



Town of Arlington Select Board

Meeting Agenda

April 8, 2019

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

1. Organizational Meeting for the Purpose of Electing a Chair and a Vice Chair
Marie A. Krepelka, Board Administrator
2. Presentation: Arlington High School Building Committee
Jeff Thielman, AHSBC

CONSENT AGENDA

3. Reappointment: LGBTQIA + Rainbow Commission
Mel Goldsipe (term to expire 1/31/2022)
4. Request: Special (One Day) All Alcohol License, 5/4/19 @ the Robbins Library Reading Room
for a Private Event
Jenny Cascio and Russ Gautier
5. Request: Special (One Day) All Alcohol License, 5/18/19 @ Fidelity House, 25 Medford Street
for Annual Fundraiser
Frank Tessitore, President, Friends of Fidelity House
6. Appointment of New Election Workers: (1) P.J. Gardner, 22 Hamilton Road, D, Pct. 1; (2)
Karen Meehan, 54 Medford Street, U, Pct. 10; (3) Joseph Murphy, 155 Warren Street, R,
Pct.9; (4) Alex Wilson, 438 Massachusetts Ave., D, Pct. 11

LICENSES & PERMITS

7. For Approval: Common Victualler License
Abbott's Frozen Custard, 311 Broadway, Jason Denoncourt

TRAFFIC RULES & ORDERS / OTHER BUSINESS

8. For Approval: Transportation Advisory Committee Recommendations:
 - a) Stop Signs on Hayes Street @ Mystic Lake Drive and Hayes Street @ Maynard Street
 - b) Thorndike Street at Magnolia Park EntranceHoward Muise, Chair
9. Arlington Commission for Arts and Culture Annual Report 2018
Adria Arch, Stephanie Marlin-Curiel, ACAC Co-Chairs

10. For Approval: Chairful Where You Sit at Uncle Sam Plaza, June 8
Adria Arch
Chair, Arlington Public Art
Co-Chair, Arlington Commission for Arts and Culture
11. Discussion & Vote: Override and Debt Exclusion
Daniel J. Dunn, Select Board
12. Discussion: Future Select Board Meetings
13. Vote: Approval of Town Manager's Evaluation
Daniel J. Dunn

DRAFT VOTES FOR SELECT BOARD REPORT TO TOWN MEETING

14. Articles for Approval:
 - Article 27 Bylaw Amendment/Town Meeting Speaking Times
 - Article 28 Bylaw Amendment/Recycling Committee Membership and Mission
 - Article 29 Bylaw Amendment/Regulation of Polystyrene
 - Article 31 Bylaw Amendment/Rename Community Preservation Committee
 - Article 32 Bylaw Amendment/Tree Protection and Preservation
 - Article 33 Bylaw Amendment/Notice of Demolition
 - Article 34 Bylaw Amendment/Regulation of Outdoor Lighting - Dark Skies Bylaw
 - Article 35 Bylaw Amendment/Short-Term Rental Regulations
 - Article 36 Bylaw Amendment/Election Modernization Study Group
 - Article 37 Vote/Remove Police Chief from Civil Service
 - Article 41 Vote/Arlington Redevelopment Board Membership and Terms
 - Article 42 Home Rule Legislation/Town Treasurer
 - Article 44 Home Rule Legislation/CPA Surcharge Exemption for Senior Homeowners
 - Article 45 Extending Local Voting Rights to All Legal Permanent Arlington Residents
 - Article 47 Acceptance of Legislation/ PEG Access Fund
 - Article 50 Local Option/Short Term Rental Impact Fees
 - Article 53 Endorsement of Parking Benefit District Expenditures
 - Article 78 Resolution/Indigenous Peoples' Day

FINAL VOTES & COMMENTS

Articles for Review:

- Article 26 Bylaw Amendment/Billboards and Signs
 - Article 30 Bylaw Amendment/Waterline Replacement (tabled from 3/25/19 meeting)
 - Article 38 Vote/Set Senior Tax Deferral Limit
 - Article 39 Vote/Authorization to Deaccession Town Property-Library Art Prints
 - Article 40 Vote/Robbins Library Parking Costs
 - Article 43 Home Rule Legislation/Means-Tested Senior Tax Relief
 - Article 46 Acceptance of Legislation/Establishment of a Commission on Disabilities Fund
 - Article 51 Endorsement of CDBG Application
 - Article 52 Revolving Funds
 - Article 79 Resolution/Overnight Parking Exemption Program for Medical and Financial Hardships
- *Please find reference under Agenda Item 14*

CORRESPONDENCE RECEIVED

15. Request for a Cross Walk on Grove Street
Carla Rice, 35 College Avenue

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of Select Board Wednesday, April 17, 2019



Town of Arlington, Massachusetts

Organizational Meeting for the Purpose of Electing a Chair and a Vice Chair

Summary:

Marie A. Krepelka, Board Administrator



Town of Arlington, Massachusetts

Presentation: Arlington High School Building Committee

Summary:

Jeff Thielman, AHSBC

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	AHSBC_Presentation.pdf	Reference



ARLINGTON HIGH SCHOOL BUILDING PROJECT

APRIL 4, 2019

Project Overview

www.ahsbuilding.org





Process

2015

Statement of Interest (SOI)

2016

MSBA Invites Arlington to
Eligibility Period

2016

AHS Building Committee formed

2018

Schematic Design



Why we need a new High School

Growing enrollment – school now nearly at capacity

School on accreditation warning due to poor facility

Deteriorating building in need of much repair



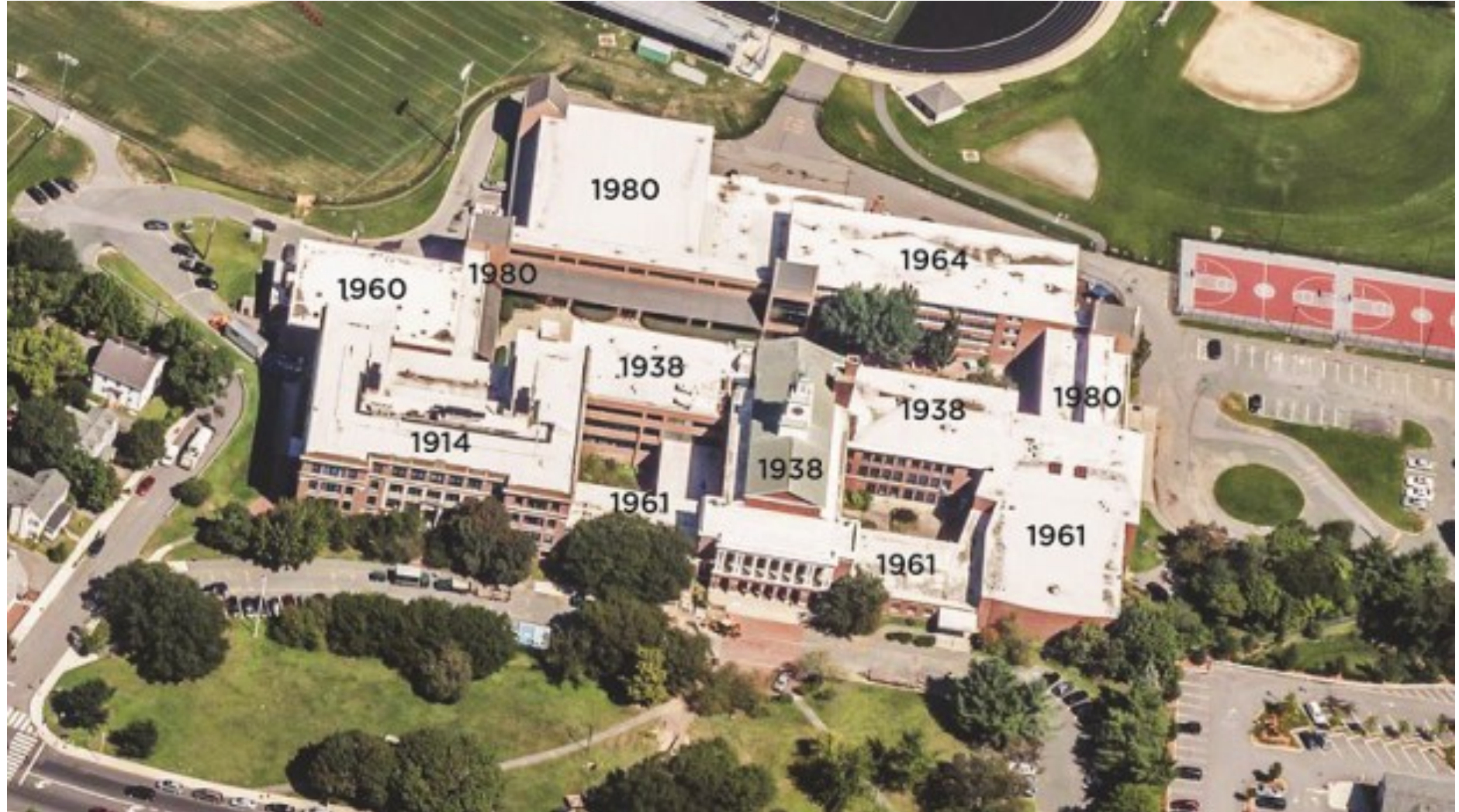


The AHS Facility Today

More than just a
High School

Only feasible site
available

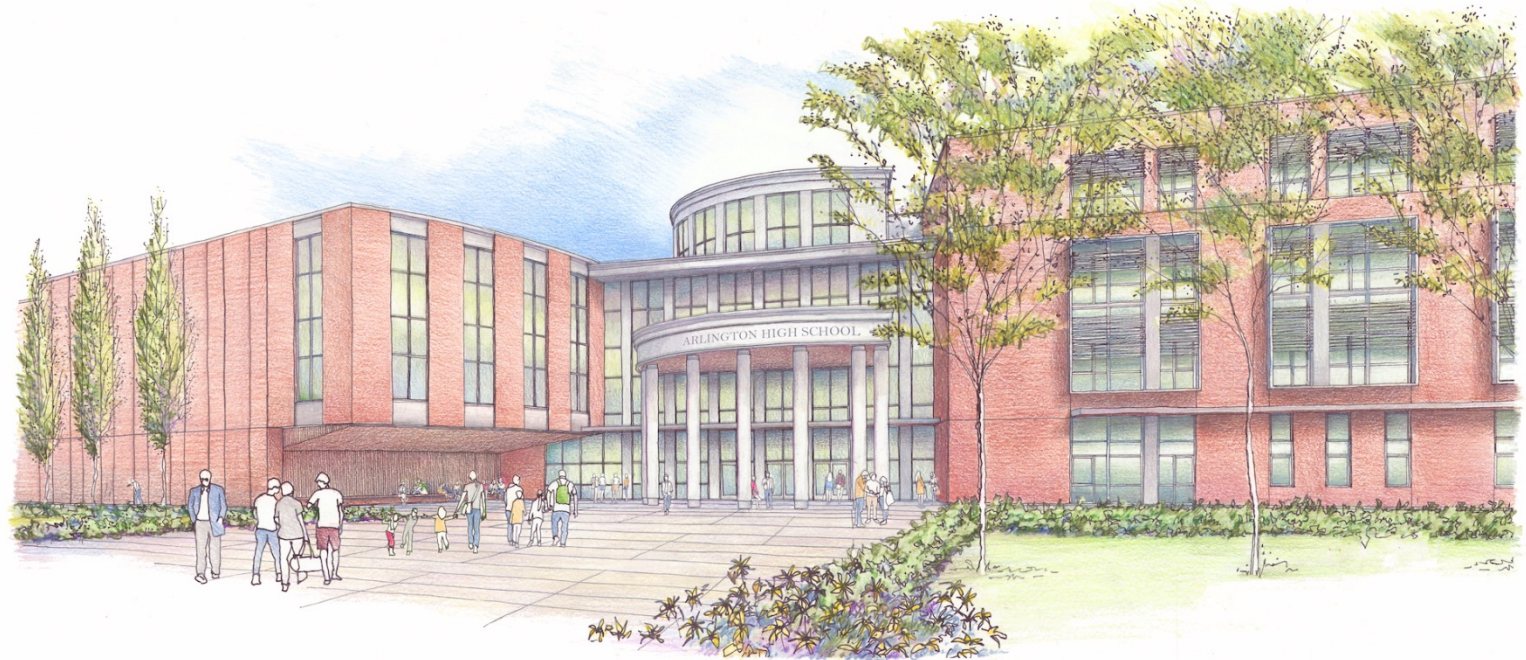
Last renovation
done 38 years ago





A New Facility

- More cost effective than renovation-addition options
- Minimizes disruption to school
- Faster construction
- First building open to students in 2022





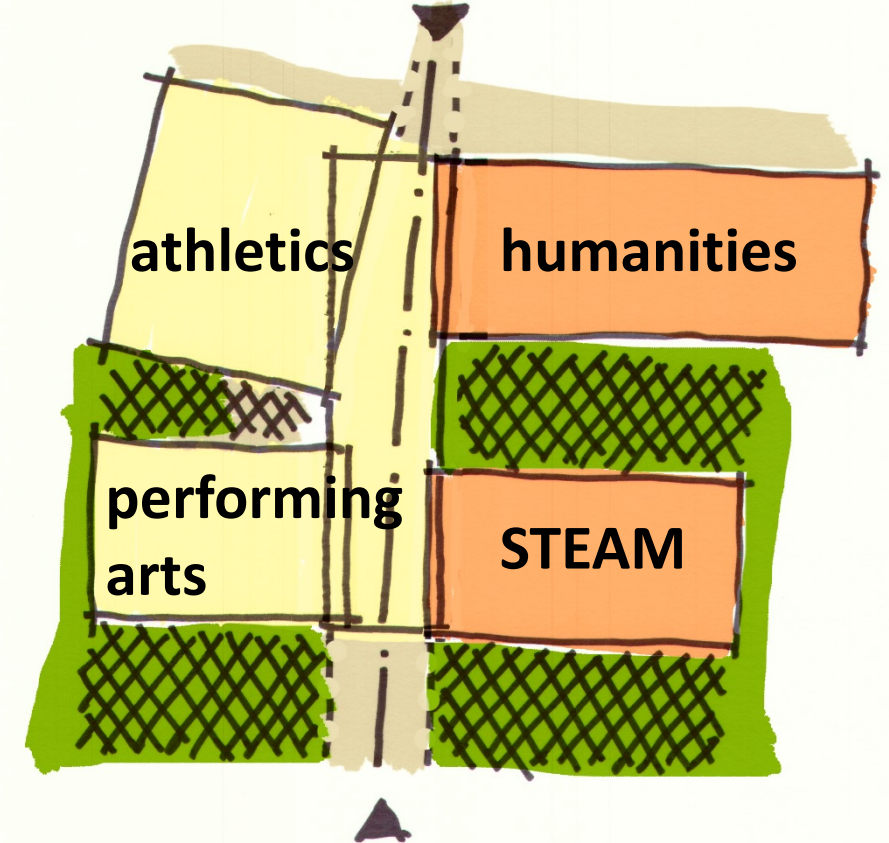
Town Committees

- Building Committee members are meeting with various Town Committees to share information and gather feedback
- To date, the following Town Committees have voted to support the project:
 - Finance Committee
 - Capital Planning Committee
 - Permanent Town Building Committee
 - Clean Energy Future Committee
 - School Committee
 - Sustainable Arlington



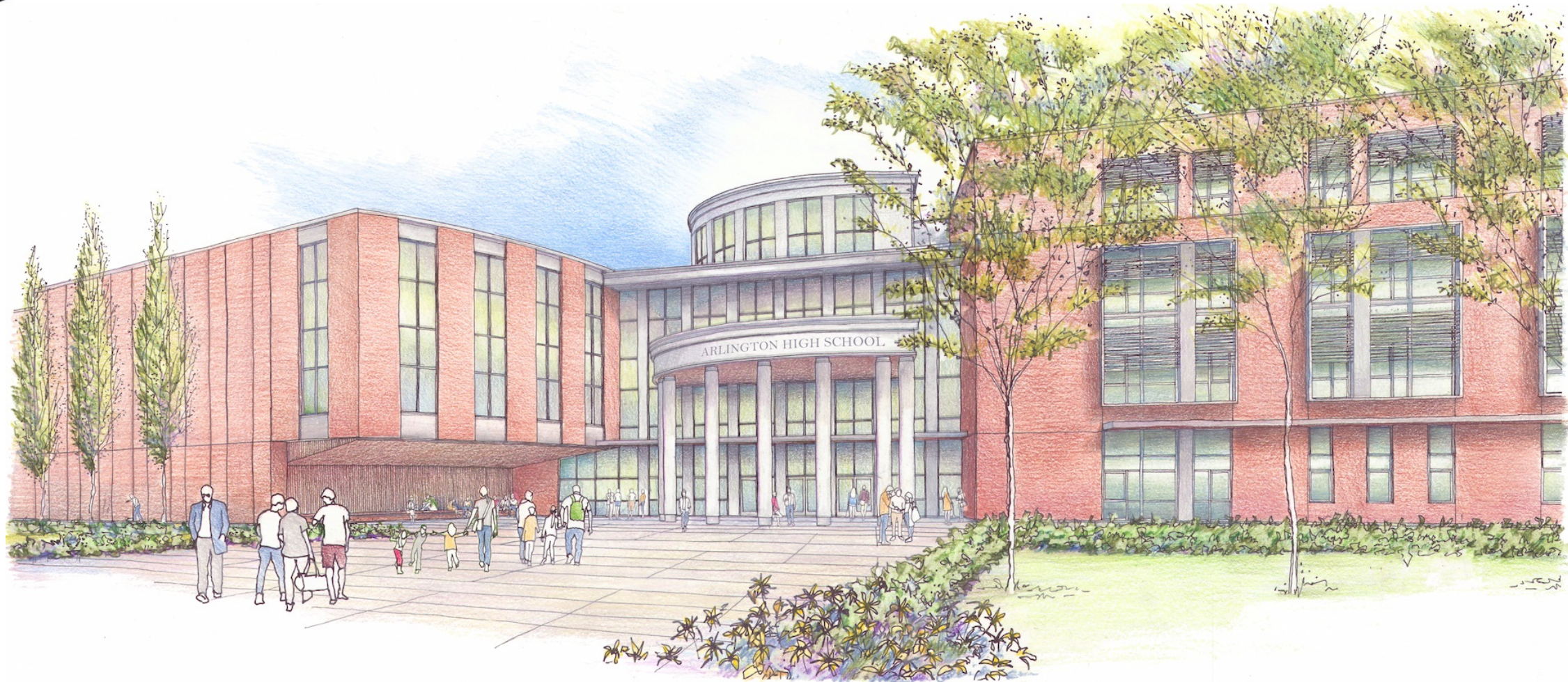
Educational Vision

- 21st century learning
 - upgraded science labs
 - improved classroom layouts
 - new Discourse Lab
- Collaborative hands-on learning
 - enlarged makerspaces
 - central Library/Media Center
- Award-winning arts program
 - updated 900 seat Auditorium
 - larger art, band and chorus rooms
 - upgraded Black Box theater
- Health and well-being
 - larger gym with walking track
 - enhanced outdoor learning areas and courtyards
 - improved athletic fields





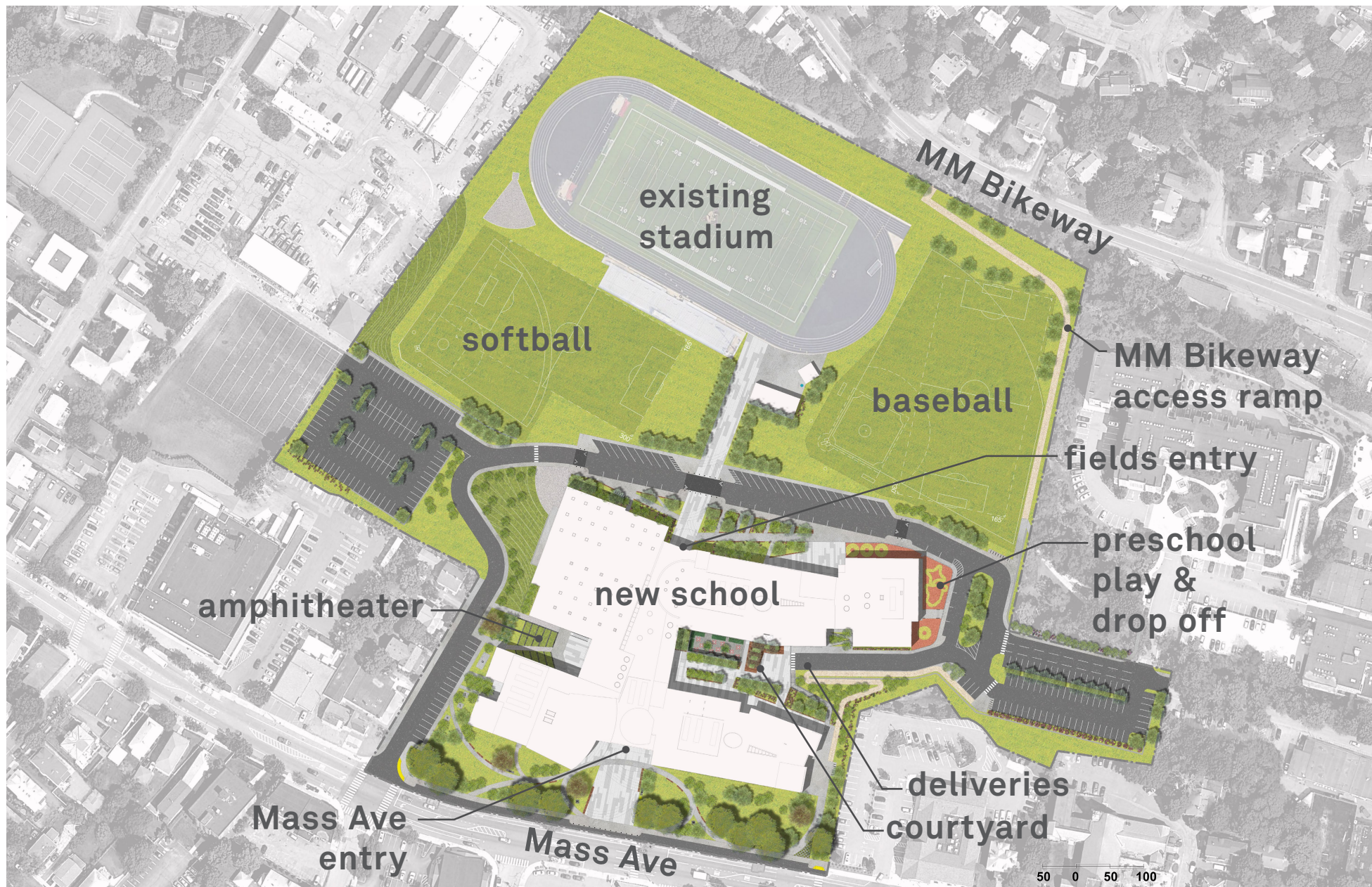
The New AHS

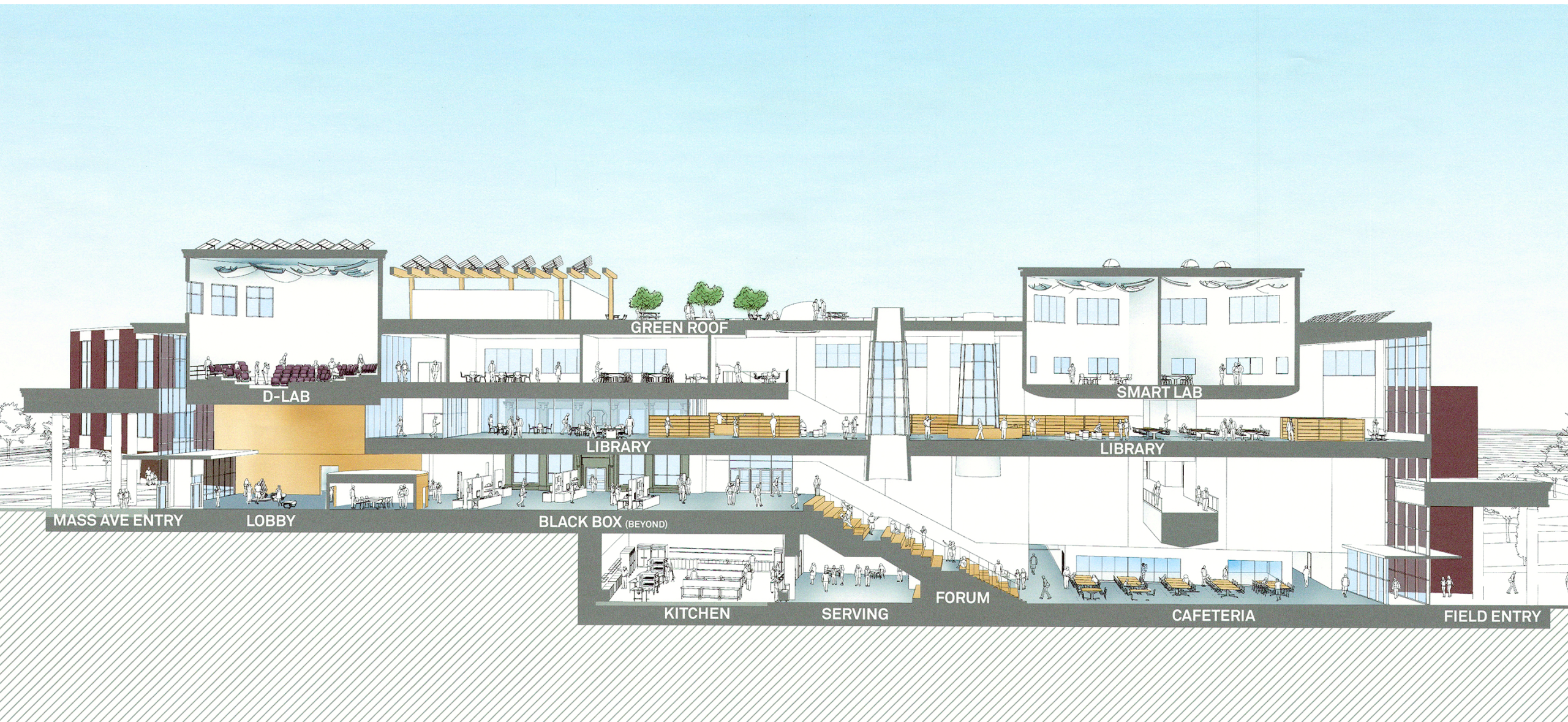




Building and Site Features

- Traditional exterior look and feel
- Central spine with four distinct wings
 - STEAM (Science, Technology, Engineering, Arts & Math), Humanities, Performing Arts, Gymnasium
- Increases active open space on campus
 - New outdoor amphitheater, eco garden courtyard, green roof, improved athletic fields, direct access to Minuteman Bikeway
 - Retains 2/3 of front green
- Sustainable design







Cost: The Big Picture

- High Schools are costly
 - They are large, and require specialized spaces
- The Boston area construction market is expensive
 - Currently experiencing a building boom
 - 4% annual construction cost escalation and no end in sight
- AHS' specific factors
 - Enrollment growth – 22% in past decade
 - AHS is not a 'typical' high school - ranked 9th in the state
 - Complex site – grade, phased project, contamination
 - Additional education-related spaces are included



Cost Reductions Already Made

Cost Cutting Measure	Amount	Effect
Selection of Design Option 3A – New Building (vs. renovating original buildings)	\$25M	Reduces overall project cost (MSBA reimbursable, non-reimbursable components)
Relocation of Comptroller, Facilities and IT offices	\$5M - \$8M	Reduces overall project cost (non-reimbursable MSBA component)
Reduction in scope of project	\$7.6M	Reduces overall project cost (MSBA reimbursable, non-reimbursable components)
Proactive Building Maintenance Budget	1-2%	Potential MSBA reimbursement increase
LEED (Leadership in Energy & Environmental Design) Certification	2%	Potential MSBA reimbursement increase
Construction Manager at Risk approach	1%	Potential MSBA reimbursement increase
Accelerate Performance partnership	\$200,000+ in energy rebates	Reduces lifecycle costs of building



Budget



- \$290.8M project total
 - Estimated Arlington share: ~\$204.8M
 - Estimated MSBA share: ~\$86M
 - The MSBA will determine their contribution to the project on April 10.
- Mass. School Building Authority (MSBA) partnership
 - Strict process ensures that districts are building educationally appropriate and fiscally responsible facilities.
- MSBA's share cannot be increased and Arlington's share cannot increase without voter approval
- Value Engineering will continue up until the end of the project



Sustainability Goals

- Make sustainability integral to building design
- Design for a carbon-neutral, all-electric building
- Use of geothermal and photovoltaic technology
- Part of Accelerate Performance Program
- A lifecycle analysis will be performed prior to making decisions





Construction Timeline

July 2020
Construction
Begins

January 2022

July 2023

Sept. 2024
Construction
Complete

18 months

18 months

14 months

8 months

Phase I:

- Existing school remains intact
- CONSTRUCT:
Performing Arts & STEAM (Science, Tech., Eng., Arts & Math) Wings
- **Students remain in current facility**

Phase II:

- COMPLETE and OCCUPIED:
Performing Arts & STEAM wings
- CONSTRUCT:
Lobby, cafeteria, library, rear wing (humanities, preschool, district admin)
- **Students in new Performing Arts & STEAM wings**

Phase III:

- COMPLETE and OCCUPIED:
Humanities, preschool, district admin, cafeteria, library, lobby
- CONSTRUCT:
Gymnasium
- **Students in new school (except gymnasium)**

Phase IV:

- Construction complete
- Site work remains

Total Project Estimate: 4 years, 10 months

Note: Estimate subject to change when Construction Manager is hired



Next Steps

February

Submitted scope & budget to MSBA

April

MSBA approval

120 days for local
funding

2019 -2020

Design Development

2020 - 2025

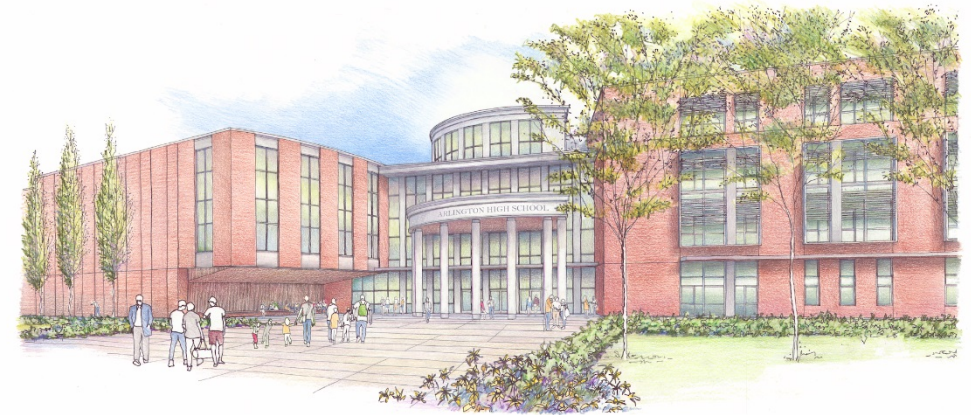
Construction

Jan. 2022
New Auditorium, STEAM



Thank you

- We have a chance to shape the future
- Meets 21st century Educational Vision
- Addresses enrollment growth
- Best project for Arlington



We respectfully ask for your support



Town of Arlington, Massachusetts

Reappointment: LGBTQIA + Rainbow Commission

Summary:

Mel Goldsipe (term to expire 1/31/2022)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	M._Goldsipe_reapp..pdf	Town Manager request, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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

MEMORANDUM

DATE: March 28, 2019

TO: Board Members

SUBJECT: Reappointment to the LGBTQIA + Rainbow Commission

This memo is to request the Board's approval of my reappointment of Mel Goldsipe, Arlington, MA, to serve on the LGBTQIA + Rainbow Commission, and having a term expiration date of 1/31/2022.


Town Manager

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

March 25, 2019

Mel Goldsipe

Arlington, MA 02476

Re: Reappointment: LGBTQIA + Rainbow Commission

Dear Ms. Goldsipe:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, April 8th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
SELECT BOARD

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

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Special (One Day) All Alcohol License, 5/4/19 @ the Robbins Library Reading Room for a Private Event

Summary:

Jenny Cascio and Russ Gautier

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Cascio_Wedding_Special_Application.pdf	Special Alcohol License Application

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: *Jenny Cascio and Russ Gautier*

Address, phone & e-mail contact information: *236 Livingston St. Apt. 8G Brooklyn, NY 111021;
617-755-0259; jenny.cascio@gmail.com*

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

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

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

Address, phone & e-mail contact information: : *207 Broadway Arlington, MA 02474; 781-646-5408;
michelle@beaufolaiscatering.com*

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

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

24-Hour contact number for Responsible Manager of Alcohol Event date: *781-646-5408*

Title of Event: *Wedding and Reception for Jenny Cascio and Russ Gautier*

Date/time of Event: *May 4, 2019/ 5:00pm-11:00pm*

Location of Event: *Robbins Library Reading Room*

Location/Event Coordinator: *Victoria Rose*

Method(s) of invitation/publicity for Event: *mail, email*

Number of people expected to attend: *70*

Expected admission/ticket prices: *N/A*

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

Will persons under age 21 be on premises? *NO*

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

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.

Det. Corey P. Rabeau
Det. Corey P. Rabeau
Printed name/title

Date *4-2-19*

POLICE COMMENTS:

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

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

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

Aldo G De Oliveira

Kevin Malloy

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.

Bartenders have completed eTIPS on Premise 3.0

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

Aldo G De Oliveira DOB is 5/27/68

Kevin Malloy DOB is 7/7/63

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

Date of Delivery: ***May 4, 2019***

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

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Unopened will be picked up by Kappy's service; Opened, unused will be put in the trunk of designated person by the responsible manager.

Date of Pick-Up: ***May 4, 2019***

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.) ***General and Liquor Liability Insurance, TiPS Certificate are included***

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

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: ***Jenny Cascio***

Printed name: **Jenny Cascio**

Printed title & Organization name: ***Wedding and Reception for Jenny Cascio and Russ Gautier***

Email: ***jenny.cascio@gmail.com***

*Jenny Cascio and Russ Gautier
Wedding and Reception*

May 4, 2019

jenny.cascio@gmail.com

March 26, 2019

A Wedding Ceremony and Reception will be held at the Robbins Library Reading Room on Saturday, May 4, 2019 from 5:00pm-11:00pm.
Alcohol service will be from 7:30pm-10:30pm.

A Special Alcohol License Application has been submitted to the Select Board.

This is the Security Plan.

We anticipate approximately 70 guests to attend. There will be no guests under the age of 21.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Robbins Library Reading Room. Beaujolais Catering Company will be catering the event and will provide the food service and beverage service. Michelle Noska, Responsible Manager and bartenders, Aldo De Oliveira and Kevin Malloy and the event coordinator are all responsible for ensuring that the event runs smoothly.

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

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

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Cardholder's Name

PARTICIPANT CARD

iPS
eTIPS On Premises 2.0

CERTIFIED

Issued: 07/16/2015

Expires: 07/16/2021

ID#: 455336

Aldo G De Oliveira
Rebeca Torres
99 S Bedford St
Burlington, MA 01803-5175 USA

Date of Birth:



eTIPS On Premise 3.0

CERTIFIED

Issued: 5/29/2018

Expires: 5/29/2021

ID#: 4813268

Kevin Malloy

193 Crescent Ave Unit 2

Revere, MA 02151-4218

Date of birth

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

COVERAGES

CERTIFICATE NUMBER: 2018-2019

REVISION NUMBER:

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

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

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

Town of Arlington is Additional Insured

CERTIFICATE HOLDER

CANCELLATION

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

Request: Special (One Day) All Alcohol License, 5/18/19 @ Fidelity House, 25 Medford Street for Annual Fundraiser

Summary:

Frank Tessitore, President, Friends of Fidelity House

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Fidelity_House_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: Frank Tessitore

Address, phone & e-mail contact information: 222 Highland Avenue, Arlington MA 02476; 781-863-0610 (W);
781-648-7543 (H); frank@odtlaw.com

Name & address of Organization for which license is sought: Fidelity House, 25 Medford Street, 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):

Ed Woods, Executive Director; Alternate - Lisa Urben

Address, phone & e-mail contact information: 25 Medford Street, Arlington MA 02474; 781-648-2005
FidelityHouseDir@rcn.com

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

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 - Previous April 28, 2018

24-Hour contact number for Responsible Manager of Alcohol Event date: 781-648-2005 (W); 781-643-8635 (H)

Title of Event: Annual fundraiser

Date/time of Event: May 18, 2019

Location of Event: Fidelity House; 25 Medford Street, Arlington MA in gymnasium and adjoining tent in private parking lot

Location/Event Coordinator: Ed Woods

Method(s) of invitation/publicity for Event: Mailing; Church bulletin

Number of people expected to attend: 250

Expected admission/ticket prices: \$60/person

Expected prices for food and beverages (alcoholic and non-alcoholic): Food included in ticket price;
non-alcohol \$2; alcohol \$3-\$5

Will persons under age 21 be on premises? No

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

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. Rataeu Date 3-25-19
Off. Corey P. Rataeu
Printed name/title

POLICE COMMENTS:

Request one police detail.

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

Beer; wine; limited mixed drinks

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

Buffet - meat; pasta; vegetables; desserts

Beverages - water; soda; coffee

Who will be responsible for serving alcoholic beverages at the Event? Members of event 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.

See attached

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

See attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Will purchase from Allas Liquors (Medford) and/or Ideal Wine (Medford);
delivery on or before event date

Date of Delivery: May 18, 2019

Alcohol Serving Time (s): 6:30 PM - 11:00 PM

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

If allowed by wholesaler, it will be returned; otherwise will be given to event volunteers next day and removed from location

Date of Pick-Up: May 18, 2019

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.) Event coverage obtained through Archdiocese of Boston

**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: Frank Tessitore

Printed title & Organization name: President - Friends of Fidelity House

Email: frank@odtlaw.com

FIDELITY HOUSE

Gregory Zoeller

TIPS Certified(attached)

David Regan

TIPS Certified(attached)

Fred Harris

Paul McDonald

Jack Keefe

Tom Fitzgerald

Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on March 9, 2017
provided by Health Communications, Inc.
is hereby granted to:

Daivd Regan

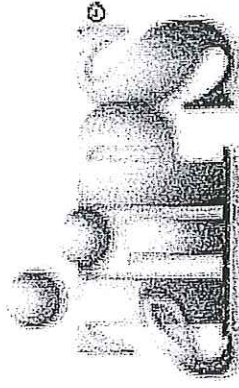
Certification to be sent to:

**Classic Restaurant Concepts, Kinsale Irish Pub & Restaurant
2 Ctr Plz
Boston MA, 02108-1909 USA**



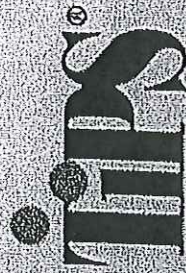
HEALTH COMMUNICATIONS, INC.

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



Exam Date: 2/13/2018

Expiration Date: 2/13/2021



CERTIFIED

eTIPS On Premise 3.0

Issued: 2/13/2018

Expires: 2/13/2021

ID#: 4728520

Gregory Andrew Zoeller
4 Parkway Rd
Medford, MA 02155-1022

For service visit us online at www.gettips.com

25 Medford Street
Arlington, MA 02474
781-648-2005
www.fidelityhouse.org



FIDELITY HOUSE



Edward F. Woods
Executive Director

March 14, 2019

Department of Police Services
112 Mystic Street
Arlington MA 02476

Attention: Officer Cory Rateau

Dear Officer Rateau:

Enclosed please find an Application for Special (One-Day) Liquor License for Fidelity House for its annual fundraiser to be held on May 18th, 2019. The event will be held at Fidelity House at its location at 25 Medford Street, Arlington, Massachusetts. Pursuant to the application, Fidelity House is required to submit a security plan to the Department of Police Services for their approval. Accordingly, the application is attached, and an explanation is provided below regarding the security plan for the event. If satisfactory, could you please sign and date on page two and return to the Arlington Board of Selectmen for approval.

As indicated above, the event will be held at Fidelity House at its 25 Medford Street location on May 18th, 2019. The security plan for crowd control, unruly patrons, emergency evacuations, traffic/parking considerations and controlling access to alcohol by underage persons will entail the following:

1. Police detail will be requested. Typically, the detail officer is stationed inside the gymnasium where the majority of seating is located and the evening's events, such as a silent and live auction, take place. An adjoining enclosed tent with access only from inside the gymnasium is used for overflow and additional seating for the buffet. This is a defined area away from public ways with no access from the outside. Several event volunteers also circulate all evening to observe all activity and persons.

2. All entrances are closed, and one entrance only for ticketed guests is manned by staff. Proof of purchased ticket is required for entrance. All emergency exits are clearly marked in the entire building pursuant to the licensing requirements of Fidelity House for its various children's programs. Staff members of Fidelity House will be present at the event and are trained in the facility's emergency evacuation plans.

3. No guest under the age of 21 is permitted to attend the event. No staff person or volunteer is under the age of 21.

4. Admission to the event is limited to ticketed guests who will pay \$60 per person for admission. Ticket price includes a buffet meal. Beverages are not included. Beverages that can be purchased include soft drinks, water, beer, wine and limited mixed drinks.

5. Purchase of beverage tickets is at manned stations separate from the areas in which beverages are purchased and served. Cash from the stations selling the beverage tickets is collected on a regular basis and secured in a safe in an office located in the administrative portion of the building. The collection of cash is done on a regular basis throughout the evening.

6. All persons selling beverage tickets are over the age of 21 and provide observation and feedback to the appropriate parties if any unusual circumstances are detected.

7. The bartenders provide a second set of observations with respect to guests and are instructed to report any unusual circumstances to the appropriate persons.

8. One person is designated to act as the alcohol supervisor for the evening and would be the designated person for either the ticket sellers or bartenders to report any unusual activities. This person would then coordinate with the detail police officer to take any necessary precautions.

9. No alcohol or other beverages from the outside are permitted into the event.

10. The serving of alcohol will end at 11:00 p.m., approximately one hour before the end of the event.

11. Traffic/parking is handled in the same manner as activities at St. Agnes Church or St. Agnes School. Parking is available in the school parking lot, the municipal parking lot and on street.

12. A list of bartenders, including two (2) who are TIPS certified is attached.

If you have any further questions or wish to add feedback or consult regarding the plan, please do not hesitate to contact me

Very truly yours,

A handwritten signature in cursive script, appearing to read "Ed Woods".

Ed Woods
Executive Director

Enclosure



Town of Arlington, Massachusetts

Appointment of New Election Workers: (1) P.J. Gardner, 22 Hamilton Road, D, Pct. 1; (2) Karen Meehan, 54 Medford Street, U, Pct. 10; (3) Joseph Murphy, 155 Warren Street, R, Pct.9; (4) Alex Wilson, 438 Massachusetts Ave., D, Pct. 11

ATTACHMENTS:

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

ELECTION WORKER'S MASTER RECORD

Date: 4/8/19

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #

Position INSPECTOR

Name: P. J. GARDNER

Democrat ✓

Address: 22 Hamilton Road

Republican _____

#207

Unenrolled

Zip Code 02474

Precinct 1Alpha/
Last Name _____

Phone # 781-646-6849

Position Codes:

10	– Warden
20	– Deputy Warden
30	– Inspector
40	– Deputy Inspector
50	– Clerk

60 – Deputy Clerk
70 – Teller
80 – Substitute
90 – Custodian

ELECTION WORKER'S MASTER RECORD

Date: 4/3/19

Check One: ☒ New Employee
☐ Change to Existing Employee

OK

Vendor # _____ Position INSPECTOR
Name: KARLO MEEHAN Democrat _____
Address: 54 MEDFORD STREET Republican _____
APT. 513 Unenrolled ✓
Zip Code 08474 Precinct 10
Alpha/ Last Name _____ Phone # 339-235-9500

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

ELECTION WORKER'S MASTER RECORD

Date: 4/1/19

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	<u> </u>	Position	<u>Inspector</u>
Name:	<u>Joseph Murphy</u>	Democrat	<u> </u>
Address:	<u>155 Warren St.</u>	Republican	<u>✓</u>
	<u> </u>	Unenrolled	<u> </u>
Zip Code	<u>02474</u>	Precinct	<u>9</u>
Alpha/ Last Name	<u> </u>	Phone #	<u>617-797-1062</u>

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

ELECTION WORKER'S MASTER RECORD

Date: 4/3/19

Check One: ✓ New Employee
 Change to Existing Employee

OK

Vendor #		Position	Inspector
Name:	Alex Wilson	Democrat	✓
Address:	438 Massachusetts Ave.	Republican	
	Ap. 436	Unenrolled	
Zip Code		Precinct	11
Alpha/ Last Name		Phone #	781-646-0032

Position Codes:

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



Town of Arlington, Massachusetts

For Approval: Common Victualler License

Summary:

Abbott's Frozen Custard, 311 Broadway, Jason Denoncourt

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Inspection_Reports_- _Abbott_s_Frozen_Custard.pdf	Inspection Reports
▢	Reference Material	Application_Packet_- _Abbott_s_Frozen_Custard.pdf	Common Victualler Application

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

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

Address: 311 Broadway

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

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

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

- Police _____x_____
- Fire _____x_____
- Health _____x_____
- Building _____x_____
- Planning _____x_____

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

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

ARLINGTON POLICE DEPARTMENT

Juliann Flaherty
Acting Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

March 29, 2019

On Friday, March 29, 2019 at 1:30 PM, I called and spoke with Jason Denoncourt regarding this application for a Common Victualler License for Abbott's Frozen Custard, located at 311 Broadway. Denoncourt stated that he will hopefully be opening sometime in April with renovations almost complete. Denoncourt stated that maybe in the future he will look into outside seating for the shop.

I advised Denoncourt that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for Abbott's Frozen Custard.

Respectfully Submitted,

Detective Edward DeFrancisco

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 4/4/19

"Proactive and Proud"



Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

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

Email: jkelly@town.arlington.ma.us

Kevin M Kelley
Deputy Fire Chief

Checklist for food sales ownership conversion.

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

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: _____

A handwritten signature in black ink, appearing to be "J. Kelly", is written over the signature line.

Date: _____

A handwritten date "4/14/19" in black ink is written over the date line.



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

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

MEMO

To: Select Board
From: Kylee Sullivan, Health Compliance Officer
Date: April 1, 2019
RE: Board of Health Comments for Select Board Meeting on April 8, 2019

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

**Abbott's Frozen Custard: 311 Broadway
Common Victualler License**

- This Establishment was issued a conditional approval letter by the Health Department on March 28, 2019. A permit will not be issued until a final pre-operational inspection has been conducted to ensure the Establishment is in compliance with the Food Code.

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 4/1/19

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

Report is due at the Office of the Select Board by, April 3, 2019
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 311 Broadway
Applicant's Name: Jason Denoncourt
D/B/A: Abbott's Frozen Custard
Telephone: 617-319-9736
Department: Sent Via E-mail

Date: 3/15/2018

MEETING DATE: April 8, 2019

Inspected By:

RE: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

Building

All building changes need permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fine lines will be levied.
Certificate of Occupancy is needed - \$100 fee.
The Director of Inspectional Services has no objection to the issuance of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk.

Plumbing

The Inspector of Plumbing and Gassfitting has no objection to the issuance of this license.
All Plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by a licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance of this license
The applicant acknowledges that this is a conditional approval of the premises only and is not to be constructed as approval of the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 4/4/19

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

Report is due at the Office of the Select Board by, April 3, 2019
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 311 Broadway
Applicant's Name: Jason Denoncourt
D/B/A: Abbott's Frozen Custard
Telephone: 617-319-9736
Department: Sent Via E-mail Date: 3/15/2019

MEETING DATE: April 8, 2019

Inspected By:

RE: COMMON VICTUALLER LICENSE

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

INSPECTION REPORT SECTION:

The proposed business is located in a former retail space that has been vacant for over 2 years. The proposed use is a frozen custard shop. The business owner has made substantial investments in the interior and has designed attractive signage for the façade. Located in a B3 Village Business Zoning District, this is an appropriate use for this location and will add to the diverse mix of offerings in Arlington Center.

The Department has no objection to the issuance of a Common Victualler license to this business.

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

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 4/4/19

OFFICE OF THE SELECT BOARD

730 Massachusetts Avenue
Town of Arlington
Massachusetts 02476-4908

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

\$60.00 Filing Fee

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

APPLICATION

To the Licensing Authorities of the Town of Arlington

The Undersigned hereby makes application for a

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

Location 311 Broadway Arlington MA

Name of Applicant Jason Denancourt All Heart Inc.

Corporate Name (if applicable) Abbott's Frozen Custard

D/B/A _____

Date 2/7/19

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

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

Print Name Jason Denancourt

Signature Name [Signature]

Phone (Home) _____ (Business) _____

Email jdenancourt@abbottscustard.com

APPLICANT'S RESUME

Food Business Experience of Applicant

From April 2018 to Current
 Employee D/B/A Abbott's Frozen Custard
 Sole Owner Location Lexington
 Partnership Type Food Ice Cream
 Corporation Dennant Brothers Inc. Number of Employees 30

From _____ to _____
 Employee D/B/A _____
 Sole Owner Location _____
 Partnership Type Food _____
 Corporation Number of Employees _____

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

Abbott's has been in Rochester, NY
since 1902 and currently has
38 stores, four are in MA.
I am owner of Abbott's Lexington
and Arlington.

Brenden Drew is grandson of family
 who has owned Abbott's since
 1950. He lives in Hopkinton and
 is heavily involved.

I live in Lexington, 4 miles from
 Arlington Store and 2 miles
 from Lexington Store.

Note: (A) If a corporation, state full names and addresses of principal officers
(B) If a co-partnership, information must be provided on each partner, if a corporation, information must be provided on corporate officer making application.

Name Jason Denancourt Name _____
Address _____ Address _____
City _____ Zip MA City _____ Zip _____

DESCRIPTION OF APPLICANT

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



DESCRIPTION OF APPLICANT

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

The Establishment shall operate as:

Sole Ownership / Partnership / Total Number of Partners

Corporation Based in MA

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

Corporate Information Required:

President Jason Denancourt

Secretary _____

Treasurer _____

Name

Address

Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast _____
 Yes ___ No X _____
 Lunch _____
 Yes ___ No X _____
 Dinner _____
 Yes ___ No X _____

Do you own the property? Yes ___ No X Tenant at Will ___ Lease 5 (years)

Hours of Operation:
 Day 11 Am - 10pm Hours Mon - Sun
 Day _____ Hours _____
 Day _____ Hours _____

Floor Space 850 Sq. Ft. Seating Capacity (if any) _____
 Parking Capacity (if any) N/A spaces Number of Employees 20

List Cooking Facilities (and implements)
Freezers only

Will a food scale be in use for sale of items to the public? Yes ___ No ✓
 Will catering services be provided by you? Yes ___ No ✓

The following items must be submitted with the application:

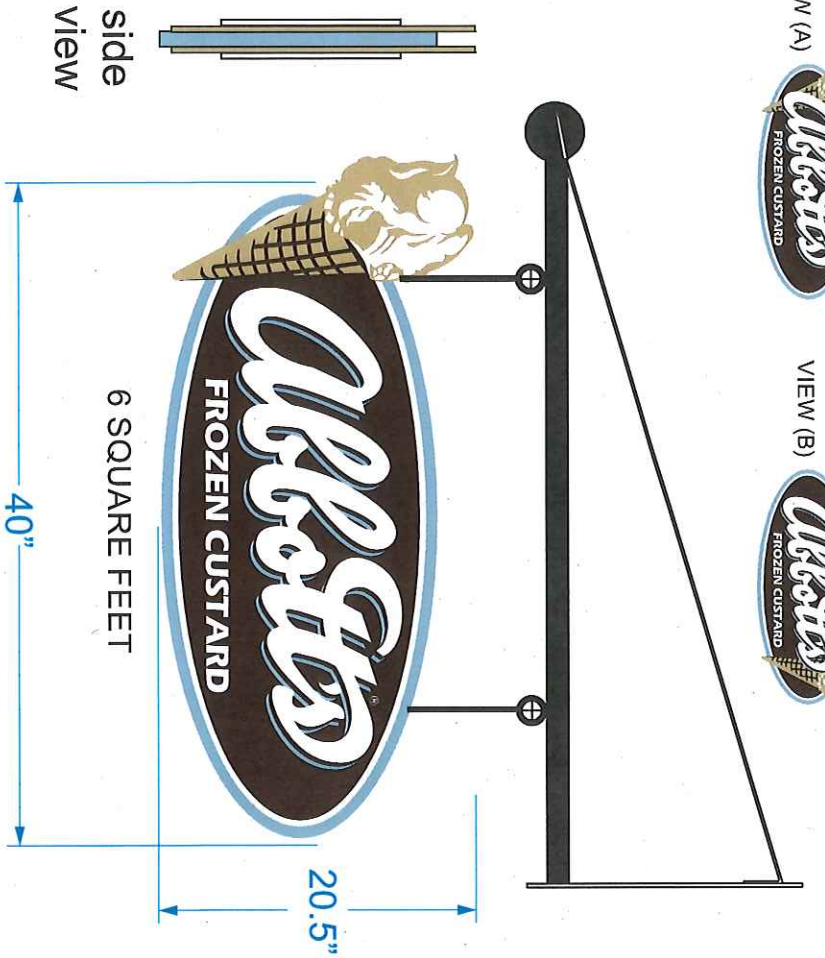
- | | |
|--|---------------------|
| 1. Layout Plan of Facility & Fixtures | Date Received _____ |
| 2. Site Plan (obtained at Bldg. Dept., 51 Grove St.) | Date Received _____ |
| 3. Outside Facade and Sign Plan (dimensions, color) | Date Received _____ |
| 4. Menu | Date Received _____ |
| 5. Maintenance Program | Date Received _____ |

If the facilities are not yet completed, provide estimated cost of work to be done \$ 200,000

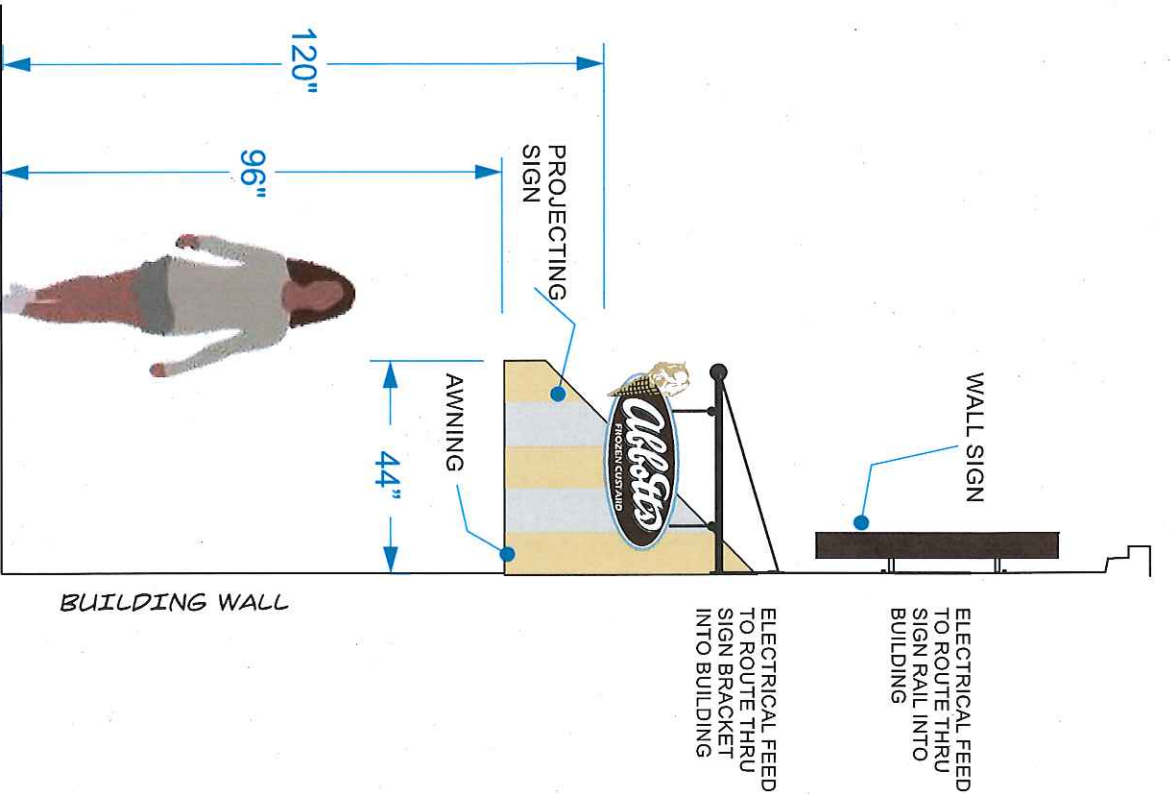
FOR OFFICE USE ONLY

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

Date _____ Time _____
 Board Action: Approved Yes ___ No ___



PROJECTING SIGN DETAIL TWO-SIDED HIGH DENSITY URETHANE SIGN



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X



Sardella
Sign & Graphics

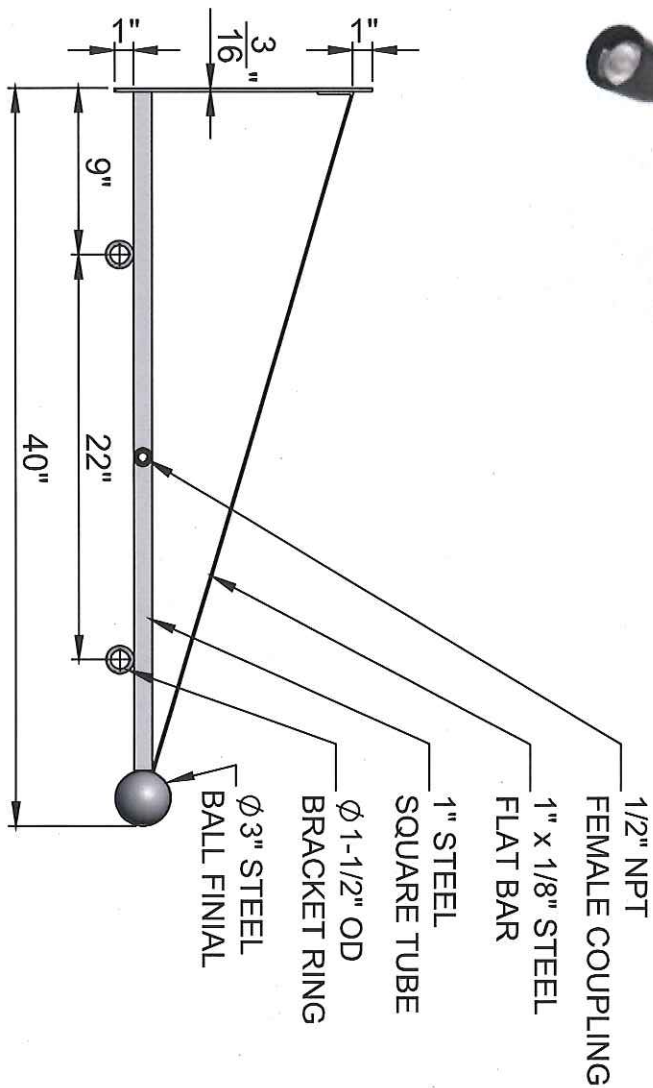
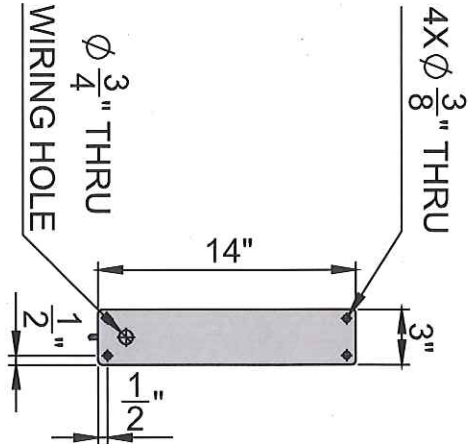
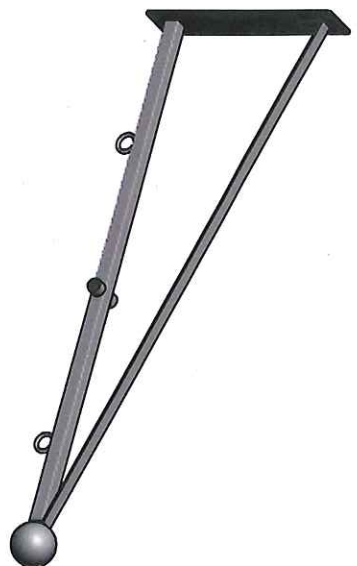
68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER ABBOTT'S FROZEN CUSTARD

LOCATION OR PROJECT NAME 311 BROADWAY ARLINGTON, MA

SCALE AS SHOWN DATE 2/6/19

SALESMAN APPROVED BY X



SIDE VIEW

FRONT VIEW

Date: 06/2015
Scale: NTS
DB: CF
CB:
Order#:

Content: 40" Triangle Ball Lighted Sign Bracket
PN: 375B-WL-40
Color/Finish: Textured Black Powder Coat
Customer Approval: _____

Design by Sign Bracket Store. All visual representations and designs are the intellectual property of Sign Bracket Store and protected under copyright law. Any duplication of this design is in direct violation of the law and will result in legal action.
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Sign Bracket Store
BY Hook & Lumber
SignBracketStore.com

T: 888-919-7446

F: 760-603-0812



EXISTING STOREFRONT

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X



Sardella
sign & Graphics

68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER

ABBOTT'S FROZEN CUSTARD

LOCATION OR PROJECT NAME

311 BROADWAY ARLINGTON, MA

SCALE

AS SHOWN

DATE

2/5/19

SALESMAN

APPROVED BY X

WALL SIGN

AWNING



PROJECTING SIGN



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X



Sardella
Sign & Graphics
88 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1967

CUSTOMER

ABBOTT'S FROZEN CUSTARD

LOCATION OR PROJECT NAME

311 BROADWAY ARLINGTON, MA

SCALE

AS SHOWN

DATE

2/6/19

SALESMAN

APPROVED BY X



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X



Sardella
sign & Graphics

68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER **ABBOTT'S FROZEN CUSTARD**

LOCATION OR PROJECT NAME

311 BROADWAY ARLINGTON, MA

SCALE

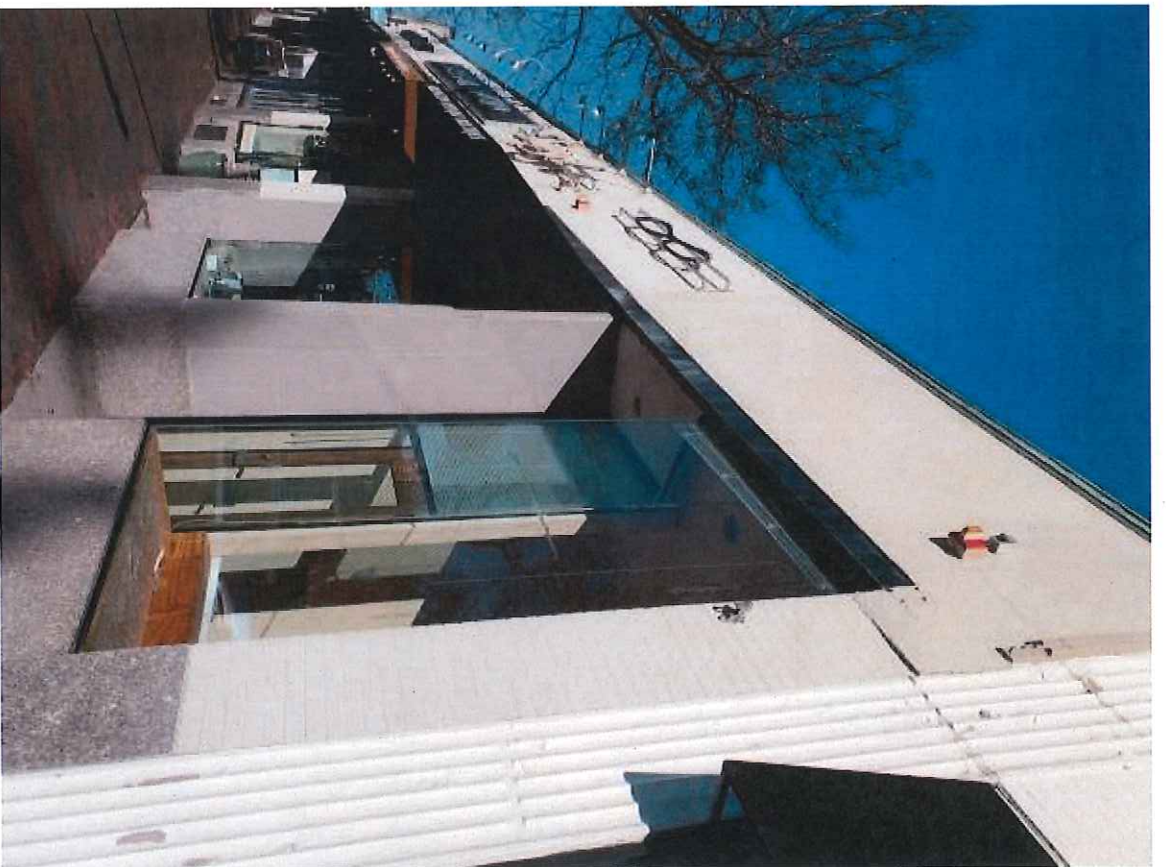
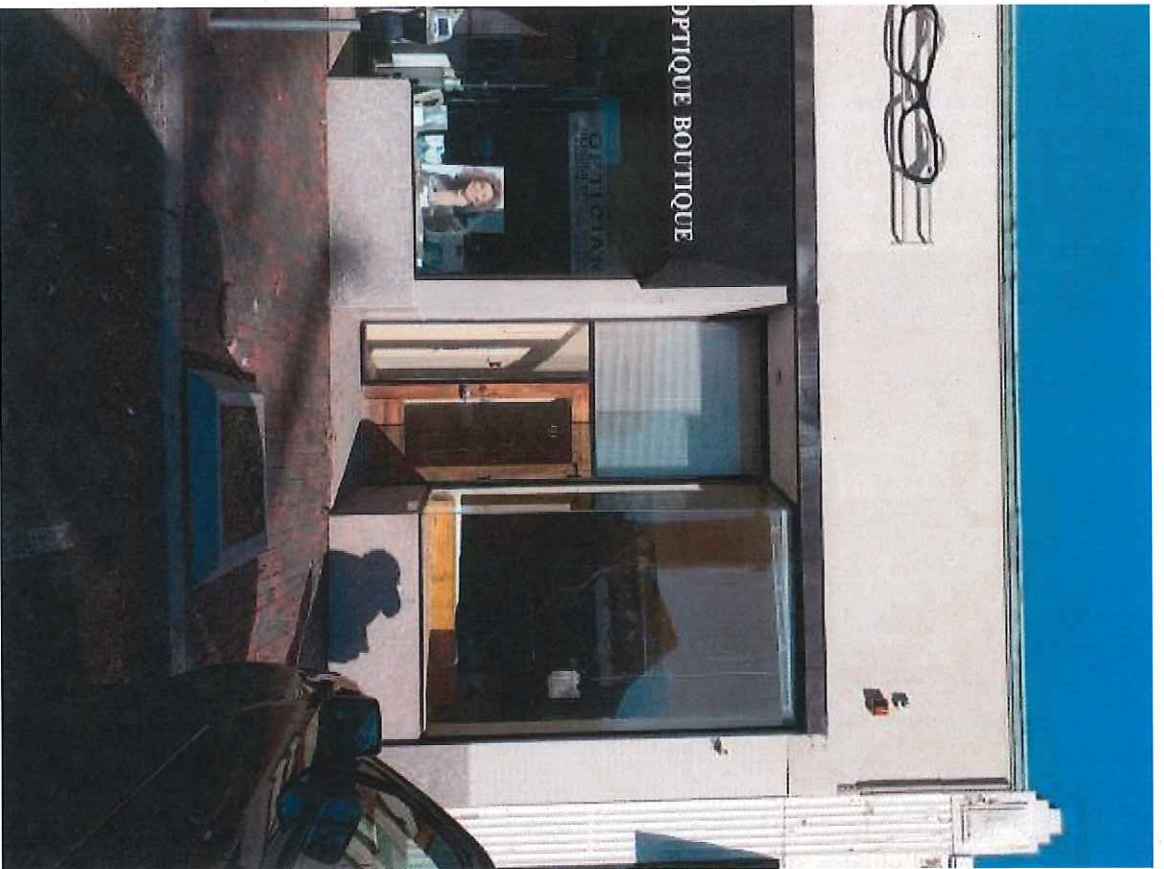
AS SHOWN

DATE

12/6/18

SALESMAN

APPROVED BY **X**



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X



Sardella
sign & Graphics

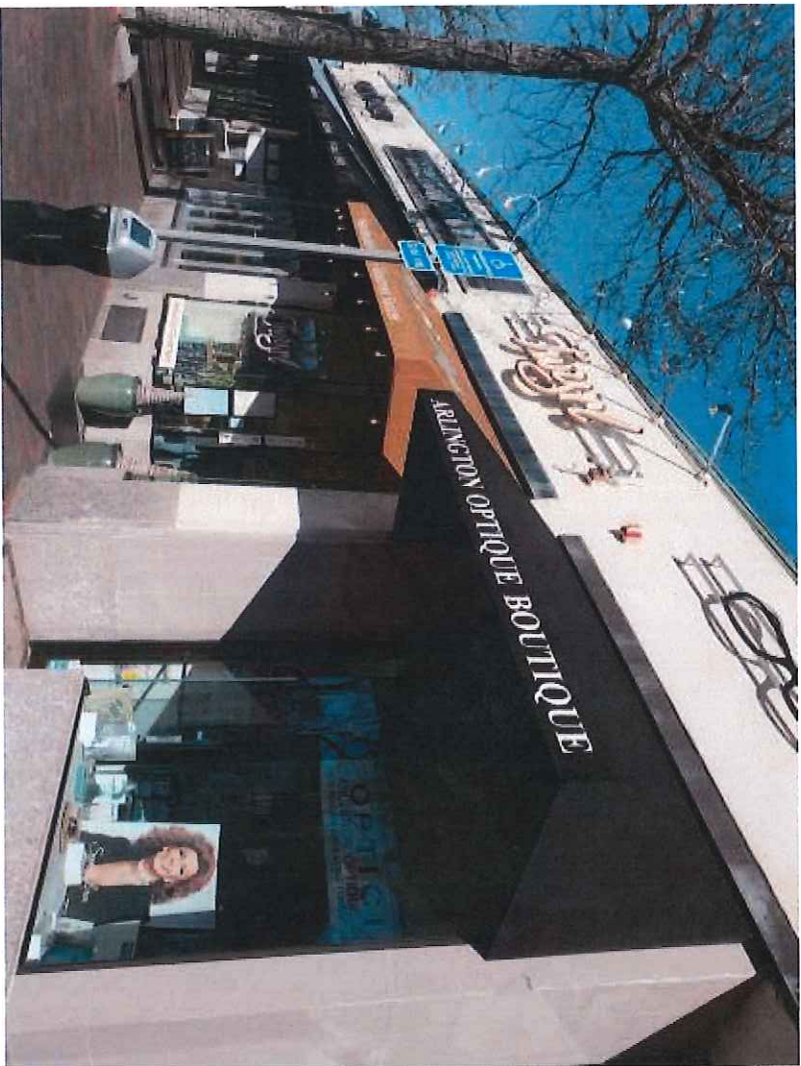
68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER ABBOTT'S FROZEN CUSTARD

LOCATION OR PROJECT NAME 311 BROADWAY ARLINGTON, MA

SCALE AS SHOWN DATE 12/6/18

SALESMAN APPROVED BY X



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X



Sardella
sign & Graphics

68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER

ABBOTT'S FROZEN CUSTARD

LOCATION OR PROJECT NAME

311 BROADWAY ARLINGTON, MA

SCALE

AS SHOWN

DATE

12/6/18

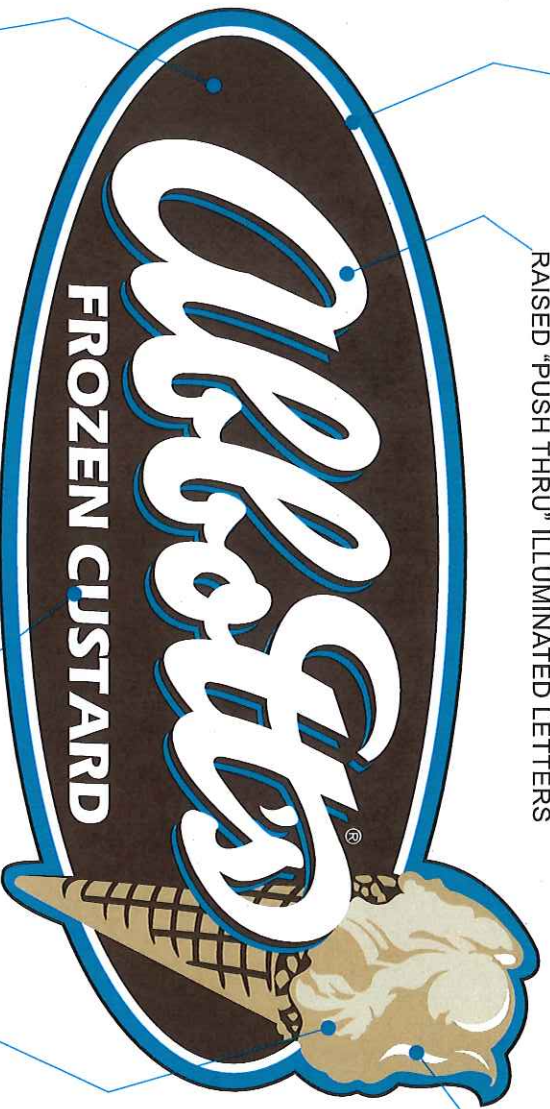
SALESMAN

APPROVED BY X

L.E.D. ILLUMINATED BLUE AND WHITE BORDER

RAISED "PUSH THRU" ILLUMINATED LETTERS

PRINTED DIGITAL IMAGE ON CONE



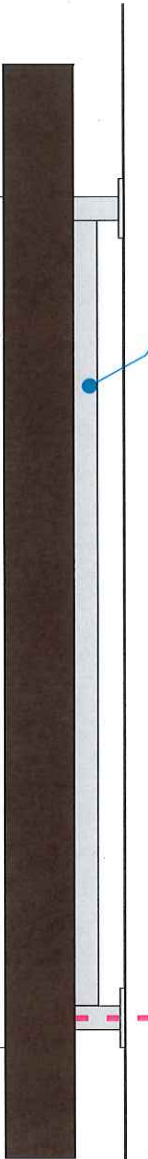
OPAQUE BROWN BACKGROUND

L.E.D. ILLUMINATED LETTERS AND CONE IMAGE

RAIL

TOP VIEW

ELECTRICAL FEED TO ROUTE
THRU SIGN RAIL INTO BUILDING



BUILDING WALL

RIGHT SIDE
VIEW

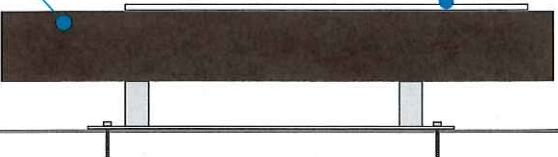
46"

LETTERS AND
CONE TO PUSH
THRU 1/2"

6"

ABBOTT BROWN SIGN RETURNS

4"



BUILDING WALL

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X



Sardella
sign & Graphics

68 NORTH AVENUE, WAKEFIELD, MA 01880
781.245.1988 FAX 781.245.1987

CUSTOMER

ABBOTT'S FROZEN CUSTARD

LOCATION OR PROJECT NAME

311 BROADWAY ARLINGTON, MA

SCALE

AS SHOWN

DATE 2/5/19

SALESMAN

APPROVED BY X









ABRBI'S FROZEN CUSTARD - FILL UP
311 Broadway Tenant Space 311
Arlington, MA - Project No. 182030.01
BUILDING CODE ANALYSIS & EGRESS PLAN

SCALE: AS NOTED	
DRAWN BY: RTP	
ISSUE	DATE
PERMIT SET	1-4-19

T002



- FORESS EXIT POINT
- FORESS START POINT
- FORESS PATH OF TR

— — — — — ONE HOUR RATED CONSTRUCTION

SECTION 1009 - MEANS OF EGRESS SIZING
0.9 INCHES PER OCCUPANT FOR STAIRWAYS / 2 INCHES PER OCCUPANT FOR OTHER
EGRESS COMPONENTS, USING 2 PER OCCUPANT THE FOLLOWING IS CALCULATED PER
TENANT:
* BUSINESS TENANT - B - 2 X 14 PEOPLE = 28" REQ'D - 64" PROVIDED WITH MIN.
54" DOOR PANEL AT MAIN ENTRY/EXIT, DOORS - 32" MIN. WIDTH REQ'D.

KITCHEN - 43.9 SF/ 200 GROSS = 2 OCCUPANTS
SEATING - 100 SF/ 15 NET = 12 OCCUPANTS

SECTION 01014.5 LOCKS AND LATCHES SHALL BE PERMITTED TO PREVENT OPERATION OF DOORS WHERE ANY OF THE FOLLOWING EXIST:

2. IN BUILDINGS IN OCCUPANCY GROUP A HAVING AN OCCUPANT LOAD OF 500 OR LESS, OR EXISTING BUILDINGS WHERE THE MAIN ENTRANCE TO THE MAIN BUILDING IS NOT PERMITTED TO BE EQUIPPED WITH KEY-OPERATED LOCKING DEVICES FROM THE EXTERIOR SIDE PROVIDED:
- 2.1 THE LOCKING DEVICE IS READILY DISMOUNTABLE AS LOCKED.
- 2.2 A READILY-VISIBLE DURABLE SIGN IS POSTED ON THE EXTERIOR SIDE ON

SECTION 020 - CORRIDORS. CORRIDORS SHALL BE FIRE-RESISTANCE RATED IN ACCORDANCE WITH TABLE 1020.1. THE CORRIDOR WALLS REQUIRED TO BE FIRE-RESISTANCE RATED SHALL COMPLY WITH SECTION 708 FOR FIRE PARTITIONS.

END OF SECTION



NORTH

Inconsulting group
822 Worcester Street, Weymouth, MA 02482
www.inconsultinggroup.com 781.396.0922

ABBOT'S FROZEN CUSTARD - FIT UP
311 Broadway Tenant Space 311
Arlington, MA - Project No. 182030.01
DEMOLITION PLAN

SCALE: AS NOTED
DRAWN BY: RJP
ISSUE DATE: 12/15/18
PERMIT SET

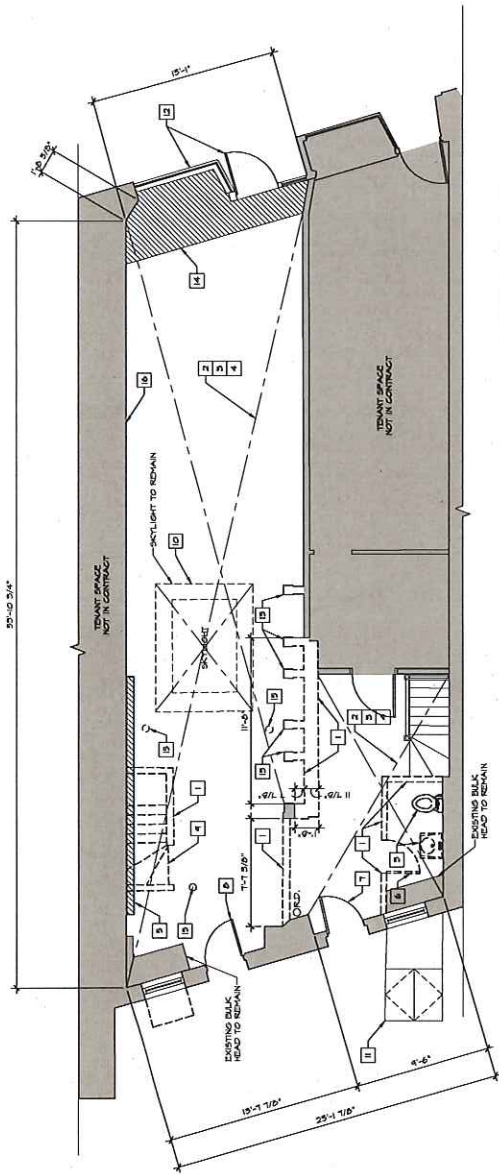
A001

GENERAL DEMOLITION NOTES

- ALL DEMOLITION WORK SHALL BE PERFORMED IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROPRIATE UTILITIES FOR SERVICE BEFORE BEGINNING OR COMMENCING DEMOLITION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROPRIATE UTILITIES FOR SERVICE BEFORE BEGINNING OR COMMENCING DEMOLITION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROPRIATE UTILITIES FOR SERVICE BEFORE BEGINNING OR COMMENCING DEMOLITION.
- BUILDING IS ASSIGNED TO BE UNOCCUPIED DURING DEMOLITION OPERATIONS.
- ALL DEMOLITION WORK SHALL BE PERFORMED IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROPRIATE UTILITIES FOR SERVICE BEFORE BEGINNING OR COMMENCING DEMOLITION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROPRIATE UTILITIES FOR SERVICE BEFORE BEGINNING OR COMMENCING DEMOLITION.
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- IT IS NOT THE INTENT TO SHOW EVERY ITEM TO BE REMOVED IN THIS DEMOLITION PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IDENTIFYING ALL ITEMS TO BE REMOVED IN ACCORDANCE WITH THE DEMOLITION PLAN AND THE DEMOLITION PLAN SHALL BE USED TO IDENTIFY ALL ITEMS TO BE REMOVED IN ACCORDANCE WITH THE DEMOLITION PLAN.
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SPECIFIC DEMOLITION NOTES

- REMOVE EXISTING WALLS FLOOR TO CEILING AS SHOWN. PREPARE THE REMAINING EDGE TO ACCEPT NEW WORK AS REQUIRED.
- REMOVE ALL EXISTING CEILING TILES, GRID AND LIGHTING.
- REMOVE ALL EXISTING INTERIOR EQUIPMENT, HVAC AND ALL ASSOCIATED UTILITY CONNECTIONS AS REQUIRED. ALL UTILITY CONNECTIONS SHALL BE CAPED OR NOTED AS NOT BEING REQUIRED. COORDINATE ALL THIS WORK WITH NEW LAYOUT PLANS.
- ALL EXISTING PARTITIONS SHALL BE REMOVED AS SHOWN. PREPARE FLOOR DAMAGE DURING CONSTRUCTION AND REPAIR AS NEEDED. FLOORS TO BE DAMAGED AND CLEAN TO ACCEPT NEW FLOORING MATERIALS AS SHOWN.
- REMOVE PORTIONS OF EXISTING HALL FINISH AS REQUIRED FOR NEW ELECTRICAL AND PLUMBING WORK.
- REMOVE DOOR FRAME AND HARDWARE IN ITS ENTIRETY.
- REMOVE DOOR FRAME AND HARDWARE TO NEW LAYOUT. NOTIFY ARCHITECT IF EXISTING DOOR IS NOT ABLE TO BE REMOVED.
- DOOR TO BE ABANDONED IN PLACE. DISABLE HARDWARE AND SEAL OFF HARDWARE WITH NEW LAYOUT.
- REMOVE EXISTING PARTITION IN NEW ENTRY. PREPARE OPENING TO ACCEPT NEW FLOOR STRUCTURE AS SHOWN.
- EXISTING SKYLIGHT WITH GYP. SOFFIT TO REMAIN. PROTECT SKYLIGHT FROM DAMAGE.
- EXISTING EXTERIOR BALCONY TO REMAIN AS-IS.
- EXISTING STORMDOOR AND HINGERS TO REMAIN AS-IS.
- REMOVE ALL EXISTING MILLWORK, SHELVING AND DISPLAY SLATS. REMOVE EXISTING OOB FLOORING AND PREPARE OPENING TO ACCEPT NEW FLOOR STRUCTURE AS SHOWN.
- OPENING FOR FLOOR DRAIN.
- PREPARE DRAINING HALL FOR NEW DRAIN.

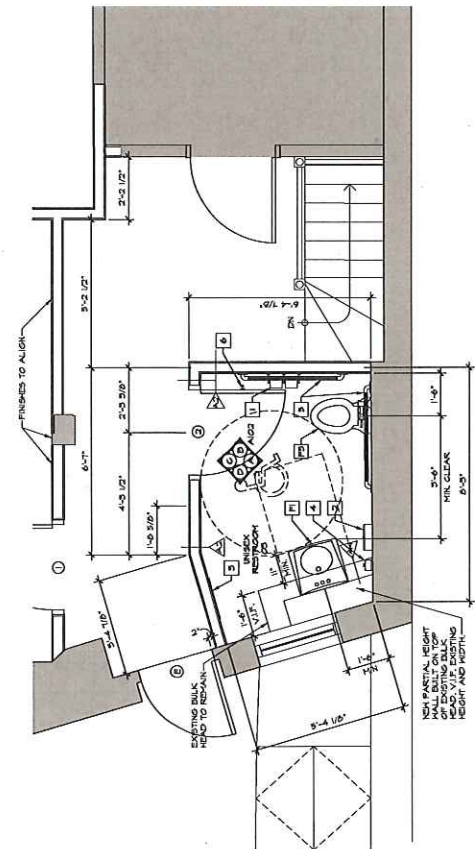


DEMOLITION PLAN

SCALE: 1/8"=1'-0"

DEMOLITION PLAN LEGEND

- EXISTING CONSTRUCTION TO REMAIN IN PLACE
- EXISTING PARTITION TO BE REMOVED

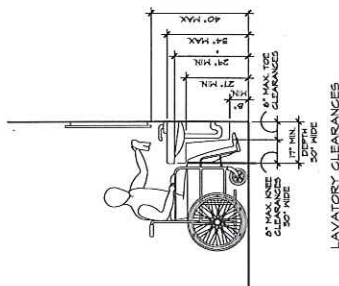
BATHROOM ACCESSORY SCHEDULE:

NO.	ITEM	MANUFACTURER	MODEL	COLOR/GLOSS	REMARKS
1	SURFACE-MOUNTED TOILET PAPER HOLDER	DOBRUCK	D-2500	STAINLESS STEEL	OUTLET 24" A.P.F. CONTINUING 7" 4" FROM FRONT OF WATER CLOSET.
2	PAPER TOWEL DISPENSER	DOBRUCK	D-2620	STAINLESS STEEL	34" A.P.F. TO TOP OF VANIT.
3	MIRROR	DOBRUCK	D-210 4800	STAINLESS STEEL	40" MAX. TO BOTTOM OF REFLECTIVE SURFACE.
4	WALL-MOUNTED SOAP DISPENSER	DOBRUCK	D-2111	STAINLESS STEEL	PULL MOUNTED SOAP DISPENSER.
5	48" X 24" POLISHED CHROME PLATED GASKIN	DOBRUCK	D-3608 x 42	STAINLESS STEEL	PULL MOUNTED SOAP DISPENSER. MOUNTED 98" A.P.F. TO CENTERLINE OF SUPPORT BRASS BAR.
6	GLASS DOOR WITH BRASS BANDER	DOBRUCK	D-4027	STAINLESS STEEL	INSTALL ON INSIDE OF BATHROOM DOOR.
7	TRIO-CHROME UNDER LAY CONTROLS	PLUMBING SPECIALTIES	W46229	WHITE	PROVIDE 2" TRAP, VALVE AND SUPPLY. COVER KIT.
8	SINKS	KOHLER	DREHMAN K-441-440	WHITE	---
9	FANJET	KOHLER	TRITON 14105	POLISHED CHROME	---
10	TOILET	KOHLER	K-45229	WHITE	---

[illegible]

Technical drawing of a building facade section, showing a window and door assembly. The drawing includes various components labeled with letters and numbers, and dimensions. Key labels include:

- Window Assembly:**
 - W:** Window frame.
 - W₁, W₂, W₃, W₄, W₅, W₆, W₇, W₈, W₉, W₁₀, W₁₁, W₁₂, W₁₃, W₁₄, W₁₅, W₁₆, W₁₇, W₁₈, W₁₉, W₂₀, W₂₁, W₂₂, W₂₃, W₂₄, W₂₅, W₂₆, W₂₇, W₂₈, W₂₉, W₃₀, W₃₁, W₃₂, W₃₃, W₃₄, W₃₅, W₃₆, W₃₇, W₃₈, W₃₉, W₄₀, W₄₁, W₄₂, W₄₃, W₄₄, W₄₅, W₄₆, W₄₇, W₄₈, W₄₉, W₅₀, W₅₁, W₅₂, W₅₃, W₅₄, W₅₅, W₅₆, W₅₇, W₅₈, W₅₉, W₆₀, W₆₁, W₆₂, W₆₃, W₆₄, W₆₅, W₆₆, W₆₇, W₆₈, W₆₉, W₇₀, W₇₁, W₇₂, W₇₃, W₇₄, W₇₅, W₇₆, W₇₇, W₇₈, W₇₉, W₈₀, W₈₁, W₈₂, W₈₃, W₈₄, W₈₅, W₈₆, W₈₇, W₈₈, W₈₉, W₉₀, W₉₁, W₉₂, W₉₃, W₉₄, W₉₅, W₉₆, W₉₇, W₉₈, W₉₉, W₁₀₀, W₁₀₁, W₁₀₂, W₁₀₃, W₁₀₄, W₁₀₅, W₁₀₆, W₁₀₇, W₁₀₈, W₁₀₉, W₁₁₀, W₁₁₁, W₁₁₂, W₁₁₃, W₁₁₄, W₁₁₅, W₁₁₆, W₁₁₇, W₁₁₈, W₁₁₉, W₁₂₀, W₁₂₁, W₁₂₂, W₁₂₃, W₁₂₄, W₁₂₅, W₁₂₆, W₁₂₇, W₁₂₈, W₁₂₉, W₁₃₀, W₁₃₁, W₁₃₂, W₁₃₃, W₁₃₄, W₁₃₅, W₁₃₆, W₁₃₇, W₁₃₈, W₁₃₉, W₁₄₀, W₁₄₁, W₁₄₂, W₁₄₃, W₁₄₄, W₁₄₅, W₁₄₆, W₁₄₇, W₁₄₈, W₁₄₉, W₁₅₀, W₁₅₁, W₁₅₂, W₁₅₃, W₁₅₄, W₁₅₅, W₁₅₆, W₁₅₇, W₁₅₈, W₁₅₉, W₁₆₀, W₁₆₁, W₁₆₂, W₁₆₃, W₁₆₄, W₁₆₅, W₁₆₆, W₁₆₇, W₁₆₈, W₁₆₉, W₁₇₀, W₁₇₁, W₁₇₂, W₁₇₃, W₁₇₄, W₁₇₅, W₁₇₆, W₁₇₇, W₁₇₈, W₁₇₉, W₁₈₀, W₁₈₁, W₁₈₂, W₁₈₃, W₁₈₄, W₁₈₅, W₁₈₆, W₁₈₇, W₁₈₈, W₁₈₉, W₁₉₀, W₁₉₁, W₁₉₂, W₁₉₃, W₁₉₄, W₁₉₅, W₁₉₆, W₁₉₇, W₁₉₈, W₁₉₉, W₂₀₀, W₂₀₁, W₂₀₂, W₂₀₃, W₂₀₄, W₂₀₅, W₂₀₆, W₂₀₇, W₂₀₈, W₂₀₉, W₂₁₀, W₂₁₁, W₂₁₂, W₂₁₃, W₂₁₄, W₂₁₅, W₂₁₆, W₂₁₇, W₂₁₈, W₂₁₉, W₂₂₀, W₂₂₁, W₂₂₂, W₂₂₃, W₂₂₄, W₂₂₅, W₂₂₆, W₂₂₇, W₂₂₈, W₂₂₉, W₂₃₀, W₂₃₁, W₂₃₂, W₂₃₃, W₂₃₄, W₂₃₅, W₂₃₆, W₂₃₇, W₂₃₈, W₂₃₉, W₂₄₀, W₂₄₁, W₂₄₂, W₂₄₃, W₂₄₄, W₂₄₅, W₂₄₆, W₂₄₇, W₂₄₈, W₂₄₉, W₂₅₀, W₂₅₁, W₂₅₂, W₂₅₃, W₂₅₄, W₂₅₅, W₂₅₆, W₂₅₇, W₂₅₈, W₂₅₉, W₂₆₀, W₂₆₁, W₂₆₂, W₂₆₃, W₂₆₄, W₂₆₅, W₂₆₆, W₂₆₇, W₂₆₈, W₂₆₉, W₂₇₀, W₂₇₁, W₂₇₂, W₂₇₃, W₂₇₄, W₂₇₅, W₂₇₆, W₂₇₇, W₂₇₈, W₂₇₉, W₂₈₀, W₂₈₁, W₂₈₂, W₂₈₃, W₂₈₄, W₂₈₅, W₂₈₆, W₂₈₇, W₂₈₈, W₂₈₉, W₂₉₀, W₂₉₁, W₂₉₂, W₂₉₃, W₂₉₄, W₂₉₅, W₂₉₆, W₂₉₇, W₂₉₈, W₂₉₉, W₃₀₀, W₃₀₁, W₃₀₂, W₃₀₃, W₃₀₄, W₃₀₅, W₃₀₆, W₃₀₇, W₃₀₈, W₃₀₉, W₃₁₀, W₃₁₁, W₃₁₂, W₃₁₃, W₃₁₄, W₃₁₅, W₃₁₆, W₃₁₇, W₃₁₈, W₃₁₉, W₃₂₀, W₃₂₁, W₃₂₂, W₃₂₃, W₃₂₄, W₃₂₅, W₃₂₆, W₃₂₇, W₃₂₈, W₃₂₉, W₃₃₀, W₃₃₁, W₃₃₂, W₃₃₃, W₃₃₄, W₃₃₅, W₃₃₆, W₃₃₇, W₃₃₈, W₃₃₉, W₃₄₀, W₃₄₁, W₃₄₂, W₃₄₃, W₃₄₄, W₃₄₅, W₃₄₆, W₃₄₇, W₃₄₈, W₃₄₉, W₃₅₀, W₃₅₁, W₃₅₂, W₃₅₃, W₃₅₄, W₃₅₅, W₃₅₆, W₃₅₇, W₃₅₈, W₃₅₉, W₃₆₀, W₃₆₁, W₃₆₂, W₃₆₃, W₃₆₄, W₃₆₅, W₃₆₆, W₃₆₇, W₃₆₈, W₃₆₉, W₃₇₀, W₃₇₁, W₃₇₂, W₃₇₃, W₃₇₄, W₃₇₅, W₃₇₆, W₃₇₇, W₃₇₈, W₃₇₉, W₃₈₀, W₃₈₁, W₃₈₂, W₃₈₃, W₃₈₄, W₃₈₅, W₃₈₆, W₃₈₇, W₃₈₈, W₃₈₉, W₃₉₀, W₃₉₁, W₃₉₂, W₃₉₃, W₃₉₄, W₃₉₅, W₃₉₆, W₃₉₇, W₃₉₈, W₃₉₉, W₄₀₀, W₄₀₁, W₄₀₂, W₄₀₃, W₄₀₄, W₄₀₅, W₄₀₆, W₄₀₇, W₄₀₈, W₄₀₉, W₄₁₀, W₄**





NORTH

Design & Development Services
827 Worcester Street, Weymouth, MA 02482
www.dsdesigngroup.com 781.396.0292

ABOTT'S FROZEN CUSTARD - FIT UP
311 Broadway Tenant Space 311
Arlington, MA - Project No. 182030.01
REFLECTED CEILING PLAN

SCALE: AS NOTED
DRAWN BY: RTP
ISSUE: 1.0
PUNTS: 3/1

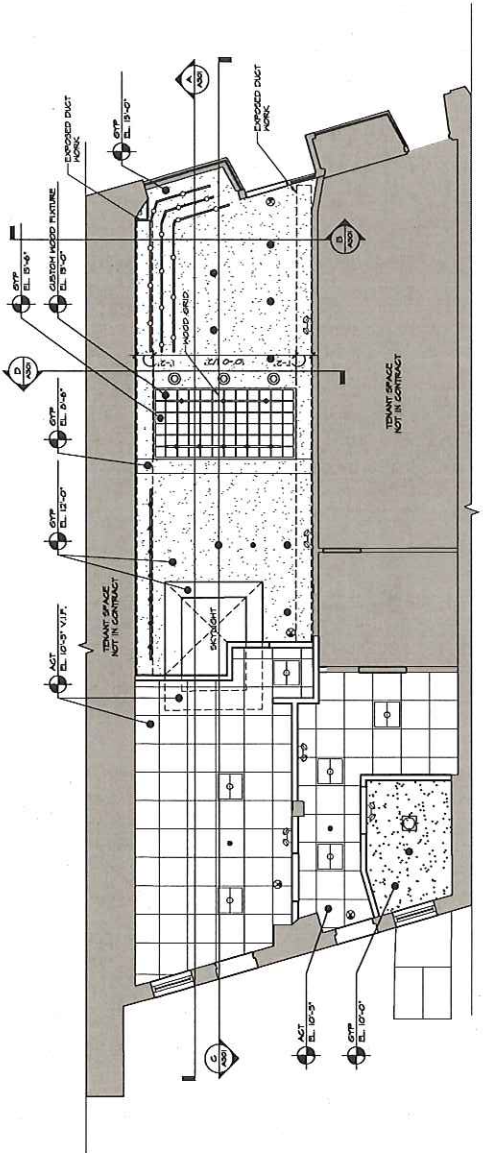
A111

GENERAL PLAN NOTES:

1. INFORMATION CONTAINED WITHIN THESE DRAWINGS IS SHOWN FOR DESIGN PURPOSES ONLY AND IS NOT MEANT TO CONVEY ANY WARRANTIES OR REPRESENTATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, ORDINANCES, AND REGULATIONS FOR THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, ORDINANCES, AND REGULATIONS FOR THE PROJECT.
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3. ALL INDICATORS AND NOTATIONS ON THE DRAWINGS APPLYING TO ONE AREA, COMPONENT, OR CONDITION SHALL APPLY TO ALL OTHER SIMILAR AREAS, COMPONENTS, OR CONDITIONS, UNLESS CLEARLY INDICATED OTHERWISE.
4. GENERAL CONTRACTOR TO COORDINATE WORK OF NEW FIRE ALARM SYSTEMS WITH EXISTING SALVAGE AND REUSE WHERE POSSIBLE. NO NEW FIRE ALARM SYSTEMS SHALL BE INSTALLED IN NEW HALLS THROUGHOUT SPACE.
5. NEW NON-DRAINING HALLS TO BE FINISHED UP TO NEW CEILING ALL HALLS SHALL BE PAINTED, SANDED, VAPED, AND READY FOR PAINT.
6. G.C. TO PROVIDE FIRE HOOD BLOCKING IN NEW HALLS THROUGHOUT SPACE FOR NEW HALL FINISH ATTACHMENTS.
7. REFER TO ASH DRAWING FOR BOO PLAN.
8. REFER TO ASH DRAWING FOR FLOOR PLAN.
9. REFER TO ASH DRAWING FOR ENLARGED PLAN.
10. REFER TO ALL DRAWINGS REFLECTED CEILING & ELECTRICAL PLAN.
11. REFER TO ASH FOR SECTIONS.
12. REFER TO ASH DRAWINGS FOR FINISH & EQUIPMENT PLAN SCHEDULES AND NOTES.

REFLECTED CEILING PLAN GENERAL NOTES:

1. THE GENERAL CONTRACTOR SHALL COORDINATE THE WORK OF ALL OTHERS, VENDOR, AND SUB-CONTRACTORS FOR THE ABOVE CEILING SYSTEMS. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, ORDINANCES, AND REGULATIONS FOR THE PROJECT. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, ORDINANCES, AND REGULATIONS FOR THE PROJECT.
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REFLECTED CEILING PLAN
SCALE: 1/4"=1'-0"

CEILING FIXTURE SCHEDULE

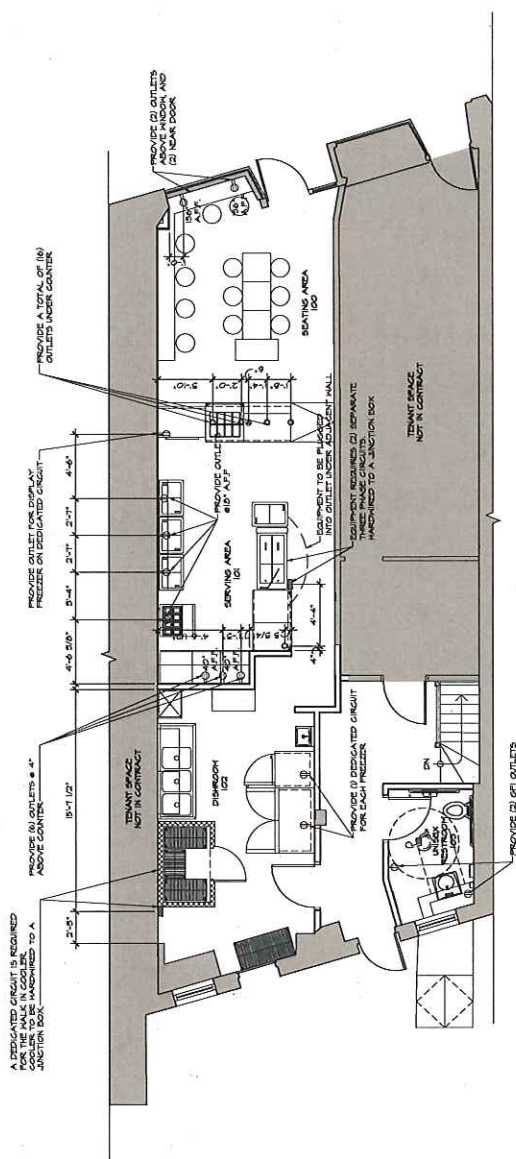
SYMBOL	ITEM	MANUFACTURER MODEL	LAMP	FINISH	NOTES
1	GYM CEILING	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	COATED ACOUSTIC CEILING PANEL IN DIN ROOM
2	FLAT PANELS AND TRIGHTERS	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
3	10" PENDANT	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
4	MINI PENDANT	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
5	TRACK REFO	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
6	4" RECESSED CAN	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
7	8" TRACK LIGHTING TRACK	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
8	24" SQUARE RECESSED LIGHT	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
9	24" SQUARE SUPPLY DIFFUSER	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
10	BATTERY PACK EMERGENCY LIGHT	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
11	ILLUMINATED EXIT SIGN	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
12	SMOKE DETECTOR	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.
13	NEW BATHROOM EXHAUST FAN	24"X24" ACOUSTIC CEILING PANELS WITH 1/2" ALUMINUM GRID SYSTEM	40W LED 3000K 400 LUMENS	WHITE	OWNER PROVIDED. SEE ABBOTT'S DESIGN LIGHTING PACKAGE FOR GUT SHEETS.

GENERAL PLAN NOTES:

1. INFORMATION CONTAINED WITHIN THESE DRAWINGS IS SHOWN FOR DESIGN PURPOSES ONLY AND IS NOT MEANT TO CONSTITUTE A COMPLETE REQUIREMENT FOR THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SHALL BE DESIGNATED AND NOTIFIED FOR THEIR RESPECTIVE ENGINEERING SUBMITTALS.
2. THESE DRAWINGS ARE THE SOLE PROPERTY OF THE ENGINEER. THE CONTRACTOR SHALL NOT REPRODUCE OR TRANSMIT THESE DRAWINGS FOR ANY PURPOSES WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER.
3. ALL NOTATIONS AND NOTATIONS ON THE DRAWINGS APPLIED TO ONE AREA, COMPONENT OR DETAIL SHALL APPLY TO ALL OTHERS UNLESS OTHERWISE SPECIFIED. IN SUCH CASES, ALL AREAS SHALL BE CLEARLY IDENTIFIED.
4. GENERAL CONTRACTOR TO COORDINATE WORK OF ALL OTHER TRADES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SHALL BE DESIGNATED AND NOTIFIED FOR THEIR RESPECTIVE ENGINEERING SUBMITTALS.
5. NEW OR EXISTING WALLS TO BE FINISHED BY THE GENERAL CONTRACTOR. ALL WALLS SHALL BE FINISHED SMOOTH, PAINTED, AND READY FOR PAINT.
6. G.I. TO PROVIDE THE FLOOR SLABWORK IN NEW WALLS THROUGHOUT SPACE.
7. PROVIDE THE FLOOR SLABWORK IN NEW WALLS THROUGHOUT SPACE.
8. REFER TO ASH DRAWING FOR FLOOR PLANS.
9. REFER TO ASH DRAWING FOR FLOOR PLAN.
10. REFER TO ASH DRAWING FOR DIMENSIONED PLAN.
11. REFER TO ASH DRAWING FOR REFLECTED CEILING & ELECTRICAL PLAN.
12. REFER TO ASH FOR ROOFING.
13. REFER TO ASH DRAWING FOR FINISH & EQUIPMENT PLAN. SEE DETAILS.

RECEPTACLES LEGEND

SYMBOL	ITEM	DESCRIPTION	NOTES
	DUPLEX RECEPTACLE	—	
	FLOOR JUNCTION BOX	—	
	IN-SLAB GANG RECEPTACLE	—	
	IN-SLAB DATA PORT	—	

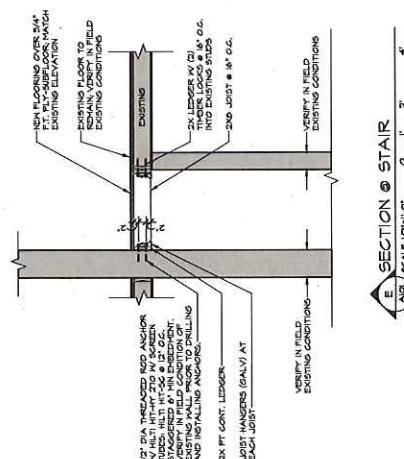
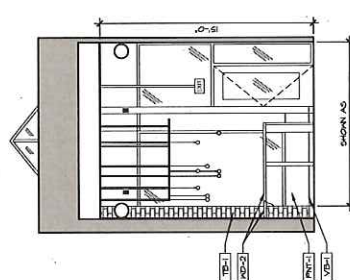
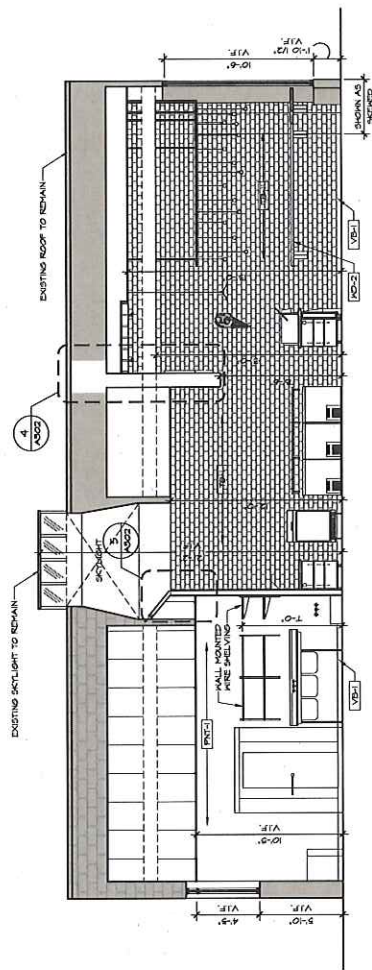
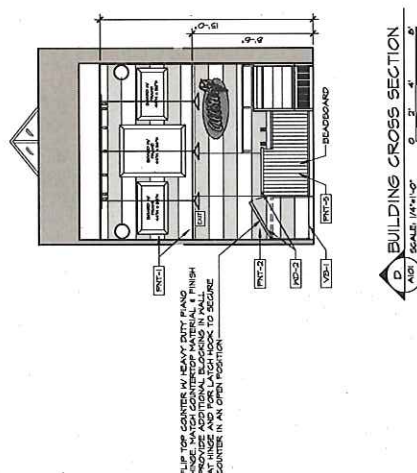
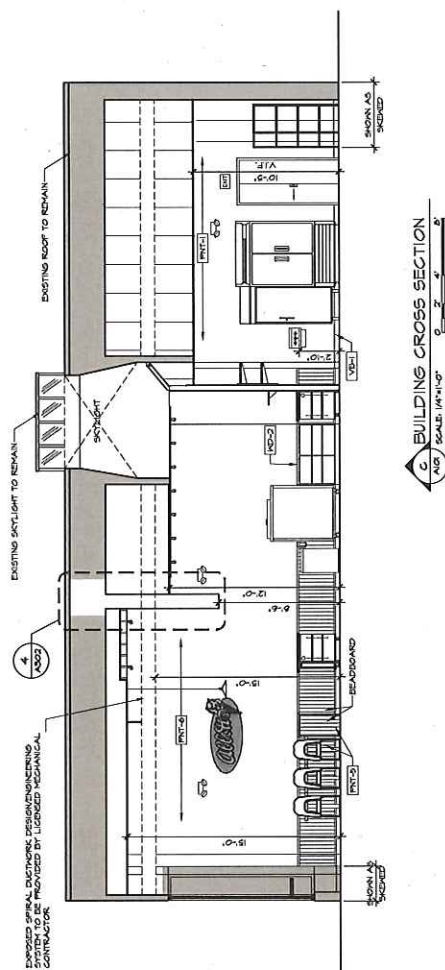


ELECTRICAL PLAN

SCALE: 1/4"=1'-0"

NOTE:

1. PROVIDE POWER FOR (2) 100-LIT CHEST FREEZERS IN BASEMENT
2. ADDITIONAL STORAGE RACKS IN BASEMENT
3. COORDINATE LOCATION OF BASEMENT EQUIPMENT WITH ANE





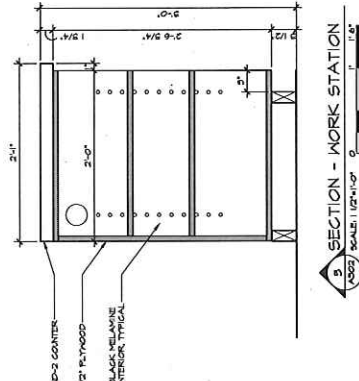
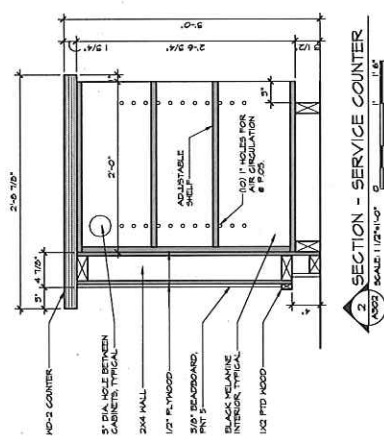
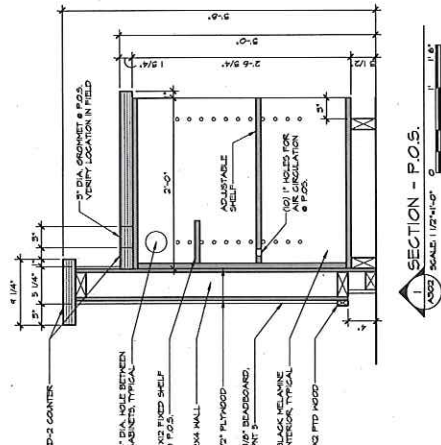
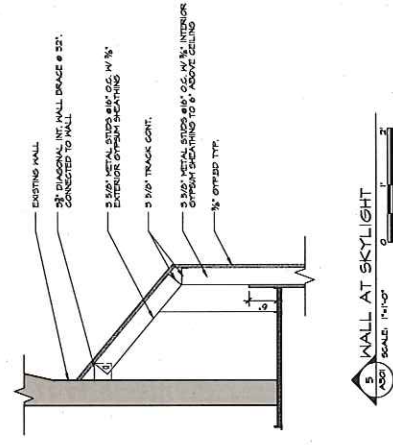
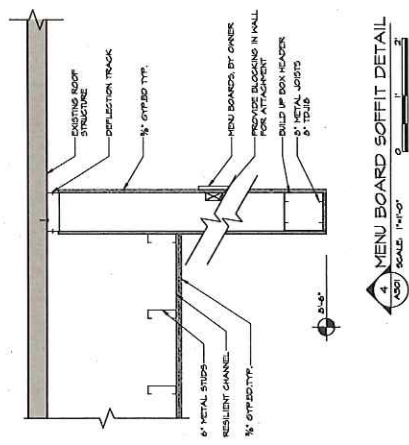
NORTH

inconsulting group
Design & Development Services
892 Worcester Street, Wellesley, MA 02482
www.inconsultinggroup.com 781.396.0929

ABBOTT'S FROZEN CUSTARD - FIT UP
311 Broadway Tenant Space 311
Arlington, MA - Project No. 182030.01
DETAILS

SCALE: AS NOTED
DRAWN BY: RTP
DATE: 10/18/18
ISSUE: 1
PERMIT SET

A302





NORTH

Design & Development Services
892 Worcester Street, Wellesley, MA 02482
www.sncconsultinggroup.com 781.356.0929

ABBOT'S FROZEN CUSTARD - FIT UP
311 Broadway Tenant Space 311
Arlington, MA - Project No. 182030.01
FINISH & EQUIP. PLANS, SCHED. & NOTES

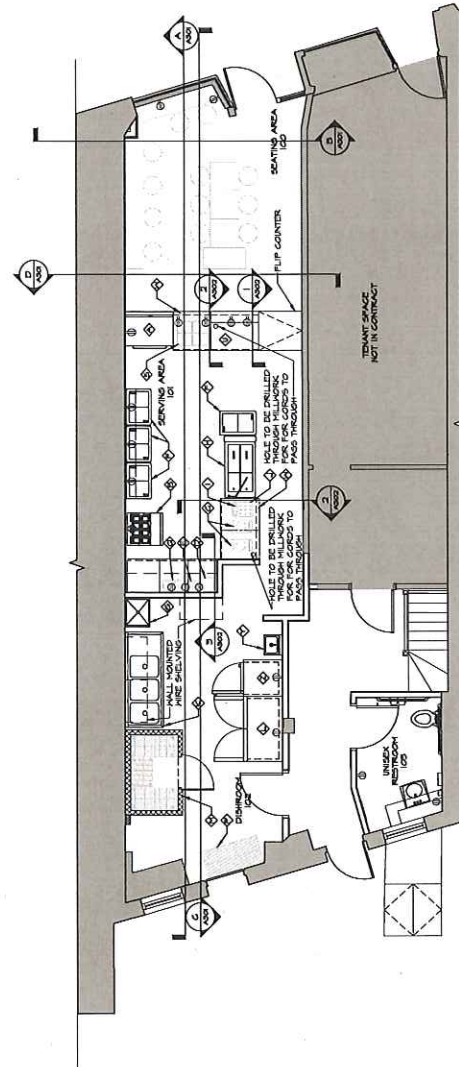
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INTERIOR FINISH GENERAL NOTES:

1. FINISHES PROVIDED IN SCHEDULE ARE FOR FINISHING PURPOSES ONLY. OWNER TO COORDINATE FINAL MATERIAL SELECTION PRIOR TO INSTALLATION OF FINISHES. FINISH MATERIALS MUST BE APPROVED.
2. ALL PAINTED AND SEALED SURFACES ARE TO BE LIGHTLY SANDED OR FINISHED WITH A SMOOTH CLEAN FINISH. PAINT SHALL BE LOW OR NO-VOC CONTENT TYPE.
3. PROVIDE RESILIENT FLOORING STRIPS BETWEEN DISJUNCTURE MATERIALS.
4. ALL NEW GYMNASIUM HALL BOARDS ASSEMBLED TO RECEIVE ONE COAT OF PRIMER/SEALER AND TWO COATS OF LATEX PAINT PER SCHEDULE. PROVIDE SEALER TO BUILT-IN PRODUCT DATA AND COLOR SAMPLES TO ARCHITECT.
5. WHEN APPLICABLE ALL TEL / DATA OUTLETS SHALL BE INSTALLED WITH A CONDUIT, GOODWIRE, AND FULL STRING TO ABOVE THE CEILING.

EQUIPMENT SCHEDULE

TAG	ITEM
EQ-1	FROZEN MECHANISMS
EQ-2	SINKS BAR
EQ-3	HANDED CORE BAKER
EQ-4	FLAVOR BLENDER
EQ-5	DRINK MIXER
EQ-6	DOUBLE HOLDING CABINET
EQ-7	HOT SINK
EQ-8	GRAND MACHINE
EQ-9	CASE CORE DISPLAY
EQ-10	HANDED CORE DISPLAY
EQ-11	3-SAY SINK
EQ-12	REACH IN FREEZER
EQ-13	HALL IN COOLER
EQ-14	TRASH
EQ-15	WIRE SHELVING
EQ-16	TOPPING MIXER
EQ-17	TOPPING STATION
EQ-18	POINT OF SALE
EQ-19	SINGLE DOOR FREEZER
EQ-20	FREEZE GUARD
EQ-21	HAND BOARD
EQ-22	HAND SINK
EQ-23	ICE CREAM HANDLING CABINET

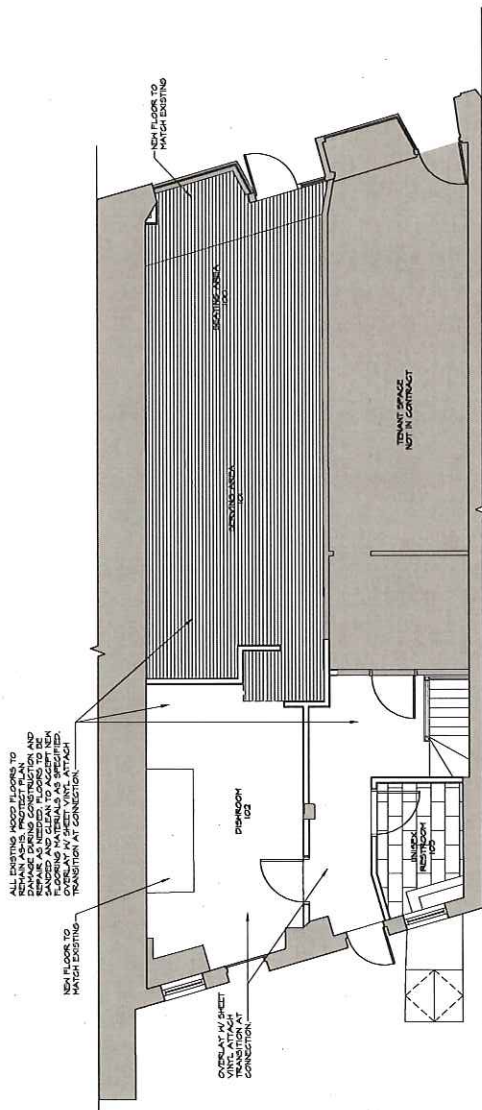


EQUIPMENT PLAN
SCALE: 1/4"=1'-0"

- NOTES:
1. PROVIDE FROZEN MIX (2) 180°F GAST FREEZERS IN BASEMENT
 2. ADDITIONAL STORAGE RACKS IN BASEMENT
 3. COORDINATE LOCATION OF BASEMENT EQUIPMENT WITH TENANT

FINISH SCHEDULE

TAG	DESCRIPTION	MANUFACTURER	STYLE	COLOR	REMARKS
FIN-1	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL PLAT	SUPER WHITE DC-52	EGGS SHELL FINISH AT HALLS AND CEILING. SEE SHEET A901 FOR LOCATIONS.
FIN-2	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SHADE BLUE 2047-60	STAINLESS SEE SHEET A901 FOR LOCATIONS.
FIN-3	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	KINGSFORD NC-26	NOT USED
FIN-4	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGS SHELL	NOVEMBER PRINTER TC-173	RESTROOM DOOR & FRAME. SEE SHEET A901 FOR LOCATIONS.
FIN-5	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGS SHELL	SUPER WHITE DC-52	PAINT ON PAGE OF BOARD BOARD. SEE SHEET A901 FOR LOCATIONS.
FIN-6	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-7	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-8	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-9	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-10	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-11	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-12	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-13	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-14	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-15	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-16	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
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FIN-94	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-95	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-96	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-97	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-98	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-99	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.
FIN-100	PAINT	BEHLANN MOORE ULTRA SPEC 500	EGGSHELL	SUPER WHITE DC-52	SEE SHEET A901 FOR LOCATIONS.



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

Abbott's Frozen Custard
311 Broadway
Arlington, MA 02474

MAINTENANCE PLAN

1. The serving area tables will be cleaned after each use and sanitized at closing
2. All floors will be swept during the day as needed and mopped at closing
3. Countertops will be cleaned as needed after each use and sanitized at closing
4. The worktops will be cleaned after each use and sanitized
5. The frozen custard machine will be washed after each use and sanitized
6. The waffle cone maker will be cleaned after each use
7. Sinks will be cleaned at closing or during day if needed
8. Bathroom will be cleaned throughout the day and at closing
9. Entrance and sidewalk will be cleaned as needed
10. Scoops, Buckets, spoons, trays, utensils will be washed and sanitized during day as needed and at closing
11. Trash will be taken out daily



Town of Arlington, Massachusetts

For Approval: Transportation Advisory Committee Recommendations:

Summary:

- a) Stop Signs on Hayes Street @ Mystic Lake Drive and Hayes Street @ Maynard Street
 - b) Thorndike Street at Magnolia Park Entrance
- Howard Muise, Chair

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	TAC_Hayes_Street.docx	TAC Reference for Hayes Street
▣ Reference Material	TAC_Magnolia_Park_Entrance.docx	TAC Reference for Magnolia Park Entrance
▣ Reference Material	Palmteer_CR.pdf	B. Palmteer Correspondence from 10.22.18 Meeting



TRANSPORTATION ADVISORY COMMITTEE

Town of Arlington

Planning and Community Development Department, 730 Mass Ave,

Arlington MA, 02476

c/o Daniel Amstutz

To: Select Board

From: Howard Muise, TAC Chair

Subject: Request for Stop Signs on Hayes Street

Date: April 8, 2019

Recommendation

The TAC recommends that the Select Board authorize installation of STOP signs on both approaches of Mystic Lake Drive and Maynard Street to Hayes Street.

Background

On May 10, 2018, residents of Hayes Street and Mystic Lake Drive sent a petition to the Town Manager's Office requesting the installation of STOP signs on Hayes Street at Maynard Street and at Mystic Lake Drive. This request was forwarded to the Transportation Advisory Committee from the Select Board for further review and recommendation. The petitioners' principal concern was confusion regarding who has the right-of-way at the intersections of Maynard Street and Mystic Lake Drive with Hayes Street. Both are four-way uncontrolled intersections.

Location Description and Data Collection

Hayes Street, Maynard Street, and Mystic Lake Drive are minor two-way roads on the eastern edge of Arlington near the Medford city line. Hayes Street intersects with Mystic Valley Parkway on its north end and Medford Street on its south end and is approximately 600' long. Maynard Street and Mystic Lake Drive intersect with Mystic Valley Parkway on their eastern ends and with Medford Street and Webcowet Road on their western ends, respectively. Hayes Street meets both Maynard Street and Mystic Lake Drive at four-way uncontrolled intersections. The block lengths on Hayes Street are approximately 200' long, splitting Hayes Street into three roughly equal segments. Land uses around the streets are primarily residential. The traffic rotary at Mystic Valley Parkway and Medford Street is in proximity to the area.



Figure 1 - Hayes Street looking northwest towards Mystic Lake Drive and Mystic Valley Parkway



Figure 2 - Map of intersection locations

Transportation Advisory Committee Members:

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

Web site: www.arlingtonma.gov/tac

Additional base level data were collected by Town staff and TAC for reviewing this request and are listed in Table 1.

Table 1 - Base Level Data

	Hayes Street	Maynard Street	Mystic Lake Drive
Roadway Width	24-25'	24-25'	24-25'
Number of Travel Lanes	2	2	2
Bidirectional Traffic?	Yes	Yes	Yes
Speed Limit	25 mph	25 mph	25 mph
Roadway Type/Classification	Local/Minor Street (MassDOT)	Local/Minor Street (MassDOT)	Local/Minor Street (MassDOT)
On-Street Parking	Unrestricted	Unrestricted	Unrestricted
Pavement Markings	None	None	None
Existing Signage	Stop signs on approach to Mystic Valley Parkway and Medford St; none at intersections with Maynard St. or Mystic Lake Dr.	None at intersection with Hayes St.	None at intersection with Hayes St.

Volume and Speed Data

The Arlington Police Department (APD) collected volume and speed data for Hayes Street and Maynard Street over a 72-hour period on Wednesday October 17 through Friday October 19, 2018. This included identifying the peak morning and evening peak periods for traffic volumes, total daily traffic volumes, average speeds, and 85th percentile speeds by direction. This data is presented in Tables 2 and 3. APD did not collect volume and speed data on Mystic Lake Drive. Conditions at Mystic Lake Drive and Hayes Street are considered to be very similar in nature to Maynard Street and Hayes Street. The short block lengths on Hayes Street make it unlikely that speeds or volumes vary significantly from one intersection to the next.

Transportation Advisory Committee Members:

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

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Table 2 - Volume Data (3-Day Average)

	Hayes Street	Maynard Street
Average Daily Two-Way Volume	742	119
AM Peak Hour (Eastbound)	106 (8-9 AM)	4 (11 AM-12 PM)
AM Peak Hour (Westbound)	14 (8-9 AM)	5 (11 AM-12 PM)
PM Peak Hour (Eastbound)	106 (5-6 PM)	9 (6-7 PM)
PM Peak Hour (Westbound)	19 (6-7 PM)	5 (6-7 PM)

Table 3 - Speed Data*

	Hayes Street	Maynard Street
Average Speed	15 mph	10 mph
85th Percentile Speeds	23 mph	15 mph
95th Percentile Speeds	26 mph	20 mph
Percent of Vehicles > 25 mph	7.05%	0.5%

*Totals and percentages are averages of eastbound and westbound directions.

Safety and Crash Data

According to crash reports provided by APD, from 2016-2018 there have been two crashes at Hayes Street and Maynard Street and one crash at Hayes Street and Mystic Lake Drive that can be attributable to failure to yield the right-of-way. The reports indicate that the drivers thought that intersection control had been established with signage although no signs are present. These are official crash reports that have been reported to APD and do not include anecdotal reports of crashes or near misses that the neighborhood has communicated to staff and the TAC.

Review of STOP Signs Request

The primary concern of petitioners was driver confusion regarding right-of-way at the two uncontrolled intersections. According to the Massachusetts General Laws, when two vehicles approach an uncontrolled intersection “at approximately the same instant, the operator of the vehicle on the left shall yield the right-of-way to the vehicle on the right... the foregoing provisions of this section shall not apply when an operator is otherwise directed by a police officer, or by a traffic regulating sign, device or signal...”¹ Drivers currently approaching the two intersections of Hayes Street with Maynard Street Mystic Lake Drive should be yielding the right-of-way to the vehicle on the right if a vehicle is approaching on the right. However, the concern from local residents is that it is not clear to many drivers who has the right-of-way at the subject intersections and vehicle collisions have occurred (reported and unreported) because of this confusion.

¹ MGL Part I, Title XIV, Chapter 89, Section 8

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Town staff and TAC members have reviewed the factors recommended by the Manual on Uniform Traffic Control Devices (MUTCD) to establish intersection control at both intersections. Generally speaking, based on crash data and volume data, neither intersection meets warrants for installing STOP signs. However, the MUTCD makes additional provisions for using STOP signs, noting that they should be used at “an intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law.”² Additionally, STOP signs should be considered at the intersection of two minor streets where the intersection has more than three approaches if “the ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary.”³

Given this review and the experience of users of the roadway, it has been observed that the normal right-of-way rule is not always being observed at these intersections. Further, there is concern that intersection sight distance is not adequate for traffic approaching Hayes Street from either Maynard Street or Mystic Lake Drive. Comparison of the traffic volume data between Hayes Street and Maynard Street shows that Hayes should be considered the “main street” because it has a much higher volume of traffic than Maynard Street. Mystic Lake Drive is also expected to be the lower volume street compared to Hayes Street.

The original request was to install STOP signs on Hayes Street at Maynard Street and Mystic Lake Drive. However, the MUTCD notes that “a YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.”⁴ Therefore, STOP signs are not recommended on Hayes Street. In order to address the need for intersection control at the two intersections of concern, STOP signs should be installed on the Maynard Street and Mystic Lake Drive approaches to Hayes Street.

Review of Other Traffic Concerns

Neighbors attended two TAC meetings and also raised concerns about traffic traveling at high speed on Hayes Street while cutting through the neighborhood between Mystic Valley Parkway and Medford Street. They also expressed concerns about high traffic volumes on Hayes Street during morning and afternoon peak periods. Based on these concerns they asked for consideration of peak period restrictions (no turns or do not enter) on vehicles entering Hayes Street from Mystic Valley Parkway and/or Medford Street.

² MUTCD 2009 Edition, Part 2, Chapter 2B, Section 2B.04, Paragraph 03-A

³ Ibid., Paragraph 04-B

⁴ Ibid., Paragraph 08

Transportation Advisory Committee Members:

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

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High Traffic Speeds on Hayes Street

On May 1, 2017, the statutory speed limit on town-owned roadways was reduced from 30 mph to 25 mph. This affects all town-owned roadways that do not have special speed regulations as approved by the Massachusetts Department of Transportation. Hayes Street, Maynard Street, and Mystic Lake Drive do not have special speed regulations and their speed limits are set at 25 mph.

Speed data collected by the APD shows the 85th percentile speed on Hayes Street is 23 mph (i.e. 85 percent of all vehicles travel at 23 mph or less). Furthermore, only 7 percent of vehicles travel faster than 25 mph. Therefore, due to the low numbers of vehicles traveling above the 25 mph speed limit, TAC member concluded that no serious speeding issue exists on Hayes Street.

The original request suggests that STOP signs could be used to slow traffic traveling on Hayes Street, although a speeding issue has not been established. However, this is an inappropriate use of STOP signs. STOP signs control right-of-way at intersections and MUTCD guidance notes that "YIELD or STOP signs should not be used for speed control."⁵

High Traffic Volumes on Hayes Street

Volume data collected by the APD shows that approximately 106 vehicles travel eastbound on Hayes Street towards Medford Street each morning in the peak hour between 8-9 AM. The highest morning peak hour volume was 156 vehicles on Wednesday October 17, and the lowest was 70 vehicles on Friday October 19. Similarly, about 106 vehicles travel eastbound on Hayes Street during the evening peak hour between 5-6 PM. Westbound traffic volumes traveling on Hayes Street towards Mystic Valley Parkway are considerably less, with fewer than 20 vehicles on average during the morning and evening peak periods.

⁵ Ibid., Paragraph 05

Transportation Advisory Committee Members:

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

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Compared to non-peak periods, the number of vehicles traveling on Hayes during the peak periods can appear high. However, the amount of traffic on Hayes Street is still extremely low compared to many high traffic roadways in the Town. For example, Pleasant Street near Gray Street has over 26,000 vehicles per day based on MassDOT counts from 2010; Broadway has over 10,000 vehicles per day (also 2010 MassDOT traffic counts). The peak hour traffic on Hayes Street is no higher than on many other residential streets in Arlington. There is no clear evidence that this peak period traffic is negatively affecting traffic conditions along Hayes Street compared to other roadways in town. Finally, because Mystic Valley Parkway is owned and maintained by the Department of Conservation and Recreation (DCR), it is not under the Town's power to approve a turn restriction off of this road.

Respectfully submitted,

Howard Muisse, TAC Chair

Transportation Advisory Committee Members:

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

Web site: www.arlingtonma.gov/tac



TRANSPORTATION ADVISORY COMMITTEE

Town of Arlington

Planning and Community Development Department, 730 Mass Ave,

Arlington MA, 02476

c/o Daniel Amstutz

To: Select Board

From: TAC

Subject: Traffic Calming on Thorndike Street at Magnolia Park Entrance

Date: April 8, 2019

At its October 22, 2018 meeting, the Select Board voted to forward to TAC a request for traffic calming on Thorndike Street at the Magnolia Park entrance. The request was made by Bill Palmteer, a resident of Thorndike Street. Dan Amstutz, Senior Transportation Planner with the Planning Department, met with Mr. Palmteer to better understand his concern, which primarily involved making drivers more aware of the Park entrance, especially for drivers who may not use the street regularly. Thorndike Street adjacent to Magnolia Park south of Herbert Road is a dead end street. At the end is a gravel roadway and path leading to Thorndike Park. Thorndike Street is sometimes used by drivers to drop off and pick up people accessing Alewife Station. Also, people using the dog park or the playing field may park on Thorndike Street and use the Thorndike Street entrance to the park.

Based on Mr. Amstutz's site visit and meeting with Mr. Palmteer, the TAC voted to recommend the following:

- The Select Board should establish a no parking area 20 feet either side of the park entrance on the southbound side of Thorndike Street. This would eliminate parked cars blocking driver's view of people exiting the park entrance.
- The Department of Public Works should install playground warning signs on both approaches to the park entrance.

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), Brian Kmetz, Melissa Laube, Jeff Maxtutis, Howard Muise (Chair), Officer Corey Rateau (Police Department), and Scott Smith,

Web site: www.arlingtonma.gov/tac

Conver. Rec.
10/22/18

From: bill palmteer <bill.palmteer@gmail.com>
To: Jim Feeney <JFeeney@town.arlington.ma.us>
Cc: Jon Marshall <JRM Marshall@town.arlington.ma.us>, Marie Krepelka
<MKrepelka@town.arlington.ma.us>, Daniel Amstutz <DAmstutz@town.arlington.ma.us>
Date: 10/15/2018 11:53 PM
Subject: Re: Magnolia Park entrance Thorndike

Hi Jim,

Appreciate yours and everyone's time looking into this situation. I am not sure even with proper placement of a sign would be a deterrent to people who drive fairly fast to the dog park or to drop off people to the T at the end of Thorndike. It certainly would be a start to review and assess the area. A sign(s) places at the corner yellow house and near the end of Thorndike near the gravel road would be a start. Just looking to keep the highly dense kid population safe near the park. If you need anything from me please let me know.

Best
Bill

On Oct 15, 2018, at 12:05 PM, Jim Feeney
<JFeeney@town.arlington.ma.us> wrote:

Good morning Mr. Palmteer,

Select Board Administrator Marie Krepelka shared with me your correspondence below regarding the Thorndike St. side entrance to Magnolia Park. Thank you for your attention to this matter and for taking the time to document your concerns in writing.

I visited the site last week to review your request for a crosswalk. After a cursory evaluation, it seems applying a marked crossing at this location would not be appropriate given that the far side landing would be in such close proximity to the driveway opening. Further, the established criteria require ADA compliant curb ramps when we designate via pavement markings new crossings, which do not presently exist in this location. Although they could be constructed, we ideally aim (in accordance with Nat'l guidelines) to cross pedestrians at intersections, avoiding mid-block locations, so as to enhance, rather than potentially reduce, pedestrian safety.

With all that said, and even though this is not the main/signed entrance to the park, perhaps additional signage could be placed to call motorists' attention to the potential presence of additional child pedestrians. There may or may not be precedent examples at other recreational facilities in Town.

In order to have TAC evaluate the request for additional signage, the Select Board will have to formally refer your request to them at an upcoming meeting. I have copied the Town's Transportation Planner, Daniel Amstutz, here so he is also aware of your request.

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

Sincerely,

Jim

James Feeney
Assistant Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
(781) 316-3010
<Twitter Bird.jpg>@Arlingtonmagov

From: bill palmteer <bill.palmteer@gmail.com>
To: Jon Marshall <JRMarshall@town.arlington.ma.us>
Cc: Marie Krepelka <MKrepelka@town.arlington.ma.us>
Date: Sun, 7 Oct 2018 22:50:10 -0400
Subject: Re: Magnolia Park entrance Thorndike

Hi Jon,
Can you give me another resource to talk to about taking care of this safety concern for the kids....
Thanks
Bill

On Wed, Sep 26, 2018 at 10:16 PM bill palmteer <bill.palmteer@gmail.com> wrote:

Hi Jon and Marie,
Any thoughts on next steps to get a crosswalk or even something more visible?
Thanks
Bill

On Mon, Sep 10, 2018 at 6:48 AM bill palmteer <bill.palmteer@gmail.com> wrote:

Hi Marie,
Anything you need from me please let me know..

Thanks Bill

On Aug 30, 2018, at 9:34 AM, Jon Marshall <JRMarshall@town.arlington.ma.us> wrote:

Bill-

I reached out to the Select Board's office and Marie Krepelka, the Boards Administrator; let me know that these request would start with the Board of Selectmen before moving onto the TAC. I have copied her on this email so that she can review the request and follow up with you on any additional information they may need.

Thank you,

Jon Marshall
Director of Recreation
Town of Arlington
781 316-3880
arlingtonma.gov/recreation

From: bill palmteer <bill.palmteer@gmail.com>
To: Jon Marshall <JRMarshall@town.arlington.ma.us>
Date: Wed, 29 Aug 2018 22:28:16 -0400
Subject: Re: Magnolia Park entrance Thorndike

Hi Jon,
Is this something you can help me with or get in contact with the correct people? A kid almost got hit today...
Thanks
Bill

On Tue, Aug 28, 2018 at 10:33 PM bill palmteer
<bill.palmteer@gmail.com> wrote:

Hi Jon,
I couldn't find any such department.... Perhaps you can help us out and find me a contact? Actually you might be of help as well. Thorndike St. gets quite a bit of outside traffic due to proximity to T and the dog park. A lot of people drive really fast down the road. We need some way to remind the drivers that there is a park there and to look for kids.. Lots of kids cross the street in front of my house to come play with my kids.... I noticed the other entrance to the park has at least white lines indicating a cross walk... This would be a great first step to make unaware drivers there is a park. A flashing light or sign would even be better. I have to imagine in some form you are responsible for park safety and this would go a long way to protect a lot of the kids that unfortunately do not look very well before they cross the street...
Thanks
Bill

On Tue, Aug 21, 2018 at 3:10 PM Jon Marshall
<JRMarshall@town.arlington.ma.us> wrote:

Bill-

I think the Transportation Advisory Committee would review all requests for road/signage in the road.

Jon Marshall
Director of Recreation
Town of Arlington
781 316-3880
arlingtonma.gov/recreation

From: bill palmteer <bill.palmteer@gmail.com>
To: JRMarshall@town.arlington.ma.us
Date: Sun, 19 Aug 2018 18:09:43 -0400
Subject: Magnolia Park entrance Thorndike

Hi John,
Hope all is well. BTW love the new paint on the
pumping station!!

Who could I talk to in the town about getting
something done on Thorndike st to alert drivers
theirs a park and should slow down? Perhaps cross
walk in street like is done on the other
entrance?

Thanks Bill



Town of Arlington, Massachusetts

Arlington Commission for Arts and Culture Annual Report 2018

Summary:

Adria Arch, Stephanie Marlin-Curiel, ACAC Co-Chairs

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	2018_ACAC_Final_Annual_Report_1.9.2019.pdf	2018 Annual Report

THE ARLINGTON COMMISSION FOR ARTS & CULTURE (ACAC) 2018 ANNUAL REPORT

Mission

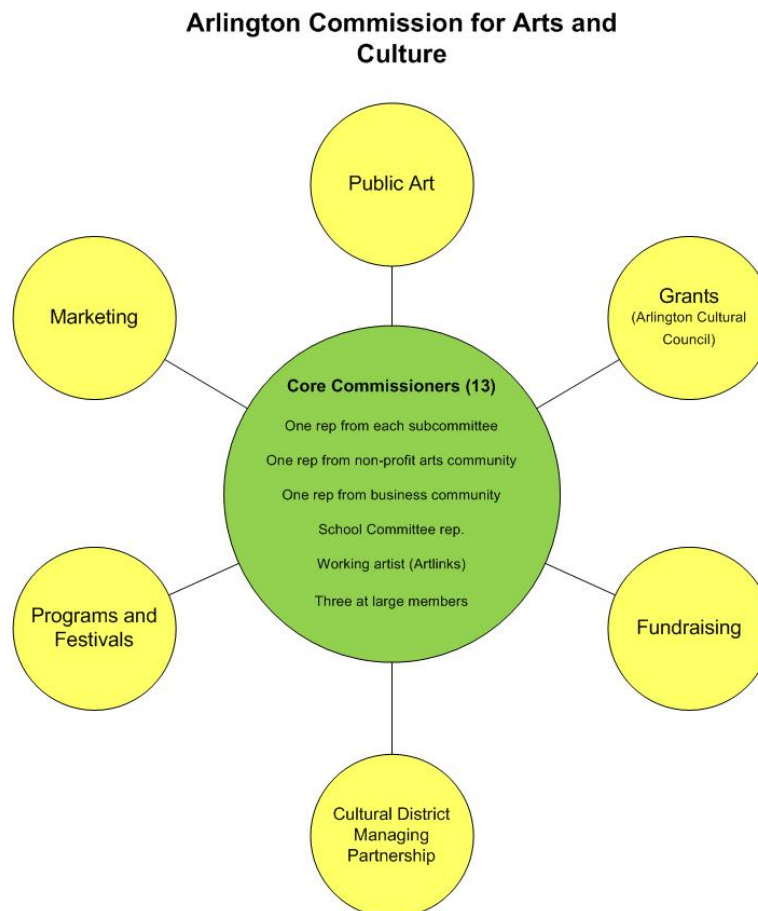
The mission of the new Arlington Commission for Arts and Culture (ACAC) is to promote and develop programs that integrate arts and culture into daily life, expand creative opportunities, and foster a vibrant, sustainable arts scene to engage a diverse range of artists, residents, businesses and visitors.

Overview of the newly expanded Arlington Commission for Arts and Culture

This has been a significant transitional year for the Arlington Commission for Arts and Culture (formerly, Arlington Commission on Arts and Culture).

In accordance with the Arts and Culture Action Plan, completed in August 2017, ACAC worked with Town Counsel to create a new bylaw, passed by Town Meeting in May of 2018, that positions ACAC as an umbrella organization including: the Arlington Cultural Council (ACC), Arlington Public Art (APA), and the Cultural District Managing Partnership (CDMP) as well as representation from other important stakeholders including non-profit arts organizations, the business community, and working artists. The new ACAC follows the organizational structure recommended in the 2017 Arts and Culture Action Plan.

There is a Core Committee and five Action Committees: Programs and Festivals, Grants and Fundraising (separated into two committees), Public Art, and Marketing and Evaluation. The Cultural District Managing Partnership is a “more substantial sub-committee” with a formal organizational structure. (See diagram below and Cultural District section.)



While the bylaw was being reviewed by the State Attorney General's office, applications to join the new ACAC poured in! ACAC is excited to welcome many new members to the Commission and to our Action Committees. The expanded Commission launched in September of 2018. The following is the roster as of December 2018:

Core Committee Commissioners

Adria Arch (Co-Chair, Public Art Action Committee Chair)
Stephanie Marlin-Curiel (Co-Chair)
Janet Oberto (Secretary and Marketing Action Committee Chair)
Stephen Poltorzycki (Treasurer)
Cristin Bagnall (At Large member)
Ali Carter (Planning Department Liaison – non-voting)
Tom Davison (Programs and Festivals Action Committee Chair)
Kimberley Harding (Grants Action Committee/Arlington Cultural Council Chair)
Stewart Ikeda (School Committee Appointee)
Lydia Kenig Scher (Working Artist community – ArtLinks representative)
Beth Locke (Chamber of Commerce/Business Community Representative)
Andrea Nicolay (Cultural District Managing Partnership Chair)
Aneleise Ruggles (Fundraising Action Committee Chair)
Linda Shoemaker (Non-profit arts organization representative)

Action Committees

Public Art (Arlington Public Art):

Adria Arch (Chair)
Stephanie Marlin-Curiel
Cecily Miller
Lorri Berenberg
Janet Oberto
Purvi Patwari
Marie Peters
Dava Silva
Sean Snyder

Grants Committee (Arlington Cultural Council)

Kimberley Harding Co-Chair
Lisbet Taylor, Co-Chair
Dave Harris
Becky Holmes-Farley
Jeff Timperi

Fundraising Committee

Aneliese Ruggles (Chair)
Barbara Costa
Cathy Garnett
Tiffany Pounds Williams

Marketing Committee

Janet Oberto (Chair)
Stewart Ikeda
Beth Locke (CDMP)
Amy Mongeau (Webmaster)
Stephen Poltorzycki
Jan Whitted (CDMP)

Programs and Festivals Committee

Tom Davison (Chair)
Linda Shoemaker
Cristin Bagnall
Lydia Kenig-Scher

Cultural District Core Managing Partners

Andrea Nicolay (Chair, Director of Libraries, Town Representative)
Adria Arch and Stephanie Marlin-Curiel (Co-Chairs, ACAC)
Beth Locke (Chamber of Commerce Business)
Jenny Raitt (Director of Planning and Community Development)
Linda Shoemaker (Arlington Center for the Arts)
Jan Whitted (Capitol Square Business Association)

Cultural District Partners At-Large

Mike Buglio (Arlington Center Merchants Association)
Alberto Guzman (Arlington International Film Festival)
Pamela Meister (Arlington Historical Society)
Charlotte Pierce (St. John's Coffeehouse)
Aimee Taberner (Cyrus E. Dallin Museum)
Elizabeth Taylor (Arlington Cultural Council)
Judy Weinberg (Arlington Friends of the Drama)

The Commission's Core Committee meets monthly, on the first Thursday of the month, usually at Town Hall. All meetings are open to the public. The Commission's four action committees have unlimited volunteer opportunities open to the public without formal appointment. People are welcome to contact us to get involved via our website, artsarlington.org. Action committees also meet monthly in between core committee meetings.

Website and Branding

ACAC's crowning achievement this year was the creation of a comprehensive Arts and Culture website, artsarlington.org. The website covers: news and announcements, the cultural district, public art, grants and resources, a comprehensive listing of Arlington's arts and culture assets, an interactive map, and the highly anticipated cultural calendar powered by Arts Boston. ACAC contracted with Nilou Moochala of NYM to design and develop the website and design logos for the website, for ACAC, and for the Arlington Cultural District. See below.



Screenshot of ArtsArlington homepage



For the calendar, ACAC chose to contract with Arts Boston to provide the platform. Linking with Arts Boston ensured that listings were vetted by Arts Boston staff and that users would be incentivized to post on the calendar as their postings would appear both on our website that filters Arlington events, and on the Arts Boston website, which has a broader audience.

The Arts Arlington website went live on September 8th with a formal launch on Town Day, September 15th.

ACAC hired a webmaster, Amy Mongeau, to maintain and update the website, push content through social media channels, as well as send out a monthly newsletter, the first of which was sent in November.

The following are highlights from a report on user data collected between September 8 and December 6.

Since launch (Sept 8-Dec 6):

- 1,203 users
- 83% of all users are new, 16.6% are returning
- 2,056 sessions (defined as: the instance that a user visits the site and interacts with it in any capacity)
- 3.97 average page views per session (how many pages are viewed per site visit)
- Returning users view on average 5 pages per session
- Returning users stay on the site on average 2 minutes longer than those who are new

Demographics:

- 73.5% female
- 25% of users are between the ages of 55-64
- 20% between 45-54
- 19% between 35-44
- 17% 65+
- 15% between 25-34
- 3% between 18-24

Users are predominantly from MA, but include users access the site from all of New England and throughout the East Coast.

- 78% of users are from Arlington
- 13% from Boston
- 8% from Burlington
- 4.5% from Cambridge
- 3.6% from Lexington
- 50% of users access site from desktop computer, 43% on mobile phones, 7% on tablets
- 60% of users came to the site directly by typing in artsarlington.org
- 30% of users came via social media
- 6% of users came via organic search
- 4% of users came from a website referral (another site linking to ours)

Days with email blasts or social posts linking back to the site see a significant spike in traffic - currently an average day is 20-30 users, average day with email/social post is 70-80 users.

- 51 people have subscribed to the newsletter via the website
- 663 total unique people on mailing list
- Facebook followers: 407
- Instagram followers: 131



Cultural District Managing Partnership (CDMP)

The CDMP devoted the first half of the year to formalizing their structure. The structure consists of a core executive committee and standing task groups, of which the marketing and impact analysis committees are currently active. An ad hoc subcommittee, “Committee to Fill the Gap”, has formed to focus on activating the area between the East and the Center in order to create a more cohesive district. Since the formal adoption of the newly expanded ACAC, the CDMP marketing committee is being integrated with the ACAC marketing committee. The broader managing partnership consists of businesses and organizations within or affiliated with the District. The executive committee meets monthly while the full managing partnership meets quarterly.

Arlington Cultural District Core Managing Partners

Andrea Nicolay (Chair, Director of Libraries)
Stephanie Marlin-Curiel and Adria Arch (Co-Chairs, ACAC)
Beth Locke (Chamber of Commerce)
Jenny Raitt (Director of Planning and Community Development)
Linda Shoemaker (Arlington Center for the Arts)
Jan Whitted (Capitol Square Business Association)

Managing Partners At-Large

Mike Buglio (Arlington Center Merchants Association)
Alberto Guzman (Arlington International Film Festival)
Pamela Meister (Arlington Historical Society)
Charlotte Pierce (St. John’s Coffeehouse)
Aimee Taberner (Cyrus E. Dallin Museum)
Elizabeth Taylor (Arlington Cultural Council)
Judy Weinberg (Arlington Friends of the Drama)

Using funds supplied from a 2018 MCC \$5,000 grant, the CDMP worked with Nilou Mochala of NYM design to develop a Cultural District logo, and the Cultural District and interactive map pages of the artsarlington.org website. Other marketing materials created using these funds included Arlington Cultural District information cards and decals for Arlington’s storefront businesses in the district and large street decals to be applied during festivals and special events.

The “Committee to Fill the Gap” issued an open *Call for Ideas* over the summer and collected 87 ideas. The planning department has catalogued the ideas in accordance with the Arts and Culture Action Plan goals and will be distributing them to the committees assigned to those goals for evaluation and possible implementation.

The CDMP’s Impact and Analysis Committee has met to gather data gathering measures including: bikeway counts, Arlington Friends of the Drama tickets, Coffeehouse attendance, Library visitors, Regent Theater attendance, Capitol Theater attendance, Dallin Museum visitors and Russell House visitors. The planning department has submitted a technical assistance application to the Metropolitan Area Planning Counsel to help to develop tools for impact analysis.

In December the CDMP received word that (for the second year) they were successful in being awarded an MCC \$5,000 Grant to cultural districts for work to be completed between January and June 2019. The 2019 grant will cover marketing and programming within the District.



Public Art Committee (Arlington Public Art)

The Public Art Committee, originally established as Arlington Public Art in 2010, now has a significant history in Arlington. Celebrated installations include the Boys and Girls Club mural, painted transformer boxes, outdoor art exhibitions in our public parks, and the annual *Chairful Where You Sit* exhibition/fundraiser. Since the Mass Ave East Arlington redesign was completed, Arlington Public Art has been working with professional Public Art Curator Cecily Miller on community engagement and to produce works of public art that reflect the values of our local community. Cecily also coordinates with planning department projects as the landscape of our Town changes, with attention to the Massachusetts Cultural Council (August 2017) designation of East Arlington to Arlington Center as a Cultural District. Cecily created and implemented *Pathways*, a project specifically designed to showcase the bike path and Spy Pond as a cultural resources while activating the Bikeway as a cultural connector between East Arlington and Arlington Center to fill in this “Gap” in our Cultural District. As a professional consultant, Cecily Miller implements a range of projects aimed at producing high-quality, commissioned public art for Arlington, partnering with local and outside-Arlington artists. The projects specifically focus on community engagement to meet our mission.

Community engagement projects this year included:

3rd Annual Fox Festival Parade

Animal mask making workshops were held at the Thompson School and the Fox Library and in Arlington Center during *Porchfest*. Many families from the community participated, with their creations, in the parade that was held as part of the *Feast of the East Festival* and led by the Second Line Social Aid and Pleasure Society Brass Band. The parade is largely funded by the Friends of the Fox Library.



Feast of the East Festival Parade

Bikeway Haiku

Part of the “Pathways” project on the Minuteman Bikeway, the Bikeway Haiku project engaged over 400 people across 3 towns and was created as part of the Tri-Town 25th anniversary celebration of the Minuteman bikeway. Arlington Poet Laureate, Cathie DesJardins and Arlington poet Jessie Brown conducted haiku workshops in connection with the project. A panel of three poets selected 75 haiku, from many entries, to stretch 10 miles along the Minuteman bikeway. (Weather conditions prevented all the haiku from being installed; a complete reinstallation is planned for spring.)

A Bikeway Haiku celebration took place on Sept 29th in partnership with Cambridge Typewriter – kids and adults sat at tables in Uncle Sam Plaza to write additional Haiku which were then read aloud, with haiku from the project, by the authors through a mic in the plaza. The celebration included a mobile harp concert by renowned jazz harpist and Arlington resident Deborah Hanson Conant who was pulled along, by a bike, on the bike path. *Artlinks* created flowers from metal cans that were sold as a fundraiser.



Installing haiku on the bike path



Creating Haiku on vintage typewriter

Pathways

Two other installations completed the Pathways exhibition this past fall. Both celebrate the abundant bird life in the area and are inspired by the critical food and habitat the green spaces along the Bikeway provide for neighborhood wildlife.

Colony by Christopher Frost is a playful sculpture composed of miniature architectural structures wrapping around and climbing the trunk of a mature maple tree near Spy Pond Park. From the perch overlooking the pond, playing fields and Bikeway, invisible inhabitants watch the world go by.

Extraordinary Ordinary Birds is a set of art cards that pay tribute to neighborhood birds with painted portraits by Resa Blatman and text compiled by Ellen Reed. Gorgeous images and pithy facts are meant to get people started bird watching along the Bikeway and engage in stewardship activities in their own back yard. The project launched with 4 cards, four more will be printed in the Spring.



Colony by Christopher Frost



Chickadee by Resa Blatman

Bus Rapid Transit (BRT) Project

Public Art Curator Cecily Miller worked with Ali Carter of the Arlington Department of Planning and Community Development to get permissions from the MBTA to install art in five bus shelters along Mass Ave for six weeks to promote the BRT project, with two additional murals. Cecily authored and Arlington was awarded a \$37,000 grant from the Barr Foundation to complete these projects. Five bus shelters were decorated with public art, with two by Arlington artists Eileen De Rosas and Johnny Lapham. Two were by Somerville artists, James Weinberg and Imagine, and the final was by the Boston artist team, Mike Moss and Claudia Raveschiere. James Weinberg was commissioned to create a beautiful fox mural on the wall of Za's Pizza and Salad. The Fox Library is adorned with wheat paste murals of animals by Eileen De Rosas. Information for each project is detailed on our website at artsarlington.org/publicart and was included in press releases for the Barr Foundation's BRT project launch.



Detail of bus shelter installation by James Weinberg



James Weinberg finishing installing his work on the bus shelter



Za Restaurant mural, East Arlington by James Weinberg

Additional Projects, Public Art Committee:

Youth Banner Project

The Arlington Public Art Youth Banner Initiative is aimed at young people in grades 6 through 12, with the equivalent homeschool level, to promote and encourage development in the visual arts and to provide an opportunity for youth to participate in temporary public art projects in Arlington. Funding is provided by the Gracie James Foundation in memory of their daughter, Gracie James, an Arlington High School student. Now in its third year, the *Youth Banner Initiative* invites teens to submit designs relating to a specific theme to be digitally reproduced on vinyl banners. Each year, between 20 and 30 designs are chosen to be placed on light poles along Mass Ave. in Arlington Center. This year 90 students submitted designs with 20 designs selected.



Arlington Youth Banner Project

***Chairful Where You Sit* Fundraiser and Exhibition**

This year the much-loved annual *Chairful Where You Sit* fundraising exhibition took place in conjunction with the *Feast of the East*. Local artists and creative neighbors transform ordinary chairs - often "orphan" chairs found in the trash - into works of art. Artists use imagination and diverse materials including paint, collage, fabric, live plants, leather, string, hockey sticks, toys, and more to astonish and delight. Chairs have been whimsical, serious, stunning, sporty, political, and more. All chairs are made available for purchase by the public for a donation of \$100, with the proceeds dedicated to support APA's programs. This year, *Chairful* raised approximately \$2,000.



Visitors viewing Chairful Where You Sit



Chairful Where You Sit

Public Art Fundraising Summary for calendar year 2018

Source	Income	Project
National Parks Service Grant	\$2000	Pathways
Arlington Cultural Council Grant	\$1000	Pathways
Friends of the Fox	\$1500	Fox Festival
Local Businesses	\$600	Fox Festival
Chairful Where You Sit	\$2,000	Pathways
Individual Contribution	\$500	Pathways
Aeronaut Brewery	\$500	Pathways/Bikeway Haiku
Local business, Architecture Firm	\$250	Pathways/Bikeway Haiku
Bike Committee Lexington	\$450	Pathways/Bikeway Haiku
Bike Committee Bedford	\$500	Pathways/Bikeway Haiku
Bike Committee Arlington	\$500	Pathways/Bikeway Haiku
Artist/Craftsman Paint Donation	\$500	Pathways/Bikeway Haiku
House Party	\$2,761	Pathways
Family Foundation	\$1,000	Pathways
Massachusetts Cultural Council Grant	\$2,500	Pathways
Barr Foundation Grant	\$37,000	BRT Project
TOTAL:	\$53,561	

Fundraising Committee

The newly formed fundraising committee is currently conducting research on revenue streams that support the arts in other towns. Under discussion is the possibility of adding a checkmark to the water bill for “beautification” that would support multiple projects. This has proved to be a long process that will require additional support and input from the town to inform what fundraising other committees may have for the remainder of this year and information about their general income mechanisms and fundraising efforts.

Grants Committee (Arlington Cultural Council)

In July 2018, Arlington Cultural Council (ACC) formally combined with other major arts and cultural organizations in Arlington to be folded under the Arlington Commission for Arts and Culture (ACAC) umbrella. Although still identified by the state as ACC, it is now locally known as the Grants Committee (GC) of ACAC.

A local council of the Massachusetts Cultural Council (MCC), a state agency, ACC consists of volunteers appointed by the Arlington Board of Selectmen for three-year terms. Council members, who may serve for a maximum of two consecutive terms, are charged with the responsibility of supporting and encouraging the arts, humanities, and interpretive sciences in Arlington, primarily through the annual distribution of state allocated funds to applicants through a competitive grant process. Though much of the committee's business is related to grant cycle activities, occurring September through December, the GC is active year-round and generally meets on the second Monday of each month. All meetings are announced in advance on the Town website and are open to the public.

During 2018, meetings took place at the Town Hall Annex, First Floor Conference Room. In this, the second year of MCC's fully electronic application system, the GC participated in their new Supplemental Grant Pilot Program in which funds are transferred upfront to grantees, once the awards are announced and paperwork is returned. This is a change from the reimbursement model in which grantees must expend their own funds and submit receipts in order to receive grant money. The GC was one of 19 Local Cultural Councils to participate. MCC's goal is to eventually conduct the program statewide. The change makes the process easier for grantees, Councils and municipal personnel. One new member has joined the GC – Heidi Kendig, a ceramic artist/teacher, who works at Harvard University as a grants/finance manager in research administration. She is a welcome addition to the Council and was inducted with time to participate in the 2019 grant cycle.

On April 23, the GC honored its 2018 Grant Recipients at “A Celebration of Arts and Culture” in Arlington's Robbins Library Community Room. 45 guests attended. Representative Sean Garballey's office provided handsome, official State of Massachusetts Commendations that were received with enthusiasm by the grantees. Entertainment provided by members of the Arlington High School Jazz Band (Sam Harris - Electric Guitar, Evan Barker - Electric Bass, and Julian Carpenter – Melodica) was greatly enjoyed. Town businesses graced us again with donated refreshments. We thank: Menotomy Grill and Tavern, FoodLink, Not Your Average Joe's, Anthony's East Side Deli and Trader Joe's, with sponsorship by 13 Forest Gallery (Edible Arrangements). Each was acknowledged with signs and an announcement from the podium. Special thanks also go to Council member Asia Kepka, who outdid herself decorating the space, bringing Spring indoors for a magically festive atmosphere and to Andrea Nicolay, Director of Libraries, for providing the space.

On September 14, 2018, the GC participated in Arlington's annual Town Day celebration. This year, in celebration of the inauguration of newly structured Arlington Commission for Arts and Culture (ACAC), the GC shared a tent with ACAC and Arlington Public Art (APA). Each provided literature and information about upcoming arts events in Town, and Council members distributed postcards with links to current grant applications and guidelines. The new artsarlington.org website includes information about Arlington Cultural Council under “Grants and Resources.”

Grant Cycle (2017-2018)

On September 17, 2017 GC offered a free Application Information Session for those planning to apply for funds. Members offered attendees advice on their proposal ideas, stressing that evidence of thoughtful planning and preparation for projects and their budgets, including letters of agreement with venues, earned higher points in the selection process.

By October 16, GC's FY 2018 deadline, because the 15th fell on a weekend, a total of 30 grant applications from schools, individual artists, and cultural groups were submitted to GC. Requests for funds totaled \$31,977. \$12,300 was the allocation from MCC, and a total of \$15,062 was awarded. Following the application deadline, applicants were invited to two optional public presentation sessions October 29 and November 1 at Town Hall that provided an opportunity for them to elaborate on their projects and answer clarifying questions from Council members.

On December 20, 2017, the GC held a proposal deliberation meeting in which the total allocation of \$15,062 was awarded to 19 grantees, with one subsequently being withdrawn, due to a change from the contracted project. Applicants not receiving funds were notified by December 22, and those receiving funds were notified on January 7, 2018, after MCC's minimum 15-day wait period for legitimate contesting.

Plans for 2019 include the annual "Celebration of Arts and Culture" in the Spring, Town Day booth in September, and the annual Grant Cycle, with 2020 grant applications due by Tuesday, October 15, 2019.

The integration of the Arlington Cultural Council into ACAC initially raised questions around potential conflict of interest and jurisdiction issues that were efficiently resolved between the Mass Cultural Council, Town Council, and the Department of Planning and Community Development this year. In question was whether entities of the ACAC would be allowed to apply for funds if the ACC were within the umbrella of ACAC operating as its Grants Committee. Questions included: whether any larger strategic conversations taking place in the ACAC meetings in which ACC were represented could influence the priorities set by the ACC and whether any additional funds allocated to the ACC by ACAC would be subject to the same rules and same grants timeline as ACC's funds from the MCC. These issues were resolved in accordance with MCC and ACAC bylaws.

2018 Grant Recipients – Grantee Project Awards (Total - \$15,062)

- Arlington Center for the Arts *Artist Survival Series* (\$50)
- Arlington Center for the Arts *I'm New Here Migration* (\$800)
- Arlington Cultural Council *Art in Windows Initiative* (\$793)
- Arlington Jazz *Workshop and Jam Session* (\$1,500)
- Arlington Public Art *Pathways: Art on Minuteman Bikeway* (\$1,000)
- Claudia Donnet *Middle Eastern Dance* (\$600)
- Courtney Sundell *Public Art at Magnolia Park* (\$500)
- Cyrus Dallin Art *Museum Restoration and Unveiling* (\$1,000)
- Delvena Theatre *Isabella* (\$400)
- Emily Calvin-Bottis *Talking Chair* (\$774)
- [Family Folk Chorale *WITHDRAWN* \$750]
- Gail McCormick *Our Changing Town* (\$800)
- Marion Carroll *Music to Cure MS* (\$500)
- Paul Marotta Arlington *Seniors Story Wall* (\$1,500)
- Philharmonic Society *Almost-Spring Concert* (\$1,000)
- Robbins Library Arlington *Author Salon* (\$900)
- Thompson School PTO *Art of Ancient Greece and Rome* (\$595)
- Tommy Rull *A Musical Journey Through the Years* (\$150)
- True Story Inc. *The Listening Project* (\$1,000)

Project Descriptions

Andrea Nicolay: Arlington Author Salon

Organized by a group of community, literary Arlington residents and employees, the *Arlington Author Salon* hosts free quarterly literary events on Thursday evenings at Kickstand Café. Each Salon features three different local authors, from Arlington and surrounding towns, around a specific, changing theme. The authors read and discuss their work and conduct discussion with the audience. Local bookseller *The Book Rack* provides copies of the authors' books for sale. Presentations include the innovative use of props: slides, music, dance, etc. resulting in an experiential evening. Works presented include: fiction, non-fiction, poetry and journalism.

Pam Shanley, Arlington Center for the Arts (2 grants): *Artist Survival Series* and *I'm New Here: Perspectives on Migration*

Artist Survival Series: Arlington Center for the Arts serves as a community of emerging and established artists for both Arlington and surrounding towns. The just completed *Artist Survival Series* provided a vital service to the artistic community by empowering artists to successfully market, show and sell their artwork. Three workshops in the *Artist Survival Series* addressed the areas of professional development: creating artist websites, promoting artwork on social media, and photographing artwork for sales and marketing. Each of these three topics were deemed to be of high value to artists seeking to grow their audiences and approach galleries for representation.

I'm New Here: Perspectives on Migration: The Arlington Center for the Arts moved to their new home at 27 Maple Street while concurrently opening their inaugural season of programming. The opening exhibit, *I'm New Here: Perspectives on Migration* and its accompanying programming marked the beginning of a new, dynamic arts space in Arlington. The exhibition was a juried show with an inspiring venue for dialogue for learning about the issues of migration as they apply to our community and in the world at large and a platform for the stories of people who have migrated voluntarily or not, for social, political and economic reasons, as well as those who have helped them resettle. Included also was attention to artwork inspired by different types of migration, climate change and the natural world, and the intricacies of small migrations in our daily lives.

Arlington Cultural Council (ACC)

This year for the first time, the ACC initiated its own project, a pilot *Arts in Windows Initiative* to test the waters for enlivening vacant storefronts with art installations. Running from April through December at Music Studios of Arlington Center at 399 Mass. Ave., 6 artists displayed their work for approximately six weeks each. After testing feasibility an *Art in Windows Initiative* can be expanded to enliven empty storefronts, as well as windows of existing businesses, to assist with the creation of visually enticing window displays that will enhance engagement and commerce. This program highlights Arlington's legacy and enhances our current, rapidly expanding reputation as a community that values the creative arts. The pilot project is being run in collaboration with the newly reconfigured Arlington Commission for Arts and Culture.

Arlington Jazz Workshop and Jam Session at Arlington Jazz Festival by Dan Fox

In its seventh year, the Arlington Jazz Festival, an immersive community event, took place from April 26th – 29th at venues throughout town. It is now in the first year as a non-profit organization.

Offering seven events over four days with many free to the public, the ACC grant enabled low prices to the ticketed events to encourage increased participation from Arlington residents and participants from surrounding communities. Two events were funded through this grant: the Saturday night performance at *Artlounge Arlington* by Boston area musicians, followed by an open jam session with open participation; and a masterclass led by festival headliner and international jazz star John Patitucci at Town Hall held before the final performance. The Festival is inclusive and diverse, offering performance opportunities to local teens, Arlington-based amateur and professional musicians and Boston area musicians.

Cecily Miller, Arlington Public Art, *Pathways: Art on the Minuteman Bikeway*

Arlington Public Art and the Arlington Commission for Arts and Culture are collaborate to bring art to a section of the Minuteman Bikeway that runs through a largely residential area of the Town's newly designated Cultural District. Entitled *Pathways*, this initiative is designed to strengthen the identity and vibrancy of the Cultural District by connecting East Arlington and the Center with a bike and pedestrian friendly route that is enhanced by changing, temporary public art. The project builds on its 2017 success and establishes an ongoing venue for the public to experience outdoor exhibitions while enabling artists to develop place-based work. *Pathways* installations are inspired by the character of the surrounding neighborhoods, woodlands, Spy Pond and the Bikeway itself. Two new works were commissioned.

Claudia Donnet (aka Seyyide Sultan): *Middle Eastern Dance Theatrical Performance*

In the Fall, the Sarab-Mirage Dance Company, under the direction of Seyyide Sultan, presented a Middle Eastern dance performance. Performers included 6 -10 dancers with Seyyide as principal, and additional professional guest dancers. This was an original program created by Seyyide. The dances introduced different traditions and includes props and other elements for visual interest. The first stage of the work funded was concept development, choreography, and dancer recruitment. The second stage was the rehearsal period.

Courtney Sundell: *Public Art at Magnolia Park*

The goal of this project was to paint the three utility structures on "Apple Hill" near the Thorndike Street entrance of Magnolia Park in East Arlington. The Park has recently undergone extensive renovation, which has created renewed enthusiasm for it within the neighborhood. The transformation of the utility boxes by public art welcome visitors to step into a world of joy and imagination as they enter the Park. Through community involvement and fundraising, the project promotes public art within this neighborhood and foster a sense of pride and ownership in the Park's upkeep.

Cyrus Dallin Art Museum: *Restoration and Unveiling of Cyrus Dallin Bust and Painting*

The Dallin Museum restored and will unveiled two recently acquired artworks by Cyrus Dallin: a circa 1930's oil on canvas painting of the artist's backyard and a 1927 plaster portrait bust of Charles Lindbergh. The painting was cleaned, varnished, and lined on a panel by Peter Williams, a Boston art conservator with over 30 years of experience. Renowned sculptor and conservator Robert Shure of Skylight Studios in Woburn restored the bust. This process included the removal of modern paint, cleaning and filling areas of loss. Bob, with previous experience restoring sculptures for the Dallin Museum, offered most of his services in-kind for this project. The

restoration of these two artworks culminated in a public unveiling program at the Dallin Museum in June. The speakers engaged discussed the historical significance of these works.

Delvena Theatre Company: *Isabella* at the Robbins Library

On November 8, the audience was asked to step back in time to meet Isabella Stewart Gardner, the famed founder of Boston's own Gardner Museum. They learned about her life, charm, friends and acquaintances, travels, stylish taste and unconventional behavior. This dramatic performance featured two actresses in an informative, entertaining presentation. After the performance, the cast led a discussion about Isabella.

Emily Calvin-Bottis: *Talking Chair* at the Robbins Library

A Library visitor sees a welcoming armchair. She sits and hears: "I'm Cathie Desjardins, Arlington's Poet Laureate, reading "Spring" by second grader, Sam Liu." The pleasantly surprised visitor listened to a short poem. She stands, reconsiders, and sits again to hear a different Arlington resident recite another poem. The *Talking Chair*, an interactive digital experience, debuted at Robbins Library on April 5th for National Poetry Month and continued for the month. It featured poems solicited from 20 residents through a broad call for entries led by Arlington's Poet Laureate who made the selections. The poems were recorded by Arlington residents and printed for accessibility. The chair's interactive technology allowed the Library to repurpose the chair upon conclusion of the project with future uses envisioned as sharing local history or a children's theme.

Gail McCormick: *Our Changing Town*

Arlington's economy is stable, but there has been a surprising number of business closings resulting in empty storefronts reflecting the experience of other towns across the U.S. New fees that encourage building owners to find renters may have helped fill some vacancies, but do the new businesses add needed elements that create a unique, vibrant and thriving downtown? This project examines the specific causes of our small business closings, asks what residents really want in a local shopping district, and reflects on the best ways to support that vision. This project consisted of three elements: an exhibit of Arlington street scenes created by local artist Gail McCormick from 2012 - 2016 that show the changes town business districts have recently undergone; an exhibit of thought provoking possible future streetscapes, and an interactive 'whiteboard' engaging people in imagining the future. The exhibition was installed Arlington Town Hall's second floor gallery from March 20th - April 28th.

Marion Carroll: *Music to Cure MS*

On October 28, a concert of opera, songs and chamber music will support the *Accelerated Cure Project for Multiple Sclerosis*, a nonprofit, founded by Arlington resident Art Mellor, dedicated to curing MS by determining its causes. Featured works included an opera scene and a piano solo by two local composers at the Park Street Congregational Church.

Photographer Paul Marotta: *Arlington Seniors Story Wall*

The Arlington Seniors Story Wall, photo exhibition, captured personal and life stories of Arlington's oldest residents in conjunction with the perspective of Arlington's youngest and newest families. It is a series of four 10-foot long, continuous paper prints with sequential images of the subjects and embedded short text story breaks. The exhibit remained for two months, with

an opening reception on October 22, hosted by Town Manager Adam Chapdelaine and photographer Paul Marotta. The work revealed untold stories of Arlington seniors in an arresting and immersive manner, shot on state-of-the-art Nikon and Leica equipment, stylized for the inherent character embedded in the subjects' visual features. The photo shoots took place on the visual, striking stone front steps of Town Hall.

Philharmonic Society: *Almost-Spring Concert Through the Glass Ceiling: Six Centuries of Choral Music from Female Composers*

On March 11, the Arlington-Belmont Chorale presented *Through the Glass Ceiling: Six Centuries of Choral Music from Female Composers*. The program was dedicated to women composers from the 1500's to the present day with all centuries represented. Composers included: Maddalena Casulana, Vittoria Aleotti, Isabella Leonarda, Mary Hudson, Fanny Mendelssohn Hensel, Amy Beach, Mabel Daniels and Gwyneth Walker. The 19th, 20th and 21st century composers represented New England composers Beach, Daniels and Walker and was the world premiere of a new work by local composer Adria Stolk, faculty at Boston Conservatory, who studied composition at Berklee College of Music with John Bavicchi, celebrated composer, teacher and founding conductor of the Arlington-Belmont Chorale.

Meghan Ostrander, Thompson School PTO: *Art of Ancient Greece and Rome Educational Excursion*

In January the Thompson School took the 4th grade class to the Museum of Fine Arts to explore the Art of Ancient Greece and Rome. The tour immersed them in the life and lore of a crucial era of human civilization and complimented the Massachusetts Curriculum Frameworks HSS 7.24-7.43, Foreign Languages Cultural Strand. Class members went hands-on to create their own clay busts of portraits, gods and goddesses or mythical heroes, as inspired by the works of art in the Museum. This activity enhanced their knowledge of the creative process of using clay and made history relevant and tactile.

Tommy Rull: *A Musical Journey Through the Years*

On March 29 Mr. Rull took his delighted audience on *A Musical Journey Through the Years* consisting of a wide variety of cultural styles of music and vocal performance. He sang songs from well-known great artists, such as Frank Sinatra, Barry Manilow, Louis Armstrong, Neil Diamond, Elvis, Ray Charles, Harry Belafonte, Kenny Rogers, Lou Rawls and Sir Paul McCartney.

True Story Inc. *The Listening Project- Storytelling Theatre for Civic Dialogue*

The Listening Project demonstrated to town leaders how the arts - in particular, interactive storytelling theatre, can be a powerful tool for civic dialogue. It will modelled the power of the arts using Playback Theatre to explore two timely town issues, first - how to develop Arlington's new Cultural District and second - safety and respect for people with LGBTQ identities (and the development of the new Arlington Pride Commission). This grant enabled True Story Theater to hold two events on each of the topics and to partner with community groups to increase public engagement and understanding. They subsequently applied to the National Endowment for the Arts "Our Town" program for a similar Listening Project, to work over two years with 8 town partner groups. This Cultural Council grant laid key groundwork for the larger project.

Programs and Festivals Committee

The Programs and Festivals Committee began meeting in October. Their first task was to coordinate with The Cultural District Managing Partnership on their grant application to the MCC that supports programming in the District. They continue to plan including speaking to organizers of *Feast of the East*, *Porchfest* and other existing festivals to find out how the committee can enhance their events, and to launch the street performance program created by Select Board member Joe Curro and approved by the Select Board in June 2014.

Marketing Committee

Marketing efforts focused intensively on the website this fall with publicity and the launch announcement at Town Day. The ACAC booth included a rented, large monitor to display the website that engaged and allowed for staff interaction with booth visitors. Promotional postcards inviting event submissions for publication and overall website promotion were distributed at the ACAC booth and other cultural booths participating at Town Day.

The Committee is currently developing a comprehensive marketing plan, while working within a transitional plan for immediate actions including: website promotion, e-mail list building, baseline metrics and ongoing measurement for digital communications, ACAC activities using social media and marketing materials, development of a content creation plan for website and press, creation of synergies with our schools and partner organizations. The Committee also prioritizes ensuring that stakeholders are well-informed on ACAC activities and commission evolution, supporting the APA and the Cultural District Committee and partnering closely with ACAC committees.

Marketing activities included a news stories for the website, press releases and published drop-in articles to local media Advocate, Patch, Your Arlington; populating social media while building a team-contribution approach, emphasizing boosting member arts orgs activities, such as APA (documenting murals and bus stops and partnering with the Barr Foundation on press efforts), ACA (FaceBook live streamed re-opening), and other related news.

The marketing committee worked with ACMI to develop an ArtsArlington.org branded TV program to promote the ACAC, arts projects town-wide, and spot-lighted the APA's BRT Project; business and arts collaboration in cultural district; and the ACAC website.

Integrating the Schools

School Committee appointee Stewart Ikeda has conducted outreach to raise school awareness and participation in ACAC; connected Public Art, Hardy School and PTO to collaborate on arts workshops, attendance, and active participation in *Fox Festival* and *Feast of the East*. He has conducted outreach to the Community Ed and AHS arts faculty/clubs to promote and use ArtsArlington and will present on ACAC to School Committee.

Goals for 2018

Consistent with goals outline in the Arts and Culture Action Plan included:

- Continue work to develop dedicated funding streams and other revenue sources
- Outreach to town cultural/historic properties/non-profits to determine needs
- Work with Planning Department to identify underutilized and other places that can be repurposed for art and cultural activity. Establishing artist live/work spaces. Ensuring that the arts are represented "at the table" in development projects including the High School and Libraries. Implement any necessary policy changes as listed in the Cultural Plan
- Continue work on activating the entire Cultural District including "the gap", the stretch of Mass Ave. between Arlington Center and Capitol Square.
- Wayfinding, including awareness for cultural assets
- Develop outreach plan to address partnerships with civic organizations to ensure equitable and inclusive opportunities for diverse participation for artists and audiences



Town of Arlington, Massachusetts

For Approval: Chairful Where You Sit at Uncle Sam Plaza, June 8

Summary:

Adria Arch

Chair, Arlington Public Art

Co-Chair, Arlington Commission for Arts and Culture

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Chairful_Where_You_Sit_Request.pdf	Request

To the Arlington Select Board:

Arlington Public Art, a committee of the Arlington Commission for Arts and Culture, respectfully requests permission to use Uncle Sam Plaza as our site for this year's fundraiser and community public art event, Chairful Where You Sit.

We have the consent of Linda Shoemaker, Director of the Arlington Center for the Arts, to participate in this way during Porchfest.

Respectfully,

Adria Arch

Chair, Arlington Public Art

Co-chair, Arlington Commission for Arts and Culture



Town of Arlington, Massachusetts

Discussion & Vote: Override and Debt Exclusion

Summary:

Daniel J. Dunn, Select Board

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Override___Debt_Exclusion_Memo.pdf	Memo from Town Counsel
▢	Reference Material	Draft_FY_20_Override_Commitments_-_v._3.pdf	Draft FY20 Override Commitments
▢	Reference Material	Complete_Streets_Policy_and_Guidelines.pdf	Complete Streets Policy and Guidelines
▢	Reference Material	Complete_Streets_and_Age-Friendly_Community_Initiatives.pdf	Complete Streets and Age-Friendly Community Initiatives
▢	Reference Material	Age-Friendly_Cities_Checklist.pdf	Age-Friendly Cities Checklist
▢	Reference Material	Override_Options_for_3.22.19.docx	Override Options



Town of Arlington Legal Department

Douglas W. Heim
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Website: www.arlingtonma.gov

To: Select Board

From: Douglas Heim, Town Counsel

Date: April 8, 2019

Re: Legal Requirements for Special Election Override & Debt Exclusion Ballot Questions

I write to provide the Board an overview of the legal requirements for Proposition 2 ½ Override (G.L. c. 59 §21C) and Debt Exclusion (G.L. c. 44 §7) ballot questions, as well as draft questions for your review and approval.

Authority & Timing

As the Board will recall, the Select Board possess the exclusive authority to place both override and debt exclusions questions before voters. In either instance the Board must approve the exact language of any questions to appear on a ballot. However, it should be noted that the MSBA requires we submit debt exclusion ballot question language to them for approval for any MSBA-funded project. If the Board wishes for its ballot questions to be voted upon outside the timeline of the annual Town Election or the biennial State Election,¹ it must also vote to call a special election on a specified date and provide written notice to the Town Clerk thirty-five (35) days in advance of such date. G.L. c. 54 §42C

Quantum of Votes

¹ The Town may submit up to three (3) questions on the biennial state ballot rather than call a special election, but such ballot questions must be submitted to the Secretary State by the first Wednesday in August preceding the state election. G.L. c. 59, § 21C(i).

A vote to place an override question on the ballot requires a simple majority of the Board. c. 59, § 21C(g). A vote to place a debt exclusion question on the ballot requires a 2/3rd vote of the Board. G.L. c. 59 § 21C (i½), (j) and (k).

Form and Sequences of Votes

To my understanding, these votes will be considered in a local, special election, so the questions will not reviewed by the attorney general, nor will be there any state-wide questions on the ballot. Therefore, how you vote on them pursuant to c. 59 sec. 21C is how they will appear on the ballot is sequence and substance.

A. Override Vote

For a general override question, a specific form of the question is required by c. 59 §21C(g), with modest discretion for stating the purpose of the additional assessment. The vote must read in form as follows, with only the amount and the purpose of the override subject to our discretion:

“Shall the Town of Arlington be allowed to assess an additional \$5,600,000 in real estate and personal property taxes for the purposes of funding the operating budgets of the Town and the Public Schools for the fiscal year beginning July 1, 2020?”

YES ____ NO ____”

The Town may articulate its override needs in other general terms. Examples of generally stated allowable purposes include:

- Funding the Town's operating budget.
- Funding operating expenses and capital expenditures.
- Providing for the general administrative cost of operating the schools, police department, fire department and other town departments.
- Funding the operating budget of the Public Schools and the Municipal Government.
- Defraying school operating expenses.
- Funding the Town's Regional School District assessment.

B. Debt Exclusion Votes

As debt exclusion questions are by design, oriented towards funding a specific capital project or projects, the form of the question must adequately describe the projects to be funded by the question. The form of the Arlington High School rebuild question could be as follows:

“Shall the Town of Arlington be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bond or bonds issued for the purposes of paying costs of a project to demolish, design, construct, reconstruct, remodel, add to, and originally equip the Arlington High School, including replacing the existing facility located at 869 Massachusetts Avenue, Arlington MA, and for the payment of all other costs incidental and related thereto?”²

YES ____ NO ____"

The Board will note that the amount of borrowing is not required for debt exclusion votes. It also bears highlighting that the vote authorizes the Town to engage in borrowing exempt from the levy limit, but does not require such borrowing if capital projects plans are amended or cancelled.

² This question has been submitted to the MSBA for comment, but a final approval should be garnered in advance of the special election.

Draft FY20 Override Commitments

1. Exercise fiscal discipline, and provide quality municipal services.

- a. Commit to no Proposition 2½ overrides for at least four years.
- b. Continue to increase general education operating budgets by 3.5% annually.
- c. Continue to increase general government operating budgets by 3.25% annually.
- d. Continue to fund special education cost growth at a rate of 7% per year.

2. Respond to ongoing school enrollment growth pressures.

Increase the education budget for future enrollment increases at a rate of 50% of per pupil expenditures.

3. Build Arlington's future.

- a. Phase in funding of the School Committee's Multi-Year Plan to: address the impact of explosive enrollment growth of 27% since 2011; improve instruction; close the achievement gap for high needs students; ensure safe and supportive schools; and attract, retain, and develop talented staff. Adopt the following schedule of increases to base operating budgets: FY20 - \$600,000; FY21 - \$600,000; FY22 - \$800,000; FY23 - \$800,000.
- b. Improve mobility for all residents, and support the goals of the Town's [Complete Streets](#) and [Age-Friendly Community](#) initiatives by adding \$250,000 to the base budget for pedestrian infrastructure and senior transportation.

4. Minimize impact on taxpayers, particularly seniors and others with income challenges.

- a. Advance new tax relief programs, including a municipal circuit breaker and increased eligibility for property tax deferral options, and publicize existing relief programs.
- b. Remove certain water and sewer debt costs from property tax bills.
- c. Pursue new revenue sources.
- d. Work with financial leadership to develop bonding schedules that will minimize single-year tax increases and debt service costs related to the Arlington High School rebuild.

5. Protect against future fiscal shocks, and maintain the Town's strong bond rating.

Maintain financial reserves at 5% or better for the duration of the four-year plan.



Town of Arlington

Adam W. Chapdelaine
Town Manager
Diane M. Mahon, Chair
Board of Selectmen

730 Massachusetts Avenue
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Arlington Complete Streets Policy and Guidelines

Adopted by Board of Selectmen on April 11, 2016

Accepted by MassDOT on 5/16/16

Purpose and Goals

The purpose of this policy is to improve the quality of life in Arlington by:

- Promoting a sustainable, cohesive, connected transportation network
- Improving access and safety for pedestrians, bicyclists, motorists, transit riders, and freight carriers.
- Facilitating better pedestrian, bicycle and transit travel for users of all ages and abilities throughout the Town.
- Improving overall safety and ADA/AAB accessibility for users of all modes of transportation.
- Developing and supporting a transportation system that accommodates active transportation modes that promote public health.
- Promoting economic development by encouraging accessible, safe and compact business districts

Applicability:

- Complete Streets elements shall be incorporated into all roadway, bridge and development projects, including new construction, reconstruction, and municipal road repair or expansion wherever possible and where road widths allow. Roads designated as Arterials and Collectors¹ shall receive priority for Complete Streets treatment.
- Safe access for all modes shall be maintained during construction and maintenance activities, including temporary traffic controls and snow removal, to the fullest extent possible.
- The network of streets, sidewalks and bike lanes shall be connected in a cohesive way, and coordinated with streets in abutting communities.

¹ “Arterials” and “Collectors” are designated by MassDOT. A map showing Road Functional Classification is attached to this policy.

- Complete Streets principles shall be applied to new streets constructed on private property as part of private development projects, through the permitting and review process. Such streets shall be interconnected with the Town's street network in a way that furthers the purposes of this policy. The Arlington Redevelopment Board (ARB), acting as the Town's Planning Board, shall adopt these or similar guidelines to apply to projects under its jurisdiction.

Design Guidelines

This Complete Streets policy complies with the following guidelines:

- The Town of Arlington "Context Sensitive Bike Facility Design Guide Matrix", adopted by Selectmen, December, 2014
- Massachusetts Department of Transportation Project Design and Development Guidebook
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices
- 2012 MBTA Bus Stop Design Guide (draft), PROWAG).
- The Architectural Access Board (AAB) 521 CMR Rules and Regulations

The Town will follow guidelines to provide appropriate accommodation for all users within the constraints of the project. Design solutions shall reflect the unique context and character of surrounding built and natural environments in Arlington. At a minimum, the following shall be considered:

1. Pedestrian accommodation shall be fully considered in the design of intersections including crossings and pedestrian curb cut ramp locations, minimizing curb radii at corners, pedestrian capacity, and traffic control. All new and reconstructed sidewalks will be accessible to and usable by persons with disabilities in accordance with Americans with Disabilities Act and the Massachusetts Architectural Access Board.
2. On roads that are on the Town of Arlington Bike Facility Network Map² dedicated bicycle facilities including conventional and physically separated bike lanes or cycle tracks must be fully considered in the design of streets and intersections wherever possible.
3. Where motorized and non-motorized users cannot be separated, traffic calming shall be considered.

Implementation

- The Director of Public Works ("The Director") shall be the primary administrator of this policy. The Director shall work in concert with the Town Manager, the Town Engineer, Police Traffic Division, Transportation Advisory Committee, and Bicycle Advisory Committee. This policy shall be the policy of the Board of Selectmen, the Traffic Authority for the Town of Arlington.

² Massachusetts Avenue, Lowell Street, Park Avenue, Park Avenue Extension, Summer Street, Mill Street, Mystic Street, Mystic Valley Parkway, Chestnut Street, Medford Street, Pleasant Street, Warren Street, Broadway, River Street, Bates Road, Lake Street.

- The Director shall maintain an inventory of the existence and condition of pedestrian, bicycle, and transit facility infrastructure, and will use it to prioritize projects to eliminate gaps in the sidewalk, bikeway, and transit network and increase safety for pedestrians, bicyclists, and transit riders.
- Prioritization and project funding criteria shall favor all modes equally.
- Efforts shall be made to educate the public and Town employees about Complete Streets principles.

Jurisdiction

- Any project receiving funding from state, federal or private entities is expected to follow a Complete Streets approach.
- Any project that works in conjunction with other state, local or private agencies or entities is expected to follow a Complete Streets approach.
- Exceptions may apply, as outlined in the following section.

Exceptions

Under certain circumstances it may not be possible or appropriate to provide a Complete Street. Such circumstances might include:

- A roadway or facility intended exclusively for motor vehicles, such as State Route 2, or one that is meant to exclude motor vehicles, such as the Minuteman Bikeway.
- An existing right-of-way with insufficient width for separate bicycle or pedestrian accommodation, or where topography prevents bicycle accommodation. In the case of insufficient width, alternatives shall be considered, in keeping with the “Context Sensitive Bike Facility Design Guide Matrix”, adopted by the Board of Selectmen in December, 2014.
- A circumstance where cost or impacts of accommodation are excessively disproportionate to the need or probable future use.
- Lightly travelled Local Streets³

Performance Measures

The Town shall develop performance measures to periodically assess the rate, success and effectiveness of its Complete Streets Policy. A Working Group made up of representatives of the Police Department and the Transportation Advisory Committee (TAC) as designated by the Town Manager will determine frequency of assessment and appropriate metrics for analyzing the success of this policy. These metrics may include:

- Total number of new bicycle lanes
- Linear feet of new or improved pedestrian accommodations
- Number of intersection improvements made to improve mobility and safety for vehicles, pedestrians, and bicycles
- Decreased rate of crashes by mode
- Increased rate of children walking or bicycling to school
- Changes to the number of trips by mode.

³ “Local Streets” is a functional classification made by MassDOT. A map showing Road Functional Classification is attached to this policy.

Complete Streets and Age-Friendly Community Initiatives

Complete Streets

In 2015, Town Meeting accepted Complete Streets legislation. The following year, the Select Board adopted a policy to make Arlington streets better and safer for all modes of travel—walking, biking, driving, and transit. The policy encourages the Town to consider all modes when making street and sidewalk repairs and improvements.

The policy was developed by the Transportation Advisory Committee (TAC), in consultation with the Departments of Public Works and Planning and Community Development. In May 2016, the policy was endorsed by the Massachusetts Department of Transportation (MassDOT), making the Town eligible for funding under the State's Complete Streets Program. In September 2016, Lieutenant Governor Karyn Polito visited Arlington and signed a Commonwealth Community Compact, which contained a reaffirmation by the Town to support Complete Streets principles.

Consistent with its emphasis on the need to support all modes of transit in any roadway improvement project, Arlington's Complete Streets Policy seeks to readjust the balance of transportation infrastructure, which has historically favored automobiles. Specifically, the policy includes as a purpose and goal:

Facilitating better pedestrian, bicycle and transit travel for users of all ages and abilities throughout the Town.

One of the associated implementation actions is to “maintain an inventory of the existence and condition of pedestrian, bicycle, and transit facility infrastructure, and will use it to prioritize projects to eliminate gaps in the sidewalk, bikeway, and transit network and increase safety for pedestrians, bicyclists, and transit riders.”

The policy specifies performance measures to assess effectiveness, including:

- Linear feet of new or improved pedestrian accommodations.
- Number of intersection improvements made to improve mobility and safety for vehicles, pedestrians, and bicycles.
- Increased rate of children walking or bicycling to school.

A commitment of the last override in 2011 was to add \$400,000 to the roadway construction budget. This commitment has been maintained.

Augmentation of funding for pedestrian infrastructure and transit options in this override will assist the Town in fulfilling Complete Streets Policy goals and will address a frequently expressed desire of Arlington

residents and business owners. A doubling in the number of weekday walkers — as measured by the Transportation Advisory Committee between 2011 and 2016 — serves as but one indicator of the value of this investment.

Age-Friendly Community

In 2016, the Council on Aging held a special meeting to discuss the American Association of Retired Persons (AARP) Age-Friendly Community initiative. As described by AARP:

The AARP Network of Age-Friendly Communities is an affiliate of the World Health Organization's Age-Friendly Cities and Communities Program, an international effort launched in 2006 to help cities prepare for rapid population aging and the parallel trend of urbanization. The program has participating communities in more than 20 nations, as well as 10 affiliates representing more than 1,000 communities.

The WHO defines eight domains of livability and provides communities with a toolkit and checklist of recommended actions supporting each domain. The first two domains are *Outdoor Spaces and Buildings* and *Transportation*. There is significant concordance between these action items and the spirit of the Complete Streets policy described above, including:

- Pavements are well-maintained, free of obstructions and reserved for pedestrians.
- Pavements are non-slip, are wide enough for wheelchairs and have dropped curbs to road level.
- Pedestrian crossings are sufficient in number and safe for people with different levels and types of disability, with non-slip markings, visual and audio cues and adequate crossing times.
- Specialized transportation is available for disabled people.
- A voluntary transport service is available where public transportation is too limited.

In early 2017, the Town of Arlington filed an application for designation as an Age-Friendly Community and was accepted into the network in exchange for a commitment to work toward the program goals. A commitment for additional funding for pedestrian infrastructure and senior transportation will move this initiative forward.

In this fiscal year to date, there has been a 23% increase in rides on Council on Aging vans, as compared to the same period last year. The overall increase in rides is tied to moving medical rides to volunteer medical escort drivers and utilizing the van -- which is grant-funded -- for more people. There has also been a marked increase in "everyday errand runs," indicating an unmet need and providing our seniors with more opportunities to go food shopping and to hairdressing appointments, visit the pharmacy and friends, and be more visible in their community, reducing isolation and ageism.

The FY20 budget -- as currently proposed -- includes funding for a sustainable mobility plan that will ultimately guide the investments that are proposed here.



Checklist of Essential Features of Age-friendly Cities

This checklist of essential age-friendly city features is based on the results of the WHO Global Age-Friendly Cities project consultation in 33 cities in 22 countries. The checklist is a tool for a city's self-assessment and a map for charting progress. More detailed checklists of age-friendly city features are to be found in the WHO Global Age-Friendly Cities Guide.

This checklist is intended to be used by individuals and groups interested in making their city more age-friendly. For the checklist to be effective, older people must be involved as full partners. In assessing a city's strengths and deficiencies, older people will describe how the checklist of features matches their own experience of the city's positive characteristics and barriers. They should play a role in suggesting changes and in implementing and monitoring improvements.

Outdoor spaces and buildings

- ☐ Public areas are clean and pleasant.
- ☐ Green spaces and outdoor seating are sufficient in number, well-maintained and safe.
- ☐ Pavements are well-maintained, free of obstructions and reserved for pedestrians.
- ☐ Pavements are non-slip, are wide enough for wheelchairs and have dropped curbs to road level.
- ☐ Pedestrian crossings are sufficient in number and safe for people with different levels and types of disability, with non-slip markings, visual and audio cues and adequate crossing times.
- ☐ Drivers give way to pedestrians at intersections and pedestrian crossings.
- ☐ Cycle paths are separate from pavements and other pedestrian walkways.
- ☐ Outdoor safety is promoted by good street lighting, police patrols and community education.
- ☐ Services are situated together and are accessible.
- ☐ Special customer service arrangements are provided, such as separate queues or service counters for older people.
- ☐ Buildings are well-signed outside and inside, with sufficient seating and toilets, accessible elevators, ramps, railings and stairs, and non-slip floors.
- ☐ Public toilets outdoors and indoors are sufficient in number, clean, well-maintained and accessible.

Transportation

- ☐ Public transportation costs are consistent, clearly displayed and affordable.
- ☐ Public transportation is reliable and frequent, including at night and on weekends and holidays.
- ☐ All city areas and services are accessible by public transport, with good connections and well-marked routes and vehicles.

- ☐ Vehicles are clean, well-maintained, accessible, not overcrowded and have priority seating that is respected.
- ☐ Specialized transportation is available for disabled people.
- ☐ Drivers stop at designated stops and beside the curb to facilitate boarding and wait for passengers to be seated before driving off.
- ☐ Transport stops and stations are conveniently located, accessible, safe, clean, well-lit and well-marked, with adequate seating and shelter.
- ☐ Complete and accessible information is provided to users about routes, schedules and special needs facilities.
- ☐ A voluntary transport service is available where public transportation is too limited.
- ☐ Taxis are accessible and affordable, and drivers are courteous and helpful.
- ☐ Roads are well-maintained, with covered drains and good lighting.
- ☐ Traffic flow is well-regulated.
- ☐ Roadways are free of obstructions that block drivers' vision.
- ☐ Traffic signs and intersections are visible and well-placed.
- ☐ Driver education and refresher courses are promoted for all drivers.
- ☐ Parking and drop-off areas are safe, sufficient in number and conveniently located.
- ☐ Priority parking and drop-off spots for people with special needs are available and respected.

Housing

- ☐ Sufficient, affordable housing is available in areas that are safe and close to services and the rest of the community.
- ☐ Sufficient and affordable home maintenance and support services are available.
- ☐ Housing is well-constructed and provides safe and comfortable shelter from the weather.
- ☐ Interior spaces and level surfaces allow freedom of movement in all rooms and passageways.
- ☐ Home modification options and supplies are available and affordable, and providers understand the needs of older people.
- ☐ Public and commercial rental housing is clean, well-maintained and safe.
- ☐ Sufficient and affordable housing for frail and disabled older people, with appropriate services, is provided locally.

Social participation

- ☐ Venues for events and activities are conveniently located, accessible, well-lit and easily reached by public transport.
- ☐ Events are held at times convenient for older people.
- ☐ Activities and events can be attended alone or with a companion.
- ☐ Activities and attractions are affordable, with no hidden or additional participation costs.

- ☐ Good information about activities and events is provided, including details about accessibility of facilities and transportation options for older people.
- ☐ A wide variety of activities is offered to appeal to a diverse population of older people.
- ☐ Gatherings including older people are held in various local community spots, such as recreation centres, schools, libraries, community centres and parks.
- ☐ There is consistent outreach to include people at risk of social isolation.

Respect and social inclusion

- ☐ Older people are regularly consulted by public, voluntary and commercial services on how to serve them better.
- ☐ Services and products to suit varying needs and preferences are provided by public and commercial services.
- ☐ Service staff are courteous and helpful.
- ☐ Older people are visible in the media, and are depicted positively and without stereotyping.
- ☐ Community-wide settings, activities and events attract all generations by accommodating age-specific needs and preferences.
- ☐ Older people are specifically included in community activities for “families”.
- ☐ Schools provide opportunities to learn about ageing and older people, and involve older people in school activities.

- ☐ Older people are recognized by the community for their past as well as their present contributions.
- ☐ Older people who are less well-off have good access to public, voluntary and private services.

Civic participation and employment

- ☐ A range of flexible options for older volunteers is available, with training, recognition, guidance and compensation for personal costs.
- ☐ The qualities of older employees are well-promoted.
- ☐ A range of flexible and appropriately paid opportunities for older people to work is promoted.
- ☐ Discrimination on the basis of age alone is forbidden in the hiring, retention, promotion and training of employees.
- ☐ Workplaces are adapted to meet the needs of disabled people.
- ☐ Self-employment options for older people are promoted and supported.
- ☐ Training in post-retirement options is provided for older workers.
- ☐ Decision-making bodies in public, private and voluntary sectors encourage and facilitate membership of older people.

Communication and information

- ☐ A basic, effective communication system reaches community residents of all ages.
- ☐ Regular and widespread distribution of information is assured and a coordinated, centralized access is provided.

- ☐ Regular information and broadcasts of interest to older people are offered.
- ☐ Oral communication accessible to older people is promoted.
- ☐ People at risk of social isolation get one-to-one information from trusted individuals.
- ☐ Public and commercial services provide friendly, person-to-person service on request.
- ☐ Printed information – including official forms, television captions and text on visual displays – has large lettering and the main ideas are shown by clear headings and bold-face type.
- ☐ Print and spoken communication uses simple, familiar words in short, straightforward sentences.
- ☐ Telephone answering services give instructions slowly and clearly and tell callers how to repeat the message at any time.
- ☐ Electronic equipment, such as mobile telephones, radios, televisions, and bank and ticket machines, has large buttons and big lettering.
- ☐ There is wide public access to computers and the Internet, at no or minimal charge, in public places such as government offices, community centres and libraries.

Community and health services

- ☐ An adequate range of health and community support services is offered for promoting, maintaining and restoring health.
- ☐ Home care services include health and personal care and housekeeping.
- ☐ Health and social services are conveniently located and accessible by all means of transport.
- ☐ Residential care facilities and designated older people's housing are located close to services and the rest of the community.
- ☐ Health and community service facilities are safely constructed and fully accessible.
- ☐ Clear and accessible information is provided about health and social services for older people.
- ☐ Delivery of services is coordinated and administratively simple.
- ☐ All staff are respectful, helpful and trained to serve older people.
- ☐ Economic barriers impeding access to health and community support services are minimized.
- ☐ Voluntary services by people of all ages are encouraged and supported.
- ☐ There are sufficient and accessible burial sites.
- ☐ Community emergency planning takes into account the vulnerabilities and capacities of older people.

Baseline Scenario

Assumes 50% average student cost for enrollment growth, starting in FY20.

Ch. 70: FY20, Governor's budget, then 4%, 3%, 2%, 1% increases.

What If Summary Page.								
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	168,568,000	176,014,751	183,647,055	176,400,333	179,309,103	183,271,753	187,347,388
Expenses	161,278,001	168,568,000	176,014,751	183,647,055	191,372,108	199,913,115	208,636,374	217,485,423
Balance: Surplus or (Deficit)	0	0	0	0	(14,971,776)	(20,604,012)	(25,364,621)	(30,138,035)
Stabilization Fund Balance	21,224,443	21,274,917	13,182,197	974,835	0	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	50,474	(8,092,720)	(12,207,362)	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
School Additions								
Town Additions								
Notes: Assumes 50% per student growth starting in FY20								
Ch. 70, FY20, Gov's, then 4%, 3%, 2%, 1%								

Baseline Scenario – Override

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	169,818,474	176,052,676	183,685,928	191,411,953	183,669,098	187,457,963	191,638,253
Expenses	161,278,001	169,818,474	176,052,676	183,685,928	191,411,953	199,953,956	208,678,236	217,528,332
Balance: Surplus or (Deficit)	0	0	0	0	0	(16,284,858)	(21,220,273)	(25,890,079)
Stabilization Fund Balance	21,224,443	24,974,917	20,636,772	12,277,849	275,888	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	3,750,474	(4,338,145)	(8,358,923)	(12,001,960)	0	0	0
Override (Enter an Amount)		3,700,000						
Years before next override		4						
Avg. Single Family Tax Impact		\$250.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Additions								
Town Additions								

Additional School and Town increases, Scenario: 6,6,8,8 & 250 – Baseline.

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	169,418,000	177,493,876	182,292,765	175,425,498	179,309,103	183,271,753	187,347,388
Expenses	161,278,001	169,418,000	177,493,876	185,977,304	194,583,249	203,235,958	212,074,806	221,043,467
Balance: Surplus or (Deficit)	0	0	0	(3,684,539)	(19,157,751)	(23,926,855)	(28,803,053)	(33,696,079)
Stabilization Fund Balance	21,224,443	20,424,917	10,853,072	0	0	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	(799,526)	(9,571,845)	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
School Additions		600,000	600,000	800,000	800,000			
Town Additions		250,000						

Additional School and Town increases, Scenario: 6,6,8,8 & 250 – 4 year Override

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Revenue	161,278,001	171,718,474	177,551,276	186,036,139	194,643,555	185,725,710	189,607,639	193,841,671
Expenses	161,278,001	171,718,474	177,551,276	186,036,139	194,643,555	203,297,771	212,138,165	221,108,410
Balance: Surplus or (Deficit)	0	0	0	0	0	(17,572,061)	(22,530,526)	(27,266,739)
Stabilization Fund Balance	21,224,443	26,024,917	22,135,672	13,422,726	235,255	0	0	0
Stabilization Fund Use or (Deposit)	(2,786,331)	4,800,474	(3,889,245)	(8,712,946)	(13,187,470)	0	0	0
Override (Enter an Amount)		5,600,000						
Years before next override		4						
Avg. Single Family Tax Impact		\$379.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Additions		600,000	600,000	800,000	800,000			
Town Additions		250,000						



Town of Arlington, Massachusetts

Discussion: Future Select Board Meetings

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	April_-_July_Calendar.pdf	April to July Calendar

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 ANNUAL TOWN ELECTION
7	8 SELECT BOARD MEETING 7:15 P.M.	9	10	11	12	13
14 PATRIOTS' DAY PARADE	15 PATRIOTS' DAY TOWN HALL CLOSED	16	17 BRTF 6:00 PM SELECT BOARD MEETING	18	19 GOOD FRIDAY TOWN HALL CLOSED	20
21 HAPPY EASTER	22 TOWN MEETING BEGINS 8:00PM	23	24	25	26	27
28	29 SPECIAL TOWN MEETING 8:00PM	30				

May 2019

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

June 2019

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

July 2019

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



Town of Arlington, Massachusetts

Vote: Approval of Town Manager's Evaluation

Summary:

Daniel J. Dunn

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	TM_Evaluation_2019.pdf	Evaluation



TOWN OF ARLINGTON

HUMAN RESOURCES DEPARTMENT

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476
PHONE (781) 316-3120 FAX: (781) 316-3129

CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

Memorandum

To: Select Board Chair Dan Dunn
From: Director of Human Resources Caryn Malloy
Re: Town Manager Adam Chapdelaine Annual Performance Review
Date: April 4, 2019

Pursuant to the evaluation forms completed by each member of the Select Board I am providing you with the consensus document for your consideration.

1. Personal Characteristics – Average Score 4.71

The Town Manager is described as a hard working, “extremely professional and ethical” individual whose strengths have increased with his tenure. He is trusted by a wide array of people: employees, elected officials, Town Meeting members and more; “people trust him even when they disagree with him.” He works “very hard to balance the competing needs of Board members, professional staff, residents and volunteers”. His efforts around the Arlington High School Building project were noted as exceptional. Adam is described as consistently conducting himself professionally, even in extraordinarily stressful situations.

2. Professionalism – Average Score 4.8

It was commented that the Town Manager “always has a good grasp of the issues” and knows when to rely on the expertise of others. Additionally he is described as a “very effective town manager, with a clear understanding of the needs of the town and the right leadership skills to address those needs”. Members of the Board appreciate that Adam is a “recognized leader” in the Commonwealth in the field of public administration; members were also complimentary of the decision of the Town Manager to join the Metro Mayor’s Coalition. The Town Manager was also recognized for expanding professional development to town department heads and middle managers.

3. Public Relations/Communication – Average Score 4.58

Overall members of the Board indicate that Adam presents a very positive image in the community. Members of the Board complimented his high degree of availability and involvement with citizens, volunteers and committees. Members appreciate Adam’s habit of notifying the Board prior to releasing potentially controversial information being released to the

public. Adam was recognized for effectively utilizing email and social media for town announcements and for his efforts to build rapport with members of the local media. One area for criticism revolved around the recent property assessments. Members of the Board felt that communication could have been done earlier, more clearly and more comprehensively to help the public understand their tax increase.

4. Board Support/Relations – Average Score 4.55

Board members indicate that Adam is a good listener and provides excellent guidance and support to the Board. Adam was recognized for keeping track of and implementing Board decisions and that he has “made admirable progress on most of the past year’s approved goals”. Board members appreciate Adam’s preparedness for Select Board meetings. Adam is described as being careful to take into consideration “the many concerns and perspectives of a demanding Board.”

5. Community Leadership – Average Score 4.8

The Town Manager was described as having the trust and faith of community groups across town. He is often sought out to represent the Town at community events. He is recognized for having good relationships with the Town’s legislative delegation and for staying apprised of developments at the State House. While Board members were appreciative of the Manager’s availability to citizen groups members also expressed a desire to see Adam delegate more of these responsibilities to other town staff.

6. Organizational Leadership/Personnel Management – Average Score 4.44

Adam was complimented for continuing to build a strong leadership team in the face of turnover in several key positions. Adam was complimented for his strides in better delegating responsibilities to town staff and for also relying on the Board to represent the Town at various meetings and events, however board members continue to express strong concern that Adam still needs delegate more . One member expressed concern over the use of the Restorative Justice Process on a recent personnel matter but indicated that only time would tell if would be a success or failure. Another member expressed that they wish the proposal to remove the Police Chief from civil service had been handled differently. Another member of the Board expressed the need to hire and promote more women to the organization. Board members were complimentary of the of the Town Manager’s handling of collective bargaining and indicated they would like more updates on the status of various agreements.

7. Financial Management – Average Score 4.90

Adam is described as taking a “forward thinking, progressive approach to governing that will allow the town to continue to improve while remaining fiscally secure”. His preparation to the Board around the override campaign was described as “invaluable”. Financial Management is recognized as an area of particular strength for Adam. Members were complimentary of the progress made in consolidating professional financial functions. One member of the Board expressed that they would have like to have seen more progress than they have in the area of

streamlining financial functions, specifically with regard to “establishing unilateral finance and/or accounting procedures” across all departments including the School Department.

8. Planning and Organization – Average Score 4.9

Adam was complimented for embracing the performance review methodology and the consolidated view of Board and Manager goals. Board Members were complimentary of the “excellent and detailed” supporting documentation for the Board for Town Meeting. One member expressed that memos from other town staff need to be submitted in a timelier manner. Adam was complimented for being mindful of both short and long term issues. Board members appreciate his continued investment in the long-range financial planning process.

9. Overall – Average Score 4.73

Board members overall are extremely pleased to have Adam as their Town Manager. He is recognized as continually adapting to the changes in the town and that he “mitigates the negative parts, and he encourages the new, positive ideas”. Members indicated that he is the best Town Manager they have worked with and that his tenure as Town Manager continues for many years to come.

Thank you for having me prepare this consolidated evaluation document. Please do not hesitate to contact me should you have any questions.



Town of Arlington, Massachusetts

Articles for Approval:

Summary:

Article 27 Bylaw Amendment/Town Meeting Speaking Times
Article 28 Bylaw Amendment/Recycling Committee Membership and Mission
Article 29 Bylaw Amendment/Regulation of Polystyrene
Article 31 Bylaw Amendment/Rename Community Preservation Committee
Article 32 Bylaw Amendment/Tree Protection and Preservation
Article 33 Bylaw Amendment/Notice of Demolition
Article 34 Bylaw Amendment/Regulation of Outdoor Lighting - Dark Skies Bylaw
Article 35 Bylaw Amendment/Short-Term Rental Regulations
Article 36 Bylaw Amendment/Election Modernization Study Group
Article 37 Vote/Remove Police Chief from Civil Service
Article 41 Vote/Arlington Redevelopment Board Membership and Terms
Article 42 Home Rule Legislation/Town Treasurer
Article 44 Home Rule Legislation/CPA Surcharge Exemption for Senior Homeowners
Article 45 Extending Local Voting Rights to All Legal Permanent Arlington Residents
Article 47 Acceptance of Legislation/ PEG Access Fund
Article 50 Local Option/Short Term Rental Impact Fees
Article 53 Endorsement of Parking Benefit District Expenditures
Article 78 Resolution/Indigenous Peoples' Day

ATTACHMENTS:

Type	File Name	Description
Reference Material	Cover_Memo_to_Draft_Select_Board_Report_with_All_Votes_and_Comments_(2).pdf	Memo from Town Counsel
Reference Material	Draft_Select_Board_Report_Votes_and_Comments_-_DOUG.pdf	Draft Select Board Report to Town Meeting



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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To: Select Board

From: Douglas W. Heim, Town Counsel

Date: April 4, 2019

Re: Draft Votes and Comments: 26, 38, 39, 40, 43, 46, 51, 52, and 79 & Draft Select Board Report

I write to provide the Board with all Votes and Comments in a Draft Select Board Report format for your review and approval. Draft Final Votes and Comments for articles 26, 38, 39, 40, 43, 46, 51, 52, and 79 are highlighted in yellow to denote those votes which have not yet appeared before or been approved by the Board. I have also highlighted in blue votes and comments which have been adjusted due to receipt of supplemental information since your prior approval. As the Board will recall, where draft motions appear, new or additional language is underscored, while removed language is provided in "strikethrough." Please note that this Office will collaborate with your Administrator to develop appropriate Appendix materials.

**TOWN OF ARLINGTON
MASSACHUSETTS**

**REPORT OF THE
SELECT BOARD**



**TO THE
TOWN MEETING
MONDAY APRIL 22, 2019
SPECIAL TOWN MEETING
MONDAY APRIL 29, 2019**

8:00 P.M.

INTRODUCTION

[*INSERT NARRATIVE*]

Please note that where necessary for clarity, new or additional language in an amended Town Bylaw has been underlined, while removed language is denoted by strikethrough.

VOTED: That the Town does and hereby amends Title V, Article 1 (Billboards and Signs) by deleting Sections 1 and 2 in their entirety with the exception of Section 1(J), renaming the article “The Display of Notices,” and renumbering the bylaw so as to read in its entirety as follows:

ARTICLE 1: ~~Billboards and Signs~~ The Display of Notices

Section 1. Restrictions on Use

~~No person, firm, association, or corporation shall erect, display, or maintain, within the limits of the Town, a billboard, sign, or other outdoor advertising device, unless it meets the following requirements or unless it was approved by the Massachusetts Outdoor Advertising Board under Section 30 and 32 of Chapter 93 of the General Laws, or by any amendments or additions thereto, in which case any such sign, billboard, or other outdoor advertising device shall comply with the requirements of this Section (1) one by January 1, 1973:~~

- ~~A. Within fifty (50) feet of any public way;~~
- ~~B. Within three hundred (300) feet of any public park, playground or other public grounds, if within view of any portion of the same;~~
- ~~C. Nearer than fifty (50) feet to any other such billboard, sign or other advertising device, unless said billboards, signs or other advertising devices are placed back to back;~~
- ~~D. On any location at the corner of any public way and with a radius of one hundred and fifty (150) feet from the point where the center lines of such ways intersect;~~
- ~~E. Nearer than one hundred (100) feet to any public way, if within view of any portion of the same, if such billboard, sign or other advertising device shall exceed a length of eight (8) feet or a height of four (4) feet;~~
- ~~F. Nearer than three hundred (300) feet to any public way, if within view of any portion of the same, if such billboard, sign or other advertising device shall exceed a length of twenty-five (25) feet or a height of twelve (12) feet;~~
- ~~G. In any event if such billboard, sign or other advertising device shall exceed a length of fifty (50) feet or a height of twelve (12) feet; except that the Selectmen may permit the erection of billboards, signs or other advertising devices which do not exceed forty (40) feet in length and fifteen (15) feet in height if not nearer than three hundred (300) feet to the boundary line of any public way.~~
- ~~H. No billboard, sign, or other advertising device shall be erected, displayed or maintained in any residence district or in any block in which one-half or more of the buildings on both sides of the street are used partially or wholly for residential purposes, or in any Planned Unit Development district.~~
- ~~I. No billboard, sign, or other advertising device shall be erected, displayed or maintained until a license has been issued by the Board of Selectmen. Upon receipt of an application for a license to erect, display or maintain a billboard within the limits of the Town, the Selectmen shall hold a public hearing on said application in~~

~~the Town, notice of which shall be given by posting the same in three or more public places in said Town at least one week before the date of such hearing, or by publication in a local newspaper of general circulation in the Town at least one week before the date of the public hearing. A written statement as to the results thereof shall be forwarded to the applicant containing, in the event of a disapproval of such application, the reasons therefor, within thirty days from the date of submission of the application to the Selectmen.~~

- ~~J. Signs erected by a person, town committee, student organization or non-profit organization for the purpose of advertising an individual yard sale, non-commercial public event, or lost pet are hereby referred to as “notices” and are exempt from the provisions of this article of the Town Bylaws subject to Select Board regulations of “The Display of Notices” to be promptly promulgated by the Select Board. upon the passage of this section.~~

~~Section 2. Signs Related to Premises~~

~~This By-Law shall not apply to signs or other devices erected and maintained in conformity with law, which advertise or indicate either the person occupying the premises in question or the business transacted thereon, or advertising the property itself or any part thereof as for sale or to let and which contain no other advertising matter.~~

Section 32. Fines for Violations

Whoever violates any of the provisions of this By-Law shall be punished by a fine of not more than one hundred dollars (\$100), and whoever, after conviction for such violation unlawfully maintains such billboard, sign or other outdoor advertising device for twenty (20) days thereafter shall be punished by a fine of not more than five hundred dollars (\$500).

Section 43. Severability Clause

If any provision of this By-Law is declared unconstitutional or illegal by final judgment, order or decree of the Supreme judicial Court of the Commonwealth, the validity of the remaining provisions of this By-Law shall not be affected thereby.

(5 – 0)*

COMMENT: The Select Board requests Town Meeting’s support for this article *contingent upon the successful passage of Article 17*, which comprehensively reforms the Zoning Bylaw’s sign regulations. Both Article 17 and this Article are the products of a 2-year study of our Town’s sign regulations, much of which are out of date with constitutional law, especially with respect to the regulation of non-commercial signage. Among the suite of recommendations to revise our sign regulations to meet present needs and improve our processes, this proposal eliminates a Town bylaw which is largely redundant with sign reviews conducted by the Zoning Enforcement Officer, the Zoning Board of Appeals and the ARB. The Select Board shall

continue to regulated so-called “notices” – temporary flyers advertising one-time yard sales, lost pets, and public events because they are predominantly posted in the public way (on light poles, medians, etc), which is controlled by the Board.

Given the comprehensive nature of the sign regulation reforms before Town Meeting, should Article 17 fail to pass at Town Meeting, the Board will respectfully request no action on this article.

ARTICLE 27

BYLAW AMENDMENT/TOWN MEETING SPEAKING TIMES

VOTED: That Title I, Article 1 (Town Meetings), Section 7(C) “Time Limits” be and hereby is amended by striking the word “seven” in the first paragraph and replacing it with “five;” and further striking the word “five” in the second paragraph and replacing it with the word “three,” so as to read as follows:

C. Time Limits

No person shall speak, or otherwise hold the floor, for the first time on any subject for more than ~~seven~~ five minutes, unless, prior to beginning his or her presentation, the person requests of the Town Meeting a specific extension of time, and the request is granted by a majority vote of the Town Meeting members present and voting.

No person shall speak, or otherwise hold the floor, for a second time on any subject for more than ~~five~~ three minutes.

(4 –1)

Mr. Hurd voted in the negative.

COMMENT: The Select Board acknowledges and respects that the main motion belongs to the Town Meeting Procedures Committee, which urges a vote of no action on the instant article. The majority of the Board respectfully disagrees with such position and requests Town Meeting’s support for a substitute motion to the effect of the foregoing. In brief, the Select Board believes that reducing default Town Meeting speaking time limits will not only improve the efficiency of the proceedings, but encourage more residents to seek office and participate. Further, the Select Board is confident that the Moderator and Meeting members will grant extensions of time for constructive comments and questions on worthy subjects.

ARTICLE 28

BYLAW AMENDMENT/RECYCLING COMMITTEE MEMBERSHIP AND MISSION

VOTED: That Title II, Article 7 of the Town Bylaws, “Recycling Committee” be and hereby is amended to expand the number of registered voter members appointed by the Moderator from eight to ten for a total of eleven members in Section 1:

Membership; and further by revising the scope of solid waste management activities addressed by the Committee in Section 2: Purpose and Mission; and further by striking Section 3. Cost Effectiveness in its entirety; and further to rename the Recycling Committee consistent with its revised mission, so as to read in full as follows:

ARTICLE 7: RECYCLING COMMITTEE – ZERO WASTE ARLINGTON COMMITTEE

Section 1. Membership

ART. 27, A.T.M., 5/1/95

There shall be an Arlington Reeyeling Zero Waste Arlington Committee (“ZWA”) to be appointed by the Moderator. The committee shall consist of 9 11 persons; ~~The committee shall consist of the~~ Town Manager or their designee, and ~~8- 10~~ members to be selected from the registered voters of the town. ~~The terms of appointment to the committee initially shall be 3 members appointed for 3 years, 3 members appointed for 2 years, and 3 members appointed for 1 year.~~ All appointments and reappointments upon the expiration of the original term of appointment shall be for 3 years. Members shall serve until their successors are appointed and qualified.

Section 2. Purpose and Mission

~~The mission of the Reeyeling Committee is to advise the Town of opportunities to improve and expand recycling in the Town, to educate and advocate recycling, source reduction, and reuse of waste, to the citizens, offices and businesses of the Town, and to conduct research and programs to increase participation in recycling, composting, and proper disposal of waste.~~

~~Among other actions, the Reeyeling Committee should monitor the activity of the trash and recycling contractor and report any problem areas to the Director of Public Works, monitor collection of white paper in the Town for recycling, manage collections of household hazardous waste and inform residents of non-toxic alternatives to hazardous substances, and publicize the benefits of and opportunities for recycling and composting of waste in Arlington.~~

The mission of ZWA is to foster greater participation in all forms of waste reduction to improve health and restore the environment. ZWA shall conduct outreach efforts, to help the Town reduce generation of waste overall, while increasing the options for, and quality of, recycling.

Zero Waste Arlington (ZWA) shall advise the Town and advocate for policies which align with Massachusetts’ goals for municipal solid waste reduction, includes

responding both to advances in recycled material sorting technologies, and to changes in market demand for recovered materials.

ZWA shall also provide education and support at all levels within the community to create, implement, and promote programs that drive down the need for solid waste disposal via landfill or incineration. Such programs shall include, but not being limited to increasing diversion of organics, reducing plasticware retail sale and distribution, creating awareness about excessive consumer packaging, minimizing recycling contamination, teaching repair and repurpose, and encouraging community swapping and sharing practices.

Section 3. Cost Effectiveness

~~In carrying out this mission, the Committee shall ensure that its recommendations are cost effective (or will become cost effective with sufficient participation), or are necessary to comply with state and federal regulations.~~

(5 – 0)

COMMENT: The Select Board requests Town Meeting’s support for the substantive and administrative changes proposed by the Town’s Recycling Committee to rebrand itself as the “Zero Waste Arlington Committee” and expand their work to more comprehensive and current waste reduction strategies. The Committee was initially formed in 1994 and has enjoyed great success in reducing waste and providing highly utilized recycling programs and services. However, as waste reduction, reuse, and recycling issues are changing, so too must our chief committee charged with advising the Town of appropriate strategies related thereto. Furthermore, expanded interest in the Committee’s activities invites an expansion in membership. By offering two additional seats on the committee we can better take advantage of the increasing number of skilled volunteers available to help tackle the Town’s waste challenges.

ARTICLE 29 BYLAW AMENDMENT/REGULATION OF POLYSTYRENE

VOTED: That Title VIII (Public Health and Safety) be and hereby is amended by adding a new “Article 10: Polystyrene Reduction” to read as follows:

Section 1. Purpose and Intent

The use and disposal of polystyrene has significant impacts on our Town and our environment, including:

- A. Harm to aquatic life when ingested;
- B. Pollution of waterways;

- C. Human health risks from potential exposure to chemicals leaching from polystyrene food containers and consumption of aquatic wildlife that contains polystyrene microplastics;
- D. Limited recycling options for polystyrene containers and other polystyrene products.

With the goal of protecting the health of residents and our natural resources, consistent with the Town Goals adopted by Town Meeting in 1993, and given that inexpensive, safe alternatives to polystyrene are easily obtained, the Town will phase out the use of certain polystyrene plastics by January 1, 2020.

Section 2. Definitions

- A. “Department” shall mean the Arlington Department of Health and Human Services.
- B. “Director” shall mean the Director of Health and Human Services.
- C. “Food Establishments” shall mean any operations that store, prepare, package, serve, vend or otherwise provide food for human consumption, including, but not limited to, restaurants, mobile food vendors, caterers, residential kitchen operators, schools, farmers markets, and public venues. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered a Food Establishment for the purpose of this bylaw.
- D. “Polystyrene” shall mean and includes:

(1) blown polystyrene and expanded and extruded foams (sometimes called "Styrofoam," a Dow Chemical Co. trademarked form of insulation) also referred to as expanded polystyrene (EPS), which is herein referenced in this bylaw as "Foam Polystyrene." Foam Polystyrene is generally used to make opaque cups, bowls, plates, trays, clamshell containers, meat trays and egg cartons; and

(2) clear or solid polystyrene, which is also known as “oriented,” which is herein referenced in this bylaw as “Rigid Polystyrene.” Rigid Polystyrene is generally used to make clear clamshell containers, and clear or colored cups, plates, straws, lids and utensils.

Polystyrene may be labeled with the recycling number “6” or “PS 6”.

- E. “Polystyrene Disposable Food Services Containers” shall mean single-use disposable products used for serving, consuming, or transporting food or beverages, including, but not limited to, take-out foods or leftovers from partially consumed meals prepared by a restaurant or other food establishment. This includes but is not limited to plates, cups, bowls, trays, hinged or lidded containers, straws, cup lids, and cutlery. It shall also

include single-use disposable packaging for uncooked foods prepared on the premises, as well as disposable catering trays.

F. "Public Venues" shall mean operations including, but not limited to, meeting halls, churches, Town offices, the Senior Center, Recreation Department facilities, libraries, and public schools operating in Arlington.

G. "Retail Establishments" shall mean any commercial business facility, whether for-profit or not-for-profit, that sells goods directly to consumers including, but not limited to, grocery stores, pharmacies, liquor stores, convenience stores, theaters, and all other retail stores.

Section 3. Use Regulations

A. Food Establishments: Effective January 1, 2020, food establishments shall be prohibited from using, distributing, or selling polystyrene disposable food service containers made from foam or rigid polystyrene, or polystyrene cutlery or other polystyrene single use disposable products within the Town of Arlington.

B. Retail Establishments: Effective January 1, 2020, retail establishments shall be prohibited from selling or distributing polystyrene disposable food service containers made from foam polystyrene within the Town of Arlington.

C. Exemptions: This bylaw shall not apply to:

1. Polystyrene foam packaging peanuts;
2. Prepackaged meat and produce trays, egg cartons, and other food or beverage products bought from or packaged by any supplier located outside of Arlington;
or
3. Polystyrene foam freezer chests.

Section 4. Penalties and Enforcement

A. Each food establishment or retail establishment, as defined in Section 2, located in the Town shall comply with this bylaw.

1. If it is determined that a violation has occurred, the Director, or his or her designee in the Department, shall first issue a "warning notice" to the food establishment or retail establishment for a first time violation.
2. If after 14 days from receipt of the warning notice, the food establishment or retail establishment continues to violate this bylaw or commits a second violation, the Director shall issue a notice of violation and shall impose a penalty

against the food establishment or retail establishment.

3. The penalty for each violation that occurs after the issuance of the warning notice shall be no more than:

(i) \$50 for the first offense;

(ii) \$100 for the second offense;

(iii) \$150 for the third and all subsequent offenses.

4. No more than one penalty shall be imposed upon a food establishment or retail establishment within a seven calendar day period.

5. A food establishment or retail establishment shall have 15 calendar days after the date that a notice of violation is issued to pay the penalty or request a hearing in writing to the Director.

B. The Director may promulgate additional guidelines and regulations necessary for the effective enforcement of this bylaw, consistent with the foregoing.

Section 5. Waivers

In the event that compliance with the effective date of this bylaw is not feasible for a food establishment or retail establishment because of either unavailability of alternative containers or products or economic hardship, the Director may grant a waiver of not more than six months upon application of the owner or owner's representative. The Director may provide one additional six-month waiver upon showing of continued infeasibility or hardship, as set forth above.

Section 6. Severability

The provisions of this bylaw are severable; and if any of the provisions of this bylaw shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

(5 – 0)

COMMENT: The Select Board urges Town Meeting to vote in support of this measure to join communities such as Andover, Brookline, Cambridge, Concord, and Wayland in prohibiting the use of a limited class of polystyrene products at food and retail establishments – specifically a limited kind of plastic food service containers, cutlery, and packaging materials. These products pose risks to human health and the environment, are difficult to recycle, and have cost-effective readily available alternatives.

The Board emphasizes that only plastics bearing recycling number 6 (primarily single-use plastics) would be covered by this prohibition, and a variety of exceptions are woven into the bylaw such as exceptions for polystyrene coolers and food products which come to grocery

stores and other retailers in pre-packaged in polystyrene containers. Furthermore, Arlington residents will be able to purchase polystyrene products online or outside of Arlington, and the cost difference for products purchased within Arlington should have minimal impact on consumers.

Finally, this well-researched proposal is modeled after a successful plastic bag reduction bylaw passed by Town Meeting in 2017. As such, it includes advanced notice to retailers and establishments, graduated penalties, and a temporary waiver system for appropriate businesses.

ARTICLE 30 BYLAW AMENDMENT/WATERLINE REPLACEMENT

VOTED: That the Town does and hereby amends Title VI of the Town Bylaws (“Building Regulations”) to add a new Article 10 “Waterline Inspection & Replacement”

ARTICLE 10: WATERLINE INSPECTION & REPLACEMENT

Section 1: Purpose

The purpose of this bylaw is to prevent the loss of Town water due to degraded and/or damaged privately-owned waterlines which connect residential, commercial, and industrial premises to Town-owned water mains. The loss of water through seepage wastes natural resources and increases the water service costs borne collectively by the Town and its residents.

Section 2: Waterline Inspection and Working Order Compliance

- A. **No person shall cause or permit the transfer of any residential, commercial or industrial real property served by Town water mains without first obtaining from the Town Engineer a certificate of compliance that such premises are properly connected to the Town water main at the curbstop valve and there are no conditions which allow for loss of water between the curbstop valve and the connection to homes or commercial or industrial buildings; except this bylaw shall not apply to those properties outlined in Section 4 below.**
- B. **Any person intending to transfer real property served by Town water mains shall request a certificate of compliance from the Town Engineer, providing the Town Engineer a report from a licensed plumber or drainlayer (or other professional licensed to inspect and install water or sewer connections deemed appropriate by the Town Engineer) that demonstrates the good and working order the waterline connecting to the Town curbstop valve.**

- 1. Newly constructed buildings, buildings erected within 20 years of the date of the property transfer, or any properties in which owners can demonstrate to the**

Town Engineer that the waterline is composed of copper and/or has been replaced within the last 20 years shall be presumed to be compliant.

2. The Town Engineer may conduct a Town inspection of the waterline if the Engineer determines further examination is necessary to effectuate the purposes of this bylaw.
3. The Town Engineer shall issue a certificate of compliance or a determination of non-compliance within 14 days of receipt of the report required by Section 2(b) of this bylaw.
4. Non-compliant waterlines in need of replacement or major repair shall also replace any existing lead connections regardless of the condition of such connections.

Section 3. Escrow and Condominium Alternatives for Non-compliant Properties

- A. Any person who wishes to transfer real property subject to this bylaw which has been determined to be non-compliant by the Town Engineer may alternatively hold in escrow an amount sufficient to cover the costs of the water line repair or replacement necessary to bring the property into compliance for up to six months. To do so, an otherwise non-compliant transferor must file a statement from the real estate closing agent that 110% of the cost of repair or replacement shall be held in an escrow account for up to six months until the Town issues a certificate of compliance.
 1. The escrow amount shall be based upon a detailed estimate by a licensed plumber or drainlayer, or other professional licensed to inspect and install water or sewer connections deemed appropriate by the Town Engineer.
- B. Any condominium unit owner subject to this bylaw who can demonstrate that their condominium association is unable or unwilling to replace or repair a non-compliant waterline may satisfy the requirements of this bylaw by placing their proportionate share of a reasonable estimate of the cost waterline repair or replacement into their Condo Association's common account reserved for such uses.

Section 4 Applicability & Hardship Waiver

- A. This bylaw shall apply to transfer of real property regardless of the price paid for such transfer, except that it shall not apply to the transfer of real estate between immediately family members, including, but not limited to spouses for nominal consideration.

B. This bylaw shall not apply to those buildings not connected to Town water

C. The requirements of this bylaw may be waived at the discretion of the Select Board upon a showing of economic hardship by a transferor only where it is also demonstrated that the cost of repair or replacement of a waterline would exceed 1 percent of the sale price of the property at issue.

Section 5. Penalties

Persons found in violation of this bylaw shall be subject to a fine of \$300 for each day of non-compliance from the date of the sale or transfer of subject real property until waterlines are certified as compliant by the Town Engineer.

Section 6. Rules and Regulations

The Select Board shall promulgate rules and regulations necessary for the implementation and enforcement of this bylaw.

(3 – 2)

Mr. Hurd and Mr. Dunn voted in the negative.

COMMENT: The majority of the Select Board supports the establishment of a new bylaw to ensure that privately-owned corroded waterlines connecting buildings to Town-owned water mains (at the curbstop valve) are not leaching water through badly cracked and rusted pipes, and therefore both wasting a natural resources and increasing water costs for the Town and its residents.

The Board is sensitive to concerns about costs, and recommends this action in part because it is triggered only by the transfer of real estate, structured to flexibly provide for replacement of waterlines with the proceeds from a home sale if necessary, and contains a mechanism to facilitate individual condo unit owners paying their share of a future repair in the event an association is not able or ready to bear the replacement costs. Further, the Board is informed by the Director of Public Works that costs of inspection of waterlines should be modest for the majority of residents and business owners because licensed plumbers and drainlayers will be able to quickly identify copper waterlines far less likely to pose any problem. Copper pipes and other modern materials will be presumed to be compliant. The pipes that will require greater inspection meanwhile are those which are mostly likely to require service. Moreover, absent evidence of leaks, the bylaw shall not apply to buildings which were newly erected or replaced waterlines within the last 20 years.

Finally, the Select Board shall have the ability to waive the bylaw's requirements in cases of hardship where the cost of replacement or repair exceeds 1 percent of the total sale price of the property.

ARTICLE 31

BYLAW AMENDMENT/RENAME COMMUNITY PRESERVATION COMMITTEE

VOTED: That Title I, Article 12 of the Town Bylaws, “Community Preservation Committee” be and hereby is amended to rename the Community Preservation Committee, the “Community Preservation Act Committee” by adding the word “Act” wherever the Committee’s name appears in the bylaw, and replacing the term CPA with “CPAC” throughout, so as to read as follows:

ARTICLE 12 COMMUNITY PRESERVATION ACT COMMITTEE

Section 1. Establishment and Membership

- a. There is hereby established a Community Preservation Act Committee consisting of a total of nine (9) members pursuant to G.L. c. 44B § 5. The membership shall be composed of one member of the Conservation Commission as designated by such Commission, one member of the Historical Commission as designated by such Commission, one member of the Arlington Redevelopment Board (which serves as the Town's Planning Board) as designated by such Board, one member of the Park and Recreation Commission as designated by such Commission, one member of the Arlington Housing Authority as designated by such authority, and four (4) at-large members appointed by a joint vote of the approval by the Select Board and the Town Manager as follows below in Section 1(b).**
- b. Candidates for at-large membership shall be jointly gathered and screened by the Town Manager and the Chairperson of the of the Select Board or their designee, who shall jointly forward recommended candidates for a vote on appointment by the full Select Board plus the Town Manager (a maximum total of six votes representing the five Select Board and the Town Manager). A majority vote the Select Board and the Town Manager shall be required for appointment to an at-large member position.**
- c. At-large members shall be appointed to the following initial terms: One (1) for a one-year term, two (2) for two-year terms, and one (1) for a three-year term. All subsequent terms shall be for three years. All other members shall serve a term determined by their designating bodies not to exceed three years. All members, at-large and otherwise, are eligible for reappointment. Should any appointing or designating authority**

fail to appoint a successor to a CPAC member whose term is expiring, such member may continue to serve until the relevant authority names a successor.

No At-Large member of the Community Preservation Act Committee shall serve more than six consecutive years at a time. A waiting period of three years shall be imposed on any member of the Committee after serving six consecutive years, if they wish to rejoin the Committee.

- d. A vacancy of the committee shall be filled by the relevant appointing or designating authority.

Section 2. Duties and Responsibilities

The Community Preservation Act Committee shall have all the duties and powers as set forth in G.L. c. 44 §5, including, but not limited to the following:

- a. The Community Preservation Act Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The Committee shall consult with existing municipal boards, including the Select Board, Conservation Commission, the Historical Commission, The Redevelopment Board, the Park and Recreation Commission, the Council on Aging, the Housing Authority, the Finance Committee, and the Capital Planning Committee. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities, and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding the hearing in a newspaper of general circulation in the Town.
- b. The Community Preservation Act Committee shall make recommendations to the Town Meeting for the acquisition, creation, and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation, and support of community housing; and for rehabilitation or restoration of such open space and community housing that is acquired or created with CPA funds. With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. Recommendations to Town Meeting shall include their

anticipated costs.

- c. The Community Preservation Act Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose, or to set aside for later spending funds for general purposes that are consistent with community preservation.
- d. Prior to making its final recommendations to Town Meeting for approval, the Committee shall present draft recommendations to the Select Board, the Finance Committee, and the Capital Planning Committee for comment. Further a designated member of the Select Board, Finance Committee, and Capital Planning Committee shall be permitted, but not required, to serve as a liaison to the Committee

Section 3. Administration and Operation

- a. The Community Preservation Act Committee shall not meet or conduct business without the presence of a quorum. A Majority of the members of the Community Preservation Act Committee all constitute a quorum.
- b. The Community Preservation Act Committee shall approve its actions by majority vote of the quorum.
- c. Each fiscal year, the Committee shall recommend to Town Meeting an operational and administrative budget. The timing of such budget recommendation shall be coordinated with the Town Manager's annual operating budget submission to the Select Board.

Section 4. Amendments

The Community Preservation Act Committee shall, from time to time, review the administration of this by-law, making recommendations, as needed, for changes in the by-law and in administrative practice to improve its operations.

Section 5. Construction and Severability

At all times this by-law shall be interpreted in a manner consistent with G.L. c. 44B, the Community Preservation Act.

Should any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph, or part shall continue in full force and effect.

Section 6. Effective Date

Following Town Meeting approval of this by-law, this Title shall take effect immediately upon the approval by the Attorney General of the Commonwealth. Each appointing authority shall have forty five (45) calendar days after approval by the Attorney General to make their initial appointments. Should any appointing authority fail to make their appointment within that allotted time, the Town Manager shall make the appointment from the membership of such appointing authority.

(5 – 0)

COMMENT: The Select Board endorses this straightforward effort to disambiguate the Community Preservation Committee, often known as the “CPC” from the Capital Planning Committee, also known as the “CPC,” by renaming it the Community Preservation Act Committee, or “CPAC.”

ARTICLE 32

BYLAW AMENDMENT/TREE PROTECTION AND PRESERVATION

VOTED: That Title V, Article 16, sections 2.A, 4.C, and 6, be and hereby are amended as follows:

ARTICLE 16 TREE PROTECTION AND PRESERVATION

Section 2. Definitions

A. The following definitions shall apply to this By-law:

“Protected Tree” - Any existing healthy tree on private land with a DBH of ~~ten (10)~~ eight (8) inches or greater, located in the setback area, which does not pose an immediate hazard to person or property or is not under imminent threat of disease or insect infestation.

“Tree Plan” - A site plan drawn and stamped by a certified land surveyor or engineer showing all Protected Trees in the setback areas, public shade trees on the property, and indicating, on the site plan or in a separate document, which Protected Trees will be retained, which will be removed, and; how critical root zones of each protected tree and public shade tree will be protected from damage during site work ~~as to Protected Trees which will be removed, as well as whether mitigation will be by replacement on the property or by payment into the Tree Fund;~~

“Tree Removal” - The cutting down or effective destruction during demolition or construction activities of a tree intentionally or unintentionally.

Section 4. Procedures and Requirements for the Preservation of Trees

- C. For each Protected Tree removed, there shall be either ~~(1) a replacement tree planted on the property no later than 180 days after the Certificate of Occupancy is issued, of a minimum caliper of two and a half (2.5) inches and of a species native to the area and expected to reach a height of 50 feet or more at maturity; or~~ (2) a payment made to the Tree Fund prior to the commencement of work on the property, in the amount set by a mitigation schedule approved by the Select Board assigning a value per inch of DBH of Protected Tree(s) to reflect the cost of planting and caring for new public trees, which the Town shall use to plant replacement trees in the vicinity of the tree removal or in other locations in the discretion of the Tree Warden.

Section 6. Administration

The Select Board shall establish further administrative rules and regulations for the review and approval of Tree Plans, as well as enforcement determinations necessary to effectuate the purposes of this bylaw, including, but not limited to further definitions, tree plan requirements, and procedures. Failure to issue rules and regulations will not have the effect of suspending or invalidating this By-law.

(5 – 0)

COMMENT: Upon the recommendation of the Tree Committee and the Tree Warden, the Select Board unanimously urges Town Meeting’s approval of five adjustments to the Town’s Tree Protection and Preservation Bylaw, which are as follows:

1. Increasing the number of protected trees covered by the bylaw by changing the minimum size of trees subject to protections from 10 DBH (diameter breast height) to 8 DBH, because an insufficient number of trees in the canopy are protected at present;
2. Removing the mitigation option which invites property owners and developers to plant their own replacement trees. Unfortunately, because mitigation trees are often inadequately planted or cared for, they fail to thrive. Moreover, holding contractors accountable for dead or dying mitigation trees has proved impracticable;
3. Requiring additional information to be included on Tree Plans, including representing public shade trees and detailing how critical root zones of protected trees will be inured from fatal damage during construction activities;
4. Refining the definition of tree removal such that trees which are intentionally or unintentionally fatally harmed without being cut down are covered by the bylaw; and

5. Explicitly and transparently empowering the Select Board to promulgate regulations necessary to achieve the intent of the bylaw, which will also serve to keep the bylaw itself relatively simple.

ARTICLE 33

BYLAW AMENDMENT/NOTICE OF DEMOLITION

VOTED: That Title VI, Article 7 (“Notice of Demolition”) of the Town Bylaws be and hereby is amended to add “Protected Tree Removal” to the categories of activities requiring notice to abutters, as follows:

NOTICE OF DEMOLITION, OPEN FOUNDATION EXCAVATION, PROTECTED TREE REMOVAL, NEW CONSTRUCTION, OR LARGE ADDITIONS

A. The owner of any building or parcel who intends to have such building demolished, engage in open foundation excavation, engage in new residential construction, remove protected trees in advance of new residential construction, or build a large addition must at least seven (7) calendar days prior to the commencement of any site work (including demolition, tree removal, or open foundation excavation), or within seven (7) calendar days of the filing of an application for a Building Permit, whichever date is earlier, give notice by first-class mail to all abutters and current occupants (to the extent practicable) within 200 feet of such building or construction site before such demolition, construction, or open foundation excavation can commence.

B. The notice required herein shall, at a minimum, contain contact information for the developer or contractor, a site plan and/or tree plan for any applicable residential demolition, open foundation excavation, protected tree removal, alteration or construction project, as well as information detailing the hours of operation for the project, anticipated completion date, work schedule, and health safety, and abutting property protections, and as appropriate, noise abatement measures applied by the developer or contractor of the project.

C. “Demolition” shall be defined as the act of pulling down, destroying, removing, or razing 50 % or more of a building, or commencing the work of total or substantial destruction with the intent of completing the same.

“Open foundation excavation” shall be defined as an open and exposed excavation for the purposes of constructing or expanding a residential building foundation. Satisfaction of open foundation excavation requirements of this Article shall not be construed to satisfy any additional requirements set forth in Title V Article 3 of these bylaws.

“Large additions” shall be defined as an alteration or addition in any residential district which increases the size of a building by 750 square feet or more, or by 50% or more of the existing building's gross floor area.

“Protected tree removal” shall be defined as removal of “Protected Trees” as defined in Title V Article 16 (“Tree Protection and Preservation”), Section 2.A and set forth in Title V Article 16, Section 3.A(3).

D. Prior to issuance of a demolition or building permit, or commencing an open foundation excavation or protected tree removal the applicant shall demonstrate to the satisfaction of the Inspector of Buildings (or the Tree Warden in the case of protected tree removal prior to new residential construction) that they have given the notice required herein, by providing a list of those notified, a copy of the notice, and an affidavit stating when it was mailed.

E. Violators of this bylaw will be subject to a fine of \$200 per day upon notification of the Building Inspector.

(5 – 0)

COMMENT: The Select Board requests Town Meeting support this article which builds upon the recently revised “Notice of Demolition” bylaw to ensure that neighbors are also alerted to pre-construction activity which removes trees protected by the Town’s Tree Protection and Preservation bylaw. The revised notice bylaw would also ensure that Tree Plans, already required by the Tree Protection Bylaw, are included in the “Good Neighbor Agreement” documents contractors and owners provide to neighbors. The Board notes the Tree Committee’s support for positive action on this score.

ARTICLE 34

BYLAW AMENDMENT/REGULATION OF OUTDOOR LIGHTING – DARK SKIES BYLAW

VOTED: That Title V, Article 14 (Regulation of Outdoor Lighting) of the Town Bylaws be and hereby is amended as follows:

Section 1. Introduction

It is the intention of this by-law to regulate the use of outdoor lighting so as to reduce or eliminate light pollution (artificial light which causes a detrimental effect on the environment, interferes with the enjoyment of the night sky, causes undesirable glare, or unnecessary illumination of adjacent properties), and to conserve energy and resources to the greatest extent possible ~~not unduly inconvenience and/or disturb residential abutters by having outdoor lighting shining directly into their windows or onto their properties, or by creating observable and unreasonable glare shining into their windows or onto their properties. This by-law is enacted with the understanding that enforcement shall be based upon any complaint issued by any resident or residential property owner with the Town.~~

Section 2. Definitions

A. A “luminaire” shall be defined as a complete outdoor lighting unit or fixture including a lamp or lamps, together with the parts designed to distribute the light,

to position and protect the lamps, and to connect the lamps to the power supply, but not including a pole on which the luminaire may be mounted.

A luminaire shall be considered shielded if it is constructed in such a manner that no light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected above a horizontal plane passing through the lowest direct-light-emitting part of the luminaire.

Section 32. Regulation

- A. All outdoor lighting, including but not limited to: floodlighting, decorative lighting, lighting primarily designed to illuminate walks and/or walkways, driveways, flagpoles, outdoor living areas and/or outdoor recreational facilities shall be appropriately continuous, indirect, and installed and/or shielded in a manner that shall prevent unreasonably bright light from shining onto or upon any street and/or nearby residential property whether directly or by creating unreasonably bright glare.
- B. The use of mercury vapor, high pressure sodium, and metal halide bulbs is prohibited within the Town of Arlington.
- C. Any lighting, affixed to a utility pole or placed on town property, on the public right-of-way or easement, in which the purpose of the luminaire is to illuminate areas outside the public right-of-way or easement, shall be subject to a permit by the Select Board. In granting the permit, the Select Board shall establish that the permitted lighting fixture conforms to all provisions of this by-law.
- D. Up-lighting, the direct light illumination distributed above a 90 degree horizontal plane through the lowest direct light emitting part of the luminaire, is prohibited, except for signage governed by and permitted under the Arlington Zoning Bylaw, illumination of the United States Flag, the Flag of the Commonwealth of Massachusetts, or other flags on Town and/or school property, a building façade, or a public monument. For any up-lighting, the luminaire shall be equipped with shields so that the lamp is not visible from a street, or a lot that is in Residential or Conservation use.
- ~~B.~~ E. The following lighting shall be exempt from the provisions of this by-law:
 - i. Temporary holiday lighting.
 - ii. Internally illuminated signs.
 - iii. Emergency lighting such as used by the Police, Fire Department, or other official or utility emergency personnel. Placement of longer- term emergency lighting shall, to the largest extent possible, take into consideration the detrimental effects of glare on passing motorists and pedestrians and on residential lots.

- iv. Lighting during special events such as fairs, concerts, or celebrations sponsored by the Town of Arlington or approved by the Select Board;
- v. Lighting on playing fields and courts under the jurisdiction of the Town of Arlington;
- vi. Lighting of historic or architectural significance exempted by a vote of the Arlington Historical Commission.

~~E. Lighting installed prior to the enactment of this by-law, as amended, shall be exempt from the provisions of this by-law until April 15, 2015.~~

Section 43. Enforcement

Enforcement of this by-law shall be under the authority of the Building Inspector.

- A. For any and all lighting in violation of this by-law, in which the luminaire is owned, leased, or maintained by an electric utility, the Building Inspector shall enforce this by-law as set forth in the Fines & Fees Schedule of the by-law with the utility subject to the penalties set forth in the by-law.
- B. For any lighting that fails to conform to the terms and conditions of permit provisions of this by-law, the Building Inspector shall enforce this by-law as set forth in the Fines & Fees Schedule of the by-law.
- C. For any lighting that uses mercury vapor, high pressure sodium, or metal halide bulbs, the Building Inspector shall enforce this by-law as set forth in the Fines & Fees Schedule of the by-law.
- D. For any other instances, upon receiving a complaint in writing, the Building Inspector shall enforce this by-law as set forth in the Fines & Fees Schedule of the by-law.

~~Upon receiving a complaint in writing, from a resident or property owner in the Town, the Building Inspector shall enforce this by-law as set forth in the Fines & Fees Schedule of the by-law.~~

Section ~~5~~ 4. Fines & Fees Schedule

- A. First offense: A written warning stating a property owner/~~resident~~ or utility is in violation: Ten (10) days to meet compliance.
- B. Second offense: \$25.00 Fine. Five (5) days to meet compliance.
- C. Third offense and \$50.00 Fine. Five (5) days to meet compliance before each subsequent offense another ~~\$50.00~~ \$100.00 fine issues.

(5 – 0)

COMMENT: Article 8 of the 2014 Annual Town Meeting adopted the first set of

comprehensive changes to the Town's regulation of outdoor lighting. However, over the past four years, the scope of those changes has been insufficient to address resident concerns regarding the impact of lighting and glare on quality of life. In particular, commercial light sources using outdated lighting technologies pose significant nuisances. The proposed revisions to the Outdoor Lighting bylaw (based upon the International "Dark Skies" Association's model ordinance) will incentivize commercial lighting sources, especially utilities such as Eversource, to switch to modern LED lighting. It will also create a permit system for lights placed on the right-of-way by private entities.

The Board notes that many local businesses have already switched over entirely to LED lighting. Further, the exceptions maintained within Section 3.E., above otherwise address many common concerns about specific scenarios for the availability of non-LED residential or commercial lighting and up-lighting.

ARTICLE 35 BYLAW AMENDMENT/SHORT-TERM RENTAL REGULATIONS

VOTED: The Town Bylaws be and hereby are amended to add a new section 18 to Article V ("Regulation of the Use of Private Property") to provide for regulation of short-term rentals as follows:

ARTICLE 18: SHORT TERM RENTALS

Section 1. Purpose

The purposes of this bylaw are to:

- A. **provide a process through which certain residential premises and rooms within same not otherwise regulated and licensed as lodging houses or bed and breakfasts may be registered with the Town of Arlington for use as "short-term rentals";**
- B. **ensure relevant health and safety standards are met at short-term rentals; and**
- C. **provide for orderly operation of short-term rentals within the Town's residential neighborhoods as assess the community impacts of such rentals.**

Section 2. Definitions

"Short Term Rental" – an owner-occupied, tenant-occupied or non-owner occupied property including, but not limited to, an apartment, house, cottage, condominium or a furnished accommodation that is not a hotel, motel, lodging house or bed and breakfast establishment, where:

- (i) at least 1 room or unit is rented to an occupant or sub-occupant; and
- (ii) all accommodations are reserved in advance;

provided, however, that a private owner-occupied property shall be considered a single unit if leased or rented as such.

“Operator” – a person operating a short-term rental including, but not limited to, the owner or proprietor of such premises, the lessee, sublessee, mortgagee in possession, licensee or any other person otherwise operating such short-term rental.

Section 3. Applicability & Prohibitions

- A. No residential premises may be used as a short-term rental except those in compliance with this bylaw.
- B. The following residential housing units are ineligible from being used as short-term rentals:
 - 1. Residential premises designated as affordable or otherwise income-restricted, which are subject to the affordability covenants or are otherwise subject to housing or rental assistance under local, state, or federal programs or law;
 - 2. Residential Units that are the subject of 3 or more findings of violations of this section within a six-month period, or 3 or more violations of any town bylaw or regulation or state law or code relating to excessive noise, improper disposal of trash, disorderly conduct, or other similar conduct within a six-month period; and
 - 3. Accessory Dwelling Units as defined by the Zoning Bylaw if permitted in Arlington;

Section 4. Registration, Certifications and Fees

A. Registration Process.

An Operator of short-term rental shall register with the Office of the Select Board to be listed on the Short-Term Rental Registry, providing all information and certifications required by this bylaw and the Office of the Board, and the registration fee.

Registration shall be valid for a one-year term, from January 1 through December 31 of each year or for such alternative twelve-month period as determined by the Board.

B. Required Information

At a minimum, an Operator shall provide the following:

Operator name, address of each short-term rental unit or units, the number of bedrooms within each unit, Operator's relationship to the unit (i.e. owner, professional manager, tenant, etc.), whether Residential Unit being offered is within a an owner-occupied home, condo, apartment, or two or three family home, and an authorized local agent able to act on behalf of the Operator in their event of their absence.

C. The Operator shall also certify that the short-term rental complies with the all of the following:

- 1. The State Sanitary Code;**
- 2. Food Safe certification (if serving meals);**
- 3. The Arlington Health Code;**
- 4. Fire and carbon monoxide alarm requirements;**
- 5. Fire escape route requirements;**
- 6. The Building Code, including holding a valid certificate of occupancy; and**
- 7. The Arlington Zoning Bylaw**

D. Fees

Units shall be annually recorded in the Short-Term Rental Registry for a fee of \$25.00 per bedroom, per unit.

Section 5. Complaints, Enforcement, and Violations

A. Complaints

A complaint alleging that a short-term rental is in violation of this bylaw or any applicable law, code, or regulation may be filed with Select Board. The complaint must contain the Residential Unit's address, unit number, date and nature of alleged violation(s), and name and contact information of complainant.

B. Review of Complaint.

Within thirty (30) days after receipt of a complaint, the Select Board shall review the Complaint and refer it to the appropriate Town Department, official, Board, or Commission for findings. The Select Board shall not make a determination of a violation under any bylaw, regulation or law vested within another body or official's jurisdiction, but may utilize such determinations as evidence of a violation of this bylaw.

Upon a finding of a potential violation, the Select Board, or its designee shall serve notice of the violation upon the Operator of the short-term rental at issue,

if such unit is listed on the Short-Term Rental Registry, and upon the owner or resident agent or owner of record of the premises at issue, if such unit is not listed on the Short-Term Rental Registry.

C. Right to Hearing.

A person upon whom a notice of violation has been served under this bylaw may request a hearing from Select Board by filing a written petition requesting a hearing on the matter within fourteen (14) days of receipt of a notice of violation. The Board shall render a decision within a reasonable time after the close of hearing. Any direction to correct conditions at the short-term rental and fines assessed shall be stayed until the Board issues its decision.

D. Violations, Suspensions and Fines.

1. Any person who offers a residential premises or units as a short-term rentals, where such premises or unit is not an eligible Residential Unit, or offers otherwise eligible premises or units but has not complied with the registration requirements of this bylaw, shall be fined three hundred dollars (\$300) per violation per day. Each day's failure to comply with a notice of violation or any other order shall constitute a separate violation.
2. Short-Term Rentals found to be in violation of this bylaw, or which are found to have any outstanding building, sanitary, zoning, or fire code violations, orders of abatement, or stop work orders, or other requirements, laws or regulations that prohibit operation of the premises as a short-term rental, shall be suspended from the Short-Term Rental Registry and prohibited from operation until all violations have been cured or otherwise resolved.

Section 6. Room Occupancy Excise and Community Impact Fees

Short-term rentals subject to the provisions of this bylaw are subject to the Room Occupancy Excise under G.L. c. 64G and short-term rental community impact surcharge. Operators shall comply with the provisions of said statutes and are responsible for ensuring proper payment to the Commonwealth and the Town of Arlington.

(5 – 0)

COMMENT: The Select Board unanimously endorses this article to seize upon the local regulation authority afforded to municipalities by “An Act Regulating and Insuring Short-Term Rentals.” While the number of short-term rentals in Arlington is modest (less than 100), registering such establishments and requiring basic health and safety inspections can serve to

both reduce negative community impacts associated with short-term rentals, and ensure the quality, safe experiences for renters. The proposed bylaw also provides a formal process for examining complaints about common issues raised by short-term rental activity.

ARTICLE 36 VOTE/ELECTION MODERNIZATION STUDY GROUP

VOTED: That Town Meeting hereby establishes an Election Modernization Study Committee to be structured, organized, and charged as follows:

Election Modernization Study Committee

1. Committee Membership and Organization

A. The Committee shall consist of eleven (11) members

- The Town Clerk or their designee
- One member of the Board of Registrars to be determined by such Board;
- The Select Board Administrator or their designee
- The Town Moderator or their designee;
- One member of the School Committee as determined by the Committee;
- One member of the Disability Commission as determined by the Commission;
- One representative of the Town Republican Committee;
- One representative of Town Democratic Committee;
- Three residents to be appointed by the Town Moderator, one of whom is to be a green card-holding resident, one of whom is to have been a resident for less than five (5) years, and one of whom is a high school student; in the event that the Moderator cannot fill the afore-listed positions after diligent efforts, the Moderator shall appoint residents with qualifications set by the Committee at its organizational meeting.

B. The Town Moderator or their designee shall serve as chair of the committee for the purposes of the committee's first organizational meeting, in which the Committee may elect officers as it deems appropriate.

2. Committee Charge

The Committee is charged with comprehensively examining how to improve the Town's electoral practices and systems, including but not limited to:

- A. Voter eligibility rules in town elections;
- B. Voter registration policies and practices;
- C. Public engagement in the local election process;
- D. The status of the Town's voting equipment and options for improvements thereof;
- E. The Town's process for counting votes;

- F. Ranked-choice voting;**
- G. Early voting policies and practices; and**
- H. Polling locations;**
- I. Polling location accessibility.**

3. Committee Reports

- A. The Committee shall provide an interim report to the Town Clerk and the Select Board on or before September 1, 2019 to:**
 - i. Make ranked recommendations on any and all improvements which can be made to Town electoral systems and practices before the 2019 Fall election cycle; and**
 - ii. Offer any recommended Town Meeting warrant articles for inclusion on the 2020 Annual Town Meeting Arrant.**
- B. The Committee shall provide a final report to the 2020 Town Meeting on all of the subjects listed herein.**

4. Dissolution

Absent a vote of the 2020 Annual Town Meeting to maintain it, the Committee shall dissolve following the close of the 2020 Annual Town Meeting

(5 – 0)

COMMENT: As more opportunities are being afforded to cities and towns to modernize their management of local elections, encourage wider participation in elections, and increase voter access, the Select Board strongly urges Town Meeting to establish a study committee to comprehensively examine the Town’s election practices, policies, and opportunities for improvement. The Board further urges such action with an aggressive and clear timeframe for recommendations that incorporates the perspective of a wide group of stakeholders. By doing so, the Select Board is hopeful that we can start by identifying and committing to capitalizing on “low-hanging fruit” prior to the Fall 2019 Election cycle, and then carry momentum forward, proactively assessing and availing ourselves of best practices in local elections.

ARTICLE 37

VOTE/REMOVE POLICE CHIEF FROM CIVIL SERVICE

VOTED: That the Town of Arlington hereby removes the position of “Chief of Police” of the Arlington Police Department from civil service, thereby divesting said position from all the rights and obligations set forth in G.L. c. 31 and its civil service predecessors in law including, but not limited to c. 19 of the Revised Laws and c. 320 of the Acts of 1884. This vote has no effect on the civil service status of any other Town of Arlington employee.

(3 – 2)

Ms. Mahon and Mr. Hurd voted in the negative.

COMMENT: A majority of the Select Board supports the request of the Town Manager to remove the Police Chief position from civil service. In short, civil service in Massachusetts provides and requires certain procedures and criteria for hiring, promotion, and termination of civil service classified positions. Under the current system, the Town's options for hiring a new permanent police chief are determined in part by who opts to take the civil service exam for the position and what each candidates' score on the exam yields.¹ As such, whether the Town engages in a police chief search internally or in a so-called "open search," the Town is limited to the pool of candidates that take and score well on the civil service exam.

Members of the Board voting in the negative rightly point out that civil service affords an additional layer of process before civil service employees can be terminated or disciplined, and as such greater autonomy from the Manager. Further, officers have presented individual members of the Select Board nuanced views of the positives and negatives of keeping the position in civil service. Mindful of quality arguments of members of the Board and with great confidence in excellence of the Acting Chief, captains, and other ranking officers, the majority of the Board still believes that the value of being able to set the criteria for qualifications and engage in as broad of a search as possible weighs in favor of a positive recommendation to Town Meeting.²

Finally, the Manager represents that he is committed first to putting the minimum qualifications for the chief position and the proposed hiring process before the Select Board for feedback and endorsement if the position is successfully removed from civil service. Moreover, the Manager is also committed to looking to fill the chief position with an internal candidate who meets such criteria.

ARTICLE 38

VOTE/SET SENIOR TAX DEFERRAL LIMIT

VOTED: That the maximum qualifying gross receipts amount for property tax deferrals under Clause 41A of Section 5 of Chapter 59 of the Massachusetts General Laws and Chapter 312 of the Acts of 2018 be set at \$88,000, beginning in fiscal year 2020.

(5 – 0)*

¹ There are additional factors, which can favor a candidate's overall score including for example their status as a veteran of the armed services.

² The Board also notes that statutory protections for employees, especially police chiefs, terminated for reasons other than cause, including G.L. c. 151B sec. 4 (prohibiting retaliation under the State's discrimination laws), G.L. c. 149 sec. 185 (Massachusetts Whistleblower Statute) and G.L. c. 41 sec. 97 (affording police chiefs rights to a hearing for termination for cause, as modified by the Town Manager Act).

COMMENT: Following the 2018 Town Meeting’s approval of the 2018 STM Article 5, the Legislature and Governor approved a special act allowing the Town to expand access to senior tax deferrals. Specifically, An Act Relative to Real Property Tax Deferrals” (Chapter 312 of the Acts of 2018), allows the Town to increase Tax Deferral Program eligible incomes above the \$57,000 state law limit by votes of the Select Board and Town Meeting. There is an eligibility cap, anchored to the state circuit breaker limit for married couples filing jointly income eligibility set by the Commissioner of Revenue. Hence, the Select Board and Town Meeting can set the Tax Deferral eligibility limit (for single persons and married joint filers) anywhere from \$57,001 to \$88,000.

Given the Board and Town Meeting’s mutual commitment to providing tax relief for Arlington Seniors in need as the Town prepares for an override and debt exclusion this summer, we urge Town Meeting to adopt the maximum eligibility level of \$88,000 for both single and joint filers.

**ARTICLE 39 VOTE/AUTHORIZATION TO DEACCESSION TOWN
PROPERTY – LIBRARY ART PRINTS**

VOTED: That the Town hereby authorizes and requests that the Library Board of Trustees, through the Town Manager, dispose of the entirety of the Robbins Art Print Collection through sale, donation or other means, including all prints and pieces of artwork donated or bequeathed directly by Winfield, Caira, or Ida Robbins, and those artworks acquired with funds from trusts established to further the Collection in a manner consistent with the requirements of the General Laws and the Town of Arlington Bylaws.

(5 – 0)

COMMENT: The Select Board urges Town Meeting’s positive action on this article requested of the Library Board of Trustees in order to obtain permission from the Town to sell, donate, or otherwise dispose of the entirety of the “Robbins Art Print Collection” – more than 150,000 art prints, only 20 percent of which have been catalogued over the past century. Over the past fifty years the Library Board of Trustees, a host of library volunteers, staff, and interested parties (including a series of print collection experts and appraisers) have consistently reached the conclusion that the Print Collection is not consistent with the Library’s mission, very difficult to manage, and of very modest artistic interest to Arlington, the Greater Boston Area, or the region. The overwhelming majority of prints were cut from books and other publications and primarily consist of portraits of 18th and 19th Century European aristocrats, which if displayed at a rate of

1,500 per year, would take more than 100 years to display them all. The most recent and comprehensive appraisal of the Collection by the Childs Gallery of Boston confirms not only that the Collection is of limited fine art interest, but is also precipitously declining in value, losing 20 to 25 percent of assessed value in the last decade.

Accordingly, the Collection is much more of a burden to the Library than a blessing. A deaccession would free valuable, limited space in the Library better suited to serve its mission. It would also potentially enable the Library to re-orient the approximately \$1.3 million in trust funds supporting the Collection to purposes consistent with the Robbins family's more appropriate legacy at the Robbins Library.

ARTICLE 40 **VOTE /ROBBINS LIBRARY PARKING COSTS**

VOTED: That no action be taken under this article.

(5 – 0)

COMMENT: The Select Board commends Mr. Fisher for raising concerns about the cost of Robbins Library parking lot fees on persons of limited means, but also respects the recommendations of the PIGC and the Library Board of Trustees' concerns that lowering or eliminating parking fees would rekindle abuse of the lot by non-patrons seeking long-term parking in Arlington Center. Accordingly, given that Town Meeting does not have the authority to set parking rules and regulations, we welcome further discussion on this subject with the Trustees and other stakeholders, but cannot recommend positive action to Town Meeting.

ARTICLE 41 **VOTE/ARLINGTON REDEVELOPMENT BOARD MEMBERSHIP AND TERMS**

VOTED: That no action be taken under this article.

(5 – 0)

COMMENT: The Select Board respectfully recommends a vote of no action on this resident petition article to convert the Arlington Redevelopment Board from an appointed to an elected body. Foremost, the Board does not believe such a conversion will achieve the article's intended effect of making the ARB more accountable or responsive by rendering it an elected, and therefore a *more political* body. Indeed the Board is concerned that the instead of doing more to

attract the architects and skilled professionals which populate the ARB now, the campaign process will dissuade otherwise interested residents from seeking seats on such board.

ARTICLE 42

HOME RULE LEGISLATION/TOWN TREASURER

VOTED: That the Town does hereby request and authorize the Select Board to file Home Rule Legislation to provide substantially as follows:

“AN ACT AMENDING THE TOWN MANAGER ACT OF ARLINGTON RELATIVE TO THE APPOINTMENT AND MANAGEMENT OF THE TOWN TREASURER”

Section 1. Chapter 503 of the Acts of 1952 (The Town Manager Act of Arlington) as subsequently amended, is hereby amended as follows:

First, by amending Section “8” Election of Other Officers so as to strike the words and punctuation the “treasurer and town collector,” so as to read as follows (strike through text indicating words and punctuation to be deleted):

Section 8. Election of Other Officers.

The election of Town Clerk, ~~treasurer and town collector~~, and assessors shall continue as presently provided. Notwithstanding the election of the officers named in this section, by voters of the town, they shall be subject to the call of the manager for consultation, conference and discussion on matters relating to their respective offices.

Second, by amending Section 15(a) to strike the words and punctuation “Town Treasurer and Collector” so as to read as follows:

“Section 15. Powers and Duties of Manager.

In addition to the specific powers and duties provided in this act the Town Manager shall have the general powers and duties enumerated in this section:

- (a) The Town Manager shall supervise and direct the administration of all departments, commissions, boards and offices, except the Board of Selectmen, the School Committee, Moderator, Town Clerk, ~~Town Treasurer and Collector~~, Board of Assessors, Registrars of Voters, Election Officers, Boards of Appeal, the Finance Committee, the Capital Budget Committee and the Personnel Review and Appeals Board.*

While the town manager shall not supervise the board of assessors as an elected body, the town manager shall supervise and direct the administration of the assessors’ office and appoint the director of assessments in accordance with

subsection (c). The director of assessments and all other assessors' office personnel, except for the board of assessors, employed or in office when this act takes effect shall continue in their respective positions subject to chapter 31 or 150E of the General Laws, or both such chapters, if applicable, but otherwise subject to removal by the town manager as provided in this section.

Nothing in this section shall otherwise abridge the authorities or responsibilities of the board of assessors as set forth in chapter 41 of the General Laws or any other general law.

Third, by amending Section 15(c) as follows to insert the Town Treasurer and Collector as an appointee under said Section so as to read as follows (underscored text indicated new language):

- (c) *The town manager shall also appoint upon merit and fitness alone, the Town's Comptroller (also vested with the authorities of a "Town Accountant") and the Town Treasurer and Collector subject to the approval of the Select Board. Appointment of the Comptroller and the Town Treasurer and Collector shall become effective upon the approval of the Select Board. If the Select Board fails to act by approving, rejecting, or requesting additional reasonable time to consider a candidate however, appointment shall become effective on the thirtieth day following the day on which notice of the proposed appointment is filed with the Board. For the purposes of this section, notice of appointment shall be considered filed with the board when such notice is filed at an open meeting of the Select Board.*

The Comptroller or the Town Treasurer and Collector may be removed by the town manager subject to the approval of the Select Board. Removal of the Comptroller or Treasurer shall become effective upon approval of the Select Board. If the Select Board shall fail to act, by approving, rejecting, or requesting additional reasonable time to consider a termination however, removals made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed removal is filed with the Select Board. For the purposes of this section, notice of removal shall be considered filed with the Board when such notice is filed at an open meeting of the Select Board. Nothing in this paragraph shall supersede or abridge the Comptroller's employment rights afforded by state law.

Notwithstanding the foregoing section (c), the Comptroller and Treasurer shall be authorized to report directly to the Chairperson of the Select Board, or any Member of the Board, on any matter in the Town at any time, without the necessity of prior approval from the Town manager or any other official.

Section 2. This Act shall take effect upon its passage.”

(5 - 0)

COMMENT: The Select Board endorses this article to bring the Town Manager Act up to date with the conversion of the Town Treasurer from an elected to an appointed office in a manner consistent with recent Town Manager Act revisions to the appointment of the Town Comptroller. Modifications to the Town Bylaws to the same effect were recently acted upon positively by Special Town Meeting and await Attorney General approval.

ARTICLE 43

HOME RULE LEGISLATION/MEANS-TESTED SENIOR TAX RELIEF

VOTED: That the Town does hereby request and authorize the Board of Selectmen to file Home Rule Legislation to provide substantially as follows:

AN ACT AUTHORIZING THE TOWN OF ARLINGTON TO ESTABLISH A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. With respect to each qualifying parcel of real property classified as Class one, residential in the town of Arlington there shall be an exemption from the property tax equal to the total amount of tax that would otherwise be assessed without this exemption less the sum of (i) 10 per cent of the total annual qualifying income for purposes of the states “circuit breaker” income tax credit, and (ii) the amount of the state’s “circuit breaker” credit the applicant was eligible to receive in the year prior to the application being filed. The percentage of total annual qualifying income may be raised by section 3. In no event shall property taxes be reduced by more than 50 per cent by this exemption. The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, “parcel” shall be a unit of real property as defined by the assessors under the deed for the property and shall include a condominium unit.

SECTION 2. The board of assessors may deny an application if they find the applicant has excessive assets that place them outside of the intended recipients of the senior exemption created by this act. Real property shall qualify for the exemption under section 1 if all of the following criteria are met:

- (a) the qualifying real property is owned and occupied by a person whose prior year’s income would make the person eligible for the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws;
- (b) the qualifying real property is owned by a single applicant age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or above at the close of the previous year and if the joint applicant is 60 years of age or older;

(c) the qualifying real property is owned and occupied by the applicant or joint applicants as their domicile;

(d) the maximum assessed value of the domicile is no greater than the prior year's average assessed value of a Arlington single family residence plus 10 percent; and

(e) the board of assessors has approved the application for the exemption.

SECTION 3. The exemption under section 1 shall be in addition to any other exemption allowable under the General Laws, except that there shall be a dollar cap on all the exemptions granted by this act equal to .5 per cent of the fiscal year's total residential property tax levy for the town of Arlington, including any levy for the regional vocational high school if not included in the town of Arlington's tax levy at some subsequent date with the total exemption amount granted by this act allocated proportionally within the tax levy on all residential taxpayers. After the first year of such exemption, the total cap on the exemptions granted by this act shall be set annually by the Select Board within a range of .5 to 1 per cent of the residential property tax levy for the town of Arlington, including the levy for the regional vocational high school. In the event that benefits to the applicants may be limited because the percentage established annually by the selectmen would otherwise be exceeded, the benefits shall be allocated by raising the total annual qualifying income percentage as required in section 1 as necessary to not exceed the cap. In the event the cap exceeds the need for the exemption, the total cap on the exemptions granted by this act shall be reduced to meet the need.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the board of assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. Acceptance of this act by the town of Arlington shall be by an affirmative vote of a majority of the voters at any regular or special election at which the question of acceptance is placed on the ballot. Sections 1 to 4, inclusive, and sections 7 and 8 shall take effect 30 days after an affirmative vote by the town.

SECTION 6. This act may be revoked by an affirmative vote of a majority of the voters at any regular or special town election at which the question of revocation is placed on the ballot. Revocation of sections 1 to 4, inclusive, and sections 7 and 8 shall take effect 30 days after an affirmative vote by the town.

SECTION 7. No exemption shall be granted under this act until the Department of Revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 8. This act shall expire after 3 years of implementation of the exemption.

COMMENT: The Select Board strongly urges Town Meeting to join its effort to develop this means-based tax relief measure for Arlington seniors, many of whom are retired and as such on fixed incomes. The local means-tested circuit breaker concept was first employed as a pilot special legislation program in Sudbury and adopted by other similar communities including Concord. The “Sudbury model” is summarized as follows:

- Town residents over 65 years of age;³
- Who own homes worth less than the median assessed value in Arlington; and
- Have incomes less than the State “circuit breaker” ceiling (\$58,000 for singles, and \$88,000 for couples, the latter of which is also consistent with the recommended Senior Tax Deferral Limit);
- May apply to have their property tax not exceed 10 % of their total income.

The proposed special legislation contains safety valve measures to ensure first, that no qualifying resident may have their tax obligation reduced by more than 50 percent; and second, that the Town’s total tax relief under the program cannot be greater than .5 percent of the fiscal year’s total residential property tax levy for the Town.

The proposed special legislation requires acceptance of the program via town-wide local ballot question before implementation, and includes both a revocation mechanism and an automatic sunset provision, absent an affirmative action to extend the program. At present, we estimate that approximately [REDACTED] residents may be eligible for an Arlington local circuit-breaker, and the non-eligible average tax-bill is estimated to increase by \$ [REDACTED] to cover the cost of the relief for eligible seniors.

ARTICLE 44 HOME RULE/CPA SURCHARGE EXEMPTION FOR SENIOR HOMEOWNERS

VOTED: That no action be taken on Article 44.

(5 – 0)

COMMENT: The Board commends the petitioner for seeking to identify additional means by which the Town may ameliorate the property tax burden on Arlington’s senior residents. However, the Town already opted to both exempt the first \$100,000 of commercial and

³ The only significant distinction between the Select Board’s recommended proposal and the Sudbury Model, is that the Board does not believe there should be a requirement of a minimum number of years of residency. Sudbury and Concord both require eligible seniors to have resided within said towns for at least 10 years.

residential value from the CPA surcharge, and exempt qualifying low and moderate income seniors entirely at the ballot when the CPA was adopted. Carving out a further exemption without going to the voters first is procedurally problematic. More importantly, the Board is asking this Town Meeting both to adopt a Senior Property Tax Deferral Income Limit (Article 38) and a Senior Means-Test “Circuit-Breaker” Tax Relief Program (Article 43). Both of those means of assisting senior homeowners meet their tax burden will provide more significant tax relief than the proposed CPA exemption without weakening our successful CPA program, which receives matching funds from the state.

**ARTICLE 45 EXTENDING LOCAL VOTING RIGHTS TO ALL LEGAL
PERMANENT ARLINGTON RESIDENTS**

VOTED: That the Select Board be and hereby is requested and authorized to file for Home Rule Legislation which will provide substantially as follows:

**“AN ACT TO EXTEND LOCAL VOTING RIGHTS TO ALL LEGAL PERMANENT
RESIDENTS OF THE TOWN OF ARLINGTON.**

Be it enacted, etc., as follows:

Section 1. Notwithstanding the provision of section one of chapter fifty-one of the General Laws, or any other general or special law, rule or regulation to the contrary, permanent legal residents eighteen years of age or older who reside in Arlington may, upon application, have their names entered on a list of voters established by the Town Clerk for the Town of Arlington and may thereafter vote in any election for local office, including but not limited to Select Board, School Committee, Town Clerk, Board of Assessors, Housing Authority, and Town Meeting, as well as local ballot questions distinct to Arlington.

Section 2. The Arlington Select Board, in consultation with the Town Clerk, is authorized to formulate regulations and guidelines to implement the purpose of this act.

Section 3. For the purposes of this act, a permanent legal resident is a non-U.S. citizen with primary residence in Arlington who has been given the privilege, according to the immigration laws, of residing permanently as an immigrant with the issuance of a “green card” from the Bureau of Citizenship and Immigration Services.

Section 4. Nothing in this act shall be construed to confer upon legal resident aliens the right to run for public office, or the right to vote for any state or federal office or any state or federal ballot question.

Section 5. This act shall take effect upon its passage.

In order to effect this change, home rule legislation is necessary given the status quo under state law because the General Laws make citizenship a prerequisite to voting. The Board is aware and acknowledges that it may be difficult to pass an individual voting rights petition in the Legislature on this score, as has been the experience in Amherst, Brookline, and a number of other communities throughout the State. However, even if there continues to be resistance to town-by-town changes, positive action by Town Meeting would bolster the work of Arlington State Representative Dave Rogers, who has a bill before the House which calls for a statewide change to the same effect.

VOTED: That no action be taken on Article 46.

COMMENT: Following discussions with the Finance Committee, the Disability Commission determined that additional time and planning is necessary prior to bringing this proposal before Town Meeting.

VOTED: That the Town hereby accepts General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2020 which begins on July 1, 2019.

COMMENT: The acceptance of this legislation is necessary to reserving PEG Access and cable related funds from our cable franchise license holders (Verizon, Comcast, and RCN) for our PEG Access provider, ACMI. Given ACMI's years of quality service in providing educational and government access programming, among other things, the Board respectfully requests Town Meeting's support on this article.

ARTICLE 50

LOCAL OPTION/SHORT TERM RENTAL IMPACT FEES

VOTED: That the Town does hereby adopt provisions of G.L. c. 64F (“Act Regulating and Insuring Short-Term Rentals”), Sections 3D(a) and 3D(b) regarding the authorization of the Town to assess two local option community impact fees from short-term rental units in Arlington, including any subsequent amendments or modifications thereto, such adoption shall be effective upon acceptance.

(5 – 0)

COMMENT: Recognizing the impacts that short-term rental units (such as Air BnB and VRBO) have on communities, the Commonwealth now allows municipalities to adopt two supplemental two local option “community impact fees,” which operate similarly the excise tax on hotel rooms. Thirty-five percent of the impact fee revenues must be dedicated to affordable housing or local infrastructure projects, but the remaining balance of funds may be appropriated for any legal purpose. As such, the Board urges Town Meeting to adopt this straightforward and equitable local option.

The Town does not possess perfect data on the number of short-term rental units in Arlington, but website surveys suggest the number of active properties may be less than 100, with many consisting of rooms or small units within owner-occupied homes. For rentals in the range of \$100 to \$200 per night, the cost of the community impact fee is between \$3 and \$6 dollars per evening. For the most expensive short-term rentals in the community, \$500 to \$1,000, the added cost would be \$15 to \$30 per night. Hence, both the expected overall community impact fee revenue collected by the Town, and the impact on local short-term rental owners is likely to be modest. Nonetheless, such fee revenues can be used to the community’s betterment.

The Board notes that c. 64F allows the Town to opt to assess the fee only on certain types of short-term rental units. Were the Town to accept only c. 64G, § 3D(a), the fee would apply only to “professionally managed units,” essentially meaning rentals that do not include an operator’s primary residence within the dwelling. The Town may (but is not required to) also adopt § 3D(b), which applies to units located within dwellings that includes an operator’s primary residence. Based upon the short-term rental landscape in Arlington, the Board recommends Town Meeting adopt both sections 3D(a) and 3D(b).

ARTICLE 51

ENDORSEMENT OF CDBG APPLICATION

VOTED: That the Town hereby endorses the application for Federal Fiscal Year 2020 prepared and approved by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383), as amended.

COMMENT: Presented above is the annual vote to endorse the application of Community Development Block Grant funds. Further details on grant distribution may be found in the appendix attached hereto.

ARTICLE 52

REVOLVING FUNDS

VOTED: The Town does hereby reauthorize the following Revolving Funds for
FY 2020:

Private Way Repairs (3410) established under Article 46 1992 Annual Town Meeting
Expenditures not to exceed \$200,000

Beginning Balance 7/1/19	\$85,766.79
Receipts	37,339.39
Expenditures	63,500.00
Ending Balance 6/30/18	\$59,606.18

Public Way Repairs (3400) established under Article 45 1992 Annual Town Meeting
Expenditures not to exceed \$5,000

Beginning Balance 7/1/19	\$15,255.06
Receipts	9,460.00
Expenditures	10,000
Ending Balance 6/30/18	\$14,715.06

Fox Library Community Center Rentals (3990) established under Article 49 1996 Annual Town Meeting
Expenditures not to exceed \$20,000

Beginning Balance 7/1/19	\$3,857.44
Receipts	587.00
Expenditures	3098.87
Ending Balance 6/30/18	\$1,345.47

Robbins House Rentals (4060) established under Article 77 1997 Annual Town Meeting
Expenditures not to exceed \$75,000

Beginning Balance 7/1/19	\$17,641.31
Receipts	21,485.00

Expenditures	31,260.91
Ending Balance 6/30/18	\$7,865.40

**Conservation Commission Fees (5290) established under Article 44 1996 Annual Town Meeting
Expenditures not to exceed \$10,000**

Beginning Balance 7/1/19	\$2,623.07
Receipts	0.00
Expenditures	0.00
Ending Balance 6/30/18	\$2,623.07

**Uncle Sam Fees (2440) established under Article 31 2000 Annual Town Meeting
Expenditures not to exceed \$2,000**

Beginning Balance 7/1/19	\$1,526.31
Receipts	0.00
Expenditures	0.00
Ending Balance 6/30/18	\$1,526.31

**Life Support Services (Ambulance) Fees (3210) established under Article 37 2001 Annual Town Meeting
Expenditures not to exceed \$800,000**

Beginning Balance 7/1/19	\$687,553.37
Receipts	642,968.20
Expenditures	837,014.23
Ending Balance 6/30/18	\$687,553.37

**Board of Health Fees (4120) established under Article 30 2005 Annual Town Meeting
Expenditures not to exceed \$100,000**

Beginning Balance 7/1/19	\$113,619.09
Receipts	99,039.42
Expenditures	75,516.54
Ending Balance 6/30/18	\$137,141.97

**Field User Fees (5275) established under Article 78 2004 Annual Town Meeting
Expenditures not to exceed \$80,000**

Beginning Balance 7/1/19	\$48,065.43
Receipts	43,345.10
Expenditures	59,840.00

Ending Balance 6/30/18 \$31,570.53

**Robbins Library Rental (4250) established under Article 35 2006 Annual Town Meeting
Expenditures not to exceed \$8,000**

**Beginning Balance 7/1/19 \$24,413.70
Receipts 8,399.50
Expenditures 3,404.50
Ending Balance 6/30/18 \$29,408.70**

**Town Hall Rentals (4150) established under Article 35 2006 Annual Town Meeting
Expenditures not to exceed \$125,000**

**Beginning Balance 7/1/19 \$86,999.06
Receipts 83,020.48
Expenditures 85,441.13
Ending Balance 6/30/18 \$84,578.41**

**White Goods Recycling Fees (3510) established under Article 35 2006 Annual Town Meeting
Expenditures not to exceed \$80,000**

**Beginning Balance 7/1/19 \$59,215.88
Receipts 24,421.61
Expenditures 18,457.47
Ending Balance 6/30/18 \$84, 578.41**

**Library Vendor Fees (4220) established under Article 34 2009 Annual Town Meeting
Expenditures not to exceed \$12,000**

**Beginning Balance 7/1/19 \$9,661.33
Receipts 5,961.15
Expenditures 4,554.67
Ending Balance 6/30/18 \$11,067.81**

**Gibbs School Energy Fees (2790) established under Article 45 2010 Annual Town Meeting
Expenditures not to exceed \$120,000**

**Beginning Balance 7/1/19 \$26,467.91
Receipts 0.00
Expenditures 18, 065.45
Ending Balance 6/30/18 \$8,402.46**

**Cemetery Chapel Rentals (3435) established under Article 52 2011 Annual Town Meeting
Expenditures not to exceed \$15,000**

Beginning Balance 7/1/19	\$0.00
Receipts	0.00
Expenditures	0.00
Ending Balance 6/30/18	\$0.00

**Council On Aging Program Fees (3840) established under Article 28 2013 Annual Town Meeting
Expenditures not to exceed \$25,000**

Beginning Balance 7/1/19	\$22,263.01
Receipts	9,709.00
Expenditures	2,815.86
Ending Balance 6/30/18	\$29,156.15

(5 – 0)

COMMENT: The above/attached represents the usual vote to receive reports on expenditures and receipts of the various Town revolving funds and to authorize and reauthorize such funds in accordance with state law. Additional materials regarding the Revolving Funds have also been included in the Appendix to this report for further consideration.

ARTICLE 53

**ENDORSEMENT OF PARKING BENEFIT DISTRICT
EXPENDITURES**

VOTED: That the Select Board approves the operating and capital expenditures proposed by the Town Manager and Parking Implementation Governance Committee, and recommends Town Meeting's endorsement of the votes of the Finance and Capital Planning Committee's respectively.

(5 – 0)

COMMENT: Pursuant to Title I, Article 11 of the Town Bylaws, "Parking Benefit District Expenditures," proposed Parking Benefit District Operating and Capital Expenditures are prepared by the Town Manager and the Parking Implementation Governance Committee ("PICG") before submission for endorsement by the Finance Committee and Capital Planning Committee respectively; and subsequently Town Meeting. The Select Board approves the Manager and PICG's proposal to the Capital Planning and Finance Committees and urges Town Meeting's support as well.

ARTICLE 78**RESOLUTION/INDIGENOUS PEOPLES' DAY**

VOTED: That no action be taken on this article.

(5 – 0)

COMMENT: Having been advised by the proponent of this article – Arlington Human Rights Commission – that said Commission intends to pursue this matter in the future with the benefit of further study and preparation, the Select Board respectfully requests Town take no action on this article.

**ARTICLE 79 RESOLUTION/OVERNIGHT PARKING EXEMPTION PROGRAM
FOR MEDICAL AND FINANCIAL HARDSHIPS**

VOTED: That no action be taken on Article 79.

(5 – 0)

COMMENT: The Select Board commends the petitioners and interested persons for raising concerns regarding the impact of the overnight parking ban on disabled and low-income residents. The Board has adopted revisions to its policies as Parking Commissioners to establish a new type of overnight parking permit and associated process, which operates as an exemption rather than an application, and does not require applicants to address personal and sensitive information with the Board at a public meeting.



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



Town of Arlington, Massachusetts

Articles for Review:

Summary:

- Article 26 Bylaw Amendment/Billboards and Signs
- Article 30 Bylaw Amendment/Waterline Replacement (tabled from 3/25/19 meeting)
- Article 38 Vote/Set Senior Tax Deferral Limit
- Article 39 Vote/Authorization to Deaccession Town Property-Library Art Prints
- Article 40 Vote/Robbins Library Parking Costs
- Article 43 Home Rule Legislation/Mean-Tested Senior Tax Relief
- Article 46 Acceptance of Legislation/Establishment of a Commission on Disabilities Fund
- Article 51 Endorsement of CDBG Application
- Article 52 Revolving Funds
- Article 79 Resolution/Overnight Parking Exemption Program for Medical and Financial Hardships

Please find reference under Agenda Item 14



Town of Arlington, Massachusetts

Request for a Cross Walk on Grove Street

Summary:

Carla Rice, 35 College Avenue

ATTACHMENTS:

	Type	File Name	Description
📎	Reference Material	Rice_CR.pdf	Correspondence

Corr. Rec'd

RECEIVED
SELECTED'S OFFICE
ARLINGTON, MA 02474

TOWN OF ARLINGTON
THE SELECT BOARD
730 MASS. AVE, ARLINGTON, MA 02476

2019 MAR 23 AM 11:10

I am writing this letter because I would like to request a cross walk for the High School Students on Grove street in Arlington, preferably one with lights that alert on coming drivers. It would be ideal somewhere before/across the tennis courts. It is a busy road and I am concerned for the safety of our students. I hope this can happen soon. The good weather is coming up and more students will be walking to and from school. Thank you for consideration.

SINCERELY,



CARLA RICE
35 COLLEGE AVE
ARLINGTON, MA
02474
(617)799-9945

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

April 2, 2019

Carla Rice
35 College Avenue
Arlington, MA 02474

Dear Ms. Rice:

We are in receipt of your letter in which you discuss the need for a cross walk on Grove Street, preferably with lights.

Thank you for writing to the Select Board. Your correspondence will appear on the April 8th Select Board Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
SELECT BOARD

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

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

NEW BUSINESS

Summary:



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board Wednesday, April 17, 2019