



**Town of Arlington
Office of the Town Manager**

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To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: 1207 Massachusetts Avenue – Request for Board Designee

Date: February 23, 2017

The Board has received one response to the RFP issued seeking proposals to purchase the property located at 1207 Massachusetts Avenue. The proposal has been analyzed by Town Counsel, the Director of Planning & Community Development, and the Town Manager's Office and we all agree that the proposal meets all the minimum criteria as set forth in the RFP.

The RFP further set forth a review process that required a designee of the Board and the Town Manager to review and score the proposal based on the comparative criteria contained within the RFP. To that end, I am requesting that the Board name a designee to work with me on this process. Once completed, we will plan to bring back a recommendation to the Board for disposition of the property.