



## **Town of Arlington Select Board**

### **Meeting Agenda**

July 22, 2019

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

1. Presentation: Report on Demolitions and Replacement Homes  
Jenny Raitt, Director of Planning & Community Development
2. Presentation: Housing in Arlington  
Adam W. Chapdelaine, Town Manager  
Jenny Raitt, Director of Planning & Community Development

#### **CONSENT AGENDA**

3. Minutes of Meetings: June 17, 2019
4. Reappointments (terms to expire 6/30/2022)  
Board of Health  
Kevin Fallon  
Board of Youth Services  
Kimberly Cayer  
Cemetery Commission  
Michele Hassler  
Commission for Arts and Culture  
Aneise Ruggles  
Conservation Committee  
Nathaniel Stevens  
Constables  
Richard Boyle  
Open Space Committee  
Kelsey Cowen  
Brian Kelder  
Ann LeRoy
5. Reappointments: Board of Commissioners of Trust Funds  
Damon Barglow (term to expire 6/30/2021)  
Augusta Haydock (term to expire 6/30/2022)
6. For Approval: Annual Arlington for All Ages 5K Race, September 8, 2019  
Susan Carp, Executive Director, Council on Aging  
Health and Human Services Charitable Corporation

7. For Approval: Arlington Open Studios Banners  
Pamela Shanley, Director, Arlington Open Studios
8. Request: Special (One Day) All Alcohol License, 8/17/19 @ Whittemore Robbins House for a Private Event  
Jillian DeMair and Keith Stone
9. Request: Special (One Day) Beer & Wine License, 9/14/19 for Town Day Beer Garden  
Marie Krepelka and Kathleen Darcy, Town Day Committee Co-Chairs

#### **APPOINTMENTS**

10. Cyrus Dallin Art Museum, Board of Trustees  
Susan Gilbert (term to expire 12/31/2022)
11. Park and Recreation Commission  
Phil Lasker (term to expire 06/30/2022)

#### **LICENSES & PERMITS**

12. 7:15 p.m. National Grid Petition/Intersection of Forest Street and Bow Street (Public Way)  
Barbara Kelleher, Permit Representative  
(all abutters notified)  
(tabled from 6/17/2019 meeting)

#### **CITIZENS OPEN FORUM**

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

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

13. Discussion: MWRA Debt Shift  
Adam W. Chapdelaine, Town Manager
14. Discussion & Approval: Water/Sewer Rate Increase  
Adam W. Chapdelaine, Town Manager
15. Discussion: Confirmation of Date for Goal Setting Session  
Diane M. Mahon, Chair  
Adam W. Chapdelaine, Town Manager
16. Discussion: Future Select Board Meetings, September and October 2019

#### **CORRESPONDENCE RECEIVED**

17. Letter to Lexington Select Board re: Proposed Project at 840 Emerson Gardens Road, Lexington  
David White, for the Friends of Arlington's Great Meadows

#### **NEW BUSINESS**

#### **EXECUTIVE SESSION**

Next Scheduled Meeting of Select Board August 12, 2019





## Town of Arlington, Massachusetts

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### **Presentation: Report on Demolitions and Replacement Homes**

#### **Summary:**

Jenny Raitt, Director of Planning & Community Development

#### **ATTACHMENTS:**

Type	File Name	Description
▢ Reference Material	190711_Memo_Demos_and_Replacement_Homes.pdf	Memo from Planning Department
▢ Reference Material	190711_Report_on_Demos_and_Replacement_Homes_clean.pdf	Report on Demolitions and Replacement Homes





**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: Jennifer Raitt, Director, Dept. of Planning and Community Development/kl  
Date: 7/11/2019  
RE: Report on Demolitions and Replacement Homes

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From October 2018 through March, 2019, the Department of Planning and Community Development (DPCD) studied the impact of residential construction projects (both large additions and replacement homes) on Arlington's low-density residential neighborhoods. The study evaluated the effectiveness of Arlington's current demolition delay bylaw (formally known as Title VI, Article 6: Historically or Architecturally Significant Buildings) to determine whether it should be amended. 2018 Special Town Meeting voted to study whether the demolition delay bylaw should be amended in scope or procedure relative to the demolition of residential buildings, including, but not limited to, determining if the definition of "significant buildings" and/or the inventory of historic buildings is sufficient, and whether substantive or procedural alterations to the bylaw should be made in the interests of preserving historically and architecturally significant residents in Arlington. The Manager directed the Residential Study Group (RSG) to study the demolition of Arlington residential structures and associated impacts on a number of factors in Arlington's residential neighborhoods, such as housing affordability, historic preservation, neighborhood demographics, neighborhood character, and the impact of construction activity on abutters.

The enclosed Report on Demolitions and Replacement Homes describes these impacts. The RSG developed a scope of work for the report, which includes the eight categories that were assigned for study by the Select Board. DPCD investigated these issues as they relate to residential demolitions in R0, R1, and R2 zoning districts over an eight-year study period from 2010 to 2017; DPCD later expanded the study period to 9.5 years, to include 2018 and January through June of 2019. This analysis was completed using data from Arlington's Inspectional Services and Assessor's Departments; Geographic Information Services; the US Census; the American Planning Association; interviews with staff from Arlington's Engineering Department; and discussions with planners and preservation agents in area municipalities.

The report discusses several key findings as they relate to large additions and replacement homes in Arlington:

- 1) Replacements and large renovations have occurred at fairly low rates in the last decade. Between 2010 and 2019, homes in Arlington's low density residential districts were replaced or renovated at a rate of 27 homes per year, representing a small proportion of homes in the R0, R1 and R2 zoning districts. The impact of new construction may feel different to a resident in an R0 or R1 zoning district, where a smaller, older homes tend

to be replaced by structures that maximize the square footage allowed by the zoning bylaw, compared to a resident in an R2 zoning district, where homes tend to be replaced by two-family structures, suggesting that any strategy for addressing the impact of new construction may need to vary by zoning district or neighborhood.

- 2) Housing affordability is a significant concern in Arlington, although expanding demolition delay is not the appropriate vehicle for increasing affordable housing. While newly-constructed homes are on average more expensive than smaller, older structures, the appeal of Arlington's community, increasing regional demand for housing, and limited housing production in town has a more significant impact on housing prices.
- 3) Concerns about the impacts of residential construction on the natural environment, particularly through increased stormwater runoff and tree removal, are issues that are actively being addressed by other Town departments and committees through the development of policies and enforcement strategies.
- 4) Demolition delay is a historic preservation tool designed to allow local historians the opportunity to work with property owners to preserve historic characteristics of a structure during renovation or redevelopment, or barring the ability to preserve a structure, allow adequate time for documentation of the property before it is demolished. It is not intended to be used to establish a de facto moratorium on development. The Arlington Historical Commission (AHC) currently manages an inventory of more than 1,200 properties subject to demolition delay. In early April, the Historical and Cultural Resources Working Group completed the Survey Master Plan. The Survey Master Plan recommends that before the AHC adds any additional areas or structures to the local inventory, the town should first amend the bylaw to clarify the process and criteria by which the AHC adds properties to the local inventory. It is particularly critical that clarification of AHC's process and criteria be completed prior to considering amending the bylaw to use a date of construction or the age of a structure as a threshold for triggering demolition delay.

The report was the result of a directive to determine how to best control the demolition of older, smaller homes which are replaced with homes that may not be consistent with the character or development pattern of the neighborhood. Demolition delay is a tool used to protect historic structures and should not be misconstrued as an effective tool to protect affordability and prevent development. However, there needs to be a method to bring new residential structures into conformance with the aesthetic preferences of the community.

With that in mind, DPCD recommends the following two-pronged approach: first, clarifying the process and criteria by which the AHC adds properties to the local inventory in advance of using the results of the Survey Master Plan to guide any future amendments to the demolition delay bylaw; and second, pursuing the development of residential design guidelines. Overall, these recommendations are a balanced approach and address the goals of the Town Meeting article, and are not in conflict with Arlington's Master Plan.



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DEPARTMENT OF PLANNING and  
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**Department of Planning & Community Development**

# **Report on Demolitions and Replacement Homes**

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**DRAFT – 7/11/2019**

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## INTRODUCTION

The Residential Study Group (RSG) has been tasked with studying two interrelated concerns occurring in Arlington: the demolition of structures that may be affordable and the incompatibility of new structures in established neighborhoods. From October 2018 through March, 2019, the Department of Planning and Community Development worked with the Residential Study Group to study these concerns. The study was a direct outcome of Special Town Meeting's request in 2018 that the Residential Study Group evaluate the effectiveness of Arlington's current demolition delay bylaw (formerly known as Title VI, Article 6: Historically or Architecturally Significant Buildings) and determine whether it should be amended. In particular, the group was tasked with studying the demolition of Arlington residential structures and associated impacts on a number of factors in Arlington's residential neighborhoods, such as housing affordability, historic preservation, neighborhood demographics, neighborhood character, and the impact of construction activity on abutters. In this report, the Department of Planning and Community Development (DPCD) identifies recommendations for the RSG to consider advancing to a future Annual Town Meeting.

## ANALYSIS OF EXISTING CONDITIONS

This section provides an overview of Arlington's current regulatory controls, an analysis of low-density zoning districts, and baseline account of trends related to replacement homes in Arlington. In recent years, there have been instances where smaller homes have been replaced with larger homes or two-family homes. This trend has been concerning due to the loss of smaller, perhaps naturally-occurring, affordable homes. The DPCD documented the existing conditions through a study of the existing regulatory controls as well as building permit data, with data analysis of homes that were substantially renovated or replaced between 2010 and the end of June, 2019 (the study period).

### Regulatory Controls

The Town of Arlington uses zoning to express the community's development blueprint: the where, what and how much of land uses, intensity of uses, and the relationship between abutting land uses and the roads that serve them. Being a predominantly residential community, this discussion will focus on residential uses and the way local regulations control development in Arlington.

### Zoning Bylaw

The Zoning Bylaw controls development through defining the allowable uses within a zoning district, setting reasonable density and dimensional controls, and other special regulations. In Arlington, there are eight residential zoning districts, which are organized by allowable density. However, the primary allowed use is single-family dwellings and two-family dwellings across the eight zoning districts. In the lowest density districts (R0 and R1), the only allowed use is a single-family dwelling. In the R2 District, two-family dwellings are also allowed. Some accessory uses are allowed, but those are associated with the residential use. Specifically, the Zoning Bylaw in Section 5.4.1 describes these three zoning districts as follows:

*R0: Large Lot Single-Family District: The Large Lot Single-Family District has the lowest residential density of all districts... The Town discourages intensive land uses, uses that would detract from the single-family residential character of these neighborhoods...*

*R1: Single-Family District: The predominant uses in R1 are single-family dwellings... The Town discourages intensive land uses, uses that would detract from the single-family residential character of these neighborhoods...*

*R2: Two-Family District: The predominant use in R2 is a two-family dwelling or duplex... The Town discourages uses that consume large amounts of land, uses that would detract from the single-family and two-family or duplex residential character of these neighborhoods.*

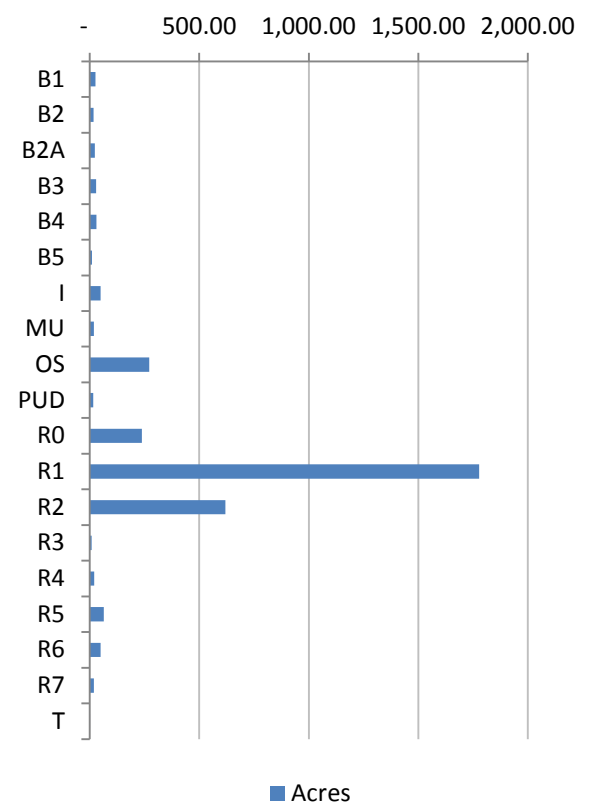
It is clear that the intent of the Zoning Bylaw is to limit these zoning districts to low-density residential uses. Of particular note is the ability to replace a single-family home in the R2 District with a two-family home by right assuming all dimensional requirements are met. The other five residential zoning districts allow greater density, are located on major corridors with public transportation, and in some cases, allow small offices that complement the residential character. Of Arlington's total land area, 80% is within the R0, R1, and R2 Zoning Districts; 85% of all land in Town is zoned between R0 and R7.

The Zoning Bylaw sets forth certain dimensional requirements as well, including minimum lot sizes, minimum setbacks, open space and lot coverage requirements, as well as the maximum height in feet and the maximum number of stories in Section 5.4.2 of the Zoning Bylaw. The minimum lot size for residential uses ranges from 6,000 square feet (R1 and R2 District) to 9,000 square feet (R0 District). The Master Plan describes the minimum lot size and minimum frontage required in these districts as consistent with the prevailing development pattern. The Plan also suggests that standards that affect the intensity of the use, such as maximum floor area ratio (FAR), lot coverage, setbacks, and open space ratios, are reasonable and consistent with neighborhood development patterns. Finally, the maximum residential height, 35 feet and 2.5 stories, is described in the Master Plan as largely consistent with neighborhood development patterns. In combination, these requirements create the building envelope on a lot, which limits the area that could be occupied by a structure and the amount of impervious surfaces on a lot. The size of the building envelope is proportional to the size of the lot. Assuming that a project meets all of the use and dimensional requirements of the Zoning Bylaw, the project may proceed with applying for a building permit.

In many cases, the residential structure on the lot may be nonconforming due to when the lot was created or when the structure was built. The Zoning Bylaw allows single-family and two-family dwellings to be altered and extended if the proposed project does not create new nonconformities and is not detrimental to the neighborhood after review by the Zoning Board of Appeals per Section 8.1.3.

Certain alterations or additions to existing structures require additional review by the Zoning Board of Appeals. Large additions or alterations are defined as additions or alterations that increase the gross floor area of a building by more than 750 square feet or more, or by 50% or more of the building's gross floor area. As described in Section 5.4.2 (B) of the Zoning Bylaw, large additions are not allowed unless

**Total Acres of Land by Zone**



the addition is completely contained within the existing foundation or that there is a finding by the Zoning Board of Appeals (ZBA) that the alteration or addition is in harmony with the other structures and uses in the vicinity. This review is triggered by a single project or the cumulative alterations or additions within the past two years. There are a handful of large addition reviews each year; available data indicates that there were 29 special permits issued by the ZBA between January, 2012 and June, 2019, an average of just under four special permits per year.

### Town Bylaw

The Town Bylaw outlines development controls related to historic properties through the Local Historic Districts and demolition delay. The Local Historic Districts are administered by the Arlington Historic Districts Commission, while the demolition delay bylaw is administered by the Arlington Historical Commission.

There are seven Local Historic Districts in Arlington, all of which have some properties in at least one of the low-density residential zoning districts. In Local Historic Districts, any exterior removal, construction, or alteration that is subject to the public view requires approval from the Historic Districts Commission. The review ensures a heightened level of protection against incongruous alterations of structures or the environment within the purposes of each historic district. The Historic Districts Commission has adopted design guidelines to assist property owners with project application and review.

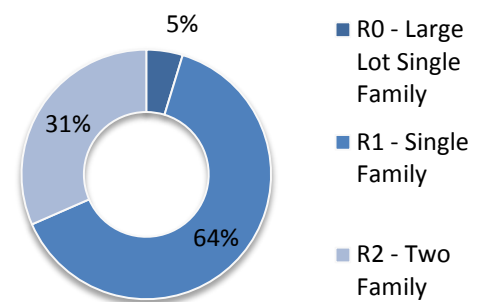
Arlington's demolition delay bylaw applies to any building that is listed on, or part of an area listed on, the National Register or is an inventoried property deemed significant by the Historical Commission. Demolition is defined as including when a property owner proposes to change or remove more than 25% of any one front or side elevation, as well as including a property owner's failure to maintain a watertight and secure structure or the complete removal of the structure. If during the hearing, the Historical Commission determines that the structure is preferably preserved, a 12 month delay is imposed to allow the opportunity to work with the property owner to find alternatives to demolition. Ultimately, however, the structure may still be demolished at the completion of the delay period. Between 2012 and 2015, two properties were demolished following demolition delay.

### Data Analysis of Homes by Zoning District

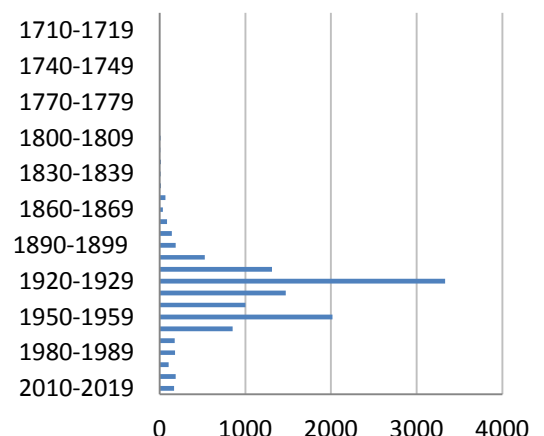
To fully understand the scale of demolitions in Arlington, DPCD compared data on replacement homes and substantial renovations to the overall data on all homes in R0, R1, and R2 zoning districts. Arlington has 11,465 parcels and 15,020 housing units in the R0, R1, and R2 zoning districts, the majority of which (64%) are in the R1 zoning district.

Although many homes have been remodeled to various degrees, only a small proportion of all Arlington homes have been constructed since 2000. Of the homes in R0, R1, and R2 zoning districts, the middle 50% were constructed between the 1920s and the 1950s; only 6.8% have been constructed since 1970. A deeper analysis of home age by zoning district indicates that homes in the R0 zoning district tend to be newer—with a median year built of 1953—than those in R1 or R2 districts, where the median year of home

**Total homes by zoning district**



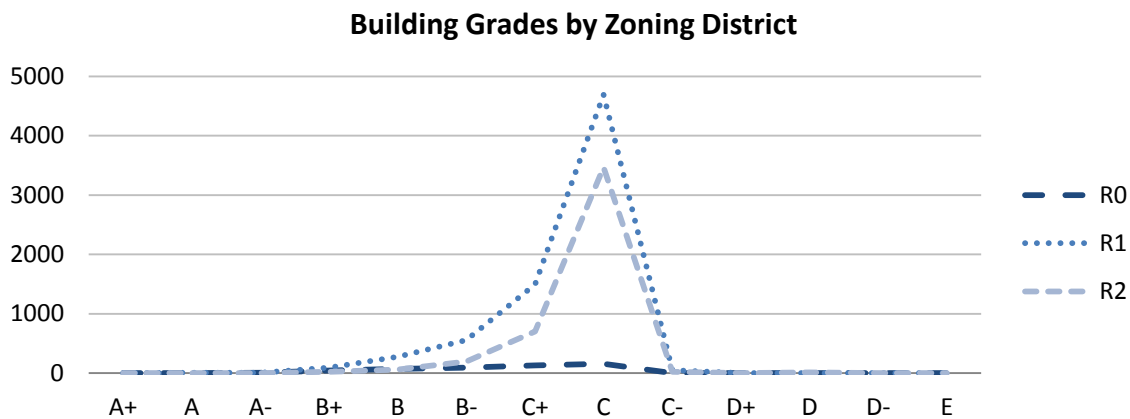
**Structures by 10-year cohort**



construction is 1930 and 1925, respectively. R0 zoning was adopted at Annual Town Meeting in May, 1991.

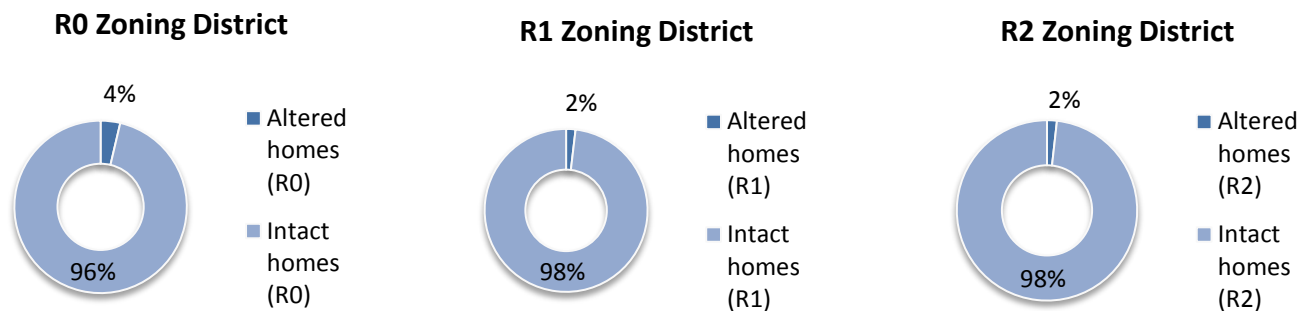
Owner tenure tends to be fairly similar across zoning districts. In the R0 district, the median length of tenure is nine years, versus 11 years in R1, and eight years in R2. Notably, when selecting exclusively for single-family home owners in the R2 district, rates of tenure increase to an average of 17 years and a median of 14 years.

The building condition of Arlington's housing stock in R0, R1 and R2 zoning districts was evaluated using building grades from the Arlington Town Assessor's database. Buildings are assigned a grade between A+ (excellent) and E (very poor), based on the quality of the structure's construction quality and materials.<sup>1</sup> In all zoning districts evaluated in this study, the median building grade is a C, or average. In comparison, homes built since 2010 tend to have better building grades, with newly constructed homes in R0 receiving a median grade of B (good), R1 receiving a grade of B (good), and R2 homes receiving a grade of B- (good (-)).



A limited proportion of Arlington's single- and two-family homes have been affected by the replacement trend. Over the 9.5-year study period, a total of 255 homes were substantially renovated or replaced. Twenty-three of these homes were in the R0 zoning district (4.25% of all R0 homes), or just over two homes per year (0.45% of all R0 homes per year). In the same time period, 160 or 2.2% of all homes in the R1 zoning district were substantially renovated or replaced, around 20 homes per year (0.27% of all R1 homes); and 72 or 2% of all homes in the R2 zoning district were substantially renovated or replaced, approximately nine homes per year (0.25% of all R2 homes).

*Renovated or replaced homes by zoning district as a proportion of overall homes in that district*

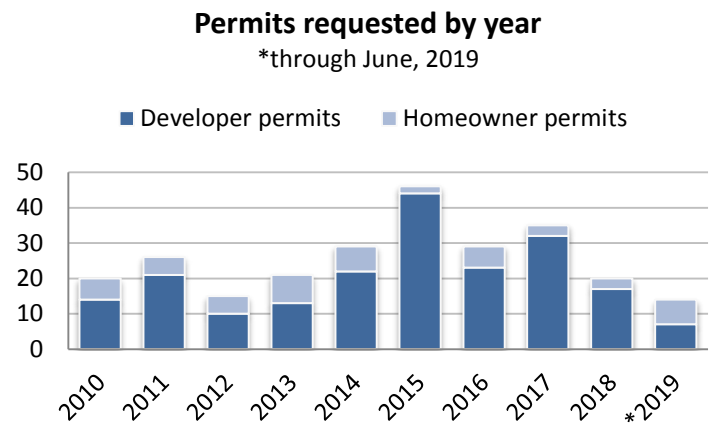


<sup>1</sup> International Association of Assessing Officers. Standard on Mass Appraisal of Real Property. 2013. Pg. 6-7.



## Scale and Impact

As part of the existing conditions analysis, DPCD reviewed the inventory of housing stock in Arlington and recent rates of demolitions. As described in the previous section, 255 permits were issued for major construction projects during the study period: 203 for demolitions and 52 for substantial renovations. On average, 27 permit applications (representing 0.23% of Arlington residential properties in R0, R1, and R2 districts) were filed each year, peaking in 2015 with 46 permits filed, and as of June 30, 2019 there were 9 building permits issued for complete demolition. Sixty (60) permit applications—24% of all applications—were for demolition permits to replace a single-family home with a two-family home.<sup>2</sup> Of the total number of permits requested, 20% were issued to homeowners and 80% were issued to contractors/developers.<sup>3</sup>



Projects completed during the study period were distributed across town, although certain areas experienced more change than others. In particular, there were concentrations of permits along Mott Street and Dorothy Road (12 total), and another concentration of permits on Park and Beacon Streets (12 total). Turkey Hill, the northern portion of Morningside, and the northern area of Arlington Heights near the Belmont line saw more renovation projects than elsewhere in town, as well as a concentration of demolitions.

There is substantial financial incentive for replacing a home or undertaking a major renovation project. The median assessed value of replacement homes—whether the project was homeowner or developer-driven—is 96% greater than the pre-construction assessment. In addition, for many older homes in Arlington, the value of the property far outweighs the value of the structure on that property. For example, in the R1 zoning district, the median assessed land value for parcels on which the home was built prior to 2010 is \$357,650, whereas the median assessed value of the building is \$250,000—the structure is essentially worth 70% of the land value. In the same zoning district, homes built since 2010 have a significantly higher building value—146% of the land value—with a median assessed land value of \$368,200, and a median assessed building value of \$539,800.<sup>4</sup>

DPCD also analyzed the value increase in homes where developers or homeowners completed a substantial renovation project via a large addition. Developers who completed such projects before selling the home to new occupants saw a median 83% increase in the assessed value of the home. The

<sup>2</sup> This is not explicitly stated on the permit application; this data was determined by studying the historical data for permit applications related to a specific address, and noting which demolition permit applications were followed by permit requests to construct two-family homes.

<sup>3</sup> To determine whether the project was undertaken by a homeowner or developer, each building permit request was reviewed to see if the owner was a single instance of a request by one individual versus an LLC, corporation, or an individual making repeat building permit requests on different properties. Sales data was also considered in determining homeowner status: in many cases, projects completed by homeowners during the study period have not yet been put on the market for sale.

<sup>4</sup> Because the land value of multifamily homes is commonly assessed as \$0, this analysis was not conducted for homes in the R2 zoning district.

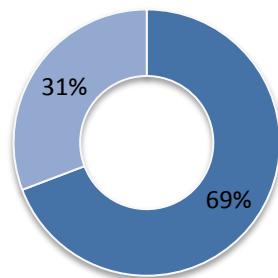
increase in home value is in part because of improvements to a home's condition, but also results from an increase in square footage. In general, homes constructed since 2010 are larger and have a higher floor area ratio (FAR) than homes constructed prior to 2009. A breakdown by zoning district is below:

	R0 zoning district	R1 zoning district	R2 zoning district
<b>Median SF: 2010 – present</b>	3907	3077	2341
<b>Median SF: 2009 and earlier</b>	2592	1816	2200
<b>FAR: 2010 – present<sup>5</sup></b>	0.34	0.4	n/a <sup>6</sup>
<b>FAR: 2009 and earlier</b>	0.22	0.29	n/a

Not all replacement homes or substantial renovations are developer-driven. Of those homes that were substantially renovated between 2010 and June 2019, 31% of the projects were initiated and completed by homeowners. Homeowners initiated 17% of overall home replacements during the study period. For homeowners, replacement home projects resulted in a median increase of 76% in assessed value, while substantial renovation projects yielded a median increase of 72% over pre-construction assessment values. DCPD did not find an instance of a homeowner converting a single-family home to a two-family home during the study period.

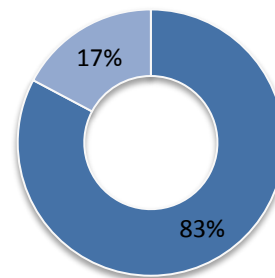
#### Substantial renovations

■ Developers ■ Homeowners



#### Teardowns

■ Developers ■ Homeowners



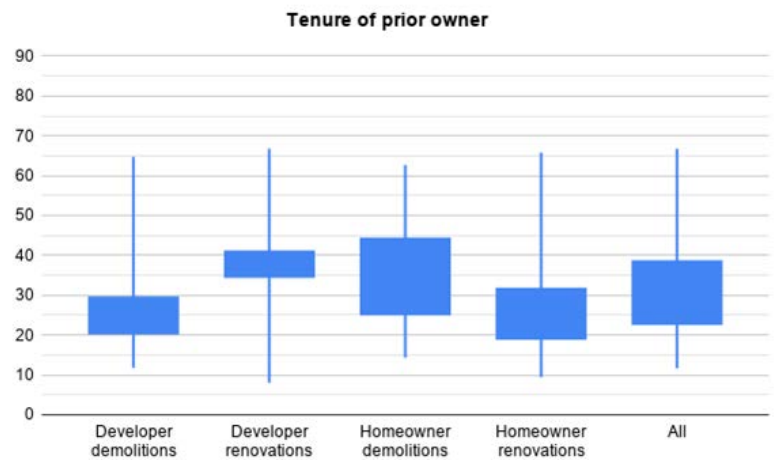
## Impact on Sellers

DPCD looked at the assessor's records for each of the properties demolished or substantially renovated during the study period to gather information about the owners of the properties before they were demolished or renovated. Overall, the median tenure of the seller (the resident who owned the home prior to the purchaser who completed a demolition or substantial renovation project) was 23 years; the middle 50% of sellers lived in their homes between 12 to 40 years. The chart below shows the overall spread in lengths of prior homeowner tenure in years, with the middle 50% identified in the larger blue boxes. A breakdown of seller tenure by type of subsequent redevelopment is listed below.

<sup>5</sup> FAR was calculated by dividing the total finished square footage of a property by the land area.

<sup>6</sup> Land size was unavailable for most two-family homes in the R2 zoning district, so FAR could not be calculated.

Tenure of prior owners		
	Median tenure	Middle 50%
Demolitions by developers	20 years	12 to 30 years
Renovations by developers	35 years	8 to 41 years
Demolitions by homeowners	25 years	14 to 44 years
Renovations by homeowners	19 years	9 to 32 years
All	23 years	12 to 38 years

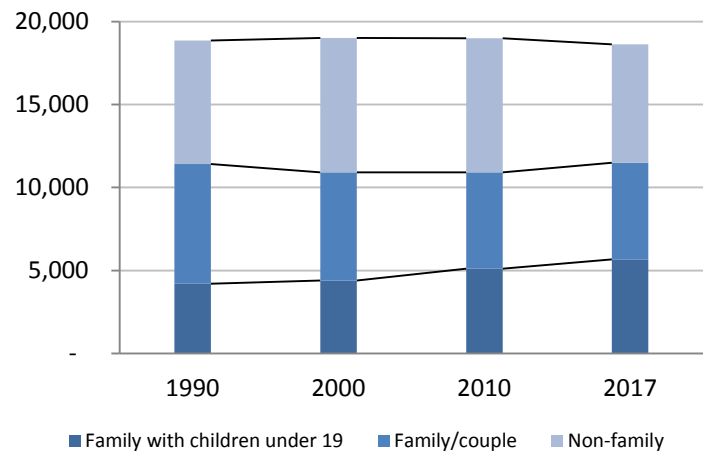


Additional information on seller demographics and income levels is available, however the data above suggests that the average seller of a home that is then replaced or substantially renovated tends to be middle-aged or older by the time of sale and has likely gained substantial equity in their home prior to selling.

### Population, Households and Household Composition

Arlington's overall and household populations have been fairly static since the turn of the century, with a 0.8% change increase in population between 1990 and 2017. Non-family households increased in 2000 and 2010, but have since gone down as a proportion of all households. In 2017, the number of family households increased by 5.3% over the 2010 family household population, although the overall number of households went down by nearly 2%. The most significant changes in household composition have been in the proportion of families with children: this cohort has increased 11% since 2010, and 35% since 1990.

### Household Composition, 1990-2017



### Age

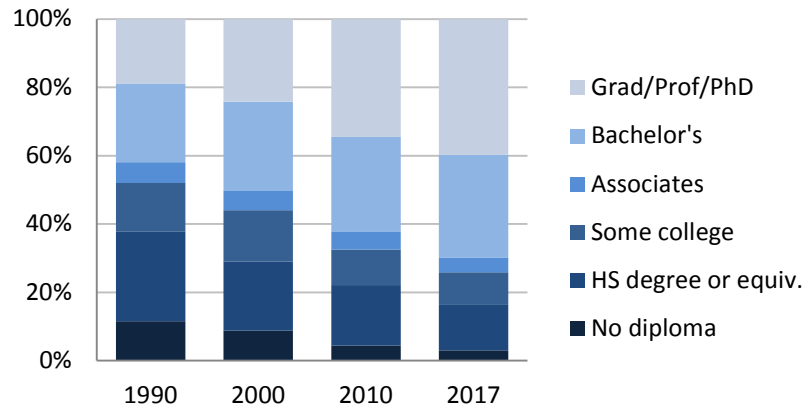
The median age in Arlington is 41.4, about 10% higher than the Boston-Cambridge-Newton, MA-NH Metropolitan Area (38.7) and slightly higher than the Massachusetts median (39.4).<sup>7</sup> The median age of Arlington residents has risen by approximately 5% since the year 2000.

<sup>7</sup> 2017 American Community Survey

## Education

The educational attainment of Arlington's adult population increased every census year since 1990. In 2017, nearly 70% of Arlington's population age 25 and older had at least a bachelor's degree or higher, compared to 42% in 1990. This is 1.5 times higher than regional rates: in the Boston-Cambridge-Newton region, 46.4% of residents 25 and older have a bachelor's degree or higher. As of 2017, more residents had a graduate or professional degree (39.8%) than those who had a bachelor degree alone (30.2%).<sup>8</sup>

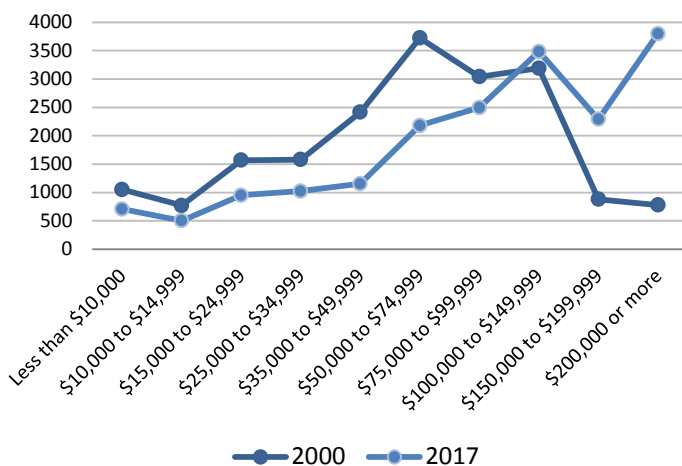
### Educational Attainment, Adults 25 and older



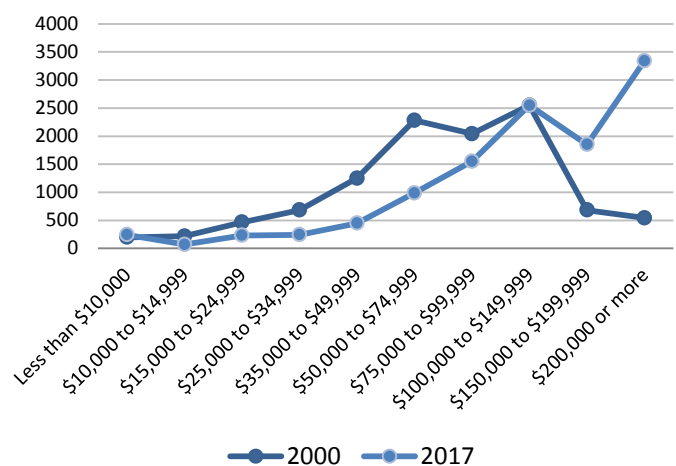
## Income

In 2017, the median household income in Arlington was \$103,594, about 25% more than the median in the Boston-Cambridge-Newton, MA-NH Metro Area (\$81,838), and about 1.4 times the statewide median (\$74,167).<sup>9</sup> As of 2017, nearly 33% of all households earned more than \$150,000 annually, and 23.3% of all households earned less than \$50,000.<sup>10</sup> (Note: year 2000 data in the graphs below has not been adjusted for inflation.)

### Overall household income, 2000 and 2017



### Family household income, 2000 and 2017



In general, household incomes in Arlington have skewed toward upper-income levels in the past decade. Adjusting median incomes for 2017 dollars reveals that Arlington's households have, on average, grown more affluent, earning 25% more in 2017 than the household median income in 1990.<sup>11</sup> Households across Middlesex County have seen a more moderate 5.5% increase in income over the same time period.

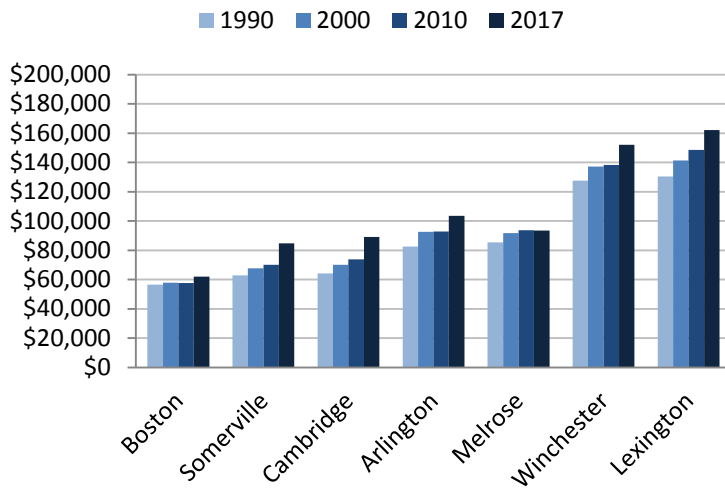
<sup>8</sup> 1990 and 2000 U.S. Census; 2010 and 2017 American Community Survey.

<sup>9</sup> 2000 U.S. Census; 2017 American Community Survey.

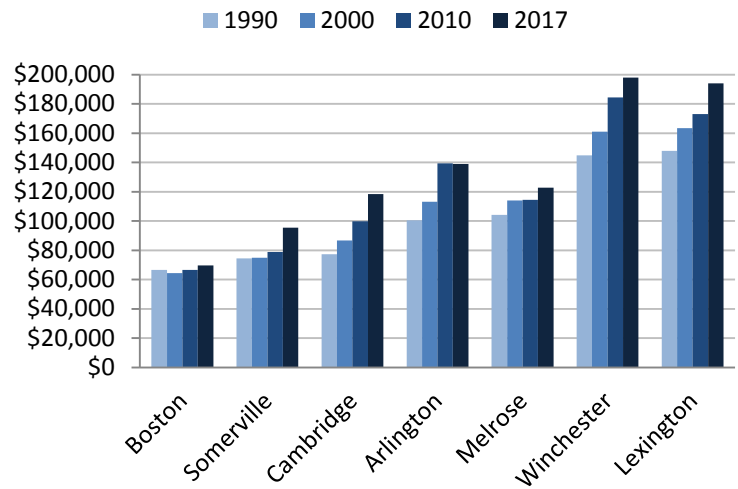
<sup>10</sup> 2017 American Community Survey.

<sup>11</sup> Adjustments for inflation were made using the US Bureau of Labor Statistics calculator at <https://data.bls.gov/cgi-bin/cpicalc.pl?>

**Median Household Income**  
(In 2017 Inflation-Adjusted Dollars)



**Median Family Household Income**  
(In 2017 Inflation-Adjusted Dollars)



Looking at a sample of other municipalities in the region, Arlington has historically had lower income levels than Lexington and Winchester, but higher than Cambridge and Somerville. Melrose and Arlington had nearly identical median income levels in 1990, but Arlington has seen greater increases in the past decade. With the exception of Boston and Melrose, municipalities have seen similar increases in median incomes between 2010 and 2017, with family households experiencing larger increases than non-family households.<sup>12</sup>

<sup>12</sup> 1990 and 2000 U.S. Census, 2010 and 2017 American Community Survey

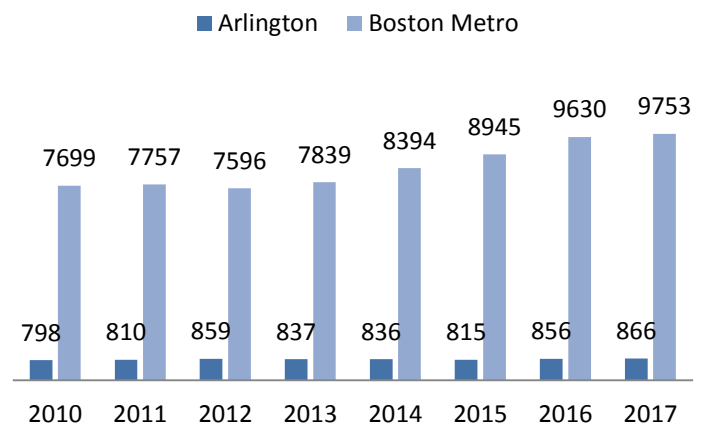
## RESEARCH DIRECTED BY SPECIAL TOWN MEETING

Special Town Meeting in 2018 requested the RSG evaluate the effectiveness of Arlington's current demolition delay bylaw and determine whether it should be amended. In particular, the group was tasked with studying the demolition of Arlington residential structures and associated impacts on a number of factors in Arlington's residential neighborhoods, including impact on persons employed in the building trades, impact on the natural environment, and continuing work on assessing localized disruption and health impacts during demolition and construction to evaluate whether there exist gaps in the regulatory framework that should be addressed through implementation of new or revised policy.

### Impact on Persons Employed in the Building Trades

The Executive Office of Labor and Workforce Development (EOLWD) tracks local employment trends over time. The chart below shows annual average employment in residential construction, both for the town and the greater Boston region. EOLWD does not indicate where these residents actually work—they may live in Arlington but work in another town—but it does suggest larger trends in residential construction. Likewise, the data does not indicate whether residents employed in residential construction are working on new construction or renovations.

**Employment in Residential Construction**



Arlington residents employed in residential construction trades peaked in 2006 at 160 workers, but hit a low in 2010 with 79 workers. Over the course of the study period, employment grew from 79 to 111 workers, and returned down to 96 workers in 2017.<sup>13</sup> We cannot make a direct correlation between the number of residential units demolished or substantially renovated in Arlington and employment in the construction trades.

### Impact on the Natural Environment

Two indicators of changes to the natural environment are currently tracked and protected by the town: trees and stormwater runoff.

#### *Trees*

DPCD spoke with the Tree Warden to investigate the change in tree population over the study period. Arlington's tree population was not surveyed until the summer of 2017, so an assessment of impact of demolition and construction activity to the tree population is unavailable for the study period. Additionally, Arlington's tree inventory is a survey of street trees, trees in parks, cemeteries, and along the bike trail. The town does not maintain a census on trees located on private property.

As of 2016, the town has required all developers proposing demolitions or large additions to provide a tree plan with their construction drawings. The town originally charged a fee of \$500

<sup>13</sup> The Official Website of the Executive Office of Labor and Workforce Development (EOLWD): [http://lmi2.detma.org/LMI/lmi\\_es\\_a.asp](http://lmi2.detma.org/LMI/lmi_es_a.asp).

per tree for removal of trees with a 10 inch or greater trunk diameter, which was waived if the developer replanted a new native shade tree capable of reaching 40 feet in height. This fee was changed in 2018 as a result of an excess of developers choosing to replace instead of preserve trees. The current fee is \$375 per inch of diameter, although the ability to remove an older tree and replace it with a new one is still preferred among developers.

The program is still nascent, therefore the Tree Warden and Tree Committee are seeking ways of improving the bylaw, possibly by removing the clause waiving the fee if developers plant a new tree (thereby requiring fees be paid for all removals of trees with a 10" or greater trunk diameter), and is researching what other municipalities are doing to address tree loss during construction and renovation projects on private property. Additionally, Town Meeting in spring of 2019 approved adjustments to the Town's Tree Protection and Preservation Bylaw and Notice of Demolition to increase protections for trees.

### ***Stormwater***

DPCD spoke with the Engineering Department about the impact of large additions and new construction on stormwater in residential districts. Per Article 15 of the Town Bylaw (approved by Town Meeting in 2007), the department tracks all building permit requests for additions larger than 350 square feet; any developer or homeowner proposing additions larger than 350 square feet are required to work with the department to provide a stormwater mitigation strategy. No projects subject to the bylaw may increase the surface water runoff rate relative to the predevelopment runoff rate, therefore it cannot be concluded that new construction or substantial renovation projects cause an increase in stormwater runoff.

In general, Arlington has for some time been working to mitigate the impacts of new construction and substantial renovation on the natural environment. Some measures, such as enforcement of tree replacement, are still being fine-tuned, but the departments involved are aware of the problems with current policy and actively working to address any identified inadequacies in the policies.

## **Impact on Localized Disruption and Health Impacts During Demolition and Construction**

The Good Neighbor Agreement (GNA), also known as Arlington Residential Construction Notification, is sent to notify abutters and occupants within 200 feet of a demolition, open foundation excavation, new residential construction, or construction of a large addition about upcoming construction within seven calendar days prior to commencement of any site work, or within seven days of the filing of an application for a building permit. The GNA articulates a series of rules for construction in residential areas to specifically address a range of concerns as follows:

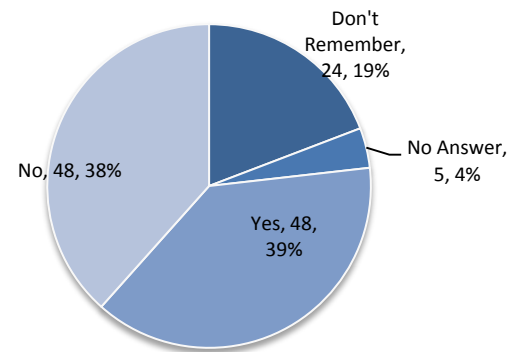
- Hours of construction
- Noise
- Open excavations
- Drive entrances
- Dumpsters and waste removal
- Portable restrooms
- Storage of construction equipment and materials
- Contractor parking
- Vehicle idling
- Dust control
- Snow removal
- Runoff and sediment control
- Damage to public property
- Protection of adjoining property
- Tree protection (approved by 2019 ATM)



Additionally, the notification must include a copy of the GNA's rules and regulations for construction, contact information for the property owner and contractor, and a proposed site plan for the property.

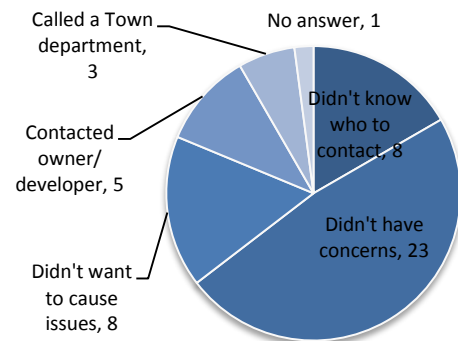
From January through March of 2019, the Residential Study Group administered a survey to abutters of 24 recent residential construction sites in Arlington. Postcards with links to the survey were mailed to 1,280 households within a 200-foot radius of the 24 demolition sites. In total, 180 households responded to the survey; of these responses, 125 identified a street or address that corresponded to one of the 24 demolition sites. The remaining 55 responses referred to a site where construction had occurred prior to the GNA; these responses were not included in the analysis below, as the intent of the survey was to measure the effectiveness of the GNA in mitigating negative impacts of construction (whether or not survey respondents recalled receiving it).

**Did you receive the GNA?  
(n=125)**



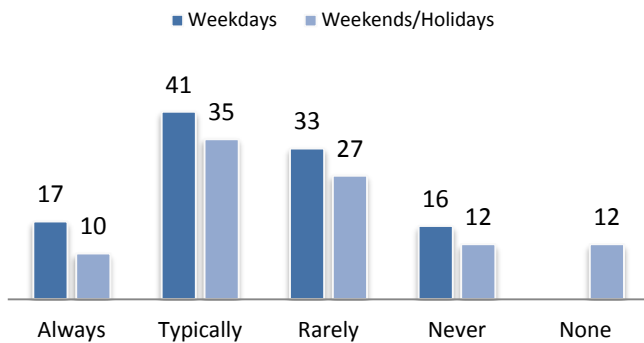
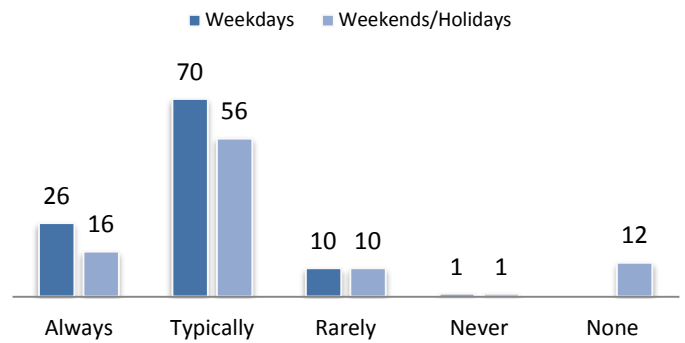
Respondents were split on whether they had received the GNA; of the 125 responses to the survey, 48 (39%) reported that they received the GNA and 48 (39%) said they had not; the remaining 22% were unsure (23) or did not provide an answer (5). Other respondents noted that they received the GNA, but the information provided was incomplete (lacking either the project schedule or plans). Of the 48 individuals who reported receiving the GNA, the majority (38) received it seven or more days prior to construction, and only four respondents said they received it less than seven days prior to construction or after construction began. More than half of the GNA recipients (26) stated they understood the proposed work schedule or timeline, and eight respondents sought additional information about the project—either by contacting the owner/developer or a town department. Of those who reported receiving the GNA, 23 (48%) responded that they did not seek out additional information because they did not have any concerns about the project, and eight (17%) did not know who to contact. An additional eight respondents reported not seeking out additional information because they did not want to cause issues with their neighbor.

**Did you attempt to get information or express any concerns before construction began? (n=48)**



Looking at the broader set of 125 responses, more than half of respondents (65) stay at home during the day; 46 (37%) were not at home during construction hours; these proportions were nearly identical to the responses of those who reported receiving the GNA. The charts below indicate respondents' observations about when construction began and ended on weekdays and weekends. Overall, there appears to have been more issues with construction beginning earlier than 8:00am (9:00am on weekends and holidays) than ending after 6:00pm (5pm on weekends and holidays). Per survey responses, construction sometimes began before allowed construction hours, although in other cases respondents may have conflated contractor arrival times at a site with when construction typically began in the morning, as there were several written complaints about contractors sitting in idling trucks on the street prior to commencing construction activity.

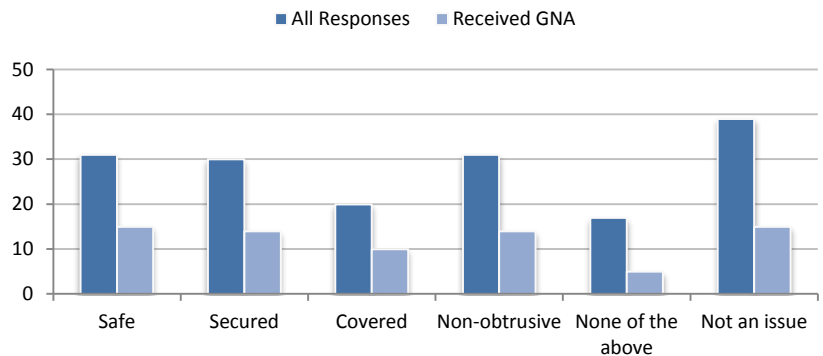


**Construction began after 8/9am****Construction ended before 5/6pm**

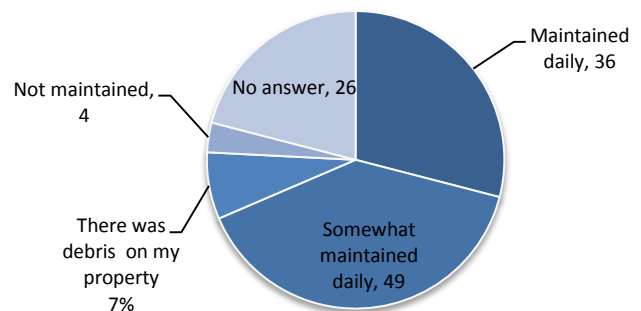
### Construction Site Management

In general, the majority of respondents observed that contractors were complying with the site management rules dictated by the GNA. Project sites were fenced either by traditional fencing or alternative barriers in 87 of the 125 survey responses, although 39 (30%) reported that no fencing or barriers were used.<sup>14</sup> Eighty-six respondents (69%) remembered dumpsters on the construction sites, and 68 respondents (55%) remembered portable restrooms on site. More respondents reported that equipment storage on construction sites was safe, secure, covered, non-obtrusive, or not a concern than those who reported that no measures were used to secure equipment and materials. Additionally, 68% of respondents indicated that project sites were maintained regularly ("daily or somewhat maintained"). Notably, when filtering the responses for those who reported receiving the GNA, the proportion of respondents who recalled construction project sites as being maintained regularly increases to 79%, and their perception of equipment and material safety was more positive than the larger set of 125 responses.

**If equipment and materials were stored on the project site, do you recall if the site was: (choose all that apply)**



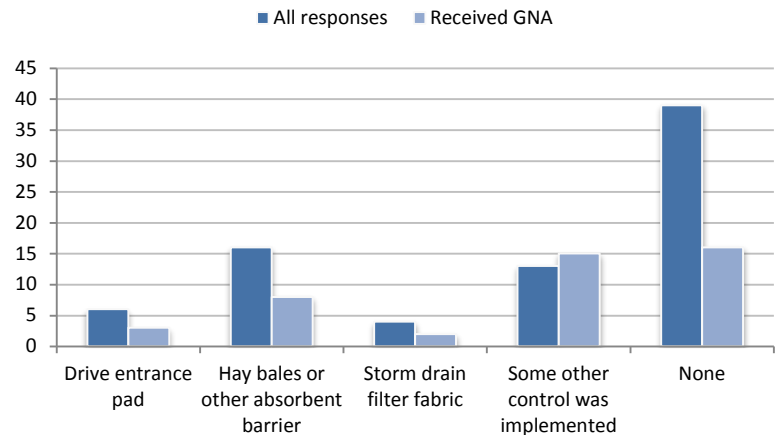
**During construction, do you recall if the project site was:**



<sup>14</sup> In some instances, fencing may not be required.

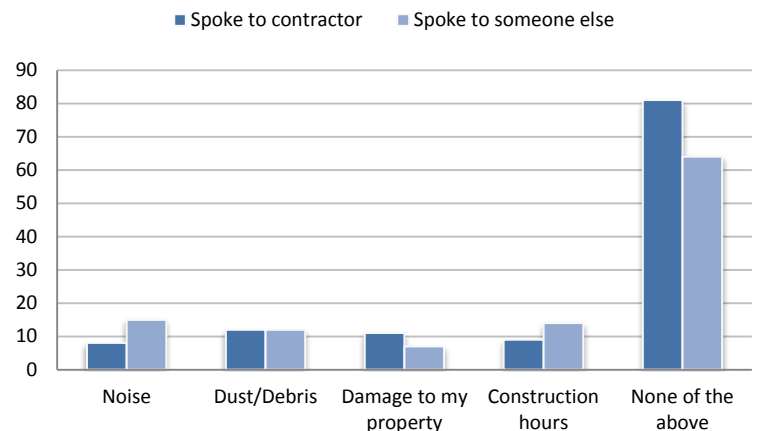
The primary site-related concerns reported by respondents were parking and traffic flow, noise mitigation, and stormwater runoff. Although according to the GNA, contractors are allowed to use on-street parking so long as they comply with all applicable parking regulations, several respondents wrote to complain about contractors parking in the street and impeding traffic flow, and more than half of respondents indicated that traffic flow was sometimes or regularly impeded around the project site. Similarly, 57 respondents (46%) indicated that there was no noise mitigation on site during the construction project. Reported use of stormwater runoff protection measures was moderate: 39 respondents (31%) reported that no stormwater runoff prevention measures were used on the construction site, and very few could recall specific runoff and sediment control systems in place on abutting construction sites.

**Runoff and sediment control systems observed on project sites (choose all that apply)**



The majority of respondents (81, or 65%) reported that they did not have to contact the contractor regarding issues of noise, dust/debris, damage to their property, or construction hours; contractors were reportedly contacted by 40 respondents regarding the issues listed above, with the most common issue being dust/debris (12 instances). More often, respondents indicated that they had spoken with someone else to report an issue (48 instances), with the majority of issues related to noise (15) or construction hours (14). When discussing an issue with a contractor, 13 respondents (11%) indicated that the contractor was amenable to addressing the issues raised, 8 respondents (6%) indicated that the contractor was not amenable to addressing the issues raised, and 10 respondents (8%) said the contractor was unavailable.

**Communication regarding construction issues (n=125)**



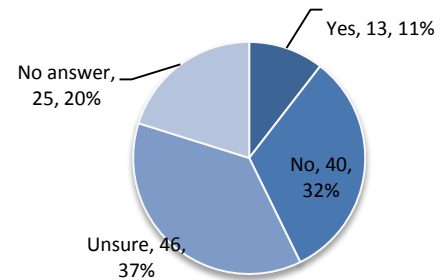
When asked if there were other concerns regarding the construction process not covered in the survey questions, the most frequent issues reported were noise (10), construction occurring outside permitted hours (10), and loss of or damage to trees (10). Eleven respondents noted that construction was not yet completed and felt they could not yet comment on the process. In a separate question allowing written feedback, the top issues reported were about not receiving the GNA or receiving incomplete materials (23), issues with the scale of new construction (13), and construction noise (12).

### Site Appearance After Construction

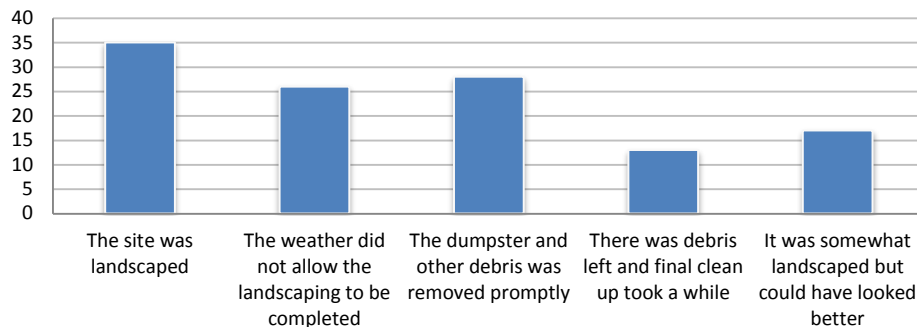
Respondents were neutral on the condition of the site and surrounding areas after construction was completed. Sites were either landscaped (in 35 instances) or could not be landscaped due to weather (26 instances), and 28 respondents reported that the dumpster and other debris were removed

promptly, while 13 indicated that final cleanup took a while. Street and sidewalk conditions were either the same as before construction, cleaned and in good condition, or in better condition after construction for 61% (76) of respondents. The primary concern around landscaping was regarding tree protection, with 40 respondents indicating that they did not observe any measures to protect trees on the construction site. (Note that 2019 Town Meeting approved Articles 32 and 33, which proposed to provide additional protections to trees located on private property.)

**Do you recall if steps were taken to protect any trees on the property? (n=125)**



**How would you categorize the condition of the site at the end of construction? (n=125)**



Survey respondents were asked whether there was anything they noticed during construction that was a positive or negative that was not covered in the survey. The top responses were again related to concerns about the scale (7) or design quality (5) of new construction, issues with construction vehicles parking in the roadways (7) and communication problems with contractors (5), although seven commenters noted that they felt the contractors did a good job managing and completing the project. When asked to share thoughts and comments on how the RSG could achieve their goals, the top written responses were related to the importance of compliance with or enforcement of the GNA (15), and issues with the scale of new construction (9). Another six respondents commented that they felt the GNA was a good idea.

Through the administration of the Good Neighbor Agreement, the Town has sought to mitigate the negative impacts of construction by improving communication between owners/contractors and residents on properties abutting construction sites. While the response rate to the GNA survey was low and the sample size of respondents who recalled receiving the GNA was even smaller, review of responses to questions about construction timelines, communication, and lack of concerns around impending construction suggests that the GNA serves its intended purpose by providing a greater level of certainty around construction timelines and site maintenance. GNA recipients reported having fewer concerns about construction projects, and tended to know who to contact with questions or complaints better than respondents who stated they had not received the GNA.

## GAPS IN THE EFFECTIVENESS OF THE REGULATORY FRAMEWORK

This section is intended to provide a determination on whether the current regulatory framework is effective based on the qualitative and quantitative data collected. DPCD has evaluated whether there are gaps within the framework that could be addressed based on concerns identified by 2018 Special Town Meeting and through conversations with the RSG.

### Demolitions

The Master Plan describes demolition delay as a preservation tool that can help to preserve significant historic building structures and acknowledged that the applicability threshold may need to be changed.<sup>15</sup> As described in the previous section, the buildings that trigger demolition delay are those on the Inventory of Historically or Architecturally Significant Properties. At the 2018 Annual Town Meeting, a group of citizens recommended changing the applicability threshold to any building more than 50 years of age at the time of inquiry, or any building built on or before January 1, 1968, which was referred to the RSG for study. The concern expressed by the residents who filed this article is that Arlington is losing structures that might have an effect on the housing affordability of the community and that the structure may be an important historic or cultural resource. The Select Board in reviewing the article expressed concern about the administrative burden that would have to be taken on by the Historical Commission with the rolling 50-year applicability threshold.

The Master Plan states that since Arlington lacks a comprehensive community-wide resources inventory, perhaps all demolition permits should go to the Historical Commission for review and determination of applicability.<sup>16</sup> A community-wide survey master plan has recently been completed by a consultant working with the Historic and Cultural Resources Working Group of the Master Plan Implementation Committee. This survey master plan has identified areas that the Working Group recommends for review and completion of an inventory form or preservation, and is following an update to Arlington's inventory. Additional discussion of Arlington's demolition delay can be found in the Best Practices section below.

### Replacement Homes

On October 5, the RSG completed tours in the R0 and R1 Zoning Districts to homes that were recently constructed. RSG members identified their major concerns as being the style of the home, the shape of the lot, building heights, and width of driveways. Other points that were identified included tree protection and stormwater control, but these topics are better suited for other Town departments, boards, and committees. Although the RSG did not view a property in the R2 Zoning District, the visits were informative on how regulation could be tightened, but ultimately, participants noted that the choices made by the developer or the homeowners were a matter of personal taste.

The majority of homes visited on the tour were properties where a smaller Cape or Ranch style home was removed and replaced with a home that is reflective of current lifestyle choices and was, on average, larger than the home it replaced. Arlington does not have residential design guidelines, the absence of which is sometimes apparent in neighborhoods where there are newer homes. By instituting design guidelines, the design elements of a new house could be complementary to an established

<sup>15</sup> Arlington Master Plan: Your Town, Your Future. Page 173.

<sup>16</sup> *ibid.*

neighborhood rather than taking a piecemeal approach to address various zoning elements that do not address design choices.

### Effect on Affordability in Arlington

Given that the initial driving concern about replacement homes was related to the loss of potentially affordable starter homes, DPCD conducted an analysis of affordability for the R0, R1, and R2 zoning districts. According to the U.S. Housing and Urban Development (HUD) definition of affordability, a family of four in Arlington earning 80% of area median income (AMI), or \$81,100, and spending no more than 30% of their monthly gross household income on housing costs<sup>17</sup> can afford a \$273,000 home; the same family earning 120% AMI, or \$129,360, can afford a \$390,000 home.<sup>18</sup> Measured against 2018 assessor data for home values in Arlington, it appears that affordable housing options in all zoning districts are limited.<sup>19</sup>

#### R0 Zoning District

The minimum assessed home value in the R0 zoning district is currently \$493,400, significantly greater than both thresholds of affordability. The first quartile of home values falls between an assessed value of \$493,400 and \$710,000. Average home values in the R0 district are currently \$891,555, with a median of \$802,250.

	All R0 homes	Homes assessed at less than \$273,000	Homes assessed at less than \$390,000 <sup>20</sup>
<b>Median assessed value</b>	\$802,250	n/a	n/a
<b>Median year built</b>	1953	n/a	n/a
<b>Median tenure of current owners</b>	9 years	n/a	n/a
<b>Median building grade</b>	C+ (average +)	n/a	n/a
<b>Median SF<sup>21</sup></b>	2612	n/a	n/a

#### R1 Zoning District

Of the 7,169 homes in the R1 district, 0.58% meet some level of affordability: seven homes are assessed at \$273,000 or less, and 42 are assessed at \$390,000 or less. Summary data for these homes is below:

<sup>17</sup> Monthly owner housing costs include mortgage (principal and interest), second mortgage and/or home equity loans (principal and interest), real estate taxes, homeowners insurance, condo fee (if applicable), mobile home cost (if applicable), and utilities (electricity, gas, water and sewer, and other utilities). Monthly rental housing costs include contract rent and utilities (electricity, gas, water and sewer, and other utilities).

<sup>18</sup> Many families spend more than 30% of their monthly gross household income on housing and are considered cost-burdened. According to the Housing Production Plan, 33% of all households are cost-burdened while 14% pay more than 50% of income on housing costs (refer to page 33 of the Housing Production Plan).

<sup>19</sup> Assessor data is not necessarily reflective of what a home's sales price would actually be, but it was the most complete dataset available for the purposes of this study. In general, Arlington homes tend to sell for significantly more than their current assessment value, which would further limit affordable housing options for the average family of four. Vacant lots and structures with non-residential land use codes were not included in this analysis.

<sup>20</sup> The data for homes less than \$390,000 includes the data from homes less than \$273,000.

<sup>21</sup> Square footage numbers are from the Arlington Assessor's Office, using data for finished square feet.

	All R1 homes	Homes assessed at less than \$273,000	Homes assessed at less than \$390,000
<b>Median assessed value</b>	\$616,400	\$162,700	\$363,900
<b>Median year built</b>	1930	1926	1919
<b>Median tenure of current owners</b>	11 years	15 years	10 years
<b>Median building grade</b>	C (average)	C (average)	C (average)
<b>Median SF</b>	1824	1218	1139

In general, homes that are assessed at values that could be considered affordable in this district are smaller and older, although their building quality is approximately the same as all homes in the zoning district.

### *R2 Zoning District*

Of the 4,480 homes in the R2 district, 7.7% meet some level of affordability: 20 homes are assessed at or less than \$273,000, and 345 are assessed at or less than \$390,000. Summary data for these homes is below:

	All R2 homes	Homes assessed at less than \$273,000	Homes assessed at less than \$390,000
<b>Median assessed value</b>	\$663,800	\$244,200	\$362,600
<b>Median year built</b>	1925	1900 <sup>22</sup>	1925
<b>Median tenure of current owners</b>	8 years	6 years	7 years
<b>Building grades</b>	C (average)	C (average)	C (average)
<b>Median SF</b>	1020	731	1009

As in the R1 district, homes that meet thresholds of affordability tend to be older, smaller, and have an “average” housing grade, although the difference is smaller in the R2 than the R1 district.

To follow on the concern about the demolition of single-family starter homes, an additional analysis selecting for a subset of single-family homes in the R2 district was completed. Six hundred forty nine (649) homes in the R2 district are coded as single-family. Of these homes, 27 (4.2%) meet the higher threshold of affordability; none meet the 80% AMI threshold.

	R2 single-family homes	Homes assessed at less than \$273,000	Homes assessed at less than \$390,000
<b>Median assessed value</b>	\$572,450	n/a	\$379,700
<b>Median year built</b>	1925	n/a	1947
<b>Median tenure of current owners</b>	14 years	n/a	21 years
<b>Building grades</b>	C (average)	C (average)	C (average)
<b>Median SF</b>	1388	n/a	792

<sup>22</sup> Of the 20 homes in this category, eight are units in the Idahurst Mansion at 49-53 Appleton Street, built in 1890.

Notably, with the exception of one home in Arlington Heights, the remaining 26 homes in this cohort are located in the Sunnyside neighborhood and have an attached single-family typology, which is afforded certain exceptions in the Zoning Bylaw to protect the uniqueness of this neighborhood.

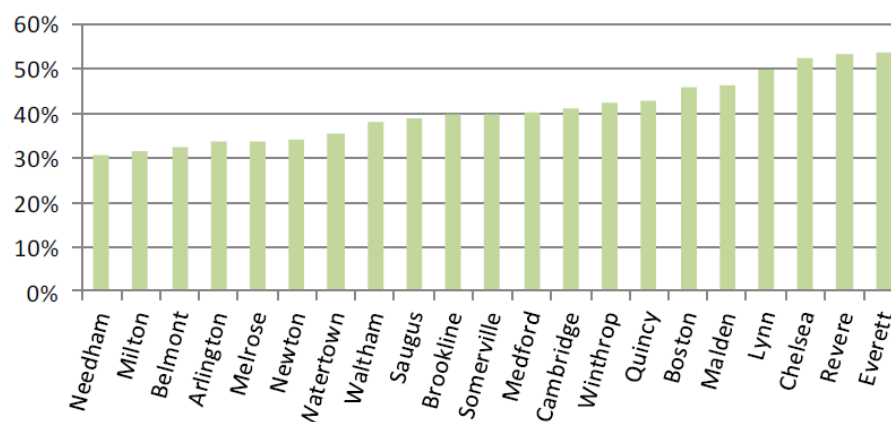
## Middle-Income Housing

After reviewing the affordability analysis in the previous section, members of the RSG requested that DPCD consider other measures of affordability using data specific to Arlington's population. Specifically, the RSG wanted to know whether an adequate supply of houses affordable to middle-income households exists in Arlington's real estate market. As described above, U.S. Housing and Urban Development (HUD) and the Urban Land Institute (ULI), define middle-income households as those who earn between 80 and 120% of area median income (AMI).<sup>23</sup> The commonly-accepted measure of housing affordability for a household at any income level is where monthly housing costs are at or below 30% of gross monthly income.<sup>24</sup> HUD recognizes that strict adherence to the 30% guideline may be problematic for some communities, given that:

Housing costs reflect more than just the price of housing units alone; these costs also account for neighborhood school quality, public safety, and access to jobs and amenities. The percentage of income standard for housing affordability may not fully consider the effects of housing and neighborhood quality.<sup>25</sup>

Arlington fits the profile of a desirable community. The town's school quality, public safety, and proximity to employment centers make it desirable, especially to households with young children, who may choose a higher level of cost burdening than 30% of their monthly income. Arlington's Housing Production Plan verifies this, pointing out that 33% of all Arlington households are cost-burdened, while 14% pay more than half their income on housing costs. This is true of most Boston-region municipalities, indicative of high housing costs throughout the region.

**Cost-Burdened Households in the Greater Boston Region**



Source: U.S. Census Bureau, 2009-2013 American Community Survey

<sup>23</sup> "Building for the Middle: Housing Greater Boston's Workforce." Urban Land Institute. 2016.

<https://boston.uli.org/building-for-the-middle/>

<sup>24</sup> Defining Housing Affordability. HUD . <https://www.huduser.gov/portal/pdredge/pdr-edge-featd-article-081417.html>

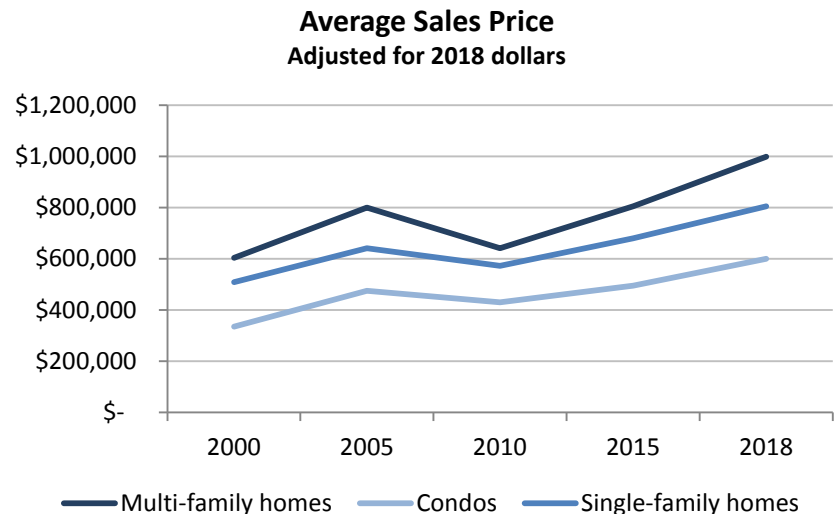
<sup>25</sup> Ibid.



However, no matter how desirable a community, lenders will typically cap a household's qualification for a mortgage at no more than 43% of monthly income. Using these percentages as lower and upper limits, and applying an 80/20 loan to value ratio as points of calculation, the table below outlines mortgages for which households at various income levels around Arlington's reported 2017 median could qualify.<sup>26</sup>

	80% AMI	100% AMI	120% AMI	135% AMI
<b>Annual income</b>	\$82,875	\$103,594	\$124,313	\$139,852
<b>Monthly income</b>	\$6,906	\$8,633	\$10,359	\$11,654
<b>30% of monthly income</b>	\$2,072	\$2,590	\$2,967	\$3,355
<b>Maximum mortgage amount<sup>27</sup></b>	\$350,000	\$439,000	\$467,000	\$573,000
<b>43% of monthly income</b>	\$2,970	\$3,712	\$4,455	\$4,870
<b>Maximum mortgage amount<sup>28</sup></b>	\$503,000	\$633,000	\$763,000	\$832,000

The proportion of Arlington homes on the market that a household in any of these income brackets could afford has grown smaller over time. Housing prices have increased for middle-income buyers over the past two decades, and continue to rise in Arlington and across the region. According to The Warren Group, 2018 saw all-time highs in year-end median sales prices for single-family homes and condominiums across Massachusetts, which the firm asserts can be attributed to restricted inventory.<sup>29</sup> In Arlington, the median price of a condominium in 2018 was \$600,000; the median sale price of a single-family home was \$805,000.<sup>30</sup> Adjusting historical data for 2018 dollars, sales prices of all types of housing units have trended upward, with a slight decline in value after the mortgage crisis in the mid-2000s.



<sup>26</sup> These amounts are based on an assumption of a 20% down payment, excellent credit, monthly utility costs of \$141, and that total monthly payments including utilities, taxes, and insurance amount to no more than 30% or 43% of monthly income. These mortgage amounts vary from mortgage amounts on prior pages of this report because they were calculated using simple online calculators using standards less stringent than those defined by HUD. They are provided to give a general sense of middle-income affordability as a response to questions from the RSG.

<sup>27</sup> Calculated using mortgage calculator at SmartAsset.com <https://smartasset.com/mortgage/how-much-house-can-i-afford>

<sup>28</sup> Ibid.

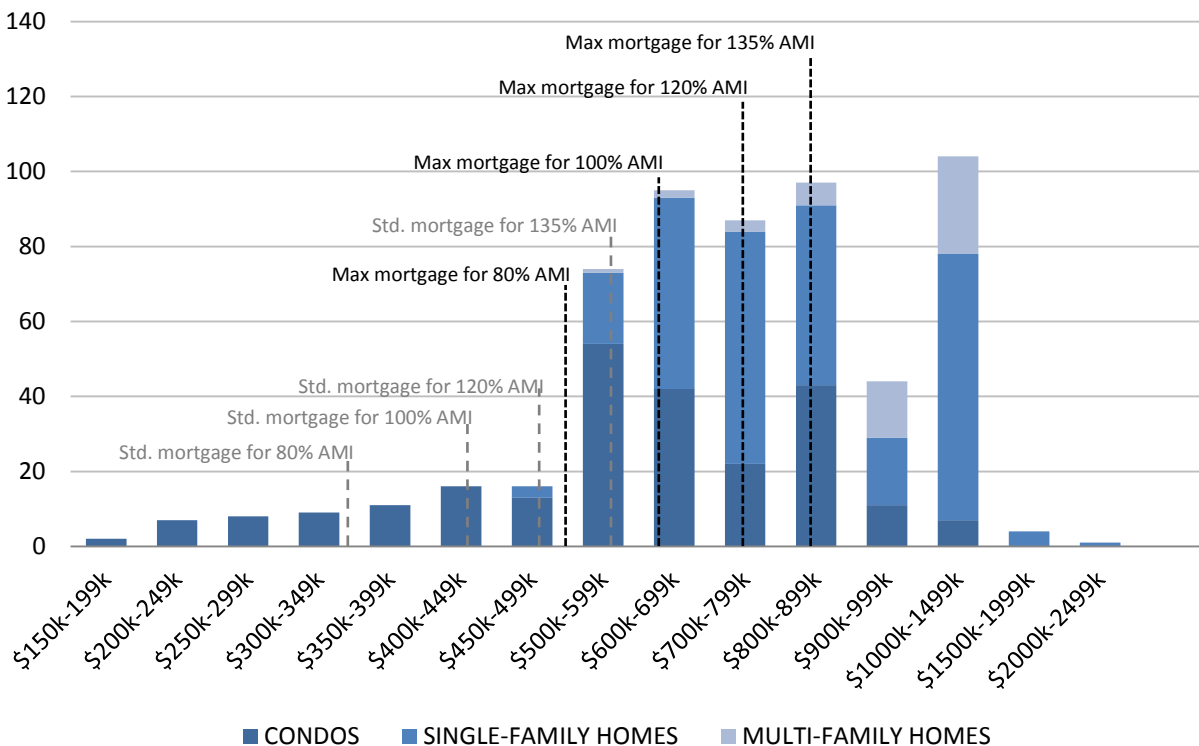
<sup>29</sup> "Massachusetts Median Single-Family Home, Condo Prices Reach All-Time Highs in 2018." The Warren Group. 1/23/2019. <https://www.thewarrengroup.com/2019/01/23/massachusetts-median-single-family-home-condo-prices-reach-all-time-highs-in-2018/>

<sup>30</sup> MLS Total Sold Market Statistics report for 2018 run by Steve McKenna of The Home Advantage Team on 1/10/2019.



When comparing the mortgage values in the table above to 2018 real estate data for single-family, condo, and multi-family<sup>31</sup> sales, it appears that the issue of affordability is greater at lower income levels than for households earning at or above AMI. Of the 277 single-family homes sold in 2018, 51 sold in the \$600,000-\$699,999 range, and an additional 22 homes sold for less than \$600,000. In all, approximately 26% of all single-family homes sold for \$700,000 or less. Condominiums were less expensive than single-family homes, with a median sales price of \$600,000. Of the 245 condominium sales in 2018, 42 sold in the \$600,000-\$699,999 range, and an additional 120 sold for less than \$600,000. Approximately 66% of all condominium units sold for \$700,000 or less. Multi-family structures were the most expensive, but also comprised the smallest proportion of all residential sales. Of the 53 multi-family home sales in 2018, two were in the \$600,000-\$699,999 range, with only one additional home sold for less than \$600,000. Housing affordable to middle-income households remains available, although sales prices continue to rise and a purchase requires that a household is willing to be cost-burdened or provide a substantial down payment. Because condominium homes are generally more affordable than single-family homes, the R2 zoning district is the richest in supply of houses that may be affordable to middle-income households. While a small, single-family home may have represented the typical “starter home” to a household at the end of the twentieth century, condominiums and townhomes are viable alternatives in Arlington.

### Arlington Residential Property Sales, 2018



Of homes on the market, newly-constructed homes are more expensive than older homes. Of the 60 sales involving houses constructed between 2016 and 2018, the average sales price was \$1,281,241. These newly constructed properties had an average square footage of 3,249, and an average cost of

<sup>31</sup> Multi-family homes are two-family structures that are owned by one household, compared to a condominium or townhome structure, where each unit is sold separately.

\$400 per square foot. The lowest sales price reported for these homes was \$850,000, \$45,000 more than the median single-family sales price and \$250,000 more than the median condominium sales price. In 2018, sales of newly-constructed properties comprised approximately 3.5% of home sales (20 of 575 homes sold). From this data it can be concluded while some housing in Arlington remains affordable to middle-income households, newly-constructed housing is not.

Ultimately, the link between demolition of single-family homes and rising house prices remains unclear. According to MLS data, a median of 277 single-family and 47 multi-family homes are sold in Arlington each year,<sup>32</sup> and as reported above, an average of 27 homes were demolished or substantially renovated each year in the study period. If these trends continued, the town could expect to see roughly 8.5% of homes sold in a given year (0.25% of R0, R1, and R2 residential properties) be subsequently demolished or substantially renovated. The sales prices of newly constructed homes are significantly higher than the area median home sales price, although the cost of newly-constructed homes is only one contributor to rising home prices. If regional demand for housing continues to increase while Arlington's supply of housing remains static, the town can expect to see housing prices continue to rise in coming years.

### Analysis of Properties that Tend to be Replaced

DPCD identified two conditions that have led to home replacement in recent years: properties sited on lots large enough to be subdivided, and older, smaller properties that often do not meet modern owners' lifestyle preferences.

#### Subdividable Parcels

An analysis of parcels in the R0, R1, and R2 zoning districts reveals that 469 parcels (4.1% of all parcels in those districts) meet minimum lot size standards to be subdivided. The majority of these parcels (364) are in the R1 zoning district. In the R2 zoning district, where a single-family home could be replaced by a two-family structure by right per Arlington's current zoning bylaw, there are currently 60 lots large enough to be subdivided.

However, a considerable portion of these parcels cannot be developed by right because they are located in a historic district or subject to review by the Conservation Commission, or in some cases, both. Of the parcels that do not fall within one of these two circumstances, another subset of parcels do not have adequate frontage to be subdivided. After subtracting parcels that carry any of these three conditions from the analysis, 93 parcels are shown to be subdividable by right. A breakdown of these parcels is below.

Total Parcels		Large Parcels	Parcels in Historic Districts	Conservation Review Required	Inadequate Frontage	Potentially Subdividable by Right	
Zoning	Total	Total	Total	Total	Total	Total	% of total
R0	541	45	0	18	30	13	2.4%
R1	7,306	364	66	90	269	68	0.93%
R2	3,618	60	5	12	42	12	0.33%
<b>Total</b>	<b>11,465</b>	<b>469</b>	<b>71</b>	<b>120</b>	<b>341</b>	<b>93</b>	<b>0.81%</b>

<sup>32</sup> MLS Total Sold Market Statistics reports for years 2000, 2005, 2010, 2015, and 2018 run by Steve McKenna of The Home Advantage Team on 1/10/2019.

This analysis was based on GIS parcel data only. It did not take into account the slope of individual properties or similar factors that may limit the ability to subdivide a parcel.

### Older, Smaller Properties

A separate measure of whether a property is more likely to be replaced is to identify smaller, older, single family homes—especially those within the R1 zoning district where the incentive for an owner would be to tear down a small home and replace it with one that maximizes the available square footage within the zoning restrictions. Using 1980 as a threshold for age and 1500 square feet finished area as a threshold for size,<sup>33</sup> DPCD identified 1,977 homes that meet these thresholds. Of these homes, 24 are located in a local or national historic district, and 235 are subject to review by the Conservation Commission;<sup>34</sup> subtracting those homes from the analysis yields a final count of 1,721 single family homes that could be considered desirable for replacement. A breakdown of summary statistics for those homes is included below.

	All homes	Homes not subject to additional review		
		R0 district	R1 district	R2 district
Total	1977	13	1553	155
Median year built	1939	1953	1939	1928
Median sf	1,296	1,385 sf	1,304 sf	1,236 sf
Median assessed value	\$614,200	\$675,100	\$613,400	\$624,400

These homes represent a small portion of properties in R0 and R2 zoning districts (2% and 3% respectively), and a larger proportion of properties in the R1 zoning district (16%). This suggests that the potential for future teardowns exists, particularly in the R1 zoning district. This data, however, must be interpreted in the light of real estate data provided in a prior section which describes the low annual turnover of properties and the even lower proportion of homes sold and then subsequently demolished. Given that the character of new development has been described as a concern among residents, there may be an opportunity for the town to develop design guidelines to guide future redevelopment and renovation in a manner that is appropriate to neighborhood context; see the section on best practices for more information.

### Summary

Independent of the replacement home trend, a lack of housing affordable to low- and lower-middle income families continues to be a problem in Arlington. This is an issue that is being addressed by the Housing Plan Implementation Committee as part of the Housing Production Plan's implementation.<sup>35</sup> Although zoning amendments to help facilitate the production of multifamily housing in high-density residential zoning districts and mixed-use development in commercial areas and other smart growth locations were withdrawn from consideration at 2019 Annual Town Meeting, DPCD will continue to work to identify ways of diversifying the Arlington housing stock by unit type and affordability. Further,

<sup>33</sup> 1500 square feet was selected as a threshold as it is roughly half of the average square footage of newly constructed homes in the R1 zoning district.

<sup>34</sup> Some homes are located both within a historic district and are subject to review by the Conservation Commission.

<sup>35</sup> Arlington Housing Production Plan (2016). Page 61.

the Housing Corporation of Arlington's current and future developments, including 117 Broadway and 19R Park Avenue, will help create affordable units throughout the community.

Housing that sells for less than \$700,000 remains available in Arlington, although due to regional market pressure it is likely that prices will continue to climb. This cannot be solely attributed to demolition or substantial renovation of older homes. Furthermore, while the high price of housing—particularly single-family housing—in Arlington may be a burden for middle-income households, it simultaneously could be the single largest source of future income for sellers, who may be relying on equity built up in their property for their retirement years. Any approach to demolition delay or other policies enacted by the town must strike a balance between preserving the equity that long-term residents have gained in their properties and generating housing units affordable to lower- and middle-income households.

The concept of what constitutes a suitable “starter home” may be shifting in Arlington and across the region. The R2 zoning district is where the majority of Arlington's townhome and condominium units are located; these units tend to be the most affordable to middle-income families. This situation creates a unique demand for single-family homes in the R2 zoning district; developers can unlock revenue by demolishing a single-family home and replacing it with a two-family structure. Over the long term, it could be expected that a proportion of older single-family homes in R2 districts will eventually be replaced by townhome or condominium units. Additionally, when the housing market is strong, there is a financial incentive for owners of multi-family units to convert those units to condominiums for individual sale. If the preservation of rental units is a goal, the Town should study its current condominium conversion policies to ensure that tenants are sufficiently protected from displacement.

Finally, based on the data presented above, it cannot be said that the loss of structures is resulting in a loss of affordability in Arlington. If affordable homeownership for lower- and middle-income households is a goal, a blanket approach to a demolition delay—a policy which is solely intended to be used for historic preservation purposes—in Arlington may be both inappropriate and ineffective in addressing the problem.

The following section on best practices discusses how Arlington and neighboring communities are implementing demolition delay, as well as a variety of other approaches intended to address community concerns about replacement homes and substantial renovations.

## BEST PRACTICES

Over the past decade, communities across the region have experienced the impacts of housing turnover; many have enacted a range of regulations and review processes to encourage preservation of older homes or development of new homes that are compatible with their surrounding neighborhood. DPCD reviewed a range of best practices as commonly practiced in the planning profession and as implemented by other communities in the greater Boston region. These include: demolition delay, expansion of historic districts, neighborhood conservation districts, design review, design standards or guidelines, and regulatory changes to encourage compatible new construction. Many communities use a combination of strategies instead of relying on a single method. The discussion below describes each best practice, how it is currently employed in Arlington or neighboring communities, and the implications (both positive and negative) of each practice.

### Demolition Delay

#### Overview

Demolition delay regulations make it illegal to demolish properties during a defined period, usually from six months to one year. This creates a period in which residents and local governments can work with property owners to improve development or renovation proposals, reduce the overall number of demolitions, slow the pace of demolitions, and, occasionally, move a historic property. In some communities, the delay period is specifically used to determine whether a property is historic and merits preservation. The length of a delay period is determined by each municipality; typical demolition review periods in Massachusetts are between six and 18 months.

In some local communities, demolition delays may be shortened when the developer or owner works with the local historic commission to develop plans for structures that are compatible with surrounding development or those that preserve some elements of the existing structure's historic nature.

#### How is this used in Arlington or neighboring communities?

The Master Plan describes demolition delay as a preservation tool that can help to preserve significant historic building structures and acknowledged that the applicability threshold may need to be changed.<sup>36</sup> As described in a previous section, Arlington follows a list-based inventory process, whereby the Arlington Historical Commission (AHC) maintains a list of architecturally and historically significant properties which by virtue of being on the list are subject to a demolition delay of one year. As of the 2015 Master Plan, Arlington had submitted inventory forms for more than 1,100 properties to the Massachusetts Historical Commission's *Inventory of Historic and Archaeological Assets of the Commonwealth*. In 2018, as part of an inventory update, an additional 135 homes were added to the local inventory.

Per Title VI, Article 6 of the Town's Bylaw, any building in the Historic Structures Inventory is subject to review by the Historical Commission when a property owner proposes to change or remove more than 25% of any one front or side elevation. If, during the public review hearing, the Commission determines that the building is preferably preserved, the bylaw imposes a 12-month delay to allow the opportunity to work with a property owner and find alternatives to demolition.

<sup>36</sup> Arlington Master Plan: Your Town, Your Future. Page 173.

As part of the implementation of Arlington’s Master Plan, which called for a comprehensive community-wide resources inventory,<sup>37</sup> the Historic and Cultural Resources Working Group (HCRWG) has recently completed a Survey Master Plan, which identifies additional recommendations for areas and structures that should be added to the state inventory. At present, the criteria by which the AHC adds properties—particularly properties on the state inventory—to the local inventory is unclear, although a separate finding of “significant” by the AHC is needed before a property can be added. Once added to the local inventory, any property within an inventoried area that is individually included in the inventory for which a demolition permit is requested may be subject to demolition delay. The Survey Master Plan recommends that before considering amending the demolition delay bylaw to use a date or property age to trigger demolition delay, the town should clarify the process and criteria the AHC uses to add properties on the state inventory to the local inventory. It also recommends that discrepancies between the state and local inventories are reconciled before additional properties are added to the local inventory.

Neighboring municipalities have taken a variety of approaches to their demolition delay regulations: some have a blanket demolition delay requirement for any property built before a specified year, some require that all demolition permit requests are reviewed by the local historic district, and in others, demolition delay is only applied on properties listed on the State Historic Register Inventory, the National Register of Historic Places, or the local inventory. An overview of demolition delay and what triggers it in neighboring communities is included in Appendix A.

In Lincoln, the majority of the work involved in managing the demolition delay process is borne by the local historic commission. Lincoln has a strict demolition delay process; all homes listed on a local, state, or national historic district are automatically subject to demolition delay, but even homes not listed on an inventory must be reviewed by the local historical commission before renovation or demolition projects can begin. Any building permit request for renovation of more than 25% of a home’s exterior or complete demolition requires that the building owner attend a historic commission meeting for a discussion of the home’s historic significance. If the majority of the commission determines that the home is historically or culturally significant, the home is then put on a 12-month demolition delay. During the delay, the owner must appear regularly before the commission to present construction plans and make revisions based on the commission’s requests. If the commission determines that the plans are in keeping with the character of the surrounding community, the demolition delay process may be shortened. Lincoln’s local historic commission has a dedicated administrative assistant responsible for posting legal notices, drafting and composing agendas and minutes, and processing applications.<sup>38</sup> Lincoln’s planning staff does not write reports on properties subject to delay.

Conversely, in Somerville, where any property older than 50 years old is subject to demolition delay as dictated by a 2003 update to the city’s ordinance, the majority of work related to managing the process falls to the city’s two preservation planners.<sup>39</sup> The current demolition delay ordinance results in 100 to 150 cases each year; the planners conduct extensive research on each property and write a five- to ten-page report to the local historic commission with their recommendations. The commission then decides whether the demolition permit request is approved or whether the property is put on a nine-month demolition delay. The preservation planners work closely with property owners to modify demolition,

<sup>37</sup> Arlington Master Plan: Your Town, Your Future. Page 173.

<sup>38</sup> Conversation with Elaine Carroll, Administrative Assistant to the Lincoln Historical Commission, on 11/8/2018

<sup>39</sup> Somerville, MA – Code of Ordinances. Chapter 7, Housing; Article II, Historic Districts; Section 7-28, Demolition Review Ordinance. [https://library.municode.com/ma/somerville/codes/code\\_of\\_ordinances](https://library.municode.com/ma/somerville/codes/code_of_ordinances)

renovation, or construction plans, or in cases where the owner is not open to collaboration, the planners inventory the building and document as much of the structure as possible for historic records. Additionally, Somerville's preservation planners are empowered by the local historic commission to independently review demolition permit requests for accessory structures; they complete approximately 60 to 120 reviews of accessory structures each year.<sup>40</sup> Somerville is currently reviewing a proposed amendment to the ordinance in order to simplify the demolition delay process, reduce administrative burden, and align the demolition delay process with the goals of SomerVision (the city's master plan). Changes would include: limiting the qualifying age to properties 75 years or older, extending the demolition delay period to 24 months, increasing the abutter notification radius to 300 feet, and clarify the existing ordinance's definitions, organization, and process.

Wellesley adopted a demolition delay bylaw that would impose a twelve-month delay on the demolition in totality or by at least 50% of structures built prior to December 31, 1949. In the two-year development of the proposal, during which the Wellesley Historical Commission sought significant public input and endorsement by several town boards and commissions, the scope of the bylaw was revised from the typical 50 year rolling threshold, to structures constructed prior to 1960, to the final proposal of structures built prior to December 31, 1949. According to the Planning Director, the proposal would result in approximately half of the structures in Wellesley to require review.<sup>41</sup> A companion article to the demolition delay bylaw sought approval to hire a part-time planner to enable the Planning Department to absorb the administrative work related to accepting and processing applications and associated fees, researching and preparation of any necessary reports for the Historical Commission related to the bylaw, and scheduling and noticing the public hearings. As part of the justification for the hiring of a part-time planner, the fee structure was developed in order for the position to be self-funding (\$1,000 for Eligible Buildings and \$200 for all others). For the position to no longer be self-funding, the number of demolitions would have to drop to half the number of demolitions that occurred in Fiscal Year 2016 (down from 87 demolitions to 46 demolitions).<sup>42</sup> The articles were adopted in 2017 by Wellesley's Town Meeting.

As shown by data in the Analysis of Existing Conditions section, a proposal to amend demolition delay use a date or property age to trigger demolition delay for properties older than 50 years or built before January 1, 1968 would potentially subject 93% of Arlington's R0, R1, and R2 structures to demolition delay. Although an average of 27 permit applications are filed each year for demolition or large additions, other construction projects where greater than 25% of a property's façade would be renovated would also need to first go through a review by the AHC to determine if the property is preferably preserved and subject to demolition delay.

The number of demolitions in Arlington is significantly lower than the number of demolitions occurring in Wellesley. However, there are lessons that could be gained from the Wellesley case study; in particular the significant time spent researching, developing, and engaging the community in the development of the bylaw and acknowledgement of the administrative requirements of a bylaw with a wide scope as was proposed in the Arlington article that prompted this research.

<sup>40</sup> Conversation with Sarah White, Preservation Planner in the Somerville Office of Strategic Planning and Community Development, on 11/15/2018

<sup>41</sup> Conversation with Michael Zehner, Planning Director, Town of Wellesley, on 11/15/2018

<sup>42</sup> <http://ma-wellesley.civicplus.com/DocumentCenter/View/845/Annual-Meeting-2017---Advisory-Report-PDF>



### Implications of demolition delay

Benefits	Limitations
<ul style="list-style-type: none"> <li>Allows time for neighbors, local government/historic commission, and larger community to provide input on new or renovated home projects and attempt to influence the design process</li> </ul>	<ul style="list-style-type: none"> <li>Does not necessarily result in homes being saved; if a home is not determined to be historically significant, after the delay period a demolition permit is issued whether or not the owner works with the commission to find a mutually-agreeable solution</li> <li>Can result in significant administrative burden for staff or need for additional staffing depending on amount of construction activity and required level of reporting or documentation</li> <li>Can be a subjective process</li> </ul>

## Expansion of Local Historic Districts

### Overview

A local historic district is a district designated by a local ordinance, which falls under the jurisdiction of a local historic preservation review commission. As stated in the Massachusetts General Law, Chapter 40C, the purpose of a local historic district is to preserve and protect the distinctive characteristics of buildings and places significant in the history of the Commonwealth and its municipalities; to maintain and improve the settings of those buildings and places; and to encourage new designs compatible with existing buildings in the district.<sup>43</sup>

Most local historic districts are protected by ordinances that provide design guidelines for building compatible, appropriately-scaled additions and infill structures for renovation projects. In municipalities, the local historic district commission has the authority to deny demolition of significant structures. The process for expanding a district is lengthy and includes property owner surveys, planning board approval, public hearings, a two-thirds majority town meeting vote, and approval by the state attorney general.<sup>44</sup>

Single-building historic districts have also been popular in Massachusetts, with examples in Somerville, Wellesley, and West Springfield. In some instances it may be necessary or desirable to protect buildings, structures, or sites which are isolated in terms of their setting which is how single-building historic districts function.<sup>45</sup> The Massachusetts Historical Commission generally recommends that it is desirable to protect the character of the surrounding area, unless there is a clear justification to protect the single property.

### How is this used in Arlington or neighboring communities?

Arlington has seven designated local historic districts with a combined total of 359 properties. In these districts, exterior alterations visible from a public way require a Certificate of Appropriateness from the Arlington Historic Districts Commission. These requirements afford a heightened level of protection against incongruous alterations of structure or their environment. Over time, Arlington has expanded a

<sup>43</sup> Massachusetts General Law, Chapter 40C:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40C>

<sup>44</sup> MA GL Pt I, Title VII, Chapter 40C, Sec. 16: Special Historic Districts; Acceptance and Effect of this Chapter

<sup>45</sup> "Establishing Local Historic Districts." Massachusetts Historical Commission. 2003.

<https://www.sec.state.ma.us/mhc/mhcpdf/establishinglocalhistoricdistricts.pdf>



number of these districts due to requests from property owners wishing to have their properties included to better preserve historic streetscapes. The AHDC has adopted design guidelines as a way to aid property owners in making exterior changes to their homes that are compatible with the surrounding district.

The last expansion of one of Arlington's historic districts occurred in 2006, when Oak Knoll was added to the Pleasant Street Historic District. The process of expanding the district was initiated in October 2005 after residents of Oak Knoll met with representatives of AHDC and the Arlington Historical Commission (AHC) to discuss the possibility of including eight properties on Oak Knoll in the Pleasant Street Historic District. AHDC voted to nominate the street as a study area, designated AHDC and AHC to act jointly as a study committee as prescribed under M.G.L. 40c Section 3, and asked an Oak Knoll resident to coordinate the research and report production effort. Research was carried out by a local historian, Richard Duffy, and residents of Oak Knoll, and was compiled into a Preliminary Report to the Massachusetts Historical Commission (MHC) and the Arlington Redevelopment Board for their review. In January, 2006, AHDC held a public hearing on the proposed enlargement; based on positive feedback at the hearing and a positive recommendation by MHC, the joint commissions voted to place the proposed enlargement on the 2006 Annual Town Meeting Warrant. The proposal was subsequently endorsed by the Arlington Board of Selectmen and the Arlington Redevelopment Board, and was approved in the 2006 Town meeting.<sup>46</sup>

### Implications

Benefits	Limitations
<ul style="list-style-type: none"> <li>Can provide the most complete protection for historic properties (power to deny demolition, mandatory review and approval of all exterior renovations, additions, and infill construction)</li> </ul>	<ul style="list-style-type: none"> <li>Requires significant staff, volunteer, and committee resources to administer effectively</li> <li>Inventories of structures and areas need to be completed before properties are subject to additional protections</li> </ul>

## Neighborhood Conservation Districts

### Overview

A neighborhood conservation district (NCD) is a defined area or neighborhood in which structures share certain physical characteristics and development patterns; they are usually comprised of buildings that are architecturally and historically distinctive. The specific process for establishing an NCD varies by municipality, but in general, the following steps must be followed:

1. A petition containing the signatures of at least 10 property owners within a proposed NCD is submitted to the local Historical Commission. The petition must also include a general statement of the qualities of the proposed area which make it appropriate for NCD designation, a preliminary map of the proposed NCD, and a general outline of the scope of the regulations and guidelines that would be proposed for the NCD.
2. Upon receipt of the petition, the local Historical Commission holds a public hearing, notifying all property owners in the proposed NCD and within a defined abutting area. After the hearing the local Historical Commission by majority vote determines if the proposed NCD warrants additional study.

<sup>46</sup> "Article 34: Final Report to Town Meeting on the Proposed Enlargement of the Pleasant Street Historic District to Include Oak Knoll." Arlington Historic Districts Commissions. 2006.

3. If the Historical Commission approves the petition, it establishes a study committee to research and prepare a report on the proposed NCD. In some municipalities, the proposed district is protected during the study period as if it were already designated to allow the study committee to review and approve any proposed alterations to properties in the study area before a building permit is issued.
4. The study committee works with residents to prepare a report on the proposed NCD, including a statement of the significant architectural, aesthetic, cultural, economic, social or historical qualities of the proposed NCD or a description of the cohesiveness of the proposed NCD in terms of scale, size, type of construction, materials or style or age of its buildings and structures, or its land use patterns and landscaping; a map of the geographic boundaries of the proposed NCD Area, and a statement describing the nature of the authority to be vested in the proposed NCD Commission, proposed regulations implementing such authority and proposed guidelines for the NCD. In many municipalities, this includes multiple photographs and careful documentation of every building in the proposed NCD.
5. After the study committee files the report with the local Historical Commission, the Historical Commission convenes a public hearing (sometimes jointly with the Planning Board). Public notices advertising the public hearing include a description of the process by which property owners within the proposed NCD may “opt out” or exclude their property from the NCD.
6. After the public hearing, the Historical Commission holds a second meeting to incorporate any changes to the report and eliminate properties whose owners have opted out of the NCD. If more than a designated proportion of properties within the proposed NCD opt out, then the Historical Commission may redraw the boundaries of the NCD or may vote to not recommend an NCD designation. If a designated majority of property owners decide to remain in the NCD and the Historical Commission votes to approve the report, then the recommendation is forwarded to the local governing body with a favorable recommendation to designate the NCD.
7. Final designations on an NCD are determined by majority vote in Town Meeting or by City/Town Council.<sup>47</sup>

NCDs can be tailored to meet individual neighborhood concerns, and typically include design guidelines for front and side setbacks, building height and width, roof pitch and garage location. These guidelines can apply to the design of new construction and alterations to existing structures. NCDs review demolitions and major changes or additions to properties, but cannot necessarily prevent demolition. Unlike a historic district, NCDs do not conduct more fine grain reviews of details like windows, doors, or trim.

### **How is this used in Arlington or neighboring communities?**

The 2015 Master Plan implementation program calls for the town to “consider establishing Neighborhood Conservation Districts” with design review standards for architecture, mature trees and landscaping, open space, walkways, and other features.”<sup>48</sup> As of 2018, there are no NCDs in Arlington.

Cambridge has four NCDs, each of which is administered by a different commission. Approximately 2,600 properties sit within the four districts, the majority of which (2,000) are in the Mid-Cambridge NCD. Cambridge’s NCD commissions are empowered to approve new construction, demolition, and

<sup>47</sup> This general process for establishing an NCD was derived from the processes followed in Cambridge and Lexington.

<sup>48</sup> “Your Town, Your Future. Arlington Master Plan.” (2015)

alterations that are visible from a public way.<sup>49</sup> The commissions are comprised of volunteer citizens who are appointed by the City Manager. Administration of district business is provided by staff of the Historical Commission (a city department).

Lexington passed a NCD bylaw at their 2016 Town Meeting. In 2017, residents of two neighborhoods began a study process with the goal of establishing the town's first NCDs, however both groups struggled to get more than 75% of property owners within the proposed NCD boundaries to opt in.<sup>50</sup> Two NCDs were approved in April, 2018, although not all homeowners within the district boundaries opted to be part of the new district. The Turning Mill NCD includes 162 homes; 42 homeowners opted out of being part of the new district. The Pierce-Lockwood NCD is much smaller; in a neighborhood of 22 homes, 15 have opted in.<sup>51</sup>

Similarly in Wellesley, where the Denton Road NCD has been administered since 2008, an attempt to establish a second NCD in the Standish Road neighborhood which had been largely left untouched by demolitions was met with significant resistance from the property owners resulting in the development of a "Swiss cheese" NCD. Further, those property owners that did not opt in to the NCD expressed displeasure that the neighborhood would be associated with an NCD, and could adversely impact property values. Ultimately, the proposal was shelved by the proponents.<sup>52</sup>

### Implications of establishing an NCD

Benefits	Limitations
<ul style="list-style-type: none"> <li>• Can address issues like demolition and oversized new construction with less administrative burden than historic districts</li> <li>• Boundaries and eligibility criteria can be more inclusive than traditional historic districts</li> <li>• Collaboratively determined and managed</li> <li>• Allows for resident control of local design</li> <li>• Allows for consideration of the "whole architecture" of a district rather than parcel by parcel review</li> </ul>	<ul style="list-style-type: none"> <li>• Requires substantial buy-in from residents within the proposed NCD boundary</li> <li>• Extensive volunteer effort required to document each structure within an identified NCD</li> <li>• Risk of creating multiple neighboring districts with different requirements, which can cause confusion for residents when embarking on renovation projects</li> </ul>

<sup>49</sup> <https://www.cambridgema.gov/historic/districtsHistoricProperties>

<sup>50</sup> Conversation with David Kucharsky, Lexington Planning Director, on 11/8.

<sup>51</sup> "Green Light for Turning Mill and Pierce-Lockwood NCDs." Wicked Local Lexington, 4/13/2018. <http://lexington.wickedlocal.com/news/20180413/lexington-town-meeting-no-new-requirements-for-new-construction--yet>

<sup>52</sup> Conversation with Michael Zehner, Planning Director, Town of Wellesley, on 11/15/2018

## Design Review

### Overview

Establishing a design review process is a method for reviewing major development proposals and suggesting ways to improve appearance and compatibility with existing structures in the community. Design review may be triggered when a project exceeds a certain size, or may be required in exchange for allowing slightly larger square footage. Design review committees are comprised of appointed members, usually architects and urban designers who have educational training and substantial professional experience.

Design review can determine whether an addition to a structure is viable over demolition and rebuilding, and whether the design of the new structure meets the standards and guidelines of the community. Initiating a design review process may also be appropriate for variance or special permit requests for renovations that result in a greater floor area.

### How is this used in Arlington or neighboring communities?

Arlington does not currently have a design review process. Some surrounding communities have a design review process for large projects; for example, in Cambridge, projects larger than 2,000 square feet trigger an advisory consultation, called “large project review.” The review involves a meeting where the general public and city staff may view and comment on the proposed project. This process is advisory in nature, and is independent of review by the Planning Board.<sup>53</sup> Likewise, the city of Somerville has a Design Review Committee (DRC), which assists the Planning Board and Zoning Board of Appeals. In most cases, either board refers an applicant to the DRC, which then provides design criteria, guidance and recommendations.<sup>54</sup> Wellesley’s Design Review Board (DRB) is an advisory board that supports the Planning Board, the Zoning Board of Appeals, and the Inspector of Buildings. In particular, the DRB reviews residential projects that trigger “Large House Review”, large construction projects, and signs.

### Implications of design review

Benefits	Limitations
<ul style="list-style-type: none"> <li>• Design review is not necessarily tied to the historic nature of the neighborhood, allowing for lifestyle preferences and modernization of housing stock in non-historic neighborhoods</li> <li>• Can be flexible and allow design elements that might accent or complement a particular neighborhood feature as long as the general design qualities of the area remain intact</li> <li>• Can accommodate the protection of more than one style or era within the community</li> </ul>	<ul style="list-style-type: none"> <li>• Does not change underlying zoning, so size and scale of new construction may not be affected</li> <li>• Requires significant administrative resources and staff with design training, or selection of a review committee with substantial design/architectural experience</li> <li>• May increase cost and time of construction</li> </ul>

<sup>53</sup> “Large Project Review.” Cambridge Community Development Department.

<https://www.cambridgema.gov/CDD/zoninganddevelopment/largeprojectreview>

<sup>54</sup> “About the Design Review Committee.” City of Somerville. <https://www.somervillema.gov/departments/design-review-committee>

## Design Standards and Guidelines

### Overview

Design *standards* are compulsory requirements for new construction or renovation in a community as a way of ensuring that new construction results in contextually sensitive design. Design *guidelines* are not mandatory, but provided in order to educate planners, design consultants, developers, homeowners, and local staff about a community's design objectives. Both standards and guidelines address architectural character, color and materials, a structure's relationship to the surrounding community, pedestrian relationships with the structure, and parking. They are typically accompanied by visual aids and guidebooks to make clear what the community desires, thus reducing uncertainty for prospective developers.

Design standards or design guidelines are often used in combination with design review.

### How is this used in Arlington or neighboring communities?

Arlington does not currently have residential design standards or guidelines, although there are design standards for commercial and industrial properties on Massachusetts Avenue and Broadway, the Mill Brook Corridor, and the Minuteman Bikeway, as defined in *Design Standards for the Town of Arlington* (2016). Additionally, 2019 Town Meeting approved funding to hire a consultant to help establish residential design guidelines. Cambridge has a series of design and development guidelines by neighborhood; the guidelines have been developed over time as the city has embarked on neighborhood-specific planning projects. In most cases, the city's zoning ordinance has been updated to include a reference to neighborhood design guidelines where applicable.<sup>55</sup>

Watertown recently began a project to develop residential design guidelines. The guidelines will clarify expectations about what is permitted (and why) in order to maintain the existing neighborhood character and promote a more harmonious relationship between the existing neighborhood fabric and new construction.<sup>56</sup> The Planning Director in Watertown reported there had been some resistance from a property rights group in Watertown, but that the vast majority of the comments from builders, homeowners, and other residents have been positive.

### Implications

Benefits	Limitations
<ul style="list-style-type: none"> <li>Developed based on community engagement to identify what is special, unique, or worthy of conserving in an area</li> <li>Ability to create harmonious neighborhoods of existing housing stock and infill housing stock</li> </ul>	<ul style="list-style-type: none"> <li>Extensive administrative time and potential consultant expense in community engagement</li> <li>Requires administration by a well-qualified board supported by adequate staff and resources, especially if detailed design review is to take place</li> <li>Decisions by design review board may be subject to legal challenges in controversial cases (applies to design standards only)</li> <li>Requires sufficient political will from community in order to be supported and maintained</li> </ul>

<sup>55</sup> "Design Guidelines and Area Plans Referenced in the Zoning Ordinance." Cambridge Community Development Department. <https://www.cambridgema.gov/CDD/zoninganddevelopment/Zoning/designguidelines>

<sup>56</sup> <https://www.ci.watertown.ma.us/831/Design-Standards-Guidelines-2014-15>

## Revisions to the Regulatory Framework

### Overview

This practice involves a careful review and revision of a town's zoning bylaw to remedy regulations that inadvertently result in the development of overly-large homes. Before making revisions to the zoning bylaw, a study would need to be completed wherein an architectural consultant would review typical floor plans of dominant housing in the neighborhood, fully evaluate building possibilities within the current allowable footprint, and think through expansion strategies related to the floor plans to provide homeowners with guidance. The goal of the review and subsequent revisions is to identify ways of allowing homeowners to complete reasonable expansion plans that allow for modernization and reasonable expansion without developing a property that is out of place with surrounding homes.

Typical revisions to the zoning bylaw include limits on FAR or lot coverage, requirements for larger setbacks (especially on side yards), or increases to open space requirements.

### How is this used in Arlington or neighboring communities?

Recently, with the guidance of the Residential Study Group, the Town's Zoning Bylaw was updated to limit driveway slope for below-grade garages, thereby constraining the footprint and increasing setbacks for new construction. The Residential Study Group also implemented the Good Neighbor Agreement, through which abutters to construction are made aware of the project, the project schedule, and contact information for the project proponent.

Communities in Massachusetts have made significant regulatory steps to control the size and mass of residential buildings, notably Wellesley, Newton, and Weston. All three communities have used techniques to measure gross floor area, with some differences, and proposals that exceed the threshold require additional review. Wellesley and Weston have created a residential site plan review through its Planning Boards, whereas Newton's City Council issues a special permit.

Wellesley's Large House Review (LHR) is a residential site plan review process, conducted at a public hearing that invites input from abutters to address whether a proposed house is compatible with the character of its surroundings and whether certain impacts, commonly associated with larger homes, can be mitigated. LHR applies only when a proposed project exceeds specified square foot thresholds within the specified residential Area Regulation Districts (e.g., 3,600 square feet for dwellings within the 10,000 Square Foot Area Regulation District, the lowest density residential district). The threshold, known as Total Living Area plus Garage, is a measurement of volume, and has been revised a number of times to result in a more consistent calculation.<sup>57</sup> Newton's calculation is based on FAR and Weston's calculation is based on a basic measurement of gross floor area.

The Wellesley Planning Board refers to six standards—Preservation of Landscape, Scale of Buildings, Lighting, Open Space, Drainage, and Circulation—and advisory opinions from the Design Review Board and the Engineering Division in making decisions. Since its adoption in 2007, the Planning Director indicated there have been a total of 99 projects acted upon by the Planning Board. The last time a project was denied by the Planning Board was in 2012. In all cases, the Planning Board approves projects with conditions to address the six standards.

<sup>57</sup> Conversation with Michael Zehner, Planning Director, Town of Wellesley, on 11/15/2018

## Implications

Benefits	Limitations
<ul style="list-style-type: none"> <li>• Reduces economic incentive for demolitions</li> <li>• Review of structures that reach the accepted threshold occur during a public hearing</li> </ul>	<ul style="list-style-type: none"> <li>• Does not actively limit demolitions and should not be a deniable review</li> <li>• Can result in an abundance of non-conforming properties within a community, which is in conflict with the 2015 Master Plan action of reduce the number of uses that require a special permit</li> <li>• Could result in the devaluation of larger lots</li> <li>• Requires substantial staff resources to evaluate plans and determine gross square footage based on ordinance requirements</li> </ul>

## Recommendations

Based on the data reviewed in this report, it cannot be said that the loss of structures is resulting in a loss of affordability in Arlington. As described in the review of existing conditions, there are very few properties that can be considered affordable under the definition established by the Department of Housing and Urban Development. Arlington is generally unaffordable to households earning low- to moderate-incomes as well as those households that are at middle-incomes based on the data available in the Assessor's database. However, it can be reasonably concluded that households purchasing homes in Arlington are electing for cost burdening in exchange for the opportunity to reside in a desirable community. Through efforts of the town and specifically the Housing Plan Implementation Committee, there are ongoing efforts to address the loss of affordability in Arlington through the diversification of housing stock and support of the creation and preservation of affordable housing development.

Moving beyond the concerns of affordability in the community, a measured response to the perceived problem of replacement homes requires an understanding of why older homes in Arlington and across our neighboring communities are being replaced. According to the American Planning Association, the replacement home trend is a result of several factors:<sup>58</sup>

1. Changing housing demands: older homes tend to have smaller rooms, smaller square footage, poor or overly-divided floor plans, and inadequate amounts of storage areas. They also often have aging or inefficient heating and air conditioning systems. Homeowners today often seek amenities like higher ceilings, home offices, attached garages, and modernized and efficient heating and cooling technology; when an owner needs to make multiple changes to an older home in order to achieve these amenities, a complete demolition and replacement home may be an easier and less expensive task than a context-sensitive renovation.
2. Changing appeal of urban living: many older homes that are at risk of being replaced are located within close proximity to urban amenities that are now increasingly desirable, such as parks, schools, public transportation, restaurants, and shopping, whereas new homes or vacant lots in the Boston region's outer ring suburbs lack proximity to these amenities.

<sup>58</sup> "Too Big, Boring, or Ugly: Planning and Design Tools to Combat Monotony, the Too-Big House, and Teardowns" by Lane Kendig. American Planning Association. Planning Advisory Service Report #528. 2004. Pages 11-13.



3. High land values: in areas with high rates of demolition and replacement with newer, larger homes, a property's land value far exceeds the building value. Buyers seeking a home that offers modern design amenities, but who desire proximity to urban amenities will often choose to purchase a home solely for its land value with the intent of demolishing the existing structure instead of constructing on a greenfield in the suburbs.

The Master Plan describes the existing dimensional and density controls in the Zoning Bylaw as being reasonable and consistent with the development patterns of the community. Before taking an approach that dramatically changes the regulatory structure, the town needs to consider the following in deciding on an approach to address the issues of replacement homes:

1. Look to the 2015 Master Plan and ongoing implementation activities to ensure that actions taken to address replacement homes are consistent and not in conflict with the town's broader goals, activities, and priorities;
2. Balance concerns about neighborhood impact with property rights;
3. Avoid regulations that may preclude "modest" and "acceptable" renovations/additions by homeowners;
4. Ensure that when new guidelines are implemented, older homes do not become nonconforming, thus exacerbating fears of current owners or making teardowns a more attractive option than renovation; and
5. Ensure that any policy does not have a disparate impact on development.

This study was the result of a Town Meeting directive to determine how to best control the prevailing type of development occurring in Arlington currently; that is, the demolition of older, smaller homes which are replaced with homes that may not be consistent with the character or development pattern of the neighborhood. Demolition delay is a tool used to protect historic structures and should not be misconstrued as an effective tool to protect affordability and prevent development. However, there needs to be a method to bring new residential structures into conformance with the aesthetic preferences of the community. This goal has been echoed in the Residential Study Group meetings as this report has been developed. With that in mind, DPCD recommends the following two-pronged approach: using the results of the Historical and Cultural Resources Working Group's Survey Master Plan to guide the expansion of demolition delay and pursuing the development of residential design guidelines.

The Master Plan recommended the completion of a comprehensive historic resources inventory and survey (the Survey Master Plan), which was advanced by the Historic and Cultural Resources Working Group of the Master Plan Implementation Committee and was completed in spring 2019. Through work completed for the Survey Master Plan, we understand that Arlington has a list-based Demolition Delay Bylaw, which means that the AHC maintains a list of buildings the Commission finds to be significant. Buildings on this list are subject to the demolition delay bylaw. The process or criteria the AHC uses to find a building significant and add it to the town's demolition review list is unclear. In some instances, the AHC has used addition to the statewide inventory through preparation of an inventory form sufficient to determine a building's significance, at which point the AHC votes to find the building



significant and place it on the local inventory. There are discrepancies, however, between the state inventory and the list maintained by the AHC.

Prior to considering an update to the town's demolition delay bylaw, DPCD recommends that the town develop clear, publicly-available criteria for determining a property's significance and eligibility for the local list. Once these criteria are established, the AHC should then reconcile discrepancies between the local and state inventories; at a minimum, properties on the local AHC list should be represented at a state level by MHC inventory forms. Only after these steps are completed should the town consider modifications to the demolition delay bylaw, such as reviewing the definitions, organization, process, and length of delay of the current policy and make recommendations to expand it as appropriate. If an expansion of the town's demolition delay is considered at all, based on data provided in this report the DPCD recommends limiting application of age-based demolition delay to the low density residential districts (R0, R1, and R2). Additionally, before amending demolition delay, further conversations should be held with the AHC about developing a full time staff position to handle the administrative burden of processing demolition and renovation building permit requests for these properties.

Moving to the second recommendation of this report, DPCD believes that advancing residential design guidelines is the most efficient method to creating a community-wide statement on what is special, unique, or worthy of conserving in Arlington with the goal of creating a harmonious relationship between existing housing stock and new housing stock. While some in the community might believe that design guidelines do not go far enough to regulate new homes in Arlington, the development of a new regulatory framework is not appropriate considering the goals of the Master Plan stated above. Additionally, Arlington does not experience the number of demolitions or large-scale renovations that are experienced by communities that have established a new regulatory framework. Additionally, adjusting the density and dimensional controls in R0 through R2 zoning districts of the Zoning Bylaw would have the impact of creating a large number of nonconforming lots throughout the community, a result that would be in conflict with the Master Plan.

In developing residential design guidelines, the community can identify topic areas that are important, such as mass, landscape, open space, and circulation, and set forth accepted standards that would address these topic areas in new construction. For example, related to massing, design guidelines could identify that blank walls should not be present or dormers should be minimized. Preferred materials could also be identified, as well as preservation of existing landscape during construction to ensure privacy and protect mature trees. While adopting design guidelines may be met with resistance, it appears that this recommendation would satisfy many of the concerns around replacement housing stock, and should be prompted by the boards, commissions, and neighborhood groups that are concerned with new development. DPCD received approval by Town Meeting in 2019 for the request for funding to contract with an appropriate consultant to move forward on this recommendation.

Overall, these recommendations are a balanced approach and address the goals of the Town Meeting article, the original purpose of the Residential Study Group, and are not in conflict with the Master Plan.

## APPENDIX A: OVERVIEW OF LOCAL POLICIES

City/Town	Delay	Qualifications				
		Historic	And / or	Built before / age	And / or	Other
Bedford	18 months	National Registry of Historic Places or local inventory	Or	1/1/1943		
Belmont	12 months	National, state, or local inventory	Or			Is historically, culturally, politically, economically, or socially important either by itself or in the context of a group of buildings
Cambridge	6 months	National or local inventory	And	50+ years old	Or	Designated by the Commission to be a significant building or is historically or architecturally significant either by itself or in the context of a group of buildings
Lexington	12 months	National or local inventory	Or			Determined by the Commission to be historically or architecturally significant
Lincoln	12 months	National, state, or local inventory (OR within 200 feet of the boundary line of an area)	Or			Determined by majority vote of the LHC to be important
Medford	18 months	National or state register	Or	75+ years old		
Natick	6 months	National, state, or local “regulated” building	Or			Is historically or architecturally important either by itself or within the context of a group of buildings
Needham	6 months	National, state, or local inventory				
Newton	12 months	National or state register	And	50+ years old	Or	Is historically, culturally, politically, economically, or socially important either by itself or in the context of a group of buildings

Somerville	9 months	National register	And	50+ years old	Or	Is historically, culturally, politically, economically, or socially important either by itself or in the context of a group of buildings
Wellesley	12 months			12/31/1949	And	Is historically, culturally, politically, economically, or socially important either by itself or in the context of a group of buildings OR is located within 150 feet of the boundary line of any federal or local historic district and is contextually similar to the buildings located in that district
Weston	12 months	National register or local inventory	And	1945	Or	Is included within a “significant area” or “further study area” inventoried by the commission in the 1993-1994 Historical Resources Survey
Winchester	12 months	National or state register	Or	1940	Or	Included in the MA Historical Commission’s Inventory

## APPENDIX B: METHODOLOGY AND DATA SOURCES

The criteria used to select the properties to be studied for the existing conditions report was determined through conversations with individuals from the Town of Arlington's Inspectional Services and Assessor's Departments. Data was drawn from Assessor's department for all homes in R0, R1, and R2 zoning districts, and was combined with data collected from Arlington's online Assessor's Database for homes that were built or substantially renovated between 2010 and June, 2019. Home sales data that was not available on the Assessor's database was researched on Redfin.com; using online realtor data was only necessary for homes constructed in late 2017.

In topics where the full assessor's dataset was used for analyzing the R0, R1, and R2 residential zoning districts, the dataset was reduced by eliminating structures tagged with a non-residential land use codes. This eliminated buildings used for non-residential purposes from the analysis, such as churches and schools. Furthermore, structures that are used exclusively for assisted living were not included in the analysis.

Additional data was provided by Arlington's GIS Department, particularly in studying residential zoning districts within the larger town context. Information on regulatory controls was pulled from the Zoning Bylaw and Town Bylaw. Links to data sources are provided below:

Town of Arlington Building Permit Database:

<https://www.arlingtonma.gov/departments/inspectional-services/view-building-permits>

Town of Arlington GIS:

<https://www.arlingtonma.gov/departments/information-technology/geographic-information-system-gis>

Town of Arlington Inspectional Services Department:

<https://www.arlingtonma.gov/departments/inspectional-services>

Town of Arlington Master Plan: Your Town, Your Future:

<https://www.arlingtonma.gov/departments/planning-community-development/master-plan>

Town of Arlington Online Assessor's Database:

<https://www.arlingtonma.gov/departments/information-technology/geographic-information-system-gis/address-search>

Town of Arlington Town Bylaws:

<https://www.arlingtonma.gov/town-governance/laws-and-regulations/town-bylaws>

Town of Arlington Zoning Bylaw:

<https://www.arlingtonma.gov/town-governance/laws-and-regulations/zoning-bylaws>



## Town of Arlington, Massachusetts

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### **Presentation: Housing in Arlington**

#### **Summary:**

Adam W. Chapdelaine, Town Manager

Jenny Raitt, Director of Planning & Community Development

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Housing_in_Arlington_Presentation.pdf	Housing in Arlington Presentation

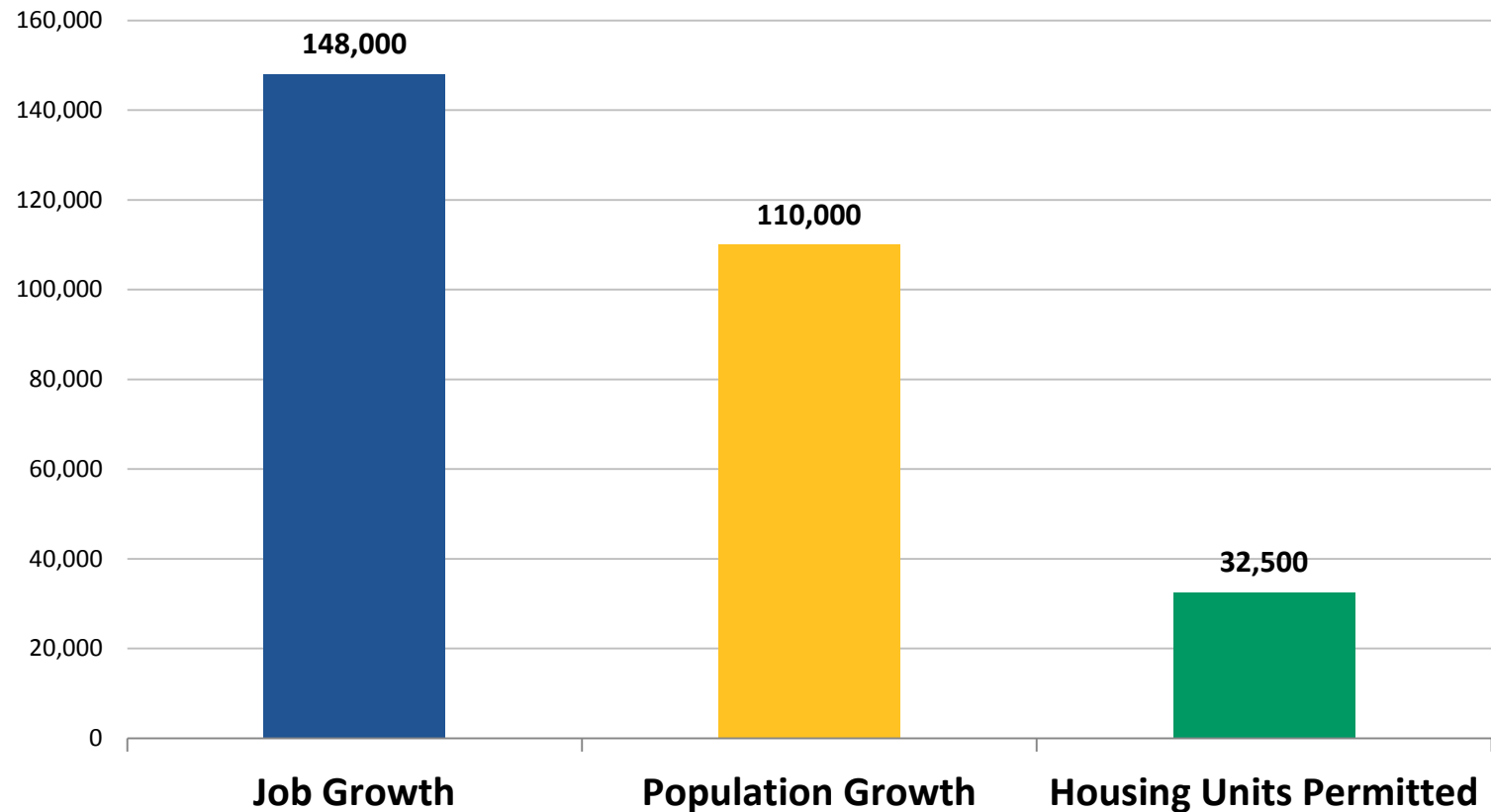
# Housing In Arlington

Why Is This Our Issue & What Should  
We Do About It?

# Overview

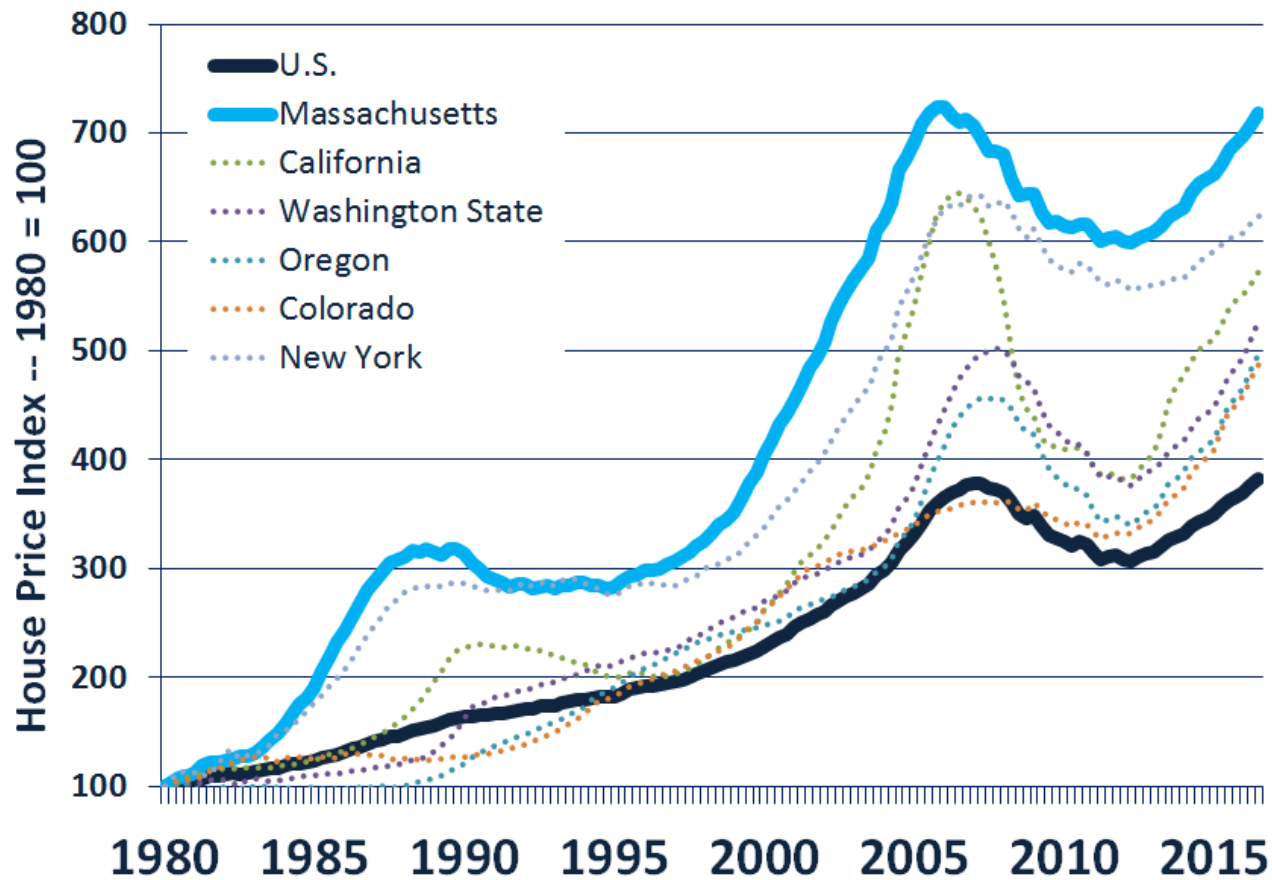
- The Housing Crisis
  - Regional Issues and Projections
  - Impacts on Arlington
- Potential Solutions
  - Maintain Current Efforts
  - Efforts of Metro Mayors Coalition
  - Tools for Addressing the Crisis in Arlington
- Next Steps

# Growth in the Metro Mayors Coalition, 2010 - 2017





# Home Prices Have Surged



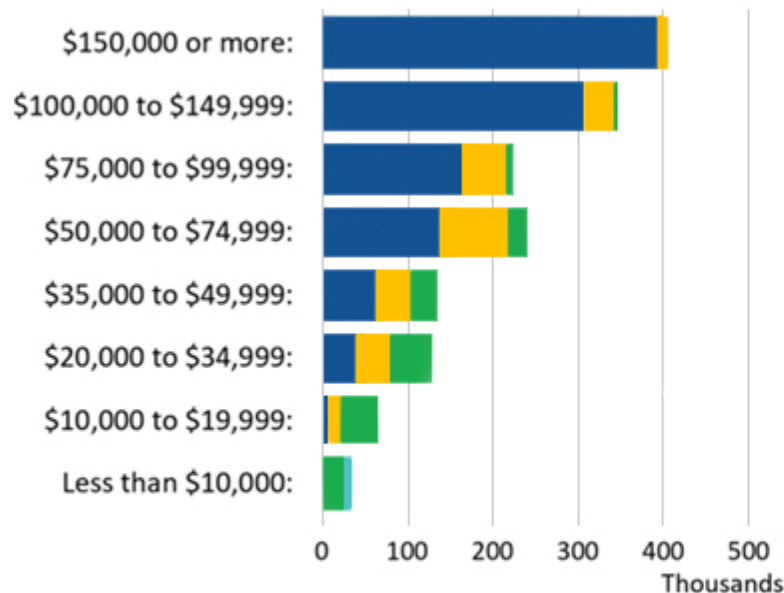
Data source: Federal Housing Finance Agency, House Price Index – All Transactions

# Many Households Are Struggling With Affordability

**182,801**

Severely burdened owner households

Households by ownership cost burden



**230,585**

Severely burdened renter households

Households by rent burden



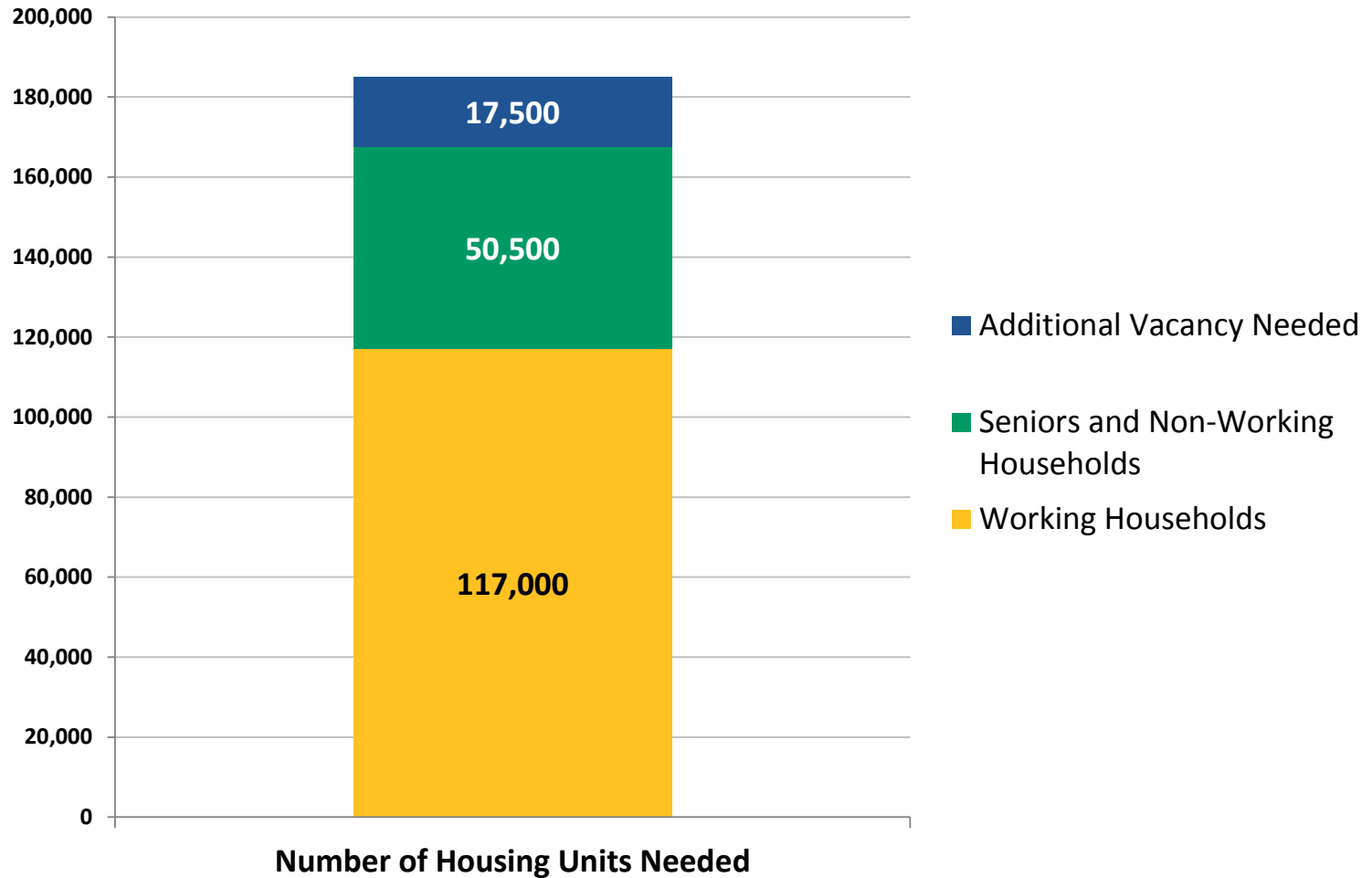
Not Burdened

Burdened (>30%)

Severely Burdened (>50%)

Not computed

# Net Housing Unit Demand, 2015 – 2030, Metro Mayors Coalition



# Arlington's Economic Diversity

## ARLINGTON IS AN ECONOMICALLY DIVERSE PLACE.

**MORE THAN ONE IN FOUR  
HOUSEHOLDS HAVE LOW INCOMES.**



**5,170 households have  
low incomes<sup>1</sup>**

27% of all households

*Low income varies by household size. For a household of 2, low income is \$54,200. This is the most common household size in Arlington.*

**ROUGHLY ONE IN TEN HOUSEHOLDS  
HAVE EXTREMELY LOW INCOMES.**



**2,100 households<sup>1</sup>**

11% of all households

*For a household of 2, extremely low income is \$22,600.*

# Housing Prices in Arlington Are Increasingly Out of Reach

**ONE IN THREE HOUSEHOLDS SPEND MORE THAN 30% OF THEIR INCOME ON HOUSING.**



**5,655 households<sup>1</sup>**  
30% of all households

*(Middle-income & low-income households alike spend a large portion of their income on housing.)*

**LOW-INCOME SENIORS SPEND AN EVEN HIGHER PROPORTION OF THEIR INCOME ON HOUSING.**



**972 low-income senior households (37% of all low-income seniors) spend more than 50% of their income on housing costs.<sup>1</sup>**

**SALE PRICES ROSE FASTER THAN INCOME.**



**Buying a house is too expensive for current residents.<sup>2</sup>**  
sale price affordable to a median income household in Arlington is about \$310,000, but the median sale price of homes in Arlington was \$580,000 in 2015.

**1,460 rental units were converted to condos between 2000 and 2014.**

*Condos often require greater funds to occupy than apartments. In 2000, there were over 7,800 rental units.<sup>4</sup>*

# Solutions – Maintain Current Efforts

- The Select Board Has Supported HCA's Efforts at Downing Square & Broadway – 57 Units in Pipeline
- Maintain Select Board Support for Appropriate Allocation of CDBG, CPA and HOME Funding for Affordable Unit Production and Preservation
- Maintain Support for Weatherization and Other Programs That Assist People in Staying in Their Homes
- Preservation Efforts with HCA and the AHA
- Monitor Existing Subsidized Housing Inventory
- Continue Implementation of Master Plan and Housing Production Plan

# Solutions - Efforts of Metro Mayors Coalition

- Established in 2001, the municipal officials in this group represent more than 1.4 million residents in the cities and towns of Arlington, Boston, Braintree, Brookline, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, Newton, Quincy, Revere, Somerville, and Winthrop.
- The MMC created the Regional Housing Taskforce to begin to address the crisis.
- The 15 Member Group has committed to producing 185,000 housing units by 2030.
- Members communities are now working toward discussing their appropriate portion of meeting the goal.

# Solutions - Tools for Addressing the Crisis in Arlington

- Amendments to Inclusionary Zoning Bylaw
- Housing Creation Along Commercial Corridor – Mixed Use & Zoning Along Corridor
- Accessory Dwelling Units – Potential Age & Family Restrictions
- Other Tools Can Be Considered That Are Outside of Zoning But Have An Impact on Housing



# Next Steps

- Continued Public Engagement
- Town Manager & Director of DPCD Meet with ARB
- Select Board & ARB Hold Joint Meeting in Early Fall
- ARB Recommends Strategies to Pursue in Late Fall/Early Winter



## **Town of Arlington, Massachusetts**

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### **Minutes of Meetings: June 17, 2019**

#### **ATTACHMENTS:**

	Type	File Name	Description
▣	Reference Material	6.17.19_draft_minutes.docx	6.17.19 Draft Minutes

Town of Arlington  
Select Board  
Meeting Minutes

June 17, 2019  
7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

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

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

Mr. Hurd moved approval to endorse the creation of Complete Count Committee for 2020 Census. Mr. DeCoursey asked that a Citizen from the Town be included in said Committee.

SO VOTED (3-0)

**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

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

SO VOTED (3-0)

### **PUBLIC HEARINGS**

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

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

SO VOTED (3-0)

8. 7:15 p.m. National Grid Petition/Intersection of Forest Street and Bow Street (Public Way)  
Barbara Kelleher, Permit Representative  
(all abutters notified)

Mr. Dunn asked that said request be tabled to a future meeting.

SO VOTED (3-0)

9. 7:15 p.m. Bellevue Road and Morton Road (Bellevue-Morton Association)  
a) Request: Repair to Private Way  
b) Betterment Order  
Joe Cavicchi, President, Bellevue-Morton Association

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

SO VOTED (3-0)

### **LICENSES & PERMITS**

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

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

SO VOTED (3-0)

### **CITIZENS OPEN FORUM**

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

No one appeared before the Board for Citizens Open Forum.

### **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

Ms. Loffredo stated that the Boston Women's Market (BWM) is an organization based in Boston, MA that creates selling, learning and community opportunities for women entrepreneurs and artists from New England. They would like to host a vendor market at the Uncle Sam Plaza. The Boston Women's Market proposes to activate the green space at Uncle Sam's Plaza and Visitors Center with twenty-five (25) women-founded businesses selling their goods. Vendor set-up will begin at 9:00 a.m. with selling hours between 11:00 a.m. – 4:00 p.m. Each vendor will be allowed a 6' x 6' vending space for their tables and displays.

Mr. Hurd asked that they install a barrier near the bike path for safety reasons especially if they are expecting a large crowd.

Mr. Hurd moved approval.

SO VOTED (3-0)

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)

After much discussion, the Board denied the request of Will and Diane Stansbury requesting two spaces in front of 118 Westminster Avenue. Officer Corey Rateau, Traffic and Parking Unit, reported that in the rear of the property, there is a driveway present that appears capable of holding two vehicles parked in tandem. While he does understand that maneuvering can be difficult due to the shared right-of-way with 14 West Court 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 West Court Terrace. But regardless, it appears that had this retaining wall not been built right up to the edge of the driveway at 118 Westminster Avenue, maneuvering and turning vehicles while entering and exiting would not be as difficult. Due to the above listed observation and based on past practices, the Traffic and Parking Unit, does not feel that this residence meets the standards for granting an on-street overnight permit.

Mr. Hurd moved to deny said request.

SO VOTED (3-0)

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

Douglas W. Heim, Town Counsel

Town Counsel Heim stated that applications for an All Alcohol Package Store License in Arlington Heights will be accepted at our August 12<sup>th</sup> Meeting. Joan Roman, Public Information Officer will advertise on the Town's Website.

Mr. Hurd moved approval.

SO VOTED (3-0)

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

Adam W. Chapdelaine, Town Manager

Town Manager Chapdelaine stated that 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. To complete the plan, a consultant will need to be hired.

Mr. Chapdelaine said an RFP will be developed to be advertised no later than late July or early August for a September project start. The STP is expected to take twelve to eighteen 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.

Mr. Hurd moved approval.

SO VOTED (3-0)

**CORRESPONDENCE RECEIVED**

15. Requesting Change to Tax Calculation Method

Town of Arlington Residents

Mr. Hurd moved receipt of "Correspondence Received" and asked that a copy of said request be sent to the Board of Assessors.

SO VOTED (3-0)

**NEW BUSINESS**

Attorney Heim stated that Arlington's Special Counsel for the 40B application of the Mugar site, Attorney John Whitten, and his Huggins and Whitten, LLC. will be joining the firm of Kopelman & Paige in the near future. Attorney Whitten's representation of the Town will not be affected by the merger of firms, nor will his rate.

Town Manager Chapdelaine stated that Consigli Construction has been awarded the contract for building the new high school. It is the same construction company that built Winchester High School.

Town Manager Chapdelaine stated a Red Sunset Maple - 5 inch (DBH) approximately 30 feet is scheduled to be planted Wednesday, the 19th, at 9:00 a.m. at the Uncle Sam Plaza.

This is a replacement tree for the Pine Oak that was removed due to construction for the park and bike path renovation.

Select Board Member DeCoursey stated that Porch Fest had over 100 sites and was a huge success. It was a great day for Arlington.

Select Board Member DeCoursey asked the Town Manager if the sign in Arlington Center stating the Somerville Bridge in Ball Square is closed be removed.

Select Board Member Hurd also stated that Porch Fest was a great event throughout the Town and the Feast of the East was another great event this pass weekend.

Select Board Member Dunn stated that he attended the Beer Garden, Chairful Where You Sit and many Porch Fest concerts this weekend and they were a great success.

Select Board Member Dunn thanked all voters for coming out to vote and passing both questions on the ballot – 1. Replacing the existing facility located at 869 Massachusetts Avenue, Arlington High School; and 2. An additional \$5,500,000 for funding the operating budgets of the Town and the Public Schools for the fiscal year beginning July 1, 2019.

Mr. Hurd moved to adjourn at 8:30 p.m.

SO VOTED (3-0)

Next Scheduled Meeting of Select Board July 22, 2019

A true record attest:

Marie A. Krepelka  
Board Administrator

6/17/19

Agenda Item	Documents Used
1	For Discussion and Approval: Creation of Complete Count Committee for 2020 Census Kelly Lynema, Senior Planner
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) <u>Board of Youth Services</u> Kristen Barnicle <u>Conservation Commission</u>

	<p>Charles Tirone  <u>Council on Aging</u>  Rick Fentin  <u>Human Rights Commission</u>  Sheri Baron  <u>Open Space Committee</u>  Wendy Richter  David White</p>
7	<p>7:15 p.m. Eversource Petition/Lowell Street (Public Way)  Jacqueline Duffy, Supervisor, Rights and Permits  (all abutters notified)</p>
8	<p>7:15 p.m. National Grid Petition/Intersection of Forest Street and Bow Street  (Public Way)  Barbara Kelleher, Permit Representative  (all abutters notified)</p>
9	<p>7:15 p.m. Bellevue Road and Morton Road (Bellevue-Morton Association)  a) Request: Repair to Private Way  b) Betterment Order  Joe Cavicchi, President, Bellevue-Morton Association</p>
10	<p>For Approval: Food Vendor License  Arlington Bakery, 187 Massachusetts Avenue, Evangelia Velentzas</p>
11	<p>For Approval: Boston Women's Market @ Uncle Sam Plaza, July 20, 2019,  11:00 am - 4:00 pm  Cara Loffredo, Directing Organizer</p>
12	<p>Request: Two Spaces, On Street Overnight Parking @ 118 Westminster Avenue  Will and Diane Stansbury  (tabled from 5/20/2019 and 6/3/2019 meetings)</p>
13	<p>For Discussion and Approval: Package Store Alcohol License Application  Process and Criteria  Douglas W. Heim, Town Counsel</p>
14	<p>For Discussion and Approval: Sustainable Transportation Plan and Creation of  Advisory Committee  Adam W. Chapdelaine, Town Manager</p>
15	<p>Requesting Change to Tax Calculation Method  Town of Arlington Residents</p>





## Town of Arlington, Massachusetts

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

#### Summary:

Board of Health

Kevin Fallon

Board of Youth Services

Kimberly Cayer

Cemetery Commission

Michele Hassler

Commission for Arts and Culture

Aneleise Ruggles

Conservation Committee

Nathaniel Stevens

Constables

Richard Boyle

Open Space Committee

Kelsey Cowen

Brian Kelder

Ann LeRoyer

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Manager_Memos_and_Meeting_Notice_#1.pdf	Manager Memos and Meeting Notice



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 25, 2019

TO: Board Members

SUBJECT: Reappointment to the Board of Health

---

This memo is to request the Board's approval of my reappointment of Kevin Fallon, Arlington, MA, to serve on the Board of Health, 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 26, 2019

Kevin Fallon

Re: Reappointment: Board of Health

Dear Mr. Fallon:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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:ls



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 25, 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 Kimberly Cayer, 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  
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781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 27, 2019

Kimberly Cayer

Re: Reappointment: Board of Youth Services

Dear Ms. Cayer:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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

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

MEMORANDUM

DATE: July 8, 2019

TO: Board Members

SUBJECT: Reappointment to the Cemetery Commission

---

This memo is to request the Board's approval of my reappointment of Michele Hassler, Arlington, MA, to serve on the Cemetery 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 27, 2019

Michele Hassler

— 6-27-19, 11:13 AM 02476

Re: Reappointment: Cemetery Commission

Dear Ms. Hassler:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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

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

MEMORANDUM

DATE: June 25, 2019

TO: Board Members

SUBJECT: Reappointment to the Commission for Arts and Culture

This memo is to request the Board's approval of my reappointment of Aneleise Ruggles, Arlington, MA, to serve on the Commission for Arts and Culture, 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. GURRO, 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 27, 2019

Re: Reappointment: Commission for Arts and Culture

Dear Ms. Ruggles:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



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Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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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 Nathaniel Stevens, 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.  
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STEPHEN W. DECOURCEY



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781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 27, 2019

Nathaniel Stevens

Re: Reappointment: Conservation Committee

Dear Mr. Stevens:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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MEMORANDUM

DATE: July 8, 2019

TO: Board Members

SUBJECT: Reappointment to the Constables

---

This memo is to request the Board's approval of my reappointment of Richard Boyle, Arlington, MA, to serve on the Constables, 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  
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JOHN V. HURD  
STEPHEN W. DECOURCEY



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 10, 2019

Richard Boyle

Re: Reappointment: Constables

Dear Mr. Boyle:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22 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:ls



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
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MEMORANDUM

DATE: June 25, 2019

TO: Board Members

SUBJECT: Reappointment to the Open Space Committee

---

This memo is to request the Board's approval of my reappointment of Kelsey Cowen, 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



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781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 27, 2019

Kelsey Cowen

Re: Reappointment: Open Space Committee

Dear Ms. Cowen:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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

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

MAK:fr





Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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MEMORANDUM

DATE: June 25, 2019

TO: Board Members

SUBJECT: Reappointment to the Open Space Committee

---

This memo is to request the Board's approval of my reappointment of Brian Kelder, 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  
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781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 27, 2019

Brian Kelder

Re: Reappointment: Open Space Committee

Dear Mr. Kelder:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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

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

MAK:fr



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
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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 Ann LeRoyer, 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  
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781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 27, 2019

Ann LeRoyer

Re: Reappointment: Open Space Committee

Dear Ms. LeRoyer:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22nd 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

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### Reappointments: Board of Commissioners of Trust Funds

#### Summary:

Damon Barglow (term to expire 6/30/2021)

Augusta Haydock (term to expire 6/30/2022)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Manager_Memos_and_Meeting_Notice_#2.pdf	Manager Memos and Meeting Notice



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: July 8, 2019

TO: Board Members

SUBJECT: Reappointment to the Board of Commissioners of Trust Funds

This memo is to request the Board's approval of my reappointment of Damon Barglow, Arlington, MA, to serve on the Board of Commissioners of Trust Funds, and having a term expiration date of 6/30/2021.

  
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

July 2, 2019

Damon Barglow

Re: Reappointment: Board of Commissioners of Trust Funds

Dear Mr. Barglow:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22 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:ls



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: July 8, 2019

TO: Board Members

SUBJECT: Reappointment to the Board of Commissioners of Trust Funds

---

This memo is to request the Board's approval of my reappointment of Augusta Haydock, Arlington, MA, to serve on the Board of Commissioners of Trust Funds, 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



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TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 2, 2019

Augusta Haydock,

Re: Reappointment: Board of Commissioners of Trust Funds

Dear Ms. Haydock:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 22 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:ls





## **Town of Arlington, Massachusetts**

---

**For Approval: Annual Arlington for All Ages 5K Race, September 8, 2019**

**Summary:**

Susan Carp, Executive Director, Council on Aging  
Health and Human Services Charitable Corporation

**ATTACHMENTS:**

	Type	File Name	Description
▣	Reference Material	2019_5K_Race_Packet_for_Select_Board.pdf	Correspondence from S. Carp



COUNCIL ON AGING  
TOWN OF ARLINGTON  
27 MAPLE STREET  
ARLINGTON, MASSACHUSETTS 02476-4909  
(781) 316-3400 fax (781) 316-3409



June 21, 2019

To: The Arlington Select Board

From: Susan Carp, Executive Director

RE: Arlington for All Ages 5K Race

The Council on Aging, through the Health and Human Services Charitable Corporation, is seeking approval to host the annual, Arlington for All Ages 5K on Sunday, September 8, 2019. This is a particularly exciting year given the approval of the renovation of the Senior Center and the newly approved renaming to the Arlington Community Center.

The race is USATF Certified and will be under the supervision of North Shore Timing Company. The race route and the cheering crowds will be the same as in previous years. This year fifty percent of the proceeds will be donated to the Arlington Community Center Capital Campaign fund, [www.arlingtoncommunitycenter.org](http://www.arlingtoncommunitycenter.org). We are working with DSA Consultants of Arlington and have created the web site [www.arlington5k.com](http://www.arlington5k.com) for runners to register and providing an opportunity for those visiting that web site to donate to the race.

This packet includes the draft of the sponsor letter, sponsorship commitment form, sponsorship opportunities, map of the course and course narrative. We will continue to need police detail.

We appreciate your consideration and support for what has become a community friendly event for all ages!

*Susan Carp*

Date

Business

**Support the Arlington Community Center through Arlington for All Ages 5K!**

Dear NAME,

The Arlington Council on Aging will once again be raising funds through our signature 5K race ***Arlington for All Ages***. Fifty percent of the funds raised in the 2019 race directly support the Capital Campaign to furnish the Arlington Community Center. This project will deliver a 21<sup>st</sup> century facility aimed at meeting the unique and evolving needs of the Arlington community, ultimately transforming the Arlington Senior Center as we know it into the new Arlington Community Center.

We invite XXXX to show their support of the community through a corporate sponsorship. The enclosed pamphlet contains details of our corporate sponsorship opportunities for this event. Each year the Arlington for All Ages 5K has over 400 participants and hundreds of fans along the route. The race will be held on Sunday, September 8, 2019, starting in front of the Arlington Town Hall and finishing in front the Senior Center. Your corporate support toward our fundraising efforts will significantly impact our organization. Sponsorship is fully tax-deductible through the Health and Human Services Charitable Corporation.

When finished in the Fall of 2020 the Arlington Community Center will be a multipurpose facility where more than 2,000 Arlington residents attend classes in art, foreign languages, writing, and technology, enjoy cultural events, luncheons with entertainment, take exercise classes, eat meals, attend lectures, participate in book clubs and interact with young people through intergenerational programs, and much more. New accommodations will ensure a modern, comfortable and accessible space that is truly a destination for Arlington's residents.

As a community-based and community-focused organization that promotes friendship and connection, we want everyone to be involved in our success. Because you are a business in our community we are requesting your support. Please use the enclosed envelope to contribute. Thank you for supporting and promoting the wellness of Arlington's seniors.

If you would like additional information or if you have any questions, please contact Kristine Shah at 781-316-3403 or [KShah@town.arlington.ma.us](mailto:KShah@town.arlington.ma.us).

Sincerely ,

Susan Carp,  
Executive Director  
Council on Aging  
Town of Arlington

# Arlington for All Ages 5k

Sunday, September 8<sup>th</sup>, 2019

Proceeds to this year's race supports the Arlington Council on Aging as they furnish the newly renovated Arlington Community Center. For more information on this project, visit [arlingtoncommunitycenter.org](http://arlingtoncommunitycenter.org).



## SPONSORSHIP OPPORTUNITIES

### Platinum: \$1,500

- Logo featured on T-shirt
- Logo on event website
- Recognition on Council on Aging social media
- Logo on day of event signage
- Announcement of sponsorship on race day
- Opportunity to display company banner on race day
- Four complimentary race entries (includes T-shirts)

### Gold: \$1,000

- Logo featured on T-shirt
- Logo on event website
- Recognition on Council on Aging social media
- Logo on day of event signage
- Opportunity to display company banner on race day
- Two complimentary race entries (includes T-shirts)

### Silver: \$500

- Logo featured on T-shirt
- Company name listed on website
- Recognition on Council on Aging social media
- Logo on day of event signage
- Opportunity to display company banner on race day

### Bronze: \$250

- Company name listed on website
- Recognition on Council on Aging social media
- Logo on day of event signage

# Arlington for All Ages 5k

Sunday, September 8<sup>th</sup>, 2019

Proceeds to this year's race supports the Arlington Council on Aging as they furnish the newly renovated Arlington Community Center. For more information on this project, visit [arlingtoncommunitycenter.org](http://arlingtoncommunitycenter.org).



## SPONSORSHIP COMMITMENT FORM

Yes, we would like to sponsor Arlington for All Ages 5k at the:

- ☐ Platinum: \$1,500 Sponsor Level
- ☐ Gold \$1,000 Sponsor Level
- ☐ Silver \$500 Sponsor Level
- ☐ Bronze \$250 Sponsor Level

☐ We are not interested in sponsorship at this time but we would like to give a donation of \$ \_\_\_\_\_

Name and Title \_\_\_\_\_

Company or Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

I would like to contribute by:

- ☐ Website (*Donate at [arlingtoncommunitycenter.org](http://arlingtoncommunitycenter.org)*)
- ☐ Personal Check (*Please enclose check in the envelope payable to Arlington Health and Human Services Charitable Corporation and send to 27 Maple Street, Arlington, MA 02476*)
- ☐ Credit Card (*Please fill in billing address below*)

☐ Cover our payment processing fees (approximately 3%)

Please bill my/our credit card

☐ Visa    ☐ MasterCard    ☐ AMEX    ☐ Discover

Card Number \_\_\_\_\_ Security/CWV Code \_\_\_\_\_

Expiration Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Billing Address    ☐ Same as above

Signature \_\_\_\_\_



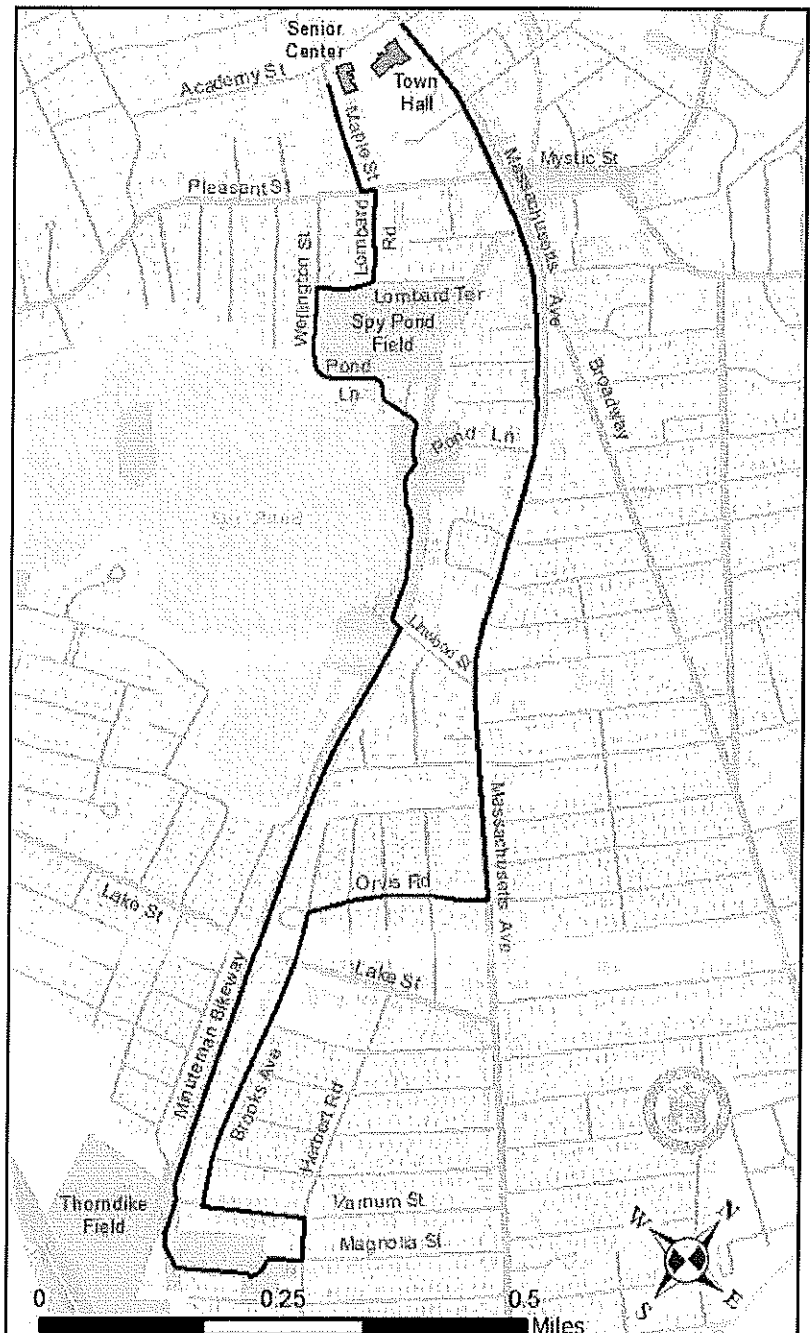
## Participant Information and Course Map for the 2019

### Arlington for All Ages 5K Race

**Health and Human Services Charitable  
Corporation  
FBO the Arlington Council on Aging**

Sunday, September 8, 2019 at 10 AM  
Benefits the Arlington Council on Aging

- "USATF CERTIFIED"
- Post-race celebration!
- Free wicking T-shirt if you register by August 26, 2019
- Electronic Bib Tag Timed
- A fairly flat, fast course
- Race capped at 600; rain or shine



## Arlington for All Ages 5K Race

September 8, 2019

Susan Carp, Race Director

### SAFETY PRECAUTIONS:

Police Detail for traffic control, partial lane closures, cones to define runners lane, volunteers at all turns to keep runners on course, Armstrong Ambulance will be on site, and the COA Nurse will be on site at all times of the race. Water will be available at the Start/Finish as well as free food at the end of the race. All volunteers on the course will have cell phones with the race director's number keyed in. Race Director will alert emergency responders if a problem is noted.

### Race Course and Directions to follow:

Starting from Town Hall on Massachusetts Ave

- Head east on Massachusetts Ave toward Court Street\*
- Turn right on Orvis Road\*
- Turn left at Brooks Ave\*
- Turn left at Varnum\*
- Turn right at Herbert Rd.\*
- To Magnolia Park across from Magnolia Street\*
- Follow Bike Path to Pond Lane cut off
- Head Northwest on Pond Lane toward Pond Terrace
- Take the 2<sup>nd</sup> right onto Lombard Terrace\*
- Take the 1st left onto Lombard Road\*
- Turn left at Pleasant Street\*
- Take the 1st right onto Maple Street\*
- Arrive at Maple Street Finish

\*Police Detail will be at this location

Motorcycle detail will lead and follow Race Course



## Town of Arlington, Massachusetts

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### For Approval: Arlington Open Studios Banners

#### Summary:

Pamela Shanley, Director, Arlington Open Studios

#### ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	ACA_request_and_ACAC_sponsor.pdf	ACA request and ACAC support letter
▣	Reference Material	ACA_Pole_Banner_Application_Rendering.pdf	Picture of Banners
▣	Reference Material	Schedule.docx	Banner Schedule 2019





June 17, 2019

Board of Selectmen  
Town of Arlington  
730 Mass Ave.  
Arlington, MA 02476

To: Arlington Board of Selectmen  
From: Pamela Shanley, Director, Arlington Open Studios

**RE: Pole Banner Request for Arlington Open Studios, October- November 2019**

The Arlington Center for the Arts requests permission to hang 4 pole banners in the Arlington Center area during October -November 2019 to promote Arlington's 20<sup>th</sup> annual Open Studios, scheduled for Saturday, November 16. We would particularly like to request the two poles at the Mass Ave/Route 60 intersection across from the First Parish Church, plus two others, ideally at the Mass Ave/Medford Street intersection.

Arlington Open Studios brings together 60+ local artists, musicians and performers every year, to showcase the depth and range of our local arts community, and to give our local artists an opportunity to show and sell their work to the public.

This will be ACA's third year at Arlington Town Hall , and first year in our new space at 20 Academy Street. We hope the visibility of the pole banners will draw more people to Open Studios and spread the word that Arlington is a destination for the arts!

The Arlington Commission on Arts and Culture has agreed to sponsor this request, and will be forwarding a letter of support under separate cover.

Please let me know if there is any additional information needed from ACA to proceed with this request.

Sincerely,

A handwritten signature in black ink that reads "Pamela Shanley". The signature is written in a cursive style with a large, flowing "P" and a long, sweeping underline.

**ARLINGTON CENTER FOR THE ARTS**

20 Academy Street, Arlington, MA 02476 (781) 648-6220 | [www.acarts.org](http://www.acarts.org)

**TOWN OF ARLINGTON  
TEMPORARY BANNER PERMIT APPLICATION**

**Applicant and Sponsoring Organization Information**

Name of Organization / Sponsor: Arlington Center for the Arts (sponsored by Arlington Commission for Arts and Culture)

Address: 20 Academy Street City: Arlington State: MA Zip: 02476

Applicant Name: Pamela Shanley Tel#: (781) 648-6220

E-mail: pam@acarts.org

**Banner Information**

Event Name: Arlington Open Studio 2019 Event Date(s): November 16, 2019

Request Installation Date: October 14 Date Removed: November 18

Requested Location: Street (specify): 2 at intersection of Mass Ave & Pleasant Street

Other (specify): 2 at intersection of Mass Ave & Medford Street

Banner Message: Arlington Open Studios – Nov 16 – Town Hall --- www.acarts.org

Banner Material: exterior vinyl

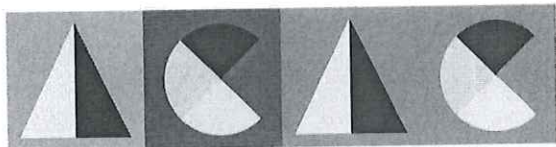
**Required Attachments**

Banner Design, Color, Wording and Dimensions	<u>X</u>
Banner Location Site Map	<u>X</u>

After banner has been approved at a Board of Selectmen meeting, you are responsible for having the banner made and getting it out to the Public Works Department a week prior to the installation date. They are located at 51 Grove Street, 781-316-3100.

Approved by the Board of Selectmen ☐

Date Approved: \_\_\_\_\_



ARLINGTON COMMISSION FOR ARTS AND CULTURE

Arlington Town Hall

June 21, 2019

To the Arlington Board of Selectmen:

I understand that the Town of Arlington requires the support of a town entity to support any non-town organization's request for banners along Mass Ave.

I am writing as a member of the Arlington Commission on Arts and Culture to support the Arlington Center for the Arts' request to hang banners along Mass Ave. for their annual Open Studios event.

Thanks very much.

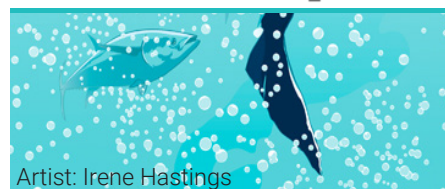
Adria Arch  
Co-chair, Arlington Commission for Arts and Culture

# Arlington Center for the Arts | Pole Banner Application Supplement

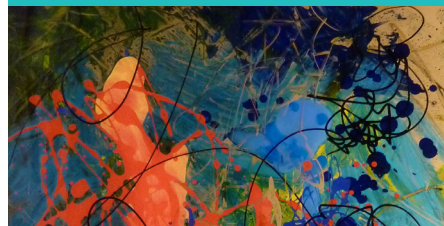
Banner Renderings - Each banner will be 2' wide by 5' long



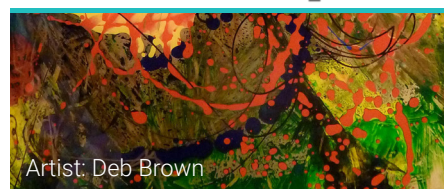
**Saturday**  
**November 16**  
**11am-6pm**



**ACA** ARLINGTON  
CENTER  
FOR THE ARTS  
**acarts.org**



**Saturday**  
**November 16**  
**11am-6pm**



**ACA** ARLINGTON  
CENTER  
FOR THE ARTS  
**acarts.org**



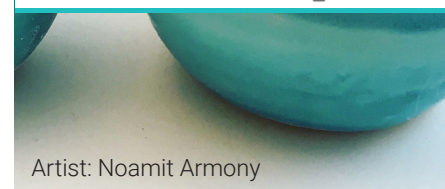
**Saturday**  
**November 16**  
**11am-6pm**



**ACA** ARLINGTON  
CENTER  
FOR THE ARTS  
**acarts.org**



**Saturday**  
**November 16**  
**11am-6pm**



**ACA** ARLINGTON  
CENTER  
FOR THE ARTS  
**acarts.org**

Applicant Contact: Pam Shanley, Arlington Open Studios Director  
Phone: 781-6498-6220  
Email: [pam@acarts.org](mailto:pam@acarts.org)  
Website: [acarts.org](http://acarts.org)

**ACA** ARLINGTON  
CENTER  
FOR THE ARTS

# 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		AIFF Rt. 60 @ Mass Ave 4 poles (2 East and 2West), and East Arlington (6 poles) 9/16 – 11/10		
October				
November				
December				



## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) All Alcohol License, 8/17/19 @ Whittemore Robbins House for a Private Event**

**Summary:**

Jillian DeMair and Keith Stone

**ATTACHMENTS:**

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



OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: *Jillian DeMair and Keith Stone*

Address, phone & e-mail contact information:

Name & address of Organization for which license is sought: \_\_\_\_\_

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

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

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

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

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

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

Title of Event: *Wedding for Jillian DeMair and Keith Stone*

Date/time of Event: *August 17, 2019/6pm-11pm*

Location of Event: *Whittemore Robbins House*

Location/Event Coordinator: *Victoria Rose*

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

Number of people expected to attend: *80 guests*

Expected admission/ticket prices: *N/A*

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

Will persons under age 21 be on premises? *YES*

If "yes," please detail plan to prevent access of minors to alcoholic beverages. *Bartenders will follow the rules for alcohol service as instructed through TiPs Certification*

Have you consulted with the Department of Police Services about your security plan for the Event?  
*YES*

**OFFICE USE ONLY**

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

*Afc. Corey P. Roteau* Date *7-10-19*  
*Afc. Corey P. Roteau*  
Printed name/title

POLICE COMMENTS:

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

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

Who will be responsible for serving alcoholic beverages at the Event?  
*Aldo G De Oliveira*  
*Kevin Malloy*

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.  
*Bartenders have completed eTIPS on Premise 3.0*

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



*Kevin Malloy.*

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

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Date of Delivery: *August 17, 2019*

Alcohol Serving Time (s): *6:00pm-10:30pm*

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

Date of Pick-Up: *August 19, 2019*

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

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

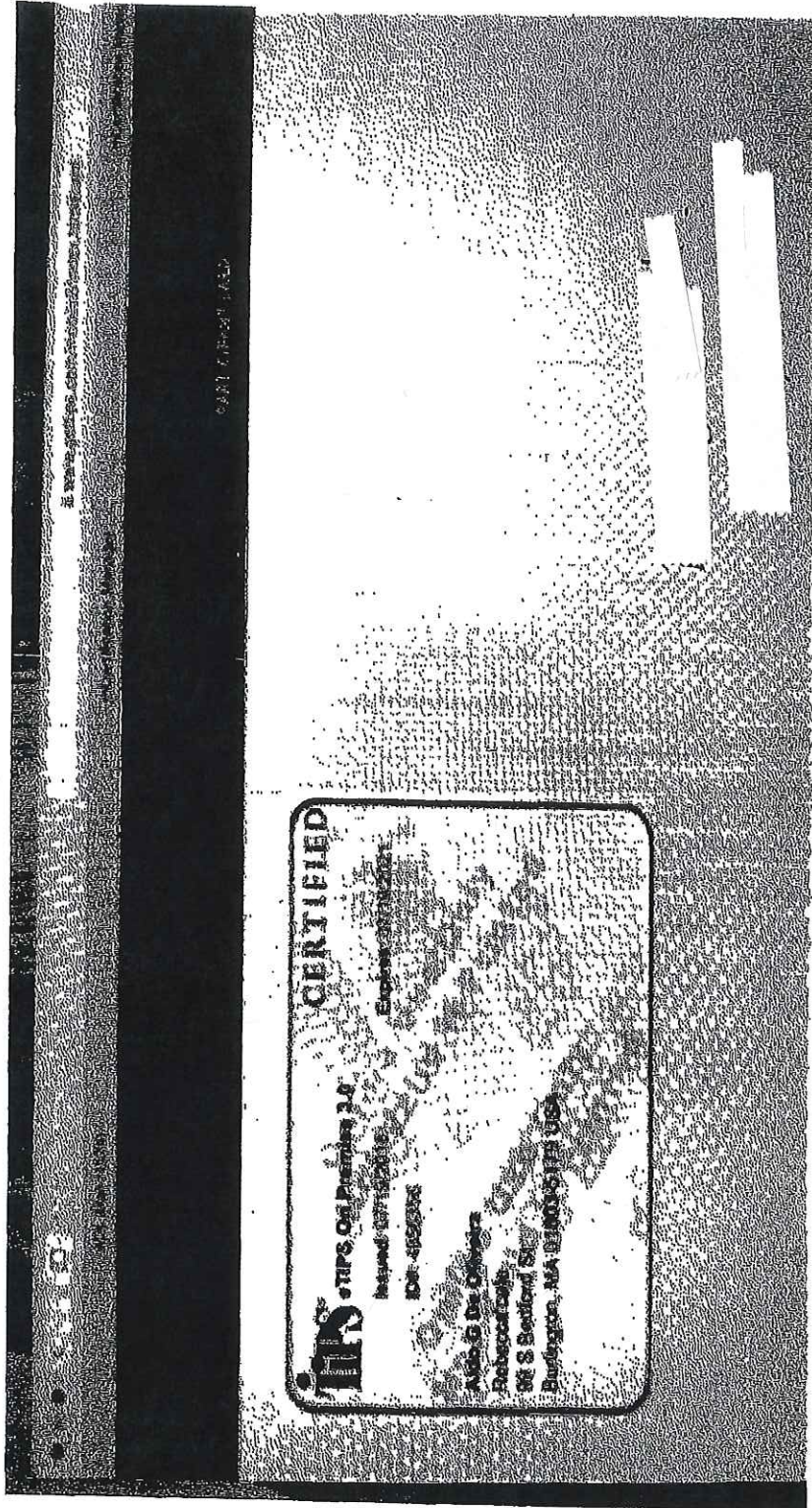
**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: *Jillian DeMair*

Printed name: *Jillian DeMair*

Printed title & Organization name: *Wedding for Jillian DeMair and Keith Stone*

Email:



**inS** **CERTIFIED**  
• TIPS on Pages 3 & 4  
Issued: 07/15/2015  
DOT: 455295  
Also in the Catalog  
Rehearsal  
98 S Bedford St  
Boston, MA 02109-5171 USA



**TIPS**® eTIPS On Premise 3.0 **CERTIFIED**

Issued: 5/29/2018

Expires: 5/29/2021

ID#: 4813268

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

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/8/2019

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

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

PRODUCER Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue Malden MA 02148	CONTACT NAME: Commercial Lines PHONE (A/C, No. Ext): (781) 322-2350 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Insurance Group INSURER B: Safety Insurance Co INSURER C: Twin City Fire Ins Co INSURER D: INSURER E: INSURER F:
INSURED Michelle C Noska 207a Broadway Arlington MA 02474	NAIC # 39454 29459

## COVERAGES

CERTIFICATE NUMBER: CL1921928590

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			08SBAAA8353	4/9/2019	4/9/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6227097	1/21/2019	1/21/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	LIQUOR LIABILITY			08SBAAA8353	4/9/2019	4/9/2020	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Town of Arlington as additional Insured

## CERTIFICATE HOLDER

## CANCELLATION

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

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*Jillian DeMair and Keith Stone Wedding*

*August 17, 2019*

A Wedding Celebration will be held at the Whittemore Robbins House on Saturday, August 17, 2019 from 4:00pm-11:00pm.  
Alcohol service will be from 6:00pm-10:30pm.

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

This is the Security Plan.

We anticipate approximately 80 guests to attend. There will be guests under the age of 21, the ages are 17, 14, 5, 3.

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

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

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



## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) Beer & Wine License, 9/14/19 for Town Day Beer Garden**

**Summary:**

Marie Krepelka and Kathleen Darcy, Town Day Committee Co-Chairs

**ATTACHMENTS:**

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

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Town Day Committee / Marie Krepelka & Kathleen Darcy

Address, phone & e-mail contact information: 730 Massachusetts Avenue, Arlington, MA 02476  
mkrepelka@town.arlington.ma.us 781-316-3022

Name & address of Organization for which license is sought: Town Day Committee  
Marie Krepelka & Kathleen Darcy

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

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

Address, phone & e-mail contact information: 730 Massachusetts Avenue, Arlington, MA 02476  
mkrepelka@town.arlington.ma.us 781-316-3022

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

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

Yes, 9/15/2018 Town Day

24-Hour contact number for Responsible Manager of Alcohol Event date: 781-572-6356

Title of Event: Arlington Town Day

Date/time of Event: September 14, 2019 11:00 AM - 3:00 PM

Location of Event: David Lamson Way

Location/Event Coordinator: Marie Krepelka / Kathleen Darcy

Method(s) of invitation/publicity for Event: Town Day Publicity



Number of people expected to attend: 200

Expected admission/ticket prices: Free

Expected prices for food and beverages (alcoholic and non-alcoholic): \$7 - \$8 / Beer

Will persons under age 21 be on premises? Yes

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

See attached security plan

Have you consulted with the Department of Police Services about your security plan for the Event?

Yes

### OFFICE USE ONLY

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Det. Corey P. Rateau Date 7-10-19  
Det. Corey P. Rateau  
Printed name/title

### POLICE COMMENTS:

Two safety details should be requested. This should be an outside detail separate from the regular town day assignment.

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

Beer and Cider

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

Food purchased through Town Day vendors

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

Bartenders from Aeronaut Brewery

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

TIPS Certification



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

Ronn Friedlander, \_\_\_\_\_

Daniel Rassi \_\_\_\_\_

Michael Yim, \_\_\_\_\_

Eleftherios Theodosiou, \_\_\_\_\_

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

Date of Delivery: September 14, 2019

Alcohol Serving Time (s): 11:00 AM

3:00 PM

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

Returned to Aeronaut Brewing Co. by Aeronaut Staff

Date of Pick-Up: September 14, 2019

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

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

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

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

Printed name: Marie A. Krepelka

Printed title & Organization name: Arlington Town Day Committee Chair

Email: mkrepelka@town.arlington.ma.us



eTIPS On Premise 3.0

CERTIFIED

Issued: 5/27/2018

Expires: 5/27/2021

ID#: 4811138

Daniel Rassi

Aeronaut Brewing Co.

Somerville

14 Tyler St

Somerville, MA 02143-3224

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/12/2019

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

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

<b>PRODUCER</b> Fred C. Church Insurance 41 Wellman Street Lowell MA 01851		<b>CONTACT</b> NAME: Susan Merriam PHONE (A/C No, Ext): 800-225-1865 FAX (A/C No): 978-454-1865 E-MAIL: smerriam@fredchurch.com ADDRESS: smerriam@fredchurch.com	
<b>INSURED</b> TBD Brewing LLC DBA Aeronaut Brewing Co. 14 Tyler Street Somerville MA 02143		<b>INSURER(S) AFFORDING COVERAGE</b>	
TDBREW-01		<b>INSURER A:</b> Philadelphia Indemnity Insurance Company	
		<b>INSURER B:</b> Hartford Fire Insurance Company	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 1270406741

REVISION NUMBER:

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

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

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

Town of Arlington is an additional insured if required by written contract for the Aeronaut Arlington 2019 event to be held all Saturdays from June 1-September 30, 2019 (Rain dates on Sundays). Location: Whittemore Park 611 Massachusetts Avenue, Arlington, MA 02474

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington  
730 Massachusetts Avenue  
Arlington MA 02476

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

AUTHORIZED REPRESENTATIVE

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# TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING &  
COMMUNITY DEVELOPMENT

## MEMORANDUM

To: Adam Chapdelaine, Town Manager  
Cc: Jennifer Raitt, Director, Department of Planning and Community Development  
From: Ali Carter, Economic Development Coordinator  
Date: July 8, 2019  
Re: Aeronaut Beer Garden at David Lamson Way for Arlington Town Day 2019

On Town Day 2019, which this year lands on September 14th, Aeronaut Brewing Company is proposing to locate a beer garden on David Lamson Way.

**Operations:** Aeronaut will arrive at 9 am to set up and will operate the beer garden from 11 am-3 pm.

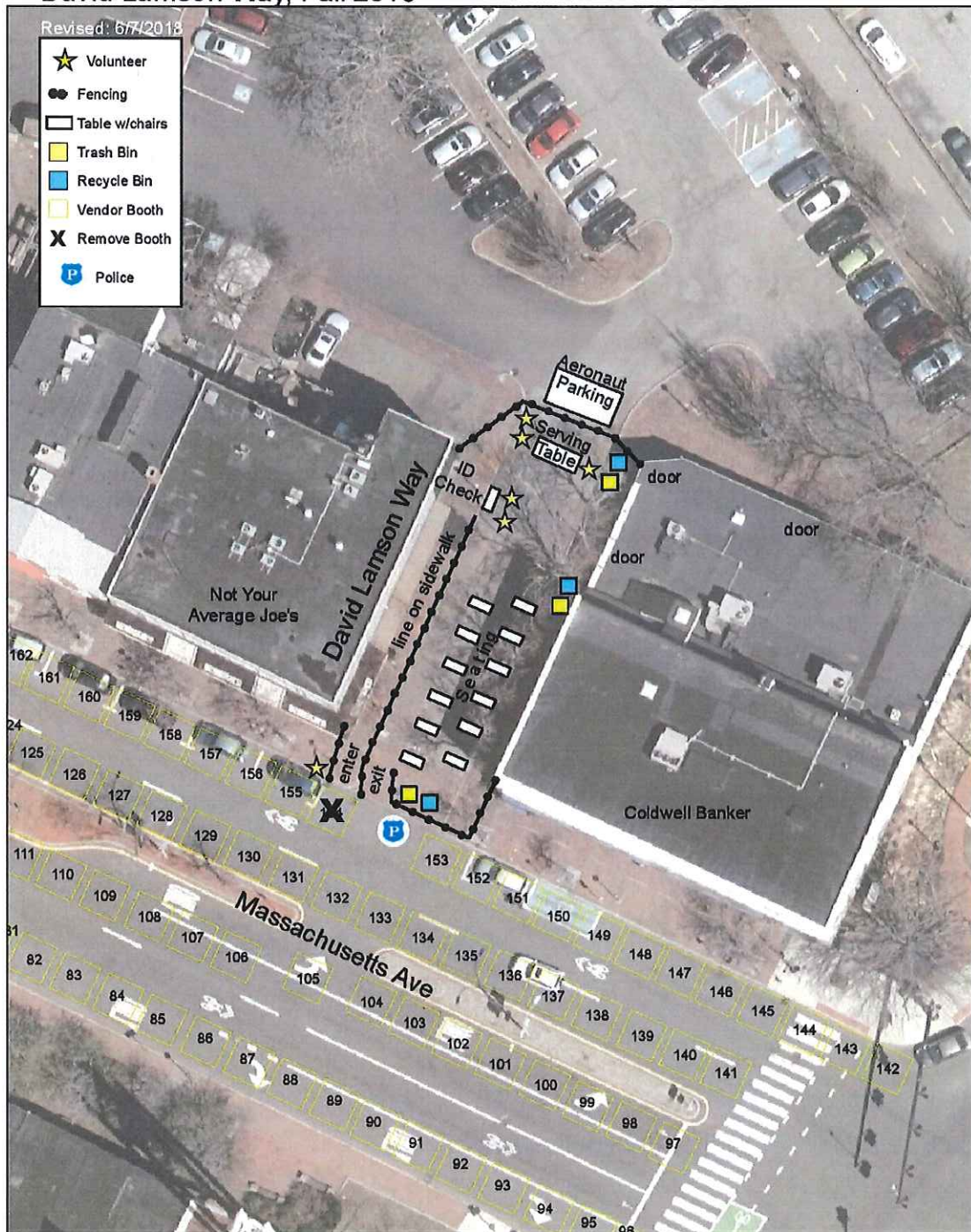
**Security Plan:** Access to the beer garden will be restricted to an entrance on Mass Ave. There will be an Aeronaut Brewery staff person who is trained to check identification stationed inside of the beer garden. Aeronaut will have TIPS-certified beer servers, and will always have at least one Crowd Control certified member of staff on duty. Children under the age of 21 will only be allowed into the beer garden under the supervision of a parent or guardian. After identification is checked, beer garden patrons who are 21 years of age or older will be given a wristband. Per ABCC regulations, each wristband-wearing patron will only be allowed to purchase 2 drinks at a time. Aeronaut staff will be stationed at the exit to assure that no one leaves the beer garden with any alcoholic beverages; all beers must be consumed inside the beer garden. A sign will be posted stating that no outside beverages are allowed inside the beer garden. Aeronaut Brewing Company has a successful track record of hosting public events in Arlington (Whittemore Park 2018, 2019; Town Day 2017, 2018; and Old Schwamb Mill's Oktoberfest 2017, 2018) and in surrounding communities. Aeronaut will secure liquor liability insurance with the Town named as additional insured in the amount of \$1,000,000.

# Arlington Town Day Beer Garden David Lamson Way, Fall 2019



Revised: 6/7/2019

- ★ Volunteer
- Fencing
- Table w/chairs
- Trash Bin
- Recycle Bin
- Vendor Booth
- X Remove Booth
- P Police





## Town of Arlington, Massachusetts

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### Cyrus Dallin Art Museum, Board of Trustees

#### Summary:

Susan Gilbert (term to expire 12/31/2022)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	S._Gilbert_appt..pdf	S. Gilbert Reference

**From:** "sarahburks@;  
**To:** freidy@town.arlington.ma.us, +  
**Date:** 06/17/2019 02:45 PM  
**Subject:** recommendation for appointment to Cyrus Dallin Art Museum Board of Trustees

Hi Fran,

Aimee Taberner resigned from the Board of Trustees of the Cyrus Dallin Art Museum in December 2018. The trustees have recently voted to recommend to the Select Board that Susan Gilbert be appointed. I'm attaching Susan's email and resume. Could we get this scheduled for an upcoming meeting of the Select Board?

Thank you!

Sarah

# Susan R. Gilbert

Arlington, MA 02474

## Summary

More than 25 years of professional editing/writing experience producing books, manuals, brochures, proposals, newsletters, reports, articles, and websites.

## Skills

- Proficient at online, content, developmental, and copy edits; proofreading; print and online production; project management.
- Competent in the use of MS-Windows, Word for Windows, PageMaker, Publisher, and PowerPoint.
- Excellent at both written and verbal communication.
- Productive when working alone or as a team member.

## Experience

### Current

***President, Edex, Arlington, MA***

**Freelance writer and technical editor**

Clients: **Alpha Software Corporation, Burlington, MA**  
**American Red Cross, Boston, MA**  
**Appalachian Mountain Club, Boston, MA**  
**Course Technology, Boston, MA**  
**Massachusetts Audubon Society, Lincoln, MA**  
**Massachusetts Institute of Technology, Cambridge, MA**  
**Microsoft Corporation, Redmond, WA**  
**Oxfam America, Boston, MA**  
**Princeton University Press, Princeton, NJ**  
**Stratus Computer, Inc., Marlborough, MA**  
**Wellesley College, Wellesley, MA**  
**WGBH/Channel 2, Boston, MA**  
**YourArlington, Arlington, MA**

### Previous Experience

***Technical/Marketing Writer, Xenergy, Inc., Burlington, MA***

- Translated data from engineers and product managers into well-organized, understandable documentation.
- Generated brochures, proposals, and reports targeted to clients' needs.

***Senior Technical Editor, Wang Laboratories, Inc., Lowell, MA***

- Enhanced the usability of numerous products by producing, on time and in a team context, over 300 pre- and post-sale PC user documents.
- Designed documentation strategies with product managers and writers, supervising 14 editors in the timely production of over 50 documents.
- Structured and streamlined documents, resulting in more persuasive and easier-to-use literature.
- Helped write and maintain the department-wide Style Guide.
- Wrote and co-produced a video on how to use a computer.



***Writer/Editor, The MITRE Corporation, Bedford, MA***

- Edited and produced numerous high-quality technical manuals and brochures.
- Managed the company's entire Independent Research documentation, a five-volume set of over 300 proposals responsible for all outside funding.
- Trained new editors and supervised their work.

***Publicity Assistant, New England Life, Boston, MA***

- Wrote press releases to announce new products and hirings.

***Production Assistant, Little, Brown and Company, Boston, MA***

- Coordinated the production of brochures, catalogs, and press releases.

## Education

**Cornell University**, Ithaca, NY, B.A., History

*Dean's List; Cornell Daily Sun*, News Reporter, Feature Writer

**Northeastern University**, Boston, MA, Certificate, Technical Writing

**Massachusetts Institute of Technology**, Cambridge, MA, Professional Seminars: Online Documentation, Graphic Design, Multimedia Presentations

## Awards

**Achievement**, international Society for Technical Communication (STC).

**Finalist, Best of Show**; one **Distinguished**, three **Merit**, three **Achievement**, regional STC.

*Lexington Who's Who of Executives and Professionals*

## 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 27, 2019

Susan Gilbert

Arlington, MA 02474

Re: Appointment: Cyrus Dallin At Museum, Board of Trustees

Dear Ms. Gilbert:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, July 22nd at 7:15 p.m.

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

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

Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### Park and Recreation Commission

#### Summary:

Phil Lasker (term to expire 06/30/2022)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	P._Lasker_Reference.pdf	P. Lasker Reference



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: June 25, 2019

TO: Board Members

SUBJECT: Appointment to the Park and Recreation Commission

---

This memo is to request the Board's approval of my appointment of Phil Lasker, Arlington, MA, to the Park and Recreation Commission, with a term expiration of 6/30/2022.

  
Town Manager

# **Phil Lasker**

Arlington, Massachusetts 02476 Email: [\[redacted\]](#)

---

## **Objective**

To obtain a position on the Arlington Park and Recreation Commission.

## **Professional Experience Summary**

I'm a Senior Project Manager with 24 years' experience managing site development projects for both the public and private sectors. As a former Landscape Architect, I was responsible for design, permitting, and construction administration for a range of projects including institutional, commercial, and multi-family residential. At David W. White & Son Inc, I have managed over 100 million dollars in construction of parks, playgrounds and athletic facilities all over New England.

### **David W. White and Son Inc.**

**2005 - Present**

**Position: Senior Project Manager**

A general contractor based out of Bow, NH specializing in the construction of high-performance athletic facilities for municipalities, colleges, universities and other private institutions.

### **SRM Realty Partners LLC**

**2003 - 2009**

**Position: Managing Partner**

A real estate investment, development, and management partnership.

### **Geller DeVellis Inc. (now Stantec)**

**1996 - 2003**

**Position: Principal Landscape Architect**

Prior to joining Stantec, Geller DeVellis Inc. was an awarding winning site planning, landscape architecture and civil engineering firm with offices in Boston and Newton MA.

### **The Faux Group**

**1995 - 1996**

**Position: Landscape Architect**

A landscape architecture firm based out of Annapolis, MD with a focus on master planning, urban design, and community planning.

## **Education**

**University of Massachusetts, Amherst MA**

**1994 B.S. Landscape Architecture**

**National Student Exchange - California State Polytechnic University, Pomona CA**

## **Certifications**

**OSHA 10**

**Certified Field Builder, American Sports Builders Association**

## 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 27, 2019

Phil Lasker

Re: Appointment: Park and Recreation Commission

Dear Mr. Lasker:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, July 22nd at 7:15 p.m.

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

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

Thank you.

Very truly yours,  
SELECT BOARD

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

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

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

#### Summary:

Barbara Kelleher, Permit Representative  
(all abutters notified)  
(tabled from 6/17/2019 meeting)

#### 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.

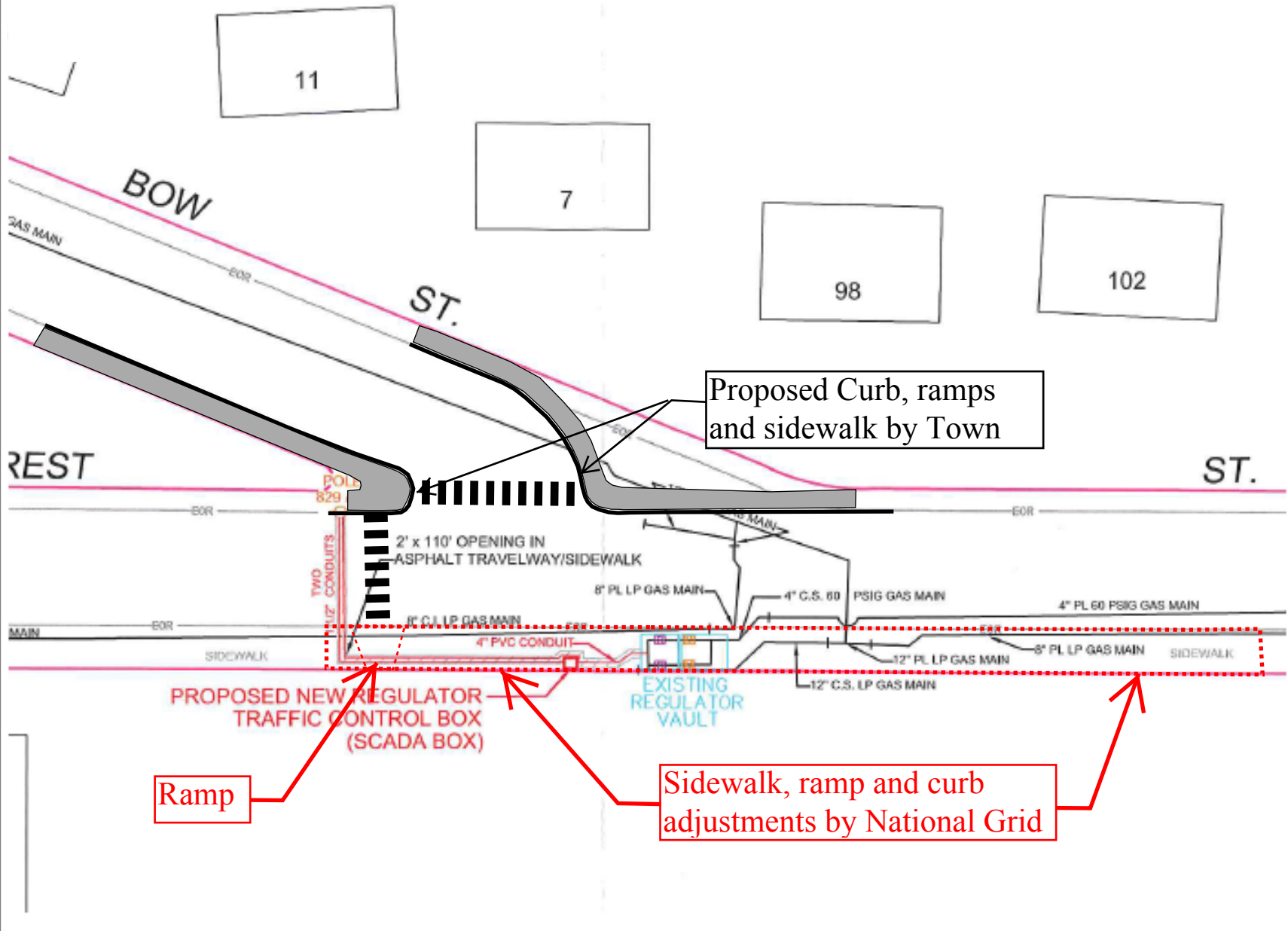
Sincerely,

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

---

**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\_\_\_\_.

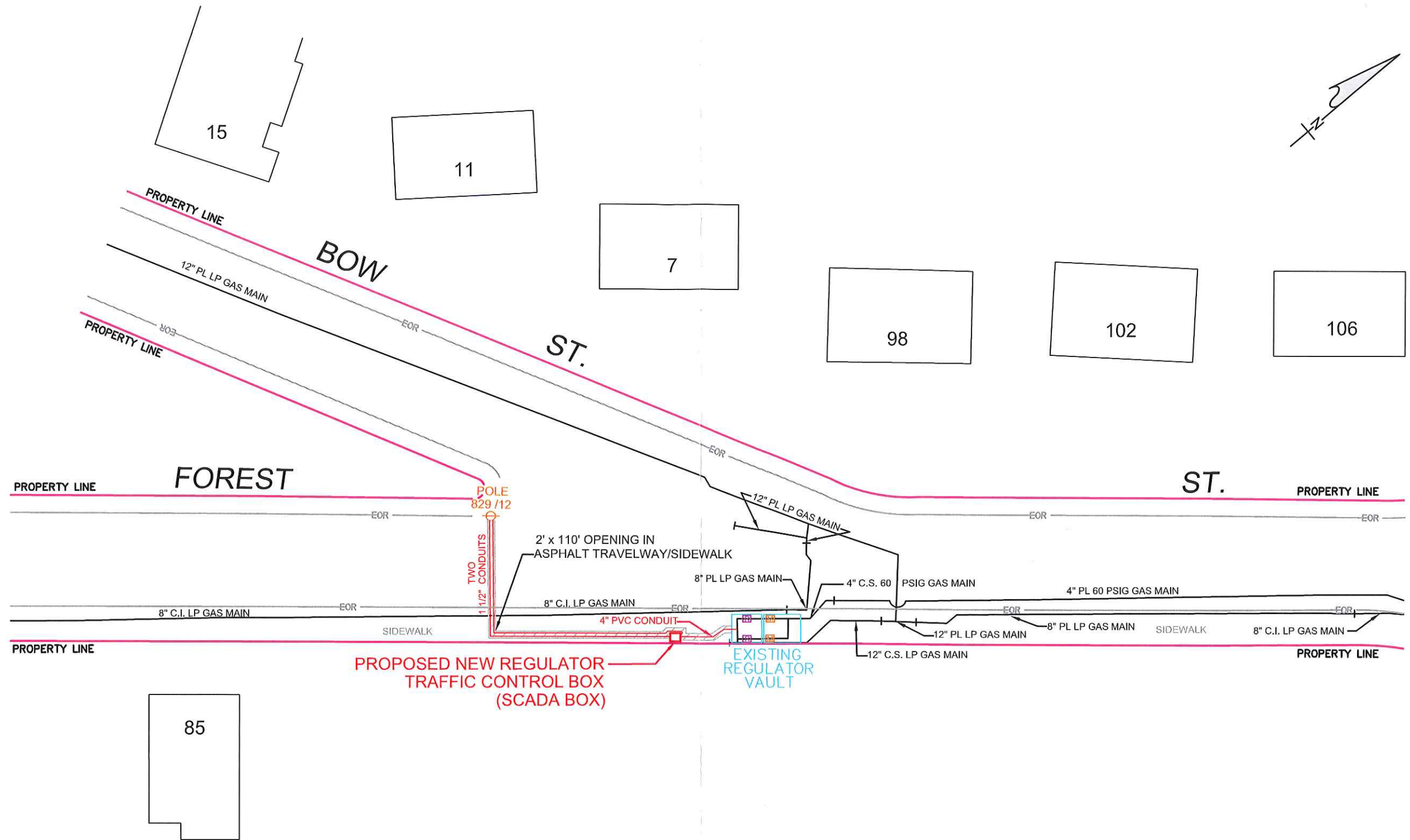
I hereby certify that the foregoing order was duly adopted by the \_\_\_\_\_ of the Town of \_\_\_\_\_, MA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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
- EOR
- 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

June 25, 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, July 22nd (tabled from the 6/17/19 meeting) , 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

Marie A. Krepelka  
Board Administrator

MAK:fr

## NOTICE TO ABUTTERS

### Town of Arlington

June 26, 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 **22nd of July (tabled from the 6/17/19 meeting)** 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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### Discussion: MWRA Debt Shift

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	MEMO_Water- Sewer_Rates_Debt_Shift_7_22_2019.pdf	Memo from Town Manager



**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)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)**

**To:** Members of the Select Board

**From:** Adam W. Chapdelaine, Town Manager

**RE:** Discussion: FY20 Water/Sewer Rates – MWRA Debt Shift Rollback Analysis

**Date:** July 19, 2019

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At the Board's meeting on July 22<sup>nd</sup>, we would like to discuss two matters related to water and sewer rates with the Board. The first is to request a 7.5% increase in water and sewer rates for FY2020. The second is to discuss an updated analysis on the potential rollback of the MWRA Debt Shift.

The Director of Public Works, Michael Rademacher, will present to the Board on the need for a rate increase. Attached to this agenda item is an analysis of the impacts of the proposed rate increase on the average household (average as defined by consumption). I will plan to discuss the analysis regarding the MWRA Debt Shift and this agenda item also has an attachment pertaining to this matter.

We have also provided the Board with data from other MWRA communities in order to demonstrate Arlington's water and sewer costs as compared to other communities.





## Town of Arlington, Massachusetts

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### Discussion & Approval: Water/Sewer Rate Increase

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	FY20_Proposed_Rate_Increase___MWRA_Shift_Analysis.pdf	Proposed Water/Sewer Rate Increase
▢ Reference Material	Water-Sewer_Arl_Data.pdf	Water/Sewer Arlington Data
▢ Reference Material	Water-Sewer_Comp_Data1.pdf	Water/Sewer Comparative Data

FY19 rates		FY20 Rates	
Annual cost @ 120 ccf/yr (30ccf/quarter)		No Change	Base
per bill (3 months)		\$1,447	\$1,574
Arlington Ave Home: 60 ccf/yr (15ccf/quarter)		\$362	\$394
Arlington Ave Home per bill (3 months)		\$175	\$187
Average Rate Increase over previous year:			
Water		0	7.5%
Sewer		0	7.5%

Subsidy Adjustment Analysis

Elimination of	0%	tax subsidy:	\$5,593,112	W/Prop.	W/Adjusted	No Change
amount of expenses associated with Water:	46%			FY20 Rates	FY20 Rates	FY19 rates
amount of expenses associated with Sewer:	54%			\$1,574.04	\$1,574.04	\$1,446.84
break down of:				per bill (3 months)	\$393.51	\$361.71
\$0 Water				Arlington Ave Home: 60 ccf/yr (15ccf/quarter)	\$747.24	\$700.44
\$0 Sewer				Arlington Ave Home per bill (3 months)	\$186.81	\$175.11
Admin fee per bill:					\$10.71	

WATER	Use	Rate FY20	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change	Prop	Rate Study	Rates
	Amount	Ave FY17:18419	w/reduced tax	FY20 Prop			over FY20	% rev in Tier	Recommended	FY19
0 - 15 ccf/3 months	\$ 3,764,310	703,609	\$ 5.35	\$ 5.35	0%	\$ 3,764,310	7.2%	52.9%	50%	\$ 4.99
15 - 30 ccf/3 months	\$ 1,327,349	229,853	\$ 5.80	\$ 5.80	0%	\$ 1,327,349	8.8%	18.7%	25%	\$ 5.33
over 30 ccf/3 months	\$ 2,025,050	292,215	\$ 6.93	\$ 6.93	0%	\$ 2,025,050	7.1%	28.5%	25%	\$ 6.47
	7,116,709	1,224,678				\$ 7,116,709	7.5%	Ave Inc.		

FY20 water revenue projected w/reduced Tax Subsidy: \$ 7,116,709  
FY20 water revenue projected with Tax Subsidy: \$ 7,116,709

SEWER	Use	Rate FY20	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change	Prop	Rate Study	Rates
	Amount	Ave FY17:18419	w/reduced tax	FY20 Prop			over FY20	% rev in Tier	Recommended	FY20
0 - 15 ccf/3 months	\$ 4,496,064	703,609	\$ 6.39	\$ 6.39	0%	\$ 4,496,064	7.0%	52.8%	50%	\$ 5.97
15 - 30 ccf/3 months	\$ 1,592,819	229,853	\$ 6.96	\$ 6.96	0%	\$ 1,592,819	9.3%	18.7%	25%	\$ 6.37
over 30 ccf/3 months	\$ 2,422,462	292,215	\$ 8.29	\$ 8.29	0%	\$ 2,422,462	7.2%	28.5%	25%	\$ 7.73
	1,224,678					\$ 8,511,345	7.5%	Ave Inc.		

FY20 sewer revenue projected w/reduced Tax Subsidy: \$ 8,511,345  
FY20 sewer revenue projected with Tax Subsidy: \$ 8,511,345

current tax subsidy:	\$5,593,112		
Elimination of:			
0% tax subsidy:	\$ -	W/Prop.	W/adjusted
amount of expenses associated with Water:	46%	F'21 Rates	F'21 Rates
amount of expenses associated with Sewer:	54%		F'20 rates
			\$1,574,040
break down of:			
\$0 Water			
\$0 Sewer			
Annual cost @ 120 ccf/yr (30ccf/quarter)		\$1,629.24	\$1,629.24
per bill (3 months)	\$407.31	\$407.31	
Arlington Ave Home: 60 ccf/yr (15ccf/quarter)	\$758.04	\$758.04	\$393.51
Arlington Ave Home per bill (3 months)	\$189.51	\$189.51	\$186,838
Admin fee per bill:	\$10.71		

WATER										Rates
	Amount	Ave FY17,18&19	Use	Rate FY21 w/reduced tax	FY21 Prop	Rate Change % use in Tier	Rev. in tier over FY20	Prop % rev in Tier	Rate Study Recommended	FY20
0 - 15 ccd/3 months	\$ 3,848,743		708,609	\$ 5.47	\$ 6.47	0%	\$ 3,848,743	53.8%	50%	\$ 5.35
15 - 30 ccd/3 months	\$ 1,377,697		228,853	\$ 6.02	\$ 6.02	0%	\$ 1,377,697	18.9%	25%	\$ 5.80
over 30 ccd/3 months	\$ 2,068,882		292,215	\$ 7.08	\$ 7.08	0%	\$ 2,068,882	28.4%	25%	\$ 6.93
	<u>7,295,322</u>		<u>1,224,678</u>				<u>\$ 7,295,322</u>	<u>2.5%</u>	<u>Ave Inc.</u>	
				FY20 water revenue projected w/reduced Tax Subsidy:			\$ 7,295,322			
				FY20 water revenue projected with Tax Subsidy:			\$ 7,295,322			
SEWER										Rates
	Amount	Ave FY17,18&19	Use	Rate FY20 w/reduced tax	FY20 Prop	Rate Change % use in Tier	Rev. in tier over FY20	Prop % rev in Tier	Rate Study Recommended	FY20
0 - 15 ccd/3 months	\$ 4,538,280		708,609	\$ 6.45	\$ 6.45	0%	\$ 4,538,280	52.5%	50%	\$ 6.39
15 - 30 ccd/3 months	\$ 1,647,744		228,853	\$ 7.20	\$ 7.20	0%	\$ 1,647,744	19.1%	25%	\$ 6.86
over 30 ccd/3 months	\$ 2,457,528		292,215	\$ 8.41	\$ 8.41	0%	\$ 2,457,528	28.4%	25%	\$ 8.29
	<u>1,224,678</u>		<u>1,224,678</u>				<u>\$ 8,643,552</u>	<u>1.6%</u>	<u>Ave Inc.</u>	
				FY20 sewer revenue projected w/reduced Tax Subsidy:			\$ 8,643,552			
				FY20 sewer revenue projected with Tax Subsidy:			\$ 8,643,552			

Subsidy Adjustment Analysis												
current tax subsidy: \$5,593,112												
Elimination of 25% tax subsidy: \$ 1,398,278												
amount of expenses associated with Water: 46%												
amount of expenses associated with Sewer: 54%												
break down of: \$ 1,398,278												
\$643,208 Water												
\$755,070 Sewer												
Arlington Ave Home: 60 ccf/yr (15ccft/quarter)												
per bill (3 months)												
Arlington Ave Home per bill (3 months)												
Admin fee per bill: \$ 10.71												
WATER												
Amount	Use	Rate FY21	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change	Prop	Rate Study	Rates		
						over FY20		% rev in Tier	Recommended	FY20		
0 - 15 ccf/3 months	703,609	\$ 5.55	\$ 5.47	9%	57%	\$ 4,188,076	11.3%	52.8%	50%	\$ 5.55		
15 - 30 ccf/3 months	228,853	\$ 6.55	\$ 6.02	9%	19%	\$ 1,499,165	12.9%	18.9%	25%	\$ 5.50		
over 30 ccf/3 months	2,251,290	\$ 7.70	\$ 7.08	9%	24%	\$ 2,251,290	11.2%	28.4%	25%	\$ 6.53		
	7,938,530					\$ 7,938,530	11.6%					
	1,224,678							Ave Inc.				
FY20 water revenue projected w/reduced Tax Subsidy: \$ 7,938,530												
FY20 water revenue projected with Tax Subsidy: \$ 7,295,322												
SEWER												
Amount	Use	Rate FY20	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change	Prop	Rate Study	Rates		
						over FY20		% rev in Tier	Recommended	FY20		
0 - 15 ccf/3 months	703,609	\$ 7.01	\$ 6.46	9%	57%	\$ 4,934,728	9.6%	52.5%	50%	\$ 6.39		
15 - 30 ccf/3 months	228,853	\$ 7.83	\$ 7.20	9%	19%	\$ 1,791,685	12.5%	19.1%	25%	\$ 6.56		
over 30 ccf/3 months	2,672,209	\$ 9.14	\$ 8.41	9%	24%	\$ 2,672,209	10.3%	28.4%	25%	\$ 8.29		
	1,224,578					\$ 9,398,622	10.4%					
								Ave Inc.				
FY20 sewer revenue projected w/reduced Tax Subsidy: \$ 9,398,622												
FY20 sewer revenue projected with Tax Subsidy: \$ 8,643,552												
Subsidy Adjustment Analysis												
current tax subsidy: \$5,593,112												
Elimination of 50% tax subsidy: \$ 2,796,556												
amount of expenses associated with Water: 46%												
amount of expenses associated with Sewer: 54%												
break down of: \$ 2,796,556												
\$1,266,416 Water												
\$1,510,140 Sewer												
Arlington Ave Home: 60 ccf/yr (15ccft/quarter)												
per bill (3 months)												
Arlington Ave Home per bill (3 months)												
Admin fee per bill: \$ 10.71												
WATER												
Amount	Use	Rate FY21	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change	Prop	Rate Study	Rates		
						over FY20		% rev in Tier	Recommended	FY20		
0 - 15 ccf/3 months	703,609	\$ 6.43	\$ 5.47	18%	57%	\$ 4,527,409	20.3%	52.8%	50%	\$ 6.35		
15 - 30 ccf/3 months	228,853	\$ 7.08	\$ 6.02	18%	19%	\$ 1,620,632	22.1%	18.9%	25%	\$ 5.80		
over 30 ccf/3 months	2,433,697	\$ 8.33	\$ 7.08	18%	24%	\$ 2,433,697	20.2%	28.4%	25%	\$ 6.93		
	8,581,738					\$ 8,581,738	20.6%					
	1,224,678							Ave Inc.				
FY20 water revenue projected w/reduced Tax Subsidy: \$ 8,581,738												
FY20 water revenue projected with Tax Subsidy: \$ 7,295,322												
SEWER												
Amount	Use	Rate FY20	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change	Prop	Rate Study	Rates		
						over FY20		% rev in Tier	Recommended	FY20		
0 - 15 ccf/3 months	703,609	\$ 7.58	\$ 6.45	17%	57%	\$ 5,331,176	18.6%	52.5%	50%	\$ 6.39		
15 - 30 ccf/3 months	228,853	\$ 8.46	\$ 7.20	17%	19%	\$ 1,935,628	21.5%	19.1%	25%	\$ 6.56		
over 30 ccf/3 months	2,886,890	\$ 9.88	\$ 8.41	17%	24%	\$ 2,886,890	19.2%	28.4%	25%	\$ 8.29		
	1,224,678					\$ 10,153,693	19.3%					
								Ave Inc.				
FY20 sewer revenue projected w/reduced Tax Subsidy: \$ 10,153,693												
FY20 sewer revenue projected with Tax Subsidy: \$ 8,643,552												

## Subsidy Adjustment Analysis

current tax subsidy: \$5,593,112  
 Elimination of 75% tax subsidy: \$ 4,194,834  
 amount of expenses associated with Water: 46%  
 amount of expenses associated with Sewer: 54%

break down of: \$ 4,194,834  
 \$1,929,624 Water  
 \$2,265,210 Sewer

W/Prop.	W/Adjusted	No Change
FY21 Rates	FY21 Rates	FY20 Rates
\$1,629.24	\$2,046.74	\$1,574.04
Annual cost @ 120 ccf/yr (30ccf/quarter)	\$407.31	\$511.69
per bill (3 months)		
Arlington Ave Home: 60 ccf/yr (15ccf/quarter)	\$758.04	\$946.27
Arlington Ave Home per bill (3 months)	\$189.51	\$236.57
Admin fee per bill:	\$ 10.71	\$186.81

## WATER

WATER											
	Amount	Use	Ave FY17,18&19	Rate FY21	w/reduced tax	FY21 Prop	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change over FY20
0 - 15 ccf/3 months	\$ 4,866,741		703,609	\$ 6.92	\$ 5.47	26%	57%	\$ 4,866,741	29.3%	52.8%	50%
15 - 30 ccf/3 months	\$ 1,742,100		228,853	\$ 7.61	\$ 6.02	26%	19%	\$ 1,742,100	31.2%	18.9%	25%
over 30 ccf/3 months	\$ 2,616,105		292,215	\$ 8.95	\$ 7.08	26%	24%	\$ 2,616,105	29.2%	28.4%	25%
	9,224,946		1,224,678					\$ 9,224,946	29.6%	Ave Inc.	

FY20 water revenue projected w/reduced Tax Subsidy: \$ 9,224,946  
 FY20 water revenue projected with Tax Subsidy: \$ 7,293,322

## SEWER

SEWER											
	Use	Rate FY20	Rate	FY20 Prop	Rate Change	% use in Tier	Rev. in tier	Rate Change	Prop	Rate Study	Rates
	Amount	Ave FY17, 18&19 w/reduced tax						over FY20	% rev in tier	Recommended	FY20
0 - 15 ccf/3 months	\$ 5,727,624	703,609	\$ 8.14	\$ 6.45	26%	57%	\$ 5,727,624	27.4%	62.5%	50%	\$ 6.39
15 - 30 ccf/3 months	\$ 2,079,567	228,853	\$ 9.09	\$ 7.20	28%	19%	\$ 2,079,567	30.6%	19.1%	25%	\$ 6.96
over 30 ccf/3 months	\$ 3,101,571	282,215	\$ 10.61	\$ 8.41	26%	24%	\$ 3,101,571	28.0%	28.4%	25%	\$ 8.29
	1,224,678						\$ 10,908,763	28.2%	Ave Inc.		

FY20 sewer revenue projected w/reduced Tax Subsidy: \$ 10,908,763  
 FY20 sewer revenue projected with Tax Subsidy: \$ 8,643,552

## Subsidy Adjustment Analysis

current tax subsidy: \$5,593,112  
 Elimination of 100% tax subsidy: \$ 5,593,112  
 amount of expenses associated with Water: 46%  
 amount of expenses associated with Sewer: 54%

break down of: \$ 5,593,112  
 \$2,572,832 Water  
 \$3,020,280 Sewer

W/Prop.	W/Adjusted	No Change
FY21 Rates	FY21 Rates	FY20 Rates
\$1,629.24	\$2,185.91	\$1,574.04
Annual cost @ 120 ccf/yr (30ccf/quarter)	\$407.31	\$546.48
per bill (3 months)		
Arlington Ave Home: 60 ccf/yr (15ccf/quarter)	\$758.04	\$1,009.01
Arlington Ave Home per bill (3 months)	\$189.51	\$252.25
Admin fee per bill:	\$ 10.71	\$186.81

## WATER

WATER											
	Amount	Ave FY17,18&19 w/reduced tax	Rate FY21	Rate FY21 Prop	Rate Change	% use in Tier	Rev. in tier	Rate Change over FY20	Prop % rev in Tier	Rate Study Recommended	Rates FY20
0 - 15 ccf/3 months	\$ 5,206,074	703,609	\$ 7.40	\$ 5.47	35%	57%	\$ 5,206,074	38.3%	52.8%	50%	\$ 5.35
15 - 30 ccf/3 months	\$ 1,863,568	228,853	\$ 8.14	\$ 6.02	35%	19%	\$ 1,863,568	40.4%	18.9%	25%	\$ 5.80
over 30 ccf/3 months	\$ 2,798,512	282,215	\$ 9.59	\$ 7.08	35%	24%	\$ 2,798,512	38.2%	28.4%	25%	\$ 6.93
	9,868,154	1,224,678					\$ 9,868,154	38.7%		Ave Inc.	

FY20 water revenue projected w/reduced Tax Subsidy: \$ 9,868,154  
 FY20 water revenue projected with Tax Subsidy: \$ 7,293,322

## SEWER

SEWER	Use	Rate FY20		Rate		Rate Change		Prop		Rate Study		Rates				
		Amount	Ave FY17, 18&19 w/reduced tax	FY20 Prop	Rate	Rate Change	% use in Tier	Rev. in tier	Rate Change	% rev in Tier	Recommended	FY20				
0 - 15 ccf/3 months	\$	6,124,073	703,609	\$	8.70	\$	6.45	35%	57%	\$	6,124,073	36.2%	52.5%	50%	\$	6.39
15 - 30 ccf/3 months	\$	2,223,508	228,853	\$	8.72	\$	7.20	35%	19%	\$	2,223,508	39.6%	19.1%	25%	\$	6.96
over 30 ccf/3 months	\$	3,316,252	282,215	\$	11.35	\$	8.41	35%	24%	\$	3,316,252	36.9%	28.4%	25%	\$	8.29
			1,224,678							\$	11,663,833	37.1%		Ave Inc.		

FY20 sewer revenue projected w/reduced Tax Subsidy: \$ 11,663,833  
 FY20 sewer revenue projected with Tax Subsidy: \$ 8,643,552

# Arlington (W/S)

## Residential Water Rates:

Last adjusted: July 2018  
 Next adjustment scheduled: July 2019  
 Fund: Enterprise

Base charge per bill \$ 5.35  
 First 15 HCF/bill \$ 4.99/HCF  
 16 – 30 HCF \$ 5.33 "  
 >30 HCF \$ 6.47 "

Billing Frequency: Quarterly

## Residential Sewer Rates:

Last adjusted: July 2018  
 Next adjustment scheduled: July 2019  
 Fund: Enterprise

Base charge per bill \$ 5.36  
 First 15 HCF/bill \$ 5.71/HCF  
 16 – 30 HCF \$ 6.10 "  
 >30 HCF \$ 7.40 "

Based on 100% of water usage.

Billing Frequency: Quarterly

## Annual Cost AWWA Standard for Historical Comparison

(120 HCF ≈ 90,000 gals.)

Utility	Rate	Change from 2017
Water	\$640.62	4.81%
Sewer	\$761.82	4.36%
<b>Combined</b>	<b>\$1,402.44</b>	<b>4.56%</b>

## Annual Cost Based on Local, State & Federal Data

(58.4 HCF – See Appendix C  
for Data & Calc.)

Water	\$312.95
Sewer	\$370.20
<b>Combined</b>	<b>\$683.15</b>

Arlington utilizes the debt service exclusion as permitted under General Law 59 Section 21C(n)

## Commercial Water Rates:

Same as residential

## Commercial Sewer Rates:

Same as residential

## Additional 2018 Data by Community

Does this Community Use Second Meters? No

Does this Community Offer Senior and/or Low Income Discounts? No

### Water System

### Sewer System

MWRA Charges as % of Total Community Water Expenses	50-75%
Miles of water pipeline replaced/rehabilitated in FY18	Less than 1
Water Capital Needs over Next Five Years	\$10-20 million
Anticipated Water Capital Spending over Next Five Years	\$5-10 million

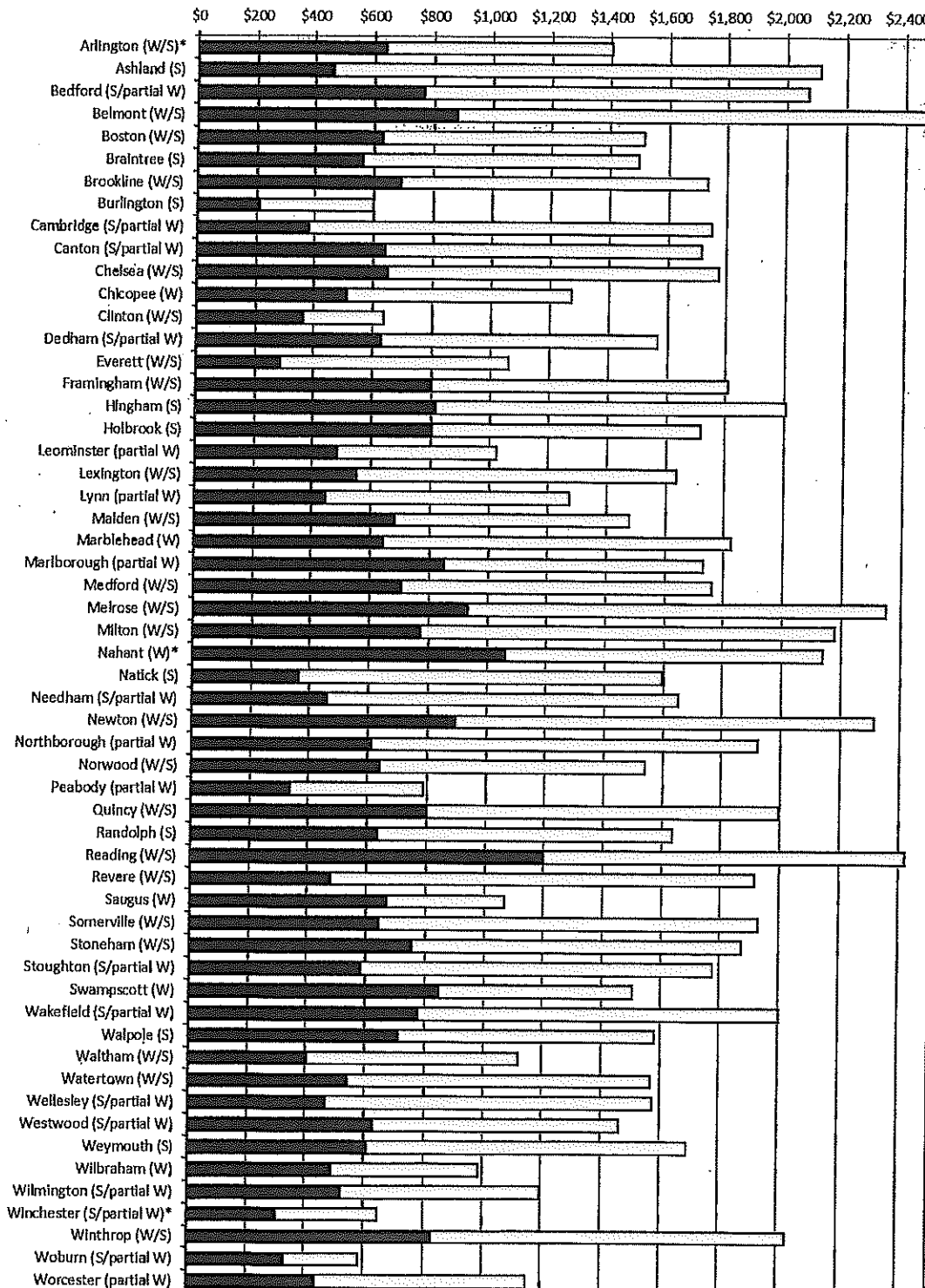
MWRA Charges as % of Total Community Sewer Expenses	Over 75%
Miles of sewer pipeline replaced/rehabilitated in FY18	Less than 1
Sewer Capital Needs over Next Five Years	\$10-20 million
Anticipated Sewer Capital Spending over Next Five Years	\$5-10 million

### Stormwater

Current Funding Source of Stormwater-Related Costs:

Water/Sewer Rates

# 2018 Combined Retail Water & Sewer Community Charge Comparisons (Consumption at 120 HCF $\approx$ 90 kgal)



(\*) Indicates community that utilizes the debt service exclusion as permitted under General Law 59 Section 21 C(n)



ANNUAL WATER AND SEWER CHARGES IN COMMUNITIES RECEIVING SERVICES FROM THE MWRA 2018		
	Water	Sewer
Arlington (W/S)*	\$640.62	\$761.82
Ashland (S)	-	1,649.60
Bedford (S/partial W)	767.00	1,305.00
Belmont (W/S)	877.88	1,622.20
Boston (W/S)	631.32	885.53
Braintree (S)	-	933.00
Brookline (W/S)	694.40	1,040.80
Burlington (S)	-	391.50
Cambridge (S/partial W)	380.00	1,370.40
Canton (S/partial W)	643.40	1,073.00
Chelsea (W/S)	650.40	1,125.60
Chicopee (W)	514.00	-
Clinton (W/S)	364.70	273.53
Dedham (S/partial W)	629.28	937.28
Everett (W/S)	285.60	777.60
Framingham (W/S)	801.00	1,009.44
Hingham (S)	-	1,188.00
Holbrook (S)	-	915.60
Leominster (partial W)	488.24	-
Lexington (W/S)	554.00	1,083.60
Lynn (partial W)	449.04	-
Lynnfield (W)	436.30	-
Malden (W/S)	682.08	797.76
Marblehead (W)	647.00	-
Mariborough (partial W)	852.00	-
Medford (W/S)	707.52	1,055.28
Melrose (W/S)	931.60	1,419.32
Milton (W/S)	771.60	1,405.92
Nahant (W)*	1,063.20	-
Natick (S)	-	1,232.00
Needham (S/partial W)	461.40	1,191.96
Newton (W/S)	894.80	1,424.00
Northborough (partial W)	614.48	-
Norwood (W/S)	643.20	899.28
Peabody (partial W)	337.20	-
Quincy (W/S)	800.40	1,196.16
Randolph (S)	-	1,001.20
Reading (W/S)	1,200.00	1,220.40
Revere (W/S)	481.20	1,437.60
Saugus (W)	670.66	-
Somerville (W/S)	645.03	1,287.06
South Hadley (W)	530.40	-
Southborough (W)	437.08	-
Stonham (W/S)	754.80	1,120.80
Stoughton (S/partial W)	585.24	1,192.80
Swampscott (W)	848.00	-
Wakefield (S/partial W)	777.60	1,225.80
Walpole (S)	-	867.74
Waltham (W/S)	407.28	715.32
Watertown (W/S)	546.00	1,023.60
Wellesley (S/partial W)	471.96	1,102.80
Weston (W)	316.60	-
Westwood (S/partial W)	629.28	832.00
Weymouth (S)	-	1,080.88
Wilbraham (W)	494.40	-
Wilmington (S/partial W)	525.20	672.00
Winchester (S/partial W)*	302.60	345.60
Winthrop (W/S)	829.20	1,198.80
Woburn (S/partial W)	329.78	256.52
Worcester (partial W)	440.40	-
AVERAGE	\$616.40	\$1,035.14
Percent change	3.3%	2.92%
Water and Sewer Charges are based on an annual water consumption of 120 HCF $\approx$ 90 kgal.		
(*) Indicates communities that utilize the debt service exclusion as permitted under General Law 59 Section 21C(n).		

## Combined Annual Water and Sewer Charges for Communities Receiving Services from the MWRA Household Usage Based on Local, State & Federal Data 2018

Charges include MWRA, community, and alternatively supplied services.  
Rates based on consumption provided to DEP by the communities and calculated by MWRA staff.

	Household Usage (HCF)	Household Usage (kgal)	Water	Sewer	Combined
Belmont	87.1	65,170.4	\$660.26	\$1,197.80	\$1,858.05
Nahant	100.0	74,797.7	\$885.97	\$895.97	\$1,781.94
Milton	86.0	64,319.4	\$638.38	\$1,049.02	\$1,687.39
Lexington	107.4	80,361.0	\$479.49	\$930.68	\$1,410.16
Stoneham	88.8	66,395.0	\$558.55	\$829.39	\$1,387.94
Marblehead	84.9	63,534.3	\$476.95	\$851.18	\$1,328.13
Wakefield	79.4	59,422.2	\$514.78	\$811.49	\$1,326.28
Ashland	67.5	50,476.9	\$280.29	\$936.94	\$1,217.23
Wellesley	91.4	68,340.0	\$371.57	\$844.26	\$1,215.83
Hingham	65.3	48,843.6	\$507.02	\$646.46	\$1,153.47
Reading	56.9	42,560.3	\$568.99	\$578.66	\$1,147.65
Newton	62.4	46,684.5	\$434.33	\$697.67	\$1,132.01
Swampscott	88.2	65,988.4	\$635.07	\$493.74	\$1,128.82
Needham	79.2	59,211.8	\$316.43	\$784.94	\$1,101.37
Dedham	76.7	57,369.1	\$331.13	\$748.99	\$1,080.11
Canton	77.5	57,960.2	\$373.44	\$675.93	\$1,049.37
Walpole	83.6	62,530.6	\$438.17	\$604.51	\$1,042.68
Winthrop	61.3	45,875.4	\$423.80	\$612.69	\$1,036.49
Brookline	71.2	53,244.4	\$418.58	\$616.09	\$1,034.67
Chelsea	68.6	51,316.9	\$371.84	\$643.52	\$1,015.36
Melrose	50.0	37,416.0	\$388.54	\$602.92	\$991.46
Stoughton	65.6	49,066.5	\$326.16	\$652.03	\$978.19
Northborough	54.7	40,932.7	\$285.71	\$591.01	\$876.71
Framingham	60.7	45,423.5	\$382.25	\$487.78	\$870.03
Bedford	65.0	48,647.2	\$310.80	\$541.01	\$851.81
Westwood	76.7	57,369.1	\$331.13	\$516.34	\$847.47
Randolph	60.6	45,308.5	\$358.65	\$478.86	\$837.50
Marlborough	56.5	42,292.4	\$401.44	\$413.88	\$815.32
Watertown	62.1	46,413.5	\$282.33	\$529.29	\$811.62
Revere	50.7	37,922.5	\$203.30	\$607.37	\$810.67
Braintree	61.0	45,613.3	\$305.47	\$492.71	\$798.19
Weymouth	56.0	41,898.9	\$294.94	\$486.04	\$780.98
Medford	55.4	41,405.3	\$312.23	\$465.37	\$777.60
Holbrook	53.1	39,716.4	\$355.75	\$405.13	\$760.88
Somerville	50.9	38,096.0	\$210.73	\$537.38	\$748.11
Lynn	69.1	51,701.1	\$257.81	\$473.47	\$731.28
Wilmington	74.1	55,456.4	\$297.21	\$415.18	\$712.39
Natick	73.0	54,633.2	\$171.41	\$531.71	\$703.13
Arlington	58.4	43,700.0	\$312.95	\$370.20	\$683.15
Cambridge	45.4	33,951.1	\$138.26	\$502.68	\$640.94
Malden	62.9	47,014.3	\$286.61	\$351.35	\$637.96
Saugus	76.2	57,009.2	\$385.62	\$243.99	\$629.61
Chicopee	61.5	46,017.8	\$253.77	\$373.18	\$626.95
Norwood	63.6	47,548.9	\$280.34	\$342.30	\$622.64
Woburn	98.2	73,455.9	\$329.78	\$256.52	\$586.30
Worcester	60.0	44,894.0	\$220.27	\$356.75	\$577.02
Boston	45.1	33,713.7	\$232.53	\$328.35	\$560.87
Everett	61.5	45,982.1	\$146.31	\$398.35	\$544.65
Leominster	54.4	40,670.4	\$240.17	\$258.39	\$498.55
Weston	154.1	115,302.3	\$490.07		\$490.07
Waltham	56.8	42,474.0	\$174.33	\$310.04	\$484.36
Wilbraham	55.2	41,272.0	\$227.42	\$226.32	\$453.74
Quincy	45.3	33,909.2	\$302.37	\$150.63	\$453.00
Peabody	68.8	51,479.5	\$187.25	\$249.65	\$436.90
Winchester	90.8	67,881.9	\$204.32	\$217.49	\$421.81
Clinton	69.5	52,004.8	\$204.64	\$153.48	\$358.12
Lynnfield	93.5	69,949.5	\$320.06		\$320.06
Southborough	90.7	67,821.4	\$312.14		\$312.14
South Hadley	62.4	46,709.4	\$304.79		\$304.79
Burlington	64.0	47,877.6	\$95.90	\$131.27	\$227.16
Average (minus non-sewered communities)			\$346.14	\$533.90	\$880.04





## **Town of Arlington, Massachusetts**

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### **Discussion: Confirmation of Date for Goal Setting Session**

#### **Summary:**

Diane M. Mahon, Chair

Adam W. Chapdelaine, Town Manager



## **Town of Arlington, Massachusetts**

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### **Discussion: Future Select Board Meetings, September and October 2019**

#### **ATTACHMENTS:**

	Type	File Name	Description
▣	Reference Material	Sept-Oct_Calendar.pdf	Calendar

# September 2019

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

October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 YOM KIPPUR	9	10	11	12
13	14 COLUMBUS DAY	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 HAPPY HALLOWEEN		





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## Town of Arlington, Massachusetts

**Letter to Lexington Select Board re: Proposed Project at 840 Emerson Gardens Road, Lexington**

**Summary:**

David White, for the Friends of Arlington's Great Meadows

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	CR_David_White.pdf	Correspondence from D. White

**From:** David White <dwhite@gilbertwhite.com>  
**To:**  
**Cc:** Marie Krepelka <mkrepelka@town.arlington.ma.us>, DMahon@town.arlington.ma.us, Emily Sullivan <ESullivan@town.arlington.ma.us>, "Stevens, Nathaniel (home)" <stevensnathaniel11@gmail.com>  
**Date:** 06/14/2019 10:02 AM  
**Subject:** FoAGM 840 Emerson Gardens Letter

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Lexington Select Board,

Here attached is a letter with our comments regarding potential development on the closed nursing home site adjacent to Arlington's Great Meadows.

We would like to be kept informed of any future developments at this site.

Thank you.

David White  
Friends of Arlington's Great Meadows

(Communication sent to Lexington Select Board via the town website form.)

**Attachments:**

File: [FoAGM 840 Emerson Gardens Letter.pdf](#)

Size:  
264k

Content Type:  
application/pdf

FRIENDS  
OF



ARLINGTON'S  
GREAT MEADOWS

Box 492  
Arlington, MA 02476

781-641-2879  
[www.foagm.org](http://www.foagm.org)

Steering Committee

David White, Chair  
Gordon Jones  
Don Miller  
Sandra Ruggiero  
Mike Tabaczynski  
Jeanette Voss  
Lorelle Yee

14 June 2019

Lexington Select Board  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420

Re: 840 Emerson Gardens Road, Lexington, MA

Dear Chairman and Members of the Select Board,

Three of us from the Friends of Arlington's Great Meadows attended the presentation of the proposed project on the site of the closed nursing home on June 13.

We have no comments on the building at this time. However we note that this property is a major access point to Arlington's Great Meadows (AGM) that is used by many people on a daily basis. Thus easy public access, including parking, should be maintained to AGM, both during and after any construction.

Also from the map that was shown during the presentation it appears that significant wooded areas might be removed along the southern boundary of the property. If so that could affect the trails in AGM.

We are concerned about anything that might affect the public use and enjoyment the Great Meadows and would like to be kept up to date on what happens at the nursing home site.

Thank you.

Sincerely yours,

*David White*

David White  
for the Friends of Arlington's Great Meadows  
([info@FoAGM.org](mailto:info@FoAGM.org))

cc: Arlington Select Board  
Arlington Conservation Commission



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## Town of Arlington, Massachusetts

**NEW BUSINESS**



## **Town of Arlington, Massachusetts**

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**Next Scheduled Meeting of Select Board August 12, 2019**