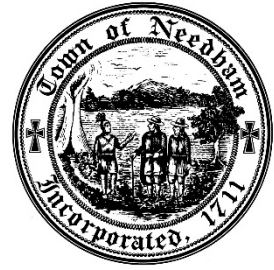


# SELECT BOARD AGENDA

## Regular Meeting

### 6:00 p.m. April 16, 2024



## Needham Town Hall

### Select Board Chambers & 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](http://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/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFRJoQT09>

Webinar ID: 826 0101 3229

Passcode: 652800

One tap mobile: [+16469313860](tel:+16469313860).,82601013229#,,,\*652800#

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.

|           |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>6:00</b> | Public Comment Period<br>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 <a href="#">here</a> . |
| <b>1.</b> | <b>6:00</b> | Select Board Reorganization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>2.</b> | <b>6:00</b> | Arbor Day Proclamation <ul style="list-style-type: none"><li>Ed Olsen, Department of Public Works – Parks and Forestry Division Superintendent</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>3.</b> | <b>6:00</b> | Public Hearing: Outdoor Dining License – Eat Farmhouse LLC d/b/a The Farmhouse <ul style="list-style-type: none"><li>Dora Tavel-Sanchez Luz, Owner</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|            |             |                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4.</b>  | <b>6:00</b> | Public Hearing: Alteration of Premises for an All-Alcohol License in a Restaurant – Eat Farmhouse LLC d/b/a The Farmhouse <ul style="list-style-type: none"> <li>• Dora Tavel-Sanchez Luz, Owner</li> </ul>                                                                                                                                                                             |
| <b>5.</b>  | <b>6:30</b> | Proposed Dedication – Granite Celebration Bench <ul style="list-style-type: none"> <li>• Paul Good, Chair – Needham Community Revitalization Trust Fund</li> </ul>                                                                                                                                                                                                                      |
| <b>6.</b>  | <b>6:45</b> | Peer Recovery Coaching and Opioid Settlement Update <ul style="list-style-type: none"> <li>• Tiffany (Zike) Benoit, Assistant Director of Public Health</li> <li>• Karen Shannon, Substance Use Prevention Coordinator</li> <li>• Angi MacDonnell, Peer Recovery Coach</li> </ul>                                                                                                       |
| <b>7.</b>  | <b>7:15</b> | Citizens’ Petition/Amend Zoning By-Law – Dimensional Regulations <ul style="list-style-type: none"> <li>• Joe Matthews, Petitioner</li> </ul>                                                                                                                                                                                                                                           |
| <b>8.</b>  | <b>7:30</b> | Discussion of Zoning Articles on the Annual Town Meeting Warrant <ul style="list-style-type: none"> <li>• Adam Block, Chair – Needham Planning Board</li> <li>• Natasha Espada, Vice Chair – Needham Planning Board</li> <li>• Lee Newman, Director of Planning &amp; Community Development</li> </ul>                                                                                  |
| <b>9.</b>  | <b>8:00</b> | Town Manager <ul style="list-style-type: none"> <li>• Memorandum of Agreement with the Independent Town Workers Association (ITWA)</li> <li>• Memorandum of Agreement with the Needham Independent Public Employees Association (NIPEA)</li> <li>• Consolidation of Information Technology Functions</li> <li>• Positions on Warrant Articles</li> <li>• Town Manager Report</li> </ul> |
| <b>10.</b> | <b>9:00</b> | Board Discussion <ul style="list-style-type: none"> <li>• Committee Reports</li> </ul>                                                                                                                                                                                                                                                                                                  |

## **APPOINTMENT CALENDAR**

|           |                |                                                                 |
|-----------|----------------|-----------------------------------------------------------------|
| <b>1.</b> | Nick Hill      | Climate Action Committee<br>Term Exp: 6/30/2026                 |
| <b>2.</b> | Theodora Eaton | Needham Branding and Town Seal Committee<br>Term Exp: 6/30/2024 |
| <b>3.</b> | Louise Miller  | Needham Branding and Town Seal Committee<br>Term Exp: 6/30/2024 |

## **CONSENT AGENDA \*Supporting Documents Attached**

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | Accept the following donations made to the Needham Community Revitalization Trust Fund for the Bert Wikstrom Bench: \$200 from Jeanne-Marie Ryan, \$40 from Howard Mintz, \$50 from Lillian DePasquale, \$25 from Maureen Doherty, \$50 from Douglas Ruby, \$50 from Elisabeth M. Schmidt-Scheuber, \$25 from Stacey Conner, \$100 from June Seraydar, \$50 from Maurice Handel, \$50 from Elizabeth Keener, \$100 from Richard Lassen, \$1000 from Theodor Schmidt-Scheuber, \$50 from Gerard Frawley, and \$100 from Renate Celms. |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|     |                                                                                                                                                                                                                                                                                                                                                                     |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.  | Approve a request from Jennifer Shadrick, Three Squares New England, to hold the road event “Ride for Food.” The event is scheduled for Sunday, October 6, 2024, at 8:30 am – 1:30 pm. The event and route have been approved by the following departments: Fire, Police, and Public Works.                                                                         |
| 3.  | Approve a request from Emma Bagnell, Needham Youth Track Club, to hold the road event “Great Bear Run.” The event is scheduled for Sunday, May 19, 2024, at 7:30 am – 10:00 am. The event and route have been approved by the following departments: Fire, Police, and Public Works.                                                                                |
| 4.  | Approve a Taxi/Livery License application for a new Taxi/Livery service, BCars LLC, to conduct business in Needham. All required paperwork has been submitted and the application has been approved by the Police Department.                                                                                                                                       |
| 5.  | Approve the following donation to Needham Youth & Family Services (YFS): <ul style="list-style-type: none"> <li>\$5,000 from Needham Community Council towards the YFS Crisis Donation Fund</li> </ul>                                                                                                                                                              |
| 6.* | Amend the Charge and Composition for the Housing Needham Working Group.                                                                                                                                                                                                                                                                                             |
| 7.  | Approve one-day license suspension penalties for a violation of the Town of Needham Regulations for the Sale of Alcoholic Beverages (failure to use ID scanner) on December 6, 2023 by both Needham Food and Beverage LLC d/b/a The Heights to be served on April 20, 2024 & Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits to be served on May 27, 2024. |
| 8*  | Approve the Needham Business Alliance Committee of the Charles River Regional Chamber’s April 27th event, “Spring Sidewalk Stroll”, to promote foot traffic and support small businesses throughout Needham.                                                                                                                                                        |
| 9.  | Accept the Needham Commission of Disabilities’ approved grant request of \$500 to Autism Awareness Training for The Common Room staff.                                                                                                                                                                                                                              |

### NOTICE OF APPROVED BLOCK PARTIES

| Name          | Address          | Party Location   | Date    | Time        | Rain Date |
|---------------|------------------|------------------|---------|-------------|-----------|
| Emily Eustace | 64 Plymouth Road | 64 Plymouth Road | 5/26/24 | 3pm-9pm     | 5/25/24   |
| Celia Carboni | 42 Greenwood Ave | Greenwood Avenue | 7/20/24 | 4pm-11:30pm | 7/21/24   |

### NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

| Hosting Organization            | Event Title            | Location                                    | Event Date |
|---------------------------------|------------------------|---------------------------------------------|------------|
| Needham History Center & Museum | Spring into Springtime | Needham History Center, 1147 Central Avenue | 5/11/2024  |

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## NEEDHAM SELECT BOARD RE~ORGANIZATION MEETING FOR APRIL 16, 2024

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1. Town Clerk swears in new member(s).
2. Chair calls for nominations for the re-organization of the Select Board.

Chair: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

Secretary/Clerk: \_\_\_\_\_

3. Members now change to new seating arrangement.
4. The Select Board regular meeting schedule for the year.

|                |                    |                   |                   |
|----------------|--------------------|-------------------|-------------------|
| April 30, 2024 | August 13, 2024    | November 26, 2024 | February 25, 2025 |
| May 14, 2024   | September 10, 2024 | December 3, 2024  | March 11, 2025    |
| May 28, 2024   | September 24, 2024 | December 17, 2024 | March 25, 2025    |
| June 11, 2024  | October 8, 2024    | January 14, 2025  | April 9, 2025*    |
| June 25, 2024  | October 22, 2024   | January 28, 2025  |                   |
| July 23, 2024  | November 12, 2024  | February 11, 2025 |                   |

\*Wednesday

5. Committee Secretary for Select Board: ☐ Myles Tucker  
\_\_\_\_\_
  6. Recording Secretary for Select Board: ☐ Susan Metropole
- 
-

# Town of Needham Select Board (1950 - 2023)

|                      |                         |                     |                     |                     |                       |
|----------------------|-------------------------|---------------------|---------------------|---------------------|-----------------------|
| Spring Town Election |                         |                     |                     |                     |                       |
| 2026-27              |                         |                     |                     |                     |                       |
| 2025-26              |                         |                     |                     |                     |                       |
| 2024-25              | Heidi Frail             | Catherine Dowd      | Marianne B. Cooley  | Kevin Keane         | Joshua Levy           |
| 2023-24              |                         |                     |                     | Kevin Keane         | Marcus Nelson         |
| 2022-23              |                         |                     |                     | Lakshmi Balachandra |                       |
| 2021-22              | Daniel P. Matthews      | Matthew D. Borrelli | Marianne B. Cooley  |                     |                       |
| 2020-21              |                         |                     |                     |                     |                       |
| 2019-20              |                         |                     |                     | Maurice P. Handel   | John A. Bulian        |
| 2018-19              | Daniel P. Matthews      | Matthew D. Borrelli | Marianne B. Cooley  |                     |                       |
| 2017-18              |                         |                     |                     |                     |                       |
| 2016-17              |                         |                     |                     | Maurice P. Handel   | John A. Bulian        |
| 2015-16              | Daniel P. Matthews      | Matthew D. Borrelli | Marianne B. Cooley  |                     |                       |
| 2014-15              |                         |                     |                     |                     |                       |
| 2013-14              |                         |                     | Marianne B. Cooley  |                     |                       |
| 2012-13              | Daniel P. Matthews      | Matthew D. Borrelli | Gerald A. Wasserman | Maurice P. Handel   | John A. Bulian        |
| 2011-12              |                         | James G. Healy      |                     |                     |                       |
| 2010-11              |                         |                     |                     | Maurice P. Handel   | John A. Bulian        |
| 2009-10              | Daniel P. Matthews      | Denise C. Garlick   | Gerald A. Wasserman |                     |                       |
| 2008-09              |                         |                     |                     |                     |                       |
| 2007-08              |                         |                     |                     | James G. Healy      | John A. Bulian        |
| 2006-07              | Daniel P. Matthews      | John H. Cogswell    | Gerald A. Wasserman |                     |                       |
| 2005-06              |                         |                     |                     |                     |                       |
| 2004-05              |                         |                     |                     | James G. Healy      | John A. Bulian        |
| 2003-04              | Daniel P. Matthews      | John H. Cogswell    | Gerald A. Wasserman |                     |                       |
| 2002-03              |                         |                     |                     |                     |                       |
| 2001-02              |                         |                     |                     | Colleen Schaller    | William M. Powers     |
| 2000-01              | Daniel P. Matthews      | John H. Cogswell    | Gerald A. Wasserman |                     |                       |
| 1999-00              |                         |                     |                     |                     |                       |
| 1998-99              |                         |                     |                     | Ted Owens           | William M. Powers     |
| 1997-98              | Daniel P. Matthews      | John H. Cogswell    | John D. Marr, Jr.   |                     | William M. Powers     |
| 1996-97              |                         |                     |                     |                     |                       |
| 1995-96              |                         |                     |                     | Ted Owens           | David F. Edridge, Jr. |
| 1994-95              | H. Phillip Garrity, Jr. | Sally B. Davis      | John D. Marr, Jr.   | Ted Owens           |                       |
| 1993-94              |                         |                     |                     |                     |                       |
| 1992-93              |                         |                     |                     | Marcia M. Carleton  | David F. Edridge, Jr. |
| 1991-92              | H. Phillip Garrity, Jr. | Sally B. Davis      | John D. Marr, Jr.   |                     |                       |
| 1990-91              |                         |                     |                     |                     |                       |
| 1989-90              |                         |                     |                     |                     |                       |
| 1988-89              |                         |                     |                     | Marcia M. Carleton  | David F. Edridge, Jr. |

# Town of Needham Select Board (1950 - 2023)

|         |                         |                        |                   |                     |                         |
|---------|-------------------------|------------------------|-------------------|---------------------|-------------------------|
| 1987-88 |                         | Sally B. Davis         | John D. Marr, Jr. |                     |                         |
| 1986-87 | H. Phillip Garrity, Jr. |                        |                   | Marcia M. Carleton  | David F. Edridge, Jr.   |
| 1985-86 |                         |                        |                   |                     |                         |
| 1984-85 |                         | Sally B. Davis         | Norman P. Jacques |                     |                         |
| 1983-84 | H. Phillip Garrity, Jr. |                        |                   | Marcia M. Carleton  | Francis A. Faccetti     |
| 1982-83 |                         | Henry D. Hersey        | Norman P. Jacques |                     |                         |
| 1981-82 |                         |                        |                   |                     |                         |
| 1980-81 | H. Phillip Garrity, Jr. |                        |                   | Marcia M. Carleton  | Francis A. Faccetti     |
| 1979-80 | H. Phillip Garrity, Jr. | Henry D. Hersey        | Norman P. Jacques |                     |                         |
| 1978-79 |                         |                        |                   |                     |                         |
| 1977-78 | Richard M. Salamone     |                        |                   | E. Loretta Reynolds | Francis A. Faccetti     |
| 1976-77 |                         | Henry D. Hersey        | Benedict Horowitz |                     |                         |
| 1975-76 |                         |                        |                   |                     |                         |
| 1974-75 | Richard M. Salamone     |                        |                   | E. Loretta Reynolds | H. Phillip Garrity, Jr. |
| 1973-74 |                         | Henry D. Hersey        | Benedict Horowitz |                     |                         |
| 1972-73 |                         |                        |                   |                     |                         |
| 1971-72 | Richard M. Salamone     |                        |                   | John C. Hatch       | H. Phillip Garrity, Jr. |
| 1970-71 |                         | Henry D. Hersey        | Benedict Horowitz |                     |                         |
| 1969-70 |                         |                        |                   |                     |                         |
| 1968-69 | Richard M. Salamone     |                        |                   | Paul F. Saint       | Philip F. Foss          |
| 1967-68 |                         | Henry D. Hersey        | Peter W. Carre    |                     |                         |
| 1966-67 |                         |                        |                   |                     |                         |
| 1965-66 | Clarke H. Wertheim      |                        |                   | Paul F. Saint       | Philip F. Foss          |
| 1964-65 |                         | Henry D. Hersey        | Peter W. Carre    | Paul F. Saint       |                         |
| 1963-64 |                         |                        |                   |                     |                         |
| 1962-63 | Clarke H. Wertheim      |                        |                   | J. Roland Ackroyd   | Philip F. Foss          |
| 1961-62 |                         | Marian F. Keith        | Peter W. Carre    |                     |                         |
| 1960-61 |                         |                        |                   |                     |                         |
| 1959-60 | Clarke H. Wertheim      |                        |                   | J. Roland Ackroyd   | Philip F. Foss          |
| 1958-59 |                         |                        |                   |                     |                         |
| 1957-58 |                         | Marian F. Keith        | Peter W. Carre    |                     |                         |
| 1956-57 | Clarke H. Wertheim      | Marian F. Keith        | Edward J. Stewart | Everett C. Cross    | Philip F. Foss          |
| 1955-56 |                         |                        | Edward J. Stewart | Everett C. Cross    | Philip F. Foss          |
| 1954-55 | By vote of STM          |                        | Edward J. Stewart | Everett C. Cross    | Philip F. Foss          |
| 1953-54 | 11.14.1955, the Board   | Until 1956, there were | Edward J. Stewart | George M. Pond      | Frank E. Godfrey        |
| 1952-53 | expanded to five        | three members          | Edward J. Stewart | George M. Pond      | Frank E. Godfrey        |
| 1951-52 | members elected to      | elected to one-year    | Edward J. Stewart | George M. Pond      | Emery S. Doane          |
| 1950-51 | three-year terms        | terms                  | Edward J. Stewart | George M. Pond      | Emery S. Doane          |



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

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**MEETING DATE: 4/16/2024**

|                     |                                                                                      |
|---------------------|--------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Arbor Day Proclamation                                                               |
| <b>Presenter(s)</b> | Ed Olsen, Department of Public Works – Parks and Forestry<br>Division Superintendent |

|           |                                                                                                                                |
|-----------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>                                                                              |
|           | Mr. Olsen will present to the Board the 2024 Arbor Day proclamation, celebrating the 152nd anniversary of the first Arbor Day. |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>                                                                                           |
|           | <i>Suggested Motion:</i> That the Board vote to approve and sign the 2024 Arbor Day Proclamation.                              |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>                                                                                            |
|           | 1. Arbor Day Proclamation                                                                                                      |

# **TOWN OF NEEDHAM**

## **2024 ARBOR DAY PROCLAMATION**

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, 2024 commemorates the 152<sup>nd</sup> anniversary of Arbor Day, and

**WHEREAS**, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE**, we, the Select Board of the Town of Needham, do hereby proclaim Friday, April 26th as Arbor Day in the Town of Needham, and

**FURTHER**, we ask all residents to celebrate 152 years of Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, we encourage all residents to plant trees to gladden the heart and promote the well-being of this and future generations.

**Dated this sixteenth day of April, 2024**

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**SELECT BOARD**



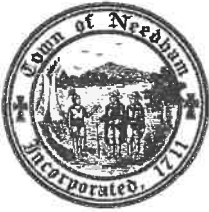
**Select Board  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 4/16/2024**

|                     |                                                                                |
|---------------------|--------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Public Hearing: Outdoor Dining License – Eat Farmhouse LLC d/b/a The Farmhouse |
| <b>Presenter(s)</b> | Dora Tavel-Sanchez Luz, Owner                                                  |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           | <p>Eat Farmhouse LLC d/b/a The Farmhouse, located at 970 Great Plain Avenue, is seeking to establish an outdoor dining space on a back patio to the rear of the establishment which lies on an easement upon which the Town has rights to public parking.</p> <p>The applicant has used the requested area since 2020 in accordance with state emergency orders and local rules in the context of the COVID-19 pandemic. The requested arrangement of seating is the same.</p> <p>The applicant is requesting seasonal use of the space, in-line with the Zoning By-Law and their Special Permit.</p> <p>The applicant has also applied to the Select Board for an Alteration of Premises to their liquor license.</p> |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|           | <p>Suggested Motion: Move that the Board vote to approve an Outdoor Dining License for Eat Farmhouse LLC d/b/a The Farmhouse.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|           | <ul style="list-style-type: none"><li>a. Planning Board Application</li><li>b. Floor Plan</li><li>c. Planning Board Decision</li><li>d. Abutter's Notice</li><li>e. Select Board Policy</li><li>f. Zoning By-law</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



TOWN of NEEDHAM  
MASSACHUSETTS  
**APPLICATION FOR OUTDOOR SEATING  
UNDER SECTION 6.9 OF THE ZONING BY-LAW**

LOCATION:

Property Address: 970 Great Plain Ave

Name of Establishment: The Farmhouse

APPLICANT:

Name (must be business owner, manager, or lessee): Dora Tavel-Sanchez LUC

Address: \_\_\_\_\_

Telephone Number: 917 612 4680

Email Address: catfarmhouse@gmail.com

Do you own or rent property?

PROPERTY OWNER:

*Complete this section if applicant is not the property owner*

Name (must be owner): Dora Tavel-Sanchez LUC

Address: \_\_\_\_\_

Telephone Number: 781-449-6200

Email Address: CATFARMHOUSE@GMAIL.COM

APPLICATION REQUEST:

Are you requesting to have outdoor dining on PRIVATE parking spaces? Yes ☒ No ☒

If yes, how many private parking spaces? currently four N/A

Are you requesting to have outdoor dining on PUBLIC parking spaces (on-street or in a public parking lot)? Yes ☒ No ☐

If yes, how many public parking spaces do you intend to use in each category? *Note: there is a maximum of 3 parking spaces allowed per applicant.*

\_\_\_\_\_ # on-street public parking spots. Please note, required concrete barriers will take up 1 parking spot and should be added to the total number of spots you are applying to use.

3 # of off-street public parking spots (in a public parking lot)

Are any of the spaces you are requesting to use designated for handicap parking?

Are you requesting to have outdoor dining on a sidewalk? NO, N/A



**SEATING: FACILITIES/EQUIPMENT:**

Total number of seats approved under existing Special Permit 64  
Total number of seats existing inside 100 (may be same as above or fewer)  
Number of restrooms provided 3  
Total number of seats proposed outside 64 Size of Grease Trap \_\_\_\_\_  
Number of chairs 64 Air Curtains (if opening is off kitchen) \_\_\_\_\_  
Number of tables 32 Screens (if opening is off kitchen) \_\_\_\_\_  
Outdoor Seating Area dimensions \_\_\_\_\_  
Type of Barrier or Enclosure to Define Seating Area  
(mandatory if alcohol is proposed to be served):  
metal fencing +  
concrete barrier

**DATES AND HOURS OF OPERATION**

*The standard outdoor dining season in the Town of Needham is April 1 - November 30. The Town will consider applications that extend beyond that timeframe on an individual basis.*

Are you requesting to serve food & beverage outdoors earlier than April 1 or later than November 30? Yes no  
If yes, what are your proposed opening and closing dates?

What days of the week and hours do you plan to serve food & beverage outdoors?

Tues thru Saturday 12-2, 4<sup>30</sup>-10

**BRIEF DESCRIPTION OF:**

Seating Arrangement, Type of Furniture, Type of Barrier or Enclosure to Define Seating Area (mandatory if alcohol is proposed to be served), Ingress/Egress from the Inside to the Outside, Location of Outdoor Exit Area in the case of an emergency, Written Description of Colors and Materials Used

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## ALCOHOL SERVICE

NO

☒ YES

If you are seeking permission to serve alcohol outside (i.e., to extend your existing license to a patio or other outdoor seating areas), you must get approval from the Select Board by filing an Alteration of Licensed Premises, which is available on the Alcoholic Beverages Control Commission (ABCC) website at <https://www.mass.gov/how-to/amend-your-alcoholic-beverages-retail-license-alteration-of-premises-or-location-change-abcc>.

Please select one. Expansion area must be either:

1. Contiguous to the licensee's premise with a clear view of the area from inside the premises; or
2. ☒ The Licensee may commit to providing management personnel dedicated to the area.

## FEEES AND TERM

Outdoor seating licenses are issued for a term of one year, unless stated otherwise, and can be renewed annually. The annual application fee is \$25, which will be credited toward the annual licensing fee if the application is approved

For outdoor dining approved on public property, there is an annual licensing fee for the sole use of public space for outdoor dining at the rate of \$250 per public parking space and \$100 for the use of the sidewalk. If an applicant is approved for the use of public parking space(s) and the sidewalk, the \$100 sidewalk licensing fee will be waived.

## CERTIFICATION

I/we the undersigned certify that I am the owner of record of the named property or that the owner of record authorizes the proposed work and that the above information which I/we provided is correct.

I/we have read and fully understand the procedures as established by the Town of Needham and further understand that failure to comply with said procedures may result in revocation of this permit.

Signature of Applicant(s): [Signature] Date: 1/18/22

## THIS SECTION BELOW IS FOR OFFICIAL USE ONLY

Major Project Site Plan Review Special Permit (Planning Board) yes \_\_\_\_\_ no \_\_\_\_\_

Zoning Board of Appeals Special Permit yes \_\_\_\_\_ no \_\_\_\_\_

Select Board Licensing Approval \_\_\_\_\_

Certificate of Insurance covering outdoor area: \_\_\_\_\_

Departmental Approval (Health \_\_\_\_\_ Building \_\_\_\_\_ Fire \_\_\_\_\_ Police \_\_\_\_\_ Public Works \_\_\_\_\_)

License Agreement (if seating is on sidewalk or other public property): \_\_\_\_\_

Alteration of Licensed Premises (for alcohol service in outdoor area): \_\_\_\_\_

Comments: \_\_\_\_\_

## PLAN REQUIREMENTS

Submit a Plan of the Outside Seating Area, showing precise dimensions and locations of:

- (1) Seating arrangement, including the arrangement of the furniture
- (2) Enclosure of dining area (this is required if service of alcohol is proposed)
- (3) Location of ingress/egress from inside to outside
- (4) Location of outside emergency exit(s)
- (5) Separation distances to building, curbing, sidewalks, streets, trees, planters, rubbish

containers, equipment, and any other obstacles in pedestrian walkway or access aisles  
Said Plan must be certified by a Registered Architect or Engineer with certifications that the restaurant with the outdoor seating complies with egress and access requirements, that the seating configuration complies with safety requirements, and that the restaurant has adequate restroom facilities for the number of seats. (If the total indoor and outdoor seating exceeds the number allowed for the existing restroom facilities, you may reduce the number of indoor seats being used, so that the total number of restaurant seats does not trigger additional restroom facilities.)

- (6) For parking spaces located on a parking lot (public or private), provide a site plan showing parking areas to be utilized for outdoor seating. Said plan can be an existing approved Site Plan, in which applicant delineates proposed seating location.

## FURNITURE SPECIFICATIONS SHEET

A detailed specifications sheet illustrating the appearance, materials, colors, and size of selected outdoor seating furniture and equipment including chairs, benches, tables, umbrellas, fences, and other items. Photographs of furniture and equipment may be substituted for specification sheets as long as a sheet listing the dimensions of the furniture and equipment accompanies the photographs.

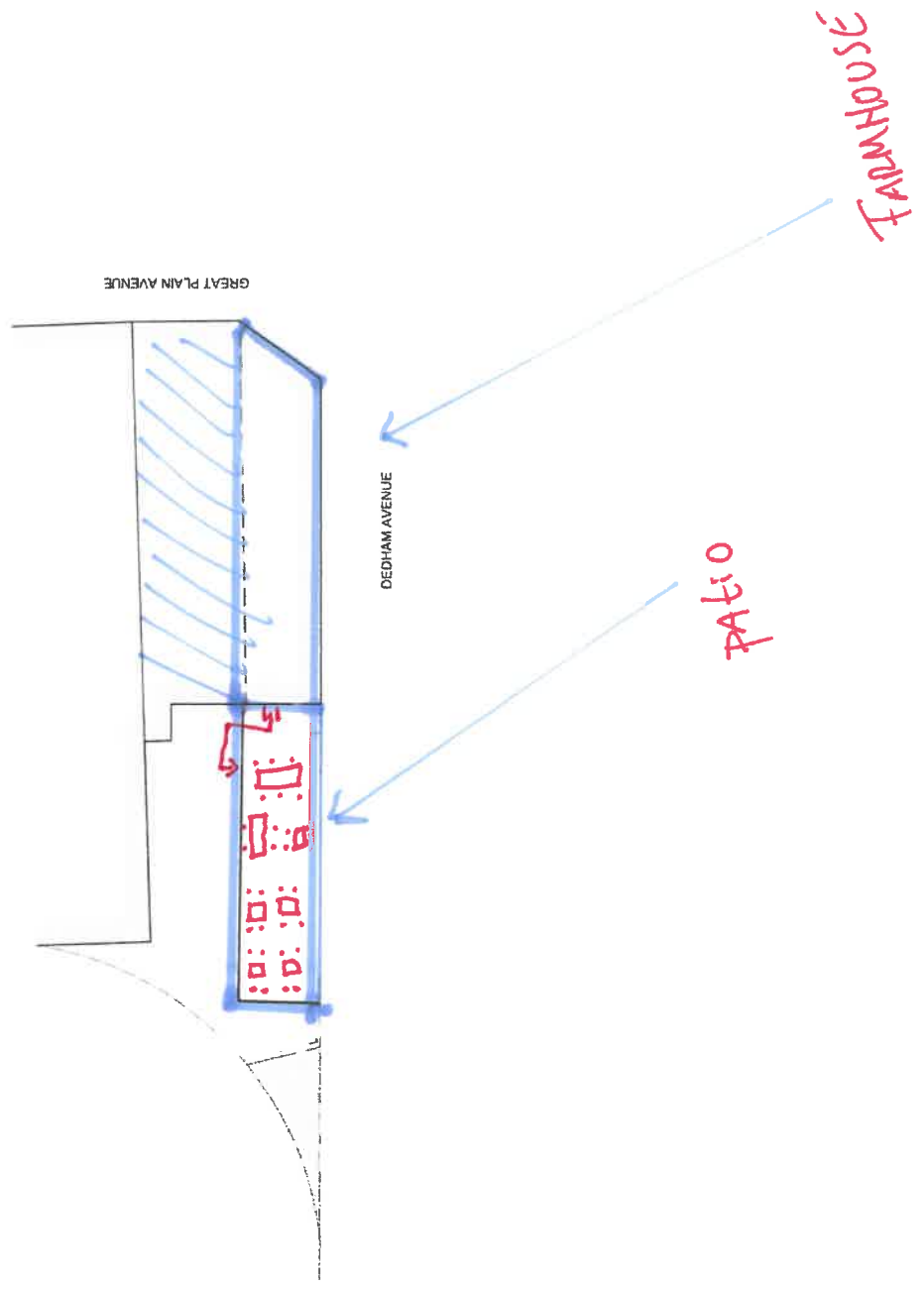
Are you proposing to have: (please check all that apply)?

- A tent or canopy? A permit from the Building Department may be required (link).
- ✓ Outdoor lighting? An electrical permit is required (link).
- ✓ Outdoor Heating? A permit from the Fire Department is required (link).

*yes, already  
done so  
and approved.*

## PHOTOGRAPHS

Submit photographs of the proposed outdoor dining location (front and side views) if available.



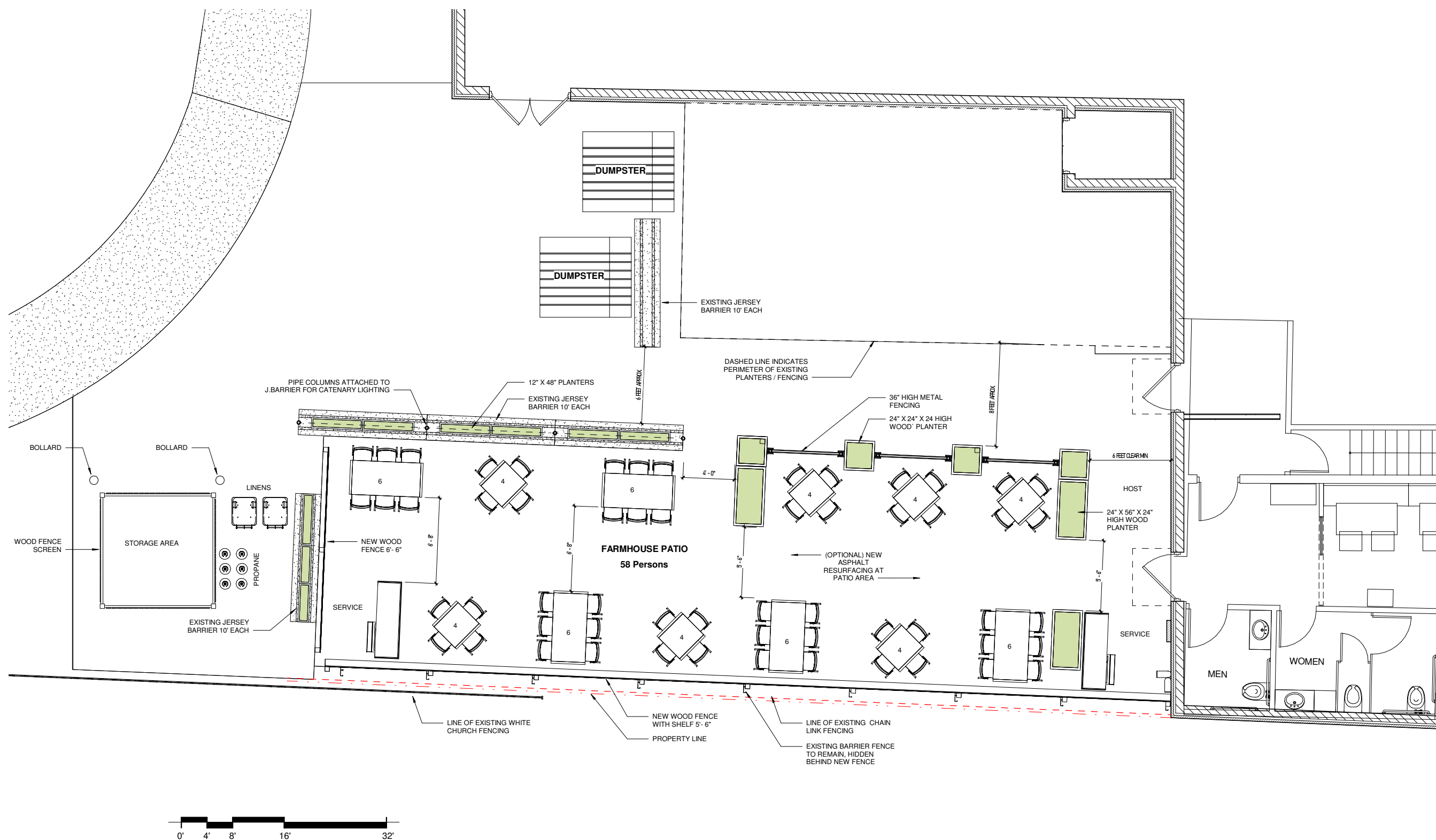
**Gabriel / Dora  
FARMHOUSE  
PATIO**

970 Great Plain Road  
Needham, MA



CONSULTANTS:

**David Miller Landscape  
Architecture + Planning**



**PROPOSED PATIO PLAN**

| No. | Date | Revision |
|-----|------|----------|
|     |      |          |
|     |      |          |
|     |      |          |

Seal  
Professional Seal of David Miller  
No. 8395  
CAMBRIDGE  
MASS  
02.08.2022

Drawing Title

**PROPOSED  
PATIO LAYOUT  
PLAN**

Project No.  
**Project Number**

Date

Scale  
**1/4" = 1'-0"**

Drawn By  
**Author**

Checked By  
**Checker**

Drawing No.

**A100**



Gabriel / Dora  
FARMHOUSE  
PATIO  
970 Great Plain Road  
Needham, MA



CONSULTANTS:  
  
David Miller Landscape  
Architecture + Planning



No.      Date      Revision



Drawing Title

RENDERING

Project No.  
Project Number  
Date  
Scale  
Drawn By  
Author

Drawing No.  
  
A101  
Checked By  
Checker



RECEIPT  
Printed: April 28, 2022 @ 10:25:55  
Norfolk Registry of Deeds  
William P O'Donnell  
Register

2022-04-27 PM 3:39

Trans#: 43269 Oper:LAUSTIN

=====

Book: 40495 Page: 55 Inst#: 36901  
Ct1#: 181 Rec:4-28-2022 @ 10:25:55a  
NDHM 970 GREAT PLAIN AVENUE

| DOC       | DESCRIPTION          | TRANS           |
|-----------|----------------------|-----------------|
| AMENDMENT |                      | ISION           |
| 10.00     | rec fee              |                 |
| 50.00     | Surcharge            | ity Development |
| 5.00      | Tech. Surcharge      |                 |
|           | STATE PG ADJ         |                 |
|           | Postage/Handling Fee |                 |
|           | State Fee \$40.00    |                 |

Total fees:

**AMENDMENT TO DECISION**  
**March 28, 2022**

\*\*\* Total charges

CASH PMT PAYMENT

**MAJOR PROJECT SITE PLAN SPECIAL PERMIT**  
**Eat Farmhouse LLC 970 Great Plain Avenue, Needham, MA 02492**  
**Application No. 2007-04**

(Original Decision dated May 7, 2007, transferred on November 5, 2012, further amended June 4, 2019)

DECISION of the Planning Board (hereinafter referred to as the Board) on the petition of Dora Tavel-Sanchez Luz, Manager of Eat Farmhouse LLC, (hereinafter referred to as the Petitioner) for property located at 970 Great Plain Avenue, Needham, Massachusetts, 02492. Said property is shown on Needham Town Assessors Plan, No. 47 as Parcel 63 containing .45 acres in the Center Business Zoning District and the Needham Center Overlay District, Sub-District A.

This decision is in response to an application submitted to the Board on February 15, 2022, by the Petitioner to amend the decision by the Board dated May 7, 2007, transferred on November 5, 2012, further amended June 4, 2019. The Petitioner seeks: (1) a Major Project Site Plan Review Special Permit Amendment under Section 7.4 of the Needham Zoning By-Law (hereinafter the By-Law); (2) a Special Permit Amendment to Major Project Site Plan Review Special Permit No. 2007-04, Section 4.2; and (3) a Special Permit Amendment under Section 5.1.1.6, to waive strict adherence with the requirements of Sections 5.1.2 and 5.1.3 of the By-Law (required parking and parking plan and design requirements, respectively).

The requested Major Project Site Plan Review Special Permit Amendment would, if granted, amend the Decision to permit up to 58 outdoor seats by the Farmhouse Restaurant abutting the municipal parking lot and within the parking spaces of the private parking lot and to further reduce the number of indoor seats provided at the restaurant during the outdoor dining season from 100 seats to 76 seats running from April 1 through October 31. The original permit for the restaurant at this location permitted a one hundred (100) seat full-service restaurant serving meals for consumption on the premises and at tables with service provided by waitress or waiter where the service was provided solely indoors. The original permit further limited the restaurants operation during the weekday lunchtime period (11:00 a.m. - 2:30 p.m.) to 40 of the 100 seats allocated for table dining. At all other times, the Petitioner was able to utilize all of the 100 seats allocated for table dining.

The outdoor dining proposed is seasonal running from April 1 through October 31. The private parking lot (7 parking spaces located behind the subject restaurant at 970 Great Plain Avenue) upon which the seating is to be located is the subject of an easement granted to the Town to permit parking on the private lot for municipal purposes. The Original Major Project Site Plan Special Permit Decision No. 2007-04, dated May 7, required that the 7 parking spaces located on the private lot be available to service all uses within the commercial

**MARGINAL REFERENCE**

BOOK 30716 PAGE 356



**LEGAL NOTICE  
TOWN OF NEEDHAM  
SELECT BOARD**

**Application for an Alteration of Premises of Alcoholic Beverages  
License**

Notice is hereby given pursuant to Town of Needham Zoning By-Laws, Section 6.9 and Needham Select Board Policy SB-LIC-016, that Eat Farmhouse LLC d/b/a The Farmhouse, Dora Tavel Sanchez Luz, Manager of Record, has applied for an Outdoor Dining License at 970 Great Plain Avenue, Needham.

IT IS ORDERED that a public hearing be held for said application at the office of the Select Board as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 16<sup>th</sup> day of April 2024 at 6:00 PM. The Select Board invites all residents and interested parties to provide input at this meeting that will be held in person, Select Board Chambers, Town Hall and via Zoom.

Use this link below to join the webinar:

<https://us02web.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVVXZjFNbWJXRFRJoQT09>

Webinar ID: 826 0101 3229

Password: 652800

Or Telephone: +1 646 931 3860

This legal notice is also posted on the Massachusetts Newspaper Publishers Association's (MNPA) website at <http://masspublicnotices.org/>

Licensing Authority  
Select Board



**970 GREAT PLAIN AVENUE  
300 FEET**

| OWNER NAME 1                                    | OWNER NAME 2                 | MAILING ADDRESS            | CITY          | ST | ZIP   |
|-------------------------------------------------|------------------------------|----------------------------|---------------|----|-------|
| 1016 GREAT PLAIN AVENUE LLC                     |                              | 78 HANCOCK ST              | BRAINTREE     | MA | 02184 |
| 1478 HIGHLAND AVENUE CO., LLC                   | PO BOX 1159                  | REAL ESTATE TAX DEPARTMENT | DEERFIELD     | IL | 60015 |
| 1492 HIGHLAND AVENUE LLC                        |                              | 78 HANCOCK ST              | BRAINTREE     | MA | 02184 |
| 3840 LINCOLN LLC                                |                              | 7280 COVENTRY CT # 528     | NAPLES        | FL | 34104 |
| 50 DEDHAM AVE LLC                               |                              | 93 FISHER AVE              | BROOKLINE     | MA | 02445 |
| 905 GREAT PLAIN AVENUE LLC                      | C/O THE MAKIN GROUP INC      | 7 HARVARD ST               | BROOKLINE     | MA | 02445 |
| 935 GREAT PLAIN AVENUE LLC                      |                              | 78 HANCOCK ST              | BRAINTREE     | MA | 02184 |
| ALPHI LLC                                       |                              | 596 CENTRAL AVE            | NEEDHAM       | MA | 02492 |
| ATB REALTY LLC                                  |                              | 2867 BANYAN BLVD CIR NW    | BOCA RATON    | FL | 33431 |
| BERGER, BRUCE & BORNSTEIN, GLEN SMOKEY RE TRUST |                              | 1034 GREAT PLAIN AVE       | NEEDHAM       | MA | 02492 |
| BRETT, LLC                                      |                              | 2 PINE TREE DR             | BUZZARDS BAY  | MA | 02532 |
| BRIGGS, GRAHAM R. + JANE C., TRS                |                              | 15 OAK ST                  | NEEDHAM       | MA | 02492 |
| BROMLEY-NEEDHAM LLC                             |                              | 57 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| COX, GILBERT W. JR. TR                          | COX REALTY TRUST             | 60 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| CROSS KINGSBURY LLC                             |                              | 19 TECH CIR                | NATICK        | MA | 01760 |
| EIP PICKERING STREET LLC                        |                              | PO BOX 1083                | HICKSVILLE    | NY | 11802 |
| EVANS, JAMES R. & STECKLOFF, JILLIAN            |                              | 73 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| FAN,CHING TA & MEI LING                         |                              | 16 CURVE ST                | NEEDHAM       | MA | 02492 |
| FIRST CHURCH OF CHRIST SCIENTIST                |                              | 870 GREAT PLAIN AVE        | NEEDHAM       | MA | 02492 |
| FIRST OF MANY, LLC                              |                              | P.O. BOX 85                | EAST WALPOLE  | MA | 02032 |
| FIRST PARISH IN NEEDHAM - UNITARIAN             |                              | 23 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| GRAHAM, MARCIA A                                |                              | 205 SOUTH ST               | MEDFIELD      | MA | 02052 |
| GREYMONT, ALFRED W. TR                          | ALFRED W. GREYMONT REVOCABLE | 11 DEER PATH LN            | MIRROR LAKE   | NH | 03853 |
| HARTMAN, FREDERICK M TR                         | FAK NEEDHAM REALTY TRUST     | 919 GREAT PLAIN AVE        | NEEDHAM       | MA | 02492 |
| HEFFERNAN, MICHAEL A. &                         | HEFFERNAN, ELIZABETH A., TRS | 18 GANNETT RD              | NATICK        | MA | 01760 |
| KAPOOR, SORABH TR                               | GREAT REALTY TRUST           | 27 ELIOT ST #2             | JAMAICA PLAIN | MA | 02130 |
| KATZ, JEFFREY A. & GARY M., TRUSTE              | AJ REALTY TRUST              | PO BOX 920206              | NEEDHAM       | MA | 02492 |
| LEVLEE, LLC                                     |                              | PO BOX 223                 | BOSTON        | MA | 02127 |
| NEEDHAM ENTERPRISES LLC                         |                              | 105 CHESTNUT ST STE 28     | NEEDHAM       | MA | 02492 |
| PESIRIDIS, NICHOLAS, TRS                        | ROMA REALTY TRUST            | PO BOX 850551              | BRAINTREE     | MA | 02185 |
| S-BNK NEEDHAM CENTRE, LLC                       |                              | 961 GREAT PLAIN AVE        | NEEDHAM       | MA | 02492 |
| SDS NOMINEE TRUST                               | DOUGLAS SALAMONE             | 2 AVA                      | MILLIS        | MA | 02054 |

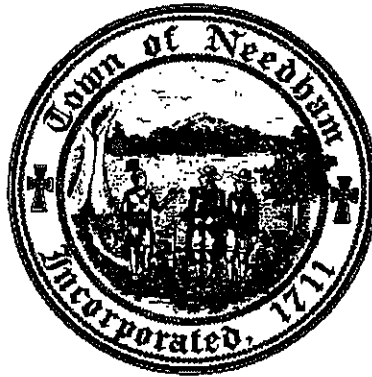
Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge  
for the Needham Board of Assessors.....

**970 GREAT PLAIN AVENUE  
300 FEET**

| <b>OWNER NAME 1</b>               | <b>OWNER NAME 2</b>             | <b>MAILING ADDRESS</b>   | <b>CITY</b> | <b>ST</b> | <b>ZIP</b> |
|-----------------------------------|---------------------------------|--------------------------|-------------|-----------|------------|
| SIMON II ASSOCIATES LLC           |                                 | 10 NEWBURY ST            | BOSTON      | MA        | 02116      |
| THE KINGSBURY BUILDING MASTER LLC | C/O GREENE,RUBIN,MILLER & PACII | 1340 SOLDIERS FIELD ROAD | BOSTON      | MA        | 02135      |
| THOMAS, DINA &                    | THOMAS, TRIANTOS                | 198 CURVE ST             | DEDHAM      | MA        | 02026      |
| TOMMASINO, ROBERT C, TR           |                                 | 907 MASSACHUSETTS AVE    | CAMBRIDGE   | MA        | 02139      |

**TOWN OF NEEDHAM**

**Office of the Town Clerk**

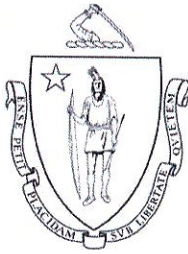


**BY-LAWS**

**Approved By the Attorney General**

**Special Town Meeting  
October 25, 2021**

**February 15, 2022**



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301  
WORCESTER, MA 01608

MAURA HEALEY  
ATTORNEY GENERAL

(508) 792-7600  
(508) 795-1991 fax  
[www.mass.gov/ago](http://www.mass.gov/ago)

February 15, 2022

Theodora K. Eaton, Town Clerk  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

**Re: Needham Special Town Meeting of October 25, 2021 -- Case # 10411  
Warrant Articles # 4 and 5 (Zoning)**

Dear Ms. Eaton:

**Articles 4 and 5** - We approve Articles 4 and 5 from the October 25, 2021 Needham Special Town Meeting.

**Note:** Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

MAURA HEALEY  
ATTORNEY GENERAL

*Nicole B. Caprioli*

By: Nicole B. Caprioli  
Assistant Attorney General  
Municipal Law Unit  
10 Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600 ext. 4418

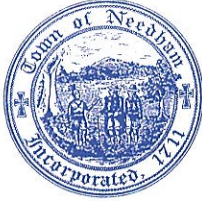
cc: Town Counsel Christopher H. Heep

Received  
2022

TOWN CLERK  
February 15, 2022

NEEDHAM  
5:06 PM

2022 FEB 15 PM 5:06  
RECEIVED  
TOWN CLERK  
NEEDHAM



Theodora K. Eaton, MMC  
*Town Clerk*

# TOWN OF NEEDHAM

*Office of the Town Clerk*

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: Teaton@needhamma.gov

## AT THE SPECIAL TOWN MEETING

HELD ON MONDAY, OCTOBER 25, 2021

### UNDER ARTICLE 4

**It was**

**VOTED:** That the Town will vote to amend the Needham Zoning By-Law, as follows:

- a) Amend Section 6.9. Outdoor Seating, Subsection 6.9.1, Applicability, by (i) adding the word “eat-in” before the word “restaurants”; (ii) deleting the words “serving meals for consumption on the premises and at tables with service provided by waitress or waiter is” before the words “permitted under”; and (iii) adding the word “are” before the words “permitted under”; so that it reads as follows:

“Section 6.9.2 shall apply in any business district in which eat-in restaurants are permitted under Section 3.2.2 of this By-Law.”

- b) Amend the first sentence of Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, by (i) adding the word “eat-in” before the word “restaurants”; (ii) deleting the words “serving meals for consumption on the premises and at tables with service provided by waitress or waiter” before the words “is permitted during”; (iii) replacing the words “Section 7.4.4 and 7.4.6” with the words “Sections 7.4.4 and 7.4.6”; and (iv) replacing the words “Board of Selectmen” with the words “Select Board”; so that it reads as follows:

“Seasonal temporary (i.e. April through October) outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for eat-in restaurants is permitted during normal hours of operation, subject to minor project site plan review with

waiver of all requirements of Sections 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board in the case of (a) below and the Select Board in the case of (b) below, provided that:"

- c) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (a) by deleting the words ", licensed," so that it reads as follows:

"(a) It is within the front yard, rear yard, or side yard of the restaurant's owned or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:"

- d) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b) by (i) deleting the words "so long as there remains no less than forty-eight inches (48")", or as otherwise permitted by law, of unencumbered sidewalk width remaining"; (ii) deleting the word "alternatively" before the words "on a public way"; and (iii) adding the word "on" before the words "other public property"; so that it reads as follows:

"(b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant's owned or leased property or on a public way or on other public property abutting the front, rear, or side yard of the restaurant's owned or leased property, provided that:"

- e) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b)(i) by replacing the words "Board of Selectmen" with the words "Select Board", so that it reads as follows:

"(i) No temporary outdoor restaurant seating shall be permitted, unless the Select Board authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;"

- f) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b)(iii) by replacing the words "Board of Selectmen" with the words "Select Board", so that it reads as follows:

"(iii) A minimum width of forty-eight inches (48")", or as otherwise permitted by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Select Board;"

- g) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b)(iv) by (i) adding the words "shall not be authorized" after the words "Outdoor seating"; (ii) deleting the words "is prohibited" before the words



“in designated or required landscape areas”; and (iii) by adding the words “, or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;” at the end of the subparagraph so that it reads as follows:

“(iv) Outdoor seating shall not be authorized in designated or required landscaped areas, parking lots or drive aisles, or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;”

- h) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b) by adding the following sentence at the end of the section:

“The Select Board may authorize seasonal temporary outdoor seating under this Section 6.9.2 (b) earlier than April 1 and later than October 31 of each year.”

- i) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, by replacing the words “Board of Selectmen” with the words “Select Board”, in the second paragraph of the section so that it reads as follows:

“Items (a)(i), (a)(iii), (a)(v) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special town-wide festivals or events during the year as designated by the Select Board.”

- j) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, by deleting the last paragraph of the section and replacing it with the following paragraph to read as follows:

“Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, provided that (1) such seating remains seasonal and temporary; and (2) such seating does not increase capacity by more than thirty percent (30%) unless such increase is authorized by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant, with or without a hearing, as said Special Permit Granting Authority shall determine.”

- k) Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial 1

Districts, by revising Accessory Uses to replace the term “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” with the term “Seasonal temporary outdoor seating for eat-in restaurants”.

- l) Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by revising Accessory Uses to replace the term “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” with the term “Seasonal temporary outdoor seating for eat-in restaurants”.
- m) Amend the second sentence of Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.1 Permitted Uses, paragraph (k) by (i) adding the word “eat-in” before the word “restaurants”; (ii) deleting the words “serving meals for consumption on the premises and at tables with service provided by waitress or waiter” before the words “shall be allowed”; and (iii) replacing the words “Board of Selectmen” with the words “Select Board”; so that it reads as follows:

“Further provided, accessory uses for seasonal temporary outdoor seating for eat-in restaurants shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.”

- n) Amend the second sentence of Section 3.2.5 Uses in the Highland Commercial-128 District, Subsection 3.2.5.1 Permitted Uses, paragraph (i) by (i) adding the word “eat-in” before the word “restaurants”; (ii) deleting the words “serving meals for consumption on the premises and at tables with service provided by waitress or waiter” before the words “shall be allowed”; and (iii) replacing the words “Board of Selectmen” with the words “Select Board”; so that it reads as follows:

“Further provided, accessory uses for seasonal temporary outdoor seating for eat-in restaurants shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.”

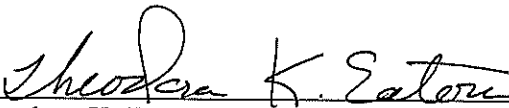
- o) Amend the second sentence of Section 3.2.6 Uses in the Mixed Use-128 District, Subsection 3.2.6.1 Permitted Uses, paragraph (m) by adding (i) the word “eat-in” before the word “restaurants”; (ii) deleting the words “serving meals for consumption on the premises and at tables with service provided by waitress or waiter” before the words “shall be allowed”; and (iii) replacing the words “Board of Selectmen” with the words “Select Board”; so that it reads as follows:

"Further provided, accessory uses for seasonal temporary outdoor seating for eat-in restaurants shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9."

UNANIMOUS CONSENT

A true copy

ATTEST:

  
Theodora K. Eaton, MMC, Town Clerk



Theodora K. Eaton, MMC  
*Town Clerk*

# TOWN OF NEEDHAM

*Office of the Town Clerk*

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: Teaton@needhamma.gov

## AT THE SPECIAL TOWN MEETING

HELD ON MONDAY, OCTOBER 25, 2021

### UNDER ARTICLE 5

**It was**

VOTED: That the Town will vote to amend the Needham Zoning By-Law as follows:

- 1) Amend Section 4.4.4, Front Setback, by replacing in the first sentence of the first paragraph the word "a" with the word "the" and by capitalizing the term "business district" to read as follows (new language underlined):

"In the Business District, there shall be a minimum front setback of ten (10) feet for all lots zoned in the Business District prior to April 14, 1952 and of twenty (20) feet for all lots changed to the Business District thereafter. The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways, as defined in Section 4.4.5. Regulations relative to parking setbacks are governed by Section 5.1."

- 2) Amend Section 4.4.4, Front Setback, by revising the second paragraph to read as follows (new language underlined):

"In the Chestnut Street Business District, there shall be a minimum front setback of ten (10) feet for all buildings except along both sides of Chestnut Street where there shall be a front setback of twenty (20) feet for all buildings. The landscaping treatment for the setback area shall be consistent with the Chestnut Street Landscape Design Recommendations (April 1988) on file in the office of the Planning Board. No parking shall be allowed in this setback area. Parking shall be on the side or in the back of the building."

UNANIMOUS CONSENT

A true copy

ATTEST:

  
Theodora K. Eaton, MMC, Town Clerk

## Town of Needham Select Board

|                       |                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Policy Number:</b> | SB-LIC-016                                                                                                  |
| <b>Policy:</b>        | Outdoor Dining Licenses                                                                                     |
| <b>Date Approved:</b> | 10/12/2021                                                                                                  |
| <b>Date Revised:</b>  |                                                                                                             |
| <b>Approved:</b>      |  _____ Chair, Select Board |

### Section 1. Purpose

The purpose of this policy is to establish a process and application criteria for licensing local businesses to use public rights-of-way, public parking lots, on-street parking spaces, sidewalks and/or other Town-owned property for outdoor dining. The Select Board will consider these guiding principles for outdoor dining:

- Create quality public spaces that contribute to people's health, happiness, and sense of connection to Needham and with each other.
- Support small businesses through added vibrancy and engagement in our business districts.
- Maintain safe and accessible sidewalk access for all users.
- Balance the needs of other street activities, including adequate parking infrastructure.

### Section 2. Policy

- 2.1 No outdoor restaurant seating shall be permitted within the public right-of-way, public sidewalks and/or on public property unless the Select Board authorizes the placement of temporary outdoor seating.
- 2.2 Under Zoning Bylaw Section 6.9, the Select Board may authorize the placement of seasonal, temporary outdoor seating including but not limited to tables, chairs, serving equipment, planters, and umbrellas, within the public way and on public property, for eat-in restaurants during normal hours of operation, provided that:
  - 2.2.1 The Select Board holds a public hearing and deems that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons

of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, is adequately provided for;

- 2.2.2 The seating is within the public sidewalk abutting the front, rear, or side of the restaurant's owned or leased property or on a public way or on other public property abutting the front, rear, or side of the restaurant's owned or leased property;
- 2.2.3 Such use is clearly related to the restaurant conducted inside the principal building;
- 2.2.4 Unless otherwise permitted by law, a minimum sidewalk width of forty-eight inches (48") and a minimum width of thirty-six inches (36") of unobstructed pedestrian paths , shall be continuously maintained, as shown on the plan provided to the Select Board;
- 2.2.5 Such use does not obstruct or otherwise interfere with visibility at intersections;
- 2.2.6 During all operating hours and thereafter, the area of outdoor seating must be kept clean, including clearing of all tables and removal of all trash; and
- 2.2.7 The application and proposed plans adhere to all health, safety, access, and operational requirements established by the Town, as outlined in Appendix A: Outdoor Dining Requirements. The Town Manager is authorized to update these requirements, as needed, and will ensure the application form reflects any changes.
- 2.3 Items 2.2.1, 2.2.2 and 2.2.3 shall not apply during special town-wide festivals or events during the year as designated by the Select Board.
- 2.4 A restaurant applying for outdoor seating must possess a Common Victuallers License.
- 2.5 Operation of outdoor restaurant seating areas is only permitted when the main place of business is open.
- 2.6 Two or more restaurants may apply jointly for a shared outdoor seating area, subject to all requirements that apply to individual applicants.
- 2.7 The Board may not approve more than 3 public parking spaces for any single applicant. The three spaces include any area taken by concrete safety barriers.



- 2.8 If an applicant is requesting the use of a designated handicap parking space for outdoor dining, the Board may not approve unless a suitable alternative location for handicap parking is identified.
- 2.9 The outdoor dining season shall be April 1 - November 30. The Select Board may authorize seasonal temporary outdoor seating under Zoning Bylaw Section 6.9.2 (b) earlier than April 1 and later than November 30 of each year. Applicants should specify the requested start and end date for their outdoor seating area. Board consideration shall be given to snow removal operations, roadway and sidewalk construction schedules, and other needs of the Town.
- 2.10 Outdoor dining licenses must be renewed annually. For those applications seeking a renewal from the prior year, the Town Manager will determine whether a public hearing is required, taking into consideration any compliance issues, resident or abutter complaints, and safety concerns in the prior year. Renewals will be reviewed subject to the criteria above and to the operational needs of the Town, including but not limited to anticipated roadway or sidewalk construction, potential changes in use of the public property, and changes in the Town's overall parking infrastructure.
- 2.11 An application for outdoor seating on public property that increases the restaurant's overall seating capacity by more than thirty percent (30%) must receive approval by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant (either the Planning Board or the Zoning Board of Appeals), before the Select Board will review the outdoor dining application.
- 2.12 If an applicant currently has a liquor license that allows consumption on premises and intends to extend that service to the Outdoor Seating area, the applicant must file an Alcoholic Beverages Control Commission's Alteration of Premises form with the Select Board.
- 2.13 Applicants must provide a certificate of liability insurance covering the approved outdoor dining area and naming the Town of Needham as an additionally insured party in the amount of \$500,000/\$1 million.
- 2.14 Permission to use Town land does not modify or amend any applicable state or local rules, requirements, permits, licenses, or approvals. To the extent that modifications of any existing permits, licenses or approvals may be necessary, they should be separately applied for by the applicant.
- 2.15 Permission to use Town land may be modified or terminated by the Town, in its sole discretion, at any time. Upon termination, the restaurant shall be responsible for removing all its property from the designated area.

### **Section 3. Procedures**

- 3.1 The applicant shall file an application for outdoor dining on the form prescribed by the Town of Needham and submit requisite plans, photographs, and information.
- 3.2 The application and related plans that are submitted must adhere to all health, safety, and access requirements established by the Town, as outlined in this policy and in Appendix A: Outdoor Dining Requirements.
- 3.3 Applicants must provide a certificate of liability insurance covering the approved outdoor dining area and naming the Town of Needham as an additionally insured party in the amount of \$500,000/\$1 million.
- 3.4 Upon receipt of an application, the Town Manager or their designee, will review the application for completeness, request any missing documentation, and circulate the completed application to relevant Town departments for review and comments.
  - 3.4.1 An application for outdoor seating on public property that increases the restaurant's overall seating capacity by more than thirty percent (30%) must receive approval by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant (either the Planning Board or the Zoning Board of Appeals), before the Select Board will review the outdoor dining application.
  - 3.4.2 If an applicant currently has a liquor license that allows consumption on premises and intends to extend that service to the outdoor seating area, the applicant must file an Alcoholic Beverages Control Commission's Alteration of Premises form with the Select Board.
  - 3.4.3 Applicants are encouraged to apply in late fall/early winter prior to the next outdoor dining season. Applicants may need approval from multiple local boards including the Select Board, Planning Board, and/or Zoning Board of Appeals depending on the specifics of the application. Applicants with liquor licenses will also require approval from the Alcoholic Beverages Control Commission, after local approval is received. While the Town will work diligently to process applications, applicants are not guaranteed a decision by April 1.
- 3.5 The Office of the Town Manager will notify the applicant and all owners of property within a 300-foot radius of the premises to be licensed of any public hearing via certified mail, at least seven (7) days prior to the scheduled hearing date.
- 3.6 Applicants that are approved by the Board will be required to sign a license agreement with the Town of Needham for the use of the public right of way.
- 3.7 Approved applicants may be required to obtain additional permits, subject to the specific furniture and accessories proposed for outdoor dining. Tents and outdoor structures with roofs require a permit from the Building Department. Outdoor

electrical wiring and lighting require an electrical permit from the Building Department. Outdoor heaters require a permit from the Fire Department.

- 3.8 Applicants with outdoor seating approved in on-street parking spaces or in a parking lot must coordinate with the Department of Public Works for the placement of concrete jersey barriers, before outdoor dining furniture can be installed or used.
- 3.9 Outdoor dining licenses must be renewed annually. The Select Board will determine whether a public hearing is required for renewal, taking into consideration any compliance issues, resident or abutter complaints, and safety concerns in the prior year. Renewals will be reviewed subject to the criteria above and to the operational needs of the Town, including but not limited to anticipated roadway or sidewalk construction, potential changes in use of the public property, and changes in the Town's overall parking infrastructure.

#### **Section 4. Fees**

- 4.1 There shall be an annual application fee of \$25, which will be credited toward the annual licensing fee, as defined in Section 4.2, when the application is approved.
- 4.2 For all approved applications, there shall be an additional annual licensing fee for the sole use of public space for outdoor dining at the rate of \$250 per public parking space and \$100 for the use of the sidewalk. If an applicant is approved for the use of public parking space(s) and the sidewalk, the \$100 sidewalk licensing fee will be waived.

#### **Section 5. Exceptions**

The Select Board reserves the right to make exceptions to this policy if it determines that it is in the best interest of the Town to do so.

## **Appendix A. Outdoor Dining Requirements**

All outdoor dining applications will be reviewed by the relevant Town Department(s) to ensure compliance with the following requirements:

### **Public Safety & Accessibility**

1. The plan submitted must show a minimum sidewalk width of 48” and a minimum width of 36” (or as otherwise prescribed by law) is maintained and unobstructed from the sidewalk or entrances into the building or any other designated walkways or pedestrian paths. The table and chairs must be placed within the outdoor seating area in such a manner as to allow free and safe passage of pedestrian traffic.
2. The outdoor seating arrangement may not obstruct or interfere with visibility at any street intersection and must not impede Police or Fire access.
3. The outdoor seating arrangement may not obstruct any fire exit, fire escape or other required ingress or egress.
4. The outdoor seating area must be accessible to people with disabilities and the applicant must at all times comply with all applicable laws, ordinances and regulations concerning accessibility and non-discrimination in the providing of services.
5. Outdoor seating placed on sidewalks or in outdoor areas should maintain a 36” clear path between and around all tables and chairs.
6. Seating placed near or adjacent to public ways or parking lots that vehicles can pull up to or travel by must have crash protection, such as concrete barriers.

### **Public Health**

7. All entrances and exit doors through the kitchen used by food service personnel and customers must be screened and provided with air curtains meeting National Sanitation Foundation standards. All windows or openings through the kitchen used for the transfer of food must also be screened and provided with air curtains. (If your entrance and exit or service opening to the outdoor seating area is through the kitchen, you must get Health Department approval.)
8. All food must be prepared inside the facility’s kitchen and kept inside until served. No food may be prepared outside.
9. A system for washing down the outside seating area must be provided.
10. Food service personnel may not serve patrons beyond the outdoor seating area as shown on the plan approved by the licensing authority.
11. Food service personnel must constantly police the outdoor seating area for wastepaper, garbage, and other trash. Covered trash receptacles should be provided and must be emptied as needed to prevent overflowing. They must also be emptied at the end of each evening’s service.
12. If dumpsters are located near these proposed seating areas, need to ensure that areas around dumpsters are clean and sanitary, and no public health nuisance issues with odors or attraction of pests exist.
13. During the operating hours and thereafter, strict clean-up practices must be adhered to. Food service personnel must clear up after each patron and remove all trash and dirty dishes.

14. Outside food handlers must have easy access to handwash sinks and cleaning cloths. Facilities for preparation and disposal of sanitizing solutions must be accessible.
15. Outdoor seating areas shall be considered as part of the restaurant and shall comply with Board of Health regulations, including a prohibition of smoking in seasonal outdoor dining areas and only service animals being allowed in those same areas.
16. Pets not allowed in outdoor seating areas. Only service animals are permitted.

### **Furniture, Fixtures, Lighting & Heating**

17. Tents and outdoor structures with roofs will require a permit from the Building Department.
18. Electrical wiring and lighting for outdoor seating will require an electrical permit from the Building Department.
19. Outdoor heaters require a permit from the Fire Department.
20. The applicant shall be responsible for the maintenance and upkeep of the public right-of-way used for the outdoor seating area and the replacement of damaged public property, including brick pavers. No furniture or furnishings may be permanently attached by any means to the public sidewalk or any other public property.
21. Planters may be used to provide added visual interest and create a more attractive and welcoming atmosphere. Planters may not be used to define the area of outdoor seating where the service of alcohol is involved.
22. If a patio is constructed, the patio or other ground surface must be constructed of material readily cleanable and not susceptible to dust, mud, or debris. (Brick, bluestone, tile, and concrete are examples of acceptable materials.)
23. Outdoor dining furniture and fixtures must be maintained in good visual appearance and in clean condition. Tabletops must be easily cleanable and durable and maintained in a clean and sanitary condition.
24. Umbrellas may be used but must be, when extended, at least 7 feet above the sidewalk or patio level and contained within the outdoor seating area. Umbrellas should be closed when the restaurant is not open for business.
25. Furniture and fixtures must be removed or safely secured when inclement weather is forecasted.
26. At the end of each outdoor dining season, all furniture, umbrellas, and trash receptacles must be removed.
27. All outdoor seating, furnishings and obstructions must be removed from December 1 through and including March 31, unless you have received written approval from the Town of Needham extending your outdoor dining license beyond April 1 - November 30.
28. Electrical or lighting used in or around outdoor seating needs to be UL listed for outdoor continuous use, such as power outlets, lighting and cords or cables. Exterior feeds for lighting or power should not be laid on the ground and installed overhead without code compliant cable and supporting hardware. Electrical wiring for lighting and power shall require a permit and inspection, this work shall be installed by a licensed electrician.
29. Tents, membrane structures and their accessories such as sidewalls, drops, tarpaulins, floor coverings, bunting and combustible decorations shall be certified by an approved testing laboratory meeting the design criteria of NFPA 701. Each Membrane structure or tent shall have a permanently affixed label bearing the size, fabric, and material type, testing agency and standard that fabric was tested under.

30. Portable fire extinguishers are required for each tent or membrane structure.
31. Open or exposed flame or other devices emitting flame, fire or heat or any other flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public unless approved by the Fire Code Official.
32. LP Gas containers shall be located on the outside. Containers of 500 gallons or less shall have a minimum separation distance of 10 feet between the container and the structure. Storage of over 500 gallons shall have a minimum distance of 25 feet between the container and the structure.
33. Portable LP Gas containers, piping, valves, and fittings located outside and are being used to fuel equipment inside the tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location. Portable LP Gas containers shall be securely fastened in place to prevent unauthorized movement.

#### **Licensing Authority**

34. A restaurant requesting outdoor seating must possess a Common Victuallers License.
35. The outdoor seating area must be clearly related to the restaurant conducted in the principal building.
36. Operation of outdoor restaurant seating areas is permitted only when the main place of business is open.
37. If an applicant currently has an alcoholic license and intends to extend that service to the Outdoor Seating area, it must file an Alteration of Premises ABCC form with the Select Board.



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

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**MEETING DATE: 4/16/2024**

|                     |                                                                                                                           |
|---------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Public Hearing: Alteration of Premises for an All-Alcohol License in a Restaurant – Eat Farmhouse LLC d/b/a The Farmhouse |
| <b>Presenter(s)</b> | Dora Tavel-Sanchez Luz, Owner                                                                                             |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|           | <p>Eat Farmhouse LLC d/b/a The Farmhouse, located at 970 Great Plain Avenue, currently holds an All-Alcohol liquor license. The current licensed premises has a total of 1,711 square feet with 100 seats. The proposed amendment seeks to expand the premises to include a 1,150 square foot outdoor patio area with 58 additional seats (with indoor seating reduced to 76 seats when the patio is in use).</p> <p>The applicant has used the requested area since 2020 in accordance with state emergency orders and local rules in the context of the COVID-19 pandemic. The requested arrangement of seating is the same.</p> <p>The applicant has also applied to the Select Board for an Outdoor Dining License since the proposed area is located on an easement upon which the Town has rights to public parking.</p> |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | <p>Suggested Motion: That the Board vote to approve the Amendment for Alteration of Premises application received from Eat Farmhouse LLC d/b/a The Farmhouse and vote to forward the Amendment application to the ABCC for review and final approval.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | <ul style="list-style-type: none"><li>a. Amendment Application and Corporate Vote</li><li>b. Floorplans</li><li>c. Legal Notice</li><li>d. Abutter Listing</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |





*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**AMENDMENT-Change or Alteration of Premises Information**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.**

**ECRT CODE: RETA**

**Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)**

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT**

**ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)**

00029-RS-0770

**ENTITY/ LICENSEE NAME** Eat Farmhouse LLC

**ADDRESS** 970 Great Plain Avenue

**CITY/TOWN** Needham

**STATE** MA

**ZIP CODE** 02492

**For the following transactions (Check all that apply):**

- |                                                       |                                                                     |                                                                           |                                                                       |
|-------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> New License                  | <input type="checkbox"/> Change Corporate Name                      | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License          | <input type="checkbox"/> Change of DBA                              | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Change of Hours                              |
| <input type="checkbox"/> Change of Manager            | <input checked="" type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Officers/Directors | <input type="checkbox"/> Change of Location                         | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Ownership Interest | <input type="checkbox"/> Other                                      | <input type="text"/>                                                      |                                                                       |

**THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL**

**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**



*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT-Change or Alteration of Premises Information**

☐ **Change of Location**

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

☒ **Alteration of Premises**

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

**1. BUSINESS ENTITY INFORMATION**

Entity Name

Municipality

ABCC License Number

Eat Farmhouse LLC

Needham

00029-RS-0770

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

We are applying to incorporate an outdoor space that was originally operated under COVID emergency orders.

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name Title Email Phone

Dora Tavel-Sanchez Luz

Owner

**2. ALTERATION OF PREMISES**

**2A. DESCRIPTION OF ALTERATIONS**

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

Addition of patio in rear of restaurant with 58 seats.

**2B. PROPOSED DESCRIPTION OF PREMISES**

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

1,711 sq ft on the first floor and 1,150 sq ft patio for seasonal outdoor dining. First floor dining room with seating capacity for 100 seats (limited to 76 when using patio) and patio with 58 seats for seasonal use. First floor also contains kitchen area, takeout station, and two restrooms.

|                     |       |                  |     |                  |     |
|---------------------|-------|------------------|-----|------------------|-----|
| Total Sq. Footage   | 2,861 | Seating Capacity | 134 | Occupancy Number | 134 |
| Number of Entrances | 3     | Number of Exits  | 3   | Number of Floors | 1   |

## **AMENDMENT-Change or Alteration of Premises Information**

### **3. CHANGE OF LOCATION**

#### **3A. PREMISES LOCATION**

Last-Approved Street Address

Proposed Street Address

#### **3B. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

#### **3C. OCCUPANCY OF PREMISES**

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Lease

Landlord Name

Matthew Simon

Landlord Phone

Landlord Email

Landlord Address

10 Newbury St, Boston, MA 02116

Lease Beginning Date

Rent per Month

8,400

Lease Ending Date

Rent per Year

99,000

Will the Landlord receive revenue based on percentage of alcohol sales?

☒ Yes ☐ No

#### **4. FINANCIAL DISCLOSURE**

Associated Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):

Associated Cost(s):

No new costs - all changes already made during emergency orders.

#### **SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

| Name of Contributor | Amount of Contribution |
|---------------------|------------------------|
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
| Total               |                        |

#### **SOURCE OF FINANCING**

Please provide signed financing documentation.

| Name of Lender | Amount | Type of Financing | Is the lender a licensee pursuant to M.G.L. Ch. 138. |
|----------------|--------|-------------------|------------------------------------------------------|
|                |        |                   | <input type="radio"/> Yes <input type="radio"/> No   |
|                |        |                   | <input type="radio"/> Yes <input type="radio"/> No   |
|                |        |                   | <input type="radio"/> Yes <input type="radio"/> No   |
|                |        |                   | <input type="radio"/> Yes <input type="radio"/> No   |

## APPLICANT'S STATEMENT

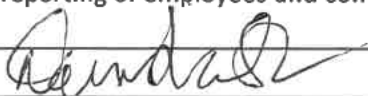
I, Dora Tavel-Sanchez Luz the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager  
Authorized Signatory  
of Eat Farmhouse LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date: 03/25/2024

Title:

LLC Manager

### **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

**ENTITY VOTE**

The Board of Directors or LLC Managers of

Eat Farmhouse LLC

Entity Name

duly voted to apply to the Licensing Authority of

Needham

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Dec 6, 2022

Date of Meeting

For the following transactions (Check all that apply):

☒ Alteration of Licensed Premises

☐ Change of Location

☐ Other

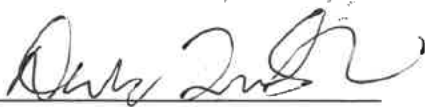
"VOTED: To authorize

Dora Tavel-Sanchez Luz

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,



Corporate Officer /LLC Manager Signature

Dora Tavel-Sanchez Luz

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)







Gabriel / Dora  
FARMHOUSE  
PATIO  
970 Great Plain Road  
Needham, MA



CONSULTANTS:  
  
David Miller Landscape  
Architecture + Planning



No. Date Revision



Drawing Title

RENDERING

Project No.  
Project Number  
Date  
Scale  
Drawn By  
Author

Drawing No.  
A101  
Checked By  
Checker





**LEGAL NOTICE  
TOWN OF NEEDHAM  
SELECT BOARD**

**Application for an Alteration of Premises of Alcoholic Beverages  
License**

Notice is hereby given pursuant to Town of Needham Zoning By-Laws, Section 6.9 and Needham Select Board Policy SB-LIC-016, that Eat Farmhouse LLC d/b/a The Farmhouse, Dora Tavel Sanchez Luz, Manager of Record, has applied for an Outdoor Dining License at 970 Great Plain Avenue, Needham.

IT IS ORDERED that a public hearing be held for said application at the office of the Select Board as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 16<sup>th</sup> day of April 2024 at 6:00 PM. The Select Board invites all residents and interested parties to provide input at this meeting that will be held in person, Select Board Chambers, Town Hall and via Zoom.

Use this link below to join the webinar:

<https://us02web.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVVXZjFNbWJXRFRJoQT09>

Webinar ID: 826 0101 3229

Password: 652800

Or Telephone: +1 646 931 3860

This legal notice is also posted on the Massachusetts Newspaper Publishers Association's (MNPA) website at <http://masspublicnotices.org/>

Licensing Authority  
Select Board

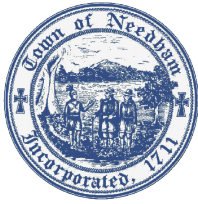
**970 GREAT PLAIN AVENUE  
300 FEET**

| OWNER NAME 1                                    | OWNER NAME 2                 | MAILING ADDRESS            | CITY          | ST | ZIP   |
|-------------------------------------------------|------------------------------|----------------------------|---------------|----|-------|
| 1016 GREAT PLAIN AVENUE LLC                     |                              | 78 HANCOCK ST              | BRAINTREE     | MA | 02184 |
| 1478 HIGHLAND AVENUE CO., LLC                   | PO BOX 1159                  | REAL ESTATE TAX DEPARTMENT | DEERFIELD     | IL | 60015 |
| 1492 HIGHLAND AVENUE LLC                        |                              | 78 HANCOCK ST              | BRAINTREE     | MA | 02184 |
| 3840 LINCOLN LLC                                |                              | 7280 COVENTRY CT # 528     | NAPLES        | FL | 34104 |
| 50 DEDHAM AVE LLC                               |                              | 93 FISHER AVE              | BROOKLINE     | MA | 02445 |
| 905 GREAT PLAIN AVENUE LLC                      | C/O THE MAKIN GROUP INC      | 7 HARVARD ST               | BROOKLINE     | MA | 02445 |
| 935 GREAT PLAIN AVENUE LLC                      |                              | 78 HANCOCK ST              | BRAINTREE     | MA | 02184 |
| ALPHI LLC                                       |                              | 596 CENTRAL AVE            | NEEDHAM       | MA | 02492 |
| ATB REALTY LLC                                  |                              | 2867 BANYAN BLVD CIR NW    | BOCA RATON    | FL | 33431 |
| BERGER, BRUCE & BORNSTEIN, GLEN SMOKEY RE TRUST |                              | 1034 GREAT PLAIN AVE       | NEEDHAM       | MA | 02492 |
| BRETT, LLC                                      |                              | 2 PINE TREE DR             | BUZZARDS BAY  | MA | 02532 |
| BRIGGS, GRAHAM R. + JANE C., TRS                |                              | 15 OAK ST                  | NEEDHAM       | MA | 02492 |
| BROMLEY-NEEDHAM LLC                             |                              | 57 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| COX, GILBERT W. JR. TR                          | COX REALTY TRUST             | 60 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| CROSS KINGSBURY LLC                             |                              | 19 TECH CIR                | NATICK        | MA | 01760 |
| EIP PICKERING STREET LLC                        |                              | PO BOX 1083                | HICKSVILLE    | NY | 11802 |
| EVANS, JAMES R. & STECKLOFF, JILLIAN            |                              | 73 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| FAN,CHING TA & MEI LING                         |                              | 16 CURVE ST                | NEEDHAM       | MA | 02492 |
| FIRST CHURCH OF CHRIST SCIENTIST                |                              | 870 GREAT PLAIN AVE        | NEEDHAM       | MA | 02492 |
| FIRST OF MANY, LLC                              |                              | P.O. BOX 85                | EAST WALPOLE  | MA | 02032 |
| FIRST PARISH IN NEEDHAM - UNITARIAN             |                              | 23 DEDHAM AVE              | NEEDHAM       | MA | 02492 |
| GRAHAM, MARCIA A                                |                              | 205 SOUTH ST               | MEDFIELD      | MA | 02052 |
| GREYMONT, ALFRED W. TR                          | ALFRED W. GREYMONT REVOCABLE | 11 DEER PATH LN            | MIRROR LAKE   | NH | 03853 |
| HARTMAN, FREDERICK M TR                         | FAK NEEDHAM REALTY TRUST     | 919 GREAT PLAIN AVE        | NEEDHAM       | MA | 02492 |
| HEFFERNAN, MICHAEL A. &                         | HEFFERNAN, ELIZABETH A., TRS | 18 GANNETT RD              | NATICK        | MA | 01760 |
| KAPOOR, SORABH TR                               | GREAT REALTY TRUST           | 27 ELIOT ST #2             | JAMAICA PLAIN | MA | 02130 |
| KATZ, JEFFREY A. & GARY M., TRUSTE              | AJ REALTY TRUST              | PO BOX 920206              | NEEDHAM       | MA | 02492 |
| LEVLEE, LLC                                     |                              | PO BOX 223                 | BOSTON        | MA | 02127 |
| NEEDHAM ENTERPRISES LLC                         |                              | 105 CHESTNUT ST STE 28     | NEEDHAM       | MA | 02492 |
| PESIRIDIS, NICHOLAS, TRS                        | ROMA REALTY TRUST            | PO BOX 850551              | BRAINTREE     | MA | 02185 |
| S-BNK NEEDHAM CENTRE, LLC                       |                              | 961 GREAT PLAIN AVE        | NEEDHAM       | MA | 02492 |
| SDS NOMINEE TRUST                               | DOUGLAS SALAMONE             | 2 AVA                      | MILLIS        | MA | 02054 |

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge  
for the Needham Board of Assessors.....

**970 GREAT PLAIN AVENUE  
300 FEET**

| <b>OWNER NAME 1</b>               | <b>OWNER NAME 2</b>             | <b>MAILING ADDRESS</b>   | <b>CITY</b> | <b>ST</b> | <b>ZIP</b> |
|-----------------------------------|---------------------------------|--------------------------|-------------|-----------|------------|
| SIMON II ASSOCIATES LLC           |                                 | 10 NEWBURY ST            | BOSTON      | MA        | 02116      |
| THE KINGSBURY BUILDING MASTER LLC | C/O GREENE,RUBIN,MILLER & PACII | 1340 SOLDIERS FIELD ROAD | BOSTON      | MA        | 02135      |
| THOMAS, DINA &                    | THOMAS, TRIANTOS                | 198 CURVE ST             | DEDHAM      | MA        | 02026      |
| TOMMASINO, ROBERT C, TR           |                                 | 907 MASSACHUSETTS AVE    | CAMBRIDGE   | MA        | 02139      |



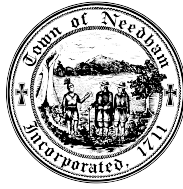
**Select Board  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 4/16/2024**

|                     |                                                                |
|---------------------|----------------------------------------------------------------|
| <b>Agenda Item</b>  | Proposed Dedication – Granite Celebration Bench                |
| <b>Presenter(s)</b> | Paul Good, Chair – Needham Community Revitalization Trust Fund |

|                                                                                                                                                                                                                                                                                                                                                                                                        |                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                              | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The Needham Community Revitalization Trust Fund has proposed to the Select Board the acceptance of a hand carved granite bench to be placed on Amity Path behind the Public Services Administration Building. The bench would be inscribed “You Are The Gift”, and be dedicated as a tribute to Catherine Buni's mother, who loved to walk the Amity Path and enjoy its beautiful nature and wildlife. |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                              | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| None – Discussion Only                                                                                                                                                                                                                                                                                                                                                                                 |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                              | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ul style="list-style-type: none"><li>a) Letter to the Select Board – Proposal for the Installation of Buni Celebration Bench On Amity Path</li><li>b) Images of Proposed Bench and Plaque</li><li>c) Select Board Policy (BOS-DIS-003)</li></ul>                                                                                                                                                      |                                                   |



## NCRTF Buni Celebration Bench

03/16/2024

To: Needham Select Board

From: Paul Good, Chair  
The Needham Community Revitalization Trust Fund (NCRTF)

Re: Catherine Buni Celebration Bench On Amity Path  
Location: 500 Dedham Ave. Needham, MA 02492

Dear Select Board,

The NCRTF is requesting your approval of the Catherine Buni Celebration Bench for installation on the beautiful Amity Path behind 500 Dedham Avenue.

As depicted in the images provided, this natural granite bench will integrate beautifully into the surrounding landscape of this serene walking path.

Its carved inscription on the face of the stone will read: "You Are The Gift!" welcoming every passerby to sit and enjoy a few peaceful moments as they gaze into the wooded surroundings.

On the top of the stone, at the back center, will be a flush mounted inlaid bronze colored plaque with the dedication to Catherine's mother who, until recently due to her mobility issues, has loved to walk the Amity path and connect with the nature that surrounds it.

At the donor's request, this top plaque will be installed only after her mom's passing and the stonemason's who are forming the granite bench will return to install this plaque after that time as part of their agreement. The craftspeople creating the bench are associated with one of the oldest granite monument creators in Vermont and are friends of the Buni family.

Ed Olsen, Director Of Parks And Forestry, has already visited the site location and approved the site and concept during his visit on June 5, 2023.

If approved, this natural granite bench will be installed by Summer 2024 for all to enjoy!

Thank you for your consideration.

Cheers,

Paul

Paul A. Good  
Founder/Chair  
The Revitalization Trust Fund Committee (NCRTF)  
781-718-5552





*You are the gift...*

*Leaves*  
A small informational sign with a blue header and white text, partially visible on the left side of the path.

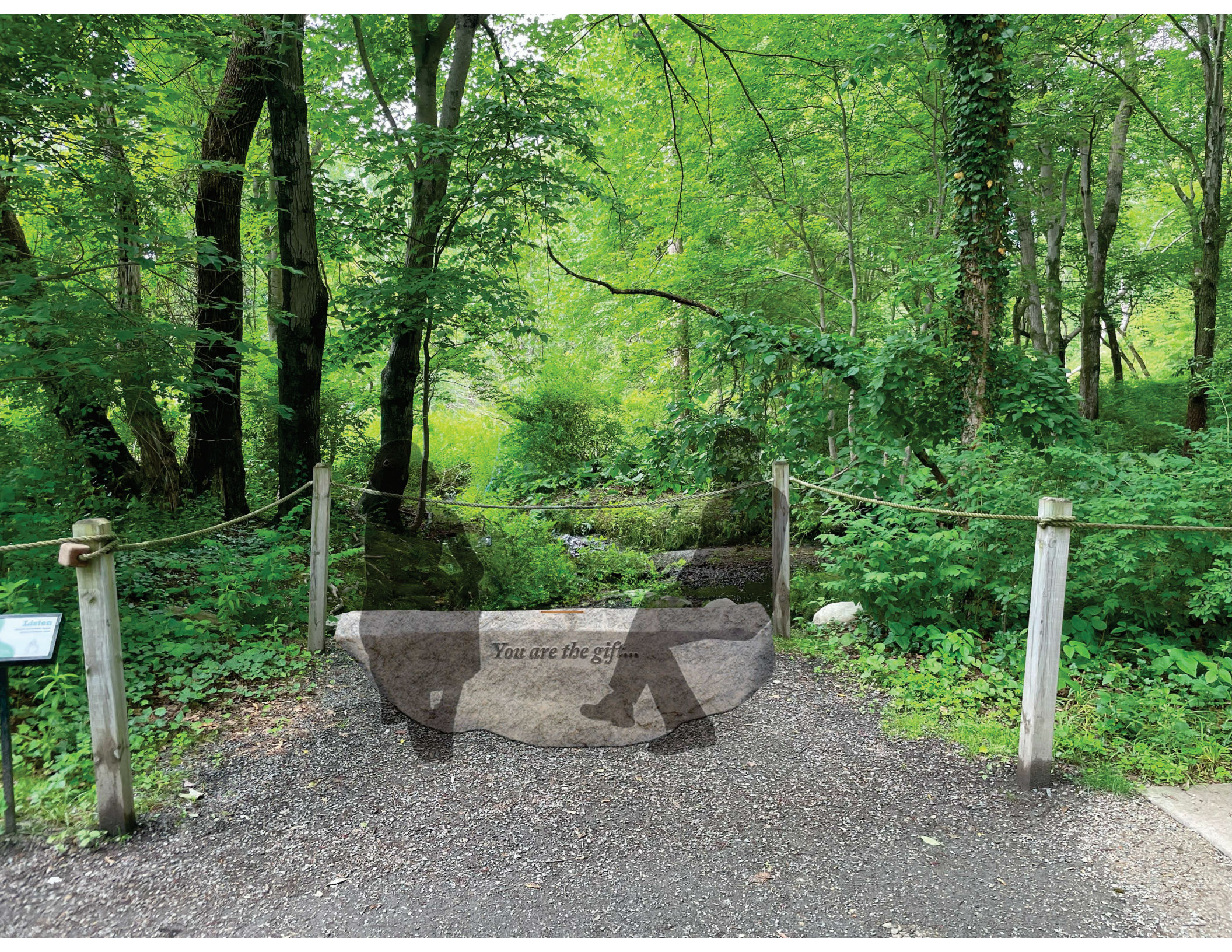




*You are the gift...*

*Lebanon*  
National Park  
Lebanon, New Hampshire





*You are the gift...*

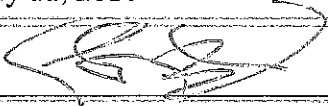
*Leletem*



*ReJoyce!*

With love and gratitude for Joyce "GJ" Kelly Buni,  
November 23, 1939 – [date],  
who loved the woods and all their wild, beautiful creatures.

## Town of Needham Board of Selectmen

|                       |                                                                                                                   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Policy Number:</b> | BOS-DIS-003                                                                                                       |
| <b>Policy:</b>        | Naming of Facilities and Placement of Materials                                                                   |
| <b>Date Approved:</b> | April 13, 2005                                                                                                    |
| <b>Date Revised:</b>  | May 11, 2010                                                                                                      |
| <b>Approved:</b>      | <br>Chairman, Board of Selectman |

### Policy:

1. The Board of Selectmen is responsible for the naming (or renaming) of any facilities located on parcels of land under the jurisdiction of the Board. A facility is defined as a building, portion of a building, driveway, intersection, walkway, or other parcel or portion of a parcel of land and places or natural features contained therein. Once a facility has been named, renaming will be approved only in extraordinary circumstances.
2. The Board of Selectmen is responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial or ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures, and walls.

### Procedure:

1. A proposal to name a facility must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The proponent or his or her designee will present the request to the Board of Selectmen at a regularly scheduled meeting. The Board will vote on the proposal no sooner than the next regularly scheduled meeting, after allowing a period of time for public comment. The Board of Selectmen may appoint a committee to assist with its review of any proposal.
2. A proposal for the placement of a memorial object, piece of artwork, sign, or other fixture must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The Board will vote on the proposal at a regularly scheduled meeting.
3. The Board of Selectmen shall review existing facility names to avoid duplication, confusing similarity or inappropriateness.
4. Approval of the placement of a memorial object, artwork, sign or other fixture will only be made after a determination by the Board of Selectmen that the proposal will not: limit physical access to the site; endanger the peace or safety of the public; interfere with any utility or access thereto; be limited by unacceptable special restrictions, conditions or

covenants; or create a significant budgetary obligation on the Town for which no provision has been made.

5. Donation of funds, memorial objects, artwork, signs, fixtures, or in-kind services must be formally accepted by the Board of Selectmen in accordance with Massachusetts General Laws.
6. Requests for naming of facilities or placement of memorials on land not under the jurisdiction of the Board will be referred to the appropriate Board.





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

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**MEETING DATE: 4/16/24**

|                     |                                                                                                                                                           |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Peer Recovery Coaching and Opioid Settlement Update                                                                                                       |
| <b>Presenter(s)</b> | Tiffany (Zike) Benoit, Assistant Director of Public Health<br>Karen Shannon, Substance Use Prevention Coordinator<br>Angi MacDonnell, Peer Recovery Coach |

|           |                                                                                                                                                             |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>                                                                                                           |
|           | Ms. MacDonnell and Ms. Shannon will present on Peer Recovery Coach Services. Ms. Benoit will provide an update on Opioid Settlement Funding and next steps. |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>                                                                                                                        |
|           | None                                                                                                                                                        |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>                                                                                                                         |
|           | a. Recovery Coach & Opioid Settlement Presentation                                                                                                          |

# Peer Recovery Coach Services

Needham Public Health Division  
April 2024



Needham Public  
Health Division  
Prevent. Promote. Protect.

# What is a Peer Recovery Coach?

- Peer Recovery Coaches act as a recovery and empowerment catalyst: guiding the recovery process and supporting the individual's recovery choices, goals, and decisions.
- Peer Recovery Coaching is a set of nonclinical activities based on shared lived experience that engage, educate, and support an individual to successfully recover from mental health and/or substance use disorders.



# What is Recovery?

A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.

SAMHSA -Substance Abuse and Mental Health Association



Needham Public  
Health Division  
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# Peer Recovery Coach Roles

- Motivator and Cheerleader
- Ally and Confidant
- Truth Teller
- Role Model and Mentor
- Problem Solver
- Resource Broker
- Advocate
- Community Organizer



| Peer Recovery Coach                                                      | Clinician / Treatment                                         |
|--------------------------------------------------------------------------|---------------------------------------------------------------|
| Personal experience used often and open about recovery status in public. | Personal experience used sparingly if at all.                 |
| In the community or office, personal and informal.                       | In the office, formal.                                        |
| Open-ended relationship.<br>Minimal power differential.                  | Prescribed treatment plan.<br>Significant power differential. |



Active Use

## Traditional Pathway

Detox/Treatment

Sober Living

In-Person Support  
12 Step Fellowships

## New Paradigm

Peer Recovery Coach

“How can I help you with your wellness?”

Treatment/Detox  
(if needed)

Medication Assisted  
Treatment

Podcasts

Quit Literature

Meditation

Online Support  
Groups

Exercise

In-person  
support group

Spirituality



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Health Division**  
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# Why Integrate Peer Staff?

- Dismantle stigma and misinformation.
- Most people with behavioral health conditions do not seek or receive timely or effective treatment.
  - Only one in three people with a serious mental illness will access specialty mental health care.
  - Only one in ten with an addictive disorder will access specialty substance use treatment.
- Recovery Coaches are role models for managing and overcoming substance use problems and navigating the health and social services systems.





# Needham Recovery Services

## January 15 – April 8 2024

- 10 Needham community members utilized the service.
  - 6 people with substance use issues.
  - 4 people concerned for a loved one.
  - Average age: 51
- Substances:
  - Six people who utilized the service reported alcohol as their primary substance.
  - Four did not identify a substance.
- Additional Work:
  - Six-week All Pathways meeting Thursday's 3-4 pm Sea Beds Way Community Room.
  - Provided phone and text support to individuals seeking recovery and assisted two town departments with Recovery Coach Services.



# Is the goal of Recovery Coaching Abstinence from substance use?

Not necessarily!

Each peer can determine what their goals will be.

Some may choose abstinence others will choose harm reduction.



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Health Division**  
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# Will the Recovery Coach be available for Crisis Intervention?

The recovery coaching services are not crisis intervention services.

In a crisis Police, EMS, or Mental Health supports should be called.

The recovery coach can contact the peer after the crisis and offer support if the peer is open to a conversation about their wellness.



# Who can be referred?

- Anyone 18 or older who is a Needham resident or community member.
- Participation is voluntary.
- Insurance will not be billed.





# Who should you refer?

- Someone with a substance use disorder who is open to exploring wellness and better health.
- Someone questioning their relationship with alcohol or drugs.
- Someone who is sober curious.
- Someone who is concerned with the substance use of a loved one.



# Referral Process

Email: [amacdonnell@needhamma.gov](mailto:amacdonnell@needhamma.gov)

Call or Text: 781.708.1752

Please provide the peer's name and contact information. Do not share private medical history.

Flyers and business cards are available.



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Health Division**  
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## A little bit about me.

I spent most of high school and my early twenties in and out of AA, treatment, and detox.

I found recovery in the 1990's when AA and NA were the only easily accessible options for recovery.

I have over 29 years of lived experience.

I have explored many pathways of recovery over the years. A few things that have worked for me are: AA, exercise, running, spirituality, yoga, FB sober groups, podcasts, Quit Lit, and working in Prevention.



# Questions?

## Transformed People Transform People



**Needham Public  
Health Division**  
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# Opioid Settlement Funding Update

Tiffany Benoit



**Needham Public  
Health Division**  
Prevent. Promote. Protect.



# Opioid Settlement Funding

Areas these funds can be used for:

1. Opioid Use Disorder Treatment
2. Support People In Treatment and Recovery
3. Connections to Care
4. Harm Reduction
5. Address the Needs of Criminal
6. Support Pregnant or Parenting Women and Their Families, Including Babies with Neonatal Abstinence Syndrome
7. Prevent Misuse of Opioids and Implement Prevention Education

| Needham                        |               |                                             |                                 |
|--------------------------------|---------------|---------------------------------------------|---------------------------------|
| Payer                          | Payment Years | Year 1 Payment                              | Total Payment (approximate)     |
| Walmart                        | 2023-2029     | \$20,239.82 (estimate)                      | \$121,438.09                    |
| Teva                           | 2023-2036     | \$12,470.84                                 | \$162,111.68                    |
| Allergan                       | 2023-2030     | \$13,797.71                                 | \$96,574.91                     |
| CVS                            | 2023-2033     | \$15,335.90                                 | \$214,448.56                    |
| Walgreens                      | 2022-2037     | \$17,992.53                                 | \$233,190.35                    |
| Distributors and Janssen (J&J) | 2022-2038     | \$217,288.00<br>Year 2 Payment: \$37,718.00 | \$1,033,219.00                  |
|                                |               |                                             | <b>Total:</b><br>\$1,860,982.59 |



# Quick Recap

- \$90,000 for contractual help (Prevent Misuse of Opioids & Implement Prevention Education)
  - Regina Villa Associates (RVA)
  - Educational Development Center (EDC)
- \$3,000 for SamBoxes (Harm Reduction)
- \$52,000 for Peer Recovery Services (Support People in Treatment & Recovery, Connections to Care)



# Regina Villa Associates (RVA)

- Stakeholder Interviews
  - Interviews with practitioners, public health officials, and other stakeholders intimately familiar with Needham's approach to opioid misuse
  - 14 interviews held
- Roundtable Discussions
  - Centered those with lived experience with substance abuse disorder, as well as friends and family of those impacted by opioid misuse
  - Two roundtables, 16 attendees total
- Community Forum
  - Held April 10<sup>th</sup>, 6:30pm
- Final Report By end of April



# Educational Development Center (EDC)

- Reviewing Data and Report from RVA
- Will begin meeting with Stakeholders to determine what is feasible for the Town based off the report from RVA
- Complete Strategic and Evaluation Plan by end of Sept 2024



# What Does a SAMBOX Look Like?



Needham Public  
Health Division  
Prevent. Promote. Protect.



# Where Will the SAMBOXes Be Placed?

- ❖ Needham Public Library (1)
- ❖ RTS (1)
- ❖ CATH (1)
- ❖ Rosemary Recreation Center (2)
- ❖ PSAB (1)
- ❖ Town Hall (2)
- ❖ Public Safety Building (1)
- ❖ Fire Station 2 (1)



# Next Steps

- Connections with Stakeholders
- Complete Strategic Plan
- Present that to Special Town Meeting in Oct 2024



# Thank You



**Needham Public  
Health Division**  
Prevent. Promote. Protect.



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

---

**MEETING DATE: 4/16/2024**

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| <b>Agenda Item</b>  | Citizens' Petition/Amend Zoning By-Law – Dimensional Regulations |
| <b>Presenter(s)</b> | Joe Matthews, Petitioner                                         |

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

RECEIVED TOWN CLERK  
NEEDHAM, MA 02492

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

2024 FEB -1 AM 10:37

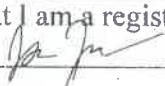
Town Meeting for Which Petition is requested: 2024 Annual Town Meeting

Primary Sponsor:

Name Joseph Matthews

Address 31 Rosemary Street, 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.

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)**

(TEXT ATTACHED: CITIZEN'S PETITION/AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS)



## CITIZEN'S 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, et.al.

**PETITIONERS' ARTICLE INFORMATION:** For years, citizens have been concerned with the size of new construction relative to the size of lots in residential areas. In an effort to limit the size of residential new construction, a series of zoning by-law changes were approved in May 2017 and made effective June 2017. One of these changes was to apply the concept of Floor Area Ratio (FAR), a commonly used and understood tool for regulating the size of commercial buildings in Needham, to certain residential zones.

At the same time, language was inserted into Chapter 4: Dimensional Regulations which specified that FAR would only be calculated using space on the first and second floors in structures in these residential areas. This was thought to provide a clear, practical standard that would achieve Town Meeting's goal. However, new construction has evolved during the intervening years to include finished and habitable space in most, if not all third floors and basements. As such, the by-law changes from 2017 did not achieve the intended effect of reducing the size of residential new construction in Needham.

Other subsections of the zoning by-law specify areas of structures which should not be included as part of FAR calculations – however spaces which are exempted from FAR calculations are generally for parking, utilities, or otherwise spaces not consistently occupied by humans. The logic of this Citizens Petition Article is that all spaces designed for human occupancy should count towards floor area limits. This is the prevailing definition which appears in Chapter 1: General Definitions of the Needham Zoning By-Law and a theme used in zoning by-laws in other towns. To put it simply – a bathroom, a bedroom, a study, a gym, or any other space intended for human occupancy should count towards floor area limits regardless of the floor of the structure it is located on.

This article would revise the definition of countable space for SRB FARs to include all interior space with a ceiling height of five feet or more, with the exception of retaining the current exemption of 600 feet of garage space.

These changes will help the Needham Zoning By-laws more closely reflect the intent stated from the by-law changes in 2017. Based on historical figures, an average of 1-2 new construction plans for houses in Single Residence B are filed each week in Needham. Therefore, action should be taken in May 2024 via this Citizens Petition.

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)

31 Rosemary St.

29 Powers St  
7 NEEDHAM AVE RD  
3 Rosemary St  
31 Rosemary St  
28 Newell Ave  
857 Webster St  
31 Rosemary St  
24 May St  
128 Maple St  
3 Rosemary St  
31 Rosemary St.

Registrars of Voters check thus 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) Twelve above  
Signatures checked thus are names of qualified voters of this town.

Town

### 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, 2024  
If different (Street & number, if any)

✓ Jonathan Vello

141 Hawthorn Ave

✓ Pamela Steinfeld

132 Elmwood Rd

✓ Richard Barker  
- 11/9/80

117 MELLORE AVE  
22 14 35

✓ K 112 J

33 10/10/15 31  
33 10/10/15 31

✓ Geography

19 Powers St

✓ End McGee  
✓ Barbara Smith

97 Melrose Ave  
Lx Melrose Ave

[illegible]

18 May 1957 Thu

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

*James M. Carquene*  
*Nathaniel P. Jacques*  
*William K. Eaton*

Registrars of Voters  
Board of Registrars



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

---

**MEETING DATE: 4/16/2024**

|                     |                                                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Discussion of Zoning Articles on the Annual Town Meeting Warrant                                                                                              |
| <b>Presenter(s)</b> | Adam Block, Chair – Needham Planning Board<br>Natasha Espada, Vice Chair – Needham Planning Board<br>Lee Newman, Director of Planning & Community Development |

|           |                                                                                                                                                                      |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>                                                                                                                    |
|           | Mr. Block, Ms. Espada, and Ms. Newman will provide the Board with the Planning Board's position on the zoning articles contained in the Annual Town Meeting Warrant. |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>                                                                                                                                 |
|           | N/A - Discussion Only                                                                                                                                                |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>                                                                                                                                  |
|           | a. Final Annual Town Meeting Warrant provided under separate cover                                                                                                   |



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

---

**MEETING DATE: 4/16/2024**

|                     |                                                                              |
|---------------------|------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Memorandum of Agreement with the Independent Town Workers Association (ITWA) |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager                                               |

|                                                                                                                                                                                                                                      |                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                            | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The Town Manager will recommend that the Board approve and sign a Memorandum of Agreement with the Independent Town Workers Association (ITWA) for fiscal years 2025, 2026, and 2027.                                                |                                                   |
| <b>2.</b>                                                                                                                                                                                                                            | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| Suggested Motion: That the Board approve and sign the Memorandum of Agreement with the Independent Town Workers Association (ITWA) for fiscal years 2025, 2026, and 2027.                                                            |                                                   |
| <b>3.</b>                                                                                                                                                                                                                            | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ul style="list-style-type: none"><li>a. MOA between the Town and the ITWA (to be provided under separate cover)</li><li>b. Collective Bargaining Agreement Summary for Town Meeting (to be provided under separate cover)</li></ul> |                                                   |





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

---

**MEETING DATE: 4/16/2024**

|                     |                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Memorandum of Agreement with the Needham Independent Public Employees Association (NIPEA) |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager                                                            |

|                                                                                                                                                                                                                                   |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                         | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The Town Manager will recommend that the Board approve and sign a Memorandum of Agreement with the Needham Independent Public Employees Association (NIPEA) for fiscal years 2025, 2026, and 2027.                                |                                                   |
| <b>2.</b>                                                                                                                                                                                                                         | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| Suggested Motion: That the Board approve and sign the Memorandum of Agreement with the Needham Independent Public Employees Association (NIPEA) for fiscal years 2025, 2026, and 2027.                                            |                                                   |
| <b>3.</b>                                                                                                                                                                                                                         | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ul style="list-style-type: none"><li>a. MOA between the Town and NIPEA (to be provided under separate cover)</li><li>b. Collective Bargaining Agreement Summary for Town Meeting (to be provided under separate cover)</li></ul> |                                                   |



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

---

**MEETING DATE: 4/16/2024**

|                     |                                                   |
|---------------------|---------------------------------------------------|
| <b>Agenda Item</b>  | Consolidation of Information Technology Functions |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>At its meeting on April 23, 2024 the School Committee will discuss a Memorandum of Understanding between the Select Board and the School Committee concerning the proposed consolidation of Town and School information technology functions.</p> <p>For the past year, Town and School officials have been engaged in an evaluation of the concept of consolidating the Town and School Information Technology functions. Last summer, the parties engaged a consultant, Plante Moran, LLC to conduct an Informational Technology (IT) Organizational Assessment. The assessment was complete in November, 2023 and presented to a joint meeting of the Select Board, School Committee, and Finance Committee on December 5, 2023. The Board voted to endorse the proposed consolidation at its meeting on February 13, 2024.</p> <p>The Plante Moran report recommended that the Town and School technology departments be unified within a single structure under the direction of the School Department. The planned move is predicted to result in greater cohesion, efficiency and collaboration; to better enable strategic planning; and to provide consistent implementation of policy, procedure and training. Additionally, Plante Moran recommended that the Town strengthen its services by investing in its informational technology infrastructure, including cybersecurity resources.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| N/A – Discussion Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>BACK UP INFORMATION ATTACHED</b>               |
| a. Draft Memorandum of Understanding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |

**SCHOOL/TOWN INFORMATION TECHNOLOGY ORGANIZATION  
MEMORANDUM OF UNDERSTANDING (MOU)**

This Agreement is entered into by and between the Select Board of the Town of Needham and the School Committee of the Town of Needham, collectively “the parties.”

WHEREAS, the Town’s Information Technology Center and the School Department’s Information Technology Department have operated as separate entities; and

WHEREAS, Town and School officials have been engaged in an evaluation of the concept of consolidating the Town and School Information Technology functions. The parties engaged a consultant, Plante Moran, LLC to conduct an Informational Technology (IT) Organizational Assessment. The assessment was completed in November, 2023 and was presented to a joint meeting of the Select Board, School Committee, and Finance Committee on December 5, 2023; and

WHEREAS, the Plante Moran report recommended that the Town and School technology departments be unified within a single structure under the direction of the School Department. The initiative is predicted to result in greater cohesion, efficiency, and collaboration; to better enable strategic planning; and to provide consistent implementation of policy, procedure, and training. Additionally, Plante Moran recommended that the Town strengthen its services by investing in its informational technology infrastructure, including cybersecurity resources; and

WHEREAS, The parties seek to consolidate the two departments,

NOW THEREFORE BE IT AGREED as follows:

Information Technology staff will be School Department employees and will report to the Director of Information Technology Services and ultimately to the Superintendent.

The School Department agrees to employ existing Town IT staff (2) in the appropriate employee group.

Funds appropriated for Municipal Information Technology will not be carried forward into a successor fiscal year.

Funds appropriated for Municipal Information Technology will not be reallocated to fund items unrelated to municipal information technology.

The parties agree to prepare and adopt Service-level agreements which set expectations between the service provider (NPS) and the customer (General Government) and describe the

products or services to be delivered, the point of contact for end-user problems, and metrics by which the effectiveness of the process is monitored and approved.

The Superintendent and Town Manager will facilitate regular meetings of School and Town stakeholders comprised of select School and Town employees who have an interest in setting goals for information technology initiatives and priorities (the "User Advisory Committee"). The Director of IT Services will serve as staff person to the User Advisory Committee.

The Superintendent and the Town Manager will meet at least annually to discuss the status of the initiative. The School Department Director of Information Technology Services will provide periodic reports to the Superintendent and Town Manager on the status of projects, staffing, and finance.

In the case of any disagreement about the terms of this MOU, the Town Manager and School Superintendent will meet to discuss and resolve any issues. In extraordinary circumstances, the School Committee and Select Board will meet in a joint session to discuss any concerns.

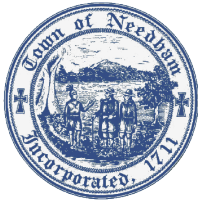
The Parties agree to review the Agreement on a biennial basis. Termination of the Agreement may be achieved by vote of the Select Board or School Committee and will become effective on the July 1<sup>st</sup>, which occurs at least eighteen months after such vote-

Witness our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Town of Needham

*Select Board vote of Approval [DATE]*

*School Committee vote of Approval {DATE}*



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

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**MEETING DATE: 4/16/2024**

|                     |                                |
|---------------------|--------------------------------|
| <b>Agenda Item</b>  | Positions on Warrant Articles  |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager |

|                                                                                                                                                                                                                                                                                            |                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                  | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The Board will review articles on the Annual Town Meeting Warrant and the Special Town Meeting Warrant.                                                                                                                                                                                    |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                  | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| Suggested Motion: That the Board vote to support (not to support) article _____ in the Annual Town Meeting Warrant and vote to support (not to support) article _____ in the Special Town Meeting Warrant.<br><br>That the Board vote to approve the revised Special Town Meeting Warrant. |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                  | <b>BACK UP INFORMATION ATTACHED</b>               |
| a. Final Annual Town Meeting Warrant to be provided under separate cover<br>b. May 13, 2024 Special Town Meeting Warrant Draft, April 11, 2024<br>c. Status of Articles as of April 11, 2024<br>d. Letter from Retirement Board dated December 8, 2023                                     |                                                   |



# 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 - 4/11/2024

Additional information on particular warrant articles will be made available from time to time at [www.needhamma.gov/townmeeting](http://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:

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FINANCE ARTICLES

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**ARTICLE 1:      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> |
|------------------|----------------------|----------------------|--------------------|
| 2                | Debt Service         | \$17,543,250         | \$17,557,775       |
| 10               | Reserve Fund         | \$2,000,000          | \$1,985,475        |

or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

---

**ARTICLE 2:      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 be Adopted

Article Information: The Town has acquired land over the years that has either never been surveyed or has outdated and unverified survey records. There have been times when the Town proceeded with

construction on these parcels with surveys that were incomplete or incorrect, which caused delays and increased project costs. This request is to conduct surveys on land that the Town has acquired that would prevent these situations, reduce unnecessary expenses, and assist in long range planning. The survey work would include performing research, field work, analysis, the installation of bounds or markers, drafting work and recording of the completed plan. The proposed amount of \$100,000 per year will support, on average, two surveys or one more complex survey.

---

### **ARTICLE 3: UNPAID BILLS OF A PRIOR YEAR**

To see if the Town will vote to raise and/or transfer and appropriate, or otherwise provide \$23,653.42 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 be Adopted

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

---

### **ARTICLE 4: 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.

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## CAPITAL ARTICLES

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### **ARTICLE 5: 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 be Adopted

*Article Information:* In November, 2022, the Needham Public Schools, working in collaboration with the Permanent Public Building Committee (PPBC), procured Hewshott International to conduct a feasibility study of upgrading and/or replacing the theatrical lighting and sound equipment in the Town's three performance auditoriums at Newman Elementary School, Pollard Middle School, and Needham High School. Hewshott completed its study in April, 2023. In the course of its work, Hewshott surveyed the theaters, observed performances, and met with staff, students and community members to learn about their experiences, challenges and needs. The study concluded that Pollard and NHS require significant work to replace their decades-old systems, and that the newer Newman system requires updating, to conform with fundamental technology shifts in the industry. The identified upgrades broadly include converting audio systems from analog to digital, replacing wireless equipment with newer systems that conform to FCC-assigned operating frequencies, upgrading video equipment to "high definition" and widescreen aspect ratios, replacing obsolete lamp-based fixtures with LED lighting, and repairing/replacing rigging equipment to conform with current safety standards and codes.

Hewshott prioritized the identified repairs into five groupings, which would be needed to bring Needham's lighting and sound equipment to industry benchmark in the three auditoriums: 1.immediate repairs to correct deficiencies relating to safety and code/standard compliance; 2. repairs recommended within one year to correct code compliance issues; 3. upgrades to make existing systems operational; 4.minor construction, focused on equipment that can be re-used/incorporated into future phases; 5. non-theatrical lighting upgrades, including LED installation; 6.major construction, requiring general, electrical, and theatrical contractors; and 7. optional enhancements.

The immediate repairs were made during the Spring and Summer of 2023. This request is for \$97,355 to complete the code compliant repairs in the Newman School, Pollard School, and Needham High School auditoriums. These repairs include: reinforcement of the rigging connections, as well as repairs to the loudspeaker rigging, and replacement of non-functioning lamps in the stage work lights. An emergency preamble will be requested to allow the Town to complete these repairs during the summer months, when school is not in session. Additionally, \$247,203 is requested for detailed design to accomplish the necessary upgrades at the Newman School in FY2026. The planned upgrades to the Pollard Auditorium would take place in conjunction with the Pollard School addition/renovation project. The upgrades to the NHS Auditorium are planned for FY2027 (design) and FY2028 (construction).

## **ARTICLE 6:            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:

| <b>Project</b>                                                      | <b>Town Meeting</b>                  | <b>Article</b> | <b>Authorized</b> | <b>Rescind</b> |
|---------------------------------------------------------------------|--------------------------------------|----------------|-------------------|----------------|
| 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 be Adopted

*Article Information: When a project is financed by borrowing, the project has been completed or otherwise closed, 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**

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## **ARTICLE 7:            AMEND GENERAL BY-LAWS - FINES UNDER SECTION 3.5**

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

1. Deleting Section 3.5.7 in its entirety; and
2. Amending the table contained in Section 8.2.2 so that the row applicable to Section 3.5 reads as follows:

|     |                                                      |       |         |                          |
|-----|------------------------------------------------------|-------|---------|--------------------------|
| 3.5 | Abandoned, Wrecked, Dismantled or Discarded Vehicles | \$100 | Per Day | Any Sworn Police Officer |
|-----|------------------------------------------------------|-------|---------|--------------------------|

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: Section 3.5 of the General By-Laws regulates abandoned, wrecked, dismantled and discarded vehicles. General By-Laws Section 3.5.7 historically stated that any person that violates Section 3.5 “shall be deemed to have committed a misdemeanor.” Upon review of the comprehensive by-law changes relative to non-criminal dispositions, which were approved under Article 14 of the October 30, 2023 Special Town Meeting, the Attorney General’s Municipal Law Unit (“MLU”) noted that the quoted text intruded into the realm of criminal law, and was therefore beyond the Town’s authority. The MLU disapproved the quoted text from Section 3.5.7, and noted that Town’s enforcement of Section 3.5 is limited to the imposition of fines. This article proposes to delete Section 3.5.7 in its entirety, because it is*



*unnecessary to refer to non-criminal fines outside of the comprehensive schedule now provided in Section 8 of the General By-Laws. In addition, this article proposes to delete the reference to a misdemeanor that appears in the table contained in Section 8.8.2, and to revise that table to provide a \$100/day penalty for violation of Section 3.5.*

---

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 26<sup>th</sup> 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:

**TOWN MEETING**  
Status of Articles 4/11/2024

| #  | Article                                                       | Status | SB<br>Position | FC Position | SB | FC | CPC | Planning |
|----|---------------------------------------------------------------|--------|----------------|-------------|----|----|-----|----------|
|    | <b>ANNUAL TOWN MEETING</b>                                    |        |                |             |    |    |     |          |
| 1  | ANNUAL TOWN ELECTION                                          |        |                |             |    |    |     |          |
| 2  | COMMITTEE AND OFFICER<br>REPORTS                              |        |                |             |    |    |     |          |
| 3  | ESTABLISH ELECTED<br>OFFICIALS' SALARIES                      |        |                |             |    |    |     |          |
| 4  | FUND COLLECTIVE<br>BARGAINING AGREEMENT –<br>NIPEA            |        |                |             |    |    |     |          |
| 5  | FUND COLLECTIVE<br>BARGAINING AGREEMENT –<br>ITWA             |        |                |             |    |    |     |          |
| 6  | APPROPRIATE FOR NEEDHAM<br>PROPERTY TAX ASSISTANCE<br>PROGRAM |        |                | Adopt       |    |    |     |          |
| 7  | APPROPRIATE FOR FACILITIES<br>MAINTENANCE PROGRAM             |        |                | Adopt       |    |    |     |          |
| 8  | APPROPRIATE FOR SMALL<br>REPAIR GRANT PROGRAM                 |        |                | Adopt       |    |    |     |          |
| 9  | APPROPRIATE FOR PLANNING<br>CONSULTING ASSISTANCE             |        |                |             |    |    |     |          |
| 10 | APPROPRIATE FOR SCIENTIFIC<br>EXPERTS & CONSULTANTS           |        |                |             |    |    |     |          |
| 11 | APPROPRIATE FOR FIRE ALARM<br>WIRE REMOVAL                    |        |                | Adopt       |    |    |     |          |

**TOWN MEETING**  
Status of Articles 4/11/2024

| #  | Article                                                                | Status | SB<br>Position | FC Position | SB | FC | CPC | Planning |
|----|------------------------------------------------------------------------|--------|----------------|-------------|----|----|-----|----------|
| 12 | APPROPRIATE FOR<br>INFORMATION TECHNOLOGY<br>CONSOLIDATION             |        |                |             |    |    |     |          |
| 13 | APPROPRIATE THE FY2025<br>OPERATING BUDGET                             |        |                | Adopt       |    |    |     |          |
| 14 | APPROPRIATE THE FY2025<br>SEWER ENTERPRISE FUND<br>BUDGET              |        |                | Adopt       |    |    |     |          |
| 15 | APPROPRIATE THE FY2025<br>WATER ENTERPRISE FUND<br>BUDGET              |        |                | Adopt       |    |    |     |          |
| 16 | SET THE ANNUAL DEPARTMENT<br>REVOLVING FUND SPENDING<br>LIMITS         |        |                | Adopt       |    |    |     |          |
| 17 | AUTHORIZATION TO EXPEND<br>STATE FUNDS FOR PUBLIC<br>WAYS              |        |                |             |    |    |     |          |
| 18 | AMEND ZONING BY-LAW –<br>AFFORDABLE HOUSING<br>DISTRICT                |        |                | Adopt       |    |    |     |          |
| 19 | AMEND ZONING BY-LAW – MAP<br>CHANGE FOR AFFORDABLE<br>HOUSING DISTRICT |        |                | Adopt       |    |    |     |          |
| 20 | AMEND ZONING BY-LAW –<br>SOLAR ENERGY SYSTEMS                          |        |                | Adopt       |    |    |     |          |
| 21 | APPROPRIATE FOR HIGH<br>SCHOOL TENNIS COURTS                           |        |                | Adopt       |    |    |     |          |

**TOWN MEETING**  
Status of Articles 4/11/2024

| #  | Article                                                             | Status | SB<br>Position | FC Position | SB | FC | CPC | Planning |
|----|---------------------------------------------------------------------|--------|----------------|-------------|----|----|-----|----------|
| 22 | APPROPRIATE FOR LINDEN STREET REDEVELOPMENT                         |        |                | Adopt       |    |    |     |          |
| 23 | APPROPRIATE FOR DEFAZIO COMPLEX FENCING                             |        |                | Adopt       |    |    |     |          |
| 24 | APPROPRIATE FY2025 CPA RESERVES                                     |        |                | Adopt       |    |    |     |          |
| 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                                         |        |                |             |    |    |     |          |
| 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                              |        |                | Adopt       |    |    |     |          |

**TOWN MEETING**  
Status of Articles 4/11/2024

| #  | Article                                                                | Status | SB<br>Position | FC Position          | SB | FC | CPC | Planning |
|----|------------------------------------------------------------------------|--------|----------------|----------------------|----|----|-----|----------|
| 34 | APPROPRIATE FOR WATER<br>ENTERPRISE FUND CASH<br>CAPITAL               |        |                | Adopt                |    |    |     |          |
| 35 | APPROPRIATE FOR WATER<br>SERVICE CONNECTIONS                           |        |                | Adopt                |    |    |     |          |
| 36 | RESCIND DEBT<br>AUTHORIZATIONS                                         |        |                | Adopt                |    |    |     |          |
| 37 | ACCEPT M.G.L. CH. 32 SECTION<br>20(6)/RETIREMENT BOARD<br>STIPENDS     |        |                |                      |    |    |     |          |
| 38 | AMEND GENERAL BY-LAWS –<br>PERIODIC GENERAL BY-LAW<br>REVIEW           |        |                | Adopt                |    |    |     |          |
| 39 | AMEND GENERAL BY-LAW -<br>NON-CRIMINAL DISPOSITION/<br>PLASTIC BAGS    |        |                | Adopt                |    |    |     |          |
| 40 | AMEND GENERAL BY-LAW<br>TECHNOLOGY ADVISORY<br>BOARD                   |        |                | Adopt                |    |    |     |          |
| 41 | AUTHORIZE SELECT BOARD TO<br>REMOVE RESTRICTIONS                       |        |                |                      |    |    |     |          |
| 42 | AMEND GENERAL BY-LAWS —<br>LOCAL HISTORIC DISTRICT                     |        |                | No Position<br>Taken |    |    |     |          |
| 43 | CITIZENS' PETITION: RESCIND<br>DEBT AUTHORIZATION                      |        |                | Adopt                |    |    |     |          |
| 44 | CITIZENS' PETITION/AMEND<br>ZONING BY-LAW –<br>DIMENSIONAL REGULATIONS |        |                |                      |    |    |     |          |

**TOWN MEETING**  
Status of Articles 4/11/2024

| #  | Article                                                                                                | Status | SB<br>Position | FC Position  | SB | FC | CPC | Planning |
|----|--------------------------------------------------------------------------------------------------------|--------|----------------|--------------|----|----|-----|----------|
| 45 | CITIZENS' PETITION – SINGLE<br>USE PLASTICS BAN BY-LAW                                                 | Amend  |                | Not to Adopt |    |    |     |          |
| 46 | CITIZENS' PETITION –<br>AUTHORIZATION TO EXPEND<br>FUNDS FOR CONSULTANT FOR<br>MBTA COMMUNITIES ZONING |        |                |              |    |    |     |          |
| 47 | APPROPRIATE TO ATHLETIC<br>FACILITY IMPROVEMENT FUND                                                   |        |                | Adopt        |    |    |     |          |
| 48 | APPROPRIATE TO CAPITAL<br>IMPROVEMENT FUND                                                             |        |                |              |    |    |     |          |
| 49 | APPROPRIATE TO CAPITAL<br>FACILITY FUND                                                                |        |                |              |    |    |     |          |
| 50 | APPROPRIATE DEBT SERVICE<br>STABILIZATION FUND                                                         |        |                |              |    |    |     |          |
| 51 | OMNIBUS                                                                                                |        |                |              |    |    |     |          |
|    | <b>SPECIAL TOWN MEETING</b>                                                                            |        |                |              |    |    |     |          |
| 1  | AMEND THE FY2024 OPERATING<br>BUDGET                                                                   |        |                | Adopt        |    |    |     |          |
| 2  | APPROPRIATE FOR TOWN-<br>OWNED LAND SURVEYS                                                            |        |                | Adopt        |    |    |     |          |
| 3  | UNPAID BILLS OF A PRIOR YEAR                                                                           |        |                | Adopt        |    |    |     |          |
| 4  | APPROPRIATE FOR PUBLIC,<br>EDUCATIONAL, AND<br>GOVERNMENT (PEG)<br>PROGRAMMING                         |        |                | Adopt        |    |    |     |          |



**TOWN MEETING**  
Status of Articles 4/11/2024

| # | Article                                                    | Status                | SB<br>Position | FC Position | SB | FC | CPC | Planning |
|---|------------------------------------------------------------|-----------------------|----------------|-------------|----|----|-----|----------|
| 5 | APPROPRIATE FOR AUDITORIUM<br>UPGRADES AND<br>IMPROVEMENTS | Emergency<br>Preamble |                | Adopt       |    |    |     |          |
| 6 | RESCIND DEBT<br>AUTHORIZATIONS                             |                       |                | Adopt       |    |    |     |          |
| 7 | AMEND GENERAL BY-LAWS –<br>FINES UNDER SECTION 3.5         |                       |                | Adopt       |    |    |     |          |



**TOWN OF NEEDHAM**  
**CONTRIBUTORY RETIREMENT SYSTEM**  
1471 HIGHLAND AVENUE  
NEEDHAM, MASSACHUSETTS 02492-2605



**Board:**

Sandra J. Cincotta, Chair  
John P. Krawiecki  
Robert P. Mearls  
Robert H. Papetti  
Michelle T. Vaillancourt

**Staff:**

Jacob Cole, Administrator  
[jcole@needhamma.gov](mailto:jcole@needhamma.gov) (preferred)  
781-455-7500 x231

Elizabeth Milch, Specialist  
[emilch@needhamma.gov](mailto:emilch@needhamma.gov) (preferred)  
781-455-7500 x232

Martin Feeney, Accounting Specialist  
[mfeeney@needhamma.gov](mailto:mfeeney@needhamma.gov) (preferred)  
781-455-7500 x231

December 8, 2023

Ms. Kate Fitzpatrick  
Town Manager  
1471 Highland Avenue  
Needham, MA 02492

Dear Ms. Fitzpatrick,

At the October 2023 Retirement Board Meeting, the Needham Contributory Board voted 4:1 to adopt the minimum annual retirement board stipend in the amount of \$3,000. Retirement board stipends are allowed and outlined in M.G.L. Ch. 32, Section 20(6)(a) and Ch. 176, Section 34 of the Acts of 2011.

The Needham Contributory Retirement Board kindly requests that you submit this approval request as appropriate to be included in the May 2024 Annual Town Meeting.

A retirement board stipend is defined as one's dedicated service to the Town's retirees and active members along with substantial financial reporting and investment activities on behalf of all retirees and active members. As of the date of this letter, 71% of retirement boards in the Commonwealth also have elected to receive an annual stipend approved at their respective Town Meetings. We have attached supporting documentation.

Michelle Vaillancourt will be the proposed Warrant Article's liaison regarding this. If you have any questions, please contact her directly.

Thank you.

Sincerely,   
Sandra Cincotta  
Chair, Needham Retirement Contributory Board

Attachment

Honor | Truth | Integrity | Service

*Every effort is, and will always be made to be compliant, ethical, professional and a good steward of the funds of the fine men and women that serve, and have served Needham—past, present and future.*  
— Jacob P. Cole, Administrator

## Retirement Board Member Compensation

<https://www.mass.gov/service-details/retirement-board-member-compensation>

Related Laws

[G.L. Ch. 32, Section 20\(6\)\(a\)](#)

[Section 34 of Chapter 176 of the Acts of 2011](#)

Local retirement boards that have accepted the option

| 102 Boards  |    |     |
|-------------|----|-----|
| Yes         | 72 | 71% |
| No          | 30 |     |
| \$ 4,500.00 | 30 |     |
| \$ 3,000.00 | 38 |     |
| \$ 3,600.00 | 1  |     |
| \$ 4,000.00 | 2  |     |
| \$ 4,200.00 | 1  |     |
|             | 72 |     |

|                                                                                   |               |                                                                                   |               |
|-----------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------|---------------|
| <a href="#">Adams Retirement Board Local Options</a>                              | Yes (\$3,000) | <a href="#">Massport Authority Retirement Board Local Options</a>                 | Yes (\$3,000) |
| <a href="#">Amesbury Retirement Board Local Options</a>                           | Yes (\$3,000) | <a href="#">Mass. Water Resources Authority Retirement Board Local Options</a>    | No            |
| <a href="#">Andover Retirement Board Local Options</a>                            | No            | <a href="#">Maynard Retirement Board Local Options</a>                            | No            |
| <a href="#">Arlington Retirement Board Local Options</a>                          | Yes (\$4,500) | <a href="#">Medford Retirement Board Local Options</a>                            | Yes (\$4,500) |
| <a href="#">Attleboro Retirement Board Local Options</a>                          | Yes (\$3,000) | <a href="#">Melrose Retirement Board Local Options</a>                            | Yes (\$3,000) |
| <a href="#">Barnstable County Retirement Board Local Options</a>                  | Yes (\$4,500) | <a href="#">Methuen Retirement Board Local Options</a>                            | Yes (\$3,000) |
| <a href="#">Belmont Retirement Board Local Options</a>                            | Yes (\$3,000) | <a href="#">Middlesex County Retirement Board Local Options</a>                   | Yes (\$4,500) |
| <a href="#">Berkshire County Retirement Board Local Options</a>                   | Yes (\$3,000) | <a href="#">Milford Retirement Board Local Options</a>                            | No            |
| <a href="#">Beverly Retirement Board Local Options</a>                            | Yes (\$3,000) | <a href="#">Milton Retirement Board Local Options</a>                             | No            |
| <a href="#">Blue Hills Regional School Retirement Board Local Options</a>         | Yes (\$3,000) | <a href="#">Minuteman Regional School District Retirement Board Local Options</a> | Yes (\$3,000) |
| <a href="#">Boston Retirement Board Local Options</a>                             | Yes (\$4,500) | <a href="#">Montague Retirement Board Local Options</a>                           | Yes (\$4,000) |
| <a href="#">Braintree Retirement Board Local Options</a>                          | No            | <a href="#">Natick Retirement Board Local Options</a>                             | No            |
| <a href="#">Bristol County Retirement Board Local Options</a>                     | Yes (\$4,500) | <a href="#">Needham Retirement Board Local Options</a>                            | No            |
| <a href="#">Brockton Retirement Board Local Options</a>                           | Yes (\$4,500) | <a href="#">New Bedford Retirement Board Local Options</a>                        | Yes (\$4,500) |
| <a href="#">Brookline Retirement Board Local Options</a>                          | No            | <a href="#">Newburyport Retirement Board Local Options</a>                        | Yes (\$4,500) |
| <a href="#">Cambridge Retirement Board Local Options</a>                          | Yes (\$4,500) | <a href="#">Newton Retirement Board Local Options</a>                             | Yes (\$3,000) |
| <a href="#">Chelsea Retirement Board Local Options</a>                            | Yes (\$4,500) | <a href="#">Norfolk County Retirement Board Local Options</a>                     | Yes (\$4,500) |
| <a href="#">Chicopee Retirement Board Local Options</a>                           | Yes (\$3,000) | <a href="#">North Adams Retirement Board Local Options</a>                        | Yes (\$3,000) |
| <a href="#">Clinton Retirement Board Local Options</a>                            | Yes (\$3,000) | <a href="#">North Attleboro Retirement Board Local Options</a>                    | Yes (\$3,000) |
| <a href="#">Concord Retirement Board Local Options</a>                            | No            | <a href="#">Northampton Retirement Board Local Options</a>                        | Yes (\$3,000) |
| <a href="#">Danvers Retirement Board Local Options</a>                            | No            | <a href="#">Northbridge Retirement Board Local Options</a>                        | No            |
| <a href="#">Dedham Retirement Board Local Options</a>                             | No            | <a href="#">Norwood Retirement Board Local Options</a>                            | Yes (\$4,500) |
| <a href="#">Dukes County Contributory Retirement Board Local Options</a>          | Yes (\$3,000) | <a href="#">Peabody Retirement Board Local Options</a>                            | Yes (\$4,200) |
| <a href="#">Easthampton Retirement Board Local Options</a>                        | Yes (\$3,000) | <a href="#">Pittsfield Retirement Board Local Options</a>                         | Yes (\$3,000) |
| <a href="#">Essex Regional Retirement Board Local Options</a>                     | Yes (\$4,500) | <a href="#">Plymouth Retirement Board Local Options</a>                           | No            |
| <a href="#">Everett Retirement Board Local Options</a>                            | Yes (\$4,500) | <a href="#">Plymouth County Retirement Board Local Options</a>                    | Yes (\$4,000) |
| <a href="#">Fairhaven Retirement Board Local Options</a>                          | No            | <a href="#">Quincy Retirement Board Local Options</a>                             | Yes (\$3,000) |
| <a href="#">Fall River Retirement Board Local Options</a>                         | Yes (\$3,000) | <a href="#">Reading Retirement Board Local Options</a>                            | No            |
| <a href="#">Falmouth Retirement Board Local Options</a>                           | No            | <a href="#">Revere Retirement Board Local Options</a>                             | Yes (\$4,500) |
| <a href="#">Fitchburg Retirement Board Local Options</a>                          | Yes (\$3,000) | <a href="#">Salem Retirement Board Local Options</a>                              | Yes (\$3,000) |
| <a href="#">Framingham Retirement Board Local Options</a>                         | No            | <a href="#">Saugus Retirement Board Local Options</a>                             | No            |
| <a href="#">Franklin Regional Retirement Board Local Options</a>                  | Yes (\$4,000) | <a href="#">Shrewsbury Retirement Board Local Options</a>                         | No            |
| <a href="#">Gardner Retirement Board Local Options</a>                            | Yes (\$3,000) | <a href="#">Somerville Retirement Board Local Options</a>                         | Yes (\$3,600) |
| <a href="#">Gloucester Retirement Board Local Options</a>                         | Yes (\$4,500) | <a href="#">Southbridge Retirement Board Local Options</a>                        | Yes (\$3,000) |
| <a href="#">Greater Lawrence Sanitary District Retirement Board Local Options</a> | Yes (\$3,000) | <a href="#">Springfield Retirement Board Local Options</a>                        | Yes (\$4,500) |
| <a href="#">Greenfield Retirement Board Local Options</a>                         | Yes (\$3,000) | <a href="#">Stoneham Retirement Board Local Options</a>                           | No            |
| <a href="#">Hampden County Retirement Board Local Options</a>                     | Yes (\$3,000) | <a href="#">Swampscott Retirement Board Local Options</a>                         | No            |
| <a href="#">Hampshire County Retirement Board Local Options</a>                   | Yes (\$4,500) | <a href="#">Taunton Retirement Board Local Options</a>                            | Yes (\$4,500) |
| <a href="#">Haverhill Retirement Board Local Options</a>                          | Yes (\$3,000) | <a href="#">Wakefield Retirement Board Local Options</a>                          | No            |
| <a href="#">Hingham Retirement Board Local Options</a>                            | No            | <a href="#">Waltham Retirement Board Local Options</a>                            | Yes (\$3,000) |
| <a href="#">Holyoke Retirement Board Local Options</a>                            | Yes (\$3,000) | <a href="#">Watertown Retirement Board Local Options</a>                          | Yes (\$4,500) |
| <a href="#">Hull Retirement Board Local Options</a>                               | No            | <a href="#">Webster Retirement Board Local Options</a>                            | Yes (\$3,000) |
| <a href="#">Lawrence Retirement Board Local Options</a>                           | Yes (\$3,000) | <a href="#">Wellesley Retirement Board Local Options</a>                          | No            |
| <a href="#">Leominster Retirement Board Local Options</a>                         | Yes (\$3,000) | <a href="#">West Springfield Retirement Board Local Options</a>                   | Yes (\$3,000) |
| <a href="#">Lexington Retirement Board Local Options</a>                          | No            | <a href="#">Westfield Retirement Board Local Options</a>                          | Yes (\$3,000) |
| <a href="#">Lowell Retirement Board Local Options</a>                             | Yes (\$4,500) | <a href="#">Weymouth Retirement Board Local Options</a>                           | Yes (\$4,500) |
| <a href="#">Lynn Retirement Board Local Options</a>                               | Yes (\$4,500) | <a href="#">Winchester Retirement Board Local Options</a>                         | No            |
| <a href="#">Malden Retirement Board Local Options</a>                             | Yes (\$4,500) | <a href="#">Winthrop Retirement Board Local Options</a>                           | No            |
| <a href="#">Marblehead Retirement Board Local Options</a>                         | No            | <a href="#">Woburn Retirement Board Local Options</a>                             | Yes (\$4,500) |
| <a href="#">Marlborough Retirement Board Local Options</a>                        | Yes (\$3,000) | <a href="#">Worcester Retirement Board Local Options</a>                          | Yes (\$4,500) |
| <a href="#">Mass. Housing Finance Agency Retirement Board Local Options</a>       | Yes (\$4,500) | <a href="#">Worcester Regional Retirement Board Local Options</a>                 | Yes (\$4,500) |



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

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**MEETING DATE: 4/16/2024**

|                     |                                |
|---------------------|--------------------------------|
| <b>Agenda Item</b>  | Town Manager's Report          |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager |

|           |                                                                             |
|-----------|-----------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>                           |
|           | The Town Manager will update the Board on issues not covered on the agenda. |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>                                        |
|           | N/A – Discussion Only                                                       |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>                                         |
|           | None                                                                        |



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

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**MEETING DATE: 4/16/2024**

|                     |                   |
|---------------------|-------------------|
| <b>Agenda Item</b>  | Committee Reports |
| <b>Presenter(s)</b> | Board Discussion  |

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

# Town of Needham

## Housing Needham (HONE) Advisory Group

*for MBTA Communities Act Multi-Family Zoning*

|                            |                                                                                                                                                   |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Type:                      | Ad Hoc                                                                                                                                            |
| Legal Reference:           | To achieve Town compliance with MGL c.40A Section 3A                                                                                              |
| Appointing Authority:      | Select Board & Planning Board                                                                                                                     |
| Number of Voting Members:  | Nine (9)                                                                                                                                          |
| Term of Appointment        | 2023-2024                                                                                                                                         |
| Special Municipal Employee | Yes                                                                                                                                               |
| Staff Support              | Assistant Town Manager/Director of Operations, Director of Planning & Community Development, Assistant Town Planner, Community Housing Specialist |

| Member | Designation                                                           | Appointed | Term Expiration |
|--------|-----------------------------------------------------------------------|-----------|-----------------|
|        | Select Board Member (co-chair)                                        |           | 12/31/2024      |
|        | Planning Board Member (co-chair)                                      |           | 12/31/2024      |
|        | Select Board Member                                                   |           | 12/31/2024      |
|        | Planning Board Member <b>or Designee</b>                              |           | 12/31/2024      |
|        | Finance Committee Member                                              |           | 12/31/2024      |
|        | Architect, Land Use Planner, Land Use Attorney, Real Estate Developer |           | 12/31/2024      |
|        | Architect, Land Use Planner, Land Use Attorney, Real Estate Developer |           | 12/31/2024      |
|        | Renter                                                                |           | 12/31/2024      |
|        | Community Member At-Large                                             |           | 12/31/2024      |

**Composition:** Nine (9) voting members:

- Two (2) current Select Board Members\* (one to serve as co-chair)
- Two (2) current Planning Board Members (one to serve as co-chair, one may be a designee)
- One (1) current Finance Committee Member



- Two (2) of either Architect, Land Use Planner, Land Use Attorney, or Real Estate Developer, to be appointed by the Planning Board
- One (1) renter, to be appointed by the Select Board
- One (1) community member at-large, to be appointed by the Select Board

**Purpose:** The Housing Needham (HONE) Advisory Group will lead the community engagement process to create multi-family zoning that complies with the MBTA Communities Act (MGL c.40A Section 3A). The group will advise the Select Board and Planning Board on proposed zoning to bring to Town Meeting in 2024, informed by their individual expertise, group deliberations, and feedback received from the public.

**Charge:** The Housing Needham (HONE) Advisory Group will:

- Lead a broad public engagement effort for the Needham community to envision and shape zoning to allow multi-family housing that complies with the MBTA Communities Act.
- Utilize the recommendations in the Town of Needham's 2022 Housing plan as a starting point.
- Evaluate build-outs, projections, and analyses of fiscal, school enrollment, and infrastructure impacts provided by staff and consultants.
- Consider related zoning elements that are allowed, but not required under the MBTA Communities Act, including but not limited to inclusionary zoning (affordable housing requirements) and parking minimums.
- Update the Select Board, Planning Board and Finance Committee throughout the process on group deliberations and community feedback.
- Recommend draft zoning to the Select Board and Planning Board to submit to DHCD and Town Meeting.

**Charge Adopted:** 06/13/2023

**Charge Amended:** 04/16/2024

**SME Status Voted:** 06/13/2023

*\* Per M.G.L. Ch. 268A Sec. 1(n), the Select Board Members serving on the HONE Advisory Group cannot claim SME status, even though the HONE Advisory Group, as an entity, is designated as such.*

**BOARD OF DIRECTORS**

**John Rufo**

Form + Place  
Chair

**Tali Golan**

TripAdvisor  
Vice Chair

**John Karacalidis**

The Village Bank  
Vice Chair

**Angela Pitter**

LiveWire Collaborative  
Vice Chair

**Jodie Zussman**

Boston Development Group  
Vice Chair

**Dan Brent**

William James College  
Treasurer

**Michelle DeSimone**

Needham Bank  
Secretary

**Eleanor Uddo**

Feigenbaum & Uddo  
Governance Chair

**Christopher Allen**

Boston Marriott Newton

**Ryan Barrett**

ORAM Corporate Advisors

**Dante Capasso**

Capasso Realty Corporation

**Jeff Cournoyer**

UMass Amherst – Mount Ida  
Campus

**Darren Farrington**

The Mosesian Center for the  
Arts

**Jack Fucci**

West Suburban YMCA

**Kent Gonzales**

Northland Investment  
Corporation

**Gillian Isabelle**

Enlivity

**Ellen Moloney**

Newton-Wellesley Hospital

**Arpit Patel**

Baramor & Oak n' Barrel

**Katie Sullivan**

Boylston Properties

**Saleha Walsh**

Insource Services, Inc.

**Chris Wayland**

NBCUniversal

**Allison Yee**

UpNext

# CHARLES RIVER

## REGIONAL CHAMBER

April 8, 2024

Ms. Marianne Cooley  
Chair  
Select Board  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

Dear Chairwoman Cooley,

On behalf of Paula Jacobson, Exec Director of the Charles River YMCA; Louise Condon of Condon Realty; and the Needham Business Alliance Committee of the Charles River Regional Chamber, I am writing to request the Select Board's approval for an upcoming local merchant promotion to take place on Saturday, April 27, 2024.

Coinciding with the Charles River YMCA's Healthy Kids Day and start of its spring soccer program, the objective of this promotion is to encourage the hundreds of families gathering on Green's Field to head to Needham Center to support the local small businesses in walking distance of the Y.

To ensure a successful promotion, we are seeking permission from the Select Board for the following:

- We would like for participating businesses to be able to display merchandise on the public sidewalk throughout the day to generate interest from visitors and customers. We have been working with Economic Development Manager J.P. Cacciaglia to ensure the correct guidelines will be followed.

- We request the use of Eaton Plaza to host a table for Michelson's Shoes famous shoe sale since the sidewalk in front of their shop at 1082 Great Plain Avenue is very narrow.

The Saturday Sidewalk Stroll will be promoted by the Needham Business Alliance Committee, the participating businesses, and with support from the Town's Economic Development Department.

We look forward to another opportunity to remind residents – and specifically the young families gathering on Green's Field – about the importance of supporting our locally owned merchants. Should you need to reach me for additional information, I may be reached at (617) 244-1864.

Thank you

Sincerely,  
Lise Elcock  
Vice President, Membership & Development  
[ljelcock@charlesriverchamber.com](mailto:ljelcock@charlesriverchamber.com)

117 KENDRICK STREET, SUITE 300 NEEDHAM, MA 02494  
617-244-5300 [info@charlesriverchamber.com](mailto:info@charlesriverchamber.com)