



Town of Arlington Select Board

Meeting Agenda

October 20, 2025

7:15 PM

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

1. Vote: Appointment of Interim Select Board Member
 - a) Statements from Applicants
 - b) Vote to Appoint Interim Select Board Member (Term to Expire: Annual Town Election 2026)
Diane M. Mahon, Chair
2. Presentation: New Meeting Management Platform
Joan Roman, Public Information Officer
3. Discussion and Vote: Implementation of House No. 4027: An Act Allowing print free digital legal notices for the town of Arlington
James Feeney, Town Manager
Joan Roman, Public Information Officer
4. Update: RFP (#25-43) Lease of Space at Dallin Library Building, 85 Park Ave.
James Feeney, Town Manager

PROCLAMATIONS

5. Arlington Community Media Day

CONSENT AGENDA

6. Minutes of Meetings: October 3, 2025; October 6, 2025
7. Reappointment
Zoning Board of Appeals
Christian Klein (Term to Expire 10/31/2028)
Patrick Hanlon (Term to Expire 10/31/2028)
8. Request: Free Parking for Local Holiday Shopping
Katie Luczai, Economic Development Coordinator
9. For Approval: Arlington Open Studios Lawn Signs through November 8, 2025
Tom Formicola, ACA Executive Director
Anelise Ruggles, ACA Communications Director
10. Holiday Stroll in Arlington Heights on December 13, 2025
Janet O'Riordan

Arlington Heights Community Association

11. Request: Special (One Day) Beer & Wine License, 10/26/2025 @ Ed Burns Rink for Dan Kelly Foundation Halloween Skate and Beer Garden
Dan Kelly Foundation and Kelley Grealish
12. Request: Special (One Day) Beer & Wine License, 11/01/2025 @ Robbins Memorial Town Hall for Private Event
Alice Palmer
13. Request: Special (One Day) Beer & Wine License, 11/13/2025 @ Maxima Gift Center for Wine Tasting
Helena Babic

PUBLIC HEARINGS

14. 7:15 p.m. Perth Road Betterment
 - a) Request: Repair to Private Way
 - b) Betterment OrderMaria Hallett

APPOINTMENTS

15. Disability Commission
Vicki Crosson
(Term to Expire 06/30/2028)
16. Commission for Arts and Culture
Matthew Mayerchak (he/him)
(Term to Expire: 06/30/2028)

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

17. Discussion and Vote: Host Community Agreement Calyx Peak of MA
18. Discussion and Vote: Temporary Repairs to Ernest Road
James Feeney, Town Manager
19. Discussion and Vote: Handicap Parking on Eastern Ave at Robbins Farm Playground

NEW BUSINESS

Next Scheduled Meeting of Select Board November 3, 2025

When: Oct 20, 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_gAlKHhEgSGCOz46wmVkicA

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

Vote: Appointment of Interim Select Board Member

Summary:

- a) Statements from Applicants
 - b) Vote to Appoint Interim Select Board Member (Term to Expire: Annual Town Election 2026)
- Diane M. Mahon, Chair

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Morgan_J._Reference.pdf	J. Morgan Reference
▢	Reference Material	Hamlin_G._Reference.pdf	G. Hamlin Reference
▢	Reference Material	Blundell_E._Reference.pdf	E. Blundell Reference

From: Jane P. Morgan [REDACTED]
Date: Tuesday, October 14, 2025 at 9:39 AM
To: Diane Mahon <dmahon@town.arlington.ma.us>, John Hurd <jhurd@town.arlington.ma.us>, Stephen DeCoursey <sdeCoursey@town.arlington.ma.us>, Eric Helmuth <ehelmuth@town.arlington.ma.us>, Greg Christiana <gchristiana@town.arlington.ma.us>
Subject: Select Board appointment

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

Good morning, Arlington Select Board Members and Town Moderator,

I am writing to express my interest in being considered for the interim Select Board appointment to fulfill the remainder of Mr. Diggins' term until the town election held in the spring of 2026. I will not run for a Select Board seat in the spring 2026 town election and I will resign my School Committee seat effective immediately if appointed to the Select Board.

Since 2018, I have had the privilege of serving on the Arlington School Committee. I currently chair the Facilities Subcommittee and have previously chaired the Curriculum, Instruction, Assessment, and Accountability Subcommittee. In addition, I have served on both the Budget Subcommittee and the Long Range Planning Committee for most of my tenure. Through this work, I have developed a deep understanding of the school budget, resource constraints, and the department's strengths and areas for improvement.

Beyond my School Committee service, I have also held leadership roles in Arlington's debt exclusion and operating override campaigns in 2016, 2019, and 2023. These experiences have reinforced my respect for the will of the voters and strengthened my understanding of how to craft responsible, transparent proposals that balance fiscal prudence with the community's need for essential services.

I believe my experience and expertise would allow me to make a meaningful contribution to the board during this short-term appointment particularly given the important and time-sensitive deliberations anticipated over the next five months. I am known for being both direct and collaborative, and my leadership style emphasizes building strong relationships and engaging in thoughtful dialogue, while also being decisive when needed.

Thank you for considering my application. I would welcome the opportunity to further discuss how I can contribute to the important work of the Select Board during this transitional period.

Sincerely,
Jane Morgan

Consideration for Interim Select Board Seat

From Guillermo Hamlin [REDACTED]

Date Tue 10/14/2025 6:39 PM

To Eric Helmuth <ehelmuth@town.arlington.ma.us>; Diane Mahon <dmahon@town.arlington.ma.us>; John Hurd <jhurd@town.arlington.ma.us>; Stephen DeCoursey <sdeCoursey@town.arlington.ma.us>

Cc Greg Christiana <gchristiana@town.arlington.ma.us>; Juli Brazile <jbrazile@town.arlington.ma.us>; Ashley Maher <amaher@town.arlington.ma.us>

 1 attachment (100 KB)

Hamlin.Guillermo.CV_Resume.pdf;

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

Good evening,

I am writing to formally request your consideration to join the Select Board in an interim capacity until the April 2026 election. Arlington has been my home for six years, and this community holds deep personal significance—it is where my wife and I moved before we got married and where we're raising our daughter. As a two-term Town Meeting Member and member of the Hybrid Town Meeting Study Committee, I have developed a strong understanding of how our local government operates and what it takes to ensure responsiveness, transparency, and accessibility. These experiences have prepared me to contribute meaningfully during this period of transition.

Professionally, I am an AVoIP Engineer at Tufts Technology Services, where I support my team through thoughtful problem-solving and collaboration. I approach service with the same steady, pragmatic mindset, focused on maintaining continuity and supporting the Board's ongoing work without disruption. I've also recently earned a Master of Science in Engineering Management from Tufts School of Engineering, developing a business acumen that can be of value to the Town of Arlington. Furthermore, I hold an OSHA 30 certification in construction safety and health.

I wish to clarify my intentions: **I will not be a candidate for this seat in April 2026.** My only interest lies in providing interim service, ensuring stability and conscientious stewardship until voters elect their next Select Board member. This allows me to serve the town meaningfully while

preserving the integrity of the electoral process. Additionally, I envision utilizing my Zoom administration skills to assist Town Meeting Members in organizing precinct meetings during and after the election.

I respectfully ask for your favorable consideration to pick up the baton where Select Board member Diggins left off. I will honor everyone's voice and advocate for our residents regardless of their background, politics, and/or interests.

Thank you for your dedication to Arlington and for the opportunity to be considered for this role.

Sincerely,

Guillermo S. Hamlin, MSEM
TMM, Pct. 14

Guillermo S. Hamlin, MSEM

Town Meeting Member x AVoIP Engineer seeking an Interim Seat on the Select Board

PROFESSIONAL EXPERIENCE

Tufts Technology Services

Medford, MA

Multimedia Support Specialist¹

I provide effective Tier 2 support, preventative maintenance, and consultation for the following service areas: classroom and lab technology; digital and analog audiovisual/multimedia systems and services; event and meeting space technology; event planning, coordination, and support; conferencing and collaboration services (e.g. video, web, and teleconferencing); videography and streaming services; and lecture and content capture services.

BioNTech US Inc

Cambridge, MA

HR/Talent Acquisition Consultant/Intern

This began as a capstone leadership project for my Master of Science degree at Tufts School of Engineering, which then became a remote internship. I analyzed workforce development needs, benchmarked BioNTech's position against competitors, and recommended AI tools to improve efficiency. I also implemented key strategies related to talent acquisition, vendor relationships, and operational improvements.

Malden Access TV (UMA)

Malden, MA

Government Affairs/Programming Coordinator²

I reported regularly to the Executive Director and oversaw archival/VOD services for Malden's government cable access channels on YouTube, Comcast, and Verizon. I have administered over 350+ scheduled and live programming from the City of Malden using robotic camera systems and imported these programs into distribution systems for sister stations. Actively onboarded more than 100+ members and regularly instructed these members/volunteers into crewing different productions. I coordinated videos to be edited on Final Cut Pro X by members/interns and assisted the Operations Director with quality control, member rentals, purchasing, and media equipment inventory. I was also a regular host/talent who moderated forums, political debates, and programs seasonally.

EDUCATIONAL BACKGROUND

Master of Science

Engineering Management

Medford, MA

Tufts School of Engineering

Graduating GPA: 3.6

My Master of Science in Engineering Management [MSEM] was fully funded and accomplished while working at Tufts Technology Services. My coursework included finance, technology strategy, product management, data analytics, and strategic and project management coursework. This diverse curriculum has equipped me to lead teams, make data-driven decisions, develop strategic initiatives, and successfully manage projects from inception to completion.

Bachelor of Liberal Arts³

Humanities - Philosophy & Ethics

Cambridge, MA

Harvard Extension School

Extracurriculars: Selected as an Interfaith YouthCore Delegate for Harvard at Georgetown University. Associate Member - Harvard College Law Society. A regular attendee at events for the Berkman Center & Institute of Politics. Occasional participant at the Harvard Review of Philosophy Discussion Group.

High School Diploma

Bernardsville, NJ

Bernards High School

¹ Certified in Dante Level #1 | Biamp - Tesira 101: Core Concepts | Extron Control Specialist & A/V Associate, Mobile Elevating Work Platform Certification | OSHA 30 - Construction Safety & Health.

² Previously: Membership & Outreach Coordinator. [REDACTED] | Previously: Volunteer & Outreach Coordinator. [REDACTED]

³ Bachelors of Liberal Arts in Extension Studies, Harvard University | [Founding] Member-at-Large, Harvard Latino Alumni Alliance.

Guillermo S. Hamlin, MSEM

[REDACTED]

[REDACTED]

Town Meeting Member x AVoIP Engineer seeking an Interim Seat on the Select Board

BOARD DIRECTOR & PUBLIC SERVICE

Board Member - Harvard Extension Alumni Association [REDACTED]

The Harvard Extension Alumni Association [HEAA] Board of Directors works together to build a more active and engaged alumni body.

- Governance Committee
- Development Committee

Representative Town Meeting - Arlington, MA [REDACTED]

I represent Precinct 14 as one of their elected Town Meeting Members. I attend Annual Town Meetings to conduct the Town's business, fulfill its fiduciary responsibility to residents, and vote on a series of approved articles by the Town, its Manager, & Select Board.

- **Hybrid Town Meeting Study Committee** [REDACTED] Appointed by the Town Moderator to work on the committee to study the feasibility of conducting future town meetings in a hybrid format, supporting both in-person and virtual participation by Town Meeting Members and other participants in Town Meeting. This includes the legal, technological, logistical, and cost aspects, to make reports to one or more future Town Meetings; or take any action related thereto.
- **Remote Participation Study Committee** [REDACTED]: Appointed by the Town Moderator to fill a vacancy in the committee tasked to finishing the report to the 2023 Town Meeting.

Graduate Student Representative - Tufts AS&E Information Technology Committee [REDACTED]

Tufts Graduate Student Council designated me to serve on their behalf on the Information Technology Committee (IT Committee). This committee monitors and advises on the delivery of information technology services to support AS&E's teaching and research missions. It recommends improvements in services or policies to ensure that computing and information technology services meet the needs of AS&E faculty, staff, and students.

At-Large Member - Alliance for Community Media (Northeast Region) [REDACTED]

The Alliance for Community Media Northeast Region (ACM-NE) is an organization that promotes and preserves the right to media training, production, distribution, civic engagement, and education. It supports diverse community voices through Public, Educational, and Government Access television channels, and other forms of media. As a regional board of the National Alliance for Community Media, ACM-NE supports the mission of the national organization and all its regional members in Connecticut, Maine, Massachusetts, New Hampshire, New York, and Vermont.

Letter of Interest - Select Board Vacancy - Oct 2025

From Edward Blundell [REDACTED]
Date Tue 10/14/2025 11:50 AM
To SBadmin <SBadmin@town.arlington.ma.us>

 1 attachment (3 MB)
Select Board - Interim Seat Application.pdf;

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

Dear Select Board Administrator –

In the course of my involvement with various town committees and interest in local government I became aware of the vacancy created in the Select Board with the resignation of Len Diggins.

I want to submit my name for consideration for the 6 month vacancy so I am attaching a Letter of Interest that explains my background, experience and willingness to help our community. As I note, I am a retired person with a lot of energy and ideas..plus some schedule flexibility...with a high degree of commitment to local governing. Also, I would not be planning to run for a full term in April 2026.

If you could confirm receipt of my correspondence, so I know I made the 10/15 – 4 pm deadline, I would appreciate that. And, please circulate my letter as necessary within the Town offices. I have also written to the Town Meeting Moderator with the same Letter of Interest.

Thank you.

Ed Blundell
[REDACTED]

Edward M. Blundell

[REDACTED]

[REDACTED]

[REDACTED]

October 14, 2025

Select Board Members and Town Moderator

Town of Arlington

730 Massachusetts Ave

Arlington MA 02476

via e-mail to Administrator & Moderator

(sbaadmin@town.arlington.ma.us)

(gchristiana@town.arlington.ma.us)

Re: Letter of Interest – Select Board Vacancy - October 2025

Dear Select Board Members and Town Moderator

First, let me introduce myself – Ed Blundell, [REDACTED] I'm an Arlington resident and registered voter in Arlington MA, with a strong interest in public policy and effective local government -as well as being a retired person. I follow local government in Arlington quite closely via zoom attendance at meetings and on ACMi tv. In the Spring of 2025, I attended and completed the Arlington Civic Academy. I volunteer for many local committees (ACAC & A-TED) and represent Precinct 6 as a newly elected Town Meeting Member. Most of you have come across my work for those groups as I coordinate some of their events (Live Arts/ GarageBand) and reactivating the Visitor Center. I have also worked as a volunteer to help the hyper-local news organization YourArlington.

Prior to moving to Arlington in 2021 I lived and worked in New York State's Hudson River Valley region about 2 hours north of NYC, after graduating from Marist College with a BA in political science. My income producing career there was in the insurance claims field where I handled work in the metro NY and NJ areas to include litigated matters, first party property losses, including local office and corporate level management for insurance companies. The last 10 years of my career was as a self-employed, licensed public adjuster where I represented clients as their advocate against their insurance companies.

In 2005, as my family grew up, I had time to work on my avocation of public policy. I ran for, and was elected, to a Village Board seat in Red Hook, NY. Villages in NY are governed like small cities with an elected board and a mayor overseeing typical municipal departments like Police, Fire, Building, Water, Highway, Planning and doing all of the related work to keep things going.

By 2009 the sitting Mayor designated me to be Deputy Mayor, as he had some health issues and gradually began to recede from day-to day-work. In 2011 his term expired and I successfully ran to replace him. I was re-elected as Mayor two more times and retired in 2021 to move to Arlington. I am very proud of the work I did in Red Hook. Under my leadership we took a more progressive stance on policy and direct action on improving infrastructure; like water system upgrades, sidewalk construction, creating a sewer system, community solar, police reform, financial stability, community art and celebrations while staying within tax caps. Much of the success was based on working in coalition with my colleagues and staff plus receiving federal and state grants for major infrastructure projects. We were bold, and had to be, to bring the Village into the 21st century.

I am aware the effective October 7, 2025 that Select Board Member Lenard Diggins resigned his position, as he moved out of town, which created a vacancy and initiated the replacement process as proscribed in municipal law. That leaves some options for the Select Board but I understand that you have chosen to replace the vacancy with an interim member until the April 2026 town election arrives; and with a preference that incumbency not be established.

I am willing to take the interim position and not run for election in April 2026. I read over various documents, including the Select Board Handbook, and believe I can hold my seat as TMM for P6 and also serve on the Select Board. I will provide local references and some from my NY experience as well, as this application progresses.

I offer to help out since I have a deeply held belief that effective and efficient local government is crucial to people's day to day lives, often more than other layers of government. And, I do see the current Select Board members always working hard so that Arlington MA is a wonderful place to live and will work with you to ensure that situation continues.

I'm current on many local issues, ready and willing to work hard, attend meetings, read and study issues for the benefit of Arlington. So, please consider me as a candidate for the interim position.

Thank you for your consideration.



Edward M. Blundell



Town of Arlington, Massachusetts

Presentation: New Meeting Management Platform

Summary:

Joan Roman, Public Information Officer

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	One_Meeting_Project_Presentation.pdf	Presentation



NEW MEETING MANAGEMENT & DIGITAL ADA COMPLIANCE



One Meeting Project Overview

Sunsetting Novus Agenda is a new day for meeting management in Arlington.



Meeting Management Overview

Multiple locations add complexity to finding meeting information for public and staff.



Project Status & Training Tracks

Town's progress, training plan, and what to expect in the next year.



Template Examples

Standardized templates for Agendas and Minutes for both NovusUsers and non-NovusUsers.



One Meeting Project

The sunsetting of NovusAgenda is a new day for meeting management in Arlington.

Improve Transparency with unified “One Meeting” System

Scalable system for future enhancements as needs arise and resources become available.



Current Meeting Management

NovusAgenda (Agenda Packets) - 6 b/c/c

Meetings						
Items						
Meeting Date	Meeting Type	Meeting Location	Online Agenda	Download Agenda	Legal Minutes	Board Details
07/28/25	Select Board Meeting	Conducted by Remote Participation				
07/21/25	Select Board Meeting	Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or ACMI				
06/23/25	Select Board Meeting	Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or ACMI				
06/09/25	Select Board Meeting	Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or ACMI				



Town Website (PDFs) - 80+ b/c/c
1,500 docs per year

Event	Date/Time	Agenda	Minutes
Cemetery Commission	07/09/2025 9:00 AM - 10:00 AM	07092025 Agenda Cemetery Commission	Not Included
Cemetery Commission	07/02/2025 12:30 PM - 1:30 PM	07022025 Agenda Cemetery Commission	07022025 Minutes Cemetery Commission
Cemetery Commission	06/11/2025 9:00 AM - 10:00 AM	06112025 Agenda Cemetery Commission	06112025 Minutes Cemetery Commission
Cemetery Commission	05/14/2025 9:00 AM - 10:00 AM	05142025 Agenda Cemetery Commission	05142025 Minutes Cemetery Commission
Cemetery Commission	04/09/2025 9:00 AM - 10:00 AM	04092025 Agenda Cemetery Commission	04092025 Minutes Cemetery Commission
Cemetery Commission	03/12/2025 9:00 AM - 10:00 AM	03122025 Agenda Cemetery Commission	03122025 Agenda Cemetery Commission
Cemetery Commission-Canceled	02/12/2025 9:00 AM - 10:00 AM	02132025 Agenda Cemetery Commission	Not Included
Cemetery Commission	01/08/2025 9:00 AM - 10:00 AM	01082025 Agenda Cemetery Commission	1082025 Minutes Cemetery Commission



All Agendas and Minutes can be found in the folders below, including those prior to 2014. The table above only includes agendas and minutes from 2014 to present.

[Agendas](#)

[Minutes](#)

New Meeting Management

All meeting documents in one searchable online platform including Town Meeting

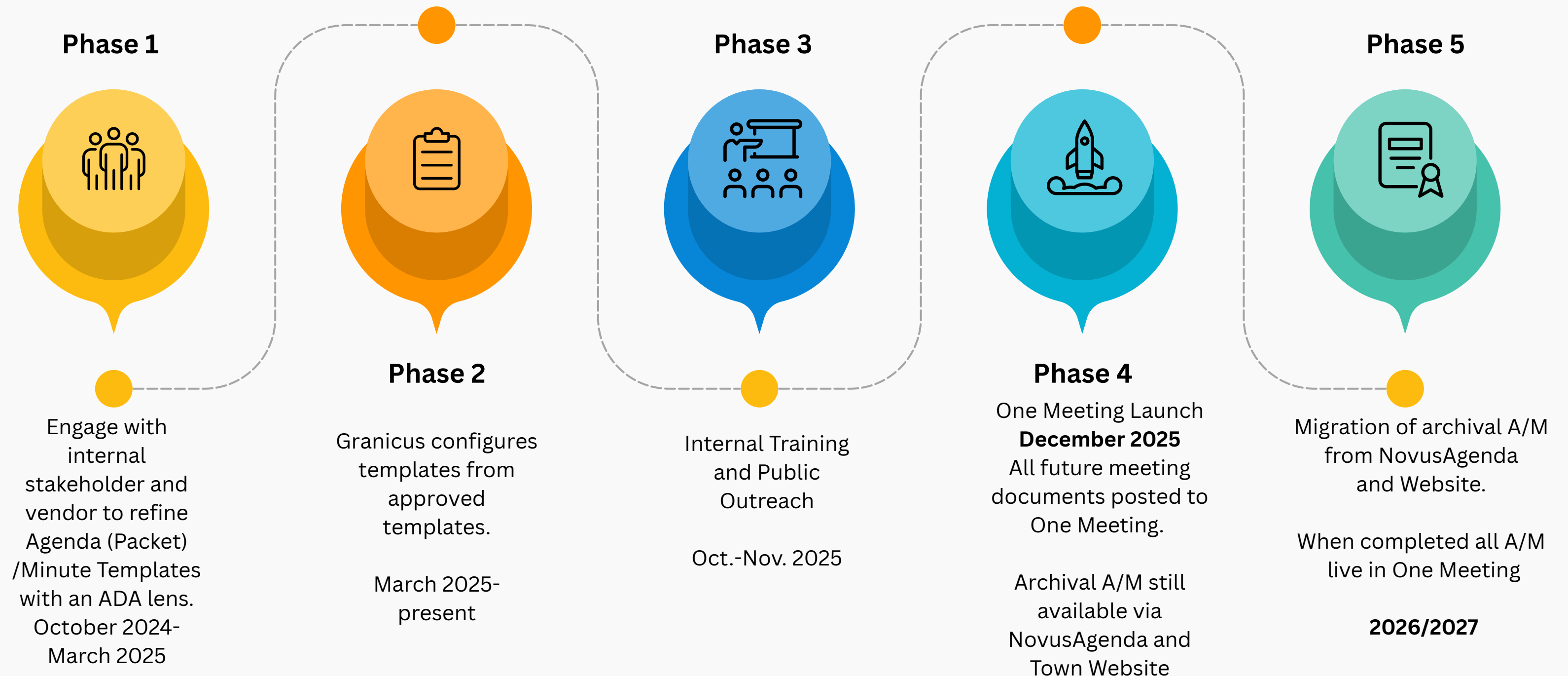
Text Search				Search
Advanced Search				
Current And Upcoming Meetings				
View All Boards And Commissions				
Meeting Title	↑↓ Date/Time	↑↓ Documents		
Building Standards Board	Aug 07, 2025 09:00 AM	HTML Agenda Agenda		
City Council A Session	Aug 07, 2025 09:00 AM	HTML English Agenda English Agenda Agenda en espanol		
City Council Zoning and Land Use Session	Aug 07, 2025 02:00 PM	HTML English Agenda English Agenda Agenda en espanol		
San Antonio Arts Commission's Arts Funding Committee	Aug 07, 2025 02:30 PM	HTML Agenda Agenda Agenda		
CANCELED - City Council Special Session	Aug 08, 2025 04:30 PM	Notice of Cancellation		
Fire Fighters' and Police Officers' Civil Service Commission Meeting	Aug 11, 2025 09:00 AM	HTML Agenda Agenda		
City/County joint Commission on Elderly Affairs Meeting	Aug 13, 2025 10:00 AM	Agenda		
City Council B Session	Aug 13, 2025 02:00 PM	HTML English Agenda English Agenda		
Planning Commission	Aug 13, 2025 02:00 PM	HTML Agenda Agenda		
Public Comment Session	Aug 13, 2025 05:00 PM	HTML English Agenda English Agenda		

Not Arlington's user interface, for demonstration purposes only

Project Phases & Timeline

One Meeting Timeline

Evaluation, Selection and Contract Signing
March - July 2024



Phase 3: Training Tracks

Four Training Tracks to be conducted prior to launch and ongoing.



Super Users | Admin

- Staff who act as system administrators (adding/removing users, vendor relations).
- Provides and oversees training on systems, processes, and ADA compliance.

3



Liaison Users

- Reviews, remediates, and posts ADA-compliant Agendas and Minutes in PDF format.
- Same process as today, but with new templates.

25



Power Users

- Existing NovusAgenda Users (utilizing One Meeting's Agenda Automation)

7



Committee Members | Volunteers*

- Prepares ADA-compliant agendas and/or minutes for staff to post to One Meeting
- Same process as today, but with new templates.

50+

Trainings with updated templates will start fall 2025.

TEMPLATES: ONE MEETING SYSTEM

(CURRENT NOVUS USERS)

Prepopulated headers for admins to choose from to more quickly and accurately assemble the agenda and add documents.



Town of Arlington, MA Select Board

Meeting Agenda

Date: Wednesday, April 24, 2024 - 7:15 PM

Location: Hybrid: Town Hall, 730 Mass. Ave, Floor 2, Select Board Chambers or register online in advance for this meeting, details below. The public may also view the meeting on the government channel at Arlington Community Media Inc (ACMi), details at [acmi.tv](#)

Remote Participation Details: [zoom link is entered by admin](#)
After registering for the Zoom at the link above, you will receive a confirmation email containing information about joining the meeting. [Read Notice to the Public on Meeting Privacy](#)

[Requesting Accommodation](#)

Agenda Items

- Admin to enters text.
Related documents appear here as links, as applicable.

Proclamations

- Admin to enters text.
Related documents appear here as links, as applicable.

For Approval

- Admin to enters text.
Related documents appear here as links, as applicable.

Consent Agenda

- Admin to enters text.
[Related documents appear here as links](#), as applicable.



Town of Arlington, MA Select Board

Meeting Minutes

Date: Wednesday, April 24, 2024 - 7:15 PM

Location: Hybrid: Town Hall, 730 Mass. Ave, Floor 2, Select Board Chambers or register online in advance for this meeting, details below. The public may also view the meeting on the government channel at Arlington Community Media Inc (ACMi), details at [acmi.tv](#)

Board Members Present: Admin enters names of members present.

Board Members Absent: Admin enters names of members present.

Arlington Staff Present: Admin enters names of members present.

Agenda Items

- Text pulled from Agenda
Agenda attachments also listed here
Field for Admin to enter text for minutes

Motion:	APPROVE
Results:	So voted (4-0)
Mover:	Mrs. Mahon
Second:	Mr. Diggins
Ayes:	Mahon, Diggins, DeCoursey, Helmuth
Nays:	None

Proclamations

- Text pulled from Agenda
Agenda attachments also listed here

Field for Admin to enter text for minutes

Motion:	APPROVE
Results:	So voted (4-0)
Mover:	Mrs. Mahon
Second:	Mr. Diggins
Ayes:	Mahon, Diggins, DeCoursey, Helmuth
Nays:	None

For Approval

- Text pulled from Agenda
Agenda attachments also listed here
Field for Admin to enter text for minutes

Motion:	APPROVE
Results:	So voted (4-0)
Mover:	Mrs. Mahon
Second:	Mr. Diggins
Ayes:	Mahon, Diggins, DeCoursey, Helmuth
Nays:	None

Consent Agenda



Minutes created from Agenda streamline the creation process.

New vote box that allows the public to easily find motion results.

TEMPLATES: NON-NOVUS USERS



Town of Arlington, MA
Name of Committee

Meeting Agenda

Date: Wednesday, June 26, 2024 — 3:00 PM

Location: admin to enter information

[Requesting Accommodation](#)

- 1. Item
- 2. Item
- 3. Item



Town of Arlington, MA
Name of Committee

Meeting Minutes

Date: Wednesday, June 26, 2024 — 3:00 PM

Location: Location

Members Present: members present

Members Absent: members absent

Arlington Staff Present: staff present

- 1) Item
- 2) Item
- 3) Item



Town of Arlington, Massachusetts

Discussion and Vote: Implementation of House No. 4027: An Act Allowing print free digital legal notices for the town of Arlington

Summary:

James Feeney, Town Manager

Joan Roman, Public Information Officer

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Select_Board_Memo_Digital_Legal_Notices.pdf	Memo from Legal Department
▢	Reference Material	Legal_Notifications_Presentation.pdf	Presentation



**Town of Arlington
Legal Department**

Michael C. Cunningham
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail:
mcunningham@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Arlington Select Board
Cc: James Feeney, Town Manager
From: Michael C. Cunningham, Town Counsel
Date: October 19, 2025
Re: Digital Legal Notices

In accordance with the recent passage of H4027 (An Act Allowing Print Free Digital Legal Notices for the Town of Arlington), the Select Board is now asked to consider approval of two means (from a list of five choices) of legal notice publication. The approval of these methods will effectuate the statutorily permitted change that is designed to both save the Town of Arlington money and increase the visibility of legal notices for town residents and interested parties.

In brief, this item arrives before the Board as the result of a process that began as a resident petition effort with Article 17 at the 2023 Annual Town Meeting. That article called for the filing of special legislation to allow for digital legal notices. The Board recommended

favorable action on Article 17 by a 4-0 vote.¹ The vote on Article 17 at Town Meeting was passage by a tally of 205-10.

In response to Town Meeting's passage of the article approving the filing of special legislation, the Town's legislative delegation of Senator Friedman, Representative Garbally and Representative Rogers filed H4027, an "Act allowing print digital legal notices for the town of Arlington." The legislation sought to provide the town with more flexible and potentially lower cost ways to satisfy the town's legal advertising requirements for items such as hearings before town boards and commissions. Absent special legislation like H207, municipalities must comply with the provisions of G.L. c. 4, §13, that requires municipalities to publish legal ads in the print version of a newspaper of local or general circulation. At the time that the Select Board conducted the warrant article hearing on this matter, it was noted that while the town has consistently supported its local newspapers, there was significant concern, realized by subsequent developments, about the long term viability of the print edition local newspapers. The Board foresaw the scenario in which the town could be forced to expend significantly greater sums to advertise legal ads in Boston newspapers, where Arlington legal notices were also less likely to be seen by residents and concerned parties.

The special legislation, now law after the Act was signed by the Governor earlier this year, allows the Town of Arlington to satisfy legal notice requirements through a combination "at least two" of the following means of legal notice publication:

- (a) a newspaper of local or general circulation's print publication;
- (b) a newspaper of local or general circulation's website;
- (c) a website reporting local news and opinion that satisfies all criteria for digital publication established in subsection (c) of said section 13 of said chapter 4;

¹ Mr. Helmuth recused himself to avoid a conflict of interest related to his employment with the State Legislature.

- (d) a statewide website that may be maintained as a repository for such notices; or
- (e) a town-wide website that may be maintained as a repository for such notices.

The decision regarding which of the two options that are chosen rests with this Board. Specifically, the Act states, “the town of Arlington Select Board shall, by majority vote, determine at least 2 of the means of legal notice publication set forth in section 1 to satisfy the publication requirements.” Accordingly, the issue currently before this Board is which of the two methods of publication it determines to be appropriate.

It is noted that the Board’s action on this matter will only apply to legal notices issued by town boards, committees and commissions. The Arlington School Committee may consider a similar vote to choose two means of publication that pertain to public school boards, committees and commissions. Further, this Board may reconsider its means of publication vote at its discretion in the future, and choose different means of publication from the options listed above.

Legal Notices Audit

Legal Notices are required for a variety of Town activities and functions.

- Select Board
- Town Clerk
- Conservation Commission
- Redevelopment Board
- Zoning Board of Appeals
- Public Works
- Planning & Community Development
- Public Works
- Purchasing



Legal Notices on ArlingtonMA.gov

- Dedicated Legal Notices section
- Email notification option for public to receive Legal Notices.
- Notices are listed by date
- Expired after 90 days, in accordance to state law (MGL Chapter 4, Section 13.c).

**ARLINGTON
MASSACHUSETTS**

Employment Connect Bids/RFPs Multilingual Language Line 617-865-2273

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Legal Notices

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If you would like to receive Legal Notices via email, please sign up to the [email distribution list](#). Scroll to the bottom of the page to subscribe.

[Archived News](#)

Tree Hearing
Oct 28, 2025. The hearing is to consider the proposed removal of: Princeton Elm (DBH 7") Located at 53 Churchill Ave by request of Homeowner to install new driveway.
10/09/2025 3:44 PM

Invitation to Bid
Project No: 25-04 Roof Replacement – Hardy Elementary School
10/08/2025 9:43 AM

Zoning Bylaw Amendments
Notice regarding amendments to the Zoning Bylaws approved by the Office of the Attorney General of the Commonwealth.
10/06/2025 10:40 AM 

Private Way Repair Public Hearing
May 20, 2024 at 7:15PM Public hearing by the Select Board on a petition received from two-thirds of the abutters of the private way known as Montague Street, from Madison Avenue to Crescent Hill Avenue, in accordance with Arlington Town Bylaws, "Repairs to Private Ways".
10/06/2025 10:33 AM

Legal Notices on ArlingtonMA.gov

- Standardized templates
- Consistency = Readability
- Workflow designed with ADA lens



Town of Arlington, MA Legal Notice

RE: Oct 22, 2025 Hearing: 20 Pond Land, Unit 2 - Block Plan 010.0-0004-0005.A

Notice is herewith given in accordance with the provisions of the Town of Arlington Bylaws that there has been filed, by Pond Lane Realty, a petition seeking to alter their property located at 20 Pond Lane, Unit 2, Block Plan 010.0-0004-0005.A. Said petition would request a variance from Section 8.1.1A of the Zoning Bylaw for the Town of Arlington.

A hearing regarding the petition will be conducted on **October 22, 2025 at 7:30 P.M.** as soon thereafter as a date can be determined.

To register for the meeting and view documents relating to the petition, please visit the Town of Arlington calendar, <https://www.arlingtonma.gov/calendar>, and select the date of the meeting you wish to attend, register for the meeting, and view the documents relating to the application by clicking the link provided.

For any questions to: **ZBA@town.arlington.ma.us**

Christian Klein, RA, Chair,
Zoning Board of Appeals

To view all Legal Notifications from the Town of Arlington, visit [ArlingtonMA.gov/LegalNotifications](https://www.arlingtonma.gov/LegalNotifications)



Town of Arlington, MA Legal Notice

Tree Hearing | Natural Resources Division

In accordance with Chapter 87 of the Massachusetts General Laws, a public hearing will be held in the Conference Room at:

Place: 51 Grove Street, Lower Floor I

Date: October 28th, 2025

Time: 10:00 a.m.

The hearing is to consider the proposed

Princeton Elm (DBH 7") Located at 51 Grove Street, new driveway.

The tree identified has been posted for public review and encouraged to attend. Any person objecting to the proposed action may file a written objection or appeal in writing prior to the hearing.

Arlington Town Tree Warden, 51 Grove Street

To view all Legal Notifications from the Town of Arlington, visit [ArlingtonMA.gov/LegalNotifications](https://www.arlingtonma.gov/LegalNotifications)



Town of Arlington, MA Legal Notice

TOWN OF ARLINGTON BYLAW AMENDMENTS

Pursuant to the provisions of Section 32 of Chapter 40A of the General Laws of the Commonwealth of Massachusetts, I Juliana H. Brazile, Town Clerk of the Town of Arlington, hereby give notice regarding amendments to the Town Bylaws adopted by Articles 6, 7, 8, 10, 11, and 12 under the Warrant for the Annual Town Meeting convened on April 28, 2025 which were approved by the Office of the Attorney General of the Commonwealth on September 23, 2025; and Town Bylaws adopted by Article 10 under the Warrant for the Annual Town Meeting convened on April 27, 2015 and approved by the Attorney General of the Commonwealth on April 9, 2025.

Article 10 (2015) makes corrections to the text description of the Mt Gilboa/Crescent Hill Historic District to bring it into agreement with the existing historic district map

Article 6 allows Town Meeting to do voice votes by saying "yes/no" or "yea/nay"
Article 7 establishes a revolving fund dedicated to energy efficiency and electrification projects

Article 8 amends the Canine Control bylaw to reflect new kennel laws and update wording

Article 10 removes the requirement that Arlington Poets Laureate must be a current resident

Article 11 creates a process for removing properties from the Historical Commission inventory

Article 12 removes a requirement that appointed committee members must be



Town of Arlington, Massachusetts

Update: RFP (#25-43) Lease of Space at Dallin Library Building, 85 Park Ave.

Summary:

James Feeney, Town Manager



Town of Arlington, Massachusetts

Arlington Community Media Day

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ACMi_Proclamation.pdf	ACMi Proclamation

OFFICE OF THE SELECT BOARD

DIANE M. MAHON, CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROCLAMATION

WHEREAS: the sharing of ideas and information helps to empower the local community as well as building common understanding and common values within a community; and

WHEREAS: community media organizations provide a means for diverse communities to tell their stories, hear each other's stories, and create new stories together; and

WHEREAS: community media organizations provide people with the skills necessary for the creation, sharing, and consumption of knowledge and ideas through media; and

WHEREAS: community media is an important resource for participating in local democratic policy and processes; and

WHEREAS: community media connects community organizations, schools, and local governments to their constituents so that they can become civically engaged, express ideas, and advocate for causes; and

WHEREAS: in many communities, people are not aware of the diverse and valuable programming on public, education, and government access channels; and

WHEREAS: communities will benefit from increased general awareness of, viewing audiences for, and creators of media content created by and for the community;

NOW, THEREFORE, BE IT RESOLVED, that October 20, 2025, is hereby proclaimed as Arlington Community Media Day within the Town of Arlington, and all people are hereby called upon to promote the importance of community media, and training available at Arlington Community Media; and

BE IT FURTHER RESOLVED, that Arlington Community Media plays a vital role in building our community by cablecasting and streaming local government meetings to Arlington citizens as well as encouraging conversations about our common interests,

increasing discourse around policy issues, fostering understanding of local cultures, cablecasting and streaming local events and sharing information to improve our lives.

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

A true record.

ATTEST:

By: _____
Board Administrator



Town of Arlington, Massachusetts

Minutes of Meetings: October 3, 2025; October 6, 2025

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	10.03.2025_draft_minutes.pdf	Draft 10.03.2025 Minutes
▢	Reference Material	10.06.2025_draft_minutes.pdf	Draft 10.06.2025 Minutes



Select Board Meeting Minutes

Date: Friday, October 3, 2025

Time: 8:30A.M.

Location: Conducted by Remote Participation

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

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

Absent: Mr. Hurd

1. Legislative Provision for Remote Participation

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

FOR APPROVAL

2. Request: Oktoberfest at the Old Schwamb Mill, 10/4/2025, Noon - 4:00 p.m.

Lynette Aznavourian, Museum Director, Old Schwamb Mill

a) Special (One Day) Beer & Wine License

b) Mill Lane (between Lowell Street and bridge over Mill Brook) - street closing

Mr. Whittaker explained that the Oktoberfest event at the Old Schwamb Mill has been held annually since 2017 (except during COVID years) and is very popular. He thanked the Select Board and staff for accommodating the late submission of the request this year. Mr. Whittaker described the event logistics, including the closure of Mill Lane from Lowell Street to the bridge over Mill Brook from 12pm to 4pm, with access for Water Mill Place residents via Frazier Road and traffic control using tables and cones. He assured the board that these measures are in place to ensure safety and minimize disruption for local residents.

Mr. Helmuth moved approval.

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

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

SO VOTED (4-0)

3. Request: Special (One Day) Beer & Wine License, 10/04/2025 @ The Old Schwamb Mill for Oktoberfest Event

Dermot Whittaker

The special one-day request was for a beer and wine license to be issued for the Oktoberfest event at the Old Schwamb Mill on October 4, 2025. The Select Board discussed and confirmed the need for a separate vote on this license. The license allows the event organizers to serve beer and wine during the festival, supporting the event's tradition and community engagement.

Mr. DeCoursey moved approval.

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

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

SO VOTED (4-0)

NEW BUSINESS

Mr. Diggins announced his upcoming resignation from the Select Board due to moving out of Arlington. He reflected on his time serving the community, expressed gratitude, and stated his intention to remain involved in Arlington affairs despite his move. Other members indicated they would share remarks at a later time or had no additional business to discuss.

Mr. DeCoursey moved to adjourn at 8:47a.m.

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

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

SO VOTED (4-0)

Next Scheduled Meeting of Select Board October 6, 2025

A true record attest.

Ashley Maher

Board Administrator

10/03/2025

Agenda Item	Documents Used
1	
2	Special Event Application - Oktoberfest
3	Special One Day License Application



Select Board Meeting Minutes

Date: Monday, October 6, 2025

Time: 7:15P.M.

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

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

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

1. Discussion: Process to Fill Vacancy on the Select Board

Michael Cunningham, Town Counsel

Town Counsel Michael Cunningham explained the process for filling a vacancy on the Select Board. If a vacancy occurs due to a resignation or other reason unrelated to the expiration of a term, the remaining four board members, together with the Town Moderator, vote to appoint an interim member. The interim appointee serves until the next annual town election, tentatively scheduled for April 4, 2026, though that date is subject to change. The vacancy becomes effective on the date specified in the departing member's resignation letter, and the 30-day window to fill the position begins at that time. The appointment process is scheduled to be discussed at the Board's October 20th meeting. The new appointee will be sworn in by the Town Clerk but will not participate in the October 20th meeting, which is reserved for the selection process. During discussion, the Board expressed a preference for appointing someone who does not intend to run for the full term in the next election, in order to avoid conferring an incumbency advantage, although this preference cannot be mandated. The process and timeline were clarified, and the Board agreed to proceed in accordance with established legal procedures.

Mr. Diggins reflected on his time as a Select Board member, explaining that he is stepping down due to his move to Somerville but does not feel he is truly leaving the community. He shared that although he was initially reluctant to run because of his introverted nature, serving on the Board proved to be a rewarding experience. His campaign slogan, "making connections, finding solutions," guided his focus on collaboration and creating policies for the greater good. Mr. Diggins highlighted accomplishments including the implementation of virtual Town Meetings during the pandemic, the development of the banner policy to ensure inclusivity at Town Hall, and the launch of the overnight parking pilot program. He expressed appreciation for his colleagues, town staff, and the community, noting that

even challenges offered valuable lessons. Mr. Diggins also acknowledged the responsibilities of the role and said he looks forward to continuing to engage with the town as a volunteer. He concluded with gratitude, describing his service as an honor, and shared a haiku about change and moving forward.

Board members and staff expressed deep appreciation for Mr. Diggins' service, recognizing his passion for community engagement, inclusivity, and collaboration. Mr. Helmuth commended his efforts to involve residents from all backgrounds in local government and his leadership during virtual Town Meetings. Mr. Hurd highlighted his enthusiasm, dedication, and respectful approach to differing viewpoints. Mr. DeCoursey reflected on their work together on subcommittees, particularly the overnight parking initiative, praising his integrity, attention to process, and commitment to public engagement. The Town Manager, on behalf of staff, thanked Mr. Diggins for his consistent support and positive impact on the organization. Chair Mrs. Mahon described him as the Board's biggest cheerleader, noting his encouragement of colleagues and his thoughtful follow-through on community issues. Collectively, the Board and staff emphasized Mr. Diggins' legacy of integrity, respect, and community spirit, expressing that while he will be greatly missed, his influence will continue to be felt in Arlington.

CONSENT AGENDA

2. Minutes of Meeting: September 29, 2025

3. Request: Contractor/Drainlayer License

Michael C. Clery Jr. Inc.

Steven Clery

Billerica, MA 01821

4. Temporary Parking Request for Spooky Walk, October 25, 2025

Scott Lever

Mr. DeCoursey moved approval of items 2, 3 and 4.

SO VOTED (5-0)

5. Request: Special (One Day) Beer & Wine License, 10/26/2025 @ Ed Burns Rink
for Dan Kelly Foundation Halloween Skate and Beer Garden

Dan Kelly Foundation and Kelley Grealish

Mr. Hurd moved to postpone this request for a special one-day beer and wine license.

SO VOTED (5-0)

APPOINTMENTS

6. Disability Commission

Vicki Crosson (Term to Expire 06/30/2028)

Ms. Crosson was not present at the meeting (either in person or virtually). The board decided not to table the item and planned to return to it later if she appeared. No vote or final action was taken on the appointment.

OPEN FORUM

No members of the public spoke during Open Forum.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

7. For Review and Discussion: Host Community Agreement Calyx Peak of MA

The Select Board received a status update from Calyx Peak of MA regarding their Host Community Agreement to open a facility in Arlington. Calyx Peak representatives explained that, despite significant investment and ongoing negotiations, they have been unable to finalize a lease for their intended site due to changing requirements from the property owner. The Board expressed appreciation for Calyx Peak's professionalism and commitment but noted that the process has taken nearly three years without resolution. Several Board members indicated that, unless a lease is finalized imminently, they would support ending the agreement and making the license available to other applicants. The matter is scheduled for a vote at the October 20 meeting, with Calyx Peak encouraged to update the Town Manager if there is any change before then. If the agreement is ended, Calyx Peak would be welcome to reapply in the future with a new site.

8. For Approval: East Arlington Proposed Safety Zone

Ofer Mazor, Transportation Advisory Committee

The Transportation Advisory Committee (TAC) presented a proposal to establish a safety zone in East Arlington along Massachusetts Avenue, extending from just west of Orvis Road to the intersection with Varnum Street, covering approximately one-third of a mile. The proposal was based on data indicating a high number of vulnerable users, including pedestrians, cyclists, and students, as well as 72 crashes over the past five years, 12 of which involved vulnerable users. The area, a major commercial center with long sight lines, three lanes of traffic, and several unsignalized crosswalks, presents increased risks for vehicle-user conflicts. The proposal includes the installation of three 20 mph safety zone signs in each direction to alert drivers and encourage lower speeds. Board members discussed the possibility of extending the safety zone further east to Route 16 but agreed to proceed with the TAC's recommended boundaries, with the option to consider expansion in the future based on additional data and review. The Board unanimously approved the safety zone as presented, recognizing it as a data-driven step toward improving safety for all users in the corridor.

Mr. Hurd moved approval.

SO VOTED (5-0)

9. Discussion and Vote: Outdoor Restaurant and Retail Permit Application Rules and Regulations

The Board discussed the future of outdoor restaurant and retail parklets, which were originally introduced during the pandemic to support local businesses and public health. Key concerns included safety issues associated with diners seated in former parking spaces, fairness to other businesses due to the loss of public parking, and the overall utilization of the parklets. Several members expressed support for continuing the program but agreed that revisions are necessary. Suggestions included increasing permit fees, potentially charging per parking space used to better reflect the value of public space and discourage underutilization; shortening the parklet season, as late-season usage is minimal; and establishing clearer approval criteria regarding business operations, staffing, and impacts on neighboring establishments. Members also discussed moving from rolling applications to a single annual review to streamline the process and reduce staff workload, as well as exploring the use of fee revenue to assist businesses adversely affected by lost parking. The Board emphasized the importance of collecting more data on parklet usage and economic impact through surveys or other methods.

While no vote was taken, the Board agreed to form a subcommittee to draft a revised policy with recommendations expected by the end of the year. There was general consensus that the program should be financially self-sustaining and that future policy should balance business needs, public safety, and equitable use of public space.

10. Discussion and Vote: Special (One Day) Alcohol License Application and Policy

The Select Board discussed and approved a new policy for Special (One Day) Alcohol License applications, designed to provide clear and consistent guidelines for applicants in accordance with Massachusetts General Law Chapter 138, Section 14. The policy was developed collaboratively over several months with input from Board members, staff, and local businesses. It establishes a cap of 30 one-day licenses per applicant or entity per calendar year, while allowing the Board discretion in its application, particularly in cases involving multiple individuals from the same organization. The Board emphasized the importance of aligning this policy with the town's broader alcohol policy, which will be reviewed and updated at a future meeting. The new policy also clarifies the application process, eligibility requirements, and the Board's authority in granting and counting licenses, ensuring applicants have clear expectations for event planning. Appreciation was expressed for the collaborative process and the goal of maintaining consistency and transparency across all alcohol-related regulations.

Mr. Helmuth moved approval.

SO VOTED (5-0)

NEW BUSINESS

Mr. Cunningham expressed appreciation for Len Diggins' service as a dedicated public servant.

Mr. Helmuth emphasized the importance of thorough review of the consent agenda, referencing Mr. Diggins' attention to detail, and thanked him for his service.

Mrs. Mahon reiterated the process for filling the Select Board vacancy, noting that interested candidates may submit their name or a letter of interest by October 15 at 4:00 p.m. She also thanked colleagues for accommodating emergency meetings and relayed appreciation from Janet at the Schwamb Mill for the Board's support of their recent event.

Mr. Diggins moved to adjourn at 9:18p.m.

SO VOTED (5-0)

Next Scheduled Meeting of Select Board October 20, 2025

A true record attest.

Ashley Maher

Board Administrator

10/06/2025

Agenda Item	Documents Used
1	Select Board Vacancy Memo
2	09.29.2025 draft minutes
3	Contractor/Drainlayer Reference
4	Spooky Walk Reference
5	
6	Crosson_V. Disability Commission Appointment
7	Host Community Agreement Process & Criteria
8	East Arlington Safety Zone Memo Presentation
9	Outdoor Restaurant and Retail Permit Application Staff Memo HSS Comments
10	Draft Special One-Day Alcohol Policy Letter from ABC



Town of Arlington, Massachusetts

Reappointment

Summary:

Zoning Board of Appeals

Christian Klein (Term to Expire 10/31/2028)

Patrick Hanlon (Term to Expire 10/31/2028)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ZBA_Reapp_Letters.pdf	Reference

OFFICE OF THE SELECT BOARD

DIANE M. MAHON, 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

MEMORANDUM

October 9, 2025

Christian Klein

[REDACTED]
Arlington, MA 02476

Re: Reappointment: Zoning Board of Appeals

Dear Christian:

Please be advised that the Select Board will be discussing your reappointment to the Zoning Board of Appeals at their meeting conducted via hybrid format on Monday, October 20th 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 Thursday, October 16th, 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
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

MEMORANDUM

October 9, 2025

Patrick Hanlon



Arlington, MA 02474

Re: Reappointment: Zoning Board of Appeals

Dear Patrick:

Please be advised that the Select Board will be discussing your reappointment to the Zoning Board of Appeals at their meeting conducted via hybrid format on Monday, October 20th 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 Thursday, October 16th, 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, reading "Caroline Kalogeropoulos".

Caroline Kalogeropoulos
Administrative Assistant



Town of Arlington, Massachusetts

Request: Free Parking for Local Holiday Shopping

Summary:

Katie Luczai, Economic Development Coordinator

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Select_Board_Free_Holiday_Shopping_Parking_2025.pdf	Free Parking for Local Holiday Shopping Memo



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMORANDUM

To: Diane Mahon, Chair, Select Board
Jim Feeney, Town Manager

From: Katie Luczai – Economic Development Coordinator

Date: October 1, 2025

RE: Free Parking in Municipal Lots

Arlington is home to many wonderful small businesses. To help promote local holiday shopping I would like to request that the Select Board approve free parking in the Russell Common and Railroad (Water Street) Municipal parking lots on the following dates:

Saturday, November 29, 2025

Saturday, December 6, 2025

Saturday, December 13, 2025

Saturday, December 20, 2025

Let me know if you have any questions and thank you for your consideration.



Town of Arlington, Massachusetts

For Approval: Arlington Open Studios Lawn Signs through November 8, 2025

Summary:

Tom Formicola, ACA Executive Director

Aneleise Ruggles, ACA Communications Director

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Arlington_Center_for_the_Arts_- _Lawn_Sign.pdf	Lawn Sign Request

Appeal to Arlington Select Board
by the Arlington Center for the Arts
Lawn Signage Request



WHAT: Arlington Center for the Arts is requesting permission from the Arlington Select Board to display **40** coroplast 18"x24" signs at proposed locations around the town of Arlington.

WHEN: Oct 24 - Nov 8, 2025

WHERE: We are proposing signs be displayed at the following locations--



Above: Proposed Sign Rendering (Double-Sided)

- 8 @ Mass Ave between Pleasant St and Academy St (East and Westbound)
- 4 @ Pleasant St between Mass Ave and Maple St
- 4 @ Academy St and Maple St around Central School Building/Town Hall
- 1 @ Uncle Sam Plaza
- 2 @ Median by Robbins Library crosswalk
- 1 @ Fire Station/Memorial
- 1 @ Entering Arlington sign on Cambridge border
- 3 @ Median Mass Ave/Medford St
- 1 @ Swan Place/Mass Ave
- 1 @ Lake St near Rt 2 entrance
- 1 @ Lake St near Bike Path Intersection
- 8 Along Bike Path
 - 1 @ Entrance to Menotomy Rocks Park
 - 1 @ Medford St Rotary by Parallel Park
 - 1 @ Robbins Farm Water Tower
 - 1 @ Mass Ave/Lake St in front of Lotus Yoga Studio/Arlington Bakery
 - 1 @ Lowell St Entrance to Arlington Reservoir

Contact Info: Tom Formicola, ACA Executive Director P: 781-648-6220 E: tom@acarts.org



Town of Arlington, Massachusetts

Holiday Stroll in Arlington Heights on December 13, 2025

Summary:

Janet O'Riordan

Arlington Heights Community Association

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Holiday_Stroll_Special_Event_Application.pdf	Holiday Stoll Special Event Application
▢	Reference Material	Schedule_of_Events_Holiday_Stroll_2025.pdf	Schedule of Events

SPECIAL EVENT PERMIT APPLICATION

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Arlington Heights Community AssociationAddress: Arlington Heights City: Arlington State: IL Zip: 02476Applicant Name: Janet O'Riordan Tel#: 781-641-2119E-mail: 101oridanes@gmail.comEvent Manager: Janet O'Riordan Contact Info: 781-641-2119Other Contact Person/s: Beth Locke Contact Info: 781-643-4600

Event Information

☐ Run/Walk ☐ Parade ☒ EventEvent Title: Arlington Heights Holiday StrollStart Date & Time(s): Sat Dec 13 2025 End Date & Time(s): 2:00 - 5:15 PMEstimated Attendance: # 200-300 Admission Fee: FreeOpen to the Public: ☒ Yes ☐ NoRequested Location: Street (specify): Sidewalk space in front of Bus depot for kids gamesOther (specify): 5-6 parking spaces in front of ADMI to be closed off 3-5 PM for tree lightingSet Up Date/Time & Description: Dec 13 2 PM Set up kids games at depotBreakdown Date/Time & Description: Dec 13 3-5:30 PM Close off spaces in front of ADMIWill contact Casey Redway for roping off streets**NOTE: ATTACH DIAGRAM OF ROUTE WITH SPECIFICS** 1 Den waiver for traffic control

Event Details

YES

☐
☐
☐

NO

☒
☒
☒

Will you set up table(s) and/or chair(s)? Approximate number: _____

Booth(s), Exhibit(s), Display(s) and/or Enclosure(s): _____

Canopy(ies) and/or Tent(s)- describe dimensions: _____

The following is required by your organization to insure the safety and health of all participating in this event: Note: You do not need to contact the departments below if it is not required.

YES

☐

NO

☒

Police Detail: _____ (contact police)

EVENT SCHEDULE:

ARLINGTON HEIGHTS HOLIDAY STROLL & TREE LIGHTING

Saturday, December 13, 2-5:00pm (Rain or Shine)

ENJOY FREE family fun activities and live music, view 55+ winter-themed painted windows in 25 storefronts and support local businesses.

Schedule of Events

2:00-5:00 pm

Touch-A-Truck hosted by the Arlington Fire and Police Departments, Intelligent Labor and Moving, and Topnotch Contracting

Family bean bag and candy cane toss games

Heights Bus Depot, 1389 Mass Ave

2:00-5:00

Take a selfie with Reggie the Goalie!

Sports Etc., 1303 Mass Ave

2:00-3:30pm

Kids Winter Craft Activity: (ages 5-9) with Tonya Grifkin, local artist and certified art teacher

Roasted Granola Café, 1346 Mass Ave

3:00-4:30

Visit with Santa,

Inside ACMi Studio, 85 Park Avenue

4:00-4:30pm

“Taking Turns” presented by Margaret Moody Puppets. (best for ages 3 to 8)

Kumon Math and Reading Center, 1343 Mass Ave

3:45-4:30 pm

Music performance by Denise Lotufo on cello and Shirie Leng on violin

The Roasted Granola Café, 1346 Mass Ave

4:45-5:15pm

Choral Performance by the PACC All-Ages Singers (Park Avenue Congregational Church)

Outdoors in front of ACMI, 85 Park Avenue

5:00pm

Tree lighting

Outdoors in front of ACMI, 85 Park Avenue

This Stroll is free to all, thanks to the Arlington Heights Community Association (AHCA). A warm thanks to the Roasted Granola Café, ACMi, Kumon Math and Reading Center, and Sports Etc. for providing venues for this event. A big shout out to the wonderful town of Arlington for their participation and support!

FREE PARKING IN THE ARLINGTON COAL AND LUMBER PARKING LOT, 41 Park Ave.

This event is organized by the Arlington Heights Community Association with support from the Arlington Chamber of Commerce. The Arlington Heights Community Association (AHCA) is a group of Heights business owners, residents, and non-profits who meet monthly to address local issues and concerns, support beautification projects, and organize public events in the Heights such as three seasonal window paintings and the Annual Holiday Stroll. Meetings take place on the third Thursday morning of every month. If you are interested in attending a meeting, volunteering at an event, or making a donation to support our activities, please contact Janet O’Riordan, joriordan@comcast.net.

This event is free and open to all.



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/26/2025 @ Ed Burns Rink for Dan Kelly Foundation Halloween Skate and Beer Garden

Summary:

Dan Kelly Foundation and Kelley Grealish

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Dan_Kelly_Foundation_One_Day_License_102625_Redacted.pdf	Reference

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

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Dan Kelly Foundation and Kelley Grealish

Address, phone & e-mail contact information: [REDACTED] Arlington, MA 02476

[REDACTED], [REDACTED]

Name & address of Organization for which license is sought: Dan Kelly Foundation

[REDACTED] Arlington, MA 02476

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

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

Kelley Grealish

Address, phone & e-mail contact information: as above

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

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

Annual event, last event Oct 27, 2024

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

Kelley Grealish

Title of Event: Dan Kelly Foundation Halloween Skate and Beer Garden

Date/time of Event: Sunday, October 26, 2025. Set up at 12 noon - 5pm breakdown

Location of Event: Ed Burns Rink, Lobby, parking lot

Location/Event Coordinator: Kelley Grealish

Method(s) of invitation/publicity for Event: Social media and flyers posted

Number of people expected to attend: 200

Expected admission/ticket prices: 5\$ admission to public skate

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

Popcorn, cotton candy (free). beer \$9

Will persons under age 21 be on premises? yes

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

see attached

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.

Off. Corey F. Keaton
Printed name/title

Date: 10/15/2025

POLICE COMMENTS:

Request one police detail

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

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

popcorn, cotton candy, bags of snacks, soda, water

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

Arlington Brewing Company

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. _____

see attached

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. _____

Rob Chalmers, [REDACTED] also see attached

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

Arlington Brewing Company

Date of Delivery: Sunday, October 26, 2025

Alcohol Serving Time (s): 1:30P-4P

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

Arlington brewing company will immediately remove all alcoholic beverages

Date of Pick-Up: Oct 26 immediately after 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.) _____

see attached

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: Kelley Grealish

Printed name: Kelley Grealish

Printed title & Organization name: President, Dan Kelly Foundation

Email: [REDACTED]



Dan Kelly Foundation
c/o Kelley Grealish Kelly

Arlington, MA 02476

www.dankellyfoundation.org

781-589-7413

Alcohol Management Plan for Beer Garden, Arlington, MA

Location: 122 Summer Street Arlington, MA in the parking lot by Ryder street

Time: 12-5p

Beer Company: Arlington Brewing Company; Contact: Tom Allen, 617-299-9095

Event Description

We are seeking approval for the Dan Kelly Foundation to host a Beer Garden at the premises of the Arlington Rink Parking Lot on October 26, 2025 from 12-5p . The Beer Garden will be held at the same time as the Dan Kelly Halloween Skate at the Burns Arena. This event is being held to benefit the Dan Kelly Foundation. The Dan Kelly Foundation is a non-profit, charitable foundation founded to support, sponsor and provide individual and group athletic opportunities for children through the funding of athletic camps, tournaments, coaching and friendly community competitions.

- Beer sales will take place for 3 hours, 1:30pm to 4pm.
- Food will be available on site which will include popcorn, cotton candy, snacks. We will have a system in place to ensure we are in compliance with Arlington food and alcohol regulations.
- The event will be held in an enclosed area with a controlled entrance and exit.
- All servers will be TIPS certified and experienced in serving alcohol and managing an environment where alcohol is responsibly consumed.
- All participants that are served alcohol will need to show an ID to the TIPS server with each and every purchase.

Event Layout and Border Control:

- The event will be limited to an enclosed area, located on the grounds of the Rink Parking lot. Alcohol will not be allowed outside the confines of the beer garden.
- Bathrooms are located inside the rink and will be available to participants.
- We will have staff at the entrance/exits managing access to the Beer Garden and assuring that no open containers leave the event space.



- Staff at access points will monitor for intoxicated persons leaving the event and will address as needed (outlined further in this document).
- The beer garden will have ADA-compliant access and there will staff available to assist patrons who require assistance entering the site.

Signage:

- At the entrance to the event and at the beer serving area, there will be signage containing the following information:

You are entering a licensed premises.

Intoxicated persons will not be permitted entry.

Intoxicated Persons will NOT be served and will be removed.

Persons in possession of outside alcohol will not be permitted to enter.

It is an offense for minors to purchase and consume alcohol.

It is PROHIBITED to purchase alcohol and supply to minors.

Evidence of age will be required of all attendees purchasing alcohol.

Preventing the Sale, Service, and Consumption of alcoholic beverages to persons under the age of 21:

- All persons purchasing alcoholic beverages will have their ID checked by a TIPS certified associate with each and every purchase.
- Servers will be instructed to check ID of any person trying to purchase alcohol. If they have any reason to believe they are not 21 or older, regardless of identification, service will be denied.

Vessels:

- Most, if not all beers will be poured from a portable draft system.
- Should we elect to pour from cans, the cans will be opened by the service personnel and poured into clear plastic 16-oz cups.
- Attendees in no circumstances will be handed a sealed container.

Service Restrictions:

- To ensure alcoholic beverages are served in a safe, responsible, and controlled manner, sales and service of alcoholic beverages will be limited to (1) serving per transaction.
- If the patron is accompanied by another patron(s) and wants to purchase the beverages for the others, they may do so, provided all consumers are present and present their identification.
- Last sale of alcohol will be made no later than 15 minutes before the end of the event. For this event, that means last sale will occur at 3:45p pm.



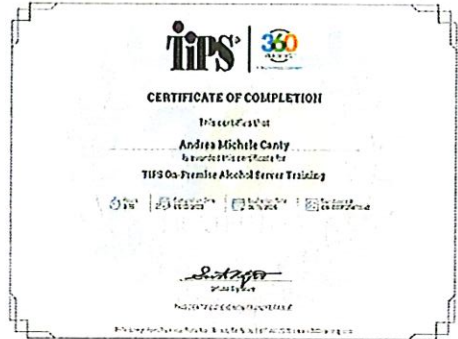
Preventing the sale, service, and consumption of alcoholic beverages to persons who appear intoxicated:

- Staff will refuse to sell an alcoholic beverage to any person who appears to be intoxicated.
- If any guest who appears to be intoxicated is seen in possession of or consuming an alcoholic beverage, staff will take the appropriate measures to remove the alcoholic beverage from the guest.
- Guests who appear intoxicated and do not cooperate with staff will be escorted from the facility. Unless the guest is with another person who is not intoxicated and is able to drive, the staff will make sure the guest leaves in a taxi or ride share.
- If necessary, staff will alert onsite police detail to any issue that raises concerns for public safety.

Traffic & Parking:

Parking and traffic logistics are being managed in collaboration with Natasha Waden of the Arlington Recreation Department. Plan is for primary parking to be available in the parking lot of the recreation area. Police department has been notified of this event for assistance with traffic management as needed.

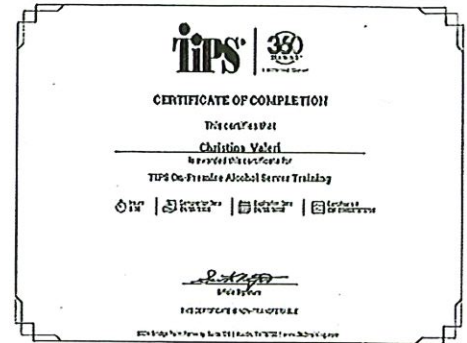
Arlington Brewing Company TIPS Certified Servers

Name	DOB	TIPS Number	Expiration	Certificate Image
Andrea Canty		ON-000029470145	2026-08-11	
Ben Amidon		ON-000029351468	2026-07-25	
Carmine Granucci		ON-000028688490	2026-04-28	
Christina Hurley		ON-000037317360	2028-04-28	

Christina Valeri

ON-000037271790

2028-04-22



Gabriella Lawrence

ON-000037304153

2028-04-27



Isabella Scopetski

ON-000034197022

2027-07-10



Jackie Leaf

ON-000029445866

2026-08-08



Joshua Tallman

ON-000037598127

[2028-05-28](#)



Marc Stiller

ON-000028757561

[2026-05-07](#)



Mica Heanue

ON-000037616915

[2028-05-31](#)



Nick Gallo

ON-000029215842

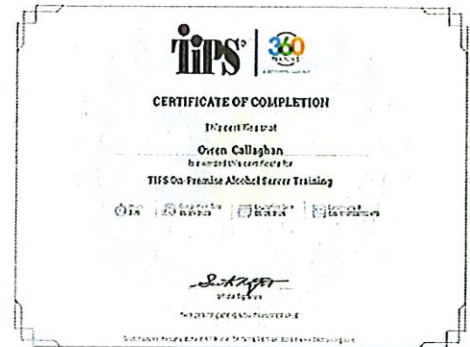
[2026-07-07](#)



Owen Callaghan

ON-000028752473

2026-05-28



Peter Caradonna

ON-000028876919

2026-05-22



Rob Chalmers

ON-000033717753

2027-06-05



Rori Friedman

ON-000029190454

2026-07-04



Steve Tsou

ON-000037234419

2028-04-17



Tim Robinson

ON-000029256841

2026-07-12



Tom Allen

ON-000027678573

2026-02-08



Tony Dellovo

ON-000037234687

2028-04-19



Travis Richter



ON-000033154765

2027-03-26





ABCBEER-01

MDAVENPORT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/6/2025

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 Allen Insurance and Financial	CONTACT NAME:	
	PHONE (A/C, No, Ext): (800) 439-4311	FAX (A/C, No):
	E-MAIL ADDRESS: info@allenif.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED ABC Beer, Inc. DBA Arlington Brewing Company 251 Lowell St Arlington, MA 02474	INSURER A: Tri State Insurance Co	31003
	INSURER B: Hartford Insurance Group	29459
	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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		ADL5571028-12	10/5/2025	10/5/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ADA5591438-12	10/5/2025	10/5/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$			ADL5571028-12	10/5/2025	10/5/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		04WECBD1VUX	1/30/2025	1/30/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability	X		ADL5571028-12	10/5/2025	10/5/2026	Each Occurrence \$ 1,000,000
A	Liquor Liability	X		ADL5571028-12	10/5/2025	10/5/2026	Aggregate \$ 2,000,000

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

Town of Arlington included as an Additional Insured in regards to the general liability & liquor liability for ongoing operations when required by written contract or written agreement

CERTIFICATE HOLDER

CANCELLATION

Town of Arlington
c/o Town Manager
730 Mass Avenue
Arlington, MA 02476

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



ABCBEER-01

MDAVENPORT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/6/2025

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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 Allen Insurance and Financial		CONTACT NAME: PHONE (A/C, No, Ext): (800) 439-4311 FAX (A/C, No): E-MAIL ADDRESS: info@allenif.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Tri State Insurance Co	
		INSURER B: Hartford Insurance Group	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED ABC Beer, Inc. DBA Arlington Brewing Company 251 Lowell St Arlington, MA 02474	NAIC # 31003 29459
--	---

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			ADL5571028-12	10/5/2025	10/5/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			ADA5591438-12	10/5/2025	10/5/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			ADL5571028-12	10/5/2025	10/5/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		04WECBD1VUX	1/30/2025	1/30/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			ADL5571028-12	10/5/2025	10/5/2026	Each Occurrence 1,000,000
A	Liquor Liability			ADL5571028-12	10/5/2025	10/5/2026	Aggregate 2,000,000

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

Certificate holder is included as an Additional Insured in regard to the general liability for ongoing operations when required by written contract or written agreement via the policy broadening endorsement.

CERTIFICATE HOLDER

CANCELLATION

Dan Kelly Foundation
Arlington, MA 02476

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



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/01/2025 @ Robbins Memorial Town Hall for Private Event

Summary:

Alice Palmer

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Palmer_A._One_Day_License_110125_Redacted.pdf	Reference



PAID

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: onedaylicense@town.arlington.ma.us

**SPECIAL (ONE DAY) ALCOHOLIC BEVERAGES LICENSE
APPLICATION INSTRUCTIONS**

MUST BE SUBMITTED 21 DAYS PRIOR TO THE EVENT

Please email the application to: onedaylicense@town.arlington.ma.us

1. Applicants Information

- a. Name: Alice Palmer
- b. Email: [REDACTED]
- c. Phone Number: [REDACTED]
- d. Address: [REDACTED]
- e. Event Coordinator: Kavita Venkataramani
- f. Organization Name (if applicable): N/A
- g. Organization Address: N/A
- h. If applied this calendar year, how many times? (granted or denied): n/A

2. Responsible Manager Information (CANNOT ingest any alcohol)

- a. Name: Michelle MacKenzie Superior Servers
- b. Date of Birth: [REDACTED]
- c. 24 Hour Phone Number: [REDACTED]
- d. Address: [REDACTED]

3. Event Information

- a. Venue Location (ex. Town Hall): Arlington Town Hall
- b. Venue Address: 730 Mass Ave., Arlington, Ma. 02476
- c. Date(s): 11/1/2025
- d. Time(s): 5:30 pm - 10:30 pm
- e. Number of people expected: 120
- f. Event Coordinator (if applicable): Patsy Kraemer

Please note the number of people expected may require crowd manager(s) / police detail(s) to be on site.

- g. Type of Event? (ex. Wedding, Fundraiser, etc.):
- h. Event is: ☒ Private ☐ Open to the Public
- i. Event Admission Fee (if applicable): N/A
- j. Admission policy for patrons under 21 years of age?
☐ No Entry ☒ Other: bartending staff still check id's

4. Alcohol Information (Alcohol Service Certifications MUST be submitted as well)
- Name of Massachusetts wholesaler (the alcohol must be purchased from a Massachusetts approved wholesaler; wholesaler list can be found on www.mass.gov/abcc): Kappy's Everett
 - Date of Alcohol Delivery: Sat. 11/1/2025
 - Date of Alcohol Pick Up: Tuesday 11/4/2025
 - How will excess alcohol be disposed of: Kappy's will take back excess alcohol
 - Alcohol Serving Time(s): 5:30 pm - 10:30 pm
 - Alcohol Servers (Names & Dates of Birth, Servers must be 21):
Michelle Mackenzie
 - Type of Alcohol: ☒ Beer & Wine ☐ All Alcohol (non-profit only)
 - If Non-Profit please provide IRS code: _____
 - Alcohol will be: ☐ Sold; Price: _____ ☒ Given Away

Have you requested:

- ☐ Police Detail(s) (required for events of 150+)
☒ Crowd Manager(s) / Fire Marshal(s) (required for 100+)

Required Supporting Documents:

- ☒ TIPS Certification(s) or Equivalent Certification(s)
☒ Completed Security Plan Page
☒ Insurance Policy (with the "Town of Arlington" listed as additionally insured)

Submit this completed form and filing fee to the Select Board AT LEAST 21 days before your event. Take into consideration the Select Board's meeting schedule as you may have to submit the application sooner than 21 days (arlingtonma.gov/selectboard). All special one-day applications must go before the Select Board at a public hearing, and your attendance may be required at the public hearing.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signatory cannot be a Town of Arlington employee unless it is a Town of Arlington event.

Signature: _____

Printed Name: Alice Palmer

Email: apalmer@wellesley.edu

Please email the application to: onedaylicense@town.arlington.ma.us

SECURITY PLAN FOR SPECIAL (ONE DAY) ALCOHOL LICENSE

Please answer all the following questions in full. Please complete all questions as the Arlington Police Department will review this page and consider any recommendations or concerns. Failure to abide by any rules, regulations, or requirements may result in the revocation or denial of the license.

1. Responsible Manager (name & phone number): Michelle Mackenzie 617-480-0373
2. Parking Information: Town Hall parking lot, Community Center parking lot, Mass. Ave

3. Crowd Control: fire detail, Patsy Kraemer, Greg Stathopoulos

4. Management of possible unruly patrons: Fire detail, town hall staff and catering
staff will be available to deal with unruly patrons, asking them to curtail behavior or
leave premises. If behavior continues police will be called.
5. How alcohol will be restricted from underaged persons: _____
Bartenders will require id's from guests.

6. Alcohol Servers (Names & Dates of Birth, Servers must be 21): _____
Michelle MacKenzie 427/68

7. Other: _____

FOR OFFICE USE ONLY

For Police Chief, Operations Commander, or Designee:

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

Signature & Date: *Det. Corey F. Rotundo* 10/15/25

POLICE COMMENTS:



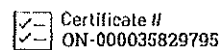
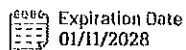
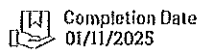
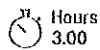
CERTIFICATE OF COMPLETION

This certifies that

Michelle MACKENZIE

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



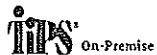
Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

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

(CUT HERE)

(CUT HERE)



Issued: 01/11/2025
Certificate #: ON-000333929795

Michelle MACKENZIE

CERTIFIED

Expires: 01/11/2028



Phone: 800-438-8477
www.gettips.com

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

Signature _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/30/2025

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 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 Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062	CONTACT NAME: FLIP Program Support PHONE (AC, No, Ext): (844)-520-6992 FAX (AC, No): E-MAIL: info@flipprogram.com ADDRESS: info@flipprogram.com
INSURED Michelle Mackenzie, DBA Superior Servers 68 Aberdeen Rd Quincy MA 02171	INSURER(S) AFFORDING COVERAGE INSURER A: Certain Underwriters at Lloyds INSURER D: INSURER C: 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.

TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ ATURAL CAUSE \$
AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ Hired AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Any PROPRIETOR PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in FL) If yes, describe in 300 char DESCRIPTION OF OPERATIONS below	Y/N N/A				VC STATUTORY LIMITS ☐ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
LIQUOR LIABILITY ☒ CLAIMS-MADE ☐ OCCUR	X	- LLA216130	08/26/2025	03/26/2026	\$1,000,000 Occurrence / \$2,000,000 Aggregate

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

Certificate holder had been added as additional insured regarding the above mentioned policy per attached Additional Insured - Liquor License Holder (FLL2022)
Town of Arlington

CERTIFICATE HOLDER Arlington Town Hall 730 Mass Ave Arlington, MA 02476	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
---	--

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ACORD 25 (2014/01)
INS025 (2014)

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Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/13/2025 @ Maxima Gift Center for Wine Tasting

Summary:

Helena Babic

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Babic_J- One_Day_License_Redacted_111325.pdf	Reference

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

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: MAXIMA GIFT CENTER - JELENA BABIC' OWNER

Address, phone & e-mail contact information: 212 MASS AV. ARL. MA 02474

Name & address of Organization for which license is sought: MAXIMA GIFT CENTER

212 MASS. AV. ARLINGTON, MA 02474

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

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

Address, phone & e-mail contact information: SAME

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

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

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

JELENA BABIC'

Title of Event:

Date/time of Event: NOVEMBER 13th 2025 7PM - 9PM

Location of Event: MAXIMA GIFT CENTER 212 MASS. AV. ARLINGTON, MA 02474

Location/Event Coordinator: _____

Method(s) of invitation/publicity for Event: SOCIAL MEDIA & OUR WEBSITE

Number of people expected to attend: UP TO 20

Expected admission/ticket prices: ~\$50⁰⁰

Expected prices for food and beverages (alcoholic and non-alcoholic): NONE

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? _____

Ø

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.

Off. Corey P. Roalson
Printed name/title

Date: 10/15/2025

POLICE COMMENTS:

No Further Comments

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

WINE TASTING

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

FRUIT & CRACKER PLATTER

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

JEFFREY DAVISON

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

TIPS ON-PREMISE ALCOHOL SERVER TRAINING

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. _____

JEFFREY DAVISON



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

MISE INC. 165D NEW BOSTON ST. WOBURN, MA 01801

Date of Delivery: 11/13/25

Alcohol Serving Time (s): 7PM - 9PM

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

ALL LEFTOVER ALCOHOL WILL BE TAKEN OFF-SITE BY THE
LICENSED VENDOR AT THE OF THE EVENT.

Date of Pick-Up: 11/13/25

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.) _____

The Hartford

Business Owner's

Maxima Center, Inc. dba Maxima Gift Center

\$1 Million

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: Jelena Babic

Printed name: JELENA BABIC

Printed title & Organization name: OWNER MAXIMA CENTER, INC.

Email: [REDACTED]

Security Plan

Wine Tasting

Thursday, November 13, 2025

Maxima Center, 212 Massachusetts Avenue, Arlington, MA 02474

A wine tasting will be held at Maxima Center on Thursday, November 13, from 7:00 –9:00 PM. Wine will be served during this time.

Maxima Center will provide fruit and crackers to accompany the tasting.

No more than 25 guests will attend. There will be no guests under the age of 21.

Jelena Babic and Brian Phillips, co-owners of Maxima Center, will be the responsible managers for all aspects of the event. Both will be on-site to oversee operations, safety, and compliance with all applicable laws and regulations.

Jeffrey Davison (DOB [REDACTED]) will be the only person serving wine during the tasting and will follow all rules and requirements of TIPS certification.

Parking for the event will be available along Massachusetts Avenue.



A PROFESSIONAL QUALITY PROGRAM

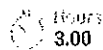
CERTIFICATE OF COMPLETION

This certifies that

JEFFREY DAVISON

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Expiration Date
10/03/2025



Expiration Date
10/02/2028



Certificate #
ON-000039522971

Scott McLeod
Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

NOTE: This certificate is valid for the state of New York only. It is not valid for other states.

TIPS On-Premise
Issued: 10/01/2025
Certificate #: ON-000039522971

CERTIFIED

Expires: 10/02/2028

JEFFREY DAVISON



Phone: 800-438-8477
www.gettips.com

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

Signature _____



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

October 9, 2025

For Informational Purposes
212 MASSACHUSETTS AVE
ARLINGTON MA 02474-8403

Account Information:

Policy Holder Details :	Maxima Center Inc DBA Maxima Art Center DBA Maxima Gift Center
-------------------------	---



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/09/2025

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.

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PRODUCER BIZINSURE LLC/PHS 57102005 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME:	
	PHONE (866) 467-8730 (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED Maxima Center Inc DBA Maxima Art Center DBA Maxima Gift Center 212 MASSACHUSETTS AVE ARLINGTON MA 02474-8403	INSURER A: Twin City Fire Insurance Company	29459
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			57 SBA BM2057	08/29/2025	08/29/2026	EACH OCCURRENCE	\$1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	☒ General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	☐ POLICY ☐ PRO-JECT ☒ LOC						GENERAL AGGREGATE	\$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	☐ ANY AUTO						BODILY INJURY (Per person)	
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	☐ AUTOS							
	UMBRELLA LIAB	☐ OCCUR					EACH OCCURRENCE	
	EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE	
	☐ DED ☐ RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ PER STATUTE ☐ OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N ☐ N/A					E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	
A	EMPLOYMENT PRACTICES LIABILITY			57 SBA BM2057	08/29/2025	08/29/2026	Each Claim Limit	\$10,000
							Aggregate Limit	\$10,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
212 MASSACHUSETTS AVE
ARLINGTON MA 02474-8403

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

Susan L. Castaneda

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Town of Arlington, Massachusetts

7:15 p.m. Perth Road Betterment

Summary:

- a) Request: Repair to Private Way
 - b) Betterment Order
- Maria Hallett

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	ABUTTER_#2_Perth_Rd_092425.pdf	Reference
▢ Reference Material	MASTER_BETTERMENT_DATA_SHEET_101725.pdf	Reference
▢ Reference Material	Betterment_Order_Perth_Rd._102025.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

September 24, 2025

To Residents of Perth Road:

The Arlington Select Board will hold a public hearing on a petition received from two-thirds of the abutters of the private way known as Perth Road in accordance with Arlington Town bylaws, "Repairs to Private Ways", on **Monday, October 20, at 7:15 p.m. conducted via hybrid format**. Information regarding this meeting, which will include the Zoom link, will be available on the Town's website 48 hours prior to the meeting.

The purpose of the public hearing is to determine if the repairs should be made. The public hearing will provide property owners an opportunity to be heard on the matter prior to the Select Board taking action on the petition.

The total estimated cost of the work to be done is \$40,606.50. The estimated assessment, per lot, to the abutting property owners is \$4,511.83. If the Select Board approves the project, at least one-half of the total estimated cost is required by check or money order prior to the start of the project. The remaining balance will be due upon completion, or if you choose, it can be assessed on your tax bill for payment over a **five year period with interest**, in accordance with M.G.L. Chapter 80, the Betterment Act.

Should you have any questions regarding this, please do not hesitate to contact me.
Enclosed please find a copy of the public hearing notice.

Very truly yours,
SELECT BOARD

Caroline Kalogeropoulos
Administrative Assistant

Enclosure

Legal Notice
SELECT BOARD
PRIVATE WAY REPAIR
PUBLIC HEARING

At 7:15 p.m. Monday, October 20, 2025, there will be a public hearing by the Select Board on a petition received from two-thirds of the abutters of the private way known as Perth Road in accordance with Arlington Town Bylaws, "Repairs to Private Ways". The purpose of the public hearing is to determine if funds from the Private Way Account should be expended for said roadway. This will be a hybrid meeting of the Select Board conducted in-person and remotely. Information which includes a link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, October 16th by 7:00p.m.

Per Order of
The Select Board

Arlington Advocate publication:
10/2/2025
10/9/2025

Perth Road				
Betterment Procedure	Certified Abutter List	Engineering Package		
Packet SENT	RECEIVED	Received by Select Board	Engineering Estimate	
Perth Road				
Neighborhood Representative				10
Abutter Payment Information				
Abutter Address	Abutter	Street	Signed Form Y/N Vers. 1	LOT SIZE
11-13	Perth Road			1
22	Perth Road		Y	1
6	Perth Road		N	1
10	Perth Road		Y	1
16	Perth Road		Y	1
1	Perth Road		Y	1
5	Perth Road		N	1
25	Peck Avenue		Y	1
2	Perth Road Unit 2		Y	1/2
4	Perth Road Unit 4		Y	1/2

TOWN OF ARLINGTON
MIDDLESEX COUNTY, MASSACHUSETTS

October 20, 2025

Order relating to Perth Road Roadway Improvements.

Moved and Seconded that the Select Board acting pursuant to G.L. c. 40 § 6N, c. 80 §§ 1-16, and Article 3 of Title III “Repairs to Private Ways” of the Bylaws, hereby issue the following order to assess betterments for Perth Road.

- (1) Betterments are to be assessed for work done in accordance with the project entitled “Perth Road, Private Way Repair Project”.
- (2) Betterments shall be assessed equally upon each parcel of land benefiting from such roadway improvements based upon the number of parcels whose address or property as assigned by the Town Engineering Department is on or directly abuts Perth Road.
- (3) Betterment Costs, currently estimated at \$40,606.50 shall be assessed over a five-year period at an interest rate not to exceed 5%; and
- (4) Final assessment of betterment costs shall be determined after the work is completed in accordance with the above Plan and as accepted by the Town.

By Order, Select Board

Diane M. Mahon, Chair

John V. Hurd

Stephen W. DeCoursey

Eric D. Helmuth



Town of Arlington, Massachusetts

Disability Commission

Summary:

Vicki Crosson
(Term to Expire 06/30/2028)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Crosson_V.__Disability_Commission__Appointment__Redacted_101725.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**

MEMORANDUM

DATE: September 30, 2025
TO: Members of the Select Board
SUBJECT: Appointment to the Disability Commission

This memo is to request the Board's approval of my appointment of Vicki Crosson, Arlington, MA, as a member on the Disability Commission with a term expiration of 6/30/2028.

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

Town Manager

Dear Town Manager Feeney,

I'm writing to express my interest in joining the Arlington Disability Commission. I've lived in the town for the past 6 years, as a multiply-disabled and neurodivergent individual. As a result, I've gained lived experience in local policies and services relating to disability, especially as they pertain to my life as an ambulatory wheelchair user.

I have previous experience organizing around disability-related communities. I am the co-chair of the New York Times's Disabilities Employee Resource Group. Our steering committee organizes events and builds community across the company, helps connect people with resources, drives internal policy change, and works to reduce stigma through education.

I've spoken on multiple panels about disability inclusivity in union organizing, based on the strong protections my coworkers and I won in our contract, and how we drew from the shared knowledge and needs of my disabled tech worker colleagues. I was also a guest speaker in a course on Labor and Disability Justice through the University of Minnesota, where I worked with other disability justice organizers to identify strategic places where they can push for change in their communities.

Over the past year, I also served on the national Accessibility Committee for the Communications Workers of America (CWA) union. This working group was assembled to create guidance on how to make union events and work accessible to everyone. We wrote a survey to collect information on the needs and experiences of our disabled members, which was sent out to 700,000 workers across the country. We will report our findings at the national CWA Convention later this month, sharing recommendations derived from these responses.

I have attended multiple meetings for the Arlington Disability Commission this year to learn more about the work that is being done. I believe that I will be an asset to the group with the skills I've developed in these aforementioned positions. I'm a firm adherent to the slogan "nothing about us without us," so I'm looking to help build community and support for our disabled neighbors by listening to them, first and foremost.

I'm attaching a brief resumé of my experiences in my application for this commissioner role. If you have any questions, please reach out.

Thank you,

(Amber) Vicki Crosson

[REDACTED]

AMBER 'VICKI' CROSSON

Phone [REDACTED] [REDACTED]

Education

Massachusetts Institute of Technology — Cambridge, MA [REDACTED]

- B.S. in Computer Science and Electrical Engineering

Simmons University — Boston, MA [REDACTED]

- Master of Science in Library and Information Science

Work Experience

The New York Times – Senior Software Engineer [REDACTED]

-Present

- Cloud provisioning / engineering

The New York Times – Software Engineer [REDACTED]

- Data pipelines infrastructure
- Search, taxonomy, metadata, and archives

Leadership Experience

The NewsGuild of New York [REDACTED]

-Present

- [REDACTED] Delegate to NewsGuild-CWA Sector Conference & CWA Convention
- [REDACTED]: Sector Representative to the CWA Accessibility working group
- [REDACTED]-Present: Local Secretary
- [REDACTED] Local Vice Chair

The New York Times Tech Guild [REDACTED]

-Present

- [REDACTED]-Present: Unit Secretary
- [REDACTED]: Bargaining Committee member for first contract campaign
- [REDACTED]-Present: Union steward

The New York Times – disAbilities employee resource group [REDACTED]

-Present

- [REDACTED] Co-Chair
- [REDACTED]: Budget Chair

The New York Times – Times Reads employee resource group [REDACTED]

- [REDACTED] Co-Chair
- [REDACTED]: Steering Committee member

The New York Times Architecture Review Board [REDACTED]

- [REDACTED] Chair
- [REDACTED]: Member

Other Volunteer Experience

- [REDACTED] Girl Scouts of Eastern Massachusetts Gold Award Committee member
- [REDACTED] Volunteer EMT – MIT EMS
- [REDACTED] Ambulance Maintenance Officer – MIT EMS
- [REDACTED]: Undergraduate Student Advisory Group in EECS - Member
- [REDACTED] Student Workload Committee - Student Member
- [REDACTED]: Girl Scouts of Eastern Massachusetts STEM Advisory Board member & technical workshop presenter



Town of Arlington, Massachusetts

Commission for Arts and Culture

Summary:

Matthew Mayerchak (he/him)

(Term to Expire: 06/30/2028)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Mayerchak_M._ACAC_appt_letter_Redacted_packet.pdf	Reference

OFFICE OF THE SELECT BOARD

DIANE M. MAHON, CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 8, 2025

Matthew Mayerchak
[REDACTED]
Arlington, MA 02474

Re: Appointment: Commission for Arts and Culture

Dear Matthew:

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, October 20, 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 Thursday, October 16th, 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

MATTHEW C. MAYERCHAK

EMPLOYMENT

- 1 [REDACTED] **Mayerchak + Company, LLC.** Sole proprietor of company providing book design/typesetting services to major museums and graphic design firms. Details at www.mayerchak.com
- [REDACTED] **Better Late.** Musician and songwriter in a band playing classic and obscure rock, blues, rockabilly, roots, folk, country and inventive original songs. Details at www.betterlatesongs.com

THEATRE-RELATED EMPLOYMENT

- [REDACTED] **Massachusetts Young Playwright's Program.** Taught High School students seminar in writing 10-minute plays.
- [REDACTED] **Wheelock Family Theatre,** Boston. Taught one-week course in radio drama. Wrote a 25-minute radio play, *The Mystery of the Giant Slushy*, which was produced by students in the class.
- [REDACTED] **Charles River Creative Arts Program,** Dover, MA. Taught playwriting & radio drama for three summers. Wrote the book for two original full-length musicals (50+ characters each). Wrote & produced four original radio plays (with students).
- [REDACTED] **Huntington Theatre Company,** Boston. Internship in dramaturgy and literary management. Worked with Chris Wigle and Scott Edmiston.
- [REDACTED] **Boston University.** Taught Introduction to Creative Writing (EN 202), in the Department of English/Creative Writing—poetry, fiction and playwriting.

THEATRICAL EXPERIENCE/AWARDS

- [REDACTED] **Boston Theatre Marathon.** Five of my original ten-minute plays were performed as part of The Boston Theatre Marathon during this time span.
- [REDACTED] **SOURCE Festival, Washington DC.** My ten-minute play, *Empties*, was selected from over 800 applicants and produced by Woolly Mammoth Theatre, directed by Howard Shalwitz.
- [REDACTED] **Boston Playwright's Theatre.** Staged reading of my revised full-length play, *A Month of Somedays*.
- [REDACTED] **Dragonfly Theatre Festival,** Devanaughn Theatre, Boston. My play, *The Ravages of Sunlight*, produced as part of a two-week festival of short plays.
- [REDACTED] **National Ten-Minute Play Contest, Actors Theatre of Louisville.** My play, *Empties*, was a finalist for the Heidemann Award.
- [REDACTED] **Dragonfly Theatre Festival,** Devanaughn Theatre, Boston. My play, *A Leap of Faith*, produced as part of a two-week festival of short plays.
- [REDACTED] **Boston Playwright's Theatre.** Two-night staged reading of my full-length play, *A Month of Somedays*, directed by Fran Weinberg.
- [REDACTED] **The Radio Play.** Associate Producer for a series of 26 half-hour radio plays distributed nationwide via National Public Radio. Our production of *Life in the Iron Mills*, from the story by Rebecca Harding Davis, won a bronze medal for Best Sound at the New York International Festivals.
- [REDACTED] Original radio play, *A Night's Work*, was broadcast nationwide on **NPR Playhouse**. The play was produced at the 1991 **Midwest Theatre Workshop** and received unanimous recommendation from the European Broadcaster's Union. It was also produced by **Radio Slovenija** in Ljubljana.



Town of Arlington, Massachusetts

Discussion and Vote: Host Community Agreement Calyx Peak of MA

ATTACHMENTS:

Type	File Name	Description
Reference Material	2021_Select_Board_Host_Community_Agreement_Process_Criteria_for_publication.pdf	Host Community Agreement Process & Criteria

ARLINGTON SELECT BOARD



HOST COMMUNITY AGREEMENT PROCESS & CRITERIA

I. Statement of Purpose:

The purpose of this policy is to outline the process and criteria by which Host Community Agreements (“HCAs”) will be authorized by the Select Board for existing or prospective marijuana establishments. *2020 applicants are advised two (2) HCAs were awarded in 2019 towards a maximum total of three (3) permits/licenses from Arlington’s Special Permit Authority.* Thus, the Select Board anticipates that selection criteria will determine not only general suitability, but the best fit for Arlington in a competitive market. The Town Manager shall negotiate specific details and execute HCAs consistent with Board findings for approved applicants.

II. Summary of Marijuana Establishment Licensing and Permitting in Arlington

The Select Board holds a limited, but important role as the first step of the lengthy process of licensing, permitting, and opening a marijuana establishment in Arlington. As part of the legalization of adult-use (recreational) marijuana sales, M.G.L. c. 94G sec. 3(d) requires each marijuana establishments (recreational and medical) intending to site within Arlington execute an HCA as a condition of state licensure.¹ While the Town Manager executes contracts and agreements for the Town, the language of c. 94G requires the Select Board’s authorization to enter such agreements with each applicant.

The scope of host agreements varies by community due to differences in municipal structure and where and how local permitting and licensing has been vested in each community. However, all HCAs set forth basic financial impact-mitigation as well as other identified responsibilities of marijuana establishments.

Here, the Arlington Redevelopment Board (“ARB”) and the Board of Health (“BOH”) are the entities primarily responsible for ensuring that marijuana establishments meet zoning standards and requirements (including siting restrictions) and state and local health and safety regulations respectively. Accordingly, some areas which might be addressed in other communities by an HCA will be scrutinized during the special permit and license processes of the ARB and BOH, which will also impose conditions related to the time, place, and manner of marijuana establishment operations.

¹ While the Town and the Massachusetts Patient Foundation/Apothca entered an HCA for the medical dispensary on Water Street in February of 2016, it should be noted that HCAs were not a required by law at that time.

The overall process of receiving all necessary local and state approvals for a marijuana establishment applicant in Arlington proceeds approximately as follows:

1. HCA authorization, negotiation and execution with the Town;
2. Hosting a community meeting as required by state regulations;
3. Applying to the Cannabis Control Commission (“CCC”) for licensure;
4. Concurrently applying for a special permit to operate a marijuana establishment and operator permit before the ARB and BOH respectively;
5. Obtaining other required approvals – building permits, certificate of occupancy, etc.
6. Final inspections to ensure regulatory compliance by the CCC, Health Department, and Inspectional Services prior to receiving final state licensure.

While applicant-specific circumstances and other factors such as priority certification with the CCC for registered marijuana dispensaries could slow or accelerate successful applicants’ timelines to opening, it is likely that the series of licenses and permits required for operation would take at least 9 to 12 months from the date of HCA execution.

III. Authority & Legal Considerations

A. Select Board Authority Under c. 94G sec. 3(d)

The Select Board’s authority and scope of consideration for HCAs are set forth in c. 94G sec. 3(d) which reads as follows:

*“A marijuana establishment or a medical marijuana treatment center seeking to operate or continue to operate in a municipality which permits such operation shall execute an agreement with the host community setting forth the conditions to have a marijuana establishment or medical marijuana treatment center located within **the host community which shall include, but not be limited to, all stipulations of responsibilities between the host community and the marijuana establishment or a medical marijuana treatment center.** An agreement between a marijuana establishment or a medical marijuana treatment center and a host community may include a community impact fee for the host community; provided, however, that the community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the marijuana establishment or medical marijuana treatment center and shall not amount to more than 3 percent of the gross sales of the marijuana establishment or medical marijuana treatment center or be effective for longer than 5 years. Any cost to a city or town imposed by the operation of a Marijuana Establishment or medical marijuana treatment center shall be documented and considered a public record as defined by clause Twenty-sixth of section 7 of chapter 4.”*

(emphasis added).

The CCC interprets c. 94G narrowly, noting that HCAs are intended to complement the substantial framework of 935 CMR 500², which regulates many issues of concern over retail marijuana establishments on a statewide level. Those regulations control many facets of the types of signage allowed for marijuana establishments, require criminal history background checks, prohibit delivery of recreational marijuana, and establish quality control measures such as a “seed-to-sale” tracking system.³

According to the CCC, examples of policy-oriented stipulations and conditions which may be set forth in an HCA include:

- Relocation notice, terms and requirements;
- Prioritizing local residents for jobs created at the establishment;
- Termination conditions and/or requirements for ceasing to operate, or relocating outside of the municipality;
- Security system minimum requirements for accessing the establishment and marijuana inventories;
- Providing police details for the purposes of traffic and crowd management during peak hours of operation;
- Obligations of municipalities to submit requested and required information to the CCC;
- Provision for cooperation on municipality-sponsored public health and drug abuse prevention educational programs; and
- Agreement for cooperation with community support, public outreach and employee outreach programs between the municipality and the establishment.

See e.g., CCC Guidance on Host Community Agreements.

With respect to financial terms of HCAs, both the law and the CCC cap financial arrangements at a community impact fee of 3% of gross revenue of total sales for any establishments.⁴ Communities may agree to less, but not more.

B. Arlington Zoning Bylaw & ARB Review

While the Select Board may authorize some terms and conditions of operating a marijuana establishment through an HCA, it is important to do so within the context of the Arlington Zoning Bylaw marijuana regulations. As approved on December 5, 2018, the Arlington Zoning Bylaw sections 3.4, 5.5 and 8.3 govern the siting and operation of marijuana

² A full copy of the CCC’s 37-pages of regulations on adult-use and medical marijuana establishments can be found here: <https://www.mass.gov/files/documents/2018/03/27/935cmr500.pdf>

³ Moreover, as noted above, Arlington’s BOH has incorporated the State’s marijuana regulations and enhanced them where permissible and harmonious with state law.

⁴ Some communities and establishments have negotiated terms which applicants allege exceed such limits by requiring donations to certain non-profit entities or like financial commitments. The Town’s Legal Department continues to advise against the inclusion of such terms as indeed some of those same communities are presently facing or may soon face litigation by unsuccessful applicants and/or Federal scrutiny on the basis that competitors agreed to terms not authorized by c. 94G sec. 3(d).

establishments. Marijuana establishments may only be sited in those districts allowing them (B2A, B3, B4, B5, and Industrial districts). In order to attain a special permit in any such district, applicants must further comply with “environmental design review” (“EDR”) standards.

The purpose of EDR is “to provide individual detailed review of certain uses and structures that have a substantial impact on the character of the town and on traffic, utilities, and property values, thereby affecting the public health, safety and general welfare.” Zoning Bylaw Sec. 3.4.1. The twelve (12) criteria of EDR are:

- Preservation of Landscape;
- Relation of Buildings to Environment;
- Open Space;
- Circulation;
- Surface Water Drainage;
- Utility Service;
- Advertising Features;
- Special Features;
- Safety;
- Heritage;
- Microclimate; and
- Sustainable Building and Site Design.

Furthermore, marijuana establishments are also subject to special regulations set forth in section 8.3. See, Attachment “B,” Zoning Bylaw Section 8.3. Most germane to the Select Board’s consideration, the Zoning Bylaw limits the number of special permits for marijuana establishment to a total of three (3), and prohibits placement of such establishments within the following “buffer zones”:

- 500 feet of K-12 schools;
- 300 feet of Town playgrounds and recreational facilities;
- 200 feet of Town libraries; and
- 2,000 feet of another like marijuana establishment of the same kind.⁵

2020 Applicants are recommended to consult with the Department of Planning and Community Development regarding the location of current or pending retail establishments.

C. Board of Health Licensing & Enforcement

Finally, the Board of Health has promulgated its “Regulation to Ensure the Sanitary and Safe Operation of Adult-Use Marijuana Establishments and the Sale of Adult-Use Marijuana,” which addresses a broad range of operational and product safety subjects including how products are displayed within stores and what kind of products can be sold. Specific prohibitions include self-service displays, “out-of-package” and/or “roll-your-own” sales, and product vending

⁵ i.e. no recreational establishment within 2,000 feet of another recreational establishment or no medical dispensary within 2,000 feet of another medical dispensary.

machines. See Attachment “C” BOH Regulations. Additional requirements include annual community meetings to hear abutter feedback, and requiring surety bonds to cover Town costs in the event of unanticipated closure. These regulations also incorporate the 900 CMR 500 (the CCC’s regulations) in order to assure consistency, continuity, and maximum enforcement authority for Health Department agents and the BOH.

IV. Select Board HCA Selection Process, Criteria and Minimum HCA Terms

Neither CCC guidance materials nor the regulations of 935 CMR 500 provide a specific process for vetting HCA applicants, especially where the limited number of special permits/licenses practically require awarding an HCA to some applicants and not others. Based upon the foregoing outline of the authorities and responsibilities, public feedback, as well as the Board’s past practice to competitively select recipients for package store licenses from a pool of applicants, the Select Board adopts the following, process criteria, and minimum HCA terms and conditions set forth below:

A. Process

1. HCA Application & Preliminary Review

Applicants will provide a complete HCA application to the Select Board Office, including but not limited to:

- a. Detailed business information, including identifying the type of business, the management team, and the names of all partners or managers with an ownership stake greater than 10%.
- b. Narrative response to an “Operating Questionnaire” designed to provide applicants the opportunity to highlight how they will meet the selection criteria approved by the Board (set forth in section C below: Selection Criteria).
- c. Regulatory compliance information, including detailing the license status of any marijuana license held throughout the Commonwealth, any violations of state or local rules and regulations within the last three (3) years relative to marijuana establishments or any Arlington bylaws, rules, or regulations;
- d. Supporting Materials, including the following:
 - A business plan;
 - A preliminary security plan;
 - A preliminary traffic and parking management plan;⁶
 - Evidence of site control; and
 - Certification of Zoning Compliance.⁷

⁶ The Select Board does not require a full and finalized traffic study or security plan given that the EDR Process as well as BOH regulations will heavily examine

- e. Proposed HCA with all minimum terms and conditions included; and
- f. Priority application status.

A Preliminary Review Team (“PRT”) consisting of the Chief of Police, the Health Director, the Planning Director, the Building Inspector, the Town Counsel, and the Town Manager or their respective designees shall review applications for completeness and provide the Board with comments, objections to applicants, or further questions for the applicants in advance of presentations to the Select Board.

The Marijuana Study Group shall also review applications to present their questions, concerns, and comments to the Select Board in advance of application presentations.

An application fee of \$250 shall also be provided to the Select Board Office.

2. Presentations before the Select Board

Following PRT and Marijuana Study Group preliminary review, applicants will be invited to make a 20 minute presentation to the Select Board, further addressing the HCA Selection Criteria, their proposed HCA, and other information they wish to emphasize to the Board and the public.

B. Selection Criteria

The Board will consider the following criteria as probative of the quality of applicants experience and plan for operating in Arlington:

- a. Completeness and quality of application;
- b. Demonstrated direct experience in the cannabis industry or a similar industry, such sensitive retail and related commercial uses – package stores, establishments with other types of alcohol licenses or age-restricted products;
- c. Relevant business experience in Arlington;
- d. Relevant business experience in the Commonwealth of Massachusetts;
- e. A sound preliminary business plan which evidences applicants’ financial resources, proposed scale of operation, inventory sources and plans for inventory management, as well as anticipated costs and revenues;

⁷ As noted above, the Zoning Bylaw allows for marijuana establishments by special permit only in certain districts, and further establishes a variety of buffer zones where establishments may not be sited without further relief from the ARB. The ARB may grant an exception to buffer zones as provided in Zoning Bylaw sec. 8.3(b)(2). However, given the likely competition for licenses, all applicants for HCAs should demonstrate site control in one of the zoned districts for marijuana establishments as well as siting outside a buffer zone *or* substantial evidence that an exception is feasible due to site specific conditions. Furthermore, new HCAs may only be granted if they are more than 2,000 feet away from existing or pending Marijuana Establishments.

- f. A strong employee training process and plan to ensure regulatory compliance;
- g. A sound preliminary security plan including inventory;
- h. A sound preliminary traffic and parking plan demonstrating basic feasibility of the site and/or intended traffic and parking mitigation measures;
- i. For adult-use applicants, intention to co-locate Registered Marijuana Dispensary operations to ensure access to Arlington medical marijuana patients;
- j. Commitment to youth safety, abuse prevention, and community education;
- k. Commitment to diversity and local hiring; and
- l. Maintenance of geographic balance in the distribution of marijuana establishments. ****2020 Applicants are advised to consult the Planning Department on the current or proposed locations of retail establishments with executed HCAs.***

The aforementioned criteria are not exhaustive, nor are any single criteria determinative. The Board shall also weigh any objections, concerns, or comments of the PRT. Applicants are encouraged to inform the Board of unique qualifications they may possess.

****Applicants should take note that to the extent the criteria overlap with those which would be applied during ARB or BOH permit and license reviews, applicants are advised that the grant of an HCA by the Select Board shall not be considered as evidence of appropriateness in such processes.*

C. Minimum HCA Terms & Conditions

Applicants are invited to provide their own HCA proposals with the following minimum requirements and restrictions:

- 1. A Community Impact Fee equal to 3.0% of the establishment's gross sales;
- 2. Annual filing of financial statements with the Town;
- 3. Provision of financial reporting records required by the CCC to the Town within a reasonable timeframe;
- 4. Maintenance of books and other financial records pertaining to the requirements of the HCA consistent with accounting standards and guidelines of the CCC;
- 5. Commitment to hiring local, qualified employees, and diverse employees to the extent consistent with the law;
- 6. Commitment to hiring local vendors, suppliers, and contractors from diverse businesses to the extent permitted by law;

7. Commitment to participation in youth health, safety, and prevention programs;
8. Cooperation with the Arlington Police Department to ensure effective security, including periodic meetings to review of security protocols and agreement on the placement of exterior security cameras and devices; and
9. If applicable, commitment to cooperate with the Town to prevent Hardship Cultivation Registration for medical marijuana patients;

In light of the CCC's Guidance, the Select Board will not accept additional financial incentives or payments to private entities as a condition of HCAs.

V. HCA Application Deadlines and Decisions

A. Application Timeline

- Applications must be submitted both in hard copy and electronically to the Select Board, and electronically only to Town Legal Department by no later than ***12 p.m. Friday, May 15th***.
- The PRT and Marijuana Study Group will conduct parallel preliminary review of applications and submit their comments and questions to the Select Board;
- Applicant presentations shall be made at a date to be announced by the Select Board following receipt of all applications.

B. Application Decisions

The Select Board endeavors to make determinations on HCA applications in an efficient and transparent manner, mindful that successful applicants for an HCA will be scrutinized in detailed fashion during the lengthier state licensure, special permit, and BOH licensure processes. The Board will not formally score applications, nor will it issue written decisions.

The Board must determine which applications will be approved in an open, public meeting. If equipped with sufficient information, the Board endeavors to vote after hearing all applicant presentations with time for Board questions. In the event the Board requires additional time, applicants will be so advised.



Town of Arlington, Massachusetts

Discussion and Vote: Temporary Repairs to Ernest Road

Summary:

James Feeney, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	SB_Materials_Ernest_Rd._Temporary_Repairs.pdf	Memo



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

**James Feeney
Town Manager**

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

To: Members of the Select Board
From: James Feeney, Town Manager
Cc: Mike Rademacher, Director of Public Works
RE: Authorization of Temporary Repairs – Ernest Road
Date: October 17, 2025

A resident of Ernest Road, a private way, submitted the enclosed email requesting private way repairs. Upon receipt of the request, the Police, Fire and Public Works Departments were asked to assess the existing conditions. At present, the Police and Fire Departments find safe passage for emergency vehicles is not impeded; however, there are conditions that could damage snow removal equipment during winter operations. Further, it is believed these specific conditions, outlined in red in the enclosed sketch, align with trenches associated with prior utility work, which may have been completed by the Town and/or its contractors.

As such, I seek authorization under Title III, Article 3, Section 3(B) of the Town's bylaws in order to abate hazards presented by certain significant defects in the road, namely severe potholes likely to cause damage to Town-operated and/or contracted plow vehicles and associated equipment. The determination of an immediate hazard was reached by the Director of Public Works during a site visit on August 29, 2025.

It should be noted the road as a whole has likely reached the end of its useful life and will require replacement. As such, it is only advisable in the instant case for the Town to pursue limited temporary repairs confined to areas identified by Public Works. More extensive or future repairs may need to be the subject of a betterment petition by the abutters.



Pot Holes

From Rene Boudreau <rene.boudreau@verizon.net>

Date Mon 6/9/2025 5:11 PM

To Jim Feeney <jfeeney@town.arlington.ma.us>

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

Good morning Mr. Feeney,

I am hoping you can help me out with granting permission to fill the bad pot holes on Ernest Road (Private Way).

We purchased 19 Ernest in 1988.

My concerns have always been that Ernest is and always has been used as a cut thru from River Street especially in the early am and evening.

We are also a busy street in the am and afternoon for the Thompson School.

I can't remember off the top of my head, the year the town replaced the water lines in front of each home on the street. It has been since that job was performed that the potholes open up, where the road was patched.

When they rebuilt the Thompson School, rebuilt the playground at the Thompson and built the Food Link building on the corner of Everett and Broadway, a lot of the construction vehicles used Ernest Road to get to those jobs.

Two weeks ago, I heard quite the noise and looked out to count 4 Arlington Asphalt trucks passing in front of the house. Also, the snow plows don't help. (I know they are a necessity)

I babysit my grandchildren during the week, therefore I am home to hear and see the car, trucks and school bus activity.

That is a lot of wear and tear on the street, all out of our control.

Thank you for your time and I look forward to hearing back from you.

Rene Boudreau
19 Ernest Road
781-789-8479

Sent from my iPhone

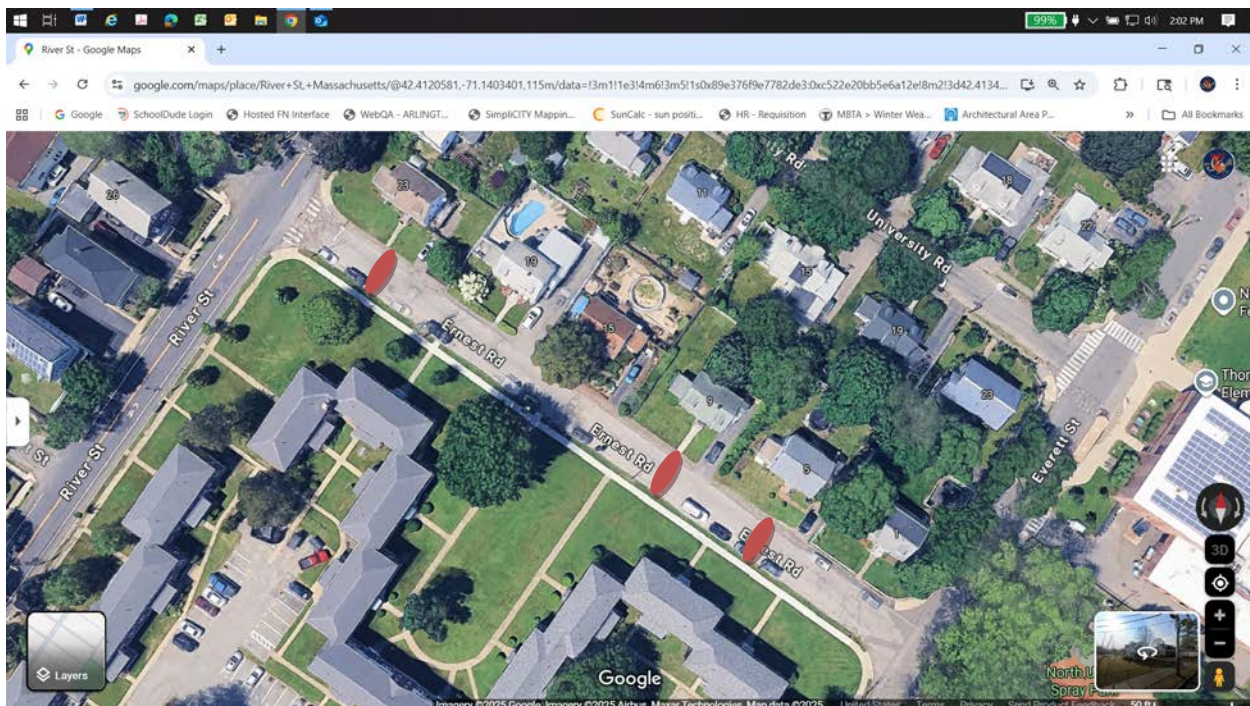


PUBLIC WORKS DEPARTMENT
TOWN OF ARLINGTON
51 Grove Street, Arlington, Massachusetts 02476
Phone: (781) 316-3108 Fax: (781) 316-3281

Memo to: Jim Feeney, Town Manager
From: Mike Rademacher, DPW Director
Date: August 29, 2025
Subject: Ernest Road
Pothole Repair

Jim-

At your request, DPW reviewed the pavement surface of Ernest Road to determine if current conditions pose a risk to DPW equipment. Based on our observations, we believe potholes in front of 23, 9 & 5 Ernest Rd should be filled to reduce the risk to DPW plowing equipment. If approved, DPW will complete this work prior to the winter. The red oval shapes on the image below indicate the areas of proposed work.





Town of Arlington, Massachusetts

Discussion and Vote: Handicap Parking on Eastern Ave at Robbins Farm Playground

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	EasternAveHPMemoFinal.pdf	Eastern Ave HP Memo



TOWN OF ARLINGTON
DEPARTMENT OF HEALTH & HUMAN SERVICES and
DIVERSITY, EQUITY, and INCLUSION

27 MAPLE STREET
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE: 781-316-3257

To: The Select Board

CC: Jim Feeney, Town Manager
Planning and Community Development
The Disability Commission

From: Tim Ross, ADA Coordinator

Date: October 16, 2025

RE: Handicap Parking on Eastern Ave at Robbins Farm Playground

This memorandum summarizes Town Staff's recommendation to install handicap parking signs near Robbins Farm Playground on Eastern Ave.

I am requesting two Handicap Parking signs be added on Eastern Ave adjacent to the Robbins Farm Playground. The playground is Arlington's first built with Universal Design principles, making it fully accessible to all. Unfortunately there are no HP spots nearby which makes it difficult for those who would benefit from the playground the most from accessing it.

I have met with Grace Carpenter, current chair of the Disability Commission, and Michael Rademacher, director of DPW and we believe two HP spots on either side of the crosswalk on the playground side of Eastern Ave would be the best location since there is an existing curb cut and the street is mostly flat .

We believe two parking spots would be the most equitable way to go about this. HP parking is something that can be advertised as a feature of the playground and by only offering one spot there may be times when multiple visitors are turned away if there is only one available. Additionally, we believe it makes the most sense to have both spots on either side of the crosswalk. This way they will be equidistant to the curb cut and as an added bonus, when the spots are not in use pedestrians will be more visible.

Street view of both HP spots on the playground side of Eastern Ave:



Aerial view of both HP spots on the playground side of Eastern Ave:





Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board November 3, 2025

Summary:

When: Oct 20, 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_gAlKHhEgSGCOz46wmVkieA

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.