



MITT ROMNEY
GOVERNOR

KERRY HEALEY
LT. GOVERNOR

EDWARD A. FLYNN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety
Fire Safety Commission
Automatic Sprinkler Appeals Board

P.O. Box 1025 ~ State Road
Stow, Massachusetts 01775
(978) 567-3181 Fax: (978) 567-3121

MAURICE M. PILETTE
CHAIRMAN

PAUL DONGA
VICE CHAIR

MEMORANDUM

TO: All persons who have cases scheduled before the Commonwealth's Sprinkler Appeals Board

FROM: Maurice M. Pilette, Board Chairman

DATE: August 24, 2005

RE: Presentation of cases before the Board

Enclosed herein, please find a notice of hearing which gives the time, place and date of your hearing before the Commonwealth's Automatic Sprinkler Appeals Board. Your case is a significant matter involving the review of many factors. Although the Board applies informal rules of evidence during hearings, all appellants and fire departments appearing before the Board should be well prepared in presenting testimony, documents and other evidence to support their positions.

All parties are urged to present adequate evidence which clearly establishes the particular characteristics and uses of the subject building. The Board expects that all parties will provide accurate and complete documentation regarding: specific building use group classification, legal capacity (certificate of inspection issued by the building department), occupant load, the building's dimensions and a detailed interior floor plan that shows all rooms, walls, doorways, exits and stairways.

Evidence regarding the specific activities that occur within the building is very important in the determination of many cases.

Seven (7) copies of all documents shall be submitted to the Board. All documents, including any photographs shall be no larger than 8 1/2" x 11" or have the capability of being easily folded into a size no greater than 8 1/2" x 11". In order to avoid the submission of duplicate or inconsistent documentation, it is suggested that the parties review and agree upon the submission of all mutually acceptable documents prior to submission to the Board.

Finally, all parties should review the Board's memorandum dated 8-10-03 (see copy enclosed) relative to the stipulation of facts and recommended dispositions. If all parties observe these suggestions, it is anticipated that your case can be determined in a more efficient and expeditious manner.