

**BOARD OF SELECTMEN
AGENDA
Monday, May 9, 2016**

Regular Meeting – 7:00 p.m. Selectmen’s hearing room, Town Hall

****NOTE****

As a result of changes in the Open Meeting Law, the chair must announce at the outset of every meeting that the meeting is being recorded and transmitted via cable television.

- | | |
|-----------|---|
| 7:00 p.m. | Pledge of Allegiance |
| | Discussion of program for first responders and at-risk populations |
| 7:15 p.m. | Application for an on-premises wine and malt license for Roxy’s Grilled Cheese Lynnfield LLC, LLC, dba Roxy’s Grilled Cheese, Christina Rowley, Manager, 1205 Market Street |
| | Common victualler and weekday entertainment license applications, Roxy’s Grilled Cheese |
| | Interviews: War Memorial Committee applicants |
| | Housing Authority discussion of proposed land purchase |
| | Authorized payroll signatory, Fire Department |
| | Approval of voting machines |
| | Request by Finance Committee and Fields Committee member for exemption under Massachusetts General Laws Chapter 268A, Section 20 (B), Capital Facilities Advisory Committee contract |
| | Appointment of assistant building inspector |
| | Public comment period |
| | Request for executive session under Mass. General Laws Chapter 30A, Section 21 (A) (3) to discuss collective bargaining strategy for which an open discussion may adversely affect the Town’s negotiating position. |

Use of Town facilities:	None
One-day liquor license:	None
Minutes:	April 11, 2016
Proclamations:	None
Administrative matters:	Signing of warrants

Law Offices of
MATTHEW J. KIMBALL, PC
Counsellor at Law
618 Main Street
Lynnfield, Massachusetts 01940

RECEIVED

2016 APR 25 A 9:56

MATTHEW J. KIMBALL
IN A PROFESSIONAL ASSOCIATION WITH:
HENRY H. KIMBALL (1878 – 1948)
JOHN H. KIMBALL (1914 – 2002)
MARILYN KIMBALL
JOHN H. KIMBALL, JR.
JOHN H. KIMBALL, III

TOWN CLERK'S OFFICE
LYNNFIELD, MA
Area Code (781)
334-3200
334-6200
245-1012
Fax 334-2852
mattkimball152@gmail.com

April 21, 2016

Certified Mail/Return Receipt Requested:
Article Number: 7015 0640 0001 6360 3424
Town of Lynnfield
55 Summer Street
Lynnfield, MA 01940

RE: Roxy's Grilled Cheese Lynnfield LLC
Restaurant Wine and Malt Beverages License Application, 1205 Market Street, Lynnfield

Dear Sir/Madam:

Enclosed herewith please find a copy of the publication relative to the above entitled matter which was published in the Lynnfield Villager on Wednesday, April 20, 2016. You are entitled to receive this notice under State law because you are an abutter to the premises. Please note the Board of Selectmen will hold a Public Hearing on Monday, May 9, 2016 at 7:15 p.m. in the Selectmen's Hearing Room, Town Hall, 55 Summer Street, Lynnfield, MA.

Please feel free to contact me with any questions.

Very truly yours,



Matthew J. Kimball

Enclosure

TOWN of LYNNFIELD



BOARD OF SELECTMEN

PUBLIC HEARING NOTICE

APPLICATION FOR AN ON-PREMISES WINE AND MALT LICENSE

The Lynnfield Board of Selectmen will hold a Public Hearing on Monday, May 9, 2016 at 7:15 p.m. in the Selectmen's Hearing Room, Town Hall, 55 Summer Street, Lynnfield MA.

The purpose of the hearing is to consider an application for an on-premises wine and malt license for Roxy's Grilled Cheese Lynnfield LLC, LLC, Roxy's Grilled Cheese, Christina Rowley, Manager, 1205 Market Street.

All interested Town citizens are invited to provide comments.

James Boudreau
Town Administrator

4-20-16 LV

TOWN OF LYNNFIELD
Attn: Selectmen's Office
55 Summer Street
Lynnfield, MA 01940
Phone 781-334-3180 – fax #781-334-0014

APPLICATION FOR COMMON VICTUALLER

Fee: \$50.00

Return this form along with the Workers' Compensation Insurance Affidavit and applicable fee. Checks are to be made payable to the Town of Lynnfield.

Roxy's Grilled Cheese Lynnfield LLC

Name of Business

(781) 632-7222

Business Telephone #

1205 Market Street, Lynnfield, MA 01940

Address of Business

485 Cambridge St. Allston MA 02134

Business Mailing Address if different from above

James DiSabatino, Manager

Name & Title of Applicant

(781) 632-7222

Telephone #

31 Marshall Street, Unit #2, Somerville, MA 02145

Address of Applicant

Description of Business/Operation:

Fast Casual Restaurant serving all wine and malt beverages


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

Roxy's Grilled Cheese Lynnfield, LLC

**Signature of Individual or Corporate Name (Mandatory)*

47-5653899

***Social Security # or Federal Identification Number*


By: Corporate Officer (Mandatory, if applicable)

***This license will not be issued unless the applicant signs this certification clause.**

****Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c.62C s.49A.**

Effective 02/11/2008

File: PERMIT APPLICATIONS.Common Victualler

TOWN OF LYNNFIELD
Attn: Selectmen's Office
55 Summer Street
Lynnfield, MA 01940
Phone 781-334-9412 -- fax #781-334-9419

Application for Entertainment on Week Days

Return this form along with the Workers' Compensation Insurance Affidavit and applicable license fee. Checks are to be made payable to the Town of Lynnfield.

ANNUAL FEE: \$100.00

(Date)

NAME OF BUSINESS: Roxy's Grilled Cheese Lynnfield LLC

PHONE #: (781) 632-7222

BUSINESS ADDRESS: 1205 Market Street, Lynnfield, MA 01940


TYPE OF ENTERTAINMENT:

(1) Television and P.A. music speakers
(Insert Description of Entertainment)

Name, address and phone number of owner of premises
Market Street Retail South, LLC, c/o WS Asset Management, Inc. 1330 Boylston Street,
Chestnut Hill, MA 02467

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

Roxy's Grilled Cheese Lynnfield LLC
*Signature of Individual or Corporate Name (Mandatory)

By:  _____
(Mandatory, if applicable)

47-5653899

**Social Security # or Federal Identification Number

***This license will not be issued unless the applicant signs this certification clause.**

****Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c.62C s.49A.**

Effective 02/11/2008

File: PERMIT APPLICATIONS.Entertainment Week Day

War Memorial Committee applicants

Thomas Bogart
Paul Donato
John Harrigan
John H. Kimball III
Charles Leach
Ronald Nutter
Nicholas Secatore

February 29, 2016

Lynnfield Board of Selectman
C/O Mr. Phil Crawford
55 Summer Street
Lynnfield MA 01940

Regarding: Lynnfield Housing Authority PATH Grant Approval

Dear Mr. Crawford,

I am writing to you on behalf of the Lynnfield Housing Authority Board of Commissioners to respectfully request that as the chief election officer in the Town of Lynnfield you review, and sign the Planning Assistance Towards Housing grant attached. The following is a description of the grant:

The Department of Housing and Community Development has a total of \$600,000 in PATH funds available to assist municipalities to identify and implement strategies that will increase the production of housing annually. The goal of PATH is to increase community-based planning activities that will lead directly to housing production. It is administered by DHCD in consultation with Mass Housing, Massachusetts Housing Partnership, Mass Development, and the Executive Office of Housing and Economic Development.

Upon your signature and the securing of the grant our commission will be the grantee and move forward with the following steps:

Grant Goals Moving Forward:

- Receive PATH Grant 25,000 award
 - a. Hire housing consultant for studies/future development
 - i. Gaining site control, site analysis, financial feasibility analysis, preliminary architectural and engineering studies, and legal review
 - ii. Development of a Request for Proposal for land disposition
- These professional services will provide the basis for the LHA to win further funding, secure permitting and close on the purchase of land from the willing buyer.
- Efforts to build local consensus on housing production, such as presentations, and visioning sessions for:
 - a. **Veteran family housing**
 - b. **Middle-income housing**

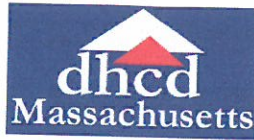
(Our commission has unanimously approved the grant presented to you and has also composed a comprehensive study of Lynnfield's housing stock outlining more extensive goals that are not listed above.)

Lynnfield is now largely built out. Almost all new housing will come in the form of replacement construction, rather than fresh. The Housing Authority will utilize this grant to study what resources are available, through legal and financial means, to ensure that it remains a helpful and relevant member of the discourse on what Lynnfield should look and feel like. It is important to seize opportunities that exist today for the far future, because those who come after will be severely restrained in options, choices, and opportunities based on our decisions.

Thank you again for taking the time to speak with me about the grant and I look forward to coming before the board of selectman.

Best,

Joseph A. Markey
Lynnfield Housing Commissioner



APPLICATION

PLANNING ASSISTANCE TOWARD HOUSING (PATH)

Municipal Applicant: Include names of other municipalities for joint applications	
Name:	Lynnfield Housing Authority
Municipal Contact:	
Name:	
Title:	Executive Director
Address:	600 Ross Drive
	Lynnfield, MA
Zip Code:	01940
Telephone:	(781) 581-5783
E-mail:	
CEO Signature: _____	
Name:	
Title:	
Date:	

Applications must be submitted electronically to Miryam.Bobadilla@state.ma.us with a copy to Phillip.DeMartino@state.ma.us. One hard copy of the application with original signature from the Chief Elected Official (CEO) must be submitted by mail delivery. For joint applications, the CEO in each participating municipality must sign the hard copy (submit on separate pages). DHCD will not review an application until such original documentation is received.

- 1. PROJECT DESCRIPTION AND HOUSING PRODUCTION:** Provide a detailed description of the proposed activity. In addition, provide information demonstrating the likelihood that the product from the proposed grant activity will lead directly to the production of multi-family housing within three years following grant completion, including how the funded short-term deliverable moves the municipality along the path to housing production. Please be specific.

Although the Lynnfield Housing Authority (LHA) has aggressively sought and received funding to assist in modernizing its 35-year-old units, it has not substantially expanded or built any new units in the last 30 years. The Housing Authority has no institutional memory and seeks some professional assistance in areas such as design, construction and public financing to allow it to start new housing production.

The LHA has been offered the opportunity to buy Harvey Park, a four-lot parcel that directly abuts the LHA's land. There are four existing structures on the lot, three duplexes and one single-family house. The existing structures will have to be rehabbed. The LHA also owns undeveloped land along the back of its current parcel.

The LHA formed a subcommittee to study the feasibility and desirability of buying Harvey Park. The Subcommittee estimated that with the acquisition of Harvey Park, it would be possible to create 16 units of new subsidized housing, including the seven existing units. The Subcommittee also conducted a housing needs study for Lynnfield and concluded that Lynnfield has few, if any, subsidized housing for families, and that this need must be addressed.

This PATH grant application is required because the Housing Authority, although ably served by its elected and appointed officials, lacks the knowledge necessary about the requirements of new affordable housing construction, financing, public bonding, and other closely related fields.

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- 2. NEED ADDRESSED:** Identify the local and/or regional housing need(s) the proposed activity is designed to address and how the activity will address the identified local and/or regional need. Please be specific.

The LHA proposes to build and/or rehabilitate 16 units of publicly-subsidized affordable family housing. Lynnfield currently has very limited rentable, affordable housing for families.

The LHA Subcommittee noted that over the previous decade the construction of elderly housing was the Town's over-riding priority, and that general affordable housing for families has not been addressed enough. In the previous decade, the Town's Development Committee (EDHAC) strongly encouraged the construction of one- and two-bedroom units to limit the number of schoolchildren moving into Lynnfield.

Despite the recent addition of two large multi-unit 40B/40R developments at Lynnfield Commons and Arbor Point, these units are not particularly affordable. One woman testified to the LHA subcommittee that the minimum income requirements for the affordable units at Arbor Point required her to make \$55,000 per year to qualify. The LHA Subcommittee was extremely concerned that in Lynnfield, even affordable housing is not affordable.

Most of the affordable 40B units built in Lynnfield in the last 20 years, aside from Lynnfield Commons, are houses for ownership, not rentable units such as the LHA now proposes to build. These include the developments at Ramsdell Way, Partridge Island and Pyburn Mews. The LHA

intends to build or rehab 16 units of affordable housing on land it already owns or that is adjacent to said land.

The proposal will develop a plan for affordable, rentable family housing, an identified need that Lynnfield has had no significant construction of in the last two decades.

3. CONSISTENCY WITH LOCAL/REGIONAL PLANS: Explain how the proposed activity is consistent with local/regional plans (e.g., master plan, urban renewal plan, consolidated plan, regional plans such as the South Coast Rail Corridor Plan, HPP). Please be specific.

The current Lynnfield Master Plan was written in 2002. Affordable housing and the impact of Chapter 40B are strong focuses of the Master Plan, which analyzed how far Lynnfield was from meeting the Chapter 40B threshold. The Master plan also reviews Lynnfield's housing density, its restrictive zoning, and the income affordability gap based on census data.

The Master Plan recommends meeting the 40B threshold through inclusionary zoning and the creation of rental units. Due to the age of the Master Plan, some of its goals, such as meeting the 40B threshold, have already been met.

The Master Plan also expresses a strong concern by the community to maintain the local flavor and charm of the Town.

The current proposal to build affordable rental units in an area that will not impact the character of the community and is consistent with the recommendations and aims of the Master Plan.

4. COMMUNITY SUPPORT: Describe past and current local efforts that demonstrate meaningful community involvement in and local commitment to the proposed activity. Identify local and regional stakeholders who participated in these efforts and the nature of their involvement, as applicable. Explain how the Applicant will create and maintain meaningful community engagement in implementation of the grant and in moving the community along the path to housing production beyond the short-term grant funded deliverable?

The LHA previously reviewed the offer for the sale of Harvey Park and left the matter unresolved on the table. Part of the LHA's concerns at that time was how to fund any expansion. Nonetheless, the LHA has remained interested in fulfilling its statutory mandate to provide affordable housing. The LHA formed a Subcommittee to study the proposal. The Subcommittee conducted an extensive review of Lynnfield's current and future needs and recommended in favor of the purchase of Harvey Park.

Also abutting Harvey Park and the LHA are four private property owners on Grove Street. The other abutter is Our Lady of Assumption Catholic Church. Our Lady's has a school, a rectory, a church, a convent, and a large parking lot in the immediate vicinity, or directly abutting, Harvey Park. Across Grove Street is the Calvary Church.

Unlike a lot of other neighborhoods in Lynnfield, Harvey Park is surprisingly isolated. It is not part of a large subdivision and there are few private residences in the immediate area. This is a small slice of Lynnfield bounded by multi-lane highways (Route 128 and Route 1) and surrounded almost entirely by institutional neighbors.

The LHA is working to develop a community consensus on the need to build more affordable housing. As part of this consensus, the LHA Subcommittee has written a Housing Needs Study to

explain where Lynnfield is now and where it should go next. The LHA Subcommittee has held several public meetings in the evening to encourage community attendance. The LHA Subcommittee anticipates holding several more public meetings, as well as directly contacting the private landowners who abut the parcel. The LHA will also have several opportunities to build public support through the approval process.

-
- 5. NEED FOR FUNDING:** Explain why PATH funding is needed to undertake the proposed activity, including previous efforts by the community to obtain funding and leverage other resources for this purpose. If local or regional funding sources are not being used (e.g., CPA or housing trust funds), please explain why they are not available.

PATH funding is needed because the LHA lacks the institutional memory of constructing the current Ross Drive units. The LHA needs this funding to get professional assistance for the preliminaries of buying and building at Harvey Park.

Much like the first pebble in an avalanche, the PATH funds are not being used to the exclusion of, or as an alternative to, other funding sources. The LHA is preparing applications to CEDAC, the Affordable Housing Trust, DHCD, the North Shore Housing Consortium, and other sources.

Indeed, some of the assistance needed is to write the grant proposals and advise the LHA of other funding sources.

CPA is not available because Lynnfield has not adopted the preservation act.

The LHA asks for these funds as an initial outlay before it can fully explore and plan for the Harvey Park expansion.

-
- 6. WORKPLAN:** Identify tasks necessary to accomplish the proposed project and measurable benchmarks for success (use matrix form Attachment C).

Under this grant the LHA proposes to fund:

- A feasibility study to determine whether the LHA's existing land and new land will support 16 units and the effect of new units on the infrastructure, particularly road access, access to the Lynnfield Water District's water pipes, and potential access to the Lynnfield Common's sewer pipe extension.
- A design and rough map of the new unit placement sufficient to present to the local permitting authorities. The design is also necessary to secure federal funding to build the units.
- An attorney to advise on the purchase of the land.
- An architect to perform the first portion of the design phase.
- A consultant to advise on funding opportunities and the public bonding process.

Each of these five parties will develop a written work product, in the form of a report, or map, or P&S Agreement, or a financing/bonding projection. The written work product will be due on specific dates to allow the construction schedule to proceed as anticipated.

-
- 7. SCHEDULE:** Identify the amount of time required to accomplish each task and overall activity (use matrix form Attachment C). Address the feasibility of overall timeline.

The LHA will contract for professional services to be approved at its May 19, 2015, Board Meeting.

The LHA seeks to have the feasibility study in hand by June 2016 to serve as a final check that the execution of a P&S agreement is desirable and will serve the goals elaborated.

The LHA anticipates concluding a purchase agreement contingent upon funding by early summer of 2016 (attorney).

The LHA seeks to have permitting completed in early August, before the winter 2016 season starts. Therefore the map/design, including any conditions on rehabilitating the existing units, must be completed before the Board's meeting on June 2016.

The LHA also proposes to rehabilitate the existing units in September and October of 2016, before dedicating its attention to new construction. The rehabilitation will be done under the consultant's design, reserving the services of the architect for the new construction.

The LHA will be required to issue BAN's or other short-term notes in anticipation of funding that will be procured. The financing report and proposed bonding must be completed before construction on the new units.

8. BUDGET: Identify sources and uses of funding for each task identified in the workplan and indicate whether sources are anticipated or committed (use matrix form Attachment C). Include documentation and timelines for funding availability.
See, in part, attached Report.

The LHA will seek additional funding through CEDAC, the Affordable Housing Trust, DHCD, North Shore Housing Consortium, Bonding, and the Federal Government.

For the PATH grant specifically, the LHA proposes the following budget:

- Attorney (\$1700-\$2500)
- Consultant - design (\$3750-\$5000)
- Architect (\$5500-6000)
- Consultant - feasibility study (\$2500-\$3000)
- Consultant – public bonding/financing (\$5000)
- Expenses (\$1000)

These professional services will provide the basis for the LHA to win further funding, secure permitting and close on the purchase of land from the willing buyer.

9. READINESS TO PROCEED: Demonstrate readiness by identifying proposed consultant and the scope of the proposed contract. Identify contract selection process that will be used (i.e., either DHCD pre-qualified consultant or c.30B procurement). If a consultant has not been identified at the time of application, other information should be provided that demonstrates readiness (e.g., site control, RFR completed, town meeting vote, commitment to project of other funds).

The LHA has formed a building subcommittee.

The LHA has completed a Housing Needs Study.

The LHA has already drafted RFP's (subject to funding availability) for the purpose of identifying professionals willing to assist and on what terms, should the LHA secure funding. The LHA is prepared to use Chapter 30B procurement.

The LHA is interacting with a willing seller and has conducted a walk-through of the property.

The LHA seeks to use consultants and professionals familiar with public-housing projects to provide the knowledge base which the LHA lacks.

The LHA has identified one of the consultants that it seeks to use, specifically Maura Tsongas, for her expertise in public housing.

The LHA will build some of the new units upon land that it already owns, giving it partial site control.

10.CAPACITY TO UNDERTAKE ACTIVITY: Identify municipal staff responsible for each task in the workplan as well as for grant oversight. Describe the experiences that such staff have in undertaking similar activities.

To some extent this will be a new activity for the LHA, thus justifying the fact that it seeks professional assistance.

The LHA building subcommittee consists of a commissioner and two attorneys, one with extensive real estate experience and the other with municipal and public law experience.

The LHA executive director, Eva Foley is a dedicated and experienced public servant with more than 18 years working in public sector housing. She is also certified as the LHA's procurement officer under Chapter 30B. Mrs. Foley holds numerous certifications from NAHRO and attended many NSHEDA conferences. Mrs. Foley also supervises all of the LHA's construction projects, such as rehabilitating the existing units. This project is one step beyond her experience, but she has the necessary skills. The LHA will need to consider extending her hours to allow her to focus on the project.

The LHA also has a part-time executive assistant, a full-time maintenance director, and a seasonal maintenance worker. The LHA also contracts with a private attorney, accountant, and other contractors including electricians and plumbers.

The LHA will need to consider hiring a construction manager depending on the scope of the project.

11.IMPACT OF ACTIVITY: Describe the potential impact (i.e., degree and nature) of the proposed activity on the neighborhood, municipality and region.

The first phase of the Harvey Park project is simply to rehabilitate already- existing structures. This will have little impact upon the neighborhood.

As noted above, there are only four private residences that abut the parcel, and all remaining neighbors are institutional neighbors.

The LHA's activity will have a low impact upon the area because it is a small slice of Lynnfield bounded by Route 128 and Route 1, both multi-lane highways.

There will be a small traffic increase on Grove Street, as an additional 9 units of new construction will be added to the end of the street. The land sought from the Town will ease this impact.

A portion of the new construction will occur upon land already owned by the LHA. The current LHA residents will not be inconvenienced because the new construction will share road access with Harvey Park, leaving Ross Drive its own private cul-de-sac.

Lynnfield Housing Authority

Report of the Building and Development
Subcommittee

October 2015

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Basis for this Report

The Legislature has chartered each municipality to have a Housing Authority under what is now Chapter 121B of the General Laws. G. L. c. 121B § 26 provides:

A housing authority shall have the following powers in addition to those set forth in section eleven or elsewhere in this chapter:

- (a) To make study of housing needs and markets...
- (b) To conduct investigations and disseminate information relative to housing and living conditions...

G. L. c. 121B § 26.

Need for this Report

Lynnfield's last substantive look into its housing needs and stock occurred in 2006 when Al Merritt's Economic Development and Housing Advisory (EDHAC) submitted a reportⁱ to the Town and the Commonwealth's Department of Housing and Community Development. This Report may appropriately be viewed as the ten-year follow-up to EDHAC's 2006 document.

EDHAC's report was primarily focused on accomplishing the affordable housing mandate contained within G. L. c. 40B. EDHAC looked at the potential and planned possible developments of affordable housing and commercial development. The adoption of Chapter 40R ("Smart Growth Zoning"), clearing the way for what is now Market Street, was one of the most significant

recommendations. Most of EDHAC's recommendations have now been realized. Now it remains to look to, and plan for, the future.

Scope of Study

The Lynnfield Housing Authority is composed of a five-member board, including one gubernatorial appointee and four elected members. It is staffed by a skilled executive director of long experience, Mrs. Eva Foley and her assistant Gayle XXXXX. The Authority has a small maintenance staff headed by Mr. Benjamin Tropeano.

In 2014 the Housing Authority Board was approached by Mr. DiPietro, its neighbor, about the possibility of buying the adjacent parcel of land with four units of housing. Mr. DiPietro's property is called "Harvey Park." The Housing Authority was initially uncertain about investing in any expansion and left the motion on the table undecided.

After several months passed, a motion to study the possibility of expansion generally and Harvey Park specifically was made. The Board resolved to study the possibility in June 2015. A Building and Development subcommittee was appointed to investigate and report back. Chairman Yaremchuck appointed Attorney Gerald Shulman as the Chair of the Subcommittee and appointed Commissioners Joseph "Joe" Markey and Michael Walsh to the Subcommittee.

The Subcommittee was chartered to report back at the Board's September meeting.

Attorney Shulman has worked to investigate Harvey Park, specifically. He has reviewed the records of the Registry of Deeds. Attorney Shulman has also consulted with the Board of Assessors to get objective information of the value and nature of the parcel. Attorney Shulman conducted a walk-through of the property. Attorney Shulman has made diligent search of the local newspapers and journals and kept the Subcommittee updated on all local doings involving affordable housing. Attorney Shulman provided background information about the affordable housing at the Market Street mixed-use 40R development. Attorney Shulman also provided invaluable background from his lengthy legal career on the nature of real estate transactions.

Commissioner Joe Markey has made extensive survey of the potential funding resources from the Federal Government, the Commonwealth, non-profit entities, and regional collaborations. Commissioner Markey has interfaced with several other local housing authorities to gain valuable insight about housing authorities, their necessity, and how they grow and expand. Commissioner Markey has also consulted with experts in the field of affordable housing. Commissioner Markey has also engaged with the local community to establish the level of public support and desirability of an expansion of the Housing

Authority. Commissioner Markey has carefully explored local resources, reviewed the Lynnfield Master Plan, and formed an authoritative expertise on affordable housing in Lynnfield.

The Subcommittee also reviewed the history of Lynnfield. The Subcommittee reviewed State data on Lynnfield and census data. The Subcommittee reviewed Lynnfield's zoning laws and scheme. The Subcommittee reviewed practices in other municipalities. Legal authorities on housing authorities' powers and responsibilities were consulted. The potential obstacles to a public construction project and its financing were reviewed. The Subcommittee reviewed the difficulties presented by public procurement law and the lengthy process involved in bonding.

The Subcommittee conducted a survey of local housing needs and an inventory of affordable housing in Lynnfield. The survey and inventory will be submitted in a separate report to follow in October.

The Subcommittee consulted with several experts in the fields of construction, bonding, architecture, public procurement, law, engineering, environmental concerns, water, utilities, geography, public planning, highway design, public infrastructure, emergency services, finance, public finance, public construction and design and zoning.

The Subcommittee has held ten public hearings. The Subcommittee has also taken testimony and comments from several witnesses and local residents.

The Subcommittee has also separately produced a sealed report on the desirability of purchasing and developing Harvey Park.

Resolution

The Subcommittee resolved from the outset that no appreciable risk of any type, financial or other, can fall upon the vulnerable populations already housed in the Lynnfield Housing Authority's programs. Any modifications, improvements, or expansions must be substantially financed from new sources. The Subcommittee resolved that no harm would come to the tenants of the Housing Authority.

Greater Context

Boston and the Greater Boston Area are presently experiencing what experts have termed a "housing crisis."ⁱⁱ This is primarily a side-effect of the economic recovery from the "Great Recession" of 2008-2009. As Boston's economy has recovered, and jobs have returned, workers now seek better and more convenient housing as their income becomes more secure and increases.ⁱⁱⁱ In these situations, workers desire affordable housing that contains comfortable amenities and is also convenient to the transportation infrastructure. In picking

housing locations, workers and their families seek good schools, access to either highways or public transportation, and stable housing values to reflect the investment of ownership, where appropriate.

The experts have deduced a housing crisis because the newly-spurred demand for housing has rapidly outpaced the housing supply. In turn, with the housing demand being so high, the cost of housing has skyrocketed because even substandard housing is being snapped up at every available opportunity. This has led to a number of governmental and private efforts to relieve the burden on the housing supply. The scholarly studies indicate that unless a solution to the housing crisis is found, the labor market will self-adjust and jobs will move elsewhere, away from the strained Metro-Boston housing market. The lack of affordable housing is imperiling the economic recovery and economic future of Massachusetts.

History of Affordable Housing in Lynnfield

From its earliest days Lynnfield was a farming community. See Thomas Wellman, History of Lynnfield.^{iv} Lynnfield has enjoyed preferential access to public transportation, such as early access to the Boston and Maine Railroad which was built through Town in the 1820's.

Lynnfield was among the proactive communities who sought to regulate and control housing before the Legislature granted the municipalities planning power. On March 12, 1928, Town Meeting voted to discontinue the prior Commission on Town Planning in favor of a new Town Planning Board.

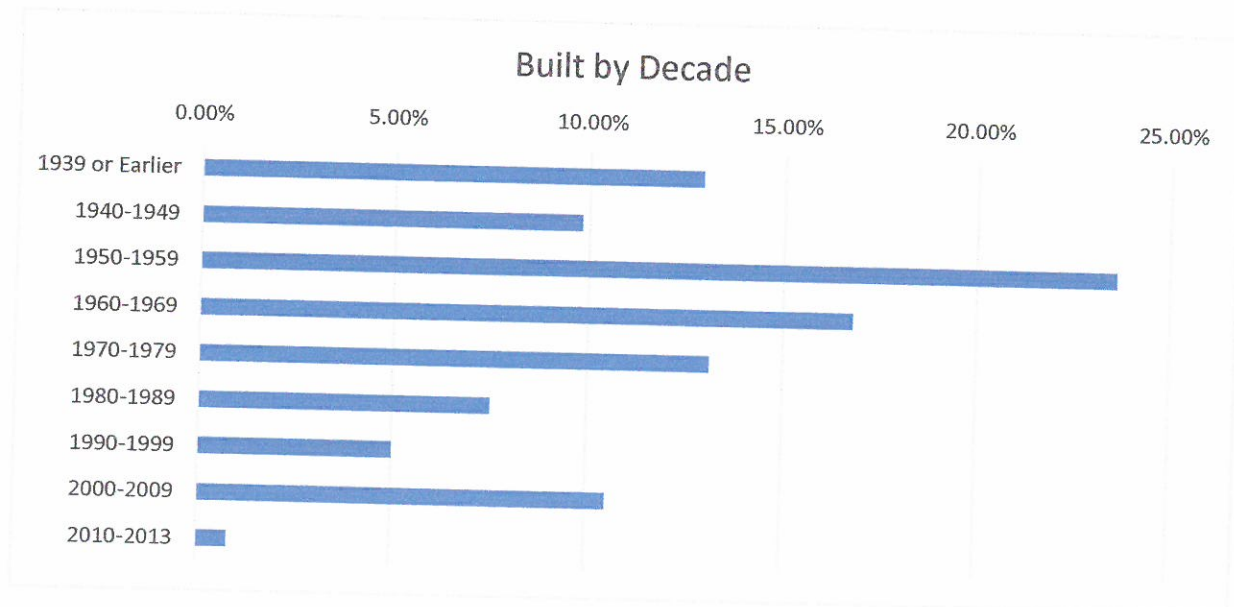
On January 27, 1941, the Town Meeting voted to adopt one of the earliest versions of the subdivision control law. St. 1936 c. 233. This law imposed the familiar requirements of a public hearing and the approval of a map plan before a subdivision could be erected. Concomitant with the rise of the Planning Board was the adoption of zoning laws governing land development in Lynnfield.

Once a regulatory framework was in place, it was possible for the massive post-war housing boom to begin. The importance of subdivisions to access to affordable housing cannot be overstated. Subdivision allowed middle-class families, previously confined to the cities, to move out into suburbs and to experience the joys of home ownership.

Also fueling this national housing boom was the widespread availability of low-interest loans available to soldiers returning home from the war. Although Congress made the loans available as a reward for military service, the large percentage of the male population who had served now created an overwhelmingly unsatisfied demand for lower-cost housing. The

construction industry, within the framework of subdivisions, rose to the challenge and started constructing the now-familiar suburban single-family home, as the family farmhouse faded into the mist of history.

Built by Decade^v



Lynnfield's earliest subdivisions, among them Edwards Avenue and the Fairview Avenue neighborhood, were built in the 1940's. Other than the historical farmhouses, these remain Lynnfield's oldest housing stock. Several of Lynnfield's other developments tend to bear thematically-named streets. All of the streets in Sherwood Forest are named after characters or places from the Robin Hood legends, while the street names in King James Grant carry traditional English names and spellings such as Grey Lane and Durham Drive. Apple Hill respects its

former history as an orchard by naming its streets after varieties of apples.

In the 1940 census, Lynnfield had a population of 2,287, having just reported a forty-five percent increase over the prior decade. By 1960 that population would quadruple to over 8000.

Lynnfield continued to make the requisite modifications necessary to make it desirable. During the 1960's, the Town experienced a more than doubling of the school-child population, which required the building of several new schools as well as modernizations. At this time, Lynnfield had the South School, the Center School, the new Summer Street School, and the new Huckleberry Hill School. Lynnfield saw, for the first time, a dedicated Junior High School and later a High School.

Lynnfield also saw a concurrent rise in government services, directly attributable to the population increases in the new housing construction. Lynnfield's police eventually reached an all-time high in its force of twenty-seven men. The early 1970's saw the first hiring of professional firefighters. Lynnfield's government also outgrew its accommodations and built a new government complex now located at 55-59 Summer Street. A new South Fire Station was built after the State took the land from the old Chemical House to modernize the Route 1 Interchange. This time also saw the demise of the Lynnfield

Street Car Railway and regular access to the B&M passenger rail service. In exchange Lynnfield was blessed with prime access to the new interstate highway Route 128/95 and the now multi-lane Route 1, expanded from its prior sleepy existence as a two-lane post road.

The new population was, proportionally, highly educated. Most took advantage of the GI Bill following World War II. The new population was largely white and reasonably-affluent middle-class. Even the quality of construction reflected the increasing demand for higher-quality as the housing lots in the subdivisions grew bigger and contained more bedrooms.

In 1969, the Legislature decided that affordable housing was a crisis that required significant legislative attention. The Legislature substantially revised the laws governing housing authorities and redevelopment authorities. The Legislature also enacted Chapter 40B, the so called "anti-snob zoning law." This law imposed affordable housing upon all the municipalities, requiring that each community have ten percent affordable housing stock. To provide an incentive to private land developers, the developers would be exempted from onerous local zoning laws, after State approval, provided that one quarter of the new units were devoted to affordable housing.

On April 24, 1972, Town Meeting voted to create the Lynnfield Housing Authority under G. L. c. 121B. The Housing

Authority was to provide affordable elderly housing. Within a few short years the Housing Authority bought land and built the current housing complex at Ross Drive. The Ross Drive complex, formally named Colonial Gardens, is roughly thirty-five years old and provides sixty-four units of affordable elderly housing under the general supervision of the State's Department of Housing and Community Development.

As time wore on, the Townspeople were dissatisfied with the Housing Authority. At the time, the Housing Authority was prevented by state law from providing any preference to residents of Lynnfield. Another bone of contention was the sharp income limits affixed to the Housing Authority tenants by the Commonwealth. To remedy the situation, in 1982 the Town chartered a new non-profit housing corporation, Lynnfield Initiative For the Elderly (LIFE).^{vi} A previous 1980 amendment in the Housing Authority's charter failed to meet the Town's needs. LIFE is chartered and run under the supervision of the Board of Selectmen.

LIFE^{vii} built two new elderly housing complexes, both having sixty-four units, one off of Main Street (Center Village) and the other off of Essex Street (Essex Village). The LIFE housing units are "owned" by the occupant, subject to a clever scheme of restrictions, while the Housing Authority tenants simply rent, with a government subsidized sliding rent calculation. In the

LIFE units, an elderly resident may be offered the chance to buy a right to occupy a unit at a fixed price. After the death of the resident, or if they decide to leave the unit, the unit must be sold back to LIFE at the purchase price. In terms of regular operation, the LIFE units work very much like a condominium, even though there is no free alienation of the property. Among other advantages, this scheme allows an elderly resident to convert their life savings, often from the sale of their family home, into a real estate vehicle which will thereafter be kept safe, to be later cashed out upon their death or entry into a care facility. The LIFE units also have no income restrictions, allowing any elderly resident of Lynnfield to freely partake in the scheme, subject to a familiar waitlist procedure. The LIFE units do not count toward the Town's Chapter 40B limit under the State's Subsidized Housing Inventory for assessing affordable housing.

The 1990's and 2000's saw a significant amount of 40B development in Lynnfield. 40B development need not be apartments in the unflattering public stereotype, but rather are frequently separate, free-standing, single-family houses which are built to be indistinguishable from the rest of the subdivision. Ramsdell Way is the one of the most recent examples in Lynnfield. 40B development is required to carry an

affordable housing restriction on the deed, which is to be enforced by the Housing Authority.

Concerns about the fiscal sustainability of increased government services in the tax-constrained, post-Proposition 2½ world caused the Town to encourage the development of elderly housing. It was believed that elderly housing would provide less of a drain on public services than families with school children who must be educated. It remains to be seen whether this is true, as the elderly increasingly draw from emergency services (fire, police and EMS) as their health fails or even as they become more vulnerable to dangers such as robbery.

It is also true that the large post-war "baby boomers" are now growing elderly. The elderly no longer comprise a small percentage of the population. Simply put, even if the elderly draw less public services than schoolchildren, there are more elderly than ever and their percentage of the total population is growing. The same generation that required Lynnfield to increase from two schools to six schools in the 1960's are now drawing on the Town's ambulance service, living in elderly housing, and causing the building of long-term care facilities such as the Sunrise on Salem Street in Lynnfield.

Demographics

These are relevant demographic facts drawn from the U.S. 2010 census and follow-up census data through 2013. This data is Lynnfield specific:

<u>Population</u>	
Population 2010	11,596
Foreign Born	8.4%
HS Grad or Higher 25Y.O. '09-13	96.9%
Bachelor Dg or Higher 25Y.O. '09-13	44.4%
Multi-language households	11.0%
Veterans '09-13	563
% Employed	66.6%
% receiving social security	34.8%
% with other retirement income	18.8%
% receiving SSI	3.8%
% receiving food stamps	1.0%
% receiving other public assistance	2.1%
<u>Income</u>	
Per Capita in last yr	\$46,659
Median Household Income	\$110,980
Median Family Income	\$122,333
Mean Family Income	\$147,079
Persons below Poverty line	1.6%
Median income for worker	\$50,495
Med. Earnings Male, FT, yr round worker	\$82,730
Med. Earnings Female, FT, yr round worker	\$56,753
<u>Age</u>	
Persons under 5 Y.O.	4.5%
Persons under 18 Y.O.	25.3%
Persons 65 Y.O or older	17.7%
<u>Race</u>	
White	94.7%
Black	0.5%
Asian	3.3%
Hispanic	1.7%
Mixed	2.0%
<u>Housing</u>	

Living in same house >1yr	92.1%
Mean Commute time to work '09-13	28.5 Min
# of Housing units	4,354
Homeownership rate '09-13	88.0%
Housing in multi-unit bldgs '09-13	11.3%
Median value of houses	\$547,900
Households '09-13	4,136
Persons per household	2.85

Occupied Housing	94.2%
Vacant Housing	5.8%

Housing Characteristics

Housing Units w/ mortgage	71.3%
Housing Unites w/o mortgage	28.7%

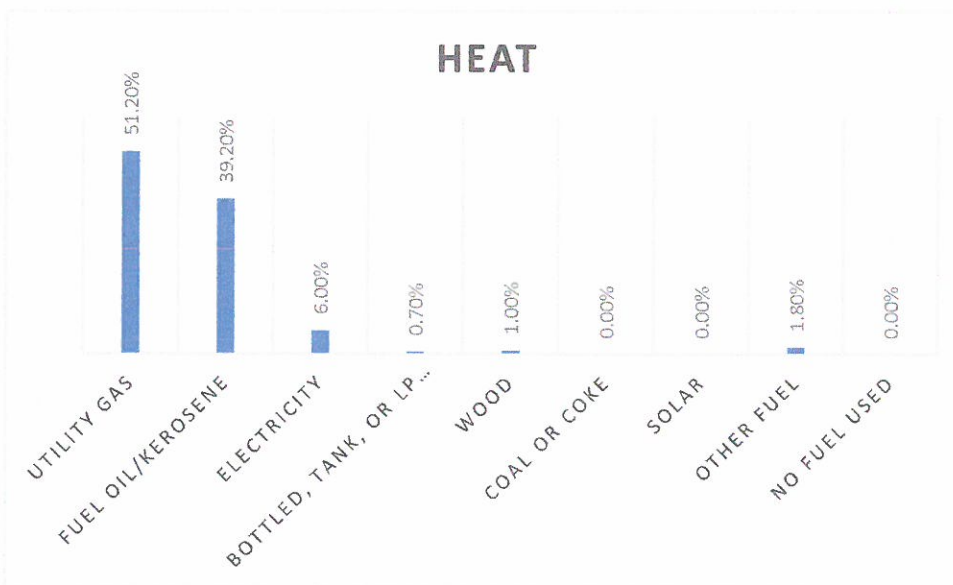
Lacking complete plumbing	0.4%
Lacking complete kitchen	1.9%
No telephone service available	0.3%

Owner occupied	88.0%
Renter occupied	12.0%

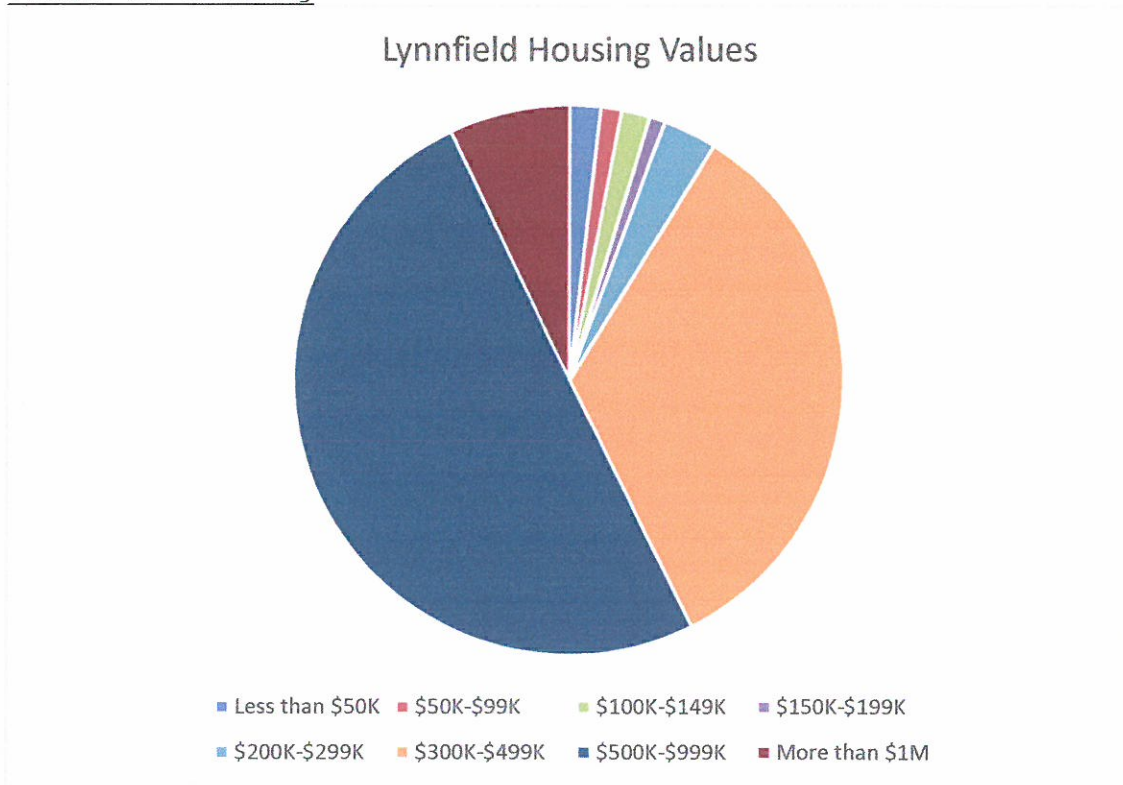
Avr. Household size Ownr-occupied	2.99
Avr. Household size Renter-occupied	1.83

Heating Sources in Lynnfield^{viii}

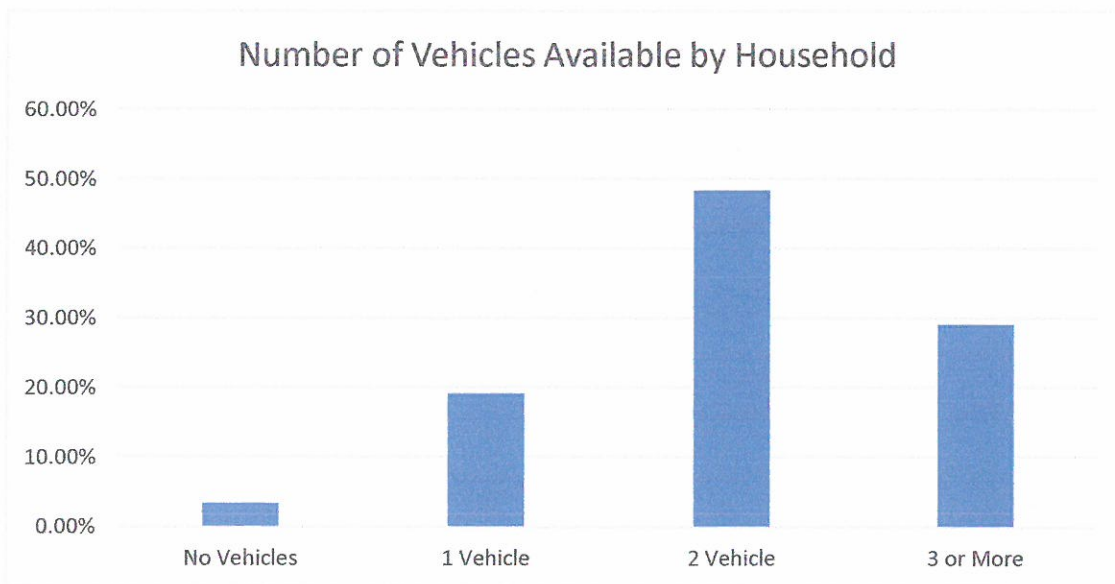
As a percentage of Lynnfield Housing Stock



Value of Housing^{ix}



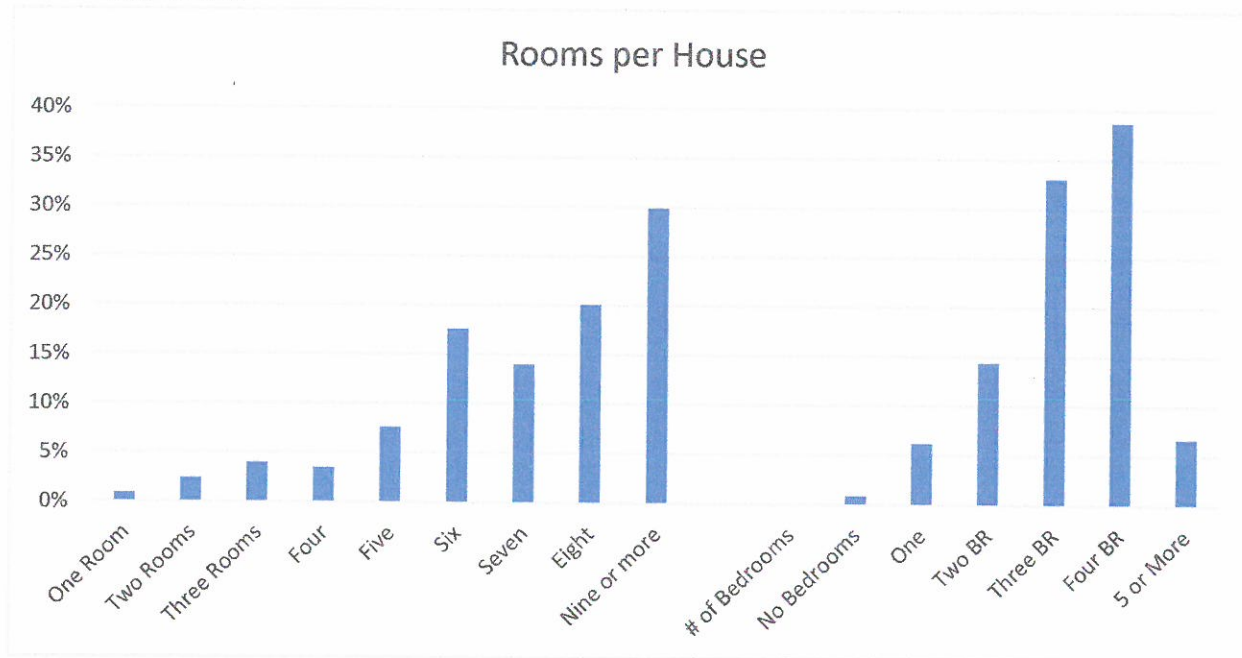
Vehicles Available^x



<u>Housing Type</u>	
1 Unit, attached	87.3%
1 Unit, detached	1.2%
2 Units	1.4%
3 or 4 Units	2.7%
5 to 9 Units	1.3%
10-19 Units	1.7%
20 or more units	4.2%
Mobile homes	0.3%

Rooms and Bedrooms Per House^{xi}

Expressed as a percentage of Lynnfield's Housing Stock in 2013



Narrative Description of Demographics

Lynnfield is a small "bedroom community" just north of Boston, at the crossroads of Route 1 and Route 95. Its history is that of a farming community, although it has always had excellent access to the transportation

infrastructure. It has little in the way of industrial or large-scale commercial development, although this situation has improved with the Market Street project. Because Lynnfield is a bedroom community it is more stable as a whole, with the bad times being a reflection more of the housing market than the economy itself.

The primary draw to Lynnfield is its suburban nature, combined with its good schools and infrastructure and easy highway access. Most of Lynnfield's residents are well educated, and most own their own home or are part of a family that owns a home. A preference for multi-bedroom houses is high, as families comprise a large component of Lynnfield's population; more than a quarter of its residents is under age eighteen and in school. Lynnfield's attraction is reflected in its housing values, with more than half of its homes valued between \$500,000 and \$1,000,000. Lynnfield's population is also mobile, with most having access to two or more cars.

The vast majority of Lynnfield's housing stock is owner-occupied. Homes available for rent, or multi-family units, represent the exception to the rule, although recent developments at Market Street and Lynnfield Commons have added more large multi-unit structures. Most of the houses

are now of an older vintage, being representative of the construction boom following World War II.

Lynnfield is also largely built out. Most of the remaining unbuilt land is committed to conservation, generally in the form of unbuildable marshland. The 2006 EDHAC report speculated that the Sagamore Golf Course, in the northeastern corner of Lynnfield, might be developed, but was uncertain of its prospects. The Sagamore Golf Course is now the largest, single-owner undeveloped parcel in Lynnfield, excluding government land held for conservation or water purposes.

The challenge for Lynnfield's future is to keep its enviable position, with increasingly close caps on resources, land, room, government resources, and wear on infrastructure. It must avoid "going to seed" like other older communities in northeastern Massachusetts, even suburbs, which have been unable to stem the creep of urban decay.

Conquering Chapter 40B—EDHAC's Goal

Chapter 40B of the General Laws was enacted in 1969 to increase affordable housing. Chapter 40B has acquired a negative reputation over the years, including being termed the "anti-snob zoning law" in the press. Despite its negative

connotation, the people of Massachusetts continue to recognize the need for affordable housing, overwhelmingly rejecting any attempt to repeal Chapter 40B by ballot in 2010.^{xii} Lynnfield, which has long suffered involuntary 40B developments, voted in favor of repealing Chapter 40B, 2,874 to 2,476 or 50.8% to 43%.

Chapter 40B requires that ten percent of a community's housing stock be affordable. In communities that do not meet this goal, a developer may exempt himself from any unfavorable local zoning or ordinances preventing the building, so long as twenty-five percent of the new units are dedicated to affordable housing. EDHAC's 2006 report was primarily concerned with how to meet the Chapter 40B threshold. Lynnfield's 2002 Master Plan intended to meet the Chapter 40B limit because thereafter "the [T]own will be insulated against additional Ch.40B proposals." Lynnfield Master Plan, pg. 23 (2002). Much of EDHAC's 2006 Report was an operation survey of where to put additional Chapter 40B developments and which of the proposed or possible projects were viable.

As of December 14, 2014, the last available calculation from the State, Lynnfield has 11.4% affordable housing. This makes Lynnfield one among roughly a dozen communities that have met the 40B threshold. Going forward Lynnfield need not unwillingly swallow any affordable housing developments that do not share the character of the community. Any future

development will be conducted with an eye toward the schools, the tax base, and the character and aesthetic of Lynnfield.

Part of the Solution

Since significant reforms in the 1990's and 2000's, housing authorities have been freed from the earlier constraints that first forced Lynnfield to turn away from the Housing Authority and charter LIFE. For example, the Housing Authority now regularly gives preference to Lynnfield Residents. The Housing Authority serves the elderly, the needy, and the disabled. However, the Housing Authority has a broader role to play in defining the community; it is charged with preserving the community. The Housing Authority plays an important role in keeping housing values stable and advancing community interests, as discussed below.

Deed Restrictions

The Housing Authority is the enforcement authority for all of the affordable-housing deed restrictions placed on private 40B developments. If the affordable-housing deed restrictions are not enforced, then the State will be forced to de-certify the development as affordable housing. If the private 40B developments are decertified then Lynnfield will no longer be above the 40B threshold. An entire decade's worth of planned and concentrated development could be wiped away in a moment.

Enforcing the deed restrictions also prevents unscrupulous individuals from enriching themselves at the expense of the community. The affordable housing in private 40B developments is subject to a random lottery in which qualified purchasers compete for the opportunity to buy the housing at the artificially below-market prices. The 40B developers are prohibited from materially discriminating against the affordable housing buyers, so the houses in each development are built to be largely indistinguishable. Consider the most recent 40B development on Ramsdell Way. The houses built on Ramsdell Way are million-dollar houses, with the developer selling #11 and #8 for \$1,150,000.^{xiii} Other houses in the same development have been subject to the 40B affordable housing lottery and were sold for between \$350,000 and \$400,000. It would destroy confidence in housing values, undermine a worthy public objective, and unfairly enrich the lottery winners if they were later entitled to sell the house for the market-value, free from the deed restriction that made the initial purchase of the house possible at below-cost.

The same concerns about deed restrictions also occur in rent properties that were only built under Chapter 40B because of a restriction guaranteeing that a percentage would be kept at affordable, state-mandated rent levels. This is the case with the Lynnfield Commons apartments and the 40R non-elderly housing

at Market Street. It would serve no purpose if private developers got public benefit only to break the promises which justified according private parties special public privileges.

Keeping the houses affordable as the law requires and holding the apartment complexes to their state-mandated rent pricing obligations are important parts of keeping Lynnfield affordable. It also gives effect to the ideals of the affordable housing legislative scheme. The people who enter the 40B lotteries look forward to the opportunity to join the Lynnfield community and live in otherwise unaffordable houses. These are not seedy transients who would destroy the community, but rather people who seek to join the Lynnfield community and lack merely the opportunity and the means. By mandating equality in housing and welcoming them to Lynnfield on equal terms, the whole community benefits from a richer and more diverse fabric of society.

Focusing Societal Resources

The Housing Authority also has a mission to identify and work against blight and dilapidation in the housing stock. This mission is designed to work as a safeguard against back-slippage that would diminish housing values. This is normally a mission common in large cities, but even Lynnfield is not immune to the ebb and flow of the economy. During the "Great Recession" of

2008-2009, a number of Lynnfield homes suffered foreclosure and some well-known locations became unkempt or dilapidated.

Because of this mission, the Housing Authority enjoys special access to various federal and state funding to allow it to combat blight and dilapidation. This funding can be put to the good use of the community if a public benefit can be served. Lynnfield does not presently need them, but there are programs for downtown revitalization, for community commercial development, for the reformation or construction of public housing, and the optimization of private housing. Nor is Lynnfield far out of the norm. It is common for places like Athol, Groton, Lexington, Carlisle, and Dorset to use these federal and state funds to improve their communities.

Take just one example of the Community Development Block Grants (CDBG) of federal funds administered by the state DHCD. The average population of recipient communities is 10,213, which is fifteen hundred people smaller than Lynnfield. The average size of the CDBG is \$741,000. Forty-four percent of Massachusetts communities receive CDBG funding, but Lynnfield has not sought to take advantage of these funds.

These funds need not even be targeted at blight, but at any projects for the benefit of the community. The redesign of Lynnfield Center or the rehabbing of Centre Farm to a public purpose would be an ideal uses of these grants.

Middle-Income Housing

One often overlooked portion of the affordable housing mandate is the "middle-income" population. There is a prejudicial stereotype that the people who benefit from government subsidized housing are poor, transient, seedy types prone to drug-dealing and other unproductive behavior. This stereotype is grossly unfair to the elderly, the disabled, veterans, and people who have not had the opportunity of a middle-class upbringing and education. Government subsidization, or other intervention against the normal flow of the free market, comes in all shapes and sizes.

As part of the reforms freeing housing authorities to work for the benefit of the community, housing authorities are now encouraged to assist people above the poverty line. Indeed, the Boston Redevelopment Authority (BRA), for example, has an aggressive program monitoring affordable housing restrictions on private developments, targeted at people in the middle or moderate income range. The BRA defines moderate incomes as 70%-100% of the area median income defined by the federal government. In 2015, for a family of four, the BRA defines the moderate-income as \$68,950- \$98,500. A family of four making just below \$100,000 is entitled to have the government intervene to ensure that their community remains affordable.

These kind of enlightened reforms, informed by prior mistakes in public planning, make the government less a provider than a simple guarantor of the opportunity to live affordably and to participate in the community. A carefully-targeted program of affordable-housing deed restrictions also avoids the economically-depressive effects of programs like rent-control or the socially-restrictive and undesirable elements of a Section 8 housing-voucher program.

Indeed, moderate-income housing programs are more in character with Lynnfield's needs. Lynnfield has only a small percentage of people below the poverty line. Lynnfield's median income is higher than surrounding communities. However, there are plenty of individuals who could benefit from a middle-income housing program. Nor would such a program be out of place in a community like Lynnfield. A middle-income housing program would serve Lynnfield's current and future needs, without jeopardizing its charm and flavor.

The sum of the matter is that the Housing Authority should exercise, on behalf of the public, a voice in what our community looks like and how it is composed.

Elderly Housing

The Subcommittee also reviewed the needs of further elder housing development. This is one area in which the Subcommittee

believes that Lynnfield is in a materially-different position than a decade ago when the 2006 EDHAC report was written.

In 2005, while the EDHAC report was in development, the Sunrise Assisted Living Facility opened. The Sunrise added seventy-nine apartment-style units of elderly housing, with a communal dining arrangement. These units do not count as "subsidized units" toward the Chapter 40B threshold, but they are relevant to assessing the need for new elderly units in Lynnfield.

As part of the Market Street development, LIFE Inc. was deeded land to build another development. This new "village" opened in 2014-2015 and complements the existing units at Center Village and Essex Village. The new village adds approximately forty-eight units of elderly housing, under the LIFE "right to occupy" scheme.

The 2006 EDHAC recommended a general strategy of pursuing elderly development to ease the impact of new housing on the public infrastructure. Two developers adopted this idea between the 2006 EDHAC report and the current day, with Town Meeting approving the appropriate zoning changes. The Heritage Woods development, at 900 Lynnfield Street on the site of the former Good Luck Farms restaurant, is age-limited to people fifty-five years and older. Windsor Estates, which is located in back of the Old South School, is also limited to people fifty-five years

and older. Heritage Woods adds forty privately owned townhouse style units, and Windsor Estates adds forty-four units.

The bulk of the housing units already provided by the Housing Authority are elderly housing units. Of the sixty-four units at the Ross Drive complex, all but four, prioritized for disabled housing, are dedicated to elderly housing.

In sum, the EDHAC report recommended aggressively pursuing new elderly housing and the goal was successfully completed. All of these units are legally dedicated to the elderly and exclude ineligible people, either by zoning or by state law. The tally of elderly housing in Lynnfield:

<u>Elderly Housing</u> Including non-affordable units	Elderly Units
Center Village (LIFE)	60
Essex Village (LIFE)	66
*Colonial Village (LIFE)	47
*Sunrise	79
*Heritage Woods	40
*Windsor Estates	44
Colonial Garden (LHA)	<u>60</u>

* Denotes 2005 or newer

^ Denotes a subtraction for the bungalow units at Ross Drive.

Total 396

Expressed as a percentage of the total Lynnfield Housing Stock, these elder units represent 9.09% of Lynnfield's housing units. Of these dedicated elder units, fifty-three percent were built

in 2005 or later. EDHAC's goal of elder housing has been substantially realized.

The Subcommittee recommends and supports increased housing for the elderly who wish to remain in the community. There was a substantial discussion amongst the subcommittee about the pressures of an increasing elderly population, Lynnfield's built-out status, and the projected changes in demographics. Without taking away from the importance of the Town's commitment to elderly housing, the Subcommittee felt it was important to highlight the community's other obligations to families, the disabled, and middle- and low-income residents. Because of the crush of limited resources, any future projects must take a more balanced approach to the entire population.

Lynnfield's focus on elderly housing, although deemed appropriate and necessary a decade ago, have come at some cost. The Subcommittee's extensive review of state and federal funding sources shows that elderly housing, although important, is not presently deemed a pressing national issue. Elderly housing is not the area in which the Federal Government and DHCD foresee an emergency and to which an astounding amount of financial resources should be dedicated. Lynnfield decided a decade ago to make the conscious decision to largely forego federal and state funding, by going against the tide toward housing priorities not deemed, at that time, pressing. Given the

Authority's resolution not to significant draw on the current financial resources of elderly housing, there is now a significant financial incentive to build units, or expand generally, in the policy directions laid out by Congress and HUD.

The Subcommittee also wished to incorporate lessons learned from existing elderly complexes in the construction or design of any new elderly projects in the future. There are important quality of life issues, both positive and negative, that occur when concentrating or segregating the aging population from others.^{xiv} While age-based housing restrictions provide elderly residents with their own peer group, there are potential downsides to isolating elderly residents from the rest of the community and making them an enclave in their own town. Elderly residential complexes should be designed to serve the needs of the proposed residents, such as respecting fixed incomes, providing easy access to community services and infrastructure, and allowing our elderly residents to live the life they deserve after contributing to society for an entire lifetime.

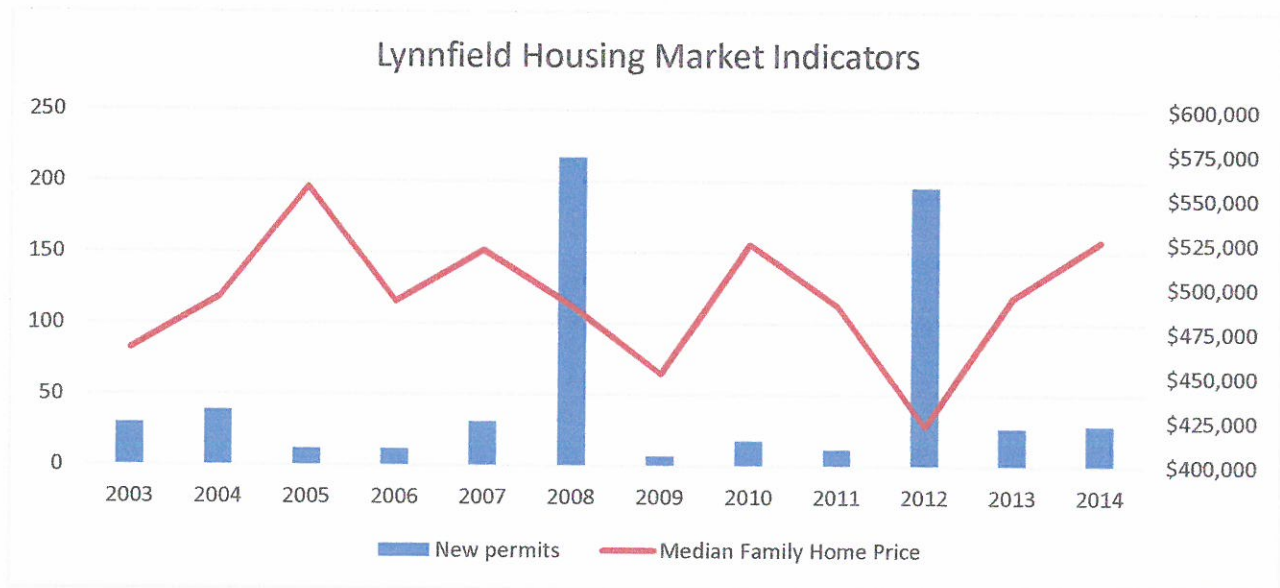
Afterimage

Because Lynnfield is a bedroom community and has no significant industry, it is insulated from the larger economy. There are no large local businesses or commercial plants that

would devastate the community if they shut down. However, the Market Street development has moderated this effect.

Lynnfield's biggest economic vulnerability is also its strength, the strong base of the residential suburban housing market.

Lynnfield Housing Market Indicators^{xv}



However Lynnfield is not completely immune from the economy. The Town suffered a substantial uptick in foreclosures during the economic downturn.

Lynnfield Foreclosure Petitions^{xvi}

2007	24
2008	32
2009	25
2010	30
2011	12
2012	19
2013	6

It is well known that foreclosed homes pose a significant danger to the remaining neighbors and the health of the community. The City of Detroit recently entered America's largest ever municipal bankruptcy, caused by a vicious cycle of empty houses fostering urban decay, lowering housing values and encouraging more people to abandon their houses. Abandoned houses foster squatting, drug crimes, arson, and other health hazards. Foreclosed vacant houses also pose dangers inherent in unattended buildings, which is the reason that insurance companies strongly seek to avoid insuring vacant buildings. While these danger may be minimized or even small in Lynnfield, it is important to acknowledge that even our idyllic little town is not immune from these types of municipal menaces.

There are well-known eyesores in Town where the owner no longer has the financial ability or willpower to maintain and keep up the property. One such case is the Perley Burrill gas station, where the owner (Mr. Pedoto) suffered during the downturn and allowed the historic property to decline. As illustrated by the Perley Burrill case, property left unmaintained can eventually become a public health and environmental danger, requiring public intervention. Such public interventions are costly and lengthy and draw down neighboring property values. It is in Lynnfield's best

interests to whole-heartedly protect the property values that are its strength.

Because of its largely insulated position against the success and failure of the larger economy, Lynnfield continues on its way as an idyllic and bucolic little community. Its economic position is that of a shadow or afterimage of the housing market. Because Lynnfield is particularly susceptible to the whims of the housing market, the conclusion that the entire metro-Boston area is in a housing crisis is alarming. Local public officials should take heed and either chart a course away from danger or brace for the impact. The tenor of the Greater Boston Housing Report Card 2014-2015, while somewhat hopeful, portends a number of different dangers awaiting Massachusetts in the near future.

Conclusion

Lynnfield is now largely built out. Almost all new housing will come in the form of replacement construction, rather than fresh. The Housing Authority should study what resources are available, through legal and financial means, to ensure that it remains a helpful and relevant member of the discourse on what Lynnfield should look and feel like.

Given the almost built-out nature of the Town, it is also imperative that public officials look forward into the future. It is important to seize opportunities that exist today for the

far future, because those who come after will be severely restrained in options, choices, and opportunities.

ⁱ EDHAC's report was necessary to study the feasibility of a Chapter 40R project. In support of Department of Housing and Community Development (DHCD) approval of the proposed projects, and funding the EDHAC report was adopted by the Town and officially submitted to the Commonwealth. The need for the Housing Authority to perform a housing-needs study and make a long-term capital plan stem from a different set of legal obligations. There is also a difference in kind between a one-off report for a special project and a recurring obligation to make study. Nonetheless, the Subcommittee gratefully reports its reliance upon the EDHAC report as a foundation. The EDHAC report is thorough, well-researched, and scholarly.

ⁱⁱ This Section is drawn primarily from the excellent work of the Kitty and Michael Dukakis Center for Urban Public Policy at Northeastern University, which annually published the Greater Boston Housing Report Card. The Report Card analyzes trends in the market indicators and economic data.

ⁱⁱⁱ This generalization is not always true. The Greater Boston Housing Report Card 2014-2015 and the Boston Globe have noted the rise in the existence of so-called micro-units. A micro-unit is a housing unit that is less than 500 Sq. ft. The concept has become popular among millennials who work in the city. A micro-unit is little more than a closet in which to lay out a cot to sleep in. They often lack complete or even partial plumbing, sometimes sharing communal showers. Rarely do micro-units possess kitchens, requiring the resident to eat out, often giving over the saving on housing into the food budget. The Boston Globe's most recent scholarly article on the subject noted that micro-units are being quickly snapped up despite their substandard living conditions due to the intense mismatch of housing supply and demand. The article indicated that micro-units sell for roughly \$850-\$900/square foot.

^{iv} Thomas Wellman is the author of the History of Lynnfield, to 1876. This book is the definitive history of Lynnfield before the first national centennial. Ownership of these limited-in-number volumes is highly prized, but the Lynnfield Library maintains three copies. The book was also reprinted in 1976 as part of the Bicentennial Celebration. During this year and thereafter, Marcia Wiswall, wife of a prominent local doctor, wrote a second volume to update the history. Mrs. Wiswall's History of Lynnfield 1876-1976 was also instrumental in writing this History Section. This Historical Commission has recently proposed writing another edition to cover the forty years since Mrs. Wiswall's volume was published.

^v Built by Decade

1939 or earlier	12.9%
1940-1949	9.8%
1950-1959	23.6%
1960-1969	16.8%
1970-1979	13.1%
1980-1989	7.5%
1990-1999	5.0%
2000-2009	10.5%
2010-	0.8%

Source: U.S. Census Bureau, 2010 Census and ACS Survey 2009-2013

^{vi} The Secretary of State maintains a corporate database of all entities registered to exist or do business in the Commonwealth. Under the General Laws, non-profit corporations are obliged to register. A copy of the original LIFE 1982 charter is available through the Secretary of State's website.

^{vii} LIFE Inc. has a website which introduces their complexes.
<http://www.life-inc.us/about.html>

^{viii} Heat

Utility Gas	51.2%
Fuel Oil/Kerosene	39.2%
Electricity	6.0%
Bottled, Tank, or LP Gas	0.7%
Wood	1.0%
Coal or Coke	0.0%
Solar Energy	0.0%
Other fuel	1.8%
No fuel used	0.0%

Source: U.S. Census Bureau, 2010 Census and ACS Survey 2009-2013

^{ix} Value of Housing

< \$50,000	1.8%
\$50K-\$99K	1.2%
\$100K-\$149K	1.7%
\$150K-\$199K	0.9%
\$200K-\$299K	3.2%
\$300K-\$499K	33.9%
\$500K-\$999K	50.3%
\$1M or more	7.1%

Source: U.S. Census Bureau, 2010 Census and ACS Survey 2009-2013

^x Vehicles Available

None	3.4%
1 Vehicle	19.2%
2 Vehicles	48.4%
3 or more	29.1%

Source: U.S. Census Bureau, 2010 Census and ACS Survey 2009-2013

^{xi} Rooms Per House

<u># of Rooms</u>	
1	0.9%
2	2.4%
3	4.0%
4	3.5%
5	7.6%
6	17.6%
7	14.0%
8	20.1%
9 or more	29.9%
Median #	7.5

Source: U.S. Census Bureau, 2010 Census and ACS Survey 2009-2013

of Bedrooms

No Bedrooms	0.9%
One	6.2%
Two	14.4%
Three	33.1%
Four	38.8%
5 or more	6.7%

Source: U.S. Census Bureau, 2010 Census and ACS Survey 2009-2013

^{xii} The Secretary of State maintains a database of election results. That database forms the basis of the reported vote in this paragraph. The November 2, 2010 election Question 2 called for the repeal of Chapter 40B. The vote was 900,405 to

1,254,795: 39%-54%, with the voters rejecting the efforts to rollback Chapter 40B

^{xiii} The Lynnfield Board of Assessor maintains an online database of the information they collect about housing, the value of properties in Town and their layout. The Assessor's data is made available through Patriot Properties.
<http://lynnfield.patriotproperties.com/default.asp>

^{xiv} Though this concern is particularly acute, in Lynnfield, in the elderly populations, the concern remains valid anytime the population is being encouraged to segregate itself along any artificial line, such as age, race, national, religious, or any other criteria that is susceptible to abuse. The Greater Boston Housing Report Card 2014-2015 encourages the creation of so-called "millennial villages." Though the Subcommittee has found the analysis of the Dukakis Center to be a redoubtable piece of scholarship, there are significant dangers in encouraging populations to segregate themselves, as diversity is hard enough to attain in natural conditions despite it being an ideal social goal.

^{xv} Lynnfield Housing Market Indicators

	New permits	Median Family Home Price
2003	30	\$466,250
2004	39	\$494,900
2005	12	\$557,000
2006	12	\$492,500
2007	31	\$521,500
2008	217	\$490,000
2009	7	\$452,000
2010	18	\$525,000
2011	12	\$490,000
2012	196	\$422,500
2013	27	\$495,000
2014	29	\$526,750

Source: Greater Boston Housing Report Cards 2002-2015, Dukakis Center for Urban Public Policy, Northeastern University.

^{xvi} Source: Greater Boston Housing Report Cards 2002-2015, Dukakis Center for Urban Public Policy, Northeastern University


Town of Lynnfield
Departmental Signature Authorization Form

To the Town Accountant
Town of Lynnfield

In accordance with the provisions of Chapter 41, Section 41 of the Massachusetts General Laws, I the undersigned, as a department head of the Town of Lynnfield, has designated and authorized the below individual to sign all payrolls upon my absence.

The authorization will become null and void if and when the individual leaves employment of the department or a new individual is authorized.

Fire
Department


Department Head


Authorized Signer

4/29/16
Date

Board of Selectmen Signatures

Town of Lynnfield



TOWN CLERK
55 Summer Street, Lynnfield, MA. 01940
781-334-9400

TO: Board of Selectmen
Town Administrator, Jim Boudreau

FROM: Trudy Reid – Town Clerk

SUBJ: Election Tabulation Machines

DATE: May 3, 2016

At the Annual Town Meeting on April 25th, 2016, it was voted to include \$26,800 for new Election Tabulation Machines in the Capital Plan for Fiscal Year 2017.

The vendors for these machines are specified by the Elections Division of the Secretary of the Commonwealth as they must be approved and certified for use in elections. At present there are only two approved vendor/machines available.

Per guidelines in the Chapter 30B manual for procuring supply and services between \$10,000 and \$34,999.99, I solicited and received quotes from these two approved vendors.

Below is a summary view of the submitted quotes: (Actual quotes attached)

<u>Scope</u>	<u>LHS – ImageCast</u>	<u>ES&S – DS200</u>
4 Machines	\$22,500.00	\$20,815.22
<i>Including:</i>	<i>Trade-In Credit</i>	<i>MA Discount</i>
	<i>Shipping and Handling</i>	<i>Shipping and Handling</i>
	<i>2 yr hardware/software warranty</i>	<i>2 yr hardware/software warranty</i>
	<i>Onsite election coverage – 1st use</i>	<i>Onsite election coverage – 1st use</i>
	<i>Training</i>	<i>Training</i>
Fees Yr3 Onward	\$800.00	\$700.00

However, although the details from LHS were clearly illustrated in their quote, I had to contact ES&S with several follow-up inquiries to ensure specifics of their quote.

For example, a traditional voting machine uses a 3 bin receptacle to separate write-in ballots, and after my inquiry I found that the initial bin offered by ES&S was a 2 bin model. Their response was that their new tabulator records and prints out write-ins on the result tape, thereby eliminating the need for the 3 bin model, and referenced that it was acceptable by Federal standards. Note that Massachusetts has not accepted the new write-in software protocol, so we would still utilize the 3 bin option. After my query they did indicate they would provide a 3 bin model at the original quote

Additionally, LHS quoted a padded carrying case (similar to our current voting machines), and after another inquiry ES&S indicated that their carrying case was plastic, and appears to be integral to their 2 bin receptacle (fits on top). They then noted that if we went with the 3 bin receptacle (now metal) – they would include a padded carry case as their machine would no longer have the integral case/bin connection. So it appears that although they are willing to accommodate our 3 bin requirement – it is not their standard offering.

LHS is a New England based company, founded in 1972. They are the largest provider of election services in the Northeastern US, serving more than 750 towns, cities, counties and unions throughout New England. LHS has serviced Lynnfield with voting tabulators since 2008 and Lynnfield also uses LHS for the printing of local ballots.

ES&S is an Omaha, NE based company and serves 42 states and two US territories. Lynnfield currently use their Auto mark machine, which is State required for an ADA compliant ballot marking device. The voting equipment for Lynnfield prior to 2008 was provided by ES&S.

I've worked with both vendors during my tenure in Lynnfield, as well as my prior tenure in Wenham, and I have found that LHS is more responsive and supportive during elections. I also had the opportunity to personally review the new machines at recent Clerk's conferences, and I solicited input from several Town Clerks who also reviewed the machines and/or are already using these models.

Based on the two quotes, the subsequent inquiries and responses, the feedback from other town clerks, and my own professional review and experience with these two vendors, I believe that the overall best value offer for the Town of Lynnfield comes from LHS, and I recommend that the Selectmen proceed accordingly at their Monday, May 9th meeting.

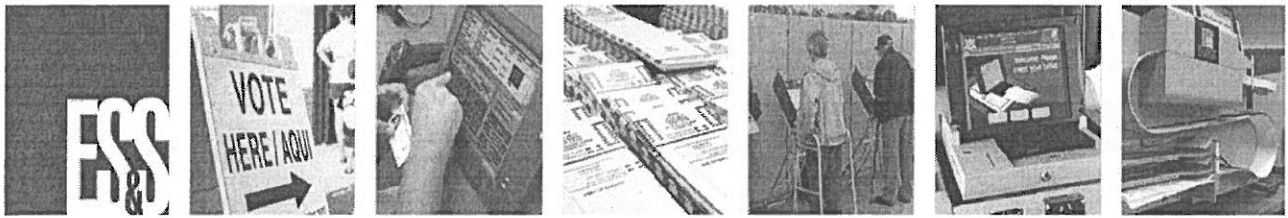
The State of Massachusetts has a requirement that a vote be taken at least 120 days prior to use of the voting machines in an election. The following is the wording that is needed for the vote to satisfy the State's requirement to discontinue the old machines and approve the new machines.

I, _____, move to discontinue using the Accuvote-Optic Scan ballot tabulating voting equipment and to authorize Trudy Reid, Lynnfield's Town Clerk to purchase four (4) Imagecast scanning and tabulation voting equipment through LHS Associates, and to use the Imagecast voting equipment beginning with the September 8, 2016 State Primary and all elections and primaries federal, state and local from that date forward.

I plan to attend the Monday, May 9th Board of Selectmen's meeting should you have any questions.

Thank you.

A handwritten signature in cursive script that reads "Trudy".



Town of Lynnfield, Massachusetts
Purchase Proposal Quote
 Submitted by Election Systems & Software

Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
Tabulation Hardware		
Model DS200 Precinct Scanner:		
4	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Reverse Wound Paper Roll and 4GB Jump Drive)	\$23,000.00
Election Services		
2	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$1,575.00
X	Project Management	
X	Election Site Support Day	
X	2 Year Hardware and Software Warranty	Included
Shipping & Other		
X	Shipping and Handling	\$380.00
X	Commonwealth of Massachusetts Discount	[\$4,139.78]
Total Purchase Solution		\$20,815.22

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.



Town of Lynnfield, Massachusetts
Purchase Proposal Quote
 Submitted by LHS Associates, Inc.
 April 25, 2016



<u>Quantity</u>	<u>Description</u>	<u>Price</u>
HARDWARE		
ICP Tabulator Bundle includes:		
4	<ul style="list-style-type: none"> ✓ One (1) Tabulator with a padded carrying case, two (2) memory cards, one (1) power cord, one (1) key set, two (2) thermal paper rolls, one (1) dozen sharpie markers, six (6) security seals and an internal battery back up. ✓ One (1) Plastic Ballot Box with three (3) compartments, casters and a built in power supply. Ballot boxes are able to nest for ease of storage. 	\$24,500.00
SERVICES		
Two Year Hardware & Software Warranty		
	<ul style="list-style-type: none"> ✓ All parts, labor, travel and shipping costs included. ✓ Unlimited access to the LHS Help Desk for Pre Election, Election Day and Post Election questions, concerns or troubleshooting. ✓ An annual maintenance visit to the Town of Lynnfield to inspect, calibrate and service all equipment. ✓ Any necessary repairs will take place in the Town of Lynnfield. If onsite repair is not possible loaner equipment will be left in the Town's possession until all equipment can be repaired and returned. ✓ An employee of LHS, not a subcontractor, will conduct all maintenance work. ✓ A locally based service center with parts and technicians trained in repairing and servicing voting equipment. 	<i>Included</i>
	Documentation, including but not limited to:	
	<ul style="list-style-type: none"> ✓ One (1) Pre Election Testing Guide, four (4) Poll Worker Training Guides, one (1) Voter Tutorial Video and one (1) Instruction to Voters Poster. 	<i>Included</i>
	Two training sessions exclusively for the Town of Lynnfield.	
	<ul style="list-style-type: none"> ✓ Two hours of training for Town Clerk and office staff. This training will cover basic use of the machine, pre election testing and Election Day procedures. ✓ Two hours of training for Poll workers. This training will cover Election Day procedures and basic troubleshooting. ✓ Both trainings will be conducted in the Town of Lynnfield and scheduled by the Town Clerk. 	<i>Included</i>
	On site coverage by an employee of LHS for the first election.	
	<ul style="list-style-type: none"> ✓ A member of the LHS team will work with the Town Clerk from one (1) hour prior to opening the polls until two (2) hours after the polls close on Election Day. ✓ The representative will NOT be a subcontracted employee from another company. ✓ The representative will be present during the Poll Worker Training session so all Poll Workers will be familiar with and have had interaction with the employee prior to the Election. 	<i>Included</i>
	On site acceptance testing of all equipment.	<i>Included</i>
SHIPPING & DISCOUNTS		
	Shipping & Handling	<i>Included</i>
	Tabulator Trade In Credit	(\$2,000.00)
TOTAL PURCHASE		\$22,500.00
ANNUAL POST WARRANTY FEES		
4	Annual Post Warranty Maintenance Fee <ul style="list-style-type: none"> ✓ LHS Top Tier Coverage (Annual Maintenance) 	\$800.00
4	Annual Post Warranty Firmware License <ul style="list-style-type: none"> ✓ ICP Firmware License 	<i>Included</i>
TOTAL ANNUAL POST WARRANTY FEES		\$800.00

- This quote is an estimate and is subject to final approval by LHS and the Customer
- Rate valid for 90 days and thereafter may change
- This quote does not include Coding or Ballots

Voting Equipment Reminders

From: Tassinari, Michelle (SEC)
Sent: Tuesday, April 14, 2015 10:39 AM
To: All Clerks
Cc: townclerk@townoforange.org; SEC-DL-Elections Division
Subject: Voting Equipment Reminders

Good Morning-

I am writing to provide you with a few reminders regarding use of voting equipment in Massachusetts. As you are aware, there are two new systems that were approved for use last year. They are the ImageCast and the DS200.

In order to use the new equipment (and discontinue using your existing system), the Board of Selectmen or City Council must take a vote as required by General Laws chapter 54, section 34. Please be aware that this vote is NOT the same as an appropriation to buy or lease the equipment. The vote must specifically state to start using the exact equipment and to discontinue the old equipment (including hand counting). Also, there are specific deadlines by which a vote must be taken. The vote must be taken at a meeting held at least 120 days before a state or presidential primary or state election and at least 60 days before a municipal preliminary or election. Additionally, notice must be sent to this Office within 5 days of the vote.

Accordingly, it is not sufficient to simply have an appropriation vote or to just sign a contract. There has to be a specific vote TO USE THE EQUIPMENT and thereafter notice of the vote must be sent to this Office.

Michelle K. Tassinari
Director and Legal Counsel, Elections Division
Office of the Secretary of the Commonwealth
One Ashburton Place, Room 1705
Boston, MA 02108
617-727-2828

PART I ADMINISTRATION OF THE GOVERNMENT**TITLE VIII** ELECTIONS**CHAPTER 54** ELECTIONS**Section 34** Use of voting machines by cities and towns

Section 34. A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held at least one hundred and twenty days before the primary, preliminary election or election at which voting machines are to be used, determine upon and purchase, lease, or lease with an option to purchase, one or more voting machines approved as provided in section thirty-two, and order the use thereof at primaries, preliminary elections and elections of state, city or town officers in such city or town; and thereafter at all primaries and elections of state, city or town officers in that city or town, until otherwise ordered by the city council in a city and the selectmen in a town, said machines shall be used at primaries and preliminary elections and for voting for the officers to be elected at such elections and for taking the vote upon questions submitted to the voters. Notice of such determination to use voting machines, or to discontinue the use thereof, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective.

A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held not later than one hundred and twenty days prior to a state or presidential primary or state election, and not later than sixty days prior to a municipal primary, preliminary election or election at which an electronic voting system is first to be used, determine upon the use of, and may lease, purchase, or lease with an option to purchase, the marking units or automatic tabulating equipment necessary to any electronic voting system approved for use in the commonwealth in accordance with section thirty-two. Thereafter, at all primaries, preliminary elections and elections held in said city or town, until otherwise ordered by vote of the city council in a city or of the selectmen in a town, said electronic voting system shall be used in those polling places designated by the city council or board of selectmen.

Notice of determination to use an approved electronic voting system, or to discontinue its use, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective; and, provided further, that no such discontinuance shall prevent the state secretary from selecting appropriate voting machines and vote tally systems pursuant to section thirty-two.

Newly Certified Voting Equipment

Tassinari, Michelle (SEC)

Sent: Wednesday, May 07, 2014 4:19 PM

To: All Clerks

Cc: SEC-DL-Elections Division; townclerk@townoforange.org

Attachments: DS200.Certification.5.2014.pdf (1 MB) ; ImageCast.Certification.5.~1.pdf (1 MB)

Happy Hump Day!

We are pleased to inform you that we have just completed the certification on two (2) new pieces of voting equipment. Attached please find the Approval for Use for the DS200 from ES&S and the ImageCast from LHS (but manufactured by Dominion).

Accordingly, under the provisions of General Laws chapter 54, section 34, any city or town may now determine to use such equipment. Please note that you should consult with your purchasing department, town counsel or city solicitor regarding any procurement questions.

We hope this is helpful and please let us know if you have any questions.

Michelle K. Tassinari
Director/Legal Counsel
Elections Division
One Ashburton Place, Room 1705
Boston, Massachusetts 02108
617-727-2828
fax: 617-742-3238



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

APPROVAL OF VOTING EQUIPMENT IN MASSACHUSETTS

Name of Vendor: Elections Systems and Software, Inc.
Corporate Headquarters
11208 John Galt Boulevard
Omaha, Nebraska 68137
Phone: (402) 593-0101
(800) 247-8683
Fax: (402) 593-8107
www.essvote.com

Type of Product: ES&S DS200 Precinct Tabulator (EVS 5.0.0.3)
(Optical Scanning Vote Tabulator)

Submission of Detailed Specifications: Prior to May 29, 2013, the Office of the Secretary of the Commonwealth received detailed specifications for the DS200.

Office Demonstration of Equipment: On May 29, 2013, Benjamin Swartz, ES&S State Certification Manager, and other representatives from ES&S presented office demonstrations to members of the Elections Division at One Ashburton Place, Boston. On June 17, 2013, John Lento of ES&S presented another office demonstration (using modified equipment to meet the Massachusetts standards) to members of the Elections Division.

Field Tests: Field tests were successfully conducted in the Town of Concord at the Annual Town Election held on March 25, 2014 and in the Town of Reading at the Annual Town Election and Special State Election, which were held concurrently on April 1, 2014.

The DS 200 Precinct Tabulator performed without incident in both field tests.

Reasons for Approval:

The Office of the Secretary of the Commonwealth has determined that the DS200 Precinct Tabulator, which is manufactured by ES&S, is a type of voting equipment which is in compliance with the following standards set forth in 950 C.M.R. § 50.02 and the Voluntary Voting System Standards of 2005 adopted by the Election Assistance Commission.

Overview of System:

The DS200 is a paper ballot scanner designed for polling place use. Voters mark selections on a paper ballot and then insert the ballot in any orientation for immediate tabulation. Both sides of the ballot are processed simultaneously with high-resolution scanners and the resulting ballot images are decoded by a proprietary recognition engine. Once voter selections are processed, the ballot is dropped into a secure ballot box. The scanner also has the ability to capture digital images of each ballot, but this function can be disabled to comply with current state law.

Product features of the DS200 include a 12-inch touch screen providing voters and poll worker feedback, an internal thermal printer for generating machine totals and log reports, and USB thumb drive for loading the election definition and storing results. The scanner has also been equipped with a cancellation device, which will mark every ballot as it is dropped into the ballot box.

The scanner is powered by a standard 120-volt AC power cord and contains a back-up battery to power the machine in the event of electrical power failure. When fully charged, the battery can maintain more than two hours of continuous use.

There are three operating modes on the scanner system: Administration, Polls Open Mode, and Polls Closed Mode. The "Administration" mode provides diagnostic and testing functions to calibrate and test the scanner. In "Polls Open" mode, the DS200 actively scans ballots and tabulates results. In "Polls Closed" mode, the scanner prints poll reports, including election results.

Below please find an analysis of the system as it applies to the standards set forth in the General Laws and Regulations.

(1) Simple and Convenient to Use (950 C.M.R. 50.02(1)):

The system is as simple and as easy to use as paper ballots—filling in an oval to indicate the voter's choice. The width of the ballot is 8 ½ inches and the maximum length of the ballot is 19 inches and ballots may be printed with one, two or three columns. However, unlike current approved optical scanner systems, a ballot can be printed with up to three

columns at the top and then printed straight across the entire width at the bottom to accommodate ballot questions.

The vote indicators (ovals) can be filled in with almost any writing utensil, though not all pencil marks will be read by the scanner. While blue and black ink can be read by the tabulator, the BIC Grip Roller Ball Black pen with a .7mm tip is the only approved marking device for the DS200. Red and orange ink is not recommended. The scanner draws three types of information from each ballot during scanning: audit information, ballot information, and voter marks.

- (a) A reasonable and average person should be able to operate the equipment after a brief demonstration or explanation. Ballots can be fed through in all four orientations.
- (b) Voting an average ballot on this equipment should not take an undue length of time. The system seemed to process sample ballots relatively quickly. During the field test, the poll workers commented that the tabulator took longer to process ballots than the equipment they currently used. After careful review by the local election officials and representatives from this Office, it was determined that while the time for processing a ballot was slightly longer than current equipment, it was not significant.
- (c) After the paper ballot is marked, the voter feeds it through the machine. Only after the voter is ready to insert it into the tabulator is the ballot processed, thereby providing the voter with an opportunity to spoil a ballot and receive a new ballot in accordance with state law. The tabulator can be programmed to notify the voter if it detects certain discrepancies on the ballot such as under-votes or over-votes.
- (d) As with other optical scanning voting equipment, the ballot is marked in a separate area from the machine. Accordingly, marking units would be necessary with adequate lighting. Otherwise special lighting would be necessary.

(2) Maximize Accuracy and Prevent Fraud (950 C.M.R. 50.02(2)):

The DS200 is designed to maximize accuracy and prevent fraud. When adequate training is given to election officers in the handling of ballots and correct use of the system itself, the system will provide adequate counting accuracy. When correctly programmed and tested, the system registers the number of ballots cast and the number read. Also, the number of votes for each candidate or question(s) are recorded and printed on the paper tape that documents election results.

The ballot is marked by filling in an oval with a black pen beside the candidate's name or voter's yes or no response to a ballot question. This process is similar to marking an "X" beside the voter's selection on a paper ballot.

- (a) There are adequate locks on the compartment sections of the system and the area where the program card is inserted and where the printer tape is located for the end of the night reporting.
- (b) The machine contains electronic components that register votes for candidates and questions electronically as well as a digital display that indicates the number of voters continuously while the machine is in the "Polls Open" mode as a public counter. The DS200 also has a protective counter that registers the total number of times the machine has operated in its lifetime.
- (c) The system receives, registers and cancels each ballot prior to depositing it in a compartment. When using the steel ballot box, the system allows for three compartments: one for ballots tabulated by the unit, one for ballots where write-in votes have been detected which must be hand-counted at the close of polls, and one auxiliary compartment for ballots unable to be read by the machine. When using the plastic ballot box, the system has two compartments: the main compartment for ballots tabulated by the machine and the auxiliary compartment for ballots unable to be read by the machine. The plastic ballot box does not allow for the separation of write-in ballots.
- (d) Only when the scanner is in "Polls Open" mode can votes be registered which prevents the machine from being used to register votes before and after the election.
- (e) When marks for an office or question exceed the number to be elected, the tabulator will display a notification to the voter identifying a discrepancy on the ballot and allowing the voter to correct the ballot. If the voter chooses to cast the ballot with mistakes, the tabulator can be programmed to register the vote as a blank to prevent double voting.
- (f) The DS200 can be programmed to accept multiple ballot styles, including any party ballot for a party primary. As with paper ballots, the election official is responsible for ensuring that the voter is qualified to receive a particular party ballot to vote on.

(3) Secrecy (950 C.M.R. 50.02(3)):

The voter's choice can be kept from the public view by enclosing it in a secrecy sleeve, placing the top of the secrecy sleeve near the protective cover of the system and feeding the ballot into the scanner.

(4) Must Meet Demands of Average Election (950 C.M.R. 50.02(4)):

The DS200 is adequate to demands of average election.

- (a) The programmable cards used for the DS200 have a great capacity for reading and recording data. The size of the ballots is adequate to print candidates and questions for an average election.

(b) A recount of votes on the DS200 is absolutely possible as the actual paper ballots are retained for a hand recount if necessary.

(c) Ballots can be printed and the election definition programmed to receive write-in votes.

(5) Absentee Ballots (950 C.M.R. 50.02(5)):

Absentee ballots for use in the DS200 are optical scanner ballots.

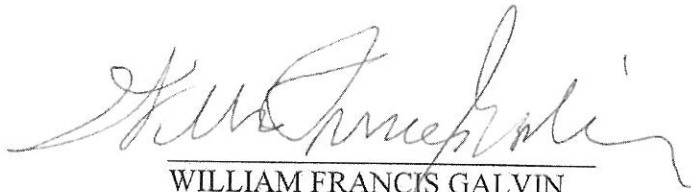
(6) Service by Manufacturer (950 C.M.R. 50.02(6)):

Service for the DS200 is provided by ES&S.

Conditions for Approval:

The Vendor will provide any city or town who purchases or leases the equipment with a sufficient supply of the approved ballot marking devices at no additional charge. The Vendor will include a printing kit and complete instructions to all purchasers of the system. No printer will be required to purchase paper stock from the Vendor. Further, the Vendor will work with any printer with whom the Commonwealth or any city or town contracts for the printing of ballots to assure that all ballots printed will be processed by the system and shall not require any such printer to pay for training or special equipment required to print any ballots for use with the equipment. This includes testing sample ballots sent by a printer as quickly as possible to prevent any delays in the ballot printing process.

Dated: May 7, 2014



WILLIAM FRANCIS GALVIN
Secretary of the Commonwealth



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

APPROVAL OF VOTING EQUIPMENT IN MASSACHUSETTS

Name of Vendor: LHS Associates, Inc.
10 Manor Parkway Unit B
Salem, NH 03079
www.lhsassociates.com

Name of Manufacturer: Dominion Voting Systems Corporation
1201 18th Street, Suite 210
Denver, Colorado 80303
www.dominionvoting.com

Type of Product: ImageCast Precinct Tabulator (ICP)
(Optical Scanning Vote Tabulator)

Submission of Detailed Specifications: Prior to May 6, 2013 the Office of the State Secretary received detailed specifications for the ImageCast Precinct Tabulator.

Office Demonstration of Equipment: On May 6, 2013, John Silvestro, President of LHS, and other representatives from LHS presented office demonstrations to members of the Elections Division at One Ashburton Place, Boston. On August 5, 2013, John Silvestro of LHS presented a further office demonstration (using modified equipment to meet the Massachusetts standards) to members of the Elections Division.

Field Test: The equipment was field tested in the City of Quincy at their municipal election on November 5, 2013 and in the City of Easthampton for their municipal election on November 5, 2013. Based on issues identified during the field test in the City of Quincy, the equipment was required

to conduct another field test, which was done in the Town of Needham at their annual town election on April 8, 2014.

The ImageCast Precinct Tabulator performed without incident in two field tests as required by law.

Reason for Approval:

The Office of the Secretary of the Commonwealth has determined that the ImageCast Precinct Tabulator, which is manufactured by Dominion Voting Systems, is a type of voting equipment which is in compliance with the following standards set forth in 950 C.M.R. § 50.02, and the Voluntary Voting System Standards of 2005 adopted by the Election Assistance Commission.

Overview of System:

The ImageCast Precinct Ballot Tabulator is a precinct-based optical scan tabulator that is used in conjunction with ImageCast compatible ballot storage boxes. The system is designed to scan marked paper ballots, interpret voter marks on the paper ballot, and store and tabulate each vote from each paper ballot. The scanner also has the ability to capture digital images of each ballot, but this function can be disabled to comply with current state law.

The ImageCast Precinct Tabulator can process single or double-sided ballots, and may be configured to handle multiple ballot scenarios. The ImageCast can be programmed to accept multiple cards and ballot styles. The scanner has also been equipped with a cancellation device, which will mark every ballot as it is inserted into the scanner.

The scanner is powered by a standard 120-volt AC power cord and contains a back-up battery to power the machine in the event of electrical power failure. When fully charged, the battery can maintain more than two hours of continuous use. The scanner is equipped with a thermal printer, which may be locked to prevent tampering.

There are five operating modes on the scanner system: Powered Down, Administration Mode, Election Run Mode, Election Run Mode with Ballot Review, and Ballot Test Mode. The "Powered Down Mode" allows the battery pack to continue to charge if the AC power supply is connected. The "Administration Mode" allows officials to perform administrative functions, such as changing modes, printing reports, and closing the polls. The "Election Run Mode" is used during voting hours and allows the tabulator to process ballots. The "Election Run Mode with Ballot Review" is used during voting hours, and allows the voter to review their choices on the LCD screen before casting the ballot. The "Ballot Test Mode" may be used by officials to test ballots, prior to an election.

Below please find an analysis of the system as it applies to the standards set forth in the General Laws and Regulations.

(1) Simple and Convenient to Use (950 C.M.R. § 50.02(1)):

The system is as simple and as easy to use as paper ballots and requires filling in an oval to indicate the voter's choice. The width of the ballot is 8 ½ inches and the maximum length of the ballot is 19 inches. The ballots may be printed with one, two or three columns. However, unlike current approved optical scanner systems, a ballot can be printed with up to three columns at the top and then printed straight across the entire width at the bottom to accommodate ballot questions.

The vote indicators (ovals) can be filled in with a ballot marking device. The scanner reads blue and black ink, though the ImageCast Ballot Marking Device (BMD) is the only approved marking device for the ImageCast. Red and orange ink is not recommended.

- (a)* A reasonable and average person should be able to operate the equipment after a brief demonstration or explanation. Ballots can be fed through in all four orientations.
- (b)* Voting an average ballot on this equipment should not take an undue length of time. The system seemed to process sample ballots relatively quickly. During the field test, the poll workers commented that the tabulator took longer to process ballots than the equipment they currently used. After careful review by the local election officials and representatives from this Office, it was determined that while the time for processing a ballot was slightly longer than current equipment, it was not significant.
- (c)* After the paper ballot is marked, the voter feeds it through the machine. Only after the voter is ready to insert it into the tabulator is the ballot processed, thereby providing the voter with an opportunity to spoil a ballot and receive a new ballot in accordance with state law. The tabulator can be programmed to notify the voter if it detects certain discrepancies on the ballot such as under-votes or over-votes.
- (d)* As with other optical scanning voting equipment, the ballot is marked in a separate area from the machine. Accordingly, marking units would be necessary with adequate lighting. Otherwise, special lighting would be necessary.

(2) Maximize Accuracy and Prevent Fraud (950 C.M.R. § 50.02(2)):

The ImageCast Precinct Tabulator is designed to maximize accuracy and prevent fraud. When adequate training is given to election officers in the handling of ballots and correct use of the system itself, the system will provide adequate counting accuracy. When correctly programmed and tested, the system registers the number of ballots cast and the number read. Also, the number of votes for each candidate or question(s) are recorded and printed on the paper tape that documents election results.

The ballot is marked by filling in an oval with a black pen beside the candidate's name or voter's yes or no response to a ballot question. This process is similar to marking an "X" beside the voter's selection on a paper ballot.

- (a) There are adequate locks on the compartment sections of the system and the area where the program card is inserted and where the printer tape is located for the end of the night reporting.
- (b) The machine contains electronic components that register votes for candidates and questions electronically as well as a digital display that indicates the number of voters continuously while the machine is in the "Election Run" mode as a public counter. The ImageCast also has a protective counter that registers the total number of times the machine has operated in its lifetime.
- (c) The system receives, registers and cancels each ballot prior to depositing it in a compartment. The system allows for three compartments: one for ballots tabulated by the unit, one for ballots where write-in votes have been detected which must be hand-counted at the close of polls, and one auxiliary compartment for ballots unable to be read by the machine.
- (d) Only when the scanner is in "Election Run" mode and "Election Run with Ballot Review" mode can votes be registered which prevents the machine from being used to register votes before and after the election.
- (e) When marks for an office or question exceed the number to be elected, the tabulator will display a notification to the voter identifying a discrepancy on the ballot and allowing the voter to correct the ballot. If the voter chooses to cast the ballot with mistakes, the tabulator can be programmed to register the vote as a blank to prevent double voting.
- (f) The ImageCast can be programmed to accept multiple ballot styles, including any party ballot for a party primary. As with paper ballots, the election official is responsible for ensuring that the voter is qualified to receive a particular party ballot to vote on.

(3) Secrecy (950 C.M.R. § 50.02(3)):

The voter's choice can be kept from the public view by enclosing it in a secrecy sleeve, placing the top of the secrecy sleeve near the protective cover of the system and feeding the ballot into the scanner.

(4) Must Meet Demands of Average Election (950 C.M.R. § 50.02(4)):

The ImageCast is adequate to demands of average election.

- (a) The programmable cards used for the ImageCast have a great capacity for reading and recording data. The size of the ballots is adequate to print candidates and questions for an average election.

(b) A recount of votes on the ImageCast is absolutely possible as the actual ballots are retained for a hand recount if necessary.

(c) Ballots can be printed and the election definition programmed to receive write-in votes.

(5) Absentee Ballots (950 C.M.R. § 50.02(5)):


Absentee ballots for use in the ImageCast are optical scanner ballots.

(6) Service by Manufacturer (950 C.M.R. § 50.02(6)):

Service for the ImageCast is provided by LHS.

Conditions for Approval: The Vendor will provide any city or town who purchases or leases the equipment with a sufficient supply of the approved ballot marking devices at no additional charge. The Vendor will include a printing kit and complete instructions to all purchasers of the system. No printer will be required to purchase paper stock from the Vendor. Further, the Vendor will work with any printer with whom the Commonwealth or any city or town contracts for the printing of ballots to assure that all ballots printed will be processed by the system and shall not require any such printer to pay for training or special equipment required to print any ballots for use with the equipment. This includes testing sample ballots sent by a printer as quickly as possible to prevent any delays in the ballot printing process.

Dated: May 7, 2014


WILLIAM FRANCIS GALVIN
Secretary of the Commonwealth



LYNNFIELD RECREATION
COMMISSION



Trudy Reid, Lynnfield Town Clerk
April 28, 2016
55 Summer Street
Lynnfield, MA 01940
781-334-9400

Dear Ms Reid,

This letter is to notify you that the CFAC has contracted with The Priestleys Fine Art Photography to provide photography services of town owned properties. Because an owner of The Priestleys Fine Art Photography, Robert Priestley, is also a member of the Lynnfield Finance Committee and Fields Committee, we felt compelled to provide this disclosure. Further, this letter serves as notification that no employee of the CFAC performs the services that The Priestleys Fine Art Photography will provide as part of their regular duties for CFAC.

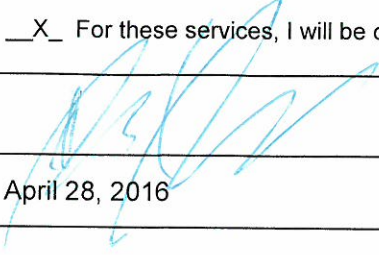
Respectfully Submitted,

Ted Caswell, Chairman
CFAC Committee

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Robert Priestley
Title/ Position	Member of Lynnfield, MA Finance Committee and Fields Committee
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Lynnfield, MA Finance Committee and Fields Committee
Agency Address	Town Hall 55 Summer Street Lynnfield, MA 01940
Office phone:	781-334-0001
Office e-mail:	bob@thepriestleys.org
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	June 2013 Finance Committee, May 2012 Fields Committee
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee.
Write an X beside your financial interest.	<p><input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee.
Write an X beside your financial interest.	<p><input type="checkbox"/> STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p>

	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	<p>CFAC 55 Summer Street Lynnfield, MA 01940</p>
Please put in an X to confirm these facts.	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
FILL IN THIS BOX OR THE BOX BELOW	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for. To provide photography and Disc Jockey services for an upcoming Father Daughter Dance sponsored by the Recreation Commission</p>
FILL IN THIS BOX OR THE BOX ABOVE	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?</p>
What is your financial interest in the municipal contract?	<p>- Please explain the financial interest and include the dollar amount if you know it. - About \$1,000</p>
Date when you acquired a financial interest	January 1, 2016
What is the financial interest of your immediate family?	<p>- Please explain the financial interest and include the dollar amount if you know it. - About \$1,000 for photography services. I own the company with my wife Lauri Priestley</p>
Date when your immediate family acquired a financial interest	January 1, 2016
Write an X to confirm each	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p>

statement.	<p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	April 28, 2016

Attach additional pages if necessary.

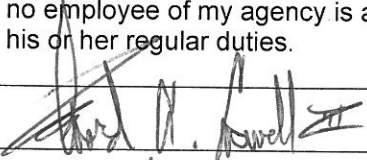
NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Ted Caswell
Title/ Position	Chairman
Municipal Agency:	CFAC
Agency Address:	Town Hall 55 Summer Street Lynnfield, MA 01940
Office Phone:	617-889-1600 ext 245
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	4/29/16

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	Phil Crawford
Title/ Position	Chairman, Board of Selectman
Agency Address:	Town Hall 55 Summer Street Lynnfield, MA 01940
Office Phone:	781-334-9410
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

TOWN OF LYNNFIELD, MASSACHUSETTS

Zoning Administrator
Town of Lynnfield



Office of
**DIVISION OF ZONING
ENFORCEMENT & INSPECTION**

Building Department
Town Hall
Summer Street
Lynnfield, Mass. 01940
(781) 334-9470

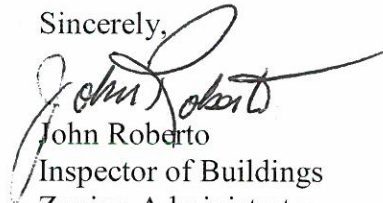
May 5, 2016

Jim Boudreau
Town Administrator
55 Summer Street
Lynnfield, MA 01940

Dear Jim:

Enclosed for your review is a resume prepared by Richard A. Colantuoni, Certified Building Official. I would appreciate your consideration in appointing Mr. Colantuoni as a vacation replacement building official for the Town of Lynnfield.

Sincerely,



John Roberto
Inspector of Buildings
Zoning Administrator
Town of Lynnfield