



Town of Arlington Select Board

Meeting Agenda

January 7, 2019

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

1. Arlington Jazz Festival Banners
Dan Fox

CONSENT AGENDA

2. Minutes of Meetings: December 10, 2018; December 17, 2018
3. Request: Special (One Day) All Alcohol License, 1/26/19 @ Arlington Town Hall for 'Thompson School Parent Dance'
Ann Moore/Don May, Thompson School PTO

APPOINTMENTS

4. Arlington Bicycle Advisory Committee (terms to expire January 31, 2022)
Muris Kobaslija
Doug Mayo-Wells

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

5. For Approval: Transportation Advisory Committee Recommendations to Establish a Speed Safety Zone on Herbert Road @ Entrance to Magnolia Park
Howard Muise, Chair, TAC
6. Acceptance of Private Grant/Donation: PhRMA Donation for Opioid Abuse Prevention
Douglas W. Heim, Town Counsel
7. Discussion & Update: Police Chief Recruitment Strategy/Interim Strategy
Adam W. Chapdelaine, Town Manager
8. Discussion: Town Manager Evaluation Process
Adam W. Chapdelaine, Town Manager

9. For Discussion and Vote: 2019 Debt Exclusion and Operating Override
Daniel J. Dunn, Chair
(tabled from 12.10.18 meeting)
10. Discussion: Future Select Board Meetings
(tabled from 12.10.18 meeting)

CORRESPONDENCE RECEIVED

11. Concerns Regarding Pond Lane
Rebecca Girash via Request/Answer Center
12. Call for Project Concepts
Marc D. Draisen, MAPC Executive Director
13. Breakfast Kick-Off Invitation
Marc D. Draisen, MAPC Executive Director

NEW BUSINESS

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Arlington Jazz Festival Banners

Summary:

Dan Fox

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Arlington_Jazz_Festival.pdf	Reference

From: Daniel Fox <danfox617@gmail.com>
To: Marie Krepelka <MKrepelka@town.arlington.ma.us>
Date: 12/17/2018 09:46 AM
Subject: Re: Banners - April, 2019

Hi Marie, here is the artwork for the banners. The size is the same as last year, the main part being 24x32 and the bottom part being 24x10. The blank spots are going to be filled in with logos of sponsors.

Thanks, Dan Fox

From: Daniel Fox <danfox617@gmail.com>
To: Fran Reidy <FReidy@town.arlington.ma.us>
Date: 01/03/2019 06:09 PM
Subject: Re: Select Board Meeting, January 7

Hi Fran,

Just 2 banners and we hope to have them up for at least the full month of April or starting mid March if possible. Preferred spot would be both banners on the pole on the west side of Rt 60 by the church.

Thanks,
Dan Fox

April 25-28
Arlington, MA



ARLINGTON
Jazz Festival



For more information, please visit
ArlingtonJazz.org



Town of Arlington, Massachusetts

Minutes of Meetings: December 10, 2018; December 17, 2018

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	12.10.18_draft_minutes.docx	Draft Minutes 12.10.18
▣	Reference Material	12.17.18_#1_draft_minutes.docx	Draft Minutes 12.17.18

TOWN OF ARLINGTON
SELECT BOARD

Meeting Minutes
December 10, 2018
7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

Present: Mrs. Mahon, Vice Chair, Mr. Curro and Mr. Hurd
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka
Absent: Mr. Dunn, Chair

1. Remembering Kevin F. Greeley, Beloved Selectman from 1989 – 2018
Mrs. Mahon asked Board members, Town Manager Chapdelaine, Town Counsel Heim and Board Administrator Marie Krepelka if they would each like to say a few words about our beloved Kevin.
2. Discussion: Dockless Bikeshare Update (LimeBike)
Daniel Amstutz, Senior Transportation Planner

Mr. Amstutz, Senior Transportation Planner, presented a six-month overview of the Arlington Bike Share Program. From the beginning of the program through the end of November, more than 18,400 trips have been made on LimeBikes in Arlington, with approximately 14,900 on the manual bicycles and 3,500 on Lime-E electric assist bicycles. Lime-E bicycles were delivered to the Town at the beginning of September. The total trip number averages to around 3,500 rides per month from July to November with the highest ridership in September at almost 5,000 rides. A significant drop-off in November was seen with only about 2,000 rides occurring in this month.

A meeting with municipalities participating in the regional program will be held at MAPC on December 18th to discuss the MAPC contract extension, which expires on May 3, 2019. Lime's Arlington Pilot Bike Share License expires on July 1, 2019. Renewing the license may depend on the MAPC contract renewal. If MAPC were to let the contract expire, the Town could negotiate with Lime individually, but a competitive procurement may be necessary. The Board thanked Daniel Amstutz for an excellent report.

Mr. Curro moved receipt of report.

SO VOTED (3-0)

CONSENT AGENDA

3. Minutes of Meetings: October 22, 2018
4. For Approval: 'Cause + Event Arlington 2019' 5K Race, May 12, 2019
Julie Vakoc, Race Co-Director

5. For Approval: 'Shop Arlington First' Lawn Signs
Tom Davison, Arlington Committee on Tourism and Economic Development
Mr. Davison withdrew this request.
6. Request: Change of Hours for All Alcohol Restaurant
Paramveer Corp / Punjab Fine Indian Cuisine
485-487 Massachusetts Avenue
Gurinder Pabla
7. Request: Change of Hours for All Alcohol Restaurant
WCSTT, Corp / Town Tavern
193-201 Massachusetts Avenue
George Mullan
8. Request: Contractor/Drainlayer License
Asphalt Services Inc., 210 New Boston Street, Woburn, MA
9. Request: Contractor/Drainlayer License
K. B. Aruda Construction Inc. P.O. Box 390822, Cambridge, MA
10. Request: Special (One Day) Beer & Wine License, 12/29/18 @ Arlington Town Hall for a Private Event
Catherine Coyle
Mr. Curro moved approval.

SO VOTED (3-0)

PUBLIC HEARINGS

11. 7:30 p.m.
 - a. Vote: MWRA Debt Shift
 - b. Discussion and Vote: Property Tax Classification - Tax Rate
Paul Tierney, Director of Assessments
Kevin Feeley, Board of Assessors
 - a. Gordon Jamieson, 163 Scituate Street, a member of Vision 2020 Task Force thanked the Board of Assessors for all their work in preparing the Tax Classification Brochure. Mr. Jamieson asked the Select Board to consider additional abatements for residents, consider residential exemption and look at the residential/CIP Factor. The Board voted to approve the Water & Sewer Debt of \$5,593,112.
Mr. Curro moved approval.

SO VOTED (3-0)

- b. Paul Tierney, Director of Assessments, presented the Select Board with a copy of the Property Classification for Fiscal Year 2019. Mr. Tierney asked the Select Board to consider maintaining a singular tax rate for all classes. The new rate will be \$11.26 for every \$1,000 of property value for Fiscal Year 2019. The Board unanimously voted a residential factor of 1, citing the hardship if they went to a two-tier tax rate on the small amount of commercial/industrial properties.
Mr. Curro moved approval.

SO VOTED (3-0)

APPOINTMENTS

12. Arlington Tree Committee (terms to expire 12/31/2021)

Keith Schnebly

Philip Tedesco

Mr. Curro moved approval.

SO VOTED (3-0)

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.

No matters were presented to the Board.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

13. Request to Memorialize Patricia C. Fitzmaurice

Dermot Whittaker, President, Schwamb Mill Preservation Trust, Inc.

Mr. Whittaker requested that the green space located on the east side of Mill Lane in front of the Old Schwamb Mill be named Mill Pond Park, in honor of the late Patricia C. Fitzmaurice, Preservationist and Managing Trustee of the Mill for over 30 years.

The Old Schwamb Mill will begin celebrating its 50th Anniversary as a museum in the coming year. Those who knew Patricia Fitzmaurice would agree that this is a well deserved recognition of her contributions to Arlington over a lifetime.

Mr. Curro moved to refer to the Public Memorial Committee.

SO VOTED (3-0)

14. For Approval: Acceptance of Hardy School PTO Donation for Playground Project

Douglas W. Heim, Town Counsel

Mr. Curro moved approval to accept gift in the amount of \$13,000 to benefit the Lake Street Playground.

SO VOTED (3-0)

15. For Discussion and Vote: 2019 Debt Exclusion and Operating Override

Daniel J. Dunn, Chair

Mr. Curro moved to postpone discussion and vote regarding the 2019 Debt Exclusion and Operating Override until meeting of January 7, 2019.

SO VOTED (3-0)

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

Daniel J. Dunn, Chair

Mrs. Mahon read a memo from Select Board Chair Daniel Dunn stating 'last year we filled a vacancy on the Board due to the resignation of Selectman Steven Byrne. When we started the process we had some qualities we were looking for, someone who could hit the

ground running and help with warrant article hearings. We also wanted someone who wouldn't run for the full term in April and we didn't want to put our finger on that scale.'

A number of well-qualified Arlingtonians stepped forward to fill the seat. Mr. Dunn stated ' we had the important but unpleasant task of saying "no" far more than we said "yes". Mr. Dunn stated ' he realized that many of the participants in the end found it to be uncomfortable. This year, the circumstances are different, and we don't have the advance warning that we did last year. I believe that if we ran that same process we'd end up with the same nominee. I don't think we should repeat the process.'

Mr. Dunn also stated that at our next meeting, December 17, 2018, he would like the Board, with Mr. Leone's approval, to appoint Clarissa Rowe to the empty seat.

Mr. Hurd moved receipt of Mr. Dunn's memo.

SO VOTED (3-0)

17. Discussion: Future Select Board Meetings

Mr. Curro moved to postpone until the meeting of January 7, 2019. SO VOTED (3-0)

CORRESPONDENCE RECEIVED

18. AHS Building Project

Rob Davison, 7 Tanager Street

19. Town Manager Vacation Leave Buy Back

Adam W. Chapdelaine, Town Manager

Mr. Hurd moved receipt of "Correspondence Received".

SO VOTED (3-0)

NEW BUSINESS

Mr. Hurd stated that he had met with Town Manager Chapdelaine, and Jon Marshall, Director of Parks and Recreation, regarding the installation of an outdoor skating rink at Poets Corner. Mr. Hurd is working with a group of volunteers to construct and maintain the rink.

Mr. Curro moved to adjourn at 8:40 p.m.

SO VOTED (3-0)

A true record attest:

Marie A. Krepelka
Board Administrator

Next Scheduled Meeting of Select Board December 17, 2018.

12/10/18

Agenda Item	Documents Used
1	Remembering Kevin F. Greeley, Beloved Selectman from 1989 - 2018
2	Discussion: Dockless Bikeshare Update (LimeBike) Daniel Amstutz, Senior Transportation Planner
3	Minutes of Meetings: October 22, 2018
4	For Approval: 'Cause + Event Arlington 2019' 5K Race, May 12, 2019 Julie Vakoc, Race Co-Director
5	For Approval: 'Shop Arlington First' Lawn Signs Tom Davison, Arlington Committee on Tourism and Economic Development
6	Request: Change of Hours for All Alcohol Restaurant Paramveer Corp / Punjab Fine Indian Cuisine 485-487 Massachusetts Avenue Gurinder Pabla
7	Request: Change of Hours for All Alcohol Restaurant WCSTT, Corp / Town Tavern 193-201 Massachusetts Avenue George Mullan
8	Request: Contractor/Drainlayer License Asphalt Services Inc., 210 New Boston Street, Woburn, MA
9	Request: Contractor/Drainlayer License K. B. Aruda Construction Inc. P.O. Box 390822, Cambridge, MA
10	Request: Special (One Day) Beer & Wine License, 12/29/18 @ Arlington Town Hall for a Private Event Catherine Coyle
11	7:30 p.m. a. Vote: MWRA Debt Shift b. Discussion and Vote: Property Tax Classification – Tax Rate Paul Tierney, Director of Assessments Robert Greeley, Chair, Board of Assessors
12	Appointments: Arlington Tree Committee (terms to expire 12/31/2021) Keith Schnebly Philip Tedesco
13	Request to Memorialize Patricia C. Fitzmaurice Dermot Whittaker, President, Schwamb Mill Preservation Trust, Inc.
14	For Approval: Acceptance of Hardy School PTO Donation for Playground Project Douglas W. Heim, Town Counsel
15	For Discussion and Vote: 2019 Debt Exclusion and Operating Override Daniel J. Dunn, Chair
16	Discussion: Process to Fill Vacancy on the Select Board Daniel J. Dunn, Chair
17	Discussion: Future Select Board Meetings

18	Correspondence Received: AHS Building Project Rob Davison, 7 Tanager Street
19	Correspondence Received: Town Manager Vacation Leave Buy Back Adam W. Chapdelaine, Town Manager

Town of Arlington
Select Board
Meeting Minutes
December 17, 2018
6:00 PM
Select Board Chambers, 2nd Floor, Town Hall

Present: Mr. Dunn, Chair, Mrs. Mahon, Vice Chair, Mr. Curro, and Mr. Hurd
Also Present: Mr. Chapdelaine, Mr. Heim, and Mrs. Krepelka

1. Vote: Appointment of Interim Select Board Member (term to expire April 6, 2019)
Daniel J. Dunn, Chair
Mrs. Mahon nominated former Select Board Member Clarissa Rowe which was seconded by Mr. Curro. Mrs. Mahon asked for any other nominations and hearing none from other members, Town Moderator John Leone moved to close nominations.
After a roll call vote, the vote was 5-0.
Ms. Rowe will serve for the remainder of Mr. Greeley's term which will end April 6, 2019.

CONSENT AGENDA

2. Minutes of Meetings: November 14, 2018
Mrs. Mahon moved approval. SO VOTED (4-0)

APPOINTMENTS

3. Cyrus Dallin Art Museum (term to expire 12/31/2021)
Michael Borgasano
Mr. Curro moved approval. SO VOTED (4-0)

LICENSES & PERMITS

4. For Approval: Common Victualler License
Villa House of Pizza, 1367 Massachusetts Avenue, Lokesh Adhikari
Mr. Curro moved approval. SO VOTED (3-0)
Mr. Hurd recused himself from voting due to conflict of interest. He represented previous owners.
5. Request: Menotomy Grill & Tavern Late Night Event, 12/31/2018 - 1/1/2019
Menotomy Grill & Tavern, 25 Massachusetts Avenue, William Lyons
Mrs. Mahon moved approval. SO VOTED (4-0)
6. Request: Tango Restaurant Late Night Event, 12/31/2018 - 1/1/2019
Tango Restaurant, 464-466 Massachusetts Avenue, Ricardo Mermet
Mrs. Mahon moved approval. SO VOTED (4-0)

7. For Approval: License Renewals
Contractor/Drainlayer
Class I
Class II
Class II Non-Premise/Auctioneer
Lodging Houses/Inn-Keepers
Second Hand Dealer
Public Entertainment
Automatic Amusement
Food Vendor
Common Victualler
Wine & Malt Beverages Only Restaurant
All Alcohol Restaurant
All Alcohol Club
Theatre License
All Alcohol Package Store
Sidewalk Café

Mr. Curro moved approval.

SO VOTED (4-0)

EXECUTIVE SESSION

To review and release the Executive Session Minutes of September 12, 2018.

Mrs. Mahon moved to convene in Executive Session to discuss matters related to contract negotiations for non-union personnel pursuant to the provisions of M.G.L. C39.

Mrs. Krepelka took the roll call on the motion:

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (4-0)

Mr. Curro moved to adjourn Executive Session at 6:30 p.m. and go back into Public Session to make the announcement that the Minutes may be released.

SO VOTED (4-0)

Mrs. Krepelka took the roll call on Mr. Curro's motion:

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

Mrs. Mahon moved to release Executive Session Minutes.

SO VOTED (4-0)

Mrs. Mahon moved to adjourn at 6:36 p.m.

SO VOTED (4-0)

Next Scheduled Meeting of Select Board January 7, 2019.

A true record attest

Marie A. Krepelka
Board Administrator

12/17/2018

Agenda Item	Description
1	Vote: Appointment of Interim Select Board Member (term to expire April 6, 2019)
2	Minutes of Meetings: November 14, 2018
3	Appointment: Cyrus Dallin Art Museum (term to expire 12/31/2021)
4	For Approval: Common Victualler License Villa House of Pizza, 1367 Massachusetts Avenue, Lokesh Adhikari
5	Request: Menotomy Grill & Tavern Late Night Event, 12/31/2018 - 1/1/2019 Menotomy Grill & Tavern, 25 Massachusetts Avenue, William Lyons
6	Request: Tango Restaurant Late Night Event, 12/31/2018 - 1/1/2019 Tango Restaurant, 464-466 Massachusetts Avenue, Ricardo Mermet
7	For Approval: License Renewals



Town of Arlington, Massachusetts

Request: Special (One Day) All Alcohol License, 1/26/19 @ Arlington Town Hall for 'Thompson School Parent Dance'

Summary:

Ann Moore/Don May, Thompson School PTO

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Thompson_School_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:

Thompson School PTO, Anne Moore/Don May parent coordinators, 15 University Rd., Arlington, Ma. 02474

Address, phone & e-mail contact information:

617-905-3953 (Ann Moore) amoore26@gmail.com

Name & address of Organization for which license is sought:

Thompson School, 187 Everett St., Arlington, Ma. 02474

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

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

Jodi Auerbach, Something Savory

Address, phone & e-mail contact information:

1337 Mass. Ave., Arlington, Ma. 02476

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ No ☐ Yes 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, January, 2018

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

Jodi Auerbach, 617-549-2599

Title of Event:

Thompson School Parent Dance

Date/time of Event:

Saturday, January 26, 2019, 7:30 pm - 12 midnight

Location of Event:

Arlington Town Hall

Location/Event Coordinator:

Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

invitation/social media

Number of people expected to attend:

135 - 140

Expected admission/ticket prices:

\$15 per person

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

\$3 for beer, \$5 for wine, \$7 for signature cocktail

Will persons under age 21 be on premises?

possible coat check teens

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

Bartender will check 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.

Off. Corey P. Rationale Date 1-7-19
Off. Corey P. Rationale
Printed name/title

POLICE COMMENTS:

Notify licensing authority if expected participants
exceed 150 ppl

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/signature cocktail

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

sweet and savory tapas, sliders, waters, sodas

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

Something Savory catering bartending staff

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)

Adonna, Imports, Waltham, Ma.

Date of Delivery:

Sat. January 26, 2019

Alcohol Serving Time (s):

7:30 - 11:30 pm

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

The committee will distribute excess alcohol among their members.

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.)

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: Anne Moore/ c/o Thompson School PTO

Printed title & Organization name: Committee CoChair, Thompson School PTO

Email: amoore26@gmail.com



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

2 January 2019

SECURITY PLAN FOR THOMPSON PTO WINTER DANCE PARTY

The Thompson School PTO is sponsoring a Winter Dance Party event to be held on Saturday, January 26, 2019, 7:30 pm – 12 midnight at the Arlington Town Hall. 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 \$15 each. We anticipate approximately 140 people to attend.

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

Patsy Kraemer will be the event coordinator for the event. Something Savory 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 6 volunteers from the Thompson PTO Party 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.

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.



eTIPS On Premise 2.0SSN:

XXX-XX-XXXX

Issued: 3/3/2016

Expires: 3/3/2019

ID#: 4196694

D.O.B.: XXXX/XXXX

Martin S Norman
Something Savory LLC
1337 Massachusetts Ave
Arlington, MA 02476-4101

For service visit us online at www.gettips.com

it with you as proof of your TIPS certification.

ID#: 4720949 Name: Bonnie Sue Tomassian
Exam Date: 2/1/2018 Expiration Date: 2/1/2021



eTIPS On Premise 3.0

CERTIFIED

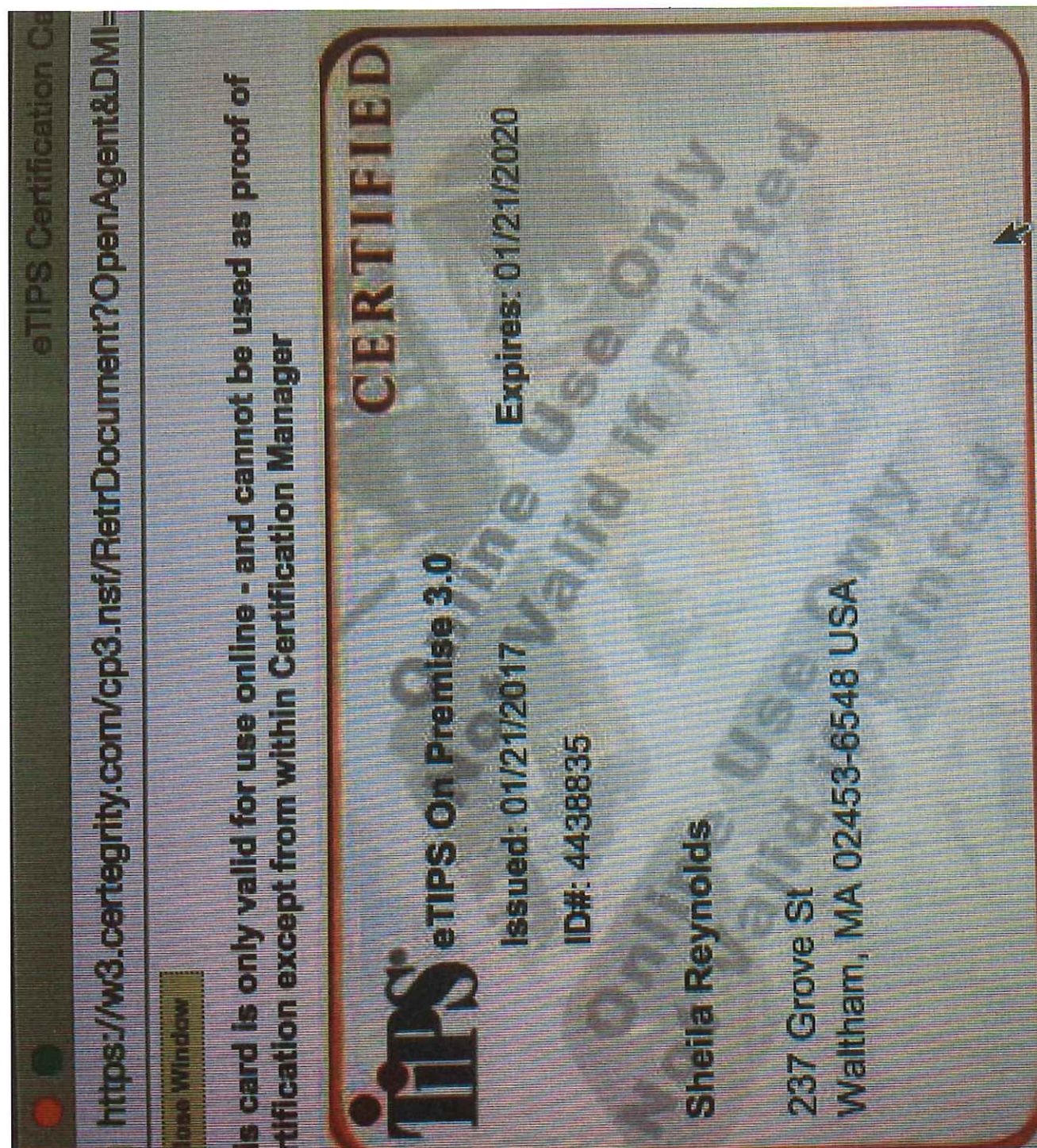
Issued: 2/1/2018

Expires: 2/1/2021

ID#: 4720949

Bonnie Sue Tomassian
Something Savory LLC
1337 Massachusetts Ave
Arlington, MA 02476-4101

For service visit us online at www.gettips.com





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/03/2019

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

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

PRODUCER T. Edmund Garrity & Co., Inc. 545 Concord Avenue, Suite 16 Cambridge MA 02138		CONTACT NAME: Ashlee Espinosa PHONE (A/C, No, Ext): (617) 354-4640 FAX (A/C, No): (617) 354-5828 E-MAIL ADDRESS: ashlee@garrity-insurance.com	
		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Co CT	NAIC # 25682
INSURED Jodi Auerbach, DBA: Something Savory 1337 Massachusetts Ave #237 Arlington MA 02476		INSURER B:	
		INSURER C: Hospitality Mutual	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** Master COI 2018**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 VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6607B769370	04/20/2018	04/20/2019	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				OTH-ER	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
C	Liquor Liability			00061130LL	12/16/2018	12/16/2019	Per Occurrence	1,000,000
							Aggregate	2,000,000

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

Town of Arlington is listed as additional insured for general liability and liquor liability.

CERTIFICATE HOLDER**CANCELLATION**

Town of Arlington Arlington MA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



Town of Arlington, Massachusetts

Arlington Bicycle Advisory Committee (terms to expire January 31, 2022)

Summary:

Muris Kobaslija

Doug Mayo-Wells

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	C._Tonkin_reference.pdf	ABAC request to appoint
▢	Reference Material	Kobaslija_reference.pdf	Kobaslija reference
▢	Reference Material	Mayo-Wells_reference.pdf	Mayo-Wells reference

From: Christopher Tonkin <tonkinc@comcast.net>

To: mkrepelka@town.arlington.ma.us

Date: 12/12/2018 11:20 AM

Subject: Fwd: APPOINTMENTS TO THE ABAC BOARD FOR THE SELECT BOARD'S APPROVAL

----- Original Message -----

From: Christopher Tonkin <tonkinc@comcast.net>

To: tonkinc@comcast.net

Date: December 12, 2018 at 11:14 AM

Subject: APPOINTMENTS TO THE ABAC BOARD FOR THE SELECT
BOARD'S APPROVAL

Hi Marie:

I have two nominations from ABAC (Arlington Bicycle Advisory Committee) for the Board's approval. They are both new appointees to replace former members who retired. The terms of the appointment are for three years. I have attached their resumes. Is there anything else I need to do?

Yours sincerely

Christopher Tonkin

Chair ABAC

Arlington, MA 02474

August 14, 2018

Erin Zwirko

Assistant Director

Department of Planning & Community Development

730 Massachusetts Ave

Arlington, MA 02476

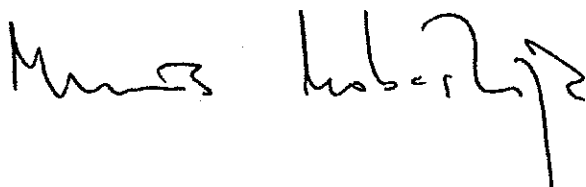
Dear Erin:

As an Arlington resident of 7 years, I feel a need to get more involved in our town and hopefully contribute to making Arlington a better place to live. I am currently attending Arlington Bicycle Advisory Committee (ABAC) meetings as a Member-at-Large, but after learning that there is a vacancy on the Executive Board I was excited to apply. I have been an avid cyclist for many years—as evidenced by our ever-growing collection of bikes and one bike trailer for our 2-year-old daughter (purchased before she was even born). While I immensely enjoy recreational cycling, I find that using bicycle as a means of transportation can be at times even more satisfying. Ever since I had an opportunity to visit and spend some time in the Netherlands I have wanted to contribute in some way to help to elevate our cycling infrastructure and more importantly cycling culture. Making an effort to help Arlington approach that level of cycling culture is a worthy goal. I am inspired to work toward a community where my daughter will be able to ride her bicycle to school, to the library, to a friend's house, all worry-free.

While my background and experiences may not be immediately seen as directly applicable to the work being done on a town committee such as ABAC, my resume should hopefully illustrate a diverse academic and industrial background. This background, I believe, helps me to generate ideas, evolve ideas of others, and execute small and large projects on many diverse topics. I am convinced that this would be directly translatable to the work being done on ABAC.

I am excited about the opportunity and hopeful that the Committee and the Board of Selectmen will consider my application.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Haber". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

MURIS KOBASLIJA, PHD

PROFESSIONAL EXPERIENCE

Director, Commercial CMC Team Lead, Alnylam, 2018-present

- Leading cross-functional Chemistry, Manufacturing, and Controls (CMC) Team(s) for RNAi products from late-stage development through commercial life cycle
- Plan and manage all project aspects related to CMC, including process development, analytical development, technology transfer, manufacturing and supply to enable clinical trials application, clinical supply, new drug application, commercial supply and CMC life-cycle management

Associate Director, Life Cycle Leader, Immuno-Oncology, Bristol-Myers Squibb, 2015-2018

- Lead and coordinate all Global Product Development & Supply activities related to the strategy and execution of new checkpoint inhibitor monotherapy and combination biologics product launches in Immuno-Oncology portfolio
 - Lead Manufacturing Launch Team (MLT) for Opdivo® launch in China
 - Lead new presentation Opdivo® launches in the US and EU from an overseas CMO
 - Lead MLT for Opdivo®/relatlimab (anti PD-1/anti-LAG3) combination immuno-oncology therapy
- Lead the Alliance Operations Team between Bristol-Myers Squibb and Ono Pharmaceuticals focusing on the supply and CMC perspective in concert with Corporate Alliance Management, Commercial, and R&D
 - Responsible for day-to-day supply/operational interactions with the Alliance partner
 - Lead negotiations to amend the Supply Agreement with the Alliance partner
 - Lead negotiations to amend the cost sharing Agreement with the Alliance partner
- Support Life Cycle Management for Opdivo®
 - Coordination of CMC changes and supply fragmentation management
 - Support of senior leadership's product reviews
 - Support of the alignment between Global Product Development and Supply activities with the Commercial Worldwide Brand and Full Development Teams
- Organized Bioweek, a cross-brand 3-day strategy setting meeting for the brand teams within Global Product Development and Supply

Associate Director, Biologics Network Strategy, Bristol-Myers Squibb, 2013-2015

- Represent Biologics Development and Operations client functions during \$160MM build-out of new Biologics Process Development laboratories (**2017 ISPE Facility of the Year Award**)
- Responsible for leading the users design development team for the new building and interfacing with Architect/Engineer through detailed design, construction and start-up, including procurement and set-up of \$25MM laboratory equipment package

Associate Director, Supply Chain, Bristol-Myers Squibb, 2011-2013

- Responsible for directing of all Supply Chain *Operational, Planning, and Logistical* elements for the Devens site
- Prepared and led Supply Chain team through successful FDA and EMA Pre-Approval site inspections
- Involved in shaping site's mission, annual goals and culture through participation in Devens Site Leadership Team
- As a client for the cryogenics facility capital project at Devens, involved in the development of the requirements and scope

Manager, Large Scale Biologics Manufacturing, Bristol-Myers Squibb, 2009-2011

- Managed manufacturing operators and operations in Dispensary, Media, and Buffer Preparation areas of Large Scale Cell Culture facility
- Conceptual and administrative lead on deployment, maintenance and ongoing development of SharePoint site across the Devens facility
- Leader of "devens safety forum," an innovative cross-functional safety team

Technical Operations Associate, Bristol-Myers Squibb, 2007-2009

- As a part of management training program, rotated in four different departments across the Bristol-Myers Squibb network (large scale biologics manufacturing, manufacturing technology, quality control, biologics supply chain)

EDUCATION

- PhD Chemistry and Chemical Biology, Cornell University, Ithaca, NY, 2007
- BS Chemistry (*summa cum laude*), Canisius College, Buffalo, NY, 2002

GRADUATE RESEARCH EXPERIENCE

Graduate Research, Cornell University, 2002-2007

Thesis title: "Development of Polyurea Microcapsules from Oil-in-Oil Emulsions and Their Use in Multi-Step One-Pot Synthesis"
Adviser: Professor D. Tyler McQuade

Tri-Institutional Training in Chemical Biology, Weill Cornell Medical College/Rockefeller University/Memorial Sloan-Kettering Cancer Center, 2003

- Under tutelage of professor David Eliezer, utilized 3D NMR to elucidate a possible role for the protein *tau*, implicated in neuronal fibril formation

CURRENT COMMUNITY INVOLVEMENT

- Arlington Bicycle Advisory Committee at-large member

AWARDS & HONORS

- Bristol-Myers Squibb Ovation Award, 2016
- Global Manufacturing & Supply Presidents Award, Devens, 2012
- Bristol-Myers Squibb “Innovates” Core Behavior Award, Devens, 2010
- Vincent du Vigneaud Prize, 26th Annual du Vigneaud Symposium, New York City, 2006
- American Chemical Society Outstanding Student Award, Canisius College, 2002

SELECTED PUBLICATIONS

1. Kobašlija, M.; Bogdan, A. R.; Poe, S. L.; Escobedo, F.; McQuade, D. T. “Creating Microenvironments Using Encapsulated Polymers” *J. Polym. Sci. Pol. Chem.* **2008**, *46*, 2309.
2. Poe, S. L.; Kobašlija, M.; McQuade, D. T. “Microcapsule Enabled Multicatalyst System” *J. Am. Chem. Soc.* **2006**, *128*, 15586.
 - Highlighted in: *Science*, **2006**, *314*, 1355 and *Chem. & Eng. News*, **2006**, *84*, 63.
3. Kobašlija, M.; McQuade, D. T. “Polyurea Microcapsules from Oil-in-Oil Emulsions via Interfacial Polymerization”, *Macromolecules*, **2006**, *39*, 6371.
4. Kobašlija, M.; McQuade, D. T. “Removable Color Coatings Based on Calcium Alginate Hydrogels”, *Biomacromolecules*, **2006**, *7*, 2357.
 - Highlighted in *J. Chem. Ed.*, **2007**, *84*, 746.
5. Eliezer, D.; Barré, P.; Kobašlija, M.; Chan, D.; Li, X.; Heend, L. “Residual Structure in the Repeat Domain of Tau: Echoes of Microtubule Binding and Paired Helical Filament Formation”, *Biochem.* **2005**, *44*, 1026.

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
JOSEPH A. CURRO, JR.
JOHN V. HURD
CLARISSA ROWE



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

December 19, 2018

Muris Kobaslija

Arlington, MA 02474

Re: Appointment: Arlington Bicycle Advisory Committee

Dear Mr. Kobaslija:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, January 7th 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

From: doug mayo-wells
To: ezwirko@town.arlington.ma.us
Date: 08/16/2018 05:28 PM
Subject: Arlington Bicycle Advisory Committee Executive Board Vacancy

Dear Ms. Zwirko,

I'm writing to express my interest in the Arlington Bicycle Advisory Committee executive board vacancy.

I've attached my resume per your request. I don't have any public policy experience, but I do think I have ample qualifications that would enable me to contribute effectively in this role.

Since March of 2017 I have regularly attended ABAC meetings; volunteered at events including Town Day, bike counts, and bikeway cleanups; and participated in subcommittees.

I have substantial professional experience in graphic design, information architecture, and user research, and avocational experience in related disciplines like wayfinding.

I believe that cycling can be both an effective, sustainable means of transport and a healthful form of exercise. I'm deeply committed to advocating for balancing the needs of drivers, cyclists, and pedestrians, and increasing the safety of road and trail use for all travelers.

I'd like to say more about inclusivity - one of the central doctrines of our design team at Google team is, "you are not the user." This means we do not design and deliver experiences for people just like us - we consider people with a myriad of different backgrounds, different levels of comfort with technology, paying different levels of attention, accessibility challenges, the list goes on. That has taught me to be mindful that although I am "a" cyclist, I am not "all" cyclists. I had a profound experience last year: I was reading research about various traffic calming and bike/pedestrian safety initiatives. I found it eye-opening that there was a gender discrepancy in attitudes toward some of these techniques: some male riders oppose them, but their adoption in many locales has been found to increase both the overall cycling use and the diversity of the cycling population. I will continue to seek out research that challenges my preconceptions, and will actively work to solicit the opinions of all users of the Arlington transportation and recreational bike/trail infrastructure.

I've been an Arlington homeowner and cycling commuter since 2008, and a recreational user of the Minuteman trail since 2002. I'm a longtime cycling safety advocate, and frequent participant in Harbor to the Bay and other fundraising rides. While employed at PerformTech, I worked for Ms. Katie Moran, a former executive director of Bicycle Federation of America and Pedestrian/Bicycle safety management specialist at the National Highway Traffic Safety Administration (NHTSA) - during that time we had many conversations about cycling safety and related issues. While employed at the University of Maryland, I worked on a

graduate level course in fluid dynamics, which sparked an ongoing interest in how fluid dynamics can be applied to traffic flows.

I believe my continuous employment at ITA Software/Google since 2006 speaks to my stability. During my time at Google I have taken many classes and participated in workshops to bolster my communication, leadership, and negotiation skills, recently including a workshop for potential board members of nonprofit organizations. I've been certified as a facilitator of focused design and brainstorming exercises. At Google I've also led numerous research efforts, including designing, administering, and analyzing attitudinal surveys, and interviewing users to gain insight into proposed changes. I can bring all these skills to bear for the Bicycle Advisory Committee, as appropriate.

I'd be eager to further discuss how I might be of benefit to my community in this role, and invite you to contact me by email or phone,

Thanks for your consideration,

Doug Mayo-Wells

D Mayo-Wells Resume.pdf

Doug Mayo-Wells

Summary

Interaction designer with multi-platform experience, particularly in hotel and flights verticals. Familiar with a range of rapid prototyping and front-end development environments. Background in accessibility compliance and instructional design.

Experience

Google: Senior Interaction Designer

Apr 2012 - Current

Working on a variety of launched and experimental products related to travel (primarily hotels). Emphasis on reducing transaction friction/abandonment and improving user satisfaction/growing user base. Close coordination with other products/teams within Google (e.g., Maps, Search, Ads) to align and extend interaction models. Facilitate cross-functional brainstorming and rapid prototyping sessions.

Google: Designer

Apr 2011 - Apr 2012

After Google acquired ITA Software, I continued as lead interaction designer for Passenger Services System (PSS, discontinued in 2013). PSS was a suite of applications covering all aspects of booking and managing flights. During 2011-2 my focus was primarily on the applications used by airport-based airline employees. I worked closely with the product team to brainstorm solutions to avoid schedule slips without sacrificing functional requirements. Complying with evolving border control and security requirements was a particular challenge.

ITA Software: UI Designer

Aug 2006 - Apr 2011

Between August 2006 and May 2009 I worked primarily on the PSS application for call center airline employees, including functionality for rebooking, issuing refunds, and addressing special/medical requirements. I developed and conducted numerous usability tests with the original launch partner, including the development of part-task operational prototypes. I also contributed front-end code to the product (primarily CSS and JavaScript; some JSP). From May 2009 through April 2011 I worked primarily on the airport employee application.

While at ITA, in addition to PSS, I contributed design work to ITA's Android/iPhone flight search app OnTheFly, ITA's "Matrix" flight search demo, and the events database demo for a semantic web tool. I also supported numerous marketing initiatives.

NLG Vacations: Senior UI Developer

Oct 2005 - Aug 2006

User interface design and client-side development and implementation of a proprietary suite of travel booking applications.

Mayo-Wells Media Workshop: Principal

Mar 1996 - Aug 2005

Provided web development/implementation, accessibility and usability consulting, e-learning/multimedia, training support, and technical writing services. Clients included Delta Air Lines, Forrester Research, The New England College of Optometry, New Riders Publishing, the National Association of Securities Dealers (NASD), the Federal Deposit Insurance Corporation (FDIC), the Department of Energy, the Naval School of Health Sciences, the Federal Aviation Administration, the Federal Acquisitions Institute, and the Defense Acquisitions University (DAU). Teaming partners included C2 Technologies, Dazzle Technologies, Multimedia Professionals, Inc., and PerformTech.

PerformTech: Technical Director

Apr 1997 - Aug 2001

Recommended overall corporate technology strategy. Participated in all project phases from initial marketing contact, through up-front analysis, development, and evaluation. Clients included the U.S. Environmental Protection Agency, the Department of Housing and Urban Development, the U.S. Air Force, a Major Pharmaceutical Corporation (under non-disclosure), DAU, FAA, and FDIC.

Universal Systems Incorporated: Senior Programmer/Analyst

Feb 1994 - Feb 1996

Recommended training system architectures and software. Developed templates for use by other staff. Served as team lead in programming efforts. Marketed and managed projects. Clients included Wm. C. Brown Communications, Microprose, Xerox, and NASD.

Applied Science Associates: Senior Programmer/Analyst

Nov 1989 - Mar 1994

Programming team lead. Developed interactive courseware. Clients included Delta Air Lines,

the Defense Logistics Agency, the U.S. Army, the U.S. Navy, and FAA.

The University of Maryland University College: Programmer

May 1984 - Nov 1989

Developed interactive courseware. Clients included Control Data Corporation and a consortium of nuclear reactor utilities.

Education

The University of Maryland, Baltimore County

B.A. English Literature (1983-5; incomplete)

Publications/Presentations/Awards

Database-Driven Authoring Systems,
1999 MacroMedia Users Conference, San Francisco

Authorware 3 Internal System Functions Professional Reference, (Contributor)
1996 New Riders Publishing, ISBN 1-56205-599-2.

1942: The Pacific Air War Gold (Lead Designer - Multimedia portion)
1994 MicroProse, ISBN 1-55884-413-9.

Invision Awards Bronze Medal; Technical & Creative Excellence - Best Programming,
1993 (for Troubleshooting Techniques videodisc training program).

References and project summaries are available upon request.

OFFICE OF THE SELECT BOARD

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

December 19, 2018

Doug Mayo-Wells

Arlington, MA 02474

Re: Appointment: Arlington Bicycle Advisory Committee

Dear Mr. Mayo-Wells:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, January 7th 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, Massachusetts

For Approval: Transportation Advisory Committee Recommendations to Establish a Speed Safety Zone on Herbert Road @ Entrance to Magnolia Park

Summary:

Howard Muise, Chair, TAC

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Magnolia_Park_Speed_Safety_Zone_20181212.pdf	TAC Recommendations



TRANSPORTATION ADVISORY COMMITTEE

Town of Arlington

Planning and Community Development Department, 730 Mass Ave,

Arlington MA, 02476

c/o Daniel Amstutz, Senior Transportation Planner

To: Select Board

From: TAC

Subject: Speed Safety Zone on Herbert Road at Magnolia Park

Date: December 12, 2018

Recommendation

The TAC has voted to recommend the Select Board designate a 20 mph speed safety zone on Herbert Road at the entrance to Magnolia Park. This would be the first speed safety zone established in Arlington.

Background

As part of the project to rebuild Magnolia Park, which is located southwest of the intersection of Hebert Road and Magnolia Street, the Arlington Parks and Recreation Commission (AP&R) asked TAC to evaluate installing a speed table at the intersection of Herbert Road at Magnolia Street. The purpose of the speed table would be designed to make drivers proceed at a speed of roughly 20 mph when passing the Park entrance.

The estimated cost to construct a raised intersection was over \$100,000. The estimated cost is high because there are several drainage catch basins, and utility man holes and gates that would need to be relocated or replaced to construct the raised intersection. In its memo of February 8, 2017 to the Recreation Department, the TAC reported that it thought that the significant cost to construct a raised intersection outweighed the potential benefits and, therefore, did not recommend it. As an alternative, the TAC said it would evaluate establishment of a speed safety zone at the Herbert Road entrance to Magnolia Park as an additional step to maintain low vehicle speeds.

Currently there are no posted speed limits on Herbert Road in the study area. On town-owned roadways with no posted speed limit or regulatory speed limit, a statutory speed limit of 25 mph was established in May 2017. This was done based on authority provided by new Speed Limit Regulations that became effective on November 7, 2016. These regulations allow the Town to change the statutory speed limit from 30 mph to 25 mph and to establish new safety zone regulatory speed limits of 20 mph, similar to school zones. These safety zones can be established at park entrances, hospitals, senior housing and other locations where specific populations may warrant slower speeds. An engineering study must be performed to establish a speed safety zone, which must be approved by the Select Board (as the Town Traffic Authority) and reported to MassDOT.

Evaluation

The Arlington Police Department conducted automatic traffic recorder counts on Herbert Road on May 10-11, 2017 as part of TAC's evaluation of the speed table request. Table 1 shows the average daily volume, average speed and 85th percentile speed by direction. The average total daily traffic

volume in both directions on Herbert Road at the Park entrance is about 1,575 vehicles. The average speeds are 18 and 16 mph, respectively, eastbound and westbound. The 85th percentile speeds, which are often used to establish speed limits, were 25 and 23 mph, respectively, eastbound and westbound. The MassDOT recommends that 20 mph speed zones be established only where existing speeds are no more than about 25-27 mph. The current speeds are within that range and the proposed location is the type for which the speed zone is intended. Therefore, the TAC recommends the establishment of a 20-mph speed safety zone on Herbert Road at the Magnolia Park entrance. The limits of the zone and signing have been established by the state and can be implemented by the Department of Public Works and Police.

Table 1 Herbert Road Traffic Volumes and Speeds

Direction	Eastbound	Westbound
Average Daily Volume	839	735
Average Speed	18 MPH	16 MPH
85 th Percentile Speed	25 MPH	23 MPH

Respectfully submitted,

Howard Muise, TAC Chair

Transportation Advisory Committee Members:

Daniel Amstutz (Planning Department), Wayne Chouinard (Public Works Department), Lenard Diggins, Charles Giroux, Michael Gordon (Secretary), Pamela Heidell, Brian Kmetz, Melissa Laube, Jeff Maxtutis, Howard Muise (Chair), Officer Corey Rateau (Police Department), and Scott Smith,

Web site: www.arlingtonma.gov/tac



Town of Arlington, Massachusetts

Acceptance of Private Grant/Donation: PhRMA Donation for Opiod Abuse Prevention

Summary:

Douglas W. Heim, Town Counsel

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	PhRMA_.pdf	Reference



125 WASHINGTON STREET, UNIT #1 FOXBORO, MA 02035 877-449-5370 PhRMA.org

November 27, 2018

Frederick Ryan
Chief of Police
Arlington Police Department
112 Mystic Street
Arlington, MA 02474

Dear Chief Ryan:

On behalf of the Pharmaceutical Research and Manufacturers of America, I am pleased to enclose a grant in the amount of \$20,000.00 to the Arlington Police Department in partnership with the Arlington Public Schools for your efforts to develop and implement an opioid abuse prevention program targeted at middle school children in the Arlington community.

Sincerely,



Kevin J. Bourque



Town of Arlington, Massachusetts

Discussion & Update: Police Chief Recruitment Strategy/Interim Strategy

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Police_Chief_1_07_19.pdf	Reference



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

Adam W. Chapdelaine
Town Manager

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

To: Members of the Select Board

From: Adam Chapdelaine, Town Manager

RE: Police Chief Recruitment Strategies/Interim Chief Strategy

Date: January 7, 2019

Vacancy

As the Board is aware, Frederick Ryan, Arlington Chief of Police, is retiring as of January 13, 2019. Chief Ryan has had a tremendously positive impact on the Arlington Police Department (APD) and the Arlington community during his tenure, and I think it is an inarguable fact that he is leaving behind a substantial pair of shoes to fill. I am writing today, to inform the Board of my plans for filling this vacancy on both an interim and permanent basis.

Interim

I plan to interview any current Captain or Lieutenant who is interested and from that pool make a provisional promotion. In lay terms, this is an Acting Chief. Whichever Captain or Lieutenant is provisionally promoted will serve as Acting Chief until a permanent replacement is hired. It is of course possible that the Acting Chief could apply for and become the permanent Chief. I plan to have the Acting Chief named by the second week in January.

Potential Avenues for Recruitment

In regard to the screening and recruitment of a Chief for the permanent position, there are several processes which can be utilized under the law. Brief descriptions of these processes are as follows:

▪ **Civil Service (Internal)**

The Chief of Police in Arlington is currently a Civil Service position. Following this process would open the recruitment to each successive rank below Chief from within the department until four (4) candidates have been identified. For example, if only one (1) of the current Police Captains chose to pursue the position, then Police Lieutenants would be eligible to apply. If only two (2) Police Lieutenants applied, then the position would be opened to Police Sergeants as well. However, if a combination of existing Police Captains and Police Lieutenants equaling four (4) or greater applied, the position would not be made available to Police Sergeants.

Under this process, the candidate pool would participate in an assessment center that would be run by an independent third party hired by the Town. This assessment would have both written and verbal components. The assessment panel would then provide a score for each candidate and I would then receive a list of the top three performers in order of their score. If

the second or third ranked candidates were chosen, I would have to provide bypass reasons for not selecting the highest ranked candidate.

- **Civil Service (Open Competitive)**

Under this process, the position would be open to any candidate having a minimum of five (5) years supervisory experience in a governmental police force. An assessment center and selection process similar to the one described above would then be implemented.

- **Non-Civil Service Process**

Pursuit of this process would allow for the position to be open to candidates from within the state and beyond based upon criteria that the Town would set. Like the Civil Service processes described above, an assessment center would be utilized as a component of the evaluation process. However, in this process, the top candidates would be provided to the appointing authority without ranking. Using this method would eliminate the need to provide bypass reasons for not selecting the candidate with the highest score. It would also afford qualifying APD police sergeants the opportunity to participate in the process.

In order to pursue this process, the Chief's position would need to be removed from Civil Service. This would require an affirmative vote of Town Meeting requesting the filing of home rule legislation and then the successful passage of such legislation.

Input

While considering these multiple options I have consulted with Board members, the leadership of both Police unions, Chief Ryan, the Director of Human Resources, the Deputy Town Manager, and Town Counsel. All of these stakeholders have provided valuable perspective and have allowed me to consider this process from multiple angles. It has become clear that maintaining a balance of management flexibility, cultivation of a talented candidate pool, and employee morale within the APD are all crucial factors to consider.

Course of Action

I would like to move forward with the process to remove the position from Civil Service, while keeping in mind the balance of factors outlined above. Though this course would certainly broaden the pool of candidates we could consider, I want to be clear that I am by no means ruling out making a permanent promotion from within the department. I believe that the Town and the APD will benefit from a process that maximizes the candidate pool and the competition for this very important position, which ultimately will result in hiring an excellent Police Chief.

I look forward to discussing this approach with the Board at Monday's meeting.



Town of Arlington, Massachusetts

Discussion: Town Manager Evaluation Process

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	TM_Performance_Eval_2019.pdf	Town Manager Performance Evaluation 2019
▢	Reference Material	TM_Eval_Form_Approved_02-25-2013.pdf	Performance Review Form



**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
Website: www.arlingtonma.gov

To: Members of the Select Board

From: Adam Chapdelaine, Town Manager

RE: Town Manager Performance Evaluation

Date: January 7, 2019

I am writing to the Board today to prompt the beginning of the Town Manager evaluation process for what will now be the sixth year. For the past five years, we have used an evaluation instrument agreed to by the Board to go along with a Narrative Self Evaluation and an update on Town Manager goals provided by me. I have provided a copy of the evaluation instrument along with this memorandum for your review. I would like to suggest a timeline for the Board to accept at Monday's meeting, and also hear feedback from Board members regarding the process that has been in place. The proposed timeline is as follows:

February 11, 2019 –Town Manager provides Board with Narrative Self Evaluation, updated goals document, and a copy of the evaluation instrument.

February 11, 2019 – March 11, 2019 – Board members complete evaluation instrument.

March 11, 2019 – Completed evaluation instruments are transmitted to the Chair of the Board.

March 11, 2019 – March 25, 2019 – Chair of the Board works with HR Director to compile scores from evaluation instrument and create one comprehensive evaluation document.

April 2019– Evaluations are discussed by the Board in public session at a regularly scheduled Board meeting.

I look forward to the beginning of the evaluation process and working with the Board to continually enhance my performance as Town Manager.

**Town of Arlington
Board of Selectmen Policy**



Town Manager Performance Review Instrument

Effective Date	2/25/2013
Revisions	
Approval Date	2/25/2013

POLICY AND PURPOSE

The purpose of this review instrument is to formally appraise the Town Manager's performance on an annual basis. The document allows the Board of Selectmen to assess the Town Manager's performance in management practices and in the accomplishment of goals. Through the review procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance review forms will be prepared by members of the Board of Selectmen. The Chair or his or her designee will prepare an overview document, compiling the scores and comments of individual board members.

PROCEDURE

1. The period of review is March 1 through February 28.
2. The Town Manager will submit a narrative self-evaluation; a copy of the narrative and a blank review form will be distributed to each Board member at that time.
3. Board members will submit reviews by a date set by the Chair. The Chair, in cooperation with the Human Resources Director, will compile scores from individual reviews and develop a consensus overview document.
4. Board members may meet individually with the Town Manager to discuss aspects of the performance review document.
5. The Chair will provide the other Board members and the Town Manager with the consensus review overview document prior to the meeting at which the document will be publicly discussed.
6. The overview document will be finalized for placement in the Town Manager's file at a regular meeting of the Board of Selectmen.

**Town of Arlington
Town Manager Performance Review Form**

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

- Unsatisfactory (1) The Manager's work performance is inadequate and inferior to the standards of performance required for the position.
- Improvement Needed (2) The Manager's work performance does not consistently meet the standards of the position.
- Meets Expectations (3) The Manager's work performance consistently meets the standards of the position.
- Exceeds Expectations (4) The Manager's work performance is frequently or consistently above the level of a satisfactory employee.
- Excellent/Highly Commendable (5) The Manager's work performance is consistently excellent when compared to the standards of the job.

1. Personal Characteristics	1	2	3	4	5	N/A
a. Exhibits honest and ethical behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Acts in a fair and equitable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Effectively deals with unforeseen issues and problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Displays creativity, innovation, flexibility and appropriate risk taking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

2. Professionalism	1	2	3	4	5	N/A
a. Is fully knowledgeable and committed to the field of local government management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Seeks to enhance skills and abilities through educational opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Actively participates in professional municipal management organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Encourages staff training and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

3. Public Relations/Communications	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is reasonably open and available to the public and responsive to citizen complaints or requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Communicates effectively to the media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps the citizenry informed of current issues in Town government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

4. Board Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice to the board, including appropriate alternatives and recommendations, based upon thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Implements policy matters and other directives adopted by the Board of Selectmen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Keeps Board members informed of issues and activities in Town government and in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Listens and understands Selectmen concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

5. Community Leadership	1	2	3	4	5	N/A
a. Provides leadership within the community by being visible and approachable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Supports and recognizes the efforts of volunteer citizens and groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains effective communications with other communities, state agencies, and municipal organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Maintains effective communications with state and federal elected representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

6. Organizational Leadership/Personnel Management	1	2	3	4	5	N/A
a. Provides leadership, motivation and support within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Builds and motivates a team, providing direction and monitoring/adjusting performance as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Assures selection for employment of the best-qualified personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Assures systematic performance review of staff in the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Establishes high standard of performance for all managers; recognizes, develops, and utilizes their leadership abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Effectively leads collective bargaining efforts with unions; keeps the Board informed on progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Strives to maintain good staff morale and maintains open, honest and professional relationships with staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

7. Financial Management	1	2	3	4	5	N/A
a. Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Employs sound fiscal management practices for the development of the operating and capital budget recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Effectively monitors and controls budget expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides complete and accurate financial information to facilitate budget deliberations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Creatively manages available resources to increase productivity and efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Develops and maintains a long-term financial plan for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

OVERALL RATING	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
Recognized Strengths:						
Areas for Improvement:						
Name of Selectman: _____						

Town Manager Performance Review Form
Acknowledgement of Receipt

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the applicable procedures and that the Town Manager has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN MANAGER

Date: _____



Town of Arlington, Massachusetts

For Discussion and Vote: 2019 Debt Exclusion and Operating Override

Summary:

Daniel J. Dunn, Chair

(tabled from 12.10.18 meeting)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	LRP_FY20_12.11.18.pdf	Long Range Financial Projection, FY20
▢	Reference Material	Override_Options_12.11.18.pdf	Override Options

Long Range Financial Projection

Long Range Planning Committee
December 11, 2019

		FY 2019 RECAP	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		20,039,795	20,235,897	196,102	0.98%	20,433,960	198,063	0.98%	20,634,003	200,043	0.98%	20,836,046	202,043	0.98%	21,040,111	204,065	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	9,871,000	700,000	7.63%	9,971,000	100,000	1.01%	10,071,000	100,000	1.00%	10,171,000	100,000	0.99%	10,271,000	100,000	0.98%
C. Free Cash		4,593,375	5,559,782	966,407	21.04%	3,307,332	(2,252,450)	-40.51%	3,307,332	0	0.00%	3,307,332	0	0.00%	3,307,332	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		124,010,977	127,687,406	3,676,429	2.96%	131,058,975	3,371,569	2.64%	134,440,710	3,381,735	2.58%	137,948,324	3,507,614	2.61%	141,497,962	3,549,638	2.57%
F Override Stabilization Fund		2,786,331	4,576,734			10,501,896			8,645,813								
TOTAL REVENUES		161,278,001	168,607,342	7,329,341	4.54%	175,949,686	7,342,344	4.35%	177,298,858	1,349,172	0.77%	172,462,702	(4,836,156)	-2.73%	176,316,405	3,853,703	2.23%
II APPROPRIATIONS																	
A. Operating Budgets																	
School																	
	General Education Costs	43,981,008	46,381,443	2,400,435	5.46%	49,095,021	2,713,578	5.85%	51,503,824	2,408,803	4.91%	54,059,234	2,555,410	4.96%	56,704,083	2,644,849	4.89%
	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		0	0	-		0	-		0	-		0	-		0	-
	Growth Factor	831,980	1,053,360	221,380	26.61%	667,128	(386,232)	-36.67%	727,320	60,192	9.02%	727,320	0	0.00%	481,536	(245,784)	-33.79%
Net School Budget		66,253,022	70,375,639	4,122,617	6.22%	74,308,844	3,933,205	5.59%	78,496,108	4,187,264	5.63%	82,890,065	4,393,957	5.60%	87,256,376	4,366,311	5.27%
Minuteman: Operating and Capital		4,936,724	5,469,796	533,072	10.80%	5,661,239	191,443	3.50%	5,859,382	198,143	3.50%	6,064,461	205,078	3.50%	6,276,717	212,256	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%	2,569,060	(107,675)	-4.02%	2,345,544	(223,516)	-8.70%	2,323,383	(22,161)	-0.94%	2,513,383	190,000	8.18%
	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%	13,304,475	158,050	1.20%	12,717,911	(586,564)	-4.41%	12,376,262	(341,649)	-2.69%	12,468,560	92,298	0.75%
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	18,256,518	1,097,418	6.40%	19,343,443	1,086,925	5.95%	20,503,484	1,160,041	6.00%	21,729,032	1,225,548	5.98%	22,971,676	1,242,644	5.72%
E. State Assessments		3,366,238	3,448,968	82,730	2.46%	3,533,767	84,799	2.46%	3,620,685	86,918	2.46%	3,709,777	89,092	2.46%	3,801,095	91,318	2.46%
G. Overlay Reserve		1,245,171	600,000	(645,171)	-51.81%	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	1,597,575	44,288	2.85%	1,613,329	15,754	0.99%	1,652,009	38,680	2.40%	1,691,101	39,092	2.37%	1,730,615	39,514	2.34%
I. Court Judgments/Symmes		671,250	773,225	101,975	15.19%	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		161,278,001	168,607,342	7,329,341	4.54%	175,949,686	7,342,344	4.35%	183,076,429	7,126,743	4.05%	189,843,331	6,766,902	3.70%	197,890,679	8,047,348	4.24%
BALANCE		0	0			0			(5,777,571)			(17,380,629)			(21,574,274)		
Reserve Balances																	
	Free Cash	11,119,563	6,614,664			6,614,664			6,614,664			6,614,664			6,614,664		
	Stabilization Fund	3,467,162	3,671,177			3,881,313			4,097,752			4,320,685			4,550,305		
	Override Stabilization Fund	21,224,443	19,147,709			8,645,813			0			0			0		
	Municipal Bldg. Ins. Trust Fund	779,716	803,107			827,201			852,017			877,577			903,904		
TOTAL:		36,590,884	30,236,658			19,968,991			11,564,433			11,812,926			12,068,874		
% of General Fund Revenue		22.7%	17.9%			11.3%			6.5%			6.8%			6.8%		
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																	
Actual/Proj. Annual Growth		FY 2019**	FY 2020*			FY 2021*			FY 2022*			FY 2023*			FY 2024*		
		170	210			133			145			145			96		
** 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																	

Baseline

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	168,607,342	175,949,686	177,298,858	172,462,702	176,316,405	180,248,853	184,293,984
Expenses	161,278,001	168,607,342	175,949,686	183,076,429	189,843,331	197,890,679	206,332,340	214,887,918
Balance: Surplus or (Deficit)	0	0	0	(5,777,571)	(17,380,629)	(21,574,274)	(26,083,487)	(30,593,934)
Stabilization Fund Balance	21,224,443	19,147,709	8,645,813	0	0	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(2,076,734)	(10,501,896)	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
New Growth*	0							

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	161,278,001	168,626,342	175,969,161	183,096,391	174,516,473	178,413,649	182,398,529	186,497,401
Expenses	161,278,001	168,626,342	175,969,161	183,096,391	189,863,792	197,911,651	206,353,837	214,909,953
Balance: Surplus or (Deficit)	0	0	0	0	(15,347,318)	(19,498,002)	(23,955,308)	(28,412,552)
Stabilization Fund Balance	21,224,443	21,028,709	12,454,838	7,679	0	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(195,734)	(8,573,871)	(12,447,159)	0	0	0	0
Override (Enter an Amount)		1,900,000						
Years before next override		3						
Avg. Single Family Tax Impact		\$128.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Growth*	0							

B) Four Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	169,730,608	176,008,111	183,136,314	189,904,713	182,882,585	186,697,880	190,904,236
Expenses	161,278,001	169,730,608	176,008,111	183,136,314	189,904,713	197,953,596	206,396,830	214,954,021
Balance: Surplus or (Deficit)	0	0	0	0	0	(15,071,011)	(19,698,950)	(24,049,785)
Stabilization Fund Balance	21,224,443	24,790,709	20,072,888	11,578,181	274,447	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	3,566,266	(4,717,821)	(8,494,707)	(11,303,735)	0	0	0
Override (Enter an Amount)		5,700,000						
Years before next override		4						
Avg. Single Family Tax Impact		\$385.87	\$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	161,278,001	172,630,608	176,037,836	183,166,782	189,935,943	197,985,607	189,998,871	194,267,346
Expenses	161,278,001	172,630,608	176,037,836	183,166,782	189,935,943	197,985,607	206,429,641	214,987,652
Balance: Surplus or (Deficit)	0	0	0	0	0	0	(16,430,770)	(20,720,306)
Stabilization Fund Balance	21,224,443	27,661,709	25,886,663	20,408,301	12,196,320	19,908	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	6,437,266	(1,775,046)	(5,478,362)	(8,211,982)	(12,176,412)	0	0
Override (Enter an Amount)		8,600,000						
Years before next override		5						
Avg. Single Family Tax Impact		\$582.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Growth*	0							

2020 Scenarios (FY2021)

D) Three Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	168,607,342	176,026,686	183,155,354	189,924,229	184,895,752	188,748,212	193,005,827
Expenses	161,278,001	168,607,342	176,026,686	183,155,354	189,924,229	197,973,599	206,417,334	214,975,037
Balance: Surplus or (Deficit)	0	0	0	0	0	(13,077,847)	(17,669,122)	(21,969,210)
Stabilization Fund Balance	21,224,443	19,147,709	16,268,813	9,659,004	287,290	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(2,076,734)	(2,878,896)	(6,609,809)	(9,371,715)	0	0	0
Override (Enter an Amount)			7,700,000					
Years before next override			3					
Avg. Single Family Tax Impact		\$0.00	\$521.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Growth*	0							

E) Four Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	168,607,342	176,347,790	183,188,154	189,957,849	198,008,060	192,357,735	196,626,333
Expenses	161,278,001	168,607,342	176,347,790	183,188,154	189,957,849	198,008,060	206,452,656	215,011,242
Balance: Surplus or (Deficit)	0	0	0	0	0	0	(14,094,921)	(18,384,909)
Stabilization Fund Balance	21,224,443	19,147,709	19,436,813	16,074,204	10,030,870	77,322	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(2,076,734)	289,104	(3,362,609)	(6,043,335)	(9,953,548)	0	0
Override (Enter an Amount)			10,900,000					
Years before next override			4					
Avg. Single Family Tax Impact		\$0.00	\$737.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Growth*	0							

F) Five Year Override

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	168,607,342	179,147,790	183,216,854	189,987,266	198,038,213	206,483,562	200,269,898
Expenses	161,278,001	168,607,342	179,147,790	183,216,854	189,987,266	198,038,213	206,483,562	215,042,921
Balance: Surplus or (Deficit)	0	0	0	0	0	0	0	(14,773,023)
Stabilization Fund Balance	21,224,443	19,147,709	22,208,813	21,687,504	18,556,503	11,588,096	475,623	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(2,076,734)	3,061,104	(521,309)	(3,131,002)	(6,968,407)	(11,112,473)	0
Override (Enter an Amount)			13,700,000					
Years before next override			5					
Avg. Single Family Tax Impact		\$0.00	\$927.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Growth*	0							

Baseline Assumptions Changes

1. Added \$2.5 million to Override Stabilization Fund in FY2020.
2. Moved Kindergarten fee to base School expenses.
3. Adjusted Capital to remain at 5% in later years.
4. Added \$700,000 (an addition of \$600,000 from previous versions) to Local Receipts in FY2020.
5. Updated School enrollment figures to reflect October 2018 certified enrollment.
6. Used updated Total Assessed Value (\$11,013,408,219) and Average Single Family Home Values (\$752,184) to calculate Average Single Family Tax Impacts.



Town of Arlington, Massachusetts

Discussion: Future Select Board Meetings

Summary:

(tabled from 12.10.18 meeting)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	2019_Calendar_.pdf	Calendar

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 HAPPY NEW YEAR	2	3	4	5
6	7 SELECT BOARD MEETING	8	9	10	11	12
13	14	15	16	17	18	19
20	21 MLK BIRTHDAY OBSERVED	22	23	24	25 ATM WARRANT CLOSES @ NOON	26
27	28	29	30	31		

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 HAPPY VALENTINE'S DAY	15	16
17	18 PRESIDENTS' DAY OBSERVED	19	20	21	22	23
24	25	26	27	28		

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 ASH WEDNESDAY	7	8	9
10	11	12	13	14	15	16
17 ST. PATRICK'S DAY	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Town of Arlington, Massachusetts

Concerns Regarding Pond Lane

Summary:

Rebecca Girash via Request/Answer Center

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	R._Girash_CR.pdf	R. Girash; Request
▢	Reference Material	1.jpg	Picture #1
▢	Reference Material	2.jpg	Picture #2
▢	Reference Material	3.jpg	Picture #3
▢	Reference Material	4.jpg	Picture #4
▢	Reference Material	5.jpg	Picture #5
▢	Reference Material	6.jpg	Picture #6
▢	Reference Material	7.jpg	Picture #7
▢	Reference Material	8.jpg	Picture #8
▢	Reference Material	9.jpg	Picture #9
▢	Reference Material	10.jpg	Picture #10
▢	Reference Material	11.jpg	Picture #11
▢	Reference Material	12.jpg	Picture #12
▢	Reference Material	13.jpg	Picture #13
▢	Reference Material	14.jpg	Picture #14
▢	Reference Material	15.jpg	Picture #15

Service Request Work Order # _____

Requested: ☐

Routine Maintenance: ☐

Emergency: ☐

Address 1

Address 2

City

State/Province

Zip/Postal
Code

Provide details
here

Dear Select Board, I write to you at the suggestion of Howard Muise, Chair of the Transportation Advisory Committee. Earlier this year I submitted a concern to the TAC. Mr. Muise has informed me that this request should first be submitted to your board. This is a concern regarding Pond Lane dangers. I am a resident of Lombard Terrace. In the last several months I've noticed concerning behavior by drivers and pedestrians (and chickens) on the road between the Boys and Girls Club and the other side of the underpass on Pond Lane. Every time I walk or drive through this area, my fear increases that a pedestrian will be hit or a two vehicle accident will occur. The behavior that I have observed is this: -Cars rarely slow to safe speeds near the underpass, in the pond parking lot, or near the boys and girls club. Drivers often skid to a stop just in time to avoid children, other cars, or the occasional roaming chicken. -The turn from the parking lot toward the boys and girls club is very narrow and has low visibility. Many pedestrians walk on the road in this space to get from the boys and girls club to the pond parking lot because there is limited off-road space for them. Cars traveling in both directions at unsafe speeds present a danger to pedestrians walking two or three across in the road. -Cars rarely slow, stop, or yield on either side of the underpass, creating angry standoffs in the underpass and delaying traffic further. I understand that the TAC has previously separately addressed concerns at the underpass and in the private road bordering the Boys and Girls Club and Spy Pond Field. As I shared with the TAC, some of these prior interventions are no longer effective, as the pictures in the following album will indicate:
<https://photos.app.goo.gl/avbGxqryhdsRCpU29> I request that the Select Board ask the appropriate town body, TAC or other, review and address current concerns in this area. Thank you for your time. Rebecca Girash

Reference No: W104136-121318

Request Status: Initiated

Service Request
Type: Select Board

Priority: Medium

Assigned To: 1 BOSadmin

Email:

Name: Rebecca Girash

Phone:

Address:

City: Arlington

State/Province: MA

Zip/Postal
Code: 02476

Create Date: 12/13/2018 8:29:38 AM

Update Date: 12/13/2018 8:29:38 AM

Source: Web

Employee Responsibility

Note: All requests will remain "Open" until you return this form.

Action Taken:

Date:

Time:

No Action Taken (Reason):

Date:













Arlington Lodge of Elks #14
Hall Rental available
For more information
(781) 646-1390
www.arlingtonelks.com



NO PARKING
FIRE LANE













Town of Arlington
**PERMIT
PARKING
ONLY**
1 AM - 7 AM
VEHICLES WILL BE TOWED
AT CAR OWNERS EXPENSE.

LOW BRIDGE











Town of Arlington, Massachusetts

Call for Project Concepts

Summary:

Marc D. Draisen, MAPC Executive Director

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	MAPC_CR.pdf	Reference

Corres Rec
1/07/19



Smart Growth & Regional Collaboration

MEMORANDUM

To: MAPC Council Representatives and Other Local Officials
From: Marc D. Draisen, Executive Director
Subject: Call for Project Concepts
Date: December 14, 2018

I am writing today to invite you to submit project concepts for work to be undertaken by the Metropolitan Area Planning Council (MAPC) for the benefit of your municipality through our Technical Assistance Program (TAP). Through this Call for Project Concepts, we are soliciting ideas for projects that will commence in the winter/spring of 2019.

Through the TAP we are able to fund a diverse range of projects. Municipalities can submit concepts for individual community-specific projects and for multi-community projects. Projects that serve multiple communities always receive preference; projects that advance the MetroFuture priorities of smart growth, regional collaboration, and/or advancing equity in the region, always receive preference.

Eligible projects cover a wide variety of topics, including but not limited to: housing and economic development; regionalization and shared services; public safety; public health; climate change (mitigation or adaptation); clean energy; fair housing; equitable transit-oriented development (E-TOD); bicycle/pedestrian mobility; environmental and resource protection; creative community placemaking; and arts and culture planning.

Last year, MAPC released its five-year update to the *State of Equity in Metro Boston Indicators Report*. With this round of technical assistance funding, MAPC is particularly interested in seeing projects that help to break down barriers to equity on issues such as housing, economic mobility, public health, public safety, and the integration of marginalized populations. For example, we would be interested in projects that advance policies designed to revitalize low-income neighborhoods without displacing the residents already there, while also opening up high-opportunity communities to a broader range of people.

Additionally, we will have a particular objective of assisting communities seeking to participate in Governor Baker and Lieutenant Governor Polito's new Housing Choice Program. For further information about Housing Choice, see <https://www.mass.gov/housingchoice>. We are also eager to apply TAP funds to complement funds from other state programs that advance smart growth objectives, including Community Compact, Chapter 40R Smart Growth Overlay Districts, Complete Streets, and Executive Office of Energy and Environmental Affairs Planning Assistance Grants.

Submit a Short Project Concept

Guidance on what to include in your project concept is provided below. After you submit a concept, we will work with you to determine a scope of work, an appropriate budget, funding sources to support the work, and a timetable for completion of the project. Just come up with the best concepts you can in accordance with the guidelines in this memo, and we will try and fund as many projects as

possible through our technical assistance resources or by working with you to apply to state grant programs.

Applying for Assistance

Please submit a short, 1-2 page maximum project concept on municipal letterhead to TAP Manager Ralph Willmer at rwillmer@mapc.org. Please include the following:

1. Lead Municipality and Lead Contact for Submittal: Designate a lead contact for the submittal. In the event that this is a multi-municipal proposal, indicate the lead municipality for the submittal and whether firm commitments have been secured from participating municipalities.
2. Project Description and Context: Provide a 1-3 paragraph description of the project. Provide an overview of project context, including geographic location and relevant previous and current planning efforts, e.g., plans, reports or studies.
3. Project Need and Alignment with Local, Regional, and State Goals: Describe the community need(s) the project will address, and its alignment with local, regional and/or state goals. You can learn more about the overall priorities for the TAP and each funding source at <https://www.mapc.org/about-mapc/funding-opportunities/>.
4. Project Deliverable(s) and Outcomes: Identify the specific products expected from the project, e.g., master plan, community or corridor plan, draft or adopted bylaw or ordinance, inter-municipal agreement, streamlined permitting procedures, collective purchasing agreement, etc. Also, identify the anticipated outcomes and changes in the municipality and/or region that you expect will be achieved.
5. Community Engagement: Explain how local officials, community groups, businesses and/or institutions will be involved in the planning process, as appropriate, and how the project will involve groups that are historically under-represented in planning processes, e.g., low-income individuals, racial/ethnic minorities, youth, seniors, recent immigrants, small business owners, people with disabilities, etc.
6. Project Timeline: Outline the anticipated project timeline and associated project milestones, e.g., must be completed in time for close of a Town Meeting warrant.
7. Municipal Commitment: Describe the municipal commitment to the project. Indicate the support of the mayor, city manager, or town administrator and municipal boards, committees, and/or commissions. For single-municipality and multi-municipal project concepts, detail each municipality's commitment to move ahead with the project in a timely fashion, e.g., will establish a multi-municipal project advisory committee to move the project along.
8. Municipal Contribution: Define any in-kind and/or financial contribution by the municipality to the project, e.g., X hours of municipal planner staff time or Planning Board volunteer time to assist in analysis; X dollars towards direct costs, such as meeting space rental, refreshments, or translation and interpretation. Note that a cash match is not a requirement, but may help MAPC to prepare a broader scope of work, or may assist in stretching our Technical Assistance funds so that we can take on additional projects.
9. Signature: The submittal must be signed by the mayor, city manager, or town administrator. In the case of a multi-community project, the lead municipality's representative will sign the approved scope of work after the project has been accepted. For multi-municipal project concepts, it is ideal—but not required—to verify support from the mayor, city manager or town administrator in each participating municipality in the form of a signature on the submittal by all participating municipalities.

Funding Sources

The MAPC TAP is funded through various sources, including:

- District Local Technical Assistance (DLTA), which originates from funds appropriated by the Legislature and Governor;
- Planning for MetroFuture Technical Assistance (PMTA), which originates from municipal assessments that you all contribute to cover MAPC's regional activities; and
- Grants from private foundations.

MAPC actively fundraises to expand our technical assistance budget by seeking funds from philanthropic sources. This year, the Barr Foundation has provided generous support to assist in several topical areas, such as arts and culture, E-TOD, and climate mitigation and adaptation. We also leverage funds from state-administered grant programs, including significant resources from the Commonwealth Community Compact (CCC) Program, the Department of Housing & Community Development (DHCD), and the Executive Office of Energy & Environmental Affairs (EOEEA).

There are some changes in the CCC Program for 2019. Although it generally covers the same Best Practices as it did in 2018, it is worth noting that additional categories and details were added to the list of Best Practices and their descriptions. A community considering the preparation of a Master Plan, Housing Production Plan, or Open Space and Recreation Plan, or a community that is interested in undertaking a project to implement one of those plans, should also apply for funds through CCC for the applicable Best Practice. This could provide an opportunity to leverage funding for the project, which in many cases cannot be fully funded by any one source. For more details on the CCC Program, see <https://www.mass.gov/orgs/community-compact-cabinet>.

Decision-Making Timeline

Although there is no specific deadline for the submission of project concepts, MAPC strongly encourages that proposals be submitted by **February 1, 2019**. Proposals submitted after February 1, 2019 will be considered if technical assistance funding is still available. MAPC will acknowledge receipt of proposed project concepts within two business days. MAPC reviews submitted applications on a rolling basis, pending the availability of funding. To check on the status of your submittal, contact TAP Manager Ralph Willmer at 617.933.0734 or rwillmer@mapc.org.

Discuss a Project Concept with MAPC Staff

Please feel free to contact any member of the MAPC staff with whom you have worked on a project in the past or any of the program staff listed below to discuss a potential project.

Departments and Divisions

- Arts and Culture Manager Jenn Erickson: 617.933.0759, jerickson@mapc.org
- Clean Energy Director Cameron Peterson: 617.933.0791, cpeterson@mapc.org
- Community Engagement Manager and Coordinator of Subregions Emily Torres-Cullinane, 617.933.0735, etorres@mapc.org
- Data Services Director Tim Reardon: 617.933.0718, treadon@mapc.org
- Environment Director Martin Pillsbury: 617.933.0747, mpillsbury@mapc.org
- Land Use Director Mark Racicot: 617.933.0752, mracicot@mapc.org

- Municipal Collaboration Director Mark Fine: 617.933.0789, mfine@mapc.org
- Public Health Director Barry Keppard: 617.933.0750, bkeppard@mapc.org
- Transportation Director Eric Bourassa: 617.933.0740, ebourassa@mapc.org

Subregional Coordinators

- Inner Core Committee (ICC) Coordinator Karina Milchman, 617.933.0738, kmilchman@mapc.org
- Minuteman Advisory Group on Interlocal Coordination (MAGIC) Coordinator Heidi Stucker, 617.933.0739, hstucker@mapc.org
- MetroWest Regional Collaborative (MWRC) Coordinator Karen Adelman, 617.933.0704, kadelman@mapc.org
- North Shore Task Force (NSTF) Coordinator Sam Cleaves, 617.933.0748, scleaves@mapc.org
- North Suburban Planning Council (NSPC) Coordinator Sarah Philbrick, 617.933.0733, sphilbrick@mapc.org
- South Shore Coalition (SSC) Coordinator (currently vacant) – contact Betsy Cowan, , 617.933.0746, bcowan@mapc.org
- Southwest Advisory Planning Committee (SWAP) Coordinator Kasia Hart, 617.933.0745, khart@mapc.org
- Three Rivers Interlocal Council (TRIC) Coordinator Laurie Zivkovich, 617.933.0769, lzivkovich@mapc.org



Town of Arlington, Massachusetts

Breakfast Kick-Off Invitation

Summary:

Marc D. Draisen, MAPC Executive Director

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	MAPC_Breakfast_Invitation_CR.pdf	Reference



SMART GROWTH AND REGIONAL COLLABORATION

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

2019 JAN -3 PM 12: 19

December 28, 2018

Mr. Daniel J. Dunn, Chair, Board of Selectmen
Town of Arlington
730 Mass Ave
Arlington, MA 02476

RE: Invitation to Breakfast Kick-Off for the next Regional Plan

Dear Mr. Dunn,

On Wednesday, January 23, 2019, MAPC will hold a breakfast meeting in Somerville for local elected officials, appointed officials and municipal staff. We invite you to attend as well as representatives from relevant Boards or Commissions. Our aim is to begin discussions with you and your peers about the future of our region, and to solicit your insight about shared opportunities and challenges.

The occasion for this event is the launch of Greater Boston's next regional plan, MetroCommon 2050. Over the course of developing the plan, we at MAPC will engage officials at all levels, representatives of the private and non-profit sectors, and thousands of Boston area residents. Local leaders will be key to helping ensure the ultimate plan is right for the region.

Details: Wednesday, January 23, 2019 9am-11am
Southern Kin Cookhouse
500 Assembly Row, Somerville, MA 02145
(Snow Date: February 6)

RSVP: Emily Torres-Cullinane, Assistant Director of Strategic Initiatives, etorres@mapc.org

The focus of this meeting will be hearing from you, as a first step in creating a shared vision for the future of the region. During later phases of the MetroCommon process, we will dig into issues such as mobility, housing, and climate change, and explore the policies and actions we'll need to implement to reach our goals.

We hope that you can join us: we so seldom have the opportunity to go beyond the day-to-day, and to think about where we're headed in 2030 or 2050. We look forward to working with you to create MetroCommon, and we look forward to shaping our region together.

Sincerely,

Marc D. Draisen
Executive Director