L. c. 138 § 23.

The subjects to be discussed at the hearing include the following alleged violations of applicable law, rules
and/or regulations:

Whether, on or about Sunday, October 28, 2018, Hanto violated the condition placed on its license, by
permitting disorder, disturbance, or illegality to occur at its licensed premises regarding an incident in
which one Hanto patron physically assaulted another Hanto patron, leading to a second physical altercation
near Hanto’s parking lot during which one of Hanto’s patrons pulled a firearm on the victim.
Whether Hanto violated the provisions of G.L. c. 18, § 63A and Sections IV(A) and IV(D) of the Town’s
Regulations Governing Alcohol Licenses by interfering with, and/or otherwise failing to cooperate,
concerning an investigation into the incident by the permit granting authority and the Ashland Police
Department.

Steve Mitchell made a motion to suspend the hearing until the Human Services update is completed. This
motion was seconded by Yolanda Greaves with a unanimous vote of 4-0-0.

Steve Mitchell made a motion to reopen the hearing. This motion was seconded by Yolanda Greaves with
a unanimous vote of 4-0-0.

Rob Scherer called forward Chief Craig Davis, Frank Masiello, Ray Jiang and Julie Andrews to be sworn
in that the testimony they are to provide is the whole truth.

Attorney Mead outlined the Hanto public hearing procedures.

Chief Davis explained that on October 28, 2019 a fight took place at Hanto and a hand gun was shown to
victim prior to leaving the parking lot. The victim called the Police Dept. to report the allocation when
they left town and headed to Hopkinton. Chief Davis explained that when officers arrived at Hanto nobody
was willing to speak with the investigating officer.
When Detective Masiello tried to follow up with witnesses, the employees of the establishment, and the victims which made the investigation incredibly difficult. Detective Masiello explained that he spoke with Mrs. Andrews and she was very cooperative, Mr. Jiang also met with him, but Mr. Rodriguez never met with him.

Steve Mitchell asked about the timeline when the event took place.

Joe Magnani asked Detective Masiello if the initial incident started inside the establishment and what time it took place. Detective Masiello explained that the initial incident took place at approximately 12:56 a.m. inside of the establishment’s bar area and the victim was escorted outside by Ms. Andrews at approximately 1:00 a.m. Additionally, Detective Masiello said the case could not be prosecuted because the victim was uncooperative, and the employees also were reluctant to cooperate.

Julie Andrews said she was at Hanto that night as a patron and that she did not escort anyone out the backdoor. She said the victim punched someone and that is when she exited the building. She said that she never saw a hand gun and felt that she was not in position to speak at that time. Julie explained that she received a call from Detective Masiello, and she gave a statement at that time.

Raymond Jiang apologized for the incident and he said that the victim had pulled out a pocket knife, which is what started the incident. When the fight moved outside Ray explained that he went out outside and he never saw a gun. He also worked with the responding officers.

Attorney Mead ask Ray and Julie whether they disclosed that a knife was pulled out. She also asked Ray if he called 911 when the incident occurred or at any time that night. Ray responded no.

Yolanda Greaves asked why the pictures only show the outside of the building and they explained the Police Department only took copies of those videos, but all were available to them.

Joe Magnani asked Julie follow-up questions based on the statement she submitted which she responded to.

Rob Scherer wished Chief Davis the best and said he was sorry he was leaving.

Joe Magnani explained that he has a problem with the lack of cooperation from the employees and owners of Hanto with regards to this incident. He also is upset that they chose not to call the police about the incident.

Steve Mitchell is concerned that the victim arrived at the bar after last call and would like to know if he was served and last call is 12:30 a.m. Steve is also concerned with the lack of information that was provided the licensing board to be sure that we have updated information on the management and ownership.

Yolanda Greaves feels that there has been a violation and that allowing a person with a mask into the establishment is a violation, next when the knife was shown the Police were never called and then when the fight moved outside again nobody called the Police.

Chief Davis explained that he is he did not know anything about the knife until the testimony tonight and as a result of this deceptive manner he would like to change his recommendation from a one-day suspension on a Saturday, to a two- or three-day suspension. And, on February 12, 2019 a training will be held at the Ashland Library and he recommended the Board require Hanto’s staff to attend.

Chief Davis also said that he feels the bouncer did not help and added to the problem as a result of the way he handled the situation.

Joe Magnani said that at one time there was a discussion about Hanto hiring a detail officer to be sure that no incidents happen moving forward.
Raymond Jiang said that he is willing to take responsibility for the actions, but he had no knowledge of the knife situation.

Joe Magnani said that he is concerned with the patron’s safety and he supports a three-day suspension and require that the staff attend the training. The members concluded that they feel three violations occurred and are the knife, the fight, and failing to contact the police.

Collectively the Board feels that a three-day suspension is their recommendation.

1. Monday February 18th
2. Thursday February 28th
3. Saturday March 9th

Yolanda Greaves made a motion to suspend the license on Monday February 18, 2019, Thursday February 28, 2019 and Saturday March 9, 2019 because of the three-day suspension and that all managers and owners are mandated to attend the training that will be conducted on February 12, 2019 at the Ashland Library. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

Yolanda Greaves made a motion to close the public hearing. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

Rob Scherer directed the Town Manager to notify the License Holder in writing along with reasons for such action and provide a copy to the Alcohol Commission. The License Holder has a right of appeal to the Commission (138 § 67)

Consent Agenda
A. Approve the September 22, 2019 Jimmy Fund parade permit.
B. Approve the November 21, 2018, January 2, 2019 and January 16, 2019 Regular Session Minutes.
C. Approve and release the December 10, 2018 Executive Session Minutes.
D. Approve the December 15, 2018 minutes from the Budget Workshop.
E. Accept the Resignation of Janet Rush from the Board of Assessors effective January 10, 2019.
F. Accept the Resignation of Patricia Kendall from the Sustainability Committee effective January 16, 2019.
G. Accept the donations in the amount of $120.00 memory Dorothy Deschamps for the Council on Aging.
H. Approve the Appointment Matthew Feola, Michael Ciaramicoli and Joseph Fossile to the Highway Department and request the waiver of the 15-day waiting period.
I. Vote to Ratify MOU with DPW and Fire Unions

Yolanda Greaves made a motion to accept the Consent Agenda with the removal of item I. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

Old / New Business
Discuss Stormwater Workshop
Steve Mitchell explained that he would like to schedule a workshop with the Implementation Team in March to review stormwater rates. Collectively, the Board agreed to meet on Tuesday March 5th at 6:30 p.m. This meeting will be open to the public.

Update on the Eversource Intervenor Status
Michael Herbert reported that the Board is in the process of looking into the best way to pursue continuing the intervenor status. The town currently has intervenor status and is utilizing it to have a seat at the table and evaluate the town’s options.
Matt Marshquist, Co-chair Sustainability Committee, expressed that the committee would like to assist the Board with evaluating the options.

Rob Scherer mentioned to Matt that it would be helpful if the committee identified an advocacy group that could provide low cost or free assistance with the evaluation process.

**Ratify MOU for DPW**
Michael Herbert reviewed the MOU and explained that many of the items outlined include an increase to the longevity which puts it in line with the others.

Yolanda Greaves made a motion to ratify the MOU with our DPW Department as presented. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

**Discuss the Status of the Charter Review Committee**
Yolanda Greaves made a motion to dissolve the Charter Review Committee and thanked everyone for their hard work. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

**Discuss and Sign the Lease for the Corner Spot**
Michael Herbert explained that late last year there was conversation about the Corner Spot and Affordable Housing Trust was willing to extend the lease for a year with an option to extend to 18 months, and most of the other terms remain the same.

Yolanda Greaves made a motion to approve the lease between the Ashland Affordable Housing Trust and the Town of Ashland for the Corner Spot. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

Yolanda mentioned that she would like to be sure that we should look to limit the number of the 1-day licenses for that location. She would like to be sure that we are tapping into opportunities for new businesses that have never operated at the location before.

**Historical Commission**
Rob Scherer explained that members are needed on the Historical Commission. Michael Herbert explained that we currently do not enough members to have a quorum so that a meeting can be held. Michael is requesting that the 2 members of the Board of Selectmen be appointed until additional members can be added.

Steve Mitchell and Joe Magnani said that they would be willing to serve on the committee.

Yolanda Greaves made a motion to appoint Steve Mitchell and Joe Magnani to the Historical Commission with a term that will expire on August 31, 2019. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

**Adopt the Revised Sign Policy**
Steve Mitchell explained that he provided the revised Sign Policy to Lisa Mead for her final review and provided the members the final version that applies to town property, only.

Yolanda Greaves made a motion to approve the revised the Board of Selectmen Sign Policy as presented and publicize it as soon as possible. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

**Town Manager Reports**
   **Review 2019 Planning Workshop**
Michael Herbert explained that last Wednesday the year’s work plan was discussed. He said that many of the items discussed are initiatives that have been started and have been touched upon tonight. Michael said that we will do another National Citizen’s Survey to see if we have addressed items that resulted from the last survey. Items raised included projects or themes such as the Public Safety building, RTD, 133 West Union Street and finishing the Strategic Plan. The Board agreed to publicize on the town website the list of items reviewed at the retreat and those that are being funded and worked on.

**Fiscal Year 2020 Budget Update**
Michael explained he had a meeting with Standard and Poor’s the bond rating company and they discussed the borrowing from prior Town Meetings, and they are happy with the investments we have made. They also discussed the financial policies and how important they are.

Michael said that since the last meeting they have been provided better funding numbers regarding the Chapter 70 funding.

Yolanda Greaves asked to set-up a meeting with Liaison Committee to get them working on this as well.

Steve Mitchell mentioned that we should thank the Senate President for her years of hard work, and it is nice to see it move forward.

**Warren District Project Manager Update**
Michael explained we received 5 applications for the position, and he hopes that to have someone selected by the end of February.

Rob Scherer expressed some concerns with the funding that will be used. Michael Herbert said the funds will come from perpetual care account and that it can be adjusted as needed and that he feels comfortable moving forward. The underlining concern is that there will be no funding to continue to maintain the properties, and Michael explained that these sites will be absorbed into the town properties.

**Police Update**
Michael Herbert announced that Chief Davis will be retiring March 22, 2019. Michael stated that he is working on an interim process and hopes to have it finalized tomorrow. Michael expects that the interim Chief will serve about 4-6 months.

**Board Reports**

**Joe Magnani**
Joe attended an Eagle Scout Ceremony at the end of January and said the two new Eagle Scouts from Troop 232 had presented great projects and they are both nice young men.

Joe also mentioned that he attended the Breaking Bread Together, which was a wonderful event. He said that he represented a very small village in Italy. He said that he learned so much and enjoyed hearing other stories that all related back to family.

**Yolanda Greaves**
Yolanda mentioned that she also attended the Ashland is United on Monday March 18th called Breaking Bread Together event, and their next event will be held on March 18th and is called Making Bread.

Yolanda reported that she attended the MetroWest Regional Collaborative Legislative Breakfast at the Ashland Library. Karen Spilka and Jack Lewis both attended as well as other legislators. Yolanda said that one of the items discussed was Open Meeting Law.

She reminded all that the Volunteer’s Breakfast will be held on Saturday March 9th at the Community Center.
Yolanda explained that the Silver Strong Bows for Jake Silver are still available. She also mentioned that Jake made it to the Super Bowl but was unable to attend the game because he ended up in the hospital.

**Steve Mitchell**
Steve mentioned that he would like to develop a coin which would be used as a form of recognition.

Steve attended the Lions Breakfast and Council on Aging meeting at the Community Center on Thursday at 9 a.m.

Steve also said that Donna Viulleumier must resign from the Council on Aging and he thanked her for all she has done.

Steve announced that the Valentine Farmer’s Market will take place on Saturday 9:00 a.m. to 1:00 p.m. at the Middle School.

Steve mentioned that Lois Bennett recently passed away and she was involved in so many ways. Also, Barbara Hescock passed away and he offered his sympathy to her family.

**Rob Scherer**
Joe Magnani made a motion to go past 10:00 p.m. This motion was seconded by Steve Mitchell with a unanimous vote of 4-0-0.

Rob reported that the Upper Charles Committee submitted the Mass Trial Grant on Friday.

**Adjournment**
Yolanda Greaves made a motion to adjourn. This motion was seconded by Joe Magnani with a unanimous vote of 4-0-0.

**Meeting Materials:**
This agenda is subject to change and includes those items reasonably anticipated by the Chair to be discussed at the meeting. Not all agenda items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
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Mr. David Connors

Dear Mr. Connors:

We were impressed with your skills and accomplishments and feel your background and experience is a good match for our present needs. It is with great pleasure that the Town of Ashland offers you the position of Full-time Dispatcher for the Ashland Fire Department, with the following compensation package. This offer is contingent upon a successful pre-employment screening including: (1) a CORI check (see attached form and authorization), and (2) employment eligibility verification.

- The position is full-time, average of 42 hours/week, non-exempt and is offered at a Step 2 rate of $21.088/hr.
- You will have a six-month probationary period.
- FT Dispatcher schedule is as follows: 24-hr on, 24-hr off, 24-hr on, 5 days off; schedule TBD on start.
- COLA and Performance-based step increases, based on an positive annual review;
- Sick and Vacation Paid Time Off (PTO) per the employee handbook, and Town-paid holidays;
- Insurance benefits, if selected; participation in Middlesex County Retirement System.

We will plan for a starting date of Monday, March 18; please contact us if this needs to change. On your first day, Keith Robie, Fire Chief, will meet you at the AFD Cedar Street Station. Prior to your start date, please be in touch with Kathy Arsenault, Payroll Coordinator, to complete employment forms. Kathy will let you know the appropriate documentation you need to bring for the completion of your new hire forms, including proof that you are presently eligible to work in the United States for I-9 purposes. Failure to provide appropriate documentation will result in immediate termination of employment in accordance with the terms of the Immigration Reform and Control Act. Feel free to contact my office with any questions.

If you are in acceptance of this employment offer, please sign below and return to Human Resources at your earliest convenience. I will request for consent from the Board of Selectmen at their next meeting for this appointment. If you have any questions, please feel free to contact me.

Congratulations and we look forward to having you as part of our team!

Sincerely,

Michael

cc: Lisa Ugialoro,
    Human Resources

Keith Robie,
Ashland Fire Department

Susan Robie,
Town Manager’s Office

Town of Ashland, Ashland Fire Department
FT Dispatcher
Connors, David 2/26/19
Page 1
DAVID J. CONNORS

Professional Summary
Highly qualified, experienced, and dependable dispatcher with strong communications skills, who welcomes a challenge, and is ready to work hard for you.

Education and Skills
Graduate of Saint Raphael Academy, Pawtucket, RI, 1985
Certified Public Safety Dispatcher, Level 2
Nationally certified Communications Training Officer
Certified Communication Center Supervisor
Stress Identification and Management Training
Liability and Public Image Concerns Training
Crisis Communications/Emergency Medical Dispatch Training
Strong communication skills
Computer literate
Two way radio proficient

CPR, AED, and First Aid Certified (American Red Cross)

Work History
Call Taker/ Dispatcher  09/2016 to 01/2018
Eascare Ambulance Company – 640 State Rd. North Dartmouth, MA
Took calls for emergency and non emergency situations.
Dispatched BLS, Paramedic and Chair Car to assigned locations in Southeastern, MA

Call taker/Dispatcher  09/2014 to 07/2016
Medtech Ambulance Company – 290 Armistice Blvd., Pawtucket, RI
Took calls for emergency and non-emergency situations.
Dispatched ambulances and wheel chair cars to assigned locations throughout the state

Public Safety Dispatch Supervisor, 04/1988 to 04/2013
Cumberland Police Department – 1380 Diamond Hill Road, Cumberland, RI
Took calls from general public regarding emergency and non emergency situations.
Dispatched police, fire and rescue.
Scheduled employees for shifts.
March 5, 2019

Mr. Nicholas Muscente

Dear Mr. Muscente:

We were impressed with your skills and accomplishments and feel your background and experience is a good match for our present needs. It is with great pleasure that the Town of Ashland offers you the position of Per Diem Dispatcher for the Ashland Fire Department, with the following compensation package. This offer is contingent upon a successful employment eligibility verification.

- The position is per diem and is offered at a Step 1 rate of $20.1164/hr.
- You will be contacted as needed with your schedule.

Please be in touch with Kathy Arsenault, Payroll Coordinator, to complete employment forms. Kathy will let you know the appropriate documentation you need to bring for the completion of your new hire forms, including proof that you are presently eligible to work in the United States for I-9 purposes. Failure to provide appropriate documentation will result in immediate termination of employment in accordance with the terms of the Immigration Reform and Control Act. Feel free to contact my office with any questions. Once this is complete, you can contact Chief Robie to discuss logistics and scheduling.

If you are in acceptance of this employment offer, please sign below and return to Human Resources at your earliest convenience. I will request for consent from the Board of Selectmen at their next meeting for this appointment. If you have any questions, please feel free to contact me.

Congratulations and we look forward to having you as part of our team!

Sincerely,

Michael Herbert, Town Manager

Cc: Lisa Ugliaro, Human Resources
Cc: Keith Robie, Fire Chief
Cc: Susan Robie, Executive Assistant
Anthony Farragher-Gemma

Firefighter /EMT/ Instructor Coordinator

Firefighter I/II/ EMT – EMS Instructor Coordinator – EMS State Examiner – CPR/First Aid Instructor – CPR Training Center Faculty - Business Management

SKILLS

Unique combination of 25 years of Emergency Management and Emergency Education experience. National and Massachusetts certified Instructor Coordinator for the EMT Program. State Examiner with OEMS for the EMT Program. CPR Training Center Faculty Diverse network of emergency management professionals. Mentor and Instructor for the MetroWest Fire Explorers program. Proven leader, high energy, goal orientated professional. Excellent customer service and people skills. Structured, with attention to detail. Well versed in documentation, and transfer of procedures and systems.

PROFESSIONAL EXPERIENCE

Town of Millis, Fire and Rescue Department

Firefighter I/II EMT August 2016 - present

CPR Instructor, First Responder Instructor, First-Aid Instructor, AED Instructor, Training Center Faculty for CPR, respond to emergencies within the town of Millis, providing emergency care.

Town of Sherborn, Fire and Rescue Department

Firefighter I/II EMT September 2006 – August 2018

CPR Instructor, First Responder Instructor, First-Aid Instructor, AED Instructor, Training Center Faculty for CPR, Preceptor in charge of Precepting program, respond to emergencies within the town of Sherborn, providing emergency care.

EMT State Examiner for OEMS. September 2010 - Present.

Assess candidates on practical skills necessary to become state certified EMT’s.

First Response Emergency Medical Education. January 2012 – August 2018


Teach the basic EMT course to OEMS standards preparing candidates to take the state exam. Create curriculum, manage instructors and scheduling, teach continuing educational classes and advise on national certification.

Scalliwags LLC, Pembroke Owner and Manager September 2003 – January 2008

Manage the daily operation of a busy family entertainment center. Recruit, hire and train employees and management. Supervise and manage activities of 50 employees’. Oversee total operations of the business.


Provided and maintained neat safe and fun environment for club members. Maintained safe facilities and equipment, promoted safety, and administered first aid when necessary. Designed and implemented new and innovative programming. Planed and maintained all athletic schedules, officiated at games and posted results of all athletic activities.

Assisted lead instructor in preparing candidates to take the Massachusetts State EMT Certification Examination. Taught and examined students in CPR techniques according to the standards of the American Heart Association.

AT&T (Formally MediaOne), Field Sales and Service Technician. Sept. 1996 - Feb 2002.

Installation of new cable into customers' homes. Specialized training in safety and ladder handling.


Design and build satellite portions for test fixture purposes. Tracking of all flight hardware and material to be assembled into the satellite project.


Responsible for providing basic life support services according to regional protocols and state mandated standards of care. In 1992 was promoted to the position of preceptor. In this position responsibilities included the day to day training of new EMT's in both Lifeline and State mandated protocols. Taught CPR, First Aid and safety classes to LifeLine personnel and the general public.


Directly managed 6-10 employees.


Volunteer Work

Sherborn Fire Association, Volunteer 2006 – Present

Metro West Post 911 Fire Explorers, Post Advisor 2012 - Present

Neponset Valley Humane Society, Volunteer and Foster Family 2010 – Present

Medfield Animal Shelter, Volunteer and Foster Family 2004 – 2010

REFERENCES: Available upon request.
CALEB HAGARTY

CERTIFICATION/EDUCATION:

2015  **BLS Instructor**  
American Heart Association  
Cambridge, Ma

2015  **Massachusetts Hoisting & Hydraulics License**  
Massachusetts Department of Public Safety  
Boston, Ma

2009  **Graduate Firefighter I/II Recruit Program**  
Massachusetts Department of Fire Services  
Stow, MA

2009  **Certified Hazardous Materials Operations Level Responder**  
(Recertified in 2015)  
Massachusetts Department of Fire Services  
Stow, MA

2009  **Certified Massachusetts EMT**  
Mass Bay Community College  
Wellesley, MA

2008  **Associate of Science Degree**  
Mass Bay Community College  
Wellesley, MA

2004  **High School Diploma**  
Lincoln-Sudbury Regional High School  
Sudbury, MA

EXPERIENCE:

2014 – Present  **Firefighter/EMT**  
Public Information Officer  
S.A.F.E Program Assistant Coordinator  
Town of Lincoln, Ma  
Lincoln, Ma

2013 – 2014  **Civilian Dispatcher/Call Firefighter/EMT**  
Town of Weston, Fire Department  
Weston, Ma

2008 - 2014  **Per-Diem Firefighter/EMT**  
Town of Lincoln, Fire Department  
Lincoln, MA

2008 - 2014  **Laborer**  
CE Mills Contracting  
Sudbury, MA  
Interim employment pending search for Career Firefighting position.

2006 - 2012  **Waiter/Bartender**  
Wayside Inn  
Sudbury, MA

2005  **Owner**  
Sudbury Sealcoat  
Sudbury, MA  
Started and ran driveway care business specializing in sealcoating and damage repair.

2000-2004  **Life Guard**  
The Thoreau Club  
Concord, MA  
2002 - 2004  
Town of Sudbury (Atkinson Pool)  
Sudbury, MA  
2001 - 2002
MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF ASHLAND
AND
ASHLAND FIRE FIGHTERS UNION LOCAL 1893
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO

This MEMORANDUM OF AGREEMENT is entered into by and between the Town of Ashland (hereinafter "the Town") and the Ashland Firefighters’ Union, Local 1893 ("Local 1893" or "Union");

WHEREAS, the Town and the Union are parties to a collective bargaining agreement for the period July 1, 2015 through and including June 30, 2018; and,

WHEREAS, the Town and the Union have, pursuant to Massachusetts General Laws, Chapter 150E negotiated a successor contract for the aforementioned agreement;

NOW, THEREFORE, in consideration of mutual covenants and promises, the Parties agree that the following changes will be made to the Parties 2015-2018 agreement:

1. COLA: Modify the wage schedule in Article XI to reflect the following:

  Effective July 1, 2018: 2%
   Effective July 1, 2019: 2%
   Effective July 1, 2020: 1%

2. Article XIX: Emergency Medical Technicians and Special Stipends

   Effective July 1, 2018 the annual stipend for the following shall be:

   a. EMT 3% of the annual pay of a step four firefighter outlined in Article XI, Section 1 for the appropriate fiscal year.

   b. EMT/Advanced 5% of the annual pay of a step four firefighter outlined in Article XI, Section 1 for the appropriate fiscal year.

   c. Paramedic 11% of the annual pay of a step four firefighter outlined in Article XI, Section 1 for the appropriate fiscal year.

3. Article III: Agency Fee

   a. Modify the title of this article to read as follows:

      ARTICLE III

      Reserved
b. Delete and replace the text of this article to read as follows:

This Article is reserved for future use and to preserve subsequent article numbering.

4. Article XVII: Clothing and Equipment Allowance

Replace the language of article XVII to read as follows:

Section 1. Turnout gear

The department will provide two (2) sets of protective turn-out gear. The first set will be issued on employment. The second set within first year of employment. The Fire Department shall also provide a properly fitting self-contained breathing apparatus face-piece (face piece shall be compatible with the equipment currently used in the Department). This equipment will be the responsibility of each employee and will be replaced by the individual if lost or broken within a five (5) year time period of issuance, except if such loss or breakage is incurred in the line-of-duty and not through neglect or misuse. All items purchased with Town funds remain the property of the Town.

A complete set of turnout gear, to include
1. One set of NFPA approved bunker gear to include jacket and pants with suspenders
2. One pair of NFPA approved boots
3. One NFPA approved helmet w/ eye protection and with shield approved by Chief
4. One pair of NFPA approved firefighting gloves
5. One personal flashlight to be worn with turnout gear
6. One particulate filter firefighting hood

Section 2. Class A Uniform

After completion of basic recruit academy or first six months full time firefighters shall receive an initial clothing allotment of the following items:
1. 1 class single breasted A uniform to include pants and jacket
2. 1 long sleeve shirt (blue)
3. 1 short sleeve shirt (blue)
4. 1 pair black oxford dress shoes
5. 1 black tie
6. 1 blue bell cap with silver scramble cap badge
7. 1 pair white gloves
8. 1 pair of scramble collar devices in compliance with department uniform policy

Section 3 Class B Work Uniform

Newly appointed firefighters shall receive an initial clothing allotment for the purchase of the following items
1. 2 pair of uniform work pants
2. 2 long sleeve uniform shirts
3. 2 short sleeve uniform shirts
4. 1 pair black work boots

In addition, member shall receive (2) department issued badges and name tags

Section 4 Clothing Allowance

Effective with first full pay period after appointment to full time firefighter, each firefighter shall receive an annually allowance payed weekly to clean, replace, maintain, or to further purchase more uniform items. Uniform shall be in compliance with department uniform policy. Said allowance shall be pro-rated to the start date and shall remain the same weekly pay as all other firefighters.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Annual Allowance</th>
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<tr>
<td>7/1/2015</td>
<td>$1,000</td>
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</table>

5. Article XXI Miscellaneous

Modify section 5 to read as follows:

Permenant firefighters shall be required to reside within fifteen (15) twenty (20) miles of the limits of the Town as required pursuant to MGL Chapter 41, section 99A.

6. Article XXIII: Non-Discrimination

Modify the first paragraph to read as follows:

The Town and the Union agree there shall not be discrimination on account of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, or Union or non-Union activities.

7. Article XXIX: Duration of Agreement

Modify the article to read as follows:

The within Agreement shall be effective from July 1, 2018 to and including June 30, 2021. On or before November 1, 2020, either party may require the other in writing to negotiate a new contract or agreement. Within a reasonable time after delivery of such notice, the parties shall meet to negotiate a new agreement. In the event that such new agreement has not been executed prior to June 30, 2021, the parties agree to be bound by the terms and provisions of the within Agreement pending completion of negotiations.

This Agreement is subject to ratification by the Town of Asland and by the Ashland Firefighters’ Union, Local 1893, I.A.F.F. and to appropriation. This Agreement shall not be implemented unless the parties have ratified and fully executed the Agreement.
This Agreement has been duly executed by authorized representatives of the Town of Ashland and by Ashland Firefighters' Union, Local 1893, I.A.F.F.

IN WITNESS WHEREOF, the Union and the Town, by their authorized representatives, have set their hands to this Memorandum of Agreement on this _____ day of January, 2019,

FOR and on behalf of the Town:

__________________________

Dated: ____________________

FOR and on behalf of Local 1893:

__________________________

Dated: ____________________
February 21, 2019

Diane Mortensen  
Town of Ashland  
101 Main Street,  
Ashland, MA 01721

RE: Eligible Purchaser Certificate  
289 America Boulevard, Unit A, Building A, Ashland, MA 01721

Dear Ms. Mortensen,

Attached please find the DHCD generated Eligible Purchaser Certificate which has been executed by DHCD and needs to be further executed by the Town relative to the upcoming sale of the affordable property located at 289 America Boulevard. I have also enclosed a copy of the deed Rider which is referenced in the Rider.

Your assistance in obtaining the town’s signature at its earliest convenience is greatly appreciated, and please do not hesitate to contact me with any questions that you may have.

Please contact me when the certificate is signed, and I will pick it up.

Very truly yours,

Janice M. Rogers

RE: Zanchi Cert.
LOCAL INITIATIVE PROGRAM

ELIGIBLE PURCHASER CERTIFICATE

The undersigned, being the [Name] of the Town of Ashland (the "Municipality") and being the Chief Executive Officer of the Municipality, as that term is defined in regulations promulgated at 760 CMR 56.00 et seq. (the "regulations") which establish the Local Initiative Program (LIP), and the undersigned, being the Undersecretary of the Department of Housing and Community Development, a department duly organized and existing pursuant to Massachusetts General Laws Chapter 23B as amended by Chapter 19 of the Acts of 2007 or being the Undersecretary’s duly authorized designee (the "Undersecretary"), certify as follows with respect to a certain deed rider annexed to and made part of that certain Deed from Trevor H. Rhone and Karla Zevallos f/k/a Karla N. Zevallos-Rhone ("Grantor") to Trevor H. Rhone ("Grantee") dated June 14, 2012, recorded with the Middlesex South Registry of Deeds, in Book 59326, Page 546 (the “Existing Deed Rider”):

1. The Property referred to herein is the Property described in the Existing Deed Rider.

2. Katelyn Zanchi is the Eligible Purchaser of the Property.

3. The total consideration to be paid to the Grantee for the purchase of the Property is $190,022. The total consideration to be paid by the Eligible Purchaser for the purchase of the Property is $193,900 ($190,022 plus 2% resale fee). The Resale Multiplier to be used in subsequent transactions is 1.80.

4. The conveyance of the Property by the Grantee to the Eligible Purchaser is in compliance with the rights, restrictions, covenants and agreements contained in the Existing Deed Rider.

5. The Eligible Purchaser of the Property has executed a new deed rider with respect to the Property (the “New Deed Rider”) which is satisfactory in form and substance to the Department of Housing and Community Development ("DHCD") and the Municipality.

6. The Municipality and the Undersecretary hereby acknowledge and confirm that upon the conveyance of the Property by the Grantee to the Eligible Purchaser, the recording of the New Deed Rider executed by the Eligible Purchaser more fully described in Paragraph 5 hereof, and the recording of this Eligible Purchaser Certificate, the rights, restrictions, agreements, and covenants contained in the Existing Deed Rider shall be null and void.

7. All defined terms used herein shall have the definitions set forth in the Existing Deed Rider unless otherwise defined herein.
Executed as a sealed instrument this ___ day of ________, 2019.

Town of Ashland, acting by and through its Chief Executive Officer

By: _____________________________

Its: ______________________________

The Undersecretary of the Department of Housing and Community Development

By: _____________________________

Alana Murphy, Deputy Associate Director
Duly Authorized Designee

COMMONWEALTH OF MASSACHUSETTS

______________, ss.

On this _____ day of ____________, 2019, before me, the undersigned notary public, personally appeared ________________, Chief Executive Officer of the Town of Ashland, and proved to me, through satisfactory evidence of identification which was ____________, that he/she is the person whose name is signed on the foregoing Eligible Purchaser Certificate and acknowledged to me that he/she signed it voluntarily for its stated purpose and that it is the free act and deed of the Town of Ashland.

________________________________
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss.

On this 15th day of February, 2019, before me, the undersigned Notary Public, personally appeared Alana Murphy, Deputy Associate Director of the Department of Housing and Community Development ("DHCD"), proved to me through satisfactory evidence of identification, which was my personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose, as Deputy Associate Director of DHCD, a department duly organized and existing pursuant to Massachusetts General Laws Chapter 23B as amended by Chapter 19 of the Acts of 2007, and as the voluntary act of DHCD.

________________________________
Notary Public
My Commission Expires: March 11, 2022
Instructions
A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

Unsatisfactory (1) work performance is inadequate and definitely inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.

Improvement Needed (2) work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job Standards (3) work performance consistently meets the standards of the position.

Exceeds Job Standards (4) work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Outstanding (5) work performance is consistently excellent when compared to the standards of the job.

<table>
<thead>
<tr>
<th>1. Board Staff Support &amp; Relations</th>
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<tbody>
<tr>
<td>a. Does Town Counsel respond to the needs and requests of Board Members and Staff in a timely manner?</td>
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<td>b. Does Town Counsel keep the Board and Staff advised of new legislation and judicial developments in municipal law as well as actions in other jurisdictions that may have an impact on the Town's activities?</td>
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<td>c. Does Town Counsel encourage Board Members and Staff to discuss projects and goals and problems with them as early as possible in the planning phase, including the legal consequences of alternative courses of action in the decision-making process.</td>
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<td>d. Does Town Counsel maintain effective communications with the Board?</td>
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Comments:
### 2. Legal Administration and Approach

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<td>a. Does Town Counsel have a proactive approach to legal issues -- that</td>
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<td>is, do they guide the Board/Staff with alternatives and innovative</td>
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<td>legal solutions rather than just raising problems?</td>
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<td>b. Does Town Counsel see themselves as part of the Town's executive</td>
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<td>team and not a separate &quot;guardian angel&quot; of the law?</td>
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<td>c. Does Town Counsel have the ability to select responsible attorneys in</td>
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<td>their offices to assist and provide the best expertise.</td>
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<td>d. How does Town Counsel monitor their work quality and costs?</td>
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<td>e. Does Town Counsel favor preventive rather than corrective legal</td>
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Comments:

### 3. Public Relations/Communications

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<td>Does Town Counsel communicate well with a wide range of persons including</td>
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<td>citizens, Board and Committee Members, Town staff and other attorneys?</td>
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<td>Are they comfortable working with community groups even in controversial</td>
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<td>situations?</td>
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Comments:
4. How does Board or Staff Member perceive Town Counsel strengths and weaknesses. Areas of improvement?

Comments:

Recognized Strengths:

Areas for Improvement:

APPROVED: January 18, 2006
This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Counsel has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date:

TOWN COUNSEL

Date:
# Town Counsel Performance Evaluation Form

## Compilation of Scores

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<tr>
<th>AREA</th>
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DATE: __________

/5 EQUALS
FRONT SIDE
- RAISED METAL
- RECESSED METAL
- BLACK
- WHITE
- PMS 7532 C
- PMS 7528 C
- PMS 484 C
- PMS 361 C
- PMS 356 C
- PMS 423 C
- PMS 2708 C
- PMS 072 C

BACK SIDE
- RAISED METAL
- RECESSED METAL
- BLACK
- WHITE
- PMS 7527 C
- PMS 485 C
- PMS 433 C
- PMS 2708 C
- PMS 072 C

D=1.75"

Diamond Cut Edge - Oblique Line Edge