



Town of Arlington Board of Selectmen

Meeting Agenda

January 22, 2018

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

FOR APPROVAL

1. For Approval: Request to Place Informational Material in Real Estate Tax Bill
Dean Carman, Treasurer and Collector of Taxes

CONSENT AGENDA

2. Minutes of Meetings: January 8, 2018
3. REAPPOINTMENTS (terms to expire 1/31/2021)
 - Board of Health
Marie Walsh Condon, M.D.
 - Commission on Arts and Culture
Stephanie Marlin-Curiel
Jonathan Hyde
 - Conservation Commission
David White
 - Council on Aging
Marjorie Vanderhill
 - Veteran's Council
Steven Sawtelle
4. For Approval: "Cause + Event Arlington 2018" 5K Race, May 13, 2018
Julie Vakoc and Robin Olinsky, Race Co-Directors
5. Request: Special (One Day) Beer & Wine License, 1/27/18 @ Robbins Memorial Town Hall for Thompson School PTO 'Winter Party'
Gaggi DeStefanis
6. Request: Special (One Day) Beer & Wine License, 2/3/18 @ Robbins Memorial Town Hall for Arlington Center for the Arts' Blue Jean Ball
Lisa Pedulla, ACA

APPOINTMENTS

7. Human Rights Commission
Betsy Carlton-Gysan (term to expire 6/30/2019)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF 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

8. Tree Inventory Report
John Ellis, Tree Committee
9. For Approval: 2018 Annual Town Election Ballot Questions - Treasurer/Collector Conversion
Douglas W. Heim, Town Counsel
10. For Approval: Request to Join Metro Mayors' Coalition
Adam W. Chapdelaine, Town Manager
11. For Approval: Interim Plan for Comptroller
Adam W. Chapdelaine, Town Manager
12. Town Manager Performance Evaluation - Process
Adam W. Chapdelaine, Town Manager

FINAL VOTES & COMMENTS

Articles for Review:

Article 3: Bylaw Amendment/Residential Construction, Open Excavation, and Demolition Activity
Regulations: Neighbor Notifications and Meetings

Article 4: Bylaw Amendment/Parking Benefits District Expenditures

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS February 5, 2018



Town of Arlington, Massachusetts

For Approval: Request to Place Informational Material in Real Estate Tax Bill

Summary:

Dean Carman, Treasurer and Collector of Taxes

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	D._Carman_reference.pdf	Reference from D. Carman

Office of Treasury and Tax Collection

***Town of Arlington, Massachusetts
730 Massachusetts Avenue
Arlington, MA 02476***

***Telephone Number: 781-316-3031
Facsimile Telephone: 781-316-3039***

**Dean E. Carman
Treasurer & Collector of Taxes**

**Michael S. Morse
Deputy Treasurer & Collector of Taxes**

TO: Members of the Board of Selectmen

FR: Dean Carman, Town Treasurer

RE: Request to place informational material in real estate tax bill

DATE: January 16, 2018

I am requesting under MGL c.60,§3A(d), that the Board of Selectmen allow the Office of Treasury & Tax Collection to place the attached insert into all mailed real estate tax bills for the next two collection cycles.

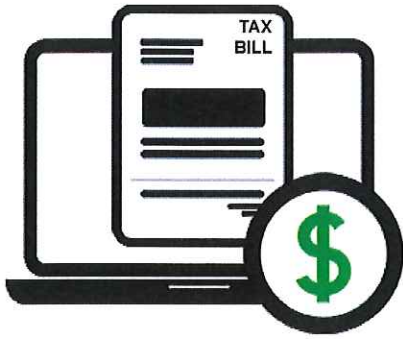
(d) The collector may, with the approval of the board of selectmen or mayor, as the case may be, include in the envelope or electronic message in which a property tax bill is sent nonpolitical municipal informational material; provided, however, that if such nonpolitical municipal informational material is mailed, it shall not be included if the material causes an increase in the postage required to mail the tax bill.

At your July 24, 2017 meeting, the Board approved the implementation of OPTIONAL paperless billing for our taxes and fees. At the time, I noted that our goal was to quietly implement paperless billing for Q3 2018 tax bills, and then begin a marketing campaign to drive sign-ups in Q4 2018. The paperless billing system has been live and performing well since November 2017, so we're comfortable with a public launch of the product.

Voted: In accordance with MGL c.60,§3A(d), the Board of Selectmen approve of the attached document being inserted into the mailed real estate tax bills of all parcels, for the May 2018 and August 2018 real estate tax collection.

Go Green with Paperless Billing!

Plus, Save Time with Automatic Payments!

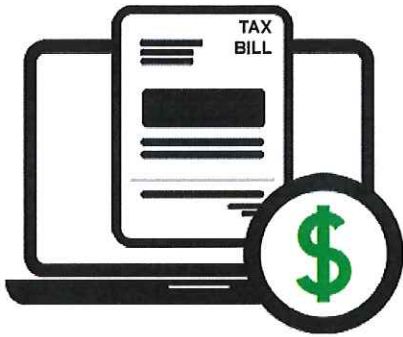


- View and pay your tax bills online anytime
- Pay with credit/debit card or ACH
- Registration is not required
- Go paperless and receive bills via email
- Conveniently set up automatic payments
- Schedule payments for a future date
- Get email reminders when a payment is due

Go to www.arlingtonma.gov to make a payment

Go Green with Paperless Billing!

Plus, Save Time with Automatic Payments!



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Go to www.arlingtonma.gov to make a payment



Town of Arlington, Massachusetts

Minutes of Meetings: January 8, 2018

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	1.8.18_draft_minutes.docx	Draft Minutes 1.8.18

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, January 8, 2018
7:15 PM

Present: Mr. Curro, Chair, Mr. Greeley, Vice Chair, Mrs. Mahon, Mr. Dunn, and Ms. Rowe
Also Present: Mr. Chapdelaine, Mr. Heim, and Mrs. Krepelka

FOR APPROVAL

1. Norway Maple Tree Removal @ 8 Higgins Street
Dr. Mamary Kone

Mrs. Mahon moved approval to remove said tree.

SO VOTED (4-0-1)

Mr. Dunn abstained from voting due to his late arrival.

Dr. Kone must replace the tree with additional trees equaling 100% of the diameter of the removed tree at 4 feet off the ground; or a fee paid to the Town for replacement trees equaling \$50 per inch of diameter of the removed tree at 4 feet off the ground. The replacement includes replanting trees equaling (23" DBH) in the general area or paying a fee, \$50 per inch (\$50X23") totaling \$1,150 to the "Trees Please Fund" or a combination of both. This fund will be used to plant trees in the Town of Arlington.

Mr. and Mrs. Norman Magnuson, 12 Higgins Street and Jonathan Nyberg, 17 Robbins Road appeared before the Board stating they are in agreement with Dr. Kone to have said tree removed.

CONSENT AGENDA

2. Minutes of Meetings: December 18, 2017

Mrs. Mahon moved approval.

SO VOTED (4-0)*

*Ms. Rowe was not on the Board at said meeting.

APPOINTMENTS

3. Board of Library Trustees
Jonathan Gates (term to expire 1/31/2019)

Mr. Greeley moved approval.

SO VOTED (5-0)

TRAFFIC RULES & ORDERS / OTHER BUSINESS

4. Presentation: Community Food Scrap Drop Off Pilot Program
Charlotte Milan, Recycling Coordinator

Ms. Milan stated that the Food Scrap Drop Off programs exist in Boston and other US cities. This free, voluntary waste reduction program is part of a larger set of programs and policies that communities undertake in order to provide waste reduction resources to all residents, regardless of ability to pay or ability to manage backyard composting.

Ms. Milan stated there will be a Community Reception to learn more about a new pilot program in your area for "Food Scrap Drop Off" on Monday, January 22nd at the Ed Burns Arena in the skating rink lobby, January 23rd at the Public Works Building and January 31st at the Fox Library Community Room

Mrs. Mahon moved receipt of report and approval of the three sites. SO VOTED (5-0)

5. Request for Approval - Letter of Non-Opposition for Medical Marijuana Dispensary at
789 Massachusetts Avenue
Massachusetts Patient Foundation

Massachusetts Patient Foundation represented by Valerio Romano appeared before the Board requesting a letter of non-opposition from the Board of Selectmen for a new location at 789 Massachusetts Avenue. Mr. Romano stated that community concerns over a pediatrician office in the same building as the Water Street location prompted them to look for other potential sites and they are now looking to restart the process for a better location.

Mrs. Mahon stated she felt the lack of residents at the meeting was the result of a misunderstanding of the process. Mrs. Mahon stated she would like to hear from the Planning Board, Board of Health, and the Police Department before making any decision regarding said request. The Board stated they preferred the original location which they had already granted a letter of non-opposition. Mr. Greeley stated he preferred Water Street because it was not a storefront.

Mr. Dunn moved to table the decision of whether to grant a letter of non-opposition and stated he supported Arlington on medical and recreational marijuana sales, but thought more input from other departments would help the Board come to an agreement. SO VOTED (5-0)

6. Discussion & Approval: Autonomous Vehicle Testing Memorandum of Understanding
Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine stated in late 2017 the Town hosted a forum on autonomous vehicles in coordination with the MAPC. Coming out of this forum was the opportunity for the Town to participate along with several other communities and MassDOT as a test site for autonomous vehicle testing. A draft memorandum of understanding (MOU) that would allow this process to start is expected to be finalized in the coming weeks. Mr. Chapdelaine is requesting the Board authorize him to execute the final document and then share the finalized MOU with the Board and the public. Mr. Chapdelaine stated it is worth noting that this MOU does not specify the guidelines or rules by which autonomous vehicle testing will be conducted. That will be left for the application process that is to be developed as a result of this MOU.

Mr. Dunn moved approval. SO VOTED (5-0)

7. For Approval: Board Designee Committee Appointments to Replace Steven Byrne
Joseph A. Curro, Jr., Chair

The Board voted the following members to be appointed to the Selectmen Committees:

CDBG Liaison - Ms. Rowe

Parking Implementation/Governance Committee - Mr. Curro

School Committee Liaison - Mr. Greeley

Snow & Ice Sub-Committee - Mrs. Mahon

Mr. Dunn moved endorsement.

SO VOTED (5-0)

WARRANT ARTICLE HEARINGS

Articles For Review:

Article 3: Bylaw Amendment/Residential Construction, Open Excavation, and Demolition
Activity Regulations: Neighbor Notifications and Meetings

The Board notes that whereas the crux of concern regarding noise in residential construction has been day and night noise at one, fixed location for the benefit of one developer or homeowner; DPW and the public utilities' work on and in the public and private ways serve the overall public good in a manner that is not usually affixed in one location. In order to reassure against an overly broad exemption, DPW and public utilities' non-emergency work would only be exempt with the authorization of the Town Manager (for DPW work) and the Board of Selectmen (for utilities, who frequently are required to appear for access rights to the public way) respectively. Accordingly, with these safeguards in place, the Board recommends this straightforward clarification to Town Meeting before DPW and utility improvements begin this coming Spring. Ms. Rowe moved approval.

SO VOTED (5-0)

Article 4: Bylaw Amendment/Parking Benefits District Expenditures

The 2017 Annual Town Meeting approved the acceptance of a provision of legislation from the Massachusetts Municipal Modernization Act which allows for the establishment of "Parking Benefit Districts" in which the Town may segregate its parking revenues for expenditure in designated geographic areas (for example, the areas with parking meters) for a wide range of operating and capital purposes. However, both before the Finance Committee and Town Meeting, this Board and the Town Manager committed to developing a process by which any proposed expenditures of such segregated revenues would be submitted for review and endorsement by the Finance Committee, Capital Planning Committee, and Town Meeting in a similar fashion to Town CDBG distributions. This proposed bylaw codifies such a process to ensure sound, consistent review of Parking Benefit District proposals prior to expenditure.

Mr. Dunn moved approval.

SO VOTED (5-0)

Article 7: Grant of Use Restriction and Access Easement/51 Grove Street

Douglas W. Heim, Town Counsel

Mrs. Mahon moved to remove said Article from Warrant because it is not longer necessary.

SO VOTED (5-0)

CORRESPONDENCE RECEIVED

Air B&B's in Arlington

Louise A. Gorham, Bellingham, MA

Mr. Greeley moved to refer Ms. Gorham's letter to the Town Manager for review.

SO VOTED (5-0)

Mrs. Mahon moved receipt of "Correspondence Received".

SO VOTED (5-0)

NEW BUSINESS

Mr. Chapdelaine thanked the Public Works Department for all their work during the 17 inches of snow we received last Thursday and for working all day Saturday and Sunday with water leaks and snow related problems.

Mr. Chapdelaine stated he is honored to be named incoming President of the Mass. Municipal Management Association starting Saturday, January 20th.

Mr. Dunn and all the Selectmen also thanked the Public Works Department and Public Safety for all their work in keeping our roadways safe during last week's snowstorm.

Mr. Curro stated he would be attending the 30th Dr. Martin Luther King, Jr. Birthday Observance at Town Hall on Monday, January 15th at 6:45 p.m..

Mrs. Mahon moved to adjourn at 9:00 p.m.

SO VOTED (5-0)

Next Meeting of BoS January 22, 2018

A true record attest:

Marie A. Krepelka
Board Administrator

1-8-18

Agenda Item	Documents Used
1	Norway Maple Tree Removal @ 8 Higgins Street - Dr. Mamary Kone
2	Minutes of Meeting: December 18, 2017
3	Appointment - Board of Library Trustees, Jonathan Gates (term to expire 1/31/2019)
4	Presentation: Community Food Scrap Drop Off Pilot Program Charlotte Milan, Recycling Coordinator
5	Request for Approval - Letter of Non-Opposition for Medical Marijuana Dispensary at

	789 Massachusetts Avenue
6	Discussion & Approval: Autonomous Vehicle Testing Memorandum of Understanding Adam W. Chapdelaine, Town Manager
7	For Approval: Board Designee Committee Appointments to Replace Steven Byrne Joseph A. Curro, Jr. Chair
	<p>Warrant Article Hearings:</p> <p>Articles for Review:</p> <p>Article 3: Bylaw Amendment/Residential Construction, Open Excavation, and Demolition Activity Regulations: Neighbor Notifications and Meetings</p> <p>Article 4: Bylaw Amendment/Parking Benefits District Expenditures</p> <p>Article 7: Grant of Use Restriction and Access Easement/51 Grove Street</p>

Correspondence Received:
 Air B & B's in Arlington
 Louise A. Gorham, Bellingham, MA



Town of Arlington, Massachusetts

REAPPOINTMENTS (terms to expire 1/31/2021)

Summary:

Board of Health

Marie Walsh Condon, M.D.

Commission on Arts and Culture

Stephanie Marlin-Curiel

Jonathan Hyde

Conservation Commission

David White

Council on Aging

Marjorie Vanderhill

Veteran's Council

Steven Sawtelle

-

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Reappointments.pdf	Requests to Reappoint, Meeting Notices



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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

MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Reappointment to the Board of Health

This memo is to request the Board's approval of my reappointment of Marie Walsh Condon, M.D., 154 Rhinecliff Street, having a term expiration date of 1/31/2021 on the Board of Health.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 9, 2018

Marie Walsh Condon, M.D.
154 Rhinecliff Street
Arlington, MA 02476

Re: Reappointment - Board of Health

Dear Dr. Condon:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 22nd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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

MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Reappointment to the Commission on Arts and Culture

This memo is to request the Board's approval of my reappointment of Stephanie Marlin-Curiel, 11 Cross Street, having a term expiration date of 1/31/2021 on the Commission on Arts and Culture.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 10, 2018

Stephanie Marlin-Curiel
11 Cross Street
Arlington, MA 02474

Re: Reappointment - Commission on Arts and Culture

Dear Ms. Marlin-Curiel:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 22nd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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

MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Reappointment to the Commission on Arts and Culture

This memo is to request the Board's approval of my reappointment of Jonathan Hyde, 206 Highland Avenue, having a term expiration date of 1/31/2021 on the Commission on Arts and Culture.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 10, 2018

Jonathan Hyde
206 Highland Avenue
Arlington, MA 02476

Re: Reappointment - Commission on Arts and Culture

Dear Mr. Hyde:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 22nd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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

MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Reappointment to the Conservation Commission

This memo is to request the Board's approval of my reappointment of David White, 55 Bow Street, having a term expiration date of 1/31/2021 on the Conservation Commission.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREEBLEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 10, 2018

David White
55 Bow Street
Arlington, MA 02474

Re: Reappointment - Conservation Commission

Dear Mr. White:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 22nd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Reappointment to the Council on Aging

This memo is to request the Board's approval of my reappointment of Marjorie Vanderhill, 50 High Haith Road, having a term expiration date of 1/31/2021 on the Council on Aging.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 9, 2018

Marjorie Vanderhill
50 High Haith Road
Arlington, MA 02476

Re: Reappointment - Council on Aging

Dear Ms. Vanderhill:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 22nd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



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Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Reappointment to the Veteran's Council

This memo is to request the Board's approval of my reappointment of Steven Sawtelle, 115 College Avenue, having a term expiration date of 1/31/2021 on the Veteran's Council.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



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781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 10, 2018

Steven Sawtelle
115 College Avenue
Arlington, MA 02474

Re: Reappointment - Veteran's Council

Dear Mr. Sawtelle:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 22nd at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

For Approval: "Cause + Event Arlington 2018" 5K Race, May 13, 2018

Summary:

Julie Vakoc and Robin Olinsky, Race Co-Directors

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	Police_Cause+Event_5K_2018.docx	Police Recommendations
▣	Reference Material	Cause_Event_Arlington_BOS_Nov2018.pdf	Race Request

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE

Frederick Ryan



Town of Arlington

MASSACHUSETTS 02474

POLICE HEADQUARTERS

112 Mystic Street

Telephone 781-316-3900

Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: January 18, 2018

RE: Cause + Event 5K Road Race - May 13, 2018

At your request, the Traffic and Parking Unit reviewed Ms. Vakoc's proposal to hold their 4th annual 5K road race in Arlington. Based on issues that arose two years ago with the increased volume of runners, additional requirements were made last year to ensure a safer and smoother operating event in 2017. Based on the improvement, we request that the same stipulations be placed before approval of this year's race date, which includes:

- That they request the westbound section of Mass Ave from Mill Street to Lowell Street be posted as "No Parking." This section will serve as a dedicated running lane for participants.
- That they put in place suitable barriers between the running lane and traffic travel lanes. These barriers must be removed no later than 9:00 am on the day of the race.
- That they request the bike path be closed between 8:00 am and 9:00 am so that there are no conflicts between bikers and the approximately 1,000 runners.
- That they increase their police detail coverage to a minimum of one supervisor plus three additional officers.

Ms. Vakoc should contact the Traffic and Parking Unit one month prior to the event to finalize all race preparations. She should also communicate with the town's Public Information Officer to ensure public notifications are made in a timely manner.

CPR

Cc: Frederick Ryan, Police Chief
Capt. Julie Flaherty, Support Services Commander
Lt. Paul Conroy, OIC / Traffic, Details, and Licensing
Sgt. Sean Kiernan, Details and Licensing Supervisor
Adam Chapdelaine, Town Manager

"Proactive and Proud"

Cause + Event Arlington 2018

5K race to benefit local non-profits



Race History & Overview

- Cause + Event is a local non-profit that raises money for other non-profit organizations through a 5K road race.
- Each runner selects any verified non-profit to receive a minimum of half of their race registration fee (currently two-thirds). By allowing runners to select their own charity, the race allows small, local non-profits an opportunity to fundraise without organizing their own race.
- Cause + Event Boston started in Arlington in 2015, selling out with 650 runners.
- In 2016 and 2017, the race sold out with 1,000 runners and more than 100 kids fun run participants.



2018 Race Review

- 3rd annual race took place on Sunday, May 21, 2017
- Registration sold out with 1,000 runners 5-6 weeks prior to race day
- 200+ 4th and 5th grade Arlington FitGirls participated
- Received positive feedback from community sponsors and participants
- Donated two-thirds of the registration fee providing more than \$22,000 for 72 non-profits, many of which were local to Arlington, including:
 - Eight Arlington public schools – more than \$4,000
 - Lesley Ellis School Financial Assistance Fund - \$1,600
 - Arlington Youth Counseling Center - \$1484
 - Arlington EATS - \$788
 - Arlington Food Pantry - \$573
 - Children's Room - \$465
 - A2Empowerment - \$1,130

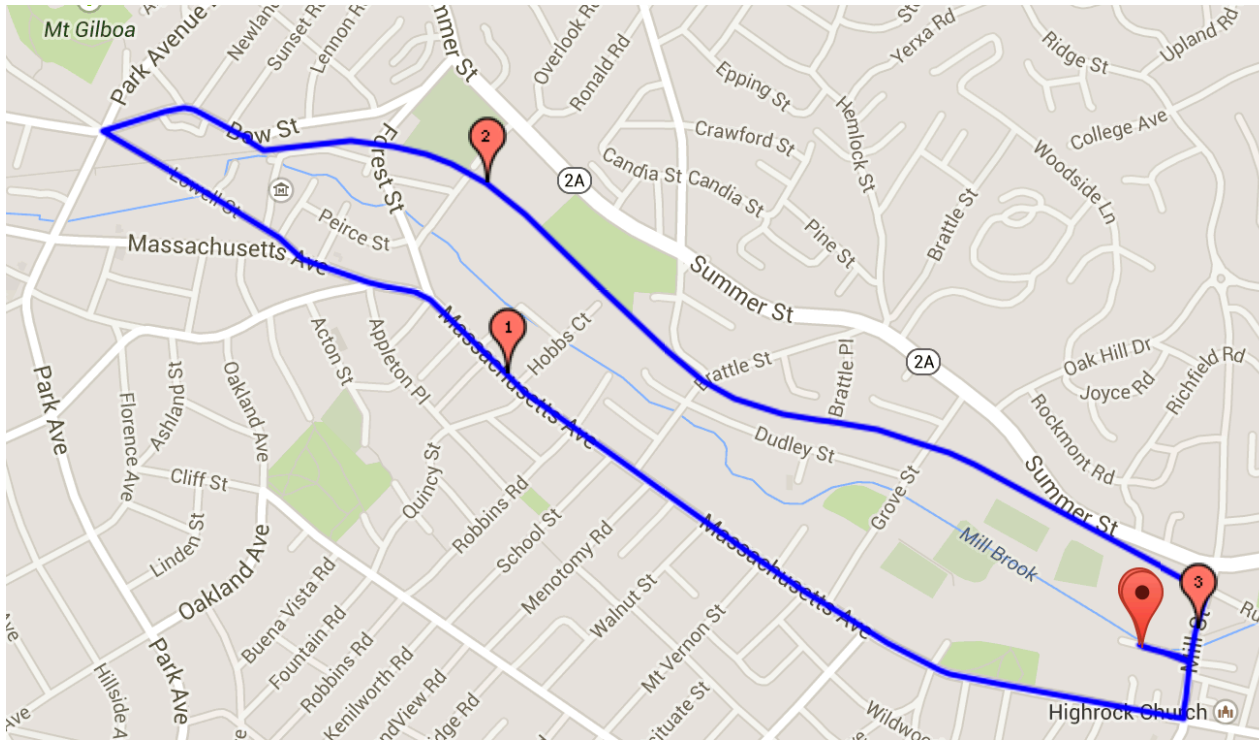


Proposed 2018 Event Details

- **What:** 5K race raising money for any verified non-profit
- **When:** Sunday, May 13, 2018
 - 5k race at 8:00 am
 - Free Kids Fun Run at 7:30 am
- **Where:** Start and finish behind Arlington High School – route along Mass Ave. and the Minuteman Bikeway
- **Attendance Goals** (no increase from 2017):
 - 5K Runners: 1,000
 - Volunteers: 75
 - Kids Fun Run: 125

Proposed Route

Route was developed by the Arlington Police Department has been used the past three years and would like to use again in 2018. <http://www.gmap-pedometer.com?r=6483883>



CAUSE
+ EVENT

2018 Race Request

- Use of Arlington roads and Minuteman bike path along proposed route.
- Based on the success of the 2017 race and the original request from the Arlington Police Department, to ensure a safe passage for the runners as well as cars traveling in both directions, we'd like to:
 - Restrict parking on Massachusetts Ave. in the westbound direction on Sunday, May 13, 2018 from Mill St. to Lowell St. from approximately 5:00 am – 9:00 am.
 - Closure of the Minuteman bike path from Bow St. to Mill St. from 8:00 – 9:00 am on race day.
- Cause + Event will provide barricades for a dedicated lane for runners in the parking lane and the APD will provide the No Parking signs.

Community Impact

- Race route avoids major traffic intersections and early start time should minimize traffic disruption.
- Early Sunday morning start time will reduce any negative impact to the community including conflicts with churches, businesses and school events.
- Use of the Minuteman Bike Path will capitalize on one of Arlington's greatest assets while minimizing road closures.

Community Engagement

- Promote event to Arlington non-profits to encourage participation through team competitions, additional fundraising opportunities and volunteer positions
- Encourage entire families to participate in both the 5K and Kids Run to promote health and wellness initiatives in the community
- Partner with school PTOs

Cause + Event 2017 Charities

- A Kids' Brain Tumor Cure
- A2Empowerment
- ACLU
- Alpha Chi Omega Foundation
- Alzheimer's Association
- American Cancer Society
- Argenziano School PTA
- Arlington EATS
- Arlington Education Foundation
- Arlington Food Pantry
- Ottoson Middle School
- Arlington Youth Counseling Center (AYCC)
- ASPCA
- Barton Center for Diabetes Education, Inc
- Beat NB
- Beautiful Day RI
- Billy Dalwin Pre-School of Temple Emunah
- Bishop School PTO
- Boston Area Gleaners
- Boston Area Rape Crisis Center (BARCC)
- Brackett School PTO
- Brooks Elementary PTO
- Buddy Dog Humane Society
- Buseesa Community Development Centre
- Cause and Event Foundation
- Center for Biological Diversity
- Children's Hospital Boston
- Children's Room
- Cradles to Crayons
- Dallin School PTO
- Dana Farber Cancer Institute
- DEAF, Inc. (Developmental Evaluation and Adjustment Facilities Inc)
- Empower HER
- Epilepsy Foundation New England (EFNE)
- Family Reach Foundation
- First Candle
- Food Link
- Girls on the Run Greater Boston
- Hardy School PTO
- Heifer Project International
- Helping Heroes Fly
- Horizons For Homeless Children
- Hunters Hope Foundation, Inc.
- Insulin for Life USA
- Jane Goodall Institute
- Kingdom Rock Children's Village Inc.
- KultureCity
- Last Hope K9 Rescue
- Lesley Ellis Jon Pfeifer Memorial Fund
- Leukemia & Lymphoma Society
- Lifeline Children's Services
- MacArthur PTO
- Make a Wish Foundation MA & RI
- MSPCA
- Mystic River Watershed Association
- Neurofibromatosis Northeast
- Peirce School PTO
- Planned Parenthood League of MA
- Portland Youthbuilders
- Save the Children Federation
- Step Up International
- Stratton School PTO
- Sunshine Nursery School
- The Patrick Palin Foundation
- Thompson Elementary School PTO
- UNICEF
- Water for People
- West Mountain Ski Patrol
- West Somerville Neighborhood School PTA
- World Wildlife Fund, Inc.
- Wounded Warrior Project
- YouthBuild USA

Contact Information

We are happy to provide more information about the race and our plans. Feel free to contact us any time.

Julie Vakoc

julie.vakoc@gmail.com

857-928-2272

Robin Olinsky

robinolinsky@gmail.com

617-501-2899

CAUSE
+EVENT



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 1/27/18 @ Robbins Memorial Town Hall for Thompson School PTO 'Winter Party'

Summary:

Gaggi DeStefanis

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Thompson_PTO_Special_Application.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant:

Gaggi DeStefanis, Thompson Elementary PTO

Address, phone & e-mail contact information:

113 Palmer St., Arlington, 617-909-1865 gaggi@rcn.com

Name & address of Organization for which license is sought:

Thompson Elementary School, PTO

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

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

Jodi Auerbach, Something Savoury Catering

Address, phone & e-mail contact information:

1312 Mass. Ave., Arlington, Ma. 617-549-2599 jodi@somethingsavory.com

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

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

one-time event

24-Hour contact number for Responsible Manager on Event date:

617-549-2599

Title of Event:

Winter Party

Date/time of Event:

Saturday, January 27, 2018

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose/Sheelah Ward

Method(s) of invitation/publicity for Event:

Invitation

Number of people expected to attend: 225

Expected admission/ticket prices: \$15

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

\$5 for wine, \$3 for beer

Will persons under age 21 be on premises? yes - coat check

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

Bartenders will check for ID's

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

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

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

Off. Corey P. Roteau Date 1/16/18
O.P.C. Corey P. Roteau
Printed name/title

POLICE COMMENTS:

Request one police detail

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

beer/wine

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

sweet and savory tapas, seltzers, juices

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

Something Savory Catering

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

TIPS CERTIFICATION

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

attached

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

Atlas Liquors, Medford

Date of Delivery: Sat. 1/27/2018

Alcohol Serving Time (s) 8:00 pm - 11:30 pm

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

Atlas will take back what is not used.

Date of Pick-Up:

Mon. Jan. 29, 2018

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

ATTACHED

**Please submit this completed form and filing fee to the Board of Selectmen
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: Gaggi DeStefanis, _____

Printed title & Organization name: Committee Chair, Thompson, PTO _____

Email: gaggi@rcn.com _____

revised: 5/18/2015 reformatted: 05/05/2017



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

9 January 2018

SECURITY PLAN FOR THOMPSON PTO WINTER PARTY

The Thompson School PTO is sponsoring a Winter Party event to be held on Saturday, January 27, 2018, 8:00 pm – 12 midnight at the Arlington Town Hall. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Advance tickets will be sold for the evening event at \$15 each. We anticipate approximately 225 people to attend.

The event will be for adults only except for three coat check ticket takers.

Patsy Kraemer will be the event coordinator for the event. Something Savory Catering will provide food for the event and will also provide bartender service. Greg Stathopoulos will be the custodian for the event. A committee of 6 volunteers from the Thompson PTO Party Committee is the planning group and will assist in staffing the party. All these people will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. A police detail will be required.

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/16/2018

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

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

PRODUCER T. Edmund Garrity & Co., Inc. 545 Concord Avenue, Suite 16 Cambridge MA 02138		CONTACT NAME: Cristina Medeiros PHONE (A/C, No, Ext): (617)354-4640 FAX (A/C, No): (617)354-5828 E-MAIL ADDRESS: cristina@garrity-insurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Travelers Indemnity Co CT	
		INSURER B:	
		INSURER C: Hospitality Mutual	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Master COI 2018 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6607B769370	04/20/2017	04/20/2018	EACH OCCURRENCE	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							DAMAGE TO RENTED PREMISES (Ea occurrence)
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$ 100,000	
	OTHER:						MED EXP (Any one person)	
							\$ 5,000	
	AUTOMOBILE LIABILITY						PERSONAL & ADV INJURY	
	ANY AUTO						\$ 1,000,000	
	OWNED AUTOS ONLY						GENERAL AGGREGATE	
	HIRED AUTOS ONLY						\$ 2,000,000	
	SCHEDULED AUTOS						PRODUCTS - COMP/OP AGG	
	NON-OWNED AUTOS ONLY						\$ 2,000,000	
	UMBRELLA LIAB						COMBINED SINGLE LIMIT (Ea accident)	
	EXCESS LIAB						\$	
							BODILY INJURY (Per person)	
	DED						\$	
	RETENTION \$						BODILY INJURY (Per accident)	
							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PROPERTY DAMAGE (Per accident)	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						\$	
C	Liquor Liability			00061130LL	12/16/2017	12/16/2018	PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	
							\$	
						E.L. DISEASE - EA EMPLOYEE		
						\$		
						E.L. DISEASE - POLICY LIMIT		
						\$		
						Per Occurrence		
						1,000,000		
						Aggregate		
						2,000,000		

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

Town of Arlington is listed as additional insured for general liability and liquor liability.

CERTIFICATE HOLDER

CANCELLATION

Town of Arlington Arlington MA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on February 6, 2017
provided by Health Communications, Inc.

is hereby granted to:

Robyn Goodner

Certification to be sent to:

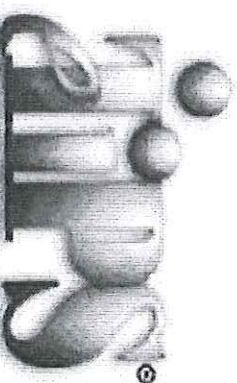
65 Colby St

Medford MA, 02155-6008 USA

HEALTH COMMUNICATIONS INC.



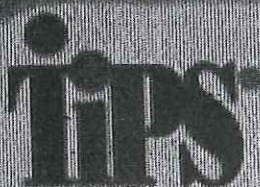
This document is not proof of eTIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



<https://w3.certegrity.com/cp3.nsf/RetrDocument?OpenAgent&DML=>

Loss Window

This card is only valid for use online - and cannot be used as proof of certification except from within Certification Manager



eTIPS On Premise 3.0

Issued: 01/21/2017

Expires: 01/21/2020

ID#: 4438835

Sheila Reynolds

237 Grove St
Waltham, MA 02453-6548 USA

CERTIFIED

Online Use Only
Valid if Printed

[Redacted signature area]



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 2/3/18 @ Robbins Memorial Town Hall for Arlington Center for the Arts' Blue Jean Ball

Summary:

Lisa Pedulla, ACA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ACA_Special_Application.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Lisa Pedulla Arlington Center for the Arts

Address, phone & e-mail contact information:

20 Academy St., Arlington, 781-648-6229 Linda@acarts.org, lpedulla@verizon.net

Name & address of Organization for which license is sought:

same as above

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:

Linda Shoemaker, Executive Director

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

Gala Fundraiser 1/28/2017

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

regular event - 1/28/2017

24-Hour contact number for Responsible Manager on Event date:

Ed Garland, Premier Bartending, 781-223-5001

Title of Event:

ACA Blue Jean Ball

Date/time of Event:

Saturday, February 3, 2018

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

Invitation/Social Media

Number of people expected to attend: 140

Expected admission/ticket prices: \$50 per person

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

\$7 for beer and wine \$2 for non-alcoholic sodas and waters

Will persons under age 21 be on premises? no

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

Bartenders will check for ID's

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

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

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

Off. Corey P. Roteau Date 1-16-18
Off. Corey P. Roteau
Printed name/title

POLICE COMMENTS:

must notify P.D. if attendance ends up beyond 150 attendees.

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

beer/wine

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

substantial savory tapas and sweets/ waters/sodas

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

Premier Bartending Service

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

TIPS CERTIFICATION

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

A. Gray, D. Marci

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

Atlas Liquors, Medford

Date of Delivery: Saturday, February 3, 2018

Alcohol Serving Time (s) 7:00 pm - 10:00 pm

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

Atlas Liquors will pick up excess alcohol.

Date of Pick-Up:

Monday, February 5, 2018

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

ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen

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: Lisa Pedulla

Printed title & Organization name: Arlington Center for the Arts

Email: lpedulla@verizon.net

revised: 5/18/2015 reformatted: 2/25/2016



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

3 January 2018

SECURITY PLAN FOR ARLINGTON CENTER FOR ARTS BLUE JEAN BALL

The Arlington Center for the Arts is sponsoring a Blue Jean Ball event to be held on Saturday, February 3, 7:00 pm – 10:00 pm at the Arlington Town Hall. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Advance tickets will be sold for the evening event at \$50 each. We anticipate approximately 140 people to attend.

The Ball event will be for adults only.

Patsy Kraemer will be the event coordinator for the event. Blue Ribbon Barbecue will provide food for the event and Premier Bartending will provide bartender service. Greg Stathopoulos will be the custodian for the event. A committee of 5 volunteers from the ACA planning group will assist in staffing the party. All these people will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event.

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

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



GORDWAL-02

JHOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/10/2017

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

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

PRODUCER
Roblin Insurance Agency
144 Gould Street Suite 100
Needham, MA 02494

CONTACT
NAME:
PHONE
(A/C, No, Ext): (781) 455-0700 FAX
(A/C, No): (781) 449-8976
E-MAIL
ADDRESS: certificates@roblininsurance.com

INSURED

Premier Catering & Bar Service LLC
PO Box 540310
Waltham, MA 02454

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Mount Vernon Fire Co	
INSURER B : StarStone National Insurance Company	25496
INSURER C : U.S. Liability Ins. Co.	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BINDER	03/11/2017	03/11/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED NONOWNED \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			88915C175ALI	03/11/2017	03/11/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				
C	Liquor Liability			CL1569703C	03/11/2017	03/11/2018	per Occurrence 1,000,000
C	Liquor Liability			CL1569703C	03/11/2017	03/11/2018	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Arlington is additional insured with regard to liability of the named insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Arlington
Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

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



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 11/18/2015 Expires: 11/18/2018
ID#: 4129771 D.O.B.: XX/XX/XXXX

Allan J Gray
Capers Catering
21 Emerson St
Stoneham, MA 02180-2053

For service visit us online at www.gettips.com



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 11/18/2015 Expires: 11/18/2018
ID#: 4129671 D.O.B.: XX/XX/XXXX

Diane Maini
Capers Catering
21 Emerson St
Stoneham, MA 02180-2053

For service visit us online at www.gettips.com



Town of Arlington, Massachusetts

Human Rights Commission

Summary:

Betsy Carlton-Gysan (term to expire 6/30/2019)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Carlton_Gysan_appt.pdf	Town Manager request to appoint, Carlton-Gysan resume, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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

MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Appointment to the Human Rights Commission

This memo is to request the Board's approval of my appointment of Betsy Carlton-Gysan, 268 Broadway, Arlington, MA 02474, to the Human Rights Commission with a term expiration date of 6/30/2019.


Town Manager

BETSY CARLTON-GYSAN

Boston, MA

betsycarltongysan@gmail.com • [LinkedIn.com/in/BetsyCarltonGysan](https://www.linkedin.com/in/BetsyCarltonGysan) • @betsy_cg

SUMMARY OF QUALIFICATIONS

Energetic and multi-faceted **Program Management Executive** with focus on values-driven companies. Strong ability to build and maintain long-term relationships with colleagues, clients, and vendors. Emphasis on strategic planning, cross-functional team collaboration, and measurable outcomes. Solid track record of achieving financial success by opening new revenue streams and tightening processes. Adept at weaving creative and analytical insights into original campaigns, and adapting messaging to resonate with multiple audiences. Skilled at integrating outreach mediums to create cohesive and effective programs. Superior organization and computer skills with the ability to concurrently manage multiple projects. Equally at ease presenting to stakeholders or in a development huddle. Will make you laugh.

PROFESSIONAL ACCOMPLISHMENTS.

- Crafted multi-prong plan to launch enterprise SaaS platform and solutions in Europe, including adapting core company value for vastly different market, creating brand awareness, recruiting credible local partners, and building regional efforts within core strategy. Resulted in steady stream of leads, scalable infrastructure for dynamic growth and market penetration, and better knowledge of the customer base.
- Led efforts within Fortune 100 company to revamp market strategy for under-producing product line, including development of value proposition and core messaging. Specific efforts included collateral development, customer-ready BATNA analysis, webinars, website architecture, lead generation tools, and trade show strategy resulting in Sales pipeline increase from average of 2 to 40 leads per month.
- Established task force to review company-wide customer communications at fast-growing enterprise SaaS company. Convened representatives from Sales, Marketing, Product Marketing, and Customer Success teams to map Customer Journey and identify areas for improvement. Resulted in cleaner and more consistent customer messaging, more efficient processes, and ongoing connections between departments for better communication and collaboration.
- Proven ability to attract and retain new business opportunities using a variety of online and offline outreach tactics, including webinars, online content, industry events, direct marketing, and individual outreach. Signed largest consulting retainer contract in firm's history, 140% more than the average.

PROFESSIONAL EXPERIENCE

FirstFuel Software, Lexington, MA

2014 – present

Lead Demand Generation efforts for the global leader in business customer engagement for energy providers.

Senior Manager, Marketing & Strategy. Develop and lead robust and diverse outreach strategy to develop lasting relationships with niche customer base, including signature Executive Roundtable series which facilitates peer-to-peer connection between senior utility executives. Built Demand Generation capability for fast-growing SaaS company, including strategy, timeline, budget, and cross-functional execution.

American Tower, Woburn, MA

2012 – 2014

Responsible for domestic energy agenda of Fortune 100 wireless telecom company and trio of energy programs.

Senior Manager, Energy Programs. Program Management lead for Backup Power, Power Purchasing, and Alternative Energy programs. Responsible for creating program goals and leading cross-functional implementation efforts with Sales & Marketing, Financial Planning & Analysis, Network Development & Operations, Leasing, IT, and Supply Chain teams.

NECEC (Northeast Clean Energy Council) Institute, Boston, MA

2012 – 2012

Created new technology and market-centric program for regional clean energy business organization.

Segment Development Program Manager. Designed, developed, and executed program to address issues specific to technology and market segments within the clean energy industry. Harnessed policy, innovation, and business capabilities within organization to advance sector growth and new market adoption. Segments included Offshore Renewables, Corporate Sustainability, and Government Procurement.

Sustainable Cities Initiative/Sustainable Neighborhood Living Lab at Boston University, Boston, MA 2011
Project manager for pioneering initiative to promote sustainability and urban quality of life.
Project Manager - Contract. Worked with stakeholders from academia, industry and government on energy efficiency/Smart Grid projects, including designing project plan for new lab site in Roxbury. Coordinated community outreach, negotiated agreements, developed infrastructure, and crafted marketing materials.

Philips Healthcare, Andover, MA 2010
Product Marketing Intern in the Medical Consumables and Sensors unit of global Fortune 300 healthcare company.
MBA Marketing Intern. Drove several projects of MCS Product Marketing team, including analyzing pricing structure for Asian line, crafting a new communications process between Product and Field marketing, and managing the naming process for two new products with MCS, Branding, Marcom and Philips' internal agency.

Self, Boston, MA 2008-2009
Strategic Marketing Consultant. Key projects include translating goals for MillerCoors' Lideres Latino outreach program into a cohesive and dynamic online presence and expanding product line awareness for eco-friendly housewares company.

Washington Environmental Council, Seattle, WA 2006-2007
Oversaw fundraising operations for the leading environmental non-profit organization in Washington State.
Development Director. Achieved 25% overall revenue growth through a 15% increase from Major Donors, a 42% increase in Event income, and a 45% increase in Grants income.

CTSG, a subsidiary of Kintera Inc., Washington, DC 2004 - 2006
Led the Politics and Public Policy consulting unit of a leading Software as a Service provider to the nonprofit/public sectors.
Managing Partner/Director, Advocacy and Political Fundraising Consulting. Responsible for meeting and tracking unit's profit targets. Supervised staff of eight in three geographies. Account lead for several marquee clients. Developed new business opportunities including largest consulting retainer in firm's history.

Office of Democratic Leader Nancy Pelosi, Washington, DC 2004
Established Online Communications Department for highest ranking Democrat in the U.S. House of Representatives.
Director of Online Communications. Designed department goals and structure. Supervised six staff and two vendor relationships. Revamped two websites -- democraticleader.gov and housedemocrats.gov -- to reflect internal strategic goals and improve ease of use. Chaired editorial board to coordinate internal messaging.

League of Conservation Voters, Washington, DC 2001 - 2004
Directed Marketing and Membership programs for national environmental advocacy organization.
Director of Marketing and Membership. Oversaw \$2.1 million direct mail, email marketing, and online communications and marketing programs, including budget development and execution, message development, staff supervision, vendor relationships, and strategic planning.

Political Operative, Washington, DC/New York/New Jersey/Connecticut 1996 - 2001
Fundraiser. Crafted and implemented fundraising plans for assorted progressive federal, state, and municipal campaigns.

EDUCATION AND SKILLS

MBA, dual concentrations in Marketing and Strategy & Business Analysis

MS in Information Systems *high honors*

Boston University Graduate School of Management, Boston, MA

2011

BA in Politics *cum laude*, New York University, New York, NY

1997

Harvard ManageMentor Executive Education - Senior Management Track

completed 2014

Skills and Accreditations:

- Business and use case development. Go-to-Market strategy.
- Qualitative and quantitative market research methodologies using both primary and secondary sources.
- Six Sigma Green Belt, *certified January 2011.*
- Project Management Professional (PMP), *certified March 2013.*

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 10, 2018

Betsy Carlton-Gysan
268 Broadway
Arlington, MA 02474

Re: Appointment: Human Rights Commission

Dear Ms. Carlton-Gysan:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, January 22nd at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

CITIZENS OPEN FORUM



Town of Arlington, Massachusetts

Tree Inventory Report

Summary:

John Ellis, Tree Committee



Town of Arlington, Massachusetts

For Approval: 2018 Annual Town Election Ballot Questions - Treasurer/Collector Conversion

Summary:

Douglas W. Heim, Town Counsel

ATTACHMENTS:

Type	File Name	Description
Reference Material	Town_Treasurer_Ballot_Question_Memo_to_the_Board_of_Selectmen_(00020069).pdf	Reference



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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

To: Board of Selectmen
Mr. Dean Carman, Town Treasurer
Mr. Adam Chapdelaine, Town Manager

From: Douglas W. Heim, Town Counsel

Date: January 18, 2018

Re: Town Treasurer and Collector of Taxes Ballot Question

The 2017 Annual Town Meeting voted positive action on Article 19 (154-57-1), to place before the voters of Arlington the following question at the 2018 Annual Town Election:

“Shall the town vote to have its elected Town Treasurer and Collector of Taxes become an appointed Town Treasurer and Collector of Taxes of the town? Yes _____ No _____”

Pursuant to G.L. c. 41 sec. 1B, should a majority of voters answer “yes,” the elected position of Treasurer/Tax Collector (already consolidated for our purposes) would be converted to an appointed office after the expiration of the present Treasurer’s term (expiring in 2020).

The ballot question actually put before the voters must be prepared and submitted to Secretary of the Commonwealth's Election Division on or before March 5, 2018. The submission package must include a certified copy of the Town Meeting Vote, and the ballot question as prepared by Town Counsel. While G.L. c. 41 sec. 1B offers little latitude on the question itself, I recommend a neutral, concise description of the question for your consideration.

DRAFT BALLOT QUESTION & DESCRIPTION

Shall the town vote to have its elected Town Treasurer and Collector of Taxes become an appointed Town Treasurer and Collector of Taxes of the town? Yes _____ No _____”

M.G.L. c. 41 Section B provides for the conversion of any elected office of the Town (except the Board of Selectmen and School Committee) to an appointed office. The 2017 Annual Town Meeting approved sending this question relative to the elected office of the Town Treasurer and Collector of Taxes to the Town's voters.

If this question is approved, the Treasurer and Collector of Taxes would continue to serve the remainder of his term to 2020. In the interim period the process and authority for making such an appointment would be developed and require the approval of Town Meeting.

* * *

Thank you for your consideration of this matter. I welcome any comments the Board wishes to share prior to finalization of the ballot language and submission to the Elections Division.



Town of Arlington, Massachusetts

For Approval: Request to Join Metro Mayors' Coalition

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_Metro_Mayors_1_22_2018.pdf	Town Manager Memorandum to Board



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

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Metropolitan Mayors Coalition

Date: January 18, 2018

I am writing tonight to request the Board's endorsement of my intent to pursue Arlington's joining of the Metropolitan Mayors Coalition (MMC). The MMC is a group of cities in towns in the urban core of Metro Boston whose leaders gather to exchange information and create solutions for common problems. The municipal officials in this group represent more than 1.4 million constituents, and represent Boston, Braintree, Brookline, Cambridge, Chelsea, Everett, Malden, Melrose, Medford, Newton, Quincy, Revere, Somerville and Winthrop. MAPC facilitates and staff the work of the MMC.

The MMC has recently been focused on two major initiatives, climate change adaption and mitigation and the other more recently; dealing with the region's housing shortage. It is my belief that Arlington is at the cutting edge of these issues, but that we could also benefit from a more regional approach to planning for and implementing solutions to these challenges. I have had an initial conversation with Mayor Curtatone of Somerville regarding Arlington's potential joining of the MMC and he was very receptive.

The MMC does require that member communities pay dues in the amount of \$10,000 per year, so I have budgeted for that accordingly should the Board endorse Arlington pursuing membership. I look forward to discussing this matter with the Board and would be happy to answer any questions that the Board might have.



Town of Arlington, Massachusetts

For Approval: Interim Plan for Comptroller

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_Compt_Interim__1_22_2018.pdf	Town Manager Memorandum to Board



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

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Comptroller – Interim Plan

Date: January 18, 2018

I am writing to the Board to request approval for an interim plan for the Comptroller's Office while the Board searches for Mr. Viscay's successor. This plan calls for naming Assistant Comptroller, Cindy Fields, as Acting Comptroller and also hiring a municipal accounting consultant on a limited basis to supplement the work of the Acting Comptroller.

The plan proposes to compensate Ms. Fields out of grade at M2 Step 3 (\$99,822) for the duties associated with Acting Comptroller. This approach is similar to what we are currently doing with the Acting Facilities Director. As Acting Comptroller, Ms. Fields will be responsible for the day to day management of the office and general functions of the Comptroller.

Additionally, the plan proposes to hire Toni Mertz for 8-10 hours a week to perform the following duties:

- Weekly oversight in Comptroller's office;
- Review weekly accounts payable and payroll warrants;
- Review all journal entries;
- Support staff on various Munis reports, setting up new funds, and other Munis related questions;
- Miscellaneous assignments/projects as requested by the Board of Selectmen/Town Manager.

The fee for this service will be based on actual hours performed at an hourly rate of \$130/hour. The hourly rate includes all out of pocket costs and direct expenses.

Ms. Mertz is an experienced municipal finance professional and has provided services to the Comptroller's Office in Arlington during Mr. Viscay's tenure and also served as the Interim School CFO in Arlington while the School Department searched for a CFO in 2017. Her general experience and familiarity with Arlington will be very helpful during this interim period.

I would be happy to answer any questions the Board may have regarding this proposal.



Town of Arlington, Massachusetts

Town Manager Performance Evaluation - Process

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	TM_Performance_Eval_2018.pdf	Town Manager Memorandum to Board
▢	Reference Material	TM_Eval_Form_Approved_02-25-2013.pdf	Review Form



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

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Town Manager Performance Evaluation

Date: January 22, 2018

I am writing to the Board today to prompt the beginning of the Town Manager evaluation process for what will now be the fifth year. For the past four years, we have used an evaluation instrument agreed to by the Board to go along with a Narrative Self Evaluation and an update on Town Manager goals provided by me. I have provided a copy of the evaluation instrument along with this memorandum for your review. I would like to suggest a timeline for the Board to accept at Monday's meeting, and also hear feedback from Board members regarding the process that has been in place. The proposed timeline is as follows:

February 5, 2018 –Town Manager provides Board with Narrative Self Evaluation, updated goals document, and a copy of the evaluation instrument.

February 5, 2018 – March 5, 2018 – Board members complete evaluation instrument.

March 5, 2018 – Completed evaluation instruments are transmitted to the Chair of the Board.

March 5, 2018 – March 19, 2018 – Chair of the Board works with HR Director to compile scores from evaluation instrument and create one comprehensive evaluation document.

April 9, 2018– Evaluations are 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.

I'd also like to note that Section 13 of my current employment requires the Board to provide me with one year prior written notice if it does not intend to renew my contract and if such notice is not provided, the severance pay provisions of the agreement are enforced. Given that the current agreement expires February 10, 2019, the one year window is approaching. I am informing the Board of this matter as a reminder. I'd be happy to answer any questions about this matter.

**Town of Arlington
Board of Selectmen Policy**



Town Manager Performance Review Instrument

Effective Date	2/25/2013
Revisions	
Approval Date	2/25/2013

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 Board of Selectmen 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 Board of Selectmen. 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 March 1 through February 28.
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 Board of Selectmen.

**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.

1. Personal Characteristics	1	2	3	4	5	N/A
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:						

2. Professionalism	1	2	3	4	5	N/A
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:						

3. Public Relations/Communications	1	2	3	4	5	N/A
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:						

4. Board Support/Relations	1	2	3	4	5	N/A
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 Board of Selectmen.	<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 Selectmen 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:						

5. Community Leadership	1	2	3	4	5	N/A
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:						

6. Organizational Leadership/Personnel Management	1	2	3	4	5	N/A
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:						

7. Financial Management	1	2	3	4	5	N/A
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:						

OVERALL RATING	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
Recognized Strengths:						
Areas for Improvement:						
Name of Selectman: _____						

Town Manager Performance Review Form
Acknowledgement of Receipt

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

BOARD OF SELECTMEN

Date: _____

TOWN MANAGER

Date: _____



Town of Arlington, Massachusetts


Articles for Review:

Summary:

Article 3: Bylaw Amendment/Residential Construction, Open Excavation, and Demolition Activity Regulations: Neighbor Notifications and Meetings

Article 4: Bylaw Amendment/Parking Benefits District Expenditures

ATTACHMENTS:

Type	File Name	Description
 Reference Material	Memo_to_BOS_re_Feb_2018_STM_Draft_Final_Votes_and_Comments.docx_(00020070xA050C).docx	Draft Final Votes & Comments STM #3, #4



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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Arlington, MA 02476
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E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager
John Leone, Town Moderator

From: Douglas W. Heim, Town Counsel

Date: January 18, 2018

Re: February 12th Special Town Meeting Draft Final Votes and Comments

I write to provide the Board draft final votes and comments for your consideration and approval at the upcoming meeting on January 22, 2018.¹ Articles are presented in the order in which they appear on the Special Town Meeting Warrant.

¹ Please note that where votes involve amendment to the Town Bylaws or other Town ordinance, underlined text denotes new and/or additional language to the present bylaw, whereas “strikethrough” text denotes the elimination of present language, unless otherwise noted.

ARTICLE 3

BYLAW AMENDMENT/RESIDENTIAL CONSTRUCTION, OPEN EXCAVATION, AND DEMOLITION ACTIVITY REGULATIONS: NOISE ABATEMENT

VOTED: That Title V, Article 12, Section 3A be and hereby is amended by inserting a subpart “3,” which exempts Department of Public Works and public utilities work on and in public and private ways from the hours of restriction as follows:

Section 3. Daytime-Only Activities.

The following acts are specifically prohibited.

A. Prohibited Times. Operating, or permitting the operation of, any of the following devices or vehicles.

1. before 9:00 A.M. or after 5:00 p.m. on Saturday, Sunday or legal holiday

2. before 8:00 A.M. or after 6:00 p.m. on all other days:

a. Heavy equipment (as defined in Section 1), and

b. All electric motors or internal combustion engines, or other construction devices, tools or equipment, used in construction, drilling, demolition, maintenance, or earth moving, including but not limited to bulldozers, backhoes, concrete mixers, dump trucks, pneumatic tools, rollers, scrapers, air compressors, generators, jackhammers, cranes, pavement breakers, pile drivers, rock drills, and chainsaws.

3. Authorized Exemptions for Public and Private Way Projects

a. Arlington Department of Public Works and/or their contractors may perform non-emergency work in and/or on public and private ways within the Town of Arlington outside of the operating hours set forth in this Section with the permission of the Town Manager.

b. Public utilities and/or their contractors may perform non-emergency work in and/or on public and private ways within the Town of Arlington outside of

the operating hours set forth in this Section with the permission of the Board of Selectmen.

- c. **The exemptions enumerated above shall not extend to non-emergency work on any other type of public or private property by such entities.**

COMMENT: Last year's successful amendment of the Town's Noise Abatement provisions to mitigate the impact of residential construction activities in Arlington presented a previously non-ripe ambiguity in the overall formulation of Title V, Article 12 of the Town Bylaws. While Title V sets forth "Regulations Upon the Use of Private Property," the contents of Article 12 of Title V make it ambiguous as to whether its restrictions should apply to public works and public utilities work on public and private streets (otherwise referred to as "ways").

In the past, the issue of whether Article 12's regulations applied or not was moot because DPW and public utilities' normal schedule for paving, servicing of gas, water, and sewer lines typically took place within the allowed time periods. However the 2017 Town Meeting reduction of construction hours for noise purposes conflicts with both DPW's needs and industry standards for roadway work. If these new hours of operation apply to DPW and public utilities, it will be substantially more difficult to improve roadways and the utilities contained therein in a cost-effective and efficient manner.

Moreover, the Board notes that whereas the crux of concern regarding noise in residential construction has been day and night noise at one, fixed location for the benefit of one developer or homeowner; DPW and the public utilities' work on and in the public and private ways serve the overall public good in a manner that is not usually affixed in one location. In order to reassure against an overly broad exemption, DPW and public utilities' non-emergency work would only be exempt with the authorization of the Town Manager (for DPW work) and the Board of Selectmen (for utilities, who frequently are required to appear for access rights to the public way) respectively. Accordingly, with these safeguards in place, we recommend this straightforward clarification to Town Meeting before DPW and utility improvements begin this coming Spring.

ARTICLE 4

BYLAW AMENDMENT/PARKING BENEFITS DISTRICT EXPENDITURES

VOTED: That Title I, Article 11 “Program Budget,” previously deleted by vote the 2012 Annual Town Meeting, be and is hereby replaced in the entirety with the following new Article:

ARTICLE 11: Parking Benefit District Expenditures

A. Purpose and Definitions

The Purpose of this Article is to detail the Town of Arlington’s process for reviewing and approving expenditure requests for the operation of, and improvements to Parking Benefit Districts in Arlington as permitted by c. 40 §§ 22A and 22A ½.

For the purposes of this Article, “Parking Benefit Districts” shall be defined as set forth in G.L. c. 40 §22A ½.

The Parking Implementation and Governance Committee is a Committee tasked with evaluating and making recommendations for parking and related administration and improvements in Arlington, including members of the Arlington business community.

B. Process for Review and Endorsement of Expenditures

1. Revenue Estimates. On or before February 1st of the current fiscal year, the Parking Implementation and Governance Committee, or other designee of the Board of Selectmen, shall provide a detailed estimate of the projected revenues and expenditures of each Parking Benefit District in Arlington for the ensuing fiscal year.
2. Operating Expenditures. All proposed operating expenditures for the ensuing fiscal year in each Parking Benefit District, submitted by the Parking Implementation and Governance Committee or any other entity, shall be reviewed for report and recommended action or actions by the Finance Committee prior to submission for endorsement by Town Meeting.
3. Capital Expenditures. All proposed capital expenditures for the ensuing fiscal year in each Parking Benefit District, submitted by the Parking Implementation and Governance Committee or any other entity, shall be reviewed for report and

recommended action or actions by the Capital Planning Committee prior to submission for endorsement by the Annual Town Meeting.

4. **Town Meeting Endorsement. Town Meeting shall vote to endorse the recommended action or actions of the Finance and/or Capital Planning Committees respectively prior to the expenditure of any Parking Benefits District revenue proposed by the Parking Implementation and Governance Committee, or any other entity.**

C. Construction and Severability

At all times this by-law shall be interpreted in a manner consistent with G.L. c. 40 §§ 22A and 22A ½. Should any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph, or part shall continue in full force and effect.

COMMENT: 2017 Annual Town Meeting approved the acceptance of a provision of legislation from the Massachusetts Municipal Modernization Act which allows for the establishment of “Parking Benefit Districts” in which the Town may segregate its parking revenues for expenditure in designated geographic areas (for example, the areas with parking meters) for a wide range of operating and capital purposes. However, both before the Finance Committee and Town Meeting, this Board and the Town Manager committed to developing a process by which any proposed expenditures of such segregated revenues would be submitted for review and endorsement by the Finance Committee, Capital Planning Committee, and Town Meeting in a similar fashion to Town CDBG distributions. This proposed bylaw codifies such a process to ensure sound, consistent review of Parking Benefit District proposals prior to expenditure.

REFERENCE MATERIAL

STM Warrant Article #3

TOWN BYLAWS TITLE V: REGULATIONS UPON THE USE OF PRIVATE PROPERTY

ARTICLE 12: NOISE ABATEMENT

Section 1. Definition.

Except as may be otherwise specified in this Section, all acoustical terminology used in this Article shall have the meaning stated in American National Standard Acoustical Terminology [ANSI S1.1-1998 (R2004) or as it may be revised.]

For purposes of this Article the following words and phrases shall have the meanings respectively ascribed to them by this Section:

Construction

Any activity requiring a building permit and any and all activity necessary or incidental to the erection, assembling, altering, installing, repair or equipping of buildings, roadways, or utilities, including demolition, land clearing, grading, excavating, and filling and paving.

DB(A)

The A-weighted sound level in decibels, as measured by a type I or II sound level meter complying with the provisions of Specifications for Sound Level Meters [(ANSI S1.4-1983 (R2001) with amendment S1.4A-1983 or as it may be revised], American National Standards Institute (ANSI), properly calibrated, and operated on the AA@ weighting network, slow setting.

Demolition

Any dismantling, intentional destruction or removal of structures, utilities, public or private right-of-way surfaces, or similar property.

Domestic Power Equipment

Electrical, battery or generator powered equipment intended for use in residential areas by a homeowner. Examples include but are not limited to chain saws, log splitters, power saws, drills, grinders, lawn and garden tools.

Emergency

An occurrence or set of circumstances requiring immediate action involving

- a. the restoration of public utilities or
- b. the restoration of property to a safe condition following a public calamity or
- c. the protection of persons or property from imminent exposure to danger.

Emergency work

Work which is performed in an effort to alleviate an emergency.

Emergency Vehicle

Any vehicle being operated as part of emergency work.

Heavy Equipment

Commercial or industrial equipment such as motorized earth moving equipment, jack hammers, pavement breakers, pile drivers, trucks for loading and unloading dumpsters, tractor-trailers, and parking lot maintenance equipment.

Pavement Breaker

Any hydraulically or pneumatically powered impact device intended to cut or trench pavement, subbase macadam, gravel, concrete, or hard ground.

Person

Any individual, partnership, association, firm, syndicate, company, trust, corporation, department, bureau or agency, or any other entity recognized by law as the subject of rights and duties, including the Town, its agencies and departments and any person, as herein defined, operating under a contractual arrangement or agreement with the Town.

Pile Driver

An impact device designed or used for the driving of piles, columns and other supports into soil or other material by means of impact, vibrations, pressure, or other means.

Section 2. Exceptions.

The provisions of this Article shall not apply to:

- A. Emergency Alert. The emission of sound for the purpose of alerting persons to the existence of an emergency or as otherwise specifically permitted by the provisions of this Article.
- B. Emergency Work. The emission of sound in the performance of emergency work.
- C. Public Speakers. Public speaking and public assembly activities except those activities otherwise regulated by this Article.
- D. Activities with Permits. Events and activities (other than construction work) for which proper permits or licenses have been issued.
- E. Emergency Vehicles.

- F. Snow Removal. The emission of sound for the purpose of clearance or removal of snow.
- G. Explosives. The emission of sound resulting from the use of explosives when authorized by the Arlington Fire Department in accordance with Board of Fire Prevention Regulations 527 CMR 13 and other relevant regulations and statutes of the Commonwealth of Massachusetts.
- H. Religious Uses. Devices used in conjunction with places of religious worship.
- I. Town Horn. The sounding of the Town Horn.
- J. The intermittent or occasional use, during the daytime (as defined in Section 3, Subsection A), of homeowner's domestic power equipment. other than leaf blowers powered by internal combustion engines, which shall be subject to the restrictions set forth in Section 3(D), below. (ART. 2, STM – 4/24/13)

Section 3.Daytime-Only Activities.

The following acts are specifically prohibited.

- B. Prohibited Times. Operating, or permitting the operation of, any of the following devices or vehicles.
 - d. before 9:00 A.M. or after 5:00 p.m. on Saturday, Sunday or legal holiday
 - e. before 8:00 A.M. or after 6:00 p.m. on all other days:
 - c. Heavy equipment (as defined in Section 1), and
 - d. All electric motors or internal combustion engines, or other construction devices, tools or equipment, used in construction, drilling, demolition, maintenance, or earth moving, including but not limited to bulldozers, backhoes, concrete mixers, dump trucks, pneumatic tools, rollers, scrapers, air compressors, generators, jackhammers, cranes, pavement breakers, pile drivers, rock drills, and chainsaws.

STM Warrant Article #4

M.G.L. c. 40 Section 22A: Parking meters; fees; exemption from fees for disabled veterans and handicapped persons; bicycle locking devices; motorcycle parking; restricted parking areas for veterans and handicapped persons.

[relevant parts]

Any city or town, for the purpose of enforcing its ordinances, by-laws and orders, rules and regulations relating to the parking of vehicles on ways within its control and subject to the provisions of section two of chapter eighty-five, may appropriate money for the acquisition, installation, maintenance and operation of parking meters, or by vote of the city council or of the town may authorize a board or officer to enter into agreement for such acquisition, installation or maintenance of parking meters; provided, that the city of Boston, for the purpose of enforcing the rules and regulations adopted by its traffic and parking commission, or promulgated by its commissioner of traffic and parking, under chapter two hundred and sixty-three of the acts of nineteen hundred and twenty-nine, may appropriate money for the acquisition, installation, maintenance and operation of parking meters, or, by vote of the city council of said city, subject to the provisions of its charter, may authorize the traffic and parking commission of said city to enter into agreements for the acquisition, installation or maintenance of parking meters. In any city or town that accepts this sentence, the agreement for the acquisition or installation of parking meters may provide that payments thereunder shall be made over a period not exceeding 5 years without appropriation, from fees received for the use of such parking meters notwithstanding section 53 of chapter 44. Such fees shall be established and charged at rates determined by the city or town. Rates may be set for the purpose of managing the parking supply. The revenue therefrom may be used for acquisition, installation, maintenance and operation of parking meters and other parking payment and enforcement technology, the regulation of parking, salaries of parking management personnel, improvements to the public realm, and transportation improvements, including, but not limited to, the operations of mass transit and facilities for biking and walking. No fee shall be exacted and no penalty shall be imposed for the parking of any vehicle owned and driven by a disabled veteran or by a handicapped person and bearing the distinctive number plates authorized by section two of chapter ninety, or for any vehicle transporting a handicapped person and displaying the special parking identification plate authorized by said section two of said chapter ninety or for any vehicle bearing the official identification of a handicapped person issued by any other state or any Canadian Province. Any city or town may, in accordance with the provisions of this section, acquire and operate coin-operated locking devices for bicycle parking. A city or town may, in accordance with the provisions of this section, authorize the parking of more than one motorcycle in a single parking space and may impose a penalty for the full amount of a violation of an ordinance, by-law, order, rule or regulation related to the parking of vehicles on ways within its control and subject to section 2 of chapter 85 for each motorcycle so parked in violation of any such ordinance, by-law, order, rule or regulation. No motorcycle shall be parked in such a manner so as to inhibit the means of egress of another motorcycle currently parked in the same parking space.

M.G.L. c. 40 Section 22A1/2: Parking Benefit Districts

[Text of section added by 2016, 218, Sec. 27 effective November 7, 2016.]

Section 22A 1/2. A city or town may establish 1 or more parking benefit districts, as a geographically defined area, in which parking revenue collected therein may be designated in whole or in part for use in that district through a dedicated fund in accordance with the purposes and uses listed in section 22A. A parking benefit district may be managed by a body designated by the municipality, including, but not limited to, a business improvement district or main streets organization.



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS February 5, 2018