



## **Town of Arlington Select Board**

### **Meeting Agenda**

September 23, 2019

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

1. Welcome to New Fire Chief - Kevin Kelley  
Chief Kevin Kelley, Arlington Fire Department
2. Arlington Police Department Update  
Acting Chief Juliann Flaherty

### **CONSENT AGENDA**

3. Request: Special (One Day) All Alcohol License, 10/5/19 @ Robbins Memorial Town Hall for a Private Event  
Andrew Lipson
4. Request: Special (One Day) Beer & Wine License, 10/6/19 @ Whittemore Robbins House for a Private Event  
Mark Thompson
5. Request: Special (One Day) Beer & Wine License, 10/12/19 @ Robbins Memorial Town Hall for a Private Event  
Franco Alvarado
6. Request: 3-Day Special (One Day) All Alcohol Licenses, October 18, 19 and 20 @ St. Athanasius the Great Greek Orthodox Church for 'Opa Kouzina'  
Dean Ioakimidis, Parish Council President

### **APPOINTMENTS**

7. LGBTQIA+ Rainbow Commission  
Andy Rubinson (term to expire (6/30/2022))

### **LICENSES & PERMITS**

8. For Approval: Food Vendor License  
Mass Hole Donuts, 2 Lake Street, Alexander Mansfield

## **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**

9. Request to Sign Non-Binding Resolution in Support of 'An Act for Utility Transition to Using Renewable Energy (Future Act), H.2849/S.194  
Brucie Moulton, Mothers Out Front
10. For Approval: Sustainable Transportation Committee Roster  
Sandy Pooler, Deputy Town Manager
11. For Approval: Complete Count Committee Roster  
Sandy Pooler, Deputy Town Manager
12. Discussion & Approval: Police Chief Position Description and Hiring Process  
Sandy Pooler, Deputy Town Manager

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

Next Scheduled Meeting of Select Board October 7, 2019



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## **Town of Arlington, Massachusetts**

### **Welcome to New Fire Chief - Kevin Kelley**

#### **Summary:**

Chief Kevin Kelley, Arlington Fire Department



## **Town of Arlington, Massachusetts**

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### **Arlington Police Department Update**

#### **Summary:**

Acting Chief Juliann Flaherty





## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) All Alcohol License, 10/5/19 @ Robbins Memorial Town Hall for a Private Event**

**Summary:**

Andrew Lipson

**ATTACHMENTS:**

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

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant:

Andrew Lipson

Address, phone & e-mail contact information:

\_\_\_\_\_

Name & address of Organization for which license is sought:

Beverage Events Inc., 455 State Road, Vineyard Haven, Ma.

Does this Organization hold nonprofit status under the IRS Code? \_\_\_\_ Yes   X   No

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

Andrew Li

Address, phone & e-mail contact information:

info@eventbeverageevents.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:

617-851-0499

Title of Event:

Wedding Event

Date/time of Event:

5:00 pm - 10:30 pm, OCTOBER 5, 2019

Location of Event:

Arlington Town Hall

Location/Event Coordinator:

Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

invitation

Number of people expected to attend:

160-170

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.

Bartender will check ID's

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

YES

**OFFICE USE ONLY**

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

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

Det. Corey P. Roteau Date 9-11-19  
Det. Corey P. Roteau  
Printed name/title

**POLICE COMMENTS:**

Request one safety detail

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

beer/wine/cocktails

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

full dinner/appetizers/dessert, sodas/waters

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

Beverage Events, Inc.

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

TIPS Certification

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

ATTACHED

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

Kappy's On Line, Everett, Ma.

Date of Delivery:

Sat. 10/5/2019

Alcohol Serving Time (s):

5:00 pm - 10:30 pm

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

Kappy's will pick up

Date of Pick-Up:

Mon. October 7, 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.)

ATTACHED

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

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

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

Printed name Andrew Lipson

Printed title & Organization name: \_\_\_\_\_

Email: Andrewlipson@gmail.com



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

9 September 2019

**SECURITY PLAN FOR LIPSON WEDDING RECEPTION**

A wedding reception is being held at the Arlington Town Hall for Andrew Lipson and his bride. The event is scheduled for Saturday, October 5, 2019, 4:30 pm - 11:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 160 - 170 guests to attend. We anticipate some attendees will be under age.

Patsy Kraemer will be the event coordinator for the event. Greg Stathopoulos will be the custodian for the event. Sara's Cooking and Catering will be the caterer for the event and Beverage Events, Inc will provide bartending services.

The Lipson family is responsible to ensure that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise. A police detail will be requested.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

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



# tips card for 10/5 event - MDAemon Web



**Subject:** tips card for 10/5 event

**To:** PKraemer@town.arlington.ma.us

**From:** "Info @ Beverage Events" <info@beverageevents.com>

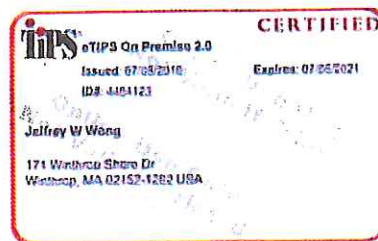
**Date:** 09/06/2019 06:00 AM

← → ic <https://www.gettips.com/next-to/index.html>

Participant Card

eTIPS Completion Certificate

**tips**  
PARTICIPANT CARD





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/06/19

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

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

PRODUCER M.P. Roberts Insurance Agency 1060 Osgood Street North Andover, MA 01845	CONTACT NAME: Amy Roberts PHONE (A/C, No, Ext): 978-683-8073 E-MAIL ADDRESS: FAX (A/C, No): 978-683-3147
INSURED BEVERAGE EVENTS INC. 455 State Road Vineyard Haven, MA 02568	INSURER(S) AFFORDING COVERAGE INSURER A: NATIONAL UNION FIRE INSURER B: PILGRIM INSURANCE INSURER C: NATIONAL UNION FIRE INSURER D: ATLANTIC CHARTER INS CO INSURER E: GENERAL STAR INDEMNITY INSURER F:

## COVERAGES

CERTIFICATE NUMBER:

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 <input checked="" type="checkbox"/> PRIMARY & <input type="checkbox"/> NON-CONTRIBUTORY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	y	y	NP037052345-02	01/18/19	01/18/20	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
B	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	Y	y	PGC00001019269	04/11/19	04/11/20	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y	y	6-UD-016698954-0	01/18/19	01/18/20	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	y	WCV01349600-MA	01/19/19	01/19/20	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	LIQUOR LIABILITY	Y		IMA840798C	01/18/19	01/18/20	\$1,000,000

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

EVENT DATE: 10/5/19  
Location: Arlington Town Hall  
Guests: 175  
3pm-11pm

TOWN OF ARLINGTON IS LISTED AS ADDITIONAL INSURED

## CERTIFICATE HOLDER

## CANCELLATION

TOWN OF ARLINGTON  
730 Mass Ave  
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

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**Request: Special (One Day) Beer & Wine License, 10/6/19 @ Whittemore Robbins House for a Private Event**

**Summary:**

Mark Thompson

**ATTACHMENTS:**

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

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: *Mark Thompson*

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): *Vicki Lee Boyajian*

Address, phone & e-mail contact information: *105 Trapelo Road Belmont, MA 02478; 617-489-5007; vicki@vickilees.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:

Title of Event: *Wedding Reception*

Date/time of Event: *October 6, 2019/Rental is from 2pm-10pm*

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: *50-60 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, Ages: Two 11 year olds

If "yes," please detail plan to prevent access of minors to alcoholic beverages. ***The bartenders will follow the rules of 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.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*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 Prosecco.***

What types of food and non-alcoholic beverages do you plan to serve at the Event?  
Please see attached menu.

Who will be responsible for serving alcoholic beverages at the Event?  
***Sami Haouiliya -Bartender***

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.  
***Message to bartender traveling abroad for Birth date.***

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: October 5, 2019

Alcohol Serving Time (s): *5:00pm-9:30pm*

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: *October 7, 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: *Mark Thompson*

Printed name: Mark Thompson

Printed title & Organization name: Wedding Reception

Email: *markrt29@hotmail.com*

*Mark Thompson*  
*Wedding Reception*  
*markrt29@hotmail.com*

*September 18, 2019*

A Wedding Reception will be held at the Whittemore Robbins House on Sunday, October 6, 2019 from 5:00pm-10:00pm. Alcohol service will end at 9:30pm.

A Special Alcohol License Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 50-60 guests to attend. There will be two guests under 21 years of age and both are 11 years old. The bartender will follow the rules for alcohol service from TiPs certification training.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Vicki Lee's will be catering the event and will provide the food service and beverage service. Vicki Lee Boyajian, Responsible Manager and bartender, Sami Haouiliya, 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.





eTIPS On Premise 3.0

**CERTIFIED**

Issued: 02/04/2017

Expires: 02/04/2020

ID#: 4448544

**Sami Haouiliya**

20 Ericsson St  
Belmont, MA 02478-3646 USA



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: DD

DATE (MM/DD/YYYY)

09/18/2019

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).

<b>PRODUCER</b> Commercial Ins. Agency, Inc. 385 Concord Ave Suite 101 Belmont, MA 02478 Dorothy Fernsler daCruz		<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b> VICKI-1	
<b>INSURED</b> Vicki Lee Boyajian, Inc 105 Trapelo Road Belmont, MA 02478		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Acadia Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 31325	

**COVERAGES****CERTIFICATE NUMBER:****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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	BOA 5158813	07/07/2019	07/07/2020	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Liquor					PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMPI/OP AGG \$ 2,000,000
						Liquor \$ 1,000,000
A	AUTOMOBILE LIABILITY		BOA 5158813	07/07/2019	07/07/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS					\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)

RE: event taking place at Whitmore Robbins House on 10/06/2019.  
Town of Arlington is additionally insured

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington  
Arlinton Town Hall  
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**

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**Request: Special (One Day) Beer & Wine License, 10/12/19 @ Robbins Memorial Town Hall for a Private Event**

**Summary:**

Franco Alvarado

**ATTACHMENTS:**

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



OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant:

Franco Alvarado

Address, phone & e-mail contact information:

175 School Street, Watertown, Ma. 954-554-9349 franco.faa@gmail.com

Name & address of Organization for which license is sought:

Machu Picchu Restaurant 307 Somerville Ave., Somerville, Ma. 02145

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

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

Angelica Cortez

Address, phone & e-mail contact information:

978-332-4249 catering@machupicchuboston.com

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

\_\_\_\_\_

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

one time event

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

978-332-4249

Title of Event:

wedding ceremony and reception

Date/time of Event:

Saturday, October 12, 2019 5:30 - 10:30 pm

Location of Event:

Arlington Town Hall

Location/Event Coordinator:

Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

invitation

Number of people expected to attend:

140

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.

Bartender will check ID's

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

YES

**OFFICE USE ONLY**

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

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

Opc. Corey P. Ratea Date 9-13-19  
Opc. Corey P. Ratea  
Printed name/title

POLICE COMMENTS:

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

beer/wine

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

full dinner/appetizers/dessert, sodas/waters

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

Macchu Pichu bartending staff

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

TIPS Certification

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

ATTACHED

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

Kappy's On Line, Everett

Date of Delivery:

Sat. Octobe 12, 2019

Alcohol Serving Time (s):

5:30 - 10:30 PM

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

Kappy's will take back excess alcohol

Date of Pick-Up:

Monday, October 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.)

ATTACHED

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

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

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

Printed name Franco Alvarado

Printed title & Organization name: \_\_\_\_\_

Email: franco.faa@gmail.com



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

13 September 2019

**SECURITY PLAN FOR ALVARADO WEDDING RECEPTION**

A wedding reception is being held at the Arlington Town Hall. The party is under the auspices of the Alvarado family. The event is scheduled for Saturday, October 12, 2019, 5:30 pm to 10:30 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 140 guests to attend. We anticipate some attendees will be under age.

Patsy Kraemer will be the event coordinator for the event. Greg Stathopoulos will be the custodian for the event. Machu Picchu Restaurant catering services will provide the food and the bartending services.

The Alvarado family is responsible to ensure that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

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



# Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certification Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

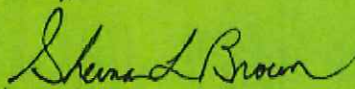
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at [ServSafe.com](http://ServSafe.com).

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 13466094  
CARD # 14355974

## ServSafe Alcohol® CERTIFICATE

ESTEFANIA CASTILLO



NAME

11/5/2019

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

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Sherman Brown  
Senior Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

**NOTE:** You can access your score and certification information anytime at [ServSafe.com](http://ServSafe.com) with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org) or 800.765.2122, ext. 6703.



175 West Jackson Boulevard  
Suite 1500  
Chicago, IL 60604-2814  
1.800.SERVSAFE  
312.215.1010 in the Chicago area  
[ServSafe.com](http://ServSafe.com)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/17/19

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> WOOD & ASSOCIATES INSURANCE AGENCY INC 32 SOUTH COMMON STREET LYNN, MA 01902	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> 781-581-5900	<b>FAX (A/C, No):</b> 781-593-0776
<b>INSURED</b>  CERCROSS AND SONS INC dba MACHU PICCHU RESTAURANT 307 SOMERVILLE AVE SOMERVILLE, MA 02143	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Arbella Mutual	
	<b>INSURER B:</b> NORFOLK & DEDHAM MUTUAL FIRE INS CO	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		

**COVERAGES****CERTIFICATE NUMBER:****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 CERTIFICATION 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	Y		7520083065	04/01/19	04/01/20	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input checked="" type="checkbox"/> liquor liability						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
	DED <input type="checkbox"/> RETENTION \$						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WE193402A	04/03/19	04/03/20	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Town of Arlington is listed as Add'l Insured.

**CERTIFICATE HOLDER****CANCELLATION**Town of Arlington  
730 Massachusetts Ave  
Arlington, MA 021476

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

Marjorie Boisclair



## **Town of Arlington, Massachusetts**

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**Request: 3-Day Special (One Day) All Alcohol Licenses, October 18, 19 and 20 @ St. Athanasius the Great Greek Orthodox Church for 'Opa Kouzina'**

**Summary:**

Dean Ioakimidis, Parish Council President

**ATTACHMENTS:**

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



OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Dean Ioakimidis - President, Parish Council

Address, phone & e-mail contact information: 4 Appleton Street Arlington MA Cell: 781-844-8159  
Email: Dean@steveandsonsinc.com

Name & address of Organization for which license is sought: St. Athanasius the Great Greek Orthodox Church  
Arlington MA 02476

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

Name of Responsible Manager of Organization (if different from above):  
Bar Manager - Mark Ypsilantis (Tip Certified) & Asst. Manager Christian Makredes (Tip Certified)

Address, phone & e-mail contact information: 39 Maynard Street Arlington MA Cell: 781-724-6973; mypsilantis@gmail.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? YES If so, please give date(s) of Special Licenses and/or applications and title of event(s). May 30, 31, June 1 & 2 Greek Festival

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

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

Title of Event: Opa Kouzina

Date/time of Event: October 18 19 20

Location of Event: 4 Appleton Street Arlington MA

Location/Event Coordinator: Dean Ioakimidis, Parish Council President

Method(s) of invitation/publicity for Event: Banners, Newspapers, Flyer's & Radios

Number of people expected to attend: 400 over the 3 days

Expected admission/ticket prices: No admission cost

Expected prices for food and beverages (alcoholic and non-alcoholic): Beer \$6-\$8 - Wine \$7(glass), \$20-\$22 (poured Bottle)  
Food Prices Range from \$6 - \$25. Ouzo, Metaxa, masticha, and all Greek cordials

Will persons under age 21 be on premises? YES

If "yes," please detail plan to prevent access of minors to alcoholic beverages. Govt. issued ID required for purchase

Have you consulted with the Department of Police Services about your security plan for the Event?  
Yes the security plan has been forwarded for review.

#### 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. Roteau Date 9-11-19  
Det. 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, Wine & Greek Cordials

What types of food and non-alcoholic beverages do you plan to serve at the Event? \_\_\_\_\_  
Greek cuisine & pastries along with soft drinks and water.

Who will be responsible for serving alcoholic beverages at the Event? All bar servers are over the age of 21  
and have 10-15 years experience serving beer and wine at this event.

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.  
Bar Manager - Mark Ypsilantis (Tip Certified) & Asst. Manager Christian Makredes (Tip Certified)

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.

Mark Ypsilantis, Age 53(DOB 4/22/65); Randy Fassas, age 56; Nick Ypsilantis,  
Christian Makredes, Age \_\_\_\_\_ ) Evan Ypsilantis, age \_\_\_\_\_ David Schubert

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)) AKG Distributors (Greek Beer, Wine & Cordials) & Anheuser Busch

Date of Delivery: October 17

Alcohol Serving Time (s): Friday October 18 11am -10pm - Saturday October 19 11am-

Sunday October 20 11am -8pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?  
any excess beer, wine & cordials will be returned to the wholesaler for a credit or disposed of.

Wholesaler will pick up all alcohol the day after the event on October 21 2019.

Date of Pick-Up: October 21 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 documents.

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

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

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

Printed name: Dean Ioakimidis

Printed title & Organization name: Parish Council President, Saint Athanasius the Great Greek Orthodox Church

Email: Dean@steveandsonsinc.com



## **Opa Kouzina 2019 - Security Plan**

**Event Dates:**   **October 18 – 11am to 10pm**  
                          **October 19 - 11am to 10pm**  
                          **October 20 - 11am to 8pm**

Saint Athanasius the Great Greek Orthodox church also known as the Greek Orthodox Church of Arlington believes in providing a safe, secure and pleasant experience for all that attend our Opa Kouzina. Below is our detailed plan for this event.

Opa Kouzina will open with limited scope; Traditional Greek Specialty dishes, pastry and Bar sections will be available. We expect significantly light attendance. There will be no exterior tents, this event is solely restricted to the church's first floor in the James Bouboulis auditorium.

### **Crowd control**

Only one bar will be located inside the church in the James Bouboulis auditorium. A photo copied driver's license of all listed bar tenders and a photo copy of certification of those who are all T.I.P.S. certified will be made available to the board of selectmen. At least one T.I.P.S certified volunteer will be present at all times in the bar area.

### **Dealing with unruly patrons**

Any patron of the St. Athanasius the Great Opa Kouzina will be spoken to by a authorized manager of the event. Once the situation is assessed and it is determined that the person or persons are no longer welcomed at the Opa Kouzina they will be asked to leave St. Athanasius property.

### **Emergency evacuations**

In the event of an emergency situation or natural disaster all patrons and volunteers will be instructed to seek safe shelter in the lower level of St. Athanasius the Great Church James Bouboulis auditorium or 10 Acton Street (St. Athanasius School building). All St. Athanasius volunteers will be instructed by the event manager along with the board of directors to direct all patrons to safe shelter points.

### **Controlling access to alcohol by under aged persons.**

A bar manager will be present at all times during the event. T.I.P.S. certified staff will be present at all times and will ensure proper policies and state laws are being adhered to. At any time St.

Athanasius and its bar staff reserve the right to stop the sale of alcohol to any persons who do not have a state issued license or if the bar tender (using his training skills) does not feel comfortable serving a patron. All patrons looking to purchase alcohol will be asked to provide proper state issued identification. All alcohol will be secured and only bar managers will have authority to control inventory. Persons 21 or older will only be served alcohol per Massachusetts State Law.

Only one bar will be located in the James Bouboulis auditorium which is located inside the church's first floor. A photo copied driver's license of all listed bar tenders and a photo copy of certification of those who are all T.I.P.S. certified will be made available to the board of selectmen. At least one T.I.P.S certified volunteer will be present at all times at the bar area.

# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 2.0**

provided by Health Communications, Inc.  
is hereby granted to:

**Mark Ypsilantis**

**For coursework completed on May 31, 2012**

Certification documents to be sent to:  
**39 Maynard St, Arlington, MA 02474-2317**



**HEALTH COMMUNICATIONS INC.**

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







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/11/2019PRODUCER (212) 406-4004  
Compass Rose and Sons, Inc.80 Maiden Lane, Room 701  
New York, NY 10038-INSURED  
St. Athanasios The Great Greek Orthodox Church  
4 Appleton Street  
Arlington, MA 02476-

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Great American Ins Co

16691

INSURER B: Fireman's Fund

INSURER C:

INSURER D:

INSURER E:

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY	PAC 0255589	03/06/2019	03/06/2020	EACH OCCURRENCE \$ 1,000,000
	X	COMMERCIAL GENERAL LIABILITY		/ /	/ /	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
		CLAIMS MADE <input checked="" type="checkbox"/> OCCUR		/ /	/ /	MED EXP (Any one person) \$ 10,000
	X	Liq Liab Agg \$3000000		/ /	/ /	PERSONAL & ADV INJURY \$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:		/ /	/ /	GENERAL AGGREGATE \$ 3,000,000
		POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>		/ /	/ /	PRODUCTS - COMP/OP AGG \$ 3,000,000
				/ /	/ /	Liquor Liability 1,000,000
		AUTOMOBILE LIABILITY		/ /	/ /	COMBINED SINGLE LIMIT (Ea accident) \$
		ANY AUTO		/ /	/ /	
		ALL OWNED AUTOS		/ /	/ /	BODILY INJURY (Per person) \$
		SCHEDULED AUTOS		/ /	/ /	
		HIRED AUTOS		/ /	/ /	BODILY INJURY (Per accident) \$
		NON-OWNED AUTOS		/ /	/ /	
				/ /	/ /	PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY		/ /	/ /	AUTO ONLY - EA ACCIDENT \$
		ANY AUTO		/ /	/ /	OTHER THAN EA ACC \$
				/ /	/ /	AUTO ONLY: AGG \$
B		EXCESS / UMBRELLA LIABILITY	SSE-000-5812-2235	03/06/2019	03/06/2020	EACH OCCURRENCE \$ 10,000,000
		OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>		/ /	/ /	AGGREGATE \$ 10,000,000
		DEDUCTIBLE		/ /	/ /	\$
	X	RETENTION \$ 10,000		/ /	/ /	\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		/ /	/ /	WC STATU-TORY LIMITS OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/>		/ /	/ /	E.L. EACH ACCIDENT \$
		If yes, describe under SPECIAL PROVISIONS below		/ /	/ /	E.L. DISEASE - EA EMPLOYEE \$
		OTHER		/ /	/ /	E.L. DISEASE - POLICY LIMIT \$
				/ /	/ /	
				/ /	/ /	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
Below Certificate holder, for the period October 16th, through October 21st, 2019.

## CERTIFICATE HOLDER

( ) - ( ) -  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476-

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2009/01)  
INS025 (200901)

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## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

## **DISCLAIMER**

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



## **Town of Arlington, Massachusetts**

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### **LGBTQIA+ Rainbow Commission**

#### **Summary:**

Andy Robinson (term to expire (6/30/2022)

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	A._Robinson_appt.pdf	Town Manager Memorandum, Robinson resume, 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: August 28, 2019  
TO: Board Members  
SUBJECT: Appointment to the LGBTQIA + Rainbow Commission

---

This memo is to request the Board's approval of my appointment of Andy Robinson, Arlington, MA, to the LGBTQIA + Rainbow Commission, with a term expiration of 6/30/2022.

  
Town Manager

# Andy Robinson

Solution Management and Product Marketing Professional  
Greater Boston Area

## Summary

Solution Management and Product Marketing professional with experience in marketing, solution management, enterprise software, cloud technology, consulting, and B2B products and services. Experience in both on-premise and cloud applications, helping customers in a variety of solution areas, including procurement, supply chain management, enterprise content management, product lifecycle management, collaboration tools, business portals, and mobile applications.

Interested in growing new product and service revenues with effective messaging, solution content, optimized customer experience, sales tools, and deal support, based on compelling value propositions and ROI models.

Prior experience and skills from a variety of positions, including management consulting, aerospace engineering, and continuous process improvement in the realms of design, manufacturing, quality assurance, and supplier management.

---

## Experience

### SAP Ariba

Senior Director, Content Strategy And Programs, Solution Management  
October 2017 - Present

Greater Boston Area

Collaborate across Solution Managers, Product and Innovation product owners, Sales, Pre-sales, and Marketing to define & drive customer facing content to help fuel customer adoption, by helping them understand solution benefits and capabilities, not only for existing solutions, but to help keep pace with the steady stream of new innovations. Guide content strategy for our strategic event support, including SAP Ariba Live and SAPPHIRE NOW.

SAP



Content Marketing Director, SAP Events  
July 2014 - September 2017 (3 years 3 months)  
Burlington, MA

Continuing my Content Marketing role at Ariba, as part of the broader SAP Events team. I work with Marketing counterparts from Ariba, Fieldglass and recently acquired Concur, to promote the growing reach of SAP Business Networks' offerings. In addition to managing all breakout content, Ariba Broadcast Center and Person on the Street customer videos, and mobile app development and deployment for North American and European Ariba LIVE customer conferences, I have done the same for SuccessFactors' annual SuccessConnect customer conferences. I manage presentation content for a series of Ariba Commerce Summits, held in the fall in US, Europe, and Latin America. I also serve as the Business Networks Campus Content Strategy lead for SAP's 20,000+ attendee SAPPHIRE NOW customer event for 2015.

Ariba  
Senior Content Marketing Manager  
January 2013 - June 2014 (1 year 6 months)  
Cambridge, MA

Back at Ariba following the SAP acquisition. Shifted to a new role, focused on customer-related content marketing, developing and curating customer cases and videos, facilitating customer event participation and coordination, and providing sales support and guidance on customer content across the full portfolio of Ariba solutions.

SAP  
Director, Procurement Solutions Marketing  
August 2012 - December 2012 (5 months)  
Cambridge, MA

Solutions Marketing for SAP's Procurement solution set, focusing on Sourcing and Contract Lifecycle Management along with mobile solutions.

Akamai Technologies  
Sr. Product Marketing Manager  
July 2008 - June 2012 (4 years)  
Cambridge, MA

Product Marketing for the Enterprise Cloud Division, focused on Application and Cloud Performance Solutions

- Lead Market Launch activities for new products and modules
- Position value in Cloud markets, including SaaS, IaaS, and PaaS

- Sales enablement, including communications, training, and tools
- Deal support
- Competitive positioning
- Marketing collateral
- Interface with Industry Marketing & Field Marketing
- Conference and field event support
- Marketing support for strategic partners, including IBM and Rackspace.
- Press and Analysts content creation and interviews

#### Ariba

##### Solutions Marketing Manager

April 2004 - July 2008 (4 years 4 months)

Manager in the Solutions Marketing group, focused on Ariba's Sourcing software and services. Formerly a member of the Consulting division, implementing Ariba software.

#### D.H. Brown Associates

##### PLM Analyst

February 2003 - April 2004 (1 year 3 months)

Studied the Product Lifecycle Management software industry including CAD and design collaboration tools. Produced technical reports and carried out consulting assignments.

#### PTC

##### Product Marketing Manager

2001 - 2001 (1 year)

Summer Internship between 1st and 2nd years of business school.

---

## Education

#### Massachusetts Institute of Technology - Sloan School of Management

Master of Business Administration - MBA, New Product and Venture Development

#### University of Michigan College of Engineering

Bachelor of Science - BS, Aerospace, Aeronautical and Astronautical Engineering



## Volunteer Experience



### [Human Rights Campaign - www.hrc.org](http://www.hrc.org)

#### **National Board of Governors, Boston Steering Committee**

Dates volunteered - Jun 2007 – Oct 2014

Volunteer duration 7 yrs 5 mos

Member of the national Board of Governors, serving on Board Development Committee.

- Served as New England Co-Chair for Membership Outreach – Organized membership events, including family picnics, bowling, and concerts. Led membership recruitment efforts at local pride events across New England.
- Co-Chaired New England's Federal Club, HRC's major donor group – Responsible for courting new members to give at minimum level, planned social/political events to provide positive experiences for members.
- Co-Chaired the 2010 New England Gala Dinner, raising over \$300,000 – responsible for leading efforts in a variety of areas, including silent auction, guest speaker, venue, and volunteer coordination, along with co-leading planning meetings.
- Attended bi-annual Board of Governors meetings in Washington DC, coinciding with Lobby Days visiting MA senators and members of congress to request support of our key legislative goals.



### [MIT BGLATA](#)

#### **VP Membership**

Dates volunteered - Sep 2004 – Jan 2010

Volunteer duration 5 yrs 5 mos

Board member of MIT LGBT Alumni group.

- Led member communications, managed Facebook group.
- Planned annual BGLATA Tech Reception, corresponding to graduation and reunion activities.
- Helped plan summer BGLATA events in Provincetown
- Planned alumni career panel for current students and alums to hear how successful people navigated being authentic in their careers, with varying degrees of being out.
- General board planning and meeting, recruiting of new members.



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

September 6, 2019

Andy Rubinson  
[REDACTED]  
Arlington, MA 02476

Re: Appointment: LGBTQIA+ Rainbow Commission

Dear Mr. Rubinson:

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, September 23rd 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:ls



## **Town of Arlington, Massachusetts**

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### **For Approval: Food Vendor License**

#### **Summary:**

Mass Hole Donuts, 2 Lake Street, Alexander Mansfield

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Mass_Hole_Donuts_Inspection_Reports.pdf	Inspection Reports
▢	Reference Material	Mass_Hole_Donuts_Application.pdf	Food Vendor Application

## LICENSE APPLICATION REPORT

Type of License: Food Vendor License

Name of Applicant: Alexander Mansfield d/b/a Mass Hole Donuts

Address: 2 Lake Street

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

- Police \_\_\_\_\_
- Fire \_\_\_\_\_
- Health \_\_\_\_\_
- Building \_\_\_\_\_
- Planning \_\_\_\_\_

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

- Police \_\_\_\_\_x\_\_\_\_\_
- Fire \_\_\_\_\_x\_\_\_\_\_
- Health \_\_\_\_\_x\_\_\_\_\_
- Building \_\_\_\_\_x\_\_\_\_\_
- Planning \_\_\_\_\_x\_\_\_\_\_

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

- Police \_\_\_\_\_
- Fire \_\_\_\_\_
- Health \_\_\_\_\_
- Building \_\_\_\_\_
- Planning \_\_\_\_\_

# ARLINGTON POLICE DEPARTMENT

**Juliann Flaherty**  
Acting Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

September 12, 2019

On Thursday, September 12, 2019 at 9:00 PM, I called and spoke with Alexander Mansfield regarding this application for a Food Vendor License for the Mass Hole Donuts, located at 2 Lake St. Mansfield stated that his goal is to open sometime in October and will be owning (partner) and running the day to day operations of the business. Mansfield stated that there is no seating in or outside of the business.

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

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Food Vendor License for the Mass Hole Donuts.

Respectfully Submitted,

Detective Edward DeFrancisco

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## APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: *Alex Mansfield*

Date: 9-19-19

*"Proactive and Proud"*



## Arlington Fire Department Town of Arlington

Administrative Office  
411 Massachusetts Ave, Arlington, MA 02474  
Phone: (781) 316-3803 Fax: (781) 316-3808  
Email: rmelly@town.arlington.ma.us

Ryan Melly  
Deputy Fire Chief

### Checklist for food sales ownership conversion.

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

---

### APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: *Ally Infante*

Date: 7-19-19





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

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

**MEMO**

To: Select Board  
From: Kylee Sullivan, Health Compliance Officer  
Date: September 18, 2019  
RE: Board of Health Comments for Select Board Meeting on September 23, 2019

---

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


**Mass Hole Donuts: 2 Lake Street  
Food Vendor License**

- This Establishment has submitted the required plan review application to the Health Department for review. A permit will not be issued until plans are approved and a final pre-operational inspection has been conducted to ensure the Establishment is in compliance with the Food Code.

---

**APPLICANT SIGNATURE SECTION:**

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

Applicant's Signature: 

Date: 9-19-19

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

Report is due at the Office of the Select Board by, September 18, 2019

**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 2 Lake Street  
Applicant's Name: Alexander Mansfield  
D/B/A: Mass Hole Donuts  
Telephone: 617-710-0897  
Department: Sent Via E-mail

Date: 9/18/2019

**MEETING DATE: September 23, 2019**

Inspected By:

**RE: FOOD VENDOR LICENSE**

Police  
Fire  
Board of Health  
**Building**  
Planning

**INSPECTION REPORT SECTION:**

**Building**

All building changes need permits.

All sign changes need approval and sign permit.

Window signs cannot exceed 25% of window or fine lines will be levied.

Certificate of Occupancy is needed - \$100 fee.

The Director of Inspectional Services has no objection to the issuance of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk.

**Plumbing**

The Inspector of Plumbing and Gasfitting has no objection to the issuance of this license.

All Plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by a licensed contractors.


**Electrical**

The Inspector of Wires has no objection to the issuance of this license

The applicant acknowledges that this is a conditional approval of the premises only and is not to be constructed as approval of the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

**APPLICANT SIGNATURE SECTION:**

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

Applicant's Signature: 

Date: 9-19-19

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

Report is due at the Office of the Select Board by September 18, 2019  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location:	2 Lake Street	
Applicant's Name:	Alexander Mansfield	
D/B/A:	Mass Hole Donuts	
Telephone:	617-710-0897	
Department:	Sent Interoffice Mail &E-mail	Date: 9/18/2019

---

**MEETING DATE: September 23, 2019**

Inspected By:

**RE: FOOD VENDOR LICENSE**

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

**INSPECTION REPORT SECTION:**

The application is for a food vendor license for Mass Hole Donuts. This business is located in a B3 Village Business zoning district and is an appropriate use for the neighborhood. The previous business operating in this location had very limited hours of operation, whereas this business will have more extensive hours and enhance the variety of options for residents and visitors to the Capitol Square neighborhood.


The Department has no objection to the issuance of a food vendor license to this business.

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

---

**APPLICANT SIGNATURE SECTION:**

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

Applicant's Signature: 

Date: 9-19-19



OFFICE OF THE SELECT BOARD  
730 Massachusetts Avenue  
Town of Arlington  
Massachusetts 02476-4908

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02476

2019 AUG 26 PM 2:01

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

**\$60.00 Filing Fee**

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

**APPLICATION**

*To the Licensing Authorities of the Town of Arlington*

The Undersigned hereby makes application for a

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

Location 2 Lake Street

Name of Applicant Alexander Mansfield

Corporate Name (if applicable) Mass Hole Donuts LLC

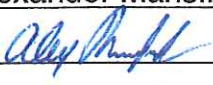
D/B/A Mass Hole Donuts

Date 8/26/19

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

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

Print Name Alexander Mansfield

Signature Name 

Phone (Home) \_\_\_\_\_ (Business) Same

Email \_\_\_\_\_



Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name Alexander Mansfield Name Peter Gladstone  
Address \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

DESCRIPTION OF APPLICANT

Born in the U.S., Yes ☒ No \_\_\_\_\_

Born Where \_\_\_\_\_

Date of Naturalization \_\_\_\_\_

Male or Female \_\_\_\_\_

Date of birth \_\_\_\_\_

Photo *1 inch by 1 inch*



DESCRIPTION OF APPLICANT

Born in the U.S., Yes ☒ No \_\_\_\_\_

Born Where \_\_\_\_\_

Date of Naturalization \_\_\_\_\_

Male or Female \_\_\_\_\_

Date of birth \_\_\_\_\_

*The Establishment shall operate as:*

Sole Ownership / Partnership / Total Number of Partners

→ Corporation Based in Arlington, MA

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

*Corporate Information Required:*

President   

Secretary   

Treasurer   

Zip

## INFORMATION RELATIVE TO APPLICATION

Breakfast Donut holes, coffee, bottled beverages and frozen slushies.

Yes ☒ No ☐

Lunch

Yes ☐ No ☒

Dinner

Yes ☐ No ☒

Do you own the property? Yes ☐ No ☒ Tenant at Will ☐ Lease One (years)

Hours of Operation:

Day Tuesday-Sunday Hours 7am-2pm

Day \_\_\_\_\_ Hours \_\_\_\_\_

Day \_\_\_\_\_ Hours \_\_\_\_\_

Floor Space 924 Sq. Ft. Seating Capacity (if any) 0

Parking Capacity (if any) 0 spaces Number of Employees 3

List Cooking Facilities (and implements)

Convection oven and deep fryers, donut filling machine, donut batter dispenser

Will a food scale be in use for sale of items to the public? Yes ☐ No ☒

Will catering services be provided by you? Yes ☒ No ☐

*The following items must be submitted with the application:*

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

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

### FOR OFFICE USE ONLY

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

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

Board Action: Approved Yes ☐ No ☐

## APPLICANT'S RESUME

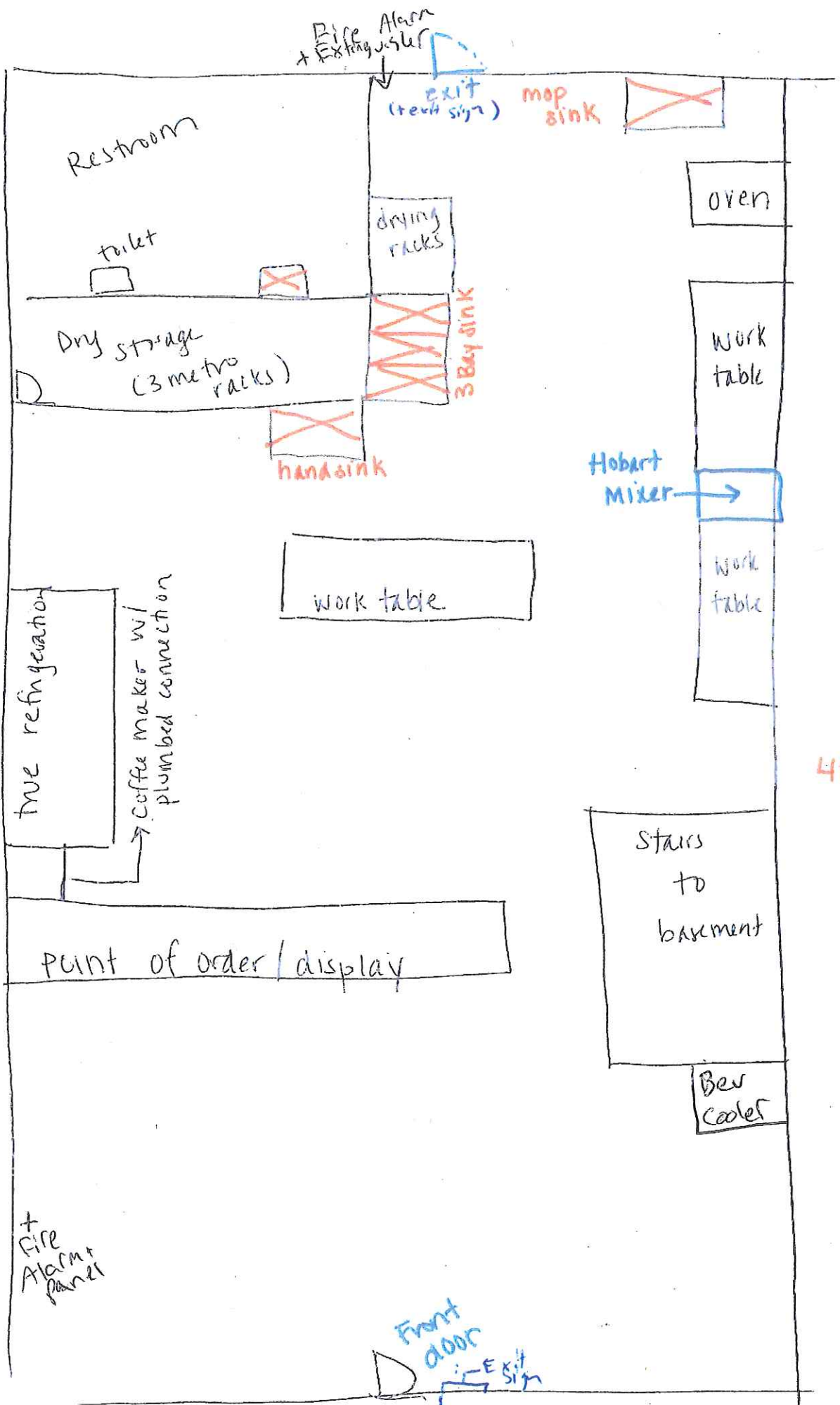
### *Food Business Experience of Applicant*

From	November 2011	to	April 2015
Employee	Cafe Manager	D/B/A	Bloc Cafe
Sole Owner		Location	Somerville, MA
Partnership		Type Food	Sandwich, Pastry
Corporation		Number of Employees	12

From	November 2015	to	June 2018
Employee	Head Baker, Manager	D/B/A	Homestead Bakery & Cafe
Sole Owner		Location	Boston, MA
Partnership		Type Food	Sandwich, Pastry
Corporation		Number of Employees	8

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

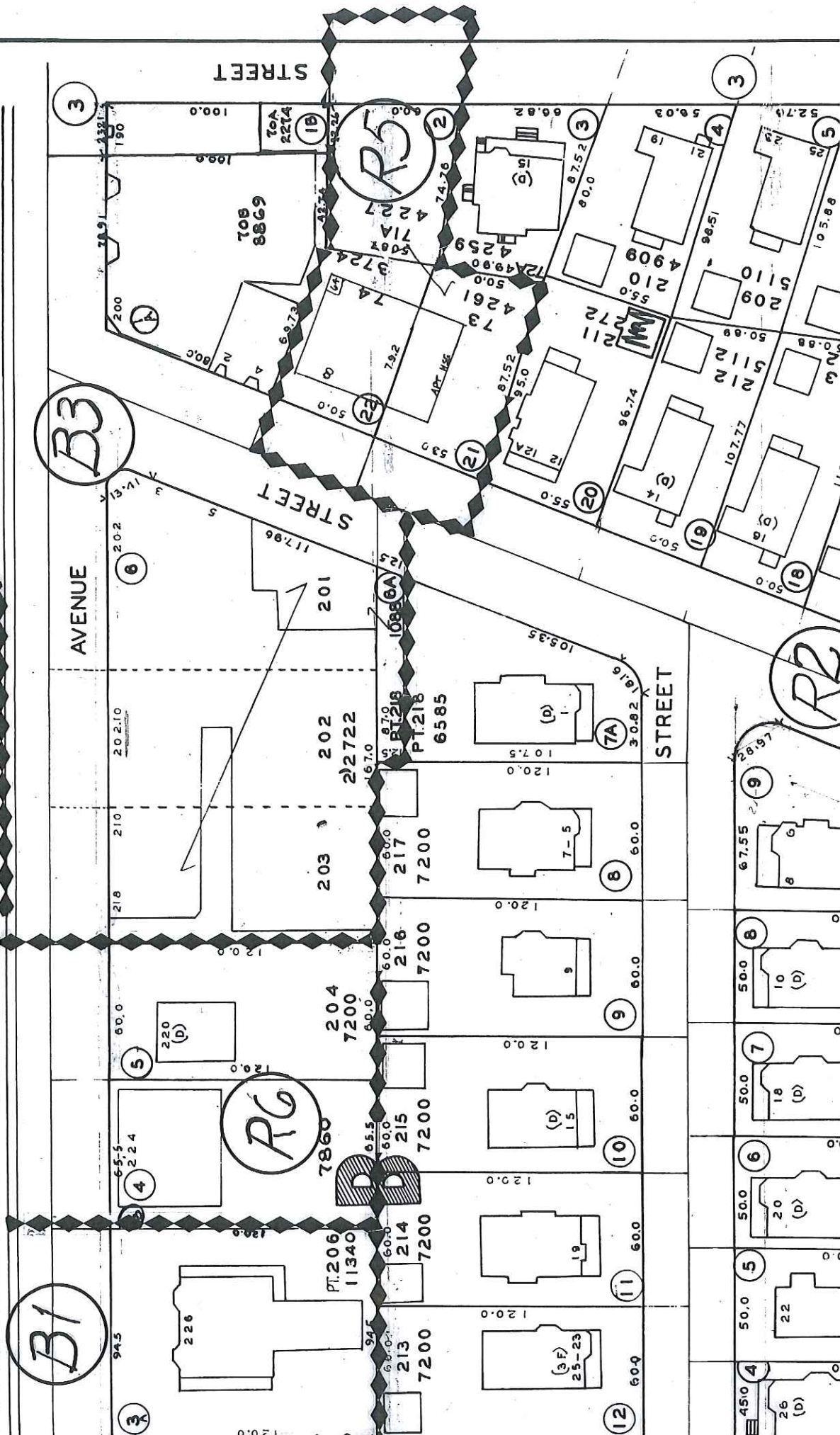
I have many years of experience in pastry production and managing successful food businesses- including developing extensive cafe and pastry menus and recipes. My business partner and immediate family are all Arlington residents, and we couldn't be happier to have found a space here in town! We have been hosting successful pop-up events out of the same space, and are well known in town for our creativity and quality. We look forward to expanding our hours and serving delicious beverages to go alongside our donuts.





(28)

(28)



22"



22"

28"

**Mass Hole Donuts**

**Fresh Donuts**

10'

**Mass Hole Donuts**



Mass Hole Donuts Menu Items:

Donut holes:

<p>Vanilla Bean Donut Hole  Ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Butter, Eggs, Milk, White Chocolate (Sugar, Cocoa Butter, Whole Milk Powder, Soy Lecithin, Natural Vanilla Extract), Sugar, Expeller-Pressed Canola Oil, Organic Vanilla Extract, Yeast, Salt</p> <p>Contains: Wheat, Eggs, Milk, Soy  May contain traces of Tree Nuts.</p> <p>Produced on 12/12/15  Sell by: 12/13/15  Keep refrigerated</p> <p>Net Weight: 1.2 oz per piece  Mass Hole Donuts  2 Lake Street  Arlington, MA 02474</p>	<p>S'mores Donut Hole  Ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Butter, Eggs, Milk, Dark Chocolate (Cocoa Beans, Sugar, Cocoa Butter, Soy Lecithin, Natural Vanilla Extract), Graham Crackers (Organic Whole Grain Wheat, Organic Cane Sugar, Organic Wheat Flour, Organic Expeller-Pressed Sunflower Oil, Organic Honey, Leavening {Ammonium Bicarbonate, Baking Soda, Cream Of Tartar}, Organic Molasses, Organic Cinnamon, Sea Salt, Organic Rosemary Extract, Organic Vanilla Extract, Mixed Tocopherols {Vitamin E}, Organic Natural Flavor), Sugar, Expeller-pressed Canola Oil, Honey, Maple Syrup, Organic Vanilla Extract, Yeast, Salt</p> <p>Contains: Wheat, Eggs, Milk, Soy  May contain traces of Tree Nuts.  Produced on 12/12/15  Sell by: 12/13/15  Keep refrigerated  Net Weight: 1.4 oz per piece</p>
<p>Green Tea Lime Donut Hole  ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Butter, Eggs, Milk, White Chocolate (Sugar, Cocoa Butter, Whole Milk Powder, Soy Lecithin, Natural Vanilla Extract), Sugar, Lime Juice, Lemon Juice, Expeller-Pressed Canola Oil, Vanilla Extract, Yeast, Salt, Powdered Green Tea Leaves</p> <p>Contains: Wheat, Eggs, Milk, Soy  May contain traces of Tree Nuts.  Produced on 12/12/15  Sell by: 12/13/15  Keep refrigerated  Net Weight: 1.2 oz</p>	<p>Boston Banana Cream Donut Hole  Ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Butter, Eggs, Milk, Milk Chocolate (Cocoa Butter, Whole Milk Powder, Sugar, Cocoa Beans, Brown Sugar, Natural Vanilla Extract, Soy Lecithin, Barley Malt Extract), Sugar, Banana, Expeller-Pressed Canola Oil, Vanilla Extract, Yeast, Organic Earl Grey Tea (Organic Black Tea Leaves, Organic Bergamot Extract), Salt</p> <p>Contains: Wheat, Eggs, Milk, Soy  Produced on 12/12/15  Sell by: 12/13/15  Keep refrigerated  Net Weight: 1.2 oz</p>
<p>Chocolate Blackberry Nutella Donut Hole  Ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Sour Cream, Eggs, Milk, Chocolate Hazelnut Spread (Cane Sugar, Hazelnut Paste, Sunflower Oil, Skim Milk Powder, Cocoa Powder, Cocoa Butter, Sunflower Lecithin, Vanilla Extract), Candied Blackberries (Blackberries, Sugar), Sugar, Expeller-Pressed Canola Oil, Organic Vanilla Extract, Baking Powder, Salt</p> <p>Contains: Wheat, Eggs, Milk, Tree Nuts</p> <p>Produced on 12/12/15  Sell by: 12/13/15</p>	<p>Pink Lemonade Donut Hole  Ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Sour Cream, Eggs, Lemon Juice, Milk, Sugar, Expeller-Pressed Canola Oil, Blackberry Juice, Organic Vanilla Extract, Baking Powder, Salt</p> <p>Contains: Wheat, Milk  May contain traces of Tree Nuts.</p> <p>Produced on 12/12/15  Sell by: 12/13/15  Keep refrigerated</p>



Keep refrigerated Net Weight: 1.2 oz	Net Weight: 1.2 oz
<p>White Chocolate Pecan Caramel Donut Hole</p> <p>Ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), White Chocolate, Pecans, Sour Cream, Eggs,, Milk, Sugar, Expeller-Pressed Canola Oil,, Organic Vanilla Extract, Baking Powder, Salt</p> <p>Contains: Wheat, Milk, Tree Nuts (Pecans).</p> <p>Produced on 12/12/15 Sell by: 12/13/15 Keep refrigerated</p> <p>Net Weight: 1.2 oz</p>	<p>Strawberry cream cheese Donut Hole</p> <p>Ingredients: Flour (Unbleached Hard Red Spring Wheat flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Sour Cream, Eggs,, Milk, Strawberries, Cream Cheese, Sugar, Expeller-Pressed Canola Oil,, Maple Syrup, Organic Vanilla Extract, Baking Powder, Salt</p> <p>Contains: Wheat, Milk. May contain traces of Tree Nuts.</p> <p>Produced on 12/12/15 Sell by: 12/13/15 Keep refrigerated</p> <p>Net Weight: 1.2 oz</p>

Beverages:

- Hot coffee (Ingredients: coffee, water)
- Cold brew coffee (Ingredients: coffee, water)
- Hot mulled cider (Ingredients: apple cider, cinnamon, nutmeg, cloves, cardamom)
- Bottled beverages supplied by Polar Beverages and Harmony Springs (both distributors)
- Bottled milk (High Lawn Farm)

## **Mass Hole Donuts Maintenance Plan**

- **Waste Management and Pickup**
  - **Waste Storage:** Continue to use rear alleyway (as it was at Local Fare), with sturdy, pest-resistant receptacles.
  - **Weekly town curbside pickup for trash and recycling**
- **Pest Control**
  - **Monthly contract with Yankee Pest Control**
- **Grease Trap Cleaning and Waste Oil Collection**
  - **Grand Natural Services, monthly**
- **Linens**
  - **Falvey Linen and Supply, biweekly pickup**
- **Building exterior**
  - **Swept and kept free of debris weekly**
- **Interior cleaning (responsibility of Alex, or assigned to employee who must initial a cleaning log)**
  - **Monthly**
    - **Change air filters in HVAC**
    - **Wash front windows**
    - **Deep clean of refrigerators**
    - **Deep clean behind and underneath semi-stationary equipment**
    - **Deep clean of sinks**
  - **Daily (at close of business)**
    - **Clean and sanitize all work surfaces and equipment**
    - **Clean and sanitize display case and coffee cream counters**
    - **Bring all trash to covered bins in rear alleyway**
    - **Sweep and mop floors**
    - **Clean employee bathroom**



## **Town of Arlington, Massachusetts**

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### **Request to Sign Non-Binding Resolution in Support of 'An Act for Utility Transition to Using Renewable Energy (Future Act), H.2849/S.194**

#### **Summary:**

Brucie Moulton, Mothers Out Front

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Future_Act_House_2849_and_Senate_1940.pdf	Future Act (H.2849 and S.1940)
▢	Reference Material	Resolution.pdf	Resolution

<https://malegislature.gov/Bills/191/HD3719>

## Bill H.2849<sup>191st (Current)</sup>

### An Act for utility transition to using renewable energy (FUTURE)

By Representatives Ehrlich of Marblehead and Minicucci of Boston, a petition (accompanied by bill, House, No. 2849) of Lori A. Ehrlich, Christina A. Minicucci and others for legislation to reduce greenhouse gas emissions by reducing energy use, increasing efficiency and encouraging renewable sources of energy and other energy policies. Telecommunications, Utilities and Energy.

**Presenters:** [Lori A. Ehrlich](#) , [Christina A. Minicucci](#)

**Status:** Referred to [Joint Committee on Telecommunications, Utilities and Energy](#)

<https://malegislature.gov/Bills/191/S1940>

## Bill S.1940<sup>191st (Current)</sup>

### An Act for utility transition to using renewable energy (FUTURE)

By Ms. Creem, a petition (accompanied by bill, Senate, No. 1940) of Cynthia Stone Creem, Lori A. Ehrlich, Christina A. Minicucci, Thomas M. Stanley and other members of the General Court for legislation for utility transition to using renewable energy (FUTURE). Telecommunications, Utilities and Energy.

**Presenter:** [Cynthia Stone Creem](#)

**Status:** Referred to [Joint Committee on Telecommunications, Utilities and Energy](#)



## **TOWN OF ARLINGTON**

### **Resolution in Support of An Act for Utility Transition to Using Renewable Energy (FUTURE Act) H.2849/S.1940**

**WHEREAS,** The Select Board of the Town of Arlington committed in 2010 to preparing for the impact of climate change and to reducing greenhouse gas emissions in the Commonwealth by the year 2050 to at least 80 percent of the 1990 level, as required by the Global Warming Solutions Act of 2008; and

**WHEREAS,** The Town of Arlington has now joined the Metropolitan Mayors Coalition, adopting its goal of achieving net zero emissions by 2050; and

**WHEREAS,** The Town of Arlington has constituted the Clean Energy Future Committee under the direction of the Town Energy Manager to guide the Town in achieving its net zero by 2050 goal;

**WHEREAS,** The Town of Arlington participates in the Massachusetts Municipal Vulnerability Program to prepare for, and become resilient in the face of, local impacts of climate change; and

**WHEREAS,** The Town of Arlington has one of the older natural gas infrastructures in the Commonwealth, with hundreds of gas leaks beneath its streets leaking methane into the atmosphere; and

**WHEREAS,** Gas leaks contain 95% methane, a greenhouse gas that is 84 times more potent than carbon dioxide over a 20-year period; and

**WHEREAS,** Methane from gas leaks damages or kills Arlington's street trees – trees which improve the quality of life of Arlington's residents, provide protection for the Town's residents against extreme heat and storm water flooding, and increase property values and the Town's property tax base; and

**WHEREAS,** The Town of Arlington has already submitted several claims to the gas utility National Grid for the loss of public trees that have died as the result of leaking gas distribution lines; and

**WHEREAS,** The Town of Arlington can reasonably expect to submit additional such claims for public trees killed by gas leaks; and

**WHEREAS,** An aging fracked gas infrastructure poses serious health and safety risks as evidenced by the explosions in the Merrimack Valley in September of 2018; and

**WHEREAS**, The September 13, 2019 report, “Rolling the Dice: Assessment of the Gas System Safety in Massachusetts,” written by Bob Ackley, Molly Fairchild, Sarah Griffith, Nathan Phillips, Ph.D., and Regina LaRocque, MD, MPH, [gasleaksallies.org](http://gasleaksallies.org), identifies

“multiple problems and hazards in continuing to rely on an explosive gas as an energy source as well as the Commonwealth’s commitment to reduce greenhouse gas emissions dramatically over the coming decades [and makes] over 50 recommendations toward a strategy of triage and transition:

- **Triage** Reduce short-term risks to safety, health, and property by enhancing statewide gas leak classification standards and prioritizing the largest and most hazardous leaks for repair, not pipe replacement.
- **Transition** Eliminate long-term risks intrinsic to reliance on a combustible gas by deploying a managed, just transition to cleaner, safer, and more cost-effective heating and cooling solutions”; and

**WHEREAS**, The Gas Leaks Allies report in its “Legislative Mandates for Transition,” supports the FUTURE Act as described below as an effective means for moving the Commonwealth away from fossil fuels including natural; and

**WHEREAS**, Gas companies have not significantly reduced the number of gas leaks and the volume of methane emissions since the passage of [Chapter 149 of the Acts of 2014, An Act Relative to Natural Gas Leaks](#), requiring them to classify and repair leaks, and ratepayers still pay for the lost gas; and

**WHEREAS**, [House H.2849/Senate S.1940](#), “An Act for Utility Transition to Using Renewable Energy” (FUTURE Act) focuses on the problems with the distribution of natural gas in the Commonwealth, addressing not only the crumbling infrastructure and immediate safety concerns, but also creating a path forward by avoiding future stranded assets and permitting gas companies to distribute renewable thermal energy, including solar and geothermal, instead of explosive fossil fuel; and

**WHEREAS**, The FUTURE Act will empower municipalities to have stronger, safer, more transparent working relationships with the gas companies by improving coordination for gas leak repairs and strengthening safety standards, mandating that the gas companies notify the local fire chief and police department within an hour of finding a dangerous leak, requiring that the gas companies and the Department of Public Utilities share maps, costs, and plans with municipalities and the public, and requiring that gas companies be audited annually for safety, performance, and leak reports; and

**WHEREAS**, The FUTURE Act will mandate that gas leaks within a specified distance of a school zone or building, or within the root zone of a tree, be fixed within 6 months;

**WHEREAS**, The FUTURE Act will give municipalities an effective voice in proceedings before the Department of Public Utilities by permitting municipalities to participate in adjudicatory hearings related to their service areas, and allowing individuals and



municipalities to pursue remedies with the DPU as an alternative to the courts for claims for property damage incurred during gas company roadwork, as well as damage to trees from gas leaks; and

**WHEREAS**, The FUTURE Act will authorize municipalities to procure local or district energy services and to establish an energy microgrid; now therefore be it

**RESOLVED**, That the Arlington Select Board go on record in strong support of the FUTURE Act (H.2849/S.1940) and urge the Legislature to pass the bill during the 2019-2020 session; and be it further

**RESOLVED**, That the Town Clerk be and hereby is requested to forward suitably engrossed copies of this resolution to members of Arlington's Legislative Delegation, as well as to House Speaker Robert DeLeo, Senate President Karen Spilka, and Governor Charlie Baker on behalf of the Arlington Select Board.



## Town of Arlington, Massachusetts

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### For Approval: Sustainable Transportation Committee Roster

#### Summary:

Sandy Pooler, Deputy Town Manager

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	Sustainable_Transportation_Plan_Advisory_Committee_Proposed_Members.pdf	Reference



**Sustainable Transportation Plan Advisory Committee**  
**Proposed Membership**

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<b>Number</b>	<b>Name</b>	<b>Affiliation</b>
	1 Darcy Devney	Disability Commission
	2 Lenard Diggins	Transportation Advisory Committee
	3 Phil Goff	East Arlington Livable Streets
	4 Linda Butt	Parking Advisory Committee
	5 Doug Mayo-Wells	Arlington Bicycle Advisory Committee
	6 Mike Rademacher	Department of Public Works
	7 Officer Corey Rateau	Arlington Police Department
	8 Adam Chapdelaine	Town Manager's Office
	9 Daniel Amstutz	Department of Planning & Community Development
	10 Rachael Stark	Walking in Arlington
	11 Susan Carp	Health & Human Services Department
	12 Ezekiel Wheeler	Arlington Business Community
	13 Heather Barber	Arlington Business Community
DPCD Alternate	Ali Carter	Department of Planning & Community Development
Town Manager's Office Alternate	Julie Wayman	Town Manager's Office



## Town of Arlington, Massachusetts

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### For Approval: Complete Count Committee Roster

#### Summary:

Sandy Pooler, Deputy Town Manager

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	20190919_Memo_CCWG_Community_Member_Recommendations.pdf	Reference



**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: Kelly Lynema, Senior Planner, Planning and Community Development  
Date: September 19, 2019  
RE: Community Leaders Recommended for Membership in Arlington's Complete Count Working Group

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Over the past few months, the Department of Planning and Community Development has been working to identify potential members in the town's Complete Count Working Group (CCWG), a new working group approved by the Select Board on June 17, 2019. The CCWG will work to increase awareness and motivate residents to respond to the 2020 Census by designing outreach plans for hard-to-count areas or populations, raising community awareness of the census, communicating facts and dispelling rumors about census data and how it is used, and encouraging individuals to respond to the census by internet, mail or phone.

Between July and September, committee openings for the CCWG were advertised on the town website. Additionally, the Department of Planning and Community Development reached out to community leaders to talk about the CCWG and invite them to participate. After discussions with a number of interested parties, DPCD is recommending the following Arlington community members to serve on the CCWG:

**Nonprofit leader: Patricia Lieberman**

Patricia has served in a leadership role and as a member of Arlington's League of Women Voters for many years, and has substantial experience in education, advocacy, and outreach. Her work in promoting civic engagement, as well as her experience talking about government and public policy issues and connection with the broader membership of the League of Women Voters will provide the CCWG with valuable insight in to how best to connect to Arlington residents.

**Nonprofit leader: Lauren Ledger**

As the co-founder of Arlington EATS, Lauren is deeply connected with Arlington schools, other non-profit organizations, and most importantly, Arlington residents. She understands the importance of the Census in determining federal funding for programs designed to reduce food insecurity, and as a community leader, is engaged with and trusted by population groups that the Census identifies as traditionally being hard to count.

**Community advocate: Brucie Moulton**

Brucie serves both as the co-chair of Sustainable Arlington and the co-coordinator of Arlington Mothers Out Front. She has decades of experience working in community organizing, community outreach, and publicity work in Arlington, and will be an asset to the CCWG as it designs and implements its outreach program.

**Local Resident: Ellen Lawton**

An Arlington resident and attorney by training, Ellen is the director of a national program at George Washington University that bridges law, health and public health to tackle social determinants that affect vulnerable populations and communities. In that role, she works with national and local Complete Count groups across the country, and brings to the CCWG critical insight into the types of messaging and outreach that has proven successful in other communities.





## Town of Arlington, Massachusetts

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### Discussion & Approval: Police Chief Position Description and Hiring Process

#### Summary:

Sandy Pooler, Deputy Town Manager

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Police_Chief_Hiring_Process_2019.pdf	Police Chief Hiring Process
▢	Reference Material	Police_Chief_2019.pdf	Police Chief Job Description



# TOWN OF ARLINGTON

## HUMAN RESOURCES DEPARTMENT

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

CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES

### MEMORANDUM

TO: Adam Chapdelaine, Town Manager

FROM: Caryn Malloy, Director of Human Resources

RE: Proposed Police Chief Hiring Process

DATE: September 19, 2019

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As requested I have prepared an outline for a hiring process for Arlington's next Police Chief. The recommended process is commensurate with the Non-Civil Service Process presented to the Select Board in January of 2019 with the exception that appointment will be open to internal candidates only.

1. Position Description – Attached to this memorandum is a position description for the Select Board's review and endorsement. In drafting the position description we asked the Union Presidents of the Ranking and Patrol Officers' Associations to review the essential functions of the position and provide feedback. The foundation of the position description is taken from the Police Chief positions in Somerville, Bedford and Cambridge.
2. Vendor – Three vendors were solicited and two vendors were responsive to the request for quotations to administer an assessment center style process and provide support throughout the Chief hiring process: Badgequest and MMA Consulting. Later this week we will be interviewing and selecting a vendor.
3. Posting – As soon as possible we will work with the selected vendor to develop a posting to solicit applications for the position. Internal candidates will have five working days to apply for the position. The vacancy will be open to all candidates with a Master's Degree in Criminal Justice, law enforcement, public administration or a related field; and Ten (10+) years of progressively responsible experience with at least five (5+) year of increasingly responsible command experience (or equivalent education and experience).
4. Selection Panel – I recommend a panel lead by you with, Deputy Town Manager Sandy Pooler, and a Law Enforcement Official (preferably the current Chief of another Massachusetts municipality) designated by you as Town Manager. I would also serve on the committee in my capacity as Human Resource Director.

5. Process – As soon as practicable we will schedule the Assessment Center portion of the process. That process will yield a recommended candidate pool to the Town Manager. The selected pool of candidates will then meet with a group of designees of various community stakeholders. Each group will designate one individual. The designees will be from: The Human Rights Commission, Rainbow Commission, the Mystic Valley NAACP, Arlington Public Schools, the Recovery Community, Immigrant Community, Disability Commission and the Diversity Task Group. That group will provide feedback on candidates which will be given to you as the Town Manager. The final step in the process will be interviews with the Selection Panel outlined in Section #3.
6. Appointment – Following interviews with the Selection Panel we can then enter into discussions on an employment agreement with the selected candidate. If all goes smoothly this process would result in a selected candidate by early November 2019.

I look forward to working with you in this very important hiring process. Please do not hesitate to contact me should you have any questions.

## **POLICE CHIEF**

**Definition:** The Arlington Police Department operates under a community policing philosophy that encourages the use of procedural justice and citizen participation in solving problems of crime, fear of crime, and quality of life issues. The role of the Police Chief is to plan, organize, direct and supervise a Police Department, reflective of the community's values, to: provide unbiased, just, effective and efficient law enforcement, protect life and property, prevent crime, control traffic, obtain evidence, and apprehend those suspected of violating the law. Employee is required to perform all similar or related duties.

**Supervision:** Works under the policy direction of the Town Manager with considerable latitude for independent judgement and action. Assumes responsibility for developing and achieving department policies, procedures, operations and plans.

Performs complex and highly responsible duties requiring a high level of initiative and independent judgement in the planning, administration and execution of the Department's programs and service, and in the direction of personnel; works independently in formulating decisions regarding department policies, procedures, operations and plans.

**Supervisory Responsibilities:** Supervises all departmental employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation. Supervises sworn officers and civilian employees: administrative and records, parking control and public safety dispatch. Recommends hiring and disciplinary actions to the Town Manager.

**Work Environment:** Works is generally performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies or when conducting investigations. Work is required outside of normal business hours on a daily basis. On call 24/7.

Operates a motor vehicle, all police equipment, computer and other standard office equipment; required to wear appropriate uniform and equipment.

The employee has frequent contact with other public officials, other Town departments, other municipal police departments, local civic and social organizations, town committees and commissions, and the legal community; makes frequent contact with regional, state, and federal governmental agencies including the DEA, the FBI, FEMA, the State Police, etc. Contacts require considerable persuasiveness, resourcefulness, discretion, and negotiating skills.

The employee has extensive access to confidential information such as personnel records, criminal investigations and records, law suits, personal information about citizens, as well as collective bargaining positions. Errors could result in decreased or less efficient protection to persons and property, confusion and delay, erosion of public trust and may result in direct financial and legal repercussions to the Town.



**Essential Functions:**

*(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Supervises the daily operation of the Police Department. Prepares and presents the capital and annual operating budgets and manages the Department's operations within approved resource limits. Submits budget to the Town Manager, assists with the presentation of budget requests to the Select Board, Finance Committee and/or Town Meeting.

Keeps abreast of the law and all applicable changes in local, state, and federal laws and regulations that affect police operations. Establishes departmental policy, procedures, regulations, methods, techniques, and inspection methods to ensure consistency and compliance; establishes the assignment to shifts and duties of all department personnel.

Subject to Town Manager approval, hires personnel, assigns, supervises, promotes and reviews all departmental personnel, appraises work performance and maintains discipline of personnel.

Supervises and controls all training programs in police matters for departmental personnel and the assignment of personnel to such programs.

Interprets and administers union collective bargaining agreements and assures day-to-day compliance with them; participates in bargaining at the request of the Town Manager.

Answers questions and resolves internal problems. Conducts regular staff meetings.

Responsible for departmental communication with the public, including the media, on matters related to crime, police operations and department policy.

Submits reports to the Town Manager either orally or in writing in order to ensure proper communication between the Police Department and other Town officials and departments. Collaborates with federal and state law enforcement agencies and other local police departments and/or others on a variety of police matters.

Supervises payroll preparation and signs the payroll.

Reviews and signs departmental bills.

Signs requisitions and purchase orders for supplies within approved budgets.

Makes recommendations to Town Manager on the selection of vendors.

Supervises and controls all department equipment and motor vehicles belonging to or used by the Police Department consistent with Town policy.

Recommends specifications/standards for departmental weapons, ammunition, uniforms, equipment and vehicles.

Maintains complete and current records, reports and statistics and other data reflecting department activities.

Prepares appropriate forms and reports for the FBI and the State on criminal activities.

Attends local and distant meetings. Makes presentations to local organizations.

Ensures compliance with all laws which the Department or its officers have authority to enforce.

Keeps informed as to the affairs of the Department, ensure that the duties and responsibilities of members and employees are being properly discharged.

The Chief is responsible for the necessary delegation of authority to those under his/her command, commensurate with their duties and responsibilities.

Develops new techniques or adopts best practices to modernize and improve the effectiveness in the discharge of police obligations of the department. Identifies needs within the community and develops programs to address those needs.

Adopts a policy of covering the safekeeping of all evidence and any property recovered, found or confiscated. Designates a member of the Department to serve as Evidence Officer.

Submits an annual report outlining the activities of the Department.

Serves as the Department's primary representative to civic organizations, public interest groups, elected representatives, schools, etc. and attends meetings related to public safety issues and law enforcement.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Master's Degree in Criminal Justice, law enforcement, public administration or related field; and Ten (10+) years of progressively responsible experience with at least five (5+) years of increasingly responsible command experience; or any equivalent combination of education, training and experience. Graduation from FBI National Academy or similar law enforcement leadership institute preferred

#### **Special Requirements:**

Possession of a valid MA motor vehicle operator's license

Certification with Massachusetts Criminal Justice Training Council

License to carry fire arms

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of labor law and collective bargaining. Knowledge of computer applications as they are used in police work.

*Ability:* Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relations with Town officials, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Able to communicate effectively verbally and in writing at all times.

*Skill:* Managerial and organizational skills. Excellent fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Skill in contemporary police technologies and systems included at the station and in vehicles.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee is regularly required to sit, talk, hear, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. During patrol work, the employee may be required to climb, stoop, crouch, kneel, run, roll, and climb a ladder; employee must be able to access all areas of buildings/structures; may lift/drag/carry/move objects weighing more than 60 pounds. Vision and hearing at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*



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## **Town of Arlington, Massachusetts**

**NEW BUSINESS**





## **Town of Arlington, Massachusetts**

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**Next Scheduled Meeting of Select Board October 7, 2019**