

SELECT BOARD AGENDA

Regular Meeting

6:00 p.m. March 26, 2024



Needham Town Hall

Select Board Chamber & Zoom

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/83513916152?pwd=RnRubzhEelFVQkFSbGJKVm5La3VJdZ09>

Webinar ID: 835 1391 6152

Passcode: 389812

One-Tap Mobile: [+16469313860](tel:+16469313860)..83513916152

This is a public meeting of the Needham Select Board. The meeting is open to the public both in person and via Zoom. Residents are invited to provide comment during the public comment period (as set forth below) and for any item explicitly listed as a public hearing. Public comment is not available during other agenda items.

	6:00	Public Comment Period Residents 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	Citizens' Petition: Single Use Plastics Ban • Rob Fernandez, Petitioner • Kathy Raiz, Petitioner
2.	6:10	Citizens' Petition: Rescind Debt Authorization • Joe Abruzese, Petitioner
3.	6:20	Citizens' Petition: Authorization to Expend Funds for Consultant for MBTA Communities Zoning • Gary Ajamian, Petitioner

4.	6:30	Introduce Ellyse Glushkov, Treasurer/Collector Cecilia Simchak, Assistant Director of Finance
5.	6:40	Police Department Annual Report - John Schlittler, Chief of Police - Kelsey Cournoyer, Crime Analyst
6.	7:30	Babson College Scholarships Kevin Keane, Select Board Vice Chair
7.	7:40	Town Manager - Annual Town Meeting Warrant - Close May 13, 2024 Special Town Meeting Warrant - Town Manager Report
8.	8:00	Board Discussion - Committee Reports - Select Board Transitions
9.	8:15	Executive Session <u>Exception 3</u>: To discuss strategy with respect to collective bargaining with the ITWA and NIPEA, where an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares. <u>Exception 6</u>: To discuss the purchase of real property.

APPOINTMENT CALENDAR

1.	Paul Molta	Regional Transportation Advisory Committee Term Exp: 6/30/2026
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CONSENT AGENDA *Supporting Documents Attached

1.*	In accordance with Section 20B (v) of the Town Charter and as recommended by the Town Manager and the Personnel Board, adopt compensation tables for non-represented employees for fiscal year 2025 and fiscal year 2026.
2.	Approve a Mobile Food Vendor License application for Goldberg Food Enterprises LLC d/b/a How's Your Meat to vend on May 11, 2024 at the Needham History Center & Museum (pending completion of inspections by the Health and Fire departments).
3.	Approve the following donation to the Needham Health Division: \$733 from Susanna Whitman for Needham's Gift of Warmth Program \$10,000 from Needham Community Council for Needham's Gift of Warmth Program
4.	Approve the following donation to Needham Youth & Family Services: \$200 gift card from Wegman's towards future programs
5.	Approve the following donation to Needham's Aging Services Division: \$30 from Margaret Clarridge
6.	Approve the following donation to the Needham Free Public Library: \$21,488 from the Friends of the Needham Free Public Library

7.	Sign the Warrant for the Annual Town Election to be held on Tuesday, April 9, 2024.
8.	Approve a request from Jill Barber, YMCA, to hold the road event “Charles River YMCA Independence Day 5K.” The event is scheduled for Thursday, July 4, 2024, at 8:30 am – 9:30 am. The event and route have been approved by the following departments: Fire, Police, and Public Works.
9.*	Approve and Sign Water Sewer Abatement #1326.

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Temple Beth Shalom	Purim Spiel	Temple Beth Shalom, 670 Highland Avenue	3/23/2024



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

MEETING DATE: 3/26/2024

Agenda Item	Citizens' Petition: Single Use Plastics Ban
Presenter(s)	Rob Fernandez, Petitioner Kathy Raiz, Petitioner

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Rob Fernandez & Kathy Raiz will provide the Select Board with the basis for their citizens' petition.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Citizens' Petition b. 2024 Annual Town Meeting Warrant Draft provided under separate cover	

**Town of Needham
Citizens' Petition for Warrant Article**

RECEIVED TOWN CLERK
NEEDHAM, MA 02492

2024 FEB -5 AM 11:25

Town Meeting for Which Petition is requested:

May 2024

Primary Sponsor:

Name

Robert Fernandez

Address

19 Bradford St, Needham, MA

I certify that I am a registered voter in the Town of Needham.

Signature

Robert Fernandez

In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

For an annual town meeting, a citizens' petition requires the certified signatures of ten or more registered voters. For a special town meeting, the signatures of 100 registered voters are required. The Selectmen shall call a special town meeting upon request, in writing, of two hundred registered voters or by four percent of the total number of registered voters, whichever number is lesser.

The deadline for submission of a petition for the Annual Town Meeting is the first Monday in February, in accordance with Section 1.15 of the General By-laws of the Town of Needham. The deadline for submission of a petition for a special town meeting will be determined by the Board of Selectmen, and will generally be the date that the warrant is closed.

Note: If properly certified, the text of the proposed citizens' petition will appear in the warrant exactly as presented. The Board of Selectmen, as the Warrant Committee, reserves the right to include a summary of the Board's understanding of the intent of the article along with the petition itself. The name of the primary sponsor will appear in the warrant.

Text of Citizens' Petition (Continue on other side or attach sheets as necessary)

see attached Single Use Plastics Ban bylaw

Polystyrene packaging material, single-use plastic straws,
single-use plastic stirrers, plastic splash guards,
and water bottles.

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person
with the name substantially as
registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 2024
If different (Street & number, if any)

✓ Kathryn J Raiz	84 Wildwood Dr	50 Barrett St, Needham
✓ George Raiz	84 Wildwood Dr	50 Barrett St, Needham
✓ Michelle J Raiz	384 Webster St	
✓ Anne Raiz	384 Webster St	
✓ George W. Gonzalez	621 High Rock St.	
✓ Gloria Greis	384 Webster St	
✓ Tim Bulger	265 Harris Ave	
✓ Amy Bulger	265 Harris Ave	
✓ Robert Fernandez	19 BRADFORD STREET	
✓ Eleana Rosellini	1091 Greendale Ave.	
✓ Jay Rosellini	1091 Greendale Ave.	
✓ Cornelia	25 Fairfield St.	
✓ John Moss	312 Manning St.	
✓ John Moss	312 Manning St.	
✓ Lorene Whyte Fernandez	19 Bradford	
✓ David Roberts	55 Bradford St	
✓ Sheila Roberts	55 BRADFORD ST	

Registrars of Voters check this against the name of
each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter.
because of form or signature or address or illegible
T - signed too many petitions.

CERTIFICATION OF SIGNATURES

We certify that the (17) Seventeen above
Signatures checked thus are names of qualified voters of this town.

Needham

Town

Registrars of Voters

Ann M. Caspary
Kathleen P. Jacques
Sharon K. Eaton
Board of Registrars

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

1. Adding a new Section 3.13 to read as follows:

SECTION 3.13 POLYSTYRENE PACKAGING MATERIAL, SINGLE-USE PLASTIC STRAWS, SINGLE-USE PLASTIC STIRRERS, PLASTIC SPLASH GUARDS, AND WATER BOTTLES

3.13.1 Definitions.

The following words shall, unless the context clearly requires otherwise, have the following meanings:

- a) "Department" means the Town of Needham Public Health Department.
- b) "Food or Beverage Vendor" means an operation that stores, prepares, packages, serves, vends, distributes, or otherwise provides food or beverages for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the Massachusetts Retail Food Code, 105 CMR 590, as it may be amended from time to time.
- c) "Health Agent" shall mean the Director of Health and Human Services or his/her designee.
- d) "Plastic" means a material that contains one or more organic polymer substances of large molecular weight as an essential ingredient.
- e) "Polystyrene" means any food, beverage, or other packaging materials made from a styrene monomer, including but not limited to
 - i) Expanded polystyrene (EPS), which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene); or
 - ii) Clear or solid polystyrene, which is known as "oriented polystyrene."
- f) "Prepared food" means any food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared on the premises where the food or beverages are to be served. For the purposes of this bylaw, prepared

food does not include raw, butchered meats, fish and/or poultry sold from a butcher case or similar retail appliance.

- g) "Retail Sales Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, restaurants, pharmacies, food or ice cream truck, convenience, grocery stores, supermarket, liquor stores, seasonal and temporary businesses.
- h) "Single-use plastic straw"
 - i) In general – The term "single-use plastic straw" means a single-use, disposable tube made of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, used to transfer a beverage from a container to the mouth of the person drinking the beverage.
 - ii) Exception – The term "single-use plastic straw" shall not include straws made from non-plastic materials, including, but not limited to metal, glass, paper, pasta, sugar cane, wood, or bamboo;
- i) "Single-use plastic stirrer" – The term "single-use plastic stirrer" means a device that is used to mix beverages and designed as a single-use product made of plastic.
- j) "Single Use" means food and beverage serviceware, that is not reusable, as defined above, and are designed to be used once and then discarded, and not designed for repeated use and sanitizing.
- k) "Single-use plastic splash guard" means a device that fits into the sip-hole of a beverage container lid to prevent a beverage from splashing and is designed as a single-use product made of plastic.
- l) "Single-use plastic water bottle" means any single serving container, whether sold individually or in bulk, containing non-carbonated, unflavored drinking water with a volume of one liter or less, that is made in whole or in part of plastic material, excluding the cap.
- m) "Styrofoam" is a Dow Chemical Co. trademarked form of extruded polystyrene and is commonly used to refer to foam polystyrene. These are generally used to make insulated cups, bowls, trays, clamshell containers, meat trays, foam packing materials and egg cartons. The products are sometimes identified by a #6 resin code.

3.13.2 Regulated Conduct.

3.13.2.1 Polystyrene/Styrofoam Containers.

- a. Food establishments are prohibited from dispensing prepared food or beverages to any person in single use food containers made from foam polystyrene.
- b. Retail establishments are prohibited from selling or distributing single use food containers made from foam polystyrene to customers.

3.13.2.2 Single Use Plastic Straws. A food or beverage vendor shall not provide a single-use plastic straw to a customer, unless that customer verbally or electronically requests a plastic straw.

3.13.2.3 Single-Use Plastic Stirrers. A food or beverage vendor shall not provide a single-use plastic stirrer to a customer.

3.13.2.4 Single-Use Plastic Splash Guards. A food or beverage vendor shall not provide a single-use plastic splash guard to a customer.

3.13.2.5 Single-Use Plastic Water Bottles. No retail establishment shall sell or otherwise provide to a consumer plastic water bottles containing 1 liter or less of non-carbonated, non-flavored water, except as may be required for safety, health, or emergency situations.

3.13.3 Effective Date.

Section 3.13.2.5 (Single-Use Plastic Water Bottles) shall take effect on January 1, 2026. All other provisions of this Section 3.13 shall take effect on January 1, 2025.

3.13.4 Regulations.

The Needham Public Health Department may adopt and amend rules and regulations to effectuate the purposes of this by-law.

3.13.5 Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by the Attorney General or a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

2. Amending Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, in appropriate numerical order, to read as follows:

3.13	Polystyrene Packaging Material, Single-Use Plastic Straws, Single-Use Plastic Stirrers, Plastic Splash Guards, and Water Bottles	\$100 - 1st Offense \$200 – 2nd Offense \$300 – each subsequent	Per Day	Director of Health and Human Services or Designee
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or take any other action relative thereto.

Additional Information:

The purpose of this bylaw is to reduce the overall environmental impact of the Town of Needham, its residents, and its businesses. Single-use plastic has a significant impact on the environment through its carbon footprint, waste management, pollution, and more. Many single-use plastic items are unnecessary because we have reusable alternatives. The best way to solve the plastic pollution crisis is to reduce the amount of plastic we produce. By banning these items, we can lower demand for plastic, limit plastic pollution, and help create a culture of reuse. The provisions of this bylaw will reduce the amount of single use plastic used throughout the Town.



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

MEETING DATE: 3/26/2024

Agenda Item	Citizens' Petition: Rescind Debt Authorization
Presenter(s)	Joe Abruzese, Petitioner

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Joe Abruzese will provide the Select Board with the basis for his citizens' petition.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Citizens' Petition b. 2024 Annual Town Meeting Warrant Draft provided under separate cover	

RECEIVED TOWN CLERK
NEEDHAM, MA 02492
2024 JAN 17 PM 1:21

**Town of Needham
Citizens' Petition for Warrant Article**

Town Meeting for Which Petition is requested: May 2024 Annual Town Meeting

Primary Sponsor:

Name Joe Abruzese

Address 30 Bridle Trail Road, Needham

I certify that I am a registered voter in the Town of Needham.

Signature 

In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

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Text of Citizens' Petition (Continue on other side or attach sheets as necessary)

ARTICLE __: RECIND DEBT AUTHORIZATION

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior town meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Appropriate for Property Acquisition (Casile Farm Property owned by the Foster Estate)	October 2022 Fall Special Town Meeting	11	\$2,500,000	\$2,500,000

or take any other action relative thereto.

Article Information: In Article 11 of the October 2022 Special Town Meeting, Town Meeting voted to authorize the Town to appropriate, via borrowing, the amount of \$2,500,000 for the purpose of purchasing three specific parcels of land on Charles River Road, informally known as "Castle Farm", by way of a partnership with Northland Residential.

The envisioned partnership with Northland Residential for purchasing the land did not materialize. On December 28, 2023, the subject property was sold to a competing buyer.

Given that the debt authorization can no longer be used for the stated purpose, this 2024 warrant article asks that the debt authorization be rescinded, thereby making this amount of borrowing available for other needs or initiatives in the Town. If the debt authorization is not rescinded, the \$2,500,000 will continue to be counted toward the Town's debt service limit and will reduce the capacity of the Town to borrow for other projects such as schools, town building renovations, infrastructure work, quiet zones, or future land acquisitions.

Town of Needham
Citizens' Petition for Warrant Article

Signatures to be made in
person with the name
substantially as registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 2024
If different (street & number if
any)

	30 Bridle Trail Road	same
Margaret Abunese	30 Bridle Trail Rd	
Wm Abunese	30 Bridle Trail Rd	
James J. Galt	100 Whitman Rd	
Ernie Cullen	"	
David E. Evers	"	
David S. S. S.	176 Whitman Rd	
Abby Alford	70 Whitman Rd	
Thad Ayler	156 Whitman Road	
Lee Ayler	70 Whitman Rd	Same
Lawrence Martin	250 Edgewater Dr.	Same
	250 EDGEWATER DR.	

Registrars of Voters check this against the name of
each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter.
because of form or signature or address or illegible
T - signed too many petitions

CERTIFICATION OF SIGNATURES

We certify that the (12) - 12-1-16 above
Signatures checked thus are names of qualified voters of this town.

Needham

Town




Registrars of Voters
Board of Registrars



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

MEETING DATE: 3/26/2024

Agenda Item	Citizens' Petition: Authorization to Expend Funds for Consultant for MBTA Communities Zoning
Presenter(s)	Gary Ajamian, Petitioner

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Gary Ajamian will provide the Select Board with the basis for his citizens' petition.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Citizens' Petition b. 2024 Annual Town Meeting Warrant Draft provided under separate cover	

Town of Needham
Citizens' Petition for Warrant Article

RECEIVED TOWN CLERK
NEEDHAM, MA 02492

2024 FEB -5 AM 11:58

Town Meeting for Which Petition is requested:

MAY 2024

Primary Sponsor:

Name

GARY H. AJAMIAN

Address

47 MEETINGHOUSE CIRCLE

I certify that I am a registered voter in the Town of Needham.

Signature

Gary H. Ajamian

In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Select Board shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

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Text of Citizens' Petition (Continue on other side or attach sheets as necessary)

(Petition Attached)

CITIZENS' PETITION

**In accordance with General By-Laws and Charter Acts of 1971
Town of Needham (July 2022 Compilation)**

Re: "Section 1.8 APPROPRIATIONS – INFORMATION RELATIVE TO BALLOT [AND VOTING] QUESTIONS"

This petition, in accordance with Section 1.8 of Needham's General By-Laws, now comes before the Town Meeting for the express "purpose of providing the [Town Meeting] voters of the town with factual information relative to measures to be voted upon at elections in the town." In this instance, the "measures to be voted upon" are related to current zoning proposals associated with the MBTA Communities Act.

This petition now seeks the appropriation and authorization in an amount not to exceed \$150,000 to prepare an analysis of Infrastructure, Public Safety, and Environmental Impacts associated with said MBTA Communities Act.

This appropriation shall be directed toward the hiring of a technical consultant with the expertise to perform an independent evaluation of the potential infrastructure, public safety, and environmental impacts caused by the changes in zoning that are currently proposed and recommended by the HONE Committee.

Scope of said evaluation would include a) data collection and from relevant town departments, b) integrated analysis of the data with current zoning proposals, c) evaluation of the Town's current capital infrastructure program and how it would be affected by HONE's current proposals, d) identify areas of convergence, divergence, and potential cost impacts within these various capital programs, e) identify potential 'red flags' regarding public safety and environmental impacts, and f) create a report of findings that would include visual imagery, such as 3-dimensional rendering of the proposed zoning plan(s) that would enable the lay public to better understand the current HONE proposal(s).

Said evaluation would take the form of a written report and would be produced and available for viewing by Town Meeting Members and the general citizenry at least thirty (30) days before any voting by any Town Meeting Members.

This report will address "factual information" and impacts to public safety; schools (student enrollment and capital projects); water, sewer, and drainage systems; traffic circulation; capital road projects; and to the extent possible, property valuations and potential property tax impacts.

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person
with the name substantially as
registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 20__
If different (Street & number, if any)

✓ Anthony P. Sisto
✓ Helma Sisto
✓ Linda Barry
✓ Robert Barry
✓ Stephen F. Small
✓ Dennis A. Longo
✓ John Howard
✓ Albert L. Brown
✓ Michael L. Beaul
✓ Edward C. English
✓ Deborah Sowell
✓ Brian H. Small
✓ Christopher Sowell
✓ Gale Sowell
✓ Anne S. Small
✓ Jeff L. Jordan
✓ Alan Weinberg
✓ Pamela C. Cordon
✓ Susan V. Cordon
✓ Mary R. Chyack
✓ F. Timothy Hagan
✓ Phil W. Cox
✓ [Signature]
✓ [Signature]
✓ [Signature]

55 Meetinghouse Circle
55 Meetinghouse Circle
87 Meetinghouse Cir.
87 Meetinghouse Cir
1554 Central Ave
43 Starr Ridge Rd.
1106 Webster St
1106 WEBSTER ST
594 Webster St-I
40 Fairfield St.
12 Morley St
12 Morley St
104 Washington Ave
104 WASHINGTON AVE
469 WEBSTER STREET
469 Webster Street
398 CENTRAL AVE.
398 Central Avenue
287 High Rock St
15 Tamarack Lane
55 Blacksmith Dr.
55 BLACKSMITH DR
865 Central Ave Unit G402
241 NEHCIDEN ST
120 Reservoir St
30 Bndle Trail Road

Registrars of Voters check this _____ against the name of
each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter.
because of form or signature or address or illegible
T - signed too many petitions

CERTIFICATION OF SIGNATURES

We certify that the 26 (Twenty-Six) above
Signatures checked thus _____ are names of qualified voters of this town.

Needham

Town

[Signature]
Katherine P. Jacques
[Signature]
Charles R. Eaton
Registrars of Voters
Board of Registrars

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person
with the name substantially as
registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 20__
If different (Street & number, if any)

✓ Anne Chisholm Fox	238 Edgewater Dr.	
✓ Richard J. Munn	35 Douglas Rd	
✓ Martha - Susan Fitzgerald	18 Kenney St.	
✓ May Eileen Moore	275 Charles River St	
✓ Brian J. Goss	275 Charles River Street	
✓ Margaret Abruzzese	30 Bridge Trail Rd	
✓ Michele Fasano	346 Nehoiden St	
✓ Kenneth S. Buckley	221 Warren St.	

Registrars of Voters check this against the name of
each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter.
because of form or signature or address or illegible
T - signed too many petitions

CERTIFICATION OF SIGNATURES

We certify that the 8 (Eight) above
Signatures checked thus are names of qualified voters of this town.

Needham

Town

Don M. Caspene
Katherine P. Jacques
Madison K. Eaton
Registrars of Voters
Board of Registrars



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

MEETING DATE: 3/26/2024

Agenda Item	Introduce Ellyse Glushkov, Treasurer/Collector
Presenter(s)	Cecilia Simchak, Assistant Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Director of Finance will introduce Ellyse Glushkov, newly appointed Treasurer/Collector Director.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Resume for Ellyse Glushkov	

Ellyse Glushkov

EDUCATION

University of Massachusetts Amherst

Isenberg School of Management

Master of Science in Accounting (MSA) – 45 Credits; GPA 3.94; CPA candidate

February 2023

Relevant coursework: Advanced Audit, Advanced Topics Financial Reporting, Assurance Services, Business Law, Corporate Finance, Data Analysis and Visualization, Ethics and Professional Responsibility, Financial Management of Nonprofit and Not-for-Profit Organizations, Financial Statement Analysis and Valuation, Strategic Cost Management, Statistics

Stockbridge School of Agriculture

Dual Bachelor of Science Degrees – 150 Credits; GPA 3.35

February 2020

Major in Plant and Soil Science focus in Applied Biology and Biotechnology, Minor in Plant Pathology (BS)

Major in Horticultural Science (BS)

EXPERIENCE

Town and County of Nantucket

Nantucket, MA

Tax Collector – Head of Tax Department

May 2022 – Present

- Work alongside the Director of Municipal Finance, Treasurer, Assessor, Accountant, auditors and other department heads to communicate issues, solve problems and provide necessary information
- Generate, analyze and present financial reports to identify trends and address discrepancies
- Maintain and organize records, permanent files, warrants, affidavits, and tax taking documents
- Refer to Massachusetts General Law to guide decisions and ensure proper procedures are followed
- Attend conferences and review literature to remain current on legal obligations and expectations
- Verify and sign legally binding documents; Instrument of Taking, Releases, Municipal Lien Certificates
- Collect, document and process over 100 million dollars annually in taxes and fees
- Utilize internal software (Munis) and Excel daily; solve software issues utilizing IT and external support
- Generate files for over 150,000 bills including real estate, personal property, motor vehicle excise and boat excise tax, and general bills such as commercial landfill user fee and contract obligations
- Supervise and manage employees between two departments; lead hiring and training process as needed
- Manage payroll operations for tax department including PTO and respecting union/labor agreements
- Improve and modernize office processes, software, and tools for both departments
- Manage office operations and needs including AP
- Meet regularly with employees to request and give feedback on projects, daily events and future changes
- Create a positive work environment for employees and community members

Erica Lynne Bookkeeping

Nantucket, MA

Bookkeeper

January 2020 – May 2022

- Construct files and manage detailed financial information for over 40 businesses in various fields, accounts receivable, accounts payable and billing/invoicing
- Process payroll for over 40 businesses and various entities and file tax returns
- Log into banking systems and perform necessary transfers and utilize for record keeping
- Verify and process employee/subcontractor paperwork to ensure proper taxation (W-4, M-4, I-9, W-9 etc.)
- Collect payroll information from owners or managers in order to process payroll weekly or bi-weekly
- Gather and submit audit evidence on behalf of client for insurance audits and state and federal level audits
- Generate and analyze custom financial reports and spreadsheets in order to advise
- Meet with clients to review account balances, improvements to budgets and overall business health
- Register businesses with state and federal government; report, file and process taxes for each entity
- Review GL and create general journal entries and adjusting journal entries as needed
- Complete duties remotely and utilize remote desktop for multiple businesses at various sites

SKILLS

Computer: Microsoft Office Suite (advanced), Advanced MS Excel with Lookup, Data Analysis and Logic Functions, Tableau (intermediate), SQL (intermediate), Python (beginner), R (beginner), QuickBooks Desktop and Online, Munis (Software), WasteWorks (Software), Right Networks, Vision Database, UniPay, other ERP software, Windows OS and Mac iOS



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

MEETING DATE: 3/26/2024

Agenda Item	Police Department Annual Report
Presenter(s)	John Schlittler, Chief of Police Kelsey Cournoyer, Crime Analyst

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Chief Schlittler will provide the Board with a summary of the 2023 Annual Report of the Police Department. The Chief will be joined by Kelsey Cournoyer, NPD Crime Analyst, who compiled the report.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>N/A – Discussion Only.</i>
3.	BACK UP INFORMATION ATTACHED
	a. 2023 NPD Annual Report b. Update to 2021 Law Enforcement Recommendations

2023 Year End Review



TABLE OF CONTENTS

- o Chief's Letter
- o Needham PD at a Glance
- o About This Report
- o 2023 Year End Crime Statistics
- o 2023 Special Studies
- o 2023 Race / Gender Interactions
- o 2023 Police Activity Summary
- o Updates from Divisions and Specialty Units

Chief's Letter

The Needham Police Department has continued to adapt to the changing environment in order to continue serving the needs of all our community members. During this very difficult time in our profession, we have never lost sight of our mission which is to serve all residents and individuals who work or travel through our community. We will continue to develop and grow our community outreach and foster positive relationships.

As our officer's roles expand, we understand and embrace the complex and changing duties that our officers are faced with daily. We no longer just enforce the law. We wear many hats that require a great deal of training, compassion and understanding. Needham police officers perform at a high level in a multitude of different and difficult situations, while providing a high level of police services to our community.

Publishing an annual report allows us to communicate the department mission, operational structure, training, and department statistics while listening to community concerns. This will allow us to work toward a greater mutual understanding and reinforce our commitment to partnership between the Needham Police Department and the Community we serve.

The Needham Police Department is participating in the Massachusetts Police Accreditation Program a self-initiated process by which police agencies voluntarily strive to meet and maintain standards that have been established by the Massachusetts Police Accreditation Program. That being said, accreditation means that:

- The agency is committed to meeting professional standards.
- The agency is willing to be assessed on a regularly scheduled basis by Commission-appointed assessors to confirm compliance with professional standards; and
- The agency agrees to correct any deficiencies discovered during the assessment process to establish or re-establish compliance with program standards.

Sincerely,

John J. Schlittler
Chief of Police

NEEDHAM POLICE DEPARTMENT AT A GLANCE

In 2023 there were 47 sworn officers in the town of Needham and as of this writing there are 49. The department is budgeted for a total of 53 sworn officers. This number includes the Chief, Deputy Chief, 3 Lieutenants, 7 Sergeants, 2 School Resource Officers, 2 Traffic Officers, 3 Detectives, 1 Court Officer, 1 Administrative Officer, 1 Community Safety Officer and 25 patrol officers.

There are 11 civilian employees at the Police Department including 5 police dispatchers. Below is a breakdown of police personnel and the organizational structure of the department:

John Schlittler, Chief of Police

Paula Sheerin, Police Administrative Specialist

Community Services / Professional Development Division

This Division is responsible for Records, Training, Evidence Management, Firearms Licensing, Crisis Intervention, Community Outreach, Crime Analysis, Fleet Management, and the Budget.

Christopher Baker, Deputy Chief	Aleah Donahue, Admin Specialist/ Records
Richard Forbes, Administrative Sergeant	Kelsey Cournoyer, Crime Analyst
William D. Slowe, Administrative Patrol Officer	Emily Turnbull, Riverside Clinician
	Ken Kurkjian, Fleet Maintenance

Investigative Services / Professional Standards Division

This Division is responsible for Investigations, Internal Affairs, Court Services, School Resource Officer Unit, Drug and Alcohol Testing, Warrant Management, Regional Intelligence and Metro-LEC.

Matthew Forbes, Lieutenant	Edward Timmerman, Detective
Joe O'Brien Jr, Detective Sergeant	Francis Desimone, Court Officer
Michael Schlittler, Detective	Nicole McMahon, School Resource Officer
RJ Poirier, Detective	Joe Brienze, School Resource Officer

Traffic and Community Safety Division

This Division is responsible for Traffic Enforcement, School Safety, Parking Enforcement, Grant Management, Domestic Violence Action Committee, Hiring Process, and Human Rights Committee.

Belinda Carroll, Lieutenant	Steven Kelly, Traffic Officer
Kelley Scolponeti, Community Safety Officer	Edward Bayiates, Motorcycle Officer

Patrol Operations / Emergency Management Division

This Division is responsible for Patrol Operations, Dispatch Operations, Animal Control, Special Event Management, Mountain Bike Operations, Emergency Management, Honor Guard, and Major Road Projects.

John McGrath, Lieutenant	James Wise, Patrol Officer
Karl Johnson, Patrol Sergeant	Brian Soll, Patrol Officer
Timothy Dooher, Patrol Sergeant	Patrick Keleher, Patrol Officer
Richard Evans, Patrol Sergeant	Scott Lennon, Patrol Officer
Michael Lamb, Patrol Sergeant	Sarah Timmerman, Patrol Officer
Brian Gallerani, Patrol Sergeant	Justin Young, Patrol Officer
Matthew Palmer, Patrol Officer	Austin Broderick, Patrol Officer
Catherine McCullough, Patrol Officer	Andrew Tamkin, Patrol Officer
William Kelleher, Patrol Officer	Jose Palomino, Patrol Officer
Leo Schlittler, Patrol Officer	Daniel Connor, Patrol Officer
Julia Rutledge, Patrol Officer	Georgios Emmanouilidis, Patrol Officer
Matthew MacDonald, Patrol Officer	Victoria Denneno, Patrol Officer
Robert Peck, Patrol Officer	David Parsons, Animal Control Officer
Vincent Turco, Patrol Officer	Stephen Ryan, Police Dispatcher
Anthony Frongillo, Patrol Officer	Christopher Bender, Police Dispatcher
Roger Noll, Patrol Officer	Melanie Rutledge, Police Dispatcher
Jason Hasenfus, Patrol Officer	Michael Wilson, Police Dispatcher
Matthew Biellik, Patrol Officer	Lillian Sears, Police Dispatcher
Matthew Doukas, Patrol Officer	

ABOUT THIS REPORT

This annual report is produced by the Needham Police Department to provide citizens with a snapshot of services and activities conducted by the department this year. This report contains valuable information about crimes committed in Needham as well as information related to those crimes such as race, gender, and town residency status. This report also has updates from our specialty units and officers regarding their activities over the past year.

The 2023 Annual Report provides a comprehensive analysis of crimes that occurred within the town of Needham and were reported to the Federal Bureau of Investigation (FBI) via the Uniform Crime Reporting (UCR) Program. This national program has been collecting and organizing crime data since 1930 and is used by researchers, media, and the public to better understand criminal activity. The UCR collects general crimes statistics through the National Incident-Based Reporting System (NIBRS). This voluntary system uses coding that is uniform throughout the country so that data can be compiled and analyzed. It separates criminal offenses into two types: Group A and Group B. Group A includes 46 offenses in 22 different categories. These offenses have been selected based on specific criteria and are determined to be relevant to law enforcement data collection. Group B offenses encompass all other crimes. The offenses and categories can be found in Appendix A.

In addition to looking at NIBRS data, this report also analyzes in-house data regarding incidents, arrests, motor vehicle accidents, traffic stops and calls for service. In many of these categories, we breakdown the data by race. The options listed for race vary slightly depending on the source. Our race data relating to motor vehicle stops is drawn from the Massachusetts Racial Profiling Reporting and includes Asian or Pacific Islander, Black, Hispanic, American Indian/ Alaskan Native, Middle Eastern/ East Indian (South Asian) and White. Race data relating to arrests, handcuffing, use of force and any other categories is taken from choices provided by the United States Census. The race options from the US Census include Asian, Black, American Indian/ Alaskan Native, Native Hawaiian or Other Pacific Islander, Unknown and White. The US Census considers Hispanic to be an ethnicity. For the purposes of this report, we take individuals, who identify their race as White with a Hispanic ethnicity, to be Hispanic. Individuals who report their race as Black with a Hispanic ethnicity, are reported as Black in this report.

It is important to note that all this information is considered the best data at the time of writing this report, and that slight discrepancies or changes in the numbers may occur due to a variety of factors. For example, if an investigation is ongoing there is the potential for existing offenses to be changed based on updated information.

Year End Crime Review

	Group A	Group B
2019	509	548
2020	1318* (598)	401
2021	554	295
2022	668	318
2023	787	441

*In 2020, there were 720 unemployment fraud claims, without those offenses there were 598 Group A offenses

In 2023, the Town of Needham had 787 Group A offenses. This is 119 more or a 17.8% increase from 2022. There were no homicides, prostitution, or non-forcible sex offenses reported in 2023.

In 2023, Needham had 441 Group B offenses. This is up 38.7% from 2022.

Group A Offense Specifics

Offense	2019	2020	2021	2022	2023
100 Kidnapping	0	0	0	1	2
11A Forcible Rape	4	5	1	3	5
11B Forcible Sodomy (Open and Gross)	0	0	0	6	2
11D Forcible Fondling (Indecent A&B)	17	3	4	7	15
120 Robbery (Unarmed)	0	2	2	2	2
13A Aggravated Assault	8	14	16	18	21
13B Simple Assault	49	42	39	59	55
13C Intimidation	18	13	15	18	16
200 Arson	1	0	3	0	1
210 Extortion/ Blackmail	1	0	3	9	15
220 Burglary/ B&E	25	14	23	23	25
23A Pick Pocketing	0	0	3	3	7
23B Purse-Snatching	5	1	2	3	9
23C Shoplifting	5	3	2	12	16
23D Theft from A Building	24	20	23	17	21
23F Theft from A MV	35	27	6	13	50
23G Theft of MV Parts	1	0	4	19	4
23H All Other Larceny	74	79	75	101	136
240 MV Theft	2	8	5	7	16
250 Counterfeiting/ Forgery	33	28	14	67	39
26A False Pretenses/ Swindling	67	70	91	104	86
26B Credit Card/ ATM Fraud	3	6	12	5	23
26C Impersonation	62	191	42	65	91
26D Welfare Fraud	0	720	65	11	42
26E Wire Fraud	0	0	1	0	4
26F Identity Theft	0	0	3	1	7
270 Embezzlement	3	0	0	0	1

280 Stolen Property Offenses	3	1	5	11	1
290 Destruction/ Damage/ Vandalism	32	54	65	60	50
35A Drug/ Narcotic Violations	33	10	23	11	14
35B Drug Equipment Violation	0	1	0	0	0
36B Statutory Rape	0	1	1	0	2
370 Pornography/ Obscene Material	0	3	3	6	3
520 Weapons Law Violation	3	2	3	4	6

Assault Offenses (13A, 13B, 13C)

There were 92 total assault offenses committed in 64 cases in 2023. This is 3 less offenses than in 2022, where there were 95 total assault offenses committed. The total number of incidents involving assault offenses decreased from 82 in 2022 to 64 in 2023.

There were 21 aggravated assaults offenses in 19 cases in 2023. Of these 19 cases, 6 resulted in arrest, 10 resulted in summons to court, 1 resulted in an arrest warrant and 2 had a report taken with no further action required. The cases in which there was no further action were either forwarded to another agency or there was not enough information to pursue charges.

There were 55 simple assault offenses in 40 incidents cases. In 12 of the incidents the suspect was arrested, in 13 incidents the suspect was summoned to court and in 12 incidents a report was taken but no further action was required. 2 cases resulted in arrest warrants and 1 remains under investigation.

There were 16 intimidation charges in 15 incidents in 2023. 3 of the remaining incidents resulted in the suspect being arrested, 7 resulted in the suspect being summoned, 2 resulted in arrest warrants and 3 incidents had a report taken with no further action.

Case Outcome	Count
Arrest	15
Summons	25
Under Investigation	1
Report Taken	19
Warrant Requested	4
Total	64

Forcible Sex Offenses (11A, 11B, 11C, 11D)

In 2023, the Needham Police Department took 14 separate reports related to forcible sex offenses with 20 total charges. This category includes forcible rape (11A), forcible sodomy (which includes open and gross lewdness) (11B), sexual assault with an object (11C) and forcible fondling (11D).

5 of these charges were 11A forcible rape. 15 of these charges were 11D forcible fondling (Indecent Assault and Battery). There were 2 charges of 11B forcible sodomy, both of which were for the charge of open and gross lewdness.

Robbery (120)

There was 1 incident of robbery in Needham in 2023. In this case the offenses included 2 charges of armed robbery. The suspect was arrested following an investigation and the issuance of an arrest warrant.

Extortion/ Blackmail (210)

There were 13 incidents that involved extortion or blackmail in 2023. In one incident, there were 3 charges of extortion. In all 13 cases, a report was taken, and the parties were advised.

Burglary/ Breaking & Entering (220)

There were 22 incidents of burglary/breaking and entering in 2023. One of these incidents included 4 charges of breaking and entering. Of the 22 incidents, 1 resulted in an arrest, 6 resulted in a summons, 9 had a report taken and required no further action and 6 remain under investigation.

Case Outcome	Count
Arrest	1
Summons	6
Report Taken	9
Under Investigation	6
Total	22

Counterfeiting/ Forgery (250)

There were 39 charges counterfeiting/ forgery in 30 incidents in 2023. Many of these are related to mailbox fishing, which has been an ongoing issue in Needham and surrounding communities.

Case Outcome	Count
Arrest	0
Warrant Requested	1
Summons	3
Report Taken	22
Under Investigation	4
Total	30

Stolen Property Offenses (280)

There was 1 charge relating to stolen property offenses in 1 case in 2023.

Larceny/ Theft Offenses (23A-23H)

There were 243 larceny offenses in 210 cases in 2023.

Case Outcome	Count
Arrest	1
Summons	16
Arrest Warrant	1
Closed	185
Under Investigation	6
Unfounded	1
Total	210

Fraud Offenses (26A-26E)

There were 253 fraud offenses in 224 cases in 2023.

Case Outcome	Count
Arrest	0
Summons	18
Closed	197
Under Investigation	7
Warrant Requested	1
Unfounded	1
Total	213

Destruction/ Damage/ Vandalism to Property (290)

There were 50 vandalism/ destruction of property related offenses in 50 cases in 2023.

Case Outcome	Count
Arrest	3
Summons	11
Closed	36
Under Investigation	0
Warrant Requested	0
Total	50

Drug/ Narcotic Violations (35A)

There were 14 drug offenses in 11 cases in 2023. The case that was closed with no other action had no suspects or leads.

Case Outcome	Count
Arrest	5
Summons	6
Closed	1
Total	11

Pornographic/ Obscene Material (370)

There were 3 incidents with charges involving the possession of pornographic/ obscene material in 2023.

Case Outcome	Count
Closed	2
Under Investigation	1
Total	3

Weapons Law Violations (520)

There were 3 cases involving weapons law violations in 2023. Two cases were arrests and one resulted in a summons to court. One of the arrests had 4 total weapons law violations.

Group B Offense Specifics

Offense	2019	2020	2021	2022	2023
90A Bad Checks	2	0	0	0	0
90C Disorderly Conduct	10	2	6	5	5
90D DUI	35	18	13	20	18
90E Drunkenness	18	3	0	2	0
90F Family Offense (nonviolent)	0	1	0	0	0
90G Liquor Law Violation	18	10	13	11	8
90J Trespass of Real Prop	3	7	2	3	6
90Z All Other	84	65	44	67	87
99 Town Traffic Bylaw	378	295	212	210	325
Totals	548	401	295	318	449

*Codes 90A and 90E were converted to 90Z starting in 2022.

90C- Disorderly Conduct

There were 5 disorderly conduct offenses in 2023. 1 was for annoying/accosting another person, 2 were for disorderly conduct and 1 was for indecent exposure and 1 was for wanton and lascivious conduct.

90D- DUI

There were 18 DUI Offenses in 2023. 4 were for OUI Drugs and 14 were for OUI Liquor. 17 of these cases were arrests and 1 resulted in a summons to court.

90G- Liquor Law Violation

There were 8 liquor law violation incidents in 2023. There were 5 violations for open container in a motor vehicle, and 3 violations for selling/delivering to person under 21 .

90J-Trespass of Real Property

There were 6 trespassing of real property offenses in 2023.

90Z-All Other

The 90Z category captures virtually all offenses that do not fall into the other IBR codes. There were 87 total 90Z offenses in 2023. This includes 11 arrest warrants, 35 abuse prevention order/harassment prevention order violations and 7 criminal harassment offenses. Other types of offenses that fall into this category include unlicensed home improvement contractor, conspiracy, unauthorized use of a computer system, use of another company's dumpster and evidence tampering. Many of them are utilized in conjunction with other offenses when an incident occurs.

SPECIAL STUDIES

The Needham Police Department has implemented 4 areas in an attempt to capture more detailed data based on current issues and citizen concerns. These areas are mental health, drug overdoses, handcuffing and domestic violence. To get this data, officers are required to provide information on each of these topics when they complete their report. If the incident or arrest involves any of the special studies, they are required to answer the questions related to that topic. The questions and data gathered from these special studies are detailed below.

Mental Health

In 2023 there were 184 calls that were deemed mental health related. For this data we are considering a “mental health related call” an incident in which mental health is playing a role. There was an average of 15 mental health related calls per month. The highest number was 22 in March and the lowest number was 9 in August. There were 164 total mental health related calls in 2022, meaning that there was a 12% increase in mental health related calls this year.

While the nature of mental health calls can vary greatly, sometimes they get resolved by an individual being transported to the hospital for treatment. This transport can be at the patient’s request or agreement (voluntary) or under Section 12 (involuntary). In some instances, the subject of a mental health call is taken directly to court. Someone may also be taken to the hospital based on medical issues that are also present at the time of the call. More information about these transports in Needham in 2023 can be found in the charts below.

Mental Health Transport Data

Transport Type	Count	Percent of Total
Section 12 (Initiated by Police)	57	31%
Section 12 (Initiated by a Doctor/ Therapist)	22	12%
Voluntary	38	21%
Court Order	1	<1%
No Transport	51	28%
Medical	15	8%

Transport Type Comparison	2021	2022	2023
Section 12 (Initiated by Police)	52	65	57
Section 12 (Initiated by a Doctor/ Therapist)	29	13	22
Voluntary	37	28	38
Court Order	1	3	1
No Transport	88	51	51
Transport for Medical Reason	**	4	15

** We did not track “medical” as a transport type until 2022

Drug Overdoses

In 2023 there were 24 suspected overdoses in Needham. 8 of these were opiate drug overdoses and 16 of them were overdoses from another substance. This is an increase in overdoses from 2022, which had 9 total overdoses, 3 opiate and 6 non-opiate.

Overdoses Totals

Year	Total Suspected Overdoses
2020	12
2021	17
2022	9
2023	24

Of the 24 overdoses in 2023, 4 of them had Narcan administered by either police (2 times) or fire (2 times) personnel. 20 overdoses did not require the use of Narcan. There were 3 overdoses that led to death.

Handcuffing

Handcuffing is an inevitable and necessary part of policing. The Needham Police Department has started to document handcuffing and the reasons as to why it was utilized in any particular interaction. In 2023, there were 88 times that handcuffing was used. This number is one less than last year, which had 89 instances. 62 out of the 88 (70.4%) of those instances in 2023 were arrests. There were 2 arrests in which handcuffs were not used. One was for medical reasons and the other was because another agency apprehended and transported the arrestee.

The department tracks the reason that handcuffs were used in each instance. Officers are able to utilize handcuffing to affect an arrest, for officer safety, for the subject's own safety and for mental health related reasons. Of the 88 handcuffing instances, the reasons were listed as follows:

Handcuffing Reason	Count
Arrest	62
Warrant of Apprehension	13
Mental Health Issue	5
Officer Safety	3
Protective Custody	4
Other	1
Total	88

Subject Race	# Of Encounters in which handcuffing was used
Black	17
Hispanic	13
White	56
Asian	1
Indian	1
Total	88

Domestics

In 2023 there were 89 Domestic Disturbance/ Domestic Violence related calls in Needham. This is a 17% increase from domestic violence calls in 2022 which had 76 DV calls.

53 out of 89 (59.5%) of these calls were verbal only in nature and did not escalate into any form of physical violence. 23 (25.8%) calls had the offense of assault and battery attached to them, and 12 (13.5%) of the domestic related calls reported threats/ intimidation and 1 (1.2%) reported strangulation.

71 of the domestic related calls reported this year had no injuries, 16 had minor injuries and 2 had moderate injuries associated with the incident.

In 44 of the 89 incidents, there was no current restraining order/ protection order in place and the victim declined obtaining an emergency protection order at the time of the incident. In 9 instances, the victim did elect to get an emergency order in place. In 5 cases, there was already an active restraining order or abuse prevention order in place at the time of the incident. In 1 case, there was a previous order that had expired.

In 27 of the 89 calls, there were children either present or involved in the incident and DCF was notified.

Use of Force

The Use of Force incidents that Needham Police are involved in are a result of an individual's level of unlawful compliance/resistance and not an officer looking to harm the public. We are obligated morally, by law and by policy, to use only that level of force that is reasonable and necessary to affect an arrest, to ensure public safety or protect ourselves or others from harm.

In 2023 there were 7 times in which force was used during a call for service. In some calls, multiple types of force were necessary to resolve the situation and maintain the safety for all present.

Type of Force	Total Times Utilized
Hands on Control	8
Taser (Displayed)	3
Taser (Spark Display)	0
Taser (Drive Stun)	0
Firearm Unholstered	1
Less Lethal (Ready)	0

Subject Race	# Of Encounters in which force was used
Black	1
Hispanic	1
White	4
Asian	0
Unknown	1
Total	7

2023 RACE AND GENDER INTERACTIONS

The Massachusetts Racial Profiling Reporting includes the following options when identifying a person by race: Asian or Pacific Islander, Black, Hispanic, American Indian/ Alaskan Native, Middle Eastern/ East Indian (South Asian), and White. For clarity, some of these category titles have been shortened in the tables below but are representative of all individuals within that category.

Motor Vehicle Stop by Race and Gender

Race	Gender			
	Male	Female	Unknown	X
Black	238	142	0	0
Hispanic	252	149	1	0
Asian	153	162	0	0
Middle Eastern	103	40	1	0
American Indian	23	12	0	0
White	1903	1717	0	4
Total	2672	2222	2	4

Motor Vehicle Stops by Race and Resident Status (City/Town)

Race			Resident		Non-Resident	
	Number	% Of Total	Number	% Of Total	Number	% Of Total
Black	380	7.8%	17	.35	363	7.4
Hispanic	402	8.2%	12	.2	390	8
Asian	315	6.4%	56	1.1	259	5.3
Middle Eastern	144	2.9%	17	.35	127	2.5
American Indian	35	.7%	7	.1	28	.6
White	3624	74%	624	12.7	3000	61.2
Total	4900	100%	733	15%	4167	85%

Motor Vehicle Stops Disposition by Race

Race	Arrest		Civil Fine		No Enforcement		Criminal Application		Verbal Warning		Written Warning		Total
Black	2	.04%	22	.45%	7	.1%	7	.14%	241	4.9%	101	2.1%	380
Hispanic	0	0%	26	.53%	6	.1%	27	.6%	236	4.8%	105	2.1%	402
Asian	1	.02%	25	.51%	4	.08%	4	.08%	177	3.6%	104	2.1%	315
Middle Eastern	0	0%	9	.2%	1	.02%	3	.06%	86	1.7%	45	.9%	144
American Indian	2	.04%	3	.06%	0	0%	0	0%	30	.6%	2	.04%	35
White	14	.3%	207	4.2%	27	.6%	50	1%	2250	46%	1076	22%	3624
Total	19	.4%	292	6%	45	0.9%	91	1.9%	3020	61.6%	1433	29.2%	4900

Arrest- The person was arrested as a result of the stop. **Civil Fine-** The person received a civil fine that they could choose to pay or appeal. **No Enforcement-** Stop was initiated due to a motor vehicle accident or disabled motor vehicle, but there was no action that warranted enforcement of any kind. **Criminal Application-** The person committed an offense that was criminal in nature and would be required to attend a hearing for the violation. **Verbal Warning** – The person was given a verbal warning for their violation. **Written Warning** – The person received a paper citation, but nothing further was required of them.

POLICE ACITIVITY SUMMARY

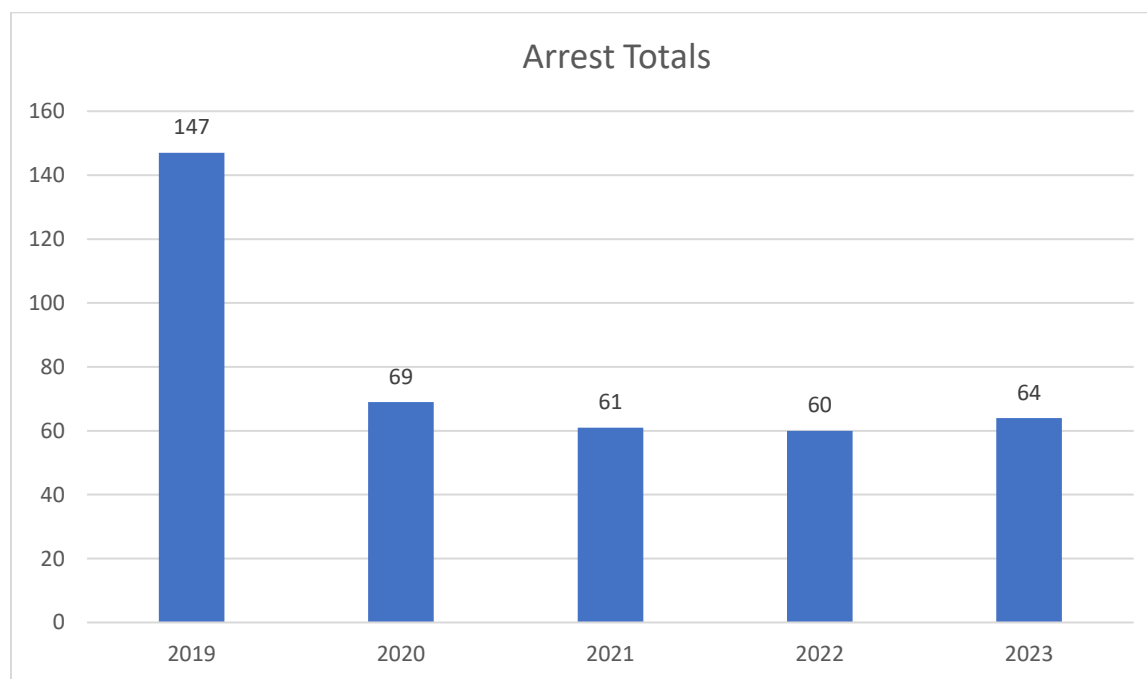
Arrests

There was a total of 64 arrests in Needham in 2023. This number is four more than the number of arrests in 2022.

2021	
Race	Count
White	40
Black	9
Hispanic	8
Asian	4
Total	61

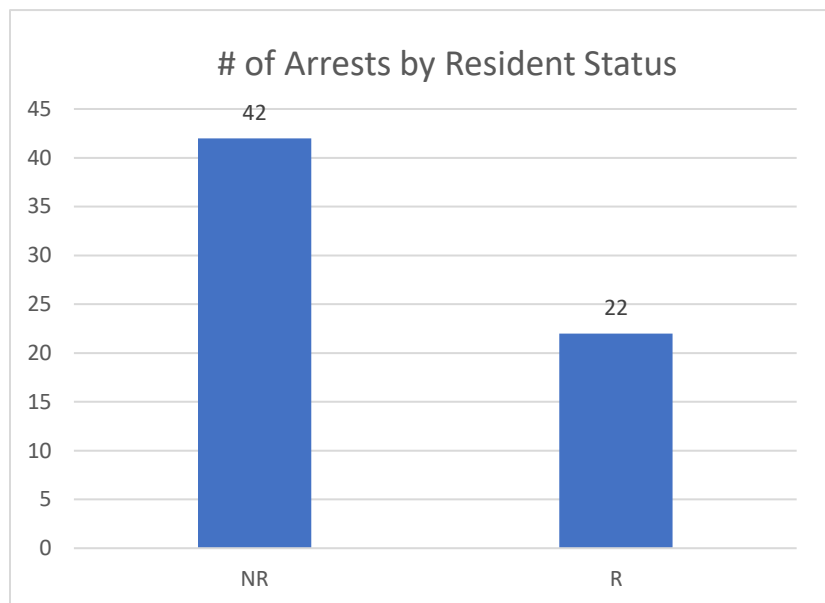
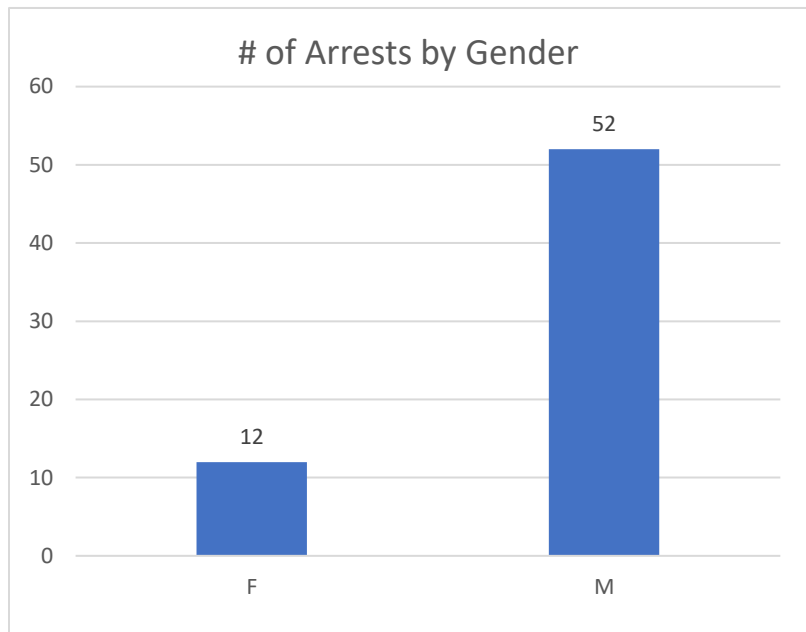
2022	
Race	Count
White	43
Black	10
Hispanic	4
Asian	3
Total	60

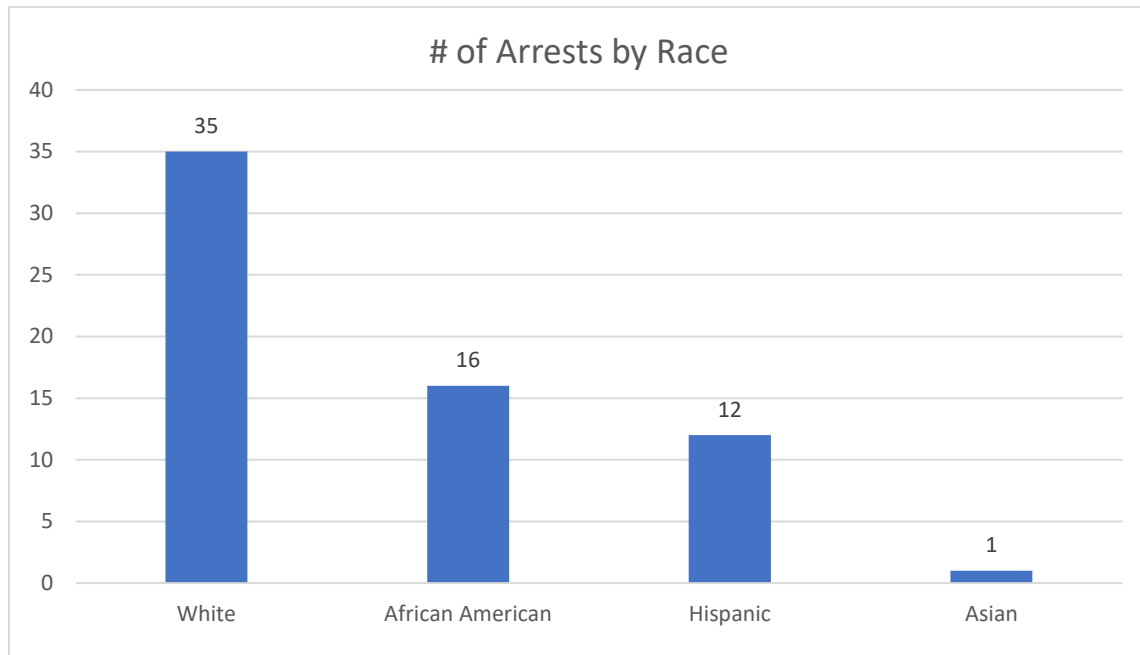
2023	
Race	Count
White	35
Black	16
Hispanic	12
Asian	1
Total	64



52 of the 64 arrests were males, which equals 81.25% of the total arrests for the year. 12 of the arrests, or 18.75% were female subjects. 42 out of 64 (66%) of the subjects arrested in 2023 were non-residents. 22 subjects (34%) were residents of Needham. The percentage of non-residents arrests decreased from 2022, where 42 out of the 60 arrests (70%) were not residents of the town of Needham.

City	# of Arrestees
ASHLAND	1
ATTLEBORO	1
BELLINGHAM	1
BELMONT	1
BOSTON	5
BRIDGEWATER	1
BROCKTON	2
BRONXVILLE, NY	1
CHICAGO, IL	1
DEDHAM	2
FOXBORO	1
FRAMINGHAM	2
HOMELESS	1
HYDE PARK	2
LAKEVILLE	1
LOS ANGELES, CA	1
MEDFORD	1
MELROSE	1
NEEDHAM	22
NEWTON	1
NORTH READING	1
QUECHEE, VT	1
RANDOLPH	1
ROSINDALE	1
ROXBURY	1
SHARON	2
STOUGHTON	2
WALPOLE	1
WALTHAM	1
WELLESLEY	1
WESTWOOD	1
WINCHESTER	1
WOBURN	1
Total	64





The breakdown of arrestees by race is shown above. In 2023, 55% of arrests (35) were of white subjects. 16 arrestees were African American, which equates to 25% of the total. There were 12 (18.75%) Hispanic individuals, and (1.6%) 1 Asian individual arrested.

There were Twenty-Nine (29) arrests involving BIPOC individuals. Twenty-Four (24) of those Twenty-Nine (29) arrests were for offenses in which arrests are mandated or are a preferred response. Thirteen (13) of the arrests involved an active Arrest Warrant. There were Six (6) arrests for Operating Under the Influence. Five (5) arrests involved a Domestic Assault and Battery. One (1) arrest was for Shoplifting. One (1) arrest was for Vandalism, B&E for Misdemeanor, Trespass, and Disorderly Conduct stemming from one incident. One (1) arrest was for multiple counts of ID Fraud, Larceny by Check and Attempted Larceny. There was also One (1) arrest for Unlicensed Operation and One (1) Arrest for Using a Motor Vehicle Without Authority.

There were Thirty-Five (35) arrests involving white individuals. Thirty-Four (34) of the arrests involved offenses that mandate arrest or are a preferred response. There were ten (10) arrests involving an active Arrest Warrant. Ten (10) of the arrests involved Domestic Assault and Battery or a violation of a Restraining Order. There were Twelve (12) arrests involving operation of a Motor vehicle under the influence of drugs or alcohol. There were Two (2) arrests involving Armed Robbery, Assault and Battery with a Dangerous Weapon, Drug Possession and Conspiracy stemming from one incident. There was One (1) arrest for Drug Possess Class E, Uninsured Motor Vehicle, and Number Plate Violation to Conceal Id.

Juveniles

Mental Health Related Incidents

We had 46 Mental Health Incidents involving juveniles. Three of those incidents originated in the schools and in all three situations the SRO was contacted by a school staff member. The rest of the incidents originated outside of Needham Public Schools. There were 35 different juveniles involved in the incidents. 6 juveniles had more than one mental health incident in 2023.

Offenses

There was one arrest of a juvenile in 2023. The juvenile was arrested on a warrant issued to this department for M.G.L. c269, s14 - Threat Concerning the Location of Dangerous Items or a Hijack.

There were 8 juveniles that had to appear for a hearing at Juvenile Court. There were 14 juveniles that voluntarily entered our Diversion Program.

Total Calls and Types

The Needham Police Department had a total of 50,047 calls for service in 2023. This increased by 6,135 calls or 14% from 2022, in which there were 43,912 calls for service. Calls can be broken down into priorities based on the level of urgency. The highest priority is level 1, which includes burglar alarms, fires, motor vehicle crashes with injury and sudden deaths. The number of priority 1 calls went up in 2023 by 175 or 4.6% from 2022. Priority 2 includes calls for suspicious activity, fraud, larceny, and well-being checks. Priority 3 is the lowest priority level and encompasses the majority of everyday calls. This includes security checks, animal calls, public assistance, motor vehicle stops and administrative calls.

Priority Level	# Of Calls
1	3972
2	2722
3	43353
Total	50047

DIVISION UPDATES

TRAFFIC AND COMMUNITY SAFETY DIVISION

Traffic

In 2023, 2102 traffic violations were issued. Most of these violations were written warnings issued to the operator. 270 were civil violations, 270 criminal violations, 37 violations were involved in an arrest, 1516 violations were given as either a verbal or written warnings and 9 were municipal violations. \$22,910 in fines were issued in 2023.

Violation Type	Count	Percent of Total
Civil Citation	270	12.8%
Criminal Citation	270	12.8%
Arrest	37	1.8%
Verbal / Written Warning	1516	72.1%
Municipal Violation	9	.43%
TOTAL	2102	100%

The highest number of written violations were issued for hands-free violation, also known as texting while driving. There were 410 handsfree violations total- 308 warnings, 92 civil citations, 7 criminal citations and 3 municipal citations.

The second highest number of written violations were for red light/ stop sign violations. There were 337 of these violations, 285 of which were warnings. 39 were issued as civil citations, 11 were given as criminal citations and 1 of these violations was part of an arrest.

Other commonly issued violations include speeding (327 total) and unregistered MV (233 total)

There were 270 Criminal Violations in 2023. This includes 61 for operating a motor vehicle with a suspended/revoked license, 48 for operating a motor vehicle without a license, 31 for uninsured motor vehicle, 24 for no inspection sticker and 23 for unregistered motor vehicle.

Accidents

There were 450 motor vehicle accidents reported in 2023. The number of motor vehicle accidents decreased by 1 from the total of 451 accidents in 2022. This number of accidents is similar to the number of accidents that occurred pre-pandemic. In 2016- 2019 the Town of Needham was averaging 457 accidents per year.

Year	Total # of Accidents
2023	450
2022	451
2021	370
2020	286
2019	467
2018	419
2017	480

In 2023, 299 crashes occurred in an area with no traffic controls. 76 accidents occurred where there was a traffic light, 64 occurred where there was a stop sign and 11 occurred where there was another type of control (yield sign, railroad signals, warning signs, etc.).

June had the highest number of crashes at 55 and February had the lowest at 17. The overall average number of crashes per month in 2023 was 37, which is the same as in 2022. Based on this year's reporting, the most common days for motor vehicle accidents was Tuesday with 81 accidents throughout the year. The day with the least accidents was Sunday, with a total of 23.

Most accidents occurred between 7am and 7pm with the highest numbers occurring between 2pm-3pm with a total of 51 accidents. The number of accidents drops significantly overnight with 10 occurring between 11pm and 7am for the entire year. Comparing the day of the week and time, the most accidents occurred on Mondays during the 2pm hour, with a total of 14 accidents.

55 Accidents involved injuries and 1 involved a fatality.

230 of the accidents were not at an intersection. 99 occurred at a 4-way intersection, 80 occurred at a T intersection, 13 occurred at on off ramp, 13 occurred in a driveway, 8 occurred at a Y intersection, 1 occurred at a 5- point intersection, 1 occurred at an on ramp, 1 occurred at a railway crossing and 4 were unknown.

There were 72 single vehicle crashes, 82 rear end crashes, and there were 144 crashes at an angle.

350 crashes took place in the roadway, 75 occurred outside the roadway. 14 occurred on the roadside, 7 on the shoulder, and 3 were unknown.

264 of the accidents were collisions with another motor vehicle in motion. 105 were collisions with parked motor vehicles. 13 were collisions with an unknown fixed object. 11 were collisions with utility poles and 8 were collisions with a tree.

There were 22 motor vehicle accidents involving pedestrians in 2023. In 13 of these the pedestrians were on foot and 9 were cyclists. Of the accidents involving pedestrians, 8 took place at a crossing location (crosswalk).

Community Safety Officer



Community Safety Officer Kelley Scolponeti is under the direct supervision of the Lieutenant in charge of Traffic and Community Safety. Officer Scolponeti has the primary responsibility of training, scheduling, and supervising all Traffic Supervisors (civilian positions) as well as supervising parking enforcement and ticketing. She oversees 16 Traffic Supervisors who cover 66 school crossings daily. \Officer Scolponeti often covers crossings herself and makes it a point to check in periodically with the Traffic Supervisors to discuss safety/traffic concerns they might have. Officer Scolponeti also serves as our liaison for the Center at the Heights. She makes weekly visits there to interact with the

seniors in many ways. She'll stop in to have coffee with them and sometimes play pool and also assists with meal deliveries. She decorates the CATH seasonally, including window paintings and holiday tree decorations. We have continued to hold Coffee with a Cop, in which several officers stop by to say "hi" and have a cup of coffee. Officer Scolponeti also holds Crafts with a Cop once a month at the CATH and it is always well attended.

Officer Scolponeti assists the School Resource Officers with A.L.I.C.E. drills and periodically checks in with the principals and the health and safety committees at each school. She enjoys assisting the 3rd grade physical education teachers with their 3rd grade bike rodeos and designs and issues over 350 bicycle licenses. She makes it a point to conduct "Officer Friendly" visits to the daycare schools within our town.

Officer Scolponeti is the liaison with the Council on Aging, the Commission on Disability, the Needham Community Council, and the Needham DPW Snow Removal Committee. She assists with the clothing drive and food pantry at the Community Council. She's part of the Needham Community Outreach Team and has luncheons with Needham Housing residents. She is also part of the Special Education Parent Advisory Council. Officer Scolponeti is the liaison for donations from community stores and she assists with distributing the items throughout our town.

Officer Scolponeti also conducts fingerprinting for Needham residents for licensing and job employment and completes all background checks for solicitors and vendors in town. Officer Scolponeti is very involved in fundraising efforts around town and is a part of the Needham Police Working Dogs Foundation. She is the creator and artist behind much of our Officer Rocket Swag and attends a variety of events to fundraise with these items. One of her most popular fundraisers is the "ride to school in a police car" auction item. She facilitates approximately 25 rides to school annually with the proceeds going to various charities.



PATROL OPERATIONS / EMERGENCY MANAGEMENT DIVISION

Patrol represents the majority of the Needham Police Department and is the most visible aspect of the job. Operating on a 24hr basis, its services include but are not limited to protecting life and property, enforcing all laws and town bylaws, preserving peace and public order, and identifying criminal offenders and criminal activity.

Each officer is assigned to a specific area of town, called a sector. The officer is responsible for handling all the calls within that sector. Additionally, the officer conducts the traffic enforcement in their area, building checks, and assists other officers as needed.

Although officers in patrol are primarily responsible for patrolling the town and answering calls for service, many officers have other duties and special assignments they complete. These vary in scope from assignments as Juvenile Officer to the MetroLEC Special Weapons and Tactics (SWAT) team and many others.

Dispatch

Throughout 2023 the Needham Police Dispatch center consisted of 5 full-time positions for Emergency Telecommunications Dispatchers

Dispatchers handled 9,016 Enhanced 9-1-1 calls in 2023. This is a 35.7% increase from the 6,646 9-1-1 calls received in 2022.

All Enhanced 9-1-1 Dispatchers throughout the Commonwealth of Massachusetts are required to undergo a minimum of 16 hours of continuing education annually. Needham Police Dispatchers met this training requirement and received training in topics including, but not limited to Mental Health First Aid for Public Safety, Multi-Agency Response to Active Shooter & Hostile Events, Excited Delirium Syndrome and Stress Management. Through the Answering Point and Regional Emergency Communication Center Support and Incentive Program the department received grant funding based on the previous year's 911 call center volume. During FY 2023 the Department was allocated \$98,451. The Department also received reimbursement for Training personnel in 911 Certification and Continuing Education.

Mountain Bike Unit

The Needham Police Mountain Bike Unit consists of 10 Officers including a Sergeant who are all COBWEB (Cops on Bicycles with Education for Bicyclists) certified. COBWEB is a three-day training of 4 hours a day where officers learn "and will have a comprehensive understanding of Standard Operating Procedures, proper protocol to ensure safety and minimize liability, crime prevention techniques, tactical maneuvers, and communication. He/she will have a heightened awareness of the importance of fitness, nutrition, injury prevention and physical well-being." -COBWEB



The Needham Police Department has deployed its Mountain Bike Unit in multiple events and Community Related functions across the Town of Needham and in Neighboring Jurisdictions.

Some of these deployments include The 3rd of July Fireworks, The 4th of July Parade, multiple road races and public and private events throughout the year. The Mountain Bike Unit also can assist outside agencies when needed by providing mutual aid for events such as the Boston Marathon, one of the Premier Road races in the world.

The Mountain Bike Unit is a part of the Patrol Division of the Needham Police Department and is also used for some patrol functions such as traffic and parking enforcement when needed and is a highly visible crime deterrent. Patrols on the mountain bike can include Needham Square, Needham Heights, the Rail Trail, The Needham Town Forest and State Parks (Cutler). The Mountain Bike Officer can Patrol these areas much easier than an officer on foot. The Needham Police Mountain Bike unit rides TREK mountain bikes which are well situated for all terrains, road and off road.

Animal Control

The below table displays the activity of the ACO for 2023:

Off Leash Check/ Violations	191
Animal Call (Non-Dog)	188
Animal Quarantine	7
Dog Call	214
Missing Animal	1
Grand Total	601

INVESTIGATIVE SERVICES / PROFESSIONAL STANDARDS DIVISION

School Resource Officers

Needham currently has two officers assigned as School Resource Officers (SROs). They support the entire Needham School District as well as Saint Joseph's Elementary School and Saint Sebastian's School. SROs partner with school administrators throughout the school district to provide support and guidance in a variety of ways and bridge student family-school life. SROs also work closely with school district guidance counselors and special education teachers to help support students.



The SROs meet regularly with students and their families to provide this support. In addition to these meetings, SROs interact with the schools and Needham youth in a variety of ways. They help to deal with investigations that juveniles are involved in, help to aid students whose families may be experiencing hardship and help assist with school projects. Other examples of what our SROs have done in the past year include:

- Collaborated with Staples and the Needham Community Council to deliver school supplies throughout the school district prior to the 2023/2024 school year.
- Attended the annual Needham Harvest Fair to greet youth and their families.
- Provided police escort rides to school for various raffles and fundraisers.
- Visited classes throughout the school district and provide presentations and learning experiences on various subject matters like 4th Amendment Rights/Search and Seizure, social media and Internet Safety, Bullying and Cyberbullying, Self-Defense, Bicycle Safety, Alcohol and Drug Awareness, and Vaping Awareness.
- Worked closely with school principals to provide armed intruder training and education (through presentations and practical drills) to staff members and students in each school.
- Assisted the fire department in conducting fire drills in each school throughout the year.
- Organized and ran the Needham Junior Police Academy, a weeklong camp for middle schoolers that educates them about police work and provided interactive activities and field trips to explore the law enforcement field.
- Worked closely with the Needham Police Department Truancy Officer and Juvenile Court Prosecutor to create diversion paths that offer education, resources, and support to youth offenders in effort to keep them out of the court system.
- Partnered with Needham Youth and Family Services and the Youth Resource Network to help support juveniles and their families.
- Collaborated with the Community Service Officer to support Bike Rodeo events throughout the school district and for cub scout and boy scout troops.
- Participated on the Substance Prevention Alliance of Needham (SPAN) committee and assisted with planning and execution of campaigns and events.
- Participated in Students Advocating Life (without) Substance Abuse (SALSA) to help support campaigns and events.
- Attended various student club and athletic events to support students.
- Participated in field day events at various schools.

- Attended and coordinated between police department and schools to provide assistance and support with various events such as prom, graduation, dances, and other school events.
- Provided support for rising 9th graders on Step Up day.
- Collaborated with other Needham Police officers to organize and coach the annual Needham-Wellesley Powderpuff Football game, a month-long after-school program that prepares senior girls for the annual game.
- Assisted with the annual Drug Take Back Event that occurs in the fall and spring of each calendar year.
- Visited summer camps and programs to connect with juveniles and check in with them.
- Attended Charles River YMCA public events.



SRO Brienze is also responsible for the training and management of K9 Officer Rocket, who is a Community Resource Dog (CRD) for the department. SRO Brienze and Rocket continuously coordinate with Golden Opportunities for Independence, where Rocket came from, to help other SROs and CRD's in the Needham area. This past year they visited several other communities including Kingston, Duxbury, Norwood and Dedham, Walpole, Stoughton, Whitman-Hanson to provide support in various situations. SRO Brienze runs Officer Rocket's social media pages and interacts with the community and attends various community events inside and

outside of schools with Officer Rocket to speak about his role. They visit all the schools in town, Needham Bl, nursing homes, and Center at the Heights as well as other town events such as the craft fair, school graduations and various NHS sports games. They often partner with various town agencies and utilize Officer Rocket to help promote programs.

Detectives/ Police Prosecutor

During 2023, the Detective Division was assigned cases for follow-up and investigation. These assignments include both Part A (i.e., drug offenses, burglary, assaults, sex offenses) and B crimes (i.e. check fraud, peeping tom), attempts to commit a crime and other situations which may not have amounted to a crime but required further investigation. Due to the complexity of the case many had multiple Detectives assigned to them. The Detective Division, along with the Department Crime Analyst, are also responsible for intelligence analysis and dissemination that adds value to officers in conducting their duties. This includes significant arrests, recent releases from correctional facilities, parole, and probation information. The Detective Division collects information on known criminal offenders with modus operandi and crime specialty which can identify potential targets for property crime and crimes against persons.

During the year, detectives investigated a range of crimes including but not limited to, identity theft, unemployment fraud, breaking and entering, robbery, armed assault, mail fraud and death investigations. Through these efforts Detectives have worked with our regional police partners, State Police, Federal Agencies including the FBI, ATF, DEA, and Secret Service, as well as prosecutors in the District Attorney's office, the Massachusetts Attorney General's Office, and the United States Attorney's

Office. Often, Detectives work with these other agencies to address crimes that increasingly extend beyond local boundaries and incorporate complex technical skills.

Needham Detectives are also members of the Norfolk County Police Anti-Crime Task Force (NORPAC). NORPAC provides multi-agency investigations into drug trafficking, violent crime, and the apprehension of fugitives. The work of the Needham Police Detectives is exemplary and well regarded in the region. It is a credit to each Detective and the professionalism with which they approach their job. The distribution of illicit drugs in the community continues to be a major concern of the Police Department. Detectives were involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin and fentanyl. Detectives continue to aggressively address the distribution of illegal narcotics through enforcement, education, and community partnerships. The Detective Division attends quarterly Norfolk County meetings and various trainings held by District Attorney Morrissey in an exchange of information and investigative techniques to combat the opioid crisis.

Also in 2023, Needham Police Detectives and Patrol Officers investigated numerous contractor scams conducted by transient criminals. The scams targeted Needham residents, often elderly, and involved work that was to be completed on homes. The monetary damages of these crimes totaled in the hundreds of thousands of dollars. The investigations resulted in numerous individuals being arrested, charged, and prosecuted for various larceny related crimes.

The Police prosecutor monitors cases as they proceed through the judicial system. The police prosecutor ensures that each case is presented in a professional, thorough manner and as a result of a police investigation the Commonwealth can put forth the strongest case possible. Police Prosecutors actively communicate with Police Officers, the District Attorney's office, Victim-Witness Advocates, the Needham Police Social Worker, and a varied array of law enforcement agencies.

Detectives were also instrumental in the Department's highly successful Junior Police Academy. The Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7th and 8th graders. This program is offered free of cost and held at both the Pollard Middle School and the Needham Police Department. Detectives interacted with students teaching them about fingerprinting, crime scene processing and photography.

COMMUNITY SERVICES / PROFESSIONAL DEVELOPMENT DIVISION

Crisis Intervention / Community Outreach

The primary responsibility of this program is to coordinate with Needham Community Crisis Intervention Team (NCCIT), the Substance Prevention Alliance of Needham (SPAN), and the Needham Coalition for Suicide Prevention to ensure people suffering from mental health and substance abuse disorders receive adequate follow up and access to resources. The program also coordinates with Regional, State and National Agencies such as Riverside, DOVE, the National Alliance on Mental Illness (NAMI), and the Norfolk District Attorney's Outreach Program. This officer will also act as a liaison to Beth Israel Hospital and Newton Wellesley Hospital.

In December of 2020 the Police Department contracted with Riverside Community Care for a Jail Diversion Program (JDP) Clinician. For the first half of 2023, the Needham Police Department had a clinician at the station part time. Starting in July, our Riverside Clinician Emily became full time at the department assigned here for 40 hours a week. This clinician works closely with our Community Outreach Officer and other Crisis Intervention Trained Officers. The clinician is embedded in the Police Department, has access to reports of incidents involving mental health and substance abuse, and is available for co- response where applicable.

Note: Riverside Community Care changed the way that they track data halfway through 2023

2023 Needham Jail Diversion Data (Jan-June)

Type of Response	Number of Responses
Co-Response	43
Follow-up	231
Evaluation	9
Unable to make contact	31
Declined Services	11
Total Outreach	325

Type of Referral	Number of Referrals
Police	127
Riverside	14
Self/Family	161
Community	23
Total	325

Total Number of People Served	103
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Type of Contact	Number of Contact
Phone	212
In-person	75
Telehealth	0
Email	25
Other	13
Total	325

July-Dec 2023

Type of Response	Number
Initial Co-Response	34
Initial JDP	89
Follow Up w/ PD	14
Follow Up JDP	127
Total Outreach	264

Type of Contact	Number
Phone	128
In-person	64
Telehealth	0
Email	20
Collateral	52
Total	264

Gender	Number
Male	53
Female	66
Other	3
Total	122

Age	Number
0-12	7
13-17	22
18-26	11
27-65	44
66+	38
Total	122

Referral Source	Number
Police	30
Police Handoff	38
Self	16
Family	14
Community	18
School	6
Other	0
Total	122

Presenting Problem	Number
SI/SIB/Depression	18
Bx Dysregulation	28
Psychosis/Mania	10
HI/Violence	6
Sub Use	8
Dual Dx	0
Family Discord	20
Housing Instability	10
Social Determinants	11
Other	11
Total	122

Outcome	Number
Section 12	6
Voluntary ED	3
MH Services	5
SUD Services	2
MCI Handoff	7
Shelter/Housing	3
Social Services	11
Re-Presented	1
Other	33
Unable to make contact	16
Declined Services	35
Total	122

Training

Massachusetts Police Training Committee (MPTC) In- Service Training

The following list of courses were completed during FY2023 by sworn officers to comply with the MPTC Annual In-Service Training requirements:

Legal Updates	Officer Wellness Series: 212 Degrees: Preventing Officer Crisis
Trauma Informed Officer	Frontline Digital Evidence
Officer Response to Interpersonal Violence	Use of Force: Duty to Intervene
CPR / 1 st Responder (Classroom)	Hate Crimes
CPR / 1 st Responder (Practical)	

Use of Force and De-escalation

The following was a list of Use of Force Trainings that were offered by the Needham Police Department Training Division in 2023; Use of Force, De-Escalation, Tactics, Spring Firearms Training, Active Shooter (ASHER) Training, Annual Taser Re-certification, Quarterly Weapon Systems Training, and Fall/Winter Firearms Training.

Crisis Intervention

An additional seven officers attended Crisis Intervention Training (CIT) bringing our total number of CIT trained officers to 35. Now approximately 70% of our current sworn staff have attended 40 hours of training geared toward better response to calls involving persons suffering from mental illness. We will continue to train personnel as the training becomes available.

State 911 Certification

Officers and Dispatchers are required to take 16 hours of continuing education each year to maintain their State 911 Certification. Officers and dispatchers fulfilled this responsibility by taking approved courses on the following topics: 911 Stress Inoculation, 911 Dispatch Priming, 911- ICAT De-escalation, and 911 Behavioral Health Crises.

Juvenile Related Training

In 2023 our School Resource Officers and other Officers attended training on, Preparation, Planning, and Intervention for Preventing School Violence: How to better affect change, minds, and policies, RAD Kids Instructor, School Resource Officers and Campus Law Enforcement Response to Critical Incidents and Crisis Situations, Responding to and Investigating Bomb Threats and Swatting Hoaxes, National Association of School Resource Officers Conference, Juvenile Law Conference, School Safety Summit: Current Challenges in Keeping Our Schools Safe, MPTC School Resource Officer Inservice Training, and Keeping Children Safe & Secure Online: A Project Safe Childhood Presentation for Parents.

Metro-LEC Training

We are a participating agency in Metro-LEC. Metro-LEC is a regional agency that has several specialized units that share personnel and resources for specific circumstances such as: Crisis Negotiation, Search and Rescue, SWAT and Tactical Response, Cyber Crime Unit, and a Mobile Operations Unit comprised of Motorcycles for events and other circumstances. The officers participate in monthly regional training with their respective units.

Advanced Investigation Training

Some of our officers attended more advanced investigative training in specific types of investigations such as Sexual Assault Investigator Training, Catching the Catalytic Converter Thief, Undercover Operations and Drug Investigations in Today's Policing, Cell Phone Investigations, Crime Scene Photography, New England Narcotics Enforcement Officer Conference, Cyber Crime Investigations, Breaking and Entering Investigations, Dust N' Bust, Social Media Investigations, Proactive & Undercover Investigations, Apple and Google Search Warrants Training, Missing and Unidentified Persons Investigations, and Investigating Trends - Catalytic Converter Theft.

Other Training

Officers completed training related to Bias Free Policing. The courses were Cultural Awareness and Diversity Overview, Anti-Bias Training for Law Enforcement, and Implicit Bias.

Other trainings included Certifications for Victims of Violent Crime and Human Trafficking, Forensics of Dog Aggression, Technology Threats and Trends Against Law Enforcement, Massachusetts Police Accreditation Training, Functional Nutrition for Law Enforcement Officers, Youth Mental Health First Aid and Mental Health First Aid.

In addition to the MPTC Legal Update, we hosted Critical Police Legal Training.

Some Officers were certified as Police Background Investigators and training in Recruitment and Retention for The Police Administrator.

APPENDIX A

GROUP A

- **Arson 200**
- **Assault Offenses 13**
 - Aggravated Assault 13A
 - Simple Assault 13B
 - Intimidation 13C
- **Bribery 510**
- **Burglary/ Breaking and Entering 220**
- **Counterfeiting/Forgery 250**
- **Destruction/ Damage/ Vandalism of Property 290**
- **Drug/ Narcotic Offenses 35**
 - Drug/ Narcotic Violations 35A
 - Drug Equipment Violations 35
- **Embezzlement 270**
- **Extortion/Blackmail 210**
- **Fraud Offenses 26**
 - False Pretenses/ Swindle/ Confidence Game 26A
 - Credit Card/ ATM Fraud 26B
 - Impersonation 26C
 - Welfare Fraud 26D
 - Wire Fraud 26E
- **Gambling Offenses 39**
 - Betting/ Wagering 39A
 - Operating/ Promoting/ Assisting Gambling 39B
 - Gambling Equip Violation 39C
 - Sports Tampering 39D
- **Homicide Offenses 09**
 - Murder and Nonnegligent Manslaughter 09A
 - Negligent Manslaughter 09B
 - Justifiable Homicide 09C
- **Kidnapping/ Abduction 100**
- **Larceny/ Theft Offenses 23**
 - Pocket-Picking 23A
 - Purse Snatching 23B
 - Shoplifting 23C
 - Theft from Building 23D
 - Theft from Coin-Operated Machine or Device 23E
 - Theft from a Motor Vehicle 23F
 - Theft of a Motor Vehicle Parts or Accessories 23G

- All Other Larceny 23H
- **Motor Vehicle Theft 240**
- **Pornography/ Obscene Materials 370**
- **Prostitution Offenses 40**
 - Prostitution 40A
 - Assisting/ Promoting Prostitution 40B
- **Robbery 120**
- **Sex Offenses, Forcible 11**
 - Forcible Rape 11A
 - Forcible Sodomy 11B
 - Sexual Assault with an Object 11C
 - Forcible Fondling 11D
- **Sex Offenses, Non-Forcible 36**
 - Incest 36A
 - Statutory Rape 36B
- **Stolen Property Offenses 280**
- **Weapon Law Violations 520**

GROUP B

- **Bad Checks 90A**
- **Curfew/ Loitering/Vagrancy Violations 90B**
- **Disorderly Conduct 90C**
- **Driving Under the Influence 90D**
- **Drunkenness 90E**
- **Family Offenses, Nonviolent 90F**
- **Liquor Law Violations 90G**
- **Peeping Tom 90H**
- **Runaway 90I**
- **Trespass of Real Property 90J**
- **All Other Offenses 90Z**

Needham Police Department
2021 Law Enforcement Recommendations

Report and Update

March 26, 2024

#2. Recommendation: Work with stakeholders to sponsor a series of conversations between the public and police officers, including especially BIPOC individuals, to build relationships and a stronger understanding of different perspectives and lived experiences.

We facilitated a three-part series to focus on policing in the community, March 1- June 13th 2022.

Part 1. History of Policing: Then and Now

Part 2. Exploring the Role and Impact of School Resource Officers

Part 3. Community Conversation

#5 Recommendation: Prioritize leaving Civil Service to gain greater flexibility within the hiring and promotional process to achieve a more diverse department which reflects the broader community.

The Town voted to remove the Police Department from civil service at the April 11, 2023 election.

#6. Recommendation: Implement all local components of the new state police reform law once additional guidance is made available. Following that, the Select Board should identify if any local policies or practices warrant additional review or changes or whether additional reforms should be made.

Needham Police is in compliance with all Post related standards.

#7. Recommendation: Review the Use of Force Policy after the Peace Officer Standards and Training (POST) Commission issues the model policy and determine whether NPD's policy should include a stronger focus on de-escalation.

Needham Police Use of Force policy is in compliance with Post requirements and with Massachusetts Accreditation Standards. Use of Force policy has the POST mandated section on de-escalation with regard to Use of Force situations.

#9. Recommendation: Report regularly and make publicly available key enforcement data, broken down by race, gender and residency, to identify potential disparities and monitor trends over time.

We now report annually a comprehensive report that makes available key law enforcement data.

#10. Recommendation: Support funding for a regional collaboration with the Needham Police Department, Dedham Police Department, and Riverside Community Care to provide clinical support services for individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated.

Needham Police now has a full-time 40 hour per week clinician that has the ability to co-respond.

14. Recommendation: NPD Policy § 1.12: Eyewitness Identifications

The Eyewitness Identification policy was re-issued again February 29th, 2024, and reflects MA Accreditation standards and industry standards.

#18. Recommendation: Articulation of Standard of Proof We recommend that the Internal Affairs policy be amended to include the standard of proof for sustaining a complaint.

We have updated our IA policy "The complaint was valid and supported by sufficient evidence"

#19. Recommendation: Review and Oversight of Internal Investigations. In our view, implementation of a meaningful civilian oversight function to buttress the police department's internal investigations process would promote transparency while enhancing trust and community confidence in compliant investigations.

Post is ultimately the oversight for discipline in Massachusetts. The Town Manager and The Selectboard will continue to have oversight.

#29. Recommendation: Policies related to mental health, complaints and disciplinary procedures, bias and hiring should be audited and revised.

All of these policies have been updated and issued with the exception of hiring as we are still reviewing the process as it relates to leaving civil service.

#31. Post is the oversight body for all police officers in Massachusetts.



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

MEETING DATE: 3/26/2024

Agenda Item	Babson College Scholarships
Presenter(s)	Kevin Keane, Select Board Vice Chair

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board awards scholarships to Needham residents and alumni of Needham High School from a fund made available to the Town by Babson College. The number of scholarships and their size is determined by the Select Board and the Financial Aid Office of Babson College. Meredith Stover, Director of Financial Aid at Babson College, Board Vice Chair Kevin Keane, and Support Services Manager Myles Tucker remotely met recently and reviewed the applications.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board votes to award the Town of Needham Babson Scholarships to the following applicants: 1. Alberto Colon – Rising Junior, Renewal Recipient 2. Danielle Friedline – Rising Junior, Renewal Recipient 3. Rachel Kuzmin – Admitted Freshman 4. Henry London – Part-Time Graduate Student, Babson Alumnus, 5. Albina Miloshi – Rising Senior, Renewal Recipient	
3.	BACK UP INFORMATION ATTACHED
a. Listing of Awards (under separate cover)	



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

MEETING DATE: 3/26/2024

Agenda Item	Annual Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will discuss proposed changes to the Annual Town Meeting Warrant.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board vote to amend the 2024 Annual Town Meeting Warrant subject to minor technical corrections to be made by the Town Manager, Town Counsel and/or bond counsel.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Annual Town Meeting Warrant as of 3/22/2024 b. Status of Articles as of 3/22/2024	

TOWN OF NEEDHAM



2024 ANNUAL TOWN MEETING WARRANT

ELECTION: TUESDAY, APRIL 9, 2024

BUSINESS MEETING: MONDAY, MAY 6, 2024

7:30 P.M.

JAMES HUGH POWERS HALL

NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 3/22/2024

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

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 9, 2024
TOWN OF NEEDHAM
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 and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Center at the Heights, 300 Hillside Avenue
Precinct B	-	Center at the Heights, 300 Hillside Avenue
Precinct C	-	Newman School, 1155 Central Avenue, Gym
Precinct D	-	Newman School, 1155 Central Avenue, Gym
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, 1471 Highland Avenue, Powers Hall
Precinct J	-	Town Hall, 1471 Highland Avenue, Powers Hall

on TUESDAY, THE NINTH DAY OF APRIL 2024

from seven o'clock in the forenoon, until 8:00 o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
One Assessor for Three Years;
One Town Clerk for One Year;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
Two Members of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
One Town Meeting Member from Precinct B for One Year;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;

Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in Powers Hall on Monday May 6, 2024 at 7:30 o'clock in the afternoon, then and there to act upon the following articles:

**Warrant for the Annual Town Meeting
Monday, May 6, 2024 at 7:30 p.m. at Needham Town Hall**

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCES ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2024, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$129,130
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The annual stipends for the members of the Select Board have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 6: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program helps elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the “Voluntary Tax Relief Program” authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$12,561 in FY2023.

ARTICLE 7 APPROPRIATE FOR FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, electrical and mechanical systems, HVAC, lighting, flooring, carpentry work, and other repairs and upgrades.

ARTICLE 8: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Affordable Housing Trust

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older, or have a disability, with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO detectors, weather stripping, bathroom grab bars, raised toilets, and hand-held shower heads, among others.

ARTICLE 9: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$80,000 for the purpose of funding professional consulting services for the Planning and Community Development Department, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: These funds would provide support to the Planning and Community Development Department, enabling the Director to engage professional services from time to time to support regulatory functions of the Planning and Community Development Department, which oversees permit granting for the Planning Board, the Zoning Board of Appeals, and the Conservation Commission; and land use and Town planning initiatives of the Planning Department.

ARTICLE 10: **APPROPRIATE FOR SCIENTIFIC EXPERTS & CONSULTANTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding professional consulting services and scientific experts for the Health and Human Services Department, said sum 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: These funds would establish a source of funding that allows the Board of Health to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise.

ARTICLE 11: **APPROPRIATE FOR FIRE ALARM WIRE REMOVAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$201,885 for the purpose of funding the removal of townwide fire alarm wiring, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$99,145 be transferred from Free Cash and that \$102,740 be transferred from Article 37 of the 2014 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: These funds would allow for the removal of all fire alarm wiring on circuits throughout Town. The wiring is no longer in use and must be removed whenever a pole is relocated or replaced.

ARTICLE 12: **APPROPRIATE FOR INFORMATION TECHNOLOGY
CONSOLIDATION**

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 71, Section 37M, to consolidate information technology services of the School Committee and the Town under the direction of the School Committee, and to raise and/or transfer and appropriate the sum of \$593,643 to support information technology consolidation, to be spent under the direction of the School Committee, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board and School Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 13:**APPROPRIATE THE FY2025 OPERATING BUDGET**

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$4,081,603, from Overlay Surplus in the amount of \$1,000,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$23,130, and \$1,388,082 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item #9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted as shown on pages **X – X**.

ARTICLE 14:**APPROPRIATE THE FY2025 SEWER ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2025, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2025**

Line #	Description	FY2023		FY2024		FY2025		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$1,003,177	11.0	\$1,144,544	11.0	\$1,194,443	11.0	
201B	Expenses	\$580,617		\$823,367		\$866,539		
201C	Capital Outlay	\$49,950		\$65,000		\$96,000		
201D	MWRA Assessment	\$6,760,857		\$7,084,841		\$7,084,841		
201E	Debt Service	\$606,350		\$610,000		\$670,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$9,000,951	11.0	\$9,762,752	11.0	\$9,946,823	11.0	
FY2025 Budget Percentage Change from FY2024 Budget								1.9%

and to meet this appropriation that \$8,351,268 be raised from Sewer Enterprise Fund receipts, \$745,804 be transferred from Sewer Enterprise Fund Retained Earnings, and \$849,751 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 3,700 sewer manholes, and ten sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA

system and nineteen other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 24 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in ten pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of approximately 100 miles of various size drainage pipes, 4,300 catch basins, 1,500 drainage manholes, and 295 drainage discharges.

The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2025 Sewer Operations	FY2025 Drains Program	FY2025 Recommended Budget	FY2024 Sewer Operations	FY2024 Drains Program	FY2024 Sewer Budget
Salary & Wages	\$750,267	\$444,176	\$1,194,443	\$718,174	\$426,370	\$1,144,544
Expenses	\$460,964	\$405,575	\$866,539	\$439,379	\$383,988	\$823,367
Capital Outlay	\$96,000		\$96,000	\$65,000		\$65,000
MWRA Assessment	\$7,084,841		\$7,084,841	\$7,084,841		\$7,084,841
Debt Service	\$670,000		\$670,000	\$610,000		\$610,000
Reserve Fund	\$35,000		\$35,000	\$35,000		\$35,000
Total	\$9,097,072	\$849,751	\$9,946,823	\$8,952,394	\$810,358	\$9,762,752
	FY2025 Sewer Operations \$ Change	FY2025 Drains Operations \$ Change	FY2025 Sewer Enterprise \$ Change	FY2025 Sewer Operations % Change	FY2025 Drains Operations % Change	FY2025 Sewer Enterprise % Change
Salary & Wages	\$32,093	\$17,806	\$49,899	4.5%	4.2%	4.4%
Expenses	\$21,585	\$21,587	\$43,172	4.9%	5.6%	5.2%
Capital Outlay	\$31,000		\$31,000	47.7%		47.7%
MWRA Assessment						
Debt Service	\$60,000		\$60,000	9.8%		9.8%
Reserve Fund						
Total	\$144,678	\$39,393	\$184,071	1.6%	4.9%	1.9%

The total operating budget of \$9,946,823 for FY2025 is \$184,071 more than the current FY2024 budget, an increase of 1.9%. The increase is primarily due to a \$60,000 increase in the sewer enterprise debt service budget. The increase has been expected as the Town has been preparing for several major sewer system infrastructure replacement and upgrade projects, which includes a significant multi-year sewer main replacement project that will be presented to Town Meeting this year. The MWRA assessment is level dollar and will be adjusted at the planned Special Town Meeting in the fall after the final assessments are sent out by the MWRA. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2025 sewer operations portion of the budget is \$144,678 higher, an increase of 1.6% over the current year. FY2025 drains operations portion of the budget is \$39,393 more than the FY2024, an increase of 4.9%.

The total salary and wages line is \$1,194,443 for FY2025, an increase of \$49,899 (4.4%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. The increase is due to changes in personnel and the fact that all the current employees in the division are eligible for step

increases. A successor agreement with the union at the time of publication had not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The total expense line for FY2025 is \$866,539 which is \$43,172 or 5.2% more than the current budget. Energy expenses (electric and natural gas) to operate the sewer pump stations are \$630 less than the current year, and fuel cost for sewer vehicles and equipment is also lower by \$1,120. The decrease in fuel expenses is attributable to lower diesel consumption as the Town has been replacing some vehicles powered by diesel with gasoline vehicles. Some gasoline engines have proved to be overall more energy efficient than the diesel vehicles which were replaced. Most of the sewer enterprise vehicles are used for repair and construction projects, currently there are no reliable non fossil fuel substitutes. Contracted services for repairs and maintenance are \$22,326 more than the current year, an increase of 16.4%. The cost for specialized trade contracts is increasing by 17.3% and general service contracts are rising by 3.5%. The trend of higher wages being paid to skilled trade employees and to those who were paid minimum wage continued so contractors need and are passing those costs on to customers. The expense for public works supplies is \$9,682 (11.3%) more, which is based on current contract pricing and anticipated inflation when the Town must go back out to bid. Public work supplies include many items such as, manhole frames and covers, precast concrete, asphalt, pump replacement parts, small tools. Contracted services for maintenance, repairs, sweeping, collection, disposal of catch basin debris and for details are \$12,814 more than FY2024, an increase of 4.6%. The balance of the increase for next year (\$100) is related to testing services for chemicals such as sulfide, which is mandated by the MWRA.

The operating capital line is \$31,000 more than FY2024, an increase of 47.7%. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement. The increase is based on the higher cost for the pump to be replaced at the West Street sewer station. The reserve fund is level dollar for FY2025.

The budget plan relies on \$745,804 in sewer retained earnings for FY2025 operating budget, an increase of \$245,804 over the amount required for the FY2024 budget. The \$849,751 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of \$39,393 from FY2024.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations, and the general fund payment supports the drains program.

ARTICLE 15: APPROPRIATE THE FY2025 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2025, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2025**

Line #	Description	FY2023		FY2024		FY2025		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,141,589	17.0	\$1,598,687	17.0	\$1,632,768	17.0	
301B	Expenses	\$1,355,152		\$1,564,469		\$1,689,997		
301C	Capital Outlay	\$0		\$53,605		\$57,100		
301D	MWRA Assessment	\$1,464,186		\$1,887,130		\$1,887,130		
301E	Debt Service	\$1,244,475		\$1,250,000		\$1,460,000		
302	Reserve Fund	Transfers Onlt		\$75,000		\$75,000		
TOTAL		\$5,205,401	17.0	\$6,428,891	17.0	\$6,801,995	17.0	
FY2025 Budget Percentage Change from FY2024 Budget							5.8%	

and to meet this appropriation that \$6,075,000 be raised from Water Enterprise Fund receipts, and that \$726,995 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,294 water service connections. This system supports 15,612 installed meters as of June 30, 2023.

Overall water production during calendar year 2023 declined by more than 126 million gallons of water compared to 2022. The Town's use of MWRA water declined by 41.6% from the prior year, 249.5 million gallons compared to 427 million gallons of water. During calendar year 2021, approximately 27.1% of the total water production came from the MWRA; during calendar year 2022, 32.5% of production came from the MWRA; during calendar year 2023, approximately 21.0% of production came from the MWRA.

Water Production	CY2021	CY2022	CY2023
Water Production*	1,185.0	1,313.7	1,187.1
Water Production from MWRA	320.7	427.0	249.5
Water Production from Town Wells	864.3	886.7	937.6
Percentage from MWRA	27.1%	32.5%	21.0%
*millions of gallons			
Water meters replaced	564	500	585
Percentage of the total number of water meters in place for that year	3.6%	3.2%	3.7%

The overall operating budget for FY2025 is \$6,801,995 or \$373,104 (5.8%) more than the FY2024 budget. The primary increase is similar to the Sewer Enterprise which is the debt service increase. The \$210,000 increase is 16.8% more than FY2024. The increase has been expected as the Town has been investing in the Town's water treatment, storage, and distribution systems over the past several years and the work continues. The MWRA assessment is level dollar and will be adjusted at the planned Special Town Meeting in the fall. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2025 water assessment will be based on CY2023 water use. The final assessment from the MWRA is not expected until the end of the State budget process.

The FY2025 salary and wage expense line is \$1,632,768, an increase of \$ 34,081.00 (2.1%) over the current budget. The water enterprise has 17 full-time employees, of whom 13 are unionized. Twelve employees are members of the NIPEA union, and one employee is a member of the ITWA union. The collective bargaining agreements with the ITWA and NIPEA unions expire on June 30, 2024, and as of the time of the budget submission successor agreements have not been reached. Any funding that may be required as a result of the agreements will be addressed at a subsequent town meeting. The budget does includes step and longevity increases for the employees who are members of the unions, based on the expiring collective bargaining agreements, and for non-represented personnel in accordance with the Town's personnel policies.

The water expense line of \$1,689,997 is \$125,528 higher than the FY2024 budget, approximately 8% more. The largest increase in terms of dollars (\$68,729) is for energy (electricity and natural gas) to operate the system water pumps and equipment, the treatment plant processing, and the connections to the MWRA supply. The increase in those costs represents approximately 55% of the total increase in expenses. Public works supplies and drinking water treatments have increased by \$33,184. The cost for treatment chemicals is based on current contracts where prices are between 3.5% and 8.6% more. The cost for water system parts, such as gate valves, hydrants, water main sleeves, and brass and copper fittings have moderated in price with anticipated increases of not more than 3.5%. This is much lower than the 10 to 40% increases seen in recent years. Professional and technical expenses increased by \$17,500 which is all related to software subscriptions. Contracted and other services have increased by \$7,205, primarily for electrical and mechanical related services. Grounds keeping supplies related to the water operations has increased by \$1,000. Governmental charges from the Department of Environmental Protection and Safe Drinking Water Act are \$1,000 more for FY2025. The cost of fuel for vehicles and equipment is lower by \$3,090, a decrease of 5.6% from FY2024.

The operating capital line for FY2025 is recommended at \$57,100 which is an increase of \$3,495 (6.5%). The department needs to replace backwater valves (\$40,000). The valves control whether the effluent pipes are opened or closed, allowing air to be pushed through the filter to break down and clean possible impurities without contaminating the distribution system. The other planned expense (\$17,100) is for a replacement of an existing light tower trailer. The portable light tower is used at worksites which allows for work to be done by Town crews at night. Night work is usually related to emergency repairs. The water reserve fund at \$75,000 is level dollar for FY2025.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 16: **SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS**

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2025 beginning on July 1, 2024 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2024 Spending Limit	FY2025 Spending Limit
Public Facility Use	Public Works Department	\$250,000	\$250,000
Tree Replacement	Public Works Department	\$25,000	\$25,000
School Transportation	School Committee	\$819,000	\$819,000
Home Composting	Public Works Department	\$3,000	\$3,000
Water Conservation	Public Works Department	\$10,000	\$10,000
Immunization Program	Health and Human Services Department	\$125,000	\$125,000
Traveling Meals	Health and Human Services Department	\$100,000	\$100,000
Needham Transportation Program	Health and Human Services Department	\$10,000	\$10,000
Aging Services Programs	Health and Human Services Department	\$75,000	\$75,000
Youth Services Programs	Health and Human Services Department	\$5,000	\$5,000
Memorial Park Activities	Memorial Park Trustees	\$4,100	\$4,100

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with M.G.L Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting. There are no proposed changes to current annual spending limits.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter, or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided, or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation for FY2025 is \$903,527.79. Unless circumstances require otherwise, this Chapter 90 allocation will be directed towards infrastructure projects, such as intersection improvements, roadway reconstruction of Marked Tree Road, sidewalk improvements, and the design and construction of the downtown infrastructure improvement project.

ZONING/LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – AFFORDABLE HOUSING DISTRICT

To see if the Town will vote to amend the Zoning By-Law as follows:

1. In Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Residential:

“AHD – Affordable Housing District”

2. In Section 3, Use Regulations, by inserting a new Subsection 3.16, Affordable Housing District, to read as follows:

“3.16 Affordable Housing District

3.16.1 Purpose of District

The purpose of the Affordable Housing District (hereinafter referred to as AHD) is to promote the health, safety, and general welfare of the community by encouraging the establishment of affordable housing units, while minimizing potential adverse impacts upon nearby residential and other properties.

3.16.2 Scope of Authority

The regulations of the Affordable Housing District shall govern all new construction, reconstruction, or expansion of new or existing buildings, and new or expanded uses. Provisions of Section 3.16 shall supersede those of Section 3.2 (Schedule of Use Regulations), Section 4.1.5 (Minimum Required Lot Width), Sections 4.2 through 4.11 (Dimensional Regulations) and Section 5.1.2 (Required Parking), except as otherwise specifically provided herein. The Planning Board shall be the permitting authority for any multi-family housing development in the AHD.

3.16.3 Definitions

For the purposes of this section and the Needham Zoning By-Law, the following words and phrases shall have the following meanings:

- a. AHD Project – a multi-family housing development of affordable housing units, as defined in Section 1.3 of this By-Law.
- b. Multi-family housing- a building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.
- c. Site Plan Review – the Site Plan Review process as provided in Section 7.4 that an applicant must obtain for any AHD project.

3.16.4 Allowed Uses

The following uses may be constructed, maintained, and operated by right:

- a. AHD Projects, after completion of Site Plan Review as provided in Section 7.4.
- b. Accessory buildings and uses to the use allowed by right.

3.16.5 Multiple Buildings in the Affordable Housing District

More than one building may be located on a lot in the AHD as a matter of right, provided that each building and its uses complies with the requirements of Section 3.16 of this By-Law.

3.16.6 Dimensional Regulations for AHD Projects in the Affordable Housing District

- a. Minimum Lot Area (Sq. Ft.): 20,000 SF
- b. Minimum Lot Frontage (Ft.): 150 FT
- c. Minimum Front Setback¹ (Ft.): 40 FT

¹ The front setback shall be a landscaped, vegetative buffer area, except that driveway openings, sidewalks, walkways and screened mechanical equipment may be located in the buffer area. Additionally, parking areas may be located in

- d. Minimum Side Setback² (Ft.): 25 FT
- e. Minimum Rear Setback³ (Ft.): 25 FT
- f. Maximum Floor Area Ratio: .5
- g. Maximum Dwelling Units Per Acre: 25
- h. Maximum Lot Coverage: 20%
- i. Maximum Height⁴: 58 FT
- j. Maximum Number of Stories: 4

3.16.7 Parking Requirements

- a. Notwithstanding anything in the By-Law to the contrary, for AHD Projects in the Affordable Housing District, the off-street parking requirement shall be .5 parking spaces per dwelling unit.
- b. For AHD Projects in the Affordable Housing District, the requirements of By-Law Section 5.1.3, Parking Plan and Design Requirements, shall apply.

3.16.8 Site Plan Review

- a. Site plan review under Section 7.4 of the By-Law shall be completed by the Planning Board for any AHD Project prior to the filing of an application for a building permit.
- b. For AHD Projects the site plan review filing requirements shall be those set forth in the By-Law for Major Projects as defined in Section 7.4.2.
- c. The procedure for the conduct of site plan review for an AHD project shall be as set forth in Section 7.4.4 of the By-Law.
- d. In conducting site plan review of an AHD project, the Planning Board shall consider the review criteria set forth in Section 7.4.6 of the By-Law.

the buffer area, but must be set back at least 10 feet from the front lot line, which setback shall provide a landscaped buffer.

² Parking areas must be set back at least 5 feet from a side lot line.

³ Parking areas must be set back at least 5 feet from a rear lot line.

⁴ Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilation or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all such structures, except roof-mounted solar energy systems, on the building does not exceed 25 percent, and all such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

3. In Section 7.4 Site Plan Review, Subsection 7.4.2 Definitions, by adding a new paragraph after the paragraph defining MAJOR PROJECT, to read as follows:

“In the Affordable Housing District, a MAJOR PROJECT shall be defined as any construction project which involves the construction of 10,000 or more square feet of gross floor area; or increase in gross floor area by 5,000 or more square feet; or any project which results in the creation of 25 or more off-street parking spaces; or any project that results in any new curb- or driveway-cut.”

4. In Section 7.4 Site Plan Review, Subsection 7.4.2 Definitions, by adding a new paragraph after the paragraph defining MINOR PROJECT, to read as follows:

“In the Affordable Housing District, a MINOR PROJECT shall be defined as any construction project which involves the construction of more than 5,000 but less than 10,000 square feet gross floor area; or an increase in gross floor area such that the total gross floor area after the increase is 5,000 or more square feet – and the project cannot be defined as a MAJOR PROJECT.”;

or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Article 18, in combination with Article 19, proposes to create the Affordable Housing District (AHD). Article 18 lays out the regulatory framework for the new district while Article 19 describes its geographical boundaries.

The purpose of the AHD is to create a district for affordable housing, which is in furtherance of a Town goal, set forth in the Town of Needham Housing Plan of December, 2022, to “enable NHA (Needham Housing Authority) to make essential improvements to its property inventory while potentially yielding buildable lot areas for additional deeply affordable or more diverse income affordable housing”. The impetus for creation of the AHD came from the Needham Housing Authority (NHA), which seeks to replace its 152 studio apartments at its 11-acre Linden-Chambers housing complex with 247 new units. During phase 1 of development, 128 new one-bedroom and 8 two-bedroom units are expected. Over time, and as financing permits, an additional 111 new units are planned in a phase 2 project. The Article would also allow occupants to be persons who are not elderly or handicapped, in addition to the elderly and handicapped, including tenants currently living at Linden-Chambers, provided all must have incomes at or below eighty (80) percent of area median income.

The site at Linden-Chambers is now in two zoning districts, Single Residence-B and General Residence B. The land at Linden-Chambers is also subject to restrictions imposed by recorded deeds, Town Meeting votes, and variances, from the 1957-1971 period. The current zoning allows only for single and two-family use. The recorded deeds, Town Meeting votes, and variances, which do allow for multi-family use, limit occupancy to elderly only. The dimensional requirements in the Single Residence-B and General Residence Districts, and in the recorded restrictions, particularly those relating to number of units, height, and number of stories, would prevent the intended reconstruction from going forward. The new requirements proposed for the AHD District would make such reconstruction possible under zoning.

Uses

The only uses permitted in the AHD are “AHD Projects”, and accessory uses thereto. An AHD Project is defined as “a multi-family housing development of affordable housing units, as defined in Section 1.3 of this By-Law”. Section 1.3 defines affordable housing units as affordable to and occupied by a household

with income at or below eighty (80) percent of area median income (AMI). This definition is used throughout the current Needham Zoning Bylaw for affordable housing units, in multiple zoning districts. Single and two-family use would not be permitted in the AHD. It is expected that federal and state requirements applicable to the NHA, and anticipated project funding program requirements, will mean that most, if not all, of the units to be developed will have affordability limits that are lower than 80% of AMI.

Permitting Process

AHD Projects would be allowed by right but would be subject to Site Plan Review by the Planning Board, as provided in Section 7.4 of the Zoning Bylaw. Site Plan review requires submission to the Planning Board of an application, and a site plan. That plan must address location of proposed structures, setbacks, building elevations, contour elevations, parking areas and spaces, maneuvering aisles, driveways and driveway openings, facilities for pedestrian and vehicular movement, drainage, utilities, landscaping, lighting, loading and unloading facilities, refuse removal, traffic, and other information as may be needed by the Planning Board to make a site plan review decision. The Site Plan review procedure includes review of the plans by the Town's Design Review Board, submission of copies of the application and site plan to the Department of Public Works, Engineering Department, Building Department, Board of Health, Conservation Commission, and other Town boards. Publication, notice to abutters, and at least one public hearing is required. In making its decision, the Planning Board must consider protection of adjoining premises, surface water drainage, sound and sight buffers, traffic and safety, compliance with laws protecting handicapped and elderly persons, parking, refuse disposal, relation of structures and open spaces to natural landscape, existing buildings and other community assets in the area, and mitigation of adverse impacts on town resources including water, sewer, and streets.

Lot Area and Frontage

The AHD District requires a minimum lot area of 20,000 sq. ft. and minimum lot frontage of 150 feet.

Setbacks

The minimum front yard setback is 40 feet. The setback area must be a landscaped, vegetative buffer area, except for driveway openings, sidewalks, walkways, and parking areas. The parking areas must be set back 10 feet from the front lot line, which setback shall provide a landscape buffer.

The minimum side and rear setbacks are 25 feet. The setback areas shall be landscaped buffer areas. The parking areas must be set back five feet from the side and rear lot lines.

Floor Area Ratio and Lot Coverage

The maximum floor area ratio is .50. The maximum lot coverage is 20%.

Dwelling Units Per Acre

The maximum number of dwelling units per acre is 25.

Height and Rooftop Structures

The maximum height of a building, including rooftop structures, is 58 feet.

Rooftop mechanical structures, such as chimneys, HVAC equipment, solar panels, elevator housings, and the like may exceed the height of the building by up to 15 feet, with maximum horizontal coverage (except

for solar energy systems) not to exceed 25%, and with the structures set back from the roof edge by at least their height.

Maximum Number of Stories

The maximum number of stories of a building is 4.

Off-Street Parking, Parking Plan and Design Requirements

The off-street parking requirement shall be .5 parking spaces per dwelling unit. Parking lots must comply with all the requirements of Zoning By-Law Section 5.1.3, Parking Plan and Design Requirements.

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE FOR AFFORDABLE HOUSING DISTRICT

To see if the Town will vote to amend the Zoning By-Law by amending the Zoning Map as follows:

Place in the Affordable Housing District all that land now zoned Single Residence B and General Residence lying east of Linden Street, comprising parcels 23 and 24, on Assessors Map No. 133, parcel 41 on Assessors Map No. 134, and parcel 13 on Assessors Plan No. 45. Said land is bounded and described as follows:

Beginning at a concrete bound at the northwesterly corner of the property, on the easterly side of Linden Street; Thence, S 83° 26' 20" E for a distance of 107.02 feet to an iron rod; Thence, S 82° 15' 50" E for a distance of 87.89 feet to a concrete bound; Thence, S 08° 56' 11" W for a distance of 328.80 feet to a point; Thence, S 42° 44' 39" E for a distance of 159.58 feet to a point; Thence, S 23° 11' 00" W for a distance of 275.88 feet to a point; Thence, S 14° 57' 44" W for a distance of 199.48 feet to a point; Thence, S 86° 04' 45" E for a distance of 59.86 feet to a point; Thence, S 88° 37' 00" E for a distance of 37.49 feet to a point; Thence, S 86° 19' 44" E for a distance of 140.96 feet to a point; Thence, S 86° 19' 44" E for a distance of 26.25 feet to a point; Thence, along a curve turning to the right, having a radius of 2817.93 feet, a distance of 716.25 feet to a point; Thence, S 37° 38' 40" W for a distance of 530.86 feet to a point; Thence, N 52° 24' 02" W for a distance of 175.47 feet to a point; Thence, N 74° 08' 46" W for a distance of 39.96 feet to a point; Thence, N 21° 18' 16" E for a distance of 70.00 feet to a point; Thence, N 72° 56' 42" E for a distance of 165.00 feet to a point; Thence, N 59° 35' 49" E for a distance of 116.66 feet to a point; Thence, N 40° 49' 41" E for a distance of 118.66 feet to a point; Thence, N 21° 56' 08" E for a distance of 118.67 feet to a point; Thence, N 02° 41' 11" E for a distance of 122.65 feet to a point; Thence, N 09° 25' 32" W for a distance of 271.23 feet to a point; Thence, N 43° 37' 54" E for a distance of 103.44 feet to a point; Thence, N 20° 01' 11" E for a distance of 112.07 feet to a point; Thence, N 86° 04' 45" W for a distance of 22.72 feet to a point; Thence, N 78° 30' 10" W for a distance of 108.86 feet to a point; Thence, N 10° 27' 40" E for a distance of 823.79 feet to a point; Thence N 08° 57' 40" E a distance of 71.55 feet to the point of beginning.

Said parcel contains four hundred seventy-nine thousand two hundred fifty-four square feet more or less (479,254 S.F.); or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Article 19 describes the approximately 11-acre geographical area on which the present Linden-Chambers housing development is located, which is owned by the Needham Housing

Authority, plus an isolated 714 square foot triangular parcel owned by the Town of Needham, along the easterly side of Linden Street, proposed to be placed in the Affordable Housing District. The affected property is shown on a plan prepared by Hancock Associates, titled “Plan of Land in Needham, MA”, dated December 21, 2023. The land is currently located within the Single Residence B and General Residence zoning districts and contains approximately 479,254 square feet.

ARTICLE 20: AMEND ZONING BY-LAW – MAP CHANGE FOR AFFORDABLE HOUSING DISTRICT

To see if the Town will vote to amend the Zoning By-Law as follows:

1. In Section 1.3 Definitions, by adding the following terms and definitions in the appropriate alphabetical location as follows:

“Solar Energy System - a device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage, and distribution of solar energy for space heating or cooling, electricity generation, or water heating. Solar Energy Systems include the following system types:

1. A Solar Energy System, Active: A solar energy system whose primary purpose is to harvest solar energy into another form of energy or to transfer heat from a collector to another medium using mechanical, electrical, or chemical means. Active Solar Energy Systems include, but are not limited to, the following installation types:
 - a) Solar Energy System, Building-mounted: An Active Solar Energy System that is structurally mounted to a building or structure.
 - b) Solar Energy System, Roof-mounted: A special application of a Building-mounted Solar Energy System that is structurally mounted to the roof of a building or structure.
 - c) Solar Energy System, Building-mounted Canopy: A special application of a Building-mounted Solar Energy System that is installed on top of a building with a flat roof that maintains the function of the area beneath the canopy.
 - d) Solar Energy System, Ground-mounted: An Active Solar Energy System that is structurally mounted to the ground.
 - e) Solar Energy System, Small-Scale Ground-mounted: A Ground-mounted Solar Energy System that occupies 1,500 square feet of surface area or less.
 - f) Solar Energy System, Medium-Scale Ground-mounted: A Ground-mounted Solar Energy System that occupies more than 1,500 square feet, but less than 40,000 square feet of surface area.
 - g) Solar Parking Canopy: A special application of a Ground-mounted Solar Energy System that is installed on top of a parking surface or paved surface that maintains the function of the area beneath the canopy.

- h) Solar Energy System, Building-integrated Photovoltaic (BIPV): An Active Solar Energy System that consists of integrating solar photovoltaic (PV) modules into the surface of a building or structure, where the solar panels themselves function as, or are integrated into, a building material (i.e., roof shingles, siding, windows, skylights) or structural element (i.e., façade). The generation of solar energy is secondary to the function of the building material or structural element.
 - i) Solar Energy System, Surface-integrated: An Active Solar Energy System that is not building-mounted and is integrated into a ground level surface, such as a driveway, walkway, patio surface, path, or parking area, where the solar panels themselves function as, or are integrated into, the surface material. The generation of solar energy is secondary to the function of the surface element.
2. Solar Energy System, Passive: A Solar Energy System that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.”
2. Amend Section 6, Special Regulations, by adding a new Subsection 6.13 Accessory Uses – Solar Energy Systems, to read as follows:

“6.13 Accessory Uses – Solar Energy Systems

6.13.1 Basic Requirements

- a) Roof-mounted Solar Energy Systems shall be permitted in all use districts as-of-right. The installation of Roof-mounted Solar Energy Systems that: (i) comply with the regulations provided in this section; (ii) are located on properties with nonconforming uses or structures; and (iii) do not increase the nonconformity of such nonconforming uses or structures except with respect to the dimensions of the Roof-mounted Solar Energy System in question shall not be considered a change, extension or alteration that requires a finding by the Zoning Board of Appeals per M.G.L. c.40A s.6.
- b) In residential districts: Small-scale Ground-mounted Solar Energy Systems shall be permitted in rear and side yards as-of-right at the District-level setback as defined in Section 6.13.2.c)4). Small-scale Ground-mounted Solar Energy Systems may be permitted in the front yard by a Special Permit from the Board of Appeals at the applicable District-level setback as defined in Section 6.13.2.c)4). Screening or landscaping of such systems from view from abutting lots or from a street, by plantings, walls, fences or other devices shall be provided. Solar Parking Canopies shall be permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems shall be permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board.
- c) In nonresidential districts: Small-scale Ground-mounted Solar Energy Systems shall be permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems and Solar Parking Canopies are permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board. The same regulations shall apply in residential districts for uses allowed by operation of M.G.L. c.40A s.3, or other state and federal statutes.
- d) In the New England Business Center (NEBC) District, Mixed Use-128 (MU-128) District and in the portion of the Highland Commercial-128 (HC-128) District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue Solar

Energy Building-mounted Canopy Systems are permitted as-of-right subject to site plan review by the Planning Board. In the Business (B), Chestnut Street Business (CSB), Center Business (CB), Avery Square Business (ASB), Hillside Avenue Business (HAB), Neighborhood Business (NB), Elder Services (ES), Industrial (I), Industrial-1 (IND-1), Highway Commercial 1 (HC-1), and Institutional (I) districts and for municipal buildings in all districts Solar Energy Building-mounted Canopy Systems are permitted by special permit subject to site plan review by the Planning Board.

- e) BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems shall be permitted as of right as part of any use or site otherwise allowed in any zoning district.

6.13.2 Dimensional Requirement

a) Maximum Percentage (%) Lot Coverage

- 1) For the purpose of regulating lot coverage, the area of Active Solar Energy Systems shall count toward the Maximum Percentage (%) Lot Coverage as defined and regulated in the Dimensional Regulations provided in Section 4 of the Needham Zoning By-Laws.
- 2) An Active Solar Energy System's contribution toward Maximum Percentage (%) Lot Coverage shall be calculated as the total area of the system's panels. For example, if a system includes ten (10) panels that are each three (3) feet by five (5) feet, the system's contribution to Maximum Percentage (%) Lot Coverage would equal 150 square feet.
- 3) Such part of a Building-mounted Solar Energy System or Solar Parking Canopy that extends beyond the impervious area over which it is placed shall count toward Maximum Percentage (%) Lot Coverage.
- 4) For Ground-mounted Solar Energy Systems, the total surface area of the Solar Energy System shall count toward Maximum Percentage (%) Lot Coverage.
- 5) To avoid double counting, the surface area of any Active Solar Energy System that is above an existing impervious surface shall not be included in the calculation of Maximum Percentage (%) Lot Coverage (i.e. the addition of a Roof-mounted Solar Energy System shall not increase the calculated Maximum Percentage Lot Coverage on a lot because it will be located within a surface area - the building's footprint - that is already counted).

b) Height

- 1) Building-mounted Solar Energy Systems:

System Type	Roof Pitch	Siting	Maximum Height
Roof mounted Solar Energy System	Pitch is greater than or equal to 3.2:12 (a fifteen (15) degree angle)	All districts	Roof-mounted Solar Energy Systems may extend up to one (1) foot above the roof surface on which the system is installed beyond applicable building height limits. Systems shall be surface-mounted and installed parallel to the roof surface.
Roof-mounted Solar Energy System	Pitch is less than 3.2:12 (a fifteen (15) degree angle)	All districts	Roof-mounted Solar Energy Systems may extend up to three (3) feet above the roof surface on which the system is installed beyond applicable building height limits. If the surface on which the system is to be mounted is below maximum building height, the Roof-mounted Solar Energy System may extend up to six (6) feet above the roof surface on which the system is installed, provided it does not exceed building height limits by more than three (3) feet; and provided further that any Roof-mounted Solar Energy System that extends more than three (3) feet above the roof surface on which the system is installed must be installed at least three (3) feet from the roof's edge.
Building-mounted Canopy Solar Energy System	Flat Roof with predominately zero pitch	NEBC, MU-128 & HC-128 districts Municipal buildings in all districts	May extend up to fifteen (15) feet above the roof surface on which the system is installed beyond applicable building height limits.
Building-mounted Canopy Solar Energy System	Flat Roof with predominately zero pitch	B, CSB, CB, ASB, HAB, NB, ES, IND, IND-1, HC-1 & I districts	May extend up to fifteen (15) feet above the roof surface on which the system is installed up to the applicable building height limit of the district.

Other Building-mounted Solar Energy System (e.g., awnings)	Not Applicable	All districts	No greater than the highest point of the roof.
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2) Ground-mounted Solar Energy Systems:

System Type	Siting	Maximum Height
Small-Scale Ground-mounted Solar Energy System	SRB & GR districts	Eight (8) vertical feet from grade.
	All other districts	Ten (10) vertical feet from grade.
Medium-Scale Ground-mounted Solar Energy System	SRB & GR districts	Eight (8) vertical feet from grade.
	All other districts	Ten (10) vertical feet from grade.
Solar Parking Canopy	All districts	Seventeen (17) vertical feet from grade.

c) Setbacks

- 1) Ground-mounted Solar Energy Systems that move along an axis, unfold, or open shall be located so that the entirety of the equipment's reach at all angles falls within the setback requirements.
- 2) Solar Parking Canopies in residential districts shall meet setback requirements for accessory structures.
- 3) Solar Parking Canopies and Surface-integrated Solar Energy Systems in non-residential zones shall be allowed where parking is permitted in accordance with the requirements defined in Section 5.1.3, Parking Plan and Design Requirements. The requirements for the planting of trees in landscaped strips within the parking area as defined in Section 5.1.3, Paragraphs (k) Landscape Areas and Paragraph (l) Trees may be met elsewhere on the lot. Landscaping for parking lots located under a canopy shall be designed to manage runoff from the panels and to be shade tolerant.
- 4) All other Ground-mounted Solar Energy Systems shall meet the requirements for Setbacks of principal structures as defined in Section 1.3 and Section 4.2 of the Needham Zoning By-Laws, as regulated for each use district in Section 4 ("District-level setback") provided, however, that a Small-Scale Ground-mounted Energy System in the Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts located in a side or rear yard may instead meet the setback requirements applicable to accessory structures under Section 4.2.9. A Small-Scale Ground mounted Solar Energy System constructed nearer to any lot line than

the setback applicable to a principal structure pursuant to the forgoing provision shall require screening or landscaping of such systems from view from abutting lots and/or from a street, by plantings, walls, fences or other devices with said screening having a minimum height of six feet.

- 5) Any extension of a Building-Mounted Solar Energy System shall comply with the setback requirements for that building.

6.13.3 Supplemental Regulations

- a) BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems shall be subject to any requirements in the Needham Zoning By-Laws that relate to the material or structural element into which the system is integrated or functions as. For example, solar roofing would be subject to regulations for roofing; solar pavement would be subject to regulations for pavement.
- b) The impervious portion of Ground-mounted Solar Energy Systems and Surface-integrated Solar Energy Systems shall be subject to any requirements in the Needham Zoning By-Laws that relate to paving, including impervious lot coverage requirements within the Aquifer Protection District. The systems shall also comply with regulations identified in the Town of Needham's Stormwater By-Law, Article 7 of the General By-Laws.

6.13.4 Site Plan Review

- a) Site Plan Review: Medium-scale Ground-mounted Solar Energy Systems in all districts, Solar Parking Canopies in non-residential districts, and Solar Energy Building-mounted Canopy Systems in the New England Business Center, Mixed Use 128, and Highland Commercial-128 districts, are subject to site plan review by the Planning Board prior to construction, installation or modification as provided in this section and in accordance with Section 7.4 Site Plan Review. In reviewing a Special Permit application under Section 6.13.1 b) the Board of Appeals shall also apply the Site Plan Review Document Requirements of Section 6.13.4 b) and the Site Plan Review Design Standards of Section 6.13.3 c). In reviewing a Special Permit application under Section 6.13.1 d) the Planning Board shall also apply the Site Plan Review Document Requirements of Section 6.13.4 b) and the Site Plan Review Design Standards of Section 6.13.3 c).
- b) Site Plan Review Document Requirements: The project proponent shall provide a Final Site Plan to the Planning Board in compliance with Section 7.4 Site Plan Review, Subsection 7.4.4.Procedure. In addition, applicants shall submit the following:
 - 1) Name, address, and contact information for proposed system installer.
 - 2) Name, address, contact information and signature of the project proponent, as well as all co-proponents or property owners, if any.
 - 3) The name, contact information and signature of any agents representing the project proponent.
 - 4) Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures.

- 5) Blueprints or drawings of the solar energy system showing the proposed layout of the system, any potential shading from nearby structures, the distance between the proposed solar collector and all property lines and existing on-site buildings and structures, and the tallest finished height of the Solar Energy System.
 - 6) All submitted plans must be stamped by electrical, civil, and structural engineers or architects and landscape architects for their respective scope of work. Systems that are installed on existing structures must have a structural analysis stamped by a Professional Engineer that demonstrates the structure can handle the additional deadloads of the system as well as uplift wind loads per the local and state building codes.
 - 7) Ground mounted solar structures must include geotechnical reports and engineering of any foundations associated with the new solar system per local and state building codes.
 - 8) Plans must include stormwater analysis with erosion control plans for proposed solar systems as well as stormwater control measures. Site modifications must meet the current stormwater by-laws for stormwater infiltration requirements. Impervious areas will include all impervious surfaces associated with the new solar system.
 - 9) Documentation of the major system components to be used, including the panels, mounting system, and inverter.
 - 10) Operation and Maintenance Plan including measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.
 - 11) Locations of active farmland, permanently protected open space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP) and “Important Wildlife Habitat” mapped by the Massachusetts Department of Environmental Protection (MassDEP) in relation to the site.
- c) Site Plan Review Design Standards: The Planning Board shall consider the following criteria and standards, in addition to those listed in Section 7.4.6, Review Criteria for Site Plan Review when reviewing site plan submittals made under this section:
- 1) Utility Notification: No solar photovoltaic system shall be installed until evidence has been given to the Planning Board that the owner has submitted notification to the utility company of the customer’s intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.
 - 2) Utility Connections: Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the solar photovoltaic installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.
 - 3) Safety: The owner or operator shall provide a copy of the Site Plan Review application to the Needham Fire Department and shall cooperate with local

emergency services in developing an emergency response plan. All means of shutting down the solar installation shall be clearly marked. The owner or operator shall identify a person responsible for responding to municipal officials, throughout the life of the installation.

- 4) Height and Layout: The Planning Board shall also review the height and physical layout of the Solar Energy Systems, utility connections, and appurtenant infrastructure as it relates to the convenience and safety of emergency vehicles, private vehicles and pedestrian movement on the site.
- 5) Visual Impact: Reasonable efforts, as determined by the Planning Board, shall be made to minimize visual impacts by preserving natural vegetation, screening abutting properties, or other appropriate measures.
- 6) Land Clearing, Soil Erosion and Habitat Impacts: Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of ground-mounted solar energy systems or as otherwise prescribed by applicable laws, regulations, and By-Laws.
- 7) Stormwater: The Planning Board shall review the existing and post stormwater analysis to meet the current stormwater by-law infiltration requirements.
- 8) Lighting: The Planning Board shall review the physical lighting of the site, including the methods of exterior lighting for convenience, safety and security within the site, and in consideration of impacts of neighboring properties and excessive light pollution. Where feasible, lighting of the Solar Energy System shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.”

3. Amend Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.8 Height Limitation Exceptions, by deleting from the second sentence of the first paragraph the phrase “solar panels,” so that the sentence shall now read as follows:

“In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building.”

4. Amend Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.8 Height Limitation Exceptions, by deleting the fourth sentence of the first paragraph which reads as follows:

“Further provided, subject to the 15-foot maximum height limitation cited above, solar panels shall also be allowed on rooftops of schools and other municipal buildings with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel.”

5. Amend Section 4.5 Dimensional Regulations for Highland Commercial-128, Subsection (3), by deleting from the fourth sentence of said subsection the phrase “solar or photovoltaic panels,” so that the sentence shall now read as follows:

“Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height.”

6. Amend Section 4.8 Dimensional Regulations for NEBC, Subsection (1), by deleting from the fourth sentence of said subsection the phrase “solar or photovoltaic panels,” so that the sentence shall now read as follows:

“Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height, provided that the Planning Board may by Special Permit increase the height limit by not more than 5 additional feet.”

7. Amend Section 4.9 Dimensional Regulations for Mixed-Use 128, Subsection (1), by deleting from the fourth sentence of said subsection the phrase “solar or photovoltaic panels,” so that the sentence shall now read as follows:

“Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will establish expanded regulations for Solar Energy Systems. Presently, Needham’s Zoning By-Law only addresses Large-scale Ground-mounted Solar Energy Systems through its Ground Mounted Solar PV Installation Overlay District located at the transfer station.

The proposed Zoning By-Law amendment would expand the definition of Solar Energy Systems to include Roof-mounted systems, Building-mounted systems, Small-scale Ground-mounted systems, Medium-scale Ground-mounted systems, Solar Parking Canopies, Building Mounted Canopies, Building Integrated Systems and Surface Integrated Systems; add a new category of solar energy accessory uses with prescribed regulations for each zoning district; establish dimensional standards for solar energy systems including setback, height, and lot coverage standards; and establish special permit and site plan review requirements and design standards for higher impact Solar Energy Systems. The amendments key provisions are summarized below.

Definitions

A solar energy system is defined as an energy system whose primary purpose is to harvest solar energy into another form of energy or to transfer heat from a collector to another medium using mechanical, electrical, or chemical means. Solar Energy Systems as defined and regulated under the by-law are detailed below.

Solar Energy System, Roof-mounted: A special application of a Building-mounted Solar Energy System that is structurally mounted to the roof of a building or structure.

Solar Energy System, Building-mounted: An Active Solar Energy System that is structurally mounted to a building or structure.

Solar Energy System, Small-Scale Ground-mounted: A Ground-mounted Solar Energy System that is structurally mounted to the ground and occupies 1,500 square feet of surface area or less.

Solar Energy System, Medium-Scale Ground-mounted: A Ground-mounted Solar Energy System that is structurally mounted to the ground and that occupies more than 1,500 square feet, but less than 40,000 square feet of surface area.

Solar Parking Canopy: A special application of a Ground-mounted Solar Energy System that is installed on top of a parking surface or paved surface that maintains the function of the area beneath the canopy.

Solar Energy System, Building-mounted Canopy: A special application of a Building-mounted Solar Energy System that is installed on top of a building with a flat roof that maintains the function of the area beneath the canopy.

Solar Energy System, Building-integrated Photovoltaic (BIPV): An Active Solar Energy System that consists of integrating solar photovoltaic (PV) modules into the surface of a building or structure, where the solar panels themselves function as, or are integrated into, a building material (i.e., roof shingles, siding, windows, skylights) or structural element (i.e., façade). The generation of solar energy is secondary to the function of the building material or structural element.

Solar Energy System, Surface-integrated: An Active Solar Energy System that is not building-mounted and is integrated into a ground level surface, such as a driveway, walkway, patio surface, path, or parking area, where the solar panels themselves function as, or are integrated into, the surface material. The generation of solar energy is secondary to the function of the surface element.

Accessory Use Regulations

Roof-mounted Solar Energy Systems are permitted as-of-right in any zoning districts.

In residential districts: Small-scale Ground-mounted Solar Energy Systems are permitted in rear and side yards as-of-right at the district-level setback. Small-scale Ground-mounted Solar Energy Systems may be permitted in the front yard by a Special Permit from the Board of Appeals at the applicable district-level setback with the screening of the system from view from abutting lots or from a street. Medium-scale Ground-mounted Solar Energy Systems are permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board.

In nonresidential districts: Small-scale Ground-mounted Solar Energy Systems are permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems and Solar Parking Canopies are permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board. The

same regulations shall apply in residential districts for uses allowed by operation of M.G.L. c.40A s.3, or other state and federal statutes.

Solar Energy Building-mounted Canopy Systems are permitted as-of-right subject to site plan review by the Planning Board in the New England Business Center District, Mixed Use-128 District, and in a portion of the Highland Commercial-128 District.

Solar Energy Building-mounted Canopy Systems are permitted by special permit subject to site plan review by the Planning Board in the Business, Chestnut Street Business, Center Business, Avery Square Business, Hillside Avenue Business, Neighborhood Business, Elder Services, Industrial, Industrial-1, Highway Commercial, and Institutional districts.

BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems are permitted as of right as part of any use or site otherwise allowed in any zoning district.

Lot Coverage

For Ground-mounted Solar Energy Systems, the total surface area of the Solar Energy System shall count toward the maximum percentage of lot coverage. Such part of a Building-mounted Solar Energy System or Solar Parking Canopy that extends beyond the impervious area over which it is placed shall also count toward the maximum percentage of lot coverage.

Height

Roof-mounted

Roof-mounted Solar Energy Systems having a pitch of less than 15 degrees may extend up to one (1) foot above the roof surface on which the system is installed beyond applicable building height limits.

Roof-mounted Solar Energy Systems having a pitch of 15 degrees or greater may extend up to three feet above the roof surface on which the system is installed beyond applicable building height limits. If the surface on which the system is to be mounted is below maximum building height, the Roof-mounted Solar Energy System may extend up to six (6) feet above the roof surface on which the system is installed, provided it does not exceed building height limits by more than three feet; and provided further that any Roof-mounted Solar Energy System that extends more than three (3) feet above the roof surface on which the system is installed must be installed at least three (3) feet from the roof's edge.

Building-mounted Canopy Solar System

A Building-mounted Canopy Solar System may extend up to fifteen (15) feet above the roof surface on which the system is installed beyond applicable building height limits. The provision applies in the New England Business Center District, Mixed Use-128 District and the Highland Commercial-128 District and to municipal buildings in all districts.

A Building-mounted Canopy Solar System may extend up to fifteen (15) feet above the roof surface on which the system is installed beyond up to the applicable building height limit of the district. This provision applies in the Business, Chestnut Street Business, Center Business, Avery Square Business, Hillside Avenue Business, Neighborhood Business, Elder Services, Industrial, Industrial-1, Highway Commercial, and Institutional districts.

Ground-mounted Solar Energy System

A Ground-mounted Solar Energy System shall have a maximum height of eight (8) feet vertical from grade in the Single Residence B and General Residence districts. In all other districts the maximum height shall be Ten (10) feet vertical from grade.

Solar Parking Canopy

A Solar Parking Canopy shall have a maximum height of Seventeen (17) vertical feet from grade.

Setbacks

All Ground-mounted Solar Energy Systems shall meet the requirements for setbacks of principal structures as regulated for each use district. Notwithstanding the above, in the Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts a Small-scale Ground-mounted Solar Energy System is permitted at the accessory structure setback in a side and rear yard. Any installation less than the principal structure setback standard requires screening.

Solar Parking Canopies located in residential districts shall meet the requirements for accessory structures. Solar Parking Canopies in non-residential districts shall be allowed where parking is permitted in accordance with the setback requirements applicable to parking lots under Section 5.1.3 of the Zoning By-Law.

Site Plan Review

Medium-scale Ground-mounted Solar Energy Systems in all districts, Solar Parking Canopies in non-residential districts, and Solar Energy Building-mounted Canopy Systems in the New England Business Center, Mixed Use 128, and Highland Commercial-128 districts, are subject to site plan review by the Planning Board.

Summary

This article creates a streamlined and standardized permitting and zoning policy for Solar Energy Systems, thus reducing the time, money, and effort needed to undertake and execute permitting for a solar project. The Planning Board offers this amendment to support community members who wish to install Solar Energy Systems to reduce their carbon footprint.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 21: **APPROPRIATE FOR HIGH SCHOOL TENNIS COURTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,600,000 for improvements to the Needham High School tennis courts, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,440,000 be transferred from CPA Free Cash, \$1,000,000 be transferred from the Athletic Facility Stabilization Fund, \$149,196 be transferred from Overlay Surplus, and \$10,804 be transferred from Article 43 of the 2015 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding is to replace the existing four tennis courts and to install four additional tennis courts at Needham High School. Increasing the number of courts to eight will allow the High School to host tennis tournaments. The proposed project would replace the existing asphalt courts using post-tension concrete, which is the new industry norm and requires less maintenance. The project also includes drainage and landscape improvements, fencing upgrades, ADA walkways, and the installation of a shade structure.

ARTICLE 22: APPROPRIATE FOR LINDEN STREET REDEVELOPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,500,000 for the Linden Street Redevelopment Project, to be spent under the direction of the Town Manager, and to meet this appropriation that \$3,649,749 be transferred from the Community Housing Reserve and \$1,850,251 be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Needham Housing Authority (NHA) is requesting this funding for the construction costs associated with the redevelopment of affordable public housing units located at Linden Street. At the Annual Town Meeting in May 2022, Town Meeting voted to give NHA funding for pre-development costs for the Linden and Chambers properties. This year's request is the next phase for the Linden properties. NHA currently provides 152 affordable public housing units for elderly or disabled households at the Linden Street and Chambers Street sites. Phase 1A/1B of the project, which is what this request is for, includes the redevelopment of 72 existing Linden Street units, plus the creation of 64 new units at Linden Street, for a total of 136 units. This request is one component of funding for the project, which is estimated at over \$83 million. The rest of the funding is being raised through non-Town funding from various sources.

ARTICLE 23: APPROPRIATE FOR DEFAZIO COMPLEX FENCING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$417,000 for the DeFazio Complex Fencing Project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding is to remove and replace the fencing around and within the DeFazio Complex. The perimeter fencing, backstops, and player bench areas are showing signs of age and heavy use. These fields are subjected to high levels of traffic that have shortened the life cycle of fencing and related structures. The existing fence posts will be evaluated for damage and will be reused if possible. The existing chain link fabric will be disposed of and replaced in kind.

ARTICLE 24: APPROPRIATE FY2025 CPA RESERVES

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2025 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

Administrative and Operating Expenses of the
Community Preservation Committee:

\$ 82,000

Reserves:

B. Community Preservation Fund Annual Reserve:	\$1,187,215
C. Community Housing Reserve:	\$ 872,545
D. Historic Resources Reserve:	\$ 0
E. Open Space Reserve	\$ 436,273

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation, and open space. The Town traditionally sets aside 11% of the estimated fiscal year receipts to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has voted to increase the amount set aside in the Community Housing Reserve to 22% of the estimated revenue for the year to ensure that a minimum of 20% of the actual CPA receipts are appropriated or reserved for future appropriation for Community Housing. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Fund.

CAPITAL ARTICLES

ARTICLE 25: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,739,438 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Renovation Young Adult Area Design	\$454,000	
Community Services	Library Technology	\$47,000	
General	Non-Public Safety & Public Safety Data Centers & Networking Equipment	\$600,000	
General	Powers Hall IT and AV	\$220,000	

General	Town Building Security and Traffic Cameras	\$190,000	
General	Town Facility Replacement Furniture and Office Fixtures	\$40,000	
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	\$44,671	
Public Safety	Personal Protective Equipment	\$54,290	
Public Works	GPS Equipment	\$75,000	
Public Works	Specialty Equipment	\$180,000	
Public Works	Sustainable Building Retrofit Program	\$100,000	
Schools	Eliot Boiler	\$34,000	
Schools	High School Fitness Center Equipment	\$32,673	
Schools	Newman Preschool Playground	\$54,000	
Schools	School Copiers	\$66,767	
Schools	School Furniture	\$25,000	
Schools	School Technology	\$661,150	
Transportation Network	Transportation Safety Committee Improvements (Traffic Improvements)	\$100,000	
Transportation Network	Electric Vehicle Charging Stations	\$800,000	
Multiple	Fleet Program	\$960,887	
	Total	\$4,739,438	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Town Facility Replacement Furniture and Office Fixtures

This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and 2010 respectively. In FY2025, some furniture will be well over 10 years old, and many items require replacement due to heavy wear and tear.

Powers Hall IT and AV

This funding will support updating IT and AV equipment and infrastructure in and supporting Powers Hall. While some IT and AV assets are and will continue to be replaced relatively easily on an as-needed basis, larger updates are required to improve reliability and usability for the coming decades. This project includes both the design and build phases. The design phase will permit a full scope design of both the required improvements and the requisite facilities modifications needed to facilitate the improvements. The build phase will implement the design.

Non-Public Safety and Public Safety Data Centers and Networking Equipment Replacement

This funding request is for the replacement of servers, storage units, data center switching, a network core switch, firewalls, and services for installation needed in the Town Hall data center (Data Center 1), Public Safety Building data center (Data Center 2) and Public Services Administration Building (Staging 1). Data Center 1 is the primary data center where Town Departments access files and programs, the internet, and where network and internet security take place, Data Center 2 acts as fail over in case the Town Hall network and infrastructure go offline and will require duplicate hardware as designed for Data Center 1. Staging 1 is being delegated as a location for file staging prior to Fiscal Year 2025 Proposed Budget backing up to the cloud. The servers and storage units in Data Center 1, as well as in Data Center 2, are physical devices that support over 120 virtual servers with corresponding data maintained on the storage units. There are other physical servers that are for specific software solutions such as financial operations.

Town Building Security and Traffic Cameras Replacement

This funding request is for the replacement and upgrade of traffic cameras and security cameras at intersections and buildings. Traffic cameras are currently located at two intersections downtown, Great Plain at Chapel and Chestnut, and Great Plain at Highland and Dedham. The downtown intersections are both traffic management control and equipped with cameras. The traffic control cameras, at the time of installation, were low resolution and will be updated to cameras with higher resolution to better help control traffic. The security cameras are not only for the intersections above which have been added over the last ten years during construction and retrofitting across the Town at multiple municipal buildings and locations. Each building with security cameras also maintains a Digital Video Recorder which currently are backed up through the local area network to a storage unit in the Public Services Administration Building (Staging 1). The cameras installed on municipal buildings are high resolution cameras used for maintaining the security of the buildings and properties. The Town is pursuing several different funding opportunities for improving the traffic cameras, so the recommended funding is for building security cameras only.

Personal Protective Equipment

This funding request will replace Personal Protective Equipment (PPE) – known as "bunker gear" – for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10-year guideline. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel.

Lifepak 15 V4 Monitor/Defibrillator

This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 15 (LP15) is the cardiac monitor/defibrillator that the Department uses on frontline rescues. The Department has two frontline rescues with two backup units. The average lifespan for this piece of equipment is estimated to be about five years.

Newman Preschool Playground Update With Shade Structure

This funding request is for the additional funds required to install a shade structure that also functions as climbing equipment and to replace the existing poured-in-place surface. The estimated cost of the renovated playground is \$228,800, toward which the School Department proposes to apply the \$69,200 previously appropriated for a custom shade shelter (Article 37 of the 2019 Annual Town Meeting), as well as \$105,600 in reserved fund balance from the Preschool Revolving Fund. The additional amount required to complete this project is \$54,000.

Needham High School Fitness Center Equipment Replacement

This funding request is for the purchase of equipment for the Needham High School Fitness Center, which is undergoing modernization to increase student use, improve accessibility, and better meet student needs. This request anticipates that \$25,000 in offsetting funds will be available.

School Copier Replacement

This funding request is to replace three copiers in the following locations: Production Center, Emery Grover, and Needham High School. School photocopiers in all school buildings are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

School Furniture

This funding request is a recurring capital item to replace furniture in poor and fair condition and to provide new classroom furniture as needed for new enrollment or replacement purposes.

School Technology

This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2025 School Technology request includes \$548,150 for hardware and \$113,000 for infrastructure replacement.

Electric Vehicle Charging Stations

This request is for funding of up to three Level 3 chargers to be spent for purchasing and installing these chargers at the Newman School for the anticipated addition of electric buses in the School Department's fleet. It is also to fund additional Level 3 chargers at other locations throughout Town where deemed appropriate. Level 3 chargers are used to charge mid-sized vehicles more quickly or to feasibly charge larger trucks and high-capacity passenger vehicles. Funding is also included to fund at a minimum one Level 2 charger which are used for regular passenger vehicles and smaller trucks. The Town will purchase and install additional chargers if outside funding is received for either of these projects.

DPW Specialty Equipment

This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. Specialty equipment proposed for FY2025 includes a John Deere Gator (\$32,400) and a Smithco Super Start Renovator (\$31,400) for the Parks & Forestry Division, as well as a Dynapac Roller (\$55,700) and a Salso Paver (\$60,500) for the Highway Division.

Eliot Boiler Replacement Design

This request is for the design phase of the project to replace both boilers at the Eliot School. The design for the replacements would include high efficiency condensing boilers. This setup would both improve the performance and reliability of the boilers and the energy efficiency of the system. This request has been advanced from FY2026 to FY2025 due to the continued deterioration of the boilers warranting more frequent and increasingly expensive repairs.

Sustainable Building Retrofit Program

This request is for lighting upgrade projects at the Broadmeadow and High Rock schools, converting their existing outdated lighting to high-efficiency LED systems. Similar projects have been successfully completed in the past few years at the Pollard, Newman, Mitchell, and Hillside schools, and these projects would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption and to take advantage of state programs that subsidize their cost. Any funds available will be used to supplement grant funding that may become available to assist in identifying plans and best practices on how to sustainability update the Town's buildings. This request was previously submitted as "Energy Efficiency Upgrades". The project title change is to reflect the more holistic purpose of the projects.

GPS Equipment

This request is for the purchase, installation, maintenance, and service of replacement GPS units fleet-wide (approximately 80 units) that are compatible with the modern software platform. These new units will restore DPW's ability to generate reporting on the locations of its assets and operators. The replacement units would also allow the ability to physically integrate with the vehicles' systems with reporting features designed to support snow fighting operations.

Library Renovation: Young Adult Area Design

This request is for the design phase of a project to expand and improve the young adult area. Recommendations from the Utile space study that would be further detailed in the design phase include: an expanded footprint of the young adult area on the second floor, installing glass walls and while maximizing daylight and providing visibility, removing the built-in desk in the existing teen room, providing a variety of seating options for groups and individuals, improving the HVAC systems in the young adult area, addressing acoustic impacts of the young adults on the rest of the library, and adding a dedicated young adult staff desk.

Library Technology Plan

This request is for the replacement of self-check stations, catalog computers and monitors, Chromebooks and laptops, a pay-station computer and monitor, and gaming systems.

Transportation Safety Committee Projects

This request is for funding construction-related transportation safety projects and interventions in response to resident petitions, including roadway geometry changes, accessibility ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements. In 2023, the committee transitioned from the Traffic Management Advisory Committee (TMAC) to the Transportation Safety Committee (TSC), which has a wider scope and range of interventions. The amount has increased by \$50,000 annually to address the additional needs coming from the TSC as well as the estimated increase in costs to complete the proposed projects.

General Fund Core Fleet Replacement

Unit	Existing	Division	Year	Replacement	Amount
703	Ford Transit Connect Cargo	DPW Building Maintenance	2015	Utility Van (Electric)	\$81,647
302	N/A	DPW Parks and Forestry	N/A	Small Pickup	\$50,880
C-43	Ford Escape	Fire Department	2017	Public Safety Response Vehicle	\$72,523
588	Ford F-150	Police Department	2014	Work Truck Class 3	\$82,902
New	N/A	Needham Public Schools	N/A	Utility Van with Lift	\$66,388

General Fund Fleet Replacement – Specialized Equipment

Unit	Existing	Division	Year	Replacement	Amount
72	Ford F550 Superduty	DPW Parks and Forestry	2015	Work Truck Class 5 Chip Box	\$152,142
74	Ford F550 Superduty	DPW Parks and Forestry	2016	Work Truck Class 5	\$116,996
350	John Deere Tractor Loader	DPW Parks and Forestry	2010	Work Truck Class Specialty Tractor	\$68,229
61	Genie Forklift	DPW RTS	2013	Forklift	\$149,884
89T	Warren Open-Top Trailer	DPW RTS	2017	Specialty Trailer	\$119,296

ARTICLE 26: APPROPRIATE FOR POLLARD MIDDLE SCHOOL FEASIBILITY STUDY/MSBA

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,750,000 for the purpose of paying costs of a feasibility study of the Pollard Middle School, located at 200 Harris Ave, Needham, MA 02492, including the payment of all costs incidental or related thereto, and for which Town may be eligible for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for a feasibility study of renovation of the Pollard Middle School. The Town has been invited to participate in the eligibility phase of the Massachusetts School

Building Authority (MSBA) process. Feasibility includes funding for an owner's project manager (OPM), designer, survey, initial geotechnical analysis, wetlands, hazardous materials, and traffic study costs. This project assumes that the Pollard would be constructed in partnership with the MSBA, at a potential reimbursement rate of no less than 20-22% of total project costs. The Sunita L. Williams Elementary School project resulted in an effective reimbursement rate of 26.5%. The Pollard School project has been the subject of the School Committee's master planning process for many years.

**ARTICLE 27: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS –
CLAXTON FIELD**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,600,000 for the Claxton Field renovation project, 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: This request is for the construction phase of the Claxton Field Renovation project, Funding for the design phase was granted for FY2021. The project includes conversion of the metal halide lighting on most of the existing poles to energy-efficient LED lights, and cutting and capping the older poles in the middle of the field, which present safety issues. The project will also include removing the existing skin clay material and evaluating the conditions below the skin, after which a new engineered material will be installed and laser graded, and the clay skins will be replaced. After further guidance from MassDEP, a more comprehensive geotextile fabric system was added to act as a barrier between the entire field subsurface and playing surface (previously this was limited to the ballfield areas and not as deep) as well as an additional six inches of loam depth. Other new features added during design include an irrigation system, an accessible looped pathway as a passive recreation enhancement, native tree, wildflower, and pollinator garden plantings, covered dugouts, spectator seating, fencing, warm up areas, and replacement bases and other equipment.

ARTICLE 28: APPROPRIATE FOR FIRE ENGINE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,275,000 for the purchase of a new fire engine, 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: This funding would provide for the purchase of a new fire engine for the Fire Department. The new engine would replace Unit E-04, a 2005 model. The new engine would provide increased reliability, safety, and operational capabilities.

ARTICLE 29: APPROPRIATE FOR WATER FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for Fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that \$75,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The goal of this program is to extend the life cycle of vehicles, increase operational safety, and eventually reduce reactive maintenance. This is a recurring request, based on need.

ARTICLE 30: APPROPRIATE FOR QUIET ZONE PROJECT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$750,000 for the Quiet Zone design and construction project, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 31: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,065,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This request is for the Public Works Infrastructure Program which allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

Street Resurfacing

The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY24 is \$128,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$105,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$6.13 per square yard. The street resurfacing program will be funded by other available sources..

Sidewalk Program

FY2024 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$451,440 per mile (\$85.50/lf). Contract pricing to install a mile of granite curb with minor drainage

improvements and incidental costs is estimated to be \$485,760 per mile (\$92.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. The sidewalk program will be funded by other available sources.

Intersection Improvements

This request is for improvements at the Hunnewell Street at Central Avenue intersection. There have been traffic flow concerns along Central Avenue, including at the intersection at Hunnewell Street. The traffic signal system at this intersection is outdated and beyond its useful life. This project would include a replacement/improvement of the traffic signal system. The new traffic signal system would feature modern technology better able to control the flow of traffic through the intersection, reducing traffic back-ups. The signals would be located in a way that leaves space for further improvements to the overall layout of the intersection to comply with Complete Streets principles. This project would be part of a larger traffic improvement plan along Central Avenue.

The intersection improvement program will be funded by other available sources.

Stormwater Plan

The request is to fund a Stormwater Plan that would evaluate the capacity and the condition of the existing Townwide stormwater drainage system. The plan would identify, prioritize, and address the health and safety, regulatory, and capacity concerns associated with the management of stormwater. It would also provide estimates for the financial investments that would be required for the construction and maintenance of future storm drain improvement projects to be funded out of the infrastructure article, including storage areas for discharge (e.g. retention ponds, underground vaults, dry wells). The Stormwater Plan would be closely tied to the ongoing master planning of the Town's brooks and culverts, which function as another important component of the stormwater network capacity by controlling the flow of surging water during heavy rains/storms. Destructive flooding in the summer of 2023 continued a pattern of increasingly erratic weather that is expected to worsen over time, further illustrating the need to continuously maintain and improve stormwater management infrastructure through holistic planning. It is difficult to ensure that the DPW is targeting projects that will have the maximum impact without a comprehensive plan to inform the Town's stormwater strategy.

In addition to the capacity and resiliency considerations, the Stormwater Plan would allow the Town to identify ways to improve surface water quality by mitigating pollutants through the stormwater drainage system. This portion of the Stormwater Capacity Plan would assist the DPW in their efforts to comply with standards set by the National Pollutant Discharge Elimination System (NPDES) permit. Target funding for the Stormwater Plan in FY2025 is \$250,000.

Brooks and Culverts

This request is for the design phase of the project. Funding for the construction phase will be requested for FY2027. Alder Brook is considered a category 5 impaired water body under NDPES. Category 5 is the worst rating a water body can receive from the EPA. An engineering consultant will be brought in to design a project to remove sediment and vegetation from the brook as well as repair/replace failing walls/culverts. The design will be focused on effectively cleaning the brook to remove the phosphorus contaminated sediment and improve the overall water quality. The section of the brook being addressed is from Webster Street at Dedham Avenue to the Charles River. Target funding for Brooks and Culverts improvements for FY2025 is \$225,000.

ARTICLE 32: **APPROPRIATE FOR PUBLIC WORKS FACILITIES IMPROVEMENTS
PHASE 1 DESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,300,000 for the Public Works Facilities Improvements project, to be spent under the direction of the Town Manager, and to meet this appropriation that \$219,600 be transferred from Article 47 of the 2017 Annual Town Meeting, \$21,820 be transferred from Article 36 of the 2018 Annual Town Meeting, \$176,280 be transferred from Article 39 of the 2018 Annual Town Meeting \$32,600 be transferred from Article 37 of the 2019 Annual Town Meeting, \$249,700 be transferred from Article 21 of the 2020 Annual Town Meeting, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,600,000 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: This funding would provide for Phase One design of the DPW Facilities Improvement. Phase One is to construct a new fleet maintenance facility as an expansion of the Jack Cogswell Building that will house the Fleet Division, including fleet storage and the equipment and facilities needed for their daily operations. Funding for the construction phase of this project is planned for fall 2026.

ARTICLE 33: **APPROPRIATE FOR SEWER MAIN REPLACEMENT**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$13,600,000 for sewer main replacement and rehabilitation, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of Massachusetts General Law Chapter 29C, that to meet this appropriation that \$194,597 be transferred from Article 41 of the 2014 Annual Town Meeting, \$7,486 be transferred from Article 48 of the 2017 Annual Town Meeting, \$42,451 be transferred from Article 40 of the 2019 Annual Town Meeting, \$355,466 be transferred from Sewer Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$13,000,000 under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for the second construction phase of the Interceptor Phase 2 project. The funding for the design phase was approved in FY2023, and the first construction phase was funded through the American Recovery Plan Act (ARPA). The Town is actively working on identifying and applying for funding from other grants and external funding sources from state agencies such as the MWRA and MassDEP (SRF loan program). The second phase involves the replacement of a section of the sewer

interceptor under the MBTA tracks, as well as additional lining south of the tracks. The existing interceptor is struggling to handle the sewer flow, so it is necessary to replace part of this segment with larger piping to increase its capacity while lining the rest to prevent collapse and infiltration. The limits of work for the second construction phase are from Kenney Street to Valley Road at Norwich Road (replacement of 2,900 linear feet) and from Valley Road at Norwich Road to the MWRA sewer siphon (lining of 3,400 linear feet).

ARTICLE 34: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$180,814 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Water Fleet Program:

Unit	Existing	Division	Year	Replacement	Amount
151T	Ingersoll Rand	DPW Water	2008	Specialty Trailer	\$31,323
157T	PP&P Portable Pump Trailer	DPW Water	2012	Specialty Trailer	\$81,991

Water Enterprise Specialty Equipment:

This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. Specialty equipment proposed for FY2025 is a new mini excavator (\$67,500).

ARTICLE 35: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for water service connections, to be spent under the direction of the Town Manager, and to meet this appropriation that \$207,466 be transferred from Article 46 of the 2013 Annual Town Meeting, \$49,037 be transferred from Article 42 of the 2014 Town Meeting, \$140,994 be transferred from Article 46 of the 2015 Annual Town Meeting, \$15,364 be transferred from Article 47 of the 2015 Annual Town Meeting, \$24,584 be transferred from Article 48 of the 2016 Annual Town Meeting, \$9,320 be transferred from Article 39 of the 2018 Annual Town Meeting, and that \$553,235 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding would provide for the development of a plan to document and identify all known and unknown water service pipe materials and their locations, confirm the unknown services through test pit excavation, and remove old lead or plastic service connections wherever they exist, replacing them with new copper service piping. Services identified for replacement could range from supply mains into residential homes just prior to the water meters.

ARTICLE 36: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Appropriate for Property Acquisition	October 24, 2022 Special Town Meeting	11	\$2,500,000	\$2,500,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

GENERAL ARTICLES, CITIZENS PETITIONS, & COMMITTEE ARTICLES

ARTICLE 37: ACCEPT M.G.L. CH. 32 SECTION 20(6)(A)/RETIREMENT BOARD STIPENDS

To see if the Town will vote to accept the provisions of M.G.L. Ch. 32 Section 20(6)(a) to provide a stipend of \$3,000 per year to the members of the Needham Contributory Retirement Board; or take any other action relative thereto.

INSERTED BY: Retirement Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 38: AMEND GENERAL BY-LAWS – PERIODIC GENERAL BY-LAW REVIEW

To see if the Town will vote to amend the General By-Laws by inserting a new Section 1.16 as follows:

SECTION 1.16

PERIODIC GENERAL BY-LAW REVIEW

- 1.16.1 In each year ending in a 5, a General By-Law Review Committee consisting of 7 members shall be established to review the General By-Laws and make a report, with any recommendations, to Town Meeting concerning any proposed amendments that the Committee may determine to be necessary or desirable, consistent with Section 1.16.3, below.
- 1.16.2 Each Committee established in accordance with Section 1.16.1 shall consist of: One (1) member or designee of the Select Board, one (1) member or designee of the School Committee, one (1) member or designee of the Planning Board, one (1) member or designee of the Finance Committee, the Town Moderator or designee, the Town Clerk and one Town Meeting Member appointed jointly by the remaining six (6) members. Members of the General By-Law Committee should have experience in Town government and Town Meeting and, except in the case of the Moderator, any designees appointed to the Committee shall be former members of the applicable board or committee.
- 1.16.3 The Committee shall conduct a holistic review of the By-Laws, with a particular emphasis on ensuring that the By-Laws remain current, clear, and well organized, without serving as a forum for advancing policy within the jurisdiction of another Town board, committee or commission.
- 1.16.4 The Committee shall set its own work plan, which shall commence in January of each year ending in a 5, and shall provide for the Committee to make any recommendations to the Annual Town Meeting in the spring of the following year, or to any Town Meeting that occurs sooner.
- 1.16.5 The Committee shall have the power to create subcommittees, which shall be public bodies in accordance with the Open Meeting Law.
- 1.16.6 The Committee will consult with Town staff and any board, committee or commission having jurisdiction over any particular by-law under review.
- 1.16.7 Each Committee established in accordance with Section 1.16.1 shall automatically dissolve, by operation of law, thirty (30) days after the conclusion of the Town Meeting at which it presents any recommendations, unless the Town Meeting has referred a proposed By-Law amendment back to the Committee for further consideration.

Or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 39: AMEND GENERAL BY-LAW - NON-CRIMINAL DISPOSITION/ PLASTIC BAGS

To see if the Town will vote to amend the General By-Laws as follows:

1. By deleting Section 3.12.4 (Penalties and Enforcement.) in its entirety and renumbering the remaining section in Section 3.12 in appropriate numerical order to account for said deletion.

2. To amend Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, immediately following the existing row for Section 3.11 to read as follows:

3.12	Plastic Bags	\$100	Per Offense	Director of Health of Health and Human Services or Designee
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or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: The October 2023 Special Town Meeting voted to amend the General By-Laws to standardize placement of penalties and enforcement entities for non-criminal dispositions in a distinct section of the By-Laws (Section 8) and remove such references from the text of other By-Law sections. At the time of this amendment, the Plastic Bag By-Law, as adopted by the 2023 Annual Town Meeting, was not included in this realignment. This article seeks to rectify this omission.

ARTICLE 40: AMEND GENERAL BY-LAW TECHNOLOGY ADVISORY BOARD

To see if the Town will vote to amend the General By-Laws by deleting section 2.2.6 in its entirety and inserting in place thereof the following:

2.2.6. Technology Advisory Board

- (a) There shall be a Technology Advisory Board (hereinafter called the Board) consisting of five (5) regular members and three (3) ex officio members. The ex officio members shall be non-voting members.
- (b) The regular members of the Board shall be appointed by the Select Board to staggered three-year terms. The regular members of the Board shall be residents of the Town who have knowledge and experience in information technology. No employee of the Town shall be a regular member of the Board.
- (c) The ex officio members of the Board shall be:
 - (i) the Deputy Town Manager/Director of Finance
 - (ii) the Assistant Superintendent for Financial Operations, or a substitute designated by the Superintendent of Schools,
 - (iii) the School Department's Director of Technology, or a substitute designated by the Superintendent of Schools.
- (d) The role of the Board shall be (1) to provide technical assistance to the Town Information Technology Department, all other Town Departments, and the School Department in the formulation of technology plans and capital requests related to information technology; (2) to advise the Town Manager in the review of capital requests for information technology, taking into consideration the goals of maximizing efficiency and cost effectiveness, minimizing unnecessary redundancy, and insuring, to the extent possible, the compatibility of each request with other existing or proposed systems; (3) to advise the Permanent Public Building Committee on the specifications to be considered for information technology when constructing or renovating Town

Facilities; (4) advise the Town Manager, Town Select Board, and Town Departments on matters relating to information technology policy, specifically with reference to issues of security, privacy, future technology and possible provision of government services through information technology; and (5) the advice will be delivered through a vote of the regular members and reported to the Town Manager, Town Select Board, and the Town Departments which requested the advice.

- (e) The Board shall, annually in June, elect from among its regular members a chair and vice-chair, each of whom shall serve until a successor is duly elected. The chair shall annually appoint a member to serve as secretary.

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 41: AUTHORIZE SELECT BOARD TO REMOVE RESTRICTIONS

To see if the Town will vote to amend its prior votes under Article 5 of the October 21, 1957 Special Town Meeting; Article 21 of the November 14, 1960 Special Town Meeting; and Articles 51 and 52 of the March 20, 1967 Annual Town Meeting to remove the restriction that property conveyed to the Needham Housing Authority be limited to use as housing for the elderly, and to otherwise leave said votes unamended and in full force and effect and, further, to authorize the Select Board to execute and record any instrument or instruments necessary to eliminate restrictions of record in the title to the property conveyed to the Needham Housing Authority under authority of said votes, including without limitation in the deed to the Needham Housing Authority dated October 29, 1957, and recorded with the Norfolk County Registry of Deeds in Book 3600, Page 519; the deed to the Needham Housing Authority dated December 20, 1960, and recorded in Book 3871, Page 27; and the deed to the Needham Housing Authority dated May 9, 1967, and recorded in Book 4426, Page 484; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: In a series of votes in 1957, 1960 and 1967, Town Meeting authorized the sale of property to the Needham Housing Authority. This property is now the site of the Linden and Chambers Street developments. Each of these Town Meeting votes specified that the property to be conveyed was to be used as housing for the elderly. Consistent with these Town Meeting votes, the deeds from the Town to the Housing Authority also specified that the property was to be used as housing for the elderly. The Housing Authority is now proposing to redevelop the Linden and Chambers Street property. As part of its redevelopment planning, the Housing Authority has asked the Town to remove the restrictions that limit the use of this property to housing for the elderly. In support of this request, the Housing Authority has noted that the property was originally developed under regulations that provided for housing for the elderly only, whereas under current law (M.G.L. c.121B, §39)a housing authority may provide housing for elderly persons of low income and disabled persons of low income. In addition, the Housing Authority has noted that removal of the restriction will provide greater operational flexibility with respect to tenant placement at the redeveloped project. In order to remove the restriction from the property, Town Meeting action is necessary to (a) amend the prior votes and (b) to authorize the Select Board to execute instruments to remove the restrictions that appear at the registry in connection with the title to this property.

ARTICLE 42: AMEND GENERAL BY-LAWS — LOCAL HISTORIC DISTRICT

To see if the Town will vote to amend the General By-Laws as follows:

1. By adding new Section 2.12, to read as follows:

SECTION 2.12 Local Historic District and Historic District Commission

2.12.1 There is hereby established a Local Historic District, and a Historic District Commission which shall administer the district as provided for under Massachusetts General Laws Chapter 40C, as amended, and this By-law.

2.12.2 Purpose. The purpose of this By-law is to aid in the preservation and protection of the distinctive characteristics and architecture of buildings and places significant in the history of the Town of Needham, the maintenance and improvement of their settings and the encouragement of new building designs compatible with the existing architecture.

2.12.2 Definitions. As used in this By-law the following terms shall have the following meaning:

Alteration/To Alter

The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition, and other similar activities.

Building

A combination of materials forming a shelter for persons, animals or property.

Certificate

A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this By-law.

Commission

The Historic District Commission as established in this By-law.

Construction/To Construct

The act or the fact of building, erecting, installing, enlarging, moving and other similar activities.

Display Area

The total surface area of a sign, including all lettering, wording, designs, symbols, background and frame, but not including any support structure or bracing incidental to the sign. The display area of an individual letter sign or irregular shaped sign shall be the area of the smallest rectangle into which the letters or shape will fit. Where sign faces are placed back to back and face in opposite directions, the display area shall be defined as the area of one face of the sign.

District

The Local Historic District as established in this By-law consisting of one or more district areas.

Exterior Architectural Feature

Such portion of the exterior of a building or structure as is open to view from a public way or ways, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, signs, and other appurtenant exterior fixtures.

Person Aggrieved

The applicant; an owner of adjoining property; an owner of property within the same district area; an owner of property within 100 feet of said district area; and any charitable corporation in which one of its purposes is the preservation of historic places, structures, buildings, or districts.

Signs

Any symbol, design or device used to identify or advertise any place of business, product, activity, or person.

Structure

A combination of materials other than a building, including but not limited to a sign, fence, wall, terrace, walk, or driveway.

Temporary Structure or Building

A building not to be in existence for a period of more than two years. A structure not to be in existence for a period of more than one year. The commission may further limit the time periods set forth herein as it deems appropriate.

2.12.3 District. The Local Historic District shall consist of one or more district areas as listed in Section 2.12.13 (Appendices) of this By-law.

2.12.4 Commission.

2.12.4.1 The district shall be overseen by the commission, which shall consist of between five to seven members to be appointed by the Select Board. one member initially to be appointed for one year, two for two years, and two for three years, and each successive appointment to be made for three years.

2.12.4.2 The commission shall include, if possible, one member from two nominees solicited from the Needham History Center and Museum, one member from two nominees solicited from the chapter of the American Institute of Architects covering Needham; one member from two nominees of the Greater Boston Association of Realtors covering Needham; and one property owner from within at least one of the district areas.

If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Select Board may proceed to make appointments as it desires.

2.12.4.3 The Select Board may appoint up to four alternate members to the commission. An alternate member shall act and vote in the place of a regular member should such regular member be absent from a meeting or be unwilling or unable to act or vote, as designated by the Chair. Said alternate members shall initially be appointed for terms of two or three years, and for three-year terms thereafter.

2.12.4.4 Each member and alternate member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.

2.12.4.5 Meetings of the commission shall be held at the call of the chair, at the request of two members and in such other manner as the commission shall determine in its Rules and Regulations.

2.12.4.6 A majority of the appointed membership of the commission (exclusive of those seats provided for alternate members) shall constitute a quorum.

2.12.5 Commission Powers and Duties

2.12.5.1 The commission shall exercise its powers in administering and regulating the construction and alteration of any structures or buildings within its jurisdiction in the district as set forth under the procedures and criteria established in this by-law. In exercising its powers and duties hereunder, the commission shall pay due regard to the distinctive characteristics of each building, structure and district area.

2.12.5.2 The commission may adopt, and from time to time amend, reasonable Rules and Regulations not inconsistent with the provisions of this By-law or M.G.L. Chapter 40C, setting forth such forms and procedures as it deems desirable and necessary for the regulation of its affairs and the conduct of its business, including requirements for the contents and form of applications for certificates, fees, hearing procedures and other matters. The commission shall file a copy of any such Rules and Regulations with the office of the Town Clerk.

2.12.5.3 The commission, after a public hearing duly posted and advertised at least 14 days in advance, may adopt and from time to time amend guidelines which set forth the designs for certain exterior architectural features which are, in general, suitable for the issuance of a certificate. No such design guidelines shall limit the right of an applicant for a certificate to present other designs to the commission for approval.

2.12.5.4 The commission shall at the beginning of each fiscal year hold an organizational meeting and elect a Chair, a Vice Chair, and Clerk, and file notice of such election with the office of the Town Clerk.

2.12.5.5 The commission shall keep a permanent record of its resolutions, transactions, decisions and determinations and of the vote of each member participating therein.

2.12.5.6 The commission shall undertake educational efforts to explain to the public and property owners the merits and functions of a district.

2.12.6 Alterations and Construction Prohibited Without a Certificate

2.12.6.1 Except as this by-law provides, no building or structure or part thereof within a district shall be constructed or altered in any way that affects the exterior architectural features, unless the commission shall first have issued a certificate with respect to such construction or alteration.

2.12.6.2 No building permit for construction of a building or structure or for alteration of an exterior architectural feature within a district and no demolition permit for demolition or removal of a building or structure within a district shall be issued by the town or any department thereof until a certificate as required under this by-law has been issued by the commission.

2.12.7 Procedures for Review of Applications

2.12.7.1 Any person who desires to obtain a certificate from the commission shall file with the commission an application for a certificate of appropriateness, of non-applicability or of hardship, as the case may be. The application shall be accompanied by such plans, elevations, specifications, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application.

2.12.7.2 The commission shall determine within fourteen (14) days of the filing of an application for a certificate whether said application involves any exterior architectural features which are within the jurisdiction of the commission.

2.12.7.3 If the commission determines that an application for a certificate does not involve any exterior architectural features, or involves an exterior architectural feature which is not subject to review by the commission under the provisions of this By-law, the commission shall forthwith issue a certificate of Non-Applicability.

2.12.7.4 If the commission determines that such application involves any exterior architectural feature subject to review under this By-law, it shall hold a public hearing on the application, except as may otherwise be provided in this By-law. The commission shall hold such a public hearing within forty-five (45) days from the date of the filing of the application. At least fourteen (14) days before said public hearing, public notice shall be given. Such notice shall identify the time, place and purpose of the public hearing. Concurrently, a copy of said public notice shall be mailed to the applicant, to the owners of all adjoining properties and of other properties deemed by the commission to be materially affected thereby, all as they appear on the most recent applicable tax list, to the Planning Board, to any person filing a written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the commission shall deem entitled to notice.

2.12.7.4.a A public hearing on an application for a certificate need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application for a certificate may be waived by the commission if the commission determines that the exterior architectural feature involved, or its category, is so insubstantial in its effect on the district that it may be reviewed by the commission without a public hearing. If the commission dispenses with a public hearing on an application for a certificate, notice of such application shall be given to the owners of all adjoining property and of other property deemed by the commission to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the commission may act upon such application.

2.12.7.5 Within sixty (60) days after the filing of an application for a certificate, or within such further time as the applicant may allow in writing, the commission shall issue a certificate or a disapproval. In the case of a disapproval of an application for a certificate, the commission shall set forth in its disapproval the reasons for such disapproval. The commission may include in its disapproval specific recommendations for changes in the applicant's proposal with respect to the appropriateness of design, arrangement, texture, material and similar features which, if made and filed with the commission in a subsequent application, would make the application acceptable to the commission.

2.12.7.6 The concurring vote of a majority of the members shall be required to issue a certificate.

2.12.7.7 In issuing certificates, the commission may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose of this By-law.

2.12.7.8 If the commission determines that the construction or alteration for which an application for a certificate of appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the district, the commission shall issue a certificate of appropriateness.

2.12.7.9 If the construction or alteration for which an application for a certificate of appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a certificate of hardship, the commission shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this By-law. If the commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the commission shall issue a certificate of hardship.

2.12.7.10 The commission shall send a copy of its certificates and disapprovals to the applicant and shall file a copy of its certificates and disapprovals with the office of the Town Clerk and the Building Commissioner. The date of issuance of a certificate or disapproval shall be the date of the filing of a copy of such certificate or disapproval with the office of the Town Clerk.

2.12.7.11 If the commission should fail to issue a certificate or a disapproval within sixty (60) days of the filing of the application for a certificate, or within such further time as the applicant may allow in writing, the commission shall thereupon issue a certificate of Hardship Due to Failure to Act.

2.12.7.12 Each certificate issued by the commission shall be dated and signed by its chair or such other person designated by the commission to sign such certificates on its behalf.

2.12.7.13 A person aggrieved by a determination of the commission may, within twenty (20) days of the issuance of a certificate or disapproval, file a written request with the commission for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the Metropolitan Area Planning Council. The finding of the person or persons making such review shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the commission, unless a further appeal is sought in the Superior Court as provided in Chapter 40C, Section 12A. The filing of such further appeal shall occur within twenty (20) days after the finding of the arbitrator has been filed with the office of the Town Clerk.

2.12.8 Criteria for Determinations

2.12.8.1 In deliberating on applications for certificates, the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure; the general design, proportions, detailing, mass, arrangement, texture, and material of the exterior architectural features involved; and the relation of such exterior architectural features to similar features of buildings and structures in the surrounding area.

2.12.8.2 In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the scale, shape and proportions of the building or structure both in relation to the land area upon which the building or structure is situated and in relation to

buildings and structures in the vicinity. The commission may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or by-law.

2.12.8.3 When ruling on applications for certificates on solar energy systems as defined in Section IA of Chapter 40A, the commission shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

2.12.8.4 The commission shall not consider interior arrangements or architectural features not subject to public view from a public way.

2.12.9 Exclusions

2.12.9.1 The commission shall exclude from its purview the following:

- 1) Temporary buildings, structures or signs subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the commission may reasonably specify.
- 2) Terraces, walks, driveways, sidewalks and similar structures, provided that any such structure is substantially at grade level.
- 3) Storm windows and doors, screen windows and doors, and window air conditioners.
- 4) The color of paint.
- 5) The color of materials used on roofs.
- 6) Signs of not more than two (2) square feet in display area in-connection with use of a residence for a customary home occupation or for professional purposes, provided only one such sign is displayed in connection with each residence and if illuminated is illuminated only indirectly; and one sign in connection with the nonresidential use of each building or structure which is not more than six (6) square feet in display area, consists of letters painted on wood without symbol or trademark and if illuminated is illuminated indirectly.
- 7) The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

2.12.9.2 Upon request the commission shall issue a certificate of Non-Applicability with respect to construction or alteration in any category not subject to review by the commission in accordance with the above provisions.

2.12.9.3 Nothing in this By-law shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within a district which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the effective date of this By-law.

2.12.10 Categorical Approval. The commission may determine from time to time after a public hearing, duly advertised and posted at least fourteen (14) days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Needham, that certain categories of exterior architectural features, structures or buildings under certain conditions may be constructed or altered without review by the commission without causing substantial derogation from the intent and purpose of this By-law.

2.12.11 Enforcement and Penalties.

2.12.11.1 The commission shall determine whether a particular activity is in violation of this By-law or not.

2.12.11.2 The commission, upon a written complaint of any resident of Needham, or owner of property within Needham, or upon its own initiative, may seek to institute – via appropriate action by the enforcement entity – any appropriate action or proceedings in the name of the Town of Needham to prevent, correct, restrain, or abate violation of this By-law. In the case where the commission is requested in writing to enforce this By-law against any person allegedly in violation of same and the commission declines to act, the commission shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within twenty-one (21) days of receipt of such request.

2.12.11.3 Whoever violates any of the provisions of this By-law shall be punishable by a non-criminal disposition fine for each offense. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

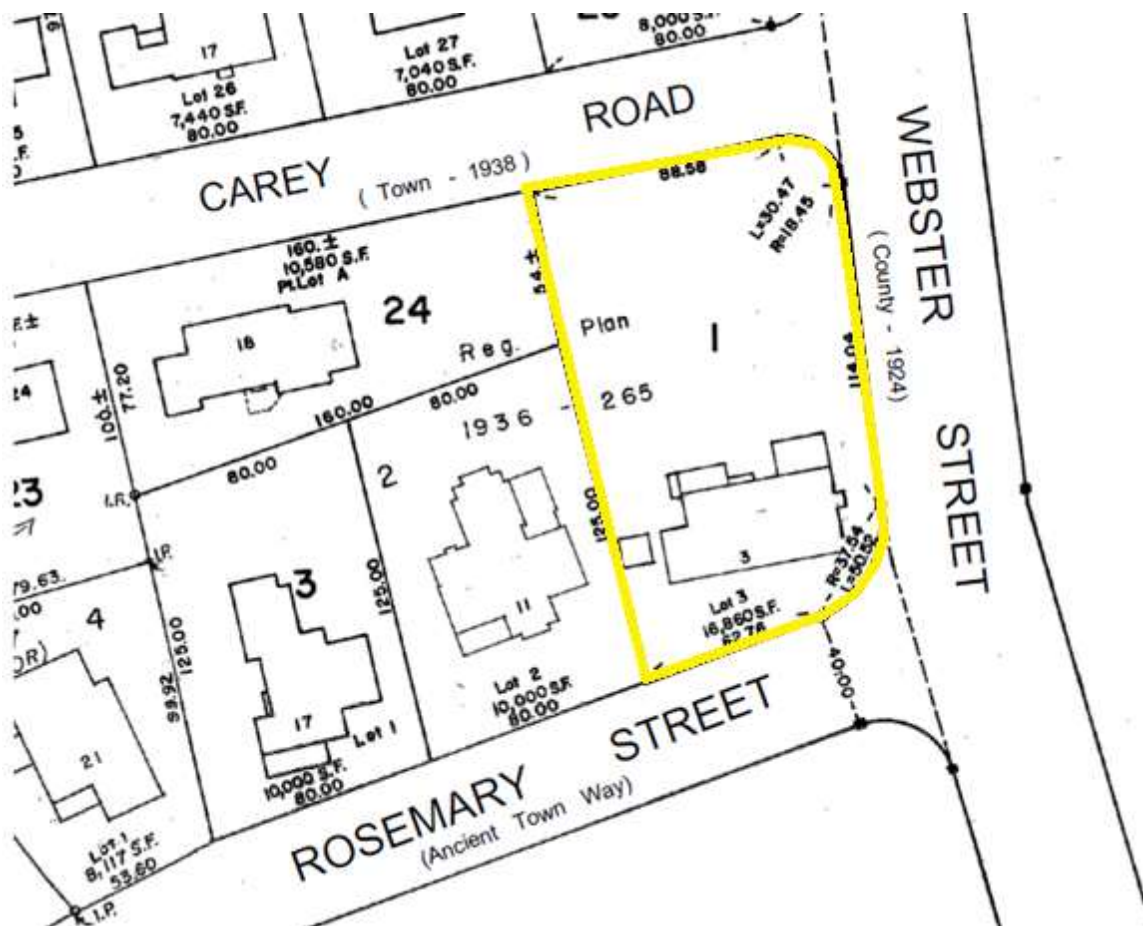
2.12.12 Validity and Separability. The provisions of this By-law shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this By-law shall continue to be in full force and effect.

2.12.13 Appendices.

Appendix 1: Jonathan Kingsbury House Local Historic District

The Jonathan Kingsbury House Local Historic District shall be a district area under this By-law. The location and boundaries of the Jonathan Kingsbury House Local Historic District are defined and shown on the Local Historic District Map of the Town of Needham, Sheet 1-2024 which is a part of this By-law. Sheet 1 is based on the 2023 Assessor's Map. The delineation of the district area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 1.

Local Historic District Map of the Town of Needham, Sheet 1-2024:



Recorded in the office of the Needham Town Clerk.

2. To amend Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, immediately following the existing row for Section 2.11.5, to read as follows:

2.12	Historic District	\$300	Per Day	Building Commissioner or Designee
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or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would establish both the Jonathan Kingsbury House Local Historic District at 3 Rosemary Street and a Historic District Committee to oversee this district, any future district, and the initial process by which new districts may be proposed. This warrant article was drafted – alongside two study reports – by the Single Parcel Historic District Study Committee, which was established by the Select Board in 2023 on the recommendation of the Historical Commission. The proposed Jonathan Kingsbury House Local Historic District would contain only one home. Any future proposed historic district would be submitted to the proposed Historic District Committee, which would study the proposal, publish

a series of reports, and – if recommending establishment of a new district – place a warrant article before a future Town Meeting.

ARTICLE 43: **CITIZENS’ PETITION: RESCIND DEBT AUTHORIZATION**

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Appropriate for Property Acquisition (Castle Farm Property owned by the Foster Estate)	October 2022 Fall Special Town Meeting	11	\$2,500,000	\$2,500,000

INSERTED BY: Joseph Abruzese

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would rescind Town Meeting’s authorization for the Select Board to borrow \$2,500,000 for the purpose of acquiring land on Charles River Street. This authorization was approved by Town Meeting at the October 24, 2022 Special Town Meeting. The Select Board, under Article 36, seek Town Meeting’s vote to rescind this same borrowing authorization.

ARTICLE 44: **CITIZENS’ PETITION/AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS**

To see if the Town will vote to amend the Needham Zoning Bylaw by amending Chapter 4 Dimensional Regulations by:

Removing the following paragraph of section 4.2:

“The term “Floor Area Ratio” means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building on a lot, as measured from the exterior faces of the exterior walls, but excluding basements, attics, half-stories located directly above the second floor, unenclosed porches, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures.”

And in its place inserting the following paragraph:

“The term “Floor Area Ratio” means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building, including areas in basements, attics, and penthouses, as measured from the exterior faces of the walls, but excluding spaces where the interior ceiling height is less than 5’, unenclosed porches and balconies, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures.”;

or take any other action relative thereto.

INSERTED BY: Joseph Matthews
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would amend the Town's Zoning By-Laws so that basements, attics, and penthouses with ceiling heights greater than 5' will count for purposes of calculating a structure's floor area ratio (FAR) in residential and industrial zoning districts. The current zoning expressly excludes basements, attics, and half-stories above the second floor from being counted as part of a structure's floor area; the proposed amendment would eliminate these exclusions. The intent of the amendment is to ensure that more space that is designed and used for human occupancy, such as basements and third floors, will count toward the applicable FAR limits.

ARTICLE 45: CITIZENS' PETITION – SINGLE USE PLASTICS BAN BY-LAW

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

1. Adding a new Section 3.13 to read as follows:

SECTION 3.13 POLYSTYRENE PACKAGING MATERIAL, SINGLE-USE PLASTIC STRAWS, SINGLE-USE PLASTIC STIRRERS, PLASTIC SPLASH GUARDS, AND WATER BOTTLES

3.13.1 Definitions.

The following words shall, unless the context clearly requires otherwise, have the following meanings:

- a) "Department" means the Town of Needham Public Health Department.
- b) "Food or Beverage Vendor" means an operation that stores, prepares, packages, serves, vends, distributes, or otherwise provides food or beverages for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the Massachusetts Retail Food Code, 105 CMR 590, as it may be amended from time to time.
- c) "Health Agent" shall mean the Director of Health and Human Services or his/her designee.
- d) "Plastic" means a material that contains one or more organic polymer substances of large molecular weight as an essential ingredient.
- e) "Polystyrene" means any food, beverage, or other packaging materials made from a styrene monomer, including but not limited to
 - i) Expanded polystyrene (EPS), which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene); or
 - ii) Clear or solid polystyrene, which is known as "oriented polystyrene."
- f) "Prepared food" means any food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared on the premises where the food or

beverages are to be served. For the purposes of this bylaw, prepared food does not include raw, butchered meats, fish and/or poultry sold from a butcher case or similar retail appliance.

- g) "Retail Sales Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, restaurants, pharmacies, food or ice cream truck, convenience, grocery stores, supermarket, liquor stores, seasonal and temporary businesses.
- h) "Single-use plastic straw"
 - i) In general – The term "single-use plastic straw" means a single-use, disposable tube made of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, used to transfer a beverage from a container to the mouth of the person drinking the beverage.
 - ii) Exception – The term "single-use plastic straw" shall not include straws made from non-plastic materials, including, but not limited to metal, glass, paper, pasta, sugar cane, wood, or bamboo;
- i) "Single-use plastic stirrer" – The term "single-use plastic stirrer" means a device that is used to mix beverages and designed as a single-use product made of plastic.
- j) "Single Use" means food and beverage serviceware, that is not reusable, as defined above, and are designed to be used once and then discarded, and not designed for repeated use and sanitizing.
- k) "Single-use plastic splash guard" means a device that fits into the sip-hole of a beverage container lid to prevent a beverage from splashing and is designed as a single-use product made of plastic.
- l) "Single-use plastic water bottle" means any single serving container, whether sold individually or in bulk, containing non-carbonated, unflavored drinking water with a volume of one liter or less, that is made in whole or in part of plastic material, excluding the cap.
- m) "Styrofoam" is a Dow Chemical Co. trademarked form of extruded polystyrene and is commonly used to refer to foam polystyrene. These are generally used to make insulated cups, bowls, trays, clamshell containers, meat trays, foam packing materials and egg cartons. The products are sometimes identified by a #6 resin code.

3.13.2 Regulated Conduct.

3.13.2.1 Polystyrene/Styrofoam Containers.

- a. Food establishments are prohibited from dispensing prepared food or beverages to any person in single use food containers made from foam polystyrene.
- b. Retail establishments are prohibited from selling or distributing single use food containers made from foam polystyrene to customers.

3.13.2.2 Single Use Plastic Straws. A food or beverage vendor shall not provide a single-use plastic straw to a customer, unless that customer verbally or electronically requests a plastic straw.

3.13.2.3 Single-Use Plastic Stirrers. A food or beverage vendor shall not provide a single-use plastic stirrer to a customer.

3.13.2.4 Single-Use Plastic Splash Guards. A food or beverage vendor shall not provide a single-use plastic splash guard to a customer.

3.13.2.5 Single-Use Plastic Water Bottles. No retail establishment shall sell or otherwise provide to a consumer plastic water bottles containing 1 liter or less of non-carbonated, non-flavored water, except as may be required for safety, health, or emergency situations.

3.13.3 Effective Date.

Section 3.13.2.5 (Single-Use Plastic Water Bottles) shall take effect on January 1, 2026. All other provisions of this Section 3.13 shall take effect on January 1, 2025.

3.13.4 Regulations.

The Needham Public Health Department may adopt and amend rules and regulations to effectuate the purposes of this by-law.

3.13.5 Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by the Attorney General or a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

2. Amending Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, in appropriate numerical order, to read as follows:

3.13	Polystyrene Packaging Material, Single-Use Plastic Straws, Single-Use Plastic Stirrers, Plastic Splash Guards, and Water Bottles	\$100 - 1st Offense \$200 – 2nd Offense \$300 – each subsequent	Per Day	Director of Health and Human Services or Designee
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or take any other action relative thereto.

INSERTED BY: Robert Fernandez

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This amendment to the General By-Laws of the Town would prohibit food establishments from dispensing prepared food or beverages to any person in single use food containers made from foam polystyrene, and prohibit retail establishments from selling or distributing single use food containers made from foam polystyrene. Additionally, food or beverage vendors would be prohibited from providing single-use plastic straws unless requested by the customer; and may not provide single-use plastic stirrers or splash guards. Finally, retail establishments may not sell or otherwise provide plastic water bottles containing 1 liter or less of non-carbonated, non-flavored water, except as may be required for safety, health, or emergency situations. The intent of the new regulation is to reduce the amount of single-use plastic used throughout the Town.

ARTICLE 46:

**CITIZENS' PETITION – AUTHORIZATION TO EXPEND FUNDS FOR
CONSULTANT FOR MBTA COMMUNITIES ZONING**

This petition, in accordance with Section 1.8 of Needham's General By-Laws, now comes before the Town Meeting for the express "purpose of providing the [Town Meeting] voters of the town with factual information relative to measures to be voted upon at elections in the town." In this instance, the "measures to be voted upon" are related to current zoning proposals associated with the MBTA Communities Act.

This petition now seeks the appropriation and authorization in an amount not to exceed \$150,000 to prepare an analysis of Infrastructure, Public Safety, and Environmental Impacts associated with said MBTA Communities Act.

This appropriation shall be directed toward the hiring of a technical consultant with the expertise to perform an independent evaluation of the potential infrastructure, public safety, and environmental impacts caused by the changes in zoning that are currently proposed and recommended by the HONE Committee.

Scope of said evaluation would include a) data collection and from relevant town departments, b) integrated analysis of the data with current zoning proposals, c) evaluation of the Town's current capital infrastructure program and how it would be affected by HONE's current proposals, d) identify areas of convergence, divergence, and potential cost impacts within these various capital programs, e) identify potential 'red flags' regarding public safety and environmental impacts, and f) create a report of findings that would include visual imagery, such as 3-dimensional rendering of the proposed zoning plan(s) that would enable the lay public to better understand the current HONE proposal(s).

Said evaluation would take the form of a written report and would be produced and available for viewing by Town Meeting Members and the general citizenry at least thirty (30) days before any voting by any Town Meeting Members.

This report will address "factual information" and impacts to public safety; schools (student enrollment and capital projects); water, sewer, and drainage systems; traffic circulation; capital road projects; and to the extent possible, property valuations and potential property tax impacts.

INSERTED BY: Gary Ajamian

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The petition, if enacted, would authorize an appropriation not to exceed \$150,000 to prepare an independent evaluation and analysis of potential infrastructure, public safety, and environmental impacts associated with the zoning to be proposed in response to the MBTA Communities Act. This zoning is currently being developed by the Town's Housing Needham Advisory Group (HONE), and is expected to be on the warrant for the fall 2024 Special Town Meeting. The independent study to be funded through this appropriation is intended to be in addition to any analysis undertaken by HONE during its process.

TOWN RESERVE ARTICLES

ARTICLE 47:

APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$68,743 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40,

Section 5B, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of December 29, 2023 was \$1,169,616.

ARTICLE 48: 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, 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: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital items at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of December 29, 2023 was \$ 1,617,038.

ARTICLE 49: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, 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: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose.

Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of December 29, 2023 was \$2,063,076.

ARTICLE 50: APPROPRIATE DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that a sum be transferred from Free Cash and 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: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The fund is designed to ensure that monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of December 29, 2023 was \$2,312,383.

ARTICLE 51: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

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 13th day of February 2024.

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:

TOWN MEETING
Status of Articles 3/22/2024

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
	ANNUAL TOWN MEETING							
1	ANNUAL TOWN ELECTION							
2	COMMITTEE AND OFFICER REPORTS							
3	ESTABLISH ELECTED OFFICIALS' SALARIES							
4	FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA							
5	FUND COLLECTIVE BARGAINING AGREEMENT – ITWA							
6	APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM			Adopt				
7	APPROPRIATE FOR FACILITIES MAINTENANCE PROGRAM			Adopt				
8	APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM			Adopt				
9	APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE							
10	APPROPRIATE FOR SCIENTIFIC EXPERTS & CONSULTANTS							
11	APPROPRIATE FOR FIRE ALARM WIRE REMOVAL			Adopt				
12	APPROPRIATE FOR INFORMATION TECHNOLOGY CONSOLIDATION							
13	APPROPRIATE THE FY2025 OPERATING BUDGET			Adopt				
14	APPROPRIATE THE FY2025 SEWER ENTERPRISE FUND BUDGET			Adopt				

TOWN MEETING
Status of Articles 3/22/2024

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
15	APPROPRIATE THE FY2025 WATER ENTERPRISE FUND BUDGET			Adopt				
16	SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS			Adopt				
17	AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS							
18	AMEND ZONING BY-LAW – AFFORDABLE HOUSING DISTRICT							
19	AMEND ZONING BY-LAW – MAP CHANGE FOR AFFORDABLE HOUSING DISTRICT							
20	AMEND ZONING BY-LAW – SOLAR ENERGY SYSTEMS							
21	APPROPRIATE FOR HIGH SCHOOL TENNIS COURTS							
22	APPROPRIATE FOR LINDEN STREET REDEVELOPMENT							
23	APPROPRIATE FOR DEFAZIO COMPLEX FENCING							
24	APPROPRIATE FY2025 CPA RESERVES							
25	APPROPRIATE FOR GENERAL FUND CASH CAPITAL			Adopt				
26	APPROPRIATE FOR POLLARD MIDDLE SCHOOL FEASIBILITY STUDY/MSBA							
27	APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS – CLAXTON FIELD							
28	APPROPRIATE FOR FIRE ENGINE							

TOWN MEETING
Status of Articles 3/22/2024

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
29	APPROPRIATE FOR WATER FLEET REFURBISHMENT			Adopt				
30	APPROPRIATE FOR QUIET ZONE PROJECT							
31	APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE							
32	APPROPRIATE FOR PUBLIC WORKS FACILITIES IMPROVEMENTS PHASE 1 DESIGN							
33	APPROPRIATE FOR SEWER MAIN REPLACEMENT							
34	APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL			Adopt				
35	APPROPRIATE FOR WATER SERVICE CONNECTIONS			Adopt				
36	RESCIND DEBT AUTHORIZATIONS			Adopt				
37	ACCEPT M.G.L. CH. 32 SECTION 20(6)(A)/RETIREMENT BOARD STIPENDS							
38	AMEND GENERAL BY-LAWS – PERIODIC GENERAL BY-LAW REVIEW							
39	AMEND GENERAL BY-LAW - NON- CRIMINAL DISPOSITION/ PLASTIC BAGS			Adopt				
40	AMEND GENERAL BY-LAW TECHNOLOGY ADVISORY BOARD							
41	AUTHORIZE SELECT BOARD TO REMOVE RESTRICTIONS							
42	AMEND GENERAL BY-LAWS — LOCAL HISTORIC DISTRICT							

TOWN MEETING
Status of Articles 3/22/2024

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
43	CITIZENS' PETITION: RESCIND DEBT AUTHORIZATION							
44	CITIZENS' PETITION/AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS							
45	CITIZENS' PETITION – SINGLE USE PLASTICS BAN BY-LAW							
46	CITIZENS' PETITION – AUTHORIZATION TO EXPEND FUNDS FOR CONSULTANT FOR MBTA COMMUNITIES ZONING							
47	APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND							
48	APPROPRIATE TO CAPITAL IMPROVEMENT FUND							
49	APPROPRIATE TO CAPITAL FACILITY FUND							
50	APPROPRIATE DEBT SERVICE STABILIZATION FUND							
51	OMNIBUS							
	SPECIAL TOWN MEETING							
1	FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA							
2	FUND COLLECTIVE BARGAINING AGREEMENT – ITWA							
3	AMEND THE FY2024 OPERATING BUDGET							
4	AMEND THE FY2024 SEWER ENTERPRISE FUND BUDGET							

TOWN MEETING
Status of Articles 3/22/2024

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
5	AMEND THE FY2024 WATER ENTERPRISE FUND BUDGET							
6	APPROPRIATE FOR INTERSECTION IMPROVEMENTS (CHILDREN'S HOSPITAL)							
7	APPROPRIATE FOR TOWN-OWNED LAND SURVEY							
8	UNPAID BILLS OF A PRIOR YEAR							
9	APPROPRIATE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) PROGRAMMING							
10	APPROPRIATE FOR AUDITORIUM UPGRADES AND IMPROVEMENTS							
11	RESCIND DEBT AUTHORIZATIONS							



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

MEETING DATE: 3/26/2024

Agenda Item	Close May 13, 2024 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 vote to close the warrant for the May 13, 2024 Special Town Meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to close the warrant for the May 13, 2024 Special Town Meeting subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.	
3.	BACK UP INFORMATION ATTACHED
a. Draft May 13, 2024 Special Town Meeting Warrant dated 3/22/2024	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 13, 2024

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT - 3/22/2024

Additional information on particular warrant articles will be made available from time to time 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 THIRTEENTH DAY OF MAY 2024

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

HUMAN RESOURCE ARTICLES

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

FINANCE ARTICLES

ARTICLE 2: AMEND THE FY2024 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2024 Operating Budget adopted under Article 12 of the 2023 Annual Town Meeting and Amended under Article 5 of the October 30, 2023 Special 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>

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 3: AMEND THE FY2024 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2024 Sewer Enterprise Fund Budget adopted under Article 13 of the 2023 Annual Town Meeting and Amended under Article 6 of the October 30, 2023 Special 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>

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 4: AMEND THE FY2024 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2024 Water Enterprise Fund Budget adopted under Article 14 of the 2023 Annual Town Meeting and Amended under Article 7 of the October 30, 2023 Special 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>

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 5: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate \$100,000 for surveys of Town-owned land, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 6: UNPAID BILLS OF A PRIOR YEAR

To see if the Town will vote to raise and/or transfer and appropriate, or otherwise provide \$26,819.33 for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Department	Vendor	Description of Goods/Services	Fiscal Year	Amount
Public Works	SeeClickFix	Annual License	2023	\$6,253.42
Public Works	MMA	Annual Meeting	2023	\$555.00
Finance (ITC)	SHI	iasWorld SaaS Maintenance	2021	\$16,845.00

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 7: APPROPRIATE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) PROGRAMMING

To see if the Town will vote to appropriate the sum of \$471,675 for the purpose of funding and supporting public, educational and government (PEG) programming provided by the Needham Channel, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the PEG Access and Cable Related Fund; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The purpose of this article is to appropriate funds to make payments to the Needham Channel during FY2025. Because of the timing of the receipt of the funds, the Town must identify an alternative funding source for the year and will effectively be reimbursed by the payments received from the cable companies. The cable companies make payment quarterly based on their collections. The Town would pay out no more than what is received from the cable companies. The payments to the Needham Channel would not occur until after the payments are received from the cable companies each quarter.*

CAPITAL ARTICLES

**ARTICLE 8: APPROPRIATE FOR AUDITORIUM UPGRADES AND
IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate \$344,558 for School auditorium upgrades and improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 9: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Hillside School Construction (Sunita L. Williams Elementary School)	October 5, 2016 Special Town Meeting	2	\$57,542,500	\$226,633

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 March 2024.

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:

DRAFT - 3/22/2024



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

MEETING DATE: 3/26/2024

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will update the Board on issues not covered on the agenda.
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: 3/26/2024

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	



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

MEETING DATE: 3/28/2023

Agenda Item	Select Board Transition
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Board will discuss the coming Select Board transition.
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: 3/26/2024

Agenda Item	Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Exception 3: to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (ITWA and NIPEA); and Exception 6: to discuss the purchase of real property.
2.	VOTE REQUIRED BY SELECT BOARD
	Move that the Select Board enter into executive session pursuant to: <u>Exception 3</u>: To discuss strategy with respect to collective bargaining with the ITWA and NIPEA, where an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares. [the chair so declares] and; <u>Exception 6</u>: To discuss the purchase of real property. and not to return to Open Session prior to adjournment.
3.	BACK UP INFORMATION ATTACHED
	None.

Non Represented (FY2025 Rates - Effective July 1, 2024)

Annual	1	2	3	4	5	6	7	8	9	10	11
16	\$135,042	\$141,794	\$147,466	\$151,890			Merit Range				\$193,110
15	\$122,766	\$128,904	\$134,062	\$138,084			Merit Range				\$171,872
14	\$111,606	\$117,185	\$121,873	\$125,529			Merit Range				\$156,247
13	\$101,460	\$106,533	\$110,794	\$114,117			Merit Range				\$142,043
12	\$92,235	\$96,847	\$100,722	\$103,744			Merit Range				\$129,130
11	\$79,938	\$85,140	\$89,579	\$93,255	\$96,508	\$99,622	\$102,494	\$105,185	\$107,595	\$109,724	\$111,934
10	\$76,142	\$81,083	\$85,321	\$88,816	\$91,909	\$94,841	\$97,593	\$100,124	\$102,413	\$104,482	\$106,591
9	\$72,527	\$77,247	\$81,264	\$84,598	\$87,530	\$90,342	\$92,973	\$95,834	\$97,593	\$99,541	\$101,530
8	\$69,755	\$73,451	\$76,484	\$73,215	\$81,826	\$84,297	\$86,566	\$88,655	\$90,523	\$92,311	\$94,158
7	\$66,421	\$69,976	\$72,828	\$75,459	\$77,950	\$80,300	\$82,449	\$84,437	\$86,185	\$87,912	\$89,680
6	\$63,248	\$66,642	\$69,354	\$71,864	\$74,234	\$76,464	\$78,512	\$80,420	\$82,087	\$83,734	\$85,422
5	\$60,235	\$63,469	\$66,060	\$68,430	\$70,699	\$72,808	\$74,797	\$76,584	\$78,191	\$79,737	\$81,344
4	\$56,760	\$59,813	\$62,264	\$64,493	\$66,622	\$68,610	\$70,478	\$72,165	\$73,652	\$75,138	\$76,644
3	\$51,618	\$54,370	\$56,600	\$58,628	\$60,576	\$62,384	\$64,071	\$65,618	\$66,963	\$68,309	\$69,695
2	\$46,919	\$49,429	\$51,438	\$53,306	\$55,053	\$56,700	\$58,247	\$59,632	\$60,878	\$62,103	\$63,348
1	\$42,661	\$44,950	\$46,798	\$48,465	\$50,072	\$51,578	\$52,944	\$54,230	\$55,374	\$56,479	\$57,604

Non Represented (FY2026 Rates - Effective July 1, 2025)

Annual	1	2	3	4	5	6	7	8	9	10	11
16	\$139,093	\$146,048	\$151,890	\$156,447			Merit Range				\$198,903
15	\$126,449	\$132,771	\$138,084	\$142,227			Merit Range				\$177,028
14	\$114,954	\$120,701	\$125,529	\$129,295			Merit Range				\$160,934
13	\$104,504	\$109,729	\$114,118	\$117,541			Merit Range				\$146,304
12	\$95,002	\$99,752	\$103,744	\$106,856			Merit Range				\$133,004
11	\$82,336	\$87,694	\$92,266	\$96,053	\$99,403	\$102,611	\$105,569	\$108,341	\$110,823	\$113,016	\$115,292
10	\$78,426	\$83,515	\$87,881	\$91,480	\$94,666	\$97,686	\$100,521	\$103,128	\$105,485	\$107,616	\$109,789
9	\$74,703	\$79,564	\$83,702	\$87,136	\$90,156	\$93,052	\$95,762	\$98,709	\$100,521	\$102,527	\$104,576
8	\$71,847	\$75,655	\$78,779	\$75,411	\$84,281	\$86,826	\$89,163	\$91,315	\$93,239	\$95,080	\$96,983
7	\$68,414	\$72,075	\$75,013	\$77,723	\$80,289	\$82,709	\$84,922	\$86,970	\$88,771	\$90,549	\$92,370
6	\$65,145	\$68,641	\$71,435	\$74,020	\$76,461	\$78,758	\$80,867	\$82,833	\$84,550	\$86,246	\$87,985
5	\$62,042	\$65,373	\$68,042	\$70,483	\$72,820	\$74,992	\$77,041	\$78,882	\$80,537	\$82,129	\$83,784
4	\$58,463	\$61,607	\$64,132	\$66,428	\$68,621	\$70,668	\$72,592	\$74,330	\$75,862	\$77,392	\$78,943
3	\$53,167	\$56,001	\$58,298	\$60,387	\$62,393	\$64,256	\$65,993	\$67,587	\$68,972	\$70,358	\$71,786
2	\$48,327	\$50,912	\$52,981	\$54,905	\$56,705	\$58,401	\$59,994	\$61,421	\$62,704	\$63,966	\$65,248
1	\$43,941	\$46,299	\$48,202	\$49,919	\$51,574	\$53,125	\$54,532	\$55,857	\$57,035	\$58,173	\$59,332

37.5 Hours

Non Represented (FY2025 Rates - Effective July 1, 2024)

Hourly	1	2	3	4	5	6	7	8	9	10	11
11	\$40.99	\$43.66	\$45.94	\$47.82	\$49.49	\$51.09	\$52.56	\$53.94	\$55.18	\$56.27	\$57.40
10	\$39.05	\$41.58	\$43.75	\$45.55	\$47.13	\$48.64	\$50.05	\$51.35	\$52.52	\$53.58	\$54.66
9	\$37.19	\$39.61	\$41.67	\$43.38	\$44.89	\$46.33	\$47.68	\$48.91	\$50.05	\$51.05	\$52.07
8	\$35.77	\$37.67	\$39.22	\$40.62	\$41.96	\$43.23	\$44.39	\$45.46	\$46.42	\$47.34	\$48.29
7	\$34.06	\$35.89	\$37.35	\$38.70	\$39.97	\$41.18	\$42.28	\$43.30	\$44.20	\$45.08	\$45.99
6	\$32.43	\$34.18	\$35.57	\$36.85	\$38.07	\$39.21	\$40.26	\$41.24	\$42.10	\$42.94	\$43.81
5	\$30.89	\$32.55	\$33.88	\$35.09	\$36.26	\$37.34	\$38.36	\$39.27	\$40.10	\$40.89	\$41.72
4	\$29.11	\$30.67	\$31.93	\$33.07	\$34.17	\$35.18	\$36.14	\$37.01	\$37.77	\$38.53	\$39.30
3	\$26.47	\$27.88	\$29.03	\$30.07	\$31.06	\$31.99	\$32.86	\$33.65	\$34.34	\$35.03	\$35.74
2	\$24.06	\$25.35	\$26.38	\$27.34	\$28.23	\$29.08	\$29.87	\$30.58	\$31.22	\$31.85	\$32.49
1	\$21.88	\$23.05	\$24.00	\$24.85	\$25.68	\$26.45	\$27.15	\$27.81	\$28.40	\$28.96	\$29.54

40 Hours

Non Represented (FY2025 Rates - Effective July 1, 2024)

Hourly	1	2	3	4	5	6	7	8	9	10	11
11	\$38.43	\$40.93	\$43.07	\$44.83	\$46.40	\$47.90	\$49.28	\$50.57	\$51.73	\$52.75	\$53.81
10	\$36.61	\$38.98	\$41.02	\$42.70	\$44.18	\$45.60	\$46.92	\$48.14	\$49.24	\$50.23	\$51.24
9	\$34.87	\$37.13	\$39.07	\$40.67	\$42.08	\$43.43	\$44.70	\$45.85	\$46.92	\$47.86	\$48.82
8	\$33.53	\$35.32	\$36.77	\$38.08	\$39.34	\$40.53	\$41.62	\$42.62	\$43.52	\$44.38	\$45.27
7	\$31.93	\$33.65	\$35.02	\$36.28	\$37.47	\$38.61	\$39.64	\$40.59	\$41.44	\$42.26	\$43.12
6	\$30.40	\$32.04	\$33.35	\$34.55	\$35.69	\$36.76	\$37.74	\$38.66	\$39.47	\$40.26	\$41.07
5	\$28.96	\$30.52	\$31.76	\$32.90	\$33.99	\$35.01	\$35.96	\$36.82	\$37.59	\$38.33	\$39.11
4	\$27.29	\$28.75	\$29.93	\$31.00	\$32.03	\$32.98	\$33.88	\$34.70	\$35.41	\$36.12	\$36.84
3	\$24.82	\$26.14	\$27.22	\$28.19	\$29.12	\$29.99	\$30.81	\$31.55	\$32.19	\$32.84	\$33.51
2	\$22.56	\$23.77	\$24.73	\$25.63	\$26.47	\$27.26	\$28.00	\$28.67	\$29.27	\$29.86	\$30.46
1	\$20.51	\$21.61	\$22.50	\$23.30	\$24.08	\$24.80	\$25.45	\$26.07	\$26.63	\$27.15	\$27.69

37.5 Hours

Non Represented (FY2026 Rates - Effective July 1, 2025)

Hourly	1	2	3	4	5	6	7	8	9	10	11
11	\$42.22	\$44.97	\$47.32	\$49.26	\$50.98	\$52.62	\$54.14	\$55.56	\$56.83	\$57.96	\$59.12
10	\$40.22	\$42.83	\$45.07	\$46.91	\$48.55	\$50.10	\$51.55	\$52.89	\$54.10	\$55.19	\$56.30
9	\$38.31	\$40.80	\$42.92	\$44.69	\$46.23	\$47.72	\$49.11	\$50.38	\$51.55	\$52.58	\$53.63
8	\$36.85	\$38.80	\$40.40	\$41.84	\$43.22	\$44.53	\$45.72	\$46.83	\$47.81	\$48.76	\$49.73
7	\$35.08	\$36.96	\$38.47	\$39.86	\$41.17	\$42.41	\$43.55	\$44.60	\$45.52	\$46.44	\$47.37
6	\$33.41	\$35.20	\$36.63	\$37.96	\$39.21	\$40.39	\$41.47	\$42.48	\$43.36	\$44.23	\$45.12
5	\$31.82	\$33.52	\$34.89	\$36.14	\$37.34	\$38.46	\$39.51	\$40.45	\$41.30	\$42.12	\$42.97
4	\$29.98	\$31.59	\$32.89	\$34.06	\$35.19	\$36.24	\$37.23	\$38.12	\$38.90	\$39.69	\$40.48
3	\$27.27	\$28.72	\$29.90	\$30.97	\$32.00	\$32.95	\$33.84	\$34.66	\$35.37	\$36.08	\$36.81
2	\$24.78	\$26.11	\$27.17	\$28.16	\$29.08	\$29.95	\$30.77	\$31.50	\$32.16	\$32.80	\$33.46
1	\$22.53	\$23.74	\$24.72	\$25.60	\$26.45	\$27.24	\$27.97	\$28.64	\$29.25	\$29.83	\$30.43

40 Hours

Non Represented (FY2026 Rates - Effective July 1, 2025)

Hourly	1	2	3	4	5	6	7	8	9	10	11
11	\$39.58	\$42.16	\$44.36	\$46.18	\$47.79	\$49.33	\$50.76	\$52.09	\$53.28	\$54.34	\$55.43
10	\$37.71	\$40.15	\$42.25	\$43.98	\$45.52	\$46.97	\$48.33	\$49.58	\$50.72	\$51.74	\$52.78
9	\$35.92	\$38.25	\$40.24	\$41.90	\$43.34	\$44.74	\$46.04	\$47.23	\$48.33	\$49.29	\$50.28
8	\$34.55	\$36.38	\$37.88	\$39.23	\$40.52	\$41.75	\$42.86	\$43.90	\$44.82	\$45.71	\$46.62
7	\$32.89	\$34.65	\$36.07	\$37.37	\$38.60	\$39.76	\$40.83	\$41.81	\$42.68	\$43.54	\$44.41
6	\$31.32	\$33.00	\$34.34	\$35.59	\$36.76	\$37.87	\$38.88	\$39.83	\$40.65	\$41.47	\$42.30
5	\$29.83	\$31.43	\$32.71	\$33.88	\$35.01	\$36.06	\$37.04	\$37.92	\$38.72	\$39.49	\$40.28
4	\$28.11	\$29.62	\$30.83	\$31.93	\$32.99	\$33.98	\$34.90	\$35.74	\$36.47	\$37.21	\$37.95
3	\$25.57	\$26.93	\$28.03	\$29.03	\$30.00	\$30.89	\$31.73	\$32.49	\$33.16	\$33.83	\$34.51
2	\$23.23	\$24.48	\$25.47	\$26.40	\$27.26	\$28.08	\$28.85	\$29.53	\$30.15	\$30.75	\$31.37
1	\$21.12	\$22.26	\$23.18	\$24.00	\$24.80	\$25.54	\$26.22	\$26.85	\$27.42	\$27.97	\$28.53

**Town of Needham
Water Sewer Billing System
Abatement Form**

FROM: DEPARTMENT OF PUBLIC WORKS
TO: TOWN TREASURER AND COLLECTOR
CC: TOWN ACCOUNTANT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$386.74
Water Irrigation:	\$0.00
Water Admin Fees:	\$0.00
Sewer Sales:	-\$1,176.36
Transfer Station Charges:	\$0.00

Total Abatement: -\$1,563.10

Order #: 1326

Read and Approved:

Date

Michael J. Kelly 03/20/24

Water, Sewer, and Drains Superintendent, DPW

Date

SL 03/20/24

Director of Public Works

For the Select Board

Date

[illegible]


Management Analyst, DPW

Verified By: