



Town of Arlington Select Board

Meeting Agenda

September 23, 2024

7:15 PM

Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or
ACMI

1. Legislative Provision for Remote Participation

FOR APPROVAL

2. Permission to Plant Daffodils on Town Properties
Beth Locke, Executive Director
Chamber of Commerce

CONSENT AGENDA

3. Minutes of Meeting: August 19, 2024
4. Acceptance of MassDOT Shared Streets & Spaces Grant Funds
John Alessi, Senior Transportation Planner
5. Acceptance of Boston MPO Bluebikes Grant Funds & Approval of Arlington/Watertown MOA
John Alessi, Senior Transportation Planner
6. Vote: Authorizing In Person Early Voting and Police Details for the State Election, November 5, 2024
Juli Brazile, Town Clerk
7. Request: Contractor/Drainlayer License
M3 Masonry
Marcos Bruplin
Winthrop, MA 02152

Unneed Home Improvements
Myles Cash
Burlington, MA 01803
8. Request: Special (One Day) Beer & Wine License, 10/27/2024 @ Ed Burns Rink for Dan Kelley Foundation Halloween Skate and Beer Garden
Dan Kelley Foundation and Kelley Grealish
9. Request: Special (One Day) Beer & Wine License, 09/28/2024 @ Robbins Memorial Town Hall for a Private Event

Margaret Banasik

10. Request: Special (One Day) Beer & Wine License, 10/13/2024 @ Community Center for a Private Event
Freddy Widmer/Stephen Easley

APPOINTMENTS

11. ACAC Grants Committee (formerly Arlington Cultural Council)
Eric Stange (term to expire: 06/30/2027)
Sandra Mostajo (term to expire: 6/30/2027)
Amy Markov-Wieand (term to expire: 6/30/2027)
Jacqueline Houton (term to expire: 1/31/2027)
Parmit Crassa (term to expire: 1/31/2027)
Howard Herman (term to expire: 1/31/2027)

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

12. Discussion and Approval: Town Manager / Select Board Goals
13. Discussion: Town Manager Evaluation Time Table
Stephen W. DeCoursey, Chair
14. Update: Litigation Against Itron, Inc
James Feeney , Town Manager
Michael Cunningham, Town Counsel
15. Update: Property Redemption 62-64 Brooks Avenue
James Feeney, Town Manager
Michael Cunningham, Town Counsel
16. Select Board and Arlington Redevelopment Board Joint Meeting Follow-Up
Stephen W. DeCoursey, Chair
17. Discussion: Host Community Agreements
James Feeney, Town Manager
Michael Cunningham, Town Counsel

NEW BUSINESS

Next Scheduled Meeting of Select Board October 7, 2024

You are invited to a Zoom webinar.

When: Sep 23, 2024 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_RbvXKdHEQCCvCwRk547LdA

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.



Town of Arlington, Massachusetts

Legislative Provision for Remote Participation



Town of Arlington, Massachusetts

Permission to Plant Daffodils on Town Properties

Summary:

Beth Locke, Executive Director
Chamber of Commerce

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Chamber_Memo.pdf	Reference
▢	Reference Material	Town_Property_Planting_map.pdf	Map



September 12, 2024

Arlington Select Board
730 Massachusetts Avenue
Arlington, MA 02476

Re: Permission to Plant Daffodils on Town Properties

Dear Members of the Select Board,

The Arlington Chamber of Commerce is eager to collaborate with the town on a special initiative to plant daffodils along the historic reenactment route in the heart of Arlington, as part of the town's 250th Commemorations in April 2025. Since daffodils bloom annually, we hope these flowers will be enjoyed by the community for years to come.

The Chamber plans to provide 10,000 daffodil bulbs, which will be planted this fall by individuals and various groups in pre-selected areas along the route. We will encourage residents, businesses, civic organizations, sports leagues, scout groups, school groups, and others to apply for planting opportunities on a first-come, first-served basis.

We have identified key sites and we seek the town's permission to plant on the following town properties:

- Fire Station & Veteran's Memorial Park - 500 bulbs
- Mass Ave. Median Strip @ Fire Station - 400 bulbs
- Mass Ave. Median Strip @ Legacy Apartments - 100 bulbs
- Mass Ave. Median Strip @ Caffe Nero - 150 bulbs
- Mass Ave. Median Strip @ Starbucks - 150 bulbs
- Mass Ave. Median Strip @ Kickstand Cafe - 150 bulbs
- Whittemore Park - 600 bulbs
- Uncle Sam Plaza - 400 bulbs
- Russell Common Parking Lot - 800 bulbs
- Mass Ave. Median Strip @ Tatte - 500 bulbs
- Robbins Library - 600 bulbs

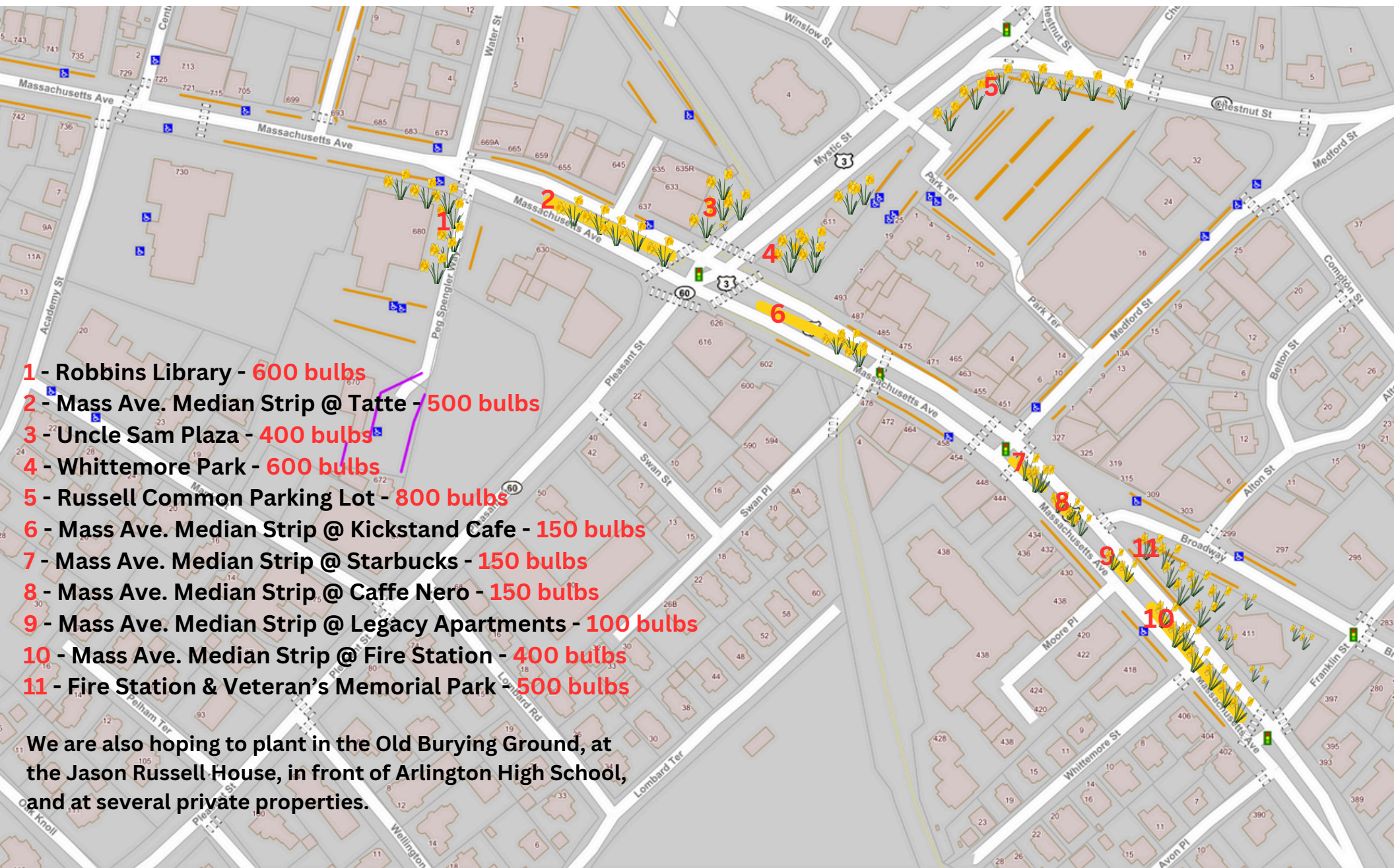
In addition, we will request permission from the Arlington Historical Society, Cemetery Commission, School Committee, private property owners, and local businesses for planting in other areas along the route.

We look forward to your support in making this initiative a meaningful contribution to the town's 250th anniversary celebrations.

Sincerely,

Beth Locke
Executive Director

Town Property Planting Map and Bulb Quantity Estimate



- 1 - Robbins Library - 600 bulbs**
- 2 - Mass Ave. Median Strip @ Tatte - 500 bulbs**
- 3 - Uncle Sam Plaza - 400 bulbs**
- 4 - Whittemore Park - 600 bulbs**
- 5 - Russell Common Parking Lot - 800 bulbs**
- 6 - Mass Ave. Median Strip @ Kickstand Cafe - 150 bulbs**
- 7 - Mass Ave. Median Strip @ Starbucks - 150 bulbs**
- 8 - Mass Ave. Median Strip @ Caffe Nero - 150 bulbs**
- 9 - Mass Ave. Median Strip @ Legacy Apartments - 100 bulbs**
- 10 - Mass Ave. Median Strip @ Fire Station - 400 bulbs**
- 11 - Fire Station & Veteran's Memorial Park - 500 bulbs**

We are also hoping to plant in the Old Burying Ground, at the Jason Russell House, in front of Arlington High School, and at several private properties.



Town of Arlington, Massachusetts

Minutes of Meeting: August 19, 2024

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	08.19.2024_draft_minutes.pdf	Draft 8.19.2024 Minutes



Select Board Meeting Minutes

Date: Monday, August 19, 2024

Time: 7:15PM

Location: Members of the public may access the hybrid meeting via the Select Board Chambers, Zoom, or ACMI

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

Also Present: Mr. Feeney, Mr. Cunningham, Ms. Maher

1. Legislative Provision for Remote Participation

Mr. Hurd opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. 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. Presentation: Master Plan

Claire V. Ricker, Director

Department of Planning and Community Development

Claire Ricker, Department of Planning and Community Development appeared before the Board to give a presentation regarding the Master Plan. Ms. Ricker noted that a Master Plan is a 50,000-foot view that guides City policies and investments over the next twenty years. The plan reflects community vision and values; community engagement is critical to the success of a comprehensive master plan process and the impact of the plan will affect City policy, future investments, regulatory changes, and ongoing community discussions. Characteristics of a master plan are that it is comprehensive, long term, general and focused primarily on physical developments and assets. A master plan serves a number of functions. It provides continuity to the community over time, balances competing interests and protects public and private investment in infrastructure. It plans for development in a way that protects valued resources, and it allows people to express a collective vision for their community. Ms. Ricker noted that a master plan in Massachusetts is under Massachusetts General Laws, and is governed by Chapter 41,

Section 81D. This section requires that the plan address nine elements, including a goals and policies statement and an implementation plan. Within that framework is a great deal of latitude to craft a master plan that fits the individual needs of the community. The seven study areas are land use/growth, housing, economic development, arts and culture, open space and recreation, public services and transportation/mobility plus a statement on goals and policies and an implementation plan. Ms. Ricker stated that the next steps for the Master Plan are identify issues, survey, list goals, prepare plan, consider alternatives, adopt plan, implement plan and evaluate plan. The Arlington Redevelopment Board has appointed a new master plan update advisory committee. Ms. Ricker stated that the goal is to bring the master plan update to Town Meeting in 2026. Further, the committee is made up of 13 community members, two representatives from the Redevelopment Board and one member from the Select Board.

The Board thanked Ms. Ricker for the detailed presentation and clarified that it is the Redevelopment Board that is responsible for the creation of the Master Plan and training updates. The Board had a lengthy discussion regarding the Select Board seat on this committee and discussed if it should be a liaison as opposed to a member as well as the option to appoint someone as the Boards designee.

3. Discussion: MBTA Proposed Development of Alewife Station / CSO Issues

Eugene Benson

Kristin Anderson

Mr. Benson appeared before the Board and gave a brief overview of proposal from the MBTA stating that it has started a procurement process to engage a private sector Joint Development (JD) partner for the redevelopment of its Alewife Complex in Cambridge, Massachusetts. The Alewife Complex comprises a very active Red Line heavy rail station, a 2,733-space structured parking garage, commuter rail right-of-way, and ancillary layover and maintenance facility land. Mr. Benson went on to explain that to accomplish these goals, the MBTA will enter into a Pre-Development Agreement with its chosen JD partner to maximize public and private strengths of each party, and to create a development master plan that is realistic and viable. Upon the satisfaction of the pre-conditions to development set forth in the Pre-Development Agreement, it is the intention of the MBTA to proceed directly to a long-term lease with its JD partner. It envisions that the existing parking garage will be demolished and a mixed-use development that includes a new parking garage will take its place. Mr. Benson noted that the MBTA has written in its documents that it expects the development of the complex to be closely coordinated with the City of Cambridge but has no mention of its neighboring towns such as Arlington. Mr. Benson stated that the potential impacts on Arlington are tremendous and the potential for increased CSO's.

Ms. Anderson appeared before the Board and spoke regarding the impacts this will have on the CSO's in the alewife brook stating that last year 27 million gallons of untreated sewage was dumped into the alewife brook. Ms. Anderson stated that this proposed development is just feet away from Cambridge's worst CSO and they have not seen a plan that calls for an end to this problem.

The Board thanked Mr. Benson and Ms. Anderson for their presentation and noted that it is an extreme problem

Mrs. Mahon moved to send a letter to Philip Eng, General Manager Chief Executive Officer of the MBTA as well as a letter to Maura Healy, Governor of Massachusetts.

SO VOTED (5-0)

FOR APPROVAL

- 4. Back to School Bash
Zara Khanjyan

Ms. Khanjyan, Principal of the Russian School of Mathematics in Arlington appeared before the Board and stated that her request is for a 'Back to School Bash' in Whittemore Park on September 28, 2024 from 11:00a.m. - 1:00p.m. where there will be entertainment for the kids.

Mr. Helmuth moved approval.

SO VOTED (5-0)

CONSENT AGENDA

- 5. Request: Contractor/Drainlayer License
Steve & Sons Contracting, Inc.
Dean Ioakimidis
Medford, MA 02155

Triad Associates
Mark Marinelli
Haverhill, MA 01830

McLaughlin Corporation, LLC
Philip McLaughlin
Everett, MA 02149

128 Plumbing Heating Cooling Electric and Drains
Alex Minter
Wakefield, MA 01880

- 6. Acceptance of Funds for the 2024 Battle Reenactment
Christine Bongiorno, Deputy Town Manager-Operations
- 7. Jason Russell House / Arlington Historical Society Beer Garden Special (One Day)
Beer & Wine License Amendments
Alcohol Serving Time Revision for the Rest of the Season
Previous: 1:00pm - 6:00pm
New Request: 1:30pm - 6:30pm

Arlington Town Day Request
Serving Time: 12:00pm - 6:30pm

8. Request: Special (One Day) Beer & Wine License 09/08/2024 @ Robbins Memorial Town Hall for a Private Event
Martha Ingols
9. Free Parking in the Russell Common Lot & Railroad Lot for Arlington Town Day 09/21/2024
Katie Luzcai, Economic Development Coordinator
10. Temporary "No Parking" Signs on Bartlett Avenue on 09/21/2024
11. Special Event: National Coffee with a Cop Day, October 2, 2024
Suzanne Trunfio

Mr. Hurd moved approval.

SO VOTED (5-0)

APPOINTMENTS

12. Council on Aging
Elaine McNulty Knight (term to expire: 06/30/2027)
Marie Rapoza (term to expire: 06/30/2026)

Mrs. Mahon moved approval.

SO VOTED (5-0)

13. LGBTQIA+ Rainbow Commission
Sara Goodrich (term to expire: 01/31/2026)

Ms. Goodrich stated that she has lived in Arlington for 15 years with her wife and two children. Ms. Goodrich noted that she has participated in the Rainbow Commissions activities and when the opportunity became available to join the committee she stepped up and volunteered.

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

Mr. Helmuth moved approval.

SO VOTED (5-0)

14. Constable
Jeffrey Silton (term to expire: 01/31/2027)

Mr. Silton noted that he has been a constable in Newtown for 27 years, Watertown for 8 years and Wellesley for 2 years.

The Board thanked Mr. Silton for his willingness to serve and look forward to working with her in the future.

Mr. Hurd moved approval.

SO VOTED (5-0)

LICENSES & PERMITS

15. For Approval: Wine & Malt Alcohol License

Drad Group Inc, Makalu Nepali & Indian Cuisine, Bishnu Dabadi, 352A
Massachusetts Avenue

Mr. Dabadi appeared before the Board and stated that he is requesting a wine and malt alcohol license located at his restaurant in Arlington.

Mr. Hurd moved approval.

SO VOTED (5-0)

16. For Approval: Common Victualler License

Fiesta Bites Pizzeria LLC, Asael Alonso Sanchez Hernandez, 1323
Massachusetts Avenue

Mr. Hernandez appeared before the Board and noted that he is the new owner of Fiesta Bites Pizzeria located at 1323 Massachusetts Avenue.

The Board thanked Mr. Hernandez for choosing Arlington to start his business. The Board noted that this location had a number of outstanding violations by the previous owner all of which have been corrected by the new owner. Mr. Feeney confirmed that the applicant is actively engaged in discussions with both the Planning Department and Inspectional Services.

Mr. Helmuth moved approval.

SO VOTED (5-0)

OPEN FORUM

Kathy Corbett, 17 Mill Street appeared before the Board to discuss a number of complaints in regard to the new traffic light located on Mill Street.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

17. TAC Recommendations: Speed Limits

Jim Stubbe, Vice-Chair, Transportation Advisory Committee

Mr. Stubbe appeared before the Board and gave a brief overview of the request stating that in January, the Select Board referred to the Town Manager a request from the Broadway Neighbors Coalition to take down all 30 MPH Speed Limit signs on Broadway and Warren Street. The goal of this request was to have the Town-wide default Speed Limit of 25 MPH prevail on the roadway. A review by Town Staff determined that in order to enforce a 25 MPH Speed Limit, this would require rescinding the existing MassDOT Special Speed Regulation of 30 MPH. Since the Transportation Advisory Committee previously advised the Select Board on the 25 MPH Town-wide default Speed Limit, the Town Manager felt that this request should also be reviewed by the committee. The scope of the original request was also expanded to review all Speed Limits in Arlington that exceed the Statutory Townwide 25 MPH Speed Limit. Every one of the Speed Limits are covered by Special Speed Regulations TAC established a Working Group to review the request. Mr. Stubbe noted that Arlington has already adopted the Townwide 25 Speed Limit, rescinding all Speed Limits over 25 MPH is in alignment with that decision and helps simplify both signage and driver expectations across Arlington. Mr. Stubbe noted that Town Staff will be responsible for managing implementation of this task along with a number of other duties. Mr. Stubbe noted that once approved, Arlington will need to follow

the MassDOT Procedure for Rescinding Speed Regulations (Section 8 – Attachment C) in the 2021 version of Procedures for Speed Zoning on State Highways and Municipal Roads. The working group recommends starting with Park Ave and Broadway since they prompted this activity and using them as the learning case for how to work with MassDOT to rescind the Special Speed Regulations.

The Board thanked Mr. Stubbe and the Transportation Advisory Committee for their tremendous work and the comprehensive report.

Mr. Diggins moved approval to rescind the special speed regulations on Broadway and Park Avenue. SO VOTED (5-0)

18. TAC Recommendation: Gray Street/Churchill Ave Intersection

Ms. Swan appeared before the Board and gave a brief overview stating that the Transportation Advisory Committee was asked to evaluate possible pedestrian crosswalk locations. The TAC working group made several site visits and took pedestrian counts on three separate occasions on three different crossing locations along Gray Street, Endicott Road, Valley Road and Churchill Avenue. TAC's recommendations are:

- No Action to adding a crosswalk in these locations.
- Repaint the white edge lines from Bartlett Ave to Endicott Ave to have a consistent lane width.

The Board thanked Ms. Swan for the updated and noted that despite the amount of time that has passed, the Board remember the intensity of the parent's concern and the large number of residents complaints. The Board noted that as a policy maker of the town they need to pay attention to data but also to the potential severity and risk even though this may be a low frequency crossing site. The Board had a detailed conversation regarding different ways to slow down the cars to increase pedestrian safety at this location suggesting the increase of signage along this corridor. Ms. Swan noted that she will bring this request back to TAC for further review.

19. Discussion: Churchill Avenue, Endicott Road, and Gloucester Street Intersection

Ms. Swan noted that the Transportation Advisory Committee is still developing a memo to send to the Select Board regarding this request as it is considered a lower priority item compared to a site like Park Avenue. Ms. Swan noted that they are working with the Department of Public Works to formalize the drawing that was sent by the residents. The Board thanked Ms. Swan for the update.

20. Request for New Memorial & Memorial Edit for Alan Hovhaness

Alan Jones

Mr. Feeney noted that he spoke with Arlington resident Michael Armanious in the winter to discuss this request and provided general direction for the process moving forward. Mr. Feeney noted that four representatives of the Armenian Cultural Foundation formalized their request in the form of a letter of the ways they were hoping to memorialize Mr. Hovhaness. Mr. Feeney expressed that the correspondence that is before the Board tonight is to be referred to the public memorials committee as the next formal step of the process.

Mrs. Mahon moved to refer to the Public Memorials Committee. SO VOTED (5-0)

NEW BUSINESS

Mr. Hurd acknowledged the Arlington Housing Authority and the Arlington Police Department on their national night out nothing that it was a great event.

Next Scheduled Meeting of Select Board September 9, 2024

Mrs. Mahon moved to adjourn at 9:46p.m. SO VOTED (5-0)

A true record attest.
Ashley Maher
Board Administrator

8/19/2024

Agenda Item	Documents Used
1	
2	Master Plan Presentation
3	Alewife Packet
4	RSM Special Event
5	Contractor/Drainlayer Reference
6	Approval of Funds Memo
7	
8	Ingols Special One Day License
9	Select Board Free Parking Memo
10	Temp 'No Parking' Signs Memo
11	Special Event Application – Coffee with a Cop
12	McNulty Council on Aging Appointment Reference Rapoza Council on Aging Appointment Reference
13	S. Goodrich Rainbow Appointment Reference
14	J. Siltan Constable Appointment Reference
15	Makalu WM Application

	Inspection Reports
16	Fiesta Bites CV Application Inspection Reports
17	Speed Limit Reference TAC Memo
18	Gray St Crosswalk Original Concerns
19	Churchill, Endicott, Gloucester Intersection Referral
20	A. Hovhaness Reference



Town of Arlington, Massachusetts

Acceptance of MassDOT Shared Streets & Spaces Grant Funds

Summary:

John Alessi, Senior Transportation Planner

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	SSS_Grant_Acceptance_of_Funds_Memo.pdf	Reference



TOWN OF ARLINGTON
DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

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

MEMORANDUM

To: Members of the Arlington Select Board

CC: Jim Feeney, Town Manager
Claire V. Ricker, Director, DPCD

From: John Alessi, Senior Transportation Planner, DPCD

Date: September 19, 2024

RE: Acceptance of MassDOT Shared Streets & Spaces Grant Funds

This memorandum summarizes the request to approve the receipt of \$244,833.44 in grant funds from the MassDOT Shared Streets & Spaces Program.

The Department of Planning & Community Development (DPCD) received in July 2024 a MassDOT Shared Streets & Spaces Grant in the amount of \$244,833.44 to install three new 11-dock Bluebikes stations, new bicycles, and funding that will be used towards the Town's ongoing maintenance and operations costs. Pursuant to M.G.L. ch. 44 s. 53A, grants received by the Town from the Commonwealth are required to be approved by the Select Board and expended for the purposes for which they were granted.

DPCD will work with the Arlington Bicycle Advisory Committee to plan the locations for these three future stations. It is likely that these stations will be installed in Spring 2025, but this timeline is subject to change.

The requested action of the Board is to approve the receipt of these grant funds from MassDOT's Shared Streets & Spaces Program.

Amount	Received	Use	Source	Department
\$244,833.44	July 2024	Three 11-dock Bluebikes Stations, New Bicycles, and Operations & Maintenance Costs	MassDOT	Department of Planning & Community Development



Town of Arlington, Massachusetts

Acceptance of Boston MPO Bluebikes Grant Funds & Approval of Arlington/Watertown MOA

Summary:

John Alessi, Senior Transportation Planner

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Boston_MPO_Grant_Acceptance_of_Funds_Memo.pdf	Reference



TOWN OF ARLINGTON
DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

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

MEMORANDUM

To: Members of the Arlington Select Board

CC: Jim Feeney, Town Manager
Claire V. Ricker, Director, DPCD
Michael Cunningham, Town Counsel
Jaclyn Munson, Deputy Town Counsel

From: John Alessi, Senior Transportation Planner, DPCD

Date: September 19, 2024

RE: Acceptance of Boston MPO Bluebikes Grant Funds & Approval of Arlington/Watertown MOA

This memorandum summarizes the request to approve the acceptance of \$272,000 in grant funds from the Boston MPO's Community Connections Program and a request to approve an MOA between the Town of Arlington and the City of Watertown needed to administer the joint grant.

The Department of Planning & Community Development (DPCD) 2021 was awarded a joint Boston Metropolitan Planning Organization (MPO) Community Connections Grant in the amount of \$272,000 alongside the Cities of Watertown and Newton to expand Bluebikes stations in all three municipalities. This was a joint grant request in which each municipality would receive up to \$90,000 in federal funding as part of the grant. The federal funding represents an 80% contribution for the total project costs, and each municipality must contribute a 20% local match. The Town of Arlington received these funds in August 2024 and the project will include installing three new 11-dock Bluebikes stations and new bicycles on the Minuteman Bikeway at Mill St, the Minuteman Bikeway at Lake St, and on Medford St at Warren St. Pursuant to M.G.L. Ch. 44 s. 53A, grants received by the Town from the Commonwealth are required to be approved by the Select Board and expended for the purposes for which they were granted.

The Town of Arlington is also the lead recipient of the grant agreement with MassDOT, and the Cities of Watertown and Newton are sub-recipients. Although this is a Boston MPO Grant, MassDOT is the contracting agency. With Arlington as the lead recipient, each municipality will pay upfront the costs of their respective Bluebikes capital projects, and based on each municipality's total project cost, the Town of Arlington will then reimburse the sub-recipients up to \$90,000 (max 80% contribution) through the total grant amount (\$272,000). This process will be set up through two separate Memorandums of Agreement with the Cities of Watertown and Newton. These agreements fall under M.G.L. Ch. 40 s. 4A because this is an infrastructure grant effectuated by governmental units that statutorily requires an authorizing vote by the Select Board before the Town Manager can execute signatures. Arlington's Town Counsel has already coordinated with Watertown's City Attorney to develop the enclosed MOA between the two municipalities.

The City of Watertown’s City Council has already approved this MOA and it is ready for approval by the Arlington Select Board. The Town of Arlington is still coordinating with the City of Newton on the remaining MOA, which will be shared with this Board for approval in the future.

Based on the requirements of both M.G.L. Ch. 44 s. 53A and M.G.L Ch. 40 s. 4A, the requested actions of the Board are to, respectively:

1. Accept the receipt of these grant funds from the Boston MPO’s Community Connections Program to be expended for the purpose granted; and
2. Approve the enclosed MOA between the Town of Arlington and the City of Watertown.

Amount	Received	Use	Source	Department
\$272,000 Total , \$90,000 for each community (Arlington, Watertown, Newton)	Grant Awarded in 2021, Funding Received in August 2024	Three 11-dock Bluebikes Stations and New Bicycles	Grant awarded through Boston MPO, MassDOT as the contracting agency	Department of Planning & Community Development

Enclosure

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN
THE TOWN OF ARLINGTON
and
THE CITY OF WATERTOWN**

This memorandum of agreement (this "MOA" or "Agreement") is made as of _____, 2024 (the "Effective Date") in accordance with M.G.L. c. 40, sec. 4A, by and between the TOWN OF ARLINGTON (the "Recipient"), and the CITY OF WATERTOWN (the "Sub-recipient") (collectively, the "Parties").

RECITALS

WHEREAS, the Commonwealth of Massachusetts, by and through its Department of Transportation has awarded to the Town of Arlington and the cities of Newton and Watertown a grant to purchase, install and operate up to 8-9 Blue Bikes share stations; and

WHEREAS, the Recipient shall be serving as the lead contracting agency of said grant; and

WHEREAS, the Parties agree to work together to administer the grant funds for the purpose for which it was awarded and to cooperate accordingly; and

WHEREAS, the Parties have agreed that the Recipient shall reimburse the Sub-recipient for costs incurred in accordance with expenditures under the grant; and

WHEREAS, this Agreement has been approved in accordance with the provisions of G.L. c. 40, sec. 4A, by vote of the Town of Arlington Select Board, and by vote of the Watertown City Council with the approval of the City Manager.

NOW THEREFORE, The Parties agree as follows:

1. **Purpose.** This Agreement shall be effectuated pursuant to the following:
 - a. The Commonwealth of Massachusetts, by and through its Department of Transportation ("MassDOT") has awarded to the Town of Arlington and the cities of Newton and Watertown (the "Municipalities") a grant to purchase, install and operate 8-9 Blue Bikes share stations (the "Grant").
 - b. The Parties agree that the Recipient shall serve as the lead contracting agency for purposes of administering Grant funds (the "Grant Funds"), totaling Two Hundred and Seventy-Two Thousand (\$272,000) dollars.
2. **Term.** This Agreement shall begin on the Effective Date and shall terminate when the Grant Funds have been expended or until such time as set forth by any contract documents governing the Grant and Grant Funds (the "State Contract Documents"), whichever occurs

sooner. Unless otherwise stated, the Parties' obligations under this Agreement shall extinguish upon its termination.

3. **Obligations of the Recipient.** The Recipient, as the lead contracting agency for the Grant and Grant Funds, hereby agrees to:
 - a. As further described in Section 5 of this Agreement, administer the Grant Funds to the Sub-recipient in the form of a reimbursement upon receipt of any invoices submitted to the Recipient by the Sub-recipient for equipment purchased in accordance with the Grant; and
 - b. Oversee the Grant and Grant Funds administration which may include but is not limited to: procurement, invoicing, reimbursement, or any other actions that may require it to act in accordance with the Grant.

4. **Obligations of the Sub-Recipient.** The Sub-recipient, as an awardee to the Grant, hereby agrees to:
 - a. Work cooperatively with the Recipient and all Municipalities to effectuate the purpose of the Grant; and
 - b. Procure with its own monies any equipment required by Sub-recipient to fulfill its obligations under this Agreement and the Grant; and
 - c. Submit invoices to the Recipient for equipment purchased in accordance with the Grant and described in Section 4(b) above; and
 - d. Accept responsibility for any local coordination and implementation of the Blue Bike share elements within its jurisdiction and in accordance with the terms and conditions of the Grant.

5. **Reimbursement.** The Recipient shall reimburse the Sub-recipient in a sum up to its Grant Funds of Ninety Thousand Six Hundred Sixty-Six Dollars and Sixty-Seven Cents (\$90,666.67). Nothing herein shall require the Recipient to reimburse the Sub-recipient for costs incurred in excess of the Sub-recipient's Grant Funds. Reimbursements and corresponding documents shall be maintained in accordance with the Commonwealth's Municipal Retention Schedule.

6. **Notices.** Notices made under this Agreement shall be made to the following parties:

As to Recipient:

Town Manager, Town of Arlington
c/o John Alessi, Senior Transportation Planner
740 Massachusetts Avenue
Arlington, MA 02476

With a copy to:

Town Counsel, Town of Arlington

50 Pleasant Street
Arlington, MA 02476

As to Sub-recipient:

City Manager, City of Watertown
c/o Zeke Mermell, Senior Transportation Planner
149 Main Street
Watertown, MA 02472

With a copy to:

City Attorney, City of Watertown
KP Law PC
101 Arch Street
Boston, MA 0021102476

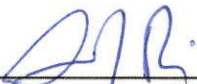
7. **Governing Law:** This Agreement shall be interpreted, enforced, governed, and construed by, under, and in accordance with the laws of the Commonwealth of Massachusetts.
8. **Entirety of Agreement:** The parties acknowledge that this Agreement constitutes the Parties' entire agreement with respect to the subject matter hereof and supersedes all prior agreements or promises, whether oral or written, with respect to the subject matter hereof. This Agreement may not be amended, altered or modified except by a writing signed by the parties.
9. **Severability:** If any term(s) or provision(s) of this Agreement shall be held to be invalid or unenforceable for any reason by a court of competent jurisdiction, the validity or enforceability of the remaining terms and provisions shall not be affected, and such invalid and/or unenforceable term(s) and/or provision(s) shall be deemed modified to the extent necessary to make it or them enforceable.
10. **Reservation of Rights:** The Parties agree that the purpose of this Agreement is to transfer funding solely for the purposes set forth above, and nothing herein shall create a binding precedent regarding reimbursements.
11. **Incorporation by Reference.** The Parties agree and acknowledge that the State Contract Documents are incorporated by reference into this agreement and are part of the entire Agreement in accordance with Section 7 of this Agreement.

[Signature page follows. Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed, sealed and delivered by their respective duly authorized representatives, as of the date first written above.

CITY OF WATERTOWN

TOWN OF ARLINGTON

By: 
George Proakis, City Manager


By: _____
James Feeney, Town Manager

Date: 9/10/24

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:


City Attorney

Town Counsel



Town of Arlington, Massachusetts

Vote: Authorizing In Person Early Voting and Police Details for the State Election, November 5, 2024

Summary:

Juli Brazile, Town Clerk

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Police_Detail_Memo.pdf	Town Clerk Memo

Town of Arlington
Office of the Town Clerk
730 Massachusetts Avenue
Arlington, MA 02476



Tel: 781-316-3070
townclerk@town.arlington.ma.us

MEMO

TO: Select Board
FROM: Juli Brazile, Town Clerk
DATE: September 12, 2024
RE: Authorizing the Police Details for the State Election

The law requires a Select Board vote to authorize the necessary police details for each election. Officers are required at each polling location under G.L. Chapter 54, Section 72 on election day. Officers are optional during in-person early voting, however it has been Arlington’s practice to have an officer detailed to Town Hall during early voting. An additional change in the law applies the 150-foot rule prohibiting election signs during early voting hours as well, making the need for an officer more important. I ask the Board to take the following vote:

Voted: that the Town Manager and Police Chief are directed to assign sufficient police details to preserve order and protect election officers as required by G.L. c. 54 sec. 72:

- At Town Hall for early voting Saturday October 19, 2024 through November 1, 2024 during those hours enumerated; and
- At the nine (9) polling locations on November 5, 2024 between the hours of 7:00 a.m. and 8:00 p.m.

Early Voting

Saturday, October 19: 1:00 pm – 5:00 pm	Saturday, October 26: 1:00 pm – 5:00 pm
Sunday, October 20: 1:00 pm – 5:00 pm	Sunday, October 27: 1:00 pm – 5:00 pm
Monday, October 21: 8:00 am – 4:00 pm	Monday, October 28: 8:00 am – 4:00 pm
Tuesday, October 22: 8:00 am – 4:00 pm	Tuesday, October 29: 8:00 am – 4:00 pm
Wednesday, October 23: 8:00 am – 4:00 pm	Wednesday, October 30: 8:00 am – 4:00 pm
Thursday, October 24: 8:00 am – 7:00 pm	Thursday, October 31: 8:00 am – 7:00 pm
Friday, October 25: 8:00 am – 12:00 pm	Friday, November 1: 8:00 am – 12:00 pm

Election Day – November 5, 2024, polls open 7:00 am – 8:00 pm

Thompson School	Hardy School
Gibbs School	Town Hall
Bishop School	Brackett School
Stratton School	Dallin School
Peirce School	



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

M3 Masonry
Marcos Bruplin
Winthrop, MA 02152

Uneed Home Improvements
Myles Cash
Burlington, MA 01803

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	M3_Masonry_Uneed_Drainlayer.pdf	Reference

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 19, 2024

M3 Masonry
Marcos Bruplin
Winthrop, MA 02152

Dear Marcos:

The Select Board will be discussing your request for a License to do Drainlaying in the Town of Arlington by hybrid format on Monday, September 23, 2024, at 7:15 p.m. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, September 19th by 7:00 p.m.

Please contact this office by email, ckalogeropoulos@town.arlington.ma.us, if you have any questions.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read 'Caroline Kalogeropoulos'.

Caroline Kalogeropoulos
Administrative Assistant



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Select Board
From: Engineering Division
Re: Approved Contractor License
Date: September 17, 2024

Dear Board Members,

Reference is hereby made to an application by Marcos Bruplin of M3 Masonry, to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

M3 Masonry
Marcos Bruplin
233 Pleasant Street
Winthrop, MA 02152
Phone: 857-800-6287
Email: m3masonry@gmail.com

Upon review of the application supplied by the contractor, we recommend approval and issuance of an Approved Contractor license.

Regards,

Wolfgang G. Kirstein, E.I.T.
Civil Engineer

CC: William C. Copithorne, P.E., Town Engineer
File



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Select Board. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3320.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

- Water Sanitary Sewer Stormwater Drainage Sewer/Drain Inspection Driveway Work Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: M3 Masonry
Select One: Corporation Partnership Proprietorship Other:
Street Address: 233 Pleasant St City/Town: Wintthrop State: MA Zip Code: 02152
Primary Phone: 857 800 6287 E-mail: M3@m3masonry@gmail.com
Length of Time in Business under the same Firm Name: 6y
Full Name(s) of Principal(s): Marcos de Bruijn
Primary Contact Person: Marcos

Experience/Previous Work

Nature of Typical/Standard Work: _____
Have you ever performed this type of work in Arlington: Yes No
If Yes, Please provide Location: _____ Approximate Date: _____
Total Amount of such construction this year: _____
Total Amount of such construction last year: _____
Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters or Provide Contact Information

Municipality: Arlington
Primary Contact Name: ALI FAKHARZADEH Email: _____
Municipality: Lexington
Primary Contact Name: South Carol Email: _____
Municipality: FAMOUTH
Primary Contact Name: MAURA HARVEY Email: _____

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: BANK OF AMERICA Phone: 617 666 0405

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also 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 Select Board and/or Department of Public Works may establish.

Applicant Signature: Marcos de Bruijn

Date: 09/12/24

Reset Form

Print Form

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 19, 2024

Uneed Home Improvements
Myles Cash
Burlington, MA 01803

Dear Myles:

The Select Board will be discussing your request for a License to do Drainlaying in the Town of Arlington by hybrid format on Monday, September 23, 2024 at 7:15 p.m. Although it is not a requirement that you attend this meeting, you are invited to do so.

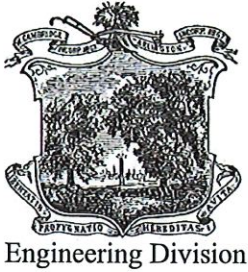
The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, September 19th by 7:00 p.m.

Please contact this office by email, ckalogeropoulos@town.arlington.ma.us, if you have any questions.

Very truly yours,
SELECT BOARD

A handwritten signature in black ink, appearing to read 'Caroline Kalogeropoulos'.

Caroline Kalogeropoulos
Administrative Assistant



TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

Engineering Division

MEMORANDUM

To: Select Board
From: Engineering Division
Re: Approved Contractor License
Date: September 17, 2024

Dear Board Members,

Reference is hereby made to an application by Myles Cash of Uneed Home Improvements, to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Uneed Home Improvements
Myles Cash
100 Summit Drive
Burlington, MA 01803
Phone: 617-821-4428
Email: uneedhomeimprovements@gmail.com

Upon review of the application supplied by the contractor, we recommend approval and issuance of an Approved Contractor license.

Regards,

Wolfgang G. Kirstein, E.I.T.
Civil Engineer

CC: William C. Copithorne, P.E., Town Engineer
File



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Select Board. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3320.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

- Water
- Sanitary Sewer
- Stormwater Drainage
- Sewer/Drain Inspection
- Driveway Work
- Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Uneed Home Improvements

Select One: Corporation Partnership Proprietorship Other: _____

Street Address: 100 summit drive City/Town: Burlington State: MA Zip Code: 01803

Primary Phone: (617) 821-4428 E-mail: Uneedhomeimprovements@gmail.com

Length of Time in Business under the same Firm Name: 1 yrs

Full Name(s) of Principal(s): Myles Cash

Primary Contact Person: Myles Cash

Experience/Previous Work

Nature of Typical/Standard Work: General Construction

Have you ever performed this type of work in Arlington: Yes No

If Yes, Please provide Location: _____ Approximate Date: _____

Total Amount of such construction this year: \$750,000

Total Amount of such construction last year: \$120,000

Total Amount of such construction next previous year: \$95,000

Municipal References - Please Attach Written Reference Letters or Provide Contact Information

Municipality: West Roxbury, MA
 Primary Contact Name: Jessica Chin Email: _____@_____.com

Municipality: Burlington, MA
 Primary Contact Name: Wayne & Donna Leigh Email: _____@_____.net

Municipality: Burlington, MA
 Primary Contact Name: Anne Morgento Email: _____@_____.ast.net

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Bank of America Phone: +1-800-432-1000

Federal Tax ID or Social Security #: _____

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Note to Town Staff: Redact Social Security # before releasing document

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I've have filed all state tax returns and paid all state taxes as required by law. I also 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 Select Board and/or Department of Public Works may establish.

Applicant Signature: [Signature] Date: 09/02/2024



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/27/2024 @ Ed Burns Rink for Dan Kelley Foundation Halloween Skate and Beer Garden

Summary:

Dan Kelley Foundation and Kelley Grealish

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	One_Day_License_Dan_Kelly_Foundation_102724.pdf	Reference

OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Dan Kelly Foundation and Kelley Grealish

Address, phone & e-mail contact information: _____

Name & address of Organization for which license is sought: Dan Kelly Foundation

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

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

Kelley Grealish

Address, phone & e-mail contact information: as above

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

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? Hopeful for it to be an annual event. Last held on Oct 29, 2023

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

Kelley Grealish

Title of Event: Dan Kelly Foundation Halloween Skate and Beer Garden

Date/time of Event: Sunday October 27, 2024. setup at 12noon - 5 pm breakdown

Location of Event: Ed Burns Rink, lobby, parking lot and Buck Field

Location/Event Coordinator: Kelley Grealish

Method(s) of invitation/publicity for Event: Social media and flyers posted

Number of people expected to attend: 200

Expected admission/ticket prices: \$20/person

Expected prices for food and beverages (alcoholic and non-alcoholic): _____

Hot dogs \$7.00, Hamburgers \$8.00, Glass of beer or wine \$8.00

Will persons under age 21 be on premises? Yes.

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

See attached

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

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

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

Off. Corey F. Rotaru Date: 9/11/24
Printed name/title

POLICE COMMENTS:
Request one safety detail.

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

Beer and Wine

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

Hot dogs, hamburgers, bags of snacks, soda, water

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

American Beverage , David Keating

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

see attached

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

David Keating

, Carol Keating

also see attached

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

American Beverage LLC

Date of Delivery: Sunday October 27

Alcohol Serving Time (s): 1p - 4p

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? American Beverage will immediately remove all alcoholic beverages


Date of Pick-Up: Oct 27 immediately after the event

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) _____

see attached

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

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: Kelley Grealish

Printed title & Organization name: President, Dan Kelly Foundation

Email: _____



Dan Kelly Foundation
c/o Kelley Grealish Kelly

6

www.dankellyfoundation.org

Alcohol Management Plan for Beer Garden, Arlington, MA

Location: 122 Summer Street Arlington, MA in the back part of parking lot by the baseball field

Time: 12-5p

Beer Company: American Beverage; Contact: David Keating, davidkeating@american-beverage.com

Event Description

We are seeking approval for the Dan Kelly Foundation to host a Beer Garden at the premises of the Arlington Rink Parking Lot on October 27, 2024 from 12-5p . The Beer Garden will be held at the same time as the Dan Kelly Halloween Skate at the Burns Arena. This event is being held to benefit the Dan Kelly Foundation and co-sponsored by the Arlington Recreation Department. The Dan Kelly Foundation is a non-profit, charitable foundation founded to support, sponsor and provide individual and group athletic opportunities for children through the funding of athletic camps, tournaments, coaching and friendly community competitions.

- Beer sales will take place for 3 hours, 1pm to 4pm.
- Attendees 21 years of age and older will be given a ticket for (1) beer.
- Each attendee will pay for a ticket for the price of 1 beer, and no more than 2 tickets per person will be allowed at one time.
- Food will be available on site which will include hot dogs, hamburgers served by an outside vendor (Arlington Recreation Dept is managing this). We will have a system in place to assure we are in compliance with Arlington food and alcohol regulations.
- The event will be held in an enclosed area with a controlled entrance and exit.
- All servers will be TIPS certified and experienced in serving alcohol and managing an environment where alcohol is responsibly consumed.
- All participants that are served alcohol will need to show an ID to the TIPS server with each and every purchase.

Event Layout and Border Control:

- The event will be limited to an enclosed area, located on the grounds of the Rink Parking lot. Alcohol will not be allowed outside the confines of the beer garden.



- Bathrooms are located inside the rink and will be available to participants.
- We will have staff at the entrance/exits managing access to the Beer Garden and assuring that no open containers leave the event space.
- Staff at access points will monitor for intoxicated persons leaving the event and will address as needed (outlined further in this document).
- The beer garden will have ADA-compliant access and there will staff available to assist patrons who require assistance entering the site.

Signage:

- At the entrance to the event and at the beer serving area, there will be signage containing the following information:

You are entering a licensed premises.

Intoxicated persons will not be permitted entry.

Intoxicated Persons will NOT be served and will be removed.

Persons in possession of outside alcohol will not be permitted to enter.

It is an offense for minors to purchase and consume alcohol.

It is PROHIBITED to purchase alcohol and supply to minors.

Evidence of age will be required of all attendees purchasing alcohol.

Preventing the Sale, Service, and Consumption of alcoholic beverages to persons under the age of 21:

- All persons purchasing alcoholic beverages will have their ID checked by a TIPS certified associate with each and every purchase.
- Servers will be instructed to check ID of any person trying to purchase alcohol. If they have any reason to believe they are not 21 or older, regardless of identification, service will be denied.

Vessels:

- Most, if not all beers will be poured from a portable draft system.
- Should we elect to pour from cans, the cans will be opened by the service personnel and poured into clear plastic 16-oz cups.
- All wine will be poured from a bottle in 5-oz portions into a clear cup
- Attendees in no circumstances will be handed a sealed container.

Service Restrictions:

- To ensure alcoholic beverages are served in a safe, responsible, and controlled manner, sales and service of alcoholic beverages will be limited to (1) serving per transaction.



- If the patron is accompanied by another patron(s) and wants to purchase the beverages for the others, they may do so, provided all consumers are present and present their identification.
- To comply with the Arlington regulation that no more than 2 alcoholic beverages be served to an individual without the purchase of food, we will issue wristbands with (2) numbered tabs that we will collect with each sale. Any further purchase of an alcohol beverage must be accompanied with proof of food purchase from the onsite food vendor.
- Last sale of alcohol will be made no later than 15 minutes before the end of the event. For this event, that means last sale will occur at 3:45p pm.

Preventing the sale, service, and consumption of alcoholic beverages to persons who appear intoxicated:

- Staff will refuse to sell an alcoholic beverage to any person who appears to be intoxicated.
- If any guest who appears to be intoxicated is seen in possession of or consuming an alcoholic beverage, staff will take the appropriate measures to remove the alcoholic beverage from the guest.
- Guests who appear intoxicated and do not cooperate with staff will be escorted from the facility. Unless the guest is with another person who is not intoxicated and is able to drive, the staff will make sure the guest leaves in a taxi or ride share.
- If necessary, staff will alert onsite police detail to any issue that raises concerns for public safety.

Traffic & Parking:

Parking and traffic logistics are being managed in collaboration with Joe Connelly of the Arlington Recreation Department. Plan is for primary parking to be available in the parking lot of the recreation area. Police department has been notified of this event for assistance with traffic management as needed.



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 09/28/2024 @ Robbins Memorial Town Hall for a Private Event

Summary:

Margaret Banasik

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Banasik_M_Wedding_One_Day_License.pdf	Reference

OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Margaret Banasik

Address, phone & e-mail contact information:

1 _____ :om _____

Name & address of Organization for which license is sought:

same

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

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

Jodi Aurbach

Address, phone & e-mail contact information:

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

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

One-time event

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

Title of Event: wedding

Date/time of Event: Saturday, September 28, 2024 2 pm to 10 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer

Method(s) of invitation/publicity for Event: wedding invitation

Number of people expected to attend: 90

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):
N/A

Will persons under age 21 be on premises? yes

If "yes," please detail plan to prevent access of minors to alcoholic beverages.
Bartending staff will requirements ID' for those consuming alcohol.

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

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

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

Off. Corey F. Katoan Date: 9/19/24

Printed name/title

POLICE COMMENTS:

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

Beer/wine/sodas/seltzers/waters

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

Something Savory Catering bartending staff

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

TIPS certification

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

attached

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

Kappy's Everett

Date of Delivery: Saturday, 9/28/2024

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

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

Kappy's will pick up excess alcohol

Date of Pick-Up: Monday, September 30, 2024

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attached

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

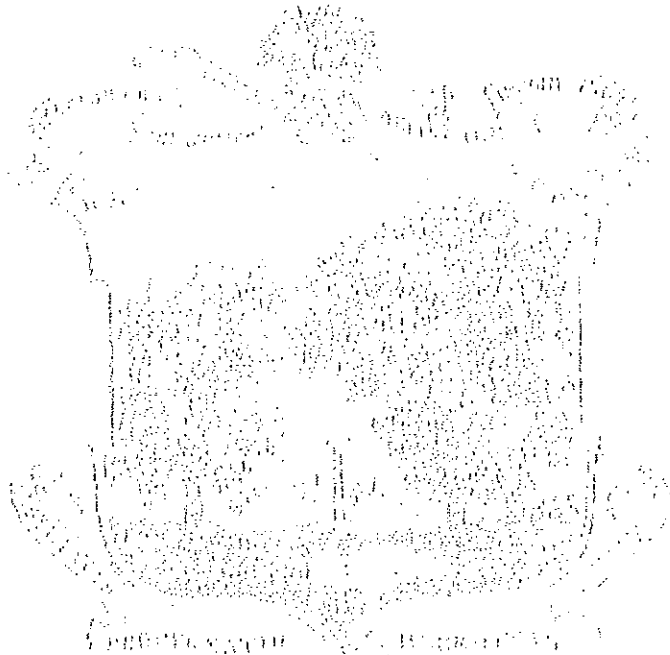
I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Margaret Bernasik

Printed title & Organization name: _____

Email: _____



OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE POLICY & APPLICATION

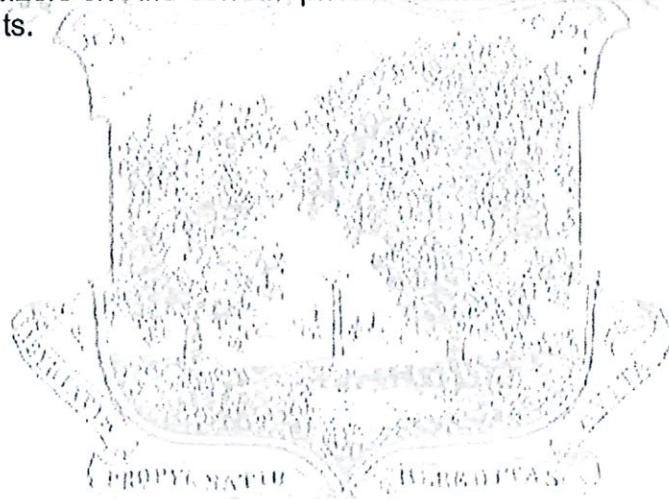
APPROVED: 6/7/10

REVISED: 4/30/12

REVISED: 5/18/15

1. A Special License for the sale of all alcoholic beverages may be granted to the responsible manager of any non-profit organization conducting any indoor or outdoor activity or enterprise.
2. A Special License for the sale of wine and malt beverages only, or either of them, may be granted to the responsible manager of any indoor or outdoor activity or enterprise.
3. Sale and consumption are limited to inside of the premises. Unless otherwise voted by the Select Board ("Board"), outside consumption is prohibited. If allowed by Board vote, outdoor sale and consumption may occur only in a defined outside area away from public ways.
4. All events on Town property require a Special License.
5. Consistent with Section 14 of Massachusetts General Laws Chapter 138, a responsible manager and alternate should be named by the organization, one of whom shall be on the premises at all times while alcohol is being served. The responsible manager must be at least 21 years of age. The name(s) and 24-hour contact information shall be on file with the Office of the Select Board and Police Services Division.
6. The Local Licensing Authority (Select Board) may impose reasonable conditions and limitations on any Special License that is granted, including but not limited to the hours of operation and the presence of a police detail(s).
7. **Security.** The applicant must present a security plan to the Arlington Police Department before filing this application. This security plan must include provisions for crowd control, dealing with unruly patrons, emergency evacuations, traffic/parking considerations, and controlling access to alcohol by under aged persons. Unless circumstances warrant otherwise, the security plan will require one police officer for an event that 150 people are expected to attend and two officers for an event that 300 or more people are expected to attend. *The Chief of Police, Operations Commander, or their designee must sign off on this application as to the security plan for the event before the application is filed with the Select Board.* Moreover, applicants must demonstrate that people who will be serving alcoholic beverages are at least 21 years of age and that at least one person who will be staffing each point of service of alcoholic beverages has certification in TIPS or comparable safety training.

8. Unless otherwise voted by the Select Board, each Special License shall cover a single activity or enterprise.
 - a. A Special License generally is granted for a single event only. The Special License may be granted for more than one day at a time **only** if the activity or enterprise spans more than one day.
 - b. The fee for a Special License shall be charged on a per-day basis, \$50.00 for day one and \$25.00 for each additional consecutive day due with application submittal. Please make check out to the: Town of Arlington.
9. The Board reserves the right to decline to consider any application filed later than 21 days before the proposed event. The Board may require the filing of references by the applicant at its discretion.
10. Organizers of any event requiring a Special Alcohol License must comply with state statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission: WWW.MASS.GOV/ABCC. See Chapter 138, Section 14, of the Massachusetts General Laws and 204 C.M.R. 7.00. If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.



TIPS On Premise

CERTIFIED

Issued: 5/4/2022

Expires: 5/2/2025

ID#: 5706504

LaShay A Perry

For service visit us online at www.gettips.com

TIPS Trainer: Jason Rothe, 63831

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

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

PRODUCER Garrity Insurance 545 Concord Ave. Cambridge MA 02138		CONTACT NAME: Anna Pena PHONE (A/C, Ho, Ext): (617) 354-4640 FAX (A/C, No): (617) 354-5828 E-MAIL ADDRESS: annie@garrity-insurance.com	
INSURED Jodi Auerbach, DBA: Something Savory 1337 Massachusetts Ave #206 Arlington MA 02476		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Travelers Indemnity Co CT	NAIC # 25682
		INSURER B: Travelers Indemnity Co IL	25674
		INSURER C: Hartford Accident and Indemnity Ins Co.	22357
		INSURER D:	
		INSURER E:	
		INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** Master COI 2024-25 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		6607B769370	04/20/2024	04/20/2025	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
		MED EXP (Any one person) \$ 5,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMPROP AGG \$ 2,000,000
						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		CUP6W610444	04/20/2024	04/20/2025	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 5,000					AGGREGATE \$ 2,000,000
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	08WECAM6JZ9	07/23/2024	07/23/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
						E.L. EACH ACCIDENT \$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability		6607B769370	04/20/2024	04/20/2025	Each Common Cause \$1,000,000
						Aggregate \$2,000,000

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

Town of Arlington is listed as additional insured for general liability if so required by written contract as it relates to named insured.

CERTIFICATE HOLDER Town of Arlington 730 Mass Avenue Arlington MA 02476		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476**

23 August 2024

SECURITY PLAN FOR BERNASIK/SPARROW WEDDING

The Bernasik and Sparrow families are holding a wedding event for their son Ben and daughter Margaret's wedding. The event is to be held Saturday September 28, 2024, at the Arlington Town Hall. The wedding time is 4:00 pm – 10:00 pm. A One-Day Permit has been submitted to the Select Board.

This is the Security Plan.

We anticipate approximately 90 people to attend.

Patsy Kraemer will be the event coordinator for the event. Food and bartending service will be provided by Something Catering. Greg Stathopoulos will be the custodian for the event. The Sparrow/Bernasik families will be responsible for ensuring that the party runs smoothly. A fire services detail will be hired for the event.

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

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



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/13/2024 @ Community Center for a Private Event

Summary:

Freddy Widmer/Stephen Easley

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Widmer_Easley_Wedding_One_Day_License.pdf	Reference

OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Freddy Widmer/Stephen Eesley

Address, phone & e-mail contact information:

mail.com

Name & address of Organization for which license is sought:

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

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

Jodi Auerbach Something Savory Catering

Address, phone & e-mail contact information:

1312 Mass. Ave. Arlington, Ma. 02476

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

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

One time event

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

617-549-2599

Title of Event: wedding

Date/time of Event: Sunday October 13, 2024 4:00 pm – 11:00 pm

Location of Event: Arlington Community Center

Location/Event Coordinator: Christine Angell

Method(s) of invitation/publicity for Event: wedding invitation

Number of people expected to attend: 120

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

N/A

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

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

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

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

Off. Corey J. Proctor Date: 9/19/24
Printed name/title

POLICE COMMENTS:

Request one safety detail (police)
Crowd manager (Fire) also needed.

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

Beer/wine

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

Full dinner – appetizers main course/dessert/ seltzers waters

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

Something Savory bartending staff

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

TIPS certification

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

attached

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

Kappy's Everett

Date of Delivery: Saturday October 13 2024

Alcohol Serving Time (s): 5:00- 10:00 pm

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

Kappy's will pick up excess alcohol. Monday Tuesday October 15

Date of Pick-Up: Tuesday October 15, 2024

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attacjed

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

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Freddy Widmer

Printed title & Organization name: _____

Email: _____

OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE POLICY & APPLICATION

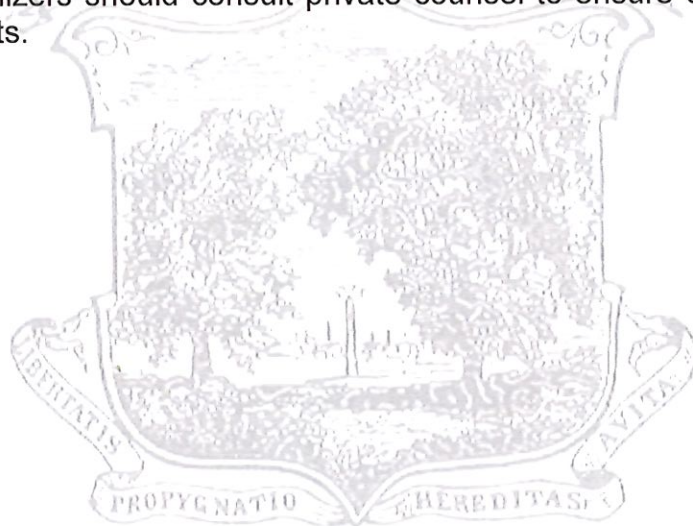
APPROVED: 6/7/10

REVISED: 4/30/12

REVISED: 5/18/15

1. A Special License for the sale of all alcoholic beverages may be granted to the responsible manager of any non-profit organization conducting any indoor or outdoor activity or enterprise.
2. A Special License for the sale of wine and malt beverages only, or either of them, may be granted to the responsible manager of any indoor or outdoor activity or enterprise.
3. Sale and consumption are limited to inside of the premises. Unless otherwise voted by the Select Board ("Board"), outside consumption is prohibited. If allowed by Board vote, outdoor sale and consumption may occur only in a defined outside area away from public ways.
4. All events on Town property require a Special License.
5. Consistent with Section 14 of Massachusetts General Laws Chapter 138, a responsible manager and alternate should be named by the organization, one of whom shall be on the premises at all times while alcohol is being served. The responsible manager must be at least 21 years of age. The name(s) and 24-hour contact information shall be on file with the Office of the Select Board and Police Services Division.
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**ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476**

13 September 2024

SECURITY PLAN FOR EESLEY/WIDMER WEDDING

Stephen Eesley and Freddy Widmer are holding a wedding event at the Arlington Community Center. The event is to be held Sunday October 13, 2024. The event time is 4:00pm – 11:00 pm. A One-Day Permit has been submitted to the Select Board.

This is the Security Plan.

We anticipate approximately 120 people to attend.

Chris Angell will be the event coordinator for the event. Food and bartending service will be provided by Something Savory Catering. Michael Carney will be the custodian for the event. The Eesley and Widmer families will be responsible for ensuring that the party runs smoothly.

Parking for the event will be available in the Community Center parking lot and on the adjacent streets.

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

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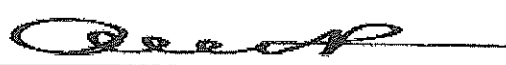
PRODUCER Garrity Insurance 545 Concord Ave. Cambridge MA 02138	CONTACT NAME: Anna Pena PHONE (A/C, No, Ext): (617) 354-4640 E-MAIL ADDRESS: annie@garrity-insurance.com FAX (A/C, No): (617) 354-5828
INSURED	INSURER(S) AFFORDING COVERAGE
Jodi Auerbach, DBA: Something Savory 1337 Massachusetts Ave #206 Arlington MA 02476	INSURER A: Travelers Indemnity Co CT NAIC # 25682 INSURER B: Travelers Indemnity Co IL 25674 INSURER C: Hartford Accident and Indemnity Ins Co. 22357 INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** Master COI 2024-25 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6607B769370	04/20/2024	04/20/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 5,000			CUP6W610444	04/20/2024	04/20/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	08WECAM6J29	07/23/2024	07/23/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			6607B769370	04/20/2024	04/20/2025	Each Common Cause \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Town of Arlington is listed as additional insured for general liability if so required by written contract as it relates to named insured.

CERTIFICATE HOLDER Town of Arlington 730 Mass Avenue Arlington MA 02476	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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TIPS® On Premise

CERTIFIED

Issued: 5/4/2022

Expires: 5/2/2025

ID#: 5706504

LaShay A Perry

For service visit us online at www.gettips.com
TIPS Trainer: Jason Rothe, 63831



Town of Arlington, Massachusetts

ACAC Grants Committee (formerly Arlington Cultural Council)

Summary:

Eric Stange (term to expire: 06/30/2027)
Sandra Mostajo (term to expire: 6/30/2027)
Amy Markov-Wieand (term to expire: 6/30/2027)
Jacqueline Houton (term to expire: 1/31/2027)
Parmit Crassa (term to expire: 1/31/2027)
Howard Herman (term to expire: 1/31/2027)

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Appointments_CV_092324.pdf	Appointment Reference

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 19, 2024

Amy Markov-Wieand
Arlington, MA 02476

Re: Appointment: Arlington Commission for Arts and Culture

Dear Amy:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, September 23, 2024, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid 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.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, September 19, at 7:00 p.m.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Board Administrator

Amy Markov-Wieand

Arlington, MA 02476

Ph:

August 20, 2004
ACAC Grants Committee
Arlington Town Hall
730 Massachusetts Avenue
Arlington, MA 02476
accchair@town.arlington.ma.us

Dear Committee Members,

I am writing to express my interest and formally apply for an appointment to a position with the Arlington Commission for Arts & Culture's Grants Committee. I have included my resume for your consideration. As you'll see, I have been out of the (paying) workforce for several years as I have been serving as a family caregiver and household manager. During this time, I have been very active in our school communities, and the arts have remained at the forefront of our family's lives. I would love the opportunity to make a greater contribution to the local arts community, and I am eager to contribute my skills, experience, and passion to the committee's important work.

Thank you for considering my application. Please feel free to contact me at () or via email, at () you require any further information or have any questions.

Sincerely,

Amy Markov-Wieand

Amy Markov-Wieand

2

com

EXPERIENCE

At-Home Parent

March 2007 - Present

Self-Employed, Arlington, MA

- Volunteer in classrooms and provide teacher support as a room parent and an administrative aide. Establish and moderate social media pages for school volunteer groups.
- Research and vet lesson providers and opportunities outside of the classroom to further children's musical education

Special Event Planner

March 2003 – January 2006

Los Angeles County Museum of Art, Los Angeles, CA

Public Affairs Representative

July 2001 – June 2002

John F. Kennedy Presidential Library and Museum, Boston, MA

VOLUNTEER WORK

Annual Fund Co-Chair

August 2024 – Present

Admissions Outreach Representative

March 2024 – Present

Boston University Academy, Boston, MA

- Support the school's philanthropic initiatives through parent outreach and communication
- Serve as a point person for newly admitted families to answer questions and assist with enrollment decisions. Represent the parent community at events for admitted families. Serve as a contact for new incoming students and families to answer questions and ease their transition into the school community.

Board Member

2022 – Present

AHS Performing Arts Parents Association, Arlington, MA

- Support & advocate for the Performing Arts community & programs at Arlington High School
- Assess student scholarship applications and work with the Performing Arts faculty to recognize exceptional contributions to the Performing Arts program. Over \$55,000 in scholarships have been awarded since 2022.
- Serve as Ticketing Committee Co-Lead for the annual "AHS Pops" Fundraising Concert. Transitioned ticketing sales from a manual task to an exclusively web-based process. AHS Pops raises between \$10k and \$15k per year to benefit the PAPA Scholarship Fund.

Planning Committee

2014-Present

Menotomy Rocks Park Spooky Walk, Arlington, MA

- Identify corporate donors and solicit donations of donut holes, cider, and supplies to serve over 1500 attendees at this annual community event
- Determine volunteer needs; solicit and manage a team of volunteers for setup and distribution of refreshments

School Library Volunteer

September 2016 – June 2023

Bishop Elementary School & Lesley Ellis School, Arlington, MA

- Prepared new book purchases and donations for general circulation. Reviewed and edited collections to maintain relevancy and meet student interests and needs.
- Helped plan annual book fairs as a primary fundraiser for the library. Assessed staffing support needs and coordinated volunteer shifts. Trained volunteer teams on sales systems and processes. Collaborated with teachers and staff to collect book wish lists and managed donations.

EDUCATION

Bachelor of Science, Public Relations

December 1997

Boston University College of Communication

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 19, 2024

Sandra Mostajo
Arlington, MA 02476

Re: Appointment: Arlington Commission for Arts and Culture

Dear Sandra:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, September 23, 2024, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid 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.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, September 19, at 7:00 p.m.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Board Administrator



Outlook

Re: Appointment Request - Arlington Commission for Arts and Culture

From Sandra Mostajo

Date Thu 9/19/2024 4:14 PM

To Britton Mallard <bmallard@town.arlington.ma.us>

Cc SBadmin <SBadmin@town.arlington.ma.us>; Caroline Kalogeropoulos <ckalogeropoulos@town.arlington.ma.us>

1 attachments (62 KB)

SMMRESUME.pdf;

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

Dear Select Board,

I am writing to formally express my interest in serving on the Arlington Commission for Arts and Culture Grants Committee and have attached my resume for you review as requested.

I am a long-time resident of Arlington having moved here some 17+ years ago, and together with my husband, we are raising two daughters here. Being active members of our community has always been important to us. For me, this has taken many forms such as: organizing a local monthly play group for the Arlington Family Connection, making phone calls and writing postcards for the local & national elections, helping to prep meals for at-risk kids & families, and serving as a board member at my children's school. Most recently, I was proudly elected and served two terms as Town Meeting Member for Precinct 16. I believe that if we want to see our values reflected in our community, it is our duty to give back to it and I am deeply committed to work towards that goal. I hope to bring my perspective as a mom, a woman & a Latina to the table because I wholeheartedly believe that all our voices need to be heard in order to create meaningful change and progress. I pride myself in being a thoughtful decision maker who enjoys working collaboratively and strives to find common ground to get things done.

I believe that my experience and desire to serve our community would be a valuable addition to the important work of the Arlington Commission for Arts and Culture Grants Committee: supporting and promoting access, education, diversity and excellence in the arts, humanities and interpretive science. Thank you in advance for your time and consideration and please let me know if you have any questions or require further information. I am looking forward to attending your meeting on September 23.

Sincerely,

Sandra Mostajo

On Thursday, September 19, 2024 at 12:23:09 PM EDT, Caroline Kalogeropoulos <ckalogeropoulos@town.arlington.ma.us> wrote:

EDUCATION:

Cambridge College, Cambridge, MA
Bachelor of Arts (Education & Psychology)

EXPERIENCE:

HealthBanks, Burlington, MA

Business Development Manager (3/00-2/06): responsible for overall management of a \$3.4 million account in the pharmaceutical industry. Supported pharmaceutical sales force – including assessing & anticipating needs, creating time-lines for execution, customization & testing of software and web based programs, implementation and training. Developed and updated training and marketing materials as well as created systems and procedures to deliver new products and/or services. Conducted and reported on ongoing evaluation – including surveys, focus groups and one-on-one consultations.

American Cancer Society, Framingham, MA

Patient Resources Call Center Manager (12/98-2/00): responsible for the overall management of the Patient Resource Center. Hired, trained and supervised Patient Resource Specialists. Created and implemented training program adhering to nationally developed standards of customer service - including responses to patient inquiries, follow-up and call back activity. Lead program evaluation. Developed collaborative relationships with other organizations, and networked with health care organizations and providers, and community leaders.

Field Executive for Patient & Family Services (1/97-12/98): worked in collaboration with volunteers, community organizations, social service agencies and health care providers to deliver support services to local cancer patients and families. Worked to build organizational community presence. Oversaw program development, implementation, evaluation and volunteer recruitment, as well as staffed ongoing volunteer committees. Supervised Program Assistant and Transportation Coordinator.

Assistant Director of Income Development (7/92-1/97): managed, planned and organized all aspects of state-wide Direct Mail, Tribute, Residential and Telemarketing fund-raising campaigns with an annual income goal of over \$2.6 million. Administered respective budgets and negotiated with contracted vendors. Supervised Donation Processing Specialists and served as consultant and trainer to field staff pertaining to donation processing, information maintenance, donor development and retention. Assisted in the development and implementation of Major Gift Donor Club and cultivation procedures.

OTHER:

Town of Arlington, MA

Town Meeting Member (6/20-6/24): recently re-elected to serve as a representative for Precinct 16 at Town Meeting.

Lesley Ellis School, Arlington, MA

Parent Association Co-Chair (9/19-6/22): Co-lead parent volunteer opportunities and committees that support and advance the school's goals and mission.

Advisory Board Member (9/13-6/19): as a primary volunteer leadership group within the school, as well as an official committee of the Schools for Children Board of Trustees this dual and complementary function advises the Head of School and helps to set policy in order to advance the school's goals and mission.

Marketing & Development Committee Member (9/10-6/13): help to organize communications to both external and internal stakeholders, and help coordinate annual fundraising events for the school.

STRENGTHS:

Extensive experience in training (clients, peers and support staff), sales and marketing (prospective client presentations and materials development), developing collaborative relationships (community building and networking).

PERSONAL:

Spanish speaker, committed local and national civic participant, passionate about the culinary arts, enjoy classic and indie films, Latin American literature.

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DIANE M. MAHON, VICE CHAIR
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730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 19, 2024

Eric Stange
Arlington, MA 02476

Re: Appointment: Arlington Commission for Arts and Culture

Dear Eric:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, September 23, 2024, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid 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.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, September 19, at 7:00 p.m.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Board Administrator

Eric Stange

Arlington, MA 02476

Sept. 10, 2024

I am writing to express my interest in joining the Grants Committee of the Arlington Commission for Arts and Culture.

Here is my cv for your consideration.

Eric Stange is an Arlington-based documentary film producer/director with a long track record of broadcasts on PBS and other national outlets. His work in all genres is marked by imaginative storytelling, innovative visual techniques, and rigorous research.

Eric has lived in Arlington for more than 30 years, and is the founder of Spy Pond Productions in Arlington. He's a longtime member of the Arlington Historical Commission and a former member of the board of the Arlington Center for the Arts. He served as chair of that board for two years.

As a filmmaker Eric has had long experience with both applying for grants and serving on grants committees, including serving as a panelist for the National Endowment for the Humanities (NEH) Public Programs in Media awards committee. He has been a recipient of grants from a broad variety of organizations, including the NEH, the National Endowment for the Arts, the Massachusetts Foundation for the Humanities, and the Somerville Arts Council.

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TOWN OF ARLINGTON
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September 19, 2024

Jacqueline Houton
Arlington, MA 02474

Re: Appointment: Arlington Commission for Arts and Culture

Dear Jacqueline:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, September 23, 2024, at 7:15 p.m.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Board Administrator

September 23, 2024

Dear Select Committee,

My name is Jacqueline Houton, and I am writing to affirm my interest in joining the Arlington Commission for Arts and Culture Grants Committee.

I moved to Arlington from Cambridge at the start of 2022, shortly after the birth of my daughter, and this seems like a wonderful opportunity to get more involved in the community. I have fifteen years of experience as an editor and journalist, largely focused on the arts and culture beat. I currently work as a senior copyeditor at the children's publisher Candlewick Press and a senior editor at *Boston Art Review*, a print and online magazine dedicated to elevating diverse perspectives on contemporary art. I also served for a two-year term as an ex officio member of *Boston Art Review's* nonprofit board of directors and have volunteered with the Cambridge Women's Center and Read to a Child. I've always had a passion for the arts, particularly for visual art, literature, and theater, and my husband is a musician who attended Berklee School of Music and worked in recording studios before turning to software engineering. I'd welcome the opportunity to help support local creators and bring dynamic cultural programming to Arlington.

I'm looking forward to attending the select meeting and would be happy to answer any questions.

Many thanks and best wishes,

Jacqueline Houton

Jacqueline Houton

Experience

SENIOR COPYEDITOR/PROOFREADER | CANDLEWICK PRESS | MAY 2018–PRESENT **TEMPORARY PRODUCTION EDITOR | AUGUST–DECEMBER 2017**

- Copyedit and proofread books—from picture books to YA novels and nonfiction—and marketing materials for an award-winning publisher. Managed workflow for staff and freelancers during the managing editor's parental leave.

SENIOR EDITOR | *BOSTON ART REVIEW* | DECEMBER 2018–PRESENT

- Top edit, copyedit, fact check, proofread, and write for a print and online magazine elevating diverse perspectives on contemporary art. Served as ex officio board member for the nonprofit for two years.

ACTING EXECUTIVE EDITOR | *BOSTON WEDDINGS* | OCTOBER–DECEMBER 2021

ACTING EXECUTIVE EDITOR | *BOSTON MAGAZINE* | JANUARY–MARCH 2018

- Top edited and proofread content for the magazines during parental leaves. Managed staff and freelance writers and editors. Oversaw feature packages and the Best of Boston research and selection process.

EDITOR | *THE IMPROPER BOSTONIAN* | JANUARY 2014–AUGUST 2017

MANAGING EDITOR | MARCH–DECEMBER 2013

- Spearheaded editorial operations and strategy for a biweekly culture and lifestyle magazine. Top edited, copyedited, and proofread all content; wrote content as needed. Managed a department of eight full-time staffers and numerous freelance contributors. Coordinated with design, production, marketing, accounting, and the publisher. Led a redesign of the website and developed the editorial calendar, new digital products, and social media strategies.

MANAGING EDITOR | *THE BOSTON PHOENIX* – PMCG | AUGUST 2012–MARCH 2013

- Developed 10–20 pages of weekly content in concert with freelance and staff writers, photographers, designers, and stylists for an award-winning alt-weekly. Helped develop departments and strategy for the publication's redesign.

MANAGING EDITOR | *STUFF MAGAZINE* – PMCG | FEBRUARY 2009–AUGUST 2012

- Copyedited, fact checked, and proofread all editorial content for a biweekly lifestyle magazine. Maintained story lists, managed e-newsletters, and developed social-media content. Managed a staff of three to four interns per semester.

COPYEDITOR | CELL PRESS | MAY 2008–FEBRUARY 2009

- Copyedited scientific manuscripts for *The American Journal of Human Genetics*, *Current Biology*, and *Immunity*.

Education

MASTER OF ARTS IN PUBLISHING & WRITING | EMERSON COLLEGE

- Served as the nonfiction editor of *Redivider*, the department's nationally distributed literary magazine.

BACHELOR OF ARTS IN ENGLISH AND PSYCHOLOGY | TUFTS UNIVERSITY

- Graduated Summa Cum Laude. Admitted to Phi Beta Kappa. Served as an arts editor for *The Tufts Daily* and awarded first prize in Movies.com's national college film critic competition.

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 19, 2024

Parmit Crassa
Arlington, MA

Re: Appointment: Arlington Commission for Arts and Culture

Dear Parmit:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, September 23, 2024, at 7:15 p.m.

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

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Board Administrator

Parmit Kumar Singh

Dana-Farber Cancer Institute, 50 Industrial Drive, CLS-11116b, ATTN: Parmit Kumar Singh, Boston, MA 02136 | Phone: 317-353-3333

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Education

- 2005–2011 **Ph.D. in Genetics** New Delhi, India
Centre for Cellular and Molecular Biology (CCMB) and Jawaharlal Nehru University
- 2002–2004 **Master of Science in Biotechnology** Pune, India
University of Pune
- 1998–2002 **Bachelor of Science in Agriculture** Rahuri, India
Mahatma Phule Krishi Vidyapeeth

Employment

- 2016-03/2021 Scientist I Dana-Farber Cancer Institute, Boston, MA.
04/2021-present Scientist II Dana-Farber Cancer Institute, Boston, MA.

Honors

- 10-15-2023 Honored as a Poet of The Week by Unicorn Magazine.
<https://www.instagram.com/magazineunicorn/p/CyaFgGXrCun/?api=postMessage&hl=ar>
- 03-13-2023 My poem “Treat Me as a Sky” was recited by Dr. Madhulika Sahoo (Assistant Professor, Maa Manikeshwari University, Kalahandi, Odisha, India) during her lecture on Celebrating Women Strength and Resilience.
<https://www.instagram.com/p/CpvWm9ej32t/>
- 08-22-2022 My article “Why India took 75 years to get its first tribal woman president”, published in DownToEarth, sheds light on a significant historical event. It was selected along with 97 other articles from 2022 to be included in the library as resources by a global organization that is a joint project of the United Nations Development Programme, the United Nations Entity for Gender Equality and the Empowerment of Women, the Inter-parliamentary Union, and International IDEA.
<https://iknowpolitics.org/en/learn/knowledge-resources/why-india-took-75-years-get-its-first-tribal-woman-president>
https://iknowpolitics.org/en/library#!/library?field_issues_target_id=289&page=1&only_date=2022 . It shows the list of 98 articles in the library.

Publications

- 06-30-2024 “100 Pleasant St.” and “Night,” two English poems, were accepted for publication in the the *Beehive Anthology of Arlington Poets*. Somerville, MA : Ibbetson Street Press, November 2024 (Forthcoming).
- 09-25-2023 “Partain,” a short Hindi story, was published in *Partain: Vividh Rachnakaron ki Kahaniyaon ka Sankalan*. India : Astitva Prakashan.
https://www.amazon.in/dp/9358380179?ref_=cm_sw_r_apan_dp_NP26SD3F99YCGSVPETMo
- 06-30-2023 “The Thumb in the Womb” an English poem, was published in *Unicorn Magazine*, 12th issue, India.

<https://www.instagram.com/p/CuHimhTO9j-/>

- 05-09-2023 “The Girl with the Newspaper” and “Nano Love,” two English short stories, were published in *Cotyledons: A Metaphor for Human Sufferings (Stories)*. India : Notion Press.
https://www.amazon.com/Cotyledons-Metaphor-Human-Sufferings-Stories-ebook/dp/BoC4TGNC4G/ref=sr_1_1?crd=26WEO5JW6DKMI&dib=eyJ2IjoiMSJ9.rx8V2zLMNxZG3Lvt92MKge04_L-qbioK36XBovdoo9kd4GW_ycRO_-zXdjD4efZpvQzYDXBMZhlCDLqb8ur9Dw.mh4rc_AAPxrPQ20oQBOGAKK76KKZDWlrckpPpGM2io&dib_tag=se&keywords=cotyledons&qid=1723491764&s=digital-text&prefix=%2Cdigital-text%2C59&sr=1-1&asin=BoC4TGNC4G&revisionId=c36b9b12&format=1&depth=1
- 08-04-2022 Sahoo M. and Singh P. K. published “Why India took 75 years to get its first tribal woman president,” in *DownToEarth*.
<https://www.downtoearth.org.in/governance/why-india-took-75-years-to-get-its-first-tribal-woman-president-84161>

Public Presentations and Readings

English

- 07-16-2024 Recited “100 Pleasant St.” for the Beehive Poetry Group New Book and Open Mic Series. Robbins Library, Arlington, MA.
<https://www.youtube.com/watch?v=kUAjmhZPpHE>
- 08-05-2023 Recited “God is Here”, “Treat Me as a Sky”, “Give Me a Mirror”, “Pillow”, “Sparrow”, “The Perfect Ratio”, “Function as a R-norm”, “The Thumb in the Womb”, “The Day I turned 18”. Poetry Marathon, Community Church of Boston, Boston, MA.
<https://www.facebook.com/bostonpoetrymarathon/videos/310502151428825>
- 04-21-2023 Recited “As You Grow Old”. The Mayor’s Poetry Program, Boston City Hall, Boston, MA.
<https://www.youtube.com/shorts/o-sf7svVVkg>
- 02-26-2023 Recited “God is Here”. The Potter’s House, 37 Florence Street, Malden, MA.
<https://www.instagram.com/p/CpJm6t2pZ1v/>
- 02-14-2023 Two of my Hindi and one of my Bhojpuri poems were displayed at the mayor’s office, Cambridge, MA, to celebrate International Mother Language Day.
https://www.instagram.com/p/CoqMs24u8D1/?img_index=1
- 01-29-2023 Recited “Function as a R-norm”. Rhythm’n’Wraps, 1096, Commonwealth Avenue, Boston, MA.
<https://www.youtube.com/watch?v=2ZoyX5P16IM>
- 09-22-2022 Recited 10 poems, New England Poetry Club (NEPC) September Reading, Old Manse, Concord, MA.
<https://nepoetryclub.org/event/nepc-september-reading-at-the-old-manse/>
- 06-12-2022 Recited “Don’t Try so Hard”, “As You Grow Old”, “Intersection of Two Lines”, “Hey, Galib, What are You Writing on Beauty”, and “Every Night”. Poetry Marathon, Community Church of Boston, Boston, MA.
<https://www.facebook.com/bostonpoetrymarathon/videos/1244978086247982>
- 05-27-2022 Recited “Two Faces of a Coin,” “While I was Alone,” and “Pains are Temporary”. City Night Reading, 102 Oxford St., Cambridge, MA.
<https://www.youtube.com/watch?v=DUNzdN77Arg>

- 05-20-2022 Recited "God is Here," "The Perfect Ratio," and "Every Night". City Night Reading, 102 Oxford St., Cambridge, MA.
<https://www.youtube.com/watch?v=s2NOoMM22C4>
- 05-13-2022 Recited "Don't Work so Hard" and "Give Me a Mirror". City Night Reading, 102 Oxford St., Cambridge, MA.
<https://www.youtube.com/watch?v=MjC6xlO7EcM>
- 04-20-2022 Recited "The Perfect Ratio", "Every Night", "As You Grow Old", and "Menopause". Modern Party Art, 268 Bowdoin St., Dorchester, MA.
<https://www.youtube.com/watch?v=VLt6WuYtdFA>
- 03-21-2022 Recited "Don't Work so Hard". Jeanie Johnston Pub and Grill, 144 South St., Boston, MA.
- 03-14-2022 Recited "As You Grow Old" and "Bumblebee". Jeanie Johnston Pub and Grill, 144 South St., Boston, MA.
https://www.youtube.com/watch?v=T2sMDG56I_Y
- 03-07-2022 Recited "The Day I turned 18" and "Menopause". Jeanie Johnston Pub and Grill, 144 South St., Boston, MA.
<https://www.youtube.com/watch?v=XrOaUofXbrs>
- 11-16-2021 Recited "The Day I turned 18". NEPC, Boston, MA.
https://www.youtube.com/watch?v=J84_-VP1hpl

Hindi

- 01-20-2024 Recited "Ladki Khubsurat Bihar Si Lage (The girl looks beautiful like Bihar)", "Hriday Ki Tum Swamini (You are the master of my heart)", "O Chand, Tu Sirf Ek Chand Nahi Hai (Oh moon, you are not just a moon)" and "Aawo Maharani Ham Uthayenge Paalki (Come Queen, we will carry the palanquin)". SubDrift Boston, Democracy Center, Cambridge, MA.
<https://www.instagram.com/reel/C2T-ju8uwaf/>
- 12-16-2023 Recited "Tatoo", and "Genhun Aur Gulab (Wheat and Roses)". SubDrift Boston, Democracy Center, Cambridge, MA.
<https://www.instagram.com/reel/C0545WoJBGK/>
- 09-2-2023 Recited "Tatoo Mere Naam Ka Banwa Le (Get a tattoo of my name)", "Agar Kajra Unse Jo Karde Sikayat (If collyrium complains to them)", and "Ye Ishq Ka Rang Hai (This is the color of love)". Kya Bolte Hyderabad, Hyderabad, India.
<https://www.instagram.com/reel/CwtYVmovtAG/>
- 08-19-2023 Recited "Teri Julfon Me Ye Phul (These flowers in your hair)", "Tumhare Kitabon Me Mera Panna (My page in your book)", "Tu Muskaraye To Pura Bihar Dikhta Hai (If you smile, the whole of Bihar is visible)", "Tera Muskarana Ab Wo Muskaran Na Raha (Your smile is no longer a smile)", "Tumhara Sasural Chhapra Ho (Your in-laws are in Chapra)", "Wo Alag Log The (Those were different people), and "Kinaron Ki Talash Mein (Looking for the Edge)". Kya Bolte Hyderabad, Hyderabad, India.
<https://www.instagram.com/reel/CwJTlABtdqh/>
- 07-27-2023 Recited "Tu Muskaraye To Pura Bihar Dikhta Hai (If you smile, the whole of Bihar is visible)", and "Tera Muskarana Ab Wo Muskaran Na Raha (Your smile is no longer a smile)". SubDrift Boston, Starlight Square, Cambridge, MA.

<https://www.instagram.com/reel/CvSRBPjNGfT/>

06-17-2023 Recited "Tumhare Naynon Me Ye Rang (The color in your eyes)", "Jindgi Har Pal Me Chhal Rahi Hai (Life is deceiving you every moment)", "Husn Pe Kya Likh Raha Hai (What are you writing on beauty)", "Wo Alag Log The (Those were different people)", and "Maa (Mother)". SubDrift Boston, Democracy Center, Cambridge, MA.

<https://www.instagram.com/reel/CtmbGpegZlz/>

04-22-2023 Recited "Tumhara Sasural Chhapra Ho (Your in-laws are in Chapra)", "Wo Mujhse Mile (He met me)", and "Tumhare Kitabon Me Mera Panna (Mypage in your book)". SubDrift Boston, Democracy Center, Cambridge, MA.

<https://www.instagram.com/reel/CrVADYXrrYF/>

Bhojpuri

06-23-2024 Recited "Phulauri Bina Chutney Kaise Bani (How to make phulori without chutney?)" an old Bhojpuri folk song. The 2nd New England Regional Folk Literature and Oral Poetry Festival, Cambridge Public Library, Cambridge, MA.

<https://www.youtube.com/watch?v=-J-7202eUKM&t=2172s>

https://www.lokvani.com/lokvani/article.php?article_id=20957

07-27-2023 Recited "Hai Chhapra Ka Khiladi (He is a player from Chapra)". SubDrift Boston, Starlight Square, Cambridge, MA.

<https://www.instagram.com/p/CvSRBPjNGfT/>

Media Coverage of Public Readings/Interviews

07-18-2024 https://www.lokvani.com/lokvani/article.php?article_id=20957. It covers the 2nd New England Regional Folk Literature and Oral Poetry Festival.

06-2022 Interviewed by the magazine *Mahi Sandesh*, India. ISSN: 2581-9208.

<https://www.instagram.com/p/Cn5T7CCuCGr/>

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 19, 2024

Howard Herman
Arlington, MA 02474

Re: Appointment: Arlington Commission for Arts and Culture

Dear Howard:

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Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Board Administrator



Town of Arlington, Massachusetts

Discussion and Approval: Town Manager / Select Board Goals

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	FY25-26_SB_Mgr_Goals.pdf	Reference

FY 2025 - 2026 Select Board & Town Manager Goals			
Category/Goal	Responsibility		Notes
	SB	TM	
ORGANIZATIONAL, STRATEGIC AND LONG-RANGE FINANCIAL PLANNING			
<u>Long Range Planning Committee</u> - Update existing multi-year financial plan while also considering opportunities to reduce the Town's structural deficit in preparation for future multi-year financial plans; work with the Budget and Revenue Taskforce to identify financial impact of the next potential override.			
	X	X	
<i>Deliverable – The Chair or designee will provide an update to the Select Board following meetings of the Long Range Planning Committee</i>	X		
<i>Deliverable – The Town Manager or designee will present updates regarding the Long Range Plan and current operating results to the Board on a quarterly basis</i>		X	
<i>Deliverable – The Board will call a meeting of the Budget and Revenue Taskforce at least once per year</i>	X		
<i>Deliverable – Work to better demonstrate or illustrate impacts of cost increases, inflation, and contractual increases on the Town's budget; engage and inform the public regarding potential service level impacts related to overrides</i>	X	X	
<u>ARPA</u> - Review, update and report on ARPA spending to date; re-commit as necessary any previously obligated funds that remain unspent in advance of the 12/31/2024 Treasury Deadline for executing contracts		X	
<u>Personnel</u> - Formulate a benchmark and data-driven plan for Arlington to remain a competitive municipal employer with the ability to attract and retain a diverse and talented workforce		X	
<u>Investments</u> - Work with stakeholders to update and implement new Investment Policy reflective of changes approved by Town Meeting; ensure all funds on deposit are well-distributed across depository institutions, diversified, and earning as much interest as possible		X	
<u>Financial Policies</u> - Update and expand Internal Controls Manual; incorporate fraud risk assessment; create integrated financial policy manual for Town & Schools in conjunction with Supt. & Asst. Supt. to formally document practices and processes		X	
<u>Grants</u> - Create dashboard or annual report that showcases grant awards (both Town and Schools) in one location to track how much outside funding has been received		X	
CAPITAL PROJECTS AND MAINTENANCE			
	SB	TM	
<u>Town Hall</u> - Finish restoration of Hearing Room and return space to beneficial use; develop a plan, timeline and funding strategy for the restoration of the Town Hall Envelope; implement other accessibility improvements including wayfinding kiosk and new directory signage.		X	
<u>Arlington High School</u> - Work with the Arlington High School Building Committee on managing the AHS Building Project		X	
<u>Library Construction</u> - Work with the Library Director and Library Board of Trustees in advancing the MPLCP Planning & Design Grant, if awarded, in October 2024	X	X	
<u>Pavement Management</u> - Conduct new Pavement Inventory and Condition Evaluation to generate new Pavement Management Report; provide report to Capital Planning Committee; communicate pavement management techniques and plans to the public as developed		X	
<u>Mystic St. Bridge</u> -Begin detailed planning and construction on this complicated, long overdue project (2017 MassDOT grant); coordinate with 4 private utilities on phased relocations; message significant traffic and parking impacts to the community		X	
<u>Mass Ave. & Appleton Sts</u> - If awarded the MassWorks grant, proceed to bidding and construction phase		X	
<u>Energy Management</u> - Work with the Facilities Department to identify strategies for reducing energy costs (currently \$3.3M annually) across the organization		X	
<u>ZEV Policy</u> - Operationalize new policy in capital planning process for FY26; provide checklist for requests	X	X	

COMMUNITY PLANNING AND DEVELOPMENT, LAND USE, ECONOMIC DEVELOPMENT		SB	TM
<u>Master Plan Update</u> - Engage with Advisory Committee (AMPUp) to conduct RFP for consultant; identify funding sources as needed to complete scope of work; support ongoing work through guidance and participation in process		X	X
<u>EV Charging</u> - Work with stakeholders to identify locations for EV charging infrastructure on Town property, with a focus on identifying location for DC fast chargers to support continued electrification of school bus fleet			X
<u>Arlington 250</u> - Continue working with Arlington 250 committee and Battle Road communities to plan and manage events, including large scale re-enactment; make streetscape and beautification improvements in advance of celebration		X	X
<u>Zoning</u> - Work with DPCD and ARB on plans to update and simplify the Heights Business District via pursuit of zoning amendments at Town Meeting that will encourage mixed-use development, continuing with work outlined in 2019 Heights Action Plan		X	X
<u>Columbarium</u> - Continue work with the Cemetery Commission to make site improvements to increase current niche sales			X
<u>Host Community Agreements</u> - Review existing HCAs for compliance with current terms of the agreements, and the need to revise for compliance with new Cannabis Control Commission regulations; consider whether marijuana-related zoning provisions should be revisited.		X	X
<u>Mugar</u> - Work to oppose the current proposal for the Mugar property, protect the wetlands contained within the property, and work toward the best outcome for the property, the neighborhood, and the Town		X	
<u>Alewife Brook</u> - Communicate and coordinate with neighboring communities to identify issues that have regional impacts, the following included:		X	X
	<i>Work with Cambridge, Somerville, and the MWRA to eliminate all CSO discharges into the Alewife Brook within the next 20 years. Uphold Town Meeting vote to restore Alewife Brook to a Federal Class B waterway. Work with newly formed Save the Alewife Brook advocacy group to broaden these efforts</i>		
	<i>Work with DCR and MassDOT on Alewife Greenway to protect the Town's interests and ensure that appropriate state agencies uphold their commitment to maintenance and vegetation management</i>		
<u>Double Poles</u> - Identify strategies to reduce the number of double utility poles in Town		X	
<u>Alcohol Regulations</u> - Consider if any existing alcohol licensing polices warrant updates or revisions to aid economic development		X	X
TRANSPORTATION AND PARKING		SB	TM
<u>Park Ave. Corridor</u> - Finalize scope of work, contract with designer, and engage community on potential short- and long-term safety improvements at key intersections along corridor from Route 2 to Mass Ave.		X	X
<u>Arlington Center & Brattle Square</u> - remove existing brick sidewalks; consider alternative sidewalk treatment options for stretch of sidewalk in front of Town Hall, Garden & Library (civic block); consider bump-outs at Library and Town Hall crossings; evaluate placement of RRFB at Library crossing; replace missing street trees; consider extending pedestrian scale lighting further along in front of businesses		X	X
<u>Parking Benefit District</u> - Evaluate potential for expansion of the Parking Benefit District to East Arlington and Arlington Heights through additional parking meters, generating additional revenue for streetscape enhancements and improvements; study potential neighborhood impacts as well as costs associated with program expansion.		X	X
<u>Traffic Safety Complaints</u> - Continue working with internal team developed to receive referrals and requests through the Roadway Safety Request Form to ensure timely action on resident requests and concerns, and relieve burden on Transportation Advisory Committee where possible.		X	X
<u>Traffic Calming Guide</u> - Work with the chosen consultant, relevant departments and committees to develop Arlington's first guidebook for evaluating and implementing requests for traffic calming improvements		X	X
<u>Traffic Enforcement</u> - Work with APD to expand Traffic & Parking Unit capacity via existing sworn personnel to increase education, enforcement and data collection.			X
<u>Overnight Parking Ban</u> - Continue pilot program and consider potential permanent changes		X	

<u>Special Speed Regulations</u> - Work with the Transportation Advisory Committee and staff to rescind all Special Speed Regulations above the townwide statutory 25 MPH Speed Limit.	X	X	
<u>Parking Policy</u> - Consider if any other existing parking policies or regulations warrant updates or revisions	X	X	

PUBLIC COMMUNICATIONS, CUSTOMER SERVICE & RESIDENT ENGAGEMENT	SB	TM	
<u>Trash & Recycling</u> - Negotiate new waste hauling contract within the Town's budget; implement cart-based program for curbside collection; provide education, awareness and communication surrounding any changes to existing curbside collection program.		X	
<u>Select Board Policy Manual</u> - Identify all existing policies and consider consolidation into one document; refine policies pertaining to First Amendment with respect to flags, banners, signs, lighting and other displays or installations in public locations (outside and inside)	X		
<u>Select Board Applications</u> - Review, update and modernize board applications for licenses and permits; provide Common Vic and Food Vendor applications in threshold languages	X		
<u>Arlington Alerts</u> - Continue to expand use and subscription of this system to facilitate timely, geo-targeted notifications to the public for impactful operations via text and email		X	
<u>Private Ways</u> - Update resident information packets for consistency and to reflect updated bylaws; identify possible ways to streamline process; closely track pending projects to ensure adequate funding	X	X	
<u>Civic Academy</u> - Continue to refine the existing program based on feedback and experience; offering two cohorts per year while considering ways to expand the program	X	X	
<u>Civic Engagement</u> - Consider policy options and practices for advertising upcoming and current vacancies on committees and commissions; re-evaluate automatic re-appointment practices	X	X	
<u>Communications Policy</u> - Update existing policy (2014) to reflect experience, current requirements and best practices; educate users and public on limitations of moderating comments on social media platforms		X	
<u>Language Access</u> - Formalize language access plan; identify additional ways to make interpretation and translation services readily available; provide translated critical documents on Town's website in threshold languages		X	
<u>Online ADA Compliance</u> - Deliver final report of Online ADA Compliance Strategy & Training Plan; incorporate strategies to comply with recent DOJ ruling issuing April 2027 compliance deadline		X	
<u>Committee Trainings</u> - Work with Legal Dept. to perform Conflict of Interest/Ethics, Open Meeting Law and Public Records Law trainings via 'road show'		X	
<u>Senior Tax Exemption</u> - Collaborate with Assessor's Office to evaluate the financial and community impact of new senior property tax exemption	X	X	
INFORMATION TECHNOLOGY	SB	TM	
<u>Cybersecurity</u> - Apply for OMST cybersecurity health-check services; implement cybersecurity awareness training grant for all users; continue implementation of MFA through grant from State; roll-out end point detection and response platform on computers and servers across Town; implement new password policy; implement Barracuda email protection/threat defense modules; roll-out simulated attacks on users; identify additional IT security needs in coordination with Finance Committee		X	
<u>Agendas & Minutes</u> - Implement new software platform One Meeting as NOVUS Agenda is sunsetted in the coming year; update and organize all agendas & minutes into a single searchable database for ease of retrieval and long-term record keeping	X	X	
<u>WebQA</u> - Phase out use of WebQA; replace with ESRI/GIS-based interface in support of an asset-management based system for maintaining public infrastructure; map tree, pothole, sidewalk, overnight parking requests etc. for spatial presentation		X	



Town of Arlington, Massachusetts

Discussion: Town Manager Evaluation Time Table

Summary:

Stephen W. DeCoursey, Chair



Town of Arlington, Massachusetts

Update: Litigation Against Itron, Inc

Summary:

James Feeney , Town Manager

Michael Cunningham, Town Counsel



Town of Arlington, Massachusetts

Update: Property Redemption 62-64 Brooks Avenue

Summary:

James Feeney, Town Manager

Michael Cunningham, Town Counsel



Town of Arlington, Massachusetts

Select Board and Arlington Redevelopment Board Joint Meeting Follow-Up

Summary:

Stephen W. DeCoursey, Chair



Town of Arlington, Massachusetts

Discussion: Host Community Agreements

Summary:

James Feeney, Town Manager

Michael Cunningham, Town Counsel



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board October 7, 2024

Summary:

You are invited to a Zoom webinar.

When: Sep 23, 2024 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_RbvXKdHEQCCvCwRk547LdA

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.