

CITY OF NEWTON  
IN BOARD OF ALDERMEN  
PROGRAMS AND SERVICES COMMITTEE AGENDA

WEDNESDAY, OCTOBER 17, 2012

7:45 PM  
Room 222

**SCHEDULED FOR DISCUSSION:**

Appointment by His Honor the Mayor

#287-12     JOSEPH FRASSICA, 123 Spiers Road, Newton Centre appointed as an *alternate member* of the PARKS & RECREATION COMMISSION for a term to expire September 11, 2015 (60 days 12/01/12). [09-14-12 @3:04PM]

Appointment by His Honor the Mayor

#293-12     ARIC PARNES, 43 Beverly Road, Newton Highlands, appointed as a member of the ADVISORY COUNCIL OF HEALTH & HUMAN SERVICES for a term to expire January 31, 2016 (60 days 12/01/12). [09-14-12 @3:04PM]

Re-appointment by His Honor the Mayor

#285-12     PETER JOHNSON, 121 Fairway Drive, West Newton, re-appointed as a member of the PARKS & RECREATION COMMISSION for a term to expire September 11, 2015 (60 days 12/01/12). [09-14-12 @3:04PM]

*To be referred to Zoning and Planning Committee:*

#162-11(2)     DIRECTOR OF PLANNING & DEVELOPMENT requesting a letter of support from the Board of Aldermen for the Draft *2013-2020 Recreation and Open Space Plan*. [08-06-12 @11:53AM]

**REFERRED TO PROG & SERV, PUB. FAC., ZAP, AND FINANCE COMMITTEES**

#256-12     ALD. HESS-MAHAN, SANGIOLO & SWISTON proposing an ordinance promoting economic development and the mobile food truck industry in the City of Newton. [08/06/12 @4:46 PM]

*The Committee will meet jointly with the Public Facilities Committee in room 209 to discuss the below item:*

**REFERRED TO PROGRAMS & SERV. AND PUBLIC FACILITIES COMMITTEES**

#315-12     ALD. FULLER, RICE AND GENTILE of the Angier School Building Committee providing updates and discussion on the Angier School Building project as it develops through the site plan approval process. [10-02-12 @ 3:37PM]

---

The location of this meeting is handicap accessible, and reasonable accommodations will be provided to persons requiring assistance. If you have a special accommodation need, please contact the Newton ADA Coordinator Trisha Guditz, 617-796-1156, via email at [TGuditz@newtonma.gov](mailto:TGuditz@newtonma.gov) or via TDD/TTY at (617) 796-1089 at least two days in advance of the meeting date.

**ITEMS NOT YET SCHEDULED FOR DISCUSSION:**

**REFERRED TO FINANCE AND APPROPRIATE COMMITTEES**

- #322-12 HIS HONOR THE MAYOR submitting the FY14-FY18 Capital Improvement Program pursuant to section 5-3 of the Newton City Charter. [10/09/12 @ 2:38 PM]

**REFERRED TO PROG & SERV AND PUBLIC FACILITIES COMMITTEES**

- #302-12 HIS HONOR THE MAYOR, with the support of Ald. Rice, Crossley, Yates, Fischman, and Kalis, requesting authorization to execute a 99-year lease between the City of Newton and the Massachusetts Bay Transportation Authority (MBTA) for .97 miles of unused MBTA rail bed that runs parallel to Needham Street to create a multi-purpose recreational pathway. [09/24/12 @ 5:00 PM]
- #230-12 ALD. SANGIOLO requesting the establishment of guidelines and policies regarding the creation of Neighborhood Area Councils particularly with respect to (1) boundary delineations and (2) description of area council authority. [08-06-12 @4:39PM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #254-12 ALD. HESS-MAHAN, SANGIOLO, DANBERG, KALIS, CROSSLEY proposing an ordinance relating to plastic bag reduction that would add a fee to single-use plastic and paper bags that are not at least 40% post-consumer recycled content, at certain retail establishments in Newton. [07/18/12 @4:34 PM]

**REFERRED TO PUBLIC FACILITIES AND PROGRAMS & SERVICES COMMITTEES**

- #231-12 RECODIFICATION COMMITTEE recommending that **Sec. 11-11. Permit to cart trash and/or recyclable materials.** be deleted as G.L.c.111 §31A authorizes the Health Department to require registration. for “garbage,” which is addressed in Sec. 11-5.
- #228-12 RECODIFICATION COMMITTEE recommending that **Chapter 28 VETERANS' SERVICES** be amended by deleting **Secs. 8 through-10**, which refer to “a physician to the department of veterans’ services” – a position that no longer exists.
- #229-12 RECODIFICATION COMMITTEE recommending a review and possible amendment to the *Board of Aldermen Rules & Orders 2012-2013* relative to review of draft ordinances by the Law Department.

**REFERRED TO PROG & SERV, PUB. FACIL & FINANCE COMMITTEES**

- #170-12 ALD. SANGIOLO, BAKER, BLAZAR , JOHNSON, and YATES requesting the creation of an ordinance to govern the naming of public assets of the City, including the interior and exterior features of public buildings, lands, and water bodies of the City, as well as any public facilities and equipment associated with them, all to serve the best interests of the City and to insure a worthy and enduring legacy for the City’s physical facilities and spaces, including appropriately honoring historic events, people, and places. [05/29/12 @ 1:34 PM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #185-12 ALD. BAKER, BLAZAR, SANGIOLO, LINSKY, ALBRIGHT & DANBERG requesting that the Board of Aldermen adopt a RESOLUTION to His Honor the Mayor asking that, when the Mayor seeks future Board approval for bonding the cost of additional capital facilities or equipment for the schools, he include in that funding request, as well as in the city-wide Capital Improvement Plan, the estimated costs needed for funding the capital technology needs of the Newton Schools, including the appropriate portions of the estimated project costs of the School Committee's three-year district-wide technology plan not anticipated to be funded by the Information Technology Department budget; the anticipated technology grants from Boston College for the elementary schools; and/or estimated revenue from the E-rate Technology Reimbursement Program. [06/11/12 @ 11:23 PM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #273-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that the Executive and Human Resources Departments develop a comprehensive human capital strategy for the city to include: performance management, talent development, succession planning, and compensation. [07/17/08 @ 9:53 AM]  
**FINANCE VOTED NO ACTION NECESSARY on 3/8/10**
- #205-11 ALD. SANGIOLO, GENTILE, HARNEY, LINSKY requesting a discussion with the School Committee regarding a proposal to enter into contractual relationships with the Newton Schools Foundation to sell naming rights on behalf of the Newton Public Schools. [06/22/2011 @ 8:32AM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #39-12 HIS HONOR THE MAYOR requesting authorization to establish a revolving account with an annual expenditure limit of \$2,000,000 for the purpose of receiving funds collected by the Newton Schools Foundation in connection with the sale of naming rights for Newton Public School buildings and facilities and to be distributed for the sole purpose of public school education technology and curriculum purposes. [01/30/12 @ 4:18 PM]
- #165-12 HIS HONOR THE MAYOR submitting (1) the report prepared by Kopelman & Paige PC, the consultant engaged to review the city's election procedures, and (2) proposing that Charter Sections 2-1(b) and 4-1(b) be amended to establish a particular date by which nomination papers are made available. [05/25/2012 @ 1:35PM]
- #145-12 ALD JOHNSON requesting a review by the Solicitor's office as to what constitutes "reorganization" per our City Charter. [05/16/12 @ 10:24PM]

**REFERRED TO PROG. & SERV AND PUBLIC FACILITIES COMMITTEES**

- #36-12      ALD. CROSSLEY & FULLER requesting Home Rule legislation or an ordinance to require inspections of private sewer lines and storm water drainage connections prior to settling a change in property ownership, to assure that private sewer lines are functioning properly and that there are no illegal storm water connections to the city sewer mains.  
A) Sewer lines found to be compromised or of inferior construction would have to be repaired or replaced as a condition of sale;  
B) Illegal connections would have to be removed, corrected, and re-inspected in accordance with current city ordinances and codes, as a condition of sale.  
[01/24/12 @ 8:07 AM]
- #164-12      ALD. YATES requesting a discussion with the Executive Secretary of the Election Commission and other appropriate officials on how to use City Hall grounds and various other locations around the city to inform Newton voters about the unusual Thursday date of the September primary. [05/24/12 @ 1:41PM]
- #144-12      ALD. HESS-MAHAN proposing to repeal the time restrictions for filing special permit applications/site plan reviews for Major Projects during July and August in Article X Section 5 of the Rules and Orders of the Board of Aldermen.
- #68-12      ALD. YATES, MERRILL asking that the Executive Department develop a detailed plan for the storage of the veterans archives currently housed in the War Memorial that allows for proper access to the records by veterans, their families, and historians, both amateur and professional. [03-05-12 @ 9:40 PM]
- #68-12(2)      ALD. YATES requesting that a detailed inventory of the more than 100 photographs, paintings, drawings and other images of the Civil War, World War I, World War II in the office section of the War Memorial Hall be prepared and a plan be developed for their public display in whole or in part before or during the city's observance of the 150<sup>th</sup> anniversary of the Civil War through 2015 and the centennial of World War I from 2014-2015. [03/23/12 @ 1:43PM]
- #67-12      ALD. ALBRIGHT seeking a discussion with the Executive Department regarding a plan and timeline for funding an archivist/records manager position for the city to oversee the preservation, cataloguing, and organization of the city archives; provide guidance and assistance to city departments that are maintaining their own archives in order to ensure that records are preserved, accessible, and maintained; and, plan for future storage needs as the collection continues to expand. [03-12-12 @ 10:28 AM]



**REFERRED TO PROG & SERV, PUB. FACIL. AND FINANCE COMMITTEES**

- #312-10 ALD. LENNON, LAPPIN, SCHNIPPER, SANGIOLO requesting a discussion with the School Committee on its plans to address space needs in the Newton public schools. [10-27-10 @ 11:07 AM]  
**FINANCE VOTED NO ACTION NECESSARY on 10/12/11**  
**PUBLIC FACILITIES VOTED NO ACTION NECESSARY on 11/18/11**

**REFERRED TO PROG & SERV AND PUBLIC FACILITIES COMMITTEES**

- #245-10 ALD. SCHNIPPER requesting discussion with National Grid regarding the possible damage to trees as a result of gas leaks. [09/01/10 4:00 PM]

**REFERRED TO PROG & SERV. AND PUB. FACIL. COMMITTEES**

- #99-11 ALD. ALBRIGHT, JOHNSON, DANBERG requesting that the Department of Public Works coordinate data on the impact of the snow removal ordinance from the Departments of Public Works, Parks & Recreation, Executive and Senior Services into a monthly report for the winters 2012 and 2013, which will be sent to the Public Facilities Committee that includes the following data: (1) the number of people requesting exemptions; (2) the number of exemptions awarded; (3) the number of warning letters sent; (4) the ability of the City to maintain the same standard regarding treating the surface to preserve safe passage; and (5) cost of the implementation of the program.  
**PUBLIC FACILITIES COMMITTEE APPROVED 4-0 on 10/5/2011**

**REFERRED TO PROG. & SERV., PUB.FAC. AND FINANCE COMMITTEES**

- #89-08 ALD. PARKER requesting the following:  
A) review of the maintenance practices for buildings, parks and other properties owned by the City (including School Department facilities and grounds)  
B) development of a comprehensive maintenance plan that includes regular schedules for preventive maintenance for each specific site or facility  
C) a RESOLUTION requesting that implementation of said maintenance plan be funded using operating budget funds.  
[02/13/08 @ 12:07 PM]

**FINANCE VOTED NO ACTION NECESSARY ON 3/8/10**

**PUBLIC FACILITIES NO ACTION NECESSARY ON 11/3/10**

Respectfully Submitted,  
Amy Sangiolo, Chairman

Joseph J. Frassica  
125 Spiers Road, Newton, MA 02459 (Ward 8)  
Home: 617-969-2106  
Cell: 617-538-1188

#287.12

**Experience:**

**Present – Signal Graphics Printing**

*Account Manager – Newton Corner, MA*

- Increase business through direct marketing and account management.
- Stabilize and attain more business from existing customers.
- Use industry knowledge to create better internal functions.

**2011 – 2012 Staples**

*General Manager – Staples Copy & Print Center, Boston*

- Manage and train 13-15 employees in the day to day process of the store.
- Implemented methods and practices that streamline the production process
- Brought industry efficiencies into the store.
- Ownership of store P&L and store budget.
- Increased sales 25% over previous year in only 10 months.

**July 2010 to December 2010 – Waltham Public Schools**

*Copy Center Coordinator*

Although there for a short amount of time, I was able to turn an inefficient copy center into a smooth running facility.

- Personally handpicked new machines in order to create a more up to date and faster work flow system.
- Created and implemented a Quality check system for all machines in the district by personally visiting every school and every machine to evaluate its use and effectiveness.
- Biggest accomplishment was the downsizing of my position. Upon my leaving and with my recommendation, the school system felt that the Copy Center was running so much smoother and more like a business than a forgotten room in the basement that they agreed to turn the position into a Part Time (20 hrs/wk) job.
- This along with my others achievements saved the Waltham School system over \$60k that year alone.

**1996-2008 - Frasco Printing, Inc. – Waltham, MA**

*Operations Manager*

- Coordinated all Printed jobs (in house or vended)
- Supervised quality control of color, registration, deadline and accuracy
- Responsible for paper purchases, pricing, budgeting and cost control measures for all jobs
- Oversaw and took part in customer and vendor relations
- Ensuring that the company delivered work with the highest standards in the industry
- Managed sales and production staff, health care
- Operated all equipment and assisted in equipment purchases.

**Volunteer / Activities:**

- **President- 2008-Present** - Oak Hill Park Association
- **20 year member** - Newton North High School - Graphic Communications Advisory Board
- Softball, Classic Cars

2 Dr

#293.12\*

2 yrs

## ARIC PARNES

43 Beverly Road  
Newton, MA 02461  
Cell: 203-687-9041  
[parnesa@hotmail.com](mailto:parnesa@hotmail.com)

3 yrs

### EDUCATION:

BS, BM, BCh, BAO (MD equivalent), Trinity College Dublin, Ireland, 1996 to 2001

Bachelor of Science, University of Michigan, Ann Arbor, 1988 to 1992  
Double major: Cellular Molecular Biology and Chemistry

### POST-GRADUATE TRAINING:

Hematology/Oncology Fellowship, Yale-New Haven Hospital, 7/2005 to 6/2008  
Third year completed at Brigham and Women's Hospital and Dana-Farber Cancer Institute

Internal Medicine Residency, Dartmouth-Hitchcock Medical Center, 6/2001 to 6/2004

### CERTIFICATIONS AND LICENSES:

American Board Certification in Hematology, 10/2008 to 10/2018

American Board Certification in Internal Medicine, 8/2004 to 8/2014

Connecticut Physician License, 11/2004 to present

Massachusetts Physician License 6/2010 to present

### HOSPITAL APPOINTMENTS:

Attending Hematologist/Oncologist, Clinical Instructor, Oncology Hospitalist, Hematologic Malignancies, and Bone Marrow Transplant, Beth Israel Deaconess, Boston, MA, 9/2010 to present

Attending Hematologist/Oncologist, Milford Hospital, Milford, CT, 9/2008 to 7/31/2010

Attending Hematologist/Oncologist, St. Raphael's Hospital, New Haven, CT, 12/2008 to 11/2010

Attending Hematologist/Oncologist, Yale-New Haven Hospital, New Haven, CT, 7/2009 to 5/31/2011

Attending Hematologist/Oncologist, Locums, Burbank Hospital, Leominster, MA, 6/2008 to 9/2008

Attending Hospitalist and Emergency Medicine, Griffin Hospital, Derby, CT, 1/2005 to 4/20/2008

## OTHER PROFESSIONAL POSITIONS/COMMITTEES:

Utilization Review Committee, Beth Israel Deaconess, Boston, MA, 10/2011 to present

Milford Hospital Tumor Board leader, 2008 to 2010

Milford Hospital Blood Bank Committee, 2008 to 2010

Hematologist/Oncologist, Oncology Hematology Care of Connecticut, private practice, 9/2008 to 8/2010  
40 Commerce Park, Milford, CT 06460

Travel, unemployed, 7/2004 to 12/2004

Associate Biochemist, Abbott Laboratories, Abbott Park, IL, 1994 to 1996  
Clinical Chemistry Product Development and Technical Support

Preparation Technician, Abbott Laboratories, Abbott Park, IL 1992 to 1994  
Reagent Manufacturing: Antibody purification for Immunology Products

Research Assistant, Dept. of Pathology, University of Michigan, Ann Arbor, MI, 1990 to 1992  
Free-radical research in ischemia/reperfusion, Dr. Joseph Fantone (mentor)

## TEACHING:

Harvard Medical School, Patient-Doctor II, teaching 2<sup>nd</sup>-year medical students history and physical examination, 2012

Yale University Medical School, Clinical Instructor, medical student ambulatory rotations, Hematology/Oncology, 2009 to 2010.

Harvard Medical School, Tutor, led small group (seven 2<sup>nd</sup>-year medical students) through cases designed to review the Hematology lecture module, six 2-hour sessions, 2008.

Griffin Hospital, Attending Hospitalist, led residents through medical case discussion on daily rounds, weekly Morning Report with Board Review, and monthly Noon Conference, 2005.

## PROFESSIONAL SOCIETIES:

American Society of Hematology, Member, 2005 to present

American Society of Clinical Oncology, Member, 2008 to 2010

## LECTURES:

Complications and Emergencies in Oncology, Society of Hospital Medicine Annual Meeting, San Diego, CA, 4/4/2012

Complications and Emergencies in Oncology, Milford Hospital, Grand Rounds, Milford, CT 3/2012

Update in Anemia, Yale New Haven Hospital, Hospitalist lecture series, New Haven, CT, 3/2010

Update in Anemia, St. Raphael's Hospital, Grand Rounds, New Haven, CT, 3/2010

Update in Anemia, Milford Hospital, Grand Rounds, Milford, CT, 3/2010

## AWARDS/DISTINCTIONS:

Departmental Award for Excellence in Teaching nominee, Ambulatory Internal Medicine to Medical Students, 2009-2010

Pharmacia and Upjohn Pharmacology Award, £150, Dublin, 1998  
Paper/presentation titled "The Clinical Significance of Cytochrome P450 3A4"

Founder and General Manager, Trinity Student Medical Journal, 1999-2000  
[www.tcd.ie/tsmj](http://www.tcd.ie/tsmj)

## PUBLICATIONS and ABSTRACTS:

1. Jeong J, Silver M, Parnes A, Nikiforow S, Berliner N, Vanasse GJ. Resveratrol ameliorates TNF alpha-mediated suppression of erythropoietin in human CD34+ cells via modulation of NF-kappa-B signaling. *British Journal of Haematology* 2011;155:93-101.
2. Silver M, Jeong JY, Parnes A, Sverdlov M, Berliner N, Vanasse KGJ. Resveratrol ameliorates TNF alpha-mediated suppression of erythroid colony formation in human CD34+ cells via cellular pathways involving downregulation of NF-kB. *Blood* 2009; abstract. Poster at American Society of Hematology meeting, New Orleans, LA, 2009.
3. Parnes A, Nikiforow S, Berliner N, Vanasse GJ. Single nucleotide polymorphisms in the human TNF alpha gene are associated with neutropenia and anemia in a cohort of patients with myelodysplastic syndrome. *Blood* 2008; abstract. Poster at American Society of Hematology meeting, San Francisco, CA, 2008.
4. Parnes A, Kim J, Rodov S, Vanasse KGJ. BCL2 induces suppressor of cytokine signaling-3 (SOCS3) expression in murine B cells via pathways involving an HSP70/90 complex and activation of p44/42 Map kinase. *Blood* 2007;110:2199 abstract. Poster at American Society of Hematology meeting, Atlanta, GA, 2007.
5. Parnes A, Vanasse GJ. A novel regimen incorporating the concomitant administration of fludarabine and alemtuzumab for the treatment of refractory adult acute lymphoblastic leukaemia: a report of three cases. *British Journal of Haematology* 2007;139(1):164-5.

Curriculum Vitae: Aric

Page 4  
Parnes

6. Vaidya AP, Parnes AD, Seiden MV. Rationale and clinical experience with epidermal growth factor receptor inhibitors in gynecologic malignancies. *Current Treatment Options in Oncology* 2005;6(2):103-14.
7. Chong J, Parnes AD. Application of direct LDL cholesterol measurement on Abbott Spectrum and Vision clinical chemistry analyzer. *Clinical Chemistry* 1996;42:S6, Abstract 800. Poster at American Heart Association Frontiers in Lipid and Lipoprotein Research Meeting, Dallas, TX 1996.

BOARD OF ALDERMEN

# 256-12

CITY OF NEWTON

DOCKET REQUEST FORM

**DEADLINE NOTICE:** Aldermanic Rules require items to be docketed with the Clerk of the Board NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL BOARD MEETING.

To: Clerk of the Board of Aldermen

Date: July 16, 2012

From (Docketer): Ald. Hess-Mahan

Address:

Phone:

E-mail:

Additional sponsors: Ald. Sangiolo, Ald. Swiston

1. Please docket the following item (it will be edited for length if necessary):

proposing an Ordinance promoting economic development and the mobile food truck industry in the City of Newton.

2. The purpose and intended outcome of this item is:

☐ Fact-finding & discussion

☐ Appropriation, transfer,

☐ Expenditure, or bond authorization

☐ Special permit, site plan approval,

☐ Zone change (public hearing required)

☒ Ordinance change

☐ Resolution

☐ License or renewal

☐ Appointment confirmation

☐ Other:

3. I recommend that this item be assigned to the following committees:

☐ Programs & Services

☒ Zoning & Planning

☐ Public Facilities

☐ Post Audit & Oversight

☒ Finance

☒ Public Safety

☐ Land Use

☐ Committee on Community Preservation

☐ Real Property

☐ Special Committee

☐ No Opinion

4. This item should be taken up in committee:

☐ Immediately (Emergency only, please). Please state nature of emergency:

☒ As soon as possible, preferably within a month

☐ In due course, at discretion of Committee Chair

☐ When certain materials are made available, as noted in 7 & 8 on reverse

☐ Following public hearing

PLEASE FILL OUT BOTH SIDES



5. I estimate that consideration of this item will require approximately:

- |   |  |
|---|--|
| <input type="checkbox"/> One half hour or less            | <input type="checkbox"/> Up to one hour                        |
| <input type="checkbox"/> More than one hour               | <input type="checkbox"/> An entire meeting                     |
| <input checked="" type="checkbox"/> More than one meeting | <input type="checkbox"/> Extended deliberation by subcommittee |

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, *especially relevant Department Heads*):

City personnel

Citizens (include telephone numbers/*email please*)

☒ Commissioner of ISD \_\_\_\_\_

☒ Economic Development Commission \_\_\_\_\_

☒ Commissioner of Public Works \_\_\_\_\_

☒ Licensing Commission \_\_\_\_\_

☒ Commissioner of Health \_\_\_\_\_

☒ Newton-Needham Chamber of Commerce \_\_\_\_\_

☒ Chief of Police \_\_\_\_\_

☐ \_\_\_\_\_

☒ Chief of the Fire Department \_\_\_\_\_

☐ \_\_\_\_\_

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

8. I ☒ have or ☐ intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. \*

Boston food truck ordinance and information regarding permitting process

(\*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Aldermen have a chance to review all relevant materials before a scheduled discussion.)

Please check the following:

9. ☐ I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
10. ☐ I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is:
11. ☒ I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

/s/Ted Hess-Mahan

Signature of person docketing the item

[Please retain a copy for your own records]

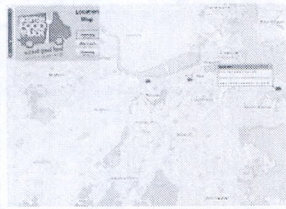


## Now Doing Business in Boston: Food Trucks

The City of Boston is excited to host food trucks at various downtown locations & Here you can find where food trucks vend, steps to your own food truck, and the

the neighborhoods.

the Food Truck Ordinance



### Eat At A Food Truck

Food trucks can be found at 20 public locations around Boston and at special sites like the Rose Kennedy Greenway. Search by map, truck name, and more.  
[Schedule & Locations »](#)



around Boston and at special sites like the Rose Kennedy Greenway. Search by



### Start A Food Truck Business

The Mayor's Office, Public Works, Transportation, Inspectional Services, and Fire departments have developed a single application process for procuring Mobile Food Vending Vehicle Permits. Get information about how to become a Mobile Food Truck vendor in Boston, the permitting process and the licensing process.

[Permit Information »](#)  
[License Information »](#)

RECEIVED  
Newton City Clerk  
2012 OCT 11 PM 1:45  
David A. Olson, CMC  
Newton, MA 02459



Offered by Councilor Michael P. Ross and Salvatore LaMattina

## CITY OF BOSTON

IN THE YEAR TWO THOUSAND ELEVEN

An Ordinance Promoting Economic Development and the Food Truck Industry in the City of Boston

- WHEREAS,* The food service industry may be the world's most widespread industry, including restaurants establishments such as fast-food eateries, formal dining and mobile trucks; and,
- WHEREAS,* According to the U.S. Bureau of Labor Statistics, the food services and drinking places industry ranks among the Nation's leading employers with nearly 10 million wage and salary jobs; and,
- WHEREAS,* Recently, mobile food units have become extremely popular and profitable in urban settings such as Los Angeles, New York, Houston, Philadelphia, San Francisco, Atlanta, Seattle, Miami, Austin, Portland and Washington D.C. to name a few; and,
- WHEREAS,* The mobile food industry has the unique potential to create new employment opportunities, small business growth and favorable conditions for culinary entrepreneurs in Boston and its neighborhoods; and,
- WHEREAS,* According to the National Restaurant Association, there is an increasing demand, particularly among people 18 to 44, for freshly prepared, restaurant-quality food that can be had quick and cheap; and,
- WHEREAS,* Research has revealed that cities around the country have, at best, made incremental strides in regulating the complexities of the mobile food vendor industry, including efforts to find solutions to problems created by the industry, such as issues around parking, traffic and waste disposal; and,
- WHEREAS,* Vendors in the mobile industry have faced complex rules and regulations in other communities, the following language is being set forth to streamline administrative processes, effectively work with the industry and secure the highest quality of life for all Bostonians; NOW,

*Be it ordained by the City Council of Boston, as follows that the City of Boston Code be amended by adding the following ordinance:*

RECEIVED  
Newton City Clerk  
2011 OCT 11 PM 1:45  
David A. Olson, CMC  
Newton, MA 02459



SECTION 1. CBC Chapter XVII is hereby amended by striking out Section 17-10 RESERVED in its entirety and inserting in place thereof the following:--

## **17-10 Permitting and Regulation of Mobile Food Trucks**

### **17-10.1 Definitions**

When used in this section, unless the context otherwise requires, the following terms shall have the following meanings:

- a. *The Committee* shall mean the Commissioner, the Director of Food Initiatives, and the Departments, as defined.
- b. *Commissioner* shall mean the Commissioner of Public Works of the City of Boston or his or her designee.
- c. *Departments* shall mean the Transportation Department, the Inspectional Services Department, the Police Department, the Fire Department, and the Assessing Department, all of the City of Boston.
- d. *Food Establishment* shall mean a business operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption as set forth in the State Sanitary Code 105 CMR 590.002.
- e. *Mobile Food Vehicle* shall mean a food establishment that is located upon a vehicle, or which is pulled by a vehicle, where food or beverage is cooked, prepared and served for individual portion service, such as a mobile food kitchen; provided however that a mobile food vehicle shall not be considered a food service establishment for the purposes of CBC 18-1.6(39).
- f. *Mobile Food Truck* shall mean a mobile food vehicle.
- g. *Mobile Food Commissary* shall mean a licensed food establishment that a mobile food truck reports to twice daily for all food and supplies and for all cleaning and sanitizing of units and equipment.

### **17-10.2 Scope**

- a. The provisions of this section shall apply to mobile food operations engaged in the business of cooking, preparing, and distributing food or beverage with or without charge from mobile food trucks on or in public, private or restricted spaces. This section shall not apply to canteen, coffee, or ice cream trucks that move from place to place and are stationary in the same location for no more than thirty (30) minutes at a time or food vending push carts and stands.
- b. The provisions of this section shall not apply to mobile food operations that receives a temporary event permit issued by the Public Works Department.



### **17-10.3 Mobile Food Trucks Committee**

- a.* There shall be within the City of Boston a Mobile Food Trucks Committee consisting of the Public Works Department, the Transportation Department, the Inspectional Services Department, the Police Department, the Fire Department, the Director of Food Initiatives and the Assessing Department for the purpose of reviewing applications for mobile food truck permits and establishing rules and regulations as appropriate.
- b.* The Committee may work with an industry-led taskforce in developing acceptable routes of operation throughout the city and establishing industry standards, such as the use of global positioning system (GPS) devices and other matters.
- c.* The Committee may work with applicants for Mobile Food Truck permits and renewals to encourage the following:
  - i.* Sustainable and environmentally friendly practices, including the use of energy-efficient vehicles,
  - ii.* Charitable components to the business of operation,
  - iii.* School nutrition programs or healthy food choices,
  - iv.* Programs for children or the homeless,
  - v.* Other socially responsible practices and programs,
  - vi.* Routes that provide access to underserved neighborhoods of the city, and
  - vii.* The use of food commissaries within the city.

### **17-10.4 Mobile Food Truck Permit Required**

- a.* No person or business entity, including a religious or charitable organization, shall operate a mobile food truck in any public, private or restricted space without a permit issued by the Committee.
- b.* A mobile food truck permit is required for each and every mobile food truck.

### **17-10.5 Application for a Mobile Food Truck permit**

- a. Single Application.* There shall be made available by the Commissioner a single application form to apply for each mobile food truck permit. The application shall provide the following:
  - 1. A description of necessary inspections and fees;
  - 2. A description of areas of the City where the operation of mobile food trucks are limited or prohibited;
- b. Submission of Materials.* Each application shall indicate on its face, in addition to other requirements as may be determined by the Committee, that the following materials must be submitted by the applicant:
  - 1. The name of the business and its owner or owners and the mailing address of the business,



2. A description of the proposed business plan for the mobile food truck operation,
  3. A proposed service route and hours of operation with a detailed schedule of times and locations where the mobile food truck will be stationary and serving food,
  4. Certification that the vehicle has passed all necessary inspections required by the Boston Fire Department and Department of Inspectional Services,
  5. Proof that the Mobile Food Truck will be serviced by a mobile food commissary,
  6. Proof of access to restroom facilities with flushable toilets and access to hand washing facilities for the use of the mobile food truck employees within five hundred (500) feet of each location where the mobile food truck will be in operation for more than one (1) hour in any single day, and
  7. A certificate of insurance providing general liability insurance listing the City as additionally insured. A food truck permit shall be issued only for the explicit time period covered by the effective dates of the general liability insurance policy.
- c. *Approval Process.* An application must be submitted to the Commissioner of Public Works, who shall then forward the application to the Departments for review. The application must receive the approval of each of the Departments, based on duly published criteria established by the Committee, prior to its final approval and the issuance of a permit by the Commissioner.
1. The Committee may work with the applicant or permit holder to modify a service route at any time (i) before the issue of a permit or (ii) after the issue of a permit, if the grant of a permit or approval of a service route has led to the creation of a nuisance or otherwise endanger the public health, safety, or order or by request of the permit holder.
  2. Within sixty (60) days of the submission of a completed application, the Commissioner shall either issue or deny the application for a permit.
  3. If the application is denied in whole or in part, the Commissioner shall state the specific reasons for the denial. Any applicant who has been denied a permit may appeal such denial by submitting a written request for a hearing to the Commissioner within ten (10) days of denial. Such hearing shall be conducted by the Commissioner or his or her designee within thirty (30) days of receipt of said appeal. The decision resulting therefrom shall be final and subject only to judicial review under M.G.L. c. 30A, § 14.

#### **17-10.6 Limitation on the Number of Permits**

The Committee may from time to time set a limit on the number of total permits that may be issued or renewed per year; provided, however, that no more than ten percent (10%) of total permits or five (5) permits, whichever is greater, may be issued to a single person or



business entity or both. Upon receipt of application, the Commissioner or his or her designee shall advise the applicant whether or not the limitation has been met.

#### **17-10.7 Permit Renewal**

- a.* Every mobile food truck permit, unless suspended or revoked by the Committee for a violation of any provision of this section or other rule or regulation promulgated for the implementation of this section, shall be renewed annually given that a renewal fee is paid within thirty (30) days after its one year expiration, at which time the permit holder shall forfeit the right to renew and the permit may be made available to another applicant for new permit if the limitation on the number of permits has not been reached.
- b.* The renewal of a permit does not also guarantee renewal of the previously approved route. The Committee reserves the right to add, remove, and reapportion available locations among mobile food truck operations at renewal.

#### **17-10.8 Rules and Regulations**

- a. General.* The Committee members are hereby authorized to promulgate, both jointly and within their respective departments, additional rules and regulations appropriate for the implementation of this section, and, if necessary, work with other agencies and departments of the city and state to establish a streamlined process for the permitting of mobile food trucks; provided, however, that such rules and regulations are not inconsistent with the following limitations and restrictions:
  1. No operator of a mobile food truck shall park, stand, or move a vehicle and conduct business within areas of the city where the permit holder has not been authorized to operate;
  2. No permit holder shall possess a permit for a mobile food truck that is not in operation for a period of more than fourteen (14) days without duly notifying and obtaining approval from the Commissioner.
  3. The issuance of a permit does not grant or entitle the exclusive use of the service route, in whole or in part, to the mobile food truck permit holder, other than the time and place as approved for the term of the permit;
  4. No mobile food truck shall provide or allow any dining area, including but not limited to tables, chairs, booths, bar stools, benches, and standup counters, unless a proposal for such seating arrangements is submitted with the permit application and approved by Committee.
  5. Consumers shall be provided with single service articles, such as plastic forks and paper plates, and a waste container for their disposal. All mobile food trucks shall offer a waste container for public use that the operator shall empty at his own expense.
  6. The permit holder must keep an accurate log indicating that the mobile food truck is serviced at least twice daily by a mobile food commissary for all food,



water and supplies and for all cleaning and servicing operations, including the emptying and cleaning of waste containers.

7. No mobile food truck shall make or cause to be made any unreasonable or excessive noise in violation of CBC 16-26.1.
8. A mobile food truck may not operate on public property unless the Commissioner and the Departments have otherwise granted approval on the permit application for its operation at the particular location during specific times.
9. All mobile food trucks must be equipped with a permanently mounted global positioning system (GPS) device that meets rules and regulations established by the Committee or its members.
10. For mobile food trucks on public property, the City reserves the right to temporarily move a mobile food truck to a nearby location if the approved location needs to be used for emergency purposes, snow removal, construction, or other public benefit.

- b. Inspectional Services.* The Inspectional Services Department shall ensure compliance with the State Sanitary Code 105 CMR 590.
- c. Fire Department.* The Boston Fire Department shall promulgate rules and regulations for the inspection of mobile food trucks and to ensure compliance with all applicable federal, state, and local fire safety statutes, regulations, ordinances, and codes.

#### **17-10.9 Permit Fees**

- a. Application Fee.* The application fee for a permit or a renewal of a permit granted by the Committee for the operation of a mobile food truck shall be five hundred dollars (\$500).
- b. Annual Fee.* An annual fee shall be required for the issuance or renewal of a mobile food truck permit based on a taxable market valuation of city property by the Assessing Department, including sidewalks, from which mobile food trucks will stand according to a route of operation submitted with an application for a mobile food truck permit. Nothing in this section shall prohibit the Committee from designating zones throughout the city for the purposes of establishing fees and rates.

#### **17-10.10 Prohibition Against the Transfer of a Permit.**

- a. Transfers for value prohibited.* No person holding a permit for a mobile food truck shall sell, lend, lease or in any manner transfer a mobile food truck permit for value.
- b. Nonvalue transfers as part of the sale of a business.* Notwithstanding subsection 17-10.10(a), a permit holder may transfer a permit as part of the sale of a majority of the stock in a corporation holding such permit, as part of the sale of a majority of the membership interests of a limited liability company holding such permit, or as part of



the sale of a business or substantially all of its assets; provided that there shall be no allocated or actual value for the transfer of the permit.

1. Prior to any such transfer, the transferor shall notify the Committee in writing and the transferee shall submit a food truck permit application for approval to the Committee pursuant to the process set forth in subsection 17-10.5 and any additional rules and regulations promulgated by the Committee.
  2. Any such transfer shall be subject to the terms and conditions of the original permit.
- c. *Unauthorized transfer voids permit.* Any unauthorized transfer or attempt to transfer a permit shall automatically void such permit. Whoever violates this provision, including both the transferor and transferee, shall be subject to a fine of three hundred (\$300) dollars, pursuant to section 17-10.12(a). The unauthorized transfer or attempt to transfer of each permit shall constitute a separate violation.

#### **17-10.11 Operation of Mobile Food Trucks**

- a. *Operation without permit.* Any mobile food truck being operated without a valid mobile food truck permit issued by the Commissioner shall be deemed a public safety hazard and may be ticketed and impounded.
- b. *Unattended Vehicles prohibited.* No mobile food truck shall be parked on the street overnight, or left unattended and unsecured at any time food is kept in the mobile food truck. Any mobile food truck which is found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.
- c. A mobile food truck operating outside of an approved route, at an unauthorized location, or beyond the hours for which the operation has been permitted shall be deemed operating without a permit in violation of this section and may be subject to enforcement under subsection 17-10.12.

#### **17-10.12 Enforcement**

- a. *Fine for Violation.* Any permit holder operating a mobile food truck or service in violation of any provision of this section or any rules and regulations promulgated by the Committee may be subject to a fine of three hundred (\$300.00) dollars per day. Each day of violation shall constitute a separate and distinct offense. The provisions of G.L. c. 40, s. 21D may be used to enforce this section.
- b. *Revocation, Suspension, Modification.* Once a permit has been issued it may be revoked, suspended, modified, or not renewed by the Commissioner for failure to comply with the provisions of this section or any rules and regulations promulgated by the Committee.
  1. No permit shall be revoked, suspended, modified, or not renewed without a hearing before the Commissioner or his or her designee, prior to which hearing the Commissioner or his or her designee shall give reasonable notice of the time and place of the hearing and the specific grounds of the proposed action. The



decision resulting therefrom shall be final and subject only to judicial review under M.G.L. c. 30A, § 14.

2. The Commissioner or his or her designee may suspend a permit for no more than three (3) days without a notice or hearing, pursuant to subsection 17-10.12(b)(1), if the Commissioner or his or her designee specifically notifies the permit holder in writing that there is a probability of violation of public safety, health or order. In such a case, a hearing shall be held before the Commissioner or his or her designee within forty-eight (48) hours of the suspension in order to determine whether the public safety, health or order concern justified the suspension.
- c. *Removal.* Any permit holder found in violation of this section or any rules and regulations promulgated by the Committee may be issued a ticket for violation and the mobile food vehicle may be impounded.
- d. *Enforcement.* The provisions of this section or any rules and regulations promulgated by the Committee may be enforced jointly by the Boston Police Department and the Boston Transportation Department.

#### **17-10.13 Severability**

If any provision of this section is held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

SECTION 2. Notwithstanding any provision of this Ordinance to the contrary, existing mobile food permits lawfully issued to mobile food trucks, as defined in CBC chapter XVII, subsection 17-10.1, by the City of Boston Division of the Health Inspections prior to the passage of this section shall remain effective until December 31, 2011 and any such mobile food truck operation shall be exempt from the provisions of CBC chapter XVII, section 17-10 until January 1, 2012.

SECTION 3. The provisions of this section shall take effect immediately upon thirty (30) days of passage.



# City of Boston

## Office of the City Clerk

Form: 1001C

### BUSINESS CERTIFICATE - Filing Fee: \$50.00

☐ New Filing ☐ Renewal

*This Certificate Expires on:* \_\_\_\_\_

Under the provisions of Chapter 110, Section 5 of the Massachusetts General Laws, as amended, the undersigned hereby declares that a business under the title of:

is being conducted at:

(Please Print Clearly)

(P. O. Box not permitted)

(City)

(State)

(Zip Code)

By the following individual (s) or Corporation  
*Print Full Name (s)*

Corporation or Residential Address  
*(P.O. Box not permitted)*

Signatures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Individuals **MUST** have their *signatures notarized* on the back of this form prior to filing in the Office of the City Clerk.

Local Telephone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Website and/or Email Address: \_\_\_\_\_

#### IMPORTANT NOTICE

*This Certificate expires four (4) years from the date of issue. If you cease conducting business before that time, the law requires that you withdraw this Certificate with the Office of the City Clerk.*

### City of Boston Certification

A true copy of the original document filed on the above date in the Office of the City Clerk.

\_\_\_\_\_ at \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk



-----

**The Commonwealth of Massachusetts – SUFFOLK COUNTY**

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was/were \_\_\_\_\_, to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

Signature: \_\_\_\_\_  
☐ Notary Public

Notary Seal/Stamp

My Commission expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

-----

**Non-Residents ONLY doing Business in Massachusetts**

**Certificate and Statement**

**Filing Fee: \$25.00 (in addition to regular fee)**

Pursuant to M.G.L. Chapter 227, Section 5A, I/We hereby appoint the City Clerk of the City of Boston, and its successors in office, as my/our true and lawful agent upon whom all lawful process may be served in any action arising out of the business described in the front hereof.

Signature(s): \_\_\_\_\_

\_\_\_\_\_





# Food Truck Permit Application 2012

City of Boston | Public Works Department

Submit completed form and required documents to Public Works. For more information on the application process, visit [www.cityofboston.gov/foodtrucks](http://www.cityofboston.gov/foodtrucks).

BUSINESS INFORMATION	
Name of Truck:	Truck Size:
DBA Name: (if different)	Federal ID #:
Address:	
Phone:	
Fax:	
Email:	
Website:	

OWNER(S) INFORMATION		
Name	Phone	Cell Phone

REQUIRED DOCUMENTS (Attach to this application)	
Required of all Applicants:	<input type="checkbox"/> Copy of Health Permit, issued by Inspectional Services Department (ISD). <input type="checkbox"/> Copy of Business Certificate (issued from town or city where business is based) <input type="checkbox"/> Copy of Hawkers / Peddlers License, issued by the State of Massachusetts. <input type="checkbox"/> Copy of GPS Contract with Trimble.
Required of Applicants Needing a Fire Permit:	<input type="checkbox"/> Copy of Open Burning/Cooking Permit issued by Boston Fire Department (BFD).
Required of Applicants Planning to Vend on Private Property:	<input type="checkbox"/> Copy of Lease(s) or Letter(s) from Landlord(s). Required for each private site. <input type="checkbox"/> Copy of Use of Premise Permit(s). Required for each private site. <input type="checkbox"/> Site Plan including: photos of site and a detailed layout noting truck orientation and service plan. Required for each private site.

RECEIVED  
Newton City Clerk  
2012 OCT 11 PM 1:45  
David A. Olson, CMC  
Newton, MA 02459



SIGNATURES			
<b>Inspectional Services:</b>			
	_____ ISD Health Inspector Signature	_____ Inspector Name (Print)	_____ Date
<b>Boston Fire:</b>	Signature of Fire Inspector is required for all applications to verify inspection, even if no permit was issued.		
	_____ Fire Inspector Signature	_____ Inspector Name (Print)	_____ Date
<b>Applicant:</b>	I hereby consent to the collection, disclosure, and use of all data collected by the GPS unit installed under the requirements of the City of Boston Food Truck Permit Application for the purpose of monitoring the locations of food trucks throughout the City and for the purpose of providing GPS information to third parties (e.g., software developers) to develop mobile applications to provide accurate location data to customers.		
	_____ Applicant Signature	_____ Applicant Name (Print)	_____ Date

PROPOSED VENDING LOCATION & TIMES			
Location	Property Type	Days	Shift/Hours
	<input type="radio"/> Public <input type="radio"/> Private	Sunday	Breakfast
	<input type="radio"/> Public <input type="radio"/> Private	Monday	Breakfast
	<input type="radio"/> Public <input type="radio"/> Private	Sunday	Breakfast
	<input type="radio"/> Public <input type="radio"/> Private	Monday	Breakfast
	<input type="radio"/> Public <input type="radio"/> Private	Monday	Breakfast
	<input type="radio"/> Public <input type="radio"/> Private	Monday	Breakfast
	<input type="radio"/> Public <input type="radio"/> Private	Monday	Breakfast

SUBMISSION	
<b>Fee:</b>	\$500 * Check or Money Order, payable to "City of Boston" *Permit fee only. Additional fees apply for vending on public way, as well as those required by ISD, BFD, The Commonwealth of Massachusetts, and Trimble Navigation Limited.
<b>Submit this form and all required attachments in person to:</b>	City of Boston Public Works Boston City Hall, Room 714   Boston, MA 02201-2024 617-635-4911 (phone)   617-635-2403 (fax)



## Mobile Food Truck: Choosing a Location For Your Food Truck

The City of Boston encourages vendors to pick the right spot to vend. Vendors can choose from locations on the public way, on private property, or on special properties.

Food trucks with the proper permits from the ISD and Fire departments as well as the Commonwealth of Massachusetts will be eligible to obtain a food truck permit through Public Works to vend in the City of Boston. With the Food Truck permit, vendors will be eligible to apply for a food truck license in the following ways:

### Vending Options

#### Vending on Private Property

To be licensed so that you can vend on private property, a Food Truck operator will need to provide:

- A copy of the lease(s) and/or letter(s) of agreement from landlord(s)
- A copy of the Use of Premise Permit
- A photo for each private site vendor has an agreement to sell
- A scaled drawing/layout identifying location of truck, queuing, and permanent fixtures

#### Vending on Public Property

The City of Boston is excited to allow food trucks on the city's streets and in the neighborhoods. To be licensed so that you can vend on public property, a Food Truck operator will need to have:

- Site license(s) for any location on the public way

#### Vending on Special Properties

To be licensed so that you can vend on one of the listed special properties, a Food Truck operator will need to provide:

- A copy of the lease(s) and/or letter(s) of agreement from landlord(s)
- Additional specific requirements as set by each individual agency

**\*Please note, special properties include sites overseen by:**

Boston Parks & Recreation Department and Boys & Girls Club of Boston  
Rose Kennedy Greenway Conservancy  
Department of Conservation & Recreation  
MBTA  
BRA/EDIC  
City Hall's Property Management Department

feedback





In preparation for the start of the Mobile Food Truck Calendar Year (April 1<sup>st</sup>) we would like to inform you of proposed program changes that will go into effect on April 1<sup>st</sup> 2012. Please be advised that the following changes apply to all vendors seeking a Mobile Food Truck Permit or Mobile Food Truck Site License for 2012.

The attached chart outlines changes that are slated to **take effect on April 1<sup>st</sup>**:

The Mobile Food Truck Committee seeks to preserve the spirit of the initiative through programmatic changes that will ensure mobile vending in Boston remains creative, flexible, and most importantly, **mobile**. Changes to the Mobile Food Truck Program are based on vendor and community feedback regarding:

- Payment and pick-up of Site Licenses
- The popularity of downtown sites
- The growth of the program
- Transparency of scheduling mechanisms
- Equitable access to vending opportunities

What follows is a detailed timeline of the scheduling process for the start of the new Mobile Food Truck Calendar Year (April 1<sup>st</sup>), including documents to submit. If you plan to vend for the start of the new Mobile Food Truck year (April 1<sup>st</sup>) please note any dates and materials in order to plan accordingly.

**March 2, 2012:** Vendors submit **Annual Food Truck Report\***, **City Hall Plaza and Prime Sites Schedule Form\*\***, **Schedule Request Form**, **Sample Menu**, and **City Hall Plaza & Prime Sites 2012 Scheduling Checklist** by fax (617 635 3496) or email ([Christina.DiLisio@cityofboston.gov](mailto:Christina.DiLisio@cityofboston.gov)) to Office of Food Initiatives.

\* required only of those who have been vending in the city as part of the Food Truck Pilot

\*\*required only if you are applying for a City Hall or Prime Sites

As part of the transition to the 2<sup>nd</sup> year of the Mobile Food Truck Program, vendors who operated in 2011 must submit a one-page Annual Food Truck Report that reviews aspects of vendor's commitment to program goals as outlined in the Mobile Food Truck Site License Application. The Annual Food Truck Report is part of a broader review of past vending performance, will be used by the Mobile Food Truck Committee to establish vendor standing, and may be shared with the community at large.

New vendors starting in 2012 may want to review this Annual Food Truck Report to familiarize themselves with the Mobile Food Truck Committee's expectations.

**March 8, 2012:** City Hall Plaza and Prime Sites Live Lottery Scheduling Event (City Hall, 9<sup>th</sup> Floor, Rm 900, 4 PM)

The Mobile Food Truck Committee will utilize a lottery system for scheduling City Hall Plaza, Prime Sites, and high-demand Tier 1 Public Sites for the 2012 vending season. The committee also reserves the right to exercise discretion in the scheduling process to ensure that trucks are not in competition with each other or surrounding food retail.



### *Explanation of Lottery Scheduling System*

The Food Truck Committee will be executing a lottery system to schedule vendors at City Hall Plaza, Prime, and Tier 1 locations. This committee will accomplish this by taking the following steps:

1. Distribute a schedule request form for City Hall Plaza and Prime Sites (February 15, 2012)
2. Vendors must submit the following information to be eligible for the lottery at City Hall Plaza & Prime Sites by March 2, 2012, 4:30pm EST:
  - a. Preliminary 2012 menu
  - b. Annual Food Truck Report (attached)
  - c. 2012 City Hall Plaza & Prime Sites Schedule Form (attached)

**Please note**, a completed Food Truck Permit Application and Food Truck Site License must be completed and submitted to Public Works by March 21, 2012.

3. The committee will evaluate vendors on the Good Standing Criteria (attached) and will identify vendors who are:
  - a. Group 1- Meets 6 -10 Good Standing Criteria
  - b. Group 2- Meets 5 - 0 Good Standing Criteria
  - c. Group 3- New to the Mobile Food Truck Program

	Group 1	Group 2	Group 3
Good Standing Criteria	Meets 6-10 points	Meets 0 – 5 points	NA New to the Program
New to program	N/A	N/A	Yes

4. On Thursday, March 8, a public meeting will be held at City Hall in the BRA Board Room on the 9<sup>th</sup> Floor and will begin at 4:00PM.  
All vendors interested in vending at City Hall Plaza or at a Prime Site should be in attendance or should designate a proxy.
5. At that public meeting, all vendors in Group 1 will be randomly selected (pulled from a hat).  
Each draw will only assign one shift; vendors may choose a single shift from those available at the time their name is pulled.
6. After each vendor in Group 1 has been provided one shift, Group 2 will follow the same scheduling method, followed by Group 3.
7. Once all requesting vendors have been scheduled one shift, the committee will repeat the process for a second shift, starting with Group 1, until all scheduled shifts are filled.
8. Vendors will be notified of scheduling.
9. All vendors scheduled for the City Hall Plaza will be required to sign an agreement detailing access to the Plaza and a liability waiver.
10. Vendors that fail to meet the agreement terms will lose the right to vend.
11. Once scheduling for City Hall Plaza & Prime Sites have been completed, vendors will submit their Tier 1, Tier 2, and Tier 3 scheduling requests.

### *Minimum Application Threshold Requirements for Lottery Scheduling System*



1. The respondent must provide all information, materials, and documents required by this application and demonstrate that it has met all qualification and certification requirements outlined in this application.
2. Respondents must be in compliance with all applicable statutes governing conflict of interest and in compliance with all other applicable laws and regulations.
3. Statement of Diversity and Non-discrimination: The City of Boston is committed to equal access in opportunities for all respondents, regardless of race, color, religion, gender, gender identity or expression, national or ethnic origin, age, sexual orientation, marital or civil union status, or disabilities not related to performance, in compliance with federal and state statutes.

**March 12, 2012:** Vendors submit schedule requests for any Public Sites (non-Prime Tier 1, Tier 2, or Tier 3) using **Schedule Request Form** by fax (617 635 3496) or email ([Christina.DiLisio@cityofboston.gov](mailto:Christina.DiLisio@cityofboston.gov)) to Food Initiatives.

Those vendors who have been vending at 2012 designated non-Prime Tier 1, Tier 2, and Tier 3 sites successfully over the course of the pilot will have priority at those locations within the boundaries set forth in the program guidelines.

**March 14, 2012:** Mobile Food Truck Committee will schedule Public Sites using a combination of lottery system (for any high-demand Tier 1 Public Sites requests) and standard approval system.

**March 21, 2012:** Vendors submit **2012 Mobile Food Truck Permit Application** and **Mobile Food Truck Site License Application** (if vending on Public Sites) to Public Works.

**March 23, 2012:** Complete vending schedule will be posted to City of Boston website.

**March 30, 2012:** All Site Licenses (City Hall Plaza, Prime Sites, and Public Sites) must be retrieved at Public Works by 5pm.

**April 3, 2012:** All Site Licenses not retrieved by this date will incur a \$300.00 fine per vending shift scheduled.

We thank you again for your interest in the Mobile Food Truck Program and look forward to working with you. Vendors are welcome to comment and provide feedback on the pilot, as well as the upcoming changes, through the City's website ([www.cityofboston.gov/foodtrucks](http://www.cityofboston.gov/foodtrucks)) or directly to the Office of Food Initiatives ([Christina.DiLisio@cityofboston.gov](mailto:Christina.DiLisio@cityofboston.gov)).

<b>Location Type</b>	<b>CITY HALL PLAZA</b>	<b>PRIME (new category)</b>	<b>PUBLIC; TIER 1</b>	<b>PUBLIC; TIER 2</b>	<b>PUBLIC; TIER 3</b>
<b>Locations</b>	Fisher Park	<u>Site 1</u> (Boston Public Library) <u>Site 2</u> (Clarendon St.) <u>Site 16</u> (Financial District)	<u>Site 3</u> (Stuart St.) <u>Site 4</u> (Belvidere St.) <u>Site 7</u> (Boston University) <u>Site 8</u> (Boston University, westbound) <u>Site 9*</u> (Hemenway St.) <u>Site 10</u> (Museum Rd.) <u>Site 11*</u> (Harrison Ave.) <u>Site 12*</u> (Peter's Park) <u>Site 13*</u> (Washington St.) <u>Site 18*</u> (Blossom St.)	<u>Site 20</u> (Cleveland Circle)	<u>Site 15*</u> (Ashmont Station) <u>Site 17</u> (Egleston Square)
<b>Location Type</b>	<b>CITY HALL PLAZA</b>	<b>PRIME</b>	<b>PUBLIC; TIER 1</b>	<b>PUBLIC; TIER 2</b>	<b>PUBLIC; TIER 3</b>
<b>Vending Shifts</b>	Breakfast/Lunch (7:00AM-3:00PM) or Lunch/Dinner (10:00AM-6:00PM)	Breakfast (6:00AM-10AM), Lunch(10AM-3PM), and Dinner(3PM-11PM)	Breakfast (6:00AM-10AM), Lunch(10AM-3PM), and Dinner(3PM-9PM* or 11PM)	Breakfast (6:00AM-10AM), Lunch(10AM-3PM), and Dinner(3PM-9PM* or 11PM)	Breakfast (6:00AM-10AM), Lunch(10AM-3PM), and Dinner(3PM-9PM* or 11PM)
<b>Price/Shift</b>	Breakfast/Lunch (\$50/day) Lunch/Dinner (\$50/day)	Breakfast (\$12.50/day) Lunch (\$25/day) Dinner (\$12.50/day)	Breakfast (\$12.50/day) Lunch (\$25/day) Dinner (\$12.50/day)	Breakfast (\$8.25/day) Lunch (\$16.50/day) Dinner (8.25/day)	Breakfast (\$4.25/day) Lunch (\$8.50/day) Dinner (\$4.25/day)
<b>Scheduling Process</b>	Lottery	Lottery	Request Approval; Lottery for available sites	Request Approval	Request Approval
<b>Vending Season</b>	April 1 <sup>st</sup> – November 1 <sup>st</sup>	Year Round	Year Round	Year Round	Year Round
<b>Vending Restriction</b>	No more than 3 shifts (either Breakfast/Lunch or Lunch/Dinner) in a given week	No more than 3 lunches at a particular site in a week	No more than 3 lunches at a particular site in a week	No more than 3 lunches at a particular site in a week	No more than 3 lunches at a particular site in a week
<b>Terms of Agreement</b>	Vendors will sign contract detailing vending schedule, shifts, and season, as well as set-up and break-down plan. Vendors may opt out of schedule but reserve no right to vacated slot in the future.	Vendors may opt out of schedule but reserve no right to vacated slot in the future.	Vendors may opt out of schedule but reserve no right to vacated slot in the future. Vendors may adjust schedule through coordination with Food Initiatives	Vendors may opt out of schedule but reserve no right to vacated slot in the future. Vendors may adjust schedule through coordination with Food Initiatives	Vendors may opt out of schedule but reserve no right to vacated slot in the future. Vendors may adjust schedule through coordination with Food Initiatives

## Angier Elementary School - Newton, MA

**Projected Meeting and Milestone Schedule:**  
**Designer Selection, Feasibility Study and Schematic Design**

Date	Time	Item	Location
Thurs 10/11/12	8:45AM	Working group meeting to review strategic plan and educational approach	
week of 10/15/12	AM	Meetings with user groups and Town departments	
Thurs 10/18/12	5:00PM	Meeting with ASBC/DRC to develop evaluation criteria	100 Walnut St, Room 210
Thurs 10/25/12	6:00PM	Meeting with ASBC/DRC to review educational programming	100 Walnut St, Room 210
Thurs 11/15/12	6:00PM	Meeting with ASBC/DRC to review concept and design (possible Public Forum)	
Mon 11/19/12	7:00PM	Meeting with ASBC/DRC presentation to Board of Aldermen and School Committee	
Thurs 11/29/12	6:00PM	Meeting with ASBC/DRC to review design based on feedback (vote to authorize submittal of PDP)	100 Walnut St, Room 210
Fri 12/14/12	---	Preliminary Design Program Report submission to MSBA	
Thurs 01/03/13	6:00PM	Meeting with ASBC/DRC to review final options and vote to submit to MSBA	
Thurs 01/10/13	7:00PM	Meeting with ASBC/DRC presentation to Board of Aldermen and School Committee	
Thurs 01/17/13	6:00PM	Meeting with ASBC/DRC to approve Preferred Schematic Design alternative	
Thurs 02/14/13	---	Submit Preferred Schematic Report to MSBA	
2/27/13 or 03/20/13		MSBA Facilities Assessment Subcommittee	
Wed 04/03/13	---	MSBA Board Meeting to approve Preferred Option	
04/04/13 06/2013	---	Schematic Design	---
Jun 2013	TBD	Designer Review Committee approval	TBD
Thurs 06/13/13	---	Submit Schematic Design to MSBA	---
Wed 07/31/13	---	MSBA Board Meeting to approve Schematic Design	---
Aug 2013	---	Local Approval of the Project - Appropriation by the Board of Aldermen for the approved budget amount	