



BOARD OF SELECTMEN

Town Offices

50 Billerica Road

Chelmsford, MA 01824-2777

(978) 250-5202 FAX: (978) 250-5252

Kenneth Lefebvre, Chair
Virginia Crocker Timmins, Vice Chair
George R. Dixon, Jr., Clerk

Patricia Wojtas
Emily Antul

June 12, 2020

Ms. Eileen DeChaves
Old Mill House Coffee LLC
24 Central Square
Chelmsford, MA 01824

Dear Ms. DeChaves:

Please be advised that I am in receipt of your application for a Common Victualer License for Old Mill House Coffee LLC to be exercised on the premises at 24 Central Square. The Board of Selectmen would like you to attend their 7:00 PM, June 29, 2020 meeting so they can ask you any questions they may have regarding this matter. This meeting will take place virtually via Zoom. I will send information on how to join the meeting once the agenda is posted on Thursday, June 25th.

Sincerely,

Kristina Bruce
Support Services Coordinator

TOWN OF CHELMSFORD

Request for Common Victualer License

TO: THE CHELMSFORD BOARD OF SELECTMEN

I, Eileen DeChaves hereby make application for a license to operate
(list sole proprietor, partners or corporate names)

Old Mill House Coffee, LLC at 24 Central St
(Name of Business) (Street Location)

in Chelmsford, MA in accordance with MGL Chapter 140.

On Premises Phone Number (978) 707-9713

Manager's Name, Address and Home Phone # 8 Comanche Circle
Chelmsford, MA 01824 (978) 328-3791

Applicant's Name, Address and Phone #: Eileen DeChaves

Hours of Operation Requested:

Weekdays 7AM - 4PM

Sundays 7AM - 4PM

Description of Premises and Seating Capacity Mix of retail + coffee shop

Minimal indoor seating up to 10 seats

* see additional detail in attached email

FLOOR PLAN OF PREMISES MUST BE ATTACHED TO THIS APPLICATION.

Applicant's Signature: 

Print Name: Eileen DeChaves

Date of Application: 5/25/2020

Bruce, Kristina

From: Eileen DeChaves <eileendechaves@gmail.com>
Sent: Monday, June 8, 2020 7:04 PM
To: Bruce, Kristina
Cc: Craig Marinella
Subject: 24 Central Sq

Hello Kristina

Here is the additional information requested for our Common Victualer License -

The building is a 2 level antique home in which the second story is to be used for dry goods storage and paper storage. Second floor will also be staff areas and office space. The first floor has 5 rooms and 2 bathrooms, one for staff and one meeting ADA guidelines.

One room is the coffee shop/service area/front of house. The middle 3 rooms will serve as a mix of retail and some seating. The back room is the food preparation area where sinks, freezers, and refrigerators are kept.

Outdoor patio will contain seating for customers to consume goods bought indoors. There is no table service.

I believe this is sufficient information. Please notify me if there is additional information required. I will be dropping off larger plans for the interior and exterior seating in the drop box at Town Hall this evening.

Thank you very much

Eileen DeChaves
978-328-3791



Town of Chelmsford

PROCESS FOR LICENSE APPLICATION/DEPARTMENTAL SIGN OFF SHEET

Type of License Applying for Victualer
 Name of Business Old Mill House Coffee
 Address 24 Central Square Chelmsford MA
 Contact Person Eileen DeChaves
 Phone # (978) 328-3791 E-mail eilendechaves@gmail.com
 Existing Use retail Capacity* 20
 Proposed Use retail / food - coffee Capacity* seating up to 10

RESTAURANTS: PLEASE PROVIDE THE DEPARTMENTS LISTED BELOW WITH A FLOOR PLAN.

AUTO DEALERS: PLEASE PROVIDE THE DEPARTMENTS LISTED BELOW WITH A PARKING PLAN.

Please obtain signatures from the Department Heads listed below. Once these signatures have been obtained, bring this document to the Selectmen's Office for next available agenda.

Community Development [Signature] Date 6-15-2020
 Room LL01 - 978-250-5231

Conservation Department [Signature] Date 6-12-2020
 Room LL01 - 978-250-5248

Board of Health [Signature] Date 6-15-20
 Room 102 - 978-250-5241 *This application has NOT yet been approved*

Tax Collectors Office [Signature] Date 6/15/2020
 Room 104 - 978-250-5210

Fire Prevention Office [Signature] Date 6/15/2020
 Town Offices - Room LL03 - 978-244-3361

Building Department/ADA [Signature] Date 6/15/2020
 Room LL01 - 8:30 - 10:00 AM or by appointment - (978) 250-5225

Applicant must obtain Certificate of Inspection after all licenses/permits have been granted. (OBTAIN THIS SIGNATURE LAST)

*Capacity - Restaurants: Seating Capacity
Auto Dealers: Number of Cars for Sale on Lot

Corporations Division

Business Entity Summary

ID Number: 001430950

[Request certificate](#)

[New search](#)

Summary for: **OLD MILLHOUSE COFFEE LLC**

The exact name of the Domestic Limited Liability Company (LLC): OLD MILLHOUSE COFFEE LLC		
Entity type: Domestic Limited Liability Company (LLC)		
Identification Number: 001430950		
Date of Organization in Massachusetts: 03-16-2020		
Last date certain:		
The location or address where the records are maintained (A PO box is not a valid location or address):		
Address: 24 CENTRAL SQUARE		
City or town, State, Zip code, Country: CHELMSFORD, MA 01824 USA		
The name and address of the Resident Agent:		
Name: EILEEN DECHAVES		
Address: 8 COMANCHE CIRCLE		
City or town, State, Zip code, Country: CHELMSFORD, MA 01824 USA		
The name and business address of each Manager:		
Title	Individual name	Address
MANAGER	EILEEN DECHAVES	24 CENTRAL SQUARE CHELMSFORD, MA 01824 USA
MANAGER	CRAIG MARINELLA	24 CENTRAL SQUARE CHELMSFORD, MA 01824 USA
In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:		
Title	Individual name	Address
The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:		
Title	Individual name	Address
<input type="checkbox"/> Consent <input type="checkbox"/> Confidential Data <input type="checkbox"/> Merger Allowed <input type="checkbox"/> Manufacturing		
View filings for this business entity:		
ALL FILINGS Annual Report Annual Report - Professional Articles of Entity Conversion Certificate of Amendment		
View filings		
Comments or notes associated with this business entity:		

[New search](#)



Town of Chelmsford
Police Department

June 15th, 2020

To: Kristina Bruce – Support Services Coordinator
From: Chief James M. Spinney
Re: Background checks

Background check has been completed on;

Craig Marinella – DOB [REDACTED]

Eileen DeChaves – DOB [REDACTED]

Background checks yielded no recent or serious offenses.

Sincerely,

A handwritten signature in black ink, appearing to read 'James M. Spinney', is written over a large, stylized oval graphic that resembles a signature or a seal.

James M. Spinney
Chief of Police

Support ADA Compliance Directory [Click HERE](#)

DOORS

ADA Title 28, Part 36, Subpart B, Section 36.301

4.13 Doors.

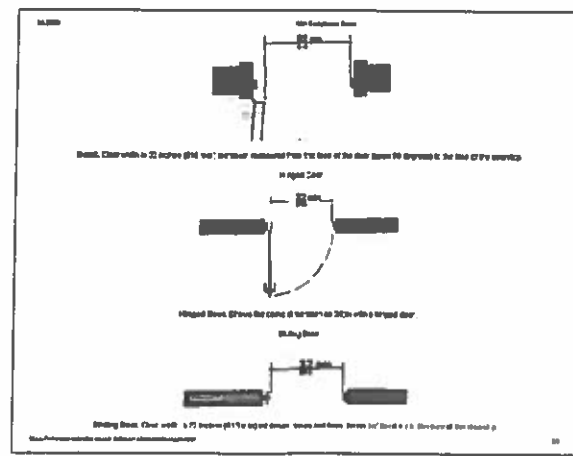
4.13.1 General. Doors required to be accessible by 4.1 shall comply with the requirements of 4.13.

4.13.2 Revolving Doors and Turnstiles. Revolving doors or turnstiles shall not be the only means of passage at an accessible entrance or along an accessible route. An accessible gate or door shall be provided adjacent to the turnstile or revolving door and shall be so designed as to facilitate the same use pattern.

4.13.3 Cases. Cases, including ticket cases, shall meet all applicable specifications of 4.13.

4.13.4 Double-Leaf Doors. If doors have two independently operated door leaves, then at least one leaf shall meet the specifications in 4.13.5 and 4.13.6. That leaf shall be an active leaf.

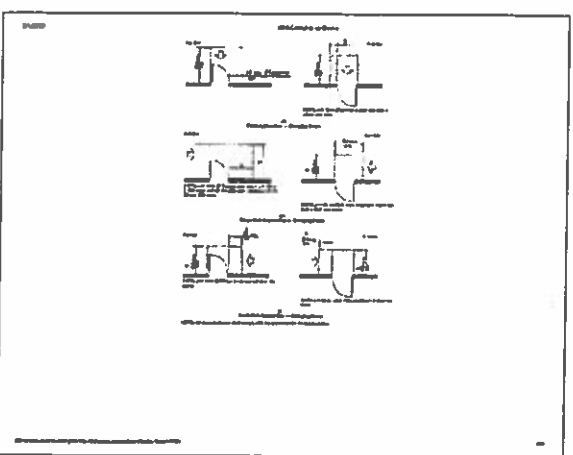
4.13.5 Clear Width. Doorways shall have a minimum clear opening of 32 in (813 mm) with the door open 90 degrees, measured between the face of the door and the opposite stop.



4.13.6 Maximum Doorway Depth. Clear width of 32 inches (813 mm) shall be maintained from the face of the door to the face of the stop.

EXCEPTION: Doors not requiring full door passage, such as shallow closets, may have the clear opening reduced to 20 in (508 mm) minimum.

4.13.7 Maneuvering Clearance at Doors. Minimum maneuvering clearance at doors that are not accessible or pre-constructed shall be as shown below.



4.13.8 Thresholds of Doorways. Thresholds of doorways shall not exceed 3/4 in (19 mm) in height for exterior sliding doors or 1/2 in (13 mm) for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2 (see 4.5.2).

4.13.9 Door Hardware. Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate.

4.13.10 Door Closers. If a door has a closer, then the release point of the closer shall be adjusted so that door is open a maximum of 70 degrees, the door will take at least 3 seconds to move to a point 7 in (178 mm) from the latch, measured to the leading edge of the door.

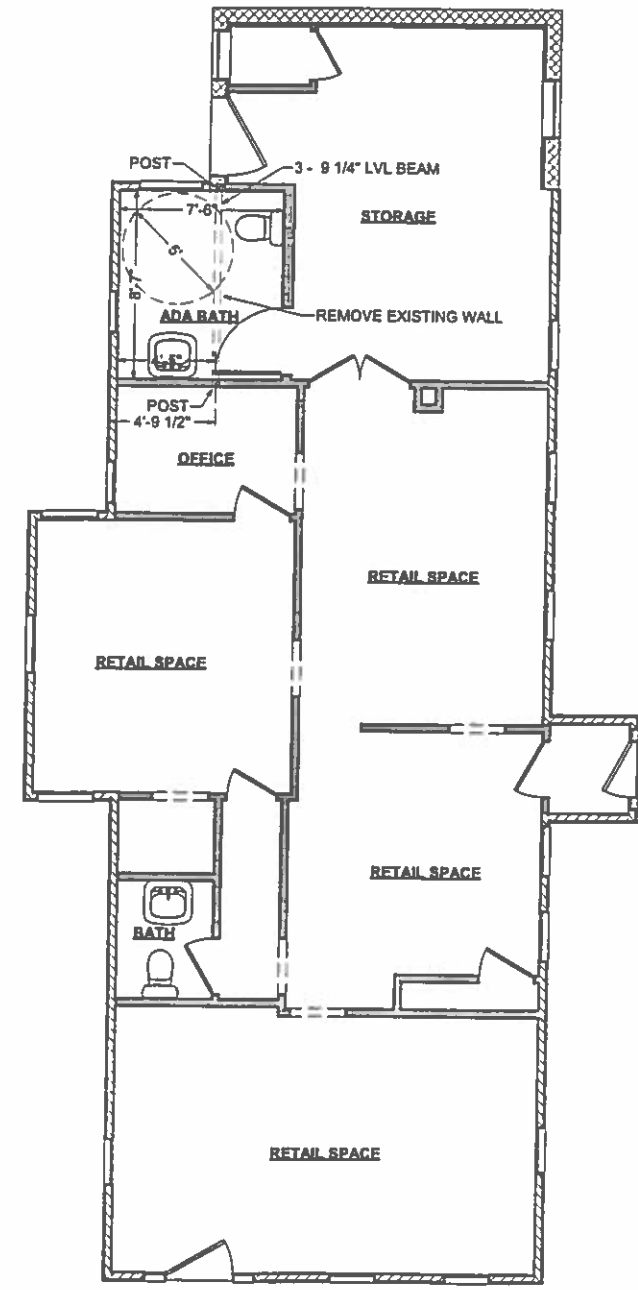
4.13.11 Door Opening Force. The maximum force for pushing or pulling open a door shall be as follows:

- (1) Fire doors shall have the maximum opening force allowable by the appropriate administrative authority.
- (2) Other doors:
 - (a) exterior hinged doors: (See note).
 - (b) interior hinged doors: 5 lbf (22.2N).
 - (c) sliding or folding doors: 3 lbf (13.3N).

These forces do not apply to the force required to retract latch bolts or disengage other devices that may hold the door in a closed position.

4.13.12 Automatic Doors and Power-Assisted Doors. If an automatic door is used, then it shall comply with ANSI A156.19-1994. Sliding opening, low-power, automatic doors shall comply with ANSI A156.19-1994. Such doors shall be open to both closed door than 3 seconds and shall require no more than 15 lbf (66.7N) to open door movement. If a power-assisted door is used, its door-opening force shall comply with 4.13.11 and its closing shall conform to the requirements in ANSI A156.19-1994.

ALL DOORS TO RETAIL SPACE TO MEET WITH ADA REQUIREMENTS INCLUDING AT LEAST 2 EXIT DOORS



REVISIONS	DATE

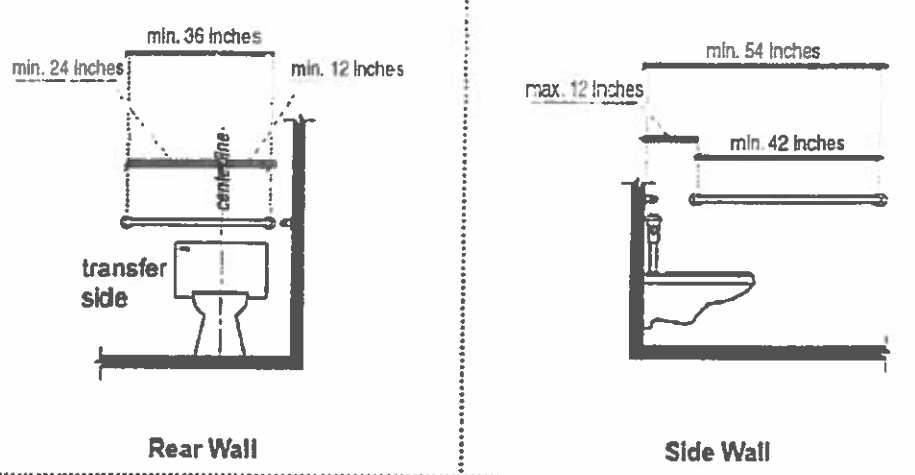
ARTISANS EXCHANGE
24 CENTRAL SQUARE
CHELMSFORD, MA

FIRST FLOOR PLAN

DATE: 3/1/2020
SCALE: 1/4" = 1'
SHEET: A 1

COLONIAL HOME DESIGN
1 DUTCHMAN LANE, WESTFORD, MA
978-692-0006
www.ColonialHomeDesign.com

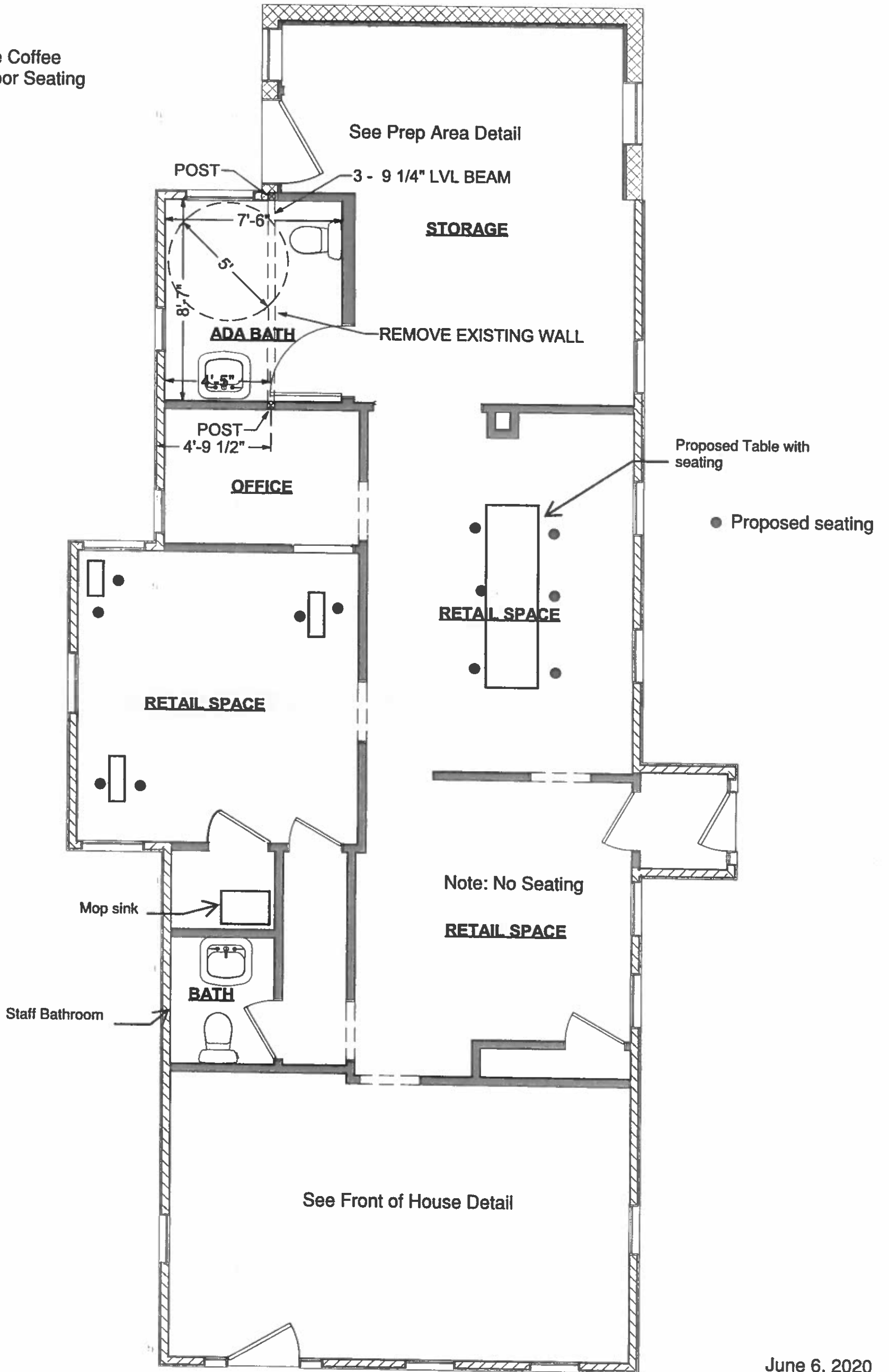
ADA Requirements for Grab Bars for Commercial Toilet Stalls



BATHROOM TO MEET ADA GRAB BAR REQUIREMENTS

FIRST FLOOR PLAN

Old Mill House Coffee
Proposed Indoor Seating



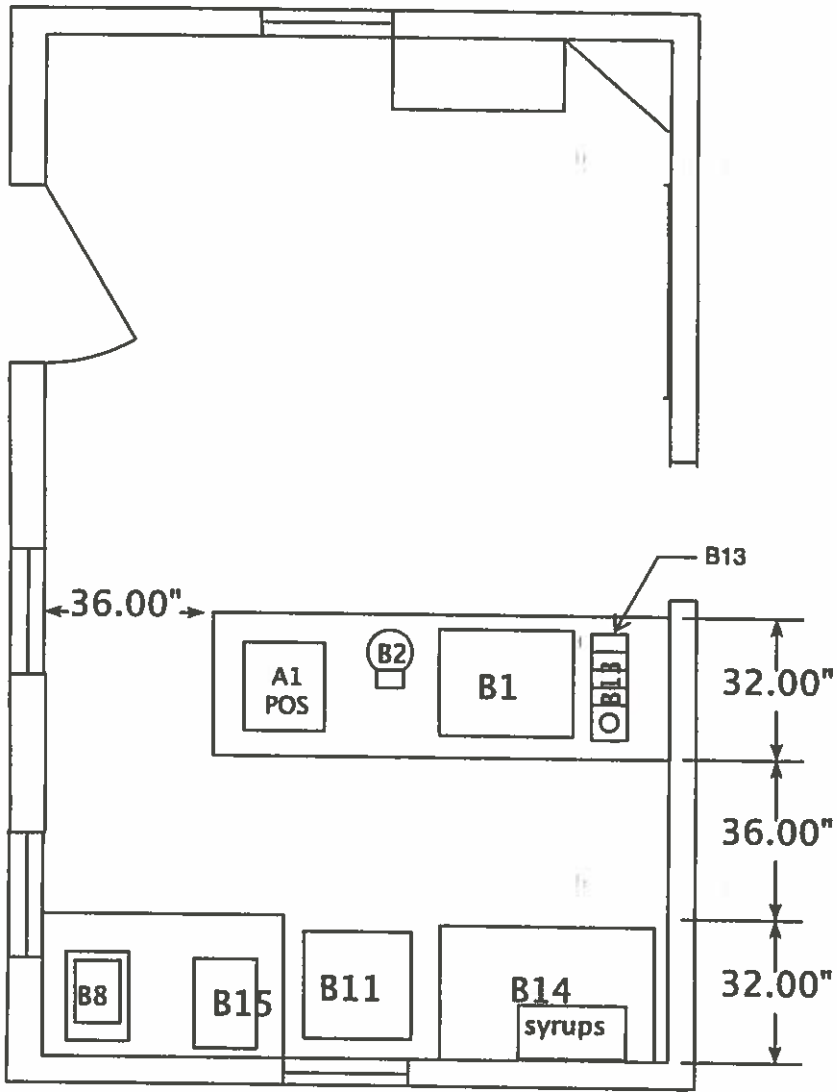
June 6, 2020

Barista Bar
Old Mill House Coffee

- A1- POS
- B1 - Rocket R9 Espresso Machine
- B2 - Mahlkonig K30 Espresso Grinder
- * B3 - Wilbur Curtis G4 Dual Brewer
- * B4 - Mahlkonig GH2 Bulk Grinder
- * B5 - Convection Oven

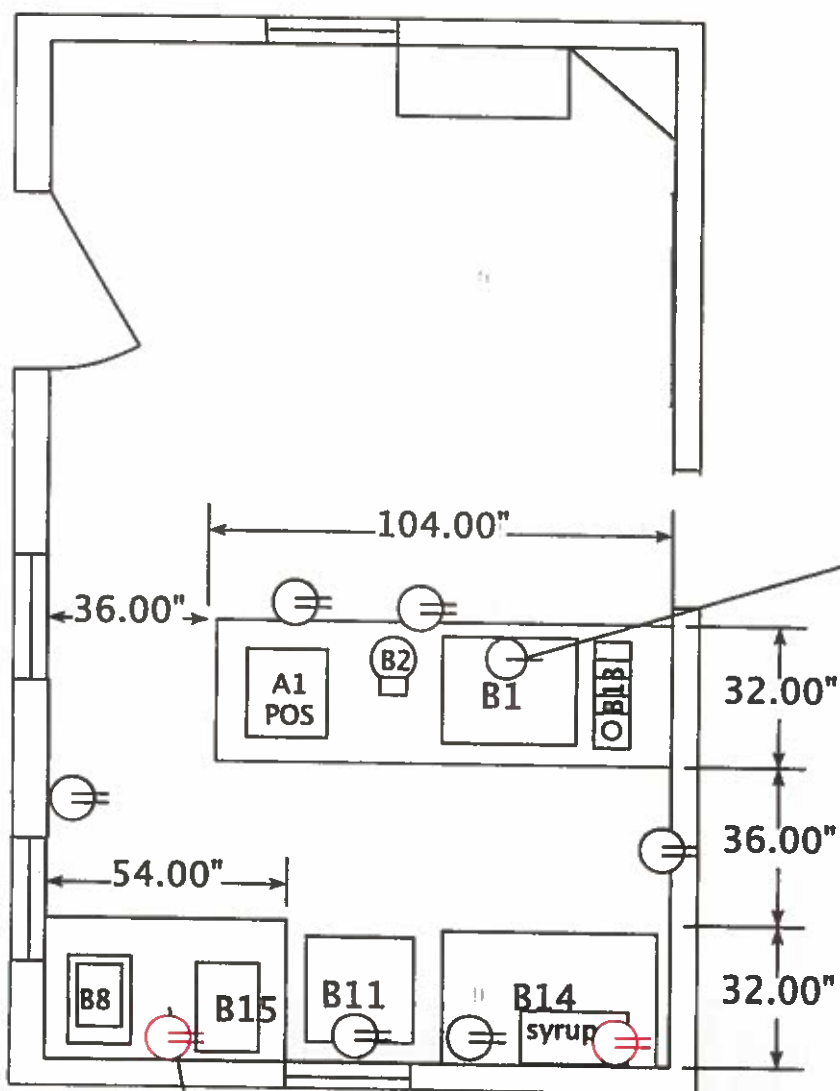
- * B7 - 3 Basin Sink
- B8 - Wall Mount Hand Wash Sink
- * B9 - Freezer
- * B10 Refrigerator
- B11 - Kegerator - Cold Brew
- * B12 - Ice
- B13 - Pitcher Rinse Sink
- B14 - 2 door counter height refrigerator
- B15 - Ice Bin with drain

* Indicates equipment is located in the Food Prep Area



TABLE

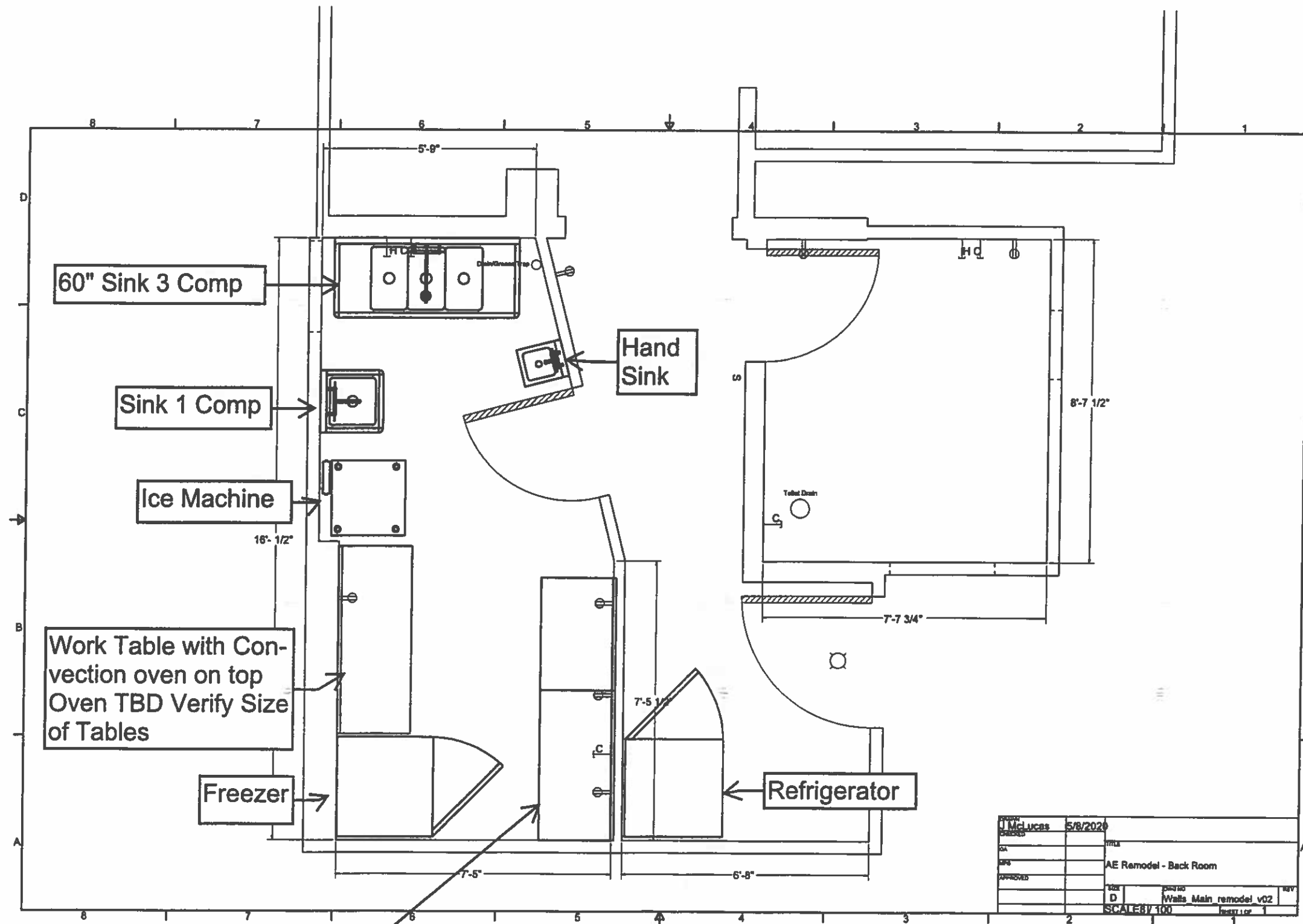
- ⊕ 220 30A (L14 30R)
- ⊖ 120 20A Duplex GFI
- ⊖ 120 20A Duplex GFI located 6" above counter



Water line with filter
distribute to a tee
with 1 shutoffs
Floor Drain Access

floor drain for
ice bin

Old Mill House Coffee
Food Prep Area

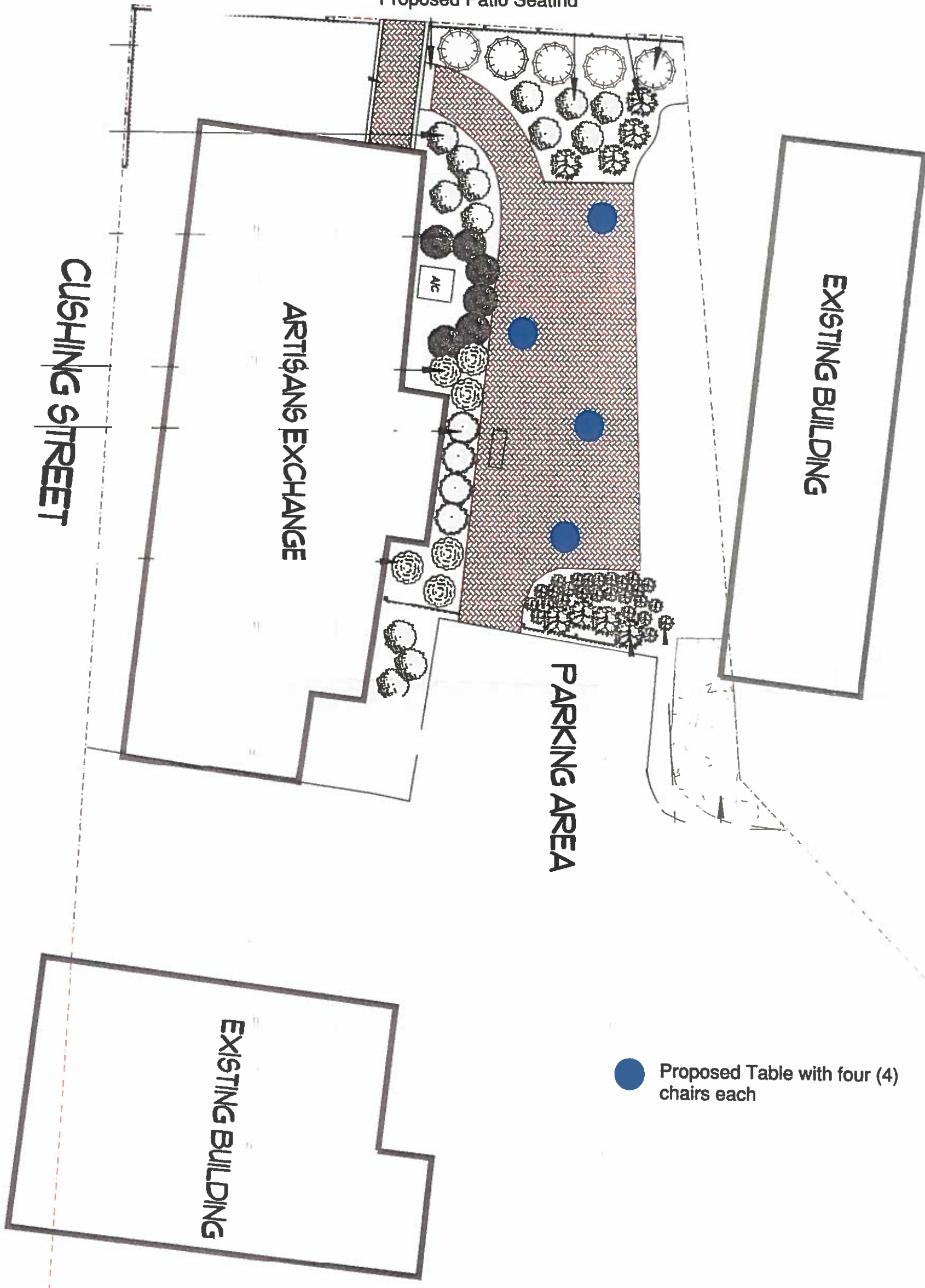


DATE	5/8/2020	BY	JM/Lucas
PROJECT		REV	
CA		DESCRIPTION	AE Remodel - Back Room
APP		DATE	
APPROVED		BY	D
		DESCRIPTION	Walls Main remodel v02
		SCALE	1/4" = 1'-0"

United Restaurant Equipment Co. Inc
978-439-5500

June 6, 2020

Old Mill House Coffee
Proposed Patio Seating



● Proposed Table with four (4)
chairs each