



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
TOWN HALL LYON'S ROOM
7:30 PM 3/30/16

ATTENDEES:

Deyst	White*	Caccavaro*	Kellar*	McKenna*
DeCoursey	Wallach	Harmer*	Gibian*	
Tosti*	Foskett*	Bayer*	Duvadie*	
Russell*	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman*	Turkall*

*Indicates present

VISITORS: Community Preservation Act Committee (CPAC) members: Chair Clarrissa Rowe, Vice Chair Eric Helmuth, Chuck Tirone, JoAnn Robinsn, Leslie Mayer, Andrew Bengtson, Richard Murray, David Levy, Michael Cayer, Eve Margolis; Cathy Garnett

MINUTES of 3/30/16 accepted as modified. Unanimous.

ART 57 CPAC: Rowe, using a handout (Ref 1), described the CPAC recommended projects for FY17. She introduced the committee members who were all present as well as the Town support staffer. Noting that the CPAC did not have a full year to develop their program, she described their procedures and reviewed restrictions on the spending of CPA funds. She expects to receive \$1.3m from taxation and \$247k in State matching funds. She discussed the 5 recommended projects, pointing out that they are located across the town. There are 2 open space projects, 2 affordable housing projects, and 2 historic preservation projects. (One project fits in 2 categories.) \$94.3k is held in reserve and \$77.3k is budgeted for admin. Unused funds will be rolled over to FY18. Affordable housing projects will include deed restrictions to maintain them as affordable. FinCom members expressed concern about drain on the time of Town employees. Members suggested the CPAC to address this concern by negotiating for a piece of the new Assistant Town Manager's assignment. It was also noted that involvement by some Town employees is a natural part of their jobs. CPAC has included the cost of professional supervision in the project cost estimates. There were no projects requiring borrowing. Several Capital Plan projects were shifted into CPA funding thus freeing funds for Stratton. There was discussion suggesting FinCom treat CPAC projects as it treats CPC projects i.e. not try to change the details. Members noted that CPA funds are "exempt" in the same sense that funds authorized by debt exclusion votes are exempt. Although projects cannot exceed the Town Meeting approved budgets, members were glad to see a substantial reserve.

VOTED to support the CPAC recommendation. Unanimous.

TRANSFER: A change to the Treasurer's software is required to handle CPA tax collection. This project was undertaken by IT using a contractor (Ref 2). Recently it was learned that CPA funds couldn't be used for this purpose as planned.

VOTED to transfer \$24,600 from the Reserve Fund to IT to cover the cost to date. Unanimous
ENTERPRISE FUND HEALTH INSURANCE BUDGETS: The discrepancies discovered on Monday have been resolved. No change to the Rec & Rink EFs is required. The correct value for W&S EF is \$575,602. The fund balance last summer was \$8,546,621.

VOTED W&S EF Expense \$19,975,341, Revenue \$19,975,341, Balance \$0

The health insurance bottom line is also affected and the increase is reduced to 3.32%

VOTED Health Insurance \$15,875,564 Unanimous

SCHOOL ENROLLMENT: Tosti reviewed the recent meeting where the architect gave a status report. He described (Ref 3) the approach at Ottoson. The possibility of building an addition in back of the existing building has been dropped in favor of a 2 story classroom building in front

built over a parking area & connected to the existing building with a covered footbridge at each end. At Gibbs, the space under the gym would be a cafeteria and kitchen. He is concerned that specific cost estimates be developed rather than simply using industry wide \$/sqft values.

Hopefully the cost estimates will include administrative and perhaps bussing costs.

The final report to the Task Force is planned for 4/28 in the Town Hall auditorium. Members are encouraged to attend. The Task Force plans to vote on a recommendation on 5/2.

COMMITTEE: The next meeting is 4/13.

RESERVE FUND Balance \$1,174,445 of which \$200,000 is held for SPED if needed.

Peter Howard 3/31/16

Ref 1 CPAC Presentation

Ref 2 Transfer Request

Ref 3 Ottoson Addition Sketches



**Arlington Community Preservation Act for Fiscal 2017
Presentation to Finance Committee 3/30/16**

CPA Committee

Five of the members representing relevant boards and commissions are mandated by the CPA legislation. Four additional committee members were chosen by a six-person selection committee appointed by the Town Manager and the Board of Selectmen.

Brief bios of the committee members are at the end of your packet

Clarissa Rowe, Chair
Selectmen Appointee

Eric Helmuth, Vice Chair
Selectmen Appointee

Chuck Tirone
Conservation Commission Designee

Leslie Mayer
Parks & Recreation Commission Designee

JoAnn Robinson
Historic Commission Designee

Michael Cayer
Redevelopment Board Designee

Andrew Bengtson
Selectmen Appointee

Richard Murray
Housing Authority Designee

David Levy
Selectmen Appointee

Why are we here tonight?


- Per the Community Preservation Committee Bylaw, we are tasked with consulting with the Board of Selectmen, the Finance Committee, and the Capital Planning Committee about our budget and project recommendations.
- This year is a special year (and frankly, not one we want to repeat) The Committee was appointed in late October, and started work in early November. We've had five months to complete our work instead of the standard twelve months, and look forward to consulting with FinCom much earlier in the process next year.
- Before we could start our work, we had to set up procedures, devise an application process, and write the first draft of a Community Preservation Plan.
- We only started accepting project applications at the end of February.
- We are proud of the care that we have taken in the process, the standards that we have set, and the commitments to the Community that we have made.
- **Most importantly**, the nine members of the CPA Committee take their responsibility as fiscal stewards of the public's money very seriously.

Basics of CPA



Historic
Preservation

A photograph of a large, multi-story brick building with a prominent central tower and arched windows, likely a historic structure.



Open Space &
Recreation

A photograph of a wooden bridge with a curved metal railing, where several people are walking and pushing strollers, surrounded by lush green trees.



Community
Housing

A photograph of a modern, multi-story residential building with green siding and white trim, featuring a mix of window styles and a brick base.



The work of the CPA Committee

We hold annual public meetings to discuss the community needs and priorities for CPA.

We create and annually update a Community Preservation Plan, for approval by Town Meeting.

We track the local and state receipts for the Arlington CPA fund, with Michael Morse of the Treasurer's Office.

We receive applications for community preservation projects. We've developed a two step application process for community preservation projects. (This year that process has been truncated)

- We screen preliminary project applications for CPA eligibility under the law
- We comment on the completeness of the applications, and then forward any requirements to meet the grant requirements for the Town. (e.g., is there an affordable housing restriction on the property in perpetuity? Is there a historic preservation restriction in place for the property? Is the public benefit demonstrated?)
- We receive the full applications and perform extensive due diligence to evaluate feasibility, sustainability, and other merits.

We arrange public presentations for each potential project for funding.

We consult with the Board of Selectman, Finance Committee, Capital Planning Committee and other town bodies about our proposed recommendations.

We vote on each project, each reserve fund, and administrative expense reserves to recommend to Town Meeting for action. We prepare a formal report to Town Meeting containing the main motions (recommended votes) for CPA funding articles.

We oversee Community Preservation projects throughout their duration. We require a summary report at the end of the project.

How do CPA Projects Happen?

Project applicants submit projects to Community Preservation Committee (CPC)



CPC reviews projects, gets input from FinCom, Capital Planning, BoS



CPC recommends budget & projects to Town Meeting



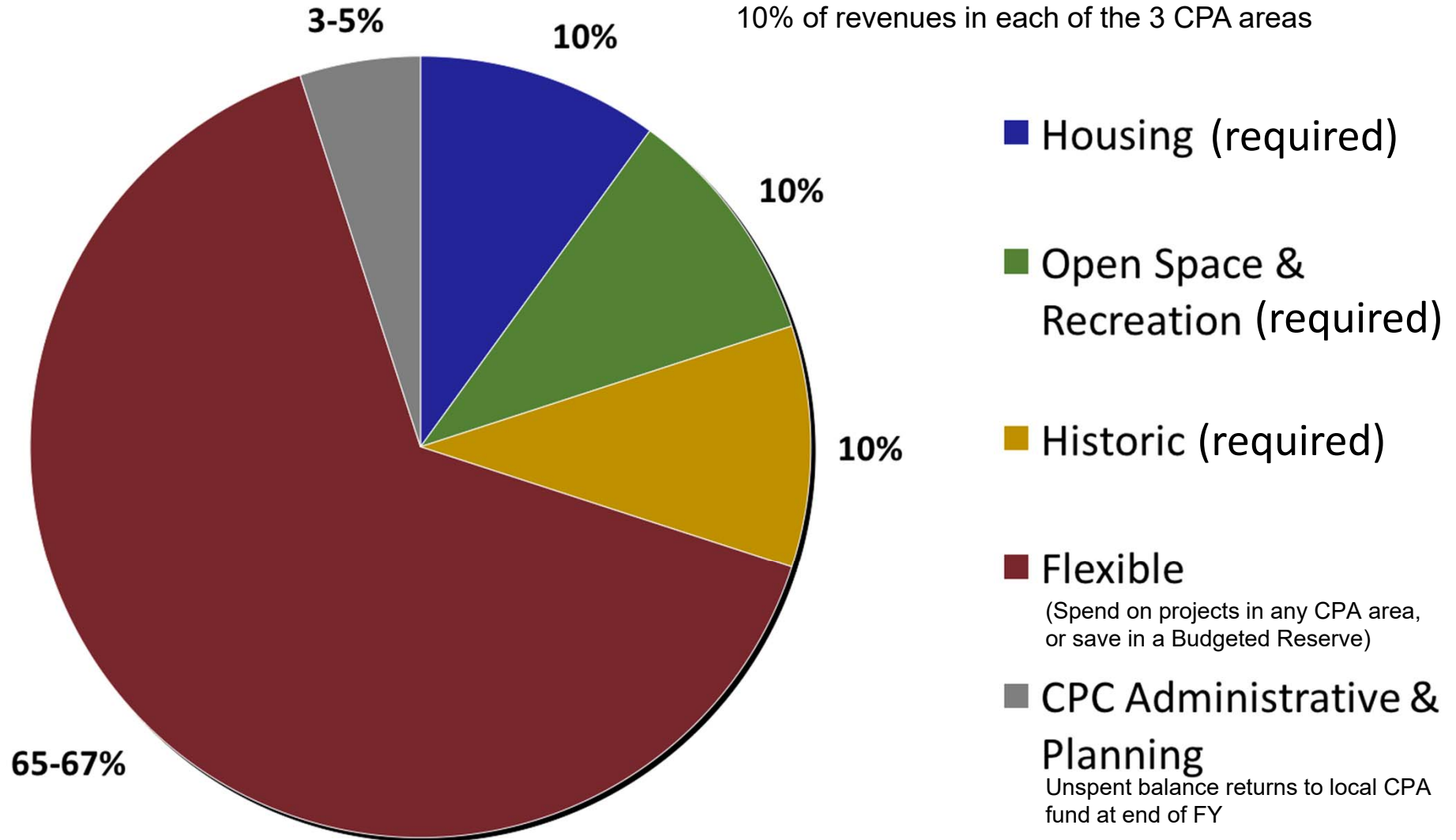
Majority vote of Town Meeting required for each project

Town Meeting actions are limited

- Approve recommendations of CPA committee
- Reject recommendations
- Reduce amount recommended
- Reserve amount recommended to applicable reserve account, rather than approving the project (rarely used)

Annual CPA Spending

Per the CPA law, the Town must spend or reserve 10% of revenues in each of the 3 CPA areas



CPA Projected Revenues for FY2017

Funding Source	Verified By Entity	Actual Numbers	Town Meeting Vote
Arlington Receipts Projected for FY 2017 (based on FY2016 collections)	Mike Morse, Treasurer's Office	\$,1364.286.58	\$1,300,000
State Match, to be received in November 2017	Department of Revenue advises towns and cities to estimate the match at 19%	Determined in November, 2017	\$247,000
Governor's Budget includes another \$10 million for the CPA fund	Released in January but will be determined over the summer	Another approximately \$200,000 +/-	\$0
TOTAL			\$1,547,000

- **There is no state match** on the first year of CPA (FY2016)
- **FY2016 CPA revenues** (est. \$1.3m) cannot be appropriated until after the Town closes the books on FY2016.
- **All current recommendations** are for appropriations and reserves from projected FY2017 revenue.

Recommended CPA Projects for FY2017* (Proposed)			
Project Name	Submitted By	Total Funds Requested	Comments
Robbins Farm Park Field and ADA Renovation Project	Town of Arlington Park and Recreation Commission	\$636,555	Project will not require CPC funding
Spy Pond Edge Protection and Erosion Control	Town of Arlington Conservation Commission	\$49,760	Community benefit for pond abutters
Kimball Farmer House	Housing Corporation of Arlington	\$200,000	Last construction before C. of O. Three units
Arlington Housing Authority - Drake Village Windows	Arlington Housing Authority	\$200,000	Leverages state funds of \$1.4 million
Stabilization of the Whittemore Robbins Carriage House	Town of Arlington and Arlington Historical Commission	\$289,000	
TOTAL		\$1,375,315	

* Selected from 9 CPA project applications requesting a total of \$2,785,978

FY2017 CPA Budget Summary (proposed)		
REVENUES		
Local receipts	\$1,300,000	
State matching funds	\$247,000	
TOTAL REVENUES		\$1,547,000
EXPENDITURES AND RESERVES		
CPA Projects		
Robbins Farm Park Field and ADA Renovation	\$636,555	
Spy Pond Edge Protection and Erosion Control	\$49,760	
Kimball Farmer House (Housing Corporation of Arlington)	\$200,000	
Arlington Housing Authority - Drake Village windows	\$200,000	
Whittemore Robbins Carriage House - stabilization	\$289,000	
SUBTOTAL	\$1,375,315	
Reserves & Expenses ¹		
CPA budgeted reserve account	\$94,335	
Administrative expenses reserve account	\$77,350	
SUBTOTAL	\$171,685	
TOTAL EXPENDITURES AND RESERVES		\$1,547,000
¹ CPA budgeted reserve funds are available for later FY2017 appropriation by Town Meeting to CPA projects. Unspent administrative expenses reserve account funds are returned to the local Community Preservation Fund at the end of the fiscal year for future CPA projects.		



- Open Space
 - Town, State, or Private
 - Other Town Owned
- Wetlands
- Town Boundary
- Roads - Class 1-6 (for Town B)
 - Major Road
 - Local Road
 - Driveway
- Water Line
- Water Body

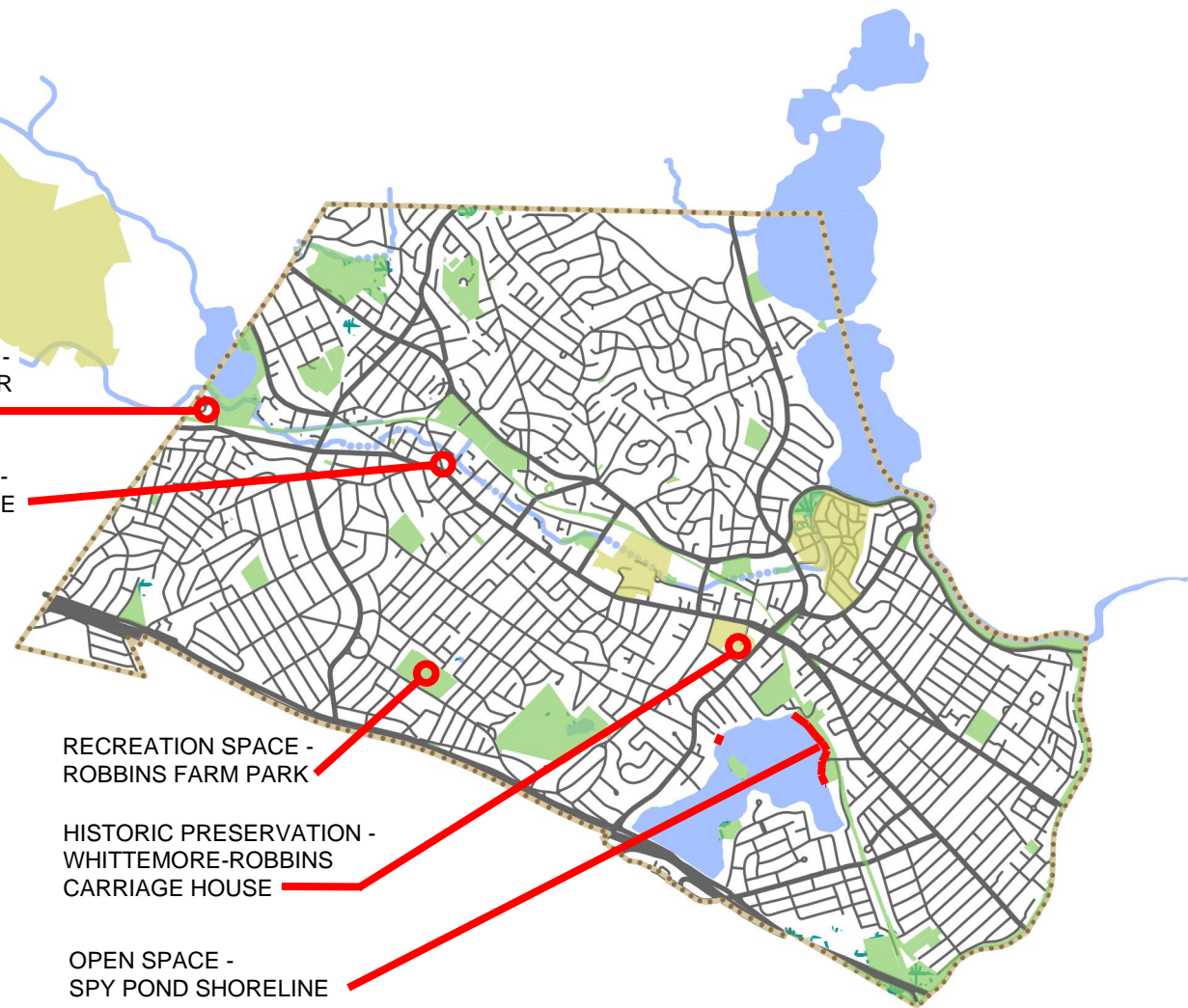
AFFORDABLE HOUSING -
DRAKE VILLAGE HAUSER
BUILDING

AFFORDABLE HOUSING -
KIMBALL FARMER HOUSE

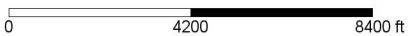
RECREATION SPACE -
ROBBINS FARM PARK

HISTORIC PRESERVATION -
WHITTEMORE-ROBBINS
CARRIAGE HOUSE

OPEN SPACE -
SPY POND SHORELINE



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Spy Pond Edge & Erosion Control

Applicant: Town of Arlington Conservation Commission | **Category:** Open Space | **Amount requested:** \$49,760

PROJECT SUMMARY:

The Town of Arlington Conservation Commission and its partners wish to conduct a feasibility study to identify shoreline preservation alternatives and mitigate erosion on select portions of public shoreline along the edge of Spy Pond.

The proposed project will improve the ecological structure and function of Spy Pond's shoreline. Its goals are to:

1. Preserve water quality entering Spy Pond by identifying sources of erosion and reducing erosion;
2. Preserve, stabilize and strengthen the pond's banks and water edges to sustain and enhance the pond's ecological health;
3. Protect and enhance wildlife habitat by protecting the pond's natural edges with soft armoring (bioengineering);
4. Increase storm water infiltration along the shoreline;
5. Promote public education on shoreline stabilization and erosion control at other properties along Spy Pond.

Primary deliverables of this feasibility study:

1. Create a baseline characterization of existing conditions at the project areas;
2. Develop concept alternatives based on rehabilitation/ preservation and erosion control and select a preferred alternative with costs and a permitting schedule;
3. Assist the Town and its partners in obtaining funding through grants and other sources of funding.

(See map and photos, next page)



PROJECT TEAM

ARLINGTON CONSERVATION COMMISSION

CHESTER ENGINEERS

PRECISION LAND SURVEYING, INC.

ARLINGTON DEPARTMENT OF PUBLIC WORKS

FRIENDS OF SPY POND PARK

MYSTIC RIVER WATERSHED ASSOCIATION

SPY POND COMMITTEE



Project Description:

- Feasibility Study to identify Shoreline Preservation Alternatives on public land

Project Goals:

- Preserve existing degraded shoreline
- Improve water quality entering Spy Pond by reducing erosion

Project Deliverables:

- Inventory, Analysis and Base Survey
- Concept Alternatives
- Final Concept Plan with projected costs, maintenance, and permit requirements

Project Schedule: July 2016 thru November 2016

Next Phase: Final Design, Permitting and Construction (2017)



- Places by Category**
- Police Station
 - Fire Station
 - School
 - Library
 - Public Works
- Recreation - Facilities**
- Recreation - Fields Courts Lin
 - Recreation - Fields Courts Pol
- Open Space: Conservation R**
- Open Space - Minuteman Bike
 - Open Space - Labels
 - Open Space - outline
 - Town, State, or Private
 - Town Owned and Unpr
 - Open Space
 - Town, State, or Private
 - Other Town Owned
- Parcels**
- Buildings
 - MA Highways
 - Interstate
 - US Highway
 - Numbered Routes
 - Town Boundary
 - Abutting Towns
 - Roads - Class 1-6 (for Town E
 - Major Road
 - Local Road
 - Driveway
 - Roads - OneWay (for Town B
 - Roads - For High Zoom Level
 - Cemetery - Roads
 - Road1
 - Road2
 - Road3
 - Road4
 - Water Line
 - Water Body

Drake Village Window Replacement

Applicant: Arlington Housing Authority | **Amount requested:** \$200,000 | **Category:** Affordable Housing

Summary This project leverages \$200,000 in CPA funding, along with another \$150,000 from CDBG, to qualify for an additional \$1.4 million from the Department of Housing and Community Development's High Leverage Asset Preservation Program (HILAPP). The HILAPP program leverages the financial support that housing authorities receive from their municipalities, granting one dollar for every thirty cents of local funding secured.

The CPA funds will cover the portion of a larger rehabilitation project that replaces the windows in the Hauser building, which that are leaking and causing damage to interior walls. Work will be completed this construction season at a total cost \$1.8 million (70% of which is leveraged matching funds thanks to CPA and CDBG).



Water damage at jambs and sills at interiors of two apartments

Kimball Farmer House

Applicant: Housing Corporation of Arlington | **Category:** Community House & Historic Preservation
Amount requested: \$200,000

Summary: The Housing Corporation of Arlington (HCA) is requesting \$200,000 to help create three units of affordable rental housing as part of the historical restoration of the Kimball Farmer House on Massachusetts Avenue in Arlington Heights. Located on the corner of Massachusetts Avenue and Forest Street, the Kimball Farmer House was originally built in 1826 as a single family home. The structure is listed both in the Massachusetts Historical Commission's inventory of historic properties and on the National Register of Historic Places.

HCA is substantially renovating the existing structure including the deleading of all surfaces and the preservation of historical details to meet the U.S. Department of the Interior standards. All major building systems will be upgraded including roofs, windows and heating and cooling equipment. Apartments will also benefit from new kitchen and bathrooms, and one unit will be designed to be fully accessible to individuals with a mobility disability.

The estimated total development cost for this project is \$1,437,143, or \$479,047/unit. Information on budget line items is available upon request. All project sources are committed to the project with the exception of Arlington CPA funding.

HCA purchased the property in September of 2014 and renovations are approximately 50% complete. The project is scheduled to be completed in the summer of 2016 and be 100% occupied by the fall of 2016. Zoning relief was granted by the Arlington Redevelopment Board on November 3, 2014.

Two of the new apartments will be offered to households earning up to 60% of AMI and one will be offered to households earning up to 50% of AMI. All units will be affordable in perpetuity and count towards Arlington's affordable housing inventory.



Whittemore-Robbins Carriage House

Applicant: Town of Arlington | **Amount requested:** \$289,000 | **Category:** Historic Preservation

Summary This project is collaboration of the Town of Arlington Dept. of Health and Human Services and the Arlington Historical Commission to address immediate structural and safety issues of the Carriage House, and also to preserve historic and aesthetic aspects of a building that is integral to the Whittemore-Robbins complex.

The current use of the Carriage House is storage to support the rental functions of the Whittemore-Robbins house (generating approximately \$50,000 in annual Town revenue). The proposed work would prevent further deterioration and preserve the building for its present use, and potential future uses, for the town. It is a first step to address critical issues; more work will need to be done as the town's needs for the building evolve.

The project will be jointly managed by the Dept. of Health and Human Services and the Arlington Historical Commission, with support from a project committee. All construction will meet the U. S. Secretary of the Interior's Standards for Rehabilitation and performed to professional standards



Rehabilitation of the Whittemore-Robbins Carriage House

Goal: Historic Preservation

Historical Significance

The Whittemore-Robbins Estate, including the Carriage House, was built in the early 1800s. In 1890, the buildings were moved to their present location to make space for the Robbins Library. In 1931, the Whittemore-Robbins Estate was given to the Town by the Robbins Family. In 1997, the Town of Arlington began renting the Whittemore-Robbins House for events. Revenue from events is used to maintain the facility. The Arlington Youth Counseling Center is housed in the Whittemore-Robbins House today.

Whittemore-Robbins Estate

One of the few remaining intact estates.



Carriage House

One of the few remaining stables in Arlington.

Robbins Family

Strong historical figures in Arlington.

Contributions include:

- Whittemore-Robbins Estate
- Robbins Library
- Town Hall and Gardens



State and National Register of Historic Properties

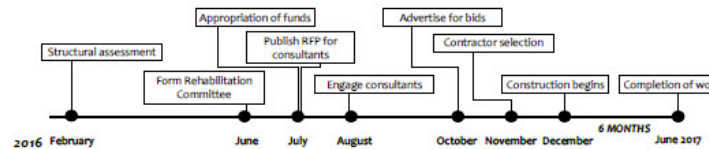


Building Rehabilitation

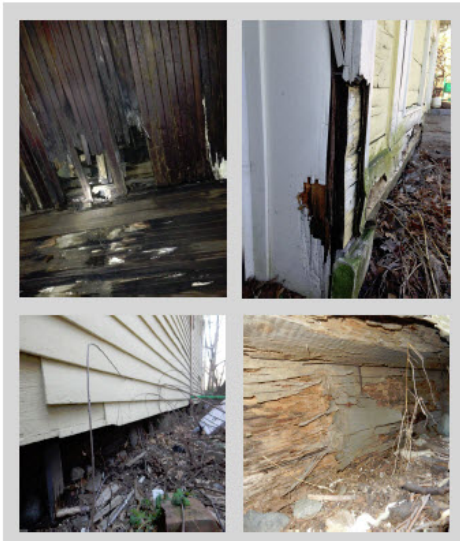
Per MacLeod Consulting Report dated 2/21/16, there are four major categories of repair:

- 1) Foundation repairs
- 2) Framing: shore beams, joists; replace rotted purlins
- 3) Make building weather tight: building envelope
- 4) Apply preservative treatment

Timeline



Current Conditions



Budget

Item	Cost
Construction	\$ 208,000
Engineering/Design	\$19,000
Owner Contingency	\$ 52,000
Preservation Consultant	\$ 10,000
Total Budget	\$ 289,000

Budget presented in preliminary report prepared by MacLeod Consulting

Town of Arlington
Department of Health and Human Services



Robbins Farm Park Field & ADA Renovation

Applicant: Arlington Park & Recreation Commission | **Amount requested:** \$636,749

Categories: Open Space and Recreation **Schedule:** Completion Spring/Summer 2017

Project management: Director of Recreation, Park & Recreation Commission, Stakeholders

Playing Fields Rehabilitation

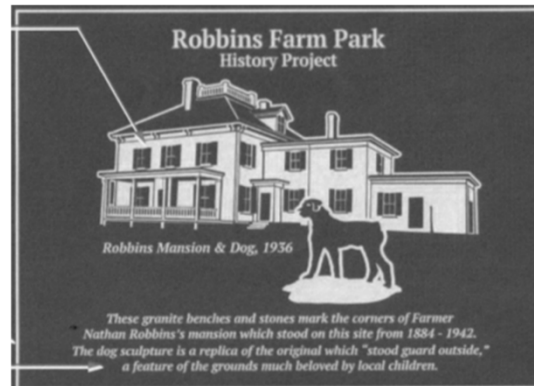
- Baseball diamond & amenities improvements
- Soccer/lacrosse/multi-purpose field restoration (incl. irrigation)
- Hard surface sports court (basketball/skating)
- Improvements to accessibility



Est. Budget
\$594,974
(incl. \$44,600 ADA required
site improvements)

Statue & Historic Landmark Installation

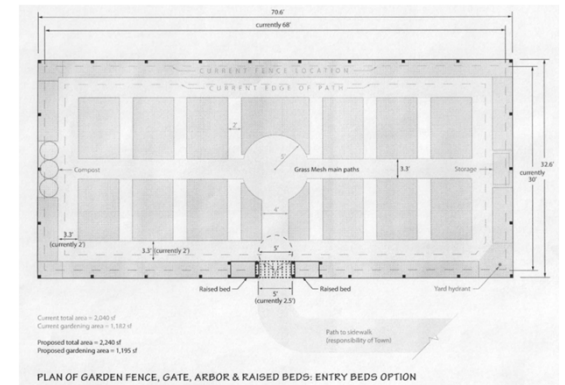
- Reclaimed granite installed to mark location of former Robbins mansion foundation
- Bronze dog statue recreation
- Historic plaque
- Site work for installation & accessibility



Est. Budget
\$38,700
(site work only – statue &
plaque funded by FoRFP)

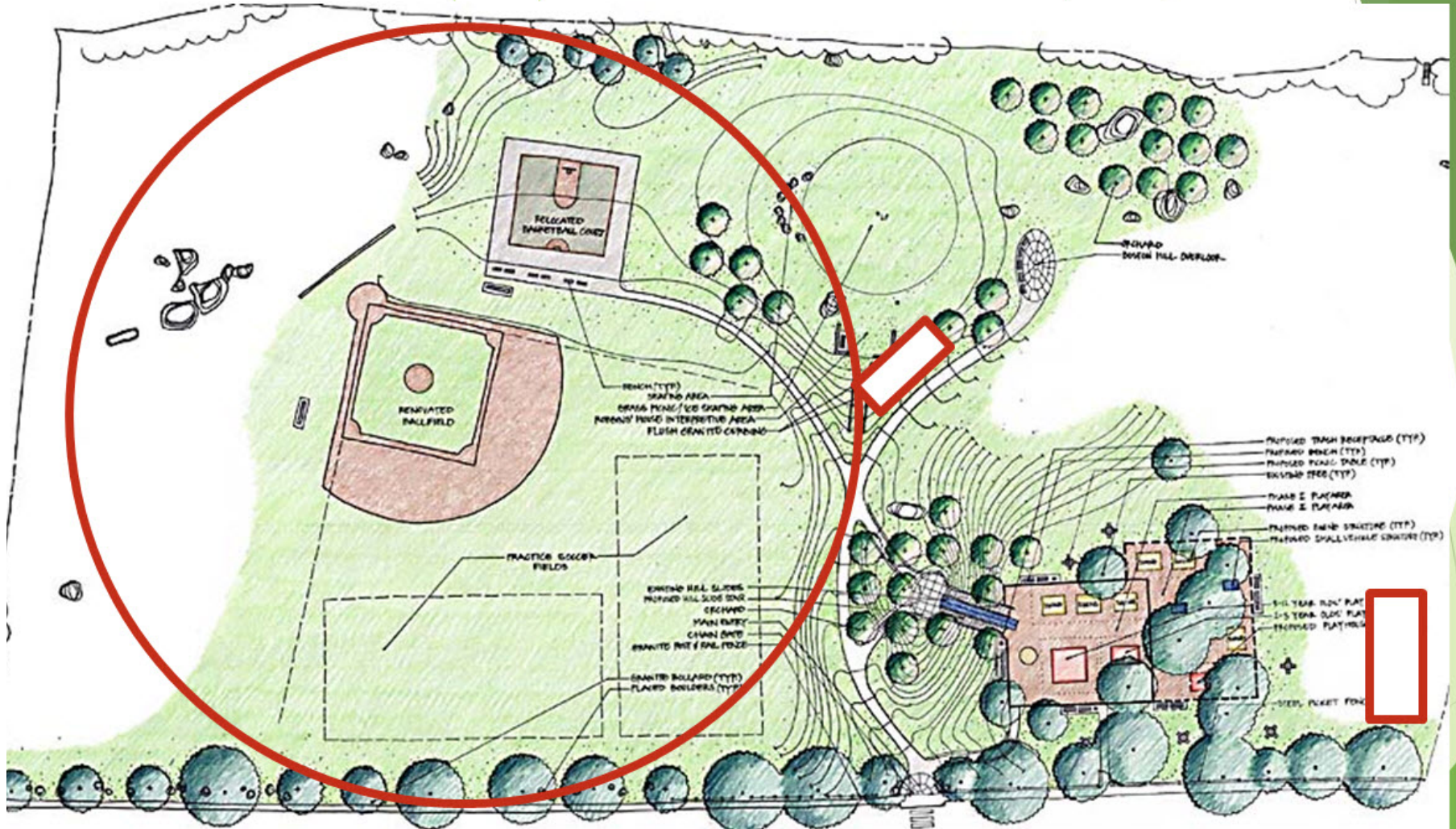
Community Garden Improvements

- Wider grass mesh interior pathways
- Addition of raised beds
- Improved fencing and entrance
- Accessible path to entrance



Est. Budget
\$3,075
(materials only – labor provided by
gardeners) p

Robbins Farm Park (RFP) Renovation Master Plan (2002)



Phase 2 Areas of focus:
Playing fields rehab; Historic statue restoration; Community Gardens improvements; ADA upgrades

Administrative Expenses Reserve

- **CPA committee can ask Town Meeting** to reserve up to 5% of estimated revenues for administrative and operating costs of the CPA committee (\$77,350 in FY2017).
- **Unspent balance** returned to undesignated local CPA fund at end of fiscal year – doesn't carry forward.
- **Covers any incoming CPA projects with a heavy burden** of due diligence or administrative oversight, using CPA vs. general town funds.
- **Protects the general town budget** from CPA committee expenses wherever possible (within CPA law).

Uses for Administrative Expenses Reserve

- **Professional help:** Appraisals, consultants, legal assistance for grant agreements, planning studies.
- **CPA Coalition Dues** (for technical assistance)
- **Administrative assistance** for the CPA committee
- **Due diligence** in vetting projects (e.g boundary or environmental surveys, title research, other legal)
- **Public outreach** (e.g. Newspaper ads for public hearings)
- **Misc. expenses** (e.g. reports, printing)

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Community Preservation Committee (CPA Committee)

Clarissa Rowe (Chair; Selectman Appointee) has been a registered landscape architect for over 36 years and, for the past 33 years, a founding principal at Brown, Richardson & Rowe, Inc., Landscape Architects and Planners in Boston. Clarissa's experience has included a variety of projects in both the public and private realms, including urban design and transportation, parks, waterfront parks, land reclamation, and historic preservation projects. During her tenure on the Arlington Board of Selectman from 2006 to 2012, Clarissa founded the Tourism and Economic Development Committee, co-chaired the successful 2011 Override campaign and was a leader in many community planning projects. She is also a long-time Town Meeting member. Clarissa is the past board chair of Preservation Massachusetts and the current board chair of the statewide Community Preservation Coalition, the technical organization that assists 160 Massachusetts communities vote to adopt and then implement the Massachusetts Community Preservation Act.

Eric Helmuth (Vice Chair; Selectman Appointee) has been a Town Meeting Member from Precinct 12 since 2010 and spearheaded the adoption of Electronic Voting in that body, serving as founding Chair of the Electronic Voting Committee from 2012 until its dissolution in 2015. He also serves on the Town Meeting Procedures Committee and the Information Technology Advisory Committee. In his ITAC capacity he worked extensively with the Town Manager's office on the redevelopment of the town website. He also led online communications for the 2011 Override campaign. Eric's professional career is in strategic digital communications for the nonprofit, health and political sectors. It has included senior consulting work in affordable housing, local government, and campaigns for state legislative office. He currently develops and markets web and mobile health interventions at Boston University School of Public Health.

Andrew Bengtson, AIA. (Selectman Appointee). Trained as an architect and urban designer, Andrew has over 10 years working as a registered architect in Massachusetts, primarily on commercial and higher-education buildings. Earlier in his career he worked in the field of affordable housing and housing in general. Currently he is at SGA Architects in Boston, re-positioning brick-and-beam former light-manufacturing buildings into contemporary work and collaboration spaces. His family has lived in Arlington nearly ten years and this year will be his third as a Town Meeting Member.

Michael Cayer is the Arlington Redevelopment Board (ARB) member representative to the Community Preservation Act Committee. Mike has been a member of the ARB for 5+ years, a Town Meeting Member for 10+ years and a resident of Arlington for 20 years. He is the general counsel of Acquia Inc., a VC-backed private technology company based in Boston with approximately 750 employees worldwide and more than \$100 million in annual revenue. Over the past 20 years, Mike has served as general counsel to several private and public companies, leading IPOs, sales, acquisitions and day-to-day commercial and legal operation

David J. Levy (Selectman Appointee) is an affordable housing professional in the Metro-Boston area, and currently serves as Principal of New Seasons Development, a for-profit real estate consulting and development company. He has worked in affordable housing since the 1990s and led the Housing Corporation of Arlington (HCA) as Executive Director from 2003 to 2012. Shortly after leaving HCA, David served for almost two years as a senior housing specialist at MassHousing, the Commonwealth's Housing Financing Agency, where he worked with other state and private lenders to underwrite affordable housing loans for the state's Affordable Housing Trust Fund.

Leslie Mayer (Park & Recreation Commission representative) is a longtime Arlington resident who has been active in the community for many years. She has served on a variety of committees, including the Open Space Community, chair of the Arlington Reservoir Committee, co-chair of the Vision 2020 Standing Committee, president of the Peirce School PTO, a board member of the Arlington Education Foundation and member of the Title IX Committee and Activate Arlington. Ms. Mayer also currently serves on the Arlington Park & Recreation Commission and is a Town Meeting Member from Precinct 21. Professionally, Ms. Mayer is a former information systems consultant with a degree in economics and for the last decade has provided administrative and customer support at a recreation center in a neighboring town.

Richard Murray is the Arlington Housing Authority (AHA) member representative to the Community Preservation Act Committee. Richard is a former member of the Arlington Board of Selectman, and he has served on the Housing Authority for over fifteen years. Richard is a former Arlington business owner and currently work as a Pharmacist in Lowell, MA

JoAnn Robinson (Arlington Historical Commission representative) has been on the Historical Commission since 1995. She is a landscape historian and her work with the Town has included collaboration on a Master Plan for the Arlington Civic Block and several historic preservation grants for ongoing rehabilitation of the civic block landscapes. Currently she works for the Isabella Stewart Gardner Museum. Prior to that she worked for landscape architects and taught landscape history at the Boston Architectural College for over 10 years. Currently, she serves as the vice-chair of the Park Overseers for the Emerald Necklace Conservancy. JoAnn's first career was as a marketing manager at Digital Equipment Corporation for 15 years.

Chuck Tirone (Conservation Commission representative) is a 28-year Arlington resident and a member of Arlington's Conservation Commission for the past 11 years. He provided staff support from 2003 to 2007 at Massachusetts Association of Conservation Commissions, and was the Assistant Conservation Administrator for the Town of Boxford from 2007-2014. As part of his duties Chuck was staff support to the Lakes Ponds and Streams Committee, writing grants and surveying ponds for invasive management permitting, assessing and ranking the needs of each pond in the Town of Boxford. He is currently the Conservation Administrator for the Town of Reading. As a Wetland Professional, US Army Corps of Engineers Wetland Delineation Methods professional, and Certified Professional in Erosion and Sediment Control, Chuck provides regular and comprehensive reviews of project applications as part of inter-departmental sign-off procedure for the WPA and Reading Bylaw. He conducts regular on-site inspections to verify the wetland, flags the limit of work and also monitors active construction sites. Chuck is a licensed construction professional with 29 years of experience in all phases of residential and commercial construction, and expertise in the Massachusetts Building Code and regulations, contract negotiations, project estimates, impending design problems, site plans, and site management.



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

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TO: Finance Committee
FROM: Sandy Pooler, Deputy Town Manager
CC: Adam W. Chapdelaine, Town Manager
Richard Viscay, Comptroller
DATE: March 30, 2016
RE: Reserve Fund Transfer for Information Technology

Attached for your information and review is a list of end of year transfer requests.

The following is a summary of transfer requests:

Information Technology – CPA Collections

The Information Technology Department has been paying for the services of a consultant to reconfigure the ICS collections system to allow it to collect the Community Preservation Act Surcharge on the FY2016 real estate tax bills. Originally, it had been thought that the CPA Fund could pay these costs, but recently we learned of a memo from the Department of Revenue legal office that makes clear that such expenditures are not allowed by the CPA Act. (See attached.)

Therefore, I request that the Finance Committee transfer \$24,600 to the IT budget. (See attached request form.) This amount will cover the consultant’s work from November 2015 through March 2016. (See attached spreadsheet.) He has not yet been paid for this work. The IT budget does not have sufficient funds to pay the consultant for his work during this period. The IT Director will need additional funds to cover the consultant’s expenses for the rest of FY2016; at this time he recommends waiting to see what those expenses will be. It is likely that we will cover those costs with an end of year interdepartmental transfer request.

Ref 3

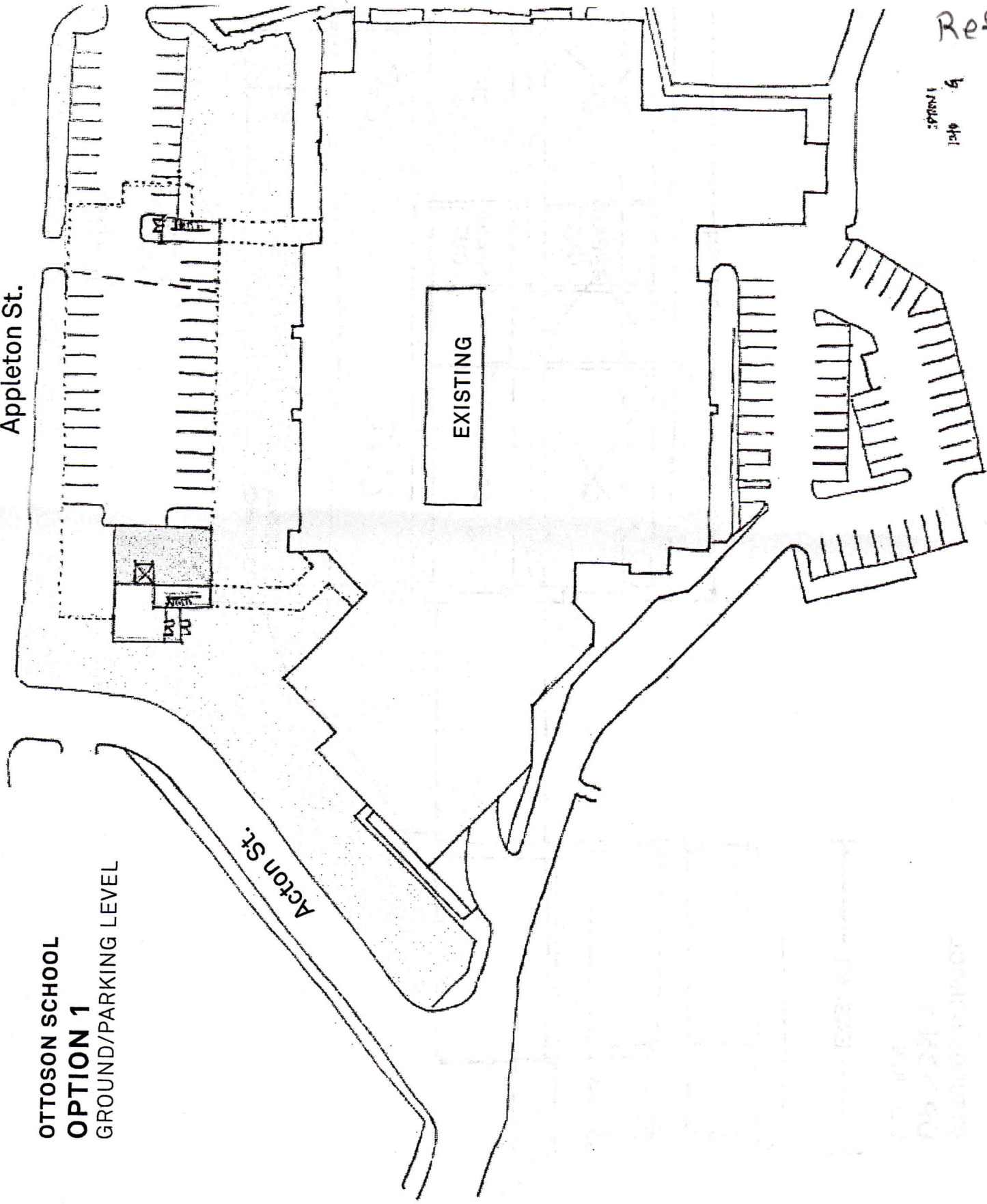
SPRINK 4
1240

Appleton St.

EXISTING

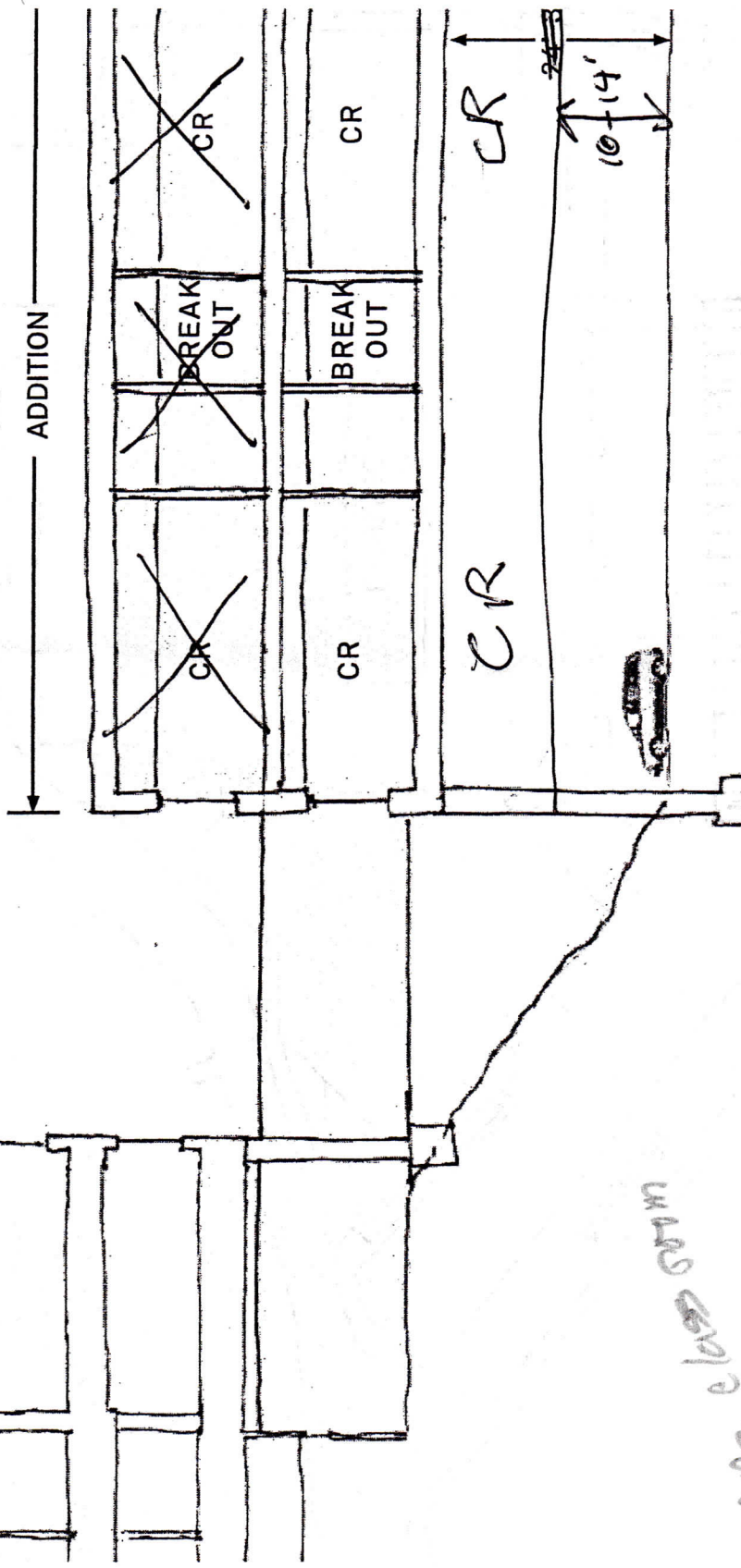
Acton St.

OTTOSON SCHOOL
OPTION 1
GROUND/PARKING LEVEL



OTTOSON SCHOOL
OPTION 1
 SECTION

EXISTING



CR = class room

OPTION 1
 SECTION
 $\frac{1}{16}'' = 1'-0''$