



Select Board Meeting Minutes

Date: May 4, 2020

Time: 7:15 PM

Location: Conducted by Remote Participation

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

1. Executive Order on Remote Participation

Mrs. Mahon opened the meeting by explaining that due to the current State of Emergency, to lower the risk of the spread of COVID-19, the Town has been advised and directed by the Commonwealth to suspend public gatherings, and as such the Governor's orders suspends the requirement of the Open Meeting Law to have all meetings in a public and accessible location. Public bodies may meet entirely remotely as long as the public can access the meeting. The meeting reference materials and how to access the remote meeting are posted on the Town's website. The Chair asked participants that would like to speak, to use their full name rather than a nickname.

Mrs. Mahon wanted to go over some business ground rules for effective and clear conduct of the meeting and to ensure accurate meeting minutes:

The Chair will introduce each speaker on the agenda, after they conclude their remarks; Mrs. Mahon will ask each member of the Board for their remarks or a motion. Please wait until your name is called. Please remember to mute your phone or computer when you are not speaking and to speak clearly. For any response, please wait until the Chair yields to you and state your name before speaking. Anyone wishing to speak to someone must do so through the Chair.

2. Third Quarter Financial Report 2020

Sandy Pooler, Deputy Town Manager

Mr. Pooler explained that this report is three quarters through the year in March and that the Town is on track for both spending and revenue. Mr. Pooler stated that they have looked at the revenue and spending through April even though all of the numbers have not been recorded yet and they continue to be on track. He explained that 77% of our revenue in the general fund comes from taxes. Other revenue that has been collected so far is local receipts where we have hit our budget target. Mr. Pooler reported that State Aid has also been coming in steadily and is also projected to be on track. Mr. Pooler stated that they have been speaking to the various departments about their spending and closing old purchase orders going forward to get them off the books. Mr. Pooler explained that there are 5 enterprise funds which include the water and sewer

fund, the recreation and rink, as well as the Enterprise Funds for the Council on Aging Transportation Fund and the AYCC Fund. Most of these Enterprise Funds are doing well with the exception of the Water and Sewer fund. Mr. Pooler explained that they think there is a lag in this fund but are trying to keep down the spending there. The AYCC Fund has expended 86% of their budget at this point of the year but they are also collecting more revenue than they had originally budgeted for. The Council on Aging Transportation Fund has only expended 53% of its budget most due to some vacancies but has collected 75% of their revenue. Mr. Pooler stated that the Ed Burns Rink Fund worries them. He explained that there is a good chance there will be a deficit in that fund. Mr. Jefferson, Interim Recreation Director has been working with Ida Cody, Comptroller as well as Julie Wayman for ways to try and keep their expenditures down and cancel out any purchase orders. Mr. Pooler stated that this fund does not have much of a substantial fund balance so there is a chance this fund will still be a deficit. There may be the need to supplement this fund with funds from the General Fund through the Finance Committee or not transfer some things out of that fund that are usually transferred out. He explained that they are monitoring this fund closely and they will come to decisions before the end of the year. Finally, Mr. Pooler explained that the Recreation Fund has also seen a drop-off in its revenue and expenses. There is a substantial fund balance in the enterprise fund so if the revenue does not need expenses for the year and there is a deficit; that deficit can be covered by the fund balance in the recreation fund. Mr. Pooler stated that in reference to the Memo, there is a lot of detail about specific departments and their spending and much of the explanation for that is consistent with what has been in previous reports so there are no real major changes.

Mr. Dunn asked about 2021.

Mr. Pooler stated that they are doing a lot of forecasts and what-ifs about 2021 and the biggest question is what is going to happen with state aid. Mr. Pooler stated another concern is that local receipts, such as hotel/motel taxes and meals tax, are in danger of falling short. It is expected that there will be a continued period into FY21 when those things do not come in at their projections. Mr. Pooler feels that the biggest question is not what's going to happen in FY21 but how this will affect the next time an override is needed. Right now the projections are that FY24 would be the budget year that the Town would need to have an override by.

Mr. Curro thanked Mr. Pooler for all of the information and said it has been very helpful since getting quarterly reports. Mr. Curro inquired about snow and ice which is showing 117.2% used even though we had a light winter and wanted to know if that's because we typically make it up on the back end.

Mr. Pooler stated that probably has to do with some encumbrances in there for buying things like salt that were not cleared out at the end of March. He feels that is a significant part of that number and it will align more closely to what will actually be needed by the end of the year.

Mr. Hurd had a comment in regards to the Ed Burns Fund. At the end of this fiscal year when that Enterprise Fund can be resolved, if the rink cannot open it's a good idea to keep in mind that this fund will continue to not generate its revenue.

Mr. DeCoursey thanked Mr. Pooler and Ms. Cody for the quarterly reports. Mr. DeCoursey asked, for FY21, one of the provisions in Chapter 53 is that the Town could

adopt a 1/12 budget if we're unable to adopt the budget for FY21. Since so much of this work hinges on having an idea of what state aid will be, if they're not getting guidance or an idea of what to use, is there a possibility there could be a recommendation to go 1/12 until there is a little more certainty, or would they prefer to pass a budget to then perhaps adjust it during the year.

Mr. Pooler stated that both he and Mr. Chapdelaine have not talked about that but in his opinion the extent that a Town Meeting can be held and pass a budget they would do that. If by the time that comes up and there is no information from the state about aid he may recommend going with a 1/12 budget. Mr. Pooler stated that a 1/12 budget means going forward each month with a budget that is at least 1/12 of the FY20 budget and can be more.

Mr. Chapdelaine added that he would prefer, if possible and responsible, to adopt a full year's budget with the potential for coming back in the fall with adjustments.

Mrs. Mahon asked if it is possible in the future to have a table of contents in the munis report to make it easier to find something she may be looking for specifically. Mrs. Mahon also mentioned that it seems a lot of people are building and renovating which means they are probably pulling building permits and asked if that's projected the way we thought.

Mr. Pooler stated that people are pulling building permits and the Inspections office has been open. They have a basket out front where people can drop things so they are not allowing people inside but they have been able to process paperwork and quite a few people have taken out permits. Mr. Pooler stated that that revenue is consistent with what it has been over the last few years so we have not been significantly hurt in any way.

Mr. Curro moved receipt.

A roll call vote was taken on the motion by Mr. Heim.

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

CONSENT AGENDA

3. Request: Contractor/Drainlayer License

Greener Group, LLC, 123 Bolt Street, Lowell, MA

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

A roll call vote was taken on the motion by Mr. Heim.

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

TRAFFIC RULES & ORDERS / OTHER BUSINESS

4. Discussion and Approval: 2020 Local Election Plans and Polling Locations

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine wanted to provide an update on the postcards that have been discussed and also ask the Board to consider and approve slightly modified polling locations for the June 6th Election and give an update on the work that is still to be done. Mr. Chapdelaine stated in regards to the postcards one major question was cleared up. This question was whether it was necessary for people to list their date of birth on the return postcard and it has been determined that it is not necessary so they will be removing that line from the postcard. Mr. Chapdelaine, in cooperation with the Health and Human Services Department who consulted with Arlington Eats and the Council on Aging, recommended the languages to be put on the postcard saying "Important please translate." Those five languages are Mandarin, Spanish, French, Russian and Portuguese. Mr. Chapdelaine stated that this postcard should be mailed out by the end of this week. Mr. Chapdelaine added that there was a campaign mailing that went out that has caused some consternation in that it appears to be from the Town. He wanted to clarify that this mailing was not from the Town and it is not the postcard so nobody has missed the postcard. Mr. Chapdelaine next discussed the polling locations. He added they want to have safe polling locations while being able to staff those polling locations. Mr. Chapdelaine is recommending to the Board eight polling locations, primarily using the elementary schools but also using Town Hall. These polling locations are:

Precincts 1, 3, 5 at Thompson Elementary School

Precincts 2, 4, 6 at Hardy Elementary School

Precincts 7, 8, 10 at Town Hall

Precincts 9, 11 at Bishop Elementary School

Precincts 12, 14 at Brackett Elementary School

Precincts 13, 15 at Stratton Elementary School

Precincts 16, 18, 20 at Dallin Elementary School

Precincts 17, 19, 21 at Peirce Elementary School

Mr. Chapdelaine stated that statute requires for any polling location changes that the Town send out a postcard to the voters who have had their locations changed. This is managed by the Select Board Office and will be mailed out in the coming weeks. Mr. Chapdelaine stated that they want to place one or possibly more dropboxes for the safe return of ballots for those who are not able to place a stamp and return their ballots by mail. Mr. Chapdelaine also mentioned that they are working to make the polling locations as safe as possible and facilities is already ordering plexiglass shields to keep poll workers and voters safe. They are also working to make sure there will be enough poll workers and if they go through the existing list of poll workers and need more there are some options for finding some new poll workers.

Mr. DeCoursey thanked Mr. Chapdelaine for the update and for the forum last week. Mr. DeCoursey confirmed that the precincts that will be receiving postcards for changed locations will be Precincts 7, 9 and 20. Mr. DeCoursey then asked and it was confirmed that the new poll workers need to be appointed at the next Select Board meeting or a meeting prior to the Election. Mr. DeCoursey stated that if there is anyone concerned

about getting and returning the postcard to receive a ballot you can still fill out an early ballot application or an absentee ballot application and return it to the Clerk's Office.

Mr. Hurd thanked the Town Manager and everyone that has been working on this Election. Mr. Hurd stated that all the main concerns were addressed at the Election Forum. Regarding the changes in locations, Mr. Hurd stated these new locations make sense. Mr. Hurd participated in the poll in the Election Forum and he was one of the 5 participants out of 78 people polled that said they were going to vote in person.

Mr. Curro stated that as a Town they can't tell people whether to vote by mail or in person. If asked his opinion, Mr. Curro stated he would advise to take advantage of the mail in voting to keep numbers down at the polls. Mr. Curro stated the Forum was excellent and to his understanding the staffing profile is going to be reduced at the polls.

Mr. Chapdelaine stated that they can have a minimum of one person at check in, one person at check out and as many as one warden for up to five precincts but there will not be that many precincts at one location. Mr. Chapdelaine has been speaking with some of the experienced wardens who would like to see one warden per precinct because of the important role that they play. Mr. Chapdelaine stated they are going with a reduced profile but the exact scope of that profile is still being worked on.

Mr. Curro then inquired about how close the Town is to having what is needed to staff the polls.

Mr. Chapdelaine cannot give a fully informed answer this evening but he has been in contact with the Select Board Office who have been making the phone calls. The general sense so far is that there is a significant amount of poll workers who are not comfortable working.

Mr. Curro wanted to acknowledge that this is not in the Manager's job description to be handling the organization of the Elections but this is an extraordinary time, not only because of the pandemic but there are other factors that make this an extraordinary time right now. Mr. Curro wanted to publicly thank Mr. Chapdelaine for all of the work he has put into this and also mentioned that Mr. Chapdelaine's first municipal position was running an elections operation so he does have experience there.

Mr. Dunn stated he is pleased with the plan and the choice of polling locations. Mr. Dunn thinks the postcard is an excellent innovation to manage the accessibility issues created by the Coronavirus. Mr. Dunn appreciates the Manager stepping in and handling that innovation but does not want to make it the precedent for the future.

Mrs. Mahon asked Mr. Chapdelaine to reach out to John Griffin and Pam Hallett from the Housing Authority to update them on the information regarding the Election. Mrs. Mahon also asked if someone could have the Council on Aging reach out to that population and let them know about the postcards and what they need to do.

Mr. Chapdelaine stated he really appreciates the Board's expression of thanks but it has been a team effort and have been working together a lot and it has been very gratifying.

Michaiah Healy asked the Board if the hours for the Election were going to be reduced and said that regular hours would be preferred because less disruption to this Election will be for the best. Ms. Healy also wanted to encourage having more than one safe ballot drop box, maybe one in East Arlington as well as the Heights.

Mr. Chapdelaine stated that there is no intention to change the hours of the Election. Mr. Chapdelaine also stated that they will be looking at having multiple drop box locations and when a decision is made it will be publicized as widely as possible.

Mr. Curro moved approval of the eight polling locations for the June 6, 2020 Election.

A roll call vote was taken on the motion by Mr. Heim.

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (5-0)

5. CDBG-CV (CARES Act) Funding Plan - Discussion of and Vote to Support Program Year 45 Plan Amendment.

Jennifer Raitt, Director, Department of Planning and Community Development

Mrs. Mahon first wanted to recognize Ms. Raitt and Ms. Zwirko for their work especially during this pandemic.

Jenny Raitt, Director of Planning and Community Development, stated that there are two matters before the Board in relation to this agenda item. The CDBG Subcommittee meeting on April 15th led to the development and refinement of the Substantial Amendment that is also before the Board. The provided CARES Act Memo from HUD notes they anticipate receiving \$659,903 in addition to the regular allocation in Community Development Block Grant Funds. The Town receives about one million dollars annually as well as some program income. Ms. Raitt stated that there are two things related to this agenda item that she wanted to make clear. The first is that they have provided an amendment to the Citizen Participation Plan which adds language that allows for during an emergency, they will be able to grant any waivers that are provided by HUD. Ms. Raitt stated that in this particular case there are a number of waivers that relate to the execution and implementation of the CARES funding, including being able to spend more money on public services than we usually can. In particular to the Citizens Participation Plan, allows for an expedited review process that they will then be able to allocate the money to the people in need as soon as possible. Ms. Raitt stated the second part of this is what is actually being done with the funding. The Substantial Amendment covers three categories. The three parts of the funding would cover a significant amount of funding towards rental assistance. The first part of the rental assistance program was initially designed for \$4000 per household but the Subcommittee chose to move that number to \$2000 per household which could serve more households. Ms. Raitt stated that the projection is that it could serve 66 households and it would cover \$2000 a month for three months. Part two is an emergency micro enterprise business assistance program which builds off of the next program years funding. It is projected that this could cover at least 20 micro enterprises. Ms. Raitt stated the final part is that the funds would go to public service agencies but it would only be covering public service agencies that are currently working on issues related to the COVID-19 pandemic.

Mrs. Mahon wanted to clarify that the intention was to offer the rental assistance to low income households only, not low to moderate income households.

After much discussion Mrs. Mahon opened to the public for comment.

Michaiah Healy, Howard Street, stated that it is important to prioritize the low income residents because they need it the most.

Mr. Dunn moved approval of the amendment as written in all regards with the exception of adjusting it to the rental program to be aimed at low income as opposed to low/moderate income.

A roll call vote was taken on the motion by Mr. Heim.

Mr. Chapdelaine: yes

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (6-0)

Mr. Dunn moved approval of the Citizen Participation Plan as amended on May 4, 2020.

A roll call vote was taken on the motion by Mr. Heim.

Mr. Chapdelaine: yes

Mr. DeCoursey: yes

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes

Mrs. Mahon: yes

SO VOTED (6-0)

6. For Approval: Creation of an Arlington Economic Development Recovery Task Force

Jennifer Raitt, Director, Department of Planning and Community Development

Mr. Chapdelaine stated that this was brought forth by Jenny Raitt and Ali Carter. This is not modeled the way the Board is normally asked to put together committees. Mr. Chapdelaine presented before the Board a recommended slate of applicants but are open to others joining if there is an expressed interest.

Ali Carter, Economic Development Coordinator, joined the meeting. Ms. Carter stated that this is a great opportunity to give business owners a seat at the table and having their input is invaluable.

Mr. Hurd, as a small business owner in Arlington, appreciates the work being done on this and is volunteering as the Board representative on this task force.

Mr. Curro appreciates the great combination of business all across Town. Mr. Curro also inquired if Ms. Carter is aware of any businesses that are on the edge right now because of the crisis. Ms. Carter has unfortunately had responses from businesses that are struggling and are worried that this is the end for them.

Mr. Curro moved approval of the creation of Arlington's Economic Development Recovery Task Force and to appoint Mr. Hurd as the Select Board representative.

A roll call vote was taken on the motion by Mr. Heim.

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

WARRANT ARTICLE HEARINGS

7. Articles for Review:

Article 51 Revolving Funds

Attorney Heim stated that this is your typical Revolving Funds Article and the Deputy Town Manager provided a list of the Revolving Funds balances along with the projected needs.

Mr. Pooler, Deputy Town Manager, stated that all the amounts are the same as they have been in previous years in terms of their authorization with two exceptions. One is that they increased the authorization for the Town Hall Rentals Authorization Fund up to \$175,000 to now include the Whittemore Robbins House. The second exception is the fund for the Council on Aging Program which is increased to \$100,000 because they feel once the Senior Center is up and running they will have more programs.

Mr. Curro requested that Mr. Pooler give a brief summary on some of the funds that have had no activity.

Mr. Pooler went down the list of funds and briefly explained why they had no activity on them.

Mr. Dunn moved favorable action.

A roll call vote was taken on the motion by Mr. Heim.

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

CORRESPONDENCE RECEIVED

8. Comments re CDBG HUD Funds, 1 Year Annual Action Plan

Beth Melofchik, 20 Russell Street

At 9:13 p.m. Mr. Dunn left the video portion of the meeting and returned at 9:14 p.m.

Mr. Hurd moved receipt of Correspondence Received.

A roll call vote was taken on the motion by Mr. Heim.

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes

Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

NEW BUSINESS

Mr. Chapdelaine stated that the Town's Leadership Team continues to meet daily and brief on their response to the Pandemic. They are continually talking about what recovery and reopening will look like in the days and weeks to come. Mr. Chapdelaine continues to have dialogue with his colleagues regionally as well as a group of local leaders who talk to state officials. Mr. Chapdelaine is continuing with the plan to send out updates every day. The Board of Health will be meeting Wednesday to consider whether or not it wants to take further measures in regards to face coverings.

Mr. DeCoursey stated that the Arlington COVID-19 Relief Fund is now accepting donations. Mr. DeCoursey also stated that he knows there will be information going out for people who are going to be in need of those funds.

Mr. Dunn stated he sent out an email to the Arlington List and to a few other places about tone and message in the time of COVID-19. Mr. Dunn stated that Select Board members have received or been forwarded emails that have rhetoric and accusations that is asymmetric and way over the top with what the actual problem is. Mr. Dunn encourages people to be more thoughtful about how they write, to observe this in other people and when you see it to be the change you want to see to maintain that positive attitude.

Mr. Curro is disappointed in the fact that even as we witness countless acts of kindness in the face of crisis, there has also been a disturbing erosion of civility in our Town's public discourse often involving current Town Meeting Members or individuals who seek to serve in that capacity.

Mr. Hurd stated he read Mr. Dunn's note and it was very well written and well said. Mr. Hurd also agrees with everything that Mr. Curro just said.

Next Scheduled Meeting of Select Board May 18, 2020

Mr. Dunn moved to adjourn at 9:27 p.m.

A roll call vote was taken on the motion by Mr. Heim.

Mr. DeCoursey: yes
Mr. Hurd: yes
Mr. Curro: yes
Mr. Dunn: yes
Mrs. Mahon: yes

SO VOTED (5-0)

A true record attest

Lauren Costa
Principal Clerk

5/4/2020

Agenda Item	Document Used
1	Executive Order on Remote Participation
2	Third Quarter Report 2020
3	Engineering Memo Application
4	Modified Polling Locations for 6.6.20 Election
5	Citizen Participation Plan Amended 4.23.20 Overview of Substantial Amendment Arlington Cares Letter 4.15.2020 CDBG Minutes
6	Memo from Planning re AEDR Task Force
7	W.A. Text Town Counsel Reference W.A. #51 Revolving Funds
8	B. Melofchik Reference