



Town of Arlington Select Board

Meeting Agenda

September 20, 2021

7:15 PM

Conducted by Remote Participation

1. Executive Order on Remote Participation

TRAFFIC RULES & ORDERS / OTHER BUSINESS

2. ARPA Funding Presentation
Adam Chapdelaine, Town Manager

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

3. Proposed Removal of Trees: Broadway Plaza Project
Michael Rademacher, Director of Public Works

NEW BUSINESS

Next Scheduled Meeting of Select Board September 27, 2021

You are invited to a Zoom webinar.

When: Sep 20, 2021 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_SjL2iq64QrmRBjoycK_3_g

After registering, you will receive a confirmation email containing information about joining the webinar.



Town of Arlington, Massachusetts

Executive Order on Remote Participation

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	Open_Meeting_Law_Requirements___Remote_Participation_Post_State_of_Emergency_.pdf	Executive Order on Remote Participation



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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Arlington, MA 02476
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Website: www.arlingtonma.gov

MEMORANDUM

TO: Town Boards, Committees and Commissions

FROM: Douglas W. Heim

DATE: June 16, 2021

RE: ***UPDATE* Open Meeting Law Requirements & Remote Participation Post-State of Emergency**

Arlington boards, committees, and commissions, please accept this memorandum as an update with respect to your obligations and options under the Open Meeting Law for holding public meetings and hearings in light of Governor Baker's decision to end the COVID-19 State of Emergency and rescind related Executive Orders effective June 15, 2021, including the March 12, 2020 "Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20" ("The Order").

In short, following his decision to rescind the Order, Governor Baker filed special legislation to extend public bodies' ability to conduct public meetings remotely in exactly the same manner set forth by the Order. That initial bill was received favorably but amended and signed by the Governor in its new form late last night. It must be noted that in an effort to pass the much need legislation quickly, minor administrative issues in the bill may require correction.

Nonetheless, germane to remote meetings, the bill as passed accomplishes three critical things for Arlington meetings:

1. *Allows for remote meetings and hearings by public bodies through April 1, 2022; (the initial legislation only extended these allowances through September 1, 2021);*
2. Retroactively approves any remote *meetings*¹ held yesterday; and
3. Allows for remote town meetings through December 15, 2021.

Options for the Future

The bill allows committees and commissions to continue to conduct meetings entirely remotely but you will also have the options to conduct them entirely in-person, or in a “hybrid” manner where the public body meets in person, but the public is provided remote access (as allowed by Town and School policy respectively, and sufficiently resourced to meet requirements for remote meetings).²

As you will recall, remotely conducted meetings under the Order must provide “[a]dequate, alternative means” for public access which may include providing public access through telephone, internet, satellite enabled audio or video conferencing, or any other technology that enables the public to clearly follow the proceedings of the public body in real time (for most committees and commissions, the Zoom platform or similar technology). Remote participation also requires:

1. The Chair announce the name of the member or members who are participating remotely at the start of each meeting (and that the remotely participating members be reflected in the minutes)
2. That all votes be taken by roll call.
3. That members of the public body must be clearly audible to each other and to members of the public at all times;
4. That public bodies in remote executive sessions identify and approve any other persons present for executive session

If a hybrid meeting is held where only members or members and persons with business before the meeting are physically present, it is recommended that the foregoing requirements be applied to aid the public and other participants’ ability to follow the proceedings. Furthermore, please ensure that the public can access Zoom-based meetings without registration (by affording a dial-in option to listen rather than participate by video).

¹ The status of hearings performed yesterday is not clear.

² Boards and Commissions holding legal hearings are reminded that they must also provide for public comment and testimony, which are not covered under the Open Meeting Law.

Already Noticed and Noticing Meetings in the Immediate Term

For those public bodies who already noticed “in person” meetings but wish to switch to remote meetings, please contact the Town Clerk with updated information on the meeting “location” which can be published on the Town’s website and Community Calendar.

For those bodies noticing meetings or hearings taking place in the coming days and weeks, but still discerning where and how such meetings will take place, please include some version of the following contingency language:

Meeting venue subject to change while remote participation legislation is pending. Please check the Town’s Website and Calendar for the latest information on the location or means to access the meeting. Meetings may be moved to physical locations.



Town of Arlington, Massachusetts

ARPA Funding Presentation

Summary:

Adam Chapdelaine, Town Manager

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Copy_of_Copy_of_ARPA_Framework_Updated_9_9_21_Master.pdf	Copy of ARPA Framework
▢ Reference Material	ARPA_proposal_from_EATS_09-21.pdf	ARPA Proposal from EATS
▢ Reference Material	AHA_Request_for_ARPA_funding.pdf	AHA Request for ARPA Funding
▢ Reference Material	Food_Link_Memo.pdf	Food Link Memo
▢ Reference Material	ARPA_Housing_and_Economic_Development_Memo_080321.pdf	ARPA Housing and Economic Development Memo
▢ Reference Material	ARPAdraftproposal080521.pdf	ARPA Draft Proposal
▢ Reference Material	W_S_Memo.pdf	W&S Memo

Category	Fiscal Year 22 (7/1/21 - 6/30/22)	Fiscal Year 23 (7/1/22 - 6/30/23)	Fiscal Year 24 (7/1/23 - 6/30/24)	Fiscal Year 25 (7/1/24 - 12/31/24)	Total
Revenue Loss/General Fund	\$1,000,000	\$2,000,000	\$2,000,000	\$0	\$5,000,000
Public Health	\$187,000	\$162,000	\$162,000	\$0	\$511,000
Premium Pay	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Mental Health Support					
Crisis Intervention Support	\$50,000	\$50,000	\$50,000	\$0	\$150,000
AYCC Subsidy Program	\$50,000	\$50,000	\$50,000	\$0	\$150,000
Mental Health Reserve	\$100,000	\$100,000	\$100,000	\$50,000	
Mental Health Support Total	\$200,000	\$200,000	\$200,000	\$50,000	\$650,000
Low Income Broadband Support	\$100,000	\$100,000	\$69,000	\$0	\$269,000
Small Business Assistance	\$750,000	\$750,000	\$0	\$0	\$1,500,000
Tenant Assistance	\$250,000	\$750,000	\$0	\$0	\$1,000,000
Addressing Food Insecurity					
FoodLink	\$250,000	\$100,000	\$100,000	\$50,000	\$500,000
Arlington EATS	\$45,000	\$125,000	\$55,000		\$225,000
Addressing Food Insecurity Total	\$295,000	\$225,000	\$155,000	\$50,000	\$725,000
HVAC Improvements	\$500,000	\$1,000,000	\$1,000,000	\$250,000	\$2,750,000
Invesment in Parks & Open Spaces	\$1,300,000	\$1,300,000	\$1,300,000	\$700,000	\$4,600,000
Water/Sewer Spending	\$1,600,000	\$2,200,000	\$2,400,000	\$1,000,000	\$7,200,000
Affordable Housing					
Arlington Housing Authority Capital	\$512,000	\$2,000,000	\$0	\$0	\$2,512,000
Arlington Housing Authority Transportation	\$35,000				
Arlington Housing Authority Resident Support Services	\$46,000	\$46,000	\$46,000	\$46,000	
Affordable Housing Unit Production	\$500,000	\$1,250,000	\$1,250,000	\$0	\$3,000,000
Deepening Affordability of Units in Pipeline	\$500,000	\$600,000	\$0	\$0	\$1,100,000
Affordable Housing Total	\$1,593,000	\$3,896,000	\$1,296,000	\$46,000	\$6,831,000
Homelessness	\$398,000	\$208,000	\$208,000	\$125,000	\$939,000
Administration & Oversight	\$150,000	\$125,000	\$125,000	\$125,000	\$525,000
Reserve	\$350,000	\$350,000	\$350,000	\$197,893	\$1,247,893
Total	\$10,173,000	\$13,266,000	\$9,265,000	\$2,543,893	\$35,247,893

Potential Total ARPA Funds
Potential Balance

\$35,247,893
\$0

Arlington EATS' proposal for ARPA Funds

Since 1992, Arlington EATS has served the residents of Arlington, first as the Arlington Food Pantry and now as one of the largest social service agencies in Arlington. During the early days of the pandemic we were able to transition our services to a home delivery model, which guaranteed food in a safe manner to Arlington's most vulnerable residents, those with low to moderate income who are food-insecure. As well, we took the lead in coordinating other agencies to assist in our mutual COVID-19 response. We worked closely with the Department of Health & Human Services, Council on Aging, Arlington Public Schools, Medical Reserve Corp, and Food Link to develop a plan that was coordinated and effective. Since March 2020, we have made over 15,000 home deliveries of food.

As some of our programming, including vacation and summer lunches and emergency food closets were put on hiatus during the pandemic, EATS has found other innovative ways to reduce stigma and increase access to healthy and nutritious foods. In July 2021, EATS launched the Fresh Bucks program where SNAP or P-EBT card holders could receive \$15 per week in Fresh Bucks to be used at any vendor at the Arlington Farmers' Market. As we have reached the midpoint of the program, so far 2,200 vouchers have been used: 79% were used for fresh produce, 16% were used for meat/fish/eggs/cheese, and 5% were used on bread and prepared foods.

The COVID-19 pandemic is still a reality in our community and will cause uncertainty for some time to come. Despite vaccines and business reopenings, we continue to provide weekly deliveries to 250 families each week; prior to the pandemic we were serving an average of 165 families per week. Despite our increases and ease of access to services, EATS is only serving a third of the number of residents who are at risk of being food insecure in Arlington. After the Great Recession, it took 10 years for food insecurity rates to get to pre-recession levels. In the past two years, **Arlington EATS doubled in size to meet the needs of the community in a challenging time and we will continue to address food security needs going forward.** As we plan for the future, we anticipate hiring several staff members in the next 3 years to sustain programs, expand our services, and address long-term food insecurity in Arlington. Funding for these positions is essential to ensure Arlington EATS is able to keep up with increasing demands. Attaches is a description of the future plans and needs of Arlington EATS.

We are grateful for this consideration and the value Arlington has for addressing food insecurity.

Sincerely,

Andi Doane
Executive Director

Year	Position/Item	Description	Financial need, includes benefits at 25% when appropriate	FY Total
FY22	Part time driver	As EATS reopens to in-person shopping, we will hire a driver to make weekly food deliveries, especially to those who are homebound.	\$30,000	\$45,000
	Needs Assessment	Hire a consultant to determine who is accessing various food insecurity services in Arlington, who is eligible but not accessing, and how to remove barriers/improve access.	\$15,000	
FY23	Full Time Program Assistant	Hire additional program staff as EATS expands hours as we move into a new building and all programs become fully online, following COVID hiatus.	\$45,000	\$125,000
	Part-time social service staff	Hire staff to assist with managing partners agencies that provide services at EATS building (i.e. financial planning, fuel assistance, SNAP applications, immigration counseling, etc) and provide case management as needed.	\$30,000	
	Hunger-Free Arlington Strategic Planning	Hire a consultant to lead Arlington EATS in developing a plan where hunger can be fully addressed so that all residents have access to sufficient and nutritious food.	\$50,000	
FY24	Launch social service support program	EATS will launch a social service support program that will bring together community members to support individuals who are developing goals that will provide them a means of getting out of poverty. One example of such a program is Circles USA .	\$55,000	\$55,000

Total Request: \$225,000

AHA request

Arlington Housing Authority: Request for ARPA funding

SUMMARY: Because of the current needs of Arlington's public housing (which serves over 1000 of our lowest income residents), the Arlington Housing Authority makes the following requests for ARPA funding:

CAPITAL FUNDING

1. REPLACEMENT WINDOWS for the 179 buildings units housing low-income families.
COST: over 4 million dollars
2. REPLACEMENT VAN for trips to medical appointments, grocery stores, and community events.
COST \$35,000.
3. WATERSAVING DISHWASHERS FOR DISABLED TENANTS demonstration project
COST \$12,000.
4. RAIN BARRELS AND RAISED GARDEN BEDS FOR SENIOR AND DISABLED TENANTS for community gardens.
COST Rain Barrels \$2000. Raised garden beds \$3000.

SERVICES

PART-TIME RESIDENTIAL SERVICE ADVISOR 18 hours a week \$30,000. Supplies and other related expenses. \$10,000.

Background:

The Arlington Housing Authority is the town's largest provider of affordable housing with 1096 tenants, 194 of them are children. Moreover, as public housing, it serves the lowest income population of those in need of housing. Last year, the average AHA rent charged was \$480. a month compared to the affordable housing described on the DPCD website which cited \$1000. Per month.

Public housing was built, first to meet the needs of Depression- era homeless people and of returning veterans after WW II, and then second, to meet the increasing need for affordable housing in the 1950s and 1960s. However, government funding for additional public housing and for maintenance/modernization began to dry up in the 1970s.

In a change in public policy, the government began subsidized the private sector to create new affordable housing. Consequently, less financing was available to maintain and modernize the existing public housing.

A retreat from supporting public housing (despite its commitment to the lowest income members of the population) has meant that public housing authorities now struggle to finance the necessary maintenance and modernization of buildings, already 40 to 70 years old.

The irony is that private developers of affordable housing in 30 years will require the same need for financing of capital improvements that public housing faces at this time.

The current challenge for public housing managers is to seek funding from various sources to cover major capital projects and stem further deterioration of the buildings that houses a growing low-income population. Only after the current emergency maintenance/modernization needs are met, can public housing create more much needed public housing.

Current needs for capital financing

1. Replacement of the windows in Menotomy Manor

There exists a critical need for the replacement of the all windows in the 179 family apartments at Menotomy Manor. No overall repairs on the original windows (installed in 1950,1952) have been done since the 1970s. While the records on these repairs are scant, the current situation of the windows suggests these 1970's repairs were superficial.

Residents complain that on a cold, windy day while sitting in their living rooms they feel as if they were sitting outside. Their attempts to block these drafts have proved futile since the windows are reported to leak "everywhere." I have noticed electric heaters in the apartments I have visited because I was told by the residents that on many days the heating system cannot heat the apartment adequately because of the drafts. An estimate for replacing the windows was over 4 million dollars.

Benefits of replacing the windows:

---These windows will reduce the cost of heating and cooling as much as 30 percent and maybe even more, considering the current poorly fitting windows.

---The low-income families in the 179 apartments pay their own heating costs and would realize a consider savings from more energy efficient windows.

---The more energy efficient windows will eliminate the cold drafts in winter and the escape of cool air from residents' cooling devices in the summer.

---Arlington Housing Authority residents who live in these 179 apartments have reported that more energy efficient windows are a high priority for them.

---Installing more energy efficient windows in these 179 apartments will support the town's initiatives to reduce carbon and reverse climate change. Old, leaky windows increase the carbon footprint and thus contribute to climate change.

---Installing more energy efficient windows supports the town's goal of valuing diversity in as it greatly improves the lives of a population of the low- income tenants in which 48 percent self-identify as non-white.

2. Replacement of the AHA van

Over a year ago, the AHA van broke down and is beyond repair. It has been a great loss to our residents who have depended on it to buy groceries, attend medical appointments, and participate in community programs.

At a recent AHA Board meeting at Drake Village testimonials revealed that the COA bus, a possible alternative, was inadequate to the needs of the over 7 senior and disabled residents. One of the residents, (who is properly licensed and drove the AHA bus is eager to do so again), listed a number of ways the AHA bus met the needs of AHA residents that the COA bus did not. One frequent complaint was the long wait both to make a reservation and to board the COA bus.

The other advantages of the AHA bus is that the AHA bus allows more time for shopping, more flexibility in choice of destination, and lower cost to the tenants (AHA has low-income tenants). For a ride to Market Basket and back, a senior would have to pay six dollars for each COA trip. To eat healthy, fresh vegetables which have a limited shelf life, a senior would have shop at least twice a week. The cost for travel then would be twelve dollars a week from the resident's food budget. The AHA bus in the past charged two dollars a ride.

Benefits of replacing the van:

- Many seniors do no longer drive and need the van service to access food and to attend medical appointments.
- Seniors benefit emotionally and medically from the social interaction and physical activities offered in the community.
- The van will reduce the need for parking spaces which are now in very short supply at all the residences and the parking spaces could be put to better use.
- The van will encourage seniors who no longer want to drive or should no longer be driving to give up their cars.
- Fewer cars will assist Arlington in its efforts to reduce carbon emissions.
- The AHA van furnishes a low- cost way to access fresh food from a supermarket and attend doctors' appointments.
- An electric van, if possible, would also support the town's efforts to reduce carbon emissions.
- Furnishes a job to an AHA tenant who is qualified to drive the van.
- The senior tenants cite the replacement of the van as one of their greatest needs.

3. Water-saving portable dishwashers for physically disabled AHA residents

A number of physically disabled AHA residents approached the AHA Board with a request for these new portable, water-saving dishwashers which would allow them to take care of their own needs and be more self-sufficient.

The purchase of twenty water-saving dishwashers would be a demonstration project in that it is a relatively, self-contained small-scale capital investment to try out an innovation. It aims at trying out in practice how a specific problem (how to facilitate an activity that physically disabled tenants find difficult and arduous) can be addressed in a new way.

These dishwashers can either be on wheels or sit on countertops. The counter top dishwasher, suitable for one person, use only 2 gallons of water while the portable dishwashers use only 3 gallons a load. Handwashing uses about 27 gallons of water.

Benefits of portable dishwashers

--- These dishwashers will enable those physically disabled AHA residents to clean, wash, and dry dishes with a minimum of physical movements and stamina.

--- The dishwashers save water, which will decrease the water bill to the housing authority and the overall water use to the town. These dishwashers use up to only 12 percent of the water used by handwashing the same number of dishes.

--- The water-saving portable dishwashers cost between \$400 (counter dishwasher). And \$800 (portable dishwasher), depending on the model. Twenty dishwashers (ten of each) would benefit twenty of our disabled residents and offer an opportunity to assess the benefits for future purchases.

--- The dishwashers will allow higher temperature water and thus reduce bacteria to immune suppressant tenants.

4. AHA Community Gardens

Community gardens in public housing have been flourishing all over the United States. For example, New York City supports over 700 public housing community gardens.

The benefits of community gardens researchers have determined include: giving residents access to fresh, healthy food, improving physical and mental health, and building community.

At AHA, the few gardens this year range from decorative ones with many different types of flowers and shrubs to vegetable gardens featuring fresh tomatoes, corn, cucumbers, peppers, to “hybrid” gardens where residents combine their favorite vegetables and flowers in the same plot.

The greatest development of community gardening occurred at Menotomy Manor (family housing). Although a few residents did plants flowers and vegetables in front of their buildings

in the past, they were not formally allowed. This year, residents are not only allowed gardens but are actively encouraged, and the number and size of gardens have increased. There are already plans for more gardens next year and a volunteer has created a webpage.

Gardening is not only popular at Menotomy Manor. At Winslow Towers, a senior residence, two women are known as “the flower ladies.” They plant and care for flowers surrounding the building, but there are no accessible gardens for tenants. At Cusack Terrace and Chestnut Manor, both senior residences, the tenants raise flowering plants and vegetables on the terraces, but there are also no accessible gardens. At Drake Village, also a senior residence, the tenants working with the property manager wrote (and were awarded) a one-time grant for constructing a raised accessible garden high enough to allow seniors and those in wheel chairs to garden.

These beginnings of Arlington Housing Authority community gardens emanate directly from the interest and enthusiasm of the residents for gardening.

However, lack of funding does not allow many of the residents to realize the full benefit from community gardening, benefits which go beyond the activity of raising flowers and vegetables. As one resident opined: “My garden gives me happiness and a community.”

Among the funding needs for the community gardens are:

---- Raised gardens in three of the senior building complexes that will be high enough so seniors and those in wheel chairs can garden.

---- Rain barrels for the gardens and for the installation of these rain barrels to rain spouts. They would furnish water for the gardens and reduce watering costs.

5. Part-time Resident Service Advisor for 18 hours a week

A great need exists for an additional Residential Service Advisor to connect AHA residents with public benefits, services, and programs, community and other government services to improve their lives.

Many AHA residents are eligible and in need of specific services but are unaware of their existence. Medical insurance, for example, has a complex array of programs and requirements which residents have difficult accessing without assistance. Moreover, the recent pandemic (which required of residents both face masks and vaccinations) revealed a gap in outreach services which could be filled by an additional resident Service Advisor.

The policy of deinstitutionalization of mental hospitals and the epidemic of drug use has resulted in many public housing tenants to be in need of medical and social services.

The state agency, DHCD, realizing the need for services of Residential Services Advisors for public housing residents last year made limited funding available to local housing authorities.

Arlington was awarded funding for a Residential Service Advisor for 18 hours a week, much less than it requested. While helpful, it does not meet the needs of the over one thousand AHA residents.

The AHA would like to expand these services by asking for funding for additional 18 hours of a Resident Service Advisor to be able meet the needs of all of its residents. One could specialize in family needs at the family buildings and the other advisor in senior and disabled people's needs in the four other smaller buildings.

The benefits of the Residential Service Advisor are among the following:

- Residents suffering from untreated mental issues could be made aware of available services.
- Children with school difficulties could be referred to agencies specializing in these difficulties and done in consultation with the public schools.
- The advisor could organize a specialist in public health issues, such as hoarding, to visit the buildings and work with various residents.
- The advisor could offer short-term crisis counselling until a referral could be made and accepted.
- The advisor could organize support groups among the tenants who need to overcome isolation and are in general in need of social support.
- Assistance in managing budgets and health insurance could be done on an individual and group basis.



August 30, 2021

Adam Chapdelaine
Town Manager
Town of Arlington
730 Massachusetts Avenue, Annex
Arlington, MA 02476

Dear Adam,

On behalf of Food Link, we are honored to be considered by the Town of Arlington for funding through the American Rescue Plan Act (ARPA). For the past nine years, Food Link has served a critical role in contributing to the overall health of Arlington and surrounding communities by providing those facing food insecurity with access to fresh, nutritious food. Food Link is requesting \$250,000 this year and an additional \$250,000 in years two through four as part of the \$1 million in ARPA funding allocated by the Town of Arlington for combating food insecurity.

As a community partner, Food Link provides food to numerous social service organizations in Arlington: Arlington Eats, the Arlington Housing Authority, STEPS Young Adult Resources, the Arlington Boys and Girls Club, and (prior to COVID-19) the Arlington Youth Counseling Center, Caritas Communities, and others. These community organizations distribute rescued food to residents who do not have access to enough food for three healthy meals a day. Simultaneously, Food Link contributes to the environmental wellbeing of our community by rescuing food that would typically be discarded, ensuring it does not end up in area landfills, contributing to climate change.

Approximately 3,500 (7.6%) of Arlington's 46,000 residents were food insecure prior to the onset of the pandemic; that number climbed by roughly 19% in 2020. Food Link supports both those regularly

experiencing hunger and those facing emergent situations, such as sudden job loss, unexpected healthcare expenditures, increased housing costs, or homelessness. Food Link especially focuses on providing Arlington's food insecure residents with access to fresh fruits, vegetables, meats, and dairy -- foods that are highly sought after and often challenging to obtain.

In 2020 Food Link doubled the amount of food rescue throughout the region, rescuing 258,000 lbs. of food from Arlington retailers and grocers -- including Whole Foods, Trader Joe's, Magic Bites, Breadboard Bakery -- and distributing over 110,000 lbs. here in the community. A total of nearly 6,000 residents of Arlington received food rescued by Food Link. The majority were those facing economic challenges, in many cases exacerbated by COVID-19.

For the last nine years, Food Link has partnered with Arlington EATS to ensure that Arlington residents have access to high quality fresh foods in addition to the non-perishable foods typically provided to food pantries. In 2020, Food Link offered budget relief of approximately \$50,000 to Arlington EATS by providing over 31,000 lbs. of free food. An additional 50,000 lbs. of Food Link's rescued food in 2020 went directly to residents of Menotomy Manor, many of whom did not have access to grocery stores during the pandemic.

Food Link is now operating out of the permanent Hub at 108 Summer Street, once considered a blighted building, now a community resource. The Hub is an energy-efficient building equipped with walk-in refrigeration. Thanks to anticipated CDBG funding, we will soon also have a generator. Food Link owns a fleet of four vehicles, including two refrigerated vans and a refrigerated box truck. These investments allow the Hub to serve as a community resource in the event of a weather emergency or infrastructure failure. Indeed, just this summer, Food Link stepped in to save 300 frozen meals from Minuteman High School's culinary program when their electricity went out overnight. Food Link staff mobilized first thing the next morning, dropped the temperature in the van from refrigeration to freezing, and, between the van and the walk-in freezer, helped save an entire summer's worth of prepared meals.

Food Link requests the following funding, as outlined in the chart below:

	Total Request	Strategic Planning	Development Planning	Operations Staffing	Budget Stabilization
Year 1	\$250,000	\$50,000	\$50,000	\$65,000	\$85,000
Year 2	\$100,000			\$65,000	\$35,000
Year 3	\$100,000			\$65,000	\$35,000
Year 4	\$50,000			\$32,500	\$17,500
	\$500,000	\$50,000	\$50,000	\$227,500	\$172,500

Strategic Planning & Implementation

Investment in strategic planning is critically important to Food Link as the organization looks to its future growth and sustainability. Food Link will use the planning process to examine foundational questions of mission and intended impact. These include determining the optimal balance of direct service work to educational and policy efforts; how best to scale (e.g., via replication, becoming a demonstration site, etc.); how to prioritize among geographies and recipients; and Food Link’s ideal role within the Greater Boston ecosystem of food justice and waste reduction work. Leadership and staff will also address organizational structure, efficiency, and effectiveness to develop a pragmatic implementation plan aligned with Food Link’s refreshed focus.

Development Planning

Development support will help Food Link hone its fundraising strategies, prospect research, and messaging to donors. Over the next year, with guidance from a consultant, Food Link will shift from funding capital investments to securing ongoing donor commitments for basic infrastructure and general operating expenses. Food Link has a robust pipeline of donors, established over the past three years. The coming year's work will expand the development committee and strengthen

existing donor relationships while building a broader base of support to stabilize the annual fund and sustain the organization long-term. This work will include applying for multi-year commitments from donors and foundations (currently in process), establishing giving circles and planned giving programs, and launching a comprehensive publicity campaign to broaden donor reach outside of Arlington/Lexington.

Staffing

As part of the strategic planning process, Food Link is taking a critical look at its staffing model to find the best configuration of paid staff, temporary and consulting staff, and volunteers. Food Link has already identified a need for a new paid position in Operations to support partnership management, on-the-ground fieldwork, and our expanding measurement and evaluation efforts. This junior-level position would enable the elevation of two existing roles, optimizing staff expertise.

Budget Stabilization

In 2020 Food Link benefited from a systemic shift among funders toward donations to support basic needs, including \$300,000 from one foundation explicitly targeting the food crisis. On the strength of this surge of Covid-responsive funding, Food Link staffed up to meet demand. We will utilize funding under the category of Budget Stabilization to maintain and modestly expand this heightened level of throughput. Food Link requests funding in this category for debt reduction or general operating expenses. This support will be reduced every year over the next four years as Food Link builds its fundraising infrastructure to become fully self-sufficient.

We look forward to working with the Town of Arlington, Arlington EATS, the Arlington Housing Authority, and other local organizations to continue to alleviate food insecurity in our community. We are honored to have this opportunity to partner with you in addressing the social determinants of health as we work together to make Arlington a better, healthier, more equitable community for all of our residents.

Sincerely,
Rachel Albert
Interim Executive Director



TOWN OF ARLINGTON
DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

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

MEMORANDUM

To: Adam Chapdelaine, Town Manager
From: Jennifer Raitt, Director, Planning and Community Development
Date: August 2, 2021
RE: ARPA Housing and Economic Development Program Recommendations

The American Rescue Plan Act (ARPA) is intended to address the negative health and economic impacts caused by the COVID-19 pandemic. The fund Arlington will receive represents a one-time opportunity to address economic issues in Arlington and strengthen housing affordability and stability while serving our most vulnerable residents including public housing residents, low-income households, and seniors. Under the category of Public Health/Negative Economic Impacts the intention is for funds to decrease the spread of COVID-19 and bring the pandemic under control; address costs incurred in addressing public health and economic challenges resulting from the pandemic; address the systemic public health and economic challenges that may have contributed to more severe impacts of the pandemic among low-income communities and people of color; and build on eligible expenditures under the Coronavirus Relief Fund (CAREs), including some expansions in eligible uses. This memo outlines three potential uses of ARPA funds for a Tenant and Homeowner Assistance Fund, a Small Business and Nonprofit Sustainability Fund, and Affordable Housing Preservation and Development.

Recommendation for Arlington Tenant-Homeowner Assistance Fund

Background

In the year between August 2020-July 2021, 110 Arlington households received rental support through the Arlington Emergency Tenant Assistance Program (AETAP), administered through the Department of Planning and Community Development. Approximately one-third (36) of these households reside in properties owned by the Housing Corporation of Arlington, Arlington Housing Authority, or Caritas Communities, or are Section 8 Voucher holders. In addition to AETAP, the Arlington Health and Human Services Corporation (COVID-19 Relief Fund) and the Housing Corporation of Arlington (Homelessness Prevention Program) provided rental assistance to Arlington residents during the COVID-19 pandemic.

Ongoing need for rental assistance among Arlington households is evident, based upon conversations with residents, subsidized housing providers, and providers of emergency financial assistance. Furthermore, while few Arlington homeowners have faced foreclosure in recent years, the financial challenges and delays in foreclosure proceedings caused by the pandemic may result in greater-than-typical need from homeowners.

Program Design (subject to change based upon federal guidance)

- Approximately 75 Arlington households will benefit from rent or mortgage assistance
- Eligible applicants may receive up to \$2,500 per month for up to six months of assistance.
- The total funding required to provide this support is \$1,000,000.
 - A portion of funds, to be determined, will be reserved for low-and moderate-income residents (those earning up to 80% of the Area Median Income).
 - Up to \$100,000 will be reserved for a contract with a housing administrator, to conduct communications, review applications, and hold a lottery, as deemed necessary by the Town.
- The program will be administered by the Department of Planning and Community Development

- Funding will be distributed in FY22, with remaining funds administered in FY23 and all funds fully expended by FY24.

Eligibility Criteria (subject to change based upon federal guidance)

- Applicants must be Renter or Homeowner Households in Arlington
- Applicants must demonstrate inability or difficulty paying rent or mortgage due to COVID-19.
- All income levels are eligible.

Program Component	Anticipated Funding Allocation	Households Supported (Anticipated)
Tenant Assistance	\$600,000	55
Homeowner Assistance	\$300,000	20

Recommendation for Arlington Small Business and Nonprofit Sustainability Fund

Background

During the pandemic, the Town provided two rounds of small business grants funded through the CDBG-CV program:

Microenterprise Program (Summer 2020)

Applications Received (includes ineligible and incomplete applications)	Grant Recipients	Total Assistance Requested (all applicants)	Budget: Total Assistance Provided	Average grant provided
34	25	\$306,730	\$250,000	\$10,000

Funding Gap

- 9 businesses were not supported
- \$56,730 in requests were not granted

Spending (August 2020-July 2021)

- \$228,821.76 spent (92% of Budget)
- \$21,176.20 encumbered

Common ineligibility factors

- Income limits were exceeded

Arlington Business Resiliency Grant Program (Winter 2020/2021)

Applications Received (includes ineligible and incomplete applications)	Grant Recipients	Total Assistance Requested (all applicants)	Budget: Total Assistance Provided	Average grant provided (does not include value of Technical Assistance)
40	21	\$340,000	\$188,729.42	\$8,987.12 (Range: \$7833 - \$11,182)

Funding Gap

- 20 businesses were not supported

- \$151,270 in requests were not granted

Common ineligibility factors

- Home-based businesses/no brick-and-mortar site
- Received funding through the Microenterprise program (all recipients were considered ineligible for this program)

Spending (January 2021-present)

- \$121,000 (64% of Budget)
- *An additional \$20,000 was reserved for technical assistance consulting.*

With both grant programs for small businesses that the Town has offered through CDBG funding, many applicants were not funded. Home-based businesses and non-profit organizations were ineligible for both pools of funding. There are 548 commercial and industrial addresses in Arlington (i.e., brick-and-mortar businesses), but there are 1,128 small businesses in Arlington, which means there are 544 home-based businesses in town that were not eligible for any of the Town's previous CDBG-funded small business support programs. While they may not have a physical footprint in our commercial districts, home-based entrepreneurs are a sizeable part of Arlington's business community.

The Commonwealth of Massachusetts has not yet allocated any ARPA funding to the Mass Cultural Council for support of the arts and culture sector. Currently, line item 1599-2026 of H. 3922 creates a \$100,000,000 reserve for cultural and tourism assets, managed by the Massachusetts Office of Travel and Tourism (MOTT), and provides that "funds may be transferred to the Cultural Facilities Fund for the purposes of this item." The Cultural Facilities Fund only supports physical acquisition of or improvements to brick-and-mortar nonprofit organizations. This is extremely limited support for the arts and culture sector, especially when the losses below are considered. Since the pandemic started, Massachusetts cultural organizations lost \$588 million in revenue. Massachusetts artists lost \$30.4 million in income (including non-public-school arts teachers). Over 30,000 cultural sector jobs have been lost in Massachusetts since March 2020.

With a small but vital non-profit and for-profit arts and culture sector in Arlington and such intense need at the state level, funding to help support arts and culture facilities and operations can help sustain unique assets that are part of the town's history, culture, and identity.

While a specific number of businesses in need cannot be projected, the Department has received funding inquiries from businesses and nonprofit organizational leaders via phone, email, and virtual meeting interactions since March of 2020. Three emergency rental assistance requests from small business owners have been received by DPCD in July 2021.

Ongoing need for financial assistance among Arlington businesses and nonprofits is evident. Furthermore, while few Arlington businesses have closed since the beginning of the pandemic, the financial challenges and delays in rent collections and foreclosure proceedings caused by the pandemic are likely to result in greater-than-typical need from business owners in the coming months. The Town should not subsidize basic operational expenses such as rent, utilities, and payroll for businesses for the long-term, but short-term funding opportunities could help longstanding business owners still in need regain stability and remain open. Additional funding can be allocated specifically for expenses that will make a business or nonprofit organization more sustainable, such as COVID-19 prevention and mitigation tactics (e.g., expanding footprint of workspace, installing air filtration systems, etc.), childcare expenses for business owners and employees (related to unemployment), job training (workforce development), and operations and programming.

Program Design (subject to change based upon federal guidance)

- Requests for assistance to pay rent, utilities, and payroll will be capped at \$10,000 per applicant and will only be accepted through December 31, 2021.

- Requests from home-based businesses will be capped at \$10,000. Operators of Airbnb rentals are not eligible.
- The total funding required to provide this support is \$1,500,000.
- The program will be administered by the Department of Planning and Community Development.
- Funding will be distributed by December 31, 2024.

Eligibility Criteria (subject to change based upon federal guidance)

- Applicants must be a business owner or nonprofit organization in Arlington.
- Applicants must demonstrate inability or difficulty paying rent or mortgage due to COVID-19 if requesting assistance to pay rent, utilities, or payroll.
- Applicants must submit a detailed plan for deploying funds and a reasonable timeline for project completion or program implementation.
- All income levels are eligible.

Recommendation for Affordable Housing Preservation and Development

Subject to eligibility rules, the Department encourages the Select Board to program a portion of its ARPA funds towards affordable housing in the order of magnitude of \$5 to10 million, including for the following:

1. Provide funding to the Housing Corporation of Arlington to provide assistance toward their next planned affordable housing development and capital improvements toward their existing property portfolio. As Arlington's community development corporation and partner in affordable housing since the early 2000s, HCA is in a position to invest in their existing portfolio, add new permanently affordable housing units to their inventory, and expand upon their community engagement. ARPA funds could assist with all categories of assistance. Significant Town financial support is often needed for HCA's project to be financially feasible. ARPA funds would considerably expedite new development as well as improvements to existing units.
2. Provide funding to further subsidize units created at new affordable housing developments. Most of the new development is geared towards meeting the Town's Inclusionary Zoning bylaw or the requirements of subsidizing agencies under M.G.L. Chapter 40B. In either case the income limits are higher with corresponding higher rental or ownership costs. Two developments currently under review by the Zoning Board of Appeals may be eligible for assistance: one with all rental units and the other with a combination of rental and homeownership units. ARPA funds could be provided to the sponsor to buy down the cost of a unit for sale so that it is available to a lower-income household and further subsidize the cost of the rental units to people making incomes lower than 60% of the area median income, rather than 80% of the area median income.
3. Provide funding to the Arlington Housing Authority for capital repair. State-aided public housing has been undercapitalized for years resulting in a significant backlog of needed repairs. AHA developments primarily serve seniors, individuals, and families who make a very low-income and are ineligible for key programs such as the US Department of Housing and Urban Development Rental Assistance Demonstration program. ARPA funds could offset capital costs that may be stalled due to a lack of state support.
4. Provide funding to Arlington social service providers, including childcare assistance and supports, transportation assistance, food assistance, and medical/ healthcare assistance. Providers continue to experience extraordinary demand for their services and assistance. ARPA funds could offset costs associated with providing these social supports.



Town of Arlington

Department of Health and Human Services

27 Maple Street
Arlington, MA 02476

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

MEMO

TO: Adam Chapdelaine, Town Manager

FROM: Christine Bongiorno, Director of Health and Human Services

DATE: August 5, 2021

RE: Proposed ARPA projects-HHS

Below is a proposed list of expenditures for American Rescue Plan Act 2021(ARPA) funds related to programs within HHS. As you are aware, funds under this act must be used to target pandemic recovery, must be temporary and not tied to recurring expenses. As such, effort will be put towards programs that have seen an increase in need as a result of the pandemic which will require continued support over the course of the next three years as we continue to work through the pandemic while preparing for the recovery phase of the pandemic.

Homelessness:

- Funding to support police and HHS clinical positions: Jail Diversion Clinician and Outreach and Case Manager position: \$45,000 per year
- Community needs and asset assessment and development of a three year plan around homelessness in coordination with Somerville Homeless Coalition. This assessment and plan will drive the decisions on the remaining ARPA funds. \$25,000
- Funding to hire Recovery Coach for three years through PAARI. Upon completion of three year period, recovery coach will be hired through PAARI Americorps program: \$50,000 per year
- Expand psychiatry services at AYCC for youth and families. This will address current backlog of need due to increased pandemic related mental health needs: \$98,000 per year
- Expand domestic violence support to address pandemic related increase in need to prevent risk to victims and provide supports to prevent homelessness: \$15,000 per year
- Trauma focused cognitive behavioral therapy training for all clinical staff in town and school including all staff working with homeless residents \$15,000
- Trainings for Police Officers around mental health, homelessness and trauma informed response: \$100,000

Public Health:

- Hire a part-time temporary public health nurse to manage COVID-19 testing, vaccinations and contact tracing. This nurse will work with special populations to continue to increase access to vaccinations as well as coordinating vaccines for children and potential booster vaccinations as available. \$75,000 per year
- Conduct public health needs assessment which is necessary to start an accreditation process: \$25,000
- Consultant to manage public health accreditation process three years. Accreditation is the new standard for health departments across the country and will allow the agency to access more grant and foundation funding to support programs and initiatives in the future: \$75,000 per year
- Mental health referral program: Interface: \$12,000 per year

Please do not hesitate reach out to discuss in more detail.



PUBLIC WORKS DEPARTMENT
TOWN OF ARLINGTON

51 Grove Street, Arlington, Massachusetts 02476
Phone: (781) 316-3108 Fax: (781) 316-3281

Memo to: Adam Chapdelaine, Town Manager
From: Mike Rademacher, DPW Director
Date: August 12, 2021
Subject: Use of Available American Rescue Plan Act Funds

As requested, the following outlines potential spending related to funds available under the American Rescue Plan Act (ARPA). I am available at any time to review these items.

Lead Service Line Replacements - DEP is mandating that we replace our known lead service lines over the next few years. The main challenge will be getting property owners to replace their sections of these lines. If we help offset costs for residents we would be very successful in getting 100% compliance. **Estimated costs \$300,000.**

Private Sewer Inflow Removal (Sump Pump Removal Program) - DEP is mandating that we develop a program to have any property currently connected to the sewer system, via a basement sump pump, disconnect from that system. This can be financially challenging as some of the solutions are very involved. If we were to fund or partially fund these removals we would be very successful in getting 100% compliance. **Estimated costs \$300,000.**

Water Meter Replacements - The Town is currently undergoing a system wide meter replacement program. We have completed 9000 of 12,000 meters. The last locations are the most difficult as they are the resistant customers. Contracting this work out will be the best way to finalize the program in short order. **Estimated costs, meter purchase, \$400,000; meter installations, \$500,000.**

Implementation of New Meter Reading system - With the uncertainty of our current system's longevity, it would be beneficial to accelerate its replacement with our chosen new vendor. We were initially planning to do this over a three year period with Town staff but contracting this effort would allow us to be fully off of that system prior to that date and ensure system reliability. **Estimated costs, Hardware \$1,000,000; installation \$650,000**

Repair and Reconditioning of Sewer Pump Stations – The Town maintains 8 sewer and 1 storm drain pump station. All are well overdue for repair and upgrades. Not only does the existing equipment need updating, additional remote monitoring infrastructure is needed. **Estimated repair costs \$250,000/station (\$2,250,000)**

Repair and Reconditioning of Water System Pressure Reducing Valves – The Town's water system relies on pressure reducing valves to modulate the water pressure from that delivered by the MWRA. These valves are beyond their useful life and housed in vaults which are aging and do not meet current standards. **Estimated costs to repair/replace \$1,500,000**

Increase the amount of annual water pipeline replacement/rehabilitation – Arlington replaces approximately 1 mile of water line annually for approximately \$1,300,000. We have over 130 miles of pipeline. At this rate, it will take 130 years to replace all pipe which means we will always have very old pipe in the ground. We should be looking to replace 2 miles a year. Any additional funds for this category will help significantly. **Propose spending additional \$1,500,000/year in 2023 and 2024.**

The above efforts can be adjusted to match total funding ultimately available to the Department.



Town of Arlington, Massachusetts

Proposed Removal of Trees: Broadway Plaza Project

Summary:

Michael Rademacher, Director of Public Works

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Broadway_Plaza_Tree_Hearing.pdf	Broadway Plaza Tree Removal Reference



PUBLIC WORKS DEPARTMENT
TOWN OF ARLINGTON

Phone: (781) 316-3104 Fax: (781) 316-3281

Memo to: Select Board

From: Mike Rademacher, DPW Director

Date: September 9, 2021

Subject: Broadway Plaza Tree Removal/Planting

I am writing to request approval for tree removals associated with work proposed at Broadway Plaza. This hearing is being presented to the Select Board as the trees in question are part of a public construction project and State Law allows the Select Board to vote directly in such instances. This project has also been presented to the Arlington Tree Committee.

The plaza project is a continuation of the sidewalk replacement constructed last summer. At that time, one healthy tree removal was necessary while 14 new trees were planted.

The work now proposed at Broadway Plaza requires the removal of several trees to complete. Three (3) trees are within an area to be excavated by the MWRA to complete work on a large water main. An additional nine (9) trees are proposed to be removed to facilitate the reconstruction of the Broadway Plaza surface. The project proposes to plant nine (9) trees as part of the restoration work. Between the sidewalk and plaza projects, a net gain of 5 trees will be provided for the area. Town wide, we have planted 218 trees this year and removed 82. I expect each of those numbers to roughly double by the end of the calendar year.

The design team gave considerable thought and consideration to the tree removals. The three associated with the MWRA work are unavoidable. They are directly impacted by the excavation needed to replace the water main valve. The other nine are proposed to be removed due to a few concerns. First, the roots associated with these trees have caused significant buckling of the current brick surface. It is believed that in order to construct the new ADA compliant plaza surface, significant root removal will be necessary leaving the trees in question compromised. Second, several of the existing trees are also located over other utilities and are at risk for future utility work. The new tree locations were selected to minimize conflict with underground utilities.

The proposed trees will also provide for a more diverse tree species population at the plaza. In addition to planting two Honeylocust (current tree species), three Zelkovas and 4 Red Maples are proposed. The tree species were reviewed and approved by Arlington's Tree Warden as suitable for this location.

Three plans are included with this memo. The first is an overall view of both the sidewalk and plaza project tree impacts. The second plan shows only the plaza tree impacts. The third plan is an overview of the proposed plaza layout.

Thank you for your consideration of this request.

Sincerely,

Michael Rademacher



Tree Inventory

Massachusetts Avenue Sidewalk Reconstruction Project

Arlington, MA

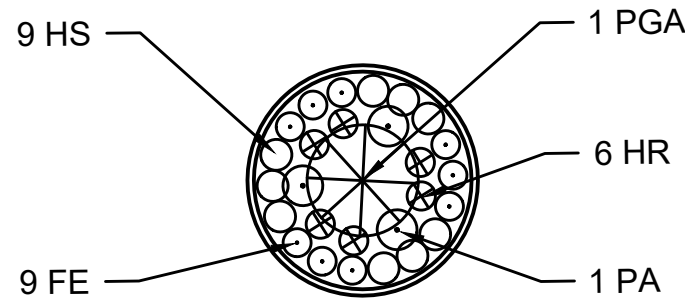
PAVEMENT NOTES

PROPOSED CEMENT CONCRETE SIDEWALK, GRID SCORED
SIDEWALK, ACCENT BANDS, AND WHEELCHAIR RAMPS

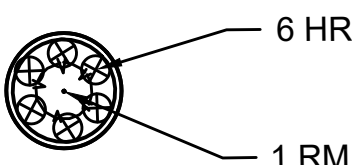
SURFACE: 4" CEMENT CONCRETE AIR ENTRAINED
(4000 PSI ¾", 610 LB).

SUBBASE: 8" GRAVEL BORROW (TYPE B) ++

++ WHERE EXISTING GRAVEL IS FOUND TO BE SUITABLE, THE
EXISTING GRAVEL MAY BE USED IN PROPOSED SUBBASE,
AFTER APPROVAL BY THE ENGINEER OR TOWN.



6' PLANTER



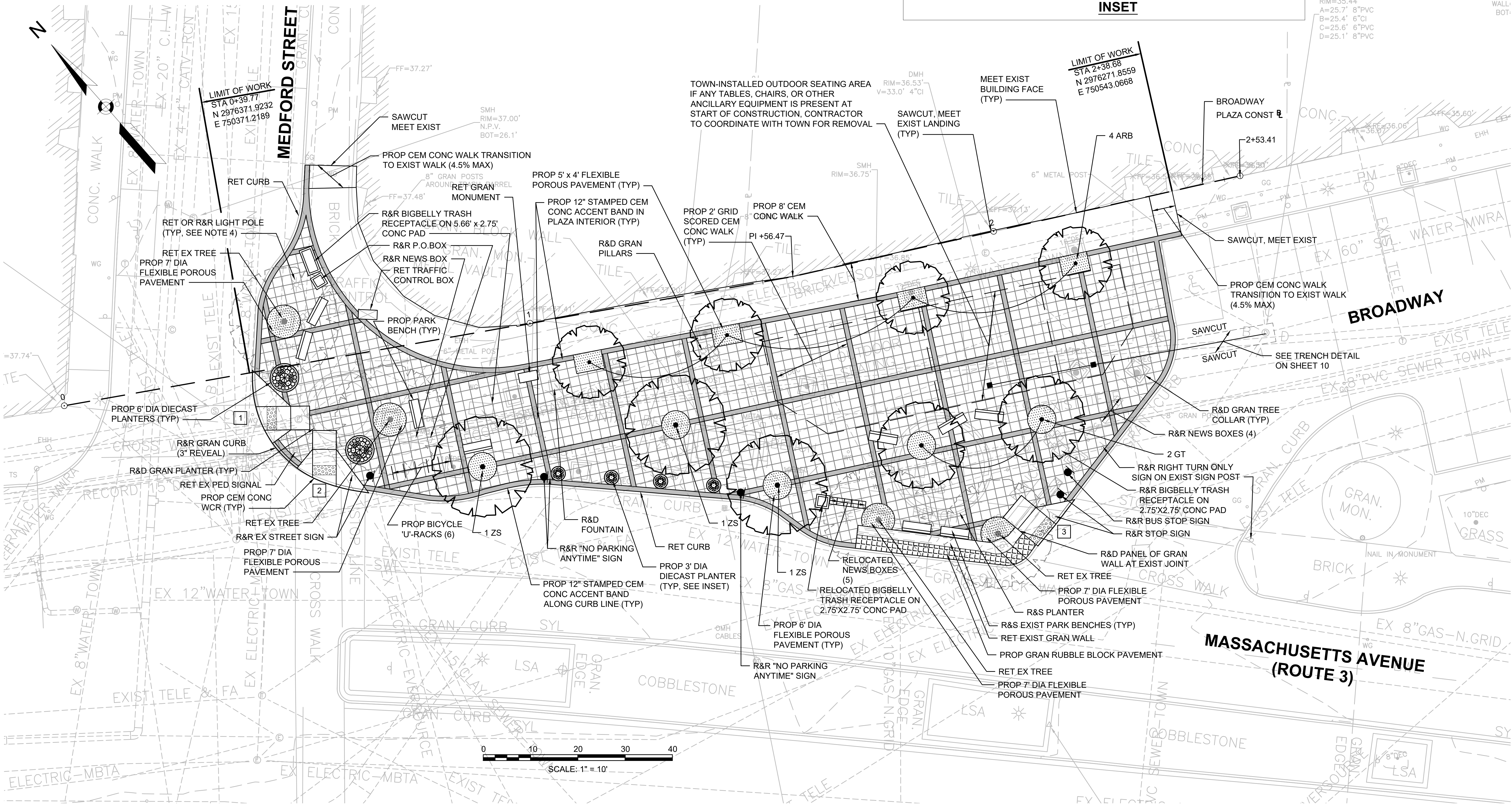
3' PLANTER

INSET

ARLINGTON
BROADWAY PLAZA
CONSTRUCTION PLAN
SHEET 03 OF 11

DMH
RIM=35.44'
A=25.7' 8"PVC
B=25.4' 6"CI
C=25.6' 6"PVC
D=25.1' 8"PVC

RIM=
WALL:
BOT:



PLANT SCHEDULE - PLANTERS

SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE
FE	18	Festuca glauca 'Elijah Blue'	Elijah Blue Fescue	1 GAL.
HR	36	Hemerocallis 'Rosy Returns'	Stella d'oro Daylily	1 GAL.
HS	18	Hemerocallis 'Stella d'Oro'	Rosy Returns Daylily	1 GAL.
PA	6	Pennisetum alopecuroides 'Little Bunny'	Little Bunny Dwarf Fountain Grass	2 GAL.
PGA	2	Picea glauca 'Conica'	Dwarf Alberta Spruce	5 - 6' HT.
RM	4	Rosa Meidland 'Scarlet'	Scarlet Meidland Rose	3 GAL.

PLANT SCHEDULE - TREES

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
ARB	4	Acer rubrum 'Bowhall'	Bowhall Red Maple	3 - 3 1/2" CAL.
ZS	3	Zelkova serrata 'Green Vase'	Green Vase Zelkova	4 1/2 - 5" CAL.
GT	2	Gleditsia triacanthos 'Skyline'	Skyline Honeylocust	4 1/2 - 5" CAL.

NOTES:

1. FLEXIBLE POROUS PAVEMENT AROUND EXISTING & PROPOSED TREES TO RECEIVE IRRIGATION.
2. TREES IN PLANTERS TO HAVE INTERNAL RESERVOIRS.
3. ALL TREES TO HAVE MIN 6' - 8" BRANCH HEIGHT
4. CONTRACTOR TO COORDINATE WITH TOWN AND/OR ENGINEER WHEN REMOVING AND RESETTNG LIGHT POLES.
5. INDIVIDUAL TREE PROTECTION TO BE PROVIDED FOR EXISTING TREES TO REMAIN.



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board September 27, 2021

Summary:

You are invited to a Zoom webinar.

When: Sep 20, 2021 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_SjL2iq64QrmRBjoycK_3_g

After registering, you will receive a confirmation email containing information about joining the webinar.