



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

**BOARD OF SELECTMEN
MEETING AGENDA
AMENDED**

June 21, 2016
Municipal Center, Conference Room A
6:00 p.m.

CALL TO ORDER

[Executive Session for the Purposes of Litigation Update](#)

ANNOUNCEMENTS

- [Summer Concert Series on the Common – Wednesdays at 6:30 PM July 13 – August 17th Contact the Recreation Department for Further Details](#)
- [Movies in the Park @ Mill Villages Park- Fridays at 8:30 PM June 24 – August 26 Contact the Recreation Department for Further Details](#)
- [John Martin- Home Quest Mortgage Closing](#)
- [KMS Golf Tournament To benefit the Sofia Sugarman Fund- Aug 8th 1PM at Highfields Golf and Country Club](#)

1. SCHEDULE

- a) [David Muradian – Budget Update](#)
- b) [Joint Appointment -Planning Board](#)
 - [Associate Member- Sharon Carroll- Tidman](#)
 - [Full Member – Tracy Lavvorn](#)
- c) [Vote to Sign Letter of Support - Prentice Place LLC](#)

<http://www.grafton-ma.gov/affordable-housing-trust/pages/affordable-housing-developments>

- d) [Aaronap Cellars LLC - Farmer Winery License to Sell at a Farmer's Market](#)

2. APPOINTMENTS

a) [Town Administrator](#)

[Nelson Park- Part Time Landscaper/Laborer- Thomas P. Hansbury](#)

b) [Board of Selectmen](#)

[Council on Aging - Ann Marie Allia](#)

3. RESIGNATIONS - None

4. NEW BUSINESS

a) [Vote to Approve Annual Re-Appointments Per List](#)

b) [Vote to Affirm Town Administrator Annual Re-Appointments Per List](#)

c) [Vote to Sell Creeper Hill Road and Sign P&S Agreement and Deed](#)

d) [Vote to Hire Attorney William H. Solomon for Cable License Renewal Legal Services](#)

e) [Vote to Sign One Grafton Common Cleaning Contract- Enterprise Cleaning Corp](#)

5. SELECTMEN REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

a) [Stowe Road Project](#)

8. MEETING MINUTES

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

ADJOURN

The Board will go into Executive Session for the Purposes of Litigation Update.

ANNOUNCEMENTS

- Summer Concert Series on the Common – Wednesdays at 6:30 PM
July 13 – August 17th Contact the Recreation Department for Further
Details
- Movies in the Park @ Mill Villages Park- Fridays at 8:30 PM June 24
– August 26th Contact the Recreation Department for Further Details
- John Martin- Home Quest Mortgage Closing
- KMS Golf Tournament To benefit the Sofia Sugarman Fund- Aug 8th
1PM at Highfields Golf and Country club

Representative David Muradian will provide a budget update.

The Board of Selectmen and Planning Board will vote to jointly appoint:

- Planning Board Associate Member- Sharon Carroll-Tidman
- Planning Board Full Member – Tracy Lovvorn



Grafton, MA

30 Providence Road

Phone: 508-839-5335

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 7, 2016

Name: Sharon L Carroll-Tidman

Home Address: 21 Virginia Circle
GRAFTON, MA 01519

Mailing Address: 21 Virginia Circle
GRAFTON, MA 01519

Phone Number(s): (508)320-4862 - Cell

Email Address: sharoncarrolltidman@verizon.net

Current Occupation/Employer: Office Manager/Grafton Water District

Narrative: I can meet the requirements of the Planning Board members and will dedicate the necessary resources to meet the needs of the roll. In terms of experience, I work for the Grafton Water District so I am familiar with how municipalities work and what is required to get approval from the planning board. I have also required a variance from the planning board years ago so I have experience delivering the necessary documentation. I have also reviewed the town by-laws in support of this initiative as well as other areas of personal interest. I have also presented to the conservation commission twice to get a exclusion agreement on my property. Finally, I have extensive business experience (over 30 years) so I feel I understand the challenges businesses (as well as residents) have with presenting to boards such as the planning board and hope to provide some assistance with making the process smoother for them. As with everything I do, I will commit to the needs of the position.

Board(s) / Committee(s):



Ann Morgan <morgana@grafton-ma.gov>

Planning Board appointment Tuesday, 6/21.

1 message

sharoncarrolltidman@verizon.net <sharoncarrolltidman@verizon.net>
To: planningdept@grafton-ma.gov, bosgroup@grafton-ma.gov

Mon, Jun 20, 2016 at 9:56 AM

Good Morning,

I am writing in response to the agenda item discussing my appointment to the planning board on Tuesday, 6/21/16.

Although I am very excited about participating on the board, I have family coming in to town that day (which has been planned for months.) Would you please let me know if I need to be there -- is it possible that the appointment can occur without me being present?

I would prefer the full time appointment, but will be happy to help in an alternate role as well.

I have lived in Grafton for close to 30 years, understand the local issues and am a homeowner in Grafton. I have over 30 years of business experience from managing large organizations to small organizations as well as have run my own landscaping business. I have also had to present to the zoning board and the conservation commission so understand the information requirements as well as some of the zoning laws.

My strengths are customer service, organization, collaboration and attention to detail.

If you have any questions for me, please let me know and I will try to answer them prior to the meeting.

I would prefer not to delay the appointment so if I need to be there, I will come down.

Thank you for your time and attention.

Sincerely,

Sharon

COPY**RECEIVED**
JUN 20 2016
PLANNING BOARD
GRAFTON, MA**RECEIVED**

JUN 20 2016

PLANNING BOARD
GRAFTON, MA



Ann Morgan <morgana@grafton-ma.gov>

Fwd: Planning Board

1 message

Joe Laydon <laydonj@grafton-ma.gov>
To: Tim McInerney <McInerneyT@grafton-ma.gov>
Cc: Ann Morgan <MorganA@grafton-ma.gov>

Sun, Jun 19, 2016 at 11:40 PM

FYI.

Sent from my iPhone

Begin forwarded message:

From: Michael <mscully@gmail.com>
Date: June 19, 2016 at 7:44:32 PM EDT
To: Joe Laydon <laydonj@grafton-ma.gov>
Subject: Fwd: Planning Board

Here is the letter of interest in full member position.

Michael Scully

Begin forwarded message:

From: "Tracy Lovvorn" <tracy@lovvorn.com>
Date: June 19, 2016 at 3:26:47 PM EDT
To: <mscully@gmail.com>
Subject: Planning Board
Reply-To: <tracy@lovvorn.com>

Please accept my attached request for consideration to fill vacancy, as Member of the Town of Grafton's Planning Board.

Sincerely,

Tracy Lovvorn

TLPlanningBoard.docx
37K

RECEIVED

JUN 20 2016

**PLANNING BOARD
GRAFTON, MA****COPY**

Tracy Lovvorn

225 Magill Dr. Grafton, MA 01519

443-987-5651

tracy@lovvorn.com

COPY
RECEIVED

June 18, 2016

Town of Grafton Planning Board
Michael Scully, Chair
30 Providence Rd. Grafton, MA 01519

JUN 20 2016

PLANNING BOARD
GRAFTON, MA

Re: Planning Board Vacancy, Full Member

Dear Mr. Scully:

I am writing to express my interest in fulfilling the current vacancy on our Town's Planning Board. As a resident of Grafton, and registered voter, I would very much look forward to assisting the Board in overseeing the Planning Department in the capacity of reviewing proposed residential and commercial developments in support of compliance with State law, local zoning bylaws, and local sub-division rules and regulations.

For the past 10 years I have worked directly in the highly regulated medical field ensuring compliance with extremely complicated Federal Medicare Rules and Regulations. Although this is a very different realm, I have become very adept at reading, understanding, and interpreting stated law and regulations in order to ensure compliance. I also have the knowledge to realize much discussion is often necessary at times in order to ensure compliance while working to agree/understand how best to support sometimes difficult to agree on interpretations of stated rules.

I have also been a small business owner (in a different State), and have firsthand knowledge of working through the processes on the other side of the coin. I realize how important decisions at the Town level can be to hard working families, businesses, and residents.

I truly believe that my experience would be an asset to your team and our Town in making supportive recommendations regarding potential zoning law changes and other issues related to land use and development.

I thank you for this consideration.

Warm regards,

Tracy Lovvorn

C:

Jennifer Thomas, Chair Board of Selectmen

Joe Layden, Town Planner

If the Board is in agreement, the Board will vote to sign a letter of support for the Prentice Place LLC project.

----- Forwarded message -----

From: **Sotir** <sotir@westwoodassociates.com>

Date: Thu, Jun 16, 2016 at 11:57 AM

Subject: Prentice Street in Grafton - LIP or Not

To: Joe Laydon <laydonj@graffton-ma.gov>

Cc: Nick Papalilo <nick.papalilo@gmail.com>

Hi Joe,

I have prepared our MHP application for a site approval in anticipation that MHP will be providing permanent financing. Although MHP does not give any mortgage commitments at this stage of the development their interest to provide permanent financing is essential. It provides a means of security to our private lender who is financing the construction and the comfort that they will be taken out when the project is complete and occupied. Unfortunately, sometimes the MHP rates are not as competitive and their fees are higher than permanent financing secured through private lending institutions.

Our plan is to submit an application to MHP for site approval. Once the site approval letter is issued an application for a comprehensive permit will be filed with the ZBA. During the review process we will reach out to private lenders that offer more competitive rates and terms. If a private lender is identified we will then need to notify the ZBA of a program change to a LIP as it is the only program that would allow us to secure permanent financing from a private lender. The LIP application will consist of the exact information that is now part of the MHP application. There will be some delays when we file the LIP application with DHCD for approval.

My preference would be to ask the BOS to issue the letter of support as if this project was going to be developed under the LIP program. Under this scenario we can proceed with our plans without the need to further burden the Board at a later time.

I will be at the Town Hall tomorrow morning to pick-up the original comprehensive permit for the Ferry Street project that we need to record. If you want I can stop by your office and we can further discuss our options. Please let me know.

Thanks,
Sotir

The Board will vote to approve a “Farmer Winery License to Sell” at a Farmer’s Market for Aaronap Cellars LLC.

Noel Powell of Aaronap Cellars LLC will be in attendance.

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)

YEAR 20

16

1. Licensee Information:

Name of Applicant:	Aaronap Cellars LLC	ABCC License Number: (If Existing Licensee)	FW-084				
Mailing Address:		Business Name (d/b/a if different):	Aaronap Cellars LLC				
Manager of Record:	Noel A Powell	City/Town:		State:		Zip:	
Other Phone:		Phone Number of Premises:	(617) 401-5535				
Email:	info@aaronapcellars.com	Website:	www.aaronapcellars.com				
<u>Contact Person concerning this application (attorney if applicable):</u>							
Name:	Noel A Powell	City/Town:	Westford	State:	MA	Zip:	01886
Address:	28 Carlisle Road	Email:	noel@aaronapcellars.com				
Contact Number:	(978) 692-7510	Fax Number:					

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event: Wednesdays, June 29, 2016 - October 12, 2016, 2:00 - 6:00 PM

B. Contact person for applicant during event:

Name: Noel A Powell

Phone number of contact: (978) 692-7510

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine: Grafton Town Common, 1 Grafton Common

City/Town: Grafton State: MA Zip: 01519 Phone Number of Premises: 508-839-5335 x1156

Describe Area to be Licensed:

Wine sales will be held in a 10x10 vendor space as assigned by the market manager within the market space.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
Aaronap Cellars LLC	Federal Basic Permit MA-W-20535	28 Carlisle Road, Westford, MA 01886
Aaronap Cellars LLC	MA Farm Winery #FW-084	28 Carlisle Road, Westford, MA 01886

4. Are you providing, without charge, samples of wine to prospective customers?

Yes No

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
Noel A Powell	28 Carlisle Road, Westford, MA 01886	FW-084

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

check valid state issued identification card or passport for proof of legal drinking age

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

Noel A Powell, CEO & Manager of Aaronap Cellars LLC, Transportation License #TD7878

*If additional space is needed, please use last page.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes No Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes No

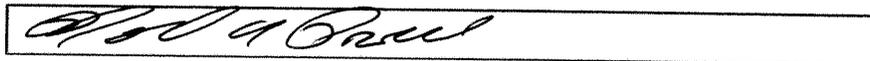
If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature



Title

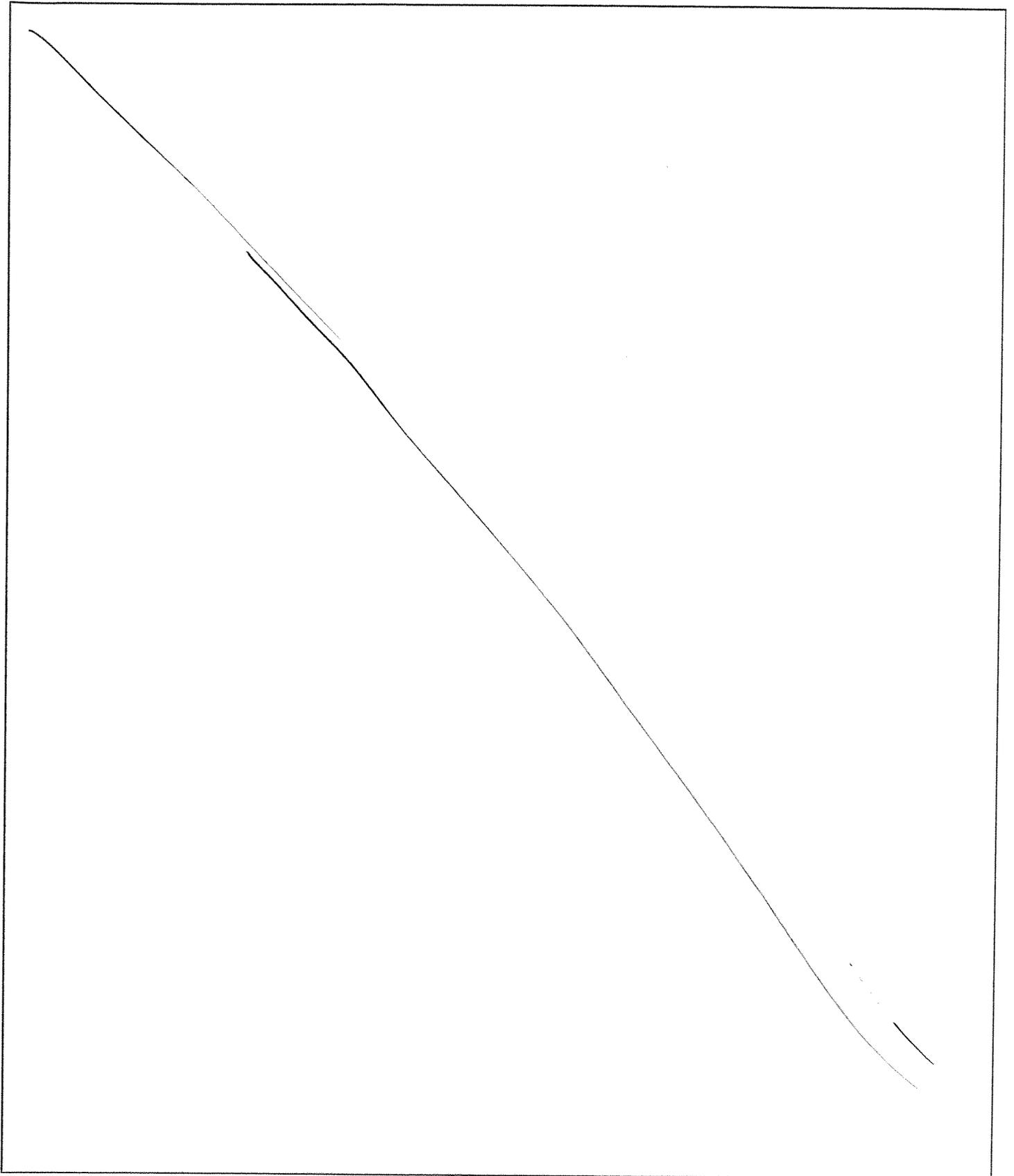
Manager

Date

April 28, 2016

Additional Space

Please note which question you are using this space for.



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

April 25, 2016

Aaronap Cellars LLC
Noel A Powell
28 Carlisle Rd.
Westford, MA 01886

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Powell:

Please be advised that your application for certification of the Grafton Farmers' Market, on Wednesdays from June 29th 2016 to October 12th 2016, from 2:00 pm to 6:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux", written in a cursive style.

John Lebeaux, Commissioner

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	06 / 29 / 2016	End date	10 / 12 / 2016 Time 2:00-6:00PM
	Month Day Year		Month Day Year
If this is a weekly event, on what day of the week does the event occur? Wednesdays			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
	If yes, identify:		

4. Event Management			
Name of Event Manager	Grafton Farmers Market Committee		
Email Address	info@grafftonfarmersmarket.com	Phone Number	508-839-5335
Is this person the on-site manager?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If no, identify on-site manager (include contact information):			
Committee is in process of hiring a Market Manager for daily oversight of market			
If there are multiple managers, list them and include contact information:			
The Market is managed by the Grafton Farmers Market Committee, under the Town of Grafton Recreation Department. Committee members include: Elizabeth Clements, Zachary Kerzee (325-428-9266), Tori Buerschaper (tori@community-harvest.org), Zena Bauman (pudgefudgebrownies@gmail.com), and Paul Grady (paul.r.grady@gmail.com)			
Attach on-site manager(s) resume(s) <u>or</u> list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i>			
Zena Bauman - First year on market committee, second year vendor at Grafton Farmers Market. Owner of Fudge Pudge Brownies.			
Tori Buerschaper - First year on market committee, Education and Outreach Coordinator at Community Harvest Project (local farming non-profit)			
Elizabeth Clements - Third year on market committee			
Paul Grady - First year on market committee, fifth year vendor at Grafton Farmers Market. Owner of Potter Hill Farm.			
Zach Kerzee - Second year on market committee, second year vendor at Grafton Farmers Market. Pastor of Simple Church in Grafton and Manager of Simple Bread.			

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

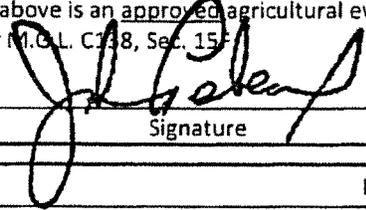
See attached premise plan

 _____ Signature of Applicant	<u>04/19/2016</u> _____ Date
Noel A Powell _____ Name (please print)	Owner/Winemaker _____ Title (please print)
FW-LIC-000084 _____ Farm-Winery License Number	MA _____ State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C.138, Sec. 15F.

 _____ Signature	<u>9/25/16</u> _____ Date
---	---------------------------------

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------

Grafton Farmers Market Acceptance

Paul Grady [paul.r.grady@gmail.com]

Sent: 4/15/2016 9:57 AM

To: noel@aaronapcellars.com

Hi Noel,

Thank you for your interest in the Grafton Farmers Market. We are pleased to inform you that Aaronap Cellars has been accepted as a vendor for the 2016 season.

Please review the information below:

-The market will be held on Wednesdays, 2-6 PM, June 29th through October 12th on the Grafton Common

-Full season fee is \$200 and per market fee is \$20 per day.

-If you are working with prepared foods, you must apply with the Grafton Board of Health. The Board of Health fee is \$25 per season or \$5 per market. Board of Health Applications can be completed and fees can be paid at the Grafton Board of Health at the Grafton Town Offices, 30 Providence Road, Grafton, MA.

-Accepted vendors need to provide a copy of their liability insurance naming the Grafton Farmers Market as a certificate holder

-If you have not already done so, please review the complete Grafton Farmers Market policies at <http://tinyurl.com/hbr2ddq>

Lastly, please respond to this email letting us know if you would like to be a seasonal or weekly vendor.

Seasonal vendors should send a \$100 deposit by June 1, 2016. Checks should be made payable to Grafton Recreation Department and mailed to:

Grafton Farmers Market

c/o Grafton Recreation Department

30 Providence Road, Grafton, MA 01519

Weekly vendors, please let us know which markets you will attend: 6/29, 7/6, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, 8/24, 8/31, 9/7, 9/14, 9/21, 9/28, 10/5, 10/12. Weekly vendor fees will be collected onsite at each market.

Please feel free to email us with any questions or concerns and welcome to the Grafton Farmers Market!

Sincerely,

The Grafton Farmers Market Committee

Zena Bauman

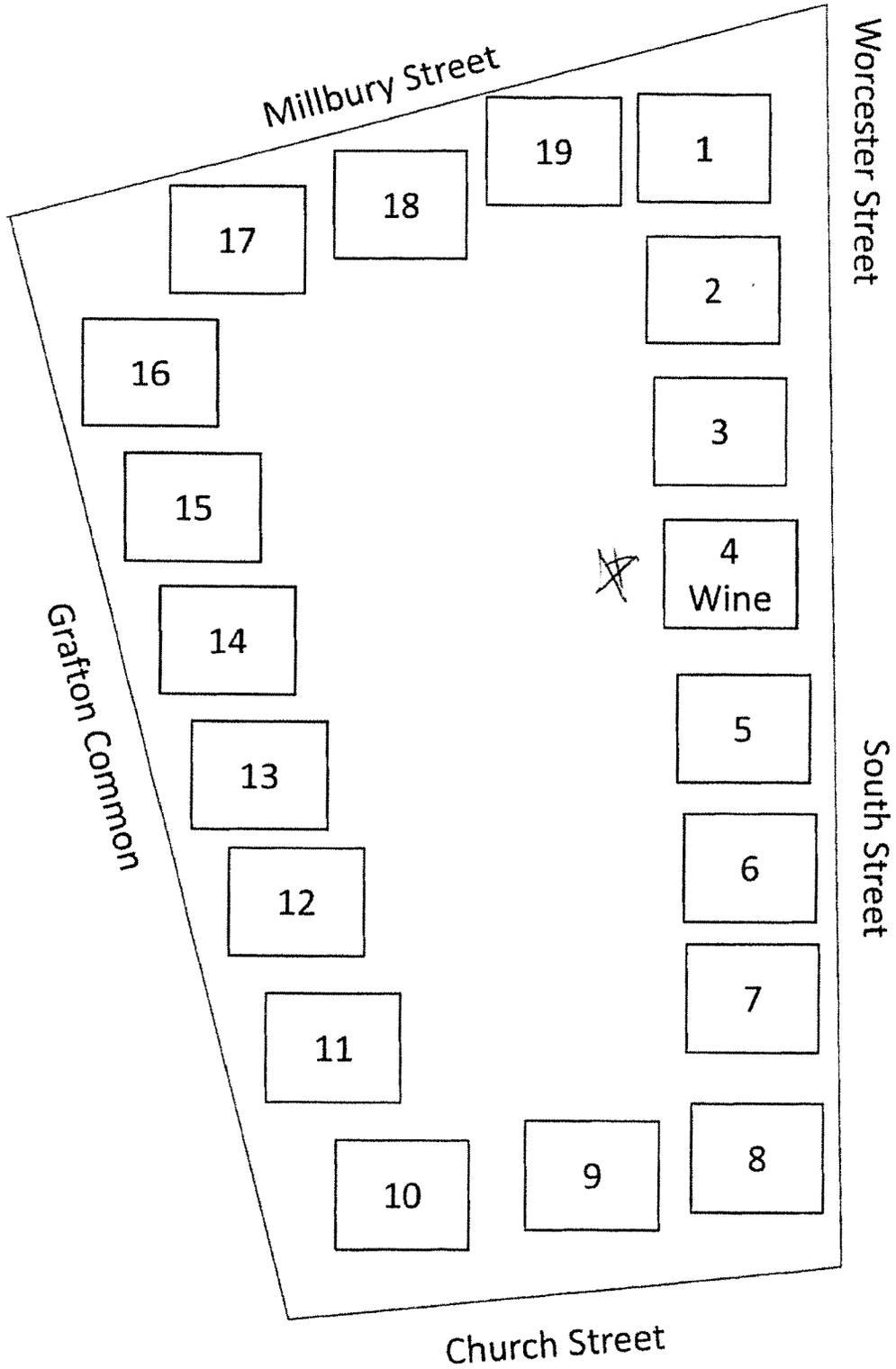
Tori Buerschaper

2016 Grafton FM Vendors

Business Name	Product
09 Foppema's Farm	Produce
09 Midsummer Night's Farm	Soaps, eggs, and produce
09 Spring Ridge Farm	Meats, eggs
09 Potter Hill Farm	Produce, eggs
09 Two Hills Farm	Meats
09 Stillman's Dairy	Milk
09 Sunburst Berry Farm	Blueberries
09 Angel Hair Alpacas	Alpaca products
09 Sap Castle	Maple Syrup
09 Mayor's Plantation	Flowers
Anna Banana's	Chocolates
Blackstone Valley Women's Club	Dog Treats
Aaronap Cellars	Wine
Kathie's Bake Shop	Baked Goods
Pudge Fudge Brownies	Brownies
Simple Bread	Bread
The Domesticated Wild Child	Soaps, tinctures
The Nut Guy	Nuts
la maison a gateaux	Prepared Foods
Northside Village-Natural Gifts	Organic Tea, Dog biscuits, Granola and honey ect...
Seven Hills Farmstead	Italian Crackers
Wachusett Naturals	Artisan Beauty Products
Center Bakery	Bread, bakery items
Giacomo's Gourmet Granola	Granola
Say Cheese	Food Truck
Press'N It	Food Truck
Anzios	Food Truck

10
/28

Grafton Farmers Market Map



Grafton Farmers Market Policies - 2016

Purpose

The purpose of the Grafton Farmers Market, hereinafter "Market" is:

- To provide fresh, local food directly from farmers to consumers.
- To help the local farming industry to remain healthy.
- To educate the community about healthy and sustainable living.
- To provide a social experience that builds community.

Market Logistics

• **Location and Time:** The Market will be held every Wednesday from June 29th to October 11th from 2pm to 6pm on the Grafton Common. The Market will be open rain or shine, and all vendors are expected to stay for the entire market day if the Market is open.

• **Bad Weather Policy:** If the Market Manager determines that the weather is unsafe, or in the event of thunder or lightning, the Market will be closed or delayed. The Market Manager will communicate to vendors if the Market has been closed.

• **Vendor Fees:**

-The seasonal rate for a vendor space at the Market is \$200. If a seasonal vendor has perfect attendance, the vendor will receive a \$50 credit for the 2017 season. For seasonal vendors, a \$100.00 deposit is required at the time that the application is submitted to reserve a space.

-There will be vendor space available to local artisans on a one-time basis, and the charge for this space shall be \$20.00.

Checks should be made payable and mailed to the Grafton Recreation Department at 30 Providence Road, Grafton, MA 01519. Put *Farmers Market Fee* in the Memo field of your check.

• **Management:** The Market is managed by the Grafton Farmers Market Committee, under the Town of Grafton Recreation Department. The members of the Grafton Farmers Market Committee include: Elizabeth Clements, Zachary Kerzee, Tori Buerschaper, Zena Bauman, and Paul Grady hereinafter called "Market Committee." The committee can be contacted by emailing info@grafftonfarmersmarket.com. On each Market day, there will be a paid Market Manager available at all times to address concerns about the Market.

• **Health and Food Codes:** All regulations and fees for vendors with prepared foods or potentially hazardous foods (PHF) will be managed by the Grafton Board of Health (BOH). It is expected that whoever is managing the vendor tent is aware of the food regulations. Your Food Permit must be displayed at your tent in view of all customers. If you have any questions regarding this process, please contact the Market Committee.

• **Meat and Refrigerated Products:** All meat and refrigerated products that a vendor seeks to bring to the market must be pre-approved by the Grafton Board of Health. Each vendor is required to ensure that their products meet all FDA and USDA requirements and that each product is kept at a temperature set by the Grafton Board of Health. The products and temperature will be subject to inspection throughout the Market.

• **Wine and Alcohol Sales:** All wine or alcohol sales must comply with all applicable federal, state, and local laws and regulations. The Vendor is responsible for ensuring that alcohol is not available for sampling or for sale to individuals who are not 21 years of age, and assumes responsibility for ensuring wine and other alcohol is only sold to individuals who are 21 years of age or older.

Products

For purposes of the Market, the following definition shall apply:

LOCAL: Within Grafton, Massachusetts or the 100 mile radius surrounding Grafton, Massachusetts.

- **Fruits and Vegetables:** All fruits and vegetables must be planted, cultivated, and harvested by the farm or on the farm of the vendor.
- **Baked Goods:** Baked goods must be prepared and/or produced by the vendor. Local ingredients should be used whenever possible and available.
- **Processed Farm Products:** Products such as Cider, Maple products, or Honey must 1) be processed by the farm; OR 2) contain a substantial portion of the farm's raw product in final product is produced elsewhere.
- **Animal Products:** Meats must be from animals raised on your farm. Animal products, including cheese, milk must be from animals raised on your farm or locally sourced.
- **Artisan Items:** Products sold by artisans must be locally produced by the artisan and local ingredients shall be used whenever possible. Artisanal products may include crafts and food, but they should be produced in small batches or by hand. No imported or resale items are permitted to be sold as an artisan or farm product.
- **Other Items:** Other items offered at the Market will be reviewed and accepted by the Market Manager prior to being offered for sale.

Vendor Policies

- **Vendor Make-Up:** There will be a mix of seasonal and occasional vendors selling locally produced vegetables, fruits, plants, baked goods, meats, pet products, artisans, crafts, and non-profit groups. The Market Committee retains the right to decline the application of vendors in order to ensure that there is a competitive and balanced market for both the vendors and customers.
- **Special Vendors:** Non-profit community groups are encouraged to provide both educational and hands-on activities, in addition to fundraising activities for regular and special market days.
- **Local Artisans:** There will be vendor spaces available for local artisans that can be rented on a weekly basis. The Market Committee retains the right to deny the sale of goods that do not meet Market qualifications. Vendors must coordinate with the Market Committee for scheduling, and payment is expected on the scheduled day of attendance.
- **Space Assignment:** Seasonal vendor spaces will be determined by the Market Committee prior to the opening of the Market in June and will remain consistent each week. Adjustments may be made for special events or circumstances. A map will be sent out prior to each market with assigned spaces for all vendors.
- **Absences:** Seasonal vendors are expected to come each week; however, if there is an expected or unexpected conflict, the vendor should contact the Market Committee before the start of the Market day.
- **Set-Up:** Vendors shall provide their own tents, tables, and other equipment necessary to ensure a secure and safe selling environment. Each vendor shall be responsible for set-up and clean up and should leave the area clean of any debris.
- **Opening and Closing:** All vendors should arrive at the market 30 minutes before opening of the Market in order to ensure that they are ready to sell 5 minutes before opening. No sales may take place before the opening of the Market. The opening and closing of the Market will be indicated by the ringing of a bell, and the hours shall be from 2pm - 6pm. If a vendor must leave prior to closing for any reason, the vendor

must inform the Market Manager of this before breaking down. Selling out is not a valid reason for leaving early.

- **Signage:** All vendors should identify their business and the price of the product.

- **Parking, Driving, and Animals on the Common:** Vendors who have submitted the Town of Grafton Application for Animals and Vehicles on Town Recreation Areas may drive their vehicles on the Common and bring animals to the Market. Vehicles are only allowed on the common prior to the Market opening and after the Market has closed, in order to load and unload goods. If a vendor violates this policy or drives in an unsafe manner on the Common, the Market Manager retains the right to restrict a vendor from driving on the Common. Vehicles should be removed 10 minutes prior to the start of the Market. Vendors will be responsible for ensuring the safety of their animals as well as the public, and will be responsible for any clean-up associated with their animals.

- **Insurance:** Each seasonal vendor must carry their own General Liability Coverage policy with a certificate of insurance submitted as part of the application. Any accident or injury at the Market must be reported immediately to the Market Manager.

- **Loss of Privileges:** The Market Manager reserves the right to terminate vendors from participation for failure to comply with the Market policies.

DEPARTMENT OF THE TREASURY - ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

BASIC PERMIT

(Under Federal Alcohol Administration Act)

1. PERMIT NUMBER
MA-W-20535

2. DATE OF PERMIT

04/03/2012

3. REGISTRY NUMBER (if applicable)
BWN-MA-20489

4. DATE OF APPLICATION 03/10/2012

5. NAME AND ADDRESS OF PERMITTEE (Number and street, city or town, State and Zip Code)

AARONAP CELLARS LLC

dba AARONAP CELLARS



6. TRADE NAMES AUTHORIZED BY THIS PERMIT (Trade name approval does not constitute approval as a brand name for labeling purposes. If needed, list on reverse or use continuation sheet.)

*Used for Contract Bottling or Packaging/Branding Purposes

7. PERMIT GRANTED FOR (ONE TYPE OF OPERATION ONLY)

Pursuant to the application of the date indicated in item 4, you are authorized and permitted to engage, at the above address, in the business of:

- a. Distilled Spirits - distiller rectifier (processor) warehouseman and/or warehouseman and bottler and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the distilled spirits so distilled or rectified, or warehoused and bottled, or the wines so rectified,
- b. Wine - producer and blender blender and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the wine so produced or blended,
- c. Importer - importing into the United States the following alcoholic beverages:
while so engaged, to sell, offer to deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so imported,
- d. Wholesaler - Purchasing for resale at wholesale the following alcoholic beverages:
while so engaged, to receive or to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so Purchased.

This Permit is conditioned upon your compliance with the Federal Alcohol Administration Act; the Twenty-first Amendment and laws relating to its enforcement; all other Federal laws relating to distilled spirits, wine, and malt beverages, including taxes with respect to them; the Federal Water Pollution Control Act; and, all applicable regulations made pursuant to law which are now, or may hereafter be, in force.

This basic permit is effective from the date shown above and will remain in force until suspended, revoked, annulled, voluntarily surrendered, or automatically terminated.

THIS PERMIT WILL AUTOMATICALLY TERMINATE THIRTY DAYS AFTER ANY CHANGE IN PROPRIETORSHIP OR CONTROL OF THE BUSINESS, unless an application for a new basic permit is made by the transferee or permittee within the thirty day period. If an application for a new basic permit is timely filed, the outstanding basic permit will continue in effect until the application is acted on by the District Director, Alcohol and Tobacco Tax and Trade Bureau.

THIS PERMIT IS NOT TRANSFERABLE. ANY CHANGE IN THE TRADE NAME, CORPORATE NAME, MANAGEMENT OR ADDRESS OF THE BUSINESS COVERED BY THIS PERMIT, OR ANY CHANGE IN STOCK OWNERSHIP (MORE THAN 10%) MUST BE REPORTED TO THE NATIONAL REVENUE CENTER OR PUERTO RICO OPERATIONS OFFICE WITHOUT DELAY.

THIS IS AN

ORIGINAL PERMIT

AMENDED PERMIT

REASON FOR AMENDMENT

DATE OF AMENDMENT

SIGNATURE AND TITLE OF AUTHORIZED TTB OFFICIAL

FOR JOHN J. MANFREDA, ADMINISTRATOR

The Commonwealth of Massachusetts Department of the State Treasurer



Certificate Number 568

License Number FW-84

Alcoholic Beverages Control Commission Hereby Grants a FARMER-WINERY LICENSE

To: Aaronap Cellars LLC - Noel A. Powell, General Manager
Business Address: 28 Carlisle Road, Westford, MA, 01886

On the following described premises: (One story wood building; basement of residence; one entrance and exit; total square feet 600.)

This license authorizes the above-named holder: (1) to produce, rectify, blend, or fortify from fruits, flowers, herbs or vegetables wine containing not more than 24 per cent of alcohol by volume at 60 degrees Fahrenheit; and, (2) to sell wine or winery products: (a) at wholesale to any person holding a valid wholesaler's and importer's license under section 18; (b) at retail or wholesale to a person in a state or territory in which the importation and sale of wine is not prohibited by law; and, (c) at wholesale to a person in any foreign country.

This License is subject to the following conditions

1. The licensed premises and all books, records and other documents relating to the business authorized to be conducted under this license shall be subject to inspection at any time by any member of the Commission or any duly authorized agent thereof.
2. Alcoholic beverages shall not be kept or exposed for sale on premises other than those described in this license.
3. Alcoholic beverages shall not be sold delivered or furnished to any person under twenty-one years of age; or delivered by any person under eighteen years of age.
4. Sales and deliveries hereunder are authorized between the hours of 8:00 o'clock AM and 11:00 o'clock PM only.
5. The above-named holder must obtain a license issued under M.G.L. c.138 § 19F to sell at retail by the bottle to consumers, for consumption off the winery premises.

IN WITNESS WHEREOF, the undersigned have hereunto affixed their official signatures this 1/1/2016

2016

This License will expire 12/31/2016 unless otherwise suspended or revoked during this period.

Chairman

Elizabeth Lashway, Commissioner

Kathleen McNally, Commissioner

This license is issued conditionally and subject to the fact that there exists no breach of any condition of any previous license or violation of any law of the Commonwealth under any previous license and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ.

Revised 4/23/2007

FEE \$22.00

2016

This Permit will expire
December 31, 2016



Commonwealth of Massachusetts
Department of the State Treasurer
ALCOHOLIC BEVERAGES CONTROL COMMISSION

HEREBY GRANTS A PERMIT TO TRANSPORT AND DELIVER
ALCOHOLIC BEVERAGES

No PERSON under eighteen years of age shall be permitted to handle, transport or
deliver any alcoholic beverages under this permit

No: TD7878

AARONAP CELLARS LLC
28 CARLISLE ROAD
WESTFORD, MA 01886

License No: FW-84

Plate Number/V.I.N.: 2HN800

ALCOHOLIC BEVERAGES CONTROL COMMISSION

CHAIRMAN

THIS PERMIT SHALL ALWAYS BE CARRIED IN THE VEHICLE.

PLEASE DETACH THE ABOVE PERMIT STUB.

THE ABOVE PERMIT SHALL ALWAYS BE CARRIED IN THE VEHICLE.

Permit Issued Under the Provisions of Section 22, Chapter 138 of the General Laws, As Amended.

No: TD7878

Commonwealth of Massachusetts
Department of the State Treasurer
ALCOHOLIC BEVERAGES CONTROL COMMISSION

HEREBY GRANTS A

PERMIT TO TRANSPORT AND DELIVER ALCOHOLIC
BEVERAGES



2016

This Permit will expire
December 31, 2016

AARONAP CELLARS LLC
28 CARLISLE ROAD
WESTFORD, MA 01886

Type of License: FW-84

Plate Number/V.I.N.: 2HN800

ALCOHOLIC BEVERAGES CONTROL COMMISSION

CHAIRMAN

No PERSON under eighteen years of age shall be permitted to handle, transport or
deliver any alcoholic beverages under this permit

THE TOP PART OF THIS PERMIT SHALL ALWAYS BE CARRIED IN THE VEHICLE.

THIS COPY IS FOR YOUR FILE OR OFFICE COPY

Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certification Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

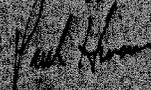
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operations, your customers and your community safe.

Sincerely,



Paul Hineman

Executive Vice President, National Restaurant Association

In Alaska you must laminate your card for it to be valid.

	ID NO. 8758906
	CARD NO. 10498937
ServSafe Alcohol® CERTIFICATE	
NOEL POWELL	
Card expires three years from the date of the examination. Local laws apply.	
DATE OF EXAMINATION 11/13/2013	

Student Name	NOEL POWELL
Class Number	518823
Exam Date	11/13/2013
Expiration Date	11/13/2016

Overall Point Score	37
Overall % Score	92
Passing % Score	75
Status	PASSED

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form.

Please make a copy of your ServSafe Alcohol Certificate blue card for your records. Replacement copies can be obtained for a fee by completing the Certificate and Score Release Request Form available at ServSafe.com.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 300.765.2122, ext. 6703.



175 West Jackson Boulevard, Suite 1500
Chicago, IL 60604-2814
1.800.SERV-SAFE
312.715.1010 in the Chicago area
ServSafe.com

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If the Board is in agreement, the Board will vote to affirm the appointment of Tom Hansbury, Part Time Landscaper/Laborer for Nelson Park.

Thomas P. Hansbury, Grafton, MA 01519

Summary: Highly experienced and professional worker with over 20 years work experience from landscape construction to HVAC and Fleet/Warehouse Management. Recognized for reliability and ability to get the job done.

Hands-on experience includes:

- Utilities (drainage, sewer, electric, water, HVAC)
- Concrete (masonry, stonework, flatwork, rebar)
- Landscape Construction and Design
- Equipment Operation (Fork Lift, Bobcat, mini excavators, rollers, etc, CDL Class B)
- Knowledge of site plans (grading, foundations, building)
- Massachusetts Certified Roadway Traffic Flagger
- Occupational Safety and Health (OSHA) Certified
- Certified for National Safety Council First Aid

Experience:

2000-2016

NELM Corporation, General Contractors/Landscape Construction (Formerly D&D Enterprises)

Skilled Laborer / Asst. Forman

Major contributor to large projects, such as:

- Mass Pike Toll Booths, Framingham, MA
- City of Boston Parks & Rec – Trotter School, Smith Playground, Mozart Park
- City of Waltham, Veterans Memorial Park
- City of Brookline Historic Restoration – Larz Anderson
- Mass Maritime Academy
- City of Somerville, Kemp Nut Park
- City of Plymouth, Plymouth DPW
- Sharon Housing Authority, Septic System
- Danvers Power & Electric, footings and conduit

1998-2000

Bill's HVAC Service, Avon, MA

HVAC Installations/Service

1994-1997

Merkert Enterprises, Food Brokers, Canton, MA

Fleet / Warehouse Management

Military:

1979-1994

U.S. Marines

Ground Radio Communications

Staff Sergeant E-6, last command Sr. Enlisted Naval Gun Fire Instructor

References Available Upon Request

If in agreement the Board of Selectmen will vote to appoint Ann Marie Allia to the Council on Aging Board.

March 14, 2016

Town of Grafton
Offices of the Town Administrator, Board of Selectmen and Council on Aging
Grafton, MA 01519

To Whom It May Concern:

I would very much appreciate the opportunity to serve on the Council on Aging board.

I have been active in Boy Scout Troop 112 in South Grafton as a den leader and as the camp nurse at Treasure Valley Boy Scout camp during the summers.

Currently I am employed on the Behavioral Health Unit at Saint Vincent Hospital in Worcester. I've been working as a nurse at Saint Vincent's for the past 43 years.

Since turning 60 I've been coming to the Senior Center for the exercise classes, which I find very beneficial. The Senior Center is a nice place to come and socialize and meet nice people.

I would very much like to be serving on the Council on Aging board to stay current on the Senior Center activities.

Sincerely,



Ann Marie Allia
9 Powerline Dr.
Grafton, MA 01519-1013
(508) 887-5365

If in agreement the Board will vote to approve annual re-appointments as per list.

BOARD OF SELECTMEN APPOINTMENTS

Annual Appointments June 21, 2016

AFFORDABLE HOUSING COMMITTEE/TRUST (3 year terms)

John L. Carlson, 2019

Charles H. Pratt, 2019

AGRICULTURAL COMMISSION (After 1st year, 3 year terms)

Rebecca Wilson, 2019

Marguireta Heger, 2019 (Alternate 1)

BOARD OF CEMETERY COMMISSIONERS (Three Year Term)

Robert Collette, 2019

Stephen H. Roney, 2019

BOARD OF HEALTH (Three Year Term)

Deborah A. Chouinard, 2019

Philip Dumas, 2019

CABLE TV OVERSIGHT COMMITTEE (One Year Term)

Robert Berger, 2017

Robert DeToma, 2017

Mark Durfee, 2017

Robert Hassinger, 2017

Richard D. Schultze, 2017

Larry Silverman, 2017

Wm. Corson Wyman, 2017

COMMUNITY PRESERVATION COMMITTEE (Three Year Term)

Ken Holberger, 2019

CONSERVATION COMMISSION (Three Year Term)

Sandra Brock, 2019

CONSTABLE (One Year Term)

Donald A. Booth, 2017

Cynthia Ide, 2017

John Manzi, 2017

Stephanie Rose Fleming, 2017

Laura St. John Dupuis, 2017

COUNCIL ON AGING (Four Year Term)

Marcella J. Benoit, 2020

Annette McCarthy, 2020

ELECTION OFFICIALS (One year term)

Marguerite Baril, Clerk

Nancy Billings

Sally Belezarian

Carol Cerasoli

Nancy Corcoran

Eveline M. Cournoyer

ELECTION OFFICIALS (One year term)

Joyce David
Marion Dearing
Rosalind Dennis
Carman Dion
Richard Dion
Marie DiDonna
Ellen Dowling, Clerk
June Enos
Rosemary Flynn
Joan O. Foley
M. Theresa Gendron
Nancy Hazen
Cynthia Ide
Carolyn Jakubiak
Janet Krause
Joan Mackowiak
Beverly Mara
Olivette M. Marshall
Doris A. Metivier
Karen McInnis, Warden
Mary Murray
Darlene Orne
Nancy Paulauskas
Marsha Platt
Philip L. Platt, Clerk
Paula Pogorzelski
Arlene Provost
Caroline Prout
Janet Prunier
Diane Raymond
Bernard Reed
Carol Roseen
Shirley Russo
Pauline St. Amand
Al Sandborn
Helen Shute
Charlene Swett
Jeremy Swett
Maureen Turcotte
Susan Wenc
Charlotte Wojtaszek
Gail Wixon
Brenda Zaleski
Carol Ziemba

GRAFTON HISTORICAL COMMISSION (Three Year Term)

Robert Aberg, 2019
Mark Fobert, 2019
Ann V. Morgan, 2019

GRAFTON COMMON HISTORIC DISTRICT COMMISSION (Three Year Term)

John Morgan, 2019
Brad Schlapak, 2019

INFORMATION TECHNOLOGY COMMITTEE (Varied Terms)

Bob Hassinger, 2019 (3 Year)
William Jones, Jr., 2019 (3 Year)
David Robbins, 2017(1 Year)

REGISTRAR OF VOTERS (Three Year Term)

Justin Phillips, 2019

TOGETHER WE CAN (One Year Term)

Helen M. Atchue, 2017
James Bryan, 2017
Katherine Cederberg, 2017
Alvin C. Hulbert, 2017
Timmery Kuck, 2017
William Kuck, 2017
Christopher Roney, 2017
Deborah J. Trapasso, 2017

ZONING BOARD OF APPEALS (Three Year Term)

William B. McCusker, 2019
Robert Nault, 2019

If in the agreement, the Board will vote to affirm the Town Administrator's annual re-appointments as per list.

TOWN ADMINISTRATOR APPOINTMENTS
Annual Renewals June 21 2016

BOARD OF ASSESSORS (Three Year Term)

Kenneth J. Grew, 2019

BOARD OF SEWER COMMISSIONERS (Three Year Term)

Gerald F. LeBlanc, 2019

BURIAL AGENT (One Year Term)

Adam Costello, 2017

KEEPER OF THE LOCKUP (One Year Term)

Normand A. Crepeau, Jr.

PARKING CLERK (One Year Term)

Doug Willardson, 2017

PUBLIC WORKS ADVISORY COMMITTEE (Three Year Term)

John J. Bechard, 2019

RECREATION COMMISSION (Three Year Term)

Stephen P. Crowley, 2019

TRAFFIC SAFETY COMMITTEE (One Year Term)

John J. Bechard, 2017

Normand Crepeau Jr., 2017

David Crouse, 2017

Daniel J. Pogorzelski, 2017

John A. Reil, 2017

Scott Rossiter, 2017

Brian Szczurko, 2017

If the Board is in agreement the Board will vote to sell Creeper Hill Road on the terms set forth in the Purchase and Sale Agreement and Sign the Deed for said transfer.

*Motion: I move that we vote to sell 104 Creeper Hill to the Buyers on the terms set forth in the Purchase and Sale agreement, as authorized by Town Meeting vote in Article 19 on May 11, 2015.

BLATMAN, BOBROWSKI, MEAD & TALERMAN, LLC
ATTORNEYS AT LAW
Concord • Millis • Newburyport

Ginny Sinkel Kremer, Esq.

4 Damonmill Square
Suite 4A4
Concord, MA 01742

MEMORANDUM

TO: GRAFTON BOARD OF SELECTMEN
FROM: GINNY S. KREMER, ESQ., TOWN COUNSEL
SUBJECT: OPINION OF TOWN COUNSEL, SALE OF 104 CREEPER HILL
DATE: JUNE 17, 2016

At the Annual Town Meeting held on May 11, 2015, under Article 19 of the Warrant, Town Meeting voted to authorize the Board of Selectmen to “sell real property located at 104 Creeper Hill Road for an amount of not less than \$300,000 for private development.” Pursuant to that authorization, by instrument dated December 15, 2015, the Town granted US Wireless a 20 year lease over 10,000 square feet of 104 Creeper Hill Road, as well as access thereto, in exchange for a sum of almost \$900,000 over the term of the lease. The Town then solicited offers from interested parties to purchase the property subject to the terms of the lease. The successful bidder, Russo Bros. Inc. (“Russo”), offered the price of \$200,000. On behalf of the Town, I have negotiated a purchase and sale agreement with counsel for Russo for the stated price.

Given the fact that Town Meeting did not set forth any requirements concerning the time period over which the \$300,000 for the property was realized by the Town, in my opinion the lease with US Wireless alone complied with the terms of Town Meeting’s authorization to dispose of the property for a minimum of \$300,000. That lease, in addition to the sale to Russo, is certainly compliant with the authorization of Town Meeting.



**OFFICE OF THE
TOWN ADMINISTRATOR**

30 Providence Road
Grafton, MA 01519
(508) 839-5335

Assistant Town Administrator: Doug Willardson
willardsond@grafton-ma.gov
www.grafton-ma.gov

To: Board of Selectmen

From: Doug Willardson, Assistant Town Administrator

Date: June 17, 2016

RE: 104 Creeper Hill Road

In May 2012, Town Meeting voted to purchase the property at 104 Creeper Hill Road. It was purchased for \$350,000. In May 2015, Town Meeting voted to sell the property at 104 Creeper Hill Road for not less than \$300,000. In October 2015, Town Meeting voted to enter into a lease for a portion of the site for the development of a cell tower. In December 2015, your Board entered into a lease agreement with US Wireless for a 100' by 100' section towards the rear of the parcel. This lease is for \$24,600 annually with a 3% annual escalator. Over the 25 year term of the lease, this will be approximately \$900,000. US Wireless has been surveying the site and otherwise preparing to go before the Planning Board for a special permit, which we expect will happen later this summer.

In January 2016, we requested proposals for the purchase of the remainder of the parcel. The highest proposal—\$200,000—was from Russo Brothers, a land development company currently located in Framingham, MA. The Russo Brothers have been a very amiable partner. They have attended multiple Development Team Meetings to review their proposal and have designed a site that complies with all of the Town's regulations. As soon as the sale closes, they will be applying to the Planning Board for a special permit to construct an office building with garage space at the rear and a contractor's yard. Once approved this building will be constructed very quickly—completed as soon as this fall. Attached are the site plans showing the cell tower site and access easement as well as the proposed building location. Also included are the elevations of the proposed building.

Overall, this is an excellent opportunity for the Town. Including the cell tower lease, the Town's return will be more than triple our initial investment in the property. Additionally, the office building the Russo Brother's are building will be the most attractive on Creeper Hill. While we don't know what the assessed value will be of the full project, it is likely that we will receive additional tens of thousands of dollars in real estate, personal property and motor vehicle excise taxes.

If you have any questions regarding this project, please contact me.

NOTES:

- SUBJECT PARCEL IS SHOWN AS ASSESSORS MAP 17, LOT 08A. RECORD TITLE FROM BOOK 49579, PAGE 111.
- UTILITY LOCATIONS DEPICTED ON THIS PLAN, BOTH ABOVE- AND BELOW-GROUND, ARE BASED UPON DIRECT FIELD OBSERVATIONS MADE BY METROWEST ENGINEERING, INC. PERSONNEL DURING A FIELD SURVEY, RECORD PLAN LOCATIONS, OR DIGSAFE PAINT-INDICATORS. METROWEST ENGINEERING, INC. DOES NOT WARRANT THAT ALL UTILITIES ARE SHOWN OR THAT UTILITIES THAT ARE DEPICTED ARE SHOWN IN THE CORRECT LOCATION, OR WITH THE PROPER MATERIAL DESIGNATION. METROWEST ENGINEERING, INC. DOES NOT WARRANT OR PROVIDE AN EXPRESS OR IMPLIED WARRANTY THAT ALL SUBSURFACE IMPROVEMENTS ARE SHOWN OR ARE SHOWN CORRECTLY, INCLUDING, BUT NOT LIMITED TO, UTILITIES, UNDERGROUND VAULTS, UNDERGROUND TANKS OR CHAMBERS, BUNKERS, DUCT BANKS, AND/OR OTHER MAN-MADE IMPROVEMENTS THAT LIE BENEATH THE GROUND SURFACE AT THE TIME OF THE SURVEY.
- CONTRACTOR IS SOLELY RESPONSIBLE FOR ESTABLISHING EXISTING LOCATIONS OF ALL SUB-SURFACE UTILITIES AND MAN-MADE IMPROVEMENTS AND FOR THE REQUIREMENTS TO REPLACE, RELOCATE OR REPAIR EXISTING UTILITIES IN THE EVENT OF DAMAGE OCCURRING DURING CONSTRUCTION. MWE IS NOT RESPONSIBLE OR LIABLE FOR DELAYS OR COSTS ASSOCIATED WITH REMOVING/REPLACING/RELOCATING OF EXISTING UTILITIES REGARDLESS OF WHETHER SAID UTILITIES ARE ACCURATELY DEPICTED ON THIS SURVEY.
- THE PROPERTY DESCRIBED ON THIS SURVEY LIES PARTIALLY WITHIN A SPECIAL FLOOD HAZARD AREA AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY; THE PROPERTY LIES WITHIN ZONE "X" OF THE FLOOD INSURANCE RATE MAP IDENTIFIED AS MAPS NUMBER 25027 C0826E BEARING AN EFFECTIVE DATE OF JULY 4, 2011.
- THE PROPERTY IS SUBJECT TO A LEASE AGREEMENT RECORDED IN BOOK 55025, PAGE 301.

LINE	LENGTH	BEARING
L1	63.00'	N80°43'26"W
L2	150.00'	S09°16'34"W
L3	38.53'	N77°03'34"W
L4	172.00'	S80°43'26"E

ZONING:

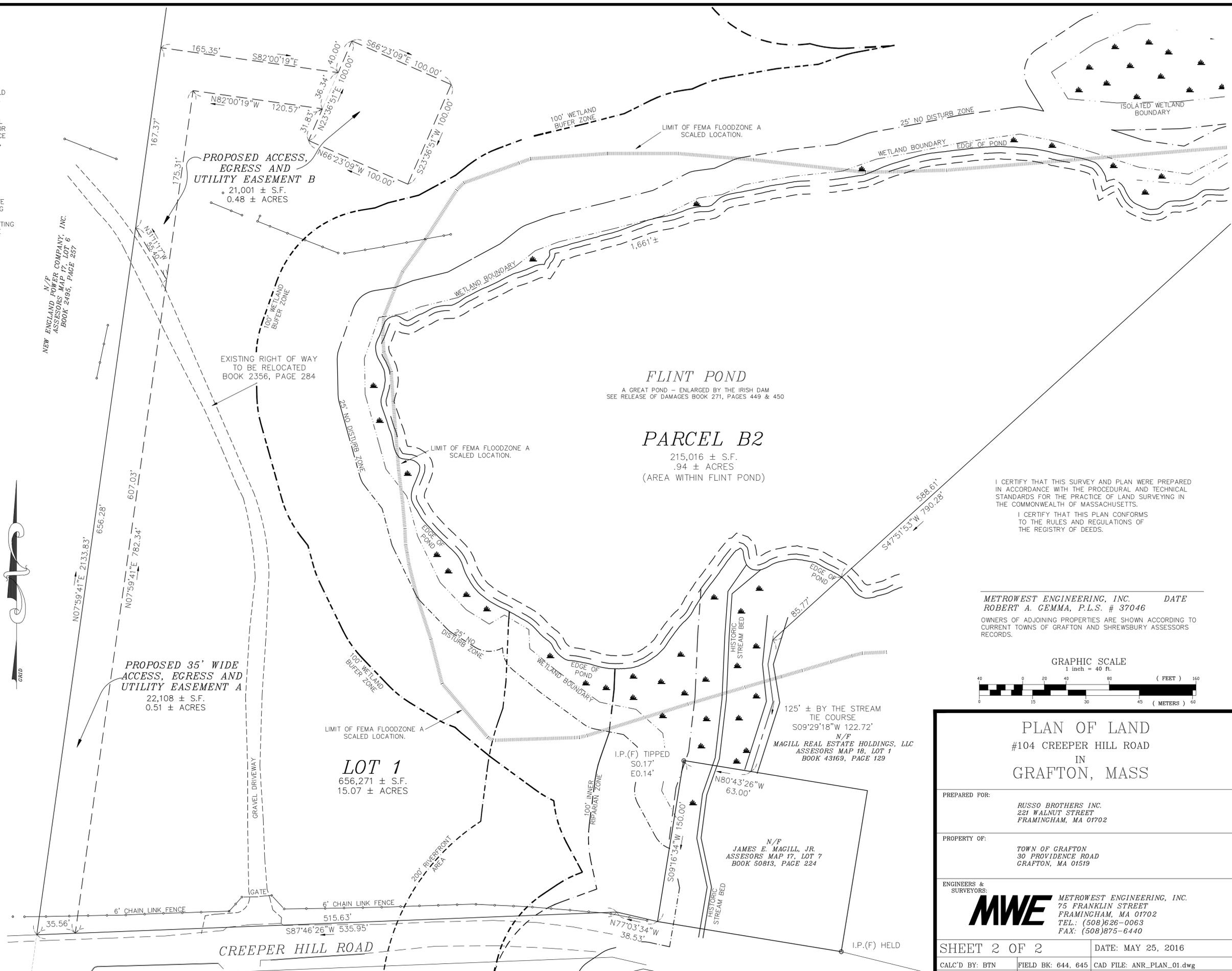
OLI- OFFICE/LIGHT INDUSTRIAL

ANY NON-RESIDENTIAL USE
 MINIMUM AREA= 40,000 SQUARE FEET
 MAXIMUM FRONTAGE = 120 FEET
 SETBACKS:
 FRONT YARD= 40 FEET
 SIDE YARD = 35 FEET
 REAR YARD= 35 FEET
 LOT COVERAGE= 40%

GRAFTON PLANNING BOARD
 APPROVAL UNDER SUBDIVISION CONTROL LAW NOT REQUIRED

DATE: _____

THIS ENDORSEMENT OF THE PLANNING BOARD SHOULD NOT BE CONSTRUED TO BE A DETERMINATION OF CONFORMANCE WITH ZONING REGULATIONS.



FLINT POND
 A GREAT POND - ENLARGED BY THE IRISH DAM
 SEE RELEASE OF DAMAGES BOOK 271, PAGES 449 & 450

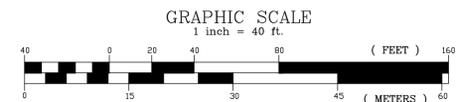
PARCEL B2
 215,016 ± S.F.
 .94 ± ACRES
 (AREA WITHIN FLINT POND)

LOT 1
 656,271 ± S.F.
 15.07 ± ACRES

I CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.
 I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTRY OF DEEDS.

METROWEST ENGINEERING, INC. DATE
ROBERT A. GEMMA, P.L.S. # 37046

OWNERS OF ADJOINING PROPERTIES ARE SHOWN ACCORDING TO CURRENT TOWNS OF GRAFTON AND SHREWSBURY ASSESSORS RECORDS.



PLAN OF LAND
 #104 CREEPER HILL ROAD
 IN
 GRAFTON, MASS

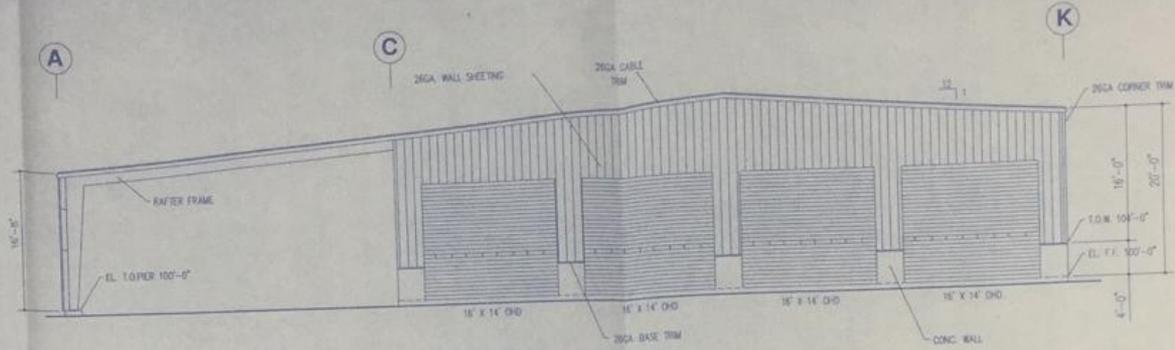
PREPARED FOR:
RUSSO BROTHERS INC.
 221 WALNUT STREET
 FRAMINGHAM, MA 01702

PROPERTY OF:
TOWN OF GRAFTON
 30 PROVIDENCE ROAD
 GRAFTON, MA 01519

ENGINEERS & SURVEYORS:
MWE METROWEST ENGINEERING, INC.
 75 FRANKLIN STREET
 FRAMINGHAM, MA 01702
 TEL: (508)626-0063
 FAX: (508)875-6440

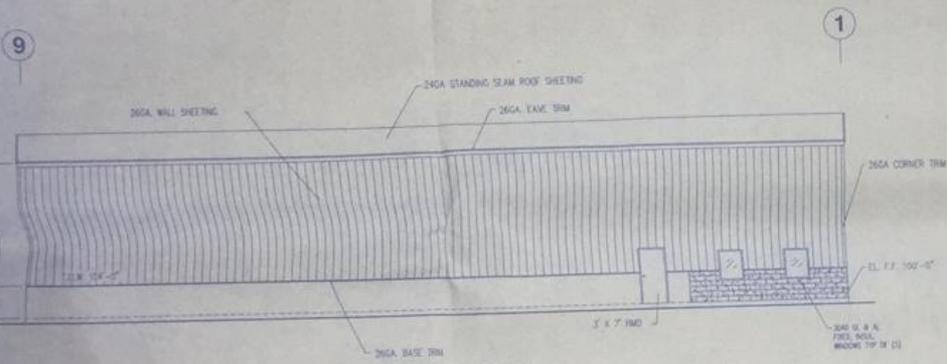
SHEET 2 OF 2 DATE: MAY 25, 2016

CALC'D BY: BTN FIELD BK: 644, 645 CAD FILE: ANR_PLAN_01.dwg
 DRAFTER: BTN PROJECT: GRP_CRE DWG FILE: PL052516.dwg



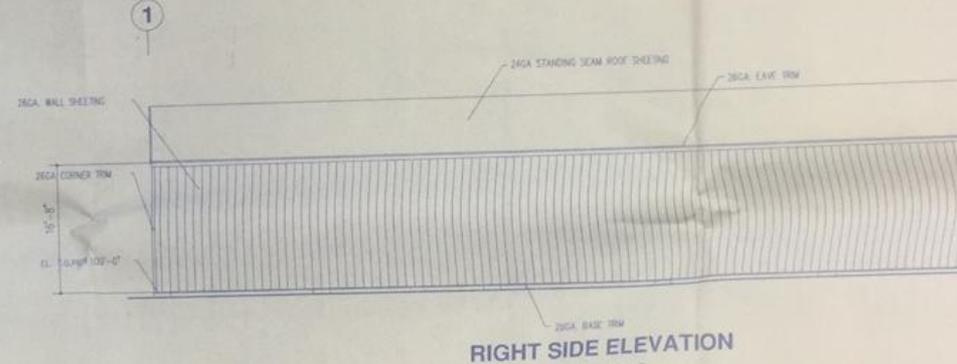
REAR ELEVATION

1/8" = 1'-0"



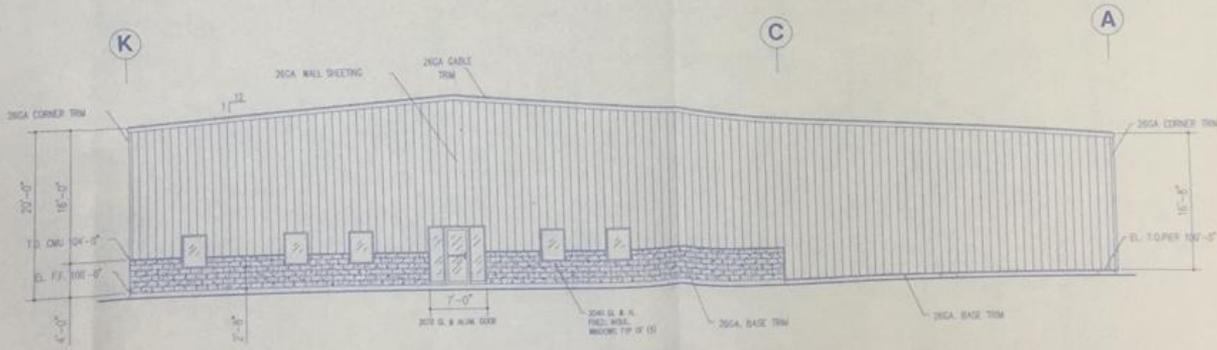
LEFT SIDE ELEVATION

1/8" = 1'-0"



RIGHT SIDE ELEVATION

1/8" = 1'-0"



FRONT ELEVATION

1/8" = 1'-0"



TOWN CLERK

Donna M. Girouard
Town Clerk

TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext. 1195
www.grafton-ma.gov
email: clerks@grafton-ma.gov

CERTIFIED COPY OF VOTE TAKEN ON ARTICLE 7 OF THE ANNUAL TOWN MEETING HELDF MAY 14, 2012:

ARTICLE 7. PURCHASE 104 CREEPER HILL ROAD

Upon motion of David Ross, it was voted to transfer \$370,000.00 from Free Cash to purchase and make improvements to 104 Creeper Hill Road pursuant to MGL Chapter 61B.

The Moderator declared the motion carried by the required two-thirds vote.

A true copy,
Attest:

Donna M. Girouard
Town Clerk



TOWN CLERK

Donna M. Girouard
Town Clerk

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CERTIFIED COPY OF VOTE TAKEN ON ARTICLE 19 OF THE ANNUAL TOWN MEETING HELDF MAY 11, 2015:

ARTICLE 19. SALE OF REAL PROPERTY

Upon motion of Brook Padgett, it was voted to authorize the Board of Selectmen to sell real property located at 104 Creeper Hill Road for an amount of no less than \$300,000 for private development.

The Moderator declared the motion carried by the required two-thirds vote.

A true copy,

Attest:

Donna M. Girouard
Town Clerk



TOWN CLERK

Donna M. Girouard
Town Clerk

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CERTIFIED COPY OF VOTE TAKEN ON ARTICLE 4 OF THE SEMI-ANNUAL TOWN MEETING HELD OCTOBER 15, 2015:

ARTICLE 4. LEASE PORTION OF 104 CREEPER HILL ROAD

Upon motion of Dennis Flynn, it was voted to enter into a long-term lease for a portion of 104 Creeper Hill Road for the development of a cell phone tower on terms and conditions that they deem are in the best interests of the Town.

The Moderator declared the motion carried.

A true copy,
Attest:

Donna M. Girouard
Town Clerk

If the Board is in agreement, the Board will Vote to Hire Attorney William H. Solomon for Cable License Renewal Legal Services.

WILLIAM H. SOLOMON
ATTORNEY AT LAW
319 MAIN STREET
STONEHAM, MASSACHUSETTS 02180

TELEPHONE (781) 438-4543

TELECOPIER (781) 438-4999

June 9, 2016

Mr. Timothy P. McInerney
Town Administrator
30 Providence Road
Grafton, MA 01519
BY E-MAIL (mcinerneyt@graffton-ma.gov) and First Class Mail

Re: Cable License Renewal with Verizon New England Inc. – Legal Services

Dear Mr. McInerney:

Thank you for contacting this office regarding the provision of legal/consulting services with respect to the Town of Grafton's cable license renewal process with Verizon. I am, of course, pleased to have an opportunity to do so. Grafton Community Television and all of its components, including the operations and programming of the Town and public schools, as well as the oversight by the Committee and Town is very impressive, as both shown on the websites and described by others. The Verizon licensing process will be an important step in moving that forward and building thereon.

With respect to my services, I have a record of providing cost effective legal and consulting services to cities and towns throughout the Commonwealth, in cable-related matters, particularly cable licensing renewals. Working together with these municipalities, we were able to achieve excellent license results, not only with respect to PEG Access funding, but also in regards to updated and creative means to achieve PEG Access Video return, including at times, the creation or expansion of municipal fiber networks. I have worked with over seventy (70) communities in approximately one hundred (100) licensing renewals and initial cable licenses. Communities in the general area of the Town of Grafton that I have worked with in recent years include the Towns of Sutton, Millville and Douglas, all of which were Charter cable license renewals. In addition, I have worked in municipal law for over thirty (30) years).

In Grafton, I would work together with the Town to make the license renewal process as cost effective as possible. My hourly rate is One Hundred Seventy Dollars (\$170) per hour, and I do not bill for mileage, most copies (other than the RFP, if required), faxes, or limited telephone calls.

With respect to the Verizon license renewal process, the services would include:

- License Compliance Review.
- Review of current and future PEG Access operations and programming. With the Town developing together with Grafton Community Television and assistance from this office, its plans regarding: program/operations; personnel needs (including an operating budget); capital and facility needs; operating budget(s); a capital and facilities plan; PEG Access video origination; and other PEG Access or cable-related issues, including HD cablecasting. Much of this will already have been developed to-date, and that will be the building blocks for updates.
- Negotiations with Verizon.
- License Documents - Drafting, Negotiations and Revisions.
- If initial negotiations with Verizon do not lead to an agreement – complete the formal ascertainment process and issue a request for proposal for the respective renewal(s).
- Preliminary Denial of Renewal Cable License(s) – only if needed at the time. (I will not bill the Town for the preliminary denial(s), if needed.)
- Post-Preliminary Denial Process – only if needed at the time. Potentially includes an administrative hearing by the Board of Selectmen (or a hearing officer) and potentially appeals therefrom by the licensee(s) to Department of Telecommunications and Cable, with an appeal therefrom provided for to a court of competent jurisdiction. (An appeal by the Town from a DTC decision would be to the Supreme Judicial Court). At this time there would appear, based on other Verizon license renewals in the Commonwealth to date, to be reasons for concluding that getting to a license renewal with Verizon will be a challenge, however, it remains too early to judge whether a dispute will arise which requires or otherwise leads to the hearing(s) and/or appeals process. It still remains unlikely. However, the license renewal process will proceed so as to protect the Town's interests in this regard.

The specifics of the renewal process will be driven in material part by the factors referenced above, and we will be able to know more about these issues, particularly with respect to Verizon's approach to negotiations and licensing, from the cable license renewal process of municipalities which proceed the Town of Grafton in that process.

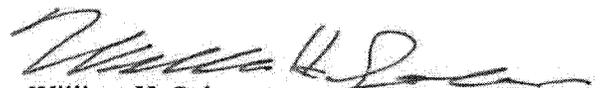
There are different approaches that can be taken with respect to the cable license renewal process depending on the Town's goals and the strategic circumstances. What I am confident of is that I will be able to provide the Town with license renewal legal services at a reasonable cost. (At limited times that may include the work of an expert financial consultant who can assist in comparing financial alternatives under consideration by the Town, either proposed by the Town or Verizon.) Going forward we can also discuss whether there is an interest and need to have limited assistance from a PEG Access ascertainment consultant who will work on the ground in a limited fashion to assist in some of the specifics of that process. At this time, I do not believe that will be necessary, and if the Town choose to proceed ahead in obtaining that assistance, the cost would be between \$1,000 and \$2,000. (We can and will discuss this going forward.) Of course, as we proceed ahead, the Town will be able to make decisions based on cost effectiveness. Most importantly, I will not proceed ahead with ascertainment tasks that are not needed to achieve a successful license agreement. All work will be purposeful and geared to achieving a cable license result meeting future cable-related needs and interests.

For background purposes, I note that some of this office's accomplishments in cable licensing include: (i) reaching I-Net buyout agreements with Comcast in dollar amounts ranging as high as \$131,000 to \$200,000; (ii) negotiating the first Verizon cable license in the Commonwealth for a community represented by special counsel and a majority of the first twenty (20) Verizon license thereafter; (iii) reaching cable license agreements with Verizon whereby rather than Verizon agreeing in the future to raise its PEG operating support if the incumbent cable operator does so, instead having Verizon provide PEG support of 5% of Gross Revenues from the beginning of its initial cable license and then only going down if upon the renewal of the license with the incumbent operator, its support is less than 5%; (iv) initiating the approach whereby Verizon paid funds to the Town or City, rather than Comcast, for PEG Access video return; (iv) obtaining limited language regarding PEG Access video-on-demand and the listing of PEG Access on the electronic program guide in Verizon licenses; (v) reaching agreement with Comcast in a side letter regarding the right to include PEG Access programming in the electronic program guide in Martha's Vineyard; (vi) getting Verizon to agree to provide expanded basic cable service to municipal and school building; and (viii) working with Comcast on Martha's Vineyard to extend the cable system to roads with less than the minimum density requirement based on a formula calculated per dwelling unit, rather than per subscriber (thereby providing potential subscribers with a fixed dollar cost, rather than indicating that the cost will be based on how many dwelling unit owners on the road sign up for cable. (The Chair of the Island Cable Committee was the Town Administrator for West Tisbury, Jennifer Rand.)

I very much look forward to having the opportunity of working with the Town of Grafton in this matter, and would certainly welcome being selected to do so.

Thank you.

Sincerely,



William H. Solomon

If the Board is in agreement, the Board will vote to sign the Enterprise Cleaning Corp cleaning contract for 1 Grafton Common.



ENTERPRISE

cleaning corporation

COMPANY PROFILE

The commercial cleaning industry has grown exponentially over the past few years. Consequently, the demand for reputable, trustworthy and well-organized cleaning companies has also grown with this inflation.

Despite these developments, it seems that people still complain about spending entirely too much time and money checking up on their cleaners.

THE DIFFERENCE AT ENTERPRISE CLEANING CORPORATION

We manage OUR cleaners so YOU don't have to!

Perhaps the most important feature to our business here at Enterprise is that we take the time to fully understand a customer's needs and/or limitations. Whether it is a strict list of cleaning specs, a tight budget, or unyielding time constraints, Enterprise wants the customer to explain their requirements, so we can do what is necessary to fulfill those needs. An advantage to this concept is that our work always gets done the right way! When communication is clear and free of noise and expectations are understood, cleaning remains consistent and correct.

Effective Communication plays a major role in our approach, and will always remain a critical element to the conduct of daily business at ECC. If you choose to elect our services, ECC management will visit your account on a regular basis to ensure the quality of work we promised is being delivered and to maintain an open channel of direct communication.

Vision Statement

The commercial cleaning industry has been inundated with unreliable contractors for years. Our goal is to bridge the gap between satisfied customers and outstanding service. Enterprise has been built from the ground up by core values which include employee appreciation, consumer empathy, community involvement and ethical business practices. We continually strive to maintain a diversified and equal opportunity work place, support a sustainable living environment, focus on corporate citizenship, and build stronger relationships – both with our customers and the communities surrounding our business.

Testimonials

"In this day and economy, we are extremely focused on making sure that we provide a measurable value to our customers. I can tell you from experience that Enterprise Cleaning Corporation delivers that value to our company through their service, quality, and attention to detail. The team at Enterprise consistently exceeds our expectations. I would never switch to another cleaning company!"

Bob Mackintire President, Mackintire Insurance Agency

"We are extremely happy with their performance. Many of our tenants have called to express their satisfaction with their level of service and honesty by its workers.

Their communication and response time is excellent. Not only does Enterprise Cleaning respond quickly to routine requests, they are extremely efficient in emergency clean-up situations."

Kathryn Krock, Property Manager

"I just wanted to take a moment to say Thank you for delivering on your promise. When I first took you on a tour of our facility and shared my concerns about our former cleaning company, you assured me that Enterprise could deliver on your promise of a significantly cleaner facility and excellent service. Your team has been wonderful! I have been positively impressed with the professionalism, attention to detail, and personal involvement with our account.

Too often we only hear negative feedback about our service levels, so I felt compelled to share a recent positive experience that I had with your company. We have a large training room that we do not use on a daily basis; therefore, it is not a standard part of our nightly cleaning requirements. We recently held an all day sales training event in there and at the end of the day, I realized that the room needed a thorough cleaning. With a simple phone call not only was I told that it would be taken care of, but that there would be no additional cost. The next day Enterprise showed up to personally verify the quality of the cleaning and verify my satisfaction.

One of our CCA-WESCO strategic goals for this calendar year is to provide each and every customer with a "World-Class Experience" every time we "touch" that customer. As I thought about my experience with your company, I can tell you that the only two words that come to mind are – World-Class. My congratulations to you and your team!"

David Keeler, Branch Operations Manager

"I have been the Facilities Manager at Millbury Federal Credit Union for nearly a decade. I take care of the Main Office in Millbury plus 4 branches located in Worcester (2), Auburn and South Grafton. This keeps me quite busy, and any time I can get some help is greatly appreciated.

One of the first things I learned at MCU was that you're only as good as your vendors. I had gone through a few cleaning companies before Steve Buchalter of Enterprise Cleaning Corporation showed up at my office one day. He spent time visiting my branches and laid out a plan. The aspect of his business that caught my attention was the Regional Managers that would visit the Branches on a regular basis, get to know our employees, and assure that the cleaners were doing everything that was expected of them. This was the personal touch the other companies weren't giving, and freed me up to do my other duties. I am very pleased with Enterprise operation from top to bottom".

Wayne Cormier Facilities Manager, Millbury Federal Credit Union

SERVICES AVAILABLE

Carpet Cleaning and Maintenance

Floor Stripping, Refinishing, and Maintenance

General Cleaning Services

Handyman Services

Landscaping

Light Bulb Replacement

Furniture Moving

Painting

Plowing

Post-Construction Cleanup

Snow Removal

Twenty-four hour Emergency Service

Water Damage Clean up

Window Cleaning

CLEANING SPECIFICATIONS

To be cleaned three nights per week

Entrance Areas

1. Inspect all glass and clean as necessary.
2. Wood Floors
 - a. Dry mop entire area (including corners and edges).
 - b. Damp mop entire area (including corners and edges).
3. Dust all vertical/horizontal surfaces.

Four Floors of Common Areas

1. Dust all vertical/horizontal surfaces.
2. Wood Floors
 - a. Dry mop entire area (including corners and edges).
 - b. Damp mop entire area (including corners and edges).

Stairwells

1. Dust all vertical/horizontal surfaces.
2. Rubber Floors
 - a. Sweep entire area (including corners and edges).
 - b. Damp mop as needed.

(8) Restrooms

1. Floor Tiles
 - a. Sweep entire area (including corners and edges).
 - b. Wet mop using a commercial germicidal cleaning solution.
2. Trash
 - a. Empty all trash receptacles.
 - b. Replace trash liners as necessary.
 - c. Remove trash to a designated area.
3. Thoroughly clean and sanitize all lavatories using a germicidal detergent (commodes, wash basins, faucets, fixtures and pipes) to keep in a hygienic condition.
4. Clean and dust all partitions.
5. Clean all dispensers in restrooms using a germicidal solution.
6. Refill all soap, tissue and towel dispensers.
7. Clean toilet seats with a germicidal cleaner.
8. Clean and polish all mirrors and bright work on urinals, toilets and drainpipes.
9. Report any leaks or broken fixtures.
10. Use germicide in all floor drains.

PRICING

General Cleaning:

Enterprise Cleaning Corporation will maintain all the areas found on Pages 4-5 for the following price:

Three night per Week Cleaning Cost:

Total weekly cost.....\$ 270.00
Total monthly cost.....\$ 1,170.00
The total annual cost\$ 14,040.00

Initial Clean-up:

- Top to bottom of all four floors
- Remove paint from stairs
- Thorough cleaning of basement area
- Thorough cleaning of all (8) restrooms

Cost: \$995 less \$497.50 discount for a total cost of \$497.50

For your convenience Enterprise Cleaning Corporation accepts American Express, MasterCard and Visa. If you would like to pay with a credit card, call for details.

- **Enterprise Cleaning Corporation will provide all labor, supervision and insurance.**
- **The Town of Grafton will supply all chemicals, equipment, paper products, trash liners, soap, etc.**

Special Project Work (A-La-Carte)

Carpet Shampooing - per area pricing minimum \$350.00 (call for an estimate)

(Ask about our carpet maintenance program, it eliminates the need for future shampooing)

Floor Stripping and Refinishing - per area pricing minimum \$350.00 (call for an estimate)

EMERGENCY CLEANING

Emergency/Flood labor will be billed at \$90.00 per hour

Extra labor will be billed at \$60.00 per hour

Town of Grafton
June 15, 2016

Contract Cleaning Services

Enterprise Cleaning Corporation is pleased to provide cleaning services for The Town of Grafton three days per week at a weekly charge of \$270.00 and a monthly charge of \$1,170.00. This agreement will be for one (1) year. At the end of each year, The Town of Grafton may continue services or cancel with a 60 day written notice.

If the Town of Grafton does choose to continue the contract, it will automatically roll over for another year with a 3% increase in price.

Invoices are sent out the first of each month with payment due upon receipt.

This Agreement is in effect for a period of one (1) year from June 1, 2016 to May 31, 2017. If for any reason The Town of Grafton wishes to terminate service, Enterprise Cleaning Corporation requires a 60 day written notice. Enterprise Cleaning Corporation's employees cannot be hired directly for the entire one (1) year duration of this contract and one (1) year following termination.

Thank you for your business. We look forward to working with The Town of Grafton.

Enterprise Cleaning Corporation's Holidays are New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If you require service on these days the billing rate will be double the standard rate.

Please email customerservice@enterprisecleaningcorp.com your holiday list for 2016.

Enterprise Cleaning Corporation

Town of Grafton

By: _____

By: _____

Name: Stephen Buchalter

Name: _____

Title: President

Title: _____

Date: _____

Date: _____

REFERENCES



Peter McKone
508-854-9250



Katie Krock
Cell: 508-868-1729
Office: 508-791-9258



Adam Green
347-580-0700

The Board will have a discussion about the Stowe Road project.