



## **Town of Arlington Select Board**

### **Meeting Agenda**

October 7, 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
2. Discussion: ACMI Funding  
John Leone, President, ACMI  
Norm McLeod, Executive Director, ACMI

#### **FOR APPROVAL**

3. Request: Special (One Day) Beer & Wine License, 10/18/2024, 11/15/2024, 12/20/2024  
@ The Mill Cafe, 14 Mill St. for Mill Cafe After Hours Event  
Andrew Hunter, The Mill Cafe

#### **CONSENT AGENDA**

4. Minutes of Meeting: September 9, 2024
5. Temporary Parking Request for Spooky Walk, October 26, 2024  
Kelley Damore
6. Request: Permit for Veterans' Day Parade, Monday, November 11th  
Philip J. McGovern, Director of Veterans Services
7. Free Parking in the Russell Common Lot & Railroad Lot for Small Business Saturday  
11/30/2024  
Arlington Committee on Tourism and Economic Development

#### **PUBLIC HEARINGS**

8. Comcast Petition/ Medford Street  
David R. Flewelling, Comcast

#### **APPOINTMENTS**

9. Library Board of Trustees  
Lily Rao (term to expire:06/30/2026)
10. Arlington Commission of Arts and Culture  
Anne Thomson (term to expire: 06/30/2027)

## **LICENSES & PERMITS**

11. For Approval: Wine & Malt Alcohol License  
Umi Sushi LLC, Umi Sushi, Qiao Chen, 474 Massachusetts Avenue

## **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.

## **CORRESPONDENCE RECEIVED**

12. Open Space Concepts for 21 Pond Lane  
David Morgan, Environmental Planner
13. 2024 Arlington Community Electricity Contract Launch  
Talia Fox, Sustainability Manager

## **NEW BUSINESS**

Next Scheduled Meeting of Select Board Monday, October 21, 2024

You are invited to a Zoom webinar.

When: Oct 7, 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\\_JIWYMijyRjGc4yGeEaW93w](https://town-arlington-ma-us.zoom.us/webinar/register/WN_JIWYMijyRjGc4yGeEaW93w)

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**

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### **Legislative Provision for Remote Participation**



## Town of Arlington, Massachusetts

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### Discussion: ACMi Funding

#### Summary:

John Leone, President, ACMi

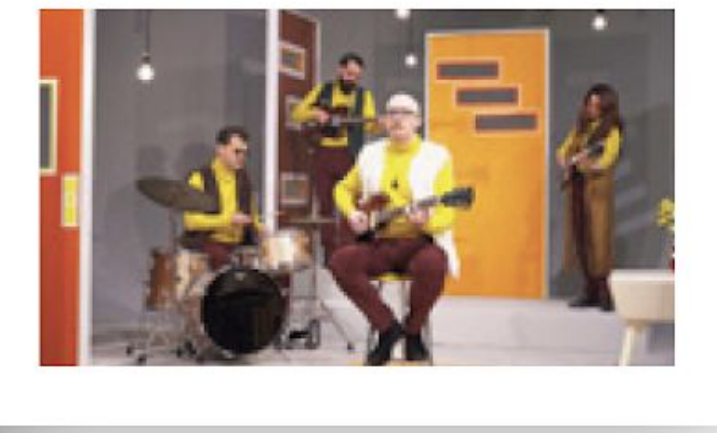
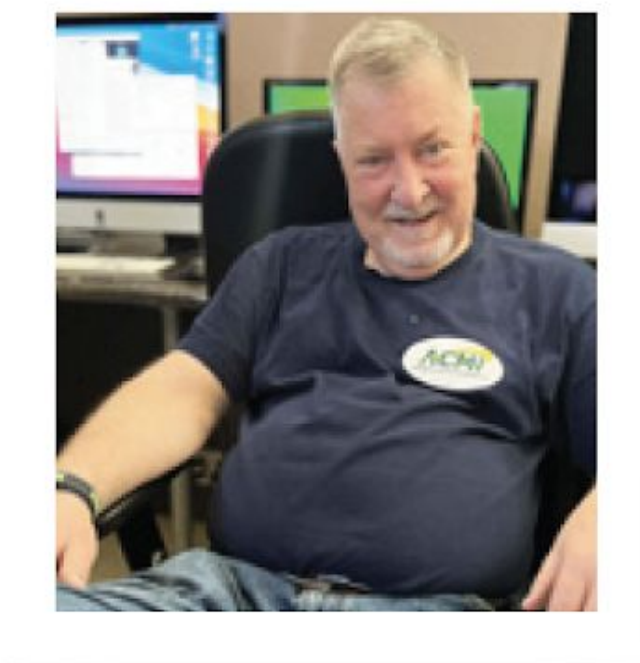
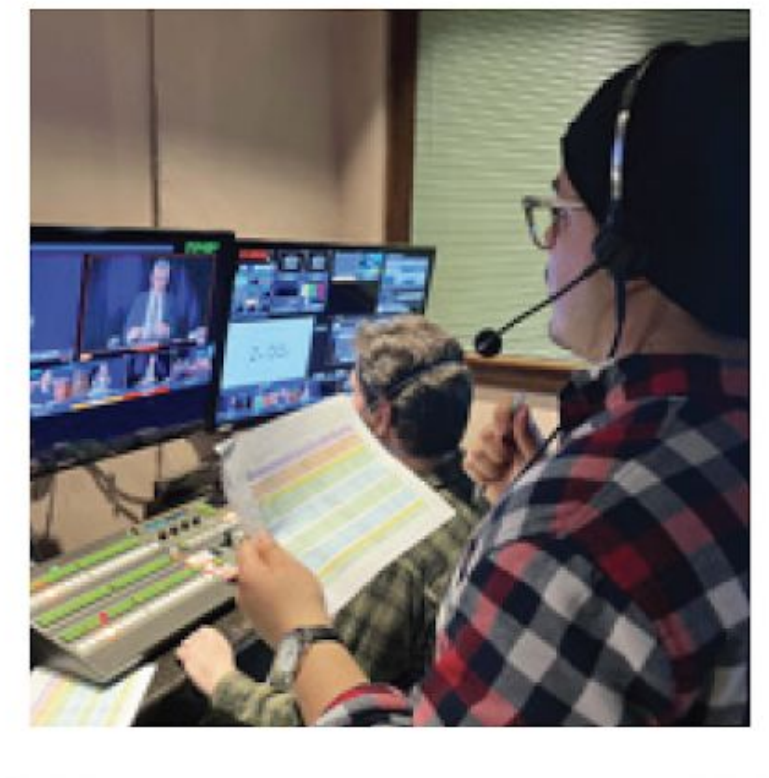
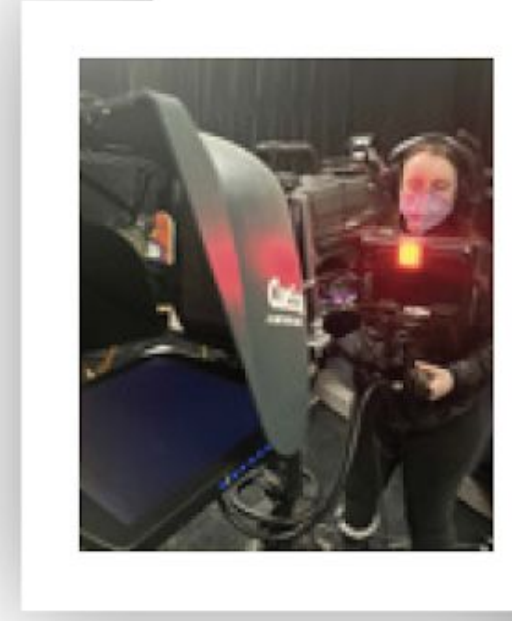
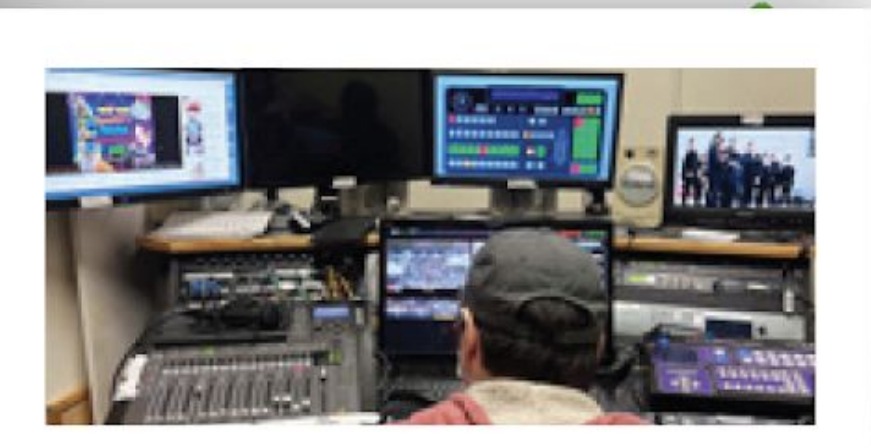
Norm McLeod, Executive Director, ACMi

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ACMi_Presentation.pdf	ACMi Presentation

# ACMi

Arlington Community Media Inc.



## ACMi equipment, facilities, and staff are responsible for...

Livestream and Hybrid assistance with:

- Town Meeting
- School Committee Meetings
- Select Board Meetings
- Finance Committee Meetings
- Redevelopment Board Meetings
- Live Election Coverage, Profiles, and Debates
- AHS Building Committee

Coverage of Major Town Events:

- MLK Day Birthday Observance
- Patriots Day
- Veterans Day
- Town Day
- Memorial Day



Content for the Town:

- Town Hall Update
- DPCD Update
- DEI Update

## ACMi equipment, facilities, and staff are responsible for...

Workshops / Trainings for Arlington residents amounting to \$200,000+

In 2018, the use of equipment and facilities by the community amounted to a million dollars

On average, content in the last 5 years:

- Public Channel 150+ hours
- Education Channel 100+ hours
- Government Channel 100-300+

Produced by Arlington residents:

- 70+ member-produced shows
- 100-200+ members
- 50+ CBBs



We also support / have supported:

- Arlington nonprofits (Arlington Historical Society, AIFF, Dallin Museum)
- The Robbins Library
- Arlington Commission Arts and Culture

Offer hyper-local Arlington news via ACMi News and Public Affairs programming

Training and production with Arlington youth for free:

- AHS, Ottoson, and various elementary school clubs and school-related content
- Live concert, AHS sports, and event coverage (including Graduation)

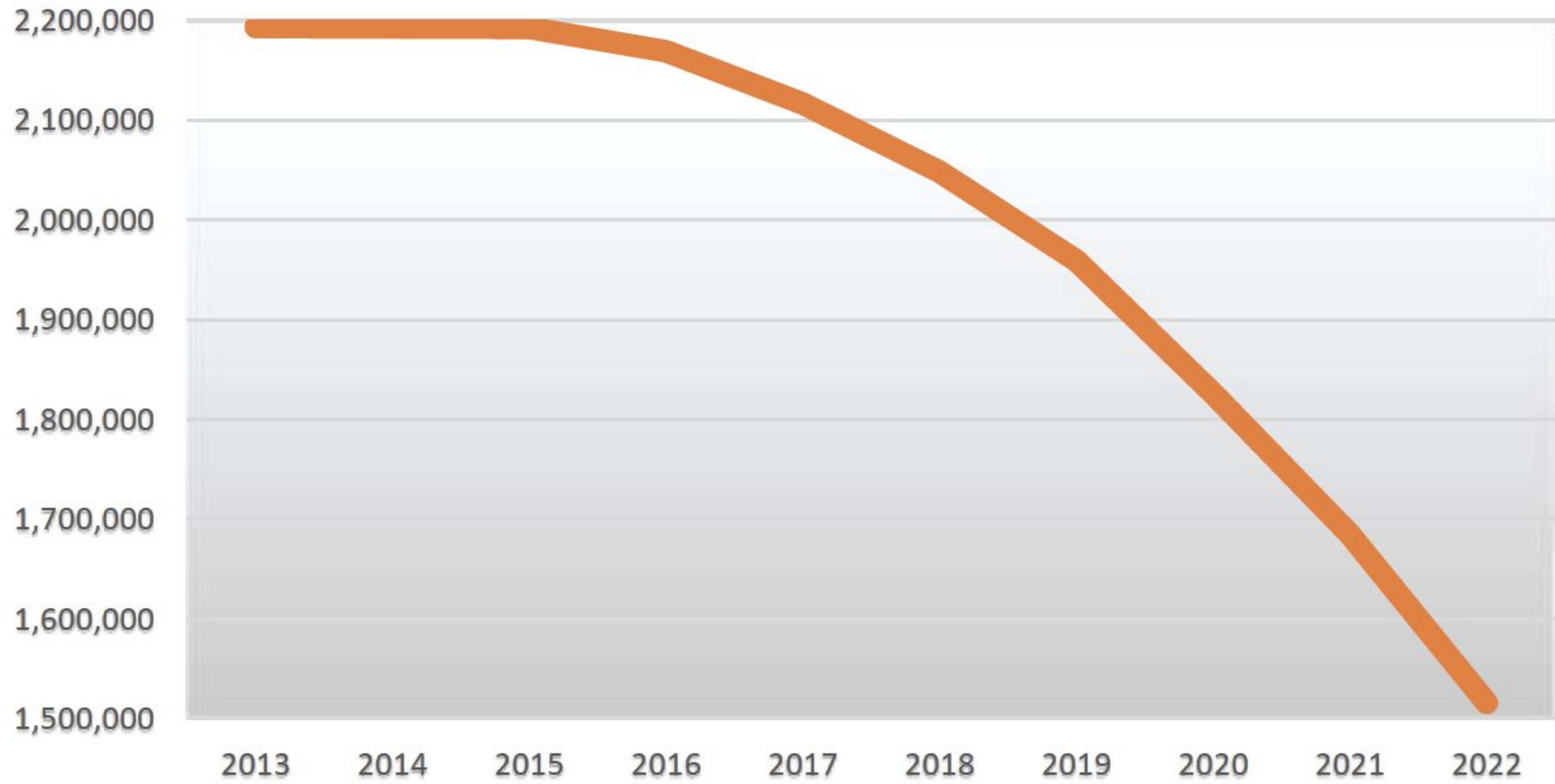
ACMi-Hosted Events:

- Fido Fest
- ATown Teen Film Festival
- Animation Festival

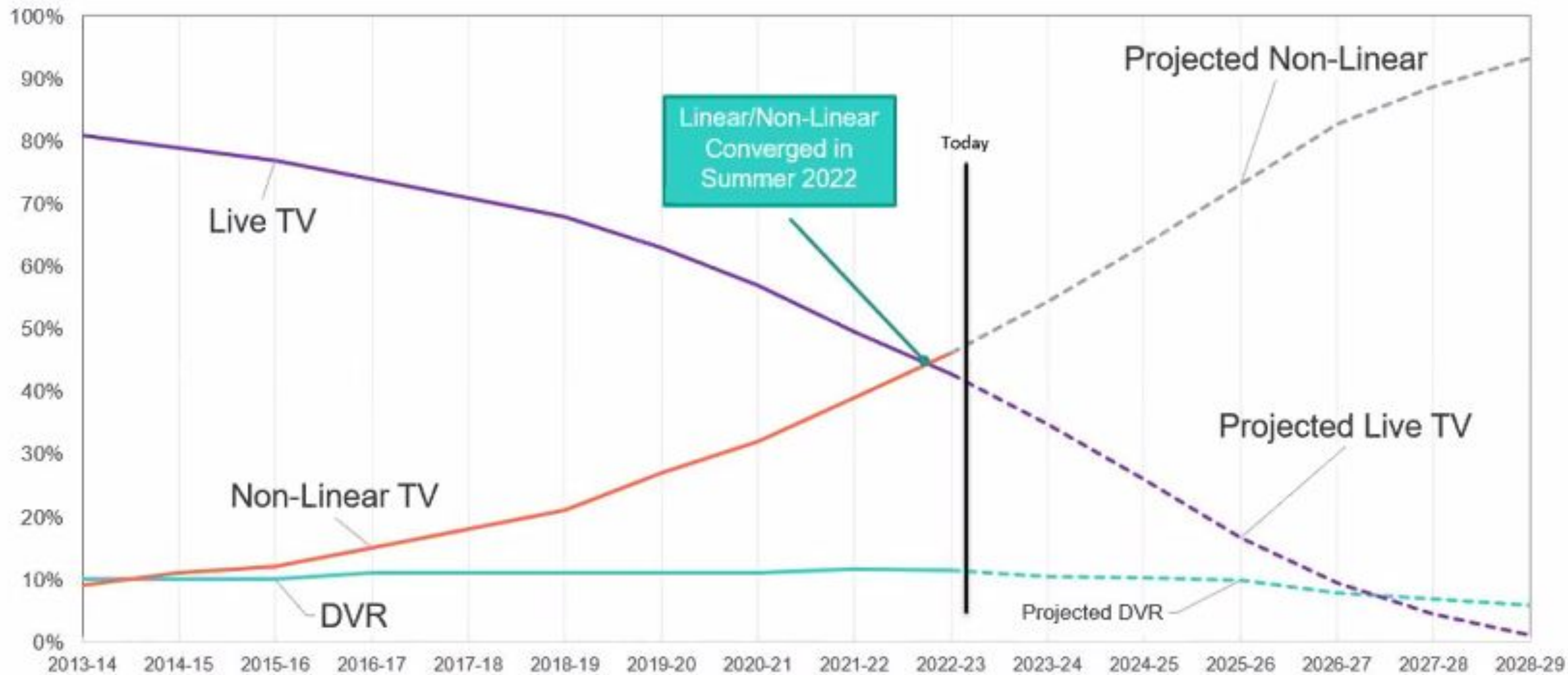




# Massachusetts Cable Subscribers

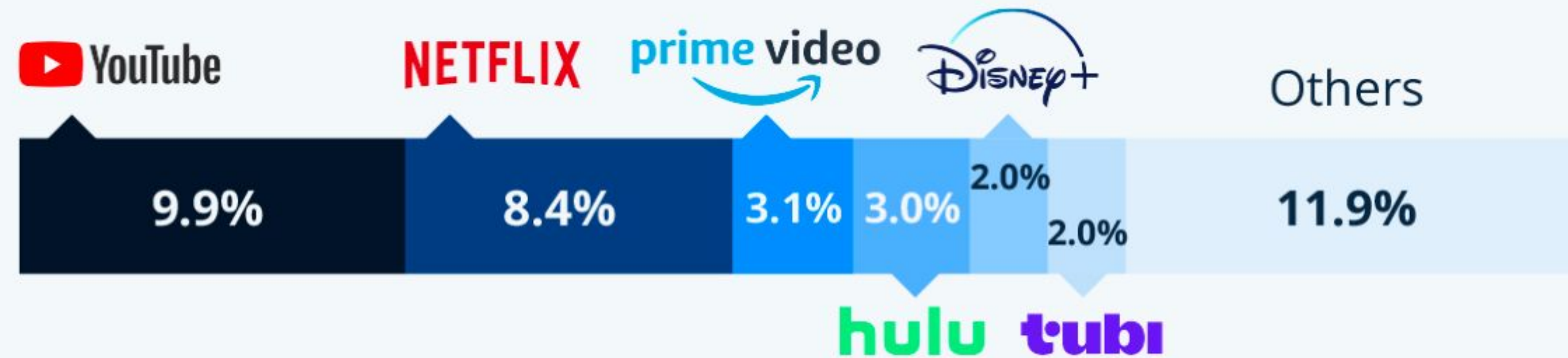
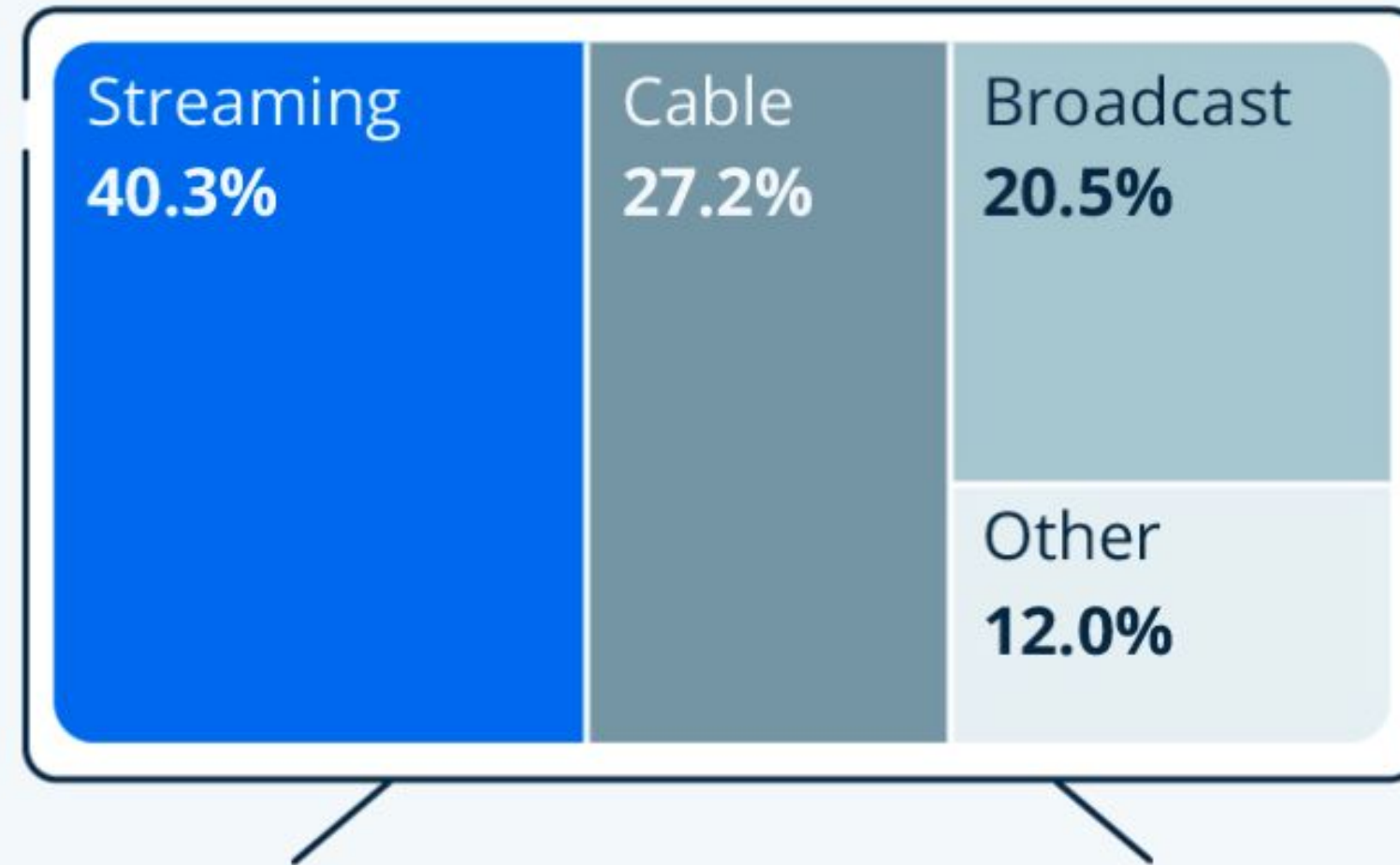


## Primetime Video Consumption by Source/Households



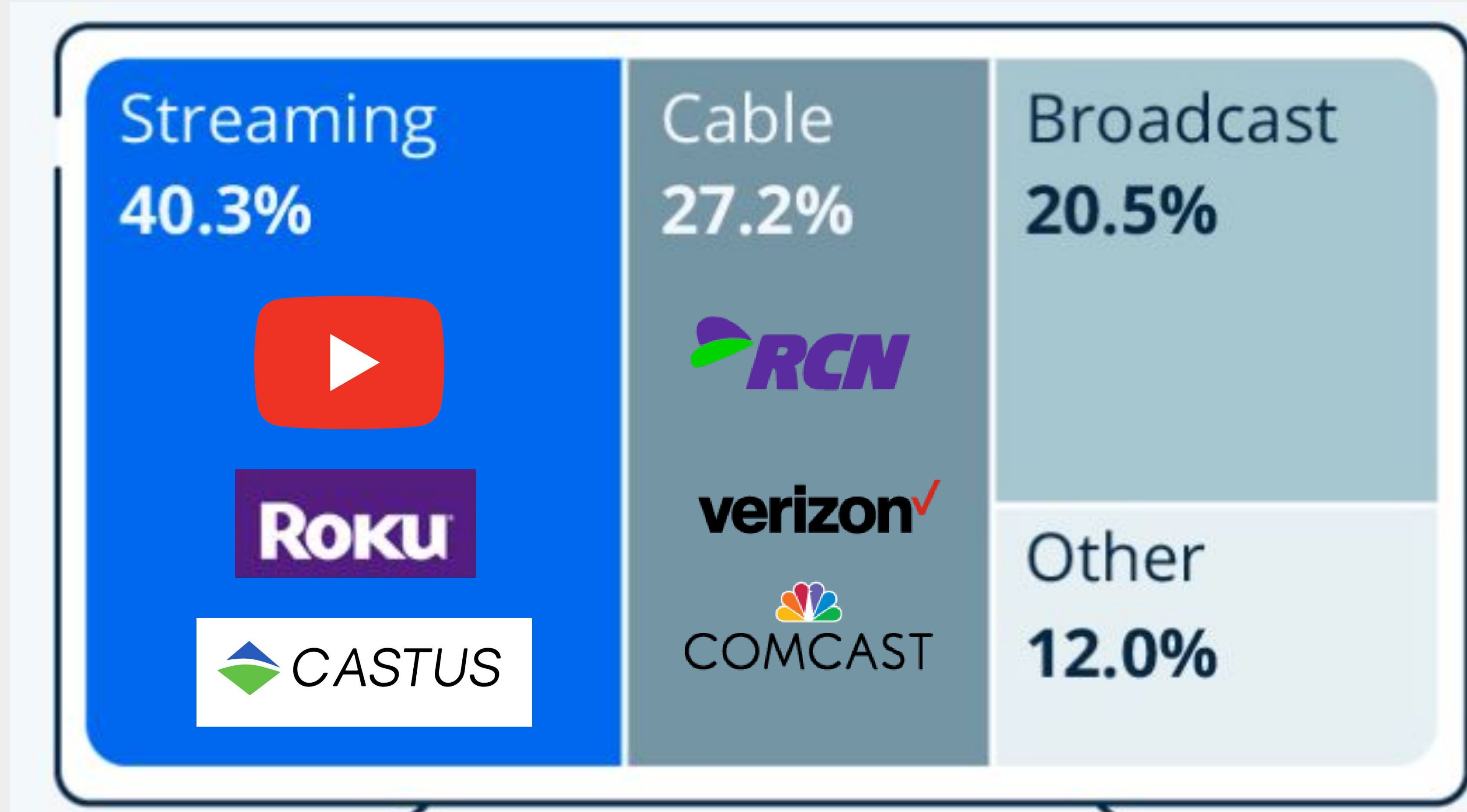
# Streaming Hits 40% of U.S. TV Usage for the First Time

Share of total television usage in the U.S. in June 2024, by type

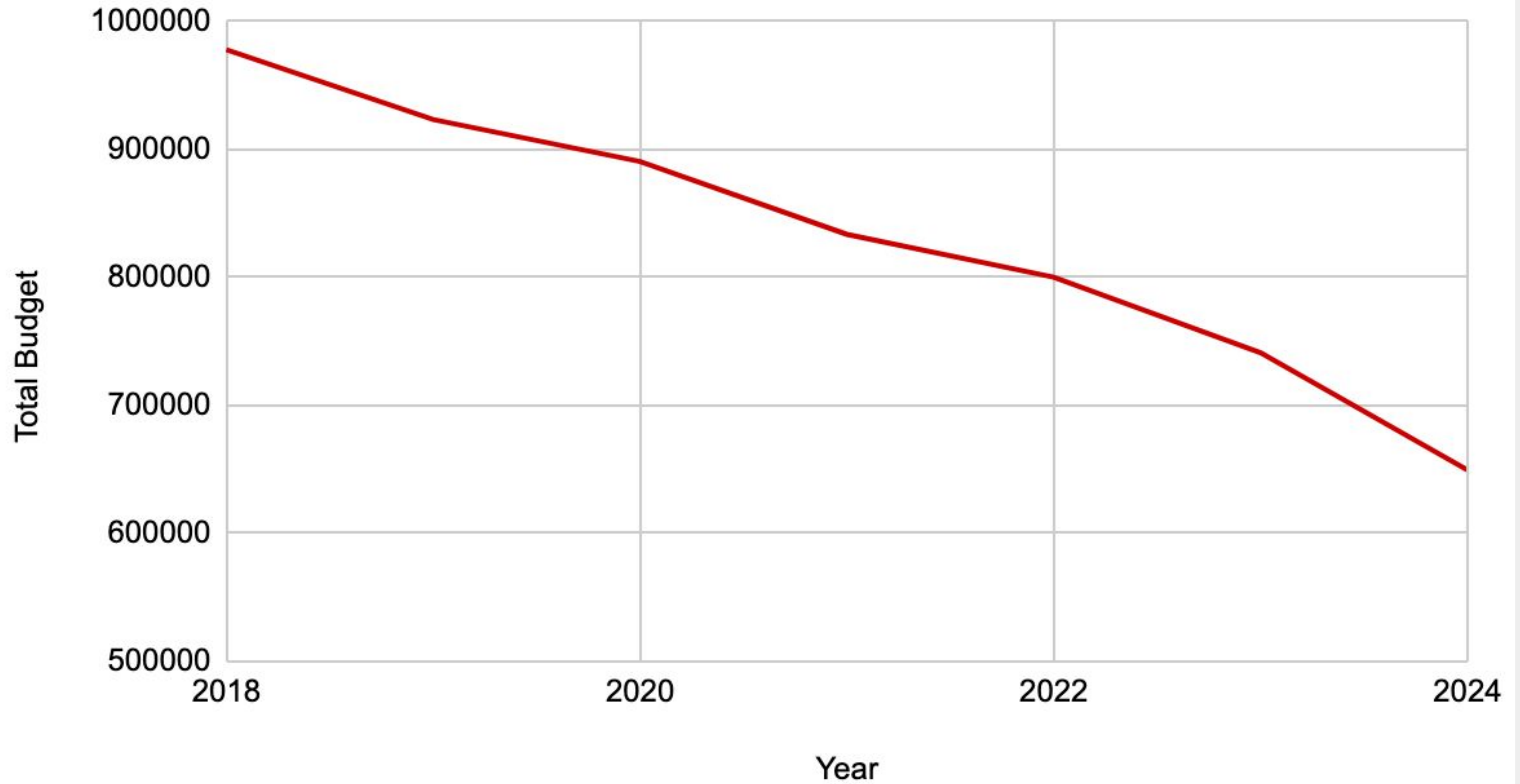


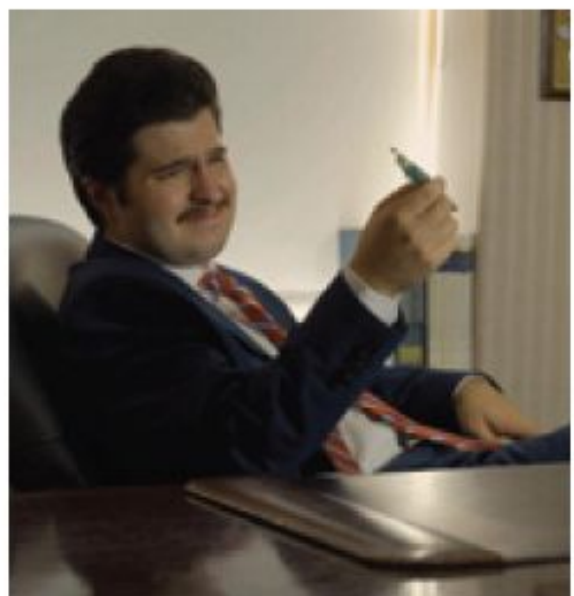
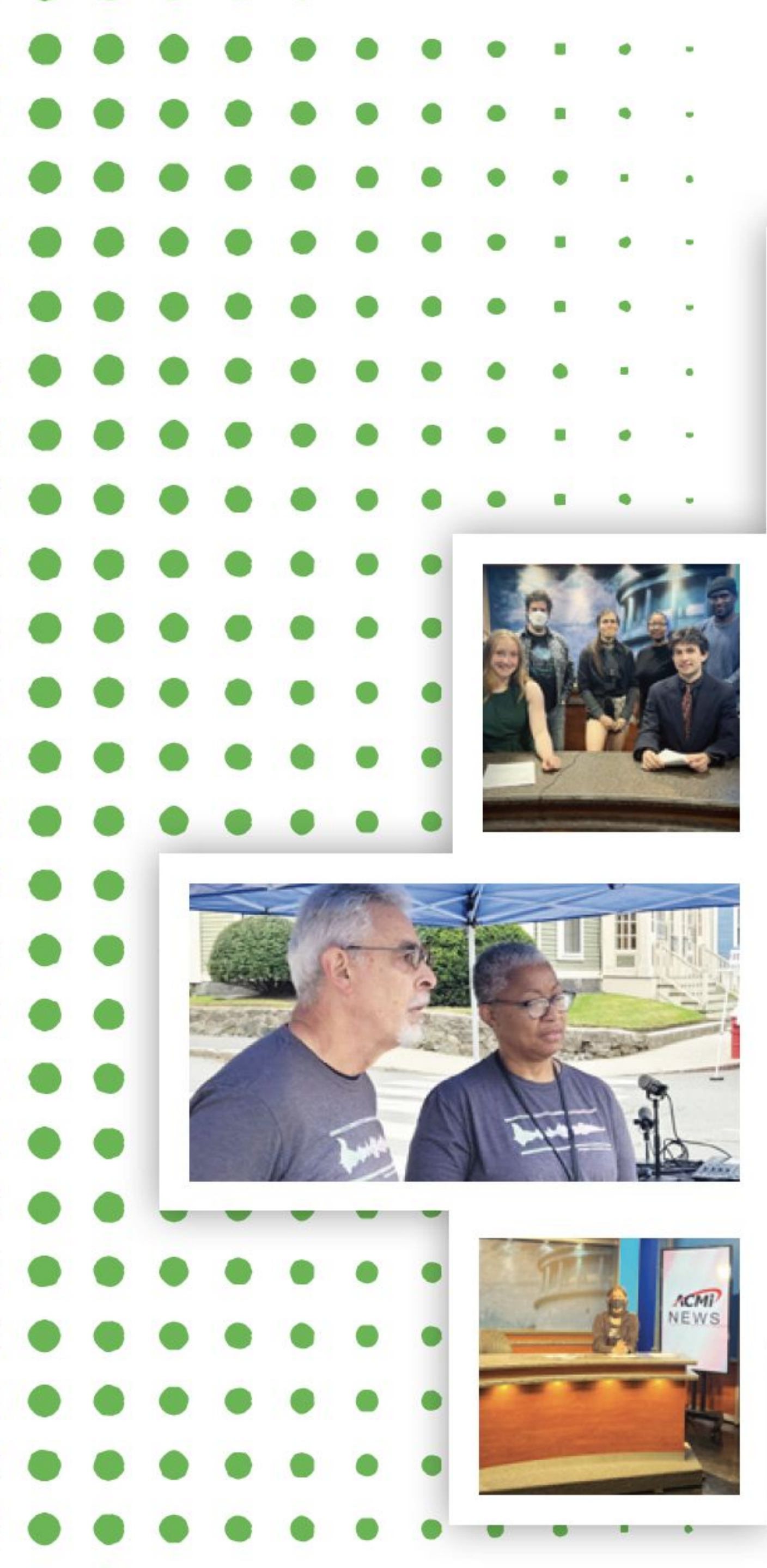
Source: Nielsen





# Annual ACMi Budget





**Thank you!**



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## Town of Arlington, Massachusetts

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**Request: Special (One Day) Beer & Wine License, 10/18/2024, 11/15/2024, 12/20/2024 @ The Mill Cafe, 14 Mill St. for Mill Cafe After Hours Event**

**Summary:**

Andrew Hunter, The Mill Cafe

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Mill_Cafe_Hunter_One_Day.pdf	Reference

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

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Andrew Hunter

Address, phone & e-mail contact information: \_\_\_\_\_

Name & address of Organization for which license is sought: the Mill Cafe, 14 Mill St. Arlington, MA 02476

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

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

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  Yes 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? This is the first time we are hosting this event. We hope to host it again on Friday, Novemebr 15, and December 20

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

Title of Event: Mill Café After Hours

Date/time of Event: Friday, October 18, Friday, November 15, & Friday December 20, from 4:30 - 10:00



Location of Event: The Mill Café, 14 Mill St. Arlington, MA 02476

Location/Event Coordinator: Drew Hunter, The Mill Cafe

Method(s) of invitation/publicity for Event: Online, Social Media, Signs in the Mill Cafe,

Number of people expected to attend: Approximately 80-120 per day of each event (less at any given time)

Expected admission/ticket prices: 0

Expected prices for food and beverages (alcoholic and non-alcoholic): \$9-\$10 per beer, \$5-\$15 for Food

Will persons under age 21 be on premises? Yes

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

See accompanying security plan

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.

Det. Corey J. Katon Date: 10/7/24  
Printed name/title

POLICE COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

A variety of the cafe's food like sandwiches, waffles, and many non-alcoholic beverage options

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

ABC Beer Inc. dba Arlington Brewing Company

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. All servers are TIPS certified. See security plan for certifications

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. Matt Guernse

Tom Allen

Rori Friedman 6

Marc Stiller

5

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

ABC Beer Inc. dba Arlington Brewing Company

Date of Delivery: Same day as each event

Alcohol Serving Time (s): 4:30 - 9:30

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? Returned to Arlington Brewing Company

Date of Pick-Up: After the conclusion of 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.)


Tri-State Insurance Company of Minnesota; Insured: Arlington Brewing Company

Insured: ABC Beer Inc

Coverage: Liquor Liability \$1,000,000/\$2,000,000; General Liability \$1,000,000/\$2,000,000

**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: Andrew Hunter

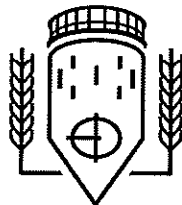
Printed title & Organization name: Executive Director, Mill Café

Email: \_\_\_\_\_



## Event Security Plan

**The Mill Café After Hours**  
**In Collaboration with: Arlington Brewing Company**  
Hosted at the Mill Café  
14 Mill St., Arlington, MA 02476



**ARLINGTON**  
BREWING COMPANY

## Event Overview

The Mill Café is planning to stay open past its normal hours to offer a limited new menu and the Arlington Brewing Company will host a pop up beer bar. Both organizations will participate, with Arlington Brewing Company serving all alcoholic beverages while The Mill Café provides all non-alcoholic beverages and food.

## Event Space

The event will take place at the Mill Café, 14 Mill St., Arlington, MA 02476. The event space is limited to the existing cafe space. Beer will be served from a kegerator that will be setup temporarily in the space.

## Service Restrictions

- All persons purchasing alcohol will have their age verified by a TIPS certified server.
- Alcohol will not be served to any person who appears to be intoxicated.
- If any guest appears to be intoxicated staff will take the appropriate measures, up to and including asking the guest to leave.
- If necessary, staff will alert police to any issue that raises concerns for public safety.

## Serving Containers

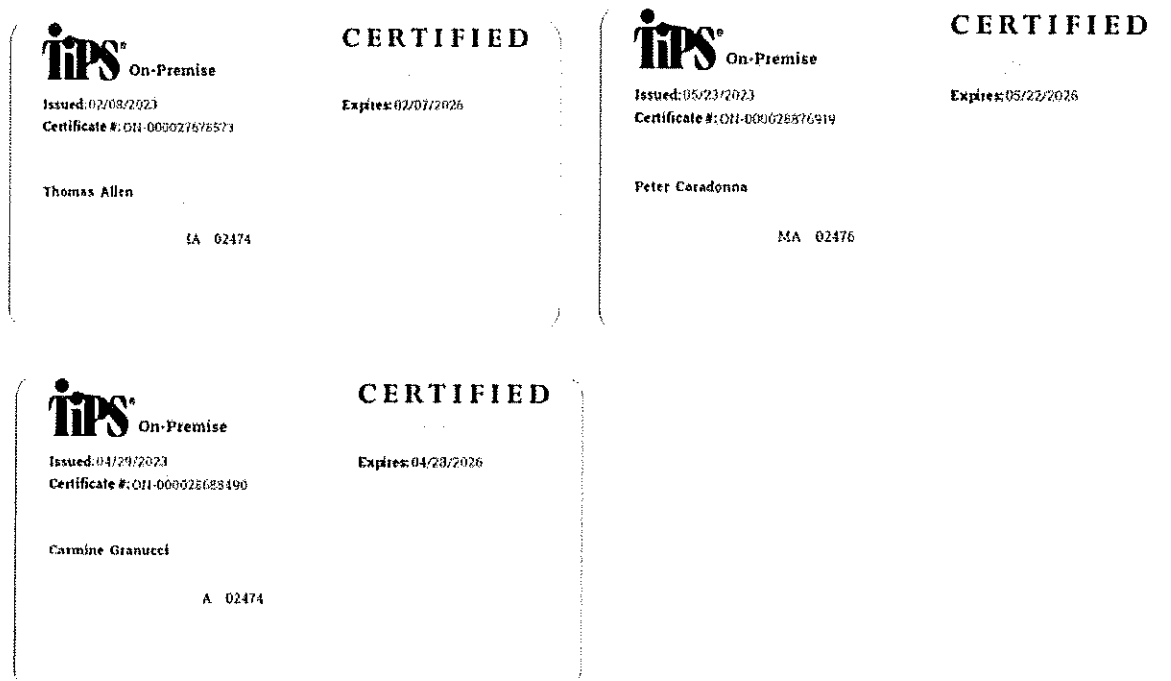
All beers will be poured into 16 oz cups from our kegerator-based draft system.

## Emergency Evacuation

In the event of an emergency, guests will be directed to leave through the main entrance or the back entrance of the building following The Mill Café fire safety plan.

## TIPS Certifications

The event manager and all staff are TIPS certified. TIPS certificates are below.





Issued: 07/05/2023  
Certificate #: OI-000029190454

Rotlann Friedman

MA 02180

**CERTIFIED**

Expires: 07/04/2026



Issued: 05/08/2023  
Certificate #: OI-000028751561

Marc Stiller

MA 02180

**CERTIFIED**

Expires: 05/07/2026

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

**SPECIAL ALCOHOL LICENSE POLICY & APPLICATION**

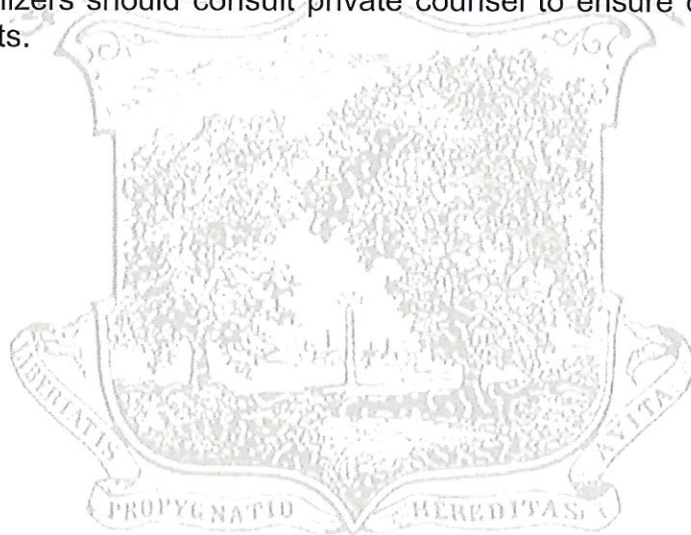
APPROVED: 6/7/10

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](http://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.





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

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Andrew Hunter

Address, phone & e-mail contact information: 61 Bellvale St., Malden, MA 02148; 313.717.3627; drew@millcafé.org

Name & address of Organization for which license is sought: the Mill Cafe, 14 Mill St. Arlington, MA 02476

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

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

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  Yes 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? This is the first time we are hosting this event. We hope to host it again on Friday, Novemebr 15, and December 20

24-Hour contact number for Responsible Manager of Alcohol Event date: 313.717.3627 - Drew Hunter

Title of Event: Mill Café After Hours

Date/time of Event: Friday, October 18, Friday, November 15, & Friday December 20, from 4:30 - 10:00

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

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

A variety of the cafe's food like sandwiches, waffles, and many non-alcoholic beverage options

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

ABC Beer Inc. dba Arlington Brewing Company

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. All servers are TIPS certified. See security plan for certifications

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. Matt Guernsey 11/04/1982, Peter Caradonna 10/01/1973, Carmine Granucci 06/02/1976,

Tom Allen 08/15/1980, Rori Friedman 08/04/1984, Marc Stiller 02/21/1985

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

ABC Beer Inc. dba Arlington Brewing Company

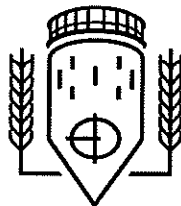
Date of Delivery: Same day as each event

Alcohol Serving Time (s): 4:30 - 9:30



Event Security Plan

**The Mill Café After Hours**  
**In Collaboration with: Arlington Brewing Company**  
Hosted at the Mill Café  
14 Mill St., Arlington, MA 02476



**ARLINGTON**  
BREWING COMPANY



Issued: 07/05/2023  
Certificate #: OH 000029190454

Roriann Friedman  
15 Harrison Street  
Stoneham MA 02180

### CERTIFIED

Expires: 07/04/2026



Issued: 05/08/2023  
Certificate #: OH-000028757561

Marc Stiller  
15 Harrison St  
Stoneham MA 02180

### CERTIFIED

Expires: 05/07/2026



## Town of Arlington, Massachusetts

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### Minutes of Meeting: September 9, 2024

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	09.09.2024_draft_minutes.pdf	Draft 9.9.2024 Minutes



## Select Board Meeting Minutes

Date: Monday, September 9, 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

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

Absent: Mr. Helmuth

### 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.

## **PROCLAMATIONS**

### 2) Hunger Action Day

Andi Doane, Executive Director of Arlington Eats on behalf of the Board, appeared before the Board, and expressed her gratitude to the hard-working staff and dedicated volunteers for their work at Arlington Eats. Ms. Doane thanked the Select Board for their work to raise awareness of the challenges created by food insecurity in our community and for the proclamation of declaring Hunger Action Day on September 10th. Ms. Doane noted that the Town of Arlington is a generous community that supports its neighbors in need of donations. The Town provides many social services and senior services, creating an important safety net for vulnerable residents.

Mr. DeCoursey read the proclamation before the Board and members of the public. The Board noted that the proclamation makes a critical point that this is a partnership of tremendous Town and private agencies in Town that work together to meet the needs of the residents. The Board thanked Arlington Eats for bringing this forward as it is an essential part of our community.

Mrs. Mahon moved approval.

SO VOTED (4-0)

**FOR APPROVAL**

- 3) Bikeway Block Party  
Christopher Tonkin  
Chair Arlington Bicycle Advisory Committee (ABAC).

Mr. Tonkin appeared before the Board and noted that they have applied for a license to have an event at Whittemore Park in connection with a much broader event that is happening along the bikeway on Sunday September 15, 2024. Mr. Caidenhead noted that they are turning seven parks along the bikeway into venues and everything they are offering is free which includes a number of performances and kid events.

Mr. Diggins moved approval.

SO VOTED (4-0)

**CONSENT AGENDA**

- 4) Minutes of Meetings: July 22, 2024; August 5, 2024
- 5) Request: Contractor/Drainlayer License  
Cavalieri Construction Company, Inc.  
Paul Buckley  
Wilmington, MA 01887  
Darvin and Jack Masonry  
Jack Rene Lopez  
Lynn, MA 01902
- 6) Reappointment  
Permanent Town Building Committee  
Peter Martini (Term to Expire: 6/30/2027)  
Allen Reedy (Term to Expire: 6/30/2027)
- 7) Approval: Switch Box Art  
Lori Kenschaft  
Energy Advocate, Electrify Arlington
- 8) Acceptance of Funds: Town Day Donations
- 9) The Hamentasch Run on March 9, 2025  
Luna Bukiet, Program Director at Center for Jewish Life Arlington-Belmont
- 10) Request: Special (One Day) Beer & Wine License, 09/14/2024 @ Robbins  
Memorial Town Hall for Stratton School Family Outing Fundraiser  
Danielle Dean / Stratton School PTO

11) Request: Special (One Day) Beer & Wine License, 09/21/2024 @ David Lamson  
Way for Town Day Beer Garden  
Matt Guernsey

12) Request: Oktoberfest at the Old Schwamb Mill, 10/5/2024, Noon - 4:00 p.m.  
Lynette Aznavourian, Museum Director, Old Schwamb Mill  
a. Special (One Day) Beer & Wine License  
b. Mill Lane (between Lowell Street and bridge over Mill Brook) - street closing

13) Request: Special (One Day) Beer & Wine License, 10/05/2024 @ The Old  
Schwamb Mill for Oktoberfest Event  
Matt Guernsey

Mr. Hurd moved approval.

SO VOTED (4-0)

### **LICENSES & PERMITS**

14) For Approval: Common Victualler License  
The Vintage Tea and Cake Company LLC, Adel Donegan, 677 Massachusetts  
Avenue

Ms. Donegan appeared before the Board stating that she is an Arlington resident as well as the owner of the Vintage Tea and Cake Company. Ms. Donegan noted that they are a catering company that has two locations in Belmont and Lexington.

The Board thanked Ms. Donegan for choosing Arlington and looks forward to visiting this location soon.

Mrs. Mahon moved approval.

SO VOTED (4-0)

### **OPEN FORUM**

No members of the public spoke.

### **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

15) Hearing: Public Shade Tree Removal for Stratton Safe Routes to School Project  
John Alessi, Senior Transportation Planner  
Amy Archer, Pare Corp

Mr. Alessi appeared before the Board and stated that the Safe Routes to School Project is based on a 2019 grant that the Town received from MassDOT and the purpose of the project is to create safe and accessible walking routes to the Stratton Elementary School. Amy Archer, the Town's consultant for the project appeared before the Board and noted that the project area is along 225' along Wheeler Lane from Dickson Ave to Mountain Ave; 300' along Mountain Ave from Wheeler Lane to Dickson Ave; 575' along Dickson Ave from Mountain Ave to Hemlock St; 1600' along Hemlock St from Dickson Ave to



Brattle St. Ms. Archer explained the project needs and goals to improve sidewalks and paths noting that there are various narrow sections, missing detectable warning panels, no sidewalks on certain streets, sections with steep grades and incomplete sidewalk networks to school's entrances. Ms. Archer further noted that there are missing crosswalks along desire lanes, lack of high visibility/consistent striping and sight line issues. The goal is to upgrade to ADA compliance which includes width, cross slop and ped ramps, extending the sidewalk network, restriping crosswalks and enhance signage as well as consider traffic calming measurers as appropriate. Ms. Archer explained that pedestrian crossings are long, and the excessive pavement allows higher vehicular speeds at intersections. The goal is to narrow the roadway intersections, add signing and markings to identify right of way. Ms. Archer noted that public shade trees will be impacted during this project and all existing trees are within the Town right of way. Ms. Archer noted that 12 total trees are impacted – 10 to be removed and 2 to be transplanted. Ms. Archer noted that 16 trees are to be planted which includes the 2 transplants and will total 4 more trees than the existing.

The Board thanked Mr. Alessi and Ms. Archer for the presentation. The Board noted that one of the trees that is to be removed and transported on Hemlock Street between Lansdown Road and Pine Street is to be transported in front of someone's home. Ms. Archer confirmed that is correct because there was conflict with utilities. The Board questioned in the DBH of the trees being removed and the trees being replaced are equal. Ms. Archer confirmed that they are similar noting that the current grown condition is 225 inches and the 16 final trees that will be put in place of the 12 that are removed are closer to 300 inches.

The following members of the public spoke:

Edward Wadman, 158 Mountain Ave

Brill Wadman, 158 Mountain Ave

Mrs. Mahon moved approval.

SO VOTED (4-0)

#### 16)Update: Double Poles

Stephen W. DeCoursey, Chair

Mr. DeCoursey noted that every six months the utilities are required to report to the Department of Public Utilities their progress on removing double poles and new double poles. Mr. DeCoursey noted that as of April 30, 2024, there are 51 new polls reported by Verizon. Verizon has responsibility to report new double polls in the Town of Arlington at the beginning of the time period, which is six months previously, that number was at 59. Mr. DeCoursey noted that the first report that Verizon made to DPU was for October 2019 at that time, there was 108 double poles in Arlington. Mr. DeCoursey noted that there is a statute that concerns the removal of double poles; Chapter 164 Section 34b that states: "A distribution company or a telephone company engaging in the removal of an existing pole and the installation of a new pole in place thereof shall complete the transfer of wires, all repairs, and the removal of the existing pole from the site within 90 days from the date of installation of the new pole; provided, however, that for any approved commercial or industrial construction project, the completion of which is expected to take longer than

one year, said company shall be required to remove such pole within six months from the date of installation of the new pole.”

As of today, all double polls in Arlington are beyond the 90-day removal period. Mr. DeCoursey noted that the statute bill that the Governor put forward earlier this year failed before the house and senate which would allow municipalities to impose fines on the utility companies if the double pole was not removed after the 90-days. Mr. DeCoursey stated that if there is an opportunity to speak to our delegation that this bears reporting.

#### 17)Future Select Board Meetings

The Board voted the following meeting dates:

October 7, 2024

October 21, 2024

November 4, 2024

November 18, 2024

December 4, 2024

December 16, 2024

#### 18)Discussion and Approval: Letters Regarding Proposed MBTA Development of Alewife Station/CSO Issues

Mr. Cunningham thanked Mrs. Mahon, Mr. Feeney as well as the help of local advocacy groups who provided information and assistance on the proposed letters.

Mrs. Mahon moved approval of both letters with the addition the congressional delegation to both letters, adding the Executive Director, MBTA Advisory Board, Brian Kane. Including the additions of defining the actor of the redevelopment with the RFP for the redevelopment. Changing the language ‘potentially dangerous impact’ to ‘harmful public health’

SO VOTED (4-0)

### **NEW BUSINESS**

Mrs. Mahon noted that the Rotary Club dinner where Mr. Feeney will be receiving an award will be held on Tuesday, October 22, 2024, at St. Eulalia Church in Winchester. Mrs. Mahon also noted that the fire fighter retirement party will be held on Friday, October 25, 2024, at the Crowne Plaza in Woburn. The second annual Dan Kelly Foundation event will be held on October 27, 2024. Mrs. Mahon noted that the joint meeting between the Redevelopment Board and the Select Board will be held next week. Mrs. Mahon noted that the Alewife CSO, water quality decision came in.

Mr. DeCoursey confirmed that the joint meeting will be on Monday, September 16, 2024.

Next Scheduled Meeting of Select Board September 23, 2024

Mrs. Mahon moved to adjourn at 8:56p.m.

SO VOTED (4-0)

A true record attest.  
 Ashley Maher  
 Board Administrator

9/9/2024

Agenda Item	Documents Used
1	
2	Hunger Action Day Proclamation
3	Special Event Application Boston Modular and Synth - Reference
4	Draft 7.22.2024 Minutes Draft 8.5.2024 Minutes
5	Contractor/Drainlayer Reference
6	PTBC Reappointments Reference
7	Switch Box Art –Memo from Planning Department
8	Acceptance of Funds Memo
9	Special Event Application Map
10	Special One-Day Reference
11	Special One-Day Reference
12	Special One-Day Reference
13	Special One-Day Reference
14	Application Inspection Reports
15	Presentation
16	Double Pole Reference Double Pole Reference 2 Double Pole Statue and Bill
17	October – December Calendar 2024
18	Draft letter to MBTA Draft letter to Governor



## Town of Arlington, Massachusetts

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### Temporary Parking Request for Spooky Walk, October 26, 2024

#### Summary:

Kelley Damore

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Spooky_Walk_App.pdf	Recreation Application
▢	Reference Material	Rec_Comments_-_Spooky_Walk.pdf	Recreation Comments
▢	Reference Material	Police_Comments_-_Spooky_Walk.pdf	Police Comments



Recreation Department

**SPECIAL EVENT REQUEST**

\*For all gatherings over 50 people and private/corporate events

Today's Date: \_\_\_\_\_ (Requests must be made 1 month in advance)

Contact Name: Kelley Damore

Phone (C): \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Purpose: Spooky Walk

Estimated Attendance: 250+

Day: Sat. Date: 10/28 Set up Time: 5 pm Start Time: 6:30 pm

End Time: 8 pm Break Down: 10 pm

Site Requested: Menotomy Rocks Park Area at Site Requested: front field and trail around pond

Activities: Annual Spooky Walk for kids

Will food be on site? Yes  No  Please list all food: Cider and DD Munchkins

Will you be promoting this event via social media? Yes  No  Spooky Walk Facebook page

Fees:

Category	Group	Rate
Special Event	Arlington Resident/Organization	\$25/hr
Special Event	Non Arlington Resident/ Organizations	\$50/hr

**Additional Requirements/Fees:**

- Site is permitted as is. Groups are responsible for cleanup of the site including trash. If your event needs support from Public Works additional fees will be required and billed per hour (minimum 4 hrs).
- For groups over 150 people a police detail may be required, if your group is required to get a police detail you must set this up with the department before you will receive a permit.
- If you will be having prepared food at your event you must contact the Board of Health to get the appropriate food permit.

By signing below I acknowledge and accept the rules and regulations (back) responsibilities for this permit and I agree to release, indemnify, and hold harmless the Town of Arlington from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind which may arise out of, or is in any manner connected with, the above-described activity.

Kelley Damore  
(Signature of Responsible Party)

17 Aug 2023  
(Date)

Revised 4.21.2021



**Recreation Department**

**RULES AND REGULATIONS FOR FACILITIES**

- The Arlington Park and Recreation Commission supports a Zero Tolerance Policy at all recreational facilities under their jurisdiction.
- This permit is granted subject to the rules and regulations as outlined under Title IV, Article 1 of the by-laws of the Town of Arlington.
- This office must be notified at least one business day in advance if a permit is to be canceled.
- The person(s) or organization(s) using the park property shall be responsible for any damages occurring in connection with/or in consequence of such use.
- The person(s) or organization(s) shall be responsible for the behavior of person(s) attending and shall be responsible for all necessary expenses.
- Parking or driving on fields or courts is not permitted. Observe all parking regulations.
- No alcohol is permitted on public property.
- The Recreation Department reserves the right to change schedules or revoke permits without prior notice.
- No open fires are permitted at any time. Grilling may be allowed with permission from the Park Commission and appropriate grilling permit from the Arlington Fire Department. A 30 day notice may be required.
- Fields or courts used by school teams will not generally be available before 5:30 PM. In any case, school teams must be allowed to finish their activities before your group may take the field or court, regardless of the starting time on the permit.
- Permits issued is for recreational use only!
- Any violations of the above mentioned rules may result in immediate revocation of permit and/or refusal to consider future requests for permits.

**Re: Spooky Walk**

---

**From** Natasha Waden <nwaden@town.arlington.ma.us>

**Date** Mon 9/23/2024 10:15 AM

**To** Ashley Maher <amaher@town.arlington.ma.us>

Hi Ashley!

Thanks for checking in. The Park and Rec Commission has approved the event but is requesting that the group does not advertise this on social media and that they have a police detail. The Commission believes that although they have listed up to 200 participants, it is actually closer to 1,000 that attend.

Best,

Natasha

Natasha Waden, MPA

Town of Arlington  
Interim Director of Recreation  
781-316-3880

<https://www.arlingtonma.gov/departments/recreation>

---

**From:** Ashley Maher <amaher@town.arlington.ma.us>

**Sent:** Thursday, September 19, 2024 4:48 PM

**To:** Natasha Waden <nwaden@town.arlington.ma.us>

**Subject:** Fw: Spooky Walk

Hi Natasha,


We received the below request regarding "Spooky Walk". I am reaching out to see if your department has any questions or concerns.

Best,  
Ashley



**Ashley Maher**

Board Administrator  
Office of the Select Board  
Town of Arlington, MA

 781-316-3020

 [amaher@town.arlington.ma.us](mailto:amaher@town.arlington.ma.us)

**Re: Spooky Walk**

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**From** Corey Rateau <crateau@town.arlington.ma.us>  
**Date** Fri 9/20/2024 7:58 AM  
**To** Ashley Maher <amaher@town.arlington.ma.us>  
**Cc** Britton Mallard <bmallard@town.arlington.ma.us>; Caroline Kalogeropoulos <ckalogeropoulos@town.arlington.ma.us>

Disregard—it was this July. I saw the the 2023 from the email before that.

As long as it's the same, I don't foresee any problems but it's weird that she never reached out to us. We're usually one of her first contacts after the Rec Department.

-CPR

Regards,

Officer Corey P. Rateau  
Arlington Police Department  
Traffic and Parking Division  
Traffic, Details, and Licensing Unit  
781-316-3944

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

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**From:** Corey Rateau <crateau@town.arlington.ma.us>  
**Sent:** Friday, September 20, 2024 07:56  
**To:** Ashley Maher <amaher@town.arlington.ma.us>  
**Cc:** Britton Mallard <bmallard@town.arlington.ma.us>; Caroline Kalogeropoulos <ckalogeropoulos@town.arlington.ma.us>  
**Subject:** Re: Spooky Walk

Ashley,

I just want to make sure—that email is from last July. Did she send one this July?

-CPR





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## Town of Arlington, Massachusetts

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**Request: Permit for Veterans' Day Parade, Monday, November 11th**

**Summary:**

Philip J. McGovern, Director of Veterans Services

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Veterans_Parade_Request.pdf	Reference

Town of Arlington  
Department of Health and Human Services  
Department of Veterans Services  
27 Maple Street, Suite 204  
Arlington, MA 02476

September 25, 2024

Select Board  
Town Hall, Arlington  
730 Massachusetts Avenue  
Arlington, Ma. 02476

RE: Permit for Veterans Day Parade, Monday November 11, 2024

Select Board Members,

On behalf of the Town of Arlington I request a permit for the annual Veteran's Day Parade. The parade is scheduled to begin at 10:30 AM on Monday, November 11, 2024. It will begin at Walgreen's Pharmacy at 324 Massachusetts Avenue and proceed to the central fire station. A police escort will be needed along the parade route.

Very respectfully,

Philip J. McGovern  
Director of Veterans Services



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## Town of Arlington, Massachusetts

### Free Parking in the Russell Common Lot & Railroad Lot for Small Business Saturday 11/30/2024

**Summary:**

Arlington Committee on Tourism and Economic Development

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Free_Parking_Small_Business_Saturday_2024.pdf	Reference



## TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3020

### MEMORANDUM

To: Stephen DeCoursey, Chair, Select Board  
Jim Feeney, Town Manager

From: Arlington Committee on Tourism and Economic Development

Date: October 1, 2024

RE: Free Parking on Small Business Saturday - November 30, 2024

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We would like to request that the Select Board approve free parking in the Russell Common and Railroad Municipal parking lots on Small Business Saturday which is Saturday, November 30, 2024.

Advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday. Free parking in the municipal lots will provide further incentivize consumers to remain in Arlington Center and patronize our local businesses.

Thank you for your consideration.



## Town of Arlington, Massachusetts

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### Comcast Petition/ Medford Street

#### Summary:

David R. Flewelling, Comcast

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	AED_GOL_Recommendations_-_15_Medford_Street_2024.09.13.pdf	Engineering Memo and Comcast Petition, Location, Map
▢	Reference Material	ltr_to_abutters_Medford.pdf	Letter to Abutters



**TOWN OF ARLINGTON**  
**DEPARTMENT OF PUBLIC WORKS**  
51 GROVE STREET  
ARLINGTON, MA 02476

Phone: 781-316-3320  
Fax: 781-316-3281

**Type:** Grant of Location Recommendations  
**Date:** September 13, 2024  
**Applicant:** Comcast Cable Communication Management LLC  
**Site/Project Location:** 15 Medford Street

The Engineering Division has reviewed the attached petition by Comcast Cable Communication Management LLC (herein referred to as "Comcast") for consideration of a Grant of Location for the new installation of 31 feet of 4-inch PVC communication conduit from an existing Comcast manhole to an existing Astound Broadband manhole, in the roadway in front of 15 Medford Street. This extension of conduit is to provide a Comcast service to 455 Massachusetts Avenue and is indicated on the enclosed plan, "Proposed Conduit Installation at 455 Massachusetts Ave, Arlington MA". Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the Select Board should the Grant of Location be approved for this submittal.

**Recommendations and Conditions**

1. Notification shall be provided to the immediate abutters prior to the commencement of construction activities. This notification should summarize the activities of the project and detail potential impacts. Additional information shall be provided instructing the abutters to forward any questions and/or concerns regarding the project to the contractor or Comcast and shall include the appropriate contact information.
2. The proposed conduit installation shall be located/installed so as not to impede future right of way improvements (i.e. curb adjustment, guardrail installation, water and sewer rehabilitation, etc.), and where possible shall be located in the nearest proximity as possible with other Comcast conduit.
3. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times, or an appropriate alternative path shall be provided.
4. If a conflict occurs between the proposed conduit installation and existing Town-Owned utility infrastructure, the Town Engineer shall be contacted directly to discuss an appropriate resolution.
5. It is the sole responsibility of the contractor to ensure that any Town-Owned and/or private utilities, if located within limits of this work, should be properly marked and protected during construction activities.
6. The installation of the pipe will require additional permitting (Trench Permit and/or Street Occupancy Permit) through the Town of Arlington Engineering Division prior to the start of construction. An MWRA water main is in close proximity to the work zone. Prior to work, the MWRA shall be contacted to determine additional permitting and construction requirements.
7. All disturbances to curbing, grass strips, sidewalk, walkways, and roadway surfaces should be repaired in kind and to the satisfaction of the Town of Arlington Engineering Division. If any existing sidewalk is proposed to be removed, it shall be removed and replaced in full-width and in accordance with all current ADA, AAB, & Town of Arlington Standards/Regulations.
8. All work within the right of way shall require the contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be instituted in adherence to applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual on Uniform Traffic Control Devices. A pre-construction meeting is recommended to coordinate with other on-going projects in Town.

9. An as-built plan indicating location of new conduit, structures and equipment shall be provided to the Arlington Engineering Division following installation.
10. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices, such as silt fence and/or straw wattles. It will be the sole responsibility of the contractor/Comcast to remove any sediment that enters the Town drainage system because of this work.
11. Equipment, staging, and stockpiles shall not be located or stored so as to interfere with intersection sight lines. The Town prefers that all materials & equipment be located no closer than 50' to an intersection where practical.



Comcast  
David R. Flewelling  
Specialist 2 Construction  
9 Forbes Road, Suite 9B  
Woburn, MA 01801  
Cell – 617-279-7864  
[dave\\_flewelling@comcast.com](mailto:dave_flewelling@comcast.com)

September 5, 2024

Ms. Juli Brazile  
Town Clerk  
Town of Arlington  
730 Mass Ave  
Arlington, MA 02476

RE: 455 Massachusetts Avenue  
Grant of Location-Petition

Dear Ms. Brazile:

Enclosed please find materials supporting Comcast Cable Communications Management LLC request for a grant of location from the town of Arlington Select Board. The work associated with the attached petition is for the purpose of installing a new underground conduit to connect the Comcast Manhole with the Astound Manhole, which will provide the Comcast Service to number 455 Massachusetts Avenue. For a more detailed description of the work, please refer to the attached construction plan.

I look forward to the opportunity to address this matter in further detail at the next Arlington Select Board Meeting. Should you have any questions or concerns, please feel free to contact me at (617) 279-7864.

Sincerely,

A handwritten signature in black ink, appearing to read "David R. Flewelling", is written over the typed name and title.

David R. Flewelling  
Comcast  
Specialist 2, Construction

Enclosure (3)



PETITION OF COMCAST FOR LOCACTION FOR CONDUITS AND MANHOLES

To the Select Board for the Town of Arlington, Massachusetts:

Respectfully represents Comcast Cable Communications Management LLC., a company incorporated for the distribution of Broadband Services, that it desires to construct a line for such broadband under the public way or ways hereinafter specified.

Medford Street: Starting at Comcast Manhole excavating to place (1) 4" PVC Conduit 31'± to the existing Astound Manhole.

Wherefore, your petition prays that, after due notice and hearing as provided by law, the Board of Selectman may by Order grant your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by Axis Engineering dated August 6, 2024 and filed here with, under the following public way or ways of said Town of Arlington.

Comcast  
By:   
David R. Flewelling  
Specialist 2, Construction

Dated this September 5, 2024

Town of Arlington Massachusetts

Received and filed \_\_\_\_\_, 2024

\_\_\_\_\_

ORDER FOR CONDUIT LOCATION

In the Select Board for the Town of Arlington, Massachusetts.

ORDERED:

That permission be and hereby is granted to Comcast Cable Communications Management LLC., to lay and maintain underground conduits and manholes, with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in petition of said Company dated September 5, 2024.

Medford Street: Starting at Comcast Manhole excavating to place (1) 4" PVC Conduit 31'± to the existing Astound Manhole.

Substantially as shown on plan, filed with said petition.

Also that permission be and hereby is granted said Comcast to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be of such materials and construction and all work done in such manner as to be satisfactory to the Select Board or to such officers as it may appoint to the supervision of the work.
2. Said Company shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the Town.
3. In addition said Company shall, before a public way is disturbed for the laying of its wire or conduits, execute its bond in a penal sum of Fifty Thousand Dollars (\$50,000) (reference being had to the bond already on file with said Town) conditioned for the faithful performance of its duties under this permit.
4. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board for the Town of Arlington, Massachusetts, held on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

(over)

\_\_\_\_\_  
City Clerk

We hereby certify that on \_\_\_\_\_, 2024, at \_\_\_\_\_ o'clock PM., at Arlington, Massachusetts a public hearing was held on the petition of the Comcast for permission to lay and maintain underground conduits, manholes and connections, with the wires and cables to be placed therein, described in the order herewith recorded, that we mailed at least seven days before said hearing a written notice the time and place of said hearing to each of the owners of real estate determined by the last preceding assessment for taxation along the ways parts of ways upon which the Company is permitted to construct the lines said Company under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Arlington Select Board; Arlington, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order, and certificate of hearing with the notice adopted by Select Board for the Town of Arlington, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, recorded with the records of location orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy is made under the provision of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
City Clerk



# COMCAST

PROPOSED CONDUIT INSTALLATION

AT  
455 MASSACHUSETTS AVE  
ARLINGTON, MA



LOCUS  
N.T.S.

**AXXIS**  
ENGINEERING GROUP  
201 Boston Post Rd West - Suite 100  
Melrose, MA 01752  
(781) 558-2824 www.axisgroup.com

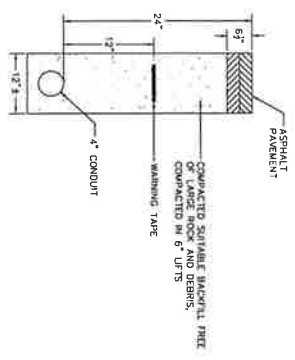
### INDEX OF DRAWING

SHEET NO.	DESCRIPTION
01	COVER SHEET PROPOSED CONDUIT INSTALLATION

**GENERAL NOTES**

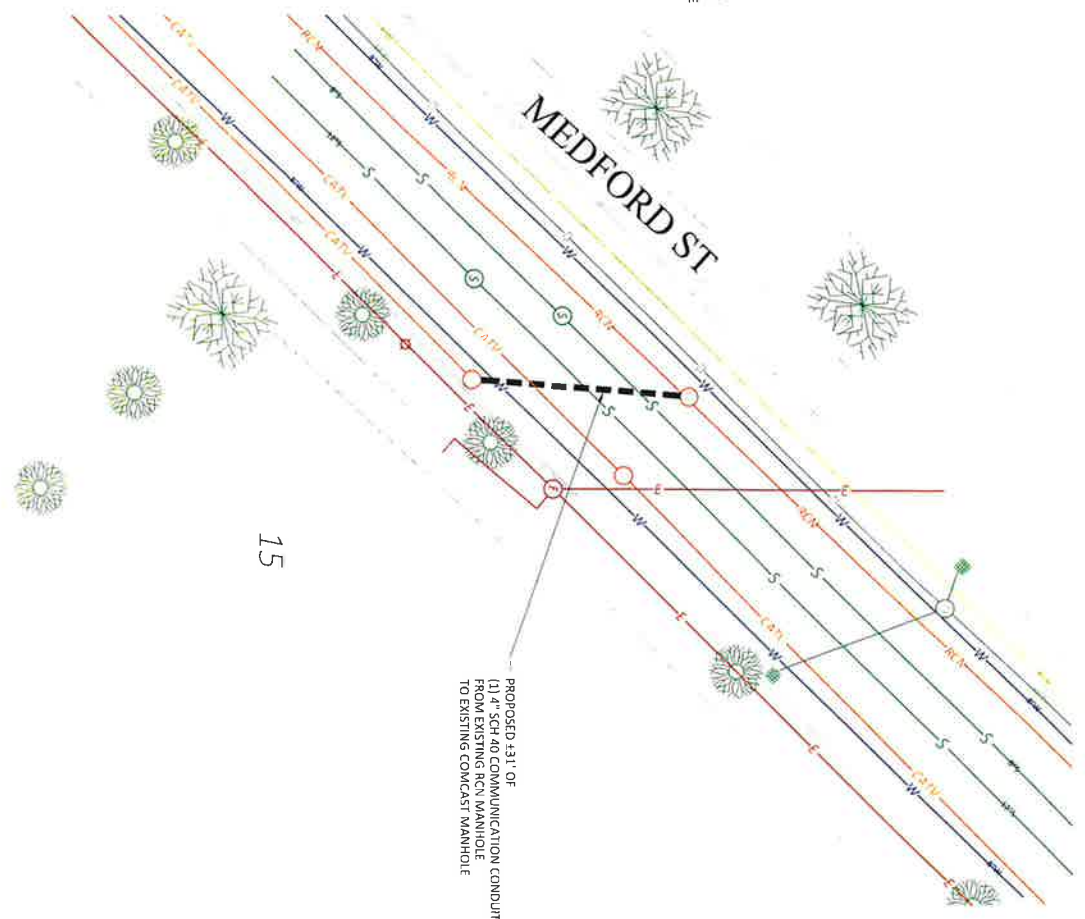
1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE BEEN OBTAINED FROM THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
2. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
3. THE CONTRACTOR SHOULD MAINTAIN A SEPARATION OF 18 INCHES MIN. WHEN CROSSING EXISTING WATER FACILITIES.
4. THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERATION AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PRIVATE UTILITIES BY THE UTILITY COMPANY.
5. THE CONTRACTOR SHALL NOT DISTURB PUBLIC TREES AND SHRUBS.
6. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT NO EXPENSE TO THE OWNER.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PLACING AND MAINTAINING TEMPORARY RESURFACING AND/OR PLATING FOR ALL EXCAVATIONS IN PAVED STREETS AND SIDEWALKS UNTIL PERMANENT RESURFACING IS COMPLETE.
8. JOINTS BETWEEN NEW BITUMINOUS CONCRETE ROADWAY PAVEMENT AND SAW CUT EXISTING PAVEMENT SHALL BE SEALED WITH BITUMEN AND BACK SANDED.
9. THE CONTRACTOR SHALL PROTECT AND SUPPORT ALL EXISTING UTILITY LINES THAT BECOME EXPOSED DUE TO EXCAVATION REQUIRED TO INSTALL THE PROPOSED CONDUIT.
10. THE CONTRACTOR SHALL REPAIR ALL DISTURBED TRAFFIC SIGNAL LOOP DETECTORS TO GOOD WORKING CONDITION AS REQUIRED BY THE LATEST STANDARDS OF THE MUNICIPAL TRAFFIC DEPARTMENT.
11. ALL EXISTING STATE, COUNTY, CITY, AND TOWN LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATION ARE NOT GUARANTEED.
12. THE CONTRACTOR SHALL REPLACE ALL PAVEMENT MARKINGS IN THEIR ENTIRETY THAT HAVE BEEN DAMAGED BY TRENCH EXCAVATION OR OPERATIONS OF THE CONTRACTOR WITH SIMILAR COLOR AND SIZE THERMOPLASTIC MARKINGS.

- ITEM SHOWN ON UTILITY RECORDS, BUT NOT FOUND IN FIELD.
- ITEM FOUND IN FIELD, BUT NOT IN UTILITY RECORDS.



**ROADWAY PATCH AND DUCT BANK INSTALLATION DETAIL**  
N.T.S.

- TRENCH DETAIL NOTES**
1. 24" MANHOLE FROM TOP OF CONDUIT TO SURFACE.
  2. 12" WARNING TAPE PLACED ABOVE.
  3. REPAIR SIDEWALKS AND WALKWAYS WITH SAME MATERIALS AS EXISTING.



PROPOSED 431' OF (1) 1" SCA 40 COMMUNICATION CONDUIT FROM EXISTING RCM MANHOLE TO EXISTING COMCAST MANHOLE



**LEGEND**

(Symbol)	1" SCA 40 COMMUNICATION CONDUIT
(Symbol)	4" SCA 40 COMMUNICATION CONDUIT
(Symbol)	6" SCA 40 COMMUNICATION CONDUIT
(Symbol)	8" SCA 40 COMMUNICATION CONDUIT
(Symbol)	12" SCA 40 COMMUNICATION CONDUIT
(Symbol)	18" SCA 40 COMMUNICATION CONDUIT
(Symbol)	24" SCA 40 COMMUNICATION CONDUIT
(Symbol)	30" SCA 40 COMMUNICATION CONDUIT
(Symbol)	36" SCA 40 COMMUNICATION CONDUIT
(Symbol)	42" SCA 40 COMMUNICATION CONDUIT
(Symbol)	48" SCA 40 COMMUNICATION CONDUIT
(Symbol)	54" SCA 40 COMMUNICATION CONDUIT
(Symbol)	60" SCA 40 COMMUNICATION CONDUIT
(Symbol)	66" SCA 40 COMMUNICATION CONDUIT
(Symbol)	72" SCA 40 COMMUNICATION CONDUIT
(Symbol)	78" SCA 40 COMMUNICATION CONDUIT
(Symbol)	84" SCA 40 COMMUNICATION CONDUIT
(Symbol)	90" SCA 40 COMMUNICATION CONDUIT
(Symbol)	96" SCA 40 COMMUNICATION CONDUIT
(Symbol)	102" SCA 40 COMMUNICATION CONDUIT
(Symbol)	108" SCA 40 COMMUNICATION CONDUIT
(Symbol)	114" SCA 40 COMMUNICATION CONDUIT
(Symbol)	120" SCA 40 COMMUNICATION CONDUIT
(Symbol)	126" SCA 40 COMMUNICATION CONDUIT
(Symbol)	132" SCA 40 COMMUNICATION CONDUIT
(Symbol)	138" SCA 40 COMMUNICATION CONDUIT
(Symbol)	144" SCA 40 COMMUNICATION CONDUIT
(Symbol)	150" SCA 40 COMMUNICATION CONDUIT
(Symbol)	156" SCA 40 COMMUNICATION CONDUIT
(Symbol)	162" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	300" SCA 40 COMMUNICATION CONDUIT
(Symbol)	306" SCA 40 COMMUNICATION CONDUIT
(Symbol)	312" SCA 40 COMMUNICATION CONDUIT
(Symbol)	318" SCA 40 COMMUNICATION CONDUIT
(Symbol)	324" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	336" SCA 40 COMMUNICATION CONDUIT
(Symbol)	342" SCA 40 COMMUNICATION CONDUIT
(Symbol)	348" SCA 40 COMMUNICATION CONDUIT
(Symbol)	354" SCA 40 COMMUNICATION CONDUIT
(Symbol)	360" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	402" SCA 40 COMMUNICATION CONDUIT
(Symbol)	408" SCA 40 COMMUNICATION CONDUIT
(Symbol)	414" SCA 40 COMMUNICATION CONDUIT
(Symbol)	420" SCA 40 COMMUNICATION CONDUIT
(Symbol)	426" SCA 40 COMMUNICATION CONDUIT
(Symbol)	432" SCA 40 COMMUNICATION CONDUIT
(Symbol)	438" SCA 40 COMMUNICATION CONDUIT
(Symbol)	444" SCA 40 COMMUNICATION CONDUIT
(Symbol)	450" SCA 40 COMMUNICATION CONDUIT
(Symbol)	456" SCA 40 COMMUNICATION CONDUIT
(Symbol)	462" SCA 40 COMMUNICATION CONDUIT
(Symbol)	468" SCA 40 COMMUNICATION CONDUIT
(Symbol)	474" SCA 40 COMMUNICATION CONDUIT
(Symbol)	480" SCA 40 COMMUNICATION CONDUIT
(Symbol)	486" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	540" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	582" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	618" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	654" SCA 40 COMMUNICATION CONDUIT
(Symbol)	660" SCA 40 COMMUNICATION CONDUIT
(Symbol)	666" SCA 40 COMMUNICATION CONDUIT
(Symbol)	672" SCA 40 COMMUNICATION CONDUIT
(Symbol)	678" SCA 40 COMMUNICATION CONDUIT
(Symbol)	684" SCA 40 COMMUNICATION CONDUIT
(Symbol)	690" SCA 40 COMMUNICATION CONDUIT
(Symbol)	696" SCA 40 COMMUNICATION CONDUIT
(Symbol)	702" SCA 40 COMMUNICATION CONDUIT
(Symbol)	708" SCA 40 COMMUNICATION CONDUIT
(Symbol)	714" SCA 40 COMMUNICATION CONDUIT
(Symbol)	720" SCA 40 COMMUNICATION CONDUIT
(Symbol)	726" SCA 40 COMMUNICATION CONDUIT
(Symbol)	732" SCA 40 COMMUNICATION CONDUIT
(Symbol)	738" SCA 40 COMMUNICATION CONDUIT
(Symbol)	744" SCA 40 COMMUNICATION CONDUIT
(Symbol)	750" SCA 40 COMMUNICATION CONDUIT
(Symbol)	756" SCA 40 COMMUNICATION CONDUIT
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(Symbol)	768" SCA 40 COMMUNICATION CONDUIT
(Symbol)	774" SCA 40 COMMUNICATION CONDUIT
(Symbol)	780" SCA 40 COMMUNICATION CONDUIT
(Symbol)	786" SCA 40 COMMUNICATION CONDUIT
(Symbol)	792" SCA 40 COMMUNICATION CONDUIT
(Symbol)	798" SCA 40 COMMUNICATION CONDUIT
(Symbol)	804" SCA 40 COMMUNICATION CONDUIT
(Symbol)	810" SCA 40 COMMUNICATION CONDUIT
(Symbol)	816" SCA 40 COMMUNICATION CONDUIT
(Symbol)	822" SCA 40 COMMUNICATION CONDUIT
(Symbol)	828" SCA 40 COMMUNICATION CONDUIT
(Symbol)	834" SCA 40 COMMUNICATION CONDUIT
(Symbol)	840" SCA 40 COMMUNICATION CONDUIT
(Symbol)	846" SCA 40 COMMUNICATION CONDUIT
(Symbol)	852" SCA 40 COMMUNICATION CONDUIT
(Symbol)	858" SCA 40 COMMUNICATION CONDUIT
(Symbol)	864" SCA 40 COMMUNICATION CONDUIT
(Symbol)	870" SCA 40 COMMUNICATION CONDUIT
(Symbol)	876" SCA 40 COMMUNICATION CONDUIT
(Symbol)	882" SCA 40 COMMUNICATION CONDUIT
(Symbol)	888" SCA 40 COMMUNICATION CONDUIT
(Symbol)	894" SCA 40 COMMUNICATION CONDUIT
(Symbol)	900" SCA 40 COMMUNICATION CONDUIT
(Symbol)	906" SCA 40 COMMUNICATION CONDUIT
(Symbol)	912" SCA 40 COMMUNICATION CONDUIT
(Symbol)	918" SCA 40 COMMUNICATION CONDUIT
(Symbol)	924" SCA 40 COMMUNICATION CONDUIT
(Symbol)	930" SCA 40 COMMUNICATION CONDUIT
(Symbol)	936" SCA 40 COMMUNICATION CONDUIT
(Symbol)	942" SCA 40 COMMUNICATION CONDUIT
(Symbol)	948" SCA 40 COMMUNICATION CONDUIT
(Symbol)	954" SCA 40 COMMUNICATION CONDUIT
(Symbol)	960" SCA 40 COMMUNICATION CONDUIT
(Symbol)	966" SCA 40 COMMUNICATION CONDUIT
(Symbol)	972" SCA 40 COMMUNICATION CONDUIT
(Symbol)	978" SCA 40 COMMUNICATION CONDUIT
(Symbol)	984" SCA 40 COMMUNICATION CONDUIT
(Symbol)	990" SCA 40 COMMUNICATION CONDUIT
(Symbol)	996" SCA 40 COMMUNICATION CONDUIT
(Symbol)	1002" SCA 40 COMMUNICATION CONDUIT

**NOTICE**  
EXISTING UTILITIES SHOWN ARE APPROXIMATE AND NOT GUARANTEED TO BE CORRECT. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES BEFORE ANY EXCAVATION. IF DISCREPANCIES ARE FOUND, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY.

**DATE REVISION REQUIRED:**  
30 DAYS BEFORE START OF ANY EXCAVATION.

**AXIS ENGINEERING GROUP**

**COMCAST**

**PROPOSED CONDUIT INSTALLATION**

DATE:	01/20/2023
PROJECT:	15' WIDE TRENCH
DRAWN BY:	LSJ
CHECKED BY:	LSJ
DATE:	01/20/2023
PROJECT:	15' WIDE TRENCH
DRAWN BY:	LSJ
CHECKED BY:	LSJ
DATE:	01/20/2023
PROJECT:	15' WIDE TRENCH
DRAWN BY:	LSJ
CHECKED BY:	LSJ



# COMCAST

TRAFFIC MANAGEMENT PLAN

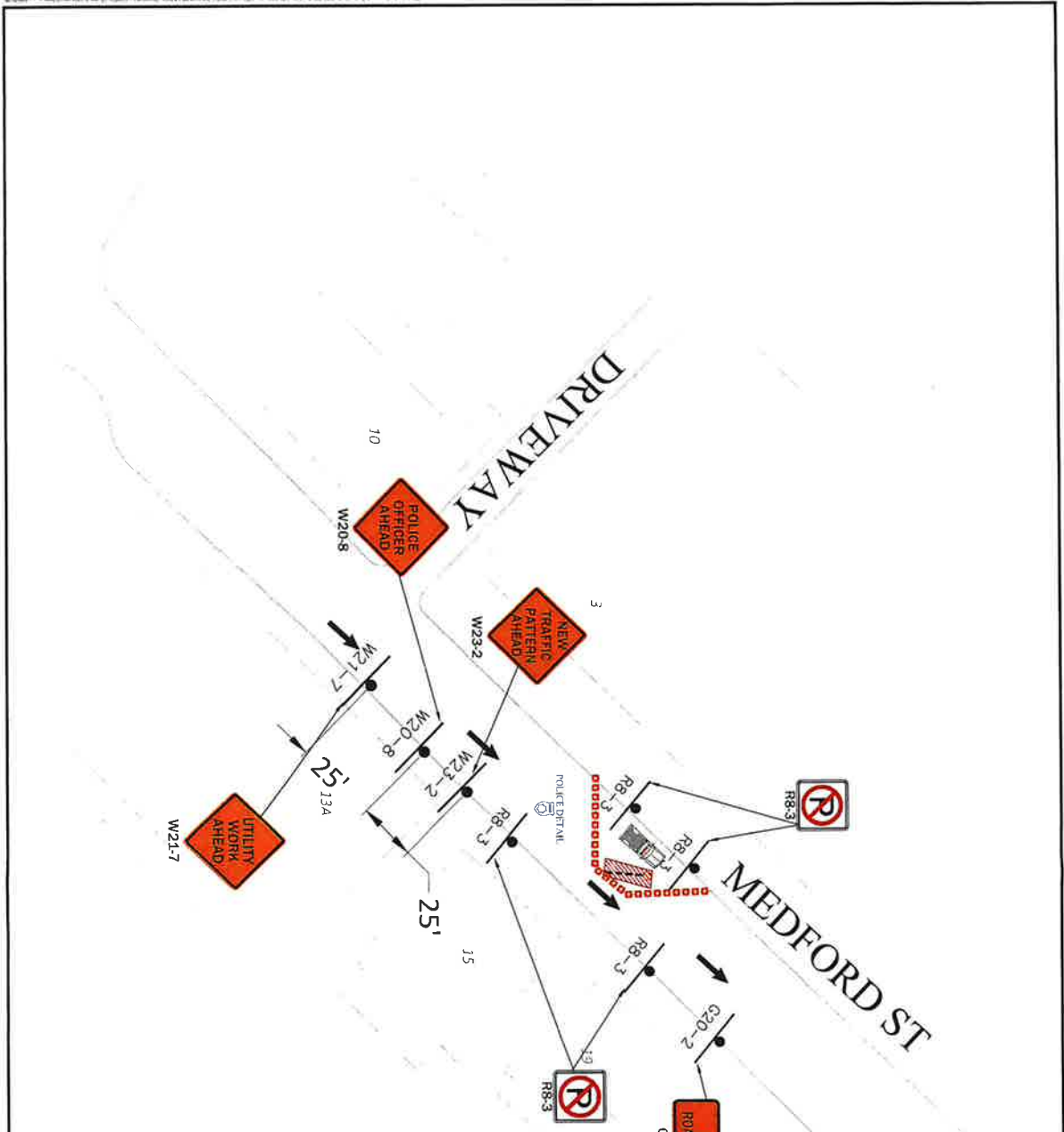
AT  
455 MASSACHUSETTS AVE  
ARLINGTON, MA



LOCUS  
NTIS

INDEX OF DRAWING	
SHEET NO.	DESCRIPTION
01	COVER SHEET
02	TRAFFIC CONTROL

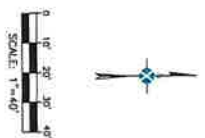
**AXIS**  
ENGINEERING GROUP  
201 Boston Road West - Suite 100  
Arlington, MA 01775  
(774) 556-5224 www.axisgroup.com



- Traffic Management Notes:**
1. Place all safety devices and construction signing before actual construction work begins.
  2. All signs are to be maintained in good condition.
  3. All signs are to be placed at least 100 ft in advance of the work zone.
  4. All utility control devices shall remain on the roadway at all times.
  5. All workers shall be properly trained and certified.
  6. All signs shall be placed appropriately or moved as necessary to maintain adequate shoulder access at all times.

**TRAFFIC CONTROL LEGEND**

TRAFFIC CONTROL	MARKING	DESCRIPTION
[Symbol]	[Symbol]	[Symbol]



**LEGEND**

NO.	TRAFFIC CONTROL	MARKING	DESCRIPTION
01	[Symbol]	[Symbol]	[Symbol]
02	[Symbol]	[Symbol]	[Symbol]
03	[Symbol]	[Symbol]	[Symbol]
04	[Symbol]	[Symbol]	[Symbol]
05	[Symbol]	[Symbol]	[Symbol]
06	[Symbol]	[Symbol]	[Symbol]
07	[Symbol]	[Symbol]	[Symbol]
08	[Symbol]	[Symbol]	[Symbol]
09	[Symbol]	[Symbol]	[Symbol]
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25	[Symbol]	[Symbol]	[Symbol]
26	[Symbol]	[Symbol]	[Symbol]
27	[Symbol]	[Symbol]	[Symbol]
28	[Symbol]	[Symbol]	[Symbol]
29	[Symbol]	[Symbol]	[Symbol]
30	[Symbol]	[Symbol]	[Symbol]

EXISTING UTILITIES SHOWN ARE APPROXIMATE AND NOT WARRANTED TO BE CORRECT. THE ALLIANCE AND PRIVATE UTILITIES SHOULD BE MAKING ANY EXPLANATION.

NO. 100 - BARRIER END LINE  
 22" DIAMETER SPURVEY ALERT  
 18" (18" x 24")

**AXIS**  
 EXHAUST PROTECT DEVICE

**COMCAST**

**TRAFFIC CONTROL 01**

NO.	DESCRIPTION	QUANTITY
01	TRAFFIC CONTROL 01	1
02	TRAFFIC CONTROL 02	1
03	TRAFFIC CONTROL 03	1
04	TRAFFIC CONTROL 04	1
05	TRAFFIC CONTROL 05	1
06	TRAFFIC CONTROL 06	1
07	TRAFFIC CONTROL 07	1
08	TRAFFIC CONTROL 08	1
09	TRAFFIC CONTROL 09	1
10	TRAFFIC CONTROL 10	1
11	TRAFFIC CONTROL 11	1
12	TRAFFIC CONTROL 12	1
13	TRAFFIC CONTROL 13	1
14	TRAFFIC CONTROL 14	1
15	TRAFFIC CONTROL 15	1
16	TRAFFIC CONTROL 16	1
17	TRAFFIC CONTROL 17	1
18	TRAFFIC CONTROL 18	1
19	TRAFFIC CONTROL 19	1
20	TRAFFIC CONTROL 20	1
21	TRAFFIC CONTROL 21	1
22	TRAFFIC CONTROL 22	1
23	TRAFFIC CONTROL 23	1
24	TRAFFIC CONTROL 24	1
25	TRAFFIC CONTROL 25	1
26	TRAFFIC CONTROL 26	1
27	TRAFFIC CONTROL 27	1
28	TRAFFIC CONTROL 28	1
29	TRAFFIC CONTROL 29	1
30	TRAFFIC CONTROL 30	1





## NOTICE TO ABUTTERS

September 19, 2024

Dear Abutter:

You are hereby notified that a public hearing will be held, **conducted via hybrid format at the Select Board Chambers at Arlington Town Hall and via Zoom**, on the **7<sup>th</sup> of October, 2024 at 7:15 p.m.** upon the Petition of **Comcast Cable Communications Management LLC d/b/a Comcast** for permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by David R. Flewelling, dated September 5, 2024 and filed herewith, under the following public way or ways of said Town:

**Medford Street:**

**Medford Street: Starting at Comcast Manhole excavating to place (1) 4" PVC Conduit 31' ± to the existing Astound Manhole.**

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as the Town Calendar when the meeting is posted on Thursday, October 3, 2024 by 7:00 pm.

By:   
Board Administrator



## Town of Arlington, Massachusetts

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### Library Board of Trustees

#### Summary:

Lily Rao (term to expire:06/30/2026)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Rao_L_Appointment_packet.pdf	Reference



Town of Arlington  
Office of the Town Manager

James Feeney  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010

MEMORANDUM

DATE: September 13, 2024

TO: Members of the Select Board

SUBJECT: Appointment to the Library Board of Trustees

---

This memo is to request the Board's approval of my appointment of Lily Rao, Arlington, MA, as a member on the Library Board of Trustees with a term expiration date of 6/30/2026.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.

---

Town Manager

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

October 1, 2024

Lily Rao  
Arlington, MA 02474

Re: Appointment: Library Board of Trustees

Dear Lily:

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, October 7, 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, October 3, at 7:00 p.m.

Please contact this office by e-mail, [ckalogeropoulos@town.arlington.ma.us](mailto:ckalogeropoulos@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos  
Administrative Assistant

# Lily B. Rao

## EDUCATION

University of California, Berkeley, School of Law (Berkeley, California) - J.D., 2011, Order of the Coif

- Teaching Assistant in Property for Professors Andrea Peterson and Holly Doremus
- Prosser Prizes in Property and Administrative Law
- *California Law Review*, Articles Editor

Yale University (New Haven, Connecticut) – B.A., English with writing concentration, 2007

## EMPLOYMENT

Pierce Atwood LLP (Portland, Maine)

*Associate* (Labor and Employment); May 2016 – May 2019

- Employment Discrimination Litigation: Defending employment discrimination claims in federal court, state court, and before governmental agencies.
- Alternative Dispute Resolution: Participating in a wide variety of ADR processes, including pre-litigation investigations, agency fact-finding conferences, arbitration, and mediation.
- Workplace Investigations: Investigating employee allegations of sexual harassment and other workplace misconduct, including reviewing relevant policies, interviewing employees, preparing findings of fact, and proposing remedial measures where appropriate.
- Title IX Investigations: Conducting independent investigations for colleges addressing student allegations of sexual abuse and other violations of school code of conduct policies.
- Advice and Counsel: Advising clients in evaluating termination decisions, managing internal employee complaints, and ensuring compliance with anti-discrimination laws and other workplace regulations; reviewing employee handbooks and policies for compliance with applicable laws; presenting educational seminars on relevant legal topics to clients, members of the bar, and human resources professionals.
- Pro Bono Matters: Representing indigent clients in civil litigation and affirmative asylum applications; representing guardian ad litem in guardianship proceedings on behalf of court-appointed special advocate.

Williams & Connolly LLP (Washington, District of Columbia)

*Associate* (Litigation); November 2013 – March 2016

- Representing companies in government investigations, supervisory examinations, and enforcement actions by the Consumer Financial Protection Bureau and Department of Justice, including an adversary appeal of examination findings; representing companies and individuals in complex civil litigation matters, including legal malpractice claims related to the due diligence and underwriting of a fraudulent securities offering, antitrust claims alleging wage suppression conspiracies, and breach of contract claims arising out of the repurchase of stock during a quiet period.

Hon. Allyson K. Duncan, U.S. Court of Appeals, Fourth Circuit (Raleigh, North Carolina)

*Law Clerk*; August 2012 – August 2013

Hon. Janis L. Sammartino, U.S. District Court, S.D. Cal. (San Diego, California)

*Law Clerk*; September 2011 – August 2012

## OTHER

- Bar admissions in Massachusetts, Maine, and federal courts including the District of Massachusetts.
- Certified as a Title IX investigator by ATIXA (Civil Rights Investigator).
- Arlington Soccer Club volunteer head coach (Kindergarten, First Grade).
- I write middle-grade fiction and currently have two novels in progress (for more information, check out my website at [www.lilybrao.com](http://www.lilybrao.com)).



## Town of Arlington, Massachusetts

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### Arlington Commission of Arts and Culture

#### Summary:

Anne Thomson (term to expire: 06/30/2027)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ACAC_Thomson_A_Appt.pdf	Reference



Town of Arlington  
Office of the Town Manager

James Feeney  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010

MEMORANDUM

DATE: October 1, 2024

TO: Members of the Select Board

SUBJECT: Appointment to the Commission for Arts and Culture

---

This memo is to request the Board's approval of my appointment of Anne Thomson, Arlington, MA, as a member on the Commission for Arts and Culture with a term expiration date of 6/30/2027.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.

---

Town Manager

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

October 1, 2024

Anne Thomson  
Arlington, MA 02476

Re: Appointment: Commission for Arts and Culture

Dear Anne:

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, October 7, 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, October 3, at 7:00 p.m.

Please contact this office by e-mail, [ckalogeropoulos@town.arlington.ma.us](mailto:ckalogeropoulos@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

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

Caroline Kalogeropoulos  
Administrative Assistant



# ANNE THOMSON

Arlington, MA 02476

---

Marketing/Communications Professional with over 15 years of experience providing creative leadership through communication with customers, developing and implementing initiatives that increase awareness of programs.

- Internal Communications
- Project Management
- Editing
- Employee/Member Engagement
- EAP and Wellness
- Public Relations
- Social Media
- Creative Direction
- Vendor Relationships
- Event Marketing

## PROFESSIONAL EXPERIENCE

### ARLINGTON CHAMBER OF COMMERCE

**Associate Director, September 2022- Present**

- Provide support to the Executive Director for Chamber initiatives.
- Manage onboarding of new members.
- Assist with recruiting and retaining members by getting to know business owners, responding to inquiries, and by proactively contacting non-members to discuss membership benefits.
- Engage with business owners and the public on the Chamber's social media platforms.
- Manage the Chamber's "Welcome to Arlington" tote bag program.
- Write the bimonthly Chamber newsletter.
- Generate ideas for and update Visit Arlington website.
- Assist with planning Chamber events.
- Assist in obtaining sponsorships.
- Take photos and post and tag on social media.

### JOHN A. BISHOP SCHOOL

**Teaching Assistant, September 2021- June 2022**

- Assisted with classroom management in primarily 5<sup>th</sup> grade.
- Established emotionally supportive rapport with students.
- Traveled to general education classes with students as needed and determined by teacher.
- Provided support to specific students within classes as needed and determined by teacher.
- Accurately implemented content, instructional and performance modifications as designed by the classroom teacher.
- Greeted students at front door on arrival to school.

### MASS GENERAL BRIGHAM, ASSEMBLY ROW

**COVID-19 Vaccination Center Patient Check-in and Patient Ambassador, February 2021- October 2021**

Starting in February 2021, the COVID-19 Vaccination Center at Assembly Row had the capacity to accommodate up to 1500 patients a day in a fast-paced environment.

- Greeted patients, informed them of which vaccine they will receive, answer any non-clinical questions, and offered support when needed.
- Rescheduled or made new appointments as necessary.
- Referred patients to nurse or senior manager when they were anxious or had specific questions.

**BOSTON COLLEGE CENTER FOR WORK & FAMILY**  
**Communications Specialist, May 2017- March 2020**

The Boston College Center for Work & Family (BCCWF) is the country's leading university-based center focused on helping organizations enhance the employee experience, increase employee productivity, and improve the quality of employee lives.

- Produced research and benchmarking reports and as other publications for the Center.
- Designed and produced new brochures, flyers, infographics, and event announcements.
- Compiled content, designed and edited two monthly newsletters.
- Maintained the Center's Social Media presence through Twitter/Facebook/LinkedIn/Instagram.
- Continually updated the Center's website.
- Assisted in the planning of biannual Roundtable and Association member meetings.

**CERIDIAN CORPORATION**

**Employee Communications Consultant, LifeWorks, November 2001- June 2016**

LifeWorks is an Employee Assistance and Wellness Program provided to more than 13M employees at over 3,000 client organizations worldwide.

- Developed strategic communications for LifeWorks clients throughout the year to help them reach their goals for program awareness and utilization.
- Managed overall design and versioning process for annual client print materials.
- Managed giveaways and collateral for client visibility and health care events. Maintained budget for content and communications department. Worked with vendors to create new POs and process invoices.
- Worked with State of Tennessee Department of Health (Ceridian client 2008- 2014). Managed communications for Tennessee Tobacco Quitline. Wrote press releases, quitter success stories, and worked with advertising agency on billboard campaign.

**EDUCATION**

**Hartwick College, Oneonta, NY**  
 Bachelor of Arts in Psychology, May 1990

**ADDITIONAL SKILLS**

- |                                 |                            |
|---------------------------------|----------------------------|
| • Google Suite/Google Analytics | • Adobe Experience Manager |
| • Chambermaster/GrowthZone      | • EPIC Cadence             |
| • Canva                         | • Microsoft SharePoint     |
| • Constant Contact              |                            |

**VOLUNTEER EXPERIENCE**

- Arlington EATS, 2020- 2021
- Bishop School PTO- Arlington, MA 2012- 2020
- Arlington Family Connection, 2013- 2017



## Town of Arlington, Massachusetts

---

### For Approval: Wine & Malt Alcohol License

#### Summary:

Umi Sushi LLC, Umi Sushi, Qiao Chen, 474 Massachusetts Avenue

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Umi_Sushi_WM_APP.pdf	Application
▢	Reference Material	Umi_Sushi_WM_IR.pdf	Inspection Reports



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

APPLICATION FOR A NEW LICENSE

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

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

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

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

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



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

APPLICATION FOR A NEW LICENSE

Municipality

**1. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="§12 Restaurant"/>	<input type="text" value="Wines and Malt Beverages"/>	<input type="text" value="Annual"/>

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

Is this license application pursuant to special legislation?  Yes  No Chapter  Acts of

**2. BUSINESS ENTITY INFORMATION**

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

Entity Name  FEIN

DBA  Manager of Record

Street Address

Phone  Email

Alternative Phone  Website

**3. DESCRIPTION OF PREMISES**

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

Total Square Footage:  Number of Entrances:  Seating Capacity:

Number of Floors:  Number of Exits:  Occupancy Number:

**4. APPLICATION CONTACT**

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

Name:  Phone:

Title:  Email:

**APPLICATION FOR A NEW LICENSE**

**5. CORPORATE STRUCTURE**

Entity Legal Structure	<input type="text" value="LLC"/>	Date of Incorporation	<input type="text" value="Sep 18, 2023"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

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

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

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Qiao Chen"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="Manager"/>	<input type="text" value="50%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Ding D Xie"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="LLC Memeber"/>	<input type="text" value="50%"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

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

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

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

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

## 7. OCCUPANCY OF PREMISES

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

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

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name Marco Realty Corporation

Landlord Phone 617-232-8850

Landlord Email ccoehen@marcorealtycorp.com

Landlord Address 89 Winchester Street, Brookline, MA 02446

Lease Beginning Date 11/01/2023

Rent per Month 3,300

Lease Ending Date 10/31/2028

Rent per Year 39,600

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

Yes  No

**APPLICATION FOR A NEW LICENSE**

**8. FINANCIAL DISCLOSURE**

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	78,000
C. Other * (Please specify below)	0
D. Total Cost	78,000

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

**SOURCE OF CASH CONTRIBUTION**

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

Name of Contributor	Amount of Contribution
Qiao Chen	39,000
Ding D Xie	39,000
Total	78,000

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
Not Applicable			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

**FINANCIAL INFORMATION**

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

The source of funds are from the savings of the contributors' personal income, plus \$35,000 of distribution from Nationwide Life insurance (see enclosed Bank of America bank statement ending #8970, period ended 11/6/2023.)

**9. PLEDGE INFORMATION**

Please provide signed pledge documentation.

Are you seeking approval for a pledge?  Yes  No

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

To whom is the pledge being made?



# 10. MANAGER APPLICATION

## A. MANAGER INFORMATION

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

Proposed Manager Name  Date of Birth  --N

Residential Address

Email  Phone

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

## B. CITIZENSHIP/BACKGROUND INFORMATION

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

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

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

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

Date	Municipality	Charge	Disposition

## C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
01/2014	05/2024	Independent Insurance agent	World Financial Group	N/A
12/2021	08/2023	Bartender	Chang Shen Inc.	Denny Zhang

## D. PRIOR DISCIPLINARY ACTION

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

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

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

Manager's Signature  Date

**11. MANAGEMENT AGREEMENT**

Are you requesting approval to utilize a management company through a management agreement?

Yes  No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

**11A. MANAGEMENT ENTITY**

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

**11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES**

**LICENSE**

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

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

Name	License Type	License Name	Municipality

**11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

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

Name	License Type	License Name	Municipality

**11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

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

Licensee Name	License Type	Municipality	Date(s) of Agreement

**11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

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

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

**11F. TERMS OF AGREEMENT**

- a. Does the agreement provide for termination by the licensee? Yes  No
- b. Will the licensee retain control of the business finances? Yes  No
- c. Does the management entity handle the payroll for the business? Yes  No

d. Management Term Begin Date  e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

**ABCC Licensee Officer/LLC Manager**

**Management Agreement Entity Officer/LLC Manager**

Signature:

Signature:

Title:

Title:

Date:

Date:

## ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

### Page 1, Question 1. LICENSE CLASSIFICATION INFORMATION

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

**Business Overview:** Our establishment, Umi Sushi, is a Japanese takeout restaurant dedicated to providing high-quality Japanese cuisine to our customers. We offer a wide range of traditional dishes including sushi, sashimi, and other popular Japanese delicacies.

**Liquor License Application:** We are applying for a liquor license to sell wines and malt beverages to our customers for on-premises consumption. The addition of these beverages will complement our existing menu and enhance the experience for our customers.

**Transaction Description:** The transactions involved in the sale of alcoholic beverages will follow all applicable local, state, and federal regulations. Customers will have the option to purchase a selection of wines and malt beverages to pair with their meals. These transactions will take place within the restaurant premises, ensuring that all sales are conducted in a controlled and responsible manner.

APPLICANT'S STATEMENT

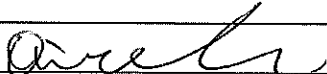
I, Qiao Chen the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of UMI SUSHI LLC  
Name of the Entity/Corporation

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

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

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

Signature: 

Date: 08/03/2024

Title: LLC Manager

ARLINGTON POLICE DEPARTMENT

Juliann Flaherty  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

September 26, 2024

After conferring with other Detectives and conducting a check of the business address and the owner, the Police Department finds no issues with granting a license for Umi Sushi, 474 Massachusetts Avenue.

Please call me with any questions.

Thank You,

Bryan Gallagher  
Detective Lieutenant  
Arlington Police Department

---

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: *Arcles*

Date: *09 / 30 / 2024*

*"Proactive and Proud"*

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

Report is due at the Office of the Select Board by Tuesday, October 1, 2024

**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT**

Location: 474 Massachusetts Avenue  
Applicant's Name: Umi Sushi LLC, Qiao Chen  
D/B/A: Umi Sushi  
Telephone:  
Department: Sent Via E-mail Date: September 20, 2024

---

**MEETING DATE: October 7, 2024**

**RE: COMMON VICTUALLER LICENSE**

Inspected By: Planning – Katie Luczai, Economic Development Coordinator

**INSPECTION REPORT SECTION:**

The application is for a new wine and beer license for Umi Sushi at 474 Massachusetts Ave in Arlington Center. Located in the B5 Central Business zone. The existing use is a 20-seat restaurant serving sushi and Asian cuisine. The alcohol license is appropriate in this zone.

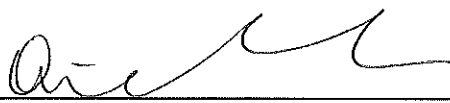
The Department has no objection to the issuance of this license for this business.

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

---

**APPLICANT SIGNATURE SECTION:**

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

Applicant's Signature: 

Date: 09/30/2024



Town of Arlington  
Inspectional Services Department  
23 Maple Street  
Arlington, MA 02476  
781-316-3390

[Inspectionalservices@town.arlington.ma.us](mailto:Inspectionalservices@town.arlington.ma.us)

To: Office of the Select Board  
From: Michael Ciampa, Building Commissioner  
Date: September 23, 2024  
RE: Common Victualler License

Please accept the following comments from the Inspectional Services Department regarding the Common Victualler License application for Umi Sushi.

#### **Building**

- All building changes need permits.
- All sign changes need approval and a sign permit.
- Window signs cannot exceed 25% of the window.
- Certificate of Occupancy is required.

#### **Plumbing**

- All plumbing and gas fitting work requires licensed contractors to obtain permits from this office for their respective trades.

#### **Electrical**

- All electrical work requires that permits be obtained from this office for their respective trades by licensed contractors, and any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

**Please note that the Inspectional Services Department has no objection to the issuance of this license, but an Occupancy Certificate has yet to be issued for this space.**

---

#### **APPLICANT SIGNATURE SECTION:**

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

Applicant's Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Aril", written over a horizontal line.

Date: \_\_\_\_\_

09/30/2024





## Arlington Fire Department Town of Arlington

Administrative Office  
411 Massachusetts Ave, Arlington, MA 02474  
Phone: (781) 316-3803 Fax: (781) 316-3808  
Email: rmelly@town.arlington.ma.us

Ryan Melly  
Deputy Fire Chief

### Checklist for food sales ownership conversion.

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

---

### APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

09 / 30 / 2024



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

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

**MEMO**

To: Select Board  
From: Charlotte Breef-Pilz, Health Compliance Officer  
Date: September 25, 2024  
RE: Board of Health Comments for Select Board's Meeting on October 7, 2024

---

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

**Umi Suishi – 474 Massachusetts Avenue  
Wine and Malt Beverage License**

- This Establishment was issued a Permit to Operate a Food Establishment by the Health Department on January 1, 2024. The permit number is FP-24-164 and it will expire on December 31, 2024.

---

**APPLICANT SIGNATURE SECTION:**

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

Applicant's Signature: *Dianna*

Date: 09/30/2024



## Town of Arlington, Massachusetts

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### Open Space Concepts for 21 Pond Lane

**Summary:**

David Morgan, Environmental Planner

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	21_Pond_Lane_Select_Board_Memo.pdf	Memo from Planning Department



## TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

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

To: Town of Arlington Select Board

From: Claire Ricker, Director  
David Morgan, Environmental Planner

Date: 09/16/2024

Subject: Open Space Concepts for 21 Pond Lane

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The Department of Planning and Community Development (DPCD) was awarded a \$15,000 Community Preservation Act grant in the FY24 cycle to study the feasibility of activating the Select Board owned property at 21 Pond Lane as an open space amenity. The study is halfway to completion and this memo serves to summarize progress to date, including community preference about how to repurpose the property.

DPCD, being responsible for Arlington's long-term plans, reviewed existing passive and active recreational spaces to identify gaps in Town amenities. Community members were asked to consider how the space could be uniquely repurposed. Following a pre-study survey and two public forums, a clear picture has emerged of 21 Pond Lane as a "secret garden." Although some objections were raised against any changes beyond plantings and reestablishing ongoing maintenance, residents, notably including abutters, favor a light touch that enhances the current open space land use to showcase a vivid and diverse array of low maintenance, ecologically appropriate plantings. This proposed use accords with a 1992 proposal for the site by Friends of Spy Pond Park.

### *Public Engagement*

Prior to launching the project publicly, the hired consultant, HomeHarvest, canvassed the neighborhood to solicit concepts from abutters and visitors to Spy Pond Park. They collected 50 responses to the survey. Two forums were later facilitated by Ben Barkan of HomeHarvest and Arlington's Environmental Planner David Morgan. The first forum occurred on August 8, 2024, and the second on September 12, 2024. The first forum attracted an estimated 30 community members, while the second forum saw increased participation, with around 40 attendees.

Community priorities focused on enhancing biodiversity and promoting passive recreational use of the space. Concerns included ensuring safe access with minimal vehicular traffic, preserving mature trees, and avoiding attracting pests.

Attendees expressed a desire for quiet spaces, educational signage, and a carry in/carry out waste policy. Safety concerns regarding bridge and tunnel traffic were also addressed, with suggestions for improved bike and pedestrian access to the 21 Pond Lane site as well as Spy Pond Park.

The attached notes summarize both forums in further detail. Please also find enclosed a map of the site and a plot plan of the neighborhood, which details an MWRA easement through 21 Pond Lane that would not be affected by the proposal at hand.

The feedback from the survey and both forums indicates strong community support for creating a sustainable and accessible space at 21 Pond Lane. Key priorities include biodiversity, low maintenance, and the preservation of natural features. Safety and access concerns will need further attention in the planning process.

This being a Select Board owned property, DPCD requests that members provide feedback on the concepts in development. In particular, the Department is eager to know whether such a plan for repurposing the space would meet the Select Board's approval. Such input is always valuable to Town planning efforts and is a deciding factor in moving forward.

Please feel free to reach out if you have any questions or need further information.

Enclosures.

# 21 Pond Lane Feasibility Study

**PROJECT NAME:** 21 Pond Lane Feasibility Study and Preliminary Design Concept

**TIMELINE:** 2024-25

**BUDGET:** 15,000

<b>GOALS:</b>	<ul style="list-style-type: none"><li>• Assess suitable uses and design concepts for 21 Pond Lane as a community open space</li><li>• Solicit input from town stakeholders and residents to determine how to make the property more accessible and meaningful</li><li>• Explore ways to enhance the site as a conservation and open space asset</li></ul>
<b>TARGET AUDIENCE:</b>	<ul style="list-style-type: none"><li>• Local residents, especially those living in the surrounding environmental justice neighborhood</li><li>• Town departments and commissions</li><li>• Private partners like HomeHarvest</li></ul>
<b>DELIVERABLES:</b>	<ol style="list-style-type: none"><li>1. Conceptual plans and design proposals for the park</li><li>2. Facilitation of public forums to gather community feedback</li><li>3. Recommendations for potential changes and improvements to the 21 Pond Lane site</li><li>4. A vision and plan to guide future development of the property</li></ol>
<b>TIMELINE</b>	<ol style="list-style-type: none"><li>1. Concepts and feasibility 2024-25</li><li>2. Phase II: design and permitting 2025-26*</li><li>3. Construction 2026-27*</li></ol> <p>*Pending funding</p>

# 21 Pond Lane Feasibility Study

The Town of Arlington has a unique opportunity to reimagine a forgotten parcel of land at 21 Pond Lane. This vacant lot, owned by the Arlington Select Board, has long been underutilized, despite its proximity to the beloved Spy Pond. But now, the Department of Planning and Community Development (DPCD) is embarking on an exciting feasibility study to explore the possibilities for this site.

Thanks to a \$15,000 grant from the Community Preservation Act, DPCD will be taking a closer look at how 21 Pond Lane could be transformed into a vibrant community space. Inspired by the charming Arlington Orchard, the feasibility study will consider various park design concepts and amenities that could make this area more accessible and meaningful for Arlington residents.

The planning process will engage the community, key town departments, and private partners to gather input and ideas. Landscape architects, urban planners, and community engagement specialists will lend their expertise to help shape a vision for the site. This collaborative approach will ensure that any future improvements reflect the values of environmental justice and inclusivity that are so important to the town.

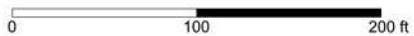




- Buildings
- Parcels
- MA Highways
  - Interstate
  - US Highway
  - Numbered Routes
- Abutting Towns
- Town Boundary
- Cemetery - Roads
  - Road1
  - Road2
  - Road3
  - Road4
- Pavement Markings
- Impervious Surface - For B
  - Street
  - Sidewalk
  - Street Island
  - Driveway
  - Parking Lot
  - Bike Path
- Roads - For Large Scale (F
  - Major Road
  - Local Road
- Roads - For Small Scale (F
  - Local Road
- Master Plan Base Map - M
  - Water Line
  - Water Body



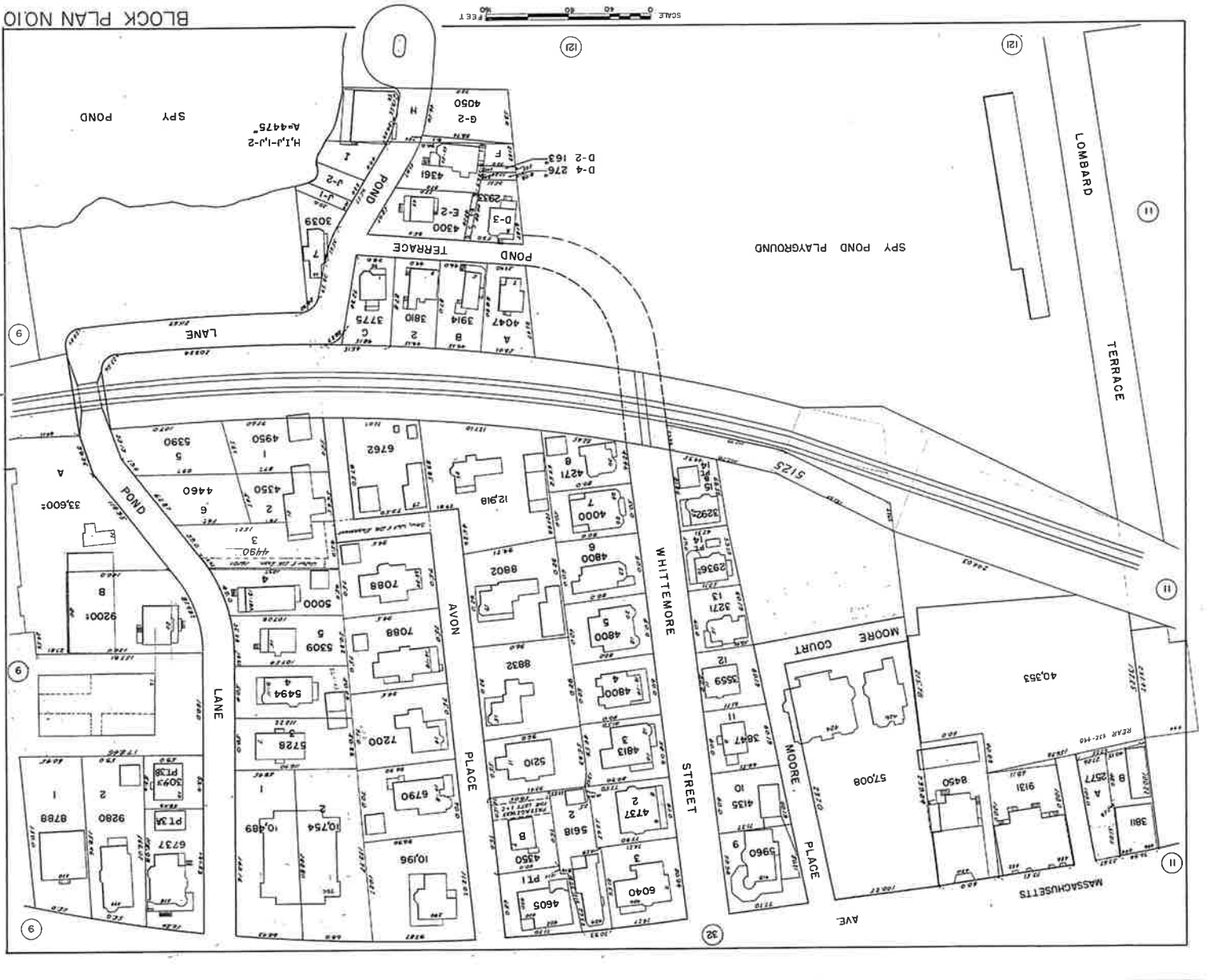
The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



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BLOCK PLAN NO 10



SCALE 0 20 40 60 80 100 FEET

## **21 Pond Lane Public Forum Notes**

*Facilitated by Ben Barkan (Home Harvest) and David Morgan (DPCD)*

Town Hall Auditorium

08.08.24 6:00 – 7:30 PM

Approximately 30 community members in attendance

Proposed concepts included:

- Do nothing
- Sustainable Landscape Handbook demo site
- Adventure playground/movable park
- Bike pitstop
  - o Friends of Spy Pond Park (FSPP) previously explored this proposal and determined it to be unfeasible
  - o Add bike parking on the Minuteman
- Greenhouses (to include educational programming, outdoor space with picnic tables, etc.)
  - o FSPP supported, proposal to grow for public projects and spaces
- Rewilded forest and/or meadow
  - o Labels on trees and other plants
- Stewardship Center (i.e., programmable space for nature-focused education)
- Outdoor working space
- Low maintenance edible garden

Priorities included:

- Biodiversity
- Passive use

Concerns included:

- Providing safe access, including drawing minimal vehicular traffic
  - o Instead encouraging foot traffic, potentially relocating entrance on Pond Lane
- Designing for low maintenance
- No or few fabricated or constructed elements
  - o Having a light touch on the existing landscape
- Adding signage to indicate public use
- Preservation of mature trees
  - o Inventory of existing vegetation
- Coordination with partners like Friends of Spy Pond Park
- Uninvited/unwelcome critters

Objections included:

- Any changes beyond plantings and resumed maintenance
- Bocce or exercise courts

## 21 Pond Lane Public Forum Notes

*Facilitated by Ben Barkan (Home Harvest) and David Morgan (DPCD)*

Town Hall Auditorium

09.12.24 6:00 – 7:30 PM

Approximately 40 community members in attendance

Preferred components of refined concepts included:

- Native plantings with ADA compliant path access
  - o Demonstration gardens of varying types
- Retaining and/or installing mature shade trees
  - o Shadow/succession plantings/phased approach to tree removal
- Invasive species management and prevention
- Quiet, reflective space for visitors
- Long-term plan for garden tree/plant growth
- Maintaining a vegetated buffer for neighbors
- Installing educational signage
- Using paths as visual cues
- Not adding trash cans, informing visitors of carry in/carry out policy
- Maintaining considerable ( $\geq 50\%$ ) shade cover for cooling, especially in seating areas

Concerns included:

- Bridge and tunnel traffic
  - o Consider adding bike/pedestrian access via Minuteman Bikeway, Avon Place
  - o Add safety features to bridge/tunnel, including consideration of:
    - A mirror for visibility
    - Low bridge signage
    - A crosswalk north of the tunnel
    - An additional tunnel for two-way traffic, or a separated bike/ped lane
    - Sidewalk extension

Design considerations included:

- Circular or triangular path design with access to all points of egress deemed feasible
- Natural materials, e.g., wood, stonedust
  - o Potential path materials: granite, permeable pavers, attractive pavers, bluestone, asphalt, low maintenance paver solution, etc.
- Low profile elements, including seating or tables
  - o A diversity of seating options (e.g., seated chairs, benches, lounge chairs) and locations
- Keeping seating and other elements placed along path



## Town of Arlington, Massachusetts

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### 2024 Arlington Community Electricity Contract Launch

**Summary:**

Talia Fox, Sustainability Manager

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Memo_ACE_Contract_Renewal.pdf	Memo from Planning Department



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

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

**MEMORANDUM**

To: Jim Feeney, Town Manager  
Cc: Claire Ricker, Director, Planning and Community Development  
Ryan Katofsky, Chair, Clean Energy Future Committee  
Ashley Maher, Select Board Administrator  
From: Talia Fox, Sustainability Manager, Planning and Community Development  
Date: October 2, 2024  
RE: 2024 Arlington Community Electricity Contract Launch

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The purpose of this memorandum is to update the Select Board on activities associated with the November 2024 contract transition for the Arlington Community Electricity (ACE) Program. It provides a summary of the new ACE contract components, the contract transition process for ACE participants, and participant communications.

**New ACE Contract Components**

In May 2024, informed by the Select Board's guidance and after a competitive bidding process, the Town secured a new, three-year supply contract for the ACE program.<sup>1</sup> The Town will contract with a new supplier, Direct Energy Services, LLC, from November 2024 through December 2027. The ACE default "Local Green" product contains 100% total Class I renewable energy, including the state Renewable Portfolio Standard (RPS)<sup>2</sup> requirement. The Town will be the first community in the state to offer a 100% total Class I renewable energy default product. The Town has also eliminated the optional RPS +50% "Local Greener" product and retained the RPS +100% "Local Greenest" product.

Prices for all products in the ACE program are decreasing. The following table displays new rates and savings compared to the current ACE contract.

*ACE Product Rates and Renewable Energy Content for 2024-2027 Contract*

<b>Product</b>	<b>Rate (\$/kWh)</b>	<b>Rate Reduction Compared to Current ACE Contract</b>	<b>Estimated Annual Savings for Average Residential User Compared to Current ACE Contract Rates*</b>
ACE Basic	\$0.13380	2.71 ¢/kWh	\$149
ACE Local Green (Default)	\$0.16230	0.97 ¢/kWh	\$53
ACE Local Greenest	\$0.17430	2.36 ¢/kWh	\$129

Notes: \*Based on the average consumption of 5,502 kWh/ per regular residential (R-1) household. Total costs of electricity for R-2 and R-3 low-income customers are lower than R-1 customers.

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<sup>1</sup> For additional details on the 2024 ACE contract renewal, see April 18 memo, "2024 Arlington Community Electricity Contract Update," and March 13 memo, "2024 Arlington Community Electricity Contract Renewal Default Level," sent to Jim Feeney, Town Manager, from Talia Fox, Sustainability Manager.

<sup>2</sup> The RPS is the Massachusetts policy that sets minimum renewable energy standards for all electricity suppliers.

### **Contract Transition Process**

New pricing takes effect beginning with the November 2024 meter read (for most Arlington customers, November 6, 2024). Participants will see this change on the bill they receive in mid-December.

Program participants will *automatically* receive the new pricing for their current product, with two exceptions:

- The ACE Local Greener (RPS +50%) product is no longer being offered. The approximately 250 participants currently enrolled in this product will automatically receive the default ACE Local Green (100% total) product, which contains more renewable energy for a lower price, unless they choose otherwise.
- Any customer that has requested Eversource put a “supplier block” on their account cannot be transitioned. They will need to call Eversource to remove the block themselves. (Customers may have requested a supplier block through Eversource to remove their account from third-party supplier marketing lists.)

### **Participant Communications**

All current participants will receive a letter notifying them of the new ACE pricing and their options. Letters are anticipated to reach participants the week of October 14 (following the Columbus Day holiday). The Town will also issue a press release and social media posts prior to this date, as well as update the ACE website, [ACE.ArlingtonMA.gov](https://www.ace.arlingtonma.gov). The Department of Planning & Community Development (DPCD) worked alongside volunteers to share information about the new contract at several events throughout the spring and summer, including the Electrify Arlington Fair, Farmers Market, and Town Day, among others.

In its March 18, 2024, meeting, the Select Board underscored that a transition to a 100% default product should be accompanied by efforts to educate ACE participants about their options. Via the Electrify Arlington program’s outreach to low-income residents, renters, and seniors, DPCD has and will continue to emphasize how participants can switch to the lowest priced ACE Basic product, sign up for the 42% Eversource discount rate, and access other cost and energy saving opportunities. DPCD is in communication with staff from Arlington EATS, the Arlington Housing Authority (specifically Menotomy Manor, where residents pay their utility bills), the Housing Corporation of Arlington, and Council on Aging, among other partners, regarding opportunities to share information on the ACE contract transition. Efforts to table at relevant events and include ACE literature in convenient locations are actively underway.



**Town of Arlington, Massachusetts**

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**NEW BUSINESS**



## Town of Arlington, Massachusetts

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### Next Scheduled Meeting of Select Board Monday, October 21, 2024

**Summary:**

You are invited to a Zoom webinar.

When: Oct 7, 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\\_JIWYMijyRjGc4yGeEaW93w](https://town-arlington-ma-us.zoom.us/webinar/register/WN_JIWYMijyRjGc4yGeEaW93w)

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.