

**Town of Needham
Select Board
Minutes for Tuesday, July 30, 2024
Select Board's Chamber and
Via ZOOM
<https://us02web.zoom.us/j/89068374046>**

5:03 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Kevin Keane. Those present were Vice Chair Heidi Frail, Marianne Cooley, Cathy Dowd, Joshua Levy, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance and Katie King, Deputy Town Manager were also in attendance. Susan Metropol, Recording Secretary, attended via Zoom.

5:04 p.m. Public Comment Period:

No public comments were heard.

5:05 p.m. Proclamation: Purple Heart Day:

Heidi Frail read the proclamation for Purple Heart Day.

**Motion by Ms. Frail that the vote Board vote to approve and sign the 2024 Purple Heart Day Proclamation.
Second: Ms. Dowd. Unanimously approved 5-0.**

5:05 p.m. Public Hearing: Eversource Grant of Location – 91 Winding River Road:
Presenter: Joanne Callender, Eversource Representative

Eversource Energy requested permission to install approximately 6 feet of conduit in Winding River Road. The reason for this work is to provide service to 91 Winding River Road. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

John Krikorian, 100 Winding River Road, commented that the parcel next to the dig area is mislabeled on the map provided.

**Motion by Ms. Dowd that the Board vote to approve and sign a petition from Eversource Energy to install approximately 6 feet of conduit in Winding River Road.
Second: Ms. Frail. Unanimously approved 5-0.**

5:12 p.m. Appointment Calendar and Consent Agenda:
Motion by Ms. Frail that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Ms. Dowd. Unanimously approved 5-0.

APPOINTMENT CALENDAR

1.	Milee Pradham	Design Review Board Term Exp: 6/30/2025
2.	Clary Coutu	Conservation Commission Term Exp: 6/30/2027
3.	Attached List in Select Board Packet	Election Workers (Wardens, Clerks, Inspectors, and Tellers) Term Exp: 8/15/2025

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of June 25, 2024 and July 9, 2024.
2.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$1,300 from The Potters School Inc for the From Needham to the World – NC Wyeth profile sponsorship \$500 from Mr. and Mrs. Ryan McKee for the Caley Bench \$200 from Jonathan and Sarah Gibbons for the Caley Bench Addition
3.	Accept the following donations to the Needham Free Public Library: - From Ann MacFate, \$350 in honor of Irene MacFate; - From the Needham Garden Club, <i>The Story of Flowers: And How They Changed the Way We Live</i>, by Noel Kingsbury, in memory of Nina Saltus (estimated value \$30); - From the Needham Exchange Club, \$1,200 for books to prevent childhood bullying; and - From Goodarz Danaei, assorted children's books in Persian (estimated value \$100).
4.	Accept the following donation to the Needham Health Division: \$500 from the Carter Memorial United Methodist Church for the Needham Gift of Warmth Addition
5.	Accept the following donations to the Needham Aging Services Division: \$50 from Lori Barnet and Jeffrey Savit Addition \$20 from Marcia Fonseca Addition
6.	Accept a donation of a 6x10 nylon flag to fly at Avery Square from Ted Shaughnessy, a Needham resident.
7.	Request the assignment of Police Officers to State Primary Elections polling places and to Town Hall at the close of polls, and to delegate selection of Police Officers to the Chief of Police.
8.	Designate the Needham Town Hall as the Early Voting location for the State Primary Elections and approve the Early Voting Hours as listed: Saturday, August 24, 9am-5pm

	- Monday, August 26, 8am-5pm - Tuesday, August 27, 8am-6pm - Wednesday, August 28, 8am-5pm - Thursday August 29, 8am-5pm - Friday, August 30, 8am-12:30pm
9.	Sign the Warrant for the 2024 State Primary Elections to be held on Tuesday, September 3, 2024.

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Evan Olesh	23 Bonwood Road	Bonwood Road	9/1/24	1pm-10pm	N/A
Jen Bannon	61 Jarvis Circle	Jarvis Circle	9/7/24	3pm-9pm	9/8/24
Lisa Cherbuliez	17 Lindbergh Avenue	Lindbergh Avenue at top of hill, between Paul Revere Road and Tower Avenue	9/7/24	4:30pm-8:30pm	9/8/24
Tami Lightfoote	48 Elmwood Road	Elmwood Road between Fuller Rd and Lancaster Rd	9/14/24	4pm-9pm	N/A
Paul Kaboub	57 Parkinson Street	Parkinson Street between Manning St and Webster St	9/21/24	4pm-8pm	9/22/24

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham Pool & Racquet Club	BBQ & Bags Event	Needham Pool & Racquet Club 1545 Central Avenue	7/13/24
Trip Advisor	Needham Chamber Night – Outside BBQ	Trip Advisor Amphitheatre 400 First Avenue	7/23/24

5:12 p.m. Marianne Cooley exited the Select Board Chambers.

5:13 p.m. Public Hearing: Application for a Class II Motor Vehicle Dealer License:

Mr. Keane opened this public hearing and noted its continuation until the Select Board meeting on Tuesday, September 24, 2024.

Motion by Mr. Levy that the Board vote to continue this public hearing until Tuesday, September 24 at 6:00 p.m.
Second: Ms. Frail. Unanimously approved 4-0.

5:15 p.m. Public Hearing: Application for a Fuel Storage License at 58 Woodbine Circle:
Presenters: Ronald Gavel, Fire Inspector, Jay Steeves, Fire Inspector, Alefe Oliveira, Applicant Representative

JP Development Properties has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws and Select Board Policy SB-LIC-008 for a license to install a 1,000-gallon underground propane storage tank at 58 Woodbine Circle. The Fire Chief has endorsed this application and issued a requisite permit. Select Board members asked questions regarding the details and safety of the storage tank.

Motion by Ms. Frail that the Board vote to approve and authorize the Chair to sign a license for JP Development Properties to install a 1,000-gallon underground propane storage tank at 58 Woodbine Circle.
Second: Ms. Dowd. Unanimously approved 4-0.

5:20 p.m. Marianne Cooley reentered the Select Board Chambers.

5:22 p.m. Non-Occupational Sick Leave Policy:
Presenters: Kate Fitzpatrick, Town Manager, Tatiana Swanson, Director of Human Resources

Tatiana Swanson presented to the Board that the primary objective the proposed revision to the Non-Occupational Sick Leave Policy is to provide a clearer and more equitable mechanism for employees to access paid time off for personal or family illness. The Town strives to be an employer of choices, and access to paid family leave is a critical component of that effort. This change would also help the Town compete with other employers, especially those who have access to the State's PFML in the private sector and in State government, and to support employee physical and mental well-being. Discussion ensued regarding the logistics of how this policy would be executed.

Motion by Ms. Dowd that the Board vote to approve the revised Non-Occupational Sick Leave Policy.
Second: Ms. Cooley. Unanimously approved 5-0.

5:36 p.m. Public Hearing: Outdoor Dining License – Yeat Inc., d/b/a Sweet Basil
Presenter: David Becker, Owner

Yeat Inc., d/b/a Sweet Basil, located at 942 Great Plain Avenue, requested to establish an outdoor dining space on the public sidewalk and two parking spaces adjacent to the business address. The applicant used the requested area from 2020

through 2023 in accordance with state emergency orders and local rules in the context of the COVID-19 pandemic. The requested arrangement of seating is similar. The applicant requested seasonal use of the space, in line with the Zoning By-Law and their Special Permit. Of note, the applicant has the Town's sole remaining carry-in alcohol license, which is not issued by the ABCC and therefore does not require any alcohol license amendment. Discussion ensued regarding the continuation of this plan from year to year.

Motion by Ms. Frail that the Board vote to approve an Outdoor Dining License for Yeat Inc., d/b/a Sweet Basil.

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

5:41 p.m. Needham Center Project Working Group:
Presenters: Kate Fitzpatrick, Town Manager

Ms. Fitzpatrick recommended that the Board establish the Needham Center Working Group to provide input and feedback to the DPW, its consultants, and the Board on the Needham Center Project along Great Plain Avenue. The proposed timeline is a three-year term of appointment.

5:45 p.m. Goal Setting:

The Board continued its discussion of the following initiatives related to Goal 6 (Responsibly Governed) and 7 (Environmentally Sustainable).

Goal 6: Responsibly Governed

- Collaborate with the Finance Committee about the Town's policies regarding the use of free cash and debt
 - o Policy priority
 - o 0-18 months
 - o Upcoming projects
- Recruitment Initiatives
 - o Examining policies and ensuring that they are the best they can be to continue recruiting
 - o Potential proposal for RTS stickers and/or pool access for Town employees, hours shift year-round, other
- Sign By-Law Review
 - o 0-18 months
 - o Questions about how to appropriately implement and enforce the Sign By-Law
- Code of Conduct Review
 - o Discussion about potentially broadening this to other committees
- Policy Updates
 - o Continue to work on updates
- Metrics and Targets

- Tracking progress towards goals and being able to use data to determine if we have achieved what we want to achieve
 - Publish by timeline
- Standardization of Responses to Public Inquiries/Concerns
 - Currently in development by the Town's Leadership Team
- Data Collection
 - Exploring a way to enable data collection towards Town goals, such as climate goals, using current Town systems
 - Potentially form a sub-group to evaluate data collection; determine what are the most critical pieces and what the limitations may be
- Implement Successor Agreement for Expiring Contracts
 - Personnel
 - Utilities
- Annual Evaluation of Town Counsel
 - Potential for annual evaluation
- Review Voting Locations
 - Previous efforts to move out of the schools and trial and error

Goal 7: Environmentally Sustainable

- Strengthen the Town's Stormwater Bylaw
 - Existing stormwater goal
- Identify and implement strategies to protect the Town's tree canopy
 - Existing goal
- Create and adopt an EV-first policy that requires Town-owned and leased vehicles to adopt readily available EV technology at the time of replacement, where feasible.
 - 0-18 months
 - Draft complete
- Develop and enact a Tree Preservation Bylaw covering the removal and restoration of trees on private land
 - Part of the tree goal
- Enable Commercial Property Assessed Clean Energy (PACE by opting into MassDevelopment Program and develop supporting programs to drive participation)
 - Explore
 - Boards impacted would be Select Board and Board of Assessors
- Establish a comprehensive Climate Communications Strategy to engage community members and organizations in the implementation of climate actions and continuous evolution of the Climate Action Roadmap
 - 0-18 months
- Consider further plastics reduction
 - 18-36 months
- Consider by-law regulating non-electric vehicles parking in EV charging spots
 - Challenge at the pool where there is a shortage of parking spaces

6:30 p.m.

Adjourn:

Motion by Ms. Frail that the Board adjourn the Select Board meeting of Tuesday, July 30, 2024.

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

A list of all documents used at this Select Board meeting is available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID>

The next Select Board meeting is scheduled for Tuesday, August 13, 2024, at 6:00 p.m.