



## Select Board Meeting Minutes

Date: Monday, February 5, 2024

Time: 7:15PM

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

Present: Mr. Helmuth, Chair, Mr. Hurd, Vice Chair, Mrs. Mahon, Mr. DeCoursey, Mr. Diggins

Also Present: Mr. Feeney, Mr. Cunningham, Ms. Maher

### 1. Legislative Provision for Remote Participation

Mr. Helmuth opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Finally, both Zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

### 2. FY2025 Town Manager's Budget Presentation

Jim Feeney, Town Manager

Mr. Feeney alongside Mr. Magee Deputy Town Manager and Finance Director gave a brief presentation of the Fiscal Year 2025 budget proposal which was submitted to the Board and the Finance Committee on January 15<sup>th</sup>, per the Town Manager Act. The budget will start to be heard by the Finance Committee leading up to Town Meeting over the course of the next several months. Mr. Feeney and Mr. Magee highlighted the process that the Town goes through internally and then externally to develop, request consideration and approval of the budget. Mr. Magee gave an overview of the projected revenues and expenditures for the FY25 budget and explained that this budget is a level services budget with a handful of targeted investments. Mr. Magee and Mr. Feeney detailed each part of the FY25 budget by line item and explained any discrepancies if

any. Mr. Magee noted that the revenue figures for the property taxes is showing a high growth rate which is due to the override. Property taxes make up 75% of the revenues for the Town with State aid coming in second at 13%. Mr. Magee noted that they are seeing a reduction in cost for Minuteman School but an increase in the School Department which is again part of the override commitments. They closed the presentation by stating that it is very important to maintain the override commitments that were made by the Board to the public when considering an override and this budget achieves that.

The Board asked a number of questions pertaining to the budget and thanked Mr. Feeney and Mr. Magee for the presentation.

Mrs. Mahon moved receipt.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO VOTED (5-0)

### **CONSENT AGENDA**

3. Minutes of Meetings: January 8, 2024; January 22, 2024

4. Reappointment

Historical Commission

Dianne Schaefer (term to expire: 01/31/2027)

5. Vote: Authorizing In Person Early Voting for Annual Town Election and Police Details for the Presidential Primary, March 5, 2024, and Annual Town Election, April 6, 2024

Juli Brazile, Town Clerk

Mr. Hurd moved approval.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO VOTED (5-0)

## **PUBLIC HEARINGS**

### **6. 7:30 p.m. CDBG - Performance Update for Program Year 2023-2024**

Mary Muszynski, Community Development Block Grant Administrator

Ms. Muszynski gave a brief overview of the Town's 49<sup>th</sup> program year. CDBG funds a wide range of uses that benefit all Arlington residents especially households with low and moderate incomes. Ms. Muszynski stated that we are currently in the fourth year of our five-year consolidated plan period and this year over \$1 million has been allocated to a variety of projects including affordable housing, public services, public facilities, parks, economic development, and planning administration. Ms. Muszynski stated that HCA's Program Year 49 funded capital projects are now at mid-point and highlighted achievements by each category. Most of our sub recipients fall into the public service agency provider category and all of them are on track to accomplish the goals by the program years end. Ms. Muszynski stated that 617 residents have benefited from programming so far this year which is 46% of the goal reached by midyear.

The Board thanked Ms. Muszynski for the mid-year report and presentation.

Mrs. Mahon moved receipt.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO VOTED (5-0)

### **7. 7:30 p.m. CDBG - Requests for FY2025 Funding**

Mary Muszynski, Community Development Block Grant Administrator

Ms. Muszynski gave an overview of the grant request for program year 50, which begins July and aligns with the fiscal year. Each year the Town has received about \$1.1 million and that is what they are expecting for this year based on past years. Ms. Muszynski stated that this year we have received 18 applications which is a combination of new applicants and returning applicants.

The following applicants spoke on behalf of their application requests for CDBG funds:

Lisa Urben, Fidelity House – requested \$5,000 Fidelity House offers childcare job training and employment for teens from low to moderate family income levels. The youth develop skills that will help pave the way for future employment, life choices and developing an understanding of the benefits of employment. Fidelity House also requested \$21,000 for Fidelity House's Menotomy Manor Outreach Program directly serves the youth who reside at Menotomy Manor, Arlington's low-income family housing. It is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and

financial) and assimilate the youth into community wide programming. It provides camperships and transportation to/from Menotomy Manor to attend our Summer Day Camp and gives free memberships, scholarships for school year youth programming. Onsite programming and transportation to Fidelity House during the school year are part of the outreach. It is a unique program that is able to offer stability, short term and long-term benefits for the youth/families that reside at Menotomy Manor and ultimately benefits the entire Arlington community.

Andi Doane, Arlington Eats – requested \$30,000 Arlington EATS' (EATS') mission is to engage the community in eliminating food insecurity and hunger in Arlington, MA. EATS strives to reach as many food-insecure individuals as possible and continuously works to develop new programmatic approaches that accommodate various circumstances, including scheduling constraints, physical abilities, language preferences, and dietary needs. By expanding its services beyond the traditional food pantry model and actively reducing social stigma associated with using food assistance services, 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. CDBG funds will be used to purchase food to support the enormous, documented increase in need for our services that has occurred in the past calendar year. (According to the Greater Boston Food Bank's latest numbers, there were three times as many individuals experiencing food insecurity than in the previous reporting period).

Kristine Shah, Council on Aging – requested \$30,000 The COA Transportation program is a heavily relied upon, crucial department for older adults in Arlington. The program is comprised of two fully accessible 8-passenger vans driven by 6 part time van drivers for rides within Arlington and Market Basket in Burlington, a taxi voucher program partnering with Arlington Belmont Taxi, a Volunteer Medical Driver program for medical rides outside of Arlington, and a partnership with Uber for medical rides outside of Arlington. The COA vans are paid for through a grant from MassDOT. The COA receives over 50 calls per day with transportation requests and projects completing over 9,291 rides to 761 individuals last year. Residents call and our Transportation Coordinator matches them up with the transportation service that best fits their needs. The COA also requested \$53,134 for COA Volunteer/Transportation Coordinator. This position has been a grant funded position at the COA since 1990. This role serves to supervise and coordinate volunteers as well as manage the van and transportation programs and is essential to the Council on Aging's mission to engage older residents in community participation, decrease social isolation and provide access for traditionally underserved populations.

Kimberly Serra, Operation Success, Inc – requested \$5,000 Operation Success provides middle school and high school students living in Menotomy Manor with resources to encourage their academic success. These include access to computers, school supplies, and one-on-one academic assistance from Arlington-area educators. Additionally, when

available, students are also provided with a group trip to attend a cultural event, or a class focused on a particular life skill.

Erica Schwarz, Housing Corporation of Arlington, requested \$200,000 to address deferred maintenance on units within our Scattered Site and Capitol Square affordable housing portfolios in order to preserve units and improve sustainability and energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are sound for the long term, and, in some cases, energy savings that are better for the environment and property budgets. This program is not new to our organization. Construction and capital costs have increased over the years, meaning that the budgets originally devised for many of our properties are not able to cover the extent of the buildings' capital needs. Housing Corporation of Arlington (HCA) seeks funds to address deferred maintenance on units within our Scattered Site and Capitol Square affordable housing sites in order to preserve units and improve sustainability and, where possible, improve energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are physically and financially sound for the long term, and, in some cases, energy savings and operations that are better for the environment. This program is not new to our organization. Construction and capital costs have increased over the years, meaning that the budgets originally devised for many of our properties are not able to cover the extent of the buildings' capital needs. We have been working to address these issues over the last few years and are now working on a long-term plan but need funds in the meanwhile.

Jack Nagle, Arlington Housing Authority, requested \$300,000 The current parking lot and roadway owned by the Arlington Housing Authority at Drake Road is in critical need of repaving. With the exception of patched areas, the parking lot and roadway are original to when the Hauser Building was completed in 1975. The Executive Office of Housing and Livable Communities' Capital Planning System indicates 5 CDBG Application Part I, Town of Arlington, Program Year 50 that these paved areas had a lifespan of 20 years. It has been almost 50 years since these parking lots were installed. Over the years the AHA has made efforts to prolong the life of these paved surfaces through patching. We are now at the point where a full repaving is necessary to address all of the uneven and unsmooth surfaces. Failure to repave this parking lot and roadway in the near future will result in increased health and safety risks especially during the winter months.

### **OPEN FORUM**

Gordon Jamieson, 163 Scituate Street, appeared before the Board to detail the MBTA Assessment for Arlington noting that it is unfair and needs to be remedied.

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

## 8. Update and Approval: Bike Lane Design Guide

John Alessi, Senior Transportation Planner

Mr. Alessi appeared before the Board with a Sneha Adhikari a representative from Toole Design and gave a presentation regarding the Arlington Bicycle Facility Design Guide Update. Mr. Alessi noted that this guide will supersede the context sensitive bike facility guide matrix that was developed by the Transportation Committee and approved by the Select Board in 2015.

Ms. Adhikari presented the slideshow to the Board stating that the purpose of this guide is to provide clear indication to town department of public works on implementation of bike lanes that is context sensitive and is prioritizing safety for all roadway users. A lot of the state and federal bike lanes standards guidelines and funding programs have changed and increasingly, a lot of them are requiring performance for more separated or protected bike lanes. Another goal was to identify how the Town Planning and Community Development Department is incorporated into design projects and align with plans and goals outlined in other in other planning documents including Connect Arlington, Minuteman Bikeway Planning Projects and Town Complete Streets Policy & Prioritization Plan. Ms. Adhikari further went into the detail regarding the project timeline noting that this project started in June 2023 and was finalized earlier this year. The guideline's summary of content is a breakdown of bicycle facility types, bicycle facility selection methodology, bicycle facility selection matrix which is then broken down into the actual matrix which has a step-by-step instruction on how you would choose a bike facility. Ms. Adhikari detailed the different bike facility types starting with the separated bike lanes (SBLs) which provides exclusive space for people biking that is physically separated from vehicular traffic using vertical elements. Next is conventional and buffered bike lanes conventional bike lanes on street bikeway delineated from the travel lane by pavement marking while buffered bike lanes use buffer striping while conventional bike lanes are delineated with a single lane. Finally, there are bike boulevards which are low-volume, low speed streets designed to prioritize bicycle travel using wayfinding signage, pavement markings, and traffic calming measures (such as speed humps, chicanes, medians). Ms. Adhikari detailed the bike matrix itself and when this would be implemented on a street and the guidelines surrounding it. The matrix suggests need for reallocating roadway width to provide bike facilities and making compromises on available parking. The matrix recommends coordination with Town Planning Department on elements including changes to parking and curbing use as well as any removal of parking will be studied on a case-by-case basis. Finally, the matrix includes the considerations from the Department of Public Works which is guidelines on bike crossings and use of green pavement as well as strategies when roadway width is inconsistent or constrained and finally it provides opportunities to integrate bike facilities with bus transit.

The Board thanked Mr. Alessi and Ms. Adhikari for the detailed presentation and noted that this aligns with Arlington's continuing efforts to increase bike infrastructure and safety.

Mr. Hurd moved endorsement of the Bicycle Facility Design Guide.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO VOTED (5-0)

#### 9. Mid-Year Update: Senior Parking Sticker Program

Kristine Shah

Executive Director, Council on Aging

Ms. Shah appeared before the Board and gave a brief overview of the Senior Parking Sticker Pilot Program. Ms. Shah stated that the program launched on September 7, 2023, and since then there have been 1,525 permits issued to residents aged 65+. This is limited to one per household at no cost. Ms. Shah noted that of those 1,525 permits 614 were applied for online while 911 were applied for in person. There have been 23 stickers replaced due to issues related to weather while only 12 stickers have been replaced due to other reasons. Ms. Shah stated that there have been only 3 parking tickets given in error to a permit holder and the overall feedback of the program is excellent and her recommendation would be to continue the program.

The Board thanked Ms. Shah for the update.

Mr. DeCoursey moved receipt.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO VOTED (5-0)

### **NEW BUSINESS**

Mr. Hurd provided an update regarding events planned for the 250 Celebration. Mr. Hurd noted that the events planned for 2024 are a dry run for the events that are being planned for 2025. Mr. Hurd stated that they are working with Town Staff to coordinate and look forward to the event.

Mr. DeCoursey provided an update regarding the Mugar Property. Mr. DeCoursey noted that at the Conservation Commission Meeting the Arlington Land Trust had engaged a hydrologist to take a look at some of the test pit and groundwater results. Mr. DeCoursey stated that the report was submitted into the record last week that read "Based upon my

analysis, the proposed stormwater management system will not work as designed and may result in increased groundwater levels in surface flooding.” Mr. DeCoursey stated that it was a recommendation that more monitoring wells should be installed. Mr. DeCoursey reminded the public that there will not be a building permit issued unless there is demonstration that there is a separation between the groundwater level in the lower foundation.

Mr. Hurd moved to adjourn at 9:48p.m.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO VOTED (5-0)

Next Scheduled Meeting of Select Board Wednesday, February 21, 2024

A true record attest.

Ashley Maher

Board Administrator

2/5/2024

Agenda Item	Documents Used
1	
2	FY2025 Budget Presentation
3	1.8.2024 Draft Minutes 1.22.2024 Draft Minutes
4	Historical Commission Reappointment Reference
5	Memo from Town Clerk Police Detail Reference
6	CDBG Mid Year Report
7	PY50 Application Packet Reference
8	Bike Guide Presentation Arlington Bike Facility Design Guide and Matrix
9	COA Parking Permit Pilot Program Update



