SELECT BOARD AGENDA Regular Meeting 6:00 p.m. September 9, 2025



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

Pursuant to An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, 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=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09

Webinar ID: 826 0101 3229

Passcode: 652800

One tap mobile: +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 (if 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 <u>here</u> .		

1.	6:00	Proclamation: 2025 Hispanic Heritage Month		
1.	0.00			
2.	6:00	Public Hearing: Eversource Grant of Location – 1092 Highland Avenue		
		Joanne Callendar, Eversource Energy		
3.	6:05	Rabies Vaccination and Dog Licensing By-laws		
		Louise Miller, Town Clerk		
4.	. 6:15 Massachusetts Property Assessed Clean Energy Program (PA			
		Gabby Queenan, Sustainability Manager		
		 Dave Davison, Deputy Town Manager/Director of Finance 		
		Cecilia Simchak, Assistant Director of Finance		
		Chris Heep, Town Counsel		
5.	6:30	Sign Notice of Traffic Regulation – George Aggott Road and Sutton		
		Road		
		Carys Lustig, Director of Public Works		
6. 6:45 Senior and Veteran Property Tax Work-Off –		Senior and Veteran Property Tax Work-Off – Proposed Rules and		
		Procedures		
		Myles Tucker, Support Service Manager		
7. 7:00 Town Manager		Town Manager		
		Appointment of Deputy Town Manager		
		Memorandum of Agreement with the Needham Police Superior		
		Officers Association		
		Memorandum of Agreement with the Needham Police Union		
		Close October 20, 2025 Special Town Meeting Warrant		
		Town Manager Report		
8.	7:20	Board Discussion		
		Committee Reports		
9.	7:30	Executive Session		
		Exception 3: To discuss Springfield Water and Sewer Commission		
		and others v. Massachusetts Department of Environmental		
		Protection, Appeals Court Case No. 2024-P-0931		
		• Exception 6: To discuss the purchase, exchange, lease or value of		
		real property – Stephen Palmer Building, 83 Pickering Street, Needham, MA		
		INCCUITATII, IVIA		

APPOINTMENT CALENDAR

1.	Kate Weinograd	Golf Course Advisory Committee	
		Term Exp: 6/30/2028	
2.	Rich Adduci	Technology Advisory Board	
		Term Exp: 6/30/2028	

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of July 3, 2025; July 22, 2025; and August 12,
	2025 and Executive Session Minutes of July 22, 2025 and August 12, 2025
2.*	Approve Water & Sewer Abatements #1348 and #1351

3.	Accept the following donation made to Needham's Aging Services Division:
	\$500 from Denise Garlick in honor of Colleen Schaller
4.	Accept the following donation made to the Needham Community Revitalization
	Trust Fund:
	\$100 from Charles River Center for September Banners

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Robert Petitt	80 Robinwood Ave	50-94 Robinwood Avenue	9/1/25	3:30pm-7pm	N/A
Laura Raff	52 Wilshire Park	52-69 Wilshire Park	9/12/25	5pm-9pm	9/20/25
Neeti Mehta	56 North Hill Ave	Howe Road	9/13/25	3pm-10pm	9/14/25
Neil Baron	38 Helen Road	Helen Road	9/13/25	4pm-8pm	9/14/25
Denise Arrondo	21 Prince Street	21 Prince Street	9/13/25	5pm-8pm	9/14/25
Sidonie Granadillo	96 Greendale Ave	From Webster Street to 67 Spring Road	9/14/25	12pm-8pm	N/A
Matt Corkin	14 Pinewood Road	Pinewood Road between Great Plain & Harris Avenue	9/20/25	12pm-7pm	9/21/25
Dan ONeill	75 Kimball Street	Grant Street	9/21/25	4pm-6:30pm	N/A
Sue Pouliot	54 Eaton Road	54 Eaton Road	9/27/25	4:30-10pm	9/28/25
Dale McCarthy	72 Stevens Road	Midway down Stevens Rd	10/5/25	4:00-6:30pm	10/12/25
Mark Pantridge	102 Lexington Ave	Burnside Road between 102 & 88 Lexington Avenue	10/18/25	6pm-9pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham History Center & Museum	Exhibit Opening Reception	Needham History Center & Museum	9/10/2025
Charles River Center	Charles River Center 5k Run/1Mile Walk	Charles River Center	9/29/2025



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	2025 Hispanic Heritage Month Proclamation	
Presenter(s)		

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Board will read the 2025 Hispanic Heritage Month Proclamation, designating September 15, 2025 through October 15, 2025 as Hispanic Heritage Month in Needham.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to approve and sign the 2025 Hispanic Heritage Month Proclamation Proclamation.

3. BACK UP INFORMATION ATTACHED

a. 2025 Hispanic Heritage Month Proclamation Proclamation

TOWN OF NEEDHAM 2025 HISPANIC HERITAGE MONTH PROCLAMATION

- **WHEREAS:** National Hispanic Heritage Month, known as "Mes de Herencia Hispana", which was first celebrated in 1968 extends from September 15th through October 15th each year; and
- **WHEREAS:** The month is significant as it covers the anniversaries of independence for Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Mexico, and Chile; and
- **WHEREAS:** The rich heritage, arts, histories, food, music, and traditions of all Latin-American nations span an array of many distinct cultures; and
- **WHEREAS:** This month celebrates, honors, and pays tribute to all for their many contributions to our town and our society.

NOW THEREFORE, be it resolved that September 15th through October 15th, 2025 be declared Hispanic Heritage Month in the Town of Needham and Needham Select Board encourages all residents to observe this occasion as an opportunity for education and celebration.

Signed this nineth day of September, 2025

SELECT BOARD



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 1092 Highland Avenue
Presenter(s)	Joanne Callender, Eversource Representative

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Eversource Energy requests permission to install approximately nine feet of conduit in Carey Road. The reason for this work is to provide service to 1092 Highland Avenue.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately nine feet of conduit in Carey Road.

3. BACK UP INFORMATION ATTACHED

- a. DPW Review Sheet
- b. Letter of Application
- c. Petition
- d. Order
- e. Petition Plan
- f. Notice Sent to Abutters
- g. List of Abutters

TOWN OF NEEDHAM PUBLIC WORKS DEPARTMENT

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

TO: Myles Tucker, Select Board Office FROM: DPW Office DATE: RE: For Select Board Meeting of Abutters list & labels at Assessors Office. Please email confirmation date & time of hearing CONSTRUCTION SUPERVISOR. ALLEN SALAYEN -GRANT OF LOCATION PETITION REVIEW TRIO DEVELOPMENT DATE OF FIELD REVIEW: 8-13-25 **REVIEWER:** SITE LOCATION: #1092 HIGHLAND AYE. **UTILITY REQUESTING:** EYERSOURCE Conduit Work Area Description (A) Sidewalk/Grass Strip Crossing Only Peer Review tar 9/2/25 B Work Within Paved Road Perpendicular Crossing Peer Review C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway Peer Review _____ Div. Head Review D Other Peer Review Div. Head Review Petition Plan Consistent with Field Review Old Pole Removed A)/A Diameter of Conduit 3" ☐ Cables Transferred to New Pole # ○ ☑ Depth of Conduit New Riser on Pole No Utility Conflicts ✓ Visible Trench Patch across Road/Sidewalk N_o Crossing Perpendicular to Road ☐ Abutters List Complete Public Road Photos Included Double Pole No Department Head **COMMENTS:** THIS ONE LOOKS GOOD. NO TRENCHING, NO RISER TO POLE TEMPORALY ELECTRIC CONNECTION GOES TO POLE \$30/73 ON FAR SIDE HIGHLAND AVE.



August 7, 2025

Select Board Town Hall 1471 Highland Avenue Needham, MA 02192

RE: Carey Road

Needham, MA W.O.# 21808242

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 9 feet of conduit in Carey Road.

The reason for this work is to provide service to #1092 Highland Avenue.

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

Very truly yours,

Richard M. Schifone

Richard M. Schifone Rights and Permits, Supervisor

RMS/HC Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES Town of NEEDHAM

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

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

Carey Road -

Southerly from pole 48/7?, approximately 141 feet east of Highland Avenue, install approximately 9 feet of conduit.

W.O.# 21808242

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

- 1. Conduits and manholes shall be located as shown on the plan made by **K. Rice**, **dated July 29, 2025** on the file with said petition.
- 2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
- 3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

2	Select Board
3	the Town of
4	NEEDHAM
5	<u> </u>
CERTI	IFICATE
prescribed by Section 22 of Chapter 166 of the Ge amendments thereof, to wit:-after written notice of seven days prior to the date of the hearing by the upon that part of the way or ways upon, along of	adopted after due notice and a public hearing as eneral Laws (Ter. Ed.), and any additions thereto or of the time and place of the hearing mailed at least he Selectmen to all owners of real estate abutting or across which the line is to be constructed under essment for taxation, and a public hearing held on the
said Town.	
1	
2	Select Board
3	the Town of
4	NEEDHAM
5	
	

CERTIFICATE

I hereby certify that the foregoing are true copies of the	Order of the Selec	t Board of the Town of
NEEDHAM, Masssachusetts, duly adopted on the	day of	, 2025 and
recorded with the records of location Orders of said Town	n, Book, I	Page and of the
certificate of notice of hearing thereon required by Section	n 22 of Chapter 16	6 of the General Laws
(Ter.Ed.) and any additions thereto or amendments thereof,	, as the same appea	r of record.

Attest:		
Clerk of the Town of	NEEDHAM,	Massachusetts

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **K. Rice, dated July 29, 2025,** and filed herewith, under the following public way or ways of said Town:

Carey Road - Southerly from pole 48/7?, approximately 141 feet east of Highland Avenue, install approximately 9 feet of conduit.

W.O.# 21808242

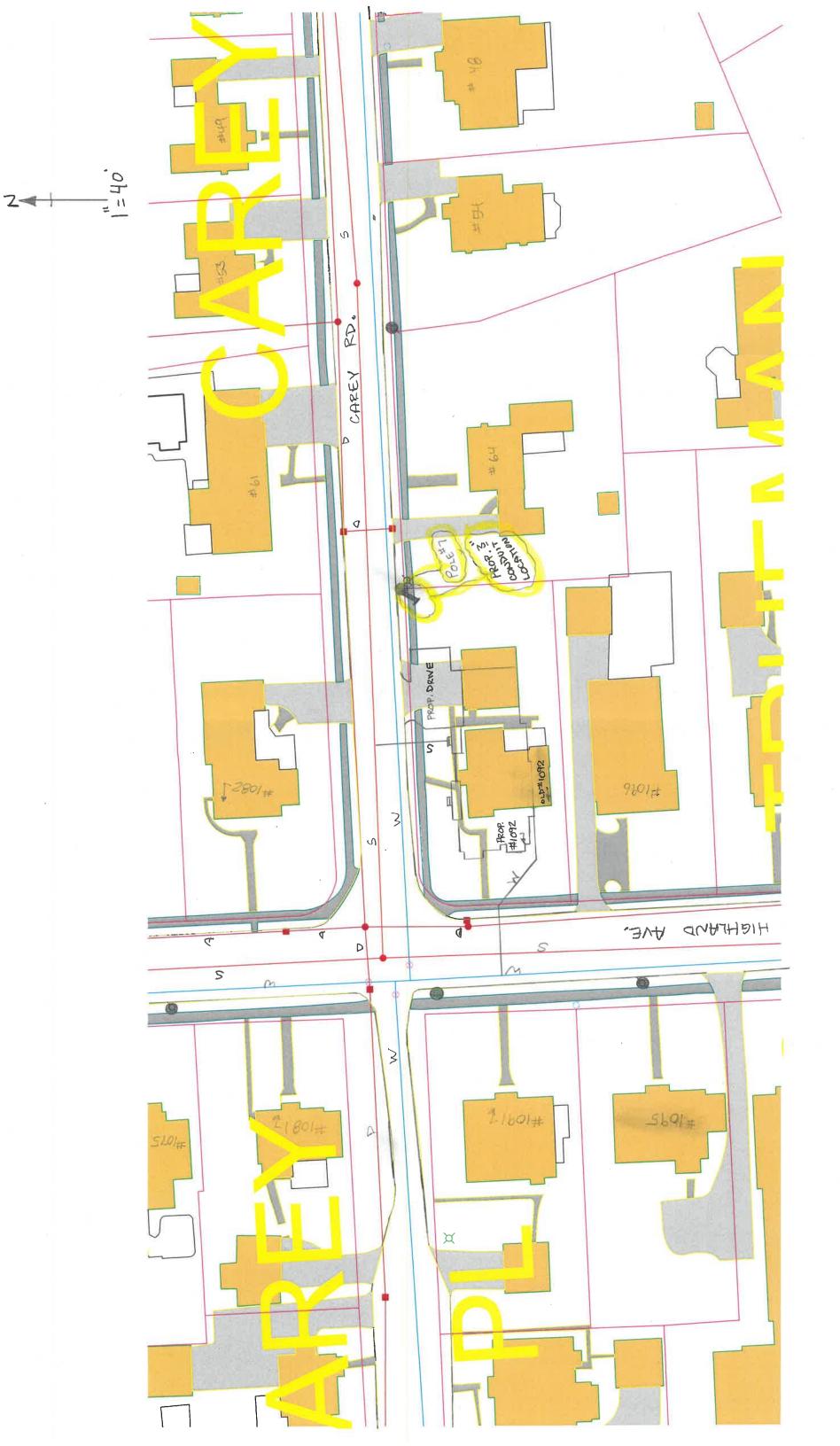
NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY

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

Dated this 7^{th} day of August 2025

Town of **NEEDHAM** Massachusetts

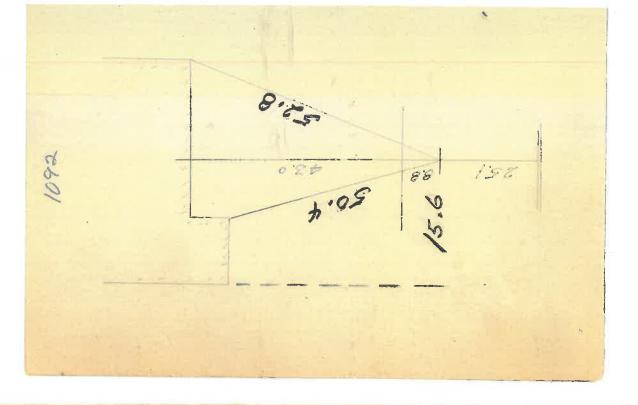
Received and filed _	2025
	_

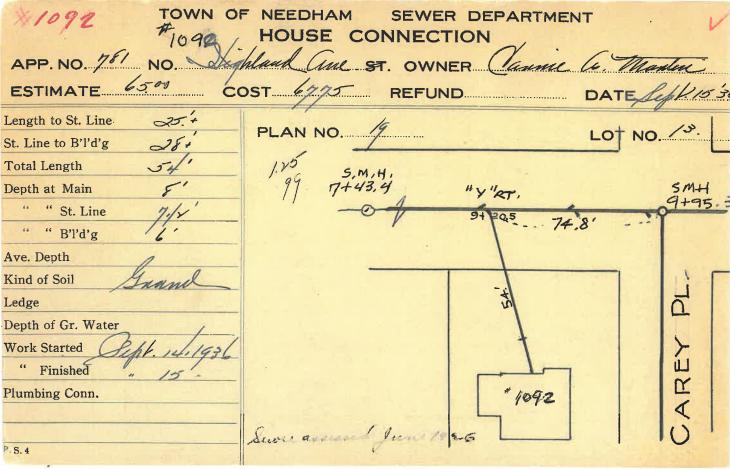


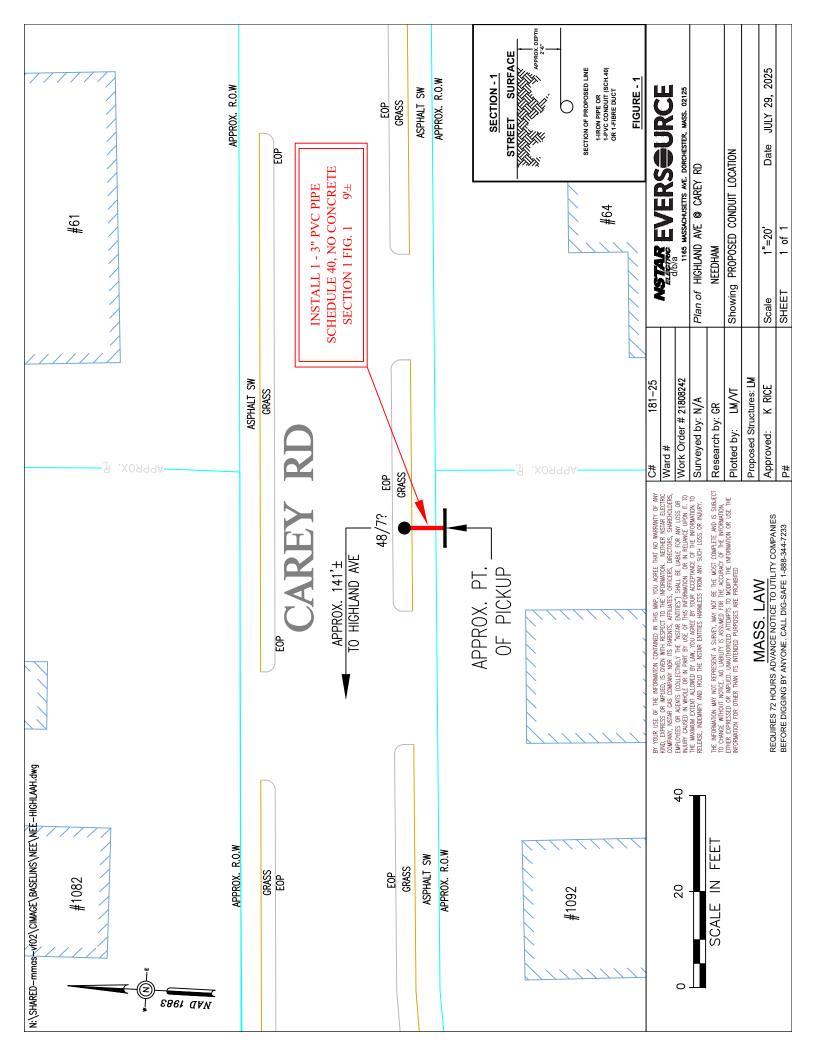
TOWN OF NEEDHAM, MASSACHUSETTS BUILDING INSPECTION DEPARTMENT

Asessor's Map & Parcel No. 199/062.0-0016-0000.0

Building Permit No	Zoning District SRB	
Lot Area 10,414 SF±	Address #1092 HIGHLAND	AVENUE
Owner GLASKIN, TODD & ROT	TH, MARLA Builder TRIO DEVELOF	PMENT
DEMO / PROPOSED SITE	PLAN/ FOUNDATION AS-BUILT	[/ FINAL AS-BUILT
	Circle One that Applies	AMY
PROPOSED IMPERVIOUS AREA (INCLUDING BUILDING	DEED REFERENCE: 10' Scale	S COMP
FOOTPRINT, DRIVEWAY, WALKS & PATIO = 4,367.9 S.F. (4,367.9 S.F. X 1") / 12 = 364.0 CFT MITIGATED WITH 6 CULTEC RECHARGER 300HD	BK:23860 PG: 529 PLAN REFERENCE: BK: 65 PLAN No. 3104	<u>©</u> }a
CHAMBERS	ASSESSORS MAP PARCEL	PS 18 DAW II
CAPACITY OF EACH CHAMBER = 79.25 CFT 6 CHAMBERS X 79.25 CFT = 475.5 CFT 475.5 CFT PROPOSED > 364.0 CFT REQUIRED MITIGATES A 1" STORM COMPLETELY FOR ALL	ID:199/062.0-0016-0000.0 MAP:062 BLOCK:0016	(A)
IMPERVIOUS AREAS. MITIGATES ALL RUNOFF TO ABUTTING PROPERTIES.		ρ
	PARCEL ID: 199/062.0-0011-0000.0 DALY, JOHN J. &	SERVICE
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(2) P	TREE TO BE REMOVED	PROPOSED STATE
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MCPHERSON, NATHANIAL J. D.10.414 S.F. + 18.6'	RDFOSED PATIO ON GRADE 14.3' 14.3'	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
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PROPOSE 25.4 DRIVE	20.2'	OHW 040 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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RM-70.62 RV-63.79	RFY (40 Public-WAY) RO	AD (NV 85
D D	D D	D Riw-66.51
	ELEV. STATION EXISTING ELEV. PROPOSED ELEV. 70.0 70.0 70.0 8 70.5 70.5	80', 81-86.42 80', 81-86.42 80', 81-86.42 915.5 / 13 = 70.42' (MEAN GRADE) 70.42' + 35.0' = 105.42'
PETER PETER	C 70.5 71.0 D 71.0 71.0 E 71.5 71.0	MAXIMUM RIDGE ELEV. = 105.42
PETER	F 71.0 71.0 G 71.0 71.0 H 70.0 70.0	PROPOSED MEAN GRADE CALCULATION 915.5 / 13 = 70.42' (MEAN GRADE) 70.42' + 35.0' = 105.0'
NOLAN CONTRACTOR	ј 70.0 70.0 Ј 70.0 70.0 К 70.0 70.0	MAXIMUM RIDGE ELEVATION = 105.42' BASED ON A COMPARATIVE ANALYSIS NEITHER THE PROPOSED GRADE
No. 49185	70.0 70.0 M 70.0 70.0	NEITHER THE PROPOSED GRADE PLANE NOR THE EXISTING GRADE PLANE PROVIDES A MORE RESTRICTIVE ENVIRONMENT FOR THE
OWI TWO SHE	TO OR AND	BUILDING HEIGHT THEREFOR THE MAXIMUM RIDGE HEIGHT = 105.42*
OWI LAND	(NOT TO SOLLE)	THE PROPOSED DWELLING FROM TOP OF CONCRETE TO THE MAXIMUM RIDGE HEIGHT IS ±34.5' (ELEV.=105.3')
Note: Plot Plans shall he drawn in accordance with Sections 7	2.1 and 7.2.2 of the Zoning By-Laws for the town of Needham. All	105.3' < MAXIMUM RIDGE ELEVATION OF 105.42'
private utilities, including water mains, sewers, danns, gasine structures, sideline, front and rear offsets and setback distance	s, etc.; driveways, septic systems, wells, Flood Plain and Wetland A	Areas, lot dimensions, lot size dimensions of proposed
coverage, building height calculations proposed grading and d pool and any accessory structures*, offsets from all structures and, sewage disposal system location in areas with no public:	rainage of recharge structures. For pool permits, plot plans shall st and property lines, existing elevations at nearest house corners an	now fence surrounding pool with a gate, proposed of pool comers, nearest storm drain catch basin (if any)
(*Accessory structures may require a separate building permit	3/4 See Building Code)	
I hereby certify that the information process that the above is subscribed to and execution that the information process is the information process.	provided by this plan is accurately show	n and correct as indicated.
Name PETER J. NOLAN Address 80 JEWETT STREET (SE	Registered Land Surveyor No.	of MARCH 20 25
Address 80 JEWETT STREET (St Approved	JITE 2) State MA Zip 02458 Director of Public Works	Tel No. (617) 782-1533
Approved	Building Inspector	Date









1092 HIGHLAND AVENUE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST ZIP
199/062.0-0045-0000.0	DICK, DONALD C. JR. &	DICK, ADRIENE DEMARCO	1082 HIGHLAND AVE	NEEDHAM HTS	MA 02494-
199/062.0-0015-0000.0	BBDN PROPERTIES LLC		26 BRENTWOOD CIR	NEEDHAM	MA 02492-
199/062.0-0011-0000.0	DALY, JOHN J. &	DALY, EILEEN E	1096 HIGHLAND AVE	NEEDHAM	MA 02494-
199/062.0-0013-0000.0	SULLIVAN, DENNIS	SULLIVAN, DANA	1095 HIGHLAND AVE	NEEDHAM	MA 02494-
199/062.0-0016-0000.0	GLASKIN, TODD &	ROTH, MARLA	1092 HIGHLAND AVE	NEEDHAM	MA 02492-
199/062.0-0017-0000.0	MCPHERSON, NATHANIAL J. &	MCPHERSON, ERZSEBET	64 CAREY RD	NEEDHAM HTS	MA 02494-
199/062.0-0044-0000.0	HECHT, STUART J. &	HECHT, SHIRAH W	61 CAREY RD	NEEDHAM	MA 02492-



NOTICE

To the Record

You are hereby notified that a public hearing will be held at 6:00 p.m. on Tuesday, September 9, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom upon petition of Eversource Energy dated July 29, 2025, to install approximately nine feet of conduit in Carey Road. The reason for this work is to provide service to 1092 Highland Avenue.

A public hearing is required, and abutters are hereby notified.

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

Heidi Frail Catherine Dowd Joshua Levy Marianne Cooley Kevin Keane

SELECT BOARD

You are invited to a Zoom webinar:

https://needham-k12-ma-

us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT0

9

Passcode: 652800

Webinar ID: 826 0101 3229

Dated: August 29, 2025



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Rabies Vaccination and Dog Licensing By-laws			
Presenter(s)	Louise Miller, Town Clerk			
1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED				
The Town Clerk will provide the Select Board with proposed changes to the General By-laws, relative to Rabies Vaccination and Dog Licensing, some of which are required following changes to Massachusetts General Law.				
2. VOTE REQUIRED BY SELECT BOARD				
N/A – Discussion Only				
3. BACK UP INFORMATION ATTACHED				
III	elect Board from Town Clerk Louise Miller, dated 9/4/2025 ges to Needham General By-laws			



Louise L. Miller, J.D. Town Clerk

TOWN OF NEEDHAM OFFICE OF THE TOWN CLERK

1471 Highland Avenue, Needham, MA 02492

Tel: 781-455-7500 ext. 216

Email: LMiller@NeedhamMa.gov

September 4, 2025

Dear Select Board Members:

I have requested that an article be inserted in the October 20, 2025 Special Town Meeting Warrant to change certain provisions related to the Town's dog licensing Bylaws. I propose changes to the Rabies Vaccination and Dog Licensing Bylaws, primarily to update them to reflect recent changes to Massachusetts Law since the Needham's Bylaws were adopted. Other changes are for clarification of language and for alignment of duties with responsible authorities. This memorandum reviews the recent changes in Massachusetts law, and addresses each Bylaw change proposed and the reason for each proposed change. Attached to this memorandum is a redline of the proposed changes to existing Bylaw language and notes explaining the changes more specifically.

Changes in Massachusetts Law - Ollie's Law - Licensing of Kennels

The biggest change to the Bylaws is implementation of Ollie's Law (amending Massachusetts General Laws Chapter 140, Section 137A), which was signed into law on September 20, 2024, updating kennel licensing laws and giving the Massachusetts Department of Agricultural Resources the authority to write rules and regulations for kennels. Ollie's Law took effect on December 19, 2024, with a requirement that municipalities submit their first annual kennel list to MDAR on June 1, 2025, and that MDAR completes its regulations by June 2026. As required under Ollie's Law, Needham submitted its first kennel list, which includes 5 licensed kennels.

The purpose of Ollie's Law is to ensure that municipalities provide oversight to any location that offers commercial kennel services or has a private kennel. All municipalities must have a system in place for the licensing authority (the Town Clerk) to issue, suspend and revoke kennel licenses.

All persons maintaining a kennel must obtain a kennel license. A kennel is any pack or collection of dogs on a single premise, including training, breeder, charitable, personal, or veterinary kennels. The minimum number of dogs to qualify as a personal kennel is 5. There is no longer an option to obtain a private kennel license rather than individual dog licenses for owners of fewer than 5 dogs with no other dogs on the premises. All dogs in a private kennel must have individual dog tags. Ollie's Law removed the option of dogs having a kennel tag. Having individual tags allows for better control of compliance with rabies vaccination requirements and knowledge of individual dogs being kept. Commercial, training, and breeder kennels are clearly defined. Commercial and training kennels are establishments used for boarding, holding, day care, and overnight stays or training of animals that are not the property of the owner of the establishment, in exchange for consideration and in the absence of the owner of the animal. Breeder kennels are establishments, other than personal kennels, engaged in the business of breeding animals in return for consideration.

All kennels must receive and pass an inspection of the premises prior to being issued a kennel license. The Animal Control Officer (ACO) conducts the inspection. The ACO and the licensing authority determine the type of kennel licenses (personal, commercial, training, breeder, charitable, or veterinary) and the maximum number of dogs that the establishment is licensed for. After the initial inspection and licensing, kennels must be inspected at least annually. The ACO inspects for such minimum conditions as: adequate shelter, fresh food and clean water, appropriate management of waste, adequate ventilation, adequate temperature, cages, enclosures or other housing in good repair, no sharp edges, functional latches. Municipalities are free to further define



Louise L. Miller, J.D. Town Clerk

TOWN OF NEEDHAM OFFICE OF THE TOWN CLERK

1471 Highland Avenue, Needham, MA 02492

Tel: 781-455-7500 ext. 216

Email: LMiller@NeedhamMa.gov

required conditions of inspection. At this time, I recommend that we wait to enact any further requirements of inspection. First, with the new law, certain entities that previously were not subject to regulation are being defined as kennels, such as day cares and trainers. We need time to ascertain whether there are additional kennels in Needham that need licensing and have not yet been licensed and the type of kennel. Once we have a clear picture of all kennels, then the ACO can provide feedback on whether additional inspection requirements may be needed to be established. I also suggest that we wait until MDAR issues its regulations and required forms to see whether there is a need to add any inspection requirements.

Fines for a kennel violation are statutorily set at \$500 for the first offense and not more than \$1,000 for a second and subsequent offenses. These amounts are required by the law, and therefore override the \$300 maximum fine that ordinarily applies to other local bylaw violations. Ollie's law provides that the licensing authority or the ACO may enforce the kennel law.

Proposed Bylaw Changes - Article 3

The proposed changes to Article 3 are housekeeping changes to align the language of Needham's Bylaw to current State law language.

Proposed Bylaw Changes - Article 4

Article 4.1.1, 4.1.4, and 4.1.5 proposed changes clarify the period of time that a dog license is effective. Dog license renewal in Needham has taken place from January 1 through April 30, with fines for failure to license if the dog is not licensed by April 30. This results in some dogs having expired licenses for multiple months. I propose that the licensing period should be clarified to be January 1 through December 31 in line with the licensing period for kennels. This would mean that the Town Clerk's office would begin the renewal process on December 1 with renewals of licenses due by January 1 of the license year. The Town Clerk would have authority to implement late fees. Currently, there are no late fees, because the renewal period runs for 4 months after expiration of the dog license after which time, fines are issued through the Police Department. Under the proposed Bylaw, fines for dogs not licensed by April 30 would remain the same.

Article 4.1.2 aligns the language of Needham's Bylaw to current State law regarding service animals and requires the Town Clerk to issue guidelines so that dog owners know what documentation is required for service animals.

Article 4.1.6 is new and implements Ollie's Law.

Proposed Bylaw Changes - Article 8

Fines for violations are proposed to be updated to add the Town Clerk as an enforcement agent. The Town Clerk is the office with the information regarding rabies vaccination and licensing. The issuance of fines through the Police Department on behalf of the Town Clerk results in unnecessary administrative work. The Town Clerk issues the fines and mails them on behalf of the police. The Police Department then fields calls intended for the Town Clerk and that need to be referred to the Town Clerk. The ability to levy late fees as proposed in the changes to Article 4 before fines are issued would alleviate complaints from residents at the



Louise L. Miller, J.D. Town Clerk

TOWN OF NEEDHAM OFFICE OF THE TOWN CLERK

1471 Highland Avenue, Needham, MA 02492

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magnitude of the fine relative to the cost of the license and would streamline the administrative work both in the Town Clerk's Office and the Police Department.

The statutory fine for failure to license a kennel has been added to the list of fines.

I am happy to answer any questions you may have.

Louise L. Miller, Town Clerk

Louise L. Hale

Cc: Katie King, Town Manager John Schlittler, Police Chief

Chris Heep, Town Counsel

ARTICLE 3

POLICE POWERS, AUTHORITY AND REGULATIONS

- 3.7.9 Vaccination Requirement Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be declared by the Board of Health only upon presentation of a veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time, the pet is in transit, or was brought into the Commonwealth temporarily for the sole purpose of display in a show or for exhibition as provided in MGL Chapter 140 s.145B.
- **3.7.9.1** Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.
- **3.7.9.2** Pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Massachusetts Department of Agricultural Resources.

ARTICLE 4

LICENSES AND PERMITS

SECTION 4.1 DOG LICENSES

- **4.1.1Licenses.** As required by M.G.L. Chapter 140, any owner or keeper of a dog which is six (6) months of age or older and is located in the Town of Needham shall obtain a license from the Town Clerk for that dog which shall be valid for a period beginning on January 1 of each year through December 31.. Any person who during any license period becomes the owner or keeper of a dog who is not licensed in the Town of Needham, shall license the dog for the remainder of the licensing year. **Application.** When applying for a license, the applicant must show proof that the dog has received a veterinarian certificate for rabies vaccination or present a veterinarian's certificate that the rabies vaccination is considered inadvisable and the Board of Health has declared the dog exempt, as required by M.G.L. Chapter 140, Section 145B.
- **4.1.2** No fee shall be charged for a license for a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder. The Town Clerk shall promulgate guidelines for fee exemptions of service dogs and required documentation for proof that the dog is a service dog.
- **4.1.3** Refund. No license fee or part thereof shall be refunded because of subsequent death, loss, spaying, neutering or removal from the Town of Needham or the Commonwealth or any other disposal of said dog.
- 5 **4.1.5 4.1.4 Fees.** The fees for registering and licensing dogs of all types in the Town shall be established from time to time by the Town Clerk provided that no fee shall be increased without a majority vote of Town Meeting. The Town Clerk may issue late fees in an amount not to exceed the amount of the licensing fee..
 - **5.1.2 4.1.4 4.1.5 Failure to License**. In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to fines as stated in Section 8.

4.1.6 Kennel Licenses. A person maintaining a kennel shall obtain a kennel license. A kennel is defined as set forth in M.G.L. Chapter 140, Section 136A. Kennels can be private (more than four(4) dogs, 3 months old or older owned or kept on a single premise) or commercial, including a commercial boarding or training kennel (an establishment used for boarding,

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holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal), commercial breeder kennel, domestic charitable corporation kennel, personal kennel, or veterinary kennel. A person maintaining a kennel shall obtain a kennel license from the Town Clerk. The Town Clerk shall issue, suspend, renew and revoke kennel licenses as provided in M.G.L. Chapter 140, Section 137A and any regulations promulgated by the Massachusetts Department of Agricultural Resources. In the case of an applicant for initial licensure or license renewal, the Town Clerk shall deny a kennel license until the kennel has passed inspection by an Animal Control Officer.

The kennel license shall be valid for a period of one year, beginning January 1 of each year through December 31. The fee for the issuance and renewal of a kennel license shall be established from time to time by the Town Clerk; provided, however, that in determining the amount of the license fee for a kennel, a dog under the age of 3 months shall not be counted in the number of dogs kept in the kennel. Kennel license fees shall not be required for domestic charitable corporations that are incorporated exclusively for the purpose of protecting animals from cruelty, neglect or abuse and for the relief of suffering among animals.

The Town Clerk shall specify on the license the type of kennel and the maximum number of animals that may be maintained by the licensee. Such number shall be determined by the Town Clerk and the Animal Control Officer following the required annual inspection of all kennels by the Animal Control Officer.

Failure to license a kennel as required by M.G.L. Chapter 140, Section 137A shall result in a fine as stated in Article 8.

ARTICLE 8
PENALTIES AND ENFORCEMENT OF TOWN BYLAWS

Section	Description	Penalty	Frequency	Enforcement Entity
3.7.9	Vaccination Requirement	\$100	Per Offense	Any Sworn Police Officer or the Town Clerk
4.1.4	Failure to License	\$100	Per Offense	Any Sworn Police Officer or the Town Clerk
4.1.6	Requirements applicable to kennels	\$500 – 1st offense \$1,000 each subsequent offense	Per Offense	Any Sworn Police Officer or the Town Clerk



1.

Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Massachusetts Property Assessed Clean Energy Program (PACE Massachusetts)
Presenter(s)	Gabby Queenan, Sustainability Manager Dave Davison, Deputy Town Manager/Director of Finance Cecilia Simchak, Assistant Director of Finance Chris Heep, Town Counsel

BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Property Assessed Clean Energy (PACE) Program in Massachusetts was established in July 2020 (M.G.L. c.23 M). PACE provides a long-term financing option for energy improvements for commercial and industrial property owners. Eligible measures that can be financed include improvements that reduce energy consumption and the installation of renewable energy systems.

The PACE financing process is completed through a third-party capital provider and is overseen by MassDevelopment Finance Agency and the Massachusetts Department of Energy Resources. Energy upgrades through PACE are funded via voluntary betterment assessments placed on the property owner's municipal property tax bills. Private capital providers are then repaid via the betterment assessments collected by the municipality. Individual municipalities must optin to participate in the PACE program by a majority vote of their governing body.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board vote pursuant to M.G.L. c.23M to authorize the Town of Needham to participate in the Massachusetts Property Assessed Clean Energy Program (PACE Massachusetts), and to approve and adopt the resolution to that effect as published in the Select Board's meeting materials.

3. BACK UP INFORMATION ATTACHED

- a. Vote Authorizing the Town of Needham to Participate in the Massachusetts Commercial Property Assessed Clean Energy Program (PACE Massachusetts)
- b. PACE Massachusetts Municipal Assessment and Assignment Agreement
- c. PACE Massachusetts Municipal Implementation Questions Template
- d. PACE Memo

Vote Authorizing the Town of Needham to Participate in the Massachusetts Commercial Property Assessed Clean Energy Program (PACE Massachusetts)

WHEREAS, pursuant to M.G.L. c. 23M, as amended (the "PACE Act"), the Commonwealth has established a commercial sustainable energy program known as the Massachusetts Property Assessed Clean Energy Program ("PACE Massachusetts") to provide a financing mechanism ("PACE financing") to private owners of commercial and industrial properties for certain qualifying commercial energy improvements ("improvements"); and

WHEREAS, pursuant to the PACE Act, PACE Massachusetts is administered by the Massachusetts Development Finance Agency ("<u>MassDevelopment</u>"), in consultation with the Massachusetts Department of Energy Resources; and

WHEREAS, under PACE Massachusetts, the owner of the commercial or industrial property benefitting from the improvements (the "<u>benefitted property</u>") is required to repay the PACE financing through the payment of a betterment assessment (a "<u>PACE betterment assessment</u>") placed on such benefitted property by the municipality in which the benefitted property is located; and

WHEREAS, in order for an owner of commercial or industrial property to participate in PACE Massachusetts, Section 2 of the PACE Act requires that the municipality in which such property is located must elect to participate in PACE Massachusetts; and

WHEREAS, the Town of Needham, acting by and through its Select Board (the "Town"), hereby determines that it is in the best interest of the Town to participate in PACE Massachusetts as a "participating municipality," as provided in the PACE Act, to permit the owners of commercial and industrial properties located in Town to access PACE financing for qualifying commercial energy improvements through PACE Massachusetts;

NOW THEREFORE, the Select Board of the Town of Needham hereby approves the Town participating in PACE Massachusetts pursuant to the PACE Act, and authorizes the Town Manager to enter into a PACE Massachusetts Municipal Assessment and Assignment Agreement (the "Agreement") with MassDevelopment, pursuant to which the Town will agree to (i) levy PACE betterment assessments and impose PACE betterment assessment liens on benefitted properties located in Town, in the amounts determined by MassDevelopment to be sufficient to repay the PACE financing, (ii) assign the PACE betterment assessment liens to MassDevelopment, which MassDevelopment may in turn assign to the providers of the PACE financing (each a "capital provider"), as collateral for such PACE financing, (iii) include on the property tax bills for the benefitted properties the installment payments necessary to repay the PACE betterment assessments, in the amounts and at the times as determined by MassDevelopment, (iv) collect and pay over to MassDevelopment or its designee, the PACE betterment assessment installment payments, as and when collected, and (v) enforce, to the extent required by the Agreement, the PACE betterment assessments and liens; the Agreement to be substantially in the form of the PACE Massachusetts Municipal Assessment and Assignment Agreement included in the Select Board's meeting materials, with such changes, modifications and insertions as the Town Manager may approve as being in the best interest of the Town. The Director of Assessing is authorized to levy such PACE betterment assessments and impose the PACE betterment assessment liens on behalf of the Town without further authorization by the Select Board.

Notwithstanding any other provision of law to the contrary, officers and officials of the Town, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or to any other person for claims, of whatever kind or nature, under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE betterment assessments. Other than fulfillment of the obligations specified in the Agreement, the Town has no liability to the owner of the benefitted property or to any capital provider related to the Town's participation in PACE Massachusetts.

PACE MASSACHUSETTS MUNICIPAL ASSESSMENT AND ASSIGNMENT AGREEMENT

This Municipal Assessment and Assignment Agreement (this " <u>Agreement</u> ") is made and entered into as of the day of , 20, by and between the [CITY/TOWN OF] (the " <u>Municipality</u> "), a political subdivision of The Commonwealth of Massachusetts (the " <u>Commonwealth</u> "), and MASSACHUSETTS DEVELOPMENT FINANCE AGENCY (" <u>MassDevelopment</u> "), a body politic and corporate and a public instrumentality of the Commonwealth.
RECITALS
WHEREAS , pursuant to M.G.L. Ch. 23M (as amended from time to time, the " <u>PACE Act</u> "), the Commonwealth has established a commercial sustainable energy program known as the Massachusetts Property Assessed Clean Energy Program (" <u>PACE Massachusetts</u> ") to provide a financing mechanism to private owners of qualifying commercial and industrial properties for certain qualifying commercial energy improvements (" <u>Improvements</u> "); and
WHEREAS, pursuant to the PACE Act, PACE Massachusetts is administered by MassDevelopment, in consultation with the Massachusetts Department of Energy Resources (" <u>DOER</u> "); and
WHEREAS , under PACE Massachusetts, the owner of the qualifying commercial or industrial property benefitting from the improvements (the "benefitted property") is required to repay the financing through the payment of a betterment assessment levied on such benefitted property by the municipality in which the benefitted property is located; and
WHEREAS, in order for an owner of qualifying commercial or industrial property (an " <u>Owner</u> ") to participate in PACE Massachusetts, the PACE Act requires that the municipality in which the benefitted property is located must elect to participate in PACE Massachusetts; and
WHEREAS, the Municipality, pursuant to a [vote/resolution], adopted on,, 20 has elected to participate in PACE Massachusetts as a "participating municipality" as provided in the PACE Act, to permit the Owners of qualifying commercial and industrial properties located in the Municipality to access financing for Improvements through PACE Massachusetts; and
WHEREAS, the Municipality and MassDevelopment desire to set forth their respective obligations with respect to the levying of betterment assessments and the imposition of betterment assessment liens upon benefitted properties within the Municipality to secure the financing of Improvements to such benefitted properties;
NOW THEREFORE , for and in consideration of the mutual covenants and agreements set forth herein and in order to effectuate the purposes of the PACE Act, the Municipality and MassDevelopment hereby agree as follows:
Section 1. <u>Definitions</u> .
In addition to the terms set forth in the Recitals to this Agreement, the following terms shall have the following meanings as used in this Agreement:
(a) "Bonds" means bonds, notes or other obligations issued or incurred by MassDevelopment in connection with providing funding for Improvements to benefitted properties within the Municipality.

- (b) "Business Day" means any day which is not (i) a Saturday, or (ii) a Sunday, or (iii) another day of the year on which banks located in Boston, Massachusetts are required or authorized by law or by executive order to close.
 - (c) "Chapter 80" means M.G.L. Ch. 80, as amended from time to time.
- (d) "<u>Closing Date</u>" means the date on which a Financing Agreement is to be effective, and all conditions to the execution and delivery of the Financing Agreement by an Owner and the applicable Capital Provider have been met.
- (e) "<u>Financing Agreement</u>" means a PACE Massachusetts Financing Agreement between the Owner of benefitted property within the Municipality and a Capital Provider.
- (f) "<u>Capital Provider</u>" means the provider of PACE financing for Improvements to benefitted property within the Municipality that has entered into a Financing Agreement with the Owner of such benefitted property.
- (g) "<u>PACE Betterment Assessment</u>" means a betterment assessment levied by the Municipality on benefited property located in the Municipality to secure the obligations of an Owner under a Financing Agreement, in accordance with the PACE Act and Chapter 80.
- (h) "<u>PACE Lien</u>" means a lien on benefited property imposed by the Municipality in connection with levying a PACE Betterment Assessment on such benefitted property, in accordance with the provisions of the PACE Act and Chapter 80.
 - (i) "Paying Agent" means Zions Bancorporation, National Association.
 - (j) "Payment Schedule" has the meaning assigned to such term in Section 2(b)(i).
- (k) "<u>Registry</u>" means the Registry of Deeds or Registry District of the Land Court identified in **Exhibit B**.
 - (I) "Servicer" means MuniCap, Inc.
 - (m) "Term" has the meaning assigned to such term in Section 5.
- Section 2. <u>Obligations of MassDevelopment</u>. MassDevelopment shall:
- (a) Provide a Notice of Benefitted Property, in the form of **Exhibit A** attached hereto (the "<u>Preliminary Notice</u>"), to the Municipality when a project proposed by an Owner who has filed an application with MassDevelopment for participation in PACE Massachusetts has been approved by DOER and MassDevelopment has determined that the project complies with the financial underwriting guidelines for PACE Massachusetts established by MassDevelopment. The Preliminary Notice shall be signed by MassDevelopment and acknowledged by the applicable Owner. The Preliminary Notice shall include:
 - 1. an estimate of the aggregate amount of the PACE Betterment Assessment to be levied on the benefitted property; and
 - 2. appropriate documentation to identify the benefitted property for purposes of levying the PACE Betterment Assessment and recording the corresponding PACE Lien.
- (b) Provide a Notice of PACE Betterment Assessment and Lien, in the form of **Exhibit B** attached hereto (the "<u>Final Notice</u>"), to the Municipality not later than seven Business Days prior to the applicable Closing Date, indicating the amount of the PACE Betterment Assessment to be levied on each

benefitted property and of the corresponding PACE Lien to be placed upon such benefitted property. The total amount of the PACE Betterment Assessment shall include the total cost of the Improvements financed, including interest on such financing, and any fees and costs to be financed through such PACE Betterment Assessment. The Final Notice shall be signed by MassDevelopment and consented to by the applicable Owner. The Final Notice shall include:

- 1. a copy of the payment schedule (the "Payment Schedule") that is to be a part of the Financing Agreement, which shall indicate the portion of the PACE Betterment Assessment to be included on each property tax bill issued by the Municipality with respect to such benefited property, including the required PACE Betterment Assessment payment date. It is expected that the Payment Schedule will indicate that the PACE Betterment Assessment shall be payable in equal [semi-annual/quarterly installment payments on May 1 and November 1/February 1, May 1, August 1 and November 1] of each calendar year so that they are due at the same time as the [quarterly/semi-annual installments] of the Municipality's real property taxes. If the Municipality changes, or is required by law to change, its practices concerning the billing of real property taxes as to the number of installments and their due dates, MassDevelopment will endeavor to change the Payment Schedule, to the extent possible, to correspond with the Municipality's practices;
- 2. a completed Form of PACE Massachusetts Betterment Assessment Statement, in the form of **Exhibit C** attached hereto;
- 3. confirmation that all holders of mortgage liens on the benefitted property have consented to the PACE financing and to the Municipality placing a PACE Lien upon the benefitted property to secure the respective Owner's obligations with respect to such financing, which PACE Lien shall be senior to the liens of such mortgage holders;
- 4. a completed PACE Massachusetts Municipal Assignment with respect to the benefitted property, in the form of **Exhibit D** attached hereto and
- the date on which the PACE Betterment Assessment is to be levied and the PACE Lien recorded, which shall not be less than seven Business Days from receipt of the Final Notice from MassDevelopment.
- (c) MassDevelopment or its designee shall promptly provide notice to the Municipality following MassDevelopment's receipt of notice under a Financing Agreement of an Owner's prepayment of its PACE Betterment Assessment.
- (d) MassDevelopment or its designee shall promptly provide notice to the Municipality following MassDevelopment's receipt of notice under a Financing Agreement of an Owner's sale or transfer of the Property and the name of the subsequent Owner, as provided to MassDevelopment.

Section 3. Obligations of the Municipality.

- (a) <u>Acknowledgement of PACE Betterment Assessment.</u> Upon receipt of a Preliminary Notice, in the form of a completed **Exhibit A**, from MassDevelopment, the Municipality shall acknowledge receipt, where indicated, and return a copy of the same to MassDevelopment within 10 Business Days following receipt.
- (b) Levy of PACE Betterment Assessment. Upon receipt of a Final Notice, in the form of a completed **Exhibit B**, from MassDevelopment, the Assessing Board of the Municipality, on the date set forth in the Final Notice, shall levy the PACE Betterment Assessment on the benefitted property, in accordance with the provisions of Chapter 80 to the extent applicable and consistent with the PACE Act, and shall place on and record, or cause to be recorded as set forth in paragraph (c) below, in the Registry

a PACE Lien on the benefitted property, in the form of the PACE Massachusetts Betterment Assessment Statement attached to the Final Notice, in accordance with Chapter 80 and the PACE Act. The PACE Massachusetts Betterment Assessment Statement will have three attachments: (i) the legal description of the benefited property, (ii) the Payment Schedule, and (iii) a copy of the Financing Agreement. As provided in the PACE Act, the PACE Betterment Assessment levied pursuant to this Agreement and the interest, fees and any penalties thereon shall constitute a lien against the benefitted property until they are paid, notwithstanding the provisions of Chapter 80, Section 12, and shall continue notwithstanding any alienation or conveyance of the benefitted property. The PACE Lien shall be collected in the same manner as the property taxes of the Municipality on real property, including, in the event of default or delinquency, with respect to any penalties, fees and lien priorities as provided in the PACE Act. The costs of recording the PACE Lien shall be paid by MassDevelopment, through its program origination fee paid by the applicable Owner.

- (c) <u>Notification of Recording; Designation of MassDevelopment</u>. Upon recording of the PACE Lien in the Registry, the Assessing Board of the Municipality shall notify or cause to be notified the applicable Owner, providing a copy of the recorded PACE Lien. The Municipality hereby designates MassDevelopment as its designee to record, on behalf of the Municipality, the PACE Lien in the Registry, and upon recording, to notify the Owner in writing of such recording and provide a copy of the recorded PACE Lien to the Owner. MassDevelopment shall be responsible for recording the PACE Lien in the Registry, at the expense of the applicable Owner.
- (d) <u>Continuation, Recording and Release of PACE Lien</u>. As provided in the Act, each PACE Lien shall be continued, recorded and released in the manner provided for property tax liens. Subject to the consent of existing mortgage holders, each PACE Lien shall take precedence over all other liens or encumbrances, except a lien for taxes of the Municipality on real property.
- (e) <u>Assignment of PACE Lien</u>. The Municipality shall assign, in the form of **Exhibit D** as attached to the Final Notice, to MassDevelopment each PACE Lien recorded by or on behalf of the Municipality's tax collector, as provided in this Agreement. MassDevelopment shall be responsible for recording such assignment in the Registry, at the expense of the applicable Owner.

The Municipality acknowledges and agrees that MassDevelopment may sell or assign, for consideration, any and all PACE Liens so assigned to MassDevelopment by the Municipality. MassDevelopment also may assign its rights under this Agreement and any PACE Liens to a trustee for any Bonds that MassDevelopment may issue from time to time. The assignee of a PACE Lien shall have and possess the same powers and rights at law or in equity as MassDevelopment and the Municipality and its tax collector would have had if the PACE Lien had not been assigned with regard to the precedence and priority of such lien, the accrual of interest, and the fees and expenses of collection. The assignee shall have the same rights to enforce such PACE Lien as any private party holding a lien on real property, including, but not limited to, foreclosure in a manner consistent with the rights afforded a mortgagee under the provisions of M.G.L. Ch. 183, §21, and an action of contract or any other appropriate action, suit or proceeding, as provided in the PACE Act.

(f) Amendment of the PACE Betterment Assessment and Lien; Prepayment.

Pursuant to a Financing Agreement, the final amount of a PACE Betterment Assessment may be adjusted after the levy of the PACE Betterment Assessment and recording of the PACE Lien. In the event that the final PACE Betterment Assessment amount needs to be adjusted at the completion of the Improvements, or at any other time, MassDevelopment will notify the Municipality of such change, and provide the Municipality with an amended PACE Massachusetts Betterment Assessment Statement, including an updated Payment Schedule and new amount of the PACE Betterment Assessment and PACE Lien. The Municipality shall adjust the PACE Betterment Assessment in the assessing and taxing records of the Municipality to permit the adjusted PACE Betterment Assessment to be included on the property tax bill for the applicable benefitted property as soon as practicable. The Municipality will execute the amended PACE Massachusetts Betterment Assessment Statement and return the same to MassDevelopment. MassDevelopment or, if the applicable PACE Lien has been assigned by

MassDevelopment, the applicable assignee will be responsible for the recording of the amended PACE Massachusetts Betterment Assessment Statement in the Registry.

- (g) <u>Billing and Collection; Payment to MassDevelopment.</u>
- The Municipality shall bill the PACE Betterment Assessments in the same manner and at the same time as it bills its [quarterly/semi-annual installments] of its real property taxes. The PACE Betterment Assessment payments shall be a separate clearly defined line item on the property tax bill for the benefitted property and shall be due on the dates set forth in the Payment Schedule. The amount of the PACE Betterment Assessment will be recorded on the Municipality's tax rolls in the same manner as any other betterment assessment, such that the public will have access to its existence and payment status. The penalties and interest on delinquent PACE Betterment Assessments shall be charged in the same manner and rate as the Municipality charges for delinquent real property taxes.
- 2. The Municipality shall pay or cause to be paid all amounts collected with respect to the PACE Betterment Assessments to the Paying Agent as soon as practicable but no later than 30 days after receipt by the Municipality of the collected amounts.

(h) <u>Collection of Delinquent Payments</u>.

- In the event that any Owner fails to make a PACE Betterment Assessment payment at the applicable time and in the applicable amount set forth on the Payment Schedule and included in the property tax bill for the benefited property, the Municipality shall, no later than 30 days following the due date of any such payment, send a notice of demand to the Owner setting forth the amounts due, in the same form as the Municipality provides for delinquent real property taxes. The Municipality shall provide or cause to be provided, at the same time the notice of demand is sent to the Owner, a copy of the notice to MassDevelopment and the Servicer. After providing such notice to MassDevelopment and the Servicer, the Municipality shall have no obligation to take any further actions to enforce the PACE Lien or to collect the delinquent PACE Betterment Assessment payments, other than continuing to include the PACE Betterment Assessment on the property tax bill for the applicable benefitted property, including any penalties, interest and fees in the same manner applicable to delinquent real property taxes, and including the delinquent PACE Betterment Assessment payments in any additional demand notices sent to the Owner with respect to delinquent real property tax payments, if any, unless the Municipality enters into a separate agreement with MassDevelopment described in the following paragraph 2.
- 2. If MassDevelopment makes a written request to the Municipality for its assistance in the collection of delinquent PACE Betterment Assessments and related charges, other than the providing of a notice of demand as set forth in paragraph (h)(1), the Municipality, in its sole discretion, and MassDeveloment may enter into a separate agreement for those services, which agreement shall provide for compensation to be paid to the Municipality for its collection services. The agreement may provide for the Municipality to pursue the collection of any delinquent PACE Betterment Assessment payments with the same diligence it employs in the collection of the Municipality's real property taxes, and to take such actions as are required to preserve the PACE Lien. The agreement may also provide that MassDevelopment shall have the right to take over the enforcement of any delinquent PACE Betterment Assessment payments upon written notice to the Municipality, and thereupon the Municipality will have no further responsibility to collect such amounts.
- 3. The Municipality will provide not less than 30 days' prior written notice to MassDevelopment and the Servicer, of any sale or assignment of its real property taxes, or any institution of a foreclosure, tax taking or other proceeding against any benefitted property for delinquent real property taxes or other betterment assessments. Similarly, MassDevelopment

shall provide or cause to be provided not less than 30 days' prior written notice to the Municipality of the institution of a foreclosure or other proceeding, of which MassDevelopment has knowledge, against any benefitted property for delinquent PACE Betterment Assessment payments.

(i) Allocation of Insufficient Payments.

The Municipality and MassDevelopment each acknowledge and agree that if an Owner fails to pay in full on any payment due date the full amount of the real property taxes, betterment assessments (including PACE Betterment Assessment payments), and any other charges due to the Municipality and included on the property tax bill for a benefitted property, any amounts received by the Municipality in payment of such taxes, assessments and charges, including any amounts received in payment of penalties or interest for prior delinquent payments, shall be applied first, to pay such real property taxes, betterment assessments (other than the PACE Betterment Assessment payments), and other charges (collectively, "Municipal Charges"), including penalties, interest and fees included in such property tax bill for any prior delinquent Municipal Charges, and second, to pay the PACE Betterment Assessment payments due, including any penalties, interest and fees included in such property tax bill for any prior delinquent PACE Betterment Assessment payments. Any subsequent payments received by the Municipality with respect to such Municipal Charges and PACE Betterment Assessment payments shall be applied in the same order as set forth in the prior sentence. Nothing in this paragraph is intended to affect the lien priority established with respect to PACE Liens under the PACE Act.

(j) Records; Audits.

MassDevelopment and its agents, at MassDevelopment's own expense, shall have the right to audit the records maintained by the Municipality or its designee relating to the PACE Betterment Assessment payments upon reasonable notice and during the Municipality's normal business hours. The Municipality also will permit any assignee of MassDevelopment of a PACE Lien, at such assignee's own expense, to audit the records maintained by the Municipality or its designee relating to the PACE Betterment Assessment payments upon reasonable prior written notice to the Municipality and during the Municipality's normal business hours. MassDevelopment and the Municipality agree to provide each other with such reasonable information as they may request and as is available with respect to the PACE Betterment Assessment and payments; MassDevelopment and the Municipality agree to provide such information in a computer format satisfactory to the other.

(k) Promotion of Program: Assistance for PACE Financing: Payment to Municipality.

- 1. The Municipality shall use good faith efforts to assist MassDevelopment in local marketing efforts and outreach to the local business community to encourage participation in PACE Massachusetts, such as including PACE Massachusetts program information on the Municipality's website, distributing an informational letter from the Municipality to local businesses regarding the program, any such information to be prepared by MassDevelopment and provided to the Municipality, and joining with MassDevelopment in conducting business roundtable events held in the Municipality.
- 2. The Municipality shall use good faith efforts to assist in gathering and providing information to MassDevelopment for use in the offer, sale and issuance of Bonds or to otherwise assist in the obtaining of financing for Improvements to benefitted properties within the Municipality.

Section 4. No Liability.

Notwithstanding any other provision of law to the contrary, officers and officials of the Municipality, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or any assignee or to any other person for claims, of whatever kind or nature,

under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE Betterment Assessments. Other than fulfillment of the obligations specified in this Agreement, the Municipality has no liability to any Owner or Capital Provider.

Section 5. Term.

The term of this Agreement shall commence upon the date first written above and shall continue in full force and effect until the later of (i) the Municipality elects to terminate this Agreement as provided below, and (ii) all of the PACE Betterment Assessments levied by the Municipality in accordance with this Agreement have been paid in full or are deemed no longer outstanding (the "Term"). The Municipality may elect to terminate its participation in PACE Massachusetts at any time on 60 days' prior written notice to MassDevelopment, provided that the provisions of this Agreement shall continue with regard to PACE Betterment Assessments assessed prior to such termination until those PACE Betterment Assessments have been paid in full or are no longer outstanding.

Section 6. Default.

Each party shall give the other party written notice of any breach of any covenant or agreement under this Agreement and shall allow the defaulting party 30 days from the date of its receipt of such notice within which to cure any such default or, if it cannot be cured within such 30-day period, to commence and thereafter diligently pursue to completion, using good faith efforts to effect such cure and to thereafter notify the other party of the actual cure of any such default. The parties shall have all other rights and remedies provided by law, including, but not limited to, specific performance; provided however, in no event shall either party have the right to terminate this Agreement prior to the expiration of the Term, except as provided in accordance with Section 5 of this Agreement.

Section 7. Miscellaneous Provisions.

- (a) <u>Assignment or Transfer</u>. Except as provided in Section 3(e) hereof, a party may not assign or transfer its rights or obligations under this Agreement to another municipality, political subdivision or agency or department of the Commonwealth or to a private party or entity, without the prior written consent of the other party and, if required, the prior approval of any trustee for or holders of any Bonds outstanding. If approval of the assignment by any such trustee or holders of any such Bonds is required, such approval shall be obtained in accordance with the indenture or other documents entered into by MassDevelopment in connection with the issuance of the applicable Bonds.
- (b) <u>Designation of Servicer</u>. Notwithstanding the provisions of Section 7(a), MassDevelopment may designate an entity to serve as the Servicer for purposes of Sections 3(g) and (h), or any other provision hereof, upon written notice to the Municipality. Such notice may be included in a Final Notice sent pursuant to Section 2(b), or at a later date.
- (c) <u>Severability</u>. If any clause, provision or section of this Agreement is held to be illegal or invalid by any court, the invalidity of the clause, provision or section will not affect any of the remaining clauses, provisions or sections, and this Agreement will be construed and enforced as if the illegal or invalid clause, provision or section has not been contained in it.
- (d) <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be deemed, to be an original, and all of which together shall constitute but one and the same instrument.
- (e) <u>Notices</u>. All notices, requests, consents and other communications shall be in writing and shall be in writing and shall be delivered by registered or certified mail, return receipt requested, by recognized courier service providing evidence of receipt, or delivered by hand during a Business Day to the parties as follows:

If to the Municipality: CITY/TOWN NAME STREET ADDRESS CITY, STATE, ZIP CODE Attention:

If to MassDevelopment:

Massachusetts Development Finance Agency 99 High Street Boston, MA 02110 Attention: Executive Vice President for Finance Programs

With a copy sent to the same address addressed to:

Attention: General Counsel

If to the Servicer:

MuniCap, Inc. 8965 Guilford Road, Suite 210 Columbia, MD 21046 Attention: Keenan Rice

If to the Paying Agent:

Zions Bancorporation, National Association 401 Liberty Avenue, Suite 1729 Pittsburgh, PA 15222 Attention: Eric Mitzel, Vice President

- (f) <u>Amendment and Waivers</u>. Except as otherwise set forth in this Agreement, any amendment to or waiver of any provision of this Agreement must be in writing and mutually agreed to by MassDevelopment and the Municipality.
- (g) <u>Applicable Law and Venue</u>. This Agreement and its provisions shall be governed by and construed in accordance with the laws of the Commonwealth. In any action, in equity or law, with respect to the enforcement or interpretation of this Agreement, venue shall be in the City of Boston, Suffolk County, Massachusetts.
- (h) <u>Entire Agreement</u>. This instrument constitutes the entire agreement between the parties and supersedes all previous discussions, understandings and agreements between the parties relating to the subject matter of this Agreement.
- (i) <u>Headings</u>. The headings in this Agreement are solely for convenience, do not constitute a part of this Agreement and do not affect its meaning or construction.

[Remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the Munic Agreement to be executed and delivered as of	ipality and MassDevelopment have each ca the date indicated above:	aused this
(SEAL)		
ATTEST:	[MUNICIPALITY]	
	By: Name: Title: MASSACHUSETTS DEVELOPMENT	EINANCE
	AGENCY	TIMANOL
	Ву:	
	Name:	

Title:

EXHIBIT A FORM OF NOTICE OF BENEFITTED PROPERTY

In accordance with that certain PACE Massachusetts Municipal Assessment and Assignment Agreement, dated as of ______, 20__ (the "Agreement"), between the [CITY/TOWN OF ______], MASSACHUSETTS (the "Municipality") and MASSACHUSETTS DEVELOPMENT FINANCE AGENCY ("MassDevelopment"), MassDevelopment hereby notifies the Municipality as follows (terms used in this notice and not otherwise defined herein have the same meanings assigned to such terms in the Agreement):

- 1. The owner (the "Owner") identified below of the property located in the Municipality at the address set forth below (the "Benefitted Property") has filed an application with MassDevelopment for participation in PACE Massachusetts.
- 2. The project proposed by the Owner (the "<u>Project</u>") has been approved by the Massachusetts Department of Energy Resources.
- 3. MassDevelopment has found that the Project complies with the financial underwriting guidelines for PACE Massachusetts.
- 4. The estimated amount of the PACE Betterment Assessment to be levied on the Benefitted Property at the time of execution and delivery of the Financing Agreement (the "Closing") is set forth below.
- 5. A copy of the current property tax bill issued by the Municipality with respect to the Benefitted Property is attached to this notice.
- 6. Not less than seven Business Days' prior to the Closing, MassDevelopment will provide the Municipality with the final amount of the PACE Betterment Assessment to be levied on the Benefitted Property and the corresponding PACE Lien to be placed upon the Benefitted Property, in the form of a completed PACE Massachusetts Betterment Assessment Statement, together with the other information and documentation required pursuant to Section 2 of the Agreement.

Date:

By:

Duly Authorized

Owner:

Address of Benefitted Property:

Estimated Amount of PACE Betterment Assessment: \$

ACKNOWLEDGED:

[OWNER]

By:

Name:

Title:

[MUNICIPALITY]

Duly Authorized

EXHIBIT B FORM OF NOTICE OF PACE BETTERMENT ASSESSMENT AND LIEN

In accordance with that certain PACE Massachusetts Municipal Assessment and Assignment Agreement, dated as of ______, 20__ (the "Agreement"), between the [CITY/TOWN OF _____], MASSACHUSETTS (the "Municipality") and MASSACHUSETTS DEVELOPMENT FINANCE AGENCY ("MassDevelopment"), MassDevelopment hereby notifies the Municipality as follows (terms used in this notice and not otherwise defined herein have the same meanings assigned to such terms in the Agreement):

- 1. MassDevelopment has previously provided you with a Notice of Benefitted Property with respect to the property located in the Municipality at the address set forth below (the "Benefitted Property").
- 2. The owner of the Benefitted Property (the "Owner") has entered into the Financing Agreement that is an exhibit to the PACE Massachusetts Betterment Assessment Statement attached hereto.
- 3. All holders of mortgage liens, if any, on the Benefitted Property have consented to a PACE Betterment Assessment being levied upon the Benefitted Property and a PACE Lien being placed on the Benefitted Property to secure the Owner's obligations under the Financing Agreement.
- 4. The amount of the PACE Betterment Assessment to be levied on the Benefitted Property and the corresponding PACE Lien to be placed upon the Benefitted Property is set forth below.
- 5. Attached as **Attachment 1** is the Payment Schedule for the PACE Betterment Assessment to be levied by the Municipality on the Benefitted Property no later than the Levy Date set forth below and collected by the Municipality in accordance with the terms of the Agreement.
- 6. Attached as **Attachment 2** is the PACE Massachusetts Betterment Assessment Statement, together with all attachments, to be executed by the Collector Treasurer of the Municipality and returned to MassDevelopment at least two Business Days prior to the Recording Date set forth below for recording by MassDevelopment, on behalf of the Municipality's tax collector, in the Registry identified below.
- 7. Attached as **Attachment 3** is the PACE Massachusetts Municipal Assignment to be executed by the Municipality and returned to MassDevelopment at least two Business Days prior to the Recording Date set forth below for recording by MassDevelopment in the Registry identified below.

MASSACHUSETTS DEVELOPMENT FINANCE AGENCY

Date:	By:
	Duly Authorized
Owner:	
Address of Benefitted Property:	
Amount of PACE Betterment Assessment: \$	
Levy Date: , 20	
Recording Date: , 20	
Registry:	
CONSENTED TO:	
[OWNER]	
Dec	
By: Name:	<u> </u>
Title:	

ATTACHMENT 1 PAYMENT SCHEDULE

ATTACHMENT 2

PACE MASSACHUSETTS BETTERMENT ASSESSMENT STATEMENT

ATTACHMENT 3

PACE MASSACHUSETTS MUNICIPAL ASSIGNMENT

EXHIBIT C FORM OF PACE MASSACHUSETTS BETTERMENT ASSESSMENT STATEMENT

COMMONWEALTH	OF MASSACHUSETTS
[CITY/TOWN] OF	
Office of	

PACE MASSACHUSETTS BETTERMENT ASSESSMENT STATEMENT

THIS IS TO CERTIFY, in accordance	ce with M.G.L. Ch23M, as am	ended (the "	PACE Act"), a	nd
M.G.L. Ch. 80, as amended, that by [vote				
Council] of the [City/Town] of				
[City/Town] of, Massach	usetts (the " <u>Municipality</u> ") has	elected to p	participate in t	he
Massachusetts Commercial Clean Energy				
PACE Massachusetts Municipal Assessme				,
20 (the "Agreement"), with Massachus	setts Development Finance A	gency ("Ma	ssDevelopmer	<u>าเ"</u>)
pursuant to said [vote/resolution], under whi	ich the Municipality has agreed	that the Ass	sessing Board]	of
the Municipality will levy PACE betterment	assessments for the costs of	qualifying co	mmercial ener	gу
improvements on those qualifying commercial	cial and industrial properties lo	cated within	the Municipa	lity
identified to the Municipality by MassDevelor	pment, and in the amounts deter	mined by Ma	assDevelopme	nt,
and that in accordance with such Agreement	t, MassDevelopment has notified	the [Assess	sing Board] tha	t a
PACE betterment assessment in the amour	nt set forth on Attachment A is	to be levied	d on the prope	rty
located in the Municipality and identified on				
has levied a PACE betterment assessment i				
on the Property. Such PACE betterment a				
Schedule attached as Attachment B and				
PACE betterment assessment will be coll			•	
Municipality, including in the event of defaul				
priorities. In accordance with the PACE Ac				
shall take precedence over all other liens				
Municipality for real property taxes. In accor				
and lien run with the Property until such a	assessment is paid, and snail (continue not	withstanding a	ny
alienation or conveyance of the Property.				
IN MITNESS MUEDEOE the	undereigned	of the	[City/Toyyo]	۰ŧ
IN WITNESS WHEREOF, the, duly authorized, has s	vigned this notice this day of	_ or the	[City/Town]	OI
, duly additionized, has s	signed this notice this day of		, 20	
			_	
	OF THE [CITY/TOWN] OF			

ATTACHMENT A

Property Owner and Description

Owner:
Address of Property:
Amount of PACE Betterment Assessment: \$
Description of Property:

ATTACHMENT B
PAYMENT SCHEDULE

ATTACHMENT C
FINANCING AGREEMENT

EXHIBIT D FORM OF PACE MASSACHUSETTS MUNICIPAL ASSIGNMENT

KNOW ALL PERSONS BY THESE PRESENTS, that the [City/Town of],
Massachusetts (the "Assignor"), acting herein by, its, pursuant to that certain PACE Massachusetts Municipal Assessment and Assignment Agreement, dated as of
that certain PACE Massachusetts Municipal Assessment and Assignment Agreement, dated as of
, 20 (the "Agreement"), between the Assignor and Massachusetts Development Finance
Agency (the "Assignee"), in consideration of One Dollar (\$1.00) and other good and valuable
consideration paid to the Assignor by the Assignee, the receipt and sufficiency of which is hereby
acknowledged, hereby grants, bargains, quit-claims, sells, conveys, assigns, transfers and sets over unto
the Assignee, without warranty, guaranty or representation and without recourse (except as specifically
set forth in the Agreement), all of its right, title and interest in and to that certain betterment assessment
lien and the debts secured thereby together with such interest, fees, and expenses of collection as may
be provided by law, recorded/filed in the [Registry of Deeds at Book Page
/Registry District of the Land Court as Document No on Certificate of Title
No] on property owned on the date hereof in whole or in part by the entity identified on and as
described on Attachment A attached hereto and made a part hereof (the "Lien"), to have and to hold the
same unto the Assignee, its successor and assigns forever.
This Assignment is made, given and executed pursuant to M.G.L. Ch. 23M §3(h).
By execution of this Assignment, the Assignor assigns to the Assignee, and the Assignee
assumes, as of the date hereof, all of the rights at law or in equity, obligations, powers and duties as the
Assignor and its tax collector would have with respect to the Lien, if the Lien had not been assigned with
regard to precedence and priority of such lien, the accrual of interest, charges, fees and expenses of
collection.
This Assignment by the Assignor is absolute and irrevocable and the Assignor shall retain no
interest, reversionary or otherwise, in the Lien.
IN WITNESS WHEREOF, I have hereunto set my hand and seal this of, 20
Assignor:
·
CITY/TOWN OF ,
CITY/TOWN OF, MASSACHUSETTS
Bv:
By: Name:
Title:

Attachment A

Property Owner and Description

Owner:

Address of Property:

Amount of PACE Betterment Assessment: \$

Description of Property:

COMMONWEALTH OF MASSACHUSETTS

, ss.	
	, 20, before me, the undersigned notary public, personally appeared e of the City/Town of, Massachusetts
proved to me by satisfar or other state or federal credible witness known identity of the signatory and acknowledged to a	tory evidence of identification, being (check whichever applies): driver's license governmental document bearing a photographic image, to me who knows the above signatory, or my own personal knowledge of the to be the person whose name is signed on the preceding or attached document e that s/he signed it voluntarily for its stated purpose as o , Massachusetts.
	Notary Public
	Printed Name:
	My Commission Expires:

[Seal]

ACTIVE 56681982v1

PACE Massachusetts Municipal Implementation Questions City/Town of _____

1.	Points of C	ontact:	
		ould we contact to initiate the Municipal Assand execution?	essment and Assignment Agreement (MAA)
	Name:		
	Title:		
	Phone:		
	Email:		
		provide contact information for any additional rior to execution.	people that will need to review/approve the
	Name:		
	Title: _		
	Email: _		
	Name: _		
	Title: _		
	Phone: _		
	Email: _		
	c) Who wi	ll/is authorized to execute MAA?	
	Name:		
	Phone:		

Email: _____

d)	Who should we contact to discuss the setup for the betterment assessments on the tax bills/tax roll?		
	Same as 1 a) above		
	Same as 1 b) above		
	Other:		
	Name:		
	Title:		
	Phone:		
	Email:		
e)	Who is the main contact at the Assessor, Treasurer/Collector's office?		
	Same as 1 a) above		
	Same as 1 b) above		
	Same as 1 d) above		
	Other:		
	Name:		
	Title:		
	Phone:		
	Email:		
_	Who at the municipality should we contact in the future to make you aware that MassDevelopment has received a PACE application?		
	Same as 1 a) above		
	Same as 1 b) above		
	Same as 1 d) above		
	Same as 1 e) above		
	Other:		
	Name:		
	Title:		
	Phone:		
	Email:		

2.	So	ftware:				
	a)	What type of tax software does your Municipality use?				
	b)	Do you have a contact at the company? (Note: if using MUNIS software, contact not needed.)				
		Name:				
		Title:				
		Phone:				
		Email:				
3.	Pr	operty Tax Billing/ Betterment Assessments:				
	a)	When does the municipality currently bill for property taxes?				
		Billing Dates:				
		Due Dates:				
	b)	Does the Municipality have prior or current experience with imposing betterment assessments?				
		Yes □ No □				
	If yes, please describe.					
	c)	Does the municipality currently bill for betterment assessments? Yes \square No \square				
	d)	If so, on what property tax bills are the betterment assessments included?				
		Billing Dates:				
		Due Dates:				

	e)	assessment be billed and collected on same dates as for property taxes in each fiscal year or would they need to be billed and collected less frequently?			
	f)	By what date would the municipality need the PACE betterment assessment schedule in order to include the PACE betterment assessment in the tax billing cycle for a fiscal year? (<i>Please include any difference in timing, if any, for the first project vs. additional projects.</i>)			
4.	Re	emittance of Betterment Assessments to Paying Agent			
	a)	How is the municipality able to remit betterment assessments collected to the MassDevelopment's Paying Agent?			
		ACH □ Wire □ Check □			
	b)	b) Does the tax collection software allow for the Municipality to run a collection report that indicate what was paid for each tax parcel/property?			
		Yes □ No □			
	c)	If so, is this something that can be provided to the Paying Agent?			
		Yes □ No □			



MEMORANDUM

DATE: August 25, 2025

TO: Needham Select Board

FROM: Gabby Queenan, Sustainability

SUBJECET: Property Assessed Clean Energy (PACE) Massachusetts Program

Property Assessed Clean Energy (PACE) Overview

The statute authorizing the Property Assessed Clean Energy (PACE) Program in Massachusetts was established in July 2020 (M.G.L. c. 23 M). PACE provides a long-term financing option for energy improvements for commercial and industrial property owners. Under the PACE program eligible entities include qualifying commercial or industrial properties, multi-family buildings with five or more units owned by any entity other than a municipal or governmental entity, and nonprofits if they request a property tax bill issued by the municipality. Eligible measures that can be financed include improvements that reduce energy consumption and the installation of renewable energy systems. Property owners can direct energy savings from these upgrades to pay off the costs of the projects. PACE can fund installations such as energy efficient boilers and furnaces, heat pumps, lighting, insulation, solar panels, and energy management systems, provided that these measures reduce energy consumption.

PACE Financing

The PACE financing process is completed through a third-party capital provider and is overseen by MassDevelopment Finance Agency (MDFA) and the Massachusetts Department of Energy Resources (DOER). Energy upgrades through PACE are funded via voluntary betterment assessments on the property owner's municipal property tax bills. Betterment assessments are typically used to fund public improvement projects and are a supplement to the building's property tax that can be paid off long-term; this saves property owners from facing expensive upfront costs and loans. Since PACE provides a public benefit by facilitating installments of cleaner energy alternatives, projects within the program qualify for this type of assessment. The betterment assessment is levied on the property at the financing close and is secured by a lien placed on the property. If the property is sold, the repayment obligation and lien transfer to the next owner. PACE provides property owners with the option to finance projects for longer periods of up to 20 years, which allows a property owner to prioritize improvements that could be more challenging to fund with private financing because of the longer payback.

PACE Municipal Requirements and Program Benefits

PACE works through private Capital Providers (CP), which fund the energy upgrades and are repaid via the betterment assessments collected by the municipality. Individual municipalities must opt-in to participate in the PACE program by a majority vote of their governing body. After the opt-in vote, it is recommended that the Town completes the MassDevelopment PACE Municipal Agreement. This Agreement governs the municipality's participation in the Program and ensures that Town responsibilities are clearly outlined. After opting-in, the Town receives a follow-up questionnaire from MassDevelopment to provide information such as primary contacts, billing and collection cycle, and tax software. PACE requires municipal staff, typically either the Treasurer/Collector or the Director of Assessing, to act as intermediaries between the property owner and MDFA Paying Agent. By law, MassDevelopment must coordinate with municipalities before disbursing betterment assessments to the CP. Once the prospective project is referred to MassDevelopment, the municipality is typically not utilizing staff time until closing has occurred. Municipalities are expected to provide staff time to record betterments and manage communications with both property owners and MassDevelopment. To

support this, MassDevelopment and its betterment assessment contractor, Municap, provide assistance to the municipality with both implementation and communication with the property owner as needed. The municipality may also play a role in promoting the program to proprietors and the broader community.

The primary benefit for municipalities with this program is access to a low-effort, high-value tool for reducing local energy consumption with significant state agency support. The program can also attract new commercial activity within the area and give an incentive to existing businesses looking to move forward on improvement projects.

Property owners seeking to make significant upgrades to their building energy systems without a significant up-front investment also benefit from PACE. Because PACE is tied to the property, owners who sell their property are not responsible for the complete payoff of the betterment assessment since the lien is passed on to the new proprietor. In addition, using PACE for improvements does not affect personal or business credit because it is tied to the property tax system. Lenders and mortgage holders also benefit from energy-efficient systems with lower operating costs and an increased property value on modernized buildings.

Considerations for Adoption

There are currently 77 towns across the state that have opted in to the PACE program, but only a handful of projects have been completed using the program thus far. One example of a successfully completed project is the renovation of the Abercrombie Building in Greenfield, MA. Greenfield was the first municipality to use PACE to encourage clean energy projects and support townwide economic development goals. The project converted an open warehouse into an all-electric, Class A office space, which includes new high-efficiency lighting, a rooftop solar installation, and a heat pump HVAC system.

Some challenges with the program include the use of smaller, specialized lenders providing loans, which results in interest rates higher than traditional loans. While no statutory limit exists on financing costs, MassDevelopment recommends a \$250,000 minimum, which can discourage smaller projects. In addition, to qualify for PACE, projects must meet the savings to investment ratio (SIR) test to prove that projected savings from energy improvements under PACE cover the full cost of the improvements, preventing a property owner from spending more than what their energy costs would have been without the improvements. As a result of these limiting factors, there have been four closed projects using PACE Massachusetts statewide, which limits data points on the efficacy of the program.

MassDevelopment and DOER are continually enhancing the program, and most recently completed updates to new construction guidelines in February 2025. Updates included raising maximum financing percentages, introducing time-limited exceptions for certain project pathways, introducing conditional pre-approvals on request, and expanding and clarifying the items eligible for inclusion. This guideline expansion allows for more buildings to qualify for PACE and provides additional clarification of project pathways and eligibility.

PACE Potential Benefits for Needham

PACE supports commercial and industrial properties in making a transition to energy-efficient and clean energy alternatives. As outlined in Needham's Climate Action Roadmap, two-thirds of Needham's greenhouse gas (GHG) emissions are accounted for by energy usage in buildings. Adoption of the PACE program has the potential to help reduce GHG emissions from one of the largest emitting sectors in Needham by helping support an energy-efficient and clean energy transition for some of the town's

largest buildings. For this reason, adoption of PACE is listed in the Climate Action Roadmap as Action BU.1.1.B in the "Net Zero Buildings" category as a High Priority and was recommended for inclusion as a Select Board goal for FY2025 by the Climate Action Planning Committee.

Adoption of PACE would align with several of the Select Board's overarching FY2025-2026 goals, not only in terms of sustainability, but also regarding economic vitality and livability. The program encourages business development and redevelopment from an energy facilities standpoint and supports sustainable development measures for the Town. PACE can serve as a resource for Needham businesses seeking affordable clean energy improvements and will particularly support property owners interested in minimizing upfront costs. With minimal administrative effort for the Town, PACE could help to advance both Needham's environmental and economic priorities.



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/09/2025

Agenda Item Sign Notice of Traffic Regulation – George Aggott Road	
Presenter(s)	Carys Lustig, Director of Public Works

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The residents on George Aggott Road request a parking regulation limiting parking on both sides of George Aggott Road and portions of Sutton Road during certain times of the day.

During activities at the nearby DeFazio Sports Complex overflow parking significantly reduces the travel widths of the roadways and causes vehicle access issues into the neighborhood.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P25-09-09 for George Aggott Road and a portion of Sutton Road, Parking Prohibited During Certain Hours, Both Sides, Monday – Friday 2:00 PM – 7:00 PM, Saturday and Sunday 8:00 AM – 2:00 PM

3. BACK UP INFORMATION ATTACHED

a) Traffic Regulation P25-09-09

TOWN OF NEEDHAM SELECT BOARD

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of Needham, it is hereby

VOTED:

Attest of Town Clerk

That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

PARKING PROHIBITED DURING CERTAIN HOURS

GEORGE AGGOTT ROAD – Both sides, from Dedham Avenue to Canterbury Lane, Mon. – Fri. 2:00 PM–7:00 PM, Sat. and Sun. 8:00 AM–2:00 PM, Permit P25-09-09.

SUTTON ROAD – Both sides, from George Aggott Road to 300 feet northwest of George Aggott Road, Mon. – Fri. 2:00 PM–7:00 PM, Sat. and Sun. 8:00 AM–2:00 PM, Permit P25-09-09

VOTED: by the Select Board at a meeting held on Tuesday, September 9, 2025

	SELECT BOARD
	Permit No. P25-09-09
D (CD	1 CHIII IVO. 1 23-09-09
Date of Passage	



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Senior and Veteran Property Tax Work-Off – Proposed Rules and Procedures
Presenter(s)	Myles Tucker, Support Services Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The May 12, 2025 Special Town Meeting authorized MGL Chapter 59, Section 5K and modified the Town's authorization of MGL Chapter 59, Section 5N, allowing the Town to implement property tax work-off programs for residents over 60 years old and veterans.

Both statutes grant municipalities the "power to create local rules and procedures for implementing." Staff will provide the Select Board a draft policy detailing proposed local rules and procedures for discussion.

2. VOTE REQUIRED BY SELECT BOARD

N/A – Discussion Only

3. BACK UP INFORMATION ATTACHED

- a. Background Memorandum: Senior and Veteran Property Tax Work-Off Proposed Rules and Procedures, dated 8/28/2025
- b. SB-ADMIN-011: Senior and Veterans Tax Work-Off Rules and Procedures (Draft)



MEMORANDUM

TO: Select Board

CC: Katie King, Town Manager; David Davison, Deputy Town Manager/Director of Finance;

Tim McDonald, Director of Health and Human Services; Tatiana Swanson, Director of Human Resources; LaTanya Steele, Director of Aging Services; Cecilia Simchak, Deputy Director of Finance; Dan O'Neill, Veterans Service Officer; Christopher Heep, Town

Counsel

FROM: Myles Tucker, Support Services Manager

SUBJECT: Senior and Veteran Property Tax Work-Off – Proposed Rules and Procedures

DATE: August 28, 2025

Background

The May 12, 2025 Special Town Meeting authorized MGL Chapter 59, Section 5K and modified the Town's authorization of MGL Chapter 59, Section 5N, allowing the Town to implement property tax work-off programs for residents over 60 years old and veterans. The two programs are planned to be administered together, as the underlying laws and votes of Town Meeting provide for nearly identical administration. Both statutes grant municipalities the "power to create local rules and procedures for implementing."

Staff recommends the Select Board establish a policy to establish certain program rules via a Select Board Policy to assist program administration and clarify eligibility for stakeholders.

Discussion

The proposed policy covers four key areas:

General Administration:

The proposed policy directs the Town Manager to ensure the programs are administered. The guidance is broad and permits Town staff to adjust internal program mechanics (e.g. application development, placement processes, and financial workflows) as needed.

To this end, the current administrative plan for the programs is as follows:

Aging Services:

- o Develop, distribute, and manage the intake of applications.
 - For veteran (or qualifying spouse) applicants, send applications to West Suburban Veterans District for eligibility verification.
- Coordinate with Director of Communication and Community Engagement to advertise the programs.
- Coordinate with Human Resources to onboard participants and ensure completion of tax documents, then confirm onboarding status before formally assigning to work
- Coordinate with the Town Clerk to ensure completion of state ethics training
- Solicit and vet work assignments from departments and assign participants to department supervisors.
- Collect work certification (to include total hours worked in the program year January 1 through October 31) from department supervisors on an annual basis.

- Submit work certification to Accounting Division in November.
- West Suburban Veterans District
 - Verify eligibility for veteran or qualifying spouse applicants.
- Human Resources Department
 - Assign the applicant to the correct employment status.
 - Includes processing W4 and other required Federal tax forms.
- Accounting Division
 - o Receive certified hours from Aging Services.
 - o Calculate gross abatement, net abatement, tax withholding, and Town FICA contribution.
 - o Transmit gross and net abatements tax and withholding amounts to Assessing Division.
 - Once approved by Board of Assessors, generate and transmit abatement checks to Treasurer's Office.
 - Produce and provide participant tax forms.
- Assessing Division
 - Present gross and net abatements for program on an annual basis to the Board of Assessors.
 - Transmit approved abatements to Accounting Division.
- Treasurer's Office
 - o Receive checks from Assessing Division and apply abatement to fourth quarter tax bill.

<u>Placement and Participation</u>

Procedures for placement are recommended to be based around the concept of "first-come, first served" and based on the number of appropriate placement opportunities the Town can identify. It notes that a waitlist may be established. Both prioritization and an waitlist would be combined across the two programs. Further, the proposed rules clarify that placement is not guaranteed and that participants may elect to reject their placement if the offered placements are not aligned with their desired type of work. Placements may also be restricted if funds are not available to compensate participants.

Designation of Approved Representatives

State law permits participants who are physically unable to complete the work assigned to assign an "approved representative". The proposed rules make clear that identifying such a representative is the responsibility of the participant. It further places a minimum age for "approved representatives" at 14. This is the age that youth can obtain a work permit (though "approved representatives" will technically be classified as volunteers for employment and liability purposes).

The proposed rules place no other restrictions on who the "approved representative" may be (e.g. family, friend, community volunteer, etc.), keeping multiple options open for participants.

Income Cap

The proposed rules and procedures would establish an income cap for participants at 80% of local area median income (AMI). In 2025, this equals a \$92,650 income for a single person household and a \$105,850 income for a two-person household.

The predecessor to the two current tax work-off programs – the Senior Corps – had an income cap to target the program towards those most at-need. Similarly, other housing affordability programs in Needham have an 80% AMI income cap for this reason. By establishing this cap, the programs would ensure that the most at-need residents are prioritized for the program while balancing fiscal responsibility to taxpayers, since funds for the program are taken from the overlay.

Of note, a potential income cap was discussed during focus groups last spring and at Town Meeting. A cap could prevent otherwise interested community members from participating. While a cap is proposed in these rules and procedures, it may be removed by the Board at any time by amending the Select Board policy. To that end, staff will assess overall interest, placement rates, and track instances of interested residents unable to participate due to an income cap. Staff will report back on these data and make a recommendation whether to hold, change, or remove any income cap.

Residency and Tax Status

The proposed policies require that participants live in the home they are working off taxes on as their primary residence. This will ensure that participants are Needham residents. Further, participants would be required to be current on all Town taxes prior to enrollment.

Town of Needham Select Board

Policy Number:	SB-ADMIN-011	
Policy:	Senior and Veterans Tax Work-Off Rules and Procedures	
Date Approved:		
Date Revised:		
Approved:		

1. Policy

The Senior and Veterans Tax Work-Off Programs ("programs") were authorized in their current iteration by a vote of the May 12, 2025 Special Town Meeting. The two programs provide property tax relief to property owners over the age of sixty (60) and to those who are qualified veterans of the United States Armed Forces (or spouses of qualified veterans who are either deceased or unable to participate due to a service-connected disability). The programs are governed by a structure authorized under Massachusetts General Law Chapter 59, Section 5K and 5N, respectively.

The May 12, 2025 Special Town Meeting further voted to allow the maximum reduction of the participant's real property tax bill to be based on up to 125 hours of service at the state minimum wage annually.

The relevant statutes authorizing these programs and accepted by Town Meeting further provide the Select Board "power to create local rules and procedures for implementing" the programs. The Board deems it prudent to establish said rules and procedures to provide for the administration of these programs.

2. Applicability

This policy applies to Town of Needham departments and staff responsible for the provision of the programs. The Board acknowledges that the Board of Assessors has an independent role in the provision of this program.

3. Program Rules and Procedures

- 3.1 <u>General Administration</u>: The Town Manager shall ensure that the programs are administered, to include application, placement, program year, and property tax bill reduction processes.
- 3.2 <u>Placement and Participation:</u> The number of active participants in the programs will be limited by the number of placements available at a given time. Placement is not guaranteed and will be prioritized on a first-come, first-served basis determined by the date of receipt of a completed application. A wait list may be established should demand exceed placement opportunities. Both programs will be administered together with a combined placement prioritization and waitlist.

Participants may reject a placement if they do not wish to do the assigned work and will be offered the next available placement. The Town may withhold placement of applicants in the event that funds are not available to compensate participants. The Town may terminate a participant's placement or the placement of their approved representative at any time including, without limitation, upon a determination by the applicable supervisor that the participant has not satisfactorily performed in their assigned role or has failed to act in keeping with expected conduct.

- 3.3 <u>Designation of Approved Representative</u>: Qualified participants physically unable to complete assigned work may designate an approved representative to complete the work on their behalf. Approved representatives must be identified by the participant. Approved representatives must be at least fourteen (14) years old and capable of accomplishing the work required by the placement.
- 3.4 <u>Income Cap:</u> To qualify for the programs, eligible applicants must have a household income at or below eighty (80) percent of the Boston-Cambridge-Quincy Area Median Income (AMI).
- 3.5 <u>Residency:</u> To qualify for participation in the programs, an eligible applicant's primary residence must be the property that they would be working off the property tax of.
- 3.6 <u>Tax Status</u>: To qualify for the programs, eligible applicants must be current on all tax payments due to the Town of Needham.



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Appointment of Deputy Town Manager
Presenter(s)	Katie King, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will recommend that the Select Board vote to approve the appointment of Elizabeth LaRosee as Deputy Town Manager in accordance with Section 20(c) of the Town Charter.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board vote to approve the Town Manager's appointment of Elizabeth LaRosee as Deputy Town Manager in accordance with Section 20(c) of the Town Charter.

3. BACK UP INFORMATION ATTACHED

- a. Cover Letter dated 06/12/2025
- b. Resume for Liz LaRosee

Elizabeth Ann LaRosee

June 12, 2025

Search Committee

Town Manager's Office Town of Needham Needham, MA 02492

Dear Members of the Search Committee,

I am writing to express my enthusiastic interest in the Deputy Town Manager position for the Town of Needham. With over a decade of municipal leadership experience, a strong foundation in community-centered strategic planning, and a proven track record of operational excellence across multiple departments, I am confident in my ability to contribute meaningfully to Needham's tradition of high-quality governance and service.

Currently serving as the Director of Library, Recreation, and Community Programs for the Town of Randolph, I oversee our five human services departments, a staff of over 70, and manage multimillion-dollar budgets across various funding sources, including capital, ARPA, and revolving funds. I work closely with the Town Manager on union negotiations, strategic planning, capital improvements, and interdepartmental coordination. My role has required significant collaboration with elected officials, community stakeholders, and state partners—skills I look forward to bringing to Needham's senior management team.

I take pride in implementing forward-thinking initiatives that build resilient, inclusive communities. During the COVID-19 pandemic, I co-led Randolph's Emergency Management response, chairing the Vaccine Equity & Outreach Committee and overseeing the Town's successful communication and public health strategies. I have secured and managed over a dozen local, state, and federal grants to enhance public services, ranging from transportation and behavioral health to outdoor recreation and digital equity.

In addition to operational expertise, I bring a passion for transparent communication, effective team leadership, and responsive community engagement. My experience in performance management, procurement, collective bargaining, and project implementation aligns well with the comprehensive responsibilities outlined for this position. I am also familiar with the Town of Needham, having worked at the Needham Free Public Library from 2018 to 2020, where I developed a strong appreciation for the community's civic spirit and forward momentum.

I hold certificates in Local Government Leadership & Management (Suffolk University), Municipal HR Management, and Workplace Investigations, and I continually seek professional growth through programs like ICMA's "Creating a Culture of High Performance." I am excited by the opportunity to help guide Needham's strategic vision while supporting innovation, sustainability, and equity in local government operations.

Thank you for your time and consideration. I welcome the opportunity to discuss how my experience and values align with Needham's needs and would be honored to contribute to the Town's continued success.

Warm regards, Elizabeth Ann LaRosee

PROFESSIONAL PROFILE

Seasoned municipal leader with over 10 years of dedicated service to the Town of Randolph, with a demonstrated history of leading multiple town departments, ensuring fiscal responsibility, and fostering community engagement. Skilled in overseeing complex operational functions, including budget management for combined department funds, and supervising a workforce of 70+ employees across recreation, library, elder services, social services, and veterans' services. Known for strategic HR management, procurement, and grants administration, as well as successfully collaborating with the Town Manager on interdepartmental priorities, union negotiations, and capital projects. Proven expertise in coordinating community events, from local programs to major town-wide gatherings, and in crisis response leadership. Recognized for innovative solutions that enhance quality of life, inclusivity, and responsiveness to community needs.

EDUCATION

Local Government and Leadership Management	2023
Suffolk University, Certificate Program	
Diversity & Inclusion	2020
Cornell University, Certificate Program	
Master of Science in Library and Information Science	2015
Simmons College, Boston, MA	
Bachelor of Arts in Political Science	2008
Boston University, Boston, MA	

WORK EXPERIENCE

Town of Randolph

buildings.

Director of Library, Recreation, and Community Programs

Randolph, MA Feb 2020 - Present

Direct oversight and strategic management of five departmental budgets (human services), five
department heads as direct reports, direct liaison to multiple town boards, and oversight of a diverse
workforce of 70+ employees (consisting of full time, part time, contracted, seasonal, union, non-union,
and per diem staff). Direct oversight for capital improvement, grants, ARPA monies, revolving funds,
and various other funding sources for these departments. This includes the operation and maintenance
of two state-of-the-art facilities, a community pool, an ice rink, as well as several parks and recreational

- Town of Randolph Communications Manager Marketing and public relations for town departments including Town website (implemented 2022 re-design with equity enhancements), newsletters, and press releases.
- Randolph Emergency Management Team Create and coordinate PR, data, marketing, and events pertaining to Covid-19 mitigation, testing (over 150 clinics), vaccine (over 90 clinics), and safety standards. Coordinate interdepartmental information; train and implement town staff on google and other technologies to improve communication methods. Create and implement emergency policies for all town departments. Chair the Randolph Resiliency Committee, working with United Way to raise over\$4 mil to help residents in need. Chair the Vaccine Equity & Outreach Committee to host data sharing meetings, outreach events, and act as liaison to state officials. Manage purchasing with Cares Fund, FEMA funding, and ARPA funding.

- Envisioned, blueprinted, and financed Randolph's first public digital innovation lab at the Turner Free Library, enabling advanced level technology training and intergenerational opportunities.
- Implemented a cloud-based staff-training manual, staff website, and crisis management documentation/training for the library's first emergency action plan and security procedure.

Assistant Director; YA and Emerging Technologies Librarian

Randolph, MA

Turner Free Library

Nov 2014 - Feb 2019

- Collaborated, planned and implemented new technologies including RFID, self-checkout stations, a new security system, and new HVAC controls during the 2016 major library renovation.
- Redesigned website and rebranded library for 2017 marketing campaign with increased library visibility of 17% in the community.
- Evaluated and implemented new technology, including staff and community training modules.
- Planned and facilitated programs for all ages including STEM, increasing attendance by 50%.

Reference Librarian Needham, MA

Needham Free Public Library

Oct 2018 – Feb 2020

Reference and technology assistance; Sunday building supervisor

Data Analyst and Customer Liaison

Boston, MA

Optum360, United Health Care – Boston Medical Center/Boston Children's Hospital

Dec 2009 - Nov 2014

- Data analysis: On-site liaison and ad hoc reporting for five clients; Accounts payable and receivable.
- Data storage, archives, project management, and HIPAA compliance training.

VOLUNTEER AND LEADERSHIP WORK

Municipal Liaison, Municipal Immigrant Support Network with MAPC

Greater Boston, September 2021-Present

Executive Board Member, Self Help, Inc. Community Action Agency

Southeastern Region, February 2021-Present

Committee Chair, Local Cultural Council

Randolph, MA, October 2021 – December 2024

ARPA Expenditures Committee Member, Health Resources in Action (HRIA)

Randolph, MA, September 2022-September 2024

Site Liaison, Girls on the Run Mentorship Program

Greater Boston, February 2021-2023

Committee Member, Randolph Public Schools Service Coordination Committee

Randolph, MA, November 2019-2023

Steering Committee, Community Health Improvement Plan

Randolph, MA, April 2019-2023

Mentor, Randolph Youth Council

Randolph, MA, January 2017 – March 2019

Deputy District Leader, Humane Society of the United States

Boston, MA, January 2018 – December 2020

Mentor, Boston Speaks: Women Own the Room Program

State-Wide, Spring 2019-Fall 2019

Committee Member, YALSA Division and Membership Promotion Committee

National, July 2018 - July 2019

Vice Chair, OCLN Technology Roundtable

South Shore, MA, April 2018 – March 2019

President, South Shore Young Adult Roundtable

South Shore, MA, March 2015 - September 2017

eContent Purchaser, OCLN eSelection Committee

South Shore, MA, September 2015 – July 2017

Book Club/Discussion Volunteer, Bridgewater State Prison *Bridgewater, MA, February 2015 – September 2016* **Public Library Volunteer,** Whitman Public Library *Whitman, MA, September 2012 – November 2014*

PRESENTATIONS/PUBLICATIONS/GRANTS/AWARDS

- United Way Summer Step Up Grant (2021 2024) Early Childhood Learning Program
- State Earmark Funding (2022-2024) Town-wide Social Worker Salary and Expenses
- Emergency Response and Social Services Speaker (2024) MEMA Local workshop
- Congressional Earmark, Community Project Funding (2023) \$524k Bookmobile Project
- National Fitness Campaign Blue Cross Grant (2023) Outdoor Fitness Court Implementation
- Mass Cultural Council Festivals Grant (2023) Randolph Day Festival
- Mass Council on Aging Behavioral Health Innovation Grant (2022) Hoarding Disorders in Seniors
- Community Cornerstone Award (2022) State and House Citations, Randolph Community Partnership
- Community Transit Grant (2022) Mass Department of Transportation, Senior Van
- Massachusetts Municipal Association Kenneth Pickard Innovation Award Resiliency Fund (2021)
- MLA Annual Speaker (2021) "Redefining Essential: Public Libraries as Command Centers"
- USA Swimming Foundation Learn to Swim Grant for Community Pools (2021 & 2022)
- AGO Health Youth Summer Internship Grant (2021)
- OCLN Legislative Event Speaker (2020) "Using Libraries to Promote Community Voice"
- Internet Librarian Speaker (2019) "Fiscally Responsible Space Use in a Digital Age"
- Walmart Community Grant (2019) Assistive Devices for Persons with Disabilities
- Communities in Crisis: Libraries Respond Speaker (2019) "Training Your Staff for Crisis"
- Changemakers in 21st Century Libraries (Democratic Knowledge Project) Harvard University (2019)
- Rhyme and Reason Fund Library Initiative for Teens/Tweens Grant (2018 & 2019)
- Penguin Random House Library Award for Innovation Book Grant (2018)
- Randolph Stepping Up For Youth Award Recipient (2018), Legislative Citation
- Computers in Libraries Speaker (2018) "Supporting Staff with New Tech"
- YALSA Summer Intern Grant (2018)
- Leadership Development Institute (2017)
- Walmart Community Grant (2017) Emergency Preparedness
- Elizabeth LaRosee (2016), "Teen Book Covers: What's Missing," JRYLA 7, no 3: published article on lack of diverse representation and "whitewashing" on young adult book covers
- MLA Annual Speaker (2016) "Social Responsibilities Panel Outreach"
- NOBS Programming Speaker (2016) "Empowering Teens in Your Community"
- OCLN Legislative Event Speaker (2016) "Traveling Library Outreach"
- LCC Grant (2015) "African Drumming and Cultural Awareness"
- LSTA Grant (2015) "Teens and Tweens"
- NELA Ignite Session Speaker (2015) "Creating a Podcast at Your Library"

MEMBERSHIPS AND CERTIFICATIONS

Certificate in Municipal Human Resource Management, Certificate in Workplace Investigations, ICMA Creating a Culture of Higher Performance Certificate, Massachusetts Board of Library Commissioners Certificate of Librarianship (MBLC), National Association of Government Communicators, American Library Association, Massachusetts Library Association, Beta Phi Mu (Book Award Recipient), Randolph Complete Count Census Committee, International Librarians Network Mentor, ServSafe Food Handler, Mental Health First Aid, CPR, AED, Stop the Bleed, and Medical First Aid Certified (including Narcan administration)



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Memorandum of Agreement with the Needham Police Superior Officers Association
Presenter(s)	Katie King, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will recommend that the Board approve and sign a Memorandum of Agreement with the Needham Police Superior Officers Association for fiscal year 2026.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board approve and sign the Memorandum of Agreement with the Needham Police Superior Officers Association for fiscal year 2026.

3. BACK UP INFORMATION ATTACHED

a. MOA between the Town and the Police Superior Officers Association

Memorandum of Agreement Fiscal Year 2026

Agreem	ent is hereby mad	e this day	of	, 2025 by and between the Town of Needham
(hereina	after the "Town") a	and the Needha	m Police Sup	erior Officers Association (hereinafter the
"Associa	ation"). Except as e	expressly set for	th herein, all	provisions of the collective bargaining agreement
betwee	n the Town and the	e Association, w	hich by its te	rms is in effect through June 30, 2025, shall
remain	in full force and eff	fect.		
1.	The term of the Ag	greement shall b	be July 1, 202	5 through June 30, 2026.
2.	All Base Wages co	ntained in Articl	le 16, Salary,	Section 1 shall be adjusted as follow:
	FY2026 (July 1, 202	<u>25)</u>		
	3% increase in bas	se wages		
3.	Amend Article 17,	Paid Details as f	follows:	
:	Section 1. Private	Detail Rates		
4	Basic Rate \$5	7 effective July	1, 2022	
1	Basic Rate \$6	0 effective July	1, 2023	
1	Basic Rate \$6	8 effective upor	n execution o	f this agreement
Town of	Needham			Police Superior Officers Association
				MAM
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				June 1 8 miles
		_	•	
Date:				Date:

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.

Town Manager/Date



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Memorandum of Agreement with the Needham Police Union
Presenter(s)	Katie King, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will recommend that the Board approve and sign a Memorandum of Agreement with the Needham Police Union for fiscal year 2026.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board approve and sign the Memorandum of Agreement with the Needham Police Union for fiscal year 2026.

3. BACK UP INFORMATION ATTACHED

a. MOA between the Town and the Needham Police Union

Memorandum of Agreement Fiscal Year 2026

Agreement is hereby made this <u>grad</u> day of <u>September</u>, 2025 by and between the Town of Needham (hereinafter the "Town") and the Needham Police Union (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Association, which by its terms is in effect through June 30, 2025, shall remain in full force and effect.

- 1. The term of the Agreement shall be July 1, 2025 through June 30, 2026.
- 2. Amend Article 17, Special Departmental Assignments and Other Details, Section 6. Private Detail Rates, as follows:

Section 6. Private Detail Rates

Basic Rate	\$57 effective July 1, 2022
Basic Rate	\$60 effective July 1, 2023

Basic Rate \$68 effective upon execution of this agreement [insert date]

3. All Base Wages contained in Article 23, Wages, Section 1 shall be adjusted as follow:

FY2026 (July 1, 2025)

3% increase in base wages

Town of Needham	Needham Police Union
	Sa Hall.
	Eder BOD
\$ >	
3	
Date:	Date: 9/3/2025
Town Manager/Date	

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Close October 20, 2025 Special Town Meeting
Presenter(s)	Katie King, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Select Board is scheduled to close the warrant for the October 20, 2025 Special Town Meeting.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board vote to close the warrant for the October 20, 2025 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.

3. BACK UP INFORMATION ATTACHED

a. Draft Special Town Meeting Warrant as of 9/5/2025

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 20, 2025 7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL
1471 HIGHLAND AVENUE



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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

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

MONDAY, THE TWENTIETH DAY OF OCTOBER 2025

At seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz.:

HUMAN RESOURCES ARTICLES

ARTICLE 1: FUND FOR COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2026; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

HUMAN RESOURCES ADVISORY COMMITTEE RECOMMENDS THAT:

<u>Article Information</u>: The Town and the Police Superior Officers Union have agreed on a one-year contract extension for FY2026. The Agreement provides for a general wage increase of 3% in fiscal year 2026 and a change in the detail rate. The contract brings the Police Superior Officers Union current. The parties will continue to meet to reach agreement on a successor agreement for fiscal year 2027 and beyond.

ARTICLE 2: FUND FOR COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2026; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

HUMAN RESOURCES ADVISORY COMMITTEE RECOMMENDS THAT:

<u>Article Information</u>: The Town and the Police Union have agreed on a one-year contract extension for FY2026. The Agreement provides for a general wage increase of 3% in fiscal year 2026 and a change in

the detail rate. The contract brings the Police Union current. The parties will continue to meet to reach agreement on a successor agreement for fiscal year 2027 and beyond.

FINANCE ARTICLES

ARTICLE 3: APPROPRIATE FOR INFILTRATION AND INFLOW

To see if the Town will vote to raise and/or transfer and appropriate \$132,000 for infiltration and inflow improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Sewer Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Planning Board issued a Major Project Special Permit to Children's Hospital for its development at 360 First Avenue, which included a condition requiring Children's Hospital to remove an amount of inflow and infiltration of wastewater into the Town's sewer system equal to four times the net increased sewage flow due to the development of the Pediatric Medical Facility. Children's opted to meet this requirement by paying a fee to the Town's Inflow and Infiltration Program at a rate of \$8.00 per gallon required to be removed. This article applies the \$132,000 required payment from Children's Hospital to the Town's Inflow and Infiltration program, which funds investigation studies and subsequent sewer repairs including but not limited to the rehabilitation of the Town's interceptor sewer along Route 128.

ARTICLE 4: APPROPRIATE FOR INTERSECTION IMPROVEMENT ANALYSES

To see if the Town will vote to raise and/or transfer and appropriate \$25,000 for traffic improvement analyses, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Planning Board issued a Major Project Special Permit to Children's Hospital for its development at 360 First Avenue with a required payment of \$25,000 for the Traffic Signal Warranty Analysis and Roadway Safety Audit of the Kendrick Street and 4th Avenue intersection. Safety and operational issues have been identified at this intersection. A signal warrant includes a collection of traffic counts representing typical traffic to determine if conditions are met to justify the installation of a traffic signal. If appropriated, these funds will be used by the Department of Public Works to complete the signal warranty analysis at Kendrick and 4th.

ARTICLE 5: APPROPRIATE FOR STEPHEN PALMER LEASE EXPIRATION

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of funding efforts to manage the return of the Stephen Palmer Building to the Town at the expiration of the existing Ground Lease, with said funds to be expended under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or to take any other action relative thereto.

INSERTED BY: Select Board FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 6: AMEND THE FY2026 OPERATING BUDGET

To see if the Town will vote to amend and thereby supersede certain parts of the fiscal year 2026 Operating Budget adopted under Article 13 of the 2025 Annual Town Meeting by reducing the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line</u> <u>Item</u>	<u>Appropriation</u>	Changing From	Changing To	
12B	Town Clerk Expenses	136,635	148,235	

And to meet this appropriation that \$11,600 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Finance Committee FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 7: AMEND THE FY2026 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and thereby supersede certain parts of the fiscal year 2026 Sewer Enterprise Fund Budget adopted under Article 14 of the 2025 Annual Town Meeting by reducing the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line</u> <u>Item</u>	<u>Appropriation</u>	Changing From	Changing To
201D	MWRA Assessment	\$7,445,411	\$7,763,087

And to meet this appropriation that \$317,676 be raised from Sewer Enterprise Fund receipts; or take any other action relative thereto.

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

<u>Article Information</u>: This article is to provide funding for the increase in the MWRA sewer assessment that was approved at the May 5, 2025 Annual Town Meeting in the amount of \$317,676. The Town received the final assessment after the adoption of the Sewer Enterprise Fund budget. The MWRA budget line was level funded in May. The net change in the MWRA assessment from last year is 4.3%.

ARTICLE 8: AMEND THE FY2026 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and thereby supersede certain parts of the fiscal year 2026 Water Enterprise Fund Budget adopted under Article 15 of the 2025 Annual Town Meeting by reducing the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line</u> <u>Item</u>	<u>Appropriation</u>	Changing From	Changing To
301D	MWRA Assessment	\$1,212,985	\$1,776,283

And to meet this appropriation that \$563,298 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

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

<u>Article Information</u>: Similarly to the Sewer Enterprise Fund Budget article, this article is to provide funding for the increase in the MWRA water assessment that was approved at the May 5, 2025 Annual Town Meeting in the amount of \$563,298. The Town received the final assessment after the adoption of the Water Enterprise Fund budget. The MWRA budget line was level funded in May. The net change in the MWRA assessment from last year is 46.4%. This is reflective of the increased amount of MWRA water used by Needham during calendar year 2024.

ARTICLE 9: APPROPRIATE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) PROGRAMMING

To see if the Town will vote to raise and/or transfer and appropriate \$125,792 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 the year. Included in every cable bill from the cable operators is a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account (Public, Educational, and Governmental (PEG) Access and Cable Related Fund) created pursuant to the provisions of Massachusetts General Laws Chapter 44, section 53F¾ and approved at the May 8, 2023 Special Town Meeting under Article 10, and are to be used to support local cable programming for the Town's PEG channels. These funds will be used to continue these informational and educational services, which may include, but are not limited to, equipment purchases, contracted services, construction services, and labor expenses.

ARTICLE 10: APPROPRIATE FOR FEASIBILITY STUDY - CULVERT AT NEEDHAM GOLF COURSE COMMUTER RAIL CROSSING

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of paying the costs of a feasibility study for the installation of a culvert to allow for passage underneath the MBTA Commuter Rail crossing at the Needham Golf Course, for the purpose of removing said crossing and thereby eliminating the need for sounding horns at this location, with said amount to be expended under the direction of the Town Manager, and to meet this appropriation that said sum be raise from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE 11: APPROPRIATE FOR QUIET ZONE CONSTRUCTION

To see if the Town will vote to appropriate a sum of money for the purpose of constructing a Quiet Zone, including the payment of all costs incidental or related thereto, said amount to be expended under the direction of the Town Manager, and that to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, or any other enabling authority; or take any other action relative hereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES

ARTICLE 12: AMEND GENERAL BY-LAWS – DOG AND KENNEL LICENSING

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

- 1. By deleting Section 3.9 (Vaccination Requirement) in its entirety, and inserting in its place the following:
- 3.7.9 Vaccination Requirement. Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be declared by the Board of Health only upon presentation of a veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time, the pet is in transit, or was brought

into the Commonwealth temporarily for the sole purpose of display in a show or for exhibition as provided in MGL Chapter 140 s.145B.

- 3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.
- 3.7.9.2 Pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Massachusetts Department of Agricultural Resources.
- 2. By deleting Section 4.1 (Dog Licenses) in its entirety, and inserting in its place the following:

SECTION 4.1 DOG AND KENNEL LICENSING

- **4.1.1 Licenses.** As required by M.G.L. Chapter 140, any owner or keeper of a dog which is six (6) months of age or older and is located in the Town of Needham shall obtain a license from the Town Clerk for that dog which shall be valid for a period beginning on January 1 of each year through December 31. Any person who during any license period becomes the owner or keeper of a dog who is not licensed in the Town of Needham, shall license the dog for the remainder of the licensing year.
- **4.1.2 Application.** When applying for a license, the applicant must show proof that the dog has received a veterinarian certificate for rabies vaccination or present a veterinarian's certificate that the rabies vaccination is considered inadvisable and the Board of Health has declared the dog exempt, as required by M.G.L. Chapter 140, Section 145B. No fee shall be charged for a license for a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder. The Town Clerk shall promulgate guidelines for fee exemptions of service dogs and required documentation for proof that the dog is a service dog.
- **4.1.3 Refund.** No license fee or part thereof shall be refunded because of subsequent death, loss, spaying, neutering or removal from the Town of Needham or the Commonwealth or any other disposal of said dog.
- **4.1.4 Fees.** The fees for registering and licensing dogs of all types in the Town shall be established from time to time by the Town Clerk provided that no fee shall be increased without a majority vote of Town Meeting. The Town Clerk may issue late fees in an amount not to exceed the amount of the licensing fee.
- **4.1.5 Failure to License.** In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to fines as stated in Section 8.
- **4.1.6 Kennel Licenses.** A person maintaining a kennel shall obtain a kennel license. A kennel is defined as set forth in M.G.L. Chapter 140, Section 136A. Kennels can be private (more than four(4) dogs, 3 months old or older owned or kept on a single premise) or commercial, including a commercial boarding or training kennel (an establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal), commercial breeder kennel, domestic charitable corporation kennel, personal kennel, or veterinary kennel. A person maintaining a kennel shall obtain a kennel license from the Town Clerk. The Town Clerk shall issue, suspend, renew and revoke kennel licenses as provided in M.G.L. Chapter 140, Section 137A and any regulations promulgated by the Massachusetts Department of Agricultural Resources. In the case of an applicant for initial licensure

or license renewal, the Town Clerk shall deny a kennel license until the kennel has passed inspection by an Animal Control Officer.

The kennel license shall be valid for a period of one year, beginning January 1 of each year through December 31. The fee for the issuance and renewal of a kennel license shall be established from time to time by the Town Clerk; provided, however, that in determining the amount of the license fee for a kennel, a dog under the age of 3 months shall not be counted in the number of dogs kept in the kennel. Kennel license fees shall not be required for domestic charitable corporations that are incorporated exclusively for the purpose of protecting animals from cruelty, neglect or abuse and for the relief of suffering among animals.

The Town Clerk shall specify on the license the type of kennel and the maximum number of animals that may be maintained by the licensee. Such number shall be determined by the Town Clerk and the Animal Control Officer following the required annual inspection of all kennels by the Animal Control Officer.

Failure to license a kennel as required by M.G.L. Chapter 140, Section 137A shall result in a fine as stated in Article 8.

3. By amending Section 8.2.2 (Non-Criminal Disposition) to add the Town Clerk as an enforcement entity for Section 3.7.9, so that this row in the table reads as follows:

Section	Description	Penalty	Frequency	Enforcement Entity
3.7.9	Vaccination Requirement	\$100	Per Offense	Any Sworn Police Officer or the Town Clerk

4. By amending Section 8.2.2 (Non-Criminal Disposition) to revise the existing row for Section 4.1.4 (Failure to License) to renumber it as Section 4.1.5 and to add the Town Clerk as an enforcement entity, so that this row in the table reads as follows:

Section	Description	Penalty	Frequency	Enforcement Entity
4.1.5	Failure to License	\$100	Per Offense	Any Sworn Police Officer or the Town Clerk

5. By amending Section 8.2.2 (Non-Criminal Disposition) to insert in numerical order a new row for Section 4.1.6 to read as follows:

Section	Description	Penalty	Frequency	Enforcement Entity
4.1.6	Requirements applicable to kennels	\$500 – 1 st offense	Per Offense	Any Sworn Police Officer or the Town Clerk
		\$1,000 each subsequent offense		

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 13: AMEND GENERAL BY-LAW – STORMWATER

To see if the Town will vote to amend the General By-Laws by deleting Article 7 (Stormwater) in its entirety and inserting in its place the following:

ARTICLE 7

STORMWATER

SECTION 7.1 GENERAL

7.1.1 Purpose

The purpose of this by-law is to protect, maintain, and enhance the public health, safety, environment, and general welfare of the Town of Needham. It supports compliance with State and Federal statutes and regulations related to stormwater discharges, including the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. This is accomplished by establishing minimum requirements and procedures to address the adverse impacts of soil erosion, sedimentation, construction site runoff, post-development stormwater runoff, and nonpoint source pollution associated with new development and redevelopment projects.

Quality

The U.S. Environmental Protection Agency (EPA) has identified sedimentation from land disturbance activities and polluted runoff from land development and redevelopment as significant sources of water pollution, affecting drinking water supplies, natural habitats, and recreational resources. Regulating activities that disturb land and generate runoff is essential to protect water bodies and groundwater resources, safeguard public health, safety, and welfare, and preserve wetlands and other natural resources.

Quantity

The Town of Needham has identified stormwater management as a critical component to help mitigate flooding occurrences and severity by setting standards that minimize runoff from public and private properties. Properties that are altered by activities such as new construction, increased impervious surfaces or other alterations of surface grades may strain capacity within the townwide drain system and may result in increased/adverse runoff to neighboring properties. The Stormwater By-Law also seeks to avoid potential damage to public property, private property, and infrastructure.

7.1.2 Objective

The purpose of this by-law shall be achieved through the following objectives:

<u>General</u>

- a) Establish the legal authority necessary to ensure compliance with the provisions of this bylaw through permitting, inspection, monitoring, and enforcement.
- b) Promote infiltration and recharge of groundwater.
- c) Authorize the Town to monitor and enforce the efficacy of infiltration infrastructure.
- d) To prevent pollution of Needham's wetlands and surface waters from uncontrolled stormwater runoff and illicit discharges.
- e) Promote best practices and foster public participation through education and increased awareness of stormwater management.

Quality

- a) Ensure compliance with state and federal statutes and regulations relating to stormwater discharges, including the NPDES MS4 Permit issued by the EPA, the Massachusetts Stormwater Standards—regardless of a property's proximity to wetlands or other resource areas—and the 1996 Memorandum of Understanding (MOU) between the Town of Needham and the EPA.
- b) Prevent and correct illicit connections and discharges.
- c) Support the administration of the Stormwater Assessment Fee.

Quantity

- a) Address stormwater capacity challenges affecting the Needham community.
- b) Support the preservation of trees/tree canopy subsequent to land disturbance activity.
- c) Review and approval of Stormwater Control Measures (SCMs) designed to mitigate or prevent runoff to abutting properties and resource areas, prevent soil erosion and sedimentation resulting from construction site stormwater runoff and manage soil grading activities.

SECTION 7.2 DEFINITIONS

For purposes of this by-law, the following terms shall have the following definitions, unless the context clearly states otherwise.

<u>Alter</u> Any activity that will measurably change the ability of a ground surface area to absorb water, will change existing surface drainage patterns, or will increase or decrease the rate or volume of flow from a site. (including tree and vegetation removal)

Applicant Any person or entity requesting a Permit.

<u>Application</u> Standard form for application as issued by the Permitting Authority and any other documentation, which shall include, but shall not be limited to, plans, charts, drawings, specifications, narratives, or any other documents or pieces of information required by applicable federal, state or local laws, rules and/or regulations, submitted in connection with a permit, as applicable, and as defined in the regulations promulgated by the Department of Public Works in support of this by-law.

<u>Clean Water Act</u> The Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) as it may hereafter be amended, and the Massachusetts Clean Water Act and Regulations.

Clearing Any activity that removes the vegetative surface cover.

<u>Designated Agent</u> Any person or entity designated by the DPW Director to assist in the administration, implementation or enforcement of this by-law and its regulations.

<u>Development</u> Any construction or activity that disturbs or alters a parcel of land.

<u>Erosion</u> The wearing away of the ground surface by natural or artificial forces and the subsequent detachment and transportation of soil.

<u>Erosion/Sediment Control</u> The prevention or reduction of the movement of soil particles or rock fragments due to stormwater runoff. Erosion/sediment control is typically achieved through the installation of straw bales, silt fence, silt socks, or by surface coverings such as jute mesh, erosion control blankets, or by the establishment of surface vegetation.

Existing Lawn Grass area which has been maintained or mowed in the previous two years.

Grading Changing the level or shape of the ground surface.

Grubbing The act of clearing ground surface by digging or grinding up roots and stumps.

<u>Illicit Connection</u> A surface or subsurface drain or conveyance that allows an illicit discharge into the MS4 that is not entirely composed of stormwater or groundwater, including but not limited to any connection from an indoor drain, sink, toilet, or laundry facility.

<u>Illicit Discharge</u> Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater or groundwater, including, without limitation, any discharge of a pollutant, sewage, process wastewater, or wash water, except as exempted. The term does not include a discharge in compliance with a NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit. Impervious Surface/Cover An impervious surface is an area within a parcel which prevents or significantly impedes the infiltration of stormwater into the soil. Common impervious areas include, but are not limited to, buildings, driveways (including paving, concrete, stone, gravel and dirt), parking lots, paved walkways, pools, patios, sports courts, and other similar non-porous areas.

<u>Infiltration</u> The act of conveying surface water into the ground to permit groundwater recharge and the reduction of stormwater runoff from a project site.

<u>Land-Disturbing Activity or Land Disturbance</u> Any activity, including, without limitation, clearing, grubbing, grading, digging, cutting, removal of vegetation or trees, excavation, placement of fill, resurfacing and construction that causes a change in the position or location of soil or a change in the pattern of drainage and/or infiltration of water. This may include the demolition of existing structures and site features, along with any site preparation required for new construction.

<u>Lot</u> A single parcel of land held in identical ownership throughout and defined by metes, bounds, or boundary lines in a recorded deed or on a recorded plan.

<u>Low Impact Development (LID)</u> A comprehensive land planning and engineering design strategy that seeks to maintain a Site's pre-development ecological and hydrological function through the protection, enhancement, or mimicry of natural processes. LID systems and practices emphasize reduction of effective imperviousness and conservation, and use of existing natural Site features integrated with distributed small-scale Stormwater controls to result in the treatment, infiltration, evapotranspiration, and/or use of Stormwater close to its source.

<u>Low Permeability Soil</u> Low Permeability Soil refers to how easily water or other liquids can flow through a soil. It's a key factor in how well a soil drains and how easily it allows water to pass through. Examples include, but are not limited to clay, silt, ledge or hardpan.

Massachusetts Stormwater Management Standards The Standards issued by the Department of Environmental Protection, as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act M.G.L. c. 131 §40 and the Massachusetts Clean Waters Act M.G.L. c. 21, §§ 23-56, and any successor statutory provision.

<u>Municipal Storm Drain System or Municipal Separate Storm Sewer System (MS4)</u> The system of conveyances designed or used for collecting or conveying Stormwater, including, without limitation, any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit A permit issued by the EPA or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

<u>New Construction</u> Refer to the Needham Zoning By-Law or the Needham Wetlands Protection Regulations as applicable.

<u>Normal Maintenance</u> Activities that are regularly scheduled to maintain the health and condition of a landscaped area. Examples include removal of weeds or invasive species, pruning, mowing, raking, and other activities that are done at regular intervals within the course of a year.

Operation and Maintenance (O&M) Plan A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Owner A person or entity with a legal or equitable interest in property.

Permittee The person or entity who holds a permit.

<u>Permitting Authority</u> The municipal board, committee or department with authority for issuing permits for construction and/or land disturbing activities. These include the Planning Board, Conservation Commission, Department of Public Works, Building Department, and Zoning Board of Appeals.

<u>Plot Plan</u> A plot plan (also known as a site plan) is a scaled drawing that shows the layout of a property, including the location of existing and proposed structures, property lines, setbacks, easements, driveways, walkways, utilities, topography, and drainage features.

<u>Point Source</u> Any discernible, confined, and discrete means of conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

<u>Pollutant</u> A pollutant is any substance or material that, when introduced into the environment—particularly air, water, or soil—can cause harm to ecosystems, human health, or the natural balance of the environment. Pollutants may be chemical, biological, or physical in nature and can originate from both natural sources and human activities. Common examples of pollutants include sediment, nutrients such as nitrogen and phosphorus, heavy metals, oils and grease, pesticides and herbicides, bacteria and viruses, trash and debris, light and even excess heat, which is considered thermal pollution.

Pre-Construction All activity in preparation for construction.

<u>Pre-Development</u> The conditions that exist prior to the proposed disturbance activity. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing conditions at the time prior to the first plan submission shall establish pre-development conditions.

<u>Post-Development</u> The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity in accordance with approved plans on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion and does not refer to the construction phase of a project.

<u>Qualified Soil Evaluator</u> A professional who has demonstrated the necessary experience/credentials or a Massachusetts Registered Professional Engineer with expertise in soils to perform soil evaluations specifically for stormwater management purposes, including infiltration feasibility.

<u>Recharge</u> The process by which water from precipitation, surface water, or other sources infiltrates into the ground and replenishes underground aquifers or groundwater supplies.

<u>Reconstruction</u> The process of rebuilding or significantly restoring a structure, feature, or area that has been damaged, removed, or deteriorated. This typically involves replacing or reconfiguring existing elements to match or improve upon the original condition.

<u>Redevelopment</u> The process of altering, improving, or repurposing previously developed land or property. It typically involves the demolition, renovation, or replacement of existing structures and infrastructure to accommodate new uses or to bring the property into compliance with current standards and regulations.

<u>Runoff</u> The portion of water from precipitation, such as rain or melting snow, or from human activities like irrigation, that flows over the land surface instead of soaking into the ground. This occurs when the soil is saturated, the surface is impervious (such as pavement or rooftops), or the water is applied faster than it can infiltrate.

<u>Sediment</u> Solid particles of soil, sand, silt, or clay that are eroded from the land and transported by wind, water, or ice.

<u>Sedimentation</u> The process by which sediment is transported by water, wind, or ice and eventually settles out of suspension, accumulating in a new location. Runoff carries eroded materials into waterways, detention basins, or storm drains, where the particles settle to the bottom.

<u>Site</u> Any lot or parcel of land or area of property where Land-Disturbing Activities are, were, or will be performed.

<u>Soil</u> A natural, unconsolidated mixture of mineral particles, organic matter, air, and water that forms the upper layer of the Earth's surface. The composition of soil can vary widely based on location, climate, and organic content, affecting its texture (sand, silt, clay), fertility, permeability, and drainage capacity.

<u>Stormwater</u> Water that originates from precipitation events, such as rain, snow, or hail, which flows over the ground surface and into natural or man-made drainage systems.

Stormwater Control Measure (SCM) Structural, non-structural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and nonpoint source pollution, and promote stormwater quality and protection of the environment. "Structural" SCMs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff. "Non-structural" SCMs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

Stormwater Management The use of SCMs designed to control or reduce the quantity, rate, and quality of stormwater runoff; to promote groundwater recharge; to prevent erosion and sedimentation; to protect water quality; and to minimize impacts on adjacent properties, infrastructure, and natural resources. Stormwater Management includes planning, designing, implementing, and maintaining measures to manage runoff from precipitation events, including rain and snowmelt.

Stormwater Regulations Policies and rules that govern the design, implementation, and maintenance of systems and practices to control stormwater runoff and its impacts on water quality, flooding, and infrastructure.

<u>Waters of the Commonwealth</u> All waters within the jurisdiction of the Commonwealth of Massachusetts under the Wetlands Protection Act (M.G.L ch. 131 section 40 and regulations at 310 CMR 10.00) and regulations at 314 CMR 9.00, Water Quality Certification, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, wetlands, and vernal pools.

<u>Waters of Needham</u> All waters within the jurisdiction of the Town of Needham under the Wetlands Protection By-Law (Article 6) and implementing regulations, including rivers, streams, lakes, ponds, springs, impoundments, wetlands and vernal pools.

Wetlands Freshwater wetland, marsh, bog, wet meadow and swamp as defined in M.G.L. c. 131, §40, the Town of Needham Wetland Protection By-Law, or any successor statutory provision.

SECTION 7.3 AUTHORITY

The Stormwater By-Law is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and the regulations of the Federal Clean Water Act (found at 40 CFR 122.34 published in the Federal Register on December 8, 1999, as amended). No change to the aforementioned regulations should affect the validity of this by-law.

7.3.1 Permitting Authority

The municipal board, committee or department with authority for issuing permits for construction and/or land disturbing activities. These include the Planning Board, Conservation Commission, Department of Public Works, Building Department, and Zoning Board of Appeals.

7.3.2 Emergency Suspension of Storm Drain System Access

The DPW Director or authorized designee may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event that any person or property fails to comply with an emergency suspension order issued pursuant to this section, the DPW Director or authorized designee may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 7.4 APPLICABILITY

7.4.1 Activities Subject to the Stormwater By-Law

Anyone proposing construction or land work that meets any of the following thresholds must comply with this by-law:

New construction or project that increases existing impervious surface. (See Stormwater Regulations for applicability parameters.)

- Construction or alteration of drainage systems.
- Change in grading or existing water flow resulting in additional surface water being shed onto other properties, public infrastructure, or natural resources.
- New construction or additions increases existing impervious and also require approval under one or more of the following:
 - o Needham Wetland Protection By-Law (Conservation Commission)
 - o Zoning By-Law (Board of Appeals)
 - Subdivision Regulations (Planning Board)
 - Other permitting authorities identified in this by-law.

No construction or land disturbance activities that meet one or more of these thresholds may commence prior to obtaining approval pursuant to this by-law.

7.4.2 Stormwater Management and Erosion Control

Activities subject to the Stormwater By-Law shall not be segmented or phased to avoid compliance. All land disturbances—including those not requiring a permit—must incorporate Stormwater Management and Erosion Control measures to ensure that the activity does not increase stormwater runoff or introduce pollutants to roadways or adjacent properties.

The relevant permitting authority, with guidance from the Department of Public Works (DPW), shall review each project for compliance with this by-law. Any permits issued must include a statement confirming that the project meets the requirements of this by-law. This does not limit the authority of any permitting board to enforce more stringent standards under its own by-laws, rules, or regulations.

The DPW Director, or their designee, shall participate in the review process and may provide recommendations to the permitting authority as needed. Projects involving only façade treatments, interior renovations, or changes in use are exempt from the requirement to submit a Stormwater Management and Erosion Control Plan.

7.4.3 Modification of Stormwater Plan

The applicant, or an agent thereof, shall obtain the approval of the permitting authority prior to any change or modification of an activity associated with the Stormwater Management and Erosion Control provisions of the permit. Applicant shall request in writing a change or modification to the original submission. Once the permitting authority has acknowledged receipt of request in writing, approval or rejection of the requested change or modification will be noted on the plot plan within thirty (30) calendar days.

In circumstances where Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval is required prior to the issuance of a permit, approval by the respective board or commission is required prior to any change or modification of an activity associated with an approved Stormwater Management and Erosion Control Plan. Additional stormwater runoff and erosion control measures may be required prior to approval of the change or modification.

7.4.4 No Approval Required

For activities listed below, provided erosion control measures are used, and the activity will not result in an increased amount of stormwater runoff or pollutants flowing from a parcel of land and entering a traveled way or adjacent properties.

- Repair, replacement or reconstruction of an existing driveway, patio, pool, and other improvements so long as it does not increase impervious square footage and remains in the same location.
- Restoration of existing lawn areas without lot grading.
- Approved temporary structures.

SECTION 7.5 ADMINISTRATION

The Stormwater By-Law is administered and enforced by the DPW Director. When work is subject to this by-law and applicants are seeking a related permit or approval from the DPW, Building Department, Conservation Commission, Planning Board, or Zoning Board of Appeals, they must demonstrate compliance with the by-law and its regulations to the applicable permitting authority.

If a proposed activity is subject to the Stormwater By-Law but is not otherwise subject to review by the DPW, Building Department, Conservation Commission, Planning Board, or Zoning Board of Appeals, the applicant must submit the project for review through a Street Permit application prior to beginning any work. This process ensures that activities such as grading or other land disturbances—especially those that may not involve traditional construction—are reviewed for compliance with the Stormwater By-Law and its regulations.

The applicable permitting authority may accept the application as compliant, accept it with conditions, or reject it—based on input from the DPW Engineering Department or in accordance with applicable state or federal laws and regulations. If the application is rejected, the applicant may submit a revised plan demonstrating compliance.

The DPW Director may take action to enforce the provisions of this by-law, as may the Building Commissioner or Conservation Agent if requested by the DPW Director.

SECTION 7.6 REGULATIONS

The Select Board shall adopt, and may periodically amend, Stormwater Regulations to effectuate the purposes of this by-law, after conducting a public hearing to receive public comment.

7.6.1 Purpose

The purpose of accompanying regulations is to provide detailed guidance for the implementation and administration of this by-law. The regulations establish specific standards, procedures, definitions, and technical requirements necessary to achieve the objectives of the Stormwater By-Law, including but not limited to performance standards, design criteria, review processes, and compliance measures.

7.6.2 Massachusetts Stormwater Handbook

The DPW Director and/or their designee will utilize the criteria, specifications and standards of the most recent edition of the Massachusetts Stormwater Handbook to execute the provisions of this by-law. Unless otherwise specified in the Stormwater Regulations, SCMs that are designed, constructed, and maintained in accordance with the design and sizing criteria in the Massachusetts Stormwater Handbook will be presumed to be protective of Massachusetts water quality standards.

SECTION 7.7 STORMWATER ASSESSMENT

The Town of Needham is subject to a federal requirement to reduce the amount of pollution from stormwater runoff discharging to local waterways, including substantial phosphorous reduction requirements of runoff into the Charles River. As a result, to meet federal and state permit obligations, the Town must increase its investment in stormwater infrastructure management. In May 2023, the Needham Select Board approved a Stormwater Mitigation Assessment Fee Program, charged through water/sewer billing, which is designed to spread the cost of this public service through a formula based on impervious cover on each property resulting in a tiered fee structure that reflects the potential contribution to stormwater runoff.

7.7.1 Stormwater Mitigation Assessment

The Department of Public Works (DPW) has long been responsible for operating, maintaining, and improving the Town's drainage system, which includes miles of pipeline and thousands of catch basins, manholes, and water quality treatment practices. A well-functioning drainage system keeps roads passable and protects public health and private property. Stormwater management has expanded to include water quality considerations under the Clean Water Act. Stormwater management activities in Needham have historically been funded primarily through the General Fund (tax revenue).

A Stormwater Mitigation Assessment that generates revenue through fees is a more equitable way to support funding for this necessary work. Revenue is collected from all properties (including tax-exempt) and is dedicated to stormwater-specific costs.

7.7.2 Municipal Authority

Massachusetts municipalities are authorized under Massachusetts General Laws to establish a stormwater management authority, empowering them to charge fees to property owners, just as traditional utilities are allowed to charge fees for electricity, drinking water, and sewer services (MGL Chapter 40 Section 1A, Chapter 40A Section 5, Chapter 44 Section 53F-1/2, and Chapter 83 Section 16).

SECTION 7.8 ILLICIT DISCHARGE, DETECTION & ELIMINATION (IDDE)

The DPW Director and/or their designee shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges. No person or entity shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

7.8.1 Regulated Activities

In order to protect the Town of Needham's water resources and comply with the requirements of the NPDES program, the following activities are regulated to prevent and eliminate illicit discharges to the MS4 and ensure proper connection to municipal infrastructure.

7.8.1.1 Illicit Connections

No person or entity shall connect any pipe, swale, drain, or other appurtenance to the Town of Needham's Sanitary Sewer System or MS4, or perform any modification, repair, rehabilitation, or replacement work on either system, without first obtaining an approved Sewer Connection Permit or Drainage Connection Permit from the Department of Public Works.

7.8.1.2 Illicit Discharges

No person or entity shall discharge, or allow to be discharged, any pollutant or non-stormwater substance to the MS4 or any part of the stormwater system, either directly or indirectly. No person

or entity shall allow any pipe, swale, or other point source to discharge directly, prior to filtration, onto a public way unless prior authorization is obtained through the Department of Public Works.

7.8.1.3 Obstruction of Municipal Storm Drain System

No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the DPW Director.

7.8.2 Allowable Non-Stormwater Discharges

The following non-stormwater discharges are exempt from the prohibition, provided that the source is not a significant contributor of a pollutant to the MS4 drain system or the waters of the Commonwealth:

- a) Water line flushing
- b) Landscape irrigation
- c) Foundation and footing drains
- d) Air conditioning condensation
- e) Water from crawl space pumps
- f) Lawn watering
- g) Individual residential car washing
- h) Dechlorinated swimming pool discharges
- i) Street and sidewalk wash water
- j) Discharges from firefighting activities
- k) Flows from wetland resource areas
- l) Rising ground waters
- m) Uncontaminated ground water (groundwater that is free of pollutants)
- n) Discharges from potable water sources
- o) Discharges necessary to protect public health, safety, welfare or the environment.

7.8.3 Detection and Elimination

Upon identification of an illicit discharge or illegal connection, the responsible party shall be notified and required to eliminate the discharge or connection in a timely manner as directed by the Permitting Authority.

If the responsible party fails to act, the Town may take necessary enforcement actions, including but not limited to fines, cease and desist orders, or performing corrective work at the property owner's expense.

SECTION 7.9 PERMITS

7.9.1 Applications

All activities subject to the Stormwater By-Law must include Stormwater Management and Erosion Control provisions.

The applicable permitting authority shall review and approve the Stormwater Management and Erosion Control Plan prior to issuing any permit. The DPW Director, or their designee, shall participate in the review process and may provide recommendations to the permitting authority as needed.

Projects that involve only façade treatments, interior renovations, or changes in use are exempt from the requirement to submit a Stormwater Management and Erosion Control Plan.

7.9.2 Fees

Fees may be established by the Select Board to pay for expenses if it is determined that an outsourced professional or expert consultation is necessary to adequately evaluate a proposed project. This may include retaining a registered professional engineer or other qualified consultant to advise the permitting authority on one or more aspects of the submitted plans.

If such consultation is required, the applicant may be required to pay the associated review fees in advance. The applicant may also be responsible for ongoing consultant costs, if necessary for the duration of the project, through an account established in accordance with M.G.L. c. 44, §53G, or any successor statutory provision.

7.9.3 Permit Amendments

If the permitting authority determines that material changes or alterations to an approved project plan are significant, the applicant may be required to submit a new application. Minor adjustments, such as those made to address field conditions or similar non-substantial changes, generally do not require a new application. The applicant may revise and resubmit an application as needed to meet the objectives and comply with the requirements of this by-law.

7.9.4 Non-Compliance

Any person who fails to comply with the conditions of an issued permit, including an approved Erosion and Sedimentation Control Plan, Operations and Maintenance Plan, or any order issued under the Stormwater By-Law, shall be considered in violation and subject to enforcement action.

SECTION 7.10 STORMWATER MANAGEMENT AND EROSION CONTROL PLAN REQUIREMENTS

7.10.1 Low Impact Development (LID)

The Town of Needham supports, encourages, and anticipates the use of Low Impact Development (LID) practices wherever possible or practicable, as a preferred approach to managing stormwater and preserving site-specific ecological and hydrological functions. Applicants are expected to incorporate LID principles into their site planning process.

7.10.2 Regulated Activities

Any construction or land disturbance activity regulated under this by-law shall require the preparation and submission of a Stormwater Management and Erosion Control Plan. The purpose of the Plan is to ensure that adequate measures are in place to manage stormwater runoff, minimize erosion, and prevent sedimentation both during and after construction. The Plan must demonstrate that the proposed activity will not result in adverse impacts to abutting properties, public infrastructure, or natural resources, and that it complies with the performance standards and design criteria outlined in the Stormwater Regulations. The permitting authority shall review all submitted plans for completeness and conformance with the requirements of the Stormwater By-Law prior to approval.

7.10.3 Exempt Activities

The following activities shall be exempt from the requirement to submit a Stormwater Management and Erosion Control Plan under this by-law:

a) Emergency activities necessary to protect public health or safety as determined by the authority having jurisdiction;

b) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this by-law.

7.10.4 General Requirements

If authorized by the Owner or other party in control of the property, the permitting authority, its designee, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this by-law and may make or cause to be made such examinations, surveys or sampling as deemed reasonably necessary to determine compliance with the permit.

7.10.4.1 Pre-Construction

A Stormwater Management and Erosion Control Plan along with soil testing results from a qualified soil evaluator shall be submitted as part of a Building Plot Plan or independently with an application for a Building Permit, Street Permit, Planning Board application, Zoning Board of Appeals application, Conservation Commission application, and/or prior to any activity subject to this by-law.

7.10.4.2 Construction

The Stormwater Management and Erosion Control plan shall include construction-period measures such as a dewatering plan during and after construction to prevent the discharge of silt or sediment to the MS4, roadway, wetland resources or abutting properties. The Permitting Authority or its designee may perform inspections as necessary at various stages of the project to verify and document compliance with the issued permit.

7.10.4.3 Post-Construction

For all projects subject to this by-law, the Stormwater Management and Erosion Control Plan shall include post-construction measures designed to provide a minimum combined volumetric capacity to recharge at least one and a half inches (1.5") of rainfall over the total impervious area of the site, including all buildings and other impervious surfaces.

Projects subject to this by-law requiring approval from the Conservation Commission, Planning Board, or Zoning Board of Appeals, the plan shall also include stormwater runoff quality controls. These controls must incorporate structural and/or non-structural Stormwater Control Measures (SCMs) that are designed to remove pollutants from stormwater prior to infiltration into the ground, in accordance with the Massachusetts Stormwater Handbook.

The purpose of these post-construction measures is to minimize or prevent increases in stormwater volume and peak flow to the MS4, and to reduce the pollutant load entering the MS4 and receiving waters.

7.10.4.4 Low-Permeability Soils

In cases where low-permeability soils are present, the DPW Director may, in consultation with the Engineering Division and Permitting Authority, authorize modifications that are consistent with the intent of this by-law. The applicant must conduct and submit soil testing results that describe soil types and groundwater elevations.

7.10.4.5 Operation and Maintenance Plan

An Operation and Maintenance (O&M) Plan shall be submitted with any application for a Building Permit, Street Permit, or application to the Planning Board, Board of Appeals, or Conservation Commission pursuant to this by-law. The O&M Plan must be designed to ensure year-round compliance with this by-law and remain effective throughout the life of the system. The Plan must be recorded with the Registry of Deeds, and proof of recording must be submitted to the permitting

authority. Annual inspection and maintenance records for all stormwater control measures (SCMs) shall be made available to the DPW and Permitting Authority upon request.

7.10.4.6 As-Built Drawing

At the completion of any project subject to the Stormwater By-Law, as-built drawings must be submitted and shall include all stormwater management systems as constructed. These drawings must be prepared, signed, and stamped by a Massachusetts Registered Professional Engineer. The as-built drawings shall accurately reflect the final configuration, elevations, dimensions, and materials of all stormwater infrastructure, including but not limited to infiltration systems, drainage pipes, manholes, catch basins, and outfalls.

The as-built drawings must accompany the certified as-built Plot Plan, which is required to be stamped by a Massachusetts Registered Land Surveyor. Together, these documents provide verification that the stormwater management systems have been constructed in accordance with the approved plans and comply with the requirements of this by-law and associated regulations.

7.10.4.7 Design Criteria

Infiltration and other stormwater management systems shall be designed in accordance with SCMs as outlined in the Massachusetts Stormwater Handbook and the Stormwater Regulations. For building additions that increase the existing impervious footprint by 25% to 50%, infiltration is required for the newly constructed area. For additions that increase the impervious footprint by more than 50%, infiltration is required for the entire impervious area, including both the addition and the existing structure.

For properties containing 4,000 square feet or less of impervious surface post-construction, infiltration systems must be designed to collect and infiltrate a minimum of one and a half inches (1.5") of rainfall. Impervious surfaces beyond the roof—such as driveways, decks, and patios—may be directed to the same infiltration system or managed separately using other acceptable methods such as rain gardens, drainage trenches or swales, detention basins, or other SCMs.

For projects resulting in more than 4,000 square feet of impervious surface post-construction, infiltration systems must be designed to collect and infiltrate a minimum of one and a half inches (1.5") of rainfall over the total impervious area, including roofs, driveways, patios, decks, and other hardscapes. In addition, the applicant must demonstrate compliance with the Massachusetts Stormwater Standards, specifically Standard 2 (Peak Rate Attenuation) and Standard 3 (Recharge).

In the absence of any other law, by-law or regulation, the Applicant shall plant on the project property three 2" caliper or larger, native trees for each required infiltration system or designed drywell shown in the proposed plan.

Projects subject to this by-law requiring approval by the Conservation Commission, Zoning Board of Appeals, or Planning Board must also comply with the applicable requirements and approvals of the relevant Permitting Authority. Applicant must demonstrate compliance with the Massachusetts Stormwater Standards for Stormwater Management and Erosion Control measures.

Erosion and sediment controls must be designed to prevent adverse impacts caused by the discharge of silt or sediment to municipal and/or abutting properties during and after land disturbance or construction activities.

There shall be no change to the existing conditions of abutting properties or public ways from any increase in volume or peak rate of stormwater runoff or from erosion, silting, flooding, displacement, sedimentation or impacts to wetlands and other resource areas as defined in the Massachusetts Wetlands Protection Act and/or Needham Wetlands Protection By-Law.

When any proposed discharge may have an impact upon streams, wetlands and/or the MS4 or its conveyance system (storm sewers), the DPW Director and/or their designee may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.

SECTION 7.11 ENFORCEMENT

The DPW Director and/or their designee retains the right to oversee and review all matters relating to stormwater management within the Town of Needham. The DPW Director and/or their designee shall administer and enforce the Stormwater By-Law, Stormwater Regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such enforcement. The remedies set forth in this section are not intended to be exclusive of any other remedies available under applicable federal, state, or local law.

7.11.1 Written Order

The DPW Director and/or their designee may issue a written order to enforce the provisions of this by-law or the regulations thereunder, which may include, but are not limited to, the following:

- a. A requirement to cease and desist until there is compliance with the Stormwater By-Law;
- b. Elimination of illicit connections or discharges to the MS4;
- c. Maintenance, installation or performance of additional Erosion and Sedimentation control measures;
- d. Monitoring, analyses, and reporting; and/or
- e. Remediation of contamination, erosion and/or sedimentation resulting directly or indirectly from the permitted activity.

7.11.2 Appeal of Determination

Any person or entity aggrieved by a decision of the DPW Director and/or their designee under a provision of this Stormwater By-Law may submit a letter of appeal to the Select Board who may affirm, amend, or overrule that decision after a public meeting held not more than 45 days after the submission of a letter of appeal.

7.11.3 Injunctive Relief

If a person violates the provisions of this by-law, or any regulation, permit, notice, or order issued thereunder, the DPW Director or their designee, with the approval of the Select Board, may seek injunctive relief in a court of competent jurisdiction to restrain such person from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE 14: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Use of the monies in the Fund may only be approved by Town Meeting appropriation. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of Month DD, 2025 was \$X.

ARTICLE 15: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Debt Service Stabilization Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The fund is designed to ensure that monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of Month DD, 2025 was \$X.

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 9^{th} day of September, 2025.

Heidi Frail, Chair

Catherine R. Dowd, Vice Chair

Joshua W. Levy, Clerk

Marianne B. Cooley, Member

Kevin Keane, Member

SELECT BOARD OF NEEDHAM

A TRUE COPY Attest: Constable:



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Town Manager's Report
Presenter(s)	Katie King, 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 BACK UP INFORMATION ATTACHED None



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Agenda Item Committee Reports	
Presenter(s)	Board Discussion	

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Board members may report on the progress and/or activities of their Committee assignments.

2. VOTE REQUIRED BY SELECT BOARD

N/A – Discussion Only

3. BACK UP INFORMATION ATTACHED

None



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 9/9/2025

Agenda Item	Executive Session
Presenter(s)	

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Exception 3: To discuss Springfield Water and Sewer Commission and others v. Massachusetts Department of Environmental Protection, Appeals Court Case No. 2024-P-0931; and

Exception 6: To discuss the purchase, exchange, lease or value of real property – Stephen Palmer Building, 83 Pickering Street, Needham, MA.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board enter executive session pursuant to:

a. Exception 3: To discuss Springfield Water and Sewer Commission and others v. Massachusetts Department of Environmental Protection, Appeals Court Case No. 2024-P-0931, where the Chair declares that an open meeting may have a detrimental effect on the litigating position of the public body

[the chair so declares]; and

b. Exception 6, to discuss the purchase, lease and value of real property, in particular the residential dwelling units located at the Stephen Palmer Building, 83 Pickering Street, Needham, MA, where the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body

[the chair so declares]; and

c. To adjourn at the conclusion of the executive session without returning to open session.

3. BACK UP INFORMATION ATTACHED

None.

Town of Needham Select Board Meeting Minutes July 3, 2025 Needham Town Hall Select Board Chambers

8:30 a.m. Call to Order:

A special meeting of the Select Board was convened by Chair Heidi Frail. Present were Marianne Cooley and Kevin Keane. Also present were Town Manager Kate Fitzpatrick, Deputy Town Manager Katie King, Deputy Town Manager/Director of Finance David Davison, Support Services Manager Myles Tucker, and Assistant Town Clerk Helen Atkinson.

Ms. Atkinson delivered the Town Manager oath of office to Ms. King, effective July 5th, 2025.

8:32 a.m. Motion: Ms. Cooley moved that the Board adjourn. Second: Ms. Frail. Unanimously approved 3-0.

Note: This meeting was noticed to be held in the Town Clerk's Office, but moved to the Select Board Chambers to accommodate a larger public attendance. Those attending were directed by staff before and during the meeting to the Select Board Chambers, across the hallway from the Town Clerk's Office.

Town of Needham Select Board Minutes for Tuesday, July 22, 2025 Select Board Chambers and Via ZOOM

https://us02web.zoom.us/j/89068374046

6:03 p.m. Call to Order

A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Marianne Cooley, Joshua Levy, Kevin Keane, and Town Manager Katie King. David Davison, Deputy Town Manager/Director of Finance was also in attendance. Vice Chair Cathy Dowd joined via Zoom.

6:04 p.m. Town Manager Oath of Office

Ms. Frail welcomed all to the meeting. Town Clerk Louise Miller ceremonially administered the Town Manager Oath of Office to Ms. King (note: Assistant Town Clerk Helen Atkinson formally administered the aforementioned oath to Ms. King at the July 3, 2025 Special Meeting of the Select Board). Ms. King thanked the Select Board members for their confidence and for appointing her as Needham's Town Manager. She expressed appreciation for Kate Fitzpatrick and her example as Town Manager and concluded by thanking Town Staff for their support as she begins her tenure.

6:08 p.m. Public Comment Period

No public comment was heard.

6:08 p.m. Purple Heart Day Proclamation

Vice Chair Cathy Dowd read the 2025 Purple Heart Day Proclamation, reaffirming the Town of Needham as a Purple Heart Community.

Motion by Ms. Cooley that the Board vote to approve and sign the 2025 Purple Heart Day Proclamation.

Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

6:10 p.m. Alcohol License Hearing – Henry Hospitality, Inc. d/b/a The James
Presenters: Stuart Henry, Henry Hospitality, Inc. Owner & License Manager of
Record, Mary Kylie, General Manager

The Select Board, as local licensing authority, held a public hearing in accordance with the provisions of M.G.L. c. 138 Sections 23 and 64, and Section 10.1 of the Town of Needham Regulations for the Sale of Alcoholic Beverages. The purpose of the hearing was to consider and vote on whether to modify, suspend, revoke, or

cancel the On Premises All Alcoholic Beverages Pouring License issued to Henry Hospitality, Inc. d/b/a The James, for the following violations:

- 1. 204 CMR 2.05(2): Permitting an illegality to occur on the licensed premises, to wit; G.L. c. 138, §34, sale or delivery of an alcohol beverage to a person under twenty-one years of age, and which sale or delivery occurred on March 19, 2025; and
- 2. Section 3.5.13 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023): Failure to request proof of identification from any patron appearing to be under the age of 40 prior to any alcohol sale and confirm the authenticity of the identification card through the use of a digital card scanner, and which failure occurred on March 19, 2025.

Ms. Frail invited Stuart Henry, Owner, and Mary Kylie, General Manager to the table for the hearing. Police Chief John Schlittler provided an overview of the underage compliance checks at all the stores and restaurants that hold liquor licenses in Needham on March 19, 2025. An underage party went into The James at approximately 4:38 p.m. The bartender, identified as David Adams, did not check the underage individual's identification and did serve them an alcoholic beverage. The underage individual texted Officer Broderick that they had been served an alcoholic beverage and left the bar. Officer Broderick entered the bar, identified himself as a Needham Police Officer, and advised Mr. Adams that he was conducting alcohol compliance checks and that he had served an underage party, subsequently providing Ms. Kylie with a notice of violation. Chief Schlittler noted that this is the third violation for this establishment in the past five years.

Ms. Frail invited Board members to ask any questions. Ms. Cooley asked if there was both in-house training and in-person alcohol service training and if scanners have been added. Ms. Kylie confirmed this and added that every day there is a preservice staff meeting before lunch and dinner and other protocols in place. Support Services Manager Myles Tucker shared the recommended penalties for both violations.

Motion by Mr. Keane that the Board vote to:

- 1. Find sufficient evidence that, on March 19, 2025, Henry Hospitality, Inc. d/b/a The James, located at 1027 Great Plain Avenue, violated 204 CMR 2.05(2) permitting an illegality on the licensed premises, to wit: Chapter 138, Section 34, sale or delivery of an alcoholic beverage to a person under twenty-one years of age and
- 2. Find sufficient evidence that, on March 19, 2025, Henry Hospitality, Inc. d/b/a The James, located at 1027 Great Plain Avenue, violated Section 3.5.13 of the Town of Needham Regulations for the Sale of Alcoholic Beverages (Revised April 25, 2023) by failing to request proof of identification and confirm the authenticity of said identification card through the use of a digital card scanner.

Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

The Board then discussed the penalty for this infraction. Ivria Fried of Harrington Heep, LLP, Town Counsel, noted that the Select Board may allow the Licensee to decide when they would like to serve the suspension by requiring them to complete the suspension by a date certain.

Motion by Ms. Cooley that the Board vote to:

- 1. Suspend the Section 12 Restaurant All Alcoholic Liquor License issued to Henry Hospitality, Inc. d/b/a The James, located at 1027 Great Plain Avenue, for a period of 1 day for the violation of 204 CMR 2.05(2) permitting an illegality on the licensed premises, to wit: Chapter 138, Section 34, sale or delivery of an alcoholic beverage to a person under twenty-one years of age and
- 2. Suspend the Section 12 Restaurant All Alcoholic Liquor License issued to Henry Hospitality, Inc. d/b/a The James, located at 1027 Great Plain Avenue, for a period of 6 days for violation of Town of Needham Alcohol Regulations at Section 3.5.13.
 - Both suspensions to be served as 3 consecutive days and then 4 consecutive days on dates chosen by the Licensee within 45 days of receipt of a written notice of the hearing decision.
- 3. Authorize the Town Manager to draft and send notice of the Select Board's decision to the Licensee and to the Alcoholic Beverages Control Commission.

Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

6:48 p.m. Public Hearing: Eversource Grant of Location – 1166 Greendale Avenue Presenter: Joanne Callender, Eversource Energy, Brian Canavan, Director of Operations, St. Sebastian's School, Joe Cataldo, M.J. Cataldo, Inc.

Eversource Energy requested permission to install approximately 13 feet of conduit in Greendale Avenue. The reason for this work is to provide service to new landscaping lights at 1166 Greendale Avenue. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Ms. King noted that this Grant of Location is for the new stone wall signage at the corner of Greendale Ave and Great Plain Ave. A building permit was not required, only an Electrical Wiring Permit. Work has been completed without the Grant of Location as the Building Department's internal procedure was not updated until after this Electrical Wiring Permit was applied for and the work was completed. Mr. Cataldo explained that the work was completed not knowing there was a specific permit from the Town that was required. Ms. Cooley clarified that there is a public process for this type of situation as neighbors can sometimes be impacted by work. Ms. Frail confirmed that the Building Commissioner has now addressed

this type of circumstance with the new procedure as of the Select Board meeting on June 24, 2025.

Motion by Mr. Levy that the Board vote to approve and sign a petition from Eversource Energy to install approximately 13 feet of conduit in Greendale Avenue.

Second: Ms. Cooley.

Mr. Keane asked if the asphalt patch is to Town standard, and Ms. King confirmed that Engineering will assess it. Mr. Keane also asked if other lampposts belonging to St. Sebastian's also went through a Grant of Location process, as they appear to be in the Town's right of way.

Unanimously approved 5-0 by roll call vote.

6:54 p.m. Approve Sale of Bond Anticipation Note

Presenters: David Davison, Deputy Town Manager/Director of Finance, Ellyse Glushkov, Town Treasurer/Collector, Cecilia Simchak, Assistant Director of Finance

Mr. Davison asked the Board to approve the sale of a Bond Anticipation Note (BAN) for \$2.76 million, which will mature in October 2025. This is a refinancing of existing debt that is maturing on July 30. The Town received four bids on the note, with the winning bid from Fidelity Capital Markets with a coupon rate of 4% with a premium of \$6,486, with the actual cost to the Town being a 3.06% net interest cost, five basis points above the note that the Town issued in June 2025.

Motion by Ms. Cooley that the Board vote as presented in the materials to support the sale of \$2.76 million worth of general obligations at 4%.

Motion A: Move to approve the sale of \$2,760,000 4.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated July 30, 2025, and payable October 30, 2025, to Fidelity Capital Markets, a Division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of \$6,486.00.

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 July 8, 2025, and a final Official Statement dated July 15, 2025, 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: Mr. Keane. Unanimously approved 5-0 by roll call vote.

7:05 p.m. Communications and Community Engagement Update
Presenter: Amy Haelsen, Director of Communication and Community Engagement

Amy Haelsen provided a history of her position, to include funding of the "Public Information Officer" position by Town Meeting Warrant Articles prior to approval of the current position title being funded permanently by the 2023 Annual Town Meeting. Ms. Haelsen remarked that, following the pandemic, the role shifted to focus on soliciting input and feedback from stakeholders in a targeted way.

Ms. Haelsen then provided an overview of highlights:

- Worked with Needham Branding & Town Seal Committee to develop new Town branding and branding guidelines
- Rolled out Town branding in early 2025
- Coordinated the Town Seal redesign (still in process)
- Increased outreach to stakeholders over the last year:
 - Social media followers grew by 20%
 - o Newsletter subscribers grew by 11%

- o Increased number of social media posts and newsflashes by 25%
- Cultivated relationships with local media. Needham is viewed as a valuable resource for regional stories.
- Led community engagement efforts for MBTA communities and other major projects

Ms. Haelsen also focused on the various communication tools that the Town uses to communicate with residents, including the Town website (currently undergoing a refresh with new Town branding), Newsflash, Notify Me feature on the website, social media, and continued regular outreach to local non-profits. These tools provide timely updates and announcements that distribute information to the public about specific Town projects and programs. She further covered the six surveys conducted in the Town through Polco over the last 14 months, including the 2024 Annual Community Survey, Recycling and Transfer Station Study, Alder Brook Phase I project, and the Large House Review Committee survey, among others.

Discussion ensued regarding future additional staff resources to support communications, how to prioritize what information is disseminated, and strategies for responding to ad hoc questions from residents. Ms. King also emphasized the challenges of distributing the extensive volume of information there is to residents and how this aligns with Select Board goals. The Board and Ms. Haelsen also discussed the challenges of the current website, including the limitations of the Search function, and the deadline of April 2027 for new documents added to the Town website to be accessible.

7:34 p.m. Appointment Calendar and Consent Agenda

Motion by Mr. Keane that the Board vote to approve the Appointment Calendar and Consent Agenda with the exception of Item 5 on the Appointment Calendar, which will be moved to the August 12, 2025 meeting. Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

APPOINTMENT CALENDAR

1.	Abigail Carr	Community Preservation Committee
		Term Exp: 6/30/2027
2.	Haril Pandya	Design Review Board
	_	Term Exp: 6/30/2028
3.	Eileen Baker	Envision Needham Center Working Group
		Term Exp: 6/30/2027
5.	See Agenda Packet for	Election Officers (Wardens, Clerks, Deputy Clerk, Inspectors,
	Full List	and Tellers)
		Term Exp: 8/31/2026

CONSENT AGENDA

1.	Approve Open Session Minutes of May 27, 2025, June 10, 2025, and July 3, 2025
2.	Approve Personnel Administration Policy #427: Extra Committee Liaison Policy

Approve a request from Jessica Rice, Co-Race Director of Jog Your Memory 5K, Inc., to hold the road event "Jog Your Memory 5K Run and 1.5 Mile Walk for Alzheimer's" in Needham. The event is scheduled for Sunday, October 5, 2025, starting at 9:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works 4. Approve a request from Hilary Ryan, VP, Development, Charles River Center to hold the road event "Charles River Center 5k Run/1Mile Walk" in Needham. The event is scheduled for Sunday, September 28, 2025, starting at 10:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works 5. Approve a request from William Gallagher of Needham Running Club to hold the road event "4th Annual MetroWest Backyard Ultra" in Needham. The event is scheduled for Saturday, September 27, 2025, starting at 8:00 a.m. The event and route have been approved by the following departments: Fire, Police, Park and Recreation, and Public Works Approve a request from Allan Eyden, Road Coordinator for PanMass Challenge to hold 6. the road event PanMass Challenge in Needham. The event is scheduled for Saturday, August 2 and Sunday, August 3, 2025, starting at 6:30 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works (added) Accept the following donation made to Needham Park and Recreation: 7. \$100 from Leah Liao on behalf of the Needham Exchange Club for Kidz Art camp 8. Accept the following donation made to the Needham Community Revitalization Trust Fund: \$2,000 from Mr. C. Bruce Johnstone 9. Accept the following donations made to the Needham Free Public Library: \$9,000 from Friends of the Needham Free Public Library \$535 from Needham High School class of 1952 The Women by Kristin Hannah and Abundance by Ezra Klein & Derek Thompson, estimated value \$75, from an anonymous donor Several children's books, total estimated value \$149, from the Lappin Foundation The Courage of Passion, The Passion of Vengeance, and Once and for All, all by Lee Castle, estimated value \$31, from Lee Castle Two copies of the CD I Want to Move Out and two copies of the CD The Biggest Bankrupt City in the World by Warren Zanes, estimated value \$104, from Michael O'Neal Approve a new Common Victualler License for WR Noodle Group d/b/a Noodle Doodles 10. 11. Approve and Sign Water Sewer Abatement 1346

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Evan Olesh	23 Bonwood Road	Bonwood Rd & Avalon Rd	9/6/25	2pm- 10pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Pan Mass Challenge	Pan Mass Challenge	Trim Parking Lot – 0 Map Hill Road	8/01/2025
Pan Mass Challenge	Pan Mass Challenge	Trim Parking Lot – 0 Map Hill Road	8/03/2025

- 7:34 p.m. Mr. Davison returned to complete the signing of the Bond Anticipation Note documents.
- 7:35 p.m. Joint Meeting with Stormwater By-Law Working Group
 Presenters: Thomas Ryder, Town Engineer, Kim Donovan, Management Analyst
 Engineering, Stormwater By-Law Working Group

The Stormwater By-Law Working Group was formed with the purpose of conducting a review of the current Stormwater By-Law and making recommendations to the Select Board for changes/updates as needed. The Committee has prepared a draft By-Law with recommended revisions for review. Mr. Keane took a roll call of Committee members and called to order the meeting of the Stormwater By-Law Working Group. Present at this meeting were: John Salo, Sue Barber, Janine Helwig, Tom Ryder, Deb Anderson, and Joshua Levy.

Town Engineer Tom Ryder introduced Management Analyst Kim Donovan to update the Select Board on the working draft of findings and proposed revisions.

Current By-Law Review Findings

- Limited Scope:
 - Focuses on National Pollutant Discharge Elimination System (NPDES) water quality compliance but lacks provisions for stormwater capacity and flood mitigation
 - Purpose should be expanded to address water quantity and community resilience
- Vague Enforcement and Accountability
 - o Enforcement measures are vague and not well-defined
 - No clear process to hold permittees accountable or address violations
- Inadequate Triggers for Review
 - Activities like regrading, tree clearing, and driveway expansion often escape review
 - o Applicability criteria are unclear, leading to oversight gaps
- Lack of Clarity and Organization
 - o By-Law is difficult to interpret and not user-friendly
 - o Definitions and structure need improvement for better understanding
- Insufficient Design and Submission Guidance
 - o Design standards are unclear and inconsistently applied

- o Submittal requirements lack detail, causing confusion for applicants
- Regulatory Inflexibility and Supporting Documentation
 - By-Law should be flexible enough to accommodate future regulatory changes, unless those changes are significant
 - A draft regulations document was created but never finalized
 - o Finalized regulations would guide implementation and could be amended by the Select Board between by-law reviews.

Mr. Ryder and Ms. Donovan then outlined proposed changes and detailed recommendations, highlighting the need for increasing the infiltration requirement from 1 inch to 1.5 inches, updating triggers for applicability with additional language of land disturbance, adding clear language addressing both stormwater quantity and quality, promoting sustainability, and aligning with evolving regulations. Additionally, they focused on how the recommendation would address the definitions in the By-Law and the administration and applicability of the By-Law. Finally, Ms. Donovan explained the anticipated benefits of updating the By-Law:

- Better stormwater management
- Reduced flooding and erosion risk
- Protection of water resources
- Improved consistency and transparency in permitting
- Potential for additional credit with reporting agencies

Discussion ensued with questions from the Board about the importance of this topic for all Town residents, how the Committee arrived at 1.5 inches, and how the design standards in the regulations maintain some flexibility. The Committee used sample By-Laws from the towns of Natick and Weston, as well as a model from engineering consulting firm BETA. The Committee anticipates that the regulations will be complete by the end of August and that they are on schedule to report back at the beginning of October.

Ms. Frail requested that tree placements be added to plot plans and asked what the staff impact will be to manage systems and evaluate assessments. Committee members also emphasized the importance of the by-law being clear and consistent for construction stakeholders to adapt.

Ms. Frail requested that the Committee focus on the development of the plot plan requirements, taking into consideration that the Tree Preservation Planning Committee and the Large House Review Committee are also including the plot plan as a significant part of their review processes.

Motion by Mr. Levy to adjourn the Joint Meeting of the Stormwater By-Law Working Group.

Second: Mr. Ryder. Unanimously approved 8-0.

8:37 p.m. Set Recycling and Transfer Station User Charges and Fees

Presenters: Katie King, Town Manager, David Davison, Deputy Town Manager/Director of Finance

The Board held a Public Hearing regarding RTS charges and fees at its June 24, 2025 meeting. The Solid Waste Disposal & Recycling Advisory Committee voted to recommend the changes that were presented to the Board that evening. The residential box spring or mattress disposal would be \$25, and the commercial haulers fee would be \$50. The fee for disposal of truck tires would be \$21. The changes in the three fees reflect the increased cost to the Town for the acceptance of those items. There are no changes to any of the major solid waste disposal fees (pay-to-throw bags and over the scale).

Motion by Mr. Levy that the Board vote to approve the proposed changes to Recycling and Transfer Station Charges and Fees Schedule itemized below and that they be effective October 1, 2025.

Description	Current	New
Box Spring or Mattress (Residential Drop Off)	\$20.00	\$25.00
Box Spring or Mattress (Commercial Drop Off)	\$40.00	\$50.00
Tires - Vehicle Truck	\$15.00	\$21.00

Second: Mr. Keane. Unanimously approved 5-0 by roll call vote.

8:39 p.m. Town Manager

Update Select Board Meeting Calendar

Town Manager Katie King proposed the following changes to the Select Board's 2025-2026 regular meeting calendar:

- 1. Move the start time of the September 24, 2025 meeting to 7:00 p.m. to accommodate the last day of Rosh Hashanah.
- 2. Move the October 28, 2025 meeting to October 29, 2025 to support the Town's professional development opportunity.

Motion by Mr. Keane that the Board vote to make the following amendments to its 2025-2026 regular meeting calendar:

- 1. Move the start time of the September 24, 2025 meeting to 7:00 p.m.
- 2. Move the October 28, 2025 meeting to October 29, 2025.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

Needham Information Technology Strategic Plan FY2026-2028

Ms. King presented to the Select Board the Needham Information Technology Strategic Plan for FY 2026-2028 as adopted by the Needham School Committee on July 14, 2025 for their consideration to adopt. Ms. King noted that the single modification made was clarifying language about what items apply to school only, general government only, and Townwide. Mr. Levy asked about budgetary impacts of this change for the upcoming year.

Motion by Ms. Cooley that the Board vote to adopt the Needham Information Technology Strategic Plan for FY 2026-2028.

Second: Mr. Keane. Unanimously approved 5-0 by roll call vote.

Conservation Restriction Grantee Assignment

Ms. King presented to the Board for their endorsement and signature assignment instruments that will assign conservation restrictions for the Carol Brewster and Walker Pond Conservation Areas – undeveloped properties protected since their purchase in 2009 and 2012 – to the Wellesley Conservation Land Trust from the Needham Land Trust after they notified the Town that they plan to dissolve.

Motion by Mr. Keane that the Board vote to sign the Conservation Restriction Grantee Assignment instruments for the Carol Brewster and Walker Pond Conservation Areas.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

Select Board Goals Update & Planning

Ms. King discussed progress toward the Board's FY2025-FY2026 goals and discussed planning for FY2026-FY2027. Items included:

- Goal 1: Healthy and Socially Thriving

- o Community celebration on the Common: rescheduled for 2026
- Outreach to identity network groups: complete and continue to operationalize
- Ensure there is at least one all-gender bathroom in all Town buildings not substantively advanced yet
- Assess arts policies and proposals: inventory and analysis complete
- Intentional efforts to diversify candidate pool for appointed Boards and Committees: complete; data from demographic surveys of sitting board committee members and applicants
- o Complete Equity Audit: operationalized
- Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement and NUARI principles: complete
- o Develop a plan for a community observance of Juneteenth: complete
- Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs: will report at next meeting with final recommendations for program eligibility
- Convene NUARI to discuss progress on strategies for ensuring that tall members of the community feel welcome: complete

- Goal 2: Economically Vital

- o Gather community data from Placer.ai to look at movement and time in location to target future businesses and amenities: operationalized
- Ms. Frail added that she would like to discuss an Economic Development Action Plan and Roadmap.

- Goal 3: Livable

- Work with the Planning Board on next steps related to the MBTA Communities Act: complete
- Evaluate next steps for use of the Stephen Palmer Building: top priority;
 two consultants engaged after Town Meeting Fall 2024
- o Evaluate the role of the Affordable Housing Trust: priority
- Evaluate expansion of off-leash dog areas: Board to discuss pilot proposal
- Encourage and participate in the Planning Board's large house review: priority, underway
- o Explore renaming Hemlock Gorge to Nehoiden's Grant: FY2026
- Identify funding for School Master Plan projects and participate in the planning process: underway
- Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term: consultants are analyzing survey results and will make recommendations
- Upgrade Town Seal to improve graphic quality and historical accuracy: underway
- Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and pickleball: operationalized
- o Improve trailhead access to ensure clear and accessible access: operationalized

- Goal 4: Accessible and Connected

- Complete Quiet Zone feasibility and design and seek funding for noise reduction/Quiet Zone construction: top priority, underway
- 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: delayed into fall/winter due to challenges integrating parking app and parking enforcement software
- Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2

- Goal 6: Responsibly Governed

- O Collaborate with the Finance Committee about the Town's policies regarding the use of free cash and debt: complete
- Evaluate the possibility of 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: Town Meeting appropriate design funds
- Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs: underway

- Evaluate enhanced benefits to assist in the Town's recruitment and retention efforts: operationalized
- o Review and update the Sign By-Law: FY2026
- o 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: operationalized
- o Explore options for evaluating Town Counsel: complete
- DPW phased renovation/construction: moving forward with expansion of Jack Cogswell Building as fleet maintenance facility
- Capital Facilities: Library phased renovations: construction will begin in September
- o Implement successor agreements for expiring contracts: operationalized

- Goal 7: Environmentally Sustainable

- Identify and implement strategies to protect the Town's tree canopy: priority, underway
- o Develop Town Zero Emission First policy: complete
- Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment Program and develop supporting programs to drive participation: proposal in the fall
- Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity: priority, underway
- 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: FY2026
- Establish regulations to prohibit non-electric vehicles parking in EV charging spots: complete
- o Recommend community energy aggregation: complete

Preliminary Discussion of October 20, 2025 Special Town Meeting Articles Ms. King updated the Board on the preliminary articles under consideration for the October 20, 2025 Special Town Meeting.

Financial Articles

- Line-Item Transfers:
 - FY2026 Water Enterprise Fund Budget
 - o FY2026 Sewer Enterprise Fund Budget
 - o FY2026 General Fund Operating Budget
- Appropriation for Unpaid Bills of a Prior Year
- Appropriation for Public, Educational, and Government (PEG) Programming
- Appropriation for Quiet Zone Construction
- Appropriation for Infiltration & Inflow
- Matching Funds for SRF Drainage GIS Updates

Zoning Articles

- Amend Zoning By-Law – Accessory Dwelling Units

General Articles

- Amend General By-Law – Stormwater

Reserve Articles

- Capital Facility Fund
- Debt Service Stabilization Fund

Town Manager Report

- The State voted a final FY2026 State budget. Additionally, the Governor filed a supplemental FY2026 budget, within which the governor asked for expanded authority to make mid-year budget cuts. The Mass Municipal Association has expressed concern regarding this action. Ms. King asked if the Board would like to draft a letter expressing the Town's concern with this action. There was consensus among the Board that Ms. King draft and send such a letter.
- The Town has launched the Small Repair Grant Program again on a rolling basis. These grants provide up to \$7,000 for household repairs for health and safety issues for residents over 60 years old and/or individuals with disabilities.
- The Summer Reading Program at the Needham Public Library is thriving with 1,000 children signed up, which is 300 more than last year.

9:22 p.m. Board Discussion

Open Meeting Law Complaint

Gary Ajamian filed an Open Meeting Law Complaint Form with the Select Board on July 9, 2025. In this complaint, Mr. Ajamian alleged violations of the Open Meeting Law relating to the Select Board's vote at its May 5, 2025 meeting to delay the Envision Needham Center pilot program. In accordance with M.G.L. c. 30A, §23, the Select Board is required to provide the complainant and the Attorney General with its response to the complaint within 14 business days after filing.

Town Counsel has advised the Select Board that they are only required to respond to the letter to inform the complainant that the letter dated July 9, 2025 was received beyond the 30 days allowed by the Open Meeting Law following the meeting in question on May 5, 2025. It is at the Board's discretion whether to go beyond this requirement to respond to the substance of the complaint. Board members discussed the substance of the complaint. Mr. Levy commented that he does not agree with the statement that it is not a timely filed motion and also noted that the May 5 minutes were meant to be approved at the May 27 meeting, but they were removed and then added to the June 10 meeting. Other Board members agreed with the proposed response that reflects that the complaint was submitted beyond the 30 days and that the Board discussed the substance of this matter during open session on May 5, as reflected in the minutes.

Motion by Ms. Dowd that the Board authorize Town Counsel to prepare and submit a response to the Open Meeting Law complaint.

Second: Ms. Cooley. Approved 4-1 by roll call vote with Mr. Levy against.

Off-Leash Dog Pilot Proposal

The Select Board discussed the proposed pilot of an off-leash dog area at Rosemary Trail, as follow-up to their joint meeting with the Park and Recreation Commission on June 23, 2025.

Ms. Cooley expressed that Rosemary Trail is not an appropriate location for an off-leash dog park. Mr. Keane, Mr. Levy, Ms. Dowd, and Ms. Frail agreed, with Ms. Frail citing the Police Department's recommendation that this is not an advisable choice. Ms. Frail noted that the Town will continue to look for an appropriate location.

Committee Reports

Mr. Keane reported that the Envision Needham Center Working Group has engaged the consultants for three options to compare. These options will focus on maximizing parking and will not include bike lanes.

Ms. Dowd reported that T-CHOC met to work through the Needham Housing Authority (NHA) request for reimbursement on the predevelopment grant. Reg Foster, NHA Chair, informed the Committee that the State is late in making their grant decisions.

Ms. Cooley reported that the Large House Review Committee met. The audience was mainly comprised of builders in Town. Ms. Cooley noted that builders were not as concerned with change resulting in smaller properties as previously perceived. She anticipates specific proposals to bring to a public hearing in the fall. There were not specific proposals given to builders at this meeting; instead, there was discussion about how builders perceived potential changes to setbacks, how Floor Area Ratio is calculated, and other changes. Committee members discussed models and calculations that would be helpful to present at the public hearing.

Ms. Frail reported that the Council of Economic Advisors (CEA) met and welcomed new members, discussed Committee goals and the potential for the CEA to develop an economic development study.

Ms. Frail reported that the Tree Preservation Planning Committee met, identifying the most significant issue being related to teardown activity resulting in clearcutting of trees. The goal is to produce a targeted by-law that focuses on this. Ms. Frail emphasized that addressing the administrative work, forming a working group, compiling a tree inventory, and developing community education will be essential to achieving this goal and bringing this item to Town Meeting in October 2026.

Ms. Frail also reported that she attended the Pollard listening sessions.

9:54 p.m. Adjourn

Motion by Ms. Frail that the Board vote to enter into Executive Session pursuant to Exception 3: to discuss strategy with respect to collective bargaining with the Needham Police Union, the Police Superior Officers Association, and the Needham Independent Public Employees Association and pursuant to Exception 6: to discuss the purchase, lease and value of real property, in particular the residential dwelling units located at the Stephen Palmer Building, 83 Pickering Street, Needham, MA, where the Chair declares that an open meeting on both of these items may have a detrimental effect on the negotiating position of the public body [The Chair so declares.] and to adjourn at the conclusion of the executive session without returning to open session.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call.

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 12, 2025, at 6:00 p.m.

A video recording of the July 22, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=tHX8pGh0RPE or at https://www.needhamchannel.org/2025/07/needham-select-board-7-22-25/.

Town of Needham Select Board Minutes for Tuesday, August 12, 2025 Select Board Chambers and Via ZOOM

https://us02web.zoom.us/j/89068374046

6:03 p.m. Call to Order

A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Marianne Cooley, Cathy Dowd, Joshua Levy, Kevin Keane, and Town Manager Katie King. David Davison, Deputy Town Manager/Director of Finance was also in attendance.

6:08 p.m. Public Comment Period

Debbie Bryson, 18 Hoover Road, commented that she is opposed to the proposed construction work on Hoover Road and Paul Revere Road, citing her concerns over the proposed timeline and layout of the proposal. She believed that only certain residents were invited to the neighborhood planning meeting and perceived a lack of responsiveness to her feedback. She felt that a previous effort to reduce speed by putting a stop sign on Hoover Road did not address the root of the problem, and recommended the Town address the issue by using lighted stop signs at the intersection of Paul Revere Road and Tower Ave. She believes there have been very few accidents in the 30 years that she has lived there. She worries that pedestrians will be endangered shrinking street width. She advocated for an additional engineering study to be conducted before any redesign is started.

John Kalin, 15 Hoover Road, commented that he agrees with Debbie Bryson's previous public comment and supports adding a stop sign at Paul Revere Road. He stated that he and many in the neighborhood are opposed to the current plan and urged the Board to vote against it.

Paul Smith, 201 Paul Revere Road, commented that he was present at the public meetings and heard from the Director of Public Works. He described the detailed conversations he had and heard during the neighborhood meeting and believes that more than a stop sign is necessary to solve the challenges of this intersection. Mr. Smith noted that most of the residents he has spoken to in his neighborhood would like to see the intersection improved for safety. As an abutter, he would be directly impacted.

Dave Sherman, 100 Rosemary Way, commented that he was having difficulty hearing some of the audio via Zoom.

6:20 p.m. International Overdose Awareness Day Proclamation

Vice Chair Cathy Dowd read the 2025 International Overdose Awareness Day Proclamation, and designated August 31, 2025 as International Overdose Awareness Day in Needham.

Motion by Ms. Cooley that the Board vote to approve and sign the 2025 International Overdose Awareness Day Proclamation. Second: Mr. Keane. Unanimously approved 5-0.

6:22 p.m. Public Hearing: Eversource Grant of Location – 122 Birds Hill Avenue Presenter: Joanne Callender, Eversource Energy

Eversource Energy requested permission to install approximately 11 feet of conduit in Morningside Road. The reason for this work is to provide electric service to the new home at 122 Birds Hill Avenue.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Ms. Cooley noted that in the future it would be helpful to have the name of the developer in the application.

Motion by Ms. Dowd that the Board vote to approve and sign a petition from Eversource Energy to install approximately 11 feet of conduit in Morningside Road.

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

6:24 p.m. Appointment Calendar and Consent Agenda

Motion by Mr. Keane that the Board vote to approve the Appointment Calendar and Consent Agenda.

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

APPOINTMENT CALENDAR

1.	Milee Pradhan	Design Review Board Term Exp: 6/30/2028
2.	Michael Marciello	Commission on Disabilities Term Exp: 6/30/2028
3.	Ruth Langsner	Water and Sewer Rate Structure Committee Term Exp: 6/30/2027
4.	See Agenda Packet for Full List	Election Officers (Wardens, Clerks, Deputy Clerk, Inspectors, and Tellers) Term Exp: 8/31/2026

CONSENT AGENDA

1.	Approve Open Session Minutes of June 24, 2025						
3.	Approve a request from Sam Snekvik, Executive Operations Coordinator, Bikes Not Bombs to hold the road event "Bikes Not Bombs Century Challenge 2025" in Needham.						
	The event is scheduled for Sunday, September 7, 2025 with a rain date of Sunday,						
	September 14, 2025, starting at 7:20 a.m. The event and route have been approved by following departments: Fire, Police, and Public Works.						
4.	Accept the following donation made to the Needham Community Revitalization Trust Fund:						
	\$1,500 from Needham Public Library for Annual Banner Sponsorship						
5.	Accept the following donation made to Needham's Aging Services Division: • \$700 from Clifton F. Holbrook						
6.	Accept the following donation made to Needham's Youth & Family Services: • \$100 from Robert Wilson for the Crisis Support Donation Fund						
7.	Accept the following donations made to Needham Public Health Division: • \$1,000 from an anonymous donor for Needham's Traveling Meals program • \$50 from Claire Blum for Needham's Flu Program						

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Celia Carboni	42 Greenwood Ave	Greenwood Ave between Great Plain Ave & Powers St	7/26/25	3pm- 11pm	7/27/25
Ulrike Gorgens	50 Rosemary Street	In front of 50 Rosemary Street	9/5/25	5:30pm- 8:30pm	N/A
Nicole Foster	48 Mayflower Road	Mayflower Road between Great Plain Ave & Alden Rd	9/6/25	4pm-7pm	9/7/25
Paul Kaboub	57 Parkinson Street	Parkinson St between Manning St. & Webster St.	9/6/25	4pm-8pm	9/7/25
Amelia Lofaro	376 Warren Street	Lower Laurel Drive between 13 & 27 Laurel Drive	9/6/25	4:30- 7:30pm	9/7/25
Frances Parpos	89 Glendale Road	Outside of 31 Glendale Rd	9/13/25	3pm-8pm	9/14/25
Tami Lightfoote			9/13/25	4pm-9pm	9/14/25
Kate Deeley	61 Kenney Street	Corner of Kenney Street & Barbara Road	9/20/25	3pm- 12am	9/21/25

6:26 p.m. Director of Public Works

Water and Sewer Abatement

David Davison provided an overview of the proposed water and sewer bill abatement for Beth Israel Deaconess – Needham, including a summary of the negotiation and settlement for \$51,210.14. The hospital will also be paying the balances, which are in excess of \$200,000. Mr. Davison answered questions from the Board regarding the nature of the dispute, the specific numbers of the abatement, and the calculations for the current balance agreed upon by the Town and Beth Israel Deaconess.

Motion by Mr. Keane that the Board vote to approve Water and Sewer Abatement #1345.

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

Intersection Layout Changes – Hoover Road/Tower Avenue/Paul Revere Road Carys Lustig and Tyler Gabrielski presented an updated layout plan for the intersection of Hoover Road, Tower Avenue, and Paul Revere Road. This is an intersection that has had repeated applications to the Traffic Safety Committee for improved flow and has been identified by staff as a location that is challenging to manage for sidewalk and roadway snow removal. The intended redesign will make traffic patterns clearer, funnel traffic more appropriately through the intersection, is intended to have a traffic calming effect, reduce impervious surface, reduce plowable surface, allow for the readjustment of sidewalk tractor routes, and better clarify where Paul Revere Road and Hoover Road start and end. DPW has met with the abutters and other residents to present several options, and this option is a modified version of the preferred option that was changed based on feedback. The layout has been marked on the street and notifications and cones will be up prior to construction.

In her presentation, Ms. Lustig emphasized the Select Board's complete streets policy, which ensures that all modalities are considered when completing a road project. Ms. Lustig noted that there are several goals of this project including the improvement of sidewalk plowing on the school walking route and increased safety for pedestrians, especially children walking to the Mitchell School. The project will include significant physical changes, including altering the curbline and right of way, as well as adding sidewalk. She added that neighborhood residents have reached out to DPW with safety concerns regarding speeding and both the Fire Department and the School Department have approved the plan.

Mr. Gabrielski also noted that the primary strategy to calm traffic is to make changes to the built environment and signage is an accessory. Additionally, according to the Manual on Uniform Traffic Control Devices (MUTCD), stop signs are not to be utilized as speed control; they can be used in tandem with other strategies. Other benefits of this project include that with reduced road area, there will be less snow to plow and will reduce impervious surface, assisting with

stormwater management. Ms. Lustig compared this project to the intersection at Brewster Drive and Alden Road, noting that there has been a great deal of success in safety at this intersection.

Discussion ensued with Board members asking about the stop lines at the intersections, the benefits of making intersections like this smaller, whether there will be sidewalks on both sides of the road, and whether any of the roads in this neighborhood are cut-through streets where traffic is redirected via Waze or other GPS apps. Mr. Keane asked about the walkway at 201 Paul Revere Road and whether the homeowner will be responsible for adding to the existing walkway and who will maintain the added space. Ms. Cooley asked whether this added land is added to residents' deeds. The next steps for the project will be to finalize the design, order the radius curb, and break ground in September.

Great Plain Ave (Harris Ave to Dedham Town Line) Markings Improvements

Ms. Lustig presented a proposed updated line striping change to Great Plain Avenue between Harris Avenue and the Dedham line. This would assist in managing speeds on Great Plain Avenue by reducing the travel lane down to 10-11 feet, adding a striped bike lane, and making some traffic calming improvements (particularly around a previously identified high concern crossing near Broadmeadow Road). This continues traffic lane narrowing that was done several years ago on Great Plain Avenue between Warren Street and Harris Avenue. This project preserves the existing striped parking and provides a protected bike lane in the commercial corridor on one side of the road. The reason this project is being done this season is because this corridor is being micro surfaced and presented a blank surface to line. There are no changes to the hardscape infrastructure, this is a painting adjustment only and complies with the Select Board's complete streets policy. The plan has been reviewed by the Mobility Planning and Coordination Committee as well.

Ms. Lustig provided an overview of the plan for this project to reduce the width of the traffic lanes and add a buffered bike lane similar to what exists on Greendale Avenue. She emphasized that there will be no removal of parking spaces, keeping in mind the businesses in the area that depend on parking for customers. Board members discussed the effects of this project on parking for residents and businesses along Great Plain Avenue as the addition of a bike lane will create a de facto parking restriction in the residential areas. Ms. Cooley asked if the striping for the bike lanes will be fixed relative to the center line instead of the curb. Board members expressed that residents should be given notice that there is a change in parking regulations given the addition of a bike lane.

7:24 p.m. Stormwater Study

Presenters: Phil Paradis, BETA Group, Courtney Botello, BETA Group, Tom Ryder, Town Engineer

Phil Paradis provided a summary of the stormwater study report prepared by BETA for the Town of Needham. The presentation covered the historical context of stormwater management in the Town and the current challenges faced. Mr. Paradis reviewed the history and challenges of stormwater management in Needham, citing the post-World War II era as the time when a significant portion of previously undeveloped land was developed, with 139% growth from 1940 to 1970. This included construction of homes with limited regulations, with many wetlands filled, culverted streams, channelized streams, inadequate drainage, and pavement with limited mitigation. During the August 8, 2023 rain event, it became clear that many neighborhoods are heavily impacted by lack of drainage, such as Highgate and Woodledge, and Linden and Maple. These neighborhoods were infilled on natural wetlands. Mr. Paradis noted that the increase in teardowns and climate change have led to increased impervious surface and runoff.

Stormwater Study

Following August 2023, the Town embarked on a Stormwater Study to identify the main issues with capacity management, identified below:

- Filled wetlands \rightarrow loss of natural flood storage
- Undersized culverts → overtop roads and flood abutters
- Channelized streams \rightarrow loss of natural flood storage
- Physical barriers (MBTA tracks)
- Inadequately regulated historical residential construction
- Inadequate/non-existent historical street drainage systems
- "Patchwork" drainage improvements not adequately modeled

Stormwater Study Recommendations

Mr. Paradis and Ms. Botello also reviewed the recommendations of the Study:

- Regulations Updates
 - o Evaluate and update redevelopment regulations
 - Currently only requires 1-inch retention
 - Tear downs add 20-40% impervious area
 - \circ Future 10-year storm event = 2.47 inches higher than TP-40
- Stormwater System Mapping Updates
 - o 2026 Stormwater Asset Management Grant
 - Need before hydrologic/hydraulic models
- Public-Private Partnerships
 - o Reduce impervious surfaces
 - Expanded infiltration/storage systems on private sites
- Restore Flood Storage
 - o Identify properties to accept flooding
 - o Install subsurface storage/infiltration system
- Capital Improvement Projects
 - o Stormwater upgrades for all capital projects
 - Increase system capacity
- Drainage System Capacity Upgrades
 - Develop hydrologic/hydraulic models

o Upgrade all drainage systems to accommodate 10-year storm

Mr. Paradis also reviewed 40 potential projects that the Town can engage in to improve stormwater capacity management, including the implementation of bypass systems, hydrologic/hydraulic models, subsurface storage and infiltration systems, commercial/industrial area retrofits, drainage system capacity upgrades, and structural upgrades. Mr. Paradis concluded his presentation by highlighting recent progress and completed projects in the Town, including various watershed management evaluations and plans, and reviewing upcoming projects.

Board members and presenters discussed the Town's proposed draft Stormwater By-Law and the associated regulations and enforcement, how watersheds are interconnected, and land purchasing for the purpose of infiltration and/or storage capacity. Board members noted that stormwater will be a significant consideration as the Pollard School Project continues. Mr. Paradis added that the phosphorus control plan is also another important component to be discussed at a later date.

8:14 p.m. Abatement of Ambulance Charges

Presenter: David Davison, Deputy Town Manager/Director of Finance

Mr. Davison reported that a Needham resident who was transported by ambulance to the hospital by the Needham Fire Department has requested that the bill be reduced by \$865 because the individual believes the cost is too high, and the Town did not disclose at the time of service that there is a charge. The individual is not claiming financial hardship.

The Board and Mr. Davison discussed this request, including when ambulance rates were last changed and the plan to discuss these rates with the Board at an upcoming meeting. Additionally, Mr. Davison outlined some of the nuances with this particular situation. Ms. Dowd emphasized the incredible resources Needham has to maintain emergency services available to residents, including Advanced Life Support, and the resources that must be dedicated in order to maintain this system.

Motion by Mr. Keane that the Board vote not to approve an abatement request for ambulance bill 24-238825 issued on December 20, 2024, for a service date of September 18, 2024.

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

8:29 p.m. Town Manager

Call for and Open Special Town Meeting Warrant

Ms. King asked the Board to call for a Special Town Meeting to be held on Monday, October 20, 2025 and to open the warrant for that meeting. The Board is scheduled

to close the warrant on September 9. Of note, the most recent item to be added is a General By-Law Amendment around Dog Licenses. Other articles potentially to be discussed before October 20, 2025 include the Stormwater By-Law, Accessory Dwelling Units, and Quiet Zone.

Motion by Mr. Keane that the Board vote to call for and open the warrant for the October 20, 2025 Special Town Meeting.

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

Recycling and Transfer Station Hours

Ms. King recommended that the Select Board vote to set the following public hours for the Recycling and Transfer Station on a year-round basis:

 $\begin{array}{lll} {\rm Tuesday} & 7:00 \ {\rm a.m.} - 4:00 \ {\rm p.m.} \\ {\rm Wednesday} & 7:00 \ {\rm a.m.} - 4:00 \ {\rm p.m.} \\ {\rm Thursday} & 7:00 \ {\rm a.m.} - 4:00 \ {\rm p.m.} \\ {\rm Friday} & 7:00 \ {\rm a.m.} - 12:00 \ {\rm p.m.} \\ {\rm Saturday} & 7:00 \ {\rm a.m.} - 4:00 \ {\rm p.m.} \\ \end{array}$

Ms. King explained that this modified proposal provides more access for the public than the summer schedule that was previously in place, with a total of 41 hours per week. Although there are fewer hours in this schedule compared to the current non-summer schedule, there is more time each morning. This new plan recognizes the need for residents to access the RTS while also considering staff recruitment and retention. Ms. King added that the RTS Study is ongoing, and the consultant will present their analysis and recommendations before the end of this calendar year.

Board members discussed how the Town can balance resident access and staff retention, with Mr. Levy arguing that this change is a loss in useful hours. Other Board members agreed with the modified hours in order to create more consistency for residents and recognizing the positive effects it will have for staff retention.

Motion by Mr. Keane that the Board vote to set the public hours for the Recycling and Transfer Station on a year-round basis beginning September 1, 2025 as noted in the agenda.

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

Town Manager Report

- Ms. King reported that she has received inquiries about the Deputy Town Manager search process and that at the Board's next meeting on September 9 she will have a final candidate to recommend for approval of appointment.
- Ms. King also reported that, with regard to litigation of the Water Management Act, DEP restrictions would apply to Needham and to other communities similarly situated. The Town is currently in discussions regarding next steps.

8:50 p.m. Board Discussion

<u>Select Board Goal Setting FY2026 – 2027</u>

The Board discussed the FY2026 – 2027 goals and initiatives. The Town Manager recommended that the Board adopt the goals and initiatives as presented. They discussed the following policies in detail:

40B Guidelines

Mr. Levy raised his concern that the Board had not followed the Town's policy on 40B on the prior two applications during the past year. Board members discussed their understandings of the policy and the nuances of establishing regulations compared to guidelines and the other governing bodies who are involved in the 40B application process.

• Noise: **0-18 months**

Mr. Levy argued that there are reasons other than construction that cause noise, such as leaf blowers and other noise-generating activities. Ms. Dowd added that it may be helpful to compare Needham's by-law to other towns' by-laws.

- Appointments Policy
 Board members agreed that the currer
 - Board members agreed that the current Appointments Policy will stay in place.
- Elected Boards for Public Works and Other Functions
 Mr. Levy outlined the potential benefits of instituting a Board elected for oversight of DPW. The Board discussed some of the underlying concerns and the importance of maintaining the existing division of responsibilities between the technical expertise of DPW staff and the Select Board as the elected body.
- Staff Retention and Recruiting: 0-18 months

 Ms. King recommended that this be added to the goals list for this year as an ongoing effort.

Motion by Ms. Dowd that the Board vote to adopt its vision, goals, and initiatives for FY2026 – 2027 as amended by our action tonight. Second: Mr. Keane. Unanimously approved 5-0.

Pollard Project

The Board discussed the Pollard Middle School Project draft options matrix. This matrix outlines draft facilities and educational goals for the Pollard Middle School Building Committee to use as a tool to compare project options.

Board members discussed the options matrix and its role in informing the Permanent Public Building Committee/School Building Committee and the public about the various project options. Specific topics included cost, construction, and sustainability, among others. Ms. Dowd also noted the limitations of the current options matrix and what may be missing from the analysis and how important this will be when communicating about the project with the public. Mr. Keane also raised the safety issue for the potential Dedham Ave location with the MBTA tracks. The next community feedback meeting will be on August 21. Ms. King also

noted that she anticipated a refined version of the options matrix, as well as a first overview of cost estimates for each option, by the end of August.

Committee Reports

Ms. Cooley and Ms. Frail reported that Large House Review Committee discussed potential floor area ratio and height changes that the Committee is considering and how they will be modeling this on potential house designs. Ms. Cooley noted that the reducing the size of homes does not mean that affordability will improve; this is not an expected outcome.

Mr. Levy reported that the Stormwater By-Law Working Group met and also held a public hearing; there were many questions for DPW staff about how infrastructure is implemented and how this impacts stormwater.

Ms. Dowd reported that T-CHOC met. Reg Foster reported that the State made their decisions about housing funds; Linden Chambers did not make the first round, as expected. The full update from the Committee's quarterly meeting will be provided in September.

Ms. Frail reported that the Council of Economic Advisors met and had a full discussion of the priorities including the referral items from the Select Board, notably taking action on an exploration of an Economic Development Plan for the Town, as well as the parking issues that the Town has been evaluating.

Ms. Frail also reported that the Tree Preservation Planning Committee met with Town Counsel and is moving forward on a focused by-law on clear cutting due to new construction and reviewed Wellesley's Tree By-Law as an example.

Mr. Keane reported that he attended the event hosted by From Needham to the World.

10:04 p.m. Adjourn

Motion by Ms. Frail that the Board vote to enter into Executive Session pursuant to Exception 3: to discuss strategy with respect to collective bargaining with the Needham Police Union and the Police Superior Officers Association, and pursuant to Exception 6: to discuss the purchase, lease and value of real property, in particular the residential dwelling units located at the Stephen Palmer Building, 83 Pickering Street, Needham, MA, where the Chair declares that an open meeting on both of these items may have a detrimental effect on the negotiating position of the public body [The Chair so declares.] and to adjourn at the conclusion of the executive session without returning to open session.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call.

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, September 9, 2025, at 6:00 p.m.

A video recording of the August 12, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=fJm_a15x5-w or at https://www.needhamchannel.org/2025/08/needham-select-board-8-12-25/.

Town of Needham Water Sewer Billing System Abatement Form

FROM: DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR

CC: TOWN ACCOUNTANT

WHEREAS the approporate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer, stormwater revenue and WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hearby requested that you abate these particular account(s) in the amount(s) stated below.

\$0.00 \$0.00 -\$8,052.82 \$1,149.64 \$0.00 Transfer Station Charges: Water Admin Fees: Stormwater Fees: Water Irrigation: Sewer Sales: Water Sales:

Order #: 1348

Read and Approved:

5202 90 80

Date

-\$9,202.46

Total Abatement:

Select Board

Superintendent of Water, Sewer and Drains

2000

Director of Public Works

Town of Needham Water Sewer Billing Abatement Form

> Customer Name Luan Lin & Lo Bing Chang

	Prepared By:	ΚW											
Reason	Total Code	-\$9,202.46 ACC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$9,202.46
	Stormwater											\$0.00	
Irrigation	Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sewer	-\$8,052.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$8,052.82
Domestic	Water	-\$1,149.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,149.64
	Street Name	ershing Rd											
Street	#	60 Pe											
Location	# <u>0</u>	14404											
Customer Location Street	# 0	47271											

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Verified By:

Mangement Analyst, DPW

Town of Needham Water Sewer Billing Abatement Form

Prepared By: KW KW	
Reason Total Code -\$95.80 ACC -\$90.14 ACC \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$185.94
Stormwater \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00
Water \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00
Sewer -\$47.35 -\$44.24 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.159
Domestic Water -\$48.45 -\$45.90 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 -\$94.35
Street # Street Name 9 Rosegate Rd 22 Guild Rd	
=	
Customer Locatio ID# ID# 41939 24762 47841 26002	
Customer Name Vasu Talluri Elizabeth & Justin Renzella	

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Verified By:

Kristen Wright

Mangement Analyst, DPW

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

FROM: DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR

CC: TOWN ACCOUNTANT

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1351 Order #;

Read and Approved:

20/60

Date

Select Board

Superintendent of Water, Sewer

Director of Public Way