

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

Meeting Minutes
Monday, April 13, 2015
7:15 p.m.

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair, Mr. Dunn, Mr. Byrne and Mr. Curro.
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan.

CONSENT AGENDA

1. Minutes of Meeting: March 23, 2015
Mrs. Mahon moved approval. SO VOTED (5-0)
2. Appointments of New Election workers: (1) Robert Blouin, 54 Medford Street, U, Pct. 10; (2) Wu Chong, 54 Medford Street, R, Pct. 10; (3) Judith Hyland, 54 Webcowet Road, U, Pct. 9; (4) William Stalcap, 18 Hamilton Road, U, Pct. 11
3. Request: Permit for Memorial Day Parade, Monday, May 25, 2015
Mr. Chunglo requested that the parade start at 9:30 a.m. on Massachusetts Avenue to Monument Park with a ceremony at the park then a procession on Medford Street to Mount Pleasant Cemetery for services at the Veterans' lots.
Jeffrey A. Chunglo, Director of Veteran's Services
4. Request: One Day Beer & Wine License, 5/27/15 @ Regent Theatre for 6th Annual Ciclismo Classico Bike Travel Film Festival
5. Request: One Day All Alcohol License, 5/9/15 @ Robbins Memorial Town Hall for the Waldorf School of Lexington Spring Benefit/Auction
Mr. Byrne moved approval of consent agenda items #2 - #5. SO VOTED (5-0)

APPOINTMENTS

6. Conservation Commission
Michael Nonni
(term to expire 1/31/2017)

Mr. Dunn thanked Mr. Nonni and stated he was a great candidate for the committee.
Mr. Curro moved approval. SO VOTED (5-0)

7. Tree Committee

Becky Edmondson

(term to expire 4/2018)

Ms. Edmondson stated she has lived in Arlington for 19 years and loves the natural world. The Selectmen thanked her for her willingness to be on the committee.

Mr. Byrne moved approval. SO VOTED (5-0)

8. Request: Food Vendor License

Sweet Haven, 460 Massachusetts Avenue, Djamel Ouadani

Mr. Byrne wished Mr. Ouadani good luck and stated that new stores are always welcome to the Town.

Mrs. Mahon moved approval. SO VOTED (5-0)

9. Discussion: Special (One Day) Liquor License

Kevin F. Greeley, Chair

Mrs. Mahon moved to table. SO VOTED (5-0)

10. Approval: Draft Liquor License Suspension Decision

Douglas W. Heim, Town Counsel

Mr. Curro moved to approve the decision as written but require the prescribed decision be served by end of May. SO VOTED (5-0)

CITIZENS OPEN FORUM – SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

These matters were presented for consideration of the Board.

Mr. Jamieson, Chair of the Recycling Committee, announced that there is the Calloway Photo *Recycled Beauty* exhibit in the upstairs hallway of the Town Hall. He encourages everyone to stop and view the photos and to continue recycling.

Ms. Olszewski, Chair of the Arlington Committee on Tourism & Economic Development, announced that for Patriot's Day there will be activities on Saturday and Sunday at the Jason Russell House featuring crafts for children. On Monday the Paul Revere & William Dawes Ride viewing at 12/Noon at the Town Hall offering refreshments and a trivia quiz.

TRAFFIC RULES & ORDERS / OTHER BUISNESS

11. Request to Co-Sponsor 'Taste of Arlington 2015'

Jennifer Tripp, Chamber of Commerce

Mr. David Swanson requested on behalf of the Chamber to invite the Town of Arlington to become a co-sponsor of the biannual event "Taste of Arlington-2015" scheduled for Tuesday evening, October 20th from 5:30 pm to 8:00 pm at the Town Hall. The Chamber looks forward to promoting local restaurants, caterers and bakeries and will take care of all the details at this fundraiser.

Mrs. Mahon moved approval. SO VOTED (5-0)

12. Letter to Mugar's Legal Counsel RE: Meeting Request

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine explained that the letter requested that Mugar's attorney open up a dialogue with the Board of Selectmen and the Town. It's concerning the troubling news of the Mugar property being sold to the Oaktree Development for a 40B housing proposal in East Arlington.

Mr. Byrne moved approval.

SO VOTED (5-0)

13. Comptroller Recruitment Process/Interim Staffing Strategy

Adam W. Chapdelaine, Town Manager

Mr. Greeley congratulated Ruth Lewis on her retirement and thanked her for the excellent job she did as Comptroller for the Town.

Mr. Chapdelaine proposed the following comptroller recruitment process and interim strategy to aid in the transition of the retirement of Ruth Lewis, effective May 30, 2015.

The process includes:

- 1) approval of the Human Resources recruitment and screening process
 - a. advertise position on the web and several organizations/associations and leave the position open for approximately four weeks
 - b. appoint a selection panel: lead by the Chair or his designee, Town Manager, Treasurer, School Finance Officer and Human Resource Director
 - c. two interview rounds with the panel: the first will be a shorter interview with an assessment exercise; the second will be more interviewing with two assessment exercises. If there is a choice for a finalist(s) than references will be checked and confirmation of a full board interview in open session
 - d. if the Board confirms a finalist than the chair will enter into discussions on terms of employment and the start date
 - e. Summary-if process goes smoothly tan the Board will be presented with a candidate by mid-June with a targeted start date in July

Mr. Curro moved approval.

SO VOTED (5-0)

Mr. Curro requested the job also be posted on LinkedIn.

2) approval of updated job description

After discussion by the Selectmen the following amendments were requested:

-pg. 1, 2nd paragraph, under Supervision: take out "close cooperation"

Also include language: works with the Town Manager, town and school departments, Fincom and Capital Committees

-pg. 1, 4th paragraph, under Supervisory Responsibilities: take out "up to four"

-pg. 2, 7th paragraph, "In cooperation with other departments..." keep the telecommunications technologies in although there is a future transition out of the department

-add language: for periodic reports (quarterly, annual etc.) to be given to Selectmen

-add language: for annual review by the Selectmen

A finished draft of the job description will be voted at the next meeting.

Mr. Curro moved approval with amendment.

SO VOTED (4-0-1)

Mrs. Mahon recused herself from this vote.

3) authorization to work with Ms. Lewis to identify options for interim accounting services to assist the Town with year-end close out and audit preparation.
Mr. Curro moved approval. SO VOTED (5-0)

14. ICMA-RC Travel Distance Notice – Town Manager
Adam W. Chapdelaine, Town Manager
Mr. Chapdelaine requested that the Selectmen approve the *Disclosure By Non-Elected Public Employee of Travel Expenses Serving A Legitimate Public Purpose As Required By 930 CMR 5.08(2)(d)1*. Mr. Chapdelaine will be serving as a member on the ICMA-RC Client Advisory Board (the Town’s provider of deferred compensation plans for Town employees) providing feedback and criticism on deferred compensation products and services on behalf of Town employees.
Mr. Curro moved approval. SO VOTED (5-0)

15. Board of Selectmen Designee to Parking Implementation and Governance Committee
Steven M. Byrne, Selectmen
Mr. Chapdelaine announced that Mr. Byrne is the committee designee for the Selectmen.
Mrs. Mahon moved approval. SO VOTED (5-0)

16. Discussion and Adopt: Selectmen’s Handbook, Licenses and Permits Summary, Parking Summary, Parking Policies and Regulations, Handbook Re-cap
Kevin F. Greeley, Chair
Mr. Greeley asked to table the “summary” handbook sections (Licenses & Permits and Parking) until a future meeting date.
The Selectmen agreed to the following changes/additions to the Parking Policies and Regulations:
-pg. 3, 3rd paragraph: delete “and any necessary assistant clerk staffing”
-pg. 5: change “8 per calendar year waivers” to “14...”
-pg. 5: add examples to the “Permits” listing of circumstances.
-pg. 11 or 12: add a category for “Failing to leave an unobstructed 10’ lane of traffic during a snow emergency” with a greater fee than \$25.00. Mrs. Mahon will work with the Town Manager and come back with a future recommendation.
Mr. Curro moved approval of the Parking Policies and Regulations. SO VOTED (5-0)

FINAL VOTES & COMMENTS

Articles for Review

- Article 14 Disposition of Real Estate/ Parcel 13-388 Cliffe Avenue Lexington
- Article 15 Home Rule/Board of Assessor Changes
- Article 18 Endorsement of CDBG Application
- Article 45 Resolution/Town Meeting Member Removal Process

Mr. Dunn requested Town Counsel highlight that the Board of Assessors opposes Article #15 and that the Board of Selectmen support the Board of Assessors with a no action recommendation.

Mrs. Mahon moved approval. SO VOTED (5-0)

CORRESPONDENCE RECEIVED

Response to Request for Sidewalks on Clyde Terrace
 Wayne Chouinard, Town Engineer and TAC Member
 Mrs. Mahon moved receipt of correspondence.

Be Rec'd
 SO VOTED (5-0)

NEW BUSINESS

Mr. Chapdelaine announced the Planning Department's **Shop Arlington** campaign to help boost shopping at local businesses between April 16 and May 19, 2015.
 Mr. Chapdelaine reported that the Veteran's Services Director, Jeff Chunglo, will be part of a trial regionalization program with Winchester, which will be assessed after 6-months.
 Mr. Chapdelaine stated that he will be applying for federal relief money available to towns and cities towards the January 26th-28th blizzard disaster.

Mrs. Mahon moved to adjourn at 9:00 p.m.
 Next Meeting of BoS April 27, 2015

SO VOTED (5-0)

A true record: Attest

Mary Ann Sullivan
 Selectmen's Office

4/13/15

Agenda Item	Documents Used
1.	3.23.15 draft minutes
2.	Master Records-new election workers
3.	Parade Request from Mr. Chunglo
4.	One Day Application- Regent Theatre
5.	One Day Application- Waldorf School Spring Benefit/Auction
6.	Memo from Town Manager Nonni Resume Meeting Notice
7.	Tree Committee Recommendation Edmondson letter of interest Meeting Notice
8.	FV Application- Sweet Haven
9.	C. Rateau e-mail ABCC Memo Regent Special/One Day Application
10.	Draft Decision Notices-underage serving D. Heim
11.	Request from Chamber of Commerce-Taste of Arlington
12.	Letter to Mugar's Legal Counsel
13.	Comptroller Recruitment Process/Interim Staffing Strategy
14.	ICMA-RC Travel Disclosure Notice
15.	-----
16.	Handbook Licenses & Permits Summary Parking Policy Summary Parking Policies & Regulations Handbook Recap
Final Votes & Comments	Draft Final Votes & Comments for Articles #14, #15, #18 and #45
Corr. Rec'vd	Response from TAC Reference from meeting of 6/9/14