



Town of Arlington Select Board

Meeting Agenda

June 1, 2020

7:15 PM

Conducted by Remote Participation

1. Executive Order on Remote Participation

CONSENT AGENDA

2. Minutes of Meetings: May 4, 2020; May 18, 2020
3. Date Change Approval: Arlington Public Art Youth Banner Initiative, Originally Approved November 18, 2019
Was: April 2020 - June 2020
Will Be: July 2020 - August 2020
Kaitlin Longmire, Project Coordinator
4. For Approval: Arlington International Film Festival Banners
April L. Ranck, Executive Director
Alberto Guzman, AIFF
5. Request: Contractor/Drainlayer License
Tufts Construction, Inc., 96 Tremont Street, Everett, MA
6. Approval of New Election Workers: (1) Jeffrey Candell, 16 Pelham Terrace, U, Pct. 8; (2) Frank Foster, Jr., 174 Scituate Street, D, Pct. 11; (3) Christopher Harrington, 74 Columbia Road, U, Pct. 13; (4) Aaron Litvin, 215 Massachusetts Avenue, U, Pct. 2; (5) Stacey Loughrey-Sloboda, 38 Grafton Street, D, Pct. 3; (6) Cheryl Luongo, 43 Millett Street, R, Pct. 10; (7) Anne MacLellan, 39 Scituate Street, U, Pct. 7; (8) Philip Malatesta, 8 Walnut Terrace, R, Pct. 14; (9) Beth Melofchik, 20 Russell Street, U, Pct. 10; (10) Geoffrey Smith, 61 Yerxa Road, U, Pct. 15; (11) Katiri Wagner-Nunes, 129 Pleasant Street, D, Pct. 7

CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

7. For Approval: Storage Shed @ Russell Common Lot
Christine Bongiorno, Director, Health and Human Services
8. For Approval: Arlington Farmers' Market 2020
Patsy Kraemer, Market Manager
9. Discussion and Approval: Economic Recovery Task Force Recommendations
Jennifer Raitt, Director, Planning & Community Development
Ali Carter, Economic Development Coordinator
10. Update: Shared Streets One Week Pilot
Adam W. Chapdelaine, Town Manager
Daniel Amstutz, Senior Transportation Planner

CORRESPONDENCE RECEIVED

11. Extremely Dangerous Intersection @ Massachusetts Avenue and Appleton Street
Denise Hurley, 1192 Massachusetts Avenue
12. Arlington's Designee to the MBTA Advisory Board
Brian Kane, Acting Executive Director, MBTA Advisory Board

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of Select Board June 8, 2020

You are invited to a Zoom webinar.

When: Jun 1, 2020 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_wtK6AS9ROSdYhPyEnfQvg

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.

Members of the public are asked to send written comment to amaher@town.arlington.ma.us by June 1, 2020 at 3:00 p.m.

Documents regarding agenda items will be made available via Novus Agenda and the Town's Website.

<https://www.mass.gov/doc/open-meeting-law-order-march-12-2020/download>



Town of Arlington, Massachusetts

Executive Order on Remote Participation

Summary:

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Executive_Order_on_Remote_Participation.pdf	Executive Order on Remote Participation



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19"); and

WHEREAS, many important functions of State and Local Government are executed by "public bodies," as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention ("CDC") and the Massachusetts Department of Public Health ("DPH") have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.


(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script, reading "Charles D. Baker". The signature is written in dark ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts



Town of Arlington, Massachusetts

Minutes of Meetings: May 4, 2020; May 18, 2020

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	5.4.2020_draft_minutes.docx	Draft Minutes 5.4.2020
▣	Reference Material	5.18.2020_draft_minutes.docx	Draft Minutes 5.18.2020



Select Board Meeting Minutes

Date: May 4, 2020

Time: 7:15 PM

Location: Conducted by Remote Participation

Present: Mrs. Mahon, Chair, Mr. Dunn, Vice Chair, Mr. Curro, Mr. Hurd, Mr. DeCoursey
Also Present: Mr. Chapdelaine, Mr. Heim, Mrs. Costa

1. Executive Order on Remote Participation

Mrs. Mahon opened the meeting by explaining that due to the current State of Emergency, to lower the risk of the spread of COVID-19, the Town has been advised and directed by the Commonwealth to suspend public gatherings, and as such the Governor's orders suspends the requirement of the Open Meeting Law to have all meetings in a public and accessible location. Public bodies may meet entirely remotely as long as the public can access the meeting. The meeting reference materials and how to access the remote meeting are posted on the Town's website. The Chair asked participants that would like to speak, to use their full name rather than a nickname.

Mrs. Mahon wanted to go over some business ground rules for effective and clear conduct of the meeting and to ensure accurate meeting minutes:

The Chair will introduce each speaker on the agenda, after they conclude their remarks; Mrs. Mahon will ask each member of the Board for their remarks or a motion. Please wait until your name is called. Please remember to mute your phone or computer when you are not speaking and to speak clearly. For any response, please wait until the Chair yields to you and state your name before speaking. Anyone wishing to speak to someone must do so through the Chair.

2. Third Quarter Financial Report 2020

Sandy Pooler, Deputy Town Manager

Mr. Pooler explained that this report is three quarters through the year in March and that the Town is on track for both spending and revenue. Mr. Pooler stated that they have looked at the revenue and spending through April even though all of the numbers have not been recorded yet and they continue to be on track. He explained that 77% of our revenue in the general fund comes from taxes. Other revenue that has been collected so far is local receipts where we have hit our budget target. Mr. Pooler reported that State Aid has also been coming in steadily and is also projected to be on track. Mr. Pooler stated that they have been speaking to the various departments about their spending and closing old purchase orders going forward to get them off the books. Mr. Pooler explained that there are 5 enterprise funds which include the water and sewer

fund, the recreation and rink, as well as the Enterprise Funds for the Council on Aging Transportation Fund and the AYCC Fund. Most of these Enterprise Funds are doing well with the exception of the Water and Sewer fund. Mr. Pooler explained that they think there is a lag in this fund but are trying to keep down the spending there. The AYCC Fund has expended 86% of their budget at this point of the year but they are also collecting more revenue than they had originally budgeted for. The Council on Aging Transportation Fund has only expended 53% of its budget most due to some vacancies but has collected 75% of their revenue. Mr. Pooler stated that the Ed Burns Rink Fund worries them. He explained that there is a good chance there will be a deficit in that fund. Mr. Jefferson, Interim Recreation Director has been working with Ida Cody, Comptroller as well as Julie Wayman for ways to try and keep their expenditures down and cancel out any purchase orders. Mr. Pooler stated that this fund does not have much of a substantial fund balance so there is a chance this fund will still be a deficit. There may be the need to supplement this fund with funds from the General Fund through the Finance Committee or not transfer some things out of that fund that are usually transferred out. He explained that they are monitoring this fund closely and they will come to decisions before the end of the year. Finally, Mr. Pooler explained that the Recreation Fund has also seen a drop-off in its revenue and expenses. There is a substantial fund balance in the enterprise fund so if the revenue does not need expenses for the year and there is a deficit; that deficit can be covered by the fund balance in the recreation fund. Mr. Pooler stated that in reference to the Memo, there is a lot of detail about specific departments and their spending and much of the explanation for that is consistent with what has been in previous reports so there are no real major changes.

Mr. Dunn asked about 2021.

Mr. Pooler stated that they are doing a lot of forecasts and what-ifs about 2021 and the biggest question is what is going to happen with state aid. Mr. Pooler stated another concern is that local receipts, such as hotel/motel taxes and meals tax, are in danger of falling short. It is expected that there will be a continued period into FY21 when those things do not come in at their projections. Mr. Pooler feels that the biggest question is not what's going to happen in FY21 but how this will affect the next time an override is needed. Right now the projections are that FY24 would be the budget year that the Town would need to have an override by.

Mr. Curro thanked Mr. Pooler for all of the information and said it has been very helpful since getting quarterly reports. Mr. Curro inquired about snow and ice which is showing 117.2% used even though we had a light winter and wanted to know if that's because we typically make it up on the back end.

Mr. Pooler stated that probably has to do with some encumbrances in there for buying things like salt that were not cleared out at the end of March. He feels that is a significant part of that number and it will align more closely to what will actually be needed by the end of the year.

Mr. Hurd had a comment in regards to the Ed Burns Fund. At the end of this fiscal year when that Enterprise Fund can be resolved, if the rink cannot open it's a good idea to keep in mind that this fund will continue to not generate its revenue.

Mr. DeCoursey thanked Mr. Pooler and Ms. Cody for the quarterly reports. Mr. DeCoursey asked, for FY21, one of the provisions in Chapter 53 is that the Town could

adopt a 1/12 budget if we're unable to adopt the budget for FY21. Since so much of this work hinges on having an idea of what state aid will be, if they're not getting guidance or an idea of what to use, is there a possibility there could be a recommendation to go 1/12 until there is a little more certainty, or would they prefer to pass a budget to then perhaps adjust it during the year.

Mr. Pooler stated that both he and Mr. Chapdelaine have not talked about that but in his opinion the extent that a Town Meeting can be held and pass a budget they would do that. If by the time that comes up and there is no information from the state about aid he may recommend going with a 1/12 budget. Mr. Pooler stated that a 1/12 budget means going forward each month with a budget that is at least 1/12 of the FY20 budget and can be more.

Mr. Chapdelaine added that he would prefer, if possible and responsible, to adopt a full year's budget with the potential for coming back in the fall with adjustments.

Mrs. Mahon asked if it is possible in the future to have a table of contents in the munis report to make it easier to find something she may be looking for specifically. Mrs. Mahon also mentioned that it seems a lot of people are building and renovating which means they are probably pulling building permits and asked if that's projected the way we thought.

Mr. Pooler stated that people are pulling building permits and the Inspections office has been open. They have a basket out front where people can drop things so they are not allowing people inside but they have been able to process paperwork and quite a few people have taken out permits. Mr. Pooler stated that that revenue is consistent with what it has been over the last few years so we have not been significantly hurt in any way.

Mr. Curro moved receipt.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

CONSENT AGENDA

3. Request: Contractor/Drainlayer License

Greener Group, LLC, 123 Bolt Street, Lowell, MA

Mr. Dunn moved approval subject to all conditions as set forth.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

TRAFFIC RULES & ORDERS / OTHER BUSINESS

4. Discussion and Approval: 2020 Local Election Plans and Polling Locations

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine wanted to provide an update on the postcards that have been discussed and also ask the Board to consider and approve slightly modified polling locations for the June 6th Election and give an update on the work that is still to be done. Mr. Chapdelaine stated in regards to the postcards one major question was cleared up. This question was whether it was necessary for people to list their date of birth on the return postcard and it has been determined that it is not necessary so they will be removing that line from the postcard. Mr. Chapdelaine, in cooperation with the Health and Human Services Department who consulted with Arlington Eats and the Council on Aging, recommended the languages to be put on the postcard saying "Important please translate." Those five languages are Mandarin, Spanish, French, Russian and Portuguese. Mr. Chapdelaine stated that this postcard should be mailed out by the end of this week. Mr. Chapdelaine added that there was a campaign mailing that went out that has caused some consternation in that it appears to be from the Town. He wanted to clarify that this mailing was not from the Town and it is not the postcard so nobody has missed the postcard. Mr. Chapdelaine next discussed the polling locations. He added they want to have safe polling locations while being able to staff those polling locations. Mr. Chapdelaine is recommending to the Board eight polling locations, primarily using the elementary schools but also using Town Hall. These polling locations are:

Precincts 1, 3, 5 at Thompson Elementary School

Precincts 2, 4, 6 at Hardy Elementary School

Precincts 7, 8, 10 at Town Hall

Precincts 9, 11 at Bishop Elementary School

Precincts 12, 14 at Brackett Elementary School

Precincts 13, 15 at Stratton Elementary School

Precincts 16, 18, 20 at Dallin Elementary School

Precincts 17, 19, 21 at Peirce Elementary School

Mr. Chapdelaine stated that statute requires for any polling location changes that the Town send out a postcard to the voters who have had their locations changed. This is managed by the Select Board Office and will be mailed out in the coming weeks. Mr. Chapdelaine stated that they want to place one or possibly more dropboxes for the safe return of ballots for those who are not able to place a stamp and return their ballots by mail. Mr. Chapdelaine also mentioned that they are working to make the polling locations as safe as possible and facilities is already ordering plexiglass shields to keep poll workers and voters safe. They are also working to make sure there will be enough poll workers and if they go through the existing list of poll workers and need more there are some options for finding some new poll workers.

Mr. DeCoursey thanked Mr. Chapdelaine for the update and for the forum last week. Mr. DeCoursey confirmed that the precincts that will be receiving postcards for changed locations will be Precincts 7, 9 and 20. Mr. DeCoursey then asked and it was confirmed that the new poll workers need to be appointed at the next Select Board meeting or a meeting prior to the Election. Mr. DeCoursey stated that if there is anyone concerned

about getting and returning the postcard to receive a ballot you can still fill out an early ballot application or an absentee ballot application and return it to the Clerk's Office.

Mr. Hurd thanked the Town Manager and everyone that has been working on this Election. Mr. Hurd stated that all the main concerns were addressed at the Election Forum. Regarding the changes in locations, Mr. Hurd stated these new locations make sense. Mr. Hurd participated in the poll in the Election Forum and he was one of the 5 participants out of 78 people polled that said they were going to vote in person.

Mr. Curro stated that as a Town they can't tell people whether to vote by mail or in person. If asked his opinion, Mr. Curro stated he would advise to take advantage of the mail in voting to keep numbers down at the polls. Mr. Curro stated the Forum was excellent and to his understanding the staffing profile is going to be reduced at the polls.

Mr. Chapdelaine stated that they can have a minimum of one person at check in, one person at check out and as many as one warden for up to five precincts but there will not be that many precincts at one location. Mr. Chapdelaine has been speaking with some of the experienced wardens who would like to see one warden per precinct because of the important role that they play. Mr. Chapdelaine stated they are going with a reduced profile but the exact scope of that profile is still being worked on.

Mr. Curro then inquired about how close the Town is to having what is needed to staff the polls.

Mr. Chapdelaine cannot give a fully informed answer this evening but he has been in contact with the Select Board Office who have been making the phone calls. The general sense so far is that there is a significant amount of poll workers who are not comfortable working.

Mr. Curro wanted to acknowledge that this is not in the Manager's job description to be handling the organization of the Elections but this is an extraordinary time, not only because of the pandemic but there are other factors that make this an extraordinary time right now. Mr. Curro wanted to publicly thank Mr. Chapdelaine for all of the work he has put into this and also mentioned that Mr. Chapdelaine's first municipal position was running an elections operation so he does have experience there.

Mr. Dunn stated he is pleased with the plan and the choice of polling locations. Mr. Dunn thinks the postcard is an excellent innovation to manage the accessibility issues created by the Coronavirus. Mr. Dunn appreciates the Manager stepping in and handling that innovation but does not want to make it the precedent for the future.

Mrs. Mahon asked Mr. Chapdelaine to reach out to John Griffin and Pam Hallett from the Housing Authority to update them on the information regarding the Election. Mrs. Mahon also asked if someone could have the Council on Aging reach out to that population and let them know about the postcards and what they need to do.

Mr. Chapdelaine stated he really appreciates the Board's expression of thanks but it has been a team effort and have been working together a lot and it has been very gratifying.

Michaiah Healy asked the Board if the hours for the Election were going to be reduced and said that regular hours would be preferred because less disruption to this Election will be for the best. Ms. Healy also wanted to encourage having more than one safe ballot drop box, maybe one in East Arlington as well as the Heights.

Mr. Chapdelaine stated that there is no intention to change the hours of the Election. Mr. Chapdelaine also stated that they will be looking at having multiple drop box locations and when a decision is made it will be publicized as widely as possible.

Mr. Curro moved approval of the eight polling locations for the June 6, 2020 Election.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

5. CDBG-CV (CARES Act) Funding Plan - Discussion of and Vote to Support Program Year 45 Plan Amendment.

Jennifer Raitt, Director, Department of Planning and Community Development

Mrs. Mahon first wanted to recognize Ms. Raitt and Ms. Zwirko for their work especially during this pandemic.

Jenny Raitt, Director of Planning and Community Development, stated that there are two matters before the Board in relation to this agenda item. The CDBG Subcommittee meeting on April 15th led to the development and refinement of the Substantial Amendment that is also before the Board. The provided CARES Act Memo from HUD notes they anticipate receiving \$659,903 in addition to the regular allocation in Community Development Block Grant Funds. The Town receives about one million dollars annually as well as some program income. Ms. Raitt stated that there are two things related to this agenda item that she wanted to make clear. The first is that they have provided an amendment to the Citizen Participation Plan which adds language that allows for during an emergency, they will be able to grant any waivers that are provided by HUD. Ms. Raitt stated that in this particular case there are a number of waivers that relate to the execution and implementation of the CARES funding, including being able to spend more money on public services than we usually can. In particular to the Citizens Participation Plan, allows for an expedited review process that they will then be able to allocate the money to the people in need as soon as possible. Ms. Raitt stated the second part of this is what is actually being done with the funding. The Substantial Amendment covers three categories. The three parts of the funding would cover a significant amount of funding towards rental assistance. The first part of the rental assistance program was initially designed for \$4000 per household but the Subcommittee chose to move that number to \$2000 per household which could serve more households. Ms. Raitt stated that the projection is that it could serve 66 households and it would cover \$2000 a month for three months. Part two is an emergency micro enterprise business assistance program which builds off of the next program years funding. It is projected that this could cover at least 20 micro enterprises. Ms. Raitt stated the final part is that the funds would go to public service agencies but it would only be covering public service agencies that are currently working on issues related to the COVID-19 pandemic.

Mrs. Mahon wanted to clarify that the intention was to offer the rental assistance to low income households only, not low to moderate income households.

After much discussion Mrs. Mahon opened to the public for comment.

Michaiah Healy, Howard Street, stated that it is important to prioritize the low income residents because they need it the most.

Mr. Dunn moved approval of the amendment as written in all regards with the exception of adjusting it to the rental program to be aimed at low income as opposed to low/moderate income.

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

Mr. Chapdelaine: yes

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (6-0)

Mr. Dunn moved approval of the Citizen Participation Plan as amended on May 4, 2020.

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

Mr. Chapdelaine: yes

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (6-0)

6. For Approval: Creation of an Arlington Economic Development Recovery Task Force

Jennifer Raitt, Director, Department of Planning and Community Development

Mr. Chapdelaine stated that this was brought forth by Jenny Raitt and Ali Carter. This is not modeled the way the Board is normally asked to put together committees. Mr. Chapdelaine presented before the Board a recommended slate of applicants but are open to others joining if there is an expressed interest.

Ali Carter, Economic Development Coordinator, joined the meeting. Ms. Carter stated that this is a great opportunity to give business owners a seat at the table and having their input is invaluable.

Mr. Hurd, as a small business owner in Arlington, appreciates the work being done on this and is volunteering as the Board representative on this task force.

Mr. Curro appreciates the great combination of business all across Town. Mr. Curro also inquired if Ms. Carter is aware of any businesses that are on the edge right now because of the crisis. Ms. Carter has unfortunately had responses from businesses that are struggling and are worried that this is the end for them.

Mr. Curro moved approval of the creation of Arlington's Economic Development Recovery Task Force and to appoint Mr. Hurd as the Select Board representative.

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

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

WARRANT ARTICLE HEARINGS

7. Articles for Review:

Article 51 Revolving Funds

Attorney Heim stated that this is your typical Revolving Funds Article and the Deputy Town Manager provided a list of the Revolving Funds balances along with the projected needs.

Mr. Pooler, Deputy Town Manager, stated that all the amounts are the same as they have been in previous years in terms of their authorization with two exceptions. One is that they increased the authorization for the Town Hall Rentals Authorization Fund up to \$175,000 to now include the Whittemore Robbins House. The second exception is the fund for the Council on Aging Program which is increased to \$100,000 because they feel once the Senior Center is up and running they will have more programs.

Mr. Curro requested that Mr. Pooler give a brief summary on some of the funds that have had no activity.

Mr. Pooler went down the list of funds and briefly explained why they had no activity on them.

Mr. Dunn moved favorable action.

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

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

CORRESPONDENCE RECEIVED

8. Comments re CDBG HUD Funds, 1 Year Annual Action Plan

Beth Melofchik, 20 Russell Street

At 9:13 p.m. Mr. Dunn left the video portion of the meeting and returned at 9:14 p.m.

Mr. Hurd moved receipt of Correspondence Received.

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

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes

Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

NEW BUSINESS

Mr. Chapdelaine stated that the Town's Leadership Team continues to meet daily and brief on their response to the Pandemic. They are continually talking about what recovery and reopening will look like in the days and weeks to come. Mr. Chapdelaine continues to have dialogue with his colleagues regionally as well as a group of local leaders who talk to state officials. Mr. Chapdelaine is continuing with the plan to send out updates every day. The Board of Health will be meeting Wednesday to consider whether or not it wants to take further measures in regards to face coverings.

Mr. DeCoursey stated that the Arlington COVID-19 Relief Fund is now accepting donations. Mr. DeCoursey also stated that he knows there will be information going out for people who are going to be in need of those funds.

Mr. Dunn stated he sent out an email to the Arlington List and to a few other places about tone and message in the time of COVID-19. Mr. Dunn stated that Select Board members have received or been forwarded emails that have rhetoric and accusations that is asymmetric and way over the top with what the actual problem is. Mr. Dunn encourages people to be more thoughtful about how they write, to observe this in other people and when you see it to be the change you want to see to maintain that positive attitude.

Mr. Curro is disappointed in the fact that even as we witness countless acts of kindness in the face of crisis, there has also been a disturbing erosion of civility in our Town's public discourse often involving current Town Meeting Members or individuals who seek to serve in that capacity.

Mr. Hurd stated he read Mr. Dunn's note and it was very well written and well said. Mr. Hurd also agrees with everything that Mr. Curro just said.

Next Scheduled Meeting of Select Board May 18, 2020

Mr. Dunn moved to adjourn at 9:27 p.m.

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

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

A true record attest

Lauren Costa
Principal Clerk

5/4/2020

Agenda Item	Document Used
1	Executive Order on Remote Participation
2	Third Quarter Report 2020
3	Engineering Memo Application
4	Modified Polling Locations for 6.6.20 Election
5	Citizen Participation Plan Amended 4.23.20 Overview of Substantial Amendment Arlington Cares Letter 4.15.2020 CDBG Minutes
6	Memo from Planning re AEDR Task Force
7	W.A. Text Town Counsel Reference W.A. #51 Revolving Funds
8	B. Melofchik Reference



Select Board Meeting Minutes

Date: May 18, 2020

Time: 7:15 PM

Location: Conducted by Remote Participation

Present: Mrs. Mahon, Chair, Mr. Dunn, Vice Chair, Mr. Curro, Mr. Hurd, Mr. DeCoursey
Also Present: Mr. Chapdelaine, Mr. Heim, Ms. Maher

1. Executive Order on Remote Participation

Mrs. Mahon opened the meeting by explaining that due to the current State of Emergency, to lower the risk of the spread of COVID-19, the Town has been advised and directed by the Commonwealth to suspend public gatherings, and as such the Governor's orders suspends the requirement of the Open Meeting Law to have all meetings in a public and accessible location. Public bodies may meet entirely remotely as long as the public can access the meeting. The meeting reference materials and how to access the remote meeting are posted on the Town's website. The Chair asked participants that would like to speak, to use their full name rather than a nickname.

Mrs. Mahon wanted to go over some business ground rules for effective and clear conduct of the meeting and to ensure accurate meeting minutes:

The Chair will introduce each speaker on the agenda, after they conclude their remarks; Mrs. Mahon will ask each member of the Board for their remarks or a motion. Please wait until your name is called. Please remember to mute your phone or computer when you are not speaking and to speak clearly. For any response, please wait until the Chair yields to you and state your name before speaking. Anyone wishing to speak to someone must do so through the Chair.

2. Discussion & Approval: Shared Streets One Week Pilot

Adam W. Chapdelaine, Town Manager

Daniel Amstutz, Senior Transportation Planner

Mr. Chapdelaine explained that this was brought to them during Correspondence Received at a previous meeting where residents have explained that they are looking for safe ways for citizens to stay outside and abide by social distancing. Daniel Amstutz, Senior Transportation Planner briefed the Board with the presentation that was provided to them prior to the meeting. He explained that there have been many inquiries from citizens where they expressed that there were many crowded trails, narrow sidewalks as well as the increase of people walking and biking especially with the warmer weather coming. He explained that many people have had to walk in the streets to abide by social distancing regulations and even though there are fewer vehicles on the road

speeding has been an extreme factor. Mr. Amstutz explained that the concept of the quick-build share streets is that it will prioritize active transportation which will allow people to walk and bike again while maintaining social distancing. They will be using materials that are easily removable and changeable that will be able to be removed and replaced as needed. The overall goal for this project is to prioritize safety by slowing speeds and narrowing the street which will alleviate crowding in parks, trails, and sidewalks. This will be a week-long pilot and during that time they will evaluate the impacts and success of it and collect data through observation and traffic counts. Phase 1 is considered the demonstration project where they will evaluate and collect data on the pilot and receive feedback from the residents. Mr. Amstutz explained that when choosing Brooks Avenue they were looking for a location that would have success and was considered a fairly small location. Brooks Avenue would relief congestion on the Minute Man Bikeway it is also adjacent to Hardy School where there is a high density of children that are under 18 years old. There was also a high interest from neighborhood residents in this location. They are looking to implement this on Wednesday where it will be in place for a week. During this time staff and residents will be observing and collecting data to see if people are social distancing and abiding by the rules.

Mr. Chapdelaine stated that he thinks this is the appropriate next step and stated that this is a week pilot where they will see if it works or doesn't. Mr. Dunn stated that he thinks that this is a good next step and feels the scale of the pilot is appropriate. He would also like to thank the Planning Department for their hard work and outreach. Mr. Curro stated he this this is a creative approach to try and create a safe environment for the community. He expressed that this is a good next step and wanted to ensure people that this will not bring people to their neighborhood and the plan is for people to be able to walk in the streets safely and abide by social distancing. Mr. Hurd is also in agreement and has also received correspondence from citizens and believes this is a great next step especially families with kids. Mr. Hurd did question the flow of traffic for pedestrians and ask that they try and stay on one side of the street so there is no cross trafficking. Mr. Hurd stated that many of the business owners are willing to help with outreach as well. Mr. DeCoursey is in favor of the pilot and had a question about Brooks Avenue and the signage continuing down to Chandler Street. Mr. Amstutz stated that the shared streets would start at Lake Street and Brooks Avenue and they are looking to put a large sign stating that the road is closed. Mr. DeCoursey questioned if they have thought about looking in other parts of Town not every day but maybe on the weekends. Mr. Amstutz stated that they are looking for people to not congregate like a block party so they are looking into many different options. Mrs. Mahon questioned if this pilot was successful if we would consider looking at the bike path. Mrs. Mahon also had some concerns about the small business districts and maybe utilizing the outdoor space to help them as well. Mr. Chapdelaine stated that not closing bike path would be best option and hopefully with this pilot it would take some of the pressure off the bike path. Mr. Chapdelaine feels that it will be very challenging for restaurants to safely open but this pilot will help start to see the idea of utilizing outdoor space.

Mr. Dunn moved approval.

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

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

CONSENT AGENDA

3. Minutes of Meeting: April 27, 2020

4. For Approval: AHS Class of 2020 Banners
Joanna Begin, AHS Graduation Committee

Mr. DeCoursey stated that unfortunately with the current pandemic the Arlington High School graduation will not be traditionally happening. He stated that there is a graduation committee where they are looking to hang banners along Mass Ave that will include pictures of 5-7 seniors on them and feels that it is a great way to congratulate their accomplishments.

5. For Approval: Keno to Go
Giles Wine & Spirits, 137-137A Massachusetts Avenue

Mr. DeCoursey moved approval of agenda items 3, 4 and 5 subject to all conditions as set forth.

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

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

6. Appointment of New Election Worker: (1) Savannah Curro, 21 Millett Street, U, Pct.15

Mr. Curro is recusing himself due to a conflict of interest. Mr. Curro muted his microphone as well as turned off his video to be in compliance.

Mr. DeCoursey moved approval.

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

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (4-0)

Mr. Curro rejoined the meeting.

PUBLIC HEARINGS

7. Proposed Tree Removal: Massachusetts Ave Sidewalk Project
Michael Rademacher, Director of Public Works

Mr. Chapdelaine stated that there are two requests before the Board related to two projects one being on Mass Avenue that they are hoping will commence soon and the other is located on Lake Street at the Bikeway intersection. Michael Rademacher, Director of Public Works explained that this project is located on Massachusetts Avenue from Pleasant Street to Franklin Street as well as sidewalk replacement on Broadway through that same stretch. Mr. Rademacher stated that this design will replace all of the sidewalks through those sections and provide better tree wells as well as other amenities. There is one 14 inch honey locust tree located at approximately 420 Mass Avenue that the construction of a proper driveway apron will have a significant impact to. It is believed that this tree will not survive construction. They are planning on planting one tree in the vicinity of the current tree as well as nine other trees throughout the limits of the project.

Mr. Curro moved approval.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

8. Proposed Tree Removal: Lake Street/Bikeway Intersection Project

Michael Rademacher, Director of Public Works

Michael Rademacher, Director of Public Works explained that this project is to create better visibility and usability for the bike path crossing on both sides of the path and Lake Street. Mr. Rademacher stated that one aspect of doing this was to widen the bike path at that location. The plan is to remove 6 trees and plant back 8 in the immediate vicinity with the commitment to look for other locations in nearby neighborhoods to increase street tree planting in the near future.

Mr. Rademacher explained to the Board that for both of these projects they would typically have a separate tree hearing but they are not required by Massachusetts General Law since these are located on a state route. Mr. Rademacher stated that he has also spoke with the tree committee in regards to these projects and he has received overwhelming support from them.

Susan Stamps, Member of the Tree Committee, stated that she would like to support these projects. Mrs. Stamps reiterated that they did not need approval from either the Tree Committee of the Town to take down these trees because Mass Ave is a state route. She agrees that they both look like good projects and thanked Mr. Rademacher for his work.

The Board is in agreement that both these projects are great and even with the loss of some trees the plan to plant more is great. They would also like to thank Mr. Rademacher for his efforts in these projects.

Mr. Curro moved approval.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

APPOINTMENTS

9. Disability Commission (term to expire 1/31/2023)

Paul Parravano

Mr. Parravano stated that he has been a resident of Arlington for 26 years. He explained that he was the former chair of the Arlington Housing Authority's Board of Directors. Mr. Parravano stated that he works at MIT and has been blind since he was an infant and has benefited from technology. He believed that the Disability Commission gives Arlington a very special opportunity to take care of citizens who have disabilities. Arlington does a number of things already for people with disabilities and is excited and grateful for this opportunity. The Board is very grateful to have Mr. Parravano share his talents and expertise and looks forward to having him on the commission.

Mr. Dunn moved approval.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

10. LGBTQIA & Rainbow Commission (terms to expire 1/31/2023)

Maura Albert

Leonard Goldstein

Susan Ryan-Volmer

Ms. Albert stated that she has lived in Arlington for 20 years. Ms. Albert is a retired Winchester Elementary School Teacher and would like to get to know her community better. Ms. Albert stated that she is a big proponent of intergenerational connections as well as connections in general and would like to see other groups and committees connect more than they already do with the LGBTQIA+ community. She explained that she is excited to participate.

Mr. Goldstein explained that he was thrilled to be joining this commission and is honored to be recommended by others. He has lived in Arlington for 16 years and feels it is time that he gives back to the community that has given so much to him. Professionally Mr. Goldstein is the financial officer for a nonprofit called Keshet that works for LGBTQ inclusion in Jewish life nationally.

Ms. Ryan-Volmer stated that she has lived in Arlington for the past 14 years where both her children are students at Arlington High school and is thrilled to be joining this commission. Ms. Ryan-Volmer stated that Arlington has been a very welcoming place but there is always room for improvement and excited to see where this goes.

The Board is very grateful to have all the volunteers and looks forward to having them on the LGBTQIA+ commission.

Mr. Curro moved approval.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

CITIZENS OPEN FORUM

Kim Holt stated that she is between Arlington residences but has been working with the youth in the Town for 20 years. Ms. Holt explained that she had to briefly leave Arlington because of the injuries from an accident but wanted to thank Arlington for the love and support it has given her. She stated that the last time she was before the Board was in October there was a contentious meeting. Ms. Holt noted that this was one of Mrs. Mahon's last meeting as chair before the election and Mr. Dunn's last meetings on the Board and would like to thank them for their service.

Maura Albert, 19 Wyman Terrace and her wife questioned the Board in regards to the Brooks Avenue shared street pilot. She wondered how it would work for food delivery to get down the street if it were blocked off. Ms. Albert stated that if this were to be implemented in other parts of the Town to designate one day a week for deliveries. Mr. Chapdelaine explained that the way it was approved tonight local traffic, emergency responders and deliveries could still access the road at a safe slow speed.

Janet Zipes, 96 Spy Pond Parkway noted that she has noticed in the past few weeks the traffic signals in East Arlington are staggered in a way that it is taking longer to get around by car. Ms. Zipes stated that she has experienced significant wait times on Lake Street despite very little car traffic and was wondering if this is related to the shared streets initiative or part of a traffic calming program. Mr. Chapdelaine stated that around 6 weeks ago the Town decided to turn off the need to push the pedestrian button and along Mass Ave and Broadway have the pedestrian signals come on automatically to reduce the need for people to touch the button and reduce contact surfaced people have to touch. Mr. Chapdelaine stated that as things start to ramp back up they will be taking a look at whether or not it is appropriate to keep that in place.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

11. Vote of Adoption: Arlington Hazard Mitigation Plan

Jennifer Raitt, Director, Planning and Community Development

Mr. Chapdelaine stated that they are looking for the Board to formally adopt this new Hazard Mitigation Plan. Mr. Chapdelaine explained that the Board got an in-depth presentation several weeks ago and stated that this is the final plan they have compiled after feedback from the Board, the public, and working with internal and external stakeholders. Mr. Chapdelaine stated that putting this plan in place meets several regulatory guidelines as well as putting us in a position to be able to continue to access grant funds to better protect ourselves against future hazards.

Mr. Hurd moved approval.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

12. Discussion: Massachusetts FY 21 Budget

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine gave an update on where we stand for the FY20 budget where we are in good shape. Meals and hotel tax have been greatly reduced but otherwise local receipts and other tax collections have been near or on par with past fiscal years. Mr. Chapdelaine stated that the big item they would be worried about is whether or not there would be a mid-year state aid cut based on the tax revenues that the state is losing during this current fiscal year however the Governor has said on numerous occasions it's likely too late in the year for state aid cuts and the state will live to the end of FY20 and the Governor's word. Mr. Chapdelaine stated that with that they feel good about our ability to finish FY20 in the black despite these very challenging circumstances. FY21 and beyond is still uncertain and is hard to determine with the onset of this pandemic. Mr. Chapdelaine stated that right now state officials are expecting anywhere between a 4-6 billion dollar revenue shortfall next year or they expect to collect 4-6 billion dollars less than what had been projected in Governor's budget. It is very likely we will be seeing state aid cut in the next year. Mr. Chapdelaine stated that there is the possibility of further federal assistance which could backfill some of that revenue gap. They are still expecting for there to be severe or significant loss in state aid in FY20 and beyond. Mr. Chapdelaine explained that we don't know what those numbers will be as well as the state and are unsure of what the exact impacts of this pandemic will be on an ongoing basis. Two weeks ago they met with our revenue working group and last week met with the long-range planning committee to discuss what we thought a range of scenarios may be from a revenue point of view and then what the corresponding expense changes might need to be in FY21. Mr. Chapdelaine stated that they spoke to the long-range planning committee where they discussed the impacts on our own local receipt collections, our own projections of free cash and our own expectations for what

state aid would be. They discussed how much overlay surplus we may or may not want to use as operating revenue on a go forward basis. They were asked to come up with two scenarios that the Finance Committee could review and then be brought to Town Meeting which is tentatively to be held on June 15th.

Mr. Curro moved receipt.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

13. Discussion: Policy Review / Code of Conduct

Diane M. Mahon, Chair

Joseph A. Curro, Jr., Select Board

Mr. Curro referenced the Mass Municipal Association forums that he attended at the beginning of January one being on social media policies and the other was on public speaking and civility which was based on the conduct of meetings. He explained that both of these forums spoke about policies that public bodies can take to set expectations around their own behavior as well as expectations for the conduct of civil discourse through their meetings. Mr. Curro stated that the reference attached to Novus are handouts and presentations that he received from the forum and one was put together by a school association. The nature of the MMA meeting is mixed some of the audience are members from Select Boards and some elected officials and others will be municipal administrators and managers. Mr. Curro stated that it would be hard to move some of these policies to Arlington because of our form of municipal government but what he would like to offer is to take some of these materials and ideas and to take a look at the Select Board policy handbook with Town Council to implement some of the ideas.

14. Discussion: June 2020 Select Board Meetings

The Board voted the following meeting dates for June:

Monday, June 1st and Monday, June 8th

Mr. Dunn moved approval.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

FINAL VOTES & COMMENTS

Articles for Review:

Article 50 Endorsement of CDBG Application

Article 51 Revolving Funds

Article 52 Endorsement of Parking Benefit District Expenditures

Mr. DeCoursey moved approval.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

CORRESPONDENCE RECEIVED

15. Letter and Comment to CDBG Subcommittee with Respect to CDBG Funding

Enabled by the CARES Act

Patricia Baron Warden, Former Member and Chair, Arlington Housing Authority;

Town Meeting Member

16. Exclusionary Zoom Meeting Practices

Beth Melofchik, 20 Russell Street

Mr. Hurd moved receipt.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

NEW BUSINESS

Mr. Heim stated that we received 2 Host Community Agreement Applications from Calyx Peak who has applied previously and one from a new applicant called the Human Connection. Mr. Heim stated that the process for these applications is that there is a preliminary review team made up of different department heads who will review these applications. After that the Marijuana Study Group will need to convene and provide any substantive questions or comments before the Select Board meets to decide which applicants if any they want to give the remaining license too.

Mr. Chapdelaine gave the Board a brief updated on the Town Election. The Postcard to request an early voting application went out last week He stated that 3 drop boxes and picked sites, they will be located at the following locations:

Mass Avenue and Lake Street on the Winter Street side in front of Town Tavern

Mass Avenue in front of Town Hall located on the lower plaza

Mass Avenue and Park Avenue located nearby the clock or the used to be Brigham's. They will be very plainly and easily marked reading ballots only do not insert mail. These will be available for people to drop off so they don't have to pay postage.

Economic Recovery Task Force has met three times since the past Select Board Meeting. Starting at the Select Board's next meeting they would like to start making a regular update to the Board on the work that they've done.

Mr. Chapdelaine stated that he has heard from several Board members and citizens about a fire involving propane tanks very that occurred in the Mugar Woods on Saturday Evening. Mr. Chapdelaine stated that he will communicate with Board members but also work closely with the Chief of Police as well as the Board of Health on what the next steps will be. Mr. Chapdelaine wanted the Board to know that this is not an issue that has been ignore but actually an issue that Health and Human Services the Police Department working with the Somerville Homeless Coalition has paid a real tremendous amount of attention to over the past few years.

Mr. DeCoursey thanked Mr. Chapdelaine for the update regarding the disturbing incident at the Mugar property and look forward to the update on this challenging situation.

Mr. DeCoursey stated that he attended a salute at Mount Auburn Hospital where they all supported the health care workers and first responders. Mr. DeCoursey stated that it was very moving and wanted to thank the first responders and health care workers who are working so hard during this time.

Mr. Hurd spoke in regards to the Economic Recovery Task Force and wanted to thank Ali Carter and Jenny Raitt for their work in this and he looks forward to working with them going forward.

Mr. Hurd wanted to remind the public that Memorial Day is coming and there is still an event that will start at 9:30 a.m. even though it is closed to the public it will be broadcasted on ACMi.

Mr. Curro wanted to note that in addition to the post card they received their early voting ballot so the public should be aware and get those out as soon as possible.

Mrs. Mahon spoke in regards to the seriousness about the accident on Appleton Street. A woman was a witness and was stamped and filed with the Select Board. Mrs. Mahon stated that this would be on the next agenda. Mr. Chapdelaine stated that the police department has already referred this to TAC due to the seriousness of the incident.

Mrs. Mahon stated that ACE Cleaners is making face masks with ACE Cleaners and referred her to Ali Carter. A lot of the small business are not familiar with social media and would speak to the committee about the businesses that are in trouble to give them information.

Mrs. Mahon read a statement that she prepared regarding a reopening plan for the Town.

Mr. Hurd moved to adjourn at 9:28 p.m.

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

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

Next Scheduled Meeting of Select Board June 1, 2020

A true record attest

Ashley Maher
Administrative Assistant

5/18/2020

Agenda Item	Document Used
1	Executive Order on Remote Participation
2	Arlington Shared Streets Reference J. Costa Correspondence
3	Draft Minutes 4.27.2020
4	AHS Class of 2020 Banner Request Banner Schedule
5	Giles Keno to Go Reference
6	Election Worker Master Record
7	Proposed Tree Removal Reference
8	Proposed Tree Removal Reference
9	P. Parravano Reference
10	M. Albert Reference L. Goldstein Reference S. Ryan-Vollmar Reference
11	Resolution Hazard Mitigation Plan
12	Presentation
13	Social Media Policies Civility Code of Conduct from Southborough Calming the Crowd Public Speaking and Civility Civility Code of Conduct from Acton
14	June Calendar
Votes & Comments	Draft Final Votes & Comments W.A. #52 Reference

15	P. Worden Reference
16	Exclusionary Zoom Meeting Practices



Town of Arlington, Massachusetts

Date Change Approval: Arlington Public Art Youth Banner Initiative, Originally Approved November 18, 2019

Summary:

Was: April 2020 - June 2020

Will Be: July 2020 - August 2020

Kaitlin Longmire, Project Coordinator

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	ACAC_Youth_Banner_Permit_Request_2019.pdf	Original Request
▣	Reference Material	Sample_Banners.pdf	Sample Banners
▣	Reference Material	Mass_Ave_Poles_Youth_Banner.pdf	Locations
▣	Reference Material	Schedule.docx	Banner Schedule

**TOWN OF ARLINGTON
TEMPORARY BANNER PERMIT APPLICATION**

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Arlington Commission for Arts and Culture - Public Art Committee
Address: 730 Massachusetts Ave. City: Arlington State: MA Zip: 02474
Applicant Name: Kaitlin Longmire Tel#: 401-487-7136
E-mail: Arlingtonyouthbanners@gmail.com

Banner Information

Event Name: Youth Banner Initiative Event Date(s): Spring 2020
Request Installation Date: April 2020 Date Removed: June 2020
Requested Location: Street (specify): Mass Ave, Arlington Center
Other (specify): Previous map provided to DPW, attached
Banner Message: Arlington Public Art, made possible by Grace James Foundation
Banner Material: Vinyl

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: _____













BANNER SCHEDULE 2020

Month	Event	Event	Event	Event
January				
February	Human Rights Commission Black History Month 16 East Arl. & Arl. Center			
March				
April	APA Youth Initiative Banners 12			
May	APA Youth Initiative Banners 12			
June	APA Youth Initiative Banners 12	AHS Seniors until 6/21		
July				
August				
September				
October				
November				
December				



Town of Arlington, Massachusetts

For Approval: Arlington International Film Festival Banners

Summary:

April L. Ranck, Executive Director

Alberto Guzman, AIFF

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Banner_Request.2020.doc	Banner Request
▢	Reference Material	Banner.pdf	Banner
▢	Reference Material	Schedule.docx	Banner Schedule

THE ARLINGTON INTERNATIONAL FILM FESTIVAL



"Where Arlington and the World Converge."

May 5, 2020

Re: Request to hang Banners

Arlington Selectmen,

First and foremost, I hope that everyone is well. COVID-19 has affected us all, but during times like this we must continue to stay strong and positive

Arlington International Film Festival (AIFF), approaching its 10th year of production, is pleased to announce that this year's Festival will be held at the Capitol Theater November 5 to 12. We are delighted to be part of the Arlington Cultural District. We respectfully come before you with our request to display banners in Arlington Center and in East Arlington. ATED has graciously committed to sponsoring AIFF.

Specifics:

- *Display dates: September 19th – November 15th (following Town Day)*
- *4 double-sided banners to be displayed on poles in Arlington Center (3 x 7)
Rt.60 and Mass Ave poles (west)
Rt.60 and Mass Ave poles (east)*
- *6 double-sided banners to be displayed on poles in East Arlington (?)*

On behalf of the Arlington International Film Festival, I would like to express my sincere appreciation for the support we have received from the Town of Arlington and the many organizations, businesses as well as individuals over the past seven years. As the Festival continues to grow, we look forward to our continued relationships.

Thank you for your consideration and I will look forward hearing from you.

Kind Regards,

April L. Ranck
Executive Director

350 Massachusetts Avenue, Ste 160 | Arlington, MA 02474 | 857.209.1122 | arlingtonfilmfest@gmail.com

ARLINGTON INTERNATIONAL FILM FESTIVAL



CALL FOR SUBMISSIONS

Film Freeway: <https://filmfreeway.com/arlingtoninternationalfilmfestival>

Early: February 28

Regular: March 31

Late: May 30

November 5 - 8, 2020

Capitol Theatre, 204 Mass Ave, Arlington MA

Arlington International Film Festival: aiffest.org/call-for-entires

Mission Statement: To foster appreciation for different cultures by exploring the lives of people around the globe through independent film — to nurture the next generation of filmmakers.

THE ARLINGTON
INTERNATIONAL
FILM FESTIVAL



BANNER SCHEDULE 2020

Month	Event	Event	Event	Event
January				
February	Human Rights Commission Black History Month 16 East Arl. & Arl. Center			
March				
April	APA Youth Initiative Banners 12			
May	APA Youth Initiative Banners 12			
June	APA Youth Initiative Banners 12	AHS Seniors until 6/21		
July				
August				
September				
October				
November				
December				



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Tufts Construction, Inc., 96 Tremont Street, Everett, MA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Tufts_Construction.pdf	Reference



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Select Board
From: Engineering Division
Re: Approved Contractor License
Date: May 28, 2020

Dear Board Members,

Reference is hereby made to an application by Peter Tufts of Tufts Construction, Inc., to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Tufts Construction, Inc.
96 - 100 Tremont Street
Everett, MA 02149
Peter M. Tufts
Phone: 617-917-3146
Email: office@tuftsconstruction.com

Upon review of the provided references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

William C. Copithorne, P.E.
Assistant Town Engineer

cc: File



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Tufts Construction, Inc.

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other:

Street Address: 96-100 Tremont Street City/Town: Everett State: MA

Primary Phone: (617) 917-3146 E-mail: office@tuftsconstruction.com

Length of Time in Business under the same Firm Name: 7 Years

Full Name(s) of Principal(s): Peter M. Tufts

Primary Contact Person: Peter M. Tufts

Experience/Previous Work

Nature of Typical/Standard Work: Commercial, Residential and Municipal Ordinary and Emergency Water and Sewer Services

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: Approximate Date:

Total Amount of such construction this year: \$0.00

Total Amount of such construction last year: \$0.00

Total Amount of such construction next previous year: \$0.00

Municipal References - Please Attach Written Reference Letters

Municipality: City of Malden

Primary Contact Name: Glen Calla Email: Glen Calla <gcalla@CITYOFMALDEN.ORG>

Municipality: City of Chelsea

Primary Contact Name: Louis V. Mammolette Email: lmammolette@chelseama.gov

Municipality: City of Medford

Primary Contact Name: Davis Proctor Email: pkerger2@gmail.com

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Century Bank / Michelle English Phone: (781) 393-6520

Federal Tax ID or Social Security #

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also 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 and/or Department of Public Works may establish.

Applicant Signature: Date: 5/1/2020

Reset Form

Print Form



Town of Arlington, Massachusetts

Approval of New Election Workers: (1) Jeffrey Candell, 16 Pelham Terrace, U, Pct. 8; (2) Frank Foster, Jr., 174 Scituate Street, D, Pct. 11; (3) Christopher Harrington, 74 Columbia Road, U, Pct. 13; (4) Aaron Litvin, 215 Massachusetts Avenue, U, Pct. 2; (5) Stacey Loughrey-Sloboda, 38 Grafton Street, D, Pct. 3; (6) Cheryl Luongo, 43 Millett Street, R, Pct. 10; (7) Anne MacLellan, 39 Scituate Street, U, Pct. 7; (8) Philip Malatesta, 8 Walnut Terrace, R, Pct. 14; (9) Beth Melofchik, 20 Russell Street, U, Pct. 10; (10) Geoffrey Smith, 61 Yerxa Road, U, Pct. 15; (11) Katiri Wagner-Nunes, 129 Pleasant Street, D, Pct. 7

Summary:

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Election_Workers.pdf	Election Worker Master Records

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	<u>WSPERATOR</u>
Name:	<u>JEFFREY CAUSELL</u>	Democrat	_____
Address:	<u>116 PELHAM TERRACE</u>	Republican	_____
	_____	Unenrolled	<u>✓</u>
Zip Code	<u>02476</u>	Precinct	<u>8</u>
Alpha/ Last Name	_____	Phone #	_____

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	FRANK P. FOSTER, JR.	Democrat	✓
Address:	174 SCITUATE STREET	Republican	
		Unenrolled	
Zip Code	02476	Precinct	11
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	<u>103 SPECIAL</u>
Name:	<u>CHRISTOPHER HARRINGTON</u>	Democrat	_____
Address:	<u>74 COLUMBIA ROAD</u>	Republican	_____
	_____	Unenrolled	<u>✓</u>
Zip Code	<u>02474</u>	Precinct	<u>13</u>
Alpha/ Last Name	_____	Phone #	_____

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	<u>INSPECTOR</u>
Name:	<u>AARON LITVIN</u>	Democrat	_____
Address:	<u>215 MASS. AVE</u>	Republican	_____
	<u>#62</u>	Unenrolled	<u>✓</u>
Zip Code	<u>02474</u>	Precinct	<u>2</u>
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/80

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	<u>INSPECTOR</u>
Name:	<u>LOUGHREY - STACEY SLOBODA</u>	Democrat	<u>✓</u>
Address:	<u>38 GRAFTON STREET</u>	Republican	_____
	_____	Unenrolled	_____
Zip Code	<u>02474</u>	Precinct	<u>3</u>
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	CHERYL LUONGO	Democrat	
Address:	43 MILLETT STREET	Republican	✓
		Unenrolled	
Zip Code	02474	Precinct	10
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ✓ New Employee
 _____ Change to Existing Employee

Vendor #		Position	105P2200
Name:	ANNE MACLELLAN	Democrat	
Address:	39 SCITUATE ST.	Republican	
	APR 2	Unenrolled	✓
Zip Code	02476	Precinct	7
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ☒ New Employee
 ☐ Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	PHILIP MALARESM	Democrat	
Address:	8 WALNUT TERRACE	Republican	✓
		Unenrolled	
Zip Code	08476	Precinct	14
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/16/20

Check One: ☒ New Employee
☐ Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	BETH MELOFFNIK	Democrat	
Address:	20 RUSSELL STREET	Republican	
		Unenrolled	✓
Zip Code	02476	Precinct	10
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/24/80

Check One: ☒ New Employee
☐ Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	Geoffrey Smith	Democrat	
Address:	61 YERIN ROAD	Republican	
		Unenrolled	✓
Zip Code	08474	Precinct	13
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 5/26/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	KATIRI WAGNER - NWNES	Democrat	✓
Address:	129 PLEASANT STREET	Republican	
	49	Unenrolled	
Zip Code	02476	Precinct	7
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	



Town of Arlington, Massachusetts

For Approval: Storage Shed @ Russell Common Lot

Summary:

Christine Bongiorno, Director, Health and Human Services

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Farmers_Market_Shed_Memo.pdf	Reference



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 Members

FROM: Christine Bongiorno, Director of Health and Human Services

DATE: May 28, 2020

RE: Request for permission to place storage shed in Common Lot

I respectfully request permission to place a POD storage shed in the Russell Common Lot beginning in early June 2020 and running until at least June 2021. The initial purpose of the storage shed will be to store cones, dividers, signage, etc. for the Farmer's Market which will also become the items that we will use for future Covid-19 drive through testing sites, as well as for drive through vaccination clinics.

Although the annual Farmer's Market is a private endeavor, this office is in full support of providing the equipment and support necessary to have the most efficiently run market in the area. The Market provides healthy food to our community, allows residents with SNAP benefits to access healthy foods and is within a short distance of three senior housing complexes.

The storage shed size will be 12 feet long, 8 feet wide and 8 feet high. The shed will remain locked at all times when not in use. If permission is granted, this department will work with the Department of Public Works and Police Department to choose a location for placement to minimize impacts to the neighboring businesses, residents, places of worship and schools.



Town of Arlington, Massachusetts

For Approval: Arlington Farmers' Market 2020

Summary:

Patsy Kraemer, Market Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Farmers__Market_2020.doc	Request from P. Kraemer
▢	Reference Material	Storage_Shed_Memo_from_HHS.pdf	Memo from HHS



19 May 2020

MEMORANDUM TO THE BOARD OF SELECTMEN

2020 FARMERS' MARKET

The Arlington Farmers' Market respectfully requests permission to hold the twenty-third Arlington Farmers' Market at the Russell Common Parking Lot, Arlington Center, for the 2020 season. The market is held on Wednesday's 2:00 pm to 6:30 pm. The Market will begin on Wednesday, June 10, 2020, and close on Wednesday, October 28, 2020.

The Arlington Farmers' Market is managed by Patsy Kraemer, assisted and advised by a steering committee, which includes:

**Patsy Kraemer, Market Manager
Oakes Plimpton, retired Market Manager
Alan Nicewisch, farmer
Betsy Block, consumer
Leon Cantor, Seconds Market
Vicki Rose, Seconds Market
Chuck Kraemer, Webmaster**

Patsy Kraemer has consulted with Christine Bongiorno from Health and Human Services and with Natasha Waden from the Arlington Board of Health. Together we have developed the parameters needed to make the market a safe place for vendors and for customers.

The parameters include:

- *controlled entry and exit points**
- *controlled number of customers in the market at one time**
- *signage**
- *social distance markings**
- *guidelines for vendors vis a vis bagging and handling**
- *requirement for masks for everyone**

The market will continue to have liability insurance that is provided from the Massachusetts Farmers' Market Association.

The market manager will collaborate with the Board of Health as the market progresses to determine whether any "tweaking" of the guidelines and parameters are needed to continue making the market a safe place for people to access food.

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

**Patsy Kraemer
Market Manager
85 Columbia Road, Arlington, Ma. 02474
h: 781-646-4645 c: 781-858-8629
patsy@patsykraemer.com**



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 Members

FROM: Christine Bongiorno, Director of Health and Human Services

DATE: May 28, 2020

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Although the annual Farmer's Market is a private endeavor, this office is in full support of providing the equipment and support necessary to have the most efficiently run market in the area. The Market provides healthy food to our community, allows residents with SNAP benefits to access healthy foods and is within a short distance of three senior housing complexes.

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Town of Arlington, Massachusetts

Discussion and Approval: Economic Recovery Task Force Recommendations

Summary:

Jennifer Raitt, Director, Planning & Community Development

Ali Carter, Economic Development Coordinator

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Business_Recovery_Task_Force_Memo.pdf	Task Force Memo
▢	Reference Material	Draft_Temporary_Outdoor_Dining_License_Regulations.pdf	Draft Temporary Outdoor Dining Rules and Regulations



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT

M E M O R A N D U M

To: Adam Chapdelaine, Town Manager

From: Jennifer Raitt, Director of Planning & Community Development
Ali Carter, Economic Development Coordinator

Date: May 28, 2020

Re: Arlington Economic Development Recovery Task Force Recommendations

The Arlington Economic Development Recovery Task Force has held several meetings since its creation by the Select Board in early May. Based on their input from these meetings, the Department of Planning and Community Development (DPCD) puts forth the following recommendations to the Select Board to assist with business reopening efforts that keep public health and safety in the forefront while accommodating business recovery.

1. Suspend parking fee collections in Arlington Center for the duration of Phase 1, and to reconsider extending the suspension for each subsequent phase of the Reopening. Parking fee collections have been informally suspended since mid-March but formalizing that and aligning it with the phases of the Reopening will provide a level of consistency and clarity for business owners and customers alike.
2. Suspend temporary signage permit review for the remainder of the State of Emergency to allow for businesses to communicate clearly with their customers while they are closed or prior to customers entering the store. In addition, relax storefront window signage requirements for the remainder of the State of Emergency, on the condition that any temporary interior signage (e.g. banners, posters, illuminated signs) installed during this time must be removed once the State of Emergency is lifted.
3. Allow property owners to request a waiver for the annual fee required by the Registration of Vacant Commercial and Industrial Property bylaw if owners can demonstrate a direct impact of the COVID-19 pandemic to their difficulty retaining or attracting tenants.

Furthermore, the Task Force discussed emerging trends in community's nationwide that are taking action to accommodate seasonal business activity and enhancing opportunities for social distancing in unique and innovative ways. In an era of unprecedented take-out, delivery, and curbside-pickup business, curbside management needs to be responsive to the new demands of commerce in our neighborhood business districts while also being mindful of other curbside needs and uses. Therefore, the Task Force is making the following preliminary recommendations:

1. Expansion of opportunities for seasonal outdoor dining and shopping. The attached outdoor dining temporary rules reflect our suggestions for how the Town can manage outdoor dining.

- Creation of 15-minute parking zones in business districts to facilitate curbside pick-up and deliveries. DPCD staff is developing guidelines with the Health Department, the Department of Public Works, and Information Technology to allow for expanded seasonal outdoor seating and shopping opportunities as well as for siting the locations for 15-minute parking zones. Criteria for locating 15-minute parking zones as well as expanded outdoor seating and shopping opportunities include:
 - Proximity and desire of open businesses
 - ADA compliance
 - Safety (e.g. visibility, proper buffering from vehicular traffic)
 - Providing ample space for social distancing of diners/customers and other pedestrian traffic

DRAFT TOWN OF ARLINGTON TEMPORARY OUTDOOR DINING RULES AND REGULATIONS

Monday June 1, 2020

ARTICLE I - GENERAL

Section 1 - Purpose and Scope

The 2020 COVID-19 pandemic has caused not only a public health crisis; it has also triggered a worldwide economic crisis. Public health requirements for social distancing have placed new burdens and challenges on the business community to provide more physical space between customers and staff. In an effort to respond to the new social distancing requirements, the Department of Planning and Community Development is recommending temporary outdoor dining regulations that will allow local restaurants to establish outdoor seating on sidewalks, parking lots, on street parking spaces, or landscaped yard areas around their restaurants to provide more space for seating their patrons and picking up To-Go orders. These regulations will be in effect until further notice following review of the Select Board.

Outdoor dining areas of appropriate design, configuration and appearance can be an attractive amenity throughout the warmer months of the year. Temporary Outdoor Dining License ("TODL") applications will be reviewed by Town staff for compliance with these guidelines and will be forwarded to the Select Board office for administrative approval. TODL License are intended to be compatible with regular outdoor dining and seating licenses. TODL Licenses, like regular licenses must be reapplied for annually so as to assure that they remain in compliance with terms of the original approval and are adequately maintained from year-to-year, but may be terminated at any time the Select Board determines the purpose of temporary outdoor seating is no longer served by such licenses.

Section 2 - Design and Appearance

Outdoor dining areas must be distinguished from their surroundings by some form of perimeter fence or barrier. Appropriate perimeter materials include, but not limited to demountable wrought-iron fences, bollards and chains, or individual planters of wood, masonry, or terra cotta. The public sidewalk or street may not be damaged by the installation of any perimeter treatment. Cafe umbrellas are allowed; umbrellas and furniture should be of a design appropriate to the character of the building. Trash receptacles should be integrated in the design and materials with other outdoor cafe elements.

Section 3 - Pedestrian and Wheelchair Passage

These temporary regulations allow the restaurant operator to place outdoor dining tables and chairs, umbrellas, lighting, service equipment, perimeter fences or barriers to occupy a defined area of the sidewalk. In some cases, the Department of Public Works (DPW) can erect temporary barriers on the street to allow for the passage of pedestrian and wheelchair traffic around the portion of sidewalks devoted to outdoor seating in compliance with Americans with Disabilities Act standards.

Section 4 - Outdoor Food Preparation

Outdoor food preparation is not allowed unless specifically authorized by the Health Department.

Section 5 - Alcoholic Beverages

Approval of an outdoor dining area shall not to be construed as an approval for the alteration or extension of premises where alcoholic beverages are served. The serving or consumption of alcohol outside of the premises of a duly licensed establishment to serve alcohol must be approved by the Select Board on a case by case basis.

Section 6 - Temporary Seating & Parking Relief

Due to the seasonal and temporary nature of an outdoor dining area and reduced occupancy loads required by emergency regulations, the seating within an outdoor dining area will not be interpreted as an increase in the number of seats serving a restaurant or eating establishment, and will not be counted towards any off-street parking requirement. However, in no event shall the overall number of seated customers shall exceed the number of seats available, as permitted and supplemented by a regular outdoor dining/seating license.

ARTICLE II - SUBMISSION AND APPROVAL OF APPLICATIONS

Section 1 - Application Procedure

Applications for TODLs shall be submitted to the Health Department. The Health Department will review the application and plan for outdoor seating and will consult with the Building, Fire, Police and Planning Department. All plans must comply with any applicable Massachusetts Governor's orders, Massachusetts Department of Public Health orders and guidance documents for social distancing and for food services establishments. If the outdoor seating plan is acceptable and the application form is complete, they will forward it to the Select Board office for administrative approval. Outdoor seating permits may include conditions of approval such as daily cleaning and maintenance of the outdoor seating area. If additional information is needed or a revision to the seating plan is required, they will contact the applicant. Applications shall be submitted on the attached form along with a plan for the outdoor seating area and an insurance certificate as described below.

Section 2 - Plan Requirements

A neatly drawn plan will be submitted depicting the precise area of the proposed outdoor dining area, the arrangement of outdoor dining furniture, perimeter fencing, cafe umbrellas, and any other equipment. Areas designated for picking up take-out food shall also be shown on the plan. Tables and chairs shall be separated by at least eight feet to provide for social distancing. Take-out food pickup areas shall also be a minimum of six feet from patron seating areas. The restaurant shall follow all other social distancing and virus prevention measures as outlined by the Board of Health, which are not associated with an outdoor seating plan. Smoking is prohibited in all outdoor dining areas.

If a restaurant will be utilizing an existing parking lot or yard area, a plan with the same requirements is required. Outdoor seating proposed for a parking lot shall not occupy more than 50% of the required parking spaces.

Section 3 - Insurance

The Restaurant Owner shall carry or require that there be carried Workers' Compensation Insurance for all employees and those of its contractors and/or subcontractors engaged in work at the outdoor dining facility, in accordance with the State Workers' Compensation Laws. In addition, the Restaurant Owner shall carry Comprehensive Public Liability and Property Damage Liability Insurance with limits

hereinafter set forth to cover the Restaurant Owner and its contractors and subcontractors against claims due to accidents which may occur or result from operations under this Agreement. Such insurance shall cover the use of all equipment related to the provision of outdoor dining services. The Comprehensive Public Liability and Property Damage Liability Insurance shall insure against all claims and demands for personal injury and property damage with respect to the sidewalk dining facilities and services, with limits of One Million Dollars (\$1,000,000) for property damage, One Million Dollars (\$1,000,000) for injury or death to one (1) person, and Two Million Dollars (\$2,000,000) for injury or death of more than one (1) person in a single accident. If such limits are not commercially available at a reasonable cost to the Restaurant Owner, such insurance may be maintained at such lower limits that are commercially available at a reasonable cost; provided, however, that the Restaurant shall notify the Town in advance of the effective date of any such lower limits. The Town shall be named as an "additional insured" in all policies for such insurance and the Restaurant Owner shall furnish a certificate of insurance to the Town prior to commencing provision of the facilities and services authorized under these regulations. Where such insurance is renewed or replaced the Restaurant Owner shall furnish the Town with a certificate of insurance evidencing the same.

Section 4 - Approval by the General Manager

Following receipt of a favorable recommendation from the Public Health Director, the Select Board office may approve a TODL. Upon approval of an outdoor dining area by the office of the Select Board, the owner and operator of the restaurant and Select Board office staff will sign the License Agreement which has been prepared for these purposes by Town Counsel.

ARTICLE III - AMENDMENTS

These rules may be amended by a majority vote of the members of the Select Board provided such amendment is presented in writing at a regular meeting and action taken thereof at a subsequent regular meeting.

ARTICLE IV - EFFECTIVE DATE

These rules were adopted at a regular meeting of the Select Board on May ___, 2020 and became effective as of that date.



Town of Arlington, Massachusetts

Update: Shared Streets One Week Pilot

Summary:

Adam W. Chapdelaine, Town Manager

Daniel Amstutz, Senior Transportation Planner

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Planning_Memo_-_Brooks_Ave_Shared_Street_Pilot_Results_and_Next_Steps_v2.pdf	Memorandum from D. Amstutz, Senior Transportation Planner
▢ Reference Material	Arlington_Shared_Streets_Update_05-28-20_v4.pdf	Presentation Updated 6.1.20
▢ Reference Material	Arlington_Shared_Streets_Update_Presentation.pdf	Presentation



TOWN OF ARLINGTON
DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

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

MEMORANDUM

To: Adam Chapdelaine, Town Manager
Cc: Jennifer Raitt, Director of Planning & Community Development
From: Daniel Amstutz, Senior Transportation Planner
Date: May 29, 2020
RE: Brooks Avenue Shared Street Pilot Results and Next Steps

A weeklong Shared Streets Pilot Project for Brooks Avenue in East Arlington started on Wednesday, May 20 and ended Wednesday, May 27. This project was led by the Department of Planning and Community Development in coordination with the Town Manager's Office, Department of Public Works and Arlington Police Department, and was assisted by Neighborways Design with funding support through the Lawrence and Lillian Solomon Foundation. The Pilot included Brooks Avenue from Lake Street to Varnum Street as well as the following adjacent streets between Brooks Avenue and Herbert Road: Chandler Street, Egerton Road, Milton Street, Melrose Street, and Varnum Street. The purpose of the Pilot was to provide more street space for people to social distance while doing active recreation or travel (walking, biking, jogging, skateboarding, etc.) as part of the Town's COVID-19 response strategies.

Overall the Pilot was successful and well-received by the residents within the pilot area and the wider East Arlington community. The post-pilot survey showed overwhelming support for the pilot, with 82% of respondents in support of keeping the Pilot project on Brooks Avenue longer than a week, and 84% in favor of expanding the Pilot to areas of the town beyond Brooks Avenue and East Arlington. A survey for residents to "nominate a street" to implement similar interventions has so far received 116 suggestions. More information about the results and evaluation of the Pilot are included in the attached case study.

Recommendations & Next Steps

Given the success of the shared streets pilot on Brooks Avenue, town staff propose developing a framework for identifying and implementing strategies for the overall goal of opening street space for social distancing. This framework will include parameters for implementing different kinds of strategies for opening street space in different areas of town. These strategies support the need for active recreation and travel as well as economic recovery efforts in the town's main commercial areas.

Strategies to open street space for social distancing for active travel modes can be split into two main categories: neighborhood-based strategies and commercial area strategies. These strategies can be further split into four sub-categories to consider as part of the COVID-19 response. They are explained below with a general outline of their applicability.

Neighborhood-Based Strategies

- **Localized Interventions:**

The Brooks Avenue Pilot is an example of this strategy. These are targeted towards local neighborhood streets with low traffic and generally low speeds and can be converted into shared streets. They may provide mobility for neighborhood residents to walk, bike, and social distance within their neighborhood without a need to travel to a congested park or trail where social distancing could be difficult. Traffic calming strategies may be needed to reduce automobile traffic to a point where pedestrians and cyclists are comfortable sharing the road with cars.

- **Connected Street Networks:**

Networks of local neighborhood streets can be connected through the shared streets model to create long corridors of streets where walking and biking is prioritized and comfortable. These corridors can connect to key commercial areas on Mass Ave, provide connections to the Minuteman Bikeway and other outdoor space, and provide an alternative to crowded trails like the Bikeway. Ideally they would be at least one or two miles long and would follow low traffic neighborhood streets. Similar to the localized interventions, traffic calming strategies may be needed to make sharing the road easier.

Commercial Area Strategies

- **Relieving Hotspots:**

Certain commercial areas along Mass Ave or Broadway may have more businesses reopening than other areas, and the likelihood of crowding is higher. Social distancing becomes more difficult when people are waiting for take-out orders, eating at outdoor tables, and pedestrians are passing through the area. Focusing on these “hotspots” of activity for sidewalk extensions and buffer space for social distancing may be necessary where open businesses are clustered and must use outdoor space for multiple purposes.

- **Streetscape Corridors:**

Broader spaces can be created to provide an uninterrupted space for outdoor dining and retail as well as additional social distancing space. This goes beyond the “hotspot” approach to designate a larger area where multiple businesses would benefit. Medford Street between Mass Ave and Chestnut Street is one possible location for such an approach.

With approval from the Board, DPCD staff will work with the Town Manager’s Office, the Department of Public Works, and Arlington Police Department to craft guidelines for both neighborhood-based and commercial area strategies and identify priority areas for implementation. Factors such as the nominations for shared streets by the public and areas with a high density of reopening businesses will be considered as part of the prioritization process.

Arlington Shared Streets Pilot Update

Arlington, MA
June 1, 2020

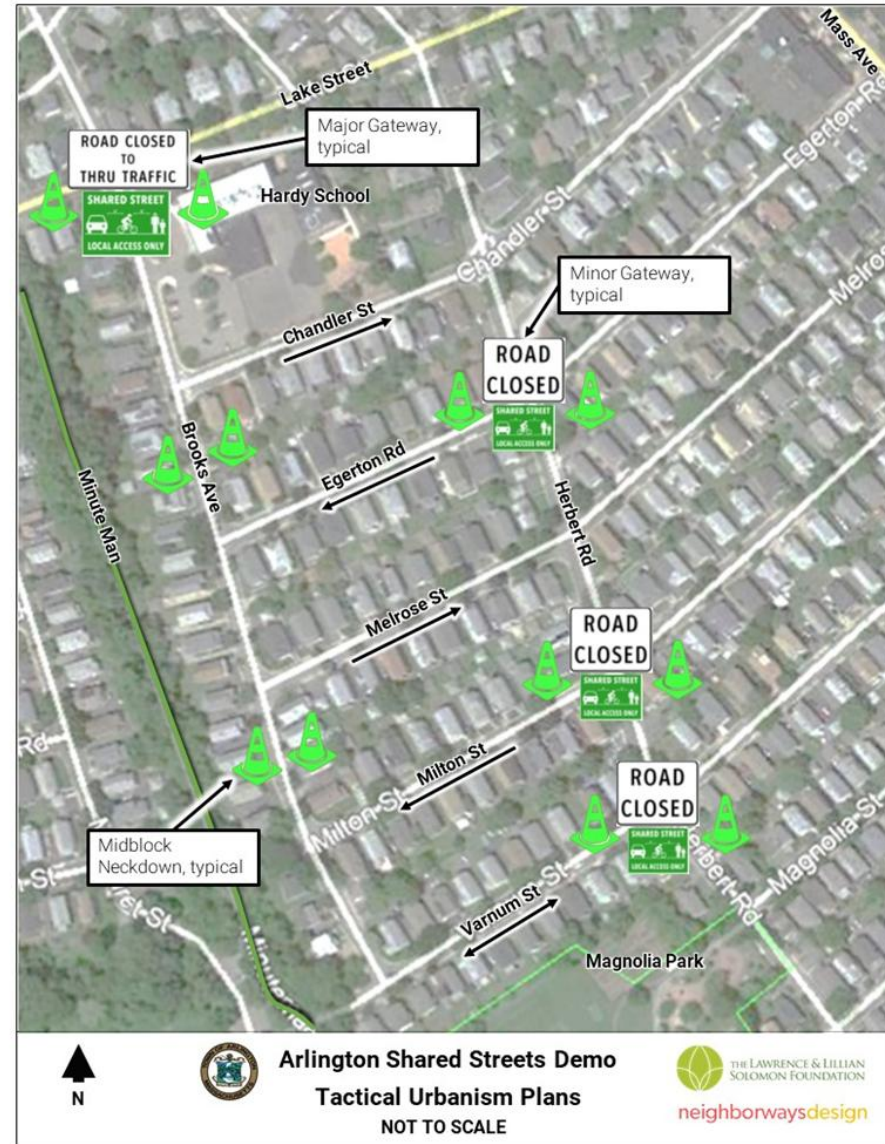
Goals

- Prioritize safety
- Alleviate crowding
- Evaluate impacts



Demonstration Project

- Demonstrate / test proof of concept
- Installed for 1 week 5/20-5/27
- Overall public supported pilot
- 123 nominations for other streets





Testimonial



Timeline

Task		Project Timeline: Week of					
		4/27/2020	5/4/2020	5/11/2020	5/18/2020	5/25/2020	6/1/2020
1	Project Initiation	ND initial outreach to town	Desktop analysis to select pilot location	Met with Town leadership			
2	Design		Inventory and order needed materials				
3	Public Outreach	Met / contacted local resident leaders (EALS) for feedback	Email notifications to local groups	Flyered neighborhood about pilot	Emails with street stewards; Nominate street survey live	Email notifications + flyered neighborhood about post-pilot survey	TBD
4	Implementation				Approved at Selectboard mtg, DPW dropped materials at site + ND installed 5/20.	DPW / ND removed materials 5/27	
5	Evaluation			APD collected speed, volume data; hand counts of active transportation	Visited site 2x for hand counts and observations	APD collected speed, volume data; hand counts of active transportation Met leadership 5/29	
6	Next Steps						TBD

Outreach and Evaluation Strategies

Outreach

- Flyering neighborhood – pre and post install (400+ flyers)
- Emails
- Social Media
- Survey – nominate street
- Installed 5/20-5/27 Wed – Wed
- Video testimonial

Evaluation

- Public Comments
- APD Speed Volume before and after data
- Hand counts of active transportation (walking/biking/scooting) before and after + general observations
- Post-pilot survey live 5/27

General Observations

- No crowding or opportunities for crowding
- Lots of families and young children in street, runners/joggers as well
- Signs are confusing
- Need for midblock traffic calming – “21 mph is too fast”
- Cars at gateways (Lake @ Brooks especially) go slow
- Overall supportive and curious neighbors

Speeds and Volumes

	Before	After
Start	11AM 5/13	11AM 5/26
End	9AM 5/20	12PM 5/27
Total Duration	46 hrs	25 hrs

Speeds			Change
# Vehicles > 25 MPH	115	25	-90
# Vehicles > 30 MPH	20	6	-14
% Vehicles > 25 MPH	16%	9%	-7%
% Vehicles > 30 MPH	3%	2%	-1%

Volumes			Change
Average Daily Traffic (ADT)	378	278	-100

Active Transportation Counts

	Before	During	During
Date	5/14/2020	5/24/2020	5/26/2020
Day	Thursday	Sun Memorial weekend	Tuesday
Weather	Sunny, 70 degrees	Sunny, 60 degrees	Sunny, 75 degrees
Start	2:45pm	3:26 PM	2:45 PM
End	4:15pm	4:27 PM	4:15 PM
Duration	1.5 hrs	1 hr	1.5 hrs
Total People	94	96	55
Children (<13)	15	22	12
Older Adults (>60)	8	4	2
Average people per hour	63	96	37
% On Sidewalk	64.89%	33.33%	52.73%
% In Street	35.11%	66.67%	47.27%
% Wearing Masks	90.43%	81.25%	83.64%

Public Comments Before Pilot

Summary of responses	Totals
Total Responses	50
Total in Support	44
Total Opposed	6
Comment Themes	Totals
Increase in people walking/biking - need for safe space	18
High number of kids - need shared streets	11
Wants less cars cutting through	10
Expand to other areas of Arlington	9
Interest in making program permanent	8
Need traffic calming	5
More communication sooner	5
Confusion - who can drive on / what the rules are	5
When schools in session - concerns with traffic	3
Fear of crowding	3

Post Pilot Survey

- Flyered neighborhood and survey went live Wednesday 5/27
- 189 responses as of 6/1 (morning)
- 76% want it to stay on Brooks, 72% want to expand around town

Arlington Shared Streets Post-Pilot Survey



Take our survey and share feedback at
<https://tinyurl.com/shared-streets>

The one-week shared streets demonstration project on Brooks Avenue has ended and the Town has removed the temporary infrastructure to evaluate next steps.

Community support is important to shared streets initiatives. We invite you to take a short survey (5 minutes) before the next select board meeting on **June 1st**.

For more information contact
Daniel Amstutz at damstutz@town.arlington.ma.us



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THE LAWRENCE & LILLIAN
SOLOMON FOUNDATION

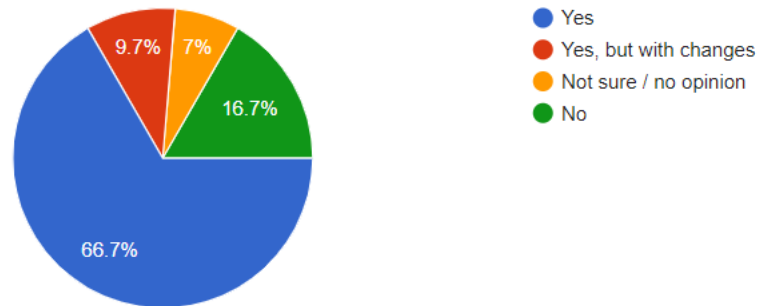
neighborwaysdesign



Post Pilot Survey

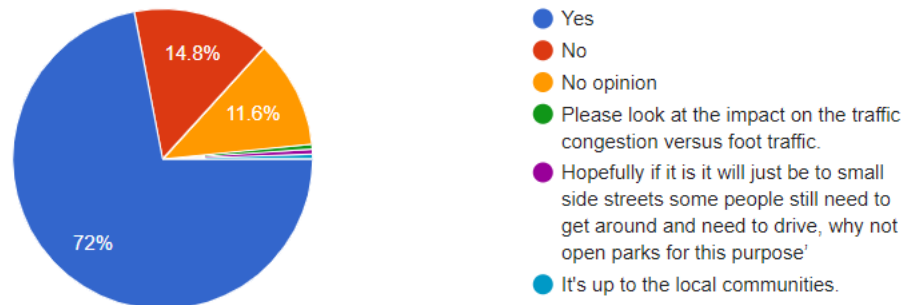
Based on your experience with the pilot program, would you support keeping Shared Streets in place on Brooks Ave and the adjacent streets beyond the week-long pilot?

186 responses



Would you like to see the Arlington Shared Streets program expanded to other locations in town?

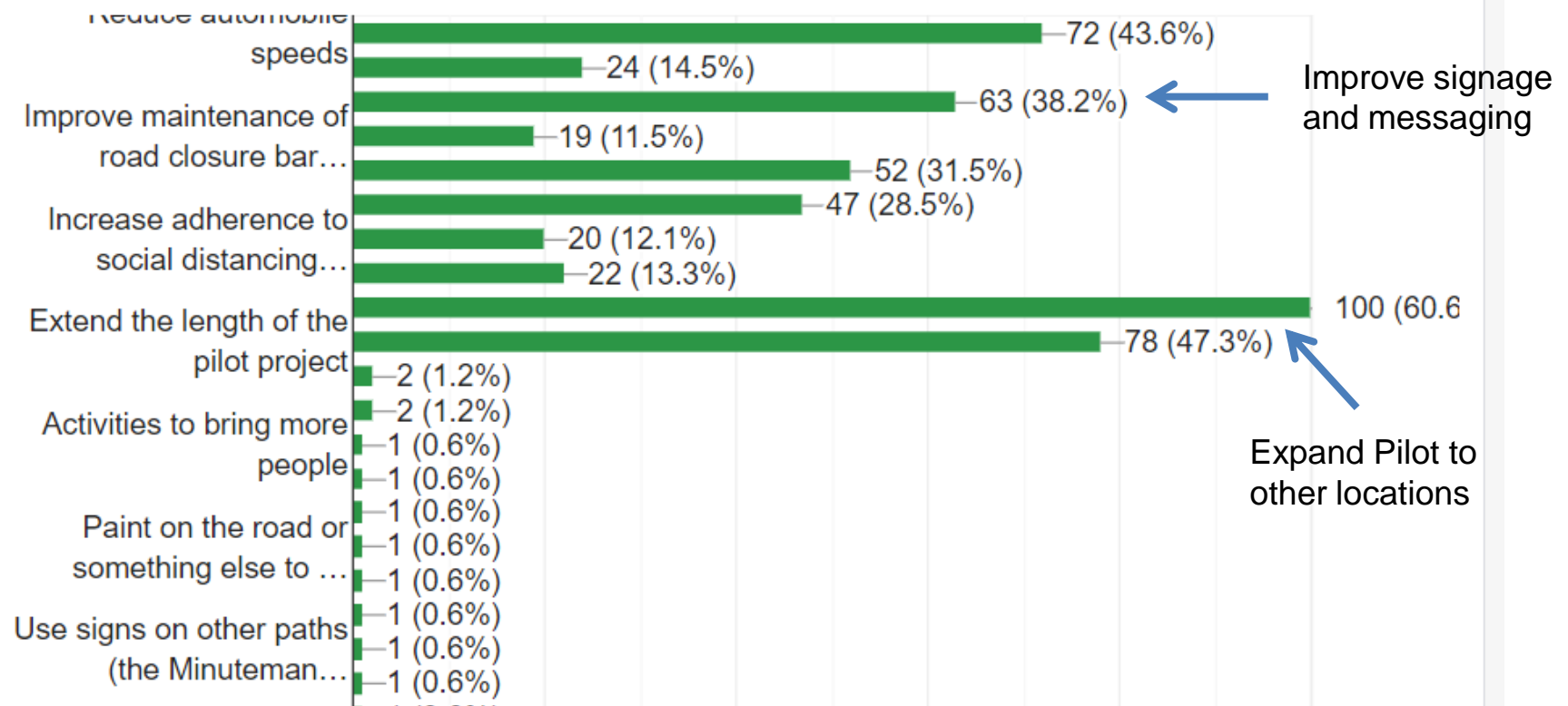
189 responses



Post Pilot Survey

What changes could the Town make to improve the pilot project? (Select all that apply.)

165 responses



Post Pilot Survey – Quotes

(Why expand to other locations in town?)

I've seen the improvement in Brooks Ave and I think there are other streets in town that would benefit from this program.

This was a great pilot project that resulted in fewer cars, but more pedestrians, children, and families using Brooks Avenue.

I believe that sharing streets between pedestrians, bikers and drivers of motor vehicles is totally doable and everyone can coexist. Further, it might set out the possibility of expanding sidewalks / parking along Mass Ave so restaurants can use sidewalk space to open and hopefully survive.

The new normal is now for people to socialize at a distance outside-more space is needed to give people the safety they need to stay sane and healthy! Esp kids since they have way limited options this summer

I live on Mass. Ave. in Arlington Center and am high-risk due to age. I go out weekly for groceries and most days for walks. I often cannot keep social distancing, although I frequently have to leave the sidewalk and walk on Mass. Ave. Often people walk 2 or more abreast, and I always see people without masks. I have stopped going on the Bikeway because it is too crowded, and many pass closely.

Lessons Learned

- Signs are confusing – redesign for more clarity and supported by more robust public outreach campaign
- Consider traffic calming midblock
- Leverage volunteers

Considerations

- Neighborhood network connecting to business districts
- Reinstalling Brooks / follow up with neighborhood to keep momentum going
- Public outreach townwide – consider folks without internet / visual impairments
- DIY resident/volunteer led approaches

Next Steps

- Two primary directions for interventions
 - Neighborhood-based strategies
 - Localized Interventions
 - Connected Street Networks
 - Commercial Area strategies
 - Relieving Hotspots
 - Streetscape Corridors
- Approval to develop framework for implementing above strategies

Feedback / Discussion



Arlington Shared Streets Pilot Update

Arlington, MA
June 1, 2020

Goals

- Prioritize safety
- Alleviate crowding
- Evaluate impacts



Demonstration Project

- Demonstrate / test proof of concept
- Installed for 1 week 5/20-5/27
- Overall public supported pilot
- 118 nominations for other streets





Testimonial





Timeline

Task		Project Timeline: Week of					
		4/27/2020	5/4/2020	5/11/2020	5/18/2020	5/25/2020	6/1/2020
1	Project Initiation	ND initial outreach to town	Desktop analysis to select pilot location	Met with Town leadership			
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- Need for midblock traffic calming – “21 mph is too fast”
- Cars at gateways (Lake @ Brooks especially) go slow
- Overall supportive and curious neighbors



Before Speeds and Volumes

ADT 378 Vehicles

	Total Vehicles	Duration
# Vehicles > 25 MPH	115 (of 727)	46 hrs
# Vehicles > 30 MPH	20 (of 727)	
% Vehicles > 25 MPH	16%	
% Vehicles > 30 MPH	3%	

	Before		
Speeds (MPH)	EB	WB	Average
50th Percentile	18	20	19
85th Percentile	24	26	25
95th Percentile	28	29	29



Active Transportation Counts

	Before	During	During
Date	5/14/2020	5/24/2020	5/26/2020
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Interest in making program permanent	8
Need traffic calming	5
More communication sooner	5
Confusion - who can drive on / what the rules are	5
When schools in session - concerns with traffic	3
Fear of crowding	3

Post Pilot Survey

- Flyered neighborhood and survey went live Wednesday 5/27
- 72 responses as of 5/29
- 81% want it to stay on Brooks, 80% want to expand around town

Arlington Shared Streets Post-Pilot Survey



Take our survey and share feedback at
<https://tinyurl.com/shared-streets>

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For more information contact
Daniel Amstutz at damstutz@town.arlington.ma.us



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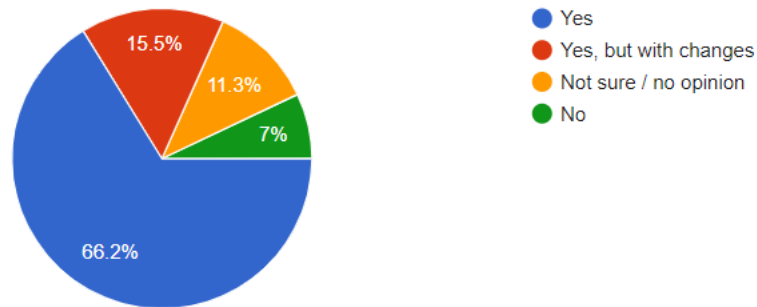
neighborwaysdesign



Post Pilot Survey

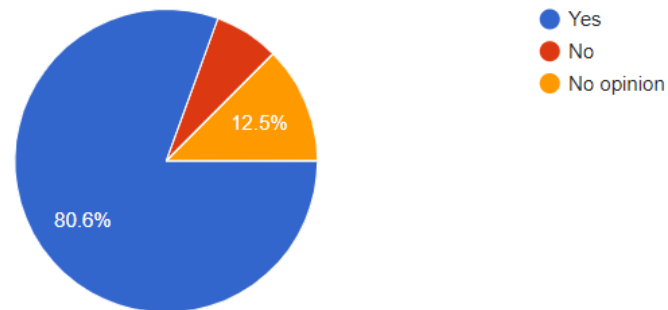
Based on your experience with the pilot program, would you support keeping Shared Streets in place on Brooks Ave and the adjacent streets beyond the week-long pilot?

71 responses



Would you like to see the Arlington Shared Streets program expanded to other locations in town?

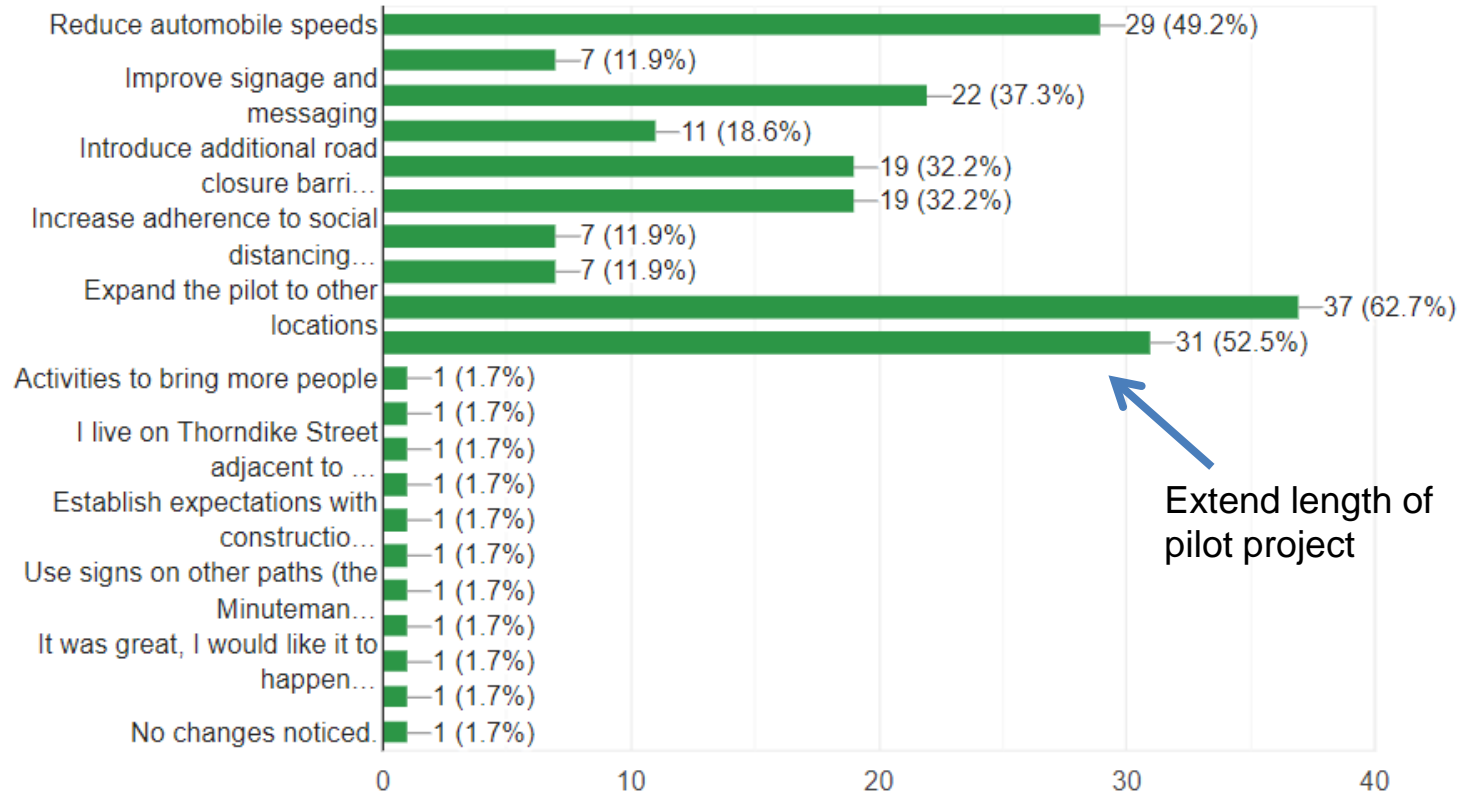
72 responses



Post Pilot Survey

What changes could the Town make to improve the pilot project? (Select all that apply.)

59 responses



Lessons Learned

- Signs are confusing – redesign for more clarity and supported by more robust public outreach campaign
- Consider traffic calming midblock
- Leverage volunteers

Considerations

- Neighborhood network connecting to business districts
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Feedback / Discussion





Town of Arlington, Massachusetts

Extremely Dangerous Intersection @ Massachusetts Avenue and Appleton Street

Summary:

Denise Hurley, 1192 Massachusetts Avenue

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	D._Hurley_CR.pdf	Correspondence from D. Hurley

To: dianemahon@verizon.net <dianemahon@verizon.net>

Sent: Fri, May 15, 2020 1:36 pm

Subject: Fatal Cyclist Accident - 5/5/2020

Dear Mrs. Mahon,

As you know, two cyclists were hit by a car, one fatally, at the intersection of Massachusetts Avenue and Appleton Street in Arlington on the evening of May 5th, 2020. The intersection is a notoriously dangerous one with no meaningful traffic control save overhead, flashing traffic lights. It has been a longstanding site of numerous collisions, often involving an unhappy mix of vehicles, cyclists and pedestrians.

The absence of dedicated, automated stoplights at that intersection guarantees that last week's deadly collision will not be the last unless the current, ineffectual lights are replaced. I urge you to prioritize the immediate installation of functioning stoplights at the intersection and to introduce additional ameliorative strategies aimed at slowing traffic on that dangerous stretch of Massachusetts Avenue. Signage which alerts motor vehicle operators, cyclists and pedestrians to the challenges presented by that particular intersection and the need to proceed with caution, should also be installed.

I am sending similar letters re this matter to Arlington's Town Manager Adam Chapdelaine and to Arlington's Senior Transportation Planner, Daniel Amstutz. Since this is a public safety issue of considerable urgency, I look forward to your prompt attention.

Sincerely,

Denise Hurley
1192 Mass. Ave.
Arlington, Mass. 02476



Town of Arlington, Massachusetts

Arlington's Designee to the MBTA Advisory Board

Summary:

Brian Kane, Acting Executive Director, MBTA Advisory Board

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	B._Kane_reference.docx	Reference

From: Brian Kane <bkane@mbtaadvisoryboard.org>
To: "achapdelaine@town.arlington.ma.us" <achapdelaine@town.arlington.ma.us>, "DMahon@town.arlington.ma.us" <DMahon@town.arlington.ma.us>
Date: Thu, 21 May 2020 13:06:20 -0400
Subject: Arlington & MBTA Advisory Board

CAUTION: This email originated from outside of the Town of Arlington's email system. Do not click links or open attachments unless you recognize the REAL sender (whose email address in the From: line in "< >" brackets) and you know the content is safe.

Dear Chair Mahon and Manager Chapdelaine:

The MBTA Advisory Board is comprised of the chief elected official of the 176 cities and towns in the MBTA Service District. Select Board Chair Mahon is, thus, a member of the Board representing Arlington. I am new in this position, and reaching out to cities and towns to make sure they are aware of this, and to ask them to participate.

Chief elected officials may appoint a designee to represent them on the MBTA Advisory Board. This person can be a fellow board member, a town employee, or a resident who is a rider.

Arlington will contribute over \$3million in MBTA assessments in FY21, and Arlington's voice deserves to be heard by the T via the MBTA Advisory Board. Please let me know if I can answer any questions. Thank you.

Brian Kane

Brian Kane
Acting Executive Director
MBTA Advisory Board
617-680-9144

The MBTA Advisory Board is an independent, statutory political subdivision of the Commonwealth which represents the interests of the 176 municipalities that comprise the MBTA Service District. Together, these cities and towns contribute over \$177 million to the MBTA annually.

NB: All emails sent from this account are considered public records under Massachusetts law



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board June 8, 2020

Summary:

You are invited to a Zoom webinar.

When: Jun 1, 2020 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_wtK6AS9ROSdYhPyEnfQvg

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.

Members of the public are asked to send written comment to amaher@town.arlington.ma.us by June 1, 2020 at 3:00 p.m.

Documents regarding agenda items will be made available via Novus Agenda and the Town's Website.

<https://www.mass.gov/doc/open-meeting-law-order-march-12-2020/download>