

ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
7:30PM O'NEIL ROOM COMMUNITY SAFETY BUILDING
3/14/12

ATTENDEES:

Bayer	Padaria*	Jenkins*	White*	McKenna*
DeCoursey	Connors	Simmons*	Gibian*	
Tosti*	Foskett*	Deyst*	Ronan	
Ferrara*	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman*	Turkall*

* Indicates present

VISITORS: Chair BoS Clarissa Rowe, Chair Tourism & Economic Development Committee Angela Olszewski, ACMI Video Camera

MINUTES: The minutes of 3/12 were accepted as corrected. Unanimous.

ART 52 SIGNAGE FOR HISTORIC SITES: Rowe & Olszewski, using a power point presentation, reviewed the condition of present signage: some missing, some hard to read from car, some in poor condition. Better signage might attract more tourists leading to increased revenue for businesses, some of which the Town would receive. The initial signage would concentrate on the Dallin Museum, the Jason Russell House and the Old Schwamb Mill. Later other sights would be included such as the historic cemeteries, and the Civic Center. Rowe & Olszewski described contacts they have made and other activities such as a Patriots Day event for children & adults to welcome Revere & Dawes. Rowe has discussed the signage project with Roll Barresi & Associates. She has received a letter (Ref 1) describing how this firm would design & supervise manufacture of the initial signage for \$20k. She passed around a brochure showing projects this firm has done. Olszewski also requested \$1700 for the committee. VOTED \$20,000. Unanimous.

ART 48 COMMITTEES & COMMISSIONS: VOTED \$1775 for Tourism & Economic Development Committee. Unanimous.

ART 54 PAID PARKING: Rowe was asked if the BoS would support paid parking if a study showed it to be worth while. She noted that alternate approaches have been developed since the last parking study. She also said that inadequate parking is the biggest issue for business district development. Parking will be part of the Development Master Plan. VOTED no action because the study would be premature.

ART 55 HARRY BARBER PROGRAM: HumSer SubCom (Franclemont) reported that the individuals for these jobs have not been chosen. If approved, the jobs would be advertised in the usual way.

BUD 10 LEGAL: GenGov SubCom(Howard) reviewed the status of the Jarvis House. The Town holds a rent free lease on the building contingent on using it for Town offices. A recent study has shown that there is not enough space or parking at Town Hall to house Legal. In addition Jarvis House offers a location for confidential meetings.

BUD 5 IT: Finances SubCom(Padaria) recommended the budget as printed. He reviewed the budget in detail w/ special attention to the increases from FY 11 to FY12. The Department is concerned with the lack of power backup for the many desktop computers. Also disaster recovery is not comprehensive. Padaria provided a copy of the IT Dept strategic plan (Ref 2). VOTED \$546,895 Unanimous

BUD 6 COMPTROLLER: Finances SubCom(Padaria) recommended a correction in this budget which would level fund the cleaning allowance. The department's top concern is tracking the schools' revenue & expenses. VOTED \$412,098 Unanimous.

BUD 14 PLANNING: GenGov SubCom(Howard) requested reconsideration to apply an additional \$3000 from the Conservation Wetlands Fees fund as offset. This is probably a one time increase. VOTED \$375,708. Unanimous.

BUD 3 TOWN MANAGER: GenGov SubCom(Howard) recommended a budget revised in accordance with the new Managers salary (\$158,000), longevity (0), and benefits (\$8,320), and with his preference to move the \$1500 OOS travel from ART 50 Miscellaneous to this budget. VOTED \$429,532 Unanimous.

BUD 16 ZBA: GenGov SubCom(Howard) recommended the budget as printed. VOTED \$18,081 Unanimous.

BUD 7 TREASURER: Finances SubCom(Jenkins) recommended the budget as printed. The Treasurer would like to fill the deputy position. The banking service increase is in line with the 3 yr contract. VOTED \$596,917 Unanimous

BUD 8 POSTAGE: Finances SubCom(Jenkins) recommended the budget as printed. The increase is due to the postage rate increase. The local post office will no longer handle the bulk mailing of bills. The cost of carry them to Boston is not in the budget. VOTED \$171,297 Unanimous.

BUD 13 PARKING: Finances SubCom(Jenkins) recommended the budget as printed. He noted that Other Purchased Services, \$12,855, is spent mostly for parking machine repair. VOTED \$108,950. Unanimous.

COMMITTEE: Next mtg Wed 3/21. SubComs requested to notify Town Manager, Deputy TM (P Naum), Comptroller, Al Jones when their budget are voted w/ results.

RESERVE FUND BALANCE: \$618,975.

Peter Howard 3/17/12

cc FinCom Members, Town Web Site, Robbins Library

Ref 1 Letter from Roll Barresi to Rowe, Historic Sign Program

Ref 2 IT Strategic Plan Outline 1012-1015



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Clarissa Rowe
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3 Post Office Square, 3rd Floor
Boston, Massachusetts 02109

March 6, 2012

RE: Town of Arlington, Massachusetts
Historic Site Sign Program

Dear Clarissa,

It was a pleasure visiting the historic sites in Arlington with you recently. The Old Schwamb Mill was an experience I won't soon forget. Arlington's rich history and its stewardship of these important sites is inspiring and we welcome the opportunity to work with you and other stakeholders to provide attractive and informative signage that will help celebrate this history and identify these unique sites.

We understand that this first implementation stage of the project will include four sites.

1. Town gateway at the intersection of Massachusetts Avenue and the Alewife Brook Parkway.
2. Whittemore Park including Whittemore House and the Cyrus Dallin Art Museum
3. Jason Russell House
4. Old Schwamb Mill

The intent of the sign program is to identify each site with an historic site marker that is consistent throughout Arlington, provides a strong identity for the Town's historic resources and reflects Arlington's unique sense of place and history.

The town gateway at Alewife Brook Parkway is also an opportunity to provide a sense of welcome, create a connection to the historic sites for visitors and tourists, and to promote visitation to these sites and Arlington as a destination.

We will perform our work in two phases as follows:

- Phase 1 – Design and Documentation
- Phase 2 – Implementation

Phase 1 – Design and Documentation

The goal of this first phase is to develop a consistent design standard for historic site markers and gateway elements and to prepare documents that can be used for soliciting bids for the fabrication and installation of the first stage of the program. The fabrication drawings can also be used as standards for the subsequent phases.

We will first meet in a kick-off meeting with the project team and stakeholders to review the goals and desired outcomes for the project and to discuss the information and documents that will be required. The project team may include a representative from each historic site along with key individuals from Town government including yourself, an individual from DPW, and perhaps a representative from the Arlington Historic Society.

We will obtain and review plans from the Town as well as planning and zoning documents that may impact our work.

We will then prepare two to three design concepts for all the signage elements including site markers and the Town gateway. We will also prepare a budget estimate for the fabrication and installation of the signs so you have an understanding of the cost implication of each design approach.

We will review our designs with you and the Project Team in a working session. Our drawings will include color elevations and panel layout sketches along with photographic renderings showing the sign placed in the context of each site. We will include material samples and images of other signage examples that may inform our work.

Our designs will explore shape, color, materials and typography that, when combined, create a simple and elegant marker for Arlington's historic resources and that reflects the Town's character and sense of place.

One avenue of design exploration will be frame and molding shapes used at the Old Schwamb Mill, creating a unique design that resonates directly with Arlington's history. We will also explore iconic motifs such as the Dallin Menotomy Warrior sculpture, the Minuteman on a bike, and other motifs that are unique to Arlington and its history.

Following our working session we will refine the preferred designs and meet with you and the Town in an appropriate forum to present and seek approval for the program and designs. We anticipate that there will be a period of public review and approval, after which we will finalize the design of all items and prepare documents for bidding.

Contract documents will include detail drawings and location plans along with a technical specification. We will review the documents with you and a representative from the DPW to insure we are providing sufficient durability and maintainability in the components and fabrication methods.

We will then finalize the documents for the Town's use in soliciting price proposals for fabrication and installation.

FEES

Time:	12 Weeks
Fee:	\$15,000
Expenses:	\$1,500
Meetings:	4-5

Deliverables: Design Development Drawings and Contract Documents

Phase 2 – Implementation

If requested we will assist the Town during the construction process which may include the following tasks:

- Site walk-thru with project manager and Contractor to confirm locations and field conditions
- Preparation and issuance of electronic drawing files for Contractor's use
- Review of Shop Drawings
- Review of Workmanship Samples
- Review of paper templates from Contractor
- Visit Contractor's shop to inspect progress of the work
- Onsite inspection of installation
- Preparation and issuance of an installation punchlist if required

We will perform this work on a time and materials basis, as requested, up to a not-to-exceed figure of \$5,000, billed at the rates indicated below.

Rates:

Principal	\$150/hr
Project Manager	\$125/hr
Staff Designer	\$100/hr

Expenses

Reimbursable expenses for deliveries and shipping, reprographics including large format printing and black & white and color copies & prints, and the purchase of fonts and images will be billed at cost as indicated above.

Thank you again for this opportunity. Please do not hesitate to call me should you have any questions or concerns.

Sincerely,


Andrew Barresi,
Principal

DRAFT
IT Strategic Plan Outline 2012-2015

Town Manager Planning Meeting

Establish IT Strategic Plan Goals

Identify and Prioritize Key Town-Wide Projects

Enhance Customer Service

Infrastructure Build

Citizen Kiosk Service

Funding to Support Plan

Role of ITAC Committee

Create Department Head Summit Questions

Evaluate and Recommend Technical Solutions

Update Technology Standards

Report Plan to Town Meeting

Create IT Capital Budget Request Process Review

Department Head Planning Summit

Identify Strategic Projects

Appoint Departmental Project Stakeholder Lead

Compare IT Trends to Proposed Work

Enterprise vs. Departmental

Create IT Strategic Plan TimeLine

How to Measure Progress and Success
Include Budget Forecast
Escalate Project Setbacks or Hurdles