

SELECT BOARD

Meeting Agenda

6:00 p.m. August 15, 2023

NEEDHAM TOWN HALL

Select Board Chambers & Zoom

Second Revised



Pursuant to Chapter 2 of the Acts of 2023, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the meeting or click the link below to join the webinar:

Link:

<https://us02web.zoom.us/j/86502992599?pwd=d3p0N3VjYW5Vd2hKUeg5OS8yck5OUTo9>

Webinar ID: 865 0299 2599

Passcode: 771294

	6:00	Public Comment Period Citizens are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board’s policy on public participation in meetings can be found here .
1.	6:00	Overdose Awareness Day Proclamation
2.	6:05	Public Hearing: Eversource Grant of Location – 1330 Highland Ave • Joanne Callender, Eversource Representative
3.	6:05	Public Hearing: Eversource Grant of Location – 23 Briarwood Circle • Joanne Callender, Eversource Representative
4.	6:05	Public Hearing: Eversource Grant of Location – 492 Chestnut Street • Joanne Callender, Eversource Representative
5.	6:15	Set Recycling and Transfer Station User Fees and Charges • David Davison, Deputy Town Manager/Director of Finance
6.	6:20	EV Charging Station Cost Recovery • David Davison, Deputy Town Manager/Director of Finance • Carys Lustig, Director of Public Works

		Cecilia Simchak, Director of Finance/Administration for Public Services
7.	6:50	Stormwater Management Update Carys Lustig, Director of Public Works
8.	7:10	Town Manager August 8th Weather Event Update - American Rescue Plan Act Funding - Open October 30, 2023 Special Town Meeting Warrant - Municipal Electricity Aggregation Program - Needham Branding & Town Seal Committee Charge & Composition
9.	7:50	Board Discussion - Town Manager Performance Evaluation - Town of Needham Community Standards for Municipal Workplaces - Goal Setting - Committee Reports

CONSENT AGENDA *Supporting Documents in Packet

1.*	Approve open session minutes of July 25, 2023.																														
2.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a revised classification and compensation plan (Schedule A).																														
3.*	Amend the Town Financed Community Housing Oversight Committee Charge and Composition.																														
4.	Approve Bar Service Area Waivers to the following establishments, retroactive to the date of initial alcohol license approval: French Press LLC, Latin-A Group LLC, PM Story Corporation, Pancho’s Taqueria Needham LLC, 365 Management Company LLC, Needham Food and Beverage LLC, Ceed Corporation, and Blue Restaurant Needham LLC.																														
5.	Accept the following donation to Needham’s Aging Services Division: \$20 from Dorothea and Sheldon Buckler.																														
6.	Accept the following donation to Needham’s Domestic Violence Action Committee (DVAC) program: \$25 from Claire Blum.																														
7.	Approve a Common Victualler License for Beth Israel – Trotman Family Glover Café.																														
8.*	Accept the Needham Commission on Disabilities approved grant request from the School Department for \$3,000 for the purchase of equipment for the Intensive Learning Center program.																														
9.	Grant permission for the following residents to hold block parties:																														
	<table><tr><td>Name</td><td>Address</td><td>Party Location</td><td>Date</td><td>Time</td><td>Rain Date</td></tr><tr><td>Kiran Kintali</td><td>40 Ardmore Road</td><td>Ardmore Rd & Lakin St</td><td>9/9/23</td><td>2pm-8pm</td><td>9/10/23</td></tr><tr><td>Jen Bannon</td><td>61 Jarvis Circle</td><td>Jarvis Circle/corner of Nardone Road</td><td>9/9/23</td><td>3pm-9pm</td><td>9/10/23</td></tr><tr><td>Jennifer Lucarelli</td><td>58 Avalon Road</td><td>Avalon Road</td><td>9/9/23</td><td>2pm-9pm</td><td>9/10/23</td></tr><tr><td>Paul Kaboub</td><td>57 Parkinson Street</td><td>Parkinson between Webster & Manning</td><td>9/9/23</td><td>4pm-8pm</td><td>9/23/23</td></tr></table>	Name	Address	Party Location	Date	Time	Rain Date	Kiran Kintali	40 Ardmore Road	Ardmore Rd & Lakin St	9/9/23	2pm-8pm	9/10/23	Jen Bannon	61 Jarvis Circle	Jarvis Circle/corner of Nardone Road	9/9/23	3pm-9pm	9/10/23	Jennifer Lucarelli	58 Avalon Road	Avalon Road	9/9/23	2pm-9pm	9/10/23	Paul Kaboub	57 Parkinson Street	Parkinson between Webster & Manning	9/9/23	4pm-8pm	9/23/23
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Paul Kaboub	57 Parkinson Street	Parkinson between Webster & Manning	9/9/23	4pm-8pm	9/23/23																										

Cindy Osgood	27 Laurel Drive	21 Laurel Drive	9/9/23	3pm-8pm	N/A
Eric Kaplan	33 Elmwood Road	Elmwood Rd between Fuller Rd & Lancaster Rd	9/9/23	4pm-8pm	9/10/23
Julie Dananberg	36 Rosemary Street	Rosemary St between Highland & Webster	9/10/23	4pm-7pm	10/1/23
Debra Whitney	36 Hunting Road	Sachem Rd/David Rd	9/10/23	2pm-7pm	N/A
Kristen Young	130 Hoover Road	Hoover Rd between Webster St & Manning St	9/17/23	4pm-8pm	N/A
Kim Karelis	7 Rolling Lane	Rolling Lane	9/23/23	4pm-10pm	N/A
Alex Orquiza	44 Bennington Street	Bennington St between High St & Concord St	9/23/23	5pm-10pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Primary Contact	Location	Date
Temple Beth Shalom	Joelle Schatz	670 Highland Avenue	10/1/23
Restaurant Associates	Ben Cevalo	400 First Avenue	8/16/23

TOWN OF NEEDHAM
2023 INTERNATIONAL OVERDOSE
AWARENESS DAY PROCLAMATION

WHEREAS: International Overdose Awareness Day aims to bring communities together to remember without stigma those who have died from overdose and acknowledge the grief of the family and friends left behind; and

WHEREAS: Observance of this day is an opportunity to raise awareness about the risk of overdose, promote discussion about prevention, and share information about support services; and

WHEREAS: Addiction is a disease that touches families in every community. The epidemic has claimed the lives of thousands of Massachusetts residents and affected countless other family members; and

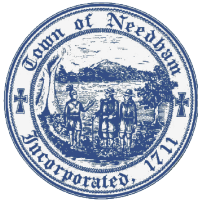
WHEREAS: Those affected by overdose are our children, our parents, our siblings, and deserve our compassion and support; and

WHEREAS: The Town of Needham, Massachusetts does affirm and acknowledge the pain and hardship caused by drug overdose.

NOW THEREFORE, be it resolved that August 31st, 2023 be declared International Overdose Awareness Day in the Town of Needham.

Signed this fifteenth day of August, 2023

SELECT BOARD



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Public Hearing: Eversource Grant of Location – 1330 Highland Ave
Presenter(s)	Joanne Callender, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 14 feet of conduit in Highland Avenue. The reason for this work is to provide service to 1330 Highland Avenue. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board approve and sign a petition from Eversource Energy to install approximately 14 feet of conduit in Highland Avenue.	
3.	BACK UP INFORMATION ATTACHED
a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7-28-23
(EMERY GROVER)
SITE LOCATION: #1330 HIGHLAND AVE.

REVIEWER: Kawa.
UTILITY REQUESTING: EYERSOURCE

Conduit Work Area Description

- | | | | |
|---|---|-------------|------------------|
| A | Sidewalk/Grass Strip Crossing Only | Peer Review | tar 7/28/23 |
| B | Work Within Paved Road Perpendicular Crossing | Peer Review | |
| C | Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway | Peer Review | Div. Head Review |
| D | Other | Peer Review | Div. Head Review |

- | | |
|--|--|
| ☒ Petition Plan Consistent with Field Review | ☐ Old Pole Removed <i>N/A</i> |
| ☒ Diameter of Conduit 4" | ☐ Cables Transferred to New Pole <i>No</i> |
| ☒ Depth of Conduit | ☐ New Riser on Pole <i>No</i> |
| ☒ Utility Conflicts | ☐ Visible Trench Patch across Road/Sidewalk <i>No</i> |
| ☒ Crossing Perpendicular to Road | ☐ Abutters List Complete |
| ☒ Public Road | ☐ Photos Included |
| ☐ Double Pole <i>N/A</i> | |

Department Head _____

COMMENTS:

THIS ONE LOOKS GOOD. NO TRENCHING, NO RISER ON POLE
AS OF YET.

The application is in order pending a public meeting. tar 7/28/23



180 Calvary Street
Waltham, Ma 02453

July 26, 2023

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Highland Avenue
Needham, MA
W.O.# 11629603

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 14 feet of conduit in Highland Avenue.

The reason for this work is to provide service to #1330 Highland Avenue.

If you have any further questions, contact Joanne Callender at (781) 314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/HC
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Select Board** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **T. Thibault, dated July 21, 2023,** and filed herewith, under the following public way or ways of said Town:

Highland Avenue - Easterly from pole 30/93, approximately 156 feet north of May Street, install approximately 14 feet of conduit.

W.O.#13529485

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: Richard M. Schifone

Richard M. Schifone, Supervisor
Rights & Permits

Dated this 26 day of July

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2023

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Highland Avenue - Easterly from pole 30/93, approximately 156 feet north of May Street, install approximately 14 feet of conduit.

W.O.# 11629603

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **T. Thibault, dated July 21, 2023** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	
3	_____	Select Board
4	_____	the Town of
5	_____	NEEDHAM

CERTIFICATE

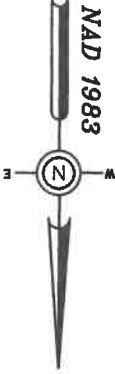
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2023 at _____ in said Town.

1	_____	
2	_____	
3	_____	Select Board
4	_____	the Town of
5	_____	NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2023 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



#1330

APPROX. PT.
OF PICKUP

APPROX. P/L

APPROX. R.O.W.

BACK OF SIDEWALK

CONC. SW

GRANITE CURB

30/93

14'±

APPROX. R.O.W.

BACK OF SIDEWALK

CONC. SW

GRANITE CURB

30/94

APPROX. 156'± TO
MAY ST.

HIGHLAND AVE

GRANITE CURB

CONC. SW

BACK OF SIDEWALK

APPROX. R.O.W.

APPROX. P/L

#1333-1335

#1351

SECTION - 2 STREET SURFACE

3'-0" MIN.

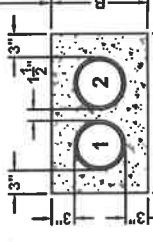


FIG. 1 2-DUCTS

FIG	4" Ducts		5" Ducts		6" Ducts	
	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	11"	10"	11"	12"	12"
1	16 1/2"	10 1/2"	18 1/2"	11 1/2"	21"	12 1/2"
2	22 1/2"	10 1/2"	25 1/2"	11 1/2"	29"	12 1/2"
3	28 1/2"	10 1/2"	32 1/2"	11 1/2"	37"	12 1/2"
4	16 1/2"	16 1/2"	18 1/2"	18 1/2"	21"	21"
5	22 1/2"	16 1/2"	25 1/2"	18 1/2"	29"	21"
6	16 1/2"	22 1/2"	18 1/2"	25 1/2"	21"	28"
7	16 1/2"	28 1/2"	18 1/2"	32 1/2"	21"	37"
8	28 1/2"	16 1/2"	32 1/2"	18 1/2"	37"	21"
9	22 1/2"	22 1/2"	25 1/2"	25 1/2"	29"	29"
10	34 1/2"	16 1/2"	39 1/2"	18 1/2"	45"	21"
11	16 1/2"	34 1/2"	18 1/2"	39 1/2"	21"	45"
12	22 1/2"	26 1/2"	25 1/2"	32 1/2"	29"	37"
13	28 1/2"	22 1/2"	32 1/2"	25 1/2"	37"	29"
14	40 1/2"	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"
15	16 1/2"	40 1/2"	18 1/2"	46 1/2"	21"	53 1/2"
16	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"	61"

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233



SCALE IN FEET

C#

Ward #

Work Order # 11629603

Surveyed by: N/A

Research by: GR

Plotted by: GR

Proposed Structures: GR

Approved: K. RICE

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of #1330 HIGHLAND AVE.

NEEDHAM

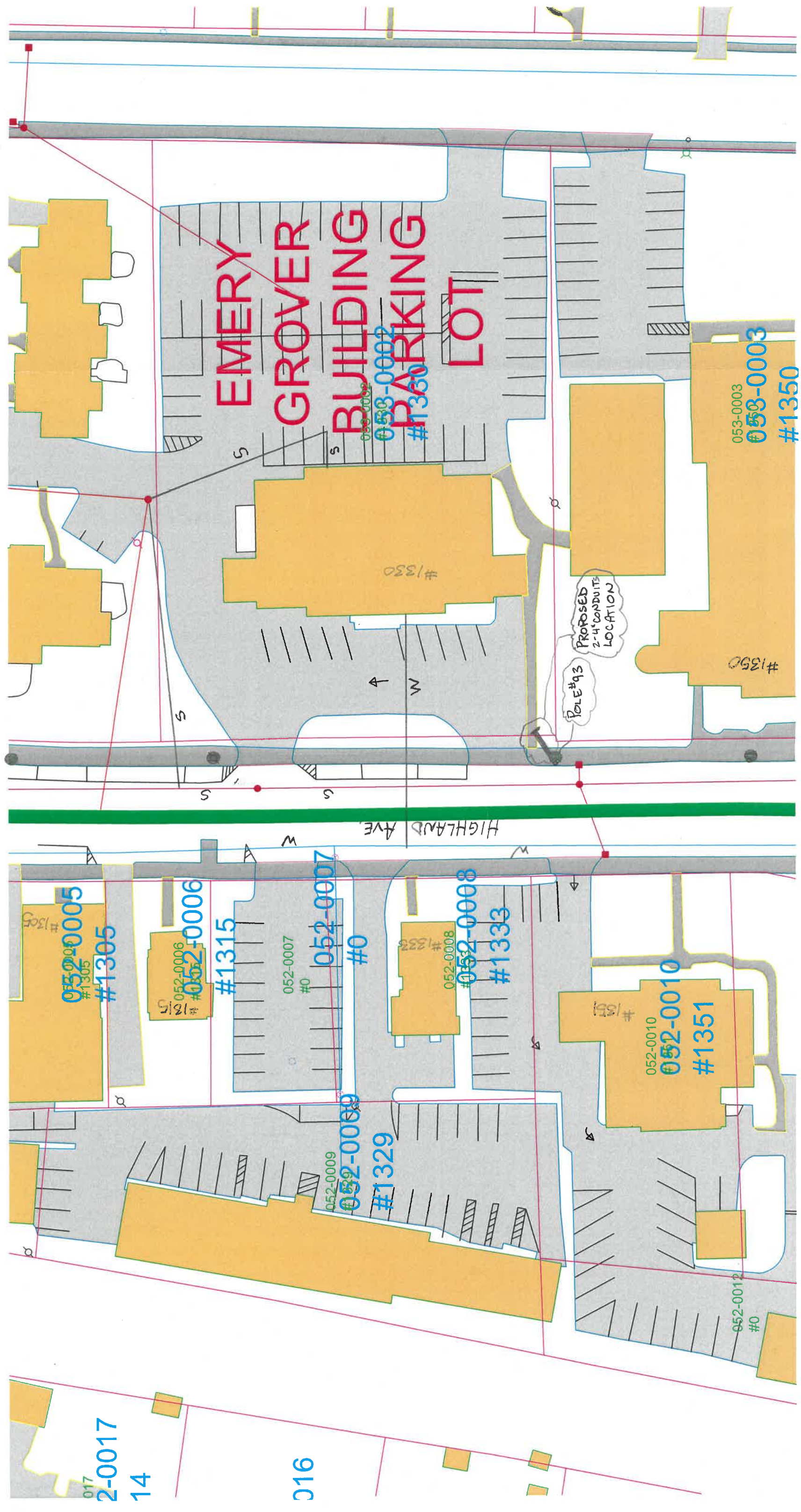
Showing CUSTOMER TO INSTALL CONDUIT LOCATION

Scale 1"=20'

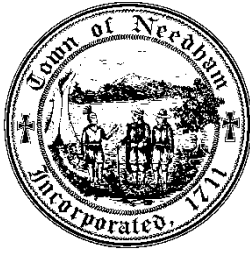
Date JULY 21, 2023

SHEET 1 of 1

1"=40'
N







NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:05 p.m. on Tuesday, August 15, 2023, via Zoom and in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492** upon petition of Eversource Energy dated July 26, 2023 to install approximately 14 feet of conduit in Highland Avenue. The reason for this work is to provide service to 1330 Highland Avenue.

A public hearing is required, and abutters are notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Marianne Cooley
Kevin Keane
Heidi Frail
Marcus Nelson
Catherine Dowd

SELECT BOARD

You are invited to a Zoom webinar:

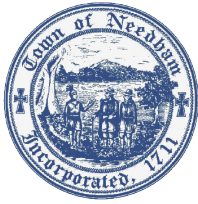
<https://us02web.zoom.us/j/86502992599?pwd=d3p0N3VjYW5Vd2hKUeG5OS8yck5OUT09>

Passcode: 771294

Webinar ID: 865 0299 2599

1330 HIGHLAND AVENUE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/053.0-0001-0006.0	COUGHLIN, PRISCILLA R. & WILLIAM C	PRC REALTY TRUST	7 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0010.0	HANDERHAN, JAMES H. &	HANDERHAN, VIRGINIA T	29 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0011.0	MCDONOUGH, BARRY R &	MCDONOUGH, MARY D	33 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0029.0	FORMANEK, EDWARD W. & STORCH, GAIL S	THE ED AND GAIL TRUST	29 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0033.0	TOPHAM, WILLIAM J. +	TOPHAM, VIRGINIA	7 HIGHLAND CT	NEEDHAM	MA	02494-
199/052.0-0006-0000.0	NEEDHAM ENTERPRISES LLC		105 CHESTNUT ST	NEEDHAM	MA	02492-
199/052.0-0010-0000.0	EATON FUNERAL HOME, INC		1351 HIGHLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0003.0	FLANAGAN, CLARE L., TR &	FLANAGAN, WILLIAM H., JR TR	31 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0023.0	OCONELL, CHARLES F &	OCONELL, DOROTHEA M	45 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0027.0	MOBLEY, RICHARD R. &	MOBLEY, NANCY ROSSITER	25 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0030.0	ZAFAR, KAVEH, TR		1 HIGHLAND CT	NEEDHAM	MA	02492-
199/052.0-0005-0000.0	DOHERTY, GEORGE F & SON INC		477 WASHINGTON ST	WELLESLEY	MA	02482-
199/053.0-0001-0002.0	FALING, LEENDERT J. &	FALING, JUDITH R	33 HIGHLAND CT UNIT 2	NEEDHAM	MA	02492-
199/053.0-0001-0014.0	LEADER, BEVERLY W		43 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0017.0	LEE, ELIZABETH M		34 HIGHLAND CT, # 17	NEEDHAM	MA	02492-
199/053.0-0001-0021.0	DEMAIO, PATRICK J. JR. &	SHANNON, LAURA L	237 MARKED TREE RD	NEEDHAM	MA	02492-
199/053.0-0001-0031.0	CUNNINGHAM, ELLEN		3 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0034.0	PLOTNER, JAMES F. JR. &	PLOTNER, JANET F.	9 HIGHLAND CT	NEEDHAM	MA	02492-
199/052.0-0008-0000.0	EATON FUNERAL HOME INC		1351 HIGHLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0007.0	RAMRATH, FRANKA., TR		19 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0013.0	EICHHORN, GARY & JOAN TRS.	EICHHORN FAMILY 2016 REVOCABLE TR	935 GREAT PLAIN AVE PMB224	NEEDHAM	MA	02492-
199/053.0-0001-0020.0	SCOTT, SETON A. & AKINC, BRIDGET A. TRS.	JAMES E SCOTT FAMILY TRUST	39 HIGHLAND CT UNIT 20	NEEDHAM	MA	02492-
199/053.0-0001-0032.0	DELANEY, HELEN M		5 HIGHLAND CT UNIT 32	NEEDHAM	MA	02492-
199/053.0-0001-0015.0	GLASHEEN, PAUL J. &	GLASHEEN, MARILYN F	47 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0016.0	HOFFMEISTER, GEORGE W. JR &	HOFFMEISTER, CHRISTINE L	36 HIGHLAND CT UNIT 16	NEEDHAM	MA	02492-
199/053.0-0001-0024.0	MCLAUGHLIN, SARA J		19 HIGHLAND CT, #24	NEEDHAM	MA	02492-
199/053.0-0001-0000.0	THE HIGHLANDS	MASTER DEED				-
199/053.0-0001-0004.0	HELMAN, JONATHAN S.		17 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0008.0	ROBERTS, SHEILA & DAVID TRS. &	O'BRIEN, PATRICIA TR	21 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0035.0	DAIGLER, KENNETH A. &	DAIGLER, GERALDINE M	11 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0002-0000.0	TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492-
199/053.0-0003-0000.0	ROMAN CATHOLIC ARCHDIO OF BOSTON		1382 HIGHLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0005.0	WHITE, PAUL &	WHITE, ANN MARIE	15 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0025.0	KEARNEY, JOAN M		21 HIGHLAND CT	NEEDHAM	MA	02492-
199/052.0-0007-0000.0	DOHERTY, GEORGE F & SON INC		477 WASHINGTON ST	WELLESLEY	MA	02482-
199/053.0-0001-0001.0	VENDITTI, PAUL & MARGARET TRS	P & M VENDITTI REALTY TRUST	47 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0009.0	OBRIEN, JOHN J., TR &	OBRIEN, AGNES, TR	27 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0012.0	CHIAPPISI, SUSAN I. TRS. &	CHIAPPISI, ALPHONSE P. TRS	39 OAKLAND AVE	NEEDHAM	MA	02492-
199/053.0-0001-0018.0	LEADER, RALPH E		36 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0019.0	LANDRY, SUZANNE M		180 DEDHAM AVE	NEEDHAM	MA	02492-
199/053.0-0001-0022.0	RICHAL, JOAN B., TR &	RICHAL, MICHAEL R. TR	43 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0026.0	DONALD, THOMAS P., TR &	NICKERSON, JOY D., TR	23 HIGHLAND CT	NEEDHAM	MA	02492-
199/053.0-0001-0028.0	SHERMAN, ELIZABETH A. TR	SHERMAN, JEFFREY W. TR	27 HIGHLAND CT UNIT 28	NEEDHAM	MA	02492-



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Public Hearing: Eversource Grant of Location – 23 Briarwood Circle
Presenter(s)	Joanne Callender, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 7 feet of conduit in Briarwood Circle. The reason for this work is to provide service to 23 Briarwood Circle. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board approve and sign a petition from Eversource Energy to install approximately 7 feet of conduit in Briarwood Circle.	
3.	BACK UP INFORMATION ATTACHED
a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Emily Meyer, Select Board Office
FROM: DPW Office
DATE:
RE:

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7-28-23

REVIEWER: R. W. W.

SITE LOCATION: #23 BRIARWOOD CIR.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only Peer Review _____

B Work Within Paved Road Perpendicular Crossing Peer Review _____

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

D Other Peer Review _____ Div. Head Review _____

☐ Petition Plan Consistent with Field Review*

☐ Old Pole Removed N/A

☒ Diameter of Conduit 3"

☒ Cables Transferred to New Pole No

☒ Depth of Conduit

☒ New Riser on Pole No

☒ Utility Conflicts

☒ Visible Trench Patch across Road/Sidewalk No

☒ Crossing Perpendicular to Road

☐ Abutters List Complete

☒ Public Road

☐ Photos Included

☐ Double Pole N/A

Department Head _____

COMMENTS:

PETITION PLAN INDICATES CONNECTION TO POLE #4, HOWEVER IN THE FIELD
THE ^{PROPOSED} CONNECTION WOULD BE TO POLE #5. LOOKS GOOD OTHER THAN
THAT, NO TRENCHING, NO RISER ON POLE AS OF YET.

Application is in order pending a public meeting- tar 8/11/23



180 Calvary Street
Waltham, Ma 02453

July 26, 2023

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Briarwood Circle
Needham, MA
W.O.# 13656995

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 7 feet of conduit in Briarwood Circle.

The reason for this work is to provide service to #23 Briarwood Circle.

If you have any further questions, contact Joanne Callender at (781) 314-5054.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/HC
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Select Board** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **T. Thibault, dated July 18, 2023,** and filed herewith, under the following public way or ways of said Town:

Briarwood Circle - Westerly from pole 366/4, approximately 250 feet south of Hunnewell Street, install approximately 7 feet of conduit.

W.O.#13529485

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: Richard M. Schifone
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 26 day of July

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2023

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Briarwood Circle - Westerly from pole 366/4, approximately 250 feet south of Hunnewell Street, install approximately 7 feet of conduit.

W.O.# 13656995

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **T. Thibault,** **dated July 18, 2023** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

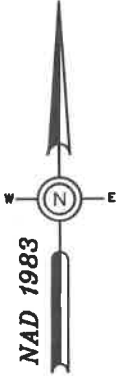
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2023 at _____ in said Town.

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2023 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



#23

APPROX. PT.
OF PICKUP

7'±

ELECTRICIAN TO INSTALL
1-3" PVC CONDUIT
SECTION 1 FIG. 1

366/4

APPROX. 250'± TO
HUNNEWELL ST.

BRIARWOOD CIR

366/3

EDGE OF PAVEMENT

APPROX. R.O.W.
366/5

EDGE OF PAVEMENT

APPROX. P/L

#20

SECTION - 1

STREET SURFACE



APPROX. DEPTH
2'-6"

SECTION OF PROPOSED LINE

1-IRON PIPE OR
1-PVC CONDUIT (SCH.40)
OR 1-FIBRE DUCT

FIGURE - 1

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233



SCALE IN FEET

C#

Ward #

Work Order # 13656995

Surveyed by: N/A

Research by: GR

Plotted by: GR

Proposed Structures: GR

Approved: K. RICE

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of BRIARWOOD CIR.

NEEDHAM

Showing CUSTOMER TO INSTALL CONDUIT LOCATION

Scale 1"=20'

Date JULY 18, 2023

SHEET 1 of 1

**TOWN OF NEEDHAM, MASSACHUSETTS
BUILDING INSPECTION DEPARTMENT**

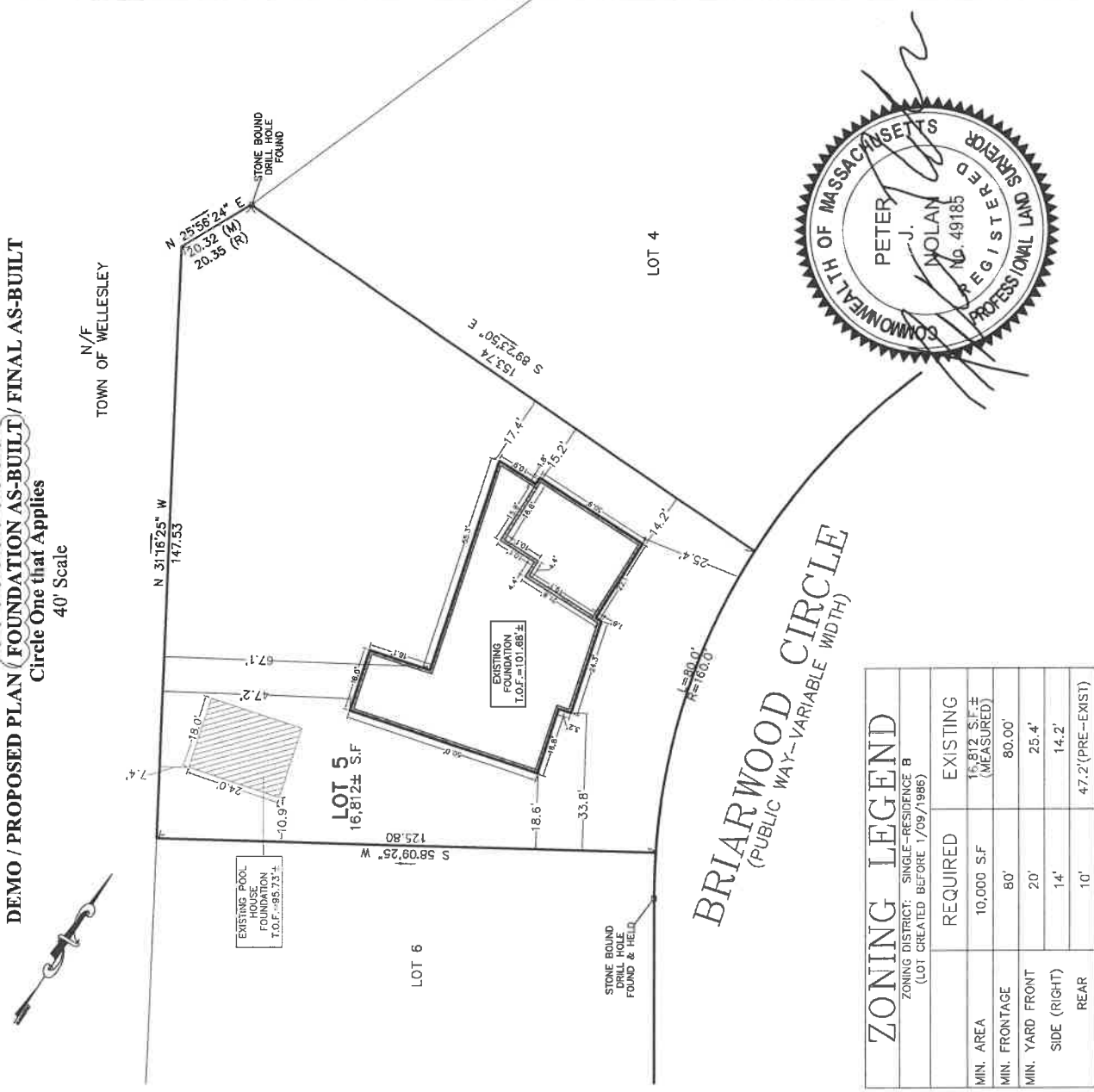
Assessor's Map & Parcel No. 199/107.0-0008-0000.0

Building Permit No.	SR-B		SR-B
Lot Area	16,812 ± S.F.	Address	23 BRIARWOOD CIRCLE
Owner	ARONSON, RICHARD B, TR		Builder

DEMO / PROPOSED PLAN / FOUNDATION AS-BUILT / FINAL AS-BUILT

Circle One that Applies

40' Scale



Note: Plot Plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the town of Needham. All plot plans shall show existing structures and public & private utilities, including water mains, sewers, drains, gaslines, etc.; driveways, septic systems, wells, Flood Plain and Wetland Areas, lot dimensions, lot size, dimensions of proposed structures, sidewalk, front and rear offsets and setback dimensions, (measured to the face of structure) and elevation of top of foundations and garage floor. For new construction, lot coverage, building height calculations proposed grading and drainage of recharge structures. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in areas with no public sewer.

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.

The above is subscribed to and executed by me this 8 day of December 20 22.
 Name PETER J. NOLAN Registered Land Surveyor No. 48649
 Address 80 JEWETT ST. (SUITE 2) City NEWTON State MA Zip 02458 Tel. No. (617) 782-1533
 Approved _____ Director of Public Works Date _____
 Approved _____ Building Inspector Date _____

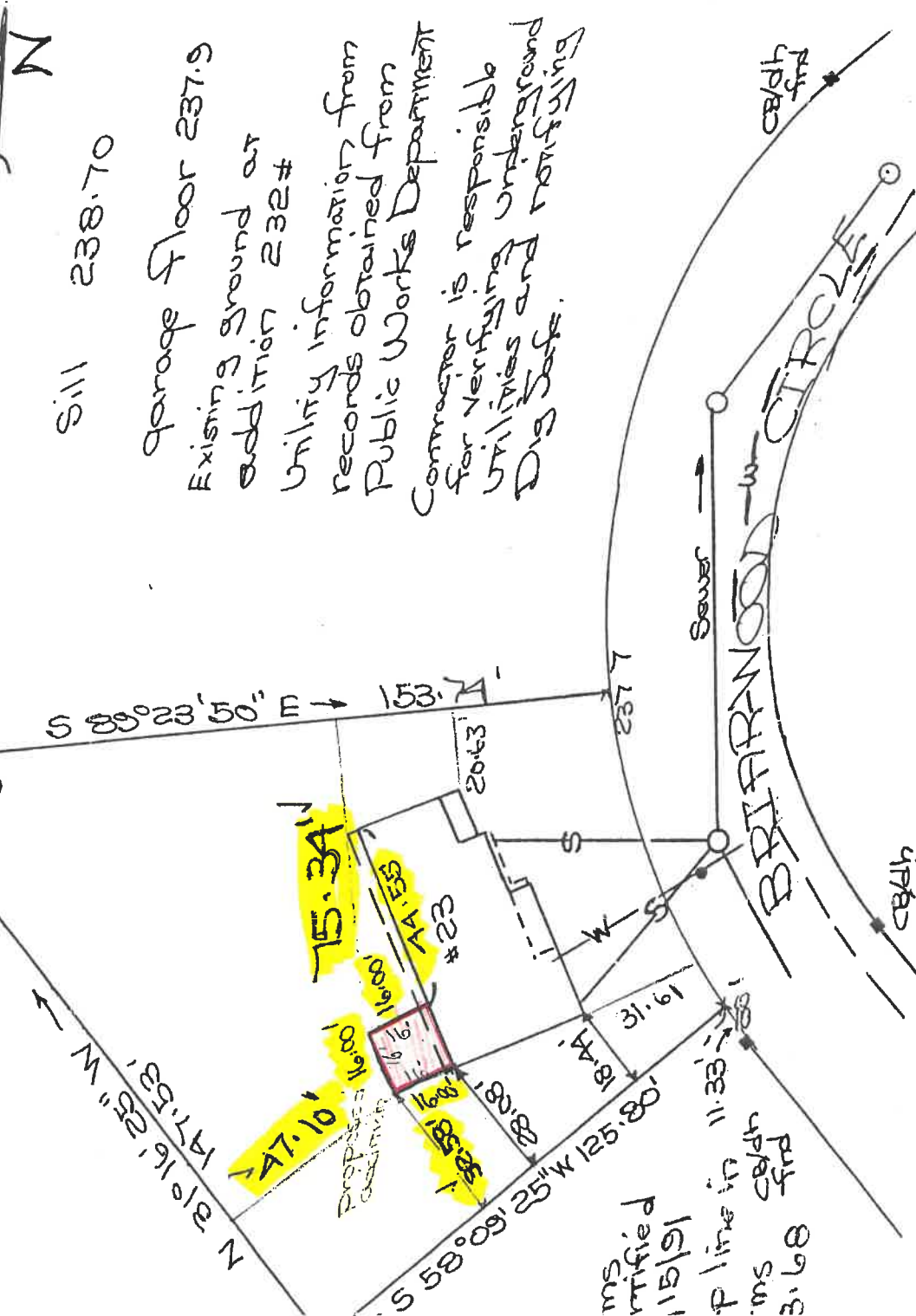
Town of Needham, Massachusetts
Building Inspection Department

ENG

Building Permit No. _____ At No. 23 Briarwood Circle (Lot # 5)
Lot Area 16,813 $\pm$ Zone Setback SRB Front 20' Side & Rear 10'
Owner J. Shirley & Cecil A. Rice Builder Harry Briggs

☐ Sewer
☐ Water
☐ Drain

N 25° 55' 15" E 40' Scale
20.35'



Plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and setbacks, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions of proposed structures and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, (if any) and, sewage disposal system location in unsewered area. Structures may require a separate building permit—See Building Code)

certify that the information provided on this plan is accurately shown and correct as indicated.
e is subscribed to and executed by me this 22nd day of June 1991
James J. Shirley Registered Land Surveyor No. 28520
Director of Public Works Date _____
Building Inspector Date _____
Occupancy permit will not be issued until the conditions as to lines and grades and drainage are satisfied.

TOWN OF NEEDHAM PUBLIC WORK DEPARTMENT
HOUSE CONNECTION

APP. 9005 NO. 23 BRIARWOOD CIR. DATE 10-18-2022

LEFT RIGHT

LENGTH TO ST LINE	16.0'	16.0'
ST LINE TO BLDG.	30.0'	26.0'
TOTAL LENGTH	46.0'	42.0'
DEPTH AT MAIN	7.5'	7.5'
DEPTH AT ST LINE	7.0'	6.5'
DEPTH AT BLDG	7.5'	7.5'
KIND OF SOIL	GRAVEL	
MATERIALS		
20.0' 4" SCH 40		
72.0' 4" PVC		
2- 4" X 4" FERNCO		

PLAN NO. 582 LOT NO. 5

10.0' 4" SCH 40

4" x 4" FERNCO

34.0' 4" PVC

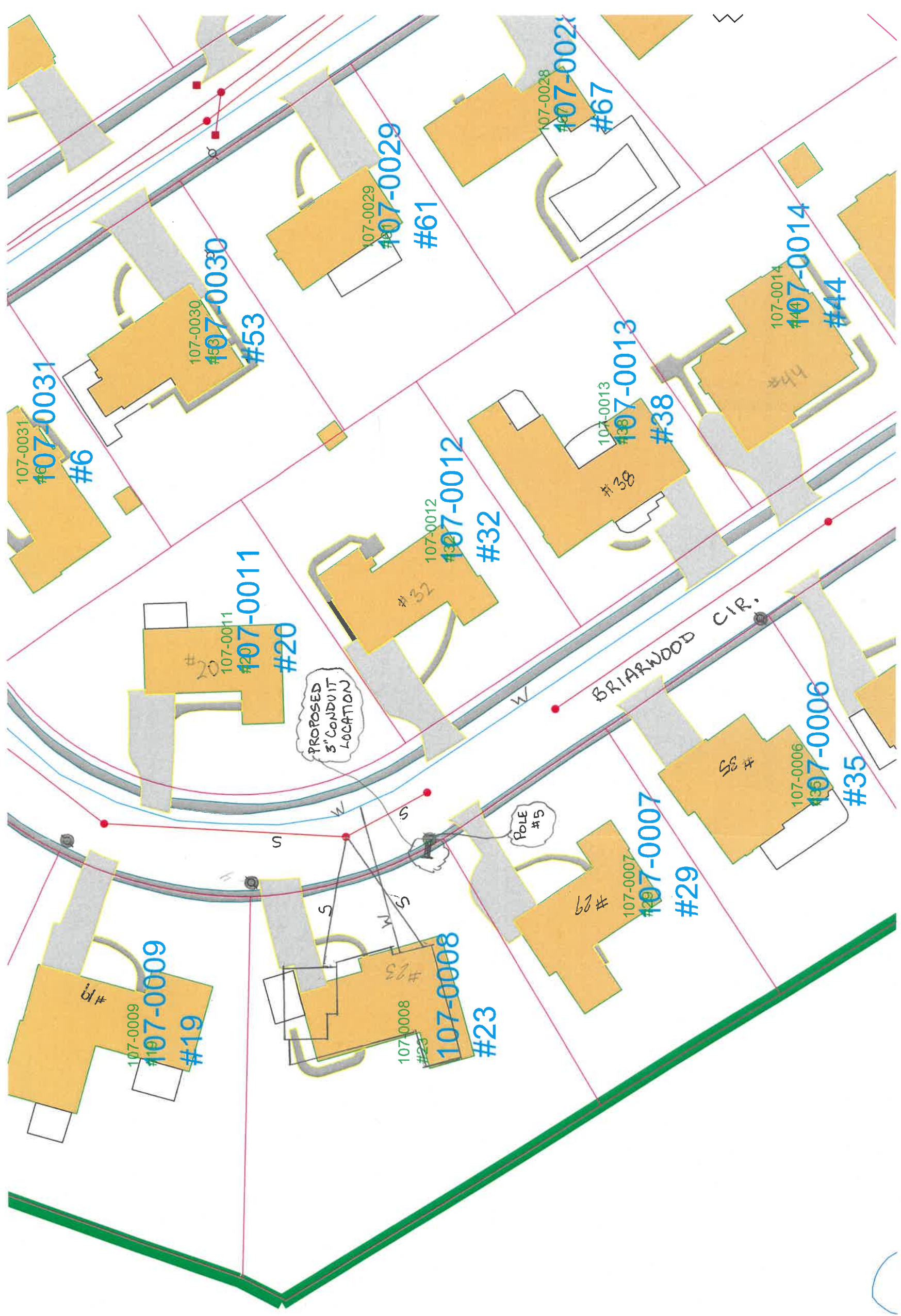
8.0' 4" SCH 40

34.0' 4" PVC

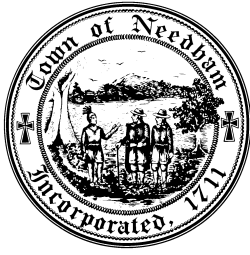
SMH 3+25.5

BRIARWOOD CIR.

SMH 2+22







NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:05 p.m. on Tuesday, August 15, 2023, via Zoom and in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492** upon petition of Eversource Energy dated July 26, 2023 to install approximately seven (7) feet of conduit in Briarwood Circle. The reason for this work is to provide service to 23 Briarwood Circle.

A public hearing is required, and abutters are notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Marianne Cooley
Kevin Keane
Heidi Frail
Marcus Nelson
Catherine Dowd

SELECT BOARD

You are invited to a Zoom webinar:

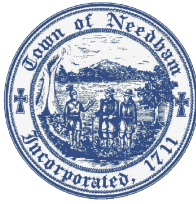
<https://us02web.zoom.us/j/86502992599?pwd=d3p0N3VjYW5Vd2hKUeg5OS8yck5OUT09>

Passcode: 771294

Webinar ID: 865 0299 2599

23 BRIARWOOD CIRCLE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/107.0-0012-0000.0	DISARRO, NICHOLAS E. & DISARRO, ALLISON C., TR	DISARRO FAMILY TRUST	32 BRIARWOOD CIR	NEEDHAM	MA	02494-
199/310.0-0001-0000.0	TOWN OF WELLESLEY	PUBLIC WORKS DEPT	P. O. BOX 217	WELLESLEY	MA	02482-
199/107.0-0011-0000.0	GELSTHORPE, ALBERT E. +	CUTLER, MARCELLAL I	20 BRIARWOOD CIR	NEEDHAM	MA	02494-
199/107.0-0008-0000.0	SCHNEIDER, ELIZABETH M		23 BRIARWOOD CIR	NEEDHAM HTS	MA	02494-
199/107.0-0007-0000.0	SILVERSTEIN, JUDITH L. TR	JUDITH LYNN SILVERSTEIN REVOCABLE TRUST	29 BRIARWOOD CIR	NEEDHAM	MA	02494-
199/107.0-0009-0000.0	STAPLETON, MARY RITA		19 BRIARWOOD CIR	NEEDHAM HTS	MA	02494-



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Public Hearing: Eversource Grant of Location – 492 Chestnut Street
Presenter(s)	Joanne Callender, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 15 feet of conduit in Chestnut Street. The reason for this work is to provide service to 492 Chestnut Street. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board approve and sign a petition from Eversource Energy to install approximately 15 feet of conduit in Chestnut Street.	
3.	BACK UP INFORMATION ATTACHED
a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7-28-23

REVIEWER:

SITE LOCATION: #492 CHESTNUT ST.

UTILITY REQUESTING:

Conduit Work Area Description

(A) Sidewalk/Grass Strip Crossing Only

Peer Review tar 7/28/23

B Work Within Paved Road Perpendicular Crossing

Peer Review

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

D Other

Peer Review _____ Div. Head Review _____

- | | |
|---|---|
| ☐ Petition Plan Consistent with Field Review * | ☐ Old Pole Removed N/A |
| ☒ Diameter of Conduit <u>3"</u> | ☐ Cables Transferred to New Pole No |
| ☒ Depth of Conduit | ☐ New Riser on Pole No |
| ☒ Utility Conflicts | ☐ Visible Trench Patch across Road/Sidewalk No |
| ☒ Crossing Perpendicular to Road | ☐ Abutters List Complete |
| ☒ Public Road | ☐ Photos Included |
| ☐ Double Pole N/A | |

Department Head _____

COMMENTS:

* PETITION PLAN SHOWS CONDUIT RUNNING TO HOUSE #492 HOWEVER, IN THE FIELD, THE HOUSE TO THE LEFT OF THE POLE #37 IS HOUSE #484. LOOKS O.K.
NO TRENCHING, NO RISER ON POLE AS OF YET.

Application is in order pending a public meeting-tar 8/11/23



180 Calvary Street
Waltham, Ma 02453

July 26, 2023

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Chestnut Street
Needham, MA
W.O.# 13529485

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 15 feet of conduit in Chestnut Street.

The reason for this work is to provide service to #492 Chestnut Street.

If you have any further questions, contact Joanne Callender at (781) 314-5054.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/HC
Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Chestnut Street - Easterly from pole 4/37, approximately 175 feet north of Emerson Road, install approximately 15 feet of conduit.

W.O.# 13529485

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **T. Thibault**, **dated July 24, 2023** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2023 at _____ in said Town.

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2023 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Select Board** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **T. Thibault, dated July 24, 2023,** and filed herewith, under the following public way or ways of said Town:

Chestnut Street - Easterly from pole 4/37, approximately 175 feet north of Emerson Road, install approximately 15 feet of conduit.

W.O.#13529485

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

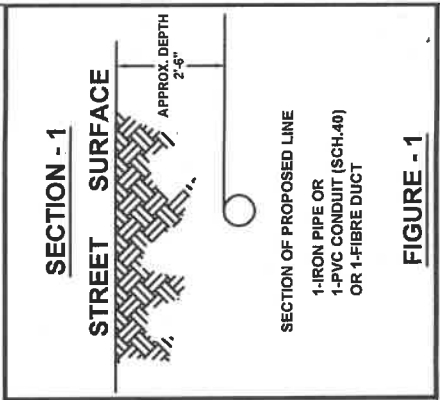
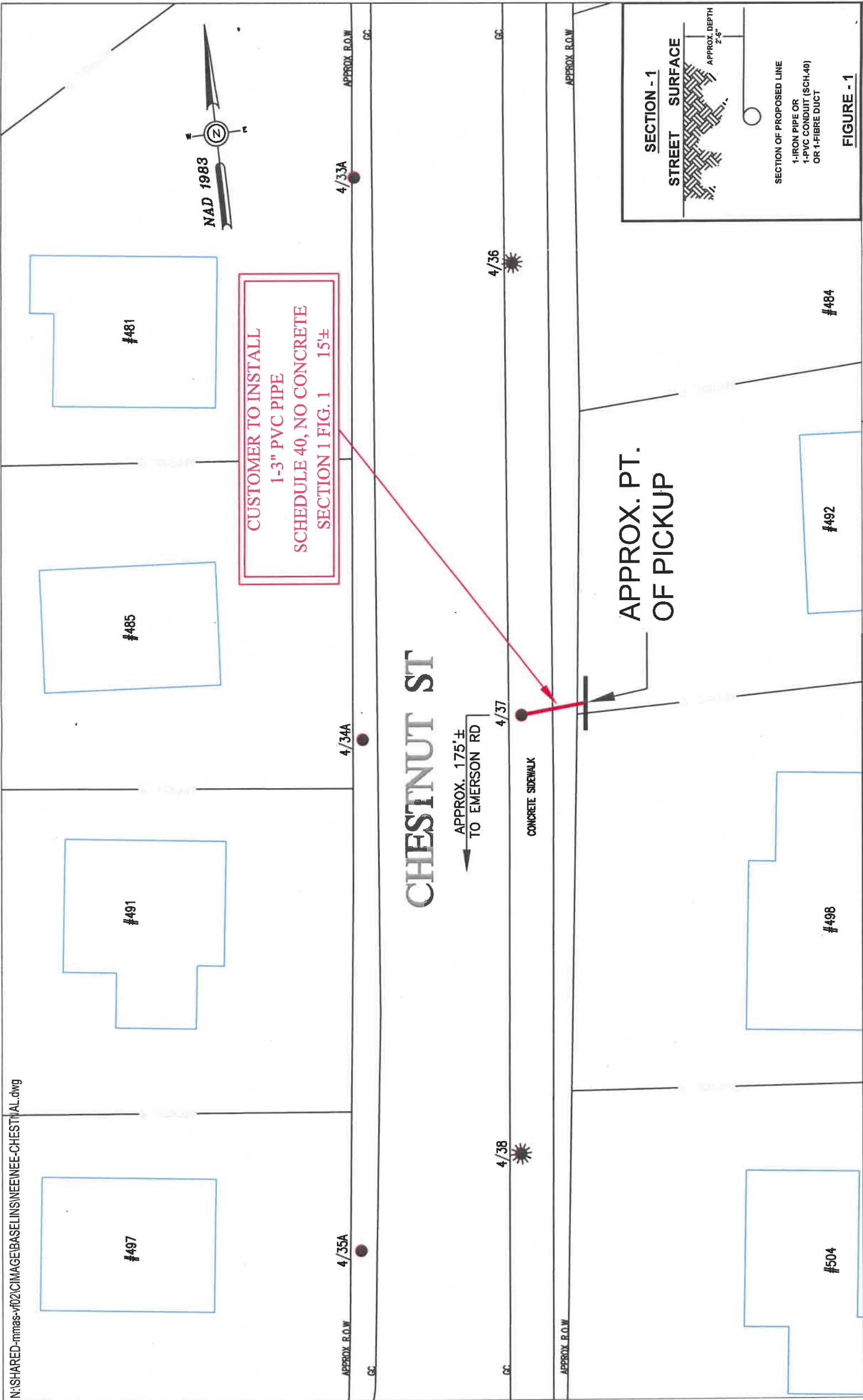
By: *Richard M. Schifone*

Richard M. Schifone, Supervisor
Rights & Permits

Dated this 26 day of July

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2023



NSSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of CHESTNUT ST NEEDHAM	
Showing PROPOSED CUSTOMER CONDUIT LOCATION	
Proposed Structures: LM	
Approved: T THIBAUT	
Scale 1"=30'	
Date JULY 24, 2023	
SHEET 1 of 1	
C#	
Ward #	
Work Order # 13529485	
Surveyed by: N/A	
Research by: GR	
Plotted by: LM	
Proposed Structures: LM	
Approved: T THIBAUT	
P#	

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

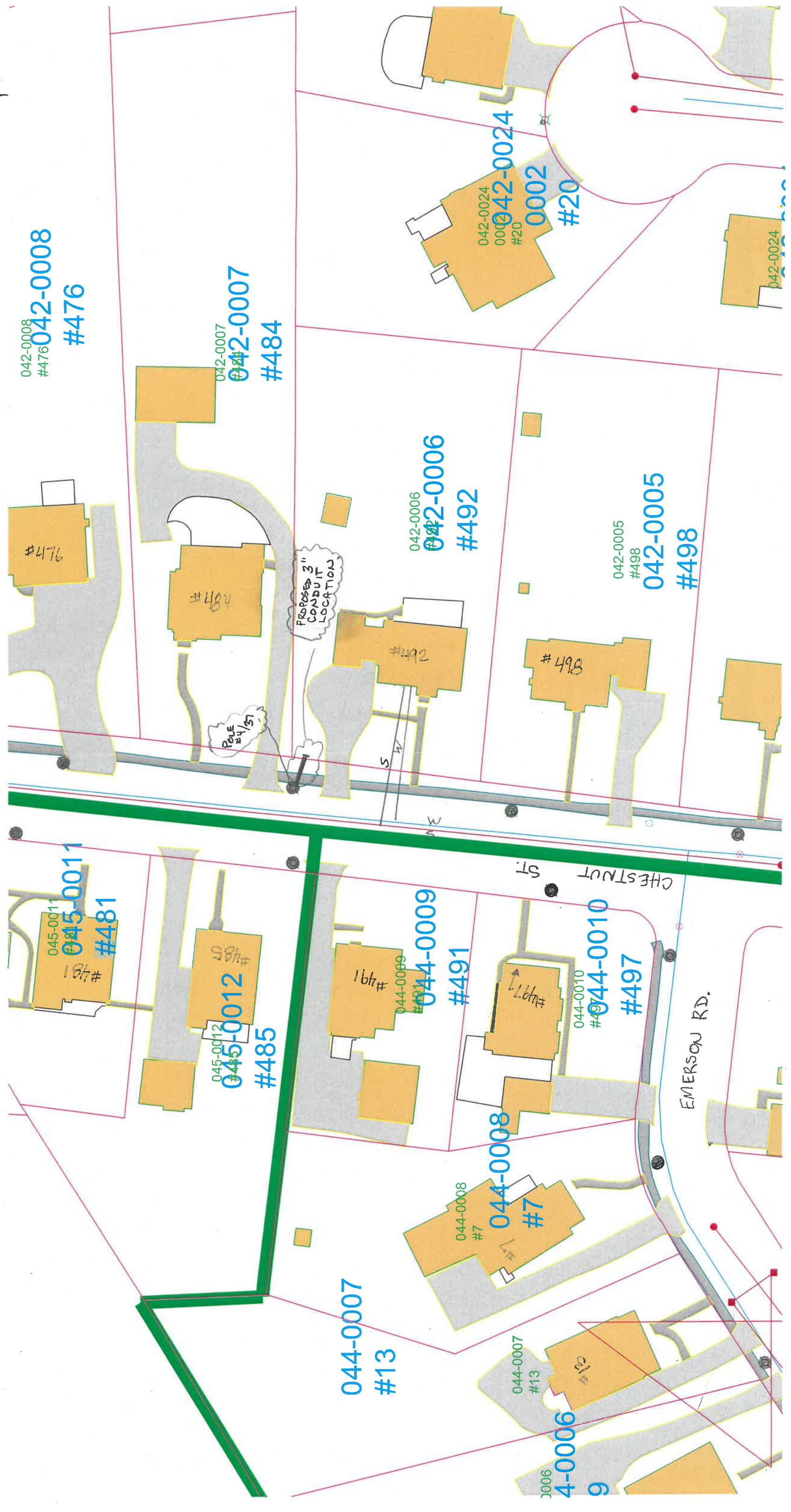
MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

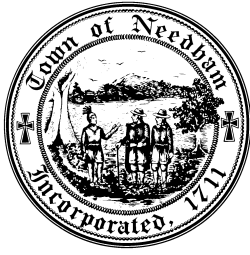


SHEET NO.	DATE	JOB NO.
1 of 1	MARCH 7, 2023	6997

N
1" = 40'







NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:05 p.m. on Tuesday, August 15, 2023, via Zoom and in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492** upon petition of Eversource Energy dated July 26, 2023 to install approximately 15 feet of conduit in Chestnut Street. The reason for this work is to provide service to 492 Chestnut Street.

A public hearing is required, and abutters are notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Marianne Cooley
Kevin Keane
Heidi Frail
Marcus Nelson
Catherine Dowd

SELECT BOARD

You are invited to a Zoom webinar:

<https://us02web.zoom.us/j/86502992599?pwd=d3p0N3VjYW5Vd2hKUeg5OS8yck5OUT09>

Passcode: 771294

Webinar ID: 865 0299 2599

492 CHESTNUT STREET

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/042.0-0005-0000.0	CHEN, BIN & LIU, GUANG TRS	THE CHEN LIU FAMILY TRUST	498 CHESTNUT ST	NEEDHAM	MA	02492-
199/042.0-0006-0000.0	MCTERNAN, BERNARD J. & ROSANNE T. TR:	MCTERNAN FAMILY REALTY TRUST	492 CHESTNUT ST	NEEDHAM	MA	02492-
199/044.0-0010-0000.0	KIELY, ANDREW F &	FOLEY, CLAIRE A	497 CHESTNUT ST	NEEDHAM	MA	02492-
199/042.0-0024-0001.0	KAGAN, ILYA &	KAGAN, ERIN F.	16 SURREY LN	NEEDHAM	MA	02492-
199/044.0-0009-0000.0	BARNHART, BARNEY R &	BARNHART, JEANIE A	491 CHESTNUT ST	NEEDHAM	MA	02492-
199/042.0-0024-0002.0	RAYMON, DAVID &	RAYMON, CATHRYN	20 SURREY LN	NEEDHAM	MA	02492-
199/042.0-0007-0000.0	MAYER, WILLIAM R.+	MAYER, LAURA A	484 CHESTNUT ST	NEEDHAM	MA	02492-
199/045.0-0012-0000.0	STEARNS, MARK D. &	STEARNS, SUSAN SMADAR	485 CHESTNUT ST	NEEDHAM	MA	02492-



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 08/15/2023

Agenda Item	Set Recycling and Transfer Station User Fees and Charges
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Director of Finance
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Board held a Public Hearing regarding the recycling and transfer station fees and rates at its July 25, 2023 meeting. The Solid Waste Disposal & Recycling Advisory Committee voted to recommend the proposed changes that were presented to the Board that evening. The over the scale rates would increase from \$140 to \$200 per ton and the minimum charge would change from \$25 to \$30. The fee for disposal of a small printer would increase from \$2.50 to \$5.00 and the \$1.00 fee per fluorescent lamp would be eliminated.
2.	VOTE REQUIRED BY SELECT BOARD Suggested Motion: Move that the Board approve the proposed rates identified on schedule below and that they be effective September 1, 2023. (Schedule on Next Page)



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

Description		Current	Proposed	\$ Change
RTS Sticker Fees				
Standard Sticker		No Charge	No Charge	
Standard Sticker Senior		No Charge	No Charge	
Standard Additional Sticker		No Charge	No Charge	
Hauler Sticker (annual)		\$125.00	\$125.00	
RTS Week Pass Program		No Charge	No Charge	
Bag Rates				
Large Bags (pack of 10)		\$20.00	\$20.00	
Small Bags (pack of 10)		\$10.75	\$10.75	
Scale Rate				
Per Ton		\$140.00	\$200.00	\$60.00
Minimum Scale		\$25.00	\$30.00	\$5.00
Recycling Fees				
Commercial Single Stream (per ton)		\$85.00	\$85.00	
Miscellaneous Rates				
Air Conditioners		\$15.00	\$15.00	
Appliances (White Goods)		\$15.00	\$15.00	
Carpet 10x10		\$10.00	\$10.00	
Computer Monitor - 15" or less (Small)		\$20.00	\$20.00	
Computer Monitor - Greater than 15"		\$20.00	\$20.00	
Fluorescent Lamps (not more than 10 per week)		\$1.00	No Charge	-\$1.00
Freon		\$15.00	\$15.00	
Furniture - Chair		\$10.00	\$10.00	
Furniture - Sleep Sofa		\$20.00	\$20.00	
Furniture - Sofa		\$15.00	\$15.00	
Box Spring or Mattress		\$20.00	\$20.00	
Propane Tank 20lb or less		\$5.00	\$5.00	
Recycling Bin		\$5.00	\$5.00	
Single Large Size Item		\$15.00	\$15.00	
Single Medium Size Item		\$10.00	\$10.00	
Single Small Size Item		\$5.00	\$5.00	
Small Printers		\$2.50	\$5.00	\$2.50
Tires - Vehicle Auto		\$7.50	\$7.50	
Tires - Vehicle Truck		\$15.00	\$15.00	
Toilet and Sinks (Porcelain)		\$15.00	\$15.00	
Television		\$15.00	\$15.00	
Flat Screen TV - 15" or less (Small)		\$20.00	\$20.00	
Flat Screen TV - Greater than 15"		\$20.00	\$20.00	
All Screens (Flat; Monitors; Televisions)		\$20.00	\$20.00	
Yard Waste Processing Equipment Rental				
Trommel Screener Rental (weekly)		\$2,500.00	\$2,500.00	
Trommel Delivery and Pickup		\$200.00	\$200.00	
Snow Dump Rates				
Snow Dump Fee 4 Hour Shift		\$1,200.00	\$1,200.00	
Snow Dump Fee 8 Hour Shift		\$2,400.00	\$2,400.00	
Commercial Yard Waste Disposal				
Brush, 12" less in diameter (CY)		\$15.00	\$15.00	
Leaves / Grass (CY)		\$10.00	\$10.00	
Brush, 12" less in diameter (TON)		\$60.00	\$60.00	
Leaves / Grass (TON)		\$50.00	\$50.00	
Wood Chips (TON)		\$7.50	\$7.50	
Compost & Loam for Sale				
Compost (30 gallon barrel)		No Charge	No Charge	
Compost (CY) - Residential		\$4.00	\$4.00	
Compost (CY) - Commercial		\$4.00	\$4.00	
Loam (CY) - Residential		\$16.28	\$16.28	
Loam (CY) - Commercial		\$16.28	\$16.28	
3.	BACK UP INFORMATION ATTACHED			
	None			



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 08/15/2023

Agenda Item	EV Charging Station Cost Recovery
Presenter(s)	David Davison, Deputy Town Manager/Director of Finance Carys Lustig, Director of Public Works Cecilia Simchak, Director of Finance/Administration for Public Services
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
There will be a public hearing scheduled for September 12, 2023 to allow for public comment on recommendations to implement and set rates for private vehicles to charge at Town owned/operated EV charging stations. Staff will provide an overview of the recommendations that will be presented to the Board in September.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only	
3.	BACK UP INFORMATION ATTACHED



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Stormwater Management Update
Presenter(s)	Carys Lustig, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Director of Public Works will provide a general recap of the storm event on August 8, 2023, the DPW response to that event, and general information on the Town's stormwater collection system.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion only	
3.	BACK UP INFORMATION ATTACHED
None	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	American Rescue Plan Act Funding
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will provide the Board with an update on ARPA spending, commitments, grants, and projects, and will recommend that the Board approve certain transfers within spending categories: Increase Technology Improvements by \$200,000 and decrease Rosemary Sluice Gate by \$200,000.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. ARPA Proposal Budget with Expended Balances dated July 31, 2023	

ARPA Proposal Budget with Expended Balance

Category	Description	State/County	Budget	Adjusted Budget	Total Expended	Unexpended	Encumbered	Uncommitted Balance
COVID-19 Direct Impact	Contact Tracers	State	\$60,000.00	\$23,910.00	\$23,910.00	\$0.00		\$0.00
	Epidemiologist	State	\$140,000.00	\$216,077.47	\$109,967.50	\$106,109.97	\$106,109.97	\$0.00
	Public Health Nurse	State	\$160,000.00	\$279,083.00	\$128,400.75	\$150,682.25	\$150,682.25	\$0.00
	Mental & Behavioral Health Staffing	State	\$190,000.00	\$265,548.00	\$123,983.45	\$141,564.55	\$141,564.55	\$0.00
	Mental & Behavioral Health Services	State	\$190,000.00	\$48,350.75	\$46,850.75	\$1,500.00	\$1,500.00	\$0.00
	COVID-19 Test Kits for School Staff and residents of limited means and those in high risk groups	State	\$229,800.00	\$229,800.00	\$229,800.00	\$0.00		\$0.00
	Other - Rentals	State	\$4,246.00	\$4,246.00	\$4,246.00	\$0.00		\$0.00
	Other - Town COVID-19 Test Kits	State	\$2,984.78	\$2,984.78	\$2,984.78	\$0.00		\$0.00
	Other - Not yet assigned	State	\$92,969.22	\$0.00	\$0.00	\$0.00		\$0.00
	Subtotal		\$1,070,000.00	\$1,070,000.00	\$670,143.23	\$399,856.77	\$399,856.77	\$0.00
Ventilation Upgrades	Library Chiller	State	\$0.00	\$369,000.00	\$0.00	\$369,000.00	\$333,548.52	\$35,451.48
	Subtotal		\$0.00	\$369,000.00	\$0.00	\$369,000.00	\$333,548.52	\$35,451.48
Technology Improvements	Support for Hybrid Meetings, Communications & Remote Work	State	\$175,000.00	\$441,123.33	\$18,570.58	\$222,552.75	\$222,552.75	\$0.00
	NeoGov E-Forms Module	State	\$31,613.48	\$31,613.48	\$17,567.61	\$14,045.87	\$14,045.87	\$0.00
	Other - Not yet assigned	State	\$68,386.52	\$2,263.19	\$0.00	\$2,263.19	\$0.00	\$2,263.19
	Subtotal		\$275,000.00	\$475,000.00	\$36,138.19	\$238,861.81	\$236,598.62	\$2,263.19
Economic Development	Grant Program	State	\$460,000.00	\$445,000.00	\$375,979.14	\$69,020.86	\$25,520.86	\$43,500.00
	Public Art	State	\$20,000.00	\$20,000.00	\$15,622.71	\$4,377.29	\$0.00	\$4,377.29
	Other - Rental of Tents	State	\$18,725.00	\$18,725.00	\$18,725.00	\$0.00	\$0.00	\$0.00
	Other - Not yet assigned	State	\$1,275.00	\$16,275.00	\$0.00	\$16,275.00	\$0.00	\$16,275.00
	Subtotal		\$500,000.00	\$500,000.00	\$410,326.85	\$89,673.15	\$25,520.86	\$64,152.29
Water/Sewer/Drains	Temp Project Manager	State	\$500,000.00	\$471,336.60	\$0.00	\$471,336.60	\$399,999.00	\$71,337.60
	Rosemary Sluice Gate Replacement/NPDES Stormwater	State	\$600,000.00	\$400,000.00	\$1,073.28	\$598,926.72	\$30,926.72	\$568,000.00
	Other - Not yet assigned	State	\$340,336.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$1,440,336.60	\$871,336.60	\$1,073.28	\$1,070,263.32	\$430,925.72	\$639,337.60
	State total		\$3,285,336.60	\$3,285,336.60	\$1,117,681.55	\$2,167,655.05	\$1,426,450.49	\$741,204.56
Infrastructure*	Town Reservoir Clean-up Construction	County	\$2,070,000.00	\$2,142,500.00	\$0.00	\$2,142,500.00	\$125,000.00	\$2,017,500.00
	Walker Pond Category 2 Construction	County	\$356,000.00	\$356,000.00	\$29,102.53	\$326,897.47	\$326,897.47	\$0.00
	Walker Pond Outlet	County	\$0.00	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$400,000.00
	128 Sewer Interceptor Project Design	County	\$0.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00
	128 Sewer Interceptor Project Construction	County	\$0.00	\$2,940,000.00	\$0.00	\$2,940,000.00	\$0.00	\$2,940,000.00
	South St Water Main Construction	County	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Allowance for Water/Sewer/Drains	County	\$3,487,848.40	\$15,348.40	\$0.00	\$15,348.40	\$0.00	\$15,348.40
	Subtotal	County total	\$5,913,848.40	\$5,913,848.40	\$29,102.53	\$5,884,745.87	\$451,897.47	\$5,432,848.40
	Grand Total		\$9,199,185.00	\$9,199,185.00	\$1,146,784.08	\$8,052,400.92	\$1,878,347.96	\$6,174,052.96

updated 7/31/23



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Open October 30, 2023 Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board open the warrant for the October 30, 2023 Special Town Meeting. The Warrant is scheduled to be closed on September 26, 2023.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board vote to open the warrant for the October 30, 2023 Special Town Meeting.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Special Town Meeting Warrant 8/15/2023	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 30, 2023

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 8.15.2023

Additional information on Warrant articles will be made available at
www.needhamma.gov/townmeeting during the weeks leading up to the Special
Town Meeting

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE THIRTIETH DAY OF OCTOBER 2023

At 7:30 in the afternoon, then and there to act upon the following articles:

FINANCE ARTICLES

**ARTICLE X: APPROPRIATE FOR ROADWAY IMPROVEMENTS
(EVERSOURCE)**

To see if the Town will vote to raise and/or transfer and appropriate \$205,000 sum for roadway improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR YOUTH HEALTH INITIATIVES
(CHILDREN'S HOSPITAL COMMUNITY BENEFIT PAYMENT)**

To see if the Town will vote to raise and/or transfer and appropriate \$400,000 for youth health initiatives, to be spent under the direction of the Town Manager, and to meet this appropriation that \$200,000 be raised from the Tax Levy and \$200,000 be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR INTERSECTION IMPROVEMENTS
(CHILDREN’S HOSPITAL)**

To see if the Town will vote to raise and/or transfer and appropriate \$30,000 for improvements to the intersection of Kendrick Street at Third Avenue, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR COMMUNITY OPIOID SETTLEMENT
FUND PLANNING**

To see if the Town will vote to raise and/or transfer and appropriate a sum for the development of a Community Opioid Settlement Fund Plan, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Opioid Settlement Stabilization Fund; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2024 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2024 Operating Budget adopted under Article 12 of the 2023 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
14A	Finance Department Salary & Wages	\$2,398,879	
14B	Finance Department Expenses	\$1,355,040	
23A	Public Works Salary & Wages	\$10,915,518	
23B	Public Works Expenses	\$8,793,620	

Or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2024 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2024 Sewer Enterprise Fund Budget adopted under Article 13 of the 2023 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
201A	Salary & Wages	\$1,144,544	
201D	MWRA Assessment	\$7,197,220	\$7,084,841

Or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2024 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2024 Water Enterprise Fund Budget adopted under Article 14 of the 2023 Annual Town Meeting by deleting

the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
301A	Salary & Wages	\$1,598,687	
301D	MWRA Assessment	\$1,886,141	\$1,887,130

Or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: UNPAID BILLS OF A PRIOR YEAR

To see if the Town will vote to raise and appropriate, or otherwise provide such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, or otherwise act thereon.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation.

CAPITAL ARTICLES

ARTICLE X: APPROPRIATE FOR CLAXTON FIELD IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate a sum for Claxton Field Improvements, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: TRANSFER OF SURPLUS BOND PROCEEDS

To see if the Town will vote to authorize the transfer of \$286,000 of surplus proceeds from previously issued bonds, which are no longer needed to complete the Central Avenue Elementary School (Williams School) for which they were initially borrowed, to pay costs of the Emery Grover project as authorized by G.L. c. 44, §20, or to take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE X: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind \$286,000 of the borrowing authorization under M.G.L., Chapter 44, Section 7, approved at the May 2022 Annual Town Meeting Article 21 (Emery Grover Renovation), for which the same amount will be appropriated from proceeds of previously issued bonds, or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE X: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law chapter 40, section 5B, as further amended by section 22 of chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE X: AMEND GENERAL BY-LAWS – NON-CRIMINAL DISPOSITION

To see if the Town will vote to amend the General By-laws by:

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ADOPT SPECIALIZED ENERGY CODE

To see if the Town will vote to amend Section 3.11 of the Town of Needham General Bylaws, as follows:

Or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: FOSTER PROPERTY OPEN SPACE ZONING NON-BINDING
RESOLUTION**

To see if the Town will vote to support the concept of amending the Zoning By-Laws to allow for clustered development of a portion of the parcel located at 484 Charles River Street, containing 58.28 acres +/- as shown on Assessors Map 304, Block 0002, as approximately 70 townhome housing units, of which at least 5% would be affordable, provided that such zoning shall be consistent with the proposal to preserve (i) approximately half of 484 Charles River Street, (ii) 0 Charles River Street (as shown on Assessors Map 304, Block 0004) and (iii) 0 Charles River Street (Assessors Map 304, Block 005) collectively containing 34 acres +/- in Town ownership, and for which Town Meeting appropriated \$2.5 million at the October 2022 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 26th day of September 2023.

Marianne B. Cooley, Chair
Kevin Keane, Vice Chair
Heidi Frail, Clerk
Marcus A. Nelson, Member
Catherine Dowd, Member

Select Board of Needham

A TRUE COPY

Attest:

Constable:



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Municipal Electricity Aggregation Program
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
At its meeting on July 25, 2023, the Select Board reviewed several threshold decisions for the Board to make before the draft plan can be completed. The Town Manager will recommend that the Select Board act on the recommendations presented.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board vote: 1. That the program name will be “Needham Power Choice” 2. That the program logo should be similar to the logo created for Sustainable Needham. 3. That the program default and names should be: • Needham Standard (some additional renewables) • Needham 100% Green (100% green option) • Needham Budget (basic option)	
3.	BACK UP INFORMATION ATTACHED
None.	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Needham Branding & Town Seal Committee Charge & Composition
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
At its meeting on July 25, 2023 the Select Board discussed the proposed Needham Branding & Town Seal Committee Charge and Composition. This Committee will assist the Board in its goal to upgrade Town Seal to improve graphic quality and historical accuracy. The Town Manager will recommend that the Board approve the charge and composition of this committee.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board vote to approve the Composition & Committee Charge for the Needham Branding & Town Seal Committee	
3.	BACK UP INFORMATION ATTACHED
a. Composition & Committee Charge for the Needham Branding & Town Seal Committee	

Town of Needham

Needham Branding & Town Seal Committee

Charge & Composition

Type:	Ad hoc
Legal Reference:	Select Board Vote
Appointing Authority:	Select Board
Number of Voting Members:	Nine (9)
Term of Appointment	FY2024
Special Municipal Employee	Yes
Staff Support	Office of the Town Manager

Members	Year Appointed	Term Expiration
		6/30/2024
		6/30/2024
		6/30/2024
		6/30/2024
		6/30/2024
		6/30/2024
		6/30/2024
		6/30/2024
		6/30/2024

Composition:

- Town Moderator/Designee
- One Current Member of the Select Board*
- One Current Member of the Historic Commission
- One Representative of the Needham History Center & Museum
- One representative of the Needham Council for Arts and Culture
- One Representative of the Human Rights Committee

- One Citizens at Large with experience in visual communication
- One representative of the Massachusetts Natick Praying Indians
- The Town Manager (ex officio)*

* Regular municipal employees serving on the Committee remain regular municipal employees, even though the committee members are designated as special municipal employees

Purpose:

The Select Board has determined that the Town seal is used in ways that are not appropriate. The Needham Branding & Town Seal Committee will provide input to the Select Board and the Town in the development of a Town logo and will make recommendations relative to the quality and appropriateness of the existing Town Seal.

Charge:

- The Committee will develop a recommended Town logo.
- The Committee will review existing uses of the Town Seal and recommend strategies and a timeline for converting non-mandatory uses of the Town Seal to a Town logo.
- The Committee will review official Town communication and make recommendations for standardization.
- The Committee will review the quality and accuracy of the existing Town Seal artwork and make recommendations for improvement.
- The Committee will review the appropriateness of the existing Town Seal and will make recommendations for changes, if appropriate.

Charge Adopted: [DATE] **Charge Revised:**

SME Status Voted: [DATE]



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Town Manager Performance Evaluation
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
In accordance with the Town Manager Evaluation Policy, the Select Board prepares an annual performance evaluation of the Town Manager. Each member of the Board completes his or her own evaluation. The individual evaluations are then compiled into a consensus evaluation overview document. Board policy calls for the overview to be released at a meeting of the Select Board.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated August 8, 2023, and authorize the Chair to approve a merit award of up to \$2,500 to the Town Manager, as provided for in Section 5.5 of the Employment Agreement between the Town and the Town Manager.	
3.	BACK UP INFORMATION ATTACHED
a. Town Manager Consensus Evaluation Overview Document dated August 8, 2023	

TOWN OF NEEDHAM

TOWN MANAGER EVALUATION

NAME:	Kate Fitzpatrick
REVIEWER:	Consensus 2023
REVIEW PERIOD:	FY2023
DATE:	August 8, 2023

RATING METHODOLOGY

EXCELLENT/OUTSTANDING (E)	The Town Manager's work performance is consistently excellent when compared to the standards of the job.
MEETS EXPECTATIONS (M)	The Town Manager's work performance consistently meets the standards of the position.
IMPROVEMENT NEEDED (I)	The Town Manager's work performance does not consistently meet the standards of the position.

KEY COMPETENCIES

1. INDIVIDUAL CHARACTERISTICS

E	Is diligent and thorough in the discharge of duties
E	Exercises good judgment
E	Displays enthusiasm, cooperation, and willingness to adapt
E	Exhibits composure and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

E	Maintains knowledge of current developments affecting the practice of local government management
E	Demonstrates a capacity for innovation and creativity
E	Anticipates and analyzes problems to develop effective approaches for solving them
M+	Demonstrates a willingness to try new ideas proposed by governing body members and/or staff
E	Sets a professional example by handling affairs of the public office in a fair and impartial manner
E	Identifies professional development opportunities to continue personal development

KEY COMPETENCIES (continued)

3. RELATIONS WITH ELECTED MEMBERS OF THE SELECT BOARD

M+	Carries out directives of the Board as a whole as opposed to those of any one member or minority group
E	Sets meeting agendas that reflect the guidance of the Board and avoids unnecessary involvement in administrative actions
M+	Disseminates complete and accurate information equally to all members in a timely manner
E	Facilitates decision making without usurping authority
E	Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

E	Implements actions in accordance with the intent of the Board
E	Supports the actions of the Board after a decision has been reached, both inside and outside the organization
E	Understands, supports, and enforces the Town's By-Laws, policies, and regulations
E	Reviews policies and procedures periodically

5. REPORTING

E	Provides regular information and reports to the Board concerning matters of importance to the Town
E	Responds in a timely manner to requests from the Board for special reports
E	Takes the initiative to provide information, advice, and recommendations to the Board on matters that are non-routine and not administrative in nature
E	Produces reports that are accurate, comprehensive, concise and written to their intended audience
E	Produces and handles reports in a way to convey the message that affairs of the Town are open to public scrutiny

6. CITIZEN RELATIONS

E	Is responsive to requests from citizens
E	Demonstrates a dedication to service to the community and its citizens
E	Maintains a non-partisan approach
E	Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

KEY COMPETENCIES (continued)

6. CITIZEN RELATIONS (continued)

E	Monitors and makes appropriate efforts to maintain citizen satisfaction with Town services
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7. STAFFING

E-	Recruits and retains competent personnel for staff positions
E-	Applies an appropriate level of supervision to improve any areas of substandard performance
E-	Stays accurately informed and appropriately concerned about employee relations
E-	Ensures professional management of the compensation and benefits plan
E	Promotes training and development opportunities at all levels of the organization

8. SUPERVISION

E-	Encourages department managers to make decisions within their jurisdictions with minimal town manager involvement, yet maintains general control of operations by providing the right amount of communication to staff
E-	Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
E	Develops and maintains a friendly and informal relationship with staff and work force in general, yet maintains the professional dignity of the Town Manager's office
E-	Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
E	Encourages teamwork, innovation, and effective problem-solving among staff members

9. FISCAL MANAGEMENT

E-	Prepares a preliminary balanced budget to provide services at a level deemed appropriate by the Board
E-	Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively
E	Prepares a budget and budgetary recommendations in an intelligent and accessible format
E-	Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

KEY COMPETENCIES (continued)

9. FISCAL MANAGEMENT (continued)

E-

Appropriately monitors and manages fiscal activities of the organization

10. COMMUNITY

E-

Shares responsibility for addressing issues facing the Town

E-

Avoids unnecessary controversy

E

Cooperates with neighboring communities and the country

E-

Helps the Board address future needs and develop adequate plans to address long term trends

E

Cooperates with other regional, state, and federal government agencies

PROGRESS TOWARD PRIOR YEAR GOALS

Kate has earned the Select Board's gratitude for her relentless pursuit and achievement of board goals – even as those goals have shifted and re-focused as the board evolved over the last three years. As noted by more than one member, the progress of Kate and her team has been steady, professional, and well executed. She has kept staff focused and motivated so that the Town's ability to exit civil service and to replace it with a new approach is realized, MBTA communities work has begun and is well organized, the parking study is complete so that it may inform new zoning, and municipal electric aggregation efforts to support the climate plan are underway. These are just a few among many efforts.

UNPLANNED ACTIONS/ACHIEVEMENTS

While this year did not include a pandemic, the work of the pandemic still needed to be wound down. The Foster property continued to throw curve balls all year long; the Quiet Zone effort hit a bump that required a re-think; and the Town learned that they needed to learn quickly to understand what would be required to support the best project to rebuild the Needham Housing Authority's housing stock. Each of those items required development of a strategy and a team to monitor and work to bring projects forward. Anticipated and unanticipated hiring consumed increasing amounts of time even while working hard to support and retain staff. Work on the climate plan has resulted in setting up parallel work streams as certain pieces of that puzzle became evident while still working of the climate plan for Needham. Kate has worked carefully to listen and understand the need for a sustainability coordinator to support grant efforts and working with the public. It looks like that will come together in FY24 – rather than waiting for the FY25 budget cycle. Kate has made herself and Katie available for new board members for weekly/bi-weekly meetings to ensure that they can be briefed on history and options related to matters before the board.

LEARNING AND DEVELOPMENT PLANS

Kate has specified her professional goals for the next year. She has always been excellent at considering what she would like to take on next in terms of professional development and she encourages the same responsibility from her staff.

In terms of support for new select board members, four years ago, there was no thought of what was needed to onboard new members. Over the past few years, a thorough onboarding process has been implemented. This summer's new approach to goal setting and the visioning work is helpful to setting a fresh path forward in keeping with the overall "new" board. Needham is about continuity, flexibility, and change. We must be able to support all three concepts in considering our goals and creating our future.

OVERALL EVALUATION NARRATIVE

As has been said many times before, Needham is extraordinarily fortunate to have Kate and her dedication to serving Needham with care. She balances constituents, needs, viewpoints, and interests from minute to minute while keeping her eye on all the major goals. Kate has also hired, trained, and trusts a gifted and competent team of staff. They are all professionals and are comfortable operating confidently in their personal areas of expertise and responsibility. Kate gives them the latitude to operate in their domain, and she leads in a way that invites others to follow.

We are all #TeamKate.

TOWN MANAGER PERFORMANCE EVALUATION FORM
ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document.

SELECT BOARD

Date:_____

TOWN MANAGER

Date:_____



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Town of Needham Community Standards for Municipal Workplaces
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	At its meeting on July 25, 2023 the Board discussed the Draft Needham Community Standards for Municipal Workplaces. The Code of Conduct Subcommittee (Kevin Keane & Heidi Frail) met to draft this statement.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: That the Board vote to approve the Town of Needham Community Standards for Municipal Workplaces.
3.	BACK UP INFORMATION ATTACHED
	a. Town of Needham Community Standards for Municipal Workplaces

Town of Needham

Community Standards for Municipal Workplaces

We are a community of residents, staff, patrons, and visitors committed to creating an environment of dignity and mutual respect in which every person feels welcomed, safe, and valued.

We hold that this environment is vital to the effective, efficient, and equitable operation of government on behalf of the Town of Needham and its residents.

We agree – as members of this community – to conduct ourselves in a manner that cultivates this environment through our words and actions at Town facilities, events, and worksites.

Together, we:

- **Assume every person is acting in good faith and with good intentions**
- **Extend empathy to those facing a challenging situation or work task**
- **Speak in a respectful tone, at measured volume, and with appropriate language**
- **Display patience with others and respect the value of their time**
- **Show respect for all people, facilities, equipment, and property**
- **Refrain from violent, threatening, lewd, harassing, intimidating, hostile, or offensive behavior or words**

Should you feel another person is not upholding Community Standards, you may request to speak to a manager or supervisor at any time. This applies equally to residents, staff, patrons, and visitors.

Residents, patrons, or visitors who violate Community Standards may be asked to leave the Town facility, event, or workspace in which they are present. Repeated or egregious violations of the code of conduct may result in restricted access to Town facilities, events, services, or workspaces.

Staff who violate Community Standards may be subject to actions in accordance with relevant personnel policy.

Thank you for playing your part in upholding our community values!

If you have questions regarding the Community Standards, please contact [insert contact information for Building Manager or designee].

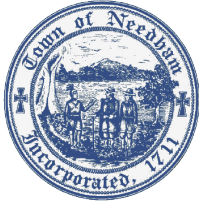


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Goal Setting
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members will discuss the Board's recent goal-setting meetings and next steps in the process. The Board discussed the following vision statement at its meetings on August 3rd and 4th: "Needham is a safe and welcoming town that people are proud to call home, where neighbors care, respect differences, and contribute to the global community."	
2.	VOTE REQUIRED BY SELECT BOARD
N/A - Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
None	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/15/2023

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may report on the progress and / or activities of their Committee assignments.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	

**Town of Needham
Select Board
Minutes for Tuesday, July 25, 2023
Powers Hall
and
Via ZOOM**

<https://us02web.zoom.us/j/83513916152>

- 6:02 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Marianne Cooley. Those present were Kevin Keane, Heidi Frail, Marcus Nelson, Catherine Dowd, and Town Manager, Kate Fitzpatrick. Dave Davison, ATM/Finance, Katie King, ATM/Operations, and Mary Hunt, Recording Secretary (via Zoom) were also in attendance.
- 6:04 p.m. Public Comment Period: No comments were heard.
- 6:05 p.m. Ms. Cooley commented that a resolution was presented last week to Anne Hudson to celebrate her 100th birthday. The Select Board congratulated Ms. Hudson and wished her all the best on her milestone birthday.
- 6:07 p.m. Proclamation: 2023 Purple Heart Community
Mr. Keane read a proclamation recognizing August 7, 2023 as Purple Heart Day in the Town of Needham.
- Motion by Mr. Keane that the Select Board vote to proclaim August 7, 2023 as Purple Heart Day in the Town of Needham. The Select Board encourages residents and businesses to display the American Flag and recognize Purple Heart recipients, honoring the service and sacrifice of our military personnel. Second: Ms. Frail. Unanimously approved 5-0.**
- 6:09 p.m. Introduce Building Commissioner Joseph Prondak:
Katie King, ATM/Director of Operations introduced Joe Prondak, newly appointed Building Commissioner. Ms. King said she has been impressed with Mr. Prondak's expertise, skill, and knowledge of building code regulations enforced at a local level since he began working for Needham a short time ago. The Board welcomed Mr. Prondak to Needham and wished him well in his new position.
- 6:12 p.m. Introduce Director of Communications & Community Engagement Amy Haelsen:
Kate Fitzpatrick, Town Manager introduced Amy Haelsen, the newly appointed Director of Communications & Community Engagement. Ms. Fitzpatrick gave a brief background of Ms. Haelsen's work experience, including the three years she spent as Needham's Economic Development Manager.
- Ms. Haelsen said she is delighted in her new role with the Town of Needham and very excited to continue the great work already started in the town.

The Board wished Ms. Haelsen the very best in her new role and thanked her for her service to Needham.

6:15 p.m. Needham Local Transportation Study:
Gal Kramer, Via Strategies, Cathal O’Gorman, Via Strategies, Amy Haelsen, Director of Communications & Community Engagement, and Tyler Gabrielski, Management Analyst, Department of Public Works provided an overview of the study recently completed for the Town which evaluated existing local transportation options in Needham and identified the gaps in service. The Via Strategies team shared their recommendations for transportation alternatives.

A PowerPoint presentation titled “Needham Local Transportation Study” dated July 25, 2023 was viewed.

Ms. O’Gorman gave a project overview, commenting on existing transportation options, public engagement highlights, reviewed transportation alternatives, and reviewed recommendations.

Discussion ensued on the cost to operate services, federal funds and grants available, transit modes, and ridership.

The Board thanked the presenters for the information.

6:53 p.m. Public Hearing: Eversource Grant of Location – Canavan Circle
Joanne Callender, Eversource Energy representative requested permission to install approximately 1,391 feet of conduit and seven new utility holes in Canavan Circle, approximately 341 feet of conduit and two new utility holes in Standish Road, approximately 116 feet of conduit in Alden Road and approximately 25 feet of conduit in Stewart Road. The reason for this work is to upgrade the conduit and cable system in the area.

Ms. Fitzpatrick said all paperwork is in order.

Ms. Frail asked the duration of the project. Ms. Callendar said “a few weeks.”

Mr. Keane noted the size of the project, suggesting consideration be given to placing the conduit underground.

Ms. Cooley invited public comment.

Jim Masterman, 53 Canavan Circle noted this is phase 2 of the project in the neighborhood. He asked if the road will be resurfaced.

Ms. Fitzpatrick said the road will be resurfaced, restored, and left as originally found.

Motion by Mr. Keane that the Select Board approve and sign a petition from Eversource Energy to install approximately 1,391 feet of conduit and seven new utility holes in Canavan Circle, approximately 341 feet of conduit and two new utility holes in Standish Road, approximately 116 feet of conduit in Alden Road and approximately 25 feet of conduit in Stewart Road.
Second: Ms. Frail. Unanimously approved 5-0.

7:07 p.m. Public Hearing: Recycling and Transfer Station User Fees and Charges
Bill Connor, Vice Chair of the Solid Waste Disposal & Recycling Advisory Committee, David Davison, ATM/Finance, Carys Lustig, Director of Public Works (via Zoom), Cecilia Simchak, Director of Finance & Administration for Public Services, and Matthew DeMarrais, Superintendent of the Recycling & Solid Waste Division spoke with the Board regarding user fees and charges of the Recycling and Transfer Station (RTS).

Mr. Davison reviewed the recommended changes to the rates proposed by the Solid Waste Disposal & Recycling Advisory Committee at its meeting on May 16, 2023. Mr. Davison commented the last time rates changed was in 2013, nearly 10 years ago. He commented on three fee increases at the RTS including the fee for disposal of fluorescent tubes, the fee for the disposal of printers, and the increase in the tipping fee.

Mr. Connor noted tipping fee rates at the scale were compared with those in surrounding communities. He said, historically, Needham's rates are "in line" with neighboring towns. However, Mr. Connor noted that since Needham has not increased rates in over 10 years the fees are lower, therefore attracting more outside commercial activity to the RTS than is preferred.

Ms. Cooley invited public comment. No comments were heard.

Discussion ensued on Needham's rates compared to surrounding communities.

It was noted that the Select Board will vote on the rates at its next meeting on August 15, 2023, and the public is welcome to submit feedback to the Select Board at selectboard@needhamma.gov.

7:24 p.m. Public Hearing: Application for a Transfer of an All-Alcohol License – Vinodivino3 LLC d/b/a Vinodivino
Thomas Miller, Applicant Counsel and Michael Mendes, Proposed Manager spoke with the Board regarding Vinodivino3 LLC d/b/a Vinodivino's application for the transfer of an All Alcoholic Beverages Liquor License, Section 15 package store operated at 922 Highland Avenue, Needham, MA. The applicant is requesting the appointment of Michael Mendes as Manager of Record.

Ms. Cooley reminded Mr. Mendes that the Town takes the service of alcohol very seriously and that he is personally responsible to make sure alcohol is not purchased by or served to minors.

Ms. Cooley invited public comment. No comments were heard.

Discussion ensued on the use of ID scanners.

Motion by Ms. Frail that the Select Board vote to approve the Section 15 All Alcohol License transfer application submitted by Vinodivino3 LLC d/b/a Vinodivino including the appointment of Michael Mendes as Manager of Record, and if so approved forward the application to the ABCC for review and final approval.

Second: Mr. Nelson. Unanimously approved 5-0.

7:33 p.m. Appointments and Consent Agenda:
Motion by Mr. Keane that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENT CALENDAR

- | | |
|---|--|
| 1. Election Workers for 2023-2024. | See attached. |
| 2. Elizabeth Kaponya | Housing Needham Advisory Group
Term Exp: 6/30/2024 |
| 3. Timothy Bulger | Mobility Planning and Coordination Committee
Term Exp: 6/30/2026 |
| 4. Paul Molta | Mobility Planning and Coordination Committee
Term Exp: 6/30/2026 |
| 5. Rick Zimbone | Town Financed Community Housing Oversight Committee
Term Exp: 6/30/2026 |
| 6. Rhonda Spector | Town Financed Community Housing Oversight Committee
Term Exp: 6/30/2026 |
| 7. Donna Mullin | Traffic Safety Committee
Term Exp: 6/30/2025 |
| 8. Rebecca Tarantino | Traffic Safety Committee Term
Exp: 6/30/2025 |
| 9. Barry McNeilly | Traffic Safety Committee
Term Exp: 6/30/2024 |
| 10. Tom Ryder | Traffic Safety Committee
Term Exp: 6/30/2024 |
| 11. Rhain Hoyland | Traffic Safety Committee
Term Exp: 6/30/2024 |

CONSENT AGENDA *Supporting Documents in Packet

1. Authorize the Town Manager to approve and file with the ABCC One-Day Special Alcohol Licenses on behalf of the Select Board in its role as Local Licensing Authority.
- 2.* In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a revised classification and compensation plan (G Schedule) for FY2024.
- 3.* In accordance with M.G.L. c. 30B Section 16, determine that in the case of the proposed license of the parking lot associated with 870 Great Plain Avenue, Needham, advertising would not benefit the Town's interest because of the unique qualities of the location on the basis that the property abuts the municipal parking lot on Dedham Avenue.
- 4.* Approve open session minutes of June 27, 2023.
5. Approve a request from Allan Eyden, Road Coordinator of PanMass Challenge, to hold the road event "PanMassachusetts Challenge" in Needham. The event is scheduled for Saturday, August 5, 2023, and Sunday, August 6, 2023, at 6:30 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
6. Approve a request from Maura Holt-Ling, Development Associate for the Annual Bike-A-Thon, to hold the road event "Bikes Not Bombs: 36th Annual Bike-A-Thon." The road event will pass through Needham on Sunday, September 10, 2023, with a rain date of Sunday, September 24, 2023. The route was approved by the following departments: Public Works, Police, and Fire.
- 7.* Approve 20B Exemption for the following individual to engage in work with the Needham Park and Recreation Department: Chuck Dowe.
8. Approve a Taxi/Livery License application for a new Taxi/Livery service, Xplorea LLC, to conduct business in Needham. All required paperwork has been submitted.
9. Accept the following donations made to The Needham Free Public Library: Little Tail, Big Tails, by Bonnie Pandya (estimated value \$27), gifted by the author, in honor of her daughter, Sunita Williams; from Keith and Lynn McClelland, Cinnamon Twisted, by Janet Bolin (estimated value \$17); from Caryn Kovacs, 27 titles (estimated value \$1,091); from Ann MacFate, \$300 given in memory of Irene MacFate; from Lynn O'Leary on behalf of Helen Maxwell's book club, \$100 in memory of Barbara Cusack; from Laurie Anello, \$30 in memory of Barbara Cusack; from Dedham Savings Bank, \$100 to purchase a Kindle Fire as a Grand Prize for the Children's Summer Reading Program; from Hong Zong, \$150; from Lois and Bill Bacon, \$100 in memory of Sam Stern; The Writings of Henry D. Thoreau (estimated value \$23), anonymously given; a puzzle (estimated value \$20), anonymously given; and from Tom and Barbara Harkins, \$25 in memory of Barbara Cusack.
10. Accept the following donation made to Needham Youth & Family Services: \$1,250 from the Becca Schmill Foundation.
11. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from The Rotary Club of Needham, \$200 from Needham Open Studios, and \$2000 from Mr. C. Bruce Johnstone.

12. **Accept the following donation made to the Needham Town Hall display case: four painted wooden blocks with an estimated value of \$20 each (\$80 total) from Lisa Vergara.**
13. **Accept the following donation made to the Needham Public Health's Gift of Warmth Program: \$50.00 from Claire Blum.**
14. **Ratify a One Day Special Wine & Malt Beverages License for Monique GoodrowTrach of Needham Pool and Racquet Club to serve and sell beer at the annual cornhole tournament for members on Saturday, July 15, from 6:00 p.m. to 10:00 p.m. The event was held at Needham Pool and Racquet Club, 1545 Central Avenue, Needham.**
15. **Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Time	Party Rain Date
Katherine Calzada	9 Morton Street	Morton Street	9/9/23	11am-3pm	9/16/23
Nicole Foster	38 Mayflower Rd.	Mayflower Rd. between GPA & Alden Rd	9/9/23	4pm-8pm	9/10/23

Second: Ms. Frail. Unanimously approved 5-0.

7:34 p.m. Alcohol License Revocation Hearing: Poet King Restaurant Group, LLC d/b/a Hungry Coyote, Matt Saiia, License Owner
Poet King Restaurant Group, LLC d/b/a/ Hungry Coyote, 1185 Highland Avenue currently holds an On-Premises Pouring Liquor License that has been suspended by order of the Select Board, acting as the local licensing authority under M.G.L. c.138, per its Suspension Decision dated January 14, 2022.

Ms. Cooley noted that neither Mr. Matt Saiia, License Owner, nor any other representative, were present at tonight's hearing. She listed documentation included as part of the record for tonight's proceeding: a.) Notice of hearing dated July 13, 2023 from the Town Manager to the Licensee b.) Notice of Decision dated April 19, 2023 from the Town Manager to the Licensee c.) Minutes of the Select Board's April 12, 2023 meeting d.) Minutes of the Select Board's February 14, 2023 meeting e.) Notice of Decision dated January 14, 2022 from the Town Manager to the Licensee f.) Minutes and video of the Select Board's January 11, 2022 meeting. She read a list of the facts before the Select Board. Ms. Cooley said that since neither the License Owner nor a representative is present tonight, there are no additional facts.

Ms. Cooley asked for comment or questions from the Select Board. No comments or questions were heard. Ms. Cooley recommended the Select Board vote to revoke the Alcohol License at this time.

Motion by Ms. Cooley that the Select Board vote to:

- (1) Cancel the On-Premises Pouring Liquor License issued to Poet King Restaurant Group, LLC d/b/a/ Hungry Coyote, 1185 Highland Avenue, Needham, for failing to operate a restaurant with alcohol service as outlined in its Section 12 liquor license, pursuant to G.L. c.138, § 77, and for failing to appoint a license manager, pursuant to G.L. c.138, §§23 and 64, effective 10:00 AM on July 28, 2023;**
- (2) Order the Licensee to return its liquor license to the Select Board's office by 10:00 AM on said date; and**
- (3) authorize the Town Manager to send notice of the cancellation to the Licensee and the Alcoholic Beverages Control Commission.**

Second: Ms. Dowd. Unanimously approved 5-0.

Myles Tucker, Support Services Manager noted the effective date for canceling the On Premises Pouring Liquor License issued to Poet King Restaurant Group should read July 26, 2023 (not July 28, 2023) and that the liquor license, which has been suspended for this entire year, is already in the possession of the Select Board.

Motion by Mr. Keane that the Select Board vote to amend the main motion to reflect changes as stated above.

Second: Mr. Nelson. Unanimously approved 5-0.

7:40 p.m.

DPW Complex Feasibility Study Update:

Hank Haff, Director, Building Design & Construction, Michael Richard, Weston & Sampson Engineers, Inc., Carys Lustig, Director of Public Works (Zoom), Shane Mark, Assistant Director of Public Works, Stuart Chandler, Chair, PPBC, and George Kent, PPBC member presented an update on the DPW Complex Feasibility Study.

Mr. Chandler said the purpose of the feasibility study is to determine efficient use of DPW facilities designed to incorporate recommendations and build a construction phase concept for implementation. He noted the information is meant as an update, not a final report. He commented on the challenges of the project, Weston and Sampson, and that the feasibility is going well.

Ms. Cooley commented the Town is also trying to understand its fiscal picture moving forward, noting the project is “a one time event” that could be done in phases to fit within the town’s budget at different points in time.

Mike Richard, Weston and Sampson presented a PowerPoint presentation titled “DPW Complex Feasibility Study, Progress Update” dated July 25, 2023.

George Kent said there is no easy solution or any easy sites, noting the DPW has been neglected over the years. He commented on parcel 74 along Greendale

Avenue, saying use of the parcel could be a potential issue with residents living in the neighborhood.

Mr. Chandler noted the PPBC feasibility working group meets twice a month on Monday, suggesting residents attend the meetings. He said information is available, encouraging residents to take part in the process and give their input.

Discussion ensued on environmental considerations in the building process of the new DPW Complex.

The Board thanked the presenters for the information and the update.

8:15 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager spoke with the Board regarding 5 items:

1. Non-Criminal Disposition By-Law Update

Ms. Fitzpatrick discussed staff recommendations for revamping the Non-Criminal Disposition By-Laws. She said fines ranging from \$10 to \$300 are a deterrent, noting a possible tiered approach. Ms. Fitzpatrick said discussions continue and asked the Board for their input on the tiered approach.

The Board concurred a tiered approach is best, noting \$300 as set by the state is not much of a fine for a number of irrevocable events. A vote by the Board will take place at a future Select Board meeting.

2. Needham Branding & Town Seal Committee Charge & Composition

Ms. Fitzpatrick discussed the proposed Needham Branding & Town Seal Committee Charge and Composition. She said the Committee will assist the Board in its goal #1.10: “Upgrade Town Seal to improve graphic quality and historical accuracy.” She asked the Board for its input and feedback on the composition and charge, saying further discussion will occur at the Select Board’s August meeting.

3. Call for Special Town Meeting

Ms. Fitzpatrick recommended that the Select Board vote to call for a Special Town Meeting to be held on October 30, 2023. The Board is scheduled to open the warrant for the Special Town Meeting on August 15th, 2023.

Motion by Mr. Keane that the Select Board vote to call for a Special Town Meeting to be held on October 30, 2023 at Needham Town Hall.

Second: Ms. Dowd. Unanimously approved 5-0.

4. Municipal Electricity Aggregation Update

Ms. Fitzpatrick reminded the Board a working group was created to provide advice and assistance on the implementation of the municipal electricity aggregation program. She said the firm MassPowerChoice has been engaged to lead the effort.

Ms. Fitzpatrick said there are several threshold decisions for the Board to make before the draft plan can be completed. Preliminary decisions are scheduled for the Board's August 15, 2023 meeting and a public hearing on the draft aggregation plan is scheduled for December. She commented the decisions include:

1. Program Name:
 - "Needham Power Choice"
2. Program Logo:
 - Similar to the logo created for Sustainable Needham
3. Program Default:
 - Three Tier Structure – default/some additional renewables; 100% green option, and basic option
4. Program Option Names:
 - Needham Standard, Needham 100% Green, Needham Budget
5. Funding for the Town:
 - Consultant is exploring the possibility of establishing a financial assistance fund.

Ms. Fitzpatrick said a vote by the Select Board is scheduled for August 15, 2023.

5. Downtown Streetscape Refresh Project Priority Setting

Ms. Fitzpatrick said that at its meeting on June 27th, the Select Board was asked to consider components of the Downtown Streetscape Refresh Project and discuss initial priorities. Board members ranked different components to be used as the basis of next steps for community engagement.

A Powerpoint presentation titled "Downtown Streetscape Refresh Project Priority Setting, Select Board Rankings" dated July 25, 2023 was viewed.

Ms. Fitzpatrick discussed category rankings, noting Board priorities include family, recreation, and biking to downtown stores and shops, rather than commuter biking. She commented on possible funding including Chapter 90 funds and grants.

Ms. Fitzpatrick told the Board the Norfolk County Commissioners formally approved a \$2 million reservoir sediment removal project. She said two of four county projects are fully approved, noting monies are sent directly to the town rather than by reimbursement. She commented on projects including Walker Pond and relining sewer pipes along Route 128.

8:38 p.m.

Board Discussion:

1. Recognize Influential Business Leaders of Color

The Board recognized the 13 individuals highlighted by the Charles River Regional Chamber as the Most Influential Business Leaders of Color. These individuals have a connection to the Town of Needham and Ms. Cooley read the list of names. The Board congratulated these influential business leaders who have close ties to Needham.

2. Town of Needham Community Standards for Municipal Workplaces

The Board discussed the draft Needham Community Standards for Municipal Workplaces. The Code of Conduct Subcommittee (Kevin Keane & Heidi Frail) met to draft the statement.

Mr. Keane said the standards are expectations of how people will conduct themselves in a civil manner and work together in municipal buildings.

Ms. Frail said everyone has a responsibility to each other to act in a civil manner, and the standards are a way of letting community members know that if they encounter a problem, there is a process to handle and resolve issues.

Ms. Cooley said feedback is welcome and that the draft is available for everyone to view on the Town's website.

Mr. Nelson thanked Mr. Keane and Ms. Frail for their work on this topic. He said it is important to have standards and accountability for being decent human beings.

Ms. Cooley said a vote will be taken at a future Select Board meeting.

3. Committee Reports

Mr. Keane reported the Climate Action Committee met on July 6th, with much of the discussion centered around the Opt-in Specialized Stretch Energy Code, as well as the greenhouse gas report. He commented on KLA and the strategies and goals, which he said will be forthcoming.

8:45 p.m.

Adjourn:

Motion by Mr. Nelson that the Select Board vote to adjourn the Select Board meeting of Tuesday, July 25, 2023.

Second: Ms. Dowd. Unanimously approved 5-0.

The next Select Board meeting is scheduled for Tuesday, August 15, 2023.

A list of all documents used at this Select Board meeting is available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

FISCAL YEAR 2024		
SCHEDULE A		
Effective July 1, 2023		
Full-time and regular part-time position classifications with corresponding classification		
Position Title	Grade/Class.	FLSA status
Administrative Analyst	6	non-exempt
Administrative Assistant	I-03	non-exempt
Administrative Specialist	I-05	non-exempt
Animal Control Officer	GF07	non-exempt
Applications Administrator	I-07	exempt
Arborist	N-5	non-exempt
Assistant Building Commissioner	10	exempt
Assistant Director of Aging Services/Counseling and Volunteers	11	exempt
Assistant Director of Aging Services/Programs and Transportation	10	exempt
Assistant Director of Assessing	9	exempt
Assistant Director of Finance/Procurement Officer	9	exempt
Assistant Director of Finance	13	exempt
Assistant Director of Human Resources	10	exempt
Assistant Director of Park & Recreation	11	exempt
Assistant Director of Public Health for Community & Environmental Health	11	exempt
Assistant Director of Public Health for Nursing & Behavioral Health	11	exempt
Assistant Director of Public Library	12	exempt
Assistant Director of Public Works/Building Maintenance	13	exempt
Assistant Director of Public Works/Operations	13	exempt
Assistant Fire Chief	Assistant Fire Chief	exempt
Assistant Superintendent	9	exempt
Assistant Town Accountant	9	exempt
Assistant Town Clerk	6	exempt
Assistant Town Engineer	11	exempt
Assistant Town Planner	7	exempt
Assistant Treasurer/Collector	9	exempt
AutoCAD Technician	GF04	non-exempt
Benefits Administrator	6	non-exempt

Position Title	Grade/Class.	FLSA status
Building Commissioner	12	exempt
Building Maintenance Manager	11	exempt
Building Maintenance Supervisor	9	exempt
Business Manager	11	exempt
Carpenter	B7	non-exempt
Chief Wastewater Operator	N-7	non-exempt
Children's Librarian	7	exempt
Children's Services Assistant	GT05	non-exempt
Civil Engineer	7	exempt
Clinician	I-07	exempt
Compliance Coordinator	6	exempt
Computer Operator	I-03	non-exempt
Conservation Manager	9	exempt
Conservation Specialist	I-06	non-exempt
Contract Administrator	8	exempt
Craftworker (Building Maintenance)	B4	non-exempt
Craftworker (DPW)	N-4	non-exempt
Custodian	B2	non-exempt
Deputy Fire Chief	F-4	non-exempt
Deputy Police Chief	14	exempt
Deputy Town Manager	16	exempt
Deputy Town Manager/Director of Finance	16	exempt
Director of Aging Services	13	exempt
Director of Assessing	12	exempt
Director of Communications and Community Engagement	10	exempt
Director of Design and Construction	13	exempt
Director of Health and Human Services	14	exempt
Director of Human Resources	14	exempt
Director of Management Information Systems	14	exempt
Director of Park and Recreation	12	exempt
Director of Planning and Community Development	13	exempt
Director of Public Library	14	exempt

Position Title	Grade/Class.	FLSA status
Director of Public Works	15	exempt
Director of Youth and Family Services	12	exempt
Division Superintendent, Highway	12	exempt
Division Superintendent, Parks and Forestry	12	exempt
Division Superintendent, Solid Waste/Recycling	12	exempt
Division Superintendent, Water/Sewer	12	exempt
Economic Development Manager	9	exempt
Electrician	B7	non-exempt
Emergency Management Administrator	11	exempt
EMS Administrator	EMS Administrator	non-exempt
Engineering Aide	GF02	non-exempt
Engineering Technician	GF05	non-exempt
Environmental Health Agent	I-07	non-exempt
Equipment Mechanic	N-5	non-exempt
Field Assessor	I-06	non-exempt
Finance Assistant	I-04	non-exempt
Fire Business Manager	9	exempt
Fire Captain	F-3	non-exempt
Fire Chief	Contract	exempt
Fire Inspector	Fire Inspector	non-exempt
Fire Lieutenant	F-2	non-exempt
Firefighter	F-1	non-exempt
Fleet Supervisor	10	exempt
GIS/Database Administrator	I-07	exempt
Heavy Motor Equipment Operator (HMEO)	N-4	non-exempt
Human Resources Assistant	GT05	non-exempt
HVAC Supervisor	9	exempt
HVAC Technician	B7	non-exempt
Inspector of Plumbing & Gas	GT07	non-exempt
Inspector of Wires	GT07	non-exempt
Laborer 2	N-2	non-exempt
Laborer 3	N-3	non-exempt

Position Title	Grade/Class.	FLSA status
Library Assistant	GT03	non-exempt
Library Children's Supervisor	10	exempt
Library Circulation Supervisor	9	exempt
Library Reference Supervisor	10	exempt
Library Technical Services Supervisor	10	exempt
Library Technology Specialist/Archivist	11	exempt
Local Building Inspector	GT06	non-exempt
Management Analyst	8	exempt
Master Mechanic	N-7	non-exempt
Network Manager	I-11	exempt
Office Assistant	I-02	non-exempt
Park Ranger	B3	non-exempt
Payroll Coordinator	I-06	non-exempt
Plumber	B7	non-exempt
Police Administrative Specialist	I-06	non-exempt
Police Chief	Contract	exempt
Police Lieutenant	P-3	non-exempt
Police Maintenance Assistant	GF03	non-exempt
Police Officer	P-1	non-exempt
Police Sergeant	P-2	non-exempt
Project Manager	10	exempt
Public Health Nurse	I-09	exempt
Public Safety Dispatch Supervisor	GF10	non-exempt
Public Safety Dispatcher	GF07	non-exempt
Public Works Inspector	N-6	non-exempt
Public Works Technician	N-5	non-exempt
Recreation Supervisor	I-08	non-exempt
Reference Librarian/Digital Media Specialist	7	exempt
Reference Librarian/Program Specialist	7	exempt
Reference Librarian/Young Adult	7	exempt
Retirement Administrator*	9	exempt
Retirement Assistant*	GT04	non-exempt

Position Title	Grade/Class.	FLSA status
Scalehouse Attendant	N-4	non-exempt
Senior Administrative Coordinator	I-07	non-exempt
Senior AutoCAD Technician	GF06	non-exempt
Senior Custodian	B3	non-exempt
Senior Project Manager	12	exempt
SHINE Assistant Program Coordinator	GT07	non-exempt
SHINE Program Coordinator	GT08	non-exempt
Substance Use Prevention Program Coordinator	8	exempt
Support Services Manager	10	exempt
Survey Party Chief	GF06	non-exempt
Sustainability Manager	9	exempt
Technical Services Assistant	GT03	non-exempt
Technology Support Technician	I-06	non-exempt
Town Accountant	12	exempt
Town Engineer	13	exempt
Town Manager	Contract	exempt
Town Treasurer and Tax Collector	12	exempt
Transportation Coordinator	GT06	non-exempt
Traveling Meals Coordinator	GT05	non-exempt
Wastewater Operator	N-5	non-exempt
Water Treatment Facility Manager	10	exempt
Water Treatment Operator	N-5	non-exempt
Working Foreman	N-7	non-exempt
Zoning Specialist	GT06	non-exempt
*Needham Contributory Retirement Board position titles		

Town of Needham
Town-Financed Community Housing Oversight Committee
(T-CHOC)
Committee Charge & Composition

Type:	Semi-Permanent (for duration of project)
Legal Reference:	Select Board Vote
Appointing Authority:	Select Board
Number of Voting Members:	Eight
Term of Appointment	Three Years
Special Municipal Employee	Yes
Staff Support	Deputy Town Manager/Director of Finance Deputy Town Manager/Director of Operations

Members	Seat/Appointing Body	Year Appointed	Term Expiration
John Connelly	Current Finance Committee Member/Finance Committee	2023	2026
Irwin Silverstein	Current or Former Member of the Permanent Public Building Committee (PPBC)/PPBC	2023	2026
Cathy Dowd	Current Select Board Member/Select Board	2023	2026
Peter Pingitore	Current or Former Member of the Community Preservation Committee (CPC)/CPC	2023	2026
	Current Affordable Housing Trust (AHT) Member/AHT	2023	2026
Rhonda Spector	At-Large, with Experience in Housing Finance/Select Board	2023	2026
Rick Zimbone	At-Large/Select Board	2023	2026
	Current Representative in the General Court, ex-officio/Select Board	2023	2026
Katie King	Deputy Town Manager - Director of Operations, ex-officio/Select Board	2023	2026

Dave Davison	Deputy Town Manager - Director of Finance, ex- officio/Select Board	2023	2026
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Composition:

- Current Member of the Finance Committee (FC), appointed by FC
- Current or Former Member of the Permanent Public Building Committee (PPBC), appointed by PPBC
- Current Member of the Select Board*
- Current or Former Member of the Community Preservation Committee (CPC), appointed by the CPC
- Current Member of the Affordable Housing Trust (AHT), appointed by the AHT.
- Current Representative in the General Court, ex-officio
- Two at-large Community Members, at least one with experience in Housing Finance
- Deputy Town Manager/Director of Finance (ex officio, non-voting)*
- Deputy Town Manager/Director of Operations (ex officio, non-voting)*

* Regular municipal employees serving on the Committee remain regular municipal employees, even though the committee members are designated as special municipal employees

** Unless otherwise noted, all appointments are by the Select Board

Purpose:

The T-CHOC shall oversee the use of funds appropriated by the Town to support the development of community housing by third parties and advise Town boards, committees, and Town Meeting on the use of those funds.

Charge:

- The Committee will monitor Town investments (through grants, loans or otherwise) in the development, creation, rehabilitation, restoration, preservation or support of community housing (collectively, "Community Housing Projects") by third parties.
- The Committee will meet regularly to review the progress of Community Housing Projects in which the Town has made an investment. .
- The Committee will meet with the developer's project team to review project status, finance update, schedule, and the like.
- The Committee will provide advice to the Community Preservation Committee (CPC), Select Board, Finance Committee and Town Meeting as to the appropriateness of expenditure of Town funds and the advisability of future investment in the project.
- The Committee will elect a chair and vice chair who shall rotate at least biannually.

- The Committee Chair is responsible for the timely posting of all Committee meetings.
- The Committee will provide minutes of all meetings, both open and executive session. The minutes must be typed and include:
 - Date, time and location of meeting;
 - Names of those members present and absent;
 - A record of all votes, decision, and actions taken;
 - Brief summary of the discussion;
 - A list of the documentation and other exhibits used at the meeting.

Charge Adopted: 6/23/2023 Charge Revised:

SME Status Voted: 6/23/2023

NEEDHAM COMMISSION ON DISABILITIES

GRANT REQUEST APPLICATION

INTRODUCTION

The purpose of the Needham Commission on Disabilities (NCOD) is to advise municipal officials, public and private agencies, and advocate for individuals in order to ensure compliance with Federal, State and Local disability laws, particularly the Americans with Disabilities Act (ADA).

The Commission on Disabilities also provides grants which are generally funded through accrued handicap parking violation fines, making it possible for persons with disabilities to participate more fully in programs and activities within Needham.

These funds may be used for grants awarded to community-based organizations and programs, schools, to improve accessibility, and to provide services and equipment to better enable individuals with disabilities to function more successfully and independently in the community. Previous successful grants have included the purchase of Audio books for the Needham Free Public Library and specialty programs such as school performances by artists with disabilities.

Proposal for grants may be presented and submitted for consideration by contacting the Needham Commission on Disabilities at (781) 455-7500 x 280 or accessing the form online at <http://www.needhamma.gov/index.aspx?NID=1104> Completed grant proposals may be submitted anytime of the year, vetted through the NCOD and if initially approved, submitted to the Board of Selectmen for consent approval. The process from grant submission to funding award generally is 90-150 days.

ORGANIZATION INFORMATION

This form must be completed and submitted with your proposal narrative.

Name of requesting organization completing the grant application:

Needham Public Schools, Special Education Department

Contact person name and title: Julie Muse-Fisher, Executive Director of Special Education

Address	28 Glen Gary Road				
Town	Needham	State	MA	ZIP	
Phone	781-455-0400	E-mail Address	julie_musefisher@needham.k12.ma.org		
Amount requested:	\$3,000.00	Date grant funding is required:	August 1, 2023		

PROJECT NARRATIVE

Your proposal should address the following questions, as applicable.

1. Provide a brief description of the organization, services provided and total number of employees/volunteers.
2. If your request is for funding for a program and/or event, provide details about the program(s) for which you are requesting funding. Please include specifics, objectives, a description of activities, date(s) and time(s) of events, targeted audience, location, qualification of the presenter if applicable, and any other pertinent details of the event that may help the NCOD in its decision making process.
3. If your request is for funding for the purchase of equipment or some other physical item, please include purpose, professional documentation describing the item, model number, where the item will be purchased, price, shipping charges (if applicable) and any other information pertinent to the potential purchase which may help the NCOD in its decision making process.
4. Are there additional funding sources or applications sought to help defer the cost? If so, please provide the name of the organization(s), amount of award, and contact information.
5. How will this proposal objective enhance the lives of Needham residents with disabilities and support the mission of the NCOD.
6. Who at the organization will be involved in the oversight of the grant? How will the project be executed? Provide a timeline if appropriate. If this project is ongoing, how will it be supported in the future? If equipment is requested, please explain how ongoing maintenance will be supported and who will be the responsible party tasked with its maintenance.
7. How will this event or purchase be publicized to your target audience and the general public in Needham? How will the Needham Commission on Disabilities be recognized?
8. Provide a list of expenses which includes materials, fees, equipment, maintenance, transportation, consultants, if appropriate. Additional supporting documents may be requested.
9. The Commission may request an assessment of the success of the proposal, i.e. attendance, surveys, increased awareness, testimonials, audience evaluations, etc. Upon acceptance of funding, NCOD will provide a feedback form and date for a grant recipient to report to the Commission, post event or purchase.

part of the evaluation process, the requesting organization will be required to make a presentation before the Needham Commission on Disabilities at a regularly scheduled meeting, to be determined by the Commission.

The Commission reserves the right to request additional information or further clarification as needed, to aid in their decision making process.

SIGNATURES:

Grant Requestor: *Julie Muse-Fisher* Printed Name: Julie Muse-Fisher Date: January 31, 2023

NCOD Chairperson: _____ Printed Name: _____ Date: _____

Board of Selectmen: _____ Printed Name: _____ Date: _____

Proposal Narrative

The Needham Public School District has approximately 5650 students across grades preschool through post-graduate (up until age 22), with more than 900 students identified as having a disability and receiving services through an Individualized Education Program (IEP). Within the Student Support Services Department, Needham has a Special Education Administration team including a Preschool Director, High School Director, Executive Director, Out of District Coordinator, and seven building-based K-8 Special Education Coordinators. This administration team, along with Team Chairs and Special Education liaisons, is responsible for overseeing services and programming for all Needham students with disabilities.

The Needham Public School district is seeking funding through the NCOD grant to support the new Intensive Learning Center classroom at Pollard Middle School. The Intensive Learning Center (ILC) program is intended to support students with disabilities that include, but are not limited to, expressive and receptive language processing issues, developmental delays, intellectual impairments, autism spectrum disorder and attention difficulties. These disabilities significantly impact the student's overall functioning. The ILC program provides a smaller, highly structured classroom environment based upon the principles of Applied Behavior Analysis, with a low stimulation environment with clear, consistent routines and specially designed behavioral programs. Student to staff ratios are low to ensure student safety and educational success. The program provides social, academic, pre-vocational, and recreational activities to enhance students' skills and allow increased success in all areas.

Currently there are 6 students in this program, supported in one classroom. Next year another 6 students are moving into the program, requiring the hiring of an additional teacher and establishment of a new classroom.

Through the budget process this year, we believe we will successfully be able to provide appropriate staffing for the ILC. We are fortunate to have a highly qualified special education teacher, teaching assistants and a Board Certified Behavior Analyst to support the ILC. In addition, many of the students in the ILC receive related services such as speech and occupational therapy. We are specifically seeking grant funds to cover the cost of furniture and sensory materials to support this program. Please refer to the attached spreadsheet to see examples of the materials we need to purchase.

At this point in the school year, due to the national staffing crisis, the district is experiencing an extremely tight budget which will impact FY 24 funding. We are submitting this grant request in order to hopefully ensure that we have all of the items we believe are necessary to successfully support the additional ILC program classroom despite the fiscal constraints we are currently experiencing.

We believe that this grant application is closely aligned to the NCOD mission. The strength of Needham's in-district specialized programming allows students with a higher level of need to remain within the public schools and their home communities. This comports with the IDEAs (Individual with Disabilities Education Act) requirement that students be educated in the least restrictive environment. By having a strong Intensive Learning Center, we are able to better meet the needs of our students in the program and provide inclusive learning opportunities within the larger middle school program. We are currently planning for and purchasing materials for the upcoming 2023-2024 school year. Please see attached spreadsheet for a projection of costs required for the ILC program when school resumes in August.