



Town of Arlington Board of Selectmen

Meeting Agenda

April 23, 2018

6:30 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. Approval of Sale of \$4,095,000 2.20 percent General Obligation Bond Anticipation Note (the "Note") of the Town dated April 26, 2018
Dean Carman, Treasurer & Collector of Taxes
2. Approval of Sale \$1,100,000 Water Bond to the Massachusetts Water Resources Authority
Dean Carman, Treasurer & Collector of Taxes
3. Interview/Discussion/Vote: For Appointment of Town Comptroller
Joseph Curro, Board Member
Dan Dunn, Chair
Adam W. Chapdelaine, Town Manager

CONSENT AGENDA

4. Minutes of Meetings: March 26, 2018; April 9, 2018
5. For Approval: Memorial Day Ceremony, May 28
Jeffrey A. Chunglo, Director of Veterans' Services
6. Request: Farmers' Market Winery Application - Sale of Wine
Coastal Vineyards, David W. Neilson
61 Pardon Hill Road, South Dartmouth, MA 02748
7. Request: Special (One Day) Beer & Wine License, 5/5/18 @ Whittemore Robbins House for a Private Event
David and Anna Pietrantonio
8. Request: Contractor/Drainlayer License
Nashoba Paving Co. Inc., 45 Power Road, Westford, MA
9. Appointments of New Election Workers: (1) J. Richard Anderson, 171 Mystic Street, D, Pct. 11; (2) Kelly DeVito, 42 Columbia Road, U, Pct. 21; (3) Nancy Gray, 30 Mill Street, D, Pct. 6; (4) Thomas Hughes, 20 Webster Street, U, Pct. 1; (5) Janet Wronski, 11 Christine Road, U, Pct. 11

TRAFFIC RULES & ORDERS / OTHER BUSINESS

10. For Approval: Placement of 'Relay for Life' Lawn Signs, 5/19/18 through 6/11/18
11. Discussion: Town Manager Evaluation Process
Dan Dunn, Chair

FINAL VOTES & COMMENTS

Article for Review:

Article 22: Local Option Taxes

CORRESPONDENCE RECEIVED

Invitation to Participate in Memorial Day Ceremony

Jeffrey A. Chunglo, Director of Veterans' Services

EXECUTIVE SESSION

To conduct a strategy session in preparation for negotiations with non-union personnel - Town Comptroller.

Next Scheduled Meeting of BoS May 7, 2018.

During Town Meeting starting April 23, 2018 the Board of Selectmen will be in session from 8:00 p.m. until 11:00 p.m.



Town of Arlington, Massachusetts

Approval of Sale of \$4,095,000 2.20 percent General Obligation Bond Anticipation Note (the "Note") of the Town dated April 26, 2018

Summary:

Dean Carman, Treasurer & Collector of Taxes

ATTACHMENTS:

Type	File Name	Description
Reference	FOV-18-04-	Reference
Material	18_Arlington_Selectmen_s_Vote_re__Approval_of_\$4_095_000_BAN_dated_4_26_18_(1).doc	Reference

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Arlington, Massachusetts, certify that at a meeting of the board held April 23, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of a \$4,095,000 2.20 percent General Obligation Bond Anticipation Note (the "Note") of the Town dated April 26, 2018, and payable December 7, 2018, to Century Bank at par and accrued interest, if any, plus a premium of \$10,238.00.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated April 11, 2018, and a final Official Statement dated April 18, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

Further Voted: that we authorize and direct the Town Treasurer to review and update the Town's post issuance federal tax compliance procedures in consultation with bond counsel in order to monitor and maintain the tax-exempt status of the Note.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Note were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: April 23, 2018

Clerk of the Board of Selectmen



Town of Arlington, Massachusetts

Approval of Sale \$1,100,000 Water Bond to the Massachusetts Water Resources Authority

Summary:

Dean Carman, Treasurer & Collector of Taxes

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	68401439_1-MWRA_Selectmen_Vote_Water_-_Arlington_5-14-18_(1).doc	Reference

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Arlington, Massachusetts, certify that at a meeting of the board held April 23, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$1,100,000 Water Bond of the Town dated May 14, 2018, to Massachusetts Water Resources Authority (the "Authority") is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on May 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2019	\$110,000	2024	\$110,000
2020	110,000	2025	110,000
2021	110,000	2026	110,000
2022	110,000	2027	110,000
2023	110,000	2028	110,000

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the bond were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: April 23, 2018

Clerk of the Board of Selectmen



Town of Arlington, Massachusetts

Interview/Discussion/Vote: For Appointment of Town Comptroller

Summary:

Joseph Curro, Board Member

Dan Dunn, Chair

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	IC_Comp_4_23_18.pdf	Candidate Resume

IDA MARIA CODY, CPA

SUMMARY

Experienced Auditor with a demonstrated history of working in the government administration industry. Analytical and detail oriented professional with expertise accounting systems development, fiscal management and financial reporting. Proven ability to develop and integrate processes and procedures that impact efficiency and positively affect productivity. Adept at the assessment of control effectiveness, validating financial reports and analyzing internal efficiency.

KNOWLEDGE AND SKILLS

- Financial Reporting
- Financial Statement Analysis
- Governmental Accounting
- Account Reconciliation Expert
- GAAP knowledge
- Variance Analysis
- Budgeting and Planning
- Revenue Forecasting
- Accounting/Payroll Systems

PROFESSIONAL EXPERIENCE

City of Somerville, Somerville, MA

Deputy City Auditor

January 2016-Present

- Manage \$250 Million General /Enterprise budget and over \$170 Million special revenue funds
- Second in command with signing authority , financial decisions, department heads support, while managing a team of 4 accountants and 5 accounts payable clerks
- Improve the fund equity by strictly monitoring the expenses and implementing aggressive policies for revenue collections leading to an increase in fund equity of \$4.5M and \$5.9M in 2016 and 2017 respectively
- Perform in-depth analysis of financial records to assist in making critical capital project decisions
- Develop and submit to the Mayor the City's annual operating and capital improvement budgets
- Led the payroll conversion from Harpers to Munis and utility billing conversion from Unix to Munis resulting in 30% increase in operations efficiency , 20% cost reduction , improved reporting accuracy and instant transaction posting
- Compile the financial and statistical information for bond issues; conduct bond rating conferences , project debt service schedules and repayment of debt obligations
- Review and approve monthly A/R reconciliation, quarterly grants reconciliation and closing the fiscal year
- Prepare financial statements and Department of Revenue reporting including free cash and retained earnings certification, tax recapitulation, revenue and expenditure reports

City of Everett, Everett, MA

Assistant Finance Director

July 2012-January 2016

- Managed \$200 Million General/ Enterprise budget and over \$100 Million special revenue funds
- Converted Vadar accounting system to Softright, created the chart of accounts and reconciled the accounts on both ends of the conversion leading to improved financial reporting and automated data processing
- Implemented new grants reconciliation policies which led to elimination of \$150K grants deficit and improved compliance with federal and state regulations
- Performed monthly variance analysis of budget to actual reports and resolved discrepancies
- Provided all financial reports to the independent auditors, resolved management letter comments and achieved successful year-end audits
- Processed all the year-end closing/adjusting journal entries and rolled over the budgets into the new fiscal year
- Prepared all year-end financial reports including CAFR (Comprehensive Annual Financial Report) , Statement of Revenues, Expenditures and Changes in Fund Balances, Federal Grants Schedule, Balance Sheet, Cash Reconciliation, Statement of Indebtedness and Schedule A
- Conducted monthly reconciliation , processed journal entries and accounting corrections to ensure general ledger accuracy
- Reported on federal grants as required by Single Audit Report Act of 1996 OMB A-133
- Audited various city departments and implemented adequate internal control procedures

Emergency Communications Director

May 2010-July 2012

- Developed and implemented an entire administrative process and structure leading to 60%reduction in operating expenses and 30% reduction in personal services
- Managed a staff of 15 emergency communications dispatchers; prepared and managed annual budget; collected, analyzed and evaluated data and problems to detect alternatives, identify consequences and develop sound recommendations

Technical Support

Dec 2008-April 2010

- Recognized for implementation of a new fines collection system, leading to 30% increase in collected amounts in less than 6 months; decreased office expenditures by 20% through implementation of needed controls on supplies and replacing vendors

EDUCATION

Master of Science in Accounting, Suffolk University, Boston, MA, December 2015

Master of Management, Cambridge College, Cambridge, MA, March 2008

Bachelor of Science in Economics, George Baritiu University, Brasov, Romania, 2000

PROFESSIONAL DESIGNATIONS

CPA, Certified Public Accountant, Massachusetts Board of Public Accountancy, December 2017

CGA, Certified Governmental Accountant, Massachusetts Municipal Auditors' & Accountants' Association, June 2015

MCPPO, Massachusetts Certified Public Purchasing Officer, March 2016



Town of Arlington, Massachusetts

Minutes of Meetings: March 26, 2018; April 9, 2018

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	3.26.18_draft_minutes.docx	Draft Minutes 3.26.18
▢	Reference Material	4.9.18_draft_minutes.docx	Draft Minutes 4.9.18

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, March 26, 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 Ms. Maher

1. Community Preservation Committee Presentation
Andrew Bengtson, Vice Chair, Community Preservation Committee
(tabled from 3/19/18 meeting)

Mr. Bengtson described the 6 projects in Town that the Community Preservation Committee is proposing to be approved at Town Meeting this spring. He is looking for a vote of endorsement on the CPC budget from the Board. Members of the Board were happy to see that the Hardy School Playground was getting repaired.

Mrs. Rowe moved approval.

SO VOTED (5-0)

FOR APPROVAL

2. Farmers' Market 2018
Patsy Kraemer, Market Manager

Mrs. Kraemer stated that the Farmers' Market will be held in the Russell Common Lot. Arlington has been participating in the Farmers' Market for 21 consecutive years offering fresh food and produce. This year there will be two new vendors to add to the venue, a mushroom and a hard cider vendor.

Mrs. Mahon moved approval.

SO VOTED (5-0)

3. For Approval: Memorandum of Agreement - Dockless Bikeshare
Adam W. Chapdelaine, Town Manager
Nat Strosberg, Senior Planner
MAPC Staff
Limebike

Mr. Chapdelaine briefed the Board on where the Town stood with the Dockless Bikeshare. The Town has been working on draft regulations as well as working with the MAPC on a regional procurement. At this time they are ready to ask the Board to authorize Town Manager Chapdelaine to sign the Memorandum of Understanding for the regional procurement for Dockless Bikeshare contingent on the Board further approving Dockless Bikeshare Regulations which they will bring back at another meeting. Nat Strosberg, Senior Planner appeared before the Board and explained that Arlington as well as other surrounding communities has been approached by a number of dockless bikeshare companies. The MAPC recently established an initiative regional no cost dockless bikeshare system to insure that dockless bikeshare grows in an organized publically accountable manner consistent with the best interest of each community. The Board raised some questions about the procurement and if other communities were to back out if it would raise concern. Mrs. Weinburg from the MAPC stated that Arlington stands on its own and it would not be a problem but their hope is that the other communities would also join

like they have said, but they are all in other parts of the process. Scott Mullen from Limebike, Director of expansion in the Northeast, explained the technology behind the dockless bikes he is in charge of the moving and fixing of the bicycles. The Board raised some questions if the bikes are taken out of the boundaries of the Town how would the user would be alerted. Mr. Mullen stated that all bikes have GPS tracking on them and the intent is to use the bikes for travel instead of cars on short trips. They don't need bike rack spaces but need a place to park the bikes and they are working at the top level to find places to put these stations.

Mr. Greeley moved approval to authorize the Town Manager to sign MOA. SO VOTED (5-0)

CONSENT AGENDA

4. Minutes of Meetings: March 19, 2018

5. Approval: Town of Arlington Home Rehabilitation Program
Dean Carman, Town Treasurer

6. Request: AHS Ice Cream Fundraiser for Dana-Farber Cancer Institute (DFCI)
Jefferson Cutter House Lawn, May 19, 2018, 11:00 a.m. - 6:00 p.m.
Sagar Rastogi
The AHS Scoops Club

Mr. Rastogi appeared before the Board to describe his fundraiser, which includes an all-day all you can eat ice cream festival to raise money for the Jimmy Fund for cancer research. Mr. Rastogi invited the Board to attend his event.

7. Request: Special (One Day) Beer & Wine License, 4/14/18 @ Robbins Memorial Town Hall for a Private Event
Jennifer Gehling and Philip Schaeffing

Ms. Rowe moved approval.

SO VOTED (5-0)

PUBLIC HEARINGS

8. To Set a Prospective Rate Removal of Trees Under the Tree Protection Bylaw
Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine described to the Board that through careful consideration and guidance from the Board he worked with Michael Rademacher, Director of Public Works and Tim Lecuirve, Tree Warden to come up with a recommendation for the Board's consideration to set a fee for the removal of trees under the Tree Protection Bylaw. The DPW would implement the same rules and fee administratively for the removal of a public shade tree and a Chapter 87 tree. Mr. Chapdelaine explained how they determined the fee by using 2.5 cost multiplier and multiplying it by the cost of the tree for a 10" tree. He recommended that the Board vote the intention to set the fee at \$375/ DBH should the bylaw pass at Town Meeting. Mr. Dunn stated that this bylaw will affect relatively few trees because our bylaw only applies to a very specific set of trees in the setback when doing construction on a house. If a resident wants to take down a tree in their yard they still can. This bylaw change is very narrowly aimed to a very specific set of developer activities. Mr. Heim asked the Board for approval to adjust the comment as it's currently written to reflect the rate.

Mr. Dunn moved their intent to set the fee at \$375/DBH.

SO VOTED (5-0)

APPOINTMENTS

9. Human Rights Commission
Kristen Bauer (term to expire 1/31/2021)
(tabled from 3/19/18 meeting)

Mr. Dunn moved approval.

SO VOTED (5-0)

WARRANT ARTICLE HEARINGS

Articles for Review:

Article 12 Bylaw Amendment/Betterment Bylaw Revision

Mr. Heim explained to the Board that some of the concerns and complaints are not ready to be put in front of Town Meeting; however there are some things that are ready to be clarified in the Betterment Bylaw. As the Bylaw currently reads repairs to private ways, it is confusing on who is supposed to do the work. It calls everything a temporary repair, and how it calculates abutters. One of the concerns is that the Town is responsible because it is an abutter, in some cases that would be fair and in others the Town has taken a small piece of land as a tax title; in which we shouldn't really be responsible for. One of the issues they were able to address is the ability for the Town to make temporary repairs in the instances where the Department of Public Works determines that it is a dangerous situation for emergency vehicles to get to the homes they need to because the road is too bad. Mr. Dunn noted that he lives on a private way, as well as Mr. Curro.

Mrs. Mahon moved approval.

SO VOTED 5-0

Article 24 Revolving Funds

Mr. Chapdelaine noted one administrative change under Town Hall Rentals Account 4150. The limited right now is \$100,000 for expenditures, but last year's expenditures actually exceeded that. He suggested that they increase that to \$125,000.

Mr. Greeley moved approval.

SO VOTED 5-0

STM Article 3 Vote/Study of Demolition of Historic Residential Buildings

The Board has voted to establish a study committee to examine the issues with respect to demolition of residential homes. The initial effort from a resident petition was to deal with this issue in terms with historic structures. Town Counsel Heim has developed a vote for the Board's consideration that is rooted in that, although it is not only about historic structures. It is also about the effect in which development and redevelopment is having on Arlington. Mr. Dunn commented that the problem isn't historic regulations but rather teardowns as a whole. He suggested that the Board go in a different direction than what was drafted. Mr. Dunn recommends that we send this to the Residential Study Group. He stated that they need more data. They need a way to evaluate these projects and find which ones are generally disliked, and how to prevent those from going on in the future. In the vast majority of these they are zoning changes not historic bylaw changes.

Mr. Dunn moved to referred tear down issues described by the original ten voter article to the Residential Study Group.

SO VOTED 5-0

STM Article 4 Home Rule Legislation/Property Tax Deferrals

STM Article 5 Home Rule Legislation/Means - Tested Senior Tax Relief

Mr. Heim talked about these articles together. He stated that these are both potential means that the Town Managers Office, Health Department, and Town Counsel have identified as ways in which we can try to reduce the tax burden on senior citizen property owners. Article 4 allows the Town to build on an existing program from property tax deferrals by submitting home rule legislation which allows us to increase the maximum income to be eligible for this program. Article 5 would also require a special legislation and would build of an existing state circuit breaker program. This article would require a ballot question to approve it; but if a citizen met the criteria they can apply to have their property tax not exceed 10% of their total income. Mr. Chapdelaine stated that Article 5 needs more work before they put it before Town Meeting and would rather have more time to study the program and come back maybe in the fall.

Mrs. Mahon moved favorable action for Article 4. SO VOTED 5-0

Mrs. Mahon moved no action but to incorporate Town Manager's comment to continue working with the Board of Assessors and Finance Committee for a later date. SO VOTED 5-0

STM Article 6 Home Rule Legislation/Package Store Licenses

Mr. Heim asked the Board if they were to vote favorable action on this article, how many additional licenses they are looking to seek. Mrs. Mahon stated that she is looking to request one additional license for all alcohol package stores, but was seeking recommendation from her colleagues. She added that they are looking for geographical distribution of the licenses and that serious inquiries have been made for a location in the heights. Mr. Greeley noted that we are asking the voters to approve one license not six.

Mrs. Mahon moved approval. SO VOTED 5-0

STM Article 7 Home Rule Legislation/Bylaw Amendment: Gender Neutral Language

Mr. Heim stated that this article builds off of the Boards endorsement and proposed vote to change the Board of Selectmen to a "Select Board" and the associated pronouns. This would essentially be a broad mandated vote to submit special legislation and to sweep the Town Bylaws to replace all gender specific pronouns to gender neutral.

Ms. Rowe moved approval. SO VOTED 5-0

FINAL VOTES & COMMENTS

Articles for Review:

Article 7 Bylaw Amendment/Town Meeting Warrant Delivery

The Board had agreed to refer this Article to Vision 2020 Governance Committee.

Article 8 Bylaw Amendment/Addition of Certain Delinquent Municipal Fees (tabled from 2/26/18 and 3/19/18 meetings)

Article 10 Bylaw Amendment/Animal Control Regulation

Article 13 Bylaw Amendment/Arlington Commission on Arts & Culture (tabled from 3/5/18 meeting)

Article 14 Bylaw Amendment/Tree Preservation and Protection (tabled from 3/5/18 meeting)

Article 15 Bylaw Amendment/Noise Abatement

Article 16 Bylaw Amendment/Time of Town Meeting Sessions

Article 17 Bylaw Amendment/Demolition of Historic Structures

Article 23 Endorsement of CDBG Application

Mr. Dunn moved approval SO VOTED 5-0

NEW BUSINESS

Mr. Chapdelaine wanted the Board to know that we as a community are officially part of the Metro Mayors Collation. He attended a meeting in which they talked about increasing the Community Preservation Act matching funds. He also wanted to officially announce he is a municipal representative on the Group Insurance Commission having been appointed by Governor Baker. The Arlington Fire Department is hosting their second annual “truck pull” contest to raise money for the Relay for Life. Jim Feeney has put together a general government team, “Team Dead Weight”, where they will help raise funds for cancer on Saturday, April 28th at 10:00a.m. at the Saint Camillus Parking Lot.

Mr. Greeley wanted to officially welcome back Marie Krepelka! He also noted that the Board says goodbye to Clarissa; he wanted to comment on how wonderful it was to work with her. He also wanted to remind the public that there is an election coming up on Saturday, April 7, and on this Wednesday night they have candidate’s night.

The rest of the Board wanted to also thank Clarissa for stepping up and serving. They stated that it was a pleasure to work with her.

Ms. Rowe asked the public for their vote in her contested seat for Town Meeting in Precinct 4. She stated that it was a pleasure to work with everybody and is excited to go back to private citizenship.

Mr. Curro wanted to thank his colleagues in allowing him the privilege to serve as Chair for this year. He really enjoyed it.

EXECUTIVE SESSION

Mr. Greeley moved to go into Executive Session exiting only for the purpose of adjournment at 9:11p.m.

A true and record attest:

Ashley Maher
Selectmen’s Office

Next Scheduled Meeting of BoS April 9, 2018

3/26/18

Agenda Item	Documents Used
1	CPC Presentation
2	Farmers’ Market Reference
3	Bikeshare Memorandum Memorandum of Understanding
4	3.19.18 draft minutes

5	Home Rehabilitation Program Reference
6	Request from AHS scoops Club
7	Special Beer and Wine Application
8	Tree Fee Memo - Reference
9	Town Manager Recommendation; K. Bauer Resume
Warrant Article Hearings	Warrant Article text Town Counsel Comments ATM #12, 24 and STM #3, 4, 5, 6, and 7 W.A. #24 FY 2017 Revolving Funds: Expenditure Detail W.A. #24 Revolving Funds for Warrant Article
Final Votes & Comments	Town Counsel FV + C for W.A. #7, 8, 9, 10, 14, 15, 16, 17, and 23

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, April 9, 2018
7:15 PM

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

1. Organizational Meeting for the Purpose of Electing a Chairman and a Vice Chairman
Marie A. Krepelka, Board Administrator

The first order of business tonight was to have an organizational meeting for the purpose of electing a Chairman and Vice Chairman. Mrs. Krepelka asked for nominations from the Board. Mr. Greeley nominated Mr. Dunn seconded by Mrs. Mahon. A roll call vote was taken and Mr. Dunn was elected Chairman. SO VOTED (4-0-1)

Mrs. Krepelka asked for nominations from the Board for Vice Chairman. Mr. Greeley nominated Mrs. Mahon seconded by Mr. Curro. A roll call was taken and Mrs. Mahon was elected Vice Chairman.

SO VOTED (4-0-1)

The organizational meeting was dissolved and Mrs. Krepelka handed the gavel over to Mr. Dunn. Mr. Greeley congratulated John Hurd on his election, Joe Curro on his reelection and Michael Ruderman for running a well run campaign.

2. Patriots' Day Weekend Events
Ted Peluso, Arlington Committee on Tourism and Economic Development

Mr. Peluso invited the Board to attend all the festivities that the Arlington Committee on Tourism and Economic Development planned for Sunday and Monday. He also publicly thanked Angela Olszewski for all her work in planning the activities for 11:00 a.m. Monday at Town Hall before the arrival of Paul Revere and William Dawes.

Mr. Dunn thanked Mr. Peluso and his Committee for all their hard work.

FOR APPROVAL

3. Request: Removal of Two Ash Trees on Foster Street for Gibbs School Reconstruction
Wayne Chouinard, Town Engineer

Timothy Lecuire, Tree Warden, represented the Engineering Department regarding the removal of a public shade tree on Foster Street. In conjunction with the Gibbs School reconstruction, sidewalk work and road resurfacing is proposed on both Tufts Street and Foster Street as part of the Town's 2018 Road Contractor and it will consist of curb realignment to provide a student drop-off area, new sidewalk, and the installation of accessible curb ramps associated with new crosswalks at the intersection of Andrew Street and Foster Street. Mr. Lecuire stated the following comments regarding the removal of Tree 1

- There are many aspects to consider during the construction of the curb ramps at the proposed crosswalk near Tree #1, including the following:
 - Elevation at back of sidewalk
 - Height of curb reveal
 - Transition from ramp entrance
 - Presence of roots determined after existing sidewalk is removed

- Slope of roadway gutter
- Location of corresponding curb ramp

The goal is to construct the curb ramps and curb modifications without impacting Tree #1. Unfortunately, it is not easy to completely ascertain the requirements until the existing sidewalks and ramps are removed. During construction the ramps and curb line will be layed out and the location and condition of the tree roots ascertained. The road contractor, Engineering Division and Tree Warden will be on-site to best determine how to construct the ramps and protect the tree if possible. If the ramp can be aligned and constructed in compliance with ADA requirements without affecting Tree #1, then removal will not be necessary.

- The area for vehicle drop-off was evaluated by members on the Arlington Transportation Advisory Committee and it was determined that the standard 88 ft used for parallel parking spaces would not be sufficient. Due to site and accessibility considerations for a ramp on the school property, the pull out area must begin prior to the tree closest to Broadway (Tree #2) and cannot extend further towards Andrew Street than is currently shown.
- The goal of the proposed drop-off area is not to increase automobile use, but to provide safer access & egress for students entering and exiting cars during drop off/pickup times at the school. For the crosswalk/ramps it is to provide ADA compliant ramps at a cross walk within a designated school zone.

Mrs. Mahon moved approval for the removal of Tree 1.

SO VOTED (5-0)

CONSENT AGENDA

4. For Approval: Water Bill Insert, Town of Arlington Textile Donation
Dean Carman, Town Treasurer
5. Request: Annual Hardy School PTO Walkathon, Friday April 27th, 2:30 p.m. - 4:00 p.m.
Patsy O'Brien, Hardy School PTO
6. For Approval: Date Change for AHS All Sports Boosters Club 5K Trick or Trot
Was: May 12, 2018
To: October 27, 2018
Kierstin Merlino, Athletic Trainer, AHS
7. Request: Change of Hours for All Alcohol Restaurant
Scutra, 92 Summer Street
Cesidia Baugniet, Owner
8. Request: Special (One Day) All Alcohol License, 4/21/18 @ Whittemore Robbins House for a Private Event
Cesidia Baugniet, Scutra Restaurant
9. Request: Special (One Day) All Alcohol License, 4/28/18 @ Robbins Memorial Town Hall for 'The Waldorf School Gala Fundraiser'
Abigail Zimmelman, Development Coordinator, The Waldorf School

10. Request: Special (One Day) All Alcohol License, 4/28/18 @ Robbins Library Reading Room for a Private Event
Michelle Noska, Beaujolais Catering
 11. Request: Special (One Day) All Alcohol License, 4/28/18 @ Whittemore Robbins House for a Private Event
Carolyn Navikonis
 12. Request: Contractor/Drainlayer License
Stoneworks, 124 Wollaston Avenue, Arlington, MA
 13. Appointments of New Election Workers: (1) Donna Hessel, 11 Pondover Road, U, Pct. 19; (2) William Larson, 98 Spring Avenue, U, Pct. 12; (3) Frances Marshall, 74 Varnum Street, D, Pct. 6; (4) Julie Rigazio, 46 Sunset Road, U, Pct. 12; (5) Marlene Rockmore, 18 Perkins Street, D, Pct. 14; (6) Margaret Stanley, 9 Lancaster Road, D, Pct. 20; (7) Jacalyn Starr, 153 Mt. Vernon Street, U, Pct. 12; (8) Lauren Sweetser, 82 Milton Street, U, Pct. 19; (9) Marcie Theriault, 248 Gray Street, U, Pct. 14
- Mr. Curro moved approval subject to all conditions as set forth. SO VOTED (5-0)

APPOINTMENTS

14. Park and Recreation Commission
Christine Tarantino (term to expire 1/31/2019)
- Mrs. Mahon moved approval. SO VOTED (5-0)

LICENSES & PERMITS

15. For Approval: Sidewalk Cafe License Renewals, Broadway Plaza
Common Ground, 319 Broadway
Caffé Nero, 311-321 Broadway
Twyrl, 315 Broadway
- Mr. Hurd moved approval subject to all conditions as set forth. SO VOTED (5-0)
16. Request: Sidewalk Cafe and Alteration of Premise
Acitron, 473 Massachusetts Avenue, Prakash Hule
- Mr. Curro moved approval subject to all conditions as set forth. SO VOTED (5-0)

CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

There were no matters presented for consideration of the Board.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

17. Discussion: Bike Share Regulations
Douglas W. Heim, Town Counsel

Mr. Heim presented the Rules and Orders for the Licensing and Operation of Bicycle Share Program.
Mr. Curro thanked Town Counsel Heim for all his work on this project.
Mrs. Mahon moved receipt of report.

SO VOTED (5-0)

18. Discussion: Future BoS Meetings
Board of Selectmen Meeting Schedule as follows:

April 23, 2018 - * 6:30 p.m.

June 11, 2018

June 25, 2018

May 7, 2018

July 18, 2018

May 21, 2018

August 13, 2018

FINAL VOTES & COMMENTS

Articles for Review:

Article 12 Bylaw Amendment/Betterment Bylaw Revision

Article 13 Bylaw Amendment/Arlington Commission on Arts & Culture

Article 24 Revolving Funds

STM Article 3 Vote/Study of Demolition of Historic Residential Buildings

Mr. Curro asked Mr. Heim to change #7 to include work done by the Residential Study Group.

STM Article 4 Home Rule Legislation/Property Tax Deferrals

STM Article 5 Home Rule Legislation/Means-Tested Senior Tax Relief

STM Article 6 Home Rule Legislation/Package Store Licenses

STM Article 7 Home Rule Legislation/Bylaw Amendment: Gender Neutral Language

Mr. Greeley moved approval.

SO VOTED (5-0)

NEW BUSINESS

Mr. Heim thanked everyone who ran for office on Saturday, April 7th.

Mr. Hurd thanked everyone for voting for him and is looking forward to working with all his colleagues.

Mr. Curro stated that he cannot thank everyone enough for reelecting him to his third term as a Selectman.

Mrs. Mahon thanked all residents for coming out to vote and stated that Jane Morgan will be an exemplary member of the School Committee.

Mr. Dunn thanked all candidates and all election workers who worked that day.

EXECUTIVE SESSION

To conduct a strategy session in preparation for negotiations with non-union personnel – Town Comptroller.

Mrs. Mahon moved to go into Executive Session.

Mrs. Krepelka took the roll call on the motion.

Mr. Hurd: yes

Mr. Curro: yes

Mr. Dunn: yes
 Mrs. Mahon: yes
 Mr. Greeley: yes

Mr. Greeley moved to adjourn at 8:42 p.m. to go into Executive Session.

Next Scheduled Meeting of BoS April 23, 2018

A true and record attest:

Marie A. Krepelka
 Board Administrator

4/9/18

Agenda Item	Documents Used
1	Organizational Meeting for the Purpose of Electing a Chairman and a Vice chairman Marie A. Krepelka, Board Administrator
2	Patriots' Day Weekend Events Ted Peluso, Arlington Committee on Tourism and Economic Development
3	Request: Removal of Two Ash Trees on Foster Street for Gibbs School Reconstruction Wayne Chouinard, Town Engineer
4	For Approval: Water Bill Insert, Town of Arlington Textile Donation Dean Carmen, Town Treasurer
5	Request: Annual Hardy School PTO Walkathon, Friday, April 27th, at 2:30 p.m. - 4:00 p.m. Patty O'Brien, Hardy School PTO
6	For Approval: Date Change for AHS All Sports Boosters Club 5K Trick or Trot Was: May 12, 2018 to October 27, 2018, Kierstin Merlino, Athletic Trainer, AHS
7	Request: Change of Hours for All Alcohol Restaurant Scutra, 92 Summer Street, Cesidia Baugniet, Owner
8	Request: Special (One Day) All Alcohol License, 4/21/18 @Whittemore Robbins House for A Private Event - Cesidia Baugniet, Scutra
9	Request: Special (One Day) All Alcohol License, 4/28/18 @ Robbins Memorial Town Hall for "The Waldorf School Gala Fundraiser" - Abigail Zimmelman, Development Coordinator, The Waldorf School
10	Request: Special (One Day) All Alcohol License, 4/28/18 @ Robbins Library Reading Room For a Private Event, Michelle Noska, Beaujolais Catering
11	Request: Special (One Day) All Alcohol License, 4/28/18 @ Whittemore Robbins House for a Private Event - Carolyn Navikonis
12	Request: Contractor/Drainlayer License Stoneworks, 124 Wollaston Avenue, Arlington, MA
13	Appointments of New Election Workers: (1) Donna Hessel, 11 Pondover Road, U, Pct. 19; (2)William Larson, 98 Spring Avenue, U, Pct. 12; (3) Frances Marshall, 74 Varnum Street, D, Pct. 6 (4) Julie Rigazio, 46 Sunset Road, U, Pct. 12; (5) Marlene Rockmore, 18 Perkins Street, D, Pct. 14; (6) Margaret Stanley, 9 Lancaster Road, D, Pct. 20; (7) Jacalyn Starr, 153 Mt. Vernon Street, U, Pct. 12; (8) Lauren Sweetser, 82 Milton Street, U, Pct. 19; (9) Marcie Theriault, 248 Gray Street, U. Pct. 14

14	Appointment: Park and Recreation Commission /Christine Tarantino (term to expire 1/31/2019)
15	For Approval: Sidewalk Cafe License Renewals, Broadway Plaza Common Ground, 319 Broadway Caffe Nero, 311-321 Broadway Twyrl, 315 Broadway
16	Request: Sidewalk Cafe and Alteration of Premise Acitron, 473 Massachusetts Avenue, Prakash Hule
17	Discussion: Bike Share Regulations, Douglas W. Heim, Town Counsel
18	Discussion: Future BOS Meetings
Final Votes & Comments	Articles for Review: Article 12 Bylaw Amendment/Betterment Bylaw Revision Article 13 Bylaw Amendment/Arlington Commission on Arts & Culture Article 24 Revolving Funds STM Article 3 Vote/Study of Demolition of Historic Residential Buildings Mr. Curro asked Mr. Heim to change #7 to include work done by the Residential Study Group. STM Article 4 Home Rule Legislation/Property Tax Deferrals STM Article 5 Home Rule Legislation/Means-Tested Senior Tax Relief STM Article 6 Home Rule Legislation/Package Store Licenses STM Article 7 Home Rule Legislation/Bylaw Amendment: Gender Neutral Language



Town of Arlington, Massachusetts

For Approval: Memorial Day Ceremony, May 28

Summary:

Jeffrey A. Chunglo, Director of Veterans' Services

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memorial_Day_Ceremony_Request_.pdf	Reference



Town of Arlington
Department of Health and Human Services
Department of Veterans' Services
730 Massachusetts Avenue
Arlington, MA 02476

Jeffrey A. Chunglo
Director of Veterans Services

Tel: 781 316-3166
Fax: 781 316-3129

18 APR 2018

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

Re: Permit for May 28, 2018

Dear Board Members,

On behalf of the Department of Veterans' Service for the Town of Arlington, I am requesting a permit to allow residents to participate in the annual Memorial Day ceremony and parade. This year, the ceremony will be conducted in the auditorium of the town hall. The ceremony will begin at 09:30.

Following the ceremony, we will march to Mt. Pleasant Cemetery for wreath laying ceremonies at all of our veteran lots. A police escort will be needed along Massachusetts Avenue and Medford Street as we proceed to Mt. Pleasant Cemetery.

At 2:00pm, there will be a special screening of the HBO Blockbuster movie "Taking Chance". This is the real life story of my guest speaker Marine Corps LtCol Michael Strobl who escorted a fallen Marine to his hometown in Wyoming for his internment. The screening will be held at the Regent Theatre and is free to the general public.

Very respectfully,

A handwritten signature in black ink, appearing to read "Jeffrey A. Chunglo".

Jeffrey A. Chunglo



Town of Arlington, Massachusetts

Request: Farmers' Market Winery Application - Sale of Wine

Summary:

Coastal Vineyards, David W. Neilson
61 Pardon Hill Road, South Dartmouth, MA 02748

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Coastal_Vineyards.pdf	Application

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)

YEAR 20

18

1. Licensee Information:

Name of Applicant: ABCC License Number: (If Existing Licensee)

Mailing Address: Business Name (d/b/a if different):

Manager of Record: City/Town: State: Zip:

Phone Number of Premises:

Other Phone: Email: Website:

Contact Person concerning this application (attorney if applicable):

Name: City/Town: State: Zip:

Address: Email:

Contact Number: Fax Number:

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.
Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event:

B. Contact person for applicant during event:

Name:

Phone number of contact:

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine:

City/Town: State: Zip: Phone Number of Premises:

Describe Area to be Licensed:

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
David W. Neilson	FW - 63	61 Pardon Hill Road, South Dartmouth, MA

4. Are you providing, without charge, samples of wine to prospective customers? Yes No

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
David W. Neilson	61 Pardon Hill Road, South Dartmouth, MA	FW - 63

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

MA Drivers License
Military ID

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

David W. Neilson

*If additional space is needed, please use last page.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes No Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes No

If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature



Title

Owner

Date

4/15/2018

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources
251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

March 29, 2018

David Neilson
Coastal Vineyards
61 Pardon Hill Rd.
South Dartmouth, MA 02748

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Neilson:

Please be advised that your application for certification of the Arlington Farmers Market, on Wednesdays from June 13th 2018 to October 31st 2018 from 2:00 pm to 6:30 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux", written in a cursive style.

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine
Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: Rebecca.Davidson@State.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products for current year/season
- Event operational guidelines or rules for current year/season
- Resume of event manager or description of experience
- Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

1. Applicant Information

Name of Licensed Farm-Winery	Coastal Vineyards		
Farm-Winery License Number	FW - 63	State of Issue	MA
Contact Person	David Neilson		
Address	61 Pardon Hill Road		
City	South Dartmouth	State	MA Zip 02748
Phone Number	508-642-3866	Email	info@coastal-vineyards.com
Correspondence preference	<input type="checkbox"/> Regular Mail	<input checked="" type="checkbox"/> Email	
<i>Note: Approval/denial letters will be sent regular mail.</i>			
Do you intend to sell, sample, or both? Check all that apply.			
<input checked="" type="checkbox"/> Sell	<input checked="" type="checkbox"/> Sample		

2. Event Information

Name of Agricultural Event	Arlington Farmers Market		
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event
If you selected "Other Agricultural Event", how does this event promote local agriculture?			
Event Address	Russell Commons Municipal Parking Lot at Mystic St. / Winslow Street		
City	Arlington	State	MA Zip 02474
Event Phone Number	781-858-8629	Event Website	patsyLKraemer@comcast.net

3. Event Description

What are the date(s) and time(s) of the event?

Start date 06 / 13 / 2018 End date 10 / 31 / 2018 Time 2-6:30 PM
Month Day Year Month Day Year

If this is a weekly event, on what day of the week does the event occur? Wednesday

If the event is an agricultural fair, does the event include competitive agriculture? Yes No N/A

Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries? Yes No

If yes, identify:

4. Event Management

Name of Event Manager Patsy Kraemer

Email Address patsylkraemer@comcast.net Phone Number

Is this person the on-site manager? Yes No

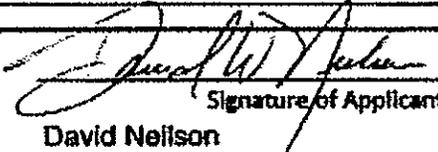
If no, identify on-site manager (include contact information):

If there are multiple managers, list them and include contact information:

Attach on-site manager(s) resume(s) or list any credentials or training of the on-site manager(s):
 Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.
 See Attached

5. General

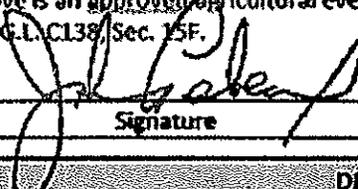
Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.
see attached

 Signature of Applicant	<u>3/18/18</u> Date
David Neilson Name (please print)	owner Title (please print)
FW -63 Farm-Winery License Number	MA State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C138 Sec. 15F.

 Signature	<u>3/29/18</u> Date
--	------------------------

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 5/5/18 @ Whittemore Robbins House for a Private Event

Summary:

David and Anna Pietrantonio

ATTACHMENTS:

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

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: David and Anna Pietrantonio

Address, phone & e-mail contact information: 6 Highland Ave Unit 1 Arlington, MA 02476, 617-792-6777, anniemily@hotmail.com

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

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

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

Cedric King - bartender

Address, phone & e-mail contact information: 30 Reardon St. Quincy, MA 02169, 617-999-3008; info@beverageevents.com

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: 617-999-3008

Title of Event: First Communion Reception

Date/time of Event: May 5, 2018 / 12pm - 5pm

Location of Event: Whittemore Robbins House

Location/Event Coordinator: Victoria Rose

Method(s) of invitation/publicity for Event: email, mail

Number of people expected to attend: 40 - 50 guests

Expected admission/ticket prices: N/A

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

Will persons under age 21 be on premises? yes 30 children age 5-16

If "yes," please detail plan to prevent access of minors to alcoholic beverages. Tips certified bartender will follow rules/regulations for alcohol service.

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.

[Signature] Date 04-13-18

LT CONROY OIC TRAFFIC, DETAILS, + LICENSING UNIT
Printed name/title

POLICE COMMENTS:

APPLICANT MUST CONFORM TO ALL STATE AND LOCAL LAWS.

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 and wine

What types of food and non-alcoholic beverages do you plan to serve at the Event? Deluxe Antipasta, shrimp cocktail, baked ziti, tortellini w/pasta, chicken, broccoli, & ziti, meatballs, chicken piccata, salad water, soda, pastries

Who will be responsible for serving alcoholic beverages at the Event? bartender with Beverage Events, Inc. Cedric King

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.
eTip on Premise 3.0

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

Cedric King d.o.b. -

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

Date of Delivery: May 5, 2018
Alcohol Serving Time (s): 1pm - 4pm

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

unopened will be picked up by Kappys -
opened unused will be placed in trunk of
car by responsible manager.

Date of Pick-Up: May 7, 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.) Liquor liability insurance
TIPS certificate

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: Anna Narinsky

Printed name: Anna Narinsky

Printed title & Organization name: First Communion Reception

Email: anniemily@hotmail.com

TIPS eTIPS On Premise 3.0 **CERTIFIED**
Issued: 8/11/2016 Expires: 8/11/2019
ID#: 4328600
Cedric King
30 Reardon St
Quincy, MA 02169-4003
For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/10/18

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

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

PRODUCER M.P. Roberts Insurance Agency 1060 Osgood Street North Andover, MA 01845	CONTACT NAME: Amy Roberts	
	PHONE (A/C, No, Ext): 978-683-8073	FAX (A/C, No): 978-683-3147
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED BEVERAGE EVENTS INC. 455 State Road Vineyard Haven, MA 02568	INSURER A: NATIONAL UNION FIRE	
	INSURER B: PILGRIM INSURANCE	
	INSURER C: NATIONAL UNION FIRE	
	INSURER D: ATLANTIC CHARTER INS CO	
	INSURER E: NATIONAL UNION FIRE	
	INSURER F: GENERAL STAR INDEMNITY	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		NP037052345-02	01/18/18	01/18/19	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> PRIMARY & NON-CONTRIBUTORY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						MED EXP (Any one person) \$ 5,000
	OTHER:						PERSONAL & ADV INJURY \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	Y		PGC00001019269	04/11/17	04/11/18	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	Y		6-UD-016698954-0	01/18/18	01/18/19	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCV01349600	01/19/18	01/19/19	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	LIQUOR LIABILITY	Y		IMA840798C	01/18/18	01/18/19	\$1,000,000

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

EVENT DATE: 5/5/18

GUESTS: 50

Location: WHITTEMORE ROBBINS HOUSE

670R MASS AVE

ARLINGTON, MA

WHITTEMORE ROBBINS HOUSE IS LISTED AS AN ADDITIONAL INSURED

CERTIFICATE HOLDER

CANCELLATION

WHITTEMORE ROBBINS HOUSE
670R MASS AVE
ARLINGTON, MA

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

AUTHORIZED REPRESENTATIVE

MICHAEL P ROBERTS

Anna Narinsky
6 Highland Ave Unit 1
Arlington, MA 02476
anniemily@hotmail.com

Whittemore Robbins House
670R Massachusetts Ave. Arlington, MA 02476

10 April 2018

SECURITY PLAN FOR FIRST COMMUNION RECEPTION

A First Communion Reception will be held on Saturday, May 5, 2018 from 12:00pm-5:00pm at the Whittemore Robbins House. Alcohol service will run from 1:00pm-4:00pm.

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

This is the Security Plan.

We anticipate approximately 50 guests to attend. 30 will be under the age of 21. The ages range from 5-16 years.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. J. Pace and Son will provide the food. Beverage Events Bartending and Beverage Service will provide the alcohol service. Cedric King is the TiPS certified bartender and responsible manager. Responsible Manager and bartender, catering company servers and the event coordinator are all responsible for ensuring that the event runs smoothly.

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

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



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Nashoba Paving Co. Inc., 45 Power Road, Westford, MA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Nashoba_Paving.pdf	Engineering recommendation, Town application



Engineering Division

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

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: April 18, 2018

Dear Honorable Board Members,

Reference is hereby made to an application by Don Sloan of Nashoba Paving Co. Inc. to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Nashoba Paving Co. Inc.
45 Power Road
Westford, MA 01886
Jen Simard
Phone: 978-264-0044
Email: jscofield@nashobacorp.com

As a previously approved contractor in good standing and upon review of references, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

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

Scope of Work

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

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

Applicant Information

Applicant/Firm Name: Nashoba Paving Co., Inc.
 Select One:
 Corporation
 Partnership
 Proprietorship
 Other: _____
 Street Address: 45 Power Rd City/Town: Westford State: MA
 Primary Phone: 978-264-0044 E-mail: J.Scotland@NashobaCorp.com
 Length of Time in Business under the same Firm Name: _____
 Full Name(s) of Principal(s): Don Sloan
 Primary Contact Person: Jen Simard

Experience/Previous Work

Nature of Typical/Standard Work: Remove & Replace Driveways
 Have you ever performed this type of work in Arlington:
 Yes
 No
 If Yes, Please provide Location: _____ Approximate Date: _____
 Total Amount of such construction this year: UNSURE
 Total Amount of such construction last year: NONE
 Total Amount of such construction next previous year: UNSURE

Municipal References - Please Attach Written Reference Letters

Municipality: Town of Concord
 Primary Contact Name: Kathi Email: KCwalsh@concordma.gov
 Municipality: Town of Bedford
 Primary Contact Name: Adrienne Email: dstjohn@Bedfordma.gov
 Municipality: Town of Needham
 Primary Contact Name: Judy Email: Jogkes@Need

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

Bank Reference: Northern Bank & Trust Phone: 978-486-3543

Federal Tax ID or Social Security #: _____

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

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

Signature/Endorsement

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

Applicant Signature: _____

Date: 4/12/18

Reset Form

Print Form



**TOWN OF NEEDHAM, MASSACHUSETTS
PUBLIC WORKS DEPARTMENT
500 Dedham Avenue, Needham, MA 02492
Telephone (781) 455-7550 FAX (781) 449-9023**

April 12, 2018

**RE: Letter of Recommendation
Nashoba Paving Co Inc.**

To Whom It May Concern:

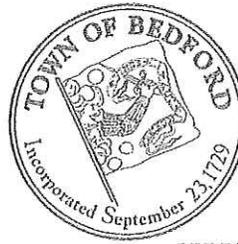
Nashoba Paving Co Inc. of Westford, MA has performed work in the Town of Needham, and has followed the guidelines satisfactorily to the Town.

Sincerely,

Judith Oakes

Judith Oakes
Street Permit Administrator
Needham DPW

TOWN OF BEDFORD
DEPARTMENT OF PUBLIC WORKS



314 THE GREAT ROAD
BEDFORD, MASSACHUSETTS 01730

TEL: 781-275-7605
FAX: 781-275-9010

April 17, 2018

RE: Nashoba Paving Co., Inc.

To Whom It May Concern,

Nashoba Paving Co. from Westford, MA is currently bonded and insured to perform work in the Town of Bedford. To date, their work has been correct, safe and in accordance with the Town's requirements.

We recommend them to perform paving in other communities for similar projects. Please contact me if you have any questions or need additional information.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Adrienne St. John".

Adrienne St. John
Public Works Engineer



Town of Arlington, Massachusetts

Appointments of New Election Workers: (1) J. Richard Anderson, 171 Mystic Street, D, Pct. 11; (2) Kelly DeVito, 42 Columbia Road, U, Pct. 21; (3) Nancy Gray, 30 Mill Street, D, Pct. 6; (4) Thomas Hughes, 20 Webster Street, U, Pct. 1; (5) Janet Wronski, 11 Christine Road, U, Pct. 11

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Election_Workers__Records.pdf	Master Records

ELECTION WORKER'S MASTER RECORD

Date: 4-6-18

Check One: New Employee
 Change to Existing Employee

Vendor #	_____	Position	<u>INSPECTOR</u>
Name:	<u>Nancy GRAY</u>	Democrat	<input checked="" type="checkbox"/>
Address:	<u>30 Mill STREET</u>	Republican	_____
	<u># 304</u>	Unenrolled	_____
Zip Code	<u>02476</u>	Precinct	<u>6</u>
Alpha/ Last Name	_____	Phone #	_____

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	



Town of Arlington, Massachusetts

For Approval: Placement of 'Relay for Life' Lawn Signs, 5/19/18 through 6/11/18

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Relay_for_Life.pdf	Reference

April 11, 2018

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



Dear Board,

We, the executive leadership team of the Relay for Life, Arlington are requesting permission to place lawn signs promoting our 18th annual Relay for Life Event. These signs would be placed on 5/19/2018 and removed by 6/11/2018.

We request permission for the following areas:

1. All town lines: Winchester, Lexington, Cambridge, Belmont, & Medford (Rt. 60)
2. Park Ave & Waverly
3. Park Ave & Wachusett
4. Islands at all corners of Mass Ave and Park Ave.
5. Summer Street
6. Summer Street & Edmond Road
7. Mill Street & Summer Street.
8. Mill Street & Mass Ave.
9. Jason Street & Mass Ave.
10. Mass Ave to Cambridge line.
11. Brattle Street & Summer Street.
12. Rotary on Ridge Street (3 total)
13. Falmouth Road & Crosby Street
14. Mass Ave
15. Mystic & Warren Street to Broadway

We understand that we are not allowed to place signs on any island or area designated with a garden club placard. All signage will be removed within 48 hours of the event's end as stated in the town by-laws.

Thank you for considering our request. Please feel free to contact Kimberly Van Winkle (ELT Coordinator) at 781-424-1744, should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Van Winkle".

Kimberly Van Winkle
Relay for Life, Arlington
Event Coordinator

New England Division

43 Nagog Park, Suite 110, Acton, MA 01720-3426

p) 781.314.2668 f) 781.314.2699

Cancer Information: 1.800.227.2345 cancer.org RelayForLife.org



Town of Arlington, Massachusetts

Discussion: Town Manager Evaluation Process

Summary:

Dan Dunn, Chair



Town of Arlington, Massachusetts

Article for Review:

Summary:

Article 22: Local Option Taxes

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Vote_and_Comment._Article_22_Local_Option_Taxes.docx	Reference

VOTE AND COMMENT ON ARTICLE 22: LOCAL OPTION TAXES

ARTICLE 22

ACCEPTANCE/LOCAL OPTION TAXES

VOTED: That no action be taken on Article 22.

(5-0)

COMMENT: There are no new or additional local option taxes ripe for acceptance at this time.



Town of Arlington, Massachusetts

Invitation to Participate in Memorial Day Ceremony

Summary:

Jeffrey A. Chunglo, Director of Veterans' Services

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	J._Chunglo_CR.pdf	Reference



Town of Arlington
Department of Health and Human Services
Department of Veterans' Services
730 Massachusetts Avenue
Arlington, MA 02476

Jeffrey A. Chunglo
Director of Veterans Services

Tel: 781 316-3166
Fax: 781 316-3129

18 APR 2018

Mr. Daniel Dunn
Chairman, Arlington Board of Selectmen
730 Massachusetts Avenue
Arlington, MA 02476

Chairman Dunn,

I want to cordially invite you, and all members of the Board of Selectmen to participate in our Memorial Day ceremony this year.

The ceremony will be conducted on 28 MAY 2018 at 09:30 in the auditorium of the Town Hall. The Town Hall will officially be open to the public at 09:00. The keynote speaker for this year's ceremony will be Marine Corps LtCol Michael Strobl. This is the real life story of LtCol Strobl who escorted a fallen Marine to his hometown in Wyoming for his internment. Based on his military journal, HBO Films created the blockbuster movie "Taking Chance". At 2:00pm on Memorial Day, there will be a special screening of "Taking Chance" at the Regent Theatre. The screening is free to the general public. Following the screening, LtCol Strobl will be available for a question and answer period regarding the events surrounding the film.

Following the official ceremony at the Town Hall, we will proceed to Mt. Pleasant Cemetery for wreath laying ceremonies at each of the veteran burial lots. All are invited to attend. I look forward to your participation as always, and I would urge all members to attend this once in a lifetime event.

Should you have any questions or require additional information, please feel free to contact my office. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey A. Chunglo".

Jeffrey A. Chunglo



Town of Arlington, Massachusetts

EXECUTIVE SESSION

Summary:

To conduct a strategy session in preparation for negotiations with non-union personnel - Town Comptroller.



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS May 7, 2018.

Summary:

During Town Meeting starting April 23, 2018 the Board of Selectmen will be in session from 8:00 p.m. until 11:00 p.m.