



## **Town of Arlington Select Board**

### **Meeting Agenda**

October 21, 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. Vote: Senior Citizen Means Tested Property Tax Exemption Amount  
Board of Assessors  
Dana Mann, Director of Assessments
3. Presentation: Lead Service Line Inventory  
Mike Rademacher, Director of Public Works

#### **FOR APPROVAL**

4. Request: Special (One Day) Beer & Wine License, 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**

5. Minutes of Meetings: September 23, 2024; October 7, 2024
6. Reappointments  
Zoning Board of Appeals Committee  
Roger Dupont (Term to Expire: 10/31/2027)  
Elaine Hoffman (Term to Expire: 10/31/2027)  
Venket Holi (Term to Expire: 10/31/2027)
7. Request: Contractor/Drainlayer License  
The Italian Touch, Inc.  
Thomas D'Ovidio  
Hudson, NH 03051
8. For Approval: Arlington Open Studios Lawn Signs through November 9, 2024  
Tom Formicola, ACA Executive Director  
Aneise Ruggles, ACA Communications Director

#### **PUBLIC HEARINGS**

9. National Grid Petition/Oakland Avenue

Mary Mulroney, National Grid

### **APPOINTMENTS**

10. Arlington Commission of Arts and Culture  
Anne Thomson (Term to Expire: 06/30/2027)

### **LICENSES & PERMITS**

11. For Approval: Common Victualler License  
Ajit Chawda  
Northender Italian Kitchen  
1345 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.

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

12. Authorization of Future Bluebikes Contract Exceeding Three Years  
John Alessi, Senior Transportation Planner
13. Discussion & Approval: Town Manager Evaluation Process  
James Feeney, Town Manager

### **CORRESPONDENCE RECEIVED**

14. Safety Light at Brackett Elementary School  
Elizabeth C. Homan, Superintendent of Schools
15. Special Speed Regulation #2084-A  
Broadway
16. Special Speed Regulation #770-A  
Park Avenue & Park Avenue Extension

### **NEW BUSINESS**

Next Scheduled Meeting of Select Board November 4, 2024

You are invited to a Zoom webinar.

When: Oct 21, 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\\_2zXyMLP1Q56J24KsIrH0SQ](https://town-arlington-ma-us.zoom.us/webinar/register/WN_2zXyMLP1Q56J24KsIrH0SQ)

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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### **Vote: Senior Citizen Means Tested Property Tax Exemption Amount**

#### **Summary:**

Board of Assessors

Dana Mann, Director of Assessments

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Senior_Means_Tested_-_Presentation.pdf	Presentation

# SENIOR MEANS TESTED EXEMPTIONS OPTIONS

<b>Exemption %</b>	<b>Exempted Tax Total</b>	<b>Average Exemption</b>	<b>Exempted Assessment</b>	<b>Exempted Residential Assessment</b>
-	-	-	-	\$14,620,586,615.00
50%	\$21,919.50	\$1,043.79	\$2,035,236.77	\$14,618,551,378.23
75%	\$32,879.25	\$1,565.68	\$3,052,855.15	\$14,617,533,759.85
100%	\$43,839.00	\$2,087.57	\$4,070,473.54	\$14,616,516,141.46
150%	\$65,758.50	\$3,131.36	\$6,105,710.31	\$14,614,480,904.69
200%	\$87,678.00	\$4,175.14	\$8,140,947.08	\$14,612,445,667.92

# 50% SENIOR MEANS TESTED EXEMPTION

MASSACHUSETTS DEPARTMENT OF REVENUE

Arlington

DIVISION OF LOCAL SERVICES

TOWN

BUREAU OF ACCOUNTS

## TAX RATE RECAPITULATION

Fiscal Year 2025

### I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 252,566,372.00
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	86,285,878.00
lc. Tax Levy (Ia minus Ib)	\$ 166,280,494.00
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	94.7278	157,513,853.80	14,620,586,615.00		
Net of Exempt			14,618,551,378.00	10.77	157,441,798.34
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.6195	6,018,522.48	558,650,253.00	10.77	6,016,663.22
Net of Exempt					
Industrial	0.1887	313,771.29	29,121,000.00	10.77	313,633.17
<b>SUBTOTAL</b>	<b>98.5360</b>		<b>15,208,357,868.00</b>		<b>163,772,094.73</b>
Personal	1.4640	2,434,346.43	225,953,800.00	10.77	2,433,522.43
<b>TOTAL</b>	<b>100.0000</b>		<b>15,434,311,668.00</b>		<b>166,205,617.16</b>

# 75% SENIOR MEANS TESTED EXEMPTION

MASSACHUSETTS DEPARTMENT OF REVENUE

DIVISION OF LOCAL SERVICES

BUREAU OF ACCOUNTS

Arlington

TOWN

## TAX RATE RECAPITULATION

Fiscal Year 2025

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Ia. Total amount to be raised (from page 2, IIe)	\$ 252,566,372.00
Ib. Total estimated receipts and other revenue sources (from page 2, IIIe)	86,285,878.00
Ic. Tax Levy (Ia minus Ib)	\$ 166,280,494.00
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Residential	94.7278	157,513,853.80	14,620,586,615.00		
Net of Exempt			14,617,533,760.00	10.78	157,577,013.93
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.6195	6,018,522.48	558,650,253.00	10.77	6,016,663.22
Net of Exempt					
Industrial	0.1887	313,771.29	29,121,000.00	10.77	313,633.17
<b>SUBTOTAL</b>	<b>98.5360</b>		<b>15,208,357,868.00</b>		<b>163,907,310.32</b>
Personal	1.4640	2,434,346.43	225,953,800.00	10.77	2,433,522.43
<b>TOTAL</b>	<b>100.0000</b>		<b>15,434,311,668.00</b>		<b>166,340,832.75</b>



# 100% SENIOR MEANS TESTED EXEMPTION

MASSACHUSETTS DEPARTMENT OF REVENUE

Arlington

DIVISION OF LOCAL SERVICES

TOWN

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Fiscal Year 2025

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Residential	94.7278	157,513,853.80	14,620,586,615.00		
Net of Exempt			14,616,516,142.00	10.78	157,566,044.01
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.6195	6,018,522.48	558,650,253.00	10.77	6,016,663.22
Net of Exempt					
Industrial	0.1887	313,771.29	29,121,000.00	10.77	313,633.17
<b>SUBTOTAL</b>	<b>98.5360</b>		<b>15,208,357,868.00</b>		<b>163,896,340.40</b>
Personal	1.4640	2,434,346.43	225,953,800.00	10.77	2,433,522.43
<b>TOTAL</b>	<b>100.0000</b>		<b>15,434,311,668.00</b>		<b>166,329,862.83</b>

# 150% SENIOR MEANS TESTED EXEMPTION

MASSACHUSETTS DEPARTMENT OF REVENUE

Arlington

DIVISION OF LOCAL SERVICES

TOWN

BUREAU OF ACCOUNTS

## TAX RATE RECAPITULATION

Fiscal Year 2025

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Residential	94.7278	157,513,853.80	14,620,586,615.00		
Net of Exempt			14,614,480,905.00	10.78	157,544,104.16
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.6195	6,018,522.48	558,650,253.00	10.77	6,016,663.22
Net of Exempt					
Industrial	0.1887	313,771.29	29,121,000.00	10.77	313,633.17
<b>SUBTOTAL</b>	<b>98.5360</b>		<b>15,208,357,868.00</b>		<b>163,874,400.55</b>
Personal	1.4640	2,434,346.43	225,953,800.00	10.77	2,433,522.43
<b>TOTAL</b>	<b>100.0000</b>		<b>15,434,311,668.00</b>		<b>166,307,922.98</b>

# 200% SENIOR MEANS TESTED EXEMPTION

MASSACHUSETTS DEPARTMENT OF REVENUE

DIVISION OF LOCAL SERVICES

BUREAU OF ACCOUNTS

**Arlington**

TOWN

## TAX RATE RECAPITULATION

Fiscal Year 2025

### I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 252,566,372.00
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	86,285,878.00
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Residential	94.7278	157,513,853.80	14,620,586,615.00		
Net of Exempt			14,612,445,668.00	10.78	157,522,164.30
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.6195	6,018,522.48	558,650,253.00	10.77	6,016,663.22
Net of Exempt					
Industrial	0.1887	313,771.29	29,121,000.00	10.77	313,633.17
<b>SUBTOTAL</b>	<b>98.5360</b>		<b>15,208,357,868.00</b>		<b>163,852,460.69</b>
Personal	1.4640	2,434,346.43	225,953,800.00	10.77	2,433,522.43
<b>TOTAL</b>	<b>100.0000</b>		<b>15,434,311,668.00</b>		<b>166,285,983.12</b>



## Town of Arlington, Massachusetts

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### **Presentation: Lead Service Line Inventory**

#### **Summary:**

Mike Rademacher, Director of Public Works

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Memo_on_Service_Line_Program.pdf	Reference



PUBLIC WORKS DEPARTMENT  
TOWN OF ARLINGTON  
51 Grove Street, Arlington, Massachusetts 02476  
Phone: (781) 316-3108

Memo to: Jim Feeney, Town Manager  
From: Mike Rademacher, DPW Director  
Date: October 17, 2024  
Subject: Arlington Service Line Inventory and Lead Pipe Removal Program

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The following is an update on the MassDEP's requirement for inventorying material type for the Town's water service lines and Public Works (DPW)'s efforts to comply. This requirement stems from recent revisions to lead and copper rules by the EPA that impact all community public water systems.

#### **Service Line Inventory Program**

In 2021, The MassDEP announced that communities will be required to develop an inventory of all water service lines for the purpose of identifying materials which will need to be replaced (Lead or Galvanized Requiring Replacement).

#### **Lead Removal Program**

Since 2015, Arlington has been working on a water meter replacement program which also included a service line identification component. Through visual identification data obtained during the meter replacements, and review of available records, approximately 9,000 water service line material types have been identified. There are approximately 12,750 water service lines in Arlington.

Between the records review and meter inspection program, the DPW identified 69 possible lead service lines in our system. As of spring 2024, all but 2 have been removed or confirmed to have been previously replaced. The remaining 2 are planned for removal this fall.

In 2024, review of additional record construction documents identified an additional 24 locations that may possibly contain lead. These addresses will be receiving notification letters, which include information on how to identify their water service material, and if lead, steps to remove it.

While we have been able to identify the material types for over 9,000 service lines, there remain approximately 3,500 lines where all or a portion of the service material is unknown. In order to eliminate unknowns from the system, Public Works will be performing the following:

#### **Self-Identification**

After October 28<sup>th</sup>, property owners can visit [www.arlingtonma.gov/water](http://www.arlingtonma.gov/water), view the inventory, and follow the steps shown to identify their water service line material and report it to DPW.

#### **DPW identification**

In some instances where it is not clear to the property owner, or if DPW still needs to perform a meter replacement at a property, Public Works staff will schedule a visit to the property to assist in identifying the service line material.

### **Test Pit Excavations**

In order to identify the service line material in the street between the water main and the curb stop (valve), DPW, through a contractor, will excavate small test pits to uncover the existing line and record the findings. Residents will be informed of any work prior to it commencing in front of their property.

DPW will schedule the removal of any lead service lines that are identified.

### **Key Deadlines**

**Oct 16, 2024** – Initial Water Service Line Inventory sent to MassDEP and made available to the public. **These deadlines have been met.** Additionally, an interactive map will be made available on the website the week of October 28, 2024.

**Nov. 15, 2024** – By this date, notifications will be mailed to owners and renters of properties in the inventory that their service lines have been identified as unknown (approx. 3,500), potentially lead (24), or galvanized requiring replacement (2). - **DPW is on track to deliver these notifications by this date.**

**October 2027** – Baseline Inventory due to MassDEP. The Baseline Inventory will determine future work to remove lead.

**October 2037** – Complete removal of lead and galvanized requiring replacement (GRR) service lines (both private and public).



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## Town of Arlington, Massachusetts

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**Request: Special (One Day) Beer & Wine License, 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. Katoan 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

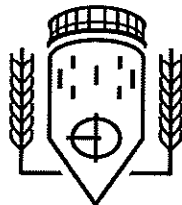
Printed title & Organization name: Executive Director, Mill Café

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

# *the* Mill Café

## 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

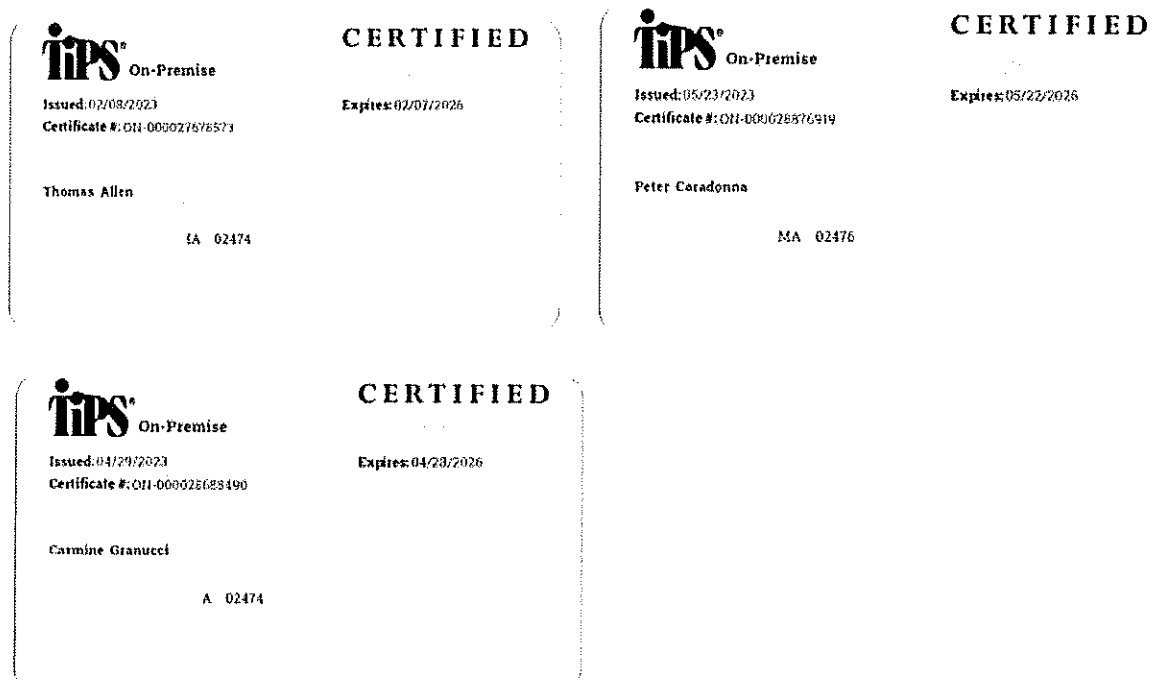
All beers will be poured into 16 oz cups from our kegerator-based draft system.

## 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



## Town of Arlington, Massachusetts

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### Minutes of Meetings: September 23, 2024; October 7, 2024

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	09.23.2024_draft_minutes.pdf	Draft Minutes 9.23.2024
▢	Reference Material	10.7.2024_draft_minutes.pdf	Draft Minutes 10.7.2024



## Select Board Meeting Minutes

Date: Monday, September 23, 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.

## **FOR APPROVAL**

### 2. Permission to Plant Daffodils on Town Properties

Beth Locke, Executive Director

Chamber of Commerce

Ms. Locke appeared before the Board and stated that the Chamber of Commerce is requesting permission to plant 4500 daffodils on Town properties along the historic reenactment route in the heart of Arlington, as part of the town's 250th Commemorations in April 2025. Ms. Locke noted that the Chamber has identified key sites:

- Fire Station & Veteran's Memorial Park - 500 bulbs
- Mass Ave. Median Strip @ Fire Station - 400 bulbs
- Mass Ave. Median Strip @ Legacy Apartments - 100 bulbs
- Mass Ave. Median Strip @ Caffe Nero - 150 bulbs
- Mass Ave. Median Strip @ Starbucks - 150 bulbs
- Mass Ave. Median Strip @ Kickstand Cafe - 150 bulbs
- Whittemore Park - 600 bulbs



- Uncle Sam Plaza - 400 bulbs
- Russell Common Parking Lot - 800 bulbs
- Mass Ave. Median Strip @ Tatte - 500 bulbs
- Robbins Library - 600 bulbs

Ms. Locke stated that in addition, they will be requesting permission from the Arlington Historical Society, Cemetery Commission, School Committee, private property owners, and local businesses for planting in other areas along the route.

Mr. Diggins moved to approve.

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

Mrs. Mahon:           yes

Mr. Hurd:             yes

Mr. DeCoursey:     yes

Mr. Diggins:         yes

Mr. Helmuth:                 yes

SO

VOTED (5-0)

**CONSENT AGENDA**

3. Minutes of Meeting: August 19, 2024
4. Acceptance of MassDOT Shared Streets & Spaces Grant Funds  
John Alessi, Senior Transportation Planner
5. Acceptance of Boston MPO Bluebikes Grant Funds & Approval of  
Arlington/Watertown MOA  
John Alessi, Senior Transportation Planner
6. Vote: Authorizing In Person Early Voting and Police Details for the State Election,  
November 5, 2024  
Juli Brazile, Town Clerk
7. Request: Contractor/Drainlayer License  
M3 Masonry  
Marcos Bruplin  
Winthrop, MA 02152  
  
Uned Home Improvements  
Myles Cash  
Burlington, MA 01803
8. Request: Special (One Day) Beer & Wine License, 10/27/2024 @ Ed Burns Rink  
for Dan Kelley Foundation Halloween Skate and Beer Garden  
Dan Kelley Foundation and Kelley Grealish

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

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

Mrs. Mahon moved to approve.

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

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO

VOTED (5-0)

### **APPOINTMENTS**

11. ACAC Grants Committee (formerly Arlington Cultural Council)

Eric Stange (term to expire: 06/30/2027)

Mr. Stange appeared before the Board and stated that he is an Arlington resident for over 30 years. Mr. Stange is a documentary filmmaker by profession and has had many years of experience applying for grants. The Board thanked Mr. Stange for his willingness to serve and look forward to working with him in the future.

Mr. Helmuth moved to approve.

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

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO

VOTED (5-0)

Sandra Mostajo (term to expire: 6/30/2027)

Ms. Mostajo appeared before the Board and stated that she is a longtime Arlington resident and has served in many different capacities and different roles. Ms. Mostajo stated that she believes she can bring something to the committee and help it grow and expand. The Board thanked Ms. Mostajo for her willingness to serve and look forward to working with her in the future.

Mr. Hurd moved to approve.

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

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey:     yes  
Mr. Diggins:        yes  
Mr. Helmuth:             yes   SO  
VOTED (5-0)

Amy Markov-Wieand (term to expire: 6/30/2027)

Ms. Markov-Wieand appeared before the Board and stated that she has been and Arlington resident for 12 years and has been very involved in our school communities specifically in the performing arts community at the high school. Ms. Markov Wieand noted that she would love to extend into the town at large and be able to use her connections to better the committee. The Board thanked Ms. Markov-Wieand for her willingness to serve and look forward to working with her in the future.

Mrs. Mahon moved to approve.

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

Mrs. Mahon:         yes  
Mr. Hurd:            yes  
Mr. DeCoursey:     yes  
Mr. Diggins:        yes  
Mr. Helmuth:             yes   SO  
VOTED (5-0)

Jacqueline Houton (term to expire: 1/31/2027)

Ms. Houton appeared before the Board and stated that she has been an Arlington resident since 2022. Ms. Houton is a journalist and currently is a senior editor at the Boston Art Review and is looking to be more involved in the community. The Board thanked Ms. Houton for her willingness to serve and look forward to working with her in the future.

Mr. Hurd moved to approve.

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

Mrs. Mahon:         yes  
Mr. Hurd:            yes  
Mr. DeCoursey:     yes  
Mr. Diggins:        yes  
Mr. Helmuth:             yes   SO  
VOTED (5-0)

Parmit Crassa (term to expire: 1/31/2027)

Mr. Crassa appeared before the Board and stated that he works at Dana Farber Cancer Institute where he is a senior scientist where on his spare time writes poetry and short stories. Mr. Crassa stated that he is a new resident of Arlington and is looking for more ways to be apart of the community. The Board thanked Mr. Crassa for his willingness to serve and look forward to working with him in the future.

Mr. Diggins moved to approve.

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

Mrs. Mahon:           yes  
 Mr. Hurd:             yes  
 Mr. DeCoursey:       yes  
 Mr. Diggins:         yes  
 Mr. Helmuth:                       yes                                       SO  
 VOTED (5-0)

Howard Herman (term to expire: 1/31/2027)  
 The Board noted that Mr. Herman would need to attend a future Select Board Meeting.

**OPEN FORUM**

No members of the public spoke.

**TRAFFIC RULES & ORDERS / OTHER BUSINESS**

12. Discussion and Approval: Town Manager / Select Board Goals

Mr. Feeney stated that the Board and the Town Manager met on August 5<sup>th</sup> in the Town Manager’s Conference Room where they discussed in detail the joint goals. Mr. Feeney noted that he collapsed what was eight categories to six which are broken down into:

- Organizational, Strategic and Long-Range Financial Planning
- Capital Projects and Maintenance
- Community Planning and Development, Land Use, Economic Development
- Transportation and Parking
- Public Communications, Customer Service & Resident Engagement
- Information Technology

Mr. Feeney noted that his style for the goals to be written in a manner that was specific, concrete and actionable. Mr. Feeney noted that since the Board met in August, he has added a number of goals including:

- Financial Policies- Update and expand Internal Controls Manual; incorporate fraud risk assessment; create integrated financial policy manual for Town & Schools in conjunction with Supt. & Asst. Supt. to formally document practices and processes
- ZEV Policy- Operationalize new policy in capital planning process for FY26; provide checklist for requests.
- Host Community Agreements - Review existing HCAs for compliance with current terms of the agreements, and the need to revise for compliance with new Cannabis Control Commission regulations; consider whether marijuana-related zoning provisions should be revisited.
- Alewife Brook - Communicate and coordinate with neighboring communities to identify issues that have regional impacts.
- Alcohol Regulations- Consider if any existing alcohol licensing polices warrant updates or revisions to aid economic development.
- Parking Policy - Consider if any other existing parking policies or regulations warrant updates or revisions.

- Special Speed Regulations- Work with the Transportation Advisory Committee and staff to rescind all Special Speed Regulations above the townwide statutory 25 MPH Speed Limit.
- Apply for OMST cybersecurity health-check services; implement cybersecurity awareness training grant for all users; continue implementation of MFA through grant from State; roll-out end point detection and response platform on computers and servers across Town; implement new password policy; implement Barracuda email protection/threat defense modules; roll-out simulated attacks on users; identify additional IT security needs in coordination with Finance Committee.

The Board thanked Mr. Feeney for the summary of the added goals and noted that at the joint meeting there were no votes taken. The Board had a detailed discussion regarding the joint goals with the additions and noted the hard work of the document.

Mrs. Mahon moved to approve.

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

Mrs. Mahon:           yes

Mr. Hurd:             yes

Mr. DeCoursey:       yes

Mr. Diggins:           yes

Mr. Helmuth:                 yes

SO

VOTED (5-0)

### 13. Discussion: Town Manager Evaluation Time Table

Stephen W. DeCoursey, Chair

Mr. DeCoursey updated the Board members stating that Mr. Feeney's one year anniversary as Town Manager was on July 31, 2024. Mr. DeCoursey had discussions with Mrs. Malloy, Director of Human Resources where the start of this process would take place sometime in October. The process starts with the Town Manager producing a self evaluation document that is then received by each Board member and evaluated independently. Each Board member then submitted their evaluation to Mrs. Malloy who produces a compilation and appears on an agenda as a Public Hearing. Mr. Feeney noted that in years prior the start of this process is to take place in mid October where the members of the Board would have one month to complete their evaluation and would be placed for a hearing sometime in December.

### 14. Update: Litigation Against Itron, Inc

James Feeney, Town Manager

Michael Cunningham, Town Counsel

Mr. Feeney provided the Board with an update in regard to the 2021 lawsuit the Town brought against Itron, Inc, a vendor that was used in the provision of our local water utility. Mr. Feeney noted that the Board authorized himself and Mr. Cunningham during an executive session to participate in a mediated settlement conference that took place in Dallas, Texas on May 31, 2024. Mr. Feeney stated that they were able to reach a mutually agreeable resolution based on the specific facts and circumstances of the case it was

determined that in the best interests of the Town to resolve. Mr. Feeney reported that the Town is in receipt of a \$350,000 settlement check. Mr. Cunningham thanked the Board and the Town Manager for their support and time that they have invested in this process.

15. Update: Property Redemption 62-64 Brooks Avenue

James Feeney, Town Manager

Michael Cunningham, Town Counsel

Mr. Feeney updated the Board on 62-64 Brooks Avenue, which is a two-family home in East Arlington. As members recall, this property had fallen into arrears with property taxes starting in 2011. At the Board's January 8, 2024, meeting it was voted to provide the opportunity for the prior owner to redeem the property. That vote resulted in the homeowner conducting a private sale to a third-party developer. As a result of that sale, the Town was paid a total of \$345,539.61 for all the amounts due, including property and excise taxes, interest, water and sewer charges and expenses arising from the eviction proceedings, legal costs associated with the tax lien, foreclosure and any other costs that were incurred while the town was in care, custody and control of the property. Mr. Feeney noted that subsequently, the town has issued and recorded at the Registry of Deeds an instrument of redemption as well as taken all necessary steps to vacate the tax lien foreclosure judgement and have withdrawn the foreclosure in Mass Land Court. Mr. Feeney noted that building permits for a gut renovation have been pulled for this property which means the property is again back on the tax rolls after having become exempt while under the Town's custody. Mr. Feeney thanked the Board, and the individuals involved during this process.

16. Select Board and Arlington Redevelopment Board Joint Meeting Follow-Up

Stephen W. DeCoursey, Chair

Mr. DeCoursey noted that the joint meeting between the Redevelopment Board and the Select Board took place on September 16, where 9 matters were discussed:

- Arlington Heights Business Districts
- Overnight Parking
- Potential Expansion of Parking Benefits Districts
- Affordable Housing Overlay
- Liquor License Control
- Signage Enforcement
- Cannabis Licensing
- Master Plan Update Advisory (AmpUp!) Committee Select Board Seat
- Vacant Storefronts

The Board noted that it was a productive joint meeting and noted that it was very helpful and stated that in particular relevance to the Board was the liquor license control issue. Specifically, the terms and restrictions that the Town has on liquor licenses both the requirement to purchase food after two drinks but also the number of seats that are required. The Board noted that having a subcommittee to review these proposed changes would be encouraged.

## 17. Discussion: Host Community Agreements

James Feeney, Town Manager

Michael Cunningham, Town Counsel

Mr. Feeney gave the Board a brief update in respect to specific host agreements that the Board has issued. Mr. Feeney stated that the Select Board has issued three host community agreements to date. The first was issued to Apothca in 2019 who operates in the heights, the second was issued to Escar in 2019 who operates on Broadway in East Arlington and the third was issued to Calyx Peak in 2022 where they had planned to open and operate on Summer Street. Mr. Feeney noted that following Calyx Peak's approval from the Board they subsequently applied for a special permit from the redevelopment Board in May of 2023 and was set to have a hearing in June. That hearing was continued one a number of occasions until it was closed without a review on November 1, 2023, due to the result of the applicant and landlord needing to resolve issues with the site plan and the use of the parking lot as it serves as an alternative use as well. Mr. Feeney noted that following the joint meeting he reached out to Calyx Peak directly for an update and there has been a change in their CEO where it was stated that they developed a new site plan and architectural drawings on September 13, which would be reviewed by the landlord and if approved a new submission for environmental design review forthcoming to the Select Board. Mr. Feeney stated that is the Planning Department has not received an application from Calyx Peak on or before November 1, 2024, that it would be appropriate for the Board at that time to request the applicant to appear at a future Board meeting and provide a formal status update. Mr. Feeney noted that the Town is limited via our Zoning Bylaw three special permits and the Board has issued three host community agreements.

Mr. Cunningham noted that the state statute was amended in 2022 enabling Chapter 94g which allows communities to enter these agreements, and the regulations were subsequently amended to be consistent with the statute in 2023. Mr. Cunningham noted that the Town entered into all three host community agreements prior to those changes and the Town is on good putting in terms of asserting our rights under the original host community agreements that we entered into.

## **NEW BUSINESS**

Mr. Diggins thanked citizens, staff and volunteers for Town Day which despite the rain had a great turnout. Mr. Diggins noted that he is the Town Manager's designee to the Poet Laureate Selection Committee.

Mr. Hurd thanked town staff and all those involved for another great Town Day.

Mr. DeCoursey thanked town staff and members of the public including Congresswoman Catherine Clark for attending Town Day. Mr. DeCoursey noted that he attended the Council on Aging meeting as the liaison and offered to bring back the two new members

to offer thanks for their service and they noted they did not want to return before the Board.

Next Scheduled Meeting of Select Board October 7, 2024

Mrs. Mahon moved to adjourn at 8:47p.m.

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

Mrs. Mahon: yes

Mr. Hurd: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO

VOTED (5-0)

A true record attest.

Ashley Maher

Board Administrator

9/23/2024

Agenda Item	Documents Used
1	
2	Chamber Memo Town Property Planting Map
3	08.19.2024 draft minutes
4	SSS Grant Acceptance of Funds Memo
5	Boston MPO Grant Acceptance of Funds Memo
6	Police Detail – Town Clerk Memo
7	Contractor/Drainlayer Reference
8	Special One Day Beer & Wine Reference
9	Special One Day Beer & Wine Reference
10	Special One Day Beer & Wine Reference
11	Appointments Reference
12	FY25-26 Town Manager / SB Goals
13	



14	
15	
16	
17	



## Select Board Meeting Minutes

Date: Monday, October 7, 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. Diggins, Mr. Helmuth

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

Absent: Mr. Hurd

### 1. Legislative Provision for Remote Participation

Mr. DeCoursey opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Finally, both Zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

### 2. Discussion: ACMi Funding

John Leone, President, ACMi

Norm McLeod, Operations Manager, ACMi

John Leone, President of ACMi, Norm McLeod and Jeff Munro, appeared before the Board and stated that they have a contract with the Town that is in the process of being renewed. ACMi provides the Town with services through the local cable broadcast companies, RCN, Verizon and Comcast where they receive a maximum 5% of the resident's cable bills by federal law. Mr. Leone explained that due to the number of residents cutting their cable ACMi has seen a significant loss in their funding. Mr. Leone noted that ACMi equipment, facilities and staff are responsible for a number of livestream and hybrid meetings, coverage of major town events and content for the Town. Mr. Leone noted that according to their contract they are only obligated to provide coverage for the Select Board, School Committee and Town Meetings. Mr. Leone expressed that ACMi is requesting a combined \$200,000 from the school and town budgets to help compensate ACMi.

The Board thanked ACMi for their presentation and noted that there clearly is a problem throughout the state for local access cable providers. The Board noted that the 5% fee

on user's cable bills is mandated by federal law and can not be increased or decreased by municipality. The Board discussed different options that ACMi may be able to petition noting that the Town budget is tight, and they do not see this as an annual funding mechanism for the town long term. The Board understands the dire need for funding, but the Town needs to see detail on how the money will be spent. Mr. Feeney noted that the lease for Park Avenue where ACMi resides is going before the RFP process now. Mr. Feeney noted that he spoke with the Executive Director of ACMi and something that would be within grasp is potentially approaching the Select Board and having that procurement process be deemed in the public's interest and with the support of the Board the Town could potentially go through that RFP process and lease the building for \$1/year which would help 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

Mrs. Mahon moved to table.

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

Mrs. Mahon:	yes	
Mr. DeCoursey:	yes	
Mr. Diggins:	yes	
Mr. Helmuth:	yes	SO
VOTED (4-0)		

**CONSENT AGENDA**

- 4. Minutes of Meetings: August 19, 2024; 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

Mrs. Mahon moved to approve.

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

Mrs. Mahon:	yes	
Mr. DeCoursey:	yes	
Mr. Diggins:	yes	
Mr. Helmuth:	yes	SO
VOTED (4-0)		

**PUBLIC HEARINGS**

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

Mr. Flewelling appeared before the Board on behalf of Comcast to request permission to construct a line starting at Comcast manhole to place one 4-inch PVC conduit 31 feet to the existing Astound manhole on Medford Street.

Mrs. Mahon moved to approve.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO

VOTED (4-0)

**APPOINTMENTS**

- 9. Library Board of Trustees  
Lily Rao (term to expire:06/30/2026)

Ms. Rao appeared before the Board and stated that she moved to Arlington in 2022 and loves the libraries in the Town. Ms. Rao stated that she has children that attend the public-school systems in Town, and they frequent the library and excited to be able to serve the community in this capacity.

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

Mr. Diggins moved to approve.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes

SO

VOTED (4-0)

- 10. Arlington Commission of Arts and Culture  
Anne Thomson (term to expire: 06/30/2027)

Mrs. Mahon moved to approve.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

Mr. Helmuth: yes SO  
VOTED (4-0)

Mr. Helmuth left the meeting at 8:27p.m.

**LICENSES & PERMITS**

11. For Approval: Wine & Malt Alcohol License

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

Ms. Chen appeared before the Board and stated that she is the owner of Umi Sushi and is requesting a wine and malt alcohol license. Ms. Chen noted that since opening her restaurant a number of patrons have inquired about alcohol and Ms. Chen believes it will help her restaurant as they face significant challenges generating enough revenue to sustain her business. The Board thanked Ms. Chen for choosing Arlington and look forward to visiting the restaurant in the future.

Mr. Diggins moved to approve.

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

Mrs. Mahon: yes

Mr. DeCoursey: yes

Mr. Diggins: yes

SO VOTED (3-0)

**OPEN FORUM**

Joe Snodgrass, 5 Old Colony Road, appeared before the Board and stated that he is a volunteer at ACMi and supports the funding effort.

**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

Mrs. Mahon moved to receipt.

SO VOTED (3-0)

**NEW BUSINESS**

Mr. Diggins stated that he went to the remembrance for Jane Howard and noted how nice the ceremony was.

Mrs. Mahon welcomed back Town Manager Feeney and Chief Kelley from their visit at our sister city in Japan.

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

Mrs. Mahon moved to adjourn at 8:47p.m.

SO VOTED (3-0)

A true record attest.

Ashley Maher  
Board Administrator

10/07/2024

Agenda Item	Documents Used
1	
2	ACMi Presentation
3	Mill Cafe Special One Day Reference
4	Draft 9.9.2021 Minutes
5	Spooky Walk Application Recreation Comments Police Comments
6	Veterans Parade Request
7	Free Parking Small Business Saturday Memo
8	Engineering Memo and Comcast Petition, Location, Map Letter to Abutters
9	L. Rao Reference
10	A. Thompson Reference
11	Application Inspection Reports
12	21 Pond Lane Memo from Planning Department
13	ACE Contract Renewal Memo from Planning Department



## Town of Arlington, Massachusetts

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### Reappointments

#### Summary:

Zoning Board of Appeals Committee

Roger Dupont (Term to Expire: 10/31/2027)

Elaine Hoffman (Term to Expire: 10/31/2027)

Venket Holi (Term to Expire: 10/31/2027)

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	ZBA_Reappointments_101724.pdf	Reference

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 17, 2024

Roger DuPont  
Arlington, MA 02476

Re: Reappointment: Zoning Board of Appeals

Dear Roger:

Please be advised that the Select Board will be discussing your reappointment to the Zoning Board of Appeals at their meeting conducted via hybrid format on Monday, October 21<sup>st</sup> at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Thursday, October 17<sup>th</sup>, by 7:00pm.

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

Thank you.

Very truly yours,  
SELECT BOARD

Caroline Kalogeropoulos  
Administrative Assistant



OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 17, 2024

Elaine Hoffman  
Arlington, MA 02476

Re: Reappointment: Zoning Board of Appeals

Dear Elaine:

Please be advised that the Select Board will be discussing your reappointment to the Zoning Board of Appeals at their meeting conducted via hybrid format on Monday, October 21<sup>st</sup> at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Thursday, October 17<sup>th</sup>, by 7:00pm.

Please contact this office by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@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

OFFICE OF THE SELECT BOARD

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



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 17, 2024

Venket Holi  
Arlington, MA 02474

Re: Reappointment: Zoning Board of Appeals

Dear Venket:

Please be advised that the Select Board will be discussing your reappointment to the Zoning Board of Appeals at their meeting conducted via hybrid format on Monday, October 21<sup>st</sup> at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Thursday, October 17<sup>th</sup>, by 7:00pm.

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

Thank you.

Very truly yours,  
SELECT BOARD

Caroline Kalogeropoulos  
Administrative Assistant



## Town of Arlington, Massachusetts

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### Request: Contractor/Drainlayer License

#### Summary:

The Italian Touch, Inc.  
Thomas D'Ovidio  
Hudson, NH 03051

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	D_Ovidio_T_Drainlayer_License.pdf	Reference



Engineering Division

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

**MEMORANDUM**

To: Select Board  
From: Engineering Division  
Re: Approved Contractor License  
Date: October 4, 2024

Dear Board Members,

Reference is hereby made to an application by Thomas D'Ovidio of The Italian Touch Inc., to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

---

The Italian Touch Inc.  
Thomas D'Ovidio  
16 Melba Drive  
Hudson, NH 03051  
Phone: 978-954-4592  
Email: tdovidio131415@gmail.com

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

Regards,

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

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



# TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

## APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

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

### Scope of Work

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

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

### Applicant Information

Applicant/Firm Name: The Italian Touch Inc

Select One:    
 Corporation    
 Partnership    
 Proprietorship    
 Other: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Town: Hudson     State: NH     Zip Code: 03051

Primary Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_@\_\_\_\_\_com

Length of Time in Business under the same Firm Name: DBA For 25 years Incorporated 2 years

Full Name(s) of Principal(s): Thomas M D'Avolio

Primary Contact Person: Thomas D'Avolio

### Experience/Previous Work

Nature of Typical/Standard Work: Excavation Water / Sewer / Drains / Septic

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

If Yes, Please provide Location: \_\_\_\_\_ Approximate Date: \_\_\_\_\_

Total Amount of such construction this year: 500,000.00 Plus

Total Amount of such construction last year: 650,000.00 + or -

Total Amount of such construction next previous year: \_\_\_\_\_

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

Municipality: Health + Human Services I have been in this development over 10 yrs

Primary Contact Name: Kalene M Gendron     Email: \_\_\_\_\_

Municipality: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_     Email: \_\_\_\_\_

Municipality: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_     Email: \_\_\_\_\_

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

Bank Reference: Enterprise Bank Hudson NH     Phone: \_\_\_\_\_

Federal Tax ID or Social Security #: \_\_\_\_\_

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

### Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Select Board and/or Department of Public Works may establish.

Applicant Signature: [Signature]     Date: 9/26/24

NASHOBA HEALTH DISTRICT

Date Issued: September 4, 2024 Expires: Dec 31, 20 24

DISPOSAL WORKS INSTALLER'S PERMIT NO. 415

For: Italian Touch Construction Inc.  
(Company Name)

Thomas D'Ovidio

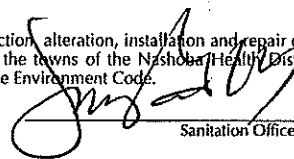
Name of Owner

Installer

1

W

to engage in the construction, alteration, installation and repair of individual sewage disposal systems within the towns of the Nashoba Health District, as required by 310CMR15.019. The State Environment Code.



Sanitation Officer



**CITY of BEVERLY**  
**DEPARTMENT of PUBLIC SERVICES**  
**and ENGINEERING**

*191 Cabot Street*  
*Beverly, Massachusetts 01915*  
*Phone (978) 921-6000*  
*Fax (978) 922-0285*

*Mayor*

*Michael P. Cahill*

*Commissioner*

*Michael P. Collins, P.E.*

*City Engineer*

*Eric Barber, P.E.*

*Assistant City Engineer*

*Lisa Chandler*

September 19, 2022

Re: Letter of Reference – Italian Touch Construction

To Whom It May Concern:

This letter is being written regarding the quality of work performed by Italian Touch Construction in the City of Beverly.

Italian Touch Construction has been licensed in the City since 2017. Work completed in the City included a water service repair. They have provided us with all the necessary documentation and paperwork in a timely fashion and in an organized manner.

If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Ciancarelli".

Sean Ciancarelli  
Project Coordinator  
sciancarelli@beverlyma.gov  
(978) 605-2358



Nashoba Associated Board of Health  
Environmental Services  
30 Central Ave. Ayer, MA 01432

10/3/2024

Arlington DPW  
Lowell DPW

Re:Installer's license – Thomas D'Ovidio


To Whom it May Concern,

Thomas D'Ovidio has taken and passed the exam this office administers to obtain a license to install sewage disposal systems in the Nashoba Associated Boards of Health District and is currently licensed installer with the Nashoba Associated Boards of Health and has been since 2023. I have inspected his work and believe Mr. D'Ovidio is a competent installer.

If you have any questions regarding this, please do not hesitate to contact me at the Nashoba office.

Regards,

NASHOBA ASSOCIATED BOARDS OF HEALTH



Kalene Gendron, R.S,  
Health Agent

CY: correspondence  
file





**CITY OF GLOUCESTER**  
*Commonwealth of Massachusetts*  
DPW – ENGINEERING & WATER COMPLIANCE  
CITY HALL ANNEX  
2<sup>ND</sup> FLOOR  
3 POND ROAD  
GLOUCESTER, MA 01930  
PHONE: 978- 325.5335

Michael B. Hale, A.I.C.P.  
*Director of Public Works*

Ryan M. Marques, P.E.  
*City Engineer*

Dana Martin, P.E.  
*Environmental Engineer*

Drew White  
*Civil Engineer*

Sara Vargas  
*Junior Civil Engineer*

Karen Wright  
*Administrative Assistant*

To whom it may Concern,

Thomas D'Ovidio of Italian Touch Construction was a licensed drainlayer in the City of Gloucester for the year 2018.

Thank you,  
Drew White



**TOWN OF NEEDHAM, MASSACHUSETTS**  
**PUBLIC WORKS DEPARTMENT**  
**WATER & SEWER DIVISION**  
500 Dedham Ave., Needham, MA 02492  
Telephone: (781) 455-7550 Fax: (781) 449-9023  
[www.needhamma.gov/dpw](http://www.needhamma.gov/dpw)

September 27, 2022

**Re: Letter of Recommendation  
Italian Touch Construction**

To Whom It May Concern:

Italian Touch Construction of Hudson, NH has successfully completed water, sewer, and drain service connections to main line installation in the Town of Needham.

The projects were completed in a timely manner to the satisfaction of the Town of Needham requirements.

Sincerely,

Jody Doherty  
Frank Fahy

Jody Doherty & Frank Fahy  
Public Works Inspectors  
Town of Needham, DPW  
(781) 455-7550 x349  
[jdoherty@needhamma.gov](mailto:jdoherty@needhamma.gov)  
[ffahy@needhamma.gov](mailto:ffahy@needhamma.gov)

NASHOBA HEALTH DISTRICT

Date Issued: September 4, 2024 Expires: Dec 31, 20 24

DISPOSAL WORKS INSTALLER'S PERMIT NO. 415

For: Italian Touch Construction Inc.  
(Company Name)

Thomas D'Ovidio

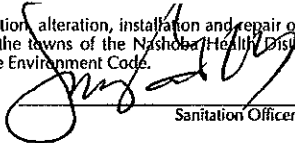
Name of Owner

Licensed Installer

351

\_\_\_\_\_

to engage in the construction, alteration, installation and repair of individual sewage disposal systems within the towns of the Nashoba Health District, as required by 310CMR15.019. The State Environment Code.



\_\_\_\_\_  
Sanitation Officer

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Street opening Town of Arlington

bond with bond number 67209484

for The Italian Touch Inc

as Principal in the penalty amount not to exceed: \$ 5,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 27th day of September, 2024.

ATTEST

L. Bauder

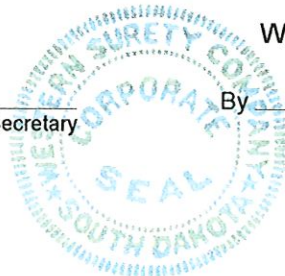
L. Bauder, Assistant Secretary

WESTERN SURETY COMPANY

Larry Kasten

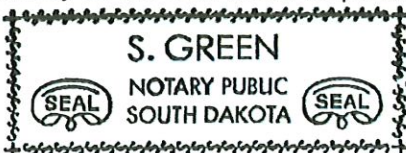
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss



On this 27th day of September, 2024, before me, a Notary Public, personally appeared Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires February 12, 2027

S. Green

Notary Public

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.



ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 27th day of September, 2024, before me, the undersigned officer, personally appeared Larry Kasten, who acknowledged himself to be the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



*S. Green*  
Notary Public — South Dakota

My Commission Expires: February 12, 2027

ACKNOWLEDGMENT OF PRINCIPAL  
(Individual or Partners)

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } ss

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, known to me to be the individual \_\_\_\_\_ described in and who executed the foregoing instrument and acknowledged to me that \_\_\_\_\_ he \_\_\_\_\_ executed the same.

My commission expires \_\_\_\_\_, \_\_\_\_\_

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL  
(Corporate Officer)

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } ss

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, who acknowledged himself/herself to be the \_\_\_\_\_ of \_\_\_\_\_, a corporation, and that he/she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

My commission expires \_\_\_\_\_, \_\_\_\_\_

Notary Public



License or Permit No. \_\_\_\_\_

LICENSE AND PERMIT  
BOND  
As

of \_\_\_\_\_

State of \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Filed \_\_\_\_\_

Approved this \_\_\_\_\_

day of \_\_\_\_\_

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES



Effective Date: September 27th, 2024

# Western Surety Company

## LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 67209484

That we, The Italian Touch Inc

of Hudson, State of New Hampshire, as Principal,  
and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of  
Massachusetts, as Surety, are held and firmly bound unto the

Town of Arlington, State of Massachusetts, as Oblige, in the penal  
sum of Five Thousand and 00/100 DOLLARS (\$5,000.00),  
lawful money of the United States, to be paid to the Oblige, for which payment well and truly to be made,  
we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been  
licensed Street opening Town of Arlington

\_\_\_\_\_ by the Oblige.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply  
with the laws and ordinances, including all amendments thereto, pertaining to the license or permit  
applied for, then this obligation to be void, otherwise to remain in full force and effect until  
September 27th, 2025, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class  
U.S. Mail, to the Oblige and to the Principal at the address last known to the Surety, and at the expiration  
of thirty-five (35) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety  
shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said  
date. Regardless of the number of years this bond shall continue in force, the number of claims made  
against this bond, and the number of premiums which shall be payable or paid, the Surety's total limit of  
liability shall not be cumulative from year to year or period to period, and in no event shall the Surety's total  
liability for all claims exceed the amount set forth above. Any revision of the bond amount shall not be  
cumulative.

Dated this 27th day of September, 2024.

The Italian Touch Inc

Principal

Principal

WESTERN SURETY COMPANY

By \_\_\_\_\_



Larry Kasten, Vice President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/27/2024

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

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

<b>PRODUCER</b> DURSO & JANKOWSKI INSURANCE AGENCY LLC  11 Saunders Street NORTH ANDOVER MA 01845		<b>CONTACT NAME:</b> Saba Hashem <b>PHONE (A/C. No. Ext.):</b> (978) 682-5175 <b>E-MAIL ADDRESS:</b> sbh@dursojankowski.com		<b>FAX (A/C. No.):</b>	
<b>INSURED</b> ITALIAN TOUCH INC  16 MELBA DRIVE HUDSON NH 03051		<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
		<b>INSURER A:</b> AIM MUTUAL INS CO			33758
		<b>INSURER B:</b>			
		<b>INSURER C:</b>			
		<b>INSURER D:</b>			
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			

**COVERAGES**      **CERTIFICATE NUMBER:** 1049468      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			N/A			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			N/A			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			N/A			EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A	N/A	N/A	VWC10060258712024A	07/21/2024	07/21/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
				N/A			

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

Workers' Compensation benefits will be paid to Massachusetts employees only. Pursuant to Endorsement WC 20 03 06 B, no authorization is given to pay claims for benefits to employees in states other than Massachusetts if the insured hires, or has hired those employees outside of Massachusetts.

This certificate of insurance shows the policy in force on the date that this certificate was issued (unless the expiration date on the above policy precedes the issue date of this certificate of insurance). The status of this coverage can be monitored daily by accessing the Proof of Coverage - Coverage Verification Search tool at [www.mass.gov/lwd/workers-compensation/investigations/](http://www.mass.gov/lwd/workers-compensation/investigations/).

<b>CERTIFICATE HOLDER</b>  Town of Arlington 51 Grove Street  Arlington MA 02476	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Daniel M. Crowley, CPCU, Vice President - Residual Market - WCRIBMA
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## Town of Arlington, Massachusetts

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**For Approval: Arlington Open Studios Lawn Signs through November 9, 2024**

**Summary:**

Tom Formicola, ACA Executive Director

Aneise Ruggles, ACA Communications Director

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	AOS_Lawn_Sign_Request.pdf	Reference



**Appeal to Arlington Select Board**  
*by the Arlington Center for the Arts*  
Lawn Signage Request



**WHAT:** Arlington Center for the Arts is requesting permission from the Arlington Select Board to display **45** coroplast 18"x24" signs at proposed locations around the town of Arlington.

**WHEN:** Oct 24 - Nov 9, 2024

**WHERE:** We are proposing signs be displayed at the following locations--



*Above: Proposed Sign Rendering (Double-Sided)*

- 12 @ Mass Ave between Pleasant St and Academy St (East and Westbound)
- 4 @ Pleasant St between Mass Ave and Maple St
- 4 @ Academy St and Maple St around Central School Building/Town Hall
- 1 @ Uncle Sam Plaza
- 2 @ Median by Robbins Library crosswalk
- 2 @ Fire Station/Memorial
- 1 @ Entering Arlington sign on Cambridge border
- 3 @ Median Mass Ave/Medford St
- 1 @ Swan Place/Mass Ave
- 1 @ Lake St near Rt 2 entrance
- 1 @ Lake St near Bike Path Intersection
- 8 Along Bike Path
- 1 @ Entrance to Menotomy Rocks Park
- 1 @ Medford St Rotary by Parallel Park
- 1 @ Robbins Farm Water Tower
- 1 @ Mass Ave/Lake St in front of Lotus Yoga Studio/Arlington Bakery
- 1 @ Lowell St Entrance to Arlington Reservoir



## Town of Arlington, Massachusetts

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### National Grid Petition/Oakland Avenue

#### Summary:

Mary Mulroney, National Grid

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	AED_GOL_Recommendations_-_140_-_195_Oakland_Ave._2024.08.26.pdf	Engineering Memo and National Grid Petition, Location, Map
▢	Reference Material	ltr_to_abutters.pdf	Letter to Abutters



Engineering Division

**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:** August 26, 2024

**Applicant:** National Grid

**Site/Project Location:** Oakland Ave (Along 141 Hillside Ave)

The Engineering Division has reviewed the attached petition by National Grid for consideration of a Grant of Location for the new installation of approximately 115 feet of 6-inch plastic pipe gas main on Oakland Ave along 141 Hillside Ave, as indicated on the enclosed plan, "Approx. 1,150; of 6" MDPE (LP) Gas Main Relay; 140-195 Oakland Ave, Arlington, MA", dated 7/22/2024. 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 National Grid, and shall include the appropriate contact information.
2. The proposed pipe 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 National Grid.
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. Please be aware that there is on-site utility infrastructure that is not shown on the plan and may be encountered in the field, including but not limited to Town-Owned drain infrastructure on "Plan View 2" on sheet C-002. If a conflict occurs between the proposed pipe installation and existing Town-Owned utility infrastructure, the Town Engineer shall be contacted directly to discuss an appropriate resolution.
5. After all preliminary test pits have been performed contractor shall coordinate a pre-construction site walk with the Arlington Water & Sewer Division to identify the proposed gas main location prior to commencement of the gas main installation.
6. 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.
7. 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.
8. 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.
9. 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.

10. An as-built plan indicating location of new pipe, structures and equipment shall be provided to the Arlington Engineering Division following installation.
11. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices, such as silt fence and/or straw waddles. It will be the sole responsibility of the contractor/National Grid to remove any sediment that enters the Town drainage system as a result of this work.
12. 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.

**PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS**

**Town of Arlington / Board of Selectmen:**

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Arlington** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

**Due to paving by the Town of Arlington Nationalgrid recommends the replacement of: Approximately 25feet of 4-inch Plastic (2018), 305feet of 4-inch" Cast Iron (1926), 150feet of 4-inch Cast Iron (1959), 85feet of 4-inch Bare Steel (1954), and 355feet of 4-inch Cast Iron (1914) gas main in Oakland Ave from Wachusett Ave to just short of Park Ave with 1,035feet of 6-inch Plastic.**

**Approximately 45feet of 4-inch Cast Iron (1908) gas main in the intersection of Oakland Ave and Claremont Ave with 45feet of 6-inch Plastic**

**Approximately 70feet of 4-inch Cast Iron (1910) gas main in the intersection of Oakland Ave and Hillside Ave with 70feet of 6-inch Plastic**

**Date: August 19, 2024**

By: \_\_\_\_\_  
Mary Mulroney  
Permit Representative

---

**Town of Arlington / Board of Selectmen:**

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Arlington** substantially as described in the petition date **August 19, 2024** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Arlington** applicable to the enjoyment of said locations and rights.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I hereby certify that the foregoing order was duly adopted by the \_\_\_\_\_ of the Town of \_\_\_\_\_, MA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

**WO # 1595257**

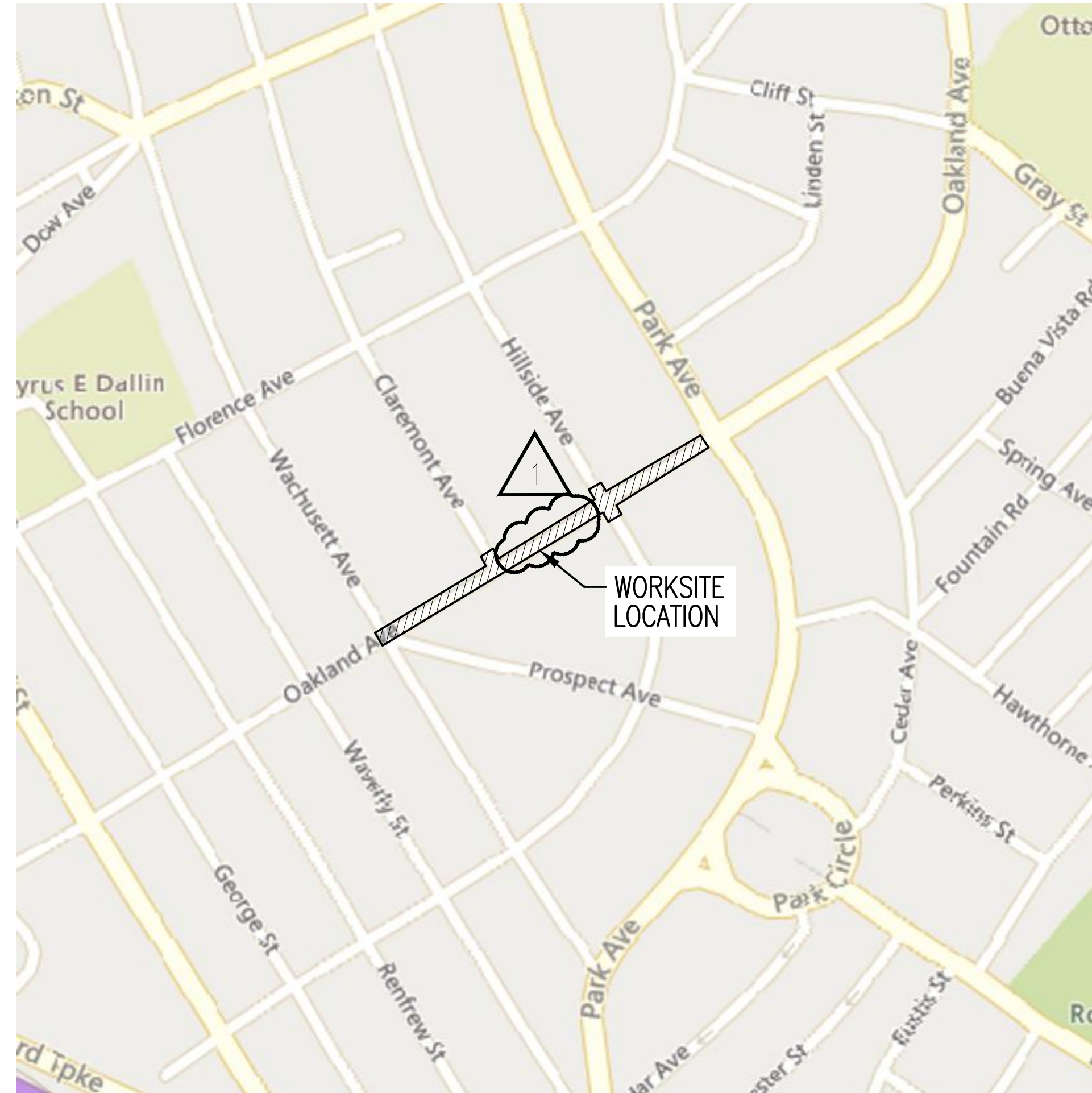
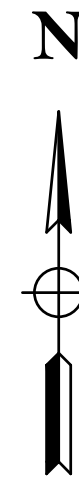
\_\_\_\_\_  
Title

# NATIONAL GRID

## APPROX. 1,150' OF 6" MDPE (LP) GAS MAIN RELAY

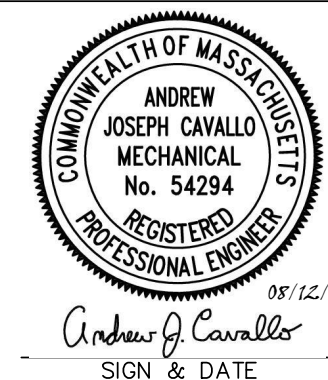
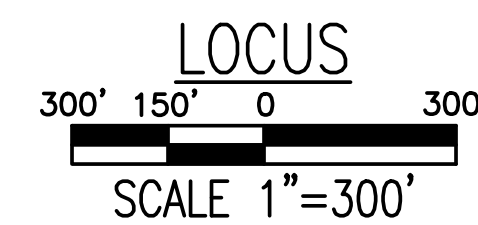
### 140-195 OAKLAND AVE, ARLINGTON, MA

#### W.O. NO.: 1595257



\* SCOPE UPDATED TO INCLUDE GAP CLOSURE BETWEEN HILLSIDE AVE AND CLAREMONT. SCOPE UPDATE TO REDUCE ALL 8" MAIN INSTALLATION TO 6" MAIN INSTALLATION.

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NO.	DESCRIPTION	DATE	DR. BY	CK. BY	APP. BY
1	ISSUED FOR CONSTRUCTION	08/12/2024	DT	TA	AC
0	ISSUED FOR CONSTRUCTION	07/22/2024	DT	TA	AC

BOSTON GAS COMPANY  
d/b/a  
**nationalgrid**  
170 DATA DRIVE  
WALTHAM, MA 02451

IFC

PROPOSED GAS MAIN RELAY 6" MDPE (LP) OAKLAND AVE ARLINGTON, MA					
COVER SHEET					
DWG SIZE	DESIGNER	ENGINEER	DATE:	ASSET I.D.	W.O. NO.:
22"X34"	D. TRACY	A. CAVALLO	07/22/2024	DISTRIBUTION	1595257

PAGE 01 OF 13	
DRAWING NO.	SHEET NO.
ARL-1595257-01	G-001

**CONSTRUCTION NOTES**

**SCOPE OF WORK**

NATIONAL GRID WORK ORDER NUMBER: 1595257  
 140-195 OAKLAND AVE, ARLINGTON, MA  
 DUE TO PAVING BY THE TOWN OF ARLINGTON PWNONREIM RECOMMENDS THE REPLACEMENT OF APPROX.:  
 -25' OF 4" LP PL (2018), 305' OF 4" LP CI (1926), 150' OF 4" LP CI (1959), 85' OF 4" LP BS (1954), AND 355' OF 4" LP CI (1914) GAS MAIN IN OAKLAND AVE FROM WACHUSETT AVE TO JUST SHORT OF PARK AVE WITH 1,035' OF 6" LP PL  
 -45' OF 4" CI LP (1908) GAS MAIN IN THE INTERSECTION OF OAKLAND AVE AND CLAREMONT AVE WITH 45' OF 6" LP PL  
 -70' OF 4" CI LP (1910) GAS MAIN IN THE INTERSECTION OF OAKLAND AVE AND HILLSIDE AVE WITH 70' OF 6" LP PL

**GENERAL**

- NO FIELD CHANGES SHALL BE MADE TO THIS DESIGN WITHOUT APPROVAL FROM THE ASSIGNED NATIONAL GRID ENGINEER:  
ENGINEER: BRENDAN GALLAGHER  
PHONE: (774) 813-7488  
EMAIL: BRENDAN.GALLAGHER1@NATIONALGRID.COM
- NEW MAINS SHOULD BE INSTALLED IN ACCORDANCE WITH THE TYPICAL TRENCH DETAIL INCLUDED IN THESE DRAWINGS, UNLESS NOTED OTHERWISE.
  - 36 INCHES OF COVER FROM FINAL GRADE WHERE PRACTICAL.
  - STATE HIGHWAY MINIMUM COVER: 36 INCHES
  - DISTRIBUTION MAIN MINIMUM COVER: 24 INCHES
  - SAND PADDING IN ALL DIRECTIONS, 6 INCHES MINIMUM.
  - CAUTION TAPE SHALL BE INCLUDED ONE FOOT BELOW GRADE.
- SERVICES SHOULD BE INSTALLED WITH 24 INCHES OF COVER.
  - MINIMUM IN PUBLIC ROW: 18 INCHES
  - MINIMUM IN PRIVATE PROPERTY: 12 INCHES
  - SAND PADDING IN ALL DIRECTIONS, 6 INCHES MINIMUM.
  - CAUTION TAPE SHALL BE INCLUDED ONE FOOT BELOW GRADE.
- ALL REQUESTS FOR SHALLOW MAINS AND FITTINGS MUST BE APPROVED PRIOR TO INSTALLATION. PLEASE REFER TO CNST04017, SHALLOW MAINS POLICY (MA ONLY) FOR REQUIREMENTS (24" ON MUNICIPAL ROADS, 36" ON ROADS UNDER MASSDOT JURISDICTION) AND GUIDANCE WHEN ENCOUNTERING FIELD CONDITIONS THAT MAY LEAD TO INSTALLING A SHALLOW DISTRIBUTION MAIN OR FITTING. PLEASE REFER TO CNST-6030-MA-RI FOR THE PROPER INSTALLATION OF PROTECTIVE STEEL PLATES. CONTACT GAS PIPELINE SAFETY & COMPLIANCE TO OBTAIN DPU APPROVAL:
  - LIEN MOOREHEAD - (617) 438-9069
  - JASON BARON - (351) 666-9082
  - IF A PROPOSED TOP TEE CONNECTION RESULTS IN A SHALLOW MAIN THAT CANNOT MEET THE WAIVER CRITERIA, A FULL TEE CONNECTION IS AN ACCEPTABLE ALTERNATIVE. A SPHERICAL TEE IS ONLY ACCEPTABLE WITH APPROVAL FROM NATIONAL GRID STRATEGIC ASSET AND SYSTEM PLANNING.
  - ALL MAINS SHOULD BE INSTALLED WITH CLEARANCE OF 12 INCHES FROM OTHER FACILITIES.
    - DISTRIBUTION MINIMUM CLEARANCE: 6 INCHES
    - APPROPRIATE PROTECTIVE MEASURES SHALL BE USED TO PROTECT THE GAS FACILITY IF MINIMUMS CANNOT BE ATTAINED. APPROVAL IS REQUIRED BY GAS SYSTEMS ENGINEERING.
- THE PIPE ALIGNMENT IS SHOWN FOR REFERENCE ONLY AS APPROXIMATELY 3 FEET FROM THE EXISTING MAIN (BASED ON AVAILABLE RECORD INFORMATION). THE ACTUAL ROUTE AND ALL VERTICAL AND HORIZONTAL OFFSETS ARE TO BE FIELD ROUTED WITHIN THE PUBLIC RIGHT-OF-WAY BASED ON THE ACTUAL LOCATION OF EXISTING UTILITIES. ADDITIONAL FITTINGS NOT SHOWN WILL BE REQUIRED.
- VALVES DEPICTED IN THE DESIGN ARE THE MINIMUM REQUIRED FOR SECTIONALIZING, ISOLATION, CRITICAL VALVES, AND/OR TO ACCOMMODATE TIE-INS. ADDITIONAL FULL PORT VALVES MAY BE ADDED TO ACCOMMODATE CONSTRUCTION.
  - VALVES FOR BRANCHES AT INTERSECTIONS SHOULD BE FIELD LOCATED JUST OUTSIDE OF THE INTERSECTION WHERE EASILY ACCESSIBLE. PRIOR TO THE FIRST SERVICE.
- ELECTROFUSION COUPLINGS MAY BE INTERCHANGED WITH BUTT FUSION WHERE APPLICABLE.
- TIE-IN LOCATIONS MAY VARY UP TO 100 FEET OF THE PROPOSED LOCATION TO ACCOMMODATE CONSTRUCTION, EXCEPT FOR WHEN THE FOLLOWING CONDITIONS APPLY:
  - REGULATOR STATION WITHIN THE SCOPE OF THE JOB OR WITHIN 200 FEET OF THE TIE-IN LOCATION.
  - CHANGE TO THE NUMBER OF CONNECTIONS (ADDITIONAL ADDED FROM AN INTERSECTION OR OTHERWISE).
  - MATERIAL/SIZE CHANGE AT NEW LOCATION.
- NOT ALL BYPASSES, GAUGES, PURGES AND OTHER MISCELLANEOUS FITTINGS ARE SHOWN. CONSTRUCTION SHALL INSTALL THESE FITTINGS AS NEEDED IN ACCORDANCE WITH THE APPROVED SOP.

- WHEN CONNECTING NEW 'DEAD' MAIN TO NEW 'DEAD' MAIN, ALL CONNECTIONS SHALL BE MADE USING AN INLINE TEE, UNLESS OTHERWISE NOTED. PRIOR TO INSTALLATION, ANY FIELD CHANGE IN CONNECTION TYPE ON 'DEAD' MAIN SHALL BE REVIEWED AND APPROVED BY ENGINEERING.
- THE LIVE MAIN CONNECTION DETAIL SHOWN IN THE DRAWINGS SHALL BE FOLLOWED. ANY CHANGES TO THE TIE IN CONNECTION TYPE SHALL BE APPROVED BY THE NATIONAL GRID ENGINEER PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL CALL DIGSAFE (DIAL 811 OR 888-344-7233) AT LEAST 72 HOURS PRIOR TO CONSTRUCTION. SATURDAYS, SUNDAYS, AND HOLIDAYS ARE EXCLUDED.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES AND STRUCTURES DEPICTED OR NOT DEPICTED ON THIS DESIGN PRIOR TO CONSTRUCTION.
- NOTIFY NATIONAL GRID I&R IF THE PROJECT IS WITHIN 200 FEET OF A REGULATOR STATION.

**DESIGN CRITERIA**

- DESIGN IN ACCORDANCE WITH THE FOLLOWING:
  - ENG04001: DESIGN OF DISTRIBUTION MAINS
  - ENG04003: MAOP VERIFICATION POLICY FOR PLASTIC GAS DISTRIBUTION NETWORKS
  - ENG04010: DESIGN REQUIREMENTS FOR INSTALLATION OF CASINGS
- PROPOSED PIPING:
  - DESIGN CLASS LOCATION - 4
  - NOMINAL SIZE - 6 INCH
  - MATERIAL - MDPE
  - SYSTEM MAOP - LP
- PIPE SIZE WAS DESIGNED AND APPROVED BY NATIONAL GRID STRATEGIC ASSET AND SYSTEM PLANNING AND REFERENCED IN THE DESIGN PARAMETERS ON SHEET C-001.
- WHERE REQUIRED, THE CONTRACTOR SHALL INSTALL A TEMPORARY BYPASS TO MAINTAIN CONTINUOUS SERVICE TO CUSTOMERS IN ACCORDANCE WITH CS-LIVE002, ALL TEMPORARY BYPASS REQUIREMENTS SHALL BE DESIGNED BY OPERATIONS ENGINEERING AND INCLUDED AS PART OF THE SOP.

**SERVICE DESIGN CRITERIA**

- DESIGN IN ACCORDANCE WITH THE FOLLOWING:
  - ENG02001: DESIGN OF GAS SERVICES
  - ENG04003: MAOP VERIFICATION POLICY FOR PLASTIC GAS DISTRIBUTION NETWORKS
- PRIOR TO MAIN ABANDONMENT, THE CONTRACTOR SHALL CONFIRM THAT ALL IMPACTED CUSTOMER SERVICES ARE INSTALLED (E.G., RELAYED, TRANSFERRED, OR INSERTED) ON THE NEW MAIN.
- WHEN RELAYING A LOWER PRESSURE MAIN WITH A HIGHER-PRESSURE MAIN, AND CONSISTENT WITH ENG04003 (THE POLICY):
  - SERVICES MAY BE RE-VERIFIED AND TRANSFERRED TO THE NEW MAIN ONLY IF ALL REQUIREMENTS IN THE POLICY ARE MET.
  - ALL SERVICES THAT ARE ELIGIBLE FOR RE-VERIFICATION AND TRANSFER SHALL BE IDENTIFIED WITHIN THIS PLAN SET ON THE ASSOCIATED ELIGIBLE SERVICE TABLE.
  - IMPLEMENTATION OF THE POLICY SHALL BE DOCUMENTED PER THE POLICY REQUIREMENTS.
- WHEN UPGRATING, DOWNRATING, OR RELAYING A MAIN WITH A DIFFERENT PRESSURE:
  - CONSTRUCTION SHALL CONTACT ENGINEERING PRIOR TO INSTALLATION FOR ANY CHANGES TO PROPOSED SERVICE SIZING OR INSTALLATION METHOD.
  - ALL INSTALLED SERVICES SHALL BE APPROPRIATELY FITTED WITH SERVICE REGULATORS FOR THE NEW OPERATING PRESSURES.
- FOR NEW OR RETROFITTED METERFITS, SEE 1703 FORM FOR CUSTOMER METERFIT INFORMATION

**PROJECT CONSTRUCTION REQUIREMENTS:**

- PER NATIONAL GRID GAS POLICY DOC# ENG05004, ALL COMPLEX PROJECTS ARE REQUIRED TO PREPARE AN SOP IN ACCORDANCE WITH THE STAMPED PLANS, WHICH MUST BE APPROVED BY A PROFESSIONAL ENGINEER. THE SOP MUST INCLUDE ALL PROPOSED PROJECT SPECIFIC STEPS AND PROCEDURES TO DEFINE AN ADEQUATE SEQUENCE FOR CONSTRUCTION OF THE MAIN.
- IN ACCORDANCE WITH MASSACHUSETTS 220 CMR 105.00, THE STAMPED SOP IS CONSIDERED PART OF A REQUIRED PROJECT SPECIFIC PACKAGE TO PERFORM ANY COMPLEX PROJECT CONSTRUCTION. THEREFORE, FOR ANY COMPLEX PROJECT CONSTRUCTION WORK, THE CONTRACTOR MUST FOLLOW THE PE STAMPED SOP.

**CODES & STANDARDS**

- WORK SHALL CONFORM TO ALL LOCAL, STATE, AND FEDERAL CODES IN ADDITION TO NATIONAL GRID GAS POLICIES AND WORK METHODS. WHERE ANY CONFLICTS OF CODES, STANDARDS AND REGULATIONS MAY EXIST, THE MORE STRINGENT CODE, STANDARD, OR REGULATION SHALL APPLY.

- ALL REFERENCES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT REVISION AVAILABLE AT THE TIME OF CONSTRUCTION.
- FEDERAL & STATE
  - TITLE 49: PART 192 TRANSPORTATION OF NATURAL AND OTHER GAS BY PIPELINE: MINIMUM FEDERAL SAFETY STANDARDS
  - 220 CMR: DEPARTMENT OF PUBLIC UTILITIES  
100.00 - 113.00: MASSACHUSETTS GAS DISTRIBUTION CODE
  - AMERICAN SOCIETY OF MECHANICAL ENGINEERS  
B31.8: GAS TRANSMISSION AND DISTRIBUTION PIPING SYSTEMS
- CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH NATIONAL GRID GAS POLICIES AND WORK METHODS, INCLUDING BUT NOT LIMITED TO:
  - CNST01003: BACKFILL AND RESTORATION
  - CNST01005: PREPARATION OF GAS FACILITY HISTORICAL RECORDS
  - CNST01006: COMMERCIALLY AVAILABLE SHORING SYSTEMS
  - CNST02014: ENCAPSULATING CAST IRON JOINTS
  - CNST03001: SQUEEZE-OFF OPERATIONS
  - CNST03002: STOP-OFF OPERATIONS ON LOW PRESSURE MAINS
  - CNST03005: PURGING REQUIREMENTS FOR GAS PIPELINES
    - CNST03006: PURGING OPERATIONS - DIRECT DISPLACEMENT
    - CNST03007: PURGING OPERATIONS - COMPLETE INERT FILL
    - CNST03008: PURGING OPERATIONS - SLUG METHOD
  - CNST03014: STOP OFF OPERATIONS FOR KLEISS EQUIPMENT
  - CNST04005: INSTALLING STEEL DISTRIBUTION MAINS
  - CNST04007: FIELD COLD BENDING OF LINE PIPE
  - CNST04008: INSTALLING PLASTIC MAINS
  - CNST04011: ABANDONMENT OF MAINS
  - CNST04012: GROUTING ABANDONED PIPELINES
  - CNST04030: RAISING MAIN AND SERVICE GATE BOXES
  - CNST05001: JOINING OF PLASTIC PIPE
  - CNST01000: GENERAL CONSTRUCTION REQUIREMENTS
  - DAM01011: EXCAVATION AND EXCAVATION NOTIFICATION REQUIREMENTS FOR UNDERGROUND FACILITIES FOR MASSACHUSETTS AND RHODE ISLAND
  - DAM01015: LOCATE AND MARK-OUT REQUIREMENTS FOR UNDERGROUND GAS FACILITIES
  - DAM01016: LOCATE AND MARK-OUT OF UNDERGROUND FACILITIES
  - GCON02001: SYSTEM OPERATING PROCEDURE (SOP)
  - GEN01100: OPERATOR QUALIFICATION PLAN
  - GEN03001: PREPARATION AND PROCESSING OF GAS MAIN AND NEW SERVICE WORK PACKAGES - MASSACHUSETTS
  - GEN03004: CHANGE CONTROL PROCEDURE FOR STANDARD CONSTRUCTION PROJECTS
  - INR06002: SUPPLEMENTAL ODORIZATION FOR NEW PIPING
  - MECH5010: JOINTS OTHER THAN WELDED
  - 030018-CS: SPECIFICATION AND HANDLING OF TRAFFIC PLATES
- SERVICE SPECIFIC CONSTRUCTION STANDARDS, GAS POLICIES AND WORK METHODS:
  - CMS03002: CUSTOMER METER AND SERVICE REGULATOR DESIGN AND INSTALLATION POLICY
  - CMS04002: PURGING PROCEDURES FOR CUSTOMER METER SERVICES
  - CNST03011: NO-INTERRUPT SERVICE TRANSFER
  - CNST06002: INSTALLING DISTRIBUTION SERVICES
  - CNST06003: INSTALLATION & MAINTENANCE POLICY FOR CURB VALVES ON SERVICE LINES WITH INSTALLED METER CAPACITIES OVER 1,000 SCFH THAT DON'T HAVE EXCESS FLOW VALVES
  - CNST06009: METER/SERVICE RELOCATION GUIDELINE
  - CNST06020: COMPLETION AND PROCESSING OF GAS SERVICE RECORD CARDS
  - CNST06030: NOTIFICATION OF CUSTOMERS INVOLVED IN THE INTERRUPTION OF GAS SERVICE
    - CS-SERV001: TYPICAL 1/2" SERVICE OUTSIDE SETS
    - CS-SERV002: TYPICAL 1" SERVICE OUTSIDE SETS
    - CS-SERV003: TYPICAL 1-1/4" SERVICE OUTSIDE SETS
    - CS-SERV004: TYPICAL 2" SERVICE
    - CS-SERV005: EXCESS FLOW VALVE REQUIREMENTS ON HP SERVICES
    - CS-SERV009: TYPICAL 1/2" SERVICE INSIDE SETS
    - CS-SERV010: TYPICAL 1" SERVICE INSIDE SETS
    - HTAP-6010: NO-INTERRUPT 1 INCH CTS AND 1-1/4 INCH CTS SERVICE TRANSFER (NIST) LP TO 60 PSIG MAINS
    - SERV-5075: RELOCATION OF METER SET ASSEMBLIES INSIDE TO OUTSIDE
    - SERV-6185: HOT TAPPING MD BRANCH SADDLES OFF 4IN - 12IN 60 PSIG MAOP LIVE PLASTIC GAS MAIN USING MCELROY HOT TAPPING TOOL

- SERV-6186: HOT TAPPING BRANCH SADDLES OFF 4"-12" LIVE PLASTIC GAS MAIN USING HDPE SUPRAFLOW TEES
  - VALV6110: 1/2 INCH - 3 INCH POLYETHYLENE GAS SERVICE VALVE INSTALLATION
- SEE BILL OF MATERIAL FOR MATERIAL SPECIFICATION, STANDARD AND/OR APPLICABLE NATIONAL GRID "FITS" REFERENCE.
    - FOR THIS PROJECT, GRADE B, X42, X52 AND EQUIVALENT ARE ACCEPTABLE STEEL MATERIAL STRENGTHS IF APPLICABLE. ALTERNATES TO THE BOM ARE ALLOWED WITHIN THIS RANGE BASED ON MATERIAL AVAILABILITY.

**PRESSURE TESTING**

- PRESSURE TEST MAIN IN ACCORDANCE WITH:
  - CNST04003: PRESSURE TESTING MAINS OPERATING BELOW 125 PSIG
  - TEST PRESSURE (MINIMUM): 90 PSIG
  - TEST DURATION BASED ON LENGTH AND DIAMETER IN ACCORDANCE WITH TABLE 1.
  - TEST MEDIUM: AIR AND/OR NITROGEN
- PRESSURE TEST SERVICES IN ACCORDANCE WITH:
  - CNST06008: PRESSURE TESTING SERVICE LINES

**WELDING**

- NATIONAL GRID WELDING GAS POLICIES AND WORK METHODS INCLUDE:
  - CNST05002: WELDING POLICY
  - CNST05003: PIPE WELDING SAFETY
  - CNST05005: WELDING PROCEDURE SPECIFICATIONS
  - MS-030: WELDING FILLER MATERIALS
- PRIOR TO THE START OF ANY WORK THE CONTRACTOR SHALL SUBMIT WELDER CERTIFICATION DOCUMENTS FOR EACH OF THE WELDERS EMPLOYED ON THIS PROJECT.
- WELDING PROCEDURE SPECIFICATIONS REQUIRED:
  - BUTT WELDS (GROOVE): WPS-SMAW-E6010/7010 (LATEST REVISION)
  - FILLET WELDS (BRANCH): WPS-SMAW-E6010/7010 (LATEST REVISION)
- 10% (AT LEAST 1) OF WELDS IN EACH CATEGORY BELOW SHALL BE SUBJECT TO NON-DESTRUCTIVE EXAMINATION (NDE).
  - BUTT WELDS 2-INCH AND GREATER: 10% RADIOGRAPH
  - BUTT WELDS < 2-INCHES: 10% MAGNETIC PARTICLE
  - FILLET WELDS: 10% MAGNETIC PARTICLE
- FOR EXPOSED MAIN INSTALLED ON A BRIDGE OR BURIED MAIN UNDER BRIDGE APPROACH SLABS, 100% OF THE WELDS SHALL BE SUBJECTED TO NDE.
  - 100% OF BUTT WELDS > 2" SHALL BE RADIOGRAPHED
  - 100% OF WELDS <= 2" SHALL RECEIVE MAGNETIC PARTICLE TESTING
  - 100% OF FILLET WELDS SHALL BE MAGNETIC PARTICLE TESTED
- NDE AND WELD MAP SHALL BE PROVIDED BY SKYTESTING.
- SKYTESTING SCHEDULING CONTACT:
 

NAME: WILLIAM (BILL) CLARK  
 CELL: 704-858-7794  
 EMAIL: WCLARK@SKYTESTING.COM

**CATHODIC PROTECTION**

- IF EXISTING TEST STATIONS, WIRES, AND/OR MAGNESIUM ANODES ARE DISTURBED OR DAMAGED, NOTIFY THE NATIONAL GRID CORROSION DEPARTMENT:
  - (CONSTRUCTION) DAVE HALNEN: (781) 379-7831
  - (DESIGN REVIEW) ALANNA GRONDINE: (339) 225-5378
  - (ATMOSPHERIC) ALISSIA APINIAN-MARGIOS: (781) 296-7569
- 24 HOUR NOTICE IS REQUIRED PRIOR TO INSTALLATION OF INSULATED FITTINGS TO ALLOW FOR ACCEPTANCE TESTING.
- NATIONAL GRID CORROSION GAS POLICIES AND WORK METHODS INCLUDE:
  - COR01100: CORROSION DESIGN CRITERIA
  - COR02001: APPLICATION OF COATING SYSTEMS
  - COR02020: INSPECTING EXPOSED STEEL PIPE FOR CORROSION
  - COR02021: INSPECTING EXPOSED CAST OR DUCTILE PIPING FOR GRAPHITIZATION
  - COR03001: TESTING OF PIPE COATING (JEEP TESTING)
  - COR04001: INSTALLATION OF MAGNESIUM ANODES
  - COR04003: INSTALLATION OF TEST STATIONS FOR CATHODIC PROTECTION
  - COR04004: INSTALLATION OF WIRE CONNECTIONS
  - COR04005: INSTALLATION OF INSULATING JOINTS FOR CATHODIC PROTECTION
  - 030031-CS: FACILITY COATING GUIDE
- CORROSION DESIGN: SEE CONTENTS OF THIS DESIGN FOR CATHODIC PROTECTION REQUIREMENTS.

**ENVIRONMENTAL**

- WORK SHALL CONFORM TO THE NATIONAL GRID ENVIRONMENTAL POLICY.
- ENVIRONMENTAL ENGINEERING CONTACT:
 

NAME: JAIME WALKER  
 PHONE: (978) 551-1156  
 EMAIL: JAIME.WALKER@NATIONALGRID.COM
- CONTRACTOR SHALL REVIEW THE PROJECT WORK ORDER PACKAGE FOR ENVIRONMENTAL GUIDANCE FORMS, FOR EXAMPLE EG-301, FOR THE RESPECTIVE STATE.
- WHEN SOILS OR LIQUIDS ARE ENCOUNTERED THAT ARE BELIEVED TO BE CONTAMINATED WITH OIL AND/OR HAZARDOUS MATERIAL, EXCAVATION WORK SHALL BE HAULTED AND FIELD PERSONNEL SHALL NOTIFY THEIR IMMEDIATE SUPERVISOR.
- NO EXCAVATED SOIL SHALL LEAVE THE WORK SITE UNTIL ENVIRONMENTAL HAS MADE A DETERMINATION FOR ITS PROPER DISPOSAL.
- NATIONAL GRID ENVIRONMENT POLICIES AND PROCEDURES INCLUDE:
  - SHE02001: HANDLING CONTAMINATED MATERIALS AND PIPING
  - SHE02002: REMOVING MERCURY REGULATORS AND DEVICES
  - SHE02003: ENCOUNTERING CONTAMINATION WHILE EXCAVATING
  - EG303-NE: BEST MANAGEMENT PRACTICES
  - EG140: USED GAS PIPE MANAGEMENT
- ENVIRONMENTAL REQUIREMENTS:
  - HISTORIC SITES LOCATED WITHIN PROJECT SCOPE. ENVIRONMENTAL PERMIT AND ADDITIONAL CONSTRUCTION CONSIDERATIONS MAY BE REQUIRED. SEE ENVIRONMENTAL MEMO FOR DETAILS.

**SAFETY**

- WORK SHALL CONFORM TO THE NATIONAL GRID EMPLOYEE SAFETY HANDBOOK AND OSHA REQUIREMENTS.
- REQUIRED PPE SHALL BE WORN AND UTILIZED IN ACCORDANCE WITH THE CURRENT NATIONAL GRID SAFETY POLICY.
- A NATIONAL GRID APPROVED CONTRACTOR HEALTH AND SAFETY PLAN (HASP) IS REQUIRED PRIOR TO CONSTRUCTION.
- CONSTRUCTION SIGNING, DRUMS, BARRICADES, AND OTHER DEVICES SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.) PART VI AND SHALL BE MAINTAINED BY THE CONTRACTOR.
- NATIONAL GRID SAFETY PROCEDURES COVER THE FOLLOWING CATEGORIES:
  - A- ADMINISTRATIVE; B- INSPECTIONS; C- WALKING WORKING SURFACES; D- MEANS OF EGRESS; E- MATERIAL HANDLING AND STORAGE; F- TOXIC AND HAZARDOUS SUBSTANCES; G- HAZARDOUS MATERIALS; H- PERSONAL PROTECTIVE EQUIPMENT; I- GENERAL ENVIRONMENTAL CONTROLS; J- ACCIDENT INVESTIGATION; K- MACHINERY AND GUARDING; L- WELDING/CUTTING/BRAZING; M- EXCAVATIONS; N- CONTRACTORS; FIRE PROTECTION; Q- FLEET AND ROADWAY SAFETY
- GAS WORK METHODS SAFETY PROCEDURES INCLUDE:
  - SHE01001: GENERAL SAFETY REQUIREMENTS
  - SHE01002: SUPPLIED-AIR RESPIRATORS
  - SHE01003: USING AND MAINTAINING PORTABLE GAS MONITORS
  - SHE01004: USING AND MAINTAINING FLAME IONIZATION UNITS
  - SHE01005: DISSIPATING STATIC ELECTRICAL CHARGES ON PLASTIC PIPE
  - SHE01006: ENTERING GAS UTILITY VAULTS
  - SHE01007: INTERNAL PIPE SEALING
  - SHE01008: USING AND MAINTAINING THE GAS-EXPLORER
  - SHE01009: USING AND MAINTAINING THE HEATH INFRARED METHANE DETECTOR
  - SHE01010: THE APPLICATION OF FORMAL PROCESS SAFETY ASSESSMENTS TO HIGHER-RISK GAS ACTIVITIES PERFORMED IN THE FIELD
- ANY AND ALL WORKERS THAT HAVE ANY POTENTIAL TO COME INTO CONTACT WITH SOIL AND/OR ANY AND ALL WORKERS THAT HAVE ANY POTENTIAL TO COME INTO CONTACT WITH SOIL AND/OR GROUNDWATER MUST HAVE UP-TO-DATE OSHA 40-HOUR HAZWOPER TRAINING. COPIES OF OSHA CERTIFICATES/TRAINING REFRESHERS SHALL BE PROVIDED TO NATIONAL GRID FOR REVIEW PRIOR TO THE START OF WORK.

\* SCOPE UPDATED TO INCLUDE GAP CLOSURE BETWEEN HILLSIDE AVE AND CLAREMONT. SCOPE UPDATE TO REDUCE ALL 8" MAIN INSTALLATION TO 6" MAIN INSTALLATION.

		BOSTON GAS COMPANY d/b/a <b>nationalgrid</b> 170 DATA DRIVE WALTHAM, MA 02451		PROPOSED GAS MAIN RELAY 6" MDPE (LP) OAKLAND AVE ARLINGTON, MA		PAGE 02 OF 13	
				<b>CONSTRUCTION NOTES</b>		DRAWING NO. ARL-1595257-02 SHEET NO. G-002	
1 ISSUED FOR CONSTRUCTION 0 ISSUED FOR CONSTRUCTION	08/12/2024 07/22/2024	DT DT	TA TA	AC AC	DWG SIZE: 22"x34" DESIGNER: D. TRACY ENGINEER: A. CAVALLO DATE: 07/22/2024 ASSET I.D.: DISTRIBUTION W.O. NO.: 1595257		

**OTHER PERMITTING REQUIREMENTS**

- 1 STREET OPENING PERMIT
- 2 GRANT OF LOCATION PERMIT

**UTILITY OWNER INFORMATION**

- 1 ARLINGTON DPW-DRAIN, SEWER, & WATER

**REFERENCE DRAWINGS**

- 1 LOCATION OF IDENTIFIED UNDERGROUND UTILITIES ARE AN APPROXIMATE BASED ON AVAILABLE RECORD AND FIELD INFORMATION IN ACCORDANCE WITH C/ASCE 38-22. ADDITIONAL UTILITIES MAY EXIST WHICH ARE NOT IDENTIFIED ON THESE PLANS. ALL EXISTING UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR FOR SERVICE, SIZE, INVERT ELEVATIONS, LOCATIONS, ETC.

**DESIGN CONSULTANT**

- 1 BL COMPANIES  
ANDREW J. CAVALLO, P.E.  
PHONE: (781) 619-9515  
EMAIL: ACAVALLO@BLCOMPANIES.COM

BILL OF MATERIALS								
WORK ORDER #	TOWN CODE	ITEM	QTY	UOM	DESCRIPTION	SIZE (IN.)	NATIONAL GRID REFERENCE	SAP ID NUMBER
1595257	ARL	1	1,150	FT	PIPE, PLASTIC, MDPE, SDR 11.5	6	120026-MS	9384339
1595257	ARL	2	20	FT	PIPE, PLASTIC, MDPE, SDR 11.5	4	120026-MS	9340857
1595257	ARL	3	10	EA	ELBOW, PLASTIC, 45 DEGREE, MDPE	6	CS-FIT011	9341401
1595257	ARL	4	4	EA	REDUCER, PLASTIC, MDPE	6 x 4	CS-FIT013	9342678
1595257	ARL	5	3	EA	TEE, PLASTIC, FULL, MDPE	6	CS-FIT012	9342522
1595257	ARL	6	7	EA	COUPLING, PLASTIC ELECTROFUSION	6	CS-FIT015	9314592
1595257	ARL	7	5	EA	VALVE, BALL, MDPE, FULL PORT	6	VALV6020	9323032
1595257	ARL	8	5	EA	VALVE, BOX ASSEMBLY (FOR FULL PORT 6" VALVE)	6	VALV6020	9339893
1595257	ARL	9	1	EA	CAP, PLASTIC, ELECTROFUSION	6	CS-FIT015	9393581
1595257	ARL	10	1	EA	CAP, MDPE, BUTT FUSION	6	CS-FIT010	9339733
1595257	ARL	11	4	EA	COUPLING, MECHANICAL, FOR R.S. CAST IRON, INSULATED, RESTRAINING	4	FITS6025	9315709
1595257	ARL	12	4	EA	COUPLING, MECHANICAL, FOR O.S. CAST IRON, INSULATED, RESTRAINING	4	FITS6025	9341490
1595257	ARL	13	4	EA	STIFFENER, SDR 11.5	4	FITS6025	9340106
1595257	ARL	14	4	EA	END CAP, MECHANICAL, FOR R.S. CAST IRON, RESTRAINING	4	FITS6024	9315170
1595257	ARL	15	4	EA	END CAP, MECHANICAL, FOR O.S. CAST IRON, RESTRAINING	4	FITS6024	9391275
<b>GENERAL</b>								
1595257	ARL	G1	A/R	FT	TRACER WIRE	-	CNST6061	9315005
1595257	ARL	G2	A/R	ROLL	YELLOW CAUTION TAPE - GAS MAIN - 6" WIDE	6	CNST6060	9341904
<b>PRESSURE TESTING (TEMPORARY)</b>								
1595257	ARL	P2	A/R	EA	CAP, MDPE, BUTT FUSION	6	CS-FIT010	9339733
1595257	ARL	P3	A/R	EA	CAP, MDPE, BUTT FUSION	4	CS-FIT010	9339534
<b>CATHODIC PROTECTION</b>								
1595257	ARL	C1	4	EA	CP TEST BOX W/ COVER	N/A	030026-CS	(SEE STD)
1595257	ARL	C2	4	EA	17# ANODE	N/A	030024-CS	9311183
1595257	ARL	C3	A/R	FT	WIRE NO. 8	N/A	030026-CS	9307539

\*ACTUAL LENGTH/QUANTITY OF PIPE AND FITTINGS MAY VARY DUE TO FIELD CONDITIONS. ADDITIONAL MATERIALS MAY NOT BE REFERENCED ABOVE THAT ARE INCLUDED IN THE BOM OF NATIONAL GRID CONSTRUCTIONS STANDARDS REFERENCED IN THIS DESIGN PACKAGE.

**DRAWING LEGEND**

- EXISTING BS LP GAS MAIN
- EXISTING CI LP GAS MAIN
- EXISTING PL LP GAS MAIN
- EXISTING BS LP GAS MAIN (TO BE ABANDONED)
- EXISTING CI LP GAS MAIN (TO BE ABANDONED)
- EXISTING PL LP GAS MAIN (TO BE ABANDONED)
- PROPOSED MDPE LP GAS MAIN
- PROPOSED VALVE
- PROPOSED REDUCER
- PROPOSED END CAP
- EXISTING VALVE (NORMALLY OPEN)
- EXISTING REDUCER
- EXISTING END CAP
- CURBLINE
- APPROX. PROPERTY LINES
- EDGE OF BUILDING
- EXISTING WATER MAIN
- EXISTING SEWER MAIN
- EXISTING DRAINAGE
- EXISTING HYDRANT
- EXISTING WATER VALVE
- EXISTING CATCH BASIN
- EXISTING DRAIN MANHOLE
- EXISTING SEWER MANHOLE



Architecture  
Engineering  
Environmental  
Land Surveying

ANDREW JOSEPH CAVALLO  
MECHANICAL  
No. 54294  
REGISTERED  
PROFESSIONAL ENGINEER

NO.	DESCRIPTION	DATE	DR. BY	CK. BY	APP. BY
1	ISSUED FOR CONSTRUCTION	08/12/2024	DT	TA	AC
0	ISSUED FOR CONSTRUCTION	07/22/2024	DT	TA	AC

BOSTON GAS COMPANY  
d/b/a  
**nationalgrid**  
170 DATA DRIVE  
WALTHAM, MA 02451

PROPOSED GAS MAIN RELAY  
6" MDPE (LP)  
OAKLAND AVE  
ARLINGTON, MA

**BOM, LEGEND, & CONSTRUCTION NOTES (CONT.)**

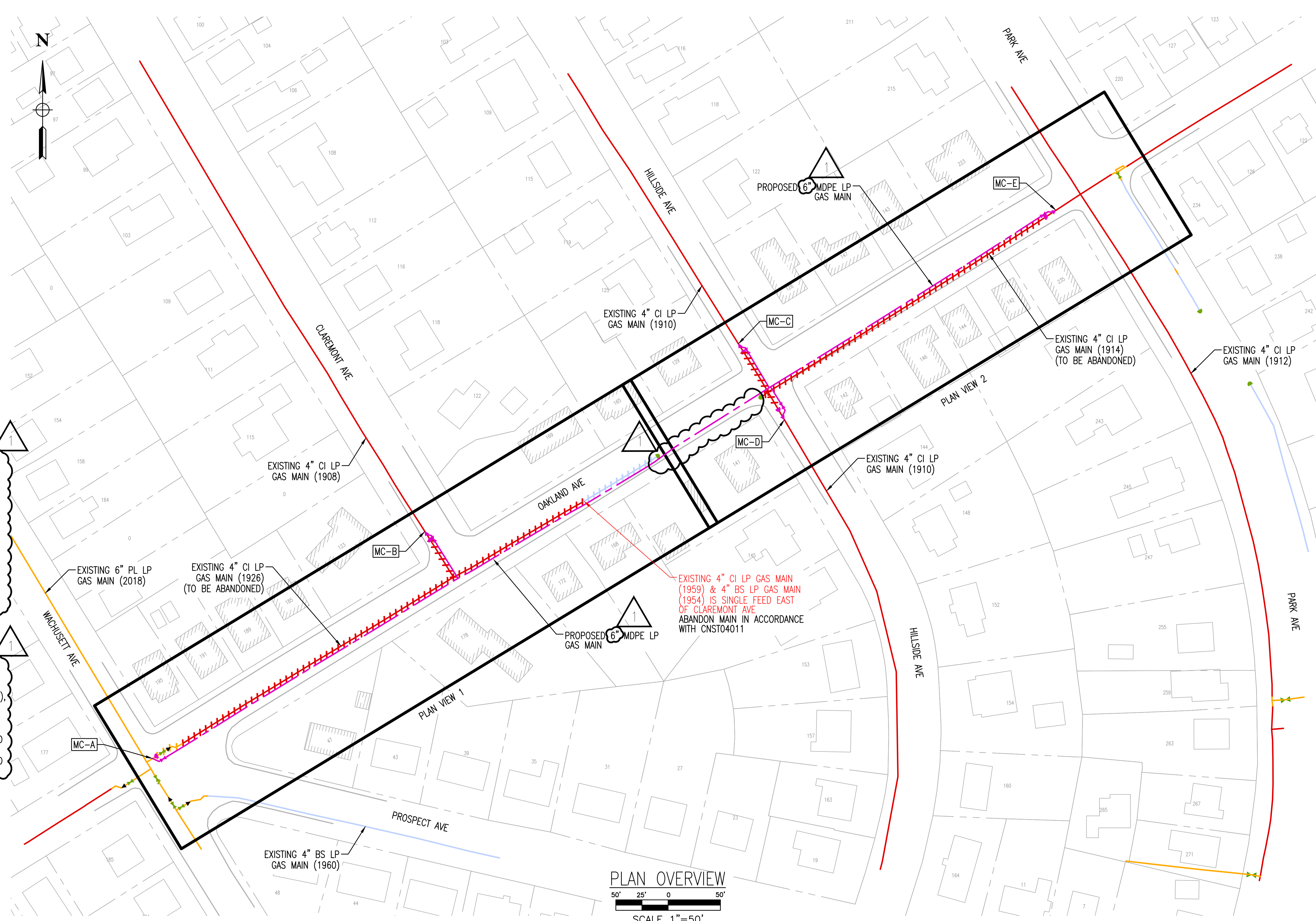
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22"X34"	D. TRACY	A. CAVALLO	07/22/2024	DISTRIBUTION	1595257

PAGE 03 OF 13

DRAWING NO.	SHEET NO.
ARL-1595257-03	G-003



MAIN CONNECTION (MC) IDENTIFICATION LEGEND	
PE DESIGN	SOP
MC-A	
MC-B	
MC-C	
MC-D	
MC-E	



1

\* SCOPE UPDATED TO INCLUDE GAP CLOSURE BETWEEN HILLSIDE AVE AND CLAREMONT. SCOPE UPDATE TO REDUCE ALL 8" MAIN INSTALLATION TO 6" MAIN INSTALLATION.

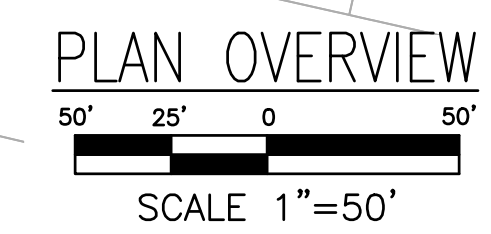
DESIGN PARAMETERS:  
 WO#1595257 - 140-195 OAKLAND AVE, ARL  
 SYSTEM NUMBER: BOSTON LP  
 SYSTEMS' MOPS (PSIG, OR "LP"): LP (0.5 PSIG)  
 EXPECTED OPERATING PRESSURE RANGE: 4.5 INWC - 14 INWC  
 DESIGN DAY TEMPERATURE (F): °F  
 MIN & MAX OPERATING TEMPERATURE RANGE (F): -20°F TO +73°F  
 STREET NAME: OAKLAND AVE, HILLSIDE AVE, CLAREMONT AVE  
 SIZING RECOMMENDATION: 6IN PL  
 DESIGN DAY FLOW IN NEW PIPELINE SEGMENTS (MCFH): 5  
 SINGLE FEED SYSTEM: SINGLE FEED IN OAKLAND EAST OF CLAREMONT, LOOPED ELSEWHERE WITHIN SCOPE.  
 REVIEWED BY: KASEY ELKIN. REVIEW DATE: 08/06/2024

SCOPE OF WORK:  
 DUE TO PAVING BY THE TOWN OF ARLINGTON PWNONREIM RECOMMENDS THE REPLACEMENT OF APPROX.:  
 -25' OF 4" LP PL (2018), 305' OF 4" LP CI (1926), 150' OF 4" LP CI (1959), 85' OF 4" LP BS (1954), AND 355' OF 4" LP CI (1914) GAS MAIN IN OAKLAND AVE FROM WACHUSETT AVE TO JUST SHORT OF PARK AVE WITH 1,035' OF 6" LP PL  
 -45' OF 4" CI LP (1908) GAS MAIN IN THE INTERSECTION OF OAKLAND AVE AND CLAREMONT AVE WITH 45' OF 6" LP PL  
 -70' OF 4" CI LP (1910) GAS MAIN IN THE INTERSECTION OF OAKLAND AVE AND HILLSIDE AVE WITH 70' OF 6" LP PL

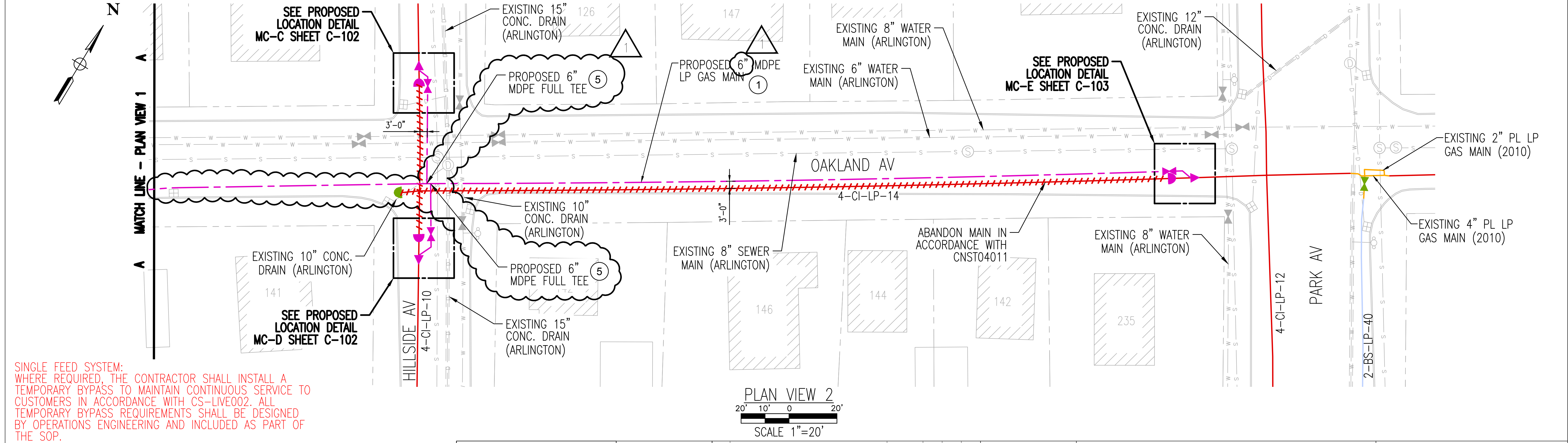
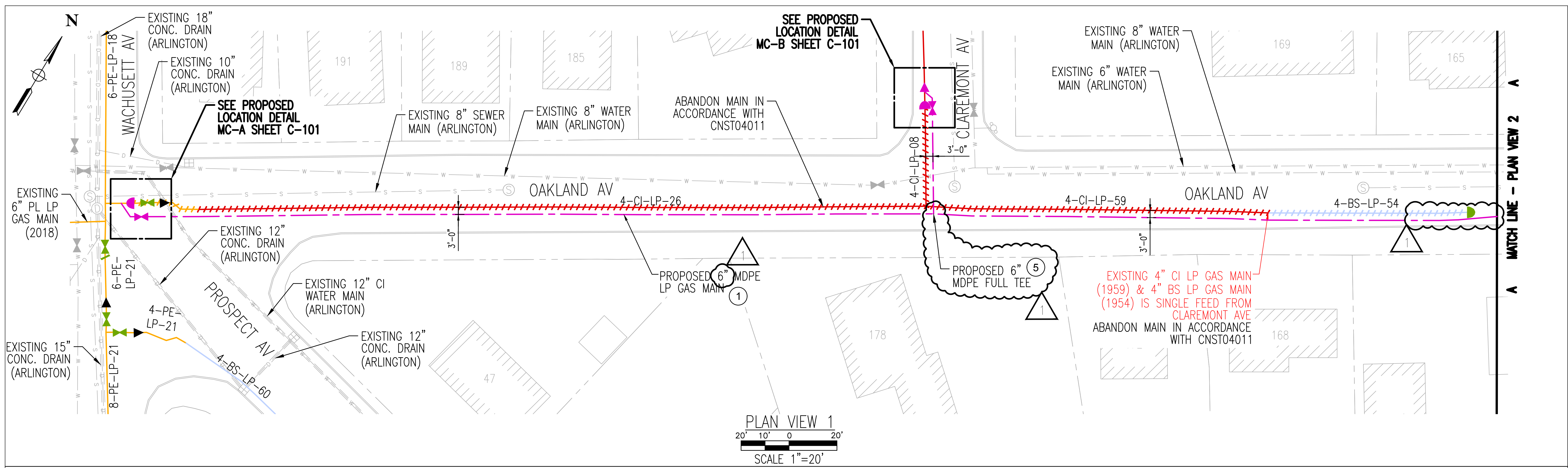
COORDINATION NOTE:  
 FOR CONSTRUCTION RELATED QUESTIONS & COORDINATION, CONTACT TOWN OF ARLINGTON:  
 WAYNE CHOUINARD, TOWN ENGINEER  
 DPW ENGINEERING  
 51 GROVE STREET  
 ARLINGTON, MA 02476  
 (781) 316-3320  
 WCHOUINARD@TOWN.ARLINGTON.MA.US

SINGLE FEED SYSTEM:  
 WHERE REQUIRED, THE CONTRACTOR SHALL INSTALL A TEMPORARY BYPASS TO MAINTAIN CONTINUOUS SERVICE TO CUSTOMERS IN ACCORDANCE WITH CS-LIVED02. ALL TEMPORARY BYPASS REQUIREMENTS SHALL BE DESIGNED BY OPERATIONS ENGINEERING AND INCLUDED AS PART OF THE SOP.

TOTAL WORK ORDER QUANTITIES	
TOTAL PIPE INSTALLATION	ESTIMATED
6" PIPE, MDPE, SDR 11.5	1,150'



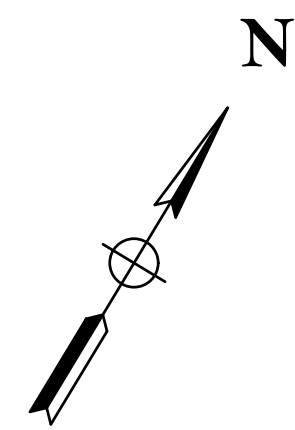
			BOSTON GAS COMPANY d/b/a				PROPOSED GAS MAIN RELAY 6" MDPE (LP) OAKLAND AVE ARLINGTON, MA				PAGE 04 OF 13																				
			170 DATA DRIVE WALTHAM, MA 02451		<b>IFC</b>		<b>PROPOSED INSTALLATION PLAN OVERVIEW</b>		DRAWING NO. ARL-1595257-04		SHEET NO. C-001																				
<table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> <th>DR.BY</th> <th>CK.BY</th> <th>APP.BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ISSUED FOR CONSTRUCTION</td> <td>08/12/2024</td> <td>DT</td> <td>TA</td> <td>AC</td> </tr> <tr> <td>0</td> <td>ISSUED FOR CONSTRUCTION</td> <td>07/22/2024</td> <td>DT</td> <td>TA</td> <td>AC</td> </tr> </tbody> </table>		NO.	DESCRIPTION	DATE	DR.BY	CK.BY	APP.BY	1	ISSUED FOR CONSTRUCTION	08/12/2024	DT	TA	AC	0	ISSUED FOR CONSTRUCTION	07/22/2024	DT	TA	AC	DWG SIZE: 22"X34"		DESIGNER: D. TRACY		ENGINEER: A. CAVALLO		DATE: 07/22/2024		ASSET I.D.: DISTRIBUTION		W.O. NO.: 1595257	
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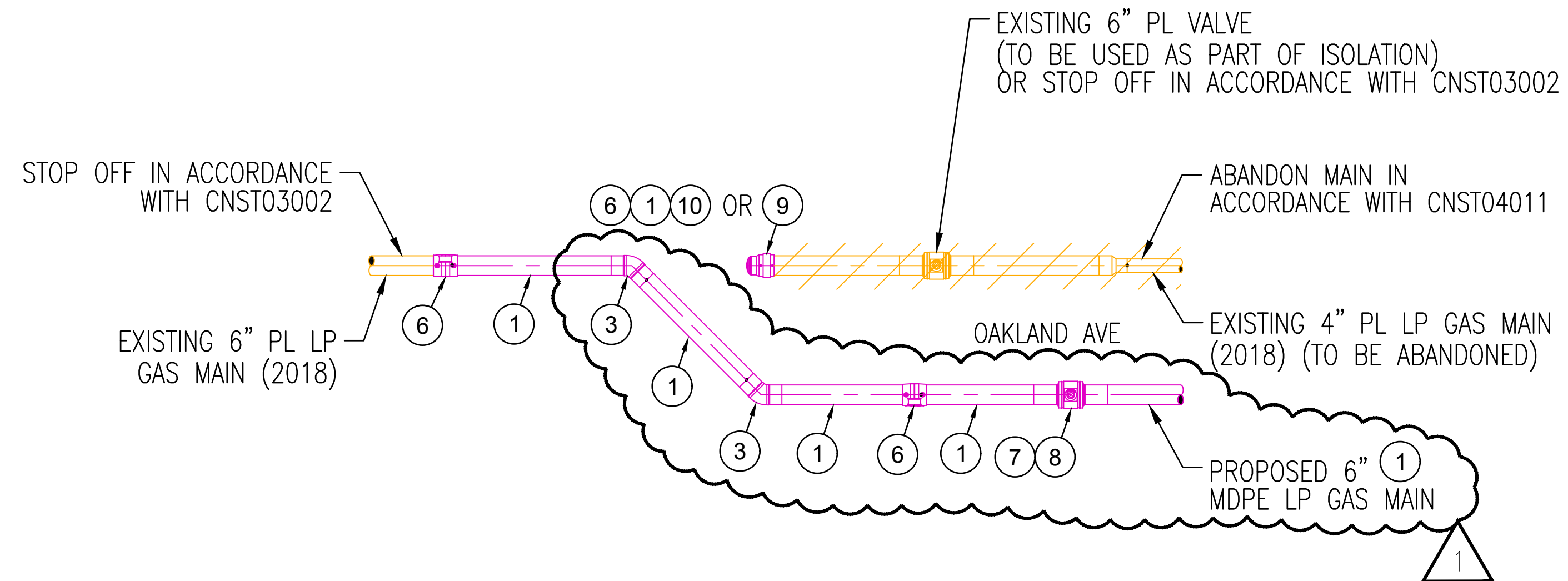
**SINGLE FEED SYSTEM:**  
 WHERE REQUIRED, THE CONTRACTOR SHALL INSTALL A TEMPORARY BYPASS TO MAINTAIN CONTINUOUS SERVICE TO CUSTOMERS IN ACCORDANCE WITH CS-LIVE002. ALL TEMPORARY BYPASS REQUIREMENTS SHALL BE DESIGNED BY OPERATIONS ENGINEERING AND INCLUDED AS PART OF THE SOP.

- SHEET NOTES:**
- 1) REFER TO SHEET G-003 FOR BILL OF MATERIALS, ITEM NUMBER PART DESCRIPTIONS.
  - 2) REFER TO SHEET G-003 FOR DRAWING LEGEND.

			BOSTON GAS COMPANY d/b/a				PROPOSED GAS MAIN RELAY 6" MDPE (LP) OAKLAND AVE ARLINGTON, MA				PAGE 05 OF 13																										
			170 DATA DRIVE WALTHAM, MA 02451				<b>PROPOSED INSTALLATION PLAN SHEET 1 OF 1</b>				DRAWING NO. SHEET NO. ARL-1595257-05 C-002																										
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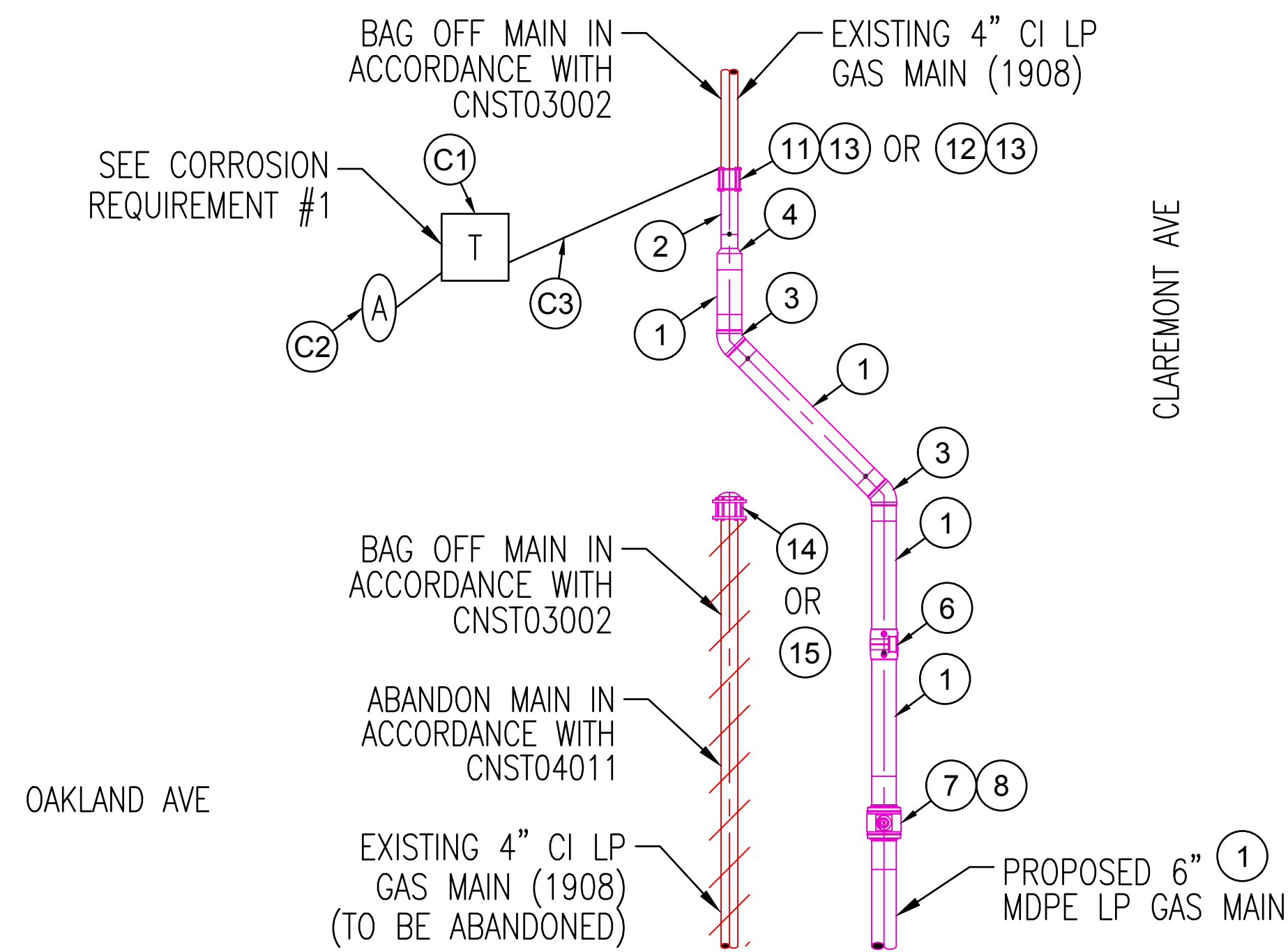
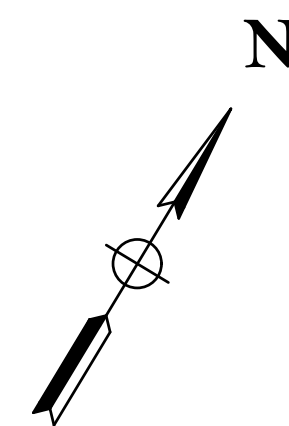


WACHUSETT AVE



PROPOSED LOCATION MC-A AT OAKLAND AVE @ WACHUSETT AVE

3' 1.5' 0 3'  
SCALE: 1"=3'



PROPOSED LOCATION MC-B AT OAKLAND AVE @ CLAREMONT AVE

3' 1.5' 0 3'  
SCALE: 1"=3'

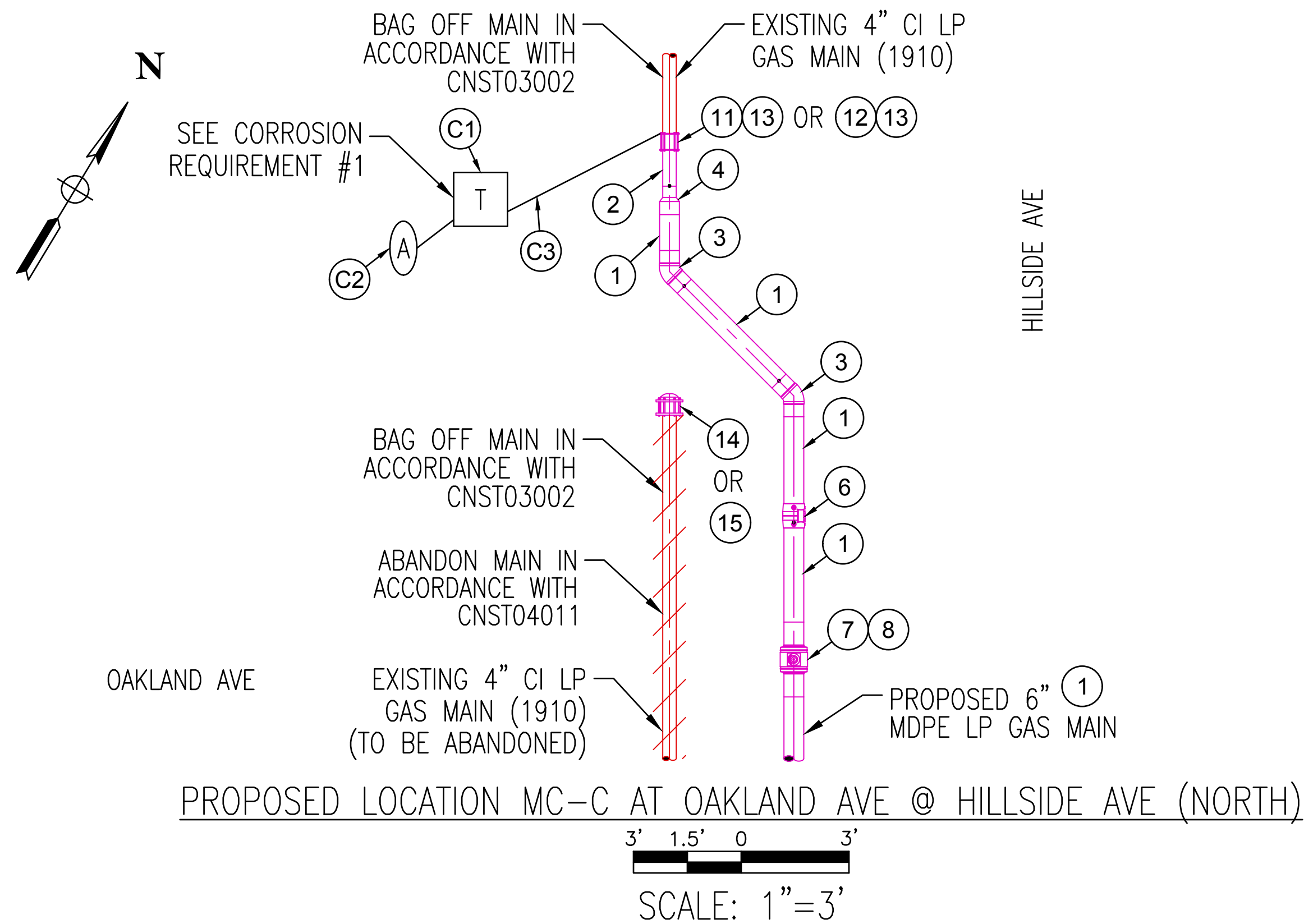
**CORROSION REQUIREMENTS:**

- 1) INSTALL A 1-WIRE TEST STATION TO THE PROPOSED INSULATED COUPLING (PIPE END SPACER AND INSULATOR SLEEVE FACING THE CAST IRON) BY USING THE CLIP ON THE COUPLING. INCLUDE 1-17 LB ANODE SPACED AT LEAST 1 FT BELOW THE MAIN. INSTALL THE 9X9 TEST STATION IN AN ACCESSIBLE LOCATION.

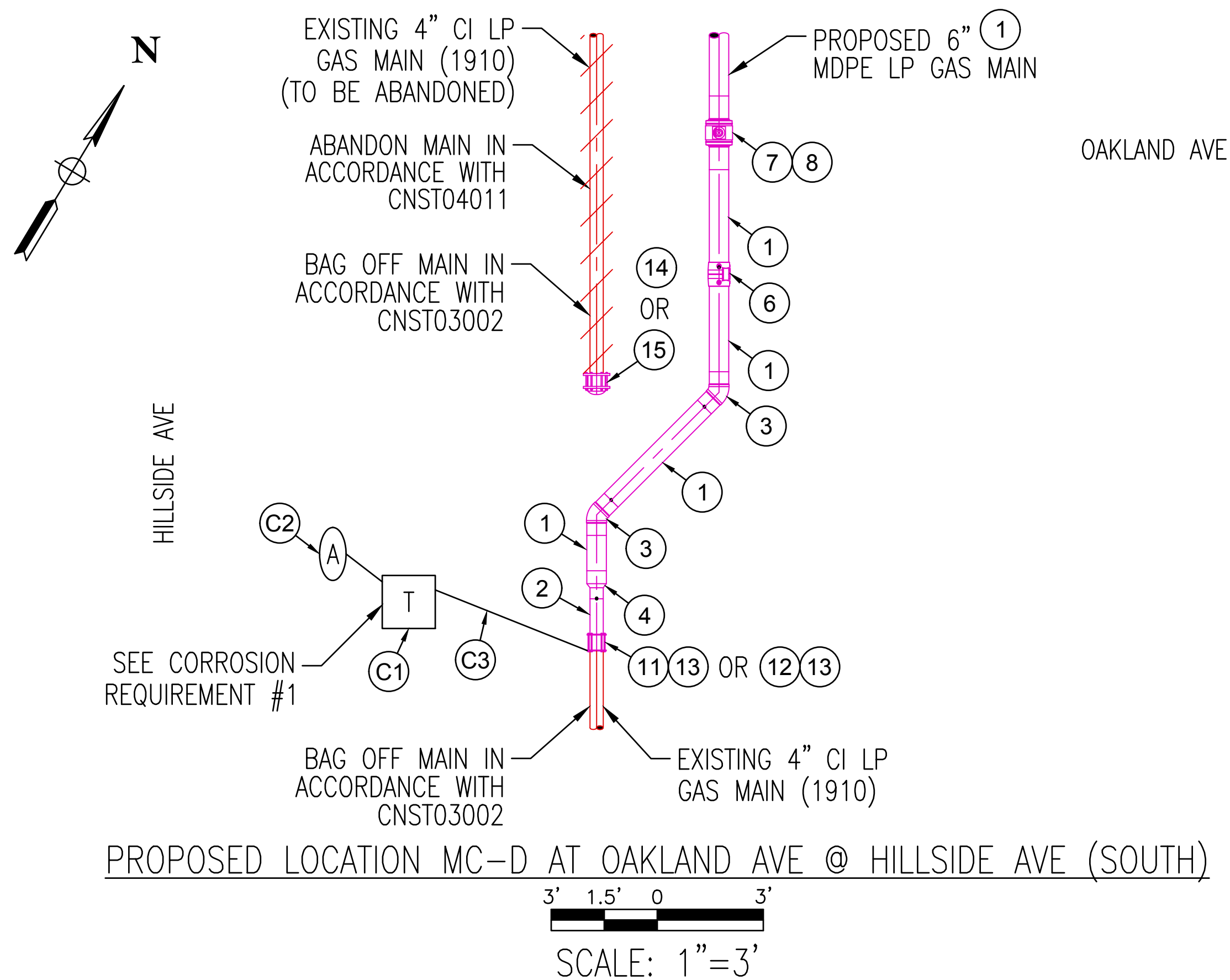
**SHEET NOTES:**

- 1) REFER TO SHEET G-003 FOR BILL OF MATERIALS, ITEM NUMBER PART DESCRIPTIONS.
- 2) REFER TO SHEET G-003 FOR DRAWING LEGEND.

		BOSTON GAS COMPANY d/b/a 				PROPOSED GAS MAIN RELAY 6" MDPE (LP) OAKLAND AVE ARLINGTON, MA				PAGE 06 OF 13													
		170 DATA DRIVE WALTHAM, MA 02451 				<b>PROPOSED LOCATION DETAIL SHEET 1 OF 3</b>				DRAWING NO. ARL-1595257-06 SHEET NO. C-101													
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PROPOSED LOCATION MC-C AT OAKLAND AVE @ HILLSIDE AVE (NORTH)



PROPOSED LOCATION MC-D AT OAKLAND AVE @ HILLSIDE AVE (SOUTH)

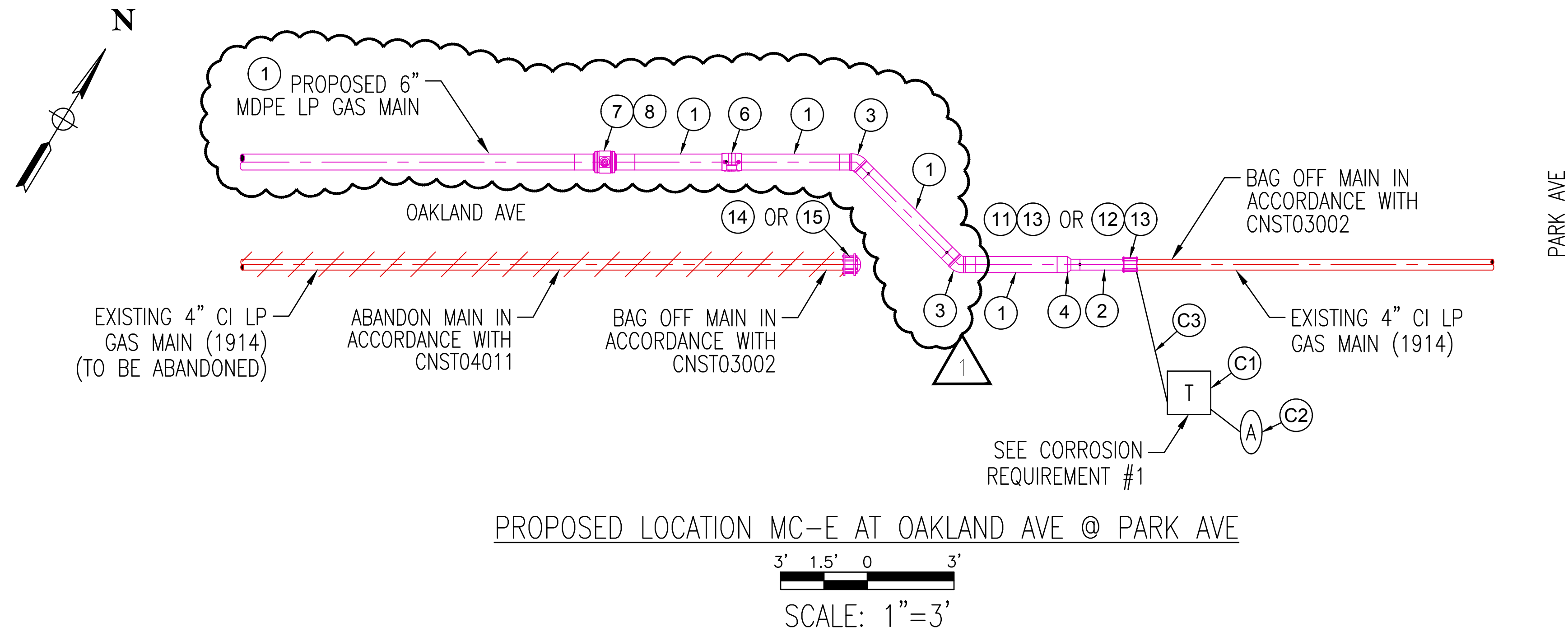
**CORROSION REQUIREMENTS:**

- 1) INSTALL A 1-WIRE TEST STATION TO THE PROPOSED INSULATED COUPLING (PIPE END SPACER AND INSULATOR SLEEVE FACING THE CAST IRON) BY USING THE CLIP ON THE COUPLING. INCLUDE 1-17 LB ANODE SPACED AT LEAST 1 FT BELOW THE MAIN. INSTALL THE 9X9 TEST STATION IN AN ACCESSIBLE LOCATION.

**SHEET NOTES:**

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- 2) REFER TO SHEET G-003 FOR DRAWING LEGEND.

		BOSTON GAS COMPANY d/b/a 		PROPOSED GAS MAIN RELAY 6" MDPE (LP) OAKLAND AVE ARLINGTON, MA		PAGE 07 OF 13																													
		170 DATA DRIVE WALTHAM, MA 02451 		<b>PROPOSED LOCATION DETAIL SHEET 2 OF 3</b>		DRAWING NO.	SHEET NO.																												
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**INSTALLATION NOTE:**

- 1) CONNECTION TO BE MADE SHORT OF PARK AVE TO AVOID MWRA PERMITTING.

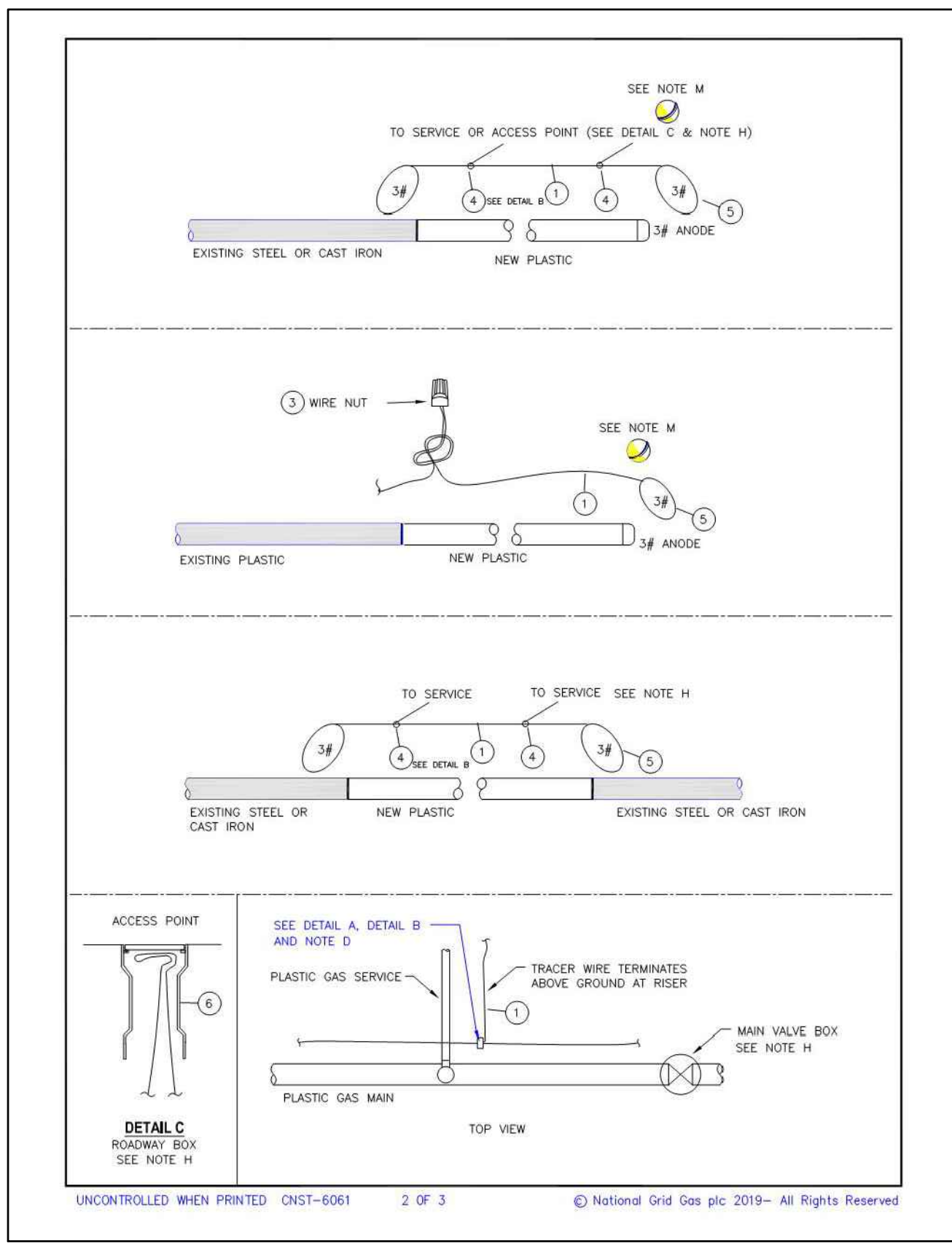
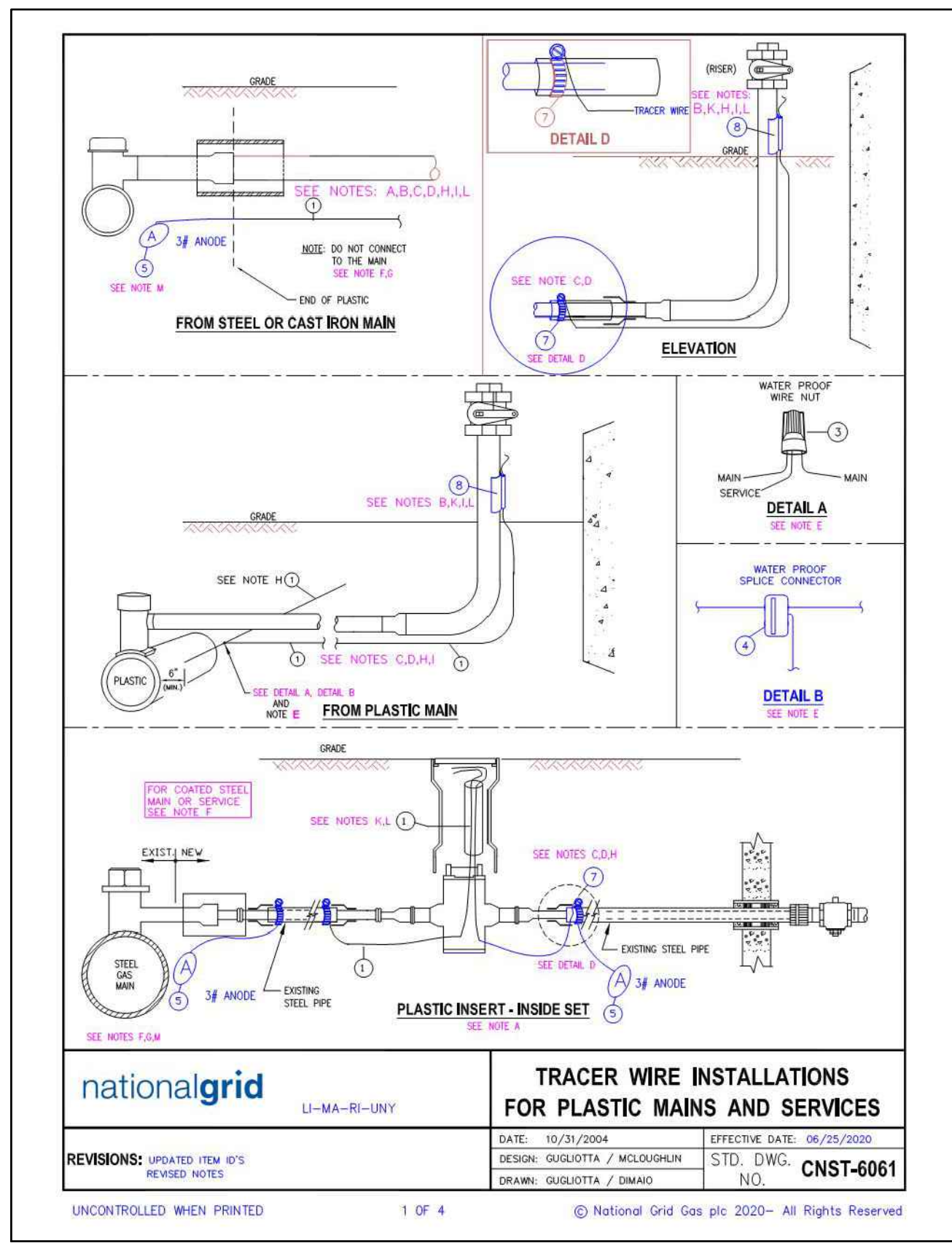
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**SHEET NOTES:**

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		170 DATA DRIVE WALTHAM, MA 02451 				<b>PROPOSED LOCATION DETAIL SHEET 3 OF 3</b>				DRAWING NO. ARL-1595257-08 SHEET NO. C-103																										
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**A. Inside sets:** Terminate tracer wire in the curb valve box. Allow enough wire to extend 18" to 24" above grade.

**B. Outside Sets:** Tracer wire should be extended approximately 18" above grade at riser. Connect tracer wire to the riser using a "tracer snap", item #8. If the appropriate tracer snap is not available, wrap or tie the tracer wire to the riser. Do not permanently attach tracer wire to the riser. Tracer wire should not exceed 6" above the point where it is secured to the riser.

**C. Partially tubed services:** When the abandoned portion of an existing steel service pipe is used as a sleeve for the new plastic, all cut out sections of the steel pipe to be inserted with plastic, shall be connected using a section of tracer wire to maintain continuity. If the existing service is coated steel, see [Installation of Test Stations for Cathodic Protection \[030026-CS\]](#) and [Installation of Test Stations for Cathodic Protection \[COR04003\]](#) or contact corrosion department for more guidance.

**D. Thermite welding of tracer wire to abandoned steel service is only acceptable prior to insertion of the plastic tubing.** See [Installation of Test Stations for Cathodic Protection \[030026-CS\]](#).

**E. Plastic Mains:** The service tracer wire shall be connected to the plastic main tracer wire using item #3 detail A or item #4 (detail B - preferred) in accordance with [Installing Wire Connections \[COR04004\]](#).

**F. Coated Steel Mains:** Do not connect the tracer wire to the steel main. See [Installation of Test Stations for Cathodic Protection \[030026-CS\]](#) and [Installation of Test Stations for Cathodic Protection \[COR04003\]](#) or contact corrosion department for more guidance.

**G. Cast Iron or Bare steel Mains:** Do not connect the tracer wire to the main. It is required in LI and MA, and suggested in all other areas to terminate the tracing wire with a 3# anode.

**Tracer Wire Installation Notes**

**H. Install tracer wire in close proximity to the plastic pipe.** Approximately 4" to 6" away from the pipe. LI & MA - Above or alongside, UNY - alongside, RI - Under or alongside. Exception: For trenchless pipe installations, the minimum clearance is waived.

**I. Maintain separation of approximately 4" from service riser.** Do not permanently connect the tracer wire to the riser.

**J. For horizontal directional drill installations, use stainless wire, item #2.**

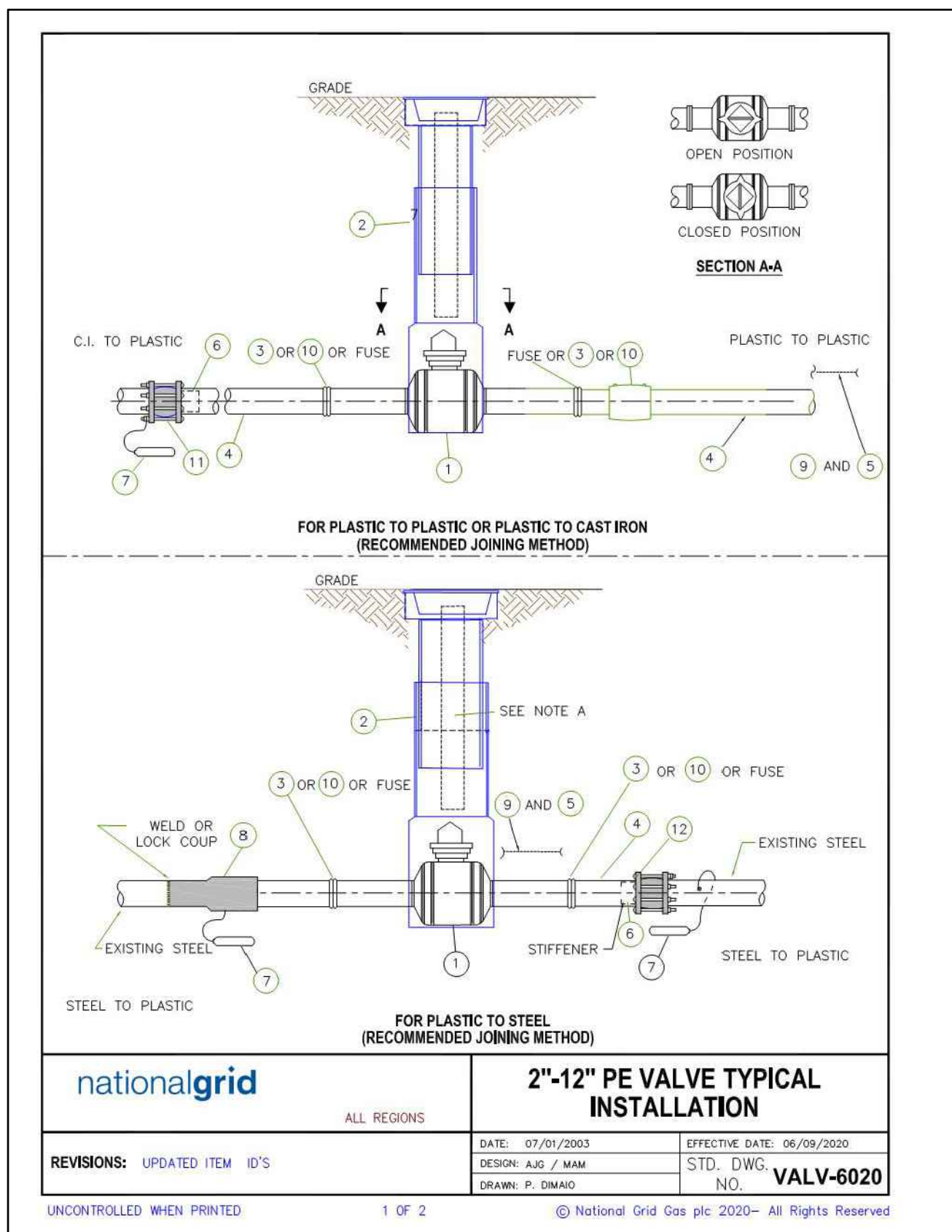
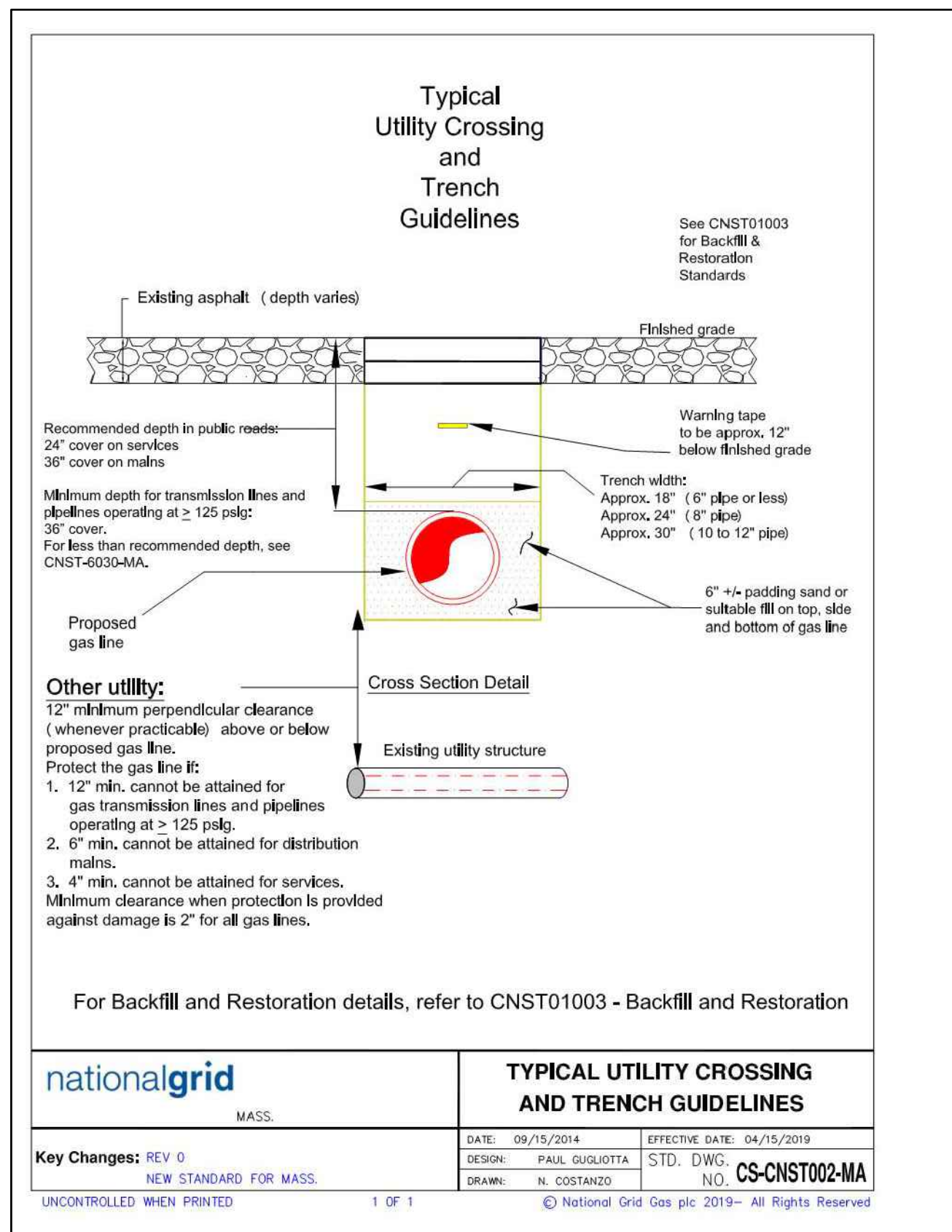
K. Tracer wire installed in boxes should allow enough wire to extend 18" to 24" above grade.

L. Verification: upon completion, the installer shall verify the location of the main or service using the tracer wire and locating device and perform a mark out using the conductive method.

M. LI and MA: Required to terminate the tracing wire with a 3# anode. This is to ground the tracer wire and increase signal strength when locating. This practice is recommended in all areas where signal strength is an issue.

**Regional Notes**

NYC ONLY: refer to [Installation of Marker Tapes and EMS Pipeline Locators for Mains and Services \[CNST6060-NYC\]](#) for installation of electronic marker ball in place of tracer wire.



NO.	ITEM	SAP ITEM ID
1	VALVE, PE (FOR CONFIGURATION AS NOTED)	9341706 12" DR 11 FULL PORT W/ GEAR OPERATOR RI ONLY 9307909 12" DR 13.5 FULL PORT W/ GEAR OPER UNY ONLY 9311173 8" DR 11 FULL PORT RI ONLY 9315189 8" DR 13.5 FULL PORT UNY ONLY 9312116 4" DR 11 FULL PORT RI ONLY 9312058 4" DR 11 FULL PORT 9308561 3" DR 11 FULL PORT 9312080 2" DR 11 FULL PORT 9311146 2" DR 11 FULL PORT WITH PERMASERT ENDS
2	ROADWAY VALVE BOX WITH COVER	9339890 99 AND 124 PSIG HD 9341706 8" RED PORT DR 9 9341706 6" RED PORT DR 9 9341700 4" RED PORT DR 9 9341699 2" FULL PORT DR 9 9341704 12" FULL PORT DR 13.5 9338894 6" FULL PORT DR 13.5 9323032 6" FULL PORT DR 11.5 9341709 4" FULL PORT DR 11.5 9332059 3" FULL PORT DR 11 9341784 2" FULL PORT DR 11 9341408 8" RED PORT DR 13.5 9341757 6" RED PORT DR 11.5 9341693 4" RED PORT DR 11.5 9341756 3" RED PORT DR 11 9323810 4" RED PORT DR 11 9323811 6" RED PORT DR 11 9323812 8" RED PORT DR 11 9312060 2" FULL PORT DR 11 9312058 4" FULL PORT DR 11 9312116 6" FULL PORT DR 11
3	COUPLING ELECTROFUSE	9338893
4	PLASTIC PIPE	9338893
5	BURIAL TAPE	9338893
6	INSERT STIFFENER (SEE NOTE C)	9338893
7	ANODE, 17 LB	9338893
8	TRANSITION FITTING STL TO PE	9338893
9	TRACER WIRE OR (BALL MARKER IF USED IN REGION)	9338893
10	COUPLING 2" PERFECTION PERMASERT (SEE NOTE C)	9338893
11	COUPLING, PE TO CL LOCKING INSULATING, MECHANICAL	9338893
12	COUPLING, PE TO STL, LOCKING, NON-INSULATING MECHANICAL (SEE NOTE C)	9338893

NOTE: THE ENGINEER OF RECORD HAS REVIEWED THE PROVIDED NATIONAL GRID STANDARD DETAILS AND DETERMINED THEIR APPLICABILITY TO THE WORK IN THIS PACKAGE. THE ENGINEER OF RECORD DOES NOT CERTIFY THE ACCURACY OF ANY REFERENCED STANDARDS OR PROCEDURES NOT DIRECTLY RELATED TO THE WORK DESCRIBED IN THIS PLAN SET.

**Architecture Engineering Environmental Land Surveying**

ANDREW JOSEPH CAVALLO  
MECHANICAL  
No. 54294  
REGISTERED PROFESSIONAL ENGINEER

08/12/24  
SIGN & DATE

NO.	ISSUED FOR CONSTRUCTION	DATE	DR.BY	CK.BY	APP.BY
1	ISSUED FOR CONSTRUCTION	08/12/2024	DT	TA	AC
0	ISSUED FOR CONSTRUCTION	07/22/2024	DT	TA	AC

BOSTON GAS COMPANY  
d/b/a  
**nationalgrid**  
170 DATA DRIVE  
WALTHAM, MA 02451

IFC

PROPOSED GAS MAIN RELAY  
6" MDPE (LP)  
OAKLAND AVE  
ARLINGTON, MA

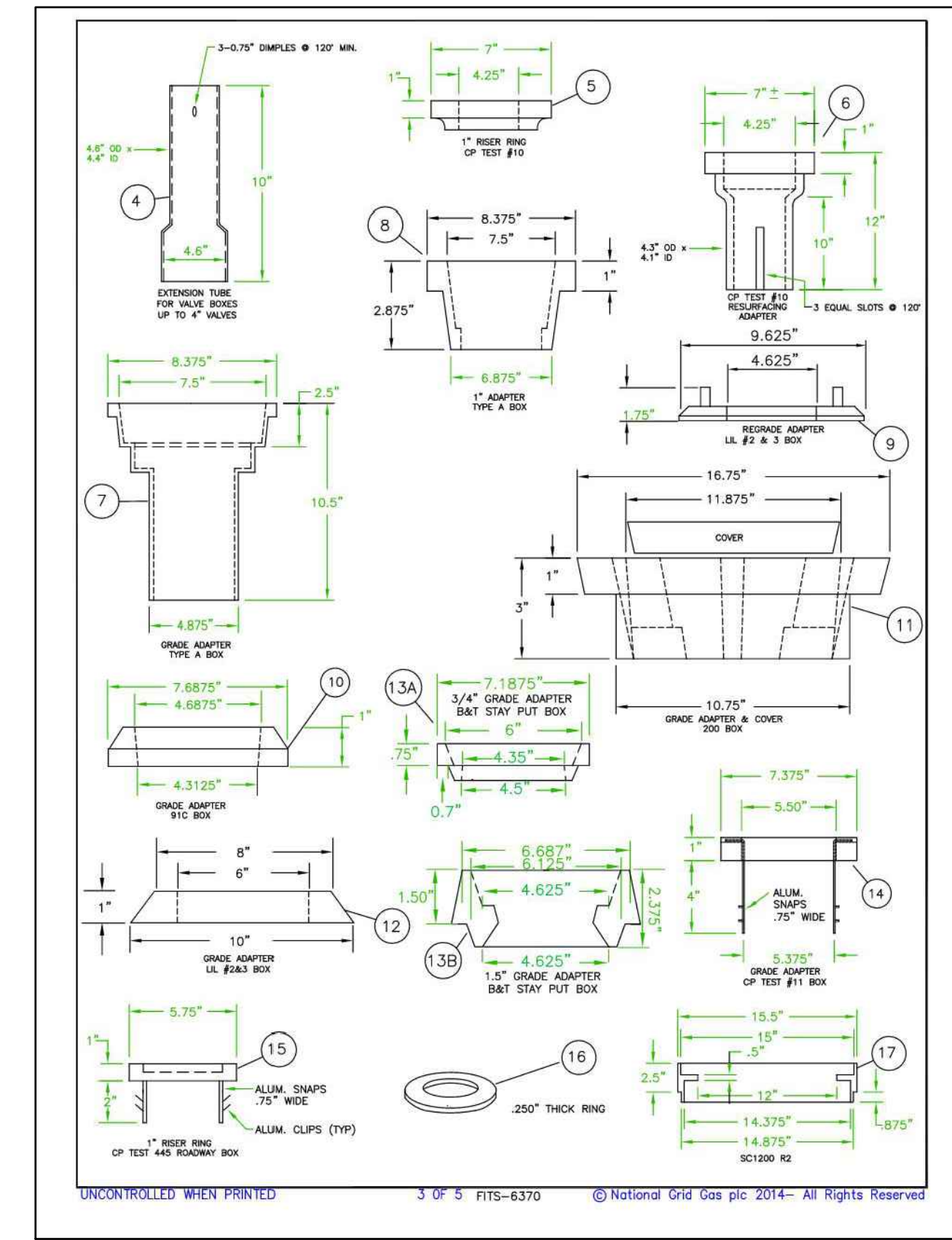
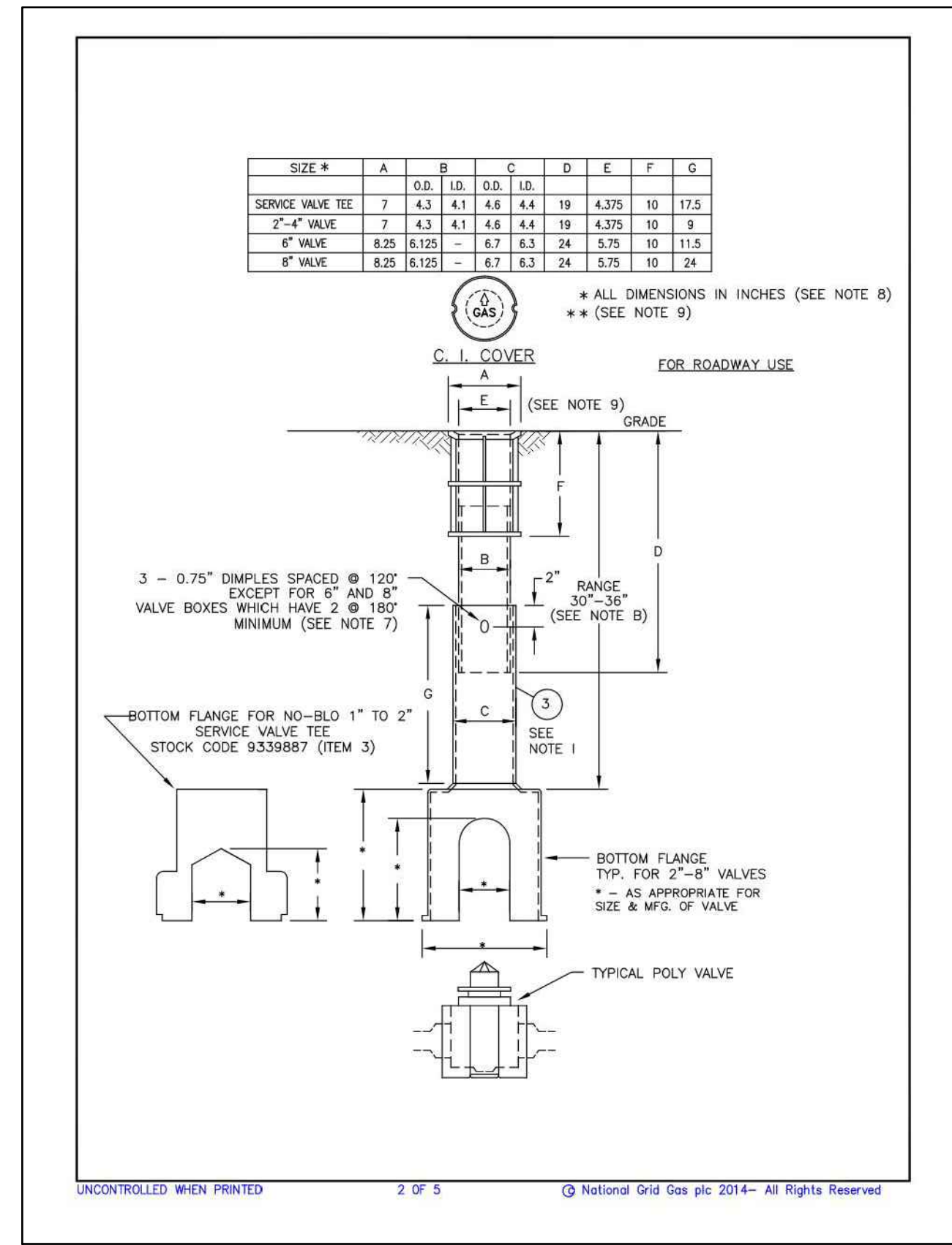
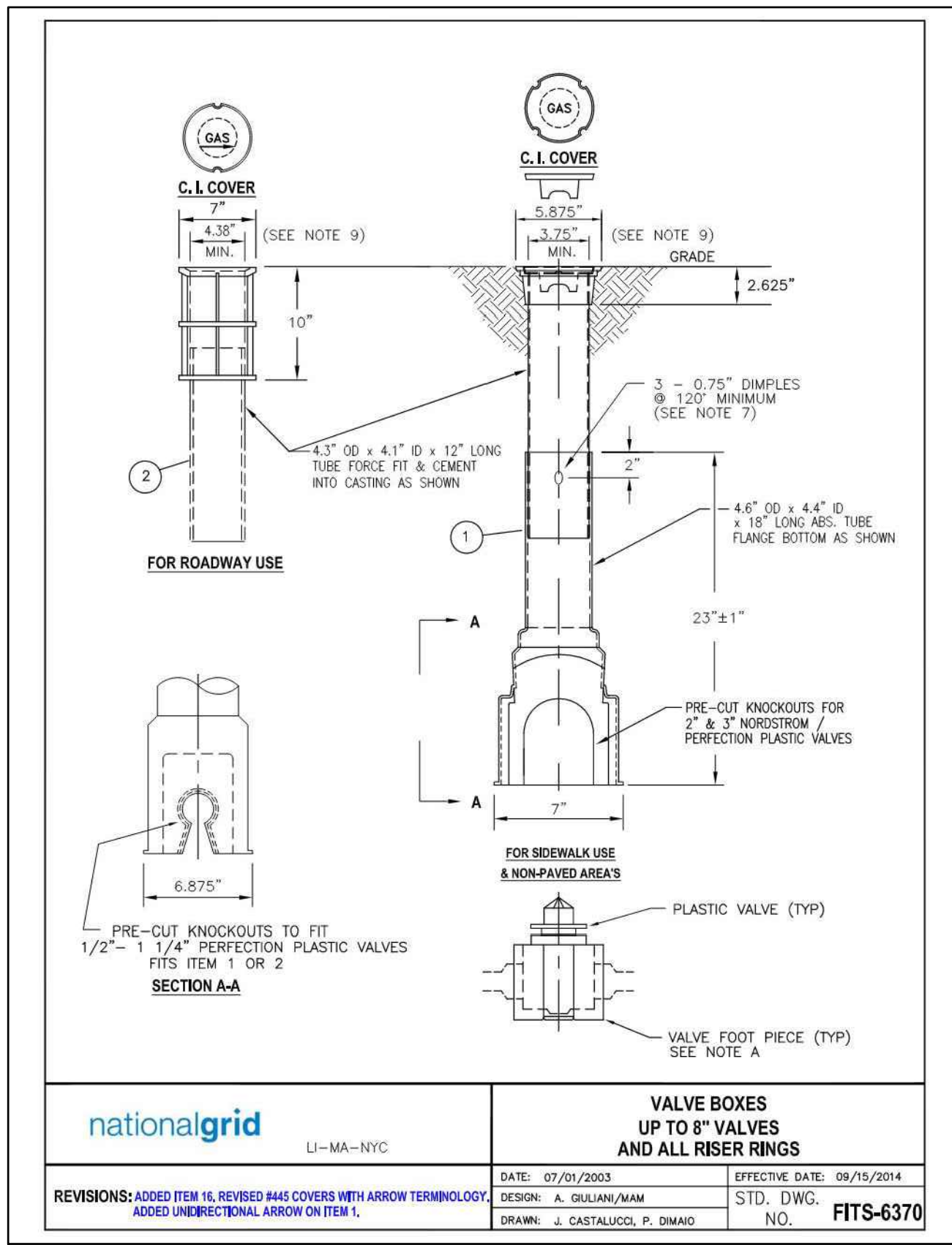
**MISCELLANEOUS DETAIL 1 OF 5**

DWG SIZE	DESIGNER	ENGINEER	DATE:	ASSET I.D.	W.O. NO.:
22"X34"	D. TRACY	A. CAVALLO	07/22/2024	DISTRIBUTION	1595257

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DRAWING NO.	SHEET NO.
ARL-1595257-09	C-201





**INSTALLATION NOTES:**

- VALVE FOOT PIECE TO BE INSTALLED AROUND THE VALVE THEN INSERTED INTO THE BOTTOM FLANGE OF THE VALVE BOX.
- THE RANGE OF THE VALVE BOX FROM TOP OF GRADE TO TOP OF VALVE IS 24" TO 38". FOR DEEPER VALVES USE EXTENSION TUBE STOCK CODE 00300623.
- THESE BOXES CAN ALSO BE USED WITH THE APPROPRIATE SIZE STEEL VALVE. IF USED WITH A STEEL VALVE THE "VALVE FOOT PIECE" IS NOT TO BE USED; HOWEVER, PRIOR TO BACKFILLING INSTALL THE LOWER PORTION OF THE VALVE KEY ON THE VALVE OPERATING NUT. THEN PLACE THE LOWER SECTION OF THE BOX ON THE VALVE. WHEN THE BOTTOM SECTION IS BACKFILLED TO WITHIN 6" FROM ITS TOP REMOVE THE VALVE KEY & INSTALL THE TOP SECTION OF THE BOX.
- ITEM 2 SHALL ONLY BE USED IN SIDEWALK AND NON-PAVED, NON TRAFFIC AREA EXCEPT DRIVEWAYS.
- USE ITEM 1 ON MAIN LINE VALVES INSTALLED IN PAVED AND NON PAVED AREAS.
- AFTER INSTALLATION OF MAIN LINE VALVE & BOX NOTIFY GSO OF COMPLETION.

**MANUFACTURING NOTES:**

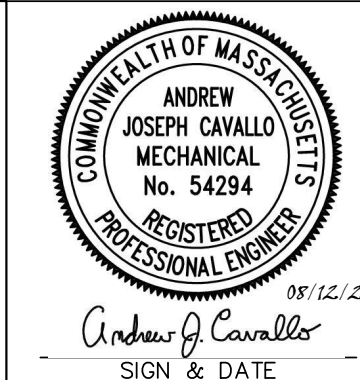
- ALL TOPS & BOTTOMS SHALL BE INTERCHANGEABLE.
- THE TOP OF THE BOX ASSEMBLY SHALL BE FABRICATED SO AS TO FIT INSIDE THE BOTTOM SECTION.
- MATERIAL SHALL CONFORM TO ASTM SPECIFICATIONS FOR GREY CAST IRON CASTINGS, DESIGNATED A48, CLASS 25.
- COVER SHALL CREATE A TIGHT FIT WITH TOP OF CASTING TO PREVENT RATTLING. FOR CODES 0030054 & 0030055 COVER SHALL BE OF WRENTH DESIGN. FOR OTHER STOCK CODES THE COVER SHALL INCLUDE A DIRECTIONAL ARROW. THIS SHALL BE DESIGNED TO ALLOW THE ARROW TO BE POSITIONED AT 60 INTERVALS.
- ALL SURFACES SHALL BE COVERED WITH ONE COAT OF FLINTKOTE HYDALT PROTECTIVE COATING, C-13-E OR APPROVED EQUAL.
- THE PLASTIC USED FOR THE TUBES SHALL BE PROTECTED FROM UV RAYS & HAVE THE PROPER INHIBITORS TO PROTECT FROM BRITTLINESS AT ZERO DEGREES.
- DIMPLES SHALL BE FORMED SO AS TO EXERT ENOUGH PRESSURE ON INNER TUBE TO SUPPORT ENTIRE ASSEMBLY IN EXTENDED POSITION.
- DIMENSIONAL TOLERANCES: MANUFACTURE SHALL ADHERE TO THE FOLLOWING DIMENSIONAL TOLERANCES ALL PLASTIC TUBING SHALL BE +/- 0.015" TO THOSE SHOWN ON THE DRAWING. ALL CASTINGS SHALL BE MANUFACTURED TO WITHIN +/- 0.0625" TO THE DIMENSIONS SHOWN ON THE DRAWING.
- DIMENSIONS SHALL BE CONSISTENT THROUGHOUT THE CASTING.
- TOP SECTION OF VALVE BOX SHALL HAVE THE PLASTIC TUBE FORCED FIT AND CEMENTED INTO THE CASTING. THIS JOINT SHALL BE CAPABLE OF WITHSTANDING A PULL OUT FORCE OF 20 POUNDS.
- MANUFACTURER SHALL SUBMIT SAMPLES TO THE ENGINEER FOR APPROVAL PRIOR TO BID ACCEPTANCE.
- STREET BOXES SHALL BE DESIGNED TO HANDLE TO AN H-20 ROADWAY LOADING.
- TOP FLANGE OF ROADWAY BOX SHALL BE FLAT AND WIDE ENOUGH TO ACCOMMODATE A 3/8" METAL NUMBER STAMP EMBEDDED INTO THE CASTING BY CKD IN THE FIELD.
- THE VALVE FOOT PIECE SHALL BE DESIGNED TO FIT THE FOLLOWING MANUFACTURER'S VALVES:  
 1/2" - 1" PERFECTION  
 2" - NORDSTROM OR PERFECTION UNIVERSAL FOOT PC FOR BOTH MFG.  
 4" - 8" NORDSTROM

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No.	ITEM	N.G. CODE No.
16	PENTAGON KEY FOR ITEMS 98 AND 118 (NOT SHOWN)	9354644
17	2" REGRADE ADAPTER FOR 12" LOCKING BOX SC1200 R2	9384175
18	VALVE BOX ADAPTER RING, 1/4 INCH THICK X 7-5/8 INCH I.D. X 10-1/2 IN O.D. FLAT RING TO RAISE OLD LEGACY OBSOLETE LILCO ROUND CASTINGS	9353359
15	ONE INCH GRADE ADAPTER & COVER FOR CP TEST#445 ROADWAY BOX - NH ONLY	9383913
	REPLACEMENT COVER FOR LIL #2 BOX - LI ONLY	9338829
	COVER MARKED "GAS" FOR #45 BOX (WITH UNIDIRECTIONAL ARROW)	9338828
	COVER MARKED "GAS" FOR #45 BOX (WITHOUT UNIDIRECTIONAL ARROW)	9383350
	COVER MARKED "GAS" FOR #4 STAY PUT BOX - NYC ONLY	9338759
	COVER MARKED "GAS" FOR #118 BOX	9338858
	COVER MARKED "GAS" FOR #118 BOX RESURFACE REPAIR SLEEVE RING	9337762
14	1" REGRADE ADAPTER WITH COVER FOR CP TEST #118 BOX - SEE NOTE B	9382811
13A	1/2" REGRADE ADAPTER FOR B&T STAY PUT SERVICE BOX WITH SLOTS NYC ONLY	9338900
13B	1-1/2" REGRADE ADAPTER FOR B&T STAY PUT SERVICE BOX WITH SLOTS NYC ONLY	9339725
12	1" REGRADE ADAPTER FRAME FOR THE LIL #2 & 3 VALVE BOX	9338859
	COVER FOR ABOVE (NOT SHOWN) - LI ONLY	9338860
11B	COVER, REPLACEMENT, LOCKING, MARKED "GAS" FOR EXISTING LOCK TYPE 200 BOX, WITH PENTHEAD BOLT - LI ONLY (NOT SHOWN)	9384338
11A	COVER, REPLACEMENT, NON-LOCK, MARKED "GAS" FOR EXISTING NON-LOCK TYPE 200 BOX - LI ONLY (NOT SHOWN)	9339798
11	1" REGRADE ADAPTER FRAME & COVER FOR 200 VALVE BOX - LI ONLY	9338826
	2-1/2" REGRADE ADAPTER FOR 200 VALVE BOX, FITS EXISTING COVER. (NOT SHOWN) - LI ONLY	9339799
10	1" REGRADE ADAPTER & COVER FOR 91C BOX - LI ONLY	9339761
9	1 1/2" REGRADE ADAPTER FOR LIL 2&3 BOX - LI ONLY	9339758
8B	COVER, REPLACEMENT, LOCKING, MARKED "GAS" FOR 7-1/2" EXISTING TYPE "A" LOCK VALVE BOXES, WITH PENTHEAD BOLT - LI ONLY (NOT SHOWN)	9339760
8A	COVER, REPLACEMENT, MARKED "GAS" FOR 7-1/2" EXISTING TYPE "A" NON-LOCK VALVE BOXES AND ALL TYPE "A" ADAPTER RINGS - LI ONLY (NOT SHOWN)	9384430
8	1" REGRADE ADAPTER FOR TYPE "A" VALVE BOX, FITS EXISTING COVER - LI ONLY	9339827
7	2-1/2" REGRADE ADAPTER FOR TYPE "A" VALVE BOX, 2-1/2 IN MIN TO 8 IN MAX RISE, FITS EXISTING COVER - LI ONLY	9339763
6	1" REGRADE ADAPTER RING EXTENSION WITH 10" PLASTIC SKIRT TO REPAIR TOPS OF CP TEST #10 BOX	9381407
5	1" REGRADE ADAPTER FOR CP TEST #10 BOX	9339823
4	EXTENSION TUBE - FOR CP TEST #11 BOX	9382819
	EXTENSION TUBE - FOR CP TEST #10 BOX	9339824
	EXTENSION TUBE - FOR CP TEST #558 BOX, 18" LONG - (NOT SHOWN) - NE ONLY	9383199
	EXTENSION TUBE - FOR CP TEST #334 BOX, 24" LONG - (NOT SHOWN) - NE ONLY	9383198
3	ROADWAY BOX ASSEMBLY AND COVER FOR 8" POLYVALVE CP TEST #118 OR APP'VD EQUAL	9339883
	ROADWAY BOX ASSEMBLY AND COVER FOR 8" POLYVALVE CP TEST #118 OR APP'VD EQUAL	9339892
	ROADWAY BOX ASSEMBLY AND COVER FOR 4" POLYVALVE CP TEST #110 OR APP'VD EQUAL	9339891
	ROADWAY BOX ASSEMBLY AND COVER FOR 2" AND 3" POLYVALVES CP TEST #110 OR APP'VD EQUAL	9339890
	ROADWAY BOX ASSEMBLY AND COVER FOR 1"-2" MUELLER SERVICE VALVE TEE CP TEST #10 OR APP'VD EQUAL	9339887
2	ROADWAY SERVICE BOX AND COVER FOR 1/2" TO 1" PLASTIC VALVE NE ONLY CP TEST #110 OR APP'VD EQUAL	9382767
1	SIDEWALK VALVE BOX ASSEMBLY AND UNIDIRECTIONAL ARROW COVER FOR 1/2" TO 1 1/2" PLASTIC VALVES CP TEST #445 OR APP'VD EQUAL	9339888
	SIDEWALK VALVE BOX ASSEMBLY AND UNIDIRECTIONAL ARROW COVER FOR 2" TO 3" PLASTIC VALVES CP TEST #445 OR APPROVED EQUAL	9339889

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BOSTON GAS COMPANY  
d/b/a  
**nationalgrid**  
170 DATA DRIVE  
WALTHAM, MA 02451

IFC

PROPOSED GAS MAIN RELAY  
6" MDPE (LP)  
OAKLAND AVE  
ARLINGTON, MA

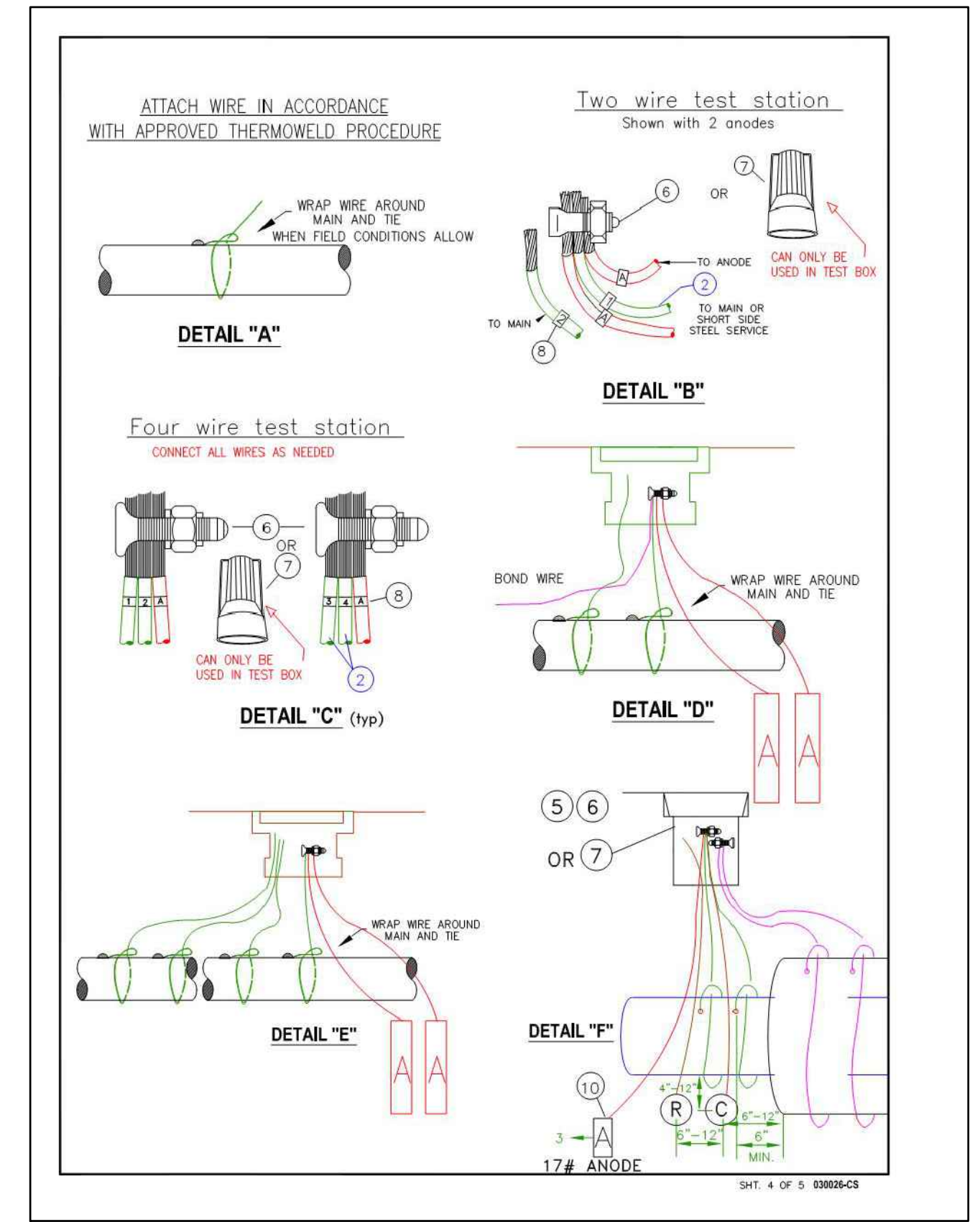
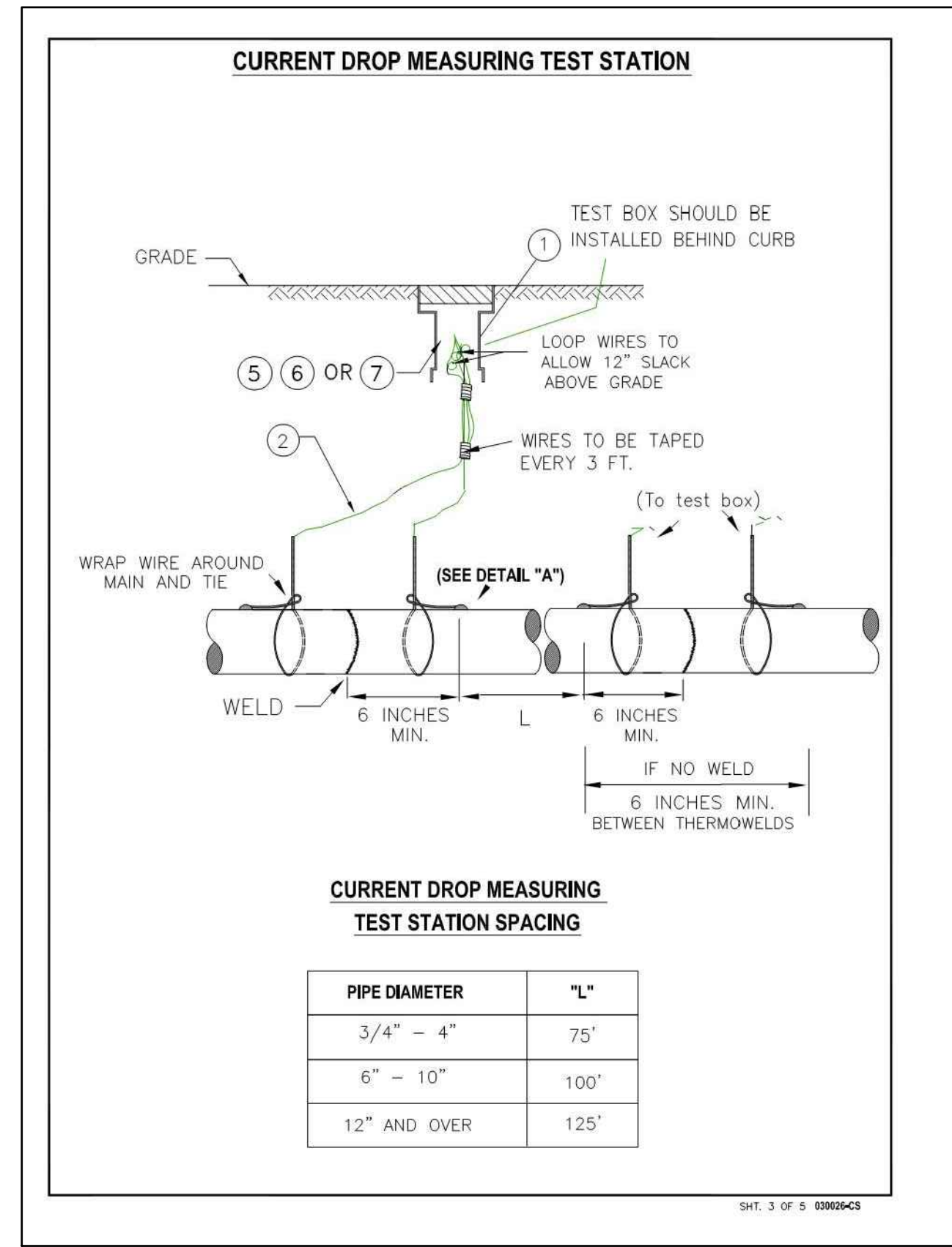
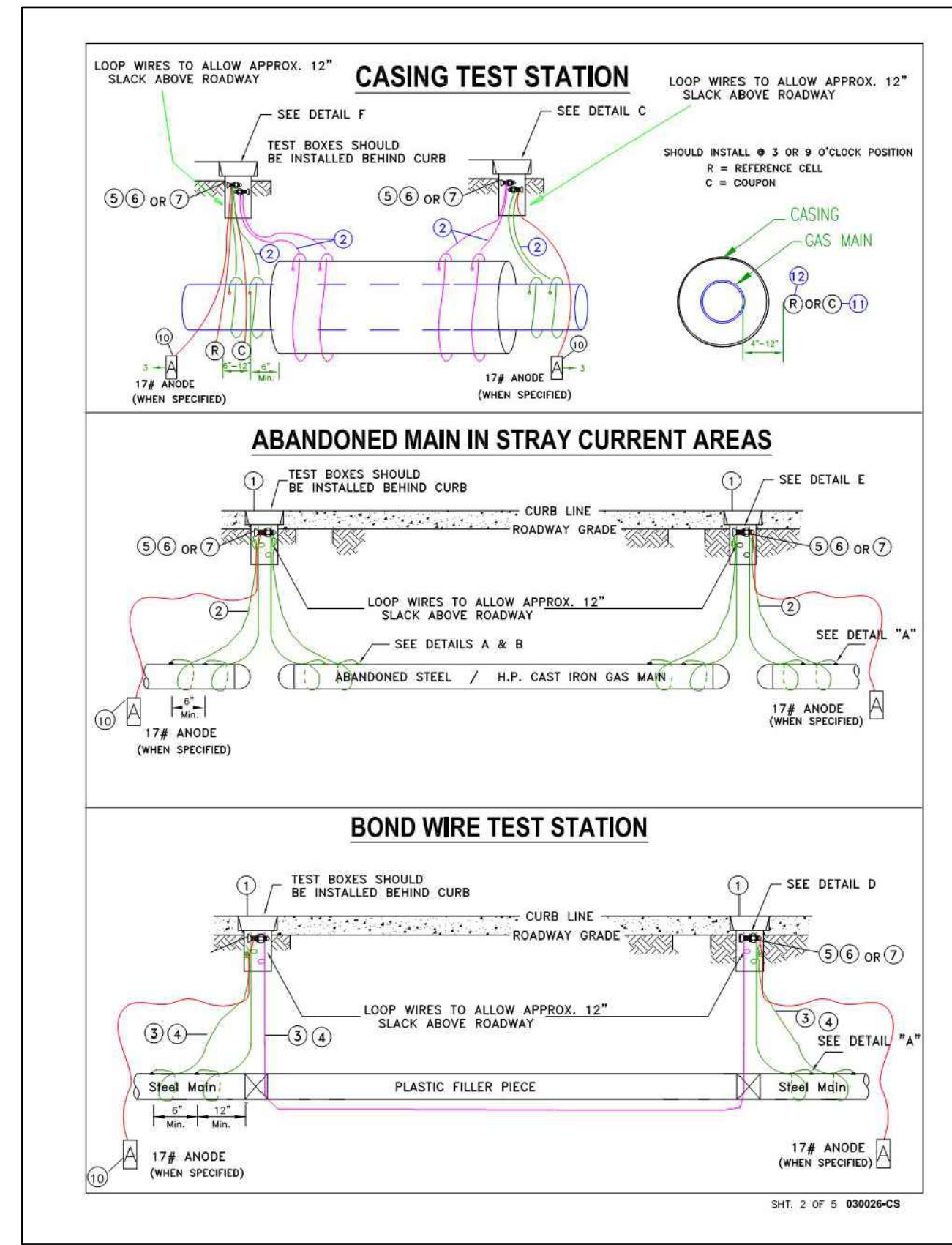
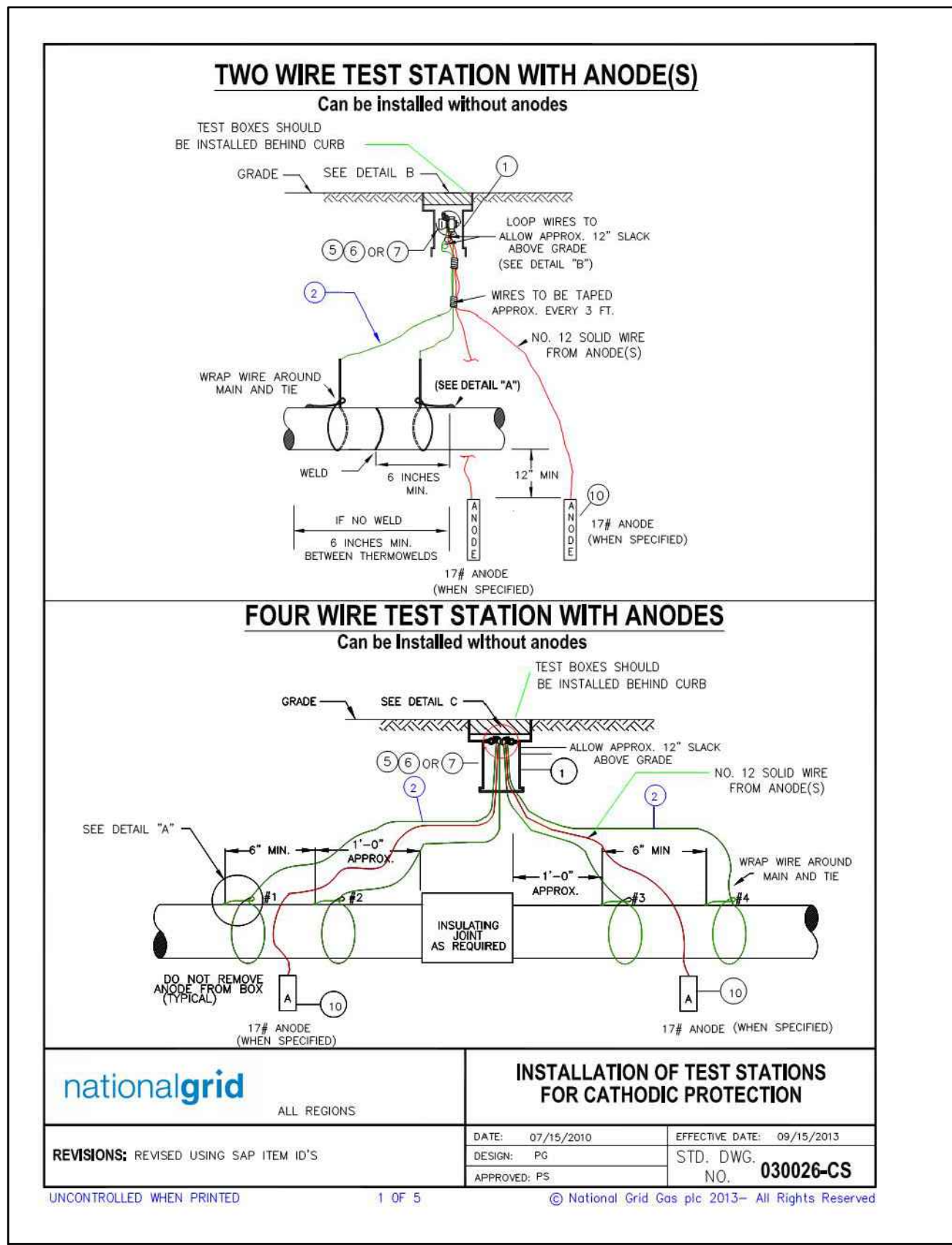
MISCELLANEOUS DETAIL 3 OF 5

DWG SIZE	DESIGNER	ENGINEER	DATE:	ASSET I.D.	W.O. NO.:
22"X34"	D. TRACY	A. CAVALLO	07/22/2024	DISTRIBUTION	1595257

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DRAWING NO.	SHEET NO.
ARL-1595257-11	C-203

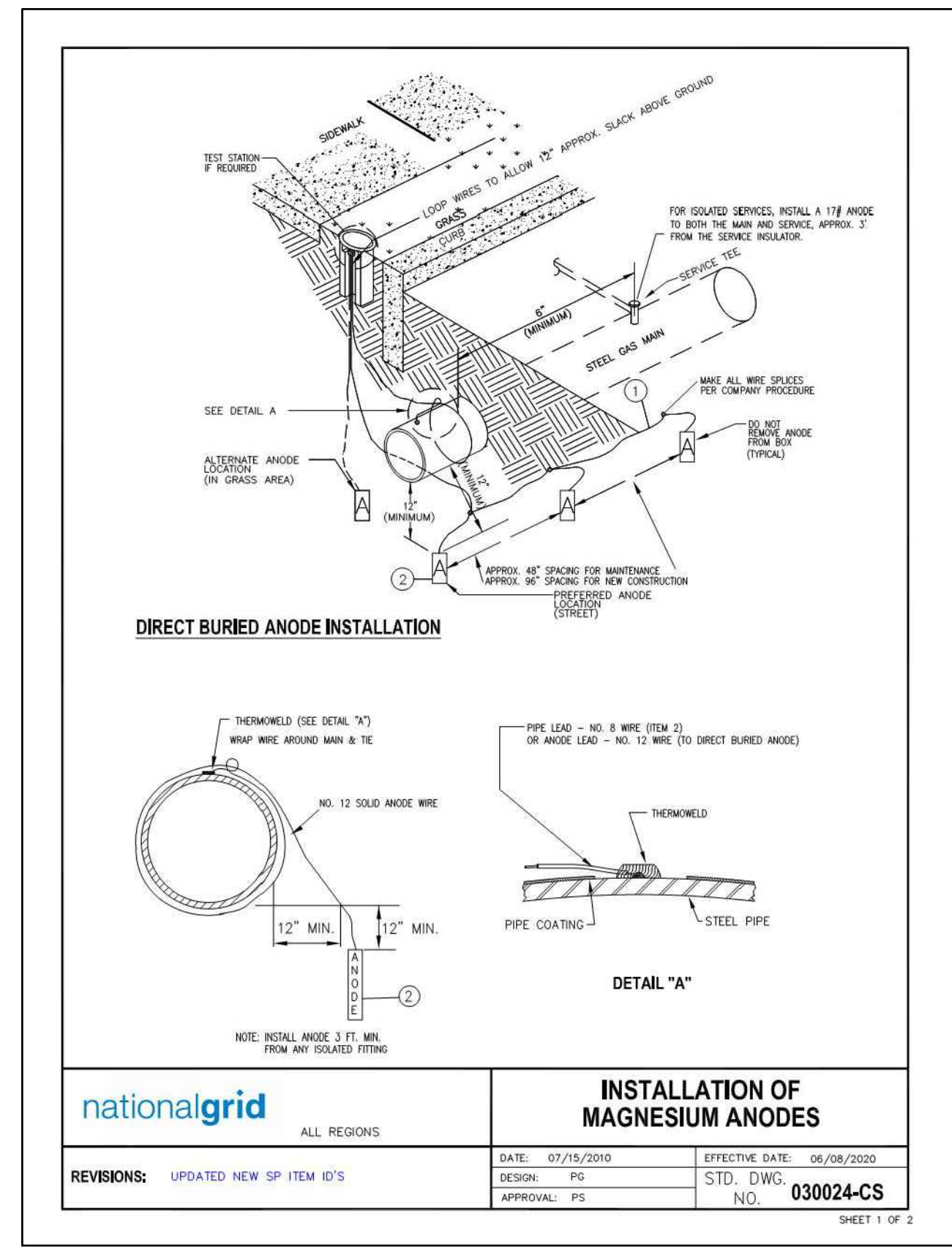




### MATERIAL LIST

Description	Down State SAP Item ID	Upstate SAP Item ID	New England SAP Item ID	Rhode Island SAP Item ID	MATERIAL NOTES
1 TEST BOX WITH COVER	933892	9312291	933892	9311209 or 9311208	NON LOCKING COVER, DISCARD FOOT PIECE.
TEST BOX 9" SQUARE HEAVY DUTY	9339391		9339391		WEIGHS 95 LBS, STREET USE, WITHOUT COVER
COVER FOR 9" SQUARE BOX	9339797		9339797		NON-LOCKING COVER
2 WIRE, NO. 8, 7 STRAND	9307539	9307539	9307539	9307539	TEST WIRE ONLY, NOT FOR GROUND BEDS, UPSTATE AND RI WIRE HAS 19 STRANDS.
3 WIRE, NO. 6, 7 STRAND	9311795	9311795	9311795	9311795	BOND WIRE ONLY, NOT FOR GROUND BEDS.
4 WIRE 1/0 - 19 STRAND 600 V-1/C	9334171	NON STOCK	9334171	NON STOCK	USE IN STRAY CURRENT AREAS
5 TAPE, PVC-3/4" WIDE	9334056	9316070	9334056	9316070	NOT FOR PIPE COATING
6 CONNECTOR, SPLIT BOLT, TYPE 6	9331578	9316630	9331578	NON STOCK	USE WITH NO. 6 CABLE
CONNECTOR, SPLIT BOLT, TYPE 1/01	9331612		9331612		USE WITH 1/0 CABLE
7 CONNECTOR, TWIST-ON WIRE NUT	9330683	9314631	9330683	9314631	
8 TAG, ADHESIVE NUMBER 1	9307918	9307918	9307918	9307918	LABEL WITH #1 (N) OR (E), CONSECUTIVELY TO (S) OR (W)
NUMBER 2	9307896	9307896	9307896	9307896	SEE DETAILS "B" AND "C"
NUMBER 3	9307895	9307895	9307895	9307895	
NUMBER 4	9307894	9307894	9307894	9307894	
LETTER A	9307893	9307893	9307893	9307893	USE TO LABEL ANODES
9 GROUNDING CELL	NON STOCK	9315642	NON STOCK	NON STOCK	AS SPECIFIED BY CORROSION ENGINEERING
10 ANODE, MAGNESIUM 17LBS	9311183	9311183	9311183	9311183	SATURATE WITH WATER BEFORE BACKFILL. ANODE MAY BE INSTALLED VERTICALLY OR HORIZONTALLY.
11 COUPON	9386100	By Corrosion	9386100	By Corrosion	MC MILLER OR EQUAL
12 REFERENCE CELL	9385758	By Corrosion	9385758	By Corrosion	BORIN MFGR INC OR EQUAL

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### MATERIAL LIST

Description	Down State NY Item ID	Upstate NY Item ID	New England Item ID	Rhode Island Item ID	MATERIAL NOTES
1 CABLE NO. 8 - 1/C	9334425	9311214	9334425	9311214	Upstate and RI cable has 19 strands
2 ANODE, MAGNESIUM 17 LB	9311183	9311183	9311183	9311183	
3 ANODE, MAGNESIUM 3 LB	9315645	9315645	9315645	9315645	Use on Tracer wire and all isolated fittings.
4 ANODE, MAGNESIUM SPIKE 3 LB	9308624	9308624	9308624	9308624	Use on Service Risers ONLY
* CLAMP, GROUNDING 1/2IN - 1IN DIA.	9386544	9386544	9386544	9386544	Grounding clamp for attaching spike anode lead wire to service riser
* CLAMP, GROUNDING 1-1/4IN - 2IN DIA.	9386559	9386559	9386559	9386559	Grounding clamp for attaching spike anode lead wire to service riser

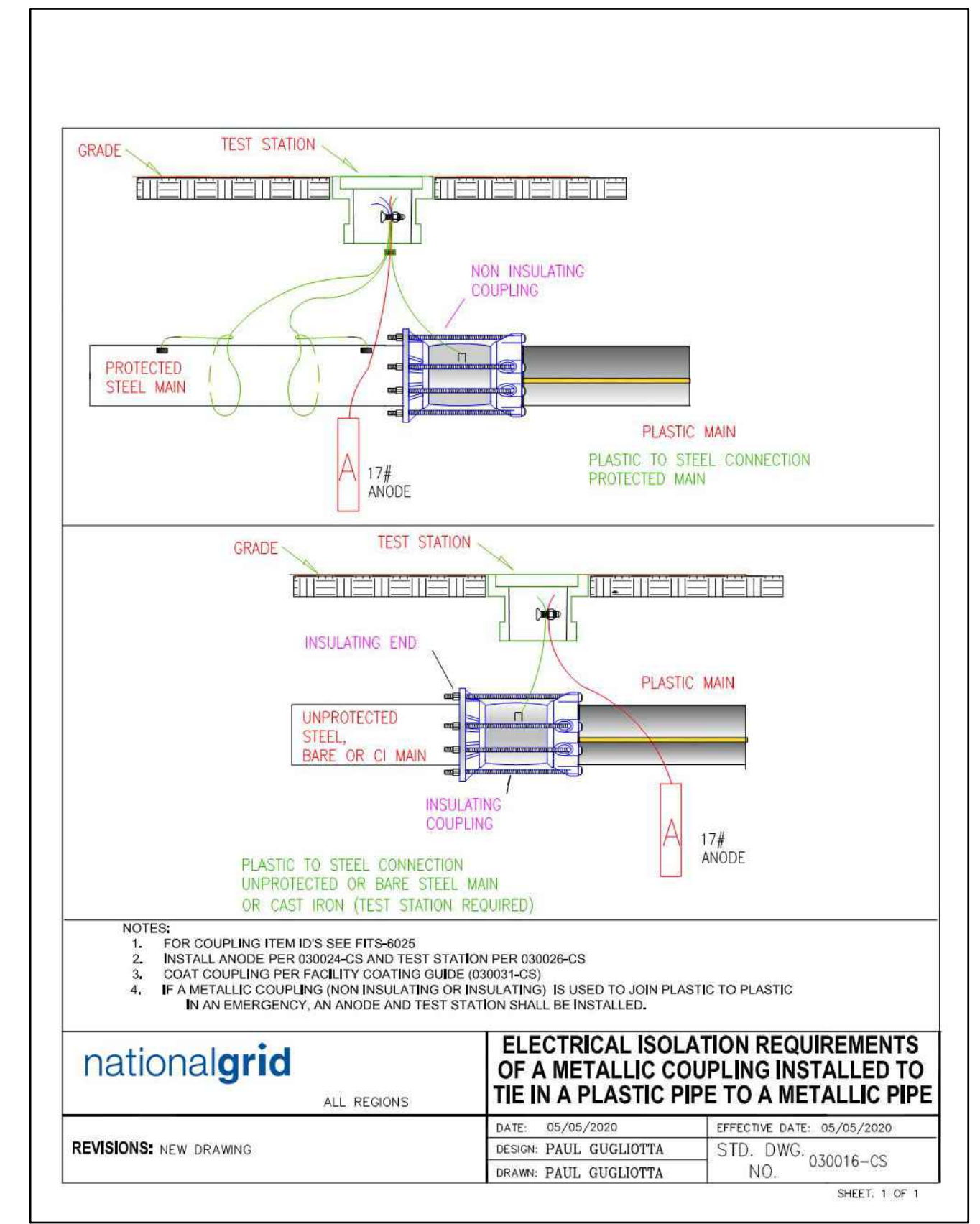
\* Spike Anode Ground Clamp

**INSTALLATION OF TEST STATIONS FOR CATHODIC PROTECTION**

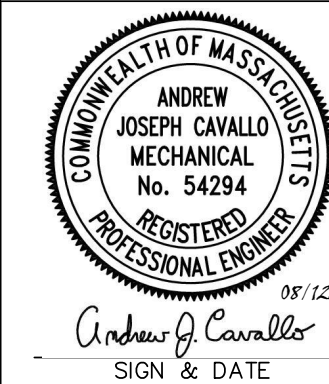
DATE: 07/15/2010 EFFECTIVE DATE: 06/08/2020  
 DESIGN: PS STD. DWG. NO. 030024-CS  
 APPROVAL: PS

REVISIONS: REVISED USING SAP ITEM ID'S

UNCONTROLLED WHEN PRINTED 1 OF 2



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BOSTON GAS COMPANY  
d/b/a  
**nationalgrid**  
170 DATA DRIVE  
WALTHAM, MA 02451

**IFC**

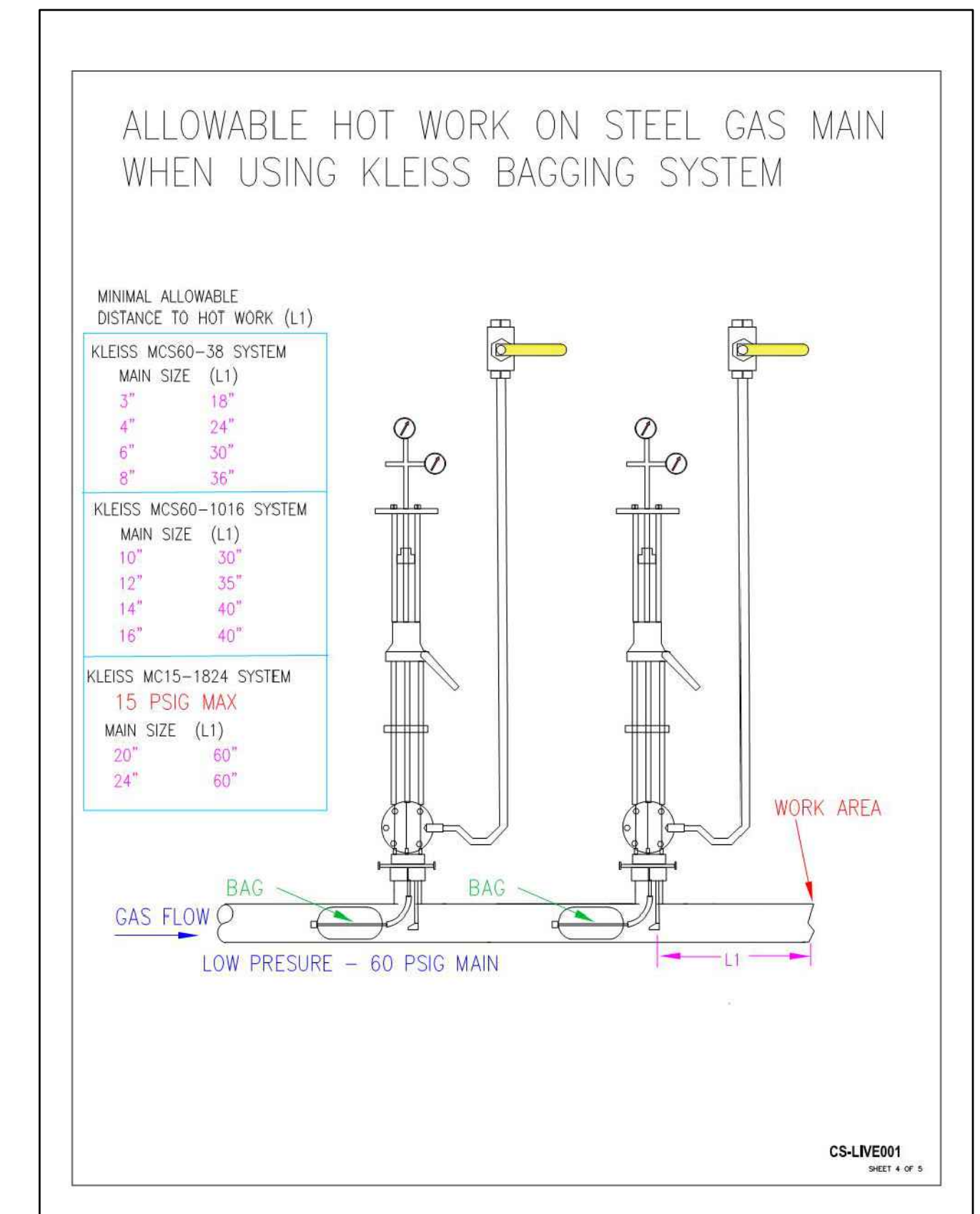
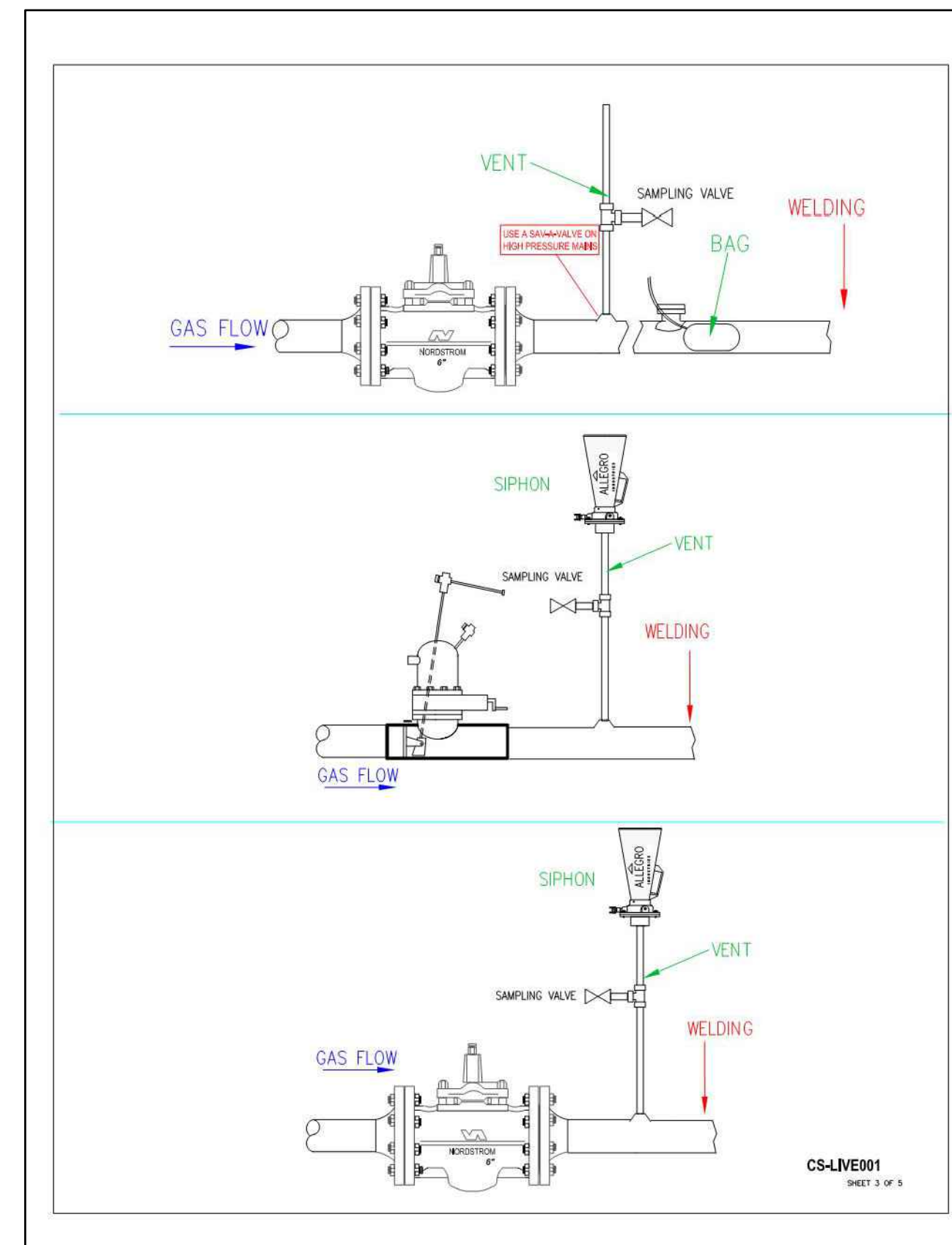
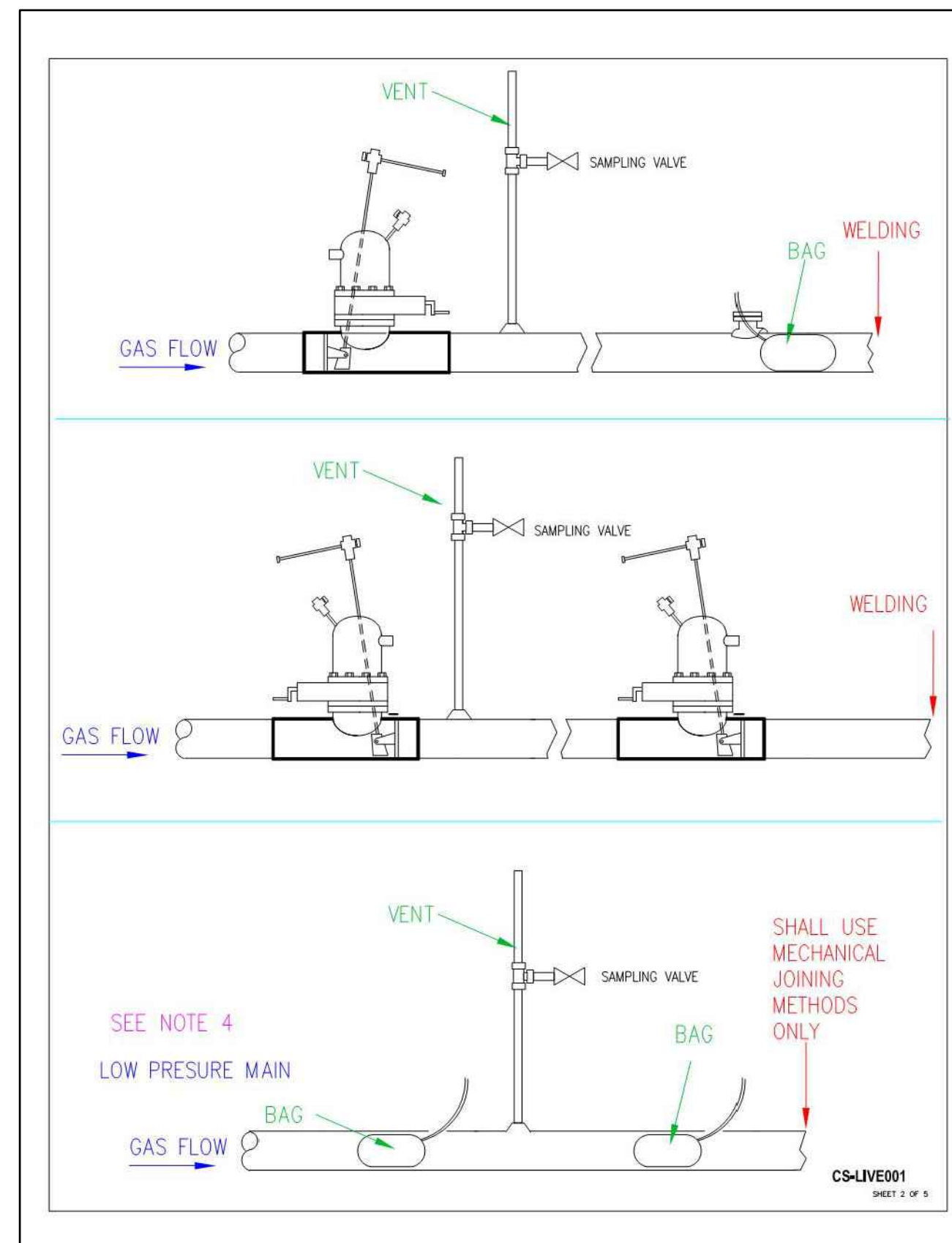
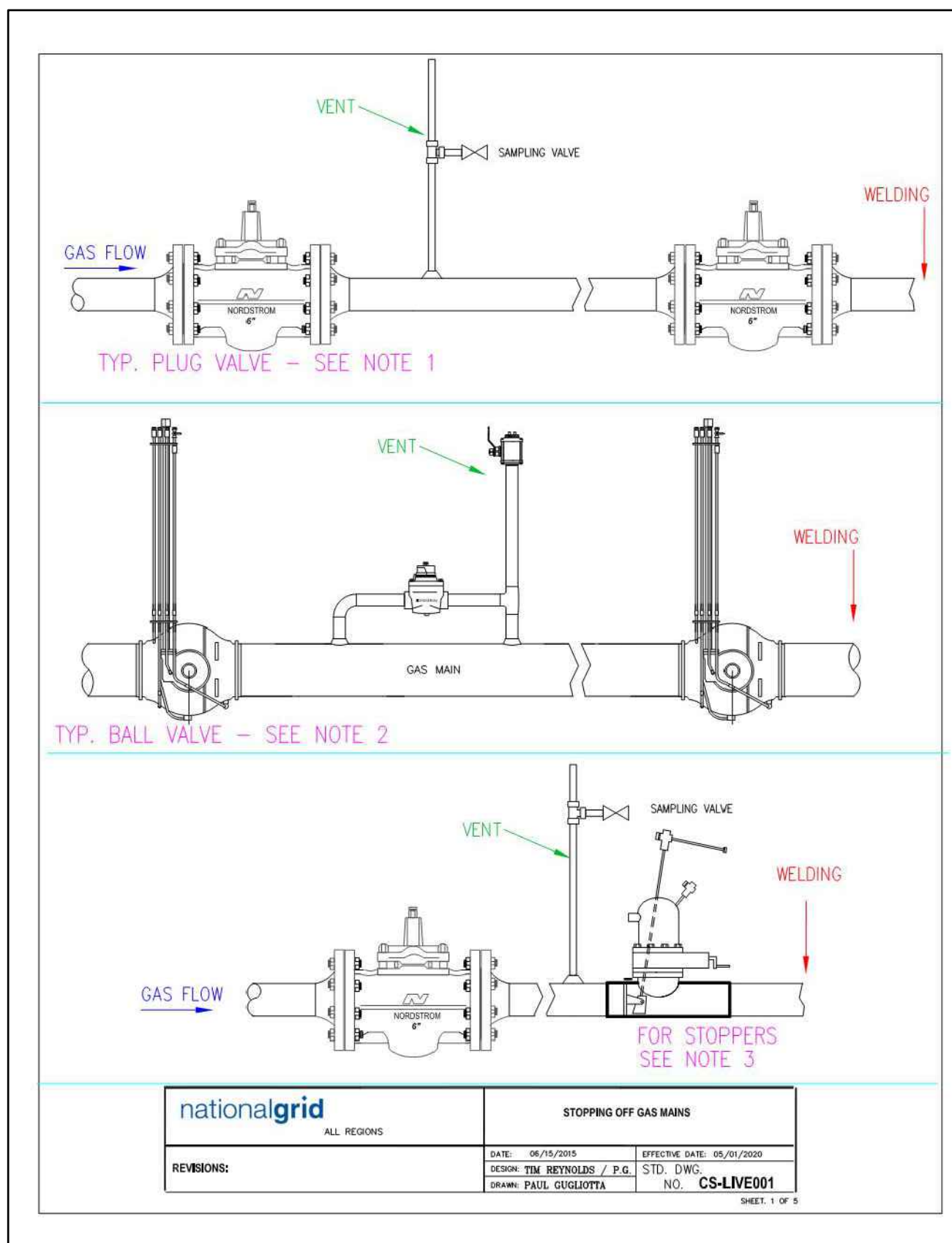
PROPOSED GAS MAIN RELAY  
6" MDPE (LP)  
OAKLAND AVE  
ARLINGTON, MA

**MISCELLANEOUS DETAIL 4 OF 5**

DWG SIZE	DESIGNER	ENGINEER	DATE:	ASSET I.D.	W.O. NO.:
22"X34"	D. TRACY	A. CAVALLO	07/22/2024	DISTRIBUTION	1595257

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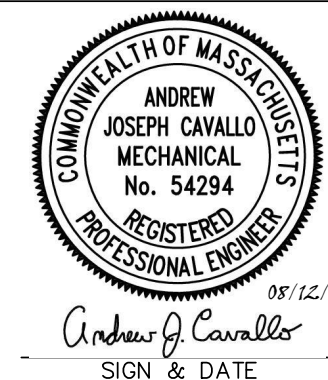
DRAWING NO.	SHEET NO.
ARL-1595257-12	C-204



NOTES:

1. PLUG VALVES SHOULD BE GREASED PRIOR TO SHUTTING OFF TO INSURE TIGHT SHUTOFF.
2. USE THE BALL VALVE'S BLOCK AND BLEED AND / OR PURGE ASSEMBLY IF AVAILABLE TO VENT GAS BETWEEN THE TWO CLOSED VALVES.
3. REFER TO MANUFACTURER'S LITERATURE FOR PRESSURE LIMITS OF STOPPERS AND DRILLING EQUIPMENT.
4. WELDING SHALL NOT BE PERFORMED AGAINST A BAG WHERE THE BAG IS USED AS THE PRIMARY MEANS OF STOPPING THE GAS FLOW. SEE STOP-OFF OPERATIONS ON LOW PRESSURE MAINS [CNST-03002].

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BOSTON GAS COMPANY  
d/b/a  
**nationalgrid**  
170 DATA DRIVE  
WALTHAM, MA 02451

IFC

PROPOSED GAS MAIN RELAY  
6" MDPE (LP)  
OAKLAND AVE  
ARLINGTON, MA

**MISCELLANEOUS DETAIL 5 OF 5**

DWG SIZE	DESIGNER	ENGINEER	DATE:	ASSET I.D.	W.O. NO.:
22"X34"	D. TRACY	A. CAVALLO	07/22/2024	DISTRIBUTION	1595257

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DRAWING NO.	SHEET NO.
ARL-1595257-13	C-205

## NOTICE TO ABUTTERS

September 27, 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 **21st of October at 7:15 p.m.** upon the Petition of **National Grid** 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 M. Mulroney, dated August 19, 2024 and filed herewith, under the following public way or ways of said Town:

**W.O. # 1595257**

**Oakland Avenue:**

Due to paving by the Town of Arlington Nationalgrid recommends the replacement of: Approximately 25feet of 4-inch Plastic (2018), 305feet of 4-inch" Cast Iron (1926), 150feet of 4-inch Cast Iron (1959), 85feet of 4-inch Bare Steel (1954), and 355feet of 4-inch Cast Iron (1914) gas main in Oakland Ave from Wachusett Ave to just short of Park Ave with 1,035feet of 6-inch Plastic. Approximately 45feet of 4-inch Cast Iron (1908) gas main in the intersection of Oakland Ave and Claremont Ave with 45feet of 6-inch Plastic. Approximately 70feet of 4-inch Cast Iron (1910) gas main in the intersection of Oakland Ave and Hillside Ave with 70feet of 6-inch Plastic.

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 17, 2024 by 7:00 pm.

By:   
Board Administrator



## 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

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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

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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

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### For Approval: Common Victualler License

#### Summary:

Ajit Chawda  
Northender Italian Kitchen  
1345 Massachusetts Avenue

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Northender_Application.pdf	Application
▢	Reference Material	Northender_IR.pdf	Inspection Reports

**OFFICE OF THE SELECT BOARD**

730 Massachusetts Avenue  
Town of Arlington  
Massachusetts 02476-4908

(781) 316-3020  
(781) 316-3029 fax

**\$60.00 Filing Fee**

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

**APPLICATION**

*To the Licensing Authorities of the Town of Arlington*

The Undersigned hereby makes application for a

- COMMON VICTUALLER LICENSE (Eat In)
- FOOD VENDOR LICENSE (Take Out Only)

Location 1345 MASSACHUSETTS AVE

Name of Applicant AJIT CHAWDA

Corporate Name (if applicable) \_\_\_\_\_

D/B/A NORTHERN ITALIAN KITCHEN

Date 09-26-2024

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

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

Print Name AJIT CHAWDA

Signature Name *Ajit*

Phone (Home) \_\_\_\_\_ Business) (6465720564) ★

Email \_\_\_\_\_

INFORMATION RELATIVE TO APPLICATION

Breakfast \_\_\_\_\_

Yes \_\_\_ No

Lunch

Yes  No \_\_\_

Dinner

Yes  No \_\_\_

Do you own the property? Yes \_\_\_ No  Tenant at Will \_\_\_ Lease \_\_\_ (years)

Hours of Operation:

Day Sat - Fri - 11 - 10 Hours \_\_\_\_\_

Day Sun - Thurs - 11 - 9 Hours \_\_\_\_\_

Day \_\_\_\_\_ Hours \_\_\_\_\_

Floor Space \_\_\_\_\_ Sq. Ft.

Seating Capacity (if any) 10

Parking Capacity (if any) \_\_\_\_\_ spaces

Number of Employees 4

List Cooking Facilities (and implements)

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

Will a food scale be in use for sale of items to the public? ~~Yes~~ \_\_\_ No \_\_\_

Will catering services be provided by you?  Yes \_\_\_ ~~No~~ \_\_\_

The following items must be submitted with the application:

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

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

=====

FOR OFFICE USE ONLY

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

Date \_\_\_\_\_ Time \_\_\_\_\_

Board Action: Approved Yes \_\_\_ No \_\_\_

APPLICANT'S RESUME

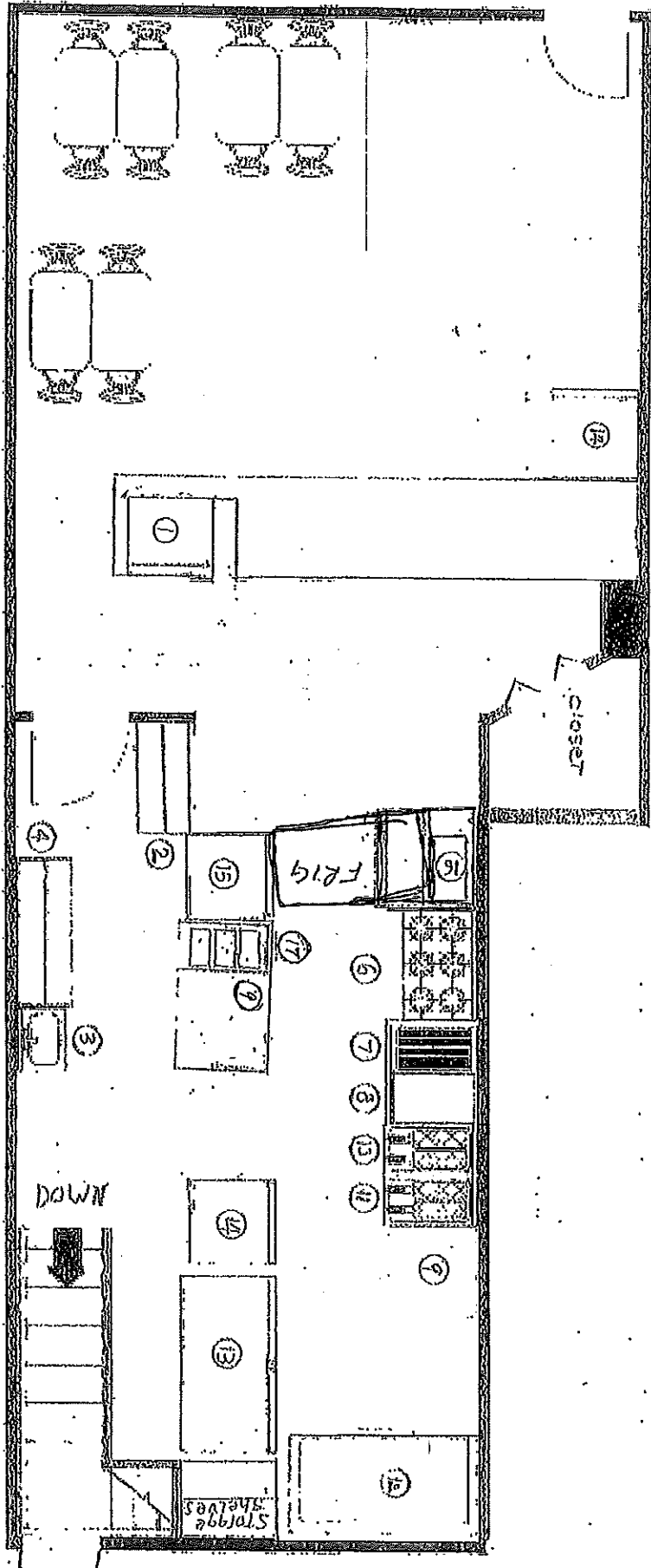
*Food Business Experience of Applicant*

From NORTHENDER ITALIAN to \_\_\_\_\_  
Employee NORTHENDER ITALIAN D/B/A \_\_\_\_\_  
Sole Owner \_\_\_\_\_ Location \_\_\_\_\_  
Partnership \_\_\_\_\_ Type Food \_\_\_\_\_  
Corporation \_\_\_\_\_ Number of Employees \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_  
Employee \_\_\_\_\_ D/B/A \_\_\_\_\_  
Sole Owner \_\_\_\_\_ Location \_\_\_\_\_  
Partnership \_\_\_\_\_ Type Food \_\_\_\_\_  
Corporation \_\_\_\_\_ Number of Employees \_\_\_\_\_

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

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



PIZZA SHOP  
FIRST FLOOR PLAN



## **Weekly Maintenance Checklist**

### **1. Deep Clean Kitchen Equipment**

- **Ovens and Grills:** Perform a thorough cleaning of the pizza ovens, grills, and deep fryers. Remove built-up grease or food particles.
- **Refrigerators and Freezers:** Remove all food and perform a deep clean of the shelves, drawers, and doors. Ensure proper temperature settings are maintained.

### **2. Clean Ventilation and Exhaust Fans**

- Check and clean the hoods and exhaust fans above ovens and stoves to prevent grease buildup. Clean the HVAC filters to improve air quality and prevent fires.

### **3. Inspect Plumbing and Drains**

- Check for any leaks or clogged drains in the kitchen, restrooms, and prep areas. Clear slow drains or clogs, and report any issues to a plumber if necessary.

### **4. Inspect and Test Lights**

- Replace any burnt-out light bulbs in the dining area, kitchen, and restrooms. Ensure all lights are functioning properly, and replace any flickering or dim bulbs.

### **5. Stock Inventory for Cleaning Supplies**

- Check the stock of cleaning chemicals, sanitizers, paper towels, trash bags, and other supplies. Reorder as needed to ensure everything is available for daily cleaning.
-

# Monthly Maintenance Checklist

## 1. Inspect and Service Large Equipment

- **Refrigerators, Freezers, and Ovens:** Schedule professional maintenance or inspections to ensure that large kitchen appliances are working efficiently. This includes checking temperature control, seals, and general functionality.
- **Air Conditioning Units:** Check filters and clean or replace them. Ensure that the units are running efficiently and cooling properly.

## 2. Pest Control

- Perform a thorough inspection for any signs of pests. This includes checking corners, storage areas, and behind appliances for droppings or nesting. Schedule a professional pest control service if needed.

## 3. Inspect Building Exterior

- Ensure the exterior of the building is in good condition. Look for cracks in the walls, leaks, or blocked gutters. Clear debris from around the building that could attract pests or create safety hazards.

## 4. Test Security Systems

- Test security cameras, alarms, and locks to ensure they are functioning properly. Inspect all doors and windows for secure locking mechanisms.
-



# Seasonal Maintenance Checklist

## 1. Check HVAC Systems

- Before the summer or winter season, perform a full inspection of HVAC systems to ensure proper heating and cooling throughout the store. Schedule professional service if needed.

## 2. Deep Clean and Polish Floors

- **Tiling/Grout:** Scrub and reseal tiled areas, focusing on grouted sections to prevent wear.
- **Wood/Carpet:** Deep clean any carpets or polish hardwood floors to maintain a fresh appearance.

## 3. Update Fire and Safety Equipment

- Test and replace batteries in smoke detectors and ensure fire extinguishers are serviced. Confirm that safety signage is up-to-date.

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## Additional Tips

- **Log Maintenance Records:** Maintain a log of all repairs, maintenance, and inspections. This helps track any recurring issues and provides documentation for future reference.
- **Delegate Tasks:** Assign specific cleaning and maintenance duties to your staff to ensure that no task is overlooked.
- **Regular Staff Training:** Train staff on how to identify equipment malfunctions, perform minor repairs, and understand the importance of cleaning and safety protocols.

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This maintenance list ensures that my pizza store remains clean, safe, and efficient, creating a positive experience for both your employees and customers.



## FRESH SALADS

<b>CE SALAD</b>	<b>9.99</b>	<b>CAPRESE SALAD</b>	<b>11.49</b>
<b>H GRILLED CHICKEN</b>	<b>+ 5.29</b>	With Fresh Mozzarella, Tomato, Basil & Oregano On A Bed Of Romaine Lettuce	
<b>H STEAK TIPS</b>	<b>+ 7.29</b>	<b>WITH GRILLED CHICKEN</b>	<b>+ 5.29</b>
<b>H TUNA SALAD</b>	<b>+ 5.29</b>	<b>WITH STEAK TIPS</b>	<b>+ 7.29</b>
<b>K SALAD</b>	<b>11.49</b>	<b>CHEF SALAD</b>	<b>12.99</b>
<b>H GRILLED CHICKEN</b>	<b>+ 5.29</b>	With Ham, Turkey & American Cheese	
<b>H STEAK TIPS</b>	<b>+ 7.29</b>	<b>BUFFALO SALAD</b>	<b>14.99</b>
<b>AR SALAD</b>	<b>11.49</b>	Chicken Cutlet, Lettuce, Tomato, Green Pepper, Red Onion, Carrots, Banana Pepper, Mixed With Blue Cheese & Buffalo Sauce	
<b>H GRILLED CHICKEN</b>	<b>+ 5.29</b>		
<b>H STEAK TIPS</b>	<b>+ 7.29</b>		
<b>PASTO SALAD</b>	<b>12.99</b>		

Ham, Provolone Cheese, Mozzarella, Capicola & Salami

## CHARBROILED DINNER AND PLATES

<b>CHARBROILED CHEESEBURGER PLATE</b>	<b>12.99</b>
Served With Fries & Coleslaw	
<b>MARINATED STEAK TIPS 10oz</b>	<b>19.29</b>
Served With Fries Or A Side Of Spinach & A Side Salad	
<b>MARINATED CHICKEN PLATE (5) CHICKEN BREASTS</b>	<b>17.99</b>
Served With Fries Or A Side Of Spinach & A Side Salad	
<b>CHICKEN WINGS (8) or FINGERS PLATE (1 1/2 LB)</b>	<b>17.99</b>
Served With Fries Or Onion Rings & Coleslaw	
<b>CRISPY BATTERED FISH AND CHIPS 8oz</b>	<b>17.99</b>
Cod Served With Choice Of Fries OR Onion Rings And House Coleslaw, Tartar Sauce And A Fresh Slice Of Lemon	



## DESSERTS

ALL OUR DESSERTS COME IN LARGE SIZE PCS

<b>CHOCOLATE CAKE</b>	<b>5.99</b>	<b>TIRAMISU</b>	<b>5.99</b>
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## PIZZA

<b>TRADITIONAL THIN CRUST</b>	<b>SMALL 12" L</b>	<b>13.99</b>
Tomato Sauce & Mozzarella Cheese		
<b>FRESH CUT TOPPINGS EACH</b>		<b>2.25</b>

### AVAILABLE TOPPINGS

Sweet Italian Sausage - Bacon - Smoked Ham - Meatballs - Pepperoni - Prosciutto - Chicken - Artichokes Hearts - Hot Banana Peppers - Green Peppers - Mushrooms - Olives - Onions - Feta Cheese - Sun Dried Tomato - Caramelized Onion - Extra Cheese - Pineapple - Spinach - Broccoli - Anchovies - Roasted Peppers - Eggplant - Hot Che Peppers - Red Onions - Fried Chicken Cutlets

## PIZZA SPECIALTIES

### RED PIZZAS (WITH OUR HOMEMADE PIZZA SAUCE) SMALL 12" L

<b>SPORKE PIZZA</b> Mushrooms, Ricotta Cheese, Tomato Sauce & Mozzarella	<b>16.49</b>
<b>HAWAIIAN PIZZA</b> Pineapple, Ham, Tomato Sauce & Mozzarella Cheese	<b>16.49</b>
<b>GARDEN PIZZA</b> Onions, Mushrooms, Peppers, Tomato Sauce & Mozzarella	<b>16.49</b>
<b>NEW! MARGARITA VERO</b>	<b>18.69</b>
Fresh Basil, Fresh Tomatoes, Fresh Mozzarella, Romano Cheese, Pizza Sauce,	
<b>MEAT LOVER'S</b>	<b>19.79</b>
Pepperoni, Ham, Sausage, Grilled Chicken, Hamburger, Tomato Sauce & Mozzarella	
<b>VEGGIE PIZZA 7 TOPPINGS</b>	<b>19.79</b>
Mushrooms, Sliced Tomato, Eggplant, Olives, Broccoli, Spinach, Onion, Tomato Sauce & Mozzarella Cheese	
<b>CHICKEN FAJITA</b> Grilled Chicken, Onion, Peppers, Sauce & Mozzarella	<b>17.59</b>
<b>NORTHENDER</b> Prosciutto, Red Peppers, Artichoke, Sauce & Mozzarella	<b>19.79</b>
<b>CALIENTE PIZZA</b>	<b>17.59</b>
Mushroom, Italian Sausage, Hot Banana Peppers. Sauce & Mozzarella	
<b>HOUSE SPECIAL PIZZA</b>	<b>19.79</b>
Sausage, Pepperoni, Onion, Peppers, Mushrooms, Olives, Sauce & Mozzarella	
<b>MEDITERRANEAN PIZZA</b>	<b>19.79</b>
Feta Cheese, Sundried Tomatoes, Green Peppers, Onion, Black Olives, Red Sauce & Mozzarella	
<b>DELUXE PIZZA</b> Chicken Cutlet, Bacon, Onion, Red Sauce & Mozzarella	<b>17.59</b>

### WHITE PIZZA (WITH NO RED SAUCE)

<b>BIANCO</b> Tomatoes, Garlic, Olive Oil, Romano, Mozzarella	<b>15.39</b>
<b>MASS AVE</b> Spinach, Feta, Garlic, Tomato Slices & Mozzarella	<b>18.69</b>
<b>DANIELLA PIZZA</b>	<b>18.69</b>
Spinach, Ricotta, Prosciutto, Alfredo Cream Sauce & Mozzarella	
<b>THE BBQ CHICKEN</b>	<b>18.69</b>
Caramelized Onion, Grilled Chicken, Bbq Sauce, Hot Peppers & Mozzarella Cheese	
<b>CHICKEN BROCCOLI ALFREDO PIZZA</b>	<b>17.59</b>
Marinated Grilled Chicken, Fresh Broccoli, Alfredo Cream Sauce, Romano Cheese, Mozzarella Cheese, Oregano	
<b>THE FLORENTINE</b> Shrimp, Tomato, Garlic, Romano, Olive Oil & Mozzarella	<b>19.79</b>
<b>ALFREDO PIZZA</b>	<b>18.69</b>
Sauteed Mushroom, Grilled Chicken, Alfredo Sauce, Tarragon & Mozzarella	
<b>NEW! BUFFALO CHICKEN TENDERS</b>	<b>18.69</b>
Fried Breaded Chicken Tenders, Buffalo Sauce, Mozzarella Cheese, with 2 Sides, Blue Cheese On Side	
<b>NEW! FOUR CHEESE PIZZA</b>	<b>17.59</b>
Provolone, Romano Mozzarella, Ricota & Oregano On Top	
<b>NEW! PRIMAVERA PIZZA</b>	<b>18.69</b>
Marinated Grilled Chicken, Caramelized Onion, Romano Cheese, Alfredo Sauce & Mozzarella	
<b>NEW! CAPITAL PIZZA</b>	<b>18.69</b>
Marinated Grilled Chicken, Artichoke Hearts, Pesto Sauce, Romano Cheese, Mozzarella	



# CALZONES

	SMALL 12"	LARGE 16"
<b>MAKE YOUR OWN CALZONE</b>		
<b>SAK &amp; CHEESE CALZONE</b>	13.99	16.99
Red shaved steak, mozzarella cheese	18.69	26.87
<b>SAK BOMB CALZONE</b>	19.79	27.99
Red shaved steak, onion, mushrooms, green peppers & mozzarella cheese	18.69	21.99
<b>FFALO CHICKEN CALZONE</b>	16.49	21.99
<b>CHICKEN PARM CALZONE</b>		

PIZZA TOPPINGS AVAILABLE AS CALZONE TOPPINGS

# SPECIALTY PASTA

<b>CHICKEN BROCCOLI ALFREDO</b>	19.29	<b>PRIMAVERA</b>	18.19
Chicken Tenders Sautéed With Fresh Broccoli, Touch Of Garlic, Butter, Alfredo Sauce Over Curly Pasta		Sautéed Broccoli, Peas, Zucchini & Carrots, Served Over Creamy Sauce Over Curly Pasta	
<b>CHICKEN PESTO</b>	19.29	<b>ABRUZZO</b>	19.29
Chicken Tenders Sautéed With Onion, Shrooms In Pesto Cream Sauce Over Curly Pasta		Chicken Sautéed In Pink Sauce With Carrots, Peas & Broccoli Over Curly Pasta	
<b>ITAL VEAL PARMIGIANA</b>	19.29	<b>MILANO</b>	18.19
Sautéed Veal Cutlet Topped With Mozzarella Cheese & Marinara Sauce Over Curly Pasta		Sweet Italian Sausage Sautéed With Red Peppers, Mushrooms & Mild Red Sauce Over Curly Pasta	
<b>LLO PARMIGIANA</b>	18.19	<b>SHRIMP SCAMPI</b>	20.39
Sautéed Chicken Cutlet Topped With Mozzarella Cheese & Marinara Sauce Over Curly Pasta		Sautéed Shrimp & Tomato In Garlic & White Sauce With Lemon Slice Over Linguini	
<b>SPINAT PARMIGIANA</b>	18.19	<b>PASTA DEL GIORNO</b>	13.19
Sautéed Eggplant Topped With Mozzarella Cheese & Marinara Sauce Over Curly Pasta		Linguini Pasta With Chopped Fresh Tomato, Fresh Basil & Garlic	
<b>LLO CALABRESE</b>	19.29	<b>BUTTERNUT SQUASH RAVIOLI</b>	19.29
Sautéed Chicken Tenders With Mozzarella Cheese, Broccoli, White Wine & Garlic Sauce		Fresh spinach, Artichoke, diced tomatoes our special pinky creamy sauce.	
<b>LLO CACCIATORE</b>	19.29		
Chicken Tenders Sautéed With Peppers, Onions, Mushrooms In Mild Spicy Marinara Sauce Over Curly Pasta			
<b>LLO PICATTA</b>	19.29		
Chicken Tenders Sautéed With Capers, Lemon In White Wine Sauce Over Curly Pasta			
<b>LLO MARSALA</b>	19.29		
Chicken Tenders Sautéed With Mushrooms In Marsala Sauce Over Curly Pasta			

# GOURMET PASTAS

<b>LASAGNA OF THE DAY</b>	18.19
<b>TOASTED RAVIOLI</b>	
WITH CHICKEN PARMIGIANA	19.29
<b>LINGUINI OR CURLY</b>	10.19
With Homemade Marinara Sauce	
<b>PASTA WITH MEATBALLS OR SAUSAGE</b>	16.99
<b>RAVIOLI OR POTATO</b>	14.99

# COLD SUBS



1 FOOT SUB	
<b>NORTENDER PROSCIUTTO</b>	11.29
Imported Prosciutto Cuts, Fresh Tomato, Basil, Mozzarella & Seasoning	
<b>ITALIAN</b>	11.29
Imported Italian Cold Cuts, Salami, Mortadella, Provolone & Capicola	
<b>SMOKED TURKEY</b>	11.29
<b>WHITE TUNA FISH</b>	11.19
<b>HAM &amp; CHEESE</b>	11.19
<b>AMERICAN</b>	11.19
Imported Ham, Smoked Turkey, American or Provolone Cheese	



# HOT SUBS

1 FOOT SUB			
<b>CHICKEN PARMIGIANA</b>	12.59	<b>STIR FRY CHICKEN</b>	12.59
Homemade With Tomato Sauce, Provolone & Romano Cheese		Onions, Peppers, Mushrooms & Tomato With Grilled Chicken	
<b>MEATBALL PARMIGIANA</b>	12.59	<b>SAUSAGE, PEPPERS &amp; ONION</b>	12.59
Homemade With Tomato Sauce, Provolone & Romano Cheese		<b>STEAK TIPS</b>	13.69
<b>EGGPLANT PARMIGIANA</b>	12.59	<b>CHEESEBURGER SUB</b>	12.59
Homemade With Tomato Sauce, Provolone & Romano Cheese		<b>B.L.T</b>	11.29
<b>REAL VEAL CUTLET PARMIGIANA</b>	13.69	<b>BUFFALO CHICKEN</b>	12.59
Homemade With Tomato Sauce, Provolone & Romano Cheese		<b>TENDER SUB</b>	
<b>STEAK &amp; CHEESE</b>	12.22	Lettuce, Tomato & Blue Cheese	
Extra Lean, Low Fat Shaved Steak		<b>CHICKEN CUTLET SUB</b>	11.99
<b>STEAK BOMB</b>	12.59	(The Works Optional)	
Steak With Peppers, Onions, Mushrooms & American Cheese			

# ROLL-UPS



<b>TURKEY</b>	11.19	<b>CAESAR CHICKEN</b>	11.29
<b>VEGGIES WITH FETA CHEESE</b>	9.99	<b>FAL AFEL</b>	11.29

WHOLE WHEAT OR PLAIN, ROLLED IN LAVASH BREAD WITH LETTUCE, TOMATO, RED ONION & RANCH DRESSING



ARLINGTON POLICE DEPARTMENT

Juliann Flaherty  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

October 17, 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 Northender Italian Kitchen, 1345 Mass Ave.

Please call me with any questions.

Thank You,

Bryan Gallagher  
Detective Lieutenant  
Arlington Police Department

---

APPLICANT SIGNATURE SECTION:

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

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

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

10/17/24

*"Proactive and Proud"*



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: October 16, 2024  
RE: Common Victualler License

Please accept the following comments from the Inspectional Services Department regarding the Common Victualler License application for Northender Italian Kitchen.

**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.**

---

APPLICANT SIGNATURE SECTION:

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

Applicant's Signature: 

Date: 10/17/24



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: October 15, 2024  
RE: Board of Health Comments for Select Board's Meeting on October 21, 2024

---

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

**Northender Italian Kitchen: 1345 Massachusetts Avenue  
Common Victualler License**

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

---

**APPLICANT SIGNATURE SECTION:**

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

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

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

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

10/17/24



## Arlington Fire Department Town of Arlington

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

Ryan Melly  
Deputy Fire Chief

### Checklist for food sales ownership conversion.

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

---

### APPLICANT SIGNATURE SECTION:

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

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

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

10/17/24



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

Report is due at the Office of the Select Board by Wednesday, October 16, 2024  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT**

Location: 1345 Massachusetts Avenue  
Applicant's Name: Northender Italian Kitchen, Ajit Chawda  
D/B/A: Northender Italian Kitchen  
Telephone: (646)-215-1604  
Department: Sent Via E-mail Date: September 30, 2024

---

**MEETING DATE: October 21, 2024**

**RE: COMMON VICTUALLER LICENSE**

Inspected By: Planning – Katie Luczai, Economic Development Coordinator

**INSPECTION REPORT SECTION:**

The application is for a Common Victualler license for Northender Italian Kitchen located in Arlington Heights. Located in the B3 Village Business zone. The existing use is a fast casual restaurant serving pizza and sandwiches.


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

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

---

**APPLICANT SIGNATURE SECTION:**

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

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

Date: 10/17/24 \_\_\_\_\_



## Town of Arlington, Massachusetts

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### Authorization of Future Bluebikes Contract Exceeding Three Years

**Summary:**

John Alessi, Senior Transportation Planner

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Future_Bluebikes_Contract_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

**MEMORANDUM**

To: Members of the Arlington Select Board

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

From: John Alessi, Senior Transportation Planner, DPCD

Date: September 30, 2024

RE: Authorization of Future Bluebikes Contract Exceeding Three Years

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*This memorandum summarizes the request to authorize a future contract with the operator of Bluebikes for a period exceeding three years, as required by section twelve of Chapter 30B of the General Laws.*

The Town's contract with Lyft, the operator of Bluebikes, will expire in early 2026. The Metropolitan Area Planning Council ("MAPC") intends to issue a request for proposals on behalf of all the municipalities part of the Bluebikes system to select a new operator in 2025. MAPC will select one operator to manage the entire system to ensure that it continues to operate regionally. Each municipality will then have the opportunity to contract with the selected operator separately or enter into a joint contract.

It is the intention of the Bluebikes municipalities to enter into a five-year contract with two, two-year options to renew with the future operator. Entering into a longer-term contract will encourage the future operator to provide a higher level of service to users and help secure more funding through the system's title sponsorship, which will then allow the service to continue growing throughout the region.

Pursuant to section twelve of chapter 30B of the General Laws, Select Board approval is required in order for the Town to enter in a contract under that law for a period exceeding three years. Here, we are asking the Select Board to approve a contract with the future Bluebikes operator for a period not to exceed nine years total, as described above, inclusive of renewal options. While the Select Board may now authorize the full, anticipated contract length of nine years, the Select Board has the discretion under chapter 30B, section 12, to authorize a different contract duration. Further, authorization by the Select Board of the full, requested contract duration does not require the Town to contract with the future Bluebikes operator for that entire period of time. For example, the Town still retains discretion to decline to renew the contract for either one (or both) of the recommended renewal periods.

Thank you for your time and consideration.



## Town of Arlington, Massachusetts

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### Discussion & Approval: Town Manager Evaluation Process

#### Summary:

James Feeney, Town Manager

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Town_Manager_Eval_Memo_10-2024.pdf	Memo from Town Manager
▢	Reference Material	TM_Eval_Form.pdf	TM Evaluation Form



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

James R. Feeney  
Town Manager

730 Massachusetts Avenue  
Arlington, MA 02476-4908  
Phone (781) 316-3010  
Email: [jfeeney@town.arlington.ma.us](mailto:jfeeney@town.arlington.ma.us)

To: Members of the Select Board  
From: James Feeney, Town Manager  
RE: Town Manager's Performance Evaluation  
Date: October 17, 2024

---

I am writing to the Board to document our prior discussion in open session regarding the Town Manager evaluation process. I am proposing to use the evaluation instrument agreed to by the Board previously to go along with a Narrative Self-Evaluation. I have provided a copy of the evaluation instrument along with this memo for your review. I would like to suggest a timeline to the Board. The proposed timeline is as follows:

**October 21, 2024** –Town Manager provides Board with Narrative Self-Evaluation

**October 21, 2024 – November 15, 2024** – Board members complete evaluation instrument that accompanies this memo and transmit to the Chair.

**November 18, 2024 – December 2, 2024** – Chair of the Board works with HR Director to compile scores from evaluation instrument and create one comprehensive evaluation document.

**December 4, 2020**– Evaluation is discussed by the Board in public session at the regularly scheduled Board meeting.

I look forward to the beginning of the evaluation process and working with the Board to continually enhance my performance as Town Manager.

**Town of Arlington  
Select Board Policy**



**Town Manager Performance Review Instrument**

Effective Date	<b>2/25/2013</b>
Revisions	<b>10/17/2024 (update to period of review only)</b>
Approval Date	<b>2/25/2013</b>

**POLICY AND PURPOSE**

The purpose of this review instrument is to formally appraise the Town Manager’s performance on an annual basis. The document allows the Select Board to assess the Town Manager’s performance in management practices and in the accomplishment of goals. Through the review procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance review forms will be prepared by members of the Select Board. The Chair or his or her designee will prepare an overview document, compiling the scores and comments of individual board members.

**PROCEDURE**

1. The period of review is August 4, 2023 through October 21, 2024.
2. The Town Manager will submit a narrative self-evaluation; a copy of the narrative and a blank review form will be distributed to each Board member at that time.
3. Board members will submit reviews by a date set by the Chair. The Chair, in cooperation with the Human Resources Director, will compile scores from individual reviews and develop a consensus overview document.
4. Board members may meet individually with the Town Manager to discuss aspects of the performance review document.
5. The Chair will provide the other Board members and the Town Manager with the consensus review overview document prior to the meeting at which the document will be publicly discussed.
6. The overview document will be finalized for placement in the Town Manager’s file at a regular meeting of the Select Board.

**Town of Arlington  
Town Manager Performance Review Form**

**Instructions**

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

**Rating Scale (1-5)**

- Unsatisfactory (1)                      The Manager’s work performance is inadequate and inferior to the standards of performance required for the position.
  
- Improvement Needed (2)              The Manager’s work performance does not consistently meet the standards of the position.
  
- Meets Expectations (3)                The Manager’s work performance consistently meets the standards of the position.
  
- Exceeds Expectations (4)              The Manager’s work performance is frequently or consistently above the level of a satisfactory employee.
  
- Excellent/Highly Commendable (5)    The Manager’s work performance is consistently excellent when compared to the standards of the job.

<b>1. Personal Characteristics</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Exhibits honest and ethical behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Acts in a fair and equitable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Effectively deals with unforeseen issues and problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Displays creativity, innovation, flexibility and appropriate risk taking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>2. Professionalism</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Is fully knowledgeable and committed to the field of local government management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Seeks to enhance skills and abilities through educational opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Actively participates in professional municipal management organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Encourages staff training and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

<b>3. Public Relations/Communications</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is reasonably open and available to the public and responsive to citizen complaints or requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Communicates effectively to the media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps the citizenry informed of current issues in Town government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						



<b>4. Board Support/Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Offers professional advice to the board, including appropriate alternatives and recommendations, based upon thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Implements policy matters and other directives adopted by the Select Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Keeps Board members informed of issues and activities in Town government and in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Listens and understands Board member concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

<b>5. Community Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Provides leadership within the community by being visible and approachable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Supports and recognizes the efforts of volunteer citizens and groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains effective communications with other communities, state agencies, and municipal organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Maintains effective communications with state and federal elected representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

<b>6. Organizational Leadership/Personnel Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Provides leadership, motivation and support within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Builds and motivates a team, providing direction and monitoring/adjusting performance as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Assures selection for employment of the best-qualified personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Assures systematic performance review of staff in the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Establishes high standard of performance for all managers; recognizes, develops, and utilizes their leadership abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Effectively leads collective bargaining efforts with unions; keeps the Board informed on progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Strives to maintain good staff morale and maintains open, honest and professional relationships with staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

<b>7. Financial Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Employs sound fiscal management practices for the development of the operating and capital budget recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Effectively monitors and controls budget expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides complete and accurate financial information to facilitate budget deliberations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Creatively manages available resources to increase productivity and efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Develops and maintains a long-term financial plan for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						





**Town Manager Performance Review Form  
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Select Board in accordance with the applicable procedures and that the Town Manager has received the overview document with the compilation of scores.

SELECT BOARD

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

TOWN MANAGER

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



## Town of Arlington, Massachusetts

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### Safety Light at Brackett Elementary School

**Summary:**

Elizabeth C. Homan, Superintendent of Schools

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	CR_Letter_Brackett_Light.pdf	Reference



# Arlington Public Schools

Education That Empowers

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TO: Town Manager Jim Feeney and Town of Arlington Select Board

FROM: Elizabeth C. Homan, Superintendent

RE: Safety Light at Brackett Elementary School

DATE: August 22nd, 2024

Dear Town Manager Feeney,

We are writing to request your consideration to install Rectangular Rapid Flashing Beacons (RRFB) at the Eastern Avenue crosswalk that connects Brackett Elementary School to Robbins Farm Park. We are making this request now because at the start of the 2024-25 School Year, Brackett students will be using Robbins Farm Park while their playground is renovated, and this crosswalk will see significant usage during the school day during times when students have not typically been crossing the street.

Furthermore, RRFBs or a similar solution at this crossing would provide additional safety during morning dropoff and pickup for both our students and the crossing guard at this location, who ushers hundreds of Brackett students across Eastern Ave twice each day. It would also provide additional safety for our after-school programs at Brackett, which are very busy in the afternoons and frequently use the crosswalk to access the park after school hours, including at dusk when visibility may be compromised in the winter months. It has been our experience that traffic can move quickly on Eastern Ave, and it can be difficult for cars to see pedestrians and vice versa because of the slope of the hill and parked cars. The additional visibility of this crosswalk will be advantageous for the neighborhood and the school community long after the playground projects are completed.

This request also takes into consideration the increased presence of traffic to accommodate construction vehicles and material deliveries at both Robbins Farm Park, where that playground is being renovated, and at Brackett during their playground construction. Increased traffic along Eastern Ave during these projects is further reason for our request for additional safety measures to be implemented.

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# Arlington Public Schools

Education That Empowers

---

We hope you will consider this request with some urgency, given the start of the new school year on September 4th, 2024.

Thank you as always for your support, time, and service to the Arlington Community and our schools.

Sincerely,

Dr. Elizabeth C. Homan  
Superintendent, Arlington Public Schools

Dr. Gretchen M. Vice  
Brackett Elementary Principal







## Town of Arlington, Massachusetts

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### Special Speed Regulation #2084-A

#### Summary:

Broadway

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Broadway_-_CR.pdf	Reference



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

SPECIAL SPEED REGULATION # 2084-A

Highway Location: ARLINGTON
Authority In Control: TOWN OF ARLINGTON
Name of Highway: BROADWAY

In accordance with M.G.L. c. 90, § 18, the following Special Speed Regulation is hereby adopted by the Select Board of the Town of Arlington:

Special Speed Regulation numbered 2084, dated November 5, 1976 is hereby amended by striking out all clauses pertaining to Broadway.

The provisions of this regulation shall not, however, abrogate in any sense Chapter 90, Section 14, of the General Laws (Ter. Ed.).

Date of Passage:

Stephen W. DeCamp

Eric D. Hebert

Melanie M. Mahon

Jan U. Huel

LTD

SELECT BOARD

Attest

Signature of Town Clerk: John H. Bregale

TOWN CLERK

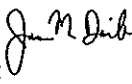
**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION**

**SPECIAL SPEED REGULATION NO. 2084-A**

The Massachusetts Department of Transportation and the Registry of Motor Vehicles, acting jointly, do hereby certify that this regulation is consistent with the public interest.

The Town shall remove all signage purporting to establish a speed limit on Broadway upon passage of this Regulation. MGL Chapter 90, Section 17 and Section 17C shall govern.

HIGHWAY DIVISION

BY:   
\_\_\_\_\_  
State Traffic Engineer

DATE: 10/09/2024



## Town of Arlington, Massachusetts

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### Special Speed Regulation #770-A

#### Summary:

Park Avenue & Park Avenue Extension

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Park_Avenue_-_CR.pdf	Reference



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

SPECIAL SPEED REGULATION # 770-A

Highway Location: ARLINGTON
Authority In Control: TOWN OF ARLINGTON
Name of Highway: PARK AVENUE & PARK AVENUE EXTENSION

In accordance with M.G.L. c. 90, § 18, the following Special Speed Regulation is hereby adopted by the Select Board of the Town of Arlington:

Special Speed Regulation numbered 770, dated January 11, 1973 is hereby amended by striking out all clauses pertaining to Park Avenue and Park Avenue Extension.

The provisions of this regulation shall not, however, abrogate in any sense Chapter 90, Section 14, of the General Laws (Ter. Ed.).

Date of Passage:

Signatures of Select Board members: Stephen W. DeCamp, Eric D. Hebert, Diane M. Mahon, Jim U. Huff, and LT.

SELECT BOARD

Attest [Signature] TOWN CLERK

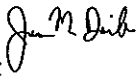
**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION**

**SPECIAL SPEED REGULATION NO. 770-A**

The Massachusetts Department of Transportation and the Registry of Motor Vehicles, acting jointly, do hereby certify that this regulation is consistent with the public interest.

The Town shall remove all signage purporting to establish a speed limit on Park Avenue and Park Avenue Extension upon passage of this Regulation. MGL Chapter 90, Section 17 and Section 17C shall govern.

HIGHWAY DIVISION

BY:   
\_\_\_\_\_  
State Traffic Engineer

DATE: 10/09/2024



**Town of Arlington, Massachusetts**

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**NEW BUSINESS**



## Town of Arlington, Massachusetts

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### Next Scheduled Meeting of Select Board November 4, 2024

**Summary:**

You are invited to a Zoom webinar.

When: Oct 21, 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\\_2zXyMLP1Q56J24KslrH0SQ](https://town-arlington-ma-us.zoom.us/webinar/register/WN_2zXyMLP1Q56J24KslrH0SQ)

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.