



Town of Arlington Select Board

Meeting Agenda

April 22, 2019

7:00 PM

Select Board Chambers, 2nd Floor, Town Hall

CONSENT AGENDA

1. Request: Lions Club Eyemobile @ Town Hall, Saturday, 5/11/19, 9:00 a.m. - 4:00 p.m.
David Garrity, Secretary, Arlington Lions Club
2. Request: Contractor/Drainlayer License
E.B. Rotondi & Sons, Inc., 21 Manison Street, Stoneham, MA

APPOINTMENTS

3. Arlington Cultural Council
Scott Samenfild (term to expire 4/30/2022)
4. Community Preservation Committee
Clarissa Rowe (term to expire 6/30/2020)

TRAFFIC RULES & ORDERS / OTHER BUSINESS

5. For Approval: Beer Garden @ Jefferson Cutter House Lawn, Saturdays, June - September 2019
Adam W. Chapdelaine, Town Manager
6. For Approval: Annual Report on Symmes Fund
Adam W. Chapdelaine, Town Manager

FINAL VOTES & COMMENTS

Corrections to Select Board Report to Town Meeting Warrant Article 52 Revolving Funds

CORRESPONDENCE RECEIVED

7. Concerns Regarding Town Owned Land at Corner of Rublee Street and Hibbert Street
Jean Caloggero, 130 Hibbert Street

Next Scheduled Meeting of Select Board May 6, 2019

During Town Meeting starting April 22, 2019 the Select Board will be in session from 8:00 p.m. until 11:00 p.m.



Town of Arlington, Massachusetts

Request: Lions Club Eyemobile @ Town Hall, Saturday, 5/11/19, 9:00 a.m. - 4:00 p.m.

Summary:

David Garrity, Secretary, Arlington Lions Club

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Lions_Club.pdf	Request from Arlington Lions Club

Arlington Lions



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

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

April 16, 2019

Dear Mrs. Krepelka:

Once again, Arlington Lions Club respectfully requests permission to park the Lions Eye Mobile in front of the Town Hall on Saturday, May 11th, 2019 for the purpose to conduct a free health screening between nine in the morning and four in the afternoon.

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

Sincerely,

David B. Garrity

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



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

E.B. Rotondi & Sons, Inc., 21 Manison Street, Stoneham, MA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	E.B._Rotondi.pdf	Engineering Recommendation



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Select Board
From: Engineering Division
Re: Approved Contractor License
Date: April 17, 2019

Dear Board Members,

Reference is hereby made to an application by Mike Rotondi of E.B. Rotondi & Sons, Inc., to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

E.B. Rotondi & Sons, Inc.
21 Manison Street
Stoneham, MA 02180
Mike Rotondi
Phone: 781-438-5005
Email: mjr@ebrotondi.com

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

Regards,

William C. Copithorne, P.E.
Assistant Town Engineer

cc: Wayne Chouinard, Town Engineer
File



Town of Arlington, Massachusetts

Arlington Cultural Council

Summary:

Scott Samenfeld (term to expire 4/30/2022)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Samenfeld_appt.pdf	Request to Appoint from ACC, S. Samenfeld Letter and Resume, Meeting Notice

From: "Arlington Cultural Council" <ACCCChair@town.arlington.ma.us>
To: "Fran Reidy" <FREidy@town.arlington.ma.us>
Cc: "Lauren Sweetser" <LSweetser@town.arlington.ma.us>, "Kimberley Harding" <kaharding1990@gmail.com>
Date: 04/10/2019 04:22 PM
Subject: Fwd: ACC: New Member Scott Samenfeld approved at 4/8/19 meeting

Dear Fran,

At the Arlington Cultural Council meeting on April 8, 2019, a new member was approved. (He is actually a previous member from several years ago).

I have attached his Cover Letter* and Resume.

Scott Samenfeld

Arlington, MA 02474

Please contact him with the next steps of appearing before the Select Board, etc.

Thank you,
Lisbet
Lisbet Taylor, Co-Chair

Arlington Cultural Council
(aka Grants Committee, Arlington Commission for Arts and Culture)

To: The Arlington Cultural Council

From: Scott Samenfeld

Date: 4-4-2019

Subject: Interest in re-joining the Cultural Council

I wanted to follow up and submit my formal request for consideration to re-join the Arlington Cultural Council. I severed for two terms 2009-2015 (I believe). As a 20 year resident of Arlington and a life-long musician, I am a strong arts advocate and activist. I produce shows in Arlington and have worked to build a music scene here. I'd like to join the effort to build community through our arts agenda and believe that the arts are essential to maintaining our humanity in these extremely challenging and stressful times.

I've attached my resume (all my day gigs) and a narrative history of my music related background.

Sincerely,

Scott Samenfeld

Scott Samenfeld

Arlington, MA 02474

Muse Stew Productions/EulipiaJazz

1990-Present

Production companies for my musical projects.

Samenfeld Consulting

June 2005 – 2017 (Retired)

Board of Directors, Nonprofit Net, Inc.

July 2008 - 2015

I was a member of the restrutured Board of Directors.

Steering Committee at Nonprofit Net, Inc.

September 2005 – July 2008

I was a member of the Steering Committee which, in the absense of an expanded board, acted as the Board of Directors for this nonprofit organization. I was also the creator and developer of the organizations website and community building/outreach efforts.

Computer Consutlant to Proteome Systems – Woburn, MA.

June 2006 – June 2009

Public company – 25 employees – Austrailian Biotech company

Responsible for maintaining all computing assets, wide-area network, and provided tech support for the genomics/proteomics lab.

Director of MIS at The Community Builders

(Non-Profit; 201-500 employees; Non-Profit Organization Management industry)

September 1998 – September 2003 (5 years 1 month)

Responsible for all IT related activities across the entire enterprise. Network architect, customer service (help-desk), application development, knowledge management systems design and implementation, training, strategy, vendor management, leadership, team building, etc

Manager of U.S. Systems Administration at Harlequin Software

(Privately Held; 201-500 employees; Computer Software industry)

September 1997 – April 1998 (8 months)

The company was a major player in the high-end postscript printing industry and went bankrupt due to

poor financial management by the owner.

I was responsible for all computing at our 3 U.S. locations. I was part of the management team for the entire organization which I shared with my 2 UK counterparts.

Director of Network and Internet Services at Central Computer

(Privately Held; 11-50 employees; Computer Networking industry)
November 1994 – August 1997 (2 years 10 months)

I directed the company's LAN/WAN services to corporate customers and led a team in developing internet services in the early days of the internet boom. We developed and deployed the first pre-configured, drop-in Linux server utilizing HP server hardware and established a partnership with the leading Linux vendor of the day -- Caldera. We also developed a number of successful websites for our corporate customers and helped them take their products to the web.

Director of Computer Services at The Kennedy School of Government, Harvard University

(Educational Institution; 501-1000 employees; Higher Education industry)
September 1988 – September 1994 (6 years 1 month)

Responsible for all computing activities at the School of Government. I was the equivalent of the CIO. I architected the first LAN and WAN at the school and built the computing services from the ground up. We were the first school at Harvard to bring the full suite of internet technologies to the desktops of all faculty, staff and students. I established the first comprehensive training program for staff in the use of computers and applications. I designed and helped build a brand new student computer lab with a dedicated classroom for such training at any of the Harvard schools. I was responsible for all budgets for student, staff and research computing for the school. I also participated in University-wide computing and governance and helped to design and build the University's High Speed Backbone Network.

Consultant to Corporate Human Resources at Unisys

(Public Company; 10,001 or more employees; Information Technology)
September 1988 – September 1990 (2 years 1 month)

I worked as a technical resource to the Strategic Partnership Program and reported directly to the Senior Vice President of Human Resources at Unisys. This program provided grants to strategic partner organizations like Harvard's Kennedy School of Government to help them establish early computer networks at the beginning of the computing infrastructure buildout in the late '80s. Unisys' business in Federal, State and Local Government was strategic and I had recommended that they provide the technical resources to ensure that the grants given to the selected educational institutions was used well. They took my advice and loaned me to the Kennedy School of Government to oversee the 3 million dollar grant that they had given to KSG. I accepted the position of Director of Computer Services at KSG when the position became vacant and did both jobs simultaneously for 2 years. The program was eliminated at Unisys during a downturn in the computer industry during the early 90s.

Computing Manager at The American Academy of Arts and Sciences

(Non-Profit; 11-50 employees; Think Tanks industry)

September 1986 – August 1987 (1 year)

I was responsible for all computing in support of both the administrative computing and the research activities. 50% of my time was spent advising the Program for International Negotiations in their work developing computer aided negotiations tools and strategies under a grant from Unisys. The team included such notables as Elliot Richardson and Howard Raifa.

Computing Consultant at Westinghouse Broadcasting, WBZ-TV

(Public Company; 501-1000 employees; Broadcast Media industry)

September 1985 – August 1986 (1 year)

I acted as liaison with headquarters and with our computing vendors. I installed and configured over 50 clustered (networked) computers throughout both the radio and TV stations at WBZ. I trained the entire staff in the use of word processing and spreadsheet software and designed a budget system that allowed all departmental budgets to roll-up to the master budget in the Controller's office. I assisted in the computerization of the TV News Room and in developing the first media database for the stations library of video tapes.

Administrative Assistant for the Public Relations Department at Westinghouse Broadcasting, WBZ-TV

(Public Company; 501-1000 employees; Broadcast Media industry)

September 1983 – August 1985

Worked as a team member. I innovated by introducing word processing to the process of creating public service campaigns which allowed the department to win an Emmy for our syndicated campaign "For Kids Sake". It was the first locally produced syndicated, camera-ready, public service campaign in the country.

Public Relations Department Secretary – Westinghouse Broadcasting, WBZ-Radio

Public Company; 501-1000 employees; Broadcast Media industry)

September 1980 – August 1983

In addition to my duties as department secretary, I introduced use of computers to the department. I learned the business from the ground up. I went on remote broadcasts and events and helped with TV commercial production for the Dave Maynard show which was the #1 morning drive program.

Member of Board of Directors at Scholastech

Non-profit organization doing research and development of the use of computers in the humanities and non-number crunching disciplines. 10 members.

August of 1981 – August 1987

The organization was comprised of 9 Bently College Professors and me. We received a FIPSE grant to test computers for MS-DOS compliance during the beginning days of the PC. We worked with all of the major players in the PC industry on things like cross-platform course ware authoring systems. We were commissioned by AT&T to write a book called "The Educators Guide to the UNIX PC". AT&T granted us a 3B2 Mini-Mainframe computer that we ran a bulletinboard system on. It was one of only 200 machines world-wide connected to Usenet/Darpanet.

OFFICE OF THE SELECT BOARD

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
JOSEPH A. CURRO, JR.
JOHN V. HURD
STEPHEN W. DECOURCEY



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

April 12, 2019

Scott Samenfeld

Arlington, MA 02474

Re: Appointment: Arlington Cultural Council

Dear Mr. Samenfeld:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, April 22nd at 7:00 p.m.

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

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Community Preservation Committee

Summary:

Clarissa Rowe (term to expire 6/30/2020)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Clarissa_Appt._Letter.pdf	Memorandum to Board



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: April 18, 2019
TO: Board Members
SUBJECT: Appointment to the Community Preservation Committee

This memo is to request the Board's approval of my appointment of Clarissa Rowe, Arlington, MA, to the Community Preservation Committee, with a term expiration of 6/30/2020.

A handwritten signature in cursive script, appearing to read 'Adam W. Chapdelaine', written over a horizontal line.

Town Manager



Town of Arlington, Massachusetts

For Approval: Beer Garden @ Jefferson Cutter House Lawn, Saturdays, June - September 2019

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Special_Application.pdf	Special Beer & Wine Application
▢ Reference Material	2019_Arlington_RFP_Response.pdf	Beer Garden RFP
▢ Reference Material	Memo_2019_Aeronaut_Beer_Garden_at_Whittemore_Park_(1).pdf	Memo from Planning Department
▢ Reference Material	ACA_memo_RE_Porchfest_and_Beer_Garden_2019.pdf	Memo from ACA

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Daniel Rassi

Address, phone & e-mail contact information: 14 Tyler Street, Somerville, MA 02143
917-648-1584, dan@aeronaut.net

Name & address of Organization for which license is sought: TBD Brewing LLC d/b/a
Aeronaut Brewing Company, 14 Tyler Street, Somerville, MA 02143

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

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

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

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

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

This will be our second summer season. Last event was summer of 2018 at Whittemore Park.

24-Hour contact number for Responsible Manager of Alcohol Event date: 917-648-1584

Title of Event: Aeronaut Arlington

Date/time of Event: Saturdays in June-Sept. 2019 from 12pm-7pm (Rain dates on Sundays), exclude 9/14

Location of Event: Whittemore Park, 611 Massachusetts Avenue, Arlington, MA 02474

Location/Event Coordinator: Daniel Rassi, Ronn Friedlander, Michael Yim

Method(s) of invitation/publicity for Event: Facebook, Twitter, News features

Number of people expected to attend: 250 person capacity

Expected admission/ticket prices: Free

Expected prices for food and beverages (alcoholic and non-alcoholic): Alcoholic beverages: \$7-8. Non-alcoholic beverages: \$1-4. Food vendor items will range from \$5-12.

Will persons under age 21 be on premises? Yes, only with a parent or guardian.

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

Adults 21+ will receive wristbands after ID check. Only guests with wristbands will be served. We will have 1-2 roaming security personnel at all times, ensuring that people without wristbands are not drinking alcohol. Entry points will be staffed by security team members at all times.

Have you consulted with the Department of Police Services about your security plan for the Event?
Yes, we have shared our security plans with the Arlington Police Department.
We will also work with the APD to schedule a single police detail for each event date.

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. Roteau Date 4-18-19
Off. Corey P. Roteau
Printed name/title
Same as above

POLICE COMMENTS:

Acceptable as long as Aeronaut adheres to their security plan listed in their RFP including police detail plans.

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 cider

What types of food and non-alcoholic beverages do you plan to serve at the Event? Rotating food vendors serving various cuisines (e.g. falafel, burgers, noodles). Non-alcoholic drinks include water and soft drinks.

Who will be responsible for serving alcoholic beverages at the Event? TIPS-trained Aeronaut employees only.

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

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

Ronn Friedlander, 7/25/1984

Daniel Rassi, 9/18/1986

Michael Yim, 6/27/1986

Eleftherios Theodosiou, 1/17/1989

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Aeronaut Brewing Co., under its
Farmer Brewer License.

Date of Delivery: All event dates

Alcohol Serving Time (s): 12:00pm-7:00pm


How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
All excess alcohol will be returned to Aeronaut Brewing Co. at the end
of each event by Aeronaut Brewing Co. staff.

Date of Pick-Up: All event dates

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

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

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: Daniel Rassi

Printed title & Organization name: Owner, TBD Brewing LLC d/b/a Aeronaut Brewing Co.

Email: dan@aeronaut.net



eTIPS On Premise 3.0

CERTIFIED

Issued: 5/27/2018

Expires: 5/27/2021

ID#: 4811138

Daniel Rassi

Aeronaut Brewing Co.

Somerville

14 Tyler St

Somerville, MA 02143-3224

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/12/2019

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

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

PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851		CONTACT NAME: Susan Merriam PHONE (A/C, No, Ext): 800-225-1865 E-MAIL: smerriam@fredchurch.com FAX (A/C, No): 978-454-1865	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Insurance Company	
		INSURER B: Hartford Fire Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1270406741 **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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1890572	10/8/2018	10/8/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1890569	10/8/2018	10/8/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> CLAIMS-MADE			PHUB650088	10/8/2018	10/8/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		08WECCP9011	3/15/2019	3/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			PHPK1890572	10/8/2018	10/8/2019	Each Claim \$1,000,000 General Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Arlington is an additional insured if required by written contract for the Aeronaut Arlington 2019 event to be held all Saturdays from June 1-September 30, 2019 (Rain dates on Sundays). Location: Whittemore Park 611 Massachusetts Avenue, Arlington, MA 02474

CERTIFICATE HOLDER**CANCELLATION**

Town of Arlington
730 Massachusetts Avenue
Arlington MA 02476

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

AUTHORIZED REPRESENTATIVE

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Arlington Beer Garden Proposal, Summer 2019

Aeronaut Brewing Company

TBD Brewing LLC d/b/a Aeronaut Brewing Company
14 Tyler St.
Somerville, MA 02143
Point of Contact: Ronn Friedlander, Cofounder
(347) 756-1288

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Introduction

We are excited to be applying to operate the 2019 season of beer gardens at Whittemore Park in Arlington. Our experience running the inaugural series was fun, challenging, and very rewarding. We believe that our track record of safe and high quality operations, as well as our creative abilities make AERONAUT uniquely qualified to operate this event series. We would be thrilled for the opportunity to return for a second season.

Below, you will find our proposal, which outlines our experience, explains the concept for our beer garden, “AERONAUT Arlington”, and provides important operational details. Thank you for taking the time to review this proposal and we look forward to your response.

Relevant Experience

Company Overview

AERONAUT is a brewery and community space in Somerville, MA. Since opening in 2014 we have established a track record for combining arts, community and beer in non-traditional spaces to create memorable, free events. We possess the personnel, leadership, and experience to manage the complexities of running the beer garden envisioned for Whittemore Park.

This experience includes:

- **AERONAUT Arlington.** Establishing the inaugural AERONAUT Arlington beer garden in Whittemore Park during the summer of 2018. This new concept was developed and planned in tight coordination with the Town of Arlington. Our prior experience enabled us to carefully plan out logistics; choose an appropriate location and layout; navigate various political, economic and social concerns; and adapt to the realities on the ground as needed. We believe the first season was a resounding success, with much positive feedback. Operationally, the program worked very well, and we were able to welcome thousands of community members, host two local food vendors, bring in several community organizations, and provide musical entertainment for each event. The beer garden was opened and closed on time each day, and the park was always left cleaner than we found it. We now possess the deep operational and institutional knowledge needed to run a pop-up beer garden series at this location in Arlington. Additionally, we have made capital investments and learned many lessons that are particular to operating in Whittemore Park.
- **AERONAUT Somerville.** Five years operating a production brewery that converts nightly into one of the Boston area's leading venues for creative events and live music shows. In 2017 we were named Improper Bostonian's “Best Brewery in Boston”, calling out our “production facility / taproom [hosting] nightly live music, food trucks, and picnics”. We also won Boston Magazine's Best of Boston award in 2018 for Taproom Programming. Our team configures light and sound equipment to host a capacity crowd

for approximately 200 live performances every year. Throughout these five years, we have occasionally run outdoor beer garden events in our parking lot for anniversary parties, Oktoberfest and other special occasions.

- **AERONAUT Allston.** Three years running AERONAUT ALLSTON at “Zone 3” in Boston. Beginning as a once-weekly popup transforming a Harvard-owned parking lot into an event space Wednesday nights in Summer 2016, our series was extended to two nights per week in 2017 and then three nights per week in 2018. This series involved many of the same constraints and features (e.g. temporary structures, spatial logistics, permitting, entertainment logistics, beer service, food collaborators) that are required for the Whittemore Park beer garden. We have frequently welcomed 1000+ patrons on a single day at AERONAUT ALLSTON, serving large crowds for extended periods with temporary equipment. In recognition of the success of these events, Harvard has welcomed us back for a fourth season.

... and we have experience running a variety of other events, including multiple 1000+ attendee beer garden events on public property in Somerville and Arlington.

We believe that our track record, creativity, and institutional wisdom make AERONAUT the best choice for this summer beer garden series at Whittemore Park.

Beer Garden Concept

Event Overview

Aeronaut’s goal in this beer garden series (and all major events) is to create a fun, welcoming environment, and to amplify the voice of our community. While we always offer a wide variety of high quality craft beers, we are proud to be placemakers, bringing an enjoyable and memorable experience to all attendees. We will structure AERONAUT Arlington around several key features: beer, entertainment, community partners and food partners.

We will open the beer garden each Saturday (or Sunday, if there is inclement weather) at noon. Attendees will be free to enter, purchase beer and food and make use of our games and seating areas throughout the event. Attendees who enter with positive ID showing they are age 21+ will receive a wristband. The wristband is designed to keep track of drink purchases, and also contains messaging entitling the bearer to a discount at local participating businesses. We will provide at least 4 different Aeronaut beers, plus a guest cider and guest beer each week.

At 1pm, we will welcome our first musical act to the stage. Typical musical acts are family-friendly folk and americana music, but we have included brass bands, indie rock, country and more to the mix of bookings. We have worked with the Arlington Center for the Arts to connect with local Arlington-based musicians and ensure they are represented among other regional acts. We book two acts per day, each playing two hour-long sets. The first act will wrap up at 3pm, and the second act will play from 4pm to 6pm.

For each event we will invite community partner groups to have a presence at a table within the beer garden. Examples of such groups are the Mystic River Conservancy, Arlington Bicycle Advisory Committee, Arlington Cultural District, Arlington Recycling Committee, Mystic River Conservancy and Arlington Entrepreneurs, among others. We find that the large audience drawn to these beer garden events provides a great way for local organizations to engage with members of their community.

Each event will have a single food vendor (see “Food Vendors”, below) providing meals for purchase to all attendees. We will issue an RFP and select the most qualified food vendors from the Arlington Center area. Food vendors are able to generate revenue and publicize their businesses at these events. We require all food vendors to provide non-alcoholic beverages and a vegetarian option, in addition to their other menu selections.

We will close the beer garden at 7pm, with last call happening at 6:45pm. As people leave the beer garden, they will once again pass the security table, where they are free to take a postcard that shares information on future beer garden dates and local businesses. We encourage attendees to patronize the many shops and restaurants in Arlington Center through mentions on this postcard and the wristband. We will work with local businesses to provide discounts to attendees of the beer garden.

We expect the beer garden season to begin on June 1 and continue weekly through mid- to late September.



Stage setup from AERONAUT Arlington 2018.



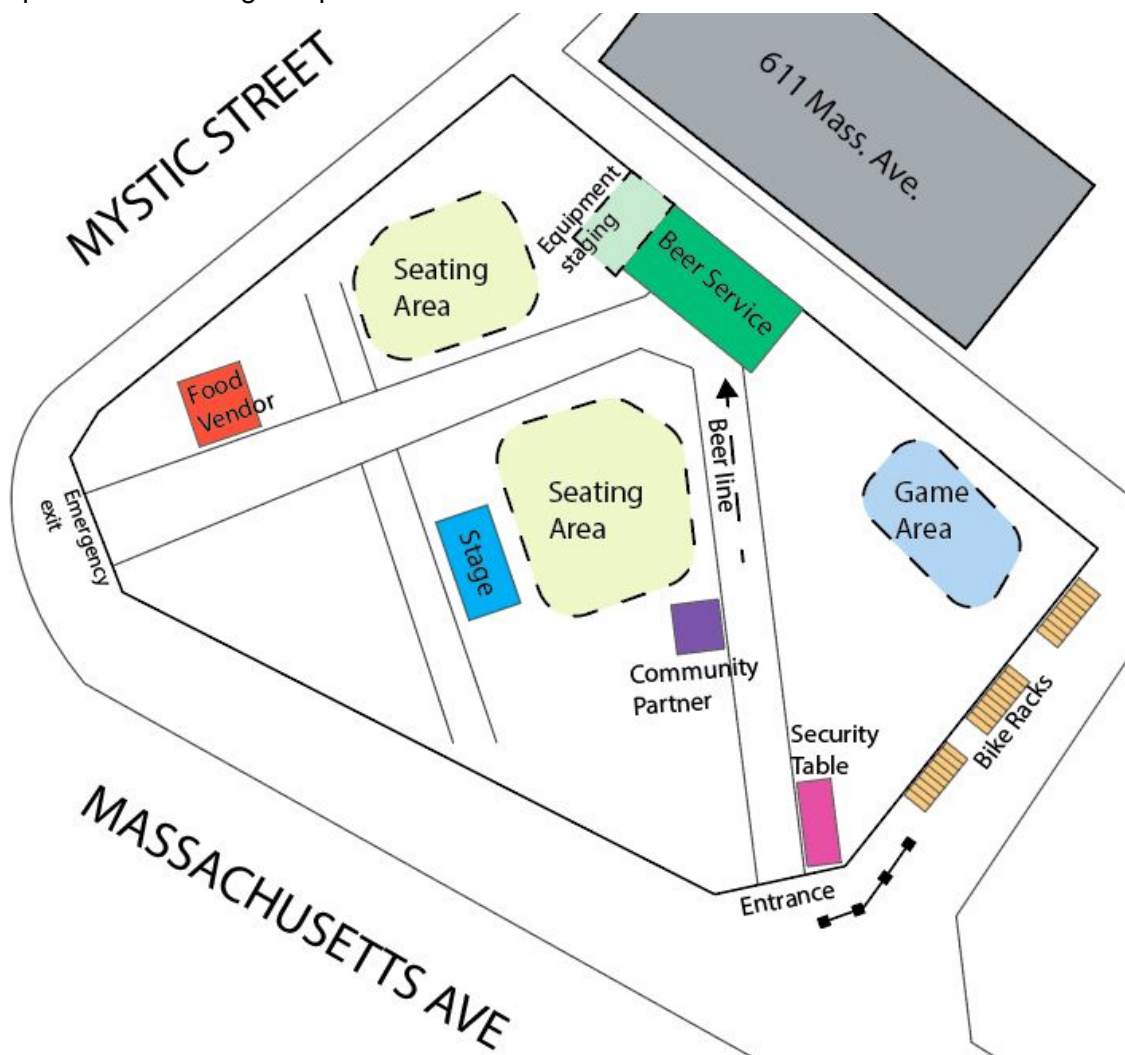
Beer service point from AERONAUT Arlington 2018.



Community partner table from AERONAUT Arlington 2018.

Site Plan

Based upon the proposed site plan in the RFP, and drawing from our prior experience, we propose the following site plan:



Attendees will enter the beer garden at the main entrance area. At this entrance, we have placed a security table/station, where we can greet visitors, check IDs, provide wristbands, and share key information with guests. Stanchions direct people to queue for entrance without obstructing the sidewalk. The walkway from the entrance provides a convenient path toward the beer service area. We have placed a table for community partners and nonprofits to be located along this path so as to increase their visibility and impact. Attendees will approach the beer service area to purchase beers, pay to the left, and may continue along the path toward the food vendor. We have designated two major seating areas, throughout which we will place seating, such as lawn chairs, camp chairs, and other folding chairs. The portable stage will be set up along the train tracks between two trees and facing the seating area. In the eastern corner, we have designated a game area where we will place lawn games, out of the way of the stage and seating areas. We will place bike racks along the southeast fence to provide additional bike

parking, maintaining a wide aisle for accessibility purposes. The storage pod and the port-a-potty will be placed in the areas recommended in the example layout within the RFP.

Operations Plan

Timeline

February 2019:

2/27/2019: Call for RFP made public

March 2019:

3/13/2019: Aeronaut Brewing Company RFP submission

April 2019:

Mid April 2019: If granted the opportunity to lead the beer garden at Whittemore Park in 2019, we will proceed to apply for temporary alcohol permits for the appropriate dates from June-September 2019. Sundays will be noted as rain dates on the applications.

Mid April 2019: Begin coordination of all necessary equipment and materials required for the event series. This includes all elements involving outside vendors in addition to internal equipment.

Mid April 2019: Once provided with hearing dates for the temporary alcohol permits, our team will attend the designated meetings with the Board of Selectmen/women for approval of the event and the temporary alcohol permits for the duration of the series.

Mid April 2019: Finalize available openings for community partner table spots and begin reaching out to local organizations. We will do our best to accommodate as many community partners as possible to showcase their mission.

Mid April 2019: Food Vendor RFP release for local food vendors for the summer beer garden series.

Late April 2019: Preparation of marketing materials. This will include multiple channels including social media and print media by our communications team.

May 2019:

Early May 2019: Food Vendor selection.

Early May 2019: Finalize staffing for all June event dates with rain dates accounted for. We will also hold meetings prior to the start of the first event date to review training materials that are specific to Whittemore Park service.

May 2019: Once alcohol permits have been approved, we will schedule the required number of police details for the duration of the season. We will also ensure that we notify the police department of any cancellations due to inclement weather with as much notice in advance as possible

May 2019: We will submit payment for all alcohol licenses being issued for the season and also

pick up the permits from Arlington Town Hall. We will scan and upload an internal copy of each permit. We will also laminate the originals in preparation to be publicly displayed at each event date.

Week prior to June 1, 2019: Coordinate a date with the Town of Arlington and the Arlington Police Department for the storage container drop off. This process will require a specific number of parking lots to be vacant during the drop off time window for appropriate clearance. The spots that will need to remain clear until the container is delivered are as follows: the space directly next to the storage container location and 4 spaces opposite of the storage container location as the container will be delivered on a tractor trailer bed.

Week prior to June 1, 2019: Once the storage container is in place, our team will transport all internal event materials from our Somerville location to the storage container in preparation for the event start date. This will also include all signage for beer selections for the first event date.

June 2019:

June 1, 2019: Launch date

Summary of Operations

Setup Procedures

On event days, Aeronaut staff will arrive at 11am for setup. Staff will unload the nearby storage pod and arrange all physical elements of the site according to the site plan, including perimeter fencing, wayfinding and other signage, entryway and greeting table, community tent and table, musician stage and audio equipment, trash, recycling and compost bins, alcohol service tent, tables and related equipment, and chairs for guests. Food vendors will simultaneously set up their own tent, table and food service equipment between 11am and noon in the designated food vendor area. Site will be fully ready and staff in place to receive guests at 12pm.

Event Schedule

The typical beer garden day will have a schedule as follows:

12pm: Beer garden opens

1pm-3pm: First musical act

4pm-6pm: Second musical act

6:45pm: Last call

7pm: Beer garden closes, no more alcohol served

Sample Menu

A sample menu is included as Appendix A.

Safety and Security

To ensure patron safety and compliance with all local and state laws, Aeronaut will set up the beer garden in a safe and secure fashion, staff the events with two security personnel and at least one crowd-manager certified employee on site during all operational hours. Crowd control

fencing will be established to secure the park perimeter each day during setup, with wayfinding signage guiding visitors to the entrance and exit. Aeronaut will maintain a single entry and exit point on Mass Ave, next to the brick alleyway leading to the Russell Common lot. Stanchions will be used to guide the flow of visitors leading up to the entrance, without blocking pedestrian flow on Mass Ave. An emergency egress will be maintained at the corner of Mass Ave. and Mystic St.

One Aeronaut security employee will staff the entrance and exit at all times in operation. This entry staff will check guest IDs and apply wristbands to persons of age 21 or older, and also allow entry for minors accompanied by their 21+ parent or guardian. Entry staff will also maintain the beer garden occupancy using a manual clicker, counting all guests entering and leaving the site in order to keep track of the current number of beer garden occupants, and stay within the permitted limits of the site (estimated 250 person capacity). Entry staff will also ensure guests do not leave the site carrying alcohol.

A second Aeronaut security employee will walk the beer garden site regularly and maintain eyes on the crowd, spotting any potential security issues. They will ensure the perimeter fencing is maintained and that no guests enter or leave the site anywhere except the single designated entry/exit point. They will also periodically recount all guests in the beer garden and coordinate this and other important crowd safety information to the security staff maintaining the entrance. The roaming security staff will also check that all guests are wristbanded appropriately and that no persons without a 21+ wristband are consuming alcohol.

Aeronaut will additionally ensure that a monitor personnel is present at the Cutter Gallery restrooms and portable restroom, to ensure safety in those areas.

As required by the Arlington Select Board, Aeronaut will schedule and pay for a police detail on site, to assist with any public safety issues that may arise.

Alcohol Handling and Service

Alcoholic drinks available at the beer garden will consist of only beer and cider. There will be up to 6 draft lines, typically serving 4 Aeronaut beers brewed in Somerville, 1 guest beer from another local brewery, and 1 guest cider from a local cidery. All alcohol will be transported to the beer garden each event day from the licensed Aeronaut facility in Somerville, and all remainder alcohol and empty containers will be transported back at the end of each day.

Alcohol service will be established in a tent at the north end of Whittemore Park, close to the entrance of the Cyrus Dallin Art Museum but not blocking it. Guests will queue along the walking path leading from the entrance, and be greeted and served by 4-6 TIPS-trained Aeronaut employees at the beer service area. Service staff will ensure that all guests ordering alcohol have 21+ wristbands, order no more than 2 drinks at a time, and will ensure compliance with all other state and local laws when serving. After receiving their drink orders at the service tables, patrons will move forward to the checkout table and pay for their drinks with cash or credit card.

Aeronaut will provide and maintain a water cooler and cups freely available to guests, next to the alcohol service payment area for guests. The food vendor will also make available non-alcoholic beverages for purchase.

Waste and Sanitation

Aeronaut will maintain multiple sets of appropriately located and labeled trash, recycling and compost bins inside the beer garden site during operational hours. All food and drink cups and containers provided by Aeronaut or by the food vendor will be compostable or recyclable. Staff will walk through the site periodically throughout the day to check bins and empty them if needed. After the end of service, all bins will be emptied and contents removed to off-site trash, recycling and compost dumpsters at a local restaurant that Aeronaut will contract with for trash and recycling removal, and Aeronaut will contract directly with Bootstrap Compost to pick up compost from the same restaurant's lot. Empty bins will be stored in the beer garden storage pod. At the completion of each event day, Aeronaut staff will perform a full walkthrough to pick up any remnant trash from beer garden patrons or by the public.

Aeronaut will contract to maintain one portable restroom on the far side of the Dallin Art Museum, next to the entrance of the Cutter Gallery. This restroom will be available to the public during beer garden hours, in addition to restrooms in the Cutter Gallery. Aeronaut will provide restroom monitor personnel to ensure security of the gallery and control any lines that may form. The portable restroom on site will be maintained by Aeronaut's service contract, and cleaned weekly after each beer garden event day.



AERONAUT team members hauling waste from a summer 2018 AERONAUT Arlington event.

Food Vendors

The selected food vendor for each beer garden day will set up their food vending service between 11am and noon, and make food available to the public during all operational hours. Food vendors will provide non-alcoholic beverage and vegetarian food options, and must hold a Seasonal Food Permit issued by the Town of Arlington Department of Health and Human Services for safe food handling and transport.

Utilities

Aeronaut will require 120v electrical power in the musical stage area to power audio mixers and amplified speakers, and also at the beer service area to power point-of-sale devices. Nearby the stage area, there is an existing transformer box that can satisfy power needs for audio equipment, requiring a short extension cord to be run to the area. For power needs at the beer service area, Aeronaut will utilize a single extension cord running to an external outlet on the Cyrus Dallin Art Museum, and provide adequate modular cord covers to maintain safe pedestrian access to the walkway in front of the museum.

During setup, Aeronaut will utilize cold water from a hose outlet on the side of the Dallin Museum to fill up beer equipment and drinking water dispensers. During breakdown, it will be again used to rinse equipment.

No other site utilities are needed for the beer garden operation. All beer refrigeration is done using ice, which will be fully provided and transported by Aeronaut.

Breakdown and Cleanup Procedures

Following closing of the beer garden, staff will work to break down all equipment used for the event and return it to the storage pod located in the neighboring parking lot. Bags of trash, recycling and compost will be removed to off-site dumpsters as described earlier, and alcohol will be transported back to Aeronaut's facility in Somerville. The entirety of Whittmore Park will be swept for any leftover items or trash before staff depart from the site.

Weather Procedures

The Aeronaut team will monitor weather reports during the week leading up to each beer garden event. If there appears to be a significant chance of rain predicted during the event hours, Aeronaut may elect to shorten beer garden hours, or call a rainout for the entirety of the Saturday. If this call is made to rain out or modify hours for the event, Aeronaut will directly contact all necessary parties by 8am Saturday as to such a decision. Parties will include contacts at the Town of Arlington, in addition to the Arlington Police Department and our musical and community partners. Notice will be sent out to the public on multiple social media channels informing them of the change and any rescheduling decision. In the event that a Saturday is entirely called off as a rainout but Sunday appears to be improved weather, Aeronaut may elect to use the Sunday as a sole rain date for the previous day and inform all parties to the decision on Friday.

Key Equipment

For successful operation of the outdoor pop-up beer garden, we understand the the need for several pieces of equipment along with detailed coordination with outside vendors to bring in event elements. In preparation for last year's event series at Whittemore Park, we have made significant investments in service related equipment in order to provide the community members of Arlington and the greater Boston area with the best line of service from our team members.

Internal equipment include but are not limited to the following:

- Complete, mobile beer serving systems. This system allows us to serve beer on site without the need for formal refrigeration units. The cooler boxes are filled with cold water and ice during service in order to cool the beer as it travels through the system.



- Fencing. These units will be used to block areas that lack fencing around the perimeter of Whittemore Park. In addition, we will use these units to prevent access to the rear portion of our beer service areas.



- Garbage bins, recycling bins, and compost bins
- 6ft-8ft Tables for our beer service and for planned community partners
- Individual seating for guests. We will have approximately 25-30 individual seats that will be strategically placed around the park to provide seating opportunities for guests.

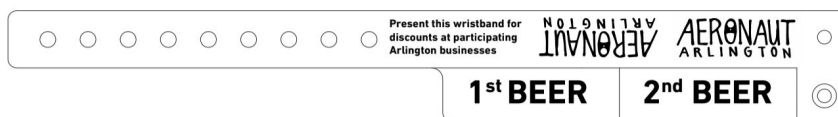


- Interactive activities for guests: Cornhole, Giant Jenga

-Stanchions and tables for our security team procedures. The stanchions will be placed by the entrance to the park in order to address lines/queues as traffic levels increase throughout the day.



-Wristbands for ID check and beer tracking. These wristbands were designed and custom printed by our group for use at Aeronaut Arlington.



-Point of sales system (POS)



-Personal wifi hotspot in order to link our POS system and to stream music on site during times when live music performances are not taking place.

-Audio/visual equipment in order to host live music performance on site. All of the audio visual equipment listed below was acquired in preparation for the Arlington event series in Whittemore Park. This equipment will be dedicated to this event series.

- PA speakers with stands

- Monitors

- Mixer

- Stage. This stage meets the needs of several types of performances.

Furthermore, it can be assembled and disassembled with by two team members in a timely manner. Based on our past experience, we have identified the optimal location for the stage in terms of safety, projection of sound, and visibility for guests.



- Microphones with stands
- Relevant cables, cable boxes, power supplies
- Bike racks which adhere to the guidelines outlined in the RFP. We own three of these bike racks and they will be secured to the handrails on one side of the park as shown in the site plan.

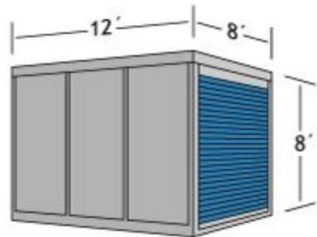


- Water cooler



External vendor equipment

- 12' storage container



- Portable restrooms. The portable restroom will be provided by an outside company, such as Throne Depot, and will be serviced weekly on Mondays.

Team Personnel and Qualifications

During each service date, an owner-manager or general manager will oversee the operations

beginning from the point that we leave Aeronaut with our beer selections all the way until the end of the final clean up inspection at Whittemore Park. In addition, we will have 6-8 qualified team members with varying responsibilities and skills sets setting up, running the beer garden, and cleaning up. Several of our members are already familiar with the event site as they were present during last year's event series. They are very excited about the prospects of hosting in 2019.

In more detail, there will be one owner-manager or general manager, 4-5 beertenders, 2 security personnel, and 1 restroom monitor during each service date. All of our beertenders will be highly knowledgeable about the beer styles being featured. They will gladly assist and provide more information about our products to members of the community. In addition to addressing aspects of safety, our security members also understand their role as brand ambassadors. While adhering to all security policies, their goal is to welcome and engage members of our community for the duration of their visit. All team members will have valid TIPS certification. Furthermore, managers and security personnel on site will be crowd manager trained and certified. All of our team members will be identifiable with Aeronaut-branded clothing/accessories.

Below are the points of contact from Aeronaut Brewing Company:

Daniel Rassi
Co-Founder
dan@aeronaut.net

Ronn Friedlander
Co-Founder
ronn@aeronaut.net

Michael Yim
Senior Director of Product Experience
michael@aeronaut.net

Food Vendors

In order to provide food and non-alcoholic beverages to beer garden attendees, Aeronaut will seek the participation of Arlington-based food vendors. During the 2018 season, we established this approach using an RFP that we issued to local restaurants. We had success and positive feedback with Punjab and Tango providing food to attendees last year. Our plan for this season will be to issue an RFP again, choosing three vendors for 5-6 consecutive weeks each. We will give preference to those vendors who are most qualified, prepared and committed to participation, and will prefer those who are located closer to the beer garden area. We believe proximity is important for ease of service, as well as minimizing any conflict that may arise due to competition with other local restaurants. We will have only a single vendor at a given time, as this will maximize their revenue potential and incentivize better staffing and service. Our

experience last season was that single, repeat vendors were able to keep up with large crowds and were reliable participants.

We have updated our RFP for this coming season and it is attached here in Appendix B.

Marketing Plan

Aeronaut will intend to re-use similar channels of communication with the public in 2019 as done in 2018, using digital messaging on Facebook and Instagram to communicate our event programming and musical lineup, boost community partners, and engage with Arlington residents throughout the summer. Aeronaut will commission and print fliers and banners to attract attention to the beer garden in Arlington, and use the Aeronaut website and social media accounts to drive awareness of the events to our regular Somerville customers as well. We will assist in setting up any customer surveys that the Town is interested in conducting for patrons to further aid in understanding beer garden attendance and its effect. We believe that we can positively engage with the Arlington community with a marketing and event plan that showcases emerging local performers, local beer, and local food in Arlington Center successfully again in 2019.

Paper flier from summer 2018:



Statement of Intention

As required by the RFP, Aeronaut intends to comply with all requirements of the Beer Garden program:

- Aeronaut will provide liquor liability insurance documentation, with the Town named as additional insured in the amount of \$1,000,000 or more.
- Aeronaut will pay a one-time \$1,500 permit fee to the Town of Arlington for use of the park for the Beer Garden series.
- Aeronaut will bear all of the costs for operating the event with the exception of the seasonal food permits from the Health Department for the food vendors, which will be paid for by the food vendors themselves.
- Aeronaut will ensure all necessary permits are obtained prior to the first event.
- Ronn Friedlander, Daniel Rassi and/or Michael Yim will be available for meetings with the Town on days or evenings, as required.

Appendix A

Sample Drink Menu

- 1) Aeronaut - Hop Hop and Away - American Pale Ale - 4.6% ABV - 16oz.
- 2) Aeronaut - A Session with Dr. Nandu - IPA - 6.3% ABV - 12oz.
- 3) Aeronaut - Hermann Hefeweizen - Hefeweizen - 5.2% ABV - 16oz.
- 4) Aeronaut - Waterloo Porter - Porter - 5.9% ABV - 12oz.
- 5) Bone Up Brewing Co. - Key Lime White Ale - White Ale - 4.3% ABV - 16oz.
- 6) Bantam Cider - Rojo - Cider - 5.4% ABV - 16oz.

All beer/cider \$7.50

Appendix B

Aeronaut Arlington Summer Music Series Food Vendor Request for Proposal

To: Arlington-based restaurants and food vendors

From: Aeronaut Brewing Company

Re: Food vendors to participate in Aeronaut Summer Music Series in Whittemore Park (Arlington Center) for Summer 2019

Responses are due by Wednesday, May 1, no later than 12 noon.

I. About the series

Aeronaut is planning a series of events featuring talented musicians, accompanied by local food and craft beer. These events would be family friendly, daytime events with a real emphasis on music and local arts and culture. We believe this will be a vibrant and economically beneficial set of summer events for Arlington residents and businesses.

The proposed music series and beer garden would be open on Saturdays (12-7 pm) throughout the summer of 2019 selling both alcoholic and non-alcoholic drinks.

Aeronaut will be programming the music series to feature two local or regional acts each day. Aeronaut will also be operating the bar, serving its own beer alongside local ciders and occasional guest taps. Aeronaut will be responsible for setup and breakdown of the event, security, beer service, entertainment, and promotion.

The event space will be permitted for an estimated 250 occupants, and we anticipate welcoming at least 500 guests (and up to 1500) per day.

II. Food vendor request

It is Aeronaut's strong wish to bring in local food vendors to represent the Arlington culinary scene and provide food and non-alcoholic drinks to attendees. Aeronaut seeks a vibrant, professional, independent food vendor to provide a limited menu of food and non-alcoholic drink items appropriate for a beer garden setting. We intend to choose three vendors to each provide 6 dates worth of food vending on consecutive event dates.

We will allocate a space of approximately 15'x15' for the selected food vendor(s) within the licensed beer garden & event space.

III. Food vendor requirements

Participating food vendors must:

- Commit to being present at *all* dates for which they are selected, as well as rain dates.
- Provide their own food, service equipment, staff, POS system, tent, tables and signage. Disposable items must be compostable (or recyclable beverage containers).
- Plan logistics for transporting food and serving guests in an efficient manner.
- Obtain their own Seasonal Food Permit from the Town of Arlington Department of Health and Human Services, as well as any other required permits. **Permit applications deadlines TBD.**
- Provide certificate of liability insurance with a minimum coverage of \$3M naming TBD Brewing LLC d/b/a Aeronaut Brewing Co. as additional insured for all dates of vending.
- Set up and break down their own vending site each day.
- Operate during all open hours of the event, a requirement of our temporary alcohol permit.
- Provide adequate food and drinks for all attendees.
- Handle all food waste within their service area.
- Leave their service area trash-free and clean of all debris from the event.
- Provide at least 3 distinct food menu items.
- Provide at least 1 vegetarian option (and ideally a vegan option).
- Vend water and at least 2 additional non-alcoholic beverages (note that Aeronaut will also intend to provide free tap water).

IV. Additional Information

A. Expected dates of operation

Opening date is tentatively slated for June 1. Scheduled operating dates are as follows: June 1, 8, 15, 22, 29. July 6, 13, 20, 27. August 3, 10, 17, 24, 31. September 7, 21, 28. Note that each operating date is a Saturday, but the following Sundays are the slated rain dates. Also please note that there is no beer garden in Whittemore Park on September 14 due to Arlington Town Day.

Aeronaut expects to choose four vendors being provided with one month each. Vendor A will operate for all event dates from June 1 through July 6. Vendor B will operate for all event dates from July 13 through August 10. Vendor C will operate for all event dates from August 17 through September 28.

B. Rain plans

In the event of significant rain, Aeronaut may choose to cancel any event date or reduce operating hours. Sundays will be considered the rain dates for any of the scheduled Saturday events. If the Sunday date is rained out as well, there will be no replacement date for any vendors. We will inform you of rain plans as early as possible.

V. Requested application information

We request that all applicants provide the following items:

- Business name (corporate and d/b/a)

- Business address in Arlington
- Years in business
- Description of previous experience serving at temporary/seasonal events (include all relevant information)
- Proposed sample menu for this event, including item names, descriptions and pricing. Menu should include food and non-alcoholic beverages as described above. Menu does not need to be final
- Proposal for food service logistics -- setup procedures, equipment used, plan for service, staffing plan, breakdown procedures
- Preference of dates of service, if any

VI. Contact info

Please send all applications and any questions to ronn@aeronaut.net.

We will notify chosen applicants no later than May 15, 2019. Please note that participating vendors for the first block of dates will need to submit their Seasonal Food Permit no later than TBD.



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT

M E M O R A N D U M

To: Adam Chapdelaine, Town Manager
Cc: Jennifer Raitt, Director, Department of Planning and Community Development
From: Ali Carter, Economic Development Coordinator
Date: April 18, 2019
Re: Aeronaut Beer Garden at Whittemore Park, Summer 2019

On February 25th of this year the Select Board approved a request for proposals to operate a beer garden in Whittemore Park on weekends during the summer of 2019. Outreach was done via the Town's Bids and RFPs mailing list as well as direct outreach to six local craft brewers. We received one proposal, which was from Aeronaut Brewing Company.

Operations, Fees, and Maintenance: The proposed beer garden would operate much in the same fashion as it was successfully run in the 2018 season, but with a few notable exceptions. All of the changes listed below are in response to requirements that were built into the RFP.

- The season would run on weekends from June 1 through the end of September, with Sunday rain dates built into the operations plan;
- The Cutter Gallery will be staffed by an Aeronaut employee rather than a Town Building Monitor;
- Aeronaut will work collaboratively with the Arlington Center for the Arts to host Porchfest in Whittemore Park on June 8th;
- Aeronaut will pay a one-time \$1,500 permit fee to the Town of Arlington for use of the park on the dates listed above, an increase from the \$400 fee they paid during the 2018 pilot season;
- Aeronaut will pay for the lawn in Whittemore Park to be aerated at the end of the season.

Based on their excellent operation of the beer garden series in 2018 and their thorough response to the RFP, I recommend the approval of their proposal.



To: Members of the Arlington Select Board

From: Linda Shoemaker

Date: April 18, 2019

RE: PORCHFEST and the Beer Garden

Dear members of the Arlington Select Board,

I am writing with an update on plans for the shared use of Whittemore Park on June 8, by Arlington Porchfest and the Beer Garden.

ACA and the Aeronaut Brewing Company have worked out a space use plan that will put the "Porchfest HQ" Tent at the corner of Mass Ave and RT 60, just inside the Park entrance, where Aeronaut normally places their food vendor. Aeronaut will locate the food tent elsewhere that day, to allow the Arlington Center for the Arts team to distribute maps and information about Porchfest.

The Porchfest HQ tent will be accessed from the sidewalk, so people wishing to pick up a map will not need to enter the beer garden. A barrier will be placed behind the Porchfest tent so anyone wishing to enter the beer garden will need to enter through the regular entrance and the security check. A site plan is attached.

ACA is happy with this arrangement, and sees the addition of the Beer Garden on Porchfest as a positive contribution to the fun and festivity of the day.

With many thanks for your support,

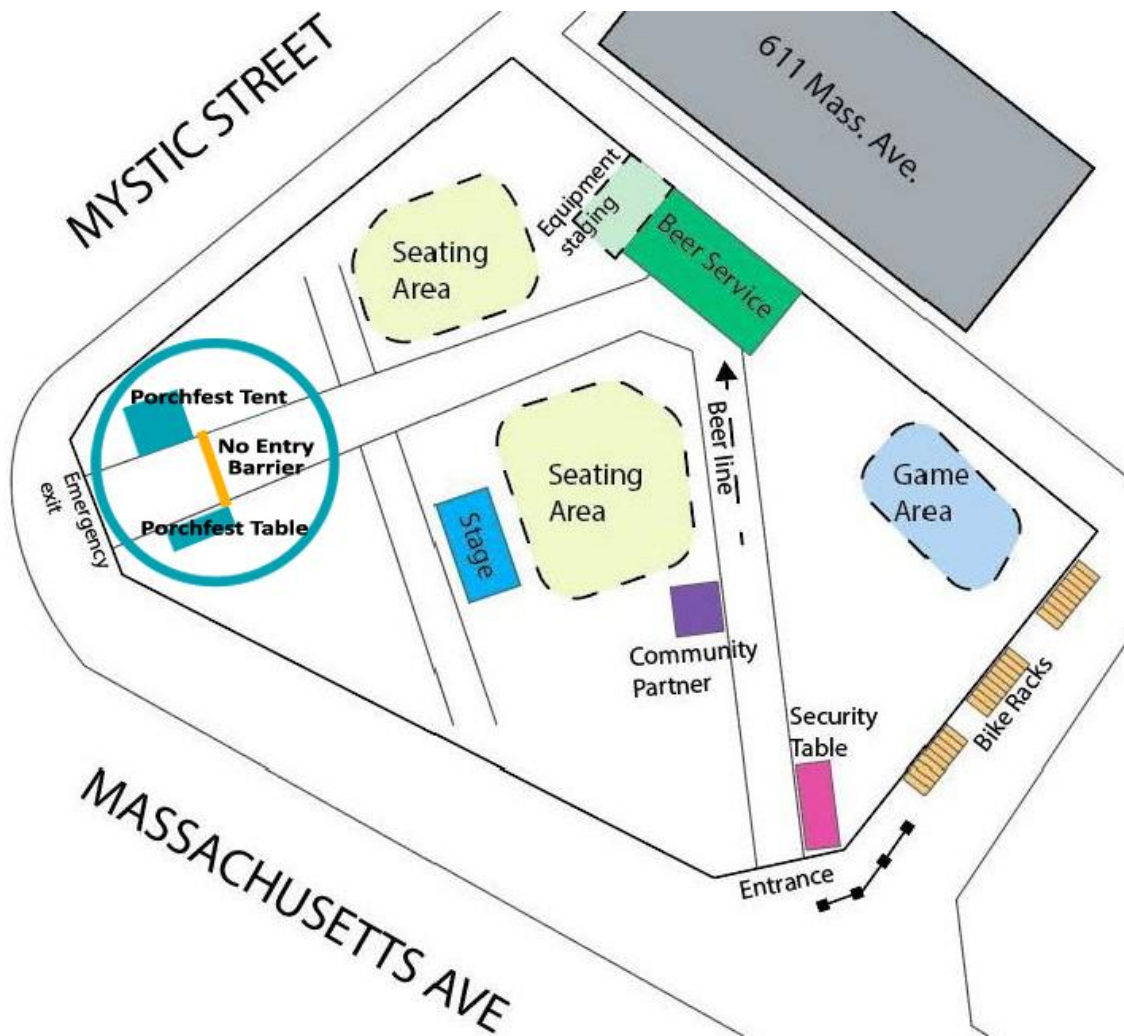
A handwritten signature in black ink that reads "Linda Shoemaker". The signature is written in a cursive, flowing style.

Linda Shoemaker
Executive Director

ARLINGTON CENTER FOR THE ARTS

20 Academy Street, Arlington, MA 02476 | (781) 648-6220 | www.acarts.org

Diagram of Proposed Site Plan for Arlington Porchfest Headquarters & Beer Garden, June 8, 2019





Town of Arlington, Massachusetts

For Approval: Annual Report on Symmes Fund

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Symmes_Report_to_ATM_2019.pdf	Symmes Report to Town Meeting

OFFICE OF THE SELECT BOARD

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
JOSEPH A. CURRO, JR.
JOHN V. HURD
STEPHEN W. DECOURCEY



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

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

TO: Town Meeting

FROM: Select Board and Town Treasurer & Collector of Taxes

DATE: April 22, 2019

RE: Annual Report - Symmes Property Fund

In accordance with Section 1 of Chapter 25 of the Acts of 2006, the Town has established a special account (Symmes Property Fund) into which all proceeds generated by the sale of the former Symmes Hospital site and any other revenue, except building permit fees, including but not limited to property taxes and other fees have been deposited since the establishment of the account. Below is a full accounting of the fund beginning in FY2012 through FY2019 (projected).

Revenue	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Property Tax Revenue	\$49,374	\$112,113	\$830,239	\$682,750	\$996,574	\$812,851	\$678,338	\$671,250
Prior Property Tax Revenue	\$0	\$75,822	\$0	\$0	\$0	\$0	\$0	\$0
General Fund Revenue/Debt Exclusion	\$307,130	\$278,540	\$150,000	\$0	\$0	\$0	\$0	\$0
Medical Office Building Revenue	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$69	\$90	\$7	\$0	\$2	\$119	\$266	\$19
Total Revenue	\$756,573	\$466,565	\$980,246	\$682,750	\$996,576	\$812,970	\$678,603	\$671,269
Expenses	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Debt Service	\$543,001	\$688,350	\$685,675	\$677,750	\$674,675	\$677,875	\$678,338	\$671,250
Legal/Project Oversight Expenses	\$54,918	\$30,012	\$121,040	\$17,476	\$0	\$0	\$0	\$0
Transfer to General Fund						\$456,996	\$0	\$285
Total Expenses	\$597,919	\$718,362	\$806,715	\$695,226	\$674,675	\$1,134,871	\$678,338	\$671,535

In FY2016 and FY2017, all property taxes from the Symmes property were deposited in the Symmes fund. In FY2017 the surplus of those taxes, over the amount necessary to pay the debt service on the Symmes bonds, was transferred to the General Fund. In FY2018 and future years only the amount of Symmes property taxes necessary to pay debt service will be transferred into the fund; the remaining tax revenue will remain in the General Fund in accordance with the provision of Chapter 25 of the Acts of 2006. At the end of FY2019, the interest that has accumulated will be transferred to the General Fund.

Fund Balance Policy for Symmes Property Fund

As part of the FY2014 annual audit, it was recommended that the Town establish a Fund Balance Policy for the Symmes Property Fund that will be in place until all debt service obligations are met in FY2022. Any existing balance beyond what is outlined within the Fund Balance Policy below will be returned to the General Fund at the conclusion of FY2015. On December 3, 2014, the Board of Selectmen approved the following:

Since the Symmes site has been fully developed, the only future liabilities associated with the property are debt service costs related to the Town's purchase of the land and the potential for future legal costs resulting from the complete close out of the project. Therefore, the Town's Fund Balance Policy for the Symmes Property Fund is as follows:

The Town will maintain a balance in the Symmes Property Fund in an amount equal to the annual debt service costs associated with the purchase of the property plus a legal reserve that does not exceed \$5,000. It is noted that the funds needed to amortize the debt service come directly from the property taxes collected from the development of the Symmes site. This will be the policy through FY2022 when the debt is retired. Below is a summary of what the fund balance for the Symmes Property Fund should be through FY2022.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Debt Service	\$674,675.00	\$677,875.00	\$678,337.50	\$671,250.00	\$673,225.00	\$671,950.00	\$667,450.00
Legal Reserve	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Fund Balance Not to Exceed	\$679,675.00	\$682,875.00	\$683,337.50	\$676,250.00	\$678,225.00	\$676,950.00	\$672,450.00



Town of Arlington, Massachusetts

Corrections to Select Board Report to Town Meeting Warrant Article 52 Revolving Funds

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	Article_52_Select_Board_Report_Changes.pdf	Article 52 - Changes
▣	Reference Material	Article_52_Select_Board_Report_Current.pdf	Article 52 - Current

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	\$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	\$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	\$3,857.44
Receipts	587.00
Expenditures	3098.97
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	\$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	\$2,623.07
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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	\$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 \$1,000,000

Beginning Balance	\$687,553.37
Receipts	642,968.20
Expenditures	837,014.23
Ending Balance 6/30/18	\$493,507.34

Board of Health Fees (4120) established under Article 30 2005 Annual Town Meeting

Expenditures not to exceed \$100,000

Beginning Balance	\$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	\$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	\$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 \$100,000

Beginning Balance	\$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	\$59,215.88
Receipts	24,421.61
Expenditures	18,457.47
Ending Balance 6/30/18	\$65,180.02

Library Vendor Fees (4220) established under Article 34 2009 Annual Town Meeting

Expenditures not to exceed \$25,000

Beginning Balance	\$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	\$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	\$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	\$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 52

REVOLVING FUNDS

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FY 2020:

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Expenditures not to exceed \$200,000

Beginning Balance	\$85,766.79
Receipts	37,339.39
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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	\$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	\$3,857.44
Receipts	587.00
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Robbins House Rentals (4060) established under Article 77 1997 Annual Town Meeting
Expenditures not to exceed \$75,000

Beginning Balance	\$17,641.31
Receipts	21,485.00
Expenditures	31,260.91
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Expenditures	0.00

Ending Balance 6/30/18 \$0.00

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Town of Arlington, Massachusetts

Concerns Regarding Town Owned Land at Corner of Rublee Street and Hibbert Street

Summary:

Jean Caloggero, 130 Hibbert Street

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	CR_J._Caloggero.pdf	Correspondence from J. Caloggero

April 8, 2019

To whom it may concern:

Enclosed is info on parcel of land next door to my home at 130 Hibbert St., at the corner of Rublee St. Note the town of Arlington owns this parcel. This parcel of land is a dumping ground for many. Many years of accumulating leaves and debris are causing fungus to penetrate our yard, killing grass etc. Also leaves piling up against fence has caused it to rot.

We would appreciate it if the town would clean the lot, especially clean out leaves against fence. We are also concerned that this could be a health issue because of the dumping that has been going on for many years.

We appreciate you looking in into this matter. You may contact me at 781 646 2938

Thank you in advance

A handwritten signature in cursive script, reading "Jan Caloggero". The signature is written in dark ink and is positioned below the typed name "Jan Caloggero".

