



## **Town of Arlington Select Board**

### **Meeting Agenda**

February 21, 2024

7:15 PM

Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or  
ACMI

1. Legislative Provision for Remote Participation
2. Approval of Sale of \$200,000 Sewer Bond dated March 4, 2024 to the Massachusetts Water Resources Authority for Inflow and Infiltration Local Financial Assistance Program; and Approval of Sale dated March 11, 2024 of \$2,600,000 Water Bond to the Massachusetts Water Resources Authority for Local Water System Assistance Program  
Alex Magee, Deputy Town Manager / Finance Director

#### **FOR APPROVAL**

3. Celebrating Arlington Stories Banners  
Cecily Miller, Arlington Commission for Arts & Culture

#### **CONSENT AGENDA**

4. 2024 Farmers' Market  
Johanna Niles & Patsy Kraemer, Market Managers
5. Acceptance of Funds From Various Entities  
Colleen Leger, Director of Health and Human Services
6. Request: Special (One Day) Beer & Wine License, 03/09/2024 @ Robbins Library Reading Room for Private Event  
Lizzi Weyant

#### **APPOINTMENTS**

7. Historic District Commissions (Jason/Gray Historic District)  
Kenneth Lubar  
(term to expire: 01/31/2027)
8. Tree Committee  
Marina Popova  
(term to expire: 01/31/2026)  
  
Olivier Aries  
(term to expire: 01/31/2026)

## **LICENSES & PERMITS**

9. For Approval: Common Victualler License  
Quilo's Taqueria, 162 Massachusetts Avenue, Jamie A. Herrera

## **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

10. Vote: Battle Reenactment Plans
11. Vote: Placement of Historic Marker  
Katie Luczai, Economic Development Coordinator
12. Vote: Special Town Meeting, Date to be Determined  
Jim Feeney, Town Manager
13. For Approval: Opening of Special Town Meeting Warrant

## **WARRANT ARTICLE HEARINGS**

14. Articles for Review:  
Article 23 Endorsement of CDBG Application  
Article 24 Revolving Funds  
Article 36 Endorsement of Parking Benefit District Expenditures  
Article 66 Resolution/MBTA Service

## **CORRESPONDENCE RECEIVED**

15. Broadway Crosswalk Request  
John Alessi, Senior Transportation Planner

## **NEW BUSINESS**

Except in cases of emergency, the Board will neither deliberate nor act upon topics presented in New Business.

Next Scheduled Meeting of Select Board March 4, 2024

You are invited to a Zoom webinar.

When: Feb 21, 2024 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

[https://town-arlington-ma-us.zoom.us/webinar/register/WN\\_HWIxcc7PRZihUtJc3t2jiw](https://town-arlington-ma-us.zoom.us/webinar/register/WN_HWIxcc7PRZihUtJc3t2jiw)

After registering, you will receive a confirmation email containing information about joining the webinar.

**\*Notice to the Public on meeting privacy\*** In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.



## **Town of Arlington, Massachusetts**

---

### **Legislative Provision for Remote Participation**



## **Town of Arlington, Massachusetts**

---

**Approval of Sale of \$200,000 Sewer Bond dated March 4, 2024 to the Massachusetts Water Resources Authority for Inflow and Infiltration Local Financial Assistance Program; and Approval of Sale dated March 11, 2024 of \$2,600,000 Water Bond to the Massachusetts Water Resources Authority for Local Water System Assistance Program**

**Summary:**

Alex Magee, Deputy Town Manager / Finance Director

**ATTACHMENTS:**

Type	File Name	Description
▢ Reference Material	February_2024__MWRA_Water.Sewer_Borrowing.pdf	Memo from Town Treasurer
▢ Reference Material	#1428_Financial_Assistance_Agreement__Sewer.pdf	Financial Assistance Agreement - Sewer
▢ Reference Material	Financial_Agreement__Water.pdf	Financial Assistance Agreement - Water
▢ Reference Material	MWRA_Select_Board_Vote_-_Sewer+_Water_-_Arlington_03-04-24_(003).pdf	Vote of the Board



**Office of the Treasurer & Collector of Taxes**

Julie Wayman  
Town of Arlington  
Arlington, MA 02476

Treasurer & Collector of Taxes  
730 Massachusetts Avenue  
Telephone Number: 781-316-3031

**MEMORANDUM**

DATE: February 16, 2024  
TO: Eric Helmuth, Select Board Chair  
FROM: Julie Wayman, Treasurer/Collector  
RE: Approval of Interest Free Sewer Bond with Massachusetts Water Resources Authority in the amount of \$200,000 and an Interest Free Water Bond with Massachusetts Water Resources Authority in the amount of \$2,600,000

---

In accordance with the Town Meeting favorable action of Article 42 voted May 15, 2023 for \$800,000 Appropriation/Financing of Construction or Reconstruction of Sewers and Sewerage Facilities, the Town submitted application for assistance for reduction of inflow and infiltration by rehabilitation and repair to sewer infrastructure. The Town project application has been approved as eligible for the Massachusetts Water Resource Authority (MWRA) I/I Local Financial Assistance Program.

The Sewer Bond in the amount of \$200,000 is interest free for a term of ten years and debt service begins February 15, 2025 in annual payment of \$20,000. A grant in the amount of \$600,000 is provided to the Town by the MWRA for an overall estimated project cost of \$800,000.

Also, in accordance with the Town Meeting vote of Article 54 voted May 16, 2022 for \$1,300,000 and Article 43 voted May 15, 2023 for \$1,300,000 Appropriation/Financing of Construction or Reconstruction of Water Mains and Water Facilities, the Town submitted application for assistance for replacement, repair, and improvements to the water system and infrastructure which has been approved as eligible for the MWRA Local Water System Assistance Program.

The Water Bond in the amount of \$2,600,000 is an interest free loan for a term of ten years and debt service begins February 15, 2025 in annual payment of \$260,000.

I respectfully request favorable consideration and vote by the Select Board for sale of the Sewer Bond in the amount of \$200,000 and the Water Bond in the amount of \$2,600,000 as represented in the attached Vote of the Select Board.

Attachments

CC:

Jim Feeney, Town Manager  
Alex Magee, Deputy Town Manager  
Michael Rademacher, Director of Public Works  
Wayne Chouinard, Town Engineer  
William Copithorne, Assistant Town Engineer  
Ida Cody, Comptroller

# FINANCIAL ASSISTANCE AGREEMENT

BY AND BETWEEN

THE AUTHORITY  
AND  
TOWN OF ARLINGTON, MASSACHUSETTS

This Financial Assistance Agreement is made by and between the Massachusetts Water Resources Authority, a body politic and corporate and public instrumentality, existing under Chapter 372 of the Acts of 1984, with its principal place of business at Deer Island, 33 Tafts Avenue, Boston, Massachusetts 02128, ("Authority" or "MWRA") and the Town of Arlington, MA, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, with its principal place of business at Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476 ("Awardee") (collectively, "Parties");

WHEREAS, on August 19, 1992 the Authority Board of Directors voted to approve a program whereby the Authority was permitted to offer financial assistance to certain local communities committed to infiltration and inflow reduction or sewer system rehabilitation; and

WHEREAS, the Awardee intends to conduct, or is conducting, an infiltration/inflow ("I/I") reduction or sewer system rehabilitation project ("Project"); and

WHEREAS, the Awardee filed a Financial Assistance Application in which it furnished information about the Project to the Authority; and

WHEREAS, the MWRA will provide financial assistance to the Awardee for its Project under certain terms and conditions, hereinafter provided.

NOW THEREFORE, in consideration of the foregoing and the promises contained herein, the Parties agree that the Authority will provide and the Awardee will accept financial assistance under the following terms and conditions:

I. SCOPE OF SERVICES.

The Awardee has entered into or will enter into, within ninety (90) days of the execution of this Agreement, a contract with a consultant or contractor for sewer rehabilitation and/or I/I reduction services, in accordance with the Awardee's competitive procurement practice, and the scope of such work is listed in Attachment A.

## II. FINANCIAL ASSISTANCE.

A. The Authority shall provide financial assistance ("Award") to the Awardee in the form of both a grant and a loan. The total amount of the Award shall be \$800,000, of which \$600,000 shall be in the form of a grant ("Grant") and \$200,000 shall be in the form of an interest-free loan ("Loan").

B. The Loan shall be governed by the attached Loan Agreement, which is incorporated herein by reference as Attachment C.

C. Upon execution of the Loan Agreement, the Authority shall initiate an electronic transfer for the Total Award through the Automated Clearing House (ACH) having a pay date three business days after the execution date, including both the grant and the loan, to the following designated account of the Awardee:

MMDT Account No. 44261014

Federal Tax ID No. 04-600-1070

D. The Authority shall not be obligated to provide additional financial assistance above the Award amount regardless of additional Project costs which may be incurred by the Awardee.

E. In the event that the Project is not initiated as outlined in the Project Schedule, the Awardee shall return the entire Grant to the Authority within ninety (90) days.

## III. EFFECTIVE DATE OF AGREEMENT.

This agreement will not become effective until the Loan Agreement is fully executed.

## IV. TERM.

The term of this Agreement shall begin upon the date of execution of this Agreement, including the execution of the Loan Agreement, and shall be in effect until the Awardee fully repays the Loan to the Authority in accordance with the terms of the Loan Agreement. As evidence that the final payment has been made, the Authority will send a letter to the Awardee indicating that the Loan has been discharged.

## V. PROJECT SCHEDULE.

Implementation of the Project must begin within ninety (90) calendar days of execution of the Agreement, including the Loan Agreement, or all grant funds must be returned to the Authority. The Project must comply with the Project Schedule listed in Attachment B.

It is the obligation of the Awardee to obtain all licenses, permits, easements or any other approvals necessary to begin and successfully complete the Project.

VI. EXPENDITURE VERIFICATION REQUIREMENTS.

A. Throughout the completion of the Project Scope of Services, the Awardee shall submit progress reports to the Authority, on forms provided by the Authority, which outline the overall progress of the Project, the progress of key Project tasks, and the total Project cost expended to date. The frequency and schedule for progress reporting is outlined within the I/I Local Financial Assistance Program Guidelines for Sewer Projects. Progress reports shall be submitted to:

Massachusetts Water Resources Authority  
2 Griffin Way  
Chelsea, MA 02150  
Attn: Community Support Program

B. The Awardee shall append to each progress report information which documents eligible Project costs, including, but not limited to, consultant and/or contractor invoices; awardee labor, equipment, materials and other costs; and ancillary expenses. Time sheets and work summaries documenting any requests for force account work reimbursement must also be provided.

C. The Awardee shall exercise its best efforts to accomplish the Project set forth in the Scope of Services within the Award Amount established. In the event that an increase or decrease in the total Project cost is anticipated, or in fact occurs, the Awardee shall immediately notify the Authority in writing, and shall submit a status report including reasons for changes in Project cost, work completed to date, total dollars expended to date, and an estimate of the cost required to complete the Project.

VII. PROJECT INSPECTION.

The Awardee shall make the Project site and all Project records available to the Authority staff for review during the course of the Project. Authority staff may periodically monitor the progress of work to insure that the Project is: (1) proceeding substantially as defined in the Scope of Services; (2) proceeding substantially within the Project Schedule; and (3) proceeding in a manner which will substantially produce the quantitative I/I reduction result which the Awardee estimated would be achieved in the Financial Assistance Application.

VIII. PROJECT CLOSEOUT PROVISIONS.

A. Upon completion of the Project, the Awardee shall notify the Authority that the Project is complete and shall certify, on a form provided by the Authority, that all work included in the Scope of Services has been completed and performed in accordance with this Agreement. The Awardee shall submit to the Authority a Project closeout package which shall include a summary of all Project expenditures and the final Project cost.

B. If the final Project cost meets or exceeds the Award, no revision to the Grant shall be made during Project closeout.

C. If the final Project cost is less than the Award, a revision to the Grant shall be made during Project closeout. The difference between the Award and the final Project closeout cost will be calculated and defined as the Project "Shortage Amount". The existence of a Project Shortage Amount will not affect the Loan repayment amount or schedule.

D. In the event that a Project Shortage Amount exists, the Awardee agrees to repay seventy-five percent (75%) of such Project Shortage Amount to the Authority. The Authority will send the Awardee a separate invoice for payment of the Project Shortage Amount forty-five (45) days prior to the next loan repayment date.

#### IX. PROJECT AUDIT PROVISIONS.

A. The Awardee, its engineers, and its contractors shall maintain books, records, and other documents that pertain to and involve transactions related to this Agreement in accordance with generally accepted accounting principals. The Awardee, its engineers, and its contractors shall also maintain the financial information and data used by the engineers and contractors in the preparation or support of all invoices and progress reports. The Authority and any other duly authorized person, shall have access to such books, records, documents, and other evidence for inspection, audit, and copying during normal business hours, upon ten (10) days notice and at the Authority's expense. The Awardee, its engineers, and its contractors shall provide proper facilities for such access and inspection. All documents shall be kept for at least seven (7) years after either the final payment to the engineer or contractor or after the closeout of the Project, whichever is later.

B. The Awardee agrees to include the wording of Section IX A, above, in all contracts and subcontracts hereafter awarded to third party contractors, vendors and service providers related to this Agreement.

C. Audits conducted by the Authority, or its duly authorized representatives, shall be in accordance with generally accepted government auditing standards and established procedures and guidelines of the Authority. Such audits shall be conducted at the expense of the Authority upon ten (10) days notice to the Awardee.

D. The Awardee agrees to provide the Authority with a copy of the Awardee's annual audited financial statements within a reasonable time after the issuance thereof, together with a certificate of the Awardee stating that the Awardee is in compliance with its obligations under this agreement.

#### X. INTERACTION WITH OTHER PROGRAMS OF ASSISTANCE.

The Awardee certifies that it has not and will not receive financial assistance under the State Revolving Fund (SRF) or any other state, federal, or other program of funding assistance for any Project costs for which financial assistance has been provided by the MWRA I/I Local Financial Assistance Program.

XI. AUTHORITY TO EXECUTE AGREEMENT.

Prior to the execution of this Agreement, the Awardee shall take all steps necessary to authorize it to properly execute this Agreement.

XII. GOVERNING LAW.

This Agreement shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.

XIII. COMPLIANCE WITH LOCAL LAWS.

The Awardee shall comply with all applicable laws, ordinances, and codes of the state and local governments, and shall commit no trespass on any public or private property in performing any of the work embraced by this Agreement.

XIV. INVALIDITY OF PARTICULAR PROVISIONS.

If any provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be deemed affected thereby.

XV. CONTRACTING/SUBCONTRACTING.

The Awardee shall have no capacity to involve the Authority in any contract nor to incur any liability on the part of the Authority.

XVI. CHANGES TO SCOPE OF SERVICES.

The Authority and the Awardee may, during the course of the project, mutually agree to revisions in the Scope of Services or Project Schedule. Such changes shall be incorporated into this Agreement by written amendment.

XVII. PROVISION OF CONTRACTS.

The Awardee agrees to submit to the Authority an executed copy of each contract for engineering services or construction relevant to the Scope of Services.

#### XVIII. EQUAL EMPLOYMENT OPPORTUNITY.

The Awardee shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap status or national origin. The Awardee, its engineer(s), and its contractor(s) shall comply with all applicable laws and regulations pertaining to nondiscrimination, equal opportunity and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction. The Awardee shall make positive efforts to achieve a goal of 7.18 percent participation of Minority-owned Business Enterprise(s) and 5.77 percent participation of Woman-owned Business Enterprise(s) within Professional Services contracts which are funded through financial assistance under this Agreement. For Non-Professional Services category work, the Awardee should make positive efforts to achieve a goal of 5.61 percent participation of Minority-owned Business Enterprise(s) and a goal of 4.88 percent participation of Woman-owned Business Enterprise(s) within project contracts.

For Construction, the Awardee shall require all construction contractors and subcontractors to make positive efforts to achieve: (1) a minority employee work force goal of 15.30 percent, (2) a woman employee work force goal of 6.90 percent, (3) a goal of 7.24 percent participation of Minority-owned Business Enterprise(s), and (4) a goal of 3.60 percent participation of Woman-owned Business Enterprise(s) within the project contracts.

#### XIX. INDEMNIFICATION.

The Awardee, at its expense, shall defend and shall indemnify and hold harmless the Authority, its members, officers and employees, from and against any and all claims, causes of action, suits, losses, damages and expenses, including attorneys' fees, arising out of or resulting from any acts, errors or omissions or breach of contractual duties by the Awardee and anyone employed by it (including Contractors, Subcontractors and/or Consultants and their employees) in performance of this Agreement. Such obligation shall not be construed to negate or abridge any other obligation of indemnification running to the Authority which would otherwise exist.

#### XX. MEMBERS, EMPLOYEES NOT LIABLE.

No member or employee of the Authority shall be charged personally or held contractually liable by or to the Awardee under any term or provision of this Agreement or because of any breach thereof or because of its execution or attempted execution.

#### XXI. INTEREST OF AWARDEE.

The Awardee covenants that its Contractors, Subcontractors and/or Consultants presently have no interest and shall not acquire any interest, direct or indirect, in the property to which this Agreement pertains or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Awardee further covenants that no person having any such interest shall be employed in the performance of this Agreement.

## XXII. INTEREST OF EMPLOYEES; M.G.L.C. 268A.

Neither Awardee, nor its Contractors, Subcontractors and/or Consultants shall, during the term of this Agreement, hire or employ on either a full-time or part-time basis any person or persons so long as such person shall be employed by the Authority.

The Awardee acknowledges that the Authority is a state agency for the purposes of Chapter 268A of the Massachusetts General Laws (the Massachusetts Conflict of Interest statute). The Awardee agrees to take actions and to forbear from taking actions, as circumstances require, so as to be in compliance at all times with said statute.

## XXIII. ASSIGNABILITY.

The Awardee shall not assign any interest, in whole or in part, in this Agreement and shall not transfer any interest in the same, whether by assignment or novation, without the prior written approval of the Authority.

## XXIV. PAYMENT NOT A WAIVER.

The Authority's payment to Awardee under this Agreement or its review, approval or acceptance of any actions by Awardee under this Agreement shall not operate as a waiver of any rights under this Agreement and the Awardee shall remain liable to the Authority for all damages incurred by the Awardee's failure to perform in accordance with the terms and conditions of this Agreement.

The rights and remedies of the Authority provided for under this Agreement are in addition to any other rights or remedies provided by law. The Authority may assert a right to recover damages by any appropriate means, including but not limited to set-off, suit, withholding, recoupment, or counter-claim either during or after performance of this Agreement.

## XXV. TERMINATION OF THE AGREEMENT FOR CAUSE.

If, through any cause, the Awardee shall fail to fulfill in a timely and proper manner its obligations under this Agreement (including performance of the Scope of Services and maintenance of the Project Schedule); or if it is determined that there is probable cause to believe that the Award was obtained on the basis of fraud, deceit, or illegality; or if the Awardee has failed to comply with the terms and conditions of this Agreement; the Authority shall hereupon have the right to terminate this Agreement by giving written notice to the Awardee of such termination and specifying the effective date thereof.

The Awardee agrees that if this Agreement is terminated by the Authority, the Awardee shall immediately repay to the Authority the full Grant which is identified in Section II, above. The Awardee also agrees that the Loan shall not be affected by such termination and that the separate Loan Agreement shall remain in full effect.

XXVI. ATTACHMENTS.

Attachments to this Agreement are incorporated herein and are as follows:

Attachment A Scope of Services  
Attachment B Project Schedule  
Attachment C Loan Agreement

XXVII. PROJECT SPECIFIC ADDITIONAL TERMS AND CONDITIONS.

1. All reports prepared in conjunction with this project shall be submitted to the Authority for review and approval.
2. The community will submit to the Authority the proposed project's plans and specifications upon their completion for review and approval.
3. The Authority will be informed of the contract award for the construction phase of the proposed rehabilitation project and forwarded bid tabulation and contractor intent to award / notice to proceed documentation. The community will inform the Authority of the date for Final Inspection for the construction phase of the proposed rehabilitation project.

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

MASSACHUSETTS WATER RESOURCES AUTHORITY

BY: \_\_\_\_\_  
Matthew R. Horan, Treasurer

AWARDEE: Town of Arlington, Massachusetts

BY: \_\_\_\_\_

Print Name: Jim Feeney

Print Title: Town Manager

**MWRA I/I LOCAL FINANCIAL ASSISTANCE PROGRAM - PHASE 14  
ATTACHMENT A  
FINANCIAL ASSISTANCE AGREEMENT**

**MWRA PROJECT NO. WRA-P14-01-3-1428**

**TOWN OF ARLINGTON**

**PHASE #16 SANITARY SEWER REHABILITATION DESIGN & CONSTRUCTION /  
PHASE #14 POST-CONSTRUCTION FLOW EVALUATION**

**SCOPE OF SERVICES**

The Town of Arlington requests funding for the following projects which are part of the Town's Sewer System Capital Improvement Program. The Sewer System CIP is designed to reduce Inflow and Infiltration. Each phase of the Program includes the most cost-effective repairs remaining within the Town. The work included in the Phase #16 Design and Rehabilitation Construction projects (Task 1 & 2) will be located in various portions of Investigation Area #1 through Area #11.

**Task 1 - Phase #16 Design, Bid & Award:**

The goal of the Phase #16 Design, Bid & Award project is to design the removal of cost-effective sources of infiltration and inflow (I/I) and produce contract documents suitable for public bidding within the investigation areas named above.

**Task 2 - Phase #16 Rehabilitation Construction & Construction Services:**

The goal of the Phase #16 Construction project is to rehabilitate and repair sewer infrastructure and remove sources of I/I identified during previous Sewer System Investigation Projects and included in the Phase #16 Design, Bid & Award project, within the investigation areas stated above.

**Task 3 - Phase #14 Post Construction Flow Evaluation:**

The Phase #14 Post-Construction Flow Evaluation will compare pre- and post-rehabilitation ground water levels and flow isolation data to estimate the quantity of peak infiltration removed from the sewer system from the Phase #14 Construction project. A Draft & Final Report will be prepared evaluating the pre- and post-construction flows.

The above work will be performed pursuant to the terms and conditions detailed within the Agreement For Engineering Services By and Between the Town of Arlington and Weston & Sampson Engineers, Inc. and the approved MWRA I/I Local Financial Assistance Project Application received January 12, 2024. Total project cost is estimated at \$800,000. Eligible MWRA I/I Local Financial Assistance is \$800,000 (Eligible Phase #16 Design, Bid, & Award Cost = \$95,000 / Eligible Phase #16 Construction Cost = \$550,000 / Eligible Phase #16 Construction Services Cost = \$140,000 / Eligible Phase #14 Post Construction Flow Evaluation Cost = \$15,000). Upon contract completion, this work will result in an estimated removal of 0.04 MGD of peak I/I flow from the sanitary sewer system.

**MWRA I/I LOCAL FINANCIAL ASSISTANCE PROGRAM  
ATTACHMENT B  
FINANCIAL ASSISTANCE AGREEMENT**

**MWRA PROJECT NO. WRA-P14-01-3-1428**

**TOWN OF ARLINGTON**

**PHASE #16 SANITARY SEWER REHABILITATION DESIGN & CONSTRUCTION /  
PHASE #14 POST-CONSTRUCTION FLOW EVALUATION**

**PROJECT SCHEDULE**

<u>Description of Work</u>	<u>Start Date</u>	<u>Completion Date</u>
Phase #16 Design, Bid & Award	January 2024	June 2024
Phase #16 Construction Rehabilitation	August 2024	November 2024
Phase #16 Construction Warranty Retest	May 2025	June 2025
Phase #14 Post-Construction Flow Evaluation	June 2024	July 2024

**MWRA I/I LOCAL FINANCIAL ASSISTANCE PROGRAM  
ATTACHMENT C  
FINANCIAL ASSISTANCE AGREEMENT**

**MWRA PROJECT NO. WRA-P14-01-3-1428**

**TOWN OF ARLINGTON**

**PHASE #16 SANITARY SEWER REHABILITATION DESIGN & CONSTRUCTION /  
PHASE #14 POST-CONSTRUCTION FLOW EVALUATION**

**LOAN AGREEMENT**

# FINANCIAL ASSISTANCE AGREEMENT

BY AND BETWEEN

MASSACHUSETTS WATER RESOURCES AUTHORITY  
AND  
ARLINGTON, MASSACHUSETTS

This Financial Assistance Agreement is made by and between the Massachusetts Water Resources Authority, a body politic and corporate and public instrumentality, established under the provisions of Chapter 372 of the Acts of 1984, with its principal place of business at 33 Tafts Avenue, Boston, MA 02128, ("Authority" or "MWRA") and Arlington, MA, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, with its principal place of business at 730 Massachusetts Avenue, Arlington, MA 02476 ("Awardee") (collectively, "Parties");

WHEREAS, on June 30, 2010 the Authority Board of Directors voted to approve a program whereby the Authority was permitted to offer financial assistance to Waterworks system communities to improve local water systems.

WHEREAS, the Awardee intends to conduct, or is conducting, a local water system improvement project ("Project"); and

WHEREAS, the Awardee filed a Financial Assistance Application in which it furnished information about the Project to the Authority; and

WHEREAS, the MWRA will provide financial assistance to the Awardee for its Project under certain terms and conditions, hereinafter provided.

NOW THEREFORE, in consideration of the foregoing and the promises contained herein, the Parties agree that the Authority will provide and the Awardee will accept financial assistance under the following terms and conditions:

I. SCOPE OF SERVICES.

The Awardee has entered into or will enter into, within ninety (90) days of the execution of this Agreement, a contract with a consultant or contractor for local water system improvement, in accordance with the Awardee's competitive procurement practice, and the scope of such work is listed in Attachment A.

II. FINANCIAL ASSISTANCE.

A. The Authority shall provide financial assistance ("Award") to the Awardee in the form of an interest-free loan. The total amount of the Award shall be \$2,600,000.00.

B. The Loan shall be governed by the attached Loan Agreement, which is incorporated herein by reference as Attachment C.

C. Upon execution of the Loan Agreement, the Authority shall initiate an electronic transfer of the total Award through the Automated Clearing House (ACH) having a pay date three business days after the execution date to the following designated account of the Awardee:

MMDT Account No. 44255040

Federal Tax ID No. 04-6001070

D. The Authority shall not be obligated to provide additional financial assistance above the Award amount regardless of additional Project costs which may be incurred by the Awardee.

### III. EFFECTIVE DATE OF AGREEMENT.

This Agreement will take effect on the date of execution of both the Loan Agreement and this Agreement. In the event that this Agreement and the Loan Agreement are executed on different dates, the effective date of this Agreement shall be the later of the two dates.

### IV. TERM.

The term of this Agreement shall begin upon the date of execution of this Agreement, including the execution of the Loan Agreement, and; unless otherwise terminated under Section XXV of this Agreement, shall be in effect until the Awardee fully repays the Loan to the Authority in accordance with the terms of the Loan Agreement. As evidence that the final payment has been made, the Authority will send notice to the Awardee indicating that the Loan has been discharged.

### V. PROJECT SCHEDULE.

Implementation of the Project must begin within ninety (90) calendar days of execution of the Agreement, including the Loan Agreement. The Project must comply with the Project Schedule listed in Attachment B.

It is the obligation of the Awardee to obtain all licenses, permits, easements or any other approvals necessary to begin and successfully complete the Project.

### VI. EXPENDITURE VERIFICATION REQUIREMENTS.

A. Throughout the completion of the Project Scope of Services, the Awardee shall submit progress reports to the Authority, on forms provided by the Authority, which outline the overall progress of the Project, the progress of key Project tasks, and the total Project cost expended to date. The frequency and schedule for progress reporting is outlined within Section 5.1 of MWRA Local Water System Assistance Program Guidelines. Progress reports shall be submitted to:

Massachusetts Water Resources Authority  
2 Griffin Way  
Chelsea, MA 02150  
Attn: Local Water System Assistance Program

B. The Awardee shall append to each progress report information which documents eligible Project costs, including, but not limited to, consultant and/or contractor invoices; awardee labor, equipment, materials and other costs; and ancillary expenses. Time sheets and work summaries documenting any requests for force account work reimbursement must also be provided.

C. The Awardee shall exercise its best efforts to accomplish the Project set forth in the Scope of Services within the Award Amount established. In the event that an increase or decrease in the total Project cost is anticipated, or in fact occurs, the Awardee shall immediately notify the Authority in writing, and shall submit a status report including reasons for changes in Project cost, work completed to date, total dollars expended to date, and an estimate of the cost required to complete the Project.

## VII. PROJECT INSPECTION.

The Awardee shall make the Project site and all Project records available to the Authority staff for review during the course of the Project. Authority staff may periodically monitor the progress of work to insure that the Project is: (1) proceeding substantially as defined in the Scope of Services; and (2) proceeding substantially within the Project Schedule.

## VIII. PROJECT CLOSEOUT PROVISIONS.

A. Upon completion of the Project, the Awardee shall notify the Authority that the project is complete and shall certify, on a form provided by the Authority, that all work included in the Scope of Services has been completed and performed in accordance with this Agreement. The Awardee shall submit to the Authority a Project closeout package which shall include a summary of all Project expenditures and the final Project cost.

B. If the final Project cost is less than the Award, the difference between the Award and the final Project closeout cost will be calculated and defined as the Project "Shortage Amount". The existence of a Project Shortage Amount will not affect the Loan repayment amount or schedule.

C. In the event that a Project Shortage Amount exists, the Authority shall either: (a) credit the Project Shortage Amount as part of Awardee's funding for an additional eligible project or future eligible project, or (b) send the Awardee a separate invoice for payment of the Project Shortage Amount forty-five (45) days prior to the next loan repayment date.

## IX. PROJECT AUDIT PROVISIONS.

A. The Awardee, its engineers, and its contractors shall maintain books, records, and other documents that pertain to and involve transactions related to this Agreement in accordance with generally accepted accounting principals. The Awardee, its engineers, and its contractors shall also maintain the financial information and data used by the engineers and contractors in the preparation or support of all invoices and progress reports. The Authority and any other duly authorized person, shall have access to such books, records, documents, and other evidence for inspection, audit, and copying during normal business hours, upon ten (10) days notice and at the Authority's expense. The Awardee, its engineers, and its contractors shall provide proper facilities for such access and inspection. All documents shall be kept for at least seven (7) years after either the final payment to

the engineer or contractor or after the closeout of the Project, whichever is later.

B. The Awardee agrees to include the wording of Section IX.A., above, in all contracts and subcontracts hereafter awarded to third party contractors, vendors and service providers related to this Agreement.

C. Audits conducted by the Authority, or its duly authorized representatives, shall be in accordance with generally accepted government auditing standards and established procedures and guidelines of the Authority. Such audits shall be conducted at the expense of the Authority upon ten (10) days notice to the Awardee.

D. The Awardee agrees to provide the Authority with a copy of the Awardee's annual audited financial statements within a reasonable time after the issuance thereof, together with a certificate of the Awardee stating that the Awardee is in compliance with its obligations under this agreement.

#### X. INTERACTION WITH OTHER PROGRAMS OF ASSISTANCE.

The Awardee certifies that it has not and will not receive financial assistance under the State Revolving Fund (SRF) or any other state, federal, or other program of funding assistance for any Project costs for which financial assistance has been provided by the MWRA Local Water System Assistance Program.

#### XI. AUTHORITY TO EXECUTE AGREEMENT.

Prior to the execution of this Agreement, the Awardee shall take all steps necessary to authorize it to properly execute this Agreement.

#### XII. GOVERNING LAW.

This Agreement shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.

#### XIII. COMPLIANCE WITH LOCAL LAWS.

The Awardee shall comply with all applicable laws, ordinances, and codes of the state and local governments, and shall commit no trespass on any public or private property in performing any of the work embraced by this Agreement.

#### XIV. INVALIDITY OF PARTICULAR PROVISIONS.

If any provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be deemed affected thereby.

XV. CONTRACTING/SUBCONTRACTING.

The Awardee shall have no capacity to involve the Authority in any contract nor to incur any liability on the part of the Authority.

XVI. CHANGES TO SCOPE OF SERVICES.

The Authority and the Awardee may, during the course of the project, mutually agree to revisions in the Scope of Services or Project Schedule. Such changes shall be incorporated into this Agreement by written amendment.

XVII. PROVISION OF CONTRACTS.

The Awardee agrees to submit to the Authority an executed copy of each contract for engineering services or construction relevant to the Scope of Services.

XVIII. EQUAL EMPLOYMENT OPPORTUNITY.

The Awardee shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap status or national origin. The Awardee, its engineer(s), and its contractor(s) shall comply with all applicable laws and regulations pertaining to nondiscrimination, equal opportunity and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction. The Awardee shall make positive efforts to achieve a goal of 7.18 percent participation of Minority-owned Business Enterprise(s) and 5.77 percent participation of Woman-owned Business Enterprise(s) within Professional Services contracts which are funded through financial assistance under this Agreement. For Non-Professional Services category work, the Awardee should make positive efforts to achieve a goal of 5.61 percent participation of Minority-owned Business Enterprise(s) and a goal of 4.88 percent participation of Woman-owned Business Enterprise(s) within project contracts.

For Construction, the Awardee shall require all construction contractors and subcontractors to make positive efforts to achieve: (1) a minority employee work force hour goal of 15.30 percent, (2) a woman employee work force hour goal of 6.90 percent, (3) a goal of 7.24 percent participation of Minority-owned Business Enterprise(s), and (4) a goal of 3.60 percent participation of Woman-owned Business Enterprise(s) within the project contracts.

XIX. INDEMNIFICATION.

The Awardee, at its expense, shall defend and shall indemnify and hold harmless the Authority, its members, officers and employees, from and against any and all claims, causes of action, suits, losses, damages and expenses, including attorneys' fees, arising out of or resulting from any acts, errors or omissions or breach of contractual duties by the Awardee and anyone employed by it (including Contractors, Subcontractors and/or Consultants and their employees) in performance of this Agreement. Such obligation shall not be construed to negate or abridge any other obligation of indemnification running to the Authority which would otherwise exist.

XX. MEMBERS, EMPLOYEES NOT LIABLE.

No member or employee of the Authority shall be charged personally or held contractually liable by or to the Awardee under any term or provision of this Agreement or because of any breach thereof or because of its execution or attempted execution.

XXI. INTEREST OF AWARDEE.

The Awardee covenants that its Contractors, Subcontractors and/or Consultants presently have no interest and shall not acquire any interest, direct or indirect, in the property to which this Agreement pertains or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Awardee further covenants that no person having any such interest shall be employed in the performance of this Agreement.

XXII. INTEREST OF EMPLOYEES; M.G.L.C. 268A.

Neither Awardee, nor its Contractors, Subcontractors and/or Consultants shall, during the term of this Agreement, hire or employ on either a full-time or part-time basis any person or persons so long as such person shall be employed by the Authority.

The Awardee acknowledges that the Authority is a state agency for the purposes of Chapter 268A of the Massachusetts General Laws (the Massachusetts Conflict of Interest statute). The Awardee agrees to take actions and to forbear from taking actions, as circumstances require, so as to be in compliance at all times with said statute.

XXIII. ASSIGNABILITY.

The Awardee shall not assign any interest, in whole or in part, in this Agreement and shall not transfer any interest in the same, whether by assignment or novation, without the prior written approval of the Authority.

XXIV. PAYMENT NOT A WAIVER.

The Authority's payment to Awardee under this Agreement or its review, approval or acceptance of any actions by Awardee under this Agreement shall not operate as a waiver of any rights under this Agreement and the Awardee shall remain liable to the Authority for all damages incurred by the Awardee's failure to perform in accordance with the terms and conditions of this Agreement.

The rights and remedies of the Authority provided for under this Agreement are in addition to any other rights or remedies provided by law. The Authority may assert a right to recover damages by any appropriate means, including but not limited to set-off, suit, withholding, recoupment, or counter-claim either during or after performance of this Agreement.

## XXV. TERMINATION OF THE AGREEMENT FOR CAUSE.

If, through any cause, the Awardee shall fail to fulfill in a timely and proper manner its obligations under this Agreement (including performance of the Scope of Services and maintenance of the Project Schedule); or if it is determined that there is probable cause to believe that the Award was obtained on the basis of fraud, deceit, or illegality; or if the Awardee has failed to comply with the terms and conditions of this Agreement; the Authority shall hereupon have the right to terminate this Agreement by giving written notice to the Awardee of such termination and specifying the effective date thereof.

The Awardee agrees that if this Agreement is terminated by the Authority, the Awardee shall immediately repay to the Authority the full amount of any grant portion of the Award which is identified in Section II, above. The Awardee agrees that the Loan shall not be affected by such termination and that the separate Loan Agreement shall remain in full effect.

## XXVI. ATTACHMENTS.

Attachments to this Agreement are incorporated herein and are as follows:

Attachment A Scope of Services  
Attachment B Project Schedule  
Attachment C Loan Agreement

## XXVII. PROJECT SPECIFIC ADDITIONAL TERMS AND CONDITIONS.

1. The Authority will be informed of the contract award for the construction phase of the proposed rehabilitation project and forwarded a copy of the plans and specifications, bid tabulation, executed contract, contractor notice to proceed letter, and date of pre construction meeting.
2. The community will inform the Authority of the date for Final Inspection for the construction phase of the proposed project.

IN WITNESS WHEREOF, the parties have executed this Agreement this\_\_\_\_\_ day of \_\_\_\_\_, 2024.

MASSACHUSETTS WATER RESOURCES AUTHORITY

BY: \_\_\_\_\_  
Matthew R. Horan, Treasurer

AWARDEE: Town of Arlington, Massachusetts

BY: \_\_\_\_\_  
James Feeney, Town Manager

**MWRA  
LOCAL WATER SYSTEM ASSISTANCE PROGRAM**

**ATTACHMENT A  
PROJECT NO. LWSAP24-396  
ARLINGTON, MASSACHUSETTS  
SCOPE OF SERVICES**

Replace approximately 5,205-LF of unlined cast iron water main pipe with a history of water main breaks in the Pleasant Street neighborhood with new cement lined ductile iron pipe (CLDI). The existing water main to be replaced was installed between 1913 and 1932 and is beyond its useful life. Highlights of the project include the replacement of approximately 2,300-LF of 10" CI pipe with new 12" CLDI pipe, replacement of approximately 2,800-LF of 8" CI pipe with new 8" CLDI pipe, as well as the replacement of approximately 50-LF of 10" CI pipe with new 10" CLDI and approximately 55-LF of 6" CI pipe with new 6" CLDI to make connections to side streets at each project intersection. An additional 200-LF of CLDI pipe will be installed for large diameter services (4" to 6"). The Town owned portion of the small diameter water services (3/4" to 2") along the project area will also be replaced (note: existing 3/4" services will be upsized to 1" to adhere to current Town standards). Town records indicate all existing services are copper or iron pipe. Should any lead service lines be identified, the Town will replace both the public portion (main to curb stop) and private portion (curb stop to water meter) of the service under either this contract of a separate pre-existing Town contract (the MWRA's Lead Service Replacement Loan Program will not be utilized).

The estimated cost for this project is \$2,700,000. The funding sources are LWSAP (\$2,600,000), and community cash (\$100,000).

**ATTACHMENT B  
PROJECT NO. LWSAP24-396  
ARLINGTON, MASSACHUSETTS**

**PROJECT SCHEDULE**

<u>Item</u>	<u>Start Date</u>	<u>Completion Date</u>
Bid Construction	Summer 2024	April 2024 Fall 2024

## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Arlington, Massachusetts, certify that at a meeting of the board held February 21, 2024, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$200,000 Sewer Bond of the Town dated March 4, 2024, to Massachusetts Water Resources Authority (the “Authority”) is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on February 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2025	\$20,000	2030	\$20,000
2026	20,000	2031	20,000
2027	20,000	2032	20,000
2028	20,000	2033	20,000
2029	20,000	2034	20,000

Further Voted: that the sale of the \$2,600,000 Water Bond of the Town dated March 11, 2024, to Massachusetts Water Resources Authority (the “Authority”) is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on February 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2025	\$260,000	2030	\$260,000
2026	260,000	2031	260,000
2027	260,000	2032	260,000
2028	260,000	2033	260,000
2029	260,000	2034	260,000

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance

with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the bond were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: February 21, 2024

---

Clerk of the Select Board

*[Signature page to Vote of the Select Board]*



## Town of Arlington, Massachusetts

---

### Celebrating Arlington Stories Banners

#### Summary:

Cecily Miller, Arlington Commission for Arts & Culture

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	#1_ACAC_Banner_Request.pdf	Banner Request
▢	Reference Material	Banner_Schedule.pdf	Banner Schedule

**TOWN OF ARLINGTON  
TEMPORARY BANNER PERMIT APPLICATION**

**Applicant and Sponsoring Organization Information**

Name of Organization / Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Tel#: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Banner Information**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Request Installation Date: \_\_\_\_\_ Date Removed: \_\_\_\_\_

Requested Location: Street (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

Banner Message: \_\_\_\_\_

Banner Material: \_\_\_\_\_

**Required Attachments**

Banner Design, Color, Wording and Dimensions ☐

Banner Location Site Map ☐

After banner has been approved at a Select Board Meeting, you are responsible for having the banner made and getting it out to the Public Works Department a week prior to the installation date. They are located at 51 Grove Street, 781-316-3100.

Approved by the Select Board ☐

Date Approved: \_\_\_\_\_

# PROPOSAL: ARLINGTON BANNER PROJECT – SHARING COMMUNITY STORIES

---

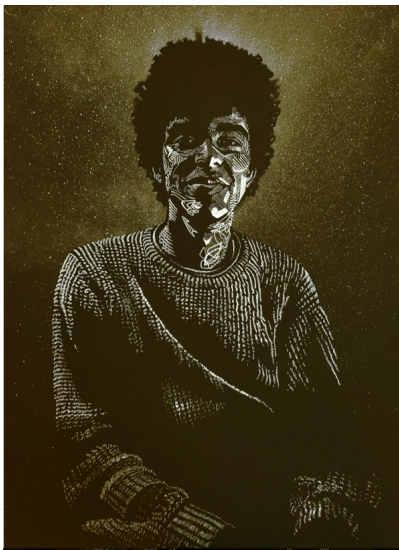
The Arlington Commission for Arts and Culture and the Arlington Division of Diversity, Equity and Inclusion are collaborating on a public art project exploring and celebrating diverse Arlington stories. The Arlington Banner Project lays the groundwork for future outreach/community engagement initiatives encouraging ongoing community conversations and story sharing.

The Arlington Banner Project will consist of 11 pairs of banners created by accomplished three Arlington artists exploring the theme of community stories and portraiture. We request permission to display the banners on the 11 lightpoles located on the median strip of Mass. Avenue in Arlington Center during April and May, 2024.

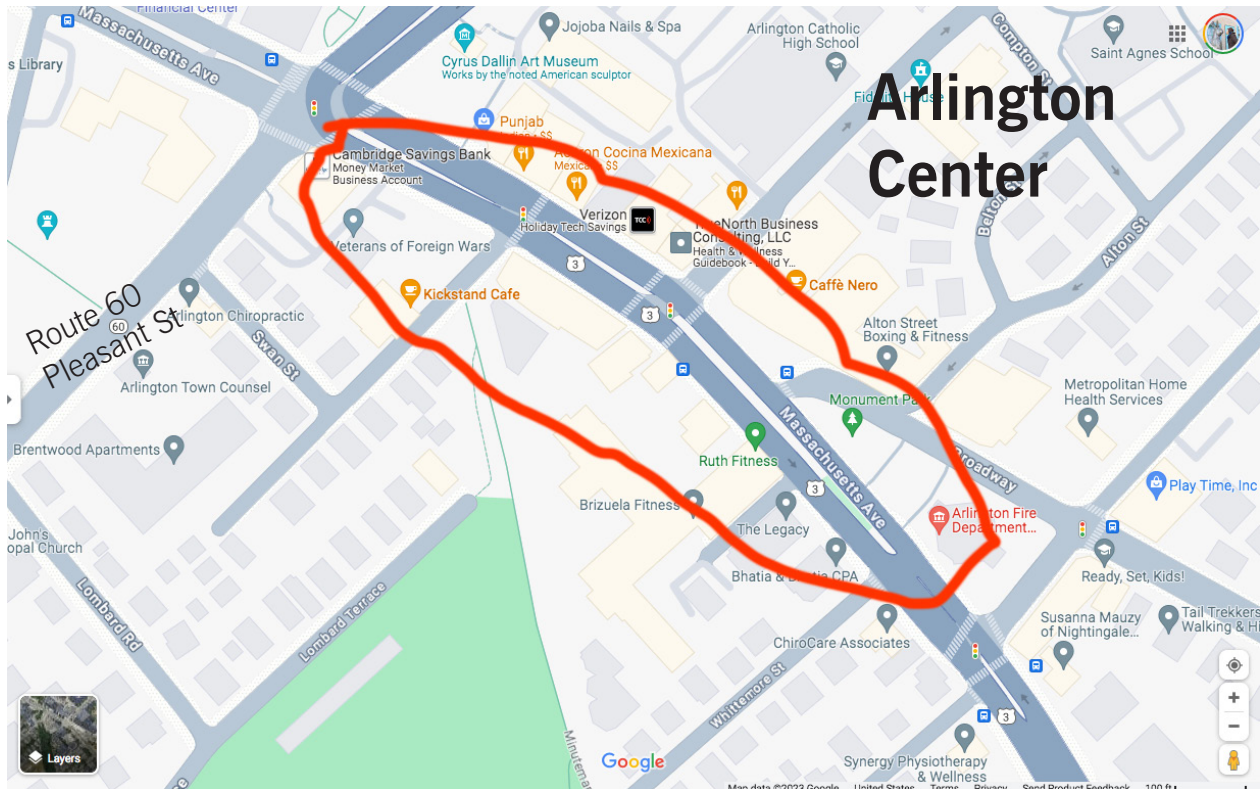
Nine pairs of banners will feature original art by Sonya Quinlan-Khan, TJ Reynolds, and Molly Scannell commissioned for this project. For your information, examples of PAST WORK by the artists are show below to give a sense of the style of each artist. You can see TJ Reynolds work up in the 2nd floor corridor of Town Hall outside the Selectboard meeting room.

The first and last light poles will identify the project with colorful graphics designed by Arlington-based designer and artist Nilou Moochhala. Possible project titles include: Friends and Neighbors, Arlington Stories, People of Arlington, Arlington Neighbors.

The project will be managed by Cecily Miller (ACAC Curator of Public Art) and Teresa Marzilli (Town of Arlington's Coordinator of Outreach and Community Engagement). Each individual banner will be 2' x 6', digitally printed in color on vinyl. Banner artwork will be developed over this winter season, with final designs due in mid-March, 2024. We will present the designs for Select Board approval at that time. Map indicating requested location attached.



LEFT TO RIGHT: *Ansa Brew-Smith*, by TJ Reynolds (acrylic and spray paint on paper); *Untitled* by Molly Scannell (digital collage); *Arlington Utility Box* inspired by Pakistani truck painting by Sonya Quinlan-Khan.



original  
art here

original  
art here

## CONCEPT SKETCH Not a final design

Each banner will carry a caption  
connected to the project.

Captions will alternate with URL  
[ArtsArlington.org](http://ArtsArlington.org)  
for more information.

ARLINGTON STORIES

ARTSARLINGTON.ORG

# Banner Schedule - 2024

MONTH	EVENT	EVENT	EVENT	EVENT	EVENT
January	Chamber of Commerce - ends January 31				
February					
March					
April	Commision for Arts and Culture April 1 - May 31				
May	Commision for Arts and Culture April 1 - May 31				
June					
July					
August					
September					
October					
November					
December					



## Town of Arlington, Massachusetts

---

### 2024 Farmers' Market

#### Summary:

Johanna Niles & Patsy Kraemer, Market Managers

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Farmers__Market_Memo.pdf	Farmers' Market Memo

RECEIVED BY THE  
SELECT BOARD OFFICE  
ARLINGTON, MA 02476

2024 FEB 13 AM 11:35



6 February 2024

## MEMORANDUM TO THE ARLINGTON SELECT BOARD

### 2024 FARMERS' MARKET

Arlington EATS respectfully requests permission to hold the twenty-seventh Arlington Farmers' Market at the Russell Common Parking Lot, Arlington Center, for the 2024 season. The market is held on Wednesdays 2:00 pm to 6:30 pm. The 2024 market will begin on Wednesday, June 12 and close on Wednesday, October 30.

The Market will continue as a program of Arlington EATS and will be managed by Johanna Niles and Patsy Kraemer.

The market holds liability insurance that is provided from the Massachusetts Farmers' Market Association.

We hope you will approve the continuation of this program at the Russell Common Parking Lot.

Johanna Niles  
Community Food Access Manager  
Arlington EATS  
[jniles@arlingtoneats.org](mailto:jniles@arlingtoneats.org)  
339-707-6757 ext. 1006



## Town of Arlington, Massachusetts

---

### Acceptance of Funds From Various Entities

#### Summary:

Colleen Leger, Director of Health and Human Services

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Acceptance_of_Funds.pdf	Acceptance of Funds



Town of Arlington  
Department of Health and Human Services

27 Maple Street  
Arlington, MA 02476

Tel: (781) 316-3170  
Fax: (781) 316-3175

## MEMO

TO: Select Board

FROM: Colleen Leger, Director of Health and Human Services

DATE: February 9, 2024

RE: Funds received; approval requested

---

The Department of Health and Human Services regularly receives funds from various entities to create and maintain programs and initiatives across the Department. To spend these funds, acknowledgement by the Select Board is required. Below are recent grants awarded to HHS by the Arlington Health and Human Services Charitable Corporation to support assistance programs organized by HHS.

Amount	Received	Use	Source	Division
\$22,884.50	2/2024	Migrant Families Relief Fund	Arlington Health and Human Services Charitable Corporation	HHS
\$26,037.00	1/2024	Holiday Help Program	Arlington Health and Human Services Charitable Corporation	AYCC



---

## Town of Arlington, Massachusetts

**Request: Special (One Day) Beer & Wine License, 03/09/2024 @ Robbins Library Reading Room for Private Event**

**Summary:**

Lizzi Weyant

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	1_Day_Ref_03.09.24.pdf	Reference

OFFICE OF THE SELECT BOARD  
TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Lizzi Weyant

Address, phone & e-mail contact information: \_\_\_\_\_

\_\_\_\_\_

Name & address of Organization for which license is sought: \_\_\_\_\_

\_\_\_\_\_

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above): \_\_\_\_\_

Michael Delsignore

Address, phone & e-mail contact information: \_\_\_\_\_

\_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? One-Time Event

\_\_\_\_\_

24-Hour contact number for Responsible Manager of Alcohol Event date: \_\_\_\_\_

\_\_\_\_\_

Title of Event: Bat Mitzvah

Date/time of Event: March 9, 2024/6:30pm-10:00pm

Location of Event: Robbins Library Reading Room

Location/Event Coordinator: Victoria Rose

Method(s) of invitation/publicity for Event: email invitations

Number of people expected to attend: 75-79 guests

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic): \_\_\_\_\_

N/A

Will persons under age 21 be on premises? Yes. 43 guests under the age of 21. Ages 4-17.

If "yes," please detail plan to prevent access of minors to alcoholic beverages. \_\_\_\_\_

The bartender will follow the TiPS certification requirements.

Have you consulted with the Department of Police Services about your security plan for the Event? \_\_\_\_\_

Yes

**OFFICE USE ONLY**

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.



Signature

Off. Corey P. Rabeau

Printed name/title

Date: 2-5-24

POLICE COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.) \_\_\_\_\_

**Beer and Wine**

What types of food and non-alcoholic beverages do you plan to serve at the Event? \_\_\_\_\_

**Please see attached menu**

Who will be responsible for serving alcoholic beverages at the Event? \_\_\_\_\_

**Maeghan S Kleinerman**

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event. \_\_\_\_\_

**TiPS on Premise**

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age. \_\_\_\_\_

**Maeghan S. Kleinerman**

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) \_\_\_\_\_

**Kappy's Importing and Distributing Company in Everett, MA**

Date of Delivery: **March 9, 2024**

Alcohol Serving Time (s): **6:30pm-9:30pm**

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? \_\_\_\_\_

Kappy's will pick up unused alcoholic beverages.

Date of Pick-Up: March 11, 2024

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) \_\_\_\_\_

General and Liquor Liability Insurance

TIPS certificate

Security Plan

Menu

**Please submit this completed form and filing fee to the Select Board at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

E. R. M. Weyant

Printed name: \_\_\_\_\_

Elizabeth R. M. Weyant

Printed title & Organization name: \_\_\_\_\_

Molly Weyant Bat Mitzvah

Email: \_\_\_\_\_



**Mollie Weyant Bat Mitzvah**

Saturday, March 9, 2024

**Appetizers - Plated and Passed**

**Cheese & Fruit Display V GF - Large**

Assortment of Cheeses, Honey, Jam, Seasonal Fruits, & Crackers

**Grilled Vegetable Platter V GF - Large**

Assorted Seasonal Vegetables Grilled and Drizzled with a Balsamic Glaze

Pigs in a Blanket - Beef

Stuffed Mushrooms VE

Butternut Squash Arancini w/Pumpkin Sauce V

Mini Veggie Quesadilla w/Fresh Salsa V

Fig and Goat Cheese Tartlets V

**Entree - Buffet**

**Cherry Goat Cheese Salad V GF - Large**

Mixed Greens with Dried Cherries, Candied Walnuts and Goat Cheese Crumbles, and House Made Balsamic Dressing

PECANS ON THE SIDE - \*\*NUT ALLERGY

**Blue Ribbon Barbeque**

Combo 1:

65X BBQ Chicken

Pulled Chicken

Kansas City Burnt Ends

Cole Slaw 1X

Potato Salad 1X

Macaroni & Cheese 2X

Green Beans (No Sausage)

Homemade Pickles

Sweet BBQ Sauce

Hot BBQ Sauce

Gold BBQ Sauce

Cornbread

Sandwich Rolls

**Dessert** (Candy station set up by Client) Coffee and Other desserts by Simple Fare



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lallis and Higgins Insurance 1221 Main St STE 202 Weymouth MA 02190		<b>CONTACT NAME:</b> Anthony Lallis <b>PHONE (A/C, No, Ext):</b> (781) 277-0673 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> anthony@lallisandhiggins.com	
<b>INSURED</b> Simple Fare, LLC 460 HIGH ST MEDFORD MA 02155		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Preferred MUT INS CO <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		BOP0100732651	08/21/2023	08/21/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PCA0100300547	6/21/2023	6/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 250,000 BODILY INJURY (Per accident) \$ 500,000 PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$ <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		UC0100614956	12/23/2023	08/21/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Liquor Liability</b>		BOP0100732651	08/21/2023	08/21/2024	Aggregate 2,000,000 Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Arlington additional insured

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington 670 R Massachusetts Ave Arlington MA 02746	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Justin Christie
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.



**On Premise**

**CERTIFIED**

**Issued: 8/18/2021**

**Expires: 8/11/2024**

**ID# 5534904**

**MAEGHAN S KLEINERMAN**

**Roslindale, MA 02131-1296**

**For service visit us online at [www.gettips.com](http://www.gettips.com)**

**Sarah Drost, 59095**

Lizzi Weyant

Molly Weyant Bat Mitzvah

March 9, 2024

Robbins Library Reading Room

Security Plan

A Bat Mitzvah will be held in the Robbins Library Reading Room on Saturday, March 9, 2024 from 6:30pm-10:00pm. Alcohol service will be from 6:30pm-9:30pm. A Special Alcohol License Application has been submitted to the Arlington Select Board.

This is the Security Plan.

We anticipate 75-79 guests. There will be 43 guests under the age of 21. The ages of the underage guests range from 4 years to 17 years.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Robbins Library Reading Room. Michael Delsignore, Responsible Manager from Simple Fare Catering, will provide the attached menu. Bartender, Maeghan Kleiner, will serve the beer and wine. The bartender will follow the rules of TiPS certification. The foodservice staff, the bartender and responsible manager and the event coordinator are all responsible for ensuring that the event runs smoothly.

Parking for the event will be in the Whittemore Robbins House and Robbins Library parking lots and on the side streets, as well as Massachusetts Avenue.

Please advise if there are other items to consider.

Thank you.



## Town of Arlington, Massachusetts

---

### Historic District Commissions (Jason/Gray Historic District)

#### Summary:

Kenneth Lubar  
(term to expire: 01/31/2027)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	K._Lubar_Appt_Ref.pdf	Reference

OFFICE OF THE SELECT BOARD

ERIC D. HELMUTH, CHAIR  
JOHN V. HURD, VICE CHAIR  
DIANE M. MAHON  
STEPHEN W. DECOURCEY  
LENARD T. DIGGINS



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 14, 2024

Kenneth Lubar  
Arlington, MA 02476

Re: Appointment: Historic District Commissions (Jason/Gray Historic District)

Dear Kenneth:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Wednesday, February 21, 2024, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Friday, February 16, at 12:00 p.m.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in black ink that reads "Ashley Maher".

Ashley Maher  
Board Administrator

**Kenneth M. Lubar**

Arlington, Massachusetts 02476

### **PROFESSIONAL EXPERIENCE**

**EMI Strategic Marketing, Boston, MA** **July 2000 - Present**  
*Management Director/Technology Innovation Leader*

Management and project responsibility for wide range of marketing, sales and communications consulting engagements in the environmental, financial services, technology and energy sectors.

**Grand Circle Corporation, Boston, MA** **1998 – July 2000**  
*Senior Vice President, Marketing*

Sales, marketing and advertising responsibility for leading travel services company.

**EMI Strategic Marketing, Boston, MA** **1993 - 1998**  
*Management Director*

**WearGuard Inc., Norwell, MA** **1981 – 1993**

### **COMMUNITY AND VOLUNTEER ACTIVITIES**

**Arlington Fix it Clinic Volunteer, Arlington, MA** **2022 - Present**  
Participate as a coach working with the public to repair devices and encourage them to try on their own. The goal of the ZWA program is to decrease the amount of waste going into landfills.

**New England Aquarium Volunteer, Boston, MA** **1990 - Present**  
Conservation Learning (education) volunteer responsible for inspiring and educating NEAQ visitors about the more than 7000 fish on display and communicating the institution's message and conservation mission to the public.

### **RELEVANT MEMBERSHIPS**

**Historic New England**  
I'm well on my way towards visiting every one of their properties. Outside of New England properties I have extensively toured historic homes and buildings. Frequently my travels are arranged around an historically interesting building or a one with a famous occupant.

**Trustees of the Reservations**  
In addition to visiting their open space preservation, I've toured many of their historic properties.

**Peabody Essex Museum** **Appalachian Mountain Club**

### **EDUCATION**

Harvard Business School, 1992, Program in Strategic Marketing Management.

Harvard University, 1988, Certificate in Administration and Management.

Princeton University, 1978, B.S. Engineering.

January 15, 2024

Steve Makowka  
Chair, Arlington Historic Districts Commission  
Arlington, Massachusetts

Steve,

Late last year John Worden let me know that there was an opening for the Jason/Gray District representative on the Arlington Historic District Commission. I would like to be considered for the position. Below, I've briefly outlined my interest in protecting the historic characteristics of Arlington and my qualifications for the position. I've also attached a resume.

My family has lived in Arlington for more than 20 years and have owned a home in one of the premier Historic Districts in the town and one that has been characterized in the AHDC notes as "one of the best preserved in the town". As I walk across the Arlington neighborhoods, it's easy to see why preserving the built fabric of the community is critical to creating spaces that create a link with Arlington's past, both for individual structures and neighborhoods. However, the urge to preserve everything and freeze the past needs to be carefully balanced with the concerns of creating more affordable housing and realities of maintaining historic residences. As an owner of a 1902 house, and one previously owned by the "unofficial town historian", I'm well aware of the difficulties that maintaining an historic house entails as well as the importance of preserving close by house to create a cohesive neighborhood.

My expertise with historic preservation is that of an enthusiastic amateur. As a resident, I've invested time in studying the Arlington neighborhoods and carefully observing the mix of new and old buildings. I can see where structures have been thoughtfully added or renovated to fit in with the surrounding environment, and places where you go "what were they thinking." Having been involved in numerous interior and exterior renovation projects I bring a homeowner's understanding of residential design, construction and building materials. I've participated in many historic house tours in Arlington, the US and around the world observing construction and preservation techniques.

I'm a member of Historic New England properties and I'm well on my way to visiting all of their historic properties. I've appeared before the AHDC so I understand the scope and limits of the commission and its operations. I've also carefully researched some of the Arlington historic resources, including deeds, maps and written history.

I appreciate your consideration for nomination to this important role in protecting the more than 300 properties spread across the seven Arlington historic districts.

Thanks,

Ken Lubar



## Town of Arlington, Massachusetts

---

### Tree Committee

#### Summary:

Marina Popova  
(term to expire: 01/31/2026)

Olivier Aries  
(term to expire: 01/31/2026)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	O._Aries_Appt_Ref.pdf	Aries Ref
▢	Reference Material	M._Popova_Ref.pdf	Popova Ref

OFFICE OF THE SELECT BOARD

ERIC D. HELMUTH, CHAIR  
JOHN V. HURD, VICE CHAIR  
DIANE M. MAHON  
STEPHEN W. DECOURCEY  
LENARD T. DIGGINS



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 14, 2024

Olivier Aries  
Arlington, MA 02476

Re: Appointment: Arlington Tree Committee

Dear Olivier:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Wednesday, February 21, 2024, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Friday, February 16, at 12:00 p.m.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher  
Board Administrator

## Application to join the Arlington Tree Committee

Dear Members of the Arlington Tree Committee,

I am writing to express my interest in joining the Arlington Tree Committee. I am deeply committed to conservation in New England, and I am eager to contribute my expertise and passion to enhance our community's tree canopy.

For many years, I have been actively involved in conservation efforts, particularly through my collaboration with The Trustees of Reservations as a volunteer, Corporate Trustee, former co-chair of the Conservation Circle, and advisor to their board. This role has allowed me to engage deeply with the preservation and stewardship of natural and historic places and understand the organizational and operational requirements to deliver against this mission at scale.

I am also a board member of Community Action Partners, the pro bono consulting organization of the Harvard Business School Association of Boston. In this capacity, I have led numerous consulting projects aimed at supporting regional conservation and social justice organizations, such as Mass Audubon and the Appalachian Mountain Club. This experience gives me a comprehensive understanding of both the “front office” aspects of conservation (e.g. engagement with members and communities, programming, marketing) and the “back-office” aspects (e.g. staffing, fund-raising, governance).

Moreover, as a human behavior expert and published author, I believe I can bring to the Committee a unique skill set in understanding and influencing public attitudes, as well as developing incentives to foster specific behaviors. I believe this expertise could be useful in helping the citizens of Arlington develop a better appreciation for the value of their town's canopy. I aim to support and lead initiatives that not only expand our tree inventory but also engage the community in meaningful ways to recognize and protect our natural assets and better appreciate their ecological and economic value.

As a business transformation consultant, I also bring an analytical approach to get the job done, and I have a proven track record of planning projects, organizing resources, and executing programs in coordination with multiple stakeholders.

Joining the Arlington Tree Committee represents an opportunity for me to leverage my background in conservation, organizational & leadership transformation, and behavior change to make a tangible impact on our town's natural spaces, and preserve and enhance Arlington's tree canopy for future generations.

Thank you for considering my application. I am looking forward to the opportunity to discuss my application further and explore how I can contribute to the committee's goals.

Best,

-Olivier Aries

## OLIVIER ARIES

Arlington, MA 02476

Experienced management consultant, change leader, and HBS grad merging business transformation expertise, learning and professional services delivery, and partner management to help organizations build new services and businesses, and embrace change and innovation

### Experience

2017-2020 **THE PREDICTIVE INDEX (PI)** **BOSTON, MA**  
Vice President of Professional Services: Grew Learning and Professional Services for PI and its global network of training and consulting partners:

#### Leading Learning and Consulting Workshops and Services:

- Developed new online and blended-learning curriculum for core competencies; created solutions blending software capabilities and expert-led advisory for high-value talent strategy and employee engagement services; developed online certification programs for multiple stakeholder groups
- Tracked multiple success metrics (>10% annual volume growth; >76 NPS score; 150% tool usage increase post-training)
- Used fast-prototyping and agile methodologies to rapidly learn, test and validate training concepts.

#### Growing and Enabling Partners for Services Delivery: Actively engaged global network of training and consulting delivery partners:

- Co-created education programs with select partners having unique thought-leadership
- Migrated partner education and Train-the-Trainer programs to a blended learning platform, combining web, webinars, video, and program certification to accelerate services growth
- Launched and led a cross-functional partner change management program to integrate multiple initiatives impacting partners globally, including GDPR implementation, new contracts, new go-to-market strategy, and new pricing.

**Transforming Business Strategy:** Co-developed the thought leadership backbone of Talent Optimization ([www.talentoptimization.org](http://www.talentoptimization.org)), a new category created in 2018 to accelerate The Predictive Index' growth. In Feb-Mar 2020, guided the repositioning of Talent Optimization to make it recession-ready, and re-engineered professional services within 3 weeks to adapt to market and partner needs.

2001-2017 **A.T. KEARNEY, INC.** **BOSTON, MA & NEW YORK CITY, NY**  
Knowledge Management Lead & Director of Risk, Confidentiality and Security.  
"Entrepreneur-in-residence" implementing new services for strategic growth in four areas: Knowledge & Innovation Management, Product & Service Design, New Service Models, Business Transformation:

#### Transforming Knowledge and Innovation Management: Designed and led global, CEO-sponsored program to accelerate innovation and growth through collaboration and knowledge:

- Led global, multidisciplinary teams using design thinking, stakeholder discovery workshops, and behavioral insights to design, test and launch new digital tools, assets, and experiences for collaboration; designed new organization structure within 15 industry and service practices to foster innovation and yield step-change productivity gains
- Designed and facilitated multiple workshops and interactive training sessions for all consultants, from new hires to firm's leaders to communicate the vision, influence behaviors, and help consultants contribute to, and embrace the firm's knowledge network and assets

**Exploring new Product & Service Design Consulting practice:** At the request of the Board seeking growth-accelerating opportunities, designed and piloted a new service for product & service design

- Partnered with US design firms to define joint services bringing together strategy, design, and operations to address a variety of business challenges and drive strategic growth for clients
- Led joint workshops to explore and define growth opportunities, build shared language and collaborative model, and jointly bid on work with holistic solutions to uniquely impact clients.

**Driving Firm's Growth with New Service Models:** operated as intrapreneur to build new services and transform behaviors to help the Firm grow, using design thinking and highly collaborative approaches to understand business challenges, discover user needs, and design new experiences

- **Client Confidentiality & Professional Standards:** Transformed the way of doing business by leading a global program to foster new behaviors and solve complex business and ethical issues involving confidentiality and conflict of interest (100+ cases annually); widely recognized as one of the most transformative and successful initiatives in the history of the firm
- **Leadership Governance:** engaged all Firm's Directors to implement the DRIVE model for the Board and shift the firm's governance towards a more strategic board; successfully implemented since 2013.
- **Crisis Management, Security and Risk:** created new function and assets from the ground up to safeguard 3,600 employees in 40 countries, and enable growth in new regions; led crisis response for major security incidents (Paris, Istanbul, Jakarta, Berlin, Nice) and disease outbreaks (Ebola, Zika)

#### **Leading Business Transformation for Fortune 100 Corporations**

As Principal in the Organization Leadership & Transformation Practice, collaborated with clients to design and implement growth- or profit-minded business models. Notable engagements include:

- Managed global G&A Transformation for a leading food company: baselined \$500M+ in spend, designed operating model, selected global partner and supported transition for F&A BPO and ITO, resulting in 42% reduction in F&A costs and new, growth-oriented global delivery & COE platform
- Designed a new forward-thinking, virtual operating model for a global communications company, leveraging digital tools and shifting behavioral norms to develop a new work experience
- Managed strategic cost and growth assessment for leading HR outsourcing provider; identified cross-organization initiatives to close cost gap with competition; managed product redesign & complexity reduction initiative, leading to enhanced customer experiences and 24% cost savings.

1999-2008      **THE EAST WING GROUP, INC/LOCALATTITUDE**      **CAMBRIDGE, MA**  
**Co-Founder.** Launched digital media venture to distribute on-demand local travel content on proprietary platform; negotiated distribution contract partnership with Boston.com, the leading media group in New England; generated 150,000+ page views per month; self-funded and cash-flow positive.

1990-1997      **AREVA Inc.**      **SEOUL, South Korea & PARIS, France**  
**Co-founder, Member of the Executive Board, and Director of Marketing, International Nuclear Division.** Launched a new corporate venture in nuclear engineering, and drove sales from \$20 million in 1993 to \$100 million in 1997, with footprint growing from France to Europe, Asia and the United States.

- Launched and led marketing function, and influenced the culture to be more client-friendly and discovery-driven in an environment hereto focused on engineering expertise and technical excellence
- Accelerated growth by designing a shared service model for bids and proposals, successfully expanding it to serve other business units across several industry verticals
- Led strategic planning for the Division, in collaboration with the holding company; facilitated discovery and strategic planning sessions with senior executives at the enterprise level.

**Deputy General Manager, Liaison Office in Korea.** In newly-opened office, developed business relationships with South Korean customers and partners for nuclear fuel services.

- Negotiated and facilitated contracting for uranium supply and services (\$5M average contract value)
- Advised Korean Nuclear Waste Management Agency in developing a public education and change program for the siting and construction of nuclear waste repository facilities.

## Education

1997-1999 **HARVARD UNIVERSITY GRADUATE SCHOOL OF BUSINESS ADMINISTRATION**     **BOSTON, MA**  
Master in Business Administration degree.

1987-1990 **GRENOBLE GRADUATE SCHOOL OF BUSINESS**     **GRENOBLE, France**  
Master in Management degree. Major in entrepreneurship. Former Alumni member of the Admission and Graduation Committees, conducting admission interviews and final examination reviews with faculty.

## Ongoing Ventures & Pro-Bono Activities

- **LEGIONARIUS:** Co-founded MassChallenge startup and 2017 MIT \$100K Competition Finalist to develop smart garments for autonomous wound care on the battlefield. Legionarius is currently funded by the Pentagon and in Stage 2 R&D.
- **COMMUNITY ACTION PROGRAM (HARVARD BUSINESS SCHOOL ASSOCIATION OF BOSTON):** Providing consulting and advisory services to non-profits in the Greater Boston area with fellow Harvard alumni. Recent engagements have supported: Respond (the first domestic violence prevention agency in New England); YW of Boston (an organization dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all); and the Victim Rights Law Center (the first nonprofit law center in the nation dedicated to serving the legal needs of rape and sexual assault victims).

OFFICE OF THE SELECT BOARD

ERIC D. HELMUTH, CHAIR  
JOHN V. HURD, VICE CHAIR  
DIANE M. MAHON  
STEPHEN W. DECOURCEY  
LENARD T. DIGGINS



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 14, 2024

Marina Popova  
Arlington, MA 02476

Re: Appointment: Arlington Tree Committee

Dear Marina:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Wednesday, February 21, 2024, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Friday, February 16, at 12:00 p.m.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher  
Board Administrator

**Dear Tree Committee Members,**

I am writing to you to express my interest in joining the Arlington Tree Committee.

I am an Arlington resident of almost 20 years and love Arlington for its great community, amazing schools and beautiful parks and streets lined with magnificent trees. Fall is my favorite season - as this is when Arlington turns into a magical place - with golden, red and orange trees adorning the town and making it look like an enchanted fairy tale Village.

I am a big lover of nature - trees, animals, flowers, gardens - and would love to take a more active role in helping Arlington preserve and enhance its tree canopy and beautiful open spaces - for all residents and guests of our town to enjoy!

I grew up in the area with many forests and mountains - and hiking was my favorite activity - with friends and families. I passed this love onto my kids who are in Arlington High School now - and they continue going on hikes with their friends and enjoy beautiful New England outdoors!

I have been involved with a few volunteering projects in my earlier (children-free!) years - at animal shelters (Angel Memorial) and animal rights organizations (PETA and MSPCA Boston). Later on, I encouraged my kids to participate as well - and we especially enjoyed helping to clean up Boston Harbor Islands a few summers back. We were removing invasives and trying to restore native plants and habitats.

Nowadays, I like helping my neighbors and friends to get rid of invasives, like the black swallow wort - we are walking around our neighborhood pulling and digging those pesky weeds out. I also try to promote planting more trees.

I believe trees are a treasure that should be protected, preserved and enhanced - as they are the only ones standing between us, humans, and even worse effects of the Climate Change by sequestering carbon and cooling our planet.

I would love an opportunity to join your Committee so that I could get more actively involved into the great programs that you are already having - such as Adopt-a-Tree and Canopy preservation. And, possibly, help you with whatever new programs you are planning. Apart from being a tree and animals enthusiast I am also a software engineer by day - and would love to offer my technical skills as well, to help with technical tasks like website or database management.

I hope you will consider my candidacy and I will be able to help make Arlington even more beautiful! My dream is to see a tree near every house, every intersection and eliminate all heat islands in Arlington!

Best Regards,  
Marina Popova

## **Marina Popova**

### **Summary**

I am a seasoned Engineer/Technical Lead with a deep experience in the design and development of highly performant, scalable, distributed applications for Big Data batch and stream processing

### **Experience**

#### **02/2021 - present, TechTarget, Principal Software Engineer**

Designing and building event processing pipelines on Google Cloud Platform - utilizing Cloud Functions (Python), PubSub and BigQuery as data destination

#### **12/2019 – 02/2021, NetApp, Waltham: Principal Software Engineer**

Development of stream processing pipelines using Kafka and Flink

#### **2017 – present, Harvard University Ext., Cambridge**

Instructor for classes:

- CSCIE-88 "Principles of Big Data Processing"
- CSCIE-88A "Introduction to Functional and Stream Processing for Big Data Systems"

#### **02/2013 – 12/2015, Epsilon Inc., Wakefield: Principal Software Engineer, Architect**

Event processing application that allows extreme through output (10-40M Tx per hour)

### **Education**

- **Harvard University**, Ext. School, Boston, Master of Liberal Arts in Information Technology
- **St. Petersburg State University, Russia**, M.S. In Astronomy and Mathematics



## Town of Arlington, Massachusetts

---

### For Approval: Common Victualler License

#### Summary:

Quilo's Taqueria, 162 Massachusetts Avenue, Jamie A. Herrera

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Quilo_s_Taqueria_Inspection_Reports.pdf	Inspection Reports
▢	Reference Material	Quilo_s_Taqueria_Application.pdf	Application

**OFFICE OF THE SELECT BOARD  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Select Board by Wednesday, February 14, 2024  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT**

Location: 162 Massachusetts Avenue

Applicant's Name: Jamie A. Herrera

D/B/A: Quilo's Taqueria

Telephone: 781-921-7920

Department: Sent Via E-mail

Date: January 29, 2024

**MEETING DATE: February 21, 2024**

**RE: COMMON VICTUALLER LICENSE**

Inspected By:

Police

Fire

Board of Health

Building

Planning

**INSPECTION REPORT SECTION:**

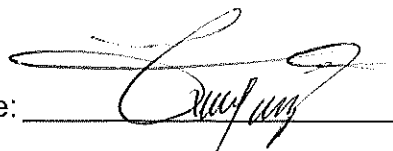
The Office of the Select Board is in receipt of reports/comments from the above Departments.

---

**APPLICANT SIGNATURE SECTION:**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: \_\_\_\_\_



Date: 02/15/2024

ARLINGTON POLICE DEPARTMENT

Juliann Flaherty  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

February 15, 2024

After conferring with other Detectives and conducting a check of the business address and the owner, the Police Department finds no issues with granting this license.

Please call me with any questions.


Thank You,

Bryan Gallagher  
Detective Lieutenant  
Arlington Police Department

---

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: 

Date: 02/15/2024

*"Proactive and Proud"*



## Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

Phone: (781) 316-3803 Fax: (781) 316-3808

Email: [rmelly@town.arlington.ma.us](mailto:rmelly@town.arlington.ma.us)

Ryan Melly  
Deputy Fire Chief

### Checklist for food sales ownership conversion.

- All exit signs and emergency lights must be tested and in good working order
- FACP **must** have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection tag
- "K" extinguisher mounted and tagged in the kitchen area if using fat to cook
- All exits and exit paths must be in proper working order and free from storage
- No storage of excess combustibles allowed inside building or near exit ways
- Hoods must have current inspection/cleaning sticker attached
- Kitchen extinguishing systems must have current inspection tags
- If Ansul or Sprinklers present FACP must report to monitoring company
- Address must be clearly visible from the street
- Electrical panels must be accessible from floor to ceiling for the entire width
- Call for inspection after all has been completed 781-316-3803

---

### APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

02/15/2024



Town of Arlington  
Department of Health and Human Services  
Office of the Board of Health  
27 Maple Street  
Arlington, MA 02476

Tel: (781) 316-3170  
Fax: (781) 316-3175

**MEMO**

To: Select Board  
From: Padraig Martin, Lead Health Compliance Officer  
Date: February 14, 2024  
RE: Board of Health Comments for Selectmen's Meeting on February 21, 2024

---

Please accept the following as comments from the Office of the Board of Health:

**Quilos Taqueria: 162 Massachusetts Avenue  
Common Victualler License**

- The Establishment has contacted the Health Department and completed the required plan review application. A permit will not be issued until a final pre-operational inspection has been conducted to ensure the Establishment is in compliance with the Food Code.

---

**APPLICANT SIGNATURE SECTION:**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten Signature]*  
*02/15/2024*



Town of Arlington  
Inspectional Services Department  
23 Maple Street  
Arlington, MA 02476  
781-316-3390

[Inspectionalservices@town.arlington.ma.us](mailto:Inspectionalservices@town.arlington.ma.us)

To: Office of the Select Board  
From: Michael Ciampa, Building Commissioner  
Date: February 13, 2024  
RE: Common Victualler License

Please accept the following as comments from the Inspectional Services Department regarding the license application for Quilo's Taqueria.

**Building**

- All building changes need permits.
- All sign changes need approval and a sign permit.
- Window signs cannot exceed 25% of the window.
- Certificate of Occupancy is required.

**Plumbing**

- All plumbing and gas fitting work requires licensed contractors to obtain permits from this office for their respective trades.

**Electrical**

- All electrical work requires that permits be obtained from this office for their respective trades by licensed contractors, and any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

**Please note that the Inspectional Services Department has no objection to the issuance of this license, but an Occupancy Certificate has yet to be issued for this space.**

---

**APPLICANT SIGNATURE SECTION:**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*[Signature]*  
02/15/2024

**OFFICE OF THE SELECT BOARD  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Select Board by Wednesday, February 14, 2024  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT**

Location: 162 Massachusetts Avenue  
Applicant's Name: Jamie A. Herrera  
D/B/A: Quilo's Taqueria  
Telephone: 781-921-7920  
Department: Sent Via E-mail

Date: January 29, 2024

**MEETING DATE: February 21, 2024**

**RE: COMMON VICTUALLER LICENSE**

Inspected By:

Police  
Fire  
Board of Health  
Building  
**Planning** - Katie Luczai, Economic Development Coordinator

**INSPECTION REPORT SECTION:**

The proposed business is in a B3 Village Business District. The proposed use is a 20-seat, fast-casual food restaurant. This is the former location of a different restaurant, Sugo. The owners have significant experience in the food industry.

The Department has no objection to the issuance of a Common Victualler license to this business. The applicant is reminded to file a Sign Permit application with the Inspectional Services Division. Any changes in signage, including signs in the window, and changes to the façade of the building may be subject to review by this Department. *The Applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by Inspectional Services.* Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

---

**APPLICANT SIGNATURE SECTION:**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*[Signature]*  
*02/15/2024*

**OFFICE OF THE SELECT BOARD**

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

**\$60.00 Filing Fee**

Inspections Dept. at 51 Grove St. must review completed application before returning to this office.

**APPLICATION**

*To the Licensing Authorities of the Town of Arlington*

The Undersigned hereby makes application for a

☒ **COMMON VICTUALLER LICENSE (Eat In)**

☐ **FOOD VENDOR LICENSE (Take Out Only)**

Location 162 Massachusetts Avenue Arlington, MA 02474

Name of Applicant Jamie A. Herrera

Corporate Name (if applicable) Quilo's Taqueria

D/B/A \_\_\_\_\_

Date \_\_\_\_\_

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

- A. It is understood that the Board is not required to grant the license.
- B. no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Select Board, and, furthermore, any work done is done at the applicant's risk, and
- C. in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Select Board a thirty day notice of his intention to sell same before such application will be acted upon by the Select Board.
- D. That the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Print Name Jamie A. Herrera

Signature Name [Signature]

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Email \_\_\_\_\_

INFORMATION RELATIVE TO APPLICATION

Breakfast \_\_\_\_\_  
Yes ☒ No \_\_\_\_\_  
Lunch \_\_\_\_\_  
Yes ☒ No \_\_\_\_\_  
Dinner \_\_\_\_\_  
Yes ☒ No \_\_\_\_\_

Do you own the property? Yes \_\_\_\_\_ No ☒ Tenant at Will \_\_\_\_\_ Lease 10 (years)

Hours of Operation:

Day Monday - Sunday Hours 6:00 AM - 11:00 PM  
Day \_\_\_\_\_ Hours \_\_\_\_\_  
Day \_\_\_\_\_ Hours \_\_\_\_\_

Floor Space 1000 Sq. Ft. Seating Capacity (if any) 20  
Parking Capacity (if any) \_\_\_\_\_ spaces Number of Employees 6

List Cooking Facilities (and implements)

Flat grill, 1 floor fryer, walk in cooler, 2 burners, stove  
meat grinder, oven/microwave, Small freezer, 3 sink stations  
prepping table, 2 preparation refrigerators, electric steam table

Will a food scale be in use for sale of items to the public? Yes \_\_\_\_\_ No ☒

Will catering services be provided by you? Yes ☒ No \_\_\_\_\_

*The following items must be submitted with the application:*

1. Layout Plan of Facility & Fixtures	Date Received _____
2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)	Date Received _____
3. Outside Facade and Sign Plan (dimensions, color)	Date Received _____
4. Menu	Date Received _____
5. Maintenance Program	Date Received _____

If the facilities are not yet completed, provide estimated cost of work to be done \$ \_\_\_\_\_

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Select Board for approval:

Date \_\_\_\_\_ Time \_\_\_\_\_  
Board Action: Approved Yes \_\_\_\_\_ No \_\_\_\_\_

## APPLICANT'S RESUME

### *Food Business Experience of Applicant*

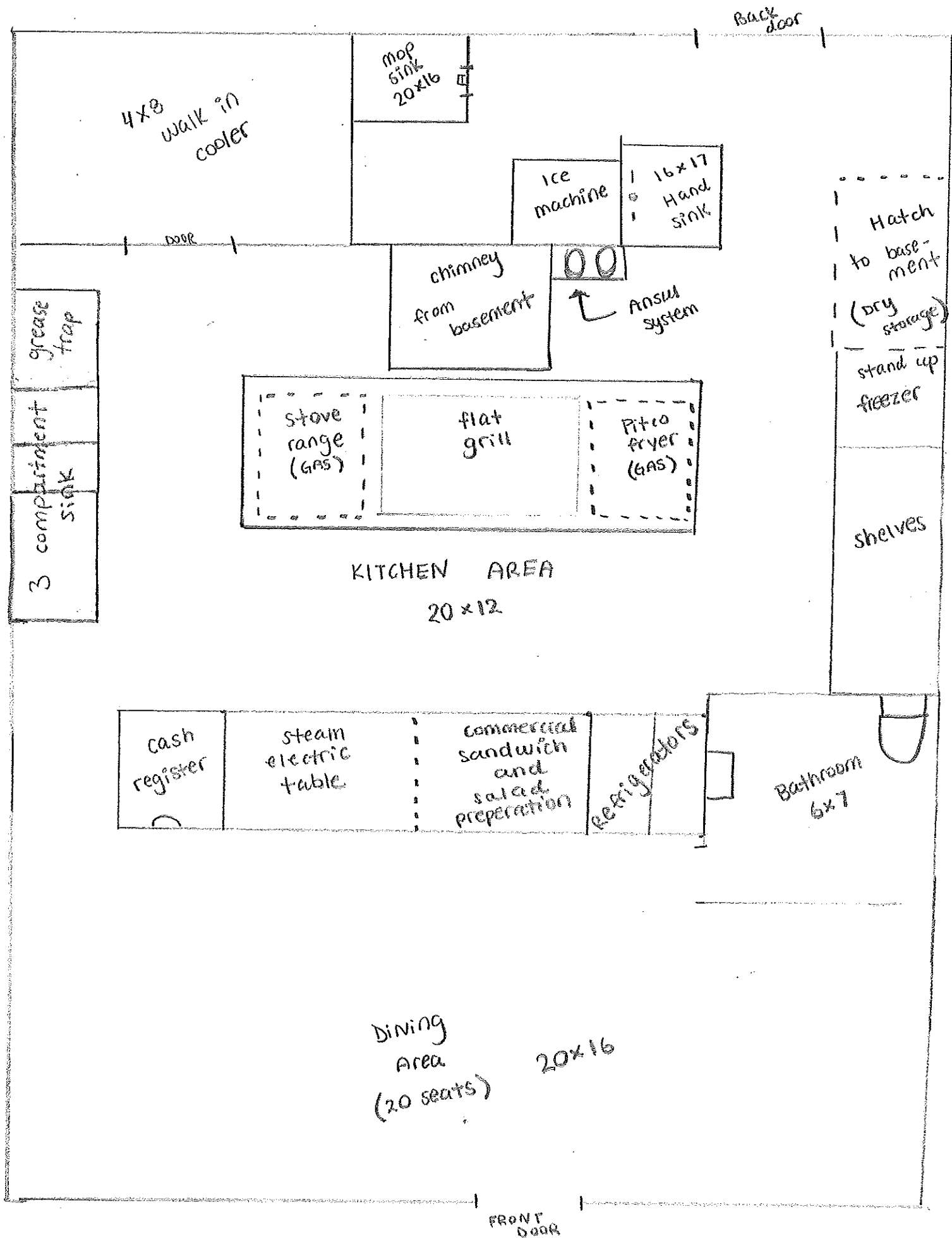
From	September 2002	to	Present
Employee	David O. Herrera	D/B/A	
Sole Owner		Location	Somerville, MA
Partnership		Type Food	Mexican grill
Corporation		Number of Employees	

From		to	
Employee		D/B/A	
Sole Owner		Location	
Partnership		Type Food	
Corporation		Number of Employees	

List any other information that you feel will assist in the review of this application.

Prior to Taco Loco, David O. Herrera worked at an Italian Restaurant for 5 years. He has been in the Food industry all his life.

-- Amelia's Trattoria



Quilo's Taqueria

162 Mass Ave. Arlington, MA

# MASSACHUSETTS



---

# MENU

---

## BURRITOS

	MEDIUM	LARGE	BOWL
Steak	\$9.99	\$10.99	\$10.99
Adobada Pork	\$9.50	\$10.50	\$10.50
Chicken	\$9.50	\$10.50	\$10.50
Beef Tongue	\$10.75	\$11.75	\$11.75
Fish	\$10.75	\$11.75	\$11.75
Mixed	\$10.75	\$11.75	\$11.75
Mushroom	\$9.50	\$10.50	\$10.50
Vegetable	\$9.50	\$10.50	\$10.50
Breakfast	\$9.50	\$10.50	\$10.50

choice of flour or wheat tortilla served with rice, beans, mild or hot cause, pico de gallo, sour cream, onion, cilantro, & guacamolillo - add guacamole for \$2.00

---

## QUESADILLAS

Steak	\$10.99	
Adobada Pork	\$10.50	
Chicken	\$10.50	
Beef Tongue	\$11.75	
Fish	\$11.75	
Mixed	\$11.75	choice of flour or wheat tortilla served with
Mushroom	\$10.50	melted cheese, pico de gallo, sour cream,
Vegetable	\$10.50	onions, cilantro, & guacamolillo - add
		guacamole for \$2.00

---

## PLATOS TIPICOS

Carne Asada	\$16.99	
Pollo a la Plancha	\$13.99	
Steak Fajita	\$16.99	
Chicken Fajita	\$15.99	
Mixed Fajita	\$16.99	
Chicken Enchiladas	\$12.99	served with rice, beans, salad, pico de gallo &
Steak Enchiladas	\$13.99	corn tortillas - add guacamole \$2.00

## **PUPUSAS**

Revueltas/Chicharron & Cheese	\$3.50
Queso y Frijol/Beans & Cheese	\$3.50
Ayote/Zucchini	\$3.50
Loroco & Cheese	\$3.50
Queso/Cheese	\$3.50
Pollo/Chicken	\$3.50

served with curtido/sour krout & salsa

---

## **Nachos**

Steak	\$11.99
Chicken	\$10.99
Adobada Pork	\$10.99
Vegetable	\$10.50

served with refried beans, melted cheese, pico de gallo, sour cream,  
onion, cilantro, & guacamolillo - add guacamole for \$2.00

---

## **BOCADILLOS**

Tamales de Elote	\$3.50
Yuca Frita- Small	\$5.00
Yuca Frita- Large	\$9.99
Yuca Frita & Chicharron- Small	\$8.00
Yuca Frita & Chicharron- Large	\$14.99

---

## **SIDES**

Arroz/Rice	\$3.50
Frijoles/Beans	\$3.50
Platanos Fritos	\$4.99
Guacamole	\$2.50
Pico de Gallo	\$1.25
Sour Cream	\$1.25
Chips & Salsa	\$5.25
Fries	\$2.99

## **TACO SALAD**

Steak	\$10.99
Chicken	\$10.50
Adobada Pork	\$10.50
Beef Tongue	\$11.75
Fish	\$11.75
Mixed	\$11.75
Mushroom	\$10.50
Vegetable	\$10.50

served within a fried corn tortilla bowl, rice, beans, lettuce cheese, sour cream, onions, cilantro, guacamolillo, & pico de gallo - add guacamole for. \$2.00

---

## **TORTAS**

Steak	\$11.50
Chicken	\$10.99
Adobada Pork	\$10.99
Beef Tongue	\$11.99
Vegetable	\$10.50
Mushroom	\$10.50

served with refried beans, cheese, tomato, chipotle sauce, sliced avocado, lettuce, & pickled onions

---

## **TACOS**

Steak	\$3.75
Birria	\$4.50
Chicken	\$3.50
Adobada Pork	\$3.50
Chicharron	\$3.50
Beef Tongue	\$3.99
Fish	\$3.99
Vegetable	\$3.25

served on a 6" soft corn tortilla, sour cream, cheese, onions, cilantro, mild or hot sauce, & guacamolillo- add guacamole for \$0.75

## **KIDS MEALS**

Chicken Nuggets	\$6.50
Chicken Wings	\$6.50
Cheese Quesadilla	\$7.00

served with fries

---

## **SMOOTHIES**

Piña Colada	\$4.75
Banana	\$3.99
Strawberry	\$3.99
Papaya	\$3.99
Mamey	\$3.99
Mango	\$3.99
Guanábana	\$3.99

---

## **DRINKS**

Horchata	\$2.75
Marañon	\$2.75
Passionfruit/Maracuya	\$2.75
Jaritos	\$2.99
Glass Coca Cola	\$3.50
Glass Fanta	\$2.99
Canned Drinks	\$1.50
Water	\$1.50

## Quilos's Taqueria Cleaning and maintenance

All food prep, holding and cooking surfaces will be cleaned and sanitized once or twice daily. Exhaust hood will be cleaned according to code or more frequent if needed. Grease trap will be cleaned on a bi weekly basis. All countertop floors and fixtures will be swept and cleaned once or twice daily and when needed. Bathroom will be cleaned daily and monitored daily. Outside areas will be swept and cleaned daily. Basement area will be kept neat and cleaned daily. Walk in cooler will be kept neat and cleaned daily. All foods will be in stainless steel or plastic containers. All will be covered and labeled.

# proposal



sign proposal:  
replace existing fabric with  
(parchment color)  
as showing in the picture  
with painted lettering

# proposal

cactus  
18ttx17"

Qutooc

18ttx17'tcactus

sign proposal:

replace existing fabric with  
(parchment color)  
as showing in the picture  
with painted lettering

93" long with the cactus



## **Town of Arlington, Massachusetts**

---

### **Vote: Battle Reenactment Plans**

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Battlement_Reenactment_Letter.pdf	Memo from Planning Department
▢	Reference Material	Reenactment_Plans.pdf	Presentation



## Town of Arlington Office of the Town Manager

730 Massachusetts Avenue  
Arlington, MA 02476

Tel: (781) 316-3002

February 8, 2024

To Whom It May Concern:

The Town of Arlington is excited to host a Battle Re-Enactment in both 2024 and 2025. Our town leadership team which includes representatives from the Police and Fire Departments, Department of Public Works, Town Manager's Office and Planning and Community Development Office, have met and reviewed the proposal that was submitted for the Re-enactment.

Below are issues discussed in a recent meeting with representatives from the Battle Re-Enactment group and that we propose to the larger Battle Re-enactment group as changes to the proposal.

- For 2024, we are asking that the route be shortened and run from Grove Street to Pleasant Street.
  - Closing the entire length for one trip east along Mass Ave and then a loop back west along Mass Ave will take a considerable number of emergency responders to cover all intersections for the entire length of time. By stopping at the Pleasant/Mystic and Mass Ave crossing, we will save a considerable number of staff which will be difficult to hire this year.
- We ask that 1st flanking/maneuvering move be removed from the plan.
  - 1<sup>st</sup> Flanking maneuver appears to move up a side street, enter a private residential property and exit another side street. This part of the re-enactment will need to be removed from the plan.

Below are additional points:

- We will need a confirmation on your final number of re-enactors by March 15, 2024. In an effort to appropriately plan for transportation, lunch and insurance, we will need a final number of participants by March 15, 2024.
- We need one point of contact responsible for the day of onsite coordination with the Medford High School. The Town of Arlington has reached out to Medford Public Schools as requested by your group and has obtained permission to rent the building and parking lot. The Town of Arlington will pay for the rental of both. We are asking that a representative from the Battle Re-Enactment group be appointed as a point of contact for this rental. Shuttle buses will also be onsite to transport re-enactors from Medford and back and we ask that a person from your group be appointed to communicate the transportation plan to all re-enactors.

- We ask that it be communicated to all participants that although messaging will be sent out that visitors line up along the north side of Mass Ave, the town cannot guarantee that there will be no commuters, bicyclists and others along the southern side of Mass Ave. For this reason, it is important that all participants exercise extreme caution when discharging the muskets.

Please do not hesitate to contact me should you need additional information regarding this matter.

Sincerely,

Christine Bongiorno  
Deputy Town Manager-Operations



Battle of  
**Menotomy250**



**2024**  
**Battle Reenactment**

# **Battle Reenactment Event Planning Introduction**

## Let's review each category.

### 1. Safety.

#### - Spectator Viewing

Spectators will be restricted to the Arlington High School side of Mass. Ave. Spectators **WILL NOT** be allowed on the Jason Russell House side of Mass. Ave. for the entire length of the Reenactment Route.

**Purpose:** This gives reenactors a discharge zone so they can fire their muskets AWAY FROM THE SPECTATORS.

#### - Television Crews / Photographers

Television Crews and Photographers have 3 dedicated viewing stands located directly across the street from key Battle Locations.

**Purpose:** Provide TV Crews and Photographers an elevated unobstructed view so they are not in the street in front of Reenactors while they are firing their muskets and giving Spectators unobstructed views of the event.

#### - Dignitaries

A Dignitary Stand is located directly across the street from the Jason Russell House.

**Purpose:** This location was chosen to give Dignitaries an unobstructed view of the Historic Jason Russell House fight and allows for the safe and quick evacuation of Dignitaries in the event of an emergency.

#### - Cannons

Cannons were historically used on April 19<sup>th</sup>, 1775 by the Crown Forces.

**Purpose:** We are currently looking to see if there is a safe location to discharge canons "**once**" to signal the beginning of the advancement of the Crown Forces column down Mass. Ave. At this time, a safe location has not been found.

#### - Horses

For the safety of both participants / spectators and the animal, Horses will not be used in this event.

## 2. Recreating Historic events / Tactical planning

### - Historic events

As word of the fighting in Lexington and Concord traveled the countryside, militia men from thirteen towns arrived in Menotomy from Middlesex and Essex Counties. These men took up positions in and around houses, stone walls, fields, and barns along the road the Kings troops would take on their retreat to Boston.

Evacuees whose homes would be caught in the middle of the fighting flee ahead of the Crown Forces column seeking refuge in nearby towns.

Brigadier General Hugh Percy regularly fired his cannons to scatter the Provincials.

Upon reaching the Foot of the Rocks, Lord Percy put out strong flanking parties to his main forces to protect the column. The militia quickly found themselves caught fighting in between the two.

The bloodiest fighting took place inside a single house as the Redcoats cleared a path for their retreat. Twelve Provincials would be killed at the Jason Russell House.

The fighting would continue until Col. Smith, Lord Percy and their men reached the safety of the guns of the H.M.S. Somerset in Charlestown.

### - Recreating Historic events / Tactical planning

The Battle Reenactment stays true to History.

By design, Sight and Sound will be used to create an Event experience that gives Spectators a sense of how fierce and brutal the fighting was on that day.

### - Visual

Crown Forces Reenacting units found up and down the Eastern Seaboard have been invited to participate in this event thus creating a "Sea of Red" column that will proceed down Mass. Avenue.

### - Sound

Fighting will be occurring on both ends of the Crown Forces Column as the Redcoats move through Menotomy with 3 locations creating a three-front fight (2 separate flanking locations and the Jason Russell House) that will magnify the sounds of the Battle Reenactment.

### 3. Event Logistics

#### - Satellite Parking Location

A “one location fits all” satellite location provides the following:

- Ample parking for Participants Vehicles (Reenactor and Parade) and Buses
- Indoor Participant Registration
- Indoor Restrooms
- Indoor First Aid Station
- Pre and Post-Event Safety Inspections (Muskets and Powder)
- Post-Event Indoor Meal Distribution Location and Indoor Seating

Medford High School is the current location that has been identified as the preferred satellite parking location.

**Purpose:** Provide a location outside of Arlington so that Participants do not contribute to the pedestrian, parking and traffic congestion that will be created by spectators and will not be stuck in it at the end of the event.

#### - Event Staging Area's

Two Event Staging Area's have been identified.

Staging Area – A: Russell Commons Municipal Parking Lot

Staging Area – B: Arlington Public Works on Grove Street

**Note:** Each Staging Area should have a First-Aid (EMS) / Water Station and Porta Potties.

**Purpose:** Provide Pre-event Participant drop-off locations, parking for Buses during the event, and Post-event Participant pick-up locations.

Participants will be bused in from the Satellite Parking Location and immediately bused back at the end of the event minimizing their contribution to traffic congestion.

This also maximizes available parking for Spectators.



# Intersection/Street Closures



1. **Mass Ave @ Mt Vernon St.**
2. Mass Ave @ Prentiss St.
3. Mass Ave @ Coleman Road
4. Mass Ave @ Grove St.
5. Mass Ave @ Highland Ave.
6. Mass Ave @ Schouler Court
7. Mass Ave @ Lockeland Ave.
8. Mass Ave @ Bailey Road
9. Mass Ave @ Churchill Ave.
10. Mass Ave @ Newman Way
11. Mass Ave @ Bartlett Ave.
12. Mass Ave @ Willow Court
13. Mass Ave @ Ramsdell Court
14. Mass Ave @ Mill St.
15. Mass Ave @ Jason St.
16. Mass Ave @ Academy St.
17. Mass Ave @ Central St.
18. Mass Ave @ Court St.
19. Mass Ave @ Water St.
20. Mass Ave @ Peg Spangler Way
21. Mass Ave @ David Lamson Way
22. Mass Ave @ Mystic St.
23. Mass Ave @ Pleasant St.
24. Mass Ave @ Swan Place
25. **Mass Ave @ Broadway**

# Map Symbols

## Reenactor Related Symbols

**Staging Area - A**

Location Identifier

**American Forces**

Side (American or Crown)

**Medford**

Unit or Group



Participant Bus Transportation



First-Aid / Water Station / Porta-Potties



**Blue – American Forces**



**Green – American Evacuees**



**Red – Crown Forces**



**Music**



**Crown Forces Cannons**



Unit or Group - Direction of Movement



General Engagement Locations (Note: not restricted to that specific location – this is a running battle)

# Street Closure / Traffic Control Related Symbols



Closed

Street Closure Barricades & Additional Signage



Open for  
2-Way  
Traffic

Traffic Flow



Law Enforcement



Dump Truck / Street Barracade – Street Closure

## Spectator Viewing Areas



Designated Spectator Viewing Area



Designated Handicapped Viewing Area

## Special Designated Areas

TV-Photo  
Staging A

Television Camera Crews & Photographers

Dignitary  
Stage

Dignitary Viewing Stage



## Battle of Menotomy – Order of Deployment, Battle and Parade / Passing in Review

1. All **American Forces** and **Parade Units** will be Bussed to **Staging Area A** (Russell Common Municipal Parking Lot).
2. All **Evacuee Participants** and ALL **Crown Forces Participants** will be Bussed to **Staging Area B** (Public Works).
3. **Order of American Forces Deployment** from **Staging Area A** (Russell Common Municipal Parking Lot) up Mass. Ave..
  - **Medford Militia** will march up Mass. Ave. to **Staging Area B** to wait for Battle deployment.
  - **2<sup>nd</sup> Mass.** will march up Mass. Ave. and take up positions at **Stop & Shop** and wait for Crown Forces Column.
  - **Danvers Alarm Company** will march up Mass. Ave. and take up position at the **Jason Russell House** and wait.
4. After **Medford Arrives** at Prentiss Road, **Evacuee's will Flee** down Mass. Ave. (**from Staging Area B to Staging Area A**).
5. **Crown Forces Artillery** - Opening Salute Announces the Beginning of the Crown Forces Column Deployment - Yet TBD.
6. **Crown Forces Column Deployment** from Grove Street onto Mass. Ave. begins.
  - Harassment fire from American Forces (Medford) begins as the Crown Forces Column deploys onto Mass. Ave.
  - Once the Crown Forces Column is fully deployed onto Mass. Ave., American Forces Frontal Attack by 2<sup>nd</sup> MA begins in front of Stop n Shop while Medford continues attacking the Rear of the Column.
7. **Crown Forces Flanking Maneuver** circling around Churchill Ave to Newman Way.
8. **Battle at Jason Russell House** – 3 Fights simultaneously erupt (Front, Middle and Rear of Crown Forces Column).
9. **Crown Forces Flanking Maneuver** circling around Academy St. / Arlington Town Hall to the Town Park / Robbins Library.
10. **ALL Fighting Ceases in front of Swan Place.** All Participants will turn Left onto Medford St. then proceed Left onto Park Terrace to **Staging Area - A** (Russell Common Municipal Parking Lot)  
Participants will then board buses to be transported back to Medford High School.
11. **Parade Units** will be formed up in the Russell Common Municipal Parking Lot prepared to begin marching shortly after the Battle Participants have cleared Park Terrace. They will access Mass. Ave. via Park Terrace / Medford Street.  
The Parade begins in front of Swan Place and proceeds up Mass. Ave..  
Units will “Pass in Review” in front of the Dignitary Stand and Jason Russell House. Parade ends at Stop n Shop.
12. **All Parade Units** will Exit right onto Grove St. and proceed to **Staging Area B** (Arlington Public Works Dept.).  
All Parade Units will then board buses and be transported back to Medford High School.

# Staging Area - A

(1) Pre-Event Staging of **American Forces**

Medford – 2<sup>nd</sup> Mass – Danvers

(2) Deployment of **American Forces** up Mass. Ave.

(3) Pre-Event Staging of **Parade Units**



## Staging Area - A

Buses will transport **American Forces** in from Medford High School to the Russell Common Municipal Parking Lot



### American Forces Troop Deployment Begins - Order of March

Medford Militia will march up Mass. Ave. to **Staging Area B** to wait for deployment.

**2nd Mass.** will march up Mass. Ave. and take up positions at **Stop & Shop**.

**Danvers Alarm Company** will march up Mass. Ave. and take up positions at the **Jason Russell House**.



## Staging Area - A

Buses will transport **Parade Units** in from Medford High School to the Russell Common Municipal Parking Lot. **Parade Units** will wait for **All** of the **Battle Reenactment Forces** to arrive back at the Russell Commons Parking Lot Before starting the Parade.

# Staging Area - B

(1) Upper Mass. Ave. Street Closure Location

(2) Pre-Event Staging Location for  
**American Evacuee's** and **Crown Forces**

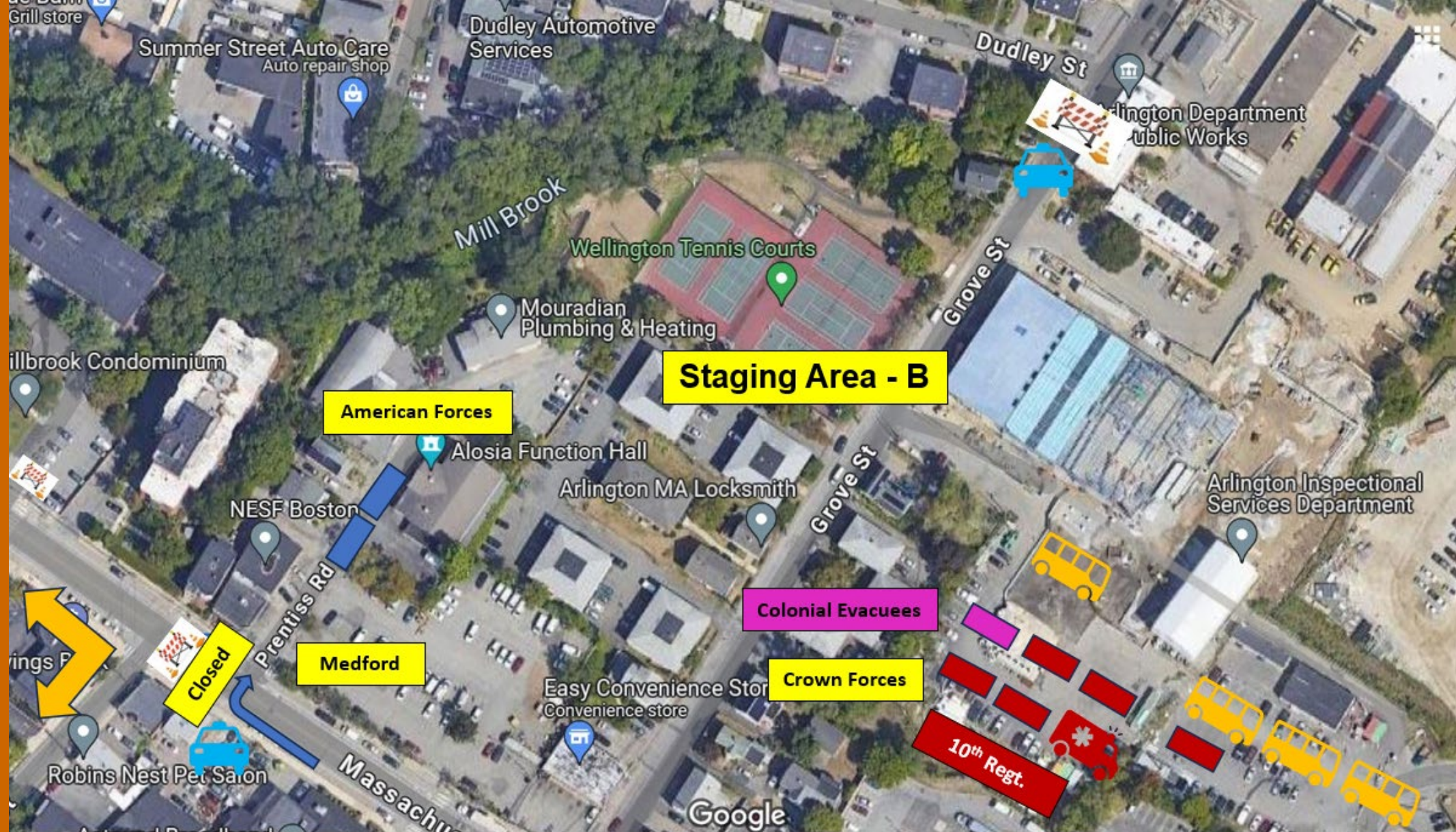
(3) American Forces - **Medford**  
Arrives at Pre-Battle Staging Location

(4) **Evacuees** Flee down Mass. Ave. from the  
Approaching **Crown Forces** Column



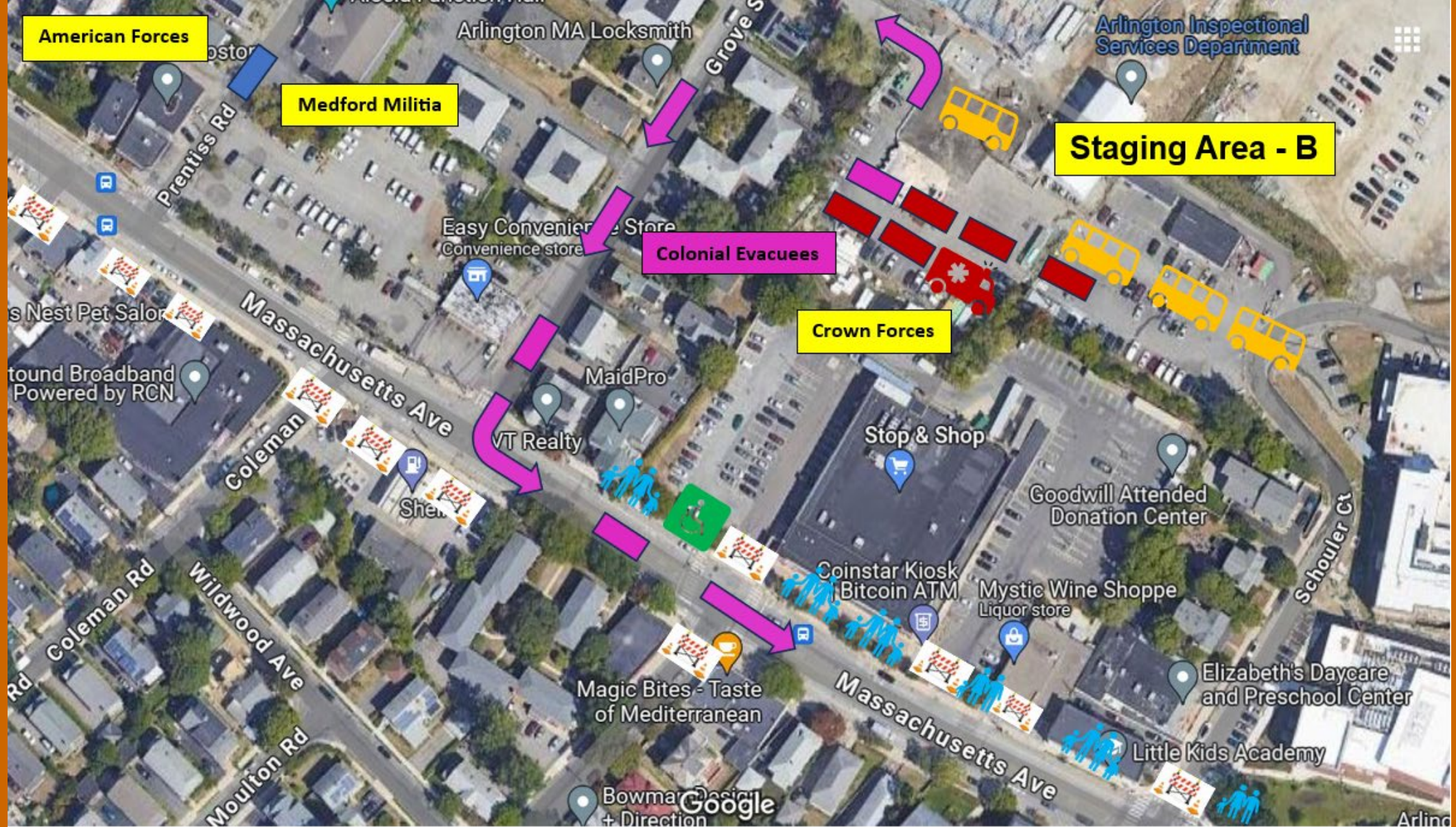
**Location of the Mass. Ave. - Full Street Closure @ Mt Vernon Street and Mass. Ave.**  
Prentiss Road and Grove Street are Event Participant Pre-Event Staging and Departure Area's.





## American Forces – Medford arrives at Pre-Battle Staging Location

American Forces – Medford – will march up Mass. Ave. from Staging Area – A  
and take up their Battle Deployment Position on Prentiss Road.



## Evacuees Flee from the approaching Crown Forces Column

After **Medford** Arrives at Prentiss Road, **Evacuee's** move via Grove Street onto Mass. Ave. where they will begin their walk / run / walk down Mass. Ave. from Grove Street to Medford Street.

# **Crown Forces**

## **Column Deployment**

### **Battle Begins**

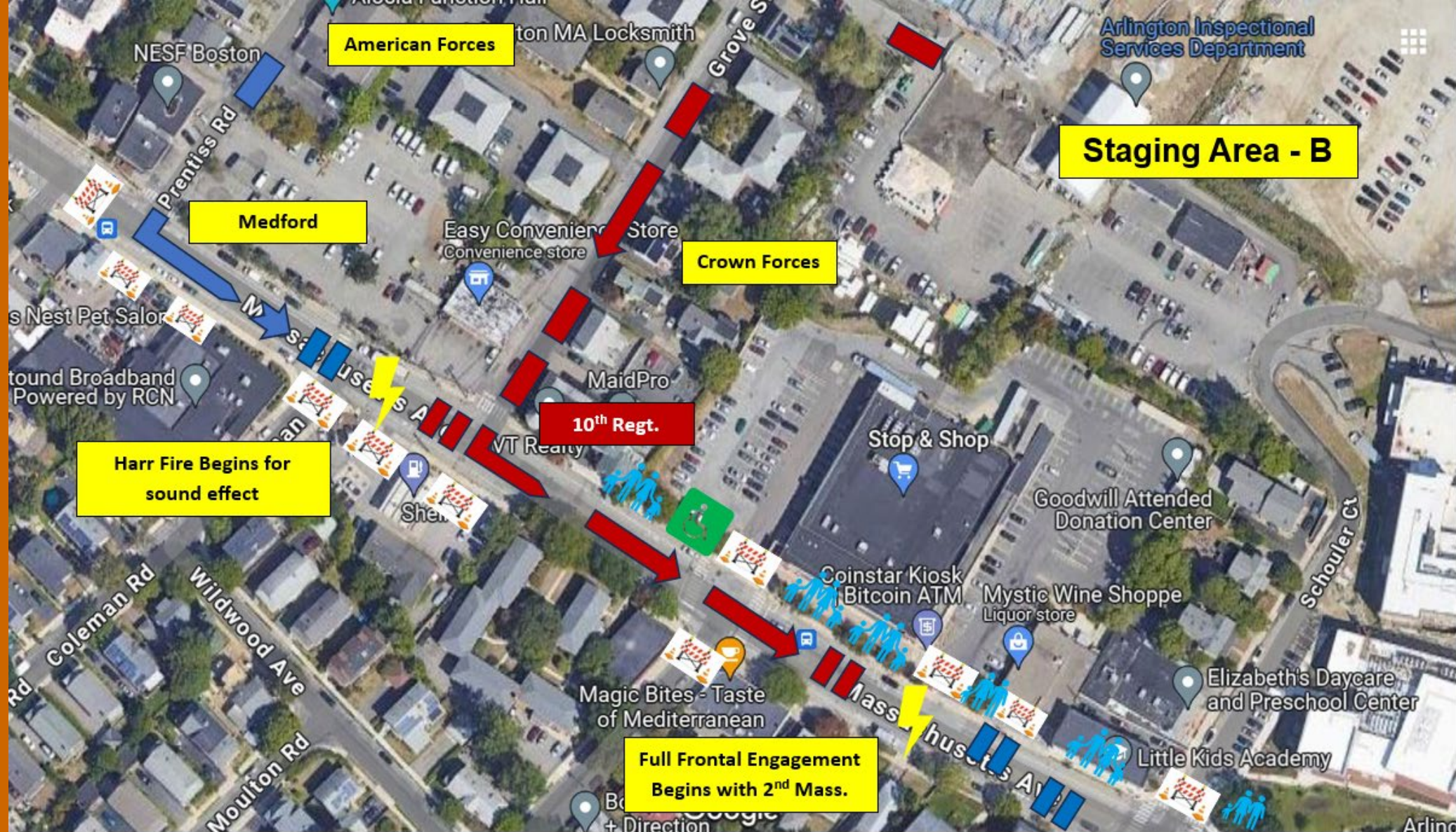
- (1) Crown Forces Artillery - Opening Salute**
- (2) Crown Forces Column Deployment**
- Harassment fire from American Forces (Medford)**
  - American Forces Frontal Attack begins**
- (5) Full Running Battle Down Mass. Ave.**

# **Crown Forces Artillery**

**- Opening Salute -**

**Location yet to be determined!**

**Opening Salute Announces the Beginning of the Crown Forces Column Deployment**



## Crown Forces Column Deployment Begins

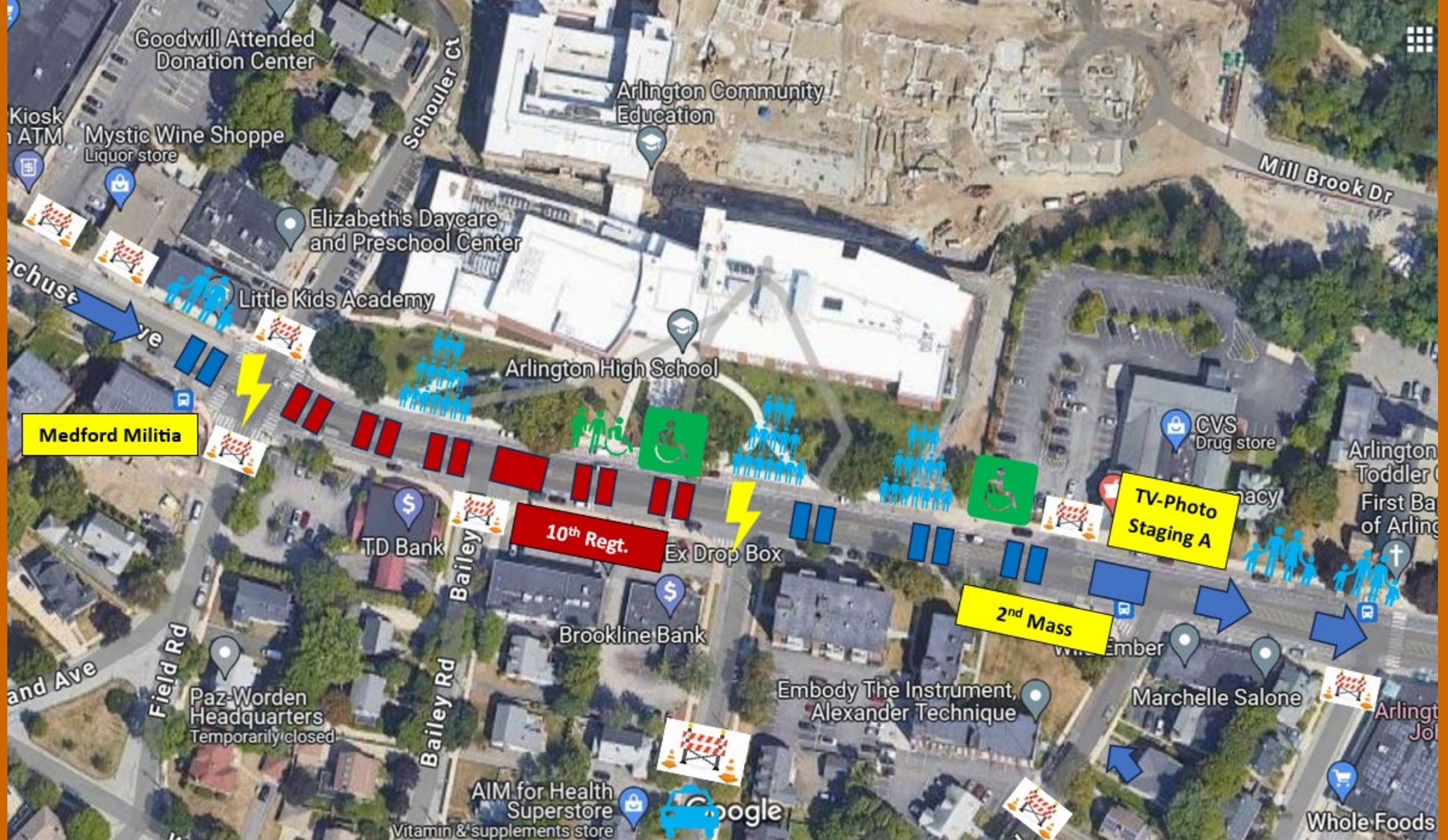
- Harassment fire from American Forces Pickets (Medford) begins as the Crown Forces Column deploys onto Mass. Ave.
- Once the Crown Forces Column is fully deployed onto Mass. Ave., American Forces Frontal Attack by 2nd MA begins in front of Stop n Shop while Medford continues attacking the Rear of the Column.



Designated Spectator Viewing  
Spectator Viewing will only be allowed  
on one side of Mass. Ave. for the Event

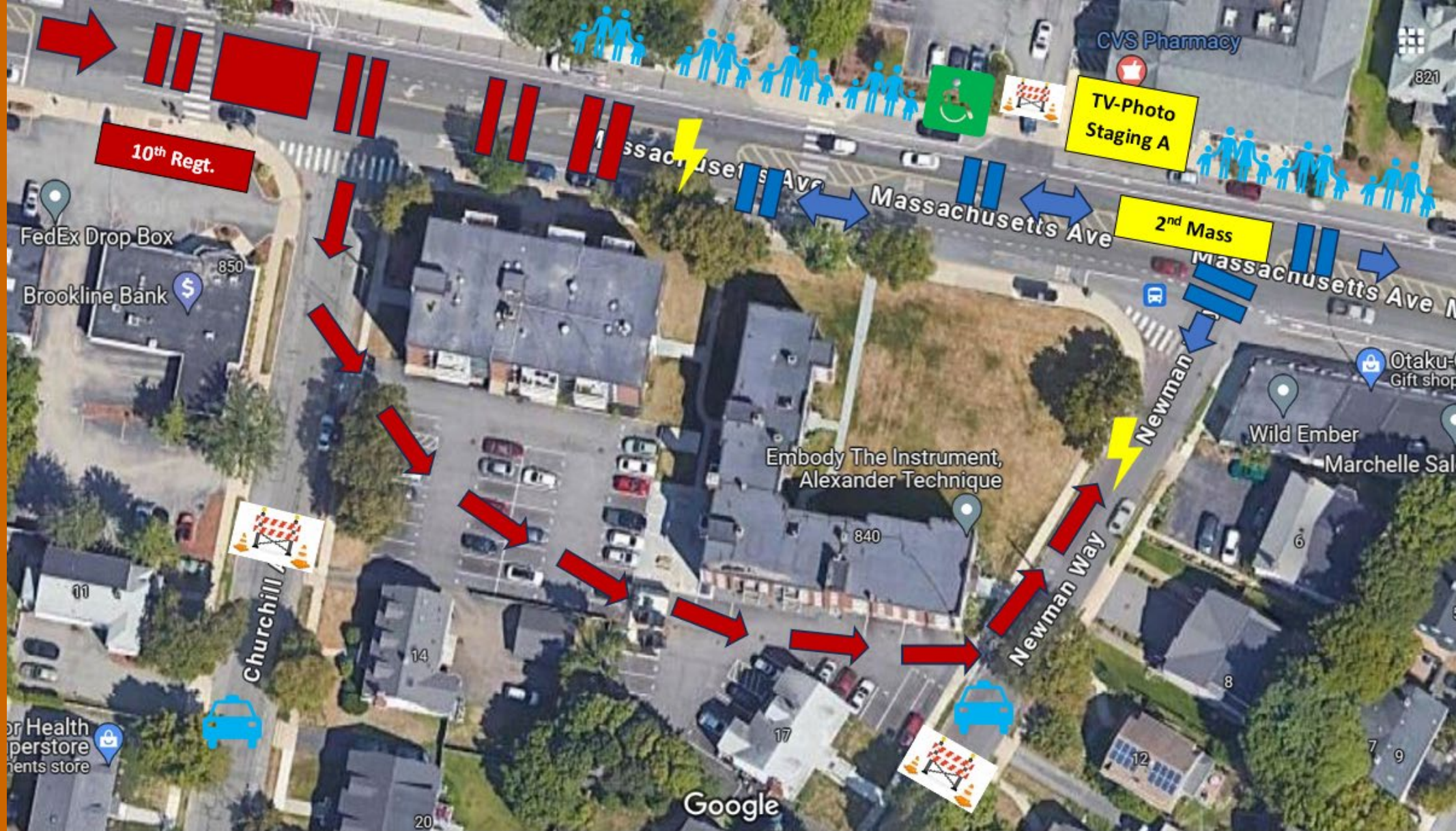
Direction of Troop  
Movement  
"Full Running Battle"

**"Full Running Battle" - Direction of Troop Movement**  
Arlington High School – Massive Spectator Viewing Area



**“Full Running Battle” continues down Mass. Ave.**  
Crown Forces push the American Forces (2<sup>nd</sup> Mass.) back past Churchill Ave.

# **First** **Crown Forces** **Flanking Maneuver**



## First Crown Forces Flanking Maneuver

Crown Forces deploy Flankers onto Churchill Ave. around back Parking Lot to Newman Way.  
Skirmish with American Forces on Newman Way.

# **Battle at Jason Russell House**

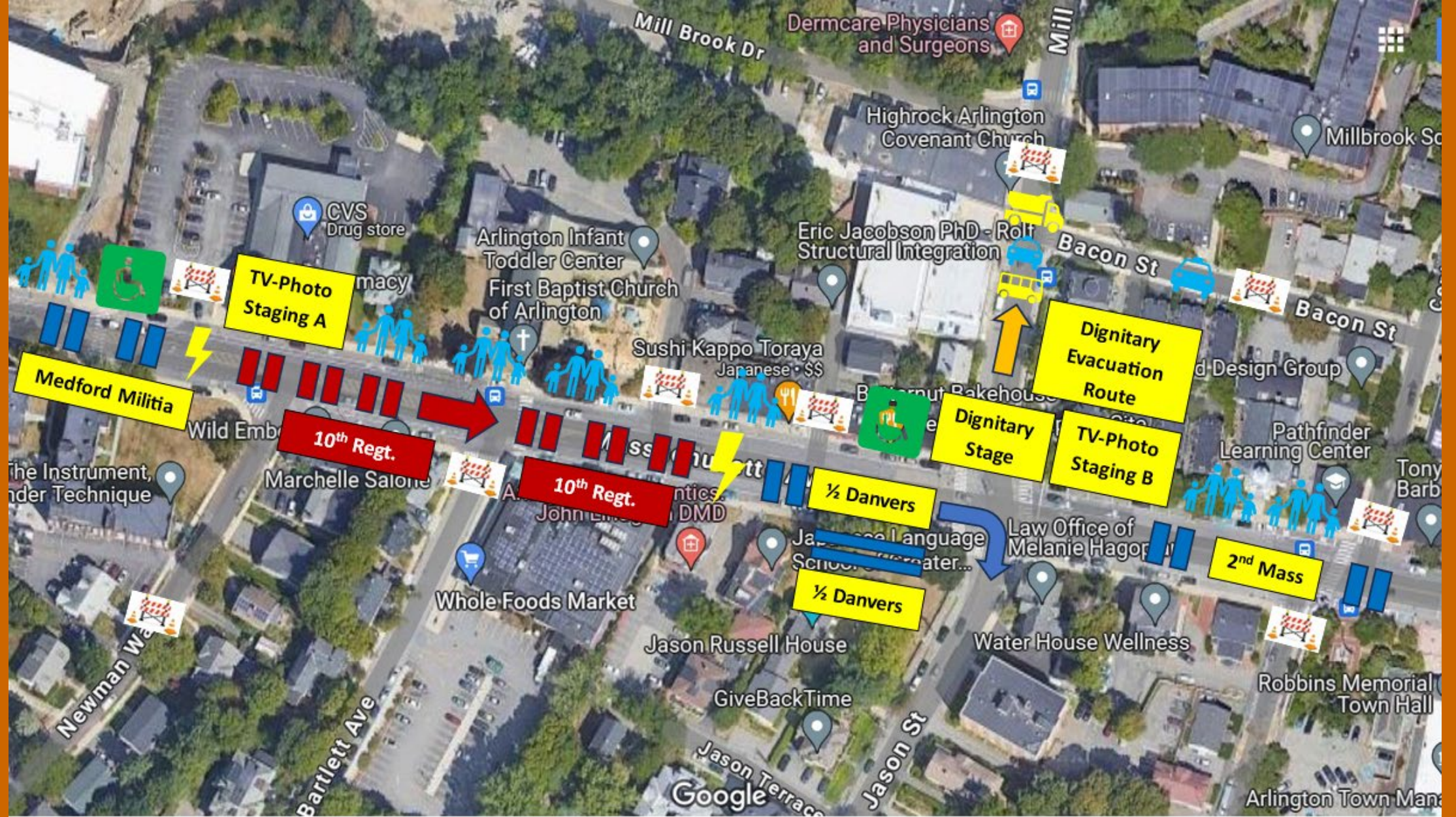




## Set-up for the Battle at Jason Russell House

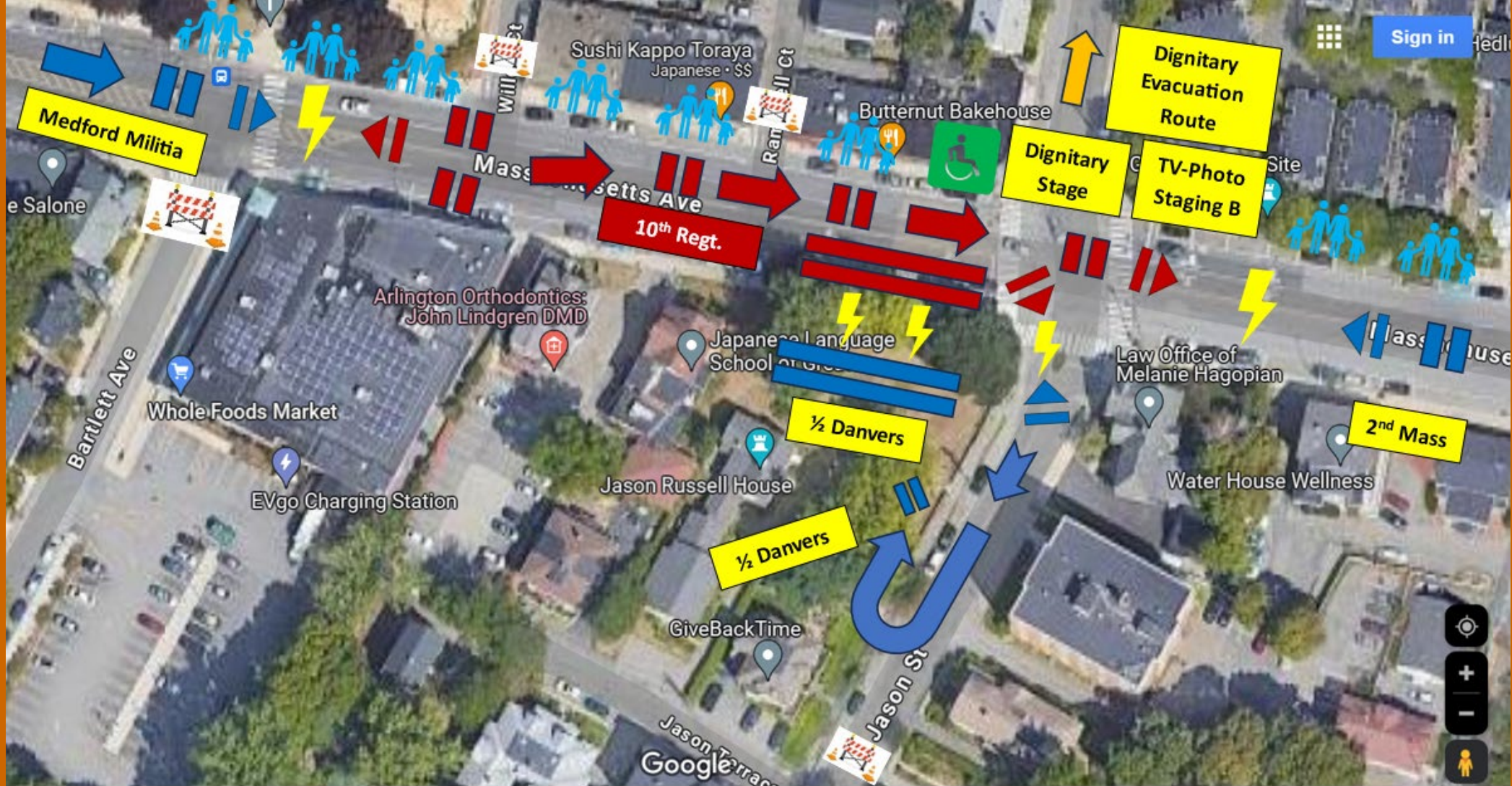
**Danvers Alarm Coy** engages the **Full Crown Forces Column**.

**Reinforcements** wait to provide cover for **Danvers** from behind the Jason Russell House stone wall while **2nd Mass.** pulls back below Jason Street to reposition for Re-engagement with the Crown Forces.



## Danvers falls back onto Jason Street

Reinforcements at Jason Russell House and 2<sup>nd</sup> Mass Ready to Reengage the Crown Forces Column

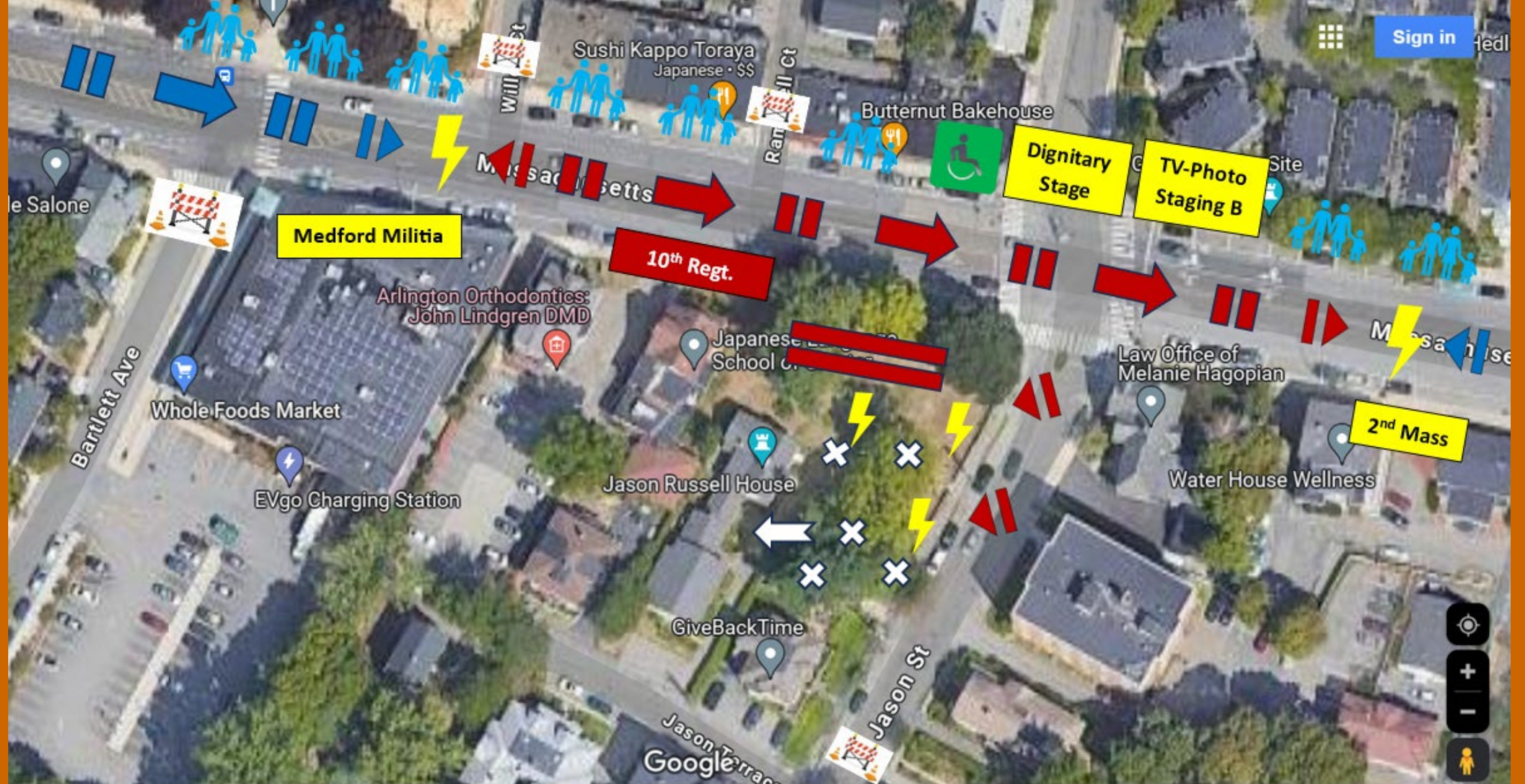


## Full Battle at Jason Russell House Begins

**Danvers** falls back around behind the Stonewall while being pursued.

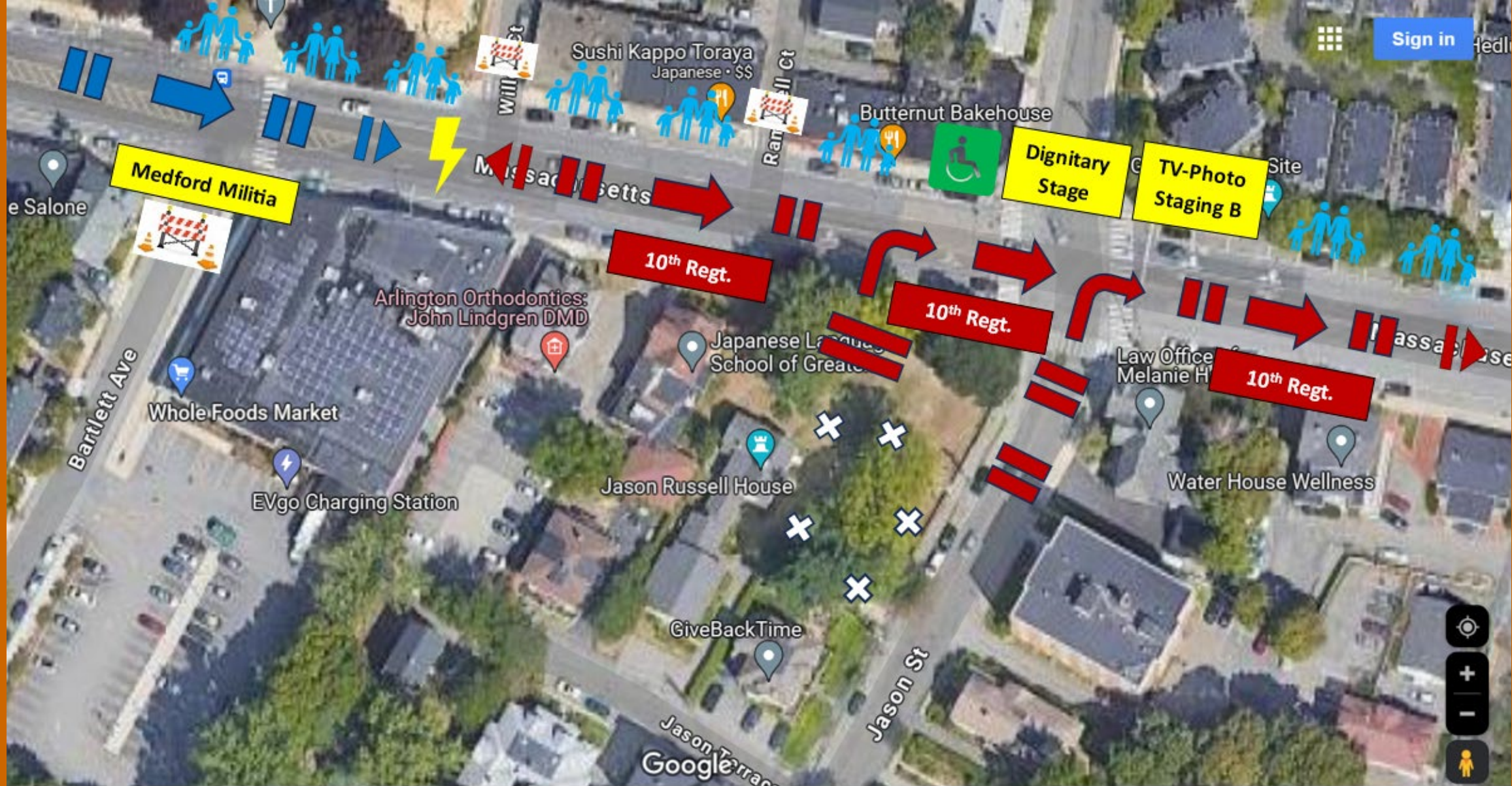
**Fighting** opens up simultaneously on **3 Fronts**

- (1) with **Danvers** and its **Reinforcements** at Jason Russell House
- (2) with **2nd Mass.** in the front of the Column
- (3) with **Medford Militia** at the back of the Column.



The remaining Men of **Danvers** Retreat inside the **Jason Russell House** while being pursued by **Redcoats**.

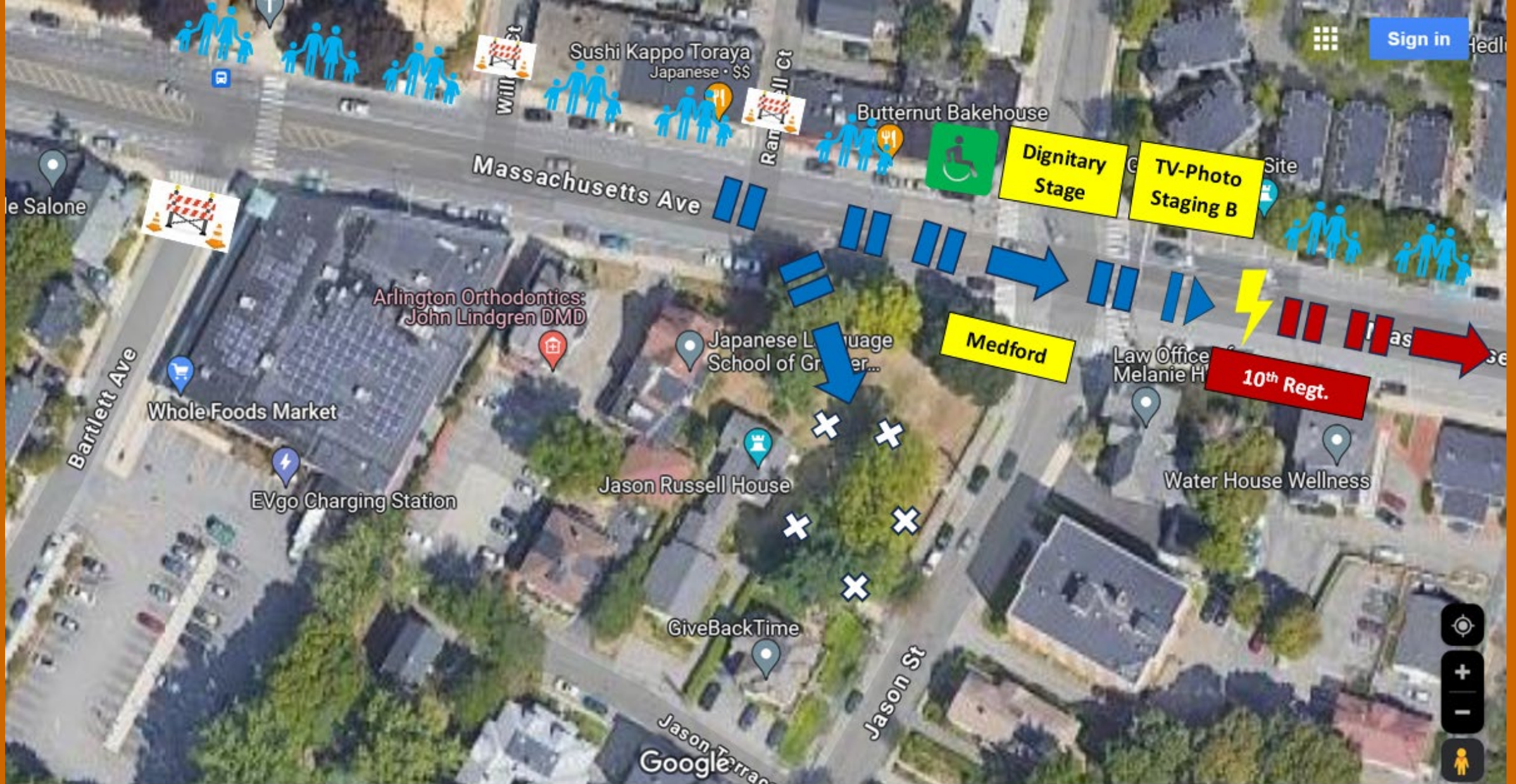
The **Crown Forces Column** pushes forward against the **2nd Mass**.  
While continuing to keep the **Medford Militia** pushed back at the rear of the **Column**.



## Fighting ceases at the Jason Russell House

The Crown Forces Companies reform as the Main Column continues to push forward.

Fighting continues at the Front and Back of the Column.



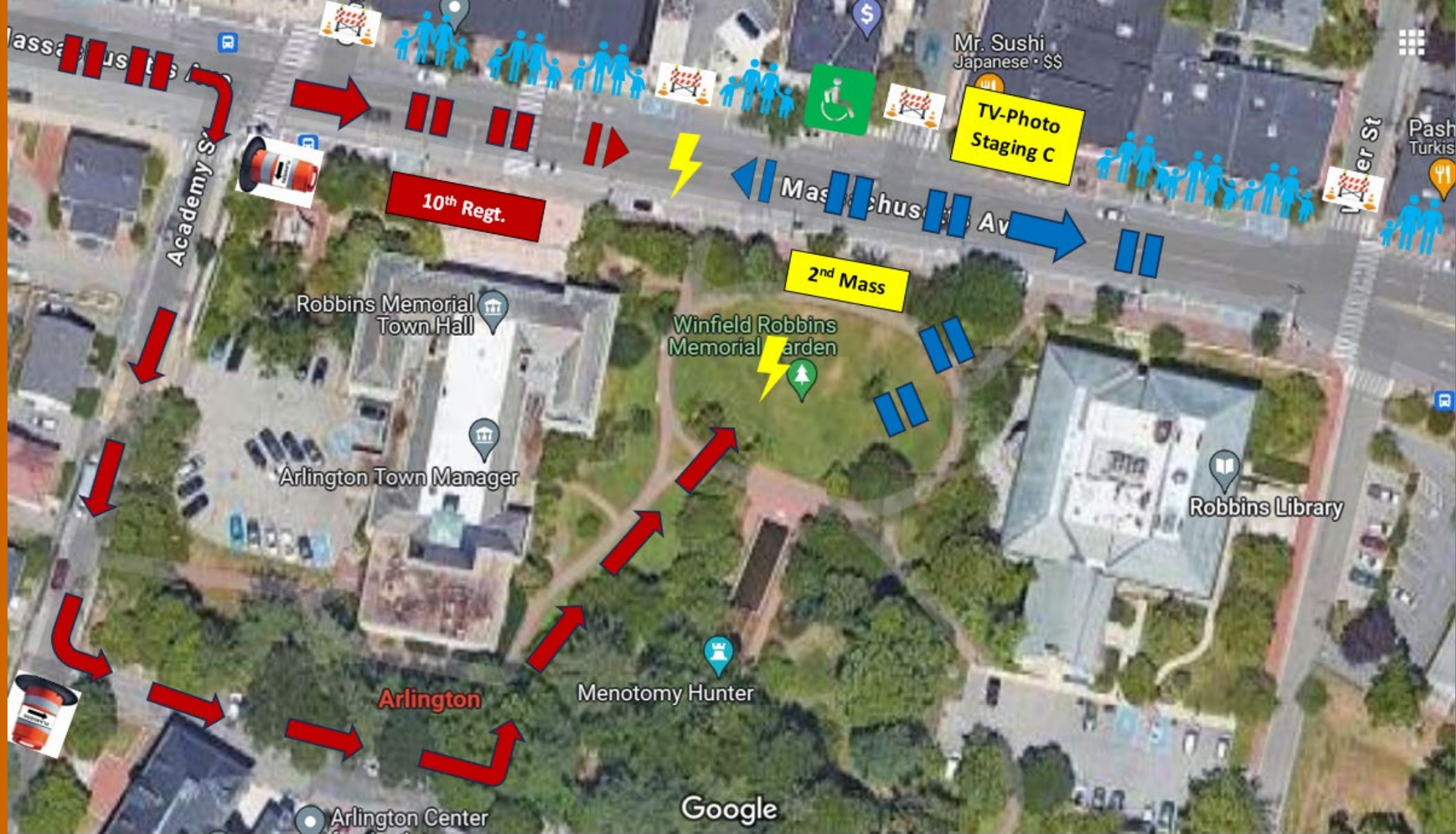
## Medford recovers Danvers Men from the **Jason Russell House**

As the **Crown Forces Column** continues to push forward Danvers men joins Medford and continues the Fight.



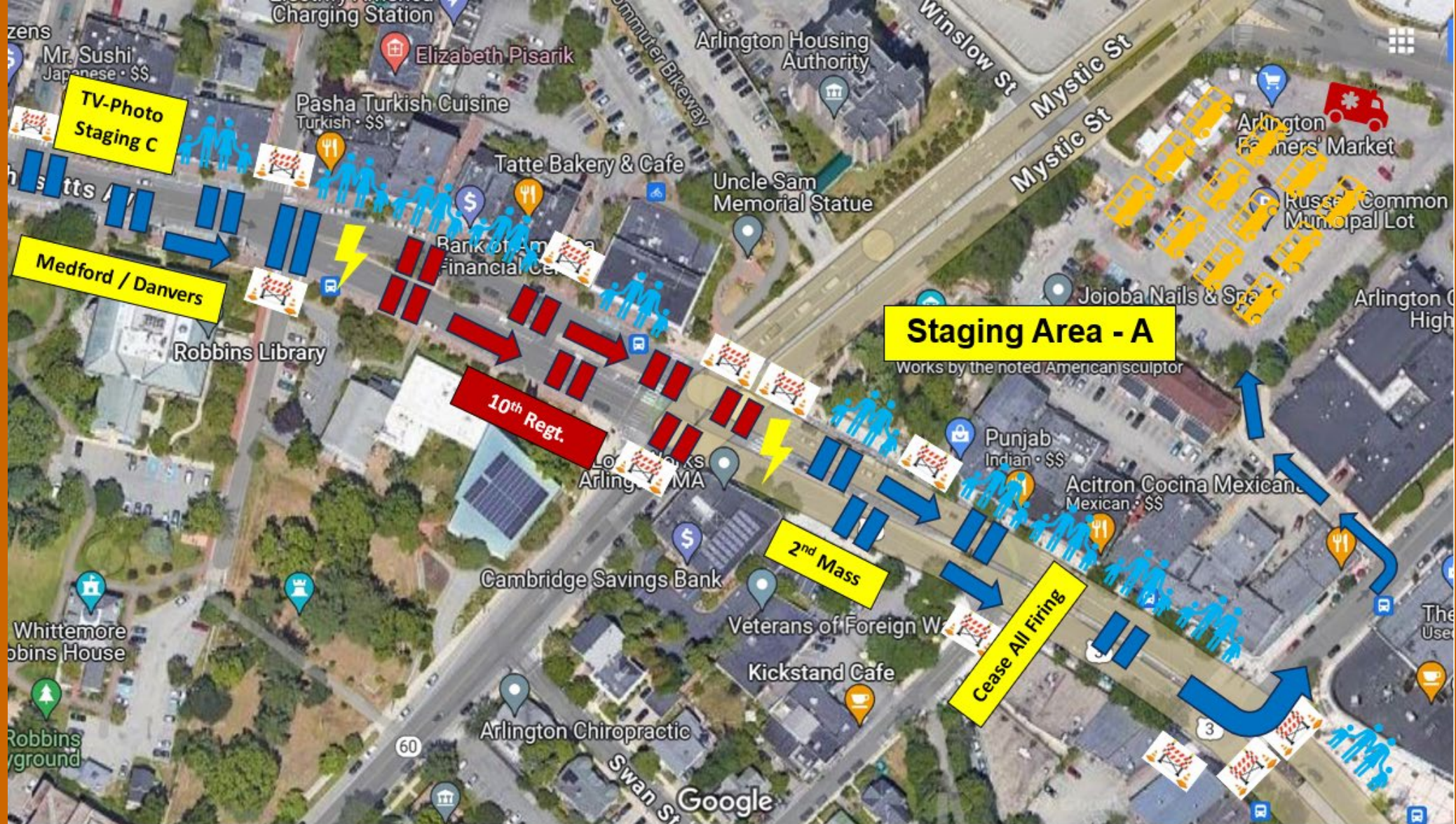
**As it continues to push their way forward down Mass. Ave.**

# **Second** **Crown Forces** **Flanking Maneuver**



## Second Crown Forces Flanking Maneuver

Crown Forces deploy Flankers onto Academy Street around the back Parking Lot to Robbins Memorial Garden / Lawn.  
Skirmish with American Forces on the Lawn bordering Mass. Ave...

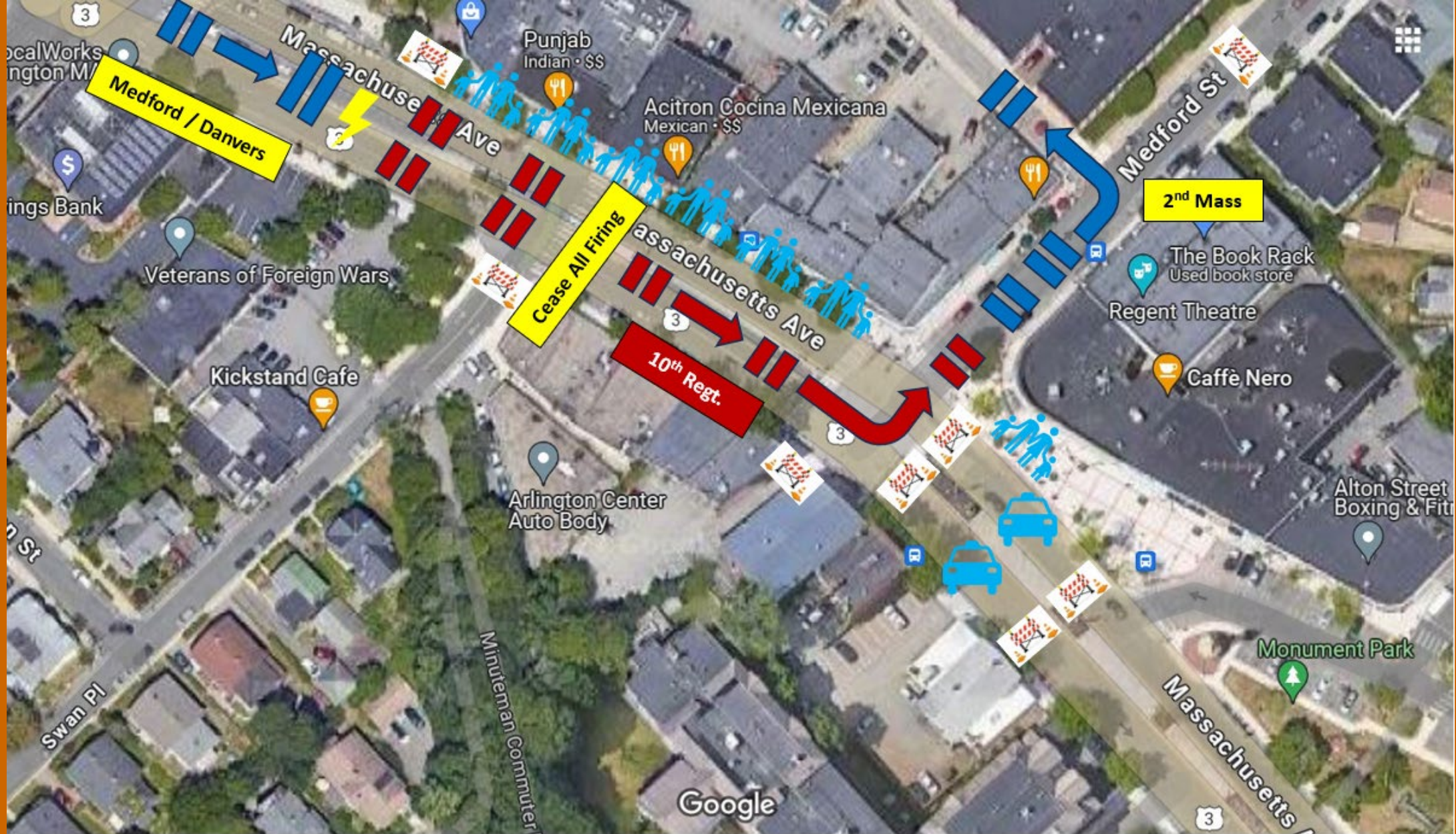


## Final Street Fight

**American Forces** split into 2 Columns where Mass. Ave. divides into 2 Lanes creating a multi-front Street Fight. Street Fighting continues across the Intersection of Route 60 down Mass. Ave.  
**All Musket Firing Ceases** at the Intersection of Swan Place and Mass. Ave...

# **Staging Area - A**

**Battle Reenactment Units – Parade Units  
Transition**



**ALL Musket Firing Ceases in front of Swan Place - Lower Mass. Ave. Street Closure**

**All Battle Participants will turn Left onto Medford Street, then Left onto Park Terrace.**



## Battle Reenactment Unit Departure - Staging Area – A

All Units will proceed to Staging Area – A (Russell Common Municipal Parking Lot) and immediately clear Park Terrace for Parade Units by boarding waiting buses.



## Parade Unit Deployment Staging Area - A

Parade Units will be formed up in Staging Area - A Parking Lot waiting for All Battle Participants to clear Park Terrace.

Parade Units will then access Mass. Ave. via Park Terrace / Medford Street.

The Parade immediately begins as Parade Unit's turn out of Medford Street onto Mass. Ave...



## Battle Participants Depart **Staging Area - A**

Battle Participants will Board Buses waiting in the Russell Common Municipal Parking Lot.  
Buses will begin **Transporting Battle Participants** Back to Medford High School.

# Parade Begins

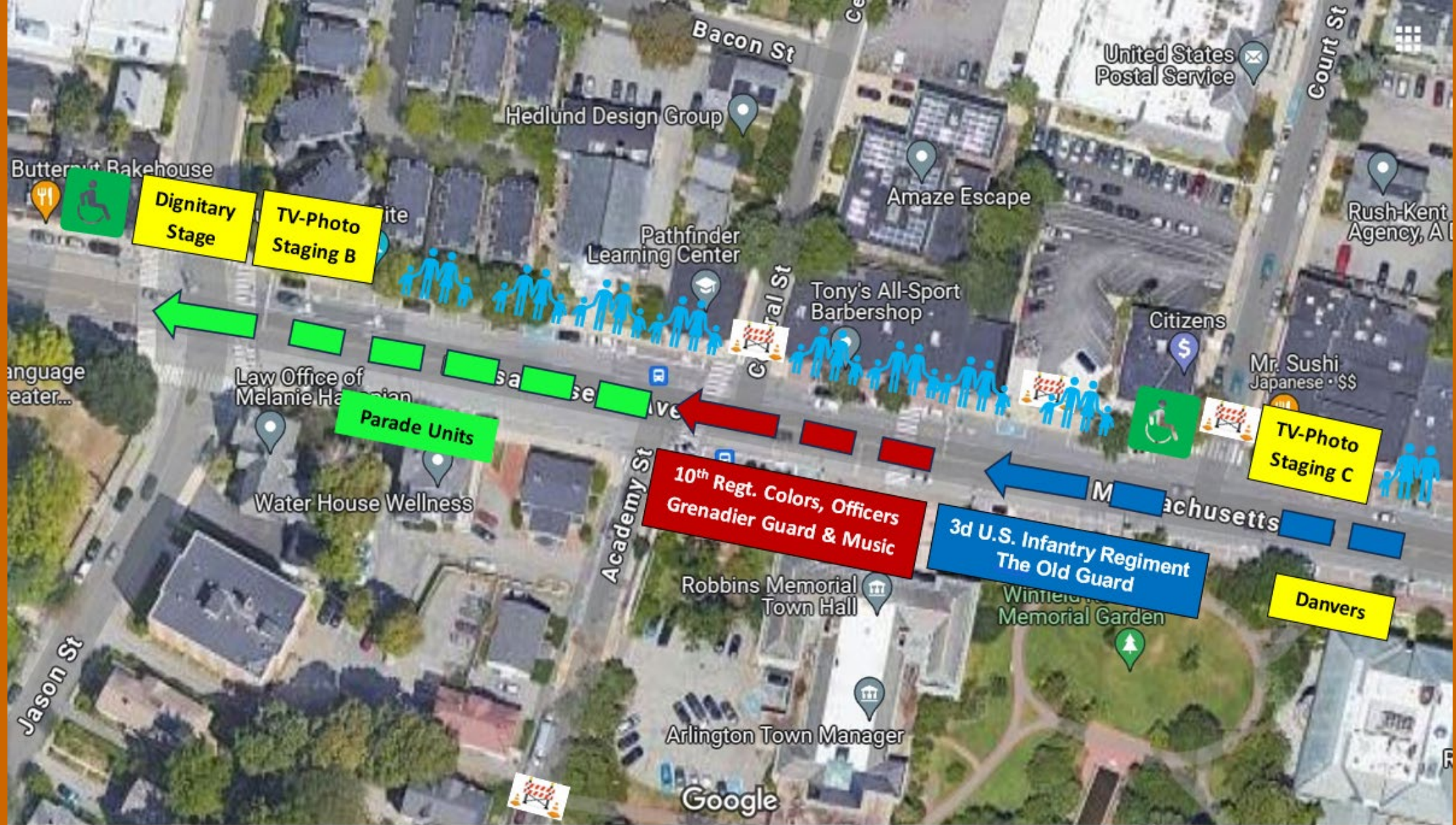
**Parade Route**

**Passing in Review**



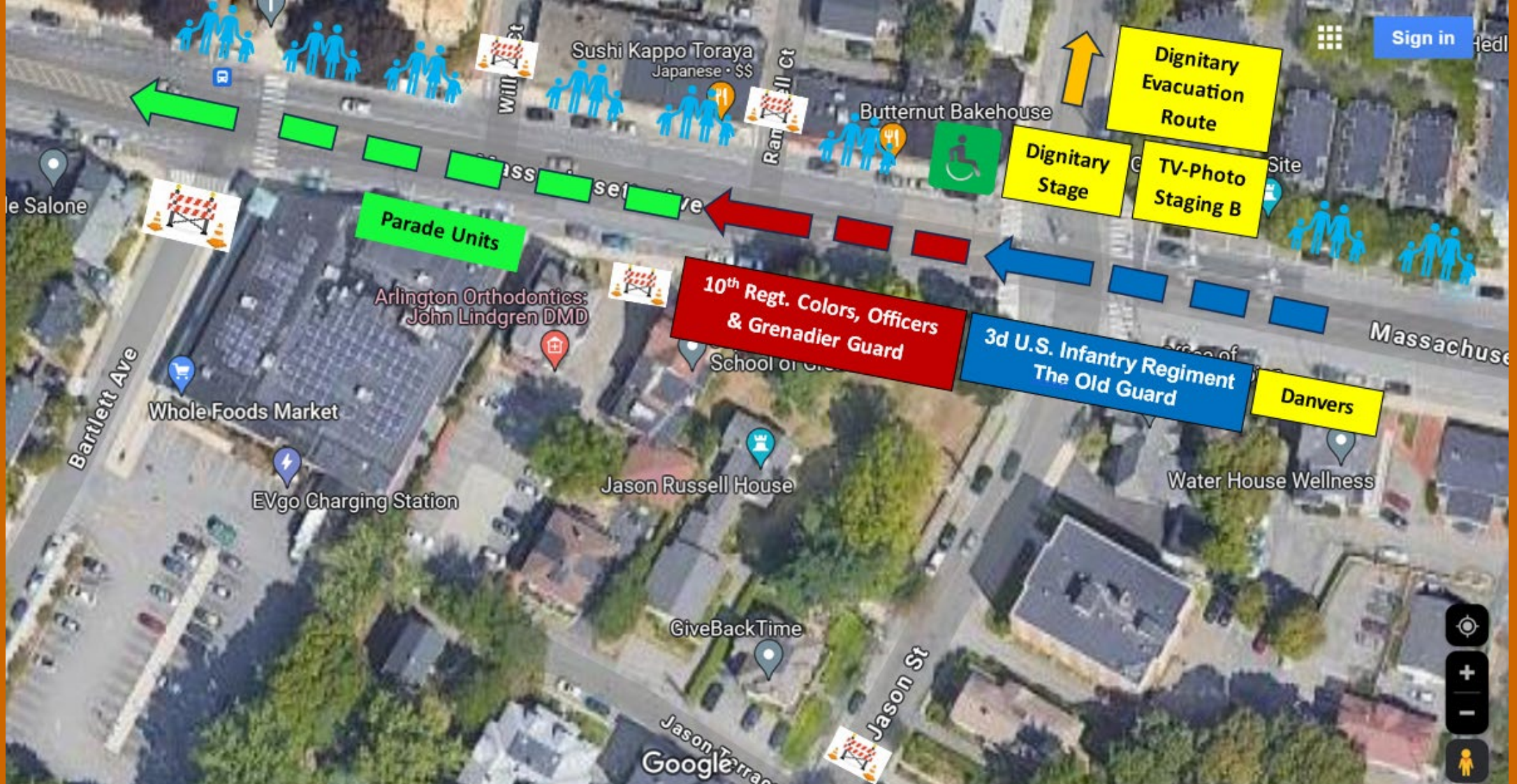
## Parade Begins

**Parade Units** - 10th Regt. Colors, Officers, Grenadier Guard & Music - 3d U.S. Infantry Regiment "The Old Guard" and Danvers Alarm Company begin marching up Mass. Ave. from the Corner of Medford Street and Mass. Ave. .



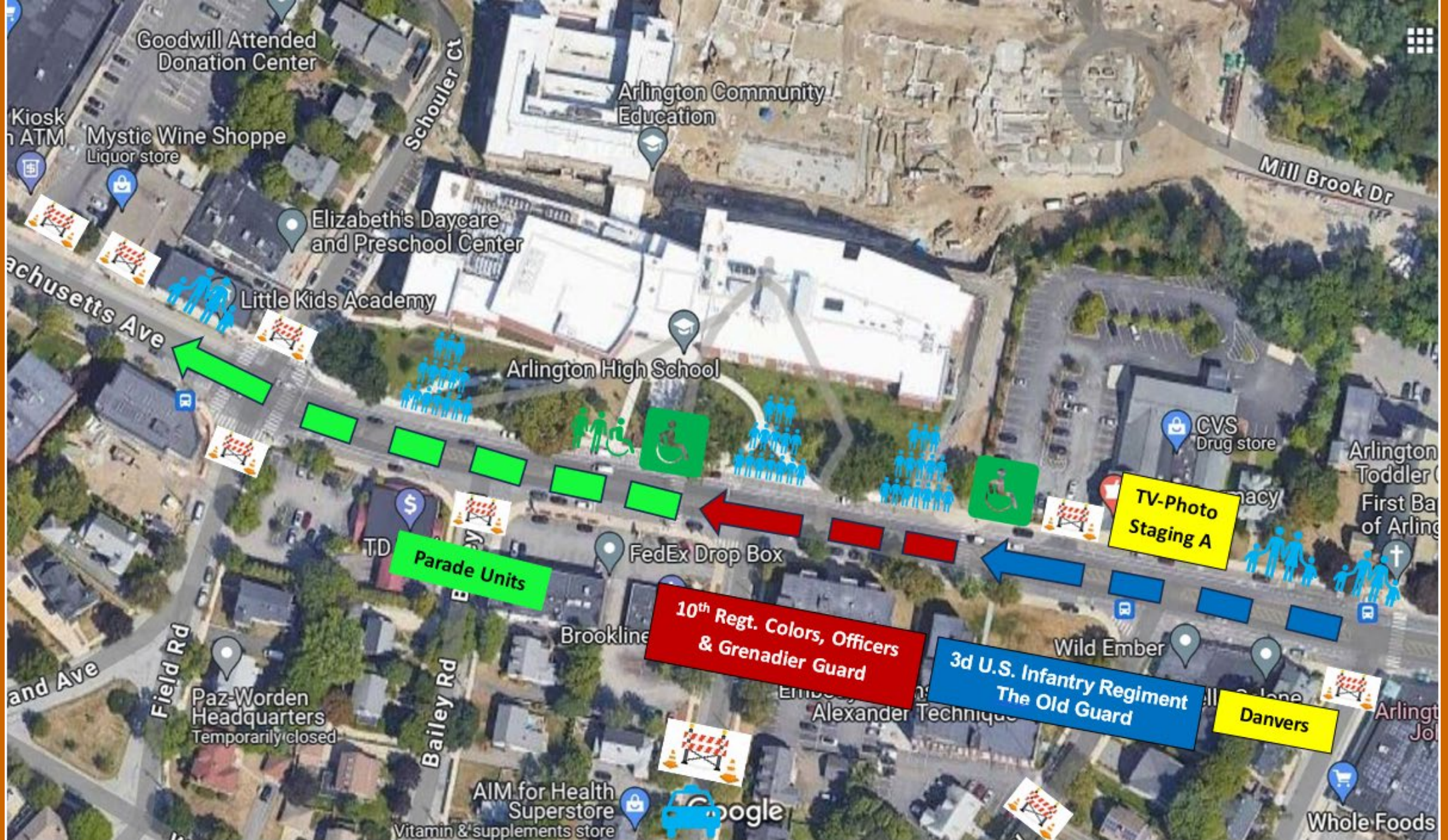
## Parade Units march past Town Hall

All Parade Units march up Mass. Ave. past the TV and Photographer Staging C Location on the corner of Court Street, and Arlington Town Hall.



## Dignitary Stage / Jason Russell House – Passing in Review

**All Parade Units** marching up **Mass. Ave.** will proceed at a slow march beginning at the **TV and Photographer Staging B Location** on the corner of **Jason Street** and **Mass. Ave.**, “**Passing in Review**” in front of the **Dignitary Stage** continuing at a slow march past the **Jason Russell House** to Honor the Fallen.



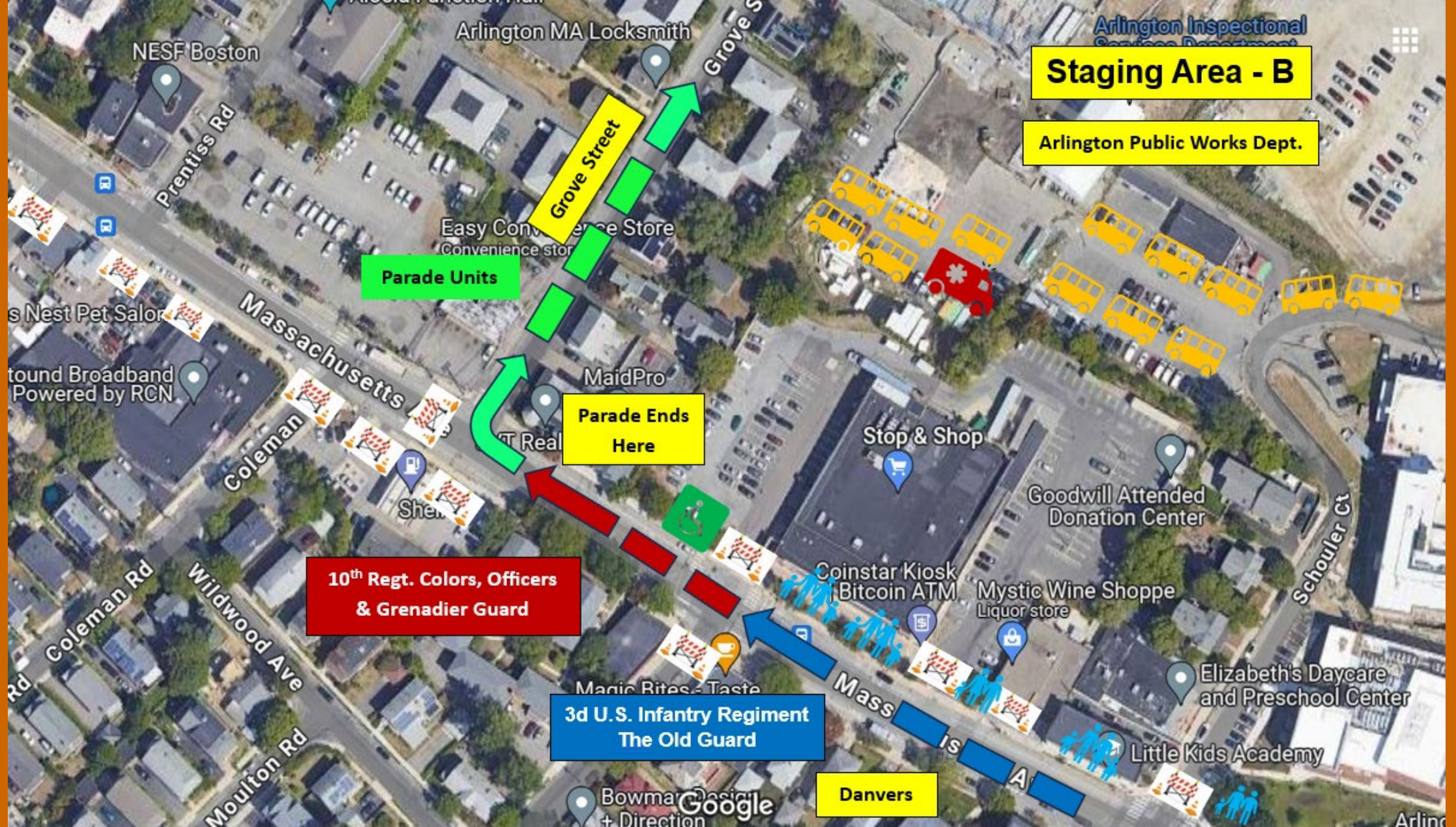
## Parade Units continue marching up Mass. Ave.

past the **TV** and **Photographer Staging A** Location in front of **CVS** and **Arlington High School**.

# **Parade Ends**

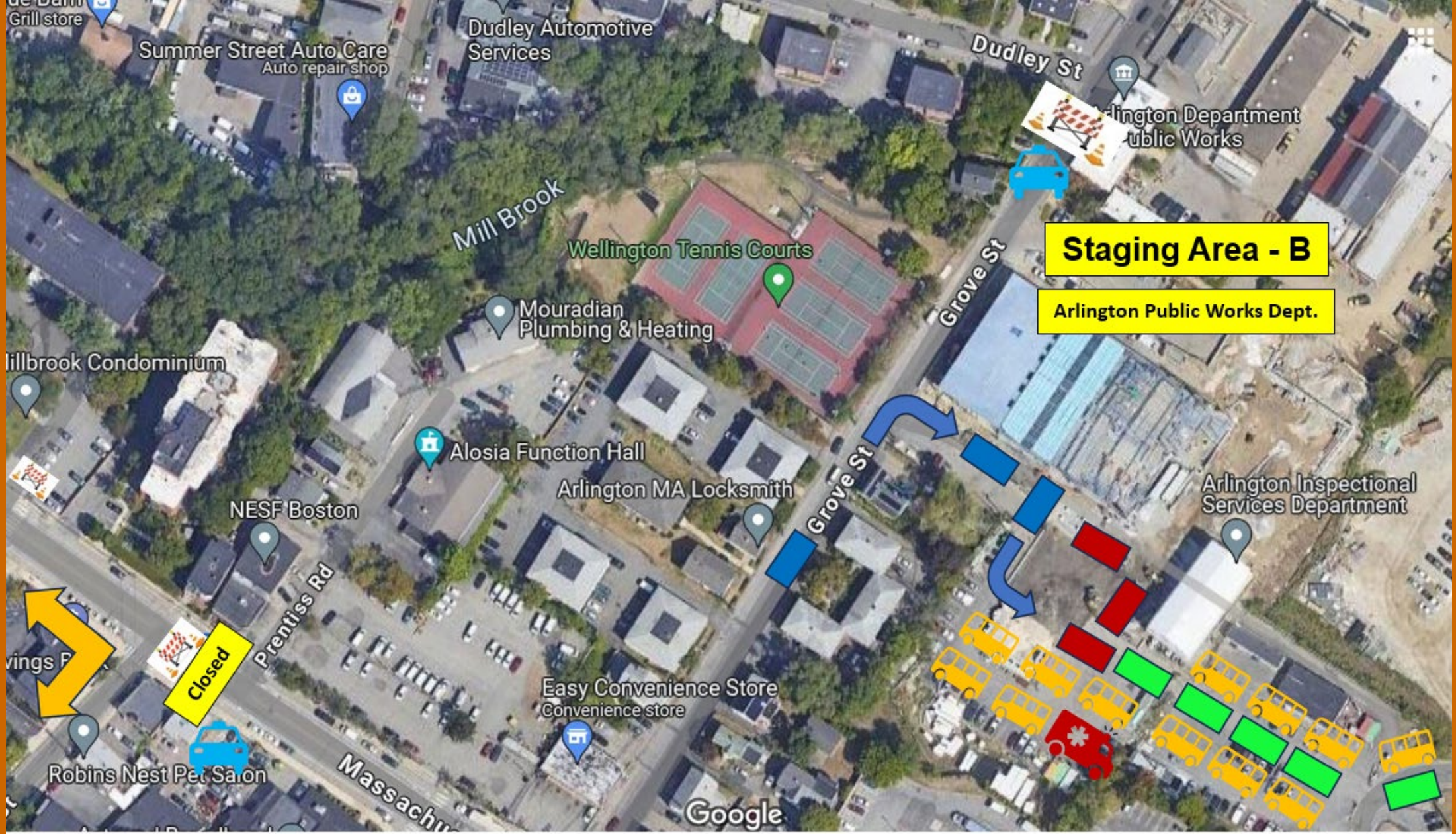
**Parade Units Exit Mass. Ave.**

**Parade Units Departure**



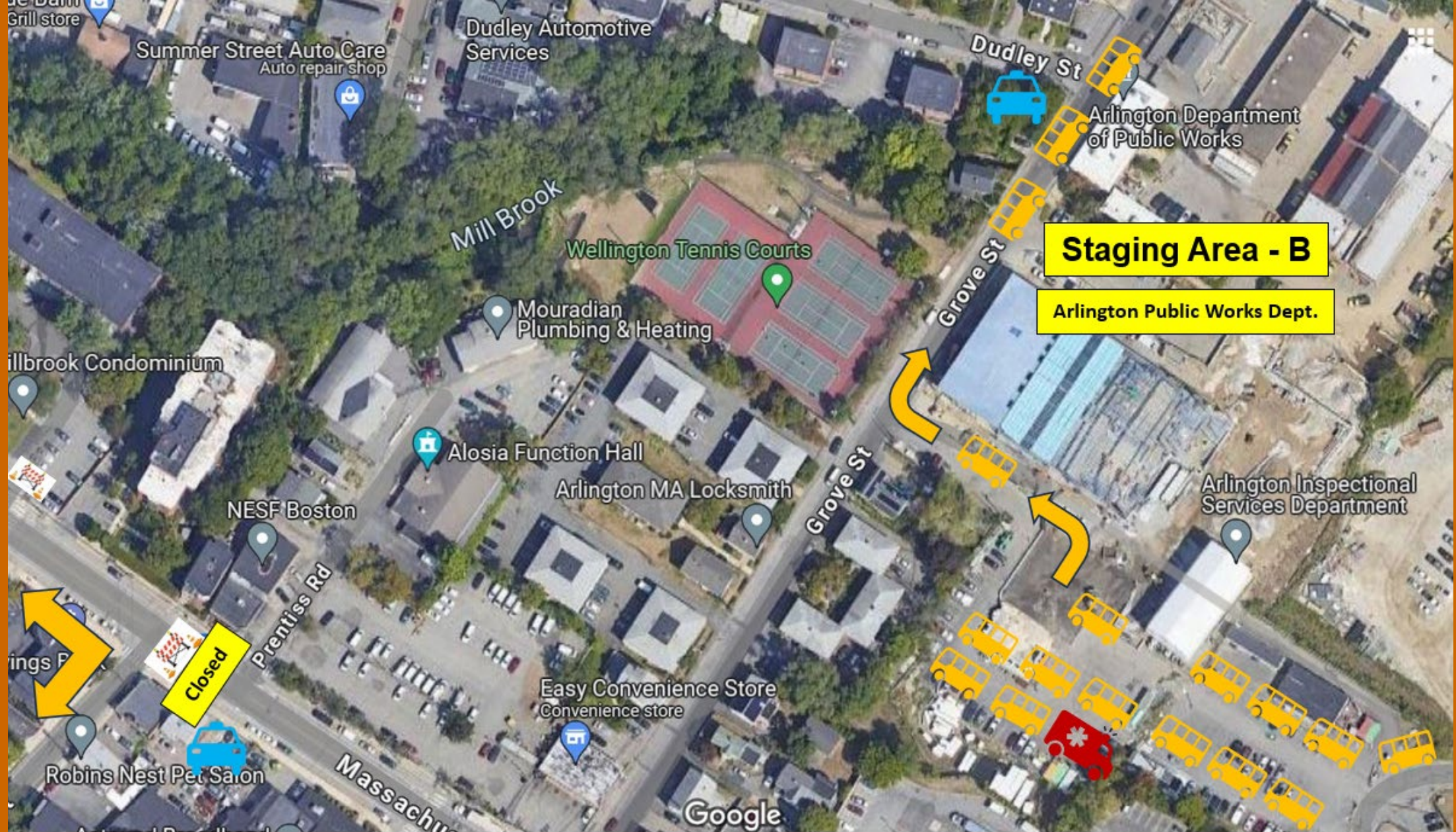
## Parade ends at Stop & Shop

Parade Units exit Mass. Ave. via Grove Street and proceed to Staging Area B - Arlington Publics Works Department.



## Parade Units exit Mass. Ave. via Grove Street

Parade Units proceed to **Staging Area B** and begin boarding Buses waiting at the Arlington Publics Works Department.



## Parade Unit Buses Depart **Staging Area - A**

After **All Parade Units** have boarded their Buses, they will begin Transporting Parade Units **Back to Medford High School.**



# Battle of **Menotomy**250 2024



Henry Rutkowski  
**American Forces Commander**

Mike Graves  
**Crown Forces Commander**

Ron Richmond  
**Event Planning**

December 10<sup>th</sup>, 2023 Meeting Plan



## **Town of Arlington, Massachusetts**

---

### **Vote: Placement of Historic Marker**

#### **Summary:**

Katie Luczai, Economic Development Coordinator

#### **ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	Lafayette_Marker_-_Arlington.pdf	Presentation

A Marker for Arlington:  
Commemorating General Lafayette's Visit  
through West Cambridge on September 2, 1824





### About The Lafayette Trail, Inc.

The Lafayette Trail, Inc. is incorporated in the U.S. state of Maryland as a nonprofit organization under section 501(c)(3) of the IRS code with the mission to document, map, and mark General Lafayette's footsteps during his Farewell Tour of the United States in 1824 and 1825. It aims to educate the public about the national significance of Lafayette's Tour and to promote a broader understanding of Lafayette's numerous contributions to American independence and national coherence in preparation for the 2024-2025 tour bicentennial celebrations.

**Markers are fully paid for by the William C. Pomeroy Foundation. They have final say on verbiage, but location is up to us. We are also responsible for the installation.**

Most of the documentation covering West Cambridge is grounded in secondary sources.

*“About one o’clock General Lafayette left town for Medford. He passed through Cambridge and West Cambridge.”*

*“He passed through Charlestown and West Cambridge, and arrived at Medford, about three o’clock”*

*(To the right, Independent Chronicle and Boston Patriot and Farmer’s Cabinet)*

**What we currently have is enough evidence to apply for a marker.**

*Visit to Medford.*—He passed through Charlestown and West Cambridge, and arrived at Medford, about three o’clock. It was at a very late hour, that the citizens of Medford ascertained that the town would be honored with his presence; but their preparations to welcome him were appropriate and elegant. The houses to the westward of the Governor’s residence, and the meeting-house, were filled with Ladies,—the scholars were formed in line on the street, filled with the citizens, the bells rung a peal, a salute of artillery was fired, and several arches were thrown across the road, decorated with wreaths and flowers, and flags.—One of the arches bore this inscription,  
“WELCOME  
To our hills and BROOKS.”  
Under this arch the selectmen of the town were assembled;—when Turell Tufts, Esq. their Chairman, delivered to him an address. On his return from Medford, he called on Mrs. Amory, at Weston, and attended a numerous party given by Mrs. Lloyd, in Somerset-street.

On Saturday General La Fayette, at 10 o’clock, repaired to the Doric Hall in the State House, where he received the congratulations of our patriotic citizens. We observed with pleasure, that many ladies were presented to him, with which attention the General evidently was particularly gratified. Many lads pressed in to have the privilege of taking by the hand our “NATION’S GUEST.”

About one o’clock General La Fayette left town for Medford. He passed through Cambridge and West Cambridge. Considerable preparations had been made for his reception in Medford. An arch was thrown across the road in the immediate vicinity of the Meeting-house, bearing the motto:

GENERAL LA FAYETTE.  
Welcome to our hills and BROOKS.

“The children of the town were drawn up in a line near this arch to welcome the General. He was received with loud cheerings and a discharge of artillery. The windows of the meeting house and many private dwellings were crowded, with ladies, and many places in the town were decorated with flags and wreaths. Mr. Tufts, chairman of the selectmen, addressed him, and gave him an official welcome to Medford, to which the General very feelingly replied. He then repaired to the house of late Governor Brooks, where he dined. He was loudly and repeatedly cheered. He returned to town in the evening, which he spent with a large party at Mrs. Lloyd’s.

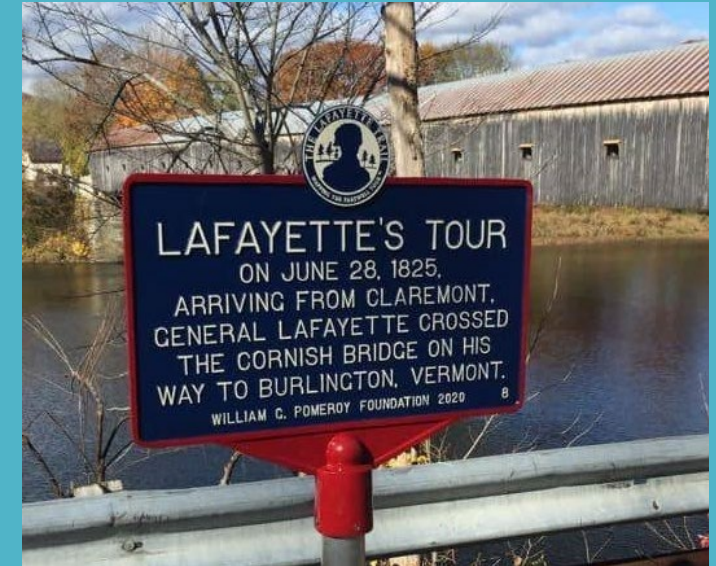
## Drafted Lafayette Marker for Arlington

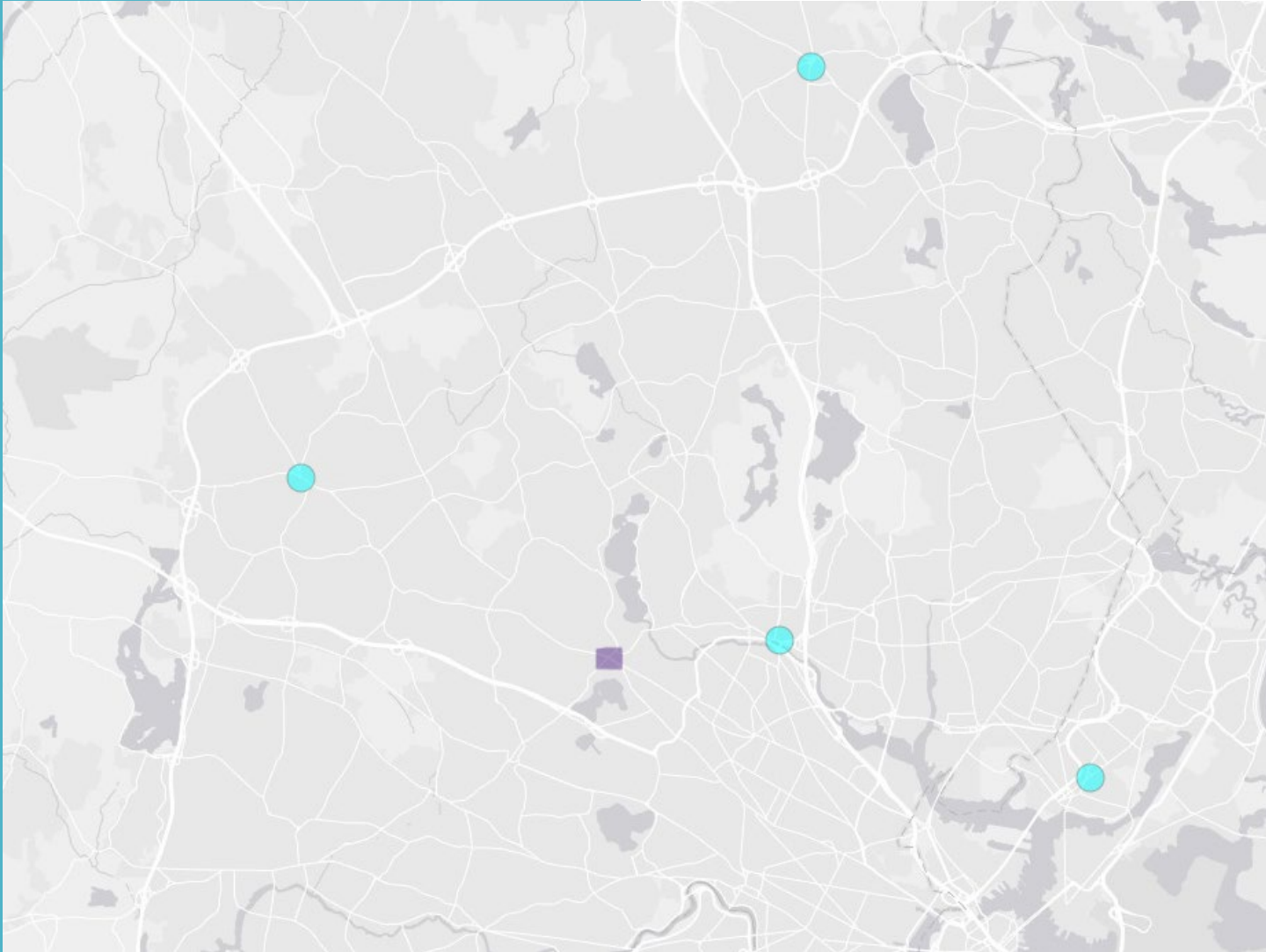
### LAFAYETTE'S TOUR

ON SEPT. 2, 1824, GENERAL  
LAFAYETTE WAS WELCOMED IN  
THIS TOWN. LOCAL CITIZENS  
GREETED HIM IN FRONT  
OF THE MEETING HOUSE.

WILLIAM C. POMEROY FOUNDATION 2024

## Examples





## **Marker Map of Greater Boston area**

### **Arlington's Lafayette Marker (purple)**

Exact location needs to be approved by the Select Board but will ideally be located at the intersection of Mass Ave/Mystic Street. Open to suggestions of locations along Mass Ave.

Possible Locations (NOT TO SCALE)  
Location A



Possible Locations (NOT TO SCALE)  
Location B

Location C



## Other Viewpoints



## Other Viewpoints



## Next Steps

Feedback, Thoughts and Support (Historic Society)

Site Approval (Select Board)

Installation Confirmation (DPW)

GOAL: To have this marker installed for the 200<sup>th</sup> anniversary of this date which is September 2<sup>nd</sup>, 2024.



## **Town of Arlington, Massachusetts**

---

**Vote: Special Town Meeting, Date to be Determined**

**Summary:**

Jim Feeney, Town Manager



## **Town of Arlington, Massachusetts**

---

**For Approval: Opening of Special Town Meeting Warrant**



## Town of Arlington, Massachusetts

---

### Articles for Review:

#### Summary:

Article 23 Endorsement of CDBG Application

Article 24 Revolving Funds

Article 36 Endorsement of Parking Benefit District Expenditures

Article 66 Resolution/MBTA Service

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Warrant_Article_Text.pdf	Warrant Article Text
▢	Reference Material	Town_Counsel_Memo_-_WA.pdf	Memo from Town Counsel
▢	Reference Material	CDBG_Report_to_Town_Meeting_2024-2025_Warrant_Article_#23.pdf	Article 23 Reference
▢	Reference Material	FY25_Revolving_Funds.pdf	Article 24 Reference
▢	Reference Material	P._Schlichtman_-_Reference.pdf	Article 66 Reference
▢	Reference Material	FY25_Parking_Benefit_District_-_Proposed_Budget.pdf	Article 36 Reference

## **Warrant Article Text**

### **ARTICLE 23           ENDORSEMENT OF CDBG APPLICATION**

To see if the Town will vote to endorse the application for Federal Fiscal Year 2025 prepared by the Town Manager and Select Board under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

(Inserted by the Select Board and at the request of the Town Manager)

### **ARTICLE 24           REVOLVING FUNDS**

To see if the Town will vote to reauthorize revolving funds established under various previous votes of the Town, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds, to appropriate sums of money to fund all revolving funds and determine how the money shall be raised or expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

### **ARTICLE 36           ENDORSEMENT OF PARKING BENEFIT DISTRICT EXPENDITURES**

To see if the Town will vote to endorse the Parking Benefit District operating and capital expenditures for Fiscal Year 2025 prepared by the Town Manager and the Select Board consistent with the Town Bylaws; or take any action related thereto.

(Inserted at the request of the Town Manager)

### **ARTICLE 66           RESOLUTION / MBTA SERVICE**

To see if the Town will vote to endorse a resolution calling for improvements to service provided to the Town of Arlington by the Massachusetts Bay Transportation Authority; or take any action related thereto.

(Inserted at the request of Paul Schlichtman and ten registered voters)



**Town of Arlington  
Legal Department**

Michael C. Cunningham  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail:  
[mcunningham@town.arlington.ma.us](mailto:mcunningham@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Arlington Select Board

Cc: James Feeney, Town Manager

From: Michael C. Cunningham, Town Counsel

Date: February 15, 2024

**Re: Annual Town Meeting Warrant Articles: 23, 24, 36 and 66**

I write to provide the Select Board a summary of the above referenced warrant article to assist in your consideration of these articles at your upcoming hearing on February 21, 2024.

**ARTICLE 23                      ENDORSEMENT OF CDBG APPLICATION**

To see if the Town will vote to endorse the application for Federal Fiscal Year 2025 prepared by the Town Manager and Select Board under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

**(Inserted by the Select Board and at the request of the Town Manager)**

This article presents the annual vehicle for consideration and endorsement of Community Development Block Grant expenditures. Mary Muszynski, CDBG Administrator is expected to

present a summary of grants for the Board's approval. The Board and Manager are reminded that the Manager also holds a vote on approval of this item.

## **ARTICLE 24            REVOLVING FUNDS**

To see if the Town will vote to reauthorize revolving funds established under various previous votes of the Town, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds, to appropriate sums of money to fund all revolving funds and determine how the money shall be raised or expended; or take any action related thereto.

**(Inserted at the request of the Town Manager)**

This Article represents our standard annual warrant article under which revolving funds are examined by Town Meeting. The Board should receive proposed votes from the Comptroller. If it is inclined toward positive action, a draft motion and comment (including the approved amounts in the table provided by the Comptroller) would read as follows:

*VOTED: The Town does hereby reauthorize the following Revolving Funds for FY 2025:*

[INSERT TABLE PROVIDED BY THE COMPTROLLER]

*COMMENT: The above summary represents the annual vote to receive reports on expenditures and receipts of the various Town revolving funds and to authorize and reauthorize such funds in accordance with state law. These funds must be reauthorized annually in order to enable expenditures from them, and as such, must be included in our abbreviated Town Meeting session. Additional materials regarding the Revolving Funds have also been included in the Appendix to this report for further consideration.*

**ARTICLE 36                    ENDORSEMENT OF PARKING BENEFIT DISTRICT  
EXPENDITURES**

To see if the Town will vote to endorse the Parking Benefit District operating and capital expenditures for Fiscal Year 2025 prepared by the Town Manager and the Select Board consistent with the Town Bylaws; or take any action related thereto.

**(Inserted at the request of the Town Manager)**

Pursuant to Title I, Article 11 of the Town Bylaws, “Parking Benefit District Expenditures,” proposed Parking Benefit District Operating and Capital Expenditures are prepared by the Manager and the Parking Implementation Governance Committee before submission for endorsement by the Finance Committee and Capital Planning Committee respectively; and subsequently Town Meeting. Your review of proposed expenditures with the Manager constitutes the first step in this process. If the Select Board is inclined towards positive action, a motion (and comment) could be as follows:

*VOTED: That the Select Board approves the operating and capital expenditures proposed by the Town Manager and Parking Advisory Committee and recommends Town Meeting’s endorsement of the votes of the Finance and Capital Planning Committee’s respectively.*

*COMMENT: Pursuant to Title I, Article 11 of the Town Bylaws, “Parking Benefit District Expenditures,” proposed Parking Benefit District Operating and Capital Expenditures are prepared by the Town Manager and the Parking Advisory Committee before submission for endorsement by the Finance Committee and Capital Planning Committee respectively; and subsequently Town Meeting. The Select Board approves the Manager and the Parking Advisory*

*Committee's proposal to the Capital Planning and Finance Committees and urges Town Meeting's support as well.*

**ARTICLE 66            RESOLUTION/MBTA SERVICE**

To see if the Town will vote to endorse a resolution calling for improvements to service provided to the Town of Arlington by the Massachusetts Bay Transportation Authority; or take any action related thereto.

**(Inserted at the request of Paul Schlichtman and ten registered voters)**

This article seeks a non-binding resolution of Town Meeting to support a call for the Massachusetts Bay Transportation Authority ("MBTA") to provide improved service to the Town of Arlington. It is expected that the proponent will provide further details on the goals and details of the resolution.

# TOWN OF ARLINGTON



## Report to Annual Town Meeting 2024

### Article # 23

#### Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant (CDBG) application for Program Year 50. Applications were due on January 12, 2024 and accepted at the February 5, 2024 Select Board meeting. The CDBG Subcommittee met on January 31, 2024 and February 14, 2024 to review the applications and develop the following budget for the use of CDBG funds. This report describes each of the requests and the recommended budget allocations.

The Town of Arlington expects to receive \$1,000,000 in new grant funds from the U.S. Department of Housing and Urban Development (HUD) for the period of July 1, 2024 through June 30, 2025. This would be a decrease of \$58,933 from the current year's allocation, which is in line with decreases the entitlement grant program has experienced in recent years. The following proposed allocations would expend a total anticipated amount of \$1,001,000. The Town expects a more modest sum of Program Income from the Arlington Home Rehabilitation Program than in years past, we are estimating less than \$10,000. The amount is lower than in previous years as no new loans have been made since 2018 and only eight loans remain active. If necessary, a substantial amendment will be made to the Annual Action Plan to allocate any Program Income or prior year funds that become available during Program Year 50.

Below is a summary of the requests for funds and the corresponding recommended allocations made by the CDBG Subcommittee. Each request has been placed into one of six categories: *Affordable Housing, Economic Development, Public Services (limited to 15% of the annual grant per HUD restriction), Public Facilities, Infrastructure and Parks, Planning, or Administration (Planning and Administration are cumulatively limited to 20% of the annual grant per HUD restriction)*. Projects/activities must also meet one of the following HUD National Objectives:

**Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of the persons residing in an area where at least 33.67% of the residents have a low or moderate income. (Arlington is a CDBG exception community so the percentage of LMA residents required to qualify a town census tract as CDBG eligible is lower than the LMA resident minimum of 51% for non-exception CDBG communities.)

**Low/Moderate Income Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom make a low- or moderate-income. The following groups are presumed to make a low- to moderate-income: abused children, battered spouses, elderly persons, and adults meeting the U.S. Bureau of Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults and persons living with AIDS.

**Low/Moderate Housing (LMH):** the project will provide or improve permanent residential structures which, upon completion, will be occupied by households that make a low- to moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter-occupied units in one-family or multi-family structures.

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

**CDBG Subcommittee**

James Feeney, Town Manager  
Judith Guillou, Resident  
Jennifer Hernandez, Resident  
John Hurd, Select Board Member  
Diane Mahon, Select Board Member  
Rebecca Persson, Resident  
Mary Muszynski, CDBG Administrator

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM BUDGET RECOMMENDATION,  
PROGRAM YEAR 50**

**AFFORDABLE HOUSING**

**Affordable Housing Portfolio Capital Improvements, Housing Corporation of Arlington:** This request for \$200,000 would be used to fund the maintenance of Housing Corporation of Arlington units to improve sustainability and energy efficiency. The project will help to preserve affordable housing for low-income households and support Town sustainability efforts. This project is expected to benefit 25 households and complies with the national objective LMH. Funding is recommended at \$100,000.

**Affordable Housing Capital Improvements, Caritas Communities:** This request is for \$200,000 to fund improvements to the safety, accessibility, functionality, and longevity of Caritas' affordable housing residences in Arlington. This project will help address the quality and condition of Arlington's housing stock. Caritas residents will experience homes that are properly cared for, and Caritas will be able to extend the use of their portion of Arlington's affordable housing inventory for another several decades. This project is expected to benefit 37 households and complies with the national objective LMH. Funding is recommended at \$100,000.

**PUBLIC SERVICES**

**Scholarship Program, Arlington Boys & Girls Club:** This request for \$25,000 would fund scholarships to income-eligible households who participate in Boys & Girls Club activities. The program provides financial assistance to households with limited resources for a broad range of programs in the following five core National Boys & Girls Club program areas: Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts, and Sports, Fitness, and Recreation. This project is expected to benefit 65 individuals and complies with national objective LMC. Funding is recommended at \$16,000.

**Operation Success Learning Center, Arlington Housing Authority:** This request for \$5,000 would fund the operating costs of a homework support program for middle and high school students living in Menotomy Manor, an Arlington Housing Authority property. Trained volunteers and active and retired teachers from the community provide homework tutoring. This project is expected to benefit 12 individuals and complies with national objective LMC. Funding is recommended at \$2,000.

**Mental Health Services for Youth and Families, Arlington Youth Counseling Center (AYCC):** This request for \$20,000 would fund subsidies for the costs of counseling services to income-eligible households, including free and reduced-fee mental health counseling and medication treatment and case management services. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by a client's insurance or for children and families that are without support or cannot afford the fee scale. This project is expected to benefit 15-25 individuals and complies with national objective LMC. Funding is recommended at \$15,000.

**Adult Day Health Scholarships, Council on Aging:** This request for \$10,000 would fund scholarships for seniors to utilize Adult Day Health Services through Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service, meals and other social programs at a low cost for those who, due to physical and/or psychological reasons, cannot be left alone at home. This project is expected to benefit 10 individuals and complies with national objective LMC. Funding is recommended at \$8,000.

**Transportation Program, Council on Aging:** This request for \$30,000 would fund the transportation services

that are offered to Arlington seniors to help seniors remain independent and active in the community. The transportation program is comprised of two fully accessible 8-passenger vans driven by six part time drivers, a volunteer medical driver program for medical rides, and a partnership with Uber for medical rides outside of Arlington. COA received over 50 calls per day, requests for a total of 9,291 rides from over 761 individuals in Program Year 48 2021-2022. This project is expected to benefit 761 individuals and complies with national objective LMC. Funding is recommended at \$30,000.

**Volunteer Coordinator, Council on Aging:** This request for \$53,134 would fund the position of Volunteer Coordinator. The coordinator supervises and coordinates volunteers, manages the van and transportation program, and is essential to the Council on Aging's mission to engage senior citizens in community participation. Volunteering within the COA allows residents to provide crucial services and programs to residents and allows services to take place at a lower cost. The funds received would be used for the base salary of the staff person plus all fringe benefits. This project is expected to benefit 400 individuals and complies with national objective LMC. Funding is recommended at \$53,134.

**Jobs, Jobs, Jobs Program, Fidelity House:** This request for \$5,000 would fund a summer employment program for income-eligible youth. Teen participants that are employed learn job skills including skills in childcare and recreation leadership. This project is expected to benefit five individuals and complies with national objective LMC. Funding is recommended at \$3,000.

**Menotomy Manor Outreach Program, Fidelity House:** This request for \$21,000 would provide funding to defray the cost of programs that Fidelity House manages for the low-income families of Menotomy Manor. The program is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and financial barriers), and assimilate youth into community-wide programming. It provides scholarships and transportation for youth to attend summer and school year programming. This project is expected to benefit 40 individuals and complies with national objective LMC. Funding is recommended at \$17,000.

**Recreation Scholarship Program, Recreation Department:** This request for \$15,000 would fund scholarships for activities offered by the Recreation Department. The program provides income-eligible households an opportunity to participate in recreation programs by providing financial assistance of 25%-100% to offset the cost of program fees. This project is expected to benefit 100 individuals and complies with national objective LMC. Funding is recommended at \$6,866.

**Food Market, Arlington Eats:** This request for \$30,000 would provide funding to purchase food to support the enormous documented increase in need for services that has occurred in the past calendar year. By expanding its services beyond the traditional food pantry model and actively reducing social stigma associated with using food assistance services, Arlington EATS aims to ensure that all residents in need have access to nourishing food options which allows them to pursue economic opportunity and fulfill other needs. This project is expected to benefit 2,950 individuals and complies with the objective LMC. Funding is recommended at \$0. The Town will continue to work to identify alternate opportunities to help support Arlington EATS.

## **PUBLIC FACILITIES AND IMPROVEMENTS**

**Hauser Building Walkway Replacement and Paving Project, Arlington Housing Authority:** This request for \$300,000 would fund the replacement of the walkways and parking lot at the Hauser Building at Drake Village that were last paved in 1975. The project will help to preserve affordable housing for seniors in Arlington and support the Arlington Housing Authority and Town sustainability efforts. This project is expected to benefit 216 households and complies with the national objective LMA. Funding is recommended at \$200,000.

**Curb Ramp Installation, Department of Public Works:** This request for \$125,000 would fund new sidewalk curb ramp installations. This project supports the Town's goal to improve safety and accessibility. The Town of Arlington uses an Accessibility Analysis Map to prioritize areas where new curb ramps will be installed. These areas are utilized by under-served and vulnerable populations which tend to rely more on public amenities, including parks, open space, community buildings and public transit etc. This project is expected to benefit 46,000 individuals and complies with national objective LMC. Funding is recommended at \$100,000.

**Lower Mill Brook Flood Resilience Design, Conservation/Department of Planning and Community Development:** This request for \$175,000 would fund the assessment of three key points on the Mill Brook: Cooke's Hollow, Mount Pleasant Cemetery, and Meadowbrook Park. These key points will be designed and permitted for floodwater storage, enhancements to open space, bridge replacement, bank stabilization, and crucial wetland restoration. Nature-based solutions will be proposed to allow Arlington to build a more resilient future for the residents in the lower reaches of Mill Brook. This project is expected to benefit 3,222 Individuals and complies with the national objective LMA. Funding is recommended at \$150,000.

**Foot of the Rocks Battlefield, Town Manager's Office and Foot of the Rocks Working Group:** This request for \$200,000 would fund the re-design of the Foot of the Rocks Parklet which is located at the intersection of Massachusetts Avenue and Lowell Street. The goal of this project is to re-grade and redesign this space to make it an accessible gathering space that also provides historical education to visitors to the area about the significance of the location in the history of the American Revolution. This project is expected to benefit 46,000 individuals and complies with the national objective LMA. Funding is recommended at \$0.

## PLANNING

**Planners, Department of Planning and Community Development:** This request for \$65,000 would fund a portion of the salary and fringe benefits of Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, survey creation and implementation, community engagement, land use planning and zoning activities, affordable housing studies and implementation activities, and economic development. All positions serve under the Director of Planning and Community Development. CDBG funding of salary plus fringe benefits is reimbursed to the Town. This activity is exempt from meeting a national objective. Funding is recommended at \$50,000.

**Long Range Planning for Housing and Community Development Studies:** This is a request for \$65,000 to fund a range of planning activities to help in the creation and preservation of affordable housing, to help provide other benefits to the low- and moderate-income population in Arlington, and to fund development of a comprehensive Master Plan update for the Town of Arlington. These activities will include: studying the needs of extremely low-income and underhoused individuals and families to inform future funding applications and allocation of resources, identifying resources to preserve homes that are on track to lose affordability due to expiring deed restrictions and other activities which advance affordable housing planning, and procuring a consultant to conduct planning analysis, engage in enhanced community outreach, and advance recommendations from the Connect Arlington transportation plan, the Net Zero Action Plan, and the Affordable Housing Action Plan in order to develop an update to the Town of Arlington Master Plan. This activity is exempt from meeting a national objective. Funding is recommended at \$50,000.

**Annual Town Survey, Envision Arlington:** This request for \$2,000 would continue the annual town survey. Data collected from this survey informs policy-setting for the town and other planning activities. This activity is exempt from meeting a national objective. Funding is recommended at \$0. Envision Arlington will fund the Survey cost using their previous years' Town Meeting approved operating budget.

## ADMINISTRATION

**Community Development Block Grant Administrator, Department of Planning and Community Development:**

This request for \$81,185 would fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities. The Administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD. This activity is exempt from meeting a national objective. Funding is recommended at \$81,185.

**General Administration, Department of Planning and Community Development:** This request for \$18,815 would fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising and training and travel costs for the Administrator. This activity is exempt from meeting a national objective. Funding is recommended at \$18,815.

A summary of the CDBG pre-award budget recommendations is included on the following page. The CDBG Subcommittee will reconvene to update this budget, if necessary, once Arlington's Program Year 50 grant award has been announced by HUD.

CDBG Program Activity	Organization/Department	CDBG Subcommittee PY50 Recommendation
<b>HOUSING</b>		
Housing Portfolio Capital Improvements	Housing Corporation of Arlington	\$100,000
Housing Improvements at 22 Fessenden and 12 Russell St. locations	Caritas Communities	\$100,000
<b>Sub-total</b>		<b>\$200,000</b>
<b>PUBLIC SERVICES</b>		
Scholarship Program	Arlington Boys and Girls Club	\$16,000
Operation Success Learning Center	Arlington Housing Authority	\$2,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$15,000
Adult Day Health	Council on Aging	\$8,000
Transportation Program	Council on Aging	\$30,000
Volunteer Coordinator	Council on Aging	\$53,134
Jobs, Jobs, Jobs	Fidelity House	\$3,000
Menotomy Manor Outreach Program	Fidelity House	\$17,000
Program Scholarships	Recreation Department	\$6,866
Food Market Support	Arlington EATS	\$0
<b>Sub-total (statutory limit 15% of PY50 grant including PY49 Program Income)</b>		<b>\$151,000</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>		
Hauser Building ADA Walkway and Parking Lot Repair	Arlington Housing Authority	\$200,000
Lower Mill Brook Flood Resilience Design (Green Infrastructure Project)	Conservation/Town of Arlington	\$150,000
ADA Curb Ramp Installation	Department of Public Works	\$100,000
Foot of the Rocks Battlefield Site Redesign	Town Manager/Foot of the Rocks Working Group	\$0
<b>Sub-total</b>		<b>\$450,000</b>
<b>PLANNING &amp; ADMINISTRATION</b>		
Planners	Planning and Community Development	\$50,000
Planning Studies	Planning and Community Development	\$50,000
Annual Town Survey	Envision Arlington	\$0
Grants Administrator (salary + benefits)	Planning and Community Development	\$81,185
General Administration	Planning and Community Development	\$18,815
<b>Planning &amp; Admin. Sub-total (statutory limit 20%)</b>		<b>\$200,000</b>
<b>TOTAL</b>		<b>\$1,001,000</b>
		<b>PY50 Funding</b>

Approved by CDBG  
Subcommittee  
2/14/2024

## **REVOLVING FUNDS FOR WARRANT ARTICLE**

Cutter Gallery Rentals: Seeking authorization at 2024 Annual Town Meeting  
to establish new revolving fund  
Expenditures not to exceed \$15,000

Beginning Balance,	7/1/2022	\$0.00	*Seeking establishment
Receipts		0.00	
Expenditures		0.00	
Ending Balance, 6/30/23		\$0.00	

Community Center Rentals: Seeking authorization at 2024 Annual Town Meeting  
to establish new revolving fund  
Expenditures not to exceed \$50,000

Beginning Balance,	7/1/2022	\$0.00	*Seeking establishment
Receipts		0.00	
Expenditures		0.00	
Ending Balance, 6/30/23		\$0.00	

Private Way Repairs (3106): Originally established under Article 46, 1992 Annual Town Meeting  
expenditures not to exceed \$1,000,000

Beginning Balance,	7/1/2022	\$107,274.45
Receipts		261,647.01
Expenditures		318,369.30
Ending Balance, 6/30/23		\$50,552.16

Public Way Repairs (3105): Originally established under Article 45, 1992 Annual Town Meeting  
expenditures not to exceed \$15,000

Beginning Balance,	7/1/2022	\$14,715.06
Receipts		0.00
Expenditures		0.00
Ending Balance, 6/30/23		\$14,715.06

Fox Library Community Center Rentals (3109): Originally established under Article 49, 1996 Annual Town Meeting  
expenditures not to exceed \$20,000

Beginning Balance,	7/1/2022	\$21.47
Receipts		0.00
Expenditures		0.00
Ending Balance, 6/30/23		\$21.47

Robbins House Rentals (3110): Originally established under Article 77, 1997 Annual Town Meeting  
expenditures not to exceed \$75,000

Beginning Balance,	7/1/2022	\$7,601.62
Receipts		9,333.54
Expenditures		6,848.39
Ending Balance, 6/30/23		\$10,086.77

Uncle Sam Fees (3101): Originally established under Article 31, 2000 Annual Town Meeting  
expenditures not to exceed \$2,000

Beginning Balance,	7/1/2022	\$1,526.31
Receipts		0.00
Expenditures		0.00
Ending Balance, 6/30/23		\$1,526.31

## **REVOLVING FUNDS FOR WARRANT ARTICLE**

Life Support Services (Ambulance) Fees (3103): Originally established under Article 37, 2001 Annual Town Meeting  
Expenditures not to exceed \$800,000

Beginning Balance,	7/1/2022	\$410,670.94
Receipts		167,431.76
Expenditures		470,145.99
Ending Balance, 6/30/23		\$107,956.71

Board of Health Fees (3111): Originally established under Article 30, 2005 Annual Town Meeting  
expenditures not to exceed \$150,000

Beginning Balance,	7/1/2022	\$238,299.63
Receipts		242,346.14
Expenditures		60,297.31
Ending Balance, 6/30/23		\$420,348.46

Field User Fees (3115): Originally established under Article 78, 2004 Annual Town Meeting  
expenditures not to exceed \$80,000

Beginning Balance,	7/1/2022	\$17,740.26
Receipts		33,360.00
Expenditures		35,104.64
Ending Balance, 6/30/23		\$15,995.62

Robbins Library Rentals (3114): Originally established under Article 35, 2006 Annual Town Meeting  
expenditures not to exceed \$8,000

Beginning Balance,	7/1/2022	\$36,892.82
Receipts		6,950.00
Expenditures		1,387.50
Ending Balance, 6/30/23		\$42,455.32

Town Hall Rentals (3112): Originally established under Article 35, 2006 Annual Town Meeting  
expenditures not to exceed \$175,000

Beginning Balance,	7/1/2022	\$52,023.35
Receipts		91,764.07
Expenditures		84,131.39
Ending Balance, 6/30/23		\$59,656.03

White Goods Recycling Fees (3107): Originally established under Article 35, 2006 Annual Town Meeting  
expenditures not to exceed \$80,000

Beginning Balance,	7/1/2022	\$58,073.86
Receipts		28,567.90
Expenditures		36,850.58
Ending Balance, 6/30/23		\$49,791.18

## **REVOLVING FUNDS FOR WARRANT ARTICLE**

Library Vending Fees (3113): Originally established under Article 34, 2009 Annual Town Meeting  
expenditures not to exceed \$25,000

Beginning Balance,	7/1/2022	\$9,859.31
Receipts		12,070.14
Expenditures		4,693.56
Ending Balance, 6/30/23		\$17,235.89

Gibbs School Energy Fees (3102): Originally established under Article 45, 2010 Annual Town Meeting  
expenditures not to exceed \$120,000

Beginning Balance,	7/1/2022	\$4,814.41
Receipts		0.00
Expenditures		0.00
Ending Balance, 6/30/23		\$4,814.41

Cemetery Chapel Rentals (INACTIVE): Originally established under Article 52, 2011 Annual Town Meeting  
Expenditures not to exceed \$15,000

Beginning Balance,	7/1/2022	\$0.00
Receipts		0.00
Expenditures		0.00
Ending Balance, 6/30/23		\$0.00

Council On Aging Program Fees (3108): Originally established under Article 28, 2013 Annual Town Meeting  
Expenditures not to exceed \$100,000

Beginning Balance,	7/1/2022	\$2,713.78
Receipts		13,215.00
Expenditures		11,011.00
Ending Balance, 6/30/23		\$4,917.78

Whereas, the last streetcar from Arlington Heights to Harvard Square ran on November 18, 1955; and

Whereas, the last MBTA train from Arlington to North Station ran on January 10, 1977; and

Whereas, the last 79 bus from Arlington Heights to Alewife ran on March 12, 2021; and

Whereas, on December 18, 2022, six days after the Green Line Extension opened to Tufts-Medford, the MBTA reduced service on the 80 bus that connects Arlington Center with the Green Line Terminus, and

Whereas, the lack of frequent bus service from Arlington to Tufts-Medford prevented Arlington commuters from connecting to the Green Line or the Lowell Commuter Rail line as a viable alternative for travel to and from Boston during the recent shutdown of the Red Line, and

Whereas, despite challenges faced by Arlington commuters and student pass holders due to poor service, the MBTA reduced service on the 77 bus on December 18, 2022, and

Whereas, the deterioration of MBTA bus service has become extreme enough that, for the first time, the Arlington School Committee has been forced to run parallel bus service for Ottoson Middle School students beginning on January 29, 2024, and

Whereas, the Town of Arlington and the City of Cambridge have built bus lanes to facilitate the movement of buses along Massachusetts Avenue, at the same time the MBTA reduced bus service along this artery.

Whereas, the Town of Arlington's projected FY25 MBTA assessment of \$3,403,415 is three times the per-capita assessment for MBTA service of the City of Quincy (\$2,535,179), even though Quincy is served by three MBTA red line stops and a commuter rail station, and

Whereas, the Town of Arlington demonstrated its commitment to transit-oriented housing when Town Meeting voted 189-35 on October 25, 2023 to create a MBTA Communities Overlay District that significantly exceeds the town's requirement for permitting multifamily transit-friendly residential units by right, and

Therefore be it resolved, the Town of Arlington asks the MBTA to provide frequent, reliable service along Massachusetts Avenue with convenient connections to the Red Line, and

Be it also resolved, the Town of Arlington asks the MBTA to provide frequent, reliable service from Arlington Heights, through Arlington Center, and along Medford Street and Boston Avenue with convenient connections to the West Medford commuter rail station and the Tufts-Medford terminus of the Green Line Extension, and

Be it also resolved, the Town of Arlington seeks a partnership with the MBTA to plan significant improvements to the transit infrastructure in Arlington, and

Be it also resolved, the Town of Arlington invites Transportation Secretary Monica Tibbits-Nutt and MBTA General Manager Phillip Eng to conduct a community forum relative to the transportation needs and expectations for service in the Town, and

Be it also resolved, the Town Clerk of the Town of Arlington shall transmit a copy of this resolution to Governor Maura Healey, Lieutenant Governor Kim Driscoll, United States Senators Ed Markey and Elizabeth Warren, United States Representative Katherine Clark, State Senator Cindy Friedman, State Representatives Sean Garballey and Dave Rogers, Transportation Secretary Monica Tibbits-Nutt, and MBTA General Manager Phillip Eng.

# PARKING FUND BUDGET

REVENUES	FY24 BUDGET	FY24 ACTUAL 2/13/24	FY25 BUDGET
Single Space Meters	\$ 259,798.00	\$ 126,310.64	\$ 179,599
Multi-Space Meters	\$ 139,985.00	\$ 44,056.55	\$ 62,712
Charging Station	\$ 5,317.00	\$ 14,617.30	\$ 20,464
Pay by Phone	N/A	\$ 88,254.67	\$ 123,556
Interest	\$ 11,824.00	\$ 25,503.93	\$ 35,704
<b>TOTAL</b>	<b>\$ 416,924.00</b>	<b>\$ 298,743.09</b>	<b>\$ 422,034.20</b>

EXPENDITURES	FY24 PROJECTED	FY24 ACTUAL 2/13/24	PROJECTED FY25
<b>MAINTENANCE AND OPERATION</b>			
IPS, CC Fee, Coin Collection	\$ 163,100	\$ 160,432.26	\$ 128,500
Charging Stations	\$ -	\$ -	\$ 10,000
Electricity at Charging Stations	\$ -	\$ -	\$ 4,800
Lease Payments	\$ 6,000	\$ 3,000.00	\$ 6,000
Parking Enforcement/Admin	\$ 111,325	\$ 111,325.00	\$ 114,148
<b>Maintenance and Operation Subtotal</b>	<b>\$ 280,425.00</b>	<b>\$ 274,757</b>	<b>\$ 263,448</b>
<b>PARKING BENEFIT DISTRICT</b>			
Russell Common Lot	\$ -	\$ -	\$ 65,000
Trash Management	\$ 32,500	\$ -	\$ -
Seasonal Plantings	\$ 22,400	\$ 22,705	\$ 23,060
Watering of Seasonal Planting	\$ 14,340	\$ -	\$ 13,200
Other	\$ 17,959	\$ -	\$ -
Electric Upgrades	\$ -	\$ -	\$ 25,000
250th Decorations	\$ -	\$ -	\$ 27,500
Seasonal Decorations	\$ 49,300	\$ -	\$ 75,000
Streetscape Improvements	\$ -	\$ 3,500	\$ 40,000
Encumbrances	\$ -	\$ 84,814	\$ -
<b>Parking Benefit District Subtotal</b>	<b>\$ 136,499</b>	<b>\$ 111,019</b>	<b>\$ 268,760</b>
<b>TOTAL</b>	<b>\$ 416,924.00</b>	<b>\$ 385,776.43</b>	<b>\$ 532,208</b>

	PROJECTED FY24		PROJECTED FY25
<b>REVENUES</b>	\$ 416,924.00		\$ 422,034.20
<b>EXPENDITURES</b>	\$ 416,924.00		\$ 532,208.00
<b>Surplus (Deficit)</b>	\$ -		\$ (110,173.80)
<b>Beginning FY Fund Balance</b>	\$ 623,422.00		\$ 623,422.00
<b>Ending FY Fund Balance</b>	\$ 623,422.00		\$ 513,248.20

CARRY FORWARD SOY 7.1.23

\$623,422.00

Updated February 16, 2024



## Town of Arlington, Massachusetts

---

### Broadway Crosswalk Request

#### Summary:

John Alessi, Senior Transportation Planner

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Broadway_Crosswalk_Request_Memo.pdf	Reference



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

**MEMORANDUM**

To: Jim Feeney, Town Manager

CC: Claire V. Ricker, Director, DPCD  
Laura Swan, Chair, Transportation Advisory Committee  
Corey Rateau, Traffic & Safety Officer, APD  
Wayne Chouinard, Town Engineer, DPW  
Bill Copithorne, Assistant Town Engineer, DPW

From: John Alessi, Senior Transportation Planner, DPCD

Date: February 7, 2024

RE: Broadway Crosswalk Request

---

At the Select Board's December 4, 2023 meeting, members referred to the Town Manager's Office a resident request for a mid-block crossing between the 37 Broadway Office Park and the MBTA Route 87 Bus Stop opposite Silk St. An email correspondence to the Select Board sent on November 14, 2023 claimed that a crosswalk is needed at this location after witnessing a visually impaired person cross the street to access the inbound bus stop. The resident indicated that the closest crosswalks are at Cleveland Street (540ft away) and Alewife Brook Parkway (650 ft away), and therefore requested that Town Staff consider a new mid-block crossing at this location. The original referral is attached to this memorandum.

The Town's Traffic & Safety Group met to review the request and discussed the planned water main utility work on Broadway between Sunnyside Ave. and North Union St. taking place this year. After completion, the Engineering Department intends to implement various streetscape improvements, such as roadway repaving, sidewalk replacements, curb extensions, new pavement markings, and bus stop ADA accessibility upgrades. This would take place during the 2025 construction season. Although preliminary discussions have begun about potential improvements, no plans have been finalized yet.

Since the proposed mid-block crossing is within the planned construction area, Town Staff determined that it would be appropriate to consider this request when the final streetscape improvements are determined later this year. This would provide ample time for staff to consider the feasibility and appropriateness of a mid-block crossing at this location or another part of the roadway segment. For example, consideration will be given to placing a mid-block crossing at the future 10 Sunnyside affordable housing development off Broadway, which may be a larger pedestrian generator and therefore more appropriate for an improvement like this.

It is recommended that the Select Board take no action at this time because Town Staff will consider this location for a mid-block crossing when streetscape improvements are planned later this year.

OFFICE OF THE SELECT BOARD

ERIC D. HELMUTH, CHAIR  
JOHN V. HURD, VICE CHAIR  
DIANE M. MAHON  
STEPHEN W. DECOURCEY  
LENARD T. DIGGINS



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

MEMORANDUM

TO: Jim Feeney  
Town Manager

FROM: Britton Mallard  
Administrative Assistant

DATE: December 5, 2023

RE: Crosswalk Request on Broadway near MBTA Bus Stop

The Select Board at the meeting of December 4, 2023, referred the attached to you for your review and recommendations back to the Board.

Thank you for your attention to this matter.

attachment

BM

## Crosswalk needed on Broadway from Lahey Primary Care to #87 bust stop on the other side of the road

Francis Tilney

Tue 11/14/2023 2:26 PM

To:SBAdmin <SBAdmin@town.arlington.ma.us>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Arlington Select Board,

I just witnessed a blind man with a cane jay-walk across Broadway from the Lahey Primary care building to the #87 bus stop opposite.

The nearest legal crosswalks are at Cleveland St. and across the Somerville line - with 0.2 miles separating them. Lahey is right in the middle.

So, realistically, jay-walking was his only option.

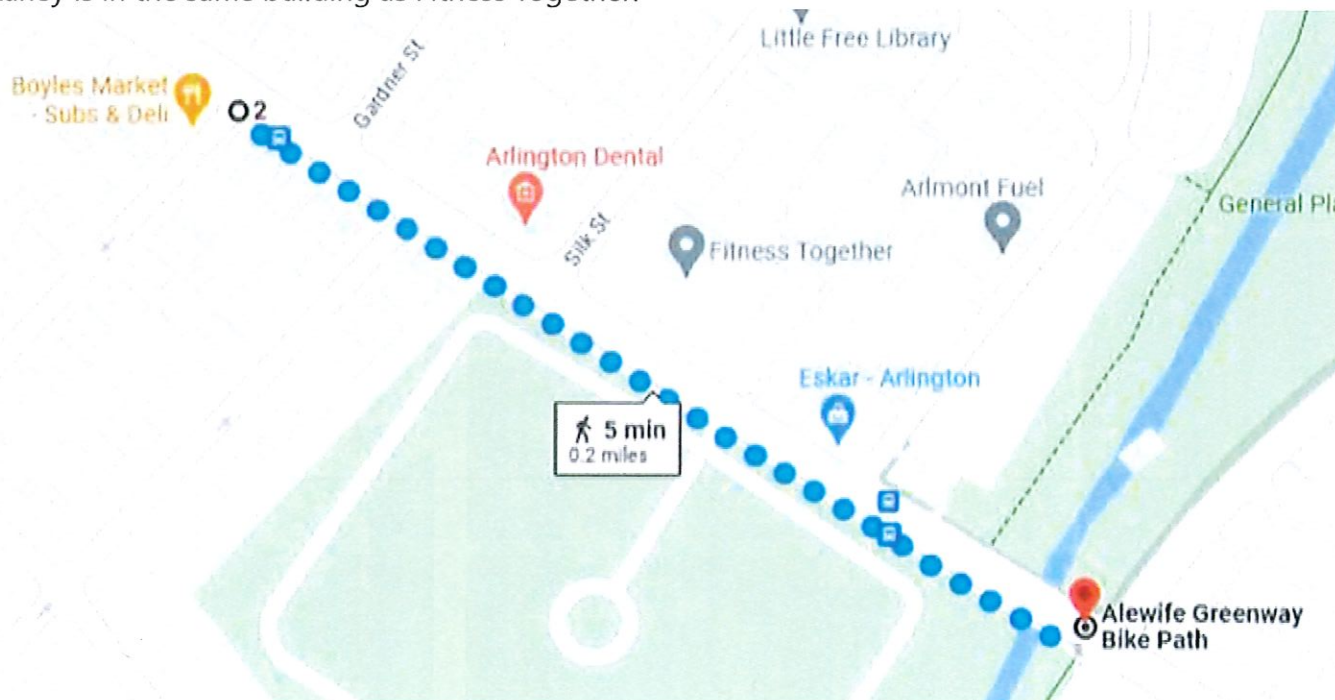
Do we need to wait till there is an accident to put one in? At the speed some cars travel on this section of road it could be a pretty serious one.

Enforcing the speed limit would be nice too!!

Thanks,

R Francis Tilney

Lahey is in the same building as Fitness Together:





---

## **Town of Arlington, Massachusetts**

### **NEW BUSINESS**

#### **Summary:**

Except in cases of emergency, the Board will neither deliberate nor act upon topics presented in New Business.



## **Town of Arlington, Massachusetts**

---

### **Next Scheduled Meeting of Select Board March 4, 2024**

#### **Summary:**

You are invited to a Zoom webinar.

When: Feb 21, 2024 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

[https://town-arlington-ma-us.zoom.us/webinar/register/WN\\_HWIxcc7PRZihUtJc3t2jiw](https://town-arlington-ma-us.zoom.us/webinar/register/WN_HWIxcc7PRZihUtJc3t2jiw)

After registering, you will receive a confirmation email containing information about joining the webinar.

**\*Notice to the Public on meeting privacy\*** In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.