



## **Town of Arlington Board of Selectmen**

### **Meeting Agenda**

February 26, 2018

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. Proclamation: White Ribbon Day 2018
2. Discussion: Town Policy on Sexual Harassment and Discrimination  
Caryn Malloy, Human Resources Director

#### **CONSENT AGENDA**

3. Minutes of Meetings: February 5, 2018; February 12, 2018
4. Reappointments (terms to expire 1/31/2021)  
Commission on Disabilities  
Cynthia DeAngelis  
Constable  
Roland Demers
5. Patriots' Day Committee Events, April 15, 2018
  - a) 54th Annual Patriots' Day Fun Run at 8:45 a.m. along Massachusetts Avenue;
  - b) Menotomy Reenactment at 12/Noon at the Jason Russell House;
  - c) Patriots' Day Parade at 2:00 p.m.Christine Bongiorno, Patriots' Day Parade Committee Chair  
Director of Health and Human Services
6. Request: Special (One Day) Beer & Wine License, 3/3/18 @ Masonic Hall for Elizabeth Warren Campaign Fundraiser  
Colleen Coffee/Brian Rehrig, Elizabeth Warren Action Fund
7. Request: Special (One Day) All Alcohol License, 3/24/18 @ Arlington Catholic High School Gym for 'Annual Quiz Night'  
Erin Simmons, Asst. Director for Alumni Relations, ACHS

#### **PUBLIC HEARINGS**

8. 7:15 p.m. CDBG - Performance Update for Program Year 2017-2018  
Julie Wayman, CDBG Administrator, Planning & Community Development
9. 7:15 p.m. CDBG - Requests for FY2018-2019 Funding  
Julie Wayman, CDBG Administrator, Planning & Community Development

## **APPOINTMENTS**

10. Arlington Committee on Tourism and Economic Development  
Stephen Poltorzycki (term to expire 2/28/2021)
11. Board of Youth Services  
Karen Bishop (term to expire 1/31/2021)
12. Rainbow Commission  
Mel Goldsipe  
(term to expire 1/31/2019)  
Bill Gardner  
Helene Newberg  
(terms to expire 1/31/2020)  
Jacquelyn Dembro  
Brooks Harrelson  
Lisa Krinsky  
(terms to expire (1/31/2021)
13. Surveillance Study Committee  
Douglas Funkhouser  
Jon Gersh  
Christina Hildebidle  
Ian Pilarczyk  
Stephen Revilak  
Mark Streitfeld  
Gary Horowitz (Human Rights Commission Representative)

## **WARRANT ARTICLE HEARINGS**

Articles for Review:

- Article 6 Bylaw Amendment/Capital Planning Committee
- Article 7 Bylaw Amendment/Town Meeting Warrant Delivery
- Article 11 Bylaw Amendment/Vacant Store Front Registry
- Article 13 Bylaw Amendment/Arlington Commission on Arts & Culture
- Article 14 Bylaw Amendment/Tree Preservation and Protection
- Article 15 Bylaw Amendment/Noise Abatement
- Article 16 Bylaw Amendment/Time of Town Meeting Sessions
- Article 21 Vote/Vision 2020

## **FINAL VOTES & COMMENTS**

Articles for Review:

- Article 8 Bylaw Amendment/Addition of Certain Delinquent Municipal Fees/Fines to be a Lien on Real Estate Tax Account

## **CORRESPONDENCE RECEIVED**

Request for Traffic Calming on Kensington Park

Kevin Cottrell, 86 Kensington Park

Friends of Arlington's Great Meadows Annual Report 2017

Friends of Arlington's Great Meadows Steering Committee

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

To discuss the Open Meeting Law complaint of Mr. Christopher Loreti pursuant to M.G.L. c. 30A sec.21 (a)(1).

Next Scheduled Meeting of BoS March 5, 2018.



## Town of Arlington, Massachusetts

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### Proclamation: White Ribbon Day 2018

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	White_Ribbon_Day_2018.doc	White Ribbon Proco

## 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

### PROCLAMATION

**WHEREAS:** Our community is deeply concerned about the public health and public safety issues of violence against women and all gender-based violence, including sexual assault, rape, domestic violence, stalking, sexual harassment, and human trafficking; and

**WHEREAS:** The many cultures represented in our community are all affected, including heterosexual, gay, bisexual and transgender individuals, communities of color, immigrants, the youth, the aged, the infirmed and the differently-abled; and

**WHEREAS:** Recent increased public awareness of this issue has highlighted its widespread nature in the fields of entertainment, government, business, sports, and beyond; and

**WHEREAS:** The Town of Arlington, our Community Safety and Health and Human Services professionals, and our residents have exercised leadership in raising awareness about domestic and gender-based violence, encouraging us all to be "upstanders," supporting survivors, holding offenders accountable, and promoting safety, equity and non-violence in our community; and

**WHEREAS:** Our Human Resources Department conducts ongoing training for municipal employees to raise awareness regarding sexual harassment and its prevention; and

**WHEREAS:** The White Ribbon Day Campaign believes that the majority of men wish to make a positive contribution towards ending this violence and that by reimagining manhood we can break down the rigid gender roles and power dynamics that contribute to and foster gender-based violence; and

**WHEREAS:** The White Ribbon Day Pledge states: "From this day forward, I promise to be a part of the solution in ending violence against women and all gender-based violence"; and

**WHEREAS:** The White Ribbon Day Campaign has been endorsed by public officials and leaders in law enforcement, business, education, health care and athletics from throughout the Commonwealth of Massachusetts as a means of supporting a comprehensive approach to domestic violence;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Selectmen, do hereby express support for efforts - both local and beyond - to counter the scourge of violence against women and other gender-based violence; and be it further

**RESOLVED** that March 1, 2018 is proclaimed as WHITE RIBBON DAY in the Town of Arlington and that all residents are encouraged to pay fitting observance thereof; and be it further

**RESOLVED** that white ribbons - along with a copy of the White Ribbon Day Pledge - will be available in the Selectmen's office during the week of White Ribbon Day for all municipal officials and employees and members of the public who wish to express visible support.

_____	<b>SELECTMEN</b>
_____	<b>OF THE</b>
_____	<b>TOWN</b>
_____	<b>OF</b>
_____	<b>ARLINGTON</b>

A true record.

ATTEST:

By: \_\_\_\_\_  
Board Administrator



## Town of Arlington, Massachusetts

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### Discussion: Town Policy on Sexual Harassment and Discrimination

#### Summary:

Caryn Malloy, Human Resources Director

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Anti_Discrimination_Policy_June_2017.pdf	Anti-Discrimination Policy June 2017



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

Adam Chapdelaine  
Town Manager

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

**NON-DISCRIMINATION POLICY AND POLICY AGAINST HARASSMENT**

**I. INTRODUCTION**

It is the goal of the Town of Arlington ("Town") to maintain a workplace that is free of unlawful discrimination and harassment. Discrimination and harassment based on the employee's race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status and genetic information or other class protected by law is unlawful and violates this policy. Unlawful discrimination and harassment of employees in the workplace or in connection with their employment will not be tolerated.

It is a violation of this policy for any Town employee, vendor, contractor or volunteer (hereinafter "person") to discriminate against, harass, bully, intimidate, threaten, insult, retaliate against, or otherwise engage in any conduct, whether verbal or physical, against an employee, a member of the public engaging Town services or using Town facilities, a Town volunteer, or a Town vendor or contractor based on such individual's protected class status including race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status and genetic information.

Harassment is a form of discrimination, and sexual harassment is a type of harassment. The Town takes allegations of discrimination, harassment, and sexual harassment seriously and will respond quickly to such allegations. If the Town finds that an individual has violated the law or this policy, the Town will act promptly to eliminate the conduct, impose corrective action as the Town determines appropriate, including taking disciplinary action up to and including termination.

It is a violation of this policy to retaliate against an individual who has complained of, or who has cooperated in an investigation of, alleged discrimination, harassment, or sexual harassment, or an alleged violation of this policy. Further, any retaliation against an individual who has complained about discrimination, harassment, or sexual harassment or retaliation against an

individual for cooperating with an investigation of a discrimination, harassment or sexual harassment complaint is unlawful and will not be tolerated.

While this policy sets forth the Town's goals of promoting and maintaining a workplace that is free of unlawful discrimination, harassment, and sexual harassment, this policy is not designed or intended to limit the Town's authority to discipline or take remedial action for workplace conduct which the Town determines is unacceptable, regardless of whether such conduct is determined to be unlawful discrimination, harassment, or sexual harassment. Nothing in this policy shall limit the Town's authority to discipline or take remedial action for conduct that the Town determines to be inappropriate or a violation of this policy whether or not such conduct constitutes a violation of law. Disciplinary action shall be taken in accordance with any applicable collective bargaining agreement or law.

## **II. DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT**

Unlawful discrimination includes unwelcome conduct based on a person's race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, or other class status protected by law. Conduct that violates this policy and that may violate the law includes, but is not limited to offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, mockery, insults, ridicule, offensive gestures, pictures or objects, or any other unwelcome or offensive conduct based on or because of a person's protected class status. It shall be a violation of this policy to engage in any of the aforementioned conduct, or to create a hostile work environment.

In Massachusetts, sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The definition of sexual harassment is broad and, in addition to the above examples, may include other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers. Sexual harassment and violations of this policy can be by a man toward a woman or another man and can be by a woman toward a man or another woman.

While it is not possible to list all the conduct that violates this policy and that may constitute sexual harassment and a violation of law, the following are some examples of conduct that violates this policy and that may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written, electronic, digital, or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Requests for sexual favors;
- The display or distribution of written, digital, or electronic sexually explicit photographs, drawings or cartoons, or obscene materials
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments of a sexual nature;
- Displaying sexually suggestive objects, pictures, drawings, or cartoons whether in print, electronic, or digital form;
- Inquiring into an individual's sexual experiences, or comments on an individual's sexual preferences;
- Discussion of an individual's sexual activities; and
- Any verbal or physical conduct of a sexual nature where a person's submission to or rejection of such conduct is the basis for or is a factor in any employment decision affecting the individual, or otherwise creates an intimidating, hostile, or offensive working environment.

The Town will determine whether conduct constitutes a violation of this policy based on a review of the facts and circumstances of each situation.

The Town will not condone sexual harassment of its employees and Town volunteers by non-employees, and will act promptly to eliminate any such harassment.

The Town will not condone any discrimination, harassment, and/or sexual harassment of its employees, volunteers, contractors or vendors performing work for the Town. An individual who violates this policy shall be subject to disciplinary action up to and including but not limited to the following: discharge from employment, exclusion from future volunteer opportunities, exclusion from town buildings and property, or termination of consulting work. Disciplinary action against employees shall be taken in accordance with the law and any applicable collective bargaining agreements.

### **III. COMPLAINTS**

An individual who believes he/she has been subject to discrimination or harassment prohibited by this policy or who believes there is a violation of this policy should report the conduct to the Town's Human Resources Director, Caryn Malloy or the Town's Special Town Counsel, Edward Marlenga.

Supervisors, Managers, and Appointing Authorities who receive reports or complaints alleging discrimination, harassment or violations of this policy shall contact the Human Resources Director immediately. The Human Resources Director's office is located at Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476, and the Human Resources Director can be reached at (781) 316-3121. The Special Town Counsel's office is located at 50 Pleasant Street, Arlington, MA 02476 and the Special Town Counsel can be reached at (781) 316-3150.

The Town will investigate all complaints and reports of discrimination, harassment and violations of this policy. Such investigation will include interviews with the person making the complaint or report and may include interviews with employees or individuals who may have relevant information.


If it is determined that a violation of this policy has occurred, the Town will act promptly to eliminate the offending conduct, and where appropriate, impose disciplinary action that may include termination.

It is a violation of this policy and it is unlawful to retaliate against a person for filing a complaint of harassment, discrimination or sexual harassment, or for cooperating in an investigation of any such complaint.

In addition to the above, any employee who believes he/she has been subjected to unlawful discrimination, harassment or sexual harassment may file a formal charge with either or both of the following government agencies: The Massachusetts Commission Against Discrimination and the Equal Employment Opportunity Commission. Each of these agencies has a 300-day time period for filing a charge. They are located at:

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place  
Boston, MA 02108  
(617)727-3990

U.S. Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
1-800-669-4000

  
Adam Chapdelaine  
Town Manager



## **Town of Arlington, Massachusetts**

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**Minutes of Meetings: February 5, 2018; February 12, 2018**

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	2.5.18_draft_minutes.docx	Draft Minutes 2.5.18
▢	Reference Material	2.12.18_draft_minutes.docx	Draft Minutes 2.12.18

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

Meeting Minutes  
Monday, February 5, 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

1. Honoring Steven Byrne

The Board honored Steven Byrne for his nearly six years of service as a Selectman. Mr. Byrne was presented with an engraved chair. Steven stated it was a pleasure to give back to the Town. Dating back to the late 1930's his family all worked for the Town, starting with his late great grandfather, grandfather and several great uncles. His father, Michael, is currently the Director of Inspectional Services. Steven stated he has a sense of history about what his family has meant to the Town and although he will no longer be a Selectman he will still be involved with the Town he loves.

**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  
Mr. Greeley moved approval. SO VOTED (5-0)

**APPOINTMENTS**

5. Arlington Bicycle Advisory Committee, Executive Board (term to expire 1/31/2021)  
Adam MacNeill  
Mr. Greeley moved approval. SO VOTED (5-0)

**LICENSES & PERMITS**

6. For Approval: Food Vendor License  
Arlington Café, 475 Summer Street, Sameh Henein  
Mr. Dunn moved approval. SO VOTED (5-0)

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

7. Request to Park Food Truck in Front of Town Hall for Ecofest, Saturday, March 24  
Charlotte Milan, Recycling Coordinator, EcoFest Organizing Committee  
Charlotte Milan, on behalf of the EcoFest Organizing Committee, requested permission from the Board of Selectmen for a food truck to park in front of Town Hall for the duration of EcoFest 2018. EcoFest will take place on Saturday, March 24 from 9:00 a.m. to 3:00 p.m. in the Town Hall Auditorium.

Ms. Rowe moved approval.

SO VOTED (5-0)

- 8/. For Approval: Application to Waze Connected Citizens Program

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine stated that 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. 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. 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, such as Town Day or Patriots' Day Parade (information the Town already shares via multiple channels). Mr. Chapdelaine stated that 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.

Mrs. Mahon praised Assistant Town Manager Feeney for working with Waze.

Mr. Greeley moved approval to endorse said application.

SO VOTED (5-0)

9. Fiscal Year 2019 Budget Presentation

Adam W. Chapdelaine, Town Manager

The Board thanked the Manager for an excellent presentation.

Mrs. Mahon moved to receive.

SO VOTED (5-0)

## **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

Mrs. Mahon moved favorable action.

SO VOTED (5-0)

## **CORRESPONDENCE RECEIVED**

Request "15 Minute Parking" at Broadway and Franklin Street

Emily Hammond, Ready, Set, Kids!

Mrs. Mahon moved to refer Ms. Hammond's letter to the Town Manager for review and recommendation.

Mrs. Mahon moved receipt of "Correspondence Received".

SO VOTED (5-0)

## **NEW BUSINESS**

Mr. Heim reported that he feels we will have approximately fifty (50) Articles for the Warrant for the Annual Town Meeting to be held on April 23, 2018.

Mr. Curro stated that he attended a meeting of the Application Working Group Co-Chaired by Ali Carter and Adam Kurowski regarding looking at changes to all of our applications and licenses. He feels the working group is doing a great job especially with our Restaurant Applications.

Mr. Curro asked about the Tax Aid Relief Fund Committee and stated that we need to advertise for three (3) residents to serve on the Elderly and Disabled Tax Aid Relief Fund Committee.

Mrs. Krepelka said she would look into advertising for said committee.

Mrs. Mahon moved to adjourn at 9:15 p.m.

SO VOTED (5-0)

A true and record attest:

Marie A. Krepelka  
Board Administrator

Next Scheduled Meeting of BoS February 12, 2018

2-5-18

Agenda Item	Documents Used
1	Honoring Steven Byrne
2	Reappointment: Veteran's Council - Jeff Melton (term to expires 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
5	Appointment - Arlington Bicycle Advisory Committee, Executive Board (term to expire 1/31/2021)

	Adam MacNeill
6	Approval: Food Vendor License - Arlington Cafe, 475 Summer Street, Sameh Henein
7	Request to Park Food Truck in Front of Town Hall for Echofest, Saturday, March 24th Charlotte Milan, Recycling Coordinator, EcoFest Organizing Committee
8	Approval: Application to Waze Connected Citizens Program, Adam Chapdelaine, Town Manager
9	Fiscal Year 2019 Budget Presentation - Adam Chapdelaine, Town Manager
Warrant Article Hearings:	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
Corr Received :	Request "15 Minute Parking" at Broadway and Franklin Street, Emily Hammond, Read, Set, Kids!

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

Meeting Minutes  
Monday, February 12, 2018  
7:00 PM

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

**FOR APPROVAL**

1. Arlington Jazz Festival Banners  
Dan Fox

Ms. Rowe moved approval.

SO VOTED (3-0)

Mr. Fox will contact Mrs. Krepelka to coordinate the hanging of the banners.

**CONSENT AGENDA**

2. Minutes of Meetings: January 22, 2018
3. Reappointment: Arlington Cultural Council  
Jeffrey Timperi (term to expire 1/31/2021)
4. Request: Special (One Day) Beer & Wine License, 3/3/2018 @ Robbins Memorial Town Hall for Hardy School 'Silent Auction' Fundraiser  
Patsy O'Brien, Hardy School PTO
5. Request: Special (One Day) All Alcohol License, 3/10/2018 @ Robbins Memorial Town Hall for 'Beats for Eats' Fundraiser  
Lauren Ledger, Arlington Eats

Ms. Rowe moved approval.

SO VOTED (3-0)

**FINAL VOTES & COMMENTS**

Articles for Review:

Article Bylaw Amendment/Financial Information

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

Mrs. Mahon moved approval

SO VOTED (3-0)

Mrs. Mahon moved to adjourn at 7:10 p.m. During Special Town Meeting the Board of Selectmen will be in session from 8:00 p.m. until 11:00 p.m.

A true and record attest:  
Marie A. Krepelka Board Administrator

Next Scheduled Meeting of BoS February 26, 2018.

Agenda Item	Documents Used 2-12-18
1	Approval – Arlington Jazz Festival Banners – Dan Fox
2	Minutes of Meeting: January 22, 2018
3	Reappointment: Arlington Cultural Council – Jeffrey Timperi (term to expire 1/31/2021)
4	Request Special (One Day) Beer & Wine License, 3/3/2018 @ Robbins Memorial Town Hall for Hardy School (Silent Auction Fundraiser – Patsy O’Brien, Hardy School PTO
5	Request Special (One Day) All Alcohol License, 3/10/2018 @ Robbins Memorial Town Hall for “Beats for Eats” Fundraiser – Lauren Ledger, Arlington Eats
FINAL VOTES & COMMENTS	Articles for Review Bylaw Amendment/Financial Information Home Rule Legislation/Bylaw Amendment/Change Board of Selectmen to Select Board



## Town of Arlington, Massachusetts

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### Reappointments (terms to expire 1/31/2021)

#### Summary:

Commission on Disabilities

Cynthia DeAngelis

Constable

Roland Demers

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	DeAngelis_Reappointment.pdf	Town Manager Request; DeAngelis Meeting Notice
▢	Reference Material	Demers_Reappointment.pdf	Town Manager Request; Demers 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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 7, 2018

TO: Board Members

SUBJECT: Reappointment to the Disability Commission

This memo is to request the Board's approval of my reappointment of Cynthia DeAngelis, having a term expiration date of 1/31/2021 on the Disability Commission.

  
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

February 13, 2018

Cynthia DeAngelis

Arlington, MA 02474

Re: Reappointment - Commission on Disabilities

Dear Ms. DeAngelis:

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 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> 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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 7, 2018

TO: Board Members

SUBJECT: Reappointment to the Constables

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This memo is to request the Board's approval of my reappointment of Roland Demers, having a term expiration date of 1/31/2021 on the Constables.

  
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

February 13, 2018

Roland Demers

Arlington, MA 02474

Re: Reappointment - Constable

Dear Mr. Demers:

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 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> 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, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

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### **Patriots' Day Committee Events, April 15, 2018**

#### **Summary:**

- a) 54th Annual Patriots' Day Fun Run at 8:45 a.m. along Massachusetts Avenue;
- b) Menotomy Reenactment at 12/Noon at the Jason Russell House;
- c) Patriots' Day Parade at 2:00 p.m.

Christine Bongiorno, Patriots' Day Parade Committee Chair  
Director of Health and Human Services

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	2018_Board_of_Selectmen_Parade_Request_(1).docx	Request from Patriots' Day Committee

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**Arlington  
Patriots' Day  
Parade  
Committee**

Bob Bowes

Christine Bongiorno

Captain James Curran

Jeff Chunglo

Kathleen Darcy

Kevin Flood

Carol Greeley

Joe Marshall

Laura Munsey

Pat Quinn

Rich Raymond

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**April 23, 2017**

**Schedule of Events:**

**8:45 am** Arlington Boys  
& Girls Club Road Race

**12noon** Menotomy  
Battle Reenactment

**2pm** Patriots Day  
Parade kicks off

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**Arlington Patriots'  
Day Parade  
Committee**

730 Massachusetts Ave  
Arlington, MA 02476  
[www.arlingtonma.gov/parade](http://www.arlingtonma.gov/parade)  
781-316-3172

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January 31, 2018

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

RE: Patriots' Day Committee Event Requests

Dear Board Members:

The Arlington Patriots' Day Parade has been set for Sunday, April 15, 2018. On behalf of the Patriots' Day Parade Committee, I am requesting permits for the following events:

54th Annual Patriots' Day Fun Run:

The Arlington Boys and Girls Club respectfully request a permit to hold its 54rd Annual Patriots' Day Fun Run on Sunday, April 15, 2018 at 8:45 am. The Fun Run is a 2.7 mile run along Massachusetts Avenue from the Lexington line. We will be arranging Police presence to start for up to 200 runners, as well as traffic control (Bikes/Motorcycles) at Park Ave, Jason Street, and Pleasant Street. The race typically lasts for 1 hour and will conclude at the Arlington Boys and Girls Club, 60 Pond Lane.

Menotomy Reenactment:

In 2018, we will be including the Arlington Patriots' Day Menotomy Battle Reenactment as part of its festivities. This event is scheduled for Sunday, April 15, 2018 beginning at 12:00 noon at the Jason Russell House. Police will be arranged to control traffic as the individuals reenacting the battle cross at the intersection of Mill Street and Massachusetts Avenue as they proceed from Arlington High School to the Jason Russell House. Police presence will also ensure a safe environment for the spectators as well.

Patriots' Day Parade

The Patriots' Day Parade Committee respectfully requests a permit to allow a parade to form and march on Massachusetts Avenue and adjoining streets on Sunday, April 15, 2018. Sufficient Police presence will be arranged to control and divert all non-parade

January 31, 2018

-2-

Board of Selectmen  
Arlington Town Hall

vehicular traffic to alternate routes 12:00 pm to 5:00 pm traveling on Massachusetts Avenue from Forest Street east to Foster Street/Linwood Street, passing in review at the Town Hall. Adjoining streets where units will form are Brattle Street, Quinn Road, and Hobbs Court.

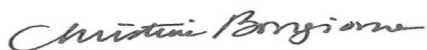
The Parade will step off at 2:00 pm promptly (rain or shine) and will end before 5:00 pm. If a permit is granted, it is requested that the Board alert, through the media, MBTA commuting citizens that the buses normally operating along Massachusetts Avenue will be using alternate routes along the parade route from 12:00 pm to 5:00 pm.

A final request is that an agenda item be added to a Board of Selectmen meeting prior to the April 15th Parade to publicly thank our Diamond and Platinum Sponsors. The Parade Committee will have recognition plaques to present to these sponsors who have made the 2018 Patriots' Day Parade possible.

We are so happy to continue this historic Parade as well as coordinate these wonderful community events in celebration of Patriots' Day. We are expecting a community-wide celebration of which we all can be proud.

Thank you for your attention and consideration of this matter, and do not hesitate to contact me if you have any questions.

Respectfully submitted,

A handwritten signature in cursive script, reading "Christine Bongiorno".

Christine Bongiorno, Committee Chair  
Director of Health and Human Services



## **Town of Arlington, Massachusetts**

---

**Request: Special (One Day) Beer & Wine License, 3/3/18 @ Masonic Hall for Elizabeth Warren Campaign Fundraiser**

**Summary:**

Colleen Coffee/Brian Rehrig, Elizabeth Warren Action Fund

**ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	Special_One_Day_Application_3.3.18.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name: Colleen Coffee /Brian Rehrig

Address, phone & e-mail contact information:

161 Savin Hill Avenue, Dorchester, Ma. 02125 /28 Academy St., Arlington, Ma. 617-838-4767  
brehrig@alum.mit.edu

Name & address of Organization for which license is sought:

Elizabeth Warren Action Fund, 124 Washington St., Suite 101, Foxboro, Ma.  
02035

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

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

Erin McCabe, North Shore Bartending Service, 11D Russell Drive , Salem, Ma. 01970  
erin@northshorebattenfers.com

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

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? \_\_\_\_No \_\_\_\_ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

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

\_\_\_\_\_one-time event\_\_\_\_\_

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

978-766-4673

Title of Event:

Elizabeth Warren campaign fundraiser

Date/time of Event:

March 3, 2018 1:00 pm - 3:00 pm

Location of Event: Arlington Masonic Hall

Location/Event Coordinator:

Alan Jones/Patsy Kraemer

Method(s) of invitation/publicity for Event:

Invitation/Social Media

Number of people expected to attend:

125

Expected admission/ticket prices:

\$125

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

included in ticket

Will persons under age 21 be on premises?

No

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

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

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.

\_\_\_\_\_  
date \_\_\_\_\_

\_\_\_\_\_  
*Printed name/title*

POLICE COMMENTS:

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

beer/wine

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

savory lunch tapas and seltzers

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

NORTH SHORE BARTENDING

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](http://www.mass.gov/abcc))

Atlas Liquors

Date of Delivery: 3/3/2018

Alcohol Serving Time (s): 1:00 pm - 3:00 pm

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

Atlas will pick up

Date of Pick-Up: Mon. 3/5/2018

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: Brian

Rehrig

Printed title & Organization name: Elizageth Warren Action Fun

Campaign \_\_\_\_\_

Email: [brehrig@alum.mit.edu](mailto:brehrig@alum.mit.edu)



## **ROBBINS MEMORIAL TOWN HALL AUDITORIUM**

730 Massachusetts Avenue, Arlington, Ma. 02476

14 February 2018

### **SECURITY PLAN FOR ELIZABETH WARREN CAMPAIGN FUNDRAISER**

A fundraiser sponsored by the Elizabeth Warren Action Group - will be held on Saturday, March 3, 2018, at Arlington Masonic Hall. The event is scheduled for 1:00 pm to 3:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 125 guests to attend. We anticipate no attendees will be under age.

Alan Jones will be the event coordinator for the event.

The food will be provided by various entities, including Arlington Whole Foods, Trader Joe's, Food Link. North Shore Bartending will provide the certified bartender.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Masonic 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

9NORT60

OP ID: DN

DATE (MM/DD/YYYY)

02/20/2018

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).

<b>PRODUCER</b> John J Walsh Ins Agency, Inc P O Box 4407 Salem, MA 01970-6407 John J. Walsh Ins. Agcy., Inc.		<b>CONTACT NAME:</b> John J. Walsh Ins. Agcy., Inc. <b>PHONE (A/C, No, Ext):</b> 978-745-3300 <b>FAX (A/C, No):</b> 978-745-9557 <b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> North Shore Bartending Service Inc. c/o George McCabe 11 D Russell St Salem, MA 01970		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A : Nautilus Insurance Company</b>		
		<b>INSURER B : United States Liab Ins Co</b>		
		<b>INSURER C : A.I.M. Mutual Ins. Companies</b>		
		<b>INSURER D :</b>		
		<b>INSURER E :</b>		
<b>INSURER F :</b>				

**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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:			NN663457	03/04/2017 03/04/2018	03/04/2018 03/04/2019	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 1,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <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						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A			VWC10060221082017A	02/24/2017 02/24/2018	02/24/2018 02/24/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 100,000
							E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
B	<b>Liquor Liability</b>			CL1596225D	03/04/2017 03/04/2018	03/04/2018 03/04/2019	1,000,000

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

Re: Event March 3, 2018  
Masonic Hall is listed as an additional insured.

**CERTIFICATE HOLDER****CANCELLATION**

<b>Masonic Hall</b> 19 Academy Street 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.
	<b>AUTHORIZED REPRESENTATIVE</b> John J. Walsh Ins. Agcy., Inc.

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# Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certification Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

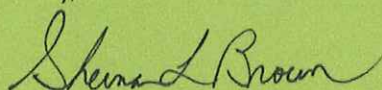
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at [ServSafe.com](http://ServSafe.com).

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 12387837  
CARD # 13339381

## ServSafe Alcohol® CERTIFICATE



KATHRYN HALLORAN

NAME

2/24/2016

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

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Sherman Brown, Senior Vice President, National Restaurant Association Solutions

Sherman Brown

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

**NOTE:** You can access your score and certification information anytime at [ServSafe.com](http://ServSafe.com) with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at

[ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org) or 800.765.2122, ext. 6703.



175 West Jackson Boulevard,  
Suite 1500  
Chicago, IL 60604-2814  
1.800.SERVSAFE  
312.715.1010 In the Chicago area  
[ServSafe.com](http://ServSafe.com)

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# Congratulations!

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Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at [ServSafe.com](http://ServSafe.com).

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 12648645  
CARD # 13578706

## ServSafe Alcohol® CERTIFICATE



ELAYNE CRONIA M

NAME

4/27/2016

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

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Sherman Brown  
Senior Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.



175 West Jackson Boulevard,  
Suite 1500  
Chicago, IL 60604-2814  
1.800.SERVSAFE  
312.715.1010 In the Chicago area  
[ServSafe.com](http://ServSafe.com)

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**NOTE:** You can access your score and certification information anytime at [ServSafe.com](http://ServSafe.com) with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org) or 800.765.2122, ext. 6703.



## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) All Alcohol License, 3/24/18 @ Arlington Catholic High School Gym for 'Annual Quiz Night'**

**Summary:**

Erin Simmons, Asst. Director for Alumni Relations, ACHS

**ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	ACHS_Special_Application.pdf	Special All Alcohol Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Arlington Catholic High School

Address, phone & e-mail contact information: 16 Medford Street / esimmons@achs.net / 781-648-0316

Name & address of Organization for which license is sought: Same

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

Name of Responsible Manager of Organization (if different from above):  
Lee-Ann Pepicelli- Murray

Address, phone & e-mail contact information: 781-646-5101 / lpepicelli@achs.net

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

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

Yes, Annual - every March

24-Hour contact number for Responsible Manager of Alcohol Event date: 617-605-9727

Title of Event: Annual Quiz Night

Date/time of Event: March 24th, 2018 6pm-11pm

Location of Event: Arlington Catholic High School Gym

Location/Event Coordinator: Erin Kilgariff Simmons

Method(s) of invitation/publicity for Event: Invite to community members

Number of people expected to attend: 300

Expected admission/ticket prices: \$35

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 mixed drinks/\$4 beer and wine  
soda, coffee and water no-charge

Will persons under age 21 be on premises? NO

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

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

**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 2-15-18  
Off. Corey P. Roteau  
Printed name/title

**POLICE COMMENTS:**

Request at least 2 safety details.  
Certified bartender must be present at  
the bar at all times alcohol is being served  
Only one service bar permitted

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 / Mixed Drinks

What types of food and non-alcoholic beverages do you plan to serve at the Event? \_\_\_\_\_  
Soda / Water/ Coffee / Various Foods ie brownies, cookies and guests bring thier own potluck.

Who will be responsible for serving alcoholic beverages at the Event? \_\_\_\_\_  
1 certified bartender and 6 non certified persons

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.  
Joe Simmons- TIPS Certified....certification attached

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

Joe Simmons - 9/9/70	Joey Simmons - 7/28/92
Rick Simmons - 8/22/68	Jim Simmons - 4/11/72
Tom Simmons - 4/11/72	Bob Simmons - 8/29/69
David Simmons - 6/29/96	

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

Date of Delivery: 3/24/18  
Alcohol Serving Time (s): 6pm-10:30pm

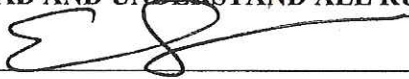
How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?  
To be distributed among committee members. Expected to be minimal.

Date of Pick-Up: n/a

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.) Please see 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: Erin Simmons

Printed title & Organization name: Asst. Director for Alumni Relations / ACHS

Email: esimmons@achs.net



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/08/2018

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).

<b>PRODUCER</b> Roman Catholic Archdiocese of Boston 66 Brooks Drive Braintree, MA 02184		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 617-746-5742 <b>E-MAIL ADDRESS:</b> ormadmin@rcab.org <b>FAX (A/C, No):</b> 617-779-4572		
<b>INSURED</b> Location 080-003 Arlington Catholic High School 16 Medford Street Arlington MA 02471		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: Fides Insurance Group		
		INSURER B: National Catholic Risk Retention Group		
		INSURER C:		
		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 B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Host Liquor Liability</b>			FIDES \$250,000.00 RRG 10358-20 \$750,000.00	07/01/17	07/01/18	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER: \$
	<input type="checkbox"/> <b>GEN'L AGGREGATE LIMIT APPLIES PER:</b> <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER: \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

Evidence of General Liability including Host Liquor Liability for fund raiser - March 24, 2018  
Town of Arlington is an additional insured where required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington, Massachusetts  
730 Massachusetts Avenue  
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

## **Quiz Night Security Plan**

Arlington Catholic's Quiz Night will have approximately 300 attendees. It is a fundraising event for the school. This is our 22<sup>nd</sup> year holding this event. We will have a bar available as well as food.

### **Prevention of Sale of Alcohol to Minors:**

First and foremost, no one is allowed to attend the event unless they are 21 and over. Additionally, AC has a certified bartender who will check IDs for everyone, Joseph Simmons (his certification information is enclosed). There will also be additional volunteers available to serve soda and non-alcoholic beverages.

### **Traffic and Parking:**

We do not anticipate any traffic issues as the school daily has over 800 people in the building and there will be fewer people in attendance that evening. Attendees are being told to park in the Municipal Lot behind the school, to find street parking, or the RR Lot.

### **General Crowd Control:**

Arlington Catholic will hire two Arlington Police Detail Officers for the event to assist if any issues arise. We will also have numerous school administrators present.

### **Evacuation Plan:**

The school evacuation plan that was developed to evacuate students during the day will be put into use if any emergencies occur. The emergency plan is posted in all areas of the school with explicit instructions of what to do in an emergency. Again, school administrators and staff will be available to assist and direct if anything were to occur.

Print

Main Menu

Do not click Back-Space to leave this window

# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 3.0**  
For coursework completed on January 30, 2017  
provided by Health Communications, Inc.  
is hereby granted to:

**Joseph Simmons**

Certification to be sent to:

**Arlington Catholic  
16 Medford St  
Arlington MA, 02474-3121 USA**



HEALTH COMMUNICATIONS INC.

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





## Town of Arlington, Massachusetts

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### 7:15 p.m. CDBG - Performance Update for Program Year 2017-2018

#### Summary:

Julie Wayman, CDBG Administrator, Planning & Community Development

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	2017-2018_CDBG_Mid-Year_Report.pdf	2017-2018 CDBG Mid-Year Report

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**OCTOBER 31, 2017- DECEMBER 31, 2017**  
**JANUARY 1, 2018 TO MARCH 30, 2018**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Housing Corporation of Arlington	Project Name: Downing Square Broadway Initiative & Capital Improvements
Contact: Pamela Hallett	Title: Executive Director
Mailing Address: 252 Massachusetts Ave Arlington, MA 02474	Project Location: Arlington MA. 19 R Park Ave , Downing Square, 117 Broadway and multiple locations in portfolio
Email: phallett@housingcorporarlington.org	Phone/Fax: 781 859-5211
<b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b>	
<b>II. Accomplishments</b>	
<ol style="list-style-type: none"> <li>1. What short-term goals and objectives outlined under Service Need in your application have you achieved? Under Capital Improvements: The two units at 16 Bow street have been deleaded and each unit has passed section 8 certificate inspections.</li> <li>2. Plans and contractor bids have been received for work on an additional four units of capital Improvements.</li> <li>3. For the Initiative Program, \$500,000 in Community Preservation Act funds has been requested.</li> <li>4. Further testing, drilling and soil samples have been collected and analyzed to allow create a refined brownfields environmental cleanup plan which was submitted to the EPA in January 2018.</li> <li>5. The Conservation Commission Order of Conditions was approved December 2017.</li> <li>6. Letters from Investors and lenders have been received and HCA was invited to submit a full ONE STOP application to the Commonwealth's DHCD for full funding of the full 48 units development encompassing 117 Broadway and the 19R Park Ave sites. This application was submitted February 15<sup>th</sup> 2018. We expect to hear about approval or denial in July or August.</li> <li>7. Homeowners of some of the surrounding homes to 19R Park Ave submitted a Public Information Petition(PIP) which HCA and GEI, our environmental consultants, have responded to. To date two meetings with the petitioners have been held. A full Public Information is being developed Plan for submittal to the Mass DEP as required by the PIP process. That plan will be submitted after one more meeting with the community to review the proposed plan.</li> </ol>	
<ol style="list-style-type: none"> <li>8. Have you documented client eligibility? If so, how? If not, how to do you plan to? Yes the tenant eligibility has been documented. Tenant income has been documented at the time of lease signing and then again at annual recertification. One tenant at 16 Bow Street is a domestic violence victim who graduated from a DV program supported by the Town of Arlington. She and her son are doing well in HCA's unit. The additional tenant household moving into the 2<sup>nd</sup> unit at 16 Bow on November 1, 2017 has a disabled child and is low income. She and her son have been living on a one-bedroom unit in another HCA building. This new unit has two bedrooms and is easily accessible to her disabled son.</li> </ol>	

9. Have you met the timetable for delivery of services outlined in your application?
- Yes, to date 2 units have had capital improvements completed, 4 more to begin next quarter.
  - The Initiative has: submitted the ONE STOP application to the State; the Concom Order of Conditions has been approved and recorded; Civil Engineering Design and Drawings are at 100% completion of the schematic design and 20% completion of the Design Development Stage, Mechanical and plumbing drawings are at 50% completion; Architectural drawings are at 100 % Schematic Design and 40% Design completion phase.
  - The Plan for Environmental Cleanup has been created and submitted to the EPA.
  - The PIP Plan is in process.
  - All tenants in the new buildings will have incomes at or below 60% of Area Median Income. 14 out of 48 units will be set aside for households with income at or below 30% of area median income. 5 out of 48 units will be for homeless households with wrap around social services provided by the Somerville Homeless Coalition.

10. Additional Comments

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.

<b>Race</b>	
White	2
Black/African American	2
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	

Please provide the number of persons for the applicable income categories

0-30% (very low) of Median Income	4
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington Boys & Girls Club	Project Name: Scholarship Program
Contact: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane	Project Location: Arlington Boys & Girls Club-
Email: <a href="mailto:dcurran@abgclub.org">dcurran@abgclub.org</a>	Phone/Fax: 781-648-1617 / 781-648-5064
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?  Through the funds received we were able to reach our goal and provide financial assistance for 53 children. Children were provided a safe place to have fun and enjoy a wide range of activities outside of school time while being surrounded by children their own age and a caring staff. Children took part in activities that focused on leadership, character development, education, health and life skills, and sports/fitness and recreation.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?  Document eligibility has been documented. All signed applications and income verification documents have been filed and are in a secure location at our facility.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?  Yes, the timetable for delivery of services has been met.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	22
Black/African American	4
Asian	14
American Indian/Alaskan Native	1
Native Hawaiian/Other Pacific Islander	2
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	5
American Indian/Alaskan Native & Black /African American	
Multi-Racial	5 (2 Hispanic)
<b>Total</b>	53
<b>Ethnicity</b>	
Hispanic	2
<b>Total</b>	2

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	29
31%-50% (low) of Median Income	17
51%-80% (moderate) of Median Income	7

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	53
Households Assisted	26	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington Boys & Girls Club	Project Name: Jobs Jobs Jobs Program
Contact: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane	Project Location: Arlington Boys & Girls Club-
Email: <a href="mailto:dcurran@abgclub.org">dcurran@abgclub.org</a>	Phone/Fax: 781-648-1617 / 781-648-5064
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?  Through the funds received, we were able to achieve our goal of employing 8 teenagers this summer and provide them with necessary skills to be successful in the workforce and in the community. All participants attended workshops that focused on job readiness skills such; creating a resume, preparing for a job interview, and building a network using technology.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?  Document eligibility has been documented. All signed applications and income verification documents have been filed and are in a secure location at our facility.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?  Yes, the timetable for delivery of services has been met.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	4
Black/African American	1
Asian	1
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	2 (hispanic)
<b>Total</b>	6
<b>Ethnicity</b>	
Hispanic	2
<b>Total</b>	2

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	7
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	1

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	8
Households Assisted	7	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington High School	Project Name: Athletic Scholarships
Contact: Melissa Dlugolecki	Title: Athletic Director
Mailing Address: 869 Massachusetts Ave, Arlington MA 02472	Project Location: Arlington High School
Email: mdlugolecki@arlington.k12.ma.us	Phone/Fax: 781-316-3551
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>We have been able to offer student-athletes playing opportunities in the fall season. Students would not otherwise be able to afford participation.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how do you plan to?</p> <p>Yes- the Business Office collects and stores all applications. Additionally, they confirm eligibility and communicate this to the athletic department and the family who applied.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	14
Black/African American	8
Asian	1
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	4 (all White/Hispanic)
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	23

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	16
31%-50% (low) of Median Income	7
51%-80% (moderate) of Median Income	

<p><b>Nationally Reportable Outputs</b></p> <p><i>Please indicate the number of outputs achieved with this funding</i></p>
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**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington Housing Authority	Project Name: Operation Success Learning Center
Contact: Janet Maguire	Title: Co-Founder/Supervisor
Mailing Address: 45 Fremont Court Menotomy Manor Arlington, MA 02474	Project Location: 45 Fremont Court Menotomy Manor Arlington, MA 02474
Email: Jmaguire924@hotmail.com	Phone/Fax: 781-710-5309
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>The program opened up October 2, 2017. To prepare for the academic school year, we had a open house for parent and student where they could visit the center, meet the staff, and register for the program.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>John Griffin , Executive Director, of Arlington Housing sends a documented list of resident's age and family income. All residents of Menotomy Manor are either very low income or low income. All students of the program are between 11-18</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application? Yes, we have met our beginning time-table of opening of Operation Success.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.

<b>Race</b>	
White	4
Black/African American	7
Asian	3
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	6 (2 Hispanic)
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	2
<b>Total</b>	

Please provide the number of persons for the applicable income categories

0-30% (very low) of Median Income	20
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

### Nationally Reportable Outputs

Please indicate the number of outputs achieved with this funding

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER TWO REPORT**  
**OCTOBER 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington Housing Authority	Project Name: Operation Success Learning Center
Contact: Janet Maguire	Title: Co-founder
Mailing Address: 87R summer Street Arlington, MA	Project Location: 45 Fremont Court, Menotomy Manor
Email: jmaguire924@hotmail.com	Phone/Fax: 781-710-5309
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
January-February, 2017	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <ul style="list-style-type: none"> <li>• Providing a safe learning environment Monday-Thursday evenings 7:00-8:30</li> <li>• Academic support offered to 20 residents of Menotomy Manor</li> </ul>	
<p>2. Have you documented client eligibility? If so, how? If not, how do you plan to?</p> <p>The participants of Operation Success are residents of Menotomy Manor whose parents/guardians follow the income guidelines of the Arlington Housing Authority.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes, services are provided throughout the academic school calendar</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	4
Black/African American	7
Asian	3
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	4
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	2
<b>Total</b>	20
Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	20
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

### Nationally Reportable Outputs

Please indicate the number of outputs achieved with this funding

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER TWO REPORT**  
**OCTOBER 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: <b>Arlington Youth Counseling Center</b>	Project Name: <b>Free and reduced-fee mental health services for youth and families</b>
Contact: <b>Colleen Leger</b>	Title: <b>Executive Director</b>
Mailing Address: <b>670R Massachusetts Avenue, Arlington, MA 02476</b>	Project Location: <b>670R Massachusetts Avenue</b>
Email: <a href="mailto:cleger@town.arlington.ma.us">cleger@town.arlington.ma.us</a>	Phone/Fax: <b>781-316-3259/781-316-3261</b>
<p>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></p>	
<p><b>We will submit an invoice by February 8, 2018</b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>With support from the CDBG grant, four community members have accessed mental health services at AYCC from July 1<sup>st</sup> through December 31<sup>st</sup>. These clients, who range in age from 6 to 39, have participated in a total of 40 counseling sessions, and 8 medication evaluation/treatment visits. 11 of these counseling sessions occurred in a school-based setting, while the rest were provided outpatient at AYCC. According to annual treatment plans, each client is making progress on their treatment goals and objectives, and remains engaged in therapy.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>Client eligibility is documented using the client beneficiary form, along with supporting legal documentation including tax filings, pay stubs, and court documents.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes; the delivery of services is ongoing throughout the year. As outlined in the application, AYCC will not turn anyone away due to an inability to pay. Clients who cannot afford the cost of care are encouraged to apply for financial assistance, and for those who are deemed eligible, CDBG funding is applied against their outstanding balance.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	3
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	1
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	0
<b>Total</b>	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	1
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	3

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	4
Households Assisted	4	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington COA	Project Name: Adult Day Health
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA	Project Location: Cooperative Elder Services
Email: scarp@town.arlington.ma.us	Phone/Fax: P: 781-316-3400 Fax: 781-316-3409
<p>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Secured 8 participants to receive scholarships</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how do you plan to?</p> <p>CDBG Beneficiary Form</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>On going</p>	
<p>4. Additional Comments</p> <p>None</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories	
<b>Race</b>	
White	7
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	1
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	8

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	3
31%-50% (low) of Median Income	5
51%-80% (moderate) of Median Income	

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	
Households Assisted	8	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER TWO REPORT**  
**OCTOBER 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington COA	Project Name: Adult Day Health
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA	Project Location: Cooperative Elder Services
Email: <a href="mailto:scarp@town.arlington.ma.us">scarp@town.arlington.ma.us</a>	Phone/Fax: P: 781-316-3400 Fax: 781-316-3409
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Secured 8 additional participants to receive scholarships</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>CDBG Beneficiary Form</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>On going</p>	
<p>4. Additional Comments</p> <p>As of Q2 Report, all funds are now exhausted. Total served between Q1 &amp; Q2 are 16.</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	7
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	1
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	8

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	3
31%-50% (low) of Median Income	5
51%-80% (moderate) of Median Income	

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	8
Households Assisted	8	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington COA	Project Name: Transportation Enterprise Fund
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA	Project Location: same
Email: scarp@town.arlington.ma.us	Phone/Fax: P: 781-316-3400 Fax: 781-316-3409
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Maintain operations to provide a low cost senior transportation program for Arlington seniors. For this first 4 months of the FY, the COA has provided 1,363 rides. The categories are Senior Center rides (998), In town Medical rides (42), and Dial a Ride Taxi rides (323).</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>CDBG Client Beneficiary form</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>On going. This service operates Monday-Thursday from 8-3:30pm</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories:	
<b>Race</b>	
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	n/a

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	
<b>Nationally Reportable Outputs</b>	

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER TWO REPORT**  
**OCTOBER 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington COA	Project Name: Volunteer Coordinator
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA	Project Location: same
Email: scarp@town.arlington.ma.us	Phone/Fax: P: 781-316-3400 Fax: 781-316-3409
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Salary for William "Bill" Murphy</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>n/a</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>n/a</p>	
<p>4. Additional Comments</p> <p>These funds are solely for salary</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	n/a

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

**Nationally Reportable Outputs**

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE & TWO REPORT**  
**JULY 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Fidelity House	Project Name: Jobs, Jobs, Jobs Program
Contact: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford Street, Arlington, MA 02474	Project Location: Fidelity House, Fidelity House Day Camp
Email: <a href="mailto:fidelityhouseordir@hotmail.com">fidelityhouseordir@hotmail.com</a>	Phone/Fax: 781-648-2005
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p> <p>Will be sending in end January.</p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved? We hired 4 staff that really became an important part of our staff.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to? The application process includes documentation of the family income.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application? Yes</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.													
<b>Race</b>													
White	2												
Black/African American	2												
Asian													
American Indian/Alaskan Native													
Native Hawaiian/Other Pacific Islander													
American Indian/Alaskan Native & White													
Asian & White													
Black/African American & White													
American Indian/Alaskan Native & Black /African American													
Multi-Racial													
<b>Total</b>	4												
<b>Ethnicity</b>	<b>Nationally Reportable Outputs</b>												
	<i>Please indicate the number of outputs achieved with this funding</i>												
Hispanic													
	<table border="1"> <tr> <td>Businesses Assisted</td> <td></td> <td>Persons Served</td> <td>4</td> </tr> <tr> <td>Total</td> <td></td> <td>Households Assisted</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Jobs Created</td> <td></td> </tr> </table>	Businesses Assisted		Persons Served	4	Total		Households Assisted				Jobs Created	
Businesses Assisted		Persons Served	4										
Total		Households Assisted											
		Jobs Created											

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	1
31%-50% (low) of Median Income	2
51%-80% (moderate) of Median Income	1

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE & TWO REPORT**  
**JULY 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Fidelity House	Project Name: Menotomy Manor Outreach Program
Contact: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford Street, Arlington, MA 02474	Project Location: Fidelity House, Fidelity House Day Camp & Menotomy Manor
Email: fidelityhouseordir@hotmail.com	Phone/Fax: 781-648-2005
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p> <p>Will be requesting the funds in January, 2018</p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved? We were able to increase the number of individuals who have used this program this year by 15% and the number of programs that the youth participate in .</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to? Parents are asked to fill out a beneficiary form with the HUD family guidelines and also attach a copy of their income (tax return/proof of income).</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application? Yes- Summer Camp is first, June thru August, followed by our school year programming September thru May.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	42
Black/African American	41
Asian	23
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	1
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	4
<b>Total</b>	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

#### **Nationally Reportable Outputs**

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	111
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Food Link, Inc.	Project Name: Healthy Food Delivery to Arlington Housing Authority Locations
Contact: DeAnne Dupont	Title: President and Co-Founder
Mailing Address: 32 Oldham Road Arlington, MA 02474	Project Location: 117 Broadway Arlington, MA 02474
Email: <a href="mailto:DDupont@FoodLinkMA.org">DDupont@FoodLinkMA.org</a>	Phone/Fax: 781-819-4225
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Food Link made on average over 9 deliveries of nutritious food each week to the four Arlington Housing Authority (AHA) properties, averaging over 200 pounds per delivery of food. While making the deliveries Food Link volunteers check in with the resident contact or Janet Doyle to ascertain if there are changes in the needs.</p> <p>Food Link sent its annual partner survey to staff at each of the AHA properties in order to gauge its success and clients' satisfaction with the program. Food Link is awaiting the completion of the survey by each of the properties before it records and tallies the results and then possibly make changes to its services.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>All residents of Arlington Housing Authority locations are able to receive food that Food Link delivers. To be residents, they must meet income eligibility.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Food Link is over 25% of its way to delivering 70,000 pounds of food over twelve months to the four Arlington Housing Authority properties. Currently, the organization makes over 9 deliveries each week among the four locations, averaging over 200 pounds of nutritious food per delivery. Additionally, Food Link currently serves 968 low-income residents who live at Arlington Housing Authority properties through this program out of its goal of 1000 residents.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.

<b>Race</b>	
White	641
Black/African American	106
Asian	211
American Indian/Alaskan Native	10
Native Hawaiian/Other Pacific Islander	0
American Indian/Alaskan Native & White	0
Asian & White	0
Black/African American & White	0
American Indian/Alaskan Native & Black /African American	0
Multi-Racial	0
<b>Total</b>	968
<b>Ethnicity</b>	
Hispanic	78
<b>Total</b>	78

Please provide the number of persons for the applicable income categories

0-30% (very low) of Median Income	358 households
31%-50% (low) of Median Income	139 households
51%-80% (moderate) of Median Income	55 households

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted	0	Persons Served	968
Households Assisted	552	Jobs Created	0

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER TWO REPORT**  
**OCTOBER 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Arlington Recreation	Project Name: Scholarship
Contact: Jon Marshall	Title: Director of Recreation
Mailing Address: 422 Summer St., Arlington, MA 02474	Project Location: 422 Summer St.
Email: <a href="mailto:jmarshall@town.arlington.ma.us">jmarshall@town.arlington.ma.us</a>	Phone/Fax: 781-316-3880
<p><b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p style="padding-left: 40px;">We were able to provide 17 children with scholarships to participate in our travel basketball, futsal, and skating programs.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p style="padding-left: 40px;">Yes</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p style="padding-left: 40px;">Yes</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	9
Black/African American	2
Asian	1
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	1
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	4
<b>Total</b>	<b>17</b>
<b>Ethnicity</b>	
Hispanic	3
<b>Total</b>	<b>3</b>

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	14
31%-50% (low) of Median Income	3
51%-80% (moderate) of Median Income	

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	17
Households Assisted	14	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER ONE REPORT**  
**JULY 1, 2017-SEPTEMBER 30, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Town of Arlington	Project Name :Construction of Wheelchair Ramps and Sidewalks. #17-22
Contact: Vincent Kilcommons	Title: Civil Engineer
Mailing Address:51 Grove Street Arlington, Ma. 02476	Project Location: Various Streets
Email: VPKILCOMMONS@TOWN.ARLINGTON.MA.US	Phone/Fax: 781-316-3324 (W) 781-589-7874 (C)
<p>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></p>	
<b>II. Accomplishments</b>	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved? No work performed between July 1,2017 - September 30,2017. Work is projected to start the week of November 6 ,2017.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assigned with CDBG in each of the following race and ethnicity groups:	
<b>Race</b>	
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	

Please provide the number of persons in the applicable income categories:	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

#### Nationally Reportable Outputs

Please indicate the number of outputs achieved with this funding

Businesses/Assisted		Persons Served	
Households/Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**QUARTER TWO REPORT**  
**OCTOBER 1, 2017-DECEMBER 31, 2017**  
**FISCAL YEAR 2017-2018**

<b>I. Contact Information</b>	
Agency/Organization: Town of Arlington; Department of Public Works	Project Name: Curb Ramp & Sidewalk Improvements
Contact: Wayne Chouinard	Title: Town Engineer
Mailing Address: 51 Grove Street, Arlington MA 02476	Project Location: various locations
Email: wchouinard@town.arlington.ma.us	Phone/Fax: Office 781-316-3320 Fax 781-316-3281
<b>If you have yet to request funds, please indicate when you plan to do so. Final funding requests must be received by April 3, 2018. Please send a cover letter and invoice with a number to <a href="mailto:jwayman@town.arlington.ma.us">jwayman@town.arlington.ma.us</a></b>	
<b>II. Accomplishments</b>	
1. What short-term goals and objectives outlined under Service Need in your application have you achieved? In the Fall of 2017 a total of twelve (12) handicap ramps were installed: <ul style="list-style-type: none"> <li>• Egerton (4)</li> <li>• Warren (4)</li> <li>• Gardner (4)</li> </ul>	
2. Have you documented client eligibility? If so, how? If not, how to do you plan to?	
3. Have you met the timetable for delivery of services outlined in your application?  <div style="text-align: center;">Contract work is in progress. Anticipate meeting contract schedule by end of June 2018.</div>	
4. Additional Comments  <div style="text-align: center;">None</div>	

Please indicate the number of people assisted with CDBG funds in each of the following racial and ethnic categories.	
<b>Race</b>	
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
<b>Total</b>	
<b>Ethnicity</b>	
Hispanic	
<b>Total</b>	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

### Nationally Reportable Outputs

*Please indicate the number of outputs achieved with this funding*

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



## Town of Arlington, Massachusetts

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### 7:15 p.m. CDBG - Requests for FY2018-2019 Funding

#### Summary:

Julie Wayman, CDBG Administrator, Planning & Community Development

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Final_BoS_CDBG_FY2019_Funding_Requests__Subcommittee_Meeting_1.pdf	CDBG Funding Requests Final, FY2018 vs. FY2019
▢ Reference Material	2018-2019_CDBG_Application_Submissions__Final.pdf	2018-2019 CDBG Application Submissions

**ARLINGTON COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM:  
FUNDING REQUESTS, FISCAL 2018-19** Updated 2/26/18

<b>CDBG Program Activity</b>	<b>Organization/Department</b>	<b>FY 2019 Request</b>	<b>FY 2018 Actual</b>
<b>REHABILITATION/ HOUSING</b>			
Capital Improvements	Housing Corporation of Arlington	\$ 200,000	\$ 410,000
Arlington Home Improvement Loan Program	Weatherization and Housing Rehabilitation Office	\$ 150,000	\$ 75,000
<b>Sub-total</b>		<b>\$ 350,000</b>	<b>\$ 512,121</b>
<b>PUBLIC SERVICES</b>			
Summer Scholarships	Arlington Boys and Girls Club	\$ 20,000	\$ 14,500
Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	\$ 5,000	\$ 5,000
Athletic Fee Scholarships	Arlington High School	\$ 10,000	\$ 8,000
Operation Success Learning Center	Arlington Housing Authority	\$ 6,000	\$ 6,000
Mental Health Services for Youth and Families	Arlington Youth Counseling Center (AYCC)	\$ 10,000	\$ 5,000
Adult Day Health Services/Scholarships	Council on Aging	\$ 8,000	\$ 4,000
Transportation Enterprise Fund	Council on Aging	\$ 35,000	\$ 36,500
Volunteer Coordinator	Council on Aging	\$ 56,806	\$ 53,000
Jobs, Jobs, Jobs Program	Fidelity House	\$ 5,000	\$ 5,000
Menotomy Manor Outreach Program	Fidelity House	\$ 16,000	\$ 14,000
Healthy Food Delivery to Arlington Housing	Food Link, Inc.	N/A	\$ 2,250
Program Scholarships	Recreation Department	\$ 13,000	\$ 13,000
<b>Sub-total (FY19 Statutory limit: \$167,883)</b>		<b>\$ 184,806</b>	<b>\$ 166,250</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>			
ADA-Compliant Spy Pond Trails	Planning and Community Development Department	\$ 67,000	\$ 100,000
Curb Cut Ramp Project	Arlington Commission on Disability	\$ 150,000	\$ 125,000
ADA-Compliant Curb Cut Ramps+Sidewalk	Arlington Department of Public Works	\$ 532,729	
Acquisition of Operations Location	Food Link, Inc.	\$ 300,000	
<b>Sub-total</b>		<b>\$ 1,049,729</b>	<b>\$ 225,000</b>
<b>PLANNING</b>			
Planners	Planning and Community Development Department	\$ 52,335	\$ 56,971
Planning Studies	Planning and Community Development Department	\$ 30,000	\$ 33,000
Annual Town Survey 2018	Vision 2020	\$ 2,000	\$ 2,000
<b>Sub-total</b>		<b>\$ 84,335</b>	<b>\$ 91,971</b>
<b>ADMINISTRATION</b>			
Grants Administrator (salary + benefits)	Planning and Community Development Department	\$ 75,000	\$ 87,000
General Administration	Planning and Community Development Department	\$ 15,000	\$ 15,000
<b>Sub-total</b>		<b>\$ 90,000</b>	<b>\$ 102,000</b>
<b>Planning &amp; Admin. Sub-total (FY19 Statutory limit: \$215,844)</b>		<b>\$ 174,335</b>	<b>\$ 193,971</b>
<b>TOTAL</b>		<b>\$ 1,758,870</b>	<b>\$ 1,097,342</b>

Estimated CDBG allocation, Fiscal 2018-19	\$ 1,019,219
Estimated CDBG program income, Fiscal 2018-19	\$ 60,000
Re-programmed CDBG funds	\$ 363,050
<b>TOTAL Available</b>	<b>\$ 1,442,269</b>
Estimated CDBG program income, Fiscal 2017-18	\$ 100,000
Public Services limit (15% of Total Estimated funds and prior year PI)	\$ 167,883
Planning & Admin. limit (20% of Total Estimated funds and current year PI)	\$ 215,844

# ARLINGTON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:

FUNDING REQUESTS, FISCAL 2018-19 Updated 2/20/18

CDBG Program Activity	Organization/Department	FY 2019 Request
<b>REHABILITATION/ HOUSING</b>		
Capital Improvements	Housing Corporation of Arlington	\$ 200,000
Arlington Home Improvement Loan Program	Weatherization and Housing Rehabilitation Office	\$ 150,000
	<b>Sub-total</b>	<b>\$ 350,000</b>
<b>PUBLIC SERVICES</b>		
Summer Scholarships	Arlington Boys and Girls Club	\$ 20,000
Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	\$ 5,000
Athletic Fee Scholarships	Arlington High School	\$ 10,000
Operation Success Learning Center	Arlington Housing Authority	\$ 6,000
Mental Health Services for Youth and Families	Arlington Youth Counseling Center (AYCC)	\$ 10,000
Adult Day Health Services/Scholarships	Council on Aging	\$ 8,000
Transportation Enterprise Fund	Council on Aging	\$ 35,000
Volunteer Coordinator	Council on Aging	\$ 56,806
Jobs, Jobs, Jobs Program	Fidelity House	\$ 5,000
Menotomy Manor Outreach Program	Fidelity House	\$ 16,000
Program Scholarships	Recreation Department	\$ 13,000
	<b>Sub-total (FY19 Statutory limit: \$167,883)</b>	<b>\$ 184,806</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>		
ADA-Compliant Spy Pond Trails	Planning and Community Development Department	\$ 67,000
Curb Cut Ramp Project	Arlington Commission on Disability	\$ 150,000
ADA-Compliant Curb Cut Ramps+Sidewalk	Arlington Department of Public Works	\$ 532,729
Acquisition of Operations Location	Food Link, Inc.	\$ 300,000
	<b>Sub-total</b>	<b>\$ 1,049,729</b>
<b>PLANNING</b>		
Planners	Planning and Community Development Department	\$ 52,335
Planning Studies	Planning and Community Development Department	\$ 30,000
Annual Town Survey 2018	Vision 2020	\$ 2,000
	<b>Sub-total</b>	<b>\$ 84,335</b>
<b>ADMINISTRATION</b>		
Grants Administrator (salary + benefits)	Planning and Community Development Department	\$ 75,000
General Administration	Planning and Community Development Department	\$ 15,000
	<b>Sub-total</b>	<b>\$ 90,000</b>
	<b>Planning &amp; Admin. Sub-total (FY19 Statutory limit: \$223,844)</b>	<b>\$ 174,335</b>
	<b>TOTAL</b>	<b>\$ 1,758,870</b>

Estimated CDBG allocation, Fiscal 2018-19	\$ 1,019,219
Estimated CDBG program income, Fiscal 2018-19	\$ 60,000
Estimated CDBG program income, Fiscal 2017-18	\$ 100,000
<b>TOTAL Available</b>	<b>\$ 1,079,219</b>
Re-programmed CDBG funds	\$ 363,050
Public Services limit (15% of Total Estimated funds and prior year PI)	\$ 167,883
Planning & Admin. limit (20% of Total Estimated funds and current year PI)	\$ 223,844



**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Housing Corporation of Arlington	Project Name: Capitol Improvements 2018
Contact: Pamela Hallett	Title: Executive Director
Mailing Address: 252 Massachusetts Ave Arlington MA 02474	Project Location:
Email: phallett@housingcorporarlington.org	Phone: 781 859-5211
Anticipated Start Dates: <small>April 2018</small>	Anticipated End Dates: <small>June 2019</small>
Amount of Request: \$200,000	Registered on SAM.gov? <b>Yes</b> (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds ( <i>Note: More than one may apply</i> ) <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> 501(c)3</span> <span><input type="checkbox"/> For-profit authorized under 570.201(o)</span> <span><input type="checkbox"/> Faith-based Organization</span> <span><input type="checkbox"/> Unit of Government</span> <span><input type="checkbox"/> Institution of Higher Education</span> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div> Census Tract and Block:	
<input type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input checked="" type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> Abused children  <input checked="" type="checkbox"/> Elderly persons (age 62 and older)  <input type="checkbox"/> Battered spouses  <input type="checkbox"/> Homeless persons  <input type="checkbox"/> Severely disabled <b>adults</b> (as defined by Bureau of Census*)  <input type="checkbox"/> Illiterate adults  <input type="checkbox"/> Persons living with AIDS  <input type="checkbox"/> Migrant farm workers  <input type="checkbox"/> Other (please specify):           </div>	DUNS #:  849577213  (Note: All entities receiving federal assistance are required to have a DUNS #)

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

Many of HCA's affordable housing units are in need of capital improvements to both the interior and the exterior as many were built in the early to mid 1900s. The work proposed will entail replacement kitchens, updating bathrooms, patch plaster and painting, deck repair, tuck-pointing of chimneys and brickwork, replacement, repair or painting of exterior trim and siding. The replacement of the heating system for more efficient, gas burning is proposed for at least one site.

### 2. Consolidated Plan Goals and Objectives

Improve housing conditions of existing HCA portfolio through rehabilitation as capital improvements.

Rehabilitate existing housing stock of affordable housing.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

The geographic distribution is on selected HCA owned sites town wide.

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

N/A

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The Arlington rental market has changed dramatically in the last 6 years. Rents have risen approximately 15% a year according to Zillow. This is causing households with incomes at or below 60% of AMI to experience significant financial stress as they often must spend more than 50% of their income on housing costs. HCA's wait list of over 600 households for our 93 unit portfolio exemplifies the need. Over 200 of these households are current Arlington residents. HCA's current rents for a one bedroom range from \$850 to \$1100. Market rate rents in Arlington start at \$1450 for a one bedroom. It is imperative HCA's portfolio be maintained in a safe and secure state.

HCA's portfolio of 93 units has some buildings with deferred maintenance which are in need of repairs as well as updating. Since 2012 HCA has undertaken a capital improvement initiative each year and has accomplished many improvement on various HCA sites. This year's proposal is to continue our efforts to improve our affordable housing units.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All clients will be Arlington residents as they are currently HCA tenants in our Arlington portfolio.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

HCA has the staff capacity and experience and a roster of contractors and architects with significant experience in repairs and upgrades. HCA will be applying to the CharlesBank Homes Foundation for a partial match to the CDBG funding. We will be requesting \$40,000. Charles Bank Homes Foundation has funded HCA twice in the past 6 years. Their funding cycle is every three years. This is the next available year for funding another HCA capital improvements initiative. HCA will also draw reserve funds of \$10,000.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

HCA will impact at least 6 households with 14 persons with incomes at or below 60% of AMI. Adding the 10 new jobs created brings the total to 24 persons individually impacted which equals \$8,333 benefit per person. Add in 6 contractors impacted who typically employs more than 2 people per firm brings the total to 36 individuals impacted. \$200,000/36 equals \$5,556 per individual.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

No

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

HCA will apply for funding from the CharlesBank Homes Foundation which has funded HCA for capital improvements twice in the past 6 years. The request will be for \$40,000. We will expect to hear of a commitment by April or May. HCA will also utilize reserve funds of \$10,000.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

I assume HCA will always have some improvements annually however the repairs to be funded under this proposal shall not need again for 20 years.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

No

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

The sites proposed are: HCA's Mass Ave Preservation which includes 1166 Mass Ave, 1016 Mass Ave, 6 Burton Street and 2 Orchard Place; 40-42 Dorothy Road; 29 Bow Street; 225 Broadway. 27 Acton St.  
All are Arlington properties.

<b>Budget Description</b>			
Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.			
<b>A. Non-Construction Projects/Activities (Public Services)</b>			
Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance	190000	50000	240000
Travel			
Salaries (List relevant positions)			
Other: overhead	10000		
<b>TOTAL PROPOSED BUDGET</b>	200000	50000	250000

<b>B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.</b>			
Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
rehab	190,000	50,000	240,000
<b>TOTAL PROPOSED BUDGET</b>	190,000	50,000	240,000

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	CharlesBank Homes Foundation	40,000	pending
Other:	reserves	10,000	committed
Total:		50,000	

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Addressing deferred maintenance and updating needs of the HCA portfolio to continue providing safe and secure affordable housing.		Staff time and knowledge; contractor and architect's expertise, funding from reserves	The program will utilize the funding to continue to provide safe secure affordable housing to Town residents by improving the interior and exterior of several HCA owned sites.	New kitchens, safe decks, efficient new heating systems, safe secure up to code affordable housing units	Short term goals : Decent, safe, secure affordable housing units in Arlington for town residents. Repairing and replacing deferred maintenance issues on at least 6 units of affordable housing. Long term goals: To extend the life and condition of 58 units of affordable housing in Arlington.

#### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted	6	Persons Served	14
Households Assisted	6	Jobs Created	10

**TOWN OF ARLINGTON COMMUNITY  
DEVELOPMENT BLOCK GRANT FUNDING  
APPLICATION  
FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Housing & Disability Programs	Project Name: Housing Rehabilitation
Contact: Jack Jones	Title: Director Of Housing Programs
Mailing Address: 20 Academy St., Ste.#202	Project Location: Town Wide
Email: jjones@town.arlington.ma.us	Phone: 781-316-3431
Anticipated Start Dates: July 1, 2018	Anticipated End Dates: June 30, 2019
Amount of Request: \$150,000.00	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
<b>Determining Eligibility</b>	
This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
Census Tract and Block:	
<input type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input checked="" type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <ul style="list-style-type: none"> <li><input type="checkbox"/> Abused children</li> <li><input checked="" type="checkbox"/> Elderly persons (age 62 and older)</li> <li><input type="checkbox"/> Battered spouses</li> <li><input type="checkbox"/> Homeless persons</li> <li><input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</li> <li><input type="checkbox"/> Illiterate adults</li> <li><input type="checkbox"/> Persons living with AIDS</li> <li><input type="checkbox"/> Migrant farm workers</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	DUNS #: 07-380-2126  (Note: All entities receiving federal assistance are required to have a DUNS #)

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

This project will improve and upgrade the living conditions for low and moderate income tenants and homeowners of single and multi- family structures by Providing financial assistance in the form of low interest and deferred loans.

### 2. Consolidated Plan Goals and Objectives

Financial assistance in the form of loans will enable residents to make necessary home repairs and to correct violations of existing building code standards that could be detrimental to the health and safety of the occupants.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

The geographic distribution of services will be Town wide.

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

There are no other partnering agencies.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) **Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The proposed service will improve and upgrade the living conditions of the target population by enabling this Population to make necessary repairs to their home or apartment.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

Yes all clients will be residents of Arlington

2. **Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

Four employees of the Housing Rehabilitation Office will be involved in the technical and administrative Oversight of this program. The Intake/Outreach worker will be responsible for marketing the program, with the Technical Resource Administrator responsible for preparing work writ-ups and oversight of all construction work.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The overall cost of the project will include strict compliance with all HUD Lead paint and other HUD regulations. In addition all health & safety measures will be addressed.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

NO

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

NO

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

If loan repayments are put into the Home Rehabilitation account after several years the program would be self sufficient.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

This is not a new service and is not available from any other community provider.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

Funding for this project will make housing more affordable for existing Arlington residents many of whom are long-term elderly residents of the Town.

<b>Budget Description</b>			
Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.			
<b>A. Non-Construction Projects/Activities (Public Services)</b>			
Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	-		
Utilities	-		
Repairs/Maintenance	-		
Travel	\$625.00		\$625.00
Salaries (List relevant positions)	\$13,666.00		\$13,666.00
Other: Health Insurance	\$2,570.00		\$2,570.00
<b>TOTAL PROPOSED BUDGET</b>	<b>\$16,861.00</b>		<b>\$16,861.00</b>

<b>B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.</b>			
Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	\$133,139.00		\$133,139.00
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			<b>\$133,139.00</b>

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:	CDBG FY 2017 & 2018	\$118,172	-
State:			
Local:			
Private:			
Other:			
<b>Total:</b>		<b>\$118,172</b>	<b>-</b>

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Correct code violations and improve the health & safety of low-income homes	12 loans	Four experienced and trained staff	Market the program. Write-up work descriptions oversee all work in process and upon completion	12 homes will be brought into compliance with health & safety regulations.	In the short term will make homes more safe. In long term should improve the appearance of the neighborhood resulting in other making improvements to their home.

#### Nationally Reportable Outputs

*Please indicate the number of outputs expected*

Businesses Assisted	-	Persons Served	30
Households Assisted	12	Jobs Created	5

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
<b>Agency/Organization:</b> Arlington Boys & Girls Club	<b>Project Name:</b> Scholarship Program
<b>Contact:</b> Derek Curran	<b>Title:</b> Executive Director
<b>Mailing Address:</b> 60 Pond Lane	<b>Project Location:</b> Arlington Boys & Girls Club
<b>Email:</b> dcurran@abgclub.org	<b>Phone:</b> 781-648-1617
<b>Anticipated Start Dates:</b> July 2018	<b>Anticipated End Dates:</b> June 2019
<b>Amount of Request:</b> \$20,000	<b>Registered on SAM.gov? Yes</b> (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds ( <i>Note: More than one may apply</i> ) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 20%;"> <input checked="" type="checkbox"/> 501(c)3 </div> <div style="width: 20%;"> <input type="checkbox"/> For-profit authorized under 570.201(o) </div> <div style="width: 20%;"> <input type="checkbox"/> Faith-based Organization </div> <div style="width: 20%;"> <input type="checkbox"/> Unit of Government </div> <div style="width: 20%;"> <input type="checkbox"/> Institution of Higher Education </div> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; margin-top: 10px;"></div> Census Tract and Block:	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> Abused children  <input type="checkbox"/> Elderly persons (age 62 and older)  <input type="checkbox"/> Battered spouses  <input type="checkbox"/> Homeless persons  <input type="checkbox"/> Severely disabled <b>adults</b> (as defined by Bureau of Census*)  <input type="checkbox"/> Illiterate adults  <input type="checkbox"/> Persons living with AIDS  <input type="checkbox"/> Migrant farm workers  <input type="checkbox"/> Other (please specify): </div>	<b>DUNS #:</b>  084653286  (Note: All entities receiving federal assistance are required to have a DUNS #)

## **II. General Description**

### **1. Brief Project Description (please avoid using abbreviations):**

The proposed funding will allow the Club to continue serving families who need financial assistance for child care and other programs. Each year becomes increasingly difficult for families to provide care for their children while they are at work. The requested funding will allow the Club to continue to provide top quality child care programs to children and families who need a helping hand. Each family will be required to meet the guidelines set forth by CDBG and HUD. Proof of income will be required.

### **2. Consolidated Plan Goals and Objectives**

Provide opportunities for Children from low to moderate income families to take part in programs that will enrich their lives and contribute to a healthy and positive lifestyle. Children will take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness and recreation. Children will feel a sense of belonging at the Club and want to continue participating in programs in the future.

### **3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

Town Wide

## **III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Parents/guardians need a safe place for their children to go and be active. The Club prides itself on providing programs that help enhance the lives of children and shape their future. The Club offers a broad range of programs in the following five core National Boys & Girls Club program areas: Character and Leadership Development; Education and Career Development; Health and Life Skills; the Arts; and Sports, Fitness, and Recreation. All programs are designed to work towards positive outcomes for youth and reinforce necessary life skills. When children are at the Club, parents know that their children are in a safe place receiving positive direction from the staff.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

About 20 to 25% of scholarship recipients are non-Arlington residents.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Club will have a designated staff member assigned to administer the Scholarship program. This person will be responsible for collecting the necessary information from families seeking financial assistance as well as ensuring that all income criteria is met. All records will be kept in a secure location at the Arlington Boys & Girls Club. Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during the summer months. The Club will reach the target population by working with other youth agencies, schools, Arlington Youth Consultation Center, and Department of Children and Families. Other avenues that the Club will take to reach target population will include Facebook, Twitter, Patch, and the Arlington Advocate. Flyers regarding Club programming will also be placed in and around Arlington.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Scholarship Program will yield an average of \$400.00 per scholarship recipient. These funds will ease the financial burden placed on parents who are providing structured care to their children while they are at work.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

Throughout the year we work with other youth agencies; local schools, Arlington Youth Consultation Center, and Department of Children and Families.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

The Club receives approximately \$5,000 in donations from individuals to help support our families who are in need.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

The Arlington Boys & Girls Club assists families annually and the need will continue each year.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:	Scholarships for families \$20,000		
<b>TOTAL PROPOSED BUDGET</b>	\$20,000		\$20,000

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:			
Other:	Club Supporters	\$5,000	Pending
Total:			

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Provide a safe place for children to have a fun and enjoyable experience during out-of-school time.	Children will take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness and recreation.	Administrative Assistant  Program Staff  Resources at the Club	Through active participation in Club activities, children will learn that the Club is a safe place to be, learn to manage daily routines, work well in a group setting, and take part in fun and enriching experiences.	45 Children from over 30 families.	Parents and children learn that the Club is a safe place for their child. (ST)  Childrens self-help skills are developed and enhanced through daily participation. (ST)  Children learn how to cooperate with each other in group setting. (ST)  Children are introduced to Club activities (ST)  Children and parents have a positive experience at the Club and return for more Club programming. (LT)

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	52
Households Assisted	34	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Boys & Girls Club	Project Name: Jobs Jobs Program
Contact: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane Arlington, MA 02474	Project Location: Arlington Boys & Girls Club
Email: dcurran@abgclub.org	Phone: 781-648-1617
Anticipated Start Dates: <small>July 2018</small>	Anticipated End Dates: <small>June 2019</small>
Amount of Request: \$5,000	Registered on SAM.gov? <b>Yes</b> <small>(all applicants must be registered here to receive federal funding)</small>
Please Identify the Type of Organization Applying for Funds <i>(Note: More than one may apply)</i> <input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized <input type="checkbox"/> Faith-based <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of under 570.201(o)                                           Organization                                           Higher Education	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div> Census Tract and Block:	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled <b>adults</b> (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #:  084653286  (Note: All entities receiving federal assistance are required to have a DUNS #)

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

The Jobs Jobs Jobs (JJJ program) provides teenage youth with an opportunity to gain valuable work experience. This program will allow for teenage youth to earn their own spending money, prepare them for the workforce in the future, ease the financial burden that is placed on parents/caregivers,

Participants in the JJJ program will be members of our team of Junior Staff. Adult staff will provide teenage youth with skills to explore a variety of careers with an emphasis on human services, sense of business awareness, job readiness and employability skills.

The JJJ program participants will provide support to staff for a wide range of activities in the following core program areas (Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation). All programs are designed to produce positive outcomes for youth and reinforce necessary life skills.

### 2. Consolidated Plan Goals and Objectives

To provide our youth an opportunity to gain valuable work experience in safe and positive environment. Participants in the Jobs Jobs Jobs program will receive guidance from professional Club staff that will help develop, in each participant, leadership and employment skills that will lead to positive and well informed decisions regarding future employment opportunities.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Town Wide

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The Jobs Jobs Jobs program provides resources and activities to teens ages 14 to 19 that help them develop leadership skills, employment skills, and a sense of community responsibility that will lead them to making sound career decisions in the future.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

Up to 25% of participants could be non-Arlington residents.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

Arlington Boys & Girls Club staff will recruit teens who they feel will benefit from participating in the Jobs program and who meet eligibility criteria set forth by CDBG and HUD. The Assistant Director and Program Coordinators will be responsible for interviewing and hiring youth to work for the Club. The Assistant Director will be responsible for maintaining accurate records for each person employed through the Jobs program. The target population will be reached via the Arlington Boys & Girls Club, local High School guidance departments, and AYCC.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Jobs Jobs Jobs (JJJ) Program for the Club will yield an average of \$625.00 per JJJ participant. Through participating in the JJJ program, participants will learn valuable employment skills that will better prepare them for a career in the workforce.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

Jobs Jobs Jobs applicants will be required to attend two workshops during July and August. Existing partnerships include Whole Foods, Cambridge Savings Bank, Boston Childrens Hospital, Bunker Hill Community College, Colby College, and area High School guidance counselors.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

The Club has not secured additional funding sources to cover the Jobs Jobs Jobs program.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

Annual funds will help ensure that we will be able to employ teenagers from low to moderate income families.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

No

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
<b>TOTAL PROPOSED BUDGET</b>	\$5,000		\$5,000

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

### MEASURING ACCOMPLISHMENTS TABLE

*PLEASE AVOID ABBREVIATIONS*

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Provides teenage youth an opportunity to gain valuable work experience and teach them employment skills that will aid them in making informed decisions regarding their future.	Prepare youth for the workforce	Program Coordinator  Supervisor in each area  Resources at the Club	Participants assigned a job duty and will work 4 to 8 weeks during the summer and throughout the school year.  Required to attend workshops focusing on job readiness skills.	8 teenagers will participate in the job readiness program.  Includes evidence based programs designed by National Boys & Girls Club of America.	Successfully completed assigned tasks. (ST)  Better prepared to enter the workforce (MT)  Make informed decisions regarding their future. (LT)

#### Nationally Reportable Outputs

*Please indicate the number of outputs expected*

Businesses Assisted		Persons Served	8
Households Assisted	8	Jobs Created	8

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b> Arlington High School Athletic Scholarships	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington High School	Project Name: Athletic Scholarships
Contact: Melissa Diugolecki	Title: Director of Athletics
Mailing Address: 869 Massachusetts Avenue, Arlington MA	Project Location: Arlington High School
Email: mdlugolecki@arlington.k12.ma.us	Phone: 781-316-3551
Anticipated Start Dates: August 18th, 2017	Anticipated End Dates: June 5th, 2018
Amount of Request: \$10,000	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply) <input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input checked="" type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
Census Tract and Block:	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input checked="" type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input checked="" type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input checked="" type="checkbox"/> Other (please specify):	DUNS #:  (Note: All entities receiving federal assistance are required to have a DUNS #)

## **II. General Description**

### **1. Brief Project Description (please avoid using abbreviations):**

Scholarships for our student-athletes allow them to participate in educational-athletic programming. The school district requires a fee is paid for participation to defray the costs that are encumbered by the school and Town. As a result, this can impact the ability for all of our students to participate and access the benefits and opportunities associated with doing so.

### **2. Consolidated Plan Goals and Objectives**

Offer equal opportunities for all of our students to take part in educational athletic programming. Research indicates that student-athletes are less likely to have disciplinary issues, that they have a higher graduation rate, stronger confidence and are more likely to attend college. Furthermore, participation in educational athletics teaches commitment, resiliency, communication, deferral of gratification, teamwork and many other skills that are linked to success in the work world- and would benefit all of our students, regardless of socio-economic status, to develop and strengthen.

### **3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

Any Arlington resident whose family is in financial need, between grades 9-12 would be eligible for a scholarship.

## **III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

N/A

**Project Narrative**

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) **Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The district has significant increased the amount of athletic scholarships that are offered to student-athletes as the demand and need for doing so has risen. We strongly believe that access to the benefits of educational athletics should not be restricted to a certain income level. By offering scholarships, all of our students in the community are able to take part in building relationships, maintaining physical fitness, developling life skills and having a role in the community. Our goal is to continue to work to afford all of our students these opportunities, regardless of income level of the family.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

Yes.

2. **Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Chief Financial Officer and his staff review all scholarship applications and approve them. They notify the families who are approved for a full or partial scholarship.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Currently we offer scholarships amounting to over \$14,000 and in order to sustain doing so, greatly rely on the support of CDBG.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

Our athletic teams all complete community service projects, work on leadership skills, are under strict chemical-health and academic policies and seek opportunities to support community members.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

No.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

The sustainability of it would be compromised without the funds from CDBG.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

No.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

Budget Description			
Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.			
A. Non-Construction Projects/Activities (Public Services)			
Description	A CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Athletic Scholars	\$10,000		
<b>TOTAL PROPOSED BUDGET</b>	<b>\$10,000</b>		

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.			
Description	A CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

# MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Providing opportunities for all student athletes to participate in educational athletics. Currently the fee limits participation, or deters it for those in financial need.	To prevent participation to be related to socio-economic status. To make sure all of our students are able to develop the same skills, strengthen confidence and maintain a healthy lifestyle.	Athletic Scholarships.	All funds are put towards the athletic scholarships.		Student participation, diversification of involvement, equal platform for our students and offering benefits to all that we serve/educate.

## Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	30
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2018-2019**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Housing Authority	Project Name: Operation Success Learning Center
Contact: Janet Maguire	Title: Co-Founder
Mailing Address: 45 Fremont Court, Menotomy Manor	Project Location: 45 Fremont Court, Menotomy Manor
Email: jmaguire924@hotmail.com	Phone: 781-710-5309
Anticipated Start Dates: 09/2018	Anticipated End Dates: 06/2019
Amount of Request: 6000.00	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized <input type="checkbox"/> Faith-based <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education under 570.201(o)    Organization	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input checked="" type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
Census Tract and Block:	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input checked="" type="checkbox"/> Other (please specify): middle and highschool students	DUNS #:  (Note: All entities receiving federal assistance are required to have a DUNS #)

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

Established in 1999 by Janet Maguire and Peggy Regan, Operation Success offers an academic program to student residents of Menotomy Manor that are in middle school and high school. This past year we serviced 20 students. Operation Success offers a safe and educational environment to help students meet daily academic requirements of their school. Students receive individual and small-group tutoring. There are presently 16 volunteers Monday-Thursday nights. There are four study rooms and one computer room.

### 2. Consolidated Plan Goals and Objectives

Students are active participants in their learning  
Students gain the skills that help them become independent learners  
Students become active members of the community

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Menotomy Manor

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Arlington Housing Authority

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) **Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The community need is to provide a safe environment for the student residents of Menotomy Manor to have a place to do their homework and receive the necessary tutoring during the academic school year, Monday through Thursday evenings from 7:00-8:30. 16 volunteers service the project.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All clients are residents of Menotomy Manor only.

2. **Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

Operation Success is staffed by 16 community residents of Arlington.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The funding helps supply Operation Success with paper, pens, etc. for the students to have access to complete their educational requirements.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

The Arlington Police have supported Operation Success through different workshops for the participants to become active citizens in the community.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

No

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

No

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

No

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

Operation Success has serviced over hundreds of student residents of Menotomy Manor since 1999 to meet their educational needs.

**Budget Description**  
Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

<b>A. Non-Construction Projects/Activities (Public Services)</b>			
Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	6000.00		
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
<b>TOTAL PROPOSED BUDGET</b>	6,000.00	0.00	6,000.00

**E. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>	0.00	0.00	0.00

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
To supply Operation Success with the necessary supplies to keep it operational					

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	20
Households Assisted	20	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
<b>Agency/Organization:</b> Arlington Youth Counseling Center	<b>Project Name:</b> Free and reduced-fee mental health services for youth and families
<b>Contact:</b> Colleen Leger	<b>Title:</b> Executive Director
<b>Mailing Address:</b> 670R Massachusetts Avenue, Arlington, MA 02476	<b>Project Location:</b> AYCC (670R Massachusetts Ave)
<b>Email:</b> cleger@town.arlington.ma.us	<b>Phone:</b> 781-316-3259
<b>Anticipated Start Dates:</b> July 1, 2018	<b>Anticipated End Dates:</b> June 30, 2019
<b>Amount of Request:</b> \$10,000	<b>Registered on SAM.gov?</b> (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds ( <i>Note: More than one may apply</i> )	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 501(c)3  under 570.201(o) </div> <div> <input type="checkbox"/> For-profit authorized  Organization </div> <div> <input type="checkbox"/> Faith-based  Organization </div> <div> <input checked="" type="checkbox"/> Unit of Government </div> <div> <input type="checkbox"/> Institution of  Higher Education </div> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; margin-top: 10px;"></div> Census Tract and Block:	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Abused children  <input type="checkbox"/> Elderly persons (age 62 and older)  <input checked="" type="checkbox"/> Battered spouses  <input checked="" type="checkbox"/> Homeless persons  <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)  <input type="checkbox"/> Illiterate adults  <input type="checkbox"/> Persons living with AIDS  <input type="checkbox"/> Migrant farm workers  <input type="checkbox"/> Other (please specify): </div>	<b>DUNS #:</b> 07-380-2126  (Note: All entities receiving federal assistance are required to have a DUNS #)

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

The Arlington Youth Counseling Center (AYCC) is a community-based and State-licensed mental health counseling center serving Arlington youth (ages 3-21) and their families. AYCC is the leading provider of outpatient and school-based child and adolescent mental health services in Arlington. It is also one of the only providers in the area that accepts youth with public health insurance. AYCC strives to make high quality mental health care accessible and affordable for all youth and families, at a time when child and adolescent mental health resources are scarce, wait times unbearably long, and the cost of treatment unaffordable for many families. Each year, AYCC provides thousands of dollars of free and reduced-fee care to families who are uninsured, under-insured, or who otherwise cannot afford the cost of deductibles and copayments. With support from local grants and other fundraising initiatives, AYCC also provides case management services to residents with basic resource needs (housing, food, fuel assistance, health insurance coverage etc.), and oversees the First Step Group and other support services for survivors of domestic violence. AYCC seeks \$10,000 in CDBG funding to offset the cost of providing free or reduced-fee services to low- and moderate-income earning families in Arlington.

### 2. Consolidated Plan Goals and Objectives

AYCC will address the priority need category of Public Services, with the objective of providing essential public services (mental health counseling, psychiatric evaluation, and medication treatment) to vulnerable youth and families.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Town wide- AYCC provides outpatient and school-based mental health services to youth (and their families) who live, or attend school in Arlington.

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

AYCC is the sole applicant for this grant; however, AYCC collaborates extensively with the Arlington Public Schools, other Town Departments, local health care providers, and other youth serving organizations to provide comprehensive mental health and case management services to youth and families in Arlington.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

According to the CDC, an estimated one in five children, ages 3-17, has a diagnosable mental disorder. Yet, due to a number of financial and structural barriers, only 20% of those children receive treatment in any given year. Without access to proper treatment, mental disorders among children and teens can cause significant functional impairments at home, in school, and socially with peers. Left untreated, they may also have lasting, and often debilitating effects. In Arlington, where school enrollment is greater than 5,700, there are an estimated 1,150 school-age children and teens in the community with a diagnosable mental disorder. It is AYCC's mission to support the social and emotional development of all youth in the community, and in keeping with its mission, AYCC is committed to making quality mental health services affordable and accessible to all. AYCC offers flexible hours, with early morning and evening hours available for school-age children and working families. AYCC has also expanded its school-based counseling program, offering counseling to children with school-related issues, and to those who are unable to access services after school or in the evening at AYCC. AYCC is equally committed to eliminating financial barriers for families in need of services. Each year, AYCC provides thousands of dollars of free and reduced-fee care (including CDBG funding) to AYCC clients who are uninsured or underinsured.

Last year, AYCC served roughly 375 youth and adult family members, conducting nearly 6,000 counseling sessions and several therapeutic groups. AYCC acts as a lifeline for many children and teens (and their families) whose underlying mental health conditions contribute to a range of social, behavioral, and school-performance related problems. AYCC clinicians not only provide ongoing outpatient and school-based therapy to children and teens, but also consult regularly with teachers, school social workers, other health care providers, state agencies, and family members to support the individual needs of each client. AYCC's Community Resource Specialist also works with families to ensure that their basic resource needs are met as well.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All clients either live, or attend public school in Arlington. The majority of AYCC clients live in Arlington, with fewer than 5% residing elsewhere but attending school in Arlington

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

AYCC has a multidisciplinary team of providers who are responsible for providing mental health counseling, psychiatric evaluation, medication treatment, and case management services to community youth and families. The team includes a child and adolescent psychiatrist, a psychiatric nurse practitioner, a psychologist, licensed independent clinical social workers (LICSWs), licensed mental health clinicians (LMHCs), licensed clinical social workers (LCSWs) and other masters level clinical interns. The Executive Director oversees all agency operations, and is responsible for financial management, including grants and agency contracts. The Administrative Assistant/Billing Agent helps manage client financial assistance applications, and tracks grant funded sessions for CDBG and other funding sources. All of AYCC's staff will be involved, at some capacity, in executing the activities of this project.

Clients are typically referred to AYCC through the Arlington Public Schools, Town Departments, local pediatrician offices and hospitals, insurance companies, and by word of mouth in the community. Client referrals are managed by the AYCC intake coordinator, who collects insurance and other demographic information from families during initial intake, and informs them of financial aid opportunities at AYCC. Clients are encouraged to complete an application when there is an expressed need, or when an outstanding balance is noted on an account. Clients must provide proof of income with their application and must meet certain household income criteria to be eligible for free or reduced-cost care, or they must otherwise demonstrate financial hardship (for example, overwhelming healthcare expenses due to illness or frequent hospitalizations of a family member). The Executive Director reviews applications and allocates grant funding, according to the CDBG guidelines. Minimally, clients are required to reapply for assistance annually, or verify their eligibility status more frequently, if necessary.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

CDBG funding for this project will enable youth and families struggling with mental health issues to access the critical counseling services and medication treatment they need. While the costs per client, per session, may range from a \$10 copayment to a \$135 uninsured session, the benefits are immeasurable considering the costs of untreated mental illness. The economic and societal costs can be staggering, including healthcare costs (preventable ER visits and hospitalizations); costs to the education system; costs associated with lost productivity; and the overwhelming economic burden on the juvenile and criminal justice system.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

AYCC has well-established partnerships with many service providers in the community. These include the Arlington Public Schools, the Arlington Police Department, Health and Human Services, local pediatricians' offices, and other youth-serving organizations. All of these organizations serve as referral sources for AYCC. They also collaborate with AYCC clinicians and the Community Resource and Domestic Violence Specialist to help coordinate care, secure community resources and assistance for families, and raise awareness in the community about mental health and other support services. In addition to being one of the primary referral sources for AYCC, the Arlington Public Schools also partner with AYCC to provide school-based individual counseling to students at all grade levels, as well as group therapy and therapeutic classroom support at the Ottoson Middle School and Arlington High School. The individual counseling services that AYCC clinicians provide in the schools are insurance-based, and many families who receive these services also receive free and reduced-fee services through AYCC.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

AYCC relies on several funding sources to support its general operating costs and various programs, and to offset the cost of providing free and reduced-fee services to eligible clients. Last year, in addition to generating \$415,000 in revenue from insurance claims and client copayments, AYCC also received funding from the Town of Arlington, Arlington Public Schools, the Cummings Foundation, and the Department of Mental Health. In addition, AYCC raised \$60,000 from private donors, corporate sponsorships, and fundraising events like the Out on the Town Gala and the Cause and Event 5k. AYCC anticipates a similar funding mix next year.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

Organizationally, AYCC is advancing on a path towards self-sustainability. However, the need for CDBG and other grant funds will persist as long as there are youth and families in the community who are in need of, but cannot afford the cost of outpatient mental health services. CDBG and other grant funding is needed to offset the cost of providing free and reduced-fee care to these clients.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

This proposal does not offer a new service; AYCC has provided free and reduced-fee mental health services for many years. However, it is a unique service that is not available from any other provider in the community. Unlike most providers in the area, who accept only privately insured or self-pay clients, AYCC serves community youth and families across all income levels, accepting youth and families with public health insurance, as well as those who are uninsured and underinsured. AYCC works with all families to ensure equal access to mental health services through AYCC.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies		\$4,200	\$4,200
Utilities		\$30,600 (EHR & Billing System)	\$30,600
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)	\$10,000 (cost of providing free & reduced-fee care)	\$658,203	\$668,203
Other:		\$5000	\$5000
<b>TOTAL PROPOSED BUDGET</b>		\$698,003	708,003

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:		150,000	Pending submission and approval by State Legislature/Governor
Local:		120,000	Pending approval by Town Meeting
Private:			
Other:		420,000	Anticipated revenue from health insurance and client copays
Total:		690,000	

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Low to moderate income earning families face financial barriers to accessing necessary child and adolescent mental health services in the community.	Increase access among low- to moderate-income earning families to mental health services by providing funding support when gaps in coverage, or other financial constraints exist.	Executive Director and Billing Agent to manage financial assistance application process and allocation of CDBG funding to eligible families.  AYCC clinicians to provide mental health counseling and medication treatment to AYCC clients. Clinicians will also identify and refer clients for financial assistance.  AYCC and Arlington Public Schools will provide therapeutic space for counseling.  AYCC community resource specialist will work with clients to facilitate access to assistance programs and other local, regional, and state resources.	The Executive Director and Billing agent will apply grant funding to account balances for eligible families.  AYCC clinicians and the psychiatric nurse practitioner will provide mental health counseling, psychiatric evaluation, and medication treatment to youth and families of all income levels, regardless of ability to pay.	Income eligible youth and families who are approved for (CDBG) financial assistance will receive mental health services though AYCC, at no cost to them.	1. (ST) Community youth and families will have timely and equal access to services at AYCC, regardless of ability to pay.  2. (ST) Fewer admissions to the ER and inpatient hospitalizations for children and teens in the community.  3. (ST & LT) Improved social, emotional, and behavioral functioning at home, in school, and in the community, as a result of therapeutic counseling and medication treatment.

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	15
Households Assisted	10	Jobs Created	

**FISCAL YEAR 2018-2019**

(Note: All entities receiving federal assistance are required to have a PUNS #)

## **II. General Description**

### **1. Brief Project Description (please avoid using abbreviations):**

The Arlington Council on Aging and Cooperative Elder Services collaborate to identify seniors and families that can benefit from the programs. Education is constant and on going. Adult Day Health services provided by Cooperative Elder Services, Inc. provides nursing and health care services, meals and other social programs for individuals with medical or cognitive challenges. Funds requested are providing a small subsidy to our low-income families allowing them the benefit of receiving adult day health services.

### **2. Consolidated Plan Goals and Objectives**

Previous years funding have provided 12-15 Arlington seniors a \$300 scholarship toward the daily cost of adult day health services of \$79 per day proving approximately 3 1/2 days of care. Currently Cooperative Elder Services, Inc. serves 42 Arlington residents, providing 5,000 units of service. Research has demonstrated the effectiveness of adult day health programs in meeting the specific needs of seniors with chronic medical conditions (approximately 62% of Massachusetts seniors - which is nearly 550,000 people live with four or more chronic conditions). Moreover, these programs allow families to remain intact, living at home longer and postponing the need for long term care.

The Council on Aging continues its education outreach for this comprehensive program and is requesting consideration for an increase of \$4,000 to reflect a total of \$8,000 to be directed to adult day health services for seniors and their families.

### **3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

The target participation group is Arlington seniors. Cooperative Elder Services, Inc. reports that 70% of the individuals attending the Arlington program are classified as low-income (\$24,000 or less annually). Providing quality of care for loved ones, while keeping them home and in the community has a significant financial impact on these families.

## **III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

1. Cooperative Elder Services, Inc. is the only provider of Adult Day Health services in Arlington
2. BrightView of Arlington provides the space and funding for a Memory Cafe. Memory Cafe's are specific programming to be inclusive of caregiver, and one who has cognitive decline.
3. Arlington Cable Media, Inc. provides the production of community education material re: Adult Day Health
4. Arlington Council on Aging hosts a monthly Caregiver support group

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Nearly 60% of caregivers in Arlington experience the financial impact of providing quality care for a loved one. In some instances, caregivers are forced to leave their jobs, resulting in significant financial loss to care for a family member. We intend to reduce the impact of aging and chronic conditions on individuals and their families by utilizing opportunities to reach more Arlington seniors, provide a scholarship for families, and enhance the relationship between Arlington seniors who benefit from adult day health services with the Council on Aging.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All scholarship recipients will be Arlington residents.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Executive Director of the Council on Aging meets with Cooperative Elder Services, Inc. once a year to discuss the use of the CDBG funding and reviews each invoice submitted for services of Arlington residents prior to submitting it to the grant administrator. Additionally, the Council on Aging has 2 licensed Social Workers who regularly educate and refer Arlington residents to Cooperative Elder Services.

Cooperative Elder Services is the primary source of subsidy recipient and submits the client beneficiary form with the invoice for payment.

January, 2017 the Council on Aging and Cooperative Elder Services created a cable program regarding services: [https://www.youtube.com/watch?v=LIGxW\\_I47YM](https://www.youtube.com/watch?v=LIGxW_I47YM)

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

No grant funds will be allocated for Council on Aging staff or administrative staff at Cooperative Elder Services, Inc. All funds will go directly for benefit of the Arlington senior to pay for services he/she receives.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

There are no other adult day health providers in the area. All partners are listed under Collaborate partners.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

In- Kind support includes the Council on Aging staff.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

This program will not be self sustainable without the assistance of CDBG funding. Adult Day Health services are cost prohibitive for many. For those who qualify for Mass Health, may receive a specified amount of services. While long term care insurance may cover adult day health it is an expensive option for many to pursue.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

Cooperative Elder Services, Inc. has been in business for 39 years. This is not a new project and there are no other Adult Day Health Services in Arlington.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	0	0	
Utilities	0	0	
Repairs/Maintenance	0	0	
Travel	0	0	
Salaries (List relevant positions)			
Daily rate is \$79/day	8,000	0	8,000
Other:			
<b>TOTAL PROPOSED BUDGET</b>	8,000		8,000

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Nearly all caregivers in Arlington experience the financial impact of providing quality care for a loved one. The Adult Day Health Program reduces the burden of caregivers by providing handicap transportation, nursing services and social programming	Improve access to community-based care to more Arlington residents with chronic diseases, provide respite for family caregivers, and give additional day of attendance/week for current clients who benefit from greater attendance in the Adult Day Health Program	CDBG Funds to be used for direct services. COA Staff and Cooperative Elder Services Staff will identify those in need. COA Executive Director will monitor grant and COA Admin will process all bills	The program is available 6 days per week, 7 hours per day. Transportation is available for an extra fee. This program is considered respite care for caregivers while providing a safe and stimulating environment for the clients.	15 Arlington seniors receive a \$300 benefit through these funds. This new request will double those who can participate.	1. Increased number of participants in Adult Day Health Program from 15 to 30 2. Increased number of attendance days for clients with acute medical conditions 3. Improved social programming for caregivers 4. Delay the need for long term care

#### Nationally Reportable Outputs

*Please indicate the number of outputs expected*

Businesses Assisted		Persons Served	28
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
<b>Agency/Organization:</b> Arlington Council on Aging	<b>Project Name:</b> Transportation Enterprise Funds
<b>Contact:</b> Susan Carp, MS	<b>Title:</b> Executive Director
<b>Mailing Address:</b> 27 Maple Street, Arlington, MA 02476	<b>Project Location:</b> 27 Maple Street, Arlington, MA 02476
<b>Email:</b> scarp@town.arlington.ma.us	<b>Phone:</b> 781-316-3400
<b>Anticipated Start Dates:</b> July 1, 2018	<b>Anticipated End Dates:</b> June 30, 2019
<b>Amount of Request:</b> \$35,000	<b>Registered on SAM.gov?</b> <input checked="" type="checkbox"/> <b>yes</b> (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds ( <i>Note: More than one may apply</i> )	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 501(c)3     <input type="checkbox"/> For-profit authorized  under 570.201(o) </div> <div> <input type="checkbox"/> Faith-based  Organization </div> <div> <input checked="" type="checkbox"/> Unit of Government </div> <div> <input type="checkbox"/> Institution of  Higher Education </div> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> Census Tract and Block:	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
<b>Does your program benefit any of the following?</b> <div style="margin-top: 5px;"> <input type="checkbox"/> Abused children  <input checked="" type="checkbox"/> Elderly persons (age 62 and older)  <input type="checkbox"/> Battered spouses  <input type="checkbox"/> Homeless persons  <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)  <input type="checkbox"/> Illiterate adults  <input type="checkbox"/> Persons living with AIDS  <input type="checkbox"/> Migrant farm workers  <input type="checkbox"/> Other (please specify): </div>	<b>DUNS #:</b>  <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="font-size: small; margin-top: 10px;">(Note: All entities receiving federal assistance are required to have a DUNS #)</p>

## **II. General Description**

### **1. Brief Project Description (please avoid using abbreviations):**

The Council on Aging's Transportation program is one of the most important services offered to the seniors in Arlington. Transportation to medical appointments, local stores and to the senior center are critical in helping seniors remain independent and active in the community. Additionally, transportation to the Senior Center programs affords elders regular contact with others, a shared meal, and new learning experiences that not only alleviate isolation but also helps to mitigate depression.

The transportation department has 3 components; a subsidized taxi service Dial a Ride, Two handicap accessible lift-equipped vans, and a volunteer led medical escort program to take seniors to medical appointments.

### **2. Consolidated Plan Goals and Objectives**

The goals include utilizing the transportation department's three aforementioned services to remove barriers, allowing access to health care and maintain a health status. In addition to support social interactions and intellectual growth, transportation is provided to the senior center so elders have to have access to meals, programs and services sponsored by the Council on Aging.

### **3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

COA Van transportation is available to Arlington residents. The Dial a Ride Taxi Program, the subsidized taxi service, only serves the Arlington area. For medical appointments in the Boston Area, the volunteer Medical Escort Program addresses this need.

## **III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Our collaborative partner includes:

- Yellow Cab of Belmont (aka Arlmont Taxi) has a contractual agreement with the Town of Arlington for the Dial A Ride Taxi Program

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) **Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

There is a need to provide low cost and accessible transportation services to our low-income seniors. The COA Van operates M-Th and offers rides to the Senior Center for \$1.50 each way. In town medical appointments are \$7 round trip, and out of town medical appointments are \$20 round trip. The Dial A Ride Program offers transportation services six days a week between 9-4 for rides in Arlington at the cost of \$5 for a taxi voucher.

Transportation is one of the key services the Council on Aging offers. Keeping seniors on the move is one of our main goals. The organization utilizes paid staff and volunteers to schedule rides, sell tickets to ride the van or taxi vouchers, and data entry activities that support the program.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All clients will be residents of Arlington

2. **Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Council on Aging always looks to expand communication and engagement efforts with seniors. The Senior Center serves as the primary activity hub and staff and employees are capable of executing the proposed project and can positively impact the Arlington Community.

The department actively engages in communication through the newsletter, flyers, information sessions, the COA's cable program, "Living Out Loud", and now on Facebook. We encourage our seniors to explore more than one option in transportation to keep them engaged in the community

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

It is difficult if not impossible to operate an enterprise fund for low cost senior transportation without financial assistance through grants or donations. The cost benefit is great; reducing isolation, frailty, and depression are valuable components to a seniors health and difficult to quantify for this presentation. Transportation is an active component to our services as evidence of the need.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

This request will continue to seek contributions from riders, continue to seek grants, and donations.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

This program is supported by COA staff who are funded by the municipality and a small amount of funds from the Formula Allocation through the Executive Office of Elder Affairs.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

This project is dependent on CDBG funds. When CDBG funds were reduced in 2016, it was necessary to eliminate the Friday COA Van service.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

This is not a new service and there are no other providers in Arlington that provide low cost senior transportation.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

The purchase of the COA Vans are supported by a Mass Dot grant. The COA was awarded a grant for FY18 to assist in acquiring a new van. We will receive the new van in May/June of 2018.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	0	500	500
Utilities			
Repairs/Maintenance		10,000	10,000
Travel		200	200
Salaries (List relevant positions)			
COA Executive Director, COA Admin, Reception, Info & Referral (covering	10,000	42,300	52,300
Donations: 1, Symmes 2, COA Fundraising		19,000	19,000
Other: Dial A Ride	25,000	0	25,000
<b>TOTAL PROPOSED BUDGET</b>	<b>35,000</b>	<b>72,000</b>	<b>107,000</b>

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:	Municipal	52,300	Pending
Private:	Symmes, COA Fundraising	19,000	Pending
Other:	Executive Office of Elder Affairs	700	Pending
Total:		72,000	

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Provide low cost transportation to Arlington seniors	Transportation removes obstacles to health care and community. Goal to reduce isolation, frailty, and depressing. Transportation leads to an Age Friendly Community	Existing staff and Transportation Coordinator along with volunteers will aide in service delivery	COA Transportation operates 4 days per week. Van is lift equipped for handicapped riders, taxi operates 6 days a week. There are 2 Transportation seminars per year and 2 programs filmed on cable to educate seniors about transportation options.	There are 265 unique riders with over 8,204 rides per year. Dial a Ride Taxi has 75 participants and over 1,000 rides per year	ST: Maintain the integrity of the transportation program, offering a family of transportation services. LT: Increase low cost transportation options for our seniors. In 2018 we anticipate a pilot program with a ride share company.

#### Nationally Reportable Outputs

*Please indicate the number of outputs expected*

Businesses Assisted		Persons Served	265
Households Assisted		Jobs Created	

**FISCAL YEAR 2018-2019**

(all applicants must be registered here to receive federal funding)

☐ Institution of  
Higher Education

(Note: All entities receiving federal assistance are required to have a DUNS #)

## **II. General Description**

### **1. Brief Project Description (please avoid using abbreviations):**

In 1990, The Board of Selectmen established the Volunteer Coordinator and Transportation Supervisor role, a traditionally grant funded position. This role serves to supervise and coordinate volunteers as well as manage the van and transportation program and is essential to the Council on Aging's mission to engage senior citizens in community participation. The Volunteer/Transportation Coordinator will ultimately be responsible to ensuring smooth service delivery in all areas.

### **2. Consolidated Plan Goals and Objectives**

The Volunteer and Transportation Coordinator's duties include coordinating the Council on Aging Van, the Council on Aging Medical Escort Program, scheduling rides for cancer patients, and Dial a Ride taxi program. In addition, the coordinator seeks to engage seniors and recruit volunteers. Volunteering encourages civic engagement and volunteer hours fill the gap where budgets end and the need for services exist. Through the transportation program, seniors will be able to access the community, attend social programming and participate in civic engagement, which are necessary to healthily age in place.

### **3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

All activities will be located in Arlington, MA

## **III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

- Retired Men's Club of Arlington
- Arlington Seniors Association
- Minuteman Senior Services – Congregate Meal Site

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Arlington has been designated an Age Friendly Community and continues to explore options to engage the older community members. The Volunteering and Transportation Coordinator provides management to two key elements in engagement, keeping the senior active and involved in the community.

The Volunteering component of this role includes promoting the vitality of the older adult and decreases agelism by actively engaging the older adult in the community. In fact, many volunteers are retiree's and have been the thread of the Arlington community. Volunteers assist in implementing programs, performing administrative duties, research special projects, and even help at flu clinics. The coordinator is vital to maintaining this effective and structured system.

Secondly, Arlington does have access to public transportation; however for the older adult transportation barriers such as getting to the access point and standing, waiting for the bus can be problematic. The Council on Aging's wheelchair equipped van provides a curb-to-curb transportation service, which is necessary to meet the needs of all seniors. Additionally the transportation service helps seniors maintain a healthy lifestyle by increasing access to health care and supporting mental and emotional health by encouraging community and social interactions. Engaging older adults is a mutually benefit relationship for the health and well being of the senior and for the Town of Arlington.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

Only Arlington residents 60 years and older will be able to utilize the transportation services.

Individuals who choose to volunteer for the Council on Aging are primarily Arlington residents of all ages, however the vast majority are seniors themselves. Approximately 5% of total volunteers are living outside of Arlington but through community collaborations with local businesses choose to give their time back to the community in which they work.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

All programs are advertised with flyers, information sessions, newsletters, cable program public service announcements, and local newspapers. Most recently, the Council on Aging has implemented a Facebook page to interact and expand communication efforts with older adults in this media age.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Volunteer and Transportation Coordinator Position is a grant funded role that is vital to fulfilling the organizations mission. The role of the volunteer for programs and services within the COA saves the Town of Arlington over \$83,600 per year with the total cumulative hours of service performed.

Volunteers perform a variety of functions and supplement service delivery where municipal budgets fall short. Volunteers support the Council on Aging in administrative duties; companion visits to home bound elders, scheduling transportation requests, drivers to medical appointments, and much more. The volunteers and the volunteer and transportation coordinator are essential to successful senior programming that will allow Arlington Seniors to thrive in the community.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

By virtue of cultivating volunteers, the role of the Volunteer Coordinator is to develop and maintain partnerships throughout the community in every possible way. The level of programming, many of which are unique, provides an excellent platform to accomplish the development of long term partners. Some examples of these partnerships include utilizing Police, Retired Men's Club, and School for service delivery and program assistance.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Historically this project has been complimented by staff within the Council on Aging and this will not change. The Intake and Referral specialist, COA Social Worker, COA Administrative Assistant and the Executive Director all support the 7 hours/week this funding does not cover. This request is to fund a 28 hour a week program for a 35 hour week program. Volunteers also fill the service

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

The Council On Aging will continue to need CDBG funding for the Volunteer/Transportation Coordinator role.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

The Volunteer/Transportation Coordinator role will continue to expand the presence in the organization and community. There are no other dedicated providers in the community; the role of the coordinator is to seek and maintain community partners to assist the Arlington Council on Aging in achieving the organization's goals and mission.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies		500	500
Utilities			
Repairs/Maintenance			
Travel		100	100
Salaries (List relevant positions)			
Volunteer/Transportation Coordinator	56,806	0	56,806
Other:			
<b>TOTAL PROPOSED BUDGET</b>	56,806	600	57,406

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:	Executive Office of Elder Affairs	\$600	Pending
Local:			
Private:			
Other:			
<b>Total:</b>		\$600	

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Seniors will be able to access the community and its services at a reasonable cost, allowing non drivers an opportunity to age in place. Volunteering encourages civic engagement, reduces isolation, frailty and depression. Volunteers fill the gaps between budget and service need.	Continue to provide low cost transportation to seniors who no longer drive. Engage individuals in civic engagement.	CDBG funded position to supervise senior transportation and volunteers. COA has 2 Wheelchair accessible Vans and 4 part time drivers. There are about 230 volunteers that participate in every aspect of the Council on Aging.	Transportation is available M-Th. Services include Medical Appointments, Errands, and trips to the Senior Center. Volunteers provide clerical support for transportation services and support to the 85+ programs	Transportation serves 187 unique riders and over 230 volunteer at the 85+ programs. Volunteering keeps seniors engaged in the community, reduces isolation, frailty and depression. Increases access to low cost meals and food through Food Link. Volunteers participate in over 85 programs reaching over 2,000 seniors per year.	Transportation ST: Provide a low cost, efficient and safe senior transportation program. LT: Continue to seek low cost options for senior transportation Volunteers: ST: Maintain the integrity of the program LT: Increase the number of volunteers for special projects.

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	495
Households Assisted		Jobs Created	

**FISCAL YEAR 2018-2019**

(Note: All entities receiving federal assistance are required to have a DUNS #)

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

Fidelity House offers child care job training and employment for teens from low to moderate family income levels.

### 2. Consolidated Plan Goals and Objectives

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Town wide

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

The Arlington Boys & Girls Club participate in the Jobs, Jobs, Jobs program, but each agency submits individual requests to use all the funding for teen employment.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Insuring opportunities for teens from all economic backgrounds that will benefit the teen, their family and the community they serve.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

75% Arlington, 25% stays with Arlington relative

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

Application to apply for a job are given to all local high schools, available at Fidelity House and alerted through newsletter distributions. All the resources are used to subsidize the low-moderate income youth's childcare employment and training.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The program costs address the economic needs of the teens but develops the skill set of the teen for future job opportunities. The long term benefits of this investment in the youth is to develop good job and life skills as adults.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

The Jobs, Jobs, Jobs program offers youth the chance to work locally at Fidelity House & the Arlington Boys & Girls club.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

N/A

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

Fidelity House is a non-profit youth center and would need to consider volunteer opportunities only as an option.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

Fidelity House & the Arlington Boys & Girls Club collaborate with this program.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)	\$5000		\$5000
Other:			
<b>TOTAL PROPOSED BUDGET</b>	\$5000		\$5000

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Provide economic opportunities and childcare job training for teens from low to moderate family income levels.	Insure there are positions available for youth program employment for teens from low to moderate income families.	Training, child care job available at Fidelity House, Fidelity House Day Camp.	Train the teen to work with children, provide weekly job and supervision, provide on the job feedback to enhance performance.	3 - 5 youth will be able to work an entire season and benefit from the training and experience of college age and professional staff.	ST 1 - Low to moderate income youth will receive economic gain

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	4
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Fidelity House	Project Name: Menotomy Manor Outreach Program
Contact: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford Street, Arlington, MA 02474	Project Location: Fidelity House, Fidelity house Day Camp & Menotomy Manor
Email: fidelityhouseordir@hotmail.com	Phone: 781-648-2005
Anticipated Start Dates: July, 2018	Anticipated End Dates: June, 2019
Amount of Request: \$16,000	Registered on SAM.gov? <b>yes</b> (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input checked="" type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Census Tract and Block: 356300 Block 1</div>	
<input type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Abused children</li> <li><input type="checkbox"/> Elderly persons (age 62 and older)</li> <li><input type="checkbox"/> Battered spouses</li> <li><input type="checkbox"/> Homeless persons</li> <li><input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</li> <li><input type="checkbox"/> Illiterate adults</li> <li><input type="checkbox"/> Persons living with AIDS</li> <li><input type="checkbox"/> Migrant farm workers</li> <li><input checked="" type="checkbox"/> Other (please specify):</li> </ul>	DUNS #: 159486745  (Note: All entities receiving federal assistance are required to have a DUNS #)

## **II. General Description**

### **1. Brief Project Description (please avoid using abbreviations):**

Our Menotomy Manor Outreach Program originated to directly address the developmental needs of Arlington's Low income youth (and their families) who reside at Menotomy manor. It is designed to offer opportunities, reduce the barriers that prevent participation (including financial and location barriers) and help assimilate the youth into community wide programs. The program includes: summer camperships and free transportation to/from Fidelity House to attend our Summer Day Camp, free memberships, transportation to and from Fidelity House, participation in and scholarships for our youth programs during the school year and on-site programming during the school year. It is a unique program that is able to offer stability, long term benefits and has served children for a sustained period of time since its inception.

### **2. Consolidated Plan Goals and Objectives**

### **3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

## **III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Fidelity House's mission is the promotion of good citizenship, increasing self-reliance and furthering the social, physical and emotional growth of the individual and we are a non-profit agency that provides public service programs for youth and low-income households. This program insures that more youth and their families in our community have the same opportunities for growth, without regard to financial considerations. Fidelity House has been in operation since 1955 and have been working with the Menotomy Manor community since the 1970's.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All Arlington residents.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Youth Program Director is responsible for overseeing the administrative, personnel, supplies and transportation needs of the program. An adult Outreach Coordinator is responsible for handling the on site daily requirements for the program in addition to adjunct adult/college/high school staff employed in our Summer Day Camp and school year programming. Residents are contacted through mailings, on site meetings, program visibility, local school and housing liaisons, current clientele and brochure listings.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Our program costs address the current financial & transportation needs to get families and children active and participating. The expenses go towards: scholarships to summer day camp, youth memberships and special interest program, bus transportation fees and staffing on site personnel. The long term benefits of this investment in the youth is to develop good citizenship and self-reliance as adults.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

We have worked well with the Arlington Housing Authority to provide the youth/family tenants programming.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Additional funding is provided through United Way and current fundraising endeavors.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

The CDBG funding insures we can offer the current programming. In this fundraising era, there is limited growth potential and no revenue is generated from the program participants.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

This is a unique program that incorporates transportation, youth/family needs and location.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies		\$700	\$700 mailings
Utilities			
Repairs/Maintenance			
Travel	\$2,000	\$2000	\$4000
Salaries (List relevant positions)	\$1,500	\$10,500	\$12,000
er Day Camp Campe	\$9,000	\$6000	\$15,000
Membership & activity scholarships	\$3,500	\$3,000	\$6500
Other:		\$3438	\$3438
<b>TOTAL PROPOSED BUDGET</b>	\$16,000	\$25,638	\$41,638

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	United Way	\$8000	
Other:	our yearly fundraising	\$17,638	
Total:		\$25,638	

### MEASURING ACCOMPLISHMENTS TABLE

*PLEASE AVOID ABBREVIATIONS*

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
The need for youth to increase developmental skills and further the social, physical and emotional growth of the individual year round, especially during the summer months, is universal and regardless of financial	Increase both the opportunities and participation of youth that reside at Menotomy Manor, provide prevention/ intervention programming, decrease barriers to participation by providing transportation, be a consistent presence in the youths' developmental years and offer financial assistance year round.	Staffing: Youth Program Director, outreach Coordinator plus adjunct transport/ college/ high school personnel, bus & vans for transport. Facilities- Day Camp location, Fidelity House and onsite apartment. Scholarships year round	School year- children receive free memberships, scholarships to programs and transport to & from Fidelity House. Onsite program offered one time a	64 benefitted from 2+ weeks of Summer Day Camp, 47 low income members participated in school year programming.	ST 1- Increase the number of Menotomy Manor participants that attend day camp and school year

### Nationally Reportable Outputs

*Please indicate the number of outputs expected*

<b>Businesses Assisted</b>		<b>Persons Served</b>	100
<b>Households Assisted</b>		<b>Jobs Created</b>	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
<b>Agency/Organization:</b> Town of Arlington - Recreation Department	<b>Project Name:</b> Program Scholarships
<b>Contact:</b> Jon Marshall/Erin Campbell	<b>Title:</b> Director of Recreation/Recreation Supervisor
<b>Mailing Address:</b> 422 Summer Street	<b>Project Location:</b> Arlington
<b>Email:</b> jrmarshall@town.arlington.ma.us	<b>Phone:</b> 781 316-3880
<b>Anticipated Start Dates:</b> <small>September 2018</small>	<b>Anticipated End Dates:</b> <small>April 2019</small>
<b>Amount of Request:</b> \$13,000	<b>Registered on SAM.gov?</b> <small>(all applicants must be registered here to receive federal funding)</small>
<b>Please Identify the Type of Organization Applying for Funds</b> ( <i>Note: More than one may apply</i> ) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <input type="checkbox"/> 501(c)3  <small>under 570.201(o)</small> </div> <div style="width: 30%;"> <input type="checkbox"/> For-profit authorized  <small>Organization</small> </div> <div style="width: 30%;"> <input type="checkbox"/> Faith-based  <small>Organization</small> </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> Unit of Government  <small>Higher Education</small> </div> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div>	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
<b>Does your program benefit any of the following?</b> <div style="margin-top: 5px;"> <input type="checkbox"/> Abused children  <input type="checkbox"/> Elderly persons (age 62 and older)  <input type="checkbox"/> Battered spouses  <input type="checkbox"/> Homeless persons  <input type="checkbox"/> Severely disabled <b>adults</b> (as defined by Bureau of Census*)  <input type="checkbox"/> Illiterate adults  <input type="checkbox"/> Persons living with AIDS  <input type="checkbox"/> Migrant farm workers  <input type="checkbox"/> Other (please specify):         </div>	<b>DUNS #:</b> 073802126 <small>(Note: All entities receiving federal assistance are required to have a DUNS #)</small>

## **II. General Description**

### **1. Brief Project Description (please avoid using abbreviations):**

Scholarships Arlington Recreation Programs. There is a annual need in town for assistance with program fees. The requests for scholarships have been growing over the last several years. Last year the department received requests for over \$50,000 in program assistance. The department works to accommodate these requests, however it is becoming increasingly more challenging as families seek multiple programs throughout the year.

### **2. Consolidated Plan Goals and Objectives**

This requests meets the public services objective by providing recreational opportunities to youth in the community. It is critical for youth to be able to socialize with their peers enabling them to develop life long skills in communication, problem solving and team building. It is a goal of our programs that youth are able to build the skills necessary for problem solving and creative thinking.

### **3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

All residents have the ability to access our programs. We look to offer our programs at different locations throughout the community so that those who have difficulty with transportation can still have an opportunity to participate in a recreational program. We will strategically locate our programs with higher demand. This year we are running our after school program at Thompson School and next year we will be at the new Gibbs.

## **III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Although this program is run through the recreation department, we receive support through the school department in accessing locations for us to run our indoor programming and after school activities.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

There is a continued need to support families that can not afford to send their children to programs. These programs provide a high level of child care during off school hours. Our programs are a great resource to single parents and those families that require both parents to work.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

Yes. Even though our programs are open to individuals in surrounding communities only Arlington residents will qualify for scholarships.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Recreation Department Administrative Staff will manage the project. The staff has worked with a number of families over the years. We work with many groups within the community to promote our programs. Scholarship applicants will be reviewed by the department staff to confirm eligibility.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

This project provides opportunities for youth in families with low - moderate income to participate in programs.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

The Recreation Department will continue to partner with other service providers in the community to address the recreational needs of its residents.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

The Recreation Department seeks donations from other program participants and local businesses.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

There is an annual need to try and provide scholarships to families.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

The Recreation Department continues to explore new programs and services for residents. We gather input from participants and continually adapt and modify programs to meet the needs of Arlington's Residents.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:	13,000		13,000
<b>TOTAL PROPOSED BUDGET</b>			13,000

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

### MEASURING ACCOMPLISHMENTS TABLE

*PLEASE AVOID ABBREVIATIONS*

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Address the continued need to provide support to families that can not afford to send their children to programs.	Assist families so that they can have their children participate in recreational programs. Assist families by offering these programs during out of school times to address the need for childcare.	Department Staff will be utilized to review applications, monitor and report on participants served.	The department offers a wide variety of programs to serve the needs of participants of all ages and abilities.	To date in the 2017-18 we have served 57 individuals in 43 households.	1. Increased opportunities to socialize with peers (ST/LT). 2. Increased problem solving (LT). 3. Improved social skills. (LT)

#### Nationally Reportable Outputs

*Please indicate the number of outputs expected*

Businesses Assisted		Persons Served	60+
Households Assisted	45+	Jobs Created	

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
<b>Agency/Organization:</b> Town of Arlington Planning/Conservation Commission/Recreation	<b>Project Name:</b> Spy Pond ADA-Compliant Trails and Access Project
<b>Contact:</b> Lela Shepherd	<b>Title:</b> Environmental Planner/Conservation Agent
<b>Mailing Address:</b> 730 Massachusetts Ave, Arlington MA 02476	<b>Project Location:</b> Spy Pond Park (Between Pond Lane and Linwood Street)
<b>Email:</b> lshepherd@town.arlington.ma.us	<b>Phone:</b> 781-316-3012
<b>Anticipated Start Dates:</b> <small>Late March/Early April/June 2019</small>	<b>Anticipated End Dates:</b> <small>June 2019</small>
<b>Amount of Request:</b> \$67,000.00	<b>Registered on SAM.gov?</b> <small>(all applicants must be registered here to receive federal funding)</small>
<b>Please Identify the Type of Organization Applying for Funds</b> <i>(Note: More than one may apply)</i> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> 501(c)3</span> <span><input type="checkbox"/> For-profit authorized under 570.201(o)</span> <span><input type="checkbox"/> Faith-based Organization</span> <span><input checked="" type="checkbox"/> Unit of Government</span> <span><input type="checkbox"/> Institution of Higher Education</span> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Census Tract and Block:</div>	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
<b>Does your program benefit any of the following?</b> <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> Abused children  <input type="checkbox"/> Elderly persons (age 62 and older)  <input type="checkbox"/> Battered spouses  <input type="checkbox"/> Homeless persons  <input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)  <input type="checkbox"/> Illiterate adults  <input type="checkbox"/> Persons living with AIDS  <input type="checkbox"/> Migrant farm workers  <input type="checkbox"/> Other (please specify):         </div>	<b>DUNS #:</b>  073802126  <small>(Note: All entities receiving federal assistance are required to have a DUNS #)</small>

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

A large effort is underway to make improvements at Spy Pond Park. This part of the project will focus solely on accessibility improvements that will meet ADA compliance. The park does not currently provide sufficient accessible programming features for those with disabilities. There is a significant need to upgrade the trail system within the park and to connect that trail to both water features and parking lot sidewalks between Pond Lane and Linwood Street. The Arlington ADA Self-Evaluation Report (December 15, 2014) for Spy Pond recommends above-all, the provision of accessible connection to facility elements. This project will accomplish this goal. Other recommendations that this project will carry out include: accessibility improvements at North Beach, handicapped access to the Spy Pond shoreline path and South Beach from Linwood Street, accessible sidewalk ramps, addition of informational signage mounted at the correct height, and widening of shoreline path viewing areas. The project proposes specifically to use a natural-looking permeable pavement to create an ADA-compliant path from a new accessible sidewalk ramp from Pond Lane all the way to a new accessible sidewalk ramp at Linwood Street. Along this route, this material will be used to connect a newly accessible North Beach, South Beach, and water access area at the end of Linwood Street.

### 2. Consolidated Plan Goals and Objectives

This request meets the objectives of Public Facilities, Public Infrastructure, and Parks and Open Space by providing ADA-compliant accessible features within a public park visited by the youth, elderly, disabled, and all residents of Arlington. Spy Pond is one of Arlington's major outdoor attractions. Visitors come to be surrounded by nature in what is otherwise a dense urban environment, but at this moment its amenities do not reflective inclusive human-centered design. The goal of this project is to act on the recommendations of the ADA Self-Evaluation Report to remedy this problem.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

These improvements will be accessible to all residents. The project is located in southeastern Arlington between Pond Lane and Linwood Street, just off of Massachusetts Avenue and adjacent to the Minuteman Bikeway.

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

The project is supported by the Department of Planning and Community Development, the Arlington Conservation Commission, The Friends of Spy Pond Park, The Department of Park and Recreation, and the Park and Recreation Commission.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Spy Pond Park is a public park at the edge of a Great Pond (Spy Pond), visited by a wide variety of Arlington and neighboring community residents. Arlington comprises only 5.5 square miles and serves over 45,000 residents, making the park an extremely valuable asset and one of Arlington's major outdoor attractions for recreation. Visitors come to be surrounded by nature in what is otherwise a dense urban environment, but at this moment its amenities do not reflect an inclusive human-centered design. This project will provide much needed infrastructure improvements to an open space and recreational park, which will finally allow people with disabilities to have the same access to all of the park amenities as people who do not have impairments.

This project is part of a larger effort by the Town of Arlington to undertake edge and erosion control measures along the Spy Pond shoreline. ADA access was not within the scope of the original project, however, after further study and consideration (through a lengthy public process), it was determined that the existing stabilized aggregate path was not only contributing to the erosion and shoreline stabilization issues, but it was a deterrent for most users of the park.

The larger project scope will provide accessible water access areas, however, without additional funding there will not be accessible connections to access these new park features. The current park path is neither ADA-compliant nor accessible. Because of heavy rain fall and washout, the path is flooded much of the year, and rendered useless during this time. The path is maintained by the Friends of Spy Pond Park who feel strongly about this project and have contributed matching funds.

Working with the Institute for Human Centered Design, the Town conducted an ADA study in 2014 focused on surveying the Park and Recreation sites with the goal of evaluating park facilities for accessibility and recommending improvements. These recommendations were also included in our Open Space and Recreation Master Plan 2015-2022. The goal of this project is to act on the recommendations of the ADA Self-Evaluation Report. By restoring the existing path and creating new paths to water access areas with a permeable pavement material we can provide an ADA-compliant trail system that allows for all-inclusive user experience.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

The ADA path renovations are intended to benefit all residents of Arlington. However, as this site is located directly off of Massachusetts Avenue and the Minuteman Bikeway, which connects Arlington to Bedford, Lexington, and Cambridge, we anticipate ancillary benefits to residents of these communities as well.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

Lela Shepherd, Environmental Planner/Conservation Agent is the Project Manager for this project. Ms. Shepherd has been responsible for developing the schedule and budget for this project, coordinating public outreach efforts, keeping various Town Committees/Commissions informed on project development, and overseeing the consultants hired on the the larger Spy Pond Erosion Control Project. Ms. Shepherd will assist Hatch Chester in the construction and permitting processes. The construction bidding process will involve Ms. Shepherd, Hatch Chester, and the Spy Pond Working Group. This project has been carefully evaluated by the Spy Pond Working Group which includes members from the Department of Planning and Community Development, the Park and Recreation Department, the Park and Recreation Commission, the Friends of Spy Pond Park, the Department of Public Works, and the Conservation Commission. All of these stakeholders are in support of this trails and access project as it supports a community need for accessibility infrastructure identified in our Open Space and Recreation Master Plan and the ADA Self-Evaluation Report. As part of the public outreach effort on this project, we have already conducted 3 public meetings, which occurred in 2017, and provided an opportunity for public forum at both the Park and Recreation Commission and Conservation Commission hearings in the Fall of 2017. We will have one last public meeting in May of 2018 which will be on-site, to allow the public to visualize and experience the existing trail and provide additional feedback on their concerns. During the permitting processes with the Town of Arlington and the Conservation Commission, there will be 2 additional public meetings to hear public comments and concerns. All of these past public meetings were noticed in the Arlington Advocate (via press release), through the Town email blast, on the Town webpage, through the Friends of Spy Pond Park newsletter, through Town social media, and via Commission agendas. Future meetings will follow these same outreach methods.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

This project provides recreational opportunities, which do not currently exist at Spy Pond Park, for severely disabled (as defined by the Bureau of Census) persons, in a Low/Moderate Limited Clientele community.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

This project represents a partnership between the Department of Planning and Community Development, the Park and Recreation Department, the Park and Recreation Commission, the Friends of Spy Pond Park, the Department of Public Works, and the Conservation Commission.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

The project has successfully secured \$40,040 from the Land and Water Conservation Fund for accessible trail improvements, which requires a 50% match that will be obtained using CPA funds already approved. Ms. Shepherd has also submitted a Recreational Trails Program grant through DCR, requesting \$80,102 (expecting \$50k), which requires a project cost match. A portion of this 20% match will be provided by a \$2,000 commitment from the Conservation Commission's Conservation Lands fund, and by a \$5,000 gift from the Friends of Spy Pond Park. CDBG funds are required to obtain the remaining match requirements.

20% overall

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

The project is self-sufficient and will not require additional CDBG funding after construction.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

This project offers access to ADA-compliant recreational opportunities within Spy Pond Park. These opportunities do not currently exist at Spy Pond, nor are there similar ADA-compliant features and amenities provided anywhere else in Arlington.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

The path will be constructed using permeable pavement which will provide a solution to the washout, runoff, and stormwater drainage problems that exist on the current path. All of which contribute to it not meeting ADA standards and which contribute to larger environmental concerns at Spy Pond. This project will address both environmental/natural resource and accessibility concerns with one solution. Informational signage posted at the appropriate height has been included in the budget of the larger Spy Pond Project.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	\$67,000	\$87,102	\$154,102
Acquisition	0	0	0
Appraisals	0	0	0
Design	0	\$13,630	\$13,630
Project Administration		\$3,948	\$3,948
<b>TOTAL PROPOSED BUDGET</b>			\$171,680

\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:	Land and Water Conservation Fund	\$40,040	Committed
State:	DCR-RTP Grant	\$50,000	Pending
Local:	Conservation Commission	\$2,000	Committed
Private:	Friends of Spy Pond Park	\$5,000	Committed
Other:			
<b>Total:</b>		\$97,040	

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Addresses the need for ADA-compliant infrastructure at open space and parks and the need for recreational improvements that are human-centered with inclusive design.	Create a permeable pavement path through Spy Pond Park (from Pond Lane to Linwood Street) with connector trails to new ADA-compliant water access areas at North Beach, South Beach, and Linwood Street, and new ADA-compliant curb ramps at Linwood Street and Pond Lane.	Department Staff (Lela Shepherd), consultant (Hatch Chester), and Spy Pond Working Group are committed to ensuring project goals are met.	Inputs will be utilized in the permitting, public outreach, RFP bidding, and construction management processes.	The project will fulfill the accessibility-related recommendations of the Open Space and Recreation Master Plan and the 2014 ADA Self-Evaluation Report by providing the public infrastructure improvements listed under "GOAL".	Increased recreational opportunities for all residents and particularly for persons with severe disabilities. (ST/LT) Accessible water access at Spy Pond (ST/LT) Natural resource protection from stormwater drainage managed by new path material (ST/LT).

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	45,000+
Households Assisted		Jobs Created	

Proposal Date: February 8, 2018

**Job Description: Spy Pond Porous Pave Walkway Site Prep appx. 10000 sq ft**

[illegible]

Land Escapes Design Inc.  
11 Harvard Street  
Arlington, MA 02476  
(617) 308-7063  
[www.everydaygetaway.com](http://www.everydaygetaway.com)

Proposal Date: February 8, 2018

Extended	Location on	Plan
Cost	Property	I.D.

<u>Item</u>	<u>Description</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Cost</u>
Site Prep 12" Waddle	3/4" Gravel For Erosion Control	38.00	476	\$ 18,088.00
		7,480.00	1	7,480.00
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Taxable Materials	\$ 25,568.00		\$ 25,568.00
	Soil Amendments	n/a		n/a
	Disposal Fees	19,000.00		19,000.00
	Delivery	2,500.00		2,500.00
	Equipment	10,000.00		10,000.00
	Labor	14,600.00		14,600.00
	MA Sales Tax	Exempt		Exempt
		\$ 71,668.00		\$ 71,668.00

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**TOWN OF ARLINGTON COMMUNITY  
DEVELOPMENT BLOCK GRANT FUNDING  
APPLICATION  
FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Commission on Disability	Project Name: Curb Cut Ramp Project
Contact: Jack Jones	Title: ADA Coordinator
Mailing Address: 20 Academy St., Ste.#202	Project Location: Town Wide
Email: jjones@town.arlington.ma.us	Phone: 781-316-3431
Anticipated Start Dates: July 1, 2018	Anticipated End Dates: June 30, 2019
Amount of Request: \$150,000.00	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> <u>Unit of Government</u> <input type="checkbox"/> Institution of Higher Education	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Census Tract and Block:	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <ul style="list-style-type: none"> <li><input type="checkbox"/> Abused children</li> <li><input type="checkbox"/> <u>Elderly persons (age 62 and older)</u></li> <li><input type="checkbox"/> Battered spouses</li> <li><input type="checkbox"/> Homeless persons</li> <li><input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</li> <li><input type="checkbox"/> Illiterate adults</li> <li><input type="checkbox"/> Persons living with AIDS</li> <li><input type="checkbox"/> Migrant farm workers</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	DUNS #: 07-380-2126  (Note: All entities receiving federal assistance are required to have a DUNS #)

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

This project will improve pedestrian safety by eliminating a physical barrier that is encountered by elderly, disabled, parents pushing carriages, and other individuals.

### 2. Consolidated Plan Goals and Objectives

The goals for this contract period are to eliminate physical barriers that exist because of non-existing curb cut ramps and existing curb cut ramps that do not comply with ADA code requirements. Eliminating these physical barriers will improve accessibility and safety along Arlington sidewalks.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Town wide

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

This project is also funded by the Town's Public Works Department.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

This proposal will improve pedestrian safety and allow individual with mobility impairments the ability to travel safely along Arlington sidewalks.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

The majority of individuals who will benefit from this proposal will be town residents.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Arlington Engineering Department along with the Commission with Disability Office will insure that all curb cut ramps constructed or reconstructed will meet ADA requirements.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Financial cost per curb cut ramp will be approximately \$3000.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

This project involves a partnership with the Public Works Department.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

The Public Works Department when resurfacing streets and repairing sidewalks will be adding curb cut ramps if needed.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

This project will need to be funded until all curb cut ramps have been installed.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

This project has been reducing the number of nonexistent and noncompliant curb cut ramps for many years,

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

This project will not only benefit individuals with mobility and visual impairments also individuals pushing carriages.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	-	-	-
Utilities	-	-	-
Repairs/Maintenance	-	-	-
Travel	-	-	-
Salaries (List relevant positions)	-	-	-
	-	-	-
	-	-	-
Other: Health Insurance	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	-	-	-

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	\$150,000	From FY 2017 – 2018 \$139,000	\$289,000
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>	\$150,000	\$139,000	\$289,000

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:	CDBG (FY 2017-2018)	\$139,000	\$139,000
State:			
Local:			
Private:			
Other:			
Total:			-

### MEASURING ACCOMPLISHMENTS TABLE

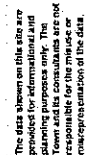
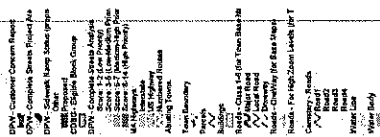
*PLEASE AVOID ABBREVIATIONS*

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Assist mobility and visual impaired when traveling on Arlington sidewalks	To eventually installed curb cut ramps where ever no ramp exist or are noncompliant	Engineering will design the curb cut ramps the Commission on Disability will select the appropriate locations	Will continue to survey the town to locate locations that require a curb cut ramps,	Install approximately 50 curb cut ramps	To install the highest priority ramps short term and to eventually bring the town into full compliance

#### Nationally Reportable Outputs

*Please indicate the number of outputs expected*

Businesses Assisted	Possible	Persons	Those who Travel along
Households Assisted		Jobs	

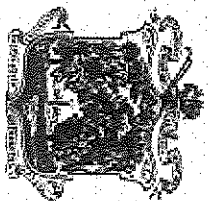


1800 3500 ft

# 2017 Curb Ramp Project - Town of Arlington



# DEPARTMENT OF PUBLIC WORKS



*Town of Arlington*

51 Grove Street  
Arlington, Massachusetts 02476  
Fax (781) 316-3109

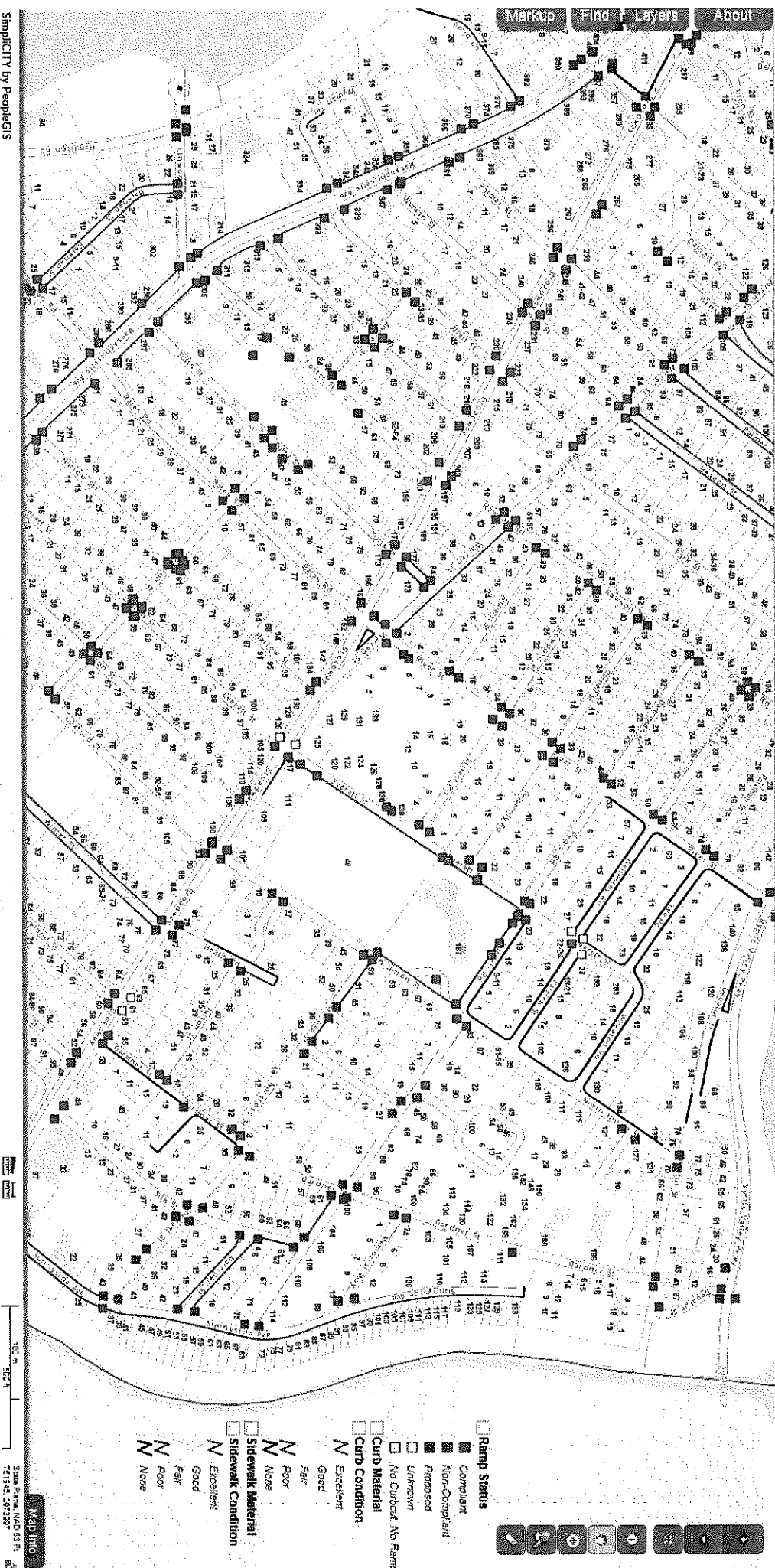
January 31, 2018

Julie Wayman  
CDBG Administrator  
Department of Planning and Community Development  
730 Mass Avenue  
Arlington, MA 02476

Dear Ms. Wayman,

As an addendum to the CDBG application submitted by the Disability Commission, the Department of Public Works would like to submit the following proposal for ADA-compliant sidewalk ramps and sidewalks. This work will address a significant portion of the non-compliant handicap ramps and sections of sidewalk designated in "poor condition" as indicated on the attached sidewalk inventory map. If awarded, the DPW plans to release an Invitation for Bid for this project.

Street Name	From	To	Length	# Ramps Required	Total Cost
Everett	Yale	Wellesley	177	3	\$12,279
Warren	River	Rawson	547	1	\$40,790
Rawson	Ramps	Only	0	17	\$42,500
River	Ramps	Only	0	16	\$40,000
Tufts	Broadway	Warren	228	4	\$31,660
Sunnyside	Michael	Broadway	495	3	\$54,525
Sunnyside	Michael	End	1550	0	\$147,250
Marrigan	Sunnyside	Silk	700	4	\$76,500
Silk	Marrigan	Fremont	130	4	\$22,350
Fremont	Silk	Gardner	200	2	\$24,000
Norcross	Granton Pk.	No. Union	325	4	\$40,875
<b>Total</b>					<b>\$532,729</b>

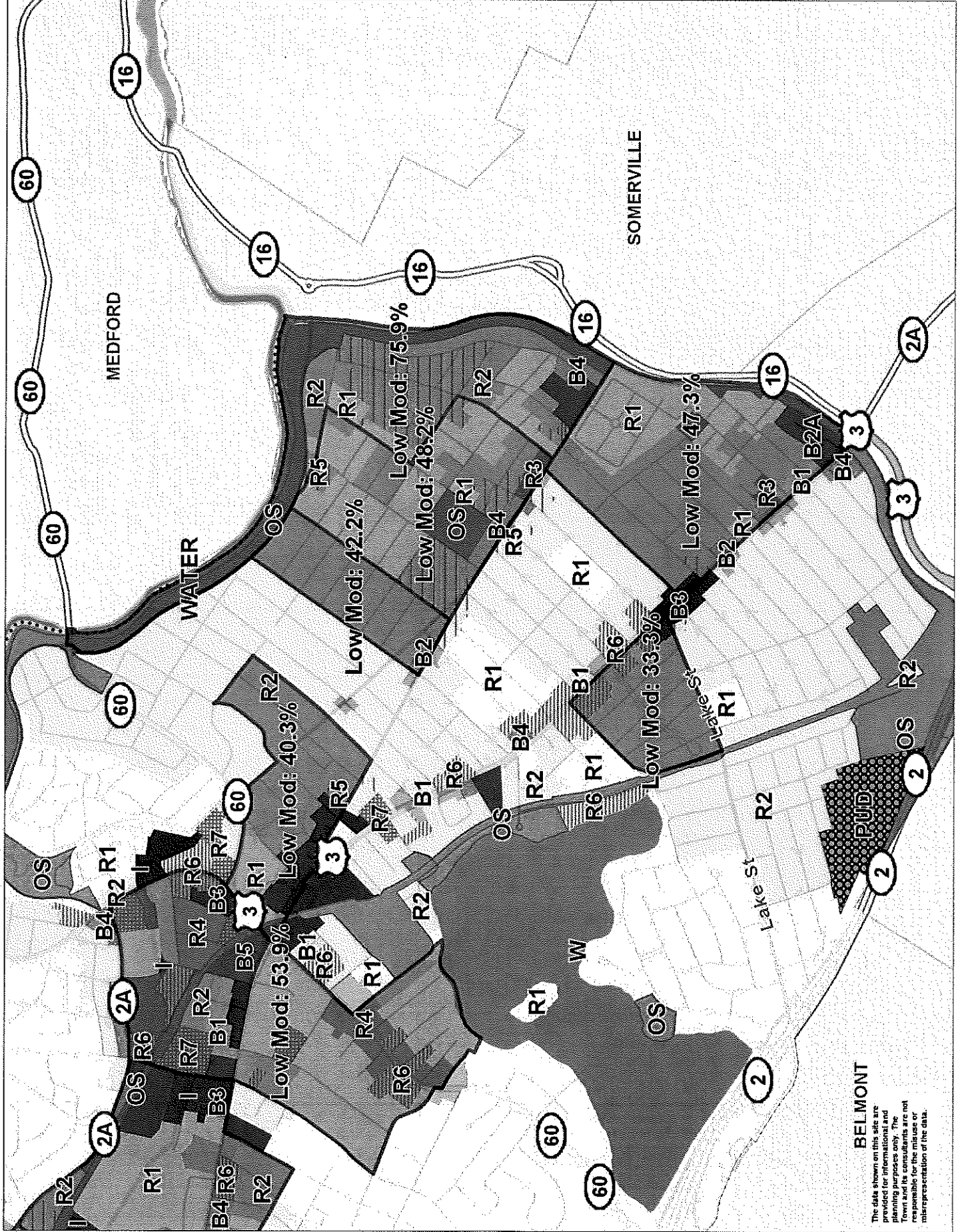




CDAG - Eligible Block Group

Legend

- 1: Industrial
- 2: Commercial
- 3: Office
- 4: Retail
- 5: Medium Density Residential
- 6: Single-Family Residential
- 7: Low Density Residential
- 8: Open Space
- 9: Water
- 10: Wetlands
- 11: Agriculture
- 12: Forest
- 13: Wetlands
- 14: Agriculture
- 15: Forest
- 16: Wetlands
- 17: Agriculture
- 18: Forest
- 19: Wetlands
- 20: Agriculture
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- 22: Wetlands
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- 100: Wetlands



BELMONT

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

# Planning and Community Development

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**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
<b>Agency/Organization:</b> Food Link, Inc.	<b>Project Name:</b> Acquisition of Operations Location
<b>Contact:</b> DeAnne Dupont	<b>Title:</b> President
<b>Mailing Address:</b> 32 Oldham Rd	<b>Project Location:</b> Arlington, MA
<b>Email:</b> ddupont@foodlinkma.org	<b>Phone:</b> 781-439-5736 or 781-819-4225
<b>Anticipated Start Dates:</b> 7/1/18	<b>Anticipated End Dates:</b> 6/30/20
<b>Amount of Request:</b> \$300,000	<b>Registered on SAM.gov?</b> 7C6M7 (YES) (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds ( <i>Note: More than one may apply</i> )	
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> 501(c)3  under 570.201(o) </div> <div> <input type="checkbox"/> For-profit authorized  Organization </div> <div> <input type="checkbox"/> Faith-based  Organization </div> <div> <input type="checkbox"/> Unit of Government </div> <div> <input type="checkbox"/> Institution of  Higher Education </div> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div>	
<input checked="" type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following?	<b>DUNS #:</b>  07-975-8062  (Note: All entities receiving federal assistance are required to have a DUNS #)
<div style="display: flex; flex-direction: column;"> <div><input checked="" type="checkbox"/> Abused children</div> <div><input checked="" type="checkbox"/> Elderly persons (age 62 and older)</div> <div><input type="checkbox"/> Battered spouses</div> <div><input type="checkbox"/> Homeless persons</div> <div><input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</div> <div><input type="checkbox"/> Illiterate adults</div> <div><input type="checkbox"/> Persons living with AIDS</div> <div><input type="checkbox"/> Migrant farm workers</div> <div><input type="checkbox"/> Other (please specify):</div> </div>	

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

Purchase of property in Arlington, MA, on which to construct a Food Link operations facility. This is phase I. Phase II will be to build the operations facility.

The operations facility will have ample sorting space, cold storage and dry storage to meet the growing demands of Food Link operations. This will assist Food Link in the daily recovery of food from food retailers and farms throughout the region, such as Whole Foods, Trader Joe's and Lexington Community Farm. A right-sized facility will make it possible to store food until needed by the recipient agencies. This additional storage will make it possible for Food Link to better serve the growing needs of the Arlington Food Pantry, Arlington Housing Authority Facilities, Arlington EATS, Arlington Council on Aging, Arlington Boys & Girls Club and other Arlington programs and agencies.

Food Link currently operates out of the building located at 117 Broadway which is scheduled to be demolished. The limited shared space severely limits Food Link's current operations of which cold storage is the major limiting factor. This inhibits Food Link's ability to grow and meet the increasing needs of Arlington's most vulnerable residents, including the elderly (senior citizens), low and moderate income residents, the homeless, and those with disabilities.

### 2. Consolidated Plan Goals and Objectives

Primary: Public Facilities; Arlington residents assisted: 2,000; An operations facility to provide new and improved services to youth, the elderly, and at-risk, vulnerable households. By having an operations facility more food can be received, stored and distributed to and through Arlington programs and agencies such as the Arlington Food Pantry, Arlington Housing Authority facilities, Arlington EATS, Arlington Council on Aging and others.

Secondary: improve commercial property, provide job training

Tertiary: make nutritious food available through several programs and resources in Arlington which will assist in the stabilization of individuals and families at risk of homelessness. Collaborate with the Somerville Homeless Coalition, an agency participant in the Somerville Continuum of Care of which the Town of Arlington is a member.

NOTE: Food Link anticipates its operations facility to be a Food Hub for Arlington programs and agencies. It will be open 7 days per week with at least one staff person on-duty during the day. Thereby ensuring food resources are available when needed.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Town Wide

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Not Applicable

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Excerpt from DRAFT Arlington HHS Community Health Needs Assessment 2017:

"The USDA defines "food insecurity" as "a household-level economic and social condition of limited or uncertain access to adequate food." As of 2017, the Greater Boston Food Bank estimates that there are 3,550 food insecure individuals in Arlington. In other words, approximately 8% of the Arlington population struggles with inadequate access to food. "

A large percentage of the 3,550 food insecure individuals in Arlington are senior citizens. Senior citizens are the largest social population that Food Link serves.

By Food Link acquiring land and constructing an operations facility, with ample cold storage, a larger quantity of fresh nutritious food will be available to serve this population through food deliveries to the Arlington Housing Authority facilities, Arlington Council on Aging and Arlington Food Pantry. Additionally we will be able to add deliveries to Winslow Tower and Millbrook Square (both affordable housing for the elderly and disabled). By delivering directly to where the seniors live (housing facilities) or where they socialize (Arlington Council on Aging / Arlington Senior Center), Food Link removes the accessibility barrier to fresh nutritious food.

Food Link will be more able to meet the community need for food by having adequate cold storage. The reason is that Food Link often receives large quantities of frozen food or fresh produce that can be stored for long periods if refrigerated. Because of the lack of cold storage Food Link requires close to immediate distribution of most food received. With adequate cold storage Food Link will meet more demands for nutritious food and help to reduce the number of food insecure individuals in Arlington.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All agencies and programs served by Food Link are not located in Arlington. However approximately 60% to 65% of the fresh nutritious food received by Food Link is delivered to agencies, programs and residents in Arlington while 35% to 40% is delivered to nearby towns. Note that only 45% of fresh food donations received by Food Link are sourced from retailers in Arlington while 55% is sourced from surrounding towns.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

Phase I (purchase of land): Food Link Board of Directors and key volunteers have much of the knowledge and experience to execute the purchase of an appropriate site (land) for the Food Link operations facility. However, where there is a knowledge or capacity gap, the Food Link board seeks professional expertise, such as in capital acquisition, site analysis, and real estate development, for which Food Link will utilize some of its capital reserves to obtain the necessary expertise.

Board members and key volunteers have the following credentials or have expertise noted:

Attorney, Certified Public Accountant, Fundraising / Grantwriter (including capital campaigns), Negotiation, Industrial Engineer, Project Management, Community Development Funder. (Note: the Industrial engineer has extensive experience in working with architects and construction in the food industry).

Food Link will launch a 2-year, \$2 million capital campaign retaining and hiring experts in this field from the Arlington community. Food Link will reach out to its 600+ individual donors and tap into grant opportunities from both within and outside of the Arlington Community. Supporters in the past included: Watertown Savings Bank, Leader Bank, Eastern Bank, Cambridge Savings Bank East Cambridge Savings Bank, Cambridge Trust, Belmont Savings Bank, TJX Foundation, Lenny Zakim Fund, Cummings Foundation \$100k for 100, Foundation for MetroWest, Project Bread, George A. Ramlose Foundation, Patagonia and others.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The outcome of this project is first to purchase land and then to build an operations facility on the property. During the fiscal year 7/1/18 - 6/30/19, Food Link anticipates distributing over 300,000 pounds (250,000 meals) of fresh nutritious food to Arlington residents through programs serving individuals who are 62 & older, severely disabled OR who are low or moderate income individuals. It is anticipated that this will increase to at least 330,000 pounds (275,000 meals) the following fiscal year. The amount requested in this grant is \$1 per pound of fresh food distributed in 12 months to the Arlington population identified. The 300,000 pounds represent 60% of the 500,000 pounds of total food estimated to be collected and distributed in 2018.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

Food Link will continue to partner with the Arlington Food Pantry, Arlington EATS, Arlington Housing Authority, Arlington Council on Aging, Arlington Boys & Girls Club, Young Adult Vocational Program (Arlington), Wayside STEPS program (Arlington), Germaine Lawrence (Arlington) and Fidelity House. With the ability to receive and store more food we anticipate reaching out to Winslow Tower (Arlington Housing Authority) and Millbrook Square. Note that Food Link delivers food directly to facilities and programs removing the accessibility barrier for those who are unable to get to the Arlington Food Pantry.

Food Link will be able to expand its partnership with Arlington schools beyond working with the Green Teams of several elementary schools.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Food Link has received approximately \$75,000 in donations restricted for the capital expenditure for an operations facility and will utilize \$10,000 from its reserves. Additionally there is a \$25,000 invitation-only grant of which Food Link anticipates receiving. There is a \$100,000 grant request outstanding for capital expenditures. Food Link plans to launch a capital campaign late spring or early summer. Food Link has secured one source of financing and is exploring other sources. Food Link anticipates that with the resources received through a 2-year, \$2 million capital campaign and CDBG funding, that Phase I and Phase II of the project will be fully funded.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

The purchase of land is phase I. Phase II is the renovation or construction of a building which is anticipated to be completed by 6/30/2020. Consequently one additional year of funding is anticipated to assist with the building project.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

The project will increase and enhance the services currently provided. Food Link will be able to operate as a local Food Hub or Food Bank whereby more food requiring cold storage will be able to be stored at the Food Link facility until the programs it serves, such as the Arlington Food Pantry, is able to distribute it. Additionally, Food Link will be able to increase the amount of nutritious food distributed within Arlington as it will be able to receive and store more fresh food and consequently deliver more food. This will enable Food Link to expand food distribution to other low-income housing located in Arlington. No other providers in the community have the sources of donated nutritious food, the capacity to work 7 days per week and the network of dedicated volunteers to be able to collect, sort, store and distribute the donated food.

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

Food Link will obtain confirmation letters from the programs and organizations it serves to demonstrate that its operations serves more than 51% Low/Moderate Limited Clientele.

Currently Food Link operates out of the building located at 117 Broadway in Arlington, which is scheduled to be demolished once the Housing Corporation of Arlington secures funding to build affordable housing on the site. Food Link is being proactive in seeking a new location for its operations. There are severe challenges and limitations as Food Link expands the amount of food collected, sorted and distributed. Because of lack of adequate and appropriately-sized cold storage, frozen food often falls out of the current freezers and must be discarded. Recently, when Food Link received over 1,000 pounds of frozen meat from Wegmans, on a Sunday, Food Link volunteers quickly made phone calls to agencies open on Sundays willing to accept delivery of most of this meat, as the freezers at 117 Broadway could handle only about 300 pounds of the meat. With appropriate cold storage this meat could have been saved for Arlington programs and agencies.

Food Link utilizes over 150 volunteers in scheduling over 80 volunteers shifts each week. By using volunteers, costs are kept low. Additionally the volunteers better understand the needs of the vulnerable population of the Arlington community. In 2015 Food Link was collecting and distributing a total of 300,000 pounds of fresh, nutritious food and providing 80 to 70% of it to Arlington agencies and programs. In three years that amount has increased by over 60% to 500,000 pounds of food of which 60% (300,000 pounds) remains in Arlington.

Through Food Link, volunteers and others (through programs Food Link provides to the Green Teams at several Arlington elementary schools and to scouting programs) learn how to avoid wasted food and about food waste diversion. Food Link ensures food deemed not suitable for human consumption is depackaged and composted which aligns with Arlington's goal of reducing food waste previously discarded with regular trash.

Food Link plans to collaborate with the Arlington schools to expand its education work it does with students once it has its own operations facility.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition	300000	550000	850000
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>	300000	550000	850000

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	Grants & private donations	110000	\$85,000 (C); 25,000 (P)
Other:	Loan	440000	Pending
Total:		550000	

### MEASURING ACCOMPLISHMENTS TABLE

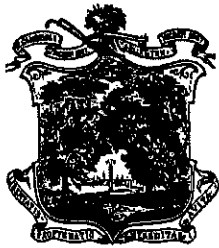
PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Estimated 8% of the Arlington population is food insecure. Food Link needs an operations facility to receive and deliver more fresh food to Arlington programs and agencies to serve this vulnerable population more fully.	Have a location so that Food Link can renovate or construct an operations facility with ample cold storage in order to provide more fresh nutritious food to the most vulnerable population of Arlington.	Cash-on-hand from restricted donations specifically for this purpose; anticipated grants and financing; CDBG funding. Expertise of the board of directors and key Food Link volunteers plus hire professionals in the areas where board and key volunteers do not have the expertise.	Locate and purchase a site to renovate or construct an operations facility for Food Link to expand public services by making more nutritious food available to Arlington programs and agencies serving Arlington's vulnerable population.	Operations facility with ample cold storage to store fresh food donations and better match the fresh food distribution with the need in Arlington.	ST: Ensuring the continuance of the public service provided by Food Link after the building at 117 Broadway is demolished. LT: The availability of more fresh nutritious food being delivered to the facilities and programs serving the most vulnerable population of Arlington.

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	2000
Households Assisted	800	Jobs Created	1



## TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

### DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

#### MEMORANDUM

**TO:** Board of Selectmen, CDBG Sub-Committee

**FROM:** Jennifer Raitt, Director of Planning and Community Development

**DATE:** January 31, 2018

**SUBJECT:** CDBG Program Year 44 – Request for Funds

On behalf of the Department of Planning and Community Development, I am pleased to submit to you the following requests for Community Development Block Grant (CDBG) funds for the program year July 1, 2018 through June 30, 2019.

#### *Planning*

**Planners** – This is a request for **\$52,335** to fund a portion of the salary and fringe benefits of Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, local and comprehensive planning and zoning, affordable housing studies and implementation.

**Planning Studies** – This is a request for **\$30,000** to fund planning activities to comply with the HUD Rule to Affirmatively Further Fair Housing, including but not limited to hiring a consultant to begin an assessment of fair housing and public outreach related thereto.

#### *Administration*

**CDBG Administrator** – This is a request for **\$75,000** to fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The Administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD.

**General Administration** – This is a request for **\$15,000** to fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising and training and travel costs for the Administrator.

**Total Request for Planning and Administration: \$172,335.00**

*Infrastructure*

**Spy Pond ADA-Compliant Trails and Access Project** – This is a request for **\$50,000** to fund an ADA-compliant and permeable trail along the existing pathway at Spy Pond Park. The new permeable path would also make connections to a new ADA-compliant curb ramp at both Pond Lane and Linwood Street, and would connect to newly accessible water features throughout the park, including North and South Beach and Scannell Field. This funding would cover labor for site excavation to remove existing stabilized aggregate, lay new drainage and new paths, and would cover the materials needed for this work, including the permeable pavement.

**Total Request for Infrastructure: \$50,000.00**

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Viison 2020	Project Name: Annual Town Survey 2019
Contact: Juli Brazile	Title: Chair, Vision 2020 Standing Committee
Mailing Address: Town of Arlington, Dept of Planning and Community Development	Project Location: Town of Arlington
Email: juli@brazile.net	Phone: 781-641-3433
Anticipated Start Dates: September 2018	Anticipated End Dates: May of 2019
Amount of Request: \$2000	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds ( <i>Note: More than one may apply</i> ) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <input type="checkbox"/> 501(c)3 under 570.201(o)             </div> <div style="width: 30%;"> <input type="checkbox"/> For-profit authorized Organization             </div> <div style="width: 30%;"> <input type="checkbox"/> Faith-based Organization             </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> Unit of Government  <input type="checkbox"/> Institution of Higher Education             </div> </div>	
<b>Determining Eligibility</b> This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div>	
<input type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> Abused children  <input type="checkbox"/> Elderly persons (age 62 and older)  <input type="checkbox"/> Battered spouses  <input type="checkbox"/> Homeless persons  <input type="checkbox"/> Severely disabled <b>adults</b> (as defined by Bureau of Census*)  <input type="checkbox"/> Illiterate adults  <input type="checkbox"/> Persons living with AIDS  <input type="checkbox"/> Migrant farm workers  <input checked="" type="checkbox"/> Other (please specify):           </div>	DUNS #:  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             (Note: All entities receiving federal assistance are required to have a DUNS #)           </div>

## II. General Description

### 1. Brief Project Description (please avoid using abbreviations):

The project contributes to the planning, policy-management and capacity building for the community as described in detail under Title 24: Part 570 subpart C, Section 205.

Vision 2020 prepares an annual insert to the Town Census mailing sent to every household, making it possible for all residents to express opinions or receive updates about important Town issues. This opportunity to educate the community and provide feedback from residents to town leaders contributes to civic engagement. The survey has been seen as an annual "event" in which town departments and organizations hope to participate and the data from such a broad cross-section of residents is an aid to decision-making for the departments and committees.

### 2. Consolidated Plan Goals and Objectives

Survey results help identify important issues and guide the Board of Selectmen, Town Manager, Town and School departments as well as other departments and committees in developing policy. Early planning for the 2019 project has begun and possible topics have been proposed. The funding will enable the annual mailings to continue.

### 3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Town wide

## III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

## Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. Provides broad community access to governance and long range planning in Arlington.
2. Educates residents about topics addressed in the survey so they will be informed about community issues and will understand why their experiences and opinions are important in shaping Arlington's future.
3. Advances Town Meeting approved goals for the community as voted in 1992-93.
4. Encourages a wider cross-section of residents to engage in innovative thinking and problem solving, outside of the traditional boundaries of public forums and discussions.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All clients will be residents of Arlington.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The project is supported entirely by volunteers led by the Vision 2020 Standing Committee. Every year volunteers donate approximately 500 hours of time covering survey development through the final report. Based on Independent Sector's estimated 2016 average national volunteer time hourly rate of \$24.14, the \$12,070 "matching funds" value of Vision 2020 volunteer support exceeds the amount of funding requested. Requested funds will cover the cost of printing a survey mailer, a small number of paper surveys, a Survey Monkey account, and the final report. Data from the survey are analyzed and an electronic report is posted on the Town Website. Presentations are made to Town Meeting and other Town groups.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The costs are modest: professional printing and a Survey Monkey license. The Annual Town Survey 2017 had 6,439 responses or 33% of households, which provides significant data on community opinions and community needs.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

The Annual Town Survey is a collaborative process. Vision 2020 volunteers work with the Town departments, committees or community groups proposing questions to draft questions and analyze the results.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Volunteer hours enable the project.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

No. The cost of professional printing for approximately 20,000 surveys or information sheets will always need to be provided to support a town wide project of this magnitude. To save costs and volunteer labor, the survey in 2018 is being conducted primarily online.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

Shifting the survey to Survey Monkey saves money on printing surveys to scan and on software to interpret the digital scans. It is important to note that there are minimum costs for printing announcements about the online survey to each household, a small number of paper copies for those without computers and a license with Survey Monkey. If funding drops below our actual costs, the survey would have to be cancelled. It's not possible to serve only some households with a program like ours and it would be inappropriate to create a situation where only households with computers were allowed to participate.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	50		50
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Survey Monkey	400		400
Other: printing	1550		1550
<b>TOTAL PROPOSED BUDGET</b>	2000		2000

**B. Construction Projects (physical improvements)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

### MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
The Vision 2020 goal is to monitor community hopes and concerns, to focus on the selected key issues which arise, and encourage broad resident participation in developing strategies to respond to the issues identified.	The Annual Survey is a tool that allows broad participation and information sharing between Town leaders and residents. This resource is provided at no cost to participating groups.	The project relies on mailing information about the survey to each household to ensure broad access. Printing is the largest cost. Volunteer hours are used for design, some data entry and analysis. Printed reports are provided to Town Meeting and electronic reports posted on the website.	We provide information on the opinions and needs of residents to Town departments and committees. This allows all residents who choose to participate to have their opinion heard so the needs of the community are known and can be included in planning and decision-making	A report that summarizes both the answers to survey questions, but also included additional written comments. The comments are a mix of thoughts related to the questions and suggestions in other areas of Town life.	ST benefit is that Town departments and committees have information to inform their planning. LT benefit is an increase in civic engagement. We have seen participation rates rise over the past few years: 24% in 2013, 34% in 2014, 32% in 2015, 38% in 2016 and 33% in 2017.

### Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted	6439	Jobs Created	



## Town of Arlington, Massachusetts

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### Arlington Committee on Tourism and Economic Development

#### Summary:

Stephen Poltorzycki (term to expire 2/28/2021)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ATED_Appointment_S.Poltorzycki.pdf	ATED Request to Appoint; S.Poltorzycki Letter and Resume; Meeting Notice

**From:** Angela Olszewski <amolszewski@gmail.com>  
**To:** Marie Krepelka <mkrepelka@town.arlington.ma.us>  
**Date:** 02/03/2018 04:02 PM  
**Subject:** ATED appointment recommendation

---

Marie,

At the last meeting, the committee voted unanimously to ask the Selectmen to appoint Stephen Poltorzycki to ATED. Could you please put the appointment on the next available agenda? Could you please notify Stephen?

Please let me know if you have any questions.

Thanks,  
Angela

Arlington, MA 02476  
November 7, 2017

Ms. Marie Krepelka  
Board of Selectmen  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

Re: Arlington Committee on Tourism and Economic Development

Dear Ms. Krepelka:

I would like to be considered for appointment to the Arlington Committee on Tourism and Economic Development. I have lived in Arlington for 26 years. I love this town and would welcome the opportunity to apply some of the skills and experience I have gained in over three decades in the business world to help the ATED better serve the community.

As a local real estate professional, I am attuned to and take a deep interest in real estate development, housing, and associated demographic matters. I am also an attorney, experienced in commercial real estate transactions and litigation.

In addition, I have run an Arlington-based environmental management consulting business for 17 years and was a member of senior management in the environmental division at Cambridge-based Arthur D. Little, an international management consulting firm, for 13 years before that. I am expert in land use issues (from an environmental perspective), sustainability planning, and strategic planning.

I have an interest and desire to serve the community and have been involved in the Arlington Commission on Arts & Culture (as a Commissioner), the Arlington Center for the Arts (as a Board member), Sustainable Arlington, the Arlington Chamber of Commerce, as well as in informal neighborhood efforts, such as Spy Pond cleanups and the like.

I would very much welcome an opportunity to meet with you to discuss whether I might be a good fit for this role. I look forward to hearing from you.

Very truly yours,

Stephen Poltorzycki

## Stephen Poltorzycki

---

### Summary of Qualifications

- Over 30 years business leadership experience, skilled in operations management, entrepreneurship, marketing, and strategic planning
  - Attorney, experienced in real estate, contract, and litigation matters
  - Real estate professional, attuned local demographics and land use issues
  - Arlington resident for 26 years, involved in community organizations (Arlington Commission on Arts & Culture, Sustainable Arlington, Arlington Center for the Arts, Chamber of Commerce)
- 

### Experience

**Century 21 Commonwealth, Lexington, MA**  
*Real Estate Professional (2016 – Present)*

**The Boston Environmental Group, Inc., Arlington, MA**  
*President (1999 – Present)*

- Founder and leader for 17 years of an Arlington-based environmental management and strategy consulting firm.

**Arthur D. Little, Inc., Cambridge, MA**  
*Vice President and Managing Director (1994 – 1999)*  
*Director (1989 – 1994)*  
*Senior Consultant (1987 – 1989)*

- Leader of a 15-staff member environmental consulting business within a major international management consulting firm

**Union Carbide Corporation, Danbury, CT**  
*Counsel (1984 – 1987)*

**Kelley Drye & Warren, New York, NY**  
*Attorney (1979 – 1984)*

### Education

**Benjamin N. Cardozo School of Law, New York, NY**

- J.D., Cum Laude
- Notes & Comments Editor, Cardozo Law Review

**Wesleyan University, Middletown, CT**  
• B.A., with High Honors (English)

### Personal

#### Community Involvement

- Arlington Commission on Arts & Culture (Commissioner)
- Arlington Center for the Arts (Board member)
- Sustainable Arlington
- Arlington Chamber of Commerce

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

February 13, 2018

Stephen Poltorzycki

Arlington, MA 02476

Re: Appointment: Arlington Committee on Tourism and Economic Development

Dear Mr. Poltorzycki :

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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### Board of Youth Services

#### Summary:

Karen Bishop (term to expire 1/31/2021)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	K._Bishop_reference.pdf	K. Bishop reference



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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 20, 2018

TO: Board Members

SUBJECT: Appointment to the Board of Youth Services

This memo is to request the Board's approval of my appointment of Karen Bishop, Arlington, MA, to the Board of Youth Services with a term expiration date of 1/31/2021.

  
Town Manager

July 26, 2017

Mr. Adam W. Chapdelaine  
Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Mr. Chapdelaine,

I am contacting you again to express my interest in the Board of Youth Services voluntary position.

You may recognize my name – I applied for an open position on the Board in late January and was invited for an interview. I needed to postpone the interview after my father had a traumatic fall that resulted in him being in critical condition, and ultimately passing away as a result of his injuries. I temporarily became my mother's caregiver until she passed away just a short time after my father. I struggled to manage all that was happening and respond to email exchanges from your office in a timely way, and likely seemed to be an unenthusiastic candidate. I am writing to assure you that is not the case, but just the circumstances at the time. My life has resumed a sense of normalcy again and I noticed the advertisement for this position in the Advocate.

I have attached my original cover letter from January and my resume in the hopes that I will be considered for this position.

Sincerely,

A handwritten signature in cursive script that reads "Karen E. Bishop". The signature is written in dark ink and is positioned above the printed name.

Karen E. Bishop

Karen E. Bishop

Arlington, Massachusetts 02476

**Professional Experience:**

**The Learning Center for the Deaf**

**8/90-present**

The Learning Center for the Deaf bilingual/bicultural multi-service organization providing nationally recognized educational, therapeutic, and community services to deaf and hard of hearing children and adults.

**Associate Executive Director**

**11/16-present**

- Member of the Marketing Steering Committee
- Member of the Strategic Planning Committee
- Work with the Board of Trustees

**Responsible for the management and oversight of the following programs:**

- The Marie Philip School, a Pre-K through 12 school serving over 200 Deaf students
- The Walden School, a 1<sup>st</sup> through 12 school serving 30 Deaf youth with emotional challenges
- The Public School Partnership Program, serving over 200 hard-of-hearing students in the public schools throughout Massachusetts
- The Walden Community Services Program, a community-based program serving over 70 deaf families throughout Massachusetts (Recipient of the Deborah Blumer Community Health Leadership Award, Metrowest Heath Foundation).
- The Interpreting Services Department – providing educational and community based interpreting

**The Learning Center for the Deaf**

**Walden School Residential Treatment Program**

**8/90-11/2016**

Held a variety of positions within the residential treatment center serving severely emotionally and behaviorally challenged Deaf students ages eight through twenty-two:

Instrumental in initiating the following programs:

- Staff recruitment and retention program
- Trauma informed care model of treatment
- Sensory integration model of treatment
- Multidisciplinary restraint reduction committee

**Director****9/07-11/2016**

Served as administrator of comprehensive residential treatment program providing clinical, residential and educational services for Deaf children and youth with severe emotional and psychiatric challenges from across the United States.

**Assistant Director****9/05-8/07****Educational Coordinator****9/95 - 8/05**

Responsible for managing all aspects of the educational programs at Walden School.

**Supervising Teacher****6/94-8/95**

Responsible for supervising teachers and for direct teaching.

**Teacher****8/90-6/94**

Responsibilities included: taught six academic periods daily; developed behavior modification plans and treatment goals; designed and implemented innovative curriculum; wrote IEPs and behavioral reports; participated in curriculum committees.

**Boston University****Center for the Study of Communication and Deafness****Administrative Assistant to the Director****9/88-8/90****Needham Public Schools/****The Learning Center for Deaf Children****Tutor****12/89-2/90****Tufts Educational Day Care Center****Teacher****9/87-9/88****Education:****Suffolk University****School of Public Administration**

Completed the Emerging Leaders Certificate Program

**Boston University****School of Education**

Master of Education Degree in Education of the Deaf

**Boston University****School of Education**

Bachelor of Science Degree in Education/Deaf Studies

**Licensure:**

Massachusetts Teacher Licensure (#307155)

**Published:**

Culturally Affirmative Adaptations to Trauma Treatment with Deaf Children in a Residential Setting in *Deaf Mental Health Care*, 2009.

**Presentations:**

"Providing Culturally Competent Treatment Services to Emotionally Challenged, Deaf Youth, Hampshire College 2015.

"Improving Relationships between Police and Deaf Consumers," a presentation to the Framingham Police Department, 2010.

**Professional Membership**

- Children's League of Massachusetts
- Massachusetts Association of Approved Private Schools (Member, Human Resources Task Force)
- National Association of the Deaf

**Volunteer:**

- Arlington Youth Baseball and Softball Association Coach 2000-2015
- Fundraising Coordinator, Arlington High School Wrestling Team 2015-2106

**Languages:**

- Fluent in American Sign Language

**Personal information**

- Married
- Lived in Arlington 24 years
- Three children in Arlington Public Schools (two graduates '16 and '14) and entering Arlington High School
- Hobbies: reading, cooking, biking, zumba

## 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

February 13, 2018

Karen Bishop

Arlington, MA 02476

Re: Appointment: Board of Youth Services

Dear Ms. Bishop :

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### Rainbow Commission

#### Summary:

Mel Goldsipe

(term to expire 1/31/2019)

Bill Gardner

Helene Newberg

(terms to expire 1/31/2020)

Jacquelyn Dembro

Brooks Harrelson

Lisa Krinsky

(terms to expire (1/31/2021)

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Rainbow_Commission_Applicant_Overview.pdf	Applicant Overview from Health and Human Services Director
▢ Reference Material	M._Goldsipe_reference.pdf	M. Goldsipe reference
▢ Reference Material	B._Gardiner_reference.pdf	B. Gardiner reference
▢ Reference Material	H._Newberg_reference.pdf	H. Newberg reference
▢ Reference Material	J._Dembro_reference.pdf	J. Dembro reference
▢ Reference Material	B_Harrelson_reference.pdf	B. Harrelson reference
▢ Reference Material	L._Krinsky_reference.pdf	I. Krinsky reference



**Town of Arlington**  
**Department of Health and Human Services**

27 Maple Street  
Arlington, MA 02476

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

**MEMO**

**TO:** Adam Chapdelaine, Town Manager

**FROM:** Christine Bongiorno, Director of Health and Human Services

**DATE:** January 16, 2018

**RE:** Rainbow Commission Applicants

As you are aware, interviews were conducted to fill all seven open seats on the newly created Rainbow LGBTQ+ Commission. Six of the seven seats are to be appointed by the Town Manager and confirmed by the Board of Selectmen and one seat is to be appointed by the School Committee. As discussed, the following candidates will bring various experiences to the Commission that will help establish a foundation for the future of this commission. Below is the list of applicants with the number of years for each term. After the first appointment, all terms will be 3 years.

<b>Proposed Commission Member</b>	<b>Term to end</b>
Jacquelyn Dembro	3 year term
Bill Gardiner	2 year term
Mel Goldsipe	1 year term
Brooks Harrelson	3 year term
Lisa Krinsky	3 year term
Helene Newberg	2 year term

The School Committee will appoint one candidate: Anna Watson for a 1 year term.



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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018  
TO: Board Members  
SUBJECT: Appointment to the Rainbow Commission

This memo is to request the Board's approval of my appointment of Mel Goldsipe, Arlington, MA, to the Rainbow Commission with a term expiration date of 1/31/2019.

*Adam Chapdelaine*  
Town Manager

## MEL GOLDSIPE

January 26, 2018

Town Manager Adam Chapdelaine  
730 Massachusetts Avenue  
Arlington, MA 02476

Mr. Chapdelaine,

Thank you for appointing me to the Arlington Human Rights Commission, where it has been my great privilege to serve for almost 5 years—including a year as Vice Chair and a year as Co-Chair. I look forward to bringing the knowledge and experience I gained there to the new LGBTQIA+ Rainbow Commission.

As a queer person, I appreciate everything you have done to support Arlington's LGBTQIA+ community during my time on AHRC. Your and the Board of Selectmen's enthusiastic support have been essential to the success of AHRC initiatives I led, including adding nondiscrimination protections for gender identity and expression to the Town bylaws and (with Anna Watson) the establishment of the Rainbow Commission.

The AHRC surveys I coordinated online and through Vision 2020's census enclosure—along with areas for improvement identified in the Human Rights Campaign's annual Municipal Equality Index—show that the Town still has work to do to make Arlington a truly welcoming place for the diverse LGBTQIA+ community. I am excited to see how the Rainbow Commission will help meet those challenges.

I would be happy to bring to the Rainbow Commission my understanding of how the Town of Arlington and Town Meeting operate, familiarity with Town personnel and leaders in other Committees and Commissions, and experience with local and state regulations governing Commission business—whether as an official Commissioner or not. I do think it could be helpful, especially in the first year, for me to be a voting member who could represent the Commission at Town Meeting if no one else on the Rainbow Commission has similar experience.

I know the Rainbow Commission will do great work, and I would be thrilled to help out in any way that I can.

Respectfully,  
Mel Goldsipe  
(pronouns: she/her/hers)

# MEL GOLDSIPE

## SERVICE

- Arlington Human Rights Commission, Mass., June 2013 – February 2018 (vice chair, 2016; cochair, 2017)
- Town Meeting Member, Arlington, Mass., 2017 – present

## WORK

### MASSACHUSETTS TRANSGENDER POLITICAL COALITION VOLUNTEER, BOSTON, 2012 – 2016

#### Communications Manager, September 2012 – September 2014

- Wrote blog posts, press releases, and newsletter
- Represented MTPC in coalition meetings
- Managed WordPress website and social media
- Assisted on website reorganization and redesign
- Edited publications such as best practices guides
- Redesigned e-newsletter template in iContact

### FREELANCE EDITOR AND PROOFREADER, 2005 – 2016

#### Houghton Mifflin, Mudmole Communications, and a children's book author

- Edited British book for U.S. audience by using *Chicago* style and substituting culturally relevant examples
- Copy edited manuscripts; checked typeset proofs against manuscripts

### MASSACHUSETTS INSTITUTE OF TECHNOLOGY, CAMBRIDGE, MASS.

#### Assistant Editor, MIT Press, Books Division, August 2000 – March 2012

- Edited manuscripts, checked proofs, and followed books through all stages of production
- Supervised freelance copyeditors, proofreaders, and indexers; managed departmental internship program
- Managed project scheduling and reporting database; designed and implemented new FileMaker interfaces

#### Administrative Assistant, Artificial Intelligence Lab and Media Lab, July 1999 – August 2000

- Formatted manuscripts and organized chapter submission and review for volume editor
- Coordinated speaker visits and other meetings
- Processed account transactions

### TENNESSEE TECHNOLOGICAL UNIVERSITY, COOKEVILLE, July 1993 – June 1999

#### Editorial Assistant, Center for the Management, Utilization, and Protection of Water Resources

- Designed and copyedited scientific materials;
- Developed and maintained websites in HTML
- created promotional materials; created graphics
- Coordinated annual interdisciplinary symposium

### COOKEVILLE ARTS COUNCIL, COOKEVILLE, TENN., January 1995 – March 1997

#### Editor of quarterly public arts newsletter

- Wrote articles and edited submissions
- Designed layouts and created graphics

### ENVIROCHEM SERVICES, COOKEVILLE, TENN., April 1995 – March 1997

#### Administrative Assistant

- Coordinated correspondence for American Chemical Society meetings and compiled books of abstracts

## EDUCATION

- Certificates: Copyediting, Emerson College, Boston, Mass., 2007; Professional Communication, Tennessee Technological University, Cookeville, 1999
- Graduate coursework, Gender/Cultural Studies, Simmons College, Boston, Mass., 2002 – 2003
- B.S., *cum laude*, Psychology, English minor, Tennessee Technological University, Cookeville, 1998

# 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

February 14, 2018

Mel Goldsipe

Arlington, MA 02476

Re: Appointment: Rainbow Commission

Dear Ms. Goldsipe:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, reading "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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Rainbow Commission

This memo is to request the Board's approval of my appointment of Bill Gardiner, Arlington, MA, to the Rainbow Commission with a term expiration date of 1/31/2020.

  
Town Manager

December 27, 2017

RECEIVED  
TOWN MANAGER  
ARLINGTON, MA.

To: Adam Chapdelaine

2017 NOV 28 A 10:05

From: Bill Gardiner

Subject: Application for Rainbow Commission

---

MY INTEREST IN SERVING ON THE RAINBOW COMMISSION:

Anna Watson and I worked with Mel Goldsipe to bring the idea of forming a Rainbow Commission to the Town Selectmen and the Town Meeting. I know the Commission can have an important role in providing an interface between the LGBTQ community and the Town. The Commission can examine town policies and practices, build a sense of community among LGBTQ people, and provide information about LGBTQ programs.

I am applying for the Commission because I think I have knowledge and skills that can be useful as the Commission develops its mission and organizing structure. Also I think it is useful to have one or two straight people on the Commission. As a straight ally I bring my knowledge of hetero sexism and homophobia. As a straight ally I can have conversations with other straight people about sensitive issues.

CURRENT PARTICIPATION ON MYSTIC LGBTQ YOUTH SUPPORT NETWORK:

I currently serving as Vice Chair of the Steering Committee of the Mystic LGBTQ Youth Support Network (Queer Mystic). Queer Mystic is a grassroots organization whose purpose is to support the safety, well-being, and celebration of LGBTQ+ youth in an around Arlington.

An informal network began exploring the creation of an organizing group to support LGBTQ youth early in 2015. We had our first public gathering in March of 2017. This meeting led to the formation of an organizing structure with a Steering Committee.

Some of the programs we support include a drop in night for LGBTQ youth, a Drag Prom, a program in the Arlington School system in conjunction with the Parent Forum, and a table at Town Day.

## BACKGROUND

In the 1970s I served at a Unitarian Universalist Church in Nashville, Tennessee. At that time no denomination – including the UUs- were supportive of the LGBTQ community. I developed a relationship with the minister of the local Metropolitan Community Church – a denomination created to serve the LGBTQ community. I was able to persuade the leaders of the UU church to provide a space for the members of the MCC to worship on a regular basis.

---

In the 1980s I served at the Unitarian Church of Germantown in Philadelphia. This was at a time before marriage services for LGBTQ people were legal. However I did lead Services of Union for such couples. I facilitated a discussion with members of the congregation about using the sanctuary of the church for such services.

In the 1990s I worked at the headquarters of the Unitarian Universalist Association in Boston. I was a co-leader of the Faith in Action Department. One of the key offices in the Department was the Office for Bi-sexual, Gay, Lesbian, and Transgender People. For fifteen years I was intimately involved with staff members of the Office in the work they were doing to support LGBTQ members of UU congregations across the country.

One of the key programs we offered was called Welcoming Congregation. This program was designed for straight people to learn about structural hetero-sexism and how those of us who are straight learn to be homophobic (fear of LGBTQ people). Thousands of UUs have been through this program and it has led to important changes in our faith community.

**THE REV. DOCTOR WILLIAM J. GARDINER**

Bill Gardiner is an ordained Unitarian Universalist minister.

Bill served as Associate Minister at All Souls Church in Washington, DC. from 1967-1972. He was the minister of the First Unitarian Universalist Church of Nashville, Tennessee from 1972-1980. In July of 1980, he moved to Philadelphia to begin his ministry at the Unitarian Society of Germantown where he served until December of 1989.

Bill Gardiner was the Co-leader of the Faith in Action Department at the Unitarian Universalist Association in Boston, Massachusetts from 1989 until October of 2004. He coordinated the Social Justice Empowerment Program, which focuses on how congregations can develop effective social justice programs.

Bill has done organizing around the following social justice issues: racial justice, peace and disarmament, housing, community organizing, gender justice, and climate change and environmental issues. He has also been an ally for members of the gay, lesbian, bi-sexual, and transgender community.

Currently he is involved in a state wide organization in Massachusetts called the Ending Mass Incarceration Working Group, and a local project in Arlington, Massachusetts entitled the Mystic LGBTQ Youth Support Network. He is also an active participant in the Diversity and Inclusion group at First Parish in Arlington Massachusetts.

Bill and his spouse Peggy have lived in Arlington since 1990.

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR  
KEVIN F. GREELEY, VICE CHAIR  
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CLARISSA ROWE



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 14, 2018

Bill Gardiner

Arlington, MA 02476

Re: Appointment: Rainbow Commission

Dear Mr. Gardiner:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



Town of Arlington  
Office of the Town Manager

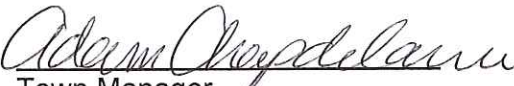
Adam W. Chapdelaine  
Town Manager

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

MEMORANDUM

DATE: February 13, 2018  
TO: Board Members  
SUBJECT: Appointment to the Rainbow Commission

This memo is to request the Board's approval of my appointment of Helene Newberg, Arlington, MA, to the Rainbow Commission with a term expiration date of 1/31/2020.

  
Town Manager

RECEIVED  
TOWN MANAGER  
ARLINGTON, MA.

**From:** "TownManager" <TownManager@town.arlington.ma.us>

**To:** "Christine Bongiorno" <CBongiorno@town.arlington.ma.us>, "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>

2017 DEC 13 A 10:33

**Date:** 12/13/2017 09:52 AM

**Subject:** Fwd: Rainbow Commission Interest

---

-----Original Message-----

From: Helene Newberg

To: townmanager@town.arlington.ma.us

Date: Thu, 07 Dec 2017 16:09:55 +0000

Subject: Rainbow Commission Interest

Greetings -

I am interested in learning more about the commitment that would be asked of those serving on the newly established Rainbow Commission.

I have lived in Arlington for more than 20 years. My partner and I own a home in the Brackett neighborhood. Our daughter, who is now a sophomore in college, attended Arlington Public Schools from kindergarten through graduation.

I have many years experience as a working professional and volunteer community organizer. My professional qualifications include nearly a decade of work at Lotus/IBM where in addition to my technical contributions as an application developer and analyst, I volunteered as a Diversity Awareness program facilitator, a LGBT speaker's bureau member, and was selected to serve on the corporate Diversity Committee.

While an undergraduate at Brandeis University, once I understood that members of my cohort had wildly different understandings of the prejudices affecting us all, I started an organization that became a chapter of the national Society Organized Against Racism.

When I reduced my professional commitments in favor of being more available to raise our daughter, I developed a working understanding of town governance and civic engagement as a freelance writer for the Arlington Advocate and Lexington Minuteman. For six years, I served the Boston Area Gleaners as a board member and Board President immediately succeeding founder Oakes Plimpton in that role.

I had planned a re-entry into the full time workforce as a public interest attorney by attending Suffolk University Law School and joining the Massachusetts Bar in 2010.

Personally, I have been aware that my sexual orientation was other than mainstream since I was six years old, well before I had the language to understand what made that difference matter. My orientation, coupled with being raised Jewish in a predominantly non-Jewish community, gave me a fundamental understanding of the implications of prejudice and the benefits of capitalizing on diversity in all its flavors: sexual orientation, racial, gender, socioeconomic, etc.

I have worked in education as an adult educator, tutor, guardian ad litem, and advocate for inner-city students at risk of expulsion. I have worked as a hunger relief attorney and volunteer as a housing defense attorney in Cambridge. I am also an active volunteer with First Parish Unitarian Universalist of Arlington, serving on the Social Justice Committee for six years and chairing that committee for three years.

I am interested in learning more about the commitment that would be asked of me as a member of the Commission.

Thank you for your consideration!

**HELENE M. NEWBERG, J.D., Esq.**

---

*Organized, detail-oriented professional problem-solver experienced in corporate and non-profit settings. Successful collaboration with clients and colleagues to identify and solve problems using law, common sense, technology, education, research, and applied communication strategies.*

**WORK EXPERIENCE**

**Update Legal**

*Document Review Attorney*

Boston, MA

2012 - present

- Detail-oriented attorney delivering high-quality relevance and privilege analysis of sensitive content involving contracts, regulatory/compliance, business line, client relationship management, human resources, and industry-specific technical communications regarding all aspects of the financial industry.

**Massachusetts Law Reform Institute**

*AmeriCorps Volunteer Attorney*

Boston, MA

2011-2012

- Anti-hunger direct client advocacy, peer enablement, policy research, and state agency advocacy.

**Guardian ad litem Education Advocate**

*Middlesex Juvenile Court, Lowell Session (part time)*

Lowell, MA

2005-2008

**EARLY CAREER**

**Freelance Writer**

*Various publications (part-time)*

Arlington, MA

Five years

**More Than Money, Inc.**

*Webmaster (part time)*

Concord, MA

Five years

**MediaMap**

*Product Manager*

Cambridge, MA

One year

**Lotus Development Corporation**

*Career progression: Technical Support Analyst, Application Developer, Programmer/Analyst, Project Manager, Lotus Institute/Research, and Diversity Awareness Program Facilitator*

Cambridge, MA

Eight years

**Jamaica Plain Community Schools**

*High School program teacher*

Boston, MA

Two years

**EDUCATION**

**Suffolk University Law School, Boston, Massachusetts**

Juris Doctor, May 2010; *cum laude*.

Honors: Suffolk Jurisprudence Award: *Contracts*; Dean's List 1L, 3L, 4L. Pro bono Honors.

Admitted to the Massachusetts Bar November 30, 2010

**Brandeis University, Waltham, Massachusetts**

Bachelor of Arts, *cum laude*, English and American Literature

**Carnegie Mellon, Pittsburgh, Pennsylvania**

Professional Writing major; Honors: Mellon Scholar

## PUBLICATIONS

### **Research Assistance**

The Limits of "Extraordinary Power": A Survey of First-Degree Murder Appeals Under Massachusetts General Laws Chapter 278, Section 33E, 16 SUFFOLK J. TRIAL & APP. ADVOC. 1 (2011)

Promoting In-Depth Analysis: A Three-Part Approach to Teaching Analogical Reasoning to Novice Legal Writers, 39 CUMB. L. REV. 685 (2009)

### **Collaboration**

Food Stamp/SNAP Advocacy Guide: An Advocate's Guide to the Food Stamp/ Supplemental Nutrition Assistance Program in Massachusetts, Massachusetts Law Reform Institute, January 2012

Social and Computing Solutions for Voluntary Communities of Practice: Designing Community Space, 8th Workshop on Enabling Technologies (WETICE '99), Infrastructure for Collaborative Enterprises, 1999

## VOLUNTEERING

Community Legal Services and Counseling Center - Housing Law Clinic Housing Advocate

Ride for Food bicycle rider/fundraiser 2014, 2015, 2016, 2017

Boston Area Gleaners Board, Immediate Past President

Samaritans, Inc. Boston Marathon Fundraiser 2013, 2014

Suffolk University Law School Education Advocacy Clinic (Internship)

Massachusetts Parole Board (Internship)

## SKILLS, ACTIVITIES, AND INTERESTS

*Languages:* French, functional Spanish

*Communication:* Written and oral presentations; interview and document-based research; public speaking

*Technology:* Lexis, Westlaw, Kroll, Microsoft Office, Adobe Acrobat, Lotus Notes, social media, application programming

*Activities:* distance running and biking, knitting, photography, fountain pens, sustainable farming

# 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

February 14, 2018

Helene Newberg

Arlington, MA 02476

Re: Appointment: Rainbow Commission

Dear Ms. Newberg:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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

*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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Rainbow Commission

This memo is to request the Board's approval of my appointment of Jacquelyn Dembro, Arlington, MA, to the Rainbow Commission with a term expiration date of 1/31/2021.

  
Town Manager

Jacquelyn Dembro

November 24, 2017

---

Adam Chapdelaine  
Arlington Town Manager  
730 Mass. Ave  
Arlington, MA 02476

Dear Mr. Chapdelaine,

I am writing to express my interest in becoming a member of the Arlington LGBTQIA+ Rainbow Commission. As young lesbian, I think it's so important to have someone young like myself onboard, as representation is the most important aspect to ensure that other young LGBTQ persons are motivated in getting involved in our community. I also possess strong leadership skills, which would coincide with the Commission's overall mission. And finally, I am also a great public speaker no matter the situation (even if it is with a large group of people with which I am unfamiliar).

While in college, I developed my leadership skills via my community service fraternity, Alpha Phi Omega, where I eventually blossomed into my own kind of leader — one who was approachable and funny, but also was not afraid to put her foot down when it came to it. As for my public speaking skills, at my current job at Hachette Book Group, my main role is to compile and present sales data in a clear and presentable way to clients when they visit our offices. Although I am relatively new to the company and have not met many of our clients, I am still able to eloquently present the data to them in a large room, which also includes many colleagues from other departments.

Finally, what in my opinion is my most beneficial assets to this place on the Commission: my young age. As I stated earlier, I think that having at least one young person on the Commission would give the Commission the ability to reach more of the youth in Arlington. For example, I was a facilitator at HOBY, a leadership seminar for high school sophomores, this past May. After coming out to my group of students as a lesbian, one of the girls came out as bisexual, and her post-seminar survey mentioned how happy she was to know that there were adults like her in the LGBTQ community in the real world.

In conclusion, I would be honored to be a part of the newly-formed Rainbow Commission. I would love to explore any opportunities available with the Commission, and I would be interested in having an exploratory meeting. Thank you for your time!

Sincerely,  
Jacquelyn Dembro

# JACQUELYN DEMBRO

## PROFILE

Highly-enthusiastic recent graduate seeking job opportunities in the non-profit world, hoping to gain experience and knowledge, along with finding a career that will help to better the community. Interested in contributing writing, training, and data management experience—as well as leadership skills and personable demeanor—to an environment of growth and excellence.

## EDUCATION

Quinnipiac University, Hamden, CT

August 2012 to May 2016

- BA in English, minor in History; GPA: 3.29
- Dean's List: Fall 2014, Spring 2015; Fall 2015
- Phi Alpha Theta (National History Honor Society) Inductee, April 2016

## EXPERIENCE

Distribution Services Representative • *Hachette Book Group, Boston, MA*

January 2017 to present

- Assists Account Managers in inventory operations and analysis, using various reports from SalesTracker and OTC, as well as with the streamlining of aforementioned data analysis process via Excel.
- Assists other Account Managers in various tasks, such as running reports and analyzing invoices in order to help clients understand our various policies and procedures.
- Offers training in multiple systems and processes to new-hires in the department via self-made training modules and Power Point presentations
- Executes the streamlining of workflow to various members of the department.

Customer Services Representative • *Hachette Book Group, Boston, MA*

August 2016 to December 2016

- Worked on the manual entry of up to fifty customer orders per day that were sent in via email, fax, and mail.
- Collaborated with other team members to achieve group objectives and team goals.
- Utilized ability to learn quickly and adapt to change in cases of increased order difficulty or change in policy.

Receptionist • *Fraunhofer CSE, Boston, MA*

May 2016 to July 2016

- Greeted guests and directed them to their respective meeting place(s) and/or host(s).
- Scanned, organized, and dispersed important documents, such as expense checks and reports.
- Maintained a clean and organized environment for the rest of the administrative team.

Café Lead • *Barnes and Noble Café, Boston, MA*

May 2016 to August 2016

- Served as a mentor and a leader for café servers, while delegating various café tasks and projects to them.
- Assisted the café manager and other café leads in various daily café tasks.
- Exhibited the Barnes & Noble expectations for world-class customer service in the highest-selling and busiest B&N café in the country.

## ACTIVITIES

Hugh O'Brian Youth Leadership Seminar

May 2017

Senior Facilitator • *W. Alton Jones Camp, Greenwich, RI*

- Motivated students throughout the seminar weekend through positive attitude and leading by example.
- Showcased strong leadership skills in order to teach students the value of exploring what leadership means to them.

Alpha Phi Omega, National Co-ed Service Fraternity

Brother • *Quinnipiac University, Hamden, CT*

October 2013 to May 2016

- Attended 25+ hours of community service projects and events each semester for six semesters.
- Gained leadership development skills through programs such as APO LEADS, as well as through various leadership positions.

### o President

January 2016 to May 2016

- Monitored chapter functions to ensure that every activity was up to fraternity standards in promoting the values of leadership, friendship, and service.
- Delegated various tasks to other executive board members to improve that functioning of the chapter.

### o Membership Vice President

August 2015 to December 2015

- Resolved any conflict between other members of the fraternity.
- Kept track of membership status attendance records of 65 brothers and new members.

OFFICE OF THE BOARD OF SELECTMEN

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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 14, 2018

Jacquelyn Dembro  
Arlington, MA 02474

Re: Appointment: Rainbow Commission

Dear Ms. Dembro:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th at 7:15 p.m.

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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

*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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018  
TO: Board Members  
SUBJECT: Appointment to the Rainbow Commission

This memo is to request the Board's approval of my appointment of Brooks Harrelson, Arlington, MA, to the Rainbow Commission with a term expiration date of 1/31/2021.

  
Town Manager

**From:** "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>  
**To:** "Christine Bongiorno" <CBongiorno@town.arlington.ma.us>, "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>  
**Date:** 11/28/2017 04:55 PM  
**Subject:** Fwd: Applying to join the Rainbow Commission

---

Adam W. Chapdelaine  
Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476  
(781) 316-3010

-----Original Message-----

From: "TownManager" <TownManager@town.arlington.ma.us>  
To: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>  
Date: Tue, 28 Nov 2017 16:49:21 -0500  
Subject: Fwd: Applying to join the Rainbow Commission

-----Original Message-----

From: Brooks Harrelson  
To: townmanager@town.arlington.ma.us  
Date: Mon, 20 Nov 2017 12:28:44 -0500  
Subject: Applying to join the Rainbow Commission

Hi Adam,

I'm interested in possibly being part of the Rainbow Commission.

I have been working on the Vision2020 Diversity Task Group for four years, and have been a member of First Parish UU's Diversity/Inclusion group for three years. I have worked with Robbins Library for the past 3 years on the "Arlington Reads" program, and was, in those multiple roles, part of the organizing group that brought transgender activist Nicole Maines to town hall, and FPUU.

I have been working with diversity efforts in an international men's organization (The ManKind Project), and have taken multiple multi-cultural trainings, including an advanced Multi-Cultural Leadership training created by Visions Institute, a renowned multi-cultural training organization and have acted as a trainer on a weekend men's training for GBTQ+ .men (80% of staff and 100% of students were GBTQ+ men). I have been a trainer for emotional literacy (which includes multi-cultural sensitivity) on 15 intensive men's weekend trainings.

I identify as cis-gender, hetero, and I have family that are part of the rainbow community. I consider myself, and have been named by that community as an ally. I would think that the commission would want at least one hetero voice.

Professionally, I run a small software business in Arlington, developing software for clients in various industries.

Personally, I trained as a mathematician at UC Berkeley, and enjoy cooking, traveling, and reading when I can find the time.

I would be happy to send my professional resume as well if requested, but would not think it applicable.

And, I think there are at least two people I know (Bill and Marci), who I hope have applied, and who I would hope would be put ahead of me for spots on the commission.

best regards,

Brooks Harrelson

**Attachments:**

File: [ATT00002.txt](#)

Size: 2k Content Type: text/plain

File: [ATT00003.html](#) (Shown Inline)

Size: 5k Content Type: text/html

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

February 14, 2018

Brooks Harrelson

Arlington, MA 02476

Re: Appointment: Rainbow Commission

Dear Mr. Harrelson:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, reading "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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018  
TO: Board Members  
SUBJECT: Appointment to the Rainbow Commission

This memo is to request the Board's approval of my appointment of Lisa Krinsky, Arlington, MA, to the Rainbow Commission with a term expiration date of 1/31/2021.

  
Town Manager

**Lisa Krinsky, LICSW**

---

Adam Chapdelaine  
Arlington Town Manager  
Arlington Town Hall  
730 Massachusetts Avenue  
Arlington MA 02476

December 2, 2017

Dear Mr. Chapdelaine,

I am submitting this letter and my attached resume for your consideration as a candidate for membership on Arlington's newly created LGBTQIA+ Rainbow Commission.

As a 30 year resident of Arlington, and a lesbian mother of a first grader at the Dallin School, I know first hand what a welcoming and inclusive community Arlington has been for many years already. However this Commission makes explicit Arlington's commitment to LGBTQIA+ residents and visitors throughout all aspects of the Town itself. I believe that this Commission will find many areas of success already, especially given the high score Arlington earned on the Human Rights Campaign's municipal equality index last year. Kudos that instead of resting on those laurels the Town will continue to strive further.

I believe that many of my professional skills would be an asset to the newly forming Commission. As Director of the LGBT Aging Project, a program of Fenway Health, my work is focused on creating welcoming and inclusive environments for LGBT older adults and caregivers. I do so through LGBT cultural competency training and technical assistance for elder service providers (I have had the pleasure of working with the Arlington COA), programs for LGBT older adults themselves, and civic engagement in policy and advocacy. I believe it is important to balance training and education with policies and programs, so that individuals understand the context in which we enact policy, and that policy reinforces the messages conveyed during training. I am also a founding member of the MA Special Commission on LGBT Aging, the first statewide Commission of its kind in this country.

I would be so happy to contribute these skills to Arlington's Rainbow Commission and to ensure that this community continues to build on its strong foundation of inclusion for LGBTQIA+ people.

Thank you for considering my application, I hope to have the opportunity to discuss this with you further when you interview candidates.

Lisa Krinsky

---

## Lisa Krinsky, LICSW

---

### MANAGEMENT EXPERIENCE

**LGBT Aging Project**  
*A program of Fenway Health*  
**Director**

Boston, MA  
2013- present  
2004- present

Overall leadership and responsibility for organization's work to ensure the full inclusion of lesbian, gay, bisexual and transgender older adults and caregivers in mainstream aging services. Oversight of organizational transition to The Fenway Institute at Fenway Health in July 2013. Responsibilities include:

- LGBT Cultural Competency Training Developed and implemented the *Open Door Task Force*, a LGBT cultural competency training program to increase mainstream aging services' professional capacity to serve LGBT older adults and caregivers. Provide ongoing technical assistance and clinical consultation. Training Partner for first federally funded National Resource Center on LGBT Aging.
- Presentations Deliver informational and educational trainings/workshops on LGBT aging/caregiving to national audiences of professional and community groups. Some notable presentations include American Society on Aging National Conferences; National Association of Social Workers National Conference; AARP Diversity Conference; Keynote Speaker at Delaware Valley LGBT Elder Inclusion Summit (Philadelphia); Harvard Medical School Conference on Aging;
- Program Development LGBT Caregiver Support Groups; LGBT Bereavement Support Groups; Healthy Aging in the LGBT Community; Annual LGBT Pride Events for Older Adults and their Friends, "LGBT Elders in an Ever Changing World" annual conference with North Shore Elder Services and Salem State School of Social Work.
- Advocacy Advocate for LGBT aging/caregiving issues in mainstream and LGBT arenas. Led advocacy for *MassHealth Equality Law (2008)* ensuring same sex married couples have equal access to Massachusetts' state Medicaid program. Current education and advocacy for LGBT cultural competency training bill for statewide elder service providers. Founding member of the MA Special Commission on LGBT Aging, the country's first statewide commission on LGBT aging.
- Leadership Cultivate and engage individual and organizational volunteers for Advisory Council and other opportunities within organization. Represent LGBT Aging Project in LGBT, aging and healthcare networks: MA LGBT Aging Commission; Boston's LGBT Senior Pride Coalition; Massachusetts Healthy Aging Programs Advisory Committee; MA LGBT Aging Needs Assessment with The Fenway Institute at Fenway Health. White House National LGBT Senior Housing Summit.
- Media Relations and Outreach Subject expert on LGBT aging/caregiving providing interviews with local and national media including the *New York Times*, (10/7/07); Bay Windows (Boston's LGBT newspaper); Health and LTC journals; *Gen Silent* (2010) award winning documentary on LGBT aging/caregiving.
- Budget Oversight Annual planning and ongoing budget management and reporting.
- Grant Writing Grant writing to secure adequate and diversified funding sources and programs delivered.
- Staff Management Assistant Director; Community Education Specialist; LGBT Bereavement Group Clinicians; Volunteers; BSW and MSW student interns; RN student community health project.

**Somerville Cambridge Elder Services**

Somerville, MA

*Director of Home Care*

1999 – 2004

Managed Home Care Department assessing needs and coordinating services for 1200 homebound elders. Responsibilities included:

- Staff Management Directed 22 person staff; supervised five staff directly; supervised BSW and MSW student interns; interviewed and hired majority of case managers and supervisors; addressed disciplinary and performance issues with unionized staff
- Program Development Developed and implemented innovative programs to increase client access and choice regarding home care services; collaborated with housing authorities and other community agencies; produced new *Case Management Policy and Procedure Manual*
- Clinical Consultation Consulted with Agency staff regarding clients' mental health, systems issues; provided after hours/on call client emergency interventions
- Community Outreach Represented Agency with local councils on aging, housing authorities, hospitals, mental health and other community service providers; served on the Policy Committee of the LGBT (Lesbian Gay Bisexual Transgender) Aging Project
- Strategic Planning Participated in 9 month review of Agency mission, goals and priorities with other upper management staff and board members
- Quality Improvement Ensured regulatory and policy compliance with Executive Office of Elder Affairs standards; maximized effectiveness of programs; increased role of interdisciplinary teams; produced \$20,000 savings in FY 2002
- Contract Management Managed 35 contracts with agencies providing \$4.8 million dollars in client services
- Presentations and Trainings Facilitated department and Agency meetings; developed and conducted staff trainings; presented program overviews and updates to Board of Directors; presented new program initiatives to prospective clients

**West Suburban Elder Services/Springwell**

Watertown, MA

*Assistant Manager, Area Agency on Aging*

1998-1999

*Elder Care Specialist/Alzheimer's Companion Program Developer*

Summer 1993

*Home Care Case Management Supervisor*

1989 –1992

*Home Care Case Manager*

1988 –1989

**CLINICAL EXPERIENCE****Eliot Community Human Services**

Concord, MA

*Fee for Service Clinician (Part Time)*

1998-2001

*Staff Clinician (Full Time)*

1994-1998

**PROFESSIONAL RECOGNITION, ASSOCIATIONS**

- 2017 Simmons College School of Social Work Distinguished Career Award
- 2013 Beverly Ross Fliegel Social Policy Award, NASW MA Chapter
- 2012 Community Leader Award, Health Care For All
- 2012 Lead Innovator for Healthy Aging, Social Innovation Forum of Root Cause
- 2011 Finalist, Robert Wood Johnson Community Health Leader Award
- 2011 Leadership in Suicide Prevention Award, Massachusetts Coalition for Suicide Prevention
- 2010 *Gen Silent*, Subject expert featured in Award Winning Documentary on LGBT Aging and Caregiving. ([www.GenSilent.com](http://www.GenSilent.com))
- 2010 Edward L. Cooper Award for Outstanding Neighborhood Senior Service Agency, Boston Commission on Affairs of the Elderly
- 2009 LGBT Community Award for Outstanding Efforts Made on Behalf of the LGBT Elderly Community in Cambridge and Somerville, Somerville Cambridge Elder Services

- Leadership Council Member – LGBT Aging Issues Network (LAIN), American Society on Aging, 2008 – 2015
- Co-Chair - LGBT Shared Interest Group, NASW MA Chapter, 2008 -20013
- Clinical Field Instructor, Simmons School of Social Work 2010-2013
- Macro Field Instructor, Boston University School of Social Work 2010-2013; 2015-2016; 2017-2018
- Macro Field Instructor, Boston College Graduate School of Social Work 2012-15
- Clinical Field Instructor, Bridgewater State University School of Social Work 2015-2016
- Graduate Internship Supervisor, UMass Gerontology Department, UMass Boston 2017
- Commonwealth of Massachusetts, Licensed Independent Clinical Social Worker # 1027579
- NASW member since 1992

## PUBLICATIONS

- **Krinsky, Lisa** & Cahill, Sean (2017) Advancing LGBT Elder Policy and Support Services: The Massachusetts Model. LGBT Health, special issue on LGBT Aging.
- K.I. Fredriksen-Goldsen, C.A. Emlet, L. **Krinsky**, G.L. McKenzie, and H.-J. Kim (2017) Plan of Action for Real-World Translation of LGBTQ Health and Aging Research. LGBT Health, special issue on LGBT Aging.
- Linscott, Bob. & **Krinsky, Lisa** (2016). Engaging Underserved Populations: Outreach to LGBT Elders of Color. *Generations: Journal of the American Society on Aging*. Summer 2-16. Volume 40, number 2 (pp34-37).
- Kristen E. Porter MS MAc & **Lisa Krinsky** MSW LICSW (2014) Do LGBT Aging Trainings Effectuate Positive Change in Mainstream Elder Service Providers? *Journal of Homosexuality*, 61:1, 197-216, DOI: 10.1080/00918369.2013.835618
- Tracey Gendron , Stu Maddux , **Lisa Krinsky**, Jay White, Kelly Lockeman, Yohvane Metcalfe & Sadashiv Aggarwal (2013) Cultural Competence Training for Healthcare Professionals Working with LGBT Older Adults, *Educational Gerontology*, 39:6, 454-463, DOI:10.1080/03601277.2012.701114
- **Krinsky, L.** (2010). *Creating LGBT Cultural Competence Training for Aging Services Providers* in E.P. Stanford, PhD and G. Koskovich (Eds.) *Diversity & Aging in the 21<sup>st</sup> Century: The Power of Inclusion*. (pp. 69-74). Washington D.C., AARP
- Landers, S., Mimiaga, M., and **Krinsky, L.** The Open Door Task Force: A qualitative study of a program model that builds cultural competency among mainstream elder service providers working with LGBT seniors. *Journal of Gay and Lesbian Social Services*, Volume 22, Issue 3 July 2010.
- **Krinsky, L.** (2007). *Gray and Gay: Lesbian, Gay, Bisexual and Transgender Aging* in L.M. Grobman and D.B. Bourassa (Eds.) *Days in the Lives of Gerontological Social Workers* (pp.239-244). Harrisburg, PA: White Hat Communications.

## EDUCATION

**Boston University School of Management**  
Certificate in Non Profit Management & Leadership

Boston, MA  
May 2010

**Simmons School of Social Work**  
Masters of Social Work

Boston, MA  
May 1994

**Vassar College**  
A.B. in Psychology

Poughkeepsie, NY  
May 1985

# 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

February 14, 2018

Lisa Krinsky

Arlington, MA 02476

Re: Appointment: Rainbow Commission

Dear Ms. Krinsky:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### Surveillance Study Committee

#### Summary:

Douglas Funkhouser

Jon Gersh

Christina Hildebidle

Ian Pilarczyk

Stephen Revilak

Mark Streitfeld

Gary Horowitz (Human Rights Commission Representative)

#### ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	D._Funkhouser_reference.pdf	D. Funkhouser reference
▣	Reference Material	J._Gersh_reference.pdf	J. Gersh reference
▣	Reference Material	C._Hildebidle_reference.pdf	C. Hildebidle reference
▣	Reference Material	I._Pilarczyk_reference.pdf	I. Pilarczyk reference
▣	Reference Material	S._Revilak_reference.pdf	S. Revilak reference
▣	Reference Material	M_Streitfeld_reference.pdf	M. Streitfeld reference
▣	Reference Material	G._Horowitz_reference.pdf	G. Horowitz reference



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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Douglas Funkhouser, Arlington, MA, to the Surveillance Study Committee.

  
Town Manager

# Douglas Funkhouser

---

**September 12, 2017**

Mr. Chapdelaine  
Town Manager (Arlington, MA)  
730 Massachusetts Avenue Annex  
Arlington, MA 02476

**Dear Mr. Chapdelaine:**

I write to express my interest in being one of the three "resident" participants for the Surveillance Study Committee.

I retired from Harvard University as of September 2<sup>nd</sup> and I don't have a current resume. I hope this letter will be sufficient to tell you briefly about my background.

I was at Harvard for almost 31 years. I worked in central financial administration for the university. I managed a large central discretionary budget for the President and Provost. I reviewed large capital projects as part of the capital projects review committee. I developed policies in areas such as restricted fund assessments, asset transfer, and community benefits. I was an expert on endowment policy and many other financial topics.

Before Harvard I worked 10 years for a small (125 employees) contract research consulting firm. We specialized in low-income housing (e.g., Section 8); health effectiveness; and energy conservation and renewable energy. Our clients included the federal government (e.g., the US Department of Energy), state agencies (e.g., the New York State Energy Research and Development Authority), and utility companies. I was principal investigator on individual contracts, and chief financial officer at the end of my tenure.

My wife and I have lived in Arlington since 1984. We raised 3 daughters, all of whom graduated the Arlington public school system. We love the community and have enjoyed seeing it flourish over the past 33 years. I would be honored to be considered as a participant for the Surveillance Study Committee.

Please let me know if I can provide more information about my background.

Sincerely,

**Douglas Funkhouser**

## OFFICE OF THE BOARD OF SELECTMEN

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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 13, 2018

Douglas Funkhouser

Arlington, MA 02476

Re: Appointment: Surveillance Study Committee

Dear Mr. Funkhouser :

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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.

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Thank you.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Jon Gersh, Arlington, MA, to the Surveillance Study Committee.

  
Town Manager

**From:** "TownManager" <TownManager@town.arlington.ma.us>  
**To:** "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>, "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>  
**Date:** 09/12/2017 12:42 PM  
**Subject:** Fwd: Surveillance committee

---

-----Original Message-----

From: "Jon Gersh" >  
To: townmanager@town.arlington.ma.us  
Date: Fri, 8 Sep 2017 13:42:16 -0400  
Subject: Surveillance committee

Hi Adam, I'm interested in the new surveillance committee. I've been a computer engineer for over 30 years, and have a deep interest in privacy and security. I'm also a member of the EFF (Electronic Frontier Foundation) [www.eff.org](http://www.eff.org). At a minimum, I'd like to learn more about it.

Here's a link to my work bio:

<https://www.linkedin.com/in/jon-gersh-93196910/>

Thanks, Jon Gersh, TMM P18

p.s. I will be away for the 2nd half of September, so if you don't get a response right away you'll know why.

**Attachments:**

File: [ATT00002.txt](#) Size: 1k Content Type: text/plain  
File: [ATT00003.html](#) (Shown Inline) Size: 2k Content Type: text/html



Sign in

Join now

**Jon Gersh**Senior Software Engineer at Ingenico Mobile Solutions  
Greater Boston Area | Information Technology and Services217  
connections

View this profile in another language

Current Ingenico Mobile Solutions

Previous Hughes RiskApps, Beth Israel Deaconess Medical Center, Massachusetts General Hospital

Education Vanderbilt University

## People Also Viewed

Sahil Saggat  
Software Quality Assurance Engineer  
at HumanyzeStephen Painter  
Software Quality Assurance Engineer  
at Ingenico Mobile SolutionsJamal Elbatnigi  
Sr. Lead Software Engineer at  
Wellington ManagementLuke Burnham  
Software Developer at LionbridgeKamal Dalal, CFA  
Lead Software Engineer, Wellington  
Management Company, LLPPaul Gassoway  
Senior Software Engineer at  
LionbridgeGeorge Vlatas  
Software Engineer at LionbridgeAlex Danilovich  
Quality Assurance Manager at  
Humanyze

Sarah Kahrs Wood

Garret Doe  
Senior Software Engineer at  
Elevation Education

## View Jon Gersh's full profile. It's free!

Your colleagues, classmates, and 500 million other professionals are on LinkedIn.

[View Jon's Full Profile](#)

## Jon Gersh's Activity

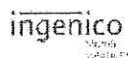
#google l/o #wit #premium  
Jon Gersh likedHey old Envoy peeps! Want to  
move to Boston? We need  
some...  
Jon Gersh shared

## Summary

For many years (no gaps) I have been developing software for the health care and finance industries on both the Microsoft and Java development platforms. I cover the entire software development life cycle. Tackling new challenges, learning new things, and meeting new people all make me happy.

## Experience

**Senior Software Engineer**  
Ingenico Mobile Solutions  
April 2016 – Present (1 year 6 months)



**Senior Software Engineer**  
Hughes RiskApps  
June 2015 – February 2016 (9 months)

Hughes RiskApps

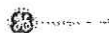
**Application Developer**  
Beth Israel Deaconess Medical Center  
July 2013 – June 2015 (2 years)



**Application Developer (Hughes Risk Apps)**  
Massachusetts General Hospital  
December 2011 – June 2013 (1 year 7 months) | Greater Boston Area



**Software Engineer**  
GE Healthcare's eHealth Solutions  
October 1998 – December 2011 (13 years 3 months)



## Public profile badge

Include this LinkedIn profile on other websites

[View profile badges](#)

## Find a different Jon Gersh

First Name

Last Name



Example: Jon Gersh

Jon Gersh  
United StatesJonathan Gersh  
Owner at Expedia CruiseShipCenters  
United StatesJonathan gersh  
Clinical Director/Co-Owner at Intown  
Psychological Associates, LLC  
United StatesJonathan Gersh  
United States

More professionals named Jon Gersh

**Senior Software Engineer**

Fidelity Investments

1994 – 1998 (4 years)



Join now

**Find career opportunities**

Add a position to get relevant job recommendations.

[Update your profile](#)**Sr. Software Engineer**

Envoy

1988 – 1994 (6 years)

**Skills**

C# .NET Java Software Development SQL Healthcare HIPAA  
 Web Development IIS Databases SDLC HL7 Agile Methodologies  
 ASP.NET Healthcare Information Technology See 12+

**Education****Vanderbilt University**

BS, Math and Computer Science

Activities and Societies: Alpha Epsilon Pi

**Volunteer Experience & Causes****Town Meeting Member**

Arlington Town Meeting

March 2015 : Politics

A voting member of the board which approves or disapproves all changes to town laws or by-laws.

**Causes Jon cares about:**

Arts and Culture  
 Health  
 Science and Technology

**Projects****Hughes Risk Apps Express Entry**

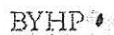
March 2012 – June 2013

Quick web-based entry of the Hughes Risk Apps family history and medical history criteria, and presentation of generated health risk analysis.

Team members: Jon Gersh

**Groups**

General Electric Alu...



Boston Young Health...



C# Developers / Arch...

**View Jon Gersh's full profile to...**

- See who you know in common
- Get introduced
- Contact Jon Gersh directly

## OFFICE OF THE BOARD OF SELECTMEN

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781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 13, 2018

Jon Gersh

Arlington, MA 02476

Re: Appointment: Surveillance Study Committee

Dear Mr. Gersh :

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th at 7:15 p.m.

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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  
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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Christina Hildebidle, Arlington, MA, to the Surveillance Study Committee.

  
Town Manager

September 5, 2017

To Whom It May Concern:

I write to express interest in participating in the Surveillance Study Committee. I am an Arlington resident and Town Meeting Member in Precinct 1 with significant professional experience in social public policy.

I have experience in both this type of study as well as in civil rights work at the federal and state levels. I am the Principal and Founder of CMVH Consulting Group, where I help mission-based organizations maximize their impact. This includes doing a great deal of assessments and landscape scans in much the same way the Surveillance Study Committee will undertake its work. In my work at the League of Women Voters I led and managed a nation-wide team of thousands of grassroots, volunteer advocates all focused on the same issue campaigns and organizational goals including civil rights which touched on surveillance. I designed and implemented the vision for this team almost entirely independently.

I look forward to speaking with you soon about the Committee!

Sincerely,  
Christina Hildebidle

RECEIVED  
TOWN MANAGER  
ARLINGTON, MA.  
CHRISTINA HILDEBRAND  
11ail.com  
2011 SEP -5 P 9:15

## EMPLOYMENT

*Jobs for the Future*

2017 – present

*Senior Manager*

- Develop and implement strategies that support and sustain program work
- Serve as a thought partner and project manager for strategic funding processes and proposal development

*CMVH Consulting Group*

2014 – present

*Principal and Founder*

- Provide consulting services to a diverse group of organizations focused on successful execution of strategy and maximizing impact
- Serve as advisor to clients, develop and lead project management process
- Deliverables have included developing strategic plans, public and private funding plans, branding and communications materials, fundraising materials and proposals, and overall thought partnership
- Foster new business including building relationships with prospective clients as well as cultivating and managing ongoing relationships
- Manage all business operations
- Manage contracts and compliance with outside consultants for legal, financial and administrative needs of the firm

*BELL (Building Educated Leaders for Life)*

2011 – 2014

*Government Relations and Public Policy Director*

- Developed and implemented policy and advocacy strategy, agenda and goals, in collaboration with senior leadership, focused on the tenets of a three-year strategic plan
- Represented BELL and served as a public face of the organization in a variety of public and private forums including coalition meetings and conferences
- Served as Project and Staff Manager for multi-million dollar proposals for public and private funding, including managing junior staff involved in proposal completion
- Primary point of contact with consulting firms, elected and regulatory officials in federal, state and local governments
- Collaborated with development team to fully fund programs across the country
- Built and executed organizational policy agenda in part through coalition efforts
- Cultivated and maintained relationships with key stakeholders in government
- Managed compliance staff
- Mentored and developed staff with a collaborative approach
- Utilized Salesforce to track organizational relationships and development related details

*League of Women Voters of the United States*

2007 – 2011

*Advocacy Manager*

- Coordinated long term and day-to-day advocacy goals of a national non-profit
- Developed issue campaigns and overall organizational message with an interdepartmental team

- Communicated policy views and organizational message to all levels of government, the public, and the media and using traditional and new medias
- Led and advised a nation-wide team of advocates
- Lobbied state and federal legislatures on a broad range of issues
- Attended all Board of Directors meetings and participated in Board Committee meetings to inform Board Members of organization progress

#### *Grassroots Lobbyist*

- Planned and coordinated lobbying and advocacy activities of field staff, grassroots volunteers and paid lobbyists including "Hill Days"
- Tracked legislative priorities, coordinated response directed at media and policy makers
- Prepared legislative analysis and talking points for a variety of issues
- Collaborated on cross-functional program teams contributing policy and political expertise

#### *The Alliance for Children and Families*

2006 – 2007

##### *Policy Analyst*

- Communicated policy and legislative agenda to all levels of government
- Monitored and analyzed legislation and regulation relevant to the organization
- Attended legislative sessions and committee meetings
- Reorganized data systems and improved technology within the Washington, D.C. office, reducing time spent on projects by staff at all levels

#### *The Center for American Progress*

2005 – 2006

##### *Strategic Planning Consultant*

- Coordinated and fostered relationships with key stakeholders
- Planned and organized first annual gala bringing in more than \$1M in one night
- Fundraised focusing on high dollar donors at a time when the organization was in its early growth stages

## **SERVICE**

#### *Cambridge Center for Families*

- Member of the Board, 2015 – 2016
- Co-President, 2016 - 2017

#### *The George Washington University, School of Public Policy and Public Affairs*

- Women's Leadership Fellows Mentor, 2015 - 2016

## **EDUCATION**

#### *Masters in Public Policy, The George Washington University*

2007

- Focus in social policy with cumulative final work in socioeconomic challenges in education and poverty policy

#### *Bachelor of Arts, Political Science, The George Washington University*

2004

- Focus in American Government and Congress

## 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

February 13, 2018

Christina Hildebidle

Arlington, MA 02474

Re: Appointment: Surveillance Study Committee

Dear Ms. Hildebidle :

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, reading "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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Ian Pilarczyk, Arlington, MA, to the Surveillance Study Committee.

  
Town Manager

**Ian C. Pilarczyk, D.C.L.**  
Arlington, MA 02474 ▪

**EXECUTIVE SUMMARY**

- Institutional program start-up and reorganization
- Undergraduate and graduate teaching experience
- Higher education and non-profit administration, strategic planning and implementation
- Distance/blended learning delivery and learning management systems
- Alumni relations and development

**MANAGEMENT EXPERIENCE**

**Boston University School of Law**

Boston, MA

**Director, Legal English Certificate Program**

2014 - Present

Manage creation and launch of Two Year LL.M./LECP in September 2014 (190% over enrollment target). Create and teach two courses; direct *Independent Study*; recruit staff and teaching faculty; manage admissions process. Managed J.D.-required *Introduction to Business Fundamentals* course.

**Director, Executive LL.M.**

2009 - Present

Manage creation and launch of innovative blended-learning LL.M. program in international business law. Recruit staff and teaching faculty; oversee social media marketing, admissions and registration systems; responsible for strategic planning and creation of new initiatives (including three online concentrations, addition of an annual Budapest session). Create summer law programming for numerous professional and student groups. Play leadership role in launching of the online Graduate Tax Program and numerous other initiatives. Certificate from Penn State, *Institute for Emerging Leadership in Online Learning* (2010). Member of Working Group for Distance Learning in Legal Education since 2012.

**Fletcher School of Law and Diplomacy, Tufts University**

Medford, MA

**Associate Director, LL.M. Program**

2008 – 2009

Assisted in creation and launch of LL.M. in international law. Was responsible for day-to-day operations including programmatic and logistical planning; overseeing admissions and financial aid disbursements; preparation of annual budgets and financial reports and forecasts; alumni development; hiring and managing support staff; overseeing production of marketing materials and outreach initiatives; website content management; event and guest lecture planning and oversight; support for Fletcher Mediation Practicum.

**TEACHING EXPERIENCE**

**Boston University School of Law**

Boston, MA

**Lecturer**

2014-Present

Teach *Introduction to U.S. Legal Culture* and *Topics in American Law*; oversee *Independent Study*; created module in Capital Markets for *Introduction to Business Fundamentals*.

**Instructor for Special Programs**

2011-Present

Design and deliver special programming for visiting students, lawyers and judges at BU; teach *Introduction to American Law*, *Introduction to ADR*, and *Criminal Law*.

**Experimental College, Tufts University**

Medford, MA

**Visiting Lecturer**

2009-Present

Created and teach course *Famous Trials in U.S. History*. Recognized as 'exceptional instructor' (2009).

**McGill University School of Law**

Montreal, Canada

**Lecturer**

1998 – 2003

Taught *Children and the Law* and *Canadian Legal History*; created course *Selected Issues in the History of Legal Personality and Paternalism*; guest lecturer in *U.S. Constitutional Law*. Supervised undergraduate and graduate students in School of Law, Social Work, Canadian Studies, and History.

## **EDUCATION**

**McGill University, Montreal, Canada**

**Doctor of Civil Law (S.J.D. equivalent), 2003**

Dean's Honor List (top 10%); Osgoode Society Prize for Legal History; Dean's Research Fellowship; research assistant for *Comparative Human Rights*.

**Master of Laws, 1997**

Association of Quebec Law Professors' prize for Best LL.M. Thesis; Max Crestohl Prize (best written contribution to the law journal); Research Fellowship; Osgoode Society Prize for Legal History.

**Bachelor of Arts (Honors Philosophy), 1992**

**Boston University School of Law, 1995**

**Juris Doctor, *cum laude***

Edward F. Hennessey Scholar; Permanent Class President; Publications Editor, *Probate Law Journal*.

## **DEVELOPMENT/ ALUMNI RELATIONS EXPERIENCE**

**Boston University School of Law Alumni Association**, Member of Executive Committee (2016- Present).

**McGill University Alumni Association**, Branch President of the Year, (2007); E.P. Taylor Award for Distinguished Service (2004).

**McGill Alumni Association of Boston**, President, (2008-2010); Director, Boston Regional Campaign Committee (2008-2012); President, MAAB (2006-2008); Acting President, McGill Young Alumni of Boston (2004-2006); President, McGill Society of Montreal (2001-2003); Founding Chair, McGill Young Alumni Advisory Board, Faculty of Law (1998-2001).

**McGill Fund Council Subcommittee of the Board of Governors**, Member-At-Large, (2001-2003).

## **SELECTED PUBLICATIONS**

- *A Noble Roster: One Hundred and Fifty Years of Law at McGill* (Montreal: Martineau-Gelfand, 1999).
- "Acts of the 'Most Sanguinary Rage': Spousal Murder in Montreal, 1825-1850", 57 *Amer.J.Leg.Hist.* 316-353 (2017).
- "'To Shudder at the Bare Recital of Those Acts': Child Abuse, Family, and Montreal Courts in the Early-Nineteenth-Century", in *Essays in the History of Canadian Law: Quebec and the Canadas* (University of Toronto Press for the Osgoode Society for Canadian Legal History, 2013) 370-426.
- "'So Foul A Deed': Infanticide in Montreal, 1825-1850", 30 *Law & Hist.Rev.* 575-634 (2012).
- "'Too Well Used by His Master': Judicial Enforcement of Servants' Rights in Montreal, 1830-1845", 46 *McGill L.J.* 491-529 (2001).
- "The Law of Servants and the Servants of Law: Enforcing Masters' Rights in Montreal, 1830-1845", 46 *McGill L.J.* 779-836 (2001).
- "'The Terrible Haystack Murder': Prudery, Piety and Paradox in Antebellum America", 40 *Amer.J. Leg. Hist.* 1-39 (1998).
- "Between a Rock and a Hot Place: The Role of Subjectivity and Rationality in the Medieval Ordeal by Hot Iron", 25 *Anglo-Amer.L.Rev.* 87-112 (1996).

## **COMMUNITY INVOLVEMENT**

**Massachusetts District Court Panel, Mediator, 2004 – Present**

Mediate summary process (housing) and small claims cases twice a month, with 250+ cases mediated.

**Warden, Cambridge Election Commission (2006 – 2010)**. Responsible for managing election workers and ensuring integrity of election process at local precinct.

## OFFICE OF THE BOARD OF SELECTMEN

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



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

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 13, 2018

Ian C. Pilarczyk

Arlington, MA 02474

Re: Appointment: Surveillance Study Committee

Dear Mr. Pilarczyk:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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

*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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Stephen Revilak, Arlington, MA, to the Surveillance Study Committee.

  
Town Manager

RECEIVED  
TOWN MANAGER  
ARLINGTON, MA.

2017 SEP -5 P 9:21

Arlington, MA 02474  
August 28, 2017

Town Manager  
730 Massachusetts Ave.  
Arlington, MA 02476

Dear Mr. Chapdelaine,

I'm writing to express my interest in serving on the town's Surveillance Study Committee.

Surveillance systems are multi-faceted: they are complex information technology systems; they have implications for privacy and civil liberties; they can provide evidentiary value for law enforcement; where used, they require the expenditure of finite town resources; and the ultimate success for failure of these systems is often determined by policies, management, training, and buy-in from various stakeholders. While Arlington may not use these technologies to the same extent as neighboring municipalities, I believe this is an opportune time for the Town to begin looking at the issues involved.

I am a member of Town Meeting, the Information Technology Advisory Committee, and I've worked as software developer for seventeen years. I have a keen interest in the intersection of policy and technology, and I've read a fair bit of literature on the deployment and effectiveness of digital surveillance systems. With this background, I believe I could be an effective contributor to the study committee.

To conclude, I applaud the town for its willingness to study the issues around surveillance technologies, and hope you'll consider me for membership on the Committee.

Sincerely,

Stephen A. Revilak

Enclosure

Stephen A. Revilak

Arlington, MA 02474

## Professional History

### Ab Initio, Lexington, MA — *Software Developer*

- 11/2013 - current.
- Designed, implemented, and tested components for distributed transaction processing systems.

### KAYAK, Concord, MA — *Reverse Engineer*

- 2/2004 - 10/2013.
- Designed Java components for use in distributed web applications.
- Implemented Kayak's business intelligence data warehouse, reporting systems, and data ingestion systems.
- Designed and implemented back-office automation services, to integrate data from Kayak's CRM, advertising, and Business intelligence systems.
- Finally, I've done the usual set of things that you'd expect employee #9 at a startup company to do: firewall configuration, Linux administration, babysitting a variety of network services, and occasionally emptying the dishwasher.
- Why is my title "Reverse Engineer"? It's a play on words: I like tinkering with things to figure out how they work.

### Intuit, Waltham, MA — *Software Developer, Release Engineer*

- 1/2000 - 2/2004.
- Designed, implemented, and tested low-level component libraries for use by business units across Intuit.
- Responsible for administration and configuration of 60+ Solaris machines in 6 deployment environments.
- Served as a member of the development team for QuickBooks Site Solutions. Managed domain name renewals for 75,000 web sites.

### Newbury Sound Inc, Boston, MA — *Recording Engineer, Chief Engineer*

- 12/1993 - 1/2000.
- Recorded, mixed, and/or mastered several hundred recording projects, done in collaboration with a wide range of clients.
- Provided creative assistance to recording artists.
- Involved in the diagnosis, troubleshooting, and repair of studio equipment. Also assisted in installation of facility upgrades.
- Performed additional duties such as billing, inventory management, and client relations.

### WUMB-FM, Boston, MA — *Producer, Board Operator*

- 1/1994 - 6/2004.
- Held the responsibility of maintaining the quality of the on-air signal and keeping station logs during weekend overnights.
- Screened, prepared, and cataloged regularly-aired syndicated shows; varying from 15-30 hours of material per week.

- Produced and scheduled promotional spots, participated in fundraising events, and took part in the administration of WUMB's audio servers.

## Arlington Town Positions

- Town Meeting Member, Precinct 1. 2015–current.
- Member, Information Technology Advisory Committee. 2016–current.
- Member, Zoning Recodification Working Group. 2016–current.

## Education

### University of Massachusetts Boston

- Attended 9/2006 - 12/2011. Final CGPA: 4.00
- Awarded PhD in Computer Science.
- Dissertation: Precisely Serializable Snapshot Isolation.

### University of Massachusetts Boston

- Attended 1/2001 - 5/2003. Final Graduate CGPA: 3.93.
- Awarded MS in Computer Science.
- Graduate Project: "Mayan Translation Assistant", a java GUI application written to assist users in identifying Mayan Hieroglyphs.

### University of Massachusetts Boston

- Attended 5/1998 - 12/2000. Final Undergrad CGPA: 3.98.
- Awarded Major Certificate in Computer Science (BA equivalent for math and CS courses).

### Berklee College of Music

- Attended 9/1989 - 12/1992. Final CGPA: 3.85.
- Awarded BM in Music Production and Engineering.

### Pennsylvania State University

- Attended 9/1988 - 5/1989. CGPA: 3.94.

## Other Minutiae

- Submitted and tested patches for several open source software products.
- Affiliate, IEEE Computer Society.
- Member of ACM and SIGMOD.
- Member, Free Software Foundation.
- Good written and verbal communication skills. Excellent organizational skills.
- I'm an avid cyclist, and a decent bicycle mechanic.

# 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

February 13, 2018

Stephen Revilak

Arlington, MA 02474

Re: Appointment: Surveillance Study Committee

Dear Mr. Revilak:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, appearing to read "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](mailto:achapdelaine@town.arlington.ma.us)


MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Mark Streitfeld, Arlington, MA, to the Surveillance Study Committee.

  
Town Manager

**From:** "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>  
**To:** "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>  
**Date:** 09/18/2017 12:56 PM  
**Subject:** Fwd: Appointment to Surveillance Camera Study Committee

---

Adam W. Chapdelaine  
Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476  
(781) 316-3010

-----Original Message-----

From: "Mark Streitfeld" <Mark.Streitfeld@town.arlington.ma.us>  
To: <achapdelaine@town.arlington.ma.us>  
Date: Sun, 17 Sep 2017 13:32:18 -0400  
Subject: Appointment to Surveillance Camera Study Committee

Hi Mr. Chapdelaine,

I understand that Arlington is putting together a Surveillance Camera Study Committee, and that 3 committee positions are open to town residents. I would like to be considered for one of those positions on the committee.

We live in an age when cameras are everywhere. We have the technology to centrally record feeds from all such cameras. License plate readers can track where folks drive, and facial recognition software is almost at the point that it can with some degree of accuracy identify individuals.

Although these technologies may be useful identifying perpetrators of crime, they can also be abused. I've read of cameras in districts being used to aggressively prosecute individuals for minor violations; of police officers using video feeds to track their spouses; San Diego county had entered an agreement with a private company to issue tickets to anyone cameras caught crossing the stop line at a red light or going through a yellow light, and that company was found to have shortened the duration of the yellow light to increase revenues; and of license plate reader information being sold to insurance companies. I can imagine video feeds being used for more nefarious purposes such as blackmail, surprising political activity, selling information to allow employers to track employees, and at the extreme forming a totalitarian government.

With the proper constraints, I can see how with the proper regulations we can get the positive benefits from surveillance cameras without the downsides. Constraints I've read about restrict who can view information and under what circumstances, and how long data is retained.

Although many municipalities have put cameras up in the public domain, and I don't think that many have given it the consideration that Arlington is. I'm pleased to be a member of such a thoughtful community.

-- Mark

## OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR  
KEVIN F. GREELEY, VICE CHAIR  
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781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 13, 2018

Mark Streitfeld

Arlington, MA 02476

Re: Appointment: Surveillance Study Committee

Dear Mr. Streitfeld :

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, reading "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](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: February 13, 2018

TO: Board Members

SUBJECT: Appointment to the Surveillance Study Committee

This memo is to request the Board's approval of my appointment of Gary Horowitz, Arlington, MA, to the Surveillance Study Committee.

  
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

February 13, 2018

Gary Horowitz

Arlington, MA 02476

Re: Appointment: Surveillance Study Committee

Dear Mr. Horowitz:

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, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 26th 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, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### Articles for Review:

#### Summary:

Article 6 Bylaw Amendment/Capital Planning Committee  
Article 7 Bylaw Amendment/Town Meeting Warrant Delivery  
Article 11 Bylaw Amendment/Vacant Store Front Registry  
Article 13 Bylaw Amendment/Arlington Commission on Arts & Culture  
Article 14 Bylaw Amendment/Tree Preservation and Protection  
Article 15 Bylaw Amendment/Noise Abatement  
Article 16 Bylaw Amendment/Time of Town Meeting Sessions  
Article 21 Vote/Vision 2020

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	02.26_meeting.docx	Warrant Article Text #6,7,11,13,14,15,16,21
Reference Material	Letter_to_10_registered_voter_articles_#15__#16.pdf	Letter sent to 10 registered voter articles #15, #16
Reference Material	02.26_mtg_Mem_to_BOS_Re_2018_ATM_Warrant_Articles_6__7__11__13__14__15__16__and_21.docx_(00020211).docx	Town Counsel Comments W.A. #6,7,11,13,14,15,16,21
Reference Material	BOH_Comments_W.A._15.pdf	W.A. #15 Comments: Board of Health
Reference Material	W.A.15_Comments_M._DiMola.pdf	W.A.#15 Comments: M. DiMola

**ARTICLE 6                      BYLAW AMENDMENT/CAPITAL PLANNING COMMITTEE**

To see if the Town will vote to amend TITLE II, Article 3 by changing the number of registered voters on the Capital Planning Committee from four registered voters of the Town appointed by the Moderator to between four and six registered voters of the Town appointed by the Moderator; to specify the length of their terms as well as the manner of such appointments and reappointments; or take any action related thereto.

(Inserted at the request of the Moderator and the Capital Planning Committee)

**ARTICLE 7                      BYLAW AMENDMENT/TOWN MEETING WARRANT DELIVERY**

To see if the Town will vote to amend TITLE I, Article 2 by changing the manner of delivery of the Warrant to every dwelling house in Town and to the Town Meeting Representatives; or take any action related thereto.

(Inserted at the request of the Moderator and the Town Meeting Procedures Committee)

**ARTICLE 11                      BYLAW AMENDMENT/VACANT STORE FRONT REGISTRY**

To see if the Town will vote to amend Title V, Article 17 of the Town Bylaws ("Registration and Maintenance of Vacant Commercial and Industrial Buildings") to extend the period of time a property may not be used or occupied before being considered "vacant," adjust the timing and manner of collecting annual registration fees, and adjust the timing, criteria, and manner of applying for and receiving waivers; or take any action related thereto.

(Inserted at the request of the Town Manager)

**ARTICLE 13                      BYLAW AMENDMENT/ARLINGTON COMMISSION  
ON ARTS AND CULTURE**

To see if the Town will vote to amend Title II, Article 8 of the Town Bylaws to change the name of the Arlington Commission on Arts and Culture, alter its membership and composition, and expand and/or alter its duties and responsibilities to include, but not limited to the following: public art, cultural district management, and seeking and distributing arts-related grants; or take any action related thereto.

(Inserted at the request of the Arlington Commission on Arts and Culture)

**ARTICLE 14                      BYLAW AMENDMENT/TREE PRESERVATION AND  
PROTECTION**

To see if the Town will vote to amend the Town Bylaws, Title V Regulations Upon the Use of Private Property, Article 16: Tree Protection and Preservation, Section 4, Procedures and Requirements for the Preservation of Trees, to increase the fees for tree removal or to authorize the Board of Selectmen to set the fees for tree removal, in the interests of reflecting the true cost of tree removal; or take any action related thereto.

(Inserted at the request of the Tree Committee)

**ARTICLE 15****BYLAW AMENDMENT/NOISE ABATEMENT**

To see if the Town will vote to amend Title V, Article 12 of the Town Bylaws to regulate the permissible hours and volume of noise generated by parties and events on residential private property, by reducing the permissible hours of operation and/or decibel levels of loudspeakers and sound amplifying devices used for entertainment, requiring neighbor notifications for parties on residential private property in which noise amplification will be used, and providing for exemptions for certain well known Town-wide events and/or celebrations periods such as "Porch Fest"; or take any action related thereto.

(Inserted at the request of Meredith DiMola and ten registered voters)

**ARTICLE 16****BYLAW AMENDMENT/TIME OF TOWN MEETING SESSIONS**

To see if the Town will vote to amend Title I, Section 1, to change the time of Town Meeting from 8:00 p.m. to 7:00 p.m.; or take any action related thereto.

(Inserted at the request of Bill Hayner and ten registered voters)

**ARTICLE 21****VOTE/ VISION 2020**

To see if the Town will vote to further revise Article 41 of the Annual Town Meeting of 1992, which established the Vision 2020 Standing Committee, to amend the name of the committee to "Envision Arlington," provide a new statement of purpose, and revise the length of terms for Standing Committee Members; or take any action related thereto.

(Inserted at the request of the Vision 2020 Standing Committee)

## 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

February 13, 2018

Dear Registered Voter:

The Board of Selectmen will meet on Monday, February 26th 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 15 Bylaw Amendment/Noise Abatement

Article 16 Bylaw Amendment/Time of Town Meeting Sessions

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

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

Marie A. Krepelka  
Board Administrator

MAK:fr

**ARTICLE 15****BYLAW AMENDMENT/NOISE ABATEMENT**

To see if the Town will vote to amend Title V, Article 12 of the Town Bylaws to regulate the permissible hours and volume of noise generated by parties and events on residential private property, by reducing the permissible hours of operation and/or decibel levels of loudspeakers and sound amplifying devices used for entertainment, requiring neighbor notifications for parties on residential private property in which noise amplification will be used, and providing for exemptions for certain well known Town-wide events and/or celebrations periods such as "Porch Fest"; or take any action related thereto.

(Inserted at the request of Meredith DiMola and ten registered voters)

**ARTICLE 16****BYLAW AMENDMENT/TIME OF TOWN MEETING  
SESSIONS**

To see if the Town will vote to amend Title I, Section 1, to change the time of Town Meeting from 8:00 p.m. to 7:00 p.m.; or take any action related thereto.

(Inserted at the request of Bill Hayner and ten registered voters)

Bylaw Amendment/Noise  
Abatement

Meredith DiMola  
Tyler Patrick  
47 Crosby Street  
Arlington, MA 02474

Noelle D'Agostino  
38 Rockmont road  
Arlington, MA 02474

Deborah Kokinos  
3 Brantwood Road  
Arlington, MA 02476

Jeannine Ranaghan  
17 Edgehill Road  
Arlington, MA 02474

Lindsey Baron  
32 Kensington Road  
Arlington, MA 02476

Jennifer Dilts  
60 Crosby Street  
Arlington, MA 02474

Erica Lebow  
54 Crosby Street  
Arlington, MA 02474

Carolyn Carlson  
48 Crosby Street  
Arlington, MA 02474

Ami Fatula  
259 Pleasant Street  
Arlington, MA 02476

Jean Panico  
35 Crosby Street  
Arlington, MA 02474

Bylaw Amendment/Starting Time of  
Town Meeting Sessions

Bill and Bonnie Hayner  
19 Putnam Road  
Arlington, MA 02474

Carolyn Simmons  
789 Concord Turnpike  
Arlington, MA 02476

Karen Tassone  
385 Ridge Street  
Arlington, MA 02474

Debra Weinstein  
60 Newland Road  
Arlington, MA 02474

Constance Russell  
63 Glenburn Road  
Arlington, MA 02476

Kelly Pigott  
102 Newport Street  
Arlington, MA 02476

Janice Weber  
29 Crescent Hill Avenue  
Arlington, MA 02474

Theresa DeVito  
1145 Massachusetts Avenue  
Arlington, MA 02476

Lauren Sweetser  
82 Milton Street  
Arlington, MA 02474



**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](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager  
John Leone, Town Moderator  
Ali Carter, Economic Development Planner  
Christine Bongiorno, Health Director  
Juli Brazile, Vision 2020

From: Douglas W. Heim, Town Counsel

Date: March 9, 2018

Re: Annual Town Meeting Warrant Articles ## 6, 7, 11, 13, 14, 15, 16, and 21

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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 26, 2018. In the interests of clarity, articles are presented in the order in which they appear on the Warrant, and where draft motions appear, new or additional language is underscored, while removed language is provided in "strikethrough."

## ARTICLE 6

## BYLAW AMENDMENT/CAPITAL PLANNING COMMITTEE

**To see if the Town will vote to amend Title II, Article 3 of the Town Bylaws to change the number of registered voters on the Capital Planning Committee from four registered voters of the Town appointed by the Moderator to between four and six registered voters of the Town appointed by the Moderator; to specify the length of their terms as well as the manner of such appointments and reappointments; or take any action related thereto.**

(Inserted at the request of the Town Moderator and the Capital Planning Committee)

This article seeks to expand the number of registered voters appointed by the Town Moderator serving on the Town's Capital Planning Committee from four to six. A representative of the Capital Planning Committee, the Moderator, and/or the Town Manager will present the reasons for expanding the number of Committee members. Should the Board be inclined to support this article, a motion to expand committee members could be constructed as set forth below.

*VOTED: That Title II, Article 3, Section 5, Capital Planning Committee of the Town Bylaws be and hereby is amended to expand the number of registered voter members appointed by the Moderator from four to six by striking the word "four" in the first paragraph, replacing it with the word "six;" and adding a language after the date "July 1, 1986," and before the words "and said..." in the second paragraph, to read "with the additional two Moderator appointments added by the 2018 Annual Town Meeting commencing September 1, 2018," to read as follows:*

### *Section 5. Capital Planning Committee*

*There is hereby established a Capital Planning Committee consisting of the Town Manager, the Superintendent of Schools, the Town Treasurer, the comptroller, or their designees, a member of the Finance Committee and ~~four~~ six registered voters of the town appointed by the Moderator.*

*The Finance Committee and Moderator appointed members shall serve for a three year term commencing July 1, 1986, with the additional two Moderator appointments added by the 2018 Annual Town Meeting commencing September 1, 2018, and said members shall be eligible for reappointment.*

*A vacancy shall be filled for the unexpired term in the manner of the original appointment. The committee shall choose its own officers. It may spend such sums as shall be annually appropriated.*

## ARTICLE 7

## BYLAW AMENDMENT/TOWN MEETING WARRANT DELIVERY

**To see if the Town will vote to amend TITLE I, Article 1, Section 2 by changing the manner of delivery of the Warrant to every dwelling house in town and to the Town Meeting Representatives; or take any action related thereto.**

(Inserted at the Request of the Town Meeting Procedures Committee)

While I expect a representative of the Town Meeting Procedures Committee will detail their proposal at hearing, my understanding is that the intention of this article is to continue to modernize the distribution of Town Meeting materials by making one of the principal mechanisms for delivery and/or notice of Town Meeting warrants electronic, rather than a paper copies delivered to every household in Arlington. The current requirements in Title I, Article 1 state:

“A copy of the warrant for a meeting shall be posted in each municipal and school building at least seven days before the day of the Annual Meeting, fourteen days before a Special Town Meeting, and **a copy left at every dwelling house in the Town previous to the day of meeting.** A copy of the warrant for any state election shall be sent to every dwelling house only to the extent required by the General Laws. The Town Clerk shall cause notice of such meeting to be published in at least one local newspaper.”

(emphasis added).

There is no single way in which a warrant must be made available to residents. As noted by the Secretary of State for the Commonwealth, Towns have been afforded discretion to notice warrants by traditional methods of their choosing – posting them in public places, publishing them in the local newspaper, delivering a copy to every residence, or a combination of the three. However, the State also recognizes that Towns may post warrants on-line under the terms of a bylaw or other Town Meeting vote (subject to approval by the Attorney General’s Office). Thus, Arlington’s bylaws could be amended to provide for either electronic delivery or electronic posting of the warrant alongside the other traditional print methods (newspaper notice and copies posted in Town and School buildings).

## ARTICLE 11            BYLAW AMENDMENT/VACANT STORE FRONT REGISTRY

**To see if the Town will vote to amend Title V Article 17 of the Town Bylaws (“Registration and Maintenance of Vacant Commercial and Industrial Buildings”) to extend the period of time a property may not be used or occupied before being considered “vacant,” adjust the timing and manner of collecting annual registration fees, and adjust the timing, criteria, and manner of applying for and receiving waivers, or take any action related thereto.**

(Inserted at the request of the Town Manager)

The Town’s Vacant Store Front Registry bylaw has proven successful to date; providing the Town valuable information and perspective on commercial vacancies, encouraging safe and effective maintenance of vacant storefronts, and providing additional canvas for the showcase of art in presently unoccupied store windows. The commercial vacancy rate has also improved by a noticeable margin. However, the Planning and Community Development Department and the Inspectional Services Department have both noted improvements that should be made, based in part on their experience managing the registry, and in part on commercial property owner feedback.

First, it is recommended that the period of time a property may be vacant before requiring registration be extended from twenty-one (21) to ninety (90) days. Second, the Town should simplify its timeline and process for invoicing the registration fee or waivers of such fees to be due or requested respectively at the time of registration, and annually thereafter. Finally, the waiver process based upon financial hardship needs to be further detailed in the bylaw.

A potential vote to reflect these changes is set forth below for your consideration.

*VOTED: That Title V, Article 17 be and hereby is amended as follows:*

*First, that Section 2. (Definitions) is amended to change the definition of “Vacant Building” subpart A. by striking the word “twenty-one” (and number “21”) and replacing it with the word “ninety” (and number “90”) so as to read:*

*"Vacant Building" - Any unoccupied non residential commercial or industrial real property which:*

*A. Is not legally occupied, is abandoned, or is not used for a period of at least ~~twenty one~~ ninety (21~~90~~) consecutive days or longer by occupants having custody or legal right of entry to such property;*

*and;*

*Second, that Section 3.B (Registration) is amended to strike the number “21” and replace it with the number “90” so as to read:*

*B. The Planning Director and the Building Inspector may jointly exempt a property owner from the provisions of this bylaw upon the presentation of evidence, in such form as may be convincing to them, that the failure to use or occupy a building for a period in excess of 21~~90~~ days does not violate the purpose or intent of this bylaw.*

*and;*

*Third, that Section 4 (Annual Registration Fee, Failure to Pay, Waiver) be amended to make annual registration fees due at the time of registration (and annually thereafter) by deleting and inserting language so as to read as follows:*

*Section 4. Annual Registration Fee, Failure to Pay, Waiver.*

- A. ~~On or before October 15 of each calendar year, the Town shall send a billing statement, setting forth the annual registration fee, to the owner of the vacant property.~~ The annual registration fee is due at the time of registration of the vacant property. The property owner will be invoiced on an annual basis until the property is leased or sold. The annual registration fee shall be set by the Board of Selectmen pursuant to M.G.L. c. 40, § 22F.*
- B. ~~On or before November 15 of each calendar year, the owner of any vacant property shall pay to the Town an~~ The annual registration fee to covers the administrative cost of monitoring and ensuring the security and proper maintenance of such building, as identified in said billing statement. Failure to pay the annual registration fee shall be a violation of this bylaw, and the full fee shall be deemed an assessment resulting from a violation of this bylaw. Such fee, and fines issued for violations of this bylaw, shall constitute a “municipal charges lien” on the property, to be collected in accordance with MGL c. 40, § 58.*
- C. Owners may apply for a waiver of the annual registration fee ~~on or before October 1 of each calendar year,~~ at the time of registration of a vacant property, requesting waiver of some, or the entire fee on grounds of demonstrable financial hardship, or by agreeing in writing to display public art as defined herein for the term of a vacancy. Waivers for public art display will be granted only as sufficient public art is available, appropriate to the location for display, and the Town, artist, owner agree to terms of exhibition as set forth by the Planning Department.*

Waivers requested on the basis of financial hardship are subject to a 30-day review period. If a waiver based on financial hardship is granted it will be reevaluated on a quarterly basis until property is leased or sold. If a waiver of the registration fee based on financial hardship is denied, the registration fee is due within 30 days of the decision.

## **ARTICLE 13            BYLAW AMENDMENT/ARLINGTON COMMISSION ON ARTS AND CULTURE**

**To see if the Town will vote to amend Title II, Article 8 of the Town Bylaws to change the name of the Arlington Commission on Arts and Culture, alter its membership and composition, and expand and/or alter its duties and responsibilities to include, but not limited to the following: public art, cultural district management, and seeking and distributing arts-related grants; or take any action related thereto.**

(Inserted at the Request of the Arlington Committee on Arts and Culture)

The purposes of this article are to consolidate a variety of Town and quasi-Town bodies' missions, duties, and responsibilities with respect to the Town's arts and culture resources, including vesting one Town umbrella body with cultural district management, a role in the distribution of arts-related grants, and related programming and responsibilities. To accomplish these goals, the Arlington Committee on Arts and Culture proposes to adjust its authorizing bylaw, Title II, Article 8 to serve as a broader facilitator. To my understanding a representative of the Planning and Community Development Department and members of the Arlington Commission on Arts and Culture will present further details on their proposal, but generally speaking, the Town Bylaws may expand the ACAC's authorities and jurisdiction in a manner consistent with State law.

## ARTICLE 14

## BYLAW AMENDMENT/TREE PRESERVATION AND PROTECTION

**To see if the Town will vote to amend the Town Bylaws, Title V Regulations Upon the Use of Private Property, Article 16: Tree Protection and Preservation, Section 4, Procedures and Requirements for the Preservation of Trees, to increase the fees for tree removal or to authorize the Board of Selectmen to set the fees for tree removal, in the interests of reflecting the true cost of tree removal; or take any action related thereto.**

(Inserted at the request of the Tree Committee)

As the Board will recall, the 2016 Arlington Town Meeting approved a new bylaw aimed at fostering thoughtful approaches to development and redevelopment in the interests of protecting Arlington's tree canopy. Distinct from the protections afforded public shade trees under the General Laws, the bylaw regulates trees on private property under certain conditions. Specifically, the Tree Protection Bylaw requires that developers, homeowners or contractors seeking building or demolition permits submit a site plan indicating which mature, healthy trees located in the setback are going to be removed. For each qualifying tree removed, responsible parties can mitigate by planting trees or by paying fees into the Town's Tree Fund for tree plantings.

To my understanding, after a full year of application of the Tree Protection Bylaw, the Tree Committee is concerned that the mitigation fee (\$500) is insufficient to capture the true costs of replacing trees via the Town's Tree Fund, and as such, ensure responsible stewardship of trees. They propose several options to change the mitigation structure set forth in Title V, Article 16, Section 4.C, which could bring the protection of trees on private property more in line with the protection of public shade trees.

One option is to follow the method employed in the Town of Concord, which vests the authority with its Select Board to set the fees for tree removal. Under Concord's example, a per-DBH fee structure was implemented, such that a more mature tree costs more to remove than a younger, smaller one. Another option is to insert a specific DBH-based fee in the bylaw in the place of the \$500 fee. Again, following Concord's assessment of costs (though set by the Select Board rather than in the Bylaw itself), they require \$375 per DBH, such that a mature 10" DBH tree would require \$3,750 in mitigation fees. It is important to note that the scope of the Tree

Committee's proposal does not remove responsible parties' option of planting a replacement tree on the property in lieu of mitigation fees.

## **ARTICLE 15**

## **BYLAW AMENDMENT/NOISE ABATEMENT**

**To see if the Town will vote to amend Title V, Article 12 of the Town Bylaws to regulate the permissible hours and volume of noise generated by parties and events on residential private property, by reducing the permissible hours of operation and/or decibel levels of loudspeakers and sound amplifying devices used for entertainment, requiring neighbor notifications for parties on residential private property in which noise amplification will be used, and providing for exemptions for certain well known Town-wide events and/or celebrations periods such as "Porch Fest;" or take any action related thereto.**

(Inserted at the request of Meredith DiMola and ten registered voters)

This article was inserted by the resident petition of Ms. Meredith DiMola and I anticipate that she will present the Board with information on the purpose and benefits of a bylaw amendment to address concerns about noise generated by events and parties on private property, particularly in residential areas. It is my understanding that among the issues the article seeks to address include the permissible hours in which loudspeakers or other amplification devices for entertainment purposes should be permitted, and providing some mechanism for neighbors to have advanced knowledge of parties and events utilizing such equipment in the interests of assisting them to plan accordingly.

**ARTICLE 16                      BYLAW AMENDMENT/TIME OF TOWN MEETING SESSIONS**

**To see if the Town will vote to amend Title I, Section 1, to change the time of Town Meeting from 8:00 p.m. to 7:00 p.m.; or take any action related thereto.**

(Inserted at the request of Bill Hayner and ten registered voters)

This straightforward article submitted by the resident petition of Bill Hanyer seeks to amend Title I, Section 1 of the Town Bylaws to start Town Meeting an hour earlier, at 7:00 p.m. While I anticipate that Mr. Hayner will present the basis and benefits of this article at hearing, it bears noting that the article does not propose to adjust the time Town Meeting adjourns. Hence, if successful, this article would also add an hour to each session of Town Meeting.

**ARTICLE 21                                              VOTE/VISION 2020**

**To see if the Town will vote to further revise Article 41 of the Annual Town Meeting of 1992, which established the Vision 2020 Standing Committee, to amend the name of committee to “Envision Arlington,” provide a new statement of purpose, and revise the length of terms for Standing Committee Members;; or take any action related thereto.**

(Inserted at the request of the Vision 2020 Standing Committee)

This Article, requested by the Vision 2020 Standing Committee builds upon the reforms to Vision 2020 approved under Article 12 of the 2015 Annual Town Meeting, by seeking a further amendment to its original charter from the 1992 Town Meeting (both the original charter and the 2015 revisions are attached hereto for the Board’s reference) to primarily update its mission and rename Vision 2020, “Envision Arlington.” Vision 2020 representatives are expected to present further information at hearing, but the Standing Committee has already drafted a vote for the Board’s consideration.

*VOTED: That the 1992 vote of Town Meeting (Article 41) as subsequently amended by the of the 2015 vote of Town Meeting, (Article 12) reorganizing is hereby replaced in its entirety with the following:*

**A. Vision 2020 Name Change**

*That the committee previously known as Vision 2020 Standing Committee will henceforth be known as Envision Arlington Standing Committee.*

**B. Envision Arlington Standing Committee Establishment and Purpose**

*That the Town hereby provides for the appointment of a committee and advisory board, to be called the Envision Arlington Standing Committee, which will create, implement, monitor, and review methods for open, town wide public participation in the Envision Arlington process. The Envision Arlington process is intended to be an ongoing process of discussion, action and review whereby all members of the community are invited to participate in a range of activities (including surveys, forums and online discussions) aimed at developing and refining how our community realizes the intentions of vision statements for Arlington (previously known as Town Goals under Vision 2020). The committee will create task groups or working groups, and support existing ones, consisting of residents, community groups, town personnel and other stakeholders. The committee will report to Town Meeting on the action items and evolving vision that will result from the Envision Arlington process.*

**C. Standing Committee Membership, Quorum, Administration, & Organization**

*The Standing Committee shall consist of nine (9) Voting Members including a Chairperson, and a ten (10) person non-voting Advisory Board. Voting members and the Advisory Board shall both be charged with fulfilling the mission of Envision Arlington. Only Voting Members shall have authority to make decisions and set policy of the Committee and otherwise bind the committee by a majority vote of a quorum. However, the Advisory Board shall have the right to be recognized at meetings and request topics and issues be placed before the Standing Committee on agendas. A quorum shall consist of a majority of Voting Members (5).*

**1. Appointment of Voting Members**

*a. Voting Members shall be comprised of:*

- i. Two (2) Town of Arlington residents appointed by the Town Moderator for three year terms;*

- ii. *Two (2) Town of Arlington residents appointed by the Superintendent of Schools with approval of the School Committee for three year terms;*
  - iii. *Two (2) persons appointed by the Town Manager with approval of the Board of Selectmen for three year terms;*
  - iv. *Two (2) persons appointed by the Director of Planning and Community Development with approval of the Arlington Redevelopment Board for three year terms; and*
  - v. *One (1) Chairperson, who shall be a resident nominated by a majority vote of the eight (8) above-listed Voting Members following recommendations from the Town Manager and School Committee Members, and approved by the Board of Selectmen. The Chairperson shall serve an initial three-year term, with all subsequent terms for three years.*
- b. *All Voting Members shall be eligible for reappointment.*
- c. *At all times at least one of the four collective appointments between the Town Manager and the Director of Planning shall be a current Town employee. All Town Manager and Director of Planning appointees who are not Town employees must be Town residents.*
- d. *A vacancy of the Committee shall be filled by the relevant appointing or designating authority.*

## **2. *Advisory Board***

*The Advisory Board will be composed of the following ten (10) total members: the Town Manager, the Superintendent of Schools, the Town Moderator, the Director of Planning and Community Development, Town Counsel, one secondary student residing in the Town of Arlington appointed by the Superintendent and approved by the School Committee on a one-year term, and the Chairpersons of the Board of Selectmen, the School Committee, the ARB and the Finance Committee or such bodies' designees.*

## **D. Effective Date and Appointments**

*Following Town Meeting approval of this revised vote, all active Voting Member appointments to the Vision 2020 Standing Committee will remain in effect for the Envision Arlington Standing Committee.*

## **REFERENCE MATERIAL**

### **Warrant Article #12**

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#### **From the Votes of 1992 Annual Town Meeting:**

#### **ARTICLE 41: ESTABLISH 2020 STANDING COMMITTEE**

#### **VOTED: (Unanimously)**

That the Town hereby appoints a committee to be called the Vision 2020 Standing Committee which shall oversee the progress and implementation of the Vision 2020 recommendations made to the Town and contained in the report given under Article 40. It will report on said progress and implementation each year to the Annual Town Meeting until discharged. This committee will ensure the continuation of the long range planning process of Vision 2020 initiated by the Town in 1990 and shall reevaluate the “Articles of Our Common Purpose” each year. This committee shall also create, implement, monitor, and review methods for open, town wide public participation in the Vision 2020 process.

The Standing Committee shall consist of the Town Manager; the Superintendent of Schools; the Town Moderator; the Director of Planning and Community Development; the Chairs of the Selectmen, School Committee, Finance Committee, Redevelopment Board, or at each of said committee’s option, a member of each as voted by their respective memberships; two Town Meeting Members to be appointed by the Moderator; two residents of the Town, one each to be appointed by the Selectmen and the School Committee; a representative of each Article Group as recommended by their respective memberships to be appointed by the Town Manager, subject to the approval of the Board of Selectmen; one secondary student to be appointed by the Arlington School Superintendent, through applications submitted by interested secondary students residing in Arlington, which appointment shall be subject to approval of the School Committee.

Each appointee shall serve for a term of one year, but may be appointed for successive terms. Appointees shall serve until their successors are appointed.

A true copy of the vote under  
Article 41 of the Warrant for  
The Annual Town Meeting of the  
Town of Arlington at the session  
Thereof held June 8, 1992

#### **From the votes of 2015 Annual Town Meeting**

## ARTICLE 12

## REVISION OF TOWN COMMITTEE/VISION 2020 STANDING COMMITTEE

### **VOTED: (AFFIRMATIVE) (ELECTRONIC TALLY, YES – 178, NO – 2)**

That the 1992 vote of Town Meeting (Article 41) establishing the Vision 2020 Standing Committee is hereby amended by striking the vote in its entirety and replacing it with the following:

#### A. Vision 2020 Standing Committee Establishment and Purpose

That the Town hereby provides for the appointment of a committee and advisory board to be called the Vision 2020 Standing Committee which shall oversee the progress and implementation of the Vision 2020 recommendations made to the Town and contained in the report given under Article 40 of the 1992 Annual Town Meeting and report on said progress and implementation each year until discharged. This committee will ensure the continuation of the long range planning process of Vision 2020 initiated by the Town in 1990 and shall reevaluate the Town Goals adopted by Town Meeting in 1993 at least every two years. This committee shall also create, implement, monitor, and review methods for open, town-wide public participation in the Vision 2020 process.

#### B. Standing Committee Membership, Quorum, Administration, & Organization

The Standing Committee shall consist of nine (9) Voting Members including a Chairperson, and a ten (10) person non-voting Advisory Board. Voting members and the Advisory Board shall both be charged with fulfilling the mission of Vision 2020. Only Voting Members shall have authority to make decisions and set policy of the Committee and otherwise bind the committee by a majority vote of a quorum. However, the Advisory Board shall have the right to be recognized at meetings and request topics and issues be placed before the Standing Committee on agendas. A quorum shall consist of a majority of Voting Members (5).

##### 1. Appointment of Voting Members

###### a. Voting Members shall be comprised of:

- i. Two (2) Town of Arlington residents appointed by the Town Moderator, one of which shall serve an initial two-year term, and the other an initial three-year term, with all subsequent terms for three years;
- ii. Two (2) Town of Arlington residents appointed by the Superintendent of Schools with approval of the School Committee, one of which shall serve an initial one-year term, and

- the other an initial two-year term, with all subsequent terms for three years;
  - iii. Two (2) persons appointed by the Town Manager with approval of the Board of Selectmen, one of which shall serve an initial one-year term, and the other an initial two-year term, with all subsequent terms for three years;
  - iv. Two (2) persons appointed by the Director of Planning and Community Development with approval of the Arlington Redevelopment Board (“ARB”), one of which shall serve an initial one-year term, and the other an initial three-year term, with all subsequent terms for three years; and
  - v. One (1) Chairperson, who shall be a resident nominated by a majority vote of the eight (8) above-listed Voting Members following recommendations from the Town Manager and School Committee Members, and approved by the Board of Selectmen. The Chairperson shall serve an initial three-year term, with all subsequent terms for three years.
- b. All Voting Members shall be eligible for reappointment.
  - c. At all times at least one of the four collective appointments between the Town Manager and the Director of Planning shall be a current Town employee. All Town Manager and Director of Planning appointees who are not Town employees must be Town residents.
  - d. A vacancy of the Committee shall be filled by the relevant appointing or designating authority.

## 2. Advisory Board

The Advisory Board will be composed of the following ten (10) total members: the Town Manager, the Superintendent of Schools, the Town Moderator, the Director of Planning and Community Development, Town Counsel, one secondary student residing in the Town of Arlington appointed by the Superintendent and approved by the School Committee on a one-year term, and the Chairpersons of the Board of Selectmen, the School Committee, the ARB and the Finance Committee or such bodies’ designees.

## C. Effective Date and Appointments

Following Town Meeting approval of this revised vote, all Voting Member appointments except the appointment of the Chairperson shall be made on or before July 1, 2015, and the Chairperson shall be appointed on or before August 14, 2015. Until the Chairperson is appointed, the Standing Committee may designate a Vice Chair from within its membership to administer the Committee’s

business. The presently serving Standing Committee shall continue to govern Vision 2020 until July 1, 2015.

A true copy of the vote under  
Article 12 of the Warrant for the  
Annual Town Meeting of the Town of Arlington at the session  
held May 4, 2015.  
ATTEST: Town Clerk

## **Warrant Article #14**

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**From Title V, Article 16 of the Town Bylaws:**

### **Article 16: TREE PROTECTION AND PRESERVATION**

**(ART. 22, ATM - 05/02/16)**

#### **Section 1. Findings and Purpose**

The Town of Arlington finds that preservation of the tree canopy and planting of replacement trees is essential to preserving the character and aesthetic appearance of the Town and maintaining quality of life and the environment in the Town. Trees improve air quality, protect from heat and glare, reduce noise pollution, limit topsoil erosion and storm water runoff, provide natural flood control, enhance property values, contribute to the distinct character of neighborhoods, and offer natural privacy to neighbors.

#### **Section 2. Definitions**

A. The following definitions shall apply to this By-law:

"Building Footprint" - Outline the total area covered by a building's perimeter at ground level.

"Caliper" - Diameter of a tree trunk (in inches) measured six inches above the ground for trees up to and including four-inch diameter, and 12 inches above the ground for larger trees.

"DBH (Diameter at Breast Height)" - Diameter of a tree trunk measured in inches at a height of four and a half (4 1/2) feet above the ground; or, for multiple-trunk trees, the measured in inches at a height of four and a half (4 1/2) feet above the ground; or, for multiple-trunk trees, the aggregate diameters of the multiple trunks at a height of four and a half (4 1/2) feet above ground.

"Demolition" - Any act of destroying, pulling down, removing or razing a building or commencing the work of total or substantial destruction of a building.

"Protected Tree" - Any existing healthy tree on private land with a DBH of ten (10) inches or greater, located in the setback area, which does not pose an immediate hazard to person or property or is not under imminent threat of disease or insect infestation.

"Setback Area" - The Portion of the property which constitutes the minimum depth of side, rear and front yards as per the Zoning Bylaw of the Town of Arlington.

"Tree Fund" - An existing Town account established for the purpose of buying, planting, and maintaining trees in the Town which may receive deposit of contributions in lieu of planting new trees by property owners and fines collected under this By-law.

"Tree Plan" - A site plan drawn and stamped by a certified land surveyor or engineer showing all Protected Trees in the setback areas and indicating, on the site plan or in a separate document, which Protected Trees will be retained, which will be removed, and, as to Protected Trees which will be removed, whether mitigation will be by replacement on the property or by payment into the Tree Fund.

"Tree Removal" - The cutting down of a tree.

"Tree Warden" - The Tree Warden or his/her designee.

B. Additional definitions may be provided in rules and regulations approved by the Board of Selectmen where consistent with intent and efficient execution of this By-law.

### **Section 3. Applicability**

A. The requirements of this By-law and all applicable rules and regulations apply to the following Circumstances:

- (1) Proposed demolition of an existing residential or non-residential structure;
- (2) Proposed construction on a developed lot which would result in an increase of 50 percent or more of the total building footprint of the new structure(s) when compared to the total footprint of pre-existing structures; or
- (3) Proposed construction of any scope on a lot with no residential or non-residential structure on it.

B. Sites under the jurisdiction of the Arlington Redevelopment Board ("ARB") or the ARB as the Planning Board, the Zoning Board of Appeals, or the Conservation Commission pursuant to Arlington's Wetlands Protection By-law (Title V, Article 8) may waive the requirements of this By-law in full or in part where such waiver serves the interest of the community and

the reasons therefore are memorialized by such bodies.

C. The requirements of this By-law shall not apply to trees defined as Public Shade Trees under G.L. c.87 § 1.

#### **Section 4. Procedures and Requirements for the Preservation of Trees**

A. Removal of Protected Trees on applicable sites shall be prohibited unless such removal is authorized by a written approval of the Tree Plan and commencement of work, in accordance with this Bylaw.

B. In all instances of construction or demolition as defined and applicable herein, the owner of the property shall submit a Tree Plan accompanied by a fee of \$50, to the Tree Warden prior to or concurrent with an application for a building or demolition permit. Additionally, if any Protected Trees were removed during the 12 months preceding the application for a building or demolition permit, such trees shall be accounted for on the Tree Plan to the best of the owner's ability, and shall be mitigated pursuant to paragraph 4.C

C. For each Protected Tree removed, there shall be either (1) a replacement tree planted on the property no later than 180 days after the Certificate of Occupancy is issued, of a minimum caliper of two and a half (2.5) inches and of a species native to the area and expected to reach a height of 50 feet or more at maturity; or (2) a \$500 payment made to the Tree Fund prior to commencement of work on the property, which the Town shall use to plant replacement trees in the vicinity of the tree removal or in other locations in the discretion of the Tree Warden.

D. If the Tree Plan is consistent with the requirements of this Bylaw, the Tree Warden shall so certify in writing approving the Tree Plan and commencement of work. Said certification shall occur within 10 business days. If the Tree Plan as submitted does not satisfy the requirements of this By-law and associated rules and regulations, the Tree Warden shall so notify the applicant with recommendations to achieve compliance. The Tree Warden shall be permitted access to the site during normal business hours to verify and ensure compliance with the approved Tree Plan.

E. An Owner aggrieved of the Tree Warden's determination on a Tree Plan, or with respect to the need for such a plan, may appeal such determinations to the Board of Selectmen at a public hearing. A written decision on such appeals shall be rendered with 14 business days of the close of such hearing(s).

#### **Section 5. Enforcement and Fines**

A. Following a determination of violation by the Tree Warden, an owner shall be subject to fines for the activities listed below, to be paid into the Tree Fund, said fines to be set forth in rules and regulations issued by the Board of Selectmen.  
Said activities are:

(1) Removal of a Protected Tree on an applicable site without prior written approval of commencement of work per Section 4.D, \$300 per day of work. There shall also be a fine for each Protected Tree removed.

(2) Removal of a Protected Tree which is not identified for removal in the Tree Plan. There shall be a fine for each Protected Tree removed, \$300.

(3) Failure to mitigate tree removal within the time set forth in Section 4.C of this By-Law. There shall be a fine of \$300 for each day until mitigation is achieved.

B. Wherever there is reasonable cause to believe that an owner or their agent willfully violates this By-Law or an approved Tree Plan, the Town may institute a civil action for injunctive relief in a court of competent jurisdiction ordering appropriate parties to correct a condition in violation, or to cease an unlawful use of the property.

C. An owner aggrieved of the Tree Warden's determination of violation(s) may appeal such determination(s) to the Board of Selectmen at a public hearing.

## **Section 6. Administration**

The Board of Selectmen shall establish further administrative rules and regulations for the review and approval of Tree Plans, as well as enforcement determinations. Failure to issue rules and regulations will not have the effect of suspending or invalidating this By-law.

## **Section 7. Severability Clause**

If any provision of this By-law is declared unconstitutional or illegal by final judgment, order or decree of the Supreme Judicial Court of the Commonwealth, the validity of the remaining provisions of this By-law shall not be affected thereby.

## **Section 8. Relationship to Other Laws**

Nothing in this By-law shall be construed to restrict, amend, repeal, or otherwise limit the application or enforcement of existing Town of Arlington By-laws or laws of the Commonwealth of Massachusetts.

## Warrant Article #15

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**From Title V, Article 12 of the Town Bylaws:**

### **ARTICLE 12: NOISE ABATEMENT**

ART., S.T.M., 7 12/7/98, ART ATM 6/20/05, ART. 25, ATM 05/14/2012, (ART. 2, STM – 4/24/13)(ART. 14, ATM - 4/24/17)

#### **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.

- 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.

- B. Loudspeakers. Operating or causing to be operated a public address loudspeaker, whether mobile or stationary, after 9:00 P.M. or before 8:00 A.M.

- C. Bug Zappers (ART. 38, ATM 2010). Operating or causing to be operated after 10 P.M. or before 7 A.M. (8 A.M. on Saturday, Sunday, or a legal holiday) any electronic device for killing, trapping, or repelling insects or other pests if such device emits audible sound beyond the line of the property on which the device is located.

- D. Use of Leaf Blowers Powered By Internal Combustion Engines

1. For purposes of Paragraphs 1-5 of this subsection, the term, "leaf blowers" shall mean "gas-powered leaf blowers used for commercial or municipal purposes."

2. The use of leaf blowers is prohibited between June 15<sup>th</sup> and September 15<sup>th</sup> except in accordance with the following restrictions, which shall not apply to the use of leaf blowers to perform emergency operations or for clean-up associated with storms, hurricanes and the like:
  - a. The use of leaf blowers is prohibited on:
    - i. Sundays and legal holidays;
    - ii. Mondays through Fridays except between the hours of 7:30 a.m. and 5:30 p.m.; and
    - iii. Saturdays except between the hours of 8:00 a.m. and 4:00 p.m.
  - b. No more than one leaf blower may be used on any lot of 6,000 square feet or smaller. One additional leaf blower may be used for each additional 6,000 square feet or portion thereof comprising one lot.
  - c. Leaf blowers may be used for no more than 30 minutes at a time with shut down time of 15 minutes in between operation.
3. At no time shall any leaf blower be used in such a way as to permit the distribution of leaves, dust, or other debris beyond the vertically extended lines of the property on which the leaf blower is being used.
4. Leaf blowers shall at all times be operated at the lowest possible practical speed necessary to accomplish the task for which they are being used.
5. As of June 15, 2014, or one year after the effective date of this Bylaw, whichever is later, no commercial landscaper, commercial landscape company, or other entity engaged in the business of providing home and yard repair, clean-up, and maintenance services for a fee shall use any leaf blower within the Town in the exercise of that business unless the manufacturer specifies that the sound emitted from said leaf blower is no greater than 74 dB(A) at 50 feet at full throttle. (ART. 2, STM – 4/24/13)

#### **Section 4. Maximum Sound Levels.**

- A. Sound Measurement. When a sound source is located in public spaces, sound measurements shall be made at, and sound level determination made in relation to, any location lawfully accessible to the public. When the sound source is located on private property, sound measurements shall be made at the boundary line of such property or as close thereto as is feasible.
- B. Sound Limitations. No person or persons owning, leasing, or controlling the operation of any source or sources of sound shall permit, either willfully, negligently, or by failure to provide necessary equipment or facilities or to take necessary precautions, the production

of sound with a sound level greater than 85 dB(A) at any time, other than sounds associated with construction or maintenance work.

For any sounds above 85 dB(A) associated with construction or maintenance work, the Town Manager or the Town Manager's designee is authorized to require the person to provide noise monitoring equipment, pay for consultants to advise the Town as to feasible alternatives to accomplish the work at lower sound levels, implement any reasonable noise mitigation measures, and/or to impose any reasonable time restrictions on the activity.

#### **Section 5. Penalties.**

Any person violating any provision of this Article shall be subject to a fine of \$200.00 for each offense and/or an action in a court of competent jurisdiction, seeking an order to cease and desist from such activity. Each day or part thereof if any violation continues shall constitute a separate offense.

#### **Section 6. Manner of Enforcement.**

Violations of this Article shall be prosecuted in the same manner as other violations of the Town By-Laws provided, however, that in the event of an initial violation of the provision of this Article, a written notice shall be given the violator requiring the cessation of the activity. No complaint or further action shall be taken in the event the cause of the violation has been removed, the condition abated or fully corrected upon the receipt of such notice.

In the event the violator cannot be located in order to serve the notice, the notice as required herein shall be deemed to be given upon mailing such notice by registered or certified mail to the violator at his last known address or at the place where the violation occurred. At the discretion of the Town Manager subject to the approval of the Board of Selectmen, repetition of the same offense may result in the immediate filing of a complaint and/or action in a court of competent jurisdiction to cease and desist same.

#### **Section 7. Notification.**

The Building Inspector will provide a copy of this bylaw to any individual applying for any permit for work that might involve noise levels subject to this bylaw but his failure to do so will not affect the enforceability of this bylaw.

#### **Section 8. Conflict with other Regulations.**

The provision(s) of this Article or the application of such provision(s) to any person or circumstances shall be held invalid, the validity of the remainder of this Article and applicability of such provisions to other persons or circumstances shall not be affected thereby.



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: Natasha Waden, Public Health Director  
Date: February 26, 2017  
RE: Health Department Comments- Article 15

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The Health Department has reviewed Article 15, which looks to amend Title V, Article 12 of the Town Bylaws as it relates to noise abatement and has the following comments:

The current bylaw establishes a maximum sound level of 85 dB (A) for sounds other than those associated with construction or maintenance work; practically speaking, a noise meter would not be used to measure the sound generated from a party or event. The effective intent of the noise abatement bylaw as it relates to maximum noise levels is to ensure that fixed, continuous sources of noise do not exceed 85 dB(A), as lasting exposure to sounds above this threshold could be detrimental to public health.. Common examples of applications of the decibel threshold include HVAC units in disrepair, the placement of backup generators, restaurant exhaust systems and other equipment using motors. Whereas an event or party is a single, temporary occurrence and the noise generated by a group of people can be fleeting and highly variable, it would be challenging to accurately measure this type of noise given the fluctuating magnitudes, and would need to be conducted over some extended period of time. For sounds associated with human activity, including the operation of public address loud speakers, and not the operation of equipment or machinery, the effective intent of the bylaw is not to place sound limits, but rather to limit the timeframe the activity is permitted. This type of activity is commonly dealt with as a non-measured noise disturbance by APD who manage issues related to disturbing the peace. As the proponent noted, the Health Department would not have personnel available at the this time of day, or on weekends to measure noise levels of parties. Additionally, if the Health Department were to be the responsible department to enforce a neighborhood communication plan for parties of more than 10 people, it would be difficult for our department to ensure compliance with such a requirement and/or conduct spot checking. The Health Department's recommendation would be to investigate the number of complaints received by APD and the time of day that these types of complaints are received, prior to making any changes to the Bylaw.

In English-

This warrant serves to amend Title 5 Section 12 of the current Arlington Bylaws to set parameters for parties and events in individual homes. The current Bylaw primarily focuses on heavy machinery. This warrant looks to separate construction work done at an individual home with parties and events.

This warrant would include

(1) Adjusting decibel allowances as well as creating a way to measure the decibels on the weekends (not sure how to do the last part) and (2) adjusting party/event hours and (3) a formal advanced notice communication process with neighbors when parties/events occur.

Currently the decibel is set to 85. This is not something that can be enforced by the police and is typically done by Health and Human Services. However, parties and events in individual homes are typically on the weekends when HHS is not working.

Currently the hours are set from 9am-9pm. Parties can be as loud and disruptive as possible during those hours.

Also in this warrant we would ask for a communication process with the neighborhood for parties of more than 10 people so that the neighbors can make other plans.

In the new bylaw there would be an exemption process for events i.e. porch fest.



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## **Town of Arlington, Massachusetts**

### **Articles for Review:**

#### **Summary:**

Article 8 Bylaw Amendment/Addition of Certain Delinquent Municipal Fees/Fines to be a Lien on Real Estate Tax Account



## Town of Arlington, Massachusetts

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### Request for Traffic Calming on Kensington Park

#### Summary:

Kevin Cottrell, 86 Kensington Park

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Correspondence_Recvd_K.Cottrell.pdf	Correspondence Received from K.Cottrell; Meeting Notice

2/5/2018 5:29:03 PM

Ask a Question

KevinCottrell

W091668-020518

We'd like to know who we can talk to about traffic calming issues and/or where to submit a request. We believe that there should be traffic calming measures put in place on Kensington Park, particularly at the intersection with Norfolk Rd and where the road bends around before descending toward Pleasant St. We live on Kensington Park and with the advent of apps like Waze and Google Maps many commuters are using our street as a cut through to avoid traffic on Pleasant Street. Many of these people are rushing through the neighborhood, usually at illegal and dangerous speeds. As the road has many curves, these drivers are often hugging the curb around blind turns. This creates an extreme hazard and as there are many young children living in the neighborhood it puts them at risk for accident. Often the people driving this way are texting or looking at their phone maps, dramatically increasing the risk for accident. Today there was a man that came through, while many children were playing on the sidewalk, with tires squealing and not even looking at the road, but at his phone. Children visiting from other neighborhoods are often not aware of the risk and enter the street near the blind turns and this is destined to lead to a horrific accident if nothing is done to prevent it. We'd like to propose that speed bumps be put in, the curb at the corner of Kensington Park and Norfolk be extended out to prevent people from speeding around the corner, and stop signs be put in. Please help me understand whom it is that we should be discussing this with and how we can proceed with resolving this highly dangerous situation. Thank you,

Kevin Cottrell

## 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

February 14, 2018

Kevin Cottrell  
86 Kensington Park  
Arlington, MA 02476

Dear Mr. Cottrell:

We are in receipt of your correspondence in which you request the need of traffic calming on Kensington Park.

Thank you for using the Request/Answer Center. Your correspondence will appear on the February 26<sup>th</sup> Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

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

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

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### **Friends of Arlington's Great Meadows Annual Report 2017**

#### **Summary:**

Friends of Arlington's Great Meadows Steering Committee

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	FAGM_Annual_Report_2017.pdf	Annual Report 2017

# **Friends of Arlington's Great Meadows**

## **Annual Report for 2017**

This report recaps the accomplishments of the Friends of Arlington's Great Meadows (FoAGM) in 2017 and updates happenings during the year. We wish to thank everyone who has helped in one way or another with these efforts.

## **Stewardship Activities**

### **Community Outreach**

To introduce people to Arlington's Great Meadows we are sponsoring seasonal "Walk All Around AGM" events led by David White. In addition, many other groups have discovered AGM and have held nature walks there including, for example, Boot Boutwell for the Arlington Community Education program.

Students from the adjacent Lexington Christian Academy have been carrying out environmental studies at AGM. They have done phenological studies and water samples. The water samples are tracking pH, nitrates, ammonia, free and total chlorine, phosphates and dissolved oxygen along Mill River and some of the waters that come off of it, as well as phenology of the vernal pond area.

Third graders at the Waldorf School in East Lexington launched a special project last spring to provide housing for native solitary bees and other wild pollinators that do not live in large hives. Twenty students in Jeanette Voss's class built the structure during the year and installed it in nearby Arlington's Great Meadows in the spring.

The project combined the development of building skills, guided by the school's woodworking teacher Andrew Freeburg, and increased awareness of the many wild pollinators in our local environment that are critical to helping plants reproduce by spreading powdery pollen among plants of the same species. The children will continue to maintain the "hotel" and observe the insects, as they also learn broader lessons about stewardship of the natural landscape.

This project was supported with a mini-grant from the Friends of Arlington's Great Meadows through the Arlington Land Trust, its fiscal agent.

### **Trail Maintenance**

This was the third year since the ACROSS Lexington paths were extended into East Lexington and included parts of AGM. The C loop connects AGM with the Arlington Reservoir, and the D loop connects north to the Whipple Hill Conservation area. The new signage makes navigation much easier, and more people are discovering these open space areas and their connections.

We also continued with regular trail and kiosk maintenance including replacing broken and rotting boardwalk treads. Many new volunteers have come forward to take on this work.

### **Upland Meadow Restoration**

In 2010, we undertook a project to restore the upland “entry meadow” at the northwest corner of AGM, which had been rapidly reverting to woodland, to its historical open condition.

To maintain this lovely meadow, we have established an annual mowing program in the fall to avoid interference with nesting birds and to minimize the impact on wildflowers. We are now considering extending this restoration effort to an adjacent area where woodcocks have nested in the past.

### **Invasive Plant Control**

We continued our efforts started in 2005 to clear and maintain a stretch along the Minutemen Bikeway that had become densely overgrown with the invasive Japanese Knotweed plant. Permanent eradication of this invasive is extremely difficult, particularly without the use of herbicides. However, over the last ten years, with volunteer labor and purely mechanical means, we have succeeded in keeping this area mostly knotweed-free, and preserving a stunning view of the Meadows from the bikeway. We especially thank Greg Shenstone and his crew for this work.



**Finger Marsh Boardwalk in September**

## Financial

Donations to FoAGM in 2017 were about the same as in 2016, and expenses were fairly modest, so we continue to hold healthy cash balances. All our income was from the generosity of individual donors and private foundations, and was not dependent on municipal budgets, corporate funding, or fundraising events. FoAGM also continues its successful partnership with the Arlington Land Trust (ALT) as fiscal agent.

Summary of activity in FoAGM's fund balances as of the end of 2017:

***2017 Income***

\$ 2,180.00 in 19 donations

***2017 Expenses***

\$ 692.45 Total Expenses (meadow mowing, brochure, board walk repairs, Wild Pollinator Hotel project).

***Fund Balance as of December 31, 2017***

\$ 17,272.54 FoAGM fund balance at beginning of the year

+\$ 1,487.55 Net change

\$ 18,760.09 FoAGM fund balance at year-end

We thank our new and trustworthy regular donors who have contributed to the preservation of one of the largest natural open spaces in the Arlington/Lexington region. Those wishing to make a tax-deductible donation can make a check out to "ALT FoAGM Fund" and mail it to FoAGM, Box 492, Arlington, MA 02476, or use a credit card online at [www.networkforgood.org](http://www.networkforgood.org) (Enter "arlington land" in the search field and select state of MA. Select Arlington Land Trust and enter "FoAGM" as a designation.)

Mike Tabaczynski, Financial Officer

**Friends of Arlington's Great Meadows Steering Committee**

David White, Chair

Gordon Jones

Don Miller

Sandra Ruggiero

Mike Tabaczynski

Jeanette Voss

If you would like to help out or just want more information please contact us at:

Email: [info@FoAGM.org](mailto:info@FoAGM.org)

Website: [www.FoAGM.org](http://www.FoAGM.org)

**Version: 2/10/18**



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## **Town of Arlington, Massachusetts**

**NEW BUSINESS**



## **Town of Arlington, Massachusetts**

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### **EXECUTIVE SESSION**

#### **Summary:**

To discuss the Open Meeting Law complaint of Mr. Christopher Loreti pursuant to M.G.L. c. 30A sec.21 (a)(1).



## **Town of Arlington, Massachusetts**

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**Next Scheduled Meeting of BoS March 5, 2018.**