



Town of Arlington Board of Selectmen

Meeting Agenda

February 5, 2018

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. Honoring Steven Byrne

CONSENT AGENDA

2. Reappointment: Veteran's Council
Jeff Melton (term to expire 1/31/2021)
3. Request: Special (One Day) Beer & Wine License, 2/17/2018 @ Robbins Library for a Private Event
Vicki Lee Boyajian, Inc.
4. Request: Contractor/Drainlayer License
New England Drilling & Rock Splitting Corp., Concord, MA

APPOINTMENTS

5. Arlington Bicycle Advisory Committee, Executive Board (term to expire 1/31/2021)
Adam MacNeill

LICENSES & PERMITS

6. For Approval: Food Vendor License
Arlington Café, 475 Summer Street, Sameh Henein

TRAFFIC RULES & ORDERS / OTHER BUSINESS

7. Request to Park Food Truck in Front of Town Hall for Echofest, Saturday, March 24
Charlotte Milan, Recycling Coordinator, EcoFest Organizing Committee
8. For Approval: Application to Waze Connected Citizens Program
Adam W. Chapdelaine, Town Manager
9. Fiscal Year 2019 Budget Presentation
Adam W. Chapdelaine, Town Manager

WARRANT ARTICLE HEARINGS

Articles for Review:

Article Bylaw Amendment/Addition of Certain Delinquent Municipal Fees/Fines to be a Lien on Real Estate Tax Account

Article Bylaw Amendment/Financial Information

Article Home Rule Legislation/Bylaw Amendment/Change the Board of Selectmen to Select Board

CORRESPONDENCE RECEIVED

Request "15 Minute Parking" at Broadway and Franklin Street
Emily Hammond, Ready, Set, Kids!

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS February 12, 2018



Town of Arlington, Massachusetts

Honoring Steven Byrne

Summary:



Town of Arlington, Massachusetts

Reappointment: Veteran's Council

Summary:

Jeff Melton (term to expire 1/31/2021)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Melton_reapp.pdf	Town Manager Recommendation; 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

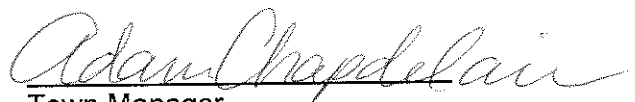
MEMORANDUM

DATE: January 16, 2018

TO: Board Members

SUBJECT: Reappointment to the Veteran's Council

This memo is to request the Board's approval of my reappointment of Jeff Melton, Forest Street, 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
CLÁRISSA ROWE



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

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 24, 2018

Jeff Melton
242 Forest Street
Arlington, MA 02474

Re: Reappointment - Veteran's Council

Dear Mr. Melton:

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, February 5th 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, Massachusetts

Request: Special (One Day) Beer & Wine License, 2/17/2018 @ Robbins Library for a Private Event

Summary:

Vicki Lee Boyajian, Inc.

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Robbins_Library_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: Vicki Lee Bayajian Inc

Address, phone & e-mail contact information: Vicki Lee's
105 Trapelo Rd Belmont MA 02478

Name & address of Organization for which license is sought: Vicki Lee's

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

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

Address, phone & e-mail contact information: Same as Above 617-489-5007
45 Oliver St - Wat MA 02472 cell - 617-218-7167

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

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? catered Birthday "70th" celebration new/one-time event

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

Title of Event: ? Vicki Lee's Caterer for 70th Birthday Party

Date/time of Event: Feb 17, 2018

Location of Event: Robbins Library Reading Room

Location/Event Coordinator: ~~Vicki Lee Bayajian~~ Victoria Rose

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

Number of people expected to attend: 55-65

Expected admission/ticket prices: 0

Expected prices for food and beverages (alcoholic and non-alcoholic): 0

Will persons under age 21 be on premises? no not likely - Possibly a grandchild

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

We have a "tips" certified bartender working the event.

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. Ratan
Off. Corey P. Ratan
Printed name/title

Date 1-30-18

POLICE COMMENTS:

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

Beer + wine + soft

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

Sparkling + still water, apple cider, coffee + tea

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

Kim Paricer - see certification

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 eTips on Premise 3.0 ✓

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.

Kim Parker

ID # 4311249

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

Kappys in Everett

Date of Delivery: 2/17/18

Alcohol Serving Time (s): 7-10:30

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

Kappys will pick up unused beverages.

Date of Pick-Up: Feb 19, 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.) Commercial Insurance Company - Acadia Insurance company

full coverage

See coverage page = left message w/ my agent to send cert. list coverage for the town of Arlington on 2/17/18

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: Vicki Lee

Printed name: Vicki Lee Boyajian

Printed title & Organization name: President / Pastry Chef / Vicki Lee's

Email: Vicki@VickiLee's.com 12/21/17

Joe Miller
Birthday Party
Josephamiller@yahoo.com

26 January 2018

A Birthday Party will be held at the Robbins Library Reading Room on Saturday, February 17, 2018 from 7:00pm-11:00pm. Alcohol service will end at 10:30pm.

A Special Alcohol License Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 55-65 guests to attend. There will be no guest under the age of 21.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Robbins Library Reading Room. Vicki Lee's will be catering the event and will provide the food service and beverage service. Vicki Lee Boyajian, Responsible Manager and bartender, Kim Parker, and the event coordinator are all responsible for ensuring that the event runs smoothly.

Parking for the event will be available in the Whittemore Robbins House parking lot, Robbins Library parking lot and on the side streets, as well as Massachusetts Avenue.

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



eTIPS On Premise 3.0

CERTIFIED

Issued: 7/24/2016

Expires: 7/24/2019

ID#: 4311249

**Kim E Parker
84 Beach St
Revere, MA 02151-5006**

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

OP ID: MC

DATE (MM/DD/YYYY)

01/29/2018

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 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 Commercial Ins. Agency, Inc. 385 Concord Ave Suite 101 Belmont, MA 02478 Dorothy Fernsler daCruz		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: VICKI-1	
INSURED Vicki Lee Boyajian, Inc 105 Trapelo Road Belmont, MA 02478		INSURER(S) AFFORDING COVERAGE INSURER A: Acadia Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 31325	

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 SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y		BOA 5158813-13	07/07/2017	07/07/2018	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Liquor						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							Liquor \$ 1,000,000
A	AUTOMOBILE LIABILITY			BOA 04830149	07/07/2017	07/07/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS						\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Town of Arlington Robins Library Reading Room is named as additional insured

CERTIFICATE HOLDER**CANCELLATION**

TOWAR73

Town of Arlington
c/o Robins Library Reading Room
73 Massachusetts Ave
Arlington, MA 02476-4908

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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Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

New England Drilling & Rock Splitting Corp., Concord, MA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	New_England_Drilling_Rock_Splitting.pdf	Engineering Recommendation; Application



Engineering Division

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

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: January 25, 2018

Dear Honorable Board Members,

Reference is hereby made to an application by Steven Ouellette of New England Drilling & Rock Splitting Corp. to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

New England Drilling & Rock Splitting Corp.
PO Box 262
Concord, MA 01742
Steven Ouellette
Phone: 978-505-4304
Email: nedrilling.judi@aol.com

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

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

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

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

Applicant Information

Applicant/Firm Name: New England Drilling & Rock Splitting Corp.

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other:

Street Address: PO Box 262 City/Town: Concord State: MA

Primary Phone: 978-505-4304 E-mail: nedrilling.judi@aol.com

Length of Time in Business under the same Firm Name: STARTED THE YEAR OF 1996

Full Name(s) of Principal(s): STEVEN OUELLETTE PRESIDENT

Primary Contact Person: STEVEN OUELLETTE

Experience/Previous Work

Nature of Typical/Standard Work: INSTALLING WATER AND SEWER / SITE EXCAVATION

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

If Yes, Please provide Location: N/A Approximate Date: N/A

Total Amount of such construction this year: 4 House lots

Total Amount of such construction last year: 2 House lots, 14 unit townhouse & commercial building

Total Amount of such construction next previous year: 5 House lots

Municipal References - Please Attach Written Reference Letters

Municipality: Town of Brookline

Primary Contact Name: Deborah Baker Email: Dbaker@brookline.gov

Municipality: Town of Andover

Primary Contact Name: Thomas G Carbone Email: health@andoverma.gov

Municipality: Town of Concord

Primary Contact Name: Paul Cote Email: Pcote@concordma.gov

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

Bank Reference: _____ Phone: _____

Federal Tax ID or Social Security #: _____

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

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

Signature/Endorsement

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

Applicant Signature: Steven Ouellette Date: 1-24-18

Reset Form

Print Form



TOWN OF ANDOVER

Town Offices
36 Bartlet Street
Andover, MA 01810
Andover Health Division
(978) 623-8640

January 24, 2018

Town of Arlington, MA

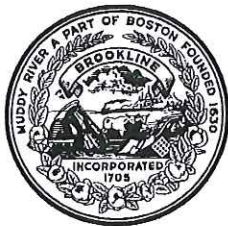
Re: Letter of Reference

To Whom It May Concern:

Vincenzo Carabetta, is currently a licensed Drain Layer held in good standing with the Town of Andover MA, 01810 through his employer, New England Drilling & Rock Splitting, P.O. Box 262, Concord, MA 01742. Mr. Carabetta has satisfactorily performed all work in accordance with the Town By-Laws and State Sanitary Codes.

You may contact the Health Division at health@andoverma.gov with any questions or concerns.

Thomas G. Carbone
Director of Public Health
Town of Andover



TOWN of BROOKLINE

Massachusetts

Department of Public Works
Water & Sewer Division

Andrew M. Pappastergion
Commissioner
Frederick W Russell PE
Director

January 23, 2018

RE: **N E Drilling & Rock Splitting Corp**
PO Box 262
Concord MA 01742

To Whom It May Concern:

According to our records, the above contractor has been bonded to perform water, sewer & drain work in the Town of Brookline since April of 2014.

The company performed all work in an acceptable manner to the Town and remains in good standing.

Please feel free to contact me directly if you have any questions or concerns in this matter.

Sincerely,

Deborah Baker
Business Manager



CONCORD PUBLIC WORKS

Water/Sewer Division

135 Keyes Road
Concord, Massachusetts, 01742

TEL: 978-318- 3250 FAX: 978-318- 3204

January 24, 2018

Re: New England Drilling, P.O. Box 262, Concord, MA
Contact: Steven Ouelette (978-369-8007)

To Whom It May Concern:

Be advised that the above referenced firm was licensed as a drain layer in Concord between June 2015 and July 2018. To qualify for a drain layer license within the Town of Concord, applicants are required to provide the following:

- 1) \$100 application fee.
- 2) Reference from at least one other town in which the firm has done water or sewer work or a current licensure as a drain layer in another Massachusetts city or town.
- 3) Certificates of Insurance including:
 - a) Insurance certificate naming the Town as an additional insured party.
 - b) Proof of Workers Compensation Insurance.
 - c) Proof of Automobile and other vehicle insurance.
- 4) Written acknowledgement that applicant has been provided with instruction as to service application process and applicable design and construction standards.

They have installed at least one water and or/sewer service in Concord in accordance with the design standards of the town.

Sincerely,

Paul Cote

Assistant to the Water/Sewer Supt.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/23/2018

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 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 ROGER KEITH & SONS INSURANCE AGENCY INC. 1575 MAIN STREET BROCKTON MA 02301		CONTACT NAME: JANELLE LITTO PHONE (A/C No. Ext): (508) 583-1106 FAX (A/C No): (508) 583-8478 E-MAIL: JLITTO@ROGERKEITH.COM ADDRESS: J. LITTO@ROGERKEITH.COM	
INSURED NEW ENGLAND DRILLING & ROCK SPLITTING CORP. ATTN: MARIANNE MAURER-OUELLETTE P.O. BOX 262 CONCORD MA 01742-0262		INSURER(S) AFFORDING COVERAGE INSURER A: SCOTTS DALE INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2017-2018 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		CP82615298	4/9/2017	4/9/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
		MED EXP (Any one person) \$ 5,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$ 3,000,000
	OTHER:					Employee Benefits \$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$
	DED RETENTION \$					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
POLICY LIMITS IN EFFECT AT POLIC INCEPTION.
BLASTING EXPOSURES ARE EXCLUDED ON THIS POLICY.

CERTIFICATE HOLDER

TOWN OF ARLINGTON
15 GROVE STREET
ARLINGTON, MA 02476

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

DONOVAN DUNN/ELISE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/23/2018

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PRODUCER KNAPP SCHENCK AND COMPANY INSURANCE AGENCY INC One India Street BOSTON MA 02109		CONTACT NAME: Lindsey Whitehurst PHONE (A/C, No, Ext): (617) 619-0273 FAX (A/C, No): E-MAIL ADDRESS: lwhitehurst@kscins.com	
INSURED NEW ENGLAND DRILLING & ROCK SPLITTING CORP PO BOX 262 CONCORD MA 017420260		INSURER(S) AFFORDING COVERAGE INSURER A: LM INS CORP INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 232407

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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			N/A			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			N/A			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION S <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			N/A			EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	N/A	WC531S351918017	05/25/2017	05/25/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
				N/A			

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

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

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

CERTIFICATE HOLDER**CANCELLATION**

The Town of Arlington
15 Grove St

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

Daniel M. Crowley
Daniel M. Crowley, CPCU, Vice President - Residual Market - WCRIBMA

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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 25, 2018

Steven Ouellette
New England Drilling & Rock Splitting Corp.
P.O. Box 262
Concord, MA 01742

Dear Mr. Ouellette:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, February 5th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. It is not a requirement that you attend the meeting.

If you have any questions, please do not hesitate to contact this office.

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

Arlington Bicycle Advisory Committee, Executive Board (term to expire 1/31/2021)

Summary:

Adam MacNeill

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	MacNeill_appt.pdf	Request to Appoint from ABAC; MacNeill Resume; Meeting Notice



TOWN OF ARLINGTON

MASSACHUSETTS 02476
781 - 316 - 3090

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

January 24, 2018

Arlington Board of Selectmen
Town Hall
730 Massachusetts Avenue
Arlington, MA 02476

Re: Filling of Vacant Seat on the Arlington Bicycle Advisory Committee's Executive Board

Dear Members of the Arlington Board of Selectmen:

At its meeting on January 17th, 2018, Arlington's Bicycle Advisory Committee voted to have Adam MacNeill fill a vacant seat on the Committee's Executive Board. In order to complete the process of filling the seat, the Committee's regulations stipulate that the Board of Selectmen must now vote on whether or not to support the Committee's vote on Mr. MacNeill. Can this item be placed on the agenda of the next Board of Selectmen meeting?

For more information, please find Mr. MacNeill's resume attached.

Sincerely,

Nat Strosberg
Senior Planner & Liaison to the Bicycle Advisory Committee
Town of Arlington

Adam MacNeill

19 Melrose Street
Arlington, MA 02474

Profile: Experienced with data analysis and visual basic; precision-based, documentation-requiring, and time-constrained laboratory science; product development with FDA regulations; experimental design; and numerous experimental and analytical instruments. Detailed-oriented, friendly, fast learner, works well independently or in a group setting, strong problem solving skills. Speaks and writes professional Spanish.

Employment History:

Eurofins PSS, 2017-Present

Scientist I

- Organize and perform a variety of analytical tests for a high-throughput drug development laboratory.
- Assist in methodology development and compliance.

T2 Biosystems, 2015-2017

Instrument Engineer

- Organized and ran FDA compliant pre-verification and validation experiments for T2Bacteria assay and T2Dx 1.1 instrument, and analyzed data from said experiments.
- Built multiple Excel (visual basic) macros and automated workbooks to assist in data analysis.
- Trained junior coworker on experiments, experimental technique, and contamination control.

Research Associate

- Performed and organized experiments dealing with assay parameters and technique, assay logistics, contamination control, and mechanical and biological troubleshooting.
- Analyzed and extracted data, including drawing conclusions from experimental results and determining possible root causes for unexpected results and for mechanical issues.

Boston Children's Hospital Urology, 2015

Research Intern

- Performed numerous experiments relating to urinary proteomics and glycomics, including gel electrophoresis, specific and general protein isolation from urine, and protein deglycosylation.
- Worked under conditions simultaneously demanding precision and multitasking.

Tufts University Rybak-Akimova Chemistry Laboratory, 2014-2015

Undergraduate Researcher

- Helped design new synthesis and crystallization procedures and adapt existing procedures to new reagents.
- Synthesized, tested, and reacted compounds for a study involving metal-ligand binding.
- Trained replacement in study specifics.

Tufts University USDA HNRCA Nutritional Immunology Laboratory, 2013-2014

Undergraduate Researcher

- Assayed blood samples for a study testing the effect of diet on immune responses.
- Helped design a short chain fatty acid isolation from feces protocol.

Education: Tufts University, *Bachelor of Science in Biochemistry, English minor.*

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 25, 2018

Adam MacNeill
19 Melrose Street
Arlington, MA 02474

Re: Appointment: Arlington Bicycle Advisory Committee, Executive Board

Dear Mr. MacNeill:

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, February 5th 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 Fran or Ashley at the above number.

Thank you.

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: Food Vendor License

Summary:

Arlington Café, 475 Summer Street, Sameh Henein

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Arlington_Cafe_FV_License.pdf	Food Vendor Application

LICENSE APPLICATION REPORT

Type of License: Food Vendor License

Name of Applicant: Sameh Henein

Address: 475 Summer Street

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

- Police ☒
- Fire ☐
- Health ☐
- Building ☐
- Planning ☐

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

- Police ☐
- Fire ☒
- Health ☒
- Building ☒
- Planning ☒

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

- Police ☐
- Fire ☐
- Health ☐
- Building ☐
- Planning ☐

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

January 4, 2018

On Thursday, January 4, 2018 at 10:00 AM, I called and spoke with Sameh Henein regarding this application for a Food Vendor License for the Arlington Cafe, located at 475 Summer St. Mr. Henein stated that he has owned the Cafe for approx. 1 year now and is running the day to day operations. Mr. Henein stated that everything has stayed the same and he does not serve alcohol in this establishment.

I advised Mr. Henein that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Food Vendor License for the Arlington Cafe.

Respectfully Submitted,

Detective Edward DeFrancisco

A handwritten signature in cursive script, reading "Sameh Henein", with a long horizontal flourish extending to the right.

"Proactive and Proud"



Arlington Fire Department Town of Arlington

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

John R Kelly
Deputy Fire Chief

Checklist for food sales ownership conversion.

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

Samuel Smith



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

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

MEMO

To: Board of Selectmen
From: Kylee Sullivan, Health Compliance Officer
Date: January 2, 2018
RE: Arlington Café

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

Arlington Café (475 Summer Street)

- *This establishment has contacted the Health Department and is the process of completing the plan review application. A Permit to Operate a Food Establishment will not be issued until plans are approved and a final pre-operational inspection has been conducted to ensure the establishment is in compliance with the Food Code. It is the owner's/manager's responsibility to ensure that the establishment complies with 105 CMR 590.000 (1999 Food Code).*

A handwritten signature in black ink, appearing to read "Sam Chong", with a long horizontal flourish extending to the right.

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **January 31, 2018**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 475 Summer Street
Applicant's Name: Sameh Henein
D/B/A: Arlington Café
Telephone: 508-369-7101
Department: Sent Interoffice Mail & E-mail Date: 12/27/2017

MEETING DATE: 2.5.18

Departments:

RE: FOOD VENDOR LICENSE

Police
Fire
Board of Health
Building
Planning

Comments by each Division or Department:

Building

All building changes need permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fines will be levied.
Certificate of Occupancy is needed -\$100 fee.
The Director of Inspectional Services has no objection to the issuance/ renewal of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/ renewal of this license.
All plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector Wires has no objection to the issuance/ renewal of this license.
The applicant acknowledges that this is a conditional approval of the premises only and is not to be constructed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

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

Applicant's Name: Sameh Henein

Date: _____

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **January 31, 2018**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 475 Summer Street
Applicant's Name: Sameh Henein
D/B/A: Arlington Café
Telephone: 508-369-7101
Department: Sent Interoffice Mail & E-mail Date: 12/27/2017

MEETING DATE: 2.5.18

Departments:

RE: FOOD VENDOR LICENSE

Police
Fire
Board of Health
Building
Planning--- Ali Carter, Economic Development Coordinator

INSPECTION REPORT SECTION:

The application is for a food vendor license for the new owner of the Arlington Cafe. The business is located in a B2 neighborhood business zoning district and remains an appropriate use

The Department has no objection to the issuance of a food vendor license to this business.

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

APPLICANT SIGNATURE SECTION

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

Applicant's Name: Sameh Henein

Date: _____

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☐ COMMON VICTUALLER LICENSE

☒ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 475 summer ST ARLington CA MA 02474
Name of Applicant SAMUEL HEINEIN
Corporate Name (if applicable) CRISTA PIZZA INC
D/B/A ARLington Cafe
Date 12-12-17

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

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name SAMUEL HEINEIN

Signature Name _____

Phone: 508 369 7101 Email: _____

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name <u>Samuel HEINE</u>	Name _____
Address <u>475 Summer St</u>	Address _____
City <u>ABington</u> Zip <u>02474</u>	City <u>A</u> Zip _____
DESCRIPTION OF APPLICANT	DESCRIPTION OF APPLICANT
Born in the U.S., Yes <u>(No)</u>	Born in the U.S., Yes _____ No _____
Born Where <u>Alexandria Egypt</u>	Born Where _____
Date of Naturalization _____	Date of Naturalization _____
Male or Female <u>Male</u>	Male or Female _____
Date of birth _____	Date of birth _____
Height <u>15 ft. 6 in.</u>	Height _____ ft. _____ in.
Weight _____	Weight _____
Complexion _____	Complexion _____
Hair _____ Eyes _____	Hair _____ Eyes _____
Mother's Name _____	Mother's Name _____
Father's Name _____	Father's Name _____
Wife's Maiden Name _____	Wife's Maiden Name _____
Photo 1 inch by 1 inch	



The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☒ Corporation Based in _____
(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President _____		
Secretary _____		
Treasurer _____		
Name	Address	Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast

Yes ___ No ___

Lunch

Yes ☒ No ___

Dinner

Yes ☒ No ___

Do you own the property? Yes ___ No ___ Tenant At Will ___ Lease ___ years

Hours of Operation:

Day Monday - Wednesday Hours 11 - 9

Day Thursday - Sunday Hours 11 - 10

Day Sunday Hours 12 - 9

Floor Space 900 Sq. Ft. Seating Capacity (if any) ___

Parking Capacity (if any) 5 spaces Number of Employees 3

List Cooking Facilities (and implements)

pizza oven Grill Frylator

Will a food scale be in use for sale of items to the public? Yes ___ No ☒

Will catering services be provided by you? Yes ☒ No ___

A copy of the following items must be submitted with the application:

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

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

FOR OFFICE USE ONLY

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

Date _____ Time _____

Board Action: Approved Yes ___ No ___

APPLICANT'S RESUME

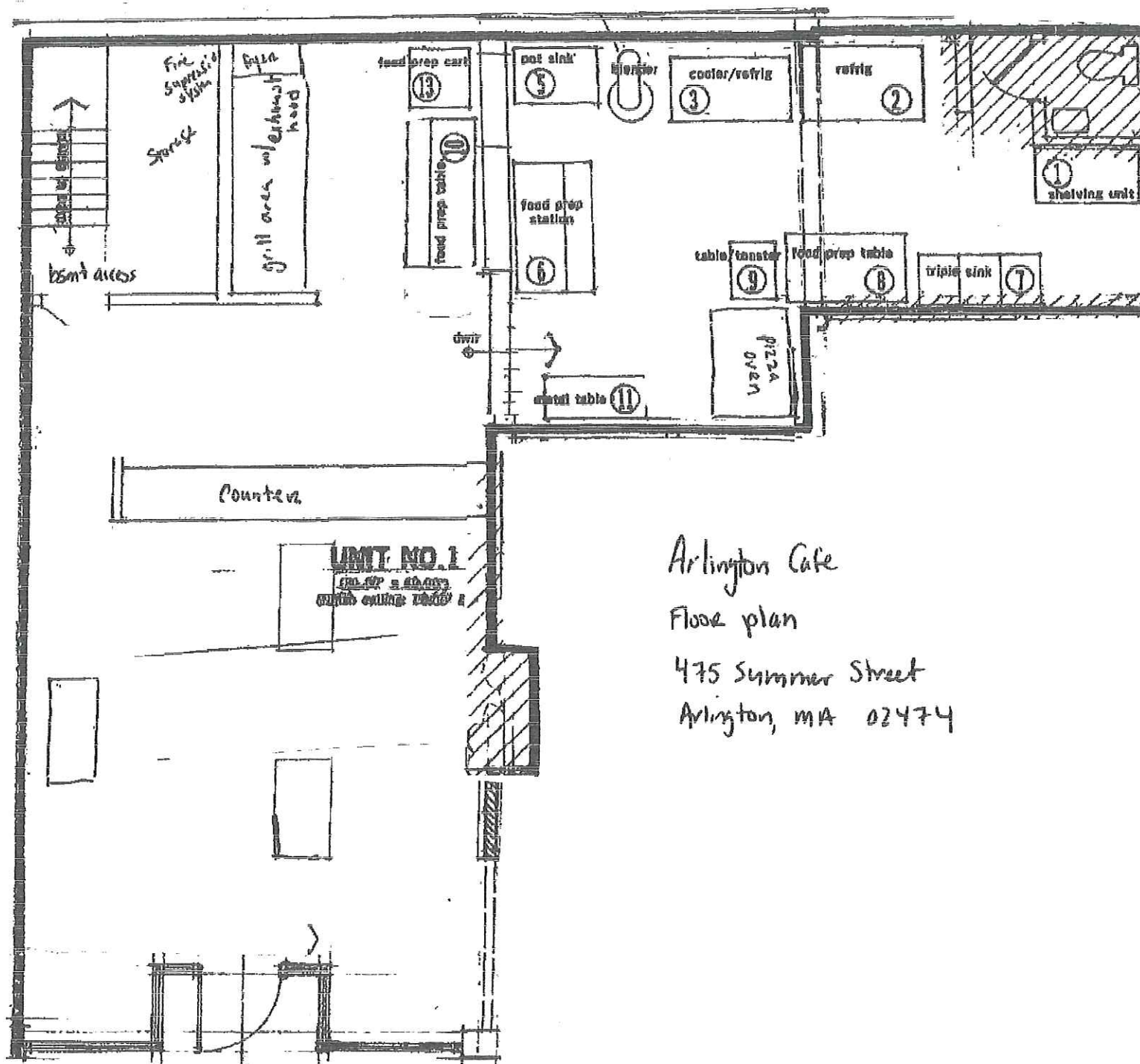
Food Business Experience of Applicant

From <u>Pamorama Pizza</u>	to <u>2007-2008</u>
Employee <u>S</u>	D/B/A _____
Sole Owner <u>Co-ception</u>	Location _____
Partnership _____	Type Food _____
Corporation <u>470 Ashland St</u>	Number of Employees _____
<u>Brackton MA 02301</u>	

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

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

I work in a pizza shop 17 years experience



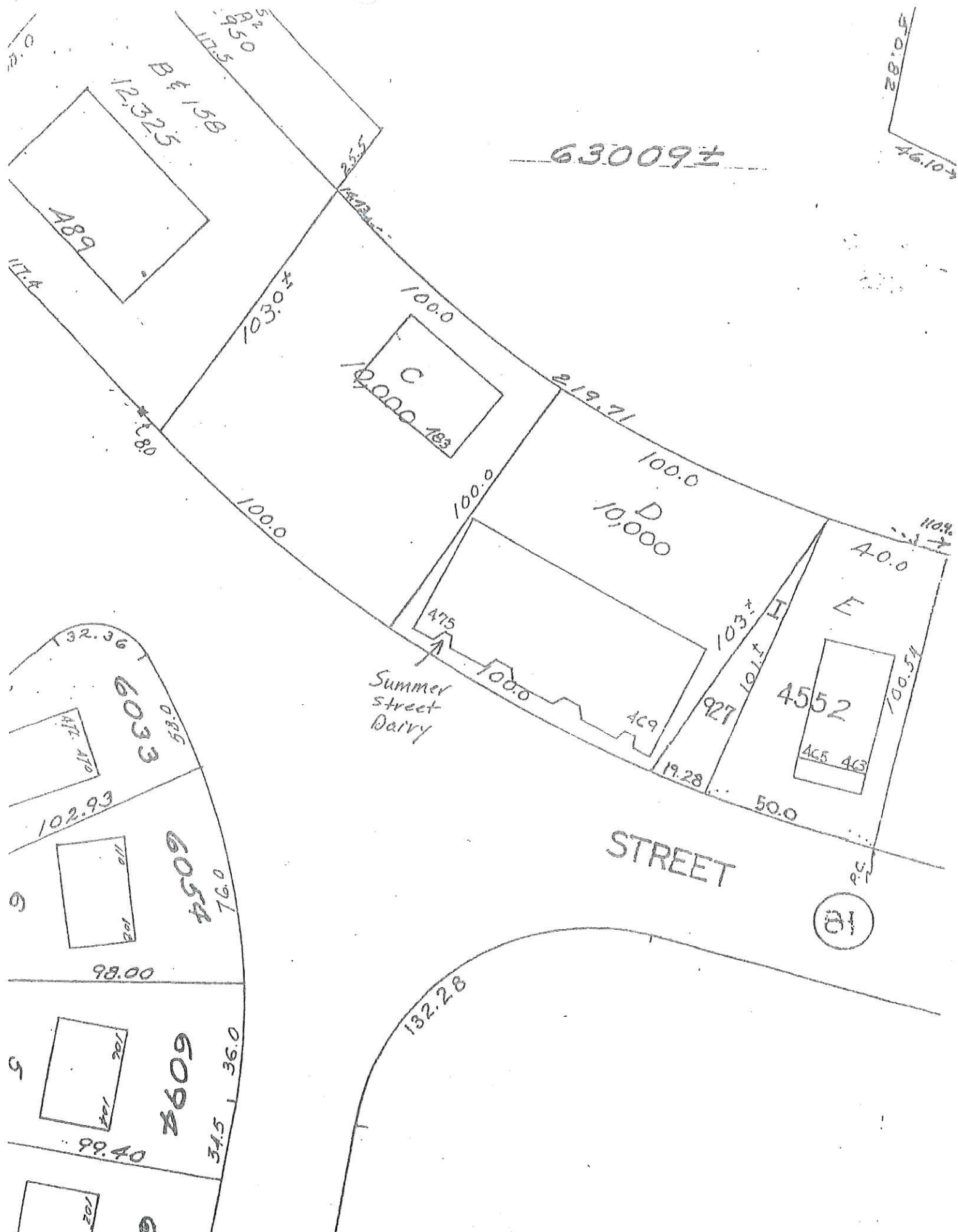
Arlington Cafe

Floor plan

475 Summer Street

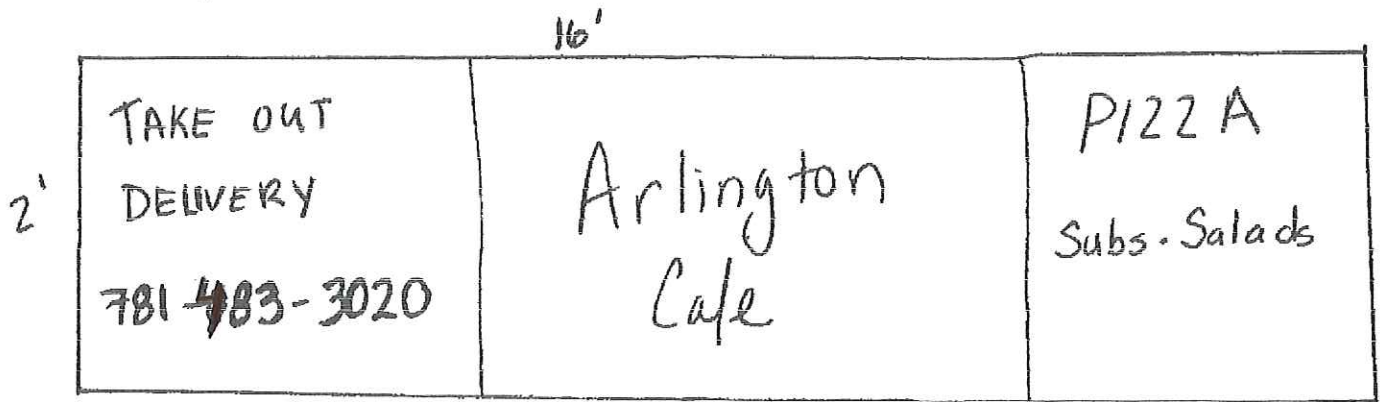
Arlington, MA 02474

Front entrance



Arlington Cafe
475 Summer Street
Arlington, MA 02474

Exterior Signage



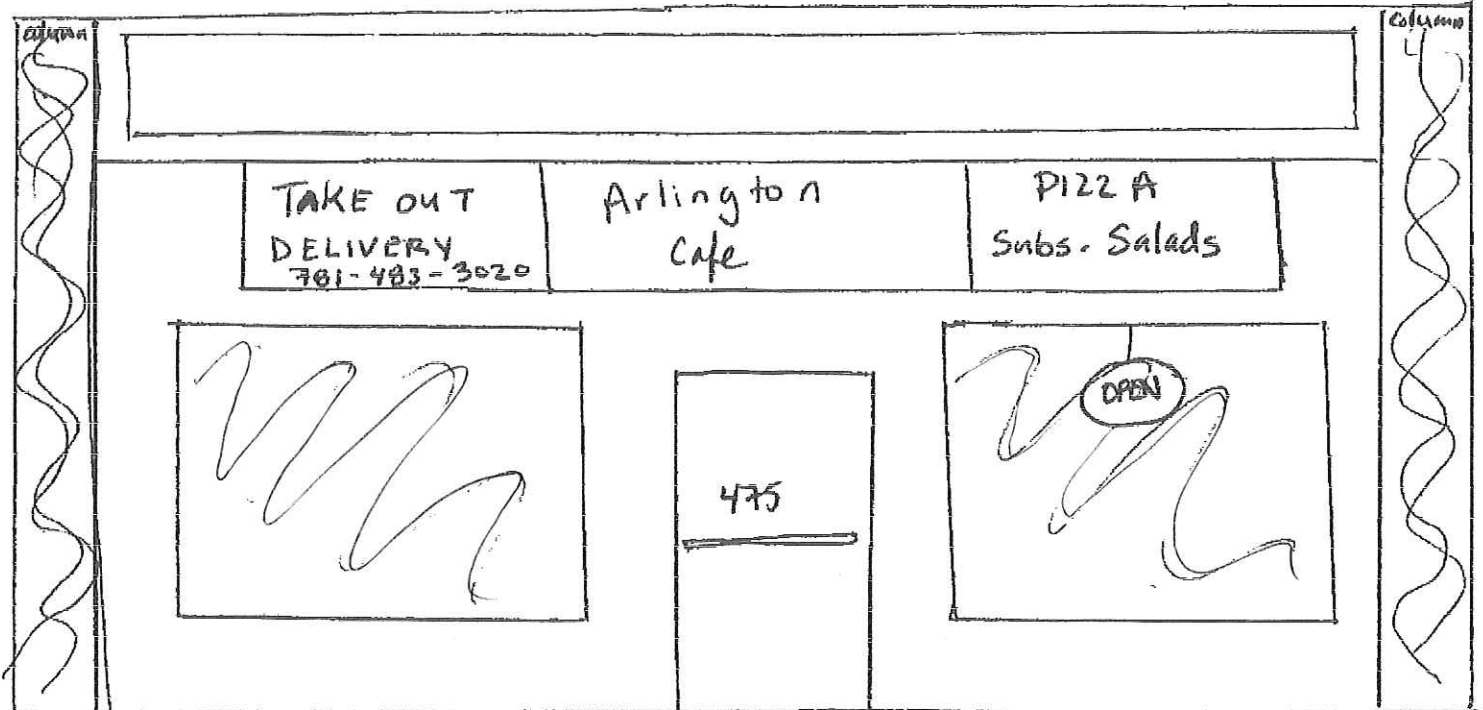
(Drawing
Not to Scale)

Signage - Exterior Facade

Lighted sign

16' x 2'

Store front view (not to scale)



Arlington Cafe



Pizza • Pasta • Calzones • Grill • Salads • Subs Wraps • Frozen Yogurt

Free Delivery!

Minimum order \$10

(781) 483-3020

FAX 339.707.6083



www.eatarlingtoncafe.com

STORE HOURS: MON-WED: 11AM-9PM
THU-SAT: 11AM- 10PM SUN: NOON-9PM

475 Summer St Arlington, MA 02474



*****ECRWSS EDDM

Local Postal Customer

GD114811

PSRT STD
ECRWSS
U.S. POSTAGE
PAID
Westboro, MA
Permit No. 100



APPETIZERS

Onion Rings.....	4.50
French Fries	4.50
Crispy Spicy Fries	4.50
Garlic Bread.....	3.50
Chicken Fingers	
.....7 pc 7.99 10 pc 10.99	
Chicken Wings	
.....8 pc 7.99 12 pc 10.99	

Mozzarella Sticks (8) ..	7.75
Jalapeno Poppers (8)...	7.75
Breadsticks	
..... Small 6.25 Large 9.99	
Breadsticks w/Cheese	
..... Small 7.99 Large 11.25	
Buffalo Chicken Fingers	
.....7 pc 8.50 10 pc 11.50	
Buffalo Wings	
.....8 pc 8.50 12 pc 11.50	



SALADS

Garden Salad Lettuce, tomatoes, carrots, cucumbers, green peppers, pepperoncini, red onion, and red cabbage.	6.25
Garden Salad with Grilled Chicken	8.75
Buffalo Garden Salad with Buffalo Grilled Chicken	8.99
Buffalo Garden Salad with Buffalo Fingers (5pcs)	8.99
Garden Salad with Steak Tips	9.75
Chicken Fingers on Garden Salad (5pcs)	8.75
Greek Salad.....	7.25
Greek Salad with Grilled Chicken	9.50
Buffalo Greek Salad with Buffalo Grilled Chicken	9.75
Greek Salad with Steak Tips.....	10.25
Caesar Salad Romaine lettuce, croutons and parmesan cheese	6.25
Caesar Salad with Grilled Chicken.....	8.75
Buffalo Caesar Salad with Buffalo Grilled Chicken	8.99
Caesar Salad with Steak Tips	9.75
Chef Salad with smoked turkey, ham and provolone cheese.....	8.75
Tuna Salad Scoop of white meat mixed with celery and mayonnaise	8.99
Chicken Salad (white meat)	8.99
Antipasto Salami, ham, mortadella, and provolone cheese	8.75



CALZONES

Served with a side of sauce

	Medium	Large
Cheese Calzone.....	10.50	15.99
Broccoli and Cheese Calzone	11.00	16.25
Buffalo Chicken Calzone	11.75	16.99
BBQ Chicken Calzone	11.75	16.99
Chicken and Broccoli Calzone	12.25	17.50
Chicken Cutlet Calzone	11.75	16.75
Chicken Parm Calzone	11.99	17.75
Ham and Cheese Calzone	11.00	16.50
Italian Cold Cuts Calzone	11.99	16.99
Meatball Calzone.....	11.25	16.75
Pepperoni and Cheese Calzone	11.25	16.50
Spinach and Feta Calzone	11.00	16.25
Steak and Cheese Calzone	11.99	17.50
Vegetables Calzone	11.50	16.50
Extra Toppings	1.25	1.75



Hand Tossed Italian Pizza

	Medium	Large
Cheese Pizza	8.40	11.35
White Pizza (no sauce)	8.40	11.35
Additional Toppings	1.25	1.75
Extra Cheese	1.75	2.50

TOPPINGS

Veggies

Onion
Roasted Red Pepper
Green Pepper
Tomatoes
Mushroom
Black Olive
Artichoke Hearts
Broccoli

Eggplant

Baby Spinach
Garlic
Jalapeno
Red Onions
Pineapple
Banana Peppers
*Feta Cheese

Meat

Anchovies
Pepperoni
Bacon
Sausage
Meatball
Ham
Hamburger

Salami

*Grilled Chicken
*Prosciutto
*Chicken Finger
*Chopped Steak
*count as 2 toppings



GOURMET PIZZA

	Medium	Large
Arlington Pizza Pepperoni, sausage, mushrooms, green peppers and red onion.....	12.99	17.99
Arlington Special Pizza Ham, pepperoni, sausage, hamburger, mushrooms, onion and peppers	13.75	18.99
Rotsa White Pizza Our signature pizza topped with fresh basil, sliced tomatoes and prosciutto with fresh mozzarella.....	12.99	17.99
Meat Lover Pizza Pepperoni, sausage, bacon, ham and hamburger	12.99	17.99
Margherita Pizza Tomato, garlic and basil.....	11.99	16.99
Mediterranean White Pizza Spinach, feta cheese, garlic, olives, tomato and oregano	12.99	17.99
Vegetable Lover Pizza Mushrooms, onion, peppers, tomato, eggplant, broccoli and olives	12.99	17.99
Red Hot Pizza Hot and spicy with sliced jalapenos, fresh tomatoes, pepperoni and finished with grilled chicken.	12.99	17.99
Rustica Pizza Slice of pepperoni, Italian sausage, roasted red peppers and finished with garlic	12.99	17.99
Athenian Pizza Topped with eggplant, feta cheese, baby spinach, garlic, oregano and sliced tomatoes	12.99	17.99
Venezian White pie topped with fresh basil, fresh mozzarella, roasted red peppers and sliced tomatoes	12.99	17.99
Tuscany White Pizza Sauceless pizza topped with grilled chicken, broccoli and finished with sliced tomatoes	12.99	17.99
Greek Pizza Spinach, feta cheese, olives, tomatoes and oregano	12.99	17.99
Pesto Chicken Pizza Grilled chicken, pesto sauce and finished with roasted red peppers.....	13.99	18.99
Buffalo Chicken Pizza	11.99	16.99
Barbecue Chicken Pizza	11.99	16.99
Hawaiian Pizza	11.99	15.99
Mexican Pizza Buffalo chicken, jalapenos and red onions ...	12.99	17.99



DINNERS

Chicken Fingers	
Dinner.....	11.25
Chicken Wings	
Dinner.....	11.25

Served with the choice of 2: French Fries, Crispy Fries, Onion Rings, Salad or Rice Pilaf

Buffalo Chicken Fingers	
Dinner.....	11.50
Buffalo Chicken Wings	
Dinner.....	11.50
Beef Gyro Dinner	11.25



SUBS & WRAPS

Choices: Lettuce, Tomatoes, Pickles, Onion, Hot Pepper, Relish
 *These items are cooked to order.


Wrap large size only

Medium Large

COLD SUBS

Italian Cold Cuts Sub	5.75	7.75
Vegetable Sub	5.50	7.75
Ham and Cheese Sub	5.75	7.75
Genoa Salami Sub	5.75	7.75
Smoked Turkey Sub	6.25	8.00
American Sub	5.75	7.75
Chicken Salad Sub	6.25	8.25
Tuna Salad Sub	6.25	8.25

HOT SUBS

*Hamburger Sub	5.75	7.75
*Cheeseburger Sub	5.75	7.75
Chicken Cutlet Sub	6.25	8.25
Grilled Chicken Sub	6.25	8.25
 Buffalo Crispy Chicken Sub		
Lettuce, tomatoes and bleu cheese	6.50	8.25
BLT Sub	5.75	7.75
Arlington Special Sub Ham, turkey and provolone	7.00	8.75

STEAK SUBS

*Steak and Cheese Sub	5.75	7.75
*Steak, Onions with Cheese Sub	6.00	8.00
*Steak, Peppers and Cheese Sub	6.00	7.75
*Steak, Mushrooms and Cheese Sub	6.25	8.25
*Steak Bomb Sub	6.50	8.75
With mushrooms, onions, peppers and cheese.		
*Steak Tips Sub	6.75	9.00

PARM SUBS

Marinara sauce & provolone cheese

Eggplant Parm Sub	5.75	7.75
Chicken Parm Sub	6.25	8.25
Sausage Sub	5.75	7.75
Meatball Sub	5.75	7.75
Veal Parm Sub	5.75	7.75

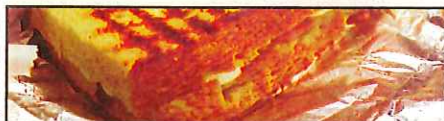
In compliance with the department of public health, we advise that eating raw or undercooked meat or poultry poses a risk to your health

Dear Valued Customer: Before placing your order please inform your server if a person in your party has a food allergy

SPECIALTY WRAPS

Wheat or
White Wrap

- Chicken Caesar Wrap** Marinated chicken, romaine lettuce, tomatoes and Caesar dressing 8.50
- Chicken Kabob Wrap** Marinated chicken, feta cheese, lettuce, tomatoes, and Greek dressing 8.50
-  **Buffalo Chicken Wrap** Marinated chicken, blue cheese, tomatoes and buffalo sauce 8.50
- Fresh Mozzarella Wrap** Fresh mozzarella cheese, tomatoes, basil and balsamic vinaigrette 8.25
- Barbecue Chicken Wrap** Marinated chicken, barbecue sauce, lettuce, tomatoes, and blue cheese 8.50
- Chicken Basilico Wrap** Grilled chicken, Dijon mustard, mayonnaise, American cheese, tomatoes, and basil 8.50
-  **Mexican Wrap** Grilled chicken, jalapenos, lettuce, tomatoes and ranch dressing 8.50
- Crispy Chicken Wrap** Chicken fingers, lettuce, tomatoes, mayonnaise, and provolone cheese 8.50
- *Steak Tip Greek Wrap** Lettuce, tomatoes, feta cheese and Greek dressing 9.50
- *Steak Tip Caesar Wrap** Romano lettuce, tomato, shredded parmesan cheese and Caesar dressing 9.50
- Turkey Bacon Ranch Wrap** Smoked turkey, lettuce, tomatoes, bacon and ranch dressing 8.50
- West Coast BLT Wrap** Hot bacon strips, crisp romaine, tomatoes, avocado and a touch of mayonnaise 8.50
- Roasted Mellanzana Wrap** Grilled eggplant, fresh mozzarella cheese, tomatoes, balsamic vinaigrette and basil 8.50
- Turkey Club Wrap** Smoked turkey, bacon, mayonnaise, lettuce, tomatoes and American cheese 8.50
- Vegetable Wrap** Green peppers, onions, mushrooms, olives, broccoli and tomatoes 8.25
- Mediterranean Wrap** Lettuce, tomatoes, feta cheese, cucumbers, olives, mushrooms and Greek dressing 8.50



PANINIS

Fresh Mozzarella

Fresh basil, tomato, and balsamic vinaigrette and grilled to perfection 8.50

Pesto Chicken Grilled chicken, fresh pesto, roasted red peppers, and provolone cheese 8.50

Smoked Ham and Cheese Thickly sliced ham, American cheese, mayonnaise, tomato and red onion 8.50

Muffuletta Genoa salami, mortadella, and provolone, topped with our special creole olive oil and pepperoncini... 8.50

Southwest Turkey Smoked turkey, American cheese, tomato, pepperoncini, mayo, and Dijon mustard 8.50

Tuna Press Tuna salad, tomato, dill pickles and American cheese 8.50

Honey Mustard Chicken Grilled chicken, roasted red peppers, red onion, honey mustard, and provolone cheese 8.50



PASTA

Choice of ziti or spaghetti. Served with salad and garlic bread

Pasta with Tomato Sauce 8.99

Pasta with Meatballs 10.25

Pasta with Sausage 10.25

Pasta with Eggplant 10.25

Pasta with Chicken Parm 11.25

Pasta with Veal Parm 11.25

Raviolis with Meatballs 10.99

Raviolis with Chicken 10.99

Raviolis with Sausage 10.99



GRILLED DINNERS

Served with the choice of 2: French Fries, Crispy Fries, Onion Rings, Salad or Rice Pilaf

Double Cheeseburger
(5 oz) two burgers with French fries. . 11.99

Marinated Steak Tips 12.99

Grilled Chicken Kabob 11.99



FROZEN YOGURT

Plain Frozen Yogurt	4.50
Chocolate Frozen Yogurt	4.50
Sugar Free Frozen Yogurt	4.75
Vanilla Milk Shake	5.99
Chocolate Milk Shake	6.99
Banana Split Whole Banana with Vanilla Frozen Yogurt topped with Strawberry, Pineapple, Hot Fudge & Whipped Cream	8.99
Brownie Sundae Brownie with Vanilla Frozen Yogurt, Chocolate Chips, Walnuts, Hot Fudge, & Whipped Cream	8.99
Classic Sundae Vanilla Frozen Yogurt with Strawberry, Pineapple, Walnuts, Hot Fudge, & Whipped Cream	8.99

Mixed In Toppings

Additional \$1.25 Each

Almond	Chocolate	Kit Kat	Peppermint Patty
Almond Joy	Sprinkles	M & M	Pineapple
Banana	Cinnamon	Malted	Pistachio
Blackberry	Coconut	Mango	Rainbow Sprinkles
Blueberry	Coffee	Marshmallow	Raspberry
Brownie	Cookie Dough	Milky Way	Reese's
Butterfinger	Cracklin' Oat Bran	Mint Chocolate Chip	Skor
Butterscotch	Decaf Coffee	Mocha	Snickers
Caramello	Ginger	Nestle's Crunch	Strawberry
Cherry	Granola	Oreo	Twix
Chocolate	Grapenut	Peach	Vanilla Wafer
Chocolate Chip	Heath Bar	Peanut Butter	Walnut
Chocolate Chip Cookie	Honey Graham	Peanut M & M	
	Hot Fudge	Peppermint	

CATERING MENU

Full Tray Serving 14-18 Minimum one day notice

Garden Salad	35	Add Grilled Chicken	47
Greek Salad	45		57
Caesar Salad	35		47
Chef Salad	45		
Antipasto Salad	45		
Ziti or Spaghetti	With Meatballs 55	With Chicken Parm 65	
Chicken Fingers	45		
Chicken Wings	50		

SWEETS & SNACKS

Coke Products Available

Classic Brownie Chips Choose from several flavors

MAINTENANCE PROGRAM

ADDRESS

ARLINGTON CAFE
475 SUMMER STREET, ARLINGTON, MA.

1. TWO (2) RECEPTACLES WITHIN STORE PREMISES FOR DISPOSAL OF FOOD AND REFUSE.
2. SWEEP OF INTERIOR OF STORE AS NEEDED, AND MORE FREQUENTLY DURING LUNCH AND DINNER HOURS
3. DUMPSTER AT REAR OF PREMISES FOR DISPOSAL OF ALL TRASH AND RUBBISH.
4. SWEEP OF EXTERIOR OF PREMISES AND DISCARD OF RUBBISH AT OR NEAR STORE PREMISES AND ADJOINING STORE PREMISES, INCLUDING STREET OR PARKING SPACES.
5. PROVIDING SECURE PLASTIC DISPOSABLE BAGS FOR RUBBISH AND REFUSE.



Town of Arlington, Massachusetts

Request to Park Food Truck in Front of Town Hall for Echofest, Saturday, March 24

Summary:

Charlotte Milan, Recycling Coordinator, EcoFest Organizing Committee

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	BoSFoodTruckPermMemoEF2018.pdf	Reference



**TOWN OF ARLINGTON
DEPARTMENT OF PUBLIC WORKS**

51 GROVE ST, ARLINGTON, MASSACHUSETTS 02476
TELEPHONE (781) 316-3108 FAX (781) 316-3109
CHARLOTTE MILAN, RECYCLING COORDINATOR
CMILAN@TOWN.ARLINGTON.MA.US

February 1, 2018

To: Arlington Selectmen

From: Charlotte Milan, on behalf of the EcoFest organizing committee

Re: One day event parking permission for a food truck

The EcoFest organizing committee requests permission from the Board of Selectmen for a food truck to park in front of Town Hall, avoiding fire lanes and crosswalks, for the duration of EcoFest 2018. EcoFest will take place on Saturday, March 24 from 9:00 AM to 3:00 PM in the Town Hall auditorium.

The food truck will meet all Health Inspector requirements and be permitted for the event by the Arlington Health Department.

We want to situate the food truck in front of Town Hall because we believe it will attract the public to the event. We also want to food truck vendor to have successful sales, as this will be the first time we've partnered with a food vendor for this community event. We are engaging the same food truck company that regularly attends the seasonal Arlington Farmers Market.

Thank you for this consideration.



Town of Arlington, Massachusetts

For Approval: Application to Waze Connected Citizens Program

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_WAZE_CCP_(2).pdf	Memo from Town Manager



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

Jim Feeney
Assistant Town Manager

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

To: Members of the Board of Selectmen
From: Jim Feeney, Assistant Town Manager
RE: Waze App - Connected Citizen Program
Date: February 1, 2018

The use of GPS-based navigation apps is commonplace in society today, especially in an urban-suburban environment like Arlington. With crowd-sourced event reporting, “traffic” apps such as Waze have grown immensely in popularity in recent years as residents and commuters aim to shorten drive times. The algorithms used by the apps work to redistribute traffic across the grid when off thru-way routes will improve travel times. Some neighborhoods are experiencing more thru traffic than ever before during peak periods as a result of app users dodging congestion and incidents in the roadway. These vehicular volume increases on secondary “neighborhood” side streets and the accompanying incidences of speeding and distracted/careless driving have precipitated numerous citizen complaints.

Although traffic apps present a challenge for municipal officials, they can also present opportunity. In particular, Waze relies on real-time data and field user inputs to calculate routes. This nearly up-to-the-second responsiveness results in an ever-evolving map, which is an invaluable tool for drivers. Here, the same data stream can likewise benefit transportation planners – enter the Waze Connected Citizen Program (CCP)- as well as residents and visitors alike.

The Program operates to benefit all parties. Waze and its users, some number of which are our residents, would benefit from Town personnel proactively inputting road construction and closure data, as well as detours caused by Town events, think Town Day or Patriots’ Day Parade (information the Town already shares via multiple channels). Data concerning speed limits and Town-owned assets can also be shared, in the event they have not yet been programmed into the map. In return, the Town, as a CCP partner, would gain access to real-time incident information,

including highly accurate accident and pothole location data; furthermore, transportation planners would gain insights from analyzing traffic data, such as locations with frequent congestion or hazards, as well as greater understanding of route planning.

Current, robust data would likely also prove useful in various other processes related to construction and planning. At present, the Engineering Division is evaluating bus rapid transit and prioritization, as well as planning ADA- and MUTCD- compliance upgrades to various intersections. Both are initiatives the Engineering Division believes would benefit from advanced data analysis. And, with adaptive traffic signal technology on the horizon, the same trip and congestion data has the potential to assist with signal timing and coordination along the Mass Ave corridor. Recently, other public entities have been granted entry into the CCP. The City of Boston undertook a similar signal timing endeavor in the Seaport to assess traffic flow and ease congestion, and MassDOT joined the program to access data that would assist in planning for future infrastructure improvements.

Should the Town wish to participate in this data exchange, an online Two-Way Connected Citizens Data Exchange membership application would need to be submitted. This would indicate our interest in the program and be subject to review by Waze (Google), with entry based on candidate qualifications. Applicants are notified in writing if their applications have been accepted. Please note it is not immediately clear if there is any commitment period associated with acceptance into the program. If ultimately selected for participation, we will need to evaluate our available data sources and inputs. Here, it is worth noting the FY19 budget adds a Senior Transportation Planner in the Planning Department. It would be natural for this position to coordinate the necessary data exchange.

To learn more and view case studies, please visit: waze.com/ccp



Town of Arlington, Massachusetts

Fiscal Year 2019 Budget Presentation

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	FY2019_Budget_Presentation_Updated_(5).pdf	Reference

Fiscal Year 2019 Town Manager's Budget Proposal

Board of Selectmen Meeting

February 5, 2018

Overview

- Budget Process
- Budget Overview
- Budget Highlights
 - Investments in Education
 - Investments in Response to Community Needs
- Long Term Outlook
- Next Steps

Budget Process

- **July** - Fiscal Year begins July 1st
- **September** - *Capital Budget* requests due to Town Manager
- **November** - *Operating Budget* requests due to Town Manager
- **January** - Budget books to Board of Selectmen (BoS) and Finance Committee (FC) by January 15th
- **January/April** – FC hearings on budget
- **March** - Financial Plan to BoS & FC by the end of March
- **April** - FC Report submitted to Town Meeting by April 20th
- **May** - Town Meeting adopts *Operating and Capital Budgets*
- **June** - Fiscal Year ends June 30th

Budget Overview - Revenue

	FY2018		FY2019		Change	
	Budget		Budget		\$	%
Revenue						
Property Tax	\$	117,255,201	\$	121,235,962	\$ 3,980,761	3.4%
Local Receipts	\$	9,071,000	\$	9,171,000	\$ 100,000	1.1%
State Aid	\$	19,207,063	\$	19,394,662	\$ 187,599	1.0%
School Construction Aid	\$	1,615,914	\$	476,523	\$ (1,139,391)	-70.5%
Free Cash	\$	4,850,566	\$	4,593,375	\$ (257,191)	-5.3%
Other Funds	\$	500,000	\$	200,000	\$ (300,000)	-60.0%
Override Stabilization Fund	\$	-	\$	3,461,696	\$ 3,461,696	100%
TOTAL TAXES, FEES, AID, AND OTHER SOURCES	\$	152,499,744	\$	158,533,218	\$ 6,033,474	4.0%
Transfers in (Offsets)	\$	2,436,791	\$	2,479,812	\$ 43,021	1.8%
TOTAL REVENUES	\$	154,936,535	\$	161,013,030	\$ 6,076,495	3.9%

Budget Overview - Expenditures

Expenditures	FY2018 Budget	FY2019 Budget	\$ Change	% Change
<i>Municipal Departments Appropriations *</i>	\$ 37,036,557	\$ 38,198,683	\$ 1,162,126	3.1%
<i>Offsets</i>	\$ (2,436,791)	\$ (2,479,812)	\$ (43,021)	1.8%
Municipal Departments (Taxation Total)	\$ 34,599,766	\$ 35,718,871	\$ 1,119,105	3.2%
School Department	\$ 60,928,485	\$ 65,860,321	\$ 4,931,836	8.1%
Minuteman School	\$ 4,291,333	\$ 4,960,808	\$ 669,475	15.6%
Non-Departmental (Healthcare & Pensions)	\$ 27,381,296	\$ 28,673,031	\$ 1,291,735	4.7%
Capital (Includes Debt Service)	\$ 11,523,825	\$ 10,356,564	\$ (1,167,261)	-10.1%
MWRA Debt Shift	\$ 5,593,112	\$ 5,593,112	\$ -	0.0%
Warrant Articles	\$ 1,319,355	\$ 928,503	\$ (390,852)	-29.6%
Reserve Fund & Elections	\$ 1,506,440	\$ 1,550,715	\$ 44,275	2.9%
Override Stabilization Fund Deposit	\$ 211,136	\$ -	\$ (211,136)	-100%
TOTAL EXPENDITURES	\$ 147,354,748	\$ 153,641,925	\$ 6,287,177	4.3%
Non-Appropriated Expenses	\$ 5,144,996	\$ 4,891,293	\$ (253,703)	-4.9%
Surplus / (Deficit)	\$ -	\$ -	\$ -	-

Departmental Highlights/Education

	FY 2018	FY 2019	\$ Increase	% Increase
General Education Costs	\$ 38,787,542	\$ 41,318,307	\$ 2,530,765	6.52%
Special Education Costs	\$ 20,037,415	\$ 21,440,034	\$ 1,402,619	7.00%
Kindergarten Fee Offset	\$ 970,000	\$ 970,000	\$ -	0.00%
Gibbs Funding	\$ -	\$ 1,300,000	\$ 1,300,000	
Growth Factor	\$ 1,133,528	\$ 831,980	\$ (301,548)	-26.60%
TOTAL SCHOOL BUDGET	\$ 60,928,485	\$ 65,860,321	\$ 4,931,836	8.09%

Growth Factor Breakdown	
FY 18 Enrollment Growth	170
DESE PPC for Arlington	\$ 13,984
35% of PPC for Arlington	\$ 4,894.00
Growth Factor (35% PPC x 170)	\$ 831,980

- Near Historic Increase in Educational Funding

Budget Highlights – Response to Community Needs

- Continued Investment in Senior Services with Further Increase in Council on Aging Social Worker Hours
- Investment in Response to Climate Change – Mosquito and Rodent Control Funding – Significant Increase in Tree Planting Funding and Tree Warden Hours
- Investment in Transportation Planner – Better Position Town to Respond to Short and Long Term Transportation Matters
- Investment in Library Staffing Increase to Better Serve Library Patrons
- Funding Set Aside for Collective Bargaining

Long-Term Outlook

- Override of 2011 (FY2012) Projects to Last Through FY2020
- Town Continues Investment in Long Term Liabilities – Pension and OPEB
- Investment in Arlington High School Still Ahead
- Impacts of Federal Budget Changes Remain Uncertain – Federal Tax Changes Detrimental to Property Tax Reliant Municipalities

Next Steps

- Long Range Planning Meeting Scheduled for February 7th
- Hearings with Finance Committee begin February 14th
- Budget and Revenue Task Force Meeting Scheduled for February 26th
- Local Aid Numbers to be Updated Following Discussion with Long Range Planning Committee
- Group Insurance Commission rates set by March 1st
- Figures Updated in Coordination with Finance Committee in Preparation for Town Meeting

Questions/Discussion



Town of Arlington, Massachusetts

Articles for Review:

Summary:

Article Bylaw Amendment/Addition of Certain Delinquent Municipal Fees/Fines to be a Lien on Real Estate Tax Account

Article Bylaw Amendment/Financial Information

Article Home Rule Legislation/Bylaw Amendment/Change the Board of Selectmen to Select Board

ATTACHMENTS:

Type	File Name
Reference Material	Warrant_Article_Text.docx
Reference Material	10_registered_voter_letter.pdf
Reference Material	2018_ATM_Memo_to_BOS_re._Treasurer_Bylaw_Amendments_for_Financial_Info_and_Municipal_Liens__and_Selectmen_to_Select_Board_article_(00020132)_(1).doc
Reference Material	D._Carman_BLA_Delinquent_Municipal_Fees.pdf
Reference Material	D._Carman_BLA_Financial_Information.pdf

**ARTICLE BYLAW AMENDMENT/ADDITION OF CERTAIN DELINQUENT
MUNICIPAL FEES/FINES TO BE A LIEN ON REAL ESTATE TAX
ACCOUNT**

To see if the Town will vote to amend Title I, Article 21 ("Municipal Charges Liens") of the Town Bylaws; to include in the placement of a lien or liens onto any real estate tax accounts, any fees, fines, or penalties levied by a Town and/or School department upon a resident property owner and/or non-resident property owner of the Town, where such fee, fine, or penalty is delinquent. Said amended Bylaw is in accordance with Section 58 of Chapter 40 "Municipal Charges Lien" of the Massachusetts General Law; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE BYLAW AMENDMENT/FINANCIAL INFORMATION

To see if the Town will vote to amend the Town Bylaws relative to financial information in real estate tax bills, including but not limited to eliminating the provisions of Title I, Article 17 ("Financial Information"); or take any action related thereto.

(Inserted at the request of the Town Treasurer)

**ARTICLE HOME RULE LEGISLATION/BYLAW AMENDMENT/CHANGE
THE BOARD OF SELECTMEN TO SELECT BOARD**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend the Town Manager Act, and further to amend the Town Bylaws to change the name of the Board of Selectmen to the Select Board in all relevant provisions and variants of presentation in the Act and the Bylaws; or take any action related thereto.

(Inserted at the request of Clarissa Rowe and ten registered voters)

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 31, 2018

Dear Registered Voter:

The Board of Selectmen will meet on Monday, February 5th at 7:15 p.m. to discuss the Warrant Article petition that you signed. The meeting will take place in the Selectmen's Chambers, Town Hall, 2nd Floor.

Article	Home Rule Legislation/Bylaw Amendment/Change the Board of Selectmen to Select Board
---------	---

Please feel free to contact Fran or Ashley in my office at the above number to confirm or if you require any further information.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr

ARTICLE

**HOME RULE LEGISLATION/BYLAWS AMENDMENT/CHANGE
THE BOARD OF SELECTMEN TO SELECT BOARD**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend the Town Manager Act, and further to amend the Town Bylaws to change the name of the Board of Selectmen to the Select Board in all relevant provisions and variants of presentation in the Act and the Bylaws; or take any action related thereto.

(Inserted at the request of Clarissa Rowe and ten registered voters)

Board of Selectmen to Select Board

Clarissa Rowe
137 Herbert Road
Arlington, MA 02474

Diane Mahon
23 Howard Street
Arlington, MA 02476

Marie Krepelka
12 Mohawk Road
Arlington, MA 02474

Kevin Greeley
363 Mystic Street
Arlington, MA 02474

Joseph Curro, Jr.
21 Millett Street
Arlington, MA 02474

Ellen Aikenhead
54 Brantwood Road
Arlington, MA 02476

Mark Halliday
54 Brantwood Road
Arlington, MA 02476

Ann LeRoy
12 Peirce Street
Arlington, MA 02476

Richard McElroy
12 Peirce Street
Arlington, MA 02476

John Page
26A Academy Street
Arlington, MA 02476

Theodore Siegan
46 High Haith Road
Arlington, MA 02476



**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

Cc: Adam Chapdelaine, Town Manager
Dean Carman, Treasurer
John Leone, Town Moderator
Proponents of Articles

From: Douglas W. Heim, Town Counsel

Date: February 1, 2018

Re: **Annual Town Meeting Warrant Articles: Bylaw Amendment for Additional Municipal Liens, Bylaw Amendment regarding Financial Information, and Bylaw/Amendment/Home Rule regarding changing the name of the Board of Selectmen to the "Select Board."**

While the warrant has not yet been released, I write to provide the Board a summary of the above-referenced warrant articles to assist in the Board's consideration of these articles at its upcoming hearing on February 5, 2018.

ARTICLE

BYLAW AMENDMENT/ADDITION OF CERTAIN DELINQUENT MUNICIPAL FEES/FINES TO BE A LIEN ON REAL ESTATE TAX ACCOUNT

To see if the Town will vote to amend Title I, Article 21 ("Municipal Charges Liens") of the Town Bylaws; to include in the placement of a lien or liens onto any real estate tax accounts, any fees, fines, or penalties levied by a Town and/or School department upon a resident property owner and/or non-resident property owner of the Town, where such fee, fine, or penalty is delinquent. Said amended Bylaw is in accordance with Section 58 of Chapter 40 "Municipal Charges Lien" of the Massachusetts General Law; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

As the Board may recall, G.L. c. 40 section 58 allows municipalities to convert approved categories of delinquent fees and charges (and in some cases, fines) into liens on Town real estate tax account, so long as each category is approved by Town Meeting. I expect the Treasurer to provide the Board with information on the scope and nature of charges and fees sought to be added to our current list in the Town Bylaws. However, it is my understanding that the goal of this article is to allow the aid Health and Human Services Department to more effectively enforce fees, fines, and penalties associated with the enforcement of the Title V of the Town Bylaws: Regulations on the Use of Private Property, such as Article 2: Junk Cars; Article 6: Retail Food Stores, Common Victuallers, and Food Vendors; and/or Article 12: Noise Abatement. An action under this article would not change the amount of any enforcement fees or fines, or the criteria for findings of violations. Rather, it would arm the Town with an additional and more efficient means of collecting fees without going to Court.

A sample vote, enumerating some (but not all) potential charges to be added would read as follows:

VOTED: That Title I, Article 21 of the Town Bylaws be and hereby is amended; to include and insert new items “g,” “h,” and “I” therein as follows, so as to read:

*ARTICLE 21
MUNICIPAL CHARGES LIENS*

In accordance with Chapter 40, Section 58, of the General Laws, Municipal Charges Liens may be placed on real property located within the Town of Arlington related to the following Town charges:

- a) parking-violation charges*
- b) motor-vehicle excise taxes*
- c) rental charges for town or school property and facilities*
- d) public-safety details*
- e) license, permit, and inspection fees*
- f) charges assessed for snow and ice removal under Title III, Article 1, Sections 24, 25, and 26 of these Bylaws*
- g) charges assessed for enforcement of Junk Car remediation under Title V, Article 2, Section 2 of these Bylaws;*
- h) charges assessed for enforcement of retail food stores, common victuallers, and food vendors remediation under Title V, Article 6, Section 4 of these Bylaws;*
- i) charges assessed for enforcement Noise Abatement under Title V, Article 5, Section 12 of these Bylaws;*

upon non-payment of any such charge by its due date and upon request to the Town Treasurer by the municipal board or officer empowered to issue the license, permit, or certificate or to render the service or to perform the work for which the charge is assessed.

ARTICLE

BYLAW AMENDMENT/FINANCIAL INFORMATION

To see if the Town will vote to amend the Town Bylaws relative to financial information in real estate tax bills, including but not limited to eliminating the provisions of Title I, Article 17 ("Financial Information"); or take any action related thereto.

(Inserted at the request of the Town Treasurer)

Title I, Article 17 of the Town Bylaws, passed at the 2000 Annual Town Meeting provides as follows:

ARTICLE 17: FINANCIAL INFORMATION

It shall be the responsibility of the Town Treasurer, Board of Assessors and Town Comptroller to annually provide with one of the quarterly tax bills information such as: tax attributable to the property tax levy, tax attributable to debt exclusions, tax attributable to any MWRA debt service, changes in assessed property values over the last two or more years, and changes in tax levies over the last two or more years.

It is my understanding that the Treasurer believes that this provision is no longer necessary or helpful and will detail to the Board the reasons for same.

A straightforward motion on such an article would be as follows:

VOTED: That the Town bylaws be and hereby are amended by (a) deleting the text of Article 17, ("Financial Information") of Title I; and (b) replacing it with the Word "DELETED".

**ARTICLE HOME RULE LEGISLATION/BYLAW AMENDMENT/CHANGE
THE BOARD OF SELECTMEN TO SELECT BOARD**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend the Town Manager Act, and further to amend the Town Bylaws to change the name of the Board of Selectmen to the Select Board in all relevant provisions and variants of presentation in the Act and the Bylaws; or take any action related thereto.

(Inserted at the request of Clarissa Rowe and ten registered voters)

This article was inserted by the citizen petition of current member of the Board of Selectmen, Ms. Clarissa Rowe in her personal capacity along with at least ten registered voters. It seeks to join the recent efforts of over 30 Massachusetts communities like Brookline, Concord, and Newton in renaming those municipalities' chief executive or legislative public bodies with a gender-neutral title such as Select Board, Selectboard, or City Council (in lieu of Board of Alderman). It should also be noted that the Town of Amherst made such a change approximately 20 years ago.

I expect Ms. Rowe and others will speak on the rational for this change in Arlington and elsewhere, but I note that there is not a specific, uniform process outlined in the General Laws to effect such a change. Accordingly, the first step at Town Meeting would be to simultaneously vote to amend the Town Bylaws to replace any and all references to the "Board of Selectmen" with "Select Board," as well as to update any related gendered descriptions of Members of the Board. I would also suggest inclusion of a provision in Title I, Article 2: "Selectmen," which notes that the "Select Board" is for all legal purposes and authorities under the General Laws, the Town of Arlington, Zoning Bylaws¹, and any contracts and agreements, the same entity as the historically known "Board of Selectmen." Such a process would then be repeated with Home

¹ As the Board knows, the Zoning Bylaw is scheduled to be considered for comprehensive recodification at the February 12, 2018 Special Town Meeting. Both the current bylaw and the new proposal use the term "Board of Selectmen" in 4 instances, but given the logistical difficulties in anticipating which version of the bylaw would be amended, it is likely best to resolve the language in the near future while making clear that a "Select Board" is for legal purposes, synonymous with the Board of Selectmen.

Rule legislation to amend our Town Manager Act to the same effect. Successful Town Meeting action would create a short period of time when different Town laws contain different terminology given that the Attorney General's Office would likely approve a bylaw change before special legislation would be approved by the State.

ARTICLE FOR WARRANT

BYLAW AMENDMENT/ADDITION OF CERTAIN DELINQUENT MUNICIPAL FEES/FINES TO BE A LIEN ON REAL ESTATE TAX ACCOUNT

To see if the Town will vote to amend Title I, Article 21 ("Municipal Charges Liens") of the Town Bylaws; to include in the placement of a lien or liens onto any real estate tax accounts, any fees, fines, or penalties levied by a Town and/or School department upon a resident property owner and/or non-resident property owner of the Town, where such fee, fine, or penalty is delinquent. Said amended Bylaw is in accordance with Section 58 of Chapter 40 "Municipal Charges Lien" of the Massachusetts General Law; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

NOTE: This is Article 16 from the 2017 Town Meeting.

PROPOSED VOTE

Motion: Article ____: VOTED: That Title I, Article 21 of the Town Bylaws be and hereby is amended; to include and insert a new Item "g" therein, stating, "any fees, fines, or penalties not enumerate above levied by any Town and/or School department, except for ambulance or emergency medical service fees".

With said VOTE, the by-law shall read:

Title I ("General Government") the following article:

ARTICLE 21

MUNICIPAL CHARGES LIENS

In accordance with Chapter 40, Section 58, of the General Laws, Municipal Charges Liens may be placed on real property located within the Town of Arlington related to the following Town charges:

- a) parking-violation charges
- b) motor-vehicle excise taxes
- c) rental charges for town or school property and facilities
- d) public-safety details
- e) license, permit, and inspection fees
- f) charges assessed for snow and ice removal under Title III, Article 1, Sections 24, 25, and 26 of these Bylaws

g) any fees, fines, or penalties not enumerated above levied by any Town and/or School department, except for ambulance or emergency medical service fees

upon non-payment of any such charge by its due date and upon request to the Town Treasurer by the municipal board or officer empowered to issue the license, permit, or certificate or to render the service or to perform the work for which the charge is assessed.

BYLAW AMENDMENT/ FINANCIAL INFORMATION

To see if the Town will vote to amend the Town Bylaws relative to financial information in real estate tax bills, including but not limited to eliminating the provisions of Title I, Article 17 ("Financial Information"); or take any action related thereto. (Inserted at the request of the Town Treasurer)

Motion: Article ____: VOTED: That the Town bylaws be and hereby are amended by (a) deleting the text of Article 17, ("Financial Information") of Title I; and (b) replacing it with the Word "DELETED".

Current Text for Reference:

ARTICLE 17 FINANCIAL INFORMATION (ART. 18, ATM – 05/03/00)

It shall be the responsibility of the Town Treasurer, Board of Assessors and Town Comptroller to annually provide on the town's website, information such as: tax attributable to the property tax levy, tax attributable to debt exclusions, tax attributable to any MWRA debt service, changes in assessed property values over the last two or more years, and changes in tax levies over the last two or more years.

Town of Arlington - 3rd Quarter Actual Real Estate Tax Bill

Due Date: 02/01/2018
Bill Number: 14551

Fiscal Year: 2018

Property Description			
29 KILSYTHE RD			
Class	101		
Land Area	4,008		
Parcel ID	174.0-0010-0006.0		
Tax rate per \$1000			
Residential	Open Space	Commercial	Industrial
12.13	12.13	12.13	12.13

Land Value	\$286,300
Building Value	\$262,100
Taxable Value	\$548,400
Special Assessments	
Type	Principal Interest
Total Assessments	\$.00

Total Real Estate Tax	\$6,652.09
Total CPA Tax	\$81.59
Special Assessments	\$0.00
Less Abatements	\$0.00
Total Tax/Assessments	\$6,733.68
Preliminary Tax	\$3,358.71
Preliminary Payments	\$3,358.71
Past due	\$0.00
Interest	\$0.00
3rd Qtr Due: 02/01/2018	\$1,687.49
4th Qtr Due: 05/01/2018	\$1,687.48
Amount Due: 02/01/2018 (1)	\$1,687.49
Scholarship Foundation Donation	Contribution
\$1 \$2 \$5 \$10 Other	(2) \$
Elderly and Disabled Aid Fund Donation	Total
\$1 \$2 \$5 \$10 Other	(3) \$
Check box above & write amount in (2). Add (1) & (2), pay total amount in (3). (This is a Tax Deductible Contribution)	

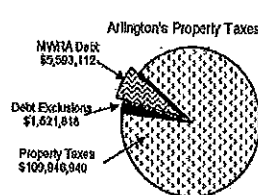
Assessed Owner as of: January 1, 2017

CARMAN DEAN
CARMAN DEAN
DIBICCARO CARRIE
29 KILSYTHE RD
ARLINGTON MA 02476

The Actual Tax for the Fiscal Year July 1, 2017 - June 30, 2018, on the parcel of Real Estate described, is shown above.

Interest at the rate of 14% per annum will accrue on overdue payments from the due date until payment is made.

Contact the Assessor's office for exemption and valuation questions at 781-316-3050.
Abatement applications are due to the Assessor's office by 02/01/2018



FY2018 Tax Rate

Property Taxes The town will collect \$117,266,201 from property taxes to pay for town services. This will result in an overall tax rate of \$12.13 per thousand dollars of assessed value.
Debt Exclusions: Included in the total of \$117,266,201 is \$1,781,404 for voter approved debt exclusions. The effect of these is 18 cents on the tax rate of \$12.13.
MWRA Debt Included in the total of \$117,266,201 is \$9,593,112 for MWRA debt. The effect of this is 80 cents on the tax rate of \$12.13.

The grand total of all assessed taxable property in Arlington is \$9,666,545,866 a 7.88% increase from Fiscal Year 2017

Town Hall Hours: Monday-Wednesday 8:00 AM - 4:00 PM; Thursday 8:00 AM - 7:00 PM; Friday 8:00 AM - 12:00 PM; Phone: 781-316-3030

PLEASE DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT. THANK YOU!

Pay Online at www.arlingtonma.gov

PLEASE DETACH HERE

3rd Quarter Actual Real Estate Tax Bill

Fiscal Year 2018

Make Check Payable and mail to:

Town of Arlington

P.O. Box 128

Arlington, MA 02476-0002

Please Include Bill Number on Check



Town of Arlington

730 Massachusetts Avenue

Arlington, MA 02476

Treasurer's Office

Dean Carman, Collector of Taxes

Property Loc: 29 KILSYTHE RD

Bill Number	14551
Parcel ID	174.0-0010-0006.0
Preliminary Taxes	\$3,358.71
Past Due	\$0.00
Interest	\$0.00
3rd Qtr. Taxes/Assessments	\$1,687.49
Amount Due:	\$1,687.49

Scholarship Foundation Donation \$

Elderly and Disabled Aid Fund Donation \$

Total \$

CARMAN DEAN
DIBICCARO CARRIE
29 KILSYTHE RD
ARLINGTON MA 02476

02162082018000014551600001687490



Town of Arlington, Massachusetts

Request "15 Minute Parking" at Broadway and Franklin Street

Summary:

Emily Hammond, Ready, Set, Kids!

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	CR_Ready_Set_Kids.pdf	Correspondence from E. Hammond

To: Town of Arlington, Board of Selectmen

From: Emily Hammond, Ready, Set, Kids!
284 Broadway, Arlington, MA 02474

Dear Arlington Selectmen,

I am the owner of Ready, Set, Kids, a preschool and afterschool program in Arlington Center. I am writing to ask for a change in the parking on the street that the business is located, Broadway. We are having parking and traffic problems on Broadway, and I'd like to request a "15 Minute Parking" zone at Broadway and Franklin. Our parents do drop off and pick up during business hours and since the changes to parking in Arlington Center, many more people are parking on Broadway because it is the closest street to the Center with 4-Hour, free parking (non-metered) spaces. We have noticed a significant drop in available spots. It has caused a lot of challenges for our families to access our business, and it can create a safety hazard because a lot of people (for our business and others) are illegally parking or double parking, causing traffic delays and dangerous parking situations. These are families often with young children in tow, and it has been very concerning.

Here is a (albeit old) photo of the front of our building, where the proposed 15 minute parking would be.

Thanks in advance for your time and consideration,

Emily Hammond

Proposed 15
Minute parking
zone:





Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS February 12, 2018