

Town of Needham
Select Board
Minutes for Wednesday August 3, 2022

4:05 p.m. Call to Order:

A special meeting of the Select Board was convened by Vice Chair Marcus Nelson at the Memorial Park Field House. Those present were Kevin Keane, Matt Borrelli, Heidi Frail, Town Manager Kate Fitzpatrick, Assistant Town Manager Dave Davison, Assistant Town Manager Katie King, and Support Services Manager Myles Tucker.

4:06 p.m. Consent Agenda and Appointments

Motion by Mr. Borrelli that the consent agenda and appointments be moved. Second: Mr. Keane. Unanimously approved 4-0.

APPOINTMENTS

1.	Helen Newton	Taxation Aid Committee Term Exp: 6/30/2025
2.	Jonathan Robbins	Taxation Aid Committee Term Exp: 6/30/2025

CONSENT AGENDA *=Backup attached

1.*	Approve a One Day Special License for Jeffrey Rimpas of the PanMass Challenge for Sunday, August 7, 2022. The event will be held at Babson College, 231 Forest Street. All documents are in order. Police and Fire Department have approved the event.
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Chair Marianne Cooley joined via Zoom at 4:10 PM.

Chair Cooley stated that the purpose of the meeting was to update the Board's goals for the coming years by reviewing the items that remain from last year's goals and – as applicable – continue ongoing goals to the next fiscal year, followed by consideration of potential new goals proposed by Board members, Town boards and committees, members of the public, and staff.

Town Manager Fitzpatrick recommended that the Board identify the next year's initiatives as either goals, budget priorities, or guiding principles. The Board came to consensus to classify the discussed goals and initiatives along these lines.

The Board discussed initiatives established in the FY2022 goal setting session, and tentatively assigned each as continued, completed, a budget priority, or guiding principle. The decisions reached by the Board were noted to be initial due for consolidation into a new goals document inclusive of new ideas and initiatives to be discussed following the review of the prior year's goals.

GOAL #1: Livable Needham plans for and invests in safe, well-maintained and attractive buildings and infrastructure that accommodate a diverse set of community needs. Needham:

- Promotes and sustains a secure, clean and attractive place to live, work and play.
- Provides a variety of housing types with a full range of affordability.

- Provides high-performing, reliable and affordable public infrastructure and Town services.
- Encourages and appropriately regulates sustainable development.
- Supports and enhances neighborhood livability and walkability for all members of the community.
- Coordinates with state and federal leaders to ensure access to safe, reliable and efficient public transit.
- Coordinates major infrastructure projects and communicates with impacted members of the Needham community.
- Prioritizes the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction. The construction of new sidewalks will be offset by the removal of old, under-used sidewalks.

The Board discussed initiatives under Goal #1.

FY22-23 Initiative #	Description	Consensus for FY23-24 Goals
1.1	Seek Funding for Ridge Hill Building Demolition.	Budget Priority
1.2	Begin the Ridge Hill/Nike Assessment Phase 2 Project, including working with the Community Farm to make a decision on the long-term plan for the farm at the site as well as considering potential future uses of the site.	Goal
1.3	Seek Funding for DPW Facility Refresh.	Complete
1.4	Participate on the Planning Board's Affordable Housing Study Committee.	Goal - Work with Planning Board post-DCDH/MBTA Guideline publication
1.5	Evaluate RTS Service Delivery Model to Guide Long-term Investment and Review Operational Efficiencies in the Short-term.	Goal - Establish working group
1.6	Explore options for reducing amount of public litter including General By-law re: Household trash & Funding for trash removal efforts.	Complete
1.7	Work with stakeholders to manage the impact of the COVID-19 Pandemic on the Town of Needham.	Guiding Principle & Budget Priority
1.8	Seek Funding for School Administration Building.	Budget Priority
1.9	Identify funding for School Master Plan projects & Participate in the Planning Process.	Budget Priority (potential to study large new revenue streams as possible funding

		sources for a school facilities fund vs operating budget revenue
1.10	Review Cheney St. Zoning Referred by TM.	Complete
1.11	Evaluate use of ARPA Funding for Identified Infrastructure Projects.	Budget Priority

The Board discussed Goal #2 and agreed by consensus to the goal statement.

GOAL #2: Economically Vital – Needham has the economic opportunities and resources for residents and businesses to thrive in our community. Needham:

- Supports an environment for creativity, innovation and entrepreneurship.
- Promotes a well-educated, skilled and diverse work force that meets employers' needs.
- Fosters a collaborative and resource-rich regional business climate.
- Attracts, sustains and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members.
- Supports financial security, economic opportunity and social mobility for all.

2.1	Evaluate Chestnut Street Redevelopment.	Second Half Goal/ Goal
2.2	Identify Relief Programs for Small Businesses through ARPA Funding.	Complete
2.3	Evaluate Expansion of Snow Removal Efforts, including sidewalk plowing strategies.	Goal
2.4	Support Zoning Proposals for Outside Seating.	Complete
2.5	Develop & Implement Regulations Guiding Outdoor Seating.	Complete

The Board discussed Goal #3 and agreed by consensus to the goal statement.

GOAL #3: Accessible & Connected - Needham has a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively. Needham:

- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient and clean mobility options.
- Supports a balanced transportation system that reflects effective land use, manages congestion and facilitates strong regional multimodal connections.
- Provides effective infrastructure and services that will encourage diverse populations to connect to nature and the larger community.
- Promotes transportation options to ensure we remain an age-friendly community.

3.1	Seek Funding for a Parking Study that will evaluate parking needs, options,	Funding was secured, keep implementation as goal
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	and types in the business districts and identify technology to manage parking.	
3.2	Evaluate the role and composition of the TMAC, Transportation Committee, Rail Trail Advisory Committee and Complete Streets Committee.	Goal
3.3	Seek Funding for Noise Reduction/Quiet Zone Feasibility & Design.	Budget Priority
3.4	Evaluate Future Use of the Rail Corridor between Dover and Newton.	Goal (may be split into multiple goals based on merits of project/capabilities of each segment of the corridor)
3.5	Implement the Downtown Redesign Phase 2.	Goal (goal adjusted to note "complete" vs "implement")

The Board discussed Goal #4 and agreed by consensus to the goal statement.

GOAL #4: Healthy and Socially Thriving - Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic and social opportunities for all socioeconomic and age groups.
- Supports the physical and mental well-being of its community members.
- Fosters inclusion, diversity and equity.
- Promotes the installation of art and opportunities for community-led art projects.

4.1	Explore use of ARPA for public Art projects.	Complete
4.2	Seek additional funding and expand services for mental and behavioral health needs.	Complete/Budget Priority
4.3	Identify and implement strategies to hire, support and retain diverse staff at every level of the organization; measure efforts and provide quarterly updates on progress.	Guiding Principle & Budget Priority
4.4	Continue to provide diversity, equity and inclusion professional development opportunities for all staff geared towards deepening	Guiding Principle & Budget Priority

	understanding and becoming culturally responsive, anti-racist, and anti-biased members of the Needham community.	
4.5	Create a framework for how community members can effectively engage in conversations around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.	Goal (focus on institutionalization)
4.6	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.	Goal (focus on institutionalization)
4.7	Continue NUARI meetings for FY2022, reviewing and providing guidance on recommendations, and provide support to other Boards & Committees on how to apply NUARI principles to their work.	Shift to conducting focus groups with BIPOC community members
4.8	Encourage Needham non-profit organizations, civic groups, and businesses to adopt or endorse, as appropriate, the vision statement.	Complete (with ongoing discussions)
4.9	Include a question in the bi-annual Town survey to gauge residents' perceptions of how welcoming and inclusive the Needham community is.	Guiding Principle
4.10	Provide support to other Boards & Committees on how to apply NUARI principles to their work.	Goal
4.11	Work with the Human Rights Committee to develop a discrimination complaint process and provide forums where individuals feel comfortable discussing their concerns related to diversity, equity, and/or inclusion. Consult with the HRC on their role and next steps.	Goal (plan to have HRC meet with SB)
4.12	Gather information about appropriate acknowledgement of the history of slavery in Needham; ask HRC if this is something that they can take the lead on.	Replace with Juneteenth observation goal

4.13	Develop a plan for use of ARPA funding to continue public health response to COVID-19.	budget priority
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The Board discussed Goal #5 and agreed by consensus to the goal statement.

GOAL #5: Safe - Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters. Needham:

- Enforces the law while considering the needs of individuals and community values.
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters.
- Fosters a climate of safety for individuals in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools and public places.
- Encourages shared responsibility, provides education on personal and community safety and fosters an environment that is welcoming and inclusive.
- Utilizes Complete Street principles to evaluate and prioritize pedestrian safety on our roadways.
- Prioritizes emergency planning and trainings for Town staff and the community to increase our collective preparedness and resilience.

5.1	Actively monitor progress on the law enforcement recommendations that NPD Chief Schlittler presented to the Select Board on June 8, 2021.	Goal (with adjustment to increase reporting)
5.2	Work with public safety unions to reach agreement on alternatives to the Civil Service system.	Goal - add work with stakeholders to implement alternative

The Board discussed Goal #6 and agreed by consensus to the goal statement.

GOAL #6: Responsibly Governed - Needham provides excellent customer experience, responsibly manages the Town's assets and makes data-driven decisions that are also informed by community engagement. Needham:

- Models stewardship and sustainability of the Town's financial, human, information and physical assets.
- Supports strategic decision-making with opportunities for engagement and timely, reliable and accurate data and analysis.
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness and quality customer service in all municipal business.
- Supports, develops and enhances relationships between the Town and community/regional partners.
- Provides assurance of regulatory and policy compliance.
- Reviews and updates Town policies and regulations.

- Identifies opportunities for departmental consolidation and efficiency improvement.
 - Identifies opportunities for streamlining permitting processes.
- Provides open access to information, encourages innovation, enhances communication and promotes community engagement

6.1	Meet regularly with other boards and committees.	Guiding principle
6.1.a	Meet with the Park & Recreation Commission to discuss, among other items, access to bathrooms at fields and playgrounds, consideration of creating a skate park, and upgrading tennis courts and playgrounds.	Complete
6.1.b	Meet with the Planning Board to discuss, among other items, zoning to allow brewery/pub uses and tree preservation strategies.	Complete
6.1.c	Meet with the League of Women Voters to discuss their recent study recommendation and the concept of term limits.	Complete
6.2	Expand the number of boards and committees that can host hybrid meetings by investing in technology and facility improvements (potentially ARPA funded).	Complete
6.3	Seek additional package store licenses by filing a Home Rule petition to match the State quota system.	Complete
6.4	Create a Public Comment Component at Select Board Meetings as part of the formal agenda.	Complete (table for future review)
6.5	Develop a Select Board orientation package.	Complete
6.6	Develop a Select Board/Committee code of conduct – policy manual.	Goal
6.7	Expand community engagement efforts including growing the newsletter distribution and implementing micro-polling and restoring the citizen satisfaction survey.	Complete/ Budget Priority to fund PIO as FTE (expanding community engagement as a Guiding Principle)
6.8	Update the Town website.	Complete/ Budget Priority to fund PIO as FTE
6.9	Renew all three cable franchise licenses.	Complete

6.10	Discuss Goal Setting Process for future years, building in time to seek input from other boards and the community.	guiding principle
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The Board discussed Goal #7 and agreed by consensus to the goal statement.

GOAL #7: Environmentally Sustainable – Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth’s resources; and cares for ecosystems. Needham:

- Maintains a sense of urgency around climate change.
- Promotes sustainability, including transitioning from fossil fuels to clean, renewable energy.
- Ensures the efficient use of natural resources.
- Protects and enhances the biodiversity and productivity of ecological systems.

7.1	Develop a Climate Action Plan.	Goal
7.2	Identify parcel acquisition to comply with LWCF requirements.	Goal
7.3	Consider Tree preservation strategies.	Host a tree summit.
7.4	Update Appointment Protocol (BOS-ADMIN-003)	Goal

Following this review of prior year goals, the Board then discussed proposed goals and initiatives from members of the Board, other Town elected and appointed bodies, members of the public, and staff. Recommended proposals would be entered into a consolidated goals document following the meeting :

Proposed by Select Board Members and Town Staff	
Initiative	Consensus for FY23-24 goals
Prioritize Central Ave/Center St bridge	Goal; interest in broadening to all stabilization funds with Finance Committee
Identity Wights and Measures service delivery model	Goal (immediate and long-term discussion)
Review goal and use of Athletic Facilities Fund with Finance Committee and Park and Recreation Commission	Potential Goal

Identify funding for arts and culture strategic plan	Goal
Implement Valor Act and consolidate program with Senior Corps	Potential Goal
Work with Park and Recreation Commission to identify capital funding for Action Sports Complex and expanded active/passive recreation facilities	Split projects into two distinct potential goals
Consider revision of sidewalk policy	delegate to future transportation committee
Consider regulation of leaf blowers	Consider “delegation” to community groups, e.g. Green Needham
Consider expansion of off-leash dog policy	Potential Goal
Create series of short videos to educate public on Town Government	Goal, with potential to collaborate with League of Women Voters, The Needham Channel, and Needham Public Schools
Study Plastic Bag Ban By-Law/Home Rule Petition for Fees	potential for a citizens petition
Review/Establish EV Charging Rates	Goal
Review/Recodify non-criminal disposition by-law	Goal
Review and update alcohol regulations	Goal
Complete formal appointment of Town Counsel	Goal
Expand permitting of Select Board managed outdoor spaces beyond the Town Common and clarify conditions for use	Goal
Discuss and support PPBC budget	Guiding Principle
Review updated demographics and impact on schools and transit-oriented development	Combine with other DCDH-related goals
Develop a plan for DCDH rules and impact on multifamily housing near transit	Combine with other DCDH-related goals
Evaluate feasibility of last-mile transit options in Needham	Goal (if earmark approved)
Recommend Community Energy Aggregation	Goal
Implement a Green Community Dashboard	Defer (based of Climate Action Plan Committee input)
Evaluate Solar Canopies	Discuss with Planning Board and CAPC
Review elected vs appointed official statuses	Goal
Conduct general governance review (by-laws and Charter) regarding Personnel Board status	Goal

Improve trailhead access and ensure clarity and accessibility, potentially to include trailhead app	Keep Select Board informed of Park and Recreation and Conservation Commissions efforts
Increase tree planting	Potential Goal/Budget Priority – may manifest in “tree summit”
Identify opportunity to create additional boat ramps	Potential Goal – may be based on Park and Recreation Commission priorities
Support passive recreation opportunities	Combine with previously discussed related goal
Support funding for the arts	Combine with previously discussed related goal
Consider summit between Select Board, Planning Board, and School Committee to determine Town-wide guiding principles that may influence independent body goal setting and agendas (e.g. strategic plan/visioning)	Goal – explore efficacy of plans/visioning
Increase Select Board community engagement	Goal – could include office hours, coffees, etc.
Maintain or repair barn at Ridge Hill	Budget Priority
Review Town Building code relative to environmental sustainability	Goal – evaluate new state building codes, net zero, etc.
Explore ways to make Needham Center/Downtown a destination vs a cut-through	combine with Downtown Phase 2 redesign
Explore traffic safety improvements on Webster Street	Combine with below and delegate to new transportation committee(s)
Evaluate traffic calming, pedestrian safety, and community priorities relative to these topics	Combine with above and delegate to new transportation committee(s)
Explore renaming Hemlock Gorge “Nehoiden’s Grant”	Goal – in concert with DCR, Newton, and Needham Historical Center
Update the Town Seal	Goal – for historical accuracy and artistic clarity
Evaluate next steps for Stephen Palmer property	Goal – context of lease expiration in 2027
Consider extension of Golf Course lease	Goal – potential to include discussions regarding the private rail crossing relative to the Board’s Quiet Zone goal
Consider recognition of Indigenous People’s Day	Goal – will include consideration of ways to continue celebrating Italian American heritage
Develop a Community Plan to celebrate Juneteenth	Goal – to include engagement with community groups and discussion on

	acknowledging the enslavement of people in Needham
Evaluate outdoor water use trends	Delegate to Water & Sewer Committee
Support employee recruitment and retention	Budget Priority
Explore establishment of Diversity, Equity, and Inclusion officer beyond existing HR staff roles	Goal
Proposed by Finance Committee	
Prioritize establishment of a financing plan for the School Master Plan	Goal – potential to establish working group with Finance Committee
Curb the rate of increase in property tax	discussion between Chair/Vice-Chair and Finance Committee
Examine Community Preservation Act Funding Rate	Do not adopt
Proposed by Board of Trustees of the Needham Free Public Library	
Procure a new phone system for the library	Budget Priority
Support library funding	Budget Priority – generalized request
Proposed by Needham Council for Arts and Culture	
Increase funding for art and culture	Budget Priority
Proposed by Planning Board	
Implement the MBTA Communities Act and the Housing Plan strategies	Budget Priority
Hold joint meetings with other bodies on topics of overlapping interest	Combine with existing goal related to joint meetings
Proposed by Board of Health	
Fund Board of Health budget priorities	Budget Priority
Hold additional joint meetings between Board of Health and Select Board	Combine with existing goal related to joint meetings
Proposed by Needham Unite Against Racism Initiative Working Group	
Study ways to increase the number of (to include but not limited to) minority and women owned businesses hired for construction and other Town contracts	Potential Goal – in context of procurement law and regulation established by the state
Proposed by Historical Commission	
Establish historic district in Needham	Goal – for specifically proposed district area
Proposed by Climate Action Plan Committee	
Enroll in energy aggregation program	Combine with goal to enter Community Energy Aggregation
Adopt sustainability guidelines	Potential Goal
Establish Greenhouse Gas Inventory	Do not adopt – could consider adopting as a goal if outside funding were to be identified

Improve equitable access to solar energy opportunities	Do not adopt – potentially a Community Preservation Act request in the future, or delegation to Affordable housing Trust Fund
Establish tree conservation by-law	Combine with prior item and include in potential “tree summit”
Proposed by Residents	
Target parcels of land by the library to increase the quantity of parking for the library	Guiding Principle – guiding principle applies to land acquisition generally, versus applied purpose specifically for library parking
Underground all electrical wires in Town	Goal – goal is to study the scope of such a project and to identify feasibility/cost

The Board discussed the need to meet again to address the list of items for consideration and the Board’s next scheduled meeting on August 9th was agreed upon by consensus.

8:25 p.m. Adjourn:

Motion by Mr. Borrelli that the meeting be adjourned. Second: Mr. Nelson. Unanimously approved 5-0 by a roll call vote.

A list of all documents used at this Select Board meeting is available at:
<https://needhamma.gov/ArchiveCenter/ViewFile/Item/9845>