



Town of Arlington Select Board

Meeting Agenda

October 24, 2022

7:15 PM

Select Board Chambers for Select Board and Staff. Members of the Public may access the meeting by Zoom and ACMi.

1. Executive Order on Remote Participation
2. Acknowledging the Retirement of Marie A. Krepelka
3. Long Range Plan Presentation
Sandy Pooler, Town Manager

FOR APPROVAL

4. Acceptance of Funds from the Estate of Norine T. Casey to the John J. Bilafer Citizens' Scholarship Fund
Douglas W. Heim, Town Counsel

CONSENT AGENDA

5. Minutes of Meeting: October 13, 2022

APPOINTMENTS

6. Board of Commissioners of Trust Funds
Ryan Ferrara
(term to expire 06/30/2025)
7. CDBG Subcommittee
Rebecca Persson
(term to expire 10/30/2025)
8. Cyrus E. Dallin Board of Trustees
Mark DeCew (term to expire 10/24/2025)
Amy Moyer (term to expire 10/24/2025)

LICENSES & PERMITS

9. For Approval: Common Victuallier and All Alcohol Beverages License
Donut Villa Diner, 319 Broadway, Erin Bashllari

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

10. Community Equity Audit Interim Report
Yasamin Gordon, Project Director
Iris Bond Gill
11. Update & Recommendations: Transportation Advisory Commission Reports
Laura Swan, TAC Chair
Lenard T. Diggins, Chair
12. Discussion & Vote: Potential Overnight Parking Pilot
Lenard T. Diggins, Chair
13. Discussion: Boston MPO 2022 Municipal Election Ballot Inner Core Committee
Lenard T. Diggins, Chair

CORRESPONDENCE RECEIVED

14. Unclear Stop Line at Symmes Road Light
Greg Dennis, 19 Wheaton Road

NEW BUSINESS

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.

Next Scheduled Meeting of Select Board November 7, 2022

You are invited to a Zoom webinar.

When: Oct 24, 2022 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_Cne1jt_xSCW2Hhp6zqe4Fg

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

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.

Documents regarding agenda items will be made available via Novus Agenda and the Town's Website.



Town of Arlington, Massachusetts

Executive Order on Remote Participation

ATTACHMENTS:

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



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Sandy Pooler, Town Manager;

From: Douglas W. Heim, Town Counsel

Date: July 12, 2022

Re: UPDATE – Open Meeting Law Requirements & Remote Participation

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 the upcoming July 15, 2022 expiration of Chapter 22 of the Acts of 2022, which extended the terms of COVID-19 Executive Orders relative to the Open Meeting Law and allowed more flexibility for holding remote meetings and remote public access to meetings.

In short, as with previous legislative extension suspensions of certain Open Meeting Law requirements, there are several bills in the State Legislature which could further extend these flexible remote hearing options until well into next year.¹ Hence, it is very likely, but not certain that such measures will be in place before (or shortly after) the expiration of Chapter 22 of the Acts of 2022 and you may proceed as you have for the past two years. If however a bill does not pass, meetings will need to be held in a physical location accessible to the public with a quorum of members in attendance in person.

¹ The primary distinction between these measures appears to be whether to extend remote meeting measures implemented during the pandemic or to make such changes permanent amendments to the Open Meeting Law.

If One of the Bills Passes

If one the bills is successful, you will be able to continue to conduct meetings entirely remotely, but will 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).

As you may recall, remotely conducted meetings under these relaxed rules must still 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 and
4. That public bodies in remote executive sessions identify and approve any other persons present for executive session.

*Please also note that the Division of Open Government does not allow pre-registration as a *requirement* for following the observing or participating in meetings.²

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.

Without Passage of a Bill

Without passage of a bill, all committees and commissions will be required to conduct meetings in an accessible physical location, and remote participation *for members of a public body* will be limited to pre-pandemic terms (i.e. in addition to the aforementioned requirements

² Arlington Board and Commissions have consistently allowed members of the public access to Zoom meetings by telephone (including soliciting written and oral testimony), without registration. However, caution and care is still merited to ensure equitable means to both follow along and participate without registration. Contact the Legal Department if you have questions or concerns.

for remote participation, the Chair and a quorum of the body must be present together in a physical location). The Open Meeting Law does not require public participation, but meetings may neither be closed to the public nor may public access be limited to audiovisual broadcasts of the proceedings. Boards and commissions may of course record and broadcast their in-person meetings while also providing in-person public access (though the chair should note when meetings are being recorded). It is also possible for forms of remote public participation to be provided at the discretion of your public body chairs. The Town is presently working with recommendations from the Remote Participation Study Committee to further its capacity for same.

Postings & Notices

In the meantime, all public bodies are encouraged to post and notice meetings and hearings with *both* physical locations and remote access provisions. In the event a change of “location” is warranted to either entirely in-person or entirely remote meetings, you will be afforded the ability to update your meeting notices on the Town calendar and by other means.



Town of Arlington, Massachusetts

Acknowledging the Retirement of Marie A. Krepelka



Town of Arlington, Massachusetts

Long Range Plan Presentation

Summary:

Sandy Pooler, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Long_Range_Planning_FY24.pdf	Long Range Planning FY24
▢	Reference Material	Free_cash_and_new_growth.pdf	Free Case and New Growth

September 30, 2020

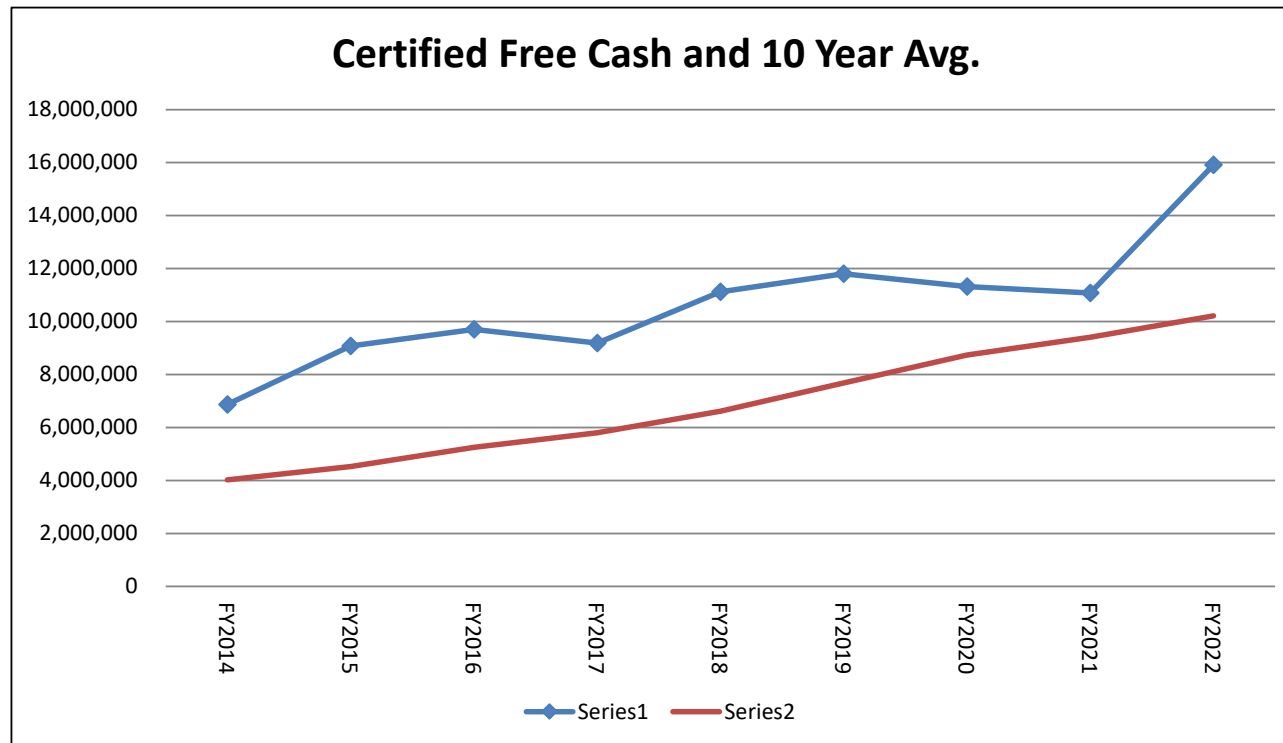
The plan does not include any projected revenues or expenditures from the Community Preservation Act					
Projected School Enrollment Growth FY 2023 - FY 2028					
Actual/Proj. Annual Growth	FY 2023** (189)	FY 2024* 150	FY 2025* 90	FY 2026* 0	FY 2027* 0
** Actual Growth - FY23 50% PPC of \$14,601 = \$7,300 X EG					
* Projected Growth - FY2024 through FY2027 Based on 50% of FY21 DESE Per Pupil Cost of \$17,854 = \$8,927 X Enrollment Growth					

Long Range Financial Projection
September 30, 2020

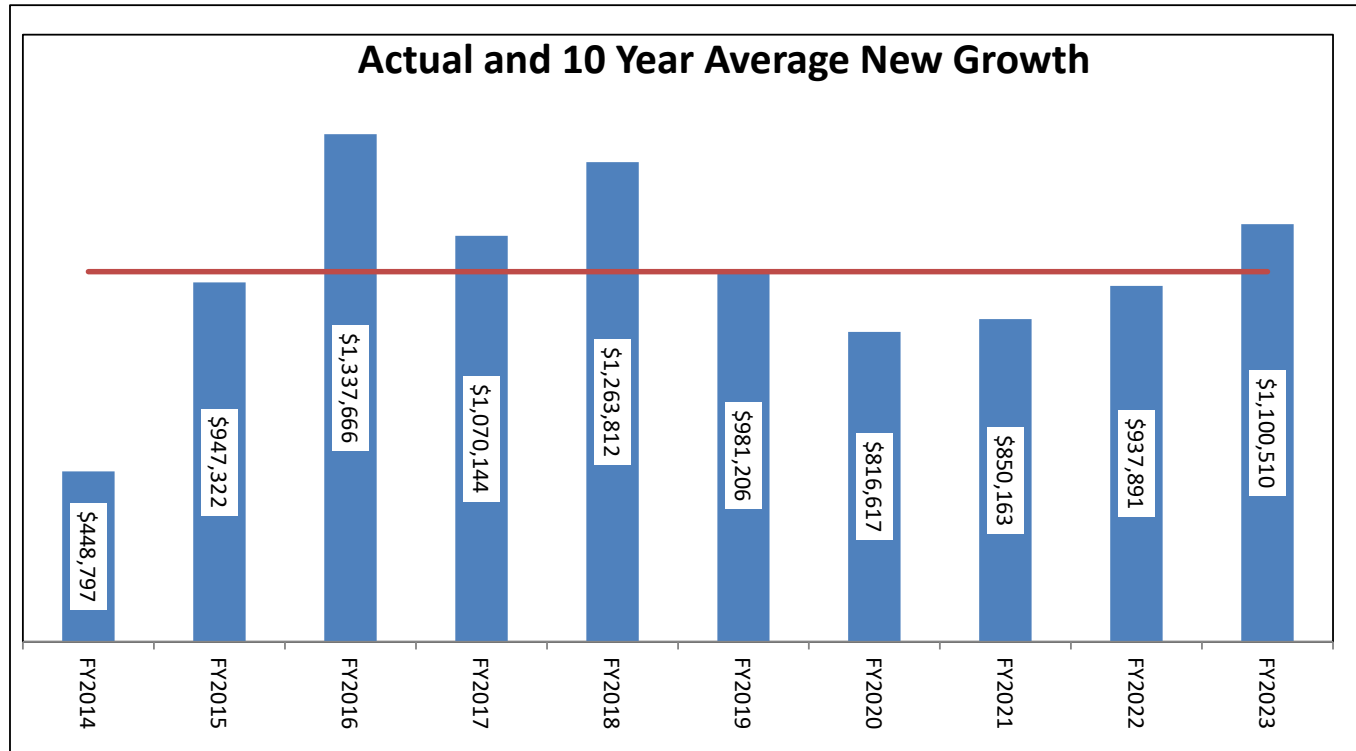
*** Override Stabilization Fund balance includes and addition of \$2.5 million from Overlay Surplus in FY2020	
I	REVENUE
<u>Explanation of Terms</u>	
A.	State Aid
State Aid as reported on the Cherry Sheets, including CH. 70 School Aid, Unrestricted General Government Aid (UGGA), and others. Assumption: 1% annual growth.	
	School Construction Aid
Reimbursement for school construction costs from an old state program. These payments ended in FY2021.	
B.	Local Receipts
Fees, Fines, Permits, Interest, Motor Vehicle Excise Taxes, etc. Assumption: usually increase by \$100,000 per year, but in FY24, increase by more to make up for losses caused by COVID.	
C.	Free Cash
Free Cash is equivalent to the prior year's operating surplus. Assumption: Half of the 10 year average Free Cash is allocated as a revenue source for the operating budget and the remainder is retained as a reserve.	
D.	Overlay Reserve Surplus
The Assessors annually release some of the reserve set aside to pay tax abatements (the Overlay). Assumption: In most years, \$200,000 is released to be used in operating budget. Some years a larger amount is released for revaluation expenses.	
E	Property Tax
Real estate and personal property taxes, as determined by the State law, Proposition 2 1/2 (annual increase of 2.5%, plus additions of new growth), plus amounts added for debt excluded from Prop. 2 1/2 by the voters, plus MWRA Debt shift.	
F	Override Stabilization Fund
The Override Stabilization Fund is used as an income source. In years of revenue surpluses, money is added, in years of deficits, money is withdrawn (see comparable item in Expenses below). Fund balance is reported in reserves section at bottom the sheet.	
TOTAL REVENUES	
Total General Fund Revenues.	
II	APPROPRIATIONS
A.	School Additions
Increases to School Department Budget as the result of the 2019 Override.	
	General Education Costs
Most of the costs of running the School Department. Assumption: A 3.5% increase in the sum of the previous year's General Education Costs plus cost increase due to in enrollment growth (Growth Factor, below).	
	Special Education Costs
Costs of providing Special Education services. Assumption: These costs are assumed to increase by 7% per year.	
	Growth Factor
An estimate of the increased operating costs the School Department incurs because of enrollment growth. Enrollment assumptions are presented at the bottom of LRP. It is assumed that each new student will cost 50% of State's Per Pupil Cost figure.	
Net School Budget	
The Total School Department Budget.	
<u>Minuteman</u>	
Assessments from the Minuteman Regional Technical and Vocational High School. Assumption: Each year the actual assessment is updated and future years are assumed to grow by 3.5%.	
	Town Personnel Services
Town employees salaries and wages. Assumption: Annual growth of 3.25%	
	Town Expenses
Town expenses, e.g., utilities, supplies, services, repairs, etc. Assumption: Annual growth of 3.25%	
	Enterprise Fund/Other
Offsets are amounts charged to the Water and Sewer Enterprise Fund for services provided to the Fund by Town employees. Assumption: Annual growth of 3.25%	
Net Town Budget	
Personnel Services plus Expenses, minus Offsets.	
MWRA Debt Shift	
State law allows the Town to decrease water and sewer rates and increase taxes by an amount representing all or part of the debt service assessed to the Town by the MWRA. Phased out in FY23.	
B.	Capital budget
	Exempt Debt Service
Debt service that has been excluded from the Prop. 2 1/2 limit and therefore is in addition to that limit. The exempt debt amount is included in the Property Tax calculation above and so income and expense are exactly matched.	
	Non-Exempt Service
Debt service (interest and principal) on items in the annual Capital Plan paid for with tax dollars.	
	Cash
Items in the annual Capital Plan paid for with cash.	
	Offsets/Capital Carry
Multiple sources, such as grants, other funds (e.g., rental income from cell phone towers on town property, the Ambulance Fund, etc.), and bond premiums used to purchase capital items.	
Total Capital	
Assumption: The Total of Non-Exempt Debt Service and Cash will equal 5% of the Town's Annual revenue.	
C.	Pensions
Annual assessment from the Arlington Retirement Board. Assumption: Annual increase of 6%.	
D.	Insurance
Health, property & liability insurance. Updated annually with new enrollment figures and insurance rates. Future costs include teacher staffing increases to meet increased student populations, plus 5.25% inflation.	
E.	State Assessments
Assessment from the State for various services, including MBTA, Charter School, and School Choice. Assumption: Annual increase of 2.5% (as mandated by Prop. 2 1/2). Some Cherry Sheet aid goes directly to departments and not	
F.	Overlay Reserve
Amount of tax revenue set aside by the Assessors to pay abatements and tax exemptions (for elderly, blind persons, etc.). Assumption: \$600,000 in non-revaluation years, and \$800,000 in revaluation years.	
G.	Reserve Fund
Reserve fund equals 1% of revenues. It is available for the Finance Committee to pay unanticipated and extraordinary costs, such as snow removal.	
H.	Court Judgments/Symmes
Each year \$100,000 is set aside to pay for lawsuit settlements. The rest of this item is to pay the debt on bonds the Town issued to acquire the Symmes property. Those bonds were paid off in FY2022.	
I.	Warrant Articles
Various warrant articles for boards, commission, town celebrations, and other items that are outside of the town, school, or capital budgets. Election costs vary each year depending on the number of elections.	
J.	Override Stabilization Fund
In years when the budget shows a revenue surplus, that surplus is appropriated to the Override Stabilization Fund.	
K.	TOTAL APPROPRIATIONS
The total of all items under II Appropriations.	
L.	BALANCE
The operating surplus or deficit for each year of the plan. For the current year, the number will always be zero, i.e., by law and Town policy, the final budget must be in balance.	
Reserve Balances	
	Free Cash
An amount roughly equivalent to the Town's operating surplus and fund balance that is certified annually by the State Department of Revenue.	
	Stabilization Fund
A fund established by Town Meeting to provide a long-term reserve. Assumption: Annual 2% growth, plus \$100,000 appropriation from Town Meeting.	
	Override Stabilization Fund
The Override Stabilization Fund was created as a result of the 2005 Prop. 2 1/2 override. The Town makes annual appropriations to the fund until the time in which it is necessary to make withdrawals for the purposes of balancing the general fund budget.	
	Municipal Bldg. Ins. Trust F
A reserve fund established to cover extraordinary losses from damage to Town property. The existence of the fund reduces the Town's annual property insurance costs, because it allows the Town to buy insurance policies with high deductibles.	
TOTAL: Total reserves.	
% of General Fund Revenue Total reserves as a percent of total revenue.	

Free Cash	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Free Cash Balance	6,871,692	9,074,598	9,701,131	9,186,749	11,119,563	11,802,775	11,318,368	11,078,429	15,912,087

10 Year Average	4,023,051	4,528,206	5,247,372	5,802,290	6,614,664	7,678,532	8,733,319	9,403,221	10,215,124
10 Year Median		4,008,491	5,232,628	6,478,770	7,332,374	8,433,827	9,130,674	9,443,940	



Fiscal Year	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Total New Growth	\$1,393,953	\$1,255,293	\$1,337,666	\$1,070,144	\$1,263,812	\$981,206	\$816,617	\$850,163	\$937,891	\$1,100,510
Less Brigham's	(180,666)									
Less Symmes	(764,490)	(307,971)								
Adjusted Growth	\$448,797	\$947,322	\$1,337,666	\$1,070,144	\$1,263,812	\$981,206	\$816,617	\$850,163	\$937,891	\$1,100,510
10 Year Avg.				\$750,913	\$813,293	\$847,122	\$856,089	\$875,430	\$917,002	\$975,413
10 Year Median				\$649,832	\$691,853	\$837,139	\$881,970	\$898,743	\$942,607	\$964,264





Town of Arlington, Massachusetts

Acceptance of Funds from the Estate of Norine T. Casey to the John J. Bilafer Citizens' Scholarship Fund

Summary:

Douglas W. Heim, Town Counsel

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Acceptance_of_Funds_-_ _J.__Bilafer_Scholorship_Fund.pdf	Reference

SULLIVAN, SORGI AND DIMMOCK, LLP

ATTORNEYS AND COUNSELLORS AT LAW

6 BEACON STREET - SUITE 1010

BOSTON, MA 02108-3817

TELEPHONE: (617) 742-2150

TELECOPIER: (617) 227-4507

CHARLES W. SULLIVAN, JR. *

DAVID SORGI *

JAMES F. MORAN *

MARIANNE SORGI

* ALSO MEMBERS OF THE FLORIDA BAR

CHARLES W. SULLIVAN
(1957 - 1994)

PETER SORGI
(1951-2020)

October 4, 2022

John J. Bilafer Citizens' Scholarship Fund
fka Town of Arlington Scholarship Fund
Town of Arlington
Phyllis L. Marshall, Treasurer-Collector
730 Massachusetts Avenue
Arlington, MA 02476

Re: Estate of Norine T. Casey

Dear Ms. Marshall:

Regarding the above-named, please note that the Personal Representative will file all documents necessary to close the administration of the estate. Enclosed please find the following:

(1) First and Final Account of Caroline M. Carey, Personal Representative of the Estate of Norine T. Casey for the period of January 21, 2021 to November 1, 2022;

(2) Inventory;

(3) Petition for Complete Settlement of Decedent's Estate;

(4) Assent; and

(5) Release, Indemnification and Receipt.

Please date and sign (4)-(5) where indicated and return to me in the enclosed envelope. Upon receipt of all signed Assents and Release(s) we will file the probate documents at the Middlesex County Probate Court to request closure of the estate.

Please be advised that no distributions will be made until we have received the documents signed by the Treasurer of the Town of Arlington. However, we anticipate that the bequest of \$10,000.00 (payable to the John J. Bilafer Citizens' Scholarship Fund fka Town of Arlington Scholarship Fund in memory of Norine D. Casey and Norine T. Casey) will be forwarded upon receipt of the enclosed documents.

Very truly yours,

SULLIVAN, SORGI AND DIMMOCK, LLP

By: *Marianne Sorgi*

Enclosures

COMMONWEALTH OF MASSACHUSETTS

The Trial Court

Probate and Family Court Department

Middlesex Division

Docket No.: MI21P0403EA

ESTATE OF NORINE T. CASEY

RELEASE AND INDEMNIFICATION
AND ASSENT TO ACCOUNT

Received from CAROLINE M. CAREY, Personal Representatives of the Estate of Norine T. Casey a final bequest pursuant to CLAUSE SECOND (A) of the Last Will and Testament of Norine T. Casey dated May 5, 2016:

The sum of Ten Thousand and 00/100 Dollars (\$10,000.00), in memory of Norine D. Casey and Norine T. Casey

I agree for myself, my heirs, successors and my assigns to indemnify the said Caroline M. Carey, Personal Representative of the Estate of Norine T. Casey, individually and as fiduciary in any capacity, against any and all demands or claims of the United States, and/or the Commonwealth of Massachusetts and/or any other claimant for taxes and against any and all debts of said estate, to the extent and in proportion that the amounts distributed to me would be used to satisfy any of the aforementioned if said amounts had not been distributed to me; and I further consent to the allowance of the First and Final Account of Caroline M. Carey, Personal Representative, without further notice.

Signed in the Presence of:

DATED: _____, 2022

Town of Arlington Scholarship Fund
aka Dollars for Scholars; John J.
Bilafer Citizens Scholarship Fund

Witness

By: PHYLLIS L. MARSHALL
Title: TREASURER
730 Massachusetts Avenue
Arlington, MA 02476



Town of Arlington, Massachusetts

Minutes of Meeting: October 13, 2022

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	10.13.2022_draft_minutes.pdf	Draft Minutes 10.13.2022



Select Board Meeting Minutes

Date: Thursday, October 13, 2022

Time: 7:15PM

Location: Select Board Chambers for Select Board and Staff. Members of the Public may access the meeting by Zoom and ACMI.

Present: Mr. Diggins, Chair, Mrs. Mahon, Vice Chair, Mr. Hurd, Mr. DeCoursey, Mr. Helmuth

Also Present: Mr. Pooler, Mr. Heim, Ms. Maher

1. Executive Order on Remote Participation

Mr. Diggins opened the meeting by stating the Commonwealth passed on February 15, 2022, an act relative to extending certain COVID-19 measures adopted during the state of emergency, which among other things, allows public meetings to be conducted remotely until July of 2022. Tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. As such, all business will be conducted by roll call vote. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Finally, both zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

2. Introduction of Anna Litten - Library Director

Sandy Pooler, Town Manager

Mr. Pooler gave a brief introduction stating that Ms. Litten comes to that position from being the assistant library director. Mr. Pooler stated that she brings a lot of energy and excitement to Arlington. Ms. Litten appeared before the Board and thanked them for this opportunity. Ms. Litten explained that she has been in this field for over 25 years, and she is truly dedicated to the mission of public libraries to serve communities with engaging collections, useful and usable spaces, and community enriching services. Ms. Litten stated that she came to Arlington in 2017 as the Fox Branch Librarian and in 2018 became the assistant director. Ms. Litten is thankful for the hiring committee for giving her the opportunity to continue to serve the community of Arlington in this new role.

The Board thanked Ms. Litten for accepting this new position and look forward to working with her in the future.

Mrs. Mahon moved to approve.

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

Mr. Hurd: yes
Mr. Diggins: yes
Mr. Helmuth: yes
Mrs. Mahon: yes
Mr. DeCoursey: yes

SO VOTED (5-0)

CONSENT AGENDA

3. Minutes of Meeting: September 28, 2022
4. Reappointments: Zoning Board of Appeals (terms to expire 10/30/2025)
Christian Klein
Patrick Hanlon
5. For Approval: Arlington Open Studios Lawn Signs through November 12, 2022
Tom Formicola, ACA Executive Director
Aneleise Ruggles, ACA Communications Director
6. Request: Special (One Day) Beer & Wine License, 10/15/22 @ Whittemore
Robbins House for a Private Event
White Mountain Ski Runners
7. Request: Special (One Day) Beer & Wine License, 10/22/22 @ Robbins Library
Reading Room for a Private Event
Rhiana M. Ash
8. Request: Special (One Day) Beer & Wine License, 11/11/22 @ Robbins
Memorial Town Hall for a Private Event
Dhruba Ghimere

Mr. Helmuth moved to approve.

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

Mr. Hurd: yes
Mr. Diggins: yes
Mr. Helmuth: yes
Mrs. Mahon: yes
Mr. DeCoursey: yes

SO VOTED (5-0)

APPOINTMENTS

9. ACAC Grants Committee (formerly Arlington Cultural Council)

Kristin Bedard

(Term to Expire 10/30/2025)

Ms. Bedard appeared before the Board and stated that she is pleased for this opportunity and is a believer in local arts. Ms. Bedard has had the opportunity to join the committee in several meetings now and is thrilled to be a part of helping the arts flourish in Town.

The Board thanked Ms. Bedard for her willingness to serve and look forward to working with her in the future.

Mr. Helmuth moved to approve.

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

Mr. Hurd: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

10. Arlington Affordable Housing Trust Fund

Vicmarie Santiago

Jack Nagle

(Terms to Expire 10/31/2023)

Mr. Hurd recused himself from this agenda item.

Ms. Santiago appeared before the Board and thanked them for the opportunity to contribute to the community. Ms. Santiago stated that she has lived in Arlington since 2017 and is originally from Puerto Rico.

Mr. Nagle appeared before the Board and stated that he is looking forward to collaborating with all the members of the Housing Trust and as well as other agencies in the Town. Mr. Nagle acknowledged that there is a lot of potential that exists in the Town and believes that there are a lot of ways in which they could make a big impact on the Town.

The Board thanked both Ms. Santiago and Mr. Nagle for their willingness to serve and look forward to working with them in the future.

Mr. Helmuth moved to approve.

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

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (4-0)

Mr. Hurd recused himself.

11. Board of Registrars

Rebecca Betlyon

(Term to Expire 3/31/2025)

Ms. Betlyon appeared before the Board and stated that she has lived in Arlington for the past 11 years and when she heard that this position was going to be open, she felt as though it would be a good opportunity to serve the people in the Town.

The Board thanked both Ms. Betlyon for their willingness to serve and look forward to working with them in the future.

Mr. Helmuth moved to receive.

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

Mr. Hurd: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

12. CDBG Subcommittee

Judith Guillou

(Term to Expire 10/30/2025)

Ms. Guillou appeared before the Board and stated that she arrived in Arlington 11 years ago from France where she was a business lawyer. Since coming to the United States, she started volunteering, during the pandemic Ms. Guillou explained that through her work at the Food Pantry sought the opportunity to serve on the CDBG subcommittee. Ms. Guillou stated that she is excited to bring her experience and knowledge to the committee and looks forward to giving back to the community.

The Board thanked both Ms. Guillou for their willingness to serve and look forward to working with them in the future.

Mr. Hurd moved to receive.

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

Mr. Hurd: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

OPEN FORUM

Steve Moore, Piedmont Street, appeared before the Board to ask what the status of the tree removal hearing for the tree located at 261 Hillside Avenue. The Board notified Mr. Moore that during Open Forum the Board does not answer questions and to follow up after the meeting. Mr. Moore also wanted to voice his appreciation for the members of the Zoning Board of Appeals and the dedicated work that they do for the Town.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

13. Update: Town Manager Search Process

Lenard T. Diggins, Chair

Mr. Diggins gave a brief overview of the process thus far stating that we are on track with the timeline. Mr. Diggins stated that the next part of the search process is to put out an announcement to the residents of Arlington. This will allow residents to provide input on what they would like to see in the next Town Manager. Mr. Diggins explained that the format of the forum has not yet been determined but he will be meeting with the consultants in the upcoming weeks. There will also be a survey going out that will extend a week before and after the forum.

14. Update & Discussion: Potential Overnight Parking Pilot

Lenard Diggins, Chair

Mr. Diggins read a statement before the Board that detailed that they will not be moving forward with the potential overnight parking pilot until May 2023 for the following reasons:

1. It allows us to have more conversations with the community, both formally and informally.
2. It gives us necessary time to work out processes and details with DPW, APD, the Treasurer's Office, the Parking Dept., and the Select Board Office.

Mr. Diggins noted that they believe that the pilot would run for a 4–6-month period. After that, they would assess the pilot as well as obtain feedback from residents. As the Board discusses the possibility of doing the pilot next year, please note that they will need to adjust the way in which the Town charges residents who utilize the municipal lots for overnight parking. For those who pay on an annual basis, we would adjust the annual fee based on the length of the pilot. For example, if the Board adopted a four-month pilot, they would reduce the annual charge by one-third. Mr. Diggins noted that this would require coordination with the Treasurer's Office, Parking Department and possibly the Select Board's Office and the coordination of this pilot should start now.

The Board thanked Mr. Diggins for the detailed memo and asked that it be distributed to the Board for their record.

15. Goals [sic] Tending with an Emphasis on Public Communications, Customer Service & Resident Engagement

Lenard Diggins, Select Board Chair

Mr. Diggins stated that this agenda item is more specific to email and how the Board members should handle them and how to reduce the inefficiency. Mr. Diggins explained that when the five members of the Board receive the same email, it is not clear who is responding due to the open meeting law. Mr. Diggins suggested that the Board create an alias for the members so that it becomes clearer as to what should and should not be included on the agenda. Mr. Heim added that the chair of the Select Board controls the agenda, to the extent that correspondence received gets put on an agenda and is

addressed by the Board. Reference that is placed under 'Correspondence Received' may require an action of the Board, but It is up to the Board to decide what is on their agenda and does not mean that correspondence hasn't been received. Mr. Heim noted that there are many exceptions to the public records law and cautioned the Board when making things searchable and discoverable to the public.

The Board had a lengthy discussion and noted that they appreciate the workflow issue that has been raised. The Board agrees to keep the procedure of how reference is added to correspondence received the same. The Board acknowledges the benefits of email but would recommend keeping their Town emails separate from each other due to the open meeting law requirements.

CORRESPONDENCE RECEIVED

16. Request for Stop Sign on Dudley Street at Brattle Street
Mark Weisz

17. Memo Regarding Public Safety Overtime Budgets
Sandy Pooler, Town Manager

18. Memo Regarding Status of Chestnut Street
Sandy Pooler, Town Manager

Mrs. Mahon moved to receive 17 and 18 and refer 16 to the Town Manager.
A roll call vote was taken on the motion by Mr. Heim.

Mr. Hurd: yes
Mr. Diggins: yes
Mr. Helmuth: yes
Mrs. Mahon: yes
Mr. DeCoursey: yes

SO VOTED (5-0)

OPEN FORUM

No hands were raised at this time.

NEW BUSINESS

Mrs. Mahon noted that the Board received a resignation letter from a member of the Zoning Board of Appeals and will be filling that position at a future meeting.

Mr. DeCoursey wanted to thank Mr. Mills a member of the ZBA as well as Mr. Warden a member of the Board of Registrars for their many years of service. Mr. DeCoursey noted that they were very instrumental on their respective Boards. Mr. DeCoursey noted that the Select Board had been laboratory for hybrid meetings and tonight's meeting is a good time to acknowledge that it can be done and run smoothly.

Mr. Diggins congratulated Saint Agnes School for their 150 years of service in the Town of Arlington. Mr. Diggins noted that he would like to add the Beautification Committee to a future Select Board Agenda. Mr. Diggins expressed his appreciation for Erica Schawrz, Executive Director of the Housing Corporation of Arlington for an enjoyable annual meeting that he had the privilege to speak at.

19. Land Acknowledgment

Mr. Diggins read the land acknowledgement that the Board supported last Spring in Town Meeting approved through a resolution and which is also contained on the Town's website. We acknowledged that the Town of Arlington is located on the ancestral lands of the Massachusetts tribe, the tribe of indigenous peoples from whom the colony, province and Commonwealth have taken their names. We pay our respects to the ancestral bloodline of the Massachusetts tribe and their descendants who still inhabit historic Massachusetts territories today.

Mr. Helmuth moved to adjourn at 9:03p.m.

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

Mr. Hurd: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

Next Scheduled Meeting of Select Board October 24, 2022

A true record attest

Ashley Maher
Office Manager

10/13/2022

Agenda Item	Documents Used
1	Executive Order on Remote Participation
2	
3	Draft Minutes 9.28.2022
4	ZBA Reappointments Reference
5	Lawn Sign Reference
6	White Mountain Ski Runners Special (One Day) Beer & Wine License
7	R. Ash Special (One Day) Beer & Wine License
8	D. Ghimere Special (One Day) Beer & Wine License
9	K. Bedard Reference
10	V. Santiago Reference J. Nagle Reference
11	R. Betlyon Reference
12	J. Guillou Reference

13	
14	
15	
16	M. Weis CR
17	Public Safety Overtime Memo
18	Chestnut Street Update Memo
19	Land Acknowledgement



Town of Arlington, Massachusetts

Board of Commissioners of Trust Funds

Summary:

Ryan Ferrara
(term to expire 06/30/2025)

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	R._Ferrara_Reference.pdf	Reference

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 18, 2022

Ryan Ferrara
Arlington, MA 02474
ryanjferrara@gmail.com

Re: Appointment: Board of Commissioners of Trust Funds

Dear Ryan:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, October 24 at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, October 20th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

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

Marie A. Krepelka
Board Administrator



**Town of Arlington
Office of the Town Manager**

**Sanford Pooler
Town Manager**

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

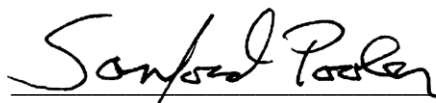
MEMORANDUM

DATE: October 20, 2022

TO: Board Members

SUBJECT: Appointment to the Board of Commissioners of Trust Funds

This memo is to request the Board's approval of my appointment of Ryan Ferrara, Arlington, MA, as a member on the Board of Commissioners of Trust Funds, with a term expiration date of 06/30/2025.


Town Manager

Ryan J. Ferrara
94 Varnum Street
Arlington, Massachusetts 02474
ell)
m (email)

EXPERIENCE:

TOWN OF LITTLETON

www.littletonma.org

Assistant Town Administrator

July 2022 to Present

Littleton, Massachusetts

- Assists the Town Administrator on a variety of broad-based management issues; assists in the planning, analysis and implementation of Town-wide projects and initiatives; as assigned, participates in various working groups/committees; develops complex analytical reports; coordinates projects for the Town Administrator.
- Advises Town Administrator, Boards and Commissions on a wide variety of operational and administrative issues; ensures compliance with applicable federal and state laws, Town by-laws, Town policies and procedures and collective bargaining agreements.
- Serves as a Town representative in a variety of forums and venues; acts on behalf of the Town Administrator in his/her absence; serves as acting Town Administrator when so designated by the Town Administrator or Select Board.
- Serves as Chief Procurement Officer; assists the Town departments with procuring contracted goods & services, including preparing bid specifications, prevailing wage and advertising requirements, analyzing bids, researching group/discounted purchasing opportunities and acting as contract administrator. Acts as the Town Administrator's liaison to town building committees on town-wide construction and other capital projects.
- Collaborates with Town boards and departments to develop, cultivate, and fund programs and projects that meet the needs of the town. Actively researches, identifies and writes federal, state, and foundation grants in pursuit of Select Board's adopted goals.
- Assisting in the preparation of annual and special town meeting warrants and annual town report. Attends all sessions of the town meeting and provides the Town Administrator and Select Board with information to address questions from voters of the Town.

TOWN OF WENHAM

www.wenhamma.gov

Town Administrator

July 2021 to January 2022

Wenham, Massachusetts

- Chief Administrative Officer responsible for the oversight of all Town departments; Personnel Administrator; and Chief Procurement Officer (Massachusetts Certified Public Procurement Official (MCCPO) Certified).
- Responsible for organizing and developing the Town's Proposed Fiscal Year 2023 Operating and Capital Budgets.
- Led the transition plan to replace the long-serving DPW Director by obtaining Select Board support to update the job description and secure a highly qualified replacement.
- Oversaw Invitation for Bids (IFB) for a cell tower lease agreement providing a baseline of \$18,000 in new annual revenue.
- Worked cooperatively with the Hamilton Town Administrator to develop shared services plans for the Town Assessor and Council on Aging Departments.
- Liaison to Town's outside counsel engaging in risk assessment and developing solutions to several sensitive personnel and community matters.
- Select Board's representative to the Town Government Study Committee and Human Rights Committee.

TOWN OF BOXBOROUGH

www.boxborough-ma.gov

Town Administrator

July 2018 to June 2021

Boxborough, Massachusetts

- Chief Operating Officer, Chief Fiscal Officer, Personnel Administrator and Chief Procurement Officer (MCPPO).
- Coordinator of the community response to the COVID-19 pandemic which included organizing a multi-day, regional mask distribution of over 10,000 masks to area residents.
- Responsible for maintaining the Town's AAA Standard & Poor's bond rating through conservative budgeting practices and oversight.
- Partnered with the Finance Committee to develop a streamlined operating and capital budget process.
- Developed and obtained support for a town-wide information technology strategic plan.
- Negotiated a PILOT agreement with a commercial solar electricity facility securing \$810,000 in tax revenue.
- Partnered with the Town's Economic Development Committee and the University of Amherst Landscape Architecture and Regional Planning Program to produce a community economic development study.
- Teamed with the Acton Town Manager, Acton/Boxborough School District Superintendent and Diversity, Equity and Inclusion Committees from Acton and Boxborough, to establish a program in response to acts of hate perpetrated against School Committee members.
- Secured Select Board support for a Project Management process for Boards and Committees to ensure that all capital projects expected to cost over \$10,000 are properly vetted prior to approval.
- Directed the upgrade of the Town website to a new provider and platform and expanded the Town's social media presence.
- Supervised all phases of a Staffing Classification and Compensation Study which was adopted at the 2020 Annual Town Meeting.
- Worked with the Town of Acton to consolidate veteran's services under a Veterans Service District to provide enhanced support and accountability to Boxborough veterans.
- Established a formal performance review process of town employees.

TOWN OF MIDDLETON

www.middletonma.gov

Assistant Town Administrator

October 2012 to June 2018

Middleton, Massachusetts

- Responsible for development and oversight of Town operating and capital budget processes in partnership with Town Administrator, Board of Selectmen, Finance Committee and department heads.
- Town Personnel Manager; duties include hiring, performance evaluation, responding to union grievances and discipline along with oversight of department heads in their exercise of these functions.
- Member of the Town's collective bargaining team; Assisted in negotiating multiple three-year contract agreements with the Department of Public Works, Fire Department (Full-Time and Call Firefighters), Police Department, Elementary School Teacher and Clerical Unions.
- Directed the procurement of and transition to a new Town website and online permitting system.
- Economic development efforts including engaging numerous developers through the Town's Development Review Group to support growth consistent with the Town's Master Plan and expand the community's tax base.
- Procurement Agent; responsibilities include ensuring compliance with Massachusetts General Laws, preparing bids, negotiating terms with vendors and contract management.
- Oversight of building projects, including the roof rehabilitation and HVAC upgrade at the Fuller Meadow Elementary School; managed project in conjunction with owner's project manager, architect, Tri-Town Schools staff and general contractor.
- Renegotiated of the Town's water use contract with the Town of Danvers.
- Supervised the Town's efforts, in coordination with the Board of Selectmen and Town's environmental engineer, to issue an invitation for bids for the construction of a \$4 million recreational facility.
- Led the effort to negotiate a personal property tax agreement for a 5.9-megawatt solar generation facility generating approximately \$71,000 in annual personal property and real estate taxes.
- Executed a plan to partner with the Town's municipal light department and obtain support from Town Meeting to replace streetlights with energy efficient LED lights which will save the Town \$50,000 annually.

- Developed a strategy, in partnership with the Town Planner and Town's IT consultant, for the digital transmission and review of Board of Selectmen, Planning Board and Zoning Board of Appeals board packets.
- Oversight of Public, Education and Government (PEG) local cable access television; coordinated the upgrade of the two PEG studios located at the Fuller Meadow School and Flint Public Library.
- Serving as senior administrative officer overseeing Town departments; coordinating boards, committees, Town Counsel, Town Audit, Middleton Electric Light Department and constituent relations; development of Selectmen meeting agendas and Town Meeting Warrants and representing of the Board of Selectmen at public events.

CITY OF NEWTON

www.newtonma.gov

Chief of Budget and Finance, Department of Public Works

November 2006 to October 2012

Newton, Massachusetts

- Director of accounting, purchasing, payroll, budgeting and timekeeping functions for DPW and Water, Sewer and Stormwater Enterprise Funds with a combined FY12 budget of \$65 million.
- Immediate supervisor of staff of four employees.
- Responsible for tracking and billing associated with snow and ice removal; federal and state reimbursements; and third party (FEMA, inter-departmental, CDBG, betterments, private ways, etc.) billing.
- Team member in oversight of replacement of 24,500 water meters and automated reading system.
- Member of city-wide purchase order and contract process improvement team.
- Part of DPW HR team responsible for collective bargaining, grievances and disciplinary actions.
- Manage human resources issues for administrative personnel in department, including interviewing, performance management, discipline and leave requests.
- Member of DPW CIP planning team identifying capital needs and projecting ten-year water and sewer rates.
- DPW CitiStat team leader, responsible overseeing monthly CitiStat update; restructured report with revised metrics and charts to meet the data needs of the DPW Commissioner and Mayor's Office.

MASSACHUSETTS WATER RESOURCES AUTHORITY ADVISORY BOARD

www.mwraadvisoryboard.com

Senior Finance and Policy Analyst

September 1998 to November 2006

Finance and Policy Analyst

December 1995 to September 1998

Boston, Massachusetts

- Manager of the annual Current Expense Budget (CEB) reviews for Field Operations, Operations Planning, Laboratory Services, Engineering and Construction Departments (\$80.0 million for FY07) and Waterworks Division Capital Improvement Program (CIP) (\$441.4 million for FY07-16). Responsible for coordinating the budget review process with MWRA staff and presenting findings to Advisory Board community representatives.
- Supervisor of Advisory Board Operations Committee; co-manager of Finance Committee; member of office Personnel Committee.
- Office procurement officer and technology administrator; lead press contact for water and wastewater retail rate issues; primary coordinator for municipal and private sector requests for entry into the MWRA water and wastewater systems.
- Responsible for CEB and CIP budget modeling.
- Administrator/Author of the *Annual Water and Sewer Retail Rates Survey* publication.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (AmeriCorps)

www.nationalservice.gov

Program Analyst

February 1994 to August 1995

Washington, District of Columbia

- Assisted in managing numerous evaluation initiatives including: customer satisfaction surveys, quantifying program achievements, estimating dollar benefits from program outcomes, focus groups, ethnographies and participated in multi-state site visits.

EDUCATION:**THE GEORGE WASHINGTON UNIVERSITY**

Washington, District of Columbia

M.P.A., May 1995

Dual Concentration: State and Local Government and Program Evaluation and Policy Analysis

UNIVERSITY OF MASSACHUSETTS AT AMHERST

Amherst, Massachusetts

B.A., Political Science, September 1992

Senior year exchange at The University of Kent at Canterbury, Canterbury, England. University Diploma, International Relations, June 1992

SKILLS:

- Massachusetts Certified Public Purchasing Official (MCPPO) since December 2005 (as designated by the Massachusetts Inspector General's Office).
- Certificate of Achievement, Mass DOR *Course 101: Assessment Administration: Law, Procedures and Valuation*.
- Cost-benefit analysis, budget forecasting, survey research.
- Computer proficiency (MUNIS, Pentamotion Finance Plus, desktop publishing, GIS, Microsoft Office Suite).
- Web site development and administration (designed original MWRA Advisory Board website; oversight of Town of Middleton website content and outreach).

AFFILIATIONS:**Massachusetts Municipal Association (MMA)**

- 2018-2022: Appointed member of Massachusetts Municipal Association Public Works, Transportation and Public Utilities Policy Committee
- 2018-Current: Member of the Massachusetts Municipal Management Association (MMMA) and Massachusetts Municipal Personnel Association (MMPA)

Town of Arlington

- 2002-2016: Elected Town Meeting Representative, Precinct 4, Town of Arlington.
- 2005-2013: Appointed Precinct 4 representative to the Town of Arlington Finance Committee. Responsible for review of the Water and Sewer Enterprise Fund and as needed support of the DPW budget.
- 2009-2011: Member of Pay-As-You-Throw/Solid Waste Committee tasked with recommending changes to Arlington's solid waste/recycling collection and disposal practices to Town Meeting and Board of Selectmen.
- 2003-2004: Appointed Town Meeting Member to the Inspection of Vacant Premises Committee; serving as Committee Secretary and spokesperson in presenting the Committee's findings to Town Meeting.

American Society for Public Administration (ASPA)

- 2005-2007: President, American Society for Public Administration, Massachusetts Chapter (MassASPA). Responsible for directing the local chapter of a national association dedicated to promoting professional management in public service.
- As President-Elect, planned and organized a series of programs which received an award of merit from national ASPA leadership for two consecutive years.
- Past member of the Program, Budget, Membership and Finance Committees and Chair of the Awards Committee.



Town of Arlington, Massachusetts

CDBG Subcommittee

Summary:

Rebecca Persson
(term to expire 10/30/2025)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	R._Persson_Reference.pdf	Reference

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 18, 2022

Rebecca Persson
Arlington, MA 02474
Becca.persson@gmail.com

Re: Appointment: CDBG Subcommittee Appointment

Dear Rebecca:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, October 24 at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, October 20th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

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

Marie A. Krepelka
Board Administrator

From: "Ashley Maher" <AMaher@town.arlington.ma.us>
To: "Lauren Costa" <LCosta@town.arlington.ma.us>
Date: 09/28/2022 09:22 AM
Subject: Fwd: CDBG Subcommittee Appointments - 10/13 and 10/24 SB Meetings

Ashley Maher
Office of the Select Board
Town of Arlington, MA
781-316-3024

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: "Mallory Sullivan" <MJSullivan@town.arlington.ma.us>
To: "Ashley Maher" <AMaher@town.arlington.ma.us>
Date: Wed, 28 Sep 2022 08:52:07 -0400
Subject: CDBG Subcommittee Appointments - 10/13 and 10/24 SB Meetings

Hi Ashley,

There are two residents I would like to have appointed to the CDBG Subcommittee to fill the two vacancies. Based on their availability, could they be added to the agendas for these two meetings? I've also attached their application materials here.

10/13/22 - Judith Guillou

10/24/22 - Becca Persson

Thank you!
Mallory

Mallory Sullivan (she/her)
Community Development Block Grant Administrator
Department of Planning and Community Development
Town of Arlington
mjsullivan@town.arlington.ma.us
781-316-3094

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

August 30, 2022

Arlington Select Board and CDBG Subcommittee,

I am writing to express my interest in the open volunteer position on the CDBG Subcommittee.

I have been a resident of Arlington for over ten years and a precinct 1 town meeting member for 5 years. I have volunteered with Arlington EATS consistently since 2014, engaging in roles as varied as delivery driver to volunteer coordinator to steering committee member (before the merger with Arlington Food Pantry). I live directly across the street from Menotomy Manor and have recently worked to connect Menotomy Manor Tenant Association leadership to efforts before the Select Board to allow for overnight parking. My husband and I are also donors to the Housing Corporation of Arlington.

I have a Master of Public Health from Boston University. Although my day-to-day work is in other areas of public health, I am passionate about Arlington pursuing policies that improve community health, particularly among those with low incomes, disabilities, and other marginalized communities. Thus, my interest in and excitement about CDBG support of housing, public facilities, infrastructure, job creation, social services, etc.

As a town meeting member, precinct 1 town meeting member and Arlington EATS volunteer I have closely followed CDBG projects over the past few years. I would enjoy learning even more about the CDBG and the goals of the town and can commit to the meetings and preparation time necessary for this position. I believe that I would be a valuable member of the subcommittee. That said, if there are applicants to this position with low to moderate incomes or who would add to the diversity of background/experience of the subcommittee, I encourage the Board to give more weight to those applicants.

Best regards,

Rebecca Persson

Rebecca S Persson, MPH

Education

Master of Public Health, Boston University School of Public Health, 2016
Bachelor of Arts, Amherst College, Amherst, MA, 2001

Employment

Epidemiologist, Boston Collaborative Drug Surveillance Program, Lexington, MA (2016 – Present)

Volunteer Experience in Arlington, MA

Precinct 1 Town Meeting Member (2018 – Present)

Arlington EATS

- Program volunteer e.g., food pantry, snack program, delivery driver, etc. (2014 – Present)
- Vacation Lunch and Community Dinner Leader (2016 – 2019)
- Steering Committee Member (2017 – 2019)
- Beats for EATS planning committee (2018 – 2021)



Town of Arlington, Massachusetts

Cyrus E. Dallin Board of Trustees

Summary:

Mark DeCew (term to expire 10/24/2025)

Amy Moyer (term to expire 10/24/2025)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	M._DeCew_Reference.pdf	Reference
▢	Reference Material	A._Moyer_Reference.pdf	Reference

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 18, 2022

Mark DeCew
Arlington, MA 02474
markdecew@gmail.com

Re: Appointment: Cyrus E. Dallin Trustee

Dear Mark:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, October 24 at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, October 20th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

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

Marie A. Krepelka
Board Administrator

August 22, 2021

Mark DeCew

Arlington, MA
02474

To: Arlington Board of Selectman

Greetings

I have been nominated to join the Board of Trustees of the Cyrus Dallin Museum of Art and am asking for your approval to assume this post. I have been an Arlington resident for three years and volunteering time with the Museum for the past year.

I am currently a full-time employee of the Museum of Science Boston as a Senior Audio-Visual Technician and have also worked for the Los Angeles County Museum of Art, The Hammer Museum of Art, and the Paley Center for Media in Southern California;

My other museum credentials include sitting on the board of The Belmont Gallery of Art and an active member of the Charles River Museum of Industry and Innovation in Waltham and The Stone Quarry Hill Art Park in Cazenovia, New York.

Thank you for your consideration for a place on the Board of Directors of the Cyrus Dallin Museum of Art. I am available to answer questions and meet with your board as needed.

Regards,
Mark DeCew

Mark DeCew

markdecew@gmail.com

--EMPLOYMENT--

MUSEUM OF SCIENCE - Boston, MA 9/2018-present

Senior Audio Visual Technician

- Set-up, operation, and troubleshooting AV systems for museum public programs, meetings and special events.
- Maintaining AV equipment installations conference rooms, meeting spaces, and auditorium.
- Production of live streaming events using OBS
- Building live streaming studio

TURNING STONE CASINO - Vernona, NY 3/2017-8/2018

Stagehand & Audio Visual Technician

- Production support with video, audio, lighting, staging, and rigging equipment for touring shows and special events.
- Audiovisual equipment set-up, operation, strike, and maintenance for multiple rooms throughout the resort.

FRANCIS AUDIO-VISUAL - Syracuse, NY 8/2016-8/2018

Audio Visual Technician

- Set-up, operation, and troubleshooting AV systems for variety of meetings and special events.
- Installation and testing of integrated AV systems for facilities.

BSQ PRODUCTIONS - Los Angeles, CA 1988-present

Freelance Film and Video Specialist

- Professional contracted services for production and presentation of audiovisual media projects.
- Primary positions as audiovisual technician, film and video projectionist, and production sound mixer.

OPTICUS VIDEO - Los Angeles, CA 2/2012-3/2016

Audio Visual Technician

- Set-up, operation, and trouble shooting video projection installations for movie screenings, corporate events, and projection mapping installations.
- Content playback and switching high profile live events.

HAMMER MUSEUM OF ART - Westwood, CA 2/2009-12/2015

Audio Visual Technician

- Projection booth control operations for public programs.
- Lighting design for stage performances and special events.

- Audio system planning, mixing, and recording.
- Video camera and live switching for internet streaming.

PALEY CENTER FOR MEDIA - Beverly Hills, CA 1/2008-1/2009
Audio-Visual Technician

- Providing access to museum video collection.
- Projection of video screenings in museum theaters.
- Technical production of seminars, public programs, and special events.
- Camera operation for live video production.
- Installation, operation, and maintenance of control room video equipment.

WILLIAM MORRIS AGENCY -- Beverly Hills, CA 2003-2005
Audio-Visual Technologist

- Supervisor of media duplication department.
- In-house 35mm film and video projection.
- Acquisition, cataloging, and distribution of video content to clients, agents, and staff.

E! ENTERTAINMENT TELEVISION -- LA, CA 1999-2003
Audio Engineer

- ENG location and studio sound recording.
- Lighting, camera, and production assistance.

PRIMAL SCREAM -- Santa Monica, CA 1997-1999
Commercial Sound Designer

- Creative artist and technical director mastering audio tracks for television and radio commercials.
- Studio engineer for sound design and music suites.
- Designed, installed and operated Protools studio.

LA COUNTY MUSEUM OF ART -- LA, CA 1987-1997
Lead Audio-Visual Technician

- In-house film & video production unit.
- Head projectionist for the Bing Theater
- Exhibition display design, installation, and maintenance.
- Live music concert sound, lighting, and stage management.

--EDUCATION--

USC SCHOOL OF CINEMA-TELEVISION 1987-1992
MFA in Film and Video Production

MASSACHUSETTS INSTITUTE OF TECHNOLOGY 1980-1984
Bachelor of Science in Ocean Engineering

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 18, 2022

Amy Moyer
Arlington, MA 02476
aewilliams@hotmail.com

Re: Appointment: Cyrus E. Dallin Trustee

Dear Amy:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, October 24 at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, October 20th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

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

Marie A. Krepelka
Board Administrator

From: Sarah Burks <burkssarah@gmail.com>
To: Lauren Costa <lcosta@town.arlington.ma.us>, Amy Williams <aewilliams@hotmail.com>
Date: 10/11/2022 06:53 PM
Subject: Fwd: Letter for Dallin trustee position

CAUTION: This email originated from outside of the Town of Arlington's email system. Do not click links or open attachments unless you recognize the REAL sender (whose email address in the From: line in "< >" brackets) and you know the content is safe.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Lauren,

Please find the attached resume and letter of interest from Amy Moyer. I am embarrassed that it has taken me so long to pass it along. (Sorry, Amy!)

Sincerely,
Sarah

----- Forwarded message -----

From: Amy E. W. Moyer <aewilliams@hotmail.com>
Date: Thu, Dec 16, 2021 at 10:28 AM
Subject: Letter for Dallin trustee position
To: Sarah Burks <burkssarah@gmail.com>, Molly Harper <molly.harper@gmail.com>

Hello Sarah,

I enjoyed attending the meeting this week. I am just writing to follow up with the letter of interest that you mentioned regarding the Trustee position. I hope this email here is what you need, but I have also attached my resume in case that's helpful.

I am an Arlington resident with a background in museum work, currently running a small antiques and collectibles business from home. My family has lived in Arlington for about 15 years; my sister's family and my parents also live in town so we have strong ties to the community. My work experience includes directing graduate admissions at the School of the Museum of Fine Arts, Boston and coordinating a collections management project at the Currier Museum in New Hampshire. I am currently home with our 3 children who attend Gibbs, Ottoson, and AHS while managing my antiques business. As our youngest graduated Bishop School last year, my school volunteer work lessened and I began volunteering with the Dallin Museum in various capacities. I would be happy to formally join the Museum as a Trustee and continue to assist in the wonderful work that the Museum is doing to preserve Cyrus Dallin's legacy.

Please let me know if you need anything more from me, and all the best,
Amy

Amy Moyer

AMY ELIZABETH WILLIAMS MOYER

; | amy@antmuffin.com |

EXPERIENCE **OWNER ANTMUFFIN: ART, ANTIQUES & COLLECTIBLES**

2005 - PRESENT

Proprietor of antiques and collectibles business. Conducts online and direct sales of wide variety of art, cultural, and/or historic items to private collectors and institutions. Works with clients throughout Greater Boston to downsize estates and sell objects on consignment. Manages all aspects of small business.

COLLECTIONS MANAGEMENT COORDINATOR CURRIER MUSEUM OF ART

2002 - 2004

Managed a two-year project funded by the Luce Foundation to inventory the Museum's collection comprised of European and American paintings, decorative arts, photographs, sculpture and Frank Lloyd Wright's Zimmerman House. Assisted in building collections database. Created electronic records in EmbARK, filling in and clarifying object record data in appropriate fields. Conducted basic research on objects for electronic database. Safely moved objects to be photographed. Photographed objects and utilized Photoshop to enhance photos.

ASSISTANT DIRECTOR OF ADMISSIONS SCHOOL OF THE MUSEUM OF FINE ARTS

1998 - 2001

Counseled and interviewed applicants to undergraduate and graduate visual art programs affiliated with Tufts University. Reviewed portfolios, recommended merit scholars, and conducted academic evaluations to determine applicant status. Collaborated with graduate faculty to facilitate graduate applicant reviews and interviews; managed databases for the graduate applicant pool. Conducted recruiting activities, tracking and reporting for specific market region. Supervised regional alumni and traveling representatives, and developed and managed regional budget. Traveled for recruitment throughout the United States to schools, arts organizations, and events.

EDUCATION **BROWN UNIVERSITY, PROVIDENCE RI, U.S.A.**

B.A. VISUAL ARTS, DECEMBER 1996

CORNELL UNIVERSITY, COLLEGE OF ARCHITECTURE, ART AND PLANNING

ROME, ITALY

AUGUST 1996 – DECEMBER 1996

PONTIFICIA UNIVERSIDAD CATOLICA DE CHILE AND UNIVERSIDAD DE CHILE, SANTIAGO, CHILE

FEBRUARY 1995 – JUNE 1995

LEADERSHIP **Board Member, Arlington/Tesosinte Sister City Project**

Chair, Bishop School Ambassador Program

Leader, Bishop School Junior Girl Scout Troop 65263

Coordinator, Bishop Bear Fair Used Goods Sale

Mentor, Women's Launch Pad, Women's Leadership Council, Brown University

VOLUNTEER **Volunteer Grant Writer, Somerville Arts Council, 2004-2006**

Alumni Interviewer, Brown University, 2012 - present

Bishop School Library Committee PTO Liaison, 2018-2021

SKILLS & ABILITIES **Working knowledge of French, Spanish, Italian & German**

INTERESTS **Reading, yoga, running, Siberian cats, Basenji dogs.**



Town of Arlington, Massachusetts

For Approval: Common Victualller and All Alcohol Beverages License

Summary:

Donut Villa Diner, 319 Broadway, Erin Bashllari

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Donut_Villa_Diner_Inspection_Report.pdf	Inspection Reports
▢	Reference Material	Donut_Villa_Diner_Redacted.pdf	CV and AA Application

LICENSE APPLICATION REPORT

Type of License: Common Victualler and All Alcohol License

Name of Applicant: Erin Bashllari
d/b/a Donut Villa Diner

Address: 319 Broadway

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

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

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

- Police x
- Fire x
- Health x
- Building x
- Planning x

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

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

ARLINGTON POLICE DEPARTMENT

Juliann Flaherty
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

October 17, 2022

After conferring with other Detective's and conducting a check of the business address and the owner, the Police Department finds no issues with granting this license.

Please call me with any questions.

Thank You,

Bryan Gallagher
Detective Lieutenant
Arlington Police Department

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 10/20/22

"Proactive and Proud"



Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

Phone: (781) 316-3803 Fax: (781) 316-3808

Email: rmelly@town.arlington.ma.us

Ryan Melly
Deputy Fire Chief

Checklist for food sales ownership conversion.

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

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: _____

Date: 10-20-22



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

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

MEMO

To: Select Board
From: Padraig Martin, Lead Health Compliance Officer
Date: October 18, 2022
RE: Board of Health Comments for Select Board Meeting on October 24, 2022

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

Donut Villa Diner: 319 Broadway
Common Victualler License

The Establishment has contacted the Health Department and completed the required plan review application. A permit will not be issued until a final pre-operational inspection has been conducted to ensure the Establishment is in compliance with the Food Code.

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 10-20-22

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

Report is due at the Office of the Select Board by, Tuesday, October 18, 2022
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 319 Broadway
Applicant's Name: Erin Bashllari
D/B/A: Donut Villa Diner
Telephone: 781-526-2151
Department: Sent Via E-mail

Date: 9/27/2022

MEETING DATE: October 24, 2022

Inspected By:

RE: ALL ALCOHOLIC BEVERAGES & COMMON VICTUALLER

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

Building

All building changes need permits.

All sign changes need approval and sign permit.

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

Certificate of Occupancy is needed - \$100 fee.

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

Plumbing

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

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

Electrical

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

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

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: _____

Date: 10-20-22

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

Report is due at the Office of the Select Board by Tuesday October 18, 2022

ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 319 Broadway
Applicant's Name: Erin Bashllari
D/B/A: Donut Villa Diner
Telephone: 781-526-2151
Department: Sent Via E-mail

Date: 9/27/2022

MEETING DATE: October 24, 2022

Inspected By:

**RE: ALL ALCOHOLIC BEVERAGES & COMMON VICTUALLER
LICENSE**

Police
Fire
Board of Health
Building
Planning—Marisa Lau, Senior Planner

INSPECTION REPORT SECTION:

The proposed business is located at the former site of Common Ground. The proposed use is a 195-seat restaurant serving American cuisine. Located in a B3 Village Business zone, this business is an appropriate use for the neighborhood. An all alcoholic beverages license was issued to a business previously operating at this location in 2013.

The Department has no objection to the issuance of a Common Victualler license or All Alcoholic Beverages license to this business.

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

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: _____

Date: 10-20-22

OFFICE OF THE SELECT BOARD

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

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

APPLICATION

To the Licensing Authorities of the Town of Arlington

The Undersigned hereby makes application for a

☒ **COMMON VICTUALLER LICENSE (Eat In)**

☐ **FOOD VENDOR LICENSE (Take Out Only)**

Location 319 Broadway, Arlington

Name of Applicant Erin Bashllari

Corporate Name (if applicable) Bashllari INC

D/B/A Donut Villa

Date 9/21/2022

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

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

Print Name Erin Bashllari

Signature Name Erin Bashllari

Phone (Home) [REDACTED] (Business) _____

Email erin@donutvilladiner.com

INFORMATION RELATIVE TO APPLICATION

Breakfast
Yes ☒ No ☐
Lunch
Yes ☒ No ☐
Dinner
Yes ☒ No ☐
Do you own the property? Yes ☐ No ☒ Tenant at Will _____ Lease 10 (years)

Hours of Operation:

Day	Monday to Sunday	Hours	7am to 1am
Day		Hours	
Day		Hours	

Floor Space 5244 Sq. Ft. Seating Capacity (if any) 195
 Parking Capacity (if any) _____ spaces Number of Employees 20
 List Cooking Facilities (and implements)
2x Gas Range, 3x Gas Griddle, 2x Donut Fryalator, 2x Small Fryer

Will a food scale be in use for sale of items to the public? Yes___No_☒

Will catering services be provided by you? Yes☒No___

The following items must be submitted with the application:

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

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

FOR OFFICE USE ONLY

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

Date _____ Time _____
Board Action: Approved Yes _____ No _____

APPLICANT'S RESUME

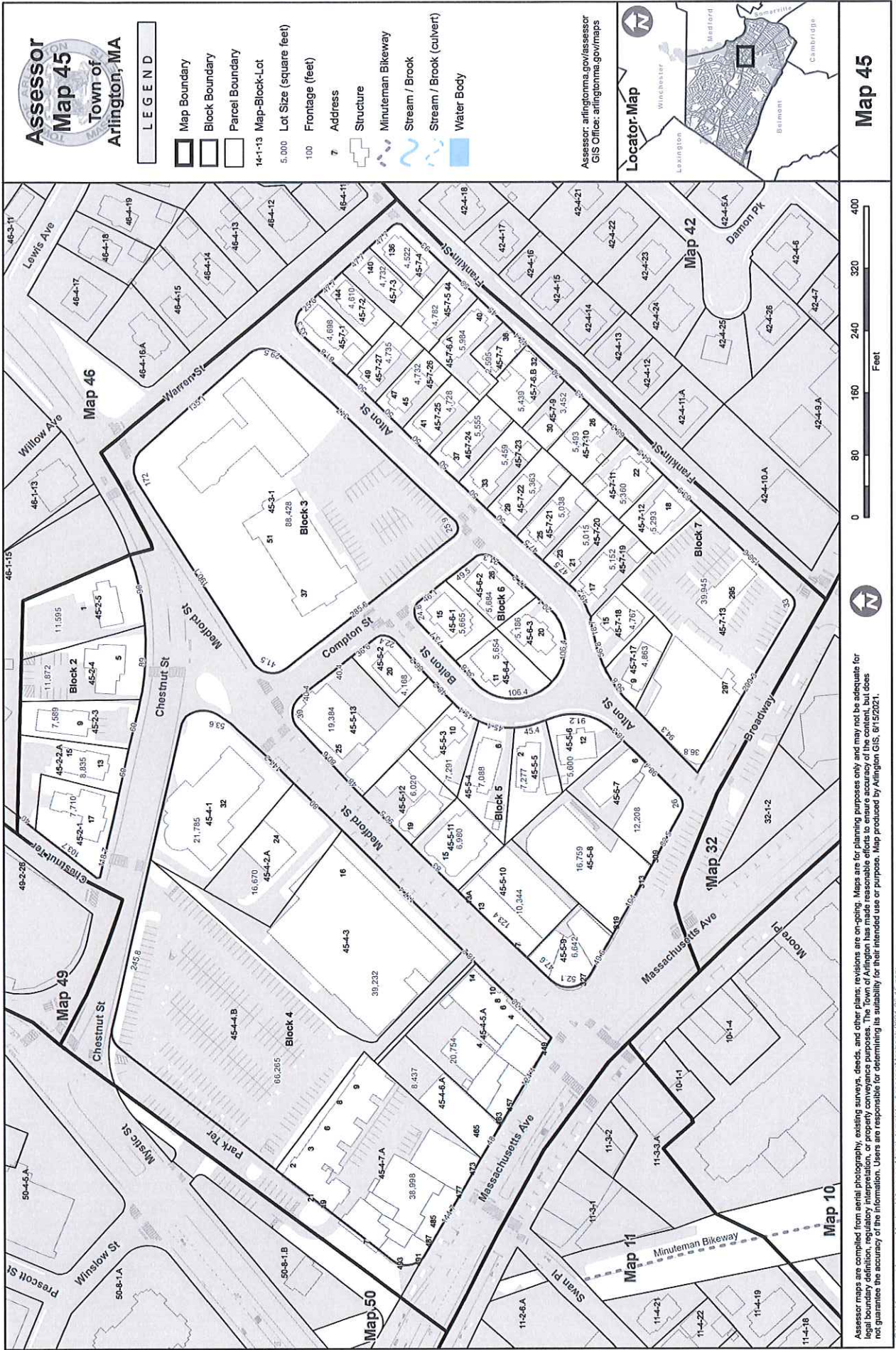
Food Business Experience of Applicant

From	August 2017	to	Present
Employee	Bashlari INC	D/B/A	Donut Villa
Sole Owner		Location	Malden
Partnership		Type Food	American Brunch/Dinner
Corporation	S Corp	Number of Employees	20

From	June 2021	to	Present
Employee	Bashlari INC	D/B/A	Donut Villa
Sole Owner		Location	Cambridge
Partnership		Type Food	American Brunch/Dinner
Corporation	S Corp	Number of Employees	18

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

[illegible]



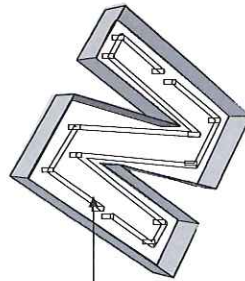
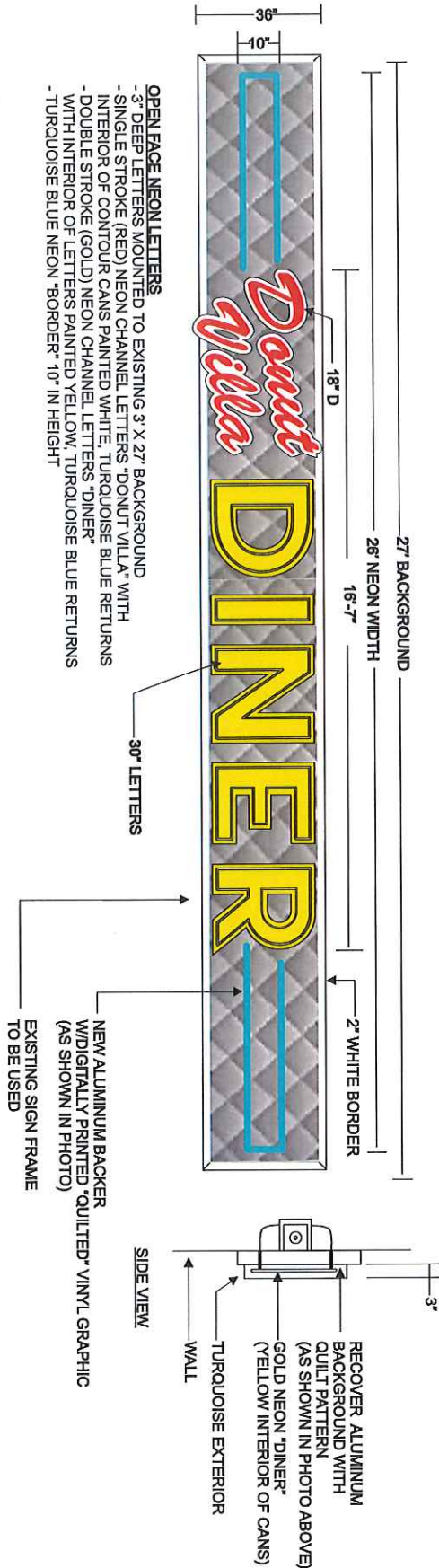
Assessor maps are compiled from aerial photography, existing surveys, deeds, and other plans; revisions are on-going. Maps are for planning purposes only and may not be adequate for legal boundary definition, regulatory interpretation, or property conveyance purposes. The Town of Arlington has made reasonable efforts to ensure accuracy of the information but does not guarantee the accuracy of the information. Users are responsible for determining its suitability for their intended use or purpose. Map produced by Arlington GIS, 8/15/2021.

G:\Maps\Assessor\AssessorMap\AssessorMap_Template_AssessorMapbook 2021 40x13.aprx



OPEN FACE CHANNEL LETTERS

- OPEN FACE NEON LETTERS**
- 3" DEEP LETTERS MOUNTED TO EXISTING 3" X 27" BACKGROUND
 - SINGLE STROKE (RED) NEON CHANNEL LETTERS "DONUT VILLA" WITH INTERIOR OF CONTOUR CANS PAINTED WHITE, TURQUOISE BLUE RETURNS
 - DOUBLE STROKE (GOLD) NEON CHANNEL LETTERS "DINER" WITH INTERIOR OF LETTERS PAINTED YELLOW, TURQUOISE BLUE RETURNS
 - TURQUOISE BLUE NEON "BORDER" 10" IN HEIGHT



OPEN FACE
DOUBLE STROKE
NEON "DINER"

RECOVER AWNING PROJECTION
4" X 27"

BATTEN BROS.
Sign Advertising

893 MAIN STREET, WAKEFIELD, MA 01880
(781) 245-4800

Project: Donut Villa Diner
Salesman: Rich Designer: Ronald
Scale: 3/8"=1'-0"
Date: 4/15/22 Sketch #: 61994

Location:
Arlington, MA

Job Description:
Open Face
Neon Sign

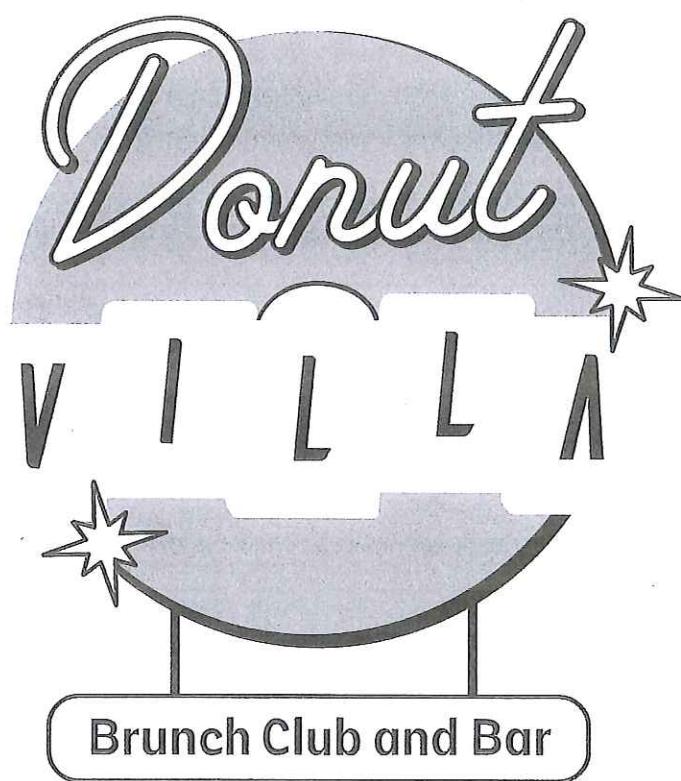
File Name: Donut Villa Diner_Arlington.cdr

Revised

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code. The location of the disconnect switch after installation shall comply with Article 600.6 (A) (1) of the National Electrical Code.

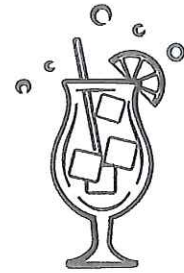
Notes: This is an original copyright drawing created by and owned by Batten Bros., Inc. It is submitted for your personal use in connection with a project being planned for you by Batten Bros., Inc. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced, copied, or altered in any fashion.

Customer Approval:





C O C K T A I L S



Villa Bloody Mary	11
Tito's with our house made Bloody Mary Mix. Add Bacon for 1	
Raspberry Lime Rickey	10
Tanqueray, New Amsterdam Raspberry, Black Raspberry Liqueur, Fresh Lime Juice topped w/ Sprite	
Summer Thyme	11
Rose Wine, Raspberry Vodka, Black Raspberry Liqueur topped with a Truly Wild Berry	
Drunken Pumpkin	11
Shipyard Pumpkin Head, Absolute Vodka with cinnamon sugar rim	
Spicy Strawberry Margarita	11
Infused Jalapeno Blanco Tequila, Strawberry Puree, Triple Sec, Blue Agave Nectar & Fresh Lime Juice	
Boston Creamtini	12
Redemption Bourbon, Bavarian Cream, Molly's Irish Cream, Crème De Cacao, Godiva Chocolate Liqueur	
Villa Espresso Martini	11
Absolut Vanilla, Mr. Black Coffee Liqueur, Molly's Irish Cream, Godiva Chocolate Liqueur, & Espresso	
Jelly Donut Shooter	9
Rumchata layered over Black Raspberry Liqueur in the middle of our Classic Honey Dipped Donut	
PainKiller	11
Captain Morgan, Pineapple Juice, Orange Juice, Coco Lopez topped with Grated Nutmeg	

BRUNCH BUBBLES

Pick four flavours: Original, Strawberry, Blueberry, Watermelon, Mango, Blackberry, Dragon Fruit, or Passion Fruit

18

DRAFT BEER

Allagash White (ABV: 5.2%)	7
Zombie Dust IPA (ABV: 6.4%)	9
Peroni (ABV: 5.1%)	5
Guinness (ABV: 4.2%)	7
Pulp Daddy NE IPA (ABV: 8%)	10
Sam Adams Summer Ale (ABV: 5.3%)	6
XXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXX	

WINE-O

Josh Cabernet Sauv	GL 8 BTL 29
Flower Pinot Noir	GL 7 BTL 25
Sea Sun Chardonnay	GL 9 BTL 32
Santa Maria Pinot Grigio	GL 7 BTL 25
Ribbonwood Sauv. Blanc	GL 9 BTL 32
Yes Way Rose	GL 7 BTL 25

BOTTLED BEER

Night Shift Santilli IPA (ABV: 6%)	8
Michaelob Ultra (ABV: 4.2%)	4
Omission Pale Ale (GF) (ABV: 5.8%)	7
Coors Light (ABV: 4.2%)	4
Miller Lite (ABV: 4.2%)	4
Truly Wild Berry (ABV: 5%)	5
Downeast Original (GF) (ABV: 5.1%)	7
3 Floyds Gumballhead (ABV: 5.6%)	7
Jacks Abby Post Shift Pilsner (ABV: 4.7%)	7
Two roads Passion Fruit Gose (ABV: 4.8%)	9
Corona (ABV: 4.6%)	5
Bud Light (ABV: 4.2%)	4
Budweiser (ABV: 5%)	4
St. Pauli's N/A (ABV: 6%)	6
XXXXXXXXXXXXXXXXXX	X
XXXXXXXXXXXXXXXXXX	X
XXXXXXXXXXXXXXXXXX	X
XXXXXXXXXXXXXXXXXX	X
XXXXXXXXXXXXXXXXXX	X



Must be 12 & Under (only available dine-in)

Pancake Meal	6.99
2 eggs scrambled, strip of bacon and 2 kids pancakes. Add topping for additional fee	
French toast meal	6.99
2 eggs scrambled, strip of bacon, and 1-piece French toast	
Chicken Fingers	7.99
served w/ fries or fruit cup	
Grilled Cheese	6.99
served w/ fries or fruit cup	
Cheeseburger	7.99
2 sliders w/ fries or fruit cup	
Penne Pasta	6.99
in butter or house marinara	
Penne vodka	7.99
Mac & Cheese	6.99

Bacon (4 strips)	4.99
Turkey Bacon (4 strips)	5.49
Sausage (3 links)	4.99
Hand Carved Ham	4.49
House Corned Beef Hash	6.99
Home fries	6.99
Toast	1.99
English muffin	1.99
French Fries	Sm 3.99 Lg 4.99
Fresh Fruit	Cup 3.99 Bowl 5.99
Bagel Toasted w/ Butter	1.99
Plain, sesame; everything or onion	
Add Cream Cheese for 1.29	

C O L D

	SM	LG
Iced Coffee	3.29	-
Caramel Iced Latte	3.29	-
Mocha Iced Latte	3.29	4.29
Juice	2.99	4.29
Milk	2.15	-
Chocolate Milk	2.29	-
Bottled Water	1.30	-
Bottomless Soda	3.49	-

H O T

	SM	M	LG
Hot Chocolate	2.79	-	-
Bottomless Coffee*	2.99	-	-
Caramel Hot Latte	3.29	3.99	4.29
Mocha Hot Latte	3.29	3.99	4.29
Hot Tea	2.59	-	-
Espresso (Single/Double)	1.59	2.59	15.99
Cappuccino	3.25	3.79	3.99
Latte	3.25	3.79	3.99
Americano	3.29	3.29	3.59

Add Flavored Coffee:

Hazelnut, French Vanilla, Caramel \$0.59.
Add an espresso shot to any coffee \$1.



*Scientifically
proven to high
five your brain!*



WWW.DONUTVILLA.COM



FROM THE GRILL



Served with French fries / Sub side salad or Sub Sweet Potato Fries 1.99 / Sub Fried pickle Chips 2.99

Villa Burger 15.99

Topped w/ pepper jack, bacon, fried pickles, lettuce, tomato & chipotle mayo

Cheeseburger 11.99

1/2-pound beef patty on a brioche bun. Add bacon 12.99

Steak Tip Sub 15.99

Our house marinated hangar steak tips sautéed
Onions & peppers

Black Bean Veggie Burger 11.99

Lettuce, Tomatoes on a Brioche Bun

Cheese Steak Sub 11.99

shaved steak w/ plenty of American Cheese /
or w/o onions

Chicken/Bufalo Chicken 11.99

Cheesesteak w/ or w/o onions

Served with French fries

Sub side salad or Sub Sweet Potato Fries 1.99

Sub Fried pickle Chips 2.99

BLT 9.99

Bacon, lettuce, tomato & mayo. Add avocado 2

Chicken Pesto 12.99

Tomato, grilled chicken w/fresh mozzarella,
pesto & balsamic vinaigrette on a Brioche Bun

Chicken Bacon Ranch 12.99

Fried chicken, bacon, lettuce, tomato & American
cheese on bun served w/ side of ranch dressing

DVD Ahi Tuna Burger 15.99

Sesame encrusted and served on bun
w/smashed avocado, lettuce & tomato

Buffalo Chicken Wrap 12.99

Fried buffalo chicken, lettuce, tomato & blue
cheese all in a tortilla wrap

Jersey Jack's Dillberry Chicken Salad 9.99

Lettuce, tomato & choice of Bread

Turkey & Brie 11.99

Shaved turkey w/ house made honey mustard

Tuna Melt 9.99

Made in house w/ extra American Cheese

California Turkey Melt 11.99

Bacon, tomato, avocado between melted Swiss
cheese on your choice of bread

Grilled Veggie Wrap 11.99

Eggplant, zucchini, tomato, & Onion

Rueben 11.99

A classic. Layers of corned beef, sauerkraut,
Russian dressing & Swiss cheese on rye

Chicken Parm Sub 12.99

Lettuce, tomato & choice of Bread

Fish Sandwich 13.99

Fresh Cod, beer battered & fried on a toasted
Brioche bun w/ lettuce and tomato & served w/
tartar sauce

Clubs 11.99

Choose your favorite! Tuna, chicken salad,
turkey, chicken cutlet or grilled chicken

House Salad 8.99

Iceberg lettuce, tomatoes, onions, cucumbers w/
choice of dressing

Greek Salad 9.99

Romaine w/ tomatoes, cucumber, olives & feta
w/ Greek dressing

Caesar 8.99

Croutons, parmesan cheese, Romaine lettuce
tossed w/ our Caesar dressing

Cobb 14.99

Diced grilled chicken, avocado, egg, bacon,
tomato over romaine lettuce

Taco Salad 14.99

Grilled chicken, shredded cheddar, jalapenos,
lettuce, tomato, sour cream, avocado, & a side
of salsa in a tortilla bowl

Steak Salad 16.99

House marinated steak tips w/ roasted beets,
goat cheese over baby spinach in a balsamic
vinaigrette

Strawberry Spinach Salad 10.99

Baby spinach, fresh strawberries, red onion,
avocado, shaved almonds & feta in a raspberry
vinaigrette

Dillberry Chicken Salad 13.99

House made all white chicken salad w/ sundried
cranberries, grilled veggies, onion, tomato, &
avocado over greens

Add:

Steak Tips 7.99

Shrimp 6.95

Chicken 4.95

Ahi Tuna 8.99

Dressings

Italian, Light Italian, Blue

Cheese, Ranch, Greek, Caesar,

Russian, Balsamic vinaigrette,

raspberry vinaigrette



BREAKFAST SANDWICHES

Egg & Cheese 5.99

As simple as it gets! On your choice of bread. Add sausage or bacon 7.99. Add turkey bacon, ham or avocado 8.99

The Bashinator 9.99

Breakfast Sammy of the champions. Three scrambled egg sandwich loaded w/ Taylor Ham & American cheese on a croissant. Guaranteed to blow you away

The Hangover Burger 14.99

you don't want, you need this. Beef patty topped w/ bacon, an over easy egg & cheese on a jumbo English muffin w/ fries.

Breakfast Burrito 9.99

Scrambled eggs w/ plenty of cheddar cheese, green peppers, onions, fresh tomato salsa & beans wrapped w/ a side of sour cream.

Ultimate Burrito 12.99

Our breakfast burrito w/ shaved steak.

Lox Platter 13.99

Smoked salmon, tomato, cucumber, capers, red onion & cream cheese served w/ your choice of Bagel

Breakfast B.L.T 8.99

BLT meets egg with chipotle aioli on sourdough. Add avocado 1.99

Avo Toast 10.99

Two slices of multigrain bread w/ our avocado hummus, fresh mozzarella. Topped w/ tomato, cucumber & 2 eggs any style.

BENNY'S

Egg Benedict 11.99

Canadian bacon

Norwegian Benny 15.99

2 poached eggs on top of smoked salmon

Crabcake Benedict 16.99

2 poached eggs over house jumbo lump crabmeat. Topped w/ hollandaise over English muffin

Florentine Benny 12.99

2 poached eggs on sauteed spinach, tomato

Hash Benny 14.99

2 poached eggs atop our homemade corned beef hash

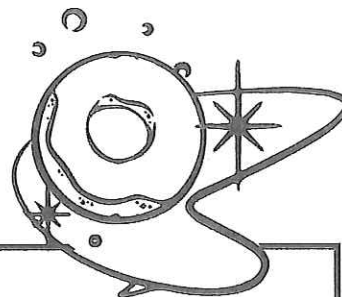
Waffle Benny

Canadian bacon & poached eggs on top of crispy waffle

*Add Avocado to any Benny 1.99

WORLD FAMOUS

DONUT MEETS GRIDDLE





SWEET CORNER

BELGIAN WAFFLES

- The Original** 8.99
Sprinkled w/ powder sugar
- Strawberries and Cream** 12.99
Fresh strawberries topped w/ whipped cream
- Banana Split Waffle** 12.99
Banana, ice cream, a chocolate drizzle &

Add Toppings for 1.99

Nutella, Strawberries, Blueberries, Bananas, Peanut Butter, Chocolate Chips, Whipped Cream, Oreos, crushed Reese's Peanut butter cup, shaved almonds



- | | |
|---------------------------|------|
| 2 eggs | 2.99 |
| 2 eggs & Bacon or Sausage | 3.99 |
| 2 eggs & Hash | 6.99 |

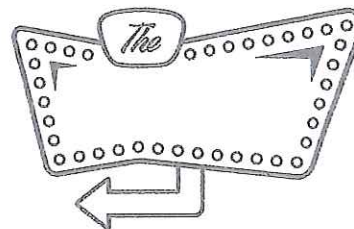


PANKAKES

- Short Stack:** 2 buttermilk pancakes 7.99
- Full Stack:** 2 buttermilk pancakes 9.99

FRENCH TOAST

- Short Stack:** 2 buttermilk pancakes 7.99
- Full Stack:** 2 buttermilk pancakes 8.99
- Nutella & Banana Stuffed** 11.99
French Toast
- Strawberries & Cream** 12.99
- Stuffed French Toast:** Stuffed w/ homemade strawberry cream cheese



PIZZA DONUT

- Pizza Donut** 9.99
2 homemade donuts topped w/ house marinara & mozzarella cheese
- Fried Pickle Fries** 6.99
served w/ chipotle mayo
- Sweet Potato Fries** 7.99
served w/ pure maple syrup
- Wings** 10.99
Choice of buffalo, sweet teriyaki or BBQ
- Mozzarella sticks** 9.99
Hand breaded served w/ house marinara
- Margherita Flatbread** 11.99
Fresh mozzarella, heirloom tomatoes, fresh basil pesto topped w/ a balsamic drizzle
- Buffalo Chicken Flatbread** 13.99
Buffalo chicken, blue cheese, tomato, garden
- Steak & Cheese Springrolls** 9.99
Need we say more!!!!
- Steel Cut Oatmeal** Cup 3.99 | Bowl 6.99
w/ blueberries, raisins & Brown Sugar
- Sliders (3 sliders served w/ a pickle)** 10.99

Cheeseburger
w/ caramelized onions

Ruben
Swiss cheese, corn beefed*beef, sauerkraut and Russian dressing.

STARVING?

- *Hangar Steak Dinner** 24.99
Marinated Steak for 24 hours. Choice two:
roasted veggies, French fries, red potatoes or salad
- Fish & Chips** 16.99
Fresh Cod beer battered & Fries w/ tartar sauce & a pickle
- Jumbo Crabcake** 22.99
2 Jumbo crabcakes with roasted red pepper remoulade, vegetable medley and red potatoes.
- Penne ala Vodka**
Add Chicken \$4.95 or...Add Shrimp 6.95 12.99
- Chicken Parmesan**
served w/ penne pasta in our red sauce 16.99
- Buffalo Mac N' Cheese**
Doesn't get any better than this: buffalo chicken on top of our mac n' cheese 14.99
- Chicken and Waffles**
Brussels waffles w/ hand breaded chicken strips. Make is Gluten Free 2.00 14.99
- Chicken Fingers & Fries**
Hand Breaded & served w/ house made honey mustard 12.99



POWER BREAKFAST



Two eggs any style 6.99

Add-ons

- Bacon or Sausage 2.99
- Taylor Ham, and carved Ham or Turkey Bacon 3.99
- Vegan Bacon or Vegan Sausage 3.99

Hash and Eggs 14.99
Made from scratch corned beef hash

Steak Tips and Eggs 18.99
Hanger steak marinated for over 24 hours.

Double the steak + 7.99

Three eggs, two sausage links, two strips of bacon, Home fries, toast. Choice of pancake or French toast.

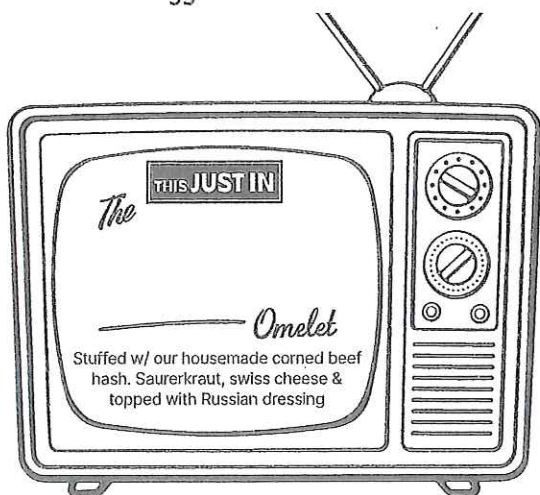
OMELETS

Santa Ana 12.99
Fresh tomato salsa ,avocado & pepper jack cheese. Add bacon 1.99

Capo di Capi 13.99
An Italian sausage ragu & provolone explosion

Classic Western 11.99
Ham, onions, peppers & cheddar cheese

Makes it an Egg White Omelet 1.99



BUILD YOUR OWN OMELETTE

5 fresh cracked egg omelet* 7.99

Add:

Veggies 0.99
Tomatoes, onions, peppers, mushrooms, spinach, olives, jalapenos, broccoli

Avocado 1.99

Cheese 1.99
Swiss, brie, fresh mozzarella American, feta, cheddar, mozzarella, pepper jack, provolone or goat cheese 1.49

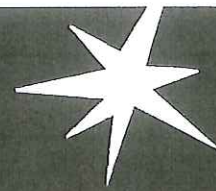
Proteins 1.99

- Ham, sausage, bacon, taylor ham or turkey bacon
- Shaved steak or corned beef ** 4.99
- Hash smoked salmon 5.99
- Plant based bacon or plant-based sausage 2.99
- Impossible sausage 3.99



- White, Sourdough, Wheat, Dark Rye, Cinnamon 0.99
- Raise, Gluten Free Toast
- English muffin 0.39
- Jumbo English, Bagel, Croissant 0.99

VEGAN



Breakfast Sandwich	6.99
JUST egg & violife cheese on English muffin. seitan sausage- 1.99 sweet earth bacon 2.99 impossible sausage 2.99 avocado 1.99	
Tofu Scrambled	10.99
made in house sautéed w/ onions. Served w/ home fries & toast. veggies 0.99 house seitan sausage 1.99 impossible sausage 2.99 house cheese 1.99 Life cheese 2.49 add sweet earth bacon 2.99 add avocado 1.99	
DVD Vegan Scrambled Bowl	10.99
seitan sausage, spinach, onions, peppers beans & home fries scrambled w/ house cheese sauce. add "eggs" 1.99 sub for impossible sausage 0.99 sub Violife cheese 0.99 add Avo: 1.99	
The Hungry Vegan	14.99
tofu scrambled, home fries, sausage or bacon, toast & pancakes	
Pancakes	12.99
Powdered sugar & pure maple syrup.	
Vegan Waffle	10.99
Made from scratch crispy waffle. Served w/ pure maple syrup	
Chocolate Covered Strawberry Waffle	13.99
Topped w/ fresh strawberries, plenty of whipped cream & topped w/ chocolate drizzle	
Almond Joy Waffle	13.99
Our light & crispy waffle infused w/ chocolate chips & toasted13.99 almonds, topped w/ whipped cream, coconut flakes & chocolate drizzle	
Vegan Breakfast Wrap	10.99
seitan sausage, beans, onions, peppers & hummus w/ salsa on the side. cheese sauce 0.99 home fries 1.99 Avocado 1.99 add "eggs" 1.99 sub impossible sausage 0.99	
The Impossible Burger	12.99
Plant based patty served w/ lettuce, tomatoes & chips or fries. violife cheese 1.99 avocado 1.99	
Vegan Chicken Bacon Ranch	13.99
Seitan Chicken seasoned & prepared in house w/ smoked vegan. bacon topped with lettuce and tomato and served with French	
Chickn' & Waffles	14.99
Our light & crispy waffle served w/ chickn' strips. Served w/syrup	
Chickn' Fingers & Fries	11.99
Choice of Buffalo or Plain. Served w/ vegan ranch	
VEGAN Chickn' Taco Salad	13.99
Our Vegan Chicken w/ lettuce, tomato, jalapenos, house vegan cheese sauce, smashed avocado & a side of salsa in a tortilla bowl	
BLT	10.99
Sweet earth bacon, lettuce, tomato w/ French fries	
Avo BLT or Hummus BLT	11.99
Sweet earth bacon, lettuce, tomato w/ French fries	
Vegan Avo Toast	9.99
multigrain toast, avocado, tomatoes, cucumbers, olives & olive oil drizzle	
Mac and cheese	14.99
sweet potato based cheese sauce 11.99 Buff chickn' Mac and cheese. Side of bacon or sausage \$5.99 Side of chicken' strips: original or buffalo \$9.99	



Don't Stop
BE-LEAF-ING

Donut Villa-Cleaning Schedule

Daily:

Kitchen cooktops to be fully washed and cleaned.

Floor swept every 3 hours or as needed.

Floor Moped at end of day.

Bathrooms inspected, cleaned and sanitized at end of shift.

All trash to be taken to designated dumpsters behind the building at end of every shift.

Bar area to be swept, wiped down and cleaned at the end of every shift.

Commercial cleaners to sanitize, sweep and clean at end of every shift.

Weekly:

Dumpsters to be emptied 3x/weekly.

Deep Refrigeration cleaning.

Window cleaning inside and outside.

Monthly:

Extermination services to service the restaurant.

Hoods will be cleaned, and vents washed own.

Front of restaurant to be inspected for any cleanings and cleaned as needed.

Grease trap to be serviced by vendors.

Six-Month Interval:

Hood cleaning company to clean exhaust fans.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION FOR A NEW LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME Donut Villa Diner

ADDRESS 319 Broadway

CITY/TOWN Arlington

STATE MA

ZIP CODE 02474

For the following transactions (Check all that apply):

- | | | | |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

On-Premises-12

TYPE

\$12 Restaurant

CATEGORY

All Alcoholic Beverages

CLASS

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Donut Villa Diner is the only retro restaurant in Massachusetts with a 50s-60s vibe combining its special fresh homemade donuts with a full brunch menu. Providing an alcohol menu will allow us to offer a complete brunch experience to our customers who would like to accompany their dishes with an original selection of drinks that a full liquor license will allow us to create.

Is this license application pursuant to special legislation?

☐ Yes ☒ No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

Bashllari INC

FEIN

DBA

Donut Villa Diner

Manager of Record

Erin Bashllari

Street Address

319 Broadway, Arlington MA 02474

Phone

Email

Alternative Phone

Website

www.donutvilladiner.com

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

5244 square foot restaurant with a basement with main entrance on Broadway. Dining room in front upon entering with kitchen in the middle and event room in the back of restaurant. Two bathrooms located in the middle of restaurant. 450 square foot patio out front

Total Square Footage:

5244

Number of Entrances:

1

Seating Capacity:

195

Number of Floors

2

Number of Exits:

3

Occupancy Number:

226

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Erin Bashllari

Phone:

Title:

Owner

Email:

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="Corporation"/>	Date of Incorporation	<input type="text" value="02/13/2017"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Erin Bashllari	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Owner and President	100	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Vera Bashllari	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Secretary	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Dini Bashllari	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<div style="background-color: black; height: 1.2em; width: 100%;"></div>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☒ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Erin Bashllari - Donut Villa Diner Inc.	Liquor License	All alcohol beverages license	Cambridge
Erin Bashllari - Bashllari Inc. DBA Donut Villa	Liquor License	All alcohol beverages license	Newton

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name Triton Arlington LLC

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

02/21/2022

Rent per Month

13,470.83

Lease Ending Date

02/21/2032

Rent per Year

161,649.96

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	0
C. Other * (Please specify below)	\$ 155,000
D. Total Cost	155,000

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Bashllari INC	
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

Cost of License will be \$4000, Renovations will cost \$72,000, Equipment and Start up costs will cost \$79,000.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

Please indicate how many hours per week you intend to be on the licensed premises

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* ☒ Yes ☐ No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
11/2017	Today	Owner and CEO	Donut Villa Diner	
2014	2015	Registered Nurse	Beth Israel Deaconess Hospital	
2006	2015	Server	Cheesecake Factory	

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date

APPLICANT'S STATEMENT

I, Erin Bashllari the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory

of Bashllari Inc.
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: Erin Bashllari

Date: 9/26/2022

Title: Owner and CEO

ENTITY VOTE

The Board of Directors or LLC Managers of Bashllari Inc.
Entity Name
duly voted to apply to the Licensing Authority of Arlington and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 9/1/2022
Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <u> </u> | <input type="checkbox"/> Change of DBA | |

"VOTED: To authorize

Erin Bashllari

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Erin Bashllari

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

Erin Bashllari

Corporate Officer /LLC Manager Signature

Erin Bashllari
(Print Name)

For Corporations ONLY

A true copy attest,

Dini Bashllari

Corporation Clerk's Signature

Dini Bashllari
(Print Name)



Town of Arlington, Massachusetts

Community Equity Audit Interim Report

Summary:

Yasamin Gordon, Project Director

Iris Bond Gill

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	DEI_Interim_Report.pdf	Reference

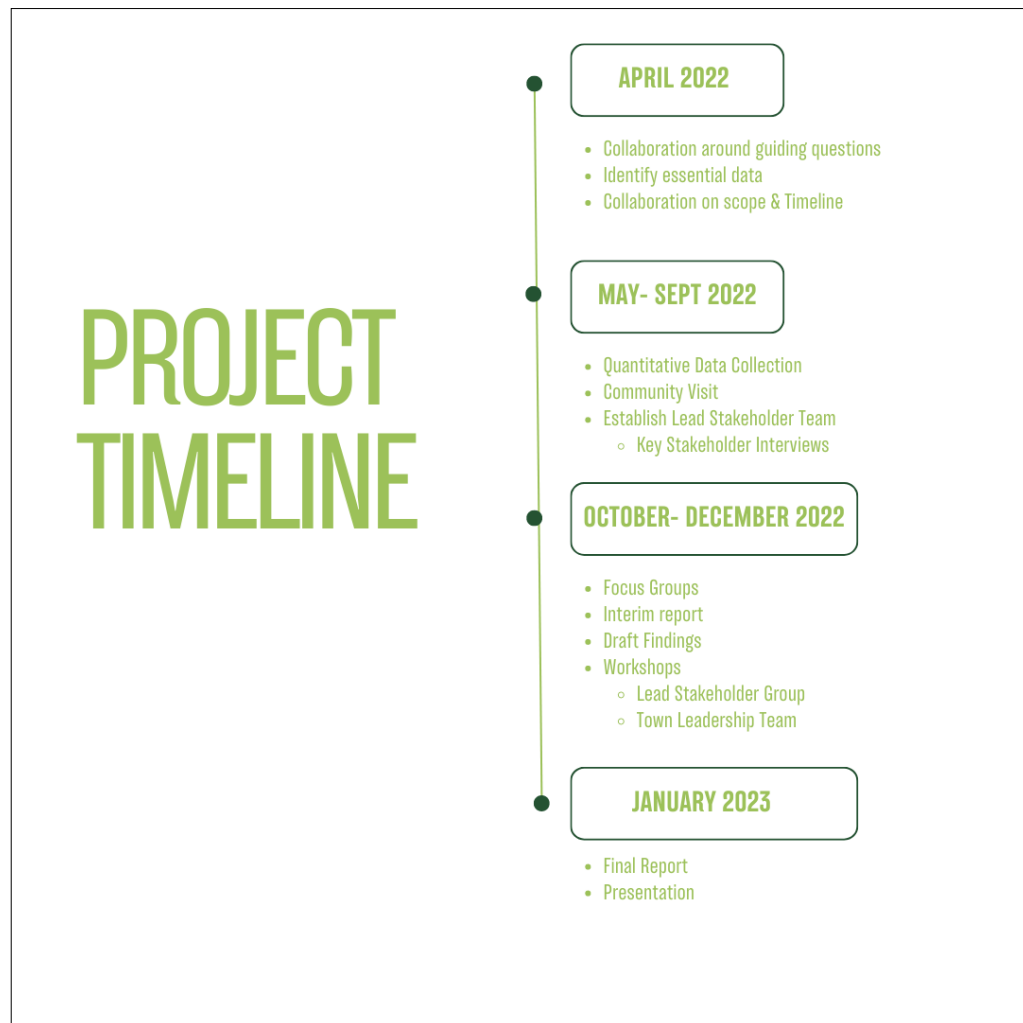


TOWN OF ARLINGTON EQUITY AUDIT: INTERIM REPORT

October 7th, 2022

Opportunity Consulting

Progression Status: On Track



Description of Work Thusfar

Milestone	Description
Project Launch and Planning	Opportunity Consulting launched the equity audit project with the Town of Arlington Director of DEI and leadership team. This included agreeing on the project timeline, data collections and roles and responsibilities for both sides.

Milestone	Description
Initial Meeting with Director of DEI	OC conducted an initial meeting with the Director of DEI to inquire about the main concerns related to inequality in the town and begin steering the research considering local context of Arlington.
In- Person Town Visit	<p>In August 2022, Yasamin Gordon, Project Director visited Arlington and engaged in the following:</p> <ul style="list-style-type: none"> • Met with DEI Leadership team • Met with DEI Director and staff • Went on a tour of Arlington to get first-hand knowledge of the landscape and areas of interest. • Attended National Day Out Event with DEI team. Successfully made connections with residents and key stakeholders.
Data Collection and Analysis	<p>OC worked with Arlington to compile data relevant to the focus areas for the project, considering normal data limitations that the town government has. OC also researched and obtained publicly available data for the town as well. The quantitative data collection was completed in this period and including the following data to be used by OC:</p> <ul style="list-style-type: none"> • Demographics of the town population • Information on demographics of the town workforce • Demographics of appointed commissioners & elected officials • Current voter engagement data • Housing Data obtained within the Arlington Fair Housing Action Plan compiled by MAPC <p>OC then analyzed the data obtained to identify potential existing areas of inequality that will inform the focus groups and engagement process.</p>

Milestone	Description
Established Key Stakeholder Group	<p>OC worked with Arlington DEI leadership to determine a group of key stakeholders that will guide the remaining milestone work. Those stakeholders were then invited to the ongoing convenings.</p> <p>The purpose is for a diverse group of Arlington residents to facilitate, lead and partner in key elements of the project, in order to foster trust and community- led engagement for the remainder of the work including input for the following:</p> <ul style="list-style-type: none"> • Focus group planning & engagement • Reviewing of Draft findings & key concepts • Reviewing of Data Visualizations • Root cause workshops • Planning for community engagement in final report presentation
Key Stakeholder Interviews	<p>Through a process of engagement including establishing community connections during the town visit and tour, consulting with DEI leadership and the stakeholder lead group, OC determined resident volunteers who were interested in engaging in 1:1 interviews about their experience and current state of the Town of Arlington.</p> <p>Those interviews began in September and are currently ongoing.</p>

Milestones in the Upcoming Period

In October, OC will begin the essential step of obtaining qualitative data through planning and conducting focus groups with current Arlington residents. We hope to host 6-8 in-person groups in total, with the dates to be determined. We will also continue to conduct interviews with key stakeholders in Arlington, and then begin the process of synthesizing the data from all stakeholder conversations into themes and analysis. During the following period, OC will continue to regularly convene engagements with the lead stakeholder group and will later host workshops with that group as well as town leadership, to drill down and try to determine the root cause of identified areas of inequality within the key focus areas of the project.

Once that is complete, OC will begin the process of developing the final report and aligned recommendations to present to the Town in January of 2023.



Town of Arlington, Massachusetts

Update & Recommendations: Transportation Advisory Commission Reports

Summary:

Laura Swan, TAC Chair

Lenard T. Diggins, Chair

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	TAC_Memo_-_Overlook_Road_Speed.pdf	Overlook Road - TAC Recommendation
▢	Reference Material	TAC_Memo_-_Arlington_High_School.pdf	AHS - TAC Recommendation
▢	Reference Material	TAC_Memo_-_Mass_Ave_Town_Hall.pdf	Town Hall - TAC Recommendation
▢	Reference Material	TAC_Memo_-_Summer_St__Sunset_Road.pdf	Summer Street / Sunset Road - TAC Recommendation



TRANSPORTATION ADVISORY COMMITTEE.

Arlington Planning Department, 730 Massachusetts Ave,
Arlington MA, c/o Daniel Amstutz.

Date: October 12, 2022.
To: Select Board.
From: Transportation Advisory Committee.
Subject: Traffic Concerns – Overlook Rd vehicle speeds

1. Background

In November, 2021, the Office of the Select Board referred the email request of a resident “Subject: Overlook Road Petition for Traffic Calming Measures” to the Transportation Advisory Committee (TAC) for consideration. The resident wrote with concern that Overlook Rd between Washington St and Summer St has become a major pass through with drivers speeding. He requested speed bumps and speed signs of 20mph. Shoji Takahashi of TAC met with the resident in front of his Overlook Rd residence on the afternoon of December 21, 2021, to discuss his observations and concerns.

2. Existing Conditions

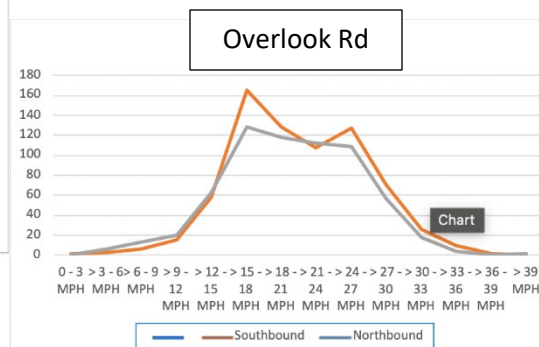
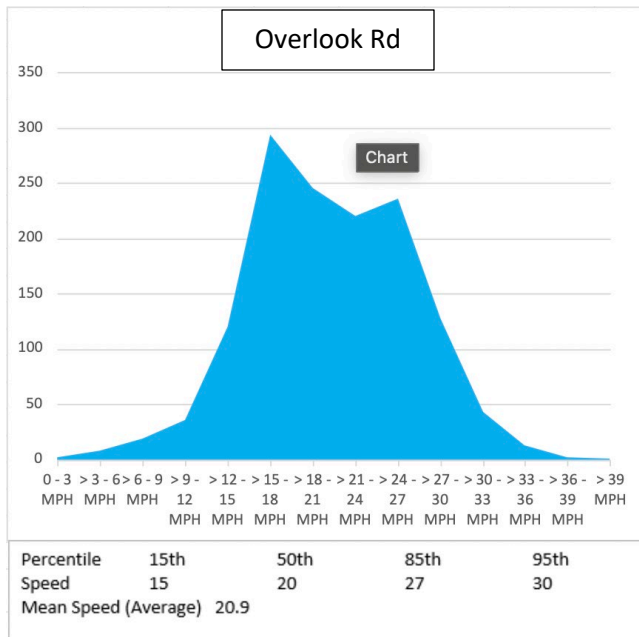
This section of Overlook Rd between Summer St (across from the Burns Arena) and Washington St is steep with a curb-curb roadway width of approximately 24'. There are granite curbs and concrete sidewalks on both sides, and the road surface and sidewalks are in good condition. Automobiles may be parked on the roadway on both sides. The speed limit on this roadway is the Town wide speed limit of 25 mph (unposted).

MassDOT IMPACT crash database shows three crashes on this stretch of Overlook Rd between 2016 – 2022. The three crashes occurred in the curve south of the intersection with Peter Tufts Rd and property damage only. (Two were collisions with parked vehicle; and one was a single-vehicle collision with a fixed object.)

There have been no complaints to Arlington Police Department on speeding on this stretch of Overlook Rd.

TAC contracted with Accurate Counts to obtain traffic speed and volume data. Data were collected on Tuesday and Wednesday, May 10 and May 11, 2022, using road tubes placed at a fire hydrant opposite 49 Overlook Rd. Arlington public schools were in session, and the weather was clear. The average speed was 21 mph with the 85th percentile at 27 mph and the 95th percentile at 30 mph. AADT, a measure of traffic

volume, was 1,369, which is about one vehicle per minute over the course of a day, and about 1.5 per minute during peak times.



3. Recommendations

TAC reviewed the traffic speed and volume data., and concluded that there is no significant speeding on the road. Corey Rateau of APD notes that one must adjust and give a tolerance for variances in uncalibrated speedometers in motor vehicles, and many of the drivers going slightly over the speed limit would not be ticketed.

The resident's request for lowering the speed limit to 20 mph cannot be justified as this stretch of roadway will not meet the standards for a School Zone or Safety Zone. Adding a speed bump or other infrastructure is not warranted at this time based on the traffic data obtained.

TAC recommends that the Select Board take no action at this time. Arlington Police Department was asked to add Overlook Rd to the rotation for speed enforcement as the resident has observed fast-moving vehicles.



TRANSPORTATION ADVISORY COMMITTEE.

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Daniel Amstutz.

Date: 12 October 2022
To: TAC
From: TAC Arlington High School Working Group
Subject: Arlington High School Short Term Recommendations

Memorandum

A TAC working group consisting of Jeff Maxtutis, Melissa Laube, Shoji Takahashi, and Scott Smith was asked to assess (1) installation of a traffic signal at the intersection of Mill St and Mill Brook Dr and (2) traffic patterns in front of AHS on Mass Ave. We reviewed past documents and observed conditions on Mill Street and in front of the school in late September / October 2022. Short term recommendations, to be completed in 2022, are as follows:

1. At Mill Street and Mill Brook Drive:

- a. **Install do-not-block intersection markings and signage at Mill and Mill Brook.** Our understanding is that the contractor is going ahead with installing a signal at this location. It will not be effective unless the issue of the intersection being blocked is addressed.
- b. **When the new signal is installed, provide an interconnect to the existing signal at Mass / Mill / Jason, to allow for coordination at a future date, should it prove desirable.**

2. At the signalized pedestrian crosswalk on Mass Ave, directly in front of the school:

- a. **Install a semi-permeable barrier (e.g., flex posts) in the parking lane on Mass Ave upstream of the signalized crosswalk. On the westbound side, they would go approximately 40' to the stop bar. On the eastbound side, they would go approximately 20' to the driveway.** This has three purposes
 - i. Provide bicyclists arriving at the school a safe pull off spot
 - ii. Prevent motor vehicle travel in the parking lane immediately upstream of the signal, enabling the pedestrian clearance interval at the signal to be slightly shorter than it would otherwise need to be
 - iii. Improve visibility between pedestrians and traffic on Mass. Ave in the crosswalk.

- b. **Lengthen pedestrian clearance interval at the Mass Ave. pedestrian signal to be MUTCD compliant**

3. Add the planned bike parking to the southeast corner of the property (by Mass Ave) as soon as possible.

Discussion

1. Mill Street and Mill Brook Drive

- a. Observation of the Mill / Mill Brook intersection during the morning peak period (~8:15 AM) did not reveal substantial queues either for the left turn from Mill northbound to Mill Brook, nor for exiting Mill Brook. However, the intersection was frequently blocked by southbound traffic queuing for the signal at Mass. Ave.

Consideration will need to be given as to how enforce illegal intersection blockage. Note that

through traffic behind the high school is currently prohibited due to construction.

- b. Back in October 2018, the TAC working group noted that the consultant's level of service analyses for the Mill / Mill Brook signal "do not appear to take into account the effect of projected queues on Mill Street from the Massachusetts Avenue and Summer Street intersections. The morning queues are expected to go back to and through the Millbrook Drive intersection. This queuing would interfere with cars exiting Millbrook Drive, creating long queues and delays on Millbrook Drive." In 2018, the working group recommend a revised analysis to include a corridor analysis of Mill Street to account for the impacts of queuing at the intersections with Massachusetts Avenue and Summer Street on the operation of the new signal at Mill Brook Drive. In February 2020, the consultant provided a revised analysis, noting that 95% percentile queues will extend back through the Mill / Mill Brook intersection, with or without coordination with the signal at Mill/Jason/Mass Ave. They recommended against coordination, due to the potential for increased delays, primarily on Mass Ave. That said, a carefully designed coordination plan could reduce the likelihood that the Mill / Mill Brook intersection is blocked.



Mill Street, looking towards Mass Ave

Shared rides from family/friend is a major mode of transportation for students to the high school (30% in morning arrival¹). The future build analysis shows a significant increase in volume on Mill Brook Drive, suggesting that the consultant assumed that pickup / dropoff would shift to the back of the school². Given the congestion on Mill Street, we are not sure this shift will occur. Thus, future traffic volume on Mill Brook Drive may be substantially lower than what the consultant had assumed.

¹ Table B4 of the Appendix to the 2018 Traffic Impact Study

² "The two driveway configuration alternative anticipates that the majority of the traffic volume generated by the school will be concentrated on Schouler Court via Massachusetts Avenue and Mill Brook Drive via Mill Street (and by extension Summer Street and Massachusetts Avenue" – page 14 of the 2020 Supplemental Traffic Impact Study

2. Mass. Ave in front of the high school

- a. During drop off time, motorists who had just dropped off a student were seen blocking the bike lane, as they waited to pull back into the traffic stream. However, we also observed that parking on Mass Ave east bound was occupied, and there were significant left turns from Mass Ave westbound. For these reasons, a parking-protected bike lane should be considered as a long-term action. That said, it is inappropriate to have parking, or even drop-off activity, immediately upstream of the crosswalk.



Drop-off area on Mass Ave westbound

- b. MUTCD (2009) guidance, Part 4E is summarized as follows:

(07) Except as provided in Paragraph 8 (push button for extended interval), the pedestrian clearance time should be sufficient to allow a pedestrian crossing in the crosswalk who left the curb or shoulder at the end of the WALKING PERSON (symbolizing WALK) signal indication to travel at a walking speed of 3.5 feet per second to at least the far side of the traveled way or to a median of sufficient width for pedestrians to wait

(11) Except as provided in [Paragraph 12](#), the walk interval should be at least 7 seconds in length so that pedestrians will have adequate opportunity to leave the curb or shoulder before the pedestrian clearance time begins.

(14) The total of the walk interval and pedestrian clearance time should be sufficient to allow a pedestrian crossing in the crosswalk who left the pedestrian detector (or, if no pedestrian detector is present, a location 6 feet from the face of the curb or from the edge of the pavement) at the beginning of the WALKING PERSON (symbolizing WALK) signal indication to travel at a walking speed of 3 feet per second to the far side of the traveled way being crossed or to the median if a two-stage pedestrian crossing sequence is used. Any additional time that is required to satisfy the conditions of this paragraph should be added to the walk interval.



Mass Ave eastbound at ped. signal

The clearance interval is currently approximately 12 seconds. With a curb-to-curb crosswalk length of 58', and walking speed of 3.5 ft / second, the required clearance interval is 16.6 seconds. Furthermore, given the high pedestrian volumes, it would not be appropriate to shorten the walk interval (currently 7 seconds).

3. Bicycle parking

As of late September, four temporary bike racks have been provided near the school entrance, in addition to the permanent rack installed on the front west side of the school. Bike and scooter parking in front of the school was observed on Thursday October 6, at 9 AM, in pleasant weather. 69 bicycles and 3 scooters were counted (see table, below):

Rack	Capacity	Usage
Two temporary “schoolyard” racks	Approximately 20	20
Two temporary U racks	20	16
Permanent rack – front west side	20	20
Other locations – benches, poles, etc.	N/A	16
TOTAL	60	72

The contractor’s layout plan calls for a total of 5 racks. The installed rack in front of the school is being used to capacity. Installing the second planned rack (at the east end of the property) will provide added capacity. It will also provide students arriving by bicycle from East Arlington a chance to pull off before entering the drop-off area in front of the school.

Respectfully submitted,

Scott Smith, Chair

Arlington High School Working Group



TRANSPORTATION ADVISORY COMMITTEE.

Arlington Planning Department, 730 Massachusetts Ave,
Arlington MA, c/o Daniel Amstutz.

Date: October 13, 2022.
To: Select Board.
From: Transportation Advisory Committee.
Subject: Removal of parking space before crosswalk at Town Hall

TAC has been reviewing crosswalks in Arlington Center, and it is recommending the removal of a single parking spot across from Town Hall in order to increase pedestrian visibility in the crosswalk.

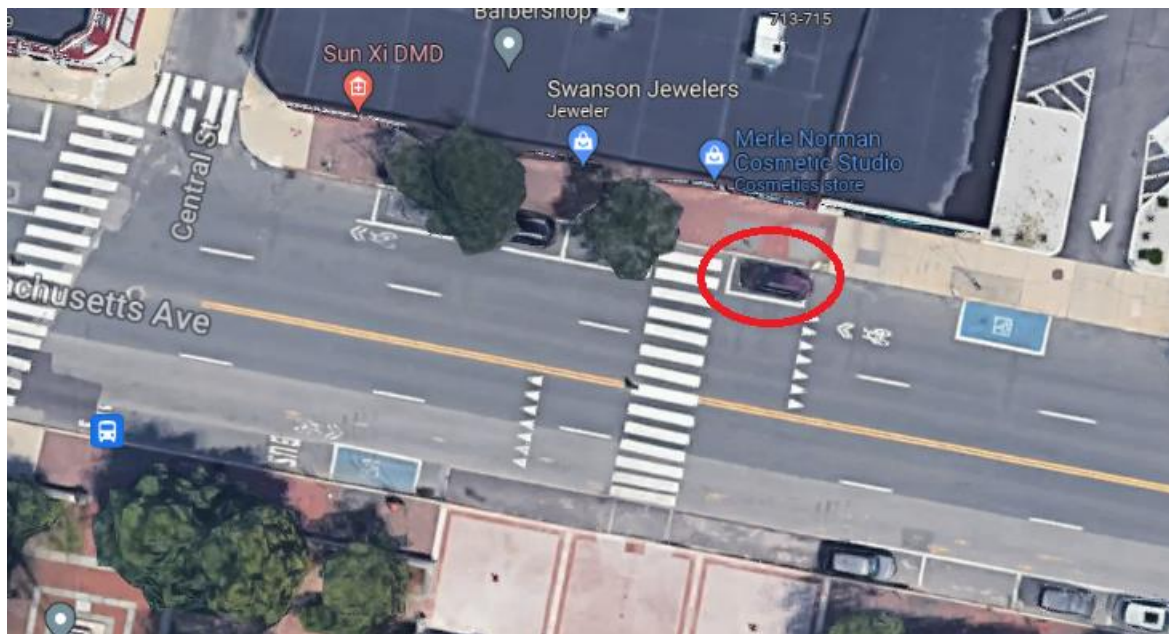


Figure 1: Parking spot recommended for removal is circled in red.

The single parking spot abuts the Massachusetts Ave crosswalk in front of Town Hall and the driveway exit from the Citizens Bank drive-thru teller (Fig 1). A vehicle parked in the marked spot can limit the visibility of pedestrians seeking to cross Massachusetts Ave to Town Hall. It also limits the ability of drivers heading westbound on Massachusetts Ave and drivers exiting from Citizens Bank driveway to see pedestrians entering the crosswalk. See Figure 2 showing how parked vehicles impair visibility of pedestrians in the crosswalk.



Figure 2: Cars parked in front of the crosswalk obstruct visibility for pedestrians and drivers.

Further, this parking spot does not conform to the guidelines set out in Manual on Uniform Traffic Control Devices (MUTCD, 2009) Chapter 3B.16.12, because parking spaces should not be placed between the yield lines and the crosswalk:

Chapter 3B. Pavement and Curb Markings, Section 3B.16 Stop and Yield Lines

12 If yield or stop lines are used at a crosswalk that crosses an uncontrolled multi-lane approach, the yield lines or stop lines should be placed 20 to 50 feet in advance of the nearest crosswalk line, and parking should be prohibited in the area between the yield or stop line and the crosswalk.

Standard:

13 If yield (stop) lines are used at a crosswalk that crosses an uncontrolled multi-lane approach, Yield Here To (Stop Here For) Pedestrians (R1-5 series) signs (see Section 2B.11) shall be used.

<https://mutcd.fhwa.dot.gov/htm/2009/part3/part3b.htm>

TAC recommends removing this parking spot to increase pedestrian safety and installing the No Parking Signs and Yield Here To Pedestrians Signs to bring this

crosswalk into compliance with MUTCD guidelines. The Town also may consider installing flexible bollards or similar infrastructure to prevent illegal parking in this area and preserve visibility. An example of this strategy can be found in Medford on Winthrop Street near the Mystic Valley Parkway in Figure 3.



Figure 3: Pavement markings and bollards use to prevent illegal parking near a crosswalk on Winthrop Street in Medford.



TRANSPORTATION ADVISORY COMMITTEE.

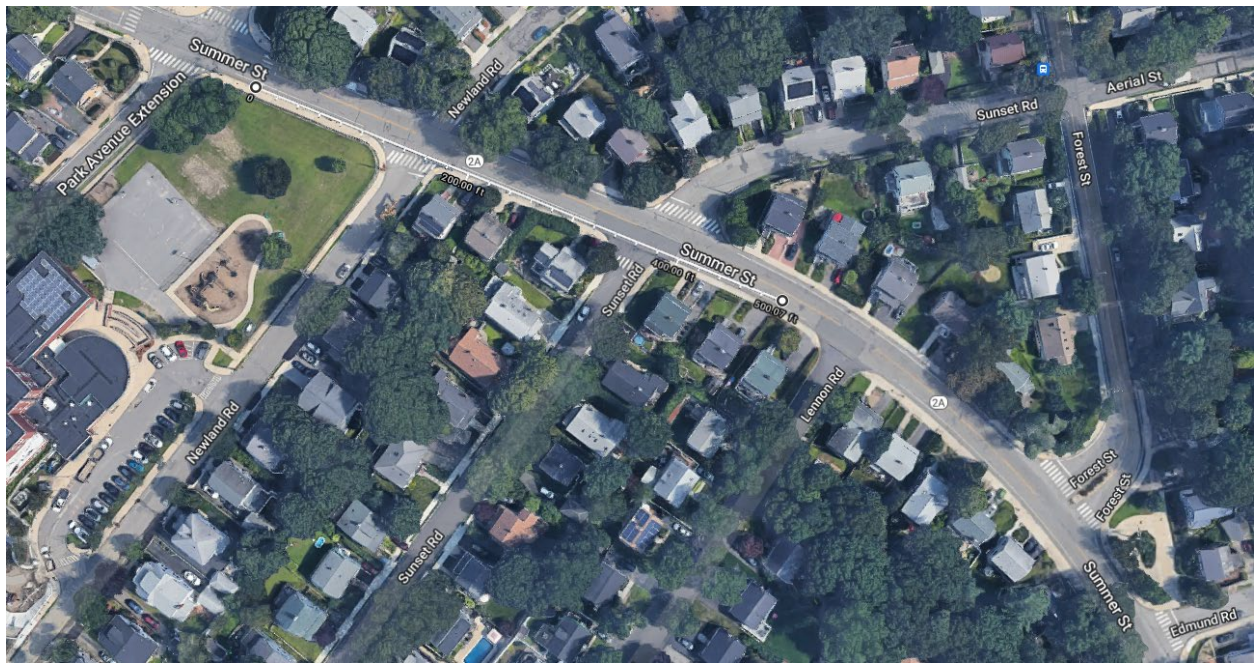
Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Daniel Amstutz.

Date: October 20, 2022
From: Ray Jones and Shoji Takahashi
To: Transportation Advisory Committee (TAC)
Subject: Request for Crosswalk Across Summer St at Newland Rd for Peirce Elementary School.

Memorandum

Background. On September 28, 2021, the Select Board referred a request from residents on Sunset Road near Peirce Elementary School for a crosswalk across Summer St at Newland Rd. The residents have two young children attending Peirce Elementary School.

A crosswalk at Newland Rd would be less than 200' from the traffic signal at Park Ave Ext, and would not meet the TAC Marked Crosswalk Guideline (January 8, 2019) of a minimum of 200' between an uncontrolled crosswalk and a signalized intersection. A crosswalk at Sunset Rd is a viable alternative location for pedestrians to cross Summer St.



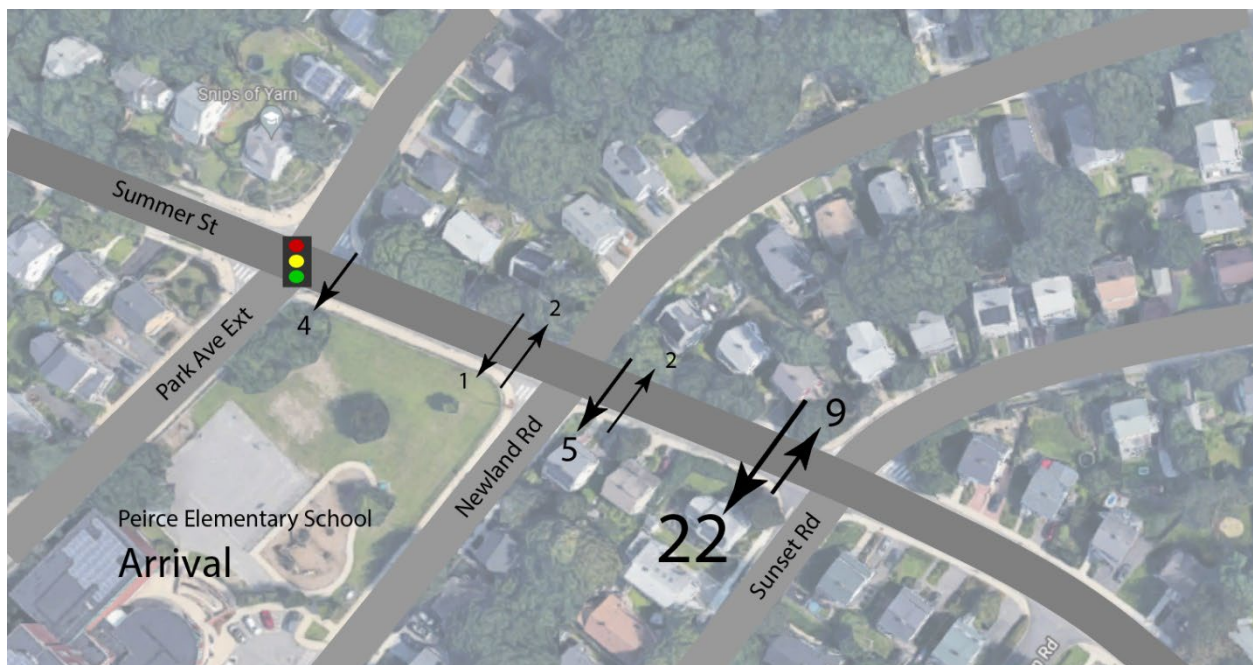
Existing Conditions. Summer St (Route 2A) near Peirce School is a two-lane road with a double-yellow center line and striped shoulders. The speed limit is 25 mph, and there are sidewalks on both sides of the road. Summer St adjacent to the school grounds (between Newland Rd and Park Ave Ext) is not marked as a designated school zone. The school grounds in this location are separated from the sidewalk with a chain-link fence atop a shoulder-high retaining wall.

There are no stop signs and no marked crosswalks across Summer St on the approximately quarter-mile section between traffic signals at Park Ave Ext and Forest St¹. There are marked crosswalks at the signalized intersections.

Summer St is straight without visual obstructions from before Park Ave Ext on the west to about Lennon Rd on the east where it begins to curve rightward traveling eastbound. Eastbound drivers can see the Sunset Rd intersection from a distance of more than 400'. Westbound drivers can see the Sunset Rd intersection from a distance of more than 350'.

Observed Pedestrian Movements During Peirce Arrival. TAC members observed Peirce School arrival on Friday, November 5, 2021, from 7:45 – 8:20am. The weather was clear and sunny with temperatures in the mid-30s F. Pedestrians crossing Summer St included students, guardians, dog walkers, and people on bicycles. Students were observed alone, with other students, and with adults.

Pedestrians crossed Summer St along the corridor between Newland Rd and Sunset Rd, including midblock crossings. (Many pedestrians crossed Summer St at the signalized intersection at Park Ave Ext. We did not record those arriving to the school from the north or west.)



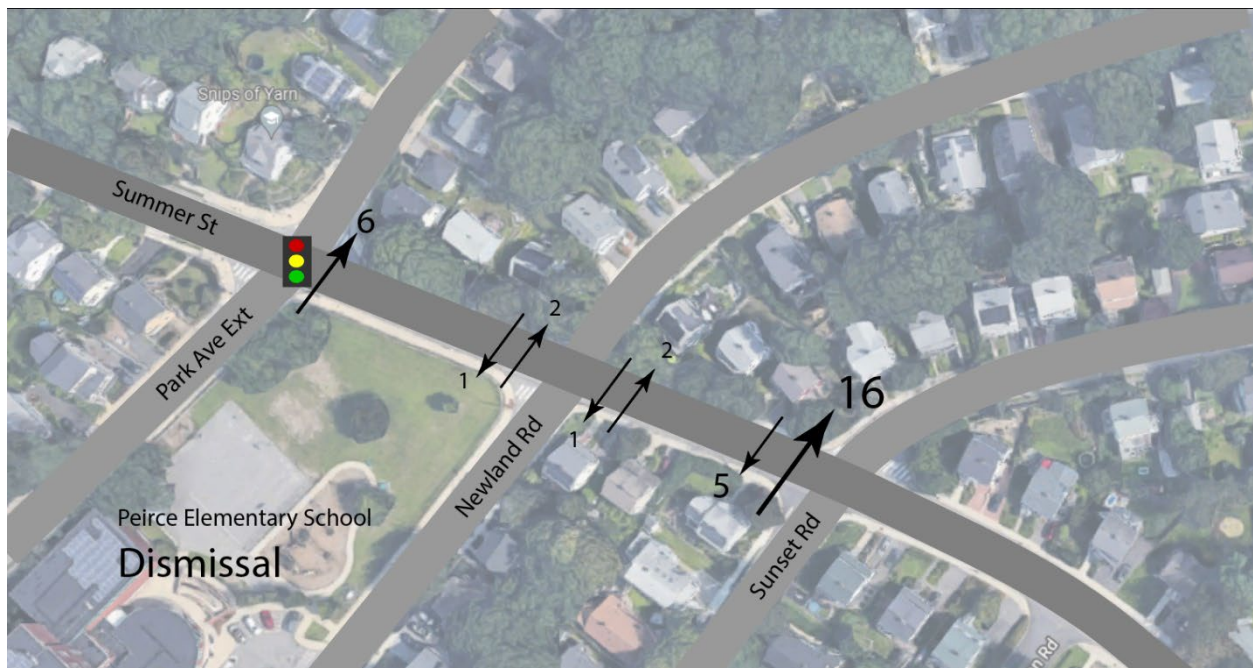
¹ The Forest St. signalized intersection is approximately 400' southeast of Forest St Northbound.

During the 35-min observation period, there were 31 pedestrians crossing Summer St near the Sunset Rd intersection; and 10 pedestrians crossing at Newland Rd. Four pedestrians walked west along Summer St and crossed at the Park Ave Ext crosswalk.

Observed Pedestrian Movements During Peirce Dismissal. TAC members observed Peirce School dismissal on Wednesday, November 3, 2021, from 2:30 – 2:45pm. The weather was clear and sunny with temperatures in the high-40s F. The pedestrian composition was similar to the arrival period described above.

Pedestrians crossed Summer St along the corridor between Newland Rd and Sunset Rd, including midblock crossings. (Many pedestrians crossed Summer St at the signalized intersection at Park Ave Ext. Pedestrians moving away from the school to the north or west were not recorded.)

During the 15-min observation period, there were 21 pedestrian crossings across Summer St near the Sunset Rd intersection; and 6 pedestrian crossings at Newland Rd. Six pedestrians crossed at the Park Ave Ext crosswalk and then walked east along Summer St.



Analysis & Recommendations. There are no marked crosswalks across Summer St between traffic signals at Park Ave Ext and Forest St. However, MassDOT's "Municipal Resource Guide for Walkability (2019)" advises "Crosswalks should be spaced **200' to 300'** apart in developed areas, though up to **500'** is acceptable. It is a best practice to provide a crosswalk on all legs of a signalized intersection [emphasis in original]"²

The residents writing to the Select Board requested a crosswalk at Summer St and Newland Rd, which is just less than 200' from the signalized intersection of Park Ave Ext. As an

² see pps 16-17. https://www.mass.gov/files/documents/2019/06/13/2019_Municipal_Resources_Guide-Walkability_0.pdf

alternative, TAC recommends installing a marked crosswalk across Summer St at the west side of Sunset Rd.

Possible placement of the crosswalk is just to the west of the utility pole and fire hydrant (on the southside), and between the driveway curb cuts of houses 537 Summer St and 541 Summer St (on the northside). This location offers the shortest crossing distance and avoids possible challenges with driveway curb cuts and storm drains located closer to the intersection of Sunset Rd.



Left: view of southside Summer St between 534 and 538 Summer St. Right: view of northside Summer St between driveway curb cuts of 537 and 541 Summer St.

This recommendation for a marked crosswalk is consistent with the following TAC Crosswalk Guidelines:

- An uncontrolled crosswalk should not be placed within 200' of a crosswalk that is controlled by a traffic signal.
- "A higher priority should be given to locations having a minimum of 20 pedestrian crossing per peak hour (or 15 elderly and/or children).
- The Guidelines state: "Visibility: the pedestrian in the crosswalk needs to be visible from far enough away so that a driver has time to react and stop. For vehicle speeds of 20, 25, 30 and 35 mph, the minimum recommended sight distances are 115, 155, 200 and 250 feet, respectively (MassHighway (now MassDOT) 2006). **The 85th percentile speed or posted speed, whichever is higher, should be used for determining sight distance.** [emphasis in original]"

The speed limit at this location is the Town wide default of 25 mph, and the minimum recommended stopping sight distance for 25 mph is 155'. On the conservative side, if the 85th-percentile speed at this location is 35 mph, the minimum recommended sight distance is 250'. The Sunset Rd intersection can be seen from a distance of more than 400' for eastbound drivers and more than 350' for westbound drivers.



2Left: Summer St looking west from Forest St. Right: View magnified with purple oval showing the Sunset Rd intersection. The white picket fence is 529 Summer St, on the eastside of Sunset Rd; the brown fence and red house is on the west side of Sunset Rd.

Notably, Principal Andrew Ahmadi of Peirce School requested an Arrival and Dismissal Audit by MassDOT's Safe Routes to School (SRTS) Program. Judy Crocker of SRTS agreed with the recommendations for an additional crosswalk across Summer St near Sunset Rd, which is endorsed by Principal Ahmadi.

As part of installing a crosswalk at Sunset Rd, the Town should install crosswalk signs and advance warning signs in both directions.

The Town also should consider the following:

1. Adding a Traffic Supervisor to assist in crossing Summer St at Sunset Rd.
2. Designating no parking within 20' before the crosswalk per the Guidelines. However, automobiles generally do not park on the shoulder of this stretch of Summer St.



Shoji Takahashi <shoji.takahashi@gmail.com>

Crosswalk at Sunset, across Summer, near Peirce School

1 message

Megan Callahan <megan_callahan@hotmail.com>

Mon, Jan 31, 2022 at 9:57 AM

To: "shoji.takahashi@gmail.com" <shoji.takahashi@gmail.com>

Cc: Stan Jurga <sjurga@gmail.com>

Hello Mr. Takahashi

Paul Easton and Aura Obando forwarded your message about a possible crosswalk at this location to me.

We live at 167 Forest St, and currently must cross both Forest (which is a "fast" street) and Summer to get to school.

Because we don't have cross walks at either street close to our home, we are still walking our 3rd and 5th grade children to school, even though I feel they are mature and could walk a safer route alone.

We do allow our 5th grader to walk home alone, but we have her cross at the Park Ave Extension crosswalk. This still makes me nervous because so many people run this light (but that's another story).

A cross walk at Sunset/Summer would really improve the safety of our walk, and the many children and families in our neighborhood. We would be happy to write a letter or comment at a meeting to support this.

Thank you so much!

Megan Callahan

Stan Jurga

167 Forest St.



Shoji Takahashi <shoji.takahashi@gmail.com>

Crosswalk on Sunset/Summer street.

1 message

Rachel Chiang <rachelchiang39@gmail.com>
To: shoji.takahashi@gmail.com

Mon, Jan 31, 2022 at 9:59 AM

Hi Shoji,
I second Paul and Aura's request for a crosswalk for kids to get to school on the other side of Summer street. There are lots of kids who live up the hill on Aerial alone, who would benefit.
thanks,
Rachel
--
Rachel Chiang

----- Forwarded Message -----

From: Shoji Takahashi <shoji.takahashi@gmail.com>
To: "eastonpaul@yahoo.com" <eastonpaul@yahoo.com>; "aura.obando@gmail.com" <aura.obando@gmail.com>
Cc: Thouis (Ray) Jones <thouis@gmail.com>; Laura Swan <laura.swan.tac@gmail.com>; Daniel Amstutz <damstutz@town.arlington.ma.us>
Sent: Tuesday, January 18, 2022, 05:47:23 PM EST
Subject: request for crosswalk Summer St near Peirce Elementary School

Dear Paul Easton and Aura Obando:

I volunteer with the Arlington Transportation Advisory Committee (TAC) and am contacting you about your email dated September 11, 2021, to the Select Board and TAC regarding a crosswalk across Summer St at Newland Rd for Peirce Elementary School.

Last week (January 12, 2022), we had a TAC Meeting and discussed observations and assessment of the location. The draft memo is available on the Town website:

<https://www.arlingtonma.gov/home/showpublisheddocument/59420/637775847574330000>

In brief, we confirmed and quantified your observations about the number of people crossing Summer St during arrival and dismissal at the school. Based on measurements and guidelines, locating a crosswalk at Newland Rd is problematic due to its proximity to the traffic signal at Park Ave Ext.

However, as there are many people crossing near Sunset St, we think a crosswalk near Sunset St and Summer St would be useful. We also will be considering crosswalk enhancements such as flashing pedestrian beacons and curb extensions to create a safer crossing location.

As you and your neighbors have direct experience and knowledge of this location, I would like to receive your and their feedback. (We are separately reaching out to the Peirce School for other parents/guardians comments.)

Please let me know your thoughts, and feel free to send this email to your neighbors. I would be happy to discuss it with them, too.

Sincerely yours,
Shoji Takahashi



Shoji Takahashi <shoji.takahashi@gmail.com>

Support for Summer St. Crosswalk

1 message

Jeremy Clyman <clymanj@gmail.com>
To: shoji.takahashi@gmail.com

Mon, Jan 31, 2022 at 12:09 PM

Hello -

I live at 529 Summer St. (corner of Summer St and Sunset Rd) and would very much SUPPORT and appreciate crosswalk development! I was alerted to this matter via neighbor Paul Easton.

Thanks very much! - Jeremy

Jeremy Clyman, Psy.D
Licensed Clinical Psychologist
www.drjeremyclyman.com
Email: clymanj@gmail.com
Cell: 201-207-4203



Shoji Takahashi <shoji.takahashi@gmail.com>

Crosswalk at Summer and Sunset

1 message

Lilly Donohue <lillysmithworks@gmail.com>
To: shoji.takahashi@gmail.com

Mon, Jan 31, 2022 at 4:23 PM

Hello,

I received a forward of your email regarding the consideration of a crosswalk at Sunset and Summer near Peirce school. I live at 553 Summer and definitely support the need for this crosswalk. Many people and children cross the street near Newland daily and additionally I am very concerned about the constant disregard of the speed limit on Summer Street between Park Ave ext and Newland (especially during school arrival and dismissal... so many cars run the light at Park Ave and Summer and I have watched many many times as little kids run out and are nearly hit).

Thanks very much, Lilly Donohue

Sent from my iPhone



Shoji Takahashi <shoji.takahashi@gmail.com>

Re: request for crosswalk Summer St near Peirce Elementary School

1 message

Maria Lissitsyna Bloom <lissitsyna@gmail.com>
To: shoji.takahashi@gmail.com

Fri, Feb 4, 2022 at 1:29 PM

Hi Shoji,

I have heard about this project from our neighbors. I am very excited for the proposed crosswalk.

I live with my family on Aerial street, just a block away from the Sunset / Summer intersection. We cross Summer at Sunset every day to take our daughter to Peirce elementary. We also cross at that location whenever we go to Arlington Heights center, for evening walks, to get to the bike path, etc. Based on my experience, a crosswalk at this location would get used often even outside of school arrival and dismissal hours. I would support installation of some kind of reflectors to make crossings in the dark safer.

Thank you for your help with this project!

Best,
Maria

----- Forwarded Message -----

From: Shoji Takahashi <shoji.takahashi@gmail.com>
To: "eastonpaul@yahoo.com" <eastonpaul@yahoo.com>; "aura.obando@gmail.com" <aura.obando@gmail.com>
Cc: Thouis (Ray) Jones <thouis@gmail.com>; Laura Swan <laura.swan.tac@gmail.com>; Daniel Amstutz <damstutz@town.arlington.ma.us>
Sent: Tuesday, January 18, 2022, 05:47:23 PM EST
Subject: request for crosswalk Summer St near Peirce Elementary School

Dear Paul Easton and Aura Obando:

I volunteer with the Arlington Transportation Advisory Committee (TAC) and am contacting you about your email dated September 11, 2021, to the Select Board and TAC regarding a crosswalk across Summer St at Newland Rd for Peirce Elementary School.

Last week (January 12, 2022), we had a TAC Meeting and discussed observations and assessment of the location. The draft memo is available on the Town website:

<https://www.arlingtonma.gov/home/showpublisheddocument/59420/637775847574330000>

In brief, we confirmed and quantified your observations about the number of people crossing Summer St during arrival and dismissal at the school. Based on measurements and guidelines, locating a crosswalk at Newland Rd is problematic due to its proximity to the traffic signal at Park Ave Ext.

However, as there are many people crossing near Sunset St, we think a crosswalk near Sunset St and Summer St would be useful. We also will be considering crosswalk enhancements such as flashing pedestrian beacons and curb extensions to create a safer crossing location.

As you and your neighbors have direct experience and knowledge of this location, I would like to receive your and their feedback. (We are separately reaching out to the Peirce School for other parents/guardians comments.)

Please let me know your thoughts, and feel free to send this email to your neighbors. I would be happy to discuss it with them, too.

Sincerely yours,
Shoji Takahashi



Shoji Takahashi <shoji.takahashi@gmail.com>

Crosswalk at Sunset and Summer

1 message

Jonathan <jonathan.hempel@gmail.com>
To: shoji.takahashi@gmail.com

Wed, Feb 9, 2022 at 6:46 AM

Hi Shoji,

I am writing to support the proposal for installing a crosswalk on Summer Street at Sunset, as was made aware to me by Paul Easton. I walk my kids to Peirce in the mornings and have no option to cross Summer besides going up to Park. So we almost always cross without a crosswalk.

Thanks so much,
Jonathan
519 Summer Street



Shoji Takahashi <shoji.takahashi@gmail.com>

Cross walk at Summer and Sunset

1 message

goodrichbyers@gmail.com <goodrichbyers@gmail.com>
To: shoji.takahashi@gmail.com

Fri, Feb 11, 2022 at 9:14 AM

Hi,

I am a parent of a Peirce student and a Great Expectations student. I walk summer street between Park Ave and Forest Street at least twice a day every school day. I have been doing this for 4 years. My kids schools are on opposite sides of Summer street. This requires me to cross Summer street. The currently available crosswalks are insufficient.

I recently read the memo from Jan 11 from you and Ray Jones to the TAC. The plan laid out in the memo seems well studied and considered. The recommendations around a cross walk at Summer and Sunset would significant improve and increase the safety of my kids walk to/from school. Thank you for all your work. If community support will help push the cross walk through the town process please reach out. I am happy to help.

Kate Byers

Sent from my iPhone



Shoji Takahashi <shoji.takahashi@gmail.com>

Proposed Crosswalk at Summer and Sunset

1 message

Matthew Owen <matthewsowen@gmail.com>

Wed, Feb 23, 2022 at 12:29 AM

To: shoji.takahashi@gmail.com

Hi Shoji,

I live on Forest St. near Sunset St. and was interested when I heard about the potential crosswalk across Summer St. at the intersection with Sunset. I would absolutely support the addition of this crosswalk and would make use of it since this location is where I usually cross Summer St. at the moment. Under current conditions, I feel like jaywalking is encouraged by having such a long stretch of road without any designated crossings. Furthermore, given the high speed of some drivers along that stretch, I think it would be wise to take some additional measure(s) to either warn drivers of pedestrians in the crosswalk or to slow the traffic as it approaches that intersection. My main concern is with the westbound traffic, due to the curve in the road coming from Forest St.

Thank you for the work you have put into this!

Best,
Matthew Owen



Shoji Takahashi <shoji.takahashi@gmail.com>

SRTS Arrival/Dismissal Observation

Crocker, Judy <judy.crocker@aecom.com>

Thu, Apr 7, 2022 at 8:29 AM

To: Shoji Takahashi <shoji.takahashi@gmail.com>

Cc: Andrew Ahmadi <aahmadi@arlington.k12.ma.us>, Laura Swan <laura.swan.tac@gmail.com>, Daniel Amstutz <DAmstutz@town.arlington.ma.us>, Olivia Goodrich <ogoodrich@arlington.k12.ma.us>

Dear Shoji,

Thank you for reaching out to discuss Peirce School pedestrian activity along Summer Street.

I recently completed an arrival dismissal observation at the school. While the report has not yet been completed or delivered to Mr. Ahmadi, Safe Routes fully agrees with the content of your memo and is going to recommend:

- Adding "SCHOOL ZONE AHEAD" signage on approach along Summer Street/Alpine Terrace and Summer/Sunset and on approach from Blossom/Sunset, Newland/Blossom, and Newland opposite the field. Because the school is nestled in a neighborhood, indications that a school is in the area are not apparent.

This becomes tricky for MA school zone distance is generally measured from the school's main entrance on Blossom, which ends along the fenced playground, excluding a good portion of the adjoining green space abutting Summer and Newland Streets. Currently only Park Ave Extension is signed a school zone.

An additional recommendation is to add Peirce School signage along the fence at the intersections of Park Ave Extension/Summer and Newland/Summer. A Summer Street driver is not readily aware that the fenced area high on the retaining wall is actually a school.

- Accommodating the family pedestrian traffic observed between Newland and Sunset. A number of family vehicles park on Newland and cross at Newland/Summer Street but even more families/student proceed down Summer St towards Sunset. Those traveling north and west along Summer use the pedestrian activated button at the intersection of Summer/Park Ave Extension.

Judy

Judith Crocker MBA | Statewide and Senior Outreach Coordinator

Massachusetts Safe Routes to School - A Program of MassDOT

One Federal Street, 8th Floor, Boston, MA 02110

c: 781-454-6617 | t: 857.383.3816 | f: 857.368.0656

judy.crocker@aecom.com

www.mass.gov/safe-routes-to-school

[Quoted text hidden]



Shoji Takahashi <shoji.takahashi@gmail.com>

cross walk and speed bump

1 message

Katie Noyes <katiemarienoyes@gmail.com>
To: shoji.takahashi@gmail.com

Sun, Sep 11, 2022 at 4:40 PM

Hello Shoji,
Great to meet you, I got your name from a recent block party we had here along Sunset Rd in Arlington Heights. I wanted to ask you about two different topics:

SUMMER STREET CROSSWALK:

I am supporting my neighbors by emailing to request the addition of a crosswalk across Summer Street, near the intersection of Sunset and Summer.

AERIAL STREET SPEED BUMP:

I also wanted to inquire about the feasibility of adding a speed bump along the hill on Aerial Street (the block that starts at Forest St. and ends at the dead-end). Multiple FedEx and Amazon delivery trucks fly up the hill every day going way too fast, and it's a very steep and blind hill where people in the road wouldn't be seen by a truck going too fast up the hill, until potentially too late. Do you know how I should go about inquiring about this possibility? Thanks!

Best,
Kathryn Noyes
15 Aerial Street



Shoji Takahashi <shoji.takahashi@gmail.com>

Crosswalk

1 message

Rodriguez, LROD <lrodriguez1@fas.harvard.edu>
To: "shoji.takahashi@gmail.com" <shoji.takahashi@gmail.com>

Sun, Sep 11, 2022 at 4:57 PM

Dear Shoji,

Regarding the crosswalk at sunset and summer, it would be such a wonderful addition given the interesting location of the school's entrances. My family is in support of this initiative.

134 Sunset Rd.

Thank you,
Laura Rodríguez



Shoji Takahashi <shoji.takahashi@gmail.com>

Peirce School support for Summer St crosswalk at Sunset Rd

Andrew Ahmadi <aahmadi@arlington.k12.ma.us>

Fri, Oct 14, 2022 at 1:53 PM

To: Shoji Takahashi <shoji.takahashi@gmail.com>

Hi Shoji,

I am in support of the crosswalk and appreciate the work that you and the community members are doing.

Andrew

[Quoted text hidden]



Town of Arlington, Massachusetts

Discussion & Vote: Potential Overnight Parking Pilot

Summary:

Lenard T. Diggins, Chair

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_-_Overnight_Parking.pdf	Memo from L. Diggins

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

To: Select Board Colleagues

From: Lenard Diggins, Chair

Date: October 14, 2022

RE: Hardcopy of the statement that was read at our October 13, 2022, regarding the possibility of an Overnight Parking Pilot.

After several discussions with the Town Manager, the Director of Public Works (DPW), the Chief of the Arlington Police Dept (APD), Capt. Kiernan, and Officer Rateau, we have concluded that if we are to move forward with implementing a pilot to explore reducing the restrictions on overnight parking (ONP), then we do so beginning next May at the earliest for the following reasons:

1. It allows us to have more conversations with the community, both formally and informally.
2. It gives us necessary time to work out processes and details with DPW, APD, the Treasurer's Office, the Parking Dept., and the Select Board Office.

Tentatively, we are thinking that the pilot would run for 4-6 months. After that, we would assess the pilot as well as obtain feedback from residents and staff and then determine whether to: (1) maintain/not change the current ONP policy, (2) change the ONP policy in accordance with factors that we learned from the pilot, or (3) conduct another pilot. Were we to decide on changing our ONP restrictions, those changes likely would not go into effect until January 2024. Similarly, another pilot likely would not take place until sometime in 2024.

As we discuss the possibility of doing the pilot next year, please note that we will need to adjust the way in which the Town charges residents who utilize the municipal lots for overnight parking. For those who pay on an annual basis, we would adjust the annual fee based on the length of the pilot. For example, if we adopted a four-month pilot, we would reduce the annual charge by one-third.

Of course, this would require coordination with the Treasurer's Office and/or the Parking Dept. and possibly the Select Board office; so, even if we won't be ready until early next year to commit to doing the pilot, as long as doing the pilot in the during the middle third of 2023 is a possibility, we should start that the coordination ASAP.



Town of Arlington, Massachusetts

Discussion: Boston MPO 2022 Municipal Election Ballot Inner Core Committee

Summary:

Lenard T. Diggins, Chair

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Boston_MPO_Inner_Core.pdf	Reference

Boston MPO 2022 Municipal Election Ballot Inner Core Committee (ICC)

The Chief Executive Official of the municipality must fill out the below ballot, print their name, the municipality they represent, and sign the ballot. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chair of the Council, with the exception of Plan E cities (ex: Cambridge) in which case it shall be the City Manager. In towns the Chief Executive Official is the Chair of the Select Board. The MPO will accept the Chair's vote whether or not the full Select Board has approved it.

Inner Core Committee Seat

☒ City of Somerville

Katjana Ballantyne, Mayor

Print Name

Lenard T. Diggins

Municipality

Arlington

eSigned via SeamlessDocs.com

Lenard Tyrone Diggins

Key: 9325b396-dcd6-4f0e-bcde-866d925bb8f8

10-20-2022



Town of Arlington, Massachusetts

Unclear Stop Line at Symmes Road Light

Summary:

Greg Dennis, 19 Wheaton Road

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	G._Dennis_CR.pdf	Reference

----- Forwarded message -----

From: **Laura Swan** <laura.swan.tac@gmail.com>

Date: Mon, Jun 20, 2022 at 4:46 PM

Subject: Re: TAC: Unclear stop line at Symmes Rd light

To: Greg Dennis <gdennis@alum.mit.edu>

Mr. Dennis,

Thank you so much for your email. The Transportation Advisory Committee is a group of volunteer residents and Town employees who advise and give recommendations to the Select Board on transportation issues and questions around town, usually by collecting data and applying engineering guidelines.

The best way to make a request like this is to reach out to the Town's decision making authority, the Select Board. They often refer these issues to TAC or to other Town departments, and we would be happy to look into it if they ask us.

Best,
Laura Swan
TAC Chair

On Mon, Jun 13, 2022 at 12:12 PM Greg Dennis <gdennis@alum.mit.edu> wrote:
Hi TAC Chair Swan,

When travelling south east on Summer St, at the intersection with Symmes Rd there is no clear stop line before the traffic signal. The lack of any clear stop line in that direction means that some cars run it when it is red, unclear of whether they are actually expected to stop. Others stop where there is a break in the double yellow lines, but that leaves your car practically underneath the signal, too close to see when it changes back to green. Would TAC be able to take a look at where that stop line ought to be and take steps to ensure it is clearly marked?

Thanks!
Greg Dennis
19 Wheaton Rd



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

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.



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board November 7, 2022

Summary:

You are invited to a Zoom webinar.

When: Oct 24, 2022 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_Cne1jt_xSCW2Hhp6zqe4Fg

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

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.

Documents regarding agenda items will be made available via Novus Agenda and the Town's Website.