



Town of Arlington Select Board

Meeting Agenda

June 23, 2025

7:15 PM

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

1. Legislative Provision for Remote Participation
2. Discussion and Potential Vote: DEP Consent Order ACOP-NE-10-1N006 Related to Private Inflow Sources to the Town Sewer System
Michael Cunningham, Town Counsel
Michael Rademacher, Director of Public Works
3. Progress Report: Affordable Housing Trust Fund
Karen Kelleher, Chair
Affordable Housing Trust Fund

FOR APPROVAL

4. Request: Four Parking Spots at 307-309 Broadway for Rush Bowls Grand Opening on 6/28/2025
Steven Douglas

CONSENT AGENDA

5. Reappointment
Youth Counseling Center Advisory Commission
Joan Axelrod Lehrich (Term to Expire: 01/31/2027)
Carlene Newell (Term to Expire: 01/31/2027)

Library Board of Trustees
Stephen Quinlan (Term to Expire: 06/30/2028)

Park and Recreation Commission
Phil Lasker (Term to Expire: 06/30/2028)

Board of Health
Peter Rice (Term to Expire: 06/30/2028)

Cemetery Commission
Michele Hassler (Term to Expire: 06/30/2028)

Rainbow Commission

Andy Robinson (Term to Expire: 06/30/2028)

Conservation Commission

Nathaniel Stevens (Term to Expire: 06/30/2028)

Charles Tirone (Term to Expire: 06/30/2028)

Open Space Committee

Ann LeRoyer (Term to Expire: 06/30/2028)

Wendy Richter (Term to Expire: 06/30/2028)

David White (Term to Expire: 06/30/2028)

6. Request: Food Vendor License DBA Name Change
Is: Thrive Cafe
Will Be: Thrive Gourmet
Derek Flemming
7. Request: Contractor/Drainlayer License
Strongback Systems
Gregory Gullage Jr.
Billerica, MA 01821
8. Patriots' Day 2026 Banners
Katie Luczai, Economic Development Coordinator
9. Disability Pride Banners
Ramsha Baluch, DEI Director
10. Acceptance of The Recycling Partnership, Inc. Grant Funds
11. Request: Special (One Day) Beer & Wine License, 07/08/25, 07/16/25, 9/29/25, 10/15/25, 10/27/25, 11/5/25 @ Mill Cafe for Wine or Whiskey Tastings
Jen Rothenberg
12. Request: Special (One Day) Beer & Wine License, 07/17/25, 07/31/25, 08/14/25, 09/11/25, 09/25/25 @ 15 Ryder St. for Ryder Street Social
Travis Richter

APPOINTMENTS

13. Affordable Housing Trust Fund Board of Trustees
Beth Elliott (Term to Expire: 06/30/2027)
14. Arlington Civilian Police Advisory Commission
Kenneth Kohlberg (Term to Expire: 06/30/2026)
15. Clean Energy Future Committee
Kristen Fritsch (Building / Construction Sector)

LICENSES & PERMITS

16. For Approval: All Alcohol License
Jose's Torteria Arlington, Inc. d/b/a Jose's Torta Mexicana, Carlos M. Mendez, 793 Massachusetts Avenue
17. For Approval: Parklet & Sidewalk Cafe Application
Jose's Torteria Arlington, Inc. d/b/a Jose's Torta Mexicana, Carlos M. Mendez, 793

Massachusetts Avenue

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

18. Discussion and Approval: Surplus Policy
Jaclyn Munson, Deputy Town Counsel
19. Update: Long Range Planning Committee
Jim Feeney, Town Manager

NEW BUSINESS

Next Scheduled Meeting of Select Board July 21, 2025

When: Jun 23, 2025 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_J04grQVaSuWyjgB30mUdA

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

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



Town of Arlington, Massachusetts

Legislative Provision for Remote Participation



Town of Arlington, Massachusetts

Discussion and Potential Vote: DEP Consent Order ACOP-NE-10-1N006 Related to Private Inflow Sources to the Town Sewer System

Summary:

Michael Cunningham, Town Counsel

Michael Rademacher, Director of Public Works



Town of Arlington, Massachusetts

Progress Report: Affordable Housing Trust Fund

Summary:

Karen Kelleher, Chair

Affordable Housing Trust Fund

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	AHTF_Report_to_Select_Board__June_23__2025_-_KKelleher_Slides.pdf	Presentation
▢ Reference Material	Affordable_Housing_Trust_Fund_Report_to_Town_Meeting__Select_Board__2025-04-28.pdf	Reference



ARLINGTON AFFORDABLE HOUSING TRUST

Report to the Select Board

Presented by Karen Kelleher, Chair

Arlington Affordable Housing Trust Fund



Beth Elliott
Secretary



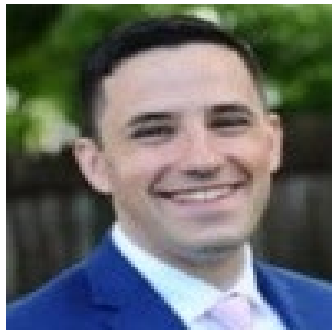
Eric Helmuth
Select Board Rep.



Karen Kelleher
Chair



Neal Mongold
Local Housing Org. Rep.
(Housing Corp. of Arlington)



Jack Nagle
Local Housing Org. Rep.
(Arlington Housing
Authority)



Jaclyn Pacejo
Treasurer



Kerry Sheehan
Tenant Rep.

Dept. of Planning & Community Development



Claire Ricker,
Director, DPCD



Sarah Suarez
Assistant Director DPCD



Marisa Lau
Senior Planner
DPCD

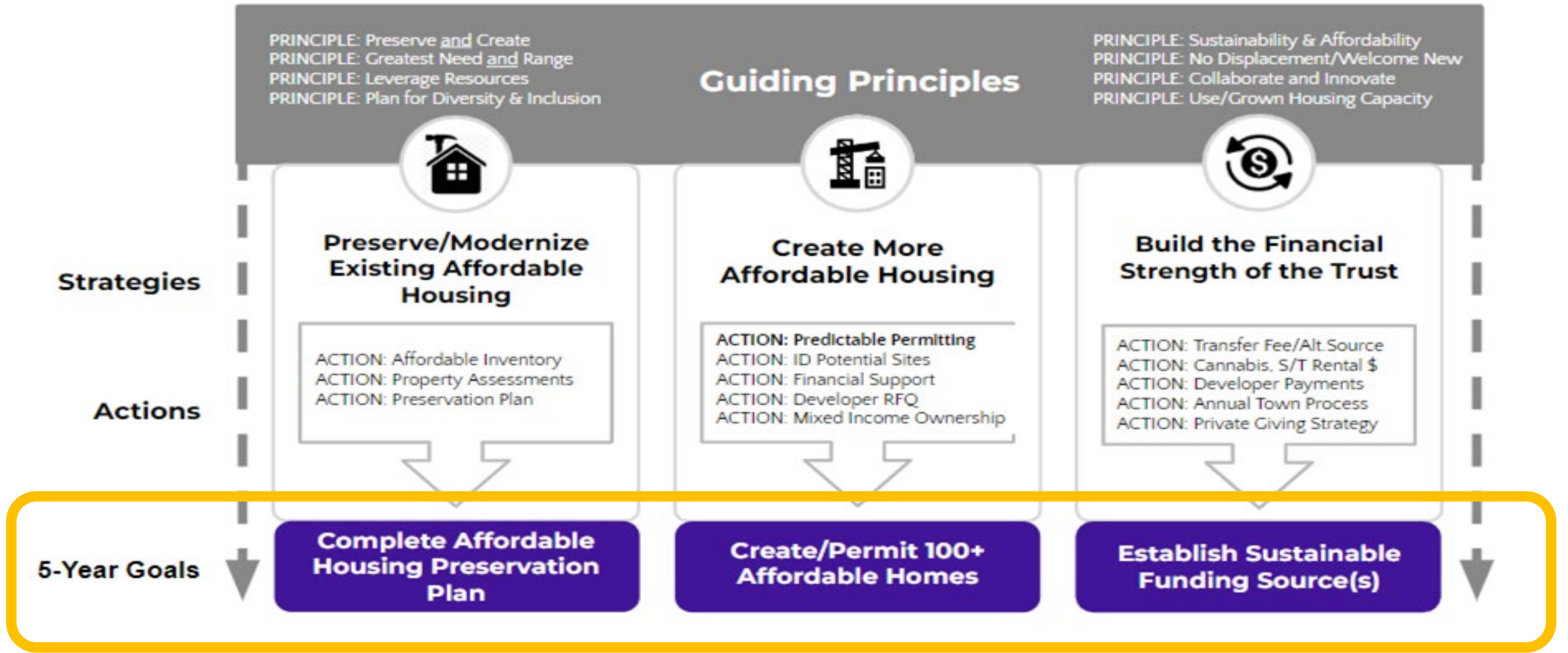
Why does Arlington need to create more affordable housing?

One quarter of our neighbors need affordable housing we are not providing.

- 1 in 3 Arlington households have low or moderate incomes (< 80% AMI).
- More than 5,700 households need deed restricted housing. We only have about 1,200 units.
- 25% of Arlington households are housing cost burdened - they pay 30% or more of their income on housing costs.
- There are long waiting lists for affordable housing units and mobile vouchers in Arlington.

The Five-Year Action Plan (2022 – 2027)

This chart summarizes the plan approved by the Select Board and adopted by the Affordable Housing Trust Fund following a lengthy public engagement process. **See our report for a full update.**



Affordable Housing in Arlington is a Team Sport



Since Adoption of the 5-Year Action Plan

98%

Affordable to
Households at
60% AMI*

31%

Affordable to
Very Low or
Extremely Low
Incomes*

Key Accomplishments in Years 1-2

- **Increased Production of Affordable Housing**
From 6 new affordable units/year to
35 new affordable units/year
- **Extraordinarily High Leverage of Local Funds**
\$72 dollars invested for every \$1 of Local Funds
Plus 16 affordable units at no cost to local taxpayers

*Our income targeting goals apply to units financed by the trust. If you add in the 13 ownership units affordable at 80% AMI, the 98% drops to 80%, still well over our 50% goal, and the 31% drops to 26%, also well over the goal of 15%.

\$3.5 Million Deployed by/with the Trust, 2022 – Present*

Local Funding	
\$170,000	Unrestricted Local Funds
\$250,000	FY23 Community Preservation Act
\$370,000	FY24 Community Preservation Act
\$790,090	Total Local Funding (22%)
\$29,000	Remaining Local Funding

Federal Funding	
\$2,810,000	American Rescue Plan Act (ARPA)
\$2,810,000	Total Federal Funding (78%)
\$0	Remaining Federal Funding

ARPA funding was awarded by the Town Manager pursuant to a Trust-proposed and jointly issued RFP, pursuant to funding recommendations of the Trust and DPCD staff.

As of date of the Annual Report, April 28, 2025.

Since then the CPA Committee recommended and Town Meeting approved an additional \$545,000 to the Trust.



10 Sunnyside Lane Housing Corporation of Arlington

- \$450,000 Loan
- 43 units rental housing
- 15 at/below 30% AMI
- 3 at/below 50% AMI
- 25 at/below 60% AMI
- Construction start summer 2025
- Affordable for 30+ years
- Passive House, Net Zero Design
- Total development cost \$32.8MM

35 Parker Street Housing Corporation of Arlington

- \$260,000 grant to fund installation of a mobile, passive house, accessory dwelling unit
- Reserved for and affordable to a household with income at or below 60% AMI, in perpetuity
- Complete and occupied
- Innovative model, potentially transformative way to lower the cost of housing





85-87 Grafton Street:

Arlington's Affordable Housing Acquisition, Creation & Conversion Program

The Town Manager and the Trust issued an RFP offering up to \$250,000 per unit of federal ARPA funds, with a goal of attracting owners and developers to convert existing housing to affordable. 3 projects were awarded funds.

- **Keeping a 2-Family Affordable**
\$500,000 to a small developer to acquire a two-family home and convert it to be affordable to households at or below 60% of AMI for 30 years.
- **Doubling Down on Inclusionary Zoning**
\$200,000 to a market developer building a 9-unit rental building with commercial space and one affordable unit required by our inclusionary zoning. With ACC funds, we secured another affordable unit, also available at 70% of AMI for 30 years.



10 Broadway:

Arlington's Affordable Housing Acquisition, Creation & Conversion Program

Housing Corp. of Arlington Acquisition

- \$2,000,000 grant to purchase 57 units
- Tenants displaced by rent increases
- 8 units affordable at 60% AMI, in perpetuity.
- HCA is currently raising rest of \$22MM.
- Plan to convert more over time



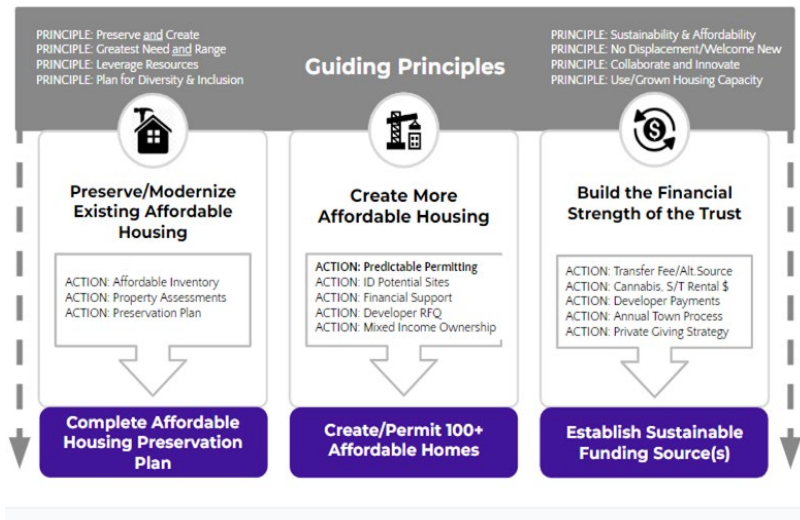


This project doubles Arlington's affordable homeownership opportunities.

13 Affordable Homeownership Units (No Town Funding)

- 1021-1027 Massachusetts Ave./Majestic Millbrook is a 50-unit condominium development marketed as luxury.
- It was permitted under chapter 40B, so the developer is required to provide 25% affordable units, creating a mixed income community
- AHTF provided a comment letter to the ZBA during their review for a Comprehensive Permit under chapter 40B. We highlighted the rare opportunity to increase affordable ownership units from 13 to 26.

Ongoing Work Implementing the Action Plan



- **Preserve/Modernize Existing Affordable Housing**
Affordable Housing Inventory
Affordable Housing Preservation Plan
- **Create More Affordable Housing**
Further Support for HCA Deals
Support for AHA Supportive Housing Development
Engage Affordable Housing Developers via RFQ/P
- **Build the Financial Strength of the Trust**
Advocate for a Real Estate Transfer Fee
ID/Advance other strategies for Sustainable Funding

Thank you for your time and your support!



ARLINGTON AFFORDABLE HOUSING TRUST

**Report to Town Meeting and the Select Board
April 28, 2025**





Table of Contents

Executive Summary	3
About the Affordable Housing Trust Fund	4
Trust Fund Projects and Initiatives	5
Who lives in affordable housing?	10
Why Does Arlington Need Affordable Housing?	11
Affordability Levels	12
Leveraging Limited Town Dollars	13
Funding the Affordable Housing Trust Fund.....	14
The Trust’s Five Year Action Plan.....	17
Five Year Action Plan Progress Report.....	19
Exhibit A: Schedule of Supported Projects, 2022 – Present	22



Executive Summary

The Arlington Affordable Housing Trust Fund (“Trust Fund” or “AHTF”) is pleased to provide this report regarding our 2024 activity and progress to date. Following are the primary conclusions of the report.

Arlington’s pace of affordable housing creation is increasing.

Two years into the five-year affordable housing Action Plan, the Trust Fund has deployed or recommended deployment of \$3.335 million in funding and has supported the creation or preservation of **70 new affordable housing units** through financing, advocacy or stewardship of public resources. This includes 57 affordable rental units and 13 new affordable home ownership opportunities. These 70 units represents **70% of our five-year goal** of 100 new affordable housing units. On average, the Town has **gone from adding 6 affordable units per year to adding 35 affordable units per year**. This is exciting progress, but we have a long way to go to sustain and increase this pace.

On average, each local dollar invested by the Trust leveraged \$72 of other funds for local housing.

This is unusually high leverage, and does not even take into account 16 additional affordable units delivered at no cost to local taxpayers.

The Trust Fund is hitting its income targeting goals, and following our Guiding Principles.

We seek to prioritize those with the greatest needs while supporting a range of incomes. Of the 70 units to be developed or created, 98% will be reserved for those with incomes at or below 60% of area median income (“AMI”). Of those, 18% (13 units) will be reserved for and affordable to very low income (at or below 50% of AMI) or extremely low income (at or below 30% of AMI) households.

Arlington housing stakeholders are playing as a team.

Through the development and implementation of the Action Plan, the Trust has engaged a diverse group of housing stakeholders working together to advance a proactive affordable housing strategy in Arlington. The Trust is only a supporting party in each project and initiative. We are privileged to work with the Housing Corporation of Arlington (“HCA”), Arlington Housing Authority (“AHA”), CPA Committee, local developers, Town Manager Jim Feeney, the Select Board, the Zoning Board of Appeals, the Department of Planning and Community Development, and others. This alignment is a powerful indicator that we are building a foundation for a long-term, proactive affordable housing strategy.

Sustained progress will require sustained funding.

As of this writing, the Trust Fund’s uncommitted funds are just \$29,000. The CPA Committee has recommended a \$545,125 award of FY26 CPA funds for the Trust Fund. However, we already have funding requests totaling \$375,000 waiting on these funds, which will leave us with less than \$200,000 for other parts of the Action Plan, or for project needs as they come up. Our long-term success depends on securing sustainable annual funding for the Trust Fund. Town Meeting can take a step in this direction by renewing its request for the legislature to allow us to consider a transfer fee to fund affordable housing.



About the Affordable Housing Trust Fund

The Arlington Affordable Housing Trust Fund (the “Trust”) is a municipal affordable housing trust that was established by the 2020 Special Town Meeting “to provide for the preservation and creation of Community Housing in the Town of Arlington.” It serves as a town body that works with the Department of Planning and Community Development to advance proactive strategies to preserve and create affordable housing, with the flexibility and authority to aggregate resources and act quickly.

The Board of Trustees includes residents or representatives of local housing organizations with experience in areas of expertise applicable to advancing the purpose and goals of the Trust, such as real estate, social services, banking, law, etc. It also includes one member of the Select Board; a tenant who makes a low- or moderate-income, resides in subsidized housing, and understands tenant issues; and a Town Manager appointee. Trustees are volunteers, who are not compensated for their service. Initial Trustees were appointed by the Select Board in September 2021, and the Declaration of Trust was approved by the Select Board in December 2021. The Trust Fund completed a 5-Year Action Plan to guide its work at the end of 2022 and began implementing the plan in 2023. 2024 was the second year of the five-year plan.

The current Trustees are listed below:

Karen Kelleher, Chair

Jaclyn Pacejo, Treasurer

Beth Elliott, Secretary (Town Manager’s appointee)

Eric Helmuth, Trustee (Select Board Representative)

Neal Mongold, Trustee (and Board Chair, Housing Corporation of Arlington)

Jack Nagle, Trustee (and Executive Director, Arlington Housing Authority)

Kerry Sheehan, Trustee (Tenant Representative)

We are enormously grateful to DPCD Assistant Director Sarah Suarez for her tireless support of the Trust Fund’s work. Every single program or investment reported in these pages was only possible due to her able assistance.

Finally, the Trustees are grateful to Town Meeting and the Select Board for your support. We welcome your questions and input regarding this report and the work of the Trust Fund.



Trust Fund Projects and Initiatives

Following are the major projects and initiatives that the Trust Fund has supported, financially or otherwise, or led, pursuant to the [Five-Year Action Plan](#). Each of these projects is the work of many hands. The Trust worked closely with the Town Manager, the Department of Planning and Community Development, Town Counsel, the Community Preservation Act Committee, the Select Board, the Housing Corporation of Arlington, the Arlington Housing Authority, the Zoning Board of Appeals, the Redevelopment Board and other housing stakeholders during this period.

10 Sunnyside: New, Affordable Housing Leveraging State and Federal Funds

The Trust provided a \$250,000 predevelopment loan to the Housing Corporation of Arlington for the 10 Sunnyside development, which will convert a vacant auto repair site to 43 affordable rental units, which will leverage more than \$24 million of state and federal subsidy restricted to households earning less than 60% AMI.

The project is poised to close this summer, but experienced cost increases, resulting in a funding gap. The Executive Office of Housing and Livable Communities will provide additional resources, but requires the Town to provide some funding as well. This became clear after annual CPA applications were due, but the Trust fund was able to respond quickly, committing \$200,000 of reserved funds almost immediately, demonstrating the ability to act quickly, all year long, which is one of the reasons the Trust was formed.

- 15 units will be restricted to incomes below 30% AMI, including 4 units reserved for Somerville Homeless Coalition to provide transitional family housing to formerly homeless households awaiting permanent housing. 3 additional units will be restricted to incomes below 50% of AMI.
- The development will include numerous sustainable building features, including all electric HVAC systems and appliances, Passive House Certification, and a rooftop solar system.
- This was the Trust's first loan, so the Trust developed a project application format and form loan documents while advancing this project.
- While the funds were initially provided to fund early development costs, they will stay in the project for at least an additional 30 years,
- This project has received critical state and federal funding commitments and is projected to start construction in 2025.



- Creating and preserving affordable housing requires substantial subsidy. Projects like this that attract high levels of state and federal funds produce housing at scale with relatively little Town funding.

35 Parker Street: Sustainable and Affordable Accessory Dwelling Unit

The Trust voted to make a \$260,000 funding award to the Housing Corporation of Arlington for a groundbreaking first-of-its kind affordable, modular, passive house, net zero energy accessory dwelling unit on Parker Street in East Arlington (formerly referenced as being on Dorothy Rd.). This groundbreaking project was originally planned to be funded by the Trust, but was ultimately funded instead by the Town Manager with Town ARPA funds at the Trust's request since it was a good fit for the short timeframes for commitment of ARPA funds.

- This project took advantage of Arlington's ADU bylaw, which made Arlington one of the first communities in Massachusetts to permit ADUs as of right. This unit realizes the HCA's and the Trust's goal to use the ADU bylaw to create permanent affordable housing. A deed restriction ensures that the property will be reserved for and affordable to a low income resident (with an income at or below 60% of area median) in perpetuity.
- The home is constructed to passive house standards, with heat pumps, net-zero carbon materials, low-voltage wiring to minimize energy switching losses, solar panels and back-up battery storage.
- The small size of ADUs typically makes them more affordable than larger units, even without a deed restriction. Legislation passed in 2024 requires all communities in Massachusetts to allow ADUs as of right.
- This was the first unit installed by Reframe Systems, which builds modular, net-zero ADUs in its robotic factory in Andover, MA and serves as a prototype for future ADU housing.
- The project has been featured in the news media due to the innovative and sustainable modular construction model that has the potential to reduce the cost of constructing new housing.



1021-1027 Massachusetts Avenue (Majestic Millbrook): Doubling Affordable Homeownership in Arlington

The Trust Fund provided a support letter for this project to the Zoning Board of Appeals. It is a 50-unit condominium development permitted under chapter 40B, resulting in 13 homeownership units affordable to purchasers with incomes at or below 80% of area median. These units will effectively double the amount of affordable homeownership in town.



Acquisition, Creation, and Conversion Program

In 2024, the Trust and the Town Manager launched an **Acquisition, Creation, and Conversion (ACC) Program** to support the creation of new affordable housing units and/or the preservation of existing, "naturally occurring" affordable housing for current and future Arlington residents. The program was designed to be funded with nearly \$3 million of Town ARPA funds budgeted for affordable housing creation. Projects funded with ARPA must be committed no later than the end of 2024 and occupied with eligible residents no later than the end of 2026. The Trust drafted a Request for Proposals, conducted a public information session, reviewed applications and made funding recommendations to

the Town Manager. The Town Manager committed \$2,810,000 in grants of Federal ARPA funds and the Trust provided an additional \$275,000 of supplementary funding. The funded projects are expected to create at least 11 new deed restricted affordable housing units. Funding was conditioned on the project not displacing any current residents.

- **Acquiring an Occupied Market-Rate Property to Avoid Tenant Displacement.** The Town Manager awarded \$1,875,000 of ARPA funds to the Housing Corporation of Arlington (HCA) to partially fund acquisition of an occupied multifamily building containing 57 market rate apartments and one commercial unit.¹ The Trust Fund provided a supplemental funding commitment of \$250,000 to support the acquisition and/or any predevelopment costs associated with the acquisition of the multifamily property described above, or predevelopment costs related to the ultimate recapitalization of the property.
 - At least 8 units will be restricted to 60% of area median income for at least 30 years, protecting these residents from rent increases and displacement. Over time, the HCA plans to seek state and federal funds to increase the number of affordable units.
 - Residents feeling the pressure of rent increases have been seeking a more stable situation for some time, and HCA had previously sought to purchase the building, but the owner was unwilling to sell. Outreach to the owner by DPCD about the ACC opportunity led to a new set of negotiations, with ACC and AHTF funding providing some of the subsidy needed to purchase this property.
- **Acquiring a 2-Family for Affordable Housing Use.**
A \$500,000 grant was provided to a small local developer to provide partial funding to purchase a 2-unit building and deed restrict both rental units to be affordable at 60% of area median income for 30 years; \$475,000 of ARPA funds was supplemented with \$25,000 of Trust funds.
- **Adding an Additional Affordable Unit to a Market Rate Construction Project.**
A \$200,000 grant was made to the developer of a new 9-unit building to add a second affordable rental unit to the building, which also includes ground floor retail space. The development was planned to include one affordable unit pursuant to Arlington's Inclusionary Zoning Bylaw. With modest funding from the ACC program, the developer committed to a second affordable unit. The ACC-funded unit will be affordable for at least 30 years to a tenant with income at or below 70% of area median income (consistent with the requirement applicable to the one inclusionary zoning unit).



¹ The address of this property is withheld because the HCA's purchase agreement includes a nondisclosure clause.

Lessons Learned from the Acquisition, Conversion & Construction Program

We believe this was the first time that the Town put out a request for proposals asking developers to bring us funding opportunities for affordable housing of a particular type. In this case, it was conversion of existing, market units to affordable units.

- **There are many ways to create affordable housing.**
This program showed a number of ways that Arlington can increase affordable housing, a few units at a time, working with local real estate professionals.
- **It's possible, but challenging, to convert existing housing to affordable housing.**
Converting existing housing to affordable housing is possible, and can sometimes be less expensive than building new housing. The per-unit subsidy for this program ranged from \$200,000 to \$250,000 per unit, which is comparatively low. But small, scattered site buildings are difficult to manage and monitor compliance. Acquiring existing buildings with tenants introduces complexity and risk, and updating larger buildings to be accessible and meet modern building codes is challenging and expensive.
- **To attract and deploy state and Federal funds we must follow their lead.**
This program was designed to meet the timing requirements of Federal ARPA funds, which are funding the vast majority of the ACC grants. But the short clock to deploy these funds meant there wasn't time for applicants to seek other public funding for these projects.
- **Agility Matters.**
Two of the three projects above received less ARPA funds than the requested amount due to limited funding. The proponents requested additional funds to ensure the financial feasibility of the projects, and the Trust was able to quickly review these requests and make two supplemental grants to ensure these projects could move forward. **These awards demonstrate the benefits of a flexible affordable housing trust that is able to deploy funds quickly when needed to seize important opportunities**

Public Forum: Strategies to Create More Affordable Housing

On October 17, 2024, the Affordable Housing Trust and DPCD staff hosted a virtual community engagement forum titled, Strategies for Creating More Affordable Housing. It was attended by more than 70 participants and included a panel discussion with experts from various fields in affordable housing development. The presentation slides, and a full recording of the session, are available on the Town's website.

Presentation slides: [Fall 2024 AHTF Forum - Creating More Affordable Housing.pptx](#)

Recording: https://www.youtube.com/watch?v=mC08xZfx_a8&feature=youtu.be

Affordable Housing Professionals Discussion

Affordable housing professionals who live or work in Arlington will share their insights about Arlington's options and opportunities to create more affordable housing.



Erica Schwarz
Executive Director
Housing Corp. of
Arlington



Jack Nagle
Executive Director
Arlington Housing
Authority



Shaina Korman-Houston
Real Estate Director
Planning Office of Urban Affairs
Member of the Arlington
Redevelopment Board



Kate Casa
Affordable Housing
Development
Consultant

Q&A and Comment Period will follow the moderated discussion.



Who Lives in Affordable Housing?

These affordable housing resident profiles were shared by HCA Executive Director Erica Schwartz during our fall 2024 public forum:



"I grew up in the Heights. I raised two kids as a single parent, and after my kids moved out, I went through a tough time and ended up homeless. I was staying at my daughter's house, trying every day to find housing. I ended up applying for HCA, and worked really hard to get my apartment, which I've now had since 2018. Being able to stay in Arlington is everything – I have strong roots here. I feel like I'm a part of this vibrant community."

- Jane O.



"Finding my affordable HCA apartment changed everything. I was in a tough situation, but once we moved in, my son started thriving, and he's now making plans to study cybersecurity at a technical institute after high school. I'm so grateful we landed in Arlington, where I've become part of a wonderful community and able to give back in many meaningful ways."

- Sherika W.



"I came to Arlington to be near my sons as I cared for my sick husband until he died. My sons provided me with invaluable support, and now I am able to afford to stay close to them. Living where I am in a multi-family building among a diverse group of people has provided me with opportunities to support my neighbors in various ways, such as curating a free library in the lobby of my building."

- Gloria M.



Why Does Arlington Need Affordable Housing?

Arlington, along with all of Greater Boston, is experiencing a deepening housing crisis that makes decent, safe, affordable housing simply out of reach for far too many residents. Housing is at a premium in our community, and while this benefits some, it imposes unsustainable burdens on others, and makes it impossible for many to choose to live here. Furthermore, rising rental rates are making it harder for Arlington to remain a viable choice for those who have not been able to afford to purchase a home in Arlington.

Arlington Does Not Have Enough Affordable Housing. Arlington currently has about 1200 units of income-restricted affordable housing, but has more than 5,700 households that make a low or moderate income, which qualifies them for affordable housing.² The diagram below shows what is included in our affordable housing inventory. Nearly one quarter of our population needs affordable housing we are not providing. The Arlington Housing Authority has long waiting lists for public housing units and housing vouchers. Some wait many years for a unit or a voucher, and many who receive vouchers in Arlington are unable to use them here, because few Arlington apartments have rents low enough to be paid by the voucher.

Many Arlingtonians are struggling with housing costs. Nearly one in three Arlington households have low or moderate incomes (less than 80% AMI), and just over 10% of households have extremely low incomes (less than 30% AMI).³ Many of them are struggling to keep up with housing costs. More than one quarter of all households are housing cost burdened, which means they pay 30% or more of their income on housing costs.⁴ Both low-income and moderate-income (LMI) households are similarly cost burdened. But elderly households experience even higher rates of cost burden: more than a third of senior households spend more than 30% of their income on housing and are considered cost burdened.⁵

The Arlington community and Town Meeting have indicated time and time again that creating and preserving affordable housing is a priority of the Town. It is clearly identified in the goals and recommendations of the 2015 Master Plan, the Fair Housing Action Plan, and the 2022 Housing Production Plan.

² Arlington Housing Plan (2022), page 28.

³ Arlington Housing Plan (2022), page 43.

⁴ Housing and Urban Development, Consolidated Planning/CHAS data, based on 2015-2019 ACS data for Arlington CDP: huduser.gov/portal/datasets/cp.html

⁵ American Community Survey, 2020 ACS 5-year estimates, table B25093.



Affordability Levels

It is a guiding principle of our Action Plan that we will prioritize those with the greatest need while advancing solutions for a range of affordable housing needs. To that end, we set the following impact targets for the 5-years of the Action Plan:

- At least 50% of all housing units funded by the Trust during the term of the Plan reserved for households with incomes at or below 60% of areawide median;
- At least 15% of housing units in projects funded by the Trust during the term of the Plan reserved for Extremely Low-Income (“ELI”) households (incomes below 30% of areawide median) or Very Low Income (“VLI”) households (incomes below 50% of areawide median.)




We are exceeding these targets so far: Of the 57 units funded by the Trust Fund, 98% (all but one) will be reserved for those with incomes at or below 60% of area median income. 23% (13 units) will have deeper income targeting - reserved for and affordable to very low income (at or below 50% of AMI or extremely low income (at or below 30% of AMI) households. The one remaining unit will be reserved for and affordable to a household earning at or below 70% of AMI.



Leveraging Limited Town Dollars

Because the Town's affordable housing resources are limited, the Trust places a high priority on leveraging those resources with state and federal dollars to produce or preserve affordable housing, often by supplying the local investment required by those major funding sources. The Housing Corporation of Arlington has tapped into state affordable housing resources twice recently and once historically. The following graphic demonstrates how much more impact we can have when we invest to attract these resources.⁶

HCA Leveraging State and Federal Subsidy

<p>Only 3 projects in Arlington have sought or received federal and state low income housing tax credits and other state subsidies. These projects have been developed by HCA over the last thirteen years.</p>	<p>Capitol Square¹ 32 Affordable Units</p> 	<p>Downing Square Broadway² 48 Affordable Units (16 Extremely Low Income)</p> 	<p>10 Sunnyside 43 Affordable Units</p> 																			
	<p>Town Subsidies</p> <table border="1"> <tr> <td>Town Subsidies</td><td>\$900,000</td><td>\$1.395 Million</td><td>\$1.25 Million</td></tr> <tr> <td>State and Federal Subsidies</td><td>\$7.4 Million 2011</td><td>\$20.5 Million 2019</td><td>\$24.75 Million 2024</td></tr> <tr> <td>Total Development Cost</td><td>\$14.3 Million</td><td>\$27.2 Million</td><td>\$33.5 Million</td></tr> <tr> <td>Town Percent of TDC</td><td>6.3%</td><td>5.1%</td><td>3.7%</td></tr> <tr> <td>Leverage</td><td>16X</td><td>19X</td><td>25X</td></tr> </table>	Town Subsidies	\$900,000	\$1.395 Million	\$1.25 Million	State and Federal Subsidies	\$7.4 Million 2011	\$20.5 Million 2019	\$24.75 Million 2024	Total Development Cost	\$14.3 Million	\$27.2 Million	\$33.5 Million	Town Percent of TDC	6.3%	5.1%	3.7%	Leverage	16X	19X	25X	
Town Subsidies	\$900,000	\$1.395 Million	\$1.25 Million																			
State and Federal Subsidies	\$7.4 Million 2011	\$20.5 Million 2019	\$24.75 Million 2024																			
Total Development Cost	\$14.3 Million	\$27.2 Million	\$33.5 Million																			
Town Percent of TDC	6.3%	5.1%	3.7%																			
Leverage	16X	19X	25X																			

Sources (provided by HCA): Capitol Square Final One Stop; Downing Square Broadway Initiative Cost Certification; 10 Sunnyside current sources and uses. All numbers are rounded for simplicity.



The Trust's Current Leverage Ratio is 72X

During the period of this report, for each dollar of local funding that the Trust invested in affordable housing, an average of \$72 was raised from other sources, including state and federal subsidies, sponsor equity, and mortgage debt.⁷ This is extraordinarily high leverage.

Plus 16 Affordable Units at No Cost to Arlington Taxpayers

The above leverage ratio is actually artificially low, because it does not take into account three developments including 16 affordable units being added to the Town's inventory that are being delivered at no cost to Arlington taxpayers.

⁶ "Town Subsidies includes all local funding. 10 Sunnyside numbers on this slide do not include recent budget updates or Town funding increase, but

⁷ See Exhibit A, Schedule of Supported Projects, for calculation.



Funding the Affordable Housing Trust Fund

To date, the Trust Fund has been funded with unrestricted local funds (\$170,090) and Community Preservation Act funding (\$620,000). In addition, the Trust Fund worked with the Town Manager to deploy \$2,810,000 of Federal funds received under the American Rescue Plan Act (ARPA).

Trust Fund Affordable Housing Funding, 2022 – Present

Source	Notes	Amount	Committed or Expended	Remaining
Unrestricted Funds	Developer payments made to the Town as a result of prior developments that were transferred into the Trust Fund's account upon its creation. To date these funds have been committed for consulting, legal and other administrative costs. There is no current expectation of additional funds.	\$170,000	\$141,000	\$29,000
Community Preservation Act Funding	The CPAC has been a consistent supporter of the Trust Fund, providing the following funding to support implementation of the Trust Fund's Five Year Action Plan: \$250,000 in FY23, \$370,000 in FY24. All has been committed to affordable housing projects (10 Sunnyside, 40 Dorothy Rd. and 2 ACC projects) (The CPAC has also recommended an additional, FY26, award of \$545,125)	\$620,000	\$620,000	\$0
Total		\$790,000	\$560,000	\$29,000

In addition, the Town budgeted to spend \$3 million of federal ARPA funding for creation of new affordable housing units. In 2024, \$2,810,000 of ARPA was committed and/or disbursed under the authority of the Town Manager, pursuant to an Affordable Housing Acquisition, Creation, and Conversion program designed and led by the Trust Fund with the assistance of DPCD. This was a one-time opportunity. There is no expectation of additional ARPA funds.

Federal Affordable Housing Funds Deployed via ACC Program

Source	Notes	Amount	Committed or Expended	Remaining
ARPA	Federal COVID relief dollars reserved for creation of new affordable housing units. All funds made available by the Town Manager have been committed or disbursed for three grants under the ACC Program. No additional funds will be made available.	\$2,810,000	\$2,810,000	\$0
Total		\$2,810,000	\$2,810,000	\$0

Transfer Fees: A Strategy for Funding the Trust

An Affordable Housing Survey conducted by the Trust in 2022 suggests that residents are strongly supportive of affordable housing, and that there is significant will to devote Town resources to it. Consistent with this support, Town Meeting approved a home rule petition in 2021 that would allow the Town to adopt a transfer fee for certain real estate transactions to provide a long-term source of revenue for the Trust Fund. Such a fee requires approval by the state legislature, followed by approval of a more specific transfer fee by Town Meeting and approval by Arlington's voters in a referendum. Arlington's state legislative delegation filed a bill seeking legislative approval to proceed with the fee in 2021. The home rule petition needs to be reauthorized for the current two-year legislative session. The Select Board voted unanimously this year - as they did in 2021 - to recommend that Town Meeting do so again through favorable action on Article 14.⁸

Unlike other local real estate taxes, a transfer fee would apply only when a property is transferred and the seller converts the increased value of the property into cash, and would not come out of annual household income. While home equity is a critical resource for funding college and retirement for many households, increases in home values in Arlington over many years have been extraordinarily high. While this creates many of the housing affordability challenges described elsewhere in this Plan, it also provides a substantial financial benefit to those who own homes in Arlington. A transfer fee asks those benefiting

⁸ 4-0 vote with Mr. Helmuth recusing himself due to his employment by the state legislature.

from steep housing price increases to leave a small part of the resulting financial benefit in Arlington when they sell, to create and preserve affordable housing. To avoid burdening lower-income buyers and sellers, the transfer fee would only apply to sales exceeding a threshold price to be set by Town Meeting and approved by the voters, and it would not apply in a number of situations, including transfers of affordable housing, transfers to nonprofits, and gifts of property to family members.

Arlington is one of at least nine communities seeking similar authority to fund affordable housing through a transfer fee, and legislation that would authorize all municipalities to impose transfer fees for affordable housing has also been proposed. Notwithstanding the efforts of a statewide coalition advocating for passage of these bills,⁹ some real estate trade groups have opposed them, and they have not passed in prior legislative sessions. These bills now need to be reintroduced in the current two-year legislative session.

To that end, Warrant Article 14 would reauthorize Arlington's Home Rule Petition in substantially the same form as it was previously passed. Should the legislature pass our Home Rule Petition, we would need to propose a more specific transfer fee program, which would then need to go to Town Meeting and the voters for approval. Passing the Home Rule Petition merely keeps this option open.

The Trust's Current Financial Position

We are grateful for our partnership with the CPAC to deploy Community Preservation Act funds to advance the Town's affordable housing strategies. But the ability of the Trust to deliver on its mission over time requires sustainable funding at a higher level.

By way of illustration, the Trust's current uncommitted resources, as of the date of this report, have been spent down to just \$29,000. Should the CPA Committee's recommendations be accepted by Town Meeting, we hope to receive an additional \$545,120 of CPA funds this spring. But we already have funding requests from the Arlington Housing Authority and the Housing Corporation of Arlington - for affordable housing that has funding gaps or a need to demonstrate local investment to secure state funds. These are critical to support, but will leave very little funding for the Action Plan initiatives we are planning to implement this year, or unplanned needs or opportunities.

We believe our progress to date demonstrates that it's possible for Arlington to deliver affordable housing solutions, and that a proactive strategy, armed with relatively modest resources, can achieve results at scale. If the Town is unable to implement a transfer fee, another sustainable funding source will be needed to make material investments in preserving and increasing affordable housing.

We will be creative in securing funds from other sources and will continue to leverage funds for maximum impact, but we ask for your continuing support for sustainable funding for the Trust, and respectfully ask that you vote yes on Article 14 to keep a transfer fee option open.¹⁰

⁹ Local Option for Housing Affordability (LOHA) Coalition, <https://www.realestatetransferfee.org/>

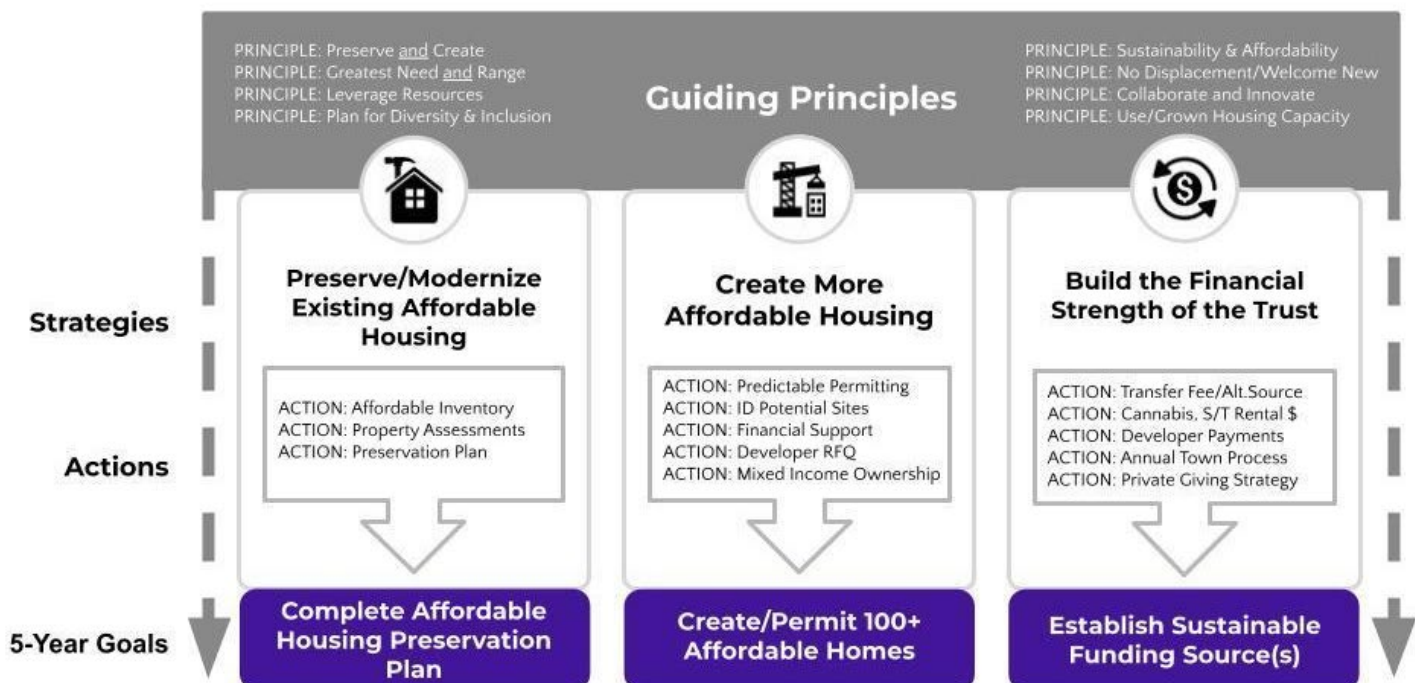
¹⁰ This recommendation was approved by the Board separately from the approval of the rest of this report, with Mr. Helmuth recusing himself from the vote regarding Article 14.



The Trust's Five Year Action Plan

During 2022 the Trust fund conducted a community engagement process that led to the proposal, discussion and adoption of a Five-Year Action Plan (the "Action Plan") setting forth the Trust's initial guiding principles, goals and strategies. We specifically sought input from those most likely to need and benefit from affordable housing, and consulted intentionally with Town bodies and private organizations that have authority over, or interest in, some aspect of the creation or preservation of affordable housing.

The following sets forth the principles, strategies, actions and goals set forth in the Affordable Housing Trust Fund Five Year Action Plan in a summary form, for ease of reference. The Plan incorporates three Strategies, each with one clear, ambitious but reachable Five-Year Goal, and a variety of Actions that may be taken to achieve those goals. These actions and goals for the first five years are intended to create a foundation for more ambitious goals in the future. This diagram provides a visual depiction of key Plan elements.



A full description of each of the above strategies, actions and goals is available in the full Five-Year Action Plan, which is available [on the Trust Fund's page of the Town website](#).

The Five-Year Action Plan includes background regarding the Trust and affordable housing generally, describes the need for affordable housing in Arlington, and recounts the community engagement process that informed the Action Plan.

Guiding Principles. The following principles guide the work of the Trust during the term of the Plan:

1. Plan to **preserve** and/or modernize existing affordable housing **and create** as much additional affordable housing as possible.
2. Prioritize those with the **greatest need** while advancing solutions for a **range** of affordable housing needs.
3. **Leverage resources** for maximum impact.
4. **Plan for diversity and inclusion** in our community.
5. Advance **sustainability** and climate resiliency **while promoting affordability**.
6. Limit involuntary **displacement and welcome new** residents.
7. **Collaborate and innovate** with other Town housing stakeholders.
8. **Use and grow** the affordable housing **knowledge and capacity** in our community.

With respect to Principle 2, the Trust will endeavor to meet these **income targets**:

- At least 50% of all housing units *funded by the Trust* during the term of the Plan reserved for households with incomes at or below 60% of areawide median;
- At least 15% of housing units *in projects funded by the Trust* during the term of the Plan reserved for Extremely Low-Income (“ELI”) households (incomes below 30% of areawide median) or Very Low Income (“VLI”) households (incomes below 50% of areawide median.)

Strategies to Preserve/Modernize Arlington’s Existing Affordable Housing

ACTION: Complete an affordable housing inventory

ACTION: Obtain capital needs/property assessments/plans for existing affordable housing

ACTION: Create an Affordable Housing Preservation Plan

5-YEAR GOAL: Complete Affordable Housing Preservation Plan

Strategies to Create More Affordable Housing in Arlington

ACTION: Create a predictable path for permitting mission-aligned affordable housing

ACTION: Identify public and private sites for development

ACTION: Pilot at least two programs to financially support affordable housing creation

ACTION: Issue an RFQ for affordable housing developers

ACTION: Encourage mixed-income homeownership development

5-YEAR GOAL: Create 100 Additional Affordable Housing Units

Strategies to Build the Financial Capacity of the Trust

ACTION: Support passage of real estate transfer fee or other sustainable tax/funding

ACTION: Secure revenue streams from short term rental fees and cannabis sales.

ACTION: Explore options to maximize developer payments to the Trust

ACTION: Agree on annual process for Town housing investments

ACTION: Develop and launch a private giving strategy for the Trust

5-YEAR GOAL: Establish Sustainable Funding Source(s)



Five Year Action Plan Progress Report

The following chart summarizes the status of progress on the specific goals and actions set forth in the 5-Year Action Plan.

Affordable housing creation was prioritized in the first two years of the plan for two reasons: (1) the long timeline for predevelopment activities prior to the start of construction (typically 2-5 years) required an early start on production work if intended to produce results within the 5-year planning period; and (2) the Town's ARPA funds needed to be committed by the end of 2024 and therefore needed to be prioritized during the first two years of the plan. As a result, **the Trust has supported the creation of 70 new units of housing in just our first two years (financial support for 57 affordable rental units and advocacy support for 13 affordable homeownership units).**

Work on the preservation and funding goals will also be prioritized in 2025 -2027.

Strategy: Preserve/Modernize Affordable Housing 5-Year Goal: Complete Preservation Plan (In Progress, 0% Complete)		
Action	Status	Notes
Complete affordable housing inventory	In Progress	Working Group created in February, 2025 is reviewing existing inventory, ensuring completeness/accuracy, and considering how to best maintain, use and share the inventory.
Obtain capital needs assessments/property assessments/plans for existing affordable housing.	In Progress	Working Group created in February, 2025 is collecting and reviewing existing assessments and plans and considering methods of projecting future capital needs.
Create an affordable housing preservation plan.	In Progress	Preservation plan will be prepared following completion of inventory and property assessments.

Strategy: Create Additional Affordable Housing**5-Year Goal: Create 100 Additional Affordable Housing Units (70% Complete)**

To date, the Trust has financially supported the creation of 57 new affordable rental units and provided other support for 13 affordable homeownership units.

Action	Status	Notes
Create a predictable permitting path for mission-aligned affordable housing	In Progress	Zoning is not the purview of the Trust Fund, so action on this item relies on the Town, ARB or citizens to advance zoning proposals. Two citizen warrant articles to create an affordable housing zoning overlay were filed in 2025. The ARB has recommended no action, since townwide notice requirements were not met (due to high costs). Action on this matter will need to be pursued at a later session of Town Meeting.
Identify Public and Private Sites for Development	Partially Complete	Preliminary lists of suggested sites for affordable housing development were created during the development of the 5-Year Action Plan, through the resident affordable housing survey, and the considered advice of a professional consultant. These lists may be considered for inclusion in a developer RFP.
Pilot at Least 2 Programs to Financially Support Affordable Housing Creation	Complete (Though additional programs are anticipated)	(1) The Trust has a rolling application process used to consider applications for funding to support affordable housing creation and conversion. We have funded 2 HCA projects through this program, and have two pending applications. (2) the Acquisition, Creation & Conversion program carried out in 2024 is a pilot program that is providing financial support for affordable housing creation. Three projects have received funding commitments through this program.
Issue an RFQ for Affordable Housing Developers	Planned for 2025	Working group to commence work mid-2025. We may need to identify funding sources and potential sites and plan to engage the public to describe what the community would like to see incorporated into the design and development of affordable housing.
Encourage Mixed-Income Homeownership Development	Ongoing	Due to the high cost of homeownership, the most viable way to create affordable homeownership opportunities is through mixed income development where market rate profits subsidize affordable units. The Trust provided a letter of support to the ZBA for the Majestic Mill Brook, a 50-unit condominium that will include 13 deed-restricted affordable homeownership units, doubling the number of affordable homeownership units in Arlington - a rare chance to offer families earning less than 80% of area median income ("AMI") an opportunity to purchase homes in Arlington.

Strategy: Build the Financial Strength of the Trust Fund

5-Year Goal: Establish Sustainable Funding Source(s) (0% Complete)

Action or Goal	Status	Notes
Support passage of real estate transfer fee or other sustainable tax/fee	In Progress	The Trust is supporting the renewal of the Town's HRP for a transfer fee in 2025, and participating in the statewide LOHA coalition advocating for the legislature to approve HRPs or pass statewide legislation. We will need to simultaneously pursue other options, since similar legislation has failed in two legislative sessions.
Secure revenue streams from short term rentals and/or cannabis taxes	Not started	DPCD made some inquiries in 2023, but this has not yet been pursued.
Explore options to maximize developer payments to the Trust	Not started	Requires legal support
Agree on annual process for town housing investments	Not started	Strong relationship with CPAC, which has led to three successful awards. But there has not been discussion of coordinating housing awards or consolidating resources.
Develop and launch a private giving strategy for the Trust	Not started	Any such giving strategy should be designed to NOT compete with the Housing Corporation of Arlington's donors.



Exhibit A: Schedule of Supported Projects, 2022 – Present

Project & Sponsor	Description	Local Funds Invested by the Trust ¹¹	Total Development Cost (approx.)	Leverage for every \$1 of local funds invested by the Trust
10 Sunnyside Housing Corp. of Arlington	New construction of 43 affordable rental units. 25 units at/ below 60% AMI. 3 units at/below 50% AMI. 15 units at or below 30% AMI. Restriction: 30+ years	\$450,000	\$32,850,000	\$73
35 Parker St. Housing Corp. of Arlington	New construction of one affordable, modular passive house accessory dwelling unit. 1 unit at/ below 80% AMI Restriction: Perpetuity	\$0 (+\$260,000 of Federal ARPA)	\$313,769	No cost to local taxpayers
Acquisition¹² Housing Corp. of Arlington	Acquisition of 57 unit market-rate rental and conversion of 8 units to affordable to protect tenants from displacement. 8 units at/below 60% AMI Restriction: 30 years	\$250,000 (+\$1,875,000 of Federal ARPA)	\$22,387,242	\$89
85-87 Grafton St. J. Hindmarsh and L. Musilli	Acquisition of a 2-family for conversion to affordable rental 2 units at/below 60% AMI Restriction: 30 years	\$25,000 (+\$475,000 of Federal ARPA)	\$1,323,315	\$53
80 Broadway Eighty Broadway LLC (R. Costello)	Addition of a second affordable unit to a market-rate development. 2 units at or below 70% AMI Restriction: 30 years	\$0 (+\$200,000 of Federal ARPA)	\$5,900,000	No cost to local taxpayers
1021-1027 Mass. Ave. Maggiore Cos.	New construction of 50-unit condominium permitted pursuant to chapter 40B. (a/k/a Majestic Millbrook) 13 homes at/below 80% AMI Restriction: Perpetuity	\$0	\$32,000,000	No cost to local taxpayers
Total/Avg		\$725,000		\$72¹³

¹¹ Local Funds Invested by the Trust does not include local funds invested directly by another Town body.

¹² Property address is withheld prior to closing due to non-disclosure agreement.

¹³ This number is artificially low, because it does not include projects delivered at no cost to Arlington taxpayers.



Town of Arlington, Massachusetts

Request: Four Parking Spots at 307-309 Broadway for Rush Bowls Grand Opening on 6/28/2025

Summary:

Steven Douglas

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Rush_Bowl_Request.pdf	Request
▢	Reference Material	Rush_Bowl_Comments.pdf	DPW APD Comments



307 Broadway

From Stephen Douglas

Date Tue 6/10/2025 6:07 PM

To Britton Mallard <bmallard@town.arlington.ma.us>; Bedros Kaya : Deborah Douglas

 1 attachment (3 MB)

IMG_2052.jpeg;

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

Hi Britton.

Hope you are doing well. Per our conversations.

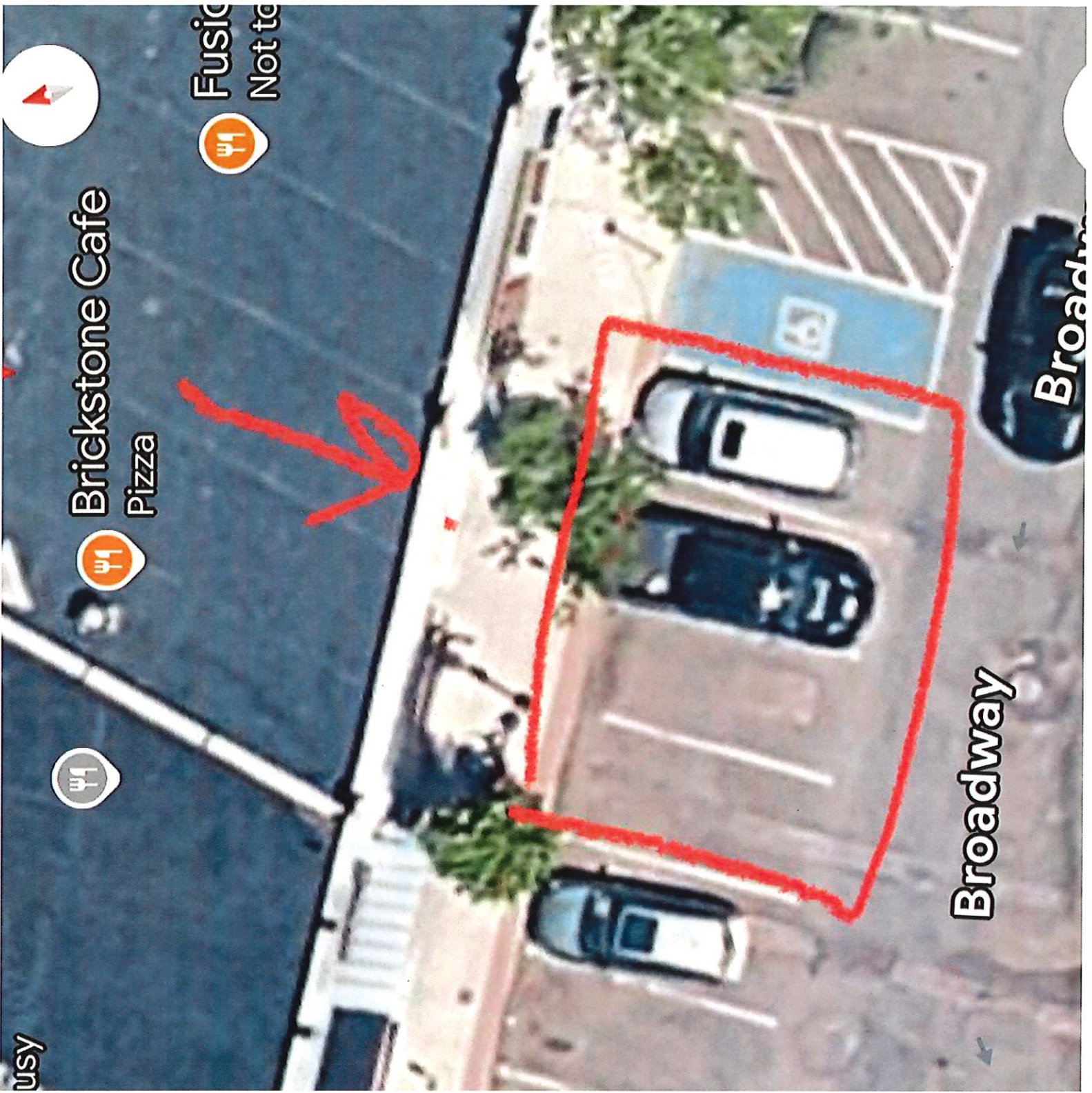
Attached is a photo of the Rush Bowls location at 307 Broadway marked with the red arrow.

We are seeking permission to reserve the 4 parking spaces in front of Rush Bowls and Brick Stone pizza located at 309 Broadway on Saturday, June 28 between the hours of 8 AM to 8 PM. This will be the grand opening for Rush Bowls. We are proposing to secure outdoor space for people to gather as well as have a DJ set up, face painting, a balloon twister and a few games. We are expecting this event will attract a large number of children so we would like to make it enjoyable and make sure everyone has a safe and fun time at the opening.

Please let me know what else you need from me and how to move forward with this matter.

I greatly appreciate your time.

Steve Douglas



usy



Brickstone Cafe
Pizza

Fusic
Not to

Broadway

Broadway

Re: 307 Broadway

From DWarren <dwarren@town.arlington.ma.us>
Date Tue 6/17/2025 10:51 AM
To Britton Mallard <bmallard@town.arlington.ma.us>
Cc Ashley Maher <amaher@town.arlington.ma.us>

Britton,

We could supply the cones but if the merchant was going to use an extension cord, they should mount it on a post so the cord goes above the sidewalk rather than on the sidewalk.

Regards,

Dan

Daniel E. Warren Jr.
Operations Manager
Town of Arlington Public Works
51e Grove Street
Arlington, Ma. 02476
Notary Public

Re: Brickstone/Rush Bowls 307. Broadway

From John Kelley <JKelley@town.arlington.ma.us>
Date Tue 6/17/2025 11:03 AM
To Britton Mallard <bmallard@town.arlington.ma.us>

we would just want the No Parking signs up for the date. If approved I can make sure they are put out.

Lieutenant John J Kelley

Officer in Charge

Traffic Division, Details, and Licensing

112 Mystic Street

Arlington, MA 02474

Tel: 781-316-3928



Town of Arlington, Massachusetts

Reappointment

Summary:

Youth Counseling Center Advisory Commission

Joan Axelrod Lehigh (Term to Expire: 01/31/2027)

Carlene Newell (Term to Expire: 01/31/2027)

Library Board of Trustees

Stephen Quinlan (Term to Expire: 06/30/2028)

Park and Recreation Commission

Phil Lasker (Term to Expire: 06/30/2028)

Board of Health

Peter Rice (Term to Expire: 06/30/2028)

Cemetery Commission

Michele Hassler (Term to Expire: 06/30/2028)

Rainbow Commission

Andy Robinson (Term to Expire: 06/30/2028)

Conservation Commission

Nathaniel Stevens (Term to Expire: 06/30/2028)

Charles Tirone (Term to Expire: 06/30/2028)

Open Space Committee

Ann LeRoyer (Term to Expire: 06/30/2028)

Wendy Richter (Term to Expire: 06/30/2028)

David White (Term to Expire: 06/30/2028)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	All_Reappointments_Letters_Redacted.pdf	Reference

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Joan Axelrod Lehrich

Arlington, MA 02474

Re: Reappointment: Arlington Youth Counseling Center Advisory Commission

Dear Joan:

Please be advised that the Select Board will be discussing your reappointment to the Arlington Youth Counseling Center Advisory Commission at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Carlene Newell
Arlington, MA 02476

Re: Reappointment: Arlington Youth Counseling Center Advisory Commission

Dear Carlene:

Please be advised that the Select Board will be discussing your reappointment to the Arlington Youth Counseling Center Advisory Commission at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Stephen Quinlan
Arlington, MA 02476

Re: Reappointment: Library Board of Trustees

Dear Stephen:

Please be advised that the Select Board will be discussing your reappointment to the Library Board of Trustees at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Phil Lasker

Arlington, MA 02476

Re: Reappointment: Park and Recreation Commission

Dear Phil:

Please be advised that the Select Board will be discussing your reappointment to the Park and Recreation Commission at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Peter Rice

Arlington, MA 02476

Re: Reappointment: Board of Health

Dear Peter:

Please be advised that the Select Board will be discussing your reappointment to the Board of Health at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Michele Hassler

Arlington, MA 02474

Re: Reappointment: Cemetery Commission

Dear Michele:

Please be advised that the Select Board will be discussing your reappointment to the Cemetery Commission at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Andy Robinson

Arlington, MA 02476

Re: Reappointment: Rainbow Commission

Dear Andy:

Please be advised that the Select Board will be discussing your reappointment to the Rainbow Commission at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Nathaniel Stevens

Arlington, MA 02474

Re: Reappointment: Conservation Commission

Dear Nathaniel:

Please be advised that the Select Board will be discussing your reappointment to the Conservation Commission at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Charles Tirone

Arlington, MA 02474

Re: Reappointment: Conservation Commission

Dear Charles:

Please be advised that the Select Board will be discussing your reappointment to the Conservation Commission at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Ann LeRoyer

Arlington, MA 02476

Re: Reappointment: Open Space Committee

Dear Ann:

Please be advised that the Select Board will be discussing your reappointment to the Open Space Committee at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Wendy Richter

Arlington, MA 02474

Re: Reappointment: Open Space Committee

Dear Wendy:

Please be advised that the Select Board will be discussing your reappointment to the Open Space Committee at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

David White
Arlington, MA 02476

Re: Reappointment: Open Space Committee

Dear David:

Please be advised that the Select Board will be discussing your reappointment to the Open Space Committee at their meeting conducted via hybrid format on Monday, June 23rd at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Wednesday, June 18th, 2025, by 7:00pm.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant



Town of Arlington, Massachusetts

Request: Food Vendor License DBA Name Change

Summary:

Is: Thrive Cafe

Will Be: Thrive Gourmet

Derek Flemming

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Thrive_DBA_Change.pdf	Application

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 169 mass Ave Arlington

Name of Applicant Derek Fleming

Corporate Name (if applicable) thrive cafe inc

D/B/A Thrive Gourmet

Date 6/4/25

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 Derek Fleming

Signature Name 

Phone (Home) _____ (Business) 781-777-1561

Email info @ thrivejuicecafe.com



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Strongback Systems
Gregory Gullage Jr.
Billerica, MA 01821

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Strongback_Systems_Contractor_Drainlayer_Redact.pdf	Reference

OFFICE OF THE SELECT BOARD

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



730 MASSACHUSETTS AVENUE
TEL: 781-316-3020
sbadmin@town.arlington.ma.us

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 18, 2025

Strongback Systems
Gregory Gullage Jr.
[REDACTED]

Dear Gregory:

The Select Board will be discussing your request for a License to do Drainlaying in the Town of Arlington by hybrid format on Monday, June 23, 2025, at 7:15 p.m. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Wednesday, June 18th by 7:00 p.m.

Please contact this office by email, ckalogeropoulos@town.arlington.ma.us, if you have any questions.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant



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: June 18, 2025

Dear Board Members,

Reference is hereby made to an application by Gregory Gullage Jr of Strongback Systems to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Strongback Systems
Gregory Gullage Jr
[REDACTED]

Billerica, MA 01821,

Phone: [REDACTED]

Email: [REDACTED]

As a previously approved contractor in good standing, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Wolfgang G. Kirstein, E.I.T.
Civil Engineer

CC: William C. Copithorne, P.E., 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 Select Board. 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 781-316-3320.

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: StrongBack Systems

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

Street Address: City/Town: Billerica State: MA Zip Code:

Primary Phone: E-mail:

Length of Time in Business under the same Firm Name: 10y

Full Name(s) of Principal(s): Gregory Gullage Jr

Primary Contact Person: Gregory Gullage Jr

Experience/Previous Work

Nature of Typical/Standard Work: Water and sewer install and repairs

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

If Yes, Please provide Location: 735 Mass ave Approximate Date: 10/24

Total Amount of such construction this year: \$100,000

Total Amount of such construction last year: \$100,000

Total Amount of such construction next previous year: \$100,000

Municipal References - Please Attach Written Reference Letters or Provide Contact Information

Municipality: Town of Burlington

Primary Contact Name: Lisa Matarazzo

Email: lmatarazzo@burlington.org

Municipality: Town of Billerica

Primary Contact Name: Steve Robertson

Email: srobertson@town.billerica.ma.us

Municipality: Town of Chelmsford

Primary Contact Name: David Silva

Email: dsilva@chelmsfordma.gov

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

Bank Reference: Cambridge Savings Bank Phone: 617-441-4207

Federal Tax ID or Social Security #: [Redacted]

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

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

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Select Board and/or Department of Public Works may establish.

Applicant Signature: Gregory Gullage Jr Date: 6/9/2025

Reset Form

Print Form



Town of Burlington Engineering Division

25 Center Street

Burlington, MA 01803

Phone 781-270-1640 Fax 781-238-4693

www.Burlington.org

May 18, 2022

To Whom It May Concern:

Greg Gullage of StrongBack Systems has performed excavation, sewer and water connections in the Town of Burlington. We have not had any problems with the company nor its employees. If you have any questions please feel free to call me at 781-270-1640.

Regards,

LRMatarazzo

Lisa Matarazzo
Engineering Aide



Billerica Board of Health

Town Hall
365 Boston Road
Billerica, MA 01821
Phone: 978-671-0931 Fax: 978-671-0919
Web Site www.town.billerica.ma.us

Robert Reader, Chair
Sandra Giroux, Vice Chair
Amit Gandhi, Ph.D., Secretary
Marie O'Rourke
Chris Ravin

Kristel Bennett, Director

March 4, 2024

To Whom This May Concern:

Please be advised that:

Greg Gullage, Jr.
Strongback Systems
PO Box 422
Nutting Lake, MA 01865

Greg Gullage, Jr. is currently a Licensed Disposal Works Installer through the Billerica Board of Health. Greg Gullage, Jr. has held a Disposal Works Installer License with the Billerica Board of Health since 2019. Greg Gullage Jr.'s Disposal Works Installer License is in good standing.

Please feel free to contact me if you have any questions regarding this matter at (978) 671-0931 or by email kbennett@town.billerica.ma.us.

Sincerely,

A handwritten signature in cursive script, reading "Kristel Bennett".

Kristel Bennett
Director of Public Health



Department of Public Works — Engineering
Division
Town Hall, 365 Boston Road, Billerica, Massachusetts 01821
PH: (978) 671-1300

June 12, 2024

Re: Strongback Systems

Frederick W. Russell, PE, Director
Kelley J. Conway, PE, Town
Engineer

Strongback Systems (Greg Gullage Jr.) has a long history of working in the Town of Billerica. The company has always met our standards and specifications, delivering quality work in a responsible manner. They have performed all aspects of sewer, water, and drainage installation, including emergency repairs for the Town of Billerica and trench restoration / paving work on major roads in Billerica.

If you have any questions, please do not hesitate to contact me at 978-436-9178.

Sincerely,

Steve Robertson
Project Manager Engineer
Billerica Public Works



DPW-SEWER DIVISION

*50 Billerica Road
Chelmsford, MA 01824-2777*

Telephone (978) 250-5233

Fax: (978) 250-5236

May 19, 2022

To Whom It May Concern:

This letter is a recommendation for StrongBack Systems. This company has been licensed by the Town of Chelmsford to installed private sewer connections. We have had no issues with this company. All work has been performed in accordance to the Sewer Regulations.

If you have any questions please feel to call me at 978-250-5233.

Sincerely,

David Silva
Chelmsford DPW Inspector



Town of Arlington, Massachusetts

Patriots' Day 2026 Banners

Summary:

Katie Luczai, Economic Development Coordinator

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Arlington_250_April_2026_Banners.pdf	Banner Application
▢	Reference Material	2026_Banner_Schedule.pdf	Banner Schedule

**TOWN OF ARLINGTON
TEMPORARY BANNER PERMIT APPLICATION**

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Name: _____ Tel#: _____

E-mail: _____

Banner Information

Event Name: _____ Event Date(s): _____

Request Installation Date: _____ Date Removed: _____

Requested Location: Street (specify): _____

Other (specify): _____

Banner Message: _____

Banner Material: _____

Required Attachments

Banner Design, Color, Wording and Dimensions ☐

Banner Location Site Map ☐

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

Approved by the Select Board ☐

Date Approved: _____



11 pairs of banners would be located on 11 lightpoles in the median strip of Mass Ave in Arlington Center. 2 pairs of banners would be located on Mass Avenue across from Town Hall.

2 red banners would be placed on lightpoles in front of Town Hall

Arlington250: Commemorative Banners

The Untold Stories of People, Plants, & Revolution

INTRO/DANDELION

CULTIVATE/CORN

PASTURE/CLOVER

WOODLOT/OAK

FARM/WHEAT

ORCHARD/APPLE

KITCHEN GARDEN

MEDICINE/AJUGA

COMFORT/SOAPWORD

DELIGHT/HOLLYHOCK

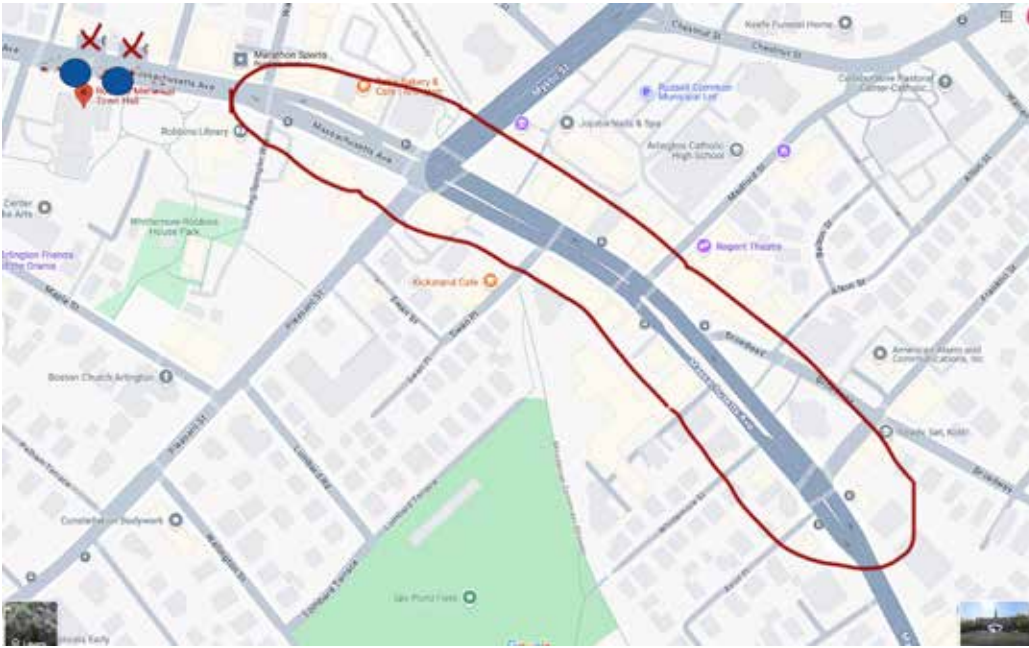
PROTEST/FLAX

VOYAGE/TEA

The Arlington Commission for Arts and Culture is working with artists Liz Shepherd, Suzanne Moseley, Lily McDonald and Andrew Pallidino to create a set of unique lightpole banners for Arlington Center to highlight the Town's 250th Anniversary Commemoration of April 19, 1775.

Each banner features an original design combining a historic image with a plant; plant imagery was sourced from the Harvard Herbaria. Our goal is to prompt curiosity about Colonial life and Arlington's role in the American Revolution, through stories about plants and people. Plants were essential to life in the 18th century. Food, medicine, building materials, even the ink that was used to pen the Declaration of Independence came from plants. Some plants were wild and some cultivated. Some were native and many were brought from England to recreate a familiar way of life and fulfill a longing for home. But whatever their origins, plants shaped life in Arlington.

A website and audio tour with descriptions for each banner will put the plants in context. In the example above, a Colonial woman participates in the boycott of English goods by making her own "homespun" linen. Spinning flax and refusing to buy imported wool textiles was a visible way for Arlington wives and daughters to participate in the dramatic acts of resistance and protest leading up to April 19, 1775.



Red outline and two red “X” marks indicates display area for the pairs of blue lightpole banners with plant graphics.

Blue dots indicate red lightpole banners in front of Town Hall (pictured below).

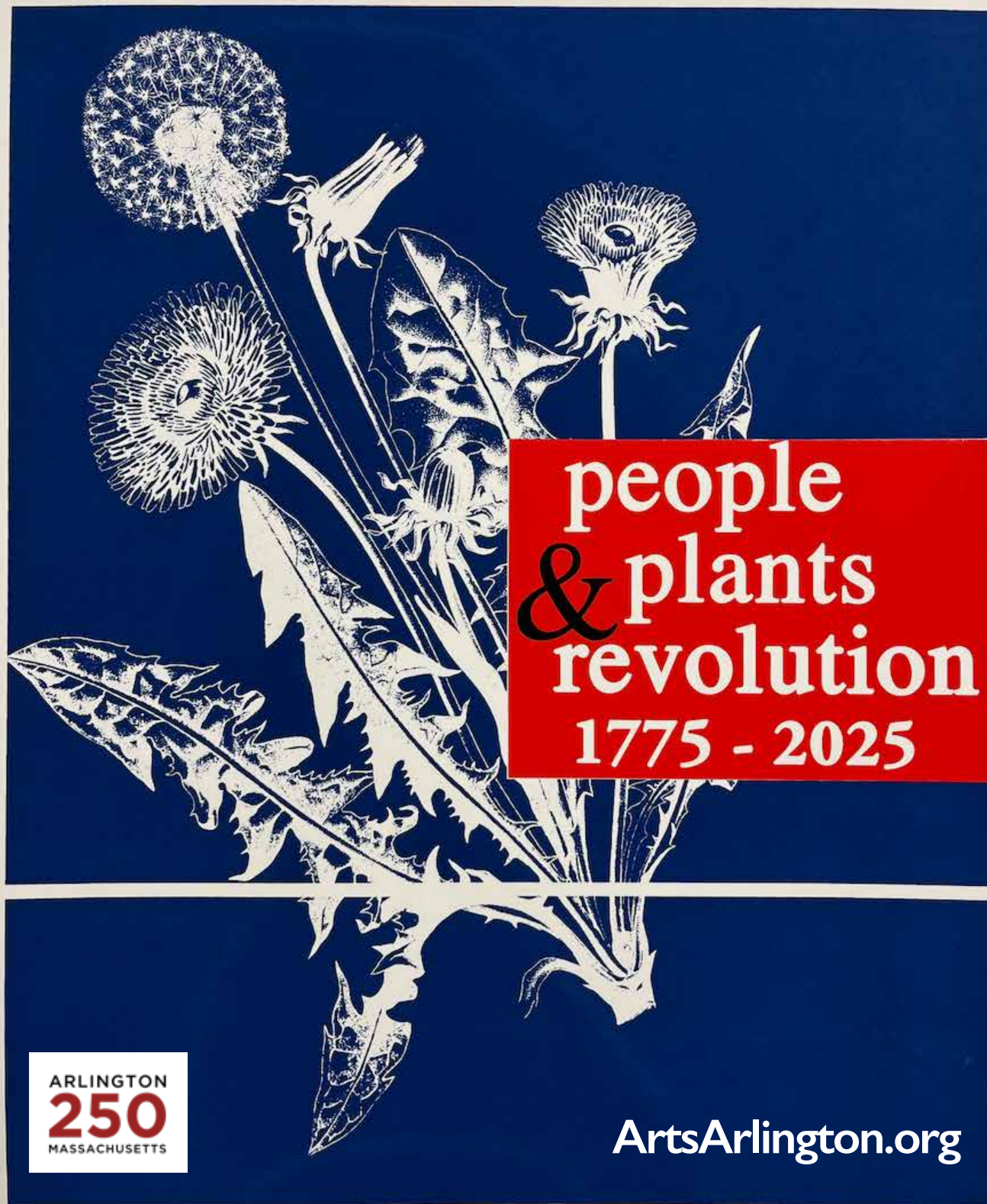


2 pairs of banners to be located on Mass Avenue across from Town Hall (blue dots on map)

10’ high and 2’ wide.
Printed on mesh to allow for wind load.



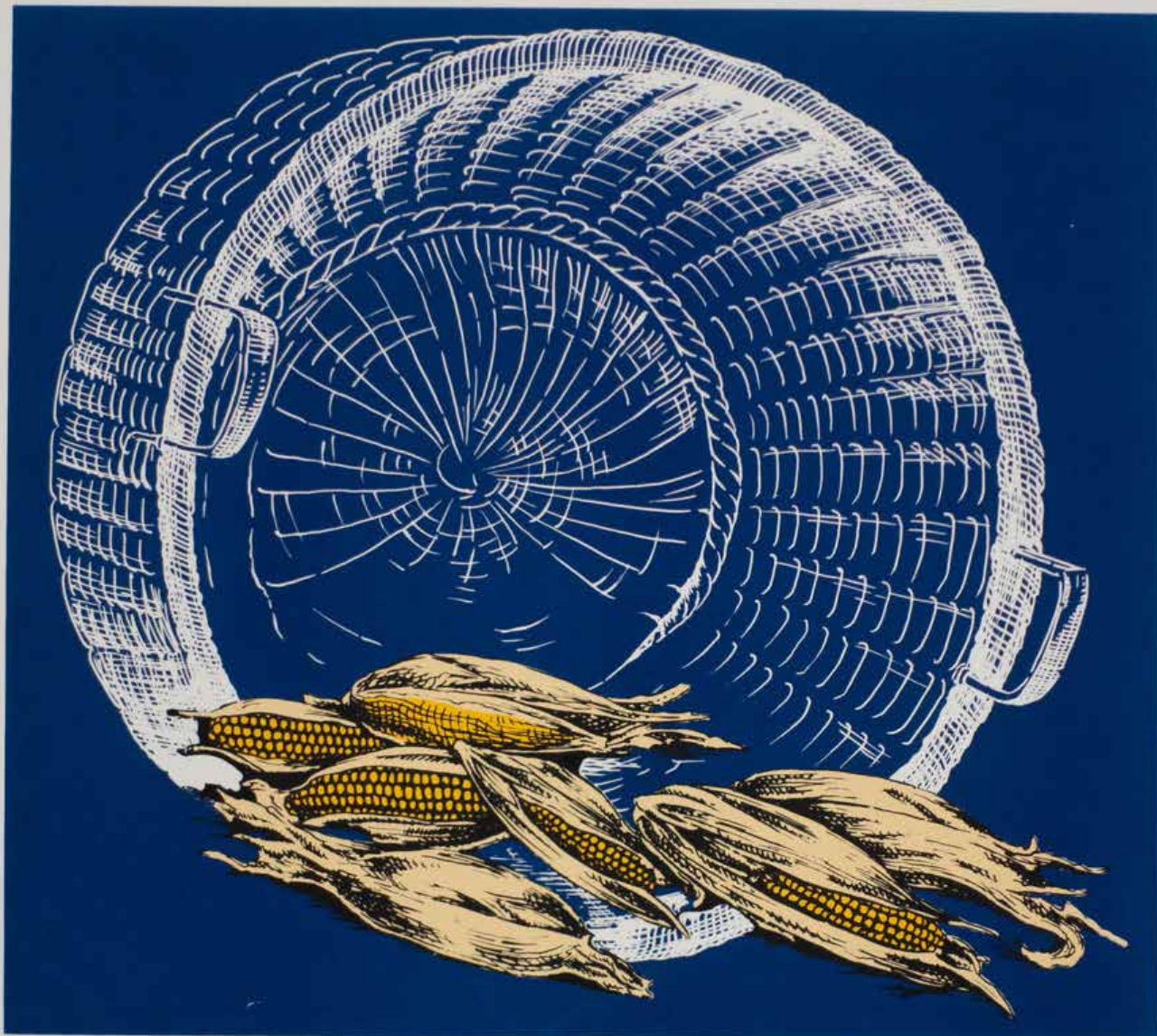
EXAMPLE: how the blue plant themed banners lay out in pairs on a pole, with a flap at the bottom for the text.



people
& plants
revolution
1775 - 2025

ARLINGTON
250
MASSACHUSETTS

ArtsArlington.org



cultivate
& CORN

ARLINGTON
250
MASSACHUSETTS



orchard & apple

ARLINGTON
250
MASSACHUSETTS



Wood Lot & oak

ARLINGTON
250
MASSACHUSETTS



Farm & Wheat

ARLINGTON
250
MASSACHUSETTS



Pasture & clover

ARLINGTON
250
MASSACHUSETTS



kitchen & Garden

ARLINGTON
250
MASSACHUSETTS



Comfort *&*
Soapwort

ARLINGTON
250
MASSACHUSETTS



Delight & hollyhock

ARLINGTON
250
MASSACHUSETTS



medicine *& Ajuga*

ARLINGTON
250
MASSACHUSETTS



Protest *& flax*

ARLINGTON
250
MASSACHUSETTS



voyage & tea

ARLINGTON
250
MASSACHUSETTS

Banner Schedule - 2026

MONTH	EVENT	EVENT	EVENT	EVENT	EVENT
January					
February					
March					
April	Patriots' Day 2026 - 4/1/2026 - 5/15/2026				
May	Patriots' Day 2026 - 4/1/2026 - 5/15/2027				
June					
July					
August					
September					
October					
November					
December					



Town of Arlington, Massachusetts

Disability Pride Banners

Summary:

Ramsha Baluch, DEI Director

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Disability_Pride_2025_Banner_Application.pdf	Banner Application
▢	Reference Material	Disability_Pride_Month_Banners.png	Banner Design
▢	Reference Material	Banner_Locations.pdf	Banner Locations
▢	Reference Material	2025_Banner_Schedule.pdf	Banner Schedule

**TOWN OF ARLINGTON
TEMPORARY BANNER PERMIT APPLICATION**

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Name: _____ Tel#: _____

E-mail: _____

Banner Information

Event Name: _____ Event Date(s): _____

Request Installation Date: _____ Date Removed: _____

Requested Location: Street (specify): _____

Other (specify): _____

Banner Message: _____

Banner Material: _____

Required Attachments

Banner Design, Color, Wording and Dimensions Banner ☐

Location Site Map ☐

(Note: Banner size can not exceed 36 in wide by 5 ft long)

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

Approved by the Select Board ☐

Date Approved: _____

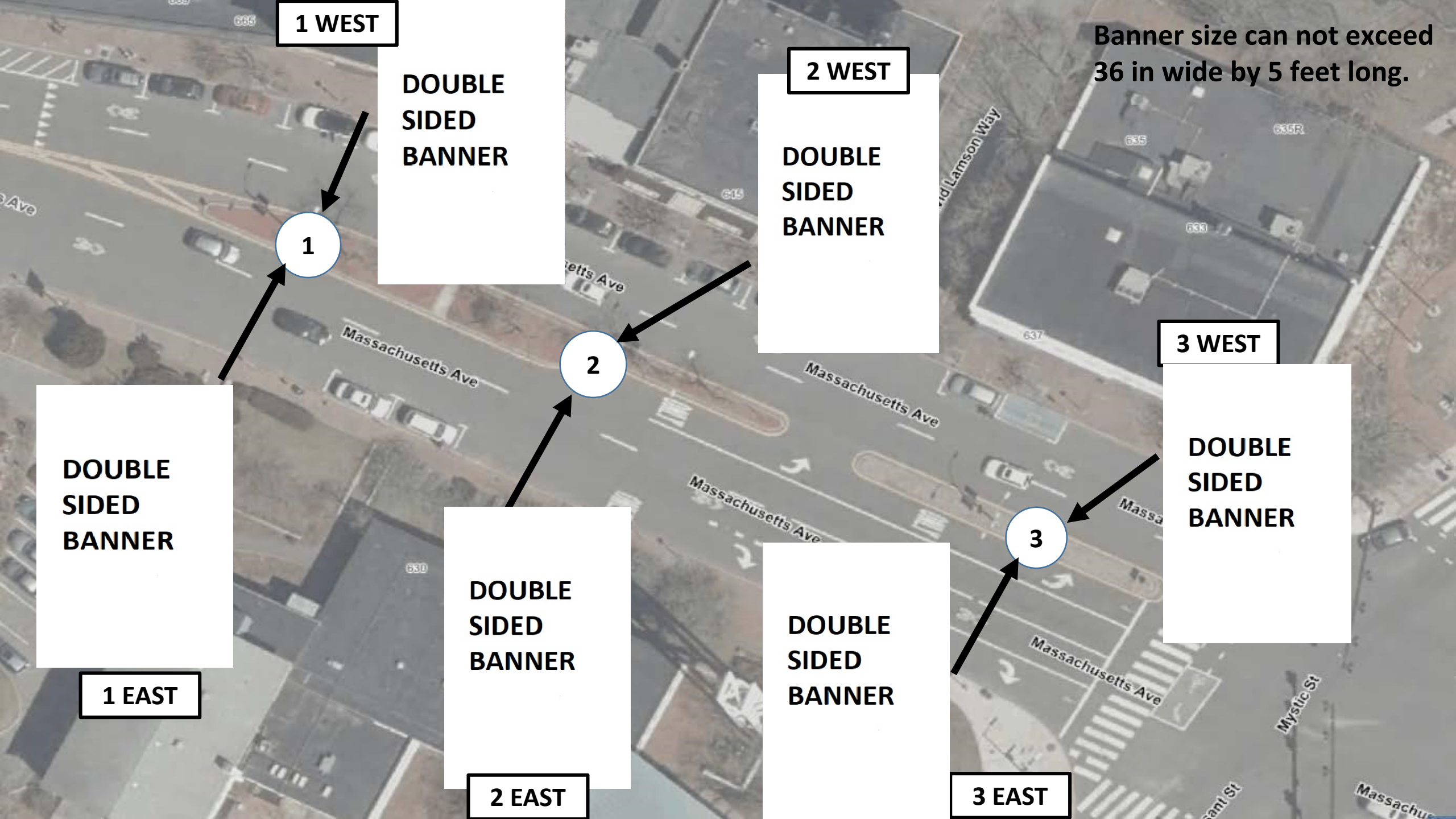


Arlington Proudly Celebrates

Disability Pride

Visibility. Dignity. Belonging.





1 WEST

**DOUBLE
SIDED
BANNER**

2 WEST

**DOUBLE
SIDED
BANNER**

3 WEST

**DOUBLE
SIDED
BANNER**

3

3 EAST

**DOUBLE
SIDED
BANNER**

2 EAST

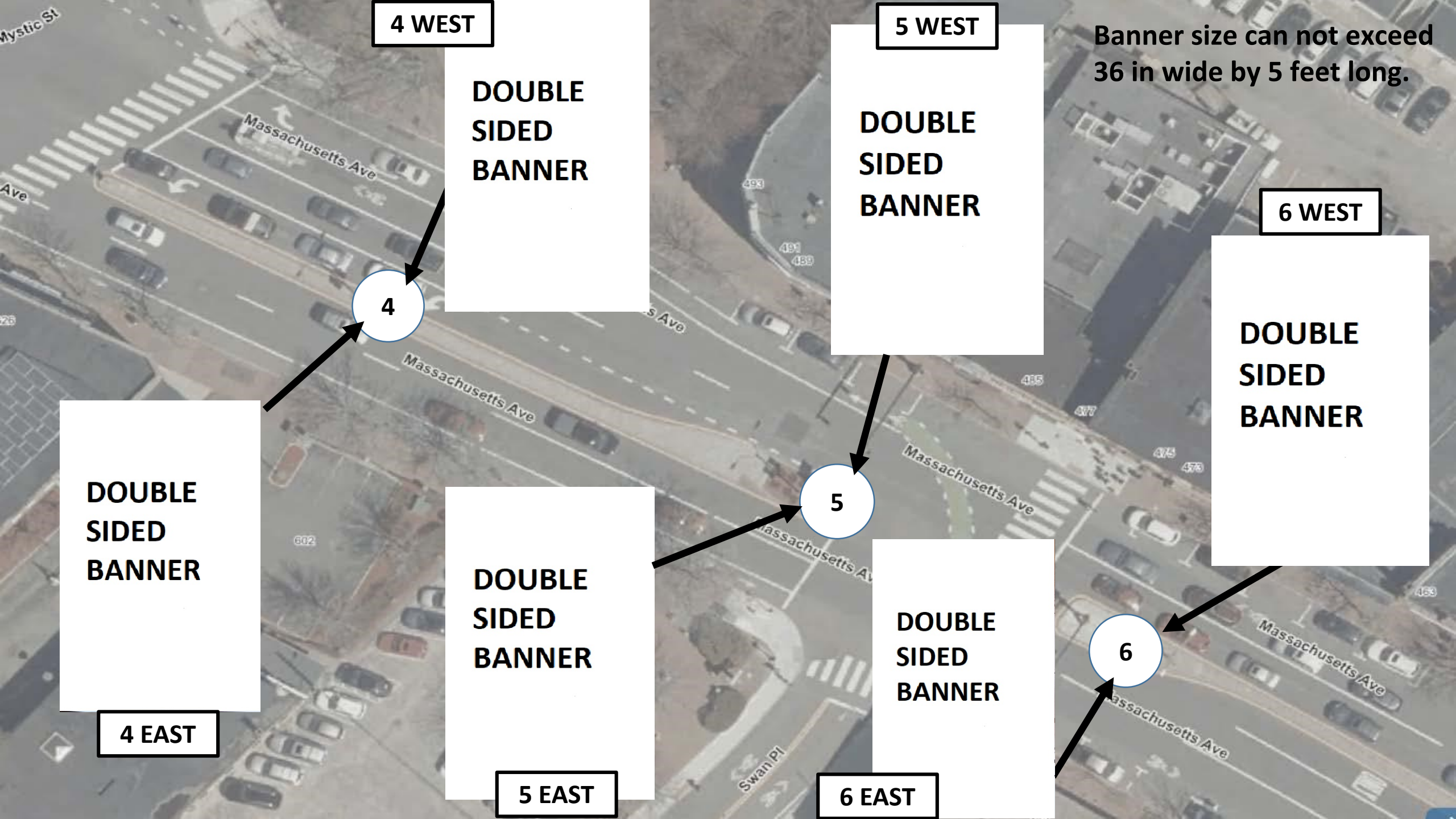
**DOUBLE
SIDED
BANNER**

1 EAST

**DOUBLE
SIDED
BANNER**

1

2



4 WEST

DOUBLE
SIDED
BANNER

5 WEST

DOUBLE
SIDED
BANNER

Banner size can not exceed
36 in wide by 5 feet long.

6 WEST

DOUBLE
SIDED
BANNER

4

DOUBLE
SIDED
BANNER

4 EAST

DOUBLE
SIDED
BANNER

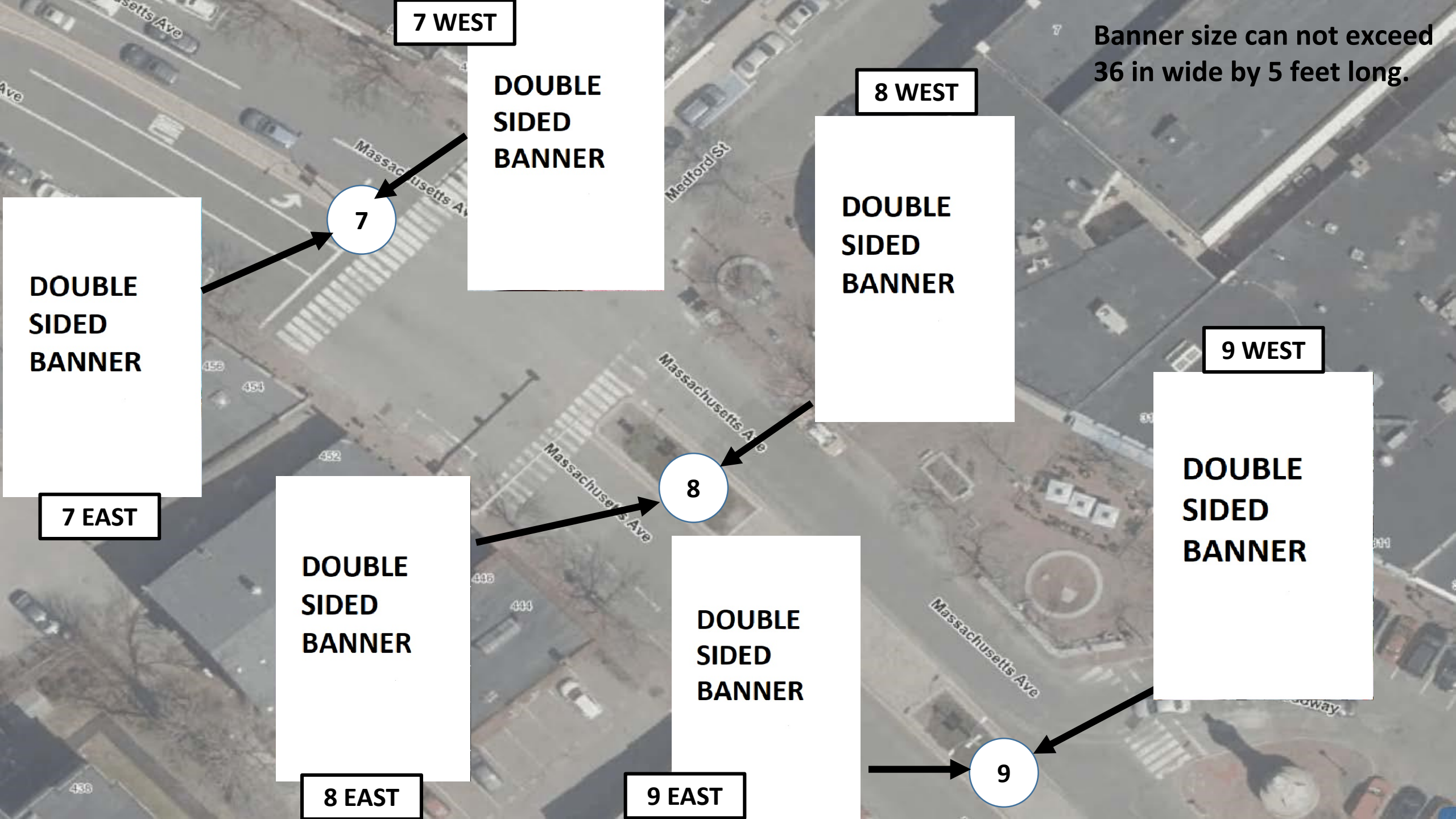
5 EAST

5

DOUBLE
SIDED
BANNER

6 EAST

6



7 WEST

DOUBLE
SIDED
BANNER

8 WEST

DOUBLE
SIDED
BANNER

9 WEST

DOUBLE
SIDED
BANNER

8 EAST

DOUBLE
SIDED
BANNER

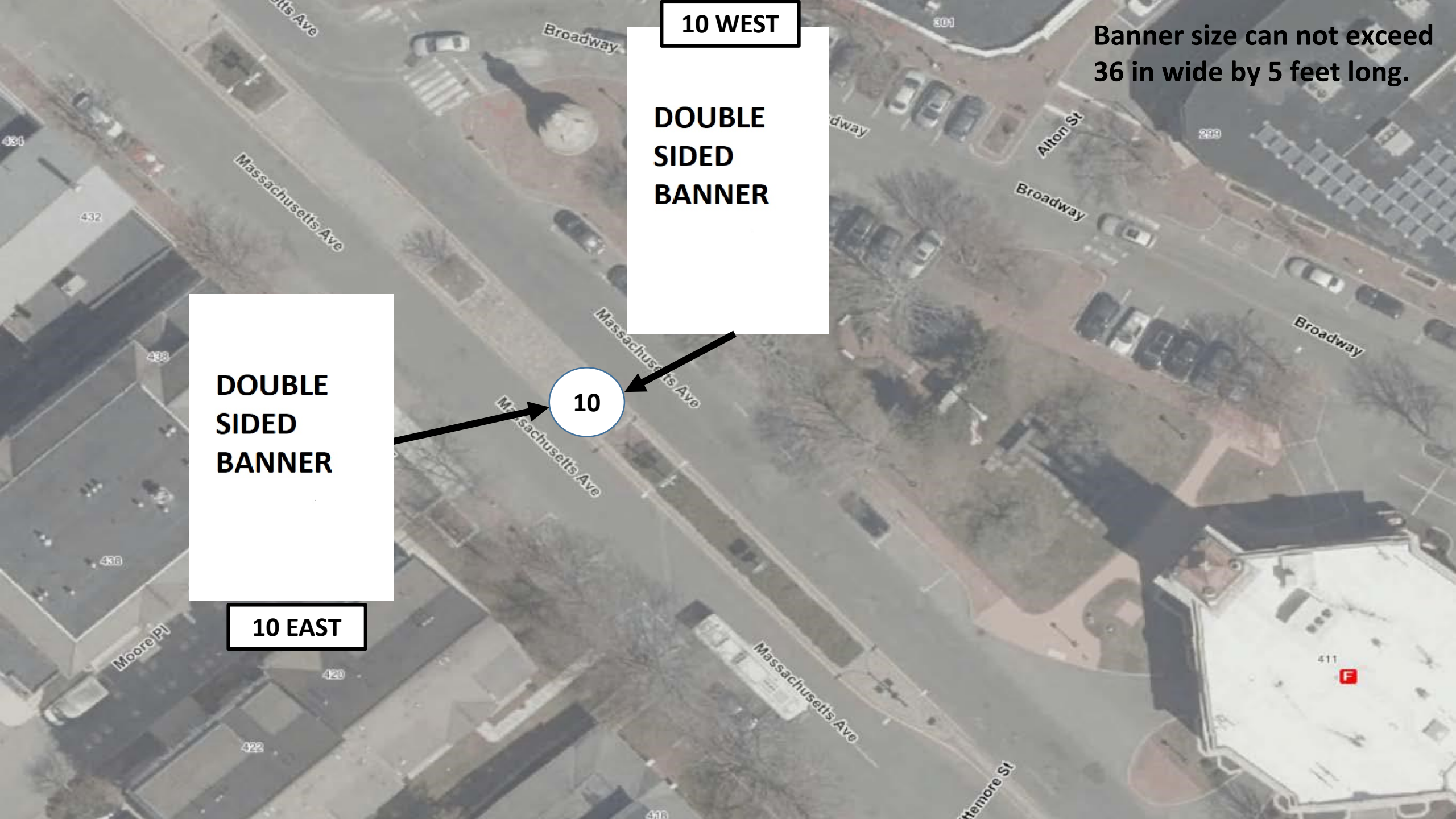
9 EAST

DOUBLE
SIDED
BANNER

7 EAST

DOUBLE
SIDED
BANNER

Banner size can not exceed
36 in wide by 5 feet long.



10 WEST

**DOUBLE
SIDED
BANNER**

**Banner size can not exceed
36 in wide by 5 feet long.**

**DOUBLE
SIDED
BANNER**

10 EAST

10

Banner Schedule - 2025

MONTH	EVENT	EVENT	EVENT	EVENT	EVENT
January					
February	Black History Month				
March	3/28/2025 Semiquencentennial Banners - Katie				
April	2025 Semiquencentennial Banners - Katie				
May	2025 Semiquencentennial Banners - Katie				
June	Pride Month				
July	Disability Pride Month				
August	Farmers Market				
September	Farmers Market				
October					
November					
December					



Town of Arlington, Massachusetts

Acceptance of The Recycling Partnership, Inc. Grant Funds

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Acceptance_of_Grant_Funds.pdf	Reference



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

**James Feeney
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010**

To: Members of the Arlington Select Board

From: James Feeney, Town Manager

Date: June 16, 2025

RE: Acceptance of The Recycling Partnership, Inc. Grant Funds

This memorandum summarizes the request to approve the receipt of up to \$276,000 in grant funds from The Recycling Partnership, Inc.

The Town of Arlington is transitioning to a carted model for curbside waste and recycling and will conduct an education/outreach campaign to support it. The Town will receive up to \$276,000 in cash grants for 32+ gallon trash carts and 63+ gallon recycling carts.

Pursuant to M.G.L. ch. 44 s. 53A, grants received by the Town from the Commonwealth are required to be approved by the Select Board and expended for the purposes for which they were granted.

The Town will use funds only for allowable project expenses, share recycling and operational data with The Partnership, cooperate on outreach and program delivery, and submit required documentation and reports for reimbursement.

Grant Element	Description	Grant Amount
Recycling Carts	Grant funding to support the acquisition and distribution of Grantee-owned Qualified Carts by the Grantee to all eligible households in the Town for automatic weekly curbside collection.	\$255,000
Education and Outreach Support	Grant funding to implement a recycling education and outreach campaign in support of curbside recycling.	\$21,000
Total		\$276,000



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 07/08/25, 07/16/25, 9/29/25, 10/15/25, 10/27/25, 11/5/25 @ Mill Cafe for Wine or Whiskey Tastings

Summary:

Jen Rothenberg

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Rothenberg_J_ACE_One_Day_License_Request_6.16.25_Redacted.pdf	Reference

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

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Jen Rothenberg

Address, phone & e-mail contact information: AHS 869 Mass. Ave.
Arlington

Name & address of Organization for which license is sought: Arlington Community Education

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

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

Address, phone & e-mail contact information: _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? _____ If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

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

We would like to continue offering
 Tastings @ the High Rock Cafe throughout the year. Approximately

24-Hour contact number for Responsible Manager of Alcohol Event date: (fall, winter, spring, summer)
Mill Cafe: Lew Valenti 617-519-1135 ACE: Jen Rothenberg 617-819-4243

Title of Event: Wine or whiskey Tastings

Date/time of Event: Wine: Tuesday, July 8 and Wednesday, July 16
Monday, September 29 and Wednesday, Oct. 15

Whiskey: Monday, October 27
Wednesday, November 5

Location of Event: Mill Cafe, 14 Mill St., Arlington

Location/Event Coordinator: Lew Valenti

Method(s) of invitation/publicity for Event: registration through ACE

Number of people expected to attend: 15

Expected admission/ticket prices: \$85(wine), \$95(whiskey)

Expected prices for food and beverages (alcoholic and non-alcoholic): These classes are offered to the community through ACE. Students pay a fee online which includes the tasting and snacks.

Will persons under age 21 be on premises? No

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

Have you consulted with the Department of Police Services about your security plan for the Event? We are holding the tastings in the Mill Cafe which is closed during our classes. The only entry will be for registered students. The students provide us with their birthdate at registration and Robert can check ID's. Water and snacks are served with the alcohol and small quantities are given to taste. Robert is TIPS certified and always monitors folks to ensure they are safe.

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

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

Printed name/title

Date: 6/16/25

POLICE COMMENTS:

Crowd manager required if occupied load is at least 100 persons (not the actual number attending). Verify via certificate of occupancy)

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

Wine (assorted) or whiskey

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

water and snacks will be served

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

Robert Lublin

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

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

Robert Lublin, DOB: [REDACTED]

(certificate attached)

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Purchased through Main Street Wine Imports and/or Kappys by Robert. He buys (4-5 bottles) small quantities due to the small group size

Date of Delivery: _____

Alcohol Serving Time (s): 7:30 - 9:30 pm

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

Instructor takes them home and uses any leftovers in the second class. He measures & budgets carefully.

Date of Pick-Up: _____

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

APS Insurance

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

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: _____

Printed title & Organization name: _____

Email: _____

Thank you!



A 360TRAINING COMPANY

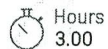
CERTIFICATE OF COMPLETION

This certifies that

Robert Lublin

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
03/05/2025



Expiration Date
03/04/2028



Certificate #
ON-000036320765

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



CERTIFIED

Issued: 03/05/2025

Expires: 03/04/2028

Certificate #: ON-000036320765

Robert Lublin



A 360TRAINING COMPANY

Phone: 800-438-8477

www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



To: Office of the Select Board

From: Jen Rothenberg, Director, Arlington Community Education

Date: March 26, 2025

We are submitting this security plan at the request of Officer Corey Rateau.

Arlington Community Education, which is part of the Arlington Public Schools, would like to offer wine and gin tastings classes at the Mill Cafe (14 Mill Street, Arlington), which would be closed to the public during the classes. Classes include one TIPS-certified instructor (Robert Lublin) and up to 14 students. No one under 21 will be allowed to register or be allowed in the cafe during the classes. Students provide their DOB at registration, and Robert can check IDs. Water and snacks are served with the alcohol, and small quantities are given to taste. Robert strictly controls the pours since they are tastings and always monitors students to ensure they don't drink too much. There would be no impact to traffic.

Arlington Community Education
A self-supporting program of the Arlington Public Schools

869 Mass. Ave., Arlington 02476 781-316-3568
ArlingtonCommunityEd.org



50ARLINNH

MDORNAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/16/2025

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

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

PRODUCER Emery & Webb, Inc. 989 Main Street Fishkill, NY 12524	CONTACT NAME:		
	PHONE (A/C, No, Ext): (845) 896-6727	FAX (A/C, No): (845) 896-6877	
	E-MAIL ADDRESS: info@emerywebb.com		
INSURED Highrock Covenant Church - Arlington 735 Mass Avenue Arlington, MA 02476	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: GuideOne Mutual		15032
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			1432320	9/15/2024	9/15/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N		N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate is issued as proof of coverage. Policy includes \$1,000,000 Host Liquor Liability.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Highrock Church



Town of Arlington, Massachusetts

**Request: Special (One Day) Beer & Wine License, 07/17/25, 07/31/25, 08/14/25, 09/11/25, 09/25/25 @ 15
Ryder St. for Ryder Street Social**

Summary:

Travis Richter

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Ryder_Street_Social_OneDayLicense.pdf	Special One Day License Application
▢	Reference Material	2025_Ryder_Street_event_security_plan.pdf	Security Plan

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

SPECIAL ALCOHOL LICENSE POLICY & APPLICATION

APPROVED: 6/7/10
REVISED: 4/30/12
REVISED: 5/18/15

1. A Special License for the sale of all alcoholic beverages may be granted to the responsible manager of any non-profit organization conducting any indoor or outdoor activity or enterprise.
2. A Special License for the sale of wine and malt beverages only, or either of them, may be granted to the responsible manager of any indoor or outdoor activity or enterprise.
3. Sale and consumption are limited to inside of the premises. Unless otherwise voted by the Select Board ("Board"), outside consumption is prohibited. If allowed by Board vote, outdoor sale and consumption may occur only in a defined outside area away from public ways.
4. All events on Town property require a Special License.
5. Consistent with Section 14 of Massachusetts General Laws Chapter 138, a responsible manager and alternate should be named by the organization, one of whom shall be on the premises at all times while alcohol is being served. The responsible manager must be at least 21 years of age. The name(s) and 24-hour contact information shall be on file with the Office of the Select Board and Police Services Division.
6. The Local Licensing Authority (Select Board) may impose reasonable conditions and limitations on any Special License that is granted, including but not limited to the hours of operation and the presence of a police detail(s).
7. **Security.** The applicant must present a security plan to the Arlington Police Department before filing this application. This security plan must include provisions for crowd control, dealing with unruly patrons, emergency evacuations, traffic/parking considerations, and controlling access to alcohol by under aged persons. Unless circumstances warrant otherwise, the security plan will require one police officer for an event that 150 people are expected to attend and two officers for an event that 300 or more people are expected to attend. *The Chief of Police, Operations Commander, or their designee must sign off on this application as to the security plan for the event before the application is filed with the Select Board.* Moreover, applicants must demonstrate that people who will be serving alcoholic beverages are at least 21 years of age and that at least one person who will be staffing each point of service of alcoholic beverages has certification in TIPS or comparable safety training.

8. Unless otherwise voted by the Select Board, each Special License shall cover a single activity or enterprise.
- a. A Special License generally is granted for a single event only. The Special License may be granted for more than one day at a time **only** if the activity or enterprise spans more than one day.
 - b. The fee for a Special License shall be charged on a per-day basis, \$50.00 for day one and \$25.00 for each additional consecutive day due with application submittal. Please make check out to the: Town of Arlington.
9. The Board reserves the right to decline to consider any application filed later than 21 days before the proposed event. The Board may require the filing of references by the applicant at its discretion.
10. Organizers of any event requiring a Special Alcohol License must comply with state statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission: WWW.MASS.GOV/ABCC. See Chapter 138, Section 14, of the Massachusetts General Laws and 204 C.M.R. 7.00. If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.



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

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Travis Richter

Address, phone & e-mail contact information: 251 Lowell St, Arlington, MA 02474

travis@drinkarlingtonbeer.com 860-798-8589

Name & address of Organization for which license is sought: _____

ABC Beer, Inc. dba Arlington Brewing Company 251 Lowell St, Arlington, MA 02474

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

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

Address, phone & e-mail contact information: 26 Surry Road, Arlington, MA 02476- 860-798-8589

travis@drinkarlingtonbeer.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? Yes If so, please give date(s) of Special Licenses and/or applications and title of event(s).

☐ \$ ☐ U ☐ O ☐ L ☐ \$ ☐ Q ☐ J ☐ W ☐ R ☐ Q ☐ 5 ☐ H ☐ V ☐ H ☐ Y ☐ R ☐ L ☐ U ☐ & ☐ R ☐ Q ☐ F ☐ H ☐ U ☐ W ☐ 6 ☐ H ☐ U ☐ L ☐ H ☐ V

Arlington Reservoir Concert Series

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? No.

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

Travis Richter 860-798-8589

Title of Event: Ryder Street Social

Date/time of Event: 7/17/25, 7/31/25, 8/14/25, 8/28/25, 9/11/25, 9/25/25. Rain

dates for each dates on the following Friday. 3

Location of Event: 15 Ryder Street, Arlington, MA 02474

Location/Event Coordinator: Travis Richter

Method(s) of invitation/publicity for Event: Online and Social Media

Number of people expected to attend: 150

Expected admission/ticket prices: Free Admission

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

Beer and Alcoholic Seltzer: \$9

Food and N/A Beverages: \$2-25

depending on vendor and menu items

Will persons under age 21 be on premises? Yes

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

ID checking in line with TIPS certification requirements and guidelines.

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

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

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

Printed name/title

Date:

6/18/25

POLICE COMMENTS:

POLICE SIGNATURE CONTINGENT ON TO A EVENT
COORDINATOR ASSUMING RESPONSIBILITY FOR ALCOHOL
SERVED AND/OR STORED ON TO A PROPERTY AND
APPLICANT REQUEST FOR POLICE DETAIL FOR
PUBLIC SAFETY

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

Beer and Seltzer.

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

Foods and non-alcoholic beverages from food vendor.

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

ABC Beer Inc. TIPS certified bartenders.

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

All are TIPS certified. See attached security plan.

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

Travis Richter- 6/19/1977

Peter Caradonna- 10/1/1973

Thomas Allen- 8/15/1980

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

ABC Beer Inc. dba Arlington Brewing Company- License# FB-LIC-000353

Date of Delivery: Same day as each event, delivered between 4-5pm

Alcohol Serving Time (s): 4:30pm-8:30pm

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

Returned to ABC Beer Inc.

Date of Pick-Up: By 10pm, day of event.

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

Tri-State Insurance Company of Minnesota

Insured: ABC Beer Inc.

Coverage: Liquor Liability \$1,000,000/\$2,000,000; General Liability \$1,000,000/\$2,000,000

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

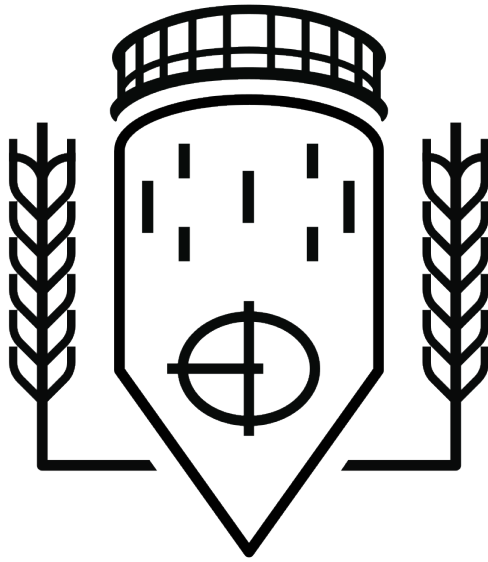
I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Travis Richter

Printed title & Organization name: _____

Email: travis@drinkarlingtonbeer.com



Arlington Brewing Company Event Security Plan

2025 Ryder Street Beer Garden

15 Ryder Street
Arlington, MA 02474

Thursdays:

July 17, 4:30-9pm

July 31, 4:30-9pm

August 14, 4:30-9pm

August 28, 4:30-9pm

September 11, 4:30-9pm

September 25, 4:30-9pm

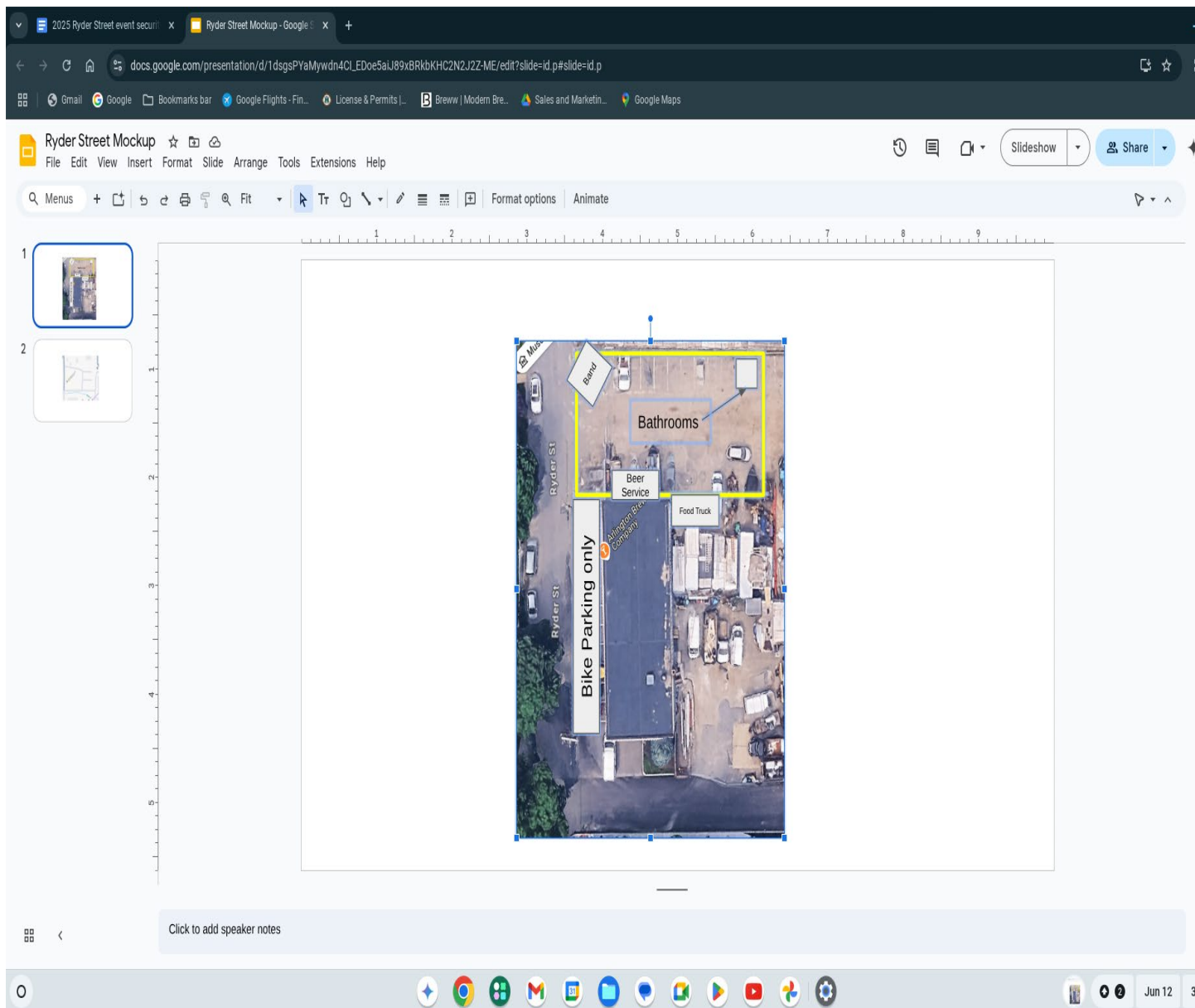
Rain date for each date on the following Friday.

Event Description

This application is for a community Beer Garden at 15 Ryder Street in Arlington. Building on the success of the past 2 years' community events, we are excited to have a gathering located at the space which will eventually host our Taproom.

Event Space

The event will take place in the lot of 15 Ryder Street. The boundaries will be clearly marked by signage, existing fencing and or with roped off areas. This event will be outside only, and no one will be allowed in the building.



Service Restrictions

- All persons purchasing alcohol must be 21 years or older (verified by TIPS server).
- Alcohol will not be served to any person who appears to be intoxicated.
- If any guest appears to be intoxicated, staff will take the appropriate measures, up to and including asking the guest to leave.
- If necessary, staff will alert police to any issue that raises concerns for public safety.

Emergency Evacuation

In the event of an emergency, guests will be directed to leave through the main entrance leading to Ryder Street. Arlington Brewing Company will provide at least 1 certified crowd manager to staff each event. Crowd manager certifications are included at the end of this document.

TIPS Certifications

Below are TIPS certificates for staff at this event



Crowd Manager Certifications

Below are crowd manager certificates for staff assigned to this event.



Commonwealth of Massachusetts

Executive Office of Public Safety and Security

Department of Fire Services

Office of the State Fire Marshal



Certificate of Completion

This certifies that
Peter Caradonna

Successfully completed the Crowd Manager Training Program
In accordance with 527 CMR 1.00:20.1.5.6 – Designation of a Crowd Manager

Date issued: March 14, 2025
Expires: March 14, 2028
Certificate #: 1945129867PC

Jon Davine
State Fire Marshal



Town of Arlington, Massachusetts

Affordable Housing Trust Fund Board of Trustees

Summary:

Beth Elliott (Term to Expire: 06/30/2027)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Elliott_B_appt_letter_Redacted.pdf	Appointment Letter
▢	Reference Material	Elliott_B_letter_Redacted.pdf	Letter and Resume

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 18, 2025

Beth Elliott
[REDACTED]

Re: Appointment: Affordable Housing Trust Fund Board of Trustees

Dear Beth:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, June 23, 2025, at 7:15 p.m.

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

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Wednesday, June 18th, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, sbadmin@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

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

Ashley Maher
Board Administrator

May 16, 2022

Via email to klynema@town.arlington.ma.us

Kelly Lynema

Assistant Director

Department of Planning and Community Development

Town of Arlington

730 Mass Ave. Annex

Arlington, MA 02476

Re: Arlington Affordable Housing Trust Fund

Dear Ms. Lynema:

I've been specializing in affordable housing law for almost fifteen years, and I'm passionate about using my expertise to further the creation and preservation of affordable and mixed-income housing. As a resident of Arlington, I am eager to support the Affordable Housing Trust Fund's mission to preserve and create housing in Arlington for households with low and moderate incomes.

After practicing federal tax law for several years, I transitioned to a role as a staff attorney at MassHousing in 2008, where I advised its multifamily lending team in closing affordable housing financing transactions. I was promoted to General Counsel in 2016 and assumed responsibility for all of the Agency's legal affairs. This allowed me to oversee the implementation of new lending initiatives, including those that leveraged federal programs in combination with state and local resources. More recently, serving as the Deputy General Counsel at The Community Builders, Inc., one of the nation's largest non-profit affordable housing developers, has given me insight into the challenges faced by mission-driven organizations seeking to create and preserve affordable housing.

My resume, which is enclosed, contains additional information about my professional experience and background. I am greatly interested in serving on the Board of Trustees of the Affordable Housing Trust Fund and would appreciate the opportunity to discuss this with you. I can be reached at [REDACTED] or by email at [REDACTED].

Thank you for your time and consideration.

Sincerely,

Beth Elliott

Beth Elliott

cc: Karen Kelleher
Affordable Housing Trust Fund Board

BETH M. ELLIOTT

EXPERIENCE

The Community Builders, Inc.

Deputy General Counsel

Advise non-profit affordable housing organization with respect to structuring, financing, constructing, and operating multifamily affordable and mixed income housing. Counsel senior staff and Board regarding various governance and compliance matters. Oversee federally-funded lending programs for affordable housing development.

July 2019 – Present

Massachusetts Housing Finance Agency

General Counsel

Directed all legal matters for quasi-public affordable housing finance agency with approximately \$5 billion in assets. Collaborated in creation of new financing programs and advised Board members on various governance issues.

June 2016 – Nov. 2018

Staff Attorney

Structured, negotiated and closed complex affordable housing transactions.

June 2008 – June 2016

Northeastern University School of Law

Adjunct Lecturer: Non-Profit Organizations

Designed and taught upper-level course on non-profit organizations.

Dec. 2008 – Feb. 2011

Ropes & Gray LLP

Tax Associate

Advised clients with respect to non-profit, corporate, and partnership tax issues. Pro bono work included advising tenants in Boston Housing Court and obtaining tax exemptions for community organizations.

Sept. 2003 – June 2008

EDUCATION

Harvard Law School

J.D., 2003

Harvard Kennedy School of Government

M.P.P., 2003

University of Michigan

B.A., 1998

COMMUNITY ENGAGEMENT

Boston Bar Association

Co-Chair, Real Estate Steering Committee

Apr. 2022 – Present

Boston Bar Association

Co-Chair, Affordable Housing Subcommittee

Jan. 2020 – Apr. 2022

FoodLink

Volunteer

2020 – Present



Town of Arlington, Massachusetts

Arlington Civilian Police Advisory Commission

Summary:

Kenneth Kohlberg (Term to Expire: 06/30/2026)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Kohlberg_K._Civ_Police_Advisory_Board_Redacted.pdf	Reference

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Kenneth Kohlberg
[REDACTED]

Re: Appointment: Arlington Civilian Police Advisory Commission

Dear Kenneth:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, June 23, 2025, at 7:15 p.m.

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

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Wednesday, June 18th, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, sbadmin@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

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

Ashley Maher
Board Administrator



Town of Arlington
Office of the Town Manager

James Feeney
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010

MEMORANDUM

DATE: June 16, 2025

TO: Members of the Select Board

SUBJECT: Appointment to the Arlington Civilian Police Advisory Commission

This memo is to request the Board's approval of my appointment of Kenneth Kohlberg, Arlington, MA as a member on the Arlington Civilian Police Advisory Commission with a term expiration date of 6/30/2026.

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke.

Town Manager

Kenneth R. Kohlberg
[REDACTED]
Arlington, MA 01742

Work Experience

KENNETH R. KOHLBERG, ATTORNEY AT LAW, Concord, MA

Principal (September 2015 - Present): Solo practitioner focusing on medical licensure regulation, employment and credentialing matters, peer review, and professional licensing issues for healthcare providers.

GOROVITZ & BORTEN, Waltham, MA

Senior Attorney (September 2014 - June 2015): State and federal trial court practice representing patients in medical liability claims.

HAMEL, MARCIN, DUNN, REARDON & SHEA, Boston, MA

Senior Attorney (February 2013 - July 2014): State and federal trial and appellate court practice in defense of civil matters including professional liability, medical licensure, healthcare, and employment litigation.

MCCARTHY, BOULEY & BARRY, Cambridge, MA

Counsel (September 2004 - February 2013): State and federal trial and appellate court practice in defense of professional liability, medical licensure, and employment litigation.

HASSAN & REARDON, Boston, MA

Associate, Partner (September 1995 - August 2004): State and federal trial and appellate court practice in defense of professional liability, medical licensure, and employment litigation.

MIRICK, O'CONNELL, DEMALLIE & LOUGEE, Worcester, MA

Associate (September 1990 - August 1995): State and federal trial and appellate court practice with emphasis on the defense of medical malpractice, employment discrimination, products liability, and general liability claims.

Education

HARVARD SCHOOL OF PUBLIC HEALTH, Cambridge, MA

Received Master of Public Health degree, June 2001, with concentration in Health Policy and Management. Completed legal internship at *Physicians for Human Rights*, Boston.

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, MA

Received Juris Doctor degree, *Cum Laude*, June 1990. Recipient, *American Jurisprudence Award in Evidence*, 1989. Staff Member (1988-89) and Comment Editor (1989-90), *Suffolk University Law Review*.

UNIVERSITY OF MASSACHUSETTS AT AMHERST, Amherst, MA. Received Bachelor of Arts degree in Economics, *Cum Laude*, May 1986.

Community Activities

ARLINGTON BOARD OF HEALTH COMMISSION, Arlington, MA

Member (2012 – 2021) (Appointed November 29, 2012).

ARLINGTON SOCCER CLUB, Arlington, MA

Member, Board of Directors (2005-2013) (Vice President, BAYS Girls Director, Coach).



Town of Arlington, Massachusetts

Clean Energy Future Committee

Summary:

Kristen Fritsch (Building / Construction Sector)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Fritsch_K_Clean_Energy_Redact.pdf	Reference

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 17, 2025

Kristen Fritsch
[REDACTED]

Re: Appointment: Clean Energy Future Committee

Dear Kristen:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, June 23, 2025, at 7:15 p.m.

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

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Wednesday, June 18th, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, sbadmin@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

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

Ashley Maher
Board Administrator



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

**James Feeney
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010**

MEMORANDUM

DATE: June 16, 2025
TO: Members of the Select Board
SUBJECT: Appointment to the Clean Energy Future Committee

This memo is to request the Board's approval of my appointment of Kristen Fritsch, Arlington, MA as the designated representative from the building/construction sector on the Clean Energy Future Committee.

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke.

Town Manager

Kristen Fritsch

AIA, LEED AP BD+C, WELL AP
SUSTAINABILITY COORDINATOR
ELKUS MANFREDI ARCHITECTS



EDUCATION

UNIVERSITY OF NEBRASKA
Bachelor of Science in Architectural Studies: 1993
London Semester Abroad: 1993

*Master of Architecture and Master of
Community and Regional Planning : 1998*

CREDENTIALS

LEED AP: 2003
AIA LICENSE: 2016
LEED AP BD+C: 2013
WELL AP: 2015
PARSON'S HEALTHIER MATERIALS AND
SUSTAINABLE BUILDING CERTIFICATE: 2021

PROFESSIONAL AFFILIATIONS

USGBC MEMBER SINCE 2003
Cascadia Chapter Member
USGBC-MA Chapter Member
AIA MEMBER SINCE 1999
Seattle AIA, Associate Member: 1999-2011
Boston Society of Architects, Member Since 2012

BUILT ENVIRONMENT PLUS|USGBC -MA: 2014 -PRESENT

Committee Volunteer: 2014-Present
Board Member : 2021-Present
Board Exec Committee, Secretary: 2021-2022
Board Exec Committee, Vice Chair: 2022-Present
Women In Green Round table co-chair 2021-Present

INTERNATIONAL LIVING FUTURES INSTITUTE

Member Since 2017
LC50 Advisory Panel 2017-2018

BUILDINGGREEN

Peer Network member since 2015
LEED User since 2014

The following details demonstrate the LEED Fellow Mastery Elements included in Kristen's 24+ years of experience in sustainable design, research of green strategies, materials and practices, client management, collaboration and service.

TECHNICAL PROFICIENCY

BOXWOOD, SEATTLE WA: 1999-2012

DESIGNER, SUSTAINABILITY CONSULTANT AND PRINCIPAL

- *Project architect and LEED project administrator, facilitating the LEED process from design to certification on Seattle Joint Training Facility 2004-2009*
- *Researched and performed daylighting studies with the Seattle Daylighting Lab for the Seattle Joint Training Facility and then assisted clients in understanding of how the strategies supported better work spaces in their projects*
- *Researched green roof design, collaborated with the design team and manufacturers and then educated the clients on the benefits of using this as a strategy on their projects.*
- *Researched and curated an office materials library that only included the most sustainable and healthy options for all architectural and finishes for our projects*
- *Sustainability consultant to other design firms on their projects*
- *Sustainability consultant and LEED Project Administrator to Vulcan Real Estate, Paul Allen's development group, for VEER Lofts from 2008-2010*

ELKUS MANFREDI ARCHITECTS, BOSTON MA: 2012-PRESENT

ARCHITECT

- *Project architect for three LEED Projects at Rutgers University from 2012-2015. Tracked LEED Credit strategies, managed consultants LEED compliance and documentation.*

SUSTAINABILITY COORDINATOR

- *Project administration and documentation for our new office space*
- *Project administrator for seven LEED projects which I led from kick-off integrative design workshop through certification at Gold and Platinum levels 2015-Present*
- *Contributed to dozens of LEED projects as the sustainability coordinator for the office by coaching and assisting staff on design, research compliance documentation for LEEDv2000, LEEDv4/v4.1, LEED BD+C New Construction and CS, LEED ND, and LEED ID+C*
- *Supported project teams by leading many sustainability charrettes to help project teams set LEED goals and execute and document LEED credits*
- *Hired and manage a high performance analyst who supports the office and LEED projects by doing daylighting studies and performance analysis in design process to support achievement of LEED performance and energy reduction goals.*
- *As the sustainability coordinator I support project teams by researching healthy materials and finishes that contribute to LEED credits*
- *Support principals and project managers who often consult with me about challenging strategies and supporting them by creating talking points for engaging with the project owners and construction team.*
- *Write sustainability messaging for proposals and public relations and am included in interviews for new projects.*

BOSTON LOW CARBON BUILDING TAG GROUP - 2020-2021

- *Invited to engage in the development of recommendations in support of Boston's Zero Net Carbon Building Zoning initiative.*

USGBC -MATERIALS TAG MEMBER - 2023-PRESENT

- *Developing LEED v5 credits and advising on construction waste, material reuse, embodied carbon and circular materials credits*

EDUCATION AND MENTORING

PROFESSIONAL WORK

BOXWOOD:1999-2011

- *Led integrated design workshops and goal setting sessions for all projects and educated all clients on sustainable strategies*
- *Shared research from employing design strategies such as daylighting and green roofs by sharing at a monthly Sustainability Salon I co-founded.*
- *Mentored emerging professionals on projects*

NESEA MEMBER SINCE 2021
Northeast Sustainable Energy Association

PROFESSIONAL TIMELINE

A. ROEMETH ARCHITEKTEN: 1998-1999
Hannover, Germany
Architectural and Retail Designer

BOXWOOD: 1999-2012
Seattle, WA
Architectural Designer,
Sustainability Consultant, Principal

ELKUS MANFREDI ARCHITECTS: 2012-PRESENT
Boston, MA
Architectural Designer: 2012-2015
Sustainability Coordinator: 2015-Present

BOSTON ARCHITECTURAL COLLEGE: 2013 -2016
Boston, MA
Adjunct Instructor - Biomimicry Design Studio
Thesis Advisor

LEED PROJECT TIMELINE

SEATTLE JOINT TRAINING FACILITY: 2004-2009
Seattle, WA
Designer and LEED Project Administrator
LEED BD+C: NC v2.1 Silver

VEER LOFTS: 2008-2010
Seattle, WA
LEED Project Administrator
LEED BD+C: NC v2.2 Silver

RUTGERS ACADEMIC BUILDING, HONORS COLLEGE,
AND SOJOURNER TRUTH APARTMENTS: 2012-2017
New Brunswick, NJ
Architect /LEED Project Team Member
LEED BD+C: NC v2009 Silver

EMA DRYDOCK OFFICE: 2015-2017
Boston, MA
LEED Project Administrator
LEED ID+C: CI v2009 Silver

NEW BALANCE HEADQUARTERS: 2015-2016
Boston, MA
LEED Project Administrator
LEED BD+C: CS v2009 Platinum
Building of the Year, U.S. Green Building
Council (USGBC) Massachusetts, 2016
Best New Workplace – New Construction,
CoreNet Global New England, 2016

UMASS BOSTON – RESIDENCE HALL
AND DINING COMMONS: 2016-2019
Boston, MA
LEED Project Administrator
LEED BD+C: NC v2009 Gold

BOSTON ARCHITECTURAL COLLEGE: 2013-2016

- Adjunct Instructor- Biomimicry Design Studio
- Thesis Advisor- Interior Design Masters Students

ELKUS MANFREDI ARCHITECTS: 2015- PRESENT

Ongoing Activities:

- Mentor staff on getting and maintaining their LEED credentials (and WELL, fitwel or CPHC) organize study materials for sharing.
- Organize a lecture series, 4-6 "Power Talks" per year, bringing in experts to give presentations on relevant topics focused on carbon reductions.
- Organize 4-6 informal internal presentations "Power Lunches" per year where teams can share lessons learned, or investigations on green strategies, or share what they learned at sustainability conference.
- Created and maintain intranet pages that share resources on sustainability strategies including pages on Mass Timber, Passive House, LEED, operational and embodied carbon reduction resources
- Train staff on our AIA 2030 Commitment and understanding LEED energy model reports.
- Curate software and train staff for internal early design energy shoe-box models.
- Manage embodied carbon studies and train staff how to use the software and read reports.
- Mentoring emerging professionals and providing them opportunities to share their recent thesis work, engaging them in activities, and supporting their interest in sustainability

Special Projects:

- 2017-2020- Obtained a \$225,000 workforce training grant from the Commonwealth of Massachusetts with training on all aspects of sustainable design including 8 hr LEED exam prep workshops for Green Associates, LEED AP BD+C, ID+C and ND, workshops on decoding Materials and Low Emitting credit compliance
- 2022 - Guided my team through a research study to identify when dynamic glass would be effective on the project and then shared results with other design firms or clients that were evaluating use of the glass
- 2022- Participated in the MassCEC Targeted Internship Program working closely with two summer interns on clean energy focused work
- 2023 - Developed tools, design process and a series of six presentations to communicate the nuances of the new energy code in MA and collaborated and shared results with other local firms
- 2024 - Collaborating with and coaching a grad student in our office and doing a series of LCA studies as part of her independent study course.

VOLUNTEER

BUILT ENVIRONMENT PLUS: 2020 - PRESENT

- As a board member on the Education Committee advise the organization on training offerings and goals for their robust training program
- Women in Green Community mentoring emerging leaders in organizing WIG events

CLF BOSTON: 2020-PRESENT

- Active member involved in developing working groups and educational opportunities to further develop progress to lower embodied carbon through zero waste practices, material reuse, design for deconstruction.

SPEAKING ENGAGEMENTS

CMAA (CONSTRUCTION MANAGEMENT ASSOCIATION
OF AMERICA) FORUM SPEAKER: 2008

The Impact of Green Building and LEED on Owners and Construction
Managers, How to get Sustainability and apply LEED

USGBC MA EMERGING PROFESSIONALS PANEL DISCUSSION: 2018
How to Engage: Networking + Making the Sustainability Case

BOSTON PUBLIC SCHOOLS/UNITED WAY SUMMER EXTERN-SHIPS 2019-PRESENT
"Sustainability -Reinventing the Learning Space" presentation to for Teachers
and Students and workshop activities around understanding sustainability
principles and advising on recruitment for the design fields

CREW BOSTON (COMMERCIAL REAL ESTATE WOMEN)PRESENTATION: 2020
"Embodied Carbon"

BSA COTE PANEL DISCUSSION: 2021
"Firm Sustainability Going From Emerging to Leading"

WATERSTONE AT THE CIRCLE: 2016-2019
Boston, MA
LEED Project Administrator
LEED BD+C: NCv2009 Silver

EMMANUEL COLLEGE NEW JULIE HALL: 2016-2019
Boston, MA
LEED Project Administrator
LEED BD+C: NC v2009 Gold

IPG MULLENLOWE & MEDIAHUB
BOSTON: 2018-2021
Boston, MA
LEED Project Team Member
LEED ID+C: CI v 4 Gold

UNIVERSITY OF SOUTHERN MAINE- STUDENT
SUCCESS CENTER: 2019-PRESENT
Portland, ME
LEED Project Administrator
Mass Timber project
Targeting LEED BD+C: NC v4 Gold

7-INK: 2020-2023
Boston, MA
LEED Project Administrator
LEED BD+C: NC v4 Gold
Global Design News and The Chicago Athenaeum
FUTURE HOUSE International Residential Award
World Interior News (WIN) Awards Finalist

ADDITIONAL PROJECTS

AEW CAPITAL MANAGEMENT BOSTON
OFFICE RECERTIFICATION: 2018-2021
Boston, MA
Project Team Member
Materials research and WELL feature Compliance
WELL v2 pilot Gold

EMA DRYDOCK OFFICE: 2021-2023
Boston, MA
Project Administrator
WELL Health and Safety

SIMMONS LIVING LEARNING
CENTER: 2019-PRESENT
Boston, MA
LEED Project Team Member
Visioning charette and City of Boston Zero Waste Pilot
Targeting LEED BD+C: NC v4 Gold

705 MOUNT AUBURN STREET: 2019-2023
Watertown, MA
Project Team Member
Targeting LEED BD+C: CS v4 Gold

66 GALEN STREET: 2019-2023
Watertown, MA
Project Team Member
LCA Study
Targeting LEED BD+C: CS v4 Platinum

INTERIOR DESIGN MAGAZINE: 2021
Health and Wellness Round table panelist

NESEA CONFERENCE PANEL PRESENTATION: 2021
"Integrating Sustainability into Practice"

ABX 2020 CONFERENCE SESSION
"Integrating Sustainability into Practice"

BUILT ENVIRONMENT PLUS WOMEN IN GREEN ROUND TABLE: 2021
Women in Green History: Moderated a discussion of our favorite women in history

BOSTON SOCIETY OF ARCHITECTS COTE PRESENTER: 2023
DOER Critical Stretch Code Series- Commercial + Opt-In

MASS DEPT REDUCE AND REUSE WORKING GROUP PRESENTER: 2023
Case Study on Reuse for Simmons University

ARTICLES AND INTERVIEWS

BANKER & TRADESMAN: 2019
Digging Deep for Green Design Solutions

LEADERSHIP

BOXWOOD: 1999-2011

- Championed the LEED rating system on all projects as a basis of design
- Co-founder of a Sustainability Salon where Seattle architects and engineers would gather monthly to work through LEED credits which was a newly required standard by the City of Seattle

ELKUS MANFREDI ARCHITECTS: 2012- PRESENT

- Project administrator for six LEED projects which I led from kick-off integrative design workshop through incorporating it into design documentation and then preparing and managing the submission and review process through to certifications
- Consistently have pushed our projects to reach beyond their goals to the next level of certification.
- Contribute frequently to all of our office LEED projects and provide support for our designers.
- Lead project sustainability charettes to help project teams set LEED goals and execute and document LEED credits including researching materials, connecting teams with resources, and mentoring team members to properly document LEED.
- Initiated new positions; a high performance analyst and materials specialist who support sustainable practice and directly assist projects.

BUILT ENVIRONMENT PLUS (USGBC -MA): 2014-PRESENT

- Member and volunteer at the Green Building Showcase: 2014-present
- Greenbuild Boston: 2017 - Host Committee
 - Co-chair of the Legacy Committee -organized an RFP for a local community oriented project, led a selection committee to award the project and execute the grant.
 - Volunteer on the host committee to assist USGBC and Informa in bringing the conference to Boston.
 - Attended regular planning meetings over the year to source vendors, sponsors, local building tours and speakers.
 - Organized tours of two local LEED project New Balance Headquarters, Bruins Practice Facility and Union Point Planned LEED ND project
- Board member: 2021 - present
- Executive board secretary: 2021-2022
- Executive board vice chair: 2022-present
- Women in Green round table co chair: 2020-2023

USGBC -MATERIALS TAG MEMBER: 2023-PRESENT

- Developing future language of LEED v5 credits
- Meeting bi-weekly as a larger TAG and then spending additional time breaking out to work on construction waste, reuse, embodied carbon and circular materials in special groups.

99 COOLIDGE AVENUE: 2021-2023
Watertown, MA
Project Team Member
LCA Study
Targeting LEED BD+C: CS v4 Gold

PARCEL 12: 2021-2023
Boston, MA
Project Team Member
Targeting LEED BD+C: CS v4 Platinum and WELL Gold

TMC3 PARCEL D- PHASE 1: 2022-2023
Houston, TX
Project Team Member
Targeting LEED BD+C: CS v4 Gold

20 CAMBRIDGESIDE: 2022-2023
Boston, MA
Project Team Member
Targeting LEED BD+C: CS v4 Gold

ALEXION AT 101 COLLEGE ST: 2022-PRESENT
New Haven, CT
Project Team Member
LCA Study
Targeting LEED ID+C: CI v4 Gold

H-1 AT HELIX: 2022 -PRESENT
New Brunswick, NJ
Project Team Member
Targeting LEED BD+C: NC v4 Silver

74 MIDDLESEX: 2022-PRESENT
Boston, MA
Project Team Member
Targeting LEED BD+C: CS v4 Platinum and WELL

15 NECCO: 2023-PRESENT
Boston, MA
Project Team Member
LCA Study
Targeting LEED BD+C: CS v4 Platinum

COMMITMENT AND SERVICE

AIA SEATTLE: 1999-2011

- Young Architects Forum 1999-2001
Worked on Habitat for Humanity House
- Diversity Round table Member: 1999-2001
Architecture in the Schools program
- COTE Member: 2001-2011
- Volunteered annually for the What Makes It Green project showcase and symposium
- Created Sustainable Office Standards for AIA Seattle

CCC@MLK: 2009-2010

- Board member for a community group advocating for adaptive reuse of a closed public school to a community center in an under-served neighborhood

STEVENS ELEMENTARY PTA, SEATTLE, WA: 2006-2010

- Green Schools Committee Member -Championed Composting Project

SUSTAINABLE ARLINGTON: 2011-PRESENT

- Social media communication for Zero Waste Arlington
- Solarize Arlington, designed and executed marketing campaign for Go Solar Mass

BUILT ENVIRONMENT PLUS (USGBC -MA): 2014-PRESENT

- Member and volunteer at the Green Building Showcase 2014-2016
- 2018 Volunteer of the Year Award
- Board member -2021 - present
- Executive board secretary 2021-2022
- Executive board vice chair 2022-present
- Women In Green round table co chair - 2020-2023

BUILDINGGREEN PEER NETWORK: 2014- PRESENT

- Member of the Sustainable Design Leaders Group
- Member and active in the Reuse work-group
- Attendee and contributor at quarterly local meetings, annual regional summits and annual national summits -continuously from 2014-2024

USGBC GREENBUILD BOSTON: 2016-2017

- Host Committee member
- Co-chair of the Legacy Committee
- USGBC MA Volunteer on Tours, Host party, sponsorships

ILFI LIVING COMMUNITY LC50

- Advisory panel of senior sustainability practitioners, city and campus leaders and planners

BOSTON LOW CARBON BUILDING TAG GROUP: 2020-2021

BSA SUSTAINABILITY DESIGN AWARDS JUROR: 2020

CLF BOSTON: 2019-PRESENT

- Re-use Subcommittee member
- Low Carbon Concrete Subcommittee member coordinating \$90k grant to encourage low carbon concrete in local New England market

USGBC -MATERIALS TAG MEMBER: 2023-PRESENT

- Developing future language of LEED v5 credits

MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION: 2023-PRESENT

- Reduce and Reuse Working Group tasked with the development of a MassDEP Strategic Reduce and Reuse Action Plan.

ON LEADERSHIP:

Kristen Fritsch is a universally recognized leader at Elkus Manfredi Architects. She has devoted herself to sustainable practice throughout her entire career and for the past 11 years here at our firm. From leading in-office initiatives to make our supply chain more sustainable, to mentoring younger staff in sustainable design, to doing the hard work of conducting LEED workshops for clients and serving as a firm representative in several professional societies (including Built Environment Plus), Kristen has modeled an exemplary career path for the entire firm.

Our aspiration is to be known among our peers and clients as a thoughtful, inclusive, and excellent design firm that consistently gives our clients high-performance buildings. I believe we are achieving that reputation in the marketplace, and no one is more responsible for that than Kristen.

John H. Martin FAIA, LEED AP
Principal
Elkus Manfredi Architects

ON MENTORSHIP:

Hi Kristen!

I just wanted to take a moment to thank you for inspiring me. We first met when we were working on Union Point and we had the client do a post it note ideas voting thing, and it really meant a lot to me when you considered me a valued member of the team, only being a few weeks out of college, having no idea what I was doing, having no idea why I was even in the meeting to begin with, and you asked me to also add my post it note votes. I really appreciate all the efforts you have done since for Elkus Manfredi as sustainability coordinator, especially getting us that grant to have all that amazing green education training. If it wasn't for that, I wouldn't have become a LEED AP BD+C. Thanks for all that you do!

Best,

Richelle Gewertz LEED AP BD+C
Elkus Manfredi Architects

ON CLIENT RELATIONS:

Kristen,

Great session today. That's the first time I've used miro, and it was an interesting way to encourage participation in ways that don't always come through on a call.

I appreciate your attention to our ODG element Z201003. We've struggled in the past to get design teams commitment on those, and I clarified a lot of its language in the last year as an attempt to clarify our intent.

Then I saw your miro board, heard your intro, and thought... we're done here... she gets it :)

I'm glad we have you all on board.

-Greg

Greg Norris
Manager, Energy and Utility Programs
Environmental Health & Safety, Sustainability and Emergency Management
MD Anderson



Town of Arlington, Massachusetts

For Approval: All Alcohol License

Summary:

Jose's Torteria Arlington, Inc. d/b/a Jose's Torta Mexicana, Carlos M. Mendez, 793 Massachusetts Avenue

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Joses_AA_Application_Reference.pdf	Application
▢	Reference Material	Joses_Inspection_Reports.pdf	Inspection Reports



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION FOR A NEW LICENSE

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

JOSE'S TORTERIA ARLINGTON, INC.

ADDRESS

793 MASSACHUSETTS AVE

CITY/TOWN

ARLINGTON

STATE

MA

ZIP CODE

02476

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <input type="text"/> | | <input type="checkbox"/> Change of DBA |

**THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:**

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

ARLINGTON, MA

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

TYPE

CATEGORY

CLASS

On-Premises

§12 Restaurant

All Alcoholic Beverages

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Mexican restaurant, full service, mexican food and beer, wine, and margaritas.

Is this license application pursuant to special legislation?



Yes



No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

JOSE'S TORTERIA ARLINGTON, INC.

FEIN:

DBA

JOSE'S TORTA MEXICANA

Manager of Record

CARLOS M MENDEZ

Street Address

793 MASSACHUSETTS AVE, ARLINGTON MA 02476

Phone:

Email:

JOSESTORTA@GMAIL.COM

Alternative Phone:

Website:

JOSESTORTA.COM

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

1ST FLOOR AND BASEMENT, 3 ROOMS (SERVICE ROOM, KITCHEN ROOM AND DISHWASHER ROOM), 2 EXITS (FRONT EXIT AND BACK), 2042 SQ FOOTAGE, SEATING CAPACITY 32,

Total Square Footage:

2042

Number of Entrances:

2

Seating Capacity:

32

Number of Floors

one floor, and basement

Number of Exits:

2

Occupancy Number:

32

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Carlos Mendez

Phone:

Title:

owner / manager

Email:

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure Date of Incorporation
 State of Incorporation Is the Corporation publicly traded? ☐ Yes ☒ No

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="CARLOS M MENDEZ"/>	<input type="text" value=""/>		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="PRESIDENT"/>	<input type="text" value="55%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text" value="CARLOS M MENDEZ"/>	<input type="text" value=""/>		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="TREASURER"/>	<input type="text" value="55%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text" value="CARLOS M MENDEZ"/>	<input type="text" value=""/>		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="SECRETARY"/>	<input type="text" value="55%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text" value="SERGIO M MENDEZ"/>	<input type="text" value=""/>		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="VICE PRESIDENT"/>	<input type="text" value="45%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text" value="SERGIO M MENDEZ"/>	<input type="text" value=""/>		
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="DIRECTOR"/>	<input type="text" value="45%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
LUNA AZTECA MEXICAN RESTAURANT, INC.	FULL LIQUOR	JOSE'S MEXICAN RESTAURANT	CITY OF CAMBRIDGE
VIVA MEXICAN GRILL AND TEQUILERIA, INC	FULL LIQUOR	VIVA MEXICAN GRILL AND TEQUILERIA	CITY OF WAYLAND

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name **MARCEL SENDERS**

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date **9/01/2018**

Rent per Month

Lease Ending Date **12/31/2031**

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	
C. Other * (Please specify below)	
D. Total Cost	

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name **CARLOS MENDEZ** Date of Birth _____ SSN _____

Residential Address _____

Email _____ Phone _____

Please indicate how many hours per week you intend to be on the licensed premises **40**

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen/Qualified Alien under the Immigration and Nationality Act? ☒ Yes ☐ No

If yes, attach one of the following documents: US Passport, Voter's Certificate, Birth Certificate, Naturalization Papers, Permanent Resident Card "Green Card", or Employment Authorization Document.

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
09/01/2018	CURRENT	GM / CO-OWNER	JOSE'S TORTA MEXICANA	CARLOS MENDEZ
07/01/2020	CURRENT	LIFE INSURANCE/ AGENT	INDEPENDENT AGENT	CARLOS MENDEZ
09/01/2002	09/31/2021	GM / OWNER	JOSE'S MEXICAN RESTAURANT	CARLOS MENDEZ
02/01/2010	04/15/2014	GM / OWNER	VIVA MEXICAN GRILL AND TEQUILERIA, INC.	CARLOS MENDEZ

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☒ Yes ☐ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Carlos Mendez Date 5/29/2025

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

☐ Yes ☒ No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

☐ Yes ☐ No

If yes, attach an affidavit providing the details of any and all convictions.

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

11F. TERMS OF AGREEMENT

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☐

b. Will the licensee retain control of the business finances?

Yes ☐ No ☐

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

ABCC Licensee Officer/LLC Manager

Management Agreement Entity Officer/LLC Manager

Signature:

Signature:

Title:

Title:

Date:

Date:

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

APPLICANT'S STATEMENT

I, CARLOS M MENDEZ the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory

of JOSE'S TORTERIA ARLINGT
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Carlos Mendez

Date:

05/29/2025

Title:

PRESIDENT

ENTITY VOTE

The Board of Directors or LLC Managers of

JOSE'S TORTERIA ARLINGTON, INC

Entity Name

duly voted to apply to the Licensing Authority of

ARLINGTON

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

5/29/2025

Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> Change of DBA |

"VOTED: To authorize

CARLOS MANUEL MENDEZ

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

CARLOS MANUEL MENDEZ

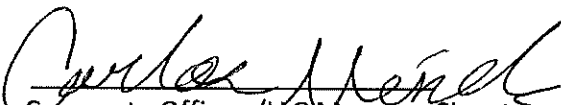
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,


Corporate Officer / LLC Manager Signature


Corporation Clerk's Signature

CARLOS M MENDEZ

(Print Name)

CARLOS M MENDEZ
(Print Name)

ADDENDUM A

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident

☒ Yes ☐ No☐ Yes ☐ No☒ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident

☒ Yes ☐ No☒ Yes ☐ No☒ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident

☒ Yes ☐ No☒ Yes ☐ No☒ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident

☒ Yes ☐ No☐ Yes ☒ No☒ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident

☒ Yes ☐ No☐ Yes ☒ No☒ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident

☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident

☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No



Office of the Select Board
Licensing Board for the Town of Arlington
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476
Telephone: (781)316-3020 | Email: sbadmin@town.arlington.ma.us

INSPECTION REPORT FORM

NAME OF ESTABLISHMENT:

Jose's Torteria

ADDRESS:

793 Mass. Ave.

NAME OF APPLICANT:

Carlos Mendez

TYPE OF LICENSE:

All Alcohol On Premise License

REPORT DUE BY:

June 13, 2025

DEPARTMENTAL REPORT SECTION

DEPARTMENT:

Department of Planning and Community Development

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

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.

Signature: _____

Carlos Mendez

Date: _____

06/18/2025



Office of the Select Board
Licensing Board for the Town of Arlington
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476
Telephone: (781)316-3020 | Email: sbadmin@town.arlington.ma.us

INSPECTION REPORT FORM

NAME OF ESTABLISHMENT:

Jose's Torteria

ADDRESS:

793 Mass. Ave.

NAME OF APPLICANT:

Carlos Mendez

TYPE OF LICENSE:

All Alcohol On Premise License

REPORT DUE BY:

June 13, 2025

DEPARTMENTAL REPORT SECTION

DEPARTMENT: Health

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

Jose's Torteria must submit a plan review application for proposed floor plan/operation changes and receive approval from the Health Department.

APPLICANT SIGNATURE SECTION

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

Signature: Carlos Mendez

Date: 06/18/2025



Office of the Select Board
Licensing Board for the Town of Arlington
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476
Telephone: (781)316-3020 | Email: sbadmin@town.arlington.ma.us

INSPECTION REPORT FORM

NAME OF ESTABLISHMENT:

Jose's Torteria

ADDRESS:

793 Mass. Ave.

NAME OF APPLICANT:

Carlos Mendez

TYPE OF LICENSE:

All Alcohol On Premise License

REPORT DUE BY:

June 13, 2025

DEPARTMENTAL REPORT SECTION

DEPARTMENT: ISD

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

Building

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

Plumbing

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

Electrical

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

Please note that the Inspectional Services Department has no objection to the issuance of this license.

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.

Signature: Carlos Mendez

Date: 06/18/2025



Office of the Select Board
Licensing Board for the Town of Arlington
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476
Telephone: (781)316-3020 | Email: sbadmin@town.arlington.ma.us

INSPECTION REPORT FORM

NAME OF ESTABLISHMENT:

Jose's Torteria

ADDRESS:

793 Mass. Ave.

NAME OF APPLICANT:

Carlos Mendez

TYPE OF LICENSE:

All Alcohol On Premise License

REPORT DUE BY:

June 13, 2025

DEPARTMENTAL REPORT SECTION

DEPARTMENT: Fire

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☐ Comments

☒ Concerns

☒ Objections

Violations Found

-Fire Extinguishers all with expired tags

-All Emergency Lights not working because of dead batteries

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.

Signature: _____

Carlos Mendez

Date: _____

6/18/2025



Office of the Select Board
Licensing Board for the Town of Arlington
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476
Telephone: (781)316-3020 | Email: sbadmin@town.arlington.ma.us

INSPECTION REPORT FORM

NAME OF ESTABLISHMENT:

Jose's Torteria

ADDRESS:

793 Mass. Ave.

NAME OF APPLICANT:

Carlos Mendez

TYPE OF LICENSE:

All Alcohol On Premise License

REPORT DUE BY:

June 13, 2025

DEPARTMENTAL REPORT SECTION

DEPARTMENT: APD

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

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.

Signature: _____

Carlos Mendez

Date: _____

6/18/2025



Town of Arlington, Massachusetts

For Approval: Parklet & Sidewalk Cafe Application

Summary:

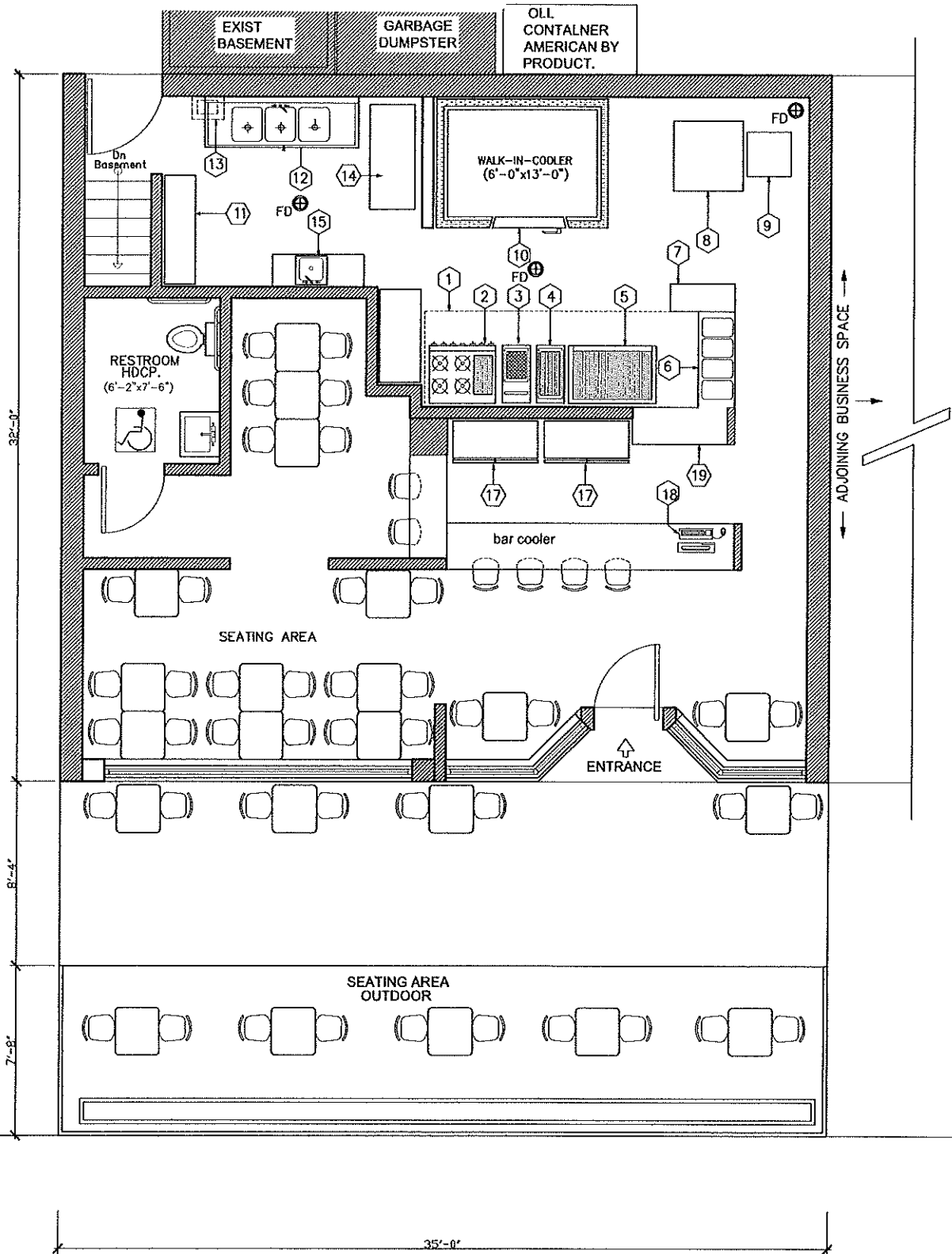
Jose's Torteria Arlington, Inc. d/b/a Jose's Torta Mexicana, Carlos M. Mendez, 793 Massachusetts Avenue

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	20250618095228485.pdf	Reference

Jose's Sidewalk Cafe & Parklet

NOTE:
CONTRACTOR SHALL PERFORM ALL WORKS IN COMPLIANCE WITH THE COMMONWEALTH OF MASSACHUSETTS (10TH EDITION OF THE MBSC, 780 CMR 51.00) (2021 IBC AND THE COMMONWEALTH OF MASSACHUSETTS AMENDMENT TO THE INTERNATIONAL COMMERCIAL CODE 2021) AND THE TOWN OF ARLINGTON ORDINANCES.



PROPOSED FLOOR PLAN
SCALE: 1/4"=1'-0"

PROJECT: FLOOR PLAN ALTERATION ADDRESS: 783 MASSACHUSETTS AVE, ARLINGTON MA 02476 OWNER: PETITIONER:	REVISED BY: APPROVED BY: DRAWN BY: FERNANDO SIRI DATE: 05-05-2025	FLOOR PLAN	
		SHEET	2 / 2



Town of Arlington, Massachusetts

Discussion and Approval: Surplus Policy

Summary:

Jaclyn Munson, Deputy Town Counsel

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Surplus_policy_6-20-2025.pdf	Reference



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

James R. Feeney
Town Manager

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

TOWN OF ARLINGTON: DISPOSAL OF SURPLUS PROPERTY POLICY

Purpose

The purpose of this policy is to enact procedures and criteria for the sale and disposition of Town-owned surplus real property and land, and for the disposition of Town-owned surplus property. Please contact the Legal Department with any questions about the legal requirements mandated by this policy.

Disposal of Town-Owned Supplies

1. State Requirements

Chapter 30B of the Massachusetts General Laws, a state statute, applies to the disposal of any Town-owned supply that is no longer useful to the Town *but* that has resale or salvage value¹.

2. Disposal of Supplies Under \$10,000

If the value of the surplus supply is less than \$10,000, Chapter 30B permits the Town's Purchasing Agent to follow written procedures approved by the Select Board². These procedures will include 'sound business practices', defined herein as activities that may include, but are not limited to:

- a. Posting the sale of surplus supplies on the Town's website; advertising the sale of surplus supplies in a newspaper of general circulation; seeking informal quotes; trade-ins, the solicitation for which shall clearly include the item to be traded in; or holding an auction using customarily acceptable methods, such as an online government auction platform or a similar alternative.
- b. Surplus supplies must first be made available to Town Departments:
 - i. The Head of the Department in which a surplus supply has been identified shall notify the Purchasing Agent and shall include a clear description of the supply and provide pictures, if applicable;
 - ii. The Purchasing Agent or Deputy Town Manager-Operations shall distribute via email to other Town Departments a notification that the supply is available;

¹ See M.G.L. 30B, §15(a).

² *Id.* at §15(f).

- iii. If no other Town Department can utilize the supply, the Purchasing Agent or Deputy Town Manager-Operations will post the supply for sale as described above;
- iv. If no sale of the supply is made, the Purchasing Agent or Deputy Town Manager-Operations, at the direction of the Town Manager, may offer the supply(s) to other municipalities by first contacting their Purchasing Agent or other Town official, as necessary;
- v. If no other municipality is interested in the supply, the Purchasing Agent, at the direction of the Town Manager, may scrap, junk or dispose of the supply(s).

3. Disposal of Supplies Over \$10,000³

Chapter 30B requires that surplus supplies with a resale or salvage value of \$10,000 or more be disposed of by sealed bids or public auction⁴ as described in Section 2(a) above. If disposing of surplus supplies under this Section 3 by sealed bids, the Town shall follow the procedures set forth in Chapter 30B § 5, as required by Chapter 30B § 15(c).

4. Disposal of Supplies With No Resale or Salvage Value

In the event that surplus supplies are determined to have no resale or salvage value, the Head of the Department in possession of such surplus supplies shall inform the Purchasing Agent who, at the direction of the Town Manager, shall dispose of such surplus supplies at the lowest cost to the Town.

In accordance with the Town's Bylaws, Title I, Article 14 § 3 (Recycling and Source Reduction in Town Facilities), surplus supplies with no resale or salvage value may be recycled.

5. Charitable Donations

The Town has statutory authority under Chapter 30B § 15(g) to donate tangible surplus supplies to charitable organizations with a tax-exempt status by reason of its charitable nature at less than fair market value upon a majority vote of the Select Board in each instance.

Disposal of Town-Owned Real Property or Land

1. State Requirements

The disposition of municipal real property is governed by Chapter 30B § 16⁵. Chapter 30B establishes specific procedures that the Town is mandated to follow to dispose of real property.

Prior to disposing of real property, the Town must declare the property available for disposition and specify any reuse restrictions that should apply to that property⁶. Since another state law, M.G.L. ch.40, § 4, requires town meeting approval prior to entering into a contract, 30B has been interpreted to require

³ This policy does not apply to items taken into custody by the Arlington Police Department through statutory drug and/or criminal procedures or civil forfeitures pursuant to M.G.L Chapter 94c and 18 USC §§ 981-87. The Arlington Police Department shall auction unclaimed property in accordance with M.G.L. ch. 135, § 8.

⁴ Id. at §15(c).

⁵ See M.G.L. 30B, §16.

⁵ Id. at §16(a).

an affirmative town meeting vote to declare the property available for disposition and to determine whether any reuse restrictions should apply to said property⁷.

2. Town Authority

The Town Manager Act⁸ authorizes the Town Manager with jurisdiction over the rental and use of all town property with the exception of school property. The Town's Bylaws vest in the Town the authority to execute conveyances to be sealed and subscribed by a majority of the Select Board⁹. Further, the Bylaws confer upon the Select Board the general discretion and management of Town property¹⁰.

Next, the Town Bylaws require the Town to determine the value of any property prior to disposing of the same, a requirement further enshrined in Chapter 30B¹¹.

3. Disposition Process

Compliance with state law governing disposition of municipal property is mandatory. The following process must be used when disposing of Town-owned real property or land:

a. Evaluation

The Town Manager shall work with other relevant Town departments to determine whether Town-owned real property or land has a current or foreseeable municipal use. In doing so, the Town Manager shall evaluate as to the property or land at issue, its:

- i. Assessed and market values;
- ii. Financial impact to the Town upon disposition or retention;
- iii. Impact of sale or proposed use of the property on abutting land, owners and the surrounding neighborhood;
- iv. Alternatives to title transfer, if any;
- v. Reuse restrictions that may be placed on the property prior to sale as contemplated by state law¹²; and
- vi. Any other factors that the Town Manager deems appropriate.

The Town shall ensure that it has all relevant title documents establishing the Town's ownership over the real property or land to be disposed of prior to the commencement of any disposition process.

b. Recommendation to Select Board by Town Manager

The Town Manager shall make a recommendation to the Select Board when Town-owned real property or land has been evaluated and determined to be available for disposition.

⁷ See id., see also Correspondence to the Town of Carver Board of Selectmen from the Office of the Inspector General ("Correspondence from OIG"), June 30, 2008; see further M.G.L. ch. 40, §4, which requires a vote of town meeting. The Correspondence from the OIG opined that the required vote for purposes of M.G.L. ch. 30B, §16 is the vote that is required under M.G.L. ch. 40, §4.

⁸ See Chapter 503 of the Acts of 1952, as amended.

⁹ See Town Bylaws, Article 3, §2.

¹⁰ Id. at Article 2, §1.

¹¹ See Bylaws, Article 8(B); see further M.G.L. 30B, §16(b).

¹² See M.G.L. 30B, §16(a).

c. Select Board Action to Town Meeting

The Select Board may consider the recommendation of the Town Manager. A favorable Select Board action on the disposition of Town-owned real property must specify to Town Meeting that the real property or land is available for disposition. The Select Board may further include any reuse restrictions in its vote language for Town Meeting to consider.

d. Town Meeting Action

An affirmative vote by Town Meeting is required to declare Town-owned property available for disposition and to determine whether any reuse restrictions should apply to the real property or land at issue.

e. Subsequent actions

The following actions are required prior to the disposition of any Town-owned real property or land being made effective:

- i. Determine the real property or land's value by hiring an appraiser or using customarily accepted procedures;
- ii. If the value of the real property or land exceeds \$35,000, the Town must solicit proposals in accordance with Chapter 30B;
- iii. Ensure the appropriate disclosures are submitted:
 1. The Town must submit the name of the selected proposer/purchaser and the amount of the transaction to the Central Register¹³ before entering into a binding agreement to dispose of the real property or land;
 2. The selected proposer/purchaser must file its Disclosure of Beneficial Interest Form with the Commonwealth's Department of Capital Asset Management and Maintenance (DCAMM) as required by M.G.L. c. 7C, § 38¹⁴;
 3. The selected proposer/purchaser must provide to the Town a certification of tax compliance from the purchaser in accordance with M.G.L. c. 62C, § 49A
- iv. Preparation and execution of the deed, payment from the selected proposer/purchase by the Town's Legal Department as required under M.G.L. c. 183.

The selected proposer/buyer is responsible for paying any recording fees and costs associated with the transaction.

¹³ See Mangano v. Town of Wilmington, 51 Mass. App. Ct. 857 (2001).

Adopted by the Town of Arlington Select Board on this ____ day of _____, 2025.

Diane M. Mahon, Chair

Lenard Diggins, Vice Chair

Stephen W. DeCoursey

Eric Helmuth

John V. Hurd

Enacted by the Town Manager on this ____ day of _____, 2025.

James R. Feeney, Town Manager



Town of Arlington, Massachusetts

Update: Long Range Planning Committee

Summary:

Jim Feeney, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	LRP_FY26_-_06132025_LRP_Meeting.pdf	LRP FY26

Long Range Financial Projection

		FY 2025	FY 2026	Dollar Change	Percent Change	FY 2027	Dollar Change	Percent Change	FY 2028	Dollar Change	Percent Change	FY 2029	Dollar Change	Percent Change	FY 2030	Dollar Change	Percent Change
I	REVENUE																
A.	State Aid	29,015,598	30,297,529	1,281,931	4.42%	30,595,467	297,938	0.98%	30,896,385	300,918	0.98%	31,200,312	303,927	0.98%	31,507,278	306,966	0.98%
	American Rescue Plan Act	0	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
B.	Local Receipts	10,255,994	10,443,994	188,000	1.83%	10,543,994	100,000	0.96%	10,643,994	100,000	0.95%	10,743,994	100,000	0.94%	10,843,995	100,001	0.93%
C.	Free Cash	8,941,936	10,298,997	1,357,061	15.18%	9,825,540	(473,457)	-4.60%	6,472,138	(3,353,402)	-34.13%	6,472,138	0	0.00%	6,472,138	0	0.00%
D.	Overlay Reserve Surplus	750,000	750,000	0	0.00%	200,000	(550,000)	-73.33%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%
E	Property Tax	166,205,617	171,221,353	5,015,736	3.02%	175,717,460	4,496,107	2.63%	180,437,556	4,720,096	2.69%	185,199,165	4,761,609	2.64%	190,351,007	5,151,842	2.78%
F	Override Stabilization Fund	4,374,790	8,984,045	4,609,255	105.36%	5,557,369	(3,426,676)	-38.14%	0	(5,557,369)	-	0	0	-	0	0	-
	TOTAL REVENUES	219,543,935	231,995,918	12,451,983	5.67%	232,439,830	443,912	0.19%	228,650,073	(3,789,757)	-1.63%	233,815,609	5,165,536	2.26%	239,374,418	5,558,809	2.38%
II	APPROPRIATIONS																
	One Time COVID impact																
A.	School Additions	3,100,000	1,700,000			600,000			300,000			0			0		
	General Education Costs	61,351,257	66,753,248	2,301,991	3.75%	71,956,996	3,503,748	5.25%	74,585,901	2,028,905	2.82%	75,965,503	1,079,602	1.45%	77,969,199	2,003,696	2.64%
	Special Education Costs	32,025,356	34,107,004	2,081,648	6.50%	36,323,959	2,216,955	6.50%	38,685,016	2,361,057	6.50%	41,199,542	2,514,526	6.50%	43,877,512	2,677,970	6.50%
	Growth Factor	44,635	1,070,420	1,025,785	2298.16%	(493,324)	(1,563,744)	-146.09%	(1,489,280)	(995,956)	201.89%	(632,944)	856,336	-57.50%	(353,704)	279,240	-44.12%
	Net School Budget	96,521,248	103,630,672	7,109,424	7.37%	108,387,631	4,756,959	4.59%	112,081,637	3,694,006	3.41%	116,532,101	4,450,464	3.97%	121,493,007	4,960,906	4.26%
	Minuteman Operating & Capital	6,732,038	6,609,620	(122,418)	-1.82%	6,840,957	231,337	3.50%	7,080,390	239,433	3.50%	7,328,204	247,814	3.50%	7,584,691	256,487	3.50%
	Minuteman Exempt Capital	1,830,191	1,737,470	(92,721)	-5.07%	1,737,470	0	0.00%	1,737,470	0	0.00%	1,737,470	0	0.00%	1,737,470	0	0.00%
	Town Personnel Services	33,468,687	33,887,660	418,973	1.25%	34,989,009	1,101,349	3.25%	36,126,152	1,137,143	3.25%	37,300,252	1,174,100	3.25%	38,512,510	1,212,258	3.25%
	Town Expenses	12,707,346	13,741,184	1,033,838	8.14%	14,187,772	446,588	3.25%	14,648,875	461,103	3.25%	15,124,963	476,088	3.25%	15,616,524	491,561	3.25%
	Town Additions	250,000															
	Enterprise Fund/Other Offsets	3,218,686	3,282,750	64,064	1.99%	3,389,439	106,689	3.25%	3,499,596	110,157	3.25%	3,613,333	113,737	3.25%	3,730,766	117,433	3.25%
	Net Town Budget	42,957,347	44,346,094	1,388,747	3.23%	45,787,342	1,441,248	3.25%	47,275,431	1,488,089	3.25%	48,811,882	1,536,451	3.25%	50,398,268	1,586,386	3.25%
	MWRA Debt Shift	0	0	0		0	0		0	0		0	0		0	0	
B.	Capital budget																
	Exempt Debt Service	12,522,707	12,707,667	184,960	1.48%	12,472,788	(234,879)	-1.85%	12,382,379	(90,409)	-0.72%	11,984,197	(398,182)	-3.22%	11,894,469	(89,728)	-0.75%
	Non-Exempt Service	7,478,171	7,417,567	(60,604)	-0.81%	8,539,351	1,121,784	15.12%	8,542,117	2,766	0.03%	8,328,404	(213,713)	-2.50%	8,067,783	(260,621)	-3.13%
	Cash	4,952,417	5,031,594	79,177	1.60%	4,575,262	(456,332)	-9.07%	4,798,935	223,673	4.89%	5,168,245	369,310	7.70%	5,104,764	(63,481)	-1.23%
	Offsets/Capital Carry Forward	(984,261)	(574,674)	409,587	-41.61%	(305,756)	268,918	-46.79%	(238,810)	66,946	-21.90%	(192,921)	45,889	-19.22%	(191,065)	1,856	-0.96%
	Total Capital	23,969,034	24,582,154	613,120	2.56%	25,281,645	699,491	2.85%	25,484,621	202,976	0.80%	25,287,925	(196,696)	-0.77%	24,875,951	(411,974)	-1.63%
C.	Pensions	14,994,696	15,866,268	871,572	5.81%	16,738,913	872,645	5.50%	17,659,553	920,640	5.50%	18,630,828	971,275	5.50%	19,655,524	1,024,696	5.50%
D.	Insurance	23,241,930	26,210,136	2,968,206	12.77%	27,724,729	1,514,593	5.78%	28,822,112	1,097,383	3.96%	30,087,531	1,265,419	4.39%	31,887,447	1,799,916	5.98%
E.	State Assessments	4,178,177	4,443,253	265,076	6.34%	4,551,209	107,956	2.43%	4,661,863	110,654	2.43%	4,775,284	113,421	2.43%	4,891,540	116,256	2.43%
F.	Overlay Reserve	600,000	600,000	0	0.00%	600,000	0	0.00%	600,000	0	0.00%	600,000	0	0.00%	600,000	0	0.00%
G.	Reserve Fund	2,019,326	2,089,593	70,267	3.48%	2,144,097	54,504	2.61%	2,162,677	18,580	0.87%	2,218,314	55,637	2.57%	2,274,799	56,485	2.55%
I.	Warrant Articles	1,616,393	1,496,948	(119,445)	-7.39%	1,546,948	50,000	3.34%	1,496,948	(50,000)	-3.23%	1,546,948	50,000	3.34%	1,496,948	(50,000)	-3.23%
J.	Override Stabilization Fund	0	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
K.	TOTAL APPROPRIATIONS	218,660,381	231,612,208	12,951,827	5.92%	241,340,941	9,728,733	4.20%	249,062,702	7,721,761	3.20%	257,556,487	8,493,785	3.41%	266,895,645	9,339,158	3.63%
L.	BALANCE	883,554	383,710			(8,901,111)			(20,412,629)			(23,740,878)			(27,521,227)		
	Free Cash	20,597,993	19,651,079			12,944,276			12,944,276			12,944,276			12,944,276		
	Stabilization Fund	4,565,545	4,756,856			4,951,993			5,151,033			5,354,054			5,561,135		
	Override Stabilization Fund	14,541,414	5,557,369			0			0			0			0		
	Overlay Surplus (less liabilities)	2,002,268	2,152,268			1,752,268			1,352,268			952,268			552,268		
	Municipal Bldg. Ins. Trust Fund	687,715	674,392			681,136			687,947			694,827			701,775		
	TOTAL:	42,374,935	32,791,964			20,329,673			20,135,525			19,945,425			19,759,454		
	Reserves % of General Fund Revenue	19.3%	14.1%			8.7%			8.8%			8.5%			8.3%		
	Debt % of General Fund Revenue	9.1%	8.7%			9.0%			9.2%			8.7%			8.3%		

The plan does not include any projected revenues or expenditures from the Community Preservation Act

Projected School Enrollment Growth FY 2026 - FY 2030						
	FY 2025**	FY 2026**	FY 2027*	FY 2028*	FY 2029*	FY 2030*
Actual/Proj. Annual Growth	5	115	(53)	(160)	(68)	(38)
** Actual Growth - FY23 50% PPC of \$14,601 = \$7,300 X EG						
* Projected Growth - FY2026 through FY2030 Based on 50% of FY22 DESE Per Pupil Cost of \$18,615 = \$9,307 X Enrollment Growth; APS is currently seeking to update enrollment projection numbers						

Long Range Financial Projection

I REVENUE		<u>Explanation of Terms</u>
A.	State Aid	State Aid as reported on the Cherry Sheets, including CH. 70 School Aid, Unrestricted General Government Aid (UGGA), and others. Assumption: 5% growth in FY25; 1% in FY26-29.
	School Construction Aid	Reimbursement for school construction costs from an old state program. These payments ended in FY2021.
B.	Local Receipts	Fees, Fines, Permits, Interest, Motor Vehicle Excise Taxes, etc. Assumption: usually increase by \$100,000 per year, but in FY25, increase by more due to ambulance revenue collection changes
C.	Free Cash	Free Cash is equivalent to the prior year's operating surplus. Assumption: Half of the 10 year average Free Cash is allocated as a revenue source for the operating budget and the remainder is retained as a reserve.
D.	Overlay Reserve Surplus	The Assessors annually release some of the reserve set aside to pay tax abatements (the Overlay). Assumption: In most years, \$400,000 is released to be used in operating budget. Some years a larger amount is released for revaluation expenses or when the balance grows larger than the Assessors need.
E.	Property Tax	Real estate and personal property taxes, as determined by the State law, Proposition 2 1/2 (annual increase of 2.5%, plus additions of new growth), plus amounts added for debt excluded from Prop. 2 1/2 by the voters, plus MWRA Debt shift.
F.	Override Stabilization Fund	The Override Stabilization Fund is used as an income source. In years of revenue surpluses, money is added; in years of deficits, money is withdrawn (see comparable item in Expenses below). Fund balance is reported in reserves section at bottom the sheet.
TOTAL REVENUES		Total General Fund Revenues.
II APPROPRIATIONS		
A.	School Additions	Increases to School Department Budget as the result of the 2023 Override.
	General Education Costs	Most of the costs of running the School Department. Assumption: A 3.5% increase in the sum of the previous year's General Education Costs plus cost increase due to in enrollment growth (Growth Factor, below).
	Special Education Costs	Costs of providing Special Education services. Assumption: These costs are assumed to increase by 6.5% per year.
	Growth Factor	An estimate of the increased operating costs the School Department incurs because of enrollment growth. Enrollment assumptions are presented at the bottom of LRP. It is assumed that each new student will cost 50% of State's Per Pupil Cost figure. Reported on a one year lag.
	Net School Budget	The Total School Department Budget.
	<u>Minuteman</u>	Assessments from the Minuteman Regional Technical and Vocational High School. Assumption: Each year the actual assessment is updated and future years are assumed to grow by 3.5%.
	Town Personnel Services	Town employees salaries and wages. Assumption: Annual growth of 3.25%
	Town Expenses	Town expenses, e.g., utilities, supplies, services, repairs, etc. Assumption: Annual growth of 3.25%
	Enterprise Fund/Other	Offsets are amounts charged to the Water and Sewer Enterprise Fund for services provided to the Fund by Town employees. Assumption: Annual growth of 3.25%
	Net Town Budget	Personnel Services plus Expenses, minus Offsets.
	MWRA Debt Shift	State law allows the Town to decrease water and sewer rates and increase taxes by an amount representing all or part of the debt service assessed to the Town by the MWRA. Phased out in FY23.
B.	Capital budget	
	Exempt Debt Service	Debt service that has been excluded from the Prop. 2 1/2 limit and therefore is in addition to that limit. The exempt debt amount is included in the Property Tax calculation above and so income and expense are exactly matched.
	Non-Exempt Service	Debt service (interest and principal) on items in the annual Capital Plan paid for with tax dollars.
	Cash	Items in the annual Capital Plan paid for with cash.
	Offsets/Capital Carry Forward	Multiple sources, such as grants, other funds (e.g., rental income from cell phone towers on town property, the Ambulance Fund, etc.), and bond premiums used to purchase capital items.
	Total Capital	Assumption: The Total of Non-Exempt Debt Service and Cash will equal 5% of the Town's Annual revenue.
C.	Pensions	Annual assessment from the Arlington Retirement Board. Assumption: Annual increase of 5.5%.
D.	Insurance	Health, property & liability insurance. Updated annually with new enrollment figures and insurance rates. Future costs include teacher staffing increases to meet increased student populations, plus 5.25% inflation.
E.	State Assessments	Assessment from the State for various services, including MBTA, Charter School, and School Choice. Assumption: Annual increase of 2.5% (as mandated by Prop. 2 1/2). Some Cherry Sheet aid goes directly to departments and not to the General Fund. State Aid to libraries is one such example. Assumption: Current year assessment will continue unchanged.
F.	Overlay Reserve	Amount of tax revenue set aside by the Assessors to pay abatements and tax exemptions (for elderly, blind persons, etc.). Assumption: \$600,000 in non-revaluation years, and \$800,000 in revaluation years.
G.	Reserve Fund	Reserve fund equals 1% of revenues. It is available for the Finance Committee to pay unanticipated and extraordinary costs, such as snow removal.
I.	Warrant Articles	Various warrant articles for boards, commission, town celebrations, and other items that are outside of the town, school, or capital budgets. Election costs vary each year depending on the number of elections.
J.	Override Stabilization Fund	In years when the budget shows a revenue surplus, that surplus is appropriated to the Override Stabilization Fund.
K.	TOTAL APPROPRIATIONS	The total of all items under II Appropriations.
L.	BALANCE	The operating surplus or deficit for each year of the plan. For the current year, the number will always be zero, i.e., by law and Town policy, the final budget must be in balance.
	Reserve Balances	
	Free Cash	An amount roughly equivalent to the Town's operating surplus and fund balance that is certified annually by the State Department of Revenue.
	Stabilization Fund	A fund established by Town Meeting to provide a long-term reserve. Assumption: Annual 2% growth, plus \$100,000 appropriation from Town Meeting.
	Override Stabilization Fund	The Override Stabilization Fund was created as a result of the 2005 Prop. 2 1/2 override. The Town makes annual appropriations to the fund until the time in which it is necessary to make withdrawals for the purposes of balancing the general fund budget.
	Overlay Surplus (less liabilities)	Unused portions of overlay accounts previously reserved for either unpaid taxes or abatements issued by the Assessors; any amount designated by the Assessors as excess is transferred to and becomes part of the General Fund undesignated fund balance. This figure is updated at the beginning of each fiscal year to reflect prior year activity.
	Municipal Bldg. Ins. Trust Fund	A reserve fund established to cover extraordinary losses from damage to Town property. The existence of the fund reduces the Town's annual property insurance costs, because it allows the Town to buy insurance policies with high deductibles.
TOTAL: Total reserves.		
Reserves % of General Fund Revenue		Total reserves as a percent of total revenue. Goal is to be at or above 5%
Debt % of General Fund Revenue		Total debt (exempt and non-exempt) as a percent of total revenue. Goal is to be below 10%.



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board July 21, 2025

Summary:

When: Jun 23, 2025 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_J04grQVaSuWyjjgB30mUdA

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

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