

**CITY OF SOMERVILLE, MASSACHUSETTS
SOMERVILLE CONDOMINIUM REVIEW BOARD**

*JOSEPH A. CURTATONE
MAYOR*

Staff

Hannah Carrillo
Sustainable Neighborhoods Coordinator

Board Members

Elizabeth Janiak
Vikram Kanda
William Medeiros
Patricha Paul
Zachary Zasloff, Chair

Meeting Minutes

June 24, 2019 Meeting – 6:00 PM

**Visiting Nurses Association, 3rd Floor Community Room
259 Lowell St., Somerville, MA 02144**

Board Members Present: Vikram Kanda, William Medeiros, Patricha Paul, Zachary Zasloff

City staff present: Hannah Carrillo (Sustainable Neighborhoods Initiative Program Coordinator)

Board Chair Zachary Zasloff convened the meeting at 6:00 PM. Board member Paul arrived at approximately 6:08pm and Member Janiak had let Staff know she would be unable to attend this meeting ahead of time.

1. Approval of Meeting Minutes

Staff informed the Board that due to the high volume of applications and limited time between this meeting and the last meeting (June 13th), minutes were not yet ready for review. Minutes for the June 13th and June 24th meetings will be available for review at the next meeting.

2. New Business – Applications for Certificates of Exemption and/or Removal Permits

Board members moved to review each removal permit application before the Board.

WARD 7-PRECINCT 2

Application of 14 Farragut Ave LLC, attorney Cody Zane representing, seeking Removal Permit for Unit #1 located at 14 Farragut Ave. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased as a single family to be converted to a three family and was purchased vacant in November, 2018. Materials included with the application were:

- Master Deed
- Engineer/Architect's Report

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 3-0:

To grant a Removal Permit for Unit #1 located at 14 Farragut Ave.

WARD 1 - PRECINCT 2

Application of 11 Connecticut Ave., LLC, attorney Cody Zane representing, seeking a Removal Permit for Unit #1, Unit #2 and Unit #3 located at 11 Connecticut Ave. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in May, 2018. Materials included with the application were:

- Master Deed
- Engineer/Architect's Report

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 3-0:

To grant a Removal Permit for Unit #1, Unit #2 and Unit #3 located at 11 Connecticut Ave.

WARD 1 - PRECINCT 1

Application of 21 Dell St., LLC, attorney Cody Zane representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 21 Dell St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant November, 2017. Materials included with the application were:

- Master Deed
- Engineer/Architect's Report

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 3-0:

To grant a Removal Permit for Unit #1 and Unit #2 located at 21 Dell St.

WARD 7 - PRECINCT 3

Application of Estia Properties, LLC, attorney Anthony Troiano representing, seeking a Removal Permit for Unit #1, Unit #2 and Unit #3 located at 83 Conwell Ave. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property is fully tenanted and tenant paperwork has been provided. The tenants in Units 1 and 3 expressed they opted not to renew their leases and the tenants in Unit 2 will be staying for the one year notice period. Board member Kanda questioned whether or not any tenants who are low income that have not yet moved would be entitled to a relocation payment if eligible, to which Staff said yes. Board member Kanda requested any permit be conditioned on verification of that payment, if found applicable. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1, Unit #2 and Unit #3 located at 83 Conwell Ave., conditioned on the applicant submitting a master deed, a report on the condition of the property and verification of any required relocation payments.

WARD 2 - PRECINCT 2

Application of Maryann Heuston, attorney Nicole Starck and developer Sal Querosio representing, seeking a Removal Permit for Unit A, Unit B and Unit C located at 111 Beacon St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property is fully tenanted and tenant paperwork has been provided. The Board requested verification of a broker's fee payment (noted on the application as to be paid the tenants in Unit C) is provided once that payment is made. Board member Kanda asked the reasoning behind why only one of the three units would be receiving any relocation assistance. Attorney Starck explained that Unit A was tenanted by the applicant's nephew and Unit B had given the owner notice prior to the owner deciding to convert to condominium units. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Removal Permit for Unit A, Unit B and Unit C located at 111 Beacon St, conditioned on the applicant submitting a master deed, a report on the condition of the property and verification of the broker's fee payment for Unit C.

WARD 3 - PRECINCT 2

Application of Ji Shi, partner Qimin Quan representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 71 School St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in June, 2019. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 and Unit #2 located at 71 School St., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 2 - PRECINCT 1

Application of Preston Somerville LLC, attorney Nicole Starck, seeking a Removal Permit for Unit #1 and Unit #2 located at 11 Preston Rd. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in June, 2019. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 and Unit #2 located at 11 Preston Rd., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 5- PRECINCT 3

Application of 111 Cedar Street, LLC, attorney Adam Goncalves representing, seeking a Removal Permit for Unit #1 & Unit #2 located at 111 Cedar St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant August, 2017. Materials included with the application were:

- Engineer/architect's report
- Master Deed

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Removal Permit for Unit# 1 & Unit # 2 located at 111 Cedar St.

WARD 2 - PRECINCT 3

Application of Baiany Real Estate Group., attorney Adam Goncalves representing, seeking a Removal Permit for Unit #1 & Unit #2 located at 48 Elm St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in April, 2019. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 & Unit #2 located at 48 Elm St, conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 7 - PRECINCT 1

Application of Despina Bartlett, Trustee of Teele Avenue Trust, Bob Bartlett on behalf of the Trust representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 10-12 Teele Ave. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property has been vacant since June, 2015. Materials included with the application were:

- Master Deed
- Engineer/architect's report

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Removal Permit for Unit #1 and Unit #2 located at 10-12 Teele Ave.

WARD 5 - PRECINCT 1

Application of Joginder Saini seeking a Removal Permit for Unit #1 and Unit #2 located at 49 Albion St. No one was present to represent the application. However, the Board noted that in reviewing the application in preparation for the meeting they had discovered the Units in question were already on MLS and under contract. The Board once again made a point to inform members of the public in attendance that if it is found that an applicant is marketing a unit on MLS prior to going before the Board, that action is grounds for denial. The Board requested that Staff inform the applicant that if they want to be on the agenda for the next meeting they must provide verification that any pending contract has been made null and void.

WARD 7 - PRECINCT 3

Application of Brian Salerno, attorney Nicole Starck representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 56-58 Upland Rd. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in October, 2018. Materials included with the application were:

- Master Deed
- Engineer/architect's report

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Removal Permit for Unit #1 and Unit #2 located at 56-58 Upland Rd.

WARD 3 - PRECINCT 3

Application of Louis & Frank Marinello, attorney Anne Vigorito representing, seeking a Certificate of Exemption for Unit #1, Unit #2 & Unit #3 located at 27 Porter St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property is fully owner-occupied. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1, Unit #2 & Unit #3 located at 27 Porter St., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 5 - PRECINCT 3

Application of Frank Marinello, attorney Anne Vigorito representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 1 Williams Court. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. Both units were previously rented,

with those tenants vacating on or before June, 2017. An owner affidavit was provided with the application. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 and Unit #2 located at 1 Williams Court., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 5 - PRECINCT 1

Application of Gay and Stan Koty, attorney Anne Vigorito representing, seeking a Certificate of Exemption for Unit #1 located at 30 Partridge Ave. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. Unit #1 is owner-occupied and a copy of the notice informing tenants in Unit #2 of the Unit #1 conversion application was included. This notice was only signed by one of the two tenants however, so the Board requested an updated copy be provided once the second tenant has signed as well. Board member Paul asked for clarification as to whether or not the owners plan continuing to rent, which attorney Vigorito said they do. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 located at 30 Partridge Ave., conditioned on the applicant submitting a master deed, a report on the condition of the property and the notice signed by the second tenant.

WARD 3 - PRECINCT 1

Application of Raymond A. and Mary E. Snow, attorney Anne Vigorito representing, seeking a Removal Permit for Unit #1, Unit #2 and Unit #3 located at 85 Munroe St. The typo on the agenda for this property, incorrectly listed as 35 Munroe St. was pointed out and staff noted it would be corrected. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in November, 2018. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 located at 30 Partridge Ave, conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 3 - PRECINCT 2

Application of Gregory and Matthew McCarthy, attorney Anne Vigorito representing, seeking a Removal Permit for Unit #1, Unit #2, Unit #3 & Unit #4 located at 144 Highland Ave. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in June, 2018. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1, Unit #2, Unit #3 & Unit #4 located at 144 Highland Ave., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 4 - PRECINCT 2

Application of Rogers Family Trust, Lawrence Rogers Trustee, attorney Anne Vigorito representing, seeking a Certificate of Exemption for Unit #1, Unit #2 and Unit #3 located at 15-16 Winter Hill Circle. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property is fully owner-occupied. Chair Zasloff asked how it is that all three units are owner-occupied and attorney Vigorito explained that the applicants live mostly in one unit, but use the other units lightly for storage and other like uses. Chair Zasloff requested an affidavit attesting to that fact and attorney Vigorito said she would obtain that from the applicant. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1, Unit #2 and Unit #3 located at 15-16 Winter Hill Circle, conditioned on the applicant submitting a master deed, a report on the condition of the property and an affidavit attesting to the full owner-occupancy of the property.

WARD 4 - PRECINCT 2

Application of Marlon L. David and Sunnia Ko, attorney Anne Vigorito representing, seeking a Certificate of Exemption for Unit #1 located at 31 Heath St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The unit is owner-occupied, with additional units being added to the property in the future. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1, Unit #2 and Unit #3 located at 15-16 Winter Hill Circle, conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 5 - PRECINCT 1

Application of Edward Bernazzani, attorney Anne Vigorito representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 494 Medford St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in May, 2019. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 and Unit #2 located at 494 Medford St., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 5 - PRECINCT 1

Application of XYZ32MP, LLC, attorney Anne Vigorito representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 42-44 Henderson St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in March, 2019. Staff noted there was a discrepancy between the purchase date on the cover sheet and the deed. Attorney Vigorito said the coversheet was a typo and to defer to the deed for the purchase date. The property was actually purchased vacant in September, 2018. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 and Unit #2 located at 42-44 Henderson St, conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 3 - PRECINCT 2

Application of Eight Sycamores Trust, Lauren Monty Trustee, attorney Anne Vigorito representing, seeking a Removal Permit for Unit #1, Unit #2 and Unit #3 located at 8 Sycamore St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. All units are currently vacant and an owner affidavit was provided attesting to such. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1, Unit #2 and Unit #3 located at 8 Sycamore St., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 3 - PRECINCT 3

Application of John F. Murphy, Jr. and John C. Berrigan, owner John Murphy representing, seeking a Removal Permit for Unit #1 & Unit #2 located at 229 Summer St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant October, 2018. Materials included with the application were:

- Engineer/architect's report
- Master Deed

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Removal Permit for Unit #1 & Unit #2 located at 229 Summer St.

WARD 4 - PRECINCT 1

Application of J&G Realty, owners Jack and George Hayes representing, seeking a Removal Permit for Units 1-6 located at 60 Derby St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property is fully occupied and some tenant paperwork was provided. Several tenant complaints were received by staff that indicated tenants were allowed to move in and renew leases without being informed that this application would be submitted one week later. Additionally, Board member Paul noted that there was no paperwork provided for a tenant who had indicated low-income status. CRB Staff Hannah Carrillo noted that she had spoken to the tenant who had indicated she was having difficulty with the paperwork. Staff let the Board know she would refer the tenant to the Office of Housing Stability to assist her with the paperwork. The owners informed the Board they were able to meet with tenants from three of the six units in the building, and acknowledged that one tenant had just moved in and another just renewed the lease. Chair Zasloff asked if anything was being done to compensate the tenants, as the Board received a letter from one tenant containing 2.5 pages of complaints regarding this application.

The owners explained that this conversion came about because of damage incurred to the neighboring property in January, 2019 which forced all tenants to relocate. The owners had been required to compensate those tenants in the amount of \$1,000 each, and indicated they are prepared to provide the same compensation for these tenants. Chair Zasloff stated that based on the information received, \$1,000 is not sufficient compensation given the cost of moving and the fact that one of the tenants has just moved and thus incurred those costs very recently. Board member Paul agreed \$1,000 is an insufficient amount. Chair Zasloff also pointed out that one of the tenants indicated they would have moved rather than renew their lease under the circumstances, demonstrating a significant impact on these tenants.

The owners expressed that they would like to come to an agreement that satisfies the Board. Member Paul said she wanted to hear from the rest of the tenants in the building and member

Kanda agreed. Chair Zasloff stated he was not prepared to vote without hearing from the remaining tenants as well. The Chair suggested the owners to go back to the tenants and reach terms that are satisfactory to the tenants. The Chair requested Staff assist in this process as needed. No additional materials were provided with the application.

On a motion duly made and seconded, it was VOTED 4-0:

To table the application pending further tenant information and an agreeable settlement between the owners and the tenants.

WARD 4 - PRECINCT 1

Application of J&G Realty, owners Jack and George Hayes representing, seeking a Removal Permit for Units 1-6 located at 64 Derby St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was rendered uninhabitable in January, 2019 due to a storm that caused major damage to the roof and rendered the property inhabitable. All tenants were provided \$1,000 in relocation expenses and all tenants have relocated as of this time. Chair Zasloff questioned whether they have been given zoning permission to rebuild or repurposed; the owner informed the Chair it was to repurpose the units. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Units 1-6 located at 64 Derby St., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 5 - PRECINCT 3

Application of Gaston and Eileen De Los Reyes, owner Eileen De Los Reyes representing, seeking a Certificate of Exemption for Unit #1 and Removal Permit for Unit #2 located at 271 Summer St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. One of the units is owner-occupied and the other unit was fully tenanted at the time notice was given. Tenant letters indicating they had elected to relocate were provided. Board member Kanda noted that Unit 1 is currently on the market and that it would have to be removed as no approval had been received.

Mrs. De Los Reyes apologized and informed the Board she was not aware she could not market the unit prior to going before the Board. Chair Zasloff questioned what the owner would have done if she had made an agreement and then did not get approval, to which she responded that she would not go through with any deal without approval first. Chair Zasloff then moved on to the tenants, one of whom had submitted an email to staff noting issues with the notice process for this conversion application. Mrs. De Los Reyes explained that there had been an incident in the unit in September, 2018 that had shaken her and that, in addition to getting older, prompted her and her husband to decide they no longer wanted to be landlords. One tenant was removed immediately following the incident and the other had left voluntarily on good terms. All remaining tenants except one agreed to vacate the unit on June 1st, and Jamaica (the other tenant)

moved May 1st and confirmed that her security deposit had been returned. Mrs. De Los Reyes apologized again for not being aware about marketing the units and Chair Zasloff stated he believed she was led astray by her realtor and did not intentionally violate the ordinance. Staff asked whether or not the Board felt comfortable voting even though no response had been received yet by the third tenant regarding her low-income status. The Board decided to vote on a conditional permit pending a response from that tenant and verification of any required relocation payment. Materials included with the application were:

- Master Deed
- Engineer/architect's report

On a motion duly made and seconded, it was VOTED 4-0:

To condition approval for a Certificate of Exemption for Unit #1 and Removal Permit for Unit #2 located at 271 Summer St. on the verification of any required relocation payment that may be required following Staff efforts to contact the tenant.

WARD 2 - PRECINCT 3

Application of Alexander C. Van Praagh, owner Alexander C. Van Praagh representing, seeking a Removal Permit for Unit #1 located at 22 Harrison St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The owner informed the Board that this is a single family home that they will be converting to a two-family in a year. Tenant paperwork was provided for two tenants, but the owner informed the Board that there is actually a third tenant that had recently moved in whose name was not included in the application.

Staff Hannah Carrillo informed the owner she had not received pages 11 or 12 of the application for any of the tenants, only pages 9 and 10 from two of the now three tenants. Chair Zasloff noted that in an email sent to Staff it appeared the applicant had done a condominium conversion in the past, which the owner did confirm. Chair Zasloff followed up by stating that he was surprised given the past conversion that the owner was not better prepared. The owner said he believed his wife had taken care of everything and apologized for not having everything in order. The Board decided to table the application to allow time for the owner to resubmit the application with appropriate and accurate tenant paperwork. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To table the application for Removal Permit for Unit #1 located at 22 Harrison St. until the next meeting with the expectation that all tenant paperwork for all tenants is provided.

WARD 2 - PRECINCT 3

Application of Kevin Riordon, contractor Alexander C. Van Praagh representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 45 Dane St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property is a three-family being downsized to a two-family. Mr. Van Praagh asked if he would be allowed to certify the Architect report, as he is the Architect on the project. Chair Zasloff stated it needed to be

certified by a 3rd party engineer or architect. No additional materials were included in the application.

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 and Unit #2 located at 45 Dane St., conditioned on the applicant submitting a master deed and a report on the condition of the property.

WARD 3 - PRECINCT 2

Application of Todd Denman, attorney Nicole Starck presenting, seeking a Removal Permit for Unit #1 located at 107 School St. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property is a single family being converted to a two-family. Staff noted the check was in the amount \$1,200 rather than \$600 given the circumstances, so a \$600 check will be exchanged for the one submitted following the meeting. The property was purchased vacant in August, 2018. Materials included with the application were:

- Master Deed
- Engineer/architect's report

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Removal Permit for Unit #1 located at 107 School St.

WARD 7 - PRECINCT 1

Application of Afarin Bellisario, attorney John Iacoi representing, seeking a Removal Permit for Unit #1 and Unit #2 located at 21 Malvern Ave. The \$600 per unit application fee was paid and no real estate taxes or water bills were owed to the City. The property was purchased vacant in February, 2019. Materials included with the application were:

- Master Deed

Staff reported that no tenant complaints had been received in regard to the application or property.

On a motion duly made and seconded, it was VOTED 4-0:

To grant a Certificate of Condominium Review Board Approval for Unit #1 and Unit #2 located at 21 Malvern Ave., conditioned on the applicant submitting a report on the condition of the property.

The Chair introduced a motion to adjourn the meeting at 7:45 PM, which was seconded and accepted.