



SELECT BOARD
MEETING AGENDA
Monday, June 26, 2023
7:00 p.m.

Pursuant to Chapter 2 of the Acts of 2023, An Act Relative to the Extending Certain COVID-19 Measures Adopted During the State of Emergency, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/82198865853>
When prompted, enter Password 989024
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 821 9886 5853 and Password 989024

For Public Comment

Public Comment is allowed and encouraged during any agenda item. To offer comments at any time, please use the “raise hand” button in Zoom, or raise your hand if in person. The Chair will recognize you before any vote or before the agenda item is otherwise concluded.

*** Public comment will be limited to 3 minutes per person ***



AMENDED

SELECT BOARD
MEETING AGENDA CONTINUED
Monday, June 26, 2023
7:00 p.m.

1. Public Comment
2. [Approval of Meeting Minutes](#)
June 12, 2023
3. [7:00PM Public Hearing](#) – To act an application as submitted by 276 West Main Street Northborough LLC d/b/a Brother’s Liquors for a Change in Stock Interest and a Change in Manager for the All Alcoholic Beverages Package Store License for premises located at 276 West Main Street
4. [American Legion](#) – To act an application as submitted by Vincent F. Picard Post Building Association, Inc. d/b/a American Legion for a Change in Officers/Directors and a Change in Manager for the All Alcoholic Beverages Club License for premises located at 402 West Main Street
5. [Rick Leif of Northborough Affordable Housing Corporation and Hank Rauch and Paul Rebello of Habitat for Humanity, Metrowest/Greater Worcester](#)
 - Approval of Proposed Project to create new Affordable Housing on Town-Owned property located **on** Boundary Street
 - Request to allocate \$100,000 of Community Preservation Act (CPA) Funds reserved for Affordable Housing to the Acquisition and Renovation of 174 Boundary Street
6. [Facilities Manager Shawn Thompson](#) – Presentation on ADA Self Evaluation and Transition Plan
7. [DPW Director Scott Charpentier](#) – Authorization for DPW Director to file State Revolving Fund (SRF) Grant Applications
8. [American Rescue Plan Act \(ARPA\) Funding Requests](#)
 - White Cliffs Carrying Costs for FY2024 and Consulting Fees
 - Select Board Goal Setting and Training Program
9. [Sign acceptance of deed for Old Town Hall property, 4 West Main Street](#)
10. Reports
11. [Execution of Cemetery Deed 1169](#)
12. Any other business to come before the Board
13. Public Comment

**BOARD OF SELECTMEN
MEETING MINUTES – June 12, 2023**

7:00 p.m. - Chair’s Introduction to Remote Meeting

Chair Cohen read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Mitch Cohen, Chair
Julianne Hirsh, Vice Chair
Kristen Wixted, Clerk
Lisa Maselli
Laura Ziton

Others

Robert Reed, Interim Town Administrator
Rebecca Meekins, Assistant Town Administrator

PUBLIC COMMENT

SB Chair Cohen invited comments from the public. There were none.

APPROVAL OF MINUTES – MAY 22, 2023 MEETING

SB Member Ziton moved the Board vote to approve the May 22, 2023 meeting minutes as amended; SB Member Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

SCHOLARSHIP COMMITTEE CHAIR LIZ NOLAN

Acknowledgement of the 2023 Scholarship Recipients

Scholarship Committee Chair Liz Nolan was present to acknowledge the following Northborough graduating students who received 2023 scholarship awards.

Algonquin Regional High School

- Julia Galas
- Gabriel Gomes
- Marianna LoRusso (present)
- Isabelle McNulty (present)
- Allison Silva (present)

Assabet Valley Regional Technical High School

- Muhammed Sal

Saint John’s High School

- James Benestad

Ms. Nolan noted that out of the thirty applications received, seven scholarships were awarded to the above-mentioned students. She provided a brief update on the application process, as well as the ongoing efforts of the Scholarship Committee. Select Board members congratulated the scholarship recipients and wished them the best in their future endeavors.

JEANNINE MOORE AND KERRIE WARD – TOUGAS FAMILY FARM

To consider a One-Day Special Liquor License for multiple dates

Kerrie Ward and Jeannine Moore were present to request a One-Day Special Liquor License for the following 2023 events to be held at the Farm at 234 Ball Street.

Father’s Day
June 17, 18 & 19

National Ice Cream Day
July 14, 15 & 16

Donut Days of Summer
August 12 & 13

Pick or Treat
October 28 & 29

The serving hours for each day will be 11am-5pm. There will be no rain dates. Ms. Ward indicated that the application packet includes the details about the safety precautions and the systems in place for each event. She added that similar events have been held in the past with a One-Day Special Liquor License issued by the Select Board with no issues.

The Police, Fire, Building and Health Departments have reviewed the application and have no concerns to report.

SB Member Wixted moved the Board vote to approve the application for a One-Day Special License as submitted by Tougas Family Farm LLC for events to be held at 234 Ball Street per the approved floor plan as submitted with the application. The event dates are June 17, 18 & 19; July 14, 15 & 16; August 12 & 13; and October 28 & 29 from 11am – 5pm with no rain dates. The license is approved with the condition that the precautions and systems are in place for each event as stated in the June 1, 2023 letter from Tougas Family Farm; SB Member Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

POLICE CHIEF WILLIAM LYVER

Reappointment of James Bruce, Erica Abro and Bruce Tait as Special Officers

Chief Lyver was present to request that the Board re-appoint James Bruce, Erica Abro and Bruce Tait as special police officers. Special Police Officer appointments are made on an annual basis effective July 1st through June 30th.

SB Member Hirsh moved the Board vote to reappoint James Bruce, Erica Abro and Bruce Tait as a Special Police Officers for a one-year period July 1, 2023 through June 30, 2024; SB Member Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

DPW DIRECTOR SCOTT CHARPENTIER AND FACILITIES MANAGER SHAWN THOMPSON

Report on Assessment on Municipal Buildings

DPW Director Scott Charpentier and Facilities Manager Shawn Thompson were present to propose a formal Facilities Condition Assessment (FCA) on all municipal buildings. The buildings to be included in the assessment would be the Town Hall, Senior Center, DPW garage, Public Library, Police Station and 4 West Main Street. Mr. Thompson indicated that the FCA service will help with asset management, financial planning, preventive maintenance, risk management, regulatory compliance and strategic decision making, adding that this approach will help transition the Town from a reactive to a proactive approach to asset management.

The FCA Service Provider will interview Town staff to understand what improvements have been made in the last three years, what improvements are planned for the next three years and any known problems that may exist. All major building equipment will be inventoried. The FCA will also develop a detailed equipment inventory and a condition assessment of all major building systems, including HVAC, electrical, plumbing, roofing, site paving, vertical transportation, structural and building envelopes.

Mr. Charpentier noted that this project will provide a necessary assessment of the current conditions of municipal buildings that will guide Town staff in making informed decisions on needed repairs and replacements to develop detailed capital improvement plans. The cost of the Facility Condition Assessment that will include 3-year software support is \$47,000.00.

In response to several questions by members of the Board, Mr. Charpentier and Mr. Thompson provided further details in regard to security concerns with the software, the option to include additional buildings as needed in the future and the flexibility to switch vendors at any point through a 30-day opt out notice.

SB Member Hirsh moved the Board vote to release ARPA funds in the amount of \$47,000 for a comprehensive Municipal Building Assessment as presented by DPW Director Scott Charpentier; SB Member Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

TEMPORARY TRAFFIC SAFETY COMMITTEE

Recommendation to create a permanent Traffic Safety Committee

The Select Board created a Temporary Traffic Safety Committee (TTSC) at their September 26, 2022 meeting with a charge to return with recommendations on whether or not to form a permanent Traffic Safety Committee.

SB Member Ziton served on the TTSC and informed the Board that based on the Committee’s research and resulting deliberation, the TTSC voted unanimously to recommend to the Select Board that a permanent Traffic Safety Committee be created.

SB Member Ziton responded to questions from Board members regarding the TTSC's research on similar committees in other communities and whether or not the Police Department was involved. Police Chief Lyver was present and stated that the Police Department should be included anytime traffic safety is being discussed in order to establish enforcement expectations based on experience and statutory authority. SB Member Ziton responded that the TTSC discussed the involvement of the Police Department in great detail and the goal was to avoid placing any additional pressure on Town staff. SB Chair Cohen added that based on other communities, the TTSC decided that the formal voting membership would include members of the public appointed by the Select Board and the Planning Board with the appropriate Town staff, including the DPW Department being involved as needed. Mr. Reed shared that in his experience, traffic safety was handled during regular business hours by Town staff.

The TTSC's recommended charge was included in the meeting packet and is summarized below with the underlined amendment regarding the involvement of the Police Department based on the discussion above.

Membership: The Traffic Safety Committee (TSC) will consist of four (4) voting members appointed by the Select Board and one (1) voting member appointed by the Planning Board for staggered three-year terms. The TSC should include geographical and user diversity.

Staff: Department of Public Works, Police Chief or designee, and other staff as needed

The charge of the TSC shall be to promote and enhance the physical, social and economic environment in which all forms of pedestrian and vehicle transportation can work together for a safe, clean, healthy and vital community. The TSC shall be responsible for promoting enhanced traffic safety in Town by creating a forum where residents can voice concerns, suggestions and requests. The TSC shall work with Town staff to examine potential improvements to existing traffic situations and identify long and short-term solutions to traffic issues in Northborough. The TSC will also be a conduit for community input to the Town Administrator, Select Board, Planning Board and other Town officials, Boards and Committees to address resident requests for improving livability, drivability, bike ability, walkability and accessibility of neighborhood streets in Northborough.

SB Member Ziton moved the Board vote to create a permanent Traffic Safety Committee as amended recommended by the Temporary Traffic Safety Committee; SB Member Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

WHITE CLIFFS – REUSE DETERMINATION NEXT STEPS

On the advice of Town Counsel and to avoid any appearance of a conflict of interest, SB Member Maselli recused herself from any discussion regarding White Cliffs due to her close proximity to the White Cliffs property. Ms. Maselli turned off her camera and microphone and will rejoin the meeting for the next agenda item.

SB Cohen noted that tonight's discussion is a follow up to the Board's action at its May 22, 2023 meeting to not support the White Cliffs reuse proposal by Metro West Collaborative Development.

Facilities Manager Shawn Thompson informed the Board that whatever the determination is for the reuse of White Cliffs, issues with mold, lead and asbestos will have to be remediated in order to proceed forward. He reviewed the Town's efforts to date to prevent the situation from worsening. Mr. Thompson responded to several questions from members of the Board regarding the cost and efforts to preserve the building, which is estimated to be between \$1M to \$2M. Following some further discussion, Mr. Reed indicated that regardless of what the reuse is, it's important for the Board and the public to understand that the cost to preserve the building is close to what the Town originally paid to purchase the building.

SB Chair Cohen thanked Mr. Thompson and Mr. Charpentier for the update on the remediation needs and redirected the conversation to determine the next steps. He mentioned that Planning Director Laurie Connors has reached out to specialists who are well versed in the historic preservation of buildings and can help with facilitating a process to establish common goals with as much input from the community as possible. He added that once the Board has established common goals, a new White Cliffs Committee should be created. By consensus, the Board will continue to discuss the next steps and Mr. Reed will work with Ms. Connors to obtain quotes for a facilitator to help with the process.

Following the conclusion of any further discussion, SB Member Maselli rejoined the meeting.

NORTHBOROUGH EXTENDED DAY PROGRAM (NEDP)

Approval of Annual Memorandum of Understanding for use of Facilities Space

Mr. Reed noted that the annual Memorandum of Understanding (MOU) between the Town and Northborough Extended Day Program, Inc. is for the continued use of office space and facilities at the Town Hall.

SB Member Wixted moved the Board vote to approve the FY2024 annual Memorandum of Understanding between the Town and Northborough Extended Day Program, Inc. for the use of office space and facilities at the Town Hall and to authorize the Interim Town Administrator to execute same; SB Member Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

EXECUTION OF CEMETERY DEED 1168

SB Member Maselli moved the Board vote to execute Cemetery Deed 1168; SB Member Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

REPORTS

Julianne Hirsh

- Noted that the Culture Fest was a great success and thanked the Cultural Council and the volunteers who organized this annual event and thanked those that participated.
- Reported on a recent meeting of the Master Plan Implementation Committee. Noted that the 3rd and last community meeting will be held in-person at the High School Library on June 20th at 6:30pm.
- Noted that groups have reached out asking if the Senior Center can be used on occasion on Saturdays or during the evenings to hold various public events.

Kristen Wixted

- Recently toured 4 West Main Street along with other Board members.
- Attended the Algonquin Regional High School graduation ceremony. Congratulated her son Peter and all of the graduating students. Thanked the School Committee, School Superintendent and Principal Bevan for their efforts.
- Noted that the crosswalk button at Route 20 and Bartlett Street is not working. Mr. Charpentier responded that he will contact MassDOT to ask that it be repaired.

Lisa Maselli

- Attended the recent MMA Select Board workshop where goal setting was one of the items discussed. Suggested that the Select Board set its annual goals soon.
- Noted that parking on sidewalks has become more frequent and creates problems for those that need to use them. Chief Lyver responded that parking on sidewalks or any other parking violation that creates a safety hazard should be reported to the Police Department immediately. He added that the department has plans to update its webpage to be more user friendly and to provide educational information to the public on traffic safety. It will also include a section on what is allowed and what is not allowed in terms of public parking. SB Member Maselli asked that the Town website also include a public awareness notice about public parking on sidewalks.
- Noted her concern and the concern of others with the number of trees being removed as part of the Brigham Street Burial Grounds Beautification project. Mr. Charpentier responded that a licensed arborist determined that a number of hemlock trees were diseased and it was recommended that they be removed. He added that once the project is complete the property will be properly landscaped and memorialized.

Laura Zitton

- Attended the Memorial Day parade and ceremony and thanked all the volunteers that made it possible and thanked those who attended.
- Noted her disappointment with the heavy equipment that was used to remove trees at the Brigham Street cemetery. Although she appreciates the work for the beautification project, she would have liked to see the tree removal done in a more respectful way. Mr. Charpentier responded that the equipment used to remove the trees was required in order to not disturb soil any greater than 8 inches in depth.

Mitch Cohen

- Attended the Northborough Art Guilds Art Show at the Historical Society building.
- Noted that the Town Administrator Screening Committee has scheduled two meetings where applicants will be interviewed. It is anticipated that the Select Board will interview three final applicants sometime during the month of July.

Bob Reed

- Noted that he is in the process of pursuing training opportunities for the Select Board members.

OTHER BUSINESS

SB Member Hirsh noted that there is a Town Bylaw that indicates that the Select Board is responsible for a tree program to replace shade trees as needed. Mr. Charpentier responded that the bylaw that SB Member Hirsh is referring to specifically relates to public shade trees within the Town right-of-way. SB Member Maselli agreed with the importance of replacing shade trees. Mr. Charpentier noted that at this time there is not an operating budget for the replacement of shade trees. SB Member Maselli suggested that the Board consider the use of ARPA funds for this purpose. She also requested that the Board make a policy decision on the replacement of shade trees at a future meeting.

PUBLIC COMMENT

Rick Leif of 30 Wiles Farm Road noted that Pat Bigelow owns Bigelow Nurseries in Town and is also a member of the Board of Trustees at Tower Hill Botanic Garden. He noted that she would be a good resource to help with the replanting of trees where necessary.

Mr. Leif also suggested that the Select Board determine the remediation costs for White Cliffs in advance of scheduling the first public meeting so that the public has some understanding of the financial impact associated with any kind of end use for the property.


ADJOURNMENT

SB Member Hirsh moved the Board vote to adjourn; SB Member Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

The meeting adjourned at 9:45 pm.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 12, 2023 Meeting Agenda
2. May 22, 2023 Meeting Minutes
3. Memorandum – Scholarship Recipients
4. Information packet – Tougas Family Farm Special One-Day License
5. Memorandum – Reappointment of Special Police Officers
6. Memorandum – Assessment of Municipal Buildings
7. Information packet – Traffic Safety Committee
8. Memorandum – NEDP Memorandum of Understanding
9. Cemetery Deed



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

TOWN OF NORTHBOROUGH

NOTICE OF PUBLIC HEARING

Pursuant to Massachusetts General Laws, Chapter 138, Section 15, notice is hereby given that the Select Board will hold a remote public hearing on Monday, June 26, 2023 at 7:00 p.m. to act on an application as submitted by 276 West Main Street Northborough LLC d/b/a Brother's Liquors for a Change in Stock Interest and a Change in Manager for the All Alcoholic Beverages Package Store License located at 276 West Main Street, Northborough, MA.

Pursuant to Chapter 2 of the Acts of 2023, An Act Relative to the Extending Certain COVID-19 Measures, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

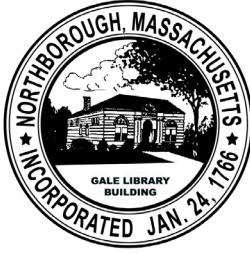
To join the Public Hearing

URL link: <https://town-northborough-ma-us.zoom.us/j/82198865853> Passcode: 989024

Join by phone: 1 646 876 9923 / Webinar ID: 821 9886 5853 / Passcode: 989024

Laura Ziton, Clerk
Northborough Select Board

June 9, 2023



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

MEMO

TO: Members of the Select Board
Town Administrator

FROM: Diane Wackell, Executive Assistant

DATE: June 20, 202

RE: 276 West Main Street Northborough LLC d/b/a Brothers Liquors – 265
West Main Street
New Stockholders and Change of Manager

An application has been submitted by 276 West Main Street Northborough LLC d/b/a Brothers Liquors to add new stockholders and to change the manager of record for the All Alcoholic Package Store License for premises located at 276 West Main Street. Mr. Samir Patel is currently the sole member of the LLC and is selling a 40% interest to Mr. Chirag Bhagart and a 40% interest to Mr. Krishna Patel. The proposed new manager of record is Krishna Patel, who is TIPS Certified.

Lieutenant Brian Griffin has conducted a background check on all of the above and has no concerns to report.



Northborough Police Department

211 Main Street
Northborough, Massachusetts 01532
508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

To: Members of the Select Board
From: Lt. Brian T. Griffin
Date: June 15, 2023
Re: Change of Manager and Change of Membership

Honorable Members of the Board:

I have been asked to conduct a background check for a Change of Membership and a Change of Manager of Record for 276 West Main Street Northborough, LLC, DBA as Brother's Liquors. Brother's Liquors is located at 276 West Main Street Units 9 and 10, Northborough, MA.

Samir Patel is currently the sole member of the business. Mr. Patel is selling 40% interest to Chirag Bhagart and a 40% interest to Krishna Patel. The proposed new manager of record is Krishna Patel.

Having conducted a background check on both Mr. Bhagart and Mr. Patel I have no concerns to report. It should be noted that Krishna Patel is TIPS certified.

Should you need any further questions answered please feel free to contact me.

Respectfully submitted,

Lt. Brian T. Griffin
Licensing Agent



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 MULTIPLE AMENDMENTS

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)

90223-PK-0902

ENTITY/ LICENSEE NAME 276 West Main Street Northborough LLC

ADDRESS 276 West Main Street

CITY/TOWN STATE ZIP CODE
 Northborough MA 01532

For the following transactions (Check all that apply):

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

Please select all of the amendments you are applying for:

CHANGE OF CATEGORY

\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Category Application
Vote of the Entity Board
Advertisement*
Abutter's Notification*

CHANGE OF LICENSE TYPE

\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
Change of License Type Application
Vote of the Entity Board
Advertisement*

CHANGE OF CORPORATE STRUCTURE

\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Corporate Structure Application
Vote of the Entity Board
Business Structure Documents
If Sole Proprietor, **Business Certificate**
If partnership, **Partnership Agreement**
If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

CHANGE OF CLASSIFICATION

\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Classification Application
Vote of the Entity Board
Abutter's Notification*
Advertisement*

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



APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

CHANGE OF OFFICERS/DIRECTORS/LLC MANAGERS

\$200 fee via [ABCC website](#) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*

Business Structure Documents

If Sole Proprietor, **Business Certificate**

If partnership, **Partnership Agreement**

If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

CHANGE OF OWNERSHIP INTEREST (e.g. LLC Members, LLP Partners, Trustees etc.)

\$200 fee via [ABCC website](#) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*

Business Structure Documents

If Sole Proprietor, **Business Certificate**

If partnership, **Partnership Agreement**

If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Purchase and Sale Agreement

Supporting Financial Records

Advertisement*

CHANGE OF STOCK INTEREST (e.g. New Stockholders or Transfer or Issuance of Stock)

\$200 fee via [ABCC website](#) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*

Business Structure Documents

If Sole Proprietor, **Business Certificate**

If partnership, **Partnership Agreement**

If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Purchase and Sale Agreement

Supporting Financial Records

Advertisement*

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



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

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

CHANGE OF CORPORATE NAME OR DBA

\$200 fee via [ABCC website](#) and Payment Receipt (Corporate Name Only)

Monetary Transmittal Form

DOR Certificate of Good Standing (Corporate Name Only)

DUA Certificate of Compliance (Corporate Name Only)

Change of Corporate Name/DBA Application

Vote of the Entity Board

Business Structure Documents

If Sole Proprietor, **Business Certificate**

If partnership, **Partnership Agreement**

If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

CHANGE OF PLEDGE OF LICENSE, STOCK OR INVENTORY

\$200 fee via [ABCC website](#) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Pledge of License, Stock or Inventory Application

Vote of the Entity Board

Pledge documentation

Promissory note

CHANGE OF MANAGER

\$200 fee via [ABCC website](#) and Payment Receipt

Monetary Transmittal Form

Change of Manager Application

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.



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

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

CHANGE OF LOCATION

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Alteration of Premises/Change of Location Application
Vote of the Entity Board
Supporting financial records
Legal Right to Occupy
Floor Plan
Abutter's Notification*
Advertisement*

ALTERATION OF PREMISES

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Alteration of Premises/Change of Location Application
Vote of the Entity Board
Supporting financial records
Legal Right to Occupy
Floor Plan
Abutter's Notification*
Advertisement*

MANAGEMENT AGREEMENT

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Management Agreement Application
Management Agreement
Vote of the Entity Board
CORI Forms for all listed in Section 8A and attachments

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.*



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

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

Non-Profit Club's ONLY

e.g. Veteran's Club

Non-Profit Club CHANGE OF OFFICERS/DIRECTORS

DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Officers/Directors Application
Vote of the club signed by an approved officer
Business Structure Documents-Articles of Organization from the Secretary of the Commonwealth
Monetary Transmittal Form
\$200 fee via [ABCC website](#) and Payment Receipt

Non-Profit Club CHANGE OF MANAGER

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Change of Manager Application
Vote of the club signed by an approved officer
CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.
Updated Officers and Directors*
*Please ensure to update your officers and directors *simultaneously* or **PRIOR** to applying for a change of manager. It will be returned with no action taken if the officers and directors do not match ABCC records.
Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.



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

APPLICATION FOR MULTIPLE AMENDMENTS

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
276 West Main Street Northborough LLC	Northborough	90223-PK-0902

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 an application for Change of Membership and Change of License Manager. Samir Patel is currently the sole member, and he is selling a 40% interest to Chirag Bhagat and a 40% interest to Krishna Patel. Krishna Patel is also the proposed license manager.

APPLICATION CONTACT

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

Name	Title	Email	Phone
Matthew S. Porter	Attorney	mporter@clozers.com	(508) 238-2510

2. AMENDMENT-Change of License Classification

<input type="checkbox"/> Change of License Category All Alcohol, Wine and Malt, Wine Malt and Cordials	Last-Approved License Category	
	Requested New License Category	
<input type="checkbox"/> Change of License Class Seasonal or Annual	Last-Approved License Class	
	Requested New License Class	
<input type="checkbox"/> Change of License Type* i.e. Restaurant to Club *Certain License Types CANNOT change once issued	Last-Approved License Type	
	Requested New License Type	

3. AMENDMENT-Change of Business Entity Information

<input type="checkbox"/> Change of Corporate Name	Last-Approved Corporate Name:	
	Requested New Corporate Name:	
<input type="checkbox"/> Change of DBA	Last-Approved DBA:	
	Requested New DBA:	
<input type="checkbox"/> Change of Corporate Structure LLC, Corporation, Sole Proprietor, etc	Last-Approved Corporate Structure	
	Requested New Corporate Structure	

4. AMENDMENT-Pledge Information

<input type="checkbox"/> Pledge of License	To whom is the pledge being made:	
<input type="checkbox"/> Pledge of Inventory		
<input type="checkbox"/> Pledge of Stock		

5. AMENDMENT-Change of Manager

Change of License Manager

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 Last-Approved License Manager

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
9/2021	Present	Research Associate	Sanofi	Brian Murray
7/2019	9/2021	Rotational Engineer	Gates Corporation	Francis Hauris

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

6. AMENDMENT-Change of Officers, Stock or Ownership Interest

Change of Officers/Directors
 Change of Ownership Interest (LLC Managers/LLP Partners, Trustees)
 Change of Stock (E.g. New Stockholder/ Transfer or Issuance of Stock)

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
Samir Patel	34 Russet Hill Road, Franklin, MA 02038		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Manager	20%	<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
Krishna Patel	111 Brigham Street, Unit 1E, Hudson, MA 01749		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Member	40%	<input type="radio"/> Yes <input checked="" 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
Chirag Bhagat	100 Charant Road, Lowell, MA 01854		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Member	40%	<input type="radio"/> Yes <input checked="" 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

MANAGEMENT AGREEMENT

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

Yes No

6. AMENDMENT-Change of Officers, Stock or Ownership Interest

6B. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

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

Name of Principal	Title/Position	Percentage of Ownership
Samir Patel	Manager	100%
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

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
See attached			

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. AMENDMENT-Change of Premises Information

Alteration of Premises: (must fill out attached financial information form)

7A. ALTERATION OF PREMISES

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

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.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

Change of Location: (must fill out attached financial information form)

7B. CHANGE OF LOCATION

Last-Approved Street Address

Proposed Street Address

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.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

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

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

8. AMENDMENT-Management Agreement

Management Agreement: (must fill out all pages in section 8)

Are you requesting approval to utilize a management company through a management agreement?
If yes, please fill out section 8.

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.

8A. 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

8B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 8A, 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

8. AMENDMENT-Management Agreement

8C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 8A, 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

8D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 8A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

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

Licensee Name	License Type	Municipality	Date(s) of Agreement

8E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 8B, 8C or 8D 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

8F. TERMS OF AGREEMENT

- a. Does the agreement provide for termination by the licensee? Yes No
- b. Will the licensee retain control of the business finances? Yes No
- c. Does the management entity handle the payroll for the business? Yes No

d. Management Term Begin Date e. Management Term End Date

- f. How will the management company be compensated by the licensee? (check all that apply)
- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

ABCC Licensee Officer/LLC Manager

Signature:

Title:

Date:

Management Agreement Entity Officer/LLC Manager

Signature:

Title:

Date:

9. FINANCIAL DISCLOSURE

Required for the following transactions:

- Change of Officers, Stock or Ownership Interest (E.g. New Stockholder/Transfer or Issuance of Stock)
- Change of Premises Information
- Pledge of License, Inventory or Stock

Purchase Price(s):

\$120,000

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
Chirag Bhagat	\$60,000
Total:	\$60,000

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.
Samir Patel	\$60,000	Seller Financing	<input checked="" 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.

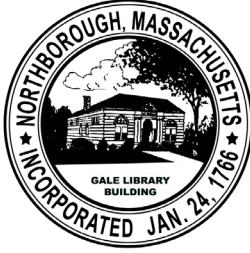
Samir Patel is selling an 80% membership interest in the LLC for \$120,000. Each buyer is purchasing a 40% membership interest for \$60,000 each. Chirag Bhagat is purchasing his 40% interest in cash purchase
 Samir Patel is financing Krishna Patel's purchase

ADDITIONAL INFORMATION

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

Samir Patel - Sec. 15 All Alcoholic Beverages - 110 PULASKI BLVD BELLINGHAM LLC - Bellingham
Samir Patel - Sec. 15 All Alcoholic Beverages - 110 EAST WASHINGTON STREET NORTH ATTLEBORO LLC - North Attleboro
Samir Patel - Sec. 15 All Alcoholic Beverages - 193 BOSTON POST ROAD WEST MARLBORO LLC - Marlboro
Samir Patel - Sec. 15 All Alcoholic Beverages - 50 BROADWAY NORWOOD LLC - Norwood
Chirag Bhagat - Sec. 15 Wine & Malt Beverages - 1044 Main Street Clinton LLC - Clinton

[RETURN TO AGENDA](#)



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

MEMO

TO: Members of the Select Board
Town Administrator

FROM: Diane Wackell, Executive Assistant

DATE: June 20, 2023

RE: Vincent F. Picard Post #234 d/b/a American Legion
New Officers/Directors and Change of Manager

An application has been submitted to update the Officers/Directors and the Manager of Record for Vincent F. Picard Post #234 d/b/a American Legion for their All Alcoholic Veterans Club License for premises located at 402 West Main Street.

The Vincent F. Picard Building Association, Inc. is a non-profit corporation. The prior president and manager of record Richard Currier passed away in December of 2022.

The proposed new president and manager of record is William Callaghan. Mr. Callaghan is a Northborough resident and has been a long-time officer of Vincent F. Picard Building Association, Inc. He is TIPS certified.

The other officers and directors are as follows:

Stanley Corbett
Maxton Strickland
Spencer Jacobs
Larry Schafer
John Allen Brewer
Harry Pierce

Lieutenant Brian Griffin has conducted a background check on all of the above and has no concerns to report.



Northborough Police Department

211 Main Street
Northborough, Massachusetts 01532
508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

To: Members of the Select Board

From: Lt. Brian T. Griffin

Date: June 15, 2023

Re: Vincent F. Picard American Legion Change of Manager and Change of Officers/Directors

Honorable Members of the Board:

I have been asked to conduct a background check for a Change of Officers and Directors and a Change of Manager of Record for the Vincent F. Picard Post Building Association, Inc., which is located at 402 West Main Street Northborough, MA.

The Vincent F. Picard Building Association, Inc., is a non-profit corporation. Their Alcohol Beverage Control Commission License number is 0032-CL-0902. The business entity has no shareholders but instead has officers and directors only.

The prior president and manager of record died in December of 2022. The proposed new president and manager of record is William Callaghan. Mr. Callaghan is a Northborough resident and is TIPS certified.

The other officers and directors are as follows:

Stanley Corbett
Maxton Strickland
Spencer Jacobs
Larry Schafer
John Allen Brewer
Harry Pierce

Having conducted a background check on all of the above listed names I have no concerns to report to the board.

Should you need any further questions answered please feel free to contact me.

Respectfully submitted,

Lt. Brian T. Griffin
Licensing Agent



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 MULTIPLE AMENDMENTS

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)

00032-CL-0902

ENTITY/ LICENSEE NAME

Vincent F. Picard Post Building Association, Inc.

ADDRESS

402 West Main Street

CITY/TOWN

Northborough

STATE

MA

ZIP CODE

01532

For the following transactions (Check all that apply):

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



APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for:

CHANGE OF CATEGORY

~~\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Category Application
Vote of the Entity Board
Advertisement*
Abutter's Notification*~~

CHANGE OF LICENSE TYPE

~~\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
Change of License Type Application
Vote of the Entity Board
Advertisement*~~

CHANGE OF CORPORATE STRUCTURE

~~\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Corporate Structure Application
Vote of the Entity Board
Business Structure Documents
If Sole Proprietor, **Business Certificate**
If partnership, **Partnership Agreement**
If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth~~

CHANGE OF CLASSIFICATION

~~\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Classification Application
Vote of the Entity Board
Abutter's Notification*
Advertisement*~~



APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

CHANGE OF OFFICERS/DIRECTORS/LLC MANAGERS

~~\$200 fee via ABCC website and Payment Receipt~~

~~Monetary Transmittal Form~~

~~DOR Certificate of Good Standing~~

~~DUA Certificate of Compliance~~

~~Change of Officers/Directors Application~~

~~Vote of the Entity Board~~

~~CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*~~

~~Business Structure Documents~~

~~If Sole Proprietor, Business Certificate~~

~~If partnership, Partnership Agreement~~

~~If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth~~

CHANGE OF OWNERSHIP INTEREST (e.g. LLC Members, LLP Partners, Trustees etc.)

~~\$200 fee via ABCC website and Payment Receipt~~

~~Monetary Transmittal Form~~

~~DOR Certificate of Good Standing~~

~~DUA Certificate of Compliance~~

~~Change of Officers/Directors Application~~

~~Financial Statement~~

~~Vote of the Entity Board~~

~~CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*~~

~~Business Structure Documents~~

~~If Sole Proprietor, Business Certificate~~

~~If partnership, Partnership Agreement~~

~~If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth~~

~~Purchase and Sale Agreement~~

~~Supporting Financial Records~~

~~Advertisement*~~

CHANGE OF STOCK INTEREST (e.g. New Stockholders or Transfer or Issuance of Stock)

~~\$200 fee via ABCC website and Payment Receipt~~

~~Monetary Transmittal Form~~

~~DOR Certificate of Good Standing~~

~~DUA Certificate of Compliance~~

~~Change of Officers/Directors Application~~

~~Financial Statement~~

~~Vote of the Entity Board~~

~~CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*~~

~~Business Structure Documents~~

~~If Sole Proprietor, Business Certificate~~

~~If partnership, Partnership Agreement~~

~~If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth~~

~~Purchase and Sale Agreement~~

~~Supporting Financial Records~~

~~Advertisement*~~

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



APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

CHANGE OF CORPORATE NAME OR DBA

~~\$200 fee via ABCC website and Payment Receipt (Corporate Name Only)
Monetary Transmittal Form
DOR Certificate of Good Standing (Corporate Name Only)
DUA Certificate of Compliance (Corporate Name Only)
Change of Corporate Name/DBA Application
Vote of the Entity Board
Business Structure Documents
If Sole Proprietor, Business Certificate
If partnership, Partnership Agreement
If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth~~

CHANGE OF PLEDGE OF LICENSE, STOCK OR INVENTORY

~~\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Pledge of License, Stock or Inventory Application
Vote of the Entity Board
Pledge documentation
Promissory note~~

CHANGE OF MANAGER

~~\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
Change of Manager Application
Vote of the Entity Board
CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.
Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.~~



APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

CHANGE OF LOCATION

- \$200 fee via ABCC website and Payment Receipt
- Monetary Transmittal Form
- Alteration of Premises/Change of Location Application
- Vote of the Entity Board
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification*
- Advertisement*

ALTERATION OF PREMISES

- \$200 fee via ABCC website and Payment Receipt
- Monetary Transmittal Form
- Alteration of Premises/Change of Location Application
- Vote of the Entity Board
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification*
- Advertisement*

MANAGEMENT AGREEMENT

- \$200 fee via ABCC website and Payment Receipt
- Monetary Transmittal Form
- Management Agreement Application
- Management Agreement
- Vote of the Entity Board
- COR Forms for all listed in Section 8A and attachments

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.*

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



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

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

Non-Profit Club's ONLY

e.g. Veteran's Club



Non-Profit Club CHANGE OF OFFICERS/DIRECTORS

DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Officers/Directors Application
Vote of the club signed by an approved officer
Business Structure Documents-Articles of Organization from the Secretary of the Commonwealth
Monetary Transmittal Form
\$200 fee via [ABCC website](#) and Payment Receipt



Non-Profit Club CHANGE OF MANAGER

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Change of Manager Application
Vote of the club signed by an approved officer
CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.
Updated Officers and Directors*
*Please ensure to update your officers and directors *simultaneously* or **PRIOR** to applying for a change of manager. It will be returned with no action taken if the officers and directors do not match ABCC records.
Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.



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

APPLICATION FOR MULTIPLE AMENDMENTS

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Vincent F. Picard Post Building Association, Inc.	Northborough	00032-CL-0902

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.

Prior Manager and President died. This application is to change Manager and change Officers and Directors.

APPLICATION CONTACT

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

Name	Title	Email	Phone
Marshall A. Gould	Attorney	mgould@gouldettenberg.com	(508) 864-3386

2. AMENDMENT-Change of License Classification

<input type="checkbox"/> Change of License Category All Alcohol, Wine and Malt, Wine Malt and Cordials	Last-Approved License Category	<input type="text"/>
	Requested New License Category	<input type="text"/>
<input type="checkbox"/> Change of License Class Seasonal or Annual	Last-Approved License Class	<input type="text"/>
	Requested New License Class	<input type="text"/>
<input type="checkbox"/> Change of License Type* i.e. Restaurant to Club *Certain License Types CANNOT change once issued*	Last-Approved License Type	<input type="text"/>
	Requested New License Type	<input type="text"/>

3. AMENDMENT-Change of Business Entity Information

<input type="checkbox"/> Change of Corporate Name	Last-Approved Corporate Name:	<input type="text"/>
	Requested New Corporate Name:	<input type="text"/>
<input type="checkbox"/> Change of DBA	Last-Approved DBA:	<input type="text"/>
	Requested New DBA:	<input type="text"/>
<input type="checkbox"/> Change of Corporate Structure LLC, Corporation, Sole Proprietor, etc	Last-Approved Corporate Structure	<input type="text"/>
	Requested New Corporate Structure	<input type="text"/>

4. AMENDMENT-Pledge Information

<input type="checkbox"/> Pledge of License	To whom is the pledge being made:	<input type="text"/>
<input type="checkbox"/> Pledge of Inventory		
<input type="checkbox"/> Pledge of Stock		

5. AMENDMENT-Change of Manager

Change of License Manager

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 Last-Approved License Manager

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
1973	2008	Configuration Manager	Assurance Technology Corporation	Owner: H. Larue Renfroe

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

6. AMENDMENT-Change of Officers, Stock or Ownership Interest

Change of Officers/Directors **Change of Ownership Interest (LLC Managers/LLP Partners, Trustees)** **Change of Stock (E.g. New Stockholder/Transfer or Issuance of Stock)**

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
William Callaghan	1 Nelson Drive, Northborough, MA 01532		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President and Assistant Clerk		<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
Stanley Corbett	21 Elm Street, North Grafton, MA 01536		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer		<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
Maxton Strickland	16 Raymond Street, Shrewsbury, MA 01545		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Clerk		<input type="radio"/> Yes <input checked="" 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
Spencer Jacobs	88 Grafton Street, Shrewsbury, MA 01545		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President		<input type="radio"/> Yes <input checked="" 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
Larry Schafer	409 Main Street, Unit 207, Northborough, MA 01532		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<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
John Allen Brewer	369 Hudson Street, Northborough, MA 01532		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<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

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

MANAGEMENT AGREEMENT
 Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement. Yes No

ADDENDUM A

6. Change of Officers, Stock or Ownership Interest (Continued...)

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

Entity Name	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed)
<input type="text"/>	<input type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Harry Pierce"/>	<input type="text" value="15 Mercury Drive, Shrewsbury, MA 01545"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input 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.

<input type="radio"/> Yes <input checked="" type="radio"/> No

6. AMENDMENT-Change of Officers, Stock or Ownership Interest

6B. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

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

Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

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

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

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

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

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

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

7. AMENDMENT-Change of Premises Information

Alteration of Premises: (must fill out attached financial information form)

7A. ALTERATION OF PREMISES

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

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.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

Change of Location: (must fill out attached financial information form)

7B. CHANGE OF LOCATION

Last-Approved Street Address

Proposed Street Address

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.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

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

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

8. AMENDMENT-Management Agreement

Management Agreement: (must fill out all pages in section 8)

Are you requesting approval to utilize a management company through a management agreement?
If yes, please fill out section 8.

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.*

8A. 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

8B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 8A, 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

8. AMENDMENT-Management Agreement

8C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 8A, 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

8D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 8A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

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

Licensee Name	License Type	Municipality	Date(s) of Agreement

8E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 8B, 8C or 8D 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

8F. TERMS OF AGREEMENT

- a. Does the agreement provide for termination by the licensee? Yes No
- b. Will the licensee retain control of the business finances? Yes No
- c. Does the management entity handle the payroll for the business? Yes No

d. Management Term Begin Date e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

ABCC Licensee Officer/LLC Manager

Signature:
 Title:
 Date:

Management Agreement Entity Officer/LLC Manager

Signature:
 Title:
 Date:

9. FINANCIAL DISCLOSURE

Required for the following transactions:

- Change of Officers, Stock or Ownership Interest (E.g. New Stockholder/Transfer or Issuance of Stock)
- Change of Premises Information
- Pledge of License, Inventory or Stock

Purchase Price(s):

This is a non-profit corporation d/b/a American Legion. There are no ownership interests, only a change of Officers, Directors and All Alcoholic Beverage License Manager.
Purchase price is not applicable.

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.

ADDITIONAL INFORMATION

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

Vincent F. Picard Building Association, Inc., is a non-profit corporation. The business entity has no shareholder but instead has officers and directors only. The prior president died in December 2022. William Callaghan has been designated as the new President and Bar Manager.

[RETURN TO AGENDA](#)

NORTHBOROUGH AFFORDABLE HOUSING CORPORATION

HISTORY AND PROJECT FUNDING

The Northborough Affordable Housing Corporation (NAHC) was formed in 2008 as a private non-profit 501C(3) corporation chartered to advocate for, create, and assist in the development of affordable housing in the Town of Northborough. When NAHC was formed an agreement was reached with the Town that NAHC could have access to CPA affordable housing funding if NAHC followed the required process to apply for CPA funding through the CPC and would execute a funding agreement with the Town each time that NAHC was approved for CPA funding. The funding agreement details the conditions under which CPA funds will be disbursed for the project and contains a project budget detailing the cost of the project. This process is consistent with that instituted for other private entities that apply for and receive CPA funding. No CPA funding is disbursed to NAHC until invoices consistent with the project budget are submitted to the Town Accountant for reimbursement.

NAHC proposed its first affordable housing project in 2011. This project involved replacing the Senior Center Building at Northborough Housing Authority property on Centre Drive with a four-unit affordable senior apartment building. This project was completed in 2014. This location became available when the Senior Center moved to its current location. \$600,000 of CPA funding was approved for this project, \$599,430.57 was spent, and \$569.43 remains in the Town CPA affordable housing reserve. In addition, the demolition of the old senior center building received additional CPA funding and this demolition was completed under budget, leaving \$27,745.85 in the Town CPA affordable housing reserve.

Due to the nature and timing of real estate transactions, NAHC realized that opportunities may arise to acquire or develop property for affordable housing within a timeframe which is not consistent with the timing of annual Town Meeting when requests for CPA funding are approved. Working together, NAHC, the CPC, the Town Administrator, the Board of Selectmen, and Town Counsel developed an approach to allow for the approval of NAHC requests for affordable housing projects outside of the Town Meeting schedule. Under this approach, NAHC can request an amount of funding for future affordable housing development through the CPC and this request is then presented for approval at Town Meeting with the provision that this future funding needs approval of the CPC and Select Board for its use. This process is consistent with one put in place to allow for future acquisition of open space by the Conservation Commission. As an added control on this future funding, NAHC reviews all future funding approved and unspent with the CPC each year and the CPC can reallocate for another use future affordable housing funding not used within two years of its approval. To date, the CPC has agreed to keep all unspent future funding available for affordable housing.

\$500,000 was approved for future use at 2015 Town Meeting. This amount was proposed by NAHC and agreed to by the CPC as a reasonable amount of funding to hold in reserve to be able to respond to a potential future real estate transaction. \$450,000 of this \$500,000 reserve was then approved for use by the CPC and Select Board for the redevelopment of 37-39 Main Street in a joint project between NAHC and Habitat for Humanity (HFH) as four affordable condominiums (39 Main St. being the historic Gale General Store). In order to restore the reserve fund to \$500,000, the following amounts were approved at Town Meetings: \$100,000 in

2016, \$100,000 in 2017, \$100,000 in 2018, and \$150,000 in 2019. In 2020 \$50,000 was approved by the CPC and Select Board for use in the renovation of a condominium at 24 Hitching Post Lane by HFH to return this unit to affordable status. This project was completed under budget at a cost of \$26,885.65 leaving a balance of \$23,144.35 remaining. At this time \$473,144.35 remains unspent from future affordable housing funding reserved for NAHC use approved since 2015.

In addition to this funding reserved for future NAHC use, other CPA affordable housing funding is currently held in the Town CPA affordable housing reserve. The Town is required to spend or set aside in reserve 10% of its available CPA funds each year for affordable housing. The following 10% amounts were set aside in the Town affordable housing reserve at Town Meeting: \$62,663 in 2020, \$65,200 in 2021, \$75,000 in 2022, and \$77,000 in 2023. These amounts, plus the \$569.43 and \$24,745.85 unspent from the Centre Drive project described above, combine to create a balance of \$305,178.28 currently in the Town CPA affordable housing reserve and requiring Town Meeting approval for use. This amount plus the amount held in reserve for future NAHC use total \$778,322.63.

Since its founding, NAHC has completed or coordinated projects which have added 9 units to the Town Subsidized Housing Inventory and continues to look for opportunities to create housing to maintain the Town's affordable housing percentage at a minimum of 10% and to provide needed lower cost housing opportunities in Northborough.

NORTHBOROUGH AFFORDABLE HOUSING CORPORATION (NAHC) TIMELINE

2008	NAHC incorporates as a private 501C3 non-profit
2009-2010	Possible renovation and resale as affordable of 15 and 24 Hitching Post Lane
2011-2014	Construction of 4 senior affordable rental units at Housing Authority property on Centre Drive 600,000 CPA funds approved, 599,430.57 spent, balance of 569.43 24,745.85 remaining from demolition of old senior center
2015	500,000 CPA funds approved at Town Meeting for future NAHC use
2016-2018	Joint project with Habitat for Humanity to purchase and renovate 37-39 Main Street to 4 affordable condominiums 450,000 CPA funds approved and spent
2016	100,000 CPA funds approved at Town Meeting for future NAHC use
2017	100,000 CPA funds approved at Town Meeting for future NAHC use
2018	100,000 CPA funds approved at Town Meeting for future NAHC use
2019	150,000 CPA funds approved at Town Meeting for future NAHC use
2020	62,663 allocated to affordable housing general reserve for required 10%
2021	65,200 allocated to affordable housing general reserve for required 10%
2022	75,000 allocated to affordable housing general reserve for required 10%
2022	Joint project with Habitat for Humanity renovate 24 Hitching Post Lane and resell as affordable 50,000 CPA funds approved, 26,855.65 spent, balance of 23,144.35 remaining
2023	77,000 allocated to affordable housing general reserve for required 10%

CPA FUNDS AVAILABLE FOR NAHC USE WITH CPC AND SELECT BOARD APPROVAL

Remainder of 2015 TM approval	50,000.00
2016 TM approval	100,000.00
2017 TM approval	100,000.00
2018 TM approval	100,000.00
2019 TM approval	150,000.00
Total	500,000.00
Less 2022 24 Hitching Post Lane	26,855.65
Available for NAHC Use	473,144.35

OTHER CPA FUNDS NEEDING TM APPROVAL

Balance of 2014 Centre Drive units	569.43
Balance of senior center demo	24,745.85
2020 10%	62,663.00
2021 10%	65,200.00
2022 10%	75,000.00
2023 10%	77,000.00
Total	305,178.28
Total CPA funds currently in reserve	778,322.63

POTENTIAL NEW AFFORDABLE HOUSING ON BOUNDARY STREET

Representatives from the Northborough Affordable Housing Corporation (NAHC) and Habitat for Humanity (HFH) have had discussions with Planning Director, Laurie Connors, about the possibility of creating additional affordable housing on Town-owned property on Boundary Street. This property sits just east of four existing units contained in two duplexes built in 1999 by HFH on land previously owned by the Town. The proposed project will be located on a small portion of the 32.05-acre parcel containing the future dog park. The area of interest is between 186 and 200 Boundary Street and has a lot size of approximately 84,600 sq.ft and 282 feet of frontage.

HFH has inspected the property and feels that a project containing a minimum of 2 units in one duplex to a maximum of 6 units in three duplexes could be built on this property. Since Town water and sewer is not available at this property, the property's capacity to support septic systems and wells will determine the number of units that could be created. A two-unit project would comply with current zoning. Since the frontage of the parcel is insufficient for multiple buildings, a project larger than 2 units would require zoning relief, either through a "friendly" 40B or a zoning variance. All units created would carry a perpetual affordability deed restriction ensuring future affordability upon resale and would be included on the Town Subsidized Housing Inventory (SHI).

Water and Sewer mains from the City of Marlborough run past this property along Boundary Street. HFH has had a conversation with the Marlborough DPW Director about the possibility of connecting to this Marlborough service since the ability to do so would eliminate the need for septic systems and wells on the property and would allow for three duplexes to be built on the property assuming the needed zoning relief could be obtained. The DPW Director in Marlborough has asked HFH to provide an indication that the Town of Northborough is in support of this potential project. Upon receiving confirmation of such support, the DPW and Mayor's office will consider the request to connect to Marlborough water and sewer and provide a response to HFH. Regardless of the response from Marlborough, HFH is interested in developing affordable housing on this Boundary Street property, the exact number of units to be determined by the response from Marlborough and additional engineering and design work.

If the Select Board is in support of this potential project, and, depending on the response from the City of Marlborough regarding water and sewer, HFH and NAHC will work together to develop a detailed project plan, cost estimate, and a request for CPA affordable housing funds to offset a portion of the development cost of this project. We will then meet with the CPC and Select Board in advance of 2024 Town Meeting to review the development plan and cost estimate and seek approval for the project. If approved, NAHC and HFH will work with the Town to create a warrant article or articles to be presented at 2024 Town Meeting authorizing the transfer of the property to HFH and seeking approval for CPA affordable housing funds. Based on current construction costs, the "ballpark" cost estimate for this project could range between \$800,000 and \$2,500,000 depending on the number of units that could be built. The amount of CPA funding, depending on CPC approval, could range between \$400,000 and \$1,000,000.

The existing two duplexes, located at 174-176 and 184-186 Boundary Street, built by HFH in 1999 were created after a 1992 warrant article authorized the Select Board to transfer town-owned property on Boundary Street to a "non-profit housing organization". Subsequent to this

authorization, the Town issued an RFP and HFH was selected as developer. The property transferred to HFH consisted of two lots at a price of \$1.00 per lot and permitting and inspection fees were waived. As was the case for the development of these units currently in existence on Boundary Street, the cost estimate for this proposed new project would assume that the property would be transferred to HFH at no or little cost, that inspection and permitting fees would be waived, and that no property taxes would be due during the construction of this project.

Based on this information, NAHC and HFH respectfully request that the Select Board indicate initial support for the project described above to allow HFH to continue discussion with the City of Marlborough regarding the possible connection to Marlborough water and sewer and to allow HFH and NAHC to develop a detailed development plan and cost estimate for this project for review and approval by the CPC and Select Board in advance of 2024 Town Meeting.

ACQUISITION, RENOVATION, AND RESALE OF 174 BOUNDARY STREET

Representatives from Habitat for Humanity (HFH) have approached NAHC with a proposed project involving one unit from the duplex located at 174 Boundary Street which was constructed and sold as affordable by HFH in 1999. The owner of this property has passed away and her daughter, acting as executor for the estate, has offered to sell the property to HFH so it can be sold as affordable to another low-income family. She stated that she and her mom needed affordable housing after her dad passed away when she was young, and that this unit provided by HFH was a “godsend”. She hoped that HFH could find another deserving family to occupy the unit. In 1999 State policy for affordable housing required units to be resold as affordable only if the mortgage was not entirely paid-off and these units are not included on a town’s subsidized housing inventory (SHI). If no mortgage remains, the unit can be resold at market value. Since the mortgage on this unit has been satisfied it can be sold at market value. An appraisal was done on this property which indicated a value of \$350,000 and this is the asking price submitted to HFH. Michelle Gillespie, a local realtor and member of the NAHC Board feels that in the current market this unit would sell for more than \$400,000. HFH has inspected the unit and estimates that renovations costing \$50,000 would need to be done before the unit could be resold bringing the total cost of the project to \$400,000. HFH would resell the unit with an affordability deed restriction which would allow the unit to be added to the Northborough SHI.

HFH met with the NAHC Board on June 8, 2023 to review this project and at that meeting the NAHC Board voted to support this project and to request \$100,000 of CPA affordable housing funds to help offset the cost of the project. NAHC feels that making this unit available to another deserving low-income family is consistent with the Town Master Plan goal to provide varied housing options at different price points, that the asking price is reasonable based on current market conditions, and by adding another unit to the SHI we continue to preserve our ability to maintain a minimum of 10% of our housing stock as affordable under State guidelines. The \$100,000 contribution of CPA funds to this project is consistent with the per unit contributions approved for prior NAHC projects (\$600,000 for 4 affordable senior rental units at the Housing Authority property on Centre Drive and \$450,000 for 4 affordable family condominiums at 37-39 Main Street).

NAHC presented this project to the CPC on June 13, 2023. At that meeting the CPC voted to approve \$100,000 of CPA affordable housing funds from the \$473,144.35 reserved for future use by NAHC for this project. HFH will raise the balance of the funding needed for the purchase and renovation of the property and will resell the unit to a qualified low-income family with an affordability deed restriction causing this unit to be added to the Northborough subsidized housing inventory. NAHC respectfully requests that the Select Board also approves the use of \$100,000 of CPA affordable housing funds from the \$473,144.35 reserved for future use by NAHC. These funds will be used to offset part of the \$350,000 purchase of the unit. The warrant articles at prior Town Meetings approving CPA funding for future use by NAHC (2015 – 2019) indicated that these funds could be approved by the CPC and Select Board without further Town Meeting approval.

**TOWN OF NORTHBOROUGH
COMMUNITY PRESERVATION ACT
FUNDING AGREEMENT**

This Agreement is made this day by and between the Town of Northborough, through its Community Preservation Committee (hereinafter "Northborough CPC") with an address of 63 Main Street, Northborough, MA 01532, the Northborough Affordable Housing Corporation (NAHC) a Massachusetts non-profit corporation (hereinafter "Recipient") with an address of 30 Wiles Farm Rd, Northborough, MA 01532, and Habitat for Humanity; Metrowest - Greater Worcester, Inc.(HFHMWGW), as successor by merger to Greater Worcester Habitat for Humanity, Inc., a Massachusetts non-profit corporation (hereinafter "Recipient") with a principal address at 640 Lincoln St, Worcester, Massachusetts 01605

The purpose of this Agreement is to establish the terms and conditions upon which funding shall be provided for the following project, for which the Northborough Town Meeting has appropriated money in the amount of Fifty Thousand (\$50,000.00), more specifically Fifty Thousand (\$50,000.00) under Article 57 of the warrant for the April 27, 2015 Annual Town Meeting:

Project Name: Renovate condominium unit located at 24 Hitching Post Lane

Project Type: Affordable housing

Project description: Provide \$50,000 of CPA funding to complete the renovation of the affordable condominium unit at 24 Hitching Post Lane and sell to a qualified low income family.

Project Location: 24 Hitching Post Lane, Northborough, Ma.

For the specific project referenced above, the Northborough CPC and the Recipients agree as follows:

1. Funding. Subject to the terms of this Agreement, the Town of Northborough agrees to disburse funds to the Recipients from the applicable Community Preservation Act account in the amount of \$50,000.00 for the above-referenced Project. This funding will be used to reimburse HFHMWGW for expenses incurred to complete the above referenced project.
2. Project Application. Except as modified by the Northborough CPC, the terms of the Recipients' Community Preservation Fund Applications submitted to the Northborough CPC, and for which funding has been approved by Town Meeting, shall be binding on the Recipients. Copies of the Applications and any modifications are attached to this Agreement. The amount of funding for the Project may not be amended to exceed the approved amount except by a vote of Town Meeting.
3. Term. The term of this Agreement is two (2) years from the date of the Town's execution of this Agreement (the "Commencement Date.") All of the work described in this Agreement and the Community Preservation Fund Applications must be completed no later than December 1, 2022. (the "Completion Date"), unless the Northborough CPC grants an extension for good cause shown. Funds not utilized on

the Project must be returned to the Northborough CPA reserve account for future use in accordance with the requirements of the Community Preservation Act, G.L. c. 44B (“CPA”).

4. Budget: Other Sources of Funding. Prior to the commencement of the Project, the recipients must submit a complete project budget (“Project Budget”) including: (1) the expenditure of all Town approved funds under this Agreement; and (2) all other projected sources of funding, if any, that are necessary to complete the Project as described herein. Recipients shall not expend any Town funds unless sufficient sources of funding have been secured to complete the Project and the Project Budget has been approved by the Northborough CPC. The Northborough CPC (or designated Town staff) agrees to review budget information on a timely basis in order for the project to proceed on schedule. If the Northborough CPC determines that funds have been spent on goods or services not included in the Project Budget or otherwise not authorized under the CPA, the Recipients shall be responsible for repayment of such funds to the Town, for deposit to the appropriate CPA account.
5. Reports. Each month until the Completion of the Project, the Recipients shall provide the Northborough CPC (or the designated Town staff) with a written update on the progress toward completion of the Project. A Final Report, including digital photo documentation of the Project, is due within 30 days after the Completion Date. The Final Report shall be subject to the approval of the Northborough CPC, which approval shall not be unreasonably withheld, and shall include a description of the performance or implementation process, identifying any problems encountered in performance or implementation and how they were addressed, and offering any recommendations for ways to improve the Northborough CPC’s project system. All documents, including but not limited to photographs, videos, etc., submitted to the Northborough CPC shall become the property of the Town of Northborough and shall be available for use by the Town and available to the public under the Massachusetts Public Records Law.
6. Deed Restrictions. If the Project involves the acquisition of any interest in real property with CPA funds, it shall be made subject to a permanent deed restriction that meets the requirements of G.L. c. 184, limiting the use of the interest to the purpose for which it was acquired. G.L. c. 44B, §12. Where applicable, Recipients agrees to the imposition of such deed restriction in a form acceptable to the Northborough CPC. The deed restriction shall run with the land (the Property).
7. Compliance with Laws and Agreement. Recipients understands and agrees that projects funded through this Agreement must comply with the requirements of the CPA. In the performance and implementation of the Project, the Recipients shall comply with all applicable federal, state and local laws and regulations and with all orders of Town of Northborough officials having jurisdiction over the Project or any element of the Project. Recipients also agrees to comply with all requirements of this Funding Agreement. By his/her signature on this Agreement, the Recipients’ signatory certifies, under the pains and penalties of perjury, that the Recipients has complied with all laws of the Commonwealth of Massachusetts

- relating to taxes, reporting of employees and contractors, and withholding and remitting child support.
8. Permits and Licenses. It is the obligation of Recipients to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived by the making of this Agreement, nor does the execution of this Agreement ensure that any such permit/license will be granted to the recipients. Recipients may petition the Board of Selectmen in writing to request the waiver of any permit or license fee, in which case the granting of such waiver shall be at the sole discretion of the Selectmen.
 9. No Liability to the Town of Northborough. By approving funding for the Project, the Town of Northborough does not accept any liability whatsoever for any acts, omissions or errors associated with the Project. The Recipients acknowledges that this Agreement is one for funding only and that the Project is to be undertaken by the Recipients and/or by the Recipients' employees, agents, contractors or consultants, including HFHMWWG, by means of a separate agreement or understanding, and not by the Northborough CPC or any other official, officer or employee of the Town of Northborough. No officer, official or employee of the Town of Northborough shall have any responsibility for the performance of the Project, or any liability for 1) payment to third parties or 2) injury or death to persons or damage to property arising in any way out of the Project. Except in the event of gross negligence or willful misconduct on the part of the Town of Northborough, Recipients agrees to indemnify and defend the Town of Northborough and its officers, employees and agents from all claims, suits or demands resulting from implementation of the Project.
 10. Community Preservation Act Awareness. Upon completion of the Project, Recipients agrees to post, in an appropriate location mutually acceptable to the parties, a permanent sign stating that the Project was funded through the Town of Northborough's Community Preservation Act program. If determined appropriate by the Northborough CPC, the Recipients will, in coordination with the Northborough CPC, erect a temporary sign, for the duration of the Project work, recognizing support of the Project by Town of Northborough Community Preservation Act funding. Recipients shall also disclose that the Project was funded through the Commonwealth of Massachusetts Community Preservation Act in its written materials about the Project, including press releases, brochures, etc.
 11. No Assignment. This Agreement may not be assigned by Recipients without prior written agreement of the Town of Northborough.
 12. Project Budget Verification: Prior to commencement of each phase of the Project, the Recipients shall have secured bids for all facets of that phase of the Project, and confirmed that the forecasted Project cost, as outlined in the Community Preservation Fund Application, is still accurate.
 13. Project Manager: Recipients acknowledges that the Northborough CPC recommends that a designated person "i.e. Project Manager" on the Recipients's Project team be responsible for the Project budget. Should the Recipients's

Project team conclude that a Project budget shortfall could occur; the Recipients shall immediately notify the Northborough CPC (or the designated Town staff) of all circumstances related to the shortfall so as to allow for the development and implementation of a corrective action plan on a timely basis with as little impact on the approved Project as possible.

14. Disbursement of Funds: The Recipients shall provide a project budget and plan for review and approval by the CPC. Said plan shall become "Attachment A" to this agreement and contain agreed upon tasks or project milestones with associated costs. The Recipients's Project Manger shall make presentation to the designated Town Staff and Town Accountant of suitable documentation of completed Project milestones or phases, in accordance with Attachment A. This may include any applicable maps, photos, written documents, deed restrictions, etc. as appropriate to establish progress and completion. The Town Accountant will review this documentation in a timely manner to insure that all invoices are paid as required. Upon approval, funds will be disbursed to NAHC who will then make payments to the appropriate third parties. The Town reserves the right to require reasonable modification or supplementation of such documentation before making payment.
15. Failure to Comply, Termination: If the Recipients fails to comply with this Agreement, the Northborough CPC may suspend or cancel the disbursement of funds hereunder or terminate the Agreement by ten (10) days written notice to the Recipients. In addition, the Northborough CPC may demand the return of funds already disbursed and not yet expended, and the Recipients shall return such funds within ten (10) days of such demand.
16. Financial Documentation and Bonding Requirements. Recipients shall provide to the Town copies of its annual audit and other financial statements as requested for as long as the Recipients retains any funding disbursed under this agreement. Further, the Recipients shall provide to the Town a bond protecting against employee dishonesty for any agent of the Recipients with the authority to disburse funds applicable under this agreement.
17. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by both the Town of Northborough and the Recipients. The Recipients's signatory below acknowledges and avers that he/she has the authority to execute this Agreement on behalf of Recipients.
18. Governing Law. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

Executed as of the date set forth above:

Town of Northborough
By

Town Administrator

Northborough Affordable Housing Corporation
By

Rae Carlsen
President

Chair, Northborough CPC

Habitat for Humanity; Metrowest - Greater Worcester, Inc.
By

Bryan Clancy, President



TOWN OF NORTHBOROUGH Community Preservation Committee

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5019 • 508-393-6996 Fax

June 14, 2023

Mitch Cohen, Chairman
Select Board
Town Offices
63 Main Street
Northborough, MA 01532

RE: Northborough Affordable Housing Corporation Request for CPC Funds
174 Boundary Street

Dear Mr. Cohen:

At last night's meeting, the Community Preservation Committee (CPC) approved the allocation of \$100,000 in dedicated CPC funds towards a project by the Northborough Affordable Housing Corporation and Habitat for Humanity – Metrowest Greater Worcester to acquire, renovate and resell the property at 174 Boundary Street, subject to execution of a permanent deed restriction restricting conveyance of the property to income-qualified low income households and inclusion of the unit on Northborough's Subsidized Unit Inventory. The total cost of the project will be approximately \$400,000 including acquisition and renovation costs. The Community Preservation Committee unanimously approved the use of \$23,144.35 in remaining funds from allocations of \$500,000 approved at Town Meeting April 2015 and \$76,855.65 from the \$100,000 approved at Town Meeting April 2016 to the Northborough Affordable Housing Corporation for the purpose of developing affordable housing in the future.

As you know, the legislation creating the Community Preservation Act mandates that the Town spend or set aside a minimum of 10% of funds for affordable housing. Since adoption of the Bylaw, the Town has spent \$1,875,863 on this purpose- far less than the \$5,804,535 spent on open space and recreation projects and \$3,946,718 spent on historic preservation projects. The CPC is excited to fund another affordable housing project and ensure that a unit originally constructed by Habitat for Humanity will continue to house a deserving family seeking a hand up.

Thank you for your consideration of this worthwhile project.

Sincerely,

John Campbell, Chairman
Community Preservation Committee

Boundary Street Projects



Property Information

Property ID 031.0-0009-0000.0
Location 0 BOUNDARY STREET
Owner TOWN OF NORTHBOROUGH



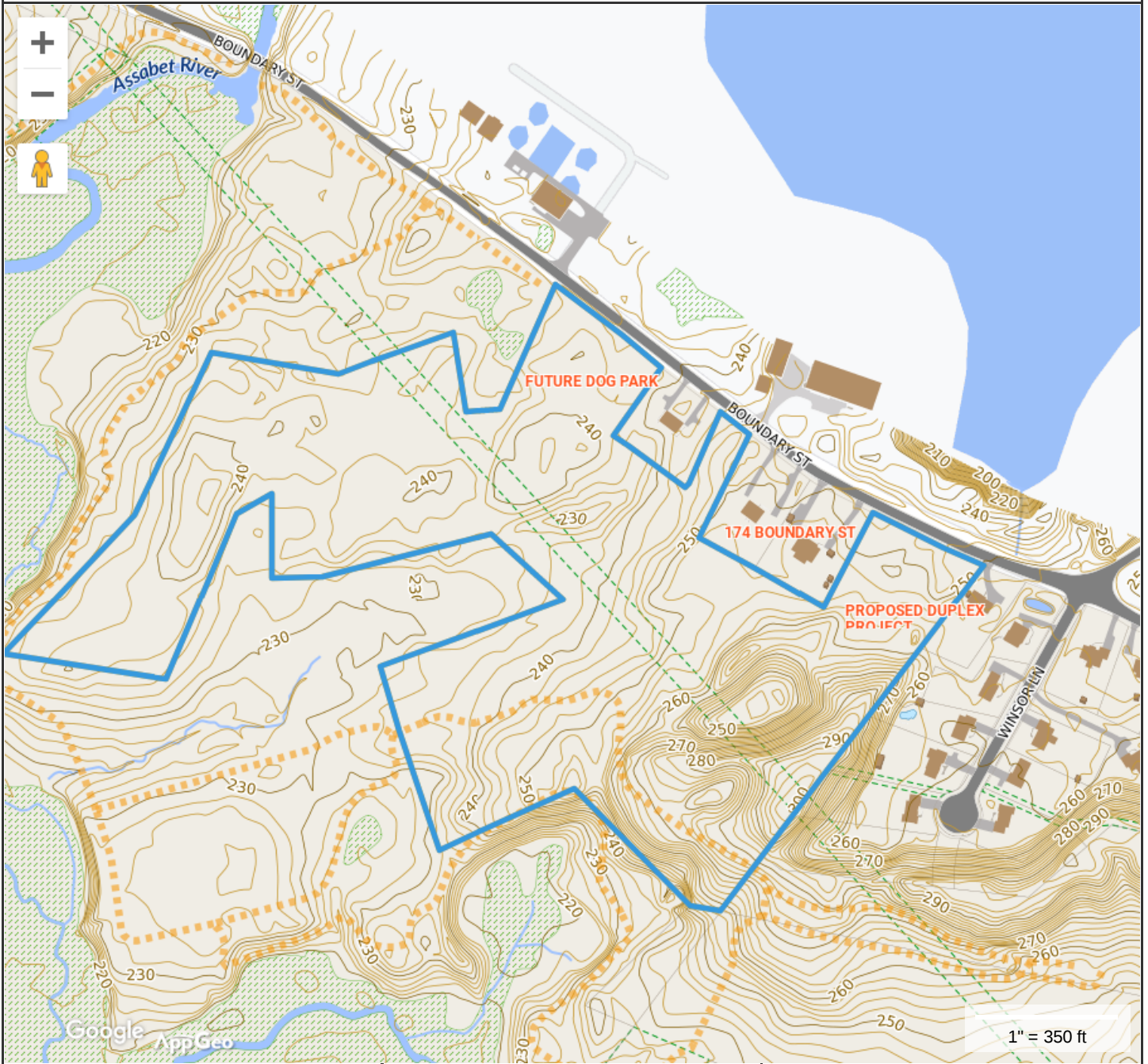
**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Town of Northborough, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 04/18/2022
Data updated Jan 28, 2020

Print map scale is approximate.
Critical layout or measurement activities should not be done using this resource.

Boundary Street Affordable Housing Projects



Property Information

Property ID 031.0-0009-0000.0
Location 0 BOUNDARY STREET
Owner TOWN OF NORTHBOROUGH



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Geometry updated 04/18/2022
 Data updated Jan 28, 2020

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

[RETURN TO AGENDA](#)



MEMORANDUM

Date: June 23, 2023

To: Bob Reed, Town Administrator

From: Shawn Thompson, Facilities Manager

Copy: Becca Meekins, Assistant Town Administrator
Scott D. Charpentier, P.E., Public Works Director

Subject: Self Evaluation and Transition Plan Presentation

Disability Access Consultants (DAC) has successfully completed the town's ADA Self Evaluation and Transition Plan. They will be presenting their findings to the Select Board on Monday, June 26th. This memo provides a brief overview of the reasons behind developing the plan and highlights the key findings.

Reasons for Developing the Plan:

Development of a Self-Evaluation and Transition Plan is an essential step for the Town to ensure compliance with accessibility laws and regulations. It demonstrates our commitment to providing equal access to all individuals, including those with disabilities, and creating an inclusive environment at all of our municipal programs and facilities. By undertaking this evaluation and planning process, we identify barriers and then may take proactive measures to remove them, thereby improving accessibility across town facilities, programs, and services.

DAC has conducted a comprehensive assessment of Northborough's accessibility. Their findings identify opportunities for improvement. Some of the key findings include:

- **Physical Infrastructure:** DAC has evaluated all town facilities, such as buildings, parks, and recreational areas, (excluding schools) to assess their accessibility. They have identified specific areas where modifications or enhancements are needed to provide compliance with accessibility standards.
- **Communication and Information:** Dac has examined our communication channels, including websites, public notices, and printed materials, to determine their accessibility to individuals with disabilities. They have provided recommendations on how we can improve the accessibility of information and make it available in alternative formats upon request.
- **Programs and Services:** DAC has assessed the accessibility of various Town programs and services, including public programs, meetings, and emergency services. They have identified

Self Evaluation and Transition Plan Presentation
June 23, 2023

opportunities to enhance accessibility, such as providing accommodation for individuals with disabilities during public meetings.

Tim Mahoney and Jennie Grover will be presenting a summary of their findings to the Select Board on behalf of DAC. They will provide an overview of their evaluation process, and what the next steps are for the Town to start addressing the issues found. Their presentation will include a brief PowerPoint to assist in understanding the information presented.

MEMORANDUM

TO: Scott Charpentier, Town of Northborough, Director of Public Works

FROM: Greg Brovelli, Weston & Sampson Engineers, Inc.

DATE: June 21, 2023

SUBJECT: Water Service Inventory & SRF Grant Application

Overview

The Environmental Protection Agency's (EPA's) Lead and Copper Rule Revisions (LCRR) that became effective on December 16, 2021, requires public water suppliers (PWS) to complete the following by October 16, 2024:

- Develop inventories of active water service lines for public and private side material
- Create a water service replacement plan to remove all lead and galvanized water services within the PWS' distribution system

Creating the water service line inventory is the first step as it is imperative to have this information compiled to create a plan for replacement of lead and galvanized water service lines. These two items must be submitted to the Massachusetts Department of Environmental Protection (MassDEP) by the 2024 deadline.

The Town of Northboro requested Weston & Sampson's assistance in reviewing its water service cards to create an inventory and database of water service material, size, and installation year on both public and private portions of the water service to comply with the LCRR. The Water Division's existing water service cards contain information for most public and approximately 25% of private portions of the water services. Additionally, Weston & Sampson will review and integrate relevant information from the recent water meter replacement database to incorporate known private side materials captured during this project. Weston & Sampson will compile the inventory using a standard set of web-based tools that will populate and display the data collected from the water service tie cards.

Drinking Water Lead Service Line Inventories and Replacement Plans Grant

The Massachusetts Clean Water Trust along with MassDEP has set aside money to assist PWSs in complying with the updated LCRR requirements. The Trust is offering grants through the State Revolving Fund (SRF) for service line inventories and development of lead service replacement plans.

Weston & Sampson will prepare and submit the Application for Financial Assistance SRF Grant for Drinking Water Lead Service Line Inventories and Replacement Plans. The amount of assistance requested will be \$72,300; the assistance is in the form of grant funding, so this money would not need to be paid back. This grant funding would support the work of reviewing water system tie cards and investigating meter data to compile the water service material database. This grant funding will enable the Water Division to establish their service line inventory, plan for lead service line replacement, and comply with the October 2024 deadline for submission to EPA and MassDEP.



Facilities Division
Shawn S. Thompson, Facilities Manager

63 MAIN STREET
NORTHBOROUGH, MA 01532
T: (508) 393-5040x4

MEMORANDUM

Date: June 21, 2023
To: Bob Reed, Town Administrator
From: Shawn Thompson, Facilities Manager
Copy: Becca Meekins, Assistant Town Administrator
Scott D. Charpentier, P.E., Public Works Director
Laurie Connors, Planning Director

Subject: White Cliffs ATM 42 '16 Funds Update

This memorandum serves as an update on the funds remaining from the 2016 Town Meeting \$2.4M article to purchase the White Cliffs. The estimated carrying costs to maintain the structure through June 2024 are projected below. This is assuming no major issues arise between now and then.

As of today, there is \$61,078.26 remaining from the original appropriation. Below you will find the estimated expenses for the next two and a half years.

Expenses	6/2023-9/2023	9/2023-6/2024
Insurance:	\$9,770.00	\$10,250.00
Fire Alarm Expenses:	\$700.00	\$2,000.00
Storage Fees:	\$600.00	\$1,800.00
Electricity:	\$1,200.00	\$3,200.00
Misc. Repairs:	\$5,000.00	\$15,000.00
Legal Fees:	\$700.00	\$1,000.00
Total:	\$17,970.00	\$33,250.00

As a result of this analysis, we recommend a conservation appropriation of \$20,000 to support White Cliffs operations and maintenance going forward.

DRAFT FOR DISCUSSION

May 25, 2023

To: Northborough, Select Board
From: Jeff Nutting, Facilitator
Subject: Board Workshop

I am looking forward to meeting with Board at (time and place)

In order to help me better understand the issues, and concerns of the Board I typically send out a questionnaire in advance of the meeting. This process saves valuable time that can be better spent discussing the issues at the workshop. There are not trick questions. From the collective responses I will develop a document that for use at the workshop.

The typical agenda will include:

1. Introductions
2. Role of the Facilitator
3. What do members hope to accomplish
4. Roles and Responsibilities of the Board
5. Goals of the Board
6. Next Steps

The final agenda can be modified to meet specific needs of the Board. We should plan for a maximum of **3 – 3.5** hours with a few breaks. We may not be able to cover every issue depending on the issues and concerns of the Board. Again, please do not hesitate to contact me with questions or concerns.

Regards,

Jeff Nutting

SAMPLE QUESTIONNAIRE

- 1. What are the three most important jobs of the Board?**
- 2. What are the greatest strengths of the Board?**
- 3. Does your Board need to improve?**
- 4. What should the Board accomplish over the next 1-5 years?
(List up to five)**
- 5. What other issues would you like to discuss on the workshop?**

QUITCLAIM DEED

Northboro Commons LLC, a Massachusetts limited liability company, of 303 Worcester Road, Framingham, MA 01701, (“Grantor”)

for consideration paid in the amount of Ten Thousand and 00/100 Dollars (\$10,000.00),

hereby grants to the **Town of Northborough**, a Massachusetts municipal corporation, with an address of 63 Main Street, Northborough, MA 01532 (“Grantee”)

WITH QUITCLAIM COVENANTS

The land, and improvements thereon, in Northborough, Worcester County, Commonwealth of Massachusetts, on the northeasterly line of Main Street and the westerly line of Blake Street, and bounded and described as follows:

Beginning at the intersection of the said line of Main Street with the said line of Blake Street;

THENCE N. 68° 44’ 25” W. by said Main Street 12.94 feet to Lot 11B as shown on the plan hereinafter mentioned;

THENCE N. 15° 24’ 12” E. 49.89 feet to a point;

THENCE N. 74° 35’ 48” W. 114.80 feet to land now or formerly of Ester E. Thompson;

Said last two (2) lines being by said Lot 11B;

THENCE N. 13° 06’ 59” E. by said Thompson land and a stone wall 94.20 feet to Lot 12 as shown on said plan;

THENCE S. 77° 19’ 49” E. by said Lot 12 125.52 feet to said Blake Street;

THENCE S. 13° 06’ 59” W. by said Blake Street 151.44 feet to the point of beginning.

Containing according to said plan 12,798 square feet more or less.

Being Lot 11A as shown on a plan entitled “Plan of Land in Northborough, Mass” dated December 23, 1982, surveyed by Drake Associates, Inc., Civil Engineers and recorded with the Worcester District Registry of Deeds in Plan Book 507, Plan 5.

Together with the benefit of the rights and easement set forth in instrument dated May 20, 1985 and recorded in Book 8926, Page 199.

The Grantor hereby releases any and all homestead rights in the premises and states that no other persons are entitled to any homestead rights as set forth in G.L. c. 188.

Being the same premises conveyed by deed of Kwan Realty Trust to Northboro Commons LLC dated March 1, 1997, and recorded with the Worcester District Registry of Deeds in Book 18768, Page 323.

The Town of Northborough's Acceptance of Deed is attached hereto and incorporated herein.

The undersigned recite compliance with the provisions of G.L. c. 59, §72A and G.L. c. 7C, §38.

No deed stamps are due under G.L. c.64D, §1.

[Remainder of Page Intentionally Blank]

Witness its hand and seal this ____ day of June, 2023.

NORTHBORO COMMONS LLC

By: _____
Name:
Title:

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this ____ day of June, 2023, before me, the undersigned Notary Public, personally appeared the above-named _____, _____ of Northboro Commons LLC, and proved to me through satisfactory evidence, which was _____, to be the person whose name is signed to the preceding document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as the free act and deed of Northboro Commons LLC.

Notary Public
My Commission Expires:

ACCEPTANCE OF DEED

On this _____ day of June, 2023, the Town of Northborough, acting by and through its Select Board, hereby accepts the foregoing deed to property located off Main Street and Blake Street, Northborough from Northboro Commons LLC.

TOWN OF NORTHBOROUGH,
By its Select Board

Mitch Cohen, Chair

Kristen P. Wixted, Vice Chair

Laura Zitton, Clerk

Lisa Maselli, Member

Julianne S. Hirsh, Member

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

On this _____ day of June, 2023, before me, the undersigned notary public, personally appeared _____, member of the Northborough Select Board, as aforesaid, proved to me through satisfactory evidence of identification which was _____, to be the person whose name is signed on the attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose on behalf of the Town of Northborough.

Notary Public:
My Commission Expires:

867087/NBOR/0183

Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Two Hundred Fifty Dollars for burial plot and Three Hundred Fifty Dollars for perpetual care, a total of Six Hundred Dollars to be paid by _____ of _____, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said _____ and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 1044, Section 5N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Flush Marker Only

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Select Board, and the corporate seal of the Town to be affixed thereto, this 26th day of June, 2023.



INHABITANTS OF THE TOWN OF NORTHBOROUGH

Northborough Select Board

Mitch Cohen

Kristen Wixted

Laura Ziton

Julianne Hirsh

Lisa Maselli

Recorded: _____

Town Clerk

[RETURN TO AGENDA](#)