



## **Town of Arlington Select Board**

### **Meeting Agenda**

October 10, 2018

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

#### **CONSENT AGENDA**

1. Minutes of Meetings: September 24, 2018
2. For Approval: Lions Club Eyemobile @ Town Hall, Saturday, 10/27/18, 9:00 a.m. - 4:00 p.m.  
David Garrity, Secretary, Arlington Lions Club
3. Request: Special (One Day) Beer & Wine License, 10/20/18 @ Robbins Memorial Town Hall  
for a Private Event  
Stephanie Scogna
4. Request: Special (One Day) Beer & Wine License, 10/20/18 @ Whittemore Robbins House  
for a Private Event  
Philip Clossey and Linda Jeong
5. Request: Special (One Day) Beer & Wine License, 10/21/18 @ Whittemore Robbins House  
for a Private Event  
Lee Hope
6. Request: Special (One Day) Beer & Wine License, 10/26/18 @ Robbins Memorial Town Hall  
for AYCC Gala  
Colleen Leger and Justine Bloch, AYCC Board of Youth Services
7. Request: Special (One Day) Beer & Wine License, 10/27/18 @ Robbins Memorial Town Hall  
for a Private Event  
Jan Penney
8. Request: Special (One Day) Beer & Wine License, 11/3/18 @ Robbins Memorial Town Hall for  
a Private Event  
Sheryl Elkin
9. Request: Special (One Day) All Alcohol License, 1/25/19 @ Arlington Catholic High School for  
10K Drawing  
Lee-Ann Pepicelli-Murray, Director of Advancement
10. Request: Special (One Day) All Alcohol License, 3/9/19 @ Arlington Catholic High School for  
Quiz Night  
Lee-Ann Pepicelli-Murray, Director of Advancement

11. Appointments of New Election Workers: (1) Thomas Reidy IV, 53 Candia Street, U, Pct. 3; (2) Mary Ann Sullivan, 41 Upland Road West, U, Pct. 8; (3) Martha Tsafoulas, 22 Laurel Street, D, Pct. 19

### **APPOINTMENTS**

12. Community Preservation Committee (term to expire 6/30/2021)  
Charlie McCabe  
(tabled from 9/24/18 meeting)
13. Clean Energy Future Committee (terms to expire 6/30/2021)  
Marc Breslow  
Coralie Cooper  
Shelly Dein  
James DiTullio  
Ryan Katofsky  
David Levy
14. Elderly and Disabled Tax Aid Relief Fund Committee (terms to expire 6/30/2021)  
Lillian Hartman  
Jennifer Lewis-Forbes  
Ted Peluso

### **LICENSES & PERMITS**

15. For Approval: Common Victualler and All Alcohol License  
Mini Punjab, 444 Massachusetts Avenue, Kashmir Singh  
(postponed from 9.12.18 meeting)

### **CITIZENS OPEN FORUM**

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

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

16. Request: Two Spaces, On Street Overnight Parking @ 176-178 Medford Street (parking on Hayes Street)  
Bonnie Duncan
17. Discussion & Vote: Letter to FCC Opposing Changes to PEG Access Funding  
Douglas W. Heim, Town Counsel
18. Discussion: Update on Long Range Plan and Override Scenarios  
Adam W. Chapdelaine, Town Manager

### **NEW BUSINESS**

### **EXECUTIVE SESSION**

Next Scheduled Meeting of BoS October 22, 2018



## **Town of Arlington, Massachusetts**

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### **Minutes of Meetings: September 24, 2018**

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	9.24.18_draft_minutes.docx	Draft Minutes 9.24.18

Town of Arlington  
Select Board  
Meeting Minutes  
September 24, 2018  
7:15 PM  
Select Board Chambers, 2nd Floor, Town Hall

Present: Mr. Dunn, Chair, Mrs. Mahon, Vice Chair, Mr. Greeley, Mr. Curro and Mr. Hurd  
Also Present: Mr. Heim, Acting Town Manager, and Mrs. Krepelka

**CONSENT AGENDA**

1. Minutes of Meetings: September 12, 2018
  2. Class I License Revision: Addition of Genesis Brand  
Current: Chevrolet / Hyundai  
Request: Chevrolet / Hyundai / Genesis  
Robert A. Mirak, 1165 Massachusetts Avenue
  3. Request: 3-Day Special (One Day) Beer & Wine Licenses, October 12, 13, and 14, 2018  
@ St. Athanasius the Great Greek Orthodox Church for 'Opa Kouzina'  
Dean Ioakimidis, President, Parish Council
- Mrs. Mahon moved approval subject to all conditions as set forth. SO VOTED (5-0)

**APPOINTMENTS**

4. Community Preservation Committee  
Clarissa Rowe, (term to expire 6/30/2020)  
\*Charlie McCabe (term to expire 6/30/2021)
- Mr. Greeley moved approval. SO VOTED (5-0-1)  
Acting Town Manager Doug Heim abstained  
Mr. McCabe was unable to attend said meeting and will attend future meeting.
5. Council on Aging  
Anne K. Brown (term to expire 6/30/2020)  
Nancy Cox  
Mary Hung  
Michael Quinn  
(terms to expire 6/30/2021)
- Mr. Curro moved approval and thanked the members for their willingness to serve. SO VOTED (5-0)
6. Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group  
(terms to expire 6/30/2021)  
Sarah J. Augood



Paul A. Czech  
Joseph T. Moen

Mr. Greeley moved approval and thanked the members for their willingness to serve.

SO VOTED (5-0)

### **LICENSES & PERMITS**

7. Request: Punjab Restaurant Late Night Event, 10/31/18-11/1/18  
Punjab Restaurant, 485 Massachusetts Avenue, Jaspal S. Pabla

Mrs. Mahon moved approval subject to all conditions as set forth.

SO VOTED (5-0)

### **CITIZENS OPEN FORUM**

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

Sharon Shaloo, 8 Ravine Street, expressed her concerns and issues with the Arlington Police Department regarding an incident with a family member. She would like to have the Town consider creating a Community Review Board, a place to bring grievances, also a position of ombudsman in Arlington, someone who is impartial.

The Board thanked her for expressing her concerns.

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

8. For Approval: Artwork Along Mass. Ave. Corridor  
Cecily Miller, Arlington Public Art

Ms. Miller asked the Board for permission to paint the utility box at Foster Street and the temporary mural for the Fox Library Corner Wall. Ms. Miller invited the Board to join the Arlington Public Art on Saturday, September 29th from 11:00 a.m. to 3 p.m. at the Uncle Sam, Plaza. Four local poets and Cambridge Typewriter will be there. Residents can write new haiku on vintage typewriters, learn about Bikeway Haiku and share their haiku poetry though and open mic.

Mrs. Mahon moved approval subject to all conditions as set forth.

SO VOTED (5-0)

9. Tree Committee Matters  
a) For Approval: Tree Preservation Bylaw Fees  
b) Policy to consult with Tree Warden on Town Projects Involving Trees  
c) Policy to Require Two Year Warranty and Watering Plan for New Trees in the Town Projects

Representatives of the Tree Committee

Ms. Susan Stamps presented the request for new policies presented by the Tree Committee. Mrs. Mahon moved approval to increase the tree removal fee for the Tree Protection Bylaw and also to adopt policies represented by the Tree Committee. SO VOTED (5-0)

10. For Approval: Candidacy for Metropolitan Planning Organization (MPO) Seat  
Douglas W. Heim, Town Counsel

Mr. Greeley moved to approve and endorse Chairman Dunn as the Town's representative to the Metropolitan Planning Organization (MPO) seat. SO VOTED (5-0)

11. Update: Janet Road Private Way Repair  
Daniel J. Dunn, Chair

Laurie Foran appeared before the Board on behalf of Mrs. Larkin of 42 Lansdowne Road regarding her property which abuts Janet Road. Ms. Foran was questioning the plot lines making her property an abutter to Janet Road.

Town Counsel Heim responded by telling Ms. Foran and Mrs. Larkin that he and Peter Buckley, his paralegal, would be willing to speak with them regarding the situation.

12. National Grid Moratorium
  - a) Discussion  
Daniel J. Dunn, Chair
  - b) Permit Request for 734-736 Mass. Ave.  
Henry E. Davidson, Jr.

At the Selectmen's Meeting on September 12th, Brian Callahan, owner of properties at Summer Street and Jeffrey Borstell, 17 Aerial Street appeared before the Selectmen asking to amend the Moratorium on National Grid because it is jeopardizing their financial well being.

In response to their concerns, the Board asked Town Counsel Doug Heim for language to be drafted that would allow for non-emergency permits on a case by case basis. Town Counsel Heim was also asked to include language allowing all approved projects prior to the date of the moratorium to be completed.

At the Selectmen's Meeting on September 24th, Town Counsel Heim presented the Board with a list of (5) five qualifications that each exception would need to meet.

Following an amendment to the first qualification, where specifically required all non-emergency work to follow state guidelines, especially those pertaining to the Department of Public Utilities, the Board unanimously approved the amendment to the Moratorium.

Under the amended Moratorium, permits will be reviewed by the Town Manager and members of the Inspection Services. Chairman Dunn stated that this would keep each permit from requiring a hearing before the Board.

Select Board member Mahon stated that she has great reservations granting any non-emergency permits because it is not just the people that are before us, it is the people around them. Mrs. Mahon also requested language to include the Department of Public Utilities.

Select Board member Greeley stated that he believes our Inspectional Services Department have always followed the State Law and if any of these conditions require a DPU Inspections, they will require that or else work cannot be done.

### **CORRESPONDENCE RECEIVED**

13. Requesting Free Parking in Metered Spots after 6:00 p.m.  
Taeseon and Thomas Adams, 34 Newport Street

Mrs. Mahon moved receipt of "Correspondence Received".

SO VOTED (5-0)

### **NEW BUSINESS**

Town Counsel Heim stated that Mass Dot met with the Conservation Committee regarding terms of mitigating a solution to the Spy Pond sandbar developed from fill from Route 2 over the years.

Mr. Greeley stated that he is honored to announce that Board Administrator Marie Krepelka has been selected by the Rotary District 7930 to receive the Unsung Heroes Award on November 8, 2018 to be held at the Four Points by Sheraton Hotel, Wakefield, MA. This award is being given to a special person who wakes up every morning and puts others before him or herself and dedicates their life to helping others in needs, truly embodying the motto.

Mr. Greeley stated that Jack Lepore installed a bench on the island on the corner of Mystic St and Old Mystic Street. He stated that Jim Nicholson, Lalicata Landscaping, his late brother, Brian, and himself have maintained the island for years and would love to have someone come forward and now maintain it since he is no longer living there.

Mrs. Mahon moved to adjourn at 9:10 p.m.

SO VOTED (5-0)

Next Scheduled Meeting of BoS October 10, 2018

A true record: Attest

Marie A. Krepelka  
Board Administrator

9/24/2018

Agenda Items	Documents Used
1	Minutes of Meeting 9.12.18
2	Class I License Revision: Addition of Genesis Brand Robert A. Mirak, 1165 Massachusetts Avenue
3	Request: 3-Day Special (One Day) Beer and Wine Licenses St. Athanasius the Great Greek Orthodox Church for Opa Kouzina
4	Appointments: Community Preservation Committee Clarissa Rowe and Charlie McCabe - terms to expire 6/30/2021
5	Appointments: Council on Aging, Anne K. Brown, Nancy Cox, Mary Hung, Michael Quinn - terms to expire 6/30/2021
6	Appointments: Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group - terms to expire 6/30/2021 - Sarah J. Augood, Paul A. Czech, Joseph T. Moen
7	Request: Punjab Restaurant Late Night Event - 10/31/18 - 11/01/18- Punjab Restaurant, 485 Mass. Ave., Jaspal S. Pabla
8	Approval: Artwork Along Mass. Avenue Corridor Cecily Miller, Arlington Public Art
9	Tree Committee Policy Requests Susan Stamps
10	Approval: Candidacy for Metropolitan Planning Organization (MPO) Seat - Douglas W. Heim, Town Counsel
11	Janet Road Private Way Repair - Betterment Timeline Daniel J. Dunn, Chair
12	National Grid Moratorium Daniel J. Dunn, Chair
13 – Correspondence Received	Requesting Free Parking in Metered Spots after 6:00 p.m. Taeseon and Thomas Adams - 34 Newport Street



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## Town of Arlington, Massachusetts

**For Approval: Lions Club Eyemobile @ Town Hall, Saturday, 10/27/18, 9:00 a.m. - 4:00 p.m.**

**Summary:**

David Garrity, Secretary, Arlington Lions Club

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Lions_Club_Eyemobile.pdf	Lions Club Eyemobile Request

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02476

2018 OCT 03 AM 10:13  
**Arlington Lions**



*Secretary David B. Garrity 27 Avola Street Arlington, MA 02476-7003*

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**Mrs. Marie Krepelka, Board Administrator  
Arlington Board of Selectmen  
Town Hall  
730 Mass. Ave.  
Arlington, MA 02476-4906**

**September 16, 2018**

**Dear Mrs. Krepelka:**

**Once again, Arlington Lions Club respectfully requests permission to park the Lions Eye Mobile in front of the Town Hall on Saturday, October 27th, 2018 for the purpose to conduct a free health screening between nine in the morning and four in the afternoon.**

**Our Eyemobile is equipped with more up-to-date screening equipment designed to detect earlier health problems. The screening will be conducted by all volunteer medical professional and trained Lions members. The Arlington Lions Club is grateful for your support in allowing us a place to conduct this health screening in front of the Town Hall. This is Arlington Lions Club is 81<sup>st</sup> year in providing service to our Arlington community. Our name LIONS means *Loving Individuals Offering Needed Service*. Thank You!**

**Sincerely,**

*David B. Garrity*

**David B. Garrity, Secretary,  
Arlington Lions Club**



## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) Beer & Wine License, 10/20/18 @ Robbins Memorial Town Hall for a Private Event**

**Summary:**

Stephanie Scogna

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Scogna_Special_Application.pdf	Special Beer & Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant:

Stephanie Scogna

Address, phone & e-mail contact information:

147 Langdon Ave., Apt. 1, Watertown, Ma. 02472 484-798-7393 StephanieScogna@gmail.co

Name & address of Organization for which license is sought:

Tastings Caterers, 5 Crestwood Dr., Framingham, Ma. 508-879-9191

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

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

\_\_\_\_\_  
Address, phone & e-mail contact information:

\_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ 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?

one time event

24-Hour contact number for Responsible Manager on Event date:

Amanda, 508-962-4457



Title of Event:

wedding

Date/time of Event:

Sat. 10/20/2018 5:00 pm - 9:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose/Sheelah Ward

Method(s) of invitation/publicity for Event:

Invitation

Number of people expected to attend: 135

Expected admission/ticket prices: N/A

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

N/A

Will persons under age 21 be on premises? yes

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

Bartenders will check for ID's

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.

Officer Corey P. Roteau  
OFFICER Corey P. Roteau  
Printed name/title

Date 10-3-18

POLICE COMMENTS:

Will need new responsible manager IF bride intends to consume alcohol at her wedding

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/wine

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

full dinner menu waters/sodas

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

Tastings Caterers

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 CERTIFICATION 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.

attached

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

Atlas Liquors, Medford

Date of Delivery: 10/20/2018

Alcohol Serving Time (s) 5:00 pm - 9:00 pm

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

Atlas will take back what is not used.

Date of Pick-Up:

Mon. 10/22/2018

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.)

ATTACHED

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

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Stephanie Scogna

Printed title & Organization name: \_\_\_\_\_

Email: StephanieScogna@gmail.com

revised: 5/18/2015 reformatted: 02252018



**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
730 Massachusetts Avenue, Arlington, Ma. 02476

1 October 2018

**SECURITY PLAN FOR SCOGNA/NAJAR WEDDING**

A wedding for Stephanie Scogna and Manuel BuenAbad Najar will be held on Saturday, October 20, 2018, at Arlington Town Hall. The event is scheduled for 5:00 pm to 10:00 pm.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 135 people to attend.

Patsy Kraemer will be the event coordinator for the event. Tastings Caterers will provide catering service and bar service for the event. Greg Stathopoulos will be the custodian for the event. The Scogna and Najar families will be responsible to ensure that the event runs smoothly.

A police detail will be hired for the event (if required) and a fire services detail will be hired for the event. These officers will be available to help with any emergency situations that may arise.

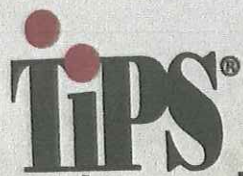
Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



it with you as proof of your TIPS cert

ID#: 4624022 Name: Melissa spinney Spinney Stanizzi  
Exam Date: 9/12/2017 Expiration Date: 9/12/2020



eTIPS On Premise 3.0

Issued: 9/12/2017

Expires: 9/12/2020

ID#: 4624022

Melissa spinney Spinney Stanizzi  
Tastings Catering  
14 Florita Dr  
Framingham, MA 01701-4340

For service visit us online at [www.gettips.com](http://www.gettips.com)

**CERTIFIED**

9/19/2018

Marieke Tips Certification Card.png







# CERTIFICATE OF LIABILITY INSURANCE

TASTI-2

OP ID: BT

DATE (MM/DD/YYYY)

09/26/2018

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 D. Francis Murphy Ins Agcy Inc Marlboro Office 200 Main Street Marlboro, MA 01752 Michael Murphy x5121	CONTACT NAME: Michael Murphy x5121 PHONE (A/C, No, Ext): 508-485-8211 FAX (A/C, No): 508-485-4557 E-MAIL: ADDRESS:
INSURED Tastings Caterers dba Taste Inc. 5 Crestwood Dr Framingham, MA 01701	INSURER(S) AFFORDING COVERAGE INSURER A: Hanover Insurance Company INSURER B: Progressive Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 22292

## 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	ZHN515087209	05/21/2018	05/21/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		03931410-2	09/23/2018	09/23/2019	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ 5,000
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WHN518171309	03/03/2018	03/03/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Event: October 20th, 2018  
\*\*\*SEE HOLDER NOTES\*\*\*

## CERTIFICATE HOLDER

## CANCELLATION

Town of Arlington  
730 Massachusetts Ave  
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

Dennis F. Murphy

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## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) Beer & Wine License, 10/20/18 @ Whittemore Robbins House for a Private Event**

**Summary:**

Philip Clossey and Linda Jeong

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Clossey_and_Jeong_Special_Application.pdf	Special Beer & Wine Application



OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: **Philip Clossey and Linda Jeong**

Address, phone & e-mail contact information: **19 Medford Street Apt. 2 Arlington, MA 02474; 781-507-5178; phindawedding2018@gmail.com**

Name & address of Organization for which license is sought: **NA**

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

Name of Responsible Manager of Organization (if different from above): **Michelle Noska from Beaujolais Catering.**

Address, phone & e-mail contact information: **207 Broadway, Arlington, MA 02474; 617-519-6081; michelle@beaujolaiscatering.com**

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? **NO. One time event.**

24-Hour contact number for Responsible Manager of Alcohol Event date: **617-519-6081**

Title of Event: **Philip Clossey and Linda Jeong Wedding Reception**

Date/time of Event: **October 20, 2018/3:00pm-11:00pm**

Location of Event: **Whittemore Robbins House**

Location/Event Coordinator: **Victoria Rose**

Method(s) of invitation/publicity for Event: **Formal Invitation**

Number of people expected to attend: **125**

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic): N/A

Will persons under age 21 be on premises? **There will be 3 guests under 21. 15 months old, 17 years old, 20 years old**

If "yes," please detail plan to prevent access of minors to alcoholic beverages. **TiPS certified Bartender will follow the rules of certification.**

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.

*Officer Corey J. Roteau*

Date 10-3-18

**OFFICER Corey J. Roteau**

Printed name/title

POLICE 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.) **Beer and Wine**

What types of food and non-alcoholic beverages do you plan to serve at the Event? **Water and Soda. See attached Menu.**

Who will be responsible for serving alcoholic beverages at the Event? **Kevin Malloy and Steve Baima are the bartenders with Beaujolais Catering.**

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 Certified**

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.

**Kevin Malloy DOB:**

**Steve Baima DOB**

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) Kappy's in Everett, MA.

Date of Delivery: **Saturday, October 20, 2018**

Alcohol Serving Time (s): 4:15pm-9:00pm

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

**Opened bottles will be put in the trunk of designated car by the responsible manager.**

**Unopened will be picked up by Kappy's in Everett.**

Date of Pick-Up: **Monday, October 22, 2018.**

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.) **Find attached General and Liquor Liability and TiPs Certificate.**

**Please submit this completed form and filing fee to the Board of Selectmen  
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: *Philip Clossey*

Printed name: Philip Clossey

Printed title & Organization name: Philip Clossey and Linda Jeong Wedding Reception.

Email: [phindawedding2018@gmail.com](mailto:phindawedding2018@gmail.com)

Philip Clossey  
19 Medford Street, Apt. 2 Arlington, MA 02474  
781-507-5178

September 24, 2018

**SECURITY PLAN for Clossey/Jeong Wedding Reception at the Whittemore Robbins House**

The event is scheduled for Saturday, October 20, 2018 from 4:00pm-10:00pm at the Whittemore Robbins House. The alcohol service will end one hour before the end of the event.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 114 guests including three guests under the age of 21.

The menu will include Pesto Tortellini with Roasted Tomato, Yucatan Chicken Skewers with Chimmichurri Aioli, Crudites of Seasonal Vegetables with Dips, Hummus, Grape Leaves, Tabouleh, Baba Ganoush Muhammara and Spied Pita Chips, Musclun Salad with Grilled Pears, Cranberries and Spiced Pecans, Maple Balsamic Vinaigrette, Pan Roasted Chicken with Spinach, Artichokes and Sundried Tomato Cream Sauce, Sweet Potato Hash Cakes, Mediterranean Quinoa Salad, Balsamic Glazed Brussels Sprouts with Sauteed Red Onion, Iggy's Rolls and Butter. Beverages will include: Soda, Water, Juice, Beer, Wine, Coffee, Tea.

Beaujolais Catering will provide the food and beverage service. The bartenders are TiPs certified. All rules regarding alcohol beverage service will be followed as understood from TiPs Certification training by the bartenders. Bar service will begin at 4:15pm and end at 9:00pm.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Michelle Noska from Beaujolais Catering will be the Responsible Manager. Kevin Malloy and Steve Baima will serve the alcohol. All will be responsible for ensuring that the event runs smoothly.

Parking for the event will be available in Whittemore Robbins House and Robbins Library parking lots, and on the side streets, as well as Massachusetts Avenue and municipal parking lots.

Please advise if there are other items that we need to consider.



**tips®** eTIPS On Premise 3.0 **CERTIFIED**

Issued: 5/29/2018

Expires: 5/29/2021

ID#: 4813268

Kevin Malloy  
193 Crescent Ave Unit 2  
Revere, MA 02151-4218

For service visit us online at [www.gettips.com](http://www.gettips.com)

card. There is a minimal charge for a replacement card if your original becomes lost, damaged or stolen.



On Premise

SSN: XXX-XX-XXXX

Issued: 1/3/2017

Expires: 12/18/2019

ID#: 4428649

D.O.B.: XX/XX/XXXX

STEPHEN BAIMA

Po Box 146689

Boston, MA 02114-0019

For service visit us online at [www.gettips.com](http://www.gettips.com)  
Jacqueline Lemieux, 52418





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/11/2018

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).

<b>PRODUCER</b> Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue  Malden MA 02148	<b>CONTACT NAME:</b> Commercial Lines <b>PHONE (A/C, No, Ext):</b> (781) 322-2350 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Insurance Group <b>INSURER B:</b> Safety Insurance Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Michelle C Noska DBA Beaujolais Catering 207A Broadway  Arlington MA 02474	<b>NAIC #</b> 39454

**COVERAGES** **CERTIFICATE NUMBER:** 2018-2019 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		08SBAAA8353	04/09/2018	04/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		6227097	01/21/2018	01/21/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b>	Y		08SBAAA8353	04/09/2018	04/09/2019	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000

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

Town of Arlington is Additional Insured

<b>CERTIFICATE HOLDER</b>  Town of Arlington 730 Mass Ave  Arlington MA 02474	<b>CANCELLATION</b>  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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## Town of Arlington, Massachusetts

**Request: Special (One Day) Beer & Wine License, 10/21/18 @ Whittemore Robbins House for a Private Event**

**Summary:**

Lee Hope

**ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	Hope_Special_Application.pdf	Special Beer & Wine Application



OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: **Lee Hope**

Address, phone & e-mail contact information: **38 Oakland Avenue, Needham, MA 02492; 617-875-2839; leehopeb@gmail.com**

Name & address of Organization for which license is sought: **NA**

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

Name of Responsible Manager of Organization (if different from above): **Michelle Noska from Beaujolais Catering.**

Address, phone & e-mail contact information: **207 Broadway, Arlington, MA 02474; 617-519-6081; michelle@beaujolaiscatering.com**

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? **NO. One time event.**

24-Hour contact number for Responsible Manager of Alcohol Event date: **617-519-6081**

Title of Event: **10<sup>th</sup> Anniversary/Book Launch**

Date/time of Event: **October 21, 2018/4:00pm-8:30pm**

Location of Event: **Whittemore Robbins House**

Location/Event Coordinator: **Victoria Rose**

Method(s) of invitation/publicity for Event: **Formal Invitation**

Number of people expected to attend: **100**

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic): N/A

Will persons under age 21 be on premises? No

If "yes," please detail plan to prevent access of minors to alcoholic beverages. **TIPS certified Bartender will follow the rules of certification.**

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.

 Date 10-3-18  
OFFICER COREY J. RATAEAU  
Printed name/title

POLICE 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.) **Beer and Wine**

What types of food and non-alcoholic beverages do you plan to serve at the Event? **Water and Soda. Roast Beef with horseradish and grilled onions, Grilled Chicken with cheddar and chutney, Grilled vegetables with hummus wrap, Couscous with chick peas, Pesto Penne Pasta, Lasagna, Chicken wings and Chicken Cassiatore .**

Who will be responsible for serving alcoholic beverages at the Event? **Aldo D'Oliveira: bartender with Beaujolais Catering**

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 Certified**

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.  
**Aldo D'Oliveira.**

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) **Atlas Liquors Medford.**

Date of Delivery: **Saturday, October 20, 2018**  
Alcohol Serving Time (s): **5:00pm-7:15pm**

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?  
**Opened bottles will be put in the trunk of designated car by the responsible manager.**  
**Unopened will be picked up by Atlas Liquors.**

Date of Pick-Up: **Monday, October 22, 2018.**

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.) **Find attached General and Liquor Liability and TiPs Certificate.**

**Please submit this completed form and filing fee to the Board of Selectmen  
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: *Lee Hope*  
Printed name: Lee Hope

Printed title & Organization name: 10<sup>th</sup> Anniversary/Book Launch.

Email: [leehopeb@gmail.com](mailto:leehopeb@gmail.com)

Lee Hope  
38 Oakland Avenue, Needham, MA 02492  
leehopeb@gmail.com

September 24, 2018

**SECURITY PLAN for Lee Hope Book Launch/10<sup>th</sup> Anniversary Party  
at the Whittemore Robbins House**

The event is scheduled for Sunday, October 21, 2018 from 4:00pm-8:30pm at the Whittemore Robbins House. The alcohol service will end 30 minutes before the end of the event.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 100 guests. There will be no guests under the age of 21.

The menu will include Roast Beef with Horseradish and Grilled Onions, Grilled Chicken with Cheddar and Chutney, Grilled Vegetables with Hummus Wrap, Couscous with Chickpeas, Pesto Penne Pasta, Lasagna, Chicken Wings and Chicken Cassiatore. Beverages will include: Soda, Water, Juice, Beer, Wine.

Beaujolais Catering will provide the food and beverage service. The bartender is TiPs certified. All rules regarding alcohol beverage service will be followed as understood from TiPs Certification training by the bartenders. Bar service will begin at 5:00pm and end at 7:15pm.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Michelle Noska from Beaujolais Catering will be the Responsible Manager. Aldo D'Oliveira will serve the alcohol. All will be responsible for ensuring that the event runs smoothly.

Parking for the event will be available in Whittemore Robbins House and Robbins Library parking lots, and on the side streets, as well as Massachusetts Avenue and municipal parking lots.

Please advise if there are other items that we need to consider.





www.gitt.com/mccas2/cda.htm?card=

mCertification Manager

ADL Mail (1/12/15)

**TIPS**  
PARTICIPANT CARD

**TIPS**  
eTIPS On Premise 3.0

**CERTIFIED**

Issued: 07/19/2015  
ID#: 4856356

Expires: 07/19/2021

Aldo G De Oliveira  
Rebeca Callo  
99 S Bedford St  
Burlington, MA 01803-5179 USA





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/11/2018

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).

<b>PRODUCER</b> Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue  Malden MA 02148	<b>CONTACT NAME:</b> Commercial Lines <b>PHONE (A/C, No, Ext):</b> (781) 322-2350 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Insurance Group <b>INSURER B:</b> Safety Insurance Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Michelle C Noska DBA Beaujolais Catering 207A Broadway  Arlington MA 02474	<b>NAIC #</b> 39454

**COVERAGES****CERTIFICATE NUMBER:** 2018-2019**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		08SBAAA8353	04/09/2018	04/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		6227097	01/21/2018	01/21/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b>	Y		08SBAAA8353	04/09/2018	04/09/2019	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000

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

Town of Arlington is Additional Insured

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington 730 Mass Ave  Arlington MA 02474	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) Beer & Wine License, 10/26/18 @ Robbins Memorial Town Hall for AYCC Gala**

**Summary:**

Colleen Leger and Justine Bloch, AYCC Board of Youth Services

**ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	AYCC_Special_Application.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant:

Colleen Leger/Justine Bloch, AYCC/Board of Youth Services

Address, phone & e-mail contact information:

670R Mass. Ave., Arlington, Ma. 02476 781-316-3259. CLeger@town.arlington.ma

Name & address of Organization for which license is sought:

Beaujolais Catering, 207 Broadway, Arlington, Ma.

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

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

Michelle Noska

Address, phone & e-mail contact information:

207 Broadway, Arlington, Ma. 617-519-6081 michelle@beaujolaiscatering.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ NO ☒ X 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, Fall, 2017

24-Hour contact number for Responsible Manager on Event date:

617-519-6081



Title of Event:

AYCC Gala

Date/time of Event:

Fri. 10/26/2018 7:00 pm - 11:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose/Sheelah Ward

Method(s) of invitation/publicity for Event:

Invitation/publicity/social media

Number of people expected to attend: 250

Expected admission/ticket prices: \$75 per ticket

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

\$7 wine/beer, \$3 sodas, waters

Will persons under age 21 be on premises? yes

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

Bartenders will check for ID's

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.

Officer Corey P. Roteau  
OFFICER COREY P. ROTEAU  
Printed name/title

Date 10-3-18

POLICE COMMENTS:

Request at least one safety detail officer.

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/wine

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

full tapas menu waters/sodas

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

Beaujolais Catering

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 CERTIFICATION

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.

attached

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

Atlas Liquors, Medford

Date of Delivery: Fri., 10/26/2018

Alcohol Serving Time (s) 7:00 pm - 10:30 pm

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

Atlas will take back what is not used.

Date of Pick-Up:

Mon. Oct. 29

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.)

ATTACHED

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

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Colleen Leger

Printed title & Organization name: Director, AYCC & Board of Youth Services

Email: CLeger@town.arlington.ma.us

revised: 5/18/2015 reformatted: 02252018



**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
**730 Massachusetts Avenue, Arlington, Ma. 02476**

1 October 2018

**SECURITY PLAN FOR AYCC GALA FUNDRAISER**

The Board of Youth Services is sponsoring a fundraising event to be held on Saturday, March 10, 2018, 7:30 pm – 11:00 pm at the Arlington Town Hall - the AYCC Gala. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Advance tickets will be sold for the evening event at \$75 each. We anticipate approximately 250 people to attend.

The Fundraiser event will be for adults only except for coat check ticket takers.

Patsy Kraemer will be the event coordinator for the event. Beaujolais Catering will provide food for the event and will also provide bartender service. Greg Stathopoulos will be the custodian for the event. A committee of 8 volunteers from the Board of Youth Services Committee is the planning group and will assist in staffing the party. All these people will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. A police detail will be required.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



This card was issued for successful completion of the TIPS program

**This is your Official TIPS® Certification Card.**

Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

**Congratulations!**

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or leagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam A. Chafetz  
President, HCI

**IMPORTANT:** Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

**TIPS® eTIPS On Premise 2.0**

Issued: 6/6/2015  
ID#: 4003613

SSN: XXX-XX-XXXX  
Expires: 6/6/2018  
D.O.B.: XXXXX/XXX/XX

Aldanico G de Oliveira  
364 Reservoir ave  
Revere, MA 02151

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eTIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued: 5/12/2015 Expires: 5/12/2018

ID#: 3984930 D.O.B.: XX/XX/XXXX

Kevin Malloy  
At Your Service Boston Inc  
10 Post Office Square, 8th Floor, Boston, MA  
193 Crescent Ave # 2  
Revere, MA 02151-4218

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/11/2018

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).

<b>PRODUCER</b> Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue  Malden MA 02148		<b>CONTACT NAME:</b> Commercial Lines <b>PHONE (A/C, No, Ext):</b> (781) 322-2350 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Michelle C Noska DBA Beaujolais Catering 207A Broadway  Arlington MA 02474		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Insurance Group <b>INSURER B:</b> Safety Insurance Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 39454	

## COVERAGES

CERTIFICATE NUMBER: 2018-2019

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		08SBAAA8353	04/09/2018	04/09/2019	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		6227097	01/21/2018	01/21/2019	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	Liquor Liability \$ 1,000,000						
	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000						
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						BODILY INJURY (Per person) \$ 1,000,000
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	\$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						
A	LIQUOR LIABILITY	Y		08SBAAA8353	04/09/2018	04/09/2019	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000

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

Town of Arlington is Additional Insured

## CERTIFICATE HOLDER

Town of Arlington 730 Mass Ave  Arlington MA 02474
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## 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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## **Town of Arlington, Massachusetts**

---

**Request: Special (One Day) Beer & Wine License, 10/27/18 @ Robbins Memorial Town Hall for a Private Event**

**Summary:**

Jan Penney

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Penney_Special_Application.pdf	Special Beer and Wine Application



OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant:

Jan Penney

Address, phone & e-mail contact information:

18 Bellevue Rd., Arlington, Ma. 781-643-1108 bpenney7@aol.com

Name & address of Organization for which license is sought:

Nancy Cohen, Via Lago Caterers, 845 Mass. Ave., Lexington, Ma.

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:

781-861-8276 ncohen@vialagocatering.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ NO ☒ X 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?

one time

24-Hour contact number for Responsible Manager on Event date:

781-640-5129

Title of Event:

Memorial Service Luncheon

Date/time of Event:

Sat. 10/27/2018 12 noon - 3:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose/Sheelah Ward

Method(s) of invitation/publicity for Event:

Invitation

Number of people expected to attend: 120

Expected admission/ticket prices: N/A

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

N/A

Will persons under age 21 be on premises? no

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

Bartenders will check for ID's

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.

Officer Corey P. Roteau Date 10-3-18  
OFFICER COREY P. ROTEAU  
Printed name/title

POLICE 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.)

beer/wine

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

full lunch menu waters/sodas

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

Via Lago Catering

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 CERTIFICATION

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.

attached

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

Kappy's On Line, Everett

Date of Delivery: Sat. 10/27/2018

Alcohol Serving Time (s) 12 noon - 3:00 pm

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

Kappy's will take back what is not used.

Date of Pick-Up:

Mon. October 29, 2018

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.)

ATTACHED

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

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Jan Penney

Printed title & Organization name: \_\_\_\_\_

Email: bpenney7@aol.com

revised: 5/18/2015 reformatted: 02252018



**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
730 Massachusetts Avenue, Arlington, Ma. 02476

1 October 2018

**SECURITY PLAN FOR PENNEY MEMORIAL SERVICE**

A memorial service will be held on Saturday, October 27, 2018, in the auditorium at Arlington Town Hall. The event is scheduled for 12 noon to 3:00 pm. The service is being organized by the Penney/Meade families.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 120 people to attend.

Patsy Kraemer will be the event coordinator for the event. The food and bartending service will be provided by Via Lago Caterers. Greg Stathopoulos will be the custodian for the event. The Penney and Meade families will be responsible to ensure that the event runs smoothly.

A police detail will be hired for the event (if required) and a fire services detail will be hired for the event. These officers will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.





## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) Beer & Wine License, 11/3/18 @ Robbins Memorial Town Hall for a Private Event**

**Summary:**

Sheryl Elkin

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Elkin_Special_Application.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant:

Sheryl Elkin

Address, phone & e-mail contact information:

31 Benjamin Rd., Arlington, Ma. 617-721-7919 skelkin@gmail.com

Name & address of Organization for which license is sought:

Beaujolais Catering

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

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

Michelle Noska

Address, phone & e-mail contact information:

207 Broadway, Arlington, Ma. 617-519-6081 Micherlle@beaujolaiscatering.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? \_\_\_\_NO\_\_X\_\_\_\_ 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?

one time

24-Hour contact number for Responsible Manager on Event date:

617-519-6081

Title of Event:

Bar Mitzvah

Date/time of Event:

Sat. Nov 3, 2018 1:00 pm - 5:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose/Sheelah Ward

Method(s) of invitation/publicity for Event:

Invitation

Number of people expected to attend: 180

Expected admission/ticket prices: N/A

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

N/A

Will persons under age 21 be on premises? yes

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

Bartenders will check for ID's

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.

Officer Corey P. Roteau  
OFFICER COREY P. ROTEAU  
Printed name/title

Date 10-3-18

POLICE COMMENTS:

Request at least one safety detail officer.

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/wine

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

full lunch menu waters/sodas

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

Beaujolais Catering

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 CERTIFICATION

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.

attached

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

Kappy's On Line, Everett

Date of Delivery: Sat. 11/3/2018

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

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

Kappy's will take back what is not used.

Date of Pick-Up:

Mon. 11/5/2018

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.)

ATTACHED

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

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Sheryl Elkin

Printed title & Organization name: \_\_\_\_\_

Email: skelkin@gmail.com

revised: 5/18/2015 reformatted: 02252018





**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
730 Massachusetts Avenue, Arlington, Ma. 02476

1 October 2018

**SECURITY PLAN FOR ELKIN BAR MITZVAH**

A bar mitzvah for the son of Sheryl Elkin will be held on Saturday, November 3, 2018, in the auditorium at Arlington Town Hall. The event is scheduled for 1:00pm to 5:00 pm.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 180 people to attend.

Patsy Kraemer will be the event coordinator for the event. Food service and bar service will be provided by Beaujolais Catering. Greg Stathopoulos will be the custodian for the event. The Elkin family will be responsible to ensure that the event runs smoothly.

A police detail will be hired for the event (if required) and a fire services detail will be hired for the event. These officers will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Masonic Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.




Signature: \_\_\_\_\_

**IMPORTANT:** Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

**This is your Official TIPS® Certification Card.**  
Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

**Congratulations!**  
By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.  
You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.  
You have any information you think would enhance the TIPS program, or can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,  
  
Adam F. Chafetz  
President, HCI

**tips**  
eTIPS On Premise 2.0

Issued: 6/6/2015  
ID#: 4003613

Expires: 6/6/2018  
D.O.B.: XXX-XX-XXXX

Aldarico G de Oliveira  
364 Reservoir ave  
Revere, MA 02151

For service visit us online at [www.gettips.com](http://www.gettips.com)





eTIPS On Premise 2.0 SSN: XXX-XX-XXXX  
Issued: 5/12/2015 Expires: 5/12/2018  
ID#: 3984930 D.O.B.: XX/XX/XXXX

Kevin Malloy  
At Your Service Boston Inc  
10 Post Office Square, 8th Floor, Boston, MA  
193 Crescent Ave # 2  
Revere, MA 02151-4218

For service visit us online at [www.gettips.com](http://www.gettips.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/11/2018

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<b>PRODUCER</b> Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue  Malden MA 02148		<b>CONTACT NAME:</b> Commercial Lines <b>PHONE (A/C, No, Ext):</b> (781) 322-2350 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Michelle C Noska DBA Beaujolais Catering 207A Broadway  Arlington MA 02474		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Insurance Group <b>INSURER B:</b> Safety Insurance Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 39454	

**COVERAGES****CERTIFICATE NUMBER:** 2018-2019**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		08SBAAA8353	04/09/2018	04/09/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		6227097	01/21/2018	01/21/2019	GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Liquor Liability	\$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						BODILY INJURY (Per person)	\$ 1,000,000
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
A	LIQUOR LIABILITY	Y		08SBAAA8353	04/09/2018	04/09/2019	PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
							EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$1,000,000

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

Town of Arlington is Additional Insured

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington 730 Mass Ave  Arlington MA 02474	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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## Town of Arlington, Massachusetts

**Request: Special (One Day) All Alcohol License, 1/25/19 @ Arlington Catholic High School for 10K Drawing**

**Summary:**

Lee-Ann Pepicelli-Murray, Director of Advancement

**ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	ACHS_10K_Drawing_reference.pdf	Special Alcohol License Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Arlington Catholic High School

Address, phone & e-mail contact information: 16 Medford Street/Arlington, MA 02474

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

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

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

Lee-Ann Pepicelli-Murray

Address, phone & e-mail contact information: 782-646-5101 / lpepicelli@achs.net

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? Yes If so, please give date(s) of Special Licenses and/or applications and title of event(s). March 24th, 2018 / Quiz Night

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

24-Hour contact number for Responsible Manager of Alcohol Event date: 617-605-9727

Title of Event: 10 K Drawing

Date/time of Event: January 25th, 2019 6:30pm - 10:30 pm

Location of Event: Arlington Catholic High School

Location/Event Coordinator: Lee-Ann Pepicelli-Murray

Method(s) of invitation/publicity for Event: Invite to ticket holder

Number of people expected to attend: 200

Expected admission/ticket prices: \$0.00

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 mixed drinks / \$4 beer & wine  
soda, coffee and water - no charge

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?  
Please see attached

**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.

Officer Corey P. Rabeau

Date 10-3-15

OFFICER Corey P. Rabeau  
Printed name/title

**POLICE COMMENTS:**

Request at least one safety detail officer

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/Wine/Mixed Drinks

What types of food and non-alcoholic beverages do you plan to serve at the Event? Soda/Water/Coffee  
Various Foods/ Light Fare

Who will be responsible for serving alcoholic beverages at the Event? 1 bartender and  
4 non-certified persons

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.  
Joe Simmons / certification 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.

Joe Simmons \_\_\_\_\_

Tom Simmons \_\_\_\_\_

Rick Simmons \_\_\_\_\_

David Simmons \_\_\_\_\_

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) Atlas Liquors Medford, MA 02155

Date of Delivery: March 9th

Alcohol Serving Time (s): 6:30-10pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?  
To distributed among committee members. Expected to be minimal

Date of Pick-Up: n/a

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.) Please see attached

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

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Lee-Ann Pepicelli-Murray

Printed title & Organization name: Director of Advancement / ACHS

Email: lpepicelli@achs.net



Print

Main Menu

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# Certificate of Completion

This Certificate of Completion of  
eTIPS On Premise 3.0  
For coursework completed on January 30, 2017  
provided by Health Communications, Inc.  
is hereby granted to:

**Joseph Simmons**

Certification to be sent to:

**Arlington Catholic  
16 Medford St  
Arlington MA, 02474-3121 USA**



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





eTIPS On Premise 3.0

Issued: 1/30/2017

ID#: 4445009

**CERTIFIED**

Expires: 1/30/2020

Joseph P Simmons  
Arlington Catholic  
16 Medford St  
Arlington, MA 02474-3121

For service visit us online at [www.gettips.com](http://www.gettips.com)

## **\$10,000 Drawing Security Plan**

Saint Agnes School/Arlington Catholic's \$10,000 Drawing will have approximately 200 attendees. It is a fundraising event for the school. This is an annual event. We will have a bar available as well as food.

### **Prevention of Sale of Alcohol to Minors:**

First and foremost, no one is allowed to attend the event unless they are 21 and over. Additionally, AC has a certified bartender who will check IDs for everyone, (certification information is enclosed). There will also be additional volunteers available to serve soda and non-alcoholic beverages.

### **Traffic and Parking:**

We do not anticipate any traffic issues as the school daily has over 800 people in the building and there will be fewer people in attendance that evening. Attendees are being told to park in the Municipal Lot behind the school, to find street parking, or the RR Lot.

### **General Crowd Control:**

Arlington Catholic will hire Arlington Police Detail Officers for the event to assist if any issues arise. We will also have numerous school administrators present.

### **Evacuation Plan:**

The school evacuation plan that was developed to evacuate students during the day will be put into use if any emergencies occur. The emergency plan is posted in all areas of the school with explicit instructions of what to do in an emergency. Again, school administrators and staff will be available to assist and direct if anything were to occur.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/2/2018

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).

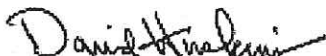
<b>PRODUCER</b> Roman Catholic Archdiocese of Boston 66 Brooks Drive Braintree, MA 02184		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 617-746-5742 FAX (A/C, No): 617-779-4572 E-MAIL ADDRESS: ormadmin@rcab.org	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Fides Insurance Group	
		<b>INSURER B:</b> National Catholic Risk Retention Group	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**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 B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			FIDES 18-002 \$250,000.00 RRG 10358-21 \$750,000.00	07/01/18	07/01/19	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$
	OTHER:						PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	<b>DED</b> <b>RETENTION \$</b>						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of General Liability including Host Liquor Liability for fund raiser - January 25, 2019  
Town of Arlington is an additional insured where required by written contract.

<b>CERTIFICATE HOLDER</b> Town of Arlington, Massachusetts 730 Massachusetts Avenue Arlington, MA 02476	<b>CANCELLATION</b> 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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## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) All Alcohol License, 3/9/19 @ Arlington Catholic High School for Quiz Night**

**Summary:**

Lee-Ann Pepicelli-Murray, Director of Advancement

**ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	ACHS_Quiz_Night_Special_Application_.pdf	Special Alcohol License Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Arlington Catholic High School

Address, phone & e-mail contact information: 16 Medford Street Arlington, MA 02474

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

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

Name of Responsible Manager of Organization (if different from above):  
Lee-Ann Pepicelli-Murray

Address, phone & e-mail contact information: 781-646-5101 / lpepicelli@achs.net

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☒ Yes ☐ No If so, please give date(s) of Special Licenses and/or applications and title of event(s). March 24th/Quiz Night

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

Annual, March 24th 2018

24-Hour contact number for Responsible Manager of Alcohol Event date: 617-605-9727

Title of Event: Quiz Night

Date/time of Event: March 9, 2019 6pm - 11pm

Location of Event: Arlington Catholic High School

Location/Event Coordinator: Lee-Ann Pepicelli-Murray

Method(s) of invitation/publicity for Event: Invite to community members

Number of people expected to attend: 300

Expected admission/ticket prices: \$35

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 mixed drinks/\$4 beer & wine  
soda, coffee and water - no charge

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?  
Please see attached

**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.

Officer Corey P. Roteau Date 10-3-18  
OFFICER Corey P. Roteau  
Printed name/title

**POLICE COMMENTS:**

Request at least two security detail officers.

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/Wine/Mixed Drinks

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

Soda/Water/Coffee/Various Foods ie: brownies, cookies and guests bring their own polluck.

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

1 bartender and 5-non-certified persons

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.

Joe Simmons - TIPS Certified....certification 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.

Joe Simmons	Jim Simmons -
Rick Simmons	David Simmons -
Bob Simmons -	
Tom Simmons -	

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) Atlas Liquors Medford, MA

Date of Delivery: March 9, 2019

Alcohol Serving Time (s): 6pm-10:30pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?  
To be distributed among committee members. Expected to be minimal.

Date of Pick-Up: n/a

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.) Please see attached.

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

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Lee-Ann Pepicelli-Murray

Printed title & Organization name: Director of Advancement/ACHS

Email: lpepicelli@achs.net



## **Quiz Night Security Plan**

Arlington Catholic's Quiz Night will have approximately 300 attendees. It is a fundraising event for the school. This is an annual event. We will have a bar available as well as food.

### **Prevention of Sale of Alcohol to Minors:**

First and foremost, no one is allowed to attend the event unless they are 21 and over. Additionally, AC has a certified bartender who will check IDs for everyone, Joseph Simmons (his certification information is enclosed). There will also be additional volunteers available to serve soda and non-alcoholic beverages.

### **Traffic and Parking:**

We do not anticipate any traffic issues as the school daily has over 800 people in the building and there will be fewer people in attendance that evening. Attendees are being told to park in the Municipal Lot behind the school, to find street parking, or the RR Lot.

### **General Crowd Control:**

Arlington Catholic will hire two Arlington Police Detail Officers for the event to assist if any issues arise. We will also have numerous school administrators present.

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The school evacuation plan that was developed to evacuate students during the day will be put into use if any emergencies occur. The emergency plan is posted in all areas of the school with explicit instructions of what to do in an emergency. Again, school administrators and staff will be available to assist and direct if anything were to occur.



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**CERTIFIED**

Expires: 1/30/2020

Joseph P Simmons  
Arlington Catholic  
16 Medford St  
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<b>PRODUCER</b> Roman Catholic Archdiocese of Boston 66 Brooks Drive Braintree, MA 02184		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 617-746-5742 <b>FAX (A/C, No):</b> 617-779-4572 <b>E-MAIL ADDRESS:</b> ormadmin@rcab.org	
<b>INSURED</b> Location 080-003 Arlington Catholic High School 16 Medford Street Arlington MA 02471		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Fides Insurance Group <b>INSURER B:</b> National Catholic Risk Retention Group <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Evidence of General Liability including Host Liquor Liability for fund raiser - March 9, 2019  
Town of Arlington is an additional insured where required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Arlington, Massachusetts  
730 Massachusetts 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

*David H. Harkin*

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## Town of Arlington, Massachusetts

**Appointments of New Election Workers: (1) Thomas Reidy IV, 53 Candia Street, U, Pct. 3; (2) Mary Ann Sullivan, 41 Upland Road West, U, Pct. 8; (3) Martha Tsafoulis, 22 Laurel Street, D, Pct. 19**

### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Election_Workers_Master_Records.pdf	Election Workers Records

## ELECTION WORKER'S MASTER RECORD

Date: 10/4/18

Check One:          ✓      New Employee  
                    \_\_\_\_\_ Change to Existing Employee

Vendor #	_____	Position	<u>Inspector</u>
Name:	<u>Thomas J. Reidy IV</u>	Democrat	_____
Address:	<u>53 Candia Street</u>	Republican	_____
	<u>Arlington</u>	Unenrolled	<u>✓</u>
Zip Code	<u>02474</u>	Precinct	<u>3</u>
Alpha/ Last Name	_____	Phone #	_____

Position Codes:

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

## ELECTION WORKER'S MASTER RECORD

Date: 10/4/18

Check One:       ✓       New Employee  
                     Change to Existing Employee

Vendor #		Position	Inspector
Name:	Mary Ann Sullivan	Democrat	
Address:	41 Upland Rd. West	Republican	
	Arlington, MA	Unenrolled	✓
Zip Code	02474	Precinct	8
Alpha/ Last Name		Phone #	

Position Codes:

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

## ELECTION WORKER'S MASTER RECORD

Date: 10/4/18

Check One:           ✓      New Employee  
   Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	MARTHA TSAFOULIAS	Democrat	✓
Address:	22 LAUREL STREET	Republican	
		Unenrolled	
Zip Code	02476	Precinct	19
Alpha/ Last Name		Phone #	

Position Codes:

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





## Town of Arlington, Massachusetts

---

### Community Preservation Committee (term to expire 6/30/2021)

#### Summary:

Charlie McCabe

(tabled from 9/24/18 meeting)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	C._McCabe_reference.pdf	McCabe Reference



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: September 7, 2018

TO: Board Members

SUBJECT: Appointment to the Community Preservation Commission

This memo is to request the Board's approval of my appointment of Charlie McCabe, Arlington, MA, to the Community Preservation Commission, with a term expiration of 6/30/2021.

  
Town Manager

Charlie McCabe

Arlington, MA 02474

July 24, 2018

Town Manager Adam Chapdelaine  
Town of Arlington  
Via email.

Mr. Chapdelaine,

I'm submitting this letter of interest and my resume (attached) as my application for a position on the Community Preservation Act town committee. The Community Preservation Act is a unique opportunity for the Town of Arlington and I'm eager to assist in its implementation and continuing success. I was proud to vote for the Town to become a CPA town and have been thrilled with the investments thus far. CPA is unique in the United States, allowing for public funds to be raised and managed locally for public benefit projects.

I've worked for parks and public spaces non-profits for the last eleven years and have served as a volunteer working on park and public space projects for several decades in Austin, New York City as well as here in the Boston area. I'm well versed in the challenges with funding projects in the public realm as well with the challenges of raising funds for public-private partnerships. I hope to apply my expertise and interest in the decisions that the committee is responsible for, as well as serving as a resource for the Town staff managing the CPA process and projects.

I'm also proud to be a home owner in Arlington since 2013, living here for much of that time, excluding a one-year stint in Brooklyn, NY while I was pursuing a graduate degree. My father was raised in Belmont, I have several aunts that live in Arlington Heights and I grew up in several towns and cities in the greater Boston area.

I should note that the Community Preservation Coalition (CPC), a 501(c)(3) non-profit, does operate out of the same offices in Boston where I work for the Trust for Public Land. That said, my focus in research and analysis on city park systems as well as related funding and benefits of public parks nationwide. Apart from the occasional question from CPC staff as well as social interaction, I am not involved in their day to day activities.

Thank you for this opportunity and if I can answer questions about my interest or my expertise, please do not hesitate to contact me by email or phone.

Yours truly,

Charlie McCabe

Charlie McCabe

Arlington, MA 02474

**Profile:** Non-profit professional with extensive experience in programming, fundraising, project management and community outreach. 11 years working in parks non-profits, with a focus on urban parks, urban public spaces, trails, programming, events and community outreach. Extensive experience in a Fortune 100 company as a manager, project leader and technical support specialist.

**Current:** *Director, Center for City Park Excellence, The Trust for Public Land, Boston, MA.*

January 2017-present (non-profit organization)

- Research, report and advocacy for urban public parks across the US. Publish annual reports (City Park Facts) and ranking public park systems (parkscore.tpl.org) in the 100 largest US Cities as well as special reports and research for TPL staff and client organizations.

**Work Experience:**

*Seasonal Horticulturist, Rose Kennedy Greenway Conservancy, Boston, MA.*

October 17-November 18, 2016 (non-profit foundation)

- Assisted with daily operation and maintenance activities of the 17-acre organically maintained urban park, including weeding, planting, and assisting with 8 volunteer workdays.

*Research and Planning Fellow, New Yorkers for Parks, New York NY.*

May to July 2016 (non-profit foundation)

- Assisted in research and reviews of the latest Report Card on Parks.
- Developed physical activity park survey for six parks in the Bronx, using the SOPARC method developed by the RAND Corporation with fellow intern and trained three interns on the methods, working in the parks over the course of a month. Analyzed and reported on data for client, Bronx Community Health Network.

*Jane Jacobs at 100 Fellow, Municipal Art Society, New York, NY.*

February to May 2016 (non-profit foundation)

- Managed outreach and collaboration efforts to recruit programs, events, exhibitions and tours to celebrate the 100<sup>th</sup> Anniversary of Jane Jacobs's birthday. Helped scope and test dedicated website for celebration at [www.jj100.org](http://www.jj100.org). Uploaded and approved events and programs, as well as writing and managing content for blog, social media and more.
- Assisted colleague with outreach, training, website content and logistics/coordination efforts for the annual Jane's Walk Weekend, with over 250 walks/tours through New York City.

*Director of Public Programs, Rose Kennedy Greenway Conservancy, Boston, MA.*

February 2012 to July 2015 (non-profit foundation)

- Managed 4-person team providing programming, including public events, markets, exercise classes, programs and our food vending program with 30 food trucks and trailers in 2015, Greenway Carousel operation as well as public relations, communications and IT support. Grew program and event count from 225 in 2012 to over 300 in 2014.
- Worked with consultants to provide earned media and PR coverage from January 2013 to February 2015. Worked with part-time communications coordinator to provide web site, social media, and traditional communications coverage as well as photography and video creation from February 2012 to July 2015. (cont'd)



- Attendance (food vending, Wi-Fi, events/programs, and carousel visitation) grew from 372,000 in 2011 to 1,194,000 in 2015. Revenues grew from \$250,000 in 2012 to over \$650,000 in 2014.

**Executive Director, Austin Parks Foundation, Austin TX.**

June 2005 to February 2012 (non-profit foundation)

- Managed three-person team providing accounting, membership, communications, marketing, and program management for a variety of direct projects ranging from programming to park improvements
- Established partnership with the Austin City Limits Music Festival, the City of Austin Parks and Recreation Department and the Austin Parks Foundation, resulting in 8.25% of tickets sales donated to the foundation annually. Funds were used to fund over \$3.5 M in improvements to the festival site at Zilker Park as well as fund neighborhood park grants and park improvements citywide. Partnership continues to present in enhanced form.
- Led all social media efforts, including the Foundation blog and Twitter and Facebook updates.
- Promoted the organization through frequent print, television, and radio appearances.
- Grew Foundation budget and revenues from \$174,000 in 2005 to \$812,000 in 2011, including park grants, volunteer events, and fundraising efforts.
- Expanded Adopt-a-Park services from 18 community groups to more than 95 community groups providing start-up support, fiscal services, technical expertise, fundraising and hands-on project management for a wide variety of community groups working on park improvement projects.

**Senior Manager, Service & Support Web Sites 1996 – 2004, Apple, Inc., Austin, TX (consumer electronics)**

- Managed team ranging from 10 to 22 people providing customer technical support and service web sites. Duties included web site design, management, design, technical content, and interactive (discussion, email) support with staff working in multiple locations in the USA, Europe, and Asia.
- Worked collaboratively with Apple staff in multiple countries to provide technical support content in seven languages: English, Japanese, French, German, Italian, Dutch and Spanish.
- Received Number 1 rating from Consumer Reports for web-based support in 2003 and 2004.

**Various Technical Specialist Roles 1988 – 1996, Apple, Inc., Cupertino, CA and Austin, TX (consumer electronics)** Additional Roles in Technical Support and Software and hardware sales 1986 – 1988 Bay Area, CA. consumer electronics.

**Education:**

Master of Science, Urban Placemaking and Management, February 2017. Pratt Institute, Brooklyn, NY.  
Bachelor of Arts, History and Political Science (double major), May 1986, Colby College, Waterville, ME.

**Volunteer Experience:**

- City Parks Alliance. Board Member (April 2011-June 2018) Co-chair, Membership & Development Committee (2013-2017) member, Executive Committee (2015-2017)
- Horticultural and Programs Volunteer, Rose Kennedy Greenway, (August 2016-present) Assistance with large programs (Free Carousel Day) as well as volunteer weeding and planting workdays.
- Zone Horticultural Volunteer, Brooklyn Bridge Park. Worked one half-day each week with park horticulturalist(s) planting, weeding, watering and mulching existing and newly planted park grounds. August-December 2015.
- Volunteer, Thursday Corps, Prospect Park Alliance. Weeding, planting, mulching & clean-up of park locations, working with 20-30 volunteers and staff on a weekly basis. August-November 2015.

- City of Austin Bicycle Advisory Committee (2008-2011). Advised city staff on upcoming bike and pedestrian projects.
- EarthShare. Board Member, representing Texas Affiliate (September 2007-December 2012)
- EarthShare of Texas. Governing Board member (2007-2011) Board Chair (2010-2011)
- Bull Creek Foundation. Volunteer Trail Project Leader (1996-2006) Led efforts to design, build and maintain approximately 5.5 miles of sustainable natural surface hike and bike trails on city park land.

**Fun Facts:** Active in biking, hiking, trail work, park horticulture and gardening. Love to travel and visit cities and compare public spaces, ability to cycle and walk and enjoy an active urban lifestyle.

## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

September 28, 2018

Charlie McCabe

Arlington, MA 02474

Re: Appointment: Community Preservation Committee

Dear Mr. McCabe:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th (tabled from September 24th) at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### Clean Energy Future Committee (terms to expire 6/30/2021)

#### Summary:

Marc Breslow  
Coralie Cooper  
Shelly Dein  
James DiTullio  
Ryan Katofsky  
David Levy

#### ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	M._Breslow_reference.pdf	M. Breslow reference
▣	Reference Material	C._Cooper_reference.pdf	C. Cooper reference
▣	Reference Material	S._Dein_reference.pdf	S. Dein reference
▣	Reference Material	J._DiTullio_reference.pdf	J. DiTullio reference
▣	Reference Material	R._Katofsky_reference.pdf	R. Katofsky reference
▣	Reference Material	D._Levy_reference.pdf	D. Levy reference





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: October 2, 2018  
TO: Board Members  
SUBJECT: Appointment to the Clean Energy Future Committee

---

This memo is to request the Board's approval of my appointment of Marc Breslow, Arlington, MA, to the Clean Energy Future Committee, with a term expiration of 6/30/2021.

  
Town Manager

**From:** "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>  
**To:** "Ken Pruitt" <KPruitt@town.arlington.ma.us>  
**Cc:** "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>  
**Date:** 08/21/2018 01:57 PM  
**Subject:** Fwd: Application for Arlington Clean Energy Future Committee

---

Adam W. Chapdelaine  
Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476  
(781) 316-3010

From: Marc Breslow <  
To: Adam Chapdelaine <achapdelaine@town.arlington.ma.us>  
Date: Thu, 16 Aug 2018 12:10:45 -0400  
Subject: Application for Arlington Clean Energy Future Committee

Dear Adam:

This is my application to be a member of the town's newly-forming Clean Energy Future Committee (is that the correct name?). My understanding from Ken Pruitt is that you don't need a formal application, just this request and the bio information below to document my qualifications.

I'm excited that Arlington is taking this bold step forward to continue its now long-standing efforts to protect our climate. Thanks for making it happen!

Yours truly,

-----

Marc Breslow is the Policy & Research Director for Climate XChange, based in Boston. He has an extensive background developing policies to cut greenhouse gas emissions. Breslow has a Ph.D. in Economics from the University of Massachusetts-Amherst and a B.A. Summa Cum Laude in Public Policy Studies from Duke University.

Locally, Breslow founded and led Sustainable Arlington for years beginning in 1999. He co-authored Arlington's Sustainability Action Plan, and authored the town's 2003 by-law which mandates that the town government purchase fuel-efficient vehicles. Breslow founded the Massachusetts Climate Action Network (MCAN) in 2000 and was its Executive Director through 2007, working with community-level groups and local governments in a number of towns and cities to implement energy efficiency and renewable energy. During the past two years he has been a member of the Arlington Energy Working Group.

Breslow has been active on state climate policy in Massachusetts and elsewhere for many years, beginning with MCAN, then in policymaking positions with the state government, and now with Climate XChange. From 2002 through 2007 he represented the interests of residents and municipalities on the advisory board for the efficiency programs operated by the state's electric and gas utilities. In 2005 to 2007 he was deeply involved in the development of the Regional Greenhouse Gas Initiative. From 2007 through 2012 Breslow held two positions in state

government: Director of Transportation & Buildings Policy with the Executive Office of Energy & Environmental Affairs, and Director of the Electric Power Division of the Department of Public Utilities. In 2010 he was lead author of the state's *Clean Energy and Climate Plan for 2020*.

Since 2013 he has focused on state-level carbon pollution pricing, first in Massachusetts and now working with advocates and legislators throughout the country. He has conducted studies forecasting the impacts of such pricing on households, industries, and GHG emissions, and has designed legislation to implement it for Massachusetts, Rhode Island, Connecticut, and Maryland. In 2014 co-authored *Analysis of a Carbon Fee or Tax as a Mechanism to Reduce GHG Emissions in Massachusetts* for the state's Department of Energy Resources.

---

Marc Breslow, Ph.D.  
Policy & Research Director, Climate XChange

**Attachments:**

File: [ATT00002.txt](#) Size: 3k Content Type: text/plain

File: [ATT00003.html](#) (Shown Inline) Size: 9k Content Type: text/html

## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



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781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 1, 2018

Marc Breslow

Arlington, MA 02474

Re: Appointment: Clean Energy Future Committee

Dear Mr. Breslow:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: October 2, 2018

TO: Board Members

SUBJECT: Appointment to the Clean Energy Future Committee

---

This memo is to request the Board's approval of my appointment of Coralie Cooper, Arlington, MA, to the Clean Energy Future Committee, with a term expiration of 6/30/2021.

*Adam Chapdelaine*  
Town Manager

**Coralie Cooper**

**Arlington, MA 02474**

**EXPERIENCE:**

**U.S. DEPARTMENT OF TRANSPORTATION, VOLPE CENTER** **Cambridge, MA**  
*Sustainability Program Lead, Energy Analysis and Sustainability Division 1/2011 to present*

- Developed a High Performance Sustainable Buildings Order for implementation by the Federal Aviation Administration (FAA) at 350 Air Traffic Organization facilities nationwide
- Developed the 2016-2018 Department of Transportation (DOT) Sustainability Implementation Plans submitted to the Office of Management and Budget (OMB)
- Wrote a Carbon Neutral Airport Toolkit under a grant from FAA
- Oversaw a cost benefit analysis of DOT building energy and water efficiency measures undertaken between 2012 and 2016
- Currently developing a Zero Emission Airport Roadmap for the Airports Cooperative Research Program (ACRP), overseen by the National Academy of Sciences
- Developed City of Cambridge fleet GHG 2030 reduction targets for light-, medium-, and heavy-duty vehicles and a fleet technology implementation plan
- Coordinated aspects of the U.S.-China Race to Zero Emissions (R2ZE) program and was part of a DOT team that met with members of the Chinese Academy of Transportation Sciences in Beijing to discuss policies to promote electric buses

**NORTHEAST STATES FOR COORDINATED AIR USE MANAGEMENT** **Boston, MA**  
*Transportation Program Manager, 1997-2011*

Manage NESCAUM's transportation program:

- Provide technical and policy recommendations on transportation GHG, criteria pollutant, and toxics control programs to states in the northeast and mid-Atlantic:
  - Recommend strategies to reduce transportation-related air pollution
  - Conduct technical evaluations of the potential emissions reductions of different strategies
  - Advocate for program adoption to air program staff, legislators, and stakeholders
- Manage staff of four and oversee NESCAUM's transportation projects
- Oversee multi-state working groups on issues such as regional adoption of the California Zero Emission Vehicle Program, Low Emission Vehicle Program, and other programs
- Work with organizations such as the New England Governors and Eastern Canadian Premiers to expand programs beyond the northeast and mid-Atlantic states
- Represent NESCAUM in public meetings, on advisory groups, and in transportation forums such as the National Research Council, the Mobile Source Technical Review Subcommittee of the Clean Air Act Advisory Committee, state legislatures, and other venues

**EDUCATION:**

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY** **Cambridge, MA**  
MCP Degree with a specialization in environmental policy and transportation

**BOSTON UNIVERSITY**  
B.A., French Language and Literature

**Boston, MA**

**PUBLICATIONS:**

*Professional Journals*

C. Cooper et al, *Medium Duty Truck Fuel Efficiency Technology Study* SAE Paper 2015-01-2769, October 2015  
T. Reinhart et al, *Analysis Process for Truck Fuel Efficiency Study*, SAE Paper 2015-01-2778, October 2015  
Badain, N., Reinhart, T., Cooper, C., MacIsaac, J. et al., *Heavy-Duty Vehicle Fuel Saving Technology Analysis to Support Phase 2 Regulations*, SAE 2015-01-2775, October 2015  
Ainslie, B., Rideout, G., Cooper, C., and McKinnon, D., *Impact of Retrofit Exhaust Control Technologies on Emissions From Heavy-Duty Diesel Construction Equipment*, SAE 1999-01-0110

*Principal or contributing author on a number of NESCAUM or NESCCAF<sup>1</sup> reports, including:*

*Reducing Heavy-Duty Long Haul Combination Truck Fuel Consumption and CO<sub>2</sub> Emissions*, NESCCAF, 2009  
*Introducing a Low Carbon Fuel Standard in the Northeast: Technical and Policy Considerations*, NESCCAF, 2009  
*Reducing Greenhouse Gas Emissions from Light-Duty Motor Vehicles*, NESCCAF, 2004

**EXPERT PANELS and STEERING COMMITTEES**

Member of the following committees, advisory boards, or expert panels: Committee on Transportation Energy, Transportation Research Board (TRB); Committee to Review the 21<sup>st</sup> Century Truck Partnership, National Research Council (NRC); Environmental Policy Auto Design and Materials Flows External Advisory Board, University of Michigan (MUSES); California Air Resources Board International Diesel Retrofit Advisory Committee, and others

**Professional Memberships:**

Society of Automotive Engineers  
Association of Energy Engineers

**Professional Certifications**

LEED, AP BD&C  
Certified Energy Manager

**Awards:**

Department of Transportation 2017 Sustainability Award for "Green Partnerships"

"Samuel J. Heyman Service to America Medals," finalist 2014. Team award for 2017-2025 light-duty vehicle fuel economy and GHG regulation

"Secretary's Team Award," 2012, US Department of Transportation

"Meritorious Service Award," 2000, State and Territorial Air Pollution Program Administrators and Association of Local Air Pollution Control Officials (now NACAA)

---

<sup>1</sup> NESCCAF is NESCAUM's sister organization and stands for Northeast States Center for a Clean Air Future

## OFFICE OF THE SELECT BOARD

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DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



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781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 1, 2018

Coralie Cooper

Arlington, MA 02474

Re: Appointment: Clean Energy Future Committee

Dear Ms. Cooper:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

730 Massachusetts Avenue  
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Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: October 2, 2018  
TO: Board Members  
SUBJECT: Appointment to the Clean Energy Future Committee

---

This memo is to request the Board's approval of my appointment of Shelly Dein, Arlington, MA, to the Clean Energy Future Committee, with a term expiration of 6/30/2021.

  
Town Manager

## **SUMMARY**

Demonstrated expertise in identifying and solving problems to advance sustainability projects from conceptualization through implementation. A team builder, detail-oriented, versatile and conscientious.

## **PROFESSIONAL EXPERIENCE**

### **Energy Conservation, Clean Energy, and Sustainability**

- Track and analyze municipalities' energy use. A principal author of town's Energy and CO<sub>2</sub> Emissions Reduction Plan. Coordinated efforts to approve more stringent building energy code. Prepared informational handouts. Town achieved designation and funding as Green Community.
- Negotiated City's hosting and serving as off-taker for several off-site photovoltaic arrays, generating 10.5M kWh/annually. Net Metering Credits are saving the City \$350,000 annually.
- Oversaw installation of multiple large-scale photovoltaic systems, including on 13 schools and on an affordable housing development. Prepared initial analysis of PV potential on town properties. Worked with municipalities to evaluate PV on closed landfill and school roofs.
- Evaluated feasibility of restoring a geothermal well, and secured funding for the design and installation of a geothermal heating system.
- Lead City's Climate Change Committee. Led efforts to encourage City residents to obtain energy audits and have homes evaluated for PV systems. Evaluated solar installers' proposals and developed marketing material resulting in 800+ requests for PV feasibility assessments and 270 PV contracts, and 1,000 energy audits performed through outreach program. Organized Drive Electric event to introduce residents to EVs.
- Secured energy audits, review recommendations, and secure utility rebates. Reduced municipal energy use by 35,800 MMBTUs in 4 years, and an annual savings of 4,696 metric tons of CO<sub>2</sub>.
- Work with multiple municipal departments to support resiliency and conservation. Work with local nonprofits to foster sustainability, including encouraging residents to plant trees, and promoting energy conservation measures to local businesses.
- Developed program to divert college's waste food scraps from waste stream and raise food sustainably. Organized conference addressing environmental, economic and social consequences of encouraging local food production. Developed curriculum and taught technical training program on agricultural and ecological principles and practices.
- Member of Low-Income Multifamily Energy-Efficiency Working Group that developed \$73M three-year comprehensive utility energy conservation grant program (LEAN) targeted to affordable housing sector.
- Presenter at City Council meetings including on value of LED streetlight conversion, and update on Green Communities progress.
- Compiled and organized building product information from manufacturers. Results published by John Wiley & Sons in 1,000-page reference manual, Energy-Efficient Products and Systems.

**Project Management, Analysis and Evaluation**

- Identify and secure projects' financing. Coordinate construction, relocation, and property management schedules. Oversaw compliance with multiple regulatory requirements. Monitor ongoing performance.
- Develop scope of work, prepare project descriptions, secure bids, oversee design process. Prepare contracts with consultants, monitor consultant performance and billing. Inspect construction sites and communicate progress to team members. Supervised project management and asset management staff.
- Analyzed financial, physical, maintenance and operations issues, identified remedies, and directed restructuring of programs to be more effective.

**Program Design and Development**

- Formulated and led development strategies for multiple residential housing developments involving over 575 apartments and condominiums. Overall responsibility for renovation of existing buildings, financial and zoning approval, design and construction monitoring and ongoing property management oversight.
- Prepare RFPs, develop proposal selection methodology, perform qualitative and quantitative analysis of program design and execution. Directed capital improvement plan preparation.

**Negotiation and Budgeting**

- Prepared financial proformas and affordability analyses. Prepared project-specific and divisional budgets and requisitions. Reviewed financial reports. Prepared funding applications.
- Interviewed and selected development team members, negotiated terms of participation. Evaluated requests for contract amendments. Sought and received regulatory approval and variances.
- Met with tenants, abutters, and neighborhood associations to inform them of project status and discuss their concerns. Mediated agreements with interested parties. Nurtured relationships with private developers over shared interests and partnership opportunities.

**EMPLOYMENT HISTORY**

Energy and Sustainability Director, City of Quincy, MA, 2013 – present  
Sustainability and Affordable Housing Development Consultant, 2009 – 2013  
Energy-Efficiency Manager, City of Marlborough, MA, 2011 – 2013  
Fenway Community Development Corporation, Housing Director, 2005 - 2009  
Homeowner's Rehab, Inc., Project Manager, 1994 - 2005  
Boston Citywide Land Trust, Senior Project Manager, 1990 - 1994  
Quincy-Geneva Housing Corporation, Project Manager, 1988 - 1990  
Community Economic Development Assistance Corporation, Project Manager and  
Program Administrator, 1985 - 1988  
Energyworks, Inc., Evaluator and Liaison for Consulting Department, 1981 - 1984

**OTHER RELATED EXPERIENCE**

Town of Arlington Energy Working Group Member, 2010 - present  
Sustainable Arlington Steering Committee Member, 2009 – present  
Housing Corporation of Arlington Real Estate Development Committee Member, 2000 - present

**EDUCATION**

Bachelors of International Studies, Major: Ecology and the Environment, School for International Training,  
Brattleboro, Vermont



## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
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730 MASSACHUSETTS AVENUE  
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781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 1, 2018

Shelly Dein

Arlington, MA 02474

Re: Appointment: Clean Energy Future Committee

Dear Ms. Dein:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
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MEMORANDUM

DATE: October 2, 2018  
TO: Board Members  
SUBJECT: Appointment to the Clean Energy Future Committee

---

This memo is to request the Board's approval of my appointment of James DiTullio, Arlington, MA, to the Clean Energy Future Committee, with a term expiration of 6/30/2021.

*Adam Chapdelaine*  
Town Manager

# James E. DiTullio

Arlington, MA 02476

---

## **EDUCATION:**

**University of Virginia School of Law**, Charlottesville, Virginia  
J.D., 2005

- *Virginia Law Review*, Editorial Board
- Legal Fellow to the Office of Virginia Governor Mark Warner (2004-05)

**University of Cambridge** (Darwin College), Cambridge, England  
M.Phil., International Relations, 2002

**Yale University**, New Haven, Connecticut  
B.A., *cum laude*, History and Political Science, both with Distinction, 2001

## **EXPERIENCE:**

**Office of the Senate President, Massachusetts Senate**, Boston, Massachusetts  
*Counsel and Chief Policy Advisor to the Senate President*, January 2015 to present

- Advise the Senate President on legal issues related to legislation, ethics, and personnel
- Work with the Chief of Staff as part of the leadership team in the Senate President's Office; lead and coordinate a policy team comprised of four advisors
- Advise the Senate President in four broad policy areas: education (early education, K-12, and higher education); transportation; economic and workforce development (including gaming); and energy/environment (including climate change and agriculture)
- Work with Senators and staff members on drafting, analyzing, and reviewing legislation
- Oversee working groups, task forces, and commissions established by the Senate President and/or the Senate related to specific policy areas
- Meet, consult, and collaborate with stakeholders and advocacy groups on legislative initiatives and policy proposals

**Commonwealth of Massachusetts, Executive Office of Education**, Boston, Massachusetts  
*Undersecretary of Education and General Counsel*, June 2014 to January 2015  
*General Counsel*, February 2011 to June 2014

- Served as a member of Governor Deval Patrick's subcabinet, advising both the Governor and the Secretary of Education on policy and legal issues concerning education, and providing strategic advice to the Governor and Secretary on their education agenda
- Served as chief legal counsel to the Secretary of Education, overseeing the legal work of the Executive Office of Education and the departments within the Education Secretariat
- Drafted, analyzed, and reviewed legislation, regulations, and legal opinions for the Education Secretariat
- Reviewed and recommended candidates to the Governor and Secretary for appointment to the boards within the Education Secretariat
- Served as the Secretary's designee to the Board of Elementary and Secondary Education
- Advised on and oversaw contract, litigation, ethics, public records, compliance, HR, and IT matters for the Secretariat

**Deval Patrick for Governor Campaign 2010**, Boston, Massachusetts

*Deputy Legal Counsel and Voter Protection Coordinator*, September 2010 to January 2011

- Worked with small team of lawyers to recruit, train, and organize 130 attorneys as part of Voter Protection 2010, a statewide effort of the Massachusetts Democratic Coordinated Campaign to protect and secure voters' civil rights on Election Day

- Conducted legal research and analysis for the Campaign's Legal Counsel

**Choate, Hall & Stewart, Boston, Massachusetts**

*Litigation Associate*, October 2006 to September 2010; *Summer Associate*, Summer 2004

- Drafted pleadings and research memos in complex civil litigation matters
- Managed case teams in discovery matters and in preparation of pleadings
- Prepared witnesses for depositions, proffer meetings, and grand jury testimony; deposed witnesses and represented clients at depositions
- Argued motions at court hearings, and assisted case teams at motion hearings and trials
- Represented clients pro bono in Federal District Court, Immigration Court, and Housing Court

**The Honorable Nathaniel M. Gorton, District of Massachusetts, Boston, Massachusetts**

*Law Clerk, United States District Court*, September 2005 to September 2006

- Drafted bench memoranda and opinions for consideration by the judge
- Conducted legal research on a variety of topics including civil procedure, federal jurisdiction, § 1983 and the Massachusetts Civil Rights Act, patent/trademark/copyright, contracts, evidence, class actions, and Fourth Amendment
- Collaborated with fellow law clerk to prepare the judge for motion hearings, status conferences, pretrial conferences, and trials

**Senate Judiciary Committee, Senator Joseph R. Biden, Jr., Washington, D.C.**

*Legal Fellow*, Summer 2003

- Worked as legal analyst and research assistant to Sen. Biden's Judiciary Committee staff

**PUBLICATIONS:**

"Saving this Honorable Court: A Proposal to Replace Life Tenure on the Supreme Court with Staggered, Nonrenewable Eighteen-Year Terms" (*Virginia Law Review*, June 2004, co-authored with John Schochet)

**ACTIVITIES:**

**Arlington Town Meeting (Arlington, Massachusetts)**

*Elected Member*, April 2016 to present

**Massachusetts Democratic State Committee**

*Elected Member*, March 2008 to present

- Co-Chair, By-Laws Committee; Former Co-Chair, Credentials Committee

**Electoral College 2012**

*Presidential Elector*, Massachusetts Democratic Electors

**Yale Club of Boston**

*Member, Board of Directors*, July 2005 to July 2015; *Emeritus Member*, July 2015 to present

**PROFESSIONAL LICENSES:**

**Commonwealth of Massachusetts Bar**, Active member since 2005

**United States District Court for the District of Massachusetts**, Active member since 2006

**United States Court of Appeals for the First Circuit**, Active member since 2006

**INTERESTS:**

Politics, History, Foreign Affairs, Hiking, Bowling, Boston Red Sox, and World Travel

OFFICE OF THE SELECT BOARD

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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 1, 2018

James DiTullio

Arlington, MA 02476

Re: Appointment: Clean Energy Future Committee

Dear Mr. DiTullio:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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MEMORANDUM

DATE: October 2, 2018  
TO: Board Members  
SUBJECT: Appointment to the Clean Energy Future Committee

---

This memo is to request the Board's approval of my appointment of Ryan Katofsky, Arlington, MA, to the Clean Energy Future Committee, with a term expiration of 6/30/2021.

  
Town Manager

## **Ryan E. Katofsky**

### **Professional Summary**

Ryan Katofsky is Vice President of Industry Analysis at Advanced Energy Economy (AEE), a national business association working to make the energy system more secure, clean and affordable. He has spent his entire 25-year career focused on the advanced energy industry, including 20 years in consulting at Arthur D. Little, Navigant, and as an independent contractor. His consulting work included market and technology assessment, economic analysis, business strategy development, due diligence, lifecycle energy and environmental assessment, long-range energy planning, and analysis of public sector renewable energy programs. He has worked for domestic and international clients. Ryan joined AEE in 2013, and currently oversees its state regulatory engagement, which is focused on accelerating regulatory and business model change in the electric power sector in order to accelerate deployment of advanced energy technologies and services. He is currently on the Board of Directors of the Alliance for Clean Energy New York.

### **Education**

Ryan received his Bachelor of Engineering degree from McGill University in 1990, where he received the British Association Medal for Great Distinction. He received his Master of Science in Engineering degree from Princeton University in 1993, where he was a Guggenheim Fellow. His thesis was a detailed techno-economic analysis of methanol and hydrogen production via biomass gasification.

### **Personal Profile and Local Volunteer Activities**

Ryan lives in Arlington, MA, with his wife and two children. Outside of work, Ryan has been active with Sustainable Arlington since its founding in 1999, a local volunteer organization working reduce environmental impacts in Town. He is a member of Arlington's Energy Working Group, which focuses on reducing energy use and increasing renewable energy generation at Town facilities. This included helping the Town receive its Green Communities designation in 2010, which has led to multiple Green Communities grant awards that the Town has used to increase energy efficiency, procure electric vehicles, and improve the quality of energy services. In 2015, he helped the Town execute a contract to install solar power systems on six schools, and in 2012, he was the Community Solar Coach for Arlington's participation in the Solarize Mass program, in which more than 150 households went solar in a six-month period. More recently, Ryan joined the Arlington High School Building Committee, where he is chair of the Sustainability Subcommittee. He was also an Arlington Soccer Club youth soccer coach for six years (now happily retired).

In his free time, Ryan enjoys gardening, brewing beer, cycling, and occasionally playing Ultimate.

## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 1, 2018

Ryan Katofsky

Arlington, MA 02474

Re: Appointment: Clean Energy Future Committee

Dear Mr. Katofsky:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: October 2, 2018

TO: Board Members

SUBJECT: Appointment to the Clean Energy Future Committee

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This memo is to request the Board's approval of my appointment of David Levy, Arlington, MA, to the Clean Energy Future Committee, with a term expiration of 6/30/2021.

*Adam Chapdelaine*  
Town Manager



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**SUMMARY:**

Eight years in the finance and energy sector and five years in the public sector. Successful at executing investments and acquisitions through comprehensive underwriting and document negotiation.

**CORE COMPETENCIES:**

- Underwriting
- Portfolio management
- Transaction negotiation
- Business Development
- Financial modeling
- Audits and inspections

**EXPERIENCE:****STATE STREET BANK AND TRUST****April 2013 - Present**

Boston, MA

*Vice President, Tax Advantaged Investments*

- Successfully underwritten over 15 multi-million dollar investments in the renewable energy sector. Manage various negotiation efforts on commercial points and run due diligence processes on a host of issues including insurance, credit quality, plant operations and technology.
- Manage the energy tax credit investment portfolio as well as the Bank Owned Life Insurance portfolio. Responsible for partnership decisions, operational monitoring and asset sales, including a recent small (<\$5mm) solar portfolio sale.
- Executed several audits of the portfolio including reviews of insurance, engineering and operations resulting in several improvements to the operations of the underlying investments
- Created a customized management system to monitor the portfolio and automate the financial accounting
- Project manager for an organizational strategy exercise to reposition the tax department within State Street for future success.

**NRG ENERGY****Sept 2011 – April 2013**

Princeton, NJ

*Manager, Asset Management*

- Built high-profile board presentations for multi-billion dollar merger. Analyzed and modeled twenty plus opportunities to increase post-merger EBITDA
- Coordinated diligence for first & second round sell-side processes on a ~\$500mm potential acquisition
- Built a financial model for and negotiated key parts of two contracts to increase EBITDA by over \$40mm at an existing power plant
- Built economic model for a winning RFP award to convert an existing power plant
- Built model, led diligence and pricing presentations for acquisition of a \$20mm power plant

**ACCIONA ENERGY****July 2008 - Sept 2011**

Chicago, IL

*Commercial Manager*

- Prepared and recommended several bid strategies that resulted in short-listing of Acciona wind turbines
- Built a competitive assessment model to provide pricing recommendations for Acciona wind turbines
- Handled various efforts of a \$10mm solar power plant expansion, including investor consents, financial modeling, engineering reviews and the application and receipt of a \$3mm cash grant from the US Treasury

**THE MAYOR'S OFFICE OF MANAGEMENT AND BUDGET &  
311 CITIZEN SERVICE CENTER****2001 – 2006***Unit Head*

New York, NY

- Led analysis and negotiations to increase fees at six recreation centers, reducing expenses by \$3 million annually
- Led analysis and negotiations raising fees at three city zoos, reducing tax payer burden by \$500K annually
- Negotiated with FEMA officials for federal reimbursement for City expenditures in response to attack on 9/11/2001
- Reduced annual water/sewer utility operating budget by \$25 million, finding efficiencies in various operating units
- Designed a training and evaluation program improving how call center handles "traffic signal outage" calls

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**EDUCATION****MIT SLOAN SCHOOL OF MANAGEMENT – MBA Class of 2008**

Cambridge, MA

- Intern – business development at Heliovolt Corporation, a thin-film solar panel manufacturer in Austin Texas
- Teaching Assistant: Financial Accounting, Fall 2007 and Macro Economics, Spring 2008

**UNIVERSITY OF MICHIGAN**

Ann Arbor, MI

## OFFICE OF THE SELECT BOARD

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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 1, 2018

David Levy

Arlington, MA 02476

Re: Appointment: Clean Energy Future Committee

Dear Mr. Levy:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

---

### **Elderly and Disabled Tax Aid Relief Fund Committee (terms to expire 6/30/2021)**

#### **Summary:**

Lillian Hartman  
Jennifer Lewis-Forbes  
Ted Peluso

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	L._Hartman_reference.pdf	L. Hartman reference
▢	Reference Material	J._Lewis_Forbes_reference.pdf	J. Lewis-Forbes reference
▢	Reference Material	T._Peluso_reference.pdf	T. Peluso reference



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: October 2, 2018

TO: Board Members

SUBJECT: Appointment to the Elderly and Disabled Tax Aid Relief Fund Committee

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This memo is to request the Board's approval of my appointment of Lillian Hartman, Arlington, MA, to the Elderly and Disabled Tax Aid Relief Fund Committee, with a term expiration of 6/30/2021.

  
Town Manager



June 24, 2018

Adam Chapdelaine  
Town Manager  
Arlington Town Hall  
achapdelaine@town.arlington.ma.us

Dear Adam,

I am writing to request appointment to the Tax Aid Relief Fund Committee. I am interested in serving my neighbors and supporting people who are having a hard time keeping up with the cost of property taxes. From experience I know rising taxes can make seniors feel pushed out. Helping them stay at home with property tax relief honors their long-time contributions to the community, keeps neighborhoods more diverse, and sets Arlington apart as a caring town.

This will be an opportunity for me to continue planning and outreach to help seniors and people with disabilities. My attached resume outlines my work experience including most recently, serving as assistant director at the Belmont Council on Aging. I would be curious to learn how the property tax relief fund works in conjunction with other services that people need to make staying at home viable. I'd like to be sure that professionals already working with seniors or people with disabilities in town are aware of the relief fund to further assist them.

I've been an Arlington resident for over 3 years, but haven't become knowledgeable about or attached to it. As I take a hiatus from municipal work elsewhere, I hope to become more present here. I plan to remain in touch with the Envision Arlington standing committee but have opted to keep that connection informal. This more focused opportunity seems like a better match with my specific skills and interests, and requires a time commitment that I can certainly make.

Thank you very much for your consideration.

Lil Hartman

## LILLIAN HARTMAN

Arlington, MA 02476

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### EDUCATION

**MAXWELL SCHOOL, Syracuse University, Master of Public Administration**  
Public Administration with Certificate of Advanced Study in Conflict Resolution.

July 2009

**CORNELL UNIVERSITY, Bachelor of Science**  
Policy Analysis and Management with a Health Concentration.

May 2007

### EXPERIENCE

**BELMONT COUNCIL ON AGING, Belmont MA**

2015 – Present

*Assistant Director.* Coordinated the schedule and budget for classes offered by 20+ paid and volunteer instructors. Supervised volunteers at the front desk and in the office, as well as part-time employees. Monitored building needs, developed new website, partnered with other departments to offer programs and advertise jointly. Participated on One Book One Belmont Committee, Belmont Committee on Community Education. Promoted from Senior Center Coordinator to Assistant Director in 2017.

**NORFOLK COUNTY COMMISSIONERS' OFFICE, Dedham MA**

2014 – 2015

*RSVP Director.* Worked with partner agencies and supervised two staff to place volunteers serving home delivered meals, schools, and veterans in Norfolk County. Launched *RSVP Rides for Vets*, which grew to over 40 volunteers. Reported to a volunteer advisory committee, engaging them in planning and fundraising for the program. Monitored budget and reported outcomes for a federal grant, reaching ambitious 3-year targets in first year. Served as president of the Massachusetts Senior Corps Association, elected by fellow program directors.

**NEW YORK CAMPUS COMPACT, Ithaca NY**

2012 – 2013

*AmeriCorps Program Coordinator.* Served as grant manager for AmeriCorps and AmeriCorps VISTA programs at 25 college campuses. Completed grant applications and program reports. Provided training, technical assistance, and compliance monitoring for campuses. Adjusted programs to incorporate funder priorities, best practices in campus-community partnerships, and campus feedback. Supervised VISTA Leader and graduate assistant. Oversaw training conferences, marketing events, and support for AmeriCorps members.

**LIFELONG SENIOR CENTER, Ithaca NY**

2010 – 2012

*RSVP Director.* Worked with Lifelong management team, assistant, and twelve-member Advisory Council to lead the 450-member *Retired and Senior Volunteer Program* and *Tax Counseling for the Elderly*. During my tenure, our volunteer roster increased and clients served by the tax program grew by twenty percent. Engaged Advisory Council in planning, fundraising, and hosting an annual luncheon for 200 attendees. Supervised 30 volunteers providing free tax services at multiple sites. Developed applications and reports for federal, state, and local grants.

**CORNELL HEALTH, Cornell University**

2007 – 2008

*Health Promotion Assistant.* Administered screening and motivational interviewing-based intervention for college students. Provided a safe environment and nonjudgmental feedback for students to evaluate their own alcohol and drug use and set goals for increased safety. Consulted with a clinical team and campus partners and kept in touch with high-risk students. Represented the Health Promotion team at outreach events and on prevention-focused committees.

## VOLUNTEER &amp; INTERN EXPERIENCE

Tax Preparer for Low-Income Families	Ithaca NY and Lowell MA	2009 – Present
Food Pantry Kitchen Crew	Bedford MA	2014 – 2017
Long-Term Care Ombudsman	Ithaca NY	2011 – 2012
Community Coalition for Healthy Youth Volunteer	Ithaca NY	2007 – 2012
Suicide Hotline Counselor	Ithaca NY	2009 – 2010
United Way Outcomes Measurement Volunteer	Ithaca NY	2006 – 2009
MPA Consulting Project, Child Advocacy Center	Syracuse NY	2009
Facilitator/Recorder, City of Syracuse & Head Start	Syracuse NY	2008 – 2009
Teaching Assistant, Graduate Statistics Course	Syracuse University	2008
Youth Mentorship Program Coordinator	Cornell University	2007
Diversity and Faculty Development Office Assistant	Cornell University	2003 – 2007
ABT Associates Health Policy Research Assistant	Cambridge MA	2005

## TECHNICAL SKILLS

Current ServSafe  
 Current CPR and AED, former First Aid  
 Advanced user of Microsoft Word, Excel, PowerPoint, Publisher, web editing, and database applications  
 Slow conversational, reading and written French  
 Limited spoken and reading Spanish, will refresh skills if needed

## PROFESSIONAL REFERENCES

Nava Niv-Vogel, Director, Belmont Council on Aging	617-993-2975	(Current Supervisor)
Frank Hegarty, Director, Norfolk County Administration	781-461-6105	(Former Supervisor)
Wes Chin, Director, Belmont Health Department	617-993-2720	(Current Colleague)
Jillian Penidleton, Program Director, Lifelong	603-818-2143	(Former Colleague)



## OFFICE OF THE SELECT BOARD

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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

September 25, 2018

Lillian Hartman

Arlington, MA 02476

Re: Appointment: Elderly and Disabled Tax Aid Relief Fund Committee

Dear Ms. Hartman:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
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E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: October 2, 2018

TO: Board Members

SUBJECT: Appointment to the Elderly and Disabled Tax Aid Relief Fund Committee

---

This memo is to request the Board's approval of my appointment of Jennifer Lewis-Forbes, Arlington, MA, to the Elderly and Disabled Tax Aid Relief Fund Committee, with a term expiration of 6/30/2021.

  
Town Manager

**Jennifer Lewis-Forbes**

**Arlington, MA 02474**

April 6, 2018

Adam Chapdelaine  
Town Manager  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Mr. Chapdelaine,

I am writing to express my interest in serving on the Elderly and Disabled Tax Aid Relief Fund Committee. I believe my work experience at Jewish Family & Children's Service (JF&CS) and Housing Corporation of Arlington would make me a good candidate for the committee.

In my position as a legal services advocate at JF&CS, I work closely with our Emergency Financial Assistance director and case managers. It is our goal to provide appropriate wrap-around services to our most vulnerable clients, often elders and/or those with complex health needs whose income falls between 200-300% of federal poverty levels. Through team meetings, we make thoughtful and nuanced decisions to provide critical funds to our clients. These decisions are based on financial need, sustainability and the ability to leverage other funding sources.

Several years ago I worked at Housing Corporation of Arlington (HCA) which was an incredibly positive and challenging experience. I became more immersed in affordable housing issues, provided the administrative backbone to HCA's Homelessness Prevention Program and the development of Capitol Square apartments. That important work reinforced my commitment to maintaining and creating initiatives to support economic diversity as Arlington becomes one of the most desirable, and also, one the most expensive places to live in the Boston area.

I have attached my resume which gives a good overview of my work and volunteer experience. Please contact me if you have any questions. I hope to hear from you soon.

Sincerely,  
Jennifer Lewis-Forbes

# Jennifer Lewis-Forbes

♦ Arlington, MA 02474 ♦

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## EXPERIENCE

**Jewish Family & Children's Service (JF&CS),**  
Case Coordinator, Bet Tzedek Legal Services

May 2012 - Present

- Provide intake screening for Bet Tzedek requests for service, including comprehensive assessment of legal and benefits needs.
- Make efficient and appropriate referrals to Bet Tzedek Panel Attorneys or community organizations to address client's legal needs.
- Maintain accurate database of client records including data collection and database entry
- Liaison with Basic Needs staff, JF&CS partner agencies and greater Boston community organizations to provide client services/resources

**Housing Corporation of Arlington, Administrative Coordinator**

October 2009-May 2012

- Conduct intake interviews with prospective clients for HCA's homelessness prevention programs
- Responsible for homelessness prevention and housing databases and reporting outcomes
- Advise general public on HCA's programs
- Manage fundraising database and donor communication
- Organize and publicize town wide events such as annual meetings, ribbon cutting ceremonies, and Walk for Affordable Housing

**Brown University, Harvard University and Harvard School of Public Health (HSPH)**  
Consultant/Special Projects Coordinator

January 2006-June 2009

- Organized committees and nomination process for the Albert Schweitzer Award, Student Recognition Award and Student Speaker Competition for HSPH's 2009 Commencement
- Drafted a Boston area resource guide for international students
- Recruited employers for HPSH's annual multi-day career fair and mini career fairs in consulting, global health and administrative fellowships
- Updated resources on international work and volunteer opportunities
- Organized annual events for Harvard University's Michael C. Rockefeller Memorial Fellowship
- Contributing member of Brown University's Health Professions Board of Advisors and HSPH's Fulbright Committee
- Drafted Brown University's letters of evaluation for medical school admission committees
- Designed and implemented an internship database for Brown's Health Careers Office
- Conducted essay writing and interview skill workshops for students
- Mentored and motivated students interested in a career in the health professions



**Brandeis University, Office of Undergraduate Academic Affairs**

Interim Assistant Dean, Health Professions Advising

April – August 2005

Health Professions Advisor and Coordinator of the Women & Health Initiative

2001 – 2005

- Advised and mentored students interested in a career in the health professions
- Designed and facilitated group information sessions to introduce students to the premed/prehealth course work and services available to students
- Fostered and followed advisees' independence by providing timelines and resources to serve as a guide to the process.
- Advised juniors, seniors and alumni in preparation for interviews with the Premedical Board of Advisors
- Led the admissions process for the Post Baccalaureate Premedical Program
- Managed an internship program for students interested in women's health issues
- Organized and presented programs related to women's health

**VOLUNTEER EXPERIENCE**

**Arlington Education Foundation (AEF)**

Chair, Fundraising Committee

2010 - 2017

- Responsible for donor outreach and communication to approximately 3,000 constituents
- Manage fundraising database
- Communicate AEF's mission, grant programs and its impact to the greater Arlington community
- Collaborate with committee members and stakeholders to distribute approximately \$100,000 per year to the Arlington Public Schools

**Hardy Elementary School, PTO Co-Treasurer**

September 2011 – July 2016

**Yes for Arlington, Treasurer**

April 2011 – December 2011

**Bridge the Gap, Steering Committee Member**

April - August 2010

**COMPUTER SKILLS**

Microsoft Office, SAGE, Salesforce (fundraising databases), ETO/Social Solutions (data management)

**EDUCATION**

Suffolk University – Boston, MA

M.Ed., Foundations of Education, January 2004

University of Massachusetts - Amherst, MA

B.A. in Communication, *cum laude* - May 1993



## OFFICE OF THE SELECT BOARD

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781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

September 25, 2018

Jennifer Lewis-Forbes

Arlington, MA 02474

Re: Appointment: Elderly and Disabled Tax Aid Relief Fund Committee

Dear Ms. Lewis-Forbes:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr



Town of Arlington  
Office of the Town Manager

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E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: October 2, 2018

TO: Board Members

SUBJECT: Appointment to the Elderly and Disabled Tax Aid Relief Fund Committee

---

This memo is to request the Board's approval of my appointment of Ted Peluso, Arlington, MA, to the Elderly and Disabled Tax Aid Relief Fund Committee, with a term expiration of 6/30/2021.

*Adam Chapdelaine*  
Town Manager

## OFFICE OF THE SELECT BOARD

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781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

September 25, 2018

Ted Peluso

Arlington, MA 02476

Re: Appointment: Elderly and Disabled Tax Aid Relief Fund Committee

Dear Mr. Peluso:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Wednesday, October 10th at 7:15 p.m.

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

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Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### For Approval: Common Victualler and All Alcohol License

#### Summary:

Mini Punjab, 444 Massachusetts Avenue, Kashmir Singh  
(postponed from 9.12.18 meeting)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Mini_Punjab_Ref.pdf	Reference



# The Gerson Group LLC

---

Admitted in Massachusetts

Via Email [amaher@town.arlington.ma.us](mailto:amaher@town.arlington.ma.us)  
[dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)

Ashley Maher  
Board of Selectman  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476-4908

September 21, 2018

Re: Samar Group LLC ("Samar Group").

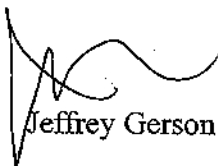
Dear Ms. Maher;

This office represents Samar Group LLC d/b/a Mini Punjab in its application for a common victuallae license and a food vendor license. My client holds an exclusive Registered Trademark/Service mark Registration (Number 86385) from the Secretary of State for the Commonwealth of Massachusetts for the name "Mini Punjab Modern Indian Cuisine". A copy of the Registration is attached hereto as Exhibit A. My client has also duly filed a D/B/A certificate with the Town of Arlington under the name "Mini Punjab". A copy of the D/B/A Certificate is attached hereto as Exhibit B. Please put this matter on the list for the September 24, 2018 Board of Selectman meeting

It has come to our attention that another business is raising an objection to the use of the word "Punjab" in my client's name. As you may well know Punjab is a state in northern India with a population of over 28 million people, and the name "Punjab" is commonly used to describe the popular culinary style of the region, much like the terms "Mandarin" and "Sichuan" (names of provinces in China) are used to describe the cuisine of each respective region. Currently there are no less than sixteen (16) Massachusetts entities that incorporate the word "Punjab" in their name, many of which are restaurants or food service businesses, and no less than nine (9) trademarks have been issued by the Commonwealth with the word "Punjab" in it. There are countless entities doing business with the name "Punjab" in the Commonwealth. "Punjab" is a region, a dialect, a culinary style, and some say an ethnicity – no entity has can claim sole ownership to this word.

Please do not hesitate to call me if you have any questions on this matter.

Very truly yours;



Jeffrey Gerson

EX A

MA SOC Registration Number: 86385 Date: 09/12/2018

TM  
SM

# The Commonwealth of Massachusetts

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

Filing Fee \$50.00 per class  
5 year registration period

FORM MUST BE TYPED

## Trademark / Service Mark Application (General Laws Chapter 110H, Section 3)

FORM MUST BE TYPED

All information must be completed or this document will not be accepted for filing.

(1) Applicant's name and business address:

a) Individual: \_\_\_\_\_  
Last First Middle

Business address: \_\_\_\_\_  
Number Street  
City State Zip

or

b) Business Organization: SAMAR GROUP LLC

Business address: 444 MASSACHUSETTS AVE  
Number Street  
ARLINGTON MA 02474  
City State Zip

(2) If applicant is a business, identify type (check box), and if applicable, state and date of organization:

☐ corporation ☒ limited liability company ☐ limited partnership ☐ partnership ☐ sole proprietor

☐ other \_\_\_\_\_  
(indicate entity type)

a) State of incorporation or organization: MA b) Date of incorporation or organization: 07/22/2018

(3) If applicant is a partnership, state the names of the general partners:

(9) The trademark or service-mark has been used by the applicant, or the applicant's predecessor in business, since

08/01/2018

and in the Commonwealth of Massachusetts since

08/01/2018

(month, day, year)

(month, day, year)

(If first use of the mark anywhere was in Massachusetts, use the same date for both.)

(10) a) Has the applicant or predecessor in interest filed an application for the same mark or portions of the same mark with the U.S. Patent and Trademark Office? ☐ Yes ☒ No

b) If yes, for each application, provide (using additional pages if necessary):

Filing date \_\_\_\_\_ and serial number \_\_\_\_\_

(month, day, year)

c) What is the status of the application (check box)?

☐ awaiting examination

☐ refusal (office action) issued

☐ approved for publication

☐ registered

☐ abandoned/withdrawn

d) If finally refused, or not resulted in a registration, give reason: \_\_\_\_\_

(11) Attach a sample showing the mark as actively used. The sample specimen may not be larger than 3" x 3".

**Mini Punjab**

**MODERN INDIAN CUISINE**

**DINE IN • TAKE OUT • DELIVERY • CATERING**

**444 Massachusetts Ave (Arlington Center)  
Arlington, MA**

The applicant is the owner of the mark. The mark is in use, and, to the knowledge of the person verifying the application, no other person has registered, either federally or in this state, or has the right to use such mark either in the identical form thereof or in such near resemblance thereto as to be likely, when applied to the goods or services of such other person, to cause confusion, or to cause mistake, or to deceive.

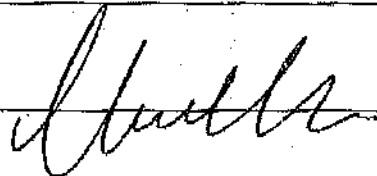
I, Mandeep Singh, Member, state that I am the applicant or a lawfully authorized  
(Name of Applicant / Authorized Representative)

representative of the applicant and declare under penalty of perjury that the foregoing application is true and correct.

Executed on: 09/12/2018

(Month, Day, Year)

Signature: \_\_\_\_\_



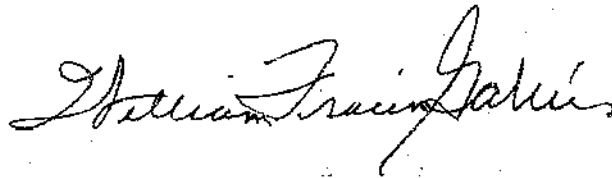
MA SOC Registration Number: 86385 Date: 09/12/2018

**COMMONWEALTH OF MASSACHUSETTS**

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

**Trademark / Service Mark Application**  
(General Laws Chapter 110H)

Registered with



WILLIAM FRANCIS GALVIN  
*Secretary of the Commonwealth*  
on:

September 12, 2018

Trademark Section  
One Ashburton Place, Rm. 1717  
Boston, MA 02108



Ex-B

*Town of Arlington, Massachusetts*

Stephanie L. Lucarelli  
Town Clerk

OFFICE OF THE TOWN CLERK  
730 MASSACHUSETTS AVENUE  
ARLINGTON, MA 02476-4908  
781-316-3070

New X  
Renew

**BUSINESS CERTIFICATE**

No. 116

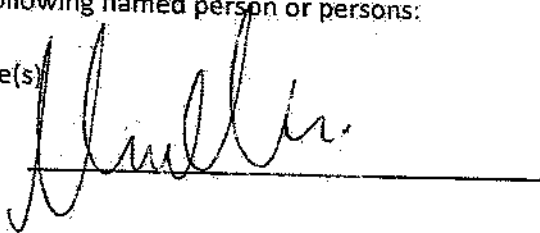
In conformity with the provisions of Chapter 110, Section 5 of the General Laws, as amended,  
the undersigned hereby declares that a business is conducted under the name of:

Name & Address of Business

MINI PUNJAB  
444 MASSACHUSETTS AVENUE  
ARLINGTON, MA 02474

by the following named person or persons:

Signature(s)



Name(s):

MANDEEP SANDHU

Address:

11 FULLER STREET  
EVERETT, MA 02149

Telephone No.: 617-961-2085

On: 9/21/2018

the above named person(s) appeared before me that the foregoing statements are true.

*Stephanie L. Lucarelli*

Town Clerk

This is not a license to do business. The operation of this business at  
the said location may still be subject to other local, state or federal laws.  
A copy of this certificate is being sent to the Building Department. This  
certificate is good for four years, renewable by you. A statement under  
discontinuance, retiring or withdrawal from the business or partnership  
is \$15.00

Certificate Expires: 9/21/2022 Number:

116



## Town of Arlington, Massachusetts

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**Request: Two Spaces, On Street Overnight Parking @ 176-178 Medford Street (parking on Hayes Street)**

**Summary:**

Bonnie Duncan

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Police_recommendations_Hayes_St..pdf	Police Recommendations
▢	Reference Material	On_Street_Overnight_Parking_Request_Hayes_St..pdf	On Street Overnight Parking Request

# ARLINGTON POLICE DEPARTMENT

**CHIEF OF POLICE**  
Frederick Ryan



*Town of Arlington*  
MASSACHUSETTS 02474

POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900  
Facsimile 781-316-3919

## MEMORANDUM

TO: Marie Krepelka  
Board Administrator

FROM: Officer Corey P. Rateau  
Traffic and Parking Unit

DATE: October 4, 2018

RE: Request: Two Spaces, On-Street Overnight Parking @ Hayes Street for 176-178 Medford Street

---

The Arlington Police Department Traffic, Details, and Licensing Division reviewed the petition submitted by Ms. Bonnie Duncan for two on-street parking permits for the above listed two-family residence. **We do not support the issuance of these permits for the following reasons:**

- The property was originally built in 1924. Since that time, there has never been a request nor a need for on-street parking permits due to the garage size, including times when research shows that this two-family had been used as a rental property.
- According to Inspectional Services, there are no records of any work permits for improvements to the property on record, including any attempts to modify the garage to accommodate larger vehicles.
- This request appears to have been submitted just a few days after the property was listed for sale. Since these spaces are usually grandfathered to subsequent tenants and owners, we believe that it would be a bad precedent to begin deeding away parts of the public way to facilitate a private real estate transaction.

## CPR

Cc: Frederick Ryan, Chief of Police  
Capt. Julie Flaherty, Support Services Commander  
Lt. Paul Conroy, OIC / Traffic, Details, and Licensing  
Deputy Kevin Kelley, Arlington Fire Operations  
Adam Chapdelaine, Town Manager

*"Proactive and Proud"*

*Agenda*  
*10-10-18*

September 13, 2018

Board of Selectman  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02474

176-178 Medford St Parking

To whom it may concern;

We request that the Board grant two (2) on-street parking permits for 176-178 Medford St. for parking on Hayes St. due to the constraints of the lot and topography that prohibit adding off street parking. The house is a Two-family home with 6 rooms, 2 bedrooms on the 1<sup>st</sup> floor and 8 rooms, 3-4 bedrooms on the 2<sup>nd</sup> & 3<sup>rd</sup> floors.

The parking currently consists of two small garages under the house that are unusable due to their size. The garages are 84" wide. A Toyota Prius is 70" wide not including mirrors. The sidewalk serves as the driveway and parking on it is prohibited. As such there is not required parking available for the residents.

Thank you for your consideration

Bonnie Duncan  
978-518-2432



## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 3, 2018

Bonnie Duncan  
176 - 178 Medford Street  
Arlington, MA 02474

Dear Ms. Duncan:

The Select Board will be discussing your request for two spaces, on street overnight parking at their meeting on Wednesday, October 10th in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. The meeting begins at 7:15 p.m. You or your representative is invited to be in attendance at this meeting.

Kindly call the office to confirm the date and time with either Fran or Ashley.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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### Discussion & Vote: Letter to FCC Opposing Changes to PEG Access Funding

#### Summary:

Douglas W. Heim, Town Counsel

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	BOS_Comment_to_FCC_re_In-kind_offsets_rule.doc_(00020906xA050C)_(1).doc	Select Board Comment to FCC
▢ Reference Material	Letter_to_MMA_Re._FCC_Proposed_Rule_(00020905xA050C).docx	Letter to MMA

## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
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730 MASSACHUSETTS AVENUE  
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781-316-3020  
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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### **By First Class Mail**

Ms. Marlene H. Dortch, Secretary  
Federal Communications Commission  
445 12th Street, SW  
Washington, District of Columbia 20554

**Re: In the Matter of Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984 as Amended by the Cable Television Consumer Protection and Competition Act of 1992.**

As the public body charged with negotiating and approving cable franchise agreements on behalf of the residents of the Town of Arlington, this Select Board writes to voice its objections to the FCC's tentative conclusions that that "in-kind" contributions required by a franchising agreements should offset "franchise fees" subject to the statutory cap on such fees set forth in Section 622 of the Communications Act of 1934 (as Amended). Arlington is already a community with three cable franchise operators (Comcast, Verizon, and RCN). The proposed rule will not foster more competition or increase the number of providers. It will eviscerate our community media provider while constituting a windfall for sophisticated businesses capable of negotiating fair terms for themselves.

The Federal Communications Commission's ("FCC") Second Notice of Proposed Rule Making regarding "in-kind" offsets to local cable franchise agreements posits that purportedly "in-kind" contributions such as provision of channels for local PEG access providers and technology for schools should be deducted from the franchise fees each operator pays to provide for expenditures authorized under the Act. According to the Commission's notice, the purpose of this order is to decrease the costs of entering the market and thereby stimulating competition. While Arlington is only one community in the United State, nothing in this community's experience confirms such assertions.

In brief, the Town of Arlington has been serviced by and negotiated with the three aforementioned cable franchises for nearly twenty years. Each has proven itself and effective corporate citizen in their own way and we appreciate their contributions to this community. However, within each of those negotiations, the categories of purported “in-kind” contributions contemplated by the FCC – channels for local government access providers, fiber for school television studios, etc. have always been understood to be separate terms from the overall franchise fee. Moreover, each of the cable franchises have ably negotiated their respective agreements based upon their means and circumstances, typically with more variation on these alleged “in-kind” contributions than either capital contributions or franchise fee percentages of revenue. Specifically, some franchises have been willing to offer HD channels to our PEG access provider, while others have not. Some franchises have been inclined to explore access to electronic program guides, while others have not. Hence, while these alleged “in-kind” contributions have been important elements of franchise agreements, they have not constituted the kinds of barriers that would preclude the entry of new competitors in the same way that the costs of building out cable infrastructure, or providing competitive program selections might.

Meanwhile, our PEG access provider, Arlington Community Media, Inc. has developed into a treasured resource in Arlington for myriad reasons; marshaling both franchise fees and what the FCC proposes to term “in-kind” contributions into outstanding service. ACMI serves as a platform for residents and community groups to communicate with the wider public, an educational tool and form of expression for our youth, and of course, an essential service in ensuring access to and transparency in government meetings. ACMI is utilized to keep our residents informed on pressing issues, relay their stories, and prepare our young people for the future. Yet, in each of our community assessments pursuant to the franchise negotiation process, ACMI has shown itself to be an efficient, effective operation facing increased demand from the community. Existing service, let alone demand for more, cannot conceivably be met if merely possessing channels to broadcast its content begins to eat into ACMI’s most significant source of funding.



As such, the Town of Arlington respectfully, but strongly urges the FCC's to reconsider its position and reject the proposed "in-kind" offset order. This Board further commits itself to working with our congressional delegation and State and regional partners to keeping the Commission fully informed of both the lack of need for this rule change and its negative impacts upon this community.

Very truly yours,

ARLINGTON SELECT BOARD

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Daniel J. Dunn, Chair

October 10, 2018

## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### **By First Class and Electronic Mail**

Mr. Geoffrey Beckwith  
Executive Director  
Massachusetts Municipal Association  
One Winthrop Square  
Boston, Massachusetts 02110

**Re: In the Matter of Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984 as Amended by the Cable Television Consumer Protection and Competition Act of 1992.**

Dear Director Beckwith,

As you noted in your October 2018 piece in the *The Beacon* entitled "FCC pursues Anti-Consumer Agenda that Preempts Municipal Authority," the Federal Communications Commission's ("FCC") Second Notice of Proposed Rule Making regarding "in-kind" offsets to local cable franchise agreements presents a potentially serious threat to the quality of local community television and related education programs in communities throughout the Commonwealth. Our PEG access provider, Arlington Community Media, Inc. ("ACMI") and our local schools are no exceptions. Accordingly, the Board fully supports and endorses the MMA's intention to submit testimony to the FCC in opposition to this cable franchise fee order, as well as MMA efforts to partner with other organizations such as the National League of Cities to best organize further opposition.

ACMI is a treasured resource in Arlington for myriad reasons. As our PEG access provider, ACMI serves as a platform for residents and community groups to communicate with the wider public, an educational tool and form of expression for our youth, and of course, an essential service in ensuring access to and transparency in government meetings. ACMI is utilized to keep our residents informed on pressing issues, relay their stories, and prepare our young people for the future. The proposed action by the FCC could severely decrease, if not eliminate, funding necessary for these ACMI to serve these functions.

Further, since 2003, when ACMI first became a stakeholder in the Town's negotiation of cable franchise fees, the Select Board and our cable providers have always negotiated with the mutual understanding that these purported "in-kind" contributions – dedicated ACMI channels, fiber for studios, and other technology for local schools – were separate from the franchise fees themselves capped at 5% of gross revenues. Our cable franchise operators, Comcast, Verizon, and RCN, each have shown themselves to be sophisticated operators in advocating their positions. Moreover, the alleged basis of this new order – the need to reduce the costs of entering the market by accounting for such in kind benefits in the franchise fee – is demonstrably unnecessary in this community.

In reality, as your piece intimated, the FCC's proposed rule is nothing short of a potential windfall for our providers already working in a competitive marketplace in Arlington. The budgetary futures for local governments and PEG Access providers has recently been made more uncertain by the potential for declining cable revenues (given that internet service is not included in the definition of cable revenue). As such, we fully concur with your assessment of the FCC's rule and join other Massachusetts municipalities in supporting the MMA filing of any testimony and comments necessary to make the likely disastrous impacts of this proposed rule known. We further commit ourselves to working with our congressional delegations to oppose the rule alongside the MMA.

Very truly yours,

ARLINGTON SELECT BOARD

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Daniel J. Dunn, Chair

October 10, 2018



## Town of Arlington, Massachusetts

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### Discussion: Update on Long Range Plan and Override Scenarios

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	LRP_FY20.pdf	Long Range Financial Projection
▢	Reference Material	Override_Options_9.28.pdf	Override Options



Long Range Financial Projection

Long Rang Planning Committee Meeting  
September 28, 2018

		FY 2019	FY 2020	Dollar Change	Percent Change	FY 2021	Dollar Change	Percent Change	FY 2022	Dollar Change	Percent Change	FY 2023	Dollar Change	Percent Change	FY 2024	Dollar Change	Percent Change
I REVENUE																	
A. State Aid		19,958,018	20,153,315	195,297	0.98%	20,350,564	197,249	0.98%	20,549,786	199,222	0.98%	20,751,000	201,214	0.98%	20,954,227	203,227	0.98%
	School Construction Aid	476,523	476,523	0	0.00%	476,523	0	0.00%	0	(476,523)	-100.00%	0	0		0		
B. Local Receipts		9,171,000	9,271,000	100,000	1.09%	9,371,000	100,000	1.08%	9,471,000	100,000	1.07%	9,571,000	100,000	1.06%	9,671,000	100,000	1.04%
C. Free Cash		4,593,375	4,593,375	0	0.00%	3,210,692	(1,382,683)	-30.10%	3,210,692	0	0.00%	3,210,692	0	0.00%	3,210,692	0	0.00%
D. Overlay Reserve Surplus		200,000	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%
E Property Tax		124,072,451	127,406,266	3,333,815	2.69%	130,778,317	3,372,051	2.65%	134,160,546	3,382,229	2.59%	137,668,666	3,508,120	2.61%	141,218,823	3,550,157	2.58%
F Override Stabilization Fund		2,786,331	6,140,080			11,017,639			3,748,162								
TOTAL REVENUES		161,257,698	168,240,559	6,982,861	4.33%	175,404,735	7,164,176	4.26%	171,340,186	(4,064,549)	-2.32%	171,401,358	61,172	0.04%	175,254,742	3,853,384	2.25%
II APPROPRIATIONS																	
A. Operating Budgets																	
School																	
	General Education Costs	43,011,008	45,377,493	2,366,485	5.50%	48,081,890	2,704,397	5.96%	50,465,617	2,383,727	4.96%	53,041,797	2,576,180	5.10%	55,671,802	2,630,005	4.96%
	Special Education Costs	21,440,034	22,940,836	1,500,802	7.00%	24,546,695	1,605,859	7.00%	26,264,964	1,718,269	7.00%	28,103,511	1,838,547	7.00%	30,070,757	1,967,246	7.00%
	Kindergarten Fee Offset	970,000	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%
	Growth Factor	831,980	1,078,440	246,460	29.62%	677,160	(401,280)	-37.21%	782,496	105,336	15.56%	747,384	(35,112)	-4.49%	516,648	(230,736)	-30.87%
Net School Budget		66,253,022	70,366,769	4,113,747	6.21%	74,275,745	3,908,976	5.56%	78,483,077	4,207,332	5.66%	82,862,692	4,379,615	5.58%	87,229,207	4,366,515	5.27%
Minuteman: Operating and Capital		4,936,724	5,109,509	172,785	3.50%	5,288,342	178,833	3.50%	5,473,434	185,092	3.50%	5,665,004	191,570	3.50%	5,863,279	198,275	3.50%
Town																	
	Personnel Services	27,620,241	28,517,899	897,658	3.25%	29,444,731	926,832	3.25%	30,401,685	956,954	3.25%	31,389,740	988,055	3.25%	32,409,907	1,020,167	3.25%
	Expenses	10,594,579	10,938,903	344,324	3.25%	11,294,417	355,514	3.25%	11,661,486	367,069	3.25%	12,040,484	378,998	3.25%	12,431,800	391,316	3.25%
Less Offsets:																	
	Enterprise Fund/Other	2,490,562	2,571,505	80,943	3.25%	2,655,079	83,574	3.25%	2,741,369	86,290	3.25%	2,830,463	89,094	3.25%	2,922,453	91,990	3.25%
Net Town Budget		35,724,258	36,885,297	1,161,039	3.25%	38,084,069	1,198,772	3.25%	39,321,802	1,237,733	3.25%	40,599,761	1,277,959	3.25%	41,919,254	1,319,493	3.25%
MWRA Debt Shift		5,593,112	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%
B. Capital budget																	
	Exempt Debt Service	4,432,143	4,273,079	(159,064)	-3.59%	4,114,929	(158,150)	-3.70%	3,452,179	(662,750)	-16.11%	3,352,632	(99,547)	-2.88%	3,254,930	(97,702)	-2.91%
	Non-Exempt Service	6,624,043	6,558,240	(65,803)	-0.99%	6,937,624	379,384	5.78%	7,307,245	369,621	5.33%	7,051,990	(255,255)	-3.49%	7,051,990	0	0.00%
	Cash	2,795,027	2,676,735	(118,292)	-4.23%	2,419,060	(257,675)	-9.63%	2,225,544	(193,516)	-8.00%	2,213,383	(12,161)	-0.55%	2,213,383	0	0.00%
	Offsets/Capital Carry Forward	(994,056)	(361,629)	632,427	-63.62%	(317,138)	44,491	-12.30%	(387,057)	(69,919)	22.05%	(351,743)	35,314	-9.12%	(351,743)	0	0.00%
Total Capital		12,857,157	13,146,425	289,268	2.25%	13,154,475	8,050	0.06%	12,597,911	(556,564)	-4.23%	12,266,262	(331,649)	-2.63%	12,168,560	(97,702)	-0.80%
C. Pensions		10,765,545	11,357,650	592,105	5.50%	11,982,321	624,671	5.50%	12,641,349	659,028	5.50%	13,336,623	695,274	5.50%	14,070,137	733,514	5.50%
D. Insurance		17,159,100	18,261,198	1,102,098	6.42%	19,350,301	1,089,103	5.96%	20,521,665	1,171,364	6.05%	21,752,281	1,230,616	6.00%	23,003,574	1,251,293	5.75%
E. State Assessments		3,341,106	3,423,233	82,127	2.46%	3,507,412	84,179	2.46%	3,593,697	86,285	2.46%	3,682,138	88,441	2.46%	3,772,791	90,653	2.46%
G. Overlay Reserve		1,150,000	600,000	(550,000)	-47.83%	600,000	0	0.00%	800,000	200,000	33.33%	600,000	(200,000)	-25.00%	600,000	0	0.00%
H. Reserve Fund		1,553,287	1,621,005	67,718	4.36%	1,643,871	22,866	1.41%	1,675,920	32,049	1.95%	1,714,014	38,093	2.27%	1,752,547	38,534	2.25%
I. Court Judgments/Symmes		771,250	773,225	1,975	0.26%	771,950	(1,275)	-0.16%	767,450	(4,500)	-0.58%	100,000	(667,450)	-86.97%	100,000	0	0.00%
J. Warrant Articles		1,153,137	1,103,137	(50,000)	-4.34%	1,153,137	50,000	4.53%	1,103,137	(50,000)	-4.34%	1,153,137	50,000	4.53%	1,103,137	(50,000)	-4.34%
K. Override Stabilization Fund																	
L TOTAL APPROPRIATIONS		161,257,698	168,240,559	6,982,861	4.33%	175,404,735	7,164,176	4.26%	182,572,554	7,167,819	4.09%	189,325,024	6,752,470	3.70%	197,175,599	7,850,575	4.15%
BALANCE		0	0			0			(11,232,368)			(17,923,666)			(21,920,857)		
Reserve Balances																	
	Free Cash	9,186,749	6,421,383			6,421,383			6,421,383			6,421,383			6,421,383		
	Stabilization Fund	3,313,194	3,512,590			3,717,968			3,929,507			4,147,392			4,371,814		
	Override Stabilization Fund	20,905,881	14,765,801			3,748,162			0			0			0		
	Municipal Bldg. Ins. Trust Fund	779,716	803,107			827,201			852,017			877,577			903,904		
TOTAL:		34,185,540	25,502,881			14,714,713			11,202,906			11,446,352			11,697,101		
% of General Fund Revenue		21.2%	15.2%			8.4%			6.5%			6.7%			6.7%		
The plan does not include any potential impacts of an Arlington High School Project																	
The plan does not include any projected revenues or expenditures from the Community Preservation Act																	
Projected School Enrollment Growth FY 2018 - FY 2024																	
		FY 2019**	FY 2020**			FY 2021*			FY 2022*			FY 2023*			FY 2024*		
Actual/Proj. Annual Growth		170	215			135			156			149			103		
** Actual Growth - Based on 35% DESE Per Pupil Cost; FY14 of \$13,085 = Growth Factor of \$4,580 X Enrollment Growth, FY15 PPC \$13,383 = \$4,684 X Enrollment Growth, and FY16 PPC of \$13,984 = \$4,984 X Enrollment Growth																	
* Projected Growth- Based on 35% of FY17 DESE Per Pupil Cost of \$14,332 = \$5,016 X Enrollment Growth																	

Long Range Financial Projection

Long Rang Planning Committee Meeting  
September 28, 2018

I REVENUE

A. State Aid		State Aid as reported on the Cherry Sheets, including CH. 70 School Aid, Unrestricted General Government Aid (UGGA), and others.
	School Construction Aid	Reimbursement for school construction costs from an old state program. These payments run out in FY2021.
B. Local Receipts		Fees, Fines, Permits, Interest, Motor Vehicle Excise Taxes, etc. Assumption: increase by \$100,000 per year.
C. Free Cash		Free Cash is equivalent to the prior year's operating surplus. Assumption: Half of the 10 year average Free Cash is allocated as a revenue source for the operating budget and the remainder is retained as a reserve.
D. Overlay Reserve Surplus		The Assessors annually release some of the reserve set aside to pay tax abatements (the Overlay). Assumption: In most years, \$200,000 is released to be used in operating budget. Some years a larger amount is released for revaluation expenses.
E Property Tax		Real estate and personal property taxes, as determined by the State law, Proposition 2 1/2 (annual increase of 2.5%, plus additions of new growth), plus amounts added for debt excluded from Prop. 2 1/2 by the voters, plus MWRA Debt shift.
F Override Stabilization Fund		The Override Stabilization Fund is used as an income source. In years of revenue surpluses, money is added, in years of deficits, money is withdrawn (see comparable item in Expenses below). Fund balance is reported in reserves section at bottom the sheet.
		Total General Fund Revenues.

TOTAL REVENUES  
II APPROPRIATIONS

A. Operating Budgets		
	<u>School</u>	General Education Costs Special Education Costs Kindergarten Fee Offset
		Most of the costs of running the School Department. Assumption: A 3.5% increase in the sum of the previous year's General Education Costs plus cost increase due to in enrollment growth (Growth Factor, below). Costs of providing Special Education services. Assumption: These costs are assumed to increase by 7% per year.
		When the Arlington School Department adopted a full day kindergarten program, it eliminated fees for previous program, and the Town began receiving state aid for those students. The Offset replaces the fees the School Department had received.
	Growth Factor	An estimate of the increased operating costs the School Department incurs because of enrollment growth. Enrollment assumptions are presented at the bottom of LRP. It is assumed that each new student will cost 35% of State's Per Pupil Cost figure.
	<b>Net School Budget</b>	The Total School Department Budget.
	<u>Minuteman</u>	Assessments from the Minuteman Regional Technical and Vocational High School. Assumption: Each year the actual assessment is updated and future years are assumed to grow by 3.5%.
	<u>Town</u>	Town employees salaries and wages. Assumption: Annual growth of 3.25%
		Town expenses, e.g., utilities, supplies, services, repairs, etc. Assumption: Annual growth of 3.25%
	<i>Less Offsets:</i>	Offsets are amounts charged to the Water and Sewer Enterprise Fund for services provided to the Fund by Town employees. Assumption: Annual growth of 3.25%
		Personnel Services plus Expenses, minus Offsets.
	<b>Net Town Budget</b>	Personnel Services plus Expenses, minus Offsets.
	MWRA Debt Shift	State law allows the Town to decrease water and sewer rates and increase taxes by an amount representing all or part of the debt service assessed to the Town by the MWRA. Assumption: \$5,593,112 per year.
B. Capital budget		
	Exempt Debt Service	Debt service that has been excluded from the Prop. 2 1/2 limit and therefore is in addition to that limit. The exempt debt amount is included in the Property Tax calculation above and so income and expense are exactly matched.
	Non-Exempt Service	Debt service (interest and principal) on items in the annual Capital Plan paid for with tax dollars.
	Cash	Items in the annual Capital Plan paid for with cash.
	Offsets/Capital Carry Forward	Multiple sources, such as grants, other funds (e.g., rental income from cell phone towers on town property, the Ambulance Fund, etc.), and bond premiums used to purchase capital items.
	<b>Total Capital</b>	Assumption: The Total of Non-Exempt Debt Service and Cash will equal 5% of the Town's Annual revenue.
C. Pensions		Annual assessment from the Arlington Retirement Board. Assumption: Annual increase of 5.5%.
D. Insurance		Health, property, and liability insurance. Assumption: Updated annually with new enrollment figures and insurance rates. Future costs include teacher staffing increases to meet increased student populations, plus 5.25% inflation.
E. State Assessments		Assessment from the State for various services, including MBTA, Charter School, and School Choice. Assumption: Annual increase of 2.5% (as mandated by Prop. 2 1/2). Some Cherry Sheet aid goes directly to departments and not to the General Fund. State Aid to libraries is one such example. Assumption: Current year assessment will continue unchanged.
F. Overlay Reserve		Amount of tax revenue set aside by the Assessors to pay abatements and tax exemptions (for elderly, blind persons, etc.). Assumption: \$600,000 in non-revaluation years, and \$800,000 in revaluation years.
G. Reserve Fund & Elections		Reserve fund equals 1% of revenues. It is available for the Finance Committee to pay unanticipated and extraordinary costs, such as snow removal. Election costs vary each year depending on the number of elections.
H. Court Judgments/Symmes		Each year \$100,000 is set aside to pay for lawsuit settlements. The rest of this item is to pay the debt on bonds the Town issued to acquire the Symmes property. Those bonds will be paid off in FY2022.
I. Warrant Articles		Various warrant articles for boards, commission, town celebrations, and other items that are outside of the town, school, or capital budgets.
J. Override Stabilization Fund		In years when the budget shows a revenue surplus, that surplus is appropriated to the Override Stabilization Fund.
K. TOTAL APPROPRIATIONS		The total of all items under II Appropriations.
L. BALANCE		The operating surplus or deficit for each year of the plan. For the current year, the number will always be zero, i.e., by law and Town policy, the final budget must be in balance.
Reserve Balances		
	Free Cash	An amount roughly equivalent to the Town's operating surplus and fund balance that is certified annually by the State Department of Revenue.
	Stabilization Fund	A fund established by Town Meeting to provide a long-term reserve. Assumption: Annual 3% growth, plus \$100,000 appropriation from Town Meeting.
	Override Stabilization Fund	The Override Stabilization Fund was created as a result of the 2005 Prop. 2 1/2 override. The Town makes annual appropriations to the fund until the time in which it is necessary to make withdrawals for the purposes of balancing the general fund budget.
		A reserve fund established to cover extraordinary losses from damage to Town property. The existence of the fund reduces the Town's annual property insurance costs, because it allows the Town to buy insurance policies with high deductibles.
	Municipal Bldg. Ins. Trust Fund	A reserve fund established to cover extraordinary losses from damage to Town property. The existence of the fund reduces the Town's annual property insurance costs, because it allows the Town to buy insurance policies with high deductibles.
	TOTAL: Total reserves.	
	% of General Fund Revenue	Total reserves as a percent of total revenue.

## Baseline

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,257,698	168,240,560	175,404,736	171,340,184	171,401,358	175,254,742	178,592,869	182,637,690
Expenses	160,907,698	168,240,560	175,404,736	182,572,555	189,325,025	197,175,600	205,539,573	213,917,509
Balance: Surplus or (Deficit)	350,000	0	0	(11,232,371)	(17,923,666)	(21,920,858)	(26,946,704)	(31,279,820)
Stabilization Fund Balance	20,905,881	14,765,800	3,748,160	0	0	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(6,140,081)	(11,017,640)	0	0	0	0	0
Override (Enter an Amount)								
Years before next override								
Avg. Single Family Tax Impact		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## June 2019 Vote Scenarios (Affecting FY2020 budget and beyond)

### A) Three Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,257,698	168,277,560	175,442,661	182,611,428	175,419,496	179,338,849	182,779,079	186,928,556
Expenses	160,907,698	168,277,560	175,442,661	182,611,428	189,364,870	197,216,441	205,581,435	213,960,418
Balance: Surplus or (Deficit)	350,000	0	0	0	(13,945,373)	(17,877,592)	(22,802,356)	(27,031,862)
Stabilization Fund Balance	20,905,881	18,428,800	11,165,735	33,643	0	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(2,477,081)	(7,263,065)	(11,132,092)	0	0	0	0
Override (Enter an Amount)		3,700,000						
Years before next override		3						
Avg. Single Family Tax Impact		\$251.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B) Four Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,257,698	169,200,479	175,477,511	182,647,149	189,401,484	183,123,807	186,625,867	190,871,513
Expenses	160,907,698	169,200,479	175,477,511	182,647,149	189,401,484	197,253,971	205,619,903	213,999,847
Balance: Surplus or (Deficit)	350,000	0	0	0	0	(14,130,163)	(18,994,036)	(23,128,335)
Stabilization Fund Balance	20,905,881	21,794,800	17,981,885	10,386,197	31,994	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	888,919	(3,812,915)	(7,595,688)	(10,354,202)	0	0	0
Override (Enter an Amount)		7,100,000						
Years before next override		4						
Avg. Single Family Tax Impact		\$481.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### C) Five Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,257,698	172,000,479	175,506,211	182,676,567	189,431,637	197,284,877	190,234,190	194,118,655
Expenses	160,907,698	172,000,479	175,506,211	182,676,567	189,431,637	197,284,877	205,651,583	214,032,319
Balance: Surplus or (Deficit)	350,000	0	0	0	0	0	(15,417,393)	(19,913,664)
Stabilization Fund Balance	20,905,881	24,566,800	23,595,185	18,911,829	11,542,768	440,380	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	3,660,919	(971,615)	(4,683,356)	(7,369,061)	(11,102,388)	0	0
Override (Enter an Amount)		9,900,000						
Years before next override		5						
Avg. Single Family Tax Impact		\$671.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## 2020 Scenarios (FY2021)

### D) Three Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,257,698	168,240,560	175,500,736	182,670,955	189,425,885	185,667,595	189,189,473	193,499,210
Expenses	160,907,698	168,240,560	175,500,736	182,670,955	189,425,885	197,278,981	205,645,539	214,026,124
Balance: Surplus or (Deficit)	350,000	0	0	0	0	(11,611,386)	(16,456,066)	(20,526,915)
Stabilization Fund Balance	20,905,881	14,765,800	13,252,160	8,013,229	74,703	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(6,140,081)	(1,513,640)	(5,238,931)	(7,938,526)	0	0	0
Override (Enter an Amount)			9,600,000					
Years before next override			3					
Avg. Single Family Tax Impact		\$0.00	\$651.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### E) Four Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,257,698	168,240,560	176,887,096	182,700,680	189,456,353	197,310,211	192,701,014	196,780,292
Expenses	160,907,698	168,240,560	176,887,096	182,700,680	189,456,353	197,310,211	205,677,550	214,058,935
Balance: Surplus or (Deficit)	350,000	0	0	0	0	0	(12,976,536)	(17,278,644)
Stabilization Fund Balance	20,905,881	14,765,800	16,123,160	13,827,004	8,904,822	310,485	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(6,140,081)	1,357,360	(2,296,156)	(4,922,182)	(8,594,337)	0	0
Override (Enter an Amount)			12,500,000					
Years before next override			4					
Avg. Single Family Tax Impact		\$0.00	\$848.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F) Five Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,257,698	168,240,560	179,387,096	182,967,024	189,482,618	197,337,133	205,705,145	199,641,691
Expenses	160,907,698	168,240,560	179,387,096	182,967,024	189,482,618	197,337,133	205,705,145	214,087,220
Balance: Surplus or (Deficit)	350,000	0	0	0	0	0	0	(14,445,529)
Stabilization Fund Balance	20,905,881	14,765,800	18,598,160	18,838,879	16,516,994	10,587,962	32,879	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(6,140,081)	3,832,360	240,719	(2,321,885)	(5,929,032)	(10,555,083)	0
Override (Enter an Amount)			15,000,000					
Years before next override			5					
Avg. Single Family Tax Impact		\$0.00	\$1,017.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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## **Town of Arlington, Massachusetts**

**NEW BUSINESS**





## **Town of Arlington, Massachusetts**

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**Next Scheduled Meeting of BoS October 22, 2018**