



## **Town of Arlington Select Board**

### **Meeting Agenda**

June 17, 2019

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

1. For Discussion and Approval: Creation of Complete Count Committee for 2020 Census  
Kelly Lynema, Senior Planner

#### **CONSENT AGENDA**

2. Minutes of Meetings: May 20, 2019 and June 3, 2019
3. For Approval: Temporary Parking Restrictions on Lombard Road for Arlington Food Pantry  
Christine Bongiorno, Director of Health and Human Services
4. For Approval: Arlington International Film Festival Banners  
April L. Ranck, Executive Director, AIFF  
J. Alberto Guzman, Founder
5. For Approval: Revision To Handicap Parking Space @ 35 Sherborn Street  
Virginia Shannon
6. Reappointments (terms to expire 6/30/2022)  
Board of Youth Services  
Kristen Barnicle  
Conservation Commission  
Charles Tirone  
Council on Aging  
Rick Fentin  
Human Rights Commission  
Sheri Baron  
Open Space Committee  
Wendy Richter  
David White

#### **PUBLIC HEARINGS**

7. 7:15 p.m. Eversource Petition/Lowell Street (Public Way)  
Jacqueline Duffy, Supervisor, Rights and Permits  
(all abutters notified)

8. 7:15 p.m. National Grid Petition/Intersection of Forest Street and Bow Street (Public Way)  
Barbara Kelleher, Permit Representative  
(all abutters notified)
9. 7:15 p.m. Bellevue Road and Morton Road (Bellevue-Morton Association)
  - a) Request: Repair to Private Way
  - b) Betterment OrderJoe Cavicchi, President, Bellevue-Morton Association

#### **LICENSES & PERMITS**

10. For Approval: Food Vendor License  
Arlington Bakery, 187 Massachusetts Avenue, Evangelia Velentzas

#### **CITIZENS OPEN FORUM**

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

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

11. For Approval: Boston Women's Market @ Uncle Sam Plaza, July 20, 2019, 11:00 am - 4:00 pm  
Cara Loffredo, Directing Organizer
12. Request: Two Spaces, On Street Overnight Parking @ 118 Westminster Avenue  
Will and Diane Stansbury  
(tabled from 5/20/2019 and 6/3/2019 meetings)
13. For Discussion and Approval: Package Store Alcohol License Application Process and Criteria  
Douglas W. Heim, Town Counsel
14. For Discussion and Approval: Sustainable Transportation Plan and Creation of Advisory Committee  
Adam W. Chapdelaine, Town Manager

#### **CORRESPONDENCE RECEIVED**

15. Requesting Change to Tax Calculation Method  
Town of Arlington Residents

#### **NEW BUSINESS**

#### **EXECUTIVE SESSION**

Next Scheduled Meeting of Select Board July 22, 2019



## **Town of Arlington, Massachusetts**

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### **For Discussion and Approval: Creation of Complete Count Committee for 2020 Census**

#### **Summary:**

Kelly Lynema, Senior Planner

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	20190605_Memo_Complete_Count_Working_Group.pdf	Memorandum from K. Lynema



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

**MEMORANDUM**

To: Jennifer Raitt, Director, Planning and Community Development  
From: Kelly Lynema, Senior Planner, Planning and Community Development  
Date: June 5, 2019  
RE: Establishing a Complete Count Working Group to Support the 2020 Census

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As the United States Census Bureau enters its final preparation stages for the 2020 Decennial Census, local municipalities are being asked to join the effort to get a complete count of all individuals in every city and town. Municipalities have an important relationship with the census: they use census data to make informed decisions about policy, their state and local voting districts are determined by census results, and they receive apportioned federal funds as a result of census data; in turn they help ensure the accuracy of census counts.

In advance of the 2020 Census, the Massachusetts Secretary of State Office is asking every city and large town in Massachusetts to establish a Complete Count Committee (CCC). A CCC is a volunteer committee established by a local government and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as local "census ambassador" groups that play an integral part in ensuring a complete count in their community in the Census. The work of a CCC is focused on designing outreach plans for hard-to-count areas or populations, raising community awareness of the census, communicating facts and dispelling rumors about census data and how it is used, and encouraging individuals to respond to the census by internet, mail or phone.

CCCs have played a major role in decennial censuses since 1980. They are especially critical to the upcoming census, as trust in government is at historic lows and the potential inclusion of the citizenship question (to be decided by the Supreme Court this coming June) threatens to reduce response rates. CCCs are important in encouraging Hard to Count (HTC) populations—lower income households, renters, minorities, households with children under five, non-English speakers and immigrant populations—to respond to the census. Inaccurate counts can result in a reduction of Federal funding, particularly for programs on which lower income residents, households with children, and senior citizens depend.

**A Complete Count Working Group for Arlington**

The Massachusetts Secretary of State has urged Arlington to establish a CCC, or alternatively, a Complete Count Working Group (CCWG). The CCWG would ideally be comprised of Town staff and local community leaders/stakeholders, particularly those who are connected with HTC populations. The MA Secretary of State recommends that a representative of the following groups participates in the CCWG:

- Town Manager's office
- Planning and Community Development Department (for project management and coordination of outreach activities)



- Clerk's office (advisory, as the office will also be occupied with presidential primary elections)
- GIS/IT
- Library representative
- School representative
- School representative
- Library representative
- Health and Human Services / Council on Aging representative
- Business community or Chamber of Commerce representative
- Religious and faith leaders
- Tenants association or housing authority representative
- Nonprofit leaders (ex: League of Women Voters or Mother's Out Front)
- Community advocates (perhaps individuals from Envision Arlington or its subcommittees)
- Local media representative (ACMi and/or the Advocate)

### **Goals and Activities**

The goals and activities of the CCWG would be to:

- Identify HTC populations in Arlington
- Develop strategies to increase their likelihood of participation
- Conduct outreach to HTC communities through people they trust (faith-based institutions, local service providers, business leaders, etc.)
- Increase neighbor-to-neighbor fact-sharing about the census
- Increase local leadership awareness of the impact of census responses
- Increase public advocacy for responding to the census (Select Board, TMMs, etc.)

### **Time Commitment**

The bulk of the time commitment for CCWG members would be limited to the latter half of 2019 through early summer, 2020. In the coming summer and fall, the group would develop an outreach plan, identify events and activities at which group members could raise awareness of the census, and attend events and activities as necessary. Activities in 2020 would depend on the outreach plan, although it is anticipated that the CCWG would support census advertising campaigns by continuing outreach, distributing materials to local businesses non-profits, and continuing outreach efforts with leaders in HTR communities. At no time would CCWG members be required to go door-to-door in the community; that work will be completed by census field workers hired by the Census Bureau. Census taking activities

end in July, after which the group would only meet for census close-out activities (thanking participants, communicating census results as data becomes available, etc.).



## **Town of Arlington, Massachusetts**

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### **Minutes of Meetings: May 20, 2019 and June 3, 2019**

#### **ATTACHMENTS:**

	Type	File Name	Description
▣	Reference Material	5.20.19_draft_minutes.docx	Draft Minutes 5.20.19
▣	Reference Material	6.3.19_draft_minutes.docx	Draft Minutes 6.3.19

Town of Arlington  
Select Board  
Meeting Minutes

May 20, 2019  
7:00 PM

Charles Lyons Hearing Room, 2nd Floor, Town Hall

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

1. Presentation & Discussion: Community Choice Aggregation Results To Date and Contract Extension Parameters  
Adam W. Chapdelaine, Town Manager  
Representatives of Good Energy

Mr. Chapdelaine invited Philip Carr from Good Energy to make his presentation to update the Board on the Community Choice Aggregation and celebrate its success. The Contract expires at the end of this year and will need to be renewed. The Town will be putting it out to bid for December. Mr. Chapdelaine added that this program has saved ratepayers over two million dollars over the duration of the program. The Board then discussed their pleasure with the success of this program. The Board is authorizing the Town Manager to enter a 36-month contract with the goal of maintaining Town savings over the length of the contract and increasing the mix of renewables to a percent that the Town Manager finds feasible and sustains our membership in the default.

Mr. Dunn moved approval.

SO VOTED (5-0)

**FOR APPROVAL**

2. Town Wide Yard Sale, Spring 2019  
Charlotte Milan, Recycling Coordinator

Ms. Milan proposed a Town Wide Yard Sale to the Board for Spring 2020, not 2019 as stated on the agenda. This would be a program where households can register for \$10 to be included in this yard sale. The households will use their own yard but there will be a website or map to show the location of all the yard sales.

Mr. Curro moved approval.

SO VOTED (5-0)

3. Arlington Soap Box Derby Local Race, June 8, 2019  
Joseph Barr, Race Director

Joseph Barr appeared before the Board to request the closure of Eastern Avenue from the Water Tower to Highland Avenue on June 8 for the Soap Box Derby.

Mr. Hurd moved approval.

SO VOTED (5-0)

**CONSENT AGENDA**

4. Minutes of Meetings: March 25, 2019; May 6, 2019

5. For Approval: 21st Annual Feast of the East, June 15  
Lesley Tolman, Capitol Square Business Association
6. For Approval: Hackney/Taxi Business Operator's Permit Renewals  
Arlington Taxi & ArlBelTrans, Louis Truscello  
Arlington Veteran's Taxi, Thomas Whelan, Jr.  
Boston Airport Express, Shafan Nath  
Leo's Taxi Service, Leo McHugh  
V.T.S. Taxi, Michael Antonellis
7. Request: Contractor/Drainlayer License  
Marchi Paving Inc., 1191 Washington Street, West Newton, MA
8. Request: Contractor/Drainlayer License  
StrongBack Systems, 150 Andover Road, Billerica, MA
9. Request: Farmers' Market Winery Application - Sale of Wine  
Pony Shack Cider, Inc., Nathan J. McKinley  
22 Littlefield Road, Boxborough, MA 01719
10. Request: Special (One Day) Beer & Wine License, 6/7/19 @ Robbins Memorial Town  
Hall for Private Event  
Mihir Parikh

Mr. Dunn moved approval subject to all conditions as set forth.

SO VOTED (5-0)

### **APPOINTMENTS**

11. Redevelopment Board  
Rachel Zsembery (term to expire 06/30/2020)

Mr. Dunn moved approval.

SO VOTED (5-0)

### **CITIZENS OPEN FORUM**

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No one appeared before the Board for Citizens Open Forum.

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

12. For Approval: LGBTQIA + Rainbow Commission Requests
  - a) Pride flags displayed on the facade of Town Hall
  - b) Nighttime rainbow light display on Town Hall

- c) Rainbow stripes painted on Town Hall crosswalk  
Mel Goldsipe, Chair

William Gardner spoke on behalf of the Rainbow Commission discussing their plans for Pride Month in Arlington.

Mr. Dunn moved approval.

SO VOTED (5-0)

- 13. Request: Two Spaces, On Street Overnight Parking @ 118 Westminster Avenue  
Will and Diane Stansbury

Mrs. Stansbury asked to be granted two on street overnight parking spaces in front of her residence at 118 Westminster Avenue. The Traffic and Parking Unit does not support this request. After much discussion and a presentation by Mrs. Stansbury the Board voted to table this request until June 3. Mrs. Mahon asked the Board members to view the location in question prior to the June 3<sup>rd</sup> meeting.

Mr. DeCoursey moved to table.

SO VOTED (5-0)

- 14. For Approval: 2019 Arlington Alive Summer Arts Block Party, June 29, 2019, 1:00 p.m.- 7:00 p.m.

- a) Restrictions and street closure on Medford Street from 10:00 a.m. - 10:00 p.m.;
- b) Use of Broadway Plaza adjoining Medford Street (area outside of enclosed dining areas);
- c) Relocate the MBTA Bus Stop on Medford Street;
- d) Suspension of parking fees in the Russell Common Lot during event.

Leland Stein, Arlington Center Merchants Group  
Medford Street Merchants

Arlington Committee on Tourism and Economic Development

Mr. Curro moved approval of parts a, b, and c.

SO VOTED (5-0)

- 15. For Discussion and Approval: Small Cell Wireless Facility Policy  
Douglas W. Heim, Town Counsel

The Board voted to establish a baseline policy for small cell wireless facilities to authorize Inspectional Services Department as our agent and to present proposed design guidelines to be promulgated later.

Mr. Dunn moved approval.

SO VOTED (5-0)

- 16. For Discussion: Board Designee Committee Appointments  
Diane Mahon, Chair

Mrs. Mahon asked for this item to be tabled to the meeting on June 3, 2019.

- 17. Presentations: Marijuana Establishment Host Community Agreement License Applicants

- a) Apothca, Inc., 99 Development Road, Fitchburg, MA  
Joseph Lekach

- b) Calyx Peak of MA, Inc., 502 Bedford Street, 3rd Floor, Fall River, MA  
Edward Schmuls

- c) Eskar LLC, 15 Forbes Street, Apt. 2, Boston, MA  
Michael Hunnewell

- d) Metro Harvest, Inc., 292 Bedford Street, Bridgewater, MA

Steve LaBelle

Representatives from the four applicants presented their proposals before the Board. The Board could approve up to three licenses but chose to approve two.

Mr. Dunn moved approval of Apothca, Inc to be located at 1386 Massachusetts Avenue.

SO VOTED (5-0)

Mr. Dunn moved approval of Eskar LLC to be located at 23 Broadway.

SO VOTED (5-0)

### **NEW BUSINESS**

Attorney Heim thanked Peter Buckley for all his hard work on the Host Community Agreement Applications.

Mr. Curro moved to adjourn at 11:45 p.m.

SO VOTED (5-0)

Next Scheduled Meeting of Select Board June 3, 2019

A true record attest:

Marie A. Krepelka  
Board Administrator

5/20/19

Agenda Item	Documents Used
1	Presentation & Discussion: Community Choice Aggregation Results To Date and Contract Extension Parameters Adam W. Chapdelaine, Town Manager Representatives of Good Energy
2	Town Wide Yard Sale, Spring 2019 Charlotte Milan, Recycling Coordinator
3	Arlington Soap Box Derby Local Race, June 8, 2019 Joseph Barr, Race Director
4	Minutes of Meetings: March 25, 2019; May 6, 2019
5	For Approval: 21st Annual Feast of the East, June 15 Lesley Tolman, Capitol Square Business Association
6	For Approval: Hackney/Taxi Business Operator's Permit Renewals Arlington Taxi & ArlBelTrans, Louis Truscello Arlington Veteran's Taxi, Thomas Whelan, Jr. Boston Airport Express, Shafan Nath Leo's Taxi Service, Leo McHugh V.T.S. Taxi, Michael Antonellis
7	Request: Contractor/Drainlayer License Marchi Paving Inc., 1191 Washington Street, West Newton, MA
8	Request: Contractor/Drainlayer License StrongBack Systems, 150 Andover Road, Billerica, MA

9	Request: Farmers' Market Winery Application - Sale of Wine Pony Shack Cider, Inc., Nathan J. McKinley 22 Littlefield Road, Boxborough, MA 01719
10	Request: Special (One Day) Beer & Wine License, 6/7/19 @ Robbins Memorial Town Hall for Private Event Mihir Parikh
11	Redevelopment Board Rachel Zsembery (term to expire 06/30/2020)
12	For Approval: LGBTQIA + Rainbow Commission Requests a) Pride flags displayed on the facade of Town Hall b) Nighttime rainbow light display on Town Hall c) Rainbow stripes painted on Town Hall crosswalk Mel Goldsipe, Chair
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14	For Approval: 2019 Arlington Alive Summer Arts Block Party, June 29, 2019, 1:00 p.m.-7:00 p.m. a) Restrictions and street closure on Medford Street from 10:00 a.m. - 10:00 p.m.; b) Use of Broadway Plaza adjoining Medford Street (area outside of enclosed dining areas); c) Relocate the MBTA Bus Stop on Medford Street; d) Suspension of parking fees in the Russell Common Lot during event. Leland Stein, Arlington Center Merchants Group Medford Street Merchants Arlington Committee on Tourism and Economic Development
15	For Discussion and Approval: Small Cell Wireless Facility Policy Douglas W. Heim, Town Counsel
16	For Discussion: Board Designee Committee Appointments Diane Mahon, Chair
17	Presentations: Marijuana Establishment Host Community Agreement License Applicants a) Apothca, Inc., 99 Development Road, Fitchburg, MA Joseph Lekach b) Calyx Peak of MA, Inc., 502 Bedford Street, 3rd Floor, Fall River, MA Edward Schmults c) Eskar LLC, 15 Forbes Street, Apt. 2, Boston, MA Michael Hunnewell d) Metro Harvest, Inc., 292 Bedford Street, Bridgewater, MA Steve LaBelle



Town of Arlington  
Select Board  
Meeting Minutes

June 3, 2019  
7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

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

**PROCLAMATIONS**

1. Proclamation to Declare June as Pride Month in Arlington

Select Board member Dunn read the Proclamation declaring the month of June as Pride Month in the Town of Arlington.

Acting Chief of Police Juliann Flaherty stated the following:

The Arlington Police Department is extremely proud of its partnership with the Rainbow Commission. As Captain, I had served as the police liaison to the commission since it was established. When I was appointed as the acting police chief, I chose to remain the liaison and will continue in this role, as I believe our support for our LGBTQIA+ neighbors is best expressed from the top--our support for and friendship with our neighbors exists at all levels of our department, from the top, to the newest patrol officer, however. I am aware of the history our neighbors have with law enforcement on the national level, and the Arlington Police Department strives every day to build and improve relationships with our neighbors and fellow citizens--we know that this will take time, effort, and actions. This year, our entire police department will undergo eight hours of training to assist law enforcement with better understanding and serving our LGBTQIA+ community members. The training, titled "Out to Protect" was recommended by the Arlington Rainbow Commission. We will also continue to support the Commission in its events and programming by absorbing the cost of detail officers for events such as painting the town hall crosswalk in the colors of the rainbow. My message, as your police chief, is this: We exist to ensure the safety, security and well-being of all citizens. Our LGBTQIA+ neighbors are citizens, and we demand and work every day to ensure equal protection under the law for all citizens.

Mr. Dunn moved approval.

SO VOTED (4-0)

## **CONSENT AGENDA**

2. Request: Special (One Day) Beer & Wine License, 6/8/19 @ Robbins Memorial Town Hall for a Private Event  
Daniel Markarian
3. Request: Special (One Day) Beer & Wine License, 6/15/19 @ Whittemore Robbins House for a Private Event  
Lisa Deutsch
4. Request: Special (One Day) Beer & Wine License, 6/15/19 @ Robbins Memorial Town Hall for a Private Event  
Babak Momeni
5. Request: Special (One Day) All Alcohol License, 6/22/19 @ Whittemore Robbins House for a Private Event  
Jodi Kurtz
6. Appointment of New Election Workers: (1) Theresa DeVito, 1145 Massachusetts Ave., U, Pct. 21; (2) Deborah Gallagher, 16 Shelley Road, U, Pct. 18; (3) Gary Horowitz, 172 Charlton Street, D, Pct. 18
7. For Approval: Hackney/Taxi Business Operator's Permit Renewal  
Boston Ride, Abdullahi Magan

Mr. Dunn moved approval subject to all conditions as set forth.

SO VOTED (4-0)

## **APPOINTMENTS**

8. Arlington Cultural Council  
Susan Larson (term to expire 6/30/2022)  
Susan Larson appeared before the Board to express her interest in being a part of the Arlington Cultural Council.

Mr. DeCoursey moved approval.

SO VOTED (4-0)

## **CITIZENS OPEN FORUM**

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Christian Klein, on behalf of the Friends of Robbins Farm Park, appeared before the Board asking that his request to revive the Annual Independence Day Celebration at Robbins Farm Park

be withdrawn. Due to the poor growth of the new grass on the field, the Park and Recreation Commission determined that the field would be fenced off and closed for the third summer in a row. Mr. Klein stated he would be back at a later date, hopefully next year, to have a Celebration on Independence Day.

Lenard Diggins, 8 Windsor Street, appeared before the Board to ask why the upcoming election is on a Tuesday rather than a Saturday. Mr. Dunn and Mrs. Mahon explained to Mr. Diggins as to why we are having it on Tuesday and not Saturday and he was very satisfied with the explanation.

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

9. For Approval: Transportation Advisory Committee Recommendations

a) Crosswalk on Summer Street @ Victoria Road/Buzzell Field

b) Traffic Calming on Herbert Road @ Entrance to Magnolia Park

Howard Muise, Chair

Howard Muise, Chair of the Transportation Advisory Committee, appeared before the Board to request approval of only the first item; the second item was only a report back to the Board.

Mr. DeCoursey moved approval.

SO VOTED (4-0)

10. Request: Two Spaces, On Street Overnight Parking @ 118 Westminster Avenue

Will and Diane Stansbury

(tabled from 5/20/2019 meeting)

Mrs. Stansbury asked that her request be postponed until the Board's meeting on June 17. She is having an Engineer draft a new proposal and said report will not be ready until June 15.

Mr. Dunn moved approval to postpone.

SO VOTED (4-0)

11. Discussion and Approval: Changing Name of Senior Center to Community Center

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine stated this name change represents a movement across the country to shift away from terminology such as senior and elder, towards more age-friendly and inclusive terminology. The name change concept has been brought to both the Council on Aging Board as well as the Arlington Seniors Association.

Mr. DeCoursey moved approval.

SO VOTED (4-0)

12. For Approval: Temporary Repairs to Regis Road

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine presented the following memo from Jim Feeney, Assistant Town Manager, regarding temporary repairs to Regis Road:

Members of the Board may recall Regis Rd. is a private way, the abutters of which petitioned the Board in both February 2018 and April 2017 for relief from its deteriorating condition. Additionally, the abutters presented well-documented claims regarding the use of the road for Thompson School drop-off/pick-up and parking, as well as it being used as a delivery route during school construction periods. Since the abutters' last appearance at the June 11, 2018

meeting, we have met to explore various options to repair or repave the road, as well as strategies for addressing parking issues. Frankly, based on its current condition, the road itself requires a full depth reconstruction; no lesser treatment is feasible. With that in mind, although the abutters had reached critical mass to pursue a betterment, the eventuality of the utility provider needing to replace gas main infrastructure (as they were doing elsewhere in the vicinity) in at least the semi-near future presented a seemingly insurmountable hurdle. Understandably so, abutters wanted not to see their new road trenched. Given the circumstances, and following the resolution of relevant industry work stoppages, we facilitated a dialogue with National Grid regarding the scheduling of this future work for the 2020 construction season. As the time nears, we are considering facilitating a conversation between the abutters and National Grid, with the goal being the latter contributing funds to the road project instead of expending resources on what would amount to temporary post-construction restoration activities. If successful, the result would be a corresponding decrease in the cost-share burden borne by each household. Now that this work is tentatively scheduled, and since the abutters' are well positioned to pursue a betterment upon its completion, we are seeking authorization to perform temporary repairs aimed at providing a passable road until more extensive work begins. Here, we seek authorization under Section 3(B): Town Criteria to abate immediate hazards. After evaluation earlier this spring, in accordance with the provisions of the Town's recently revised Betterment Bylaw, the Director of Public Works deemed the current state of this road to significantly impact the safe passage of public safety vehicles and other Town vehicles and/or equipment. As an aside, it is worth noting this new, clearly defined instrumentality provides flexibility in addressing individual private way matters on a case-by-case basis. In light of this pending request, we have arranged to provide for a temporary road closure on June 15th such that abutters can perform a clean-up of the road surface. This will involve collecting chunks of asphalt dislodged during plow operations, sweeping, shoveling and cleaning sediment from inside and around potholes and other areas of loss to facilitate temporary patching. The debris will be placed at either end of the road to facilitate haul and away and disposal by the Town at a later date. This will be a labor-intensive and time consuming process, and the Town is thankful the residents are willing to partner with Public Works to do their part to bring this project to fruition as it is not often well understood the level of effort and resources required to complete a project of this nature. Finally, on a subsequent day when time and materials allow, Public Works will perform temporary asphaltic patching to provide for safer travel. There is no expectation the repairs will be anything but temporary given the failure of the road surface and sub-grade and the wear and tear endured during winter operations; nevertheless, with a betterment on the horizon, the repairs need only be temporary and we believe it is prudent in this instance to proceed with these repairs as part of the larger solution we have collectively developed.

Mr. Hurd moved approval.

SO VOTED (4-0)

13. For Discussion and Approval: Revision to Parking Implementation & Governance Committee Charter

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine presented a revision to the Parking Implementation and Governance Committee Charter, which involved changes to the make-up of the members.

Mr. Hurd moved approval.

SO VOTED (4-0)

14. Requests for Authorization: Parmenter School  
a) Authorization to Execute Lease Extension for Arlington Children's Center - Update to Capital Contribution  
b) Authorization to Issue RFP for Lease of Ground Floor Space in Former ISB space  
Adam W. Chapdelaine, Town Manager  
Mr. Dunn moved approval subject to all conditions as set forth. SO VOTED (4-0)

15. Discussion and Approval: Renewal of Lime Bike License  
Adam W. Chapdelaine, Town Manager  
Scott Mullen, Director of Expansion, Northeast asked the Select Board to extend Lime's Bike Share Operator License for one additional year. They have made two adjustments for the 2019 season:  
1. For the 2019 season, they are implementing a 'demand based supply' model. This means we will match actual demand with the appropriate number of bicycles based on trips per vehicles per day (TVD) metrics. Our target is @TVDs and, should they have higher usage they would add additional bicycles. Conversely, if we are seeing less ridership we would hold levels or reduce bicycles. This means our goals will be closely aligned with the Town's to maintain brisk ridership while ensuring a minimum of idle bicycles. If the data suggestions that the current minimum of 50 bicycles or maximum of 300 bicycles should change. Lime will notify the Licensing Board of a desire to change the fleet size so we can discuss per the agreement.  
2. The Lime fleet will shift entirely to e-bikes, which have proven to be much more popular with riders. Our pedals assist e-bikes make bike share accessible to a larger portion of the population and allow riders to tackle hills more easily and arrive to their destination with less sweat.  
Mr. Dunn moved approval subject to all conditions as set forth. SO VOTED (4-0)

16. For Discussion: Board Designee Committee Appointments  
Diane Mahon, Chair  
(tabled from 5/20/2019 meeting)  
Mrs. Mahon asked all members present if they wanted to continue on said committees or be added to additional committees. Mrs. Krepelka will send out revised list to each member.

### **CORRESPONDENCE RECEIVED**

17. Request Tax Relief for Senior Citizen Renters  
Nancy M. Forte, 110 Lake Street  
Mr. Dunn moved receipt of "Correspondence Received". SO VOTED (4-0)  
Mrs. Forte was present at said meeting and thanked the Board for receiving her letter and wanted them to know that she is thrilled that she is a resident of the Town.

### **NEW BUSINESS**

Mr. Chapdelaine wanted to thank Jeff Chunglo and the Veterans Council for the wonderful Memorial Day Ceremony. Mr. Chapdelaine also mentioned the chair outside of the Select Board office that is dedicated to the three Arlington residents who were missing in action. Mr. Chapdelaine shared that the Town has been awarded a Safe Routes to School Grant for the

Stratton neighborhood in the amount of \$887,000 for significant pedestrian safety improvements in the neighborhood.

Mr. Chapdelaine stated he has been meeting with members of the Arlington Redevelopment Board and the Planning Director on a path forward from Town Meeting. One thing in particular is to have the Town Manager and the Planning Director talk with the Board over a series of a number of agenda items about data and statistics on housing in the region and in Arlington. This would lead to a joint meeting with the Board and the Redevelopment Board sometime in the fall to talk about what the Redevelopment Board may actual pursue for zoning changes in the future.

Mr. DeCoursey attended the Arlington High School Graduation on June 1, 2019, which he stated was wonderful. His son, Mark, graduated and the ceremony was excellent from the beginning to end. The speakers were excellent and the students (339) were great.

Mr. Dunn wanted to remind everyone to vote in the election on Tuesday.

Mrs. Mahon wanted to also thank Jeff Chunglo and his wife for their efforts on the Memorial Day events.

Mrs. Mahon also asked Mr. Chapdelaine the status of fixing the front doors to Town Hall.

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

SO VOTED (4-0)

Next Scheduled Meeting of Select Board June 17, 2019

A True Record Attest:

Marie A. Krepelka  
Board Administrator

6/3/2019

Agenda Item	Documents Used
1	Proclamation to Declare June as Pride Month in Arlington
2	Request: Special (One Day) Beer & Wine License, 6/8/19 @ Robbins Memorial Town Hall for a Private Event Daniel Markarian
3	Request: Special (One Day) Beer & Wine License, 6/15/19 @ Whittemore Robbins House for a Private Event Lisa Deutsch
4	Request: Special (One Day) Beer & Wine License, 6/15/19 @ Robbins Memorial Town Hall for a Private Event Babak Momeni
5	Request: Special (One Day) All Alcohol License, 6/22/19 @ Whittemore Robbins House for a Private Event Jodi Kurtz
6	Appointment of New Election Workers: (1) Theresa DeVito, 1145 Massachusetts

	Ave., U, Pct. 21; (2) Deborah Gallagher, 16 Shelley Road, U, Pct. 18; (3) Gary Horowitz, 172 Charlton Street, D, Pct. 18
7	For Approval: Hackney/Taxi Business Operator's Permit Renewal Boston Ride, Abdullahi Magan
8	Arlington Cultural Council Susan Larson (term to expire 6/30/2022)
9	For Approval: Transportation Advisory Committee Recommendations a) Crosswalk on Summer Street @ Victoria Road/Buzzell Field b) Traffic Calming on Herbert Road @ Entrance to Magnolia Park Howard Muise, Chair
10	Request: Two Spaces, On Street Overnight Parking @ 118 Westminster Avenue Will and Diane Stansbury (tabled from 5/20/2019 meeting)
11	Discussion and Approval: Changing Name of Senior Center to Community Center Adam W. Chapdelaine, Town Manager
12	For Approval: Temporary Repairs to Regis Road Adam W. Chapdelaine, Town Manager
13	For Discussion and Approval: Revision to Parking Implementation & Governance Committee Charter Adam W. Chapdelaine, Town Manager
14	Requests for Authorization: Parmenter School a) Authorization to Execute Lease Extension for Arlington Children's Center - Update to Capital Contribution b) Authorization to Issue RFP for Lease of Ground Floor Space in Former ISB space Adam W. Chapdelaine, Town Manager
15	Discussion and Approval: Renewal of Lime Bike License Adam W. Chapdelaine, Town Manager
16	For Discussion: Board Designee Committee Appointments Diane Mahon, Chair (tabled from 5/20/2019 meeting)
17	Request Tax Relief for Senior Citizen Renters Nancy M. Forte, 110 Lake Street



## **Town of Arlington, Massachusetts**

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### **For Approval: Temporary Parking Restrictions on Lombard Road for Arlington Food Pantry**

#### **Summary:**

Christine Bongiorno, Director of Health and Human Services

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	C._Bongiorno_Memo_- _Parking_on_Lombard_Road.pdf	Memo from C. Bongiorno





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

May 22, 2019

Marie Krepelka  
Board Administrator  
730 Mass Ave  
Arlington, MA 02476

Dear Marie,

On behalf of the Arlington Food Pantry, I write to request permission of the Select Board, for parking restrictions on Lombard Road along the St. John's property on the second and fourth Monday from 9-11am each month beginning in June and running for a maximum of two years. The above listed days and times are requested to accommodate the truck that will be delivering food to the pantry twice per month from the Greater Boston Food Bank.

As you may be aware, the Arlington Food Pantry, now called the Arlington Eats Market will be temporarily moving its location from the 117 Broadway site to St. John's while the Broadway site be demolished and rebuilt to house commercial businesses including the Market on the first level and housing on the upper levels.

Please let me know if you need additional information regarding this request.

Sincerely,

A handwritten signature in cursive script that reads "Christine Bongiorno".

Christine Bongiorno  
Director of Health and Human Services



## **Town of Arlington, Massachusetts**

---

### **For Approval: Arlington International Film Festival Banners**

#### **Summary:**

April L. Ranck, Executive Director, AIFF

J. Alberto Guzman, Founder

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	AIFF_Banner_Request.2019_(1).doc	Banner Request
▢	Reference Material	Schedule.docx	Banner Schedule 2019

# THE ARLINGTON INTERNATIONAL FILM FESTIVAL



*"Where Arlington and the World Converge."*

June 5, 2019

Re: Request to hang Banners

Arlington Selectmen,

Arlington International Film Festival (AIFF), approaching its 8<sup>th</sup> year of production, is pleased to announce that this year's Festival will be held at the Capitol Theater November 7 to 10. We are delighted to be part of the Arlington Cultural District. We respectfully come before you with our request to display banners in Arlington Center and in East Arlington. ATED has graciously committed to sponsoring AIFF.

Specifics:

- *Display dates: September 16<sup>th</sup> – November 10<sup>st</sup> (following Town Day)*
- *4 double-sided banners to be displayed on poles in Arlington Center (3 x 7)  
Rt.60 and Mass Ave poles (west)  
Rt.60 and Mass Ave poles (east)*
- *6 double-sided banners to be displayed on poles in East Arlington (?)*

On behalf of the Arlington International Film Festival, I would like to express my sincere appreciative for the support we have received from the Town of Arlington and the many organizations, businesses as well as individuals over the past seven years. As the Festival continues to grow, we look forward to our continued relationships.

Thank you for your consideration and I will look forward hearing from you.

Kind Regards,

April L. Ranck  
Executive Director

# BANNER SCHEDULE 2019

Month	Event	Event	Event	Event
January				
February				
March				
April	Arlington Jazz Festival 2 @ intersection of Mass. Ave. and Rt. 60			
May				
June				
July				
August	Town Day all poles from Water St. to Fire Station thru 9/16			
September				
October				
November				
December				



## Town of Arlington, Massachusetts

---

**For Approval: Revision To Handicap Parking Space @ 35 Sherborn Street**

**Summary:**

Virginia Shannon

**ATTACHMENTS:**

	Type	File Name	Description
▣	Reference Material	Mremo_from_C._Rateau.pdf	Memo from Police Department
▣	Reference Material	V._Shannon_Request.pdf	Request from V. Shannon

# ARLINGTON POLICE DEPARTMENT

**ACTING CHIEF OF POLICE**  
Juliann Flaherty



*Town of Arlington*  
MASSACHUSETTS 02474

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

## MEMORANDUM

TO: Marie Krepelka  
Board Administrator

FROM: Officer Corey P. Rateau  
Traffic and Parking Unit

DATE: June 11, 2019

RE: On-Street Overnight HP Parking Request - 35 Sherborn

---

At your request, the Traffic and Parking Unit looked into Ms. Shannon's request to have on-street overnight permission extended to the handicap space that was designated in front of her residence. After examining her the tandem driveway, we have no objection to her request as long as the vehicle is not parked on the street during any declared snow emergencies or other temporary parking bans.

CPR

Cc: Juliann Flaherty  
Acting Chief of Police

Adam Chapdelaine  
Town Manager

Capt. Paul Conroy  
Support Services Commander

Lt. Richard Pedrini  
OIC / Traffic Details and Licensing

Deputy Chief Kevin Kelley  
Arlington Fire Operations

*"Proactive and Proud"*

To: Arlington Selectmen

May 30.2019

Regarding: Request for Day and Overnight Parking

From: Virginia Shannon

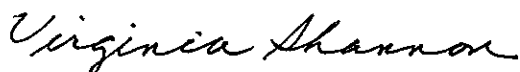
35 Sherborn Street

Arlington MA 02474

Being permitted to park in front of my house overnight without being ticketed is an important issue and would greatly help. I am 82 years old, live alone, have several medical issues, and am a 50+ years Arlington resident. A few years ago I went to the Town Council who agreed a handicapped parking sign in front of my house should be permitted and they promptly placed the sign at that parking space. (I have had a handicap tag for my car for several years). It is also very important to my safety and well-being that I be allowed to park there, on the street, overnight, without being ticketed. My driveway is tandem and the other vehicle that may park there is owned by someone with erratic, unpredictable hours. It is possible that my car may be inaccessible to me making a difficult situation. I appeal that my request be reviewed and approved and I be permitted to park right outside my house overnight.

I have spoken with Police Officer Rateau so he is aware of this situation and my request.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Virginia Shannon".

Virginia Shannon



## Town of Arlington, Massachusetts

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### Reappointments (terms to expire 6/30/2022)

#### Summary:

Board of Youth Services

Kristen Barnicle

Conservation Commission

Charles Tirone

Council on Aging

Rick Fentin

Human Rights Commission

Sheri Baron

Open Space Committee

Wendy Richter

David White

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Manager_Reappointment_Memos_and_Notice.pdf	Manager's Requests to Reappoint and Meeting Notices





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 13, 2019

TO: Board Members

SUBJECT: Reappointment to the Board of Youth Services

---

This memo is to request the Board's approval of my reappointment of Kristen Barnicle, Arlington, MA, to serve on the Board of Youth Services, and having a term expiration date of 6/30/2022.

  
Town Manager

## 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

June 11, 2019

Kristen Barnicle

Arlington, MA 02474

Re: Reappointment: Board of Youth Services

Dear Ms. Barnicle:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 17th at 7:15 p.m. in the Select Board Chambers, Town Hall, 2<sup>nd</sup> 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  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 13, 2019

TO: Board Members

SUBJECT: Reappointment to the Conservation Committee

This memo is to request the Board's approval of my reappointment of Charles Tirone, Arlington, MA, to serve on the Conservation Committee, and having a term expiration date of 6/30/2022.

  
Town Manager

# 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

June 11, 2019

Charles Tirone

Arlington, MA 02474

Re: Reappointment: Conservation Commission

Dear Mr. Tirone:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 17th at 7:15 p.m. in the Select Board Chambers, Town Hall, 2<sup>nd</sup> 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  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 13, 2019

TO: Board Members

SUBJECT: Reappointment to the Council on Aging

This memo is to request the Board's approval of my reappointment of Rick Fentin, Arlington, MA, to serve on the Council on Aging, and having a term expiration date of 6/30/2022.

  
Town Manager

## 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

June 11, 2019

Rick Fentin

Arlington, MA 02474

Re: Reappointment: Council on Aging

Dear Mr. Fentin:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 17th at 7:15 p.m. in the Select Board Chambers, Town Hall, 2<sup>nd</sup> 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  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 13, 2019

TO: Board Members

SUBJECT: Reappointment to the Human Rights Commission

---

This memo is to request the Board's approval of my reappointment of Sheri Baron, Arlington, MA, to serve on the Human Rights Commission, and having a term expiration date of 6/30/2022.

  
Town Manager



# 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

June 11, 2019

Sheri Baron

Arlington, MA 02474

Re: Reappointment: Human Rights Commission

Dear Ms. Baron:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 17th at 7:15 p.m. in the Select Board Chambers, Town Hall, 2<sup>nd</sup> 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  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 13, 2019

TO: Board Members

SUBJECT: Reappointment to the Open Space Committee

---

This memo is to request the Board's approval of my reappointment of Wendy Richter, Arlington, MA, to serve on the Open Space Committee, and having a term expiration date of 6/30/2022.

  
Town Manager

## 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

June 11, 2019

Wendy Richter

Arlington, MA 02474

Re: Reappointment: Open Space Committee

Dear Ms. Richter:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 17th at 7:15 p.m. in the Select Board Chambers, Town Hall, 2<sup>nd</sup> 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  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 13, 2019

TO: Board Members

SUBJECT: Reappointment to the Open Space Committee

---

This memo is to request the Board's approval of my reappointment of David White, Arlington, MA, to serve on the Open Space Committee, and having a term expiration date of 6/30/2022.

  
Town Manager

## 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

June 11, 2019

David White

Arlington, MA 02474

Re: Reappointment: Open Space Committee

Dear Mr. White:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 17th at 7:15 p.m. in the Select Board Chambers, Town Hall, 2<sup>nd</sup> 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

---

### 7:15 p.m. Eversource Petition/Lowell Street (Public Way)

#### Summary:

Jacqueline Duffy, Supervisor, Rights and Permits  
(all abutters notified)

#### ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Lowell_Street_GOL_Engineering_Recommendations.pdf	Engineering Memo
▣ Reference Material	Eversource_Lowell_Street.pdf	Eversource Petition



Engineering Division

**TOWN OF ARLINGTON**  
**DEPARTMENT OF PUBLIC WORKS**  
51 GROVE STREET  
ARLINGTON, MA 02476

Phone: 781-316-3320

Fax: 781-316-3281

**Type:** Grant of Location Recommendations

**Date:** June 7, 2019

**Applicant:** Eversource Electric Company

**Site/Project Location:** Lowell Rd. (at back side of 26 Westminster Rd.)

The Engineering Division has reviewed the attached petition by Eversource Electric Company for consideration of a Grant of Location for the installation of Conduit as indicated on the enclosed Engineering Design Sketch provided by Eversource Electric. "Plan of LOWELL ST (DOWNING SQ) ARLINGTON" dated May 21, 2019. Upon completion of our review we are submitting the following recommendations and conditions for consideration by the Board of Selectmen should the Grant of Location be approved for this submittal.

**Additional Conditions**

1. Notification shall be provided to all abutters prior to the commencement of construction activities. This notification should summarize the activities of the project and detail potential impacts. Additional information shall be provided instructing abutters to forward questions and concerns regarding the project to the contractor or NSTAR Electric Company and shall include the appropriate contact information. A copy of this abutter notification shall be provided to the Town Engineer for approval prior to distribution to the public. The final distribution list shall include the Town of Arlington DPW Dispatch Office, Town of Arlington Town Manager's Office, and the Engineering Division.
2. The proposed conduit installation shall be located/installed so as not to impede future roadway improvements (i.e. curb adjustment, guardrail installation, water and sewer rehabilitation etc.) and where possible shall be located in the nearest proximity as possible with other NSTAR infrastructure.
3. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times.
4. Please be aware that there may be on-site utility infrastructure that is not shown on the Engineering Sketch and may be encountered in the field. If a conflict occurs between the proposed conduit installation and existing Town-Owned utility infrastructure, the Town Engineer shall be contacted directly to discuss an appropriate resolution.
5. The contractor should be aware that there may also be Town-Owned electric lines and or Fire Alarm lines in close proximity to this proposed work. It is the sole responsibility of the contractor to ensure that these utilities, if located within limits of this work, should be properly marked and protected during construction activities.
6. All traffic markings that are disturbed by the proposed construction activities, will need to be replaced/restored in-kind to the satisfaction of the Town Engineer.
7. The installation of the conduit will require additional permitting (Trench Permit and/or Street Occupancy Permit) through the Town of Arlington Engineering Division prior to the start of construction.
8. All disturbances to curbing, grass strips, sidewalk, walkways, curb cuts and/or roadway surfaces should be repaired in kind and to the satisfaction of the Town of Arlington Engineering Division. If any existing sidewalk is proposed to be removed, it shall be removed and replaced in full-width and in accordance with all current ADA, AAB, & Town of Arlington Standards/Regulations.
9. All work within the right of way shall require the contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be instituted in adherence to applicable OSHA requirements,

Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual on Uniform Traffic Control Devices. A pre-construction meeting is recommended to coordinate with other on-going projects in Town.

10. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices, such as silt fence and/or straw waddles. Any sediment that enters the Town drainage system as a result of this work will be the sole responsibility of the contractor to remove.
11. Equipment, staging, and stockpiles shall not be located or stored so as to interfere with intersection sight lines. The Town prefers that all materials & equipment be located no closer than 50' to an intersection where practical.

**EVERSOURCE**  
101 Linwood Street  
Somerville, MA 02143

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02476

2019 MAY 28 AM 11:17

May 21, 2019

Town of Arlington  
Board of Selectmen/Town Hall  
720 Massachusetts Avenue  
Arlington, MA 02476

Dear Members of the Board:

The NSTAR Electric Company d/b/a Eversource Energy respectfully requests a Grant of Location for the installation of approximately 12 feet of conduit in Lowell Street, Arlington.

This work is necessary to supply power to 20 Westminster Avenue.

If you have any questions or concerns, please call Jacqueline Duffy at 617-629-3204.

Very truly yours,



Kelly-Ann Correia, Supervisor  
Rights and Permits

KC/jc



**PETITION OF NSTAR ELECTRIC COMPANY, d/b/a EVERSOURCE ENERGY  
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **BOARD OF SELECTMEN** of the Town of Arlington, Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY, d/b/a Eversource Energy** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board of Selectmen may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by **A. DeBenedictis**, dated **May 21, 2019** and filed herewith, under the following public way or ways of said Town:

**Lowell Street –                      Northeasterly at pole 845/16, approximately 273 feet west of  
Park Avenue, to install approximately 12 feet – conduit.**

**W.O. #2319074**

**NSTAR ELECTRIC COMPANY  
d/b/a Eversource Energy**

By: \_\_\_\_\_



Kelly-Ann Correia, Supervisor  
Rights and Permits

Dated this 21st day of May, 2019

Town of \_\_\_\_\_ Arlington, \_\_\_\_\_ Massachusetts

Received and filed \_\_\_\_\_, 2019

\_\_\_\_\_

**ORDER FOR LOCATION FOR CONDUITS AND MANHOLES**

Town of **Arlington,** Massachusetts **May 21, 2019**

WHEREAS, **NSTAR ELECTRIC COMPANY, d/b/a Eversource Energy** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

**Lowell Street –                   Northeasterly at pole 845/16, approximately 273 feet west of Park Avenue, to install approximately 12 feet – conduit.**

**W.O. #2319074**

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on a plan made by **A. DeBenedictis** dated **May 21, 2019** on file with said petition.
2. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	<u><b>Arlington</b></u>
5	_____	

**CERTIFICATE**

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the \_\_\_\_ day of \_\_\_\_\_, 2019 in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	<u><b>Arlington</b></u>
5	_____	

**CERTIFICATE**

I hereby certify that the foregoing are true copies of the Order of the Board of Selectmen of the Town of **Arlington,** Massachusetts, duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2019 and recorded with the records of location Orders of said Town, Book \_\_\_\_\_ Page \_\_\_\_\_ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: \_\_\_\_\_

Clerk of the Town of **Arlington,** Massachusetts





## 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

May 29, 2019

Kelly Ann Correia, Supervisor  
Rights and Permits  
Eversource  
101 Linwood Street  
Somerville, MA 02143

Re: Lowell Street, W.O. #2319074

Dear Ms. Correia:

A Public Hearing has been scheduled in conjunction with the above-captioned matter on Monday, June 17<sup>th</sup>, 7:15 p.m., Select Board Chambers, Town Hall, 730 Massachusetts Avenue, Arlington.

The abutters have been notified. Please call our office to confirm the date and time with either Fran, Ashley or Lauren.

Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr

## NOTICE TO ABUTTERS

May 29, 2019

Dear Abutter:

You are hereby notified that a public hearing will be held at the **Office of the Select Board, Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts**, on the **17<sup>th</sup> of June at 7:15 p.m.** upon the Petition of **NStar Electric d/b/a Eversource Energy** for permission to construct, and a location for, such a line of conduits and manholes, with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by A. DeBenedictis, dated May 21, 2019 and filed herewith, under the following public way or ways of said Town:

**W.O. #2319074**

**Lowell Street:**            **Northeasterly at pole 845/16, approximately 273 feet west of Park Avenue, to install approximately 12 feet - conduit.**

By: Marie A. Krupelba  
Board Administrator

FITZGERALD EDWARD M  
10 CALVIN STREET  
LEXINGTON, MA 02420

SMITH NANCY T &  
GUSTIN CHRISTOPHER S  
128 LOWELL STREET  
ARLINGTON, MA 02474

LUBERTAZZI MARIA A  
133 LOWELL ST  
ARLINGTON, MA 02474

OWENS JOHN  
OWENS BARBARA  
116-118 LOWELL ST UNIT 118  
ARLINGTON, MA 02474

HOUSING CORPORATION OF  
ARLINGTON  
252 MASS AVE  
ARLINGTON, MA 02474

BOURIKAS VASSILIOS--ETAL  
BOURIKAS MARIA  
126 LOWELL STREET  
ARLINGTON, MA 02474

HOLY SAGE KRP LLC  
252 MASS AVE  
ARLINGTON, MA 02474

LANTHIER ELEANOR A  
132 LOWELL ST  
ARLINGTON, MA 02474

NEELY JOHN J & DEBORAH  
120-122 LOWELL ST  
ARLINGTON, MA 02474

SINGELAIS STEVEN M  
116 LOWELL ST  
ARLINGTON, MA 02474



## Town of Arlington, Massachusetts

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### 7:15 p.m. National Grid Petition/Intersection of Forest Street and Bow Street (Public Way)

#### Summary:

Barbara Kelleher, Permit Representative  
(all abutters notified)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Engineering_Memo_-_Forest_and_Bow.pdf	Engineering Memo
▢	Reference Material	Town_Sketch_sidewalks-Forest_and_Bow.pdf	Engineering Sidewalk Sketch
▢	Reference Material	National_Grid_Petition_-_Forest_and_Bow.pdf	National Grid Petition



Engineering Division

## TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

51 GROVE STREET  
ARLINGTON, MA 02476

Phone: 781-316-3320

Fax: 781-316-3281

**Permit Type:** Grant of Location

**Date:** Friday, June 7, 2019

**Applicant:** National Grid Gas Company

**Site Location:** Forest St./Bow St.

The Engineering Division has reviewed the petition by National Grid for consideration of a Grant of Location for the installation of ~110 LF of electrical conduit located in the Forest St. right of way, as indicated Engineering Design Sketch (Plan GP-ARL-90000191305 1—113, dated 5/15/19) provided by National Grid.

We are also recommending the following items listed below to allow the Engineering Division to review the proposed gas main location and provide input to the contractor directly to prevent impacts to any Town-Owned infrastructure within the roadway limits:

1. The proposed work shall be located/installed in the roadway so as not to impede future roadway improvements (i.e. curb adjustment, guardrail installation, water, sewer or drainage rehabilitations etc.).
2. The proposed work shall be pre-marked in the roadway prior to any construction activities. A site walk with the Town of Arlington Water & Sewer Division and/or Engineering Division shall be scheduled by National Grid to approve the location based on known utility locations prior to the commencement of work.
3. The conduit installation will require additional permitting (Trench Permit, Street Occupancy and/or sidewalk R&R Permit) through the Town of Arlington Engineering Division prior to the start of construction.
4. Due to the significant disruption of the sidewalks section in this area and to increase pedestrian accessibility, the sidewalk section disturbed on Forest Street shall be replaced with concrete sidewalk to provide interconnectivity with school pedestrian routes. See sidewalk improvement sketch.
5. The existing bituminous concrete sidewalk located in the area of the existing NGRID regulator vault shall be replaced with concrete sidewalk and extended to the existing sidewalk section located to the north(approx. 50ft). See sidewalk improvement sketch.

Sincerely,

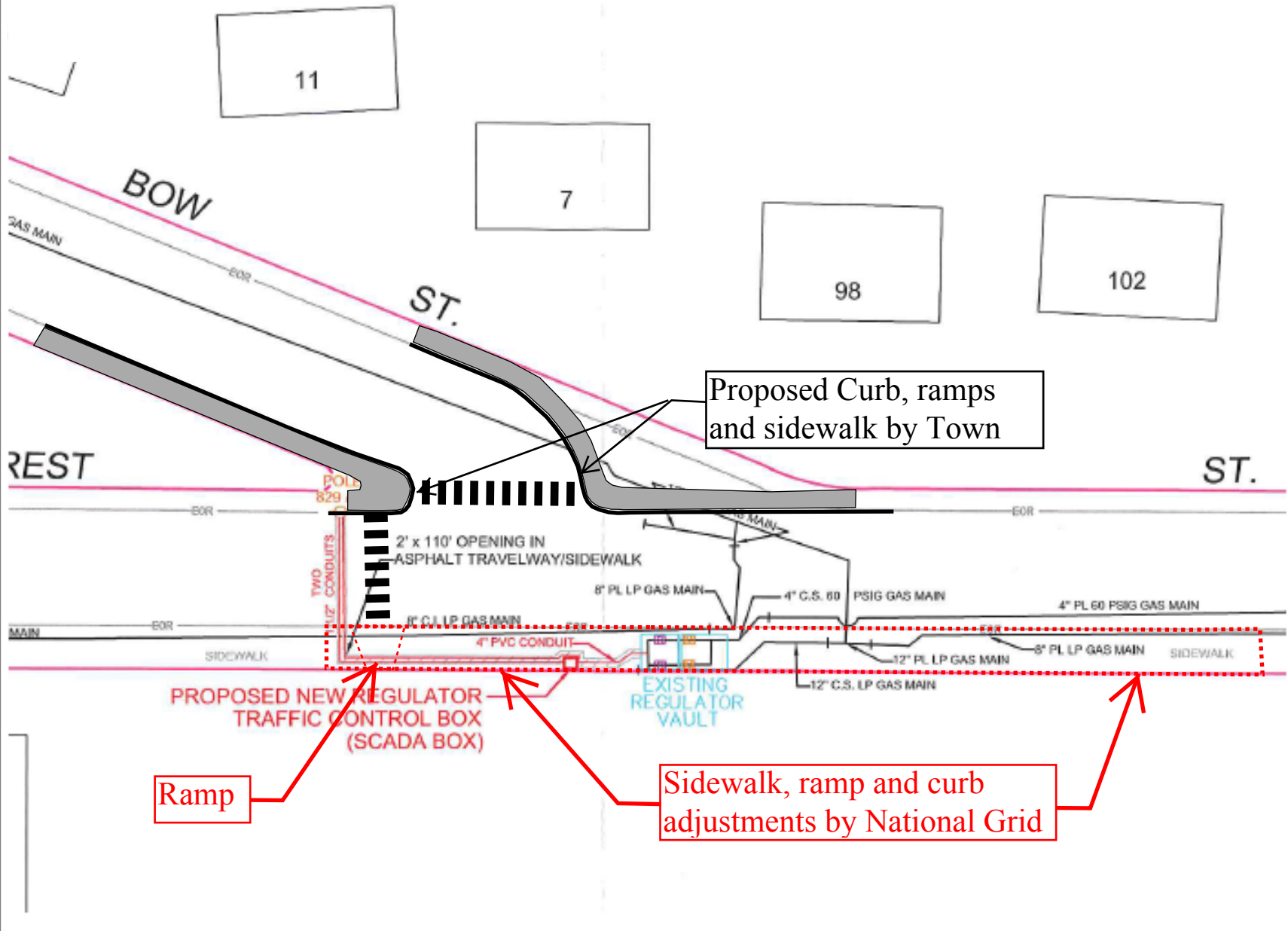
Wayne A. Chouinard, P.E.

Town Engineer





- Places by Category
- Police Station
  - Fire Station
  - School
  - Library
  - Public Works
- Engineering - Drainage Plan
- Parcels
- Buildings
- Pavement Markings
- MA Highways
- Interstate
  - US Highway
  - Numbered Routes
- Town Boundary
- Abutting Towns
- Cemetery - Roads
- Road1
  - Road2
  - Road3
  - Road4
- Impervious Surface - For B
- Street
  - Sidewalk
  - Street Island
  - Driveway
  - Parking Lot
  - Bike Path
- Roads - For Large Scale (f
- Roads - For Small Scale (f
- Major Road
  - Local Road
- Master Plan Base Map - M
- Water Line
- Water Body



SIDEWALK SKETCH - June 2019

Town of Arlington, MA

**PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS**

**Town of Arlington / Board of Selectmen:**

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Arlington** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

**To install and maintain a SCADA box and 110 foot conduit in Forest St, Arlington; from the existing regulator vault in the intersection of Forest St. and Bow St. southwesterly to pole #829/12. In order to provide electric service to the new SCADA (Supervisory Control And Data Acquisition) box.**

Date: May 20, 2019

By: Barbara H. Kelleher  
Barbara H. Kelleher  
Permit Representative

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**Town of Arlington / Board of Selectmen:**

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Arlington** substantially as described in the petition date May 20, 2019 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Arlington** applicable to the enjoyment of said locations and rights.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

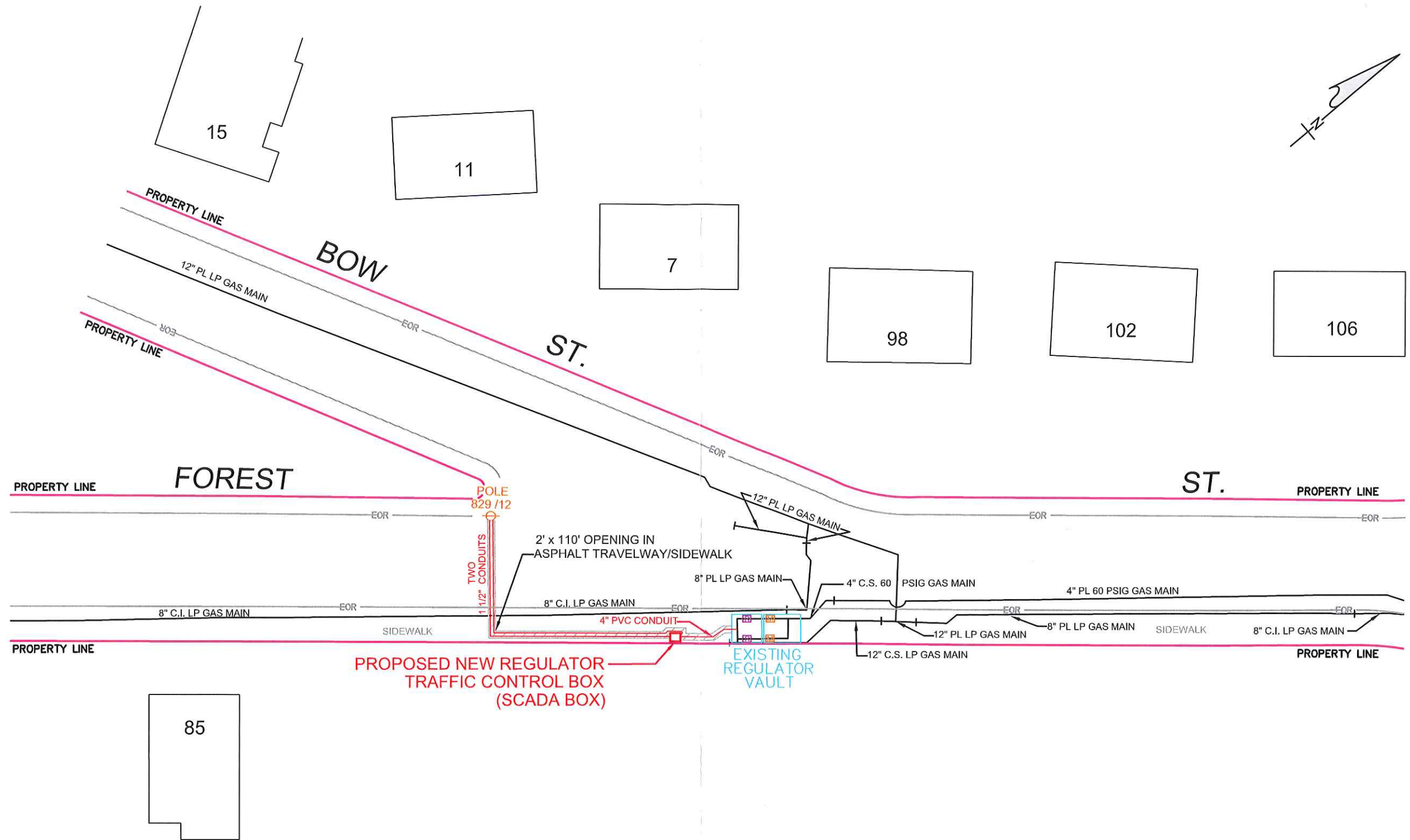
I hereby certify that the foregoing order was duly adopted by the \_\_\_\_\_ of the Town of \_\_\_\_\_, MA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

\_\_\_\_\_  
Title

**WO# 90000191305**

**RETURN ORIGINAL TO THE PERMIT SECTION  
NATIONAL GRID  
40 SYLVAN RD, WALTHAM, MA 02451  
RETAIN DUPLICATE FOR YOUR RECORDS**



# LEGEND

- PROPOSED GAS
- EXISTING GAS
- PROPERTY LINE
- EDGE OF ROADWAY
- ELECTRIC
- REGULATOR VAULT

## NOTE:

THE LOCATION OF SURFACE AND UNDERGROUND OBJECTS SHOWN ARE NOT WARRANTED TO BE CORRECT.

CALL 811 BEFORE YOU DIG

UTILITIES AND STREET LINES COMPILED FROM AVAILABLE DATA SOURCES  
NO FIELD VERIFICATION PERFORMED

## REVISIONS

NO.	DESCRIPTION	DATE	DR.BY	APP.BY

**nationalgrid**

40 SYLVAN ROAD  
WALTHAM, MA 02451

**GRANT OF LOCATION**  
**PROPOSED LOCATION OF REGULATOR STATION SCADA BOX**  
**WITH A 1 1/2" & 4" CONDUIT**  
**FOREST ST. @ SUMMER ST.**  
**ARLINGTON, MA 02474**

ENGR / DRFTMN	DATE	SIZE	PRESSURE	MATERIAL	LENGTH	WORK ORDER NO.
J.P.T./N.C.	05/15/19	N/A	N/A	N/A	N/A	90000191305

SCALE: N.T.S.

SHEET 1 OF 1

DRAWING NO.  
**GP-ARL**  
**90000191305**  
**19-113**



## 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

May 22, 2019

Barbara H. Kelleher, Permit Representative  
National Grid  
40 Sylvan Road  
Waltham, MA 02451

Re: Intersection of Forest St. and Bow St., W.O. #90000191305

Dear Ms. Kelleher:

A Public Hearing has been scheduled in conjunction with the above-captioned matter on Monday, June 17<sup>th</sup>, 7:15 p.m., Office of the Select Board, Town Hall, 730 Massachusetts Avenue, Arlington.

The abutters have been notified. Please call our office to confirm the date and time with either Fran, Ashley or Lauren.

Thank you.

Very truly yours,  
SELECT BOARD

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

Marie A. Krepelka  
Board Administrator

MAK:fr

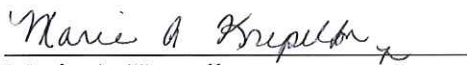
## NOTICE TO ABUTTERS

### Town of Arlington

May 22, 2019

You are hereby notified that a public hearing will be held at the Office of the Select Board, Town Hall, Arlington at **7:15 p.m.** on the **17th of June** upon the Petition of **Nationalgrid** for gas main locations, dated **May 20, 2019**. The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways, and places of the Town of Arlington and of the pipes, valves governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company, and the digging up and opening the ground to lay or place same:

**To install and maintain a SCADA box and 110 foot conduit in Forest Street, Arlington; from the existing regulator vault in the intersection of Forest St. and Bow St. southwesterly to pole #829/12. In order to provide electric service to the new SCADA (Supervisory Control And Data Acquisition) box.**



Marie A. Krepelka  
Board Administrator

STOREY DEANNA  
7 BOW ST  
ARLINGTON, MA 02474

HOUSING CORPORATION OF  
ARLINGTON/MANAGEMENT  
252 MASS AVE  
ARLINGTON, MA 02476

YEE JENNIFER CHUN MING  
DUCHON ERIC NICHOLAS  
81 FOREST STREET  
ARLINGTON, MA 02474

SAINI ANUPAM & NETTU  
104 FOREST ST  
ARLINGTON, MA 02474

OSBORNE LUKE  
HUANG JU  
11 BOW ST  
ARLINGTON, MA 02474

RICHARDS LAURIE A  
5 BOW ST  
ARLINGTON, MA 02474

HUANG HONGAN DAVID  
ZHANG JIAN HONG  
15 BOW STREET  
ARLINGTON, MA 02474

FORGIONE VALERIE  
85 FOREST ST  
ARLINGTON, MA 02474

CHOOBBARI AZIM  
31552 AGOURA RD #7  
WESTLAKE VILLAGE, CA 91361

HAWKINS KERRI  
106 FOREST STREET  
ARLINGTON, MA 02474

DELANEY KEVIN & MARIANI  
110 FOREST ST  
ARLINGTON, MA 02474

CARNEY LAUREN  
9 BOW ST  
ARLINGTON, MA 02474

ARCHAMBEAULT JAMES H  
ARCHAMBEAULT JANE B  
40 BLAKE ROAD  
LEXINGTON, MA 02420

MUDUNURI PRAVEEN  
NADIMPALLI SATYASUBHA  
77 FOREST STREET  
ARLINGTON, MA 02474

SHKOLNY DANA  
102 FOREST STREET  
ARLINGTON, MA 02474

ZOU SUYAN  
LE XIAOBIN  
108 FOREST STREET  
ARLINGTON, MA 02474

DAVIS SHAKTI K  
112 FOREST ST  
ARLINGTON, MA 02474

MARTIN MATTHEW W  
98 FOREST ST  
ARLINGTON, MA 02474



## Town of Arlington, Massachusetts

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### 7:15 p.m. Bellevue Road and Morton Road (Bellevue-Morton Association)

#### Summary:

a) Request: Repair to Private Way

b) Betterment Order

Joe Cavicchi, President, Bellevue-Morton Association

#### ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	Bellevue_Road_and_Morton_Road.xlsx	Abutter Project Approval
▣	Reference Material	Abutter_Hearing_Notice_.pdf	Abutter Hearing Notice
▣	Reference Material	Betterment_Order.docx	Betterment Order

ABUTTER ADDRESS	NAME	Y/N	LOT SIZE	PRICE	1/3 AMT	PAID	BALANCE	PAID AMT	PIF
2 Bellevue Road	Silvio/Marie Tassinari		1	\$496.79	\$165.60				
3 Bellevue Road	Dougherty/Reynolds	Y	1	\$496.79	\$165.00				
6 Bellevue Road	Cavicchi/Lineback	Y	1	\$496.79	\$165.00				
7 Bellevue Road	Miller/Powers/DKM Realty Trust	Y	1	\$496.79	\$165.00				
10 Bellevue Road	Lawrence/Lynn King	Y	1	\$496.79	\$165.00				
14 Bellevue Road	Randolph/Sharron Kirchain	Y	1	\$496.79	\$165.00				
15 Bellevue Road	Record/Stark	Y	1	\$496.79	\$165.00				
18 Bellevue Road	Bruce/Janice Penney	Y	1	\$496.79	\$165.00				
19 Bellevue Road	James/Charlotte Milan	Y	1	\$496.79	\$165.00				
22 Bellevue Road	Elizabeth/Zachary Warren	Y	1	\$496.79	\$165.00				
25 Bellevue Road	Schwab/Rademacher	Y	1	\$496.79	\$165.00				
26 Bellevue Road	Kathleen Doyle	Y	1	\$496.79	\$165.00				
27 Bellevue Road	Mariano/Carol Elices	Y	1	\$496.79	\$165.00				
30 Bellevue Road	Danielle Quinn/John Cronin	Y	1	\$496.79	\$165.00				
34 Bellevue Road	Barry/Douglas Russell		1	\$496.79	\$165.00				
38 Bellevue Road	Neeraj Chandra	Y	1	\$496.79	\$165.00				
42 Bellevue Road	Robert/Diana O'Sullivan	Y	1	\$496.79	\$165.00				
1 Morton Road	Erik McMullen	Y	1	\$496.00	\$165.00				
2 Morton Road	Viktor/Nicole Theiss	Y	1	\$496.00	\$165.00				
5 Morton Road	Marc Lee	Y	1	\$496.00	\$165.00				
6 Morton Road	Kelley/Kim McCormick	Y	1	\$496.00	\$165.00				
9 Morton Road	Matthew Petrosky/Margaret Gaj	Y	1	\$496.00	\$165.00				
10 Morton Road	Richard Harrell		1	\$496.00	\$165.00				
15 Morton Road	Mario/Judith Berlinghieri	Y	1	\$496.00	\$165.00				
18 Morton Road	Robert/Laura Hegarty	Y	1	\$496.00	\$165.00				
19 Morton Road	Todd Yellin/Cori Palladino	Y	1	\$496.00	\$165.00				
22 Morton Road	Matthew/Gwen Mansfield	Y	1	\$496.00	\$165.00				
23 Morton Road	Surojeet Ghatak	Y	1	\$496.00	\$165.00				
26 Morton Road	Grant Statemeyer/Parul Patel	Y	1	\$496.00	\$165.00				
27 Morton Road	Christopher/Kristin Harris		1	\$496.00	\$165.00				
31 Morton Road	John/Rebecca Edmondson	Y	1	\$496.00	\$165.00				
		27	31	\$15,389.43	\$5,115.60			\$0.00	



## 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

May 29, 2019

To Residents of Bellevue Road and Morton Road:

The Arlington Select Board will hold a public hearing on a petition received from the Bellevue-Morton Association, two-thirds of the abutters of the private ways known as Bellevue Road and Morton Road in accordance with Arlington Town bylaws, "Repairs to Private Ways", on **Monday, June 17, 2019, at 7:15 p.m. in the Select Board Chambers, 2<sup>nd</sup> Floor, Town Hall, 730 Massachusetts Avenue, Arlington, MA.**

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

The total estimated cost of the work to be performed is \$63,400.36. The Bellevue-Morton Association will pay \$48,000 of the cost with the remaining balance due of \$15,400.36. The estimated assessment, per lot, to the abutting property owners is \$496.79. This amount will be due upon completion, or if you choose, it can be assessed on your tax bill for payment over a **five-year period with interest**, in accordance with the M.G.L. Chapter 80, The Betterment Act.

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

Very truly yours,  
SELECT BOARD

Marie A. Krepelka  
Board Administrator

MAK:fr  
Enclosures

S:\Private Ways\Bellevue Morton Association.doc

(PLACE TOWN SEAL HERE PLEASE)

Legal Notice  
SELECT BOARD  
PRIVATE WAY REPAIR  
PUBLIC HEARING

At 7:15 p.m. Monday, June 17, 2019, there will be a public hearing at the Select Board Chambers, Town Hall, 730 Massachusetts Avenue, Arlington, MA, on a petition received from two-thirds of the abutters of the private ways known as Bellevue Road and Morton Road in accordance with Arlington Town bylaws, "Repairs to Private Ways". The purpose of the public hearing is to determine if funds from the Private Way Account should be expended for said roadway.

Per Order of  
The Select Board

Arlington Advocate publication:  
June 6, 2019  
June 13, 2019

## ***TOWN BYLAWS – REPAIRS TO PRIVATE WAYS***

### **ARTICLE 3**

#### **REPAIRS TO PRIVATE WAYS**

##### **Section 1. Classification**

The Town Engineer and the Director of Public Works upon request of the Select Board acting in its capacity as the Board of Public Works shall recommend the classification of private ways in the Town according to the state of their construction and repair. The Board may then adopt such classifications with any modifications it may deem appropriate.

##### **Section 2. Definition and Authorization**

*(ART. 20, ATM – 05/04/92) (ART. 23, ATM – 04/28/04)*

The Board may vote to direct the Town Manager to make temporary repairs to private ways. Temporary repairs shall be limited to the filling of potholes, temporary patching, skimcoating, thin asphalt overlays, armor coating and grading of dirt roadways providing however, in the case of said grading, the petitioners agree to enter into a contract with a private contractor or the Town to pave the roadway forthwith. Drainage may be included when necessary as determined by the Public Works Director, to prevent further erosion.

##### **Section 3. Criteria**

*(ART. 35, ATM – 05/18/05)*

The Board shall in making its determination as to the advisability of making temporary repairs take into consideration the following factors:

- A. The accessibility of the properties on the private ways to emergency vehicles such as police, fire and rescue.
  - B. The volume of traffic that utilizes the private way i.e. deadend as opposed to feeder or connecting streets.
  - C. The percentage of abutters on the particular private way petitioning the Board for the repairs.
  - D. The number of years that the way shall have been open to public use.
  - E. Such other considerations that the Board deems appropriate.
- F. Public Safety.

##### **Section 4. Petition**

The Select Board shall consider any private way or portion thereof for temporary repairs after having been petitioned to do so by at least two-thirds of the total number of abutting property owners on the Private Way who directly abut the portion to be considered for temporary repairs.

The Board may after careful consideration, elect to do the entire portion which was petitioned for, or a lesser portion, provided at least two-thirds of the abutting property owners on the lesser portion to be done are in favor of such action. The Board shall upon receipt of a petition with at least two-thirds of the abutters' signatures affixed thereto shall hold a public hearing on the advisability of ordering the repairs and the kind and extent thereof. All abutters shall be given written notice of the hearing not less than seven (7) days prior thereto.

#### Section 5. Alternate Petition

Notwithstanding the provisions of Section 4 above, the Board may also consider a number of private ways for repair as a whole project when these private ways are ways where a majority of abutters are members of an association of abutters whose major purpose has been the maintenance and repair of those ways upon which these members' properties abut.

The Board may only consider these private ways to be repaired as a whole project when having been petitioned by two-thirds of the total number of abutters who abut all of the ways represented by the association. The Board upon receipt of such a petition shall hold a public hearing on the advisability of ordering the repairs and the kind and extent thereof. All of the abutters on all of the ways represented shall be given written notice of the hearing not less than seven days prior thereto.

#### Section 6. Assessment of costs

(ART. 23, ATM – 04/28/04) (ART. 35, ATM – 05/18/05)

The costs of all labor and materials and processing shall be assessed equally to all abutters on the private way, or portion thereof, or if the Board votes to order any repairs pursuant to a petition filed under Section 5 all the abutters on all the private ways to be repaired without regard to linear frontage.

A *one-third deposit* of the total estimated cost of the completion of the repair project shall be required before any work can be commenced. All remaining costs shall be apportioned, assessed and collected on a per-property basis pursuant to the procedures provided in Chapter 80 of the General Laws, the Betterment Act, including the placing of liens on the affected property and the collection of apportioned costs by means of property tax collection.

Any and all such deposits shall be deducted from the equalized share of the property owners actually paying.

#### Section 7. Collection of Apportioned Share

(ART. 35, ATM – 05/18/05)

The Select Board before authorizing any repairs shall adopt a formal Betterment Order which shall require each abutter to pay his/her property's unpaid apportioned share of the repair cost over a five-year period to include interest at 5 percent or 2 percent above the cost (including Town oversight and administration costs) of any bond issued to fund the repair in question. The Assessors in conjunction with the Town Tax Collector will commit such amount to the respective abutters property tax bill and the Engineering Division of the Public Works Department will cause same to be recorded at the Registry of Deeds so that same runs with the land.

#### Section 8. Liability

(ART. 35, ATM – 05/18/05) (ART. 19, ATM – 05/04/92)

There shall be a limitation of liability on the Town of Five Hundred (\$500.00) Dollars for any damages arising from any negligent repair of the private way which shall include damage from surface water run-off.

No repair shall be commenced until all the petitioners have signed an agreement with the Town holding the Town harmless from any additional damages arising from any negligent repair and providing evidence of insurance to the satisfaction of the Town. However, nothing in this paragraph shall excuse the Town from damages to property caused by the Town or agents thereof, during the repair process.

TOWN OF ARLINGTON  
MIDDLESEX COUNTY, MASSACHUSETTS

June 17, 2019

**Order relating to Bellevue Road and Morton Road (Bellevue-Morton Association)  
Roadway Improvements.**

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

- (1) Betterments are to be assessed for work done in accordance with the project entitled “Bellevue Road and Morton Road (Bellevue-Morton Association), Private Road Repair Project”.
- (2) Betterments shall be assessed equally upon each parcel of land benefiting from such roadway improvements based upon the number of parcels whose address or property as assigned by the Town Engineering Department is on or directly abuts Bellevue Road and Morton Road.
- (3) Betterment Costs, currently estimated at \$63,400.36 shall be assessed over a five year period at an interest rate not to exceed 5%; and
- (4) Final assessment of betterment costs shall be determined after the work is completed in accordance with the above Plan and as accepted by the Town.

By Order, Select Board

\_\_\_\_\_  
Diane M. Mahon, Chair

\_\_\_\_\_  
Daniel J. Dunn, Vice Chair

\_\_\_\_\_  
Joseph A. Curro, Jr.

\_\_\_\_\_  
John V. Hurd

\_\_\_\_\_  
Stephen W. DeCoursey



## Town of Arlington, Massachusetts

---

### For Approval: Food Vendor License

#### Summary:

Arlington Bakery, 187 Massachusetts Avenue, Evangelia Velentzas

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Arlington_Bakery_-_Inspection_Reports.pdf	Inspection Reports
▢	Reference Material	Arlington_Bakery_-_Food_Vendor_Application.pdf	Food Vendor Application

## LICENSE APPLICATION REPORT

Type of License: Food Vendor License

Name of Applicant: Evangelia Velentzas d/b/a Arlington Bakery

Address: 187 Massachusetts Avenue

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



*Town of Arlington*  
MASSACHUSETTS 02474

POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

May 29, 2019

On Wednesday, May 29, 2019 at 9:30 AM, I called and spoke with Evangelia Velentzas regarding this application for a Food Vendor License for the Arlington Bakery, located at 187 Mass Ave. Velentzas stated that she will be the new owner of the Arlington Bakery on or about July 1, 2019. Velentzas stated that she will not be making any changes to the business as of now. Velentzas stated that she will be running the day to day operations at the bakery.

I advised Velentzas 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 Food Vendor License for the Arlington Bakery.

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: E. Velentzas

Date: June 12, 2019

*"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: E. Vlentza

Date: June 12, 2019



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: June 11, 2019  
RE: Board of Health Comments for Select Board Meeting on June 17, 2019

---

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

**Arlington Bakery: 187 Massachusetts Avenue  
Food Vendor License**

- This Establishment has met with the Health Department and is in the process of completing the required plan review application. A permit will not be issued until plans are approved and 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: E. Velentz

Date: June 12, 2019

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

Report is due at the Office of the Select Board by June 12, 2019  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 187 Massachusetts Avenue  
Applicant's Name: Evangelia Velentzas  
D/B/A: Arlington Bakery  
Telephone: 508-887-0399  
Department: Sent Via E-mail Date: 5/28/2019

---

**MEETING DATE: June 17, 2019**

Inspected By:

**RE: FOOD VENDOR**

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 Gasfitting 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: E. Velentzas

Date: June 12, 2019



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

Report is due at the Office of the Select Board by June 12, 2019  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 187 Massachusetts Avenue  
Applicant's Name: Evangelia Velentzas  
D/B/A: Arlington Bakery  
Telephone: 508-887-0399  
Department: Sent Via E-mail Date: 5/28/2019

---

**MEETING DATE: June 17, 2019**

Inspected By:

**RE: FOOD VENDOR**

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

**INSPECTION REPORT SECTION:**

This application is for a food permit for a change of ownership of Arlington Baker at 187 Massachusetts Avenue in East Arlington. The new owner has extensive experience in the industry, and this remains a good use in this location.

The Department has no objection to the issuance of a Food Vendor permit 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: E. Velentzas

Date: June 12, 2019

**OFFICE OF THE SELECT BOARD**

730 Massachusetts Avenue  
Town of Arlington  
Massachusetts 02476-4908

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02476  
2019 MAY 23 PM 5:47

(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 187 Massachusetts Avenue Arlington, Ma 02476

Name of Applicant Evangelia Velentzas

Corporate Name (if applicable) \_\_\_\_\_

D/B/A Arlington Bakery

Date May 22, 2019

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 Evangelia Velentzas

Signature Name E. Velentzas

Phone (Home) \_\_\_\_\_ (Business) 781-646-7444

Email Velentzas63@hotmail.com

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 Evangelia Velentzas Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

DESCRIPTION OF APPLICANT

DESCRIPTION OF APPLICANT

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



The Establishment

Sole Ownership

Corporation Based

of Partners

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

Corporate Information Required:

President Evangelia Velentzas  
Secretary Evangelia Velentzas  
Treasurer Evangelia Velentzas  
Name Address Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast \_\_\_\_\_  
Yes \_\_\_ No \_\_\_  
Lunch \_\_\_\_\_  
Yes \_\_\_ No \_\_\_  
Dinner \_\_\_\_\_  
Yes \_\_\_ No \_\_\_

Do you own the property? Yes \_\_\_ No ☒ Tenant at Will \_\_\_ Lease ☒ 5 (years)

Hours of Operation:

Day Sunday Hours 9-1pm  
Day Monday Hours ~~closed~~ 83-6pm  
Day Tuesday-Saturday Hours 83-6pm

Floor Space 1200 Sq. Ft. Seating Capacity (if any) —

Parking Capacity (if any) — spaces Number of Employees 2

List Cooking Facilities (and implements)

\_\_\_\_\_

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 \$ \_\_\_\_\_

=====

**FOR OFFICE USE ONLY**

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

Date \_\_\_\_\_ Time \_\_\_\_\_

Board Action: Approved Yes \_\_\_\_\_ No \_\_\_\_\_



## APPLICANT'S RESUME

### *Food Business Experience of Applicant*

From October 1992 to December 2017  
Employee Auburn Town Pizza D/B/A \_\_\_\_\_  
Sole Owner \_\_\_\_\_ Location \_\_\_\_\_  
Partnership \_\_\_\_\_ Type Food Fast Food  
Corporation EVA INC. Number of Employees 13

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.

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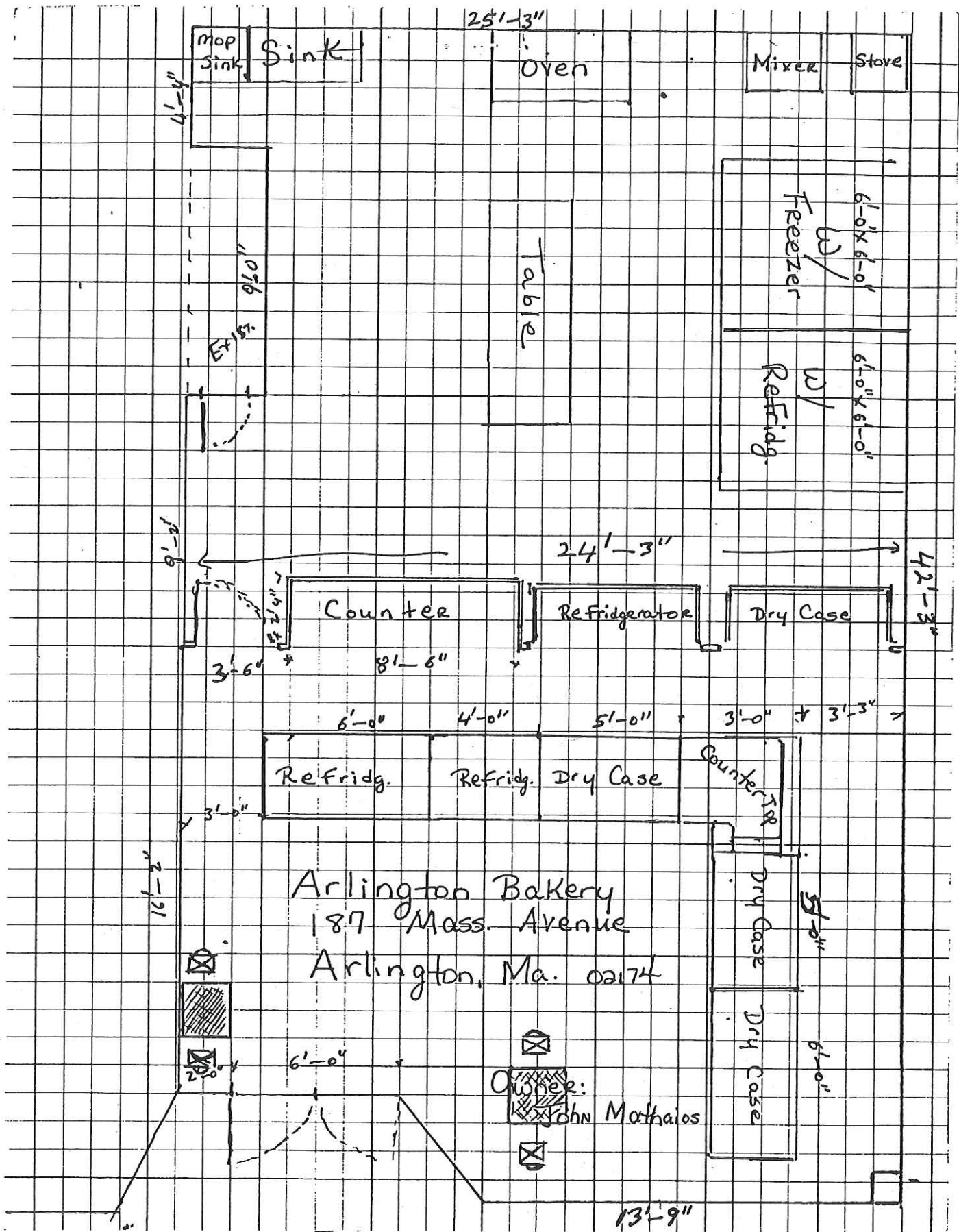
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Arlington Bakery  
187 Mass. Avenue  
Arlington, Ma. 02174

Owner:  
John Mathaios

MASSACHUSETTS

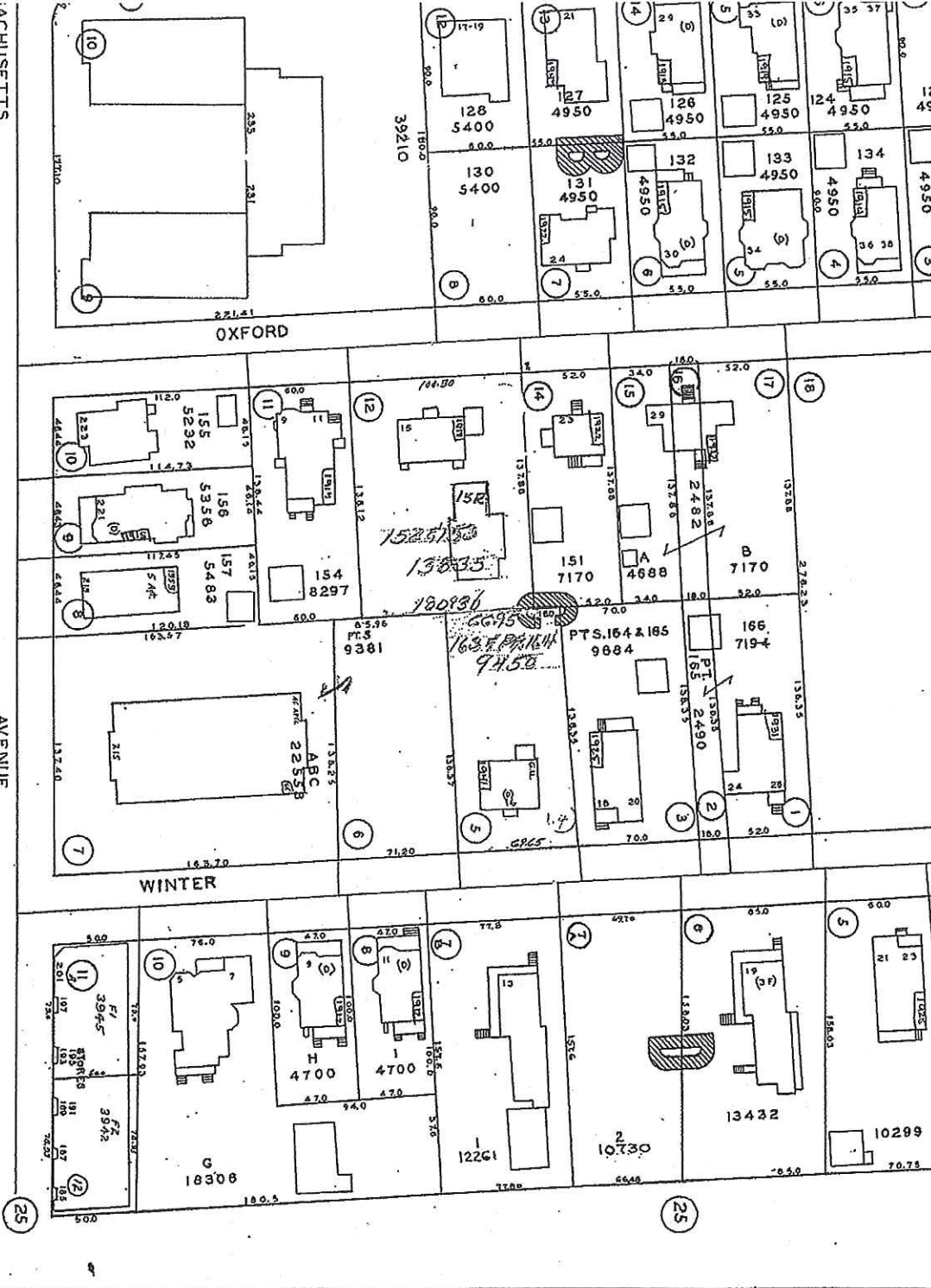
AVENUE

CAR TRACKS

SCALE

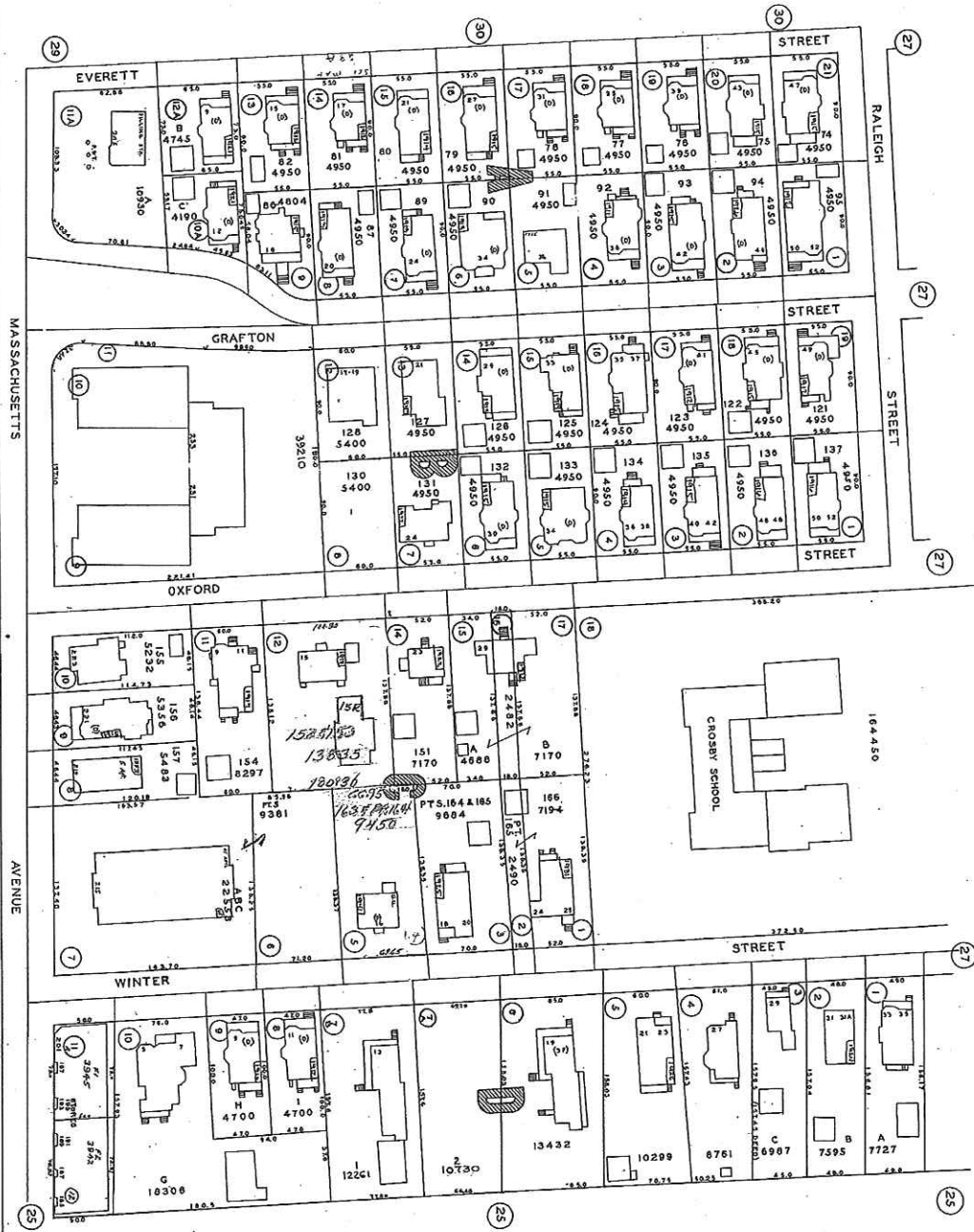
0 40 80 160 FEET

BLOCK PLAN NO. 28





SCALE 0 40 80 160 FEET  
BLOCK PLAN NO. 28

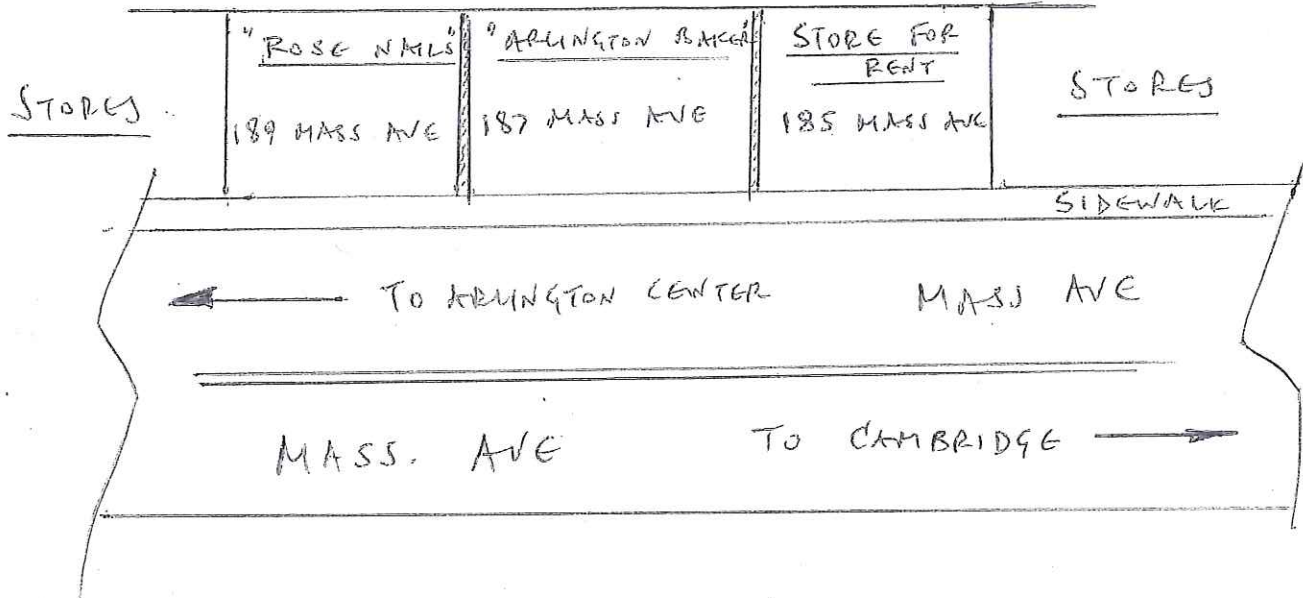




4 ARLINGTON BAKERY 5

187 MASS AVE - ARLINGTON, MA 02173  
TEL: (617) 646-7444

LOCATION - DIAGRAM



" ARLINGTON BAKERY "

187 MASS AVE - ARLINGTON, MA 02173

TEL: (617) 646-7444

MENU

ITALIAN & GREEK PASTRIES

COOKIES & BREAD

# ARLINGTON BAKERY

187 MASS AVE - ARLINGTON, MA 02173

TEL: (617) 646-7444

## RUBBISH & CLEANING SCHEDULE

- RUBBISH: EVERY EVENING

- CLEANING:

- a) WORKSHOP: FLOOR: - TWICE A DAY - MAPPING  
(BACKROOM) WORKING AREAS: AS MANY TIMES AS REQUIRED, CLEANING
- b) STORE: FLOOR: (3) TIMES DAILY - MAPPING  
(FRONT-ROOM) COUNTERS & CONSERVATORS: AS MANY TIMES AS  
REQUIRED, CLEANING



## Town of Arlington, Massachusetts

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**For Approval: Boston Women's Market @ Uncle Sam Plaza, July 20, 2019, 11:00 am - 4:00 pm**

**Summary:**

Cara Loffredo, Directing Organizer

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Boston_Womens_Market_-_Uncle_Sam_s_Plaza_Proposal.pdf	Event Proposal
▢	Reference Material	A._Carter_BWM_Pop_Up_at_Uncle_Sam_Plaza.docx	Memorandum from A. Carter, Economic Development Coordinator
▢	Reference Material	bwm-letter-of-support-alyssa-clossey.pdf	Letter of Support from Support Arlington Center





**ATTN:** Arlington Select Board

**FROM:** Cara Loffredo, Directing Organizer, Boston Women's Market

**RE:** Proposal to host Boston Women's Market at Uncle Sam's Plaza in Arlington, MA.

To whom it may concern:

Boston Women's Market (BWM), an organization based in Boston, MA that creates selling, learning, and community opportunities for women entrepreneurs and artists from New England, would like to host a vendor market at the Uncle Sam's Plaza in Arlington, MA (4 Mystic St, Arlington, MA 02474.)

Our network of nearly 400 women business owners are your neighbors. They create and innovate in Boston metro towns, including Arlington. After working closely with Ali Carter, Economic Development Coordinator for the Town of Arlington, and Olivia Kefauver, Community Events Coordinator of Aeronaut, I knew Arlington would be excited to welcome our network of makers to Arlington for a day of fun and support for women small business owners. Below you will learn more about BWM's mission and the outlined proposal for the event.

### **Who Is Boston Women's Market?**

#### **We Tell Stories**

We tell the stories of and promote women influencers, business owners, and artists from New England.

#### **We Host Events**

We host selling opportunities, like outdoor marketplaces, throughout the year where our members sell their goods to local communities. Our markets not only support our member vendors, but also drive business to the local community. The 2019 selling season was kicked off on June 1 in Jamaica Plain at the Loring-Greenough House. Nearly 60 women makers, artists, and musicians greeted over 1.5k visitors into the Jamaica Plain community. We invite you to view photos from the June 1 kick-off market [here](#). Past BWMs have been held in communities such as Back Bay, Roslindale, Somerville, Jamaica Plain, and Boston Seaport.

#### **We Educate**

We create learning opportunities to help business women innovate and run healthy businesses.

**BUILDING BRIDGES AND RAISING LADDERS FOR WOMXN ENTREPRENEURS AND ARTISTS IN NEW ENGLAND.**

[BOSTONWOMENSMARKET.COM](http://BOSTONWOMENSMARKET.COM) [HELLO@BOSTONWOMENSMARKET.COM](mailto:HELLO@BOSTONWOMENSMARKET.COM) [@BOSTONWOMENSMARKET](https://www.instagram.com/BOSTONWOMENSMARKET)

## Uncle Sam's Plaza Market Proposal

When: July 20, 2019, 11 AM - 4 PM (Rain date: July 27, 11 AM - 4 PM)

Where: Uncle Sam's Plaza, 4 Mystic St, Arlington, MA 02474

No. of Vendors: 25 women vendors

Expected attendance: ~600 visitors throughout the day

BWM proposes to activate the green space at Uncle Sam's Plaza and Visitors Center with 25 women-founded businesses selling their goods. Vendor set-up will begin at 9 AM with selling hours between 11 AM - 4 PM. Each vendor will be allowed a 6' x 6' vending space for their tables and displays.

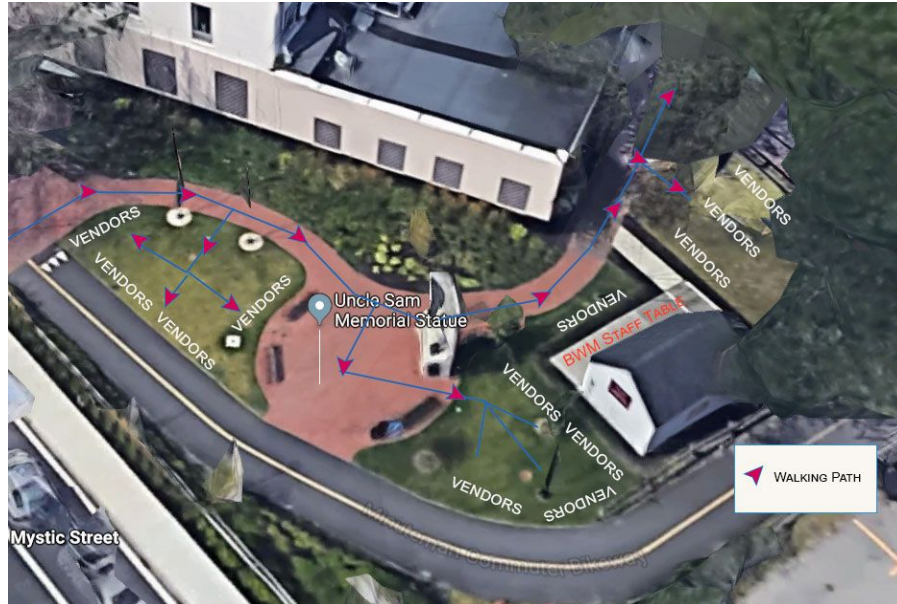
Logistical coordination of the marketplace will be organized by the BWM team including:

- Vendor registration
- Vendor table assignments and arrival times
- Vendor table rentals (if needed)
- Vendor informational correspondence
- Marketplace marketing and advertising
- Event insurance

Examples of Past BWM Vendors:

- [Peshtemal Collection](#)
- [Soy Much Brighter Candles](#)
- [Sarah Dudek Paintings & Prints](#)
- [Mariposa Vintage](#)
- [Whitney B. Woodshop](#)
- [Cake Monstah](#)

Example of Plaza Traffic Flow:



Thank you for your consideration of Boston Women's Market. If you have further questions, please contact Cara Loffredo at [hello@bostonwomensmarket.com](mailto:hello@bostonwomensmarket.com) or 860.307.2476.

Thank you,  
Cara Loffredo  
Directing Organizer, Boston Women's Market

BUILDING BRIDGES AND RAISING LADDERS FOR WOMXN ENTREPRENEURS AND ARTISTS IN NEW ENGLAND.

[BOSTONWOMENSMARKET.COM](http://BOSTONWOMENSMARKET.COM) [HELLO@BOSTONWOMENSMARKET.COM](mailto:HELLO@BOSTONWOMENSMARKET.COM) [@BOSTONWOMENSMARKET](https://www.instagram.com/BOSTONWOMENSMARKET)



# 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: June 12, 2019

Re: Boston Women's Market Pop-Up at Uncle Sam Plaza

Proposal: Boston Women's Market (BWM), an organization that hosts pop-up retail events featuring women entrepreneurs, would like to host a pop-up at Uncle Sam Plaza in Arlington Center.

July 20, 2019, 11 AM - 4 PM (Rain date: July 27, 11 AM—4 PM)

Uncle Sam Plaza, 4 Mystic St, Arlington, MA 02474

25 vendors

Expected attendance: approximately 600 visitors throughout the day

BWM proposes to activate the green space at Uncle Sam Plaza with 25 women-founded businesses selling their goods. Vendor set-up will begin at 9 AM with selling hours between 11 AM - 4 PM. Each vendor will be allowed a 6' x 6' vending space for their tables and displays. BWM will assume all cost and responsibility for coordination of the marketplace and assuring that their vendors get all necessary permits to vend at the event. They have a successful track record of hosting these events in nearby cities, but would like to come to Uncle Sam Plaza due to its attractive landscaping, central location, and proximity to the Aeronaut Arlington beer garden in Whittemore Park.

## Site Plan





June 13, 2019

Dear Town Manager, Mr. Adam Chapdelaine:

As the co-founder of Support Arlington Center, I am writing in support of the Boston Women's Market (BWM) establishing a vendor market at Uncle Sam's Plaza on Saturday, July 20, 2019. I am impressed with the great potential and positive impact the Boston Women's Market can have as a pop-up space in Arlington Center. It would be exciting to have 25 women vendors in the Center, offering a variety of goods—such as candles, wood crafts, artistic prints and gourmet treats.

Uncle Sam's Plaza is the perfect central location for this pop-up market space. This newly designed space has great opportunity to bring people together on the corner of Mystic and Mass Ave. It allows for folks to congregate safely within the popular bike path trail, sidewalks and intersections, while creating dynamic energy and a source of excitement into the heart of Arlington Center.

By inviting BWM into the Center, we can open our community to these hard-working women influencers, business owners, and artists from New England. The BWM's goals of supporting women vendors and driving businesses into the local community aligns nicely with the mission of Support Arlington Center—keeping Arlington Center thriving with diverse, successful small businesses. I can see bikers and pedestrians visiting or passing through the Center and stopping into the pop-up market, purchasing goods, and making connections. With the success of the current Beer Garden held on Saturdays this summer, we'll have even more residents and visitors stop by the marketplace at Uncle Sam's Plaza in July.

The BWM may offer an opportunity for local businesses and food establishments to increase their business sales. As more people congregating into the Center, there are greater chances for them to stop by frozen custard stores for a treat (at Abbott's Frozen Custard), grab a light lunch (at Noodle Market or Kickstand Café), and even pick up a gift (at Arlington Centered, for example).

Thank you for your consideration to include and support women artists and business owners in Arlington Center. I believe in supporting women in business, and the Boston Women's Market would be a wonderful addition to our Town this summer.

Sincerely,

A handwritten signature in black ink that reads 'Alyssa K. Clossey'. The signature is written in a cursive, flowing style.

Alyssa Krinsky Clossey  
Co-founder, Support Arlington Center  
<https://www.supportarlingtoncenter.org>



## Town of Arlington, Massachusetts

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### Request: Two Spaces, On Street Overnight Parking @ 118 Westminster Avenue

#### Summary:

Will and Diane Stansbury

(tabled from 5/20/2019 and 6/3/2019 meetings)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	118_Westminster_Parking_Review.pdf	Stansbury Parking Review Report
▢	Reference Material	Police_Memo_-_118_Westminster_Ave.pdf	Police Recommendations
▢	Reference Material	Request_118_Westminster.pdf	Resident Request
▢	Reference Material	Letters_of_Support_118_Westminster.pdf	Letters of Support from Sue Doctrow, Christopher Walters, Benjamin Schneer and Elizabeth Segrant

S5099-001  
June 17, 2019

Ms. Diane Mahon, Select Board Chair  
Town Hall  
730 Mass Avenue  
Arlington, MA 02476

Re: **Review of Parking for 118 Westminster Avenue, Arlington, Massachusetts**

Dear Ms. Mahon:

Tighe & Bond is pleased to submit this parking review on behalf of Diane and Will Stansbury (the Client) who are residents of 118 Westminster Avenue (the Site) in Arlington.

At the Client's request, Tighe & Bond performed the following tasks in June 2019.

- Performed a site visit to review current on- and off-street parking accommodations for the Site
- Perform field observations of sight lines, roadway geometry and traffic/parking characteristics around the Site
- Provide feedback on the adequacy of the current parking arrangement for the Site

A summary of our findings is presented below. The graphics included in the attachments to this letter further elaborate on the findings of the review.

- a. Access to off-street parking for the site is provided from West Court Terrace, via an easement on an adjacent private property
- b. The steep topography of the area, coupled with the narrow driveway width and the need to perform two 90 degree turns to access the site's backyard renders the off-street parking awkward, inconvenient and potentially unsafe during poor weather and night time conditions
- c. The narrow driveway and lack of adequate protection in the form of safety railing along the westerly retaining wall make pedestrian movements along the driveway infeasible when a vehicle is stopped in the driveway
- d. Reversing out of the driveway to exit is impractical and potentially unsafe due to presence of a retaining wall with no protective railing. Constrained sight lines caused by parked vehicles and vegetation along West Court Terrace also limit the ability to comfortably exit the off-street parking area for the site
- e. For the above reasons, the Client indicated that over the past 20+ years that they have resided at the location, they have used the rear parking area only a few times. Instead, they have relied on on-street parking along Westminster Avenue
- f. Westminster Avenue is a local residential two way roadway that is generally oriented in a north-south direction. Along the site frontage, in addition to one lane of travel in each direction, there also exists a five foot sidewalk and a 6.5 foot gravel buffer that separates the roadway from the sidewalk





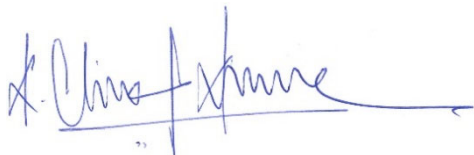
- g. Field observations indicate that the travel lane widths are 13' in the southbound direction and 15.5' in the northbound direction on Westminster Avenue. These are relatively wide lane widths for local roadways. The wide travel lanes, along with the availability of the buffer space between the sidewalk and the roadway allow for on-street parking along various sections of the roadway
- h. During our site visit, several vehicles were observed to park on both sides of the roadway at various locations. However, this did not appear to inhibit through traffic flow along the roadway
- i. The presence of an all-way stop control intersection 150 feet to the north of the site promotes reduced travel speeds in the area. Our site visit did not indicate that on-street parking along the site frontage would pose any sight distance constraints

Overall, based on our review and the supporting information presented in this letter, it is our professional opinion that parking on the street, along Westminster Avenue, is safer and more efficient than parking off-street, behind the site. Furthermore, it appears that current conditions along Westminster Avenue are conducive to on-street parking during both day and night times, and that such parking would not inhibit through traffic flow along the roadway or pedestrian access. If on-street parking were to be allowed in the gravel buffer, it is recommended that the vehicles be parked in the direction of travel. i.e., park facing south, towards Park Avenue.

If you have any questions or need additional information, please feel free to contact me at 508-754-2201 or [vkalikiri@tighebond.com](mailto:vkalikiri@tighebond.com).

Very truly yours,

**TIGHE & BOND, INC.**

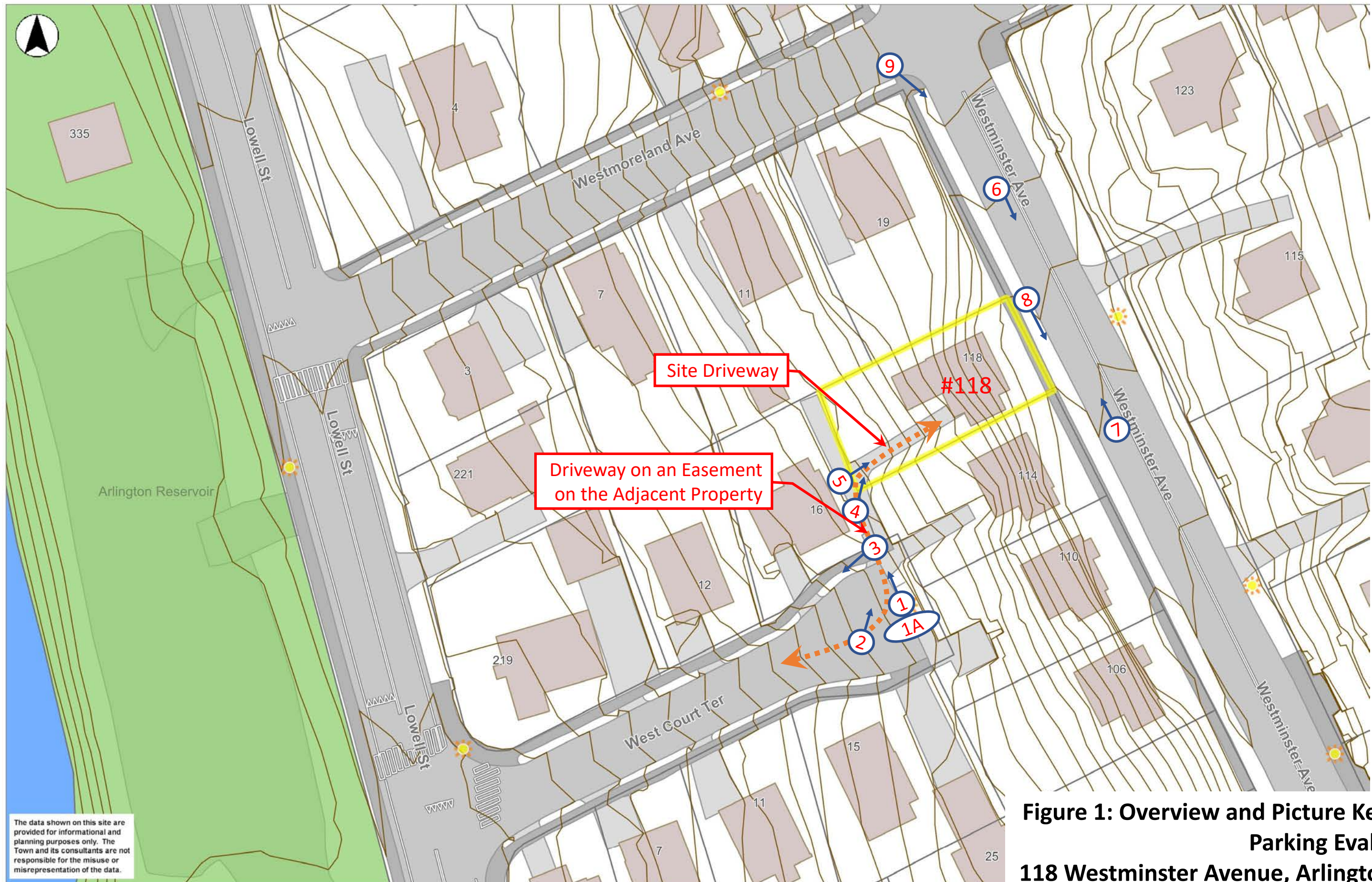


Vinod Kalikiri, PE, PTOE  
Senior Project Manager

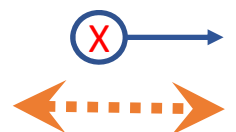
Enclosures:

-- Graphical attachments





**Figure 1: Overview and Picture Key Map  
Parking Evaluation  
118 Westminster Avenue, Arlington, MA**



Picture Key  
Vehicle travel path to access the site backyard

**Tighe&Bond**





Picture 1



Picture 1A

Pictures 1 and 1A show the approximately 9'-3" wide paved driveway on an easement on the adjacent property, 16 West Court Terrace. In addition to the narrow width, the driveway was constructed along the contours of a steep hillside, resulting in a terraced configuration, with retaining walls on both sides of the driveway. The retaining wall on the left side of the driveway (passenger side) does not have protective railing. The retaining wall on the passenger side does not allow passengers to fully open the doors to exit the vehicle and walk along the driveway on the easement to the Client's driveway and backyard.





Picture 2



Picture 3

Picture 2 shows the “easement driveway” in proximity to the adjacent perpendicular driveway for #114 Westminster Avenue. Picture 3 shows the view as a vehicle is backing out of the easement driveway, with the view constrained by vegetation, trees and vehicles parked on West Court Terrace.





Picture 4



Picture 5

Picture 4 show a 90 degree turn from the narrow easement driveway to the site driveway to access the rear yard of 118 Westminster Avenue. During the site visit in rainy conditions, it was not feasible to complete the turn safely, while preserving the ability to exit by reversing directions on the narrow driveway with sharp turns. Picture 5 shows the rear yard of the site with an approximately 9 foot driveway. Exiting maneuvers can only be accomplished either by traveling in the reverse direction the entire lengths of the site driveway and easement driveway (including two 90 degree turns), or by making a 3-point turn by making use of a granite unit paver driveway extension that may or may not be suitable for vehicle loading.





#118

All-way stop control at Westmoreland Avenue  
Intersection located 150' north of the site

A

B

C

D

STOP  
AHEAD

Westminster Avenue

- A: 5' Sidewalk
- B: 6.5' ± Gravel buffer space
- C: 13' ± Southbound Travel Lane
- D: 15.5' ± Northbound Travel Lane

Figure 2: Existing Roadway Cross-Section  
Parking Evaluation  
118 Westminster Avenue, Arlington, MA





Picture 6



Picture 7

Pictures 6 and 7 shows views on Westminster Avenue looking south and north, respectively, in the vicinity of the site. As shown, use of the gravel buffer separating the sidewalk and the street for on-street parking does not block or otherwise inhibit through vehicle traffic on Westminster Avenue. The pictures also show that the granite curbing along the roadway ends by the large Maple tree located in the buffer space, making on-street parking conducive.





Picture 8



Picture 9

Picture 8 shows a close-up view of the approximately 6.5' gravel buffer space. Picture 9 shows a view to the south, looking from the Westmoreland Avenue approach to Westminster Avenue. As shown, vehicles parked in front of the site do not pose sight line constraints to on-coming traffic.



# ARLINGTON POLICE DEPARTMENT

**JULIANN FLAHERTY**  
Acting Chief of Police



*Town of Arlington*  
MASSACHUSETTS 02474

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

## MEMORANDUM

TO: Marie Krepelka  
Board Administrator

FROM: Officer Corey P. Rateau  
Traffic and Parking Unit

DATE: May 17, 2019

RE: Request: On Street Overnight Parking 2 118 Westminster Avenue

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At your request, the Arlington Police Department Traffic and Parking Unit looked into the petition by Mr. and Mrs. Stansbury seeking to have two on-street overnight parking spaces in front of their residence at 118 Westminster Avenue. The Traffic and Parking unit **does not** support this current request.

As explained to the petitioners, the town right-of-way does not need to be paved to be considered part of the sidewalk. Article 1 of the Traffic Rules and Orders defines a sidewalk as "That portion of a street or highway set aside for pedestrian travel." A person needing to seek refuge from vehicles on a roadway can travel upon the grass as well as a paved pathway. This was previously pointed out when people straddling the curb and/or parking along the grass strips on Pleasant Street attempted to argue that they were not parked on the sidewalk. We do not think that a precedent should be set allowing parties to be permitted to park on what is by definition the sidewalk, which is already a violation of Article V, Sec. 1 of the Traffic Rules and Orders.

We also do not think that parking on the street would be feasible. Although partially faded at this time due to being only temporarily marked after recently being repaved, this portion of Westminster Avenue is marked with a double-yellow line defining the two lanes of travel. Each travel lane is approximately 14 feet wide and vehicles parked on the roadway would not yield the requisite ten-foot lane of travel for passing vehicles (as also required by Article V, Sec. 1) without forcing them over the double-yellow line and potentially into oncoming traffic.

*"Proactive and Proud"*

## ARLINGTON POLICE DEPARTMENT

In the rear of the property, there is a driveway present that appears capable of holding two vehicles parked in tandem. While we do understand that maneuvering can be difficult due to the shared right-of-way with 14 Westcourt Terrace, it should be pointed out that it appears that the rear of the petitioner's property was modified with hardscaping that includes a paver-type retaining wall. There is also another section of this shared right-of-way that contains more hardscaping, including a path leading to a water feature but it is unknown if this belongs to 118 Westminster or 14 Westcourt Terrace. But regardless, it appears that had this retaining wall not been built right up to the edge of the driveway at 118 Westminster, maneuvering and turning vehicles while entering and exiting would not be as difficult. (Please see photographs taken 05/17/19 on the following page).

Due to the above listed observations and based on past practices, we do not feel that this residence meets the standards for granting an on-street overnight permit.

Please let us know if we can be of any further assistance in this matter.

CPR

Cc: Juliann Flaherty  
Acting Chief of Police

Capt. Paul Conroy  
Support Services Commander

Lt. Richard Pedrini  
OIC / Traffic, Details, and Licensing

Deputy Chief Kevin Kelley  
Arlington Fire Operations

Adam Chapdelaine  
Town Manager

***"Proactive and Proud"***

## ARLINGTON POLICE DEPARTMENT



*“Proactive and Proud”*

# ARLINGTON POLICE DEPARTMENT

*"Proactive and Proud"*

April 30, 2019

RECEIVED  
OFFICE OF THE  
APPLICATOR, MA 02474  
2019 MAR 21 AM 11:22 2019 APR 31 AM 11:21

Will and Diane Stansbury  
118 Westminster Ave  
Arlington, MA 02474

Dear Select Board,

We are submitting a request for a permanent On-Street permit for 118 Westminster Ave for cars MA-767LJ4 and MA-7HG834. We have lived at 118 Westminster Ave for 20 years. Over that time our cars have been ticketed off and on due to complaints issued for on street parking in our neighborhood. We park our cars on the dirt section in front of our house between the sidewalk and the street - never blocking the street or sidewalk. The reason for this, and the reason why we are applying for permanent on street parking, is the location of our driveway.

We have a driveway located in the back of our house which spills out into a right of way we share with our neighbors whose house is about 6 feet away from the bottom of our driveway. The placement of the driveway, sharp 90 degree angle and 4ft drop from the neighbor's retaining wall all make it very dangerous for us to pull out of the driveway. For our safety and the safety of our neighbors we have used the parking in front of our house for 20 years.

Our house and driveway were built at a time when there were no houses behind us, thus the use of the driveway was probably much easier. However, with the development of West Court Terrace the use of the driveway has become impossible. Please let us know if you have any questions or would like more information. We can be reached at 781-641-3864. Or email, [dlstansbury@gmail.com](mailto:dlstansbury@gmail.com) and [wstansbury@gmail.com](mailto:wstansbury@gmail.com) . Thank you for your consideration.

Best Regards,

  
Will and Diane Stansbury



**From:** Sue Doctrow <srdoctrow@gmail.com>  
**To:** Select Board Member Joseph Curro <JCurro@town.arlington.ma.us>, SDeCoursey@town.arlington.ma.us, DDunn@town.arlington.ma.us, JHurd@town.arlington.ma.us, DMahon@town.arlington.ma.us, Marie Krepelka <mkrepelka@town.arlington.ma.us>  
**Cc:** Doctrow Susan <srdoctrow@gmail.com>  
**Date:** 06/15/2019 09:53 AM  
**Subject:** Supporting the Stansburys' overnight parking request, 6/17 Select Board meeting

---

Dear Select Board Members,

I am writing to support my neighbors, Diane and Will Stansbury, in their request for permission to park their cars in front of their home on Westminster Ave. I live at 99 Westminster, on the other side of the street not far from Diane and Will. I couldn't attend the hearing on May 20, but watched it on ACMi and was glad that their request was tabled for more information.

It's good that the Select Board can offer some flexibility to residents with challenging parking situations. These situations exist throughout Arlington, though the ones I know best are the several on Westminster Ave. Our neighborhood is historic (including some houses built before the automobile was popular, long before families would ever need more than one car), ledgy, and hilly - all of this leads to a variety of parking challenges. As you've reviewed Diane and Will's request, I hope that some of you had the opportunity to visit the site, because I could tell by the hearing replay how hard it was to explain, even with photos. Of the 4 Westminster houses in that row that have parking below, on West Court Ter., theirs has the worst parking situation, completely dependent on access via another family's driveway, and requiring two ~90-degree turns. I could not myself even imagine routinely (or ever) using it - either backing into or out of it - even for only one car. Diane told me that they consulted a traffic engineer and that a report will be available and this should be informative. Still, I really hope that some of you did get a chance to inspect the site yourselves, because seeing it seems like the best way to understand it.

Some of these discussions do end up conflating overnight on-street parking with parking in the town right-of-way. There is some relationship because overnight is when the ticketing most often occurs (and some tickets indicate an overnight parking violation, even for cars not parked

on-street); also, allowing some overnight on-street parking might solve some of the challenges in our neighborhood and others. Personally, I feel that if the grassy strips next to the sidewalks could be kept green whenever possible (with street trees), with certain residents instead being allowed to park *on* the street, that would be ideal. But, out of compassion for neighbors who have parking challenges, I would support either option, that is, parking on-street or on the area between sidewalk and street, depending on what works best for a situation. I know that not everybody shares my view, but it just does not bother me to see neighbors' cars parked overnight on or near the street.

The APD memo on the request noted a concern about allowing *on-street* overnight parking in front of the Stansburys' house because of the lane width. It is pretty asymmetrical in that block, with the lane on their side of Westminster considerably narrower (by ~3-4 ft) than on my side.

So, I agree with the memo that having cars parked on that narrower side would lead to traffic crossing a double yellow line. However, knowing our street, oncoming traffic is much less of a concern between 1 and 7 a.m. than in the daytime when on-street parking is allowed, especially commuting hours when Westminster is used as a cut-through. In contrast, one-way speeding traffic, including at night, is a common problem, suggesting that cars parked on the street could actually have safety benefits. In 2007, I was a TAC member and we were working on traffic safety on Westminster, in response to a history of speeding on our street that culminated in a late-night fatality. A point that came up many times in our meetings was that parking on the street is *traffic-calming*, reducing speeding (e.g. see <https://tinyurl.com/y2bx6zpb>). For reasons including this, I would favor helping residents while, potentially, also discouraging late night speeding, by allowing some on-street overnight parking on Westminster.

Again, not everybody agrees but I feel that upholding the overnight parking ban and similar parking rules is not as important as offering some flexibility and compassion for challenges faced by residents whose other parking options are very poor. I had noticed all the recent ticketing on our street (persisting for an unusually long period) but was especially sad to later learn that Diane and Will had reason to believe that the repeated complaints leading to the ticketing had been directed personally at them. As Diane said in the 5/20 hearing, it didn't fit our view of having a caring, supportive neighborhood. I know the APD is obligated to respond to such complaints but also wish that, somehow, one



person's complaint (in this case, about something not tangibly harming others\*) did not have to trigger actions against several residents for parking that, the vast majority of the time, is tacitly allowed. A point that resonates with me is that Diane and Will have owned this house for 20 years and have, essentially, always been able to park on Westminster. To suddenly no longer have that option, given the limitations of their "driveway", would be distressing and disruptive to their family, in my opinion, unnecessarily.

I know there is no perfect solution, but a compassionate one that allows flexibility for residents with otherwise poor parking options, through a fair, open review process such as this hearing, can help and is most appreciated.

Sincerely,

Sue Doctrow

99 Westminster Ave

\* Regarding the lack of tangible harm, in the 16 years we've lived here, my husband John and I have walked with our dogs by the Stansburys' house in the early morning nearly every day and **never** saw their cars parked on the actual sidewalk. There was always a clear path for pedestrians there. I realize that the APD memo was precise and never made that allegation; it was addressing only the town right-of-way "by definition the sidewalk". But having watched the 5/20 hearing replay, I wanted to confirm this, as somebody who passes their cars and walks on that sidewalk very frequently.



**Christopher M. Walters**  
**154 Westminster Ave, Arlington MA 02474**  
**(781) 646-8468**

May 17, 2019

Board of Selectmen  
Town of Arlington MA  
730 Massachusetts Avenue  
Arlington, MA 02476

Re: Parking Exemption, Westminster Avenue

Dear Board of Selectmen,

I have been a resident at 154 Westminster Avenue in the Mt. Gilboa section of Arlington for twenty-two years since July of 1997. This letter is in support of the parking exemption requested by the Stansbury Family at 118 Westminster Avenue.

Many of us on Westminster Avenue face parking challenges. Most of our houses are older and have very limited parking capacity. Many houses do not have garages, and those that do typically have undersized garages that do not meet modern vehicle clearance needs. This situation is compounded by the fact that the Mt. Gilboa neighborhood is built into a hillside which further restricts driveway configurations. In the case of the Stansbury residence, this situation is even further compounded by the fact that the primary entrance and living floor are on Westminster Avenue, but driveway access is at a lower level from West Court Terrace behind the home, is steep, and requires a shared easement through another property and driveway which may not always be clear.

Since the Stansbury's have lived in this neighborhood they and other families have parked their cars in the grassy areas between the curb and the sidewalk. This affords them safe and non-restricted access from their vehicles to their home, does not block the roadway at all, and has never been a problem. I support the Stansbury Family's request for an exemption from parking restriction on Westminster Avenue.

Sincerely,



Christopher M. Walters  
154 Westminster Avenue  
Arlington, MA 02474  
(781) 646-8468

cc: Stansbury Family, 118 Westminster

19 Westmoreland Avenue  
Arlington, MA 02474  
(617) 308-2250

June 17, 2019

Select Board  
Town of Arlington MA  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Select Board:

My wife and I are residents of 19 Westmoreland Avenue in Arlington and next-door neighbors to the Stansburys. We are writing to express our support for granting the parking exemption that they have requested.

The aggressive enforcement of overnight parking violations in our neighborhood has been puzzling to us. Cars on Westminster Avenue are parked off the street, between the curb and the sidewalk, and do not present safety or other issues to any reasonable observer – especially at the times of day where ticketing has occurred. Since we live right next door to the Stansburys, if the exemption they are requesting would affect anyone, presumably it would be us – and it does not present a problem for us in the least. We support their request to continue parking off the street, just as they have for the past 20 years.

Please do not hesitate to reach out if you need any additional information from us. We hope the board can help resolve this matter.

Sincerely,

*Ben Schneer*      *Elizabeth Segrar*

Benjamin Schneer & Elizabeth Segrar



## **Town of Arlington, Massachusetts**

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**For Discussion and Approval: Package Store Alcohol License Application Process and Criteria**

**Summary:**

Douglas W. Heim, Town Counsel



## Town of Arlington, Massachusetts

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### For Discussion and Approval: Sustainable Transportation Plan and Creation of Advisory Committee

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

Type	File Name	Description
□ Material	Reference Planning_memo_-_Sustainable_Transportation_Plan_Process_and_Advisory_Committee_DRAFT_v2_(1).pdf	Memorandum from D. Amstutz



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

**MEMORANDUM**

To: Adam Chapdelaine, Town Manager

From: Daniel Amstutz, Senior Transportation Planner

CC: Jennifer Raitt, Director, Department of Planning and Community Development

Date: June 12, 2019

RE: Sustainable Transportation Plan Process and Advisory Committee

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The 2019 Annual Town Meeting approved \$80,000 to fund the creation of a Sustainable Transportation Plan (STP) for the Town of Arlington: \$60,000 from town funds in the DPW budget and \$20,000 from the Community Development Block Grant. The STP will provide a vision for the development of the transportation system in Arlington over the next 20 years, building upon the Traffic and Circulation section of the Master Plan and its recommendations. Goals and recommendations will be developed to prioritize next steps for projects, programs, and policies to achieve this vision. It will focus on all aspects of transportation and mobility in Arlington, including walking, bicycling, public transportation, driving, shared mobility, and micro-mobility.

**Request for Proposals (RFP) and Plan Scope**

To complete the plan, a consultant will need to be hired. An RFP will be developed to be advertised no later than late July or early August for a September project start.

The scope of the plan will cover a wide variety of transportation issues for the whole town. Data, enforcement, maintenance, access, and equity will be important threads throughout the entire plan. Possible elements of the scope will include:

- Shifting to sustainable transportation modes
- Transportation's connections to greenhouse gas emissions and net zero efforts
- Demographic trends and shifts affecting transportation
- Safety, accessibility, and Vision Zero efforts
- Quick response tactical interventions
- Emerging and alternative technologies
- Data-driven decision making for the right context
- The street as a place for people

- Regional transportation connections
- Social service transportation planning connections
- Public engagement on transportation process and decisions
- Curbside space and management

These elements will be analyzed within the context of existing policies and plans related to transportation the town has in place. Besides the Master Plan, these include but are not limited to: the Complete Streets Policy and Prioritization Plan; Arlington Center Parking Study and previous parking studies for East Arlington; Mass Ave Phase 2 Redesign; Town of Arlington Transportation Assessment Study (2002); the Koff Report; and various guidelines and policies developed by the Transportation Advisory Committee, including their Crosswalk Guidelines, Traffic Calming Guidelines, and Bicycle Facility Design Guidelines. The plan will also connect to parallel town planning efforts currently taking place or upcoming, such as the Climate Action Plan and Net Zero Action Plan.

Staff will work with the proposed Advisory Committee to determine the amount of work the selected consultant will spend on various aspects of plan development, including data collection, analysis, and public engagement.

### **Advisory Committee**

A Sustainable Transportation Plan Advisory Committee is proposed to assist with guiding the plan process and development. The Committee will assist with the scope of the STP and RFP development, provide feedback and input to the selected consultant over the course of the plan development, and act as a conduit for feedback on the plan through their respective departments, committees, and organizations. Committee members will also participate in public outreach, as necessary, to assist with community engagement as part of a robust public involvement process. Membership on the Committee will include one representative from each of the following:

1. Transportation Advisory Committee
2. Bicycle Advisory Committee
3. Parking Advisory Committee
4. Disability Commission
5. East Arlington Livable Streets
6. Walking in Arlington
7. Department of Planning and Community Development
8. Department of Public Works
9. Arlington Police Department
10. Health and Human Services Department
11. Town Manager's Office
12. Arlington business community

The membership makeup represents a variety of stakeholders and residents who are interested and involved in transportation for the town. Geographic representation will be another key factor for membership. The Town Departments included represent the primary

town staff involved with planning, designing, and maintaining transportation infrastructure and programs throughout the town.

### **Timeline of Plan Development**

The STP is expected to take 12-18 months to develop from start to finish. Much of the work is expected to be completed by the 2020 Annual Town Meeting. Regular progress updates will be provided to the Select Board as the STP is developed.



## Town of Arlington, Massachusetts

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### Requesting Change to Tax Calculation Method

#### Summary:

Town of Arlington Residents

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	TOA_Residents_CR.pdf	Correspondence



RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02474

2019 JUN -7 AM 11:35

Arlington, MA 02474  
June 2, 2019

Commissioner Christopher C. Harding  
Massachusetts Department of Revenue (DOR)  
100 Cambridge Street  
Boston, MA 02114

Dear Commissioner Harding:

Last January, all of the residents of Kelwyn Manor in the Town of Arlington were assessed a 57% land value assessment increase which resulted in a 25% - 30% tax increase. In contrast, the average tax increase in the Town of Arlington was 6.9% for single family homes.

When we asked the Board of Assessors of the Town of Arlington in public meetings to explain this variation among tax districts, they defended their methodology saying that "it was approved by the MA Department of Revenue"

Many of us are very concerned about the larger issue of how to prevent this from happening again. Systemic changes in the methodology used by the Arlington Board of Assessors are needed.

Enclosed you find a letter asking for your help. It describes the problem and offers possible solutions to better ensure fair and equitable real estate taxation across the entire Town.

It is signed by 59 Arlington residents as of today. Fifty-two signed electronically via DocuSign and an additional seven residents signed a hard copy of the letter.

Hopefully, our concerns and suggestions will be heard and positive changes will be made.

Please direct all your communications to [arlingtontaxincrease@gmail.com](mailto:arlingtontaxincrease@gmail.com)

We look forward to hearing from you.

Thank you.

*Residents of the Town of Arlington*

CC: Diane M. Mahon

Commissioner Christopher C. Harding  
Massachusetts Department of Revenue (DOR)  
100 Cambridge Street  
Boston, MA 02114

Arlington, MA 02474  
May 28, 2019

Dear Commissioner Harding:

We are writing to ask for your help to ensure fair and equitable real estate taxation within the Town of Arlington, MA. In FY2019, one Arlington Tax District #2 (Kelwyn Manor) was assessed a 57% land value assessment increase while others were assessed a 0% increase. This inequity resulted in an unfair tax burden for the ~200 single family homeowners in Tax District #2 which comprise only 2% of the approx. 9,385 single family homes in Arlington.

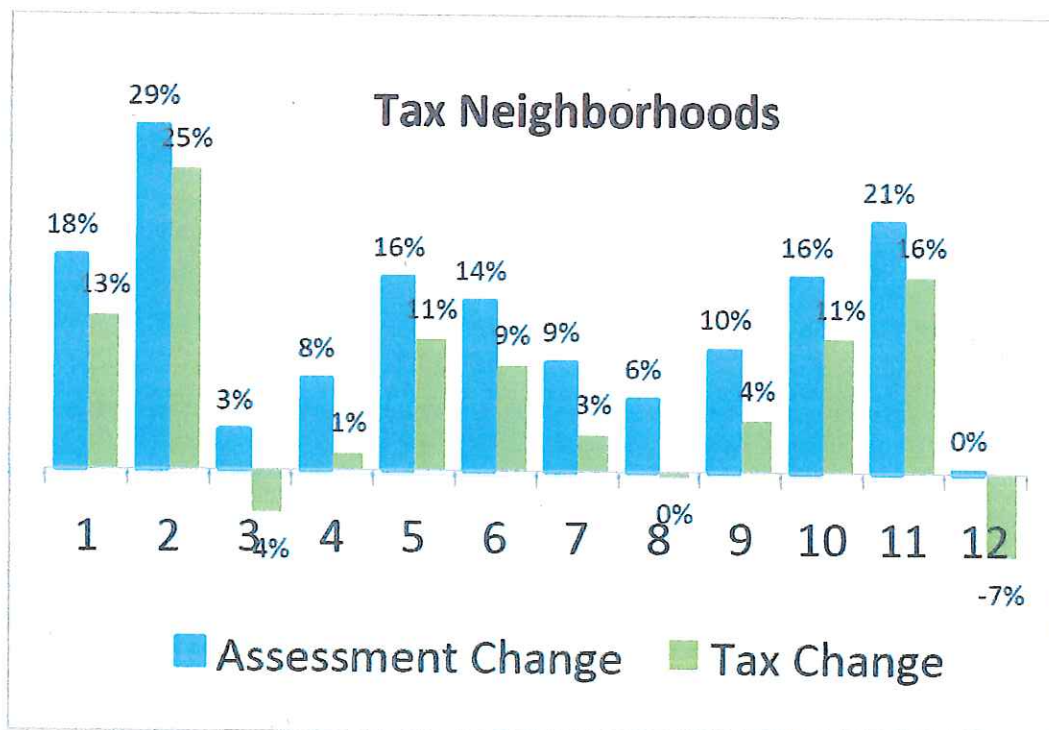
**Background:**

In FY2019, all of the approximately 200 owners of single family homes in Arlington Tax District #2 (of 12 tax districts) were assessed an "average" 25% tax increase. In contrast, the town average tax increase for single family homes was 6.9%. Moreover, some districts received a tax decrease of up to 7%! Please refer to chart below for details...

OFFICE OF THE BOARD OF ASSESSORS



TOWN OF ARLINGTON  
MASSACHUSETTS





When the residents asked the Board of Assessors of the Town of Arlington in public meetings to explain this variation among tax districts, they defended their methodology saying that “it was approved by the MA Department of Revenue” and they advised residents to file abatements. Eighty-eight of the almost 200 homeowners in Kelwyn Manor filed an abatement. Most residents that filed received a tax abatement of only ~3%. This was a small and arbitrary Band-Aid not a solution.

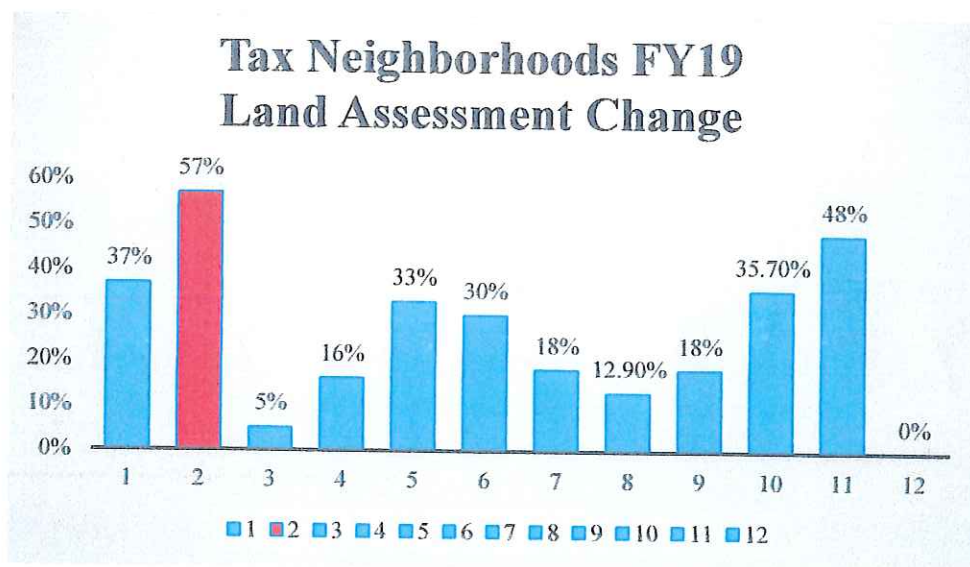
Based on your Department’s mission statement that it is “responsible for ensuring the fairness and equity of local property taxation” as well as regulation, we are appealing to you for your help in addressing what we feel is unfair and unequal real estate tax treatment within the Town of Arlington.

### What is the problem using the current methodology?

The real estate market has changed dramatically in the past five years and the ability to ensure fairness in property assessment has been complicated by many factors, including the soaring real estate market and the high rate of renovations and tear-downs. The zoning districts and formulas that have been previously used may have sufficed for that time, however it is clear that changes to mitigate tax district disparity need to be made.

FY2019 land value assessment increases for the 12 tax districts in Arlington were wildly disproportionate, ranging from 0% to 57%. This inequity resulted in an unfair tax burden for the ~200 single family home owners in Tax District #2. In contrast, Tax District #12 had no increase in total assessed value! That methodology is inconsistent with the objective of assessing all properties at “full and fair market value” as of January 1<sup>st</sup> of each year.

The breakdown of FY2019 land assessment increases by tax district was:



### Small Tax Districts are adversely affected by a few home sales.

The current methodology used by the Town of Arlington for assessments is based solely on previous sales in one single year. In 2017, there were only 5 home sales in Tax District #2. This is a statistically small sample (~2.5%) of single family homes in Tax District #2. What would happen if there was only one home sale? Would this one sale directly define the property assessments for an entire Tax District?

**Tear-downs and new construction are assessed according to the pre tear-down property assessment value plus the face value of permit costs and not on current fair market value.**

Home rebuilds and tear-downs are becoming more and more common in Arlington. Often times, a developer will construct a new home. Currently, the assessment changes are based on a model of calculating building value according to permit costs only, thereby undervaluing the property. This does not accurately reflect "fair market value". As a result, when the property is resold, the ratio of assessed value to sale price is artificially low, resulting in higher assessment increases and taxes for the entire neighborhood.

There are several cases in Tax District #2 of properties where the FY2019 assessment is lower than the 2017 sale price (presumably representing fair market value at the time). In fact, four of the five homes sold in Tax District #2 in 2017 have a current FY2019 assessed value less than the sale price of the home in 2017!

**Suggestions:**

- 1. The average sales price increase of all single family properties in Arlington should be the primary determining factor of property value assessment increases across all Tax Districts within the Town of Arlington.**

The real estate market is rapidly rising across the region. Sales prices are increasing, so it is logical that real estate values and assessments should increase for all properties in the entire town.

In any given year, there should be both a minimum and a maximum property value assessment increase for all single family properties in Arlington. The value should be based upon the average of the sales price increase of all single family properties in Arlington. According to Century 21 Realty, the average sale price of a single family home in Arlington from 2016 to 2017 rose by 6.9%.

- 2. The sale prices of homes within a tax district should be only a secondary determining factor of property value assessment increases.**

Currently, the sale prices of homes within a tax district is used as the primary factor for property value assessment increases within a tax district. However, it should only be a secondary factor, after applying the average increase in home sales for the entire town (see point #1). It is not fair and equitable that one small neighborhood is assessed a 29% property value increase, while in other neighborhoods the property value increase is 0% or very little.

- 3. Residents who have maintained their property but have not done major capital improvements need to be protected from property value assessment increases due to properties that have undergone rebuilds, tear-downs, and major capital improvements.**



In the case of the 5 homes sold in Tax District #2 in 2017, the very low ratios of tax assessment value to sales price were due, not only to higher demand and buyers willing to pay a higher price, but also due to the fact that properties that underwent new construction and building improvements were not correctly assessed at "fair market value".

In such cases, once the work is completed and before the property is resold, we strongly recommend that the Division of Local Services require the Town of Arlington to have a certified appraiser more accurately determine the "fair market value", especially of the building improvements. The building appraisal should accurately reflect the true market value. The current method of increasing building value assessment after an improvement, based solely on permit costs, does not accurately represent "fair market value".

4. **Consider reducing the number of "tax districts".** One root cause of unfair property assessment increases is the disproportionate size of the twelve tax districts. District #2 is one of the smallest tax districts with approximately 200 single family homes or only 2% of single-family homes in Arlington. Yet, in FY2019, all the homeowners in that neighborhood were assessed a disproportionate 57% land value assessment increase. This resulted in a tax burden increase of 25%- 30% versus 6.9% for the town average of single family homes. The designation of tax districting should be something to review in order to determine if any positive changes can be made that will ensure a more fair and equitable taxation.
5. **Require more regulation from the Division of Legal Services.** We know that the Town works with this Division on an annual basis and will be working with them more closely for the upcoming recertification for the Town of Arlington. However, it is not just a matter of the methodology used by the Town of Arlington "being approved by the Commonwealth of Massachusetts". The assessment methodology has to be fair and equitable. As we all witnessed in FY2019, the formulas that have served in the past are no longer adequate for the future.

We sincerely hope that our experience with FY2019 real estate tax bills can be mitigated with fair and equitable improvements in methodology. There should never be a time when one tax district is assessed a 25-30% tax increase in one year, while another tax district is assessed a 7% tax decrease.

We appreciate you taking our concerns and suggestions under advisement and look forward to hearing your comments and recommendations.

Thank you.

Sincerely,

*Signed by Residents of Kelwyn Manor (Tax District #2.) See next page for signatures.*

cc: Sean Cronin, Senior Deputy Commissioner, Division of Local Services  
cc: Joanne Graziano, Bureau Chief, Division of Local Services  
cc: Adam Chapdelaine, Town Manager, Town of Arlington  
cc: Diane M. Mahon, Town of Arlington, Select Board Chair  
cc: Paul Tierney, Director, Town of Arlington Board of Assessors  
cc: Brian McGrory, Editor, The Boston Globe



**DocuSign and Hard Copy Signatures on Letter dated May 28, 2019 to Commissioner Christopher C. Harding, Massachusetts Department of Revenue (DOR)**

Recipient Name	Date Signed	Status	"Subject"
Larry Zimmerman	6/2/2019 12:31:35 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Sarah Smith	6/2/2019 8:11:26 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Mark Marsden	6/1/2019 8:43:22 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Irene MacKinnon	6/1/2019 4:27:48 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Albertina Natalie Noyes	6/1/2019 2:50:59 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Heather Carey	6/1/2019 1:06:27 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Neil Saunders	6/1/2019 1:02:24 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Cedrine Bell	6/1/2019 12:10:28 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Joseph Cella	6/1/2019 12:03:08 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Kathleen Keffe	5/31/2019 6:26:45 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Lois Shannon	5/31/2019 3:24:05 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Anne Wilson	5/31/2019 3:17:21 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Peter Schweich	5/31/2019 1:15:48 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Richard Cahill	5/31/2019 7:37:12 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Fiona Howard	5/31/2019 7:19:08 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Casey Recupero	5/31/2019 6:45:05 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Karen Hartford	5/31/2019 2:46:54 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Mark Hickey	5/30/2019 12:34:47 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Carolyn S. Dobbyn	5/30/2019 12:06:44 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Philip Herderhurst	5/30/2019 9:49:10 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Ralph Cadorette	5/30/2019 4:53:16 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Thomas Lynch	5/29/2019 11:59:30 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Michael Kearney	5/29/2019 8:56:50 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Patsy O'Brien	5/29/2019 8:27:23 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Yvonne Manton	5/29/2019 5:43:47 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Jennifer Roderick	5/29/2019 5:37:42 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Mike Manton	5/29/2019 5:30:16 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Derek Kenney	5/29/2019 5:22:01 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Wyndy Ayares	5/28/2019 6:00:17 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Marie McDonnell	5/28/2019 5:27:18 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Peter Cerundolo	5/28/2019 4:53:42 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Christine Hall	5/28/2019 4:23:57 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Ann Cella	5/28/2019 3:04:29 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Pat Sacca	5/28/2019 2:56:47 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Bruce Wells	5/28/2019 2:25:39 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Lil Swanstrom	5/28/2019 2:22:47 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Bishal Mainali	5/28/2019 2:15:01 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
John Cogswell	5/28/2019 2:05:46 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Joshua Ayares	5/28/2019 1:50:13 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Robert MacPhee	5/28/2019 1:33:19 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Denise Lynch	5/28/2019 1:16:25 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Janet Marsden	5/28/2019 1:02:59 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Shailesh Patel	5/28/2019 12:19:27 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Robin Purcell	5/28/2019 12:12:00 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Patrick McGloin	5/28/2019 12:02:24 PM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Dan Chadwick	5/28/2019 11:55:50 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Dave Erbe	5/28/2019 11:55:41 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
George Bell	5/28/2019 11:55:27 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Jacquie Burgess	5/28/2019 11:54:58 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Frank Ceppi	5/28/2019 11:54:45 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Colleen Donohue	5/28/2019 11:51:14 AM PDT	Completed via DocuSign	Letter to DOR Commissioner Harding
Nancy Ulrich	5/28/2019	Signed Hardcopy of Letter	Letter to DOR Commissioner Harding
Bradford Barber	5/28/2019	Signed Hardcopy of Letter	Letter to DOR Commissioner Harding
Christopher W. Kita	5/28/2019	Signed Hardcopy of Letter	Letter to DOR Commissioner Harding
Patricia L. Bosia	5/31/2019	Signed Hardcopy of Letter	Letter to DOR Commissioner Harding
Amy Meadows	5/31/2019	Signed Hardcopy of Letter	Letter to DOR Commissioner Harding
Scott T. Meadows	5/31/2019	Signed Hardcopy of Letter	Letter to DOR Commissioner Harding
Kathleen M. Perrier	5/31/2019	Signed Hardcopy of Letter	Letter to DOR Commissioner Harding



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## Town of Arlington, Massachusetts

**NEW BUSINESS**



## **Town of Arlington, Massachusetts**

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**Next Scheduled Meeting of Select Board July 22, 2019**