

Applicant: Amelia Rubin's C-B-L: 339 B018  
Address: 174 Hauvill Ave.  
Type of Appeal: Conditional Use Appeal

**Check list**

1. Type agenda Done 4/27/09
2. Address list of abutters to go in folder Done 4/23/09
3. Type abutters notice Done 4/29/09
4. Notify abutters: Done 4/29/09
5. Letter of acknowledgment to owner, bill & procedures outline: Done 4/30/09
6. Send agenda to the paper: Done 4/29/09
7. Send copies of agenda to all people on labels (citizen list attached to members labels) also in-house label list Done 4/30/09
8. Mail out packets: Done May 1, 2009
9. Send packet to Corporation Counsel May 1, 2009
10. Put agenda on the web site (office assistant) Done 4/29/09

**In each packet to members include the following:**

1. Agenda
2. Agenda item number on face of each appeal
3. Assessors map of each appellant
4. Abutters that are notified
5. Copy of decision form for each packet

**After the meeting**

1. Type decision from agenda Done 5/1/09
2. Give copy of decision to Clerk's Office including: Done 5/14/09
  - Tape
  - Handwritten decisions from Board
  - Agenda
  - Agenda with decision
3. Make 10 copies of Notice of decision Done 6/11/09
  - One for each packet
  - One for each applicant
  - One for Joe and Aaron & Lee
  - ORIGIONAL goes to City Clerk
4. Type cover letter of decision to applicant to include:
  - Letter of approval
  - Final bill
  - Copy of decision from agenda (taken from 10 copies): Done 5/11/09