



Town of Arlington Select Board

Meeting Agenda

August 17, 2020

7:15 PM

Conducted by Remote Participation

1. Executive Order on Remote Participation

PROCLAMATIONS

2. Ruth C. Balboni

CONSENT AGENDA

3. Minutes of Meetings: July 20, 2020
4. Reappointment: Poet Laureate of Arlington
Steven Ratiner (term to expire 7/31/2021)
5. Request: Contractor/Drainlayer License
Jones Contracting Inc., 735 Washington Street, Walpole, MA
6. Approval of New Election Workers: (1) John Doyle, 26 Bellevue Road, U, Pct. 10; (2) Christina Hurley, 69 Orient Avenue, U, Pct. 19; (3) Andrew O'Connell, 28 Randolph Street, R, Pct. 4; (4) Shannon Robinson, 9 Acton Street, U, Pct. 12; (5) Andrew Ward, 11 Martin Street, D, Pct. 15

APPOINTMENTS

7. Grants Committee of the Arlington Commission for Arts and Culture (formerly Arlington Cultural Council)
Emily Reynolds (term to expire 6/30/2023)
8. Park and Recreation Commission, Associate Member
Scott Lever (term to expire 6/30/2023)
9. Redevelopment Board
Katherine Levine Einstein (term to expire 1/31/2023)

LICENSES & PERMITS

10. For Approval: Food Vendor License
Abbott's Frozen Custard, 71 Park Avenue, Jason Denoncourt

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

11. For Approval: Removal of 1 Elm Tree, 1 Sugar Maple, 1 Crabapple, 2 Norway Maple Trees @ Old Burying Ground
James Feeney, Interim Facilities Director
12. Discussion and Approval: Proposed Locations for Bluebikes Stations
Jennifer Raitt, Director of Planning and Community Development
Daniel Amstutz, Senior Transportation Planner
13. Discussion and Approval: Final Shared Streets Proposal
Jennifer Raitt, Director of Planning and Community Development
Daniel Amstutz, Senior Transportation Planner
14. For Approval: Letter of Support for MassWorks Grant
Adam W. Chapdelaine, Town Manager
15. For Approval: Letter to Mass Housing re: 1165R Massachusetts Avenue
Douglas W. Heim, Town Counsel
16. Discussion: Joint Goal Setting Meeting with Arlington Redevelopment Board
Adam W. Chapdelaine, Town Manager
17. Discussion and Approval: Placement of "Thank You to Our First Responders, Healthcare and Essential Workers" Sign at Whittemore Park.
John V. Hurd, Chair
18. Discussion: 2020 Fall Special Town Meeting
John V. Hurd, Chair
19. For Discussion: Future Select Board Meetings

CORRESPONDENCE RECEIVED

20. Letter Regarding 339 Mass Avenue, LLC
Chris Loreti, 56 Adams Street
21. Requesting Review for Pedestrian Safety Measures at Crosswalk @ Mystic and Chestnut Streets
Robert Tosi, Jr., 14 Inverness Road
22. Requesting Pedestrian Safety Improvements at Crosswalk @ Mystic and Chestnut Streets
Rita B. Jones via email
23. Requesting Pedestrian Light at Crosswalk @ Mystic and Chestnut Streets
Richard Turner via email
24. Liberty and Justice for All Travelers
Rachael Stark, Randolph Street

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of Select Board To Be Determined

You are invited to a Zoom webinar.

When: Aug 17, 2020 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Please click the link below to join the webinar:

<https://town-arlington-ma-us.zoom.us/j/92616334133>

Or iPhone one-tap :

US: +13126266799,,92616334133# or +16468769923,,92616334133#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 926 1633 4133

International numbers available: <https://town-arlington-ma-us.zoom.us/j/92616334133>

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 August 17, 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>

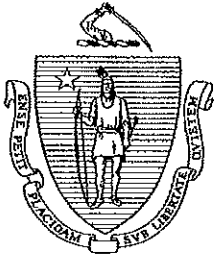


Town of Arlington, Massachusetts

Executive Order on Remote Participation

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 dark ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts



Town of Arlington, Massachusetts

Ruth C. Balboni

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Ruth_C._Balboni_Proclamation.pdf	Proclamation

OFFICE OF THE SELECT BOARD

JOHN V. HURD, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

WHEREAS: Ruth Claire Balboni was born September 6, 1920 in Somerville, Massachusetts;
and

WHEREAS: Ruth attended Somerville High School and was active in high school athletics,
playing three sports, basketball, tennis and softball. Upon graduation in 1938,
Ruth went to work for the Rustcraft Card Store; and

WHEREAS: Ruth started working for the Raytheon Company in 1941, first on the production
line, then later as a lab technician. In 1964, Ruth moved to Arlington, MA and
started a new job with Honeywell Inc. as a laboratory technician until her
retirement in 1985; and

WHEREAS: Ruth loved to travel. In addition to driving across the United States, she visited
the countries of Morocco, Japan, Greece, Bermuda and Grenada as well as the
European Continent; and

WHEREAS: Ruth is a lifelong Boston Sports Team fanatic and she enjoys socializing with her
friends, playing scrabble, crosswords and maintain her independence by walking
to Arlington Center for shopping and errands; and

NOW THEREFORE BE IT RESOLVED, that we, the Members of the Select Board proclaim
September 6, 2020 Ruth C. Balboni Day in the Town of Arlington in celebration of her 100th
birthday. We are honored to wish her good health, happiness and prosperity on behalf of the
past, present and future residents of the Town in celebration of her birthday.

_____ **SELECT BOARD**
OF THE
TOWN
OF
ARLINGTON

A true record.
ATTEST:

By: _____
Board Administrator



Town of Arlington, Massachusetts

Minutes of Meetings: July 20, 2020

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	7.20.2020_draft_minutes.pdf	Draft 7.20.2020 Minutes



Select Board Meeting Minutes

Date: July 20, 2020

Time: 7:15 PM

Location: Conducted by Remote Participation

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

Also Present: Mr. Chapdelaine, Mr. Heim, Ms. Maher

1. Executive Order on Remote Participation

Mr. Hurd 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.

Mr. Hurd 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; Mr. Hurd 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.

CONSENT AGENDA

2. Minutes of Meetings: June 29, 2020, July 7, 2020
3. For Approval: Arlington Community Card Lawn Signs through 9/1/2020
Cici Wendel, Co-Chair Thompson School PTO
4. Request: Contractor/Drainlayer License
Asphalt Services, Inc., 210 New Boston Street, Woburn, MA

5. Request: Contractor/Drainlayer License
Roots 'N Shoots, 86 Boston Road, Chelmsford, MA

Mrs. Mahon moved approval.

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

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

SO VOTED (5-0)

APPOINTMENTS

6. Grants Committee of the Arlington Commission for Arts and Culture (formerly
Arlington Cultural Council)

Andrew Conway (term to expire 6/30/2023)

Mr. Conway introduced himself to the Board and expressed his interest and background in the arts and his interest in serving on this Committee.

Mr. Curro moved approval.

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

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

SO VOTED (5-0)

FOR APPROVAL

7. Discussion and Vote: Black Lives Matter Banner

Adam W. Chapdelaine, Town Manager

John V. Hurd, Select Board Chair

Mr. Chapdelaine stated that when the banner was put up a month ago and he didn't think there was any intention in taking it down but in the proclamation as it was drafted approved by the Board stated that the banner be taken down after the acknowledgement celebration of Black Lives Matter a week ago. Mr. Chapdelaine stated that it has come clear to him and the community that in term of acknowledging this value is of importance and recommends that the banner be kept on Town Hall until they can come back to the Board after working with the Human Rights Commission, the Diversity and Inclusion Coordinator and other community stakeholders on how they will properly acknowledge that value in the community.

Mr. Curro moved to endorse the Black Lives Matter Banner on Town Hall for the foreseeable future and that the Board considers a future plan for enshrining those

values with a recommendation that with the Town Manager a policy be developed for how the space is allocated.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Curro: yes

Mr. Hurd: yes

SO VOTED (5-0)

CITIZENS OPEN FORUM

Lynette Culverhouse, Draper Ave, thanked the Town Manager and the Select Board for supporting keeping the Black Lives Matter banner up. Ms. Culverhouse suggested that the banner stay up until the Black community feels that it is no longer necessary. Ms. Culverhouse stated that she is a member of the group Arlington Fights Racism and proceeded to read the mission statement of the group. Ms. Culverhouse also stated that she and AFR are very upset that they were not included in the planning of the banner raising.

Kathy Connolly, Forest Street, spoke in regards to the restorative justice process used by the Town Leadership. Ms. Connolly stated that she wants every human being to have the opportunity to live here and experience Arlington because it is a safe, secure and good place to live, unless you are a person of color, an immigrant or a protester. Ms. Connolly is upset about the publications made by an Arlington Police Officer and the after handlings of the restorative justice program.

Chris Loreti, 56 Adams Street, spoke about the June 29 letter from Attorney Robert Annese which is included as 'Correspondence Received' on this agenda. Mr. Loreti stated that he was disappointed that his response was not included and asked that it is placed on the next agenda. Mr. Loreti pointed the Board to the Arlington Residents for Responsible Redevelopment where they can watch the June 23rd meeting where the accusations are made.

Elizabeth Dray, Jason Street, requested that Mr. Chapdelaine include the community stakeholders such as the Arlington Fights Racism and the Diversity Task Group be included in the discussion when they get people together. Ms. Dray requested that participants in the Select Board meetings be allowed to see each other during the meeting. Ms. Dray asked for a follow up on the email that was sent to Mr. Hurd about renaming 'Citizen's Open Forum' to 'Resident's Open Forum'.

Sheri Baron, 10 Raleigh Street, stated that she is a member of the Human Rights Commission but is speaking for herself tonight. Ms. Baron is concerned that the Black Lives Matter Banner and the sentiment behind it reach the audience that it should. Ms. Baron feels as though we should ask the people where they would like the banner to be hanged and maybe see it continue up Mass Ave.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

8. Request: Memorial for Daniel Rossetti

Otto X. Cordero, Associate Professor MIT

Mr. Cordero appeared before the Board and stated that a member of their department of Civil and Environmental Engineering at MIT recently lost her son at the age of 27 on June 30, 2020. Mr. Cordero stated that there were many formative years of Daniel's life that took place in Arlington and they are looking to memorialize him with a tree, bench or plaque.

The Board expressed their condolences to the family for their loss.

Mr. Curro moved to refer to Public Memorials Committee.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Curro: yes

Mr. Hurd: yes

SO VOTED (5-0)

9. Request: Memorial Bench for Stan Rezendes

Cathy and Kathleen Rezendes

Kathleen Rezendes stated that they are looking to dedicate a bench in memory of her father who passed away in 2014 just before his 82nd birthday. Cathy Rezendes stated that she is interested in donating a bench made of recycled material that would be on the even side of Lake Street. The Rezendes Family stated that they received the Public Memorial Criteria and stated that Mr. Rezendes was a wonderful man, a great father, has military service, and was a member of the Arlington Minuteman.

The Board expressed their condolences for the loss of their husband and father. Mrs. Rezendes asked if there were any plans to put a flowering tree on the side of Lake Street that the bench would be located on. Mr. Chapdelaine stated that they have a large plan for plantings in East Arlington and he will look into it.

Mr. Heim stated that there may be an additional layer to this as the Bike Path is licensed to the town through the MBTA. Mr. Heim stated that they will look into what the dividing line is between the MBTA Bike path and the Town of Arlington property.

Mrs. Mahon moved to refer to Public Memorials Committee.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Curro: yes

Mr. Hurd: yes

SO VOTED (5-0)

10. Discussion and Potential Approval: Parklets in Arlington Heights
Jennifer Raitt, Director of Planning and Community Development
Ali Carter, Economic Development Coordinator
Daniel Amstutz, Senior Transportation Planner

Ms. Carter presented the slideshow in regards to the ideas from the Arlington Economic Development Recovery Task Force. Ms. Carter explained that the focus of the presentation is Arlington Heights and the specific need for outdoor dining there. This specific case would be parklets for outdoor seating and dining setups in parking spaces. The survey they conducted showed that residents are interested in as many outdoor options as possible, to be able to shop and dine where proper safety protocols are in place and maximizing online curbside low contact options. Ms. Carter stated that they put out a poll that was open for one week to the public where they presented 5 parklet options and received 806 responses. Ms. Carter explained that these options would be in parking spaces because the sidewalks are so narrow in the heights and business owners were having a hard time configuring these spaces.

Option one is located at 1346-1360 Mass Avenue which would essentially run from The Roasted Granola through Galaxy Market and Szechuan Dumpling on the south side of Mass Ave which would provide seating for one of two of these business. This would utilize 4 of the parking spaces in front of the restaurants.

Option two which the public seemed to like the most would be located at 1306-1308 Mass Avenue which would essentially run from a long time vacant store through Home Taste restaurant on the south side of Mass Ave. This would consist of 12 feet of curb length which they are asking the Board to prohibit parking immediately west of the crosswalk in front of 1306 Mass Ave and utilize 5 parking spaces.

Mrs. Mahon suggested a no parking sign or to paint the curb red if appropriate to minimize the amount of people that will park in the spaces located at 1360 Mass Ave.

Mr. Curro questioned if the Town is going to provide furnishings for the parklets. Ms. Carter stated that is not necessarily true and they are investigating funding and sources to fund this project.

Mr. DeCoursey moved approval.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Curro: yes

Mr. Hurd: yes

SO VOTED (5-0)

11. Discussion and Potential Approval: Shared Streets
Jennifer Raitt, Director of Planning and Community Development
Daniel Amstutz, Senior Transportation Planner

Mr. Amstutz stated that the pilot that they had on Brooks Avenue was very successful and the Select Board approved the framework for next steps at the June 1 meeting. They learned a number of things that would need to be done during the pilot that happened on Brooks Avenue. Mr. Amstutz stated that Arlington's goals are to provide additional street space for people to social distance as well as travel. They recognize that people need to get outside and be active to stay healthy but need to do so by socially distancing.

The design guidelines should be consistent throughout the Town and incorporate more elements of traffic calming. Mr. Amstutz stated that they are looking for gateway treatments for example hard and soft gateways with signs. In-Road Traffic Calming for example a mini traffic circle or roundabout and curb extensions and neck-downs as well as chicanes which would all be able to be made with traffic cones and are all temporary.

Some potential projects that are based off the Shared Street Nominations as well as connect the networks that would require more work

The following are the potential projects:

Mary Street – most frequently nominated

Waldo Road and Amsden Street – Primarily localized and was the next most nominated

Minuteman Bikeway to Mystic River – Several potential routes

Arlington Heights - Robbins Farm Park area and Ronald Road

Next steps are to reach out to residents who nominated Mary Street, Waldo Street and Amsden Street and possibly Ronald Road in the heights. Mr. Amstutz stated that they are looking to return the shared street to Brooks Avenue which was very successful. They are looking again to gather support from local residents on the street and wider neighborhood which is an important part of this. Mr. Amstutz explained that MassDOT has a shared street and spaces grant for materials and implementation. Applications for this grant are currently being accepted on a rolling basis.

Mr. Curro moved to reopen Brooks Avenue Shared Streets until start of school with the amendment to start on Chandler Street.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Curro: yes

Mr. Hurd: yes

SO VOTED (5-0)

12. For Discussion, Endorsement and Approval: Bluebike Bike Share Agreement, and Bike Share License

Douglas W. Heim, Town Counsel

Mr. Heim stated that before the Board tonight is a request for two things. The first thing is to endorse a bike share agreement with Bluebikes to enter a contract to service Bluebikes expanding to Arlington. The second piece, is asking the Board for a license to

run a bike share program on Arlington's public and private ways. Mr. Heim stated that this particular case in part through a grant with MassDot and a donation from Metro Future and as well as a \$20,000 appropriation from Town Meeting the Town is going to own the components of this system. The Town of Arlington will own the docks, the bikes and we will be contracting with Bluebikes to run this system for roughly 2 years. Mr. Heim stated that the Board will notice that there is a reference to Boston's contract because in an effort to simply the contract for the Board and streamline them so that they are compatible with Arlington.

Mr. Amstutz stated that the intention in regards to the station sightings would be to being with 6 stations. Mr. Amstutz explained that the nearest stations to Arlington are in Cambridge and Somerville it logically progresses that we have to start in the East Arlington area. The stations themselves cannot be more than 1/3 mile apart so they are looking to set the stations as far as Arlington Center. Mr. Amstutz stated that if the Board moves forward with the contract with Bluebikes they would start public engagement on those station sightings in the next few days and complete that within the next few weeks.

Mr. DeCoursey questioned the moving of the equipment in the event of a winter storm. Mr. Trabone stated that all stations that are on sidewalk stay up and all stations that are located in the street will be removed for plowing. Mr. DeCoursey asked if Boston has extended its agreement past April 2022 as Arlington's agreement is tied into the termination of the Boston agreement. Mr. Trabone stated that Boston has not extended their agreement but in Boston's agreement it is stated that that discussion will not happen until 2021. Mr. DeCoursey stated that he understands Bluebike has the right to advertise on their stations but questioned if it would be a conflict with our sign bylaw. Mr. Heim stated that they should be sure there is an application under the sign bylaw and is going to look into if each one of these locations would be covered by the sign bylaw.

The Board is excited to have Bluebike be a part of Arlington and feel it will be a great addition to the Town.

Mrs. Mahon moved to approve and endorse the Bluebike Share Agreement and its affiliated Bike Share License.

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

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

SO VOTED (5-0)

13. For Discussion: Board Designee Committee Assignments John V. Hurd, Chair

Mr. Diggins will be on the following committees:

Tree Committee, Marijuana Study Committee, Snow and Ice Committee, and the Rainbow Commission

Mrs. Mahon will be on Long Range Planning and the Clean Energy Future Committee

Mr. Curro will be on the Information Technology Advisory Committee

The new list of committee representative will be circulated to the Board.

Mr. Diggins stated that he can be the Boards representative on TAC but would have to resign as the Chamber of Commerce representative for ACMI if the Board would like him to be their representative. Mr. Diggins stated that he would continue this conversation with Mr. Hurd.

CORRESPONDENCE RECEIVED

14. Property at 1207-1211 Massachusetts Avenue
Don Seltzer, Irving Street

15. Requesting Safety Signage on Minuteman Bike Path
Josh Martin via Request/Answer Center

16. Appointment of Election Officer for Arlington Retirement System's September 29th Election
Richard S. Greco, Election Officer/Retirement Administrator
Arlington Retirement Board

17. Letter Regarding 339 Mass Avenue, LLC
Robert J. Annese, Attorney

Mrs. Mahon moved receipt.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Curro: yes

Mr. Hurd: yes

SO VOTED (5-0)

NEW BUSINESS

Mr. Heim would like to highlight how terrific Mr. Amstutz was on his hard work with the Bikeshare agreements. Mr. Heim really appreciates all his hard work and patience.

Mr. Chapdelaine stated that under CR 15 he will ask Mr. Amstutz to work with Mr. Martin as he believes that ABAC had already put together some safety signage and the Town was thinking of proposing this, which he feels may be covered under this request.

Mr. Chapdelaine stated that the Winchester Select Board was Zoom bombed and that it is extremely disturbing and he knows there is concern about the system and it may not be perfect but it is working. Mr. Chapdelaine stated that they are in the process of interviewing 9 applicants for the Design Review Committee for the Mass Ave and Appleton intersection which they are hoping to get up and running soon.

Mrs. Mahon questioned the approval and placement of the Charlie Proctor Memorial and it was confirmed that the Board approved the place of the memorial and Mr. Chapdelaine just needs to work with the Public Memorials Committee for the placement of the bike. Mrs. Mahon stated that she has had conversations with the chair and Mr. Chapdelaine in regards to when the Town of Arlington will hold its next Town Meeting. Mrs. Mahon stated that when appropriate they should ask the Town Moderator to join them in a discussion to talk with the public in regards to that. Mrs. Mahon spoke about Lexington's virtual Town Meeting and leave it to the Chair to talk to IT about this. Mrs. Mahon also requested that Board of Health be present to be at meeting.

Mr. DeCoursey stated that the Select Board had received notification from Mass Housing on the Mirak proposed development at 1165R Mass Ave. Mr. DeCoursey stated that the deadline to respond to that letter is August 10 and questioned if a request for further time can be done administratively through the Town Manager's Office or through Town Counsel and if not if the Board would need to meet before August 10 to make that decision. Mr. Heim stated that he will look into this matter.

Mr. Diggins questioned the details on the deadline for 1165R Mass Ave. Mr. Diggins also suggested having a meeting on August 3rd in regards to the Town Meeting and is concerned about the timing and feels that we can do this.

Mr. Hurd stated that he has received a few inquiries about Town Meeting and it is likely to have it on the August meeting and see if the Moderator is available and what the likelihood of having a Town Meeting in fall. Mr. Hurd stated that he received an email in regards to renaming Citizens Open Forum due to the fact that we don't require citizenship. Mrs. Mahon stated that the reason they didn't name it "Residents Open Forum" in the past is because some of the people that appear before the Board are not residents of the Town of Arlington. Mr. Hurd stated that he is considering changing the name to "Open Forum". Mr. Hurd would like to acknowledge at the August meeting to thank the work of AFD, APD, the Board of Health, Town staff and all the medical professionals that have been working hard to get our Town through this pandemic and would like a way to commemorate them for their hard work.

Mrs. Mahon moved to adjourn @ 10:01p.m.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Curro: yes

Mr. Hurd: yes

SO VOTED (5-0)

Next Scheduled Meeting of Select Board August 17, 2020

A true record attest

Ashley Maher
Administrative Assistant

7/20/2020

Agenda Item	Document Used
1	Executive Order on Remote Participation
2	6.29.2020 Draft Minutes 7.7.2020 Draft Minutes
3	Location of Lawn Signs Community Card Lawn Signs
4	Asphalt Services Reference
5	Roots 'N Shoots Reference
6	A. Conway Appointment Reference
7	
8	Memorial Request D. Rossetti Memorial Request
9	S. Rezendes Memorial Request Bench Image
10	Heights Parklets Presentation
11	Arlington Shared and Slow Street Powerpoint
12	Bluebikes Contract and License Memo Bike Share Agreement 2017 Arlington MTV Bike Share Agreement
13	2019 Select Board Committee Liaisons
14	D. Seltzer Correspondence
15	J. Martin CR
16	Correspondence from Arlington Contributory Retirement Board
17	R. Annese Reference



Town of Arlington, Massachusetts

Reappointment: Poet Laureate of Arlington

Summary:

Steven Ratiner (term to expire 7/31/2021)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	S._Ratiner_reapp_mtg_ltr.doc	Reference

OFFICE OF THE SELECT BOARD

JOHN V. HURD, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 13, 2020

Steven Ratiner
Arlington, MA 02476

Enso33@yahoo.com

Re: Reappointment: Poet Laureate of Arlington

Dear Mr. Ratiner:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting conducted by remote participation on Monday, August 17th at 7:15 p.m. Although it is not a requirement that you join this virtual meeting, you are invited to do so.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, August 13th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:lc



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Jones Contracting Inc., 735 Washington Street, Walpole, MA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Jones_Contracting.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: August 12, 2020

Dear Board Members,

Reference is hereby made to an application by Russell E. Jones Jr. of Jones Contracting, Inc. to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Jones Contracting, Inc.
735 Washington Street
Walpole, MA 02081
Russell E. Jones Jr.
Phone: 508-668-7888
Email: info@jonescontractinginc.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: Wayne Chouinard, Town Engineer
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: Jones Contracting Inc.

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

Street Address: 735 Washington Street City/Town: Walpole State: MA

Primary Phone: (508) 668-7888 E-mail: info@jonescontractinginc.com

Length of Time in Business under the same Firm Name: 15 years

Full Name(s) of Principal(s): Russell E. Jones, Russell E. Jones Jr.

Primary Contact Person: Russell E. Jones Jr.

Experience/Previous Work

Nature of Typical/Standard Work: Excavating, Utilities, Site Work

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: 4,000,000

Total Amount of such construction last year: 4,200,000

Total Amount of such construction next previous year: 4,000,000

Municipal References - Please Attach Written Reference Letters

Municipality: Town of Walpole

Primary Contact Name: Chris Johnson Email: cjohnson@walpole-ma.gov

Municipality: Town of Norwood

Primary Contact Name: Sara Winthrop Email: swinthrop@norwoodma.gov

Municipality: Town of Weston

Primary Contact Name: Stephen Fogg Email: fogg.s@westonma.gov

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

Bank Reference: Norwood Bank Phone: (781) 762-1800

Federal Tax ID or Social Security #: Your social security number or federal identification number will be furnished to the

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

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: 7/22/2020

Reset Form

Print Form



Town of Walpole
Commonwealth of Massachusetts

Assistant Town Engineer
Christopher Johnson E.I.T.

Town Hall
135 School St.
Walpole, Ma. 02081
Phone (508) 660-7213
Fax (508) 668-1594

TO: Arlington DPW

FROM: Chris Johnson

RE: Drain Layer

Date: 7/21/2020

Jones Contracting. has the necessary equipment and qualifications and has always completed all work in accordance with Town of Walpole standards. Jones Contracting has completed water and sewer projects on North Street and Pine Street within the last 3 years. Any questions , please call the Engineering office at the above number.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Johnson", is written over a horizontal line.



TOWN OF NORWOOD
DEPARTMENT OF PUBLIC WORKS

One Lyman Place, Norwood, MA 02062
Phone 781-762-1413 Fax 781-278-3032
Email swinthrop@norwoodma.gov

Sara Winthrop
Administration Manager

July 21, 2020

Department of Public Works Engineering Department
Town of Arlington
51 Grove Street
Arlington, MA 02476

To Whom it May Concern,

I am writing you to express my complete satisfaction with the expertise, dedication and professionalism exhibited by Jones Contracting Inc. of Walpole, MA.

Jones Contracting, Inc. has completed numerous jobs for the Town of Norwood. They have bid on and completed jobs where the scope has included the following: water line replacement both main lines and service lines, sewer main extension, drain main extension, sewer service replacement, paving of walkways and driveways and permanent trench patch. Their work has been nothing but professional. Jones Contracting has also performed private work in the town and that work met the Town's requirements. Additionally they are properly insured and bonded.

I would highly recommend them for any and all utility work and site work. If you have any questions please do not hesitate to call me at (781)762-1413.

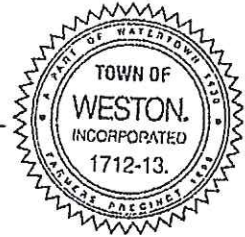
Sincerely,

Sara Winthrop
DPW Administration Manager

TOWN OF WESTON

DEPARTMENT OF PUBLIC WORKS
190 BOSTON POST ROAD BY-PASS
WESTON, MA 02493-0002
(781) 786-5115
FAX (781) 786-5109

STEPHEN R. FOGG, P.E.
TOWN ENGINEER



July 23, 2020

Department of Public Works Engineering-Department
Town of Arlington
51 Grove Street
Arlington, MA 02476

Re: Jones Contracting, Inc.

To Whom it May Concern:

I would like to express my satisfaction with the drainage project recently completed by Jones Contracting of Walpole, MA. I have found them to be skilled, qualified and very easy to work with, and would be happy to discuss the specifics of their work at any time.

Very truly yours,

Stephen R. Fogg, P.E.
Town Engineer



Town of Arlington, Massachusetts

Approval of New Election Workers: (1) John Doyle, 26 Bellevue Road, U, Pct. 10; (2) Christina Hurley, 69 Orient Avenue, U, Pct. 19; (3) Andrew O'Connell, 28 Randolph Street, R, Pct. 4; (4) Shannon Robinson, 9 Acton Street, U, Pct. 12; (5) Andrew Ward, 11 Martin Street, D, Pct. 15

ATTACHMENTS:

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

ELECTION WORKER'S MASTER RECORD

Date: 8/6/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	<u>INSPECTOR</u>
Name:	<u>John Doyle</u>	Democrat	_____
Address:	<u>26 BELLEVUE RD.</u>	Republican	_____
	_____	Unenrolled	<u>✓</u>
Zip Code	<u>02476</u>	Precinct	<u>10</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: 8/13/2020

Check One: ✓ New Employee
 Change to Existing Employee

Vendor # _____

Position inspector

Name: Christina Hurley

Democrat

Address: 69 Orient Ave

Republican

Arlington, MA

Unenrolled ☒

Zip Code 02474

Precinct 19Alpha/
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: 8/13/2020

Check One: ✓ New Employee
_____ Change to Existing Employee

Vendor #	_____	Position	<u>inspector</u>
Name:	<u>Andrew O'Connell</u>	Democrat	_____
Address:	<u>28 Randolph St.</u>	Republican	<u>✓</u>
	<u>Arlington, MA</u>	Unenrolled	_____
Zip Code	<u>02474</u>	Precinct	<u>4</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	

OK

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: 8/10/20

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	ANDREW WARD	Democrat	✓
Address:	11 MARTIN STREET	Republican	
		Unenrolled	
Zip Code	02474	Precinct	15
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

Grants Committee of the Arlington Commission for Arts and Culture (formerly Arlington Cultural Council)

Summary:

Emily Reynolds (term to expire 6/30/2023)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	E._Reynolds_Reference.pdf	Reference

From: "Becky" <B.Holmes-Farley@comcast.net>
To: <mkrepelka@town.arlington.ma.us>, "Fran Reidy" <FReidy@town.arlington.ma.us>
Cc: <arlingtonculturalcouncil@gmail.com>
Date: Tue, 11 Aug 2020 09:35:52 -0400
Subject: Grants Committee Proposed New Member

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.

August 11, 2020

ATTN: Ms. Mary A. Krepelka, Board Administrator
Office of the Board of Selectmen
Town Hall
730 Massachusetts Avenue
Arlington, MA 02476-4908

Re: Grants Committee of the Arlington Commission for Arts and Culture
(formerly known as the Arlington Cultural Council)

Dear Select Board,

Please be advised that at the August 10th meeting of the Grants Committee of the Arlington Commission for Arts and Culture (the Arlington Cultural Council), we voted on the membership of Emily Reynolds, whose letter of interest and resume are attached. The vote to accept her as a member was unanimous.

If it is possible to put this matter on the agenda for the next Select Board meeting we would be grateful, as we have several individuals cycling off in the not too distant future and it would be helpful to be able to add her to the membership as soon as possible.

If you should have any questions, or require any additional information, please do not hesitate to contact me. I look forward to hearing back from you.

Very truly yours,

Becky

S. Rebecca Holmes-Farley
Co-Chair and Corresponding Secretary

Two Attachments
cc: Fran Reidy

Emily Reynolds

emily@emilyreynolds.com

To whom it may concern,

I write to express my enthusiastic interest in joining the Arlington Commission for Arts and Culture Grants Committee.

I currently work as a Senior Research Administrator at Harvard University, where I support faculty members in applying for and managing grants, primarily large federal research grants. I develop complex budgets, advise faculty on managing funding over the life of an award, coordinate with external sponsors and other University departments, and collaborate with allied entities like the Harvard Museum of Natural History.

However, it is my previous position that bears the most relevance to the ACAC Grants Committee. Prior to moving to the Boston area, I worked for several years as a Senior Program Officer at the Institute of Museum and Library Services (IMLS), a federal grantmaking agency. In that role I managed the grants process from start to finish, including developing and promoting funding opportunity announcements, assisting potential applicants with their proposals, facilitating peer review of proposals, selecting proposals for funding, and monitoring funded projects. One of my primary topical focuses was on "community memory" projects which aimed to collect, preserve, and foster engagement with local history, stemming from my prior experience working in libraries and archives.

I found my work at IMLS to be fulfilling and rewarding, and loved working with grantees to help their projects achieve greater success. I would be thrilled to do this work on a more local level, where the fruits of grantees' labor would be right in my own backyard. My experience gives me a unique perspective which I believe could be useful to the committee, and I would look forward to learning from other committee members' different experiences and viewpoints.

In addition to my professional background, I have a more personal interest in joining the committee. I am a new Arlington resident, having moved here about a year ago. I am eager to contribute to, and learn more about, my new town. After reading about the many interesting projects supported by the ACAC Grants Committee, and sitting in on a committee meeting, I think it would be a great way to get to know my neighbors and community.

Thank you for your time and consideration,

Emily Reynolds

Emily Reynolds

emily@emilyreynolds.com

Experience

Cambridge, MA Harvard University, Department of Organismic and Evolutionary Biology (OEB)

01/2019 - present Senior Research Administrator

- Manage complex funding portfolios for 10-12 Principal Investigators in OEB, the Museum of Comparative Zoology, and the Harvard University Herbaria. Provide life-cycle administration of federal and non-federal sponsored awards and manage internal research funding.
- Advise PIs on practical and policy aspects of proposal submissions to ensure compliance with relevant regulations and University policy. Develop budgets and other proposal materials in partnership with PI.
- Facilitate award negotiation, and interpret and provide guidance on award terms.
- Perform detailed financial analysis and prepare complex financial reports in support of sponsor and University requirements, as well as ad-hoc requests by PIs and other stakeholders.
- Develop and maintain productive, collegial relationships with PIs, as well as staff in University central offices.
- Contribute to departmental workflows and policies. Maintain awareness of, and adapt to, changing regulatory requirements and University policy.

Washington, DC Institute of Museum and Library Services (IMLS), Office of Library Services

09/2015 - 11/2018 Senior Program Officer, 08/2017 - present

Program Officer, 09/2015 - 08/2017

- Managed a portfolio of grants totaling between \$15 and \$20 million. Reviewed and analyzed grant progress reports and served as the primary point of contact for 50-60 grantees. Provided guidance on federal regulations to grantees, including reviewing and approving budget and personnel changes.
- Managed grant applications throughout funding cycle, including: counseling applicants, facilitating peer review, analyzing proposal budgets, and advising agency leadership on funding decisions.
- Maintained current awareness of federal grants management regulations and policies, primarily 2 CFR 200, and advised applicants and grantees on related requirements.
- Provided leadership for "National Digital Infrastructures and Initiatives" funding area, including: conceptualizing future directions and opportunities for funding, and writing official policy and guidance. Managed a team to plan and successfully execute a high-profile stakeholder meeting.
- Represented IMLS externally, including regular presentations, blog posts, webinars, and other outreach.
- Served as the primary point of contact for several cooperative agreements and interagency partnerships.

Washington, DC Institute of Museum and Library Services, Office of Library Services

07/2014 - 09/2015 Program Specialist

- Performed project management for the grant-making process for several national grant programs, pre- and post-award. Set program timelines and facilitated collaboration between program staff.
- Managed administrative responsibilities for grant programs, including communications with grantees and applicants, data entry, and data analysis to support strategic decision-making.

Washington, DC World Bank Group Archives and The Library of Congress

09/2013 - 07/2014 Digital Archives Resident/Consultant

- Managed digitization of archival materials, including: overseeing scanning process, supervising between one and three technicians, and implementing workflow improvements.

- Implemented open-source Access to Memory software for digital collections. Performed vendor selection, project management, and coordination between internal stakeholders and external software developers.

Ann Arbor, MI Inter-university Consortium for Political and Social Research
02/2013 - 06/2013 Data Curation Research Assistant

Ann Arbor, MI University of Michigan Clark Library
08/2011 - 06/2013 Reference Assistant / Digital Preservation Intern

Washington, DC The Library of Congress, Office of Strategic Initiatives
05/2012 - 08/2012 Junior Fellow

Education

2011 - 2013 University of Michigan, School of Information: Master of Science in Information
2006 - 2010 New York University, College of Arts & Science: Bachelor of Arts in Psychology

Basics of Evaluation, The Evaluators Institute, 2018

Grants Management Certificate (Federal Track), Management Concepts, Washington DC, 2014-2017

Fundamentals of Human-Centered Design workshop, Office of Personnel Management, 2017

Data Analysis Circuit course, General Assembly, 2016

Library User Experience course, San Jose State University, 2014

Publications

Reynolds, E., Sands, A.E., Neal J., and Mayeaux, S. (2018). *National Digital Infrastructures and Initiatives*. Washington, D.C.: Institute of Museum and Library Services, Office of Library Services.

Owens, T., Sands, A.E., Reynolds, E., Neal J., Mayeaux, S., and Marx, M. "Digital Infrastructures that Embody Library Principles" In *Applying Library Values to Emerging Technology: Tips and Techniques for Advancing within Your Mission*. Chicago, IL: Association of College and Research Libraries (2018).

Owens, T., Sands, A.E., Reynolds, E., Neal J., and Mayeaux, S. "Libraries Advancing the National Digital Platform." *D-Lib Magazine* 23, no. 5/6 (2017). doi:10.1045/may2017-guest-editorial.

Selected presentations

"Continuing Education for Digital Preservation." Moderated panel discussion at NDSA Digital Preservation conference, 2017.

"Funding Possibilities: Programs, Priorities, and Trends." Moderated panel discussion at Digital Library Federation Forum conference, 2017.

"IMLS Funding for Open Source Software." Invited presentation at National Archives and Records Administration Open Source Forum, 2016.

"Grant Opportunities from IMLS." Presentations at Congressionally-organized federal funding seminars in Tuscaloosa AL and New London CT, 2016.

"Grant Opportunities for Archives." Presentation at Archival Education and Research Institute, 2015.

"New Tools for Language Revival: From Oral History to Community Self-Documentation." Moderated panel discussion at Association of Tribal Archives, Libraries, and Museums conference, 2015.

OFFICE OF THE SELECT BOARD

JOHN V. HURD, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 11, 2020

Emily Reynolds
Arlington, MA 02474

Emily@emilyreynolds.com

Re: Appointment: Grants Committee of the Arlington Commission for Arts and Culture (formerly known as the Arlington Cultural Council)

Dear Ms. Reynolds:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, August 17th at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, August 13th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Board Administrator



Town of Arlington, Massachusetts

Park and Recreation Commission, Associate Member

Summary:

Scott Lever (term to expire 6/30/2023)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	S._Lever_Reference.pdf	Reference



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: August 11, 2020

TO: Board Members

SUBJECT: Appointment as an Associate Member to the Park and Recreation
Commission

This memo is to request the Board's approval of my appointment of Scott Lever, Arlington, MA, as an Associate Member on the Park and Recreation Commission, with a term expiration date of 06/30/2023.

A handwritten signature in blue ink, reading "Adam W. Chapdelaine".

Town Manager

Adam Chapdelaine, Town Manager

Town of Arlington

730 Mass. Ave. Annex

Arlington MA, 02476

July 14, 2020

Dear Adam,

It was nice to see you albeit briefly at Town Meeting. I really enjoyed the open air setting and preferred the football field to a stuffy town hall auditorium.

I would be delighted to serve as an associate member of the Arlington Parks and Recreation Commission if that vacancy is still open. The parks and recreation facilities are near and dear to me and my family. We're frequent visitors to Menotomy Rocks Park and my children are active with various rec and sports programs.

Again, if the position is open I'd be delighted to support the Commission. Thanks for everything you are doing for the Town.

Sincerely,

Scott Lever

PS: Here's a link to my LinkedIn profile in lieu of a resume.

<https://www.linkedin.com/in/scott-lever-ph-d-b89386/>

Thanks for everything

OFFICE OF THE SELECT BOARD

JOHN V. HURD, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 4, 2020

Scott Lever
Arlington, MA 02474

scottblever@gmail.com

Re: Appointment: Associate Member to the Parks and Recreation Commission

Dear Mr. Lever:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, August 17th at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, August 13th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlingtron.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Board Administrator



Town of Arlington, Massachusetts

Redevelopment Board

Summary:

Katherine Levine Einstein (term to expire 1/31/2023)

ATTACHMENTS:

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



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: August 11, 2020

TO: Board Members

SUBJECT: Appointment to the Arlington Redevelopment Board

This memo is to request the Board's approval of my appointment of Katherine Levine Einstein, Arlington, MA, to the Arlington Redevelopment Board, with a term expiration date of 01/31/2023.

A handwritten signature in blue ink, appearing to read "Adam W. Chapdelaine".

Town Manager

Boston University College of Arts & Sciences
Department of Political Science



232 Bay State Road
Boston, Massachusetts 02215
T 617-353-2540 F 617-353-5508
www.bu.edu/polisci/

July 22, 2020

Dear Ms. Raitt,

I am writing to apply to the open position on the Arlington Redevelopment Board. I am an associate professor of political science and faculty fellow at the Initiative on Cities at Boston University. I received my Ph.D. in Government and Social Policy from Harvard University in 2012 and B.A. in Political Science from Yale University in 2007.

My research and teaching both center squarely on land use policy, housing, and zoning. I have published multiple peer-reviewed articles, policy reports, and a book (*Neighborhood Defenders: Participatory Politics and America's Housing Crisis*, Cambridge University Press) on these topics. As part of this research, I have read and analyzed thousands of pages of meetings minutes from planning and zoning board meetings (including the Arlington Redevelopment Board's!). I have also conducted research on racial inequality and housing discrimination, and am deeply invested in ensuring that community proceedings on housing are inclusive to all voices.

As a resident of Arlington Heights (22 Sutherland Rd), I am eager to apply this expertise to my local community. I have already served the Town of Arlington in several of capacities. I was a member of the Housing Plan Implementation Committee for two years (2017-2019), and a panelist in the Town of Arlington's Community Conversation on Racism and Housing. I would welcome the opportunity to support my community's housing, economic development, and sustainability goals as a member of the Arlington Redevelopment Board.

Please do not hesitate to reach out if you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kat L Einstein".

Katherine Levine Einstein
Associate Professor and Director of Undergraduate Studies
Department of Political Science
Boston University

Education

Harvard University, Cambridge, MA

Ph.D., May 2012, Joint Doctoral Program in Government and Social Policy.

Dissertation title: "Divided Regions: Race, Political Segregation, and the Fragmentation of American Metropolitan Policy."

Yale University, New Haven, CT

B.A., May 2007, *magna cum laude* with distinction in the major

Major: Political Science (Intensive Track)

Academic Appointments

Boston University, Department of Political Science, Boston, MA

Associate Professor, 2020-present

Assistant Professor, 2012-2020

Director of Undergraduate Studies, 2020-present

Affiliations

Boston University, Department of African American Studies, Boston, MA

Faculty Affiliate, 2015-Present

Boston University, Initiative on Cities, Boston, MA

Faculty Fellow, 2019-Present

Boston University, Hariri Institute for Computational Science and Engineering, Boston, MA

Faculty Affiliate, 2019-Present

Books

Einstein, Katherine Levine, David M. Glick, and Maxwell Palmer. 2019. *Neighborhood Defenders: Participatory Politics and America's Housing Crisis*. New York: Cambridge University Press.

- Covered in Vox's "The Weeds" podcast, the *New York Times* Upshot, CityLab, Slate's "Gabfest", Curbed, Brookings Institution Up Front

Hochschild, Jennifer L. and Katherine Levine Einstein. 2015. *Do Facts Matter? Information and Misinformation in Democratic Politics*. Norman, OK: University of Oklahoma Press.

- Featured on the *Washington Post* Monkey Cage Blog, FiveThirtyEight, London School of Economics Democratic Audit Blog, Tobin Project Newsletter, and the Policy Space Blog (Institute for Governance and Policy Analysis at the University of Canberra)
- Revised version of Chapters 5 and 6 appear as Jennifer L. Hochschild and Katherine Levine Einstein. 2015. "Do Facts Matter? Information and Misinformation in American Politics." *Political Science Quarterly* 130(4): 585-624.

Peer Reviewed Journal Articles

17. Godinez Puig, Luisa, Katherine Levine Einstein, David M. Glick, Maxwell Palmer, and Monica Wang. Forthcoming. "Perceptions of Public Health Priorities and Accountability among U.S. Mayors." *Public Health Reports*.

16. Einstein, Katherine Levine, David M. Glick, and Maxwell Palmer. Forthcoming. "Can Mayors Lead on Climate Change? Evidence from Six Years of Surveys." *The Forum*.

15. Einstein, Katherine Levine, Luisa Godinez Puig, and Spencer Piston. 2020. "The Pictures in Their Heads: How U.S. Mayors Think and Talk About Race." *Urban Affairs Review*. Published Online.
14. Einstein, Katherine Levine. 2019. "The Privileged Few: How Exclusionary Zoning Amplifies the Advantaged and Blocks New Housing—and What We Can Do About It." *Urban Affairs Review*. Invited article in urban colloquy on exclusionary zoning. Published online.
13. Einstein, Katherine Levine, Maxwell Palmer, David M. Glick. 2019. "Who Participates in Local Government? Evidence from Meeting Minutes." *Perspectives on Politics*. 17(1): 28-46.
 - Covered in *The Atlantic*, *The Boston Globe*, CityLab, Data for Progress, *NextCity*, *Route Fifty*, *San Jose Mercury-News*, *Improper Bostonian*, ThinkProgress, Science of Politics Podcast (Niskanen Center), and Neighborhood Network News
 - Winner of the Heinz Eulau Award for the best article published in *Perspective on Politics*
12. Einstein, Katherine Levine, David M. Glick, and Maxwell Palmer. 2019. "City Learning: Evidence of Policy Information Diffusion from a Survey of U.S. Mayors." *Political Research Quarterly*. 72(1): 243-258.
11. Einstein, Katherine Levine, David M. Glick, Maxwell Palmer, and Robert Pressel. 2018. "Do Mayors Run for Higher Office? New Evidence on Progressive Ambition." *American Politics Research*. Published online.
 - Covered in *Governing*, *Journalist's Resource*, *US News and World Report*
10. Williamson, Vanessa, Kris-Stella Trump, and Katherine Levine Einstein. 2018. "Black Lives Matter: Evidence that Police-Caused Deaths Predict Protest Activity." *Perspectives on Politics*. 16(2): 400-415.
 - Covered in The Brookings Cafeteria Podcast
9. Einstein, Katherine Levine and David M. Glick. 2018. "Partisanship and Preemption: Mayors on Local Autonomy." *PS: Political Science and Politics*. Invited Article. 51(1): 26-38.
8. Einstein, Katherine Levine and David M. Glick. 2018. "Cities, Inequality, and Redistribution: Evidence from a Survey of Mayors." *Urban Affairs Review*. 54(1): 74-106.
 - Winner of the Best Paper Award, Urban Politics Section, American Political Science Association, 2015.
 - Covered in CityLab
7. Einstein, Katherine Levine and David M. Glick. 2017. "Cities in American Federalism: Evidence on State-Local Government Conflict from a Survey of Mayors." *Publius: The Journal of Federalism*. 47(4): 599-621.
 - Covered in Vox
6. Einstein, Katherine Levine and David M. Glick. 2017. "Does Race Affect Access to Government Services? An Experiment Exploring Street-Level Bureaucrats and Access to Public Housing." *American Journal of Political Science*. 61(1): 100-16.
 - Reprinted in July 2018 and April 2019 AJPS virtual issues for highly-cited articles
5. Einstein, Katherine Levine, Kris-Stella Trump, and Vanessa Williamson. 2016. "The Polarizing Effect of the Stimulus: Partisanship and Voter Responsiveness to the American Recovery and Reinvestment Act." *Presidential Studies Quarterly*. 46(2): 264-283.
4. Einstein, Katherine Levine and Vladimir Kogan. 2016. "Pushing the City Limits: Policy Responsiveness in Municipal Government." *Urban Affairs Review*. 52(1): 33-65.
3. Einstein, Katherine Levine and David M. Glick. 2015. "Model Neighborhoods Through Mayors' Eyes 50 Years After the Civil Rights Act." *Boston University Law Review*. 95: 873-889
2. Hochschild, Jennifer L. and Katherine Levine Einstein. 2015. "Misinformation in Democratic Politics." *British Journal of Political Science*. Invited Article, Features Section. 45(3): 467-475.

1. Einstein, Katherine Levine and David M. Glick. 2015. "Do I think BLS Data are BS? The Consequences of Conspiracy Theories." *Political Behavior*. 37(3): 679-701.

- Covered in *The Columbia Journalism Review*

Book Chapters

Hochschild, Jennifer L. and Katherine Levine Einstein. 2016. "Studying Contingency Systematically." In *Governing in a Polarized Age: Elections, Parties, and Political Representation in America*, eds. Alan Gerber and Eric Schickler. New York, NY: Cambridge University Press.

Shames, Shauna L., Joanna Kuo, and Katherine Levine. 2011. "Culture War? A Closer Look at the Role of Religion, Denomination, and Religiosity in U.S. Public Opinion on Multiple Sexualities." In *Religion, Sexuality, and Politics*, eds. David Rayside and Clyde Wilcox, Vancouver: University of British Columbia Press.

Reviews

Einstein, Katherine Levine. 2019. "The Road to Inequality by Clayton Nall." *Political Science Quarterly*. 134 (2): 340-341.

Policy Reports and Other Publications

Einstein, Katherine Levine and Maxwell Palmer. 2020. "Newton and other communities must reform housing approval process." *Boston Globe*. Op-Ed.

Einstein, Katherine Levine, David Glick, Maxwell Palmer, and Stacy Fox. 2019. "2018 Menino Survey of Mayors." Research Report. Boston University Initiative on Cities.

- Covered in *The Boston Globe*, CityLab

Einstein, Katherine Levine, Katharine Lusk, David Glick, Maxwell Palmer, Christiana McFarland, Leon Andrews, Aliza Wasserman, and Chelsea Jones. 2018. "Mayoral Views on Racism and Discrimination." National League of Cities and Boston University Initiative on Cities.

Einstein, Katherine Levine, David Glick, and Maxwell Palmer. 2018. "As the Trump administration retreats on climate change, US cities are moving forward." *The Conversation*.

- Reprinted in Salon, CityMetric, SFGate

Einstein, Katherine Levine, David Glick, and Maxwell Palmer. 2018. "2017 Menino Survey of Mayors." Research Report. Boston University Initiative on Cities.

- Covered in *The Washington Post*, *Newsweek*, *San Jose Mercury News*, *Governing*, WBUR, National Low-Income Housing Coalition, Yahoo Finance, NextCity, RealClearPolitics

Einstein, Katherine Levine, David Glick, and Conor Leblanc. 2017. "2016 Menino Survey of Mayors." Research Report. Boston University Initiative on Cities.

- Covered in *The Boston Globe*, *Governing*, *The American Prospect*, NextCity

Einstein, Katherine Levine and David Glick. 2016. "2015 Menino Survey of Mayors." Research Report. Boston University Initiative on Cities.

- Covered in *Governing*, NextCity, SFGate, *San Jose Mercury-News*, National Resources Defense Council

Einstein, Katherine Levine, Kris-Stella Trump, and Vanessa Williamson. 2016. "Getting federal stimulus money turned U.S. counties bluer, and red counties redder. How can that be?" *Washington Post*. Monkey Cage.

Einstein, Katherine Levine, and David M. Glick. 2016. "U.S. mayors desperate to fix crumbling infrastructure but states, feds hold them back." *The Conversation*.

Einstein, Katherine Levine. 2015. "What Public Housing Officials Can Teach Us About Overcoming Racial Discrimination." Scholars Strategy Network Research Brief.

Einstein, Katherine Levine, and David M. Glick. 2015. "America's mayors are taking on the big problems, but they can't escape the partisan divide." *The Conversation*.

Einstein, Katherine Levine and David M. Glick. 2015. "New research finds little evidence of anti-black racial bias by public housing authorities." London School of Economics United States Politics and Policy Blog.

Einstein, Katherine Levine and David M. Glick. 2015. "How exposure to conspiracy theories can reduce trust in government." LSE United States Politics and Policy Blog.

Hochschild, Jennifer and Katherine Levine Einstein. 2015. "No, we're not arguing from the same facts. How can democracies make good decisions if citizens are misinformed?" *Washington Post*. Monkey Cage.

Hochschild Jennifer, and Katherine Levine Einstein. 2015. "None of the remedies to political misinformation and voter ignorance are perfect, but they are worth trying." London School of Economics United States Politics and Policy Blog.

Einstein, Katherine Levine, David Glick, and Katharine Lusk. 2014. "Mayoral Policy-Making: Results from the 21st Century Mayors Leadership Survey." Research Report. Boston University Initiative on Cities.

- Covered in *The Boston Globe*, *Boston Magazine*, *The Denver Post*

Einstein, Katherine Levine. 2014. "Polarized Regions: Race, Political Segregation, and Metropolitan Policy Consequences." *Marquette Lawyer*.

- Covered on Wisconsin Public Radio, *Milwaukee Journal-Sentinel*

Grants/Awards

- *Heinz Enlan Award*, American Political Science Association. Awarded to the best paper published in *Perspectives on Politics*. 2020
Paper: "Who Participates in Local Politics? Evidence from Meeting Minutes."
- *COVID Research to Action Grant*, Initiative on Cities, Boston University, \$8,000 (with Maxwell Palmer) 2020
Project Title: "How Are Cities Responding to the COVID-19 Housing Crisis."
- *National Science Foundation Grant* (Award #1929765) \$50,000 (Co-principal investigator) 2019
Project Title: "A Comprehensive Regional Framework for Sustainability."
- *Templeton Award for Excellence in Student Advising and Mentoring*, Boston University. 2019
Awarded annually to three members of the College of Arts and Sciences Faculty.
- *Rockefeller Foundation Grant*, \$325,000 (Co-principal investigator) 2018-2021
Project Title: "Menino Survey of Mayors."
- *Rockefeller Foundation Grant*, \$100,000 (Co-principal investigator) 2017
Project Title: "2017 Menino Survey of Mayors."
- *Research Grant*, Initiative on Cities, Boston University, \$8,360 (with David Glick) 2015
Project Title: "What Mayors Think: National Politics in Local Policy"
- *Best Paper Award*, Urban Politics Section, American Political Science Association 2015
Paper: "Cities, Inequality, and Redistribution: Evidence from a Survey of Mayors." (with David Glick)
- *Russell Sage Foundation Grant*, \$53,942 2013
Project title: "Divided Regions: Racial Inequality, Political Segregation and the Splintering of Metropolitan America."

- *Senator Charles Sumner Prize*, Department of Government, Harvard University 2012
Awarded to the best dissertation “from the legal, political, historical, economic, social or ethnic approach, dealing with means or measures tending toward the prevention of war and the establishment of universal peace.”
- *Dissertation Research Fellowship*, Center for American Political Studies, Harvard University 2011-2
- *Dissertation Research Award*, Taubman Center for State and Local Government, Harvard University 2011
- *Howard T. Fisher Prize in Geographic Information Science*, Harvard University 2010
Awarded for paper: “Explaining Metropolitan Political Polarization: Political Segregation in New York City, Chicago, and Los Angeles.”
- *Graduate Affiliate*, Institute for Quantitative Social Science, Harvard University 2009-2012
- *Graduate Research Fellowship*, National Science Foundation 2008-2011
- *Doctoral Fellowship*, Multidisciplinary Program in Inequality and Social Policy, Harvard University 2008-2012
- *Graduate Student Fellowship*, Department of Social Policy, Harvard University 2007-2008
- *Frank M. Patterson Fellowship*, Department of Political Science, Yale University 2006
- *President’s Public Service Fellowship*, Office of New Haven and State Affairs, Yale University 2005

Current Projects

- “Mayors Want More Housing, But Not Nearly Enough.” With David M. Glick and Maxwell Palmer.
- “Who Represents the Renters?” With Joe Ornstein and Maxwell Palmer
- “Homeownership and American Politics.” With Maxwell Palmer.
- “Menino Survey of Mayors.” Co-principal investigator with David M. Glick and Maxwell Palmer.

Papers Delivered at the Following Conferences/Workshops

- Boston City Council, 2020
- Suffolk University Law School, Zoning Reform Roundtable, 2019
- Metropolitan Area Planning Commission, Inner Core Committee, 2019
- Brookings Institute, Future of the Middle Class Initiative: 2019
- Boston University, Meeting the Challenge: Global Innovations in Urban Housing: 2019
- Boston University, Research on Tap: 2018, 2019
- Citizens’ Housing and Planning Association, Breakfast Forum: 2018, 2019
- Brown University, Annual Consortium on U.S. Political Economy: 2018
- Boston University, Microeconomics Seminar, Department of Economics: 2018
- University of Michigan, Women’s Political Science Caucus Seminar Series: 2018
- University of Wisconsin-Milwaukee, Department of Political Science Seminar Series: 2018
- University of Massachusetts-Boston, Public Policy Research Seminar: 2018
- Vanderbilt Urban Political Economy Conference: 2017
- Boston University Initiative on Cities Fiscal Leadership Summit: 2015
- SoCLASS III: Regulation, Law and Social Science (University of Southern California): 2015

Boston University Law School Civil Rights Act of 1964 at 50 Conference: 2014
 Marquette Law School Dividing Lines Conference: 2014
 Harvard-Manchester Social Change Initiative Summer Workshop: 2009
 Innovative Approaches for Using Publicly Available Data in Social Policy Research Conference: 2009
 American Political Science Association: 2011, 2013, 2014, 2016, 2017, 2018, 2019, 2020 (scheduled)
 Association for Public Policy Analysis and Management: 2011
 Midwest Political Science Association: 2009, 2010, 2011, 2013, 2015, 2016, 2017, 2018

Teaching

- *Instructor*, Department of Political Science, Boston University 2012-present
- American Politics Field Seminar (*Graduate-Level Course*)
- Inequality in American Politics
- Graduate Research Workshop (*Graduate-Level Course*)
- Political Movements in America
- The Politics of the Wire
- Race and Politics
- Urban Politics and Policy

Service to the Profession

Referee: *American Political Science Review*, *American Journal of Political Science*, *American Politics Research*, *British Journal of Political Science*, *Canadian Journal of Political Science*, *Electoral Studies*, *Energy Research and Social Science*, *European Journal of Political Research*, *Governance*, *Housing and Society*, *Housing Policy Debate*, *Journal of Politics*, *Perspectives on Politics*, *Policy Studies Journal*, *Political Analysis*, *Political Behavior*, *Political Research Quarterly*, *Public Opinion Quarterly*, *Publius: The Journal of Federalism*, *PS: Political Science and Politics*, *State Politics and Policy Quarterly*, *Transport Policy*, *Urban Affairs Review*

- Conference Committee Member, Sustainable Urban Systems Conference, Boston University 2019-2021
- Executive Council, Urban Politics Section, American Political Science Association 2019
- Co-organizer, Race, Politics, and Cities in America Conference, Boston University 2018
- Co-organizer, Local Political Economy APSA Pre-Conference, Boston University 2018
- Editorial Board Member, *Urban Affairs Review* 2018-present
- Senior Advisory Committee Member, Canadian Urban Policy and Governance Survey 2018-present

Service to the University

- Graduate Admissions Committee, Department of Political Science 2020
- Job Search Committee, Department of Political Science 2018
- Member, Urban Studies Minor Steering Committee, Initiative on Cities 2017
- Member, Faculty Advisory Board, Initiative on Cities 2016-present
- Co-Coordinator, Research in American and Comparative Politics Seminar Series 2015-2018
- Job Search Committee, Department of Sociology 2015

- Delegate, Chair Selection Advisory Process 2014, 2017
- Job Search Committee, Department of African American Studies 2014
- Job Search Committee, Department of Political Science 2013
- Job Search Committee, Department of Political Science 2012

OFFICE OF THE SELECT BOARD

JOHN V. HURD, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 5, 2020

Katherine Levine Einstein
Arlington, MA 02474

kleinst@bu.edu

Re: Appointment: Arlington Redevelopment Board

Dear Ms. Einstein:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, August 17th at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, August 13th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Board Administrator



Town of Arlington, Massachusetts

For Approval: Food Vendor License

Summary:

Abbott's Frozen Custard, 71 Park Avenue, Jason Denoncourt

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Abbott_s_Frozen_Custard_Inspection_Reports.pdf	Inspection Reports
▢	Reference Material	Abbott_s_Frozen_Custard_FV_Application.pdf	Food Vendor Application

LICENSE APPLICATION REPORT

Type of License: Food Vendor License

Name of Applicant: Jason Denoncourt d/b/a Abbott's Frozen Custard

Address: 71 Park Avenue

The following Departments have **no objections** to the issuance of said license:

- Police ☒
- Fire ☐
- Health ☐
- Building ☐
- Planning ☐

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police ☐
- Fire ☒
- Health ☒
- Building ☒
- Planning ☒

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police ☐
- Fire ☐
- Health ☐
- Building ☐
- Planning ☐



Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

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

Email: rmelly@town.arlington.ma.us

Ryan Melly
Deputy Fire Chief

Checklist for food sales ownership conversion.

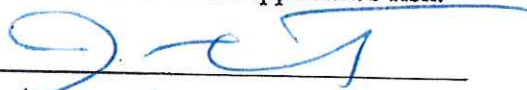
- All exit signs and emergency lights must be tested and in good working order
- FACP **must** have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection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

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: _____

Date: _____


8/11/20



Town of Arlington
Department of Health and Human Services
Office of the Board of Health

27 Maple Street
Arlington, MA 02476

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

MEMO

To: Select Board
From: Kylee Sullivan, Health Compliance Officer
Date: August 11, 2020
RE: Board of Health Comments for Select Board Meeting on August 17, 2020

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

**Abbott's Frozen Custard: 71 Park Avenue
Food Vendor License**

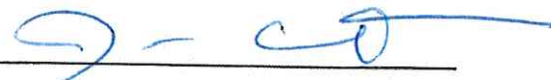
- This Establishment has contacted the Health Department and is in the process of completing a required plan review application. A permit will not be issued until plans are approved and a final pre-operational inspection has been conducted to ensure compliance with the Food Code.

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: _____

Date: _____


8/11/20

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

Report is due at the Office of the Select Board by, August 12, 2020
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 71 Park Avenue
Applicant's Name: Jason Denoncourt
D/B/A: Abbott's Frozen Custard
Telephone: 617-319-9736 Home / 781-777-1853 Business
Department: Sent Via E-mail Date: 7/10/2020

MEETING DATE: August 17, 2020

Inspected By:

RE: FOOD VENDOR LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

Building

All building changes need permits.

All sign changes need approval and sign permit.

Window signs cannot exceed 25% of window or fine lines will be levied.

Certificate of Occupancy is needed - \$100 fee.

The Director of Inspectional Services has no objection to the issuance of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk.

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance of this license.

All Plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by a licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance of this license

The applicant acknowledges that this is a conditional approval of the premises only and is not to be constructed as approval of the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 8/11/20

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

Report is due at the Office of the Select Board by August 12, 2020
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 71 Park Avenue
Applicant's Name: Jason Denoncourt
D/B/A: Abbott's Frozen Custard
Telephone: 781-319-9736 Home/ 781-777-1853 Business
Department: Sent Via E-mail Date: 7/10/2020

MEETING DATE: August 17, 2020

Inspected By:

RE: FOOD VENDOR LICENSE

Police
Fire
Board of Health
Building
Planning---Ali Carter, Economic Development Coordinator

INSPECTION REPORT SECTION:

The application is for a food vendor license for Abbott's Frozen Custard at 71 Park Avenue in Arlington Heights. This location is in a B3 Village Business zoning district and is an appropriate use for the neighborhood. The applicant seeks to open a seasonal frozen custard shop in this location, which was previously a tailor shop and has been vacant for several years. Since the closure of the ice cream shop previously located across the street, many Arlington Heights residents have expressed the desire for another similar business to come to the neighborhood, most notably during the community outreach for the Arlington Heights Neighborhood Action Plan.

The Department has no objection to the issuance of a food vendor license to this business.

Any changes in signage, including signs in the window, and changes to the façade of the building may be subject to review by this Department. The Applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: _____

Date: _____

8/11/20

OFFICE OF THE SELECT BOARD

730 Massachusetts Avenue
Town of Arlington
Massachusetts 02476-4908

(781) 316-3020
(781) 316-3029 fax

\$60.00 Filing Fee

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

APPLICATION

To the Licensing Authorities of the Town of Arlington

The Undersigned hereby makes application for a

- ☐ COMMON VICTUALLER LICENSE (Eat In)
☒ FOOD VENDOR LICENSE (Take Out Only)

Location 71 Park Ave
Name of Applicant Jason Denancourt
Corporate Name (if applicable) All Heart, Inc.
D/B/A ABBOTT'S FROZEN CUSTARD
Date 7/9/20

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

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

Print Name Jason Denancourt
Signature Name [Signature]

Phone (Home) 781-777-1853
Email jdenancourt@abbotts custard.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name Jason Deoncaut Name _____
Address _____ Address _____
City _____ Zip _____

DESCRIPTION OF APPLICANT

Born in the U.S. Yes No
Born Where _____
Date of Naturalization _____
Male or Female _____
Date of birth _____
Photo 1 inch by 1 inch

DESCRIPTION OF APPLICANT

Born in the U.S., Yes _____ No _____
Born Where _____
Date of Naturalization _____
Male or Female _____
Date of birth _____

The Establishment shall operate as:

Sole Ownership / Partnership / Total Number of Partners

Corporation Based in California

(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President Jason Deoncaut
Secretary Jason Deoncaut
Treasurer Jason Deoncaut
Name Address Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast

Yes ___ No X

Lunch

Yes ___ No X

Dinner

Yes ___ No X

Do you own the property?

Yes ___ No X Tenant at Will ✓ Lease ___ (years)

Hours of Operation:

Day M-SU

Hours 1-9

Day

Hours

Day

Hours

Floor Space 250 Sq. Ft.

Seating Capacity (if any) none

Parking Capacity (if any) none spaces

Number of Employees 2-4

List Cooking Facilities (and implements)

no cooking

Freezer storage only for

products made at 311 Broadway, etc.

Will a food scale be in use for sale of items to the public?

Yes ___ No -

Will catering services be provided by you?

Yes ___ No -

The following items must be submitted with the application:

1. Layout Plan of Facility & Fixtures

Date Received _____

2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)

Date Received _____

3. Outside Facade and Sign Plan (dimensions, color)

Date Received _____

4. Menu

Date Received _____

5. Maintenance Program

Date Received _____

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

FOR OFFICE USE ONLY

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

Date _____ Time _____

Board Action: Approved Yes ___ No ___

renew
9/20
IF
Summer
goes
well
only
at 71
Park

APPLICANT'S RESUME

Food Business Experience of Applicant

From 4/15/2018 to Present
 Employee ABBOTT'S FROZEN CREAM
 Sole Owner ✓ Location 1853 MASS COXINGTON
 Partnership ✓ Type Food ICE CREAM
 Corporation Penacost Brothers Inc. Number of Employees 40

From 4/15/2019 to Present
 Employee ✓ D/B/A ✓
 Sole Owner ✓ Location 311 Broadway Arlington
 Partnership ✓ Type Food ICE CREAM
 Corporation ATI Hunt Inc Number of Employees 20

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

Sales in Arlington Center have plummeted due to restaurant closures.

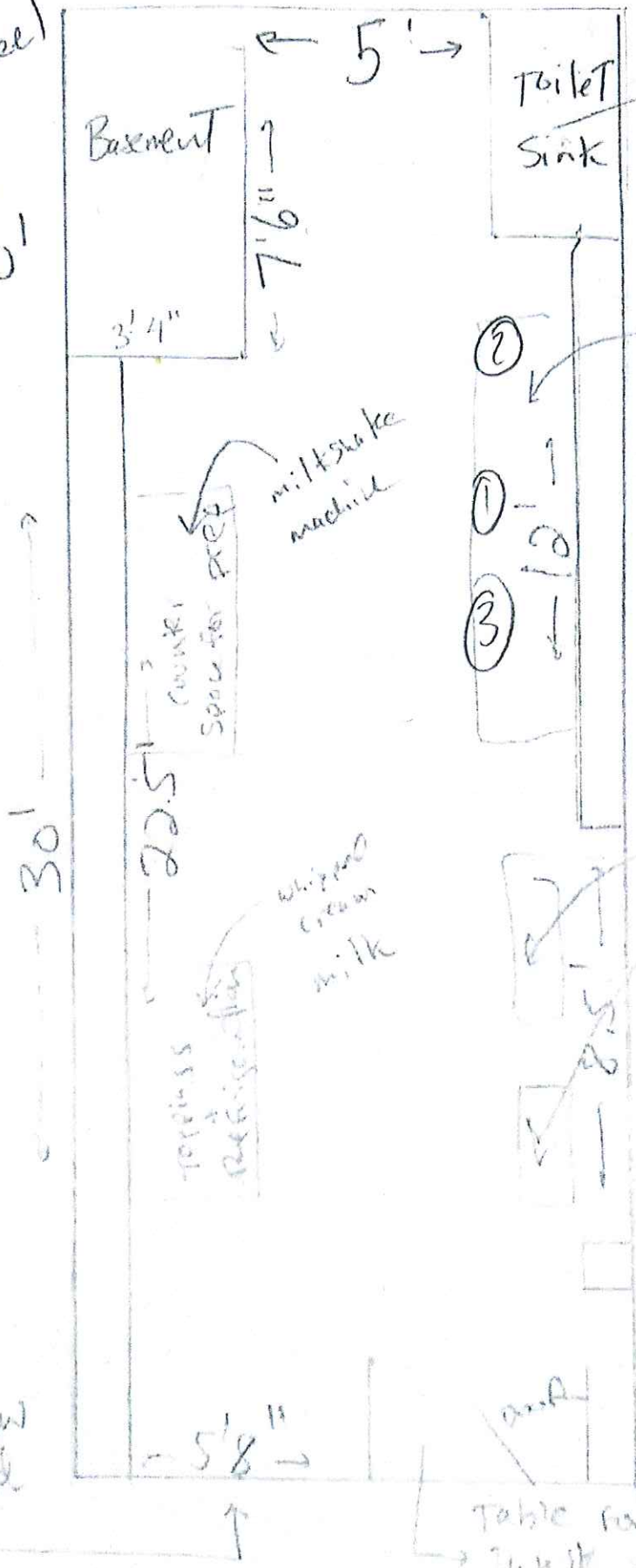
This location has been chosen because it is directly across from the old Brigham 1968-2016.

We want to bring ice cream back to the neighborhood now and for a very long time.

1" = 3 Feet

FRONT to
Back is 30'

width is
12'



Storage /
Storage
Back wall
or
basement


~~potential~~ Sink area
① Hand Sink
② map Sink
③ Dish washer

ideal for
walk-in window
if permitted



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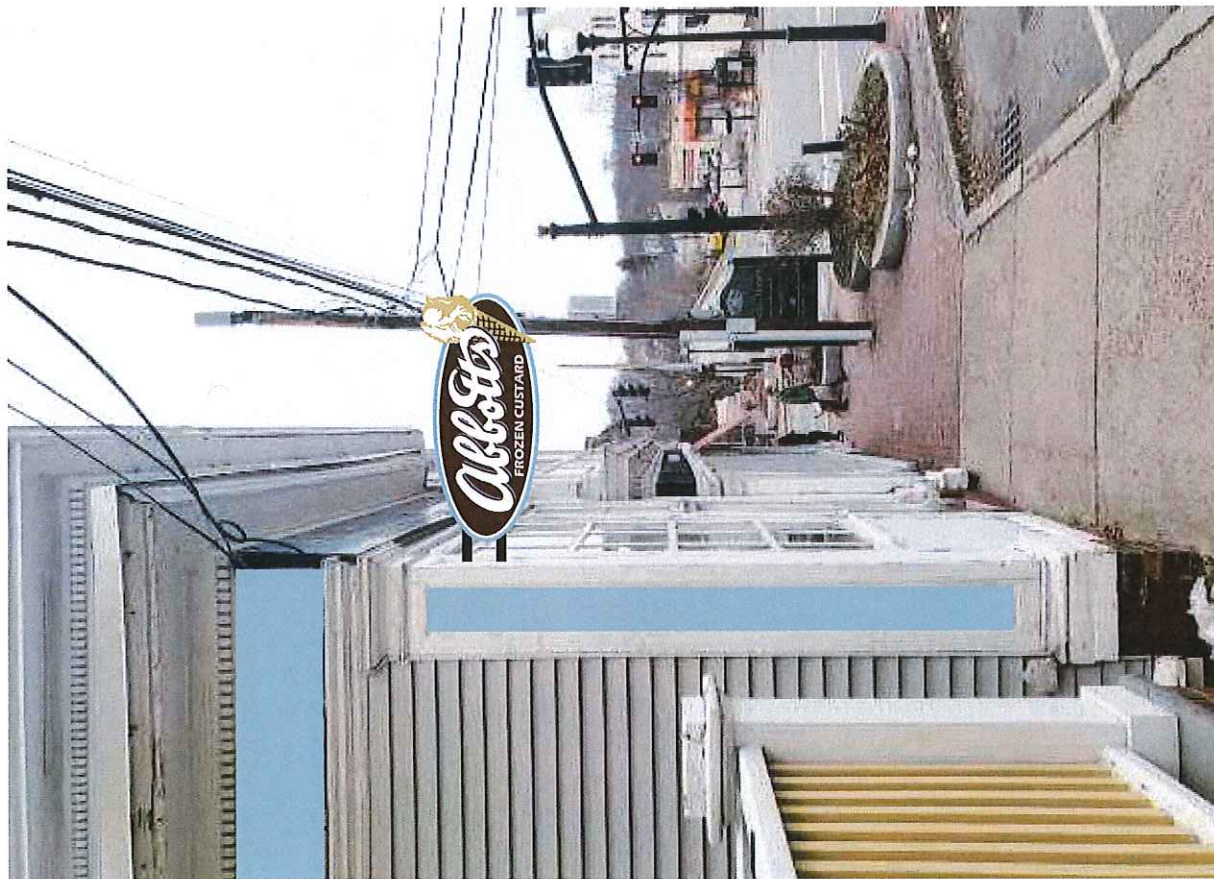
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Sardella
Sign & Graphics

68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER	Abbott's Frozen Custard		
LOCATION OR PROJECT NAME	71 Park Avenue Arlington		
SCALE	AS SHOWN	DATE	7/7/20
SALESMAN	APPROVED BY X		



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X



Sardella
Sign & Graphics

68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER

Abbott's Frozen Custard

LOCATION OR
PROJECT NAME

71 Park Avenue Arlington

SCALE AS SHOWN

DATE 7/7/20

SALESMAN

APPROVED BY X

CONES & SCOOPS

				
		Kid's	Single	Double
		4.00	5.00	6.00

WAFFLE CONES & BOWLS

Cone/Bowl

add

Dipped

add

MILKSHAKES

Milkshake	7.00
Small Milkshake	6.00
Malt	0.50

FLOATS

Float

5.25

Your choice of custard floated
on any soda in the shop

Handcrafted Just For You
Ask about all the possible
flavor combinations

SUNDAES & SPLITS

Sundaes



Your choice of custard with any
topping available in our shop

A few of our favorites include:

Hot Fudge • Peanut Butter Cup • Mexican
Hot Fudge Brownie • Snickers® • Strawberry Shortcake
Warm Caramel



Splits

Banana Split
Warm Cookie Sundae
Hot Fudge Banana Split



8.00

FLURRIES

Flurrie

Combine any flavor of custard with any
topping for a truly unique treat



6.00



TOPPINGS & SAUCES

Sprinkles
Whipped cream
Nuts
Sliced Bananas

0.75

1.00

1.00

1.00

Candy/Sweets 1.00 ea

Brownies • Cookie Dough Cookies • Snickers®
Peanut Butter Cups® • Heath bar® • Butterfinger®
J&M's® • Reese's Pieces® • Gummy Bears®
Haribo® • Oranjo®

Sauces 1.00 ea

Hot Fudge • Chocolate Sauce • Caramel
Butterscotch • Peanut Butter • Marshmallow
Strawberry • Blueberry • Raspberry
Apple



Facility
Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Facility and Equipment Maintenance

Policy: The facility and equipment will be maintained to ensure the safety of the food served to customers.

Procedure: The restaurant manager must:

1. Ensure that all handwashing sink areas are supplied with soap dispensers and disposable towels or functioning air dryers at all times.
2. Maintain toilet facilities so that they function properly and are clean.
3. Take temperatures routinely of water to ensure that hot (minimum 110°F) and cold (70°F) running water is available at all sinks.
4. Check to make sure that there is no possibility of back siphonage.
5. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
6. Be sure temperatures of all cooling equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation. See Temperature Record for Freezer, Temperature Record for Freezer/Refrigerators, and Temperature Record for Refrigerator.
7. Be sure temperatures of all heating equipment are taken and recorded routinely to ensure proper functioning and thermometer calibration.
8. Record temperatures of holding equipment at least daily to ensure proper functioning and calibration.
9. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the recommended schedule.

The restaurant manager in conjunction with certified food protection manager will:

1. Assure all equipment in the restaurant is well maintained.
2. Contract with an equipment repair company to have preventive maintenance done for all equipment, including calibration of cooking equipment.
3. Log all preventative and repair work maintenance.
4. Review temperature logs to ensure that they are being done and to determine problem areas.
5. Follow up on any equipment issues or needs.
6. Maintain all facility and equipment documentation with the Food Safety Plan.



Facility
Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Dip Well and Scoop Maintenance

Policy: The scoops will be stored in the dipper well while not in use; and will be W/R/S every four hours.

Procedure: The manager must:

1. Ensure that dip well is functioning with a continuous velocity/flow to remove food product.
2. Ensure that staff are storing scoops in dip well while not in use.
3. Create a schedule to remove scoops from service to be properly W/R/S every four hours.
4. At the end of the shift, prior to closing the dip well and surrounding areas must be W/R/S

The restaurant manager in conjunction with certified food protection manager will:

1. Assure all equipment in the restaurant is well maintained.
2. Contract with an equipment repair company to have preventive maintenance done for all equipment, including calibration of cooking equipment.
3. Log all preventative and repair work maintenance.
4. Review temperature logs to ensure that they are being done and to determine problem areas.
5. Follow up on any equipment issues or needs.
6. Maintain all facility and equipment documentation with the Food Safety Plan.

Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Food Employees

The purpose of this agreement is to ensure that Food Employees and Applicants who have received a conditional offer of employment notify the Person in Charge when they experience any of the conditions listed so that the Person in Charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

SYMPTOMS

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice
5. Sore throat with fever
6. Lesions containing pus on the hand, wrist, or an exposed body part
(such as boils and infected wounds, however small)

MEDICAL DIAGNOSIS

Whenever diagnosed as being ill with *Salmonella* Typhi (typhoid fever), *Shigella* spp. (shigellosis), *Escherichia coli* O157:H7, hepatitis A virus, *Entamoeba histolytica*, *Campylobacter* spp., *Vibrio cholera* spp., *Cryptosporidium parvum*, *Giardia lamblia*, Hemolytic Uremic Syndrome, *Salmonella* spp. (non-typhi), *Yersinia enterocolitica*, or *Cyclospora cayetanensis*.

PAST MEDICAL DIAGNOSIS

Have you ever been diagnosed as being ill with one of the diseases listed above? _____
If you have, what was the date of the diagnosis? _____

HIGH-RISK CONDITIONS

1. Exposure to or suspicion of causing any confirmed outbreak of typhoid fever, shigellosis, *E. coli* O157:H7 infection, or hepatitis A
2. A household member diagnosed with typhoid fever, shigellosis, illness due to *E. coli* O157:H7, or hepatitis A
3. A household member attending or working in a setting experiencing a confirmed outbreak of typhoid fever, shigellosis, *E. coli* O157:H7 infection, or hepatitis A

I have read (or had explained to me) and understand the requirements concerning my responsibilities under 105 CMR 590/1999 Food Code and this agreement to comply with the reporting requirements specified above involving symptoms, diagnoses, and high-risk conditions specified. I also understand that should I experience one of the above symptoms or high-risk conditions, or should I be diagnosed with one of the above illnesses, I may be asked to change my job or to stop working altogether until such symptoms or illnesses have resolved.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Applicant or Food Employee Name (please print) _____

Signature of Applicant or Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____



Facility
Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Serving Food To Guests with Food Allergies

Policy: All food will be served in a manner to ensure food safety.

Procedure: Employees involved in the service of food must observe the following procedures:

1. Use your receiving procedures.
 - Check all ingredient labels each time a food is purchased.
 - Date each food item when received.
2. Store food items that contain allergens in a separate location from the non-allergenic items.
3. Keep ingredient labels for a minimum of 24 hours after serving the product.
4. If a guest states they have a food allergy; bring the attention to the PIC/Manager on duty to discuss possible safe alternatives. Never GUESS or ASSUME. Refrain from serving the food item if there is a question as to whether there is an allergen contained in that food.
5. Prevent cross-contact during food preparation.
 - Wash hands before preparing foods.
 - Wear single-use gloves.
 - Use a clean apron when preparing allergen-free food.
 - Wash, rinse, and sanitize all cookware before and after each use.
 - Wash, rinse, and sanitize food contact surfaces.
 - Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross-contact within the allergy-free zone.
 - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
 - Use clean, sanitized utensils when preparing food.
6. Prevent cross-contact during service.
 - Use dedicated serving utensils and gloves for allergen-free foods.

MONITORING:

Certified Food Protection Manager

CORRECTIVE ACTION:

1. Retrain any Abbott's employee not following this SOP.
2. Call 911 immediately if a guest consumes a product with an allergen.

VOMIT AND DIARRHEA CLEAN-UP PROCEDURE FOR

ABBOTTS FROZEN
CUSTARD

71 Park
314 Broadway

WHY DO WE HAVE THIS PROCEDURE?

Vomiting and diarrhea can be symptoms of several very contagious diseases and it is the responsibility of food service management to protect both employees and customers from transmission of these diseases. The most important ways of accomplishing this task are:

- 1) ensure that employees understand the importance of frequent handwashing and that they know where and how to wash their hands;
- 2) ensure that employees understand their responsibility to report all disease symptoms, such as vomiting, diarrhea, jaundice, fever and sore throat; diagnosis of diseases; and exposure to others who are sick to the Person in Charge;
- 3) ensure that employees are trained and do not handle food that is ready to eat with their bare hands;
- 4) ensure that employees understand the importance of following all regular cleaning and sanitizing procedures on a daily basis and special cleaning and sanitizing procedures such as this one.

New employees will be trained in all of the above-mentioned procedures within the first week of hiring. Reminder trainings will be done for all food service staff on an **ANNUAL** basis.

VOMIT/DIARRHEA CLEAN-UP KIT

A vomit/diarrhea clean-up kit is stored in a labeled bin in the office

Contents of Clean-up Kit:

- 1) Personal Protective Equipment (PPE)
 - disposable gloves, nitrile or non-latex
 - face and eye shields (clean and sanitize after use)
 - disposable shoe covers
 - disposable aprons
 - masks
 - hair covers

- 2) Paper towels
- 3) Absorbent material: baking soda, Red Z powder, or kitty litter
- 4) Scoop or scraper, preferably disposable
- 5) Large plastic bags with twist ties
- 6) Caution tape for closing off areas

Buckets, wiping cloths, detergent and sanitizers will also be needed and are available in various locations throughout the food service area. The Person-in-Charge is responsible for refilling the clean-up kit after use. Extra supplies will be on hand. All supplies will be purchased or ordered at the time of the incident so that the kit is ready for use as soon as possible after the incident.

WHEN A VOMITING OR DIARRHEA INCIDENT OCCURS

- 1) Remove the following from the area if **no contact** with vomit or diarrhea:
 - a) employees and/or customers
 - b) packaged food or food in closed containers
 - c) portable equipment, linens and open single-use and single-service articles.

For diarrhea, the immediate area that is visibly soiled should be the area of clean-up concentration. For vomiting, since particles can be in the air, an area of 25 feet in all directions should be considered the clean-up area. This is very important when considering which employees or customers need to be removed; the food; and open single-use and single-service articles that need to be discarded; the linens that will need to be washed; and the equipment that will need to be cleaned and sanitized.

- 2) If vomiting occurred, completely close off area around the spill for 25 feet in all directions. Use caution tape from the Clean-up Kit.

Some small food service establishments will have to close during the clean-up of a vomiting incident either by an employee or a customer. In the case of closure, the Regulatory Authority should be called immediately to report the incident. A sign can be put at the entrance stating that the food service establishment will be closed until a time judged to be sufficient to accomplish the required clean-up.

- a) _____, due to its small size

will close after a vomiting incident until clean-up is finished.

- b) Jason Denoncourt, will determine what areas will
ABBOTTS FROZEN CUSTARR
 need to be cleaned and sanitized, but will remain open with limited service, unless the incident occurs in the only food prep area.

- 3) A trained employee should put on Personal Protective Equipment, gloves last.

All employees are trained in this clean-up procedure. If staffing allows, cooks should not be the first choice for carrying out the clean-up.

- 4) Sprinkle _____ on vomit/fecal matter to soak up liquid.
kitty litter

Using the scraper or scoop from the Clean-up Kit, and paper towels, carefully wipe up vomit/fecal matter and discard in a plastic trash bag. Then remove and discard gloves.

If staffing allows, a separate employee, wearing gloves and a mask, can hold the trash bag open by folding the top back over their hands so that the top of the bag is not contaminated in the process of discarding the paper towels, gloves, etc.

- 5) Wash hands and put on new disposable gloves and wash the area involved with detergent and warm water.

All surfaces within the incident area, plus all doorknobs, railings, wall corners or other places that you know are frequently touched should then be washed with soap and water. All restrooms should be cleaned also, even if they were not known to be affected by the incident. They are often used by employees and customers when they are not feeling well and the infectious germs will be there even if they cannot be seen.

All areas washed as described above will then be sanitized.

- 6) Sanitize hard or porous surfaces with chlorine bleach solution allowing the area to remain **wet for no less than 5 minutes**; follow policy directions for other surfaces or when using other sanitizers.

Bleach concentrations:

5.25% Sodium Hypochlorite or 6% dish machine sanitizer	1 2/3 cup bleach per gallon of water (1 part bleach to 10 parts water)	5000 PPM
8.25% concentrated Sodium Hypochlorite	1 cup bleach per gallon of water (1 part bleach to 16 parts water)	5000 PPM

Sanitizer to be used in this establishment will be _____
and will be left wet on hard surfaces for _____ minutes before drying with
papers towels.

Ammonium chloride sanitizers are ineffective against Norovirus so if those are the standard sanitizers used in a food service establishment, then chlorine bleach (or some

other commercial product approved by the EPA to kill Norovirus) must be kept on hand for use during a vomit/diarrhea incident.

Bleach is available in several different concentrations so food service establishments need to be aware of the concentration they have available. Once opened, a bottle of bleach maintains its strength for 30 days so **PUT THE DATE ON THE BOTTLE WHEN YOU OPEN IT**. Discard it after 30 days.

Remember that bleach will discolor many items such as carpets, flooring, etc. Test a small area if there is any reason to believe that there will be a problem. Steam cleaning of carpets and upholstery is recommended once the vomit/diarrhea has been removed. Linens should be washed in hot water and dried in a hot dryer.

Open windows or increase ventilation as much as possible during the clean-up.

Make sure that all high-touch areas and restrooms are sanitized before areas are re-opened.

- 7) When totally finished cleaning up, dispose of all paper towels and PPE in the plastic bag. Tie the bag closed and double bag it before putting it in your regular trash.
- 8) Rinse food contact surfaces with clean water to remove chlorine residue left on the surface because you used 5000 PPM to kill the infectious agents and re-sanitize with your usual 100 ppm sanitizer.

RE-OPENING ESTABLISHMENT OR CLEANED AREAS

When the above-described clean-up procedure has been completed, the areas may be re-opened. Establishments that closed for clean-up should call the Regulatory Authority and report that they are ready to re-open. The Regulatory Authority may, or may not, want to actually visit the establishment prior to re-opening.

Establishments should anticipate that some customers may request some kind of compensation. Management should discuss that with employees as part of the training on this procedure. The decision concerning compensation is entirely up to the establishment management.

MONITORING EMPLOYEES FOR ILLNESS

After incidents involving diarrhea, and particularly vomiting, all employees, but particularly those involved in the clean-up, will be monitored for signs of illness for several days. The Person-in-Charge will remind employees to report symptoms of any illness.

INCIDENT REPORT

It is advisable for the Person-in-Charge to complete an incident report describing the date and time of the incident; which employees were in charge of the clean-up; an

overall description of the area of the incident; how it was cleaned and sanitized; and the other areas of the establishment cleaned and sanitized. It should also state what food was discarded. This report should be kept in the establishment files in case there are any future questions about the incident.

REFERENCES:

"Clean-up and Disinfection for Norovirus ("Stomach Bug") Poster from disinfect-for-health.org.

[Food Code, U.S. Public Health Service, FDA, 2013, Annex 3, Public Health Reasons/Administrative Guidelines, pages 395-397.](#)

"Food Safety Sample SOP," NFSMI and USDA, Revised 2013.

"Guidelines for Responding to Vomiting and Diarrhea in Food Establishments," Rhode Island Department of Health, Yankee Conference Presentation by Cathy Feeney and Lydia Brown, September 22, 2016.

"Norovirus Information Guide," from SafeMark Best Practices, the Food Marketing Institute and Ecolab, July 2010.

"White Paper: Guidelines for Response to Vomiting and Diarrheal Incidents in Food Service Establishments," prepared by Paula Herald, PH.D., CP-FS, Technical Consultant, The Steritech Group, Inc., www.steritech.com.

(Document updated November, 2018 after MA adopted the 2013 Federal Food Code and the 2015 Amendments.)

STANDARD OPERATING PROCEDURE

Cleaning and Disinfecting after Incidents Involving Body Fluids

Policy: This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Norovirus is easily spread through projectile vomiting and because a low infectious dose is needed. Cleaning and disinfecting procedures should ensure this virus is killed.

Procedure:

In the event of an incident involving body fluids, the following steps should be taken:

1. Contain the affected area

Discontinue foodservice operations if spill occurred in food preparation or service areas. Block off the area of the spill from staff and customers until cleanup and disinfection are complete.

For incidents involving vomit, contain all areas within 25 feet of the spill.

2. Sick staff and/(customers) should be excluded from the lunch line. Ill students should be sent to the school clinic/nurse for assistance.
3. Contact workplace administrators (i.e in school settings, this would be building principal and district superintendent; in restaurants this would be manager or owner).
4. Foodservice employees with symptoms of vomiting or diarrhea must be excluded from the foodservice operation or sent home. See Employee Health and Hygiene SOP.
5. Affected area should be cleaned by **designated foodservice employees** and/or custodial staff with training in how to clean and disinfect body fluid spills.

6. Cleaning Process

Retrieve the Body Fluid Cleanup Kit. Refer to the Food Safety Sample SOP Assembling a Body Fluid Cleanup Kit, www.nfsmi.org/documentlibraryfiles/PDF/20111012102252.pdf

Put on personal protective equipment (PPE), including:

- Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
- Disposable gown or apron and disposable shoe covers.
- Face mask with eye protection, or goggles.

Remove visible body fluid

- Pour sand, or liquid spill absorbent material, on body fluid spill.
- Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.

Clean the affected area

- Put on new disposable gloves. Consider double gloving.

- Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids. Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Work from clean to dirty surfaces
 - Always begin cleaning in the least dirty areas and clean toward the known, dirtier areas.
 - If you are cleaning up any bodily fluids (such as vomit), you should clean from the edges of the spill toward the center.
 - Bathrooms should be cleaned last.
- Clean from top to bottom
 - Carpets and floors should be cleaned last.
 - Carpets should be cleaned with a chemical disinfectant that is effective against Norovirus (see attached list) and then **steam cleaned at 158°F for 5 minutes or 212°F for 1 minute** for complete inactivation.
 - Separate clean linens from dirty or soiled linens.

7. Disinfecting Process.

Disinfect the cleaned, affected area:

- a) Wash hands. See Handwashing SOP.
- b) Put on new disposable gloves. Consider double gloving.
- c) Non-absorbent Surfaces (i.e., tile, stainless steel)

Prepare a chlorine bleach disinfecting solution.*

Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).

Prepare solution immediately before applying it to surfaces using unscented, household bleach (5.25% concentration hypochlorite) or concentrated bleach (8 % concentration of hypochlorite) with water.

Mix about 1/3 cup household bleach or 1 2/3 Tablespoon concentrated bleach with 1 gallon of water at temperature of about 75 ° F to achieve a solution concentration of 1000 parts per million (ppm) for use on non-porous hard surfaces such as countertops and utensils. Mix in a bucket designated for chemical use.

For porous surfaces such as natural stone or unsealed concrete, a solution with 5000 parts per million (ppm) is needed. Mix 1 and 2/3 cups household bleach or about 1 cup concentrated bleach with a gallon of water. Note that once opened, household bleaches lose their effectiveness after 30 days. Use a new, unopened bottle of bleach every 30 days for preparing solutions.

Transfer solution to a spray bottle. Spray disinfecting solution on affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids.

For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.

Allow at least 5 minutes contact time.

Rinse disinfected surfaces with potable water.

Allow surfaces to air dry.

Keep area well-ventilated.

8. Post-disinfection cleaning and sanitizing affected food contact surfaces

Food contact surfaces in infected area should be treated as soiled surfaces.

Clean and sanitize following regular mechanical or manual procedures (See SOP Cleaning and Sanitizing).

9. Discard potentially contaminated food

Put on new disposable gloves. Consider double gloving.

Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.

For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers (i.e., cans) may be salvaged if adequately cleaned and disinfected.

Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food and record.

Remove gloves. Dispose of gloves in a plastic garbage bag.

Wash hands.

10. Handling clean-up materials

Laundering of dirty linens/clothing

- Items containing bodily fluids (such as vomit) that need to be laundered should be double-bagged.
- Handle laundry carefully and avoid shaking it as this can spread the virus.
- Launder with hot water in a laundry detergent solution effective against Norovirus (see attached list) for the longest available cycle length. Laundry should then be machine dried.

Disposal of PPE and cleaning and disinfecting materials.

- Put on new disposable gloves. Consider double gloving.
- Securely tie garbage bags containing all materials disposed of
- Place garbage bags in a second garbage bag
- Discard the bag(s) in disposal area identified by administration.

Clean all non-disposable items (bucket, mop handle, etc) with soap and water; then disinfect. Allow these items to air dry. Ensure water, soap, and mop head are changed after cleaning body fluids.

Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.

Remove gloves. Dispose of gloves in a plastic garbage bag.

Wash hands. See Handwashing SOP.

NOTES: A disinfectant registered as effective against Norovirus by the Environmental Protection Agency (EPA) may be used IF approved for use in food facilities. Any product that will be used to sanitize food contact surfaces must be approved by FDA under 21CFR178.1010. See the following link for a list of approved chemicals:

www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=178.1010

If you have questions, consult the manufacturer for more information on the approval for use of their product on food contact surfaces and/or in foodservice facilities.

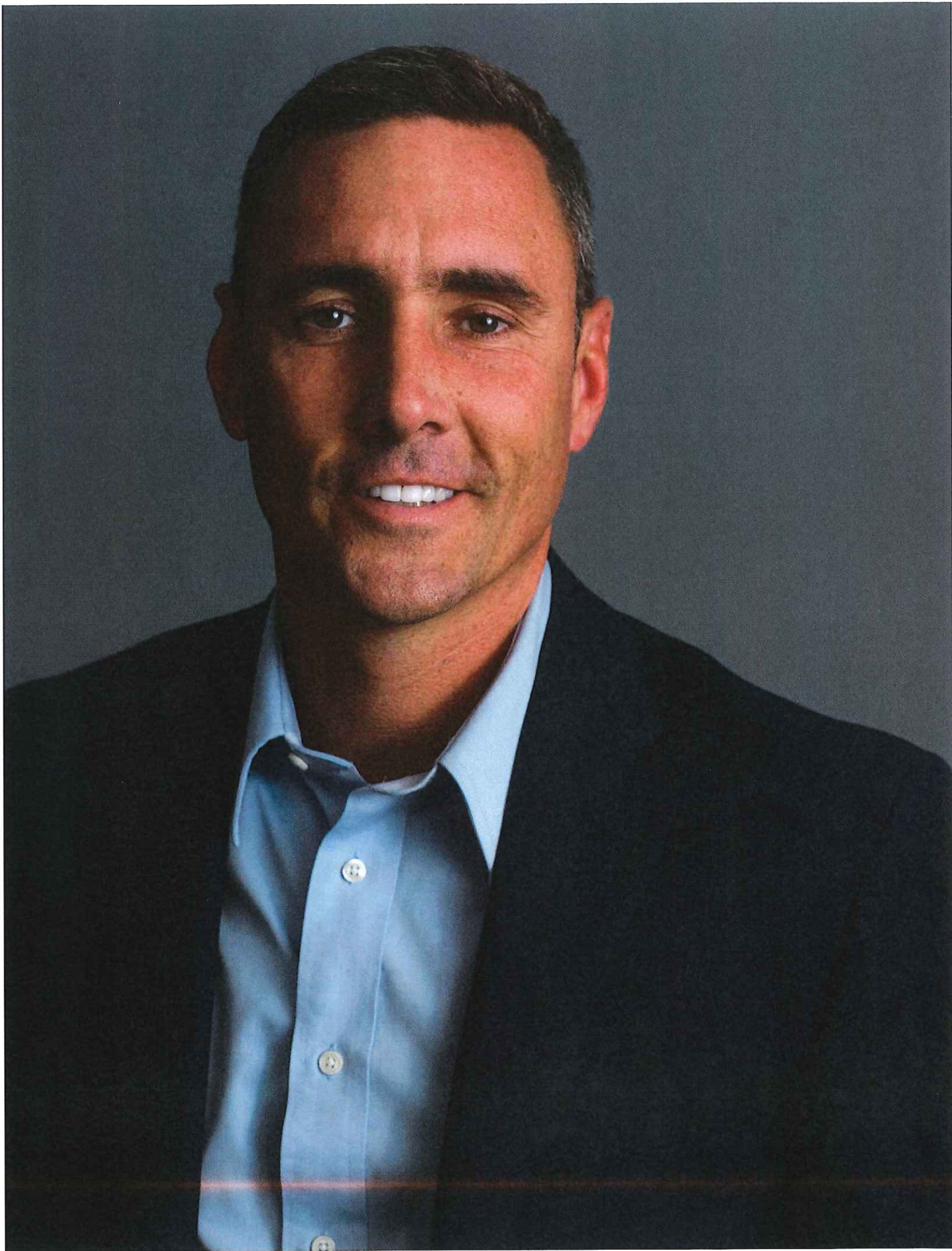
The work place manager will:

1. Review practices with all employees as part of new employee orientation.
2. Complete an incident report.
3. Review inventory list of damaged or discarded food.
4. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times and restock after incidents as needed.
5. Ensure that at least one foodservice employee per shift is:
Designated and trained to implement this SOP, and
Trained in the use of the Body Fluid Cleanup Kit.
6. Establish protocols to contain affected area and communicate these with other stakeholders.
7. Ensure that foodservice employees are:
Educated on illnesses and symptoms that must be reported to managers.
Retrain/educate foodservice employees in Exclusions and Restrictions for Ill or Infected Food Service Employees.
Restrict or exclude ill foodservice employees in accordance with SOPs.

Modified from NFSM and USDA Sample SOP Cleaning and Disinfecting Body Fluid Spills

Additional Training Resources available at:

www.nfsmi.org/documentlibraryfiles/PDF/20111012101726.pdf





Town of Arlington, Massachusetts

For Approval: Removal of 1 Elm Tree, 1 Sugar Maple, 1 Crabapple, 2 Norway Maple Trees @ Old Burying Ground

Summary:

James Feeney, Interim Facilities Director

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	Letter_to_Tree_Committee.pdf	Letter to Tree Committee - Tree Removal
▣	Reference Material	TSI_Tree_Assessment_Map_Removals.pdf	Tree Removal Map
▣	Reference Material	OBG_Tree_Removals_8-7-2020_(1).pdf	OBG Tree Removal
▣	Reference Material	CPAC_Support_for_OBG_Tree_Removal.pdf	Letter of Support from the CPAC

From: "Jim Feeney" <JFeeney@town.arlington.ma.us>
To: ArlTreeCmte@gmail.com
Cc: "Tim Lecuivre" <TLecuivre@town.arlington.ma.us>
Date: Fri, 07 Aug 2020 14:13:14 -0400
Subject: Old Burying Ground - Masonry Wall Restoration

Good afternoon MaryEllen,

I write in regards to an upcoming project at the subject-referenced site. The perimeter wall of the site will soon be repaired and/or rebuilt along its full length. In some areas, the wall is integral to earthen mound tombs. This work is being funded by Community Preservation Act grants approved by Town Meeting in both FY20 & FY21.

Unfortunately, there are 5 healthy trees requiring removal. These trees would otherwise require a tree hearing should they be located in the tree belt. With that in mind, and in line with other Town projects, the project team has been consulting with the Tree Warden at various points during the design process. The trees are presently damaging property protected by a historic preservation restriction, and similarly prevent safe access for repairs. These are all volunteer trees growing in inopportune locations, including against walls, and into and on top of tombs.

The trees are as follows:

Elm	15" DBH (this tree is proximal to 2 other Elms which recently succumbed to DED)
Sugar Maple	16" DBH
Crabapple	6" DBH
Norway Maple	16" DBH
Norway Maple	17" DBH

Working again with the Tree Warden, the Town identified 5 suitable sites away from monuments and headstones in the grounds for tree replacement. Many of these locations would replenish prior losses of the intentionally planted trees.

Further, Tree Specialists, Inc. was contracted to perform a level 2 visual tree assessment for all 57 trees located within the confines. In addition to the selected removals described above, the scope of work will involve maintenance pruning of crowns and girdling roots, as well as selected plant healthcare for the remaining old-growth core canopy in accordance with recommendations from Tree Specialists, Inc.

In consultation with the Town Manager, and due to COVID-operations, the project team intends on bringing this matter before the Select Board at their next virtual meeting on August 17th; however, we did not want to do so without first making the Tree Committee aware of this matter. I have attached a site plan indicating the locations of the trees, as well some present-day pictures for review.

Please do not hesitate to let me know if you have any questions.

Sincerely,

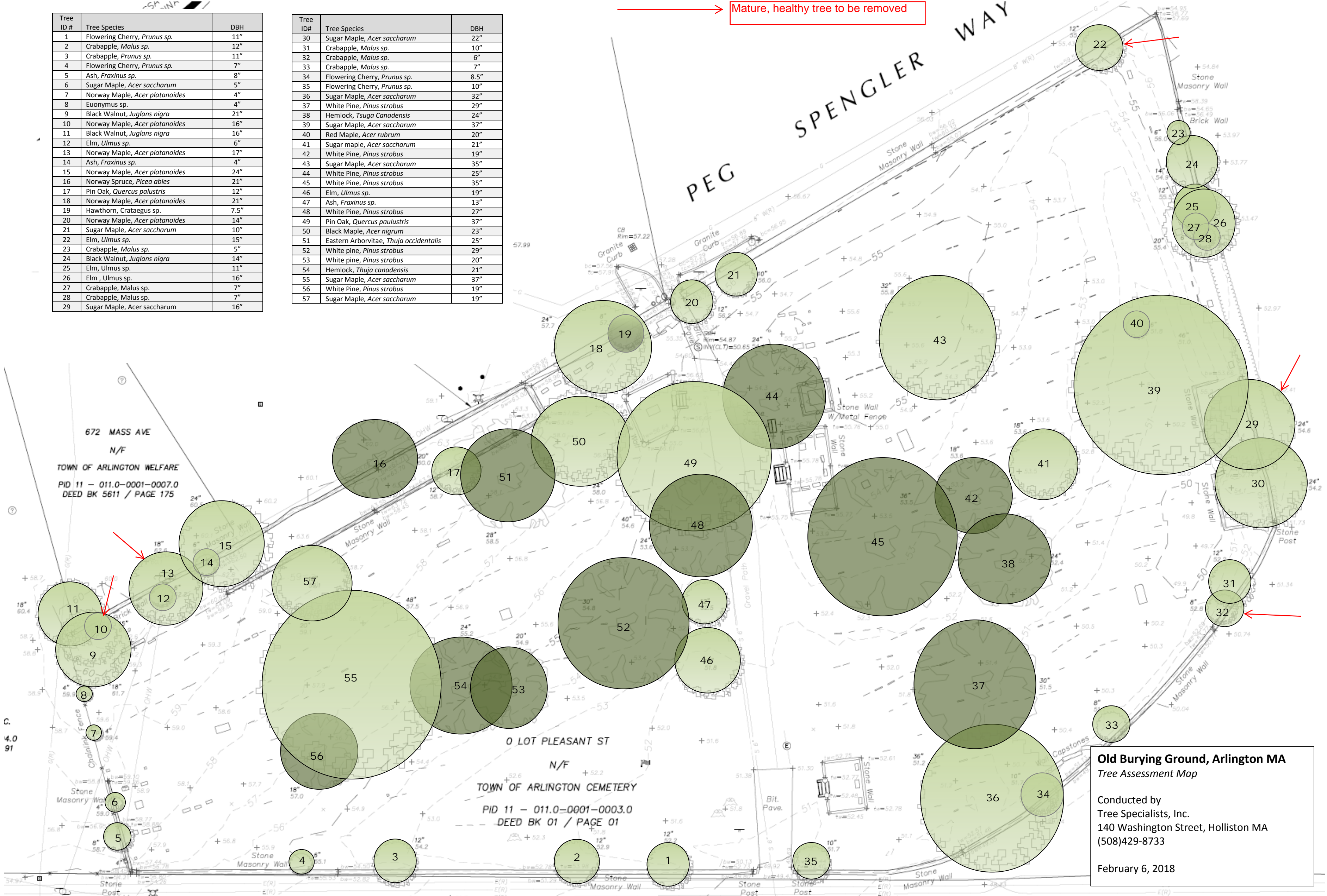
Jim

James Feeney
Interim Facilities Director
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
(781) 316-3110

Tree ID #	Tree Species	DBH
1	Flowering Cherry, <i>Prunus</i> sp.	11"
2	Crabapple, <i>Malus</i> sp.	12"
3	Crabapple, <i>Prunus</i> sp.	11"
4	Flowering Cherry, <i>Prunus</i> sp.	7"
5	Ash, <i>Fraxinus</i> sp.	8"
6	Sugar Maple, <i>Acer saccharum</i>	5"
7	Norway Maple, <i>Acer platanoides</i>	4"
8	Euonymus sp.	4"
9	Black Walnut, <i>Juglans nigra</i>	21"
10	Norway Maple, <i>Acer platanoides</i>	16"
11	Black Walnut, <i>Juglans nigra</i>	16"
12	Elm, <i>Ulmus</i> sp.	6"
13	Norway Maple, <i>Acer platanoides</i>	17"
14	Ash, <i>Fraxinus</i> sp.	4"
15	Norway Maple, <i>Acer platanoides</i>	24"
16	Norway Spruce, <i>Picea abies</i>	21"
17	Pin Oak, <i>Quercus palustris</i>	12"
18	Norway Maple, <i>Acer platanoides</i>	21"
19	Hawthorn, <i>Crataegus</i> sp.	7.5"
20	Norway Maple, <i>Acer platanoides</i>	14"
21	Sugar Maple, <i>Acer saccharum</i>	10"
22	Elm, <i>Ulmus</i> sp.	15"
23	Crabapple, <i>Malus</i> sp.	5"
24	Black Walnut, <i>Juglans nigra</i>	14"
25	Elm, <i>Ulmus</i> sp.	11"
26	Elm, <i>Ulmus</i> sp.	16"
27	Crabapple, <i>Malus</i> sp.	7"
28	Crabapple, <i>Malus</i> sp.	7"
29	Sugar Maple, <i>Acer saccharum</i>	16"

Tree ID#	Tree Species	DBH
30	Sugar Maple, <i>Acer saccharum</i>	22"
31	Crabapple, <i>Malus</i> sp.	10"
32	Crabapple, <i>Malus</i> sp.	6"
33	Crabapple, <i>Malus</i> sp.	7"
34	Flowering Cherry, <i>Prunus</i> sp.	8.5"
35	Flowering Cherry, <i>Prunus</i> sp.	10"
36	Sugar Maple, <i>Acer saccharum</i>	32"
37	White Pine, <i>Pinus strobus</i>	29"
38	Hemlock, <i>Tsuga Canadensis</i>	24"
39	Sugar Maple, <i>Acer saccharum</i>	37"
40	Red Maple, <i>Acer rubrum</i>	20"
41	Sugar maple, <i>Acer saccharum</i>	21"
42	White Pine, <i>Pinus strobus</i>	19"
43	Sugar Maple, <i>Acer saccharum</i>	35"
44	White Pine, <i>Pinus strobus</i>	25"
45	White Pine, <i>Pinus strobus</i>	35"
46	Elm, <i>Ulmus</i> sp.	19"
47	Ash, <i>Fraxinus</i> sp.	13"
48	White Pine, <i>Pinus strobus</i>	27"
49	Pin Oak, <i>Quercus palustris</i>	37"
50	Black Maple, <i>Acer nigrum</i>	23"
51	Eastern Arborvitae, <i>Thuja occidentalis</i>	25"
52	White pine, <i>Pinus strobus</i>	29"
53	White pine, <i>Pinus strobus</i>	20"
54	Hemlock, <i>Thuja canadensis</i>	21"
55	Sugar Maple, <i>Acer saccharum</i>	37"
56	White Pine, <i>Pinus strobus</i>	19"
57	Sugar Maple, <i>Acer saccharum</i>	19"

Mature, healthy tree to be removed



Old Burying Ground, Arlington MA
Tree Assessment Map

Conducted by
Tree Specialists, Inc.
140 Washington Street, Holliston MA
(508)429-8733

February 6, 2018



17" Norway Maple



16" Norway Maple



15" Elm



16" Sugar Maple



6" Crabapple

COMMUNITY PRESERVATION ACT COMMITTEE



TOWN OF ARLINGTON
730 Massachusetts Ave
Arlington, MA 02476

August 14, 2020

TO: Arlington Select Board
RE: Old Burying Ground tree removal

We write to reiterate the support of the Community Preservation Act Committee for the preservation plan of the Old Burying Ground, including the necessary removal of the trees before you at your August 17, 2020 meeting.

At every phase of funding this important project, the Committee clearly understood that it would be necessary to remove certain trees that are damaging protected historic resources and preventing safe access for restoration work.

Mr. Feeney has done a commendable job informing us about the planning and progress of this important project, and we support his present request before you.

Sincerely,

Eric Helmuth, Chair

Clarissa Rowe, Vice Chair

Town of Arlington Community Preservation Committee

SENT VIA EMAIL



Town of Arlington, Massachusetts

Discussion and Approval: Proposed Locations for Bluebikes Stations

Summary:

Jennifer Raitt, Director of Planning and Community Development

Daniel Amstutz, Senior Transportation Planner

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_on_Bluebikes_Stations.pdf	Memo from Planning re Bluebike Station Locations
▢	Reference Material	Proposed_Bluebikes_Station_Locations_Presentation.pdf	Bluebike 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: August 12, 2020
RE: Proposed Locations for Bluebikes Stations in Arlington Center and East Arlington

The Town of Arlington will become part of the Bluebikes regional bike share system as part of an expansion of the system in summer 2020. Unlike the Limebike dockless regional bike share program in which the Town previously participated, Bluebikes has stations where users can rent and return bicycles for short term trips. The Department of Planning and Community Development has worked with Bluebikes staff, the Arlington Bicycle Advisory Committee (ABAC), East Arlington Livable Streets (EALS), and administered a community survey to determine locations for the Bluebikes stations. This memo describes the public survey process and concordant outreach to the community to gather feedback on locations, and provides recommended station locations for discussion and approval by the Select Board.

Six station locations are proposed for this initial roll-out of Bluebikes in Arlington. However, only four locations are being requested for approval at this time, and two require further review. The following four locations are recommended; greater detail about each station is provided on page three of this memo and in the accompanying presentation:

1. Railroad Lot at Minuteman Bikeway
2. Mass Ave at Broadway
3. Broadway at Grafton St
4. Mass Ave at Grafton St

The following two locations require additional review before finalization:

1. Linwood St at Minuteman Bikeway
2. Minuteman Bikeway at Thorndike Field

Station Siting Guidelines and Public Engagement

The Bluebikes initial expansion into Arlington includes six proposed stations. Each station will have eleven docks and six or seven bicycles for a total of 38 bicycles. Station siting guidance was provided by Bluebikes. The additional factors considered in the review criteria include:

- Each station has a footprint 32' long and 6' wide.
- Stations must be no more than 1/3 mile from at least one other station, approximately a 5-minute walk. Stations in neighboring municipalities are factored into these distance criteria.
- Stations cannot impede access to utilities such as manholes or storm sewer grates.
- Stations need to be placed on firm, level hardscape (no grass, no dirt).
- Stations require at least 4-6 hours of sunlight for power.
- Stations should not be located in the area of work for near-term construction projects that would require relocating stations within two years.

- Stations on sidewalk can stay out during winter—Bluebikes will shovel out (stations located on sidewalks may not impede accessibility). Stations on street may need to be removed for winter plowing at Town’s discretion).

Due to the station distancing criteria, the stations in this initial expansion must be located near the closest existing stations, which are in Somerville and Cambridge. As a result, this criterion makes siting a station in Arlington Heights infeasible. Requests for Bluebikes stations in Arlington Heights were one of the most frequent comments on the station location poll.

DPCD staff began by using the station siting guidance above and discussing possible locations with a small working group of members from ABAC and EALS. DPCD shared possible locations with Bluebikes staff and created three possible networks of stations for public feedback. A survey for public feedback was made available between July 23 and July 31, where the following network options were presented:

- STATION LOCATIONS OPTION 1: Mass Ave at Town Hall, Mass Ave at Whittemore St, Mass Ave at Linwood/Foster St, Mass Ave at Capitol Square, Mass Ave at Thorndike St, Minuteman Bikeway at Thorndike Field.
- STATION LOCATIONS OPTION 2: Minuteman Bikeway at Swan Pl/Mass Ave, Mass Ave at Whittemore St, Minuteman Bikeway at Linwood St, Broadway at N. Union St, Mass Ave at Capitol Square, Minuteman Bikeway at Thorndike Field.
- STATION LOCATIONS OPTION 3: Mass Ave at Whittemore Street, Mass Ave at Linwood/Foster St, Broadway at N. Union St, Mass Ave at Capitol Square, Minuteman Bikeway at Thorndike Field, Broadway at Sunnyside Ave

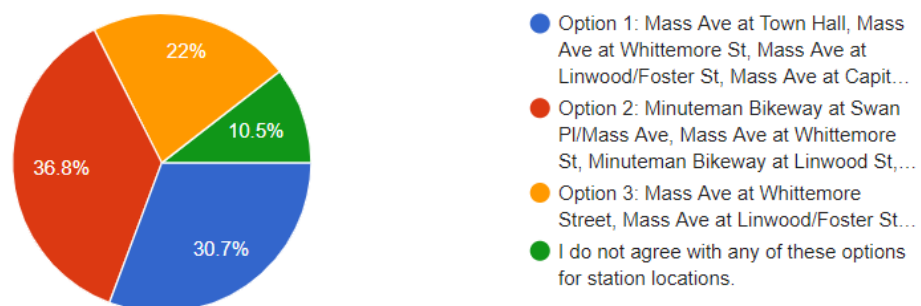
These three options had three station locations in common: Mass Ave at Whittemore St, Mass Ave at Capitol Square, and Minuteman Bikeway at Thorndike Field.

In total, 515 individuals responded to the survey. The breakdown of the preference survey is shown below.

Which options for Bluebikes station locations do you prefer? (Please refer to the larger images above for specific locations under each option.)



505 responses



Option 2 received the most votes (186, or 36.8%), followed closely by Option 1 (155, or 30.7%). Of the respondents who indicated that they did not agree with any of the station network options, the majority of comments expressed concern that there were not station locations in Arlington Heights. Other concerns included a desire to retain on-street parking, objection to specific locations in the networks, and general opposition to the town participating in this bike share program.

Station Field Review and Detailed Locations

DPCD and Bluebikes staff conducted field review of the proposed station locations to determine precisely where stations should be sited. Due to factors around site suitability, conflicts with utility locations, traffic safety, and parking demand, some of the precise locations proposed in Option 2 of the public poll could accommodate a Bluebikes station. Staff endeavored to site stations as close to the approximate locations in Option 2 as possible.

Adjustments to station locations were made for the Capitol Square location and the Minuteman Bikeway at Swan Place location. A station at Mass Ave and Grafton St is proposed in place of the Capitol Square location, about two blocks from Mass Ave and Lake St, due to challenges with siting a station directly in Capitol Square. Similar challenges arose in reviewing options for Minuteman Bikeway at Swan Place, in addition to comments and concerns about station locations not being far enough into Arlington Center and towards Arlington Heights. As a result of field review and public comment, staff are proposing a station along the Minuteman Bikeway west of the intersection of Mass Ave/Mystic St/Pleasant St to replace the proposed station at Swan Place at the Minuteman Bikeway, which is not feasible at this time.

The detailed locations of the stations are attached to this memo as presentation slides for the Board's review.



BLUEBIKES STATION LOCATIONS

For East Arlington & Arlington Center

STATION LOCATIONS FOR EAST ARLINGTON & ARLINGTON CENTER

For approval this evening:

1. Railroad Lot at Minuteman Bikeway
2. Mass Ave at Broadway
3. Mass Ave at Grafton St
4. Broadway at Grafton St

To be approved at a later date:

1. Linwood St at Minuteman Bikeway
2. Thorndike Field at Minuteman Bikeway

BIKE SHARE STATION SITING GUIDELINES

- Stations are 32' long and 6' wide
- Stations must be no more than 1/3 mile from at least one other station
- Stations cannot impede access to utilities like manholes
- Stations need to be placed on firm, level hardscape (no grass, no dirt)
- Stations require at least 4-6 hours of sunlight for power
- No near-term construction projects that would require relocating stations within two years
- Stations on sidewalk can stay out during winter—Bluebikes will shovel out (stations located on sidewalks may not impede accessibility). Stations on street may need to be removed for winter plowing at Town's discretion.

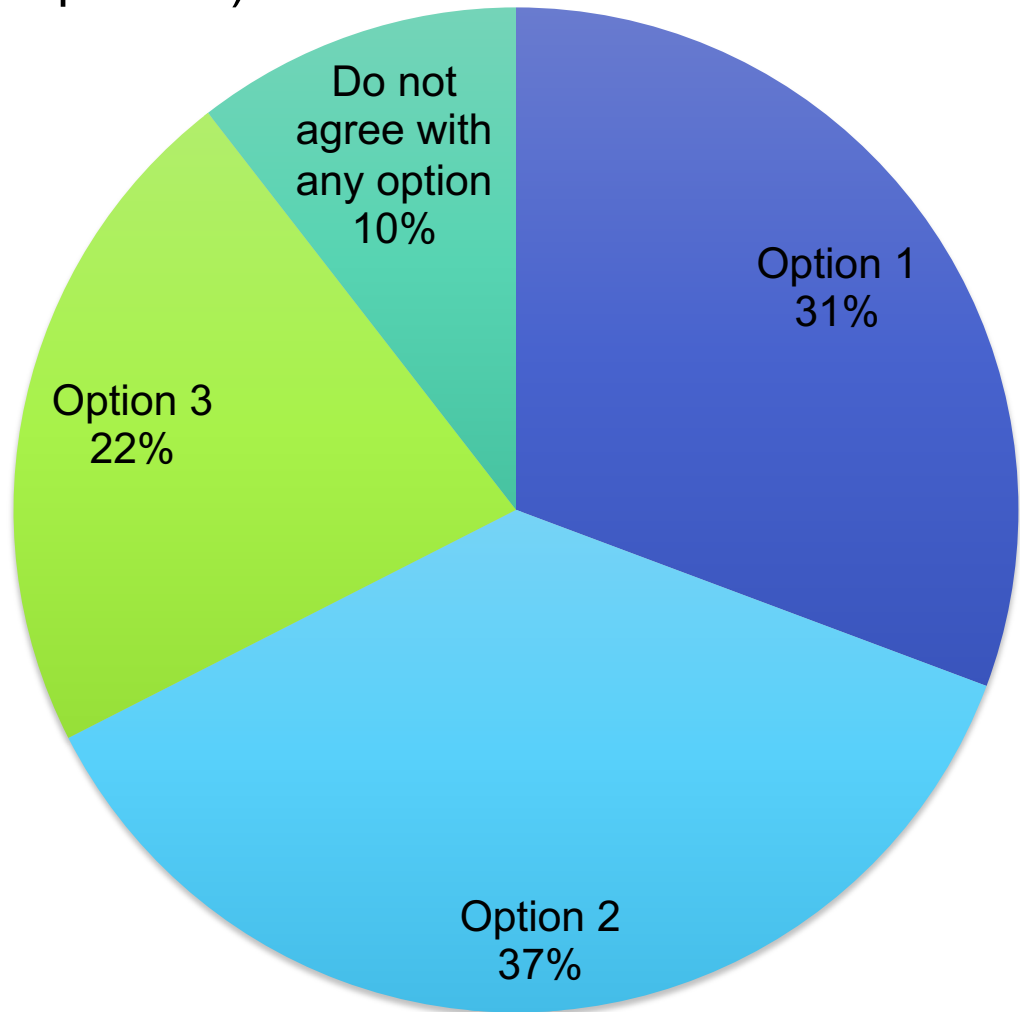
STATION LOCATION OPTIONS

Presented to the community in a poll
conducted between July 23 and July 31, 2020



PUBLIC POLL RESULTS

Which options for Bluebikes station locations do you prefer? (515 total responses)



PUBLIC POLL RESULTS

Option 2:
highest number
of public votes



PUBLIC POLL RESULTS

Option 2:
adjusted station
locations based
on preferred
public option and
specific site
conditions





STATION LOCATIONS FOR DISCUSSION AND APPROVAL

STATION #1: RAILROAD LOT @ MINUTEMAN BIKEWAY

- Requires removal of two parking spaces in railroad lot
- Bikes would face sidewalk side for renting
- Right off Minuteman Bikeway, near Library and Town Hall

**Proposed Bluebikes
Station (on street)**

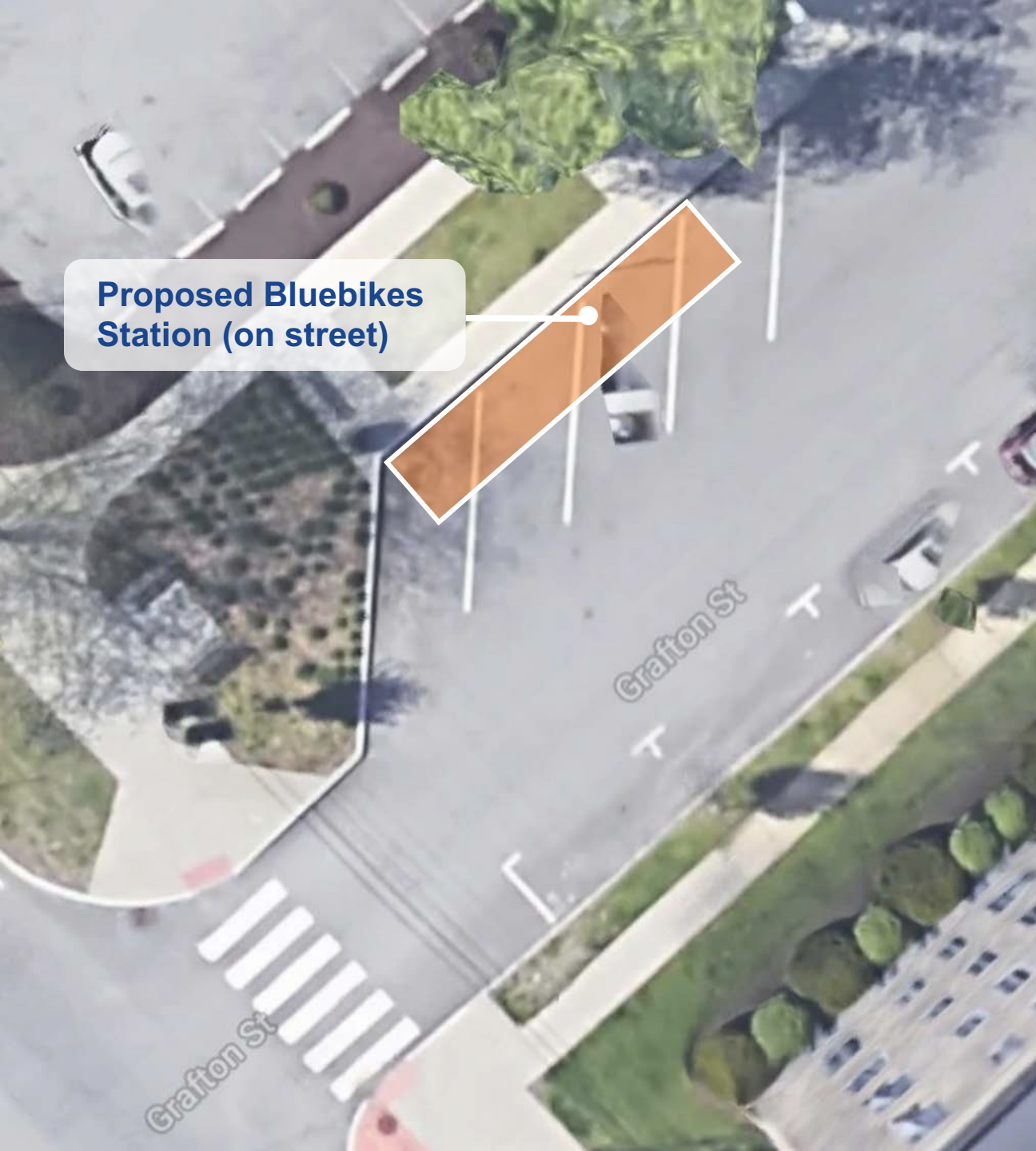




STATION #2: MASS AVE @ BROADWAY

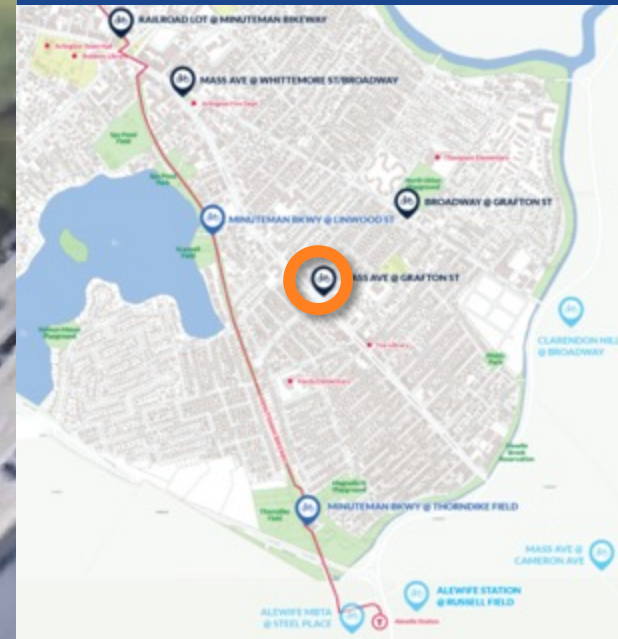
- Requires removal of two parking spaces on Mass Ave
- Bikes would face sidewalk side for renting
- Close to Broadway Plaza





STATION #3: MASS AVE @ GRAFTON ST

- Proposed in place of Capitol Square location
- Requires removal of three parking spaces, possibly four
- Alternative location: across the street in parallel spaces



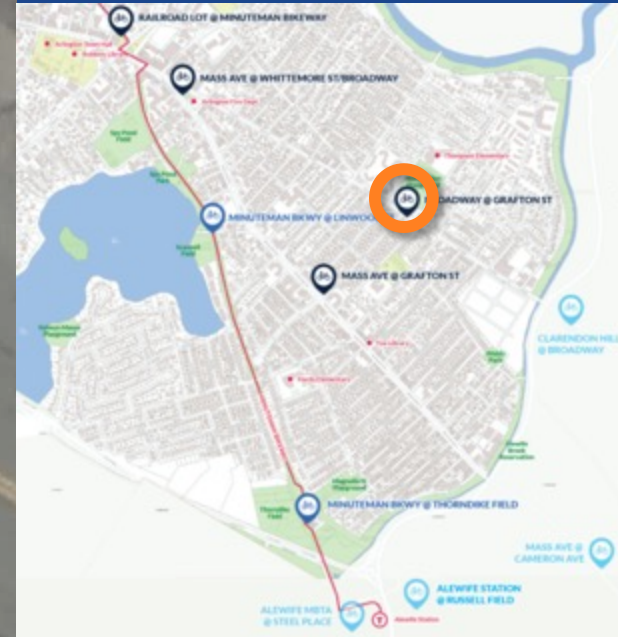


**East Cambridge
Savings Bank**

**Proposed Bluebikes
Station (on street)**

STATION #4: BROADWAY @ GRAFTON ST

- Requires removal of two parking spaces on Broadway in front of 108 Broadway
- Alternative location: across the street in front of the bank





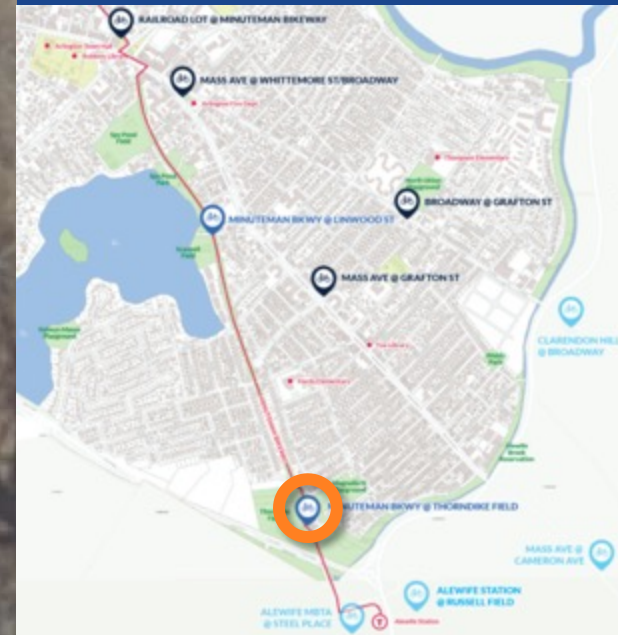
**STATION LOCATIONS FOR
DISCUSSION AND APPROVAL AT NEXT
BOARD MEETING PENDING FURTHER
REVIEW**

THORNDIKE FIELD @ MINUTEMAN BIKEWAY

- Requires approval/ concurrence from MBTA
- To be sited outside of primary Bikeway path
- Adequate ADA sidewalk width maintained for passing

**Proposed Bluebikes
Station (on sidewalk,
off main path)**

**Thorndike
Dog Park**



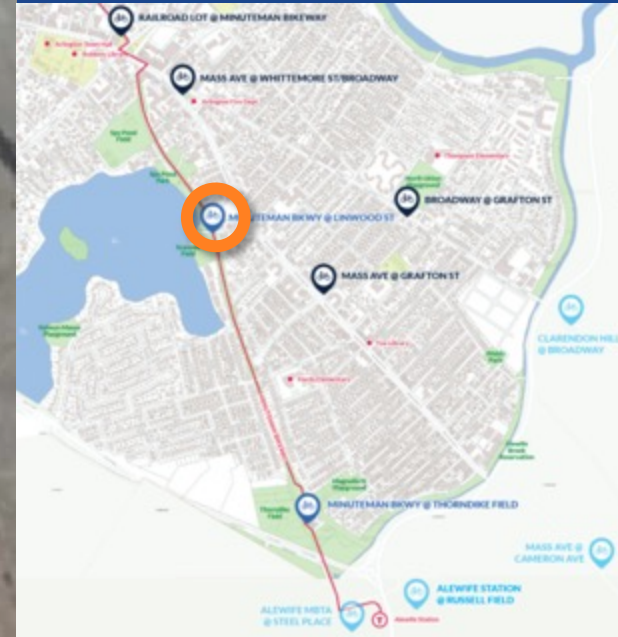
**Spy Pond
Park**

**Proposed Bluebikes
Station (on street)**



LINWOOD ST @ MINUTEMAN BIKEWAY

- Requires removal of two parking spaces on Linwood St
- Close to Bikeway, Spy Pond Park
- Linwood St would be narrowed to ~18'
- Considering concrete pad in grass instead of on street





Town of Arlington, Massachusetts

Discussion and Approval: Final Shared Streets Proposal

Summary:

Jennifer Rait, Director of Planning and Community Development

Daniel Amstutz, Senior Transportation Planner

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Arlington_Shared_and_Slow_Streets_for_Social_Distancing_ _SB_Update_08-17-20.pdf	Shared Streets Presentation

Shared and Slow Streets for Social Distancing

Arlington Select Board Update
Department of Planning and
Community Development
August 17, 2020

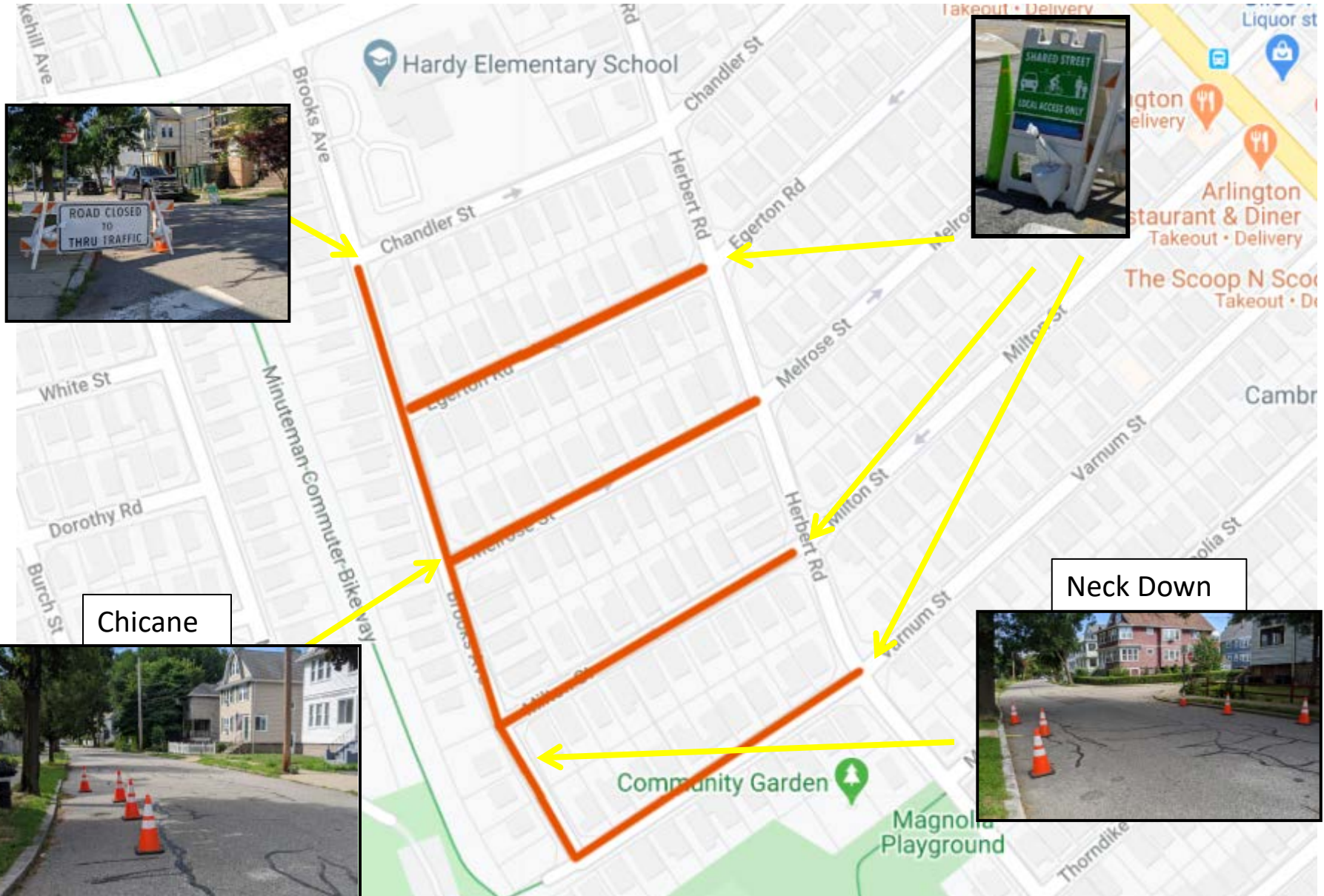


Agenda

- Brooks Avenue Reinstallation (August 6)
- Mary Street Shared Streets support and proposal for approval
- Waldo/Amsden Road Update
- Next Steps



Brooks Ave New Gateway & Traffic Calming Locations



Gateways and Temporary Traffic Calming: Chandler at Brooks



Gateways and Temporary Traffic Calming: Herbert at Egerton



Gateways and Temporary Traffic Calming: Herbert at Varnum



Gateways and Temporary Traffic Calming: Brooks at Milton



Gateways and Temporary Traffic Calming: Brooks at Melrose



Mary St.

Community Engagement

- Emailed residents who nominated Mary Street
- Zoom discussion with residents on August 6
- 39 emails 37 in support, 2 opposed
- 4 petition signatures in support

18. Mary Street Pilot



Georgia Henley <georgiah@gmail.com> 1:11 PM

Dear Select Board,

I support the proposal to include Mary Street in the shared street pilot program. This decision would open up Mary Street to safe children's play, easier social distancing, and an increased sense of community. It would allow families with strollers, children, dogs, and joggers to maintain adequate social distance when enjoying the outdoors. Moreover, traffic has nearly returned to its pre-pandemic levels and the use of Mary Street as a Lake Street cut-through

1. Support for Mary Street as a shared street from a neighbor

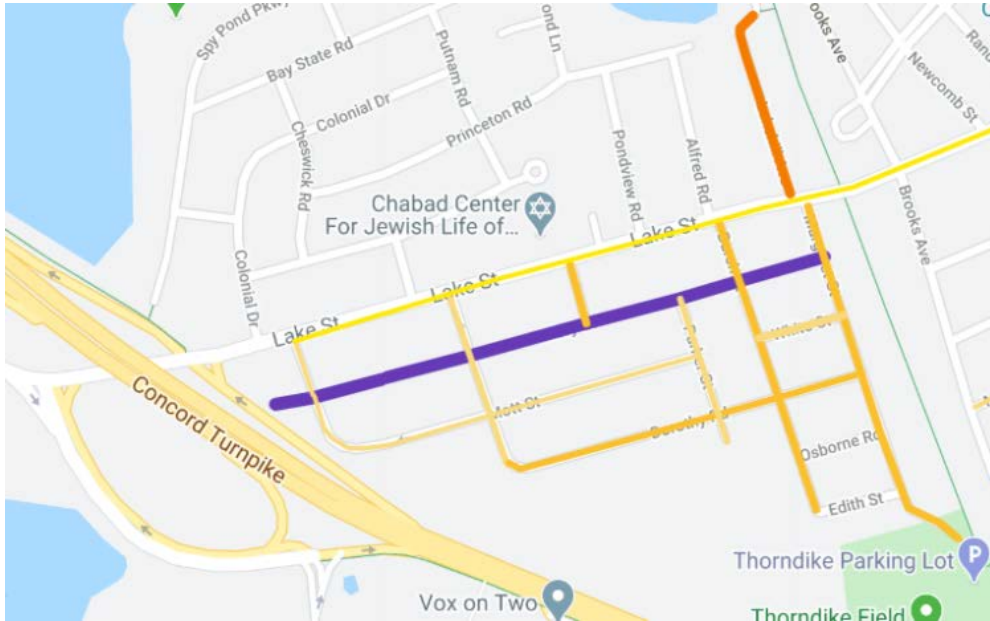


Val Tassinari <val.tassinari@gmail.com> Mon, Aug 3, 7:54 AM

Hello,

I live on the corner of Burch St & White St, just one block away from Mary Street, and I am emailing to voice my strong and enthusiastic support to make Mary Street a shared street in the

Mary St.



Concept

(**to be refined with resident input**):

Gateways:

- Major at Margaret St and Wilson Ave
- Minor at Littlejohn, Homestead, Burch, and Parker

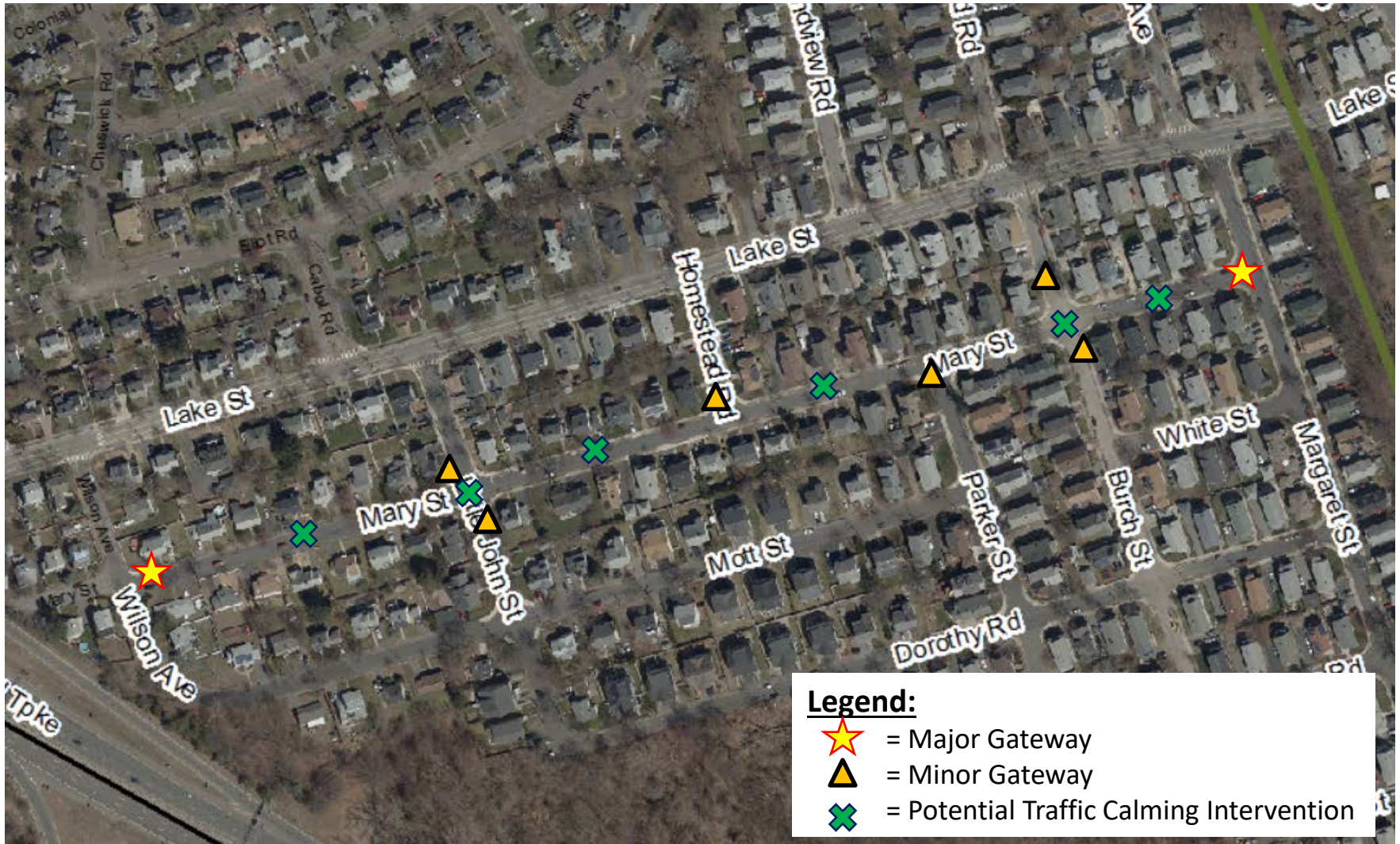
Traffic calming:

- Mini traffic circles at Littlejohn and Burch
- Neck downs or chicanes on each block

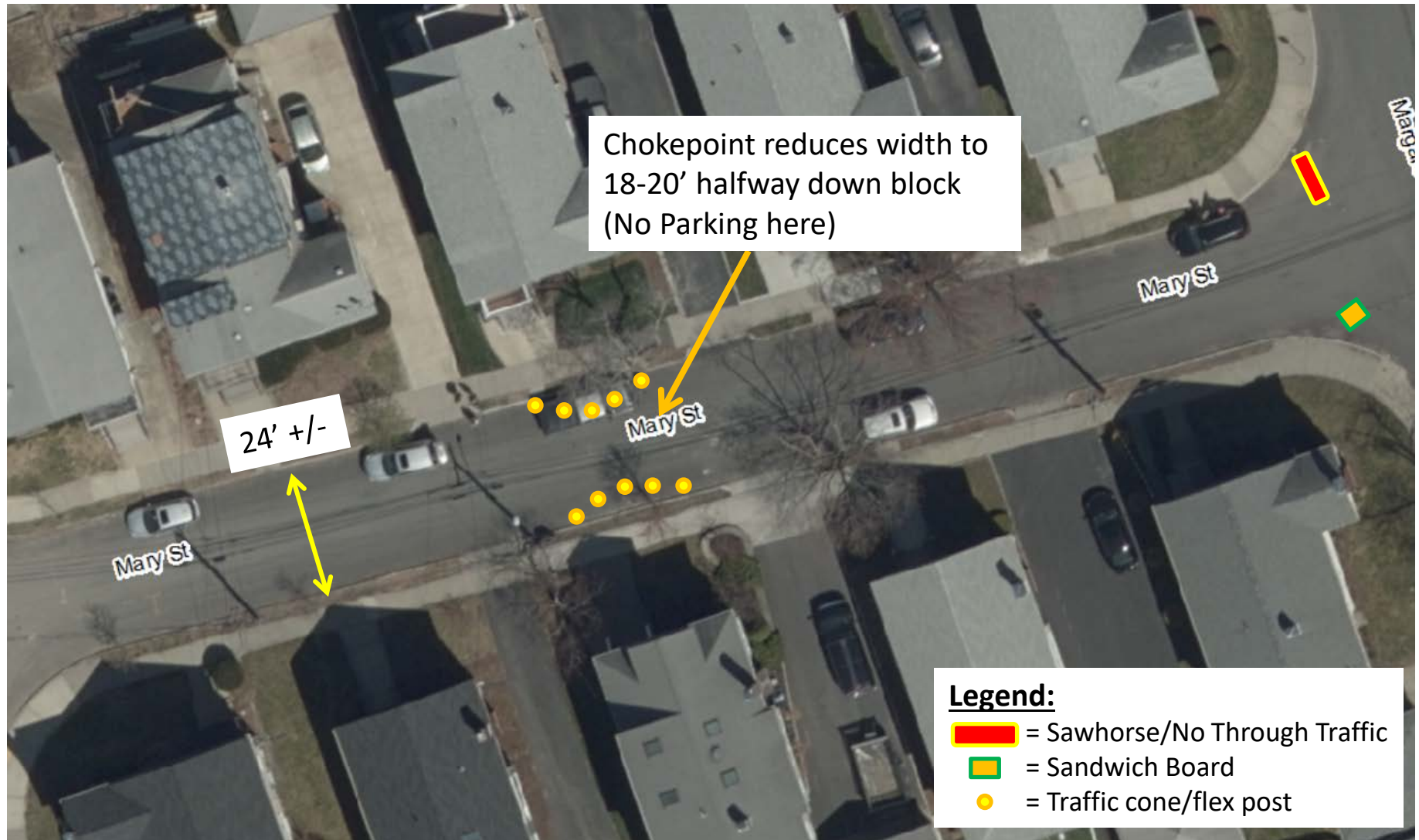
Potential Connections:

- Wilson to Lake St to Route 2 walking path
- Margaret St to Bikeway and cross over to Varnum St

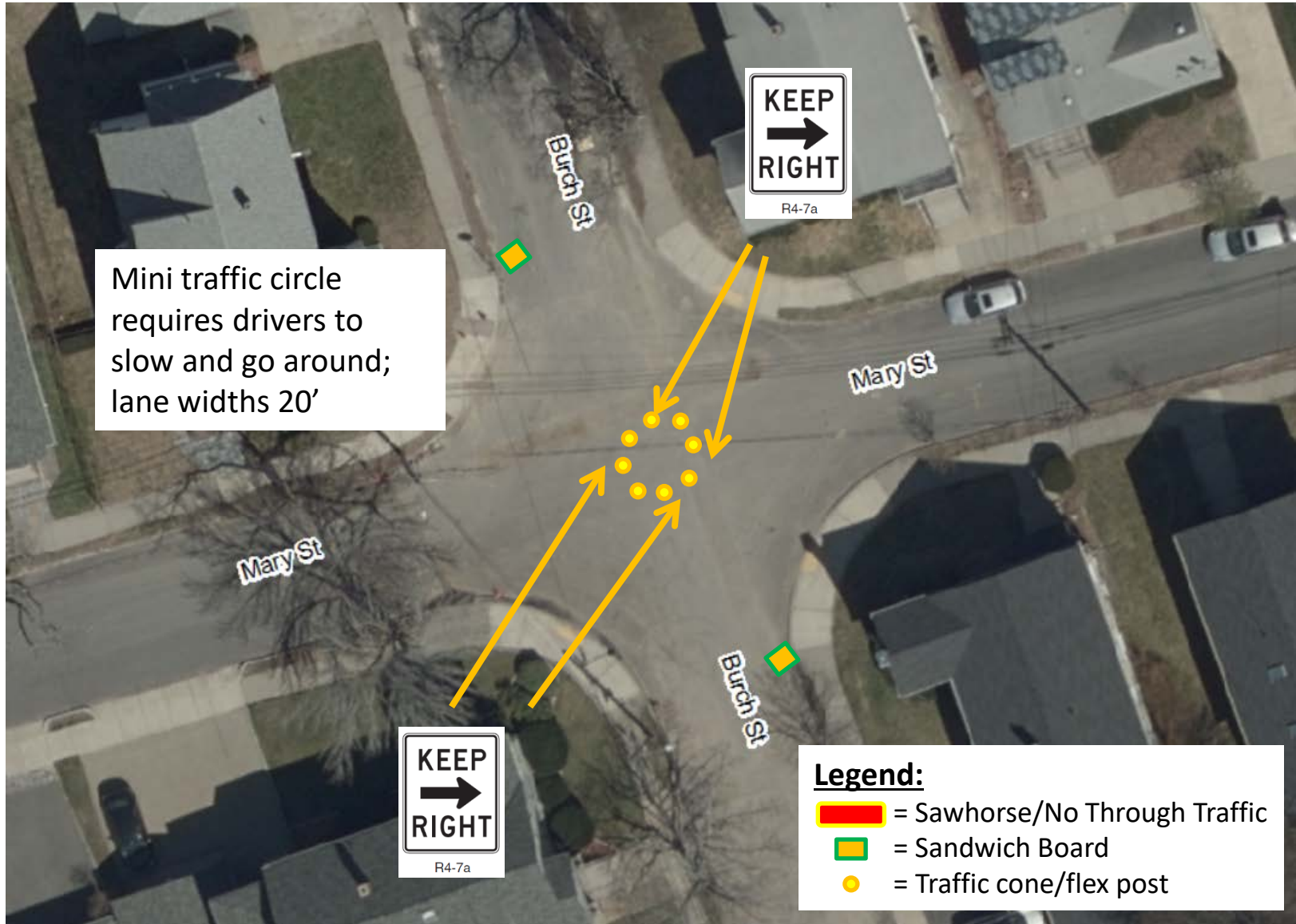
Gateways and Temporary Traffic Calming for Mary Street (**To be refined with resident input**)



Gateways and Temporary Traffic Calming for Mary Street (**To be refined with resident input**)



Gateways and Temporary Traffic Calming for Mary Street (**To be refined with resident input**)



Waldo Rd - Amsden St.

Community Engagement

- Emailed residents who nominated Waldo Road and Amsden St
- Continued discussion over email
- Will work with residents on outreach to get support

Next Steps

- Approval to conduct shared streets pilot on Mary Street
 - Refine concept and location/type of traffic calming interventions
- Work with residents for support of Waldo Road/Amsden Street pilot
- Monitor Brooks Avenue shared street through beginning of September
- Apply for MassDOT Shared Streets and Spaces Grant for materials and implementation

Discussion/Questions





Town of Arlington, Massachusetts

For Approval: Letter of Support for MassWorks Grant

Summary:

Adam W. Chapdelaine, Town Manager



Town of Arlington, Massachusetts

For Approval: Letter to Mass Housing re: 1165R Massachusetts Avenue

Summary:

Douglas W. Heim, Town Counsel

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	Draft_Letter_of_Comment_to_MassHousing_Re_1165R_Mass_Ave_(00022417xA050C)_ (1).pdf	Draft Letter

OFFICE OF THE SELECT BOARD

JOHN V. HURD, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 17, 2020

By Electronic and First Class Mail

Ms. Chrystal Kornegay
Executive Director
MassHousing
One Beacon Street
Boston, MA 02108

Re: 1165R Massachusetts Avenue, Arlington, MA

Dear Executive Director Kornegay:

Please accept this letter of comment on behalf of the Select Board of the Town of Arlington ("Arlington") in reference to the application for project eligibility/site approval submitted to MassHousing by 1165R Mass MA Property, LLC (the "Applicant") for a development of 130 units on an approximately 2-acre parcel off of Massachusetts Ave in Arlington, Massachusetts ("Development"). The Board notes the many positives of the proposal along with several drawbacks of the project as presently designed, based upon the information provided by the Applicant including a project overview and traffic study, the application to MassHousing itself, the Board's personal knowledge of the locus, and its understanding of MassHousing's criteria for Smart Growth.

In summary, the Board is encouraged by the many ways in which the project is consistent with goals and recommendations submitted relative to the site in the Arlington Master Plan, Housing Production Plan, Open Space Plan, and the Mill Brook Corridor Report. However, the Board is particularly concerned over the loss of commercial space currently used by artists and at least one other commercial tenant. Moreover, the Board believes that the presently proposed mix of market rate and affordable units should be examined further to best capitalize on this opportunity for expanding affordable units in Arlington.

History of the Site & Prioritization for Redevelopment

The proposed site of the development hosts what were historically factory spaces along the Mill Brook throughout 19th and 20th Centuries. These factories initially harnessed the water power of the Mill Brook to produce a wide variety of goods, until the Arlington Reservoir was constructed. The most recent consistent industrial uses of the factory spaces were the production of architectural millwork up until the early 1970s. However, since said time, the property and its formerly factory-oriented spaces have been underutilized as industrial spaces. Town residents and small business have enjoyed the character of some of the factory space for purposes such as artist studios, but the site overall has long been identified as an area ripe for redevelopment.

Specifically, the 2015 Arlington Master Plan Arlington highlighted the locus as one of the areas with “opportunities to develop unique mixed use activity centers in strategic locations along its primary corridors, including Massachusetts Avenue...the Mill Brook district, and the Minuteman Bikeway.” In detailing the different stakeholders and advisors who examined Mill Brook industrial spaces, the Master Plan noted:

The revitalization of former industrial sites along the Mill Brook will have a significant and ongoing economic impact on the town. This area and the legacy it represents can provide the building blocks for new economic development in Arlington. An April 2010 study by the Mill Brook Linear Park Study Group (a subcommittee of the Arlington Open Space Committee) recognized the potential environmental, economic, flood control, recreational, historic, and transportation benefits of the Mill Brook.

Indeed, the Master Plan made clear that “[r]esuscitating some of the large sites and underutilized buildings in this area should be a high priority if Arlington wants to preserve the character of other districts.”

Similarly, the larger 16 acre-site owned by the Mirak families were identified for the type of development and long-term use proposed by the Applicant in the Town’s 2016 Arlington Housing Production Plan (“AHPP”). As stated in the AHPP:

Given land availability and physical development barriers in Arlington, the Town has worked to identify sites throughout the community where housing production may be appropriate through the addition of new land uses, allowing increased density, or other reforms. Some of these sites are vacant, while some are under-developed. In general, the Town is interested in advancing residential development in smart growth locations along commercial corridors that offer connectivity to various amenities, transit, and services.

Finally, the recently completed 2019 Mill Brook Corridor Report (as well as the Master Plan) included recommendations to increase access to the Mill Brook with publicly accessible pedestrian corridors which link the Town’s open spaces and amenities like the brook together.

By and large, the Proposal’s consistency with the aforementioned long-term planning documents and recommendations (which involved substantial public and stakeholder

engagement) are sources of confidence to this Board in what we understand to be a more general overview for the purposes of project eligibility and site approval.

On the other hand, the project as proposed primarily focuses on providing middle-income units of 80 percent AMI without providing opportunities for lower-income tenants. As set forth in the AHPP, the Town hopes to develop “diverse housing for extremely-low to middle-income households to address documented local need.” While additional units for middle income residents are certainly welcome, we hope that the Applicant can provide more opportunity for lower-income persons.

Further, while the project is consistent with many of the foregoing Town plans and goals documents, it is not entirely consistent with one of the priorities of the Arlington Arts & Culture Plan which states in relevant part:

The Town of Arlington envisions itself as a place where arts and culture thrive and become integrated into the daily life and identity of the town. Through public and private partnerships, the town is committed to expanding access to the arts and appreciation for diverse cultures; to increasing opportunities for creative engagement and expression; and to supporting the growth of creative enterprises to benefit Arlington’s residents, workers and visitors from all walks of life.

More specifically, the Arts & Culture Plan prioritizes the need for working spaces large enough for artists engaged in creative activities requiring large and/or specialized equipment. To the Board’s understanding, approximately one dozen artists currently occupy former industrial spaces which would be repurposed for residential use. This loss of creative spaces for our Artists represents a loss to the Town’s arts and culture landscape, even as the project would provide the benefits outlined above.

MassHousing's Smart Growth Criteria

Consistent with the foregoing, the Applicant’s representations and available information support a positive, but qualified view of this project on balance through the lens of MassHousing’s “Smart Growth Criteria.” At a minimum, the Board believes the materials submitted demonstrated a good-faith basis to believe the project as designed aims to:

- “Redevelop first” and “Contribute to revitalization of [the] town center”
- “Preserve and reuse” historic structures;
- “Concentrate development” and “mix uses”
- “Protect Land and Ecosystems,” including by creating open space, reducing blight, and enhancing historic and cultural landscapes to the existing neighborhood;

- “Expand housing opportunities;”
- Provide “transportation choice”;
- “Foster sustainable businesses”; and
- “Plan regionally”.

On the positive side, the project proposes to create housing while also simultaneously dramatically increasing the current site’s open space, nearly all of which is paved or otherwise develop. Moreover, historic buildings on the site are being preserved and repurposed while residents and the general public are being afforded publicly accessible access to the Mill Brook. The location of the site affords public transportation and bicycle options alongside personal automotive transportation on one of Arlington’s main thoroughfares. While the proposal does not proposed mixed-use as defined in the Zoning Bylaw, commercial space in the form of the already existing “Work Bar” is co-located within the greater complex.

On the negative side, the proposal would displace current tenants, both the aforementioned artists and a current commercial tenant, which runs counter to the goals of the Arts & Culture Plan, proposes demolition of one historic structure while preserving others,¹ and focuses its enhanced housing opportunities exclusively on middle-income rental units.

As an additional matter, as with any large-scale development, the Board holds some concern about additional traffic on Arlington roadways, but the comprehensive traffic study provided by the Applicant, the multiple modes of transport available, and the locus of the site provide the Board confidence that concerns can be address in the Comprehensive Permit process before the Zoning Board of Appeals.

Further Criteria

The Board pauses to note that the materials submitted evidence Applicant Site Control, and sound lender information with a Federal Home Loan Bank of Boston (FHLBB) member bank – Rockland Trust, as required by MassHousing-Financed and New England Fund (NEF) Rental Projects.

Further Information and Suggestions

The Select Board is mindful that Project Eligibility/Site Approval is the beginning of a process, and that should MassHousing grant eligibility, the Town’s Zoning Board of Appeals (“ZBA”) will be charged with evaluating the Applicant’s claims in greater depth in the G.L. c.

¹ To our understanding, the proposed demolition is within the jurisdiction of the Arlington Historical Commission.

40B process.² Our comments presented herein are limited to the purview of what is before us. As has been our practice, this Board respects and supports the ZBA's authority and role in detailed evaluations, including the determination of any conditions necessary to ensure Arlington's needs and interests are satisfied as allowed under the law.

In support of said goal, the Board has requested a basic overview of the proposed project to be prepared by Town consultants. The Board very much appreciates the preparedness of the Applicant to date, but also respectfully ask that the Applicant provide any supplemental information the Town's consultant identifies as useful to MassHousing's consideration and the Town's long-term evaluation of the project.

Additionally, while the Board values the Applicant's fealty to a diverse set of the Town's stated values as set forth in the Master Plan, AHPP, Open Space Plan, and Millbrook Corridor Report, the Board is hopeful that the Applicant can find the means to continue to support Arlington's arts community. The site has provided a commercially affordable creative space for many Arlington artists over many years, and this Board is grateful for the contribution the current site has made to that piece of Arlington's cultural landscape. As such, we strongly advocate for the continuation of that support in meaningful form in this project.

Conclusion

The Board is encouraged by the proposal's overall consistency with the Arlington Master Plan, Housing Production Plan, Open Space Plan, and findings of the Mill Brook Corridor Report. However, further consideration of broad spectrum housing affordability and continued support of artist creative spaces present qualifications for that view in keeping with the priorities of Arts & Culture Plan. The Board hopes that the Applicant can address such concerns relative to an otherwise promising project.

On behalf of the Select Board of the Town of Arlington, please advise me if you have any questions or would like additional support for any of the comments registered herein.

Very truly yours,

On behalf of the Arlington Select Board as
its Chair,

John Hurd

² The Board notes it continue support to make every resource required by the ZBA available.



Town of Arlington, Massachusetts

Discussion: Joint Goal Setting Meeting with Arlington Redevelopment Board

Summary:

Adam W. Chapdelaine, Town Manager



Town of Arlington, Massachusetts

Discussion and Approval: Placement of “Thank You to Our First Responders, Healthcare and Essential Workers” Sign at Whittemore Park.

Summary:

John V. Hurd, Chair



Town of Arlington, Massachusetts

Discussion: 2020 Fall Special Town Meeting

Summary:

John V. Hurd, Chair



Town of Arlington, Massachusetts

For Discussion: Future Select Board Meetings

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	September_-_October_Caldendar.pdf	September - October Calendar

SEPTEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 State Primary Election	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19 Rosh Hashanah
20	21	22	23	24	25	26
27	28 Yom Kippur	29	30			

OCTOBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Columbus Day	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween



Town of Arlington, Massachusetts

Letter Regarding 339 Mass Avenue, LLC

Summary:

Chris Loret, 56 Adams Street

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	C._Loret_CR.docx	Reference

----- Forwarded Message -----

Subject: ZBA and ARB Special Permit Hearings: 339 Mass. Ave and 882-892 Mass Ave.

Date: Thu, 9 Jul 2020 15:23:00 -0400

From: Chris Loreti <cloreti@verizon.net>

To: JHurd@town.arlington.ma.us, DMahon@town.arlington.ma.us, JCurro@town.arlington.ma.us, SDecourcey@town.arlington.ma.us, LDiggins@town.arlington.ma.us

CC: Douglas Heim <dheim@town.arlington.ma.us>, Adam Chapdelaine <achapdelaine@town.arlington.ma.us>, abunnell@town.arlington.ma.us <ABunnell@town.arlington.ma.us>, CKlein@town.arlington.ma.us, law@robertannese.com

Dear Select Board Chair Hurd and Colleagues:

I am writing to you as the appointing authority for the Zoning Board of Appeals and as the authority that approves the four members of the Redevelopment Board appointed by the Town Manager. I write in response to Attorney Robert Annese's June 29 letter to you.

I will not address Mr. Annese's baseless accusations against me regarding the June 23 hearing of the Zoning Board of Appeals on 339 Massachusetts Avenue. Previously, I sent you the link to the video of that hearing. I suggest if you watch it, you will see just how on-point my comments were.

You will also see, contrary to the claims of Mr. Annese, how well Chairman Klein ran the meeting. The ZBA has a long tradition of allowing the public to be heard, which is the very reason for holding a public hearing, and Mr. Klein should be complimented, not criticized, for preserving it. Mr. Annese may not have liked what I said, but pointing out both administrative and substantive issues are relevant comments for zoning hearings, and you should be grateful that Mr. Klein understands this.

In contrast, at a July 6 hearing of the Arlington Redevelopment Board, immediately before opening the hearing to public comment, the Chair ambushed the public with the announcement that comments would be limited to three minutes. No such notice was placed in the agenda, and his announcement directly contradicts the rules of the ARB that state the board must announce any time limits it has established before the meeting begins. Had the board voted to close the hearing to public comment that night, it would have raised serious questions about whether the public's right to be heard was being infringed.

But these are not my primary reasons for writing. Mr. Annese make some valid points towards the end of his letter, ones I believe your board needs to address. First, the Select Board must improve the administrative process for special permits, starting before the permit hearings begin. It can do that by making enforcement of Arlington's Zoning Bylaw a priority. This is true for both by-right developments and those requiring special permits.

In the case of the latter, any and all forms of zoning relief must be identified before the public hearing begins and be listed in the legal notice for the hearing. Where the special permit granting authority lacks the

authority to grant such relief (e.g., the failure of many mixed-use projects to comply with the Zoning Bylaw's open space requirements) the proposals must first be directed to the ZBA for a variance.

Unfortunately, too many proposals are directed to the ARB and ZBA without adequate prior review by staff. The hearings then turn into a game in which attorneys seek to privilege their clients with violations of the zoning bylaw by telling the special permit granting authority it may grant relief even when the Zoning Bylaw does not allow it.

This has happened multiple times for mixed-use development proposals. If the relief sought was spelled out from the outset with only the relief allowed by the bylaw being the subject of the special permit hearing, and the hearing limited to the board's decisions on whether or not to grant that relief, I believe the process would run much more smoothly and expeditiously.

Regarding Mr. Annese's comments about ex parte communications, it is important to remember that boards often solicit comments in writing before the hearings begin. This gives the boards much-needed time to consider the comments and should not be limited. The problem is in the lack of sharing of communications, including those from the proponent's team, town staff, and interested members of the public.

I have asked to no avail for the ARB to publicly post in one place the full record of submissions for each of its hearings and to promptly update the postings as additional documents are received. Instead, relevant documents are spread among multiple meeting agendas, sometimes included under the subject of the hearing, other times under "Correspondence Received" even on dates outside of the hearings. Recently, documents for multiple hearings have been posted together, some old, some new, making it very difficult to sort out all the materials. In addition, documents are often posted late, resulting in inadequate time to review them.

The ZBA still has not come into full compliance with the warrant article it agreed to more than 18 months ago to post its meeting materials online. As I've noted previously, key documents were missing for the 339 Mass Ave. hearing, and at least one other. The Select Board needs to ensure that staff resources are made available to promptly and publicly post for all public hearings, all of the hearing materials, arranged by docket, so that anyone may review them.

I strongly agree with Mr. Annese that there should be no in-person communication taking place between members of the quasi-judicial boards and interested parties outside of a public hearing once the hearing process commences. To my knowledge, that did not happen when I served on the Redevelopment Board.

Thus, I was very surprised to learn that Mr. Annese and/or his team had met with a member of the Redevelopment Board recently regarding the special

permit they are seeking for 882-892 Mass. Ave., and are planning to do so again. I request that you put a stop to these meetings immediately.

From the special permit hearings of the past few weeks, it should be clear to the Select Board that neither the applicants and their attorneys, nor members of the public, are satisfied with the way the hearing processes are working. I suspect the same is true for the board members themselves. I hope you will take these issues seriously and work to achieve a prompt and equitable resolution.

Sincerely,

Christopher Loreti
56 Adams St.



Town of Arlington, Massachusetts

Requesting Review for Pedestrian Safety Measures at Crosswalk @ Mystic and Chestnut Streets

Summary:

Robert Tosi, Jr., 14 Inverness Road

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	B._Tosi_CR.pdf	Reference

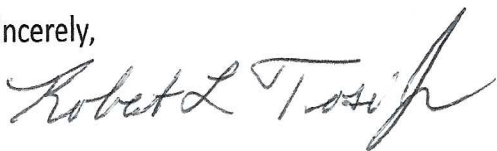
August 4, 2020

To John Hurd, Chair Select Board
Joseph Curro, Vice-Chair Select Board Member
Stephen DeCoursey, Select Board Member
Lenard Diggins, Select Board Member
Diane Mahon, Select Board Member
Arlington Town Hall
730 Mass Ave
Arlington, MA 02476

I am writing out of concern for pedestrian safety around the crosswalk at Chestnut and Mystic Streets near the municipal parking lot. We all care about safety in Arlington but after the death of long time Arlington resident Ann Desrosiers in December 2019 by a motor vehicle while walking in this crosswalk we need to focus on this area. Full disclosure, Ann Desrosiers was a personal friend of mine who I have known for many decades and we were both members of local Society of St Vincent de Paul.

Ann was using this crosswalk to attend a morning mass/service at nearby St. Agnes church. Many elderly residents who live at Chestnut Manor or in the area use this crosswalk daily. You might have our Transportation Advisory Committee and Arlington Police or a consultant review this area and make recommendations on how to make this area safer for all. Possibly some of the new \$500,000 representatives Dave Rogers and Sean Garballey could be used to implement traffic calming measures in this area. I trust that you will make this area safer for all pedestrians to reduce the risks of any further tragic accidents.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert L. Tosi Jr.", written in dark ink.

Robert (Bob) Tosi Jr.



Town of Arlington, Massachusetts

Requesting Pedestrian Safety Improvements at Crosswalk @ Mystic and Chestnut Streets

Summary:

Rita B. Jones via email

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Rita_Jones_CR.docx	Reference

Subject: Crosswalk, Chestnut St

Date: 08/03/2020 06:17 PM

From: Rita B. Jones <RitaBHappy1@hotmail.com>

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

Dear Ms. Krepelka,

My name is Rita B. Jones. My sister, Ann Desrosiers was struck in the crosswalk on Chestnut St in Arlington on Dec 31, 2019. I know that you are familiar with this tragedy. On the weekend after this, I was at the same crosswalk. I was ready to step into the crosswalk when two vehicles were approaching. One driver slowed and came to a full stop, the other driver, looking straight ahead never slowed or stopped. I could have met the same fate as my beloved sister. If the town of Arlington would give this area consideration for restructuring it may prevent future injuries or deaths. I appreciate your concern and efforts to correct this situation.

Thank you, Rita B.



Town of Arlington, Massachusetts

Requesting Pedestrian Light at Crosswalk @ Mystic and Chestnut Streets

Summary:

Richard Turner via email

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	R._Turner_CR.docx	Reference

Subject: Cross Walk Fatality

Date: 08/04/2020 08:10 PM

From: Richard Turner <PBKMR@msn.com>

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

Select Board

My sister Ann Desrosiers was hit in a cross walk on Chestnut St at St Agnes church, the morning of December 31, 2019 and thrown a distance of 40 feet and she did not survive. I have witnessed heavy traffic approaching this cross walk on a number of occasions when I visited my sister. I believe it would be prudent to install a pedestrian light at this cross walk for the safety of the residents of the senior complex on Chestnut Terrace as well as the residents in the general area.

Your efforts in making this a safer cross walk would be greatly appreciated.

Thankfully,

Richard Turner



Town of Arlington, Massachusetts

Liberty and Justice for All Travelers

Summary:

Rachael Stark, Randolph Street

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Rachael_Stark_CR.pdf	Reference

----- Forwarded message -----

From: refdesk@world.std.com <refdesk@world.std.com>

Date: Tue, Aug 11, 2020 at 11:43 AM

Subject: Liberty and justice for all travelers

To: Len Diggins <ldiggins@gmail.com>

Liberty and justice for all requires opportunity for all. Transportation justice requires that all Arlington residents have the opportunity to travel safely. But women, children, elders, low income residents, wheelchair users, and others more likely to travel on the sidewalks must wait for their turn while others go first. Higher income men; who are more likely to travel our streets by bicycle and car; get a green light automatically. The traffic system favors them. How is that just?

Arlington pedestrians got a walk signal without pushing a "beg button" for a few weeks during the pandemic first wave. Cars got a turn, then walkers, then cars again, then walkers. Everyone counted as equally important on our public ways, and everyone could count on getting their turn. Traffic flow was smoother and fairer. A silver lining to this dark cloud, and one we want to keep.

Now we are back to forcing sidewalk users to beg for their turn by pushing a high touch button. All so men on the streets in cars and on bikes can wait a few seconds less? Why are we are disrupting the smooth flow of traffic so one particular group can go a little faster?

Forcing sidewalk users to beg for their turn; while road users get their turn automatically; is inconvenient and unfair in the summer. In the winter it becomes impossible. Until the Town takes back up its responsibility to clear snow from sidewalks and crosswalks, walk signal buttons are often made unreachable by barriers of snow and ice. Wheelchair users, elders with canes, and moms with strollers cannot reach the button to ask for their turn.

We turned off the beg buttons and turned on the automatic walk signals for a few weeks and it worked well. For the sake of justice, fairness, and the safe and smooth flow of all traffic, get rid of beg buttons forever. Just as we are learning that ending discrimination against Black people and women can benefit everyone, so ending discrimination against sidewalk users can benefit all travelers. If we time the stop lights properly; and include a walk signal in every light cycle; then a car driving the speed limit will never see a red light on a main street all the way through Arlington. And wouldn't that be nice for drivers?

Rachael Stark
Randolph Street



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board To Be Determined

Summary:

You are invited to a Zoom webinar.

When: Aug 17, 2020 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Please click the link below to join the webinar:

<https://town-arlington-ma-us.zoom.us/j/92616334133>

Or iPhone one-tap :

US: +13126266799,,92616334133# or +16468769923,,92616334133#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 926 1633 4133

International numbers available: <https://town-arlington-ma-us.zoom.us/j/92616334133>

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 August 17, 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>