NATICK SELECT BOARD
AGENDA
Edward H. Dlott Meeting Room, Natick Town Hall,
13 East Central Street, Natick, MA 01760 and via
Zoom
Wednesday, April 3, 2024
6:00 PM
https://zoom.us/j/91200224901?
pwd=N1B1NVFjRUJxNUtuZkVyRkVJUStldz09
Meeting ID: 912 0022 4901 Passcode: 920750
Mobile: 301-715-8592

Agenda Posted Thursday, 3/29/24 at 11:00 AM and Amended Monday, 4/1/24 at 2:00 PM

(Times listed are approximate. Agenda items will be addressed in an order determined by the Chair.)

1. 6:00 PM OPEN SESSION and CALL TO ORDER

   Roll Call Vote to Enter Executive Session

2. EXECUTIVE SESSION

   This portion of the meeting is not open to the public.

   A. Pursuant to M.G.L. ch. 30A s. 21 (a)(3) To discuss strategy with respect to collective bargaining where an open meeting will have a detrimental effect on the bargaining position of the public body and the chair so declares: Supervisors' and Administrators' Association (DPW Supervisors); Public Employees Local Union 1116 (DPW Laborers); Public Employees Local Union 1116 (Clerical); Public Employees Local Union 1116 (Library); New England Police Benevolent Association, Inc. Local 182 (Dispatchers); Public Employees Committee Agreement (PEC Agreement)

3. 6:20 PM RECONVENE OPEN SESSION

4. ANNOUNCEMENTS

   A. Police Chief James Hicks 2023 Chief of the Year Award

5. PUBLIC SPEAK

   Any individual may raise an issue that is not included on the agenda and it will be taken under advisement by the Board. There will be no opportunity for debate during this portion of the meeting. This section of the agenda is limited to 15 minutes, and any individual addressing the Board during this section of the agenda shall be limited to five minutes.

6. 6:30 PM DISCUSSION AND DECISION

   A. Meeting with MA Legislators (Joint with School Committee)

   B. MA School Building Authority (MSBA) Statement of Interest - Memorial School

   C. Review and Approve Correspondence to State regarding Civil Service Home Rule Petition

   D. 2024 Spring Annual Town Meeting Warrant Articles
      Article 28 - Paid Family Medical Leave for Town of Natick Employees

E. Special Town Meeting #1 Warrant Articles

F. Special Town Election

G. Schedule Select Board Retreat

7. CONSENT AGENDA

A. Natick Community Organic Farm
   - One Day Beer and Wine License - April 25, 2024
   - One Day Entertainment License - April 25, 2024
   - One Day Beer and WIne License - May 11, 2024

B. Approve Meeting Minutes
   - February 26, 2024
   - March 6, 2024

C. Family Promise Metrowest - Request to Occupy a Public Way on 5/5/24 for Walk to End Homelessness

D. Anthony's Coal Fired Pizza of Natick, LLC - S12 All Alcohol Change of Manager Application

E. Cinco Chile Taqueria - Application for a Common Victualer's License

F. Natick Service Council - Request to Hang a Banner 4/14/24 - 4/20/24 and 5/5/24-5/11/24

G. Natick 180 - Request Use of the Common On April 15th

H. Natick Rotary Club - Request Use of Common on April 15thj

I. Bank of America - Request use of the Common on April 15th

J. U.S. Army Combat Capabilities Development Command (DEVCOM) - Request Use of the Common on April 15th

8. TOWN ADMINISTRATOR NOTES

9. SELECT BOARD'S CONCERNS

10. CORRESPONDENCE

A. Correspondence

11. ADJOURNMENT

Agenda posted in accordance with Provisions of M.G.L. Chapter 30, Sections 18-25

Meeting recorded by Natick Pegasus

ITEM TITLE: Police Chief James Hicks 2023 Chief of the Year Award

ITEM SUMMARY:

ITEM TITLE: Meeting with MA Legislators (Joint with School Committee)

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
FY25 Funding Request Template - Office of Senate President Karen Spilka_ JE Natick	4/3/2024	Cover Memo

ITEM TITLE: MA School Building Authority (MSBA) Statement of Interest - Memorial School

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Memo from Asst. Superintendent Matthew Gillis	3/28/2024	Cover Memo
Presentation	4/3/2024	Cover Memo
Draft SOI	4/3/2024	Cover Memo

Natick Public Schools
CENTRAL OFFICE
13 East Central Street, Natick, MA 01760

Dr. Bella Wong, Superintendent
Timothy Luff, Deputy Superintendent
Matthew J. Gillis, Assistant Superintendent for Finance
Susan Balboni, Assistant Superintendent for Teaching, Learning, and Innovation

To: James Errickson, Town Administrator
Natick Select Board
From: Matthew Gillis, Assistant Superintendent of Finance
Date: March 15, 2024
Re: MSBA Statement of Interest and Priority # 1 – Memorial Elementary

Natick has submitted a Statement Of Interest (SOI) to the Massachusetts School Building Authority (MSBA)each of the past two years. The purpose of the SOI is to possibly secure state funding to renovate, replace or upgrade the Memorial Elementary School. The following pages show the FY24 SOI and Priority # 2, elimination of exiting severe is the most significant update from prior submittals.

I plan to available for an upcoming meeting to answer questions you may have about the attached, FY24 SOI.

The application deadline is Friday April 12, 2024.

Vote Required to submit an SOI

MSBA has a prescriptive process to accept a SOI for review. The School Committee and Select Board must both vote to submit the SOI, with the MSBA's vote language. Some signatures and certifications are also required, but the main action needed is for the governing bodies to vote to proceed with submitting the SOI. The School Committee is scheduled to vote first to start this process. The Select Board commonly votes after the School Committee has voted affirmatively and then the Town proceeds in a united fashion.

The following page has the vote language, in the box and quotations, as it pertains the Memorial School Statement of Interest for 2024.

Motion Requested

" Having convened in an open meeting on March 18, 2024, prior to the SOI submission closing date, the Town of Natick , in accordance with its charter, by-laws, and ordinances, has voted to authorize the Town Administrator to submit to the Massachusetts School Building Authority the Statement of Interest Form dated _March 15, 2024 for the Memorial Elementary School located at 107 Elliot Street which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future Natick seeks to remedy:

Priority # 2 Elimination of existing severe overcrowding.
Priority # 4 Prevention of severe overcrowding expected to result from increased enrollments.
Priority # 5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating & ventilations systems, to increase energy conservation and decrease energy related costs in school facility.
Priority # 7 Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other

Natick Public Schools does not discriminate on the basis of race, creed, color, sex, age, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, or homeless status.

funding commitment from the Massachusetts School Building Authority or commits the Natick School Committee to filing an application for funding with the Massachusetts School Building Authority."

CC: : Bella Wong, Interim Superintendent
Natick School Committee

Natick Public Schools

Memorial Elementary School (and Preschool Classrooms)
MSBA SOI to Natick Select Board for Approval

Presented 4/3/24

The district acknowledges

- and agrees that the SOI is NOT an application for funding.
- That this SOI is for one existing school that is currently in use and will be used to educate public school students in grades pre-K through 12, and does not solely serve pre-K students.
- Both the School Committee and the Select Board will vote in public session to approve the submission prior to its submission.
- The filing will include documentation of the exact vote template required by the MSBA to approve the submission.

Motion requested

Having convened in an open meeting on April 3, 2024, prior to the SOI submission closing date, the Select Board of the Town of Natick, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 15, 2024 for the Memorial Elementary School located at 107 Elliot Street which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future Natick seeks to remedy:

motion continued

Priority #2 Elimination of existing severe overcrowding.

Priority #4 Prevention of severe overcrowding expected to result from increased enrollments.

Priority #5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating & ventilations systems, to increase energy conservation and decrease energy related costs in school facility.

Priority #7 Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

motion continued

And hereby further specifically acknowledges that by submitting the Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School building Authority or commits the Natick School Committee to filing an application for funding with the Massachusetts School Building Authority.

Highlights of the Proposed Submission

- It is the third submission for the Memorial Elementary School
- Designed for 15 main classrooms, the school currently has 22. School common space elements continue to be undersized for the population.
- Johnson Elementary School will close at the end of this year which will increase crowding to Brown and Memorial School.
- Enrollment, as of April 1, is at 450 which exceeds the 2020 projection study of 389 for 2024.
- HVAC mechanical systems were updated in 2014. HVAC distribution system was not updated. The electrical systems remain in poor condition.
- Johnson Elementary School lost power once during the school day for an extended period and the emergency generator worked to prevent school closure. It also lost power prior to school opening for an extended period but energy was restored a hour before school opening.
- Due to space constraints it is the only elementary school which does not contain any specialized programs which means neighborhood students must be transported to the other schools who required those services.
- Preschool classrooms (currently located at Ben Hem and the former East School) were added to the submission since these classroom will be needed for the foreseeable future are in need of a permanent site.

MSBA Process Status & Next Steps

School Committee voted approval of the SOI on March 18, 2024.

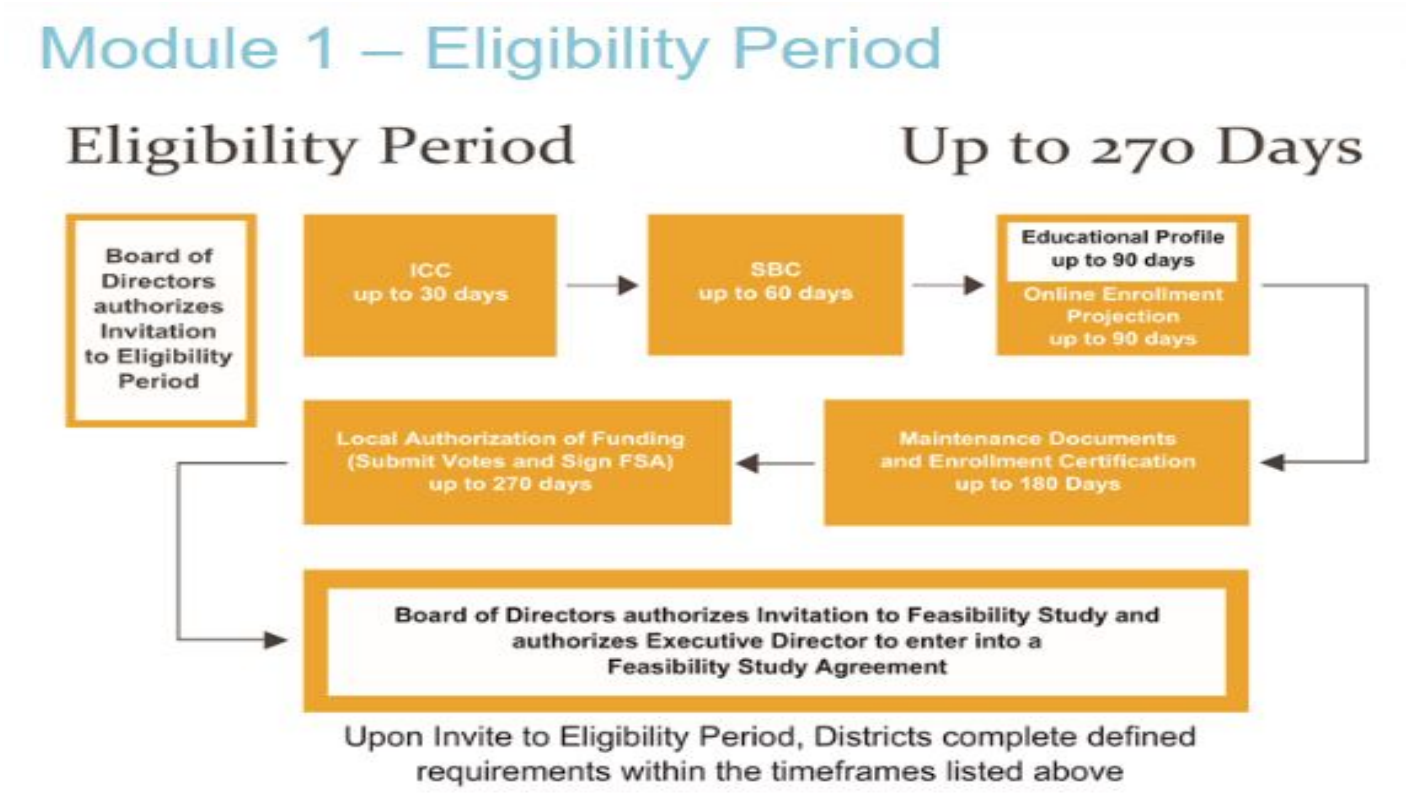
Approval of is requested of the Select Board.

Required SOI application pages signed.

The application deadline for submission is April 12, 2024.

Anticipated response for acceptance to the next step “Eligibility Period” anticipated in the Fall (August - November)

Summary of steps, if invited to Eligibility Period



Massachusetts School Building Authority

Next Steps to Finalize Submission of your 2024 Statement of Interest("SOI")

Thank you for submitting a 2024 SOI to the Massachusetts School Building Authority (the "MSBA") electronically. **Please note, the District's submission is not yet complete if the District selected Statutory Priority 1 or Statutory Priority 3.** If either of these priorities were selected, the District must post-mark and submit to the MSBA by the Core Program SOI filing period closure date the required supporting documentation to the MSBA, which is described below.

ADDITIONAL DOCUMENTATION REQUIRED FOR SOI STATUTORY PRIORITIES 1 AND 3 IN ORDER TO BE CONSIDERED COMPLETE:

- If the District selects Statutory Priority 1: Replacement or renovation of a building, which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering (or other) report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The district also must submit photographs of the problematic building area or system to the MSBA. The SOI will not be considered complete unless this information is provided.
- If the District selects Statutory Priority 3: Prevention of a loss of accreditation, the SOI will not be considered complete unless a summary of the accreditation report focused on the deficiencies as stated in this SOI are provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility. The additional documentation must also be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Natick

District Contact Matthew J Gillis Title: Assistant Supt. Finance & Operations TEL: (508) 647-6491

Name of School Memorial

School Address 107 Eliot Street, Natick, MA - 01760

Submission Date 3/15/2024

Statement of Interest ("SOI") CERTIFICATION

To be eligible to submit an SOI, a district must certify the following:

- [x] The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- [x] The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- [x] The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- [x] The district hereby acknowledges that this SOI is for one existing public school in the district that is currently used or will be used to educate public school students in grades Pre-K through 12 as reported to the Department of Elementary and Secondary Education (the "DESE") and that the school for which the SOI is being submitted does not solely serve the district's Pre-K student population.
- [x] Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- [x] Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- [x] The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the Statutory Priorities for which the SOI is being submitted.
- [x] The district hereby acknowledges that it must upload all required vote documentation on the "Vote" tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead.
- [x] The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all required supporting documentation for Statutory Priority 1 and/or Statutory Priority 3, if either is selected. If Statutory Priority 1 is selected, the district's SOI will not be considered complete unless and until the district provides the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Statutory Priority 3 is selected, the district's SOI will not be considered complete unless and until the district provides a summary of the accreditation report focused on the deficiencies as stated in this SOI. The documentation noted above must be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR (E.g., Mayor, Town Manager, Board of Selectmen)

Chief Executive Officer *	**School Committee Chair**	**Superintendent of Schools**
(signature)	(signature)	(signature)
Date	Date	Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Natick

District Contact Matthew J Gillis Title: Assistant Supt. Finance & Operations TEL: (508) 647-6491

Name of School Memorial

School Address 107 Eliot Street, Natick, MA - 01760

Submission Date 3/15/2024

Note

SOI Program: Core
Potential Project Scope: Renovation\ Addition
Is this a Potential Consolidation? Yes

If "yes", please describe the potential consolidation and/or grade reconfiguration that is anticipated as a result of this SOI submission; please be specific by including the other school name(s) and grade levels that may be impacted.

The Johnson Elementary School is scheduled to close with this school year and be returned to the town on June 30, 2024. Many students have opted into other Natick schools and the remaining 20 not migrating to middle school next year will be reassigned to one of the 4 Natick elementary schools.

The following summary of the Statutory Priorities as set forth in M.G.L. c. 70B, § 8 have been included in the Statement of Interest (for the Core Program, select as many as are applicable):

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☑ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☑ Prevention of severe overcrowding expected to result from increased enrollment.
5. ☑ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☑ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☑ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific governing bodies, in a format **using the language provided by the MSBA**. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be

reviewed by the MSBA unless the required accompanying vote documentation is submitted in a form that is acceptable to the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

Each district must prioritize one Core Program Statement of Interest from all of the Statements of Interest that the district has submitted or prepopulated, including any SOIs that may be in the MSBA's capital pipeline. At no time shall a district have more than one prioritized SOI on file with the MSBA.

Is this SOI the District Priority SOI? Yes

School name of the District Priority SOI: Memorial

Is this part of a larger Master Facilities Plan and/or Educational Plan within the past five years that includes facility goals for this building and all school buildings in the District? Yes

If "YES", please provide the following:

Facilities Plan Date: 12/17/2020

Planning Firm: TBA Architects

Please provide a brief summary of the plan(s) including its goals and how the school facility that is the subject of this SOI fits into that plan:

A summary of the findings:

The Dore and Whittier Architects, Inc (2012) report (included as an attachment) has an extensive evaluation of the Memorial School from a facilities standpoint. The general summary of this report was that the "building has equipment and building components that have reached the end of their useful life and are due for replacement. Some manufacturers are no longer in business, making parts difficult to find and costly to replace. Codes have changed significantly over the last five decades and have increased requirements to provide safe, healthy, and accessible school environments. Energy Codes have been developed and enhanced over the last 10 years, demanding increased insulation properties in the windows, walls and roofs as well as higher efficiency mechanical and electrical equipment, plumbing fixtures and building systems components."

They stated that for its age the "overall the facility is in very good condition", noting the following areas of concern:

Windows and doors - full replacement required
Fire protection - evaluate water pressure and expand system for full building coverage
Asphalt driveway and sidewalks - need to be replaced
Code compliance - full code review assessment and compliance needed
HVAC - replacement recommended (new boilers, water heater, and unit ventilators since report). Air handling system and DDC controls still need to be addressed
Full electrical upgrade needed (electrical service panels and feeders, additional classroom plugs, generator, lighting, master clock system, fire alarm devices)
Interior space renewal needed (kitchen, flooring, doors, toilet rooms etc.)
ADA - upgrades needed for full compliance
HazMat - allowance needed for abatement during renovations (asbestos, pcb, lead etc.)

The TBA Architect report in 2020 updated the recommendations and findings of the 2012 Dorr & Whittier report. Key items in this report include the following:

Memorial is at 88% gross square foot utilization using the MSBA standard which qualifies the school as overutilized. Memorial has the appropriate number of classrooms for the current enrollment, however, these rooms are not adequately sized. Special Education , Art, Music, Gymnasium, and the Media Center are significantly undersized. The dining area is not adequate; Memorial has five lunch sections - one per grade for a half an hour each. The building does not have a full service kitchen as the meals are prepared at the high school and then transported over.

TBA recommends expanding and renovating the Memorial School to accommodate the redistribution of

students across the district. This would improve the Memorial, taking advantage of a site with capacity, a building that has not been renovated or expanded but is easily expanded, and allow for consideration of changes to the number of elementary schools. Reducing the number of schools, expanding one and redistricting could alleviate the need to expand other elementary schools.

Provide, if applicable, the most recent budget approval process that resulted in an operating budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities). Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. If no recent teacher layoffs and/or staff reductions have occurred, please enter "Does Not Apply".

The FY25 budget process reflects the initial request of a 7.9%, but after deliberations the School Committee has moved it's request to 7.1% increase. Reductions in staff were largely targeted outside of the direct delivery of the curriculum or the positions became redundant (Principal, Nurse, Librarian) moving from 5 elementary schools to 4 elementary schools. The following positions are planned to be reduced: Assistant Director of Finance, Special Education Budget Analyst, part-time office clerk, Special Education Coordinator, library para-professionals, elementary librarian, a Grade 5 teacher, and a Math Coach (coach position works directly with teachers not students.)

Please provide a description of the local actions and approvals needed to secure both funding for a feasibility study and project funding for a potential building project with the MSBA. Please include schedule information for both funding actions(i.e. Town Meeting, City Council/Town Council meetings, Regional School Committee Meetings).

Natick will follow the MSBA templates and recommended/required language needed for a feasibility study and project funding. The Natick School Committee, Town Advisory Committee (Natick's label for the Finance Committee) were provide early estimates, $2,000,000 for the feasibility study phase in FY26, and $70,000,000 for full new construction/renovation project for FY28. Natick is familiar with the MSBA program having completed the Kennedy Middle School and Natick High School in the past 15 years. Natick elected and appointed officials understand that feasibility study leads to a debt exclusion vote for a construction/renovation project. Natick has annual Town meetings in April and October/November each fiscal year. and is likely to have debt exclusion vote for the feasibility study if invited by MSBA. The School Committee and Select Board are aware they will need to vote to proceed to enter the feasbility study phase with MSBA and to put a Feasibility Study before town meeting and probably for debt exclusion ballot vote.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations including modular units (maximum of 5000 characters).

The Memorial Elementary School is a 58,500 sf masonry building constructed in 1970, with no major additions or renovations . Recent improvements include re- roofing 2010, limited HVAC improvements and PV Array 2010, and fire alarm upgrades 2010.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions (field one below) and/or modular units (field two below).

Original Building Plus Additions Square Footage 58500
Modular Units Square Footage

SITE DESCRIPTION: Please provide a detailed description of the current site, including confirming the address of the school, who has ownership, control, and use of the site, and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school and/or if there are multiple schools housed within the same building. What is the use(s) of this building(s)? (maximum of 5000 characters).

The existing Memorial Elementary School is located at 107 Eliot Street in Natick, Massachusetts. The site is relatively flat in a low density neighborhood. The site consists of approximately 25 acres including the school building and associated parking areas, walkways and play areas. The site is bounded by woodland and residences to the west, north, and east. It is bounded by the existing play fields and Eliot Street to the south.

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

The Memorial Elementary School is a 58,500 sf masonry building constructed in 1970, with no major additions or renovations. The school is one contiguous building measuring approximately 245’ x 105’. The building is a onestory
structure, approximately 13’ tall at the classrooms and 20’ tall at the cafeteria and gymnasium. The exterior grade varies 3’ to 5’, and the interior slab has three elevations. The main entrance area to the school at the south side has several steps, including a concrete ramp. There are also exterior slabs on grade at entrances on the north, east and west sides, and a retaining wall on the north side. The building foundations appear to consist of simple spread footings on natural soil.
The original concrete foundation is generally in good condition. Some evidence of cracking and deterioration is at exterior stairs and entry pavement. The concrete loading dock and steps exhibit severe failure. The exterior envelope of the building is original with no updates to windows, doors, brick or caulking. The window systems are at the end of their useful life and many are now inoperable. The windows are single-pane in metal frames. While they have held up well for the past 40 years, they allow for a significant amount of heat loss; the R- value for this entire window opening is less than R-1. Caulking between the windows and the brick is in need of replacement. Some evidence of water infiltration is visible at the window openings. Excessive heat loss causes inefficiencies in the HVAC system and creates an inadequate learning environment during winter months.
Exterior doors and door hardware are nearing the end of life and need to be replaced. The insulated hollow-metal doors in hollow metal frames are in fair condition. All door hardware is nearing the end of life. Doors that are located within a covered and protected entry-way are in much better condition than those that are exposed to th3 elements. 40 years of snow, salt and water has taken its toll on the base of the doors and frames in particular. Major renovations to the exterior envelope would likely need to include additional insulation to meet current energy codes.
Known problems are detailed above but include deterioration of high traffic area concrete and windows and doors

beyond their useful lives. Water infiltration throughout the building is caused by failing caulking and masonry issues. The building as a whole has reached its useful life at 53 years old.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO
Year of Last Major Repair or Replacement:(YYYY)
Description of Last Major Repair or Replacement:

Total Roof Square Footage 65000

Roof Section A
Is the District seeking replacement of the Roof Section? YES
Area of Section (square feet) 65000
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)
EPDM - The roof was replaced in 2011 and is warrantied through 2026.
Age of Section (number of years since the Roof was installed or replaced) 13
Description of repairs, if applicable, in the last three years. Include year of repair:
No capital repairs needed

Total Window Count 45

Window Section A
Is the District seeking replacement of the Windows Section? YES
Windows in Section (count) 45
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Single Pane
Age of Section (number of years since the Windows were installed or replaced) 53
Description of repairs, if applicable, in the last three years. Include year of repair:
No capital repairs have been done on the windows in the last three years

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

The electrical systems, mechanical piping and the rooftop air handling systems in Memorial Elementary School are well beyond their useful lives. Although these systems have been upgraded over the years, the work performed is patchwork to allow the building to operate. The existing electrical system is mostly original to the building and replacing parts is nearly impossible. As we add more technology into our educational programming, we are increasingly concerned with the ability of the electrical system to support the loads required.

Mechanical upgrades for the HVAC system were completed in 2014. That project included new boilers, unit ventilators, and water heaters. The distribution system for heating and domestic water is original to the building. Known problems in the mechanical system include needed upgrades of the rooftop air handling system, investigation or replacement of the distribution system.

The electrical system is in poor condition. Most of the system is original to the building and cannot support additional load. Preventative maintenance is limited due to the age of the system and availability of parts. The generator is original to the building and does not always function when needed. It does not adequately support the operation of the building. These are known issues and the recommended action is to replace the entire system.

Total Building Boilers 2

Boiler Section Boiler 1
Is the District seeking replacement of the Boiler? YES
Is there more than one boiler room in the Building? YES
What percentage of the Building is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Natural Gas
Age of Boiler (number of years since the Boiler was installed or replaced) 10
Description of repairs, if applicable, in the last three years. Include year of repair:
No major repairs in the last 3 years

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES
Year of Last Major Repair or Replacement:(YYYY) 2014
Description of Last Major Repair or Replacement:
The project included new boilers, unit ventilators, and water heaters. Mechanical upgrades for the HVAC system was completed in 2014. That project included new boilers, unit ventilators, and water heaters. The distribution system for heating and domestic water is original to the building. Known problems in the mechanical system include needed upgrades of the rooftop air handling system, investigation or replacement of the distribution system.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? NO
Year of Last Major Repair or Replacement:(YYYY)
Description of Last Major Repair or Replacement:

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Floors Vinyl Composite Tile (VCT) is the primary flooring material throughout the school; it is found in the corridors, classrooms and cafeteria space. Overall it has been maintained well and appears to be in good condition. A few areas where they have been subject to excess moisture, particularly near entry/exit doors, tiles have separated or are lifting. These damaged tiles are trip hazards and although we have asbestos mitigation plans in place, the exposed areas could pose a health hazard given the asbestos content of the VCT. The flooring is outdated and gives the school an institutional look. Each classroom has plastic laminate counters with sinks and cabinets in fair to good condition. Some areas have been upgraded with new tops, while others are showing signs of wear. Although the floor has held up well in most areas it is beyond its useful life and ready for a replacement. Mitigation of asbestos in the replacement would significantly increase cost and currently presents as a health hazard to students and staff.
The lighting throughout the building is primarily linear 4ft fluorescent with acrylic lenses – surface and recess mounted. There is a minimal amount of incandescent lighting evident. The incandescent fixtures are for emergency means of egress lighting and for decorative wall highlighting, such as track lighting. Lighting systems are several generations old and need to be updated. Inadequate lighting is a safety concern in the building, especially as the building has semi-regular power issues. Although maintained well for their age, most interior systems are in need of updating or replacement. Interior doors and hardware are at the end of life and should be replaced. Most door hardware does not meet ADA
requirements. Window treatments, trim work and other fixed furnishings are tired and are in need of updates.

SPACES AND PROGRAMS: Please provide a description of the number and sizes (in square feet) of all spaces. Please also provide the current grade structure and programs offered. If a vocational or comprehensive high school offering Chapter 74 Programs and/or Career Technical Education, please include the number of programs currently offered (maximum of 5000 characters).

The Memorial Elementary School has grown to 450 student K-4 school as of the 2023-2024 March 1, 2024. In addition, the building houses an after and before school child care program called ASAP (After School Activities Program). In recent projections for the district, the enrollment was projected to move to 392 in 2023, 389 in 2024 and 386 in 2025. We are currently outpacing these projections and expect that trend to continue.

A recent Natick general analysis of housing, birth rates, and population trends, by Jerome McKibben of McKibben and Associates indicates that in the past ten years, Natick, due to its attractive Boston bedroom community status and its then affordable price point for real estate, outpaced projections for enrollment precipitating an

unprecedented enrollment spike. However, in recent years, birth rate data has declined slightly, but the closing of the 2 section Johnson Elementary school, has increased enrollment and space needs to meet the programs we are required to deliver. However, the need to close a school building that the town and school committee has deemed not a match for significant future capital investment for school programming, coupled with the uncertainty of the housing market, the post pandemic population movement, and the sheer number of building and improvement permits pulled in Natick during the pandemic make us forecast that should the 30% of 65+ homeowners decide to sell and move out of Natick, the Memorial school zone would be significantly impacted and a need for a town redistricting plan will be inevitable. At this time, the constraints on the Memorial building do not allow us to functionally consider it for future enrollment growth. Even if such an enrollment surge does not arise, we continue to find it inadequate to provide the full range or programming necessary to serve our students, their special education, occupational, therapeutic, psychological, programmatic needs nor it is able to house the professionals necessary to address these needs. Behavioral program needs such as additional behaviorists, behavior technicians, OT/PT, psychology and additional special education learning staff will be necessary to make Memorial able to run the full spectrum of services we provide at the other elementary schools.
In addition, because more and more students, who, in prior generations, may have been born prematurely and/or as multiples and never matriculated to public school or were placed in outside placements, are now matriculating to public school in Natick. It is our pride and moral obligation to serve these students in their neighborhood school -- just as we do in all other elementary schools. We need the Memorial facility to be able to provide this range of services to the students as well.

TOTAL SCHOOL STUDENT ENROLLMENT: Please provide the current student enrollment at the school as of the SOI filing. 450

CURRENT GRADES SERVED AT SOI FACILITY: K,1,2,3,4

SCHOOL TYPE: Comprehensive

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

DREFT
Core Academic Spaces - 21 rooms - 19,946 square feet
Special Education - 10 rooms - 2,803 square feet
Art & Music - 2 rooms - 2,489 square feet
Health and Physical Education - 4 rooms, 4,324 square feet
Media Center - 1 room - 1,565 square feet
Dining and Food Services - 5 rooms - 5,018 square feet
Memorial has twenty one elementary classrooms that are organized in pods by grade. Most kindergarten classrooms are adequately sized while grades 1-4 are undersized, averaging 850 square feet. Specialized spaces are dispersed throughout the building connected by ramps and walkways branching off of the main lobby.
Natick's model at the elementary schools is to provide a learning center for each grade. At Memorial there are three learning centers and a literacy center. There are no self-contained special education rooms as the delivery method in Natick is for targeted push-in and pull-out instruction. So, while the total number of rooms provided for special education is in line with the standard, the total area is only 62% the size recommended at 2,803 sf. The layout of the school is suited to having a learning center of classroom size per pod, but those spaces have been used as core classrooms. Grades K-2 share a space that is classroom sized and the others have small group rooms of under 200 sf. On a per grade basis, each has about half the amount of recommended space in a small group room.

Is there overcrowding at the school facility? YES
If "YES", please describe in detail, including specific examples of the overcrowding and describe steps taken by the administration to address capacity issues.
Yes, the buildings original design accommodated three sections per grade or 15 main classrooms and currently has 22 main classrooms. In effect the building is conservatively 28-43% above its original designed capacity.

The October 1, 2023 enrollment is 446 and the designed enrollment was between approximately 312 to 348 students. At class size of 20 K students and 21 for Grades K-4 the building serves 312 students,. At 20 Kindergarten students per class and 24 per classroom that is a design for 348 students. The building enrollment is 28%-43% above originally designed capacity. Currently, the Memorial School has zero pre-K classrooms. The original design also included open project area at each "learning pod", a gym, cafétorium, lecture area, library and music room are part of the original design, as well as three self-contained kindergartens and special education classrooms. Due to expanding enrollment all of the open project areas have been enclosed for additional teaching spaces, the lecture area has become a music room, the original music room has been converted to a third grade classroom. The former teacher dining area and prep rooms have become a kindergarten classroom and the self-contained special education area is now two (2) third grade classrooms. There are currently four sections per grade at K, 1 and 4 with 5 sections at grades 2 and Grade 3.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher) 15

Please indicate if the ratio is a goal, practice or a class size policy adopted by the School Committee
There is no official class size policy.

The maximum class size for Pre-K is 16 - Confirm MBK
The target class for Kindergarten is 20 - confirm with SC
The target class size for Grades 1-4 is 21 - confirm with SC

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher) 12

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices within the past five years, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The routine maintenance program at Memorial consists of daily cleaning with a staff of two and a half (2.5) custodians. Daily cleaning is bolstered by custodial project work during school vacations and the summer. Project work includes detailed cleaning, minor repairs, and floor waxing. Maintenance work is provided by maintenance technicians in the Facilities department as well as hired vendors. Work orders are tracked with a digital work order system to ensure items are tracked and completed. In addition to repair work, yearly maintenance is performed for the boilers, life safety systems, air handling units and other critical building systems. Capital repairs are determined based on life cycle analysis of building components and systems as well as needs based projects based on condition assessments. The most recent capital projects include a new roof in 2010 and an HVAC system update in 2014. An exterior concrete and asphalt project is planned for summer 2022 and includes replacement of the main entryway and sidewalk area at the bus drop off in the front of the school. Capital projects are submitted to either spring or fall town meeting where they are voted on and if approved given a funding source for the work.

Priority 2

Question 1: Please describe the existing conditions that constitute severe overcrowding.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

The building was originally designed as a three-section school for Grades K-4, with a single Pre-K classroom. Currently, the building houses 22 classroom sections with zero Pre-K classrooms. Class sizes range from 18-23 students and many classrooms are approximately 850 SF, so increasing class size is not practical in many cases. There are many spaces needed for comprehensive program PreK-4 elementary program that do not exist in the current building. As a result, students are assigned to other schools or services are provide in substandard spaces, such as hallways, and former closets and former storage spaces.

Priority 2

Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Spaces not originally designed to be classrooms have been converted classrooms to meet the enrollment demand. For FY24, a Pre-K classroom was moved out of the building to stand-alone building across town, so a Grade 4 classroom could be added. Details about past renovations are in prior SOIs and in other priorities.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Natick has to deliver services in the hallways, closets and storage rooms as the enrollment has grown from 3-section school per grade to 4 or 5 sections per grade in FY24. See updated explanations and details in priorities 4 and 7 to avoid redundancy.

Please also provide the following:

Cafeteria Seating Capacity: 205

Number of lunch seatings per day: 5

Are modular units currently present on-site and being used for classroom space?: NO

If "YES", indicate the number of years that the modular units have been in use:

Number of Modular Units:

Classroom count in Modular Units:

Seating Capacity of Modular classrooms:

What was the original anticipated useful life in years of the modular units when they were installed?:

Have non-traditional classroom spaces been converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces in use: 4

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters).:

Same answer as priority # 4

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters).:

The most recent changes are the moving of the Pre-K program out of the Memorial School to meet K-4 enrollment demand for classroom space and the closing of the 2-section Johnson School as it was deemed to antiquated to renovate to meet current building codes and programmatically it was not deemed an efficient delivery model for comprehensive PreK-4 school.

What are the district's current class size policies (maximum of 500 characters)?:

Same answer in Priority # 4

Priority 4

Question 1: Please describe the conditions within the community and School District that are expected to result in increased enrollment.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

The Memorial Elementary is located in South Natick which is the only area of Natick that has ample buildable open land for additional housing and housing complexes. We anticipate housing expansion in the catchment area of the Memorial School in future years.

The Johnson Elementary School is now scheduled to close in June of 2024 after serving the Town for nearly 75 years. This school is in close proximity to Memorial Elementary, and Memorial absorbed many former Johnson students and is expecting about 9 of the remaining 20 Johnson students to attend next year.

The confluence of closing a school, a historically low supply but high price housing market, post-pandemic population shifts, and the sheer number of building and improvement permits pulled in Natick over the last few years lead the Town to forecast that the Memorial School zone would be significantly impacted should as little as 30% of 65+ homeowners decide to sell their homes. The school district and town leadership are anticipating a town-wide redistricting plan for elementary schools following the closure of Johnson.

Additionally, Memorial is presently undersized for the programming that other elementary schools accommodate within the district. Memorial is the only school in our district that does not house the full range of special education programs (a continuum of sub separate and inclusion programs for students with a range of intensity of need for disabled students). We currently move ELL (English Language Learner) to the Brown or Lilja elementary schools as we do not have space to adequately address the program needs at Memorial.

Priority 4

Question 2: Please describe the measures the School District has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Overall, the district lacks available space to support the existing programs today. The district conclassrooms to Memorial within the next five years as a safety net should overcrowding remain and MSBA does not invite Memorial into the Feasibility study phase. This would bring Memorial in line with Lilja and Brown Elementary schools that received modular classrooms in 2016 and 2017, meaning three of our four remaining elementary schools would have modular classrooms and still have overcrowding in the public shared spaces like the Cafeteria, Gym, Library, and other specialized spaces. Natick is looking to improve quality of the spaces and remove impediments for delivering the curriculum.
siders adding modular

Given the age of Memorial's structure and systems, the town and district would prefer to improve and expand Memorial to right size to fit all of the building's current programmatic needs and enrollment projections rather than add temporary space to an increasingly aging and undersized facility for its current and foreseeable future enrollment.

Priority 4

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Memorial Elementary School is currently over designed enrollment and practical capacity and all available spaces are utilized to provide educational opportunities for the majority of students. Our ELL and special education students at Memorial bear the largest burden of the space constraints since they need to be transported across the district for adequate instruction, which is detailed above. our Pre-K students also must be relocated outside of their elementary school district as the classroom now serves Grade 4.

In addition to the noted lack of capacity for the full range of program demands for a modern elementary school, the Memorial School cannot house the full range of administrative and professional staff required to consult classrooms in a modern elementary school. The special education coordinator squats in the school conference room as an office but cannot use it while the school runs IEP, data team or parents meetings.

The music staff run classes in a modified classroom which is the only open space within the day for staff professional development or professional learning community training.

The cafeteria is the auditorium so performance and community engagement cannot occur during the large mid-day chunk. Also relative to community engagement, the traffic system and design currently in place does not serve the current number of children and families in existence at the site.

Office spaces for learning center special educators, occupational, speech, behavioral and physical therapy staff do not exist; they often work in and meet with parents in hallway or renovated closet or storage spaces. Some tier 2 small group interventions occur in hallway spaces.

Playground equipment needs update and repair and will soon reach its expected useful life.

Please also provide the following:

Cafeteria Seating Capacity: 205

Maximum number of lunch seatings that can be accommodated per day: 5

Would modular units be necessary on-site to be used for classroom space as a result of future overcrowding?: YES

Would non-traditional classroom spaces need to be converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces impacted: 5

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters).:

Four project areas were converted to classrooms and one Pre-K classroom is now being used for Grade 4. The effect of moving Pre-K out of 3 elementary schools to a stand alone building with 4 pre-K classrooms impedes efficient delivery of services to those students.

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that are leading to a situation of anticipated overcrowding (maximum of 5000 characters).:

Memorial currently has 4 classrooms that were originally open spaces for collaboration that are now closed in for classrooms. They were intended to be used for group work, pulling multiple classes together and work on team building and curriculum projects. These spaces were located in the wings of the grade 1, 2 and 3/4 areas and are now being used as classrooms.

Over the years, flexible space at Memorial has been cannibalized for needed program space. Some examples include:

Memorial has repurposed open spaces for closed-in classrooms.

Our auditorium is no longer functional and has been repurposed for teacher planning space.

Administrative space does not allow for adequate space for school leadership.

Computer labs and other specialized areas have become designated classrooms.

Memorial Elementary was originally designed to educate approximately 324-348 students. The 2023-2024 enrollment is 446

students.

The district transports ELL and special education students across the district to other elementary schools because Memorial does not have the dedicated space to educate these students.

Memorial also lacks any self contained special education space, an inequity we hope resolve with right sized building for our programs.

What are the district's current class size policies (maximum of 500 characters)?:

The district does not have a class size policy. However, the district has had a procedure for the past ten plus years that

for every elementary class that moves above 22, an additional staffer/paraprofessional or support staffer (interventionist) is added to the classroom to assist with class sizes. So the target class size is effectively 21.

There are class sizes limits only for middle and high school band, chorus and physical education classes.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Exterior envelope: The roof was replaced in 2011. The exterior doors and windows are original to the building and are in need of replacement in the near term. Caulking is deteriorating leading to water infiltration in the building. This has caused mold issues as recently as the summer of 2021. The exterior walls are masonry block and brick are due for cleaning and repointing in some areas. Building windows are original to the building and most are not functional. Caulking surrounding the windows has allowed for water infiltration and damage. The single pane windows are inefficient and create environmentally challenging classrooms.

HVAC: The boilers were replaced in 2014 and the unit ventilators were replaced in 2005. There is no central air conditioning in the building. There are five air handlers on the roof that need to be replaced in the near term. The distribution system for domestic hot water and HVAC is original to the building and nearing its end of life. COVID air quality mitigation practices such as pleated filters with a higher merv rating have pushed these systems more than their normal load for the last few years, which is accelerating their maintenance and replacement schedules.

Code compliance: Memorial School does not have a whole building sprinkler system. Code compliance would need to be evaluated compared to current code.

Space renewal: The interior of the Memorial School is dated. Flooring, window treatments, interior doors, door hardware, and other internal finishes need to be updated in the near term.

Electrical system: The electrical system is original to the building and is significantly outdated. The switchgear, distribution system and emergency power generator all need to be updated in the near term.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

The District has invested resources in this building as evidenced by the roof and HVAC improvements. The District has established a five year capital plan which has been shared with Town administration and the Finance Committee. The District continues to maintain the building in good condition despite its age. The capital plan identifies the need for window replacement, electrical switchgear replacement, exterior caulking and a new generator. These items will be presented at Town meeting for funding.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Exterior envelope: The windows and caulking issues have a direct impact on the educational programs. Mold issues caused by water infiltration create a potential health hazard if not found and addressed quickly. Some of the windows are no longer functional, preventing them from being opened during the spring and fall. On more than one occasion, degraded windows have been opened by children and teachers only to fall on the floor or in their hands. They are heavy sections and could be a safety issue as they continue to degrade.

HVAC: The rooftop air handlers provide fresh air to the building. These units are at the end of their useful life. Fresh air is critical for providing a healthy environment for education.

Code compliance: Life safety and code issues are important components of the educational environment. Updated systems enhance the built environment to create an inclusive learning environment.

Space renewal: Some of the original door hardware prevents doors from being secured properly. This has a direct impact on the security of the building.

There are tall window treatments that no longer shade the sun. This impacts learning because the sun shines directly on the screen making it unreadable for the students. Old carpets create an unappealing and less sanitary space for younger students to gather on the floor. Space renewal projects enhance the learning environment. Exterior concrete and asphalt entries and walkways are in poor shape and must be replaced soon.

The hard surfaces are beyond their useful life and need to be replaced.

Electrical system: Electrical system failures directly impact the learning environment. Memorial frequently loses power and does not have a reliable back up generation system. This has resulted in having to cancel school on several occasions. The switchgear and distribution system is at the end of its useful life. Poor plug placement and old infrastructure limit new installations. The switchgear is the largest risk to the educational environment. Failure of the switchgear would likely force the building to be closed until a new unit could be procured. No parts are available for equipment this old.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility and how it will improve your district's educational program.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Addressing the building facility systems will keep Memorial School functioning for many generations to come. The building generally has been maintained appropriately but critical systems need to be updated for the building to continue to operate as it was intended. The building will need significant capital investment to continue to function as intended.

New systems would also help with the town's energy goals.

The building is currently at a critical point where ongoing maintenance of aging systems and facilities are less productive to prevent future issues from arising. The building and many systems within are either approaching or have met or are past the end of their useful lives. Memorial is now in a position where wholesale upgrades need to be done to preserve its educational value to the community.

Programmatically, having spaces designed for the intended services removes the impediments staff presently work around to deliver services. We would stop delivering services in hallways, closets and storage rooms and deliver them in spaces designed learning. The goal of having three lunch periods would be functional and improve student readiness to continue learning. Returning dedicated Pre-K classrooms back the Memorial School would reduce travel time to and from school and increase access to a variety of support services within the building.

If not located elsewhere in this SOI, please also provide the following information:

Have the systems identified above been examined by an engineer or other trained building professional?:
NO

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Dore & Whittier Architects, Inc. evaluated the Memorial School in 2012

TBA Architects, Inc evaluated the Memorial School in 2020

The date of the inspection: 12/22/2020

A summary of the findings (maximum of 5000 characters):

The Dore and Whittier Architects, Inc (2012) report has a more extensive evaluation of the Memorial School from a facilities standpoint. The general summary of this report was that the “building has equipment and building components that have reached the end of their useful life and are due for replacement.

Some manufacturers are no longer in business, making parts difficult to find and costly to replace. Codes have changed significantly over the last five decades and have increased requirements to provide safe, healthy, and accessible school environments.

Energy Codes have been developed and enhanced over the last 10 years, demanding increased insulation properties in the windows, walls and roofs as well as higher efficiency mechanical and electrical equipment, plumbing fixtures and building systems components." They stated that for its age the "overall the facility is in very good condition", noting the following areas of concern:

Windows and doors - full replacement required

Fire protection - evaluate water pressure and expand system for full building coverage

Asphalt driveway and sidewalks - need to be replaced

Code compliance - full code review assessment and compliance needed

HVAC - replacement recommended (new boilers, water heater, and unit ventilators since report).

Air handling system and DDC controls still need to be addressed.

Full electrical upgrade needed (electrical service panels and feeders, additional classroom plugs, generator, lighting, master clock system, fire alarm devices)

Interior space renewal needed (kitchen, flooring, doors, toilet rooms etc.)

ADA - upgrades needed for full compliance

HazMat - allowance needed for abatement during renovations (asbestos, pcb, lead etc.)

The TBA Architect report in 2020 updated the recommendations and findings of the 2012 Dorr & Whittier report. Key items in this report include the following:

Memorial is at 88% gross square foot utilization using the MSBA standard which qualifies the school as overutilized.

Memorial has the appropriate number of classrooms for the current enrollment, however, these rooms are not adequately sized.

Special Education, Art, Music, Gymnasium, and the Media Center are significantly undersized.

Dining and food service is not adequate. Memorial has five lunch sections - one per grade for a half an hour each. This impacts scheduling instructional services and classes as well as student readiness for an entire school day. Lunch to early or to late can impede student readiness to learn during the day.

TBA recommends expanding and renovating the Memorial School to accommodate the redistribution of students across the district. This would improve the Memorial, taking advantage of a site with capacity, a building that has not been renovated or expanded but is easily expanded, and allow for consideration of changes to the number of elementary schools. Reducing the number of schools, expanding one and redistricting could alleviate the need to expand other elementary school.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available or in substandard spaces due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

We are currently unable to provide special education programs for students with substantial needs due to spacing constraints. some educational services are consistently provided in hallways.

In the past there have been programs offered at Memorial but due to increasing enrollment we had to move all programs to other schools in the district. In a prior year, we moved a pre-k program out of Memorial due to increased enrollment and the need to add an additional Kindergarten classroom.

We are also unable to offer services for EL students. Again because of space constraints we do not have a space for these services to take place and are required to bus these students to another school.

We currently have counselors working in closets in order to provide social emotional support to our students. This impacts the space that the counselor has to pull small groups and work on
the social emotional challenges these students face.

Due to lack of dedicated, enclosed space for students with intense special education needs, the Memorial school is unable to offer services for students in this category and must transport students to another school in-district or out-of-district for services.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

We have made the best of the available space and resources the current Memorial Elementary School has to offer. Over the past few years we have rebuilt specialized spaces to accommodate increased enrollments, rebuilt flexible space for teacher planning space, and utilized storage spaces for offices and private spaces for special education.

We also transport students to other schools in the district because Memorial cannot meet their needs. The measures we currently take allow our students to receive the education and support they deserve, however, the physical limitations of the Memorial building add cost, staff resources, and unnecessary time to this delivery of education.

We anticipate future enrollment to warrant more spaces than currently available. The closing of the Johnson Elementary School in June of 2024 and recent enrollment enrollment trends in Natick reasonably predict the building will remain overcrowded and inadequate to provide a comprehensive Pre-K-4 program.

The current school does not have adequate space to accommodate these students and the town and district will need to take an in depth look at how Memorial and our elementary schools are structured in the near future.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Because of the space constraints, students who live within the Memorial district are required to be bussed to other schools which may be on the opposite side of town. This impacts these students as they are unable to attend a school near their home and attend with their neighborhood peers.

EL students also have to spend time on buses traveling to schools across town preventing them from being able to attend school with their neighborhood peers.

Pre-K students are in a 4-classroom stand alone building shared with a non-profit aftercare program. They too spend time traveling across town and do not attend school with their K-4 siblings. Professional staff, including nurses, have to travel to the building for scheduled services and are not as available to assist with student issues as their peers assigned to K-4 elementary school building.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and submitted hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	**School Committee Chair**	**Superintendent of Schools**
(signature)	(signature)	(signature)
Date	Date	Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

ITEM TITLE: Review and Approve Correspondence to State regarding Civil Service Home Rule Petition

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Draft letter to State Legislature	4/3/2024	Cover Memo

April 3, 2024

Representative Aaron Michlewitz
Chairperson
House Committee on Ways and Means

Representative Ann-Margaret Ferrante
Vice Chairperson
House Committee on Ways and Means

RE: Town of Natick, Home Rule Petition for removing Police Unions from Civil Service

Dear Representatives Michlewitz and Ferrante:

On behalf of the Town of Natick, please accept this letter of support for the continued work regarding the reforms proposed to Civil Service as well as support for the full exemption from Civil Service for the Natick Police Department (Patrol and Superior Officers), as submitted through the Home Rule Petition process for consideration by the State Legislature (House bills No 3877 and 3878).

Natick applauds the work of all involved with this current attempt to reform Civil Service - it is long overdue and impressive to see how far this recent attempt at reform has come in regards to the details of a proposed "hybrid" option. Natick supports continued dialogue with all impacted parties, including those communities who rely on Civil Service for their hiring practices. It is clear that the proposed reform efforts may provide great benefit to such communities.

For Natick, however, full exemption of the Natick Police Department unions (Patrols and Superior Officers) from Civil Service as requested in our Home Rule Petition requests is imperative for the community. Natick is a community that needs more local control over our hiring and promotional processes for our Police Department, including ensuring transparency in the hiring process, prioritization of veterans, expanded recruitment practices, and being able to respond to an ever challenging and competitive hiring market. The proposed reforms to Civil Service are significant improvements, but do not adequately address the needs or wants of the Natick community, which overwhelmingly voted to support the home rule petitions at Natick Town Meeting.

Further, Natick has negotiated and paid for removal from Civil Service with our Police unions – a significant cost both financially and time-wise to the community. The current collective bargaining agreements have language we are obligated to follow regarding hiring and promotional practices that all parties of the contracts seek to implement in the coming year. If our request for removal from Civil Service were to not advance, there will be no negotiated approach to hiring or promotions within the Police Department, and the parties may be considered out of compliance with the contract.

In addition to the Police Department, Natick is exploring whether Civil Service works for our Fire Department – which is a full service department, with EMS, in need of more nimble, efficient, transparent hiring practices (much like our Police Department) that more accurately represent the desires of the Natick community. Civil Service, even with the proposed reforms, do not appear to accomplish this, as noted in the following set of concerns/issues below.

- While there appears to be value in promoting diversity under the "hybrid" approach, the operational requirements and potential liabilities are significant to the communities working under this approach. For example, what is the penalty/liability to a community that does not (for any reason) comply with the 50% rule? How are promotions, disputes, or other similar items going to be handled with some being hired through a non-civil service process?

- For a full service fire department like Natick, neither the current nor proposed Civil Service adequately addresses the issue of hiring paramedics. Additionally, the proposed hybrid approach to Civil Service are likely to make the problem of hiring paramedics through civil service worse. In the past year, there have been three occasions for Natick where only one candidate was available from a Civil Service list, even though we have had many more openings. With the proposed reform, and the ability to hire vacancies outside of the list, it is likely that a community like Natick would never be able to meet the 50% requirement of hiring from the list. Further, we are not able to compete with non-Civil Service community nor the private sector who do not need to follow such a cumbersome process. This would mean Natick would either have to hire less qualified candidates from the list or never be in compliance (and therefore never be fully staffed), which is a significant liability and cost to the community.

- If a primary purpose of the reform is to advance diversity and inclusion, communities in Civil Service should be able to hire from anywhere off the list today, rather than being limited by the current system. Further, with the reforms, why are communities going to be limited to hiring only 50% of the open position from anywhere on the list and/or off the list? If the reforms are to work effectively for a community like Natick, giving authority to the community to determine how to hire from the list for all open positions is essential to the future success of the program and to truly advance diversity and inclusion.

- How does the Civil Service Commission plan to deal with an appeal of seniority with the proposed reform process? For example, if someone on the list and someone off the list are

hired together, how is seniority determined? Right now it is by position on the list. Will that be the discretion of the community to determine seniority? Further, there are legal costs associated with this potential liability – will the reforms address this issue so as to limit the financial legal burden on municipalities?

- If a community is to create policies regarding hiring outside of the list, then what is the need for Civil Service for that community? What is the benefit for a community to stay in Civil Service if the hiring policies address the needs of the community?

- The reform appears to cater to the big cities that rely on Civil Service for their hiring practices, while further penalizing smaller communities like Natick who have an ambulance service and need to have more nimble, efficient, and locally specific hiring practices and processes. This is compounded by the blocking of requests by communities that seek to be removed from Civil Service. Given these circumstances, how will any reform be successful with smaller communities like Natick?

- Currently, there is no "gray area" with civil service in regards to hiring. For example, presently and with the reform departments are not permitted to hire someone in medic school who is not certified yet, even though this is a big cost savings and recruitment benefit for a community. Civil Service requisitions are currently either for EMT and paramedic – there is no in between. If we hire an employee as EMT's in school, there is no provision for them to maintain their paramedic status and join a community like Natick. The processes for hiring need built in flexibility that can be specific to the needs of the local community.

- Civil Service has offered little/no detailed information nor opportunities for Q & A to appointing authorities regarding how this change will impact them. Further, Civil Service offers no training on how to navigate their complex system. While the people are helpful when called, no training is offered on how to navigate the hiring process, what the rights are of the appointing authority, and other questions, leaving many smaller communities like struggling to navigate the system and open to costly litigation.

- The reforms do not address the very real issue of the sense of entitlement by individuals on the list. There is a perception that if a person tests well and is listed as #1 (for example) then they are guaranteed a job, despite the many other factors that go into whether a person is the most highly qualified candidate. That sense of entitlement must be addressed. This should include, for example, getting rid of any ranking of candidates, allowing communities to pick from anyone on the list, and/or removing the bypass justification process.

- How will this encourage more prospective candidates to take the Civil Service test? It seems like it may have the opposite effect, especially since the Civil Service process is so lengthy and cumbersome for all involved. If an individual can get hired through an alternative

process, and/or by a non-civil service community, what incentive is there to taking the Civil Service test and going through the very lengthy hiring process.

- If a community were to be a part of the hybrid option, what are the obligations for doing this and/or being removed from the option? Is this a 2 year commitment, 10 year commitment, other?

As noted, Natick fully supports the continued work towards reforming Civil Service. These reforms are sure to benefit many communities that rely on Civil Service for their hiring and promotion practices in public safety. For Natick, however, full exemption from Civil Service for the Natick Police Department (Patrol and Superior Officers), as submitted through the Home Rule Petition process for consideration by the State Legislature (House bills No 3877 and 3878), is still a needed request in order for Natick to continue to provide high quality public safety services to our community. Further, in order for any version of Civil Service to work for Natick's Fire Department, additional considerations are necessary as noted above.

Please reach out to me or James Errickson, Natick's Town Administrator, with any questions. Thank you for your continued service to the Commonwealth.

Sincerely,

Kathryn Coughlin
Chair, Natick Select Board

CC: Senate President Karen Spilka
Representative David Linsky

Sent via email to: Aaron.Michlewitz@mahouse.gov and Ann-Margaret.Ferrante@mahouse.gov

ITEM TITLE: 2024 Spring Annual Town Meeting Warrant Articles

ITEM SUMMARY: Article 28 - Paid Family Medical Leave for Town of Natick Employees

ATTACHMENTS:

Description	Upload Date	Type
Memo from Jamie Errickson	4/1/2024	Cover Memo
Warrant	3/14/2024	Cover Memo
Presentation from Kat Monahan	4/1/2024	Cover Memo
Fact Sheet	4/1/2024	Cover Memo
FY2023 Annual Report from Dept of Family and Medical Leave	4/1/2024	Cover Memo
Email from State Rep Dave Rogers	4/1/2024	Cover Memo
Art 32 PFML from Kat Monahan	4/1/2024	Cover Memo
Warrant Artiicle Questionnaire	4/1/2024	Cover Memo

MEMO

TO: Finance Committee

FROM: Jamie Errickson, Town Administrator

CC: Members of the Select Board
Kat Monahan, Sponsor

RE: 2024 Spring Annual Town Meeting Warrant Article 28 - PFMLA

DATE: March 28, 2024

Town Administration provides this memo with regards to Article 28, Paid Family Medical Leave Act (PFMLA), for informational purposes. For reference and consideration, also attached is the memo provided to 2023 Fall Annual Town Meeting (FATM) regarding this matter.

Since the 2023 FATM, Town Administration has been working in collaboration with our school department partners on the following:

- Engaging with town/school staff regarding currently provided paid family medical leave benefits and the State's Paid Family Medical Leave Act program
- Studying existing programs/policies offered to employees regarding paid family medical leave – as noted in the Town bylaws, in collective bargaining agreements, etc.
- Studying the State's PFMLA program to determine if the program is appropriate for Natick as an organization, given the current offerings, desires of employees, costs considerations, etc.
- Studying if there is a more appropriate approach to paid family medical leave than the State program for town/school employees
- Reviewing other considerations that arise from feedback from employees and/or through the review of the programs offered

Based on initial research, many aspects of PFMLA are analogous to current sick and other leave benefits offered by the Town – i.e. through CBAs, bylaw, etc. With this in mind, Town Administration is reviewing current policies and benefit offerings to determine ways in which existing offerings can be further adjusted to align more similarly to PFMLA with little/no additional financial cost.

In addition, Town Administration has started to engage (informally to date) with various collective bargaining groups and staff to raise awareness about the State's PFMLA and seek initial feedback regarding this type of benefit. Initial responses have been positive regarding the idea of improved paid family medical leave, with many of the same/similar questions raised by Town Administration around potential costs, whether the State's PFMLA program is the best/most appropriate for the Town, and methods on how to provide these benefits given the context of Natick's current policies, CBAs, programs, etc. offered.

To further inform the analysis, the Human Resources Department will engage with employees regarding benefits offered in the coming months during the Town's Open Enrollment period. Open Enrollment begins in late April through the month of May and is an opportune time to engage with all staff (general government and school) as it is one of the few times of the year where such broad outreach is expected/occurs. The results of this engagement will help to inform recommendations moving forward.

When considering whether to adopt the State's PFMLA program as proposed in Article 28, please also contemplate the following:

- For FY25 the estimated cost of joining the State's PFMLA program is approximately $800k+ - with unknown but likely similar costs for future fiscal years. For budgeting purposes, Town Administration needs to account for all of these costs to be absorbed by the Town. This is currently not part of the FY25 budget nor future year forecasting.
- The State's PFMLA program is an "all or nothing" type program - meaning if the Town adopts the State's PFMLA, it applies to all employees (part time, full time, union, non-union, contract, etc) – regardless of collective bargaining agreements or other similar benefit programs offered.
- If Town Meeting votes to adopt the State's PFMLA program, Town and School Administrations would need to impact bargain this program with all (15+) unions – potentially adding additional costs unknown at this time.

Given the items noted above, including the ongoing work of Town Administration, at this time Town Administration does not recommend the adoption of the State's PFMLA.

MEMO

TO: Finance Committee

FROM: Jamie Errickson, Town Administrator

CC: Members of the Select Board
Kat Monahan, Sponsor

RE: 2023 Fall Annual Town Meeting Warrant Article 32

DATE: September 6, 2023

Town Administration provides this memo with regards to Article 32 for informational purposes.

In brief, Article 32 is requesting the adoption of Paid Family and Medical Leave (PFML), a state program that offers up to 26 weeks of paid leave per year for family or medical reasons to eligible employees in Massachusetts. PFML is funded through employee and employer contributions, and is separate from both the federally mandated benefits offered by the Family and Medical Leave Act (FMLA) and other family and medical leave benefits offered by employers.

Employers who have 25 or more covered individuals are required to send a contribution to the Department of Family and Medical Leave (DFML) through MassTaxConnect of **0.63% of eligible wages**.

Note: local government institutions are exempt and must opt-in to the program - to date no municipalities in Massachusetts have chosen to opt-in).

This contribution can be split between covered individuals' payroll or wage withholdings and an employer contribution. The minimum breakdown of the contribution is as follows:

Family leave (new born or adopted child, care for family member with serious medical condition) - Employers can withhold up to **100%** of their family leave contribution from a covered individual's wages (0.11% of eligible wages).

Medical leave (medical leave to care for an employee's serious health condition) - Employers can withhold up to **40%** of their medical leave contribution from a covered individual's wages (0.208% of eligible wages). Employers are responsible for contributing the remaining **60%** (0.312% of eligible wages).

These are the minimum contributions by the employer, however, the employer may opt to contribute more. Employee contributions are capped at 40% of the medical leave benefit (0.0208% of wages) and 100% (0.11% of wages) for the family leave benefit.

Benefits for the employee are based upon a calculation using the employee's average weekly wage for the highest 2 quarters of the last 4 quarters and the State's average weekly wage. Benefits are capped at 80% of the State average weekly wage which for FY 2023 provided a maximum weekly benefit of $1,129.82.

There is also an administrative responsibility on employers. In addition to making the employee deductions and employer contributions via MassTaxConnect, the Town will be required to file a monthly report of all payments to DFML and claims activity. Claims are made directly to DFML and reviewed by the Town who has to designate a registered leave administrator to handle all claims, submit the documentation to the DFML and make recommendations on the claim within 10 days. DFML makes the determination of the claim and then pays the employee directly. Leave can be taken as a continuous leave for a single time period of consecutive days, reduced leave of a reduced schedule or intermittent leave of multiple episodes of time off. This process may require additional staff resources to implement, depending on the utilization of the program.

Costs for FY23
For FY 2023 the **minimum** employer contribution would have been **$342,868** and the maximum possible employer contribution would have been **$692,330.** For the employees**,** the maximum contribution would have been **$349,462** and the minimum **$0**. Under the maximum employee contribution, there would have been a bi-weekly withholding of **$10.80** from an average employee's paycheck for a total annual contribution of **$280.79**.

Town Administration is working to understand the PFML program in greater detail to understand how this will need to be incorporated into the Town's existing benefits programs and offerings. The following items are identified as initial considerations and question regarding PFML as it relates to Natick, and should not be considered an exhaustive list nor as an opinion either positive or negative regarding PFML. Due to the limited time from the closing of the warrant when this article was submitted to the date of this memo, town staff has not had sufficient time to complete more complete research regarding PFML, the issue(s) or item(s) the adoption of PFML is seeking to solve for Natick town employees (assuming one exists), and/or alternatives to PFML, if any exist.

- **Contract/Union Negotiations & Financial Impact:** Town and School Administrations will need to negotiate this program with all Unions and other employees under contract with the Town. For context, there are 15 unions in Town - 10 negotiated through the Select Board and 5 negotiated through the School Committee, covering the vast majority of employees in Town. Given contract negotiations are negotiations, the actual cost of this program is not possible to understand/estimate at this time. The above noted maximum cost will likely be used for budgeting purposes should this program be adopted.

- **Administrative Considerations:** At this time, Town Administration is unable to fully understand the impact of this program on municipal staffing and/or operations. It is expected, based on experience in the private sector, that the administration impact will be minimal following the setup of the program. However, since no other municipality has adopted PFML, the exact administrative impact is unknown. Further, with existing staff resources already limited, once implemented, this program

may lead to the need for additional staffing resources which will need to be accommodated in future fiscal years.

- **Expected use:** To date, Town Administration has received little to no inquiries from the union groups, individual/existing employees, board/committees (i.e. Personnel Board, School Committee, or Select Board), school department, or others inquiring about PFML nor the identification of any issue(s) regarding family or medical leave for which employees could benefit from the adoption of PFML. Based on existing programs offered by the Town, including sick leave benefits, sick bank benefits negotiated through most union contracts, short-term care insurance, and other benefits, Town and School Administrations anticipate limited use of the PFML program.

  Most town employees are provided with paid sick leave benefits that accrue monthly, typically at a rate of 1 day per month or 12 days per year, depending on the union contracts, for full-time employees. Further, most unions have a sick bank program, whereby members can pay into the program in order to have access to additional sick time should a member deplete their sick time accruals due to an medical or family leave incident. Sick time is a full-pay benefit, meaning employees are provided with full pay when utilizing sick time. In addition, the Town offers short and long term disability insurance to all employees. These benefits are group rate, opt-in benefits paid for by the individual employee. When combined with the sick leave accrual/bank benefits noted above, the short-term disability insurance has provided great benefits to town employees similar to, if not exceeding, the PFML program.

- **Policy Question:** It is unclear to Town Administration what issue or item is seeking to be addressed with the adoption of PFML, whether PFML addresses the issue or item, and/or whether the Town's existing (or potential future) programs and/or offerings can provide similar or better benefits to Town employees. Understanding the issue will help to clarify if PFML is the appropriate program to offer, or if another program is more beneficial for the Town to invest in for its employees.

As noted, this memo is provided for informational purposes only. Given the questions noted above and the unknown impacts (positive and/or negative) of the program on town finances, operations, staff, etc, Town Administration is unable to provide more complete answers or further guidance at this time regarding this article.

WARRANT
SPRING ANNUAL TOWN MEETING
APRIL 23, 2024

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

To Any Constable of the Town of Natick in said County:
Greeting:

In the name of the Commonwealth of Massachusetts you are required to notify the qualified Town Meeting Members of the said Town of Natick to meet on **Tuesday, April 23, 2024, at 7:30 PM**, Natick High School, Natick, MA, then and there to act on the following Articles:

Article 1	Authorize Select Board to Acquire, Obtain, Abandon or Relocate Easements
Article 2	Committee Article
Article 3	Omnibus Budget
Article 4	Rescind Authorized, Unissued Debt
Article 5	Unpaid Bills
Article 6	Revolving Funds
Article 7	PEG Access and Cable Related Fund
Article 8	Collective Bargaining
Article 9	Transfer of Unexpended Bond Proceeds
Article 10	Stabilization Funds and OPEB
Article 11	School Bus Transportation Subsidy
Article 12	Capital Equipment and Improvement
Article 13	Personnel Board Classification and Pay Plan
Article 14	Amend Town of Natick By-Laws: Date of Spring Annual Town Meeting & Submission of Fiscal Documents
Article 15	Amend Town of Natick By-Laws: Article 42
Article 16	Transfer of Property/99 South Main Street "Johnson School"
Article 17	Amend Town of Natick By-Laws Article 10: Select Board Appointed Committees
Article 18	Adopt Specialized Energy Code
Article 19	An Act Authorizing the Town of Natick To Continue The Employment of Police Officer John Haswell
Article 20	Acceptance of MGL c. 43D Expedited Permitting
Article 21	Amend Zoning Bylaw: Use Regulation Schedule § III-A.2 and Associated Sections
Article 22	Amend Zoning Bylaw: Off-Street Parking and Loading Requirements
Article 23	Amend Zoning Bylaw: Special Permit and Site Plan Review and Approval
Article 24	Amend Zoning Bylaw and Map: North Main Street – Center Gateway Expansion
Article 25	Amend Zoning Map: 5 Commonwealth Road
Article 26	Amend Town of Natick By-Laws: Article 79
Article 27	Speen Street and West Central Street (a.k.a. Route 135) Improvements
Article 28	Paid Family Medical Leave for Town of Natick Employees
Article 29	Rezoning of 0 (R) East Central Street and 0 Dorset Lane – Option One
Article 30	Rezoning of 0 (R) East Central Street and 0 Dorset Lane – Option Two
Article 31	Amendments to Zoning Bylaw and Zoning Map: Establish Conservation Assisted Living and Memory Care (CALM) Overlay District and include certain property therein.

Article 1
Authorize Select Board to Acquire, Obtain, Abandon or Relocate Easements
(Town Administrator)

To see if the Town will vote to authorize the Select Board, during Fiscal Year 2025, to acquire on behalf of the Town any and all easements for any of the following purposes: roads, sidewalks, vehicular and/or pedestrian access or passage, drainage and utilities, provided however that such authorization pertains only to easements acquired at no cost to the Town; and, further, to authorize the Select Board, subsequent to a public hearing, during Fiscal Year 2025 to abandon or relocate easements acquired for any of the foregoing purposes; or otherwise act thereon.

Article 2
Committee Article
(Town Administrator)

To see if the Town will vote to hear and discuss the reports of town officers, boards, and committees; or otherwise act thereon.

Article 3
Omnibus Budget
(Town Administrator)

Town

To determine what sum of money the Town will appropriate and raise, transfer from available funds for the operation of the government of the Town of Natick, including debt and interest, during Fiscal Year 2024 (July 1, 2023, through June 30, 2024) and to provide for reserve funds for Fiscal Year 2024 and to see what budgets for Fiscal Year 2024 will be reduced to offset said additional appropriations;

To determine what sum of money the Town will appropriate and raise, or transfer from available funds for the operation of the government of the Town of Natick, including debt and interest, during Fiscal Year 2025 (July 1, 2024, through June 30, 2025) and to provide for reserve funds for Fiscal Year 2025;

Libraries

To determine what sum of money the Town will vote to raise and appropriate, or otherwise provide, for the maintenance and operation of the Morse Institute Library and the Bacon Free Library, for Fiscal Year 2024 (July 1, 2023, through June 30, 2024);

To determine what sum of money the Town will vote to raise and appropriate, or otherwise provide, for the maintenance and operation of the Morse Institute Library and the Bacon Free Library, for Fiscal Year 2025 (July 1, 2024, through June 30, 2025);

or otherwise act thereon.

Article 4
Rescind Authorized, Unissued Debt
(Town Administrator)

To see if the Town will vote to rescind the authorization for unissued debt that has been determined is no longer needed for the completion of various projects; or otherwise act thereon.

Article 5
Unpaid Bills
(Town Administrator)

To see what sum of money the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Natick; or otherwise act thereon.

Article 6
Revolving Funds
(Town Administrator)

To see if the Town will vote on the limit on the total amount that may be expended from each revolving fund established pursuant to Chapter 44 section 53E ½ of the General Laws and Town by-law; or otherwise act thereon.

Article 7
PEG Access and Cable Related Fund
(Town Administrator)

To see what sum of money the Town will vote to appropriate from the PEG Access and Cable Related Fund, established by vote of 2019 Special Town Meeting #1 under Article 1, as authorized by Chapter 44, Section 53F ¾ of the General Laws, as amended, to fund PEG access programming, as well as certain other municipal cable related expenses; or otherwise act thereon.

Article 8
Collective Bargaining
(Town Administrator)

To see what sum of money the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide, to implement any Collective Bargaining Agreements between the Town of Natick and any recognized bargaining units of the Town; or otherwise act thereon.

Article 9
Transfer of Unexpended Bond Proceeds
(Town Administrator)

To see if the Town will authorize the transfer of unexpended proceeds from amounts previously borrowed to pay costs of various capital projects, which projects are now complete, and for which such funds are no longer needed, to pay costs of one or more capital projects; or take any other action relative thereto.

Article 10
Stabilization Funds and OPEB
(Town Administrator)

General Stabilization
To see what sum of money the Town will vote to raise and appropriate, transfer from available funds or otherwise provide for the purpose of supplementing the Stabilization Fund established under Article 22 of the warrant for Annual Town Meeting of 1961, as authorized by Chapter 40, Section 5B of the General Laws, as amended;

Operational Stabilization
To see what sum of money the Town will vote to raise and appropriate, transfer from available funds or otherwise provide for the purpose of supplementing the Operational Stabilization Fund established by vote of the 2011 Spring Annual Town Meeting under Article 4, as authorized by Chapter 40, Section 5B of the General Laws, as amended;

Capital Stabilization
To see what sum of money the Town will vote to raise and appropriate, transfer from available funds or otherwise provide for the purpose of supplementing the Capital Stabilization Fund established by vote of the 2010 Fall Annual Town Meeting under Article 2, as authorized by Chapter 40, Section 5B of the General Laws, as amended;

OPEB
To see what sum of money the Town will vote to raise and appropriate, transfer from available funds or otherwise provide for, the Other Post-Employment Benefits Liability Trust Fund established by vote of the 2017 Spring Annual Town Meeting under Article 15, pursuant to the provisions of Chapter 32B, Section 20 of the General Laws as amended by section 15 of Chapter 218 of the Acts of 2016;

or otherwise act thereon.

Article 11
School Bus Transportation Subsidy
(Superintendent of Schools)

To see if the Town will vote to appropriate and raise, or transfer from available funds, a sum of money for the purpose of operation and administration of the school bus transportation system, and to reduce or offset fees charged for students who elect to use the school bus transportation system for transportation to and from school, for Fiscal Year 2025 (July 1, 2024 through June 30, 2025); or otherwise act thereon.

Article 12
Capital Equipment and Improvement
(Town Administrator)

To see what sum of money the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide to implement a Capital Improvement Program as may be

required for capital equipment for the various departments of the Town of Natick; to protect the physical infrastructure of the Town of Natick, to add new physical infrastructure, or to improve community assets; and further to determine whether this appropriation shall be raised by borrowing or otherwise; or otherwise act thereon.

Article 13
Personnel Board Classification and Pay Plan
(Town Administrator)

To see if the Town, pursuant to the authority contained in Section 108A of Chapter 41 of the General Laws, will vote to amend Article 24 of the Natick Town By-Laws, specifically the Classification and Pay Plan referenced in Section 3, paragraph 3.10 therein, by adding, deleting or amending position titles; re-classifying positions to a different Grade; and/or effecting changes in the salary ranges as presently established; or otherwise act thereon.

Article 14
Amend Natick By-Laws: Dates of Spring Annual Town Meeting & Submission of Fiscal Documents
(Select Board)

To see what action the Town will take to amend the Town of Natick By-Laws by Modifying Article 1, Section 1: Annual Town Election and Town Meetings regarding the Spring Annual Town Meeting, and/or Article 20, Section 2: Dates of Submission of Fiscal Documents regarding the date for submission of the preliminary budget for the next fiscal year; or otherwise act thereon.

Article 15
Amend the Natick By-Laws: Article 42
(Select Board)

To see what action the Town will take to amend, adjust, replace, and/or delete the Town of Natick By-Laws Article 42: Licenses, which deals with storage of fuel oils and transient vendors; or otherwise act thereon.

Article 16
Transfer of Property/99 South Main Street "Johnson School"
(Select Board)

To see if the Town will vote to transfer property located at 99 South Main Street, Natick MA 01760, also known as the "Johnson School" from the jurisdiction of the School Committee to the jurisdiction of the Select Board; or taken any action related thereto.

Article 17
Amend the Natick By-Laws Article 10: Select Board Appointed Committees
(Select Board)

To see if the Town will vote to amend Article 10 of the general bylaws of the Town to modify the list of committees appointed by the Select Board, or otherwise act thereon.

Article 18
Adopt Specialized Energy Code
(Select Board)

To see if the Town will vote to amend Article 72B of the Town of Natick General By-Laws to adopt the "Specialized Energy Code" for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, or take any other action relative thereto.

Article 19
An Act Authorizing the Town Of Natick to Continue the Employment of Police Officer John Haswell
(Select Board)

To see if the Town will vote to authorize the Select Board to file Special Legislation with the General Court under the Home Rule Amendment to the Massachusetts Constitution or take any other action thereon, said Special Legislation to read as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition; or take any other action relative thereto.

AN ACT AUTHORIZING THE TOWN OF NATICK TO CONTINUE THE EMPLOYMENT OF POLICE OFFICER JOHN HASWELL.

SECTION I. Notwithstanding any general or special law to the contrary, John Haswell, Police Officer of the Town of Natick, may continue to serve in that position until reaching age 68, the date of his retirement, or the date he is relieved of his duties by the Select Board at their discretion, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of an officer. The Select Board may, at the Town's own expense, require that John Haswell be examined annually by a physician designated by the Select Board, to determine such physical and mental capability to perform the duties of his office.

No further deductions shall be made from the regular compensation of John Haswell, pursuant to chapter 32 of the General Laws for service subsequent to his reaching age 65; and upon retirement for superannuation, he shall receive a superannuation retirement

allowance equal to the allowance that he would have been entitled had he retired upon reaching age 65.

Article 20
Acceptance of MGL c. 43D Expedited Permitting
(Town Administrator)

To see if the Town of Natick will vote to accept the provisions of Chapter 43D of the Massachusetts General Law, and to approve the filing of an application with the Massachusetts Interagency Permitting Board to designate the following properties as Priority Development Sites under said Chapter 43D, which includes land at 1298 Worcester Street (24-89A); 1 Mercer Road (24-89K); 3 Dean Road (24-89E); 29 Strathmore Road (24-89CB); 0 Worcester Street (24-89CD); 1290 Worcester Street (24-89CD); 0 Worcester Street (24-89CE); and 321 Speen Street (17-4C); or act in any other manner in relation thereto.

Article 21
Amend Zoning Bylaw: Use Regulation Schedule § III-A.2 and Associated Sections
(Planning Board)

To see if the Town will vote to amend the Natick Zoning Bylaw by amending § III-A.2 Use Regulations Schedule to incorporate, modify, or delete Use Categories and permitting requirements; amend Section 200 – Definitions; amend § III, § IV, § V, § VI, and Sections 323-329 and any other associated sections, where applicable; or act in any other manner in relation thereto.

Article 22
Amend Zoning Bylaw: Off-Street Parking and Loading Requirements
(Planning Board)

To see if the Town will vote to amend the Zoning Bylaw by amending § V-D.3, Table 1: Incremental Parking Credit Schedule and § V-D.5, Table 2: Incremental Parking Credit Schedule by deleting the footnote from each table; or act in any other manner in relation thereto.

Article 23
Amend Zoning Bylaw: Special Permit and Site Plan Review and Approval
(Planning Board)

To see if the Town will vote to amend the Zoning Bylaw by amending Section 200 – Definitions; amending § III-A.1 Permitted Uses in Districts (Zones as set out in Section II-A & B); deleting § III-A.7 Regulations of Land or Structure for Purposes Otherwise Exempted from Permitting; amending § VI-DD Special Permit Procedures and Site Plan Review; adding a new § VI-DDD Site Plan Review and Approval; amending references to Special Permit and Site Plan Review in § III, § IV, § V, § VI, and Sections 323-329 and any other associated sections; or act in any other manner in relation thereto.

Article 24
Amend Zoning Bylaw and Map: North Main Street – Center Gateway Expansion
(Planning Board)

To see if the Town will vote to amend the Zoning Bylaw by amending § III-EE.2.f by adding North Main Street to read *Projects with frontage on East Central Street, North Main Street, and /or Union Street shall provide a minimum of 50 percent of the first floor for non-residential uses*; or act in any other manner in relation thereto. And further to see if the Town will vote to amend the Zoning Map by expanding the Center Gateway (CG) Zoning District to the west side of North Main Street north of the MBTA Commuter Rail, to serve as a transition between the Downtown Mixed Use (DM) and surrounding districts. Parcels for rezoning may include 8 North Main Street (Map 43 Lot 413A) from Industrial – I (In-I) to Center Gateway (CG); 6 North Main Street (43-412), 18 North Main Street (43-415), 6 Cochituate Street (43-416), and 8 Cochituate Street (43-417) from Downtown Mixed Use (DM) to Center Gateway (CG) to the centerlines of the fronting streets or ways; and 24 North Main Street (43-468), 26 North Main Street (43-469), and 30 North Main Street (35-39) from Residential General (RG) and Industrial – I (In-I) to Center Gateway (CG) to the centerlines of the fronting streets or ways; or act in any other manner in relation thereto.

Article 25
Amend Zoning Map: 5 Commonwealth Road
(Planning Board)

To see if the Town will vote to amend the Zoning Map by rezoning 5 Commonwealth Road (Map 10, Lot 23) from Residential Single– A (RSA) Zoning District to Industrial – II (In-II) Zoning District to the centerlines of the fronting streets or ways; and further expand the Regional Center (RC) Overlay District to include 5 Commonwealth Road (10-23) to the centerlines of the fronting streets or ways; or act in any other manner in relation thereto.

Article 26
Amend the Town of Natick By-Law: Article 79
(Conservation Commission)

To see if the Town will vote to amend the existing Wetlands Protection Bylaw, as codified in Article 79 of the Natick Town Bylaws, to improve the Town's protection of wetland resources and their associated buffers, and streamline the administration of the Bylaw.

Article 27
Speen Street and West Central Street (a.k.a. Route 135) Improvements
(David Fishman et al)

To see if the Town will vote to raise or appropriate from available funds, by borrowing and or other sources funds to remedy existing safety issues at the intersection of Speen Street and West Central Street, Natick; including but not limited to the milling, regrading, paving, striping and signage in and around the intersection for the purpose of remedying existing safety issues, including but not limited to those safety issues raised in the July, 2022 Route 9 Priority Corridor Study: Framingham and Natick prepared by the Boston Region Metropolitan Planning Organization (MPO). Said study states "The likely focus area would be on the intersection of Route 135 at Route 27 and the intersection of Route 135 at Speen Street because of the crash history of those locations." For the avoidance of doubt, this does not allow for funds to be used

for changes to the existing traffic patterns, for the creation of additional lanes, or any changes to the width of the street and adjacent sidewalks. Or take any other action with respect thereto.

Article 28
Paid Family Medical Leave for Town of Natick Employees
(Kat Monahan et al)

Move that pursuant to M.G.L. c 4 §4 and M.G.L. c 175m §10, the Town accept the following Massachusetts General Laws pertaining to Paid Family Medical Leave: M.G.L. c 175M https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXII/Chapter175M

Article 29
Rezoning of 0 (R) East Central Street and 0 Dorset Lane – Option One
(Greg D'Agostino et al)

To see if the Town will vote to amend the Natick Zoning Map to re-zone the properties located at 0 (R) East Central Street (38-0000001B and 38-0000001C) and 0 Dorset Lane (38-0000001AA) from Residential Single B (RSB) to Residential General (RG), or otherwise act thereon.

Article 30
Rezoning of 0 (R) East Central Street and 0 Dorset Lane – Option Two
(Greg D'Agostino et al)

To see if the Town will vote to amend the Natick Zoning Map to include the properties located at 0 (R) East Central Street (38-0000001B and 38-0000001C) and 0 Dorset Lane (38-0000001AA) in the Assisted Living Overlay Option Plan (ALOOP), or otherwise act thereon.

Article 31
Amendments to Zoning Bylaw and Zoning Map: Establish Conservation Assisted Living and Memory Care (CALM) Overlay District and include certain property therein.
(Greg D'Agostino et al)

To see if the Town will vote to amend the Natick Zoning Bylaws to create in SECTION II – USE DISTRICTS, II-A TYPES OF USE DISTRICTS, a new overlay district as follows:

"Conservation Assisted Living and Memory Care (CALM) Overlay District."

Further, to insert a new section, Section III-I.4: Conservation Assisted Living and Memory Care (CALM) Overlay District, as follows:

<u>Section III-1.4: Conservation Assisted Living and Memory Care (CALM) Overlay District</u>

1. Purpose

The purpose of the CALM Overlay District is to provide for the creation of Assisted Living Residences (ALRs) (as defined in and in compliance with the rules, regulations and requirements

of MGL c. 19D and 651 CMR 12.00) that serve the Town of Natick's critical need. The CALM Overlay District will help solve the significant shortage of ALR communities in Natick, particularly for individuals who require assistance with activities of daily living such as bathing, walking, and dressing, and individuals with cognitive impairments.

Accordingly, ALRs in Natick's CALM District shall support goal 3 in the Natick 2030 Demographics and Housing master plan, which is to support seniors who wish to remain in their homes as well as those who are looking for other housing types at different sizes and price points. The recommendations for this goal include creating zoning that allows assisted living in geographically appropriate areas and minimizes impacts on surrounding properties. In addition, the CALM District supports the Executive Office of Elder Affairs' (EOEA) vision that older adults and individuals with disabilities will have access to the resources that they need to live well and thrive in every community in the Commonwealth.

The CALM District will enhance the Town of Natick's ability to improve the quality of life and healthcare for its growing senior population in an ALR environment that promotes exceptional care, wellness, and peace of mind surrounded by nature. As such, the CALM District should provide conservation land, life enrichment, and access to assisted living and memory care services. The CALM District will foster the creation of ALR communities that are part of nature, not apart from it.

2. Applicability and Eligibility

The provisions of this Section III -1.4 may be utilized on any land located within the CALM Overlay District, subject to the requirements and standards set forth in this section.

All regulations of the underlying zoning districts shall apply within the CALM Overlay District, except to the extent that they are specifically modified or supplemented by regulations set forth in this Section III-I.4. Where the requirements and standards within the CALM Overlay District, as set forth in this Section, differ from or conflict with applicable requirements and standards set forth elsewhere in this By-Law, the requirements and standards established for the CALM Overlay District shall control.

ALRs shall be allowed by Special Permit in the CALM Overlay District.

3. Waivers & Modification

The SPGA is authorized to grant modifications and/or waivers from strict compliance with the provisions of this CALM Overlay District in connection with Site Plan Review and/or Special Permits subject to the permissions, criteria, limitations, restrictions, and prohibitions of Section V-E of the Zoning Bylaw, including, without limitation, pursuant to Section V-E of this By-law.

4. Intensity Regulations for the CALM Overlay District

Maximum Unit Density:	15 units per acre *
Minimum lot area	4 acres *
Minimum frontage	140 feet *

Minimum front yard setback	40 feet *
Minimum side-yard setback	20 feet *
Minimum rear-yard setback	40 feet *
Minimum lot depth	150 feet *
Maximum building height	the lesser of 3 stories or 40 feet
Minimum Open Space	35% of land area exclusive of any permanent body of water but inclusive of wetlands . *

* In the case of a parcel which includes land in both the Town of Natick and an immediately adjacent municipality consistent of one or more contiguous Lots in common ownership, these requirements may be satisfied by land located on the parcel as a whole, whether or not located in Natick specifically. Further, land on such parcel that is subject to a Conservation Restriction under G.L. c. 184, Sections 31-33, but fee ownership of which is retained by the owner of the balance of the parcel, may be included to satisfy the applicable requirements.

5. Standards

The SPGA may grant a Special Permit and approval under Site Plan Review under the procedures and criteria established in MGL 40A, Section VI- DD 2-A Special Permits and Section VI-DD-2B Site Plan Review sections of this Bylaw, and the following standards and requirements.

1. The ALR shall provide residences (living units) of no more than two bedrooms each exclusively to meet the needs of seniors and the elderly who reside therein.

2. Such facility may include common areas and community dining facilities. Such facility may also provide accessory personal care services, assistance with activities of daily living, and other related programs and services. These accessory uses shall be for residents, their guests, and staff only and may include, but are not strictly limited to, meal care services, beauty salon, sundry shop, banking and recreational facilities. Space designated for accessory uses may not exceed ten (10) percent of total floor area. The facility shall also include outdoor areas for sitting, walking and group activities that take advantage of the natural surrounding settings and open space.

3. The SPGA, in order to approve the special permit application, must find that the overall impact of the facility will not substantially derogate from the cumulative impact associated with other uses allowed as a matter of right or by special permit within the zoning district. In addition, the SPGA, in order to approve the site plan review application, must find that: i) all noise, smoke, dust, odor, vibration and similar objectionable features are confined to the premises, ii) mechanical equipment (including equipment and containers such as, but not limited to, waste disposal, roof top and ground mounted HVAC units, recycling and energy generation) is screened, if necessary, in a manner to shield visual impacts; iii) lighting is

shielded in a manner consistent with Section V-I of this By-Law to reduce light trespass onto abutting properties or waterways; iv) paint colors and tones of materials be muted and not create visual distraction; v) design standards are consistent with a) the general neighborhood, b) prevalent streetscape, c) nearby historic districts, if any, within 300 feet of the property, and sighting shall reduce disruption of the topography of the neighborhood and d) barrier free design criteria**;** vi) buffers of native evergreen trees and other plants shall be planted, maintained and replaced when necessary to screen the facility from adjacent residential buildings; vii) parking, access and buffers are placed in a manner to separate or to screen parking areas from abutting properties to prevent imposition on or use of parking on abutting properties; viii) all utilities, wire, and cable service are placed underground; (ix) open space is retained as a visual amenity for neighbors and residents of the Town of Natick, and, subject to approval by all applicable authorities, shall be maintained as such in perpetuity pursuant to a Conservation Restriction under G.L. c. 184, Sections 31-33 .

6. Affordability Requirements:

Unless a determination has been made satisfactory to the SPGA that the living units of the ALR do not affect the Town's Statutory Minima or the Town's Computation of Statutory Minima as defined and/or set forth in 760 CMR 56 and as maintained by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD), the Applicant shall make provisions for affordable housing by providing that ten (10) percent of all dwelling units, rounded to the next highest whole unit number, within the CALM Overlay District shall be Affordable Housing units.

7. Procedures.

In addition to the process set forth in Sections VI-DD 2A and VI-DD 2B, the following procedures are to be followed in obtaining approval for an ALR:

1. Pre-application: The Applicant is encouraged to meet with the Director of Community and Economic Development and the SPGA prior to the preparation of a formal application, for general discussion of the project to be proposed.

2. Formal application: The Applicant shall submit a plan for the overall development, including a final site plan showing the final completed development in all phases as contemplated on the site at the time of application, regardless of the number of phases in which it may be constructed. Said application shall include, at a minimum, a completely designed first phase of development. The application shall be filed in the name of the Applicant. The Applicant must either own or submit authorization in writing to act for all of the owners of the CALM Overlay District parcel prior to submitting a formal application. A complete special permit application shall be filed electronically with Community and Economic Development through the Town's online permitting portal.

3. Further procedures: Once a special permit is issued, no changes to the final site plan, exclusive of minor modifications as determined by the SPGA, shall be made without applying for a modification of such special permit, or to otherwise act thereon.

And

To see if the Town will vote to amend the Natick Zoning Map to include the properties located at 0 (R) East Central Street (38-0000001B and 38-0000001C) and 0 Dorset Lane (38-0000001AA) in the Conservation Assisted Living and Memory Care (CALM) Overlay District, or otherwise act thereon.

You are directed to serve this Warrant by causing an attested copy of said Warrant to be posted in the Post Office in said Natick, and at the following public places in said Natick, to wit: Precinct 1: Reliable Cleaners, 214 West Central Street; Precinct 2: Cole Recreation Center, 179 Boden Lane; Precinct 3: Kennedy Middle School, Mill Street; Precinct 4: 2 Summer St.; Precinct 5: Wilson Middle School, Rutledge Road; Precinct 6: East Natick Fire Station, Rhode Island Avenue; Precinct 7: Lilja Elementary School, Bacon Street; Precinct 8: Natick High School, 15 West Street; Precinct 9: Community Senior Center, 117 East Central Street; and Precinct 10: Memorial Elementary School, 107 Eliot Street.

Above locations being at least one public place in each Precinct, in the Town of Natick, and also posted in the Natick U.S. Post Office, Town Hall, Bacon Free Library and Morse Institute Library seven days at least before April 23, 2024; also by causing the titles of the articles on the Warrant for the 2024 Spring Annual Town Meeting to be published once in "*The Metrowest Daily News*" with notice of availability of an attested copy of said Warrant, said Newspaper published in the Town of Natick and said publication to be March 1, 2024.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for holding said meeting.

Given under our hands this 26th day of February, 2024.

Select Board for the Town of Natick

Bruce T. Evans, Chair	Kathryn M. Coughlin, Vice Chair	Richard Sidney, Clerk
Paul R. Joseph Member	Kristen L. Pope Member	

Certified copies of the Warrant are available at the Office of the Town Clerk, Natick Town Hall, 13 East Central St., Natick, MA between the hours of 8:00 a.m. - 5:00 p.m., Monday through Wednesday; 8:00 a.m.- 7:00 p.m. on Thursday; and 8:00 a.m.-12:30 p.m. on Friday. The Warrant may also be accessed from the Town website www.natickma.gov.

Article 28
Paid Family Medical Leave for Town of Natick Employees

Spring Annual Town Meeting 2024

Sponsor: Kat Monahan

What is PFML?

- MGL 175m, passed in 2018, created a state-wide Paid Family & Medical Leave program.
- PFML is a fund of pooled employee and employer contributions that pays benefits on a weekly basis to approved applicants based on their historic wages.
- The Department of Family and Medical Leave reviews applications and approves paid leave for the following reasons:
  - Your own serious health condition including pregnancy, illness, or injury.
  - Your family member's serious health condition including pregnancy, illness, or injury.
  - Bonding with a child you've welcomed into your family through birth, adoption, or legal placement.
  - Your family member's recovery if injured serving in the armed forces.
  - Managing affairs while a family member is on active military duty.
- Municipal employers are exempt from PFML, and their employees are not eligible for benefits, unless the municipality's legislative body votes to adopt MGL 175.
  - Town Meeting, this means WE have to take the vote on PFML.

Who is Impacted by Article 28?

- Everyone who is paid through Town of Natick payroll - seasonal & part-time employees, Natick Public Schools employees, salaried & hourly employees, union and non-represented employees.
- In the 5 years since PFML passed, the Town of Natick has not provided meaningful paid family & medical leave beyond "use your sick time".
  - Most employees of the town currently have 0 days of paid parental leave.
  - Employees who need to take family or medical leave need to use all of their vacation & sick time, then go unpaid.
  - There are restrictions on how many paid sick days can be used to care for a family member.
  - Actuarial data shows that most employees have not worked at the Town long enough to get their maximum PTO accrual or have weeks of Sick Time saved.
- Positive Health Impacts:
  - Paid maternity leave was associated with a 5.2 percent decrease in newborn death rates, a 2.4 percent decrease in infant death rates, and a 1.9 percent decrease in death rates for children under 5 years.
  - Paid leave is associated with a reduced risk for medical conditions that put children at risk. For example, paid leave is associated with a 3.2 percent reduced risk of being low birthweight and a 6.6 percent lower risk of an "early term" birth (translation: birth between 37 and 39 weeks).
  - Paid leave also increases the likelihood for continued breastfeeding which provides important health benefits to infants. Research also finds that paid parental leave allows parents more time to make sure their child is up-to-date in terms of their well-child visits and vaccinations. Infants are more likely to be vaccinated and less likely to be hospitalized when their parents have paid leave.
  - Data from Psychology Today, January 2024 "The Benefits of Paid Family Leave"

    https://www.psychologytoday.com/us/blog/parenting-translator/202401/the-benefits-of-paid-family-leave#:~:text=Paid%20leave%20is%20associated%20with,between%2037%20and%2039%20weeks).

Why should the Town of Natick provide PFML to its employees?

- Access to PFML will help attract & retain quality employees.
  - Firm-level analysis of employers in California before and after paid family leave was implemented confirmed that for the average firm, wage costs had not increased and turnover rates had decreased.^
  - Workers in lower quality jobs who used the state paid leave program reported returning to work nearly 10 percent more than workers who did not use the program.^
  - Women who take a paid leave are 93 percent more likely to be in the workforce nine to 12 months after a child's birth than women who take no leave.^
- Access to PFML has been proven to improve health outcomes for all members of a family, not just the employee.
- Having PFML in the Town's 'employer toolbox' precludes strike demands for similar benefits.
- Accepting PFML does not diminish existing paid leave or other benefits, it enhances them. Most employees would still use some of their PTO during extended leaves to cover medical premiums. Some leave paid by the Town would be eligible for reimbursement.

  - ^Data from National Partnership for Women & Families, November 2023 Fact Sheet "Paid Leave Works: Evidence from State Programs"
  - https://nationalpartnership.org/wp-content/uploads/2023/02/paid-leave-works-evidence-from-state-programs.pdf

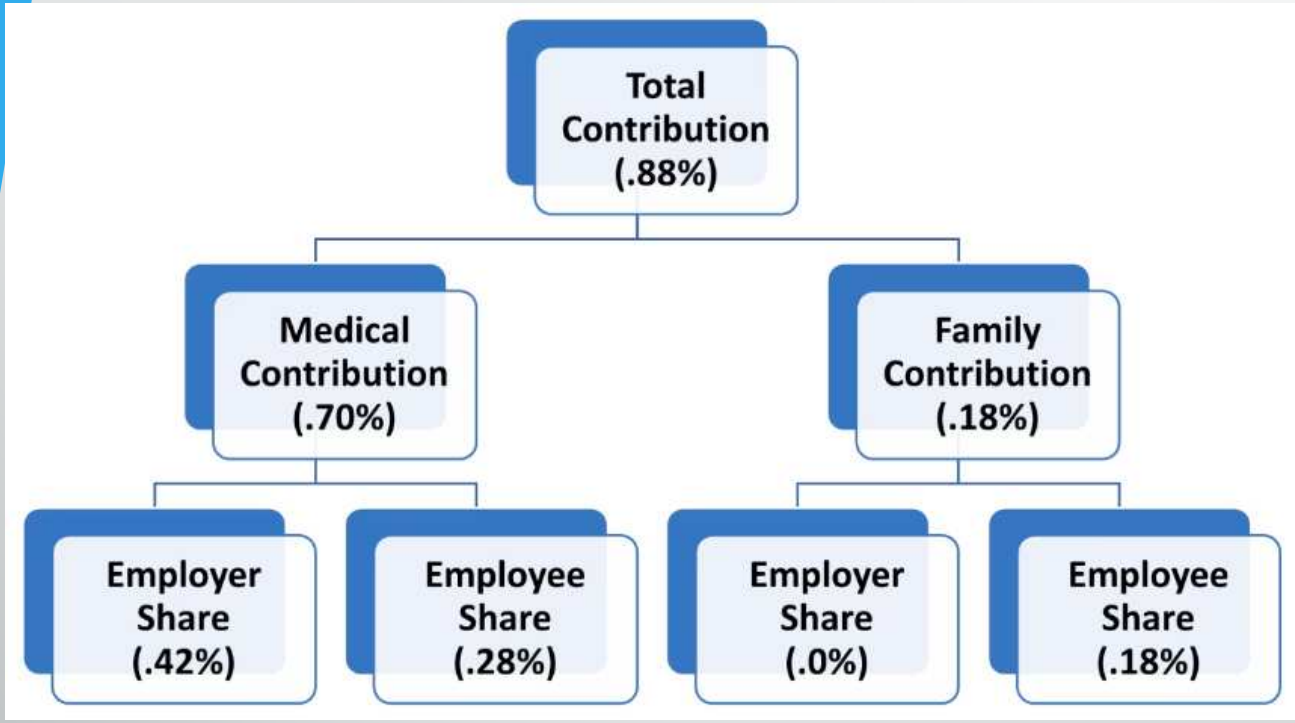
Why should Town Meeting act on Article 28?

- Town Meeting is the only body that can do this.
- We've done it before.
  - At Fall Annual Town Meeting 2022, we voted to adopt portions of the Brave Act to increase the number of paid leave days for military leave from 17 days to 40 days.
- We cannot achieve our goals of making Natick a vibrant, attractive place to work if the Town of Natick does not provide benefits that have become standard across the commonwealth.
  - As one of the five largest employers in Natick, the Town needs to catch up to peers in the private sector.
- The town is not able to create, administer, & pay for similar benefits outside of the PFML program for a lower cost. Offering PFML benefits is the most equitable way to give paid leave to employees regardless of seniority, full-time equivalency, or pay rate.
- Being the first municipality to adopt PFML is an opportunity to lead among peer communities and give Natick a competitive advantage.

How would Natick implement PFML?

- After we vote, the Town needs to submit a letter certifying the vote and complete the online form required by the Department of Family Medical Leave.
- Town of Natick Human Resources and Payroll offices will add the PFML withholding and employer contributions to their MUNIS payroll processing.
- The Town will add PFML information to their existing MassTaxConnect account to report eligible wages and contributions.
- The Town will assign a PFML administrator who will be able to view and add information to employee applications (similar to the unemployment portal).
  - The PFML administrator does not review or approve applications and the Town does not pay the benefits.
- The Town will submit PFML contributions for two quarters (2024 Q3 and 2024 Q4) before employees are eligible to apply for PFML benefits at the beginning of 2025.
- After adopting PFML, the Town of Natick will need to incorporate PFML employee contributions into the different bargaining agreements.

How much does PFML cost?



- The 2024 PFML Total Contribution rate for employers with 25+ employees is 0.88%.
- An employee would contribute $4.60 for every $1,000 of eligible wages. For a salaried employee earning $75,000, this would be $345 annually.
- Annually, the Town would be required to contribute a minimum of 0.42% of eligible wages to PFML, $430,949 based on the FY25 budget.
- Total annual employee contributions for FY25 would be $471,992; of this, about $353,000 or 75% would be from represented employees.

- Some existing forms of paid leave like Sick Bank or Administrative Parental Leave pay would be eligible for reimbursement by the state to reduce employer liability or offset costs for substitutes, additional overtime or coverage, etc.
- Reimbursement funds for municipal employer PFML contributions may be in a future state budget; this type of fund was included an initial FY24 Budget but not the final one.

How much does PFML cost?

Other Employee Benefits	FY2024 Budgeted	FY2025 Budgeted	Percent Change
Insurance Group Health/Life	$16,194,770	$18,706,486	15.5%
FICA/Medicare Liability	$1,482,988	$1,552,937	4.7%
Workers Compensation Insurance	$596,264	$614,152	3%
(PFML would be here)			
Merit Performance Increases	$150,000	$250,000	66.7%
Chapter 111F Emergency Medical	$250,000	$250,000	-
Retirement Buyout Reserve	$200,000	$200,000	-
LIUNA Pension Contribution	$152,952	$179,446	17.3%
Unemployment Insurance	$100,000	$100,000	-
Long Term Disability	$28,000	$28.700	2.5%
Employee Benefits Reserve	$25,000	$25,000	-
DOT Testing	$13,340	$13,340	-
Total Other Employee Benefits	$19,193,314	$21,920,061	14.2%
PFML Employer Liability		$430,949	
Updated Total Other Employee Benefits		$22,351,010	16.4%

- PFML Liability would become a line on the Shared Services – Other Employee Benefits budget.
- Like FICA/Medicare, the employer liability is a percent of taxable payroll (PFML is 0.42% compared to Medicare's 1.45%)
- PFML would represent less than 2% of the Other Employee Benefits budget.
- While employer PFML rates have varied between 0.312% - 0.42%, 2024 was the first year with an increase.

Who would use PFML?

Child Bonding

- Jody works for the Town as a Parking Enforcement Officer and his wife is having a baby. He plans to take parental leave overlapping with his wife's so their child will start daycare at 5 months old.
- He's worked for the town for 4 years and earns $52,000 per year or $1,000/week (Personnel Board Grade 1 Point 2).
- He has no parental leave and earns 12 sick days and 15 vacation days per year. Although he has 35 sick days accrued, he can only use 5 of them to care for a family member.
- If Natick adopted PFML, Jody could receive benefits of $770 per week for 12 weeks of child bonding leave. He can use 5 days of sick and vacation time to cover medical premiums and make up the difference in pay.

Medical Leave

- Carla is a Payroll Coordinator for the Natick Public Schools and has learned that she needs surgery and up to 6 weeks of recovery. She won't be able to drive or lift weight above her shoulders, and will need post-surgery care that cannot be accomplished at the workplace.
- She's worked for the Town of Natick for two years and earns a salary of $60,000 or $1,154/week.
- She earns 15 days of Vacation Time and 12 days of Sick Time per year, but her current balances are short of the 7 weeks of PTO needed to cover her surgery and recovery. As a non-represented employee, there is no applicable Sick Bank.
- If Natick adopted PFML, Carla could receive benefits of $847 per week and use her sick and vacation time to cover medical premiums and make up the difference in pay.

Who would use PFML?

Pregnancy/Maternity

- Sam is a teacher for Natick Public Schools and earns $72,330 per year or $1,391/week (Unit A Masters Step 6). She is pregnant and knows that taking at least 12 weeks is important to the health of her baby and for adjusting to their new family dynamic.
- Sam earns 12.5 sick days per year and per her CBA, is entitled to 5 days of Administrative Parental Leave. These together would cover about 7 weeks of paid leave.
- If Natick adopted PFML, Sam could receive a weekly benefit of $965 for up to 12 weeks of leave, and use sick time and administrative parental leave to cover medical premiums and make up the difference in pay. The Town of Natick could be reimbursed for the Administrative Parental Leave paid to Sam.

Care for a Family Member

- Kyle is a Clinical Social Worker for the Town of Natick and earns $62,500 per year or $1,201/week (Personnel Board Grade 2 Point 2). Kyle's mom has been diagnosed with cancer and needs home care in addition to transportation to ongoing treatments for the next 3 months.
- Kyle earns 12 sick days and 20 vacation days per year. Kyle has 20 vacation days available and can use up to 5 days of sick pay to care for a family member, so they have 5 weeks of PTO to use.
- If Natick adopted PFML, Kyle could receive a weekly benefit of $871 for up to 12 weeks of leave, and use sick and vacation time to cover medical premiums and make up the difference in pay.

Who would use PFML?

Example	Leave Type	Leave Duration	Current Paid Leave Options	Potential PFML Benefit (duration x weekly benefit)	Annual Pay	Annual Employer PFML Liability	Annual Employee PFML Liability
Jody Town Parking Officer	Child Bonding	12 Weeks	1 Week Sick Time 3 Weeks Vacation Time 8 Weeks Unpaid	$8,465	$52,000	$218	$239
Carla School Administrator	Own Serious Medical Condition	7 Weeks	3 Weeks Sick Time 3 Weeks Vacation Time 1 Week Unpaid	$5,926	$60,000	$252	$276
Sam Teacher Unit A	Pregnancy/ Maternity	12 Weeks	1 Week Administrative Parental Leave 6 Weeks Sick Time 5 Weeks Unpaid	$11,580	$72,330	$303	$333
Kyle Town Clinical Social Worker	Care for Family Member	12 Weeks	1 Week Sick Time 4 Weeks Vacation Time 7 Weeks Unpaid	$10,446	$62,500	$263	$288

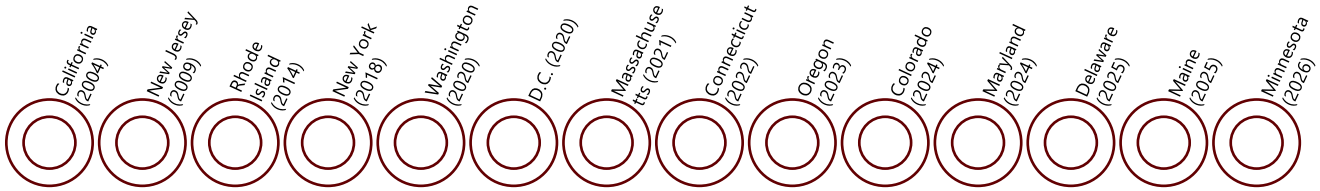
national partnership for women & families

FACT SHEET

Paid Leave Works: Evidence from State Programs

NOVEMBER 2023

At some point, nearly every working person will need to take time away from a job to care for their own health, bond with a new child or care for a family member with a serious health condition – but millions still lack access to paid family and medical leave when these needs arise. Fourteen states, including the District of Columbia, have enacted paid family and medical leave programs, charting the way forward. Evidence from these states demonstrates that paid family and medical leave programs are affordable and sustainable with benefits for working families, businesses and public health.



Paid Leave Programs Have Helped Millions of Workers and Families

- In **California**, more than 900,000 claims are paid each year – and nearly 14.2 million since 2004.[1] In recent years, nearly one-third of claims were for family caregiving or child bonding, while the other two-thirds were for personal medical reasons.[2] About 6.7 percent of covered workers used the program in 2020, up from about 5 percent in a typical year.[3] Men have filed a growing share of bonding and caregiving claims over time.[4]
    - Since its implementation in 2004, the California program has been expanded multiple times – to broaden the range of family members for whom caregiving leave can be taken, to increase benefit levels for lower- and middle-wage workers, to make more workers eligible for job protection when they take parental leave, to increase the duration of leave and eliminate a waiting period for some benefits.[5]
- In **New Jersey**, nearly 1.4 million claims have been approved since the paid family leave program was implemented in 2009.[6] Nearly one-third of claims are for family

caregiving or child bonding, and men's share of claims has increased. About 6 in 10 claims are made by workers with annual incomes of $50,000 or less.[7] Annually, approximately 125,000 claims are approved; more than 3 percent of the covered workforce makes a personal medical leave claim each year, and just over 1 percent makes a paid family leave claim.[8] Three out of four workers (76.4 percent) say they view the program favorably, and support crosses gender, race/ethnicity, age, marital status, union affiliation, employment status and income.[9]

- To better support families with low incomes and reflect the diversity of today's families, the program was recently improved by increasing benefit payments, doubling the duration of family leave, expanding access to job protection, defining "family" more broadly and inclusively, covering safe leave for survivors of domestic or sexual violence, and implementing a sliding scale for wage replacement to ensure individuals with low incomes can afford to take leave.[10]

Paid Leave Works in the Pandemic

Within weeks of the first pandemic wave, state paid leave programs began supporting workers with health and caregiving needs.

When schools and child care centers closed, **Rhode Island** expanded its program to cover child care needs. In March 2020, nearly 1900 Rhode Islanders used family caregiving leave, compared to just under 500 in March 2019.

In **California**, 11 percent more family caregiving leaves and 20 percent more medical leaves were taken in March 2020 compared to one year earlier.

- **Rhode Island**'s program has filled just under 300,000 claims since its paid family leave was implemented in 2014.[11] It was the first to offer workers reinstatement to their jobs and protection from workplace retaliation for taking paid leave. Data show that the program is serving both middle- and lower-income workers: two-thirds of program claims are made by workers with annual incomes of $50,000 or less.[12] Between 35,000-40,000 claims are made in a typical year, about 8 to 10 percent of the covered workforce.[13] In 2021, just over 1 in 5 claims were for child bonding or family caregiving, and men made nearly 4 in 10 claims.[14] Rhode Island lawmakers recently began extending the duration of paid leave.[15] [16]

- In the first year of **New York's** paid family leave program, about 128,000 claims were paid (child bonding and family caregiving only), representing just under 2 percent of the covered workforce.[17] About 3 in 10 claims were made for family caregiving and 7 in 10 for child bonding, and men filed about 3 in 10 claims.[18] Approximately 150 military families benefited from paid leave for military exigency purposes – family needs related to active duty deployment – which New York was the first state to provide.[19] Like programs in other states, New York's serves working people from across the income spectrum, and more than half of claimants had annual incomes of

$60,000 or less.[20] New York's program provides 12 weeks of job-protected paid family leave.[21] Recently, New York has expanded its definitely of "family" in order to increase access to its paid leave program.[22]

- In **Washington**'s first year of paid family leave, more than 97,000 claims were approved. Washington is the first state to collect detailed demographic data on claimants, and the racial and ethnic diversity of program beneficiaries generally reflects that of the state's labor force: just over 7 in 10 claims were filed by applicants identifying as white, 13 percent by Latinx workers, 11 percent by Asian American and Pacific Islanders, 6 percent by Black workers and 2 percent by American Indian or Alaska Native workers.[23] More than one-third of claims were filed by men. Like New York, Washington's program covers military leave as well as child bonding, family caregiving and personal medical leave. Just over 45 percent of approved claims were for child bonding, just over 10 percent for family caregiving, nearly 45 percent of approved claims were for medical leave.[24] In 2021, Washington's legislature chose to more broadly and inclusively define "family" while temporarily expanding the program to provide COVID-19-related relief.[25]
- **D.C.'s** paid family leave program was implemented on July 1, 2020. In the first year of the program, more than 12,000 claims had been filed. Just under 70 percent of claims were for child bonding, just under 24 percent for personal medical leave and 7 percent for family caregiving.[26] The program ended its first year with a surplus, and the District has temporarily expanded the available duration of medical and family caregiving leaves, created an additional category of leave for prenatal care and eliminated the waiting period for benefits.[27]
- **Massachusetts** implemented its program in 2021, **Connecticut** in 2022 and **Oregon** in 2023. More than 5,500 advance applications were filed ahead of Connecticut's program start, with just over 23 percent for child bonding, 66 percent for personal medical leave, and 10 percent for family caregiving.[28]
- New programs will soon be fully implemented in **Colorado** (2024), **Delaware** (2025), **Maine** (2025), **Maryland** (2024) and **Minnesota** (2026). These states build on earlier successes with new innovations, including providing more progressive wage replacement rates, extended durations of leave for certain purposes and inclusive coverage of diverse family structures.[29]

Demonstrated Benefits for Employers

- **Employers have adapted well to state paid leave programs.** The vast majority of California employers reported a positive effect on employee productivity, profitability and performance, or no effect.[30] The California Society for Human Resource

Management, a group of human resources professionals that initially opposed California's paid family leave law, declared that the law is less onerous than expected, and few businesses in their research reported challenges resulting from workers taking leave.[31] In New Jersey, the majority of both small and large businesses say they have adjusted easily.[32] Just one year after implementation of New York's paid family leave program, 97 percent of employers were in compliance with the new law.[33]

- **State paid leave programs are a model that works for small businesses.** The majority of small business owners support the creation of family and medical leave insurance programs at the state and federal levels, as these programs make the benefit affordable, reduce business costs, increase their competitiveness and can allow small business owners themselves to take paid leave when the need arises.[34] In California, although all employers report positive outcomes associated with paid leave, small businesses (those with fewer than 50 employees) report more positive or neutral outcomes than large businesses (500+ employees) in profitability, productivity, retention and employee morale.[35] A survey conducted for the New Jersey Business and Industry Association found that, regardless of size, New Jersey businesses say they have had little trouble adjusting to the state's law.[36]

"THE LAW CAME INTO EFFECT A FEW YEARS AGO, AND IT SEEMS LIKE MOST OF OUR MEMBERS ARE COMPLYING WITH IT…IT SEEMS TO BE WORKING OUT WELL."

— Director of a New Jersey business association

"I'VE DEVELOPED RELATIONSHIPS WITH LOYAL EMPLOYEES, AND YOU WANT TO HELP THEM. AND THIS SYSTEM MAKES IT RELATIVELY EASY."

— Small manufacturing employer in New Jersey

- **Paid leave boosts employee morale and reduces costly turnover.** In California, virtually all employers (99 percent) report that the state's program has positive or neutral effects on employee morale and 87 percent that the state program had *not* resulted in any increased costs. Sixty percent report coordinating their benefits with the state's paid family leave insurance system – which likely results in ongoing cost savings.[37] Firm-level analysis of employers in California before and after paid family leave was implemented confirmed that for the average firm, wage costs had not increased and turnover rates had decreased.[38] Over a decade period, individuals who used the program typically made only a single claim.[39] Workers in lower quality jobs who used the state paid leave program reported returning to work nearly 10 percent more than workers who did not use the program.[40] Women who take a paid leave are 93 percent more likely to be in the workforce nine to 12 months after a child's birth than women who take no leave.[41] In multiple studies, New Jersey employers have noted

that the state's paid leave program is beneficial for employees and manageable for employers.[42]

Proven Results for Workers and Families

- **Paid leave programs have wide-ranging benefits for public health.** Research from state programs shows that for young children, paid leave provides time to establish a strong bond with parents during the first months of life, increases rates and duration of breastfeeding,[43] supports fathers' involvement in care,[44] improves rates of on-time vaccination,[45] reduces infant hospital admissions,[46] and reduces probabilities of having ADHD, hearing problems or recurrent ear infections.[47] Paid leave may also help prevent child maltreatment by reducing risk factors, such as family and maternal stress and depression.[48] Paid leave reduces the odds of a new mother experiencing symptoms of postpartum depression[49] and is associated with improvements in new mothers' health.[50] In California, implementing paid family leave was linked to an 11 percent relative decline in elderly nursing home usage.[51]
- **Working families with paid leave are more economically secure and can better manage work and family responsibilities.** Parents in California and Rhode Island reported that paid leave improved their ability to arrange child care.[52] State paid leave programs improve the labor force participation of family caregivers,[53] reduce the likelihood that new mothers would fall into poverty and increase household incomes,[54] and mean working people are significantly less likely to use SNAP or other public support programs in the year after a child's birth.[55]

A Clear Case for a National Solution

People's access to paid leave should not depend on where they live or work or what kind of job they hold. The success of paid family and medical leave programs at the state level demonstrates that there is an effective, affordable and proven model that works for families, businesses and the economy.

It is past time for a national solution that is:

- **Inclusive** of all working people;
- **Comprehensive** to reflect the range of personal and family caregiving needs;
- **Meaningful** in duration of leave and wage replacement level;
- **Sustainably funded without harming other essential programs; and**
- **Secure** so that workers are protected from adverse consequences for needing or taking leave.

Learn more at **NationalPartnership.org/PaidLeave.**

[1] State of California Employment Development Department. (n.d.). *Disability Insurance (DI) - Monthly Data*. Retrieved 2 February 2022, from https://data.edd.ca.gov/Disability-Insurance/Disability-Insurance-DI-Monthly-Data/29jg-ip7e/data; State of California Employment Development Department. (n.d.). *Paid Family Leave (PFL) - Monthly Data*. Retrieved 2 February 2022, from https://data.edd.ca.gov/Disability-Insurance/Paid-Family-Leave-PFL-Monthly-Data/r95e-fvkm/data

[2] Ibid.

[3] Estimate based on the total number of Temporary Disability Insurance (TDI) and Paid Family Leave (PFL) claims approved annually as a share of the annual average size of the workforce covered by the state plan each year. In 2020, approximately 1.9 percent of the covered workforce made a PFL claim and 4.7 percent a TDI claim. Employment Development Department, State of California. (2021, May). *May 2021 Disability Insurance (DI) Fund Forecast*. Retrieved 2 February 2022, from https://www.edd.ca.gov/about_edd/pdf/edddiforecastmay21.pdf.

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[11] RI Department of Labor and Training. (2016-2021). *2015-2020 Annual Reports and 2021 TDI Monthly Updates*. Retrieved 2 February 2022, from https://dlt.ri.gov/labor-market-information/data-center/unemployment-insurance-ui-temporary-disability-insurance-tdi

[12] See note 4.

[13] Estimate based on the total number of TDI and Temporary Caregiver Insurance (TCI) claims approved annually as a share of the population covered by the state program. In 2020, approximately 1.9 percent of the covered workforce made a TCI claim and 7.1 percent a TDI claim. RI Department of Labor and Training. (2021, April). *2020 Annual Report*. Retrieved 2 February 2022, from https://dlt.ri.gov/labor-market-information/data-center/unemployment-insurance-ui-temporary-disability-insurance-tdi

[14] Estimate based on TCI and TDI claims for every month in 2020. See note 11.

[15] H.B. 6090, § 1, 2021-2022 Leg. Sess. (R.I. 2021) (enacted)

[16] Text box citations: RI Department of Labor and Training. (2020-2021). *TDI Monthly Updates for March 2019 and March 2020*. Retrieved 2 February 2022, from https://dlt.ri.gov/labor-market-information/data-center/unemployment-insurance-ui-temporary-disability-insurance-tdi; See note 1.

[17] Estimate based on the total number of Paid Family Leave claims filled in 2018 as a share of the population covered by New York Paid Family Leave insurance. Data was not available for Temporary Disability Insurance claims or for later program years. Office of Governor Andrew C. Cuomo. (2019, August 13). *New York State Paid Family Leave: 2018 Year in Review*. Retrieved 2 February 2022, from https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/PFL_EOYReport_2018_FINAL.pdf

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[19] Office of Governor Andrew C. Cuomo. (2019, August 13). *Governor Cuomo Announces Successful First Year of Nation's Strongest Paid Family Leave*. Retrieved 2 February 2022, from https://ocfs.ny.gov/main/news/article.php?idx=1959. Figures only refer to paid leave for child bonding, family caregiving and military exigency; utilization data was not reported for the state's temporary disability insurance (personal medical leave) program.

[20] See note 19, Office of Governor Andrew C. Cuomo.

[21] S. 6406C, Part SS, 239th Leg., Reg. Sess. (N.Y. 2016)

[22] S. 2928, §§ 1-2, 244th Leg., Reg. Sess. (N.Y. 2021) (enacted)

[23] In 2020, Washington's employed labor force was 79.1 percent white, 13.3 percent Latinx (of any race), 4.1 percent Black. U.S. Bureau of Labor Statistics. (2021). *Employment status of the civilian noninstitutional population in states by sex, race, Hispanic or Latino ethnicity, and detailed age, Preliminary 2020 Annual Averages*. Retrieved 16 June 2021, from https://www.bls.gov/lau/ex14tables.htm

[24] Asian American and Pacific Islander includes applicants identifying as East Asian, South Asian, Southeast Asian and Native Hawaiian or other Pacific Islander. Share of claims for medical leave includes those related to pregnancy, following reporting practices in other states. Washington Employment Security Department (2020, December) *Washington Paid Family & Medical Leave Annual Report*. Retrieved 2 February from https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/newsroom/Legislative-resources/2020Paid-Leave-Program-Report.pdf

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The National Partnership for Women & Families is a nonprofit, nonpartisan advocacy group dedicated to promoting fairness in the workplace, access to quality health care and policies that help all people meet the dual demands of work and family. More information is available at NationalPartnership.org.

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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF FAMILY AND MEDICAL LEAVE

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FY2023 Annual Report for the Massachusetts Paid Family and Medical Leave program

Department of Family and Medical Leave

The enactment of the Family and Medical Leave Law, M.G.L. c. 175M on June 28, 2018, created Paid Family and Medical Leave (PFML) in Massachusetts.

The program provides benefits to covered individuals. A covered individual includes:

(a) an employee who meets the financial eligibility requirements of M.G.L. c. 151A, § 24(a); provided, however, that all such employment shall have been with an employer in the Commonwealth;

(b) a self-employed individual:

1. who has elected coverage under M.G.L. c. 175M, § (2)(j);
2. whose reported earnings to the Massachusetts Department of Revenue from self-employment meet the financial eligibility requirements of M.G.L. c. 151A, § 24(a) as if the individual were an employee; and
3. who has made contributions as required by M.G.L. c. 175M, § 6, for at least two of the previous four calendar quarters;

(c) a covered contract worker.

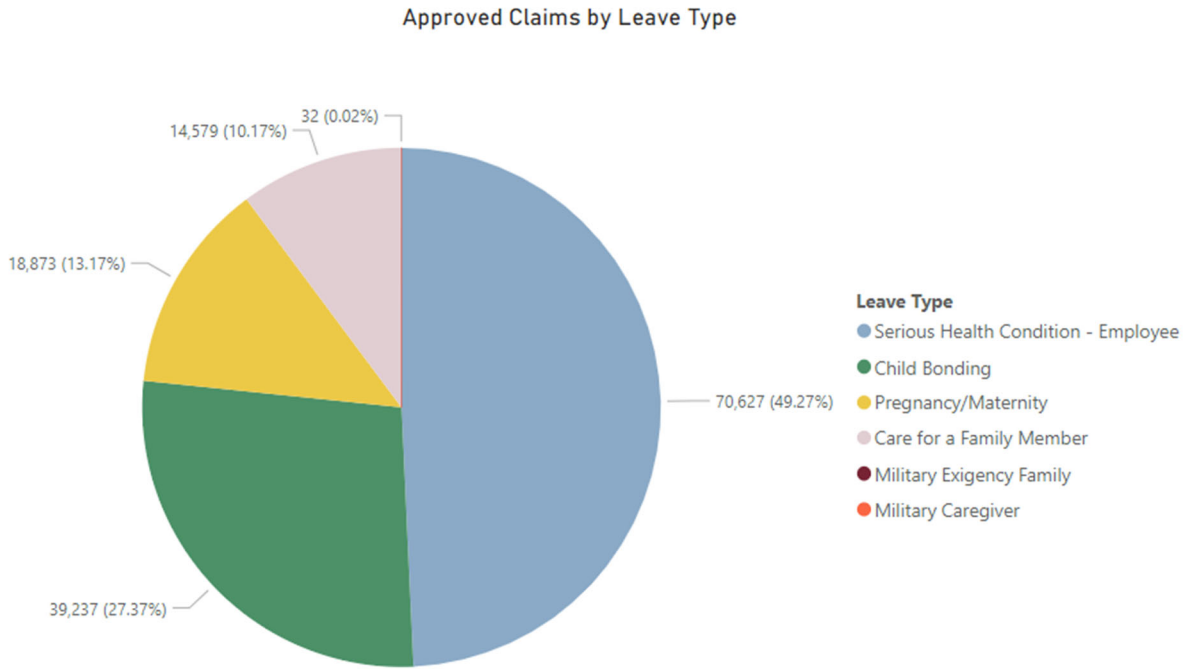
The Department of Family and Medical Leave (DFML) is required to issue annual reports containing information about applications for PFML benefits made to DFML (M.G.L. c. 175M s. 7(e)).

This report provides a summary of data on applications for paid leave benefits from July 1, 2022, to June 30, 2023 (FY23), including cases subsequently approved through the appeals process. The data used in this report is derived from various sources, including DFML's claims processing system and the Massachusetts Department of Unemployment Assistance. The report provides information on benefits, applications, and certain covered individual demographics during FY23.

Approved Applications Information

In FY23:

- **143,356** applications were approved.
    - That represents a **27.39%** increase in approved applications over FY22, when the Department approved 112,531 applications. Additionally, the approval percentage for applications in FY23 increased by **3.16%, to 83.72%**.
- Medical leave accounted for **62.55%** of approved applications (**89,500** approved applications).
    - Medical Leave due to one's own serious health condition accounted for **49.36%** of approved applications (**70,627** approved applications).
    - Leave associated with standard recovery from childbirth or pregnancy are categorized as Medical Leave claims. Those leaves accounted for **13.19%** of approved applications (**18,873** approved applications). In FY23, **62.88%** of covered individuals with an approved medical leave claim to recover from childbirth or due to pregnancy also had an approved child bonding family leave claim.
- Family leave to bond with a child following birth, adoption or foster care placement accounted for **27.37%** of approved applications (**39,237** approved applications).
- Family leave to care for a family member with a serious health condition accounted for **10.17%** of approved applications (**14,579** approved applications**)**.
- Military exigency leave accounted for **.02%** of approved applications (**32** approved applications).
- Leave to care for a family member who is a covered service member accounted for .**01%** of approved applications (**8** approved applications).



Denied Applications Information

As of June 30, 2023:

- **27,863** applications were denied, which was **16.27%** of all filed applications that received a decision from PFML.
    - That represented a **17.16%** reduction in the percentage of filed applications being denied from FY22, when **19.64%** of all filed applications were denied.

Reasons for Denials

The following categories accounted for the denials issued by DFML in FY23:

Eligibility	The applicant's employer was either covered by an approved exempt plan or was exempt from the requirements of the PFML statute entirely	**7,649** applications
	The applicant had not satisfied the financial eligibility test under M.G.L. c. 175M in that they did not earn 30 times their weekly benefit amount over the 12 months preceding the individual's application	**3,591** applications
	The applicant had wages too low to qualify for PFML	**1,698** applications
	The applicant was ineligible due to being unemployed for more than 26 weeks at the time they applied	**109** applications
Documentation	The applicant did not submit the required documents	**7,559** applications
	The documents submitted by the applicant did not comply with DFML requirements	**3,807** applications
Information from employers	The employer provided disqualifying information about the applicant to DFML (e.g., that applicant had taken prior leave during the benefit year)	**442** applications
	The employer was not notified by the applicant of their need for leave in accordance with the timeliness requirements established under M.G.L. c. 175M	**222** applications
Family leave	The leave did not fall within one year of the child's birth or placement	**103** applications
	The applicant did not establish that they were caring for a covered family member	**12** applications
	The applicant applying for benefits or the family member they were caring for passed away prior to the start of the leave	**9** applications
Other	The application was submitted more than 90 days after the leave began	**894** applications
	The requested leave exceeded the amount allowed for family leave	**804** applications

Other Cont.	The requested leave exceeded the amount allowed for medical leave	**685** applications
	The requested leave exceeded the total allowed for both family and medical leave	**234** applications
	The application contained false statements	**45** applications

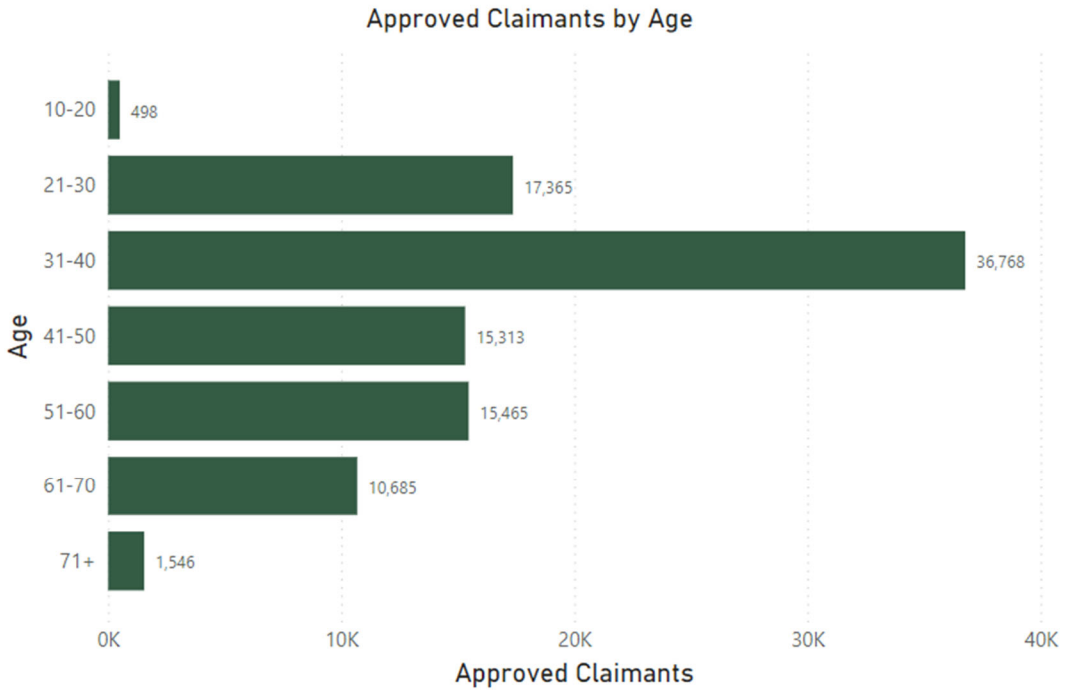
Abandoned Claims

In FY23, of the **7,559** applications that were denied for "The applicant did not submit the required documents", **3,948** applications were denied because an individual started an application in the portal but did not complete and submit the application.

Demographics for Approved Covered Individuals

*Demographic information is provided for all covered individuals with approved leaves.

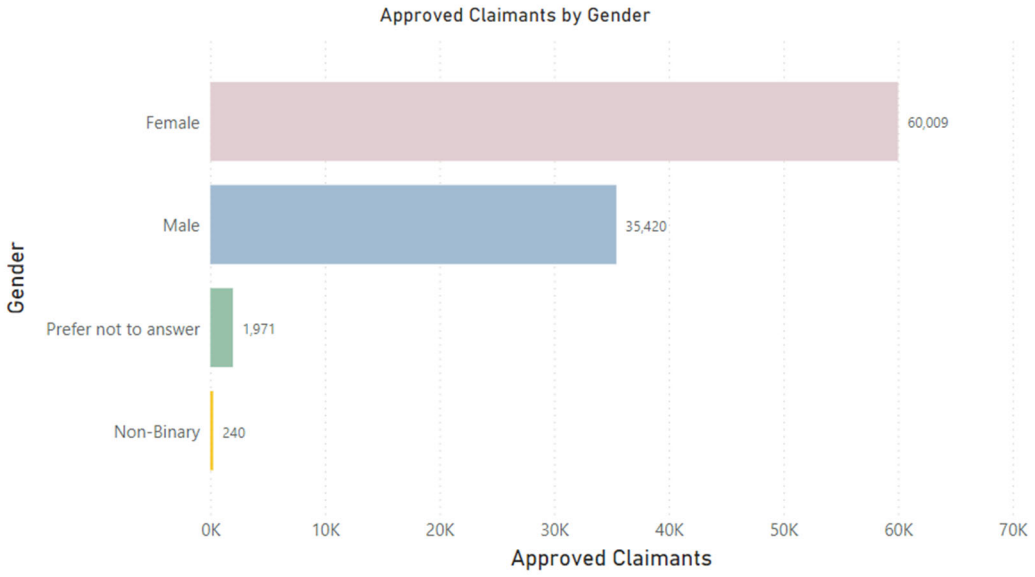
Age**

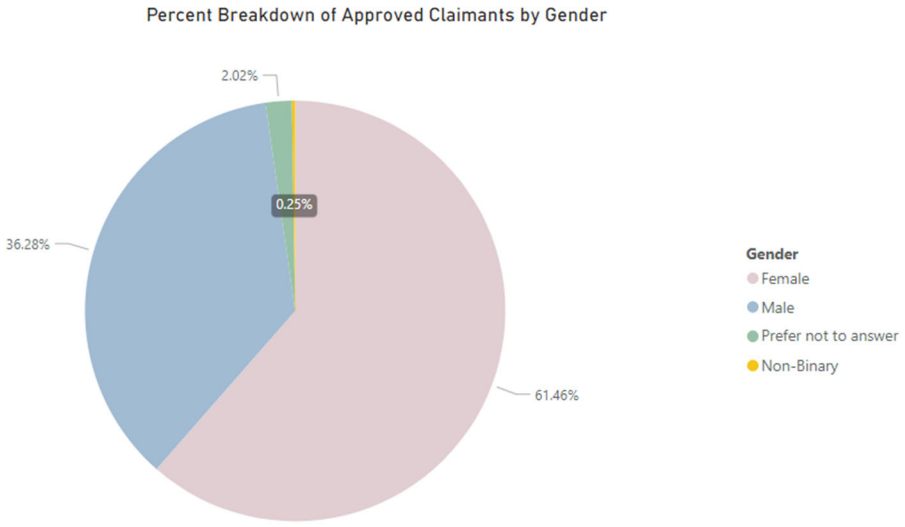


**The total number of covered individuals does not equal the total number of approved claims because covered individuals can file for multiple leaves within a year.

Gender

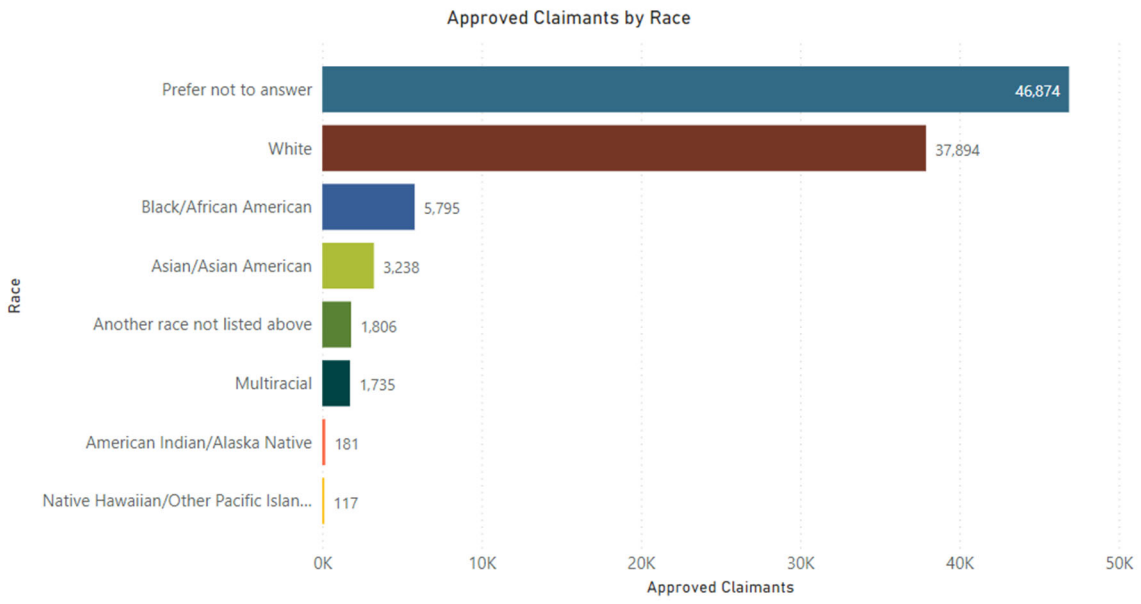
Demographic information for gender is optional for covered individuals to disclose to DFML. In FY23, **61.46%** (**60,009**) of covered individuals identified as female, **36.28%** (**35,420**) of covered individuals identified as male, **2.02%** (**1,971**) of covered individuals preferred not to answer, and **0.25%** (**240**) identified as non-binary.

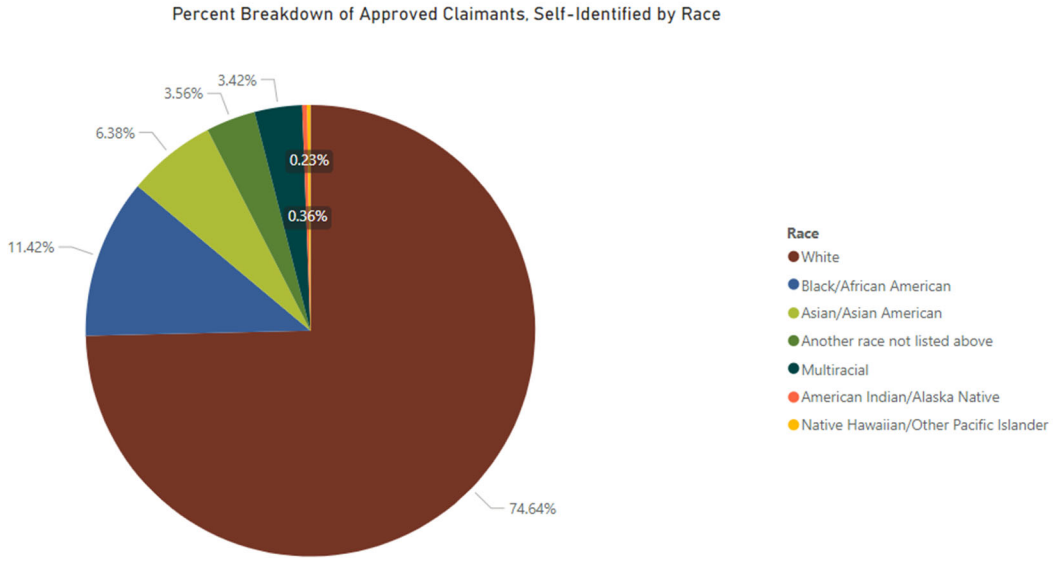




Race

Demographic information for race is optional for covered individuals to disclose to DFML. In total, **48%** (**46,874**) of covered individuals preferred not to answer. After excluding covered individuals that preferred not to answer, **74.64%** (**37,894**) of covered individuals selected White as their race; **11.42%** (**5,795**) of covered individuals selected Black/African as their race; **6.38%** (**3,238**) of covered individuals selected Asian/Asian American as their race; **3.56%** (**1,806**) of covered individuals selected "Another Race not Listed Above" as their race; **3.42%** (**1,735**) of covered individuals selected Multiracial as their race; and less than **1%** (**298**) of covered individuals selected American Indian/Alaska Native or Native Hawaiian/Other Pacific Islander as their race.





*The above pie chart excludes "Prefer not to answer" responses.

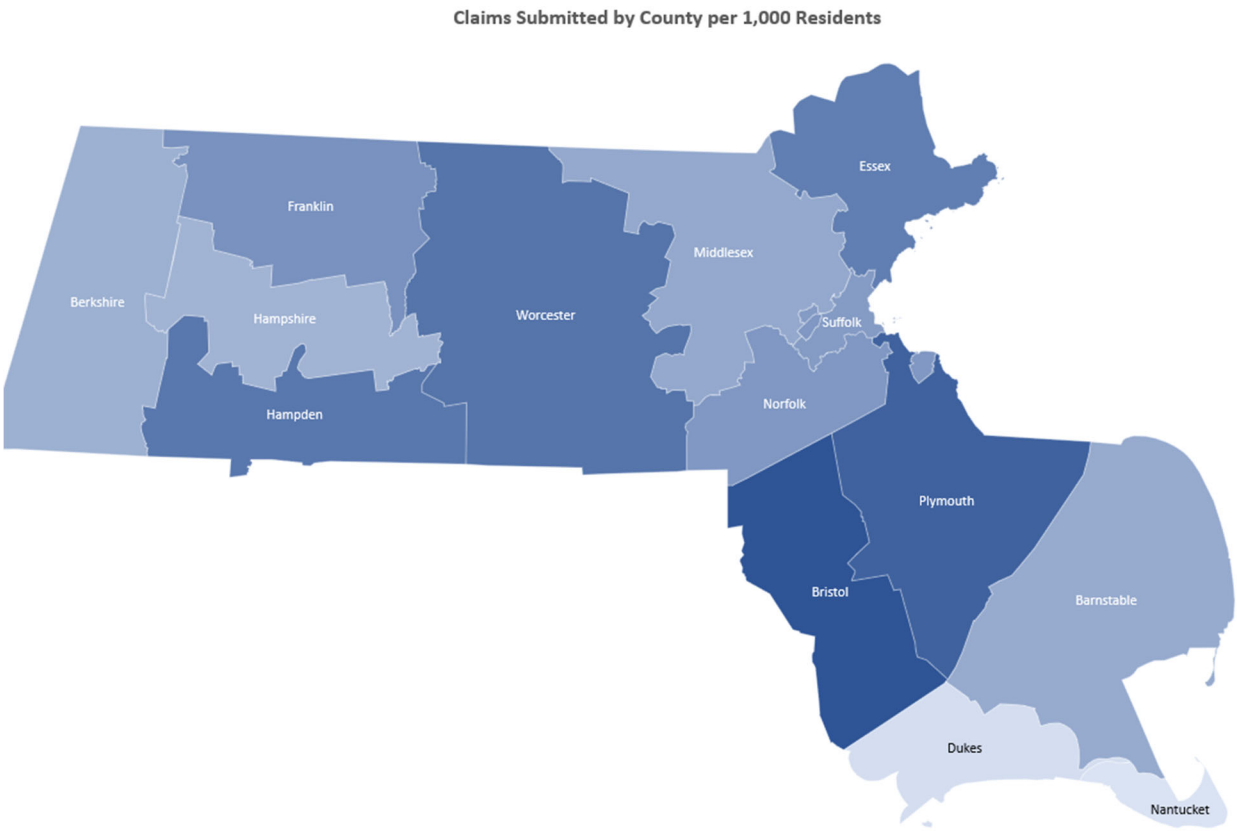
Occupation

Covered individuals for paid leave worked in a wide variety of industries, and the top 40 occupations are listed below. This data is derived from occupational information that employers self-disclosed to the Department of Unemployment Assistance.

Occupation	Approved Claimants
Waiters and Waitresses	412
Retail Salespersons	403
Cashiers	400
Personal Care Aides	361
Nursing Assistants	355
Sales Managers	319
Medical Assistants	289
First-Line Supervisors of Retail Sales Workers	282
Stock Clerks and Order Fillers	266
Preschool Teachers Except Special Education	211
Bus Drivers School or Special Client	209
Medical Secretaries and Administrative Assistants	207
Combined Food Preparation and Serving Workers Including Fast Food	201
Home Health Aides	200
Maids and Housekeeping Cleaners	196
Cooks Restaurant	195
Dental Assistants	189
Electricians	189
Licensed Practical and Licensed Vocational Nurses	183
Construction Laborers	181
Social and Human Service Assistants	181
Laborers and Freight Stock and Material Movers Hand	177
Bartenders	173
Heavy and Tractor-Trailer Truck Drivers	165
Food Service Managers	162
Light Truck Drivers	155
Packers and Packagers Hand	154
Receptionists and Information Clerks	153
Carpenters	149
Hairdressers Hairstylists and Cosmetologists	149
Secretaries and Administrative Assistants Except Legal Medical and Executive	142
Janitors and Cleaners Except Maids and Housekeeping Cleaners	140
Sales Representatives Wholesale and Manufacturing Except Technical and Scientific Products	132
Security Guards	130
Dental Hygienists	129
Office Clerks General	129
Team Assemblers	122
First-Line Supervisors of Food Preparation and Serving Workers	119

Geography

The below figure shows utilization of PFML by county. Since population size varies by county, the data is presented on a scale of number of approved claims per 1,000 residents in each county. The darker colors indicate more claims submitted versus the lighter colors which indicate fewer claims submitted per 1,000 residents. **13.60 %** of claims were submitted with an out-of-state mailing address.



County	Claims per 1,000 Residents
Barnstable	15.12
Berkshire	14.59
Bristol	24.01
Dukes	9.90
Essex	19.71
Franklin	17.68
Hampden	20.39
Hampshire	14.28
Middlesex	15.39
Nantucket	9.40
Norfolk	17.08
Plymouth	22.52
Suffolk	16.68
Worcester	20.76

Weekly Wages

The average Individual Average Weekly Wage (IAWW) for PFML approved claims was **$1,155.48.**

- In FY22, the Individual Average Weekly Wage (IAWW) for PFM approved claims was **$1,421.80, representing an 18.70%** decrease in the average wage of approved PFML applicants from FY22 to FY23.

Average Weekly Benefit

During FY23, the average weekly benefit was:

- **$774.01** for family leave. In FY22, the average weekly benefit for family leave was **$793.55.**
- **$791.36** for medical leave. In FY22, the average weekly benefit for medical leave was **$754.84.**

Processing Times

To apply for paid leave benefits, a covered individual must submit an application and upload supporting documentation. The application is then sent to their employer, which has 10 business days to review and respond. After the employer responds, or the 10 business days have lapsed, the application is adjudicated by DFML, and a decision is reached within 14 business days.

- The median response time from employers was **3** calendar days.
    - In FY22, the median response time from employers was **2.75** calendar days.
- The median initial determination (from application submission to initial decision) was **17** calendar days.
    - The median initial determination was unchanged from FY22 to FY23. In FY22, the median initial determination was **17** calendar days.
- The median final determination (from application submission to final decision, including the appeals process) was **27** calendar days.
    - That represents a decrease of 27% from FY22, when the median final determination was **37** calendar days.

Leave Duration

Assuming a five-day work week, the average duration of a leave completed in FY23 was **9.40 weeks**.

- For medical leave, the median duration of a leave completed in FY23 was **8.74 weeks.**

- For family leave, the median duration of a leave completed in FY23 was **10.44 weeks.**

Open Cases

At the end of FY23, there were **25,455** open leave requests, where covered individuals were in the midst of taking their leave. There were **117,844** closed leave requests, where the leave had been completed.

At the end of FY22, there were **25,718** open leave requests, where covered individuals were in the midst of taking their leave. There were **96,900** closed leave requests, where the leave had been completed.

Total Benefits Distributed

In FY23 (July 1, 2022-June 20, 2023), DFML paid out a total of **$832,556,023.75** in family and medical leave benefits.

- In FY22 (July 1, 2021-June 20, 2022), DFML paid out a total of **$602,767,692.31** in family and medical leave benefits, which resulted in a **37%** increase in total benefits paid between FY22 and FY23.

Employer Reimbursement

Employers may qualify for reimbursement of benefits paid to their employees if they offer a paid temporary disability, family or medical leave policy, or an extended illness leave bank that provides equal or more generous benefits than those provided under the PFML law.

In FY23 DFML paid out a total of **$1,316,929.75** in family and medical leave reimbursements across **109** employers. The total employer reimbursement payment is included in the total benefit's distributed for FY23.

- **$692,766.37** for family leaves
- **$624,163.38** for medical leaves

Previous Fiscal Year Comparison at a Glance

Metric	FY22*	FY23	Percent Change
Approved Applications	112,531	143,356	27.39% Increase
Average Leave Duration	12 Weeks	9.40 Weeks	21.66% Decrease
Average Weekly Benefit - Family Leave	$793.55	$774.01	2.46% Decrease
Average Weekly Benefit - Medical Leave	$754.84	$791.36	4.84% Increase
Calendar Days to Final Determination	37 Calendar Days	27 Calendar Days	27.03% Decrease
Calendar Days to Initial Determination	17 Calendar Days	17 Calendar Days	0% Change
Covered Individuals	79,898	97,640	22.21% Increase
Denial Rate	19.64%	16.28%	17.16% Decrease
Denied Applications	27,507	27,863	1.30% Increase
Individual Average Weekly Wage	$1,421.80	$1,155.48	18.73% Decrease
Total Applications	140,038	171,219	22.26% Increase
Total Benefits Paid Out	$602,767,692.31	$832,548,618.16	38.12% Increase

*FY22 was the department's first full operational fiscal year.

Fiscal Year Improvements

The Department saw an increase of **27.39%** in approved applications in FY23:

- The increase in approved applications was brought on by a **22.26% increase** in total applications and a **17.16% decrease** in the percentage of applications that were denied.
- The **17.16% decrease** in the percentage of applications that were denied was the result of a decrease in the percentage of applications that were denied for insufficient documentation.
    - Despite claims increasing by **22.26%**, the overall number of applications denied for having insufficient documentation decreased by **45.5%**.

The number of unique covered individuals accessing PFML benefits increased by **22.21%.**

The Department issued final determinations faster, reducing the average time it takes to issue a final determination by **10** calendar days.

- Overall, there was a **27.03% decrease** in the time it takes the Department to issue a final determination.

The average wage for a covered individual decreased by **18.73%.**

Gmail

Kat Monahan <katmonahan01760@gmail.com>

PFML for Municipal Employees

Rogers, Dave - Rep. (HOU) <Dave.Rogers@mahouse.gov> Mon, Mar 11, 2024 at 3:14 PM
To: Kat Monahan <katmonahan01760@gmail.com>

Kat – I hope you are well.

Thank you for your interest on this issue. *An Act to ensure paid family and medical leave benefits for municipal employees* was a bill I filed in partnership with the Massachusetts Teachers' Association (MTA). After filing and advocating for the bill for two sessions, MTA decided not to seek a refile. From my understanding, this was part of a general downsize on the number of bills MTA backs. This particular bill was left out because of pushback from the Mass Municipal Association and the need to overcome the unfunded mandate law.

Still, last year MTA sought a budget request that would provide a financial incentive to municipalities that opt to paid family medical leave to employees (either through adoption of Massachusetts Paid Family Medical Leave law or provision of a locally administered leave program that is comparable to the standards of the state law). Unfortunately, this proposal was not included in the final budget for FY'24.

When I spoke with a colleague at MTA about why Municipal employees were excluded from PFML to begin with, they said that the form of PFML which passed was very similar to the proposed ballot question language, which did not include municipal employees because unfunded mandates are not permitted in initiative petitions.

It is disappointing that neither my bill nor this year's budget amendments passed. However, people like yourself prove that this issue is not going away any time soon, and I will continue to look for ways to seek remedy.

Please let me know if you have any other questions. Your Representative, Rep. Linsky, can also be reached at David.Linsky@mahouse.gov.

Best,

Dave

State Representative Dave Rogers

24th Middlesex District

Chair – Committee on Higher Education

Serving Arlington, Belmont, and Cambridge

Massachusetts State House, Room 473B

Boston, MA 02133

Office: (617)722-2263

Email: Dave.Rogers@mahouse.gov

Click here to subscribe to my monthly email newsletter

From: Kat Monahan <katmonahan01760@gmail.com>
Sent: Thursday, March 7, 2024 3:58 PM
To: Rogers, Dave - Rep. (HOU) <Dave.Rogers@mahouse.gov>
Subject: Fwd: PFML for Municipal Employees

You don't often get email from katmonahan01760@gmail.com. Learn why this is important

[Quoted text hidden]

Article 32 Paid Family Medical Leave PFML for Natick Employees

Unit	CBA?	FY23 Wages	# of Employees	Average Wage	Parental Leave	Care for Family Member	Sick Time Annual	Max Sick Time	Vacation Annual
Laborers	Y	$5,001,957	78	$64,128	0 days	Use up to 5 days of Sick Time	12 days	120 days	10 - 25 days depending on seniority
Clerks	Y	$1,204,137	25	$48,165	0 days	Unclear	12 days	120 days	10 - 25 days depending on seniority
Supervis/Admin	Y	$1,616,716	14	$115,480	0 days	Unclear	12 days	120 days	10 - 25 days depending on seniority
Deputies	Y	$852,038	5	$170,408	0 days	Use Sick time	12 days	120 days	10 - 25 days depending on seniority
Lieutenants	Y	$704,854	5	$140,971	0 days	Use Sick time	12 days	120 days	10 - 25 days depending on seniority
Sargeant	Y	$1,559,803	13	$119,985	0 days	Use Sick time	12 days	120 days	10 - 25 days depending on seniority
Patrolman	Y	$4,829,941	50	$96,599	0 days	Use Sick time	12 days	120 days	10 - 25 days depending on seniority
Firefighter	Y	$9,325,146	86	$108,432	0 days	Unclear	12 days	120 days	10 - 25 days depending on seniority
Personnel/PT	N	$332,503	29	$11,466	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
Personnel/FT	N	$7,427,898	95	$78,188	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
NonContrib Pension	N	$20,195	1	$20,195	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
Dispatchers	Y	$659,887	17	$38,817	0 days	Unclear	12 days	120 days	10 - 25 days depending on seniority
Elected Official	N	$116,000	1	$116,000	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
Morse Library	Y	$1,730,281	52	$33,275	0 days	Use up to 10 days of Sick time	12 days	120 days	20 - 25 days depending on seniority
PT/Per Diem Nonbenefit	N	$1,092,182	79	$13,825	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
Recreation	N	$891,938	176	$5,068	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
Retirement	N	$340,053	3	$113,351	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
EAN Teachers	Y	$52,171,799	603	$86,520	5 days	5 Days Admin Leave + 5 Days Sick Time	12.5 days	no maximum	0 days
Administrators	Y	$1,872,932	16	$117,058	0 days	5 Days Admin Leave + 5 Days Sick Time	15 days	no maximum	10 - 20 days depending on seniority
Secretaries	Y	$1,822,617	33	$55,231	0 days	5 Days Admin Leave + 5 Days Sick Time	15 days	no maximum	10 - 20 days depending on seniority
Custodians	Y	$3,076,589	59	$52,146	0 days	Use Sick time	12 days	120 days	10 - 25 days depending on seniority
Cafeteria Workers	Y	$766,833	35	$21,910	0 days	Use up to 5 days of Sick Time	11.5 days	no maximum	0 days
Paraprofessionals	Y	$4,276,756	151	$28,323	0 days	5 Days Admin Leave + 5 Days Sick Time	12.5 days	no maximum	0 days
Central Admin	N	$3,419,605	45	$75,991	0 days	5 Days Admin Leave + 5 Days Sick Time	15 days	no maximum	10 - 20 days depending on seniority
Title I	N	$86,101	4	$21,525	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
METCO	N	$221,541	4	$55,385	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
Nonrepresented School	N	$6,865,482	545	$12,597	0 days	Use up to 5 days of Sick Time	12 days	100 days	15 - 25 days depending on seniority
		$112,285,784	2,224						

Submitted by Kat Monahan - 10/20/2023

Warrant Article Questionnaire
Citizen Petitions Articles

Article # 28 Spring Annual Town Meeting 2024	Date Form Completed: 03/29/2024
Article Title: Paid Family Medical Leave for Town of Natick Employees	
Sponsor Name: Kat Monahan	Email: katmonahan01760@gmail.com

Question	Question
1	Provide the article motion exactly as it is intended to be voted on by the Finance Committee.
Response	Move that pursuant to Massachusetts General Law - Part I, Title I, Chapter 4, Section 4 and Massachusetts General Law - Part I, Title XXII, Chapter 175M, Section 10, the Town accept the following Massachusetts General Laws pertaining to Paid Family Medical Leave: M.G.L. Chapter 175M
2	At a summary level and very clearly, what is proposed purpose and objective of this Warrant Article and the required Motion?
Response	The purpose of this Warrant Article is to implement the local option provision of Massachusetts General Laws so that Town of Natick employees may participate in the commonwealth's Paid Family Medical Leave program (PFML). The PFML program has been in place since 2019 for all private employers and is a cost-effective way to provide paid family & medical leave to eligible workers in Massachusetts. PFML is funded through employee and emplyoyer payroll tax contributions; benefits are paid from the state fund, not by the employer. Once the town has adopted the law, the Town of Natick will enact appropriate employee and employer withholding on wages paid to town employees. At the end of the third quarter of 2024, Natick will make its first payment through its existing MassTaxConnect employer account. Beginning January 1, 2025, Town of Natick employees will be eligible to apply for Paid Family Medical Leave.
3	What does the sponsor gain from a positive action by Town Meeting on the motion?
Response	n/a
4	Describe with some specificity how the sponsor envisions how: the benefits will be realized; the problem will be solved; the community at large will gain value in the outcome through the accompanied motion?
Response	**Problem to Be Solved:** When Finance Committee and Town Meeting discussed this issue in Fall 2023, there was a question of whether there was a need for this and some argument that current paid vacation and sick leave through existing personnel policies was likely sufficient. However, the FY2025 Budget book actuarial data on Page 277 shows that over 60% of the 1,239 employees enrolled in the Town's health plans have less than 10 years of service, meaning they can't have reached their maximum sick accrual or vacation accrual rate. This cohort also includes 90% of the enrolled employees under the age

	of 40, those most likely to need parental leave. Departments across both the Town and School have expressed difficulties recruiting and retaining qualified candidates for a variety of positions. Offering PFML benefits is a cost-effective way to improve paid leave benefits for all positions without having to take on the burden of paying the benefits when employees need to use them (see NPWF State Paid Leave Program Fact Sheet). Qualified existing paid leave types like the teacher's 5-day parental leave and Sick Bank payments can be reimbursed to the Town by the Department of Family & Medical Leave. On the state level, bills were filed in both the 2019 - 2020 and 2021 - 2022 legislative sessions to bring municipal employers into PFML; these were sent to Study. State senate and house representatives tried to include $30,000,000 in FY24 funding to create an incentive fund for municipalities that adopt PFML but this effort was unsuccessful. https://malegislature.gov/bills/191/h1681 https://malegislature.gov/Bills/191/S1045 https://malegislature.gov/bills/192/h2044 https://malegislature.gov/bills/192/s1160 https://malegislature.gov/Laws/SessionLaws/Acts/2023/Chapter28 I am appending email correspondence from State Representative Dave Rogers who sponsored H.1681 and H.2044 referenced above. **Outcomes gained by community:** Access to the PFML program will give the Town of Natick a competitive advantage over other communities who do not offer the benefit to all employees. This is a step forward for equity, and Natick has an opportunity to lead the commonwealth by adopting these laws and granting over two-thousand members of our community paid family and medical leave. Many employees of the Town of Natick are also residents. Acknowledging that they deserve paid leave is a display of care for our community members. It keeps more people in their homes and financially stable. Access to paid leave improves physical and mental health outcomes for entire families (see APA Feature on Positive Health Impacts).
5	How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive plan, and community values as well as relevant state laws and regulations
Response	**Implementation:**

	Once the Town of Natick has accepted the law, the town will implement the appropriate payroll withholding and employer contributions. For 2024, this would be 0.42% employer liability and 0.46% employee withholding. The town will need to appoint someone within the Human Resources office to be the PFML employer administrator to supply the program with relevant employee information. Estimated administrative time on this would be under 30 minutes per employee leave application. The Town already has a MassTaxConnect account as an employer. Paid Family and Medical Leave (PFML) coverage for statutorily excluded employers | Mass.gov **How to opt-into PFML as municipalities, districts, political subdivisions or authorities** As a governing body, you must hold a vote to opt-into PFML under M.G.L. 157M Section 10. Once your vote has been finalized, you will need a notarized letter confirming the vote. In addition to the notarized letter, you will need to complete and submit the DFML's Employer Notice of Election. When the required documentation is complete, you should fill out this form to notify DFML of your request to opt into PFML and submit your Notice of Election. After you have submitted the forms, you will need to create a PFML account through the Massachusetts Department of Revenue's MassTaxConnect system to make contributions. **Relevant Laws:** At Fall 2023 Town Meeting, Town Counsel confirmed that the motion language and description of processes and legal consequences is correct and acceptable. This was after her September 6, 2023 memo to the Finance Committee. Massachusetts General Law - Part I, Title I, Chapter 4, Section 4 Section 4. Wherever a statute is to take effect upon its acceptance by a municipality or district, or is to be effective in municipalities or districts accepting its provisions, this acceptance shall be, except as otherwise provided in that statute, in a municipality, by vote of the legislative body, subject to the charter of the municipality, or, in a district, by vote of the district at a district meeting. Massachusetts General Law - Part I, Title XXII, Chapter 175M, Section 10, Section 10. A municipality, district, political subdivision or authority may adopt this chapter upon a majority vote of the local legislative body or the governing body. For the purposes of this section, a vote of the legislative body shall take place in a city by a vote of the city council subject to its charter, in a town by a vote at town meeting, for an authority by a vote of its governing body, in a district, by a vote of the district in a district meeting and by any other political subdivision or instrumentality, by a vote of its legislative body in accordance with its charter or enabling act.

	Comprehensive plan and community values: If Natick has employees who feel valued and have the peace of mind and economic stability of access to paid leave, the town will experience less employee turnover and better hiring outcomes. The Natick 2030+ Master Plan includes in its vision statement "Natick is a healthy community of diverse and interconnected citizens, businesses, organizations and neighborhoods, where citizens of all ages, backgrounds and income levels can live, work and thrive;"; providing PFML benefits to all employees furthers this goal. The Town of Natick continues to be one of the largest employers in Natick with close to 2,000 full time employees. At Fall Annual Town Meeting 2022, Natick adopted the portions of MGL known as The Brave Act. Positive action on FATM 2022 Article 28 entitled town employees to the same paid leave for military training and deployment that their peers in state government were granted in 2018. Adopting the Brave Act was a step towards equity for our town employees, and we need to continue this journey. **Financial and capital plan:** The town of Natick will incur additional employer tax liability equivalent to 0.42% of total taxable wages. For comparison, employer Medicare liability is 1.45% of taxable wages. The Fiscal Year 2025 budget has a total payroll expense of $105,451,481, so the town's FY25 employer PFML liability would be $442,896 (see last page). To give a benefit like this to 2,000 people - 1,500 FTE in the Natick Public Schools and 400 FTE across the rest of the town for under $500,000 should be an easy choice to make. The town would be able to implement the payroll withholding on non-represented employees, which make up about 25% of payroll dollars, immediately. How, when, and if, the employee liability is imposed on represented employees is up to parties negotiating those particular CBAs and implementation may be delayed or graduated. If the Town had to cover the employee liability of all represented employees for FY25, I estimate this would increase the Town's total PFML liability by an additional $363,808 (75% of the total employee liability based on represented vs. nonrepresented payroll dollars). The Town's Payroll administrator confirmed that the employee and employer contributions could be added and modified based on bargaining units (this capability is currently necessary for deducting union dues). Once Natick implements PFML, employer liability is eligible to be offset by reimbursements of the Teacher's 5-day Adminitrative Parental Leave pay, any Sick Bank pay, and other qualified paid leave (not general sick and vacation time). The estimated current annual spending on the existing Teacher's parental leave is $20,000.

Current and Historic PFML Contribution Rates by Year

Contribution Rate/Year	**2024**	**2023**	**2022**	**2021**	**2020**
Employee Medical	0.28%	0.208%	0.224%	0.248%	0.248%
Employee Family	0.18%	0.11%	0.12%	0.13%	0.13%
Employee Total	**0.46%**	**0.318%**	**0.344%**	**0.378%**	**0.378%**
Employer Medical	0.42%	0.312%	0.336%	0.372%	0.372%
Employer Family	0.00%	0.00%	0.00%	0.00%	0.00%
Employer Total	**0.42%**	**0.312%**	**0.336%**	**0.372%**	**0.372%**

6	Have you considered and assessed, qualified and quantified the various impacts to the community such as: ● Town infrastructure (traffic, parking, etc.) ● Neighbors (noise, traffic, etc.); ● Environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.);
Response	n/a
7	Who are the critical participants in executing the effort envisioned by the article motion? To this point what efforts have been made to involve those participants who may be accountable, responsible, consulted or just advised/informed on the impacts of executing the motion?
Response	I have previously discussed the issue and the motion with the Town Administrator and corresponded with the Town's Human Resources Director, Payroll Manager, and NPS HR Director. They have confirmed the details that MUNIS implementation would be easily achievable, the MassTaxConnect account is actively integrated to the Town's payroll, and that monitoring the employer PFML account would not be overly cumbersome. Every employee of the Town of Natick that I have discussed Article 28 with, including current and former employees across departments and bargaining units, supports Paid Family Medical Leave and acknowledges that this would alleviate a huge burden for employees who need to take time for medical and family reasons.
8	What steps and communication has the sponsor attempted to assure that: ● Interested parties were notified in a timely way and had a chance to participate in the process, that ● Appropriate town Boards & Committees were consulted ● Required public hearings were held

Response	Town Meeting vote is the appropriate process for this action. After Fall 2023 referral, I've had successful communication with members of the Public Employee Committee, who confirmed that town employees support and want these benefits and acknowledge the cost is something to consider, but well worth what they would gain for all employees. I have followed up directly with Town Meeting members who expressed concerns via email or debated in the article previously. Several Natick residents (not employed by the Town) have come to know me as 'the PFML person' and have asked me to help research their own PFML eligibility, income thresholds, and rights to Sick pay. School Committee – Article Consideration scheduled for April 1, 2024. I have discussed the article with four School Committee members including three members of their Negotiating committee. They acknowledge that PFML is the most equitable way to provide these benefits to Natick Public Schools employees; many of their concerns are focused on specific bargaining units and 'what if X employee has a baby and needs to be out for longer than ususal' scenarios. The Department of Family Medical Leave report details that almost half of all approved leaves are for the employee's own serious medical condition, that pregnancy and child bonding leaves make up about 40% of all claims, and that the average duration of leave is 8.74 weeks for medical leave and 10.44 weeks for family leave. Town Administrator – Meeting occurred on Thursday, March 21, 2024. The Town Administrator let me know that questions about PFML will be included in a survey sent out during open enrollment (April 2024, only benefits-eligible employees would receive). There is no plan for the Town to update paid leave policies, implement benefits similar to PFML, or take action beyond the existing collective bargaining process. Select Board – Article Consideration scheduled for April 3, 2024.
9	Why is it required for the Town of Natick AND for the sponsor(s)?
Response	It is required that we implement this through Town Meeting due to the way the law was written. Action on this matter is required in that it is the right thing to do for the people that serve our community and are employed by Natick.
10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?
Response	No.
11	What are other towns and communities in the Metro West area, or the Commonwealth of MA doing similar to what your motion seeks to accomplish.

Response	The Commonwealth of Massachusetts passed the law in 2018. Executive department employees can apply for PFML, and in some cases have paid family and medical leave benefits which exceed those of the PFML program. Since 2019, all private employers have had to comply with this law. https://www.mass.gov/guides/family-and-medical-leave-options-fmla-and-pfml-for-commonwealth-employees Ten Massachusetts communities have endured teacher strikes over the last two years, some of them asking for the same parental leave benefits that are already provided by the Massachusetts PFML program. They have had costly and contentious negotiations that cost significantly more than 0.42% of payroll. Other communities have had piecemeal negotiations to give some subsets of employees comparable benefits. To date, no other municipalities have made a local adoption of the law. In Fall 2023, a Town Meeting member indicated that she worked for a neighboring municipality that offered these types of benefits without the PFML deduction. I've reached out to her for more details.
12	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences.
Response	If the Article is not passed, it could potentially erode the confidence, trust, and morale of employees who are living and working in the Town. Employees who want or need PFML will have no access to this program.

Additional Links:

WGBH Reporting on Educators Negotiating for Paid Parental Leave. September 2023. https://www.wgbh.org/news/education-news/2023-09-28/paid-parental-leave-for-mass-teachers-gains-traction

Massachusetts DFML Report FY23. February 2023. https://www.mass.gov/doc/fy2023-dfml-annual-report/download

National Partnership for Women & Families State Paid Leave Programs Fact Sheet. November 2023. https://nationalpartnership.org/wp-content/uploads/2023/02/paid-leave-works-evidence-from-state-programs.pdf

American Psychological Association's "Montior on Psychology" Feature. April 2022. https://www.apa.org/monitor/2022/04/feature-parental-leave

Total Salary Pulled from FY 2025 Town Administrator's Preliminary Budget 02/01/2024			
Total School Salary Pulled from NPS FY25 Budget to Fincom 3/26/24			
Deptartment	FY24 Amended	FY25 Budget	# of Full-Time Employees
Natick Public Schools	$65,790,516	$71,325,904	1500
Keefe Tech	$0	$0	0
Morse Institute Library	$2,120,031	$2,263,558	
Bacon Free Library	$196,071	$203,913	
Public Safety Emergency Management	$5,000	$5,000	
Public Safety Parking Enforcement	$115,455	$104,041	
Public Safety Police	$8,001,272	$8,379,775	
Public Safety Fire	$10,494,245	$10,750,672	
Public Works	$4,791,379	$4,947,054	
Community Services	$1,653,225	$1,730,253	
Board of Health	$633,099	$633,607	
Select Board Salaried	$1,256,845	$1,412,380	
Finance	$147,106	$1,641,181	
Information Technology	$408,668	$424,200	
Town Clerk	$373,343	$362,755	
Board of Records	$73,850	$99,150	
Weights & Measures	$32,908	$34,238	
Community Economic Development	$107,670	$1,133,737	
			400
Total	$96,200,683	$105,451,481	1900
PFML Employee Rate	0.318%	0.46%	
PFML Employee Contribution	$305,918	$485,077	
PFML Employer Rate	0.312%	0.42%	
PFML Employer Contribution	$300,146	$442,896	
Total PFML Liability	$606,064	$927,973	

ITEM TITLE: Special Town Meeting #1 Warrant Articles

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Warrant	3/28/2024	Cover Memo

WARRANT
SPECIAL TOWN MEETING #1
APRIL 23, 2024

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

To Any Constable of the Town of Natick in said County:
Greeting:

In the name of the Commonwealth of Massachusetts you are required to notify the qualified Town Meeting Members of the said Town of Natick to meet on **Tuesday, April 23, 2024, at 7:30 PM**, Natick High School, Natick, MA, then and there to act on the following Articles:

Article 1	Charter and ByLaw Review Committee Report and Extension
Article 2	Charter and ByLaw Changes

Article 1
Charter and ByLaw Review Committee Report and Extension
(Charter and Bylaw Review Committee)

To see what action the Town will take to hear a report of the Charter and ByLaw Review Committee,

To see what action the Town Meeting will take to extend or to revise the term of the Charter and ByLaw Review Committee

To see what action the Town Meeting will take to appropriate funds to continue work with special legal counsel or town counsel and to authorize, if necessary, the Charter and ByLaw Review Committee to use such counsel

Or otherwise act thereon.

Article 2
Charter and Bylaw Changes
(Charter and Bylaw Review Committee)

To see what action(s) the town will take, consistent with the scope of this town meeting warrant article, to amend the Town of Natick Home Rule Petition for "An Act to Amend the Town of Natick home Rule Charter" voted under Article 25 of 2023 Fall Annual Town Meeting (the "Special Act Petition ") by adding provisions pertaining to the following:

Representative Town Meeting - Charter Article 2

1) to amend, modify, replace and/or delete the language regarding the quorum of representative town meeting (including possibly rescinding, revising and/or revoting changes to the quorum that were voted under Article 25 of 2023 Fall Annual Town Meeting); and/or to amend or modify the language of Charter Article 2 to decrease or increase the number of representative town meeting members;

Select Board - Charter Article 3, section 3-2

(2) to amend or modify the language of the powers and duties and/or appointment powers of the Select Board under Charter Article 3 to have certain appointments instead made by the town administrator, to specify such appointments, to specify which if any such appointments would be subject to the review and affirmative vote approval of the Select Board, (provided that any such change to additional duties, powers and/or appointing authority for the town administrator under this paragraph and under any paragraph above or below can only occur if provisions for removal or suspension for the Town Administrator currently provided for in Charter Article 4 are changed to less than unanimous attendance by the Select Board) and/or to modify or amend the language in Charter Article 4, section 4-2-3 and or elsewhere to specify or to authorize any appointments to be made subject to review and affirmative vote approval of the Select Board;

(3) to modify the restriction currently in Charter Article 3 section 3-2 on the Select Board broad policy guidelines to allow specific policies that are capable of being followed by others serving under the overall supervision or authority of the Select Board but still not involving involvement by the Select Board in day to day operations or administration and /or to specify that the chief policy making agency role of the Select Board is a role exercised as a town agency;

(4) to amend or modify the language in Charter Article 3, section 3-2 of the powers and duties of the Select Board to include or to specify that the Select Board shall serve in a policy making, review and oversight capacity as the commissioners of parks, public works, roads, water and sewer, police, fire and other functions, if any, to be specified;

(5) to specify, within Charter Article 3, section 3-2(b) or elsewhere in Charter Articles 3 or 4, that performance review of the town administrator is to be conducted by the Select Board both on its own behalf and on behalf of the town overall and other elected officers, their appointees and representative town meeting.

Town Counsel - Charter Article 3; Charter Article 6

(6) to amend or modify the language with regard to town counsel either

(i) to amend or modify the language of the appointment of town counsel in Charter Article 3, section 3-2 to remove the singular and one year limitation and to provide that such appointment(s) be subject to bylaw, if any, and to permit, subject to bylaw, if any, other elected officers , boards or committees either (a) to appoint special counsel or (b) to approve the appointment of legal counsel to advise such elected officers, boards or committees on their respective duties;

(ii) to remove the references in Charter Article 3, section 3-2 regarding town counsel and provide for such Select Board appointment of town counsel within Charter Article 6; and/or

(iii) to amend or modify the language of Charter Article 6 to authorize other elected officers, boards or committees either (a) to appoint special counsel or (b) to approve the appointment of legal counsel to advise such elected officers, boards or committees on their respective duties.

Moderator - Charter Article 3-10

(7) (i) to authorize the Moderator in Charter Article 3 section 3-10 (b) to appoint a deputy moderator to preside over representative town meeting in the absence of the Moderator, or (ii) in the alternative, in an additional section or subsection under Charter Article 3, to provide for such deputy moderator as an elected office of the town, and/or (iii) to authorize the town to specify the term, duties and responsibilities and other provisions of such Deputy Moderator in Charter Article 3 and/or a bylaw and/or (iv) to determine whether any appointment of a Deputy Moderator should be subject to the approval of representative town meeting.

(8) To modify or amend the language of Charter Article 3 section 1 (g) concerning vacancy in the office of Town Moderator or to include the existing language in the Special Act Request not withstanding any general law to the contrary;

Town Administrator - Charter Article 4

(9) to amend or modify the language of Charter Article 4 *(and other associated references within the Charter)* to rename the town administrator position as town manager, to provide additional appointments to be made by the town administrator whether in the charter or in bylaw, to authorize contract approval powers of the town administrator to be developed in a bylaw, to provide the town administrator a screening and or recruitment role in appointments retained by the Select Board;

(10) to amend or modify the language of the provisions, procedure and/or requirements for attendance by and/or quantum of vote of the Select Board in Charter Article 4 regarding removal or suspension of the town administrator (provided that any change to create additional duties, powers and/or appointing authority for the town administrator under this paragraph or any paragraph above or below can only occur if the provisions for the removal or suspension of the Town Administrator under Charter Article 4 are changed to less than unanimous attendance by the Select Board) and further to provide that any new or revised process in Charter Article 4 be no more burdensome or onerous or disadvantageous to the Select Board than the existing process, and/or to require that any employment contract with the town administrator be consistent with the provisions of the Charter notwithstanding any other provision of the general laws to the contrary;

(11) to amend or modify the language of the provisions in Charter Article 3 section 2 (c) and Charter Article 4, section 4-1 on the appointment of a town administrator regarding a minimum term of three years and a maximum term of five years to authorize a lesser minimum term and/or a lesser maximum term and to change the quantum of vote for a term longer than 3 years to a 2/3rds or other supermajority of the Select Board and/or to amend the initial clause in Charter Article 3 section 2 (c) regarding references to Charter Article 6 and/or to change the language in Charter Article 3 section 2 (c) regarding the appointment of the town administrator to refer to the requirements in Charter Article 4 to eliminate duplicate language concerning the appointment and term of the town administrator; and /or to amend or modify the provisions of Charter Article 2 Section 4-3 (b) and 4-3 (c) to provide for longer terms, more renewal terms and revised cap on such terms of an acting town administrator and/or to amend the appointment powers of an acting town administrator to make permanent appointments subject to advance authorization and/ or required approval by the Select Board;

(12) to amend or modify or to remove the current reference to personnel board and its role in Charter Article 4, section 4-2(4) to provide (i) that the town administrator may be assisted or advised by a personnel board and (ii) that the extent of the role of the personnel board, if any, be specified in a bylaw;

(13) to amend or modify the reference to Generally Accepted Accounting Principles in Charter Article 4, section 4-2(13) and to authorize de minimis or immaterial exceptions to the inventory requirement.

Matters and Provisions in Charter Article 6

(14) to remove the text of Charter Article 6, section 6-3 Office of the Comptroller and Charter Article 6, section 6-4 Town Treasurer Collector and Charter Article 6 section 6-5 Town Clerk and to authorize the subject matter of the appointments, qualifications, terms of office, powers and duties, vacancies and assistants, if any, to be provided in bylaw and/or to provide that the existing text of Charter Article 6, sections 6-3 and 6-4 and 6-5 shall remain in effect until a bylaw dealing with any or all of the existing provisions of Charter Article 6, sections 6-3 and 6-4 and 6-5 respectively are adopted and in effect;

(15) to authorize the town administrator to make minor changes, with the approval of the Select Board, to the town's administrative organization and creation or abolition of new positions of town agencies serving under the control of the town administrator and to establish the conditions for such reorganizations and to define and or to limit the authorizable scope of such minor reorganizations with such authorizable scope possibly but not necessarily being limited to (i) town agencies with similar or overlapping technical disciplines, (ii) actions which do not modify or contradict the bylaws regarding any town agency, or (iii) other limitation(s);

(16) to authorize or provide for the appointment or selection of town counsels and or special town counsels whether in the Charter itself or to create a Charter provision to authorize for such appointments to be provided within the town bylaws;

(17) to provide that reorganizations, creation or abolition of town agencies by bylaw shall take precedence over administrative code actions and to define the term "administrative code";

(18) to insert language in Charter Article 6 providing for existing, new or changed appointments to be made by the Select Board and/or town administrator, and/or to specify which appointments made by the town administrator will be subject to the review and affirmative vote approval of the Select Board and/or to modify or to delete language on appointments accordingly in Charter Article 3 and Charter Article 4 Section 4-2-3 respectively;

(19) to insert language in Charter Article 7, section 7-9 providing that meetings of multiple member bodies shall or can be called either by the chairperson or 1/3rd of the members of such multiple member bodies and to provide for the ways and means of notice of such meetings to all members of such multiple member bodies;

(20) to amend or modify the language of Charter Article 7, section 7-10 to make clear that the requirement for public notices of vacancies in appointed positions includes and applies to expirations of appointed terms whether or not a vacancy as such has occurred or is anticipated to occur.

Other

(21) to develop transition provisions, develop new definitions or modify existing definitions to implement any or all of the above as applicable;

(22) to amend or modify the text of the Charter Articles 1 through 7 inclusive to remove gender specific references and adopt gender neutral, position specific or position neutral references in their place; and/or to remove obsolete references, if any, in Article 3 regarding an elected town clerk;

(23) to amend or modify the language in Charter Articles 1 through 7 inclusive of the requirements and or definitions regarding postings in a local newspaper;

(24) To amend the language of Charter Article 2 section 12 Proceedings of Town Meeting to provide that the Select Board may call a special town meeting for the appropriation and/or determination of the expenditure or commitment of town funds as an alternative to such financial articles having to be on the Spring or Fall annual town meeting and/or that the Fall annual town meeting does not have to be primarily concerned with the appropriation or other matters involving town funds.

General

(25) To modify the Yes/No question in the Special Act Request to include amendments voted under this article at a town meeting(s) subsequent to 2023 Fall Annual town Meeting

(26) It is noted that for the purposes of this warrant article language the term "town administrator" and " town manager" shall refer to the office of town administrator under the current charter

Or to take any other action related thereto.

You are directed to serve this Warrant by causing an attested copy of said Warrant to be posted in the Post Office in said Natick, and at the following public places in said Natick, to wit: Precinct 1: Reliable Cleaners, 214 West Central Street; Precinct 2: Cole Recreation Center, 179 Boden Lane; Precinct 3: Kennedy Middle School, Mill Street; Precinct 4: 2 Summer St.; Precinct 5: Wilson Middle School, Rutledge Road; Precinct 6: East Natick Fire Station, Rhode Island Avenue; Precinct 7: Lilja Elementary School, Bacon Street; Precinct 8: Natick High School, 15 West Street; Precinct 9: Community Senior Center, 117 East Central Street; and Precinct 10: Memorial Elementary School, 107 Eliot Street.

Above locations being at least one public place in each Precinct, in the Town of Natick, and also posted in the Natick U.S. Post Office, Town Hall, Bacon Free Library and Morse Institute Library seven days at least before April 23, 2024; also by causing the titles of the articles on the Warrant for the 2024 Special Town Meeting #1 to be published once in "*The Metrowest Daily News*" with

notice of availability of an attested copy of said Warrant, said Newspaper published in the Town of Natick and said publication to be March 21, 2024.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for holding said meeting.

Given under our hands this 15h day of March, 2024.

Select Board for the Town of Natick

Bruce T. Evans, Chair	Kathryn M. Coughlin, Vice Chair	Richard Sidney, Clerk
Paul R. Joseph Member	Kristen L. Pope Member	

Certified copies of the Warrant are available at the Office of the Town Clerk, Natick Town Hall, 13 East Central St., Natick, MA between the hours of 8:00 a.m. - 5:00 p.m., Monday through Wednesday; 8:00 a.m.- 7:00 p.m. on Thursday; and 8:00 a.m.-12:30 p.m. on Friday. The Warrant may also be accessed from the Town website www.natickma.gov.

ITEM TITLE: Special Town Election

ITEM SUMMARY:

ITEM TITLE: Schedule Select Board Retreat

ITEM SUMMARY:

ITEM TITLE: Natick Community Organic Farm

ITEM SUMMARY:

- One Day Beer and Wine License - April 25, 2024
- One Day Entertainment License - April 25, 2024
- One Day Beer and WIne License - May 11, 2024

ATTACHMENTS:

Description	Upload Date	Type
Beer and Wine App 4/25	3/28/2024	Cover Memo
Entertainment app 4/25	3/28/2024	Cover Memo
Beer and WIne App 5/11	3/28/2024	Cover Memo
Police Recommendation	3/28/2024	Cover Memo
TIPS Certification	3/28/2024	Cover Memo

ODAL-24-3

One-Day Alcohol License

Status: Active

Submitted On: 3/18/2024

Primary Location

125 ELIOT ST

Natick, MA 02467

Owner

NATICK INHAB OF THE TOWNCONSERVATION

NATICK, MA 01760

Applicant

Nichola Wilson

508-655-8077

nicky@natickfarm.org

117 Eliot St

Natick, MA 01760

Internal Only

Date of Meeting

–

General Information

The undersigned hereby applies for a One-Day Liquor License in accordance with the provisions of the Statutes relating thereto:

Name*

Nichola Wilson

Organization*

Natick Community Organic Farm

Type of Organization*

Nonprofit

Type of Alcohol to be Served*

Beer and/or Wine

Will wine be donated?*

No

Event Information

Type of Event*

Donor Recognition Event

Location where event will be held*

Natick Community Organic Farm 117 Eliot St, Natick, MA, 01760

Date of Event*

04/25/2024

Estimated Attendance*

100

Hours of Event:

From

5:30PM

To

7PM

Alcohol Service Information

Catering/Serving Company*

Dion's

Company Address*

4 South Ave,

City*

Natick

State*

MA

Zip Code*

01760

Contact Person*

Jocelyn

Contact Phone*

(508) 650-4321

Contact Email*

jocelyn@drinkdions.com

Additional Information

Please add any additional information you think may be pertinent

We think the attendance will likely be around 50 - 80 but we have put 100 in as the top limit. We have staff members who are also TIPS Certified and can provide certificates upon request. The event is to celebrate some of our donors support to help us rebuild the barn at the farm.

Acknowledgement

I, the Applicant, state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge.

Digital Signature*

Nichola Wilson
Mar 18, 2024

PLEASE NOTE: If your application is approved, the Town of Natick will require: 1. Proof of current alcohol server training through either the TIPS or the AIM in-person training programs. Online server training certification, such as eTIPS, will NOT be accepted by the Town of Natick. 2. A certificate of liability insurance naming the Town of Natick as an additional insured.

ODE-24-1

One-Day Entertainment License

Status: Active

Submitted On: 3/25/2024

Primary Location

125 ELIOT ST

Natick, MA 02467

Owner

NATICK, MA 01760

Applicant

Nichola Wilson

508-655-8077

nicky@natickfarm.org

117 Eliot St

Natick, MA 01760

General Information

Licensee

Nichola Wilson

D/B/A

Natick Community Organic Farm

Is the address different than the address of the establishment?

Yes

Type of Entertainment

–

Mailing Address

Street Address

117 Eliot St

City

Natick

State

MA

Zip Code

01760

PO Box (if applicable)

Entertainment Information

Date of Entertainment

04/25/2024

Time of Entertainment

5.30 - 7PM

Proposed Entertainment*

Live or recorded music to be played at a drinks event held at the Farm.

Date of Entertainment

05/11/2024

Time of Entertainment

10am - 2pm

Proposed Entertainment*

Live music to be played at the farm. It's a three piece band called the Zach Bolles band.

Acknowledgement

Pursuant to M.G.L. Ch. 62C, Sec, 49A:

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Digital Signature

Nichola Wilson
Mar 25, 2024

Social Security Number

***-**-9052

Federal Identification Number

Fee Information

# of Theaters

–

Non-Movie

☐

Jukebox

☐

Sunday?

☐

ODAL-24-4

One-Day Alcohol License

Status: Active

Submitted On: 3/25/2024

Primary Location

125 ELIOT ST

Natick, MA 02467

Owner

NATICK, MA 01760

Applicant

Nichola Wilson

508-655-8077

nicky@natickfarm.org

117 Eliot St

Natick, MA 01760

Internal Only

Date of Meeting

–

General Information

The undersigned hereby applies for a One-Day Liquor License in accordance with the provisions of the Statutes relating thereto:

Name*

Nichola Wilson

Organization*

Natick Community Organic Farm

Type of Organization*

Nonprofit

Type of Alcohol to be Served*

Beer and/or Wine

Will wine be donated?*

No

Event Information

Type of Event*

Community Event called 'Farm Fest'

Location where event will be held*

117 Eliot St, Natick, MA, 01760

Date of Event*

05/11/2024

Estimated Attendance*

250

Hours of Event:

From

10AM

To

2PM

Alcohol Service Information

Catering/Serving Company*

Exhibit A Brewing

Company Address*

81 Morton St

City*

Framingham

State*

MA

Zip Code*

01702

Contact Person*

Richard Samuel

Contact Phone*

(617) 602-2676

Contact Email*

richard.samuel@exhibit-a-brewing.com

Additional Information

Please add any additional information you think may be pertinent

We would partition an area iff specifically for Exhibit A to sell beer. No alcohol would be permitted elsewhere on the farm. We would be happy for the hours of service to start at 11am. Certified servers from Exhibit A Brewing would serve the alcohol. We would not have 200-300 people on the farm at one point, this will be spread out over the four hours.

Acknowledgement

I, the Applicant, state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge.

Digital Signature*

Nichola Wilson
Mar 25, 2024

PLEASE NOTE: If your application is approved, the Town of Natick will require: 1. Proof of current alcohol server training through either the TIPS or the AIM in-person training programs. Online server training certification, such as eTIPS, will NOT be accepted by the Town of Natick. 2. A certificate of liability insurance naming the Town of Natick as an additional insured.

Town of Natick, MA

Mar 28, 2024

ODE-24-1

Police Review

One-Day Entertainment License

Status: Complete

Assignee: Brian Lauzon

Became Active: Mar 25, 2024

Completed: Mar 26, 2024

Applicant

Nichola Wilson
nicky@natickfarm.org
117 Eliot St
Natick, MA 01760
508-655-8077

Primary Location

125 ELIOT ST
Natick, MA 02467

Comments

Brian Lauzon, Mar 26, 2024

Consistent with past requests from the Farm for similar events we would recommend that the Select Board approve the applicants request for these two dates.

CERTIFICATE OF COMPLETION

This certifies that

Nichola Wilson

is awarded this certificate for

TIPS On-Premise Alcohol Server Training

Hours	Completion Date	Expiration Date	Certificate #
3.00	06/26/2023	06/25/2026	ON-000029134400

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE) (CUT HERE)

FOLD

CERTIFIED

TIPS On-Premise

Issued: 06/26/2023 **Expires:** 06/25/2026

Certificate #: ON-000029134400

Nichola Wilson
35A South Street, Natick
Natick MA 01760

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____

ITEM TITLE: Approve Meeting Minutes

ITEM SUMMARY:

- February 26, 2024
- March 6, 2024

ATTACHMENTS:

Description	Upload Date	Type
2.26.24 draft minutes	3/29/2024	Cover Memo
3.6.24 draft minutes	3/29/2024	Cover Memo

MEETING MINUTES

EDWARD DLOTT MEETING ROOM – TOWN HALL AND VIA ZOOM
February 26, 2024
6:00 PM

Present: Chair Bruce Evans, Vice-Chair Kathryn Coughlin, Kristen Pope, Paul Joseph, Richard Sidney

Also Present: Town Administrator, Jamie Errickson and Deputy Town Administrator/Operations, Jon Marshall

Mr. Evans called the meeting to order at 6:00 p.m.

The pledge of allegiance was recited and a moment of silence was observed.

ANNOUNCEMENTS

Intention to Call 2024 Special Town Meeting #1
Mr. Evans announced the Board's intention to call a 2024 Special Town Meeting on April 23 to run concurrent to the scheduled Spring Annual Town Meeting.

The Board had no objections to the announcement of the Special Town Meeting.

DISCUSSION AND DECISION

1. Approve and Sign the 2024 Spring Annual Town Meeting Warrant
    a. On a motion by Mr. Sidney, seconded by Ms. Coughlin, the Board voted unanimously to remove the two articles identified in the warrant as articles 32 and 33 as submitted by the Charter and Bylaw Review Committee with the intent to place them on a Special Town Meeting warrant. - 5:0:0.
    b. On a motion by Mr. Sidney, seconded by Ms. Coughlin, the Board voted unanimously to approve the warrant for the Spring Annual Town Meeting as amended. - 5:0:0.

EXECUTIVE SESSION

The Select Board performed a roll call vote to enter an Executive Session at 6:25pm. The motion was made by Mr. Sidney and seconded by Ms. Coughlin. - 5:0:0 (Roll Call: Ms. Coughlin - Aye; Mr. Joseph - Aye; Ms. Pope - Aye; Mr. Sidney - Aye; Mr. Evans - Aye.)

The Select Board returned from the Executive Session at 7:00pm.

ANNOUNCEMENTS

1. MassDOT will be holding a Webinar on March 14, 2024 at 6:30 pm regarding the Natick Pedestrian Bike Bridge Superstructure Replacement Project on Spring Street. Signups were to be held on the MassDOT website.

2. Reminder Announcement that all dogs six (6) months of age and older must be licensed with the Town Clerk's office per M.G.L. ch137. Licenses must be renewed annually by March 1st. Registration after March 1st will incur a $50 late fee. Failure to license a dog shall be punishable by a fine of $100 according to the Natick Bylaws Article 50 Section 16-7.

PUBLIC SPEAK

There were no comments during Public Speak.

APPOINTMENTS

1. **Interview and Appointment to the Economic Development Committee - Thomas Brewster**
    a. The Board Interviewed Mr. Brewster, who spoke of his love for the Town and his eagerness to get involved with the community.
    b. On a motion made by Mr. Sidney and seconded by Ms. Coughlin, the Board voted unanimously to appoint Mr. Brewster to the Economic Development Committee. 5:0:0.

2. **Appointment of Reserve Police Officer - Nicholas Raffi**
    a. Police Chief James Hicks introduced Mr. Raffi to the Board. Chief Hicks spoke of Mr. Raffi's accomplishments and advocated for his appointment. The appointment would be effective Wednesday November 1st, 2023 as the Human Resources Division of Civil Service (HRD) allows those serving in active military duty to be appointed at the same time as other Police Officer appointments when they return from their deployment.
    b. On a motion made by Mr. Sidney, seconded by Mr. Joseph, the Board voted unanimously to appoint Nicholas Raffi to the position of Reserve Police Officer contingent upon successful completion of a medical and psychological examination, physical abilities test, completion of the police academy and any other requirements necessary for successful certification within the commonwealth of Massachusetts, to be effective November 1st, 2023. - 5:0:0

DISCUSSION AND DECISION

1. **Public Hearing: Hare Ram Corp d/b/a Market 10 Provisions - Application for a Section 15 Off Premise Wine and Malt Beverage License**
    a. Mr. Sidney read the legal notice into the record to open the Public Hearing. In a unanimous vote on a motion by Mr. Sidney, seconded by Mr. Joseph, the Board opened the public hearing. - 5:0:0
    b. Mr. Patel, the Applicant, answered questions from the Board about the operations and layout of the proposed store. The Board was concerned about having a convenience store that sells alcoholic beverages in the proposed location. They felt that, if Mr. Patel could sufficiently distinguish the site from a typical convenience store through the sale of more high-end items and groceries, they would look more favorably on his application.

    c. PUBLIC COMMENTS:

i. Donald Friswell, 59 East Central Street opposed the granting of the Wine and Malt Beverage License on the grounds that it was in close proximity to other alcohol retail stores..
ii. Anne Novak, 9 Grant Street, agreed with Mr. Friswell and further voiced concern about the store tempting teenagers into buying alcohol. She also expressed concern that the store would cause issues with traffic in the parking lot.
iii. Tom Cronopolis, 48 East Central Street, was in favor of the store and the granting of the license. He stated that, due to being in a wheelchair, it would be far more inconvenient if he had to go to one of the other establishments mentioned by the other members of the public rather than one in the proposed location.

d. The Select Board requested a more formal application be submitted prior to the next meeting. They asked to see a proposed store layout, as well as a detailed summary of the products that would be sold there.

e. On a motion made by Ms. Coughlin, seconded by Mr. Joseph, the board voted unanimously to continue the Public Hearing to March 6th at 7:00 PM. - 5:0:0

2. Continuation of Public Hearing from January 10, 2024: Grant of Location - Summer Street

a. The Applicant, Eversource, was requesting a Grant of Location along a sidewalk on Summer Street in order to install a new utility pole. The pole was necessary to accommodate new and existing equipment. The Board discussed the details of the plans with representatives from Eversource.

b. On a motion made by Mr. Sidney, seconded by Ms. Coughlin, the Board unanimously voted to approve the Grant of Location. - 5:0:0

c. On a motion made by Mr. Sidney, seconded by Mr. Joseph, the Board voted unanimously to close the public hearing. - 5:0:0

3. Hearing: Amvets Post 79, Inc. - Failure to be in compliance with the requirements of Massachusetts General Laws, Ch. 138

a. Ms. Coughlin informed the Board that the Amvets Post 79 had become in compliance with M.G.L. ch.138 with written confirmation between Amvets representatives and Town Administrative Staff.

b. PUBLIC COMMENTS:
i. Kevin Yeoman, the current commander of Amvets Post 79, thanked Ms. Coughlin for helping Amvets come into compliance with the requirements of M.G.L. ch.138. He stated that the members of the current Amvet's Board were working to create a comprehensive guide to ensure that the branch does not fall outside of compliance in the future.

ii. James Sheridan, former commander of Amvets Post 79 voiced his concerns about the Amvets post and his disapproval of the way the branch was being run.

Mr. Evans responded by saying that his statement was not germain to the hearing at hand and any dealings with the running of the organization should be conducted privately.

4. Water Rate Discussion

a. William Spratt, Executive Director of the Department of Public Works & Facilities gave a presentation on the data gathered in the 6-month time period since the implementation of the new Water/Sewer rates. The data showed that the projections of usage and revenue were accurate. However, due to the high precipitation during the summer of 2023, they brought in less revenue than was expected.

b. The Board and Mr. Spratt discussed the debt to income ratio for the Enterprise Fund and potential changes they could make to the water rates in the future.

c. Mr. Spratt also informed the Select Board of a clerical error in the presentation for the previously approved rate. Although the percentage was correct, and all bills were calculated correctly, the presentation had some calculation errors when demonstrating examples of the new fees.

d. Mr. Sidney moved to confirm the corrected table in the presentation. Ms. Pope seconded the motion. The Board voted unanimously in favor of the motion. - 5:0:0.

5. Consider 2024 Spring Annual Town Meeting Warrant Articles

a. The Board agreed to add this item to the agenda for the next meeting with an additional note to discuss anything from the Special Town Meeting that was of concern.

6. Town Administrator Review

a. The Select Board gave a very positive review of Mr. Errickson's performance as Town Administrator.

<u>CONSENT AGENDA</u>

A. Accept resignation from Andreia Precoma from the Economic Development Committee.
B. Approve Safety Committee Recommendations from September 2023 through January 2024 submitted by Chief Hicks.
C. Approve and sign 2024 Presidential Primary Warrant.

On a motion made by Mr. Sidney and seconded by Ms. Coughlin, the Board unanimously voted to approve the Consent Agenda items A-C. - 5:0:0.

<u>TOWN ADMINISTRATOR NOTES</u>

1. Early voting was held the week of February 25, 2024. Primary voting will be held in the following week and the local election will be held at the end of March.
2. The Financial Committee had begun its review process for the Town Budget.

SELECT BOARD CONCERNS

1. Mr. Joseph requested that the people of Natick keep national politics out of the local elections and not let outside influences affect local politics.

ADJOURNMENT

On a motion made by Mr. Sidney and seconded by Ms. Coughlin, the Board voted unanimously to adjourn the meeting. - 5:0:0

_____

Richard Sidney, Clerk

A list of all documents used at this Select Board meeting are available at:

https://naticktown.novusagenda.com/agendapublic/MeetingView.aspx?MeetingID=1194&MinutesMeetingID=-1&doctype=Agenda

Approved:_____

MEETING MINUTES

SCHOOL COMMITTEE MEETING ROOM –TOWN HALL AND VIA ZOOM
March 6, 2024
6:00 PM

Present: Chair Bruce Evans, Vice-Chair Kathryn Coughlin, Kristen Pope (remote participation), Richard Sidney

Absent: Paul Joseph

Also Present: Town Administrator, Jamie Errickson and Deputy Town Administrator/Operations, Jon Marshall

OPEN SESSION

Mr. Evans called the meeting to order at 6:00pm

The Pledge of Allegiance was recited and a moment of silence was observed.

Mr. Evans announced that there would be no executive session held on this date due to a clerical error. They will be scheduling an additional meeting in order to hold the executive session in the future.

DISCUSSION AND DECISION

1. Financial Updates

   John Townsend, Deputy Town Administrator and Director of Finance presented the findings of the Finance Department. Overall, the Town was quite economically healthy with only a few areas of concern. Of those, Mr. Townsend highlighted growing healthcare expenses (due to numerous external factors) as well as Water and Sewer costs associated with the removal of PFAS.

   Mr. Errickson presented the American Rescue Plan Act (ARPA) funds that were allocated to Natick from the State. He also gave an overview of the ARPA Spending Plan for the Town.

   On a motion by Mr. Sidney, seconded by Mr. Evans, the Board unanimously approved the ARPA Spending Plan as presented. 4-0-0

   Roll Call:
   Ms. Coughlin - Aye
   Mr. Evans - Aye
   Ms. Pope - Aye
   Mr. Sidney - Aye
   After the financial report, the Board had Mr. Townsend speak on Consent Agenda item number 3 which was related to the Request for Proposal (RFP) from the Audit Advisory Committee. The Audit Advisory Committee was asking the Select Board to approve their RFP for the procurement of professional auditing services for the Town of Natick. The auditing process was required by the IRS, but the Town had been using the same auditing service since 2012 and the Audit Advisory Committee felt that it was the right time to seek a new bid for the service.

ANNOUNCEMENTS

1. The Board acknowledged Women's History Month and announced the International Women's Day event on March 8th.
2. The MetroWest Regional Transit Authority (MWRTA) began its Catch Connect Program in Natick and Framingham on March 4th. The service allows anyone to book a car service (similar to a taxi or Uber) through an app for a standard fare of $2.
3. The Board made a repeat announcement for the Special Town Meeting #1 which would be held concurrently with the Spring Annual Town Meeting.
4. The Board of Health will be holding its Household Hazardous Waste Collection Day Saturday, April 7th from 9am-12pm. There was a limit of 300 tickets available at $10 each.
5. The Board acknowledged the beginning of the holy month of Ramadan.
6. Mr. Marshall announced the park meeting for the South Natick Park System had been rescheduled to May 25th.

SELECT BOARD UPDATES - None

PUBLIC SPEAK - None

APPOINTMENTS

1. Interview and Appointment to the Council of Aging - Fonda Mangino

   Ms. Mangino interviewed with the Board. She highlighted her experience in Town and her background in Health and Wellness.

   On a motion by Mr. Sidney, seconded by Ms. Coughlin, the Board voted unanimously to appoint Fonda Mangino to the Natick Council of Aging. 4-0-0
   Roll Call:
   Ms. Coughlin - Aye
   Mr. Evans - Aye
   Ms. Pope - Aye
   Mr. Sidney -Aye

2. Interview and Appointment to the Contributory Retirement Board - Marco Gargurevich

   Mr. Gargurevich gave a statement about his background and relationship to the Town. He had both volunteer and finance experience. However, his active employment in the financial sector raised some potential legal concerns related to a possible conflict of interest. The Board felt that Mr. Gargurevich would be an asset to the Town and thus agreed to appoint him, should the appropriate legal counsel assure that there would be no conflict of interest.

   On a motion by Ms. Coughlin, seconded by Mr. Sidney, the Board unanimously voted to appoint Marco Gargurevich to the Contributory Retirement Board contingent upon the CRB's legal review and acceptance of the appointment. 4-0-0
   Roll Call:
   Ms. Coughlin - Aye
   Mr. Evans - Aye
   Ms. Pope - Aye
   Mr. Sidney - Aye

3. Interview and Appointment to the Historic District Commission - John Branagan-Dee

The Board interviewed Mr. Branagan-Dee. With his background in architecture and eagerness to get involved in the community, the Board felt that he was a good choice for the position.

On a motion by Mr. Sidney, seconded by Ms. Coughlin, the Board voted unanimously to appoint John Branagan-Dee to the Historic District Commission. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

4. Interviews and Appointment to the Natick Housing Authority - Deborah Doucette; Sandra Green

As there was only one seat but two candidates, the Board interviewed each candidate and then deliberated. Both candidates currently volunteered for the Natick Tenants Association. The Board praised both parties for their credentials and encouraged them both to continue their work in the town.

On a motion, made by Ms. Coughlin and seconded by Mr. Sidney, the Board voted unanimously to appoint Deborah Doucette to the Natick Housing Authority. 4-0-0.
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

DISCUSSION AND DECISION

1. Continued Public Hearing: Hare Ram Corp d/b/a Market 10 Provisions - Application for a Section 15 Off Premise Wine and Malt Beverage License

Mr. Patel, the Applicant, gave a brief presentation on the project based on the Board's feedback from previous meetings. He emphasized that the shop would resemble a specialty grocery store that also sells wine and beer. The store would offer goods from local sources and the alcoholic beverages would have minimal overlap with other stores in the area.

Public Comment:
Donald Friswell of 59 East Central Street made a few comments against the granting of the Wine and Malt Beverage License. He felt that there was a lack of storage on site and therefore worried about supply issues. He was also pessimistic about the Applicant's ability to sustain his business model over time.

The Board clarified for the public that, as part of the inspection process, the Board of Health would perform inspections of all units in the store to ensure all perishable goods were maintained properly. The Board of Health works with business owners to ensure that all are in compliance with the law.

There was a short discussion regarding the business operations. The Board agreed that the business was significantly different from other stores in Town and had potential to meet a demand. They also mentioned that, should the business fall out of compliance with the Board of

Health standards, there was a process by which the Select Board could revoke or suspend the Wine and Malt Beverage License.

On a motion by Ms. Pope, seconded by Ms. Coughlin, the Board unanimously voted to approve the application of Hare Ram Corp for a d/b/a Market 10 Provisions for a S.15 Off Premise Wine and Malt Beverage License under the condition that the store remain substantially the same as presented during this hearing. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

On a motion by Mr. Sidney, seconded by Ms. Coughlin, the Board voted unanimously to close the public hearing for this item.
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

2. MetroWest Collaborative Development Update - 5 Auburn Street
As MetroWest was unable to attend the meeting, Mr. Errickson provided an update on the project for the Select Board. He notified the Board, and members of the public that MetroWest Collaborative would likely be submitting their comprehensive permit during this Spring (2024). They would also be sending out surveyors to ensure proper measurements for their filings.

Public Comment:
Edward Shagory of 8 Auburn Street had several questions regarding the timeline of the project which Mr. Errickson was able to answer to Mr. Shagory's satisfaction.

There were no further public comments.

3. Consider 2024 Spring Annual Town Meeting Warrant Articles
   a. Article 18 - Adopt Specialized Energy Code

      Ann Lentell, Chair of the Natick Net Zero Committee, accompanied by Ms. Wilson-Martin (Sustainability Director) presented the Article for recommendation.

      The Article would reduce Natick's primary source of emissions (building emissions) and help the Town both environmentally and economically by incentivizing electrification in all new buildings. The Specialized Energy Code would only apply to new construction. It would facilitate, though not require, electrification of new buildings with high energy efficiency standards for larger homes.

      The Code, or a similar version of it, has already been adopted by 32 different communities in Massachusetts, which total more than 25% of the State's population. Many of the larger developers and companies in Town were already designed with the Specialized Energy Code in mind.

If approved, the Code would go into effect July 1, 2025. The Natick Net Zero Committee had scheduled dates for community engagement for March 12th, 14th, and 26th and April 1st, 2024.

On a motion by Mr. Sidney, seconded by Ms. Coughlin, the Select Board voted unanimously to recommend favorable action on Article 18. 4-0-0.
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

b. Article 1 - Acquire/Obtain Abandoned Easements

Mr. Errickson presented an overview of this Article as well as Articles, 15, 16, 17, and 19; all of which had been brought before the Board by Town Administration.

Article 1 is an annual article where the Town may opt to, at low or no cost, acquire, change, obtain or abandon easements for the purposes of roads, sidewalks, utilities and other municipal projects.

On a motion by Mr. Sidney, seconded by Mr. Evans, the Board voted unanimously to recommend that the Town take favorable action on Article One. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

c. Article 15 - Amend Town of Natick By-Laws: Article 42

This amendment would remove language that potentially conflicts with MGL and is otherwise redundant. After feedback from the offices in Town, Mr. Errickson recommended that the Board only recommend favorable action on amending Section 1 of Article 42 of the Bylaws rather than the whole Bylaw Article as had been previously proposed.

On a motion by Mr. Evans, seconded by Mr. Sidney, the Board voted unanimously to sponsor Warrant Article 15. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

d. Article 16 - Transfer of Property/99 South Main Street “Johnson School”

The Johnson School had been deemed to be no longer necessary by the School Committee. In order for the control of the property to be transferred to the Select Board, the Town needs to vote on it during a Town Meeting.

On a motion by Mr. Sidney, seconded by Mr. Evans, the Board voted unanimously to recommend favorable action on Article 16. 4-0-0.
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

e. Article 17 - Amend Town of Natick By-Laws Article 10: Select Board Appointed Committees

This warrant article was to amend the list of committees appointed by the Select Board. It would replace the "Sustainability Committee" with the "Net Zero Committee."

On a motion by Mr. Evans, seconded by Mr. Sidney, the Board unanimously voted to recommend favorable action on Article 17. 4-0-0.
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

f. Article 19 - An Act Authorizing the Town of Natick To Continue The Employment of Police Officer John Haswell

This article would allow Police Officer John Haswell to continue to work in his position until the age of 68, rather than being required to retire at 65. The motion language for the warrant article was discussed in a prior Select Board meeting and is available online through the Natick website.

On a motion by Mr. Sidney, seconded by Mr. Evans, the Board unanimously voted to recommend favorable action on Article 19 subject to final review by Town Council. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

4. <u>Friends of Natick Trails (FONT) Update</u>

Josh Ostroff and Christopher Temper updated the Board on the state of the trails and the work the Friends of Natick Trails had done over the past year. Their presentation included a description of their fundraising efforts and how those funds were being used to improve both the beautification of the Town and accessibility of the trails.

They had run an adaptive cycling program called All Aboard, which helped those with disabilities access the Cochituate Rail Trail. The program will run 4 times in 2024. Other fundraising programs included commemorative bricks, sponsored benches, and direct contributions.

The FONT plans to find new sponsorships and build connections with local businesses in the coming year.

On a motion made by Mr. Sidney, seconded by Ms. Pope, the Board voted unanimously to approve the report made by the Friends of Natick Trails. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

5. Consider Sponsorship of Special Town Meeting Warrant Articles

Mr. Evans gave an overview of the process and actions taken towards amending the Town's Charter and Bylaws as facilitated by the Town Charter and Bylaw Review Committee (CBRC). Mr. Evans concluded by stating that more actions on this matter will be brought forward at the next Select Board Meeting.

6. Referral of Zoning Articles for Spring Annual Town Meeting

As required by M.G.L. Ch. 40.A §5, the Select Board would need to refer Zoning Articles to the Planning Board for the Public Hearing Process. The articles in need of referral at this meeting were Articles 23 and 25.

Article 23 covered changes to the Zoning Bylaw language with regards to Special Permits and Site Plan Review and Approval. Article 25 was a Zoning Map change that would rezone 5 Commonwealth Road to match its current use.

On a motion by Mr. Sidney, seconded by Mr. Evans, the Board voted unanimously to refer Article 23 to the Planning Board. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

On a motion by Mr. Sidney, seconded by Mr. Evans, the Board voted unanimously to refer Article 25 to the Planning Board. 4-0-0
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye.
Ms. Pope - Aye
Mr. Sidney - Aye

CONSENT AGENDA

1. Nordstrom, Inc. d/b/a Nordstrom Bazille: Application for a S12 all alcohol License Change of Officers
2. Approve Bagging of Meters for the 2024 Elections (03.05, 03.26, 09.03, 11.05)
3. Support Recommendation from Audit Advisory Committee on RFP

On a motion by Mr. Sidney, seconded by Ms. Pope, the Board voted unanimously to approve items 1-3 of the Consent Agenda. 4-0-0
Roll Call:

Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

TOWN ADMINISTRATOR NOTES

1. Mr. Errickson stated they are working on recruitment for Administrative Assistant to the Select Board and Town Administrator's office.

   Mr. Errickson informed the Board that they were working on succession and stability planning for Town Administration. This would include a rigorous training process. There were several applicants for the Administrative Assistant position who were to be interviewed. Ms. Coughlin would assist in the interview process.

2. The Town is exploring the possibility of enacting regional dispatch for police and fire.

   Mr. Errickson brought to the attention of the Board that they had been discussing the logistics of forming a regional dispatch for the Police and Fire Departments. The State was pushing for more regional dispatch centers and less local departments. Regional Dispatch Centers are the norm in the rest of the United States.

   Adopting a regional dispatch center could have several benefits for the Town by reducing the strain of recruitment and potentially costing the Town less overall. Mr. Errickson said that it would be something that the Board would likely have to make decisions on in the upcoming year.

SELECT BOARD'S CONCERNS - None

ADJOURNMENT

On a motion by Mr. Sidney, seconded by Ms. Coughlin, the Board voted to adjourn the meeting at 9:27pm. 4-0-0.
Roll Call:
Ms. Coughlin - Aye
Mr. Evans - Aye
Ms. Pope - Aye
Mr. Sidney - Aye

_____

Richard Sidney, Clerk

A list of all documents used at this Select Board meeting are available at:

https://naticktown.novusagenda.com/agendapublic/MeetingView.aspx?MeetingID=1179&MinutesMeetingID=-1&doctype=Agenda

Approved:_____

ITEM TITLE: Family Promise Metrowest - Request to Occupy a Public Way on 5/5/24 for Walk to End Homelessness

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Request and Police Recommendation	3/28/2024	Cover Memo

Gmail

Donna Donovan <ddonovan@natickma.org>

Fwd: FW: Walk End Homelessness May 5th

1 message

Joan McNamara <jmcnamara@natickma.org> Tue, Mar 19, 2024 at 11:32 AM
To: Donna Donovan <ddonovan@natickma.org>

JOAN M. McNAMARA
Executive Assistant to the Town Administrator
and Select Board
TOWN OF NATICK
13 East Central St., Natick, MA
(t) 508-647-6400 x 1402
(f) 508-647 6401

---------- Forwarded message ---------
From: **Brian Lauzon** <lauzon@natickpolice.com>
Date: Thu, Feb 1, 2024 at 2:01 PM
Subject: Re: FW: Walk End Homelessness May 5th
To: Joan McNamara <jmcnamara@natickma.org>

Joan,

We have, and will continue to, coordinate with the petitioner regarding this event. We would recommend that the Select Board, at this time, approve this request with the understanding that, as in past years, one police detail be required to assist participants in crossing Curve Street at South Main Street.

Respectfully,

Deputy Chief Brian G. Lauzon

On Thu, Feb 1, 2024 at 12:15 PM Joan McNamara <jmcnamara@natickma.org> wrote:

> Hi Brian,
>
> Could you please give me your recommendation for the Walk to End Homelessness.
>
> Thank you
>
> Joan
> **JOAN M. McNAMARA**
> Executive Assistant to the Town Administrator
> and Select Board
> TOWN OF NATICK
> 13 East Central St., Natick, MA
> (t) 508-647-6400 x 1402
> (f) 508-647 6401
>
> ---------- Forwarded message ---------
> From: **Danielle Conti** <danielle@familypromisemetrowest.org>
> Date: Thu, Feb 1, 2024 at 12:13 PM
> Subject: FW: Walk End Homelessness May 5th
> To: Joan McNamara <jmcnamara@natickma.org>
> Cc: Amy Miller <amy@familypromisemetrowest.org>

Hello Joan,

I am resending this request with the map of the route.

1. The name of the walk- Walk to End Homelessness
2. The date of the walk- May 5th, 2024
3. **A map which shows where the walk will take place-ATTACHED**

4. The time of the walk: 9 am – 4 pm

9:00 am set up

1:00 pm Registration opens

1:45 pm Walk begins

2:30 pm wrap up on The High School

3:30 pm Clean up

I have attached an email from the Natick PD and our liability insurance waiver.

Thank you so much for your help.

Please let me know if you need anything else.

Danielle Conti

Executive Director

Family Promise Metrowest

Facebook | **Instagram** | **LinkedIn** | **Twitter**

Pronouns: She | Her| Hers

Family Promise Metrowest

6 MULLIGAN STREET, NATICK, MA 01760
WWW.FAMILYPROMISEMETROWEST.ORG
508-318-4820

My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

From: Joan McNamara <jmcnamara@natickma.org>
Sent: Thursday, February 1, 2024 8:58 AM
To: Danielle Conti <danielle@familypromisemetrowest.org>
Subject: Re: Walk End Homelessness May 5th

Hi Danielle,

If you are requesting to "hold the walk", you will need to provide details to us that include the following

1. The name of the walk
2. The date of the walk
3. A map which shows where the walk will take place
4. The time of the walk (for example - 9:00am - 2:00pm)

Once you give me all those details, I will submit that information to the police department for pre-approval, and once I have that it will move forward to approval from the Select Board.

I would get those details to me immediately.

Thank you

Joan

JOAN M. McNAMARA

Executive Assistant to the Town Administrator

and Select Board

TOWN OF NATICK

13 East Central St., Natick, MA

(t) 508-647-6400 x 1402

(f) 508-647 6401

On Wed, Jan 31, 2024 at 4:52 PM Danielle Conti <danielle@familypromisemetrowest.org> wrote:

> Hello Joan,
>
> Can you let me know the process to submit a request for the Walk on May 5th, 2024?
>
> Danielle Conti
>
> Executive Director
>
> Family Promise Metrowest
>
> **Facebook** | **Instagram** | **LinkedIn** | **Twitter**
>
> Pronouns: She | Her| Hers
>
> MAY 5, 2024
> WALK TO END HOMELESSNESS
> Family Promise Metrowest

6 MULLIGAN STREET, NATICK, MA 01760
WWW.FAMILYPROMISEMETROWEST.ORG
508-318-4820

My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

From: Danielle Conti <danielle@familypromisemetrowest.org>
Sent: Tuesday, January 23, 2024 1:12 PM
To: jmcnamara@natickma.org
Subject: Agreement signed and notarized so we can hang a banner about the walk across RT 27 in Natick- Walk
Importance: High

Hello Joan,

Hope you are doing well and staying warm.

I wanted to touch base with you about the Walk that we will be having on May 5th at the Natick High School.

Is there anything more that you need from us to set this event up?

Danielle Conti

Executive Director

Family Promise Metrowest

Facebook | **Instagram** | **LinkedIn** | **Twitter**

Pronouns: She | Her| Hers

As we enter this season of joy and gratitude. We are grateful to our community and all you do to support the work we do to help families facing homelessness. We could not do what we do without your commitment to help.

6 MULLIGAN STREET, NATICK, MA 01760
WWW.FAMILYPROMISEMETROWEST.ORG
508-318-4820

My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

Hi Carole,

Sure. In order to hang a banner, I am sending you a copy of the Banner policies and procedures. Please be advised that this policy and procedure must be followed exactly as written, including how the Banner should look (measurements, etc.). If the banner is delivered and not ready for installation, the DPW will return it to you and you will forfeit your space for that week. I remind everyone to make sure to read the attachments thoroughly.

The two weeks prior to the event would be April 17th through April 30th. However, due to the holiday on Monday, April 17th, the banner would not be hung until Tuesday the 18th. If that seems ok with you, kindly send me a letter requesting that the Select Board approve your Banner Request for the Walk to End Homelessness for April 17th through April 30th.

You will then need to provide me with an insurance certificate naming the Town of Natick as an additional insured. I will also send you an indemnification agreement which will need to be signed and notarized. Once I have those, I can put your item on the Agenda for Select Board approval.

Thank you

Joan

JOAN M. McNAMARA

Executive Assistant to the Town Administrator

and Select Board

TOWN OF NATICK

13 East Central St., Natick, MA

(t) 508-647-6400 x 1402

(f) 508-647 6401

On Thu, Jan 5, 2023 at 4:10 PM Carole FPM <carole@familypromisemetrowest.org> wrote:

> Joan,
>
> Happy New Year! I am reaching out to you because when we spoke after we got the approval from the Select Board to move forward with our Walk on the 30th of April, I had asked you about applying for a permit to put a banner across Rt 27. You had said to reach out after the first of the year.

I would like to see if we can have permission to put the banner up to the two weeks leading up to the Walk if possible. Please let me know what I need to do to get the permission necessary to move forward.

Thank you Joan.

With much appreciation,

Carole

Carole A. Brodrick

Development Director

Family Promise Metrowest

781-864-7433

ITEM TITLE: Anthony's Coal Fired Pizza of Natick, LLC - S12 All Alcohol Change of Manager Application

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Application	3/28/2024	Cover Memo
Police Recommendation	3/28/2024	Cover Memo

Change of Manager

- Manager Application
- CORI Authorization
- Vote of the Entity
- Proof of Citizenship (Manager must be U.S. citizen)
- Payment Receipt

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

AMENDMENT-Change of Manager

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) 2023:04353-RS-0768

ENTITY/ LICENSEE NAME Anthony's Coal Fired Pizza of Natick, LLC

ADDRESS 219 North Main Street

CITY/TOWN Natick **STATE** MA **ZIP CODE** 01760

For the following transactions (Check all that apply):

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

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

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

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

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

Transaction Processed Successfully.
INVOICE #: 145e6899-ea01-499e-b45a-4d19dd48cc90

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Anthony's Coal Fired Pizza of Natick LLC	$200.00
		$200.00

Total Convenience Fee: $4.70

Date Paid: 3/18/2024 3:20:01 PM EDT

Total Amount Paid: $204.70

Payment On Behalf Of

License Number or Business Name:
Anthony's Coal Fired Pizza of Natick, LLC

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Yamila

Last Name:
Benvenuti

Address:
200 W Cypress Creek Rd, Suite 220

City:
Fort Lauderdale

State:
FL

Zip Code:
33309

Email Address:
legalrenewals@burgerfi.com

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

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Anthony's Coal Fired Pizza of Natick, LLC	Natick	2023:04353-RS-0768

2. APPLICATION CONTACT

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

Name	Title	Email	Phone
Joseph Devlin	Attorney	jdevlin@UCDlaw.com	617-514-2837

3A. MANAGER INFORMATION

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

Proposed Manager Name: Donald J Bland Jr Date of Birth: 02/06/1992 SSN: [redacted]

Residential Address: 108 Pleasant St Watertown, MA 02472

Email: bland.donald@gmail.com Phone: 617-650-6817

Please indicate how many hours per week you intend to be on the licensed premises: 52 Last-Approved License Manager: Nathaniel Diniz

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* ◉ Yes ○ No *Manager must be 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

3C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
07/20	12/23	General Manager	Warehouse Bar and Grille	Cliff Dever
06/19	03/20	Assistant General Manager	Howl at the Moon	Artie Lucas

3D. 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: [signature] Date: 3.12.24

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.
CHAIRMAN

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: (IF EXISTING LICENSEE)		**LICENSEE NAME:**	Anthony's Coal Fired Pizza of Natick, LLC	**CITY/TOWN:**	Natick

APPLICANT INFORMATION

LAST NAME:	Bland	FIRST NAME:	Donald	MIDDLE NAME:	Jay
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	BOSTON		
DATE OF BIRTH:	02/06/1992	SSN:	[redacted]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	Wilks	DRIVER'S LICENSE #:	[redacted]	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	5 11	WEIGHT:	230
EYE COLOR:	BROWN				
CURRENT ADDRESS:	108 Pleasant Street				
CITY/TOWN:	Watertown	STATE:	MA	ZIP:	02472
FORMER ADDRESS:	8 Palfrey Street				
CITY/TOWN:	Watertown	STATE:	MA	ZIP:	02472

PRINT AND SIGN

PRINTED NAME:	Donald J Bland Jr	APPLICANT/EMPLOYEE SIGNATURE:	Donald J Bland Jr.

NOTARY INFORMATION

On this March 12, 2024 before me, the undersigned notary public, personally appeared Donald Bland (name of document signer), proved to me through satisfactory evidence of identification, which were Drivers License to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

NOTARY PUBLIC COMMONWEALTH OF MASSACHUSETTS
YAMILA M. BENVENUTI
MY COMMISSION # HH 355217
EXPIRES: February 13, 2027

Yamila M. Benvenuti
NOTARY

DIVISION USE ONLY

REQUESTED BY: _____
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCJI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **ALL CORI request forms that include this field are required to be submitted to the DCJI via mail or by fax to (617) 660-4614.**

We The People

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

SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

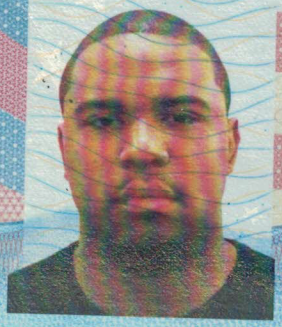
3

PASSPORT
PASSEPORT
PASAPORTE

USA

UNITED STATES OF AMERICA

Type / Type / Tipo: P
Code / Code / Codigo: USA
Passport / Passeport / Pasaporte: [redacted]



Surname / Nom / Apellidos
BLAND JR

Given Names / Prénoms / Nombres
DONALD JAY

Nationality / Nationalité / Nacionalidad
UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimiento
06 Feb 1992

Place of birth / Lieu de naissance / Lugar de nacimiento
MASSACHUSETTS, U.S.A.

Date of issue / Date de délivrance / Fecha de expedición
08 Apr 2014

Date of expiration / Date d'expiration / Fecha de caducidad
07 Apr 2024

Endorsements / Mentions Spéciales / Anotaciones
SEE PAGE 27

Sex / Sexe / Sexo
M

Authority / Autorité / Autoridad
United States
Department of State

USA

P<USABLAND<JR<<DONALD<JAY<<<<<<<<<<<<<<<<<<<<<<
[redacted]<091982

APPLICANT'S STATEMENT

I, Michelle Zavolta the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory

of Anthony's Coal Fired Pizza of Natick, LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

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

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

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

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

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

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

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

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

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

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

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

Signature: Michelle Zavolta Date:

Title: LLC Manager

ENTITY VOTE

The Board of Directors or LLC Managers of Anthony's Coal Fired Pizza of Natick, LLC
Entity Name

duly voted to apply to the Licensing Authority of Natick and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on _____
Date of Meeting

For the following transactions (Check all that apply):

- [x] Change of Manager
- [ ] Other _____

"VOTED: To authorize Michelle Zavolta
Name of Person

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

"VOTED: To appoint Donald Bland
Name of Liquor License Manager

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

A true copy attest,

Michelle Zavolta
Corporate Officer/LLC Manager Signature

Michelle Zavolta
(Print Name)

For Corporations ONLY
A true copy attest,

_____
Corporation Clerk's Signature

_____
(Print Name)

Town of Natick, MA

Mar 28, 2024

ALA-1

NPD Review

Alcohol License - Change/Amendment to an Existing Current License

Status: Complete

Assignee: Brian Lauzon

Became Active: Mar 18, 2024

Completed: Mar 18, 2024

Applicant

Yamila Benvenuti
ybenvenuti@burgerfi.com
200 West Cypress Creek Road
Ste 220
FORT LAUDERDALE, FL 33309
954-618-2030 ext. _____

Primary Location

219 NORTH MAIN ST Unit 219 North Main Street
Unit 219 North Main Street
Natick, MA 01760

Comments

Brian Lauzon, Mar 18, 2024

After review, we would recommend that the Select Board, acting as the Local Licensing Authority for the Town of Natick, approve the applicants, Donald Bland request to be named as the Manager of Record for the liquor license assigned to Anthony's Coal Fired Pizza located at 219 North Main Street in Natick. If approved, we would request that Mr. Bland be given a complete copy of the Towns Alcohol License Rules and Regulations, and within 30 days submit for review a current copy of his approved Alcohol Service Training certificate.

ITEM TITLE: Cinco Chile Taqueria - Application for a Common Victualer's License

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Application	3/29/2024	Cover Memo
Police Recommendation	4/1/2024	Cover Memo

CV-24-18

Common Victualer License

Status: Active

Submitted On: 3/25/2024

Primary Location

217 WEST CENTRAL ST

Natick, MA 01760

Owner

217 WEST CENTRAL STREET LLC

WORCESTER, MA 01607

Applicant

Erica Sanabria

781-632-9323

calin0sanabria@gmail.com

17 Madison St

Lynn, MA 01902

Admin Control Panel

Select Board Approval Date

–

Application Information

Application Type:*

New

What are you applying for?*

Common Victualer Only

Is your mailing address different than the address of the establishment?*

Yes

Have you made any changes to your premises in the previous 12 months?*

No

Do you have a Certificate of Occupancy?*

Yes

Do you have a Board of Health Permit?*

Yes

Mailing Address

PO Box

Street Address

17 madison

City*

Lynn

State*

ma

Zip Code*

01902

Contact Person Information

Contact Person

erica sanabria

Contact Phone

7816329323

Contact Email

erica0sanabria@gmail.com

Establishment Information

Establishment Name (d/b/a)*

Cinco Chiles Taqueria

Business Type*

Corporation

Number of Staff*

4

Number of Seats*

20

Manager of Establishment*

Evelyn Parada

Manager's Phone*

7816329323

Manager's Email*

erica0sanabria@gmail.com

Description of Hours

Hours of operation*

mon-sun. 10am-10pm

Officer Information

Name*

erica sanabria

Title*

president

Workers' Compensation Insurance Affidavit

Are you an employer?*

I am an employer with full/part-time employees.

How many employees?*

3

Insurance Company Name*

HartFord underwriter insurance company

Insurer's Address*

215 W Central st

Insurer's City*

Natick

Insurer's State*

Ma

Insurer's Zip Code*

01760

Policy # or Self-ins. Lic. #*

08 WEC BE3WX6

Expiration Date*

03/05/2025

You will be required to attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date) later in this application.

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

Background Check Information

Additional Information Requested by the Town of Natick Police Department for Background Check

Please provide your residential address and date of birth

Date of Birth*

08/01/1989

Residential Address*

17 Madison St Lynn, ma 01902

Acknowledgement

I, the Applicant, state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge.

Tax Attestation: Furthermore, Pursuant to MGL Ch. 62C, Sec 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Name of Applicant of Corporate Officer*

Erica Sanabria president

Digital Signature*

erica sanabria president
Mar 25, 2024

Date*

03/25/2024

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/7/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

4 Insurance, LLC.

121 Loring Ave Ste 810
Salem MA 01970

CONTACT NAME: Mabelyn Lopez
PHONE (A/C, No, Ext): (855) 322-4509 FAX (A/C, No): (781) 476-5130
E-MAIL ADDRESS: mlopez@4insurancellc.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Underwriters Insurance Company	722511
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Cinco Chiles Inc
215 W CENTRAL ST

NATICK MA 01760

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✘ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✘ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✘ POLICY ☐ PRO-JECT ☐ LOC OTHER:			08 SBA BE3WTL	03/05/2024	03/05/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ✘ HIRED AUTOS ONLY ✘ NON-OWNED AUTOS ONLY			08 SBA BE3WTL	03/05/2024	03/05/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ $
A	✘ UMBRELLA LIAB ✘ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ✘ RETENTION $ 10,000			08 SBA BE3WTL	03/05/2024	03/05/2025	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		08 WEC BE3WX6	03/05/2024	03/05/2025	PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Bob Beckett Properties LLC

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Efrandis Castillo

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LEASE

TO

CINCO CHILES INC.

ARTICLE I PREMISES 1
ARTICLE II TERM OF LEASE 1
ARTICLE III RENT 2
ARTICLE IV REMODELLING 3
ARTICLE V MAINTENANCE OF COMMON AREAS 3
ARTICLE VI UTILITIES 4
ARTICLE VII USE OF PREMISES 4
ARTICLE VIII MAINTENANCE OF BUILDING, ETC. 7
ARTICLE IX INDEMNITY AND PUBLIC LIABILITY INSURANCE 8
ARTICLE X LANDLORD'S ACCESS TO PREMISES 9
ARTICLE XI INSURANCE 10
ARTICLE XII DAMAGE CLAUSE 10
ARTICLE XIII EMINENT DOMAIN 11
ARTICLE XIV OTHER STORES 12
ARTICLE XV TAXES 13
ARTICLE XVI BANKRUPTCY OR INSOLVENCY 13
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EXHIBIT "A" DEMISED PREMISES AND SITE PLANS 25
EXHIBIT "B" TENANT'S COMMON AREA MAINTENANCE CHARGE 29
EXHIBIT "C" TAXES 30

INDENTURE OF LEASE

THIS INDENTURE OF LEASE made the ____ day of _____, 2024, by and between **215 WEST CENTRAL STREET, LLC**, a Massachusetts limited liability company with a principal place of business at 997 Millbury St. Worcester, Massachusetts 01607 (hereinafter referred to as "Landlord"), and **CINCO CHILES INC., OF** _____ (hereinafter referred to as "Tenant").

ARTICLE I
PREMISES

The Landlord hereby leases to the Tenant, and the Tenant hereby leases from the Landlord, upon and subject to the terms and provisions of this lease, the portion of the building (which portion is sometimes hereinafter referred to as the "demised premises") shown on Exhibit "A" hereto annexed and made a part hereof, containing a total square footage of approximately 1,600 square feet. Said building is located, as shown on said Exhibit, on a tract of land in Natick, Middlesex County, Massachusetts further shown on Exhibit A (the "Land") and shall hereinafter be referred to as the "Building".

Excepting and reserving to Landlord the roof and exterior walls of the building or buildings of which the demised premises are a part and further reserving to the Landlord the right to replace and maintain and repair any utility lines, pipes, and the like in, over and upon the demised premises as have been installed in the Building.

ARTICLE II
TERM OF LEASE

Section 1. The Term of this Lease is for a period of five (5) years, one month (plus the partial month, if any) commencing April 1, 2024. The Lease expiration date shall be March 31, 2029.

Section 2. The Tenant, subsequent to the commencement of the term hereof, shall be permitted to install fixtures and other equipment and do other work, provided, however, that such activities of the Tenant shall not interfere with the normal conduct of business in the balance of the Building.

Section 3. Landlord agrees to not rent space on the property during the term of this lease to another business selling Mexican ie. burritos, tacos, etc.

ARTICLE III
RENT

Section 1: The Tenant covenants and agrees to pay to the Landlord at Landlord's office in Worcester, or at such place as Landlord shall from time to time designate in writing, minimum rent for the demised premises, in advance, on the first day of each and every month during the term hereof, at the following rates (and proportionately at such rates for any partial month):

Lease Year 1:	$55,620.00 to be payable monthly in the amount of $4,635.00 per month.
Lease Year 2:	$57,288.60 to be payable monthly in the amount of $4,774.05 per month.
Lease Year 3:	$59,007.25 to be payable monthly in the amount of $4,917.27 per month.
Lease Year 4:	$60,777.45 to be payable monthly in the amount of $5064.78 per month.
Lease Year 5:	$62,600.68 to be payable monthly in the amount of $5,216.73 per month.

For and with respect to each installment of minimum rent that is not paid when due, Tenant shall pay to Landlord, on demand, as additional rent, a late charge in an amount equal to five percent (5%) of the amount of the overdue payment for the purpose of defraying Landlord's administrative expenses relative to handling such overdue payment.

Section 2: Simultaneously with the execution of this Lease, the Tenant shall deliver to and deposit with the Landlord a security deposit (the "Security Deposit") in the amount of $11,270.00 (the "Original Amount").

If, and as soon as, Tenant defaults in any of the terms and conditions of this Lease, the Landlord may draw upon the Security Deposit at any time and from time to time in such amount or amounts as may be necessary to cure the default(s) or to reimburse the Landlord for any sum(s) which the Landlord may have spent to cure the default(s), and if the Landlord has

terminated this Lease due to the Tenant's default(s), the Landlord may also draw upon the Security Deposit in such amount (or all) as may be necessary to obtain any amounts from time to time owed to the Landlord by the Tenant after termination. In the case of each such drawing (except a drawing occurring after termination or expiration of this Lease), the Tenant shall, on demand, cause the Security Deposit to be reinstated to the full amount that was required by this Lease prior to the drawing. If upon termination or expiration of this Lease, no default shall exist, the Security Deposit, or any balance thereof, shall be returned to the Tenant or if termination or expiration of this Lease a default shall exist, then any portion of the Security Deposit not necessary to cure said default shall be returned to Tenant but not otherwise. The Landlord shall have the right, if a default occurs, to draw on that portion of the Security Deposit necessary to cure a default as long as partial drawings are permitted thereunder; otherwise, Landlord shall hold the proceeds thereof (without interest payable to the Tenant) to be applied from time to time against damages and losses. The Landlord shall be entitled to commingle any cash provided to the Landlord as the Security Deposit with other funds of the Landlord, and shall not be obligated to pay interest on the deposit to the Tenant. If the Landlord conveys the Landlord's interest under this Lease, the Security Deposit, or any part thereof not previously applied, may be turned over by the Landlord to the Landlord's transferee, and, if so turned over, the Tenant agrees to look solely to such transferee for proper application of the Security Deposit in accordance with the terms of this Lease and the return thereof in accordance there with. If tenant fails to pay rent for ten days or breaches any material lease terms, the landlord may reenter and take possession or, without formal demand or reentry, commence an action for recovery of possession of the premises. The landlord can take the matter before a court by filing a forcible detainer action. Further, if the tenant fails to pay past due rent, the landlord shall have a lien on and may seize as much personal property of the tenant located on the premises and not exempted by law as is necessary to secure payment of the rent. If the rental debt is not paid within sixty days after the seizure, the landlord can sell the tenant's personal property. If the commercial tenant assigned or sublet the property, the landlord will have the same enforceable rights against the assignee or sub-lessee as the original tenant.

ARTICLE IV
REMODELLING

Tenant acknowledges that Tenant has inspected the demised premises and agrees to accept possession of the same on a strictly "AS IS" basis, without any representation or warranty by Landlord with respect to the condition thereof. Promptly following delivery of possession of the demised premises to Tenant, Tenant shall perform all work necessary in order properly to equip the demised premises for the conduct of a first class food service operation therein in accordance with plans and specifications approved by Landlord. It is acknowledged that the demised premises includes certain equipment, fixtures and appliances as further set forth on Schedule 1 attached to this Lease and incorporated by reference herein. Tenant accepts such equipment, fixtures and appliances in their as-is condition without warranty and agrees to maintain and if necessary, replace them during the Lease Term.

ARTICLE V
MAINTENANCE OF COMMON AREAS

Section 1. With regard to the parking facilities now constructed on the Land, Landlord agrees to cause said parking facilities, including lighting thereof, to be maintained in reasonably good repair and in reasonably clean condition, and reasonably clear of snow at all times.

Section 2. The Landlord agrees that the Tenant may, during the term hereof, with others, have the nonexclusive right to use the parking facilities designated by the Landlord on the Land

The Commonwealth of Massachusetts, William Francis Galvin

Corporations Division

One Ashburton Place - Floor 17, Boston MA 02108-1512 | Phone: 617-727-9640

Articles of Organization

(General Laws, Chapter 156D, Section 2.02; 950 CMR 113.16)

Minimum Filing Fee: $250.00

Identification Number: 001766503 (number will be assigned)

ARTICLE I

The exact name of the corporation is:

CINCO CHILES INC

ARTICLE II

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. C156D have the purpose of engaging in any lawful business. Specify if you want a more limited purpose:

THE NATURE OF THE BUSINESS AND OF THE PURPOSES TO BE CONDUCTED AND PROMOTE D BY THE CORPORATION, WHICH SHALL BE IN ADDITION TO THE AUTHORITY OF THE CORPORATION TO CONDUCT ANY LAWFUL BUSINESS, TO PROMOTE ANY LAWFUL PURPOSE, AND TO ENGAGE IN ANY LAWFUL ACT OR ACTIVITY FOR WHICH CORPORATIONS MAY BE ORGANIZED UNDER THE GENERAL CORPORATION LAW OF THE COMMONWEALTH OF MAS SACHUSETTS, IS AS FOLLOWS: TO ENGAGE IN THE OPERATION OF A RESTAURANT. TO ACQUIRE BY PURCHASE, LEASE, EXCHANGE OR OTHERWISE REAL OR PERSONAL PROPERTY OR ANY RIGHT OR PRIVILEGES THEREIN, WHICH THIS CORPORATION MAY CONSIDER NECESSARY OR CONVENIENT FOR ANY OF THE PURPOSES OF ITS BUSINESS, AND THE WHOLE OR ANY PART OF THE GOOD WILL, PATENTS, TRADE-MARKS, TRADE NAMES, RIGHTS, LICENSES, AND PROPERTY OF ANY ONE OR MORE PERSONS, FIRMS ASSOCIATIONS OR CORPO RATIONS HERETOFORE OR HEREAFTER ENGAGED IN ANY OF THE FOREGOING BUSINESSES OR IN ANY SIMILAR BUSINESS WHICH THIS CORPORATION IS AUTHORIZED TO CARRY ON; TO PAY FOR ALL PROPERTY SO ACQUIRED IN CASH, IN OR BY ONE OR MORE SHARES OF S TOCK, BONDS, NOTES OR OTHER SECURITIES OF THIS CORPORATION, BY THE ASSUMPTIO N OF ONE OR MORE OBLIGATIONS, OR OTHERWISE; AND TO DEAL IN, MANAGE, BUILD ON, IMPROVE, STORE, SELL, MORTGAGE, PLEDGE, LEASE AS LESSOR, LESSEE, ENCUMBER OR O THERWISE DISPOSE OF THE WHOLE OR ANY PART OF ANY OR ALL PROPERTY SO ACQUIRE D, OR ANY RIGHTS OR INTEREST THEREIN; AND TO CONDUCT IN ANY LAWFUL MANNER T HE WHOLE OR ANY PART OF THE BUSINESS OR BUSINESSES SO ACQUIRED, PROVIDED, HO WEVER, THAT THIS CORPORATION SHALL NOT ENGAGE IN THE REAL ESTATE BUSINESS. T O BORROW MONEY OR OTHERWISE OBTAIN CREDIT, AND TO ISSUE NOTES, BONDS, OTHE R OBLIGATIONS OF THIS CORPORATION FOR ANY PURPOSE FOR WHICH IT IS INCORPORA TED, EITHER UNSECURED OR SECURED BY MORTGAGE, PLEDGE, OR OTHERWISE ON OR OF THE WHOLE OR ANY PART OF THE PROPERTY OF THIS CORPORATION. TO PURCHASE OR O THERWISE RECEIVE OR ACQUIRE, HOLD, MORTGAGE, PLEDGE, ENCUMBER, SELL AND OTH ERWISE DEAL IN OR DISPOSE OF ALL OR ANY PART OF THE CAPITAL STOCK, OR OTHER SE CURITIES OF ANY PERSON, PARTNERSHIP, FIRM, TRUST, ASSOCIATION OR CORPORATION, INCLUDING ITS OWN, AND WHILE THE OWNER OR HOLDER THEREOF TO EXERCISE ALL TH E RIGHTS, POWERS AND PRIVILEGES PERTAINING TO THE OWNERSHIP THEREOF.
TO SELL, LEASE OR OTHERWISE DISPOSE OF ALL OR ANY PART OF THE FRANCHISES, RIGHTS, PROPERT Y, ASSETS, BUSINESS AND GOOD WILL OF THIS CORPORATION TO ANY ONE OR MORE PERSON, FIRMS CORPORATION, TRUSTS, OR ASSOCIATIONS IN SUCH MANNER AND FOR SUCH CONSIDERATION AS MAY BE AGREED UPON, BY SALE, LEASE, LICENSE, MERGER CONSOLI DATION OR ANY OTHER LAWFUL METHOD. TO CONDUCT ITS BUSINESS IN ALL ITS BRANCHES ANYWHERE IN THE WORLD SO FAR AS PERMITTED BY LAW, AND TO CARRY ON ANY BUSINESS HEREIN DESCRIBED EITHER ON ITS OWN ACCOUNT OR AS AGENT, BROKER, OR OTHERWISE. IN FURTHERANCE AND NOT

IN LIMITATION OF THE FOREGOING PURPOSES, A ND POWERS, TO DO ANY AND ALL THINGS AND TO EXERCISE ANY AND ALL POWERS NEC ESSARY, CONVENIENT, OR DESIRABLE TO ACCOMPLISH ONE OR MORE OF THE PURPOSES OR POWERS OF THIS CORPORATION, OR WHICH SHALL AT ANY TIME APPEAR TO BE FOR T HE BENEFIT OF THIS CORPORATION IN CONNECTION THEREWITH, WHICH MAY NOW OR H EREAFTER BE LAWFUL FOR THIS CORPORATION TO DO OR EXERCISE UNDER AND PURSUA NCE OF THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS

ARTICLE III

State the total number of shares and par value, if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

Class of Stock	Par value per share (Enter 0 if no Par)	Total authorized number of shares	Total authorized par value	Total issued and outstanding number of shares
PWP	1000	10,000	10000000	1,000

ARTICLE IV

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the corporation must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

ARTICLE V

The restrictions, if any, imposed by the articles of organization upon the transfer of shares of stock of any class are:

ANY STOCKHOLDER, INCLUDING THE HEIRS, ASSIGNS, EXECUTORS OR ADMINISTRATORS OF A DECEASED STOCKHOLDER, DESIRING TO SELL OR TRANSFER SUCH STOCK OWNED B Y HIM OR THEM, SHALL FIRST OFFER IT TO THE CORPORATION THROUGH THE BOARD OF DIRECTORS, IN THE MANNER FOLLOWING: HE SHALL NOTIFY THE DIRECTORS OF HIS DESI RE TO SELL TRANSFER BY NOTICE IN WRITING, WHICH NOTICE SHALL CONTAIN THE PRIC E AT WHICH HE IS WILLING TO SELL OR TRANSFER AND THE NAME OF ONE ARBITRATOR. THE DIRECTORS SHALL WITHIN THIRTY DAYS THEREAFTER EITHER ACCEPT THE OFFER OR BY NOTICE TO HIM IN WRITING NAME A SECOND ARBITRATOR TO ASCERTAIN THE VALUE OF STOCK, AND THESE TWO SHALL NAME A THIRD. IT SHALL THEN BE THE DUTY OF THE A RBITRATORS TO ASCERTAIN THE VALUE OF THE STOCK, AND IF ANY ARBITRATOR SHALL NEGLECT OR REFUSE TO APPEAR AT ANY MEETING APPOINTED BY THE ARBITRATORS, A MAJORITY MAY ACT IN THE ABSENCE OF SUCH ARBITRATOR. AFTER THE ACCEPTANCE OF THE OFFER, OR THE REPORT OF ARBITRATORS AS TO THE VALUE OF THE STOCK, THE DIRE CTORS SHALL HAVE THIRTY DAYS WITHIN TO PURCHASE THE SAME AT SUCH VALUATION, BUT IF AT THE EXPIRATION OF THE THIRTY DAYS, THE CORPORATION SHALL NOT HAVE E XERCISED THE RIGHT TO SO PURCHASE, THE OWNER OF THE STOCK SHALL BE AT LIBERTY TO DISPOSE OF THE SAME IN ANY MANNER HE MAY SEE FIT. NO SHARES OF STOCK SHAL L BE SOLD OR TRANSFERRED ON THE BOOKS OF THE CORPORATION UNTIL THESE PROVIS IONS HAVE BEEN COMPLIED WITH, BUT THE BOARD OF DIRECTORS MAY IN ANY PARTICU LAR INSTANCE WAIVE THE REQUIREMENT.

ARTICLE VI

Other lawful provisions, and if there are no provisions, this article may be left blank.

ARTICLE VII

The effective date of organization shall be the date and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a later effective date is desired, specify such date, which may not be later than ninety (90) days from the date and time of filing

Later Effective Date (mm/dd/yyyy): 03/05/2024 Time (HH:MM) 09:00 AM

ARTICLE VIII

The information contained in Article VIII is not a permanent part of the articles of organization.

a,b. The street address of the initial registered office of the corporation in the commonwealth and the name of the initial registered agent at the registered office:

Agent name: ERICA J SANABRIA

Number and street: 215 W CENTRAL AVE

Address 2:

City or town: NATICK State: MA Zip code: 01760

c. The names and street addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

Title	Individual Name	Address
PRESIDENT	ERICA J SANABRIA	17 MADISON ST LYNN, MA 01902 USA
TREASURER	CARLOS A SANABRIA-ALARCON	17 MADISON ST LYNN, MA 01902 USA
SECRETARY	ERICA J SANABRIA	17 MADISON ST LYNN, MA 01902 USA
DIRECTOR	CARLOS A SANABRIA-ALARCON	17 MADISON ST LYNN, MA 01902 USA

d. The fiscal year end (i.e., tax year) of the corporation:

December 31

e. A brief description of the type of business in which the corporation intends to engage:

FULL-SERVICE RESTAURANT MEXICAN FOOD

f. The street address (post office boxes are not acceptable) of the principal office of the corporation:

Number and street: 215 W CENTRAL AVE

Address 2:

City or town: NATICK State: MA Zip code: 01760

Country: UNITED STATES

g. Street address where the records of the corporation required to be kept in the Commonwealth are located (post office boxes are not acceptable):

Number and street:	215 W CENTRAL AVE				
Address 2:					
City or town:	NATICK	State:	MA	Zip code:	01760
Country:	UNITED STATES				

Which is:

- [x] its principal office
- [ ] an office of its transfer agent
- [ ] an office of its secretary/assistant secretary
- [ ] its registered office

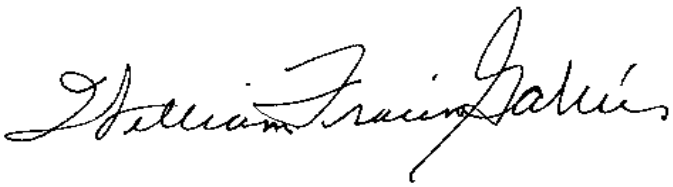
Signed this 4 Day of March, 2024 at 20:03 PM by the incorporator(s). (If an existing corporation is acting as incorporator, type in the exact name of the business entity, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said business entity and the title he/she holds or other authority by which such action is taken.)

ERICA J SANABRIA
PRESIDENT

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

March 04, 2024 08:57 PM



WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

List of Equipment

Flat top Grill	$ 1,500.00
Chef base	$2,000.00
Fryer	$ 700.00
Steam table	$ 1,000.00
Sandwhich unit	$ 1,000.00
Two door Freezer	$1,500.00
Tortilla steamer 2	$3,000.00
Walk In cooler	Belong to the landlord
Hood system	Belongs to the landlord
Stove top 6 burner	$700.00
Chip Warmer	$1000.00
Two door glass refrigerator	$1,500.00
Two door under counter refrigerator	$1,000.00

Floor Plan and Finish Notes

1. Contractor shall verify exact dimensions at public transit spaces prior to bidding, manufacturing, replacement/installation layout or installation and notify Architect immediately of any dimensional discrepancies that result partially only from or place of replacement from being installed or installed as indicated on plan or in specifications.
2. The G.C. to ensure all walls, ceilings and floors are smooth (where applicable), flexible, manufactured and available.
3. All cracks and gaps in walls and ceilings installed during the installation of the replacement are to be sealed to a smooth and easily cleanable finish.
4. Walls behind all sinks shall be manufactured of a reinforced material from floor to 12" above sink.
5. All substituted surfaces shall be similar with a gloss or semi-gloss, epoxy, enamel or other FDA approved media.
6. All plumbing, electrical and gas lines shall be concealed within the building walls, floors and ceiling or within approved conduit runs to fixtures. Where provided on plan from either a wall, ceiling or floor, the operating ensures the line(s) shall be tightly sealed and made smooth by the G.C.
7. Refrigeration shall be manufactured manufactured for commercial use only and shall be provided with an internally readily visible thermometer.
8. All stainless steel shelving must be replaced to applicable Indian Restaurant Association (NSF) standards.
9. All equipment must meet or be replaced to applicable NSF standards.
10. Exposure receptacles must be IP5 or G, Indoor or complying with NSF Standard 2, Equip for proper clearance as required.
11. No 90, impervious resistive and the resulting must be baseboard cabinet or wall mounted area and must be divided by a base cove or other approved accessories.
12. Where accompanied installing also must divide by means of an indoor media accessories by a base cove as required. Base cove must be mortar and dispost to drain. The G.C. to ensure the base cove has a back flow prevention device on soap area faucet.
13. All cove accessories must have hot and cold water through existing faucet and an approved water accessories or equivalent by hand wash.
14. The G.C. to provide proper mechanical ventilation installation installation offer the requirements of local building codes.
15. All electrical, boxes/fittings, patterns and all other electrical equipment to be checked by a licensed electrical as required.
16. All local jurisdiction and this existing areas to have a minimum of 30 foot candles of light.
17. The G.C. to ensure that regular ventilation to be all areas to facilitate proper heat storage and provide reasonable employee comfort.
18. No unacceptable materials are to be installed where the finished setting.
19. All installations are to be repair to avoid cracks otherwise noted.
20. Prior to the contractor verify that the available electrical service is adequate and/or reasonable.
21. Electricity to interior contracting from the base cove, floor cove, coving cove, or other building materials step to finished to or the floor surface provided.
22. All permits and inspection fees to be obtained by and paid for by the G.C.
23. All job harassing and delivery of materials to be done before or after shopping center hours, as required by landlord.
24. All work must be coordinated with the landlord prior to commencement of work.
25. Existing walls are 5/8" Type X the other drywall from floor to bottom of roof deck. Fire hazard shown finished ceiling, U.O.N.
26. Signage and graphics provide to be obtained by the G.C. Sign Manufacturer to provide signage shop drawings to landlord and City for review and approval, typ.
27. Landlord-approved drawings and of the owner of the building project and the system plans and permits must be on site at all times.
28. General Contractor to coordinate rough systems, furniture and hook ups, with Owner.
29. G.C. to provide a reinforcement structure behind floor finish and as required to the areas designated on the plan, typical at storeroom hand sanitizers.
30. Any substitutions for materials, equipment, fixtures or products that have been specified must be brought to the attention of the Architect prior to bid and construction. Photos without finishes should any material be discontinued or back ordered.
31. All cabinets and interior shelf models for sales at the cash/front/counter surface drop are are, finally a/Owner.
32. Prior to the installation and, floor, and base to be installed according to manufacturers' written recommendations. Corners and exposed edges of the to have rounded edge. Trimmed Base to be no less than 3" wide. All base to be mounted and sealed according to manufacturers' written recommendations. Return of removed 30a and base to be forward. The contractor to provide a complete set of operating and maintenance instructions for all finishing materials to the Owner.
33. Provide Water-resistant Gypsumboard, Sheathing, UL, or Equal, Throughout Kitchens and Restrooms Prior to Installing Finish Floor, Colored Gypsumboard 1" wide, or Wall, Typ.

Floor Plan Reference Notes

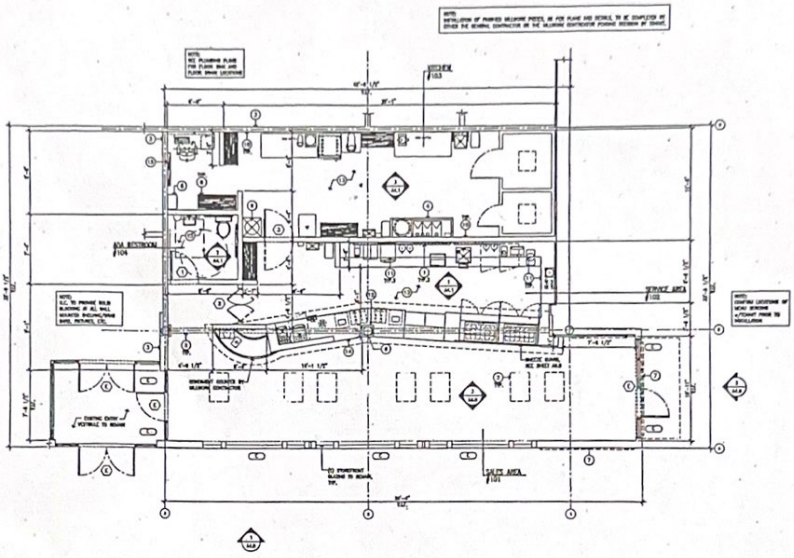
1. New Stone Veneer, See Interior Elevation(s) and Coordinate w/Owner
2. Existing Skylight Above to Remain, Typ.
3. Existing Servicing Wall, G.C. to patch & repair as req'd, typ.
4. 2-Compartment Sink
5. Employee Lockers, Typ. of 3
6. Existing Storefront Entrance, See Paint Notes, G.C. to Verify Exact Size/Location Prior to Commencement of work and Notify Landlord & Representative Immediately, typ.
7. Structural Steps on Time of Roof Alterations, G.C. to Provide Shop Drawings (Structure and Step Drawings by Others)
8. New Shelving Unit, Typ.
9. New Water Heater Provided by Owner, Owner Ship Unit, See Mechanical Drawings & Section on Sheet A2
10. 7'8.5", Reference Min. 12" Above Hub Rim, Typ.
11. Overhead Shelving, G.C. to Provide Solid Blocking as req'd
12. G.C. Ensure (2 Sink) w/Additional 2 Bar Refrigerated Air Warm Systems & Mechanical Vapor for F.D.O./Cook Regulatory, Verify Needs w/Owner
13. G.C. to place the floor to locate drain & level of accessory, and ceiling to accommodate drainage
14. 2'-0" High Accessible Cash Counter
15. Double Pane(s), See Elec. Drawings

Wall Types

- Existing Servicing Wall to Remain, 1 Hour Fire Rated Min. Repair and Prep as Necessary to Accept New Wall Finishes
- Existing Exterior Wall to Remain, Repair and Prep as Necessary to Accept New Wall Finishes
- New Partition Wall to Extend 6" min. Above Drop Ceiling. 3-5/8" x 20 ga. Metal Studs @ 16" o.c. 5/8" Type 'X' Gyp Board Each Side.

Interior Finish Ratings

1. Walls/Ceilings to Meet ASTM E-84, ATM E-1264 Flame Spread Class A 0-25 Smoke Developed 0-450
2. Floors to Meet ATM 253



1 FLOOR PLAN
1/4" = 1'-0"

Revisions

No.	Description	By	Date	Appr

ARCHITECTS
David C. Avila, Architect
217 South Main Street
Natick, MA 01760
T. (508) 651-0300
F. (508) 651-0302

MEP ENGINEERS
Sun Power Consulting Engineer
128 West Hwy. No. 380
Grapevine, Texas
p. (817) 215-1000
C. (817) 251-0472

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Project Manager Approval

Architect/Engineer of Record

Location
215 W. Central St.
Suite B
Natick, MA 01760

Project/Sponsor No.
See Gnocchi Sensation

Sheet Title
Main Floor Plan

Scale: As Shown	Project No.
Drawn by: A.C., R.A.	Sheet
Chkd by: D.C.A.	A1.0
Issue Date: December 23, 2014	

FINISH SCHEDULE

Mark	Dim.	Location	Manufacturer	Type	Size	Material/Finish	Remarks	Florida	Hurricane					
				FLOOR										
F1.1		Entry Area & Vestibule Area	Varies By	Porcelain Tile Ceramic Tile	12"x12"	Porcelain Ceramic	Manufacturer To Set Forth Grade Requirements	*					*	
F1.2		Office Restroom	Varies By	Porcelain Tile Ceramic Tile	12"x12"	Porcelain Ceramic	Manufacturer To Set Forth Grade Requirements	*					*	
F1.3		Elevator	Varies By	Porcelain Tile Ceramic Tile	12"x12"	Porcelain Ceramic	Manufacturer To Set Forth Grade Requirements	*					*	
				BASE										
B1.1		Office & Vestibule Areas	Varies By	Vinyl	4x4" Bullnose	Medium Brown Color	Manufacturer To Set Forth Grade Requirements	*					*	
B1.2		Elevator Area	Varies By	Tile Base Trim	3"x12" Wall	Tile Porcelain Ceramic	Manufacturer To Set Forth Grade Requirements	*					*	
				WALL										
W1.1		Entry Area	Varies By	Varies By	Varies By	Varies By	Varies By	*					*	
W1.2		Men Restroom	Varies By	Varies By	-	Varies By	Varies, Verify Material Prior To Ordering	*					*	
W1.3		Women Restroom	Varies By	Varies By	-	Varies By	Varies, Verify & Material Prior To Ordering	*					*	
C1.1		Varies Area	Varies By	Varies By	2"x2" Varies Grid	Tile Porcelain Ceramic	Manufacturer To Set Forth Grade Requirements	*					*	
C1.2		Office Restroom	Varies By	Porcelain Tile Ceramic Tile	12"x12"	Porcelain Ceramic	Manufacturer To Set Forth Grade Requirements	*					*	
				CEILING										
CE1.1		Men Restroom Ceiling Trim	Armstrong	Vinyl Trim	3/4"	Color To Match Ceiling Tile	Manufacturer To Set Forth Grade Requirements	*					*	
				WALLPAPER MANUFACTURER										
WP1		Women Area	Manufacturer	Varies Wallpaper	24x" Panels	Varies	Varies, Verify Material Prior To Ordering	*					*	
Notes														

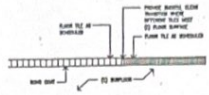
Notes

1. Box outlines on walls to receive paint finish shall have the same color as the wall.
2. Contractor shall verify exact dimensions of walls toward spaces prior to finishing, construction, equipment/furniture layout or installation and notify Architect immediately of any dimensional discrepancies that conflict with these plans.
3. The 24 Hour Scheduling notice does there not have to be installer accepting to manufacturers written recommendations. Contract and exposure adjust of MEs to have recessed edge. Universal Blue to be no less than 2" wide. Blue to be chamfered over recessed according to manufacturers written recommendations. Contract and exposure adjust of MEs to have recessed edge. Universal Blue provide a complete set of shop drawings and manufacturer instructions for all flooring materials to the owner. The contractor to 1. Fill in provide two samples of each finish to owner for approval prior to ordering.

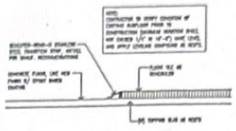
Floor Finish Legend

Symbol	Material
FT-1	12"x12" TILE FLOORING
FT-2	12"x12" TILE FLOORING
CONC	CONCRETE FLOOR, FINISHED W/ EPOXY BASED COATING

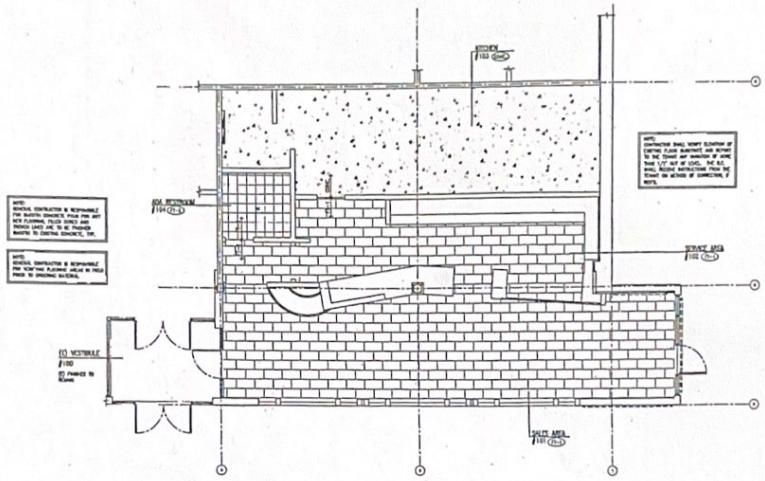
FLOOR FINISH CHART		
SYMBOL	MATERIAL	QUANTITY (APPROX. SQ. FT.)
FT-1	FLOOR TILE	775
FT-2	FLOOR TILE	23
CONC	FINISHED CONCRETE	630



2 FLOOR TRANSITION: TILE TO TILE
1" = 1'



3 FLOOR TRANSITION: CONC. TO TILE
1" = 1'



1 FLOOR FINISH PLAN
1/4" = 1'-0"

Revisions

No.	Description	By	Date	Appr

ARCHITECTS

MEP ENGINEERS

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Project Manager Approval

Architect/Engineer of Record

Location
315 W. Central St.
Suite B
Natick, MA 01760

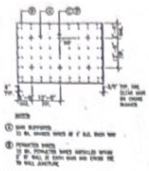
Project/Space No.
See Grand Scheme/Site

Sheet Title
FINISH FLOOR PLAN
BASEMENT LEVEL

Scale: As Shown
Drawn by: A.C., K.A.
Checked by: K.A.R.
Date Notes:
December 23, 2014

Project No. 141001

Sheet A1.3

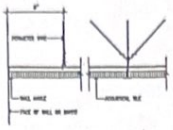


NOTES

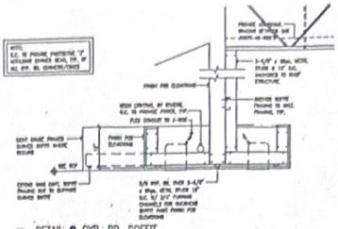
① SEE SUSPENSION
① SEE SPACES WHERE IN 1' O.C. EACH WAY

② PERIMETER SPACES
① SEE PERIMETER SPACES DETAILED WITHIN 2' OF WALL, 2' EACH WAY AND CENTER THE TO WALL ADJACENT.

② SUSPENDED CEILING
N.T.S.



③ SUSPENDED CEILING @ WALL
N.T.S.



④ DETAIL @ GYP. BD. SOFFIT
1" = 1'-0"

LIGHTING / FIXTURE SCHEDULE

Fixture Symbol	Description & Fixture Manufacturer	Lamp Type & Fixture Manufacturer	Qty.	Watts	Total
⊙	6" Jumbo Pendant Light Tru Antique Furniture LED Pendant R12-10-9400-PU-LED	LED TBD Bulb, DIMMER TBD	2	16	32W
◎	4x6 LED Surface Mounted Spindle Bulb: J-R12-9400-PU-2	LED TBD Bulb, DIMM Luminaire TBD	5	26.7	133.5
⊕	12" Low Profile Pendant Lamp: Bulb R12-12-LED-2700-2PU-4PU-8PU-DIMMER-SBL	Incandescent BULB	2	40	80W
———	Fluorescent Wall Sconce, LED Bulb: 8.5W Bulbs R12-12-2-LED	LED TBD per Other Fixt, DIMMER TBD	20 LF	8	160
⊙⊙⊙	1" Tube Wall Sconce 1" Tube Wall-Mount w/ Frosted Bowl R4TTBW4/1/WFB	Incandescent LED Bulb TBD 3W/1/WFB, DIMMER	5	18	90
✦	4" LED Downlight Lens & 360 Lumen Max Downwardly w/ Open Tube Downlight R4DLEDSO-2700-2 Max 360-4W	LED TBD Max Bulb, DIMMER TBD	20	18	360
▭	Dual Recessed LED Troffer 2X2 Dual R2D-LED-2W-LED	LED TBD, DIMM Luminaire, DRIVER Integrated 120-277V	1	40	176
⊕	Photocontrolled Smoke Detector		-	-	-
⊕	Area Lighting Power Transformer 120V Bulb: Photocontrolled Bulbs, Fixture	2-4' Wall Transformer Integrated 120-277V	1	18	(18)
⊕	Area Lighting Group ALPTC 3W 120V, Broadband Bulb: Photocontrolled	Wall LED 1.5W Integrated 120-277V	3	4.5	(13.5)
⊡	Exhaust Fan Exhaust / T.A.S. By Owner		1	-	-
Total Watts =	1,146.5	Total Sq. Ft. = 1,348		Watts per Sq. Ft. = 0.85	

Reflected Ceiling Plan Symbol Key

- Supply Air Diffuser, See Mechanical Drawings
- Return Air Diffuser, See Mechanical Drawings

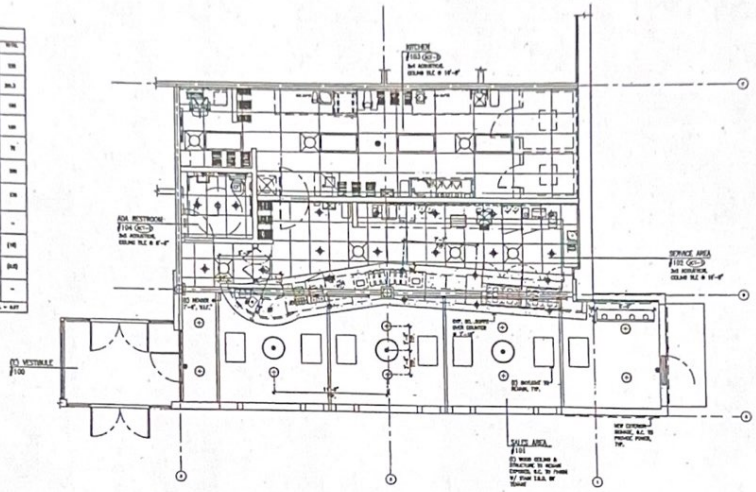
General Notes

A. VERIFY WITH LANDLORD, METHOD OF ATTACHMENT FOR ALL ITEMS ANCHORED TO, OR SUSPENDED FROM THE EXISTING BUILT STRUCTURE. ALL ATTACHMENTS SHALL BE MADE TO BUILT BEAMS AND/OR JOISTS. NO ATTACHMENTS SHALL BE MADE TO THE ROOF DECK.

B. SEE M.E.P. DRAWINGS FOR MECHANICAL SYSTEM, ELECTRICAL POWER AND LIGHTING.

C. CONTRACTOR SHALL INSTALL AND CONNECT, UNLESS DIRECTED BY OWNER, CONTRACTOR SHALL INSTALL PLENUM ALL RATED (F) DIFFUSERS AND PROVIDE TO CLOSE OF CEILING, AND ATTACH EACH DIFFUSER WITH WIRES AND TERMINATE ALL DIFFUSER WIRE INTERLOCK FOR EACH DIFFUSERS TO AN AREA UNLESS DIRECTED BY OWNER.

D. ALL SUSPENDED CEILING WORK SHALL COMPLY WITH THE LOCAL CODES.



① REFLECTED CEILING PLAN
1/4" = 1'-0"

ARCHITECTS

MEP ENGINEERS

Location
315 W. Central St.
Suite 5
Natick, MA 01760

Project/Owner No.
Sam Goodi Smoothie

Sheet Title
REFLECTED CEILING PLAN
MAIN FLOOR

Drawn by: A.C., A.A.
Chk'd by: S.G.S.
Issue Date: December 22, 2014

Project No. 1410001

Sheet A2.0

EQUIPMENT SCHEDULE – MAIN LEVEL

KEY	ITEM DESCRIPTION	SUPPLIED BY	MODEL NUMBER	CONNECTIONS: GAS	WATER	DRAIN	ELECTRICAL: 120V	208V	240V	3 PHASE	PLUMBING: COLD	HOT	GAS	REMARKS
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

1 = Remain in – Existing Construction

DOOR HARDWARE

GROUP	QUANTITY	DESCRIPTION	FINISH	MANUFACTURER
1	1 per Door 1 per Door 1 per Door 1 per Door	Standard duty ball bearing, full mortise hinges w/Square Corns, [illegible] Floor/Door stop holder, [illegible] Closer, [illegible] Surface Type, Mounted on pull side	US3 US4 US26D US3	Stanley Ives Glynn Johnson LCN
2	1 per Door	9912-300 Series Double Acting Spring Hinges		Rixson, or equal
3	1 per Door 1 per Door 1 per Door 1 per Door	Standard duty ball bearing, full mortise hinges Passageset, knob [illegible], knob style Normal, privacy Floor/Door stop holder, [illegible] Closer, [illegible] Surface Type, Mounted on pull side	US3 BHS US26D US3	Stanley Schlage Glynn Johnson LCN

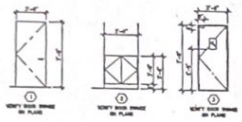
NOTES: All hardware to be satin aluminum finish. Provide strike plate w/ brass lipped. Hardware Contractor to provide as part of his/her bid any incidental hardware items to complete the hardware specified and shall provide a list of such additional items with the bid, including cut sheets for all substituted items.

(1) Door Schedule

DOOR TYPE	QUANTITY	WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH	FRAME TYPE	FIRE RATING	HARDWARE	MANUFACTURER	REMARKS
1	1	3'-0"	7'-0"	1 3/4"	SC	P	–	60	Set of Hardware		
2	1	4'-0"	7'-0"	1 3/4"	Glass	–	1	45	Set of Hardware		
3	1	4'-0"	7'-0"	1 3/4"	METAL	–	–	45	Set of Hardware		

(1) – Existing

1. ALL TO REMAIN EXISTING EXCEPT DOORS WITH ATTACHMENT THAT REMAINS AS NEW OR EXIST

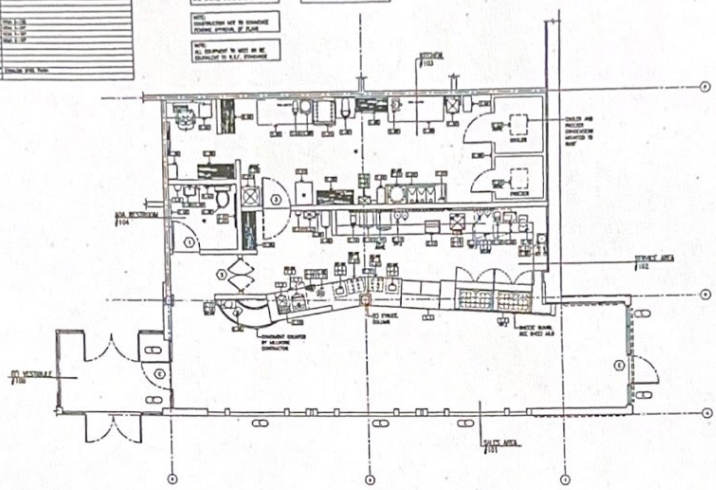


NOTE:
SEE PLUMBING DRAWINGS FOR FLOOR DRAIN, FLOOR SINKS, GREASE TRAP, AND GREASE WASTE LINE LOCATIONS

NOTE:
CONTRACTOR MAY TO CONFIRM EXISTING OPENING AT FLOOR

NOTE:
ALL EQUIPMENT TO MEET OR BE EQUIVALENT TO N.S.F. STANDARDS

NOTE:
ELECTRICAL CONTRACTOR TO PROVIDE RECEPTACLES TO MATCH CONNECTOR EQUIPMENT PLUGS, SEE SHEET E1



1 EQUIPMENT PLAN
1/4" = 1'-0"

Revisions

No.	Description	By	Date	Appr

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[illegible]
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Project Manager Approval

Architect/Engineer of Record

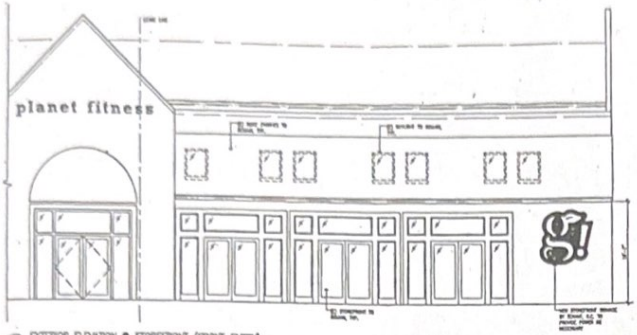
Location
215 W. Central St.
Suite B
Natick, MA 01760

Project/Owner No.
San Gandi Snowshine

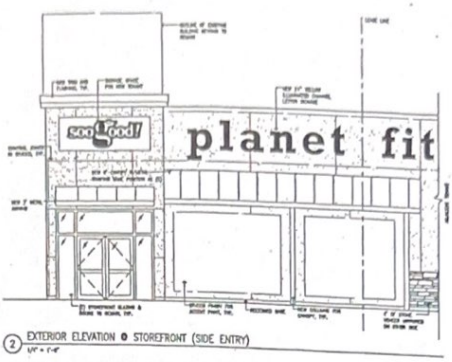
Sheet Title
MAIN EQUIPMENT PLAN & SCHEDULE

Drawn by: M. Morse
Drawn by: D.C., D.M.
Chkd by: D.E.D.
Date Issued: December 22, 2014

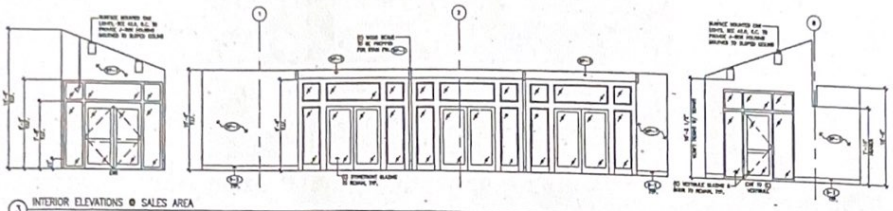
Project No.: [illegible]
Sheet: A3.0



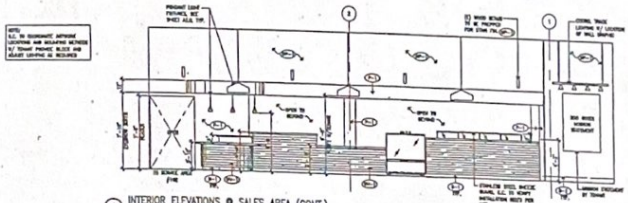
1 EXTERIOR ELEVATION @ STOREFRONT (FRONT ENTRY)
1/4" = 1'-0"



2 EXTERIOR ELEVATION @ STOREFRONT (SIDE ENTRY)
1/4" = 1'-0"



3 INTERIOR ELEVATIONS @ SALES AREA
1/4" = 1'-0"



4 INTERIOR ELEVATIONS @ SALES AREA (CONT.)
1/4" = 1'-0"

ARCHITECTS

MEP ENGINEERS

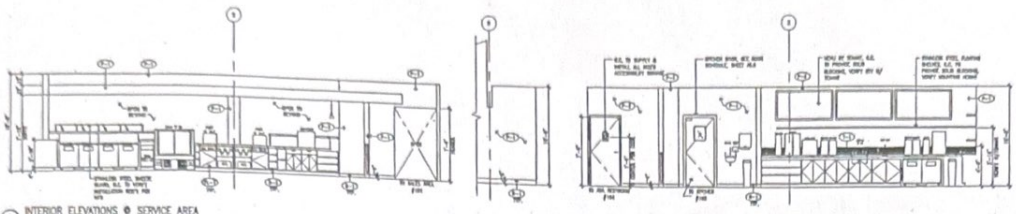
Location:
315 W. Central St.
Suite B
Natick, MA 01760

Project Name:
See Good! Interior

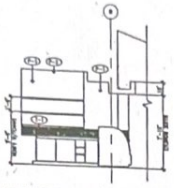
Sheet Title:
EXTERIOR ELEVATIONS
INTERIOR ELEVATIONS

Issue: As Noted
Drawn by: A.C., K.H.
Chkd by: S.E.K.
Issue Date: December 23, 2014

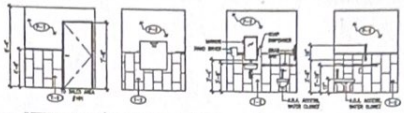
Project No.: 1110001
Sheet: A4.0



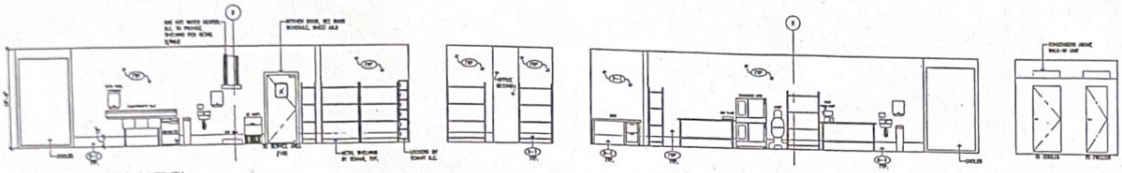
1 INTERIOR ELEVATIONS @ SERVICE AREA
1/4" = 1'-0"



1 INTERIOR ELEVATIONS @ SERVICE AREA (CONT.)
1/4" = 1'-0"



2 INTERIOR ELEVATIONS @ ADA RESTROOM
1/4" = 1'-0"



3 INTERIOR ELEVATIONS @ KITCHEN
1/4" = 1'-0"

Revisions

No.	Revisions	By	Date	Appr

ARCHITECTS
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Project Manager Approval

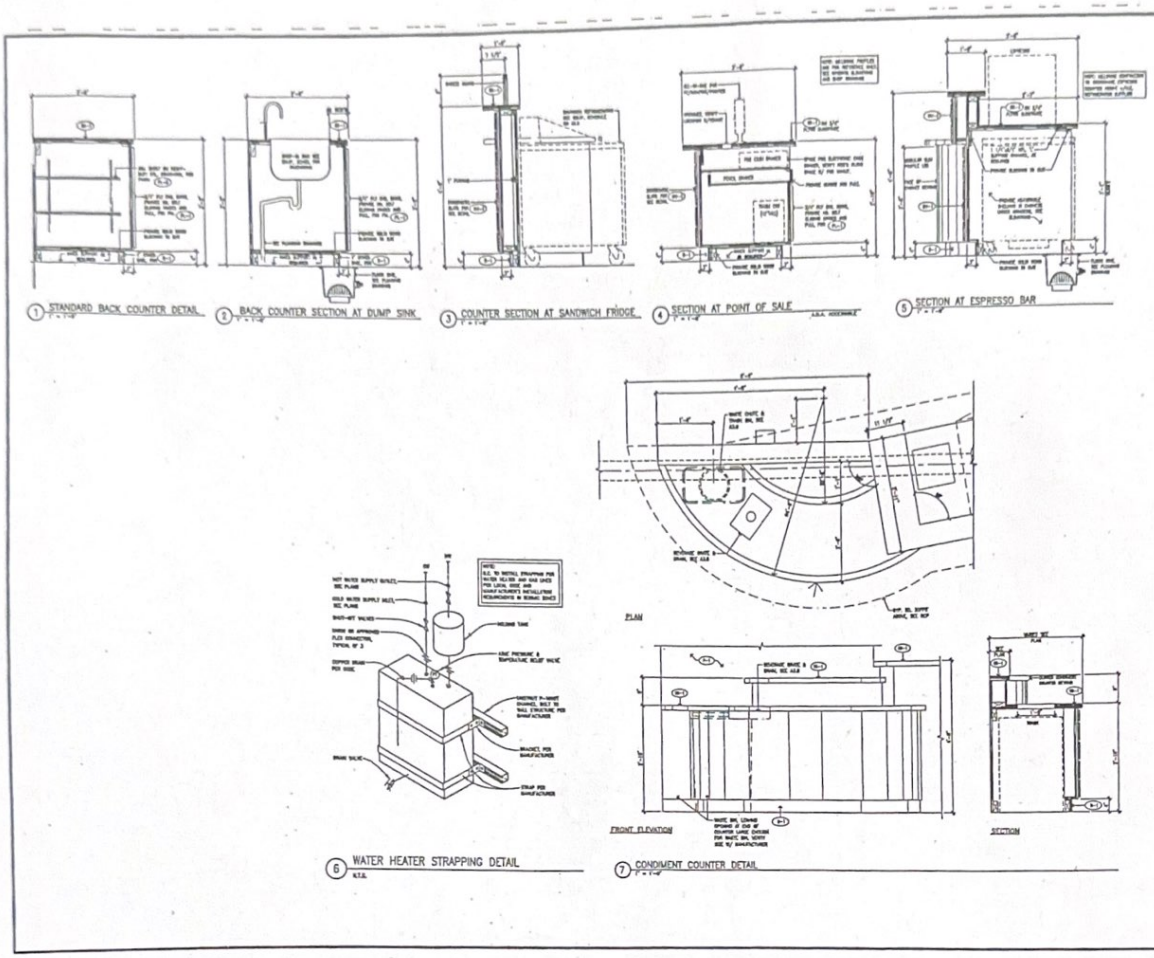
Architect/Engineer of Record

Location
315 W. Central St.
Suite 9
Norfolk, MA 01760

Project/Space No.
Zone Consult Smoothie

Sheet Title
INTERIOR ELEVATIONS

Scale: As Shown	Project No. 170001
Drawn by: A.C., A.H.	
Chkd by: D.C.H.	Sheet
Issue Date: December 23, 2014	A4.1



Revisions

No.	Revision	By	Date	Appr

ARCHITECTS

MEP ENGINEERS

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Project Manager Approval

Architect/Engineer of Record

Location
215 W. Central St.
Suite B
Natick, MA 01760

Project/Space No.
Sea Gandi Smoothie

Sheet Title
MILLWORK DETAILS

Scale: As Noted
Drawn by: R.C., K.H.
Chkd by: R.E.H.
Issue Date: December 22, 2014

Project No.
Level

Sheet
A5.0

DIVISION - DIVISION TWENTY ONE, FIRE

1. GENERAL

1.01 WORK INCLUDED

Furnish all components including, labor and equipment for the complete installation or alterations shown herein as shown on the drawings or specified herein.

1.02 REFERENCES

NFPA 70B-1-98 Publication
NFPA # 72 - Maintenance Manual

1.03 QUALITY ASSURANCE

Equipment and specifications are based upon the United Bldg Sys Inc. Fire Alarm Bldg Sys Inc. Installation by Contractor. Equipment Manufacturer's Representative shall be responsible for the complete installation, programming, and testing of the system. Equipment shall be installed in accordance with the manufacturer's instructions. Contractor shall be responsible for the complete installation of the fire alarm system. Contractor shall be responsible for the complete installation of the fire alarm system. Contractor shall be responsible for the complete installation of the fire alarm system

VENTILATION REQUIREMENT CALCULATION

MECHANICAL SYMBOLS LEGEND

GENERAL NOTES

EXHAUST FAN SCHEDULE

PLAN NAME	MANUF.	MODEL	LOCATION	CFM	HP	VOLT	FAN RPM	NOTE
EF-1	GREENHECK	G-070-8	TOILET	70	.33	120/1	1,500	1-4

1. BELT DRIVE, SPEED CONTROL
2. INTERLOCKED WITH TOILET ROOM LIGHT SWITCH
3. BACKDRAFT DAMPER
4. GRAVITY 12" HIGH ROOF CURB

DIFFUSER SCHEDULE

PLAN NAME	MANUF.—MODEL SHAPE/SIZE	NECK SIZE	FLOW RATE	DIFFUSER/NOTES
D1	TITUS – TDC-AA	3×3×3	SEE PLAN	4
D2	TITUS – 300RS	12×12	—	—
R1	TITUS – 350-FS	3×3×3	SEE PLAN	—

NOTE:
S.O. IN GRILLE NAME, NUMBER OF ALL DIFFUSERS TO MAT BE COLOR MATE COORDINATE WITH ARCHITECT FOR ANY COLOR CHOICE.

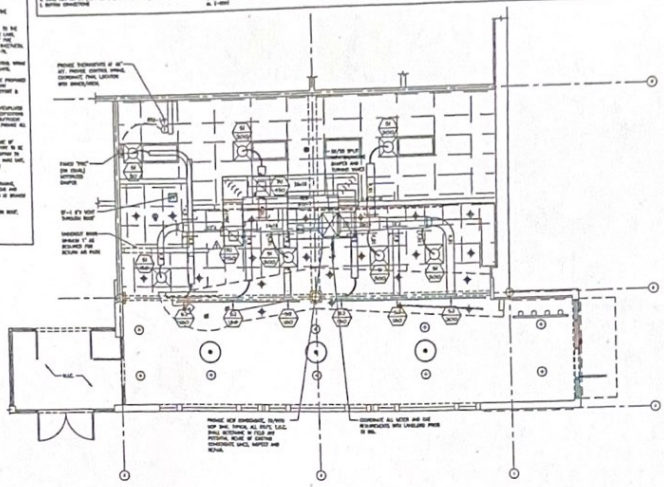
GAS HEAT ROOFTOP UNIT SCHEDULE

NAME	TOTAL COOL	TOTAL CONDITION	MANUFACTURER	MODEL #	COOLING CAPACITY	SENSIBLE CAPACITY	HEATING OUTPUT BTUH	SUPPLY OUTPUT BTUH	CFM	OAC/ RAC	M.P.	EAT	MIN	MCA	MOCP	VOLT/PHASE	WEIGHT	RET/ EXT	NOTES
RTU-1	6.0 TON	NEW	YORK		2,070	61.0	64.3	154	46	1000	11.0	3.0	870	41.9	45.4	50	208/3	610	1

1. PROVIDE HOT METAL TYPE A WOOD BLOCKS AT 16" O.C. 2. PROVIDE HOT METAL, TYPE A WOOD BLOCKS AT 16" O.C. 3. PROVIDE HOT METAL ADHESIVE TYPE A TAR BLOCKS AT 16" O.C.

DATA AND LAN SHALL BE REQUIRED IN INCLUDE THE FOLLOWING
1. LAN CONNECT (10) SHAPES
2. 2" THICK FIBER PAD
3. LAN PAINT HOOD BETWEEN
4. CONNECTION TO EXTRACT SHAPES
5. CURB ADAPTER KIT (12" HIGH PRETOP ROOF CURB) IS REQUIRED.
6. DEFROST CONNECTIONS

7. PROVIDE TRIP OF
8. PROVIDE FIELD MANUFACTURED SUPPORT
9. ALL ROOF MOUNTED EQUIPMENT SHALL BE PROVIDED WITH A MANUFACTURED SUPPORT
10. CAP SENSOR & SENSOR CONTROL VENTILATION CONTROLS
11. MANUFACTURE RELIEF SHAPES
12. 2-WAY



1 MECHANICAL PLAN
1/4" = 1'-0"

dpce
dion pearce + consulting engineers

Revisions

No.	Revisions	By	Date	Appr

ARCHITECTS
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Project Manager Approval

Architect/Engineer of Record

Location:
210 W. Central St.
Suite B
Natick, MA 01760

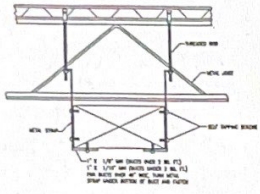
Project Name No.
Sam Cassidy SmartCise

Sheet Title
MECHANICAL PLAN

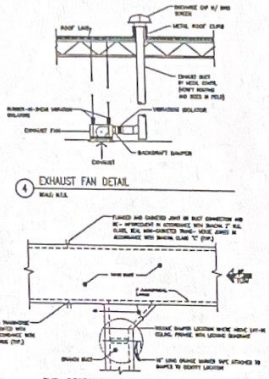
Scale: As Shown
Drawn By: R.C., R.H.
Chk'd By: D.G.G.
Issue Date:
December 23, 2014

Project No.
1212000

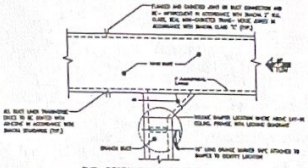
Sheet
M1.0



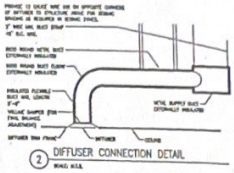
5 DUCT SUPPORT DETAIL



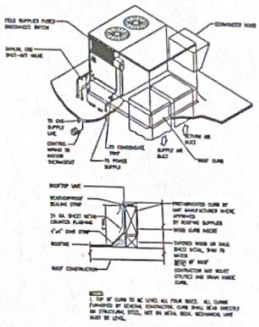
4 EXHAUST FAN DETAIL



3 TYP. RECTANGUALR DUCT TAKE-OFF DETAIL



2 DIFFUSER CONNECTION DETAIL



1 RTU INSTALLATION DETAIL

dpce

Revisions

No.	Revisions	By	Date	Appr

ARCHITECTS

MEP ENGINEERS

Location:
315 W. Central St.
Suite B
Rexburg, Id. 83760

Project Name:
Sun Gondi Smoothie

Sheet Title:
MECHANICAL DETAILS & NOTES

Drawn By: N.C., A.H.
Chkd By: D.E.H.
Issue Date: December 23, 2014

Project No.

Sheet: M1.1

OCCUPANCY SENSOR SCHEDULE

DESCRIPTION	SYMBOL	WATTS/SWITCH, MODEL NUMBER	UNDERCUTTING RATED COVERAGE	LOCATION	VOLTAGE/ VOLTAGE	TIME DELAY	NOTES
PASSIVE INFRARED SWITCH	[illegible]	510-1500	300 SF	WALL	800W/120V 1500W/277V	30 MIN.	

NOTES:

1. DESIGN REQUIRES POWER PACK (INSTALL IN ASSEMBLY LOCATION)
2. DIVIDE LIGHTING BRANCH BUSSING.
3. INFRARED SENSOR SW-100 WITH IN-LINE RECEPTACLE BRANCH, 1800W RATED.

APPROVED ALTERNATIVES: PAGE & NEWMAN, LUTRON

1. ALTERNATE MANUFACTURER SHALL SUBMIT SHOP DRAWINGS INCLUDING SCALED FLOOR PLANS OF DEVICE LOCATIONS AND CUT SHEETS OF DEVICES.

ELECTRICAL PLAN CODED NOTES:

1. SPLICE EVERY OTHER FIXTURE AND PROVIDE DUAL SWITCHING FOR THE CIRCUIT AT SWITCH BANK FOR A 50% REDUCTION IN LIGHTING. ROUTE CIRCUIT THROUGH LIGHTING CONDUITRUNS. REFER TO SHEET E3.0.
2. CONTRACTOR SHALL PROVIDE ALL RELIEFS, CONTRACTORS, ETC. TO INSTALLBOX THE RECEPTACLE CONNECT PAN WITH THE SWITCH BENNER.
3. CIRCUIT EXIT LIGHTS, EMERGENCY EMERGENCY LIGHTING AND WALL LIGHTS (WL) TO THE NEAREST LIGHTING CIRCUIT AHEAD OF ALL SWITCHING.
4. LIGHTING CONTROL SWITCHES. REFER TO SHEET E1 FOR DETAILS.
5. EMERGENCY LIGHT AHEAD OF SWITCHING IN TOILET ROOMS. REMOVE EXISTING IF PRESENT.
6. MAIN: SHOWS THROUGH LIGHTING CONTROL RELAY. SEE LIGHTING CONTROL DIAGRAM.
7. METAL WEATHERPROOF JUNCTION BOX ON REAR OF HIGH ENTRY PARAPET WALL WITH 1/2"Ø. EYE-BOLTS WALL TO SERVE TENANT MODULE. COORDINATE LOCATIONS AND MOUNTING REQUIREMENTS WITH ARCHITECTURAL PLANS, SIGN INSTALLER AND LOCAL AHJ WHEN PRACTICAL. REMOVE EXISTING.
8. CONTRACTOR SHALL FIELD VERIFY EMERGENCY EXISTING LIGHTING & INSTALLED, IF NONE FOUND PROVIDE EMERGENCY EXTERIOR LIGHT EQUAL TO LITHONIA #WPX-100-LED. CIRCUIT TO NEAREST LIGHTING CIRCUIT AHEAD OF SWITCHING.

LIGHTING GENERAL NOTES

1. THE CONTRACTOR FOR THIS WORK IS REQUIRED TO READ THE SPECIFICATIONS AND REVIEW DRAWINGS OF ALL BUSINESS OF WORK AND IS RESPONSIBLE FOR THE COORDINATION OF THIS WORK AND THE WORK OF ALL SUBCONTRACTORS WITH ALL BUSINESS OF WORK. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE ALL SUBCONTRACTORS WITH A COMPLETE SET OF BID DOCUMENTS.
1. LIGHTING SHALL BE CIRCUITED EXACTLY AS SHOWN ON PLANS.
2. SEE ARCHITECTURAL REFLECTED CEILING PLAN FOR EXACT LOCATION AND QUANTITY OF LIGHTING FIXTURES.
3. EMERGENCY AND EXIT LIGHTS SHALL BE INSTALLED AND CIRCUITED PER THE LATEST NATIONAL ELECTRIC CODE AND ALL LOCAL CODES. ALL EMERGENCY AND EXIT FIXTURES SHALL BE DUAL VOLTAGE (120/277 VOLT INPUT) WITH BATTERY BACKUP.
5. ELECTRICAL CONTRACTOR SHALL MAKE ALL FINAL CONNECTIONS AS REQUIRED FOR A FULLY COMPLETE AND OPERABLE SYSTEM.

CONTRACTOR NOTES:

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE ARCHITECT, LANDLORD OR OWNER OF ANY DISCREPANCIES ENCOUNTERED IN THE PLANS OR IN EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF WORK.

BIDDERS ARE TO VISIT THE SITE AND FAMILIARIZE THEMSELVES WITH EXISTING CONDITIONS AND SUPPLY THEMSELVES AS TO THE NATURE AND SCOPE OF WORK. THE BASE BID SHALL REFLECT MODIFICATIONS TO SYSTEMS AND DEVICES AS REQUIRED BY STATE AND LOCAL CODES WHETHER INDICATED OR NOT ON CONTRACT DOCUMENTS. THE BUSINESS OF A BID WILL BE EVIDENCE THAT BIDDER HAS MADE EXAMINATION OF SITE AND DOCUMENTS AND THAT BIDDER HAS MADE ALL LATER CLAIMS FOR LABOR, EQUIPMENT OR MATERIALS REQUIRED OR FOR DIFFICULTIES ENCOUNTERED WHICH COULD HAVE BEEN FORESEEN, HAD AN EXAMINATION AND DUE REVIEW BEEN MADE, WILL NOT BE ALLOWED.

GENERAL NOTES

A. VERIFY WITH LANDLORD METHOD OF ATTACHMENT FOR ALL ITEMS ANCHORED TO, OR SUSPENDED FROM EXISTING ROOF STRUCTURE. ALL ATTACHMENTS SHALL BE MADE TO ROOF BEAMS AND/OR JOISTS. NO ATTACHMENTS SHALL BE MADE TO THE ROOF DECK.

B. ADDITIONAL CONTRACTOR TO PROVIDE SPRINKLER MODIFICATION DETAILS AND DRAWINGS AND ALL SUBMISSIONS AS REQUIRED BY LANDLORD AND ALL AUTHORIZED SHOP JURISDICTION.

C. G.C. TO VERIFY REUSE OF EXISTING SPRINKLER HEADS AND LOCATIONS. G.C. TO PROTECT SPRINKLER HEADS DURING CONSTRUCTION, AND ALL COVER PLATES ARE TO BE PAINTED THE COLOR OF THE CEILING GRID. ALL SPRINKLER AND FIRE ALARM WORK TO BE PERFORMED BY LANDLORD APPROVED SUB-CONTRACTOR.

D. ALL SUSPENDED CEILING WORK SHALL COMPLY WITH THE LATEST DESIGN REQUIREMENTS OF THE IBMC BCL AND ANY ADDITIONAL LOCAL CODES AND PROVISIONS W/JURISDICTIONS.

E. ALL LIGHT SWITCHES, FOR PADDLE TYPE, COVERS AND ALL ELEC. RECEP. COVERS FOR "WHITE" COLOR, U.O.N., SEE ELEC. PLAN FOR SWITCH & RECEP. LOCATIONS.

LIGHTING / FIXTURE SCHEDULE

SYMBOL	ELEMENTS & FIXTURE NAMES	LAMP TYPE & FIXTURE NAMES	QTY.	WATTS	TOTAL
	10" Aero Pendant Light	LED	1	16	16W
	14" LED Surface Mounted Cylinder	LED	1	20.2	20.2
	2' Low-voltage Pendant	Incandescent	1	60	60W
	Exterior Wall Sconce LED	LED	14	1	14W
	Exterior Wall Sconce w/ Exterior Rated	Photocell LED Switch	1	16	16
	4" LED Downlight	LED	18	8	144
	Surface Mounted LED Surface	LED	1	16	16W
	Photocell/ Strobe Detector		-	-	-
	Area Lighting Group (Emergency Light Fixture Photocell Lamp)	2-4 Pole Incandescent	1	16	(16)
	Area Lighting Group R/W/ Exit Light, Broadband Flexible Photocell	Pole LED - 2.7W	2	4.4	(8.8)
	Exhaust Fan		1	-	-

Total Watts = 1,062 | Total Sq. Ft. = 1,800 | Watts per Sq. Ft. = 0.59

SWITCH BANK DETAIL

NOT TO SCALE

NOTE:

FLEXIBLE CONDUIT SHALL BE USED ONLY FOR CONNECTIONS BOXES CONTAINING AND AS THE FINAL CONNECTION 6'-0" MAXIMUM LENGTH.

INSTALL A COMPLETE TYPE WRITTEN IDENTIFICATION DIRECTORY CARD FOR ALL MAIN AND BRANCH CIRCUITS IN THE PANEL DOOR (ELECTRICAL PANEL BOXS).

NOTE:

T.A.C. SHALL COORDINATE ANY CEILING ACCESS PANELS WITH ARCHITECT AND LANDLORD.

NO FLEXIBLE CONDUIT OR NO CABLE IN REMAINING WALLS. FLEXIBLE CONDUIT IS PERMITTED FOR FINAL CONNECTIONS TO FIXTURES (7'-0" OR LESS). ALL MAINS RUNS IN EMT.

COORDINATE ALL FLOOR CUT MEANS AND METHODS OF ROUTING CONDUIT THROUGH THE FLOOR WITH WALL OPERATIONS.

NOTE:

ALL BATHROOM WALLS, PANELS, ETC. TO MATCH PAINT COLORS

NOTE:

ELECTRICAL CONTRACTOR TO LOOK 1'-0" AWL TAL WHAT & SIGN WALL BRANCH LOCATION TO ALLOW FOR ADJUSTMENTS IN FIELD

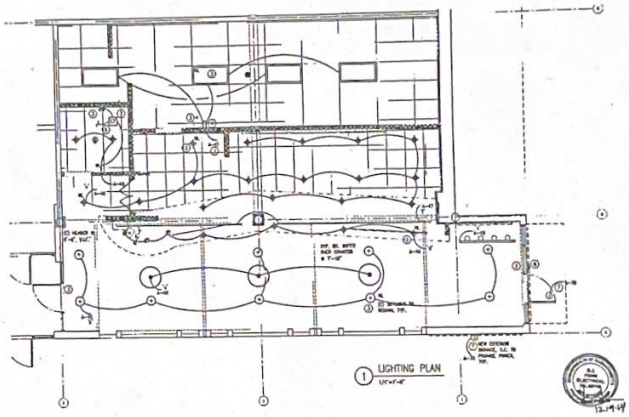
NOTE:

SPRINKLER PIPE ALARM/SPRINKLER BRANCHES FROM LANDLORD'S STATE LICENSED PIPE ALARM/SPRINKLER SUB CONTRACTOR PRIOR TO INSTALL.

NOTE:

EXIT LIGHTS SHOULD NOT BE HIDDEN FROM STRUCTURAL TRIP.

NOTE: EXISTING TOILET ROOM TO REMAIN. INSPECT EXISTING FIXTURES, & REPAIR, REPLACE OR REPAIR AND INSPECTING FIXTURES, EQUIPMENT AS REPAIR AS NEEDED.



LIGHTING PLAN

1/4"=1'-0"

Revisions

No.	Description	By	Date	Appr

ARCHITECTS

MEP ENGINEERS

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Project Manager Approval

Architect/Engineer of Record

Location

313 W. Central St.
Suite B
Natick, MA 01760

Project/Space No.

Sno Good! Snowbike

Sheet Title

LIGHTING PLAN

Scale: As Shown
Drawn by: R.C., R.M.
Chk'd by: S.S.A.
Date Revised:

Project No.
Sno001

Sheet

E1

December 12, 2014

ELECTRICAL PLAN CODED NOTES:

1. (W/VOICE) TELEPHONE AND ALARM BOXES WITH DEDICATED DOUBLE DUPLEX WITH RECEPTACLE, VERIFY SYSTEM REQUIREMENTS AND ALL OTHER REQUIREMENTS WITH LOCAL TELEPHONE COMPANY. STUB-UP (2) 1" C/DIR ABOVE ACCESSIBLE CEILING.
2. DOUBLE DUPLEX OUTLET AT 4'0" A.F.F. FOR ALARM.
3. ELECTRICAL POWER SHALL BAKE BE STUBBED UP AT LOCATIONS OUT OF THE VIEW FROM THE PUBLIC, INCLUDING THE CEILING. NONE SHALL EXTENDED INSTALLATION LOCATION IN FIELD AND WITH MANUFACTURER, ALL WIRING SHALL BE CONCEALED FROM VIEW.
4. WALL/POLE LIGHTING CONTRACTOR. PARKING POLES AS NOTED, SHANDON 4-POLES, WEATHERABILITY HELD.
5. ELECTRICAL CONTRACTOR TO PROVIDE WIRELESS LOCKED OFF ACCESSORY FOR BREAKERS THAT CONTROLS FIRE, ALARM AND STORE PHONE.
6. EXTENDED P.O.S. IS TO BE BLANK UNIT TO THE MAIN P.O.S.
7. WALL WORK IS BY OTHERS, HVAC CONTRACTOR SHALL MEET ON SITE WITH ELECTRICAL CONTRACTOR TO ENSURE REQUIRED COORDINATION.
8. WRAPAT RECEPTACLES IN CEILING FOR SHOW WINDOW RECEPTACLE. REVISE EXISTING IF PRESENT.
9. TOILET ROOM SHAS WALL RECEPTACLE IS GFCI PROTECTED.
10. APPROXIMATE LOCATION OF FIRE ALARM CONTROL PANEL, (IF REQUIRED).
11. KITCHEN PANEL, CONTRACTOR EXACT MEASUREMENTS WITH EQUIPMENT SHOWN MANUFACTURER AND PROVIDE AS NECESSARY PRIOR TO ROUGH-IN.
12. PROVIDE NEC COMPLIANT MEANS OF DISCONNECT FOR WATER HEATER.

POWER REQUIREMENTS FOR WALK-IN FREEZER:

WALK-IN SUG: TWO POWER CONNECTIONS.
- POWER IS RUN FROM THE ELECTRICAL PANEL TO THE CONDENSING UNIT (SEPARATE FREEZER SEPARATE)
- POWER IS RUN FROM THE ELECTRICAL PANEL TO THE WALK-IN DOOR (HEATERS)
- POWER FOR THE EVAPORATOR IS FED BACK BACKWARD FROM THE ROOF-MOUNTED CONDENSING UNIT.

G.C. TO VERIFY ALL SPECIFICATIONS AND INSTALLATION REQUIREMENTS FOR WALK-IN COOLER / FREEZER WITH MANUFACTURER'S INSTALLATION INSTRUCTIONS, AND MATCH INSTALLATION (BREAKER SIZES, WIRE SIZES, ETC.) FOR THE EXACT EQUIPMENT SHIPPED TO THE JOB SITE. LOCATION AND INSTALLATION OF CONDENSER UNITS VARY PER WALK-IN UNIT SIZE. G.C. TO CONFIRM ALL DATA / ELECTRIC LOCATIONS WITH TENANT PRIOR TO INSTALLATION.

ELECTRICAL LEGEND

MARK	DESCRIPTION
	DUPLEX ELECTRICAL OUTLET MOUNTED AT 18" A.F.F. UNLESS NOTED OTHERWISE.
	DUPLEXPLEX ELECTRICAL OUTLET MOUNTED AT 18" A.F.F. UNLESS NOTED OTHERWISE.
	DOUBLE FULLY SHUNT DEPENDENT ELECTRICAL OUTLET MOUNTED AT 18" A.F.F. UNLESS NOTED OTHERWISE.
CH	BLACK FACE DUPLEX RECEPTACLE FOR RECEIVING BAR CONNECTIONS, AT 18" A.F.F.
	TELEPHONE OUTLET WITH PULL STRING FOR OUT 3 WIRES - MOUNTED AT 18" A.F.F. U.N.O.
	TELEPHONE OUTLET JUNCTION BOX WITH PULL STRING FOR OUT 3 WIRES - MOUNTED AT 18" A.F.F. U.N.O.
	DATA / CABLE TV JUNCTION BOX WITH PULL STRING FOR OUT 3 WIRES - MOUNTED AT 18" A.F.F. U.N.O.
CH	RECEIVING CABLE OUTLET WITH PULL STRING FOR CABLE CONNECTIONS - MOUNTED AT 18" A.F.F. U.N.O.
	2-HRS LOCATION
	1-HRS LOCATION AT 84" A.F.F. MIN.
	90L LIGHT SWITCH MOUNTED AT 4'-0" A.F.F.

ALL FIRE ALARM WORK MUST BE COMPLETED BY LANDLORDS APPROVED CONTRACTOR AT TENANTS EXPENSE.

T.G.C. TO ENSURE ALL FLOOR RECEPTACLES AT DISPLAY CASES ARE HIDDEN. COORDINATE FLOOR PENETRATIONS WITH MILLWORK FABRICATOR PRIOR TO COMMENCEMENT OF WORK.

CONTRACTOR NOTES:

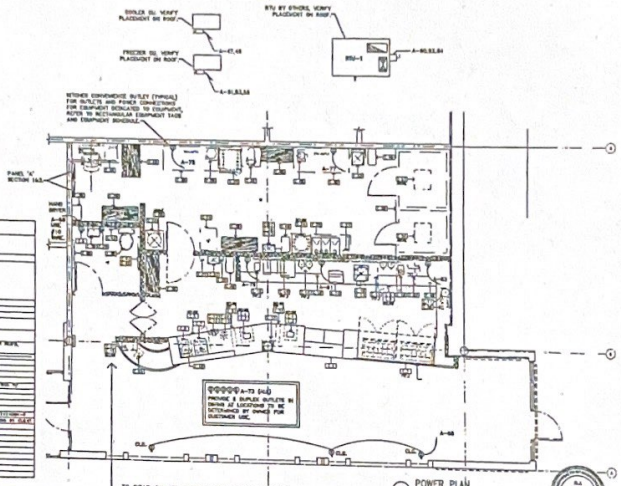
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE APPROPRIATE LANDLORD OR TENANT OF ANY DISCREPANCIES ENCOUNTERED ON THE PLANS OR IN EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF WORK.

BIDDERS ARE TO VISIT THE SITE AND FAMILIARIZE THEMSELVES WITH EXISTING CONDITIONS AND SATISFY OURSELVES AS TO THE NATURE AND SCOPE OF WORK. THE BIDDER SHALL REFLECT MODIFICATIONS TO SYSTEMS AND DEVICES AS REQUIRED BY STATE AND LOCAL CODES WHETHER INDICATED ON NOT ON CONTRACT DOCUMENTS. THE DIMENSIONS OF A BID WILL BE EVIDENCE THAT SUCH ON EXAMINATION AND COMPLIANCE WITH CONFORMING CODES / REQUIREMENTS HAS BEEN MADE, LATER CLAIMS FOR LABOR, EQUIPMENT OR MATERIALS REQUIRED OR FOR DIFFICULTIES ENCOUNTERED WHICH COULD HAVE BEEN FORESEEN, HAD AN EXAMINATION AND CODE REVIEW BEEN MADE, WILL NOT BE ALLOWED.

TENANT IS RESPONSIBLE FOR PROVIDING THE COMPLETE FIRE ALARM SYSTEM FOR THE PREMISES.

ALL CONNECTIONS TO ROOF MOUNTED EQUIPMENT SHALL BE MADE INSIDE THE RESPECTIVE EQUIPMENT CURB OR THROUGH A MANUFACTURED PIPING CURB. NO FIELD PROJECTS WILL BE ALLOWED FOR CONDENSATE DRAINS, REFRIGERANT PIPING, OR POWER AND CONTROL WIRING.

208/120 VOLT SYSTEMS:	277/480 VOLT SYSTEMS:
PHASE A - BLACK	PHASE A - BROWN
PHASE B - RED	PHASE B - ORANGE
PHASE C - BLUE	PHASE C - YELLOW
NEUTRAL - WHITE	NEUTRAL - WHITE WITH TRACER OR GRAY



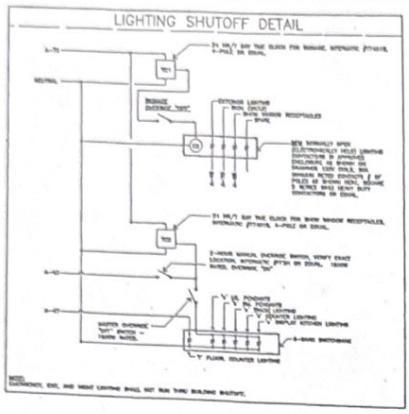
TO READ CHART, MATCH TAG ON TABLE TO TAG ON POWER PLAN AND READ THE CIRCUIT NUMBER ON THE EQUIPMENT SCHEDULE.

1 POWER PLAN

EQUIPMENT SCHEDULE

| CIRCUIT | CODE | DESCRIPTION | CONNECTED LOAD | | |

LIGHTING SHUTOFF DETAIL



PANELBOARD SCHEDULE - 'A' - (NEW)

CKT	LOAD	DESCRIPTION	CONDUCTOR		CONDUCTOR		CKT	LOAD	DESCRIPTION	CONDUCTOR		CONDUCTOR		CKT
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	2	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1
3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	4	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	3
5	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	6	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	5
7	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	8	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	7
9	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	10	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	9
11	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	12	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	11
13	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	14	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	13
15	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	16	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	15
17	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	18	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	17
19	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	20	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	19
21	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	22	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	21
23	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	24	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	23
25	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	26	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	25
27	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	28	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	27
29	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	30	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	29
31	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	32	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	31
33	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	34	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	33
35	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	36	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	35
37	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	38	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	37
39	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	40	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	39
41	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	42	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	41

ELECTRICAL LEGEND

SYMBOL	DESCRIPTION	
	ELECTRICAL JUNCTION BOX	SEE DRAWINGS
	DUPLEX RECEPTACLE, 3 WIRE GROUND TYPE, 20A	18"
GFI	DUPLEX RECEPTACLE, WEATHERPROOF, 20A	18"
GFI	GROUND FAULT PROTECTED DUPLEX RECEPTACLE, 20A	18"
	QUADRUPLEX WALL RECEPTACLE, 20A	18"
	FLOOR MOUNTED QUADRUPLEX RECEPTACLE, 20A	–
	PUSH-BUTTON STATION	48"
	LOW VOLTAGE BUZZER TRANSFORMER	AS REQUIRED
	DOOR BUZZER	84"
	TOGGLE SWITCH-SINGLE, 3-WAY & 4-WAY	48"
	TELEPHONE OUTLET	18"
	FLOOR MOUNTED TELEPHONE OUTLET	–
	DATA OUTLET-OVERDOWN 8	18"
	DATA OUTLET- DUPLEX OVERDOWN 8	18"
	ELECTRICAL BARGRAPHED SWITCH	AS REQUIRED

NOTE:
ALL SYMBOLS DO NOT NECESSARILY APPLY
DIRECTION MEANT TO CENTERLINE-U.O.N.
IN WAREHOUSE AREAS, THE RECEPTACLES AND TELEPHONE OUTLETS SHALL BE MOUNTED AT 24" A.F.F.; THE TOGGLE SWITCHES, THERMOSTATS AND MANUAL MOTOR STARTERS SHALL BE MOUNTED AT 42" A.F.F.

CONTRACTOR NOTES:

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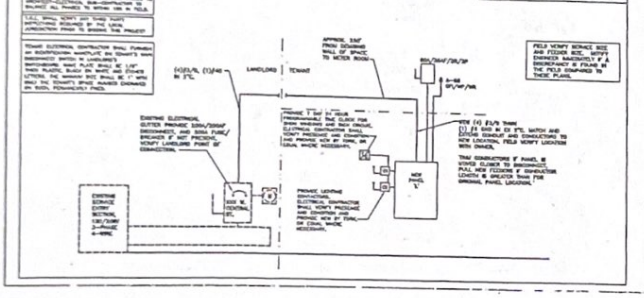
DEMAND LOAD CALCS

LIGHTING	3.36	KVA	100 %	=	3.4 KVA
RECEPTACLE/TOTAL	3.70	KVA			
10KT	10.00	KVA	100 %	=	3.7 KVA
REMAIN	0.00	KVA	50 %	=	0.0 KVA
MOTORS	0.00	KVA	100 %	=	0.0 KVA
A/C	15.70	KVA	100 %	=	15.8 KVA
HEATING	0.00	KVA	100 %	=	0.0 KVA
LOCKED-OUT LOAD		KVA	100 %	=	0.0 KVA
KITCHEN	35.00	KVA	65 %	=	22.8 KVA
MISCELLANEOUS	3.00	KVA	100 %	=	3.0 KVA
TOTAL				=	48.8 KVA

208/120 VOLT SYSTEM	277/480 VOLT SYSTEM
PHASE A – BLACK	PHASE A – BROWN
PHASE B – RED	PHASE B – ORANGE
PHASE C – BLUE	PHASE C – YELLOW
NEUTRAL – WHITE	NEUTRAL – WHITE WITH TRACER OR GRAY

ELECTRICAL RISER DIAGRAM



ONE-LINE RISER NOTES:

1. PROVIDE LOCK-ON BREAKERS FOR ALL FIRE/CCTV AND SECURITY/PHONE CIRCUITS, DUCT DETECTORS, AND TIME CLOCKS.
2. USE THWN WIRE INSULATION, TYPE.
3. THE INTENT OF THE DESIGN IS TO USE TWO 84-POLE DOUBLE-TALL PANELS.

Revisions

No.	Description	By	Date	Appr

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Project Manager Approval

Architect/Engineer of Record

Location
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Project/Space No.
See Gooell Smoothie

Sheet Title
ELECTRICAL RISER DIAGRAM AND SCHEDULES

Scale:	As Shown	Project No.	14148
Drawn By:	A.L., A.A.		
Chk'd By:	A.L.A.	Sheet	
Issue Date:	December 12, 2014		E3

PLUMBING LEGEND:

- HOT WATER SUPPLY LINE
- COLD WATER SUPPLY LINE
- SANITARY WASTE LINE
- GREASE WASTE LINE
- PIPE DROP
- SEWER VENT (DASHED)
- CONNECT NEW TO EXISTING LINES
- TRAP PRIMER
- CONTRACTION
- END CAP
- BACK FLOW PREVENTER (BFP)
- BALL VALVE
- EXTENT OF DEMOLITION/ DEMOLISHED
- ISOLATION / SHUT-OFF VALVE

YCO	YARD CLEAN OUT
DYCO	DOUBLE YARD CLEAN OUT
WCO	WALL CLEAN OUT
CO	CLEAN OUT
DCO	DRAIN CLEAN OUT
FCO	FLOOR CLEAN OUT
WH	WALL HEATER
HB	HOSE BIB
VTR	VENT THRU ROOF
BFP	BACK FLOW PREVENTER
(E)	EXISTING PIPING
SW	SAMPLE WELL
V	VENT
	CONNECTION PIPING NEW TO EXISTING
CO/WO	WATER SUPPLY METER/REMOTE READOUT

PLUMBING PLAN KEY NOTES

1. INSTALL BOILS ON WALL BEHIND KITCHENER. ROUTE WATER LINE TO ICE MAKER.
2. WATER FILTER ASSOCIATED WITH COMMERCIAL WASHING TO BE INSTALLED BELOW COUNTER.
3. ROUTE NEW GAS LINE DOWN FROM ROOF. COORDINATE WITH LANDLORD FOR BOILER BURNER UPON WATER HEATER BOILERS OF 1.5M BTU. PROVIDE REGULATOR IF GAS PRESSURE IS ABOVE 0.5" WC.
4. PROVIDE WATER HEATER WITH NEW MANUFACTURERS UNIONS CONSISTING TO THAT PIPE ADAPTER. ROUTE BOILS DOWN OFFSET PIPE UP THROUGH ROOF AND TERMINATE 24" ABOVE ROOF SURFACE WITH GOOSENECK.

PLUMBING MATERIALS TABLE:

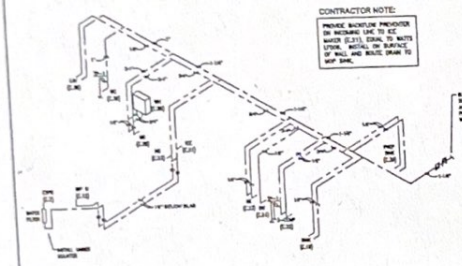
1. ALL HOT AND COLD WATER SUPPLY PIPING WHERE ALLOWED BY LOCAL AND CODES SHALL BE COPPER. NO PEX.
2. ROOF-TOP CONDENSATE SHALL BE TYPE 'L' OR TYPE 'M' COPPER ABOVE ROOF (APPROX 2'-0"), THEN PVC BELOW.
3. TRANSITIONS BETWEEN COPPER AND PEX/PVC PIPING SHALL BE MADE BY BRONZE TYPE FITTINGS, INSTALLED PER MANUFACTURER'S INSTRUCTIONS.
4. INSULATE 1" UPWARD, 8'-0" ALL EXPOSED PIPES IN OLD SPACE, CEIL. WALLS & ALL EXPOSED HOT WATER LINES AT OR ABOVE THE WATER HEATER.
5. UNDERSLAB DRAIN PIPING SHALL BE BORESCALE 40 PVC.
6. VENT PIPING SHALL BE BORESCALE 40 PVC.
7. GAS PIPING SHALL BE BORESCALE 40 METAL PIPE (BLACK STEEL).
8. SANITARY PIPING
   a) WASTE, DRAIN AND VENT PIPING SHALL BE PVC PIPE.
   b) CONDENSATE PIPING SHALL BE PVC PIPE.

**THIS MATERIALS LIST REPRESENTS THE MINIMUM SPECIFICATIONS SET FORTH BY THE MEP ENGINEER. CONTACT LANDLORD'S REPRESENTATIVE PRIOR TO BEGINNING CONSTRUCTION TO VERIFY IF THERE ARE ANY ADDITIONAL OR MORE STRINGENT REQUIREMENTS BEYOND THESE.

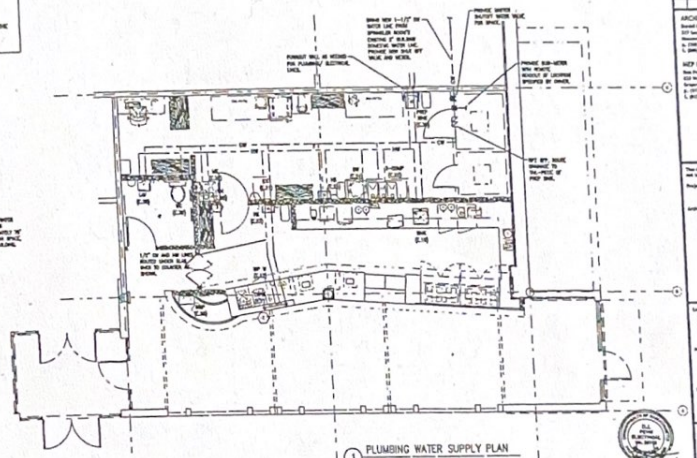
TOILET ROOM WILL REMAIN IN THE SAME LOCATION. THERE WILL BE NO CHANGES TO THE TOILET ROOM PLUMBING.

CONTRACTOR NOTE:

PROVIDE BACKFLOW PREVENTER ON INCOMING LINE TO ICE MAKER (E.2.1). EQUAL TO WATTS LF-009. INSTALL ON SURFACE OF WALL AND ROUTE DRAIN TO MOP SINK.



2 PLUMBING WATER SUPPLY RISER DIAGRAM



1 PLUMBING WATER SUPPLY PLAN

Revisions

No.	Description	By	Chkd	Appr

ARCHITECTS
Donald E. Hollis, Architect
117 South Main Street
Hanover, New Hampshire
t. (603) 643-6420
f. (603) 643-6422

MEP ENGINEERS
Bos Power Consulting Engineers
222 West Pleasant, Ste 200
Grapevine, Texas
p. (817) 416-1200
f. (817) 251-0101

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Project Manager Approval

Architects/Engineer of Record

Location
310 W. Central St.
Suite B
Natick, MA 01760

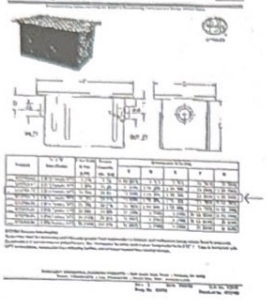
Project/Space No.
Sam Cassell Street/Ste

Sheet Title
PLUMBING SUPPLY PLAN

Scale: As Shown
Drawn by: R.C., R.H.
Chkd by: D.E.H.
Issue Date: December 12, 2014

Project No. 13-003

Sheet P1.0



P3 GREASE INTERCEPTOR DETAIL

PLUMBING FIXTURE SCHEDULE

FIXTURE DATA			CONNECTION DATA						REMARKS
ITEM ID	EQUIP. & FIXTURES	MFG. / MODEL #	SOIL	VENT	TRAP	INDIRECT WASTE	WATER		
							CW	HW	
TWH	TEN MINUTE WATER HEATER	AO SMITH / [illegible]	-	-	-	-	-	-	THERMOSTATIC MIXING VALVE, MAX. TEMP. 120° F.
T.P.	TRAP PRIMER	JOHNSON / [illegible]	-	-	-	-	1/2"	-	ORCON SHORT SCHEDULE MAP BY ELEVATOR PRIME OF EQUIPMENT.
BFP1	BACK FLOW PREVENTER	WATTS / LF909	-	-	-	-	-	-	DOUBLE CHECK VALVE ASSEMBLY
WCO	WALL CLEAN OUT	JOHN GUEST	-	-	-	-	-	-	
FCO	FLOOR CLEAN OUT	BOSS / [illegible]	-	-	-	-	-	-	1" SQUARE FLOOR CLEANOUT.
S1	SINK / BUSSING	BOSS / [illegible]	-	-	-	-	-	-	COORDINATE PLACEMENT UNDER SINK AND CONTRACTOR W/ KITCHEN.
FD	FLOOR DRAIN	BOSS / [illegible]	2"	2"	2"	-	-	-	2" SQUARE FLOOR DRAIN, SHARE W/ TRAP PRIMER CONNECTION.
HB	HAND SINK	BOSS / [illegible]	2"	2"	2"	-	-	-	1/2" CW, 1/2" HW, 1/2" PRESSURE WITH SUPPLIED CONTROL VALVE, MIXING BATTERY.
FD	FLOOR DRAIN	BOSS / [illegible]	2"	2"	2"	-	-	-	6 GRATE, SQUARE, USE IN LIGHT TRAFFIC AREAS.

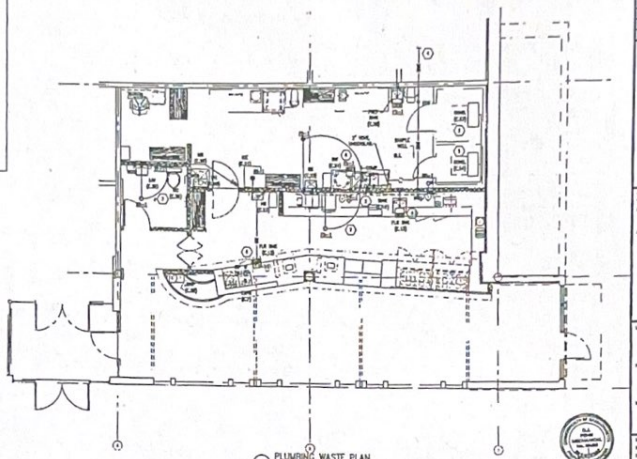
PLUMBING LEGEND:

- COLD WATER SUPPLY LINE
- SANITARY WASTE LINE
- GREASE WASTE LINE
- PIPE DROP
- BURIED VENT (DASHED)
- CONNECT NEW TO EXISTING LINES
- TRAP PRIMER
- CONTINUATION
- END CAP
- BACK FLOW PREVENTER (BFP)
- BALL VALVE
- EXTENT OF DEMOLITION/ TRENCHING
- BALANCING / SHUT-OFF VALVE
- YARD CLEAN OUT
- DOUBLE YARD CLEAN OUT
- WALL CLEAN OUT
- CLEAN OUT
- GREASE CLEAN OUT
- FLOOR CLEAN OUT
- WALL HEATER
- HOSE BIB
- VENT THRU ROOF
- BACK FLOW PREVENTER
- EXISTING PIPING
- SAMPLE WELL
- VENT
- CONNECTION FROM NEW TO EXISTING
- WATER SUPPLY METER/GENERIC EXHAUST

PLUMBING PLAN KEY NOTES

1. ROUTE 3/4" INDIRECT WASTE LINE TO ADJACENT FLOOR DRAIN.
2. 1/2" DIA FROM TRAP PRIMER, ROUTED UNDERFLOOR TO FLOOR DRAIN.
3. NOT USED
4. 4" SANITARY LINE ROUTED IN BUILDING SLAB AT REAR OF BUILDING CONNECT TO EXISTING SANITARY. CONTRACTOR TO FIELD VERIFY LOCATION OF EXISTING SANITARY LINE, COORDINATE ACCESS TO SANITARY BY-PASS REQUIRED.
5. 3/4" CONDENSATE FROM SNOW/ICE MAKER UNIT TO FLOOR DRAIN.
6. ROUTE INDIRECT WASTE LINE TO FLOOR DRAIN.
7. DISHWASHER TO DRAIN TO FLOOR DRAIN.

P2 PLUMBING WASTE RISER DIAGRAM



1 PLUMBING WASTE PLAN
1/4" = 1'-0"

Revisions

No.	Description	By	Appr.	Date

ARCHITECTS

MEP ENGINEERS

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Project Manager Approval

Architect/Engineer of Record

Location
113 W. Central St.
Suite B
Natick, MA 01760

Project/Space No.
Sam Goodi SmoothSide

Sheet Title
PLUMBING WASTE PLAN

Scale: as shown	Project No. 11080
Drawn by: A.C., M.B.	
Chkd by: S.S.B.	Sheet
Issue Date: December 12, 2014	P2.0

MECHANICAL SPECIFICATIONS

1.0 GENERAL:

1.1 ALL EMPLOYEES OWNED, LEASE AND RENTAL EQUIPMENT SHALL BE DELIVERED TO ON-SITE FOR THE WORK AND MAINTAINED UNTIL ACCEPTANCE BY THE OWNER. ALL EQUIPMENT SHALL BE INSTALLED IAW THE MANUFACTURER'S INSTRUCTIONS AND SPECIFICATIONS. ALL EQUIPMENT SHALL BE CLEANED BY THE MANUFACTURER'S REPRESENTATIVE, BY THE CONTRACTOR AND BY THE SUBCONTRACTOR WHO SHALL INSTALL THE EQUIPMENT. ALL EQUIPMENT SHALL BE CLEANED BY THE SUBCONTRACTOR WHO SHALL INSTALL THE EQUIPMENT.

1.2 MAINTENANCE EQUIPMENT TOOLS: EQUIPMENT SHALL BE SUPPLIED WITH ALL TOOLS, SPARE LUBRICATION, EQUIPMENT SHALL BE SUPPLIED WITH ALL TOOLS, SPARE LUBRICATION, MAINTENANCE EQUIPMENT AS SPECIFIED OR SUPPLIED WITH THE EQUIPMENT. ALL EQUIPMENT SHALL BE SUPPLIED WITH ALL TOOLS, SPARE LUBRICATION, MAINTENANCE EQUIPMENT AS SPECIFIED OR SUPPLIED WITH THE EQUIPMENT.

1.3 ELECTRICAL EQUIPMENT: ALL ELECTRICAL EQUIPMENT SHALL BE SUPPLIED WITH ALL TOOLS, SPARE LUBRICATION, MAINTENANCE EQUIPMENT AS SPECIFIED OR SUPPLIED WITH THE EQUIPMENT.

1.4 ELECTRICAL & SYSTEM INSTALLATION: ALL ELECTRICAL EQUIPMENT SHALL BE INSTALLED IAW THE MANUFACTURER'S INSTRUCTIONS AND SPECIFICATIONS. ALL EQUIPMENT SHALL BE INSTALLED IAW THE MANUFACTURER'S INSTRUCTIONS AND SPECIFICATIONS. ALL EQUIPMENT SHALL BE INSTALLED IAW THE MANUFACTURER'S INSTRUCTIONS AND SPECIFICATIONS.

1.5 EQUIPMENT: ALL EQUIPMENT SHALL BE INSTALLED IAW THE MANUFACTURER'S INSTRUCTIONS AND SPECIFICATIONS.

General Notes

1. By executing the bid and contract, the contractor represents that he has visited the site, familiarized himself with the local conditions, codes and related requirements under which the work is to be performed and accounted his observations with the requirements of the contract documents. This shall be done prior to bid.

The intent of the contract is to include all items necessary for the proper execution and completion of the work. The contract documents are complimentary, and what is required by one shall be as binding as if required by all. Work not covered in the contract documents will not be required unless it is consistent therewith and reasonably inferable therefrom as being necessary to produce the intended results. Words and abbreviations which have well known technical or trade meanings are used in contract documents in accordance with such recognized meanings.

The drawings and specifications are intended to be fully explanatory and supplementary. However, should anything be shown, indicated or specified on one and not the other, it shall be done. All drawings should be read in conjunction with the applicable drawings.

Should either the drawings and the specifications, or any particular specification, and generic specifications contradict each other in any point, or require clarification, the contractor must call the same to the attention of the architect, and his decision should be obtained prior to the submission of bids, otherwise the architect's interpretation will govern the performance of the work and no allowance shall be made on behalf of the contractor for error or omissions on his part in this connection. The contractor shall bear all costs (including overtime, air freight, etc.) due to his errors and/or omissions prior to bid.

Prospective contractors and subcontractors shall acquire at site or the site of the proposed construction, such as existing conditions, accessibility of receiving and storing materials, location and adequacy of utilities and other information which will have a bearing on making their proposals or on the execution of the work if awarded the contract, and no allowance will be made for failure of the contractor to obtain such on-site information prior to bidding.

Should any error or inconsistency appear in the drawings or specifications, the contractor, before proceeding with the work, must promptly bring the same to the attention of the architect for proper adjustment, and in no case proceed with the work unacceptably low with the architect drawings.

The contractor and each subcontractor shall be responsible for verification of all measurements at site & shop drawings before ordering materials or doing work. Dimensions shall be taken from the drawings, not scaled. Between actual dimensions and dimensions indicated on the drawings, any such discrepancy in dimensions which may be found shall be submitted to the architect for his consideration before the contractor proceeds with the work in the affected area.

3. Contractor shall follow dimensions & specifications in figures on drawings in preference to scale measurements and follow detail drawings in preference to general drawings and follow actual field conditions.

4. Where it is obvious that a drawing illustrates only part of a given work number of items, the remainder shall be deemed repetitious and be constructed.

5. Contractor shall not proceed with detailing, fabrication or manufacture of any work associated with an equipment or equipment furnished by "owner" or "other contractors" until he/she has obtained approved equipment specifications from Both Coffee, Contact Both Coffee Construction Department for current information.

6. All work completed by any contractor on this project shall be done in accordance with prevailing building codes, local by-laws and regulations of the governing authorities and of other authorities having jurisdiction over the landlord's building. The contractor is responsible for knowledge on work prior to bid.

8. All work to comply with zoning requirements. Contractor to hand over keys to operations & obtain occupancy to the satisfaction of the Landlord and Both Coffee.

9. Design Build Contractors are fully responsible for that one work in forms of, but not limited to: All design, dimensions, coordination with other trades, and all applicable municipal and other governing approvals. Cash trade is responsible for the daily removal of waste. No debris shall be placed in bulk in roll containers.

10. Contractors shall verify locations and adequacy of all utility lines prior to bid and construction and contact the architect with any conflicts.

11. Contractor shall verify exact dimensions of entire tenant space prior to any layout, construction or installation of any equipment or materials. Any dimensional discrepancies that would prohibit any item or piece of equipment from being installed or functional as indicated on plan or in specification must be made known to the Architect immediately. All dimensions are to be considered finished dimensions (U.N.O).

12. Contractor is responsible for coordinating and schedule shipment of fixtures and equipment with material suppliers. Plan accordingly to allow a minimum of one week for loading of trucks and time for shipping. Each week the Contractor shall submit a written counting report with a copy of all pending fixtures. Report shall include all equipment that is damaged, omitted, or not in accordance with plans and/or specifications.

13. Contractor is responsible for receiving, unloading and storage of owner-furnished items. Contractor is to verify that all equipment (fixtures, boxes, etc.) is in accordance with packing list, equipment schedule and/or specifications and being installed or installed as indicated on plans or in specifications. Contractor will be fully responsible for any missing or damaged owner-supplied fixtures/equipment and replacement of the same.

15. Provide safe blocking behind all wall-mounted fixtures, including but not limited to display shelving, sinks, free standing units, mirrors, grab bars, washrooms, etc.

16. Contractor shall be responsible for the installation of a job site phone within 24 hours of being on-site and immediately notify Architect @ (508) 892-8432 of job site phone number(s).

17. Contractor to seal and polish all existing gypsum board partitions to smooth uninterrupted surface suitable for an even finishing. In the event that the walls are existing partitions, contractor to be responsible for the cutting of such wall. It is the opinion of the contractor, installing new gypsum board over existing is preferable, the contractor to be responsible such and prepared and quality as such.

19. All wood and wood products used throughout the construction of this store area to be fire retardant treated, flame spread = 25 or less and maintain moisture content of no more than 15%.

20. All interior finishing materials to have a flame spread rating no greater than 150, unless other requirements are as specified in local codes having jurisdiction.

22. Contractor shall provide insurance per landlord's requirements and lease proof upon request without delay.

24. Permit fees to be remitted at Both Coffee convenience, typically within 2 days upon receipt of permit bill. Apply for final payment within 30 days unless standard "Lien Waiver" form. Final waivers of lien from the general contractor and all subcontractors must be submitted with final application for payment.

25. Contractor shall conform to all current Federal Disabilities Specifications, C.P.S.C. Testing Requirements, and all State and local codes having jurisdiction.

26. Contractor shall provide security canvas to existing demising partitions for planned return openings.

27. Provide all access panels as required for the maintenance, inspection and servicing of landlord or tenant equipment and systems.

28. Contractor shall take entrance caution and to place structural safety behind or under drawer boxes, grates, or any other obstacles/objects which may restrict the use of structural outlets. (See Construct Plan).

29. There shall be no cutting, sawing, chasing etc. of structural concrete floor slab unless approved by landlord prior to the start of work.

30. Fire extinguishers to be provided within the space as required by all authorities having jurisdiction.

Code Data

All work to be contrary to the requirements of the current New York State Building Construction Code and any current state and/or city amendments. Those below are to take precedence over the drawings and specifications.

Codes

2015 International Building Code
2015 International Plumbing Code
2015 International Mechanical Code
2015 International Fuel Gas Code
2015 International Energy Conservation Code
2015 International Fire Code

780 CMR- 101 Amendments to Ch 780
527 CMR- 01 Fire Prevention and Electrical Regulations
521 CMR- 101 Accessibility Regulations
248 CMR-101 Plumbing Regulations
NFPA 101 Life Safety Code
Massachusetts State Electric Code
Massachusetts State Energy Code

Building Type : Type II-B

Occ. Group : A-B

Occupant Load Calculation	SF	Load Factor	Occupants
Employee Areas	464	1 / 100	5
Sales Area	848	1 / 100	8
Kitchen Areas	273	1 / 200	2
Washrooms	88	-	-
Total	1,636		15

Required Exit Width (0.2 X Total Occupants)	3"
Provided Exit Width	88"
Required Number of Exits	1
Provided Number of Exits	3

Project Team

Tenant

Tenant: See Small Streetlite
Address: 315 W. Central St.
City: Natick, MA 01760
Phone: (646) 302-4663
Contact: Rudy Brown
Email: bob.jensen.sensgood@gmail.com

Architect

Company: Mitchell Architects
Address: 313 1/2 Essex Lynn Street
City: Swampscott, MA 01940
Phone: (508) 892-8432
Fax: (508) 941-8433
Contact(s): David Mullin
Rudy Gabrielsen

Landlord

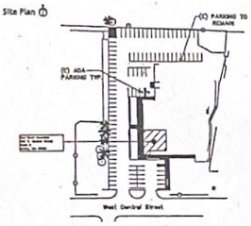
Company: Cortland Partners, Inc.
Address: 2 Weston Way
City: Ofland, MA 01747
Phone: (508) 710-0188
Fax: -
Contact(s): Logan Huffman

MEP Engineer

Company: Ken Fuss Consulting Engineer
Address: 636 Washington Pkwy, Ste. 200
City: Hingham, Texas 75201
Phone: (617) 413-2646
Fax: (617) 331-8411
Contact(s): Patricia Sakowska
Pete Lapinski

Vicinity Map

Site Plan



SCOPE OF WORK

I = Tenant / L = Landlord / L/I = Landlord & Tenant	Responsibility	Current Bldg			Tenant Bldg		
		I	L	L/I	I	L	L/I
Site Work							
Site Plan / Signage Sub	Provide and Install as required	x			x		
Curbs, Pavement, Lighting	Verify Site Condition, Repair	x					x
Surveying Work / Soil Test, Engr. Rpt	Verify Site Condition & Surveying Stuff	x				x	
Grading / Landscape	Grade, Seed, Mulch	x					x
Dumpster	Provide Dumpster / Area Screening	x					x
Site Utility and Water	Refer to Finish Legend, Sheet C1.0	x					x
Exterior Plumbing and Gas	Refer to Finish Legend, Sheet C1.0	x					x
Exterior Electrical and Cabling	Refer to Finish Legend, Sheet C1.0	x					x
Ceilings (Soft & Hard Suspended)	Grade, Seed, Mulch	x					x
Signage	Grade, See Plan	x					x
Doors and Hardware	Refer to Door and Hardware Schedule A	x					x
Storefront Glazing	Landlord to Provide			x	x		
Interior Work							
Sanitary Sewer to Demised Space	Grade, See Plumbing	x					x
Water to Demised Space	Grade, See Plumbing	x		x			
Supply and Return Lines, Valves, Fittings	Grade	x					x
Fixtures and Equipment	Grade, See Equip. Schedule	x					x
Fire Sprinkler Work, Incl. DD	C.O. to Verify Condition, Refer to MEP	x					x
Fire Sprinkler Heads	Grade, See Architect	x					x
H.V.A.C.							
Exhaust Fans	Grade, See Grade	x					x
Enclosure and Diffusers	Grade, See Grade	x					x
H.V.A.C. Unit	Grade, See Grade, Refer Architect	x					x
Control and Low V Wiring	Verify w/Landlord and Roof Work	x					x
Roof Work	Grade, See Grade	x					x
All Balancing	See Grade, Drawings	x					x
ELECTRICAL							
High Voltage Service	C.O. to Verify Condition, Refer to MEP	x					x
Main Service	C.O. to Verify Condition, Refer to MEP	x					x
Panel Board(s)	Grade, See Grade	x					x
Outlets, Switch, Conduit	Grade, See Grade	x					x
Fixtures, Lamps	Grade, See Grade	x					x
Emergency, Wiring and Connections	Grade, See Grade	x					x
Transformer	Grade, See Grade	x					x
Telephone Panel	Grade, See Grade						
SPRINKLERS							
Sprinkler Bypass/Trouble	C.O. to Check Installation w/Fire/Electrical	x					x
Expansion Tank	C.O. to Check Installation w/Fire/Electrical	x					x
Equipment	Refer to Equipment Schedule/Legend	x					x
Controls	C.O. to Check Installation w/Fire/Electrical	x					x
Transformer to Fire Wiring	Ready to be Wired by Fire Alarm Vendor	x					x
Telephone Service	Pull I Line, Verify Location w/Tenant	x					x
Fire Alarm Panel/System	C.O. to Verify Condition, DD to Provide	x			x		

SHEET INDEX

Sheet	Sheet Name
T1.0	TITLE SHEET
A1.0	FLOOR PLAN
A1.2	FINISH FLOOR PLAN / FINISH SCHEDULE
A1.3	REFLECTED CEILING PLAN / LIGHTING SCHEDULE / DETAILS
A2.0	EQUIPMENT PLAN / SCHEDULE
A4.0	INTERIOR / EXTERIOR ELEVATIONS
A4.1	INTERIOR ELEVATIONS
A5.0	MILLWORK DETAILS
A1.0	ARCHITECTURAL SPECIFICATIONS
M1.0	MECHANICAL PLAN
M1.1	MECHANICAL DETAILS & NOTES
E1.0	LIGHTING PLAN
E1.0	POWER PLAN
E1.0	RISER DIAGRAM
P1.0	PLUMBING SUPPLY PLAN
P1.0	PLUMBING WASTE PLAN
M01	MECHANICAL SPECIFICATIONS

g!

Revisions

No.	Description	By	Date	Appr

ARCHITECTS
David E. Mullin, Architect
313 South Essex Street
Swampscott, Mass 01940
P. (508) 892-8432
F. (508) 892-8432

MEP ENGINEERS
Ken Fuss Consulting Engineer
636 Wash. Pkwy, Ste. 200
Hingham, Texas 75201
P. (617) 331-2646
F. (617) 331-8411

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Original Document Approved

Architect/Engineer of Record

Location
315 W. Central St.
Suite B
Natick, MA 01760

Project/Tenant No.
Sees Good! Streetlite

Sheet Title
TITLE SHEET
CODE SUMMARY

Scale: As Shown
Drawn By: R.C., R.G.
Chkd By: D.E.M.
Issue Date: December 23, 2014

Project No.
Tenant

Sheet
T1.0

Town of Natick, MA

Apr 1, 2024

CV-24-18

Police Approval

Common Victualer License

Status: Complete

Assignee: Brian Lauzon

Became Active: Mar 26, 2024

Completed: Mar 28, 2024

Applicant

Erica Sanabria
calin0sanabria@gmail.com
17 Madison St
Lynn, MA 01902
781-632-9323

Primary Location

217 WEST CENTRAL ST
Natick, MA 01760

Owner:

217 WEST CENTRAL STREET LLC
WORCESTER, MA 01607

Comments

Brian Lauzon, Mar 28, 2024

After reviewing, we would recommend that the Select Board approve the applicants (Erica Sanabria) request for a Common Victualer's License to operate "Cinco Chiles Taqueria" to be located at 215 West Central Street in Natick.

ITEM TITLE: Natick Service Council - Request to Hang a Banner 4/14/24 - 4/20/24 and 5/5/24-5/11/24

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Request	4/3/2024	Cover Memo

MEMO

Town of Natick, 13 E Central St., Natick, MA 01760

Jay Poropatich
Communication Director (Town staff)

MEETING: Select Board
DATE 4/3/24
TOPIC: Natick Service Council "pay-it-forward" (as part of WooSox-Natick Town Takeover)

Wednesday April 3, 2024 --

RE: Natick Service Council (WooSox) banner over N. Main St.

Dear Select Board-

Town staff is working with the Natick Service Council to anniversary a "pay-it-forward" campaign tied to the WooSox-Natick Town Takeover event (set for Friday 5/17/24). This pay-it-forward component enables Natick residents to purchase ("donate") game tickets for NSC clients (ie. a simple "add-on" purchase during checkout on www.natickma.gov/woosox, at a cost of $10/ticket). This simple & MEANINGFUL act allows NSC clients to enjoy a Natick-filled night at a WooSox game, in addition to the core NSC work aimed at providing basic needs - including: food, housing, utilities, and programs for children. It's a win-win for Natick!!

Please visit the event page to learn more: www.natickma.gov/CivicAlerts.aspx?AID=1055, or directly visit www.natickma.gov/woosox to purchase tickets

Or head here

All appropriate insurance will be secured upon the Board's approval and a copy shall provided to the Town Administration office.

- 4/14 - 4/20/24

Requested weeks for banner:

- 5/5 - 5/11/24

Thanks!

- Jay Poropatich

Communications Director

jporopatich@natickma.org

ITEM TITLE: Natick 180 - Request Use of the Common On April 15th

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Request	3/29/2024	Cover Memo
Police Recommendation	4/1/2024	Cover Memo

Natick Recreation & Parks

People Driven. Service Focused.

Travis Farley
Recreation & Parks
Director

March 22, 2024

Bruce Evans
Natick Select Board
13 East Central Street
Natick, MA 01760

Dear Select Board:

On April 10, 2024 the Recreation and Parks Commission will vote on the following organizations to host their events on the Natick Common. These requests were submitted after our deadline but are long standing common requests.

- Natick 180 to put a booth providing resources to runners on the Natick Common on the corner of Park Street and E. Central Street (Route 135) during the Boston Marathon on Monday, April 15th 2024, from 9:00 am-1:00 pm.

Please note, due to the dates of these events, submission to the Select Board is required prior to the voting of the Recreation and Parks Commission. Please feel free to contact me at the Recreation and Parks office if you have any questions prior to your next meeting concerning these events.

Regards,

Andrea Verdelli

Andrea Verdelli

Recreation and Parks Administrative Assistant

Cc: Travis Farley - Recreation & Parks Director
Art Goodhind – LFNR Supervisor

Gmail

Donna Donovan <ddonovan@natickma.org>

Re: Use of Common during Marathon and Grant Opportunity

1 message

Brian Lauzon <lauzon@natickpolice.com> Mon, Apr 1, 2024 at 9:42 AM
To: Catherine Sugarman <csugarman@natickma.org>
Cc: Donna Donovan <ddonovan@natickma.org>, Elizabeth Chalfin <echalfin@natickma.org>

Catherine,

This location should work. The Soldier System Command will be having their tents behind you.

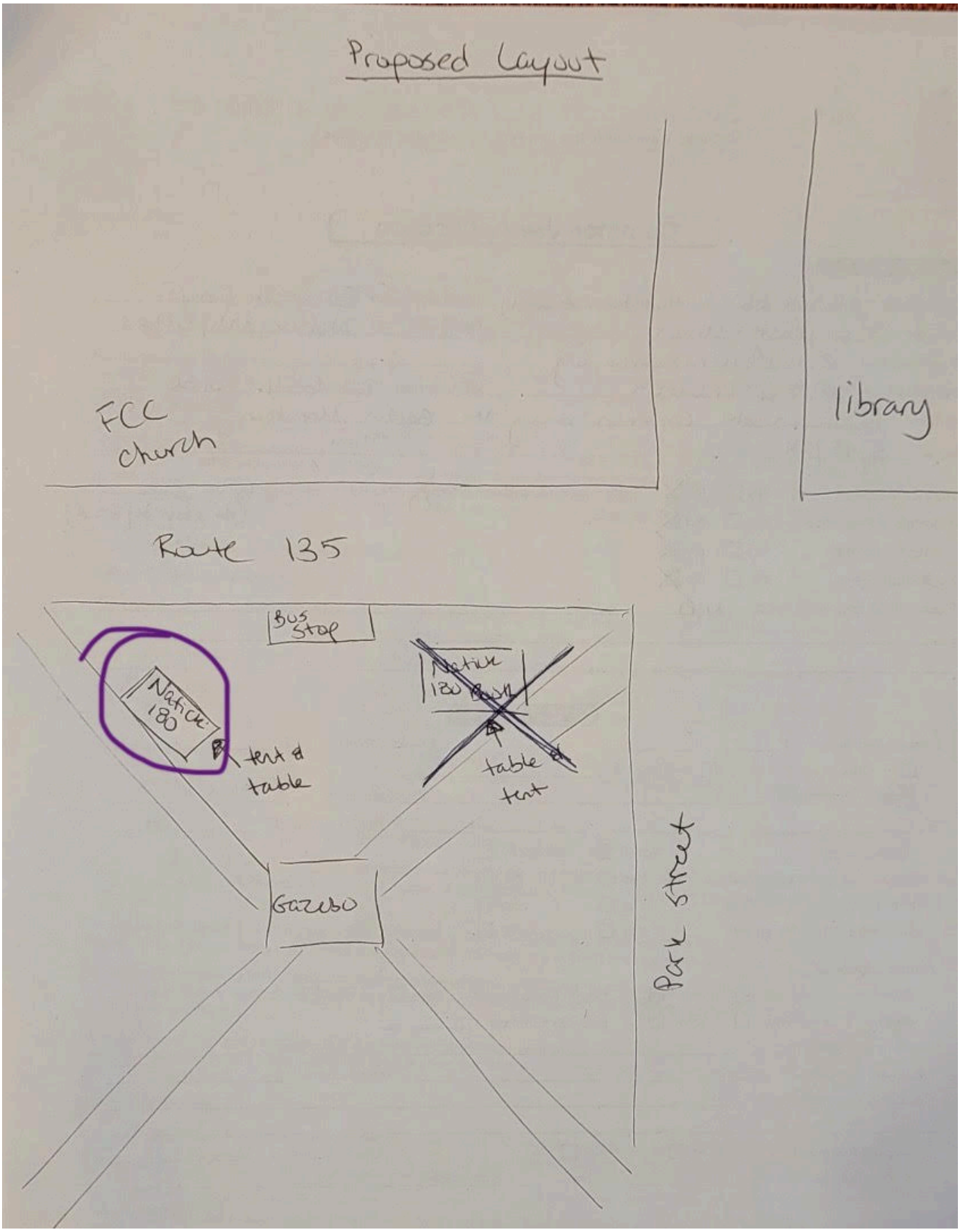
Donna (attached here) we would recommend that the Select Board approve this request as presented.

Respectfully,

D/C Lauzon

On Mon, Apr 1, 2024 at 9:38 AM Catherine Sugarman <csugarman@natickma.org> wrote:

> Apologies, here's the attachment.



Catherine (Katie) Sugarman, MA, CPS
Prevention and Outreach Program Manager, Natick Health Department
Program Director, Natick 180 Coalition
Natick Health Department

13 E. Central Street
Natick, MA 01760
Tel: 508-647-6623
Fax: 508-647-6466
Pronouns: she, her, hers

On Mon, Apr 1, 2024 at 9:34 AM Catherine Sugarman <csugarman@natickma.org> wrote:

Hi Brian,

I've cc'd Lizzy from my office on this email. I believe the item has a on the SB consent agenda. Given the location of the Cheerzone and the Army Labs set-ups, we have proposed moving our location to the northwest corner of the Common, near the corner of Routes 135 and 27. (Updated version attached.)

Please let us know if you foresee any issues with that updated location.

Thanks,
Katie

Catherine (Katie) Sugarman, MA, CPS
Prevention and Outreach Program Manager, Natick Health Department
Program Director, Natick 180 Coalition
Natick Health Department
13 E. Central Street
Natick, MA 01760
Tel: 508-647-6623
Fax: 508-647-6466
Pronouns: she, her, hers

On Mon, Apr 1, 2024 at 8:48 AM Brian Lauzon <lauzon@natickpolice.com> wrote:

Catherine,

I have not heard back regarding your request. I know Donna is looking at getting it on a Select Board agenda?

Brian

On Thu, Mar 21, 2024 at 11:34 AM Brian Lauzon <lauzon@natickpolice.com> wrote:

I am attaching a copy of where the Labs and Special Olympics have asked to go. The two parking spots at the intersection of Park and East Central are being reserved for a large TV Screen.

On Thu, Mar 21, 2024 at 11:26 AM Catherine Sugarman <csugarman@natickma.org> wrote:

We're flexible about where we'll be located, but we assumed we'd likely be in the spot we were in last year: On the corner of the Common closest to Town Hall, near the Park Street/E. Main Street intersection. If there's a spot you'd prefer us to be, we're glad to set-up elsewhere.

Tent is 10'x10', will be secured by tent weights (we can add gallon water jugs as well for extra security if you'd prefer), and items distributed will include substance use/mental health educational resources and Natick 180 branded marketing collateral such as cowbells (for cheering during the marathon), hand sanitizer, pens and drawstring bags. We'd anticipate setting-up probably around 10:00 AM and would break everything down no later than 2:00 PM (or sooner if our freebies have all been given out).

Thanks,
Katie

On Thu, Mar 21, 2024 at 9:30 AM Brian Lauzon <lauzon@natickpolice.com> wrote:

Catherine,

Regarding the Tent, I just need to know specifics as in location, size, how it will be secured, when it will be set-up, what will be distributed, etc.. Mainly we use this to brief the almost 200 LE personnel we have on the ground in Natick that day, but also to coordinate with the Army Labs and Bank of America who will also have a presence on the Common that day.

Brian

On Wed, Mar 20, 2024 at 6:12 PM Catherine Sugarman <csugarman@natickma.org> wrote:

Hi Dep. Chief Lauzon,

Hope you're well. Just wondering if we could touch base about a couple of things:

1) Do you foresee any issues with Natick 180 having a tent on the Common for the Marathon? We've already submitted the necessary paperwork with Rec & Parks and the Select Board (it will be on the SB's consent agenda on April 3rd), but Donna advised that we check in with you to make sure that you did not foresee any concerns/conflicts.

2) Would you have time to talk for 15 minutes on Friday morning about funding for alcohol license compliance checks? You might recall that we applied for federal grant funding last year to support compliance checks and any costs associated with the biannual licensee meetings. We didn't get the funds, unfortunately, but we received very high marks in the feedback that was sent back to us, so we thought it would be worth reapplying again in the hopes of getting the funds this time around. I wanted to check in with you first, however, to check on the needs that your department has around alcohol license enforcement in order to make sure that our application fits the needs.

Thanks,
Katie

--
Catherine (Katie) Sugarman, MA, CPS
Prevention and Outreach Program Manager, Natick Health Department
Program Director, Natick 180 Coalition
Natick Health Department
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ITEM TITLE: Natick Rotary Club - Request Use of Common on April 15thj

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Request	4/3/2024	Cover Memo

Gmail

Donna Donovan <ddonovan@natickma.org>

Fwd: Natick Rotary Presence - Natick Common - Patriots Day 4/15/24

1 message

Paul Joseph <pjoseph@natickma.org> Tue, Apr 2, 2024 at 2:37 PM
To: Jon Marshall <jmarshall@natickma.org>
Cc: Donna Donovan <ddonovan@natickma.org>, Brian Lauzon <lauzon@natickpolice.com>, Kathryn Coughlin <kcoughlin@natickma.org>, Dawn Carberry <dcarberry66@gmail.com>

Jon/Team,
Please find the email below, forwarded to me from the Rotary Club president Ken Phillips, outlining the club's plans for teh tent on the Natick Common on Patriot's Day.

If you have any further questions or need for details, please follow-up with him at ken@kbplaw.com.
Thank you,
Paul
---------- Forwarded message ---------
From: **Paul Joseph** <techmark.paul@gmail.com>
Date: Tue, Apr 2, 2024 at 2:34 PM
Subject: Fwd: Natick Rotary Presence - Natick Common - Patriots Day 4/15/24
To: Paul Joseph <pjoseph@natickma.org>

FYI - Rotary plan for Marathon

---------- Forwarded message ---------
From: **Kenneth Phillips** <ken@kbplaw.com>
Date: Tue, Apr 2, 2024 at 1:16 PM
Subject: Natick Rotary Presence - Natick Common - Patriots Day 4/15/24
To: Paul Joseph <techmark.paul@gmail.com>
Cc: Rotary President <president@natickrotary.org>

Dear Town of Natick/Natick Select Board,

Please be advised that we are seeking permission to have a temporary 10 x 10 tent with Natick Rotary Club signage, as well as table, 2 chairs on the Natick Common on 4/15/24 from 8:30AM to 1:00PM.
We wil have written material regarding upcoming Natick Rotary Events and becoming a Member of Natick Rotary, as well as QR codes with said information.

This tent will we staffed by no less than 2 Natick Rotarians from 8:30AM to 1:00PM on the Natick Common.

Appreciate your consideration and happy to answer any questions you may have.

Kenny Phillips
President Natick Rotary Club
2023-2024

Kenneth Phillips, Esq.
Law Offices of Kenneth B. Phillips
12 Walnut Street - Suite 21
Natick, MA 01760
ken@kbplaw.com
P. 508-652-0085
F. 508-519-2599

--
Paul R. Joseph, Member
Natick Select Board

Select Board Office: 508-647-6410
13 East Central St., Natick, MA 01760

Please note that the Massachusetts Secretary of State considers e-mail to be a Public Record, and therefore subject to the Massachusetts Public Record Law.

ITEM TITLE: Bank of America - Request use of the Common on April 15th

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Request	4/1/2024	Cover Memo
Police Recommendation	4/1/2024	Cover Memo

PERMISSION REQUEST FOR EVENT

March 20, 2024

To whom it may concern,

I am writing on behalf of Octagon, Bank of America's experiential marketing agency. As Bank of America is now the presenting sponsor of the Boston Marathon, we are requesting permission to host a cheer zone at Natick Town Common.

The purpose of this event is to create a celebratory atmosphere for the public to experience during the Boston Marathon. This location has been selected as it is the first high energy, highly trafficked town center along the course.

Our activation will include the following elements: Premium distribution (Bank of America branded bull bells and pompoms) for spectators to ring as they cheer and a DJ to keep the crowd entertained throughout the race. We will also have a video board which will highlight Bank of America Charity Runners as they pass by and the remaining time will play filler content.

We also looking to invite the Special Olympics MA Unified team to join us to cheer on runners as they pass by. We will section off a small area for them to participate.

Specifications for what we will bring to the activation are below:

- Space for Special Olympics MA Unified Team to cheer (20' x 10')
- Tent (20' x 10')
- DJ Tent + space for speakers (10' x 10')
- Video board (17' x 10')
- Power

We will also have signage and branding with teardrop flags between the tents that will have weighted bottoms. Securing the venue is an important step in moving forward with the event.

We hope for your consideration regarding this matter. We are working with Brian Lauzon for this event as well from the Natick Police Department. We have also included some photos of the items from our races in Chicago for reference.

If you have any questions or concerns, please feel free to contact me at the below.

Anthony Vaughn

Octagon, Inc
Account Manager
Anthony.Vaughn@octagon.com
203-572-7925

Gmail

Donna Donovan <ddonovan@natickma.org>

Use of the Common Marathon Monday

1 message

Brian Lauzon <lauzon@natickpolice.com> Wed, Mar 20, 2024 at 11:36 AM
To: Donna Donovan <ddonovan@natickma.org>

Donna,

Can we get this request before the Select Board ASAP? Their use of the Common will be limited to a pop up tent, weighted not pinned to the ground. BOA is creating a cheer zone for a Special Olympics Group.

Brian

Natick - Request for Event.pdf
309K

ITEM TITLE: U.S. Army Combat Capabilities Development Command (DEVCOM) - Request Use of the Common on April 15th

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Request	4/1/2024	Cover Memo

Natick Recreation & Parks

People Driven. Service Focused.

Travis Farley
Deputy Director of Community
Services for Recreation & Parks

To: Mr. Paul Joseph, Chair of Select Board
cc: James Errickson, Deputy Town Administrator
From: Travis Farley, Recreation and Parks Director
Date: March 17, 2023
Subject: Boston Marathon Common Request

On Behalf of the Natick Recreation and Parks Commission, I am requesting the Select Board to review a common request received from the U.S. Army Combat Capabilities Development Command (DEVCOM). Due to the timing of this request and request date (coming after our March commission meeting and the event taking place one week after our next meeting) and the heightened security of the marathon, the Commission felt it would be in the best interest of the town if this request went directly to the Select Board for approval.

DEVCOM would like to setup a 20 x 32 tent on Monday April 17th, 2023 that would "Celebrate Patriotism on Patriots Day." This would include a display of historical uniforms, body armor and MRE's (Meals Ready to Eat).

I will work with the police department to ensure all town common rules and regulations are abided by for the duration of the event. Please contact me at the Recreation and Parks Department if you have any questions or concerns.

TF/av

ITEM TITLE: Correspondence

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
MBTA Low Income Fares Approval	4/1/2024	Cover Memo

Gmail

Donna Donovan <ddonovan@natickma.org>

Fwd: MBTA Low Income Fares Approval

1 message

James Errickson <jerrickson@natickma.org> Mon, Apr 1, 2024 at 8:46 AM
To: Donna Donovan <ddonovan@natickma.org>

For correspondence on the next SB meeting.

---------- Forwarded message ---------
From: **Kamoune, Adam** <akamoune@mbta.com>
Date: Thu, Mar 28, 2024 at 6:22 PM
Subject: MBTA Low Income Fares Approval
To:

Dear Municipal Officials,

Building upon the Healey-Driscoll Administration's FY24 budget that includes $5 million for the MBTA to develop a low-income fares program, the MBTA today announced that the MBTA Board of Directors has unanimously approved the MBTA's plan to implement a reduced fares program for riders with low-income. This program, which has been a topic of research and planning by the MBTA and many partners for the last decade, is an exciting improvement for fare equity. In addition to the low-income fare program, the Board also approved two smaller changes.

The new program will provide riders who are aged 26-64, non-disabled, and have low income with reduced fares of approximately 50% off on all MBTA modes. Program participants will demonstrate eligibility via existing enrollment in programs with a cutoff of 200% of the federal poverty level (or lower). This exciting new program also applies on the Commuter Rail, unlocking affordability for residents along those corridors and in the Gateway Cities. On the RIDE, the MBTA's paratransit service, senior and low-income riders will be eligible for half price ADA and Premium trips.

"Expanding low-income fares will help to ensure that our transportation system is more equitable and more affordable, which supports the mission to give everyone greater access to mobility options, especially community members depending on transit," **said Transportation Secretary and CEO Monica Tibbits-Nutt**.

"This is an important step towards making mass transportation more affordable for those that need it the most and I thank the Board of Directors for their support and approval of the new low-income fare program, especially MassDOT Secretary Tibbits-Nutt for her years of advocacy. I applaud the Governor and the Legislature for their foresight to include funds in our FY24 budget to enable us to develop this program, and we thank the Governor for her proposal in the FY25 budget in support of this program, which will benefit so many across all modes," **said MBTA General Manager and CEO Phillip Eng**. "The MBTA is committed to making meaningful improvements for riders, including making fares more affordable, which will improve quality of life, boost economic mobility, and encourage more riders to return to the system."

These fare changes will go into effect in summer 2024.

The MBTA estimates the cost of the program to be approximately $52-62 million (including administrative costs, operating costs to meet induced demand, and fare revenue loss). According to prior research, riders with low income are expected to take 30% more trips with a reduced fare, significantly increasing mobility

while saving on transportation costs. More than 60,000 riders are expected to qualify for and enroll in the program, which is expected to result in up to 8 million more trips per year.

The program for riders with low income is a multi-secretariat effort with the Commonwealth's Executive Office of Health and Human Services (EOHHS) and Registry of Motor Vehicles (RMV). Existing MBTA reduced fare programs already provide support to students, seniors, riders with disabilities, and young people aged 18-25 with low income. These programs provide half-priced fares and passes.

To make the program further accessible throughout Massachusetts communities, the MBTA will partner with third-party Community-Based Partners to manage in-person customer service and eligibility verification. These efforts include providing physical in-person locations where people can receive support with their applications and offering additional support whenever automatic systems are unable to successfully process applications.

Two additional fare changes include:

- **Replacing "Change Tickets" with CharlieCards:** As of March 1, 2024, the issuance of paper CharlieTickets with stored value as change (a "Change Ticket") was phased out. This is due to limitations in the fare collection technology. Riders are encouraged to load stored value on plastic CharlieCards.

- **Permanently expanding the $10 Weekend Commuter Rail Pass to include federal holidays:** The $10 Weekend Commuter Rail Pass will now include federal holidays. This pass allows for unlimited Commuter Rail trips on all three days of federal holiday weekends. For federal holidays that are observed mid-week, passengers can purchase a $10 Holiday Pass for that day.

Please reach out if you have any questions,

Adam Kamoune (he/him)

GM's Office – Intergovernmental Affairs

Massachusetts Bay Transportation Authority

akamoune@mbta.com

(617)-293-2197

This email/electronic message, including any attached files, is being sent by the MBTA. It is solely intended for the recipient(s) and may contain information that is proprietary, confidential, legally privileged, and/or exempt from disclosure pursuant to state and federal law. If you have received this message in error or are not the intended recipient(s), please notify the sender immediately by reply, and delete all copies of this email/electronic message and any attached files from your computer. If you are the intended recipient(s), you may use the information contained in this email/electronic message and any attached files only as authorized by the MBTA. Any unauthorized use, dissemination, or disclosure of this email/electronic message and/or its attached files is strictly prohibited.

--
James Errickson
Town Administrator
Town of Natick
508-647-6404