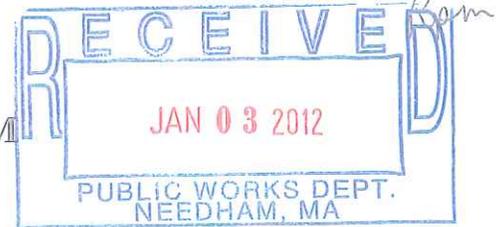




TOWN OF NEEDHAM
TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669



Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 453-2522
TDD: (781) 455-7558

TO: Gerry Wasserman, Chair, Board of Selectmen
FROM: Kate Fitzpatrick, Town Manager
CC: Board of Selectmen
Rick Merson, Director of Public Works
Lee Newman, Director of Planning and Community Development
DATE: January 2, 2013
RE: Downtown Streetscape Working Group

I am writing to request that the Board of Selectmen designate a member or representative to serve on the Downtown Streetscape Working Group. At its meeting on December 18, 2012, the Board of Selectmen voted to create the Working Group to help guide the pending downtown streetscape project.

The charge of the Working Group is to provide guidance and make recommendations to the Board of Selectmen concerning the Streetscape in Needham Center. Consistent with the Downtown Design Guidelines and Downtown Planning Study, the Committee shall focus on the following elements in its deliberations: design approach, composition and feel, architectural elements, historic preservation, handicap accessibility, pedestrian accessibility, pedestrian amenities, bicycle accommodation, traffic control, maintainability, snow removal, parking availability, lighting, signage, holiday/special event accommodations, landscaping, and street furniture. It is our expectation that the preliminary design plan, based on the recommendations of the Working Group, will be completed in the summer of 2013.

The Committee consists of twelve members, representing the Board of Selectmen, the Needham Business Association/downtown member, Park and Recreation Commission, Design Review Board, Community Revitalization Trust Fund, Conservation Commission, Planning Board, Commission on Disabilities, Historic Commission, Council of Economic Advisors, Needham Bikes, and a Needham Center property owner.

The first meeting is scheduled for 8:00 a.m. Wednesday, January 30, 2013 in the Charles River Room of the Public Services Administration Building at 500 Dedham Avenue. Please contact Sandy Cincotta at scincotta@needhamma.gov or 781-455-7500 extension 204 with any questions or to provide information on your designee. Thank you in advance for your willingness to participate.



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/18/2012

Agenda Item	Downtown Streetscape Working Group
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager will propose the creation of a downtown streetscape committee to make recommendations to the Board of Selectmen about infrastructure and streetscape in Needham Center. Needham Center redevelopment is proposed through use of Chapter 90 funds which have been earmarked for this purpose.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<i>Suggested Motion:</i> That the Board vote to approve the Committee Charge and Composition for the Downtown Streetscape Working Group.		
3.	BACK UP INFORMATION ATTACHED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	a. Proposed Charge – Downtown Streetscape Working Group dated December 18, 2012		

Proposed Charge
Downtown Streetscape Working Group
December 18, 2012

The Board of Selectmen is seeking candidates for an ad hoc committee to help guide the downtown streetscape project.

Background

The Town has planned for the re-development of Needham Center infrastructure and streetscape through Chapter 90 funds which have been earmarked for this purpose.

Charge

The Downtown Streetscape Committee shall provide guidance and make recommendations to the Needham Board of Selectmen concerning the Streetscape in Needham Center. Consistent with the Downtown Design Guidelines and Downtown Planning Study, the Committee shall focus on the following elements in its deliberations:

- Design approach
- Composition and feel
- Architectural elements
- Historic preservation
- Handicap accessibility
- Pedestrian accessibility
- Pedestrian amenities
- Bicycle accommodation
- Traffic control
- Maintainability
- Snow Removal
- Parking availability
- Lighting
- Signage
- Holiday/Special Event accommodations
- Landscaping
- Street Furniture

Composition

The Committee shall consist of 12 members, as follows:

- One (1) member or designee of the Board of Selectmen
- One (1) member or designee of the NBA or Downtown Business Owner
- One (1) member or designee of the Park & Recreation Commission
- One (1) member or designee of the Design Review Board

One (1) member or designee of the Community Revitalization Trust Fund Committee

One (1) member or designee of the Conservation Commission

One (1) member or designee of the Planning Board

One (1) member or designee of the Needham Commission on Disabilities

One (1) member or designee of the Historic Commission

One (1) member or designee of the Committee of Economic Advisors

One (1) member or designee of the Needham Bikes

One (1) property owner in Needham Center

Members of the public are welcome to attend all meetings of the Working Group and to provide comment, feedback and suggestions.

Staff Support

The Director of Public Works and Director of Planning and Community Development will be the staff liaisons for the committee and will be responsible for ensuring that meetings are posted and minutes are taken, transcribed, and posted on the website in a timely manner. Staff resources include representatives of Police and Fire Departments.

Meetings

The meeting date has been tentatively set for Wednesday mornings at 8:00. The first meeting is planned for January 16, 2013.

Budget

Nominal costs such as printing and mailing will be absorbed by the Department of Public Works and/or Planning Department.

Timeline

The preliminary design plan should be completed on or about July, 2013.

BOARD OF SELECTMEN
January 22, 2013
Needham Town Hall
Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Appointment of Commissioner of Trust Funds <ul style="list-style-type: none"> • Joint Meeting with BOS and Trust Fund Commissioners
2.	7:10	Liquor License Hearing <ul style="list-style-type: none"> • HST Lessee Needham LLC d/b/a Sheraton Needham Hotel, Charles York, Director of Operations
3.	7:40	Town Manager <ul style="list-style-type: none"> • Zoning Amendment/Medical Marijuana • Budget Consultation
4.	7:50	Board Discussion <ul style="list-style-type: none"> • New England Business Center Rebranding • Committee Reports
5.	8:00	Executive session Exception 3

APPOINTMENTS

1.	Downtown Streetscape Working Group	Maurice Handel (term expires 12/31/2013) Gary Levine (term expires 12/31/2013) Mike McKay (term expires 12/31/2013) Sam Bass Warner (term expires 12/31/2013) Walter Collins (term expires 12/31/2013) Andy Wise (term expires 12/31/2013) Tom Jacob (term expires 12/31/2013) Paul Good (term expires 12/31/2013) Gloria Greis (term expires 12/31/2013) Nelson Hammer (term expires 12/31/2013)
----	------------------------------------	--

CONSENT AGENDA *=**Backup attached**

1.*	Approve a Special One Day Wines & Malt Beverages License from Gloria Greis, of the Needham Historical Society to host its "Chocolate & Champagne Goes Country" event on Saturday, February 2, 2013 from 7:00 p.m. to 11:00 p.m. at Powers Hall in Needham Town Hall, 1471 Highland Avenue, Needham.
2.*	Approve a Special One Day Wines & Malt Beverages License from Jenny Small, of the Temple Beth Shalom to hold its "One Hit Wonders" Purim Shpiel event on Saturday