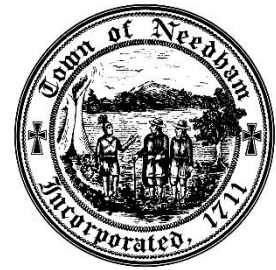


SELECT BOARD AGENDA

Regular Meeting

6:00 p.m. January 7, 2025



Town Hall
Select Board Chambers
1471 Highland Avenue
Needham, MA 02492
&
Zoom

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

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

Link:

<https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVVXZjFNbWJXRFJoQT09>

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.

	6:00	Public Comment Period Residents are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board’s policy on public participation in meetings can be found here .
--	-------------	---

1.	6:10	Director of Public Works • Construction Update
2.	6:30	Overview of HotSpot Parking Payment Application • J.P. Cacciaglia, Economic Development Manager
3.	6:45	Town Manager • Open 2025 Annual Town Meeting Warrant • Preliminary FY2026 Budget Update • Town Manager Report
4.	7:00	Board Discussion • Town Manager Search Process • Committee Reports

APPOINTMENT CALENDAR

1.	Anna Geraldo-Kerr	Town Manager Screening Committee Term Exp: 6/30/2025
----	-------------------	---

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of December 3, 2024
2.	Approve the following donations made to the Needham Free Public Library: • \$10 from Miryana Radoslavova Mihaylova • \$30 from Peng Shen • \$100 from Chris Brand • \$100 from Joan Onofrey • 2 copies of <u>The Border Line</u> by Annie Dai, estimated value \$36, from Honglei Dai
3.	Approve the following donations made to the Needham Aging Services Division: • \$25 from Niki Pugach • A Precor Elliptical exercise bike and a Life Fitness leg press, estimated value \$7,000 from North Hill Retirement Community
4.	Approve the following donations made to the Needham Youth and Family Services Division: • Two (2) grants of \$7,500 each from the MetroWest Health Foundation to be used to support clinical interns
5.	Approve the following donations made to the Needham Public Health Division: • \$300 from Anne MacFate for Needham's Traveling Meals program • \$200 from Anne MacFate for Needham's Gift of Warmth program • \$100 from Lynda Coburn for Needham's Gift of Warmth program • \$100 from Lynda Coburn for Needham's Domestic Violence Action program • \$100 from Anne MacFate for Needham's Domestic Violence Action program
6.*	Approve updated charges and compositions for the: • Town Financed Community Housing Oversight Committee • Tree Preservation Planning Committee

7.*	Approve changes to vehicle expense reimbursement rates.
8.*	Approve revision to the Board's FY2025-2026 goal statement.
9.	Approve revision of policy: Promotion of Deputy Chief of Police & Chief of Police by renumbering from 433 to 110.



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

MEETING DATE: 1/7/2025

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Director of Public Works will provide a recap of the 2024 construction season and look forward for ongoing projects.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Slide Presentation (to be provided at later date)	



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

MEETING DATE: 1/7/2025

Agenda Item	Overview of HotSpot Parking Payment Application
Presenter(s)	J.P. Cacciaglia, Economic Development Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Staff will discuss required changes to the Town Parking Rules and Regulations before the launch of a paid parking application. The proposed changes will add the option of electronic payment and electronic timing of parking spaces. The timeline and brief overview of the app's launch process will also be discussed alongside proposed signage changes.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a) Revised Parking Regulations Redline b) Timeline for Paid App Launch c) Proposed Signage Changes	

SECTION 5-7.1 Parking Meter Locations and Regulations Parking is restricted or limited as to time, space, streets and municipal off-street parking areas on the streets and municipal off-street parking areas designated as Schedule I-A hereto appended to which reference is made and which Schedule I-A is specifically incorporated in this Section. No person shall park a vehicle for a period of time longer than one (1) hour between the hours of 8:00 a.m. and 6:00 p.m. on any of the streets, except as otherwise designated in Schedule I-A, or for a period of time longer than two (2) hours in any municipal off-street parking area hereinafter designated in Schedule I-A, unless otherwise designated in Schedule I-A, or as may hereafter be fixed by amendment, ~~except that on Friday the limited parking time shall apply between the hours of 8:00 a.m. and 9:00 p.m.~~ This restriction shall not apply on Sundays or during the hours of legal holidays during which business establishments are required by law to remain closed. In accordance with the foregoing parking meter zones are hereby established in the streets, parts of streets or municipal off-street parking areas listed in Schedule I-A

SECTION 5-7.2: The Director of Public Works is hereby empowered, with the approval of the Board of Selectmen, to contract, in accordance with provisions of Chapter 40 of the General Laws, for the acquisition and installation of parking meters provided for by this regulation and to maintain said meters in good workable condition.

SECTION 5-7.3 The Director of Public Works is hereby authorized and directed to install parking meters within the areas described in this regulation or cause the same to be so installed. The meters shall be placed at intervals of not less than twenty (20) feet apart except that beginning and ending spaces may be eighteen (18) feet and except where angle parking is permitted, and not less than twelve (12) inches nor more than twenty-four (24) inches from the face of the curb adjacent to individual meter spaces. Meters shall be so constructed as to display a signal showing legal parking upon the deposit therein of the ~~proper coin or coins~~ payment as indicated by instructions on said meters and for such period of time as is or shall be indicated by meter legend. Said signal shall remain in evidence until expiration of the parking period designated at which time a dropping of a signal automatically or some other mechanical or electronic operation shall indicate expiration of said parking period.

SECTION 5-7.4 The Director of Public Works is hereby authorized and directed to establish parking meter spaces in such parking meter zones as are herein specified, or as may be hereafter fixed by amendment and to indicate the same by white markings upon the surface of the highway, or parking lot. Traffic Rules and Regulations Page 12

SECTION 5-7.5 Whenever any vehicle shall be parked adjacent to a parking meter, the owner or operator of said vehicle shall park within the space designated by pavement marking lines and, upon entering such space, shall immediately ~~deposit in said meter the required coin of the United States—~~ provide payment for a maximum legal parking period or proportionate period thereof, both as indicated or shown on the meter or electronic device and if so required set the time mechanism in motion. The fee for the maximum parking time in on-street parking meter zones shall be as indicated upon the meter or signage or electronic device. The fee for parking in municipal off-street parking areas shall be at a rate as indicated upon the meter or signage or electronic device. It shall be unlawful for any person to deposit or cause to be deposited in a parking meter any ~~coin~~ payment for the purpose of permitting the vehicle of which ~~he/she is—~~ they are in charge to remain in a parking space beyond the maximum period of time

allowed in a particular zone. It shall be unlawful for any person to park a vehicle within a parking meter space unless such vehicle is wholly within the painted lines adjacent to such meter. It shall be unlawful for any unauthorized person to open, tamper with, break, injure or destroy any parking meter or to deposit or cause to be deposited in such meter any slugs, device or metallic substance or any other substitute for the ~~coins-~~ payment required.

SECTION 5-7.6 Operators of commercial vehicles may park in a metered space without ~~depositing a coin-~~ payment for a period not to exceed thirty (30) minutes for the purposes of loading or unloading. Parking in excess of this time limit without ~~depositing the proper coin~~ payment shall be deemed a violation of the provisions of this regulation.

SECTION 5-7.7 The Director of Public Works is hereby designated as the person authorized to collect monies deposited in parking meters or to cause the same to be so collected. Such monies shall be deposited forthwith with the Treasurer in a separate account to be known as the Needham Parking Meter Account.

SECTION 5-7.8 All fees received by said Treasurer from the operation and use of parking meters shall be used as authorized by Chapter 40 of the General Laws (Ter. Ed.).

SECTION 5-7.9 It shall be the duty of police officers, special police, and parking enforcement officers to enforce the provisions of this section.

SECTION 5-7.10 Any person who violates any parking provisions of this regulation shall be subject to the penalties provided by Chapter 90, Section 20A of the General Laws and any other violation shall be punishable as may be provided by law.

SECTION 5-7.11 No driver, while operating any vehicle owned and bearing indicia of ownership by the Town of Needham, State or Federal governments, shall be required to deposit any fee in a parking meter as provided in this section



Office of the Town Manager
1471 Highland Avenue
Needham, MA 02492
781-455-7500
www.needhamma.gov

TO: Select Board

FROM: JP Cacciaglia, Economic Development Manager

CC: Kate Fitzpatrick, Town Manager
Katie King, Deputy Town Manager
Dave Davison, Deputy Town Manager/Director of Finance

DATE: January 2, 2025

RE: Timeline and Parking App Launch Information

The parking application recently procured by the Town will require many different moving parts to be implemented behind the scenes prior to its upcoming launch.

As the Town makes progress towards the major components of this project, it is projected that the app will be ready to launch in April 2025. In preparation for this rollout, the following steps will need to occur:

- Update Traffic Rules and Regulations
 - Currently, there is no provision for paying for parking with an app. Changes will be proposed to allow for payment via an application.
- Metered Parking Database
 - An inventory of paid parking needs to be conducted and uploaded to Hotspot with meter number, location, and max time allowed for each space/location.
- Parking Integration with Parking Ticketing System
 - Back-end work must take place to integrate the new parking system with the existing ticketing system so enforcement officers can validate parking status.
- Create and Place New Signage
 - Stickers and signs will be created to let users know that HotSpot is a payment option.
 - DPW Streets and Transportation have already identified locations for signage.
 - Signage will not be placed until application is launched to prevent confusion.
- Public Rollout
 - Once staff training is completed, the Town will broadcast the rollout through all relevant communications channels



Pay using HotSpot Parking

0000





Paid Parking



**Pay using HotSpot
Parking**





Pay Using HotSpot Parking

0000





Paid Parking



**Pay using HotSpot
Parking**





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

MEETING DATE: 1/7/2025

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board is scheduled to open the warrant for the 2025 Annual Town Meeting. The Warrant is scheduled to be closed on February 11, 2025.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board vote to open the warrant for the 2025 Annual Town Meeting.	
3.	BACK UP INFORMATION ATTACHED
a. Preliminary List of Warrant Articles, January 7, 2025	

Preliminary Articles
2025 Annual Town Meeting
January 7, 2025

Establish Elected Officials Salaries

Approve Collective Bargaining Agreements (Police & Police Superior Officers)

Appropriate for Property Tax Assistance Program

Appropriate for Small Repair Grant Program

Appropriate for Public Facilities Maintenance Program

Appropriate for Opioid Programming

Appropriate for Compensation & Classification Study

Appropriate for Climate Action

Appropriate for Forestry Management

FY2026 Operating Budget

FY2026 Sewer Enterprise Fund Budget

FY2026 Water Enterprise Fund Budget

Set Annual Revolving Fund Limits

Authorize Expenditure of State Funds for Public Ways

Amend Zoning Bylaws

Appropriate for Ongoing Collections Storage Upgrades/Needham History Center & Museum

Appropriate for East Militia Heights Development/Charles River Center

Appropriate for Preservation of Seabeds Way & Captain Robert Cook Drive

Appropriate for High Rock Estates Affordable Housing Land Use Study

Appropriate for Needham Trail Signage Improvements

Appropriate for Action Park & Pickleball Courts (Design)

Appropriate for Eliot School Grounds Renovation (Design)

Appropriate for General Fund Cash Capital

Appropriate for Library Renovation

Appropriate for Newman School Theatrical Lighting, Sound, and Rigging

Appropriate for Quiet Zone Construction (*may be moved to October, 2025 STM*)

Appropriate for DPW Renovation Project

Appropriate for Water Service Connections

Appropriate for NPDES Program

Appropriate for NHS Stair Repair

Appropriate for Public Works Infrastructure Program

Appropriate for Sewer Enterprise Fund Cash Capital

Appropriate for Infiltration and Inflow

Appropriate for Water Enterprise Fund Cash Capital

Rescind Debt Authorizations

Approve Town Seal

Accept Provisions of the HERO Act

Retirement Board – COLA Base Increase

Appropriate to Capital Equipment Fund

Appropriate to Capital Improvement Fund

Appropriate to Athletic Facility Stabilization Fund

Appropriate to Debt Service Stabilization Fund

(Anticipated Citizens Petitions)

Citizens Petition – Miniature Single-Use Alcohol Bottles

Citizens Petition – Black Plastic

Citizens Petition – Single Use Plastic Water Bottles

Citizens Petition – Single Use Plastic Beverage Bottles

Citizens Petition – Skip the Stuff



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

MEETING DATE: 1/7/2025

Agenda Item	Preliminary FY2026 Budget Update
Presenter(s)	Kate Fitzpatrick, Town Manager Katie King, Deputy Town Manager David Davison, Deputy Town Manager/Finance Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The staff will update the Board on the Town Manager's FY2026 budget that will be presented on January 28, 2025.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. FY2026 Budget Request Summary	

FY2026 Budget Request Summary

Line #	Description	FY2024 Expended	FY2025 As of November 1, 2024	FY2026 Base	% Change	FY2026 DSR4	FY2026 Total Request	Change from FY2025
Townwide Expenses								
1	Casualty, Liability, Property & Self-insurance Program	923,772.00	972,560	1,030,826	6.0%		1,030,826	58,266 6.0%
2	Debt Service	17,557,774.52	17,503,332	16,836,849	-3.8%		16,836,849	(666,483) -3.8%
3	Group Health Insurance, Employee Benefits & Administrative Costs	16,553,594.11	18,376,475	20,344,435	10.7%		20,344,435	1,967,960 10.7%
4	Needham Electric, Light & Gas Program	5,655,057.00	5,669,038	5,990,690	5.7%		5,990,690	321,652 5.7%
5	Retiree Insurance & Insurance Liability Fund	8,199,280.00	8,141,306	8,540,230	4.9%		8,540,230	398,924 4.9%
6	Retirement Assessments	12,154,582.00	13,305,237	14,369,656	8.0%		14,369,656	1,064,419 8.0%
7	Workers Compensation	779,244.00	779,255	806,137	3.4%		806,137	26,882 3.4%
8	Injury on Duty & 111F	159,426.00	165,792	174,082	5.0%		174,082	8,290 5.0%
9	Classification Performance & Settlements	Transfers Only	360,625	537,000	48.9%		537,000	176,375 48.9%
10	Reserve Fund	Transfers Only	2,000,000	2,657,646	32.9%		2,657,646	657,646 32.9%
Group Total		61,982,729.63	67,273,620	71,287,551	6.0%		71,287,551	4,013,931 6.0%
Select Board and the Office of the Town Manager								
11A	Salary & Wages	1,177,057.91	1,303,277	1,344,537			1,344,537	41,260
11B	Expenses	256,113.83	311,726	316,052			316,052	4,326
11C	Capital	36,009.12						
	Total	1,469,180.86	1,615,003	1,660,589	2.8%		1,660,589	45,586 2.8%
Office of the Town Clerk								
12A	Salary & Wages	419,925.00	478,170	456,950			456,950	(21,220)
12B	Expenses	75,333.22	108,230	136,635			136,635	28,405
12C	Capital			15,000				
	Total	495,258.22	586,400	608,585	3.8%		593,585	7,185 1.2%

FY2026 Budget Request Summary

Line #	Description	FY2024 Expended	FY2025 As of November 1, 2024	FY2026 Base	% Change	FY2026 DSR4	FY2026 Total Request	Change from FY2025
Legal Services								
13B	Legal Services	248,444.48	329,140	329,140			329,140	
	Total	248,444.48	329,140	329,140			329,140	
Finance Department								
14A	Salary & Wages	1,994,692.64	1,846,397	1,918,011		82,836	2,000,847	154,450
14B	Expenses	1,602,010.96	586,998	584,242		4,203	588,445	1,447
14C	Capital	98,362.66						
	Total	3,695,066.26	2,433,395	2,502,253	2.8%	87,039	2,589,292	155,897 6.4%
Finance Committee								
15A	Salary & Wages	30,939.20	45,365	45,365			45,365	
15B	Expenses	1,176.65	1,760	2,090			2,090	330
	Total	32,115.85	47,125	47,455	0.7%		47,455	330 0.7%
Planning and Community Development								
16A	Salary & Wages	550,007.81	603,754	628,759		99,100	727,859	124,105
16B	Expenses	51,731.31	40,850	50,250		4,000	54,250	13,400
	Total	601,739.12	644,604	679,009	5.3%	103,100	782,109	137,505 21.3%
Police Department								
17A	Salary & Wages	7,690,031.87	8,716,261	8,798,222			8,798,222	81,961
17B	Expenses	549,025.19	634,767	715,688			715,688	80,921
17C	Capital	130,560.12	355,142	63,425			63,425	(291,717)
	Total	8,369,617.18	9,706,170	9,577,335	-1.3%		9,577,335	(128,835) -1.3%
Fire Department								
18A	Salary & Wages	10,157,647.86	11,304,871	11,885,149		365,536	12,250,685	945,814
18B	Expenses	456,667.86	569,122	599,589		2,400	601,989	32,867
18C	Capital	40,027.00	42,791	48,074		46,516	94,590	51,799
	Total	10,654,342.72	11,916,784	12,532,812	5.2%	414,452	12,947,264	1,030,480 8.6%
Building Department								
19A	Salary & Wages	768,906.69	869,555	895,750		30,043	925,793	56,238
19B	Expenses	36,659.20	51,040	54,370		660	55,030	3,990
	Total	805,565.89	920,595	950,120	3.2%	30,703	980,823	60,228 6.5%

FY2026 Budget Request Summary

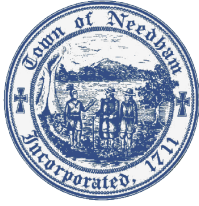
Line #	Description	FY2024 Expended	FY2025 As of November 1, 2024	FY2026 Base	% Change	FY2026 DSR4	FY2026 Total Request	Change from FY2025
Needham Public Schools - Municipal Information Technology								
22	Budget		1,904,283	2,610,774			2,610,774	706,491
	Total		1,904,283	2,610,774	37.1%		2,610,774	706,491 37.1%
Building Design and Construction Department								
23A	Salary & Wages	239,985.76	381,370	397,645			397,645	16,275
23B	Expenses	4,617.07	21,235	21,235			21,235	
	Total	244,602.83	402,605	418,880	4.0%		418,880	16,275 4.0%
Department of Public Works								
24A	Salary & Wages	10,667,603.77	11,925,903	12,390,026		300,072	12,690,098	764,195
24B	Expenses	8,982,218.55	9,592,467	9,729,630		55,730	9,785,360	192,893
24C	Capital	155,946.19	120,325	76,120			76,120	(44,205)
24D	Snow and Ice	689,305.12	441,845	446,262			446,262	4,417
	Total	20,495,073.63	22,080,540	22,642,038	2.5%	355,802	22,997,840	917,300 4.2%
Municipal Parking Program								
25	Municipal Parking Program	154,719.37	172,252	178,646			178,646	6,394
	Total	154,719.37	172,252	178,646	3.7%		178,646	6,394 3.7%
Health and Human Services Department								
26A	Salary & Wages	2,074,130.32	2,381,813	2,595,592			2,595,592	213,779
26B	Expenses	477,923.66	459,006	477,245			477,245	18,239
	Total	2,552,053.98	2,840,819	3,072,837	8.2%		3,072,837	232,018 8.2%
Commission on Disabilities								
27A	Salary & Wages	1,500.00	1,500	1,500			1,500	
27B	Expenses	235.18	550	1,050			1,050	500
	Total	1,735.18	2,050	2,550	24.4%		2,550	500 24.4%
Historical Commission								
28	Historical Commission		1,050	525			525	(525)
	Total		1,050	525	-50.0%		525	(525) -50.0%
Public Library								
29A	Salary & Wages	1,629,072.12	1,941,303	2,001,127		113,012	2,114,139	172,836
29B	Expenses	410,621.45	428,000	456,130		4,835	460,965	32,965
	Total	2,039,693.57	2,369,303	2,457,257	3.7%	117,847	2,575,104	205,801 8.7%

FY2026 Budget Request Summary

Line #	Description	FY2024 Expended	FY2025 As of November 1, 2024	FY2026 Base	% Change	FY2026 DSR4	FY2026 Total Request	Change from FY2025
Park and Recreation Department								
30A	Salary & Wages	966,305.45	1,206,027	1,242,265			1,242,265	36,238
30B	Expenses	254,396.07	339,150	345,700			345,700	6,550
	Total	1,220,701.52	1,545,177	1,587,965	2.8%		1,587,965	42,788 2.8%
Memorial Park Trustees								
31	Memorial Park Trustees	640.30	750	2,000			2,000	1,250
	Total	640.30	750	2,000	166.7%		2,000	1,250 166.7%
Needham Council for Arts and Culture								
32	Needham Council for Arts ar	8,300.00	18,300	18,300			18,300	
	Total	8,300.00	18,300	18,300			18,300	
Municipal Departments								
		53,088,850.96	59,536,345	61,879,070	3.9%	1,108,943	62,973,013	3,436,668 5.8%
Minuteman Regional High School Assessment								
20	Assessment	1,640,461.00	1,823,777	2,352,672			2,352,672	528,895
	Total	1,640,461.00	1,823,777	2,352,672	29.0%		2,352,672	528,895 29.0%
Needham Public Schools								
21	Budget	90,644,769.01	97,517,926	104,328,656			104,328,656	6,810,730
	Total	90,644,769.01	97,517,926	104,328,656	7.0%		104,328,656	6,810,730 7.0%
Total Operating Budget								
		207,356,810.60	226,151,668	239,847,949	6.1%	1,108,943	240,941,892	14,790,224 6.5%

FY2026 Budget Request Summary

Line #	Description	FY2024 Expended	FY2025 As of November 1, 2024	FY2026 Base	% Change	FY2026 DSR4	FY2026 Total Request	Change from FY2025
Sewer Enterprise								
201A	Salary & Wages	1,130,463.35	1,218,870	1,275,049			1,275,049	56,179
201B	Expenses	478,007.85	866,539	904,663			904,663	38,124
201C	Capital		96,000	134,000			134,000	38,000
201D	MWRA	7,084,841.00	7,445,411	7,445,411			7,445,411	
201E	Debt Service	493,424.12	670,000	700,000			700,000	30,000
202	Reserve Fund		35,000	35,000			35,000	
	Total	9,186,736.32	10,331,820	10,494,123	1.6%		10,494,123	162,303 1.6%
Water Enterprise								
301A	Salary & Wages	1,350,579.58	1,672,073	1,771,597			1,771,597	99,524
301B	Expenses	1,416,884.57	1,689,997	1,704,771			1,704,771	14,774
301C	Capital	40,000.00	57,100	46,984			46,984	(10,116)
301D	MWRA	1,887,130.00	1,212,985	1,212,985			1,212,985	
301E	Debt Service	1,249,009.17	1,460,000	1,550,000			1,550,000	90,000
302	Reserve Fund		75,000	75,000			75,000	
	Total	5,943,603.32	6,167,155	6,361,337	3.1%		6,361,337	194,182 3.1%

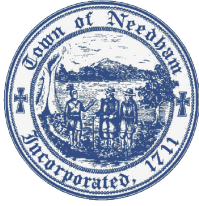


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/7/2025

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

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

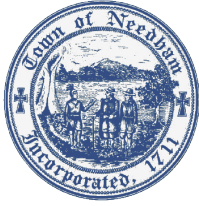


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/7/2025

Agenda Item	Town Manager Search Process
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may wish to discuss the status of the search process. This will be a standing item for the next several months.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	



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

MEETING DATE: 1/7/2025

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

**Town of Needham
Select Board
Minutes for Tuesday, December 3, 2024
Select Board Chambers and
Via ZOOM
<https://us02web.zoom.us/j/89068374046>**

- 6:00 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, Katie King, Deputy Town Manager, and Susan Metropol, Recording Secretary, were also in attendance.
- 6:02 p.m. Public Comment Period:

Victoria Doroshenko, 19 Beech Street, commented on the topic of Mills Field as a potential off-leash dog park. Ms. Doroshenko expressed concerns about people spending significant time with their dogs in the neighborhood, the noise impact on residents working from home, and anxiety of the dogs who live in homes on Beech Street. She noted that she visited three dog parks in Newton are far from residential areas and instead near major streets and adjacent to the Mass Pike. She visited the Needham dog park for the first time and described the many amenities already present.

Joe Matthews, 31 Rosemary Street, responded to comments on Neighborhood Housing Plan. Mr. Matthews emphasized that if Massachusetts can spur meaningful housing production, inflation due to housing costs can be reduced. He expressed his support for multi-family housing near public transit and his belief that Needham should be a leader in this area. He concluded by stating that the Neighborhood Housing Plan moves Needham forward in the right direction and all residents should support it.
- 6:09 p.m. Public Hearing: Grant of Location – 43 Whitman Road:
Presenter: Joanne Callender, Eversource Representative

Eversource Energy requested permission to install approximately 9 feet of conduit in 43 Whitman Road. The reason for this work is to provide service to 43 Whitman 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.

Motion by Ms. Frail that the Board vote to approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Whitman Road.

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

6:10 p.m. Public Hearing: Verizon Grant of Location – Tolman Street (Continued from 11/26/2024)
Presenter: Alex Marrero, Verizon Representative

Mr. Keane noted a request from Verizon and residents to continue this hearing at the next Select Board meeting.

Motion by Ms. Frail that the Board vote to continue this hearing on December 17 at 6 p.m.

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

6:11 p.m. Appointment Calendar and Consent Agenda:
Motion by Ms. Cooley that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Ms. Frail. Unanimously approved 5-0.

APPOINTMENT CALENDAR

1.	Kevin Keane	Town Manager Screening Committee Term Exp: 6/30/2025
2.	Heidi Frail	Town Manager Screening Committee Term Exp: 6/30/2025
3.	Corinna Kraemer	Needham Community Revitalization Trust Fund Term Exp: 6/30/2026

CONSENT AGENDA

1.	Approve for calendar year 2025 requests for license renewals of Restaurant – All Alcoholic Beverages License for each of the following establishments (subject to receipt of required completed paperwork): • Fusion Cuisine Inc. d/b/a Gari Japanese Fusion Bistro • Henry Hospitality Inc. d/b/a The James • Fuyuan Inc. d/b/a Fuji Steak House • Spiga LLC d/b/a Spiga • CEED Corp d/b/a Cook Needham • Blue Restaurant Needham LLC d/b/a Blue on Highland • Metrowest Dining LLC d/b/a The Common Room • Capella LLC d/b/a Cappella • Sai Restaurants, Inc. d/b/a Masala Art • Needbobcon d/b/a Conrad's Restaurant • Low & Zhang Co d/b/a Mandarin Cuisine
2.	Approve for calendar year 2025 request for license renewal of Restaurant – Wine and Malt Beverage License for the following establishment (subject to receipt of required completed paperwork):

	PM Story Corporation d/b/a Little Spoon
3.	Approve for calendar year 2025 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork): - Volante Farms Inc. d/b/a Volante Farms - Reveler Beverage Company, LLC d/b/a Reveler Beverage Company - Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits - Innovative Distributing Concepts LLC d/b/a Bin Ends (added)
4.	Approve for calendar year 2025 request for Innholder – All Alcoholic License Renewal for the following establishments (subject to receipt of required completed paperwork): 365 Management Company, LLC d/b/a Residence Inn by Marriott Needham
5.	Approve for calendar year 2025 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork): - Village Club Building Association Inc d/b/a The Village Club - The Needham Golf Club d/b/a Needham Golf Club - Lieut Manson Carter Post 2498 VFW d/b/a VFW Post 2498 (added)
6.	Approve for calendar year 2025 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): - TH McCoy Restaurant Group, LLC d/b/a McDonald's - Treat LLC d/b/a Treat Cupcake Bar - Just Salad 669 Highland Avenue LLC d/b/a Just Salad Store #83 - Starbucks Corporation d/b/a Starbucks Coffee #7227 - Coffee and Fresh Bagels Inc. d/b/a Café Fresh Bagel - CEED Corp d/b/a Cook Needham - Henry Hospitality Inc d/b/a The James - K & K Pie Company, Inc d/b/a Domino's Pizza Needham - The Cookie Monstah Company d/b/a The Cookie Monstah - Beth Israel Deaconess Needham Hospital d/b/a/ Trotman Family Glover Café - Niki Corp. d/b/a Town House of Pizza - Shallots Needham Inc d/b/a Sweet Boba - Fuyuan Inc. d/b/a Fuji Steak House - Blue Restaurant Needham LLC d/b/a Blue on Highland - Fusion Cuisine, Inc. d/b/a Gari Japanese Fusion Bistro - Volante Farms Inc. d/b/a Volante Farms - Chapel Street Corporation d/b/a Fresco - Spiga LLC d/b/a Spiga - Village Club Building Association Inc d/b/a The Village Club - Boston Bread, LLC d/b/a Panera Bread 365 Management Company LLC d/b/a Residence Inn by Marriott - PM Story Corporation d/b/a Little Spoon - Needham Food and Beverage LLC d/b/a The Heights

	• Metrowest Dining LLC d/b/a The Common Room • Lyco Investment LLC d/b/a Dragon Chef • French Press LLC d/b/a French Press • Low & Zhang Co d/b/a Mandarin Cuisine • Capella LLC d/b/a Cappella • A New Leaf d/b/a A New Leaf • The Needham Golf Club d/b/a Needham Golf Club • ND Donuts LLC d/b/a Dunkin' (1203 Highland Avenue) • ND Donuts LLC d/b/a Dunkin' (260 Chestnut Street) • ND Donuts LLC d/b/a Dunkin' (399 Great Plain Avenue) • Eat Farmhouse d/b/a The Farmhouse • Lieut Manson Carter Post 2498 VFW d/b/a VFW Post 2498 (added)
7.	Approve for calendar year 2025 the following requests for Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork): • Copley Motorcars Corp.
8.	Approve for calendar year 2025 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork): • CEED Corp. d/b/a Cook Needham – Seven Day Entertainment License • Henry Hospitality Inc. d/b/a The James – Seven Day Entertainment License • Babson College – Lodging License • The Needham Golf Club Inc. – Weekday Entertainment License • Blue Restaurant Needham d/b/a Blue on Highland – Seven Day Entertainment License • Metrowest Dining LLC d/b/a The Common Room – Seven Day Entertainment License • Sai Restaurants, Inc d/b/a Masala Art – Seven Day Entertainment License
9.	Accept the following donations made to the Needham Health Division: • \$30 from Claire Blum for Needham's Domestic Violence Action Program • \$100 from Shahin Sagafi for Needham's Gift of Warmth Program
10.	Approve Open Session Minutes of November 12, 2024
11.	Endorse the approval of Water Sewer Abatement #1329.
12.	Accept the following donations made to the Needham Aging Services Division (added): • \$25 from Barbara and Leo Gleason • \$25 from Marsha Tracy • \$25 from Urmila Khetry • \$200 from Maria Elizondo Marinescu

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Temple Aliyah Inc.	Hanukkah Party	Temple Aliyah	12/19/2024

6:12 p.m.

Snow and Ice Update:

Presenter: Carys Lustig, Director of Public Works

Carys Lustig provided an update for the current winter snow season covering staffing levels, contractor support levels, and preliminary winter reports. This included an update on the four-year pilot in the Downtown during which the Town has provided after-hours snow removal on sidewalks in selected locations. Ms. Lustig noted that according to the various forecasting models that the Town utilizes, Needham should expect a normal winter, which is typically between 35 and 45 inches of snow. December and January are predicted to have the highest amount of snow.

Ms. Lustig noted that mild winters over the past two years created several challenges related to availability and utilization of contractors and equipment for snow removal. Ms. Lustig outlined the various strategies DPW has implemented to ensure adequate preparation for winter weather:

- Enhancing contracts
- Offering minimum guaranteed work per year
- Providing bonuses for signing up and providing inspection early
- Providing commitment bonuses for being available for every storm

The DPW is also addressing equipment challenges in order to ensure snow removal and road treatment in parking lots and main roads. This includes reorganizing the DPW's existing staff and equipment. Needham has developed a robust pool of equipment to redirect during storms. Ms. Lustig reminded the Board that the Town does not have a black top policy; instead, the focus is to provide safe roads for public safety, especially emergency vehicles.

The Town began a pilot four years ago in a small area of the Downtown to evaluate Town removal of snow during evening hours. Although this is technically the fourth year of the pilot, the last two mild winters have not produced adequate evidence to gather for the pilot. To this end, Ms. Lustig recommended suspending the pilot until the contractor availability has been improved. She added that feedback from the business community on the pilot program has been mixed as some business owners have their own contractors. Additionally, snow removal is not being provided during the daytime hours, which many businesses find more useful. Daytime operations are not currently conducted due to the large size of the equipment and associated safety concerns.

Board members asked about new equipment procured for the pilot program and if it will be able to be used in other ways, whether sidewalks in the pilot program are salted, and what assistance the brine solution can provide to the DPW. Regarding the special equipment, Ms. Lustig noted that it had been used to support school snow removal. Throughout her responses, Ms. Lustig emphasized the challenge of the ice and snow combination that can be challenging to treat. She added that Needham operates with a model of 50% Town and 50% contractors for winter

weather responses, which is advantageous to the Town as they are not as dependent on contractors for snow removal and ice treatment. She would like to maintain the Town's existing equipment by refurbishing it and explore different staffing models to recruit drivers.

Following the discussion regarding winter weather preparations, Ms. Cooley asked a question she had heard in the community about streetlights and streetlight maintenance, particularly on private ways. Ms. Lustig clarified the specificities of different types of private ways, adding that residents can call the Town Engineering Department to look up information if they live on a private way. She clarified that if a pole is on private property, the Town does not have the right to access the pole for maintenance purposes. Ms. Lustig noted that the DPW is in the process of the updating the list of private ways in Town.

6:34 p.m. Introduction of Needham's First Poet Laureate:
Presenter: Rob MacLean, Director of the Needham Free Public Library

Mr. MacLean introduced the Town's first Poet Laureate Anne E.G. Nydam. Last fall, the Town Manager's Office proposed the idea to seek a grant from the Mass Cultural Council to fund a Poet Laureate Program. The Town received funding and began looking for candidates this summer. Early this fall, the Selection Committee met and selected Ms. Nydam. The Library Administration will work with Ms. Nydam to bring poetry to every corner of Needham to celebrate the work she does in the written word.

Ms. Nydam expressed her excitement and appreciation for being selected and said she views the role as being an ambassador for poetry as a tool to find ways to connect community members. Mr. MacLean praised Ms. Nydam's commitment to Needham, exemplified by her work in Needham Public Schools and Needham Open Studios enhancing community events with poetry. Select Board members congratulated Ms. Nydam and expressed their excitement.

6:40 p.m. Approve Sale of Bond Anticipation Note:
Presenters: David Davison, Deputy Town Manager/Director of Finance, Cecilia Simchak, Assistant Director of Finance, Ellyse Glushkov, Town Treasurer/Collector

Mr. Davison reviewed the results of the Bond Anticipation Note Sale and discussed future borrowings with the Board. Mr. Davison noted that interest rates have decreased slightly since the last note issues and that all six bidders had the same coupon rate of 4%, suggesting that the future of interest rates is uncertain. The winning bidder is Truist with a premium of \$42,624, offering a net interest cost of 2.96% to the Town. Anticipated projects include the Emery Grover project and water distribution improvements and replacing lead lines in water service connections.

Motion by Mr. Cooley that the Board approve the following motions as presented in the materials:

Motion A: move to approve the sale of \$6,660,000 4.00 percent General Obligation Bond Anticipation Notes (the “Notes”) of the Town dated December 19, 2024, and payable July 30, 2025, to Truist Securities, Inc., at par and accrued interest, if any, plus a premium of \$42,624.

Motion B: move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 12, 2024, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved, and adopted.

Motion C: move that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Motion D: move that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Motion E: move that any certificates or documents relating to the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Motion F: move that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

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

6:50 p.m. Preliminary FY2026 – FY2030 Capital Improvement Plan:
Presenters: Kate Fitzpatrick, Town Manager, David Davison, Deputy Town Manager/Director of Finance, Katie King, Deputy Town Manager, Cecilia Simchak, Assistant Director of Finance

Ms. Fitzpatrick continued the review of the FY2026 – FY2030 project submissions and discussed the preliminary cash capital and debt financed recommendations. She highlighted the following items, among others:

- Defibrillators and Personal Protective Equipment in Tier 1
- Needham High School stairs in Tier 1
- Choral risers in Tier 2
- Copier replacements and furniture in Tier 2
- Continued investments in facility projects that have already started
 - o Young Adult Area proposed to move forward
 - o Theatrical and lighting repairs at Newman School
- NPDES Support Projects
 - o Expenses related to NPDES compliance regarding water quality
- Road acceptances – further information is forthcoming in the upcoming months
- Trail resurfacing and improvements in Tier 2

Board members discussed the water service connections project, and the factors involved in its allocation in Tier 2. Other items discussed included the kitchen at the Center at the Heights, the specifics of the NPDES compliance fees, and the goals of the initial Quiet Zone funding.

7:08 p.m. Town Manager:

Needham Power Choice Update

Ms. Fitzpatrick provided the Board with an update on the steps taken relative to the identification of an energy supplier since the last discussion of this topic on November 12, 2024. She reported that they received favorable bids, moving forward with an electricity supplier and that the proposal aligns with the guidance set forth by the Select Board.

Update to List of Special Municipal Employees

Ms. Fitzpatrick recommended that the Board vote to designate positions recently approved by Town Meeting, including:

- Needham Center Project Working Group
- Town Manager Screening Committee
- Tree Preservation Planning Committee

Motion by Ms. Frail that the Board vote to designate positions as Special Municipal Employees as presented in the materials.

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

Town Manager Report

- The Office of Secretary of Defense Employer Support of the Guard and Reserve has recognized the Town of Needham as a patriotic employer for contributing to national security by supporting employee participation in the National Guard and Reserves.

7:14 p.m.

Board Discussion:

Town Manager Search Process

Ms. Fitzpatrick reported that Community Paradigm Associates has been selected as the search consultant for the new Town Manager. They have completed over 110 municipal manager searches over the last ten years of operation. Principal Bernie Lynch will be present at the Select Board meeting on December 17 to outline the process. Ms. Frail added that the Town Clerk has forwarded the request for Town Meeting Member applicants to fill their slot on the Committee.

Position on Ballot Measure

Board members discussed whether the Select Board shall take a position on the ballot question to be presented to the voters at the January 14, 2025 Special Town Election and, if so, what position they shall take.

Katie King provided details about her meeting with the Executive Office of Housing and Livable Communities (EOHLC) and the Office of the Attorney General. She shared the following key points:

1. Compliance Documentation:

Town Staff is working to submit compliance documentation to EOHLC this week. They have said they will review it and put in writing the outcome of that review as soon as possible. Ms. King does not anticipate any substantive changes following very minor edits following the Pre-Review.

2. Compliance Status between January 1 to January 14:

Ms. King reported that EOHLC will consider Needham out of compliance for the two weeks based on the fact that the zoning is not in effect and that the “the zoning has been suspended pending the outcome of the election.” Town Meeting has argued that if the election on January 14 affirms the Town Meeting vote, the effective date is retroactively October 21, 2024. As of this afternoon, EOHLC view is that Needham will be considered out of compliance for the period of January 1 to 14, 2025.

3. Town’s ability to request an extension:

Ms. King clarified whether the Town had an ability to request an extension. EOHLC responded that it is not granting extensions to any community. The extension granted to Newton, which was referenced as an example in a public comment at a recent Select Board meeting, was not related to substantive changes and was not an extension in the same way it would be for Needham, as

Newton had passed zoning that was in effect and had submitted paperwork before the deadline.

4. Potential Effects on the Needham Housing Authority (NHA):

Ms. King reported that the effects of the ballot measure on the Needham Housing Authority remain unclear at this point. This is due to the fact that the NHA has been awarded grants that are subject to MBTA compliance, as well as the new language in the Massachusetts Economic Development Bill that was recently passed by the Massachusetts Legislature.

5. Potential for Special Town Meeting:

Ms. King also discussed the potential for a Special Town Meeting if the result of the Special Election is to repeal zoning. EOHLC requested that the Town be in contact with their office after the election if this is the case with further discussions to follow.

Discussion ensued among Select Board members regarding the administrative process related to compliance, the funds at risk if the Town remains non-compliant,

Chair Keane noted that he is concerned about voting beginning soon and that the Board should take a position before this occurs. He expressed his support for the current zoning, citing the benefits for Needham businesses and potential residents. Vice Chair Frail cited the time and work that the Town Meeting Members committed to understanding the plan and expressed her support for the position taken by Town Meeting. Mr. Levy also highlighted the signatures of nearly 4,000 residents in Town who signed the petition to oppose the decision of Town Meeting. Chair Keane welcomed a motion.

Motion by Ms. Dowd that the Board vote to support the “yes” position on the ballot question and the ratification of the zoning adopted under Articles 8 and 9, including amendments in Articles 10 and 11, of the October 21, 2024 Special Town Meeting.

Second: Ms. Frail. Approved 4-1, with Mr. Levy against.

Committee Reports

Ms. Cooley reported that she and Ms. Fitzpatrick met with the Needham Golf Club with respect to the Quiet Zone and the private crossing. There are currently no answers on the private crossing, but the consultant will report back on their review of this location.

Ms. Frail reported that there are still two resident-at-large positions for the Tree Preservation Committee.

Mr. Keane reported that he and others met with the MBTA Advisory Board and discussed the concern regarding the future of the MBTA in the next fiscal year.

7:54 p.m.

Adjourn:

Motion by Ms. Cooley that the Select Board vote to adjourn the Select Board meeting of Tuesday, December 3, 2024.

Second: Ms. Frail. 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, December 17, 2024, at 6:00 p.m.

A video recording of the December 3, 2024 Select Board meeting can be found at https://www.youtube.com/watch?v=sQXffEBbro&ab_channel=TownofNeedhamMA or at <https://www.needhamchannel.org/2024/12/needham-select-board-12-3-24/>.

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

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

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

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

Composition:

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

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

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

Purpose:

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

Charge:

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

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

Charge Adopted: 6/23/2023 **Charge Revised:** 01/07/2025

SME Status Voted: 6/23/2023

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

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

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

Composition:

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

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

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

Purpose:

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

Charge:

- The Committee will monitor Town investments (through grants, loans or otherwise) in the development, creation, rehabilitation, restoration, preservation or support of community housing (collectively, "Community Housing Projects") by third parties.
- The Committee will meet regularly to review the progress of Community Housing Projects in which the Town has made an investment. .
- The Committee will meet with the developer's project team to review project status, finance update, schedule, and the like.
- The Committee will provide advice to the Community Preservation Committee (CPC), Select Board, Finance Committee and Town Meeting as to the appropriateness of expenditure of Town funds and the advisability of future investment in the project.
- The Committee will elect a chair and vice chair who shall rotate at least biannually.
- The Committee Chair is responsible for the timely posting of all Committee meetings.
- The Committee will provide minutes of all meetings, both open and executive session. The minutes must be typed and include:
 - Date, time and location of meeting;

- Names of those members present and absent;
- A record of all votes, decision, and actions taken;
- Brief summary of the discussion;
- A list of the documentation and other exhibits used at the meeting.

Charge Adopted: 6/23/2023 Charge Revised: 01/07/2025

SME Status Voted: 6/23/2023

Town of Needham

Tree Preservation Planning Committee

COMMITTEE CHARGE

Type:	Ad Hoc
Legal Reference:	Select Board Goals
Appointing Authority:	Select Board
Number of Voting Members:	A Maximum of Eleven (11)
Term of Appointment	Two (2) years
Special Municipal Employee	Yes
Staff Support	Town Manager/Designee, Director of Public Works/Designee

Members	Year Appointed	Term Expiration

Composition: Eleven (11) voting members:

- One (1) current Select Board Member*
- One (1) current Conservation Commission Member
- One (1) current Planning Board Member
- One (1) current Climate Action Committee Member
- One (1) current Stormwater Bylaw Working Group Member*
- One (1) current Large House Review Working Group Member*
- One (1) local builder
- One (1) local developer

- One (1) landscape architect, master gardener, or resident at-large having experience in landscape design to the extent practicable
- Two (2) residents at large

*An appointed individual who is also a member of one of these groups may represent both groups.

Purpose:

The Tree Preservation Planning Committee will review options for preserving the Town's tree canopy (both public and private) and make recommendations for action to the Select Board.

Charge: The TPPC shall:

- 1) Host a public listening session early in the Committee's work to solicit general thoughts, ideas, questions and concerns from members of the Needham community regarding tree preservation.
- 2) Review the Town Manager's working group draft goals for tree preservation and recommend changes as appropriate.
- 3) Review tree preservation strategies in similarly situated communities.
- 4) Gather feedback from stakeholders including homeowners, developers, builders and members of boards and committees.
- 5) Investigate funding sources for tree preservation including grants, fees, and Community Preservation funding.
- 6) Evaluate and recommend changes to rules, regulations, policies and by-laws to implement tree preservation strategies.
- 7) Investigate available data on the existence and removal of public and private trees.
- 8) Develop metrics for tracking tree preservation progress.
- 9) Develop strategies for raising community awareness about the importance of trees.
- 10) Identify and report to the Select Board priority tree preservation strategies that could be undertaken prior to the comprehensive plan being finalized or that would have to be advanced in a timely manner for consideration in the Town budget process, Annual Town Meeting, or Special Town Meeting by June 15, 2025.
- 11) Develop and present a report to the Select Board on tree preservation strategies for private and public trees.

Charge Adopted: October 22, 2024 **Charge Revised:** January 7, 2025

SME Status Voted: October 22, 2024

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

Town of Needham

Tree Preservation Planning Committee

COMMITTEE CHARGE

Type:	Ad Hoc
Legal Reference:	Select Board Goals
Appointing Authority:	Select Board
Number of Voting Members:	A Maximum of Eleven (11)
Term of Appointment	Two (2) years
Special Municipal Employee	Yes
Staff Support	Town Manager/Designee, Director of Public Works/Designee

Members	Year Appointed	Term Expiration

Composition: Eleven (11) voting members:

- One (1) current Select Board Member*
- One (1) current Conservation Commission Member
- One (1) current Planning Board Member
- One (1) current Climate Action Committee Member
- One (1) current Stormwater Bylaw Working Group Member*
- One (1) current Large House Review Working Group Member*
- One (1) local builder
- One (1) local developer

- One (1) landscape architect, master gardener, or resident at-large having experience in landscape design to the extent practicable
- Two (2) residents at large

*An appointed individual who is also a member of one of these groups may represent both groups.

Purpose:

The Tree Preservation Planning Committee will review options for preserving the Town's tree canopy (both public and private) and make recommendations for action to the Select Board.

Charge: The TPPC shall:

- 1) Host a public listening session early in the Committee's work to solicit general thoughts, ideas, questions and concerns from members of the Needham community regarding tree preservation.
- 2) Review the Town Manager's working group draft goals for tree preservation and recommend changes as appropriate.
- 3) Review tree preservation strategies in similarly situated communities.
- 4) Gather feedback from stakeholders including homeowners, developers, builders and members of boards and committees.
- 5) Investigate funding sources for tree preservation including grants, fees, and Community Preservation funding.
- 6) Evaluate and recommend changes to rules, regulations, policies and by-laws to implement tree preservation strategies.
- 7) Investigate available data on the existence and removal of public and private trees.
- 8) Develop metrics for tracking tree preservation progress.
- 9) Develop strategies for raising community awareness about the importance of trees.
- 10) Identify and report to the Select Board priority tree preservation strategies that could be undertaken prior to the comprehensive plan being finalized or that would have to be advanced in a timely manner for consideration in the Town budget process, Annual Town Meeting, or Special Town Meeting by June 15, 2025.
- 11) Develop and present a report to the Select Board on tree preservation strategies for private and public trees.

Charge Adopted: October 22, 2024 **Charge Revised:** January 7, 2025

SME Status Voted: October 22, 2024

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

MEMORANDUM

TO: SELECT BOARD

FROM: DAVID DAVISON, DEPUTY TOWN MANAGER/DIRECTOR OF FINANCE

SUBJECT: VEHICLE EXPENSE REIMBURSEMENT

DATE: SATURDAY, DECEMBER 21, 2024

CC: KATE FITZPATRICK, TOWN MANAGER; KATIE KING, DEPUTY TOWN MANAGER; CECILIA SIMCHAK, ASSISTANT DIRECTOR OF FINANCE; TATIANA SWANSON, DIRECTOR OF HUMAN RESOURCES; MICHELLE VAILLANCOURT, TOWN ACCOUNTANT; ANNE GULATI, ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS

The Town's Personnel Policy #509 under Section V (Procedures) Subsection A 2 states "When an employee is authorized to use a personal automobile for work-related travel, he or she shall be reimbursed at a rate established by the Board of Selectmen [Select Board] upon the recommendation of the Assistant Town Manager/Director of Finance." The purpose of this memo is to recommend to the Board that the rate should be adjusted.

The current rate for reimbursement to an employee for personal use of the employee's vehicle for Town business is 67 cents per mile. The mileage rate is intended to include the cost of fuel and oil, repairs, insurance, and general wear and tear on the automobile. The national organization, AAA does an annual report on the cost of operating a motor vehicle in U.S. AAA has not released data on average operating costs for vehicles during 2024. The composite average cost for 2023 was 81.2 cents per mile which compares to 71.5 cents per mile in 2022. AAA's report incorporates average cost for fuel, insurance, depreciation, maintenance, government fees (license, registration, taxes), and financing.

The table below from AAA data shows the average cost per mile for different vehicle types in 2021, 2022 and 2023. AAA's study shows that the cost for every type of vehicle, except hybrid vehicles, increased during 2023. The interest rate to lease or purchase a vehicle had increased noticeably during 2022 and 2023. Higher depreciation expenses resulted as many used vehicle types were sitting on dealer lots for a longer period. Electric vehicles have the lowest fuel and maintenance cost of the various vehicle types tracked, but the highest depreciation cost according to AAA.

<i>Based on Driving 15,000 miles annually</i>	<i>Small Sedan</i>	<i>Medium Sedan</i>	<i>Compact SUV (FWD)</i>	Hybrid Vehicle	<i>SUV 4WD</i>	<i>Midsize Pickup</i>	<i>Electric Vehicle</i>	Composite Average
<i>Cost Per Mile 2021</i>	48.2 cents	62.4 cents	56.6 cents	60.1 cents	66.5 cents	62.8 cents	62.0 cents	64.4 cents
<i>Cost Per Mile 2022</i>	54.6 cents	69.0 cents	62.2 cents	64.6 cents	75.4 cents	70.3 cents	60.3 cents	71.5 cents
<i>Cost Per Mile 2023</i>	59.6 cents	73.7 cents	67.1 cents	64.3 cents	79.8 cents	81.7 cents	67.4 cents	81.2 cents

Although there may be many methods and sources to determine what is the cost of operating a vehicle, I continue to recommend that the rate be set based on the standard mileage rate (SMR) method used by the Internal Revenue Service which should prove to be the simplest method of accounting and probably the most often used to determine the cost to the employee for

reimbursement purposes. The IRS released the standard mileage rates for 2025 on December 19, 2024.

The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The standard mileage rate for 2025 has been calculated at 70 cents per mile. Although individual costs will differ, fluctuations are inevitable; the IRS rate is readily accessible and updated on a schedule which the Town has and may continue to rely. I recommend that the Board vote to change the rate from 67 cents to 70 cents per mile. The effective date for this reimbursement rate would be January 1, 2025.

I will be available should you have questions. Thank you.

Select Board Goals
FY 2025-26
August 13, 2024
(Revised January 7, 2025)

FY 2025-2026 Goals

Goal #1: Healthy and Socially Thriving

Needham residents enjoy plentiful recreational, cultural, and educational opportunities in an environment that upholds human rights, celebrates diversity, and fosters a sense of connection among neighbors, thus strengthening their bond to the community they proudly call home. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups;
- Supports the physical and mental well-being of its community members;
- Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community; and
- Values public art.

Goal #2: Economically Vital

Needham welcomes investment in local businesses and has a thriving local economy that contributes to a growing local tax base to support desirable community amenities and programs. Needham:

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

Goal #3: Livable

Needham values diversity and a broad spectrum of housing options. The community is supported by well-maintained public infrastructure and desirable amenities that accommodate a variety of community needs. Needham:

- Promotes and sustains a secure, clean, and attractive place to live, work and play;
- Supports an increase of housing, including a variety of types and price points;
- Provides high-performing, reliable, affordable public infrastructure and Town services;
- Encourages and appropriately regulates sustainable development; and
- Supports and enhances neighborhood livability and accessibility for all members of the community.

Goal #4: Accessible and Connected

In Needham, people can easily and affordably travel to their desired destinations without relying solely on cars. Needham:

- Supports a balanced transportation system that reflects effective land use, manages congestion, and facilitates strong regional multimodal connections;
- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient, and clean mobility options;
- Applies Complete Street principles to evaluate and prioritize bicycle and pedestrian safety;
- Coordinates with state and federal leaders to ensure access to safe, reliable, and efficient public transit;
- Provides effective infrastructure and services that enables people to connect with the natural and built environment; and
- Promotes transportation options to remain an age-friendly community.

Goal #5: Safe

Needham is a welcoming and inclusive community that fosters personal and community safety. Needham:

- Provides public safety in a manner consistent with community values;
- Provides comprehensive advanced life support level care;
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters;
- Fosters a climate of safety in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools, and public places; and
- Encourages shared responsibility, provides education on personal and community safety, and fosters an environment that is welcoming and inclusive.

Goal #6: Responsibly Governed

Needham has an open and accessible Town government that fosters community engagement and trust while providing excellent municipal services. Needham:

- Models stewardship and sustainability of the Town's financial, human, information, and physical assets;
- Invests in making Town-owned buildings safe and functional;
- Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis;
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness, and quality service in all municipal business;
- Supports, develops, and enhances relationships between the Town and community and regional partners;
- Proactively reviews and updates Town policies and regulations and ensures compliance;

- Promotes collaboration between boards and committees;
- Values the local government workforce;
- Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; and
- Prioritizes acquisition of strategic parcels.

Goal #7: Environmentally Sustainable

Needham is a sustainable, thriving, and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems. Needham:

- Combats the climate crisis;
- Prioritizes sustainability, including transitioning from fossil fuels to clean, renewable energy;
- Encourages the efficient use of natural resources; and
- Protects and enhances the biodiversity and vitality of ecological systems.

FY2025-2026 Initiatives

Legend:

Top Priority

Select Board Identified Priorities

Currently Operationalized

Initiatives to Begin Now & *Currently Operationalized* (0-18 months)

- Healthy and Socially Thriving
 - **Develop and plan community celebration to take place on the Town Common.**
 - Outreach to various identity network groups and ask to meet with them and attend events to understand the work they do and the community they serve.
 - Create an action plan for transitioning all Town Buildings to having all-gender bathrooms.
 - Establish clear guidelines for public art proposals for the Town of Needham, including an outline of the existing process for approval from the appropriate committees to develop a consistent public arts program to serve the Needham community.
 - *Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees, measure progress.*
 - *Complete the Equity Audit, clarify objectives, and determine next steps.*
 - *Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement and NUARI principles.*

- *Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement.*
- *Develop a plan for a community observance of Juneteenth.*
- *Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs.*
- *Convene NUARI to discuss progress on strategies for ensuring that all members of the community feel welcome as outlined in the NUARI vision statement and guiding principles.*
- Economically Vital
 - *Gather community data from Placer.ai to look at movement and time in location (duration) to target future businesses and amenities (parking lots, parks, etc.).*
- Livable
 - **Work with the Planning Board on next steps related to the MBTA Communities Act.**
 - **Evaluate next steps for use of the Stephen Palmer Building.**
 - **Evaluate the role of the Affordable Housing Trust.**
 - **Evaluate expansion of off-leash dog areas.**
 - **Encourage and participate in the Planning Board's large house review.**
 - *Explore renaming Hemlock Gorge to Nehoiden's Grant.*
 - *Identify funding for School Master Plan projects and participate in the planning process.*
 - *Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term.*
 - *Upgrade Town Seal to improve graphic quality and historical accuracy.*
 - *Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and pickleball.*
 - *Improve trailhead access to ensure clear and accessible access.*
- Accessible and Connected
 - **Complete Quiet Zone feasibility and design and seek funding for noise reduction/Quiet Zone construction.**
 - **Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.**
 - *Evaluate expansion of snow and ice removal efforts, including sidewalk plowing strategies.*
 - *Update parking payment technologies to allow for credit card and/or app-based payments.*
 - *Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2.*

- Responsibly Governed
 - **Conduct recruitment for a new Town Manager (added 1/7/2025)**
 - **Collaborate with the Finance Committee about the Town's policies regarding the use of free cash and debt.**
 - Evaluate the possibility of developing a Community Master Plan. Develop an inventory of Town long-range plans and identify overlaps and conflicts, including other Boards of jurisdictions.
 - Capital Facilities: CATH upgrades (including additional parking).
 - Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.
 - Evaluate enhanced benefits to assist in the Town's recruitment and retention efforts.
 - Review and update the Sign Bylaw.
 - Review and update Select Board policies as appropriate.
 - Evaluate options for enhanced data collection by Town Departments to assist the Board in reviewing and evaluating progress toward goals.
 - Explore options for evaluating Town Counsel.
 - *DPW phased renovation/construction.*
 - *Capital Facilities: Library phased renovations.*
 - *Implement successor agreements for expiring contracts.*
- Environmentally Sustainable
 - **Identify and implement strategies to protect the Town's tree canopy.**
 - **Develop Town Zero Emission First policy.**
 - **Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment Program and develop supporting programs to drive participation.**
 - ***Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity***
 - 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.
 - Establish regulations to prohibit non-electric vehicles parking in EV charging spots.
 - *Recommend community energy aggregation*

Initiatives to Begin: Next (18-36 months)

- Healthy and Socially Thriving
 - Launch a Civics Academy to introduce Needham residents to all facets of local government

- Accessible and Connected
 - Pilot converting some on-street parking spaces for more active curb use (e.g., short customer visits, active loading areas).
 - Update the Town's parking regulations and permit program (including permit rules, time/day regulations, and pricing).
 - Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.
- Environmentally Sustainable
 - Consider further opportunities for reducing plastic use in Needham.

Initiatives to Begin: Near (36+ months)

- Economically Vital
 - Evaluate Chestnut Street redevelopment.