SELECT BOARD AGENDA
Regular Meeting
6:00 p.m. October 29, 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 71204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board's policy on public participation in meetings can be found here.

1.	**6:00**	2025 Veterans Day Proclamation
2.	**6:00**	Public Hearing: Grant of Location – 160 Country Way • Joanne Callendar, Eversource Representative
3.	**6:05**	Eversource Gas Proposed Winter Work • Carys Lustig, Director of Public Works • Dylan Murphy, Eversource Gas • Kyle Gavoni, Eversource Gas • James Burns, Eversource Gas • Peter Bowman, Eversource • Ian Kea, Eversource Electric
4.	**6:35**	Town Manager • Proposed Update to Alcohol Regulations • Pollard Project Update • Fiscal Year 2027 Budget Consultation • Town Manager Report
5.	**7:00**	Board Discussion • Open Meeting Law Complaint: Filed by Judith McIntyre on October 14, 2025 against the Select Board (copy available from Town Clerk) • Committee Reports

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of September 9, 2025 and September 25, 2025
2.	Accept the following donation made to Needham Youth & Family Services: • $2,000 from Cumhur Onat for the Crisis Donation Fund
3.	Accept the following donations made to the Needham Free Public Library: • $700 from an anonymous donor • $47 from Zhanna Pekelis • $24 from Barbara Levitov • 18 history books, estimated value $568, from Meghan & Adam Small
4.	Accept the following donation made to the Needham Public Health Division: • $250 from Denise Garlick for Needham's SALSA program
5.	Accept the following donations made to the Needham Community Revitalization Trust Fund for the "From Needham To The World" Carter Mural: • $325 from Proud Mary, Inc • $325 from Michelson's Shoes, Inc • $325 from Closet Exchange • $325 from Black Sheep Knitting, LLC
6.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager, adopt a revised classification and compensation plan (Schedule A) for FY2026.
7.*	Approve Water and Sewer Abatement #1357

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Leila Amerling	341 Nehoiden St	Glendoon Rd from 330 Nehoiden St to 24/25 Glendoon Rd	11/1/25	3pm-7pm	11/2/25

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham History Center & Museum	Rum Tasting with Bin Ends	Needham History Center & Museum 1147 Central Avenue	11/05/2025
Volante Farms	Holiday Wine and Cheese Tasting	Volante Farms Greenhouse 292 Forest Street	11/15/2025

TOWN OF NEEDHAM
2025 VETERANS DAY
PROCLAMATION

WHEREAS: On Veterans Day our Nation comes together to honor our veterans, and commemorate their legacy of service and sacrifice; and

WHEREAS: Needham residents have answered the call of duty in every war and expedition in our nation's history to ensure the security of our Country and its ideals; and

WHEREAS: Returning veterans contribute in important ways to the civic life of our Town; and

WHEREAS: Their service, performed with a sense of duty and honor, reflects great credit upon themselves and upon our community.

NOW THEREFORE, be it resolved that the Select Board of the Town of Needham does hereby recognize Tuesday, November 11, 2025, as Veterans Day and asks the citizens of the Town to join in appropriate observance of those who have served in uniform to preserve the principles of justice, freedom, and democracy.

Signed this twenty nineth day of October, 2025

_____

_____

_____

_____

_____

SELECT BOARD

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 10/29/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 160 Country Way
Presenter(s)	Joanne Callender, Eversource Representative

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Eversource Energy requests permission to install approximately ten feet of conduit in Country Way. The reason for this work is to provide service to 160 Country Way.

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 ten feet of conduit in Country Way.

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

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 10-15-25 REVIEWER: R.W.W.

SITE LOCATION: #160 COUNTRY WAY UTILITY REQUESTING: EVERSOURCES

Conduit Work Area Description

(A) Sidewalk/Grass Strip Crossing Only Peer Review 10/20/25 tar

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 _____

- [x] Petition Plan Consistent with Field Review
- [x] Diameter of Conduit 3"
- [x] Depth of Conduit
- [x] Utility Conflicts
- [x] Crossing Perpendicular to Road
- [x] Public Road
- [x] Double Pole N/A
- [x] Old Pole Removed N/A
- [x] Cables Transferred to New Pole No
- [x] New Riser on Pole No
- [x] Visible Trench Patch across Road/Sidewalk No
- [ ] Abutters List Complete
- [ ] Photos Included

Department Head _____

COMMENTS:

THIS ONE LOOKS GOOD, NO SIDEWALK INVOLVED, NO TRENCHING VISIBLE, NO RISER ON POLE AS OF YET.

The application is complete pending a public hearing- tar

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

October 14, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Country Way
Needham, MA
W.O.# 22762698

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 10 feet of conduit in Country Way.

The reason for this work is to provide service to #160 Country Way.

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 tranmission of electricity for lighting, heating or power under the public way or ways of the Town thereinafter specified, and notice 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:

Country Way - **Westerly from pole 344/16, approximately 256 feet north of Scott Road, install approximately 10 feet of conduit.**

W.O.# 22762698

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 October 3, 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.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2025 at _____ in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select 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, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear 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 October 3, 2025,** and filed herewith, under the following public way or ways of said Town:

Country Way - **Westerly from pole 344/16, approximately 256 feet north of Scott Road, install approximately 10 feet of conduit.**

W.O.# 22762698

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

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

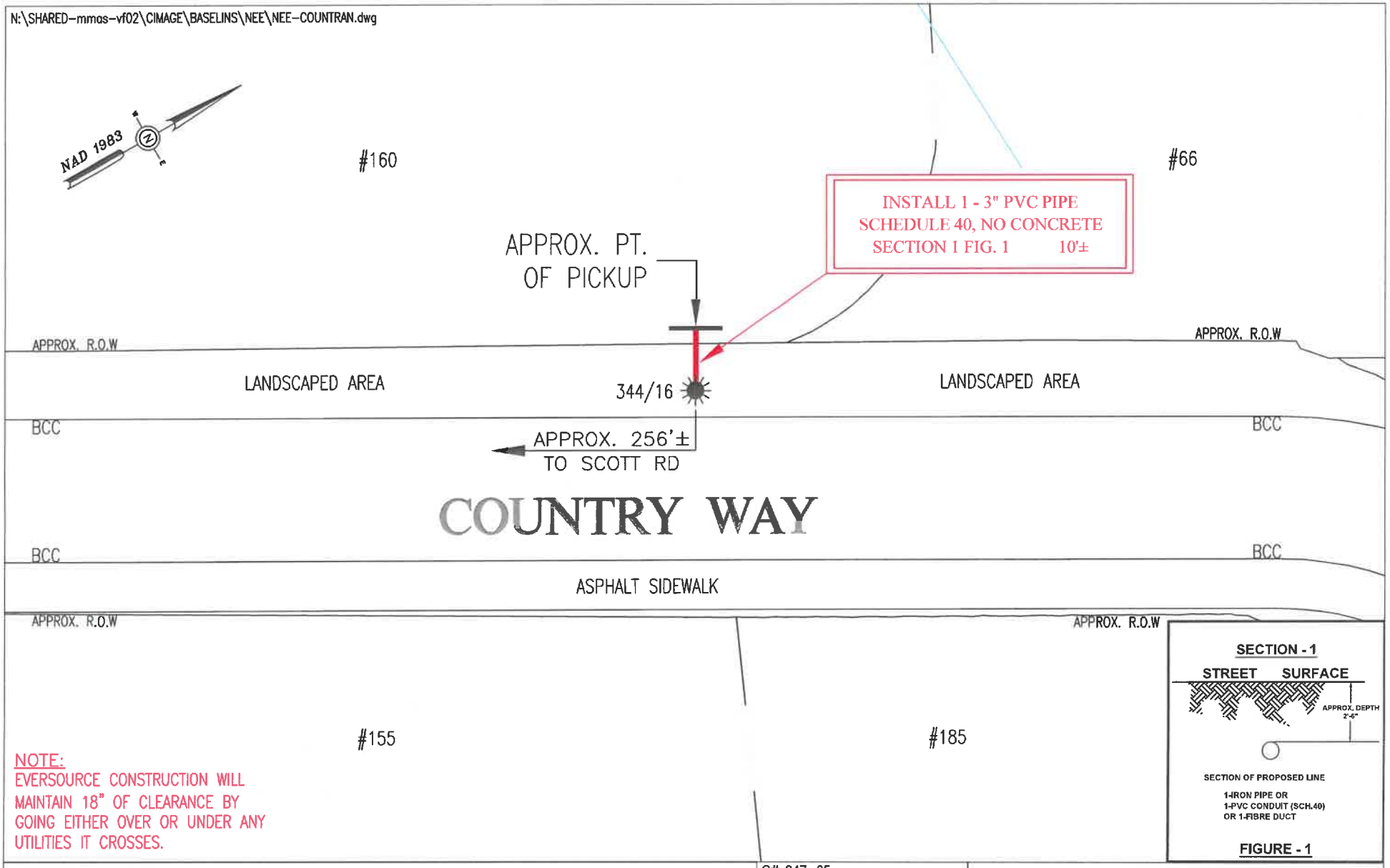
Dated this 14th day of October 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____

N:\SHARED-mmas-vf02\CIMAGE\BASELINS\NEE\NEE-COUNTRAN.dwg



NOTE:
EVERSOURCE CONSTRUCTION WILL MAINTAIN 18" OF CLEARANCE BY GOING EITHER OVER OR UNDER ANY UTILITIES IT CROSSES.

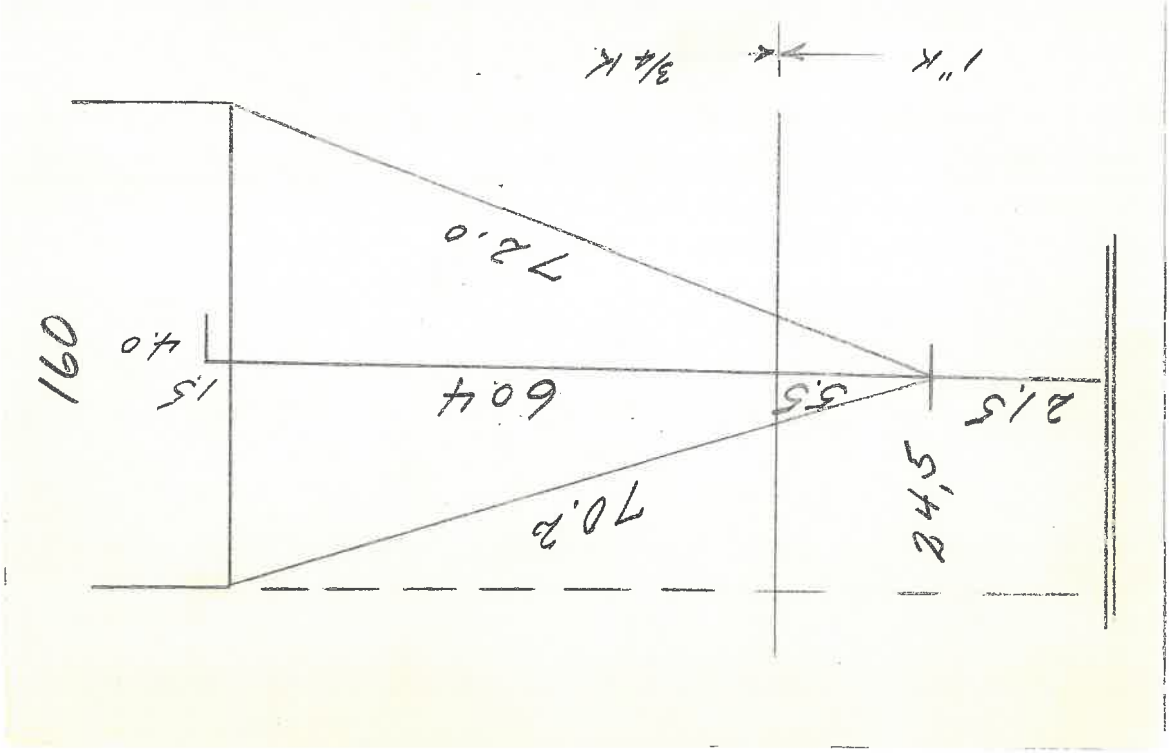
0 20 40
SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 247-25	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 22762698	
Surveyed by: N/A	*Plan of* COUNTRY WAY
Research by: GR	NEEDHAM
Plotted by: LM	Showing PROPOSED CONDUIT LOCATION
Proposed Structures: LM	
Approved: K RICE	Scale 1"=20' Date OCTOBER 3, 2025
P#	SHEET 1 of 1



TOWN OF NEEDHAM PUBLIC WORKS DEPARTMENT

HOUSE CONNECTION

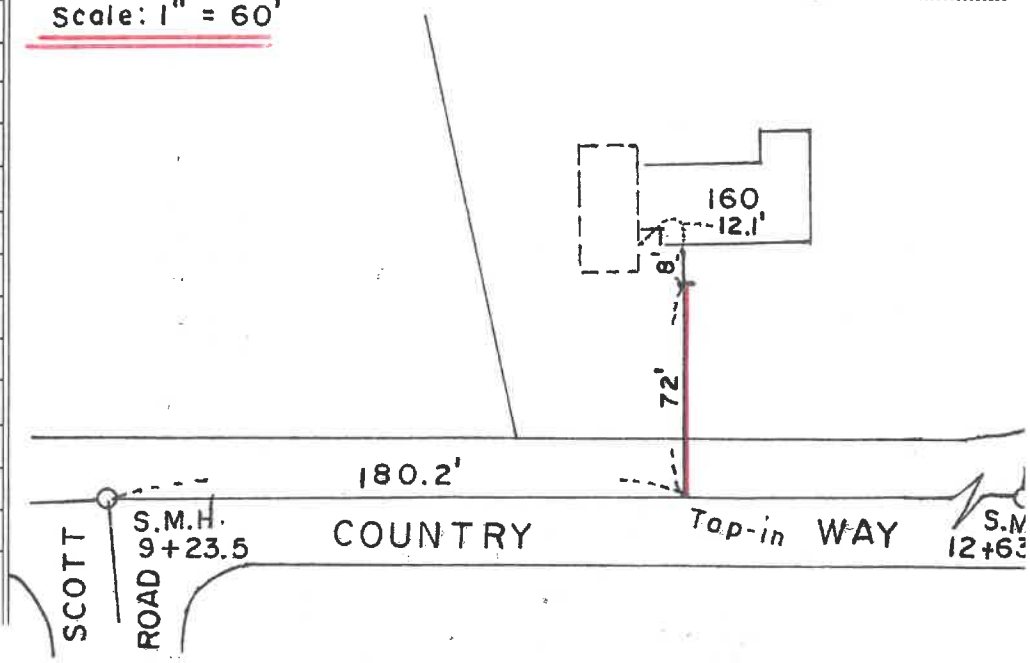
APP. NO. 10,428 NO. 160 COUNTRY WAY ~~ST.~~ OWNER

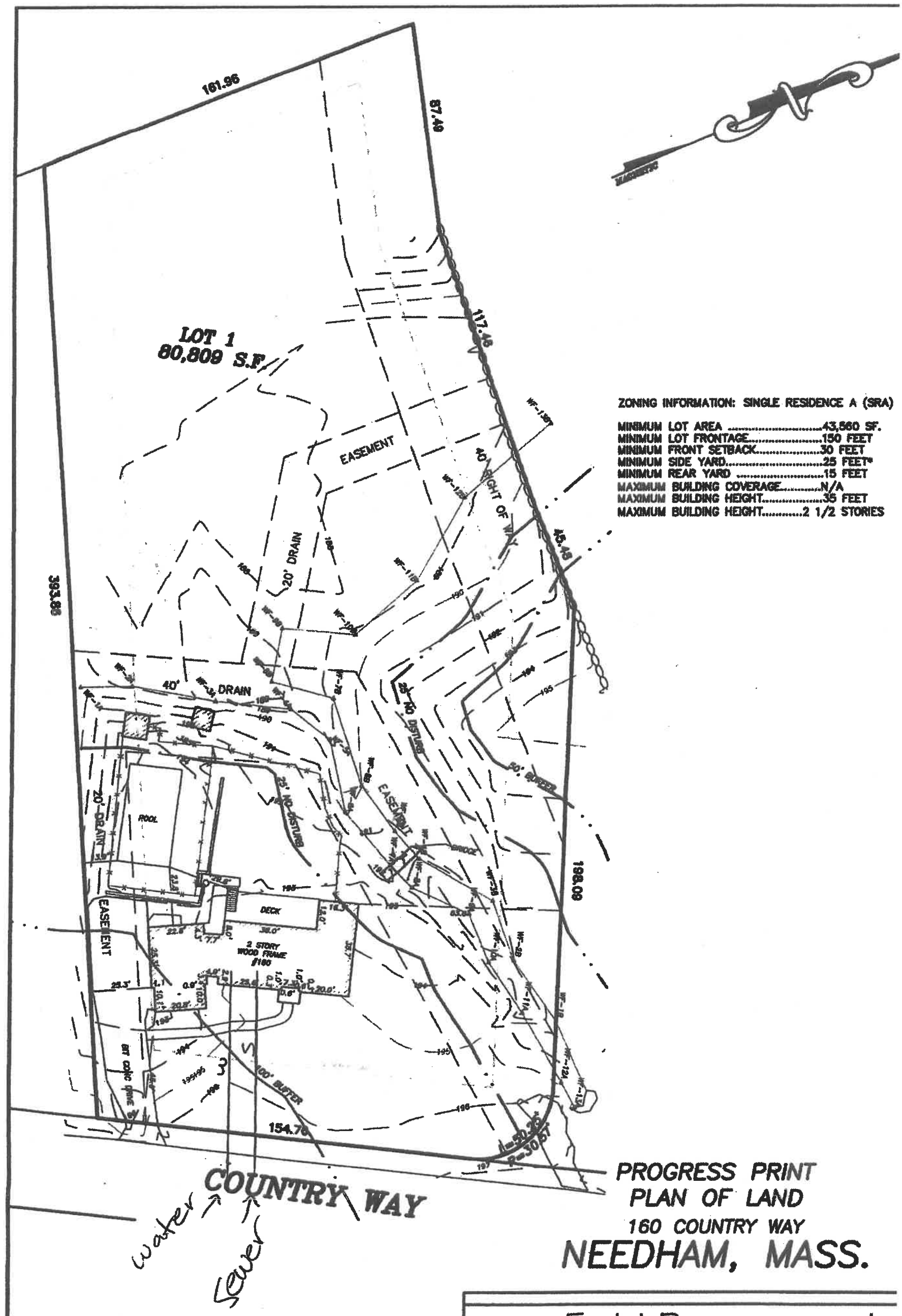
ESTIMATE COST DATE 6/24/02

Length to St. Line	
St. Line to Bldg.	
Total Length	80.0'
Depth at Main	8.6'
" " St. Line	6.6'
" " Bldg.	
Ave. Depth	
Kind of Soil	gravel
Ledge	
Depth of Gr. Water	
Work Started	6/24/02
" Finished	6/24/02
Plumbing Conn.	

PLAN NO. 608 LOT NO. 1

Scale: 1" = 60'





ZONING INFORMATION: SINGLE RESIDENCE A (SRA)

MINIMUM LOT AREA	43,560 SF.
MINIMUM LOT FRONTAGE	150 FEET
MINIMUM FRONT SETBACK	30 FEET
MINIMUM SIDE YARD	25 FEET*
MINIMUM REAR YARD	15 FEET
MAXIMUM BUILDING COVERAGE	N/A
MAXIMUM BUILDING HEIGHT	35 FEET
MAXIMUM BUILDING HEIGHT	2 1/2 STORIES

PROGRESS PRINT
PLAN OF LAND
160 COUNTRY WAY
NEEDHAM, MASS.

Field Resources, In
LAND SURVEYORS

APRIL 4, 2024 SCALE 1"=4

P.O. BOX 324
AUBURN, MA
508 832 4332

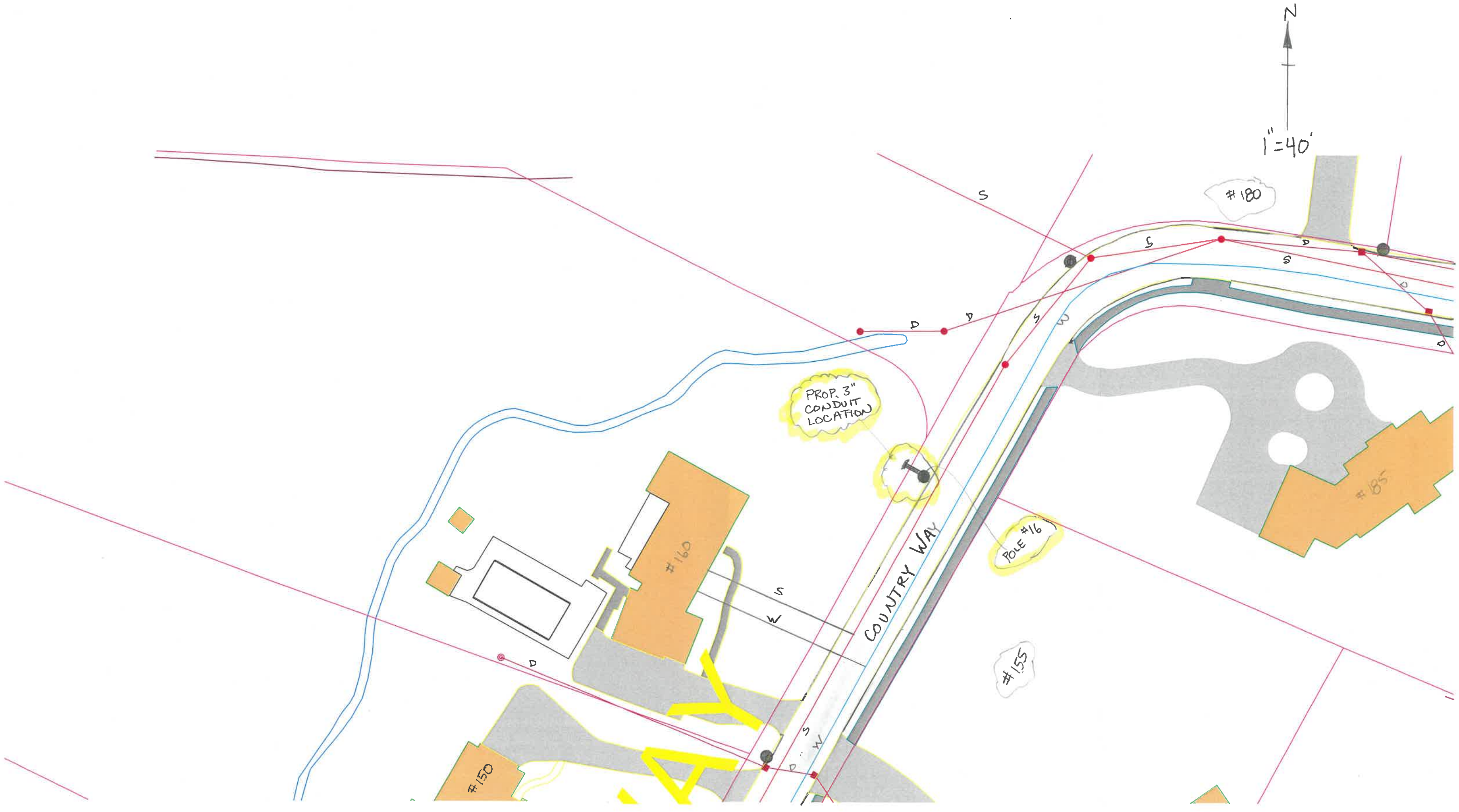
281 CHESTNUT S
NEEDHAM, M
781 444 593

fieldresources@hotmail.com

013-01

PLAN IS FOR DESIGN ONLY

Copyright © by Field Resources, Inc. Al


N
1"=40'
#180
PROP. 3" CONDUIT LOCATION
POLE #16
#160
#150
#155
#185
COUNTRY WAY

MA DEP
34-0952
Reliable
Onsite Services

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on Wednesday, October 29, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated October 3, 2025, to install approximately ten feet of conduit in Country Way. The reason for this work is to provide service to 160 Country Way.

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=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Passcode: 652800
Webinar ID: 826 0101 3229

Dated: October 21, 2025

160 COUNTRY WAY

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/212.0-0027-0000.0	MOSKOWITZ, MICHAEL W. &	MOSKOWITZ, BETH S	BOX 920757	NEEDHAM	MA	02492-
199/212.0-0056-0000.0	ABRAHAM, ANDREW M. TR. &	ABRAHAM, SUSAN B. TR	185 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0021-0000.0	MCSWEENEY, GREGORY M. & JOYCE M., TRS	MCSWEENEY NOMINEE TRUST	150 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0073-0000.0	ABRUZESE, JOSEPH M. &	ABRUZESE, MARGARET	30 BRIDLE TRAIL RD	NEEDHAM	MA	02492-
199/212.0-0028-0000.0	GIANNACOPOULOS, JOHN E &	GIANNACOPOULOS, GIANNA	180 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0022-0000.0	PICARIELLO, BRYAN &	PICARIELLO, KOREN L.	160 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0072-0000.0	LOMBARD, MICHAEL J. &	LOMBARD, KIMBERLY J	14 BRIDLE TRAIL RD	NEEDHAM	MA	02492-
199/213.0-0023-0000.0	MILLER, AARON &	MILLER, JAMIE	155 COUNTRY WAY	NEEDHAM	MA	02492-

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 10/29/2025

Agenda Item	Eversource Gas Proposed Winter Work
Presenter(s)	Carys Lustig, Director of Public Works Dylan Murphy, Eversource Gas Kyle Gavoni, Eversource Gas James Burns, Eversource Gas Peter Bowman, Eversource Ian Kea, Eversource Electric

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

DPW Director, Carys Lustig, will provide a request on behalf of Eversource Gas and Eversource Electric to perform winter construction work on gas main upgrades and underground electric installation and prep work within the Town in the upcoming winter season.

This is outside of the Town's regular street opening process. The gas work includes upgrades that are part of the work Eversource is mandated to complete to upgrade older infrastructure and improve safety. The electric work includes the additional supply for the MWRA project and testing work for the transmission line replacement on Chestnut St.

The work being completed off cycle will benefit the community by decompressing the busy summer construction season and expediting this work in Needham. Additional requirements will be placed on Eversource to ensure safe work conditions in anticipation of a snow season, and greater restoration requirements where Eversource will be responsible to restore the road with a full overlay. This work would again have two separate crews in Needham during this time.

Eversource Gas:
- Highland Ave – Rosemary St to May St
- Winding River Rd
- Blake St, Oakcrest Rd

Eversource Electric:
- Webster St – Carey to Highland Ave

2.	VOTE REQUIRED BY SELECT BOARD

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

This is for information and general feedback purposes.	
3.	**BACK UP INFORMATION ATTACHED**

- Highland Ave – Plan Drawings
- Winding River Rd – Plan Drawings
- Blake St, Oakcrest Rd – Plan Drawings
- Webster St – Carey to Highland Ave – Plan Drawings
- Proposed Conditions for Winter Work

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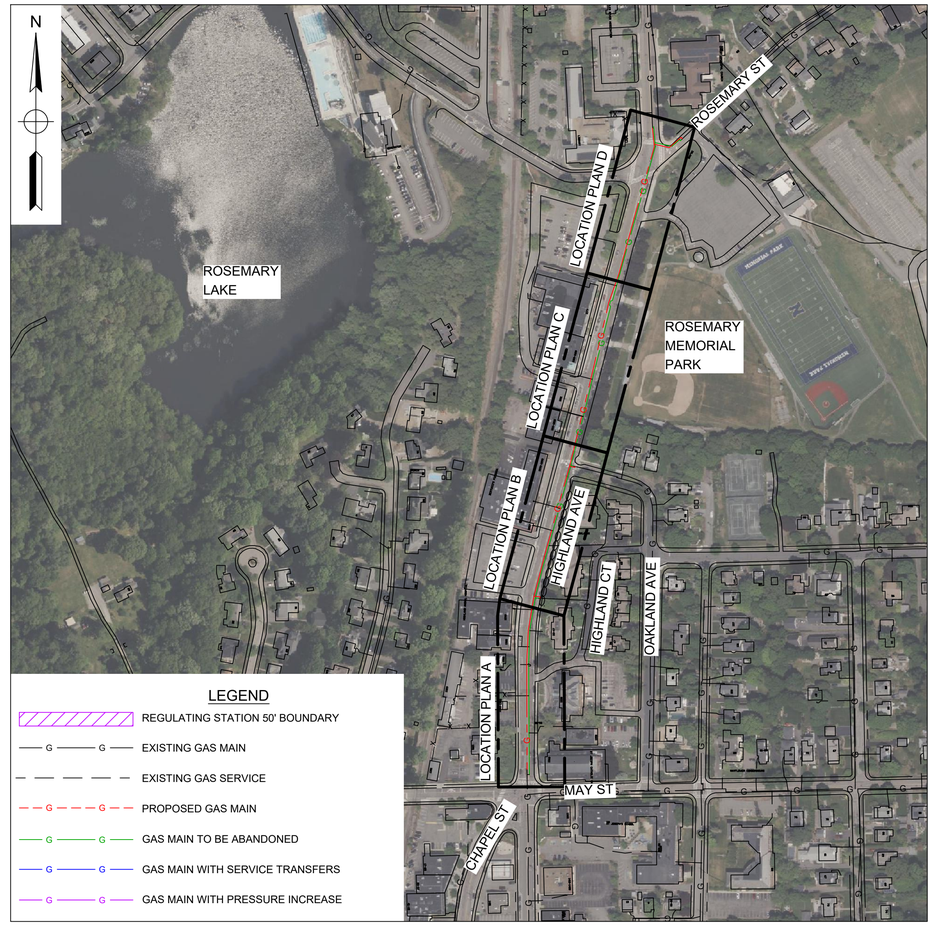
03 OF 12	LEGEND
04 OF 12	LOCATION PLAN A
05 OF 12	LOCATION PLAN B
06 OF 12	LOCATION PLAN C
07 OF 12	LOCATION PLAN D
08 OF 12	PREPARATORY AND FINAL DETAILS #1
09 OF 12	PREPARATORY AND FINAL DETAILS #2
10 OF 12	PREPARATORY AND FINAL DETAILS #3
11 OF 12	PREPARATORY AND FINAL DETAILS #4
12 OF 12	PREPARATORY AND FINAL DETAILS #5

EVERSOURCE ENERGY



WORK SCOPE

HIGHLAND AVE, NEEDHAM, MA
WORK ORDER #22349424

DRAFT

PROJECT SUMMARY TABLE INSTALLATION INFORMATION

WORK TYPE	LENGTH (FT)	SIZE (IN)	PRESSURE	MATERIAL
INSTALL	1830	4	IP (60 PSIG)	PHD
INSTALL	40	2	IP (60 PSIG)	PHD
INSTALLATION TOTAL:				1870'
UPRATE/RETEST TOTAL:				0'

PROJECT SUMMARY TABLE ABANDONMENT INFORMATION

LENGTH (FT)	SIZE (IN)	PRESSURE	MATERIAL	ABANDONMENT CLASS
1412	3	IP (60 PSIG)	CS	GSEP
424	3	IP (60 PSIG)	BS	GSEP
10	2	IP (60 PSIG)	PD	GSEP
12	2	IP (60 PSIG)	PL	NON-GSEP
GSEP ABANDONMENT SUBTOTAL:				1846'
NON - GSEP ABANDONMENT SUBTOTAL:				12'
ABANDONMENT TOTAL:				1858'

AFFECTED STREETS: ROSEMARY ST, HIGHLAND AVE, HIGHLAND COURT, OAKLAND AVE

SERVICES (ESTIMATED)

REPLACEMENT: 5
TIE OVER: 6
TOTAL SERVICES: 11
METER MOVE OUTS: 2

BL Companies — Architecture Engineering Environmental Land Surveying

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

EVERSOURCE ENERGY
HIGHLAND AVE, NEEDHAM, MA
WORK ORDER # 22349424
COVER SHEET

SCALE: 1" = 200' — SHEET 01 OF 12

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-01	A

\\blcompanies.com\dfs\proj\JOBS2012\20012511\PROJECTS-2026\HYDE PARK\NEEDHAM-HIGHLAND_AVE-22349424\DWG\ 26-MA-HYP-00267-DR.dwg
Sep 24, 2025 - 1:00pm

GENERAL NOTES:

1. IF ANY OF THE FOLLOWING OCCUR A DRAWING REVISION IS REQUIRED AND MUST BE APPROVED AND/OR STAMPED BY THE ENGINEER OF RECORD. CHANGES CAN BE APPROVED AND/OR STAMPED BY A PROJECT ENGINEER, BUT THE ENGINEER OF RECORD MUST BE INFORMED.

1.1. IF THE TIE IN POINT MOVES TO A DIFFERENT SEGMENT OF PIPE THAN SHOWN.

1.2. IF A CHANGE IN THE LOCATION OF VALVES IS REQUIRED.

1.3. IF THERE IS ANY CHANGE TO WHAT IS SHOWN ON THE DRAWING WITHIN 50 FT OF A PRESSURE REGULATING STATION, DISTRICT REGULATOR, OR GATE STATION.

1.4. IF A CHANGE IN PIPE SIZE, MATERIAL, OR WALL THICKNESS IS REQUIRED.

1.5. ALTERNATE FITTINGS THAT ARE ACCEPTABLE FOR ANY TIE-IN DETAIL WILL BE CALLED OUT IN THE DRAWING. FITTING CHANGES NOT SHOWN AS ALTERNATIVES ON THE DRAWING WILL NEED TO FOLLOW THE DRAWING CHANGE PROCESS CONTAINED IN SECTION V.D.

2. CONSTRUCTION DRAWINGS, LOCATIONS OF EXISTING UTILITIES, UNDERGROUND STRUCTURES AND WORK LOCATIONS ARE BASED ON BEST AVAILABLE INFORMATION BUT HAVE NOT BEEN FIELD VERIFIED.

3. ALL WORK, MATERIAL AND CONSTRUCTION SHALL BE PERFORMED AND COMPLETED IN COMPLIANCE WITH ALL PERMITS AND APPROVALS PER EVERSOURCE, LOCAL, STATE, OSHA AND FEDERAL REGULATIONS AND STANDARDS.

4. ALL LIVE GAS WORK EXCEPT SERVICE SIZE TAPS, INCLUDING BUT NOT LIMITED TO TAPPING OF FITTINGS ON LIVE MAINS, STOPPING, MANIPULATING VALVE, ABANDONMENT, SHALL BE PERFORMED BY, OR AT THE DIRECTION AND UNDER THE DIRECT SUPERVISION OF EVERSOURCE GAS PERSONNEL AND IN ACCORDANCE WITH THE WRITTEN PROCEDURE. DRAWING CHANGES MAY ALSO REQUIRE A CHANGE TO THE PROCEDURE.

5. EXCAVATOR IS REQUIRED TO PROTECT EXISTING UTILITIES, STRUCTURES, LANDSCAPES FEATURES, SIGNAGE, CURBS, ETC. CARE SHOULD BE TAKEN NOT TO DISTURB OR DAMAGE SUCH ITEMS. ROADWAY, SIDEWALKS, AND GRASS DISTURBED SHALL BE RESTORED TO THE SATISFACTION OF THE CITY OR TOWN. PLANT BEDS WILL BE RELOCATED TO THEIR EXISTING REGULAR LOCATION.

6. ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), INCLUDING ALL REVISIONS AND ADDENDA. ALL TRAFFIC CONTROL DEVICES WILL BE SUPPLIED BY EXCAVATOR.

CORROSION PROTECTION NOTES:

1. ALL TEST STATION BOXES SHOULD BE INSTALLED IN A SAFE LOCATION WHERE ONE INDIVIDUAL CAN SAFELY OPEN AND ACCESS THE TEST WIRES. ALL TEST WIRES INSIDE THE BOX SHOULD HAVE ENOUGH SLACK ON THE WIRES SO THEY CAN EXTEND A MINIMUM OF 12" ABOVE GRADE.

2. FOR TYPE A TEST STATIONS, THE TWO WIRES SHOULD BE THERMITE WELDED TO THE COATED STEEL MAIN AND BE THE SAME COLOR. (COUPONS COULD BE ADDED TO THE TEST STATION TYPE).

3. FOR TYPE B TEST STATIONS, EACH OF THE FOUR WIRES SHOULD BE A DIFFERENT COLOR AND DOCUMENTED.

4. FOR TYPE C TEST STATIONS, THE WIRES SHOULD BE THE SAME COLOR ON EACH SIDE OF THE INSULATED COUPLING. (ANODES AND/OR COUPONS COULD BE ADDED TO THIS TEST STATION TYPE).

5. FOR TYPE D TEST STATIONS WHICH ARE AT A CASING, WHITE WIRES ARE NORMALLY INSTALLED ON THE STEEL CASING AND BLACK WIRES ARE INSTALLED ON THE CARRIER PIPE. (ANODES AND/OR COUPONS COULD BE ADDED TO THIS TEST STATION TYPE).

6. FOR TYPE M TEST STATIONS, THE TWO WIRES THERMITE WELDED TO THE CARRIER PIPE SHOULD BE THE SAME COLOR WIRE. THERE IS ALSO MAGNESIUM ANODE(S) WIRE(S) LOCATED INSIDE THE TEST STATION BOX.THE WIRE COLOR (TYPICALLY ORANGE) FOR THE ANODES. IF THE ANODE WIRES ARE SPLICED TO A COMMON ANODE HEADER CABLE, THE ANODE HEADER CABLE SHOULD BE A (WHITE OR RED) DIFFERENT COLOR WIRE THAN THE WIRE THAT WAS THERMITE WELDED TO THE CARRIER PIPE. AT A TYPE M TEST STATION, NO MAGNESIUM ANODES SHOULD BE DIRECTLY THERMITE WELDED TO THE CARRIER PIPE OR IN CONTACT WITH THE CARRIER PIPE. THE ANODE HEADER WIRE OR INDIVIDUAL ANODE WIRES SHOULD TERMINATE INSIDE THE TEST STATION BOX. ANODES SHOULD BE SPACED A MINIMUM OF 5' ON CENTER FROM EACH OTHER AND A MINIMUM OF 12" AWAY AND BELOW THE BOTTOM OF THE STEEL MAIN.

7. IF COUPONS ARE TO BE INSTALLED , FIRST REMOVE THE PROTECTIVE LABEL COVERING THE STEEL COUPON AND THE RED STICKERS COVERING EACH SENSING PORT. CLEAN THE ENTIRE STEEL COUPON SURFACE WITH ALCOHOL TO REMOVE THE CORROSION INHIBITOR. PLACE THE COUPON ASSEMBLY APPROXIMATELY 12" FROM THE GAS MAIN BEING MONITORED WITH THE SENSING PORTS FACING THE GAS MAIN. THE COUPON ASSEMBLY SHOULD BE LOCATED ADJACENT TO THE BOTTOM PORTION OF THE GAS MAIN, ANYWHERE BETWEEN 3 O'CLOCK AND 9 O'CLOCK. THE SOIL BETWEEN THE COUPON AND THE MAIN SHOULD BE WELL COMPACTED AND CONTAIN NO ROCKS LARGER THAN A CENTIMETER IN DIAMETER OR FOREIGN MATERIAL.

8. ONE (1) 3# ANODE (MINIMUM) SHALL BE INSTALLED TO PROTECT THE CLAMPS ON EACH 10-FOOT SPAN OF PIPE. EACH 10-FOOT SPAN OF PIPE MUST BE A CONTINUOUS SECTION OF STEEL. CLAMPS ON NON-CONTINUOUS SECTIONS OF STEEL EVEN IF THEY ARE WITHIN 10 FEET OF EACH CANNOT BE PROTECTED BY THE SAME ANODE.

9. REFER TO CONSTRUCTION STANDARD CS-500 SECTION IV.G WHICH PROVIDES GENERAL GUIDANCE REGARDING “WRAPPING” FOR CORROSION PROTECTION. CS-500 SECTION IV.G.5. DESCRIBES THE BASIC STEPS REQUIRED TO WRAP LEAK REPAIR CLAMPS.

10. CORROSION PROTECTION INFORMATION, AS INCLUDED WITHIN THIS DESIGN PACKAGE, HAS BEEN REVIEWED BY THE ENGINEER OF RECORD FOR CONFORMANCE WITH EVERSOURCE PROVIDED STANDARD CORROSION DETAILS; CORROSION PROTECTION DESIGN BY OTHERS.

VALVE AND MATERIAL LIST

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
31	4"	500855	COUPLING,PIPE, 4 IN IPS, ELECTROFUSION, PLASTIC, P100	4	EA
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	6	EA
37	4" x 1/2"	500867	TEE,PIPE, NON-BLOWING, 4 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100, 1	4	EA
55	4"	501002	VALVE,BALL, 4 IN, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING, TO BE USED W/ BRAND SADDLE INST, P100	3	EA
213	4"	542538	CAP,PIPE, 4 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	6	EA
308	4"	545338	ELBOW,PIPE, 45 DEG, 4 IN SDR 11, BUTT WELD ENDS, POLYETHYLENE, P100	1	EA
311	4"	545341	ELBOW,PIPE, 90 DEG, 4 IN SDR 11, BUTT WELD ENDS, PLASTIC, P100	1	EA
382	2"	546256	FITTING, TRANSITION, 2 IN IPS CS X 2 IN IPS, PE4710, SDR 11, STEEL WELD X PLASTIC, BUTT WELD	1	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	1830	FT
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
595	4" x 2"	555593	REDUCER,PIPE, 4 X 2 IPS, BUTT ENDS, POLYETHYLENE, P100, SDR11	1	EA
678	4"	560679	TEE,PIPE, 4 IN SDR 11, BUTT ENDS, POLYETHYLENE, P100	1	EA
692	3/4" x 1/2"	560709	TEE,PIPE, NON-BLOWING, 3/4 IN X 1/2 IN CTS PLASTIC X 3/8 IN PERF SDR 7, WELDED INLET X COMPRESSION OUTLET, LIGHT WALL, CS, 24/BOX	2	EA
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	4	EA
702	4" x 1"	560781	TEE,PIPE, NON-BLOWING, 4 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	4	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	3	EA
939	3"	578183	FITTING,COUPLING, VENTED, INSULATED, 3 IN, W/ END CAP, FOR STEEL PIPE, EZB3VUMG	2	EA
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	11	EA
1013	2"	580024	FITTING,TEE, FLAT BOTTOM, 3-WAY, 2 IN, FOR USE WITH SHORTSTOPP 60, SHORTSTOP II & SHORTSTOPP 275 PLUGGING MACHINES	2	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	9	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	4	EA
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	2	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	4	EA
1236	4" x 2"	584304	FITTING,TEE, 4 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577621	3	EA
1243	3"	584468	FITTING,COUPLING, 3 IN IPS, ELECTROFUSION, HDPE, BLACK, ASTM F1055 , MFR: CENTRAL PLASTIC, NSTAR M-140	1	EA
1467	3"	592669	PIPE, 3 IN IPS SDR 11, 40 FT LG STICK, HDPE PE4710, BLACK, ASTM D2513, 102 PSIG, W/ YELLOW STRIPES	10	FT
1518	3" x 1"	602664	TEE, PIPE, NON-BLOWING, ELECTROFUSION TAPPING TEE 3 IN IPS SDR 11 MAIN X 1 IN IPS SDR 11 STAB OUTLET, HDPE, BLACK	1	EA
1542	3" x 1"	602893	FITTING,TEE, 3 IN IPS X 1 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK	1	EA
X	3"	542539	CAP,PIPE, 3 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	2	EA

* NOTE:
1. ADDITIONAL ELBOWS MAY BE REQUIRED FOR OFFSETS IN THE FIELD
2. ALL MATERIALS SHALL BE INSTALLED IN COMPLIANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL MECHANICAL FITTINGS SHOULD BE RESTRAINING IF LEFT ON A LIVE MAIN. CONFIRM PRODUCT DESCRIPTION FROM VENDOR; IF ONLY NON-RESTRAINING FITTINGS ARE AVAILABLE, CONTACT THE ENGINEER OF RECORD FOR ADDITIONAL REVIEW
4. EXISTING PLASTIC PIPE CHARACTERISTICS (SDR AND IPS/CTS) ARE UNKNOWN AND ASSUMED. PLASTIC FITTINGS MUST BE CHOSEN BASED ON THE CHARACTERISTICS OF THE PLASTIC PIPE WHEN PIPE IS EXPOSED DURING CONSTRUCTION.

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No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

BL Companies — Architecture Engineering Environmental Land Surveying

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

NOTES AND VALVE AND MATERIAL LIST

SCALE: NOT TO SCALE — SHEET 02 OF 12

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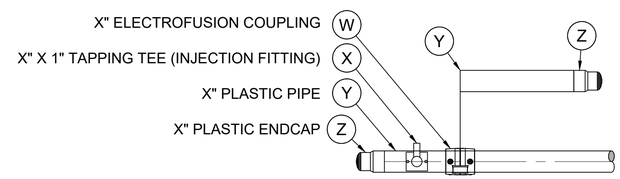
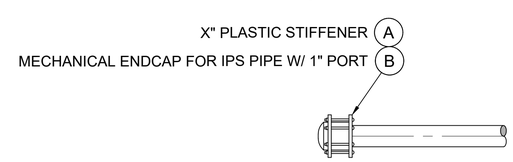
Sep 24, 2025 - 1:00pm

DRAWING LEGEND

- MANHOLE (E, UP# XX)
- UTILITY POLE
- CATCH BASIN
- HYDRANT
- INSIDE METER
- OUTSIDE METER
- LIGHT POLE
- ELECTRIC MANHOLE (E)
- TELEPHONE MANHOLE (T)
- REGULATING STATION 50' BOUNDARY
- EXISTING GAS MAIN
- EXISTING GAS SERVICE
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- RIGHT-OF-WAY
- ELECTRIC
- WATER LINE
- SEWER LINE
- TELEPHONE
- DRAIN LINE
- FENCE LINE
- STONE WALL



APPROVED ALTERNATIVE



AS DESIGNED

ALTERNATE APPROVED MAXIMO NUMBERS

SIZE	EF COUPLING (W)	TAPPING TEE (X)	PIPE STUB (Y)	BF END CAP (Z)
2"	500854	560779	554025	542572
4"	500855	560781	554008	542538
6"	500856	560785	554009	542539
8"	500857	560788	554010	542540
12"	500858	602717	554031	581044

NOTE:
WHERE END CAPS ARE SHOWN ON HDPE OR MDPE GAS MAINS, THE APPROVED ALTERNATE INSTALLATION MAY BE CONSTRUCTED WITHOUT THE NEED FOR A DRAWING REVISION.

COMPLETIONS ON PLASTIC PIPE TO BE ABANDONED

SCALE: NTS

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BL Companies — Architecture Engineering Environmental Land Surveying

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

LEGEND

SCALE: NOT TO SCALE — SHEET 03 OF 12

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AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-03	A

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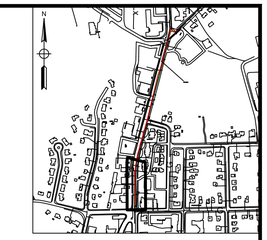
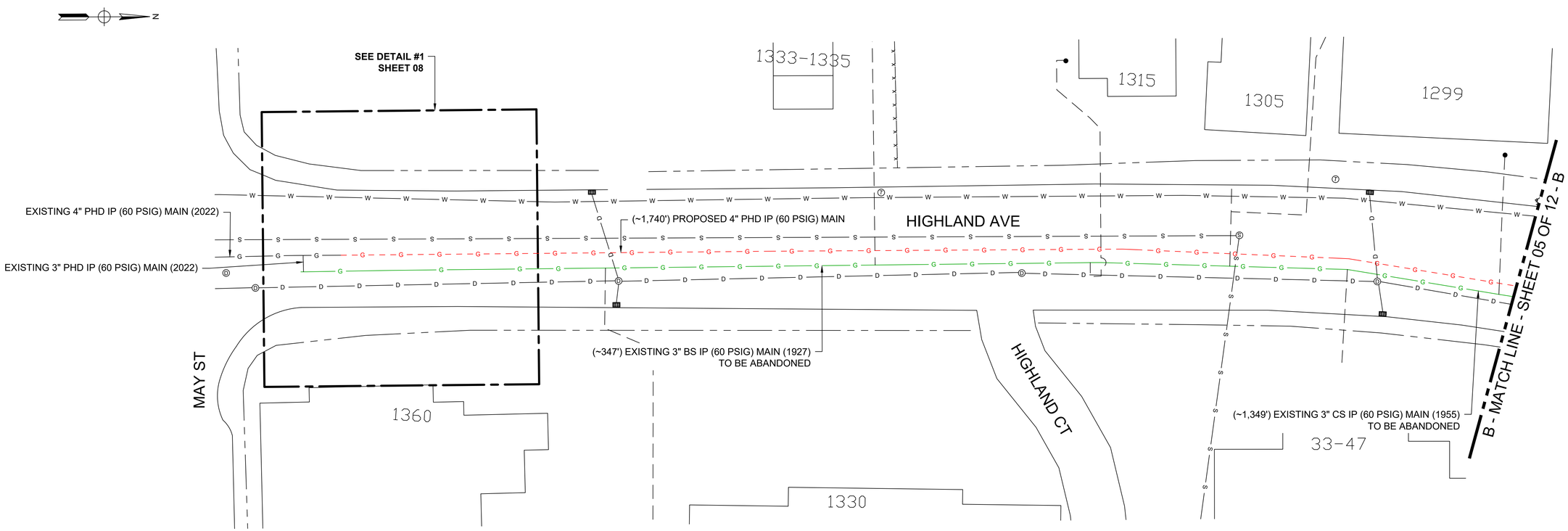


KEY MAP
SCALE: N.T.S.



LOCATION PLAN A
SCALE: 1" = 20'

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

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HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

LOCATION PLAN A

SCALE: AS NOTED

SHEET 04 OF 12

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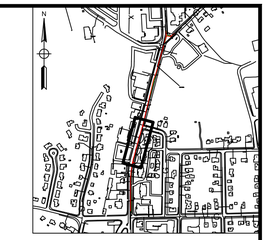

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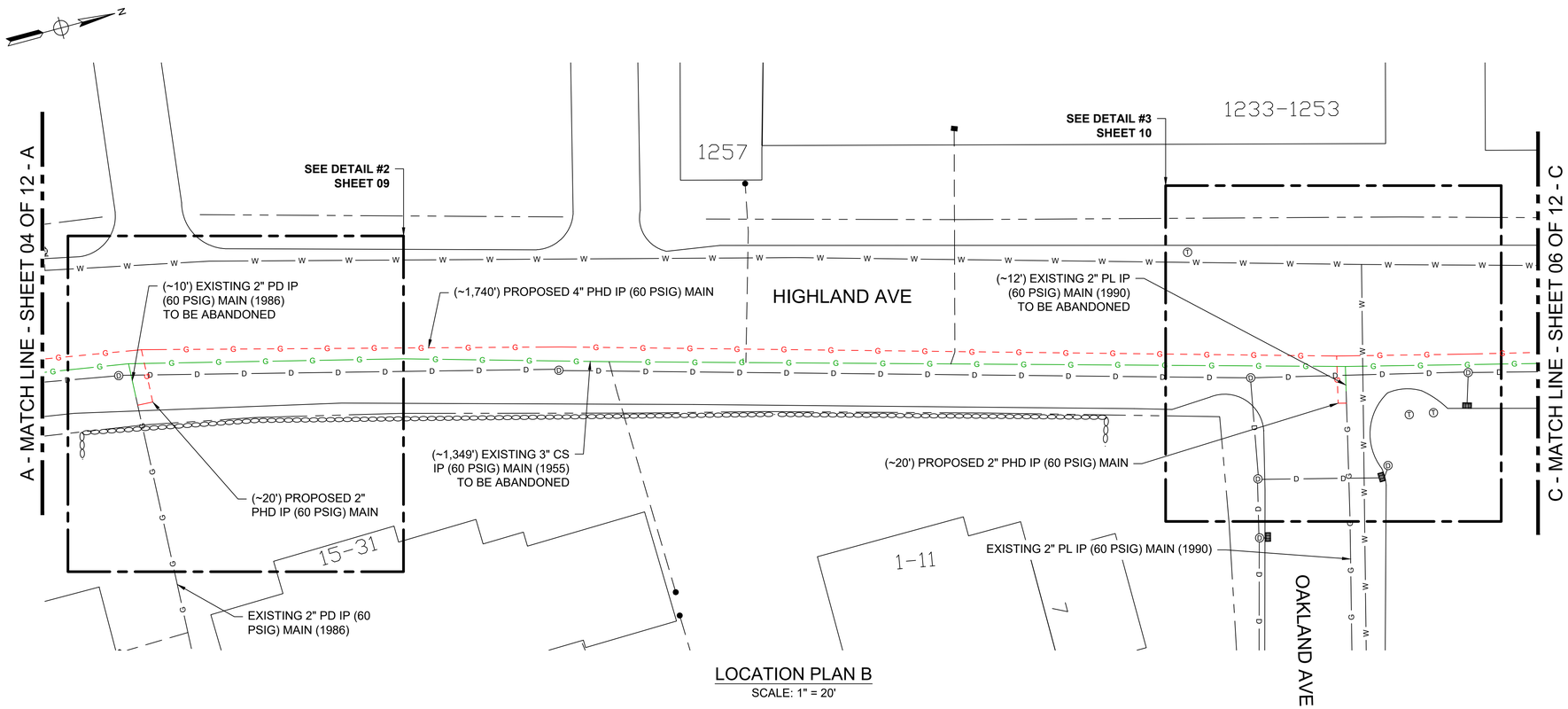

LOCATION PLAN B
SCALE: 1" = 20'

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

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HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

LOCATION PLAN B

SCALE: AS NOTED — SHEET 05 OF 12

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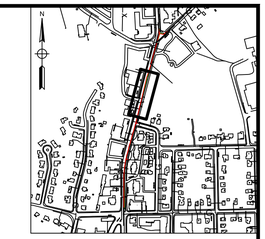

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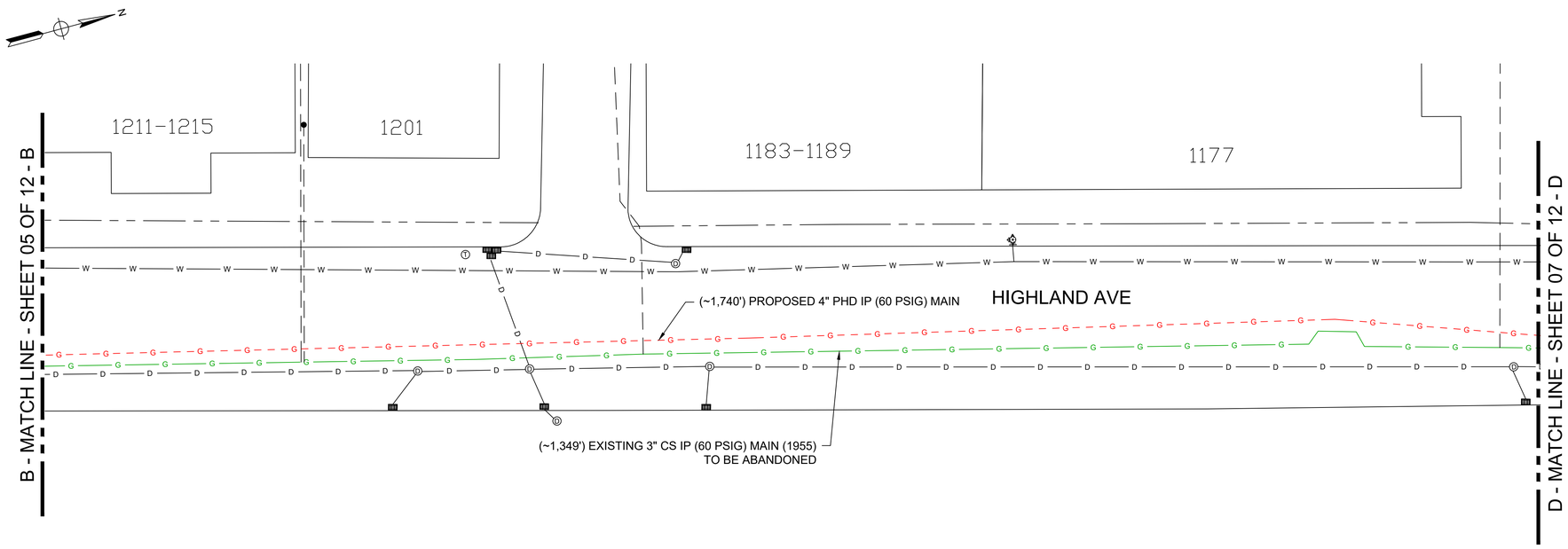

LOCATION PLAN C
SCALE: 1" = 20'

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

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HIGHLAND AVE, NEEDHAM, MA
WORK ORDER # 22349424
LOCATION PLAN C

SCALE: AS NOTED — SHEET 06 OF 12

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AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-06	A

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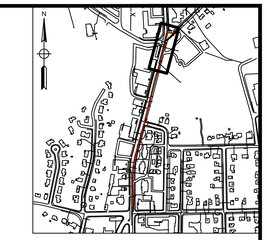

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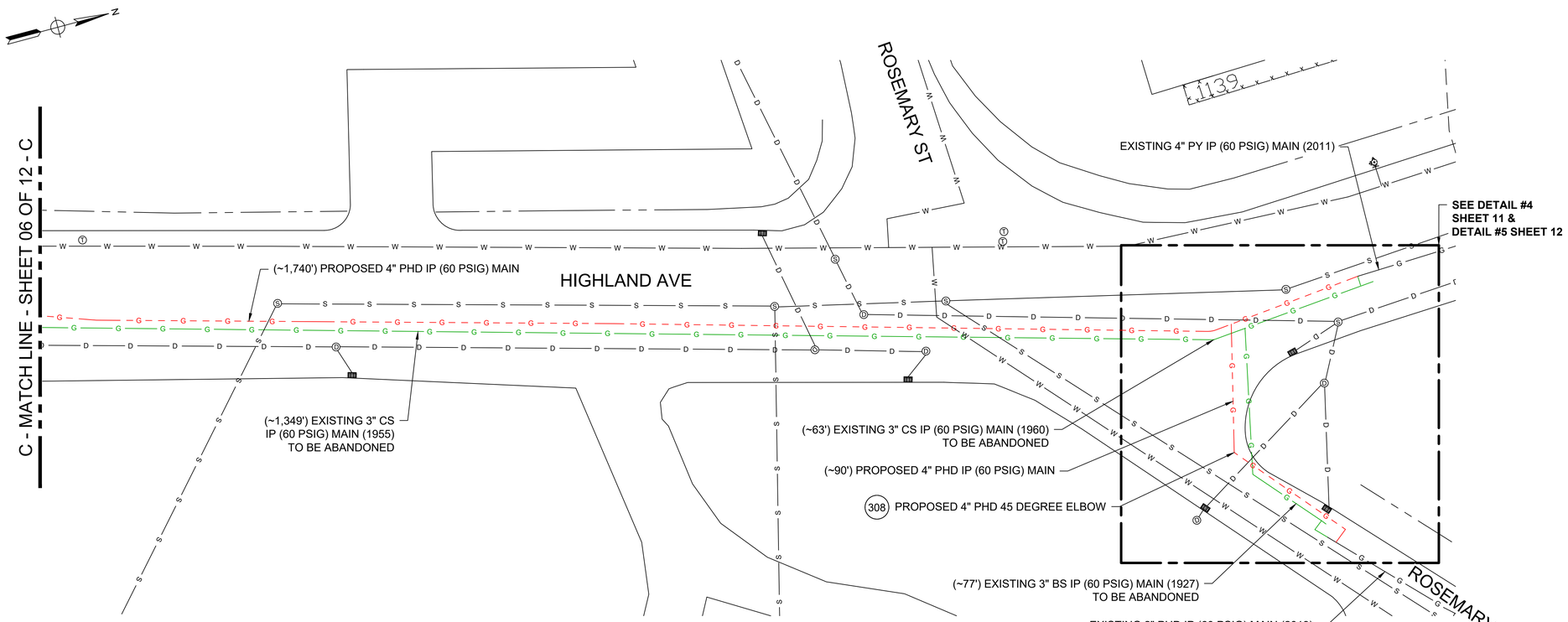

LOCATION PLAN D
SCALE: 1" = 20'

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

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EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA
WORK ORDER # 22349424
LOCATION PLAN D

SCALE: AS NOTED — SHEET 07 OF 12

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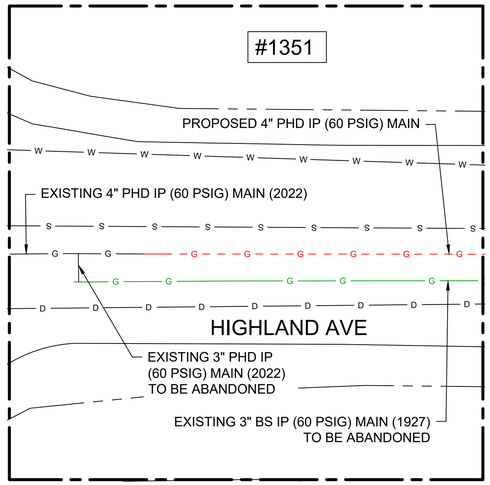
MASSACHUSETTS COORDINATE SYSTEM

MAINLAND ZONE (NORTH AMERICAN DATUM 83)



LOCATION #1 - PLAN VIEW

SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

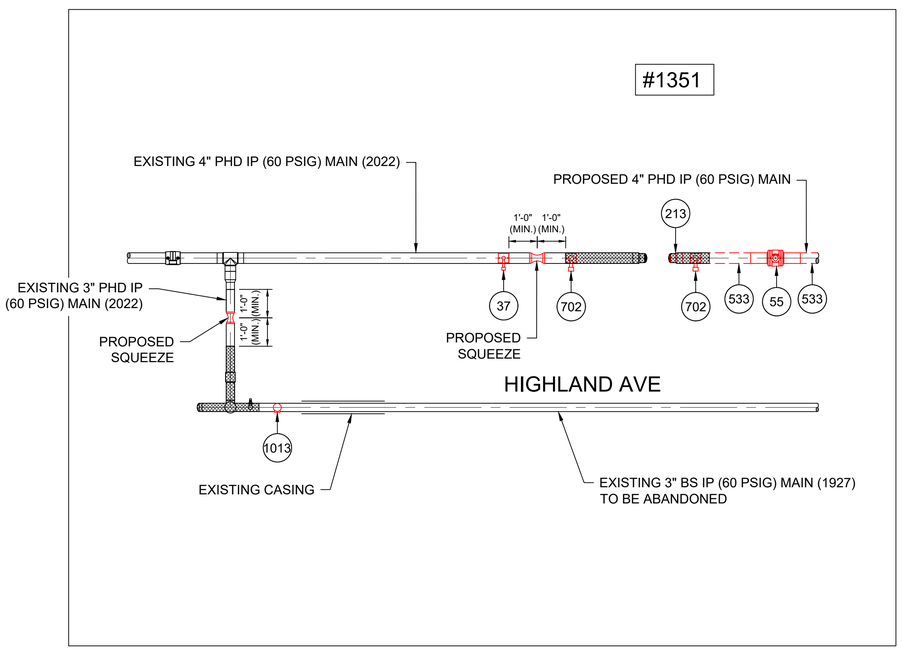
ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
37	4" x 1/2"	500867	TEE,PIPE, NON-BLOWING, 4 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100, 1	1	EA
55	4"	501002	VALVE,BALL, 4 IN, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING, TO BE USED W/ BRAND SADDLE INST, P100	1	EA
213	4"	542538	CAP,PIPE, 4 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	1	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	40	FT
702	4" x 1"	560781	TEE,PIPE, NON-BLOWING, 4 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	2	EA
1013	2"	580024	FITTING,TEE, FLAT BOTTOM, 3-WAY, 2 IN, FOR USE WITH SHORTSTOPP 60, SHORTSTOP II & SHORTSTOPP 275 PLUGGING MACHINES	1	EA

VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
31	4"	500855	COUPLING,PIPE, 4 IN IPS, ELECTROFUSION, PLASTIC, P100	2	EA
213	4"	542538	CAP,PIPE, 4 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	2	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	40	FT
702	4" x 1"	560781	TEE,PIPE, NON-BLOWING, 4 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
939	3"	578183	FITTING,COUPLING, VENTED, INSULATED, 3 IN, W/ END CAP, FOR STEEL PIPE, EZB3VUMG	1	EA
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	1	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	1	EA
1243	3"	584468	FITTING,COUPLING, 3 IN IPS, ELECTROFUSION, HDPE, BLACK, ASTM F1055 , MFR: CENTRAL PLASTIC, NSTAR M-140	1	EA
1467	3"	592669	PIPE, 3 IN IPS SDR 11, 40 FT LG STICK, HDPE PE4710, BLACK, ASTM D2513, 102 PSIG, W/ YELLOW STRIPES	40	FT
1518	3" x 1"	602664	TEE, PIPE, NON-BLOWING, ELECTROFUSION TAPPING TEE 3 IN IPS SDR 11 MAIN X 1 IN IPS SDR 11 STAB OUTLET, HDPE, BLACK	1	EA
X	3"	542539	CAP,PIPE, 3 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	2	EA

MASSACHUSETTS COORDINATE SYSTEM

MAINLAND ZONE (NORTH AMERICAN DATUM 83)

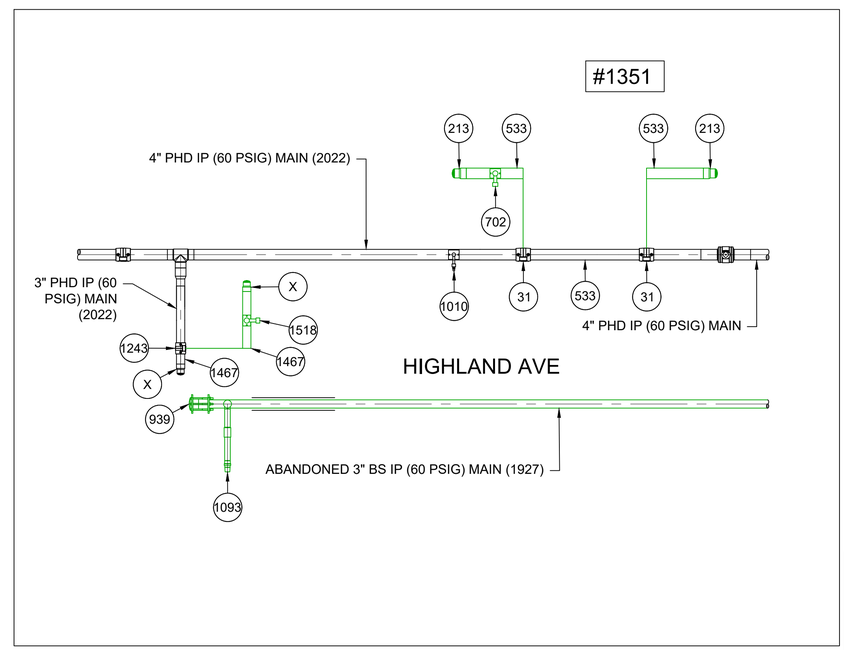


PREPARATORY DETAIL #1

SCALE: 3/8" = 1' - 0"

MASSACHUSETTS COORDINATE SYSTEM

MAINLAND ZONE (NORTH AMERICAN DATUM 83)



FINAL DETAIL #1

SCALE: 3/8" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

Architecture
Engineering
Environmental
Land Surveying

BL Companies

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

PREPARATORY AND FINAL DETAILS #1

SCALE: AS NOTED — SHEET 08 OF 12

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-08	A

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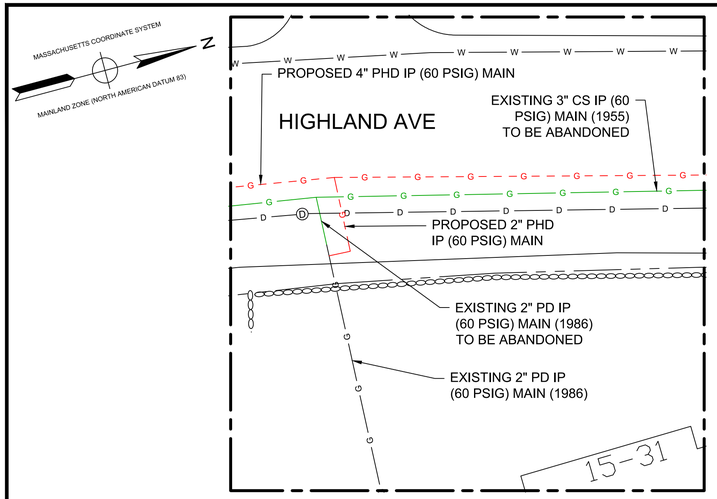


LOCATION #2 - PLAN VIEW

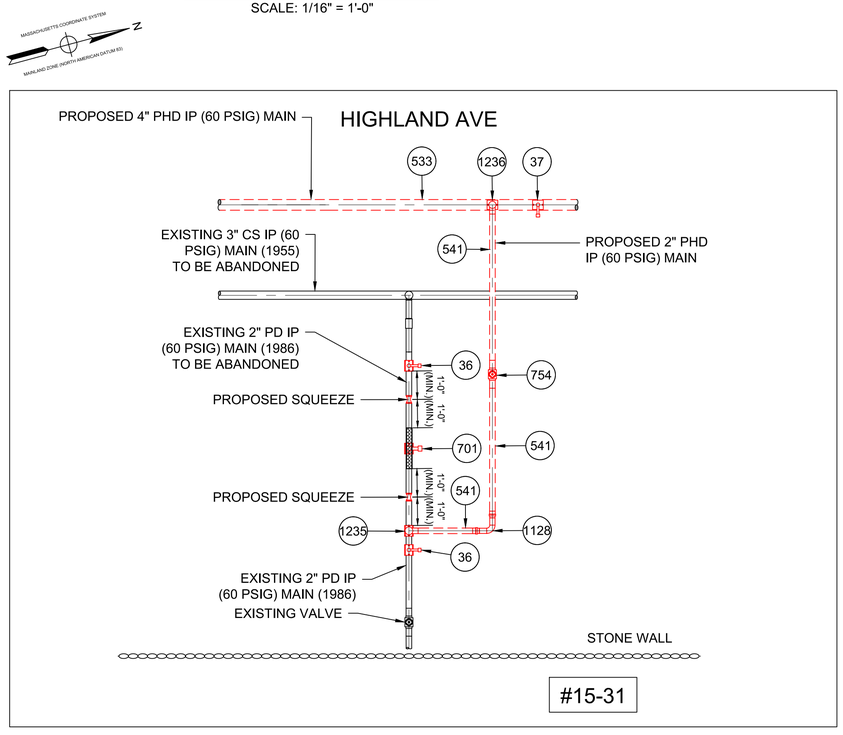
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	2	EA
37	4" x 1/2"	500867	TEE,PIPE, NON-BLOWING, 4 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100, 1	1	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	40	FT
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	1	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	1	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	1	EA
1236	4" x 2"	584304	FITTING,TEE, 4 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577621	1	EA

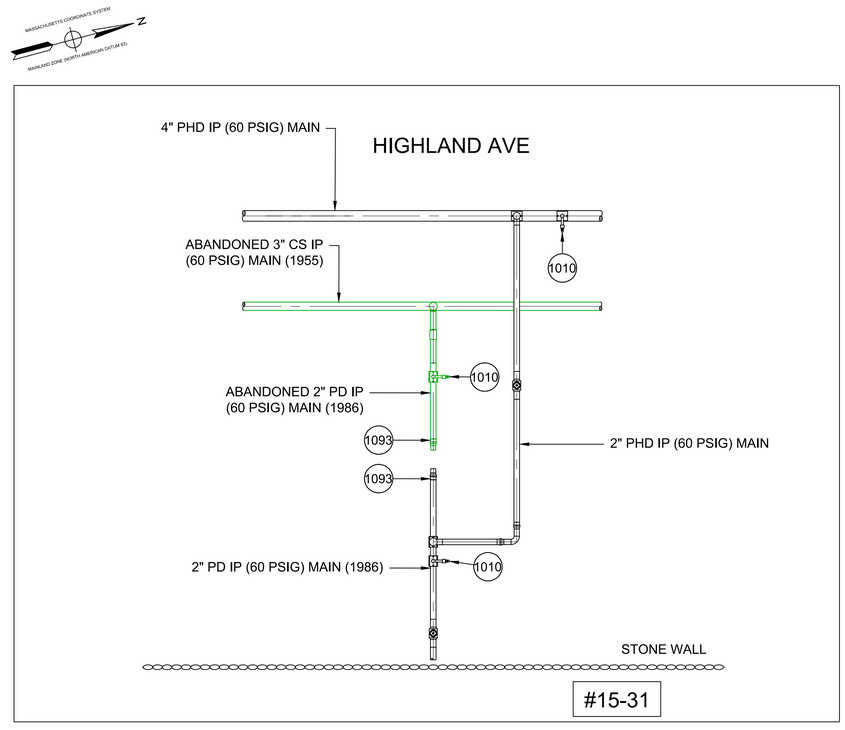
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	3	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA



PREPARATORY DETAIL #2

SCALE: 3/8" = 1' - 0"



FINAL DETAIL #2

SCALE: 3/8" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

BL Companies — Architecture Engineering Environmental Land Surveying

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

PREPARATORY AND FINAL DETAILS #2

SCALE: AS NOTED — SHEET 09 OF 12

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-09	A

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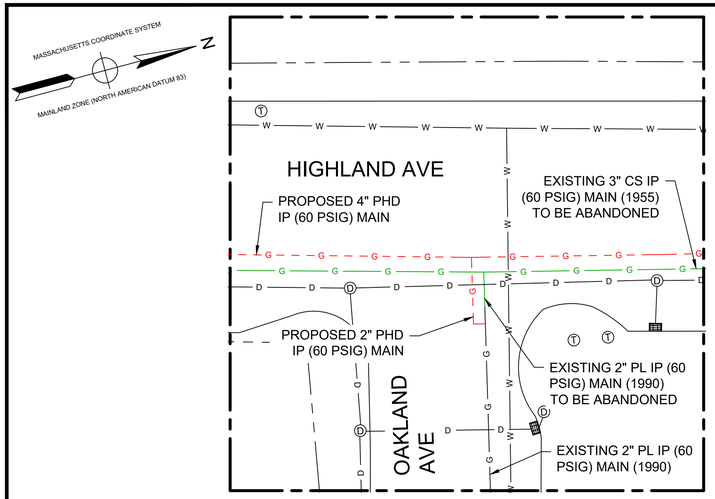
Sep 24, 2025 - 1:05pm



LOCATION #3 - PLAN VIEW

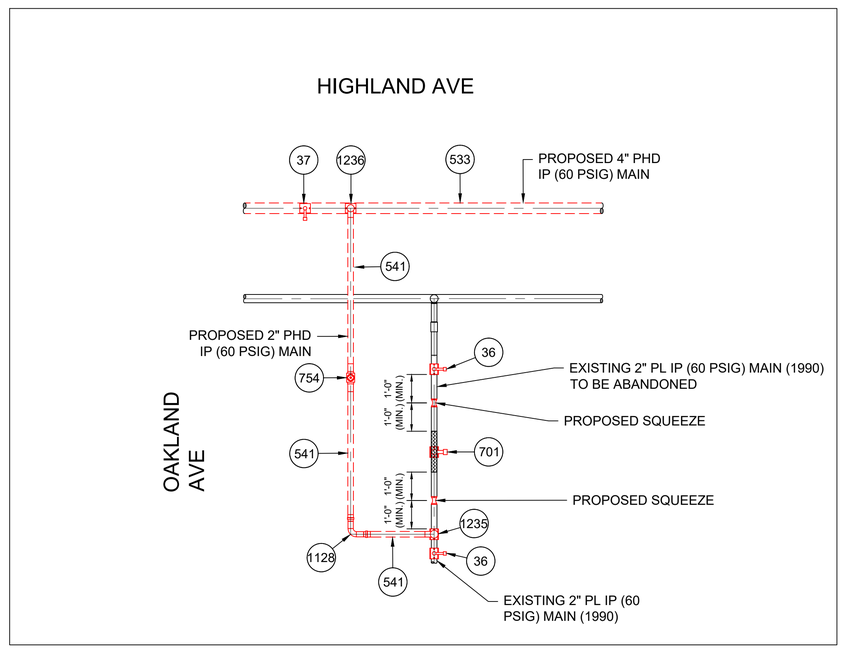
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	2	EA
37	4" x 1/2"	500867	TEE,PIPE, NON-BLOWING, 4 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100, 1	1	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	40	FT
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	1	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	1	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	1	EA
1236	4" x 2"	584304	FITTING,TEE, 4 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577621	1	EA

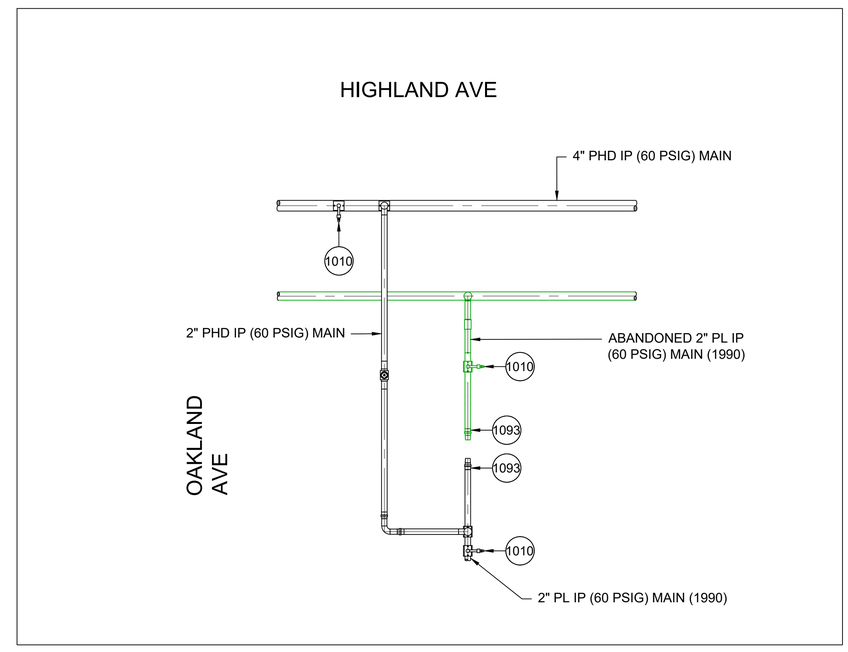
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	3	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA



PREPARATORY DETAIL #3

SCALE: 3/8" = 1' - 0"



FINAL DETAIL #3

SCALE: 3/8" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

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BL Companies — Architecture Engineering Environmental Land Surveying

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

PREPARATORY AND FINAL DETAILS #3

SCALE: AS NOTED — SHEET 10 OF 12

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-10	A

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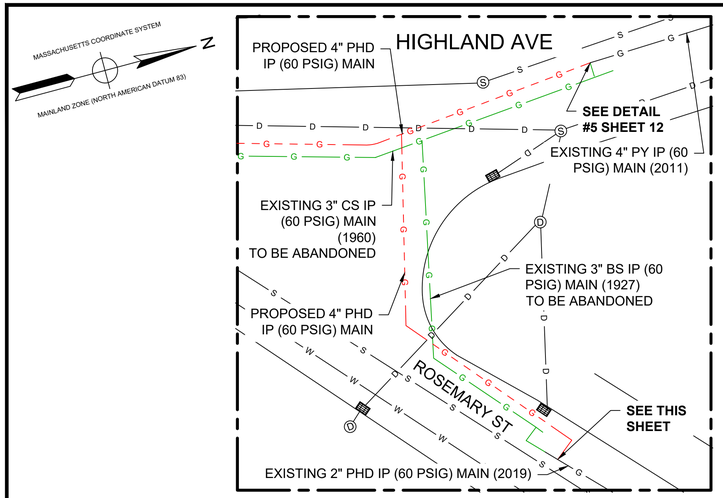


LOCATION #4 - PLAN VIEW

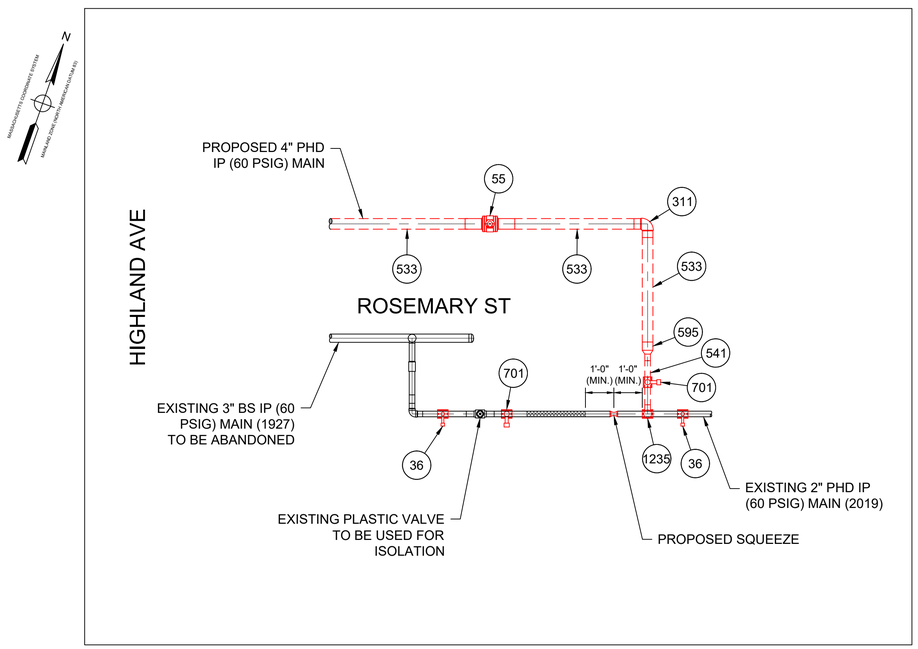
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	2	EA
55	4"	501002	VALVE,BALL, 4 IN, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING, TO BE USED W/ BRAND SADDLE INST, P100	1	EA
311	4"	545341	ELBOW,PIPE, 90 DEG, 4 IN SDR 11, BUTT WELD ENDS, PLASTIC, P100	1	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	40	FT
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
595	4" x 2"	555593	REDUCER,PIPE, 4 X 2 IPS, BUTT ENDS, POLYETHYLENE, P100, SDR11	1	EA
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	2	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	1	EA

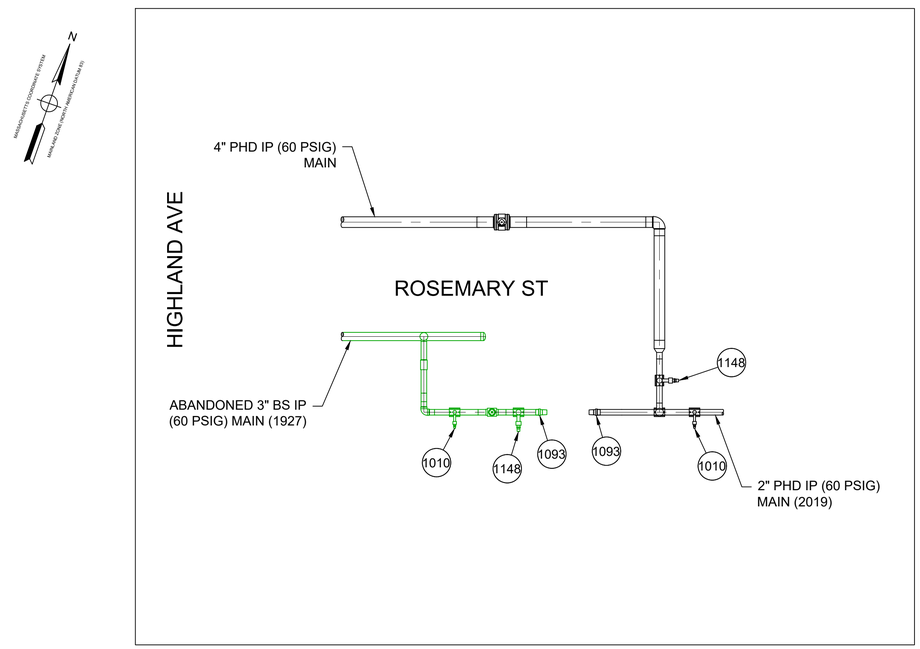
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	2	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	2	EA



PREPARATORY DETAIL #4

SCALE: 3/8" = 1' - 0"



FINAL DETAIL #4

SCALE: 3/8" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

Architecture Engineering Environmental Land Surveying

BL Companies

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

PREPARATORY AND FINAL DETAILS #4

SCALE: AS NOTED

SHEET 11 OF 12

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-11	A

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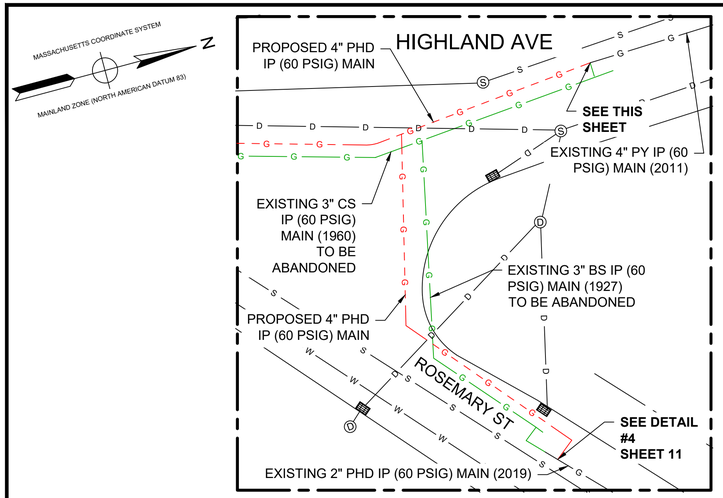


LOCATION #5 - PLAN VIEW

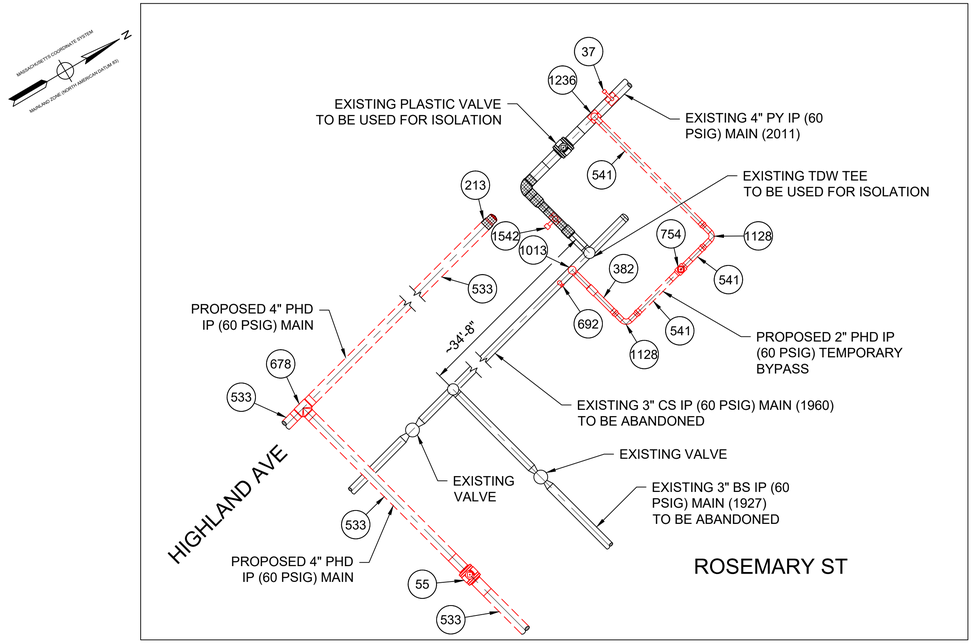
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
37	4" x 1/2"	500867	TEE,PIPE, NON-BLOWING, 4 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100, 1	1	EA
55	4"	501002	VALVE,BALL, 4 IN, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING, TO BE USED W/ BRAND SADDLE INST, P100	1	EA
213	4"	542538	CAP,PIPE, 4 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	1	EA
382	2"	546256	FITTING, TRANSITION, 2 IN IPS CS X 2 IN IPS, PE4710, SDR 11, STEEL WELD X PLASTIC, BUTT WELD	1	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	40	FT
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
678	4"	560679	TEE,PIPE, 4 IN SDR 11, BUTT ENDS, POLYETHYLENE, P100	1	EA
692	3/4" x 1/2"	560709	TEE,PIPE, NON-BLOWING, 3/4 IN X 1/2 IN CTS PLASTIC X 3/8 IN PERF SDR 7, WELDED INLET X COMPRESSION OUTLET, LIGHT WALL, CS, 24/BOX	2	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	1	EA
1013	2"	580024	FITTING,TEE, FLAT BOTTOM, 3-WAY, 2 IN, FOR USE WITH SHORTSTOPP 60, SHORTSTOP II & SHORTSTOPP 275 PLUGGING MACHINES	1	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	2	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	1	EA
1236	4" x 2"	584304	FITTING,TEE, 4 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577621	1	EA
1542	3" x 1"	602893	FITTING,TEE, 3 IN IPS X 1 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK	1	EA

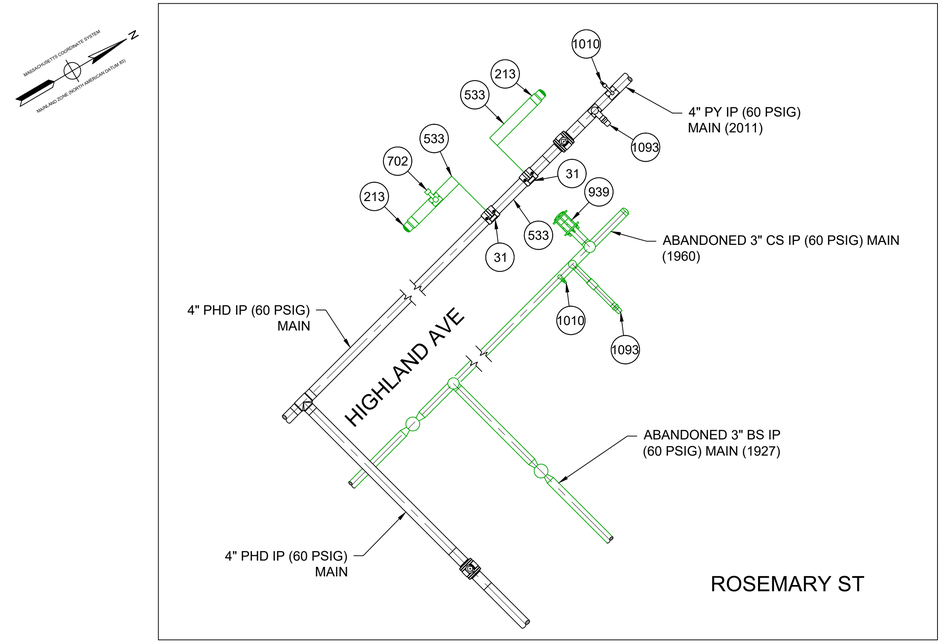
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
31	4"	500855	COUPLING,PIPE, 4 IN IPS, ELECTROFUSION, PLASTIC, P100	2	EA
213	4"	542538	CAP,PIPE, 4 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	2	EA
533	4"	554008	PIPE, 4 IN IPS X 0.409 IN THK WALL SDR 11, 4.5 IN OD, 40 FT LG, POLYETHYLENE, PE3408/PE100, 1200 FT/BUNDLE	40	FT
702	4" x 1"	560781	TEE,PIPE, NON-BLOWING, 4 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
939	3"	578183	FITTING,COUPLING, VENTED, INSULATED, 3 IN, W/ END CAP, FOR STEEL PIPE, EZB3VUMG	1	EA
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	2	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA



PREPARATORY DETAIL #5

SCALE: 3/8" = 1' - 0"



FINAL DETAIL #5

SCALE: 3/8" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

Architecture
Engineering
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BL Companies

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/24/25	SD/AC

Revision/Status

EVERSOURCE ENERGY

HIGHLAND AVE, NEEDHAM, MA

WORK ORDER # 22349424

PREPARATORY AND FINAL DETAILS #5

SCALE: AS NOTED — SHEET 12 OF 12

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/24/25	AC 09/24/25	26-MA-HYP-00267-DR-12	A

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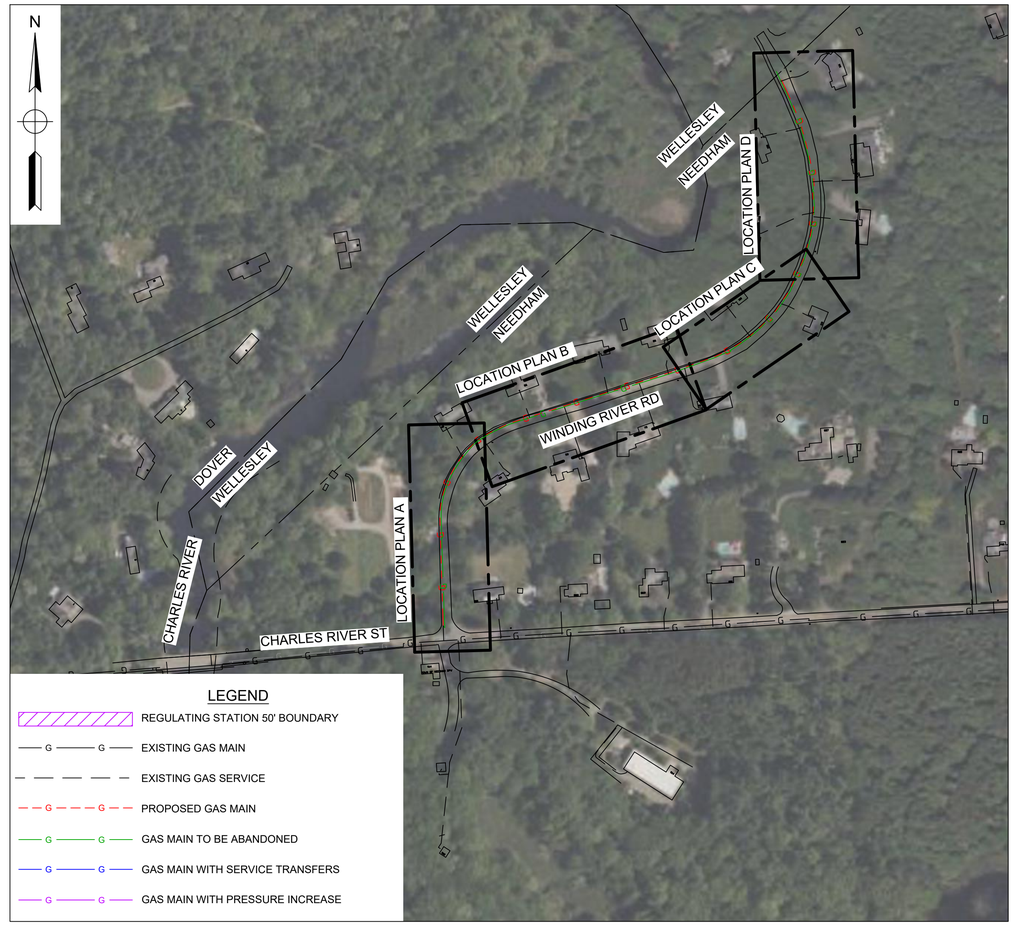
09 OF 09	PREPARATORY AND FINAL DETAILS #2

EVERSOURCE ENERGY



WORK SCOPE

WINDING RIVER RD, NEEDHAM, MA
WORK ORDER #20216146

PROJECT SUMMARY TABLE INSTALLATION INFORMATION				
WORK TYPE	LENGTH (FT)	SIZE (IN)	PRESSURE	MATERIAL
INSTALL	2040	2	IP (60 PSIG)	PHD
INSTALLATION TOTAL:				2040'
UPRATE/RETEST TOTAL:				0'

PROJECT SUMMARY TABLE ABANDONMENT INFORMATION				
LENGTH (FT)	SIZE (IN)	PRESSURE	MATERIAL	ABANDONMENT CLASS
1242	2	IP (60 PSIG)	CS	GSEP
803	2	IP (60 PSIG)	BS	GSEP
31	2	IP (60 PSIG)	PHD	NON-GSEP
9	2	IP (60 PSIG)	PY	NON-GSEP
GSEP ABANDONMENT SUBTOTAL:				2045'
NON - GSEP ABANDONMENT SUBTOTAL:				40'
ABANDONMENT TOTAL:				2085'

AFFECTED STREETS:
WINDING RIVER RD

SERVICES (ESTIMATED)

REPLACEMENT: 12
TIE OVER: 1
TOTAL SERVICES: 13
METER MOVE OUTS: 8

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

Revision/Status

EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA
WORK ORDER #20216146
COVER SHEET

SCALE: 1" = 200'
SHEET 01 OF 09

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-01	A

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Sep 09, 2025 - 10:03am

GENERAL NOTES:

1. IF ANY OF THE FOLLOWING OCCUR A DRAWING REVISION IS REQUIRED AND MUST BE APPROVED AND/OR STAMPED BY THE ENGINEER OF RECORD. CHANGES CAN BE APPROVED AND/OR STAMPED BY A PROJECT ENGINEER, BUT THE ENGINEER OF RECORD MUST BE INFORMED.

1.1. IF THE TIE IN POINT MOVES TO A DIFFERENT SEGMENT OF PIPE THAN SHOWN.

1.2. IF A CHANGE IN THE LOCATION OF VALVES IS REQUIRED.

1.3. IF THERE IS ANY CHANGE TO WHAT IS SHOWN ON THE DRAWING WITHIN 50 FT OF A PRESSURE REGULATING STATION, DISTRICT REGULATOR, OR GATE STATION.

1.4. IF A CHANGE IN PIPE SIZE, MATERIAL, OR WALL THICKNESS IS REQUIRED.

1.5. ALTERNATE FITTINGS THAT ARE ACCEPTABLE FOR ANY TIE-IN DETAIL WILL BE CALLED OUT IN THE DRAWING. FITTING CHANGES NOT SHOWN AS ALTERNATIVES ON THE DRAWING WILL NEED TO FOLLOW THE DRAWING CHANGE PROCESS CONTAINED IN SECTION V.D.

2. CONSTRUCTION DRAWINGS, LOCATIONS OF EXISTING UTILITIES, UNDERGROUND STRUCTURES AND WORK LOCATIONS ARE BASED ON BEST AVAILABLE INFORMATION BUT HAVE NOT BEEN FIELD VERIFIED.

3. ALL WORK, MATERIAL AND CONSTRUCTION SHALL BE PERFORMED AND COMPLETED IN COMPLIANCE WITH ALL PERMITS AND APPROVALS PER EVERSOURCE, LOCAL, STATE, OSHA AND FEDERAL REGULATIONS AND STANDARDS.

4. ALL LIVE GAS WORK EXCEPT SERVICE SIZE TAPS, INCLUDING BUT NOT LIMITED TO TAPPING OF FITTINGS ON LIVE MAINS, STOPPING, MANIPULATING VALVE, ABANDONMENT, SHALL BE PERFORMED BY, OR AT THE DIRECTION AND UNDER THE DIRECT SUPERVISION OF EVERSOURCE GAS PERSONNEL AND IN ACCORDANCE WITH THE WRITTEN PROCEDURE. DRAWING CHANGES MAY ALSO REQUIRE A CHANGE TO THE PROCEDURE.

5. EXCAVATOR IS REQUIRED TO PROTECT EXISTING UTILITIES, STRUCTURES, LANDSCAPES FEATURES, SIGNAGE, CURBS, ETC. CARE SHOULD BE TAKEN NOT TO DISTURB OR DAMAGE SUCH ITEMS. ROADWAY, SIDEWALKS, AND GRASS DISTURBED SHALL BE RESTORED TO THE SATISFACTION OF THE CITY OR TOWN. PLANT BEDS WILL BE RELOCATED TO THEIR EXISTING REGULAR LOCATION.

6. ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), INCLUDING ALL REVISIONS AND ADDENDA. ALL TRAFFIC CONTROL DEVICES WILL BE SUPPLIED BY EXCAVATOR.

CORROSION PROTECTION NOTES:

1. ALL TEST STATION BOXES SHOULD BE INSTALLED IN A SAFE LOCATION WHERE ONE INDIVIDUAL CAN SAFELY OPEN AND ACCESS THE TEST WIRES. ALL TEST WIRES INSIDE THE BOX SHOULD HAVE ENOUGH SLACK ON THE WIRES SO THEY CAN EXTEND A MINIMUM OF 12" ABOVE GRADE.

2. FOR TYPE A TEST STATIONS, THE TWO WIRES SHOULD BE THERMITE WELDED TO THE COATED STEEL MAIN AND BE THE SAME COLOR. (COUPONS COULD BE ADDED TO THE TEST STATION TYPE).

3. FOR TYPE B TEST STATIONS, EACH OF THE FOUR WIRES SHOULD BE A DIFFERENT COLOR AND DOCUMENTED.

4. FOR TYPE C TEST STATIONS, THE WIRES SHOULD BE THE SAME COLOR ON EACH SIDE OF THE INSULATED COUPLING. (ANODES AND/OR COUPONS COULD BE ADDED TO THIS TEST STATION TYPE).

5. FOR TYPE D TEST STATIONS WHICH ARE AT A CASING, WHITE WIRES ARE NORMALLY INSTALLED ON THE STEEL CASING AND BLACK WIRES ARE INSTALLED ON THE CARRIER PIPE. (ANODES AND/OR COUPONS COULD BE ADDED TO THIS TEST STATION TYPE).

6. FOR TYPE M TEST STATIONS, THE TWO WIRES THERMITE WELDED TO THE CARRIER PIPE SHOULD BE THE SAME COLOR WIRE. THERE IS ALSO MAGNESIUM ANODE(S) WIRE(S) LOCATED INSIDE THE TEST STATION BOX.THE WIRE COLOR (TYPICALLY ORANGE) FOR THE ANODES. IF THE ANODE WIRES ARE SPLICED TO A COMMON ANODE HEADER CABLE, THE ANODE HEADER CABLE SHOULD BE A (WHITE OR RED) DIFFERENT COLOR WIRE THAN THE WIRE THAT WAS THERMITE WELDED TO THE CARRIER PIPE. AT A TYPE M TEST STATION, NO MAGNESIUM ANODES SHOULD BE DIRECTLY THERMITE WELDED TO THE CARRIER PIPE OR IN CONTACT WITH THE CARRIER PIPE. THE ANODE HEADER WIRE OR INDIVIDUAL ANODE WIRES SHOULD TERMINATE INSIDE THE TEST STATION BOX. ANODES SHOULD BE SPACED A MINIMUM OF 5' ON CENTER FROM EACH OTHER AND A MINIMUM OF 12" AWAY AND BELOW THE BOTTOM OF THE STEEL MAIN.

7. IF COUPONS ARE TO BE INSTALLED , FIRST REMOVE THE PROTECTIVE LABEL COVERING THE STEEL COUPON AND THE RED STICKERS COVERING EACH SENSING PORT. CLEAN THE ENTIRE STEEL COUPON SURFACE WITH ALCOHOL TO REMOVE THE CORROSION INHIBITOR. PLACE THE COUPON ASSEMBLY APPROXIMATELY 12" FROM THE GAS MAIN BEING MONITORED WITH THE SENSING PORTS FACING THE GAS MAIN. THE COUPON ASSEMBLY SHOULD BE LOCATED ADJACENT TO THE BOTTOM PORTION OF THE GAS MAIN, ANYWHERE BETWEEN 3 O'CLOCK AND 9 O'CLOCK. THE SOIL BETWEEN THE COUPON AND THE MAIN SHOULD BE WELL COMPACTED AND CONTAIN NO ROCKS LARGER THAN A CENTIMETER IN DIAMETER OR FOREIGN MATERIAL.

8. ONE (1) 3# ANODE (MINIMUM) SHALL BE INSTALLED TO PROTECT THE CLAMPS ON EACH 10-FOOT SPAN OF PIPE. EACH 10-FOOT SPAN OF PIPE MUST BE A CONTINUOUS SECTION OF STEEL. CLAMPS ON NON-CONTINUOUS SECTIONS OF STEEL EVEN IF THEY ARE WITHIN 10 FEET OF EACH CANNOT BE PROTECTED BY THE SAME ANODE.

9. REFER TO CONSTRUCTION STANDARD CS-500 SECTION IV.G WHICH PROVIDES GENERAL GUIDANCE REGARDING “WRAPPING” FOR CORROSION PROTECTION. CS-500 SECTION IV.G.5. DESCRIBES THE BASIC STEPS REQUIRED TO WRAP LEAK REPAIR CLAMPS.

10. CORROSION PROTECTION INFORMATION, AS INCLUDED WITHIN THIS DESIGN PACKAGE, HAS BEEN REVIEWED BY THE ENGINEER OF RECORD FOR CONFORMANCE WITH EVERSOURCE PROVIDED STANDARD CORROSION DETAILS; CORROSION PROTECTION DESIGN BY OTHERS.

VALVE AND MATERIAL LIST

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
30	2"	500854	COUPLING, 2 IN IPS, ELECTROFUSION, PLASTIC,P100	2	EA
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
231	2"	542572	CAP,PIPE, 2 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	4	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	2040	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	4	EA
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	1	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	2	EA
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	2	EA

* NOTE:
1. ADDITIONAL ELBOWS MAY BE REQUIRED FOR OFFSETS IN THE FIELD
2. ALL MATERIALS SHALL BE INSTALLED IN COMPLIANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL MECHANICAL FITTINGS SHOULD BE RESTRAINING IF LEFT ON A LIVE MAIN. CONFIRM PRODUCT DESCRIPTION FROM VENDOR; IF ONLY NON-RESTRAINING FITTINGS ARE AVAILABLE, CONTACT THE ENGINEER OF RECORD FOR ADDITIONAL REVIEW
4. EXISTING PLASTIC PIPE CHARACTERISTICS (SDR AND IPS/CTS) ARE UNKNOWN AND ASSUMED. PLASTIC FITTINGS MUST BE CHOSEN BASED ON THE CHARACTERISTICS OF THE PLASTIC PIPE WHEN PIPE IS EXPOSED DURING CONSTRUCTION.

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

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BL Companies — Architecture Engineering Environmental Land Surveying

EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA

WORK ORDER #20216146

NOTES AND VALVE AND MATERIAL LIST

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

SCALE: NOT TO SCALE — SHEET 02 OF 09

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-02	A

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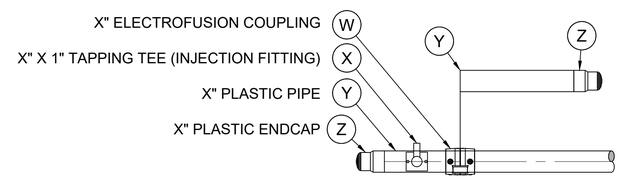
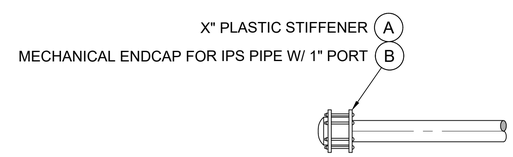
Sep 09, 2025 - 10:03am

DRAWING LEGEND

- MANHOLE
- UP# XX — UTILITY POLE
- CATCH BASIN
- HYDRANT
- INSIDE METER
- OUTSIDE METER
- LIGHT POLE
- ELECTRIC MANHOLE
- TELEPHONE MANHOLE
- REGULATING STATION 50' BOUNDARY
- G — EXISTING GAS MAIN
- EXISTING GAS SERVICE
- G — PROPOSED GAS MAIN
- G — GAS MAIN TO BE ABANDONED
- G — GAS MAIN ABANDONED UNDER SEPARATE WO#
- G — GAS MAIN WITH SERVICE TRANSFERS
- G — GAS MAIN WITH PRESSURE INCREASE
- RIGHT-OF-WAY
- E — ELECTRIC
- W — WATER LINE
- S — SEWER LINE
- T — TELEPHONE
- D — DRAIN LINE
- X — FENCE LINE
- TOWN LINE



APPROVED ALTERNATIVE



AS DESIGNED

ALTERNATE APPROVED MAXIMO NUMBERS

SIZE	EF COUPLING (W)	TAPPING TEE (X)	PIPE STUB (Y)	BF END CAP (Z)
2"	500854	560779	554025	542572
4"	500855	560781	554008	542538
6"	500856	560785	554009	542539
8"	500857	560788	554010	542540
12"	500858	602717	554031	581044

NOTE:
WHERE END CAPS ARE SHOWN ON HDPE OR MDPE GAS MAINS, THE APPROVED ALTERNATE INSTALLATION MAY BE CONSTRUCTED WITHOUT THE NEED FOR A DRAWING REVISION.

COMPLETIONS ON PLASTIC PIPE TO BE ABANDONED

SCALE: NTS

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

Revision/Status

EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA

WORK ORDER #20216146

LEGEND

SCALE: NOT TO SCALE — SHEET 03 OF 09

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AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-03	A

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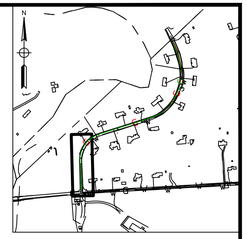
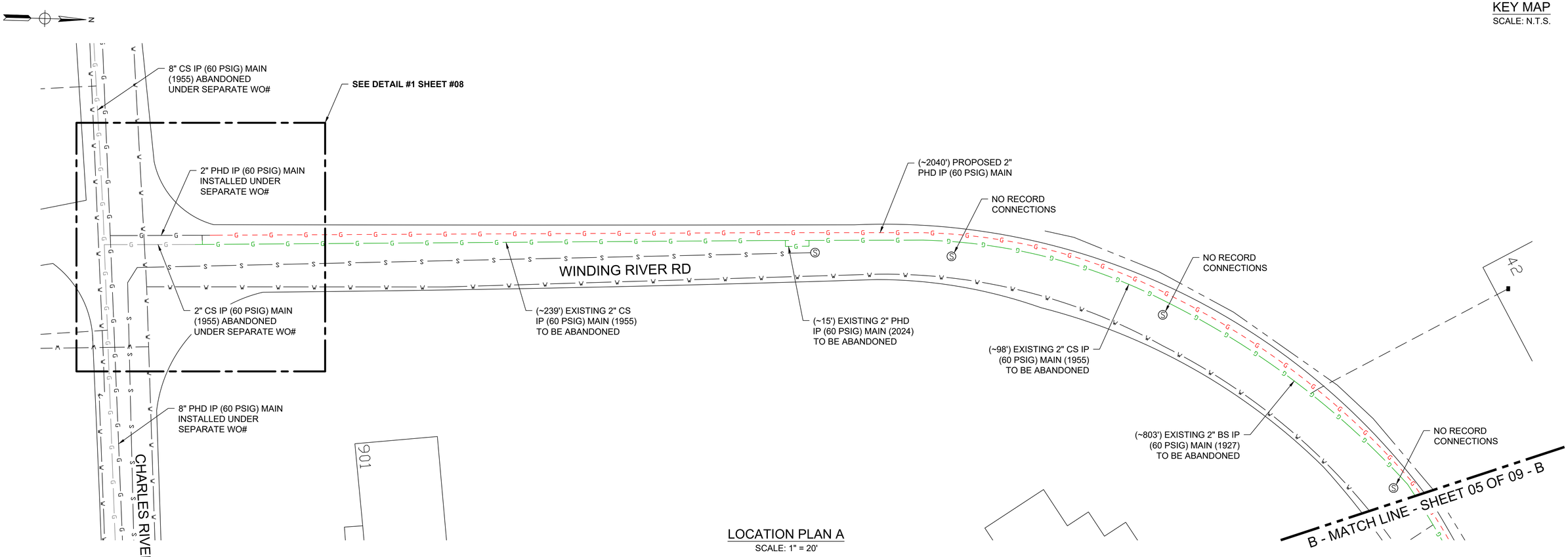


KEY MAP
SCALE: N.T.S.



LOCATION PLAN A
SCALE: 1" = 20'

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

Revision/Status

EVERSOURCE ENERGY

Architecture Engineering Environmental Land Surveying
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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

WINDING RIVER RD, NEEDHAM, MA
WORK ORDER #20216146
LOCATION PLAN A

SCALE: AS NOTED — SHEET 04 OF 09

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AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-04	A

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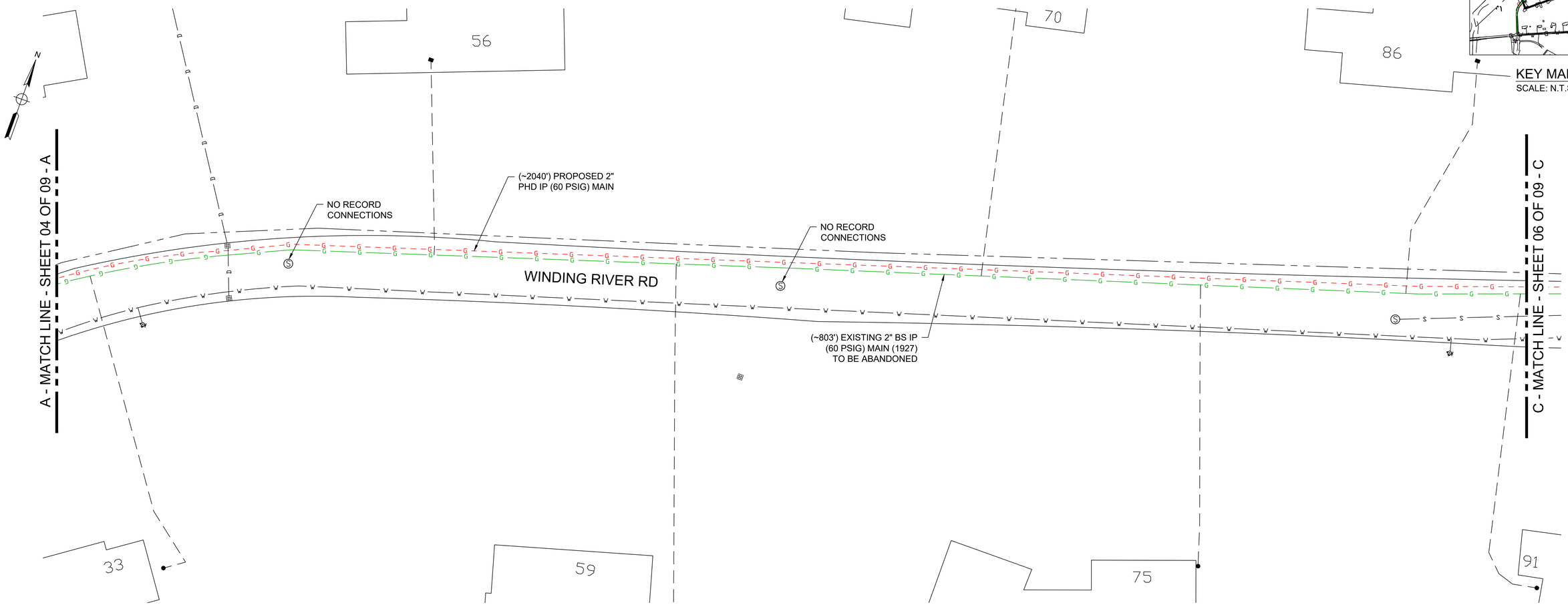

KEY MAP
SCALE: N.T.S.

LOCATION PLAN B
SCALE: 1" = 20'

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

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EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA

WORK ORDER #20216146

LOCATION PLAN B

SCALE: AS NOTED — SHEET 05 OF 09

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-05	A

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

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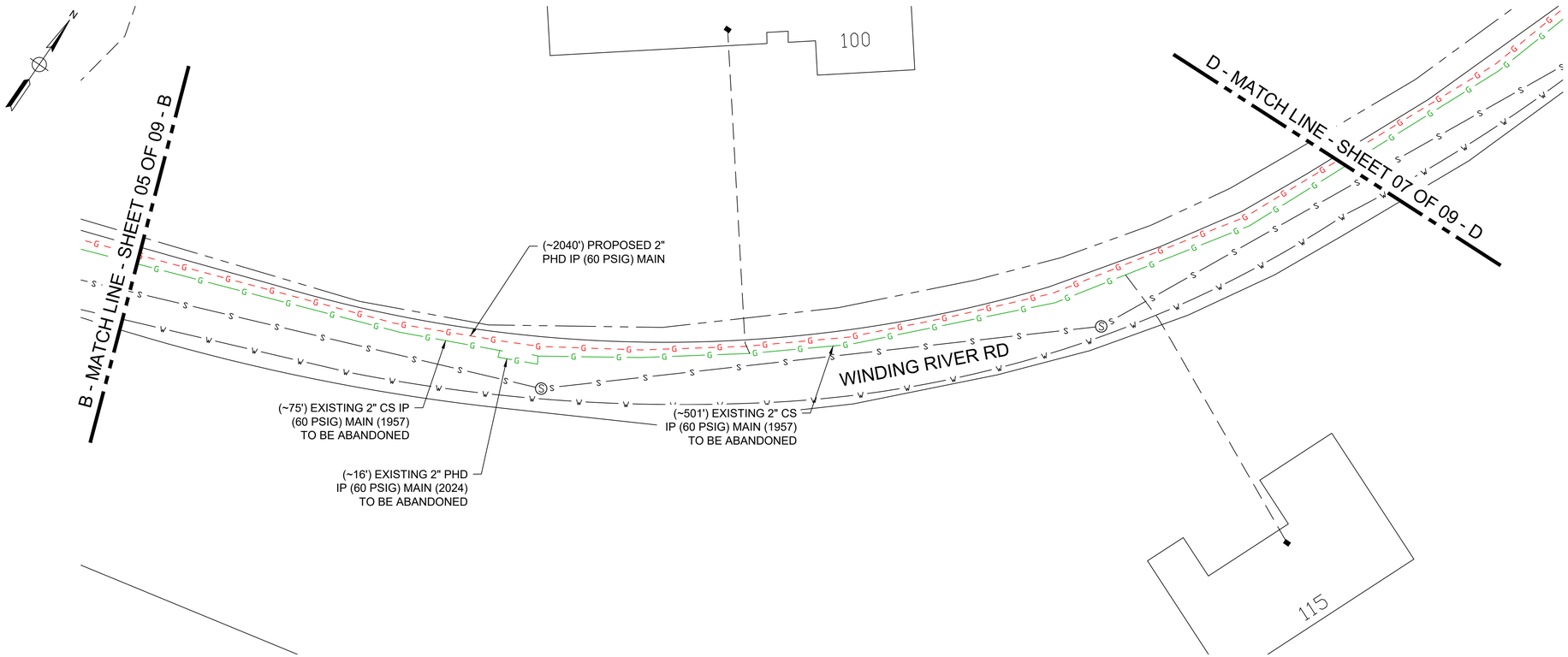
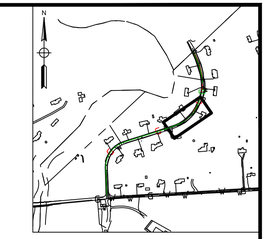


LOCATION PLAN C

SCALE: 1" = 20'



KEY MAP

SCALE: N.T.S.

DRAFT

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

Revision/Status

Architecture Engineering Environmental Land Surveying

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA

WORK ORDER #20216146

LOCATION PLAN C

SCALE: AS NOTED

SHEET 06 OF 09

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-06	A

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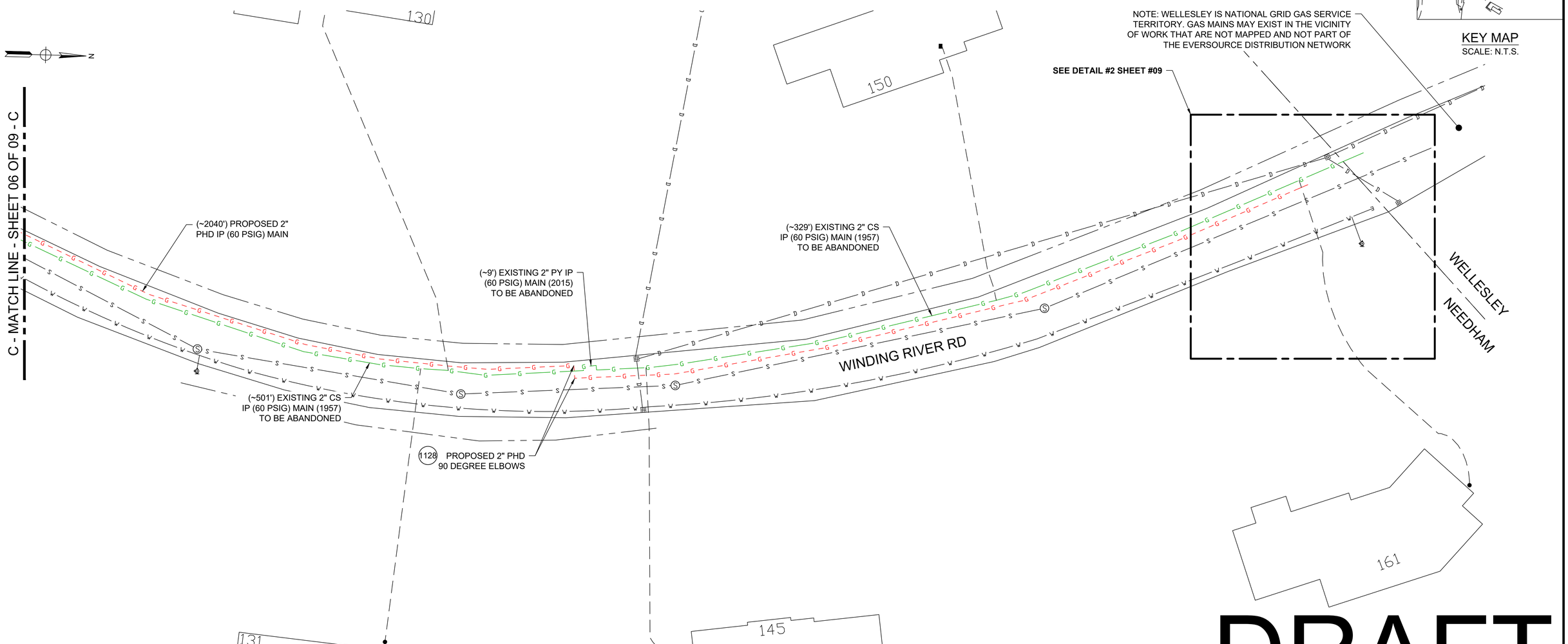

KEY MAP
SCALE: N.T.S.

LOCATION PLAN D
SCALE: 1" = 20'

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

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EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA
WORK ORDER #20216146
LOCATION PLAN D

SCALE: AS NOTED — SHEET 07 OF 09

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AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-07	A

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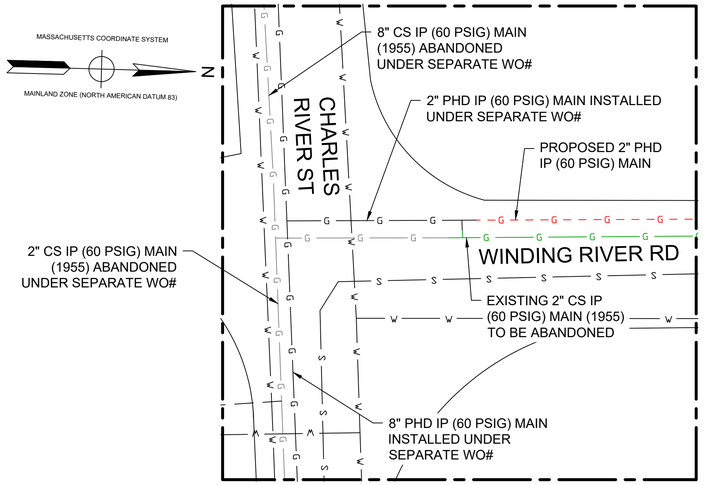


LOCATION #1 - PLAN VIEW

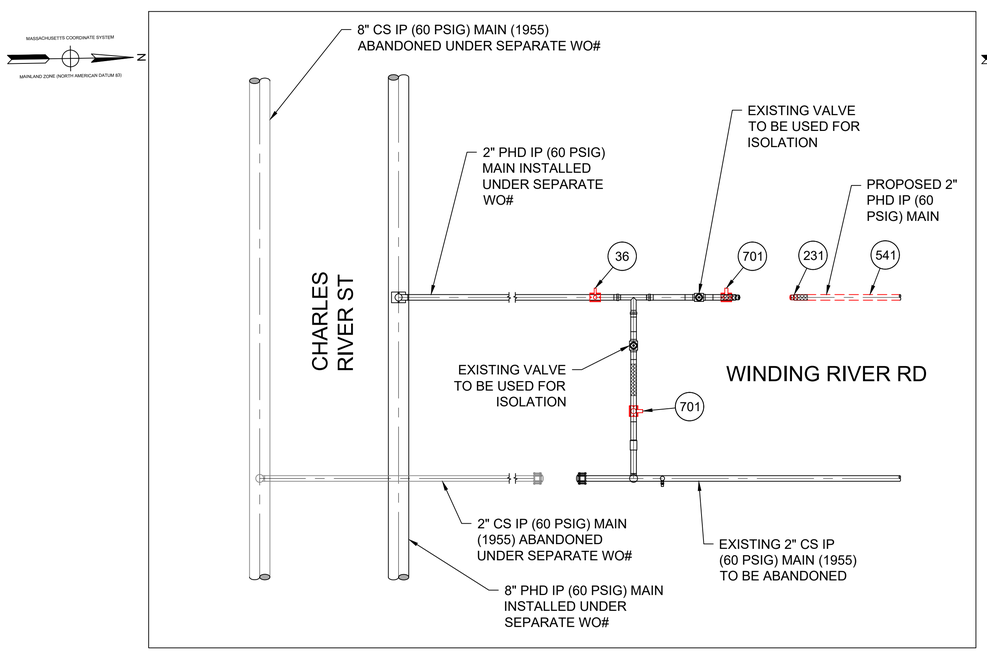
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
231	2"	542572	CAP,PIPE, 2 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	1	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	2	EA

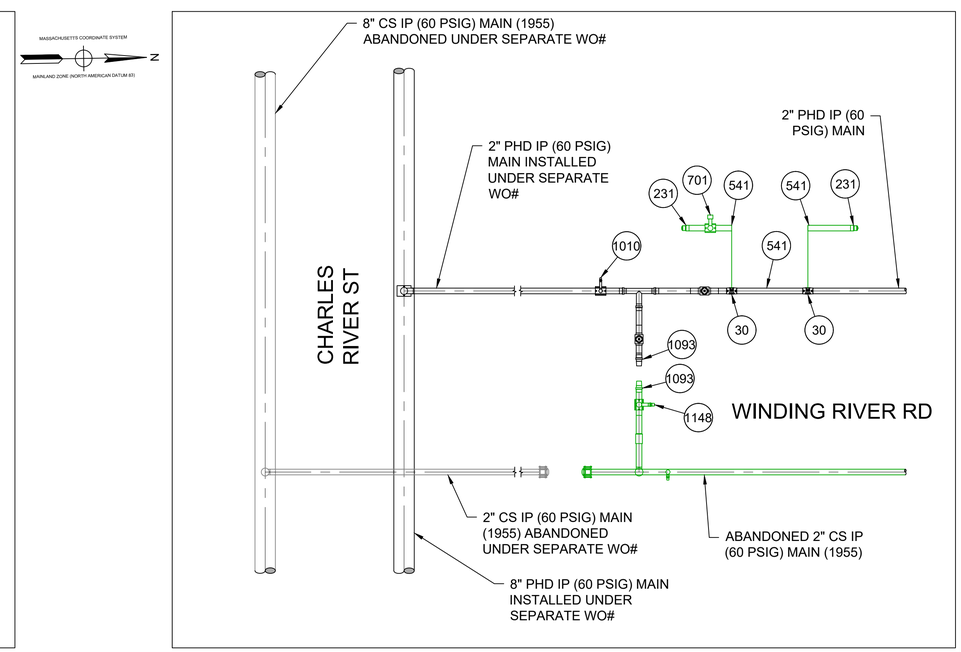
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
30	2"	500854	COUPLING, 2 IN IPS, ELECTROFUSION, PLASTIC,P100	2	EA
231	2"	542572	CAP,PIPE, 2 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	2	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	1	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	1	EA



PREPARATORY DETAIL #1

SCALE: 3/8" = 1' - 0"



FINAL DETAIL #1

SCALE: 3/8" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

Revision/Status

EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA

WORK ORDER #20216146

PREPARATORY AND FINAL DETAILS #1

SCALE: AS NOTED — SHEET 08 OF 09

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AM 09/08/25	AC 09/08/25	26-MA-HYP-00256-DR-08	A

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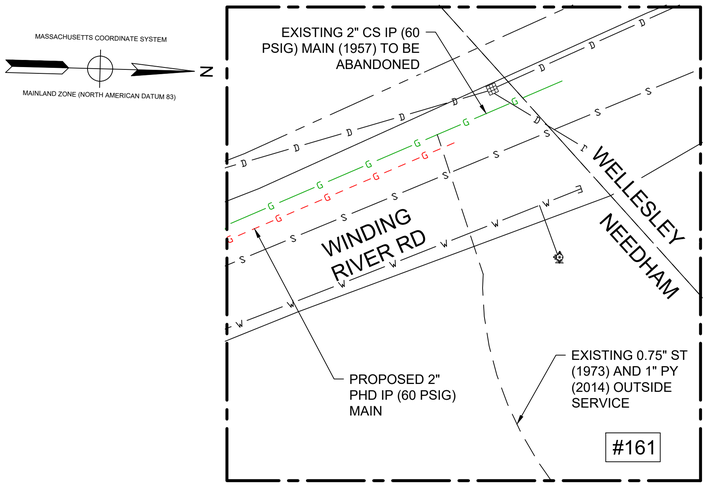


LOCATION #2 - PLAN VIEW

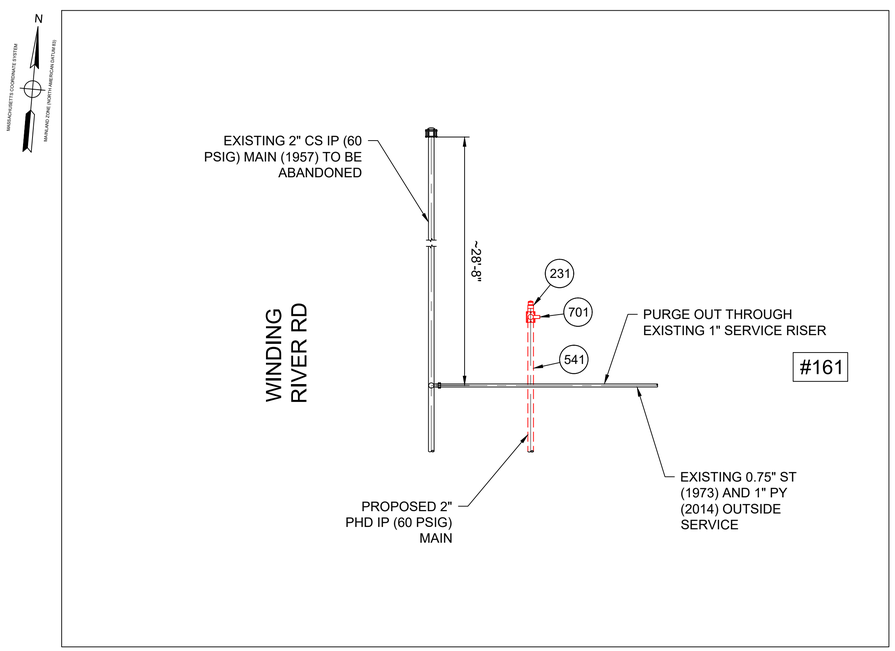
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
231	2"	542572	CAP,PIPE, 2 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	1	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA

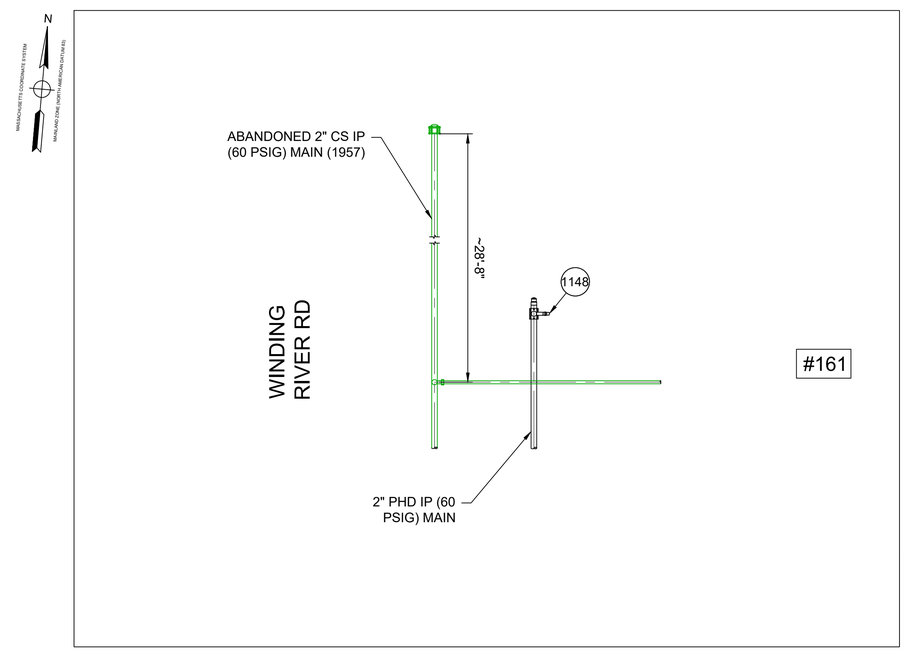
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	1	EA



PREPARATORY DETAIL #2

SCALE: 3/8" = 1' - 0"



FINAL DETAIL #2

SCALE: 3/8" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

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= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	09/08/25	AM/AC

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EVERSOURCE ENERGY

WINDING RIVER RD, NEEDHAM, MA

WORK ORDER #20216146

PREPARATORY AND FINAL DETAILS #2

SCALE: AS NOTED — SHEET 09 OF 09

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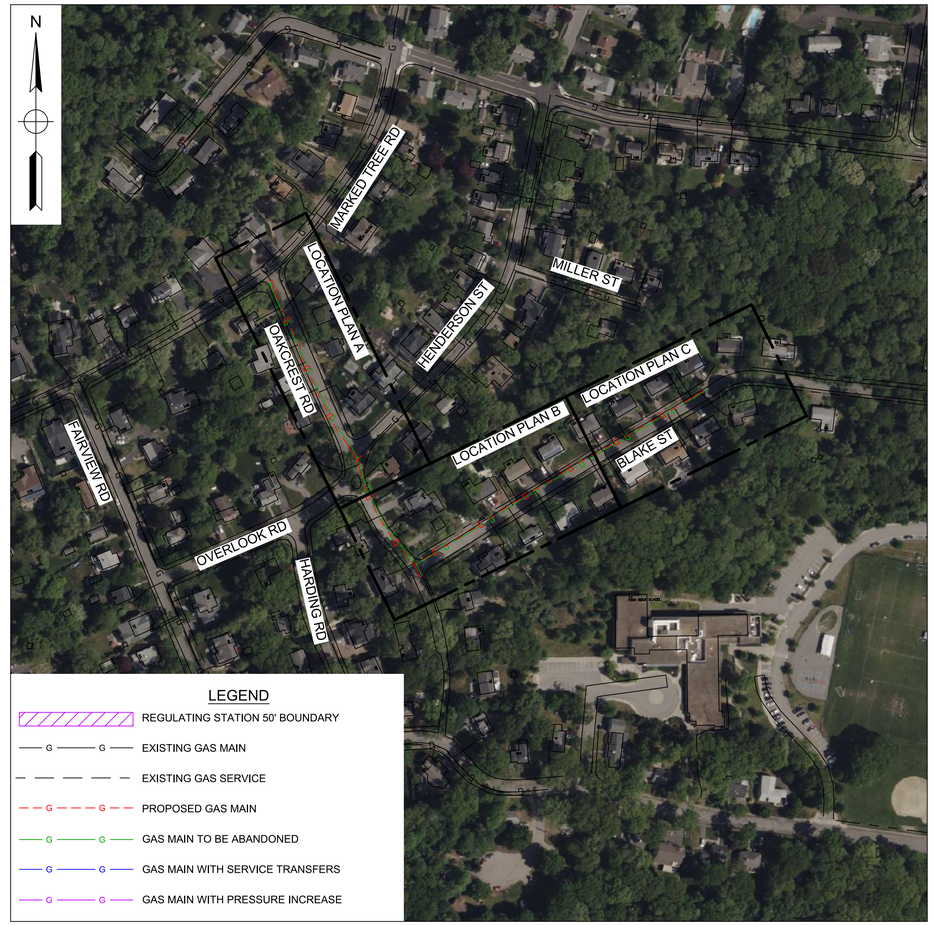
EVERSOURCE ENERGY



WORK SCOPE

TYPE OF WORK		NUMBER RANGE
GSEP	GAS SYSTEM ENHANCEMENT PLAN	0-299
GNM	GAS NEW MAIN (NEW BUSINESS)	300-399
REL	RELIABILITY	400-499
COMPLEX PROJECTS	REGULATORS, GATE STATIONS, ETC.	500-599
MAINTENANCE	REPAIRS, ETC.	600-

OAKCREST RD, NEEDHAM, MA
WORK ORDER #18637854

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PROJECT SUMMARY TABLE INSTALLATION INFORMATION

WORK TYPE	LENGTH (FT)	SIZE (IN)	PRESSURE	MATERIAL
INSTALL	1410	2	IP (60 PSIG)	PHD
INSTALLATION TOTAL:				1410'
UPRATE/RETEST TOTAL:				0'

PROJECT SUMMARY TABLE ABANDONMENT INFORMATION

LENGTH (FT)	SIZE (IN)	PRESSURE	MATERIAL	ABANDONMENT CLASS
1314	2	IP (60 PSIG)	CS	GSEP
15	2	IP (60 PSIG)	PHD	NON-GSEP
23	2	IP (60 PSIG)	PD	NON-GSEP
GSEP ABANDONMENT SUBTOTAL:				1314'
NON - GSEP ABANDONMENT SUBTOTAL:				38'
ABANDONMENT TOTAL:				1352'

AFFECTED STREETS: OAKCREST RD, HENDERSON ST, BLAKE ST

SERVICES (ESTIMATED)

REPLACEMENT: 7
TIE OVER: 19
TOTAL SERVICES: 26
METER MOVE OUTS: 6

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FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	12/11/24	SD/AC

Revision/Status

EVERSOURCE ENERGY
OAKCREST RD, NEEDHAM, MA
WORK ORDER # 18637854
COVER SHEET

SCALE: 1" = 150' | SHEET 01 OF 10

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-01	A

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GENERAL NOTES:

1. IF ANY OF THE FOLLOWING OCCUR A DRAWING REVISION IS REQUIRED AND MUST BE APPROVED AND/OR STAMPED BY THE ENGINEER OF RECORD. CHANGES CAN BE APPROVED AND/OR STAMPED BY A PROJECT ENGINEER, BUT THE ENGINEER OF RECORD MUST BE INFORMED.

1.1. IF THE TIE IN POINT MOVES TO A DIFFERENT SEGMENT OF PIPE THAN SHOWN.

1.2. IF A CHANGE IN THE LOCATION OF VALVES IS REQUIRED.

1.3. IF THERE IS ANY CHANGE TO WHAT IS SHOWN ON THE DRAWING WITHIN 50 FT OF A PRESSURE REGULATING STATION, DISTRICT REGULATOR, OR GATE STATION.

1.4. IF A CHANGE IN PIPE SIZE, MATERIAL, OR WALL THICKNESS IS REQUIRED.

1.5. ALTERNATE FITTINGS THAT ARE ACCEPTABLE FOR ANY TIE-IN DETAIL WILL BE CALLED OUT IN THE DRAWING. FITTING CHANGES NOT SHOWN AS ALTERNATIVES ON THE DRAWING WILL NEED TO FOLLOW THE DRAWING CHANGE PROCESS CONTAINED IN SECTION V.D.

2. CONSTRUCTION DRAWINGS, LOCATIONS OF EXISTING UTILITIES, UNDERGROUND STRUCTURES AND WORK LOCATIONS ARE BASED ON BEST AVAILABLE INFORMATION BUT HAVE NOT BEEN FIELD VERIFIED.

3. ALL WORK, MATERIAL AND CONSTRUCTION SHALL BE PERFORMED AND COMPLETED IN COMPLIANCE WITH ALL PERMITS AND APPROVALS PER EVERSOURCE, LOCAL, STATE, OSHA AND FEDERAL REGULATIONS AND STANDARDS.

4. ALL LIVE GAS WORK EXCEPT SERVICE SIZE TAPS, INCLUDING BUT NOT LIMITED TO TAPPING OF FITTINGS ON LIVE MAINS, STOPPING, MANIPULATING VALVE, ABANDONMENT, SHALL BE PERFORMED BY, OR AT THE DIRECTION AND UNDER THE DIRECT SUPERVISION OF EVERSOURCE GAS PERSONNEL AND IN ACCORDANCE WITH THE WRITTEN PROCEDURE. DRAWING CHANGES MAY ALSO REQUIRE A CHANGE TO THE PROCEDURE.

5. EXCAVATOR IS REQUIRED TO PROTECT EXISTING UTILITIES, STRUCTURES, LANDSCAPES FEATURES, SIGNAGE, CURBS, ETC. CARE SHOULD BE TAKEN NOT TO DISTURB OR DAMAGE SUCH ITEMS. ROADWAY, SIDEWALKS, AND GRASS DISTURBED SHALL BE RESTORED TO THE SATISFACTION OF THE CITY OR TOWN. PLANT BEDS WILL BE RELOCATED TO THEIR EXISTING REGULAR LOCATION.

6. ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), INCLUDING ALL REVISIONS AND ADDENDA. ALL TRAFFIC CONTROL DEVICES WILL BE SUPPLIED BY EXCAVATOR.

CORROSION PROTECTION NOTES:

1. ALL TEST STATION BOXES SHOULD BE INSTALLED IN A SAFE LOCATION WHERE ONE INDIVIDUAL CAN SAFELY OPEN AND ACCESS THE TEST WIRES. ALL TEST WIRES INSIDE THE BOX SHOULD HAVE ENOUGH SLACK ON THE WIRES SO THEY CAN EXTEND A MINIMUM OF 12" ABOVE GRADE.

2. FOR TYPE A TEST STATIONS, THE TWO WIRES SHOULD BE THERMITE WELDED TO THE COATED STEEL MAIN AND BE THE SAME COLOR. (COUPONS COULD BE ADDED TO THE TEST STATION TYPE).

3. FOR TYPE B TEST STATIONS, EACH OF THE FOUR WIRES SHOULD BE A DIFFERENT COLOR AND DOCUMENTED.

4. FOR TYPE C TEST STATIONS, THE WIRES SHOULD BE THE SAME COLOR ON EACH SIDE OF THE INSULATED COUPLING. (ANODES AND/OR COUPONS COULD BE ADDED TO THIS TEST STATION TYPE).

5. FOR TYPE D TEST STATIONS WHICH ARE AT A CASING, WHITE WIRES ARE NORMALLY INSTALLED ON THE STEEL CASING AND BLACK WIRES ARE INSTALLED ON THE CARRIER PIPE. (ANODES AND/OR COUPONS COULD BE ADDED TO THIS TEST STATION TYPE).

6. FOR TYPE M TEST STATIONS, THE TWO WIRES THERMITE WELDED TO THE CARRIER PIPE SHOULD BE THE SAME COLOR WIRE. THERE IS ALSO MAGNESIUM ANODE(S) WIRE(S) LOCATED INSIDE THE TEST STATION BOX.THE WIRE COLOR (TYPICALLY ORANGE) FOR THE ANODES. IF THE ANODE WIRES ARE SPLICED TO A COMMON ANODE HEADER CABLE, THE ANODE HEADER CABLE SHOULD BE A (WHITE OR RED) DIFFERENT COLOR WIRE THAN THE WIRE THAT WAS THERMITE WELDED TO THE CARRIER PIPE. AT A TYPE M TEST STATION, NO MAGNESIUM ANODES SHOULD BE DIRECTLY THERMITE WELDED TO THE CARRIER PIPE OR IN CONTACT WITH THE CARRIER PIPE. THE ANODE HEADER WIRE OR INDIVIDUAL ANODE WIRES SHOULD TERMINATE INSIDE THE TEST STATION BOX. ANODES SHOULD BE SPACED A MINIMUM OF 5' ON CENTER FROM EACH OTHER AND A MINIMUM OF 12" AWAY AND BELOW THE BOTTOM OF THE STEEL MAIN.

7. IF COUPONS ARE TO BE INSTALLED , FIRST REMOVE THE PROTECTIVE LABEL COVERING THE STEEL COUPON AND THE RED STICKERS COVERING EACH SENSING PORT. CLEAN THE ENTIRE STEEL COUPON SURFACE WITH ALCOHOL TO REMOVE THE CORROSION INHIBITOR .PLACE THE COUPON ASSEMBLY APPROXIMATELY 12" FROM THE GAS MAIN BEING MONITORED WITH THE SENSING PORTS FACING THE GAS MAIN. THE COUPON ASSEMBLY SHOULD BE LOCATED ADJACENT TO THE BOTTOM PORTION OF THE GAS MAIN, ANYWHERE BETWEEN 3 O'CLOCK AND 9 O'CLOCK. THE SOIL BETWEEN THE COUPON AND THE MAIN SHOULD BE WELL COMPACTED AND CONTAIN NO ROCKS LARGER THAN A CENTIMETER IN DIAMETER OR FOREIGN MATERIAL.

8. ONE (1) 3# ANODE (MINIMUM) SHALL BE INSTALLED TO PROTECT THE CLAMPS ON EACH 10-FOOT SPAN OF PIPE. EACH 10-FOOT SPAN OF PIPE MUST BE A CONTINUOUS SECTION OF STEEL. CLAMPS ON NON-CONTINUOUS SECTIONS OF STEEL EVEN IF THEY ARE WITHIN 10 FEET OF EACH CANNOT BE PROTECTED BY THE SAME ANODE.

9. REFER TO CONSTRUCTION STANDARD CS-500 SECTION IV.G WHICH PROVIDES GENERAL GUIDANCE REGARDING “WRAPPING” FOR CORROSION PROTECTION. CS-500 SECTION IV.G.5. DESCRIBES THE BASIC STEPS REQUIRED TO WRAP LEAK REPAIR CLAMPS.

10. CORROSION PROTECTION INFORMATION, AS INCLUDED WITHIN THIS DESIGN PACKAGE, HAS BEEN REVIEWED BY THE ENGINEER OF RECORD FOR CONFORMANCE WITH EVERSOURCE PROVIDED STANDARD CORROSION DETAILS; CORROSION PROTECTION DESIGN BY OTHERS.

VALVE AND MATERIAL LIST

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	3	EA
231	2"	542572	CAP,PIPE, 2 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	1	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	1410	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	4	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	4	EA
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	3	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	6	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	5	EA
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	3	EA
1159	2"	583287	FITTING,TEE, METFIT, 3-WAY, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , NSTAR M-410	2	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	3	EA
1510	3/4" x 1"	602168	FITTING,TEE, STYLE 90 TAP-N-VALVE, 3/4" × 1" IPS SDR 11, 1/4" PUNCH, STEEL, 150 PSIG, WELDED INLET X UNIVERSAL STYLE 90 OUTLET	1	EA

* NOTE:
1. ADDITIONAL ELBOWS MAY BE REQUIRED FOR OFFSETS IN THE FIELD
2. ALL MATERIALS SHALL BE INSTALLED IN COMPLIANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL MECHANICAL FITTINGS SHOULD BE RESTRAINING IF LEFT ON A LIVE MAIN. CONFIRM PRODUCT DESCRIPTION FROM VENDOR; IF ONLY NON-RESTRAINING FITTINGS ARE AVAILABLE, CONTACT THE ENGINEER OF RECORD FOR ADDITIONAL REVIEW
4. EXISTING PLASTIC PIPE CHARACTERISTICS (SDR AND IPS/CTS) ARE UNKNOWN AND ASSUMED. PLASTIC FITTINGS MUST BE CHOSEN BASED ON THE CHARACTERISTICS OF THE PLASTIC PIPE WHEN PIPE IS EXPOSED DURING CONSTRUCTION.

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OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

NOTES AND VALVE AND MATERIAL LIST

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DRAWING LEGEND

MANHOLE	
UTILITY POLE	UP# XX
CATCH BASIN	
HYDRANT	
INSIDE METER	
OUTSIDE METER	
LIGHT POLE	
ELECTRIC MANHOLE	
TELEPHONE MANHOLE	
REGULATING STATION 50' BOUNDARY	
EXISTING GAS MAIN	G G
EXISTING GAS SERVICE	
PROPOSED GAS MAIN	G G
GAS MAIN TO BE ABANDONED	G G
GAS MAIN WITH SERVICE TRANSFERS	G G
GAS MAIN WITH PRESSURE INCREASE	G G
RIGHT-OF-WAY	
ELECTRIC	E E
WATER LINE	W W
SEWER LINE	S S
TELEPHONE	T T
DRAIN LINE	D D
FENCE LINE	X X X X X X X X X X X X

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EVERSOURCE ENERGY

OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

LEGEND

SCALE: NOT TO SCALE

SHEET 03 OF 10

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-03	A

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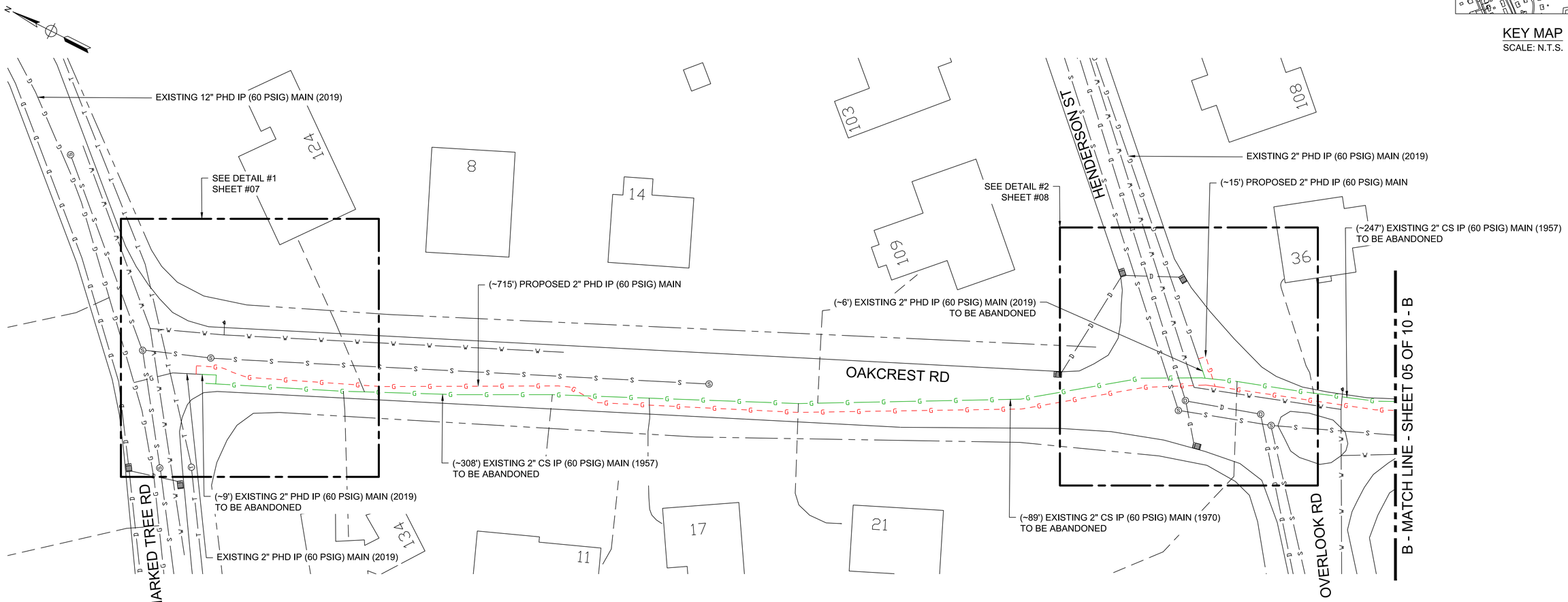
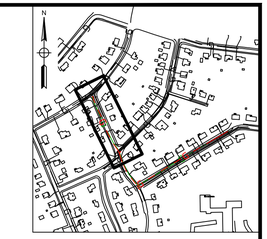


LOCATION PLAN A
SCALE: 1" = 20'



KEY MAP
SCALE: N.T.S.

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No.	Description	Date	Dw/Ck
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PRIOR TO PIPE FABRICATION

EVERSOURCE ENERGY

OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

LOCATION PLAN A

SCALE: AS NOTED

SHEET 04 OF 10

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SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-04	A

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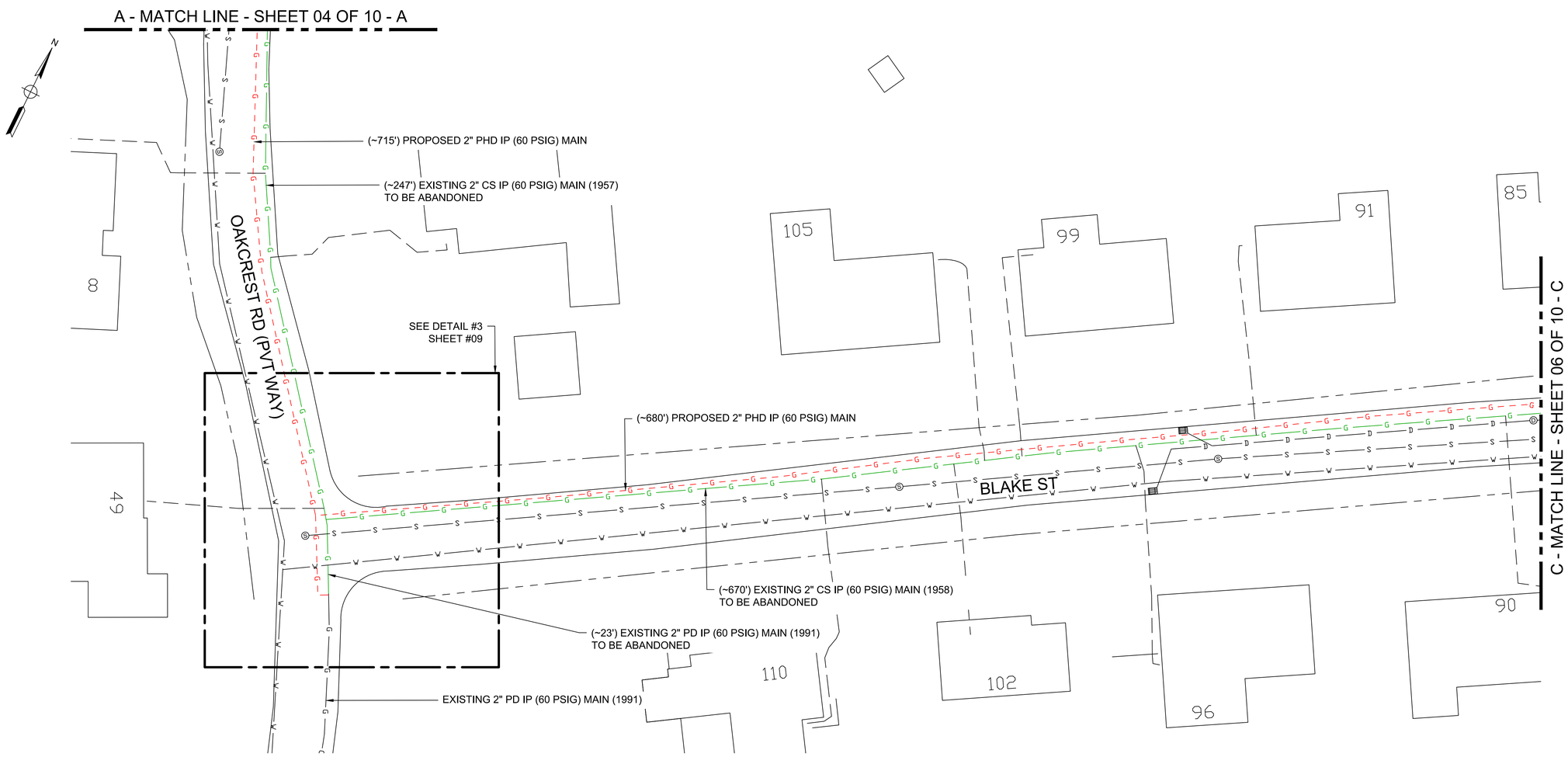
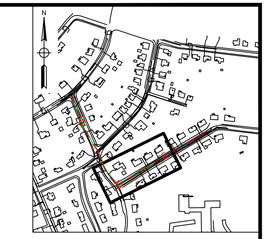


LOCATION PLAN B
SCALE: 1" = 20'



KEY MAP
SCALE: N.T.S.

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OAKCREST RD, NEEDHAM, MA
WORK ORDER # 18637854
LOCATION PLAN B

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

SCALE: AS NOTED
SHEET 05 OF 10

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SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-05	A

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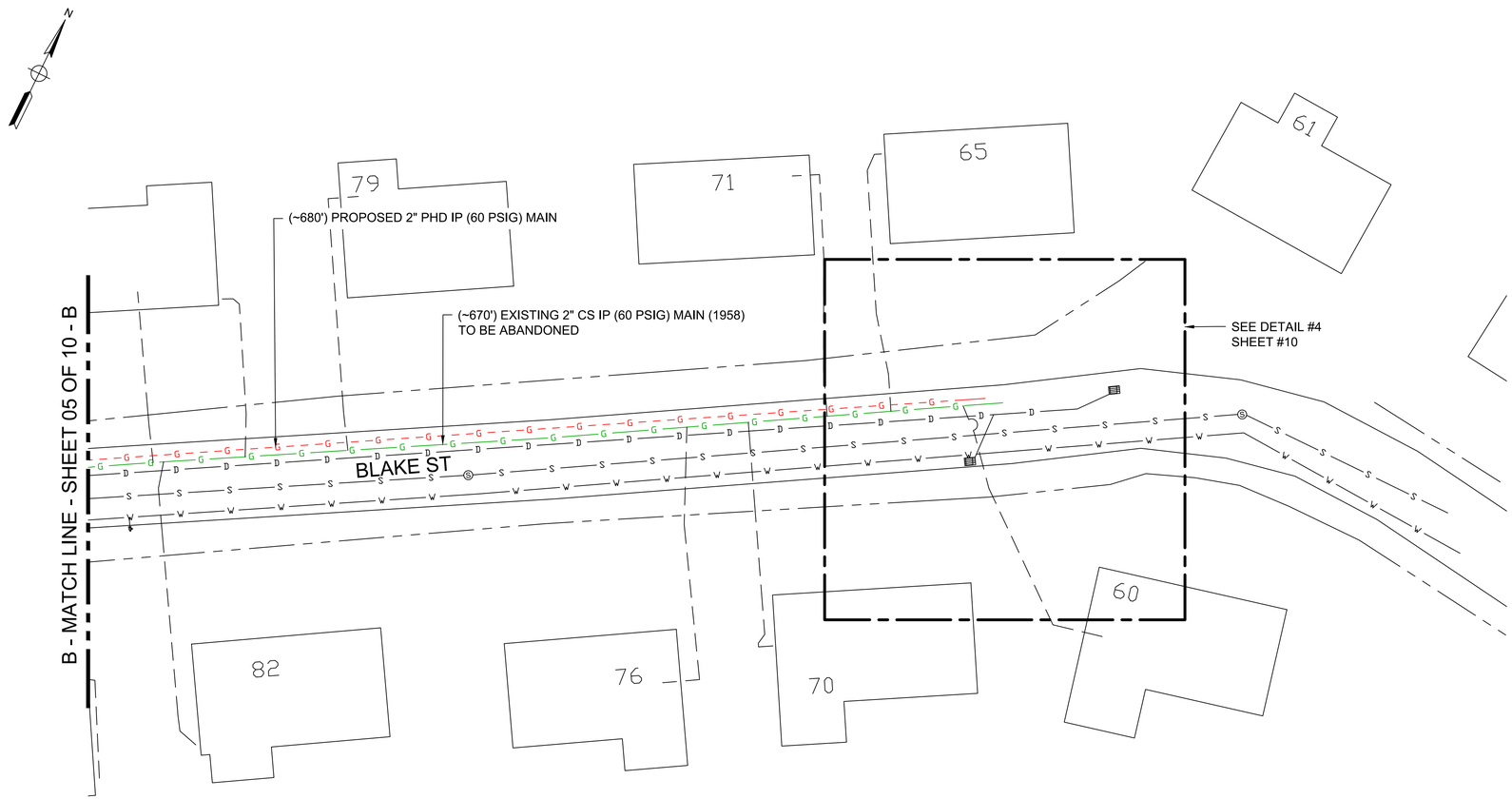
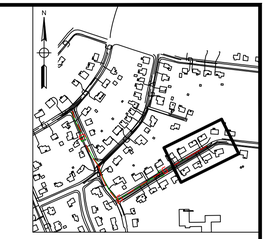


LOCATION PLAN C
SCALE: 1" = 20'



KEY MAP
SCALE: N.T.S.

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No.	Description	Date	Dw/Ck
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PRIOR TO PIPE FABRICATION

EVERSOURCE ENERGY

OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

LOCATION PLAN C

SCALE: AS NOTED

SHEET 06 OF 10

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-06	A

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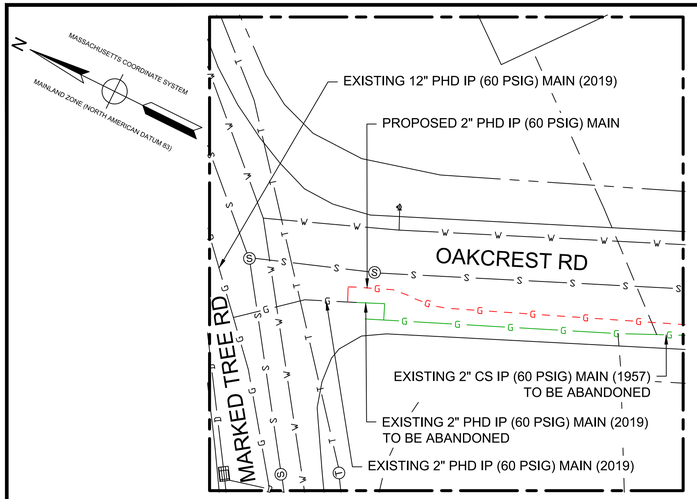


LOCATION #1 - PLAN VIEW

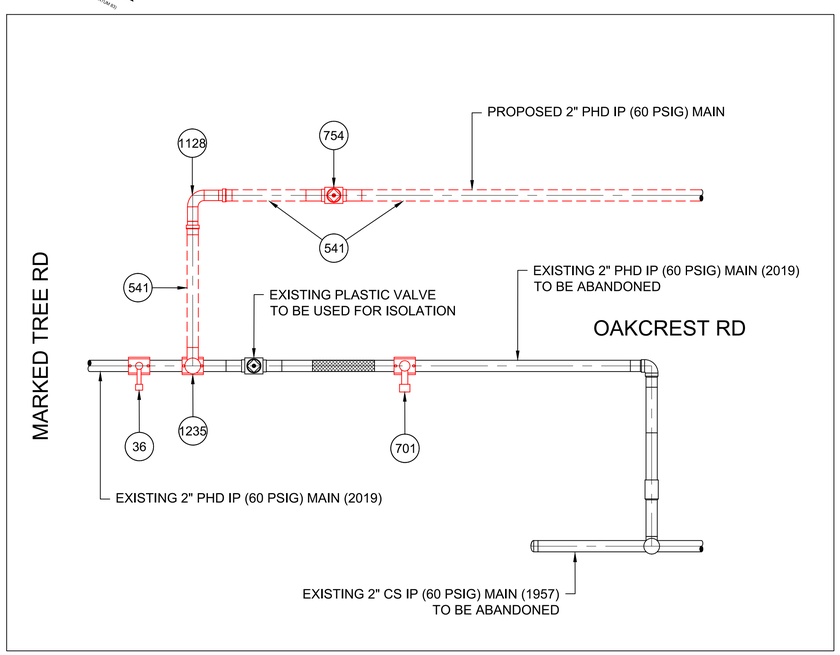
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	1	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	1	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	1	EA

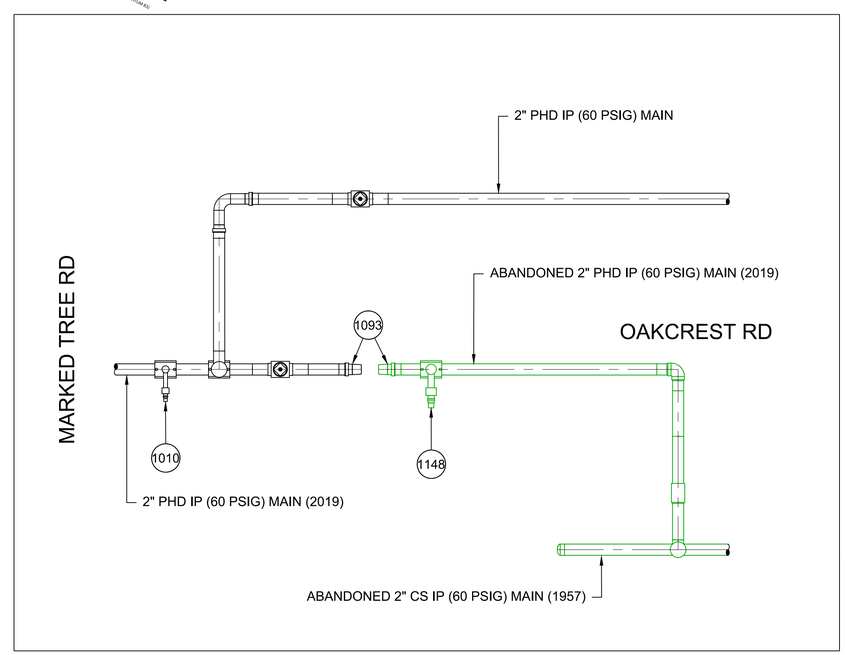
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	1	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	1	EA



PREPARATORY DETAIL #1

SCALE: 3/4" = 1' - 0"



FINAL DETAIL #1

SCALE: 3/4" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

Architecture
Engineering
Environmental
Land Surveying
BL Companies

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	12/11/24	SD/AC

Revision/Status

EVERSOURCE ENERGY

OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

PREPARATORY AND FINAL DETAILS #1

SCALE: AS NOTED — SHEET 07 OF 10

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-07	A

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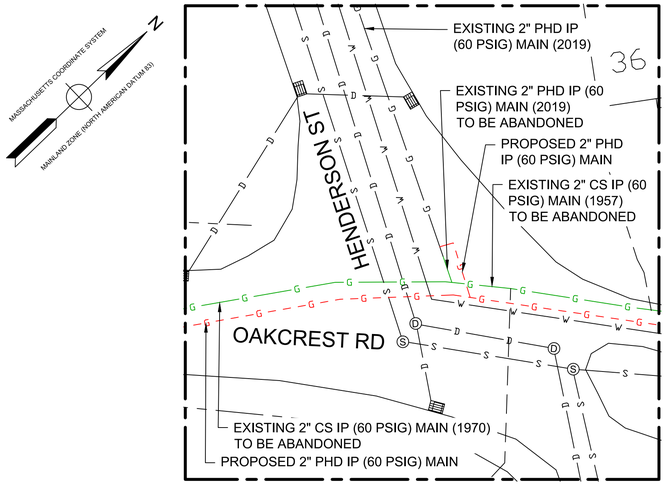


LOCATION #2 - PLAN VIEW

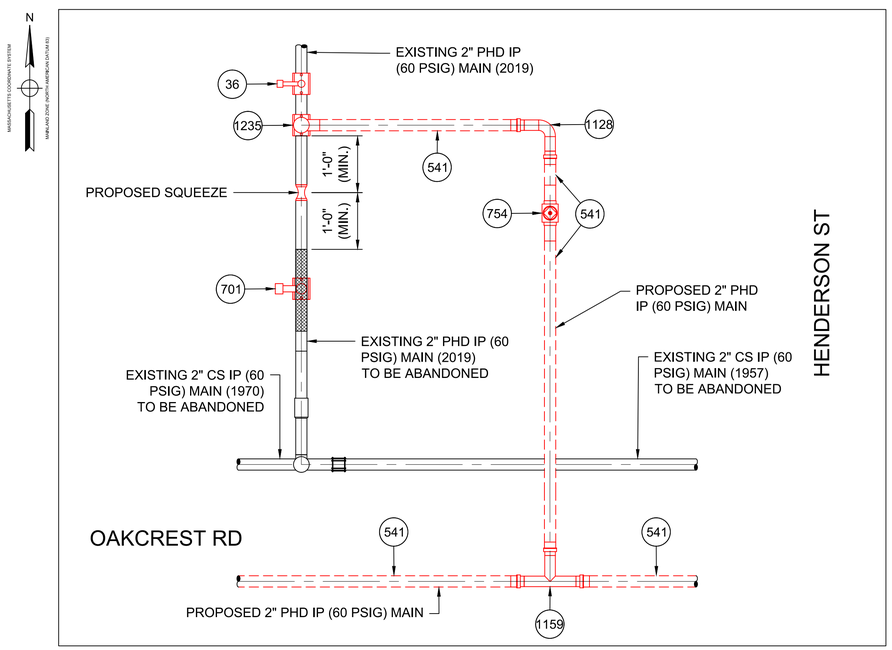
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	1	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	1	EA
1159	2"	583287	FITTING,TEE, METFIT, 3-WAY, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , NSTAR M-410	1	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	1	EA

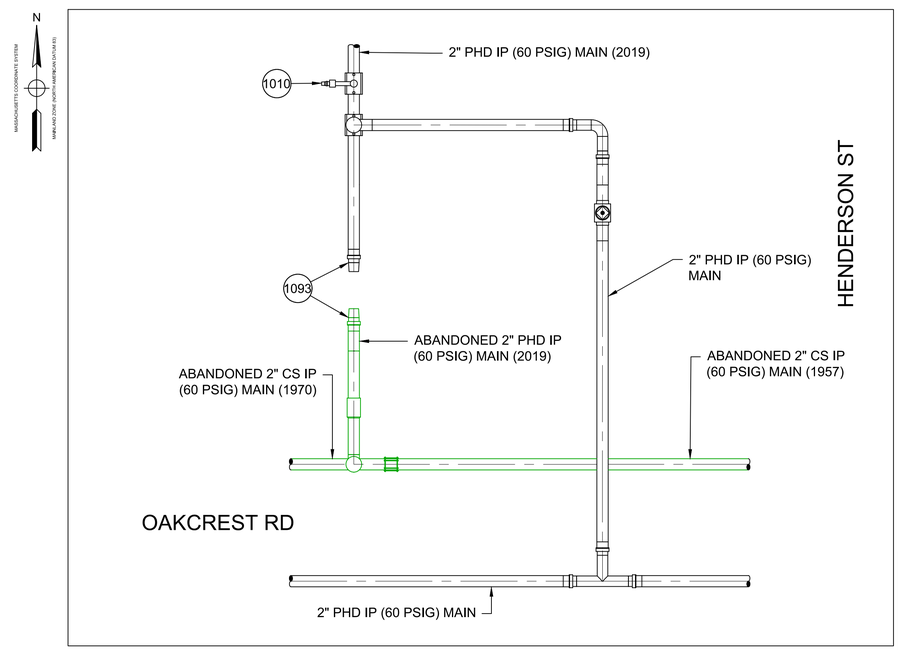
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	1	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA



PREPARATORY DETAIL #2

SCALE: 3/4" = 1' - 0"



FINAL DETAIL #2

SCALE: 3/4" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

Architecture Engineering Environmental Land Surveying
BL Companies

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	12/11/24	SD/AC

Revision/Status

EVERSOURCE ENERGY

OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

PREPARATORY AND FINAL DETAILS #2

SCALE: AS NOTED — SHEET 08 OF 10

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-08	A

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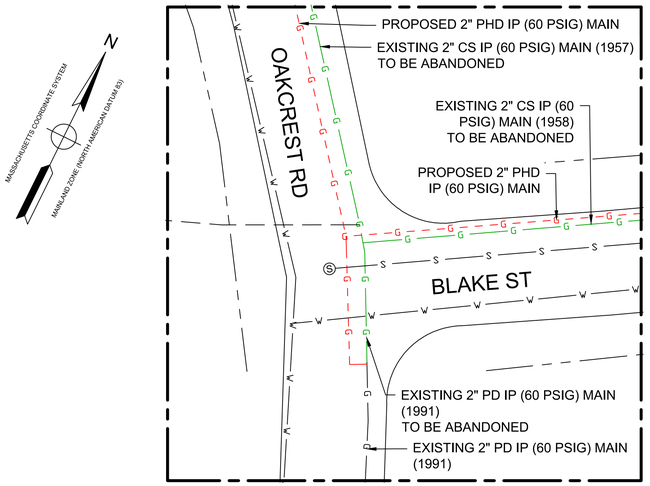


LOCATION #3 - PLAN VIEW

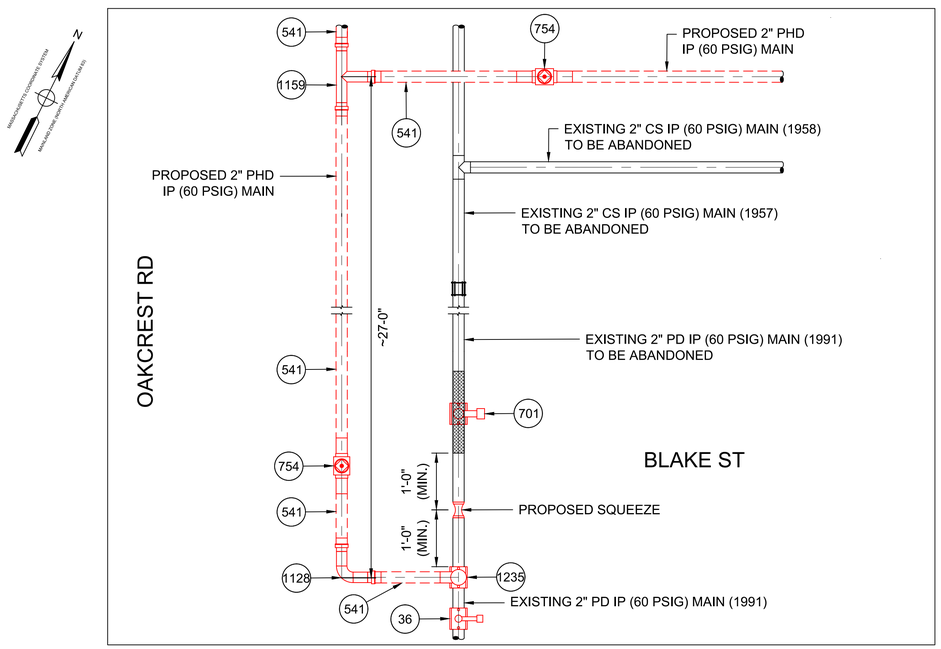
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
36	2" x 1/2"	500866	TEE,PIPE, NON-BLOWING, 2 X 1/2 IN CTS X 0.090 IN THK WALL SDR 7, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
754	2"	562087	VALVE,BALL, 2 IN IPS, POLYETHYLENE, SDR 11, BUTT WELD, W/ FULL PORT OPENING	2	EA
1128	2"	582521	FITTING,ELBOW, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , WAS ITEM 578277, NSTAR M-410, E-27-A	1	EA
1159	2"	583287	FITTING,TEE, METFIT, 3-WAY, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , NSTAR M-410	1	EA
1235	2" x 2"	584303	FITTING,TEE, 2 IN IPS X 2 IN IPS, ELECTROFUSION HIGH VOLUME TAPPING WITH BUTT FUSION OUTLET, HDPE, BLACK, WAS ITEM 577624, NSTAR M-140	1	EA

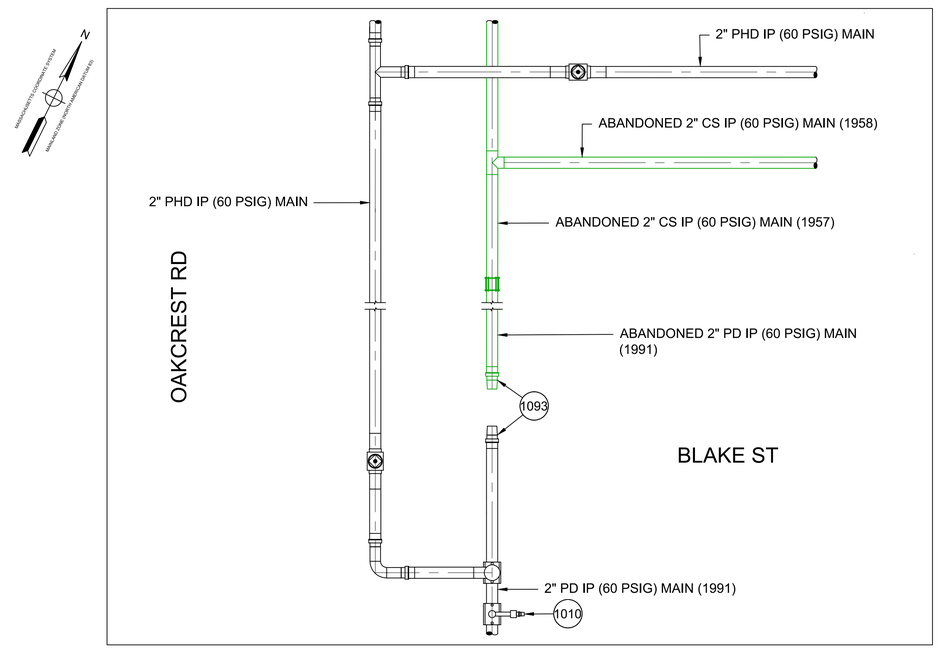
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1010	1/2"	579972	FITTING,CAP, METFIT, 1/2 IN CTS X 0.90 IN THK WALL SDR 7, REPLACED IN 542609	1	EA
1093	2"	581633	FITTING,CAP, METFIT, 2 IN IPS X 0.216 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, NSTAR M-410	2	EA



PREPARATORY DETAIL #3

SCALE: 3/4" = 1' - 0"



FINAL DETAIL #3

SCALE: 3/4" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

Architecture
Engineering
Environmental
Land Surveying
Companies

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	12/11/24	SD/AC

Revision/Status

EVERSOURCE ENERGY

OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

PREPARATORY AND FINAL DETAILS #3

SCALE: AS NOTED — SHEET 09 OF 10

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-09	A

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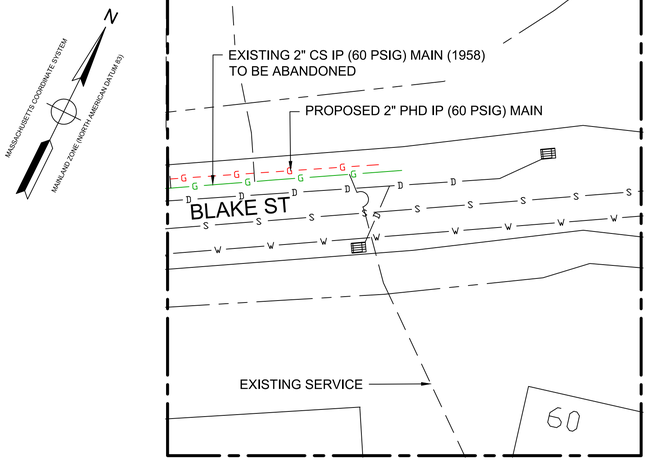


LOCATION #4 - PLAN VIEW

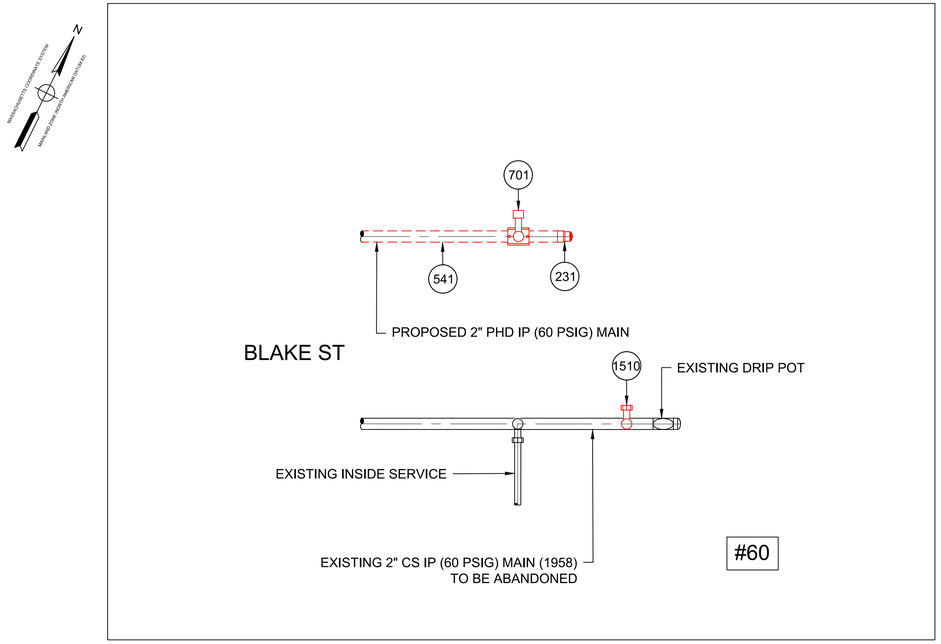
SCALE: 1/16" = 1'-0"

VALVE AND MATERIAL LIST - PREPARATORY

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
231	2"	542572	CAP,PIPE, 2 IN IPS SDR 11, BUTT END, POLYETHYLENE, P100	1	EA
541	2"	554025	PIPE, 2 IN IPS X 0.216 IN THK WALL SDR 11, 2.375 IN OD, 350 FT LG COIL, POLYETHYLENE, PE3408/PE100	40	FT
701	2" x 1"	560779	TEE,PIPE, NON-BLOWING, 2 X 1 IN IPS SDR 11, ELECTROFUSION X COMPRESSION ENDS, LIGHT WALL, POLYETHYLENE, PE3408/PE100	1	EA
1510	3/4" x 1"	602168	FITTING,TEE, STYLE 90 TAP-N-VALVE, 3/4" × 1" IPS SDR 11, 1/4" PUNCH, STEEL, 150 PSIG, WELDED INLET X UNIVERSAL STYLE 90 OUTLET	1	EA

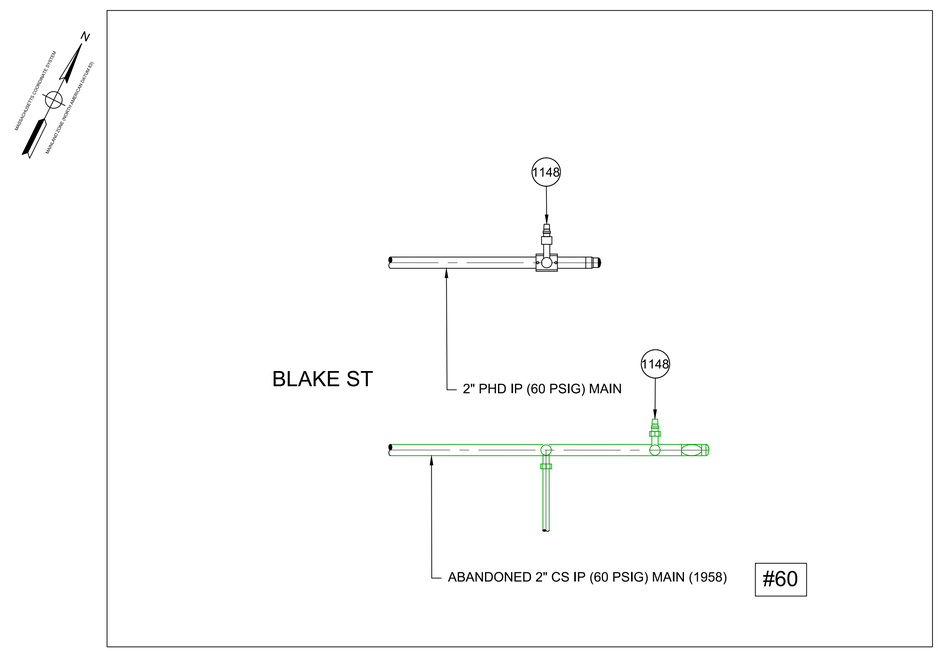
VALVE AND MATERIAL LIST - FINAL

ITEM	SIZE	MAXIMO NO	DESCRIPTION	QTY	UNIT
1148	1"	583182	FITTING,CAP, METFIT, 1 IN IPS X 0.119 IN THK WALL SDR 11, ASTM F1924 , FOR CAPPING PE GAS DISTRIBUTION PIPE AND TUBING, REPLACED IN 542612	2	EA



PREPARATORY DETAIL #4

SCALE: 3/4" = 1' - 0"



FINAL DETAIL #4

SCALE: 3/4" = 1' - 0"

LEGEND

- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- GAS MAIN TO BE ABANDONED
- GAS MAIN WITH SERVICE TRANSFERS
- GAS MAIN WITH PRESSURE INCREASE
- EXISTING FITTING
- PROPOSED FITTING

DRAFT

= PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

Architecture
Engineering
Environmental
Land Surveying
BL Companies

FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

No.	Description	Date	Dw/Ck
A	ISSUED FOR REVIEW	12/11/24	SD/AC

Revision/Status

EVERSOURCE ENERGY

OAKCREST RD, NEEDHAM, MA

WORK ORDER # 18637854

PREPARATORY AND FINAL DETAILS #4

SCALE: AS NOTED — SHEET 10 OF 10

Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SD 12/11/24	AC 12/11/24	MA-HYP-PIP-25-027-10	A

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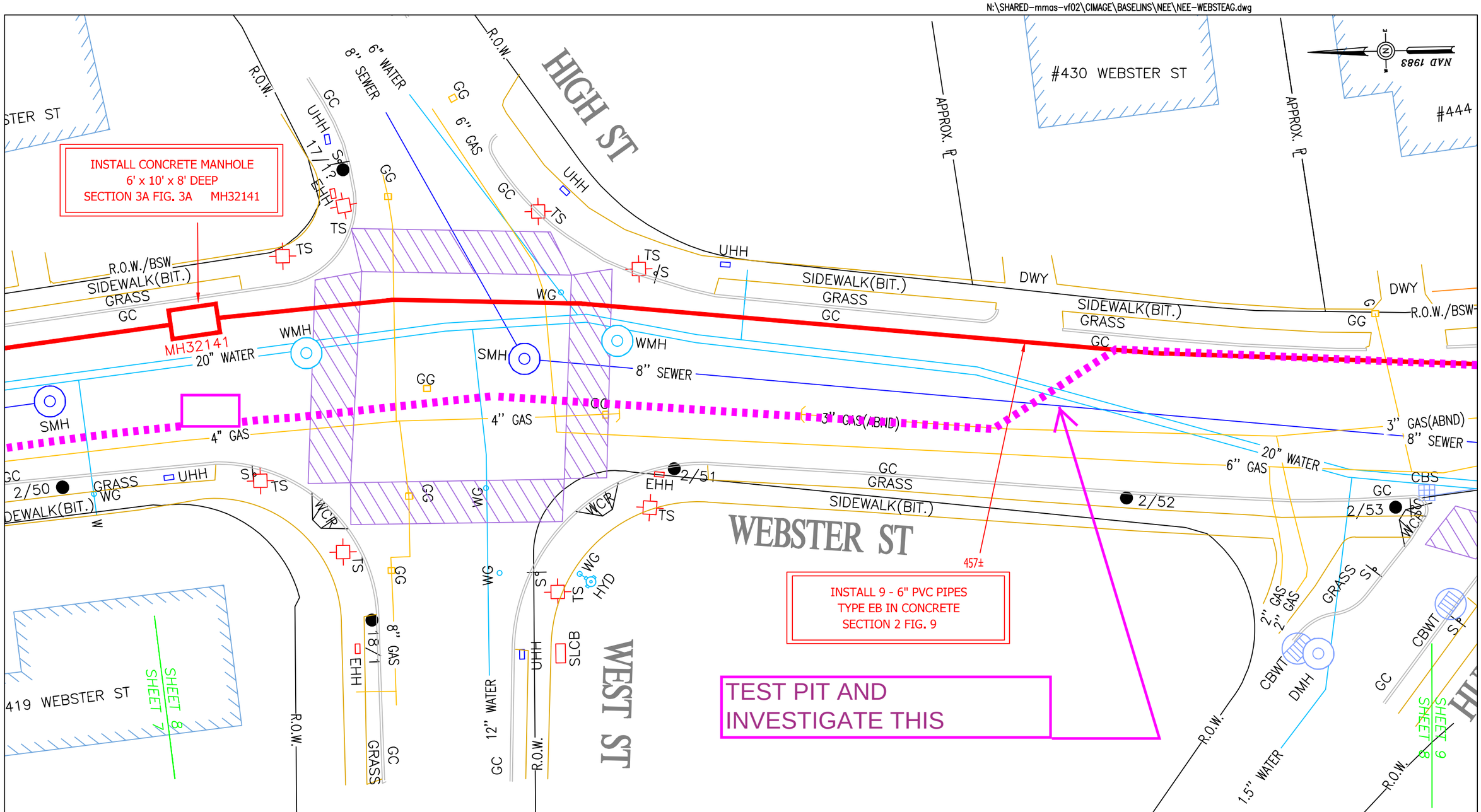

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MASS. LAW

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C# 294-23	NSTAR ELECTRIC EVERSOURCE d/b/a
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 12815651	Plan of WEBSTER STREET NEEDHAM
Surveyed by: SJ/GR	
Research by: GR	
Plotted by: SJ	Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS
Proposed Structures:	
Approved: K. RICE	Scale 1"=20' Date APRIL 26, 2024
P#	SHEET 8 of 13

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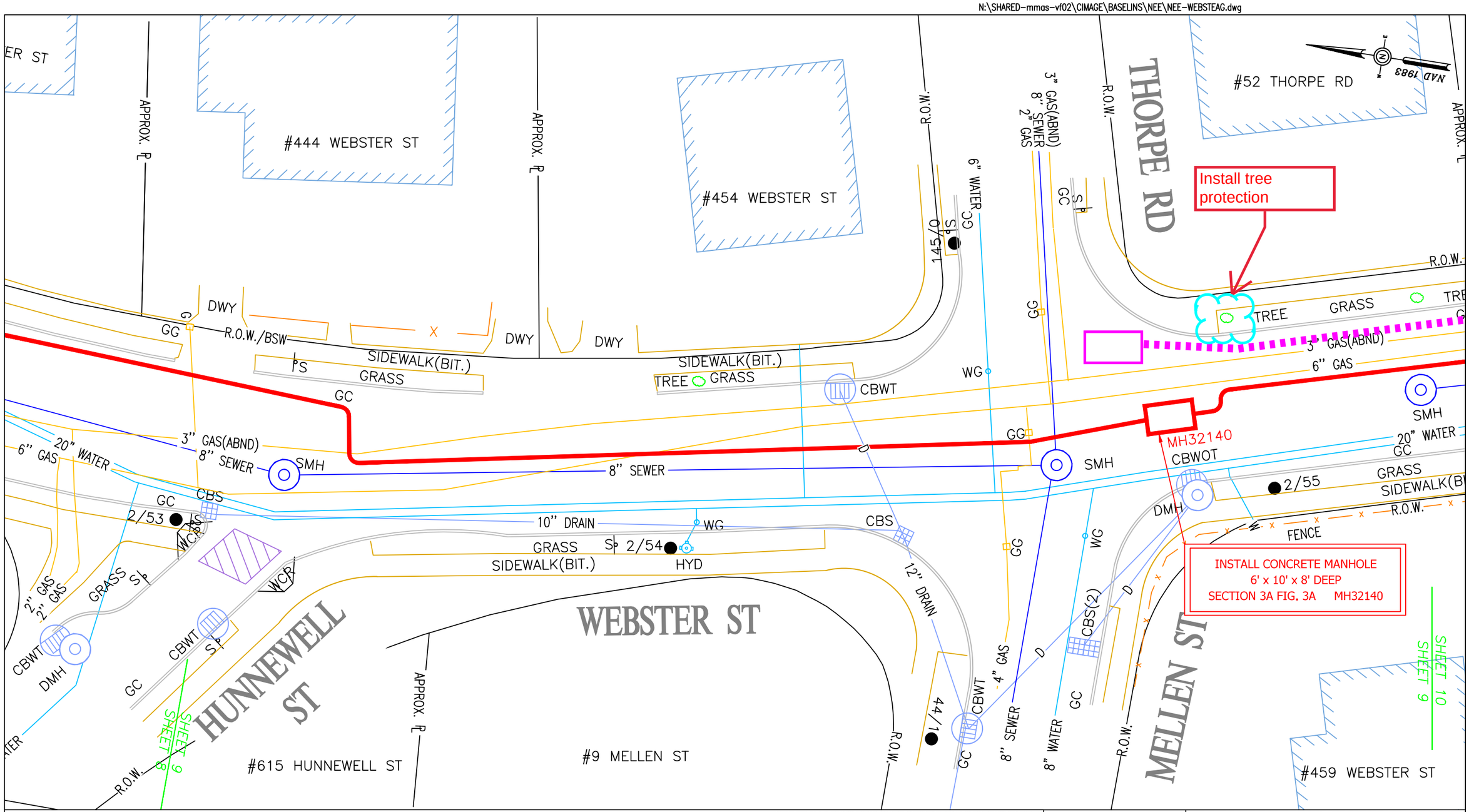

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C# 294-23	
Ward #	
Work Order # 12815651	
Surveyed by: SJ/GR	
Research by: GR	
Plotted by: SJ	
Proposed Structures:	
Approved: K. RICE	
P#	

NSTAR ELECTRIC d/b/a EVERSOURCE
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale 1"=20'	Date APRIL 26, 2024
SHEET 9 of 13	

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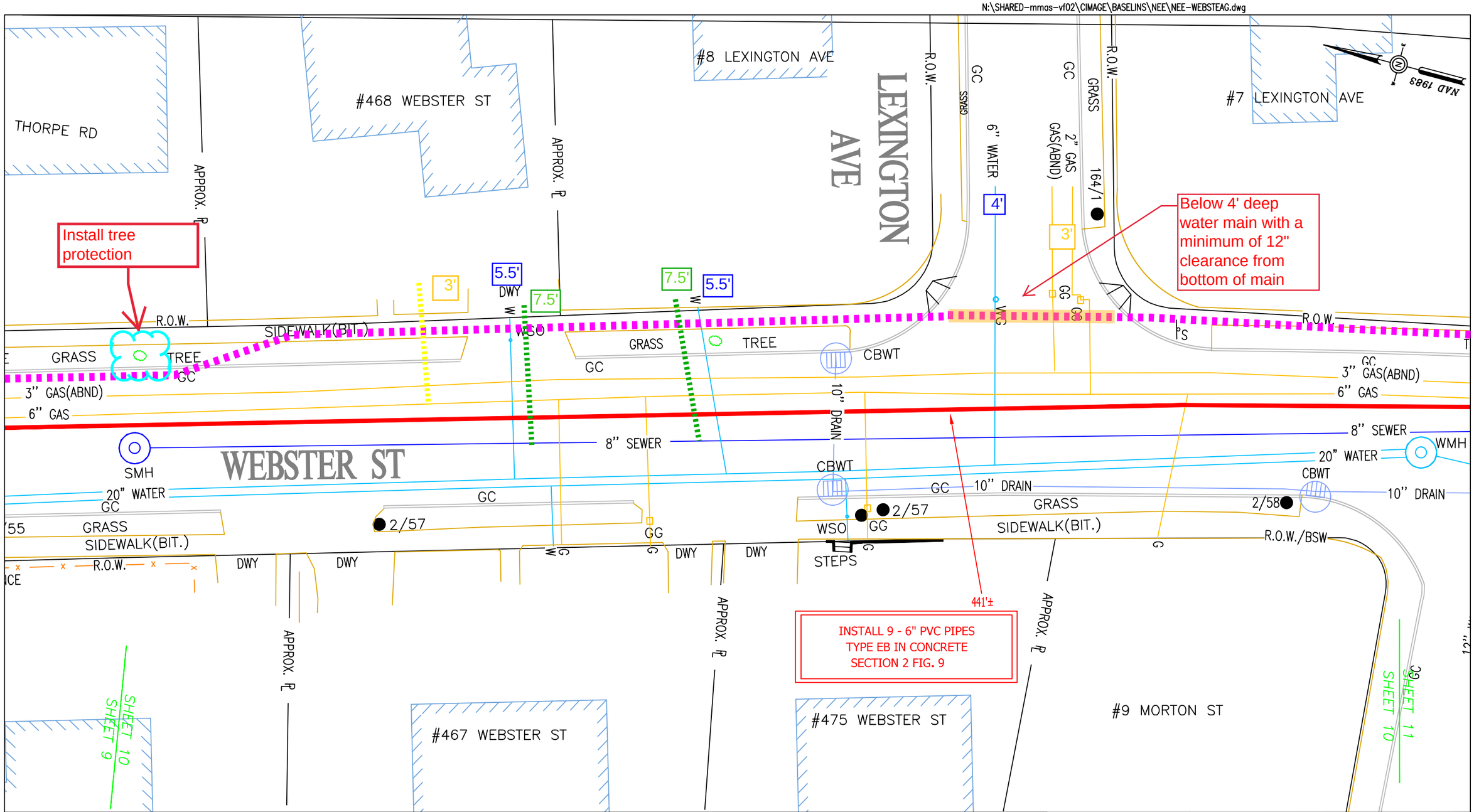

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C# 294-23	NSTAR ELECTRIC EVERSOURCE d/b/a
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 12815651	Plan of WEBSTER STREET NEEDHAM
Surveyed by: SJ/GR	
Research by: GR	
Plotted by: SJ	Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS
Proposed Structures:	
Approved: K. RICE	Scale 1"=20' Date APRIL 26, 2024
P#	SHEET 10 of 13

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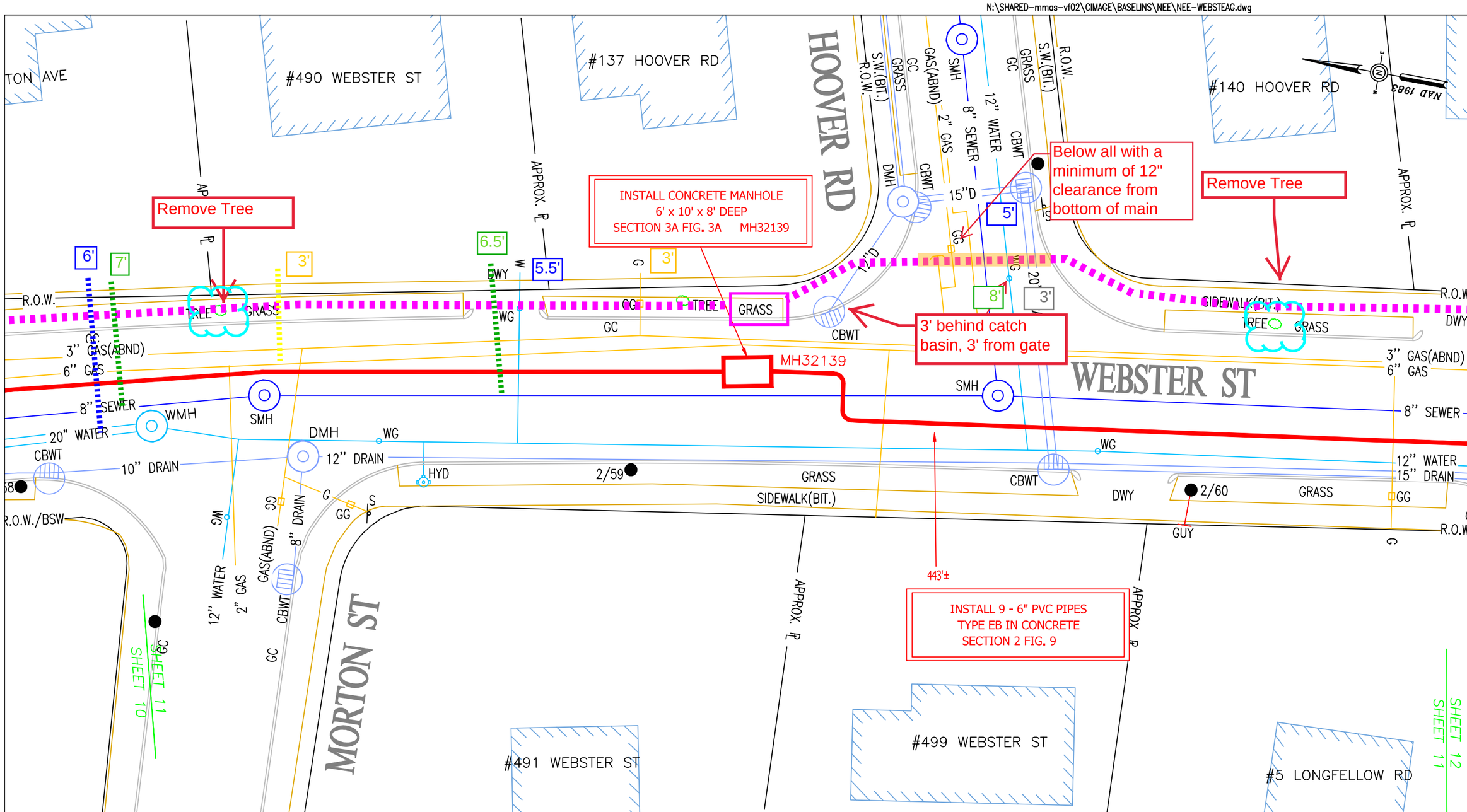

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C# 294-23	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 12815651	Plan of WEBSTER STREET NEEDHAM
Surveyed by: SJ/GR	
Research by: GR	
Plotted by: SJ	Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS
Proposed Structures:	
Approved: K. RICE	Scale 1"=20' Date APRIL 26, 2024
P#	SHEET 11 of 13

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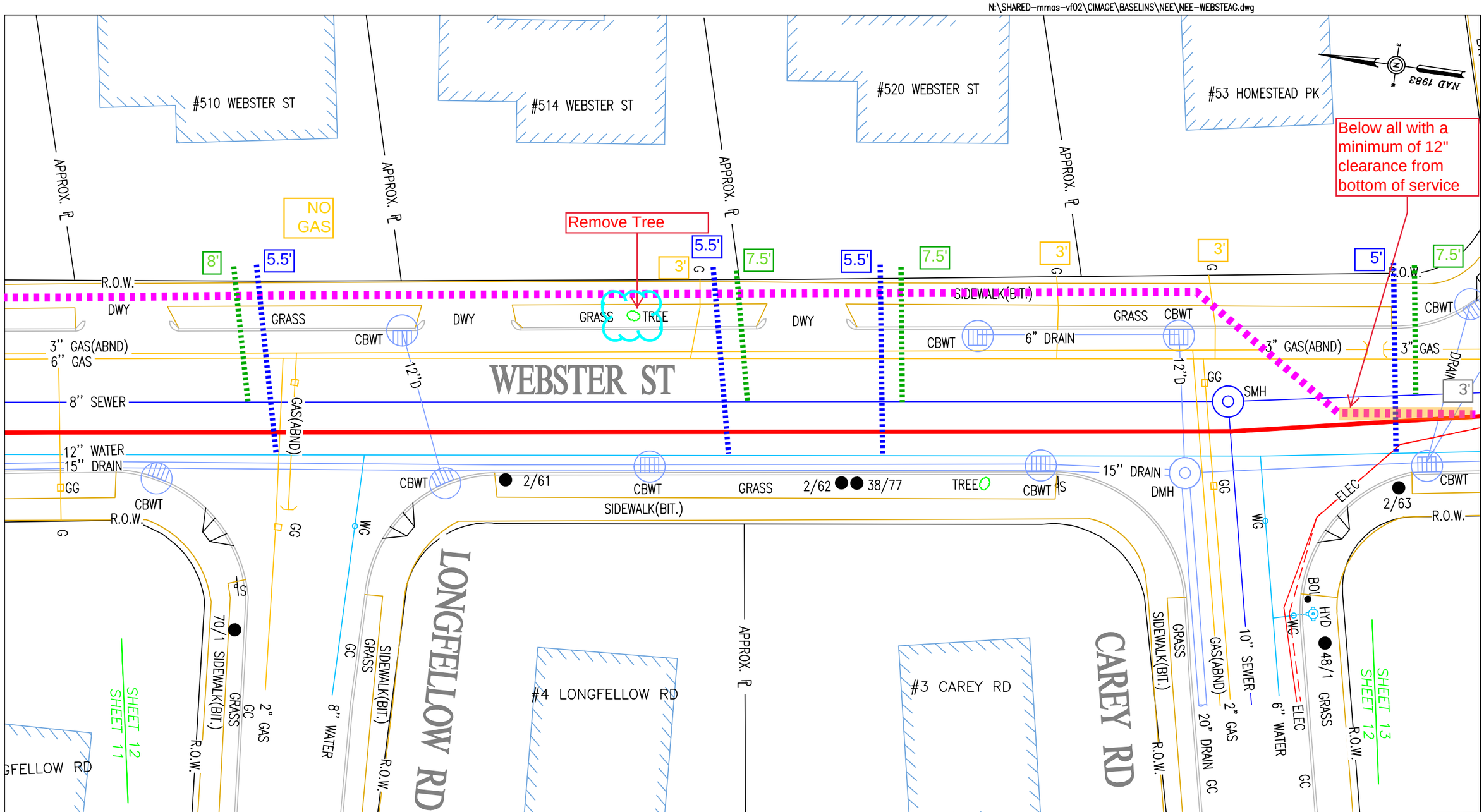

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Work Order # 12815651	
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Research by: GR	
Plotted by: SJ	
Proposed Structures:	
Approved: K. RICE	
P#	

NSTAR ELECTRIC d/b/a EVERSOURCE

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale 1"=20'	Date APRIL 26, 2024
SHEET 12 of 13	

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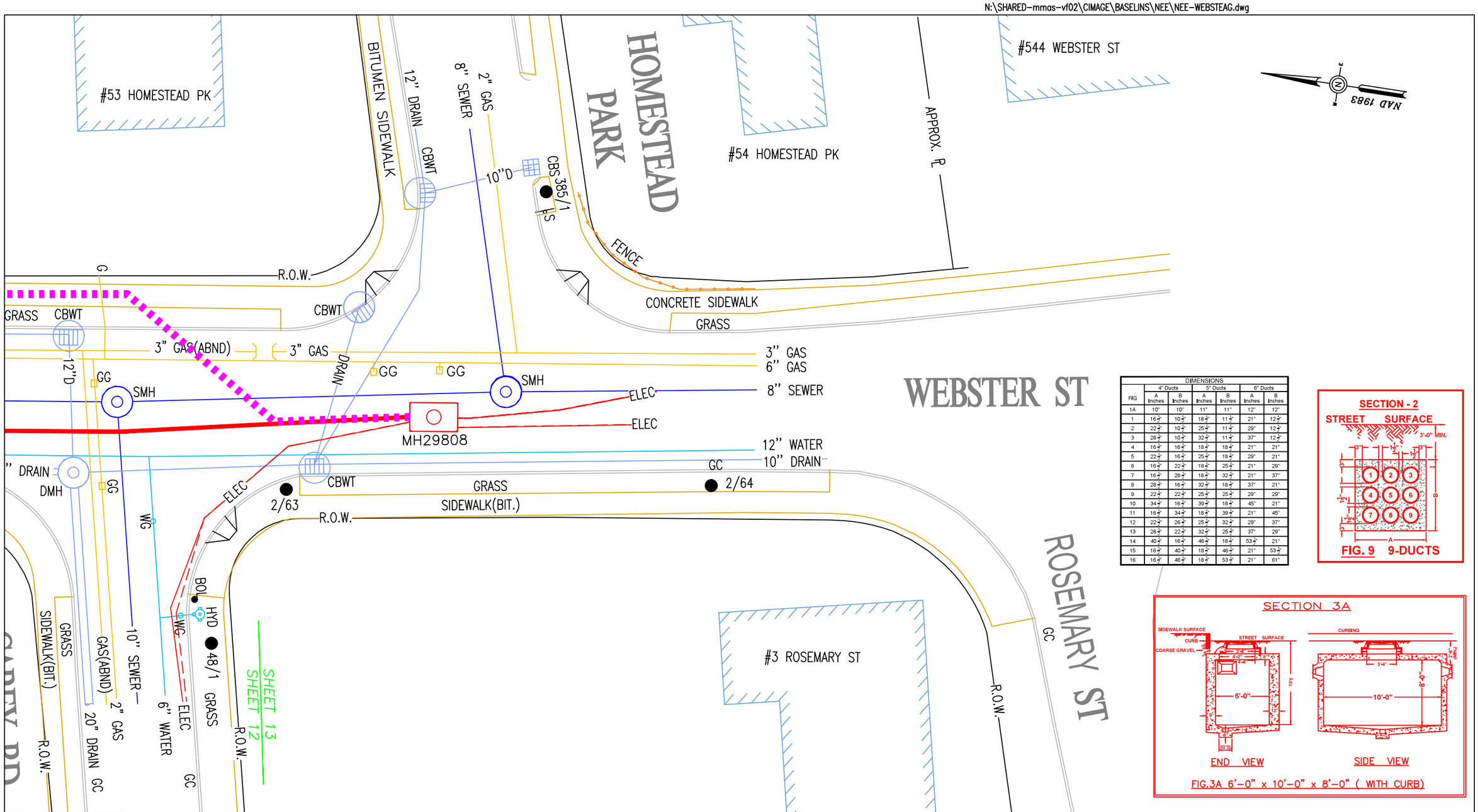

DIMENSIONS						
	4" Ducts		5" Ducts		6" Ducts	
FIG	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"
1	16 1/2"	10 1/2"	18 1/2"	11 1/2"	21"	12 1/2"
2	22 1/2"	10 1/2"	25 1/2"	11 1/2"	29"	12 1/2"
3	28 1/2"	10 1/2"	32 1/2"	11 1/2"	37"	12 1/2"
4	16 1/2"	16 1/2"	18 1/2"	18 1/2"	21"	21"
5	22 1/2"	16 1/2"	25 1/2"	18 1/2"	29"	21"
6	16 1/2"	22 1/2"	18 1/2"	25 1/2"	21"	29"
7	16 1/2"	28 1/2"	18 1/2"	32 1/2"	21"	37"
8	28 1/2"	16 1/2"	32 1/2"	18 1/2"	37"	21"
9	22 1/2"	22 1/2"	25 1/2"	25 1/2"	29"	29"
10	34 1/2"	16 1/2"	39 1/2"	18 1/2"	45"	21"
11	16 1/2"	34 1/2"	18 1/2"	39 1/2"	21"	45"
12	22 1/2"	26 1/2"	25 1/2"	32 1/2"	29"	37"
13	28 1/2"	22 1/2"	32 1/2"	25 1/2"	37"	29"
14	40 1/2"	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"
15	16 1/2"	40 1/2"	18 1/2"	46 1/2"	21"	53 1/2"
16	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"	61"

FIG. 9 9-DUCTS

FIG.3A 6'-0" x 10'-0" x 8'-0" (WITH CURB)

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1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of WEBSTER STREET
NEEDHAM

Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

Scale 1"=20' Date APRIL 26, 2024

SHEET 13 of 13

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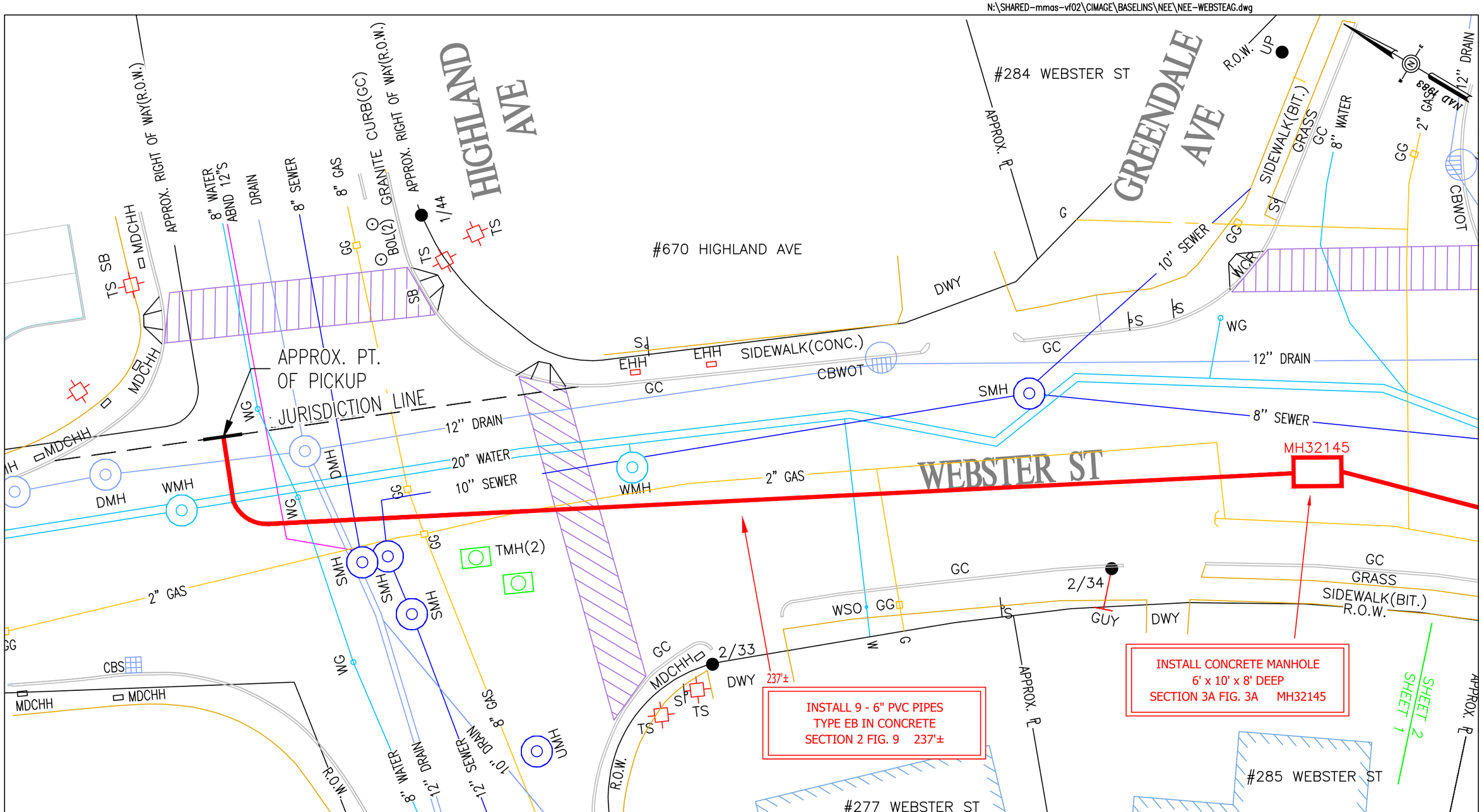

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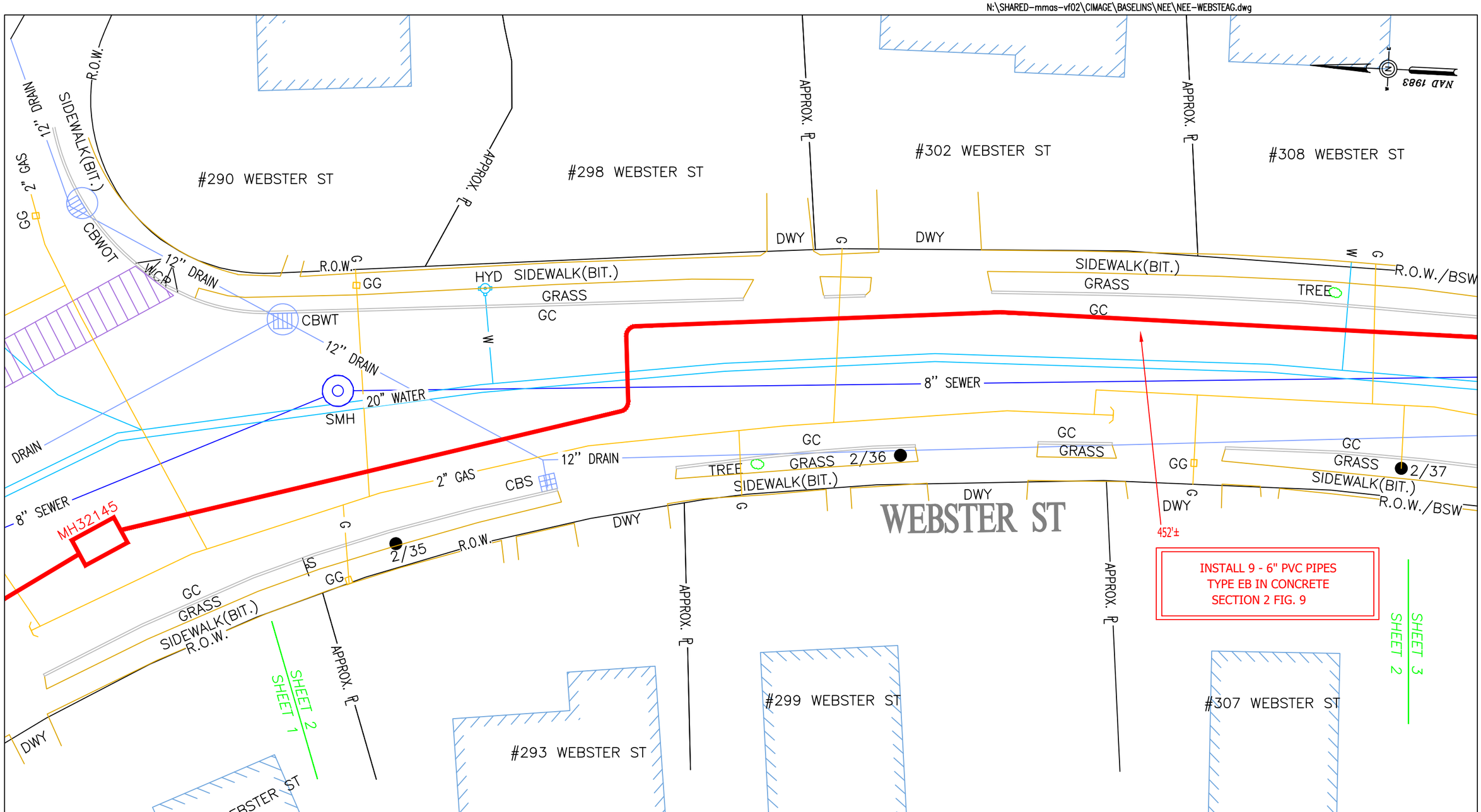

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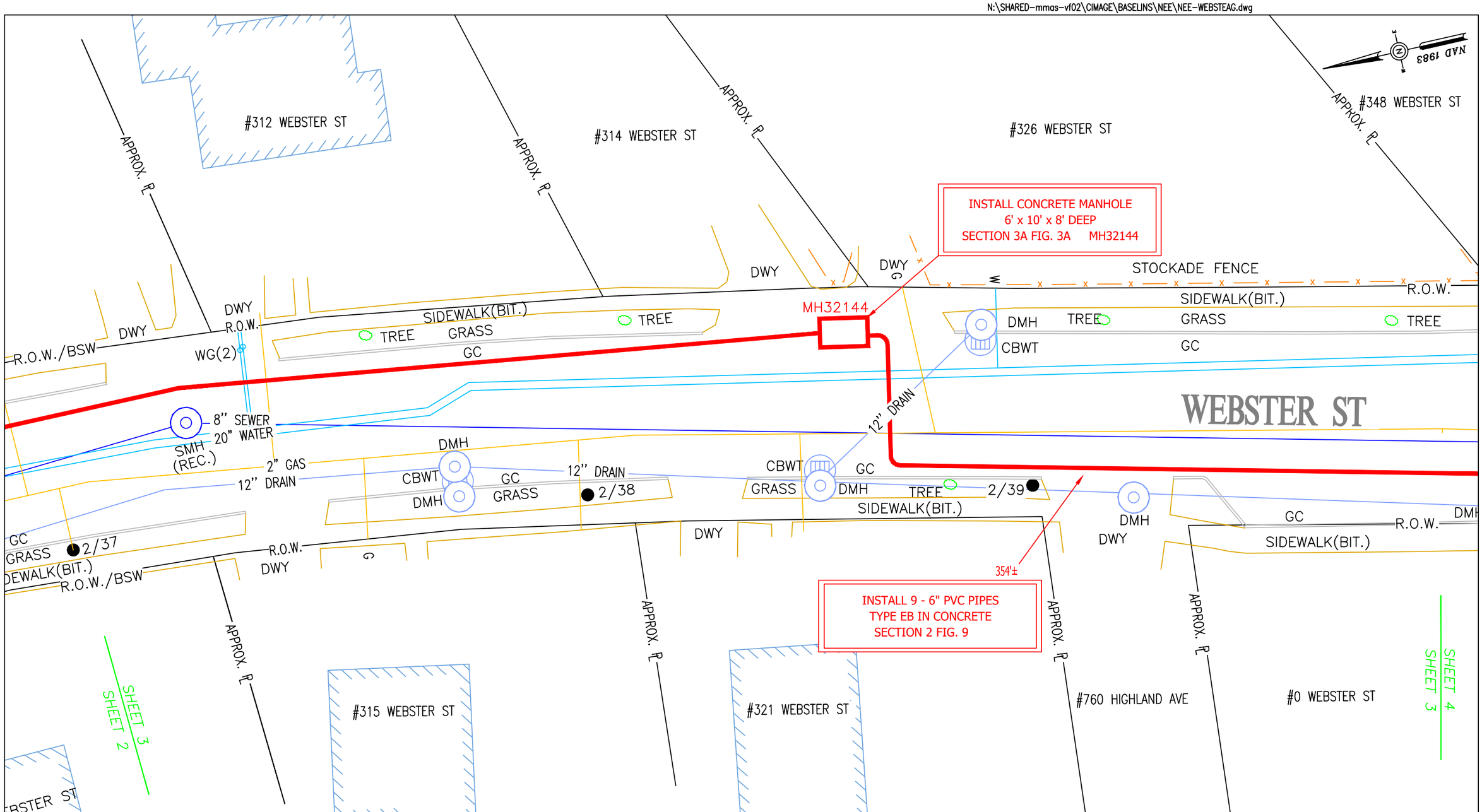

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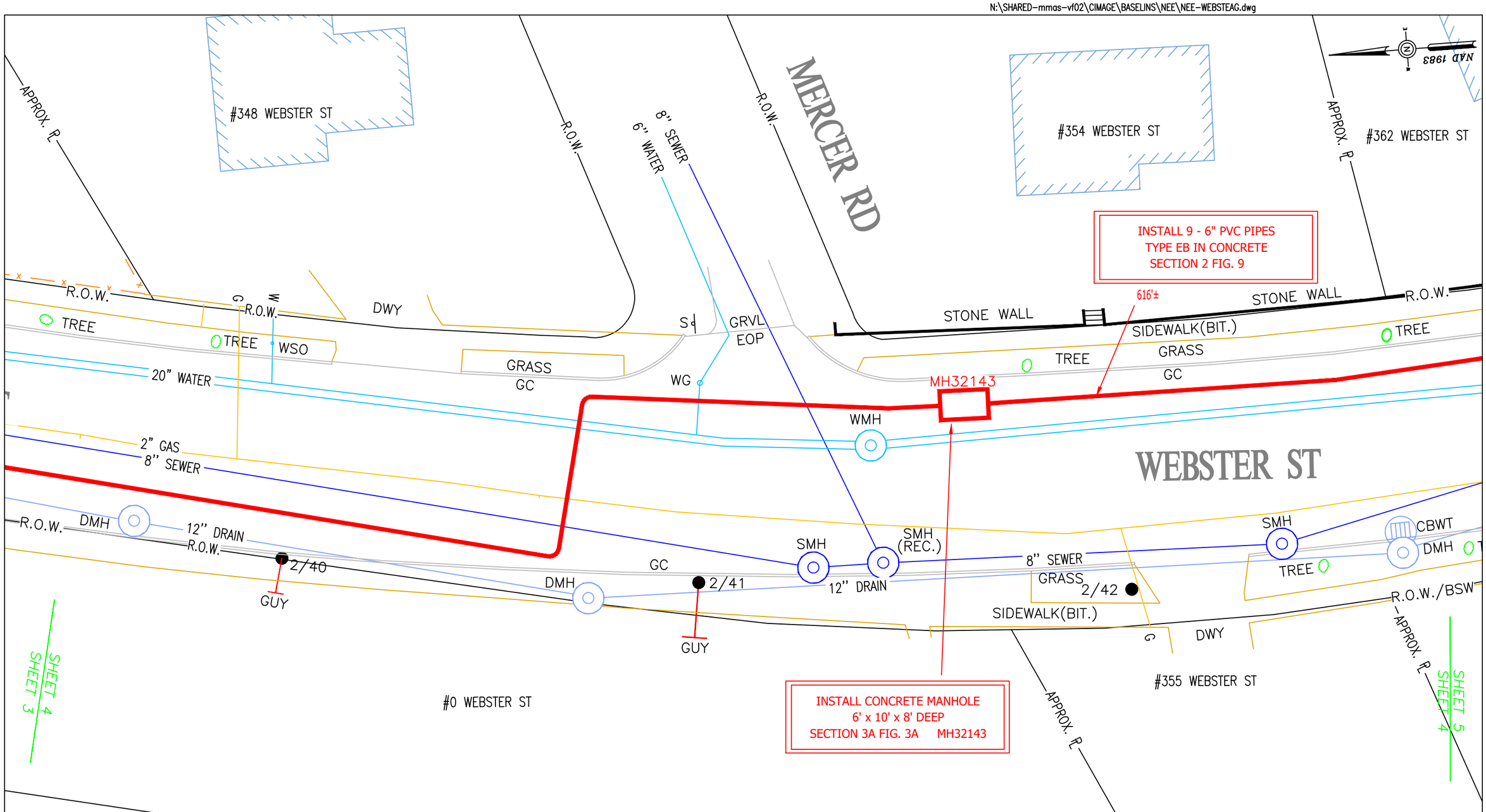

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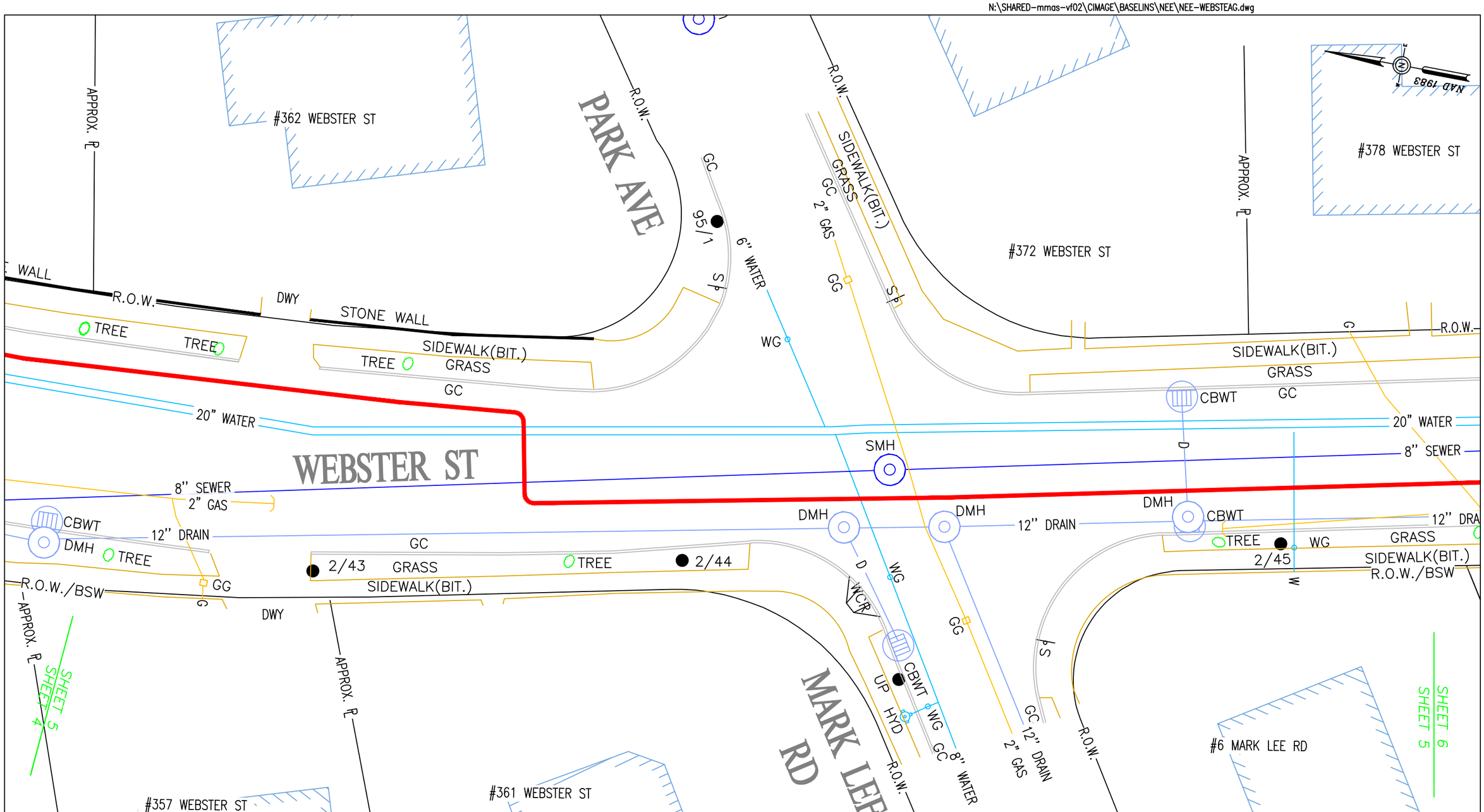

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Plan of	WEBSTER STREET NEEDHAM
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SHEET 5 of 13	

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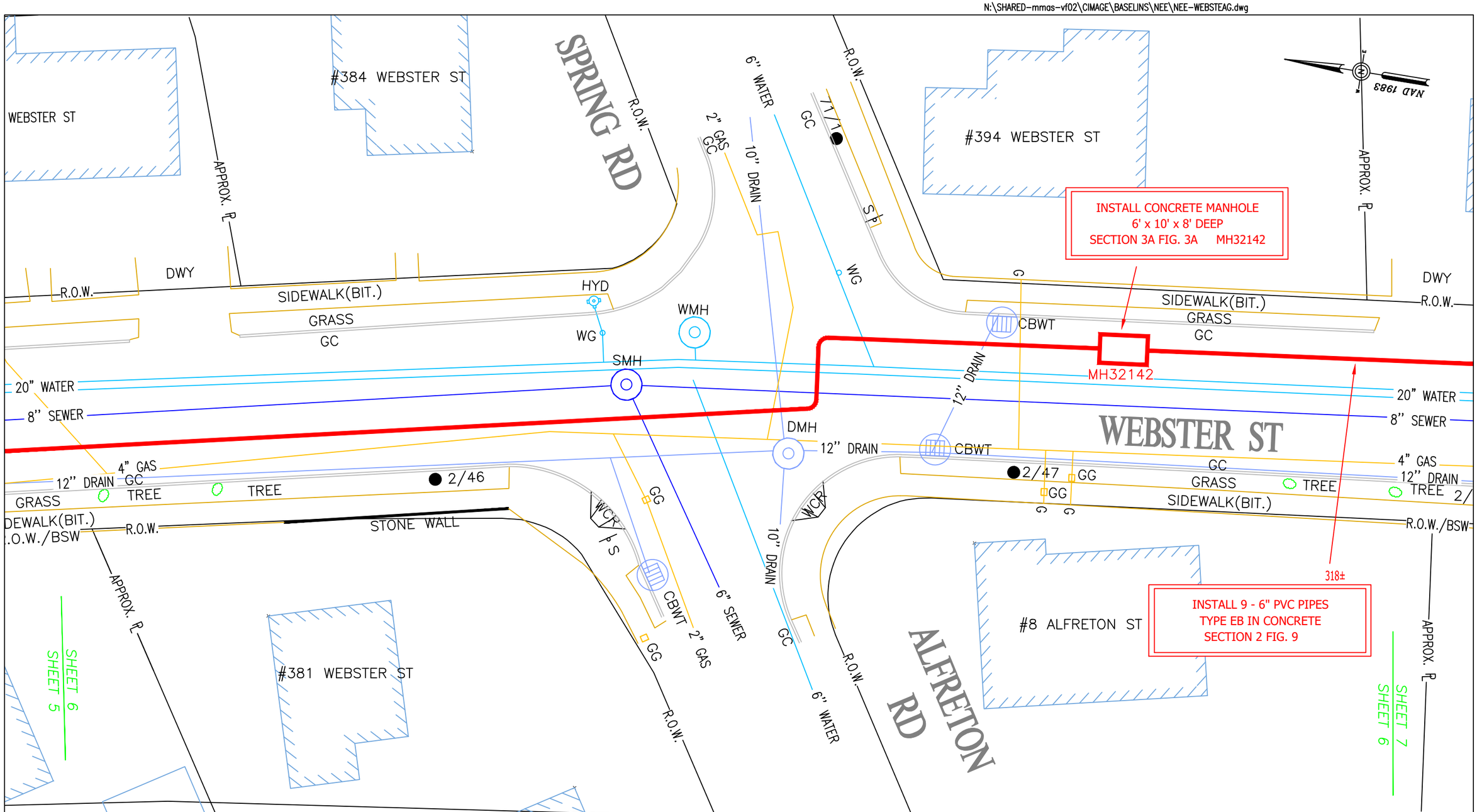

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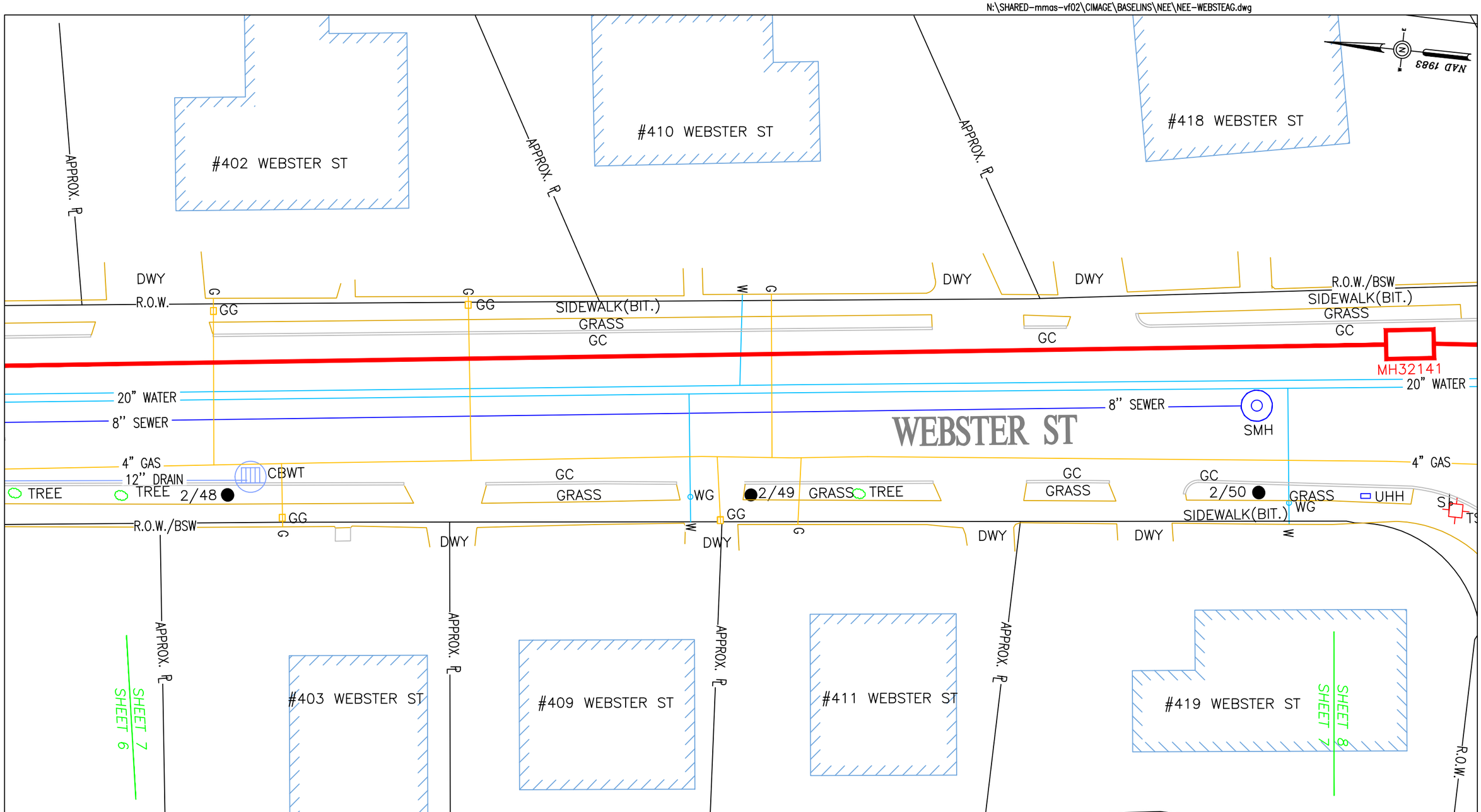

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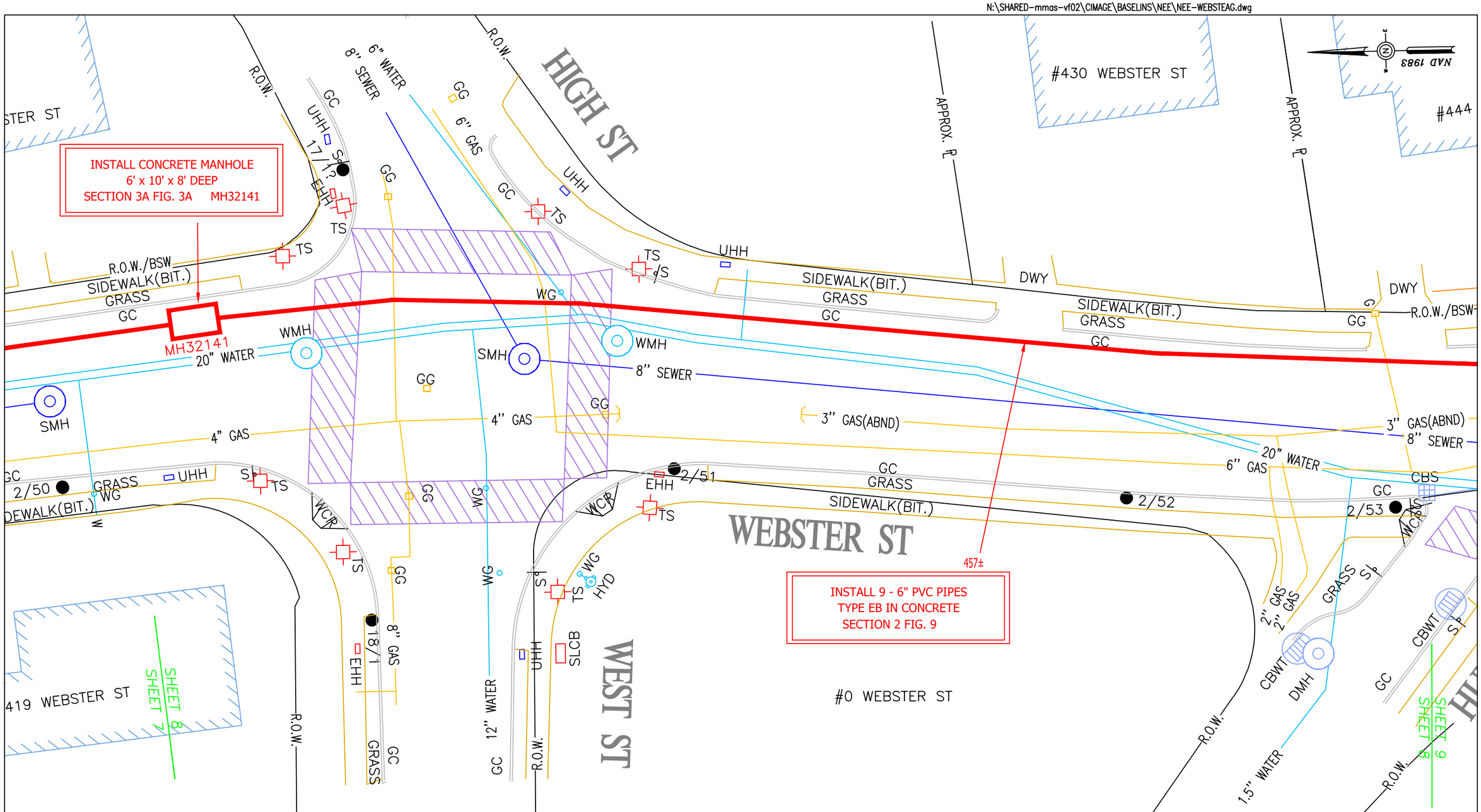

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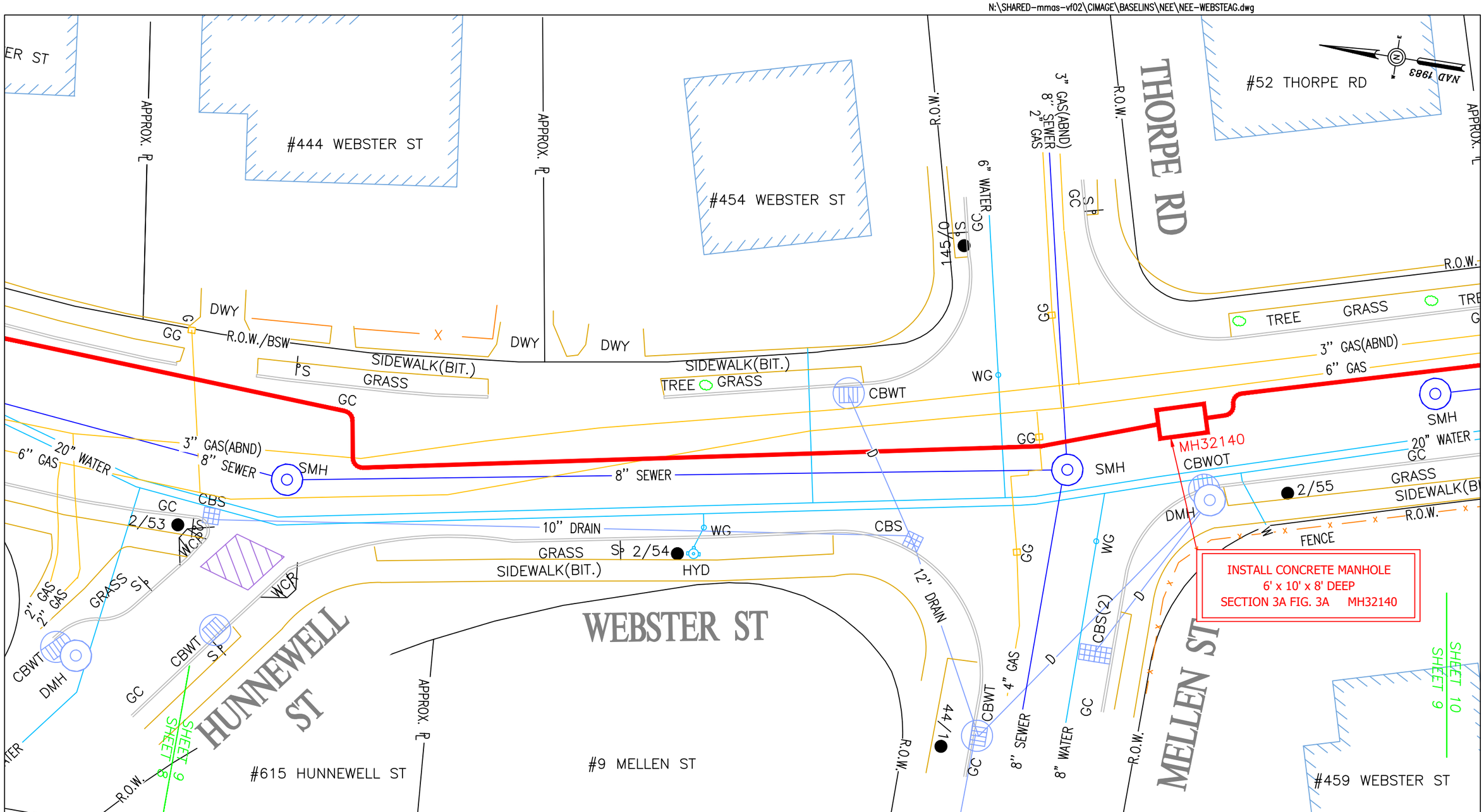

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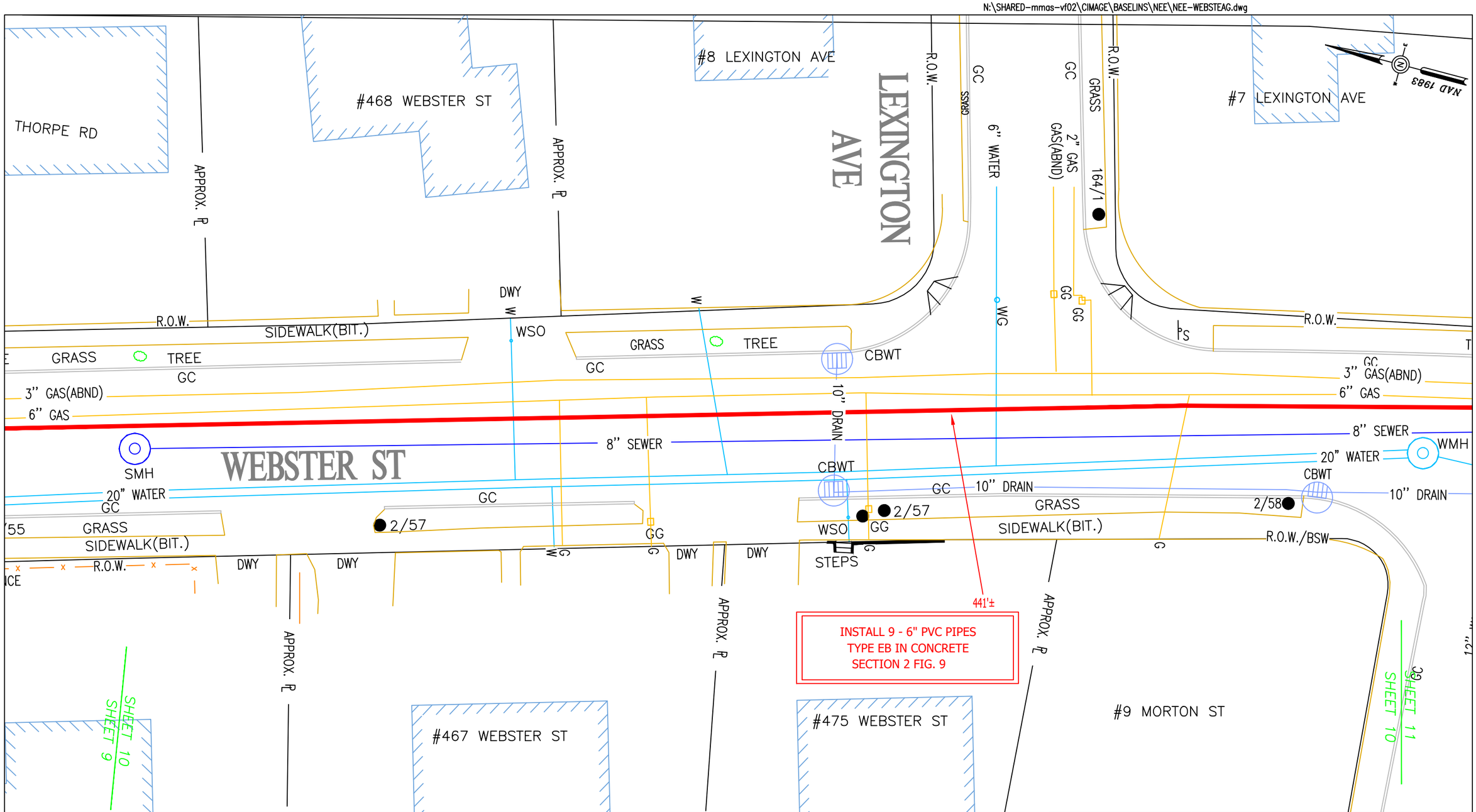

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MASS. LAW

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C# 294-23	NSTAR ELECTRIC EVERSOURCE d/b/a
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 12815651	Plan of WEBSTER STREET
Surveyed by: SJ/GR	NEEDHAM
Research by: GR	Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS
Plotted by: SJ	
Proposed Structures:	
Approved: K. RICE	Scale 1"=20' Date APRIL 26, 2024
P#	SHEET 10 of 13

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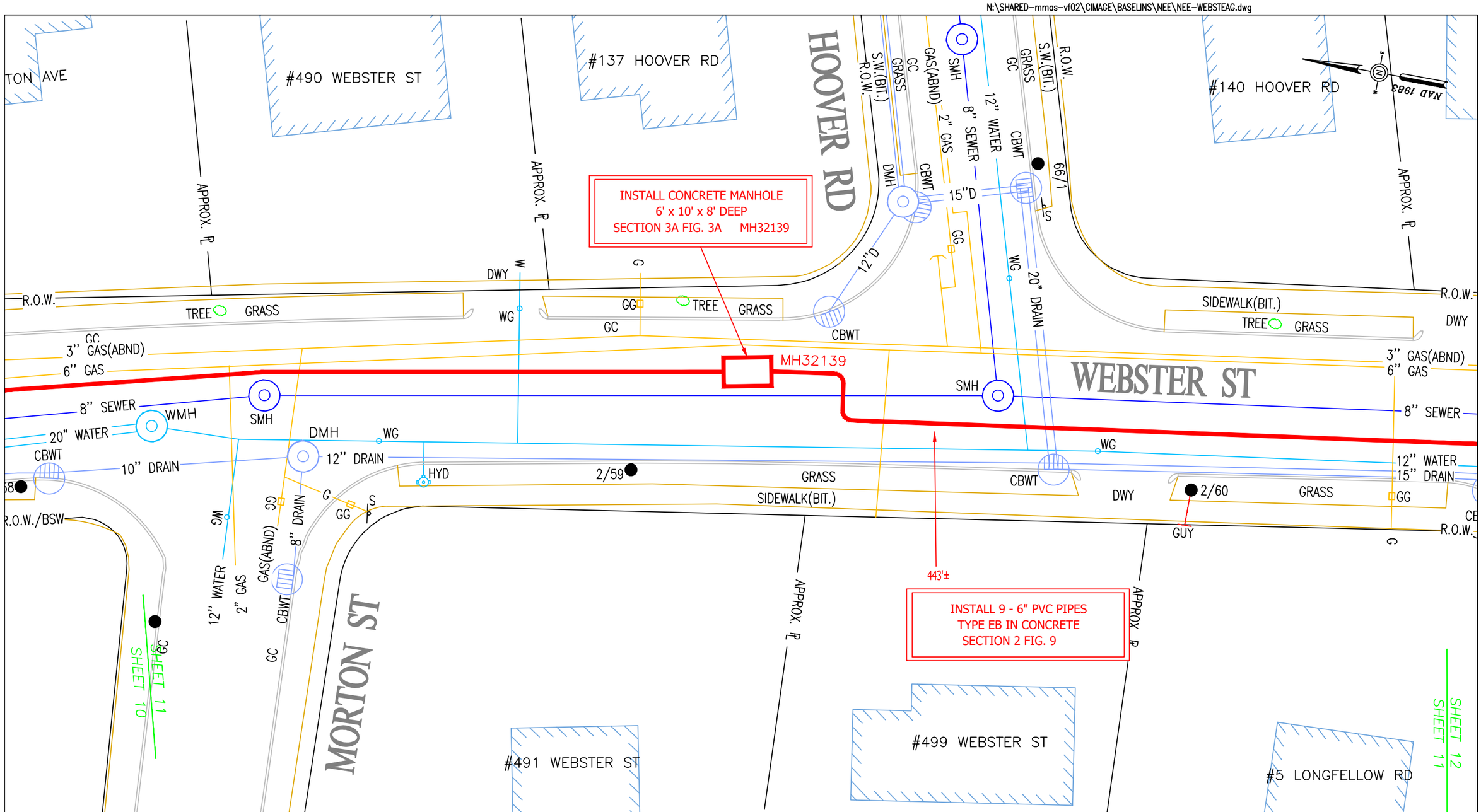

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Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale 1"=20'	Date APRIL 26, 2024
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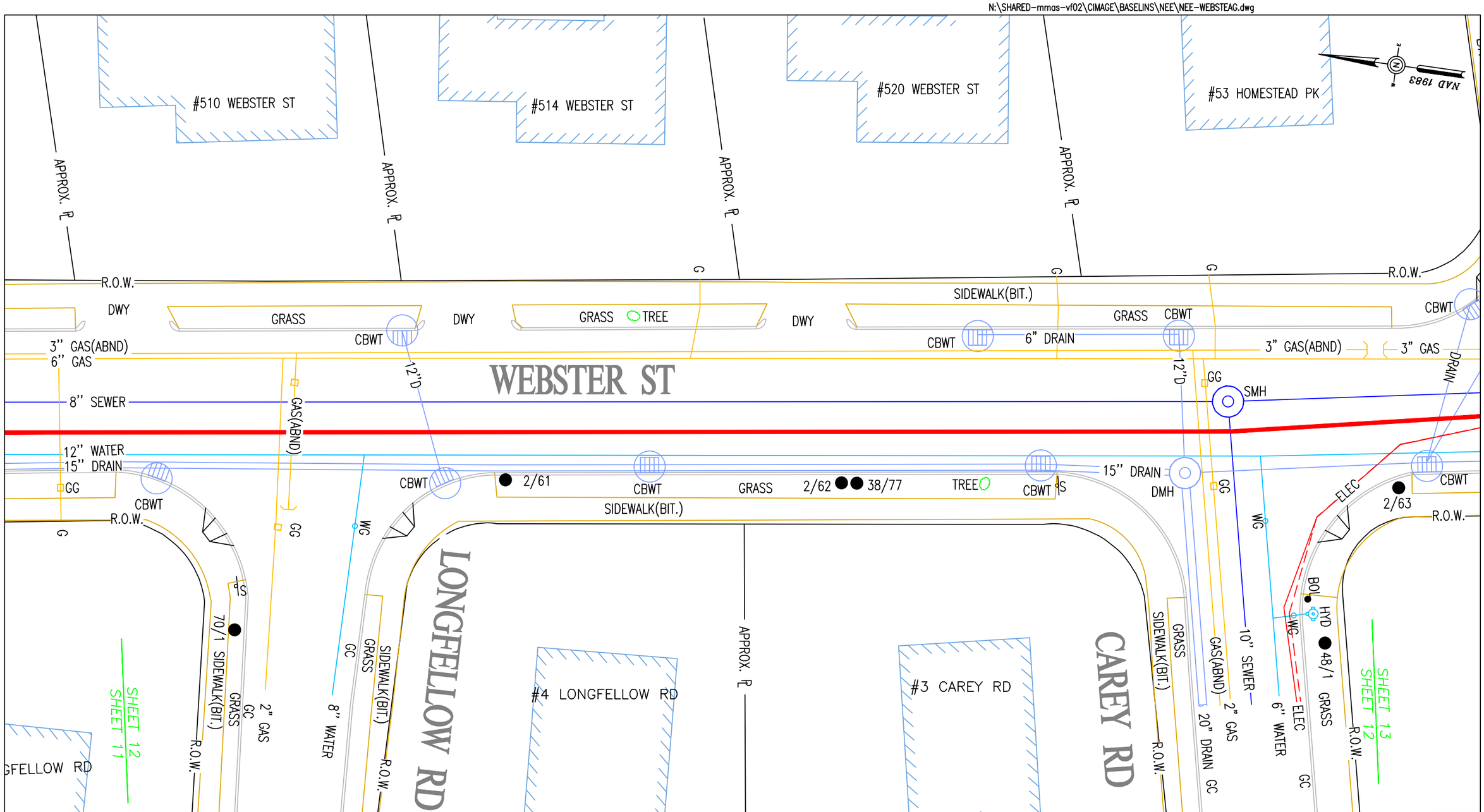

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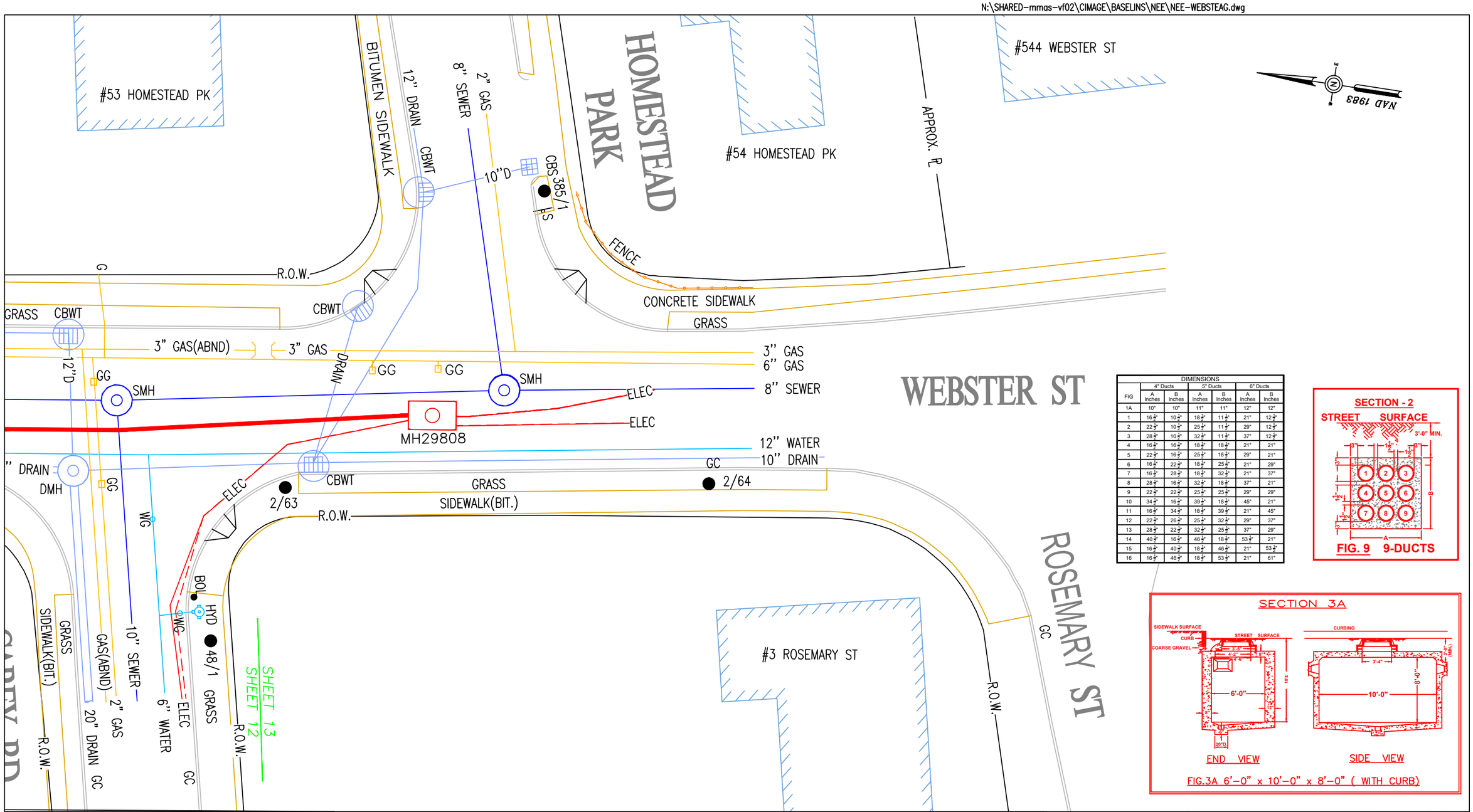

DIMENSIONS						
	4" Ducts		5" Ducts		6" Ducts	
FIG	A Inches	B Inches	A inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"
1	16½"	10½"	18½"	11½"	21"	12½"
2	22½"	10½"	25½"	11½"	29"	12½"
3	28½"	10½"	32½"	11½"	37"	12½"
4	16½"	16½"	18½"	18½"	21"	21"
5	22½"	16½"	25½"	18½"	29"	21"
6	16½"	22½"	18½"	25½"	21"	29"
7	16½"	28½"	18½"	32½"	21"	37"
8	28½"	16½"	32½"	18½"	37"	21"
9	22½"	22½"	25½"	25½"	29"	29"
10	34½"	16½"	39½"	18½"	45"	21"
11	16½"	34½"	18½"	39½"	21"	45"
12	22½"	26½"	25½"	32½"	29"	37"
13	28½"	22½"	32½"	25½"	37"	29"
14	40½"	16½"	46½"	18½"	53½"	21"
15	16½"	40½"	18½"	46½"	21"	53½"
16	16½"	46½"	18½"	53½"	21"	61"

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Eversource Electric Needham Projects

Needham Construction Schedule(s), Winter 2025

Eversource is seeking approval to work over the winter moratorium for two electric projects in Needham. The distribution project, known as Chestnut Street to Highland Avenue, proposes to work through the entire winter moratorium. Working over the moratorium for the distribution project would allow the initiative to stay on schedule for completion in early 2028. Meanwhile a transmission project on the southern portion of Chestnut Street is near completion for its test pitting phase and requests allowing work into late November to provide a buffer for the schedule in case of unforeseen circumstances such as bad weather.

Throughout work on both projects, abutters will continue to be notified of upcoming work and alterations. Eversource Project Engagement will also continue coordination with Town of Needham officials, including the Town Outreach Director when distributing notifications. Below are summaries of the anticipatory project schedules and a description of the work.

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1. Needham Underground Distribution Project (Chestnut Street to Highland Ave)

Work Progression and Approximated Timeline

This project includes electrical distribution enhancements in support of the Massachusetts Water Resource Authority's (MWRA) Water Tunnel Program and is designed to improve reliability of the electric system in the Needham area. This work will not interrupt electric service. Once finished, Eversource will have installed 1.7 miles of new underground electric distribution duct banks and cable, while upgrading and reusing 1.3 miles of existing infrastructure, for a total of three miles.

This work includes (1) installation of manholes and duct banks, (2) distribution line conduit installation, (3) cable pulling and splicing, and (4) final restoration. A set of assumptions are at the end which will enable this work to proceed.

Work through the winter moratorium, from November 2025 through March 2026, will allow Eversource to remain on target to complete the project by early 2028.

Street	Description	Status	Start	Finish
Webster Street	Installation of 7 new manholes, and conduit	IN PROGRESS	June 2025	January 2026
Highland Ave *(subject to DOT permit)*	Installation of 8 new manholes and conduit	NOT STARTED	Q1 2026	Q3 2026
Grant Street	Installation of 3 new manholes and conduit	NOT STARTED	Q1 2026	Q3 2026
Webster Street, Highland Ave, Grant Street, Fair Oaks Park	Cable splicing and cable pulling throughout route	NOT STARTED	Q4 2026	Q4 2027
All Streets	In service date and final restoration	NOT STARTED	Q4 2027	Q2 2028

- **Work timeframe**: Monday to Friday, 9AM to 4PM. Hours and days outside of this could change depending on Town approval.
- **Traffic setup**: Single lane alternating traffic during construction work hours
- **Note**: Schedule based on assumption there are no unforeseen conditions (flooding, weather, etc.) in the work zone and subject to change.

Assumptions of Support for Project Completion

- **Town of Needham DPW continues to work with the Eversource Project team to achieve a project completion date of early 2028.**
    - Eversource will share monthly project updates with Needham DPW.
    - Eversource will work the Needham Town DPW as the project progresses to address any conflicts or sensitivities.
    - Project Website: E**versource.com/chestnut-highland**

2. Needham Underground Cable Modernization Program (UCMP) (Chestnut Street (Needham) to Dedham St (Dover))

Work Progression and Approximated Timeline

The proposed project includes replacement of HPFF to XLPE electric transmission cables along a 1.3-mile existing route in the Dover, Needham and Westwood area. The route is between the Chestnut Street substation in Needham and Westfield Street substation in Westwood, along the Westwood-Dover town boundary.

Currently field tests, otherwise known as test pits, are being completed to further the Project's engineering efforts of the underground distribution cables that will be installed after receipt of all necessary permits and approvals. Test pits help to confirm existing underground utilities and identify any conflicts. Work for this project is not anticipated to start until late 2026. Test pits are expected to be completed prior to the start of the winter moratorium. However, to account for bad weather or unforeseen circumstances, test pits may require work into late November. Work hours are currently 7AM-5PM.

- Project Website: **Eversource.com/ucmp-dover-needham**

Street	Town	Description	Status	Start	Finish
Chestnut Street	**Needham**	**Test pits** on southern portion into Dover	IN PROGRESS	September 2025	November 2025

3. QR Codes to sign up for email updates

Dover to Needham UCMP

Chestnut Street to Highland Avenue Distribution

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 10/29/2025

Agenda Item	Proposed Update to Alcohol Regulations
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will ask the Select Board to vote to approve proposed updates to the Town of Needham Regulations for the Sale of Alcoholic Beverages.

The Board received a review of the proposed updates at their September 25, 2025 meeting and took comment at a public hearing on October 14, 2025.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board approve proposed updates to the Town of Needham Regulations for the Sale of Alcoholic Beverage, dated October 29, 2025.

3.	**BACK UP INFORMATION ATTACHED**

a. Background Memorandum, 9/16/2025
b. Proposed Update to Town of Needham Regulations for the Sale of Alcoholic Beverages – Clean Draft, 10/24/2025
c. Proposed Update to Town of Needham Regulations for the Sale of Alcoholic Beverages – Red Line, 10/24/2025

MEMORANDUM

TO:	Select Board
CC:	Katie King, Town Manager; David Davison, Deputy Town Manager/Director of Finance; John Schlittler, Chief of Police; Tim McDonald, Director of Health and Human Services; Christopher Heep, Town Counsel
FROM:	Myles Tucker, Support Services Manager
SUBJECT:	Town of Needham Regulations for the Sale of Alcoholic Beverages – Proposed Update
DATE:	September 16, 2025

Background

Periodically, staff proposes recommended updates to the Town of Needham Regulations for the Sale of Alcoholic Beverages ("regulations") based on input from the Board, changes in state law, feedback from licensees, and changes to the practice of license administration. The proposed changes before the Board are in line with this practice. The Board most recently updated the alcohol regulations in April 2023.

As additional background, below is a summary of the current inventory of issued licenses relative to the quota allotted to the Town:

Type	Quota	Issued	Remaining
On-Premises, All Alcohol	34	21	13
On-Premises, Wine and Malt	7	1	6
Off-Premises, All Alcohol	7	7	0
Off-Premises, Wine and Malt	7	0	7

Discussion

The proposed changes primarily cover a series of substantive changes (listed in order by their appearance in the proposed regulations):

<u>Addition of Continuing Care Retirement Communities as Category and Regulating Self-Service Taps</u>
In 2025, the Board approved an on-premises alcohol license to North Hill, a Continuing Care Retirement Community (CCRC). North Hill was the first CCRC to apply for and be granted an alcohol license in Needham. The proposed regulations add a new section governing CCRCs. Similar to the unique motion the Board voted to approve North Hill's license, these regulations draw from existing regulations for non-profit clubs. North Hill was also the first establishment in Needham to utilize self-serve taps. The proposed changes now include text regulating this service model.

<u>Extension of On-Premises Last Call Time to Midnight</u>
In 2018, the Board changed the allowable last call time for on-premises licenses from midnight to 11 PM (note: state law allows for service as late as 2 AM). However, the Board did not require that restaurants change their ABCC approved hours following this change and many continue to keep their previously approved hours. Further, the Board has granted several newer licensees exceptions to have last call time at midnight. In total, 15 of the 22 on-premises licensees in Needham are currently licensed to serve alcohol until midnight, including 12 of 16 restaurants. To align with practice, the proposed regulations restore the Town's allowable last call to midnight.

Changing Employee Roster Reporting

In 2023, the Select Board included a requirement for licensees to provide the Town with an updated staff roster within 45 days of any new hire and during their annual license renewal process. The purpose of this requirement is to ensure that each staff member involved in alcohol service is properly trained. Over the past two years, the 45-day requirement has proven onerous in practice both to licensees and Town staff. The proposed changes remove this requirement, while maintaining annual reporting and clarifying that the Board may request a current roster at any time.

Training Changes and Clarification

On the recommendation of the Needham Department of Health and Human Services, the proposed regulations permit live virtual training as a substitute for live in-person training requirements. This training medium is becoming increasingly common. It can be accessed more expeditiously and at a lower cost than in-person training in the event that free, Town-provided training is not available on a suitable timeline. Further, the proposed regulations clarify that only the staff involved in the service of alcohol must be trained in alcohol service.

Innkeeper Updates

The proposed regulations make two changes to Innkeeper licenses. First, "cocktail lounge" is replaced with "restaurant or guest lounge", aligning with current industry practice. Second, the proposal removes text linking restaurant regulations to hotels, since hotels also serve alcohol at front desk concession desks. The current text contradicts a later section that discusses sales at the concession stand.

Existing Common Victualler Standard

Over the past five years, the Board has chosen not to hold restaurant applicants to a current regulation that requires 12 months of operation as a restaurant before applying for an alcohol license. The proposed regulations removes this requirement to align with current practice.

Annual Service Report CPA Requirement

Current regulations require that the annual alcohol service report provided by restaurants be completed by a certified public accountant (CPA). The Town has heard feedback from businesses that this requirement is onerous and that the report can be accurately generated without a specialized professional. The proposed regulations remove the CPA requirement while maintaining annual reporting.

Penalties

The proposed regulations make two changes to penalties. First, based on case law and recent practice, the recommended first penalty for a compliance check failure now includes text recommending the suspension be held in abeyance. Of note, the Board is welcome to hold any penalty in abeyance. Second, following recent Board input, language requiring that penalties be served consecutively is removed, along with the addition of language codifying the Board's practice to hold a hearing following a third violation or compliance check failure.

Administrative and Technical Changes

The recommended regulations also recommend several technical and administrative changes aimed at updating stale language and replacing it with evergreen text; improving clarity; updating text to account for advances in technology and procedures; making numerical changes necessitated by changes to section numbering; and formatting adjustments. Specific examples include:

- Replacement of references to specific citations in Massachusetts General Laws with references to “applicable regulation[s] of Massachusetts General Law”
- Clarifies that a building inspection is required prior to issuing an initial license
- Removes the requirement for applicants to provide other licenses issued by the Town or ABCC
- Clearly states that scanner apps on cell phones may be acceptable card scanning device
- Removes text alluding to a fee schedule attachment that is redundant to the current Select Board fee schedule

TOWN OF NEEDHAM

REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES

Amended and Revised: October 29, 2025

I. Types of Licenses to be Granted in Needham

II. Compliance

III. General Rules and Regulations Applicable to Holders of Licenses to Sell Alcoholic Beverages within the Town

IV. Rules and Regulations for the Sale of Alcoholic Beverages by Innholders Only

V. Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants

VI. Rules and Regulations Applicable to Clubs and Veterans Organizations

VII. Rules and Regulations Applicable to Continuing Care Retirement Communities

VIII. Rules and Regulations Applicable to Special Event Licenses

IX. Rules and Regulations Applicable to Package Stores

X. Rules and Regulations Applicable to Farmer Series Pouring Permittees

XI. Violations

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Licensing Authority: Select Board

The Needham Select Board, acting as local licensing authority pursuant to the provisions of Massachusetts General Laws Chapters 138 and 140 and other relevant legal authority, promulgates these regulations applicable to the sale and distribution of alcoholic beverages in the Town of Needham. These regulations are in addition and supplemental to all other legal requirements, including but not limited to applicable State and Federal law and regulations.

I. TYPES OF LICENSES TO BE GRANTED IN NEEDHAM

The Town of Needham issues the types of alcoholic beverages licenses listed below. All licenses shall comply with Chapter 138 of the Massachusetts General Laws, and Chapter 204 of the Code of Massachusetts Regulations, as they relate to the specific type of license.

1.1 Innholders All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a hotel dining area with a seating capacity of not less than ninety-nine (99) persons and a living capacity of not less than fifty (50) rooms, under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license. The sale of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board.

1.2 Restaurant All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a restaurant and/or function room under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.3 Restaurant Wine and Malt Beverages: issued to qualified applicants to sell only wine and malt beverages in a restaurant under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.4 Club and Veterans' Organization All Alcoholic Beverages: issued to qualified applicant Clubs existing under Chapter 180 of Massachusetts General Laws and Veterans' Organizations duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts to sell all alcoholic beverages under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.5 Continuing Care Retirement Community Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.6 Continuing Care Retirement Community All Alcoholic Beverages: issued to qualified applicants to sell all alcohol beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

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1.7 Special One Day: issued to qualified applicants of non-profit status to sell all alcoholic beverages; or to sell wine and malt beverages only; or to qualified applicants of for- profit status to sell wine and malt beverages only under the applicable regulations of Massachusetts General Laws, this regulation, and any and all conditions stipulated for the specific license.

1.8 Package Store All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license.

1.9 Package Store Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for the specific license.

1.10 Farmer Series Pouring Permit: issued to qualified applicants to sell malt beverages, for consumption on the grounds of a licensed farmer-brewery pursuant to M.G.L. c.138, §19C, as well as on the grounds of the farm operated as appurtenant and contiguous to, and in conjunction with, such farm, and in accordance with the applicable regulations of the Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for in the specific license. For purposes of this policy, the word "license", "Licensee", and "licensed premises" shall include a "Farmer Series Pouring Permit", "Farmer Series Pouring Permittee", and "premises subject to a Farmer Series Pouring Permit", respectively, unless otherwise noted.

II. COMPLIANCE

2.1 The issuance of a license by the Select Board for the sale of alcoholic beverages under M.G.L. c. 138 applies only to said sales and does not release the Licensee from compliance, nor does it assume compliance with the rules, regulations, requirements and procedures of other government boards, agencies or bodies having jurisdiction.

2.2 Failure to comply with these regulations, the laws of the Commonwealth of Massachusetts, the Regulations of the Alcoholic Beverages Control Commission (ABCC) or the Town's bylaws may result in the revocation, suspension or cancellation of the license.

III. GENERAL RULES AND REGULATIONS APPLICABLE TO HOLDERS OF LICENSES TO SELL ALCOHOLIC BEVERAGES WITHIN THE TOWN

This section shall apply to any and all alcoholic beverages licenses issued by the Select Board except those applicable to Special One Day Licenses (Section 8).

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3.1 Hours of Operation

3.1.1 No patron shall be served or sold alcoholic beverages before or after the hours stated in the license.

3.1.2 *On-Premises Consumption*

3.1.2.1 The hours during which the sale of all alcoholic beverages to be consumed on the premises may be made by any Licensee shall be from 11:00 a.m. to 12 a.m. Monday through Saturday and from 10:00 a.m. to 11 p.m. on Sundays, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.2.2 Except for alcohol sold by a Farmer Series Pouring Permittee, the hours during which the sale of all alcoholic beverages may be made in a dining room are further limited to the time when the dining room is open and food service is available to the public. No alcoholic beverages shall be sold or served in a dining room before the dining room is open and food service is available, or after the dining room has been closed and food service has been suspended to the public.

3.1.2.3 No alcoholic beverages shall be served within the licensed premises during the fifteen (15) minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.

3.1.2.4 All bottles, glasses, containers, etc., shall be cleared from all tables and bars within thirty (30) minutes of the established closing hour and all patrons will be off the licensed premises within forty-five (45) minutes of the established closing hour.

3.1.3 *Off-Premises Consumption*
The hours during which the sale of all alcoholic beverages to be consumed off the premises may be made by any Licensee shall be from 8:00 a.m. to 11:00 p.m. or 8:00 a.m. to 11:30 p.m. on days preceding a legal holiday, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.4 *Adjustments*
The Board may adjust hours for individual and/or classifications of Licensees upon receipt of their request(s) for consideration of special circumstances and/or occasions.

3.1.5 *Employees and Staff*
With the exception of the Licensee and the manager, all employees shall vacate the licensed premises no later than sixty (60) minutes after the official closing hour designated on the alcohol license. Bona fide employees of the licensed

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establishment may remain upon or enter upon the licensed premises outside of the regular hours of operation while actually engaged in cleaning, staff meetings or trainings, opening, closing or preparing for the current or next day's business, but they may not dispense or consume any alcoholic beverage during such non-public hours. In any instance wherein a Licensee will have employees working on the licensed premises in excess of sixty (60) minutes before or after the serving times, the Licensee shall cause notification of the fact to be given by telephone to the Needham Police Department along with the estimate as to how long the work party will be on the premises. This provision shall not limit employees from being on the premises to produce malt beverages in accordance with a license issued pursuant to M.G.L. c.138, §19C or §19D.

3.2 Payment of Charges and Taxes

Applicants and Licensees must pay, in full, all taxes and charges owed to the Town on a current basis prior to the issuance of a new license, the transfer of an existing license and/or the annual renewal of a license.

3.3 Filing and Application Requirements (excludes Special Event Licenses)

3.3.1 *Application for New and Transfer of License.*

In addition to the ABCC Application package, Applicants shall provide:

a. Proof of insurance;
b. All fees;
c. Completed and unexpired alcohol awareness training certificate for proposed managers of record;
d. Certificate of inspections, where required;
e. Employee roster (Section 3.4.2.); and
f. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).

3.3.2 *Application for Renewed License*

In addition to the ABCC Renewal Application Form, Applicants shall provide:

a. Proof of insurance;
b. Completed and unexpired alcohol awareness training certificates for all employees, including manager of record;
c. Certificate of inspections, where required;
d. Employee roster (Section 3.4.2.); and
e. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).

3.3.3 *Abutter Notification*

When conducting a public hearing to consider the issuance or transfer of a license to sell or serve wine, malt and/or alcoholic beverages, the Board shall require the Applicant to notify all owners of property within a 300-foot radius of the premises to be licensed.

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3.3.4 *Insurance*

No license shall be issued for the sale of alcoholic beverages (Special Event licenses excluded) in the Town until such time as the Applicant shall present to the Select Board a certificate of insurance showing that the Applicant carries the following policies of insurance from an insurance company licensed by the Department of Insurance of the Commonwealth of Massachusetts as follows: workers' compensation insurance as required by M.G.L. Chapter 152; and liquor liability insurance in the minimum amount of $100,000 per person/$1,000,000 aggregate for personal injury and $100,000 per occurrence for property damage. Licensees shall notify the Board no later than ten (10) days prior to the cancellation or material change of said coverage. The Board may, pursuant to M.G.L. c.138, §§64A, 64B, 67 increase the minimum amount of required insurance coverage. Failure to maintain such coverage during the license period shall be grounds for revocation.

3.3.5 *Fees*

All license fees of the Board are incorporated into the Select Board licensing fee schedule. This schedule is reviewed on an annual basis and updated by the Select Board as required.

3.3.5.1 Filing Fees: All required filing fees shall be paid in full at such time as the application is filed. Filing fees shall not be pro-rated for any reason.

3.3.5.2 License Fees: All license fees for the initial issuance of a new license, or for the transfer of an existing license, for a change in the structural composition of a licensed premises, and/or for the annual renewal of a license shall be paid in full prior to the issuance of the license. The initial license fee will be pro-rated based on the number of months remaining in the calendar year at the time of occupancy.

3.3.6 *Floorplans and Signage*

3.3.6.1 When a submittal of a floorplan is required by the ABCC, Applicants for a new or amended license shall submit an architectural floor plan, drawn to scale, that includes the following information, which will be clearly marked:

a) the net floor area (net floor area shall be the area of the rooms measured between the interior walls exclusive of stairways, service bars, hallways, etc.) and dimensions of the existing room or rooms and exterior premises requested to be licensed including dining rooms, function rooms, exterior premises and rooms in which alcoholic beverages are to be stored;

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b) the location of any proposed Bar Service Areas, cocktail lounge, or other area where patrons may stand while consuming alcohol;
c) areas in which seats or benches are to be securely fastened to the floor and areas in which the seats and tables are moveable;
d) entrances and exits;
e) kitchens and/or food preparation areas;
f) take out areas;
g) storage areas;
h) restrooms;
i) cash register areas;
j) all rooms not being requested to be licensed shall be labeled as to their function, such as, kitchen, coatroom, lobby, etc.;
k) total occupant load;
l) areas where food trucks or other mobile food vendors may be parked for the purposes of serving patrons;
m) outdoor service areas, showing location of seats, tables, trash cans, and physical barriers to segregate the licensed premises from non-licensed areas; and
n) any other licensed spaces not covered by the above.

3.3.6.2 The number and location of all seats, chairs, and stools upon or within the licensed premises must be approved in writing by the Board. In no event shall the total number of seats, chairs, and stools upon the licensed premises exceed the maximum seating capacity nor the maximum occupancy capacity of the licensed premises.

3.3.6.3 Where outdoor service is proposed, the Applicant shall provide draft signage that will be posted around the licensed premises to aid in restricting the transportation or possession of any alcohol, wine, or malt beverage beyond the limitation of the barrier.

3.3.6.4 No physical alteration, the effect of which would be to constitute a change in the description of the licensed premises as shown on the license, shall be made without prior written approval of the Board.

3.4 <u>Management and Trainings (excludes Special Event Licenses)</u>

3.4.1 <u>*Management*</u>.
At all times that the licensed premises are open for the sale or service of alcoholic beverages, the Licensee shall have on the premises a manager or assistant manager who has successfully completed an in-person alcoholic beverages server training program satisfactory to the Select Board. The onsite manager/assistant manager shall be responsible for compliance with all applicable laws of the Commonwealth of Massachusetts concerning the sale of alcoholic beverages and the Town's rules and regulations for the provision and consumption of alcoholic beverages. The designated manager/assistant

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manager shall have full authority to make decisions concerning the operation of the establishment.

3.4.2 *Employee Roster*
A current employee roster shall be available upon request to the Town for all licensed establishments. An updated employee roster shall be provided prior to operation when first opening, annually upon license renewal, and upon the request of the Select Board or its designee.

3.4.3 *Training*

3.4.3.1 All managers, assistant managers, and bartenders shall attend an in-person or live virtual alcoholic beverage server training program satisfactory to the Select Board within 30 days of employment and once every two years thereafter. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2.

3.4.3.2 All employees serving, pouring, or delivering alcoholic beverages not covered by Section 3.4.3.1 shall complete a Town- approved training program within 30 days of employment, or provide proof of training certification at a Town-approved course within the last three years. All such employees must complete an approved program once every three years. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2 and shall be provided upon request of the Select Board or its designee.

3.4.3.3 It is the obligation of the license manager to inform all employees about the rules and regulations of the Select Board, the ABCC, and any and all applicable Massachusetts laws.

3.5 General and Miscellaneous Provisions

3.5.1 There shall be no alcoholic beverages taken from the premises of an establishment licensed under M.G.L. c.138, §12, except for deliveries for the operation of the business as controlled by M.G.L. c.138, and with the exception of partially consumed bottles of wine that are purchased with a meal and resealed in accordance with 204 CMR 2.18 or sales conducted pursuant to M.G.L. c.138, §19C or §19D.

3.5.2 The licensed premises shall meet and fully comply with all health standards and regulations applicable to the sale of alcoholic beverages.

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3.5.3 The licensed premises must be well lit at all times.

3.5.4 There shall be no indecent or immoral entertainment on the licensed premises.

3.5.5 Gambling, lotteries, or other games are prohibited except as otherwise permitted by law.

3.5.6 The licensed premises shall be subject, at all times, to inspection by members of the Select Board, the Town Manager, Inspector of Buildings, Board of Health or its representatives, Police Department, Fire Department, or any other department or official of the Town so directed by the Select Board.

3.5.7 No licensed restaurant, innkeeper, continuing care retirement community, Farmer Series Pouring Permittee, or package store may permit the use of any amusement service such as electronic games on the premises.

3.5.8 Service of alcoholic beverages shall be completed by a trained staff member or through a metered self-service station under the supervision on a trained staff member (applicable to on premise Licensees only, including Farmer Series Pouring Permittees).

3.5.9 Licensees shall make all reasonable and diligent efforts to ensure that loitering, disorder, disturbances or illegality of any kind does not occur at the licensed premises. The Licensee shall ensure that business in the licensed premises is conducted in a responsible manner so that no activity shall detract from the quality of life in the Town generally, or in the neighborhood in which the licensed premises are located. The Licensee may be held responsible for such activity, whether present or not. Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.10 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.

3.5.11 Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.12 The Licensee shall 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 or a card scanning application on an electronic device, such as a tablet or cellular phone.

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IV. RULES AND REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES BY INNHOLDERS ONLY

4.1 Service of alcohol in restaurants or guest lounge areas is permitted with the approval of the Select Board but limited to approved areas by the Select Board with appropriate identification of the specific location documented by the Inspector of Buildings.

4.2 The service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board.

4.3 With the approval of the Select Board, an Innholder may sell sealed wine and malt beverages at a concession stand in the lobby of the hotel. Such sales shall be to individuals renting rooms at the establishment only and must be consumed within the rented rooms. Any wine and malt beverage purchased at the concession stand must remain sealed until the purchaser has returned to their room.

V. RULES AND REGULATIONS APPLICABLE TO THE SALE OF ALCOHOLIC BEVERAGES IN RESTAURANTS

5.1 Purpose

It is the policy and purpose of the Select Board acting as the Licensing Board of the Town of Needham to limit the issuance of alcoholic licenses as an incidental part of a Common Victualler's primary and principal business endeavor of preparing and serving food to the public in a restaurant and function room.

The issuance of alcoholic licenses will be utilized so as to both enhance the dining experience of individuals patronizing Needham restaurants and to foster the economic development of business areas in the Town by encouraging and promoting foot traffic in those areas where restaurants are located. The Board will consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, appropriateness of menu and other aesthetic considerations including the physical layout of the interior of the establishment. Licenses will not be granted to establishments whose principal business activity is fast food, take-out, or which has any “drive-through” component.

5.2 Common Victualler’s License

No alcohol license will be issued to any Applicant unless such Applicant is the Licensee named in a current or pending Common Victualler's license.

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5.3 Food Service

Service of food must be available in all areas in which alcoholic beverages are to be served. Meals must be served on solid dinnerware with silverware accompanying the same. No paper plates or plastic cutlery are permitted.

5.4 Fire Safety Inspections

Chapter 304 of the Acts of 2004, An Act Relative to Fire Safety in the Commonwealth, requires that every license holder under M.G.L. Chapter 138 Section 12 must submit as a precondition of renewal of the license "a valid certificate of inspection issued by a local inspector and signed by the head of the fire department for the city, town or district in which the premises is located." No license shall be issued for the sale of alcoholic beverages in the Town until such time as a copy of the valid certificate of inspection has been filed with application.

5.5 Bar Service

The sale or service of alcoholic beverages for consumption at any unapproved Bar Service Area is prohibited. For the purposes of these regulations, Bar Service Area is defined as service across a counter at which alcoholic drinks are prepared to patrons who may or may not be waiting to dine. For those establishments with no table service, the Bar Service Area shall include the entire area where patrons may consume alcohol. Bar Service Areas are permitted only in locations expressly approved and authorized by the Select Board. Such authorization may be granted under the following conditions:

a) The Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the Bar Service areas
b) No more than a total of fifteen (15) seats or twenty percent (20%) of the total seats in the premises, whichever is less, shall be allowed in the Bar Service area(s), except that the Board may authorize a greater number where such seats are intended for food service customers as part of the Licensee's business plan;
c) The seats in the Bar Service areas are included when calculating the number of seats in the premises;
d) All food and beverages on the menu served in the public dining room shall be available for service to the patrons in the Bar Service areas.

5.6 Reporting

Licensees shall provide the Select Board with a statement as to the percentage the annual sales for the previous period of October 1-September 30 of alcoholic beverages compared to the total annual sales of food and alcoholic beverages. If the percentage exceeds fifty percent (50%), the Select Board may investigate to determine whether the service of alcoholic beverages has become more than incidental to the service of food on the premises. If the Board determines that the sale of alcoholic beverages has become more than incidental to the sale of food on the premises, it may after hearing require the Licensee to reduce it alcohol sales or take any other action permitted by law, including suspension or revocation of the license.

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VI. RULES AND REGULATIONS APPLICABLE TO CLUBS AND VETERANS ORGANIZATIONS

6.1 Every club applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and has maintained club facilities for not less than three (3) years prior to the filing of an application. The within provisions may be waived by the Select Board.

6.2 Every Veterans organization to be eligible to be licensed to sell any and all alcoholic beverages within the Town of Needham must be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

6.3 Each Applicant shall furnish a copy of its Charter or other legal evidence of its eligibility as herein specified when requested by the Select Board.

6.4 Each eligible club and veteran's organization must have the exclusive legal right to the possession and enjoyment of indoor facilities of not less than 2,000 square feet of floor space on one or more floors and which may consist of one or more rooms.

6.5 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager or bartender who is of good moral character and a responsible person. The manager or bartender will be in charge during open hours acting for and on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors the manager or bartender shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

6.6 Section 5.3 of these policies shall apply to all clubs and veterans' organizations.

VII. RULES AND REGULATIONS APPLICABLE TO CONTINUING CARE RETIREMENT COMMUNITIES

7.1 Every continuing care retirement community (CCRC) applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 93, Section 76 of the General Laws of the Commonwealth of Massachusetts. The within provisions may be waived by the Select Board.

7.2 Every CCRC shall be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

7.3 Each Applicant shall furnish a copy of legal evidence of its eligibility as herein specified when requested by the Select Board.

7.4 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager of record who is of good moral character

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and a responsible person. The manager of record will act on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors, the manager of record shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

7.5 Section 5.3 of these policies shall apply to all CCRCs.

VIII. RULES AND REGULATIONS APPLICABLE TO SPECIAL ONE DAY LICENSES

8.1 Hours of Sale

Request for the sale of alcohol under a Special Event License is limited to between the hours of 11:00 a.m. and 12:00 a.m. on Monday through Saturday, and 12:00 p.m. and 12:00 a.m. on Sundays.

8.2 Notice

Special Event Licenses are exempt from the legal notice and publication requirements.

8.3 Eligibility

8.3.1 No Special Event License shall be granted to any person while their application for an On-Premises license is pending before the Select Board. No person shall be granted a Special Event License for more than 30 days in a calendar year.

8.4 Application

The Applicant shall provide the following information and documents to the Select Board:

a) Information requested in the Town's One Day Special License application.
b) Descriptive information about the event (invitation, flyer, letter of explanation, etc.)
c) Written indication of the manner by which service, sale, delivery, and/or dispensing of alcoholic beverages are to be controlled.
d) Written evidence of the owner's permission to use the proposed licensed premises.
e) Proof of Non-profit Status (if request is for all alcoholic beverages).
f) Sketch/floorplan of the proposed licensed premises detailing where alcohol will be served, sold, delivered, and/or dispensed.
g) Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages and evidence of whether or not said individuals have completed in the past three years an appropriate Massachusetts alcoholic beverages server training program.
h) Acknowledgement that the person holding the special license has purchased the alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)

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8.5 Conditions

The Special Event Manager shall provide for the orderly and safe conduct of the event, shall be responsible for the proper sale, service, delivery, dispensing and consumption of alcoholic beverages, shall be physically present during the duration of the entire event and shall sign the Event Information Sheet. The Special Event Manager shall display such Special Event License where sale of alcoholic beverages is taking place.

IX. RULES AND REGULATIONS APPLICABLE TO PACKAGE STORES

9.1 General Provisions

9.1.1 Employees at the licensed premises on which a Section 15 license is exercised must be 21 years of age except that such Licensees may employ a person under the age of 21 who does not directly handle, sell, store, or prepare for display any alcoholic beverages. Notwithstanding the foregoing, food store employees 18 years of age or older may handle, store, or prepare any alcoholic beverages for display.

9.1.2 No seating, chairs, stools, or tables for use by customers or patrons shall be placed or permitted by a retail package store Licensee upon or within the licensed premises, or upon any area under the direction and control of the Licensee without the Select Board's consent.

9.1.3 Where the liquor licenses are granted to serve the public, Licensees shall be open to the public and, except in exigent circumstances, operate on all days and hours in accordance with the terms of the issued liquor license. The closing of the licensed premises to the public, for a period of five (5) consecutive days or more, or for any period totaling ten (10) days during the calendar year without the prior approval of the Select Board may be deemed to be an abandonment of the Liquor License and sufficient grounds for revocation of the Liquor License.

9.1.4 Package Store Licenses may be granted to food stores as defined in these regulations, but will not be granted to convenience stores.

9.1.5 Alcohol-related signage displayed so that it is visible to the public will be limited. As a condition of the license, the Licensee will comply with the Town of Needham Sign By-law, as from time to time amended.

9.1.6 Advertisement at local sporting events or school events and sponsorships of sporting teams where participant's uniforms carry the name, logo or advertisement for any business which derives more than 25% of its gross revenues from the sale of alcoholic beverages is prohibited.

9.1.7 "Nips" or bottles of spirits containing fewer than eight (8) fluid ounces shall not be located in an area directly accessible by customers, and shall be offered for sale upon the request of a customer from a location within

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the premises to which customers do not have direct access, such as behind a counter.

9.2 Deliveries

9.2.1 For all deliveries conducted off the licensed premises, the Licensee shall keep written records including the date of sale, quantities and sizes of items purchased, method of payment transaction, and name and address of purchaser. In addition to the preceding requirements, the amount of the beverages that were delivered, the date and time of delivery, the signature of the person receiving the delivery and the type of identification card used to confirm age. Such written records shall be maintained by the Licensee within or upon the license premises for a period of not less than one year and must be readily available for inspection by the Town.

9.2.1.1 Deliveries must be made during the operating hours of the store.

9.2.1.2 Deliveries shall be made by persons no less than 21 years of age.

9.2.1.3 A copy of Off-Premises Transportation Permit, license to deliver issued by the ABCC, shall accompany application at time of submittal.

9.2.2 Hours for product deliveries to establishment and/or pick-up of bottle returns should be arranged so that activity does not interfere with the quiet enjoyment of the neighborhood.

9.3 Sample Tastings

Consumption of alcoholic beverages within or upon the retail package store licensed premises, or upon any area under the direction and control of the Licensee, by any person is strictly prohibited except for sample tasting.

9.4 Food Store Alcohol License Requirements

9.4.1 A food store is defined as a farm stand, grocery store, or supermarket, which sells at retail, food for consumption on or off the gross premises, whether alone, or in combination with grocery items or other non-durable items typically found in a grocery store and sold to individuals for personal, family or household use. Such food store shall carry fresh and processed meats, poultry, dairy products, eggs, fresh fruits and produce, baked goods and baking ingredients, canned goods and dessert items. Notwithstanding the foregoing, a food store for the purposes of these regulations shall not be a convenience store, any business that sells gasoline, or a business which derives more than 25% of its gross revenues from the sale of alcoholic beverages. The retail space used to display alcoholic beverages shall not exceed twenty-five percent (25%) of the total retail space on the premises. The Select Board shall determine whether an Applicant is a food store as set out herein and in compliance

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with any and all requirements.

9.4.2 A convenience store is defined as an establishment that sells at retail food and other non-durable items to individuals more on a daily basis, such as but not limited to small quantities of food, candy, newspapers, and tobacco products. Convenience stores are frequently open with only one staff member on duty at a time, are usually open later than 10:00 p.m. and may or may not sell gasoline. The Select Board reserves the right to consider each of these factors when determining if an Applicant will be considered a convenience store.

9.4.3 Regular sales and operation of the food store must continue during all times when the sales of alcoholic beverages are permitted.

9.4.4 Package store licenses issued to food stores shall be limited to wine and malt beverages only; provided, however, that a farm stand, as defined in 330 CMR 22.02, shall be eligible for an all-alcohol package store license.

X. RULES AND REGULATIONS APPLICABLE TO FARMER SERIES POURING PERMITTEES

10.1 Applicants

Applicants for a Farmer Series Pouring Permit shall hold a Farmer-Brewery License (M.G.L. c.138, §19C) from the ABCC at all times. If an Applicant for a Permit does not have a valid ABCC Farmer-Brewery License at the time of Application, issuance of the Permit shall be conditioned on receipt of such ABCC license.

10.2 Purpose

The issuance of Farmer Series Pouring Permits shall be utilized so as to foster the economic development of the Town by encouraging and promoting patronage in those areas where Farmer Series Pouring Permittees are located. The Select Board shall consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, community engagement, and other aesthetic considerations including the physical layout of the interior of the establishment.

10.3 Water Station

At all times, there shall be a free, self-service water station for patrons and customers to use without staff assistance. This provision may be waived by the Select Board upon a showing of good cause and only if a sign is posted by the bar stating that tap water is available upon request and free of charge.

10.4 Occupancy

Where required by the Select Board, the Licensee shall delegate a staff member to keep and maintain an accurate count of all individuals occupying the premises to ensure compliance with building code occupancy limits.

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10.5 Food Service

The Permittee shall ensure that food service is available to its patrons at all times that alcohol is served for on-premises consumption. The Permittee may satisfy this provision by (i) holding a Common Victualler's license and operating a full-service kitchen; (ii) arranging for food to be brought onto the premises by mobile food truck vendors; (iii) contracting with nearby restaurants; (iv) allowing patrons to have food delivered for consumption on the premises; or (v) such other arrangement as the Select Board deems appropriate. The Permittee shall submit a plan for food service with its application.

XI. VIOLATIONS

11.1 Violations

Any violation of the License terms and conditions, these Regulations, the Regulations of the Alcoholic Beverages Control Commission, the laws of the Commonwealth, including General Laws Chapter 138, or the Town's General Bylaws may be grounds for action by the Select Board, including the modification, suspension, revocation, nonrenewal or cancellation of a license.

11.2 Suggested Orders

Except as provided in Section 11.3, the suggested orders listed below shall be a guide for the Select Board. The Board, in its discretion, may impose an order that is more lenient or more severe than suggested by the guidelines when the facts surrounding a violation so warrant. In determining the appropriate action in any given case, the Select Board shall consider the violation, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances.

Offense	**Suggested Order**
1st Offense	One to five day suspension
2nd Offense	Six to ten day suspension
3rd Offense	Ten to thirty day suspension. Licensee shall be required to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license. The Select Board shall hold a hearing relative to the offense.
4th Offense	Revocation.

11.3 Compliance Checks

The Town conducts, and expects to continue to conduct, routine compliance checks of Licensees, including, but not limited to, service to underage persons checks using agents of the Needham Police Department. The following schedule of recommended discipline is a guideline intended to illustrate the range of disciplinary action that the Select Board may impose for service to underage violations identified in compliance

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checks, which are intended to be educational by design. Other violations discovered during the course of a compliance check may following the suggested order scheme identified in Section 11.2. The Select Board is not limited by these guidelines and may impose greater or lesser discipline based on consideration of the violation alleged, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances.

Offense	**Suggested Order**
1st Offense	One to two day suspension, which may be held in abeyance for one calendar year.
2nd Offense	Up to five-day suspension.
3rd Offense	Up to ten-day suspension. Licensee shall be required as a condition of the license to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license. The Select Board shall hold a hearing relative to the offense.
4th Offense	Minimum ten-day suspension. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, or compulsory initiation by the Licensee of transfer of ownership to a responsible party to be approved by the Board.

11.4. Training

All employees involved in the improper sale of alcohol and the in-store manager at the time of the violation (as determined by the license Manager of Record) shall not serve alcohol until they complete another training course (either virtually or in-person) in accordance with Section 3.4.3, notwithstanding when the course was last completed and provide proof of said training to the Select Board. In addition, these employees must complete in-person or live virtual training in accordance with Section 3.4.3 no later than the next such training offered by the Town of Needham and provide proof of said training to the Select Board.

11.5 Prior Violations

In calculating the number of prior offenses under this guideline, the Select Board will consider determined violations occurring within the five (5) years preceding the date of current violation.

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11.6 Hearings

11.6.1 A Licensee shall have a right to notice and hearing before modification, suspension, revocation, nonrenewal or cancellation of a license by the Board, except that the Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

11.6.2 A Licensee may waive its right to hearing, and the Board in such cases may make findings and act without hearing on recommendation of the Town Manager. The Board may, however, require that a hearing be held notwithstanding such a waiver, in which case the Licensee shall have notice of hearing and an opportunity to be heard before action is taken on modification, suspension, revocation, nonrenewal or cancellation of a license, except that Select Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

11.7 Notice of Suspension

On the days when Suspension of License is being served, the Licensee will publicly post at its public entrance(s) a notice of the Suspension in a form as the Board or Town Manager may direct. The Board may also post notice of violation hearings, findings, decisions, and orders to the Town's website and Town's social media.

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APPROVED:	6/14/77
Amended and revised:	11/18/97
Amended and revised:	2/9/99
Revised fee schedule:	12/7/99
Revised fee schedule:	12/5/00
Revised and approved:	8/20/02
Fee changes	12/21/04
Addition of Liquor Liability Insurance:	1/25/05
Addition of One-Day License:	1/25/05
Amended and revised:	11/14/06
Amended and revised:	6/22/10
Amended and revised:	12/18/12
Amended and revised:	5/13/14
Amended and revised:	9/10/2014
Amended and revised:	11/9/2016
Amended and revised:	7/25/2017
Amended and revised:	8/18/2020
Amended and revised:	7/26/2022
Amended and revised:	4/25/2023
Amended and revised:	10/25/2025

SELECT BOARD

ACTING AS

NEEDHAM LICENSING BOARD

TOWN OF NEEDHAM

REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES

Amended and Revised: DD Mon YYYY

I. Types of Licenses to be Granted in Needham

II. Compliance

III. General Rules and Regulations Applicable to Holders of Licenses to Sell Alcoholic Beverages within the Town

IV. Rules and Regulations for the Sale of Alcoholic Beverages by Innholders Only

V. Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants

VI. Rules and Regulations Applicable to Clubs and Veterans Organizations

~~VI.~~VII. Rules and Regulations Applicable to Continuing Care Retirement Communities

~~VII.~~VIII. Rules and Regulations Applicable to Special Event Licenses

~~VIII.~~IX. Rules and Regulations Applicable to Package Stores

~~IX.~~X. Rules and Regulations Applicable to Farmer Series Pouring Permittees

~~X.~~XI. Violations

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Licensing Authority: Select Board ~~*Revision Date:*~~

The Needham Select Board, acting as local licensing authority pursuant to the provisions of Massachusetts General Laws Chapters 138 and 140 and other relevant legal authority, promulgates these regulations applicable to the sale and distribution of alcoholic beverages in the Town of Needham. These regulations are in addition and supplemental to all other legal requirements, including but not limited to applicable State and Federal law and regulations.

I. TYPES OF LICENSES TO BE GRANTED IN NEEDHAM

The Town of Needham issues the types of alcoholic beverages licenses listed below. All licenses shall comply with Chapter 138 of the Massachusetts General Laws, and Chapter 204 of the Code of Massachusetts Regulations, as they relate to the specific type of license.

1.1 Innholders All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a hotel dining area with a seating capacity of not less than ninety-nine (99) persons and a living capacity of not less than fifty (50) rooms, under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license. ~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license.~~ The sale ~~Service~~ of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board. ~~(M.G.L. c.138, s.11, D; 11/7/72 election)~~

~~1.2~~ 1.2 Restaurant All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a restaurant and/or function room under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license. ~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.11, E; 11/4/80 election; M.G.L. c.138, s.12; Chapter 32 of the Acts of 2014; 4/8/2014 election)~~

1.3 Restaurant Wine and Malt Beverages: issued to qualified applicants to sell only wine and malt beverages in a restaurant under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; Chapter 169 of the Acts of 2001; 11/8/01 election)~~

1.4 Club and Veterans' Organization All Alcoholic Beverages: issued to qualified applicant Clubs existing under Chapter 180 of Massachusetts General Laws and Veterans' Organizations duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts to sell all alcoholic beverages under the applicable regulations of Massachusetts General Law, this regulation, and any

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and all conditions stipulated for the specified license. ~~applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; 11/8/88 election)~~

1.5 Continuing Care Retirement Community Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

1.6 Continuing Care Retirement Community All Alcoholic Beverages: issued to qualified applicants to sell all alcohol beverages in a continuing care retirement community under the applicable regulations of Massachusetts General Law, this regulation, and any and all conditions stipulated for the specified license.

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~~1.5~~1.7 Special ~~Event~~One Day: issued to qualified applicants of non-profit status to sell all alcoholic beverages; or to sell wine and malt beverages only; or to qualified applicants of for- profit status to sell wine and malt beverages only under the applicable regulations of Massachusetts General Laws, this regulation, and any and all conditions stipulated for the specific license.~~f~~

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~~Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.14)~~

~~1.6~~1.8 Package Store All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. ~~(Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)~~

~~1.7~~1.9 Package Store Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for the specific license. ~~(Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)~~

~~1.8~~1.10 Farmer Series Pouring Permit: issued to qualified applicants to sell malt beverages, for consumption on the grounds of a licensed farmer-brewery pursuant to M.G.L. c.138, §19C, as well as on the grounds of the farm operated as appurtenant and contiguous to, and in conjunction with, such farm, and in accordance with the applicable regulations of the Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for in the specific license. For purposes of this policy, the word "license", "Licensee", and "licensed premises" shall include a "Farmer Series Pouring Permit", "Farmer Series Pouring Permittee", and "premises subject to a Farmer Series Pouring Permit", respectively, unless otherwise noted.

II. COMPLIANCE

2.1 The issuance of a license by the Select Board for the sale of alcoholic beverages under M.G.L. c. 138 applies only to said sales and does not release the Licensee from compliance, nor does it assume compliance with the rules, regulations, requirements and procedures of other government boards, agencies or bodies having jurisdiction.

2.2 Failure to comply with these regulations, the laws of the Commonwealth of Massachusetts, the Regulations of the Alcoholic Beverages Control Commission (ABCC) or the Town's bylaws may result in the revocation, suspension or cancellation of the license.

III. GENERAL RULES AND REGULATIONS APPLICABLE TO HOLDERS OF LICENSES TO SELL ALCOHOLIC BEVERAGES WITHIN THE TOWN

This section shall apply to any and all alcoholic beverages licenses issued by the Select Board ~~-~~ except those applicable to Special One Day Licenses (Section 8).

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3.1 Hours of Operation

3.1.1 No patron shall be served or sold alcoholic beverages before or after the hours stated in the license.

3.1.2 *On-Premises Consumption*

3.1.2.1 The hours during which the sale of all alcoholic beverages to be consumed on the premises may be made by any Licensee shall be from 11:00 a.m. to 12~~1~~ a~~p~~.m. Monday through Saturday and from 10:00 a.m. to 11 p.m. on Sundays, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.2.2 Except for alcohol sold by a Farmer Series Pouring Permittee, the hours during which the sale of all alcoholic beverages may be made in a dining room are further limited to the time when the dining room is open and food service is available to the public. No alcoholic beverages shall be sold or served in a dining room before the dining room is open and food service is available, or after the dining room has been closed and food service has been suspended to the public.

3.1.2.3 No alcoholic beverages shall be served within the licensed premises during the fifteen (15) minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.

3.1.2.4 All bottles, glasses, containers, etc., shall be cleared from all tables and bars within thirty (30) minutes of the established closing hour and all patrons will be off the licensed premises within forty-five (45) minutes of the established closing hour.

3.1.3 *Off-Premises Consumption*
The hours during which the sale of all alcoholic beverages to be consumed off the premises may be made by any Licensee shall be from 8:00 a.m. to 11:00 p.m. or 8:00 a.m. to 11:30 p.m. on days preceding a legal holiday, unless otherwise determined by the Select Board or further limited by statute or regulation.

3.1.4 *Adjustments*
The Board may adjust hours for individual and/or classifications of Licensees upon receipt of their request(s) for consideration of special circumstances and/or occasions.

~~3.1.5~~ *Employees and Staff*
3.1.5
With the exception of the Licensee and the manager, all employees shall vacate the licensed premises no later than sixty (60) minutes after the official closing hour designated on the alcohol license. Bona fide employees of the licensed

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establishment may remain upon or enter upon the licensed premises outside of the regular hours of operation while actually engaged in cleaning, staff meetings or trainings, opening, closing or preparing for the current or next day's business, but they may not dispense or consume any alcoholic beverage during such non-public hours. In any instance wherein a Licensee will have employees working on the licensed premises in excess of sixty (60) minutes before or after the serving times, the Licensee shall cause notification of the fact to be given by telephone to the Needham Police Department along with the estimate as to how long the work party will be on the premises. This provision shall not limit employees from being on the premises to produce malt beverages in accordance with a license issued pursuant to M.G.L. c.138, §19C or §19D.

3.2 Payment of Charges and Taxes

Applicants and Licensees must pay, in full, all taxes and charges owed to the Town on a current basis prior to the issuance of a new license, the transfer of an existing license and/or the annual renewal of a license.

3.3 Filing and Application Requirements (excludes Special Event Licenses)

3.3.1 *Application for New and Transfer of License*.

In addition to the ABCC Application package, Applicants shall provide:

a. Proof of insurance;
b. All fees;
c. Completed and unexpired alcohol awareness training certificate for proposed managers of record;
d. Certificate of inspections, where required;
e. Employee roster (Section 3.4.2.); and
f. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).
~~e.~~
~~d. Copies of any other license issued by the Town of Needham and the ABCC to them for use at the proposed licensed premises, including, but not limited to G.L. c.138, §19C, §19D, §22; and~~
~~e. Any additional information the Select Board shall request.~~

3.3.2 *Application for Renewed License*

In addition to the ABCC Renewal Application Form, Applicants shall provide:

a. Proof of insurance;
b. Completed and unexpired alcohol awareness training certificates for all employees, including manager of record;
c. Certificate of inspections, where required; ~~and~~
~~e.~~d. Employee roster (Section 3.4.2.); and
~~d.~~e. Any additional information the Select Board shall request (see Section 5.4 and Section 5.6).

3.3.3 *Abutter Notification*

When conducting a public hearing to consider the issuance or transfer of a

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license to sell or serve wine, malt and/or alcoholic beverages, the Board shall require the Applicant to notify all owners of property within a 300-foot radius of the premises to be licensed.

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3.3.4 *Insurance*

No license shall be issued for the sale of alcoholic beverages (Special Event licenses excluded) in the Town until such time as the Applicant shall present to the Select Board a certificate of insurance showing that the Applicant carries the following policies of insurance from an insurance company licensed by the Department of Insurance of the Commonwealth of Massachusetts as follows: workers' compensation insurance as required by M.G.L. Chapter 152; and liquor liability insurance in the minimum amount of $100,000 per person/$1,000,000 aggregate for personal injury and $100,000 per occurrence for property damage. Licensees shall notify the Board no later than ten (10) days prior to the cancellation or material change of said coverage. The Board may, pursuant to M.G.L. c.138, §§64A, 64B, 67 increase the minimum amount of required insurance coverage. Failure to maintain such coverage during the license period shall be grounds for revocation.

3.3.5 *Fees*

All license fees of the Board are incorporated in ~~these rules and regulations as Attachment I, Schedule of Town of Needham Liquor License Fees. These fees shall be non-refundable.~~to the Select Board licensing fee schedule. This schedule is reviewed on an annual basis and updated by the Select Board as required.

3.3.5.1 Filing Fees: ~~—~~All required filing fees shall be paid in full at such time as the application is filed. Filing fees shall not be pro-rated for any reason.

3.3.5.2 License Fees: ~~s~~ All license fees for the initial issuance of a new license, or for the transfer of an existing license, for a change in the structural composition of a licensed premises, and/or for the annual renewal of a license shall be paid in full prior to the issuance of the license. The initial license fee will be pro-rated based on the number of months remaining in the calendar year at the time of occupancy.

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3.3.6 *Floorplans and Signage*

3.3.6.1 When a submittal of a floorplan is required by the ABCC, Applicants for a new or amended license shall submit an architectural floor plan, drawn to scale, that includes the following information, which will be clearly marked:

a) the net floor area (net floor area shall be the area of the rooms measured between the interior walls exclusive of stairways, service bars, hallways, etc.) and dimensions of the existing room or rooms and exterior premises requested to be licensed including dining rooms, function rooms, exterior premises and rooms in which alcoholic beverages are to be stored;

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b) the location of any proposed Bar Service Areas, cocktail lounge, or other area where patrons may stand while consuming alcohol;
c) areas in which seats or benches are to be securely fastened to the floor and areas in which the seats and tables are moveable;
d) entrances and exits;
e) kitchens and/or food preparation areas;
f) take out areas;
g) storage areas;
h) restrooms;
i) cash register areas;
j) all rooms not being requested to be licensed shall be labeled as to their function, such as, kitchen, coatroom, lobby, etc.;
k) total occupant load;
l) areas where food trucks or other mobile food vendors may be parked for the purposes of serving patrons;
m) outdoor service areas, showing location of seats, tables, trash cans, and physical barriers to segregate the licensed premises from non-licensed areas; and
n) any other licensed spaces not covered by the above.

3.3.6.2 The number and location of all seats, chairs, and stools upon or within the licensed premises must be approved in writing by the Board. In no event shall the total number of seats, chairs, and stools upon the licensed premises exceed the maximum seating capacity nor the maximum occupancy capacity of the licensed premises.

3.3.6.3 Where outdoor service is proposed, the Applicant shall provide draft signage that will be posted around the licensed premises to aid in restricting the transportation or possession of any alcohol, wine, or malt beverage beyond the limitation of the barrier.

3.3.6.4 No physical alteration, the effect of which would be to constitute a change in the description of the licensed premises as shown on the license, shall be made without prior written approval of the Board.

3.4 Management and Trainings (excludes Special Event Licenses)

3.4.1 *Management*.
At all times that the licensed premises are open for the sale or service of alcoholic beverages, the Licensee shall have on the premises a manager or assistant manager who has successfully completed an in-person alcoholic beverages server training program satisfactory to the Select Board. The onsite manager/assistant manager shall be responsible for compliance with all applicable laws of the Commonwealth of Massachusetts concerning the sale of alcoholic beverages and the Town's rules and regulations for the provision and consumption of alcoholic beverages. The designated manager/assistant

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manager shall have full authority to make decisions concerning the operation of the establishment.

3.4.2 *Employee Roster*

A current employee roster shall be available upon request to the Town for all licensed establishments. An updated employee roster shall be provided prior to operation when first opening, annually upon license renewal, and upon the request of the Select Board or its designee.~~to the Town within 45 days of the hiring of a new employee subject to the training requirements of 3.4.3.~~

3.4.3 *Training~~s~~*

3.4.3.1 All managers, assistant managers, and bartenders shall attend an in-person or live virtual alcoholic beverage server training program satisfactory to the Select Board within 30 days of employment and once every two years thereafter. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2.

3.4.3.2 All employees serving, pouring, or delivering alcoholic beverages not covered by Section 3.4.3.1 shall complete a Town- approved training program within 30 days of employment, or provide proof of training certification at a Town-approved course within the last three years. All such employees must complete an approved program once every three years. There shall be an un-expired certificate of program completion on file with the Select Board at all times; provided that for new employees, the certificate may be provided concurrently with the employee roster required under Section 3.4.2 and shall be provided upon request of the Select Board or its designee.

3.4.3.3 It is the obligation of the license manager to inform all employees about the rules and regulations of the Select Board, the ABCC, and any and all applicable Massachusetts laws.

3.5 General and Miscellaneous Provisions

~~3.5.1~~ There shall be no alcoholic beverages taken from the premises of an establishment licensed under M.G.L. c.138, §12, except for deliveries for the operation of the business as controlled by M.G.L. c.138, and with the exception of partially consumed bottles of wine that are purchased with a meal and resealed in accordance with 204 CMR 2.18 or sales conducted pursuant to

3.5.1 M.G.L. c.138, §19C or §19D.

~~3.5.2 No Licensee shall sell alcoholic beverages in any part of the premises not~~

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~~specified on its license or such other license issued by the ABCC. No change of such area or location shall be made without prior written approval of the~~

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3.5.2 ~~Select Board.~~ The licensed premises shall meet and fully comply with all health standards and regulations applicable to the sale of alcoholic beverages.

3.5.3 The licensed premises must be well ~~lighted~~ lit at all times.

3.5.4 There shall be no indecent or immoral entertainment on the licensed premises.

3.5.5 Gambling, lotteries, or other ~~illegal machines or~~ games are prohibited except as otherwise permitted by law.

3.5.6 The licensed premises shall be subject, at all times, to inspection by members of the Select Board, the Town Manager, Inspector of Buildings, Board of Health or its representatives, Police Department, Fire Department, or any other department or official of the T~~t~~own so directed by the Select Board.

3.5.7 ~~-~~No licensed restaurant, innkeeper, continuing care retirement community, Farmer Series Pouring Permittee, or package store may permit the use of any amusement service such as electronic games on the premises.

3.5.8 Service of alcoholic beverages shall be completed by a trained staff member ~~by a bartender/server/wait person~~or through a metered self-service station under the supervision on a trained staff member (applicable to on premise Licensees only, including Farmer Series Pouring Permittees).

3.5.9 Licensees shall make all reasonable and diligent efforts to ensure that loitering, disorder, disturbances or illegality of any kind does not occur at the licensed premises. The Licensee shall ensure that business in the licensed premises is conducted in a responsible manner so that no activity shall detract from the quality of life in the Town generally, or in the neighborhood in which the licensed premises are located. The Licensee may be held responsible for such activity, whether present or not. Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

3.5.10 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.

3.5.11 Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.

~~3.5.12 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.~~

~~3.5.13~~3.5.12 The Licensee shall 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 or a card scanning application on an electronic device, such as a tablet or cellular phone.~~digital card scanner.~~

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IV. RULES AND REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES BY INNHOLDERS ONLY

4.1 ~~Cocktail lounge~~S~~s~~ervice of alcohol in restaurants or guest lounge areas is~~ are~~ permitted with the approval of the Select Board but limited to approved areas by the Select Board with appropriate identification of the specific location documented by the Inspector of Buildings.

4.2 The service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Select Board.

~~4.3 Section 5.3 of these policies shall apply to the restaurant and dining areas of the licensed establishment.~~

~~4.4~~4.3 With the approval of the Select Board, an Innholder may sell sealed wine and malt beverages at a concession stand in the lobby of the hotel. Such sales shall be to individuals renting rooms at the establishment only and must be consumed within the rented rooms. Any wine and malt beverage purchased at the concession stand must remain sealed until the purchaser has returned to their room.

V. RULES AND REGULATIONS APPLICABLE TO THE SALE OF ALCOHOLIC BEVERAGES IN RESTAURANTS

5.1 Purpose

It is the policy and purpose of the Select Board acting as the Licensing Board of the Town of Needham to limit the issuance of alcoholic licenses as an ~~accommodating and incidental~~incidental part of a Common Victualler's primary and principal business endeavor of preparing and serving food to the public in a restaurant and function room.

The issuance of alcoholic licenses will be utilized so as to both enhance the dining experience of individuals patronizing Needham restaurants and to foster the economic development of business areas in the Town by encouraging and promoting foot traffic in those areas where restaurants are located. The Board will consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, appropriateness of menu and other aesthetic considerations including the physical layout of the interior of the establishment. Licenses will not be granted to establishments whose principal business activity is fast food, take-out, or which has any "drive-through" component.

5.2 Common Victualler's License

No alcohol license will be issued to any Applicant unless such Applicant is the Licensee named in a current or pending C~~c~~ommon V~~v~~ictualler's license~~ and has operated a restaurant for the twelve-month period immediately preceding the filing of an application.~~.

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5.3 Food Service

Service of food must be available in all areas in which alcoholic beverages are to be served. Meals must be served on solid dinnerware with silverware accompanying the same. No paper plates or plastic cutlery ~~is~~ are permitted.

5.4 Fire Safety Inspections

Chapter 304 of the Acts of 2004, An Act Relative to Fire Safety in the Commonwealth, requires that every license holder under M.G.L. Chapter 138 Section 12 must submit as a precondition of renewal of the license "a valid certificate of inspection issued by a local inspector and signed by the head of the fire department for the city, town or district in which the premises is located." No license shall be issued for the sale of alcoholic beverages in the Town until such time as a copy of the valid certificate of inspection has been filed with application.

5.5 Bar Service

The sale or service of alcoholic beverages for consumption at any unapproved Bar Service Area is prohibited. For the purposes of these regulations, Bar Service Area is defined as service across a counter at which alcoholic drinks are prepared to patrons who may or may not be waiting to dine. For those establishments with no table service, the Bar Service Area shall include the entire area where patrons may consume alcohol. Bar Service Areas are permitted only in locations expressly approved and authorized by the Select Board. Such authorization may be granted under the following conditions:

a) The Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the Bar Service areas
b) No more than a total of fifteen (15) seats or twenty percent (20%) of the total seats in the premises, whichever is less, shall be allowed in the Bar Service area(s), except that the Board may authorize a greater number where such seats are intended for food service customers as part of the Licensee's business plan;
c) The seats in the Bar Service areas are included when calculating the number of seats in the premises;
d) All food and beverages on the menu served in the public dining room shall be available for service to the patrons in the Bar Service areas.

5.6 Reporting

Licensees shall provide the Select Board with a statement ~~certified by a Certified Public Accountant~~ as to the percentage the annual sales for the previous period of October 1-September 30 of alcoholic beverages compared to the total annual sales of food and alcoholic beverages. If the percentage exceeds fifty percent (50%), the Select Board may investigate to determine whether the service of alcoholic beverages has become more than incidental to the service of food on the premises. If the Board determines that the sale of alcoholic beverages has become more than incidental to the sale of food on the premises, it may after hearing require the Licensee to reduce it alcohol sales or take any other action permitted by law, including suspension or revocation of the license.

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VI. RULES AND REGULATIONS APPLICABLE TO CLUBS AND VETERANS ORGANIZATIONS

6.1 Every club a~~A~~pplicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and has maintained club facilities for not less than three (3) years prior to the filing of an application. The within provisions may be waived by the Select Board.

6.2 Every Veterans organization to be eligible to be licensed to sell any and all alcoholic beverages within the Town of Needham must be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

6.3 Each Applicant shall furnish a copy of its Charter or other legal evidence of its eligibility as herein specified when requested by the Select Board.

6.4 Each eligible club and veteran's organization must have the exclusive legal right to the possession and enjoyment of indoor facilities of not less than 2,000 square feet of floor space on one or more floors and which may consist of one or more rooms.

6.5 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager or bartender who is of good moral character and a responsible person. The manager or bartender will be in charge during open hours acting for and on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors the manager or bartender shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

6.6 Section 5.3 of these policies shall apply to all clubs and veterans' organizations.

VII. RULES AND REGULATIONS APPLICABLE TO CONTINUING CARE RETIREMENT COMMUNITIES

7.1 Every continuing care retirement community (CCRC) applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 93, Section 76 of the General Laws of the Commonwealth of Massachusetts. The within provisions may be waived by the Select Board.

7.2 Every CCRC shall be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

7.3 Each Applicant shall furnish a copy of legal evidence of its eligibility as herein specified when requested by the Select Board.

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7.4 Each Licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager of record who is of good moral character and a responsible person. The manager of record will act on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors, the manager of record shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

7.5 Section 5.3 of these policies shall apply to all CCRCs.

VIII. RULES AND REGULATIONS APPLICABLE TO SPECIAL ~~EVENT~~ ONE DAY LICENSES ~~VII.~~

~~7.1~~8.1 Hours of Sale

Request for the sale of alcohol under a Special Event License is limited to between the hours of 11:00 a.m. and 12:00 a.m. on Monday through Saturday, and 12:00 p.m. and 12:00 a.m. on Sundays.

~~7.2~~8.2 Notice

Special Event Licenses are exempt from the legal notice and publication requirements.

~~7.3~~8.3 Eligibility

~~7.3.1~~ No Special Event License shall be granted to any person while their application for an On-Premises license is pending before the Select Board.

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7.3.28.3.1 No person shall be granted a Special Event License for more than 30 days in a calendar year.

7.58.4 Application

The Applicant shall provide the following information and documents to the Select Board:

a) Town of Needham Select Board Event Information SheetInformation requested in the Town's One Day Special License application.
b) Descriptive information about the event (invitation, flyer, letter of explanation, etc.)
c) Written indication of the manner by which service, sale, delivery, and/or dispensing of alcoholic beverages are to be controlled.
d) Written evidence of the owner's permission to use the proposed licensed premises.
e) Proof of Non-profit Status (if request is for all alcoholic beverages).
f) Sketch/floorplan of the proposed licensed premises detailing where alcohol will be served, sold, delivered, and/or dispensed.
g) Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages and evidence of whether or not said individuals have completed in the past three years an appropriate Massachusetts alcoholic beverages server training program.
h) Acknowledgement that the person holding the special license has purchased the alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)

7.6 8.5 Conditions

The Special Event Manager shall provide for the orderly and safe conduct of the event, shall be responsible for the proper sale, service, delivery, dispensing and consumption of alcoholic beverages, shall be physically present during the duration of the entire event and shall sign the Event Information Sheet. The Special Event Manager shall display such Special Event License where sale of alcoholic beverages is taking place.

7.7 Alcohol Training

The Select Board may require the Special Event Manager or individuals serving or handling alcohol at the event to complete a training program to prevent service to underage or intoxicated persons.

VIII.IX. RULES AND REGULATIONS APPLICABLE TO PACKAGE STORES

8.19.1 General Provisions

8.1.19.1.1 Employees at the licensed premises on which a Section 15 license is exercised must be 21 years of age except that such Licensees may

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a person under the age of 21 who does not directly handle, sell, store, or prepare for display any alcoholic beverages. Notwithstanding the foregoing, food store employees 18 years of age or older may handle, store, or prepare any alcoholic beverages for display.

~~8.1.2~~9.1.2 No seating, chairs, stools, or tables for use by customers or patrons shall be placed or permitted by a retail package store Licensee upon or within the licensed premises, or upon any area under the direction and control of the Licensee without the Select Board's consent.

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~~8.1.3~~9.1.3 Where the liquor licenses are granted to serve the public, Licensees shall be open to the public and, except in exigent circumstances, operate on all days and hours in accordance with the terms of the issued liquor license. The closing of the licensed premises to the public, for a period of five (5) consecutive days or more, or for any period totaling ten (10) days during the calendar year without the prior approval of the Select Board may be deemed to be an abandonment of the Liquor License and sufficient grounds for revocation of the Liquor License.

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~~8.1.4~~9.1.4 Package Store Licenses may be granted to food stores as defined in these regulations, but will not be granted to convenience stores.

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~~8.1.5~~9.1.5 Alcohol-related signage displayed so that it is visible to the public will be limited. As a condition of the license, the Licensee will comply with the Town of Needham Sign By-law, as from time to time amended.

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~~8.1.6~~9.1.6 Advertisement at local sporting events or school events and sponsorships of sporting teams where participant's uniforms carry the name, logo or advertisement for any business which derives more than 25% of its gross revenues from the sale of alcoholic beverages is prohibited.

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~~8.1.7~~9.1.7 "Nips" or bottles of spirits containing fewer than eight (8) fluid ounces shall not be located in an area directly accessible by customers, and shall be offered for sale upon the request of a customer from a location within the premises to which customers do not have direct access, such as behind a counter.

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~~8.2~~9.2 Deliveries

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~~8.2.1~~9.2.1 For all deliveries conducted off the licensed premises, the Licensee shall keep written records including the date of sale, quantities and sizes of items purchased, method of payment transaction, and name and address of purchaser. In addition to the preceding requirements, the amount of the beverages that were delivered, the date and time of delivery, the signature of the person receiving the delivery and the type of identification card used to confirm age. Such written records shall be maintained by the

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Licensee within or upon the license premises for a period of not less than one year and must be readily available for inspection by the Town.

~~a)~~9.2.1.1 Deliveries must be made during the operating hours of the store.

~~b)~~9.2.1.2 Deliveries shall be made by persons no less than 21 years of age.

~~c)~~9.2.1.3 A copy of Off-Premises Transportation Permit, license to deliver issued by the ABCC, shall accompany application at time of submittal.

~~8.2.2~~9.2.2 Hours for product deliveries to establishment and/or pick-up of bottle returns should be arranged so that activity does not interfere with the quiet enjoyment of the neighborhood.

~~8.3~~9.3 Sample Tastings

Consumption of alcoholic beverages within or upon the retail package store licensed premises, or upon any area under the direction and control of the Licensee, by any person is strictly prohibited except for sample tasting.

~~8.4~~9.4 Food Store Alcohol License Requirements

~~8.4.1~~9.4.1 A food store is defined as a farm stand, grocery store, or supermarket, which sells at retail, food for consumption on or off the gross premises, whether alone, or in combination with grocery items or other non-durable items typically found in a grocery store and sold to individuals for personal, family or household use. Such food store shall carry fresh and processed meats, poultry, dairy products, eggs, fresh fruits and produce, baked goods and baking ingredients, canned goods and dessert items. Notwithstanding the foregoing, a food store for the purposes of these regulations shall not be a convenience store, any business that sells gasoline, or a business which derives more than 25% of its gross revenues from the sale of alcoholic beverages. The retail space used to display alcoholic beverages shall not exceed twenty-five percent (25%) of the total retail space on the premises. The Select Board shall determine whether an Applicant is a food store as set out herein and in compliance with any and all requirements.

~~8.4.1~~9.4.2 A convenience store is defined as an establishment that sells at retail food and other non-durable items to individuals more on a daily basis, such as but not limited to small quantities of food, candy, newspapers, and tobacco products. Convenience stores are frequently open with only one staff member on duty at a time, are usually open later than 10:00 p.m. and may or may not sell gasoline. The Select Board reserves the right to consider each of these factors when determining if an Applicant will be considered a convenience store.

~~8.4.2~~9.4.3 Regular sales and operation of the food store must continue during

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times when the sales of alcoholic beverages are permitted.

~~8.4.3~~9.4.4 Package store licenses issued to food stores shall be limited to wine and malt beverages only; provided, however, that a farm stand, as defined in 330 CMR 22.02, shall be eligible for an all-alcohol package store license.

~~IX.~~X. RULES AND REGULATIONS APPLICABLE TO FARMER SERIES POURING PERMITTEES

~~9.1~~10.1 Applicants

Applicants for a Farmer Series Pouring Permit shall hold a Farmer-Brewery License (M.G.L. c.138, §19C) from the ABCC at all times. If an Applicant for a Permit does not have a valid ABCC Farmer-Brewery License at the time of Application, issuance of the Permit shall be conditioned on receipt of such ABCC license.

~~9.2~~10.2 Purpose

The issuance of Farmer Series Pouring Permits shall be utilized so as to foster the economic development of the Town by encouraging and promoting patronage in those areas where Farmer Series Pouring Permittees are located. The Select Board shall consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, community engagement, and other aesthetic considerations including the physical layout of the interior of the establishment.

~~9.3~~10.3 Water Station

At all times, there shall be a free, self-service water station for patrons and customers to use without staff assistance. This provision may be waived by the Select Board upon a showing of good cause and only if a sign is posted by the bar stating that tap water is available upon request and free of charge.

~~9.4~~10.4 Occupancy

Where required by the Select Board, the Licensee shall delegate a staff member to keep and maintain an accurate count of all individuals occupying the premises to ensure compliance with building code occupancy limits.

~~9.5~~10.5 Food Service

The Permittee shall ensure that food service is available to its patrons at all times that alcohol is served for on-premises consumption. The Permittee may satisfy this provision by (i) holding a Common Victualler's license and operating a full-service kitchen; (ii) arranging for food to be brought onto the premises by mobile food truck vendors; (iii) contracting with nearby restaurants; (iv) allowing patrons to have food delivered for consumption on the premises; or (v) such other arrangement as the Select Board deems appropriate. The Permittee shall submit a plan for food service with its application.

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~~X.~~XI. VIOLATIONS

~~10.1~~11.1 Violations

Any violation of the License terms and conditions, these Regulations, the Regulations of the Alcoholic Beverages Control Commission, the laws of the Commonwealth, including General Laws Chapter 138, or the Town's General Bylaws may be grounds for action by the Select Board, including the modification, suspension, revocation, nonrenewal or cancellation of a license.

~~10.2~~11.2 Suggested Orders

Except as provided in Section ~~10~~11.3, the suggested orders listed below shall be a guide for the Select Board. The Board, in its discretion, may impose an order that is more lenient or more severe than suggested by the guidelines when the facts surrounding a violation so warrant. In determining the appropriate action in any given case, the Select Board shall consider the violation, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances. ~~Dates of suspension will be determined by the Select Board and suspensions of more than one day will be served consecutively.~~

Offense	Suggested Order
1st Offense	One to five day suspension
2nd Offense	Six to ten day suspension
3rd Offense	Ten to thirty day suspension. Licensee shall be required to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license. The Select Board shall hold a hearing relative to the offense.
4th Offense	Revocation.

~~10.3~~11.3 Compliance Checks

The Town conducts, and expects to continue to conduct, routine compliance checks of Licensees, including, but not limited to, service to underage persons checks using agents of the Needham Police Department. The following schedule of recommended discipline is a guideline intended to illustrate the range of disciplinary action that the Select Board may impose for service to underage violations identified in compliance checks, which are intended to be educational by design. Other violations discovered during the course of a compliance check may following the suggested order scheme identified in Section 11.2. The Select Board is not limited by these guidelines and may impose greater or lesser discipline based on consideration of the violation alleged, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances. ~~Dates of suspension will be~~

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~~determined by the Select Board and suspensions of more than one day will be served consecutively.~~

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Offense	Suggested Order
1st Offense	One to two day suspension, which may be held in abeyance for one calendar year.~~.~~
2nd Offense	Up to five-day suspension.
3rd Offense	Up to ten-day suspension. Licensee shall be required as a condition of the license to provide the Board with a satisfactory written plan to prevent further violations, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license~~, to assure that a further offence will not occur.~~. The Select Board shall hold a hearing relative to the offense.
4th Offense	Minimum ten-day suspension. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, or compulsory initiation by the Licensee of transfer of ownership to a responsible party to be approved by the Board.

~~10~~11.4. Training

All employees involved in the improper sale of alcohol and the in-store manager at the time of the violation (as determined by the license Manager of Record) shall not serve alcohol until they complete another training course (either virtually or in-person) in accordance with Section 3.4.3, notwithstanding when the course was last completed and provide proof of said training to the Select Board. In addition, these employees must complete in-person or live virtual training in accordance with Section 3.4.3 no later than the next such training offered by the Town of Needham and provide proof of said training to the Select Board.

~~10.5~~11.5 Prior Violations

In calculating the number of prior offenses under this guideline, the Select Board will consider determined violations occurring within the five (5) years preceding the date of current violation.

~~10.6~~11.6 Hearings

~~10.6.1~~11.6.1 A Licensee shall have a right to notice and ~~public~~ hearing before modification, suspension, revocation, nonrenewal or cancellation of a license by the Board, except that the Board may under emergency

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circumstances as allowed by Law suspend the license pending hearing.

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~~10.6.2~~11.6.2 A Licensee may waive its right to hearing, and the Board in such cases may make findings and act without hearing on recommendation of the Town Manager. The Board may, however, require that a hearing be held notwithstanding such a waiver, in which case the Licensee shall have notice of hearing and an opportunity to be heard before action is taken on modification, suspension, revocation, nonrenewal or cancellation of a license, except that Select Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

~~10.7~~11.7 Notice of Suspension

On the days when Suspension of License is being served, the Licensee will publicly post at its public entrance(s) a notice of the Suspension in a form as the Board or Town Manager may direct. The Board may also post notice of violation hearings, findings, decisions, and orders to the Town's website and Town's social media.

APPROVED:	6/14/77
Amended and revised:	11/18/97
Amended and revised:	2/9/99
Revised fee schedule:	12/7/99
Revised fee schedule:	12/5/00
Revised and approved:	8/20/02
Fee changes	12/21/04
Addition of Liquor Liability Insurance:	1/25/05
Addition of One-Day License:	1/25/05
Amended and revised:	11/14/06
Amended and revised:	6/22/10
Amended and revised:	12/18/12
Amended and revised:	5/13/14
Amended and revised:	9/10/2014
Amended and revised:	11/9/2016
Amended and revised:	7/25/2017
Amended and revised:	8/18/2020
Amended and revised:	7/26/2022
Amended and revised:	4/25/2023
Amended and revised:	

SELECT BOARD

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Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 10/29/2025

Agenda Item	Pollard Project Update
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will provide an update on the Pollard Middle School Building Project Feasibility Study, including upcoming dates for additional community engagement and discussion among Town Boards and Committees.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only

3.	**BACK UP INFORMATION ATTACHED**

a. Permanent Public Building Committee/School Building Committee Pollard presentation, 10/21/2025

School Building Committee – Pollard Middle School

October 21, 2025

Preferred Schematic Report (PSR) Decisions

1. Site options
   - *Pollard or DeFazio*
2. Addition/ renovation vs new construction
3. Grade configuration
   - *6th - 8th or 7th/8th*
4. Auditorium
   - *New (# of seats) or renovated*

Goal during PSR

Select one preferred option from the seven options studied in PDP

Preferred Schematic Report (PSR) Schedule

October	November	December	January 2026
10/3 Chairs meeting **10/4** Community Open House: Tours and Q&A **10/5** School Committee at the Harvest Fair **10/6** PPBC/ SBC – Agenda item: CMR application **10/16** Sustainability Workshop #1 **10/17** Wetland delineation **10/21** PPBC/ SBC	**11/3** PPBC/ SBC **11/6** Community Sharing Preliminary Plans and Gathering Additional Feedback **11/15** Community Open House: Tours and Q&A **11/17** Community Public Hearing **11/21** Receive probable cost estimates **11/24** All Boards Summit 2: Select preferred option 1. Site 2. Grade Configuration 3. Add/ Reno vs. New Construction 4. Auditorium **11/24 PPBC/SBC Vote** Motion: Preferred option	**12/5 PSR Draft** **12/8 PPBC/SBC Vote** Motion: PSR Submission with final preferred option **12/18** Town submits PSR to MSBA for Feb. 25, 2025 MSBA Board Meeting	**1/14 *or* 1/28** MSBA Facilities Assessment Subcommittee

Preferred Schematic Report (PSR) Schedule

if delays preferred option selection

January 2026	February	March	April
1/14 *or* 1/28 MSBA Facilities Assessment Subcommittee ❖ *Possible* January Special Town Meeting may be necessary for Zoning By-Law change and/ or Jurisdictional Land transfer	**2/25** MSBA Board Meeting to approve project into next phase	**3/11 *or* 3/25** MSBA Facilities Assessment Subcommittee	**4/29** MSBA Board Meeting **will not meet Nov. 2026 Election**

7 Options Being Considered

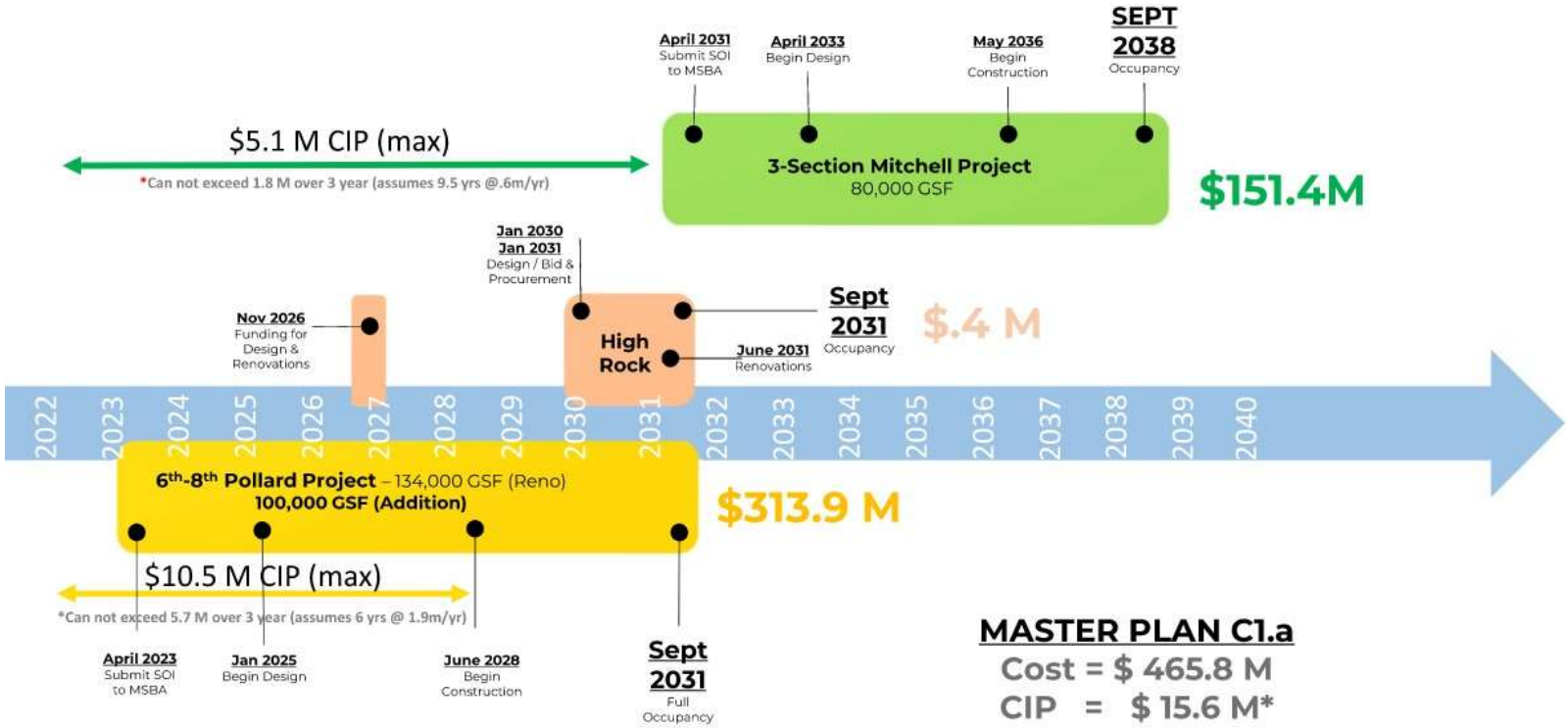
	REPAIR	ADD/RENO		NEW @ POLLARD		NEW @ DEFAZIO (includes new fields @ Pollard)	
Option							
Enrollment	880 (7-8)	880 (7-8)	1335 (6-8)	880 (7-8)	1335 (6-8)	880 (7-8)	1335 (6-8)
Building Area	146,900 sf	208,409sf	251,687 sf	199,823 sf	254,387 sf	199,823 sf	254,387 sf
Est. TPC[1]	**$122.7 M - $130.8 M**	**$261.9 M - $282.9 M**	**$310.8 M - $338.9 M**	**$256.1 M - $271.2 M**	**$310.1 M - $329.6 M**	**$249.5 M - $270.7 M**	**$303.4 M - $331.0 M**
ECC[2] /sf	**$685/sf - $643/sf**	**$967sf - $1,044/sf**	**$950/sf - $1,036/sf**	**$986/sf - $1,044/sf**	**$938/sf - $997/sf**	**$961/sf - $1,042/sf**	**$917/sf - $1,001/sf**

[1] TPC = Total Project Cost
[2] ECC = Estimated Construction Cost

PPBC/ SBC
October 21, 2025

School Master Plan –

Pollard as 1st Project (MSBA) 6 - 8 School/ High Rock as Elementary/ Mitchell as 2nd Project



MASTER PLAN C1.a

Cost = $ 465.8 M

CIP = $ 15.6 M*

*CIP max amounts are based on 2020 building values

PPBC/ SBC
October 21, 2025

Save the Dates

Thursday, November 6, 6:30pm
Gathering additional Feedback (Zoom)

Saturday, November 15, 9:00 - 10:30am
Pollard Open House: Tours and Q&A
In Person at Pollard Middle School

Monday, November 17, 6:30pm
Public Hearing in Person at Pollard and Zoom

Monday, November 24
All Board Summit #2

Learn more about the project:
https://tinyurl.com/
NPSPollardProject

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 10/29/2025

Agenda Item	Fiscal Year 2027 Budget Consultation
Presenter(s)	Katie King, Town Manager David Davison, Deputy Town Manager/Director of Finance

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will review the timeline for the Town's Fiscal Year 2027 budget process for both the operating and capital budgets. The Town Manager will discuss relevant cost and revenue items that are being monitored.	
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: 10/29/2025

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	
3.	**BACK UP INFORMATION ATTACHED**
None	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 10/29/2025

Agenda Item	Open Meeting Law Complaint Filed by Judith McIntyre on October 14, 2025
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Judith McIntyre filed an Open Meeting Law Complaint Form with the Select Board on October 14, 2025. In this complaint, Ms. McIntyre alleges violations of the Open Meeting Law relating to a meeting held with Stephen Palmer residents on October 9, 2025, which included two Select Board members.

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 will present a recommended response.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board authorize Town Counsel to prepare and submit a response to the Open Meeting Law complaint.

3.	**BACK UP INFORMATION ATTACHED**

a. Open Meeting Law Complaint Form filed by Judith McIntyre

Massachusetts Open Meeting Law Complaint

Filed under M.G.L. c.30A, §§18–25

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2025 OCT 14 A 8: 36

RECEIVED TOWN CLERK
NEEDHAM, MA 02492

2025 OCT 14 AM 8: 21

Public Body: Needham Select Board
Date of Alleged Violation: 10/9/2025
Location: Stephen Palmer Building, 83 Pickering Street, Needham, MA
Filed By: Judith McIntyre
Address: 83 Pickering Street Needham, MA
Email: lovetodust82@gmail.com
Phone: 774-407-3951

1. Description of the Alleged Violation

On 10/9/2025 members of the Needham Select Board, the Town Manager, Deputy Town Manager, and a Town-hired consultant, acting as a working group, met privately with residents of the Stephen Palmer Building to discuss relocation assistance, potential reimbursements of up to $10,000 per household, and the timeline for vacating the Town-owned building prior to the May 2027 lease expiration.

This meeting was not publicly posted, and no notice, agenda, or minutes were provided to the public as required by the Massachusetts Open Meeting Law. The discussion concerned substantive Town business — specifically, the expenditure of public funds, policy direction on tenant relocation, and management of a Town-owned property. These are active policy matters within the Select Board's jurisdiction and the scope of the Stephen Palmer Development Review Committee, a Town committee subject to the Open Meeting Law.

The presence and participation of multiple Town representatives — including at least one member of the Select Board, the Town Manager, the assistant Town Manager and the Town's consultant — effectively constituted a Select Board subcommittee. Tenants were informed that they would be eligible for up to $10,000 in relocation reimbursement; however, when asked whether this funding had been formally approved by Town Meeting, the Town Manager acknowledged that it had not yet been approved.

This indicates that Town officials were discussing or committing to financial policy actions outside of a public meeting and before formal authorization by the appropriate governing body. No public taxpayers were notified or invited to attend.

2. Why This Constitutes a Violation

This meeting meets the statutory definition of a "deliberation" under M.G.L. c.30A, §18, because Town officials discussed matters under the Select Board's jurisdiction with the intent to influence or determine policy decisions.

The absence of posted notice, public access, or minutes violates §20(b) of the Open Meeting Law, which requires all deliberations of public bodies (and their subcommittees) to be open and properly noticed.

Because the subject matter involved Town expenditures, housing policy, and municipal property management, this was not a purely administrative or staff-level meeting — it was an unposted deliberation on public business, directly affecting members of the public and should have occurred in open session.

3. Action Requested

I respectfully request that the Attorney General's Division of Open Government and/or the Needham Select Board:

Acknowledge that this meeting was held without proper public notice.

Release all communications, notes, or consultant summaries related to the meeting.

Commit to conducting all future tenant or consultant meetings regarding the Stephen Palmer property as properly noticed public sessions.

Clarify in writing that no financial promises or policy commitments made during that meeting are binding until formally approved in open session by Town Meeting or the Select Board.

4. Supporting Details

Property involved: Stephen Palmer Building, 83 Pickering Street.

Lease expiration: May 3, 2027.

Town representatives present: Cathy Dowd, Marianne Cooley- Select Board members,

Katie King-Town Manager, Liz LaRosee'-Deputy Town Manager, Katie Provencher, consultant representative.

Consultant firm: Katie Provencher-Principal, HousingToHome (relocation assistance firm).

Residents were informed of up to $10,000 reimbursements, without approved funding authorization.

Meeting not included on the Town's posted public meeting calendar.

5. Signature

Complainant: Judith McIntyre

Date: October 13, 2025

Copies sent to:

Needham Town Clerk
Needham Select Board
Attorney General's Division of Open Government
Office of the Attorney General
One Ashburton Place, 20th Floor
Boston, MA 02108

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 10/29/2025

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

Town of Needham
Select Board
Minutes for Tuesday, September 9, 2025
Select Board Chambers and
Via ZOOM
https://us02web.zoom.us/j/89068374046

6:02 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.

6:03 p.m. Public Comment Period

Debbie Bryson, 18 Hoover Road, commented on the upcoming road redesign at the intersection of Tower Ave, Hoover Road, and Paul Revere Road. She requested that the Board deny the design in its current form. She reported an incident where a school bus could not pass when she was coming in the opposite direction, with both vehicles at a standstill due to the size of the travel lanes and the size and angle of the berms. She noted that this plan does not address the speed concerns at the top of the hill. She also asked the Board why berms are being added instead of sidewalks given the number of children who walk through this intersection to reach the Mitchell School. She notified the Board of a petition that she is collecting signatures to oppose this design.

6:08 p.m. 2025 Hispanic Heritage Month Proclamation

Vice Chair Cathy Dowd read the 2025 Hispanic Heritage Month Proclamation, designating September 15, 2025 through October 15, 2025 as Hispanic Heritage Month in Needham.

Motion by Ms. Cooley that the Board vote to approve and sign the 2025 Hispanic Heritage Month Proclamation.
Second: Mr. Levy. Unanimously approved 5-0.

6:10 p.m. Appointment Calendar and Consent Agenda

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

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

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

6:11 p.m. Rabies Vaccination and Dog Licensing By-Laws
Presenter: Louise Miller, Town Clerk

Town Clerk Louise Miller provided 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. The amendments are a result of Ollie's Law, which requires the Department of Agricultural Resources to establish reasonable rules and regulations for boarding kennels and daycare facilities. Town Counsel Christopher Heep was also present.

There are three different Articles (3, 4, 8) that will need to be changed based on the proposed amendments. One element of this would involve changing the authority of the Town Clerk to be able to assess a late fee when a dog is not licensed on time. Board members discussed the nuances of the changes with Ms. Miller, including the licensing period as explained in the General By-Laws, fees for dog licenses, and how kennels are licensed.

6:23 p.m. Public Hearing: Eversource Grant of Location – 1092 Highland Avenue
Presenter: Joanne Callender, Eversource Energy

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

Motion by Ms. Dowd that the Board vote to approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Carey Road. Second: Mr. Levy. Unanimously approved 5-0.

6:26 p.m. Massachusetts Property Assessed Clean Energy Program (PACE)
Presenters: Gabby Queenan, Sustainability Manager, David Davison, Deputy Town Manager/Director of Finance, Cecilia Simchak, Assistant Director of Finance, Chris Heep, Town Counsel

Gabby Queenan provided an overview of the Property Assessed Clean Energy (PACE) Program in Massachusetts, which 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 opt-in to participate in the PACE program by a majority vote of their governing body. The four projects completed via this program thus far are located in Boston, Greenfield, and New Bedford. Ms. Queenan noted that she met with the Finance Department and the Board of Assessors to evaluate the utility of this program for the Town.

Discussion ensued regarding the legal liability of the financing, the nuances of the agreements established, and the continued improvements that are needed to the program to make it more accessible to property owners. Board members expressed concerns about the risks of this program, the time commitment for Town staff to execute the program, and the challenges of implementing this program in Needham.

Motion by Ms. Dowd that the 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.
Second: Mr. Keane. Unanimously approved 5-0.

6:44 p.m. Sign Notice of Traffic Regulation – George Aggott Road and Sutton Road
Presenter: Carys Lustig, Director of Public Works

Carys Lustig presented the request by residents on George Aggott Road for 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.

Mr. Levy asked about a plan for communication of these new regulations. Ms. Cooley asked about other methods of preventing parking, such as cones, in order to avoid enforcement issues in the future. Ms. Lustig noted that the Police Department will increase enforcement during the adjustment period.

Motion by Mr. Keane 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.
Second: Ms. Dowd. Unanimously approved 5-0.

6:49 p.m. Senior and Veteran Property Tax Work-Off – Proposed Rules and Procedures
Presenter: Myles Tucker, Support Service Manager

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." Support Services Manager Myles Tucker provided the Select Board a draft policy detailing proposed local rules and procedures for discussion. Mr. Tucker outlined the main elements of the program, which Town Departments would administer. The draft policy provides for who is eligible and the benefits of the programs for participants. Board members asked questions about eligibility, discussed the proposed 80% area median income (AMI) cap, the age of eligibility for an approved representative, and benefits of the program for Town residents.

7:03 p.m. Town Manager

Appointment of Deputy Town Manager
Ms. King recommended 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. She reported that there was an excellent candidate pool with three rounds of interviews. Ms. LaRosee is the current Director of Library, Recreation, and Community Programs in the Town of Randolph with over a decade of experience. She also serves as the Town's Communications Director and co-led the COVID-19 response and emergency management and has experience with HR, budgets, and negotiations. If approved, the anticipated start date for this position is September 22, 2025.

Motion by Mr. Keane that the 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.
Second: Ms. Dowd. Unanimously approved 5-0.

Memorandum of Agreement with the Needham Police Superior Officers Association and Memorandum of Agreement with the Needham Police Union

Ms. King recommended that the Board approve and sign a Memorandum of Agreement with the Needham Police Superior Officers Association and a Memorandum of Agreement with the Needham Police Union for fiscal year 2026. Both of these contracts expired on June 30, 2025; an agreement was not reached by

May Annual Town Meeting. Discussions continued, leading to the current agreements, which include both a 3% increase in base wages for fiscal year 2026 and an increase in the private detail rate from $60 to $68.

Motion by Ms. Dowd that the Board approve and sign the Memorandum of Agreement with the Needham Police Superior Officers Association for fiscal year 2026.
Second: Ms. Cooley. Unanimously approved 5-0.

Motion by Mr. Keane that the Board approve and sign the Memorandum of Agreement with the Needham Police Union for fiscal year 2026.
Second: Ms. Dowd. Unanimously approved 5-0.

Close October 20, 2025 Special Town Meeting Warrant

Ms. King reviewed the current status of specific warrant articles for the October 20, 2025 Special Town Meeting. Ms. King noted that articles removed since the Board's last meeting included: revolving funds, drainage, GIS updates, and accessory dwelling units zoning. She then discussed the remaining articles:

- Articles 1 and 2: collective bargaining MOAs approved during this meeting
- Articles 3 and 4: appropriate for infiltration and inflow and appropriate for intersection improvement analyses
- Article 5: appropriate for Stephen Palmer Lease Expiration
    - Continue planning efforts for the expiration of the lease.
- Articles 6, 7, 8: Operating Budget
    - 6: amend the FY2026 Operating Budget; amend by increase appropriation to Town Clerk expenses; purchase a mail opening and dating machine; seeking during this Town Meeting so the Town is prepared for the April election
    - 7: amend the FY2026 Sewer Enterprise Fund Budget; amendment to increase for the MWRA Assessment; appropriation by Town meeting was a level dollar, did not have final assessment yet for FY 2026
    - 8: amend the FY2026 Water Enterprise Fund Budget
- Article 9: appropriate for Public, Education, and Government (PEG) Programming
- Articles 10 and 11: Quiet Zone
    - 10: appropriate for Feasibility Study – Culvert at Needham Golf Course Commuter Rail Crossing
    - 11: appropriate for Quiet Zone Construction
- Article 13: amend General By-Law – Stormwater
    - Public hearing scheduled during September 24 meeting
- Articles 14 and 15 to be removed from the warrant given that free cash will not be available by this Special Town Meeting,

Motion by Mr. Levy that the 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 with the removal of Articles 14 and 15 from the warrant.
Second: Ms. Dowd. Unanimously approved 5-0.

Town Manager Report

- Ms. King provided an update on the Pollard project:
    - The school district submitted the first half of the Feasibility Process under the MSBA Partnership. The Preliminary Design Plan was submitted to the MSBA on September 3. This plan outlines the school district's educational plans and goals and articulates seven options for building projects.
    - The next step in the Feasibility Process is to develop a Preferred Schematic Report. Superintendent Dan Gutekanst and Ms. King will be meeting with the various boards who are stakeholders in this process in order to narrow from seven to one preferred option to submit to the MSBA.
    - Ms. King has addressed previous questions regarding the DeFazio site and potential impacts on DPW operations with DPW staff. DPW core operations could continue although further assessment would be necessary for DPW overflow uses of DeFazio.
    - Ms. King also discussed the potential development of a parcel in Dedham over the Needham Town line and the impacts of traffic on Dedham Ave.
    - The next community meeting is on September 10 at 6:30 p.m. at Pollard.

7:36 p.m. Board Discussion

Committee Reports

Ms. Cooley reported that Large House Review Committee met and there is a public hearing on September 15, from 7-9 p.m. in Powers Hall and on Zoom. The presentation will be available by Friday.

Mr. Levy reported that the Stormwater By-Law Working Group has met and has been working on the draft regulations and by-laws and an upcoming public hearing.

Ms. Dowd reported that T-CHOC met for their quarterly meeting and heard from the Charles River Center, with new renderings that were improved from last time after feedback. The Charles River Center is also finalizing reports, have met with the Planning Board, and are planning to submit paperwork in the winter in anticipation of the new funding round next year. The Needham Housing Authority also presented on their two projects: Seabeds Way and Linden Street.

Mr. Keane reported that Branding & Town Seal Committee met; there is consensus on a new seal, and the Committee would like to present it to collect feedback.

7:42 p.m. Adjourn

Motion by Ms. Frail that the Board vote to enter into executive session pursuant to 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 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: Mr. Keane. 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 Wednesday, September 24, 2025, at 7:00 p.m.

A video recording of the September 9, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=NweoiZD-YcA and at https://www.needhamchannel.org/2025/09/needham-select-board-9-9-25/.

Town of Needham
Select Board
Special Meeting
Minutes for September 25, 2025
Broadmeadow Performance Center
120 Broad Meadow Road
Needham, MA 02492

6:30 p.m. Call to Order:
At approximately 6:30 p.m., Select Board Chair Heidi Frail welcomed everyone and asked the Chairs of each board to convene individually.

A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Vice Chair Cathy Dowd, Joshua Levy, Marianne Cooley, Kevin Keane, and Town Manager Katie King. Also present were Deputy Town Manager Liz LaRosee, and Deputy Town Manager/Director of Finance Dave Davison. Also present were the School Committee, School Building Committee/Permanent Public Building Committee, Finance Committee, and Planning Board. Further, a non-quorum membership of the Park and Recreation Commission and Conservation Commission were present. Staff supporting each committee were present, as well.

6:35 p.m. Town Manager Katie King welcomed the group and acknowledged the significance of bringing all of the Town's boards together. She explained that each board will have a vote at some point in the process that either will materially shape the Pollard project or will determine its viability. Ms. King said that there is wide consensus in the community that this is a priority project for the Town to meet the needs of our students and that partnership with the Massachusetts School Building Authority (MSBA) is vital. Ultimately, the School Building Committee (SBC)/Permanent Public Building Committee (PPBC) must narrow down the current seven options to one for schematic design.

Ms. King outlined the four major decision points involved in the Pollard Project:

- Site: current Pollard site or DeFazio Fields
- Grade configuration: 6-8 or 7-8
- New build or renovation
- Size and scope of the auditorium

Ms. King reviewed the purpose of the meeting: To have Town Boards and Committees understand and discuss the advantages and challenges of both the Pollard site and the DeFazio site for the construction of either a 7-8 or 6-8 Pollard Middle School. She asked each board or committee to consider the essential question: Can the Boards provide guidance to the SBC/PPBC whether to eliminate a site option from the feasibility study? She explained that each board would be asked to deliberate for 15 minutes and share their discussions publicly with the group prior to the vote by the SBC/PPBC.

Superintendent of Schools Dan Gutekanst said that throughout his nearly 20-year tenure, he has witnessed numerous examples of strong collaboration in the Needham community. He then presented a PowerPoint update on the Pollard Middle School Building Project Feasibility Study. He reviewed the advantages and challenges of both the Pollard and DeFazio site options, noting that the field spaces at DeFazio would be temporarily impacted in any scenario.

Matt LaRue, associate principal for HMFH Architects, explained the new construction options, including the advantages and trade-offs associated with both sites.

The Superintendent recalled the jurisdictional land swap that took place at DeFazio in 2016. He then reviewed the advantages and challenges of the DeFazio option. The current goal is for the SBC/PPBC to present one site option to the MSBA by December 18, 2025 with the aim of the MSBA voting to approve the project entering the next phase, with a Town Override Vote in November 2026.

The Superintendent led a question-and-answer session regarding the Pollard Middle School Building Project Feasibility Study.

Planning Board member Adam Block asked about site circulation and how the community would access the remaining fields during construction. Mr. LaRue said that separating buses from parent drop-off will be important to avoid traffic backups. He noted that managing traffic will be a challenge at either site. He said that a traffic engineer will explore mitigating the impact.

Finance Committee Vice Chair John Connelly asked about the thinking behind the decision to request tonight's joint discussion and vote. The Superintendent said that he has learned that the MSBA requires at least five options as part of the Preliminary Design Program (PDP). The designers have also received feedback from the Park and Recreation Commission that the DeFazio site presents challenges. The Superintendent added that if DeFazio is an improbable site, the Town needs to recognize that.

Planning Board Chair Artie Crocker asked clarifying questions about the theater design options. Mr. LaRue explained that the addition/renovation option calls for the theater to be refurbished on the existing footprint.

Park and Recreation Commission member Cynthia Chaston asked if the current Pollard site would be turned into fields if DeFazio is selected as a site. The Superintendent said that while new fields are certainly an option, the use of the site would ultimately be a community decision.

The Superintendent confirmed for Planning Board member Natasha Espada that no swing space is currently under consideration.

Finance Committee member Steve Maxwell asked about the implications of building a new facility solely on current school department property. Building Design and Construction Department Director Hank Haff explained that the Department of Public Works Master Plan must be enacted first before the Pollard Project, therefore that option would require a full stop of the current Pollard planning process.

Each Board discussed its response to the question: Can the Boards provide guidance to the SBC/PPBC whether to eliminate a site option from the feasibility study?

The Select Boardand Park and Recreation Commission recommended that DeFazio be removed from consideration. Several members of the School Committee expressed disappointment with the speed with which some stakeholders were willing to dismiss the DeFazio option, but agreed to removing it from consideration. The Planning Board and Finance Committee preferred to continue studying both sites through the remainder of feasibility. The Conservation Commission representative expressed concerns about the challenges at DeFazio but conveyed that the Commission had not taken a position on the matter.

School Committee Chair Michael E. O'Brien summarized the feedback presented, which did not yield a strong consensus. He noted the significance of the Town's seven boards coming together to discuss this critical project. He thanked the design team for creating the models and renderings. A second summit is being considered for later this fall to provide guidance to the SBC/PPBC as it seeks to narrow the project down to one design option.

Chair O'Brien noted that following adjournment of the joint meeting, the SBC/Permanent Public Building Committee will continue its meeting to discuss the feedback and vote regarding the submission of a supplemental report to the MSBA.

8:26 p.m. At approximately 8:26 p.m., each board individually adjourned.

Motion by Ms. Frail that the Board adjourn. Second by Ms. Dowd.

Ms. Frail: Yes
Ms. Dowd: Yes
Mr. Levy: Yes
Ms. Cooley: Yes
Mr. Keane: Yes

A list of all documents used at this All Boards Summit is available at: https://www.needham.k12.ma.us/common/pages/GetFile.ashx?key=aEKCBBW5

A video recording of the September 25, 2025 All Boards Summit can be found at https://needhamchannel.org.

FISCAL YEAR 2026

SCHEDULE A

Effective July 1, 2025

Full-time and regular part-time position classifications with corresponding classification

Position Title	Grade/Class.	FLSA status
Administrative Analyst	GT06	non-exempt
Administrative Assistant	I-03	non-exempt
Administrative Specialist	I-05	non-exempt
Animal Control Officer	GF07	non-exempt
Applications Administrator	I-07	exempt
Arborist	N-5	non-exempt
Assistant Building Commissioner	10	exempt
Assistant Director of Aging Services/Counseling and Volunteers	11	exempt
Assistant Director of Aging Services/Programs and Transportation	10	exempt
Assistant Director of Assessing	9	exempt
Assistant Director of Building Maintenance	11	exempt
Assistant Director of Finance	13	exempt
Assistant Director of Human Resources	10	exempt
Assistant Director of Park & Recreation	11	exempt
Assistant Director of Public Health for Community & Environmental Health	11	exempt
Assistant Director of Public Health for Nursing & Behavioral Health	11	exempt
Assistant Director of Public Works/Operations	13	exempt
Assistant Fire Chief	Assistant Fire Chief	exempt
Assistant Fleet Supervisor	7	exempt
Assistant Library Director	12	exempt
Assistant Shared Services Manager	9	exempt
Assistant Superintendent	9	exempt
Assistant Town Accountant	9	exempt
Assistant Town Clerk	6	exempt
Assistant Town Engineer	11	exempt
Assistant Town Planner	7	exempt
Assistant Treasurer/Collector	9	exempt
AutoCAD Technician	GF04	non-exempt
Behavioral Health Peer Support Specialist	GT05	non-exempt

Building Commissioner	12	exempt
Building Maintenance Supervisor	9	exempt
Carpenter	B7	non-exempt
Chief Wastewater Operator	N-7	non-exempt
Children's Librarian	7	exempt
Children's Services Assistant	GT05	non-exempt
Civil Engineer	7	exempt
Clinician	I-07	exempt
Community Training Coordinator	7	exempt
Compliance Coordinator	6	exempt
Computer Operator	I-03	non-exempt
Conservation Manager	9	exempt
Conservation Specialist	I-06	non-exempt
Contract Administrator	8	exempt
Craftsworker (Building Maintenance)	B4	non-exempt
Craftsworker (DPW)	N-4	non-exempt
Custodian	B2	non-exempt
Deputy Fire Chief	F-4	non-exempt
Deputy Police Chief	14	exempt
Deputy Town Manager	16	exempt
Deputy Town Manager/Director of Finance	16	exempt
Director of Aging Services	13	exempt
Director of Assessing	12	exempt
Director of Building Maintenance	13	exempt
Director of Communications and Community Engagement	10	exempt
Director of Design and Construction	13	exempt
Director of Health and Human Services	14	exempt
Director of Human Resources	14	exempt
Director of Management Information Systems	14	exempt
Director of Park and Recreation	12	exempt
Director of Planning and Community Development	13	exempt
Director of Public Works	15	exempt
Director of Public Works Administration	12	exempt
Director of Streets and Transportation	12	exempt

Director of Youth and Family Services	12	exempt
Division Superintendent, Parks and Forestry	12	exempt
Division Superintendent, Solid Waste/Recycling	12	exempt
Division Superintendent, Water/Sewer	12	exempt
Economic Development Manager	9	exempt
Electrician	B7	non-exempt
Emergency Management Administrator	11	exempt
EMS Administrator	EMS Administrator	non-exempt
Engineering Aide	GF02	non-exempt
Engineering Technician	GF05	non-exempt
Environmental Health Agent	I-07	non-exempt
Epidemiologist/Data Analyst	8	exempt
Equipment Mechanic	N-5	non-exempt
Field Assessor	I-06	non-exempt
Finance Assistant	I-04	non-exempt
Fire Business Manager	9	exempt
Fire Captain	F-3	non-exempt
Fire Chief	Contract	exempt
Fire Inspector	Fire Inspector	non-exempt
Fire Lieutenant	F-2	non-exempt
Firefighter	F-1	non-exempt
Fleet Supervisor	10	exempt
GIS/Database Administrator	I-07	exempt
Heavy Motor Equipment Operator (HMEO)	N-4	non-exempt
Human Resources Coordinator	GT05	non-exempt
Human Resources Operations and Benefits Administrator	7	exempt
HVAC Supervisor	9	exempt
HVAC Technician	B7	non-exempt
Inspector of Plumbing & Gas	GT07	non-exempt
Inspector of Wires	GT07	non-exempt
Laborer 2	N-2	non-exempt
Laborer 3	N-3	non-exempt
Library Assistant	GT03	non-exempt
Library Children's Supervisor	10	exempt

Library Circulation Supervisor	9	exempt
Library Director	14	exempt
Library Reference Supervisor	10	exempt
Library Technical Services Supervisor	10	exempt
Library Technology Specialist/Archivist	11	exempt
Local Building Inspector	GT06	non-exempt
Management Analyst	8	exempt
Master Mechanic	N-7	non-exempt
Office Assistant	I-02	non-exempt
Park Ranger	B2	non-exempt
Payroll Coordinator	I-06	non-exempt
Plumber	B7	non-exempt
Police Administrative Specialist	I-06	non-exempt
Police Chief	Contract	exempt
Police Lieutenant	P-3	non-exempt
Police Maintenance Assistant	GF03	non-exempt
Police Officer	P-1	non-exempt
Police Sergeant	P-2	non-exempt
Project Manager	10	exempt
Public Health Nurse	I-09	exempt
Public Safety Dispatch Supervisor	GF10	non-exempt
Public Safety Dispatcher	GF07	non-exempt
Public Works Inspector	N-6	non-exempt
Public Works Technician	N-5	non-exempt
Recreation Supervisor	I-08	non-exempt
Reference Librarian/Digital Media Specialist	7	exempt
Reference Librarian/Program Specialist	7	exempt
Reference Librarian/Young Adult	7	exempt
Retirement Administrator*	9	exempt
Retirement Assistant*	GT04	non-exempt
Scalehouse Attendant	N-4	non-exempt
Senior Administrative Coordinator	I-07	non-exempt
Senior AutoCAD Technician	GF06	non-exempt
Senior Custodian	B3	non-exempt

Senior Project Manager	12	exempt
Shared Services Manager	10	exempt
SHINE Assistant Program Coordinator	GT07	non-exempt
SHINE Program Coordinator	GT08	non-exempt
Substance Use Prevention Program Coordinator	8	exempt
Support Services Manager	10	exempt
Survey Party Chief	GF06	non-exempt
Sustainability Manager	9	exempt
Technical Services Assistant	GT03	non-exempt
Town Accountant	12	exempt
Town Engineer	13	exempt
Town Manager	Contract	exempt
Town Treasurer and Tax Collector	12	exempt
Transportation Coordinator	GT06	non-exempt
Traveling Meals Coordinator	GT05	non-exempt
Wastewater Operator	N-5	non-exempt
Water Treatment Facility Manager	10	exempt
Water Treatment Operator	N-5	non-exempt
Working Foreman	N-7	non-exempt
Zoning Specialist	GT06	non-exempt

*Needham Contributory Retirement Board position titles

Job Title	Shared Services Manager
Department	Health & Human Services Department, Public Health Division
Employment Status	Full-Time
Exempt/Non-Exempt Status	Exempt

Scope of Work

This role manages the Shared Services program, designed to support public health partners in the Charles River Public Health District, composed of Needham, Dover, Sherborne, and Medfield as well as the North Central & MetroWest Local Public Health Training Hub which serves forty-three communities.

Supervision

Received	Director of Health & Human Services
Exercised	Assistant Manager of Shared Services; Regional Public Health Nurse; Administrative Specialist

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversees the management and ongoing staffing of the Local Public Health Training Hub and the Public Health Excellence/Shared Services grants to ensure work meets priorities.
- Leads the management of the Regional Training Hub and Public Health Excellence/Shared Services grants, including preparing an annual budget, regularly monitoring spending, and assuring compliance with grant deliverables and all grant reporting requirements and deadlines.
- Prepares a detailed strategic plan that includes sustainability plans for each facet of the Shared Services and Regional Training Hub Programs.
- Supervises the work of the Assistant Manager for Shared Service and Training Hub, Regional Public Health Nurse and other shared services and training hub staff to design and implement program initiatives and special projects to improve health outcomes, including, but not limited to training, communication, education, community outreach strategies, research projects, advocacy efforts, and grant writing.
- Prepares monthly reports on training and services provided to each municipality.
- Reports on progress updates to the MA Department of Public Health (MDPH).
- Serves as primary point of contact for the grant in MDPH required meetings, trainings, and communications including providing regular grant reports.

- Maintains up to date knowledge of federal, state, and local inspection guidance and ongoing and emerging public health issues affecting compliance to support public health partners and community members through relevant credentialing and professional development training along with the centralized required training.
- Assists communities to ensure all standards are met within each targeted area and reporting requirements are used in accordance with the Performance Standards for local public health as part of the State Action for Public Health Excellence program.
- Collaborates with municipal public health department leads, public health staff, and, where appropriate, elected or appointed Boards of Health to ensure that shared public health services and the regional field- based trainings are meeting their needs and expectations.
- Develops, engages, and maintains strong relationships with MA Department of Public Health (MA DPH) Office of Local and Regional Health (OLRH), municipal officials, local and regional public health staff and board members, other shared services arrangements and training hubs, key community stakeholders, healthcare, human service-based, and community-based organizations.
- Assists in Community Health Assessments and Improvement Planning (CHIP) process for community skills assessments, as they arise.
- Staffs the Charles River Public Health District Advisory Board meetings.
- Oversees procurement for the Shared Services division including developing requests, scopes, and specifications, communicating with vendors, and ensuring payment upon delivery of services.
- Organizes municipal meetings and present project progress.
- Ensures ongoing relevant educational services through website updates, newsletters, and/or social media publications.
- Assists on any additional public health-related projects as necessary.

Other Job Functions

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.
- In the event of an emergency, serves as part of the environmental health response team, as required.

Requirements of Work

- Completion of Master's Degree Program in public health, environmental health or related field, supplemented by
- At least four years of related work experience in governance, sanitation, environmental health or related fields; or any equivalent combination of education, training and experience which provides these knowledge, ability and skills.

<u>Preferred Qualifications or the Ability to Obtain the Following:</u>

- A background in policy development, community engagement, and/or health education attained through either work experience or else a graduate degree in public health, education, or a related field is highly desired
- Credentialing or licensure as a MA Registered Sanitarian (RS/REHS)

• Active and valid credential as a Certified Health Official (CHO) at time of hire, or the ability to obtain certification within one year of hire • Experience preparing, writing, and submitting grants	
Knowledge of	• Environmental health concepts and an understanding of environmental factors that impact human health. • Sanitation principles, standards, and regulations. • Methods used to assess impact of human activity on the environment and community health. • Principles, interpretation, and administration of applicable policies, codes, and municipal, State, Federal regulations, and guidelines. • Proper safety practices, procedures, and regulations applicable to work being performed.
Ability to	• Provide structured training to public health partners with reporting on training deliverables. • Multi-task, prioritize and manage time efficiently to meet Federal, State, Local mandated regulatory deadlines. • Present complex data to Boards of Health and Advisory Boards • Communicate strategic priorities and grant requirements • Establish and maintain effective working relationships with coworkers, state, federal and regional agencies, vendors, businesspeople, and the general public. • Maintain confidentiality.
Skill in	• Excellent interpersonal, verbal and written communication skills • Strong cooperative skills and ability to collaborate, work cooperatively & productively in a team atmosphere, demonstrating initiative and drive. • Strong organizational skills and excellent attention to detail • Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel; GIS software skill a plus. • Analyzing research to determine applicable ordinances, codes, regulations, and statutes. • Resolving problems or situations requiring the exercise of good judgment. • Preparing clear and concise written reports, and in presenting data to provide timely management information. • Preparing clear and concise written reports, and in presenting data to provide timely management information.

Necessary Special Requirements

- Valid Driver's License with the ability to travel independently throughout eastern Massachusetts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily office work with occasional field visits that could include exposure to unpleasant and/or hazardous elements, such as indoor and outdoor pools, open fields, restaurants, markets, houses, basements, construction sites, dumpsites, etc.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment and making difficult visual inspections in the field. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Job Title	Assistant Shared Services Manager
Department	Health & Human Services Department, Public Health Division
Employment Status	Full-Time
Exempt/Non-Exempt	Exempt

Scope of Work

This role will provide support in the management of public health programs for the Charles River Public Health District, composed of Needham, Dover, Sherborn, and Medfield. This role serves as public health official trainer for the North Central & MetroWest Local Public Health Training Hub which serves forty-three communities.

Supervision

Received	Manager of Shared Services or other designee of the Director of Health and Human Services
Exercised	Regional Environmental Health Agent, Environmental Health Trainer

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Works with public health staff within the Charles River Public Health District municipalities to design and implement program initiatives and special projects to improve health outcomes, including, but not limited to training, communication, education, community outreach strategies, research projects, advocacy efforts, and grant writing.
- Develops training plans that are flexible and responsive, and which fit the needs of both training staff and attendees. Implement training plans, periodically re-evaluating and, where appropriate, adjusting to meet changing regional needs.
- Works closely with staff from the Massachusetts DPH (OLRH), the MA DPH Bureau of Climate and Environmental Health (BCEH) and the MA Department of Environmental Protection (MA DEP), and other applicable State partners to assess training needs of and training sites in the Training Hub's assigned communities.
- Supports management and implementation of training activities of the Training Hub, including delivering hands-on training for local and regional public health inspectors per the MA Department of Public Health (DPH) Office of Local and Regional Health (OLRH) required curriculum, implementing

policies and procedures within their communities, and communicating health information to the public.

- Assists the Manager of Shared Services and Training Hub in the management of the Local Public Health Training Hub and Public Health Excellence/Shared Services grants, including preparing an annual budget, regularly monitoring spending, and assuring compliance with grant deliverables and all grant reporting requirements and deadlines.
- Convenes regular check-in meetings with municipal public health department, regional/shared public health staff, and, where appropriate, elected or appointed Boards of Health to ensure that shared public health services and training hub trainings meet their needs and expectations in achieving and maintaining Performance Standards for local public health as part of the State Action for Public Health Excellence program.
- Collaborates with staff to provide ongoing relevant educational services through website updates, newsletters, and/or social media publications for Shared Services and Training Hub programs.
- Develops and maintains strong relationships with MDPH OLRH, municipal officials, local and regional public health staff, community-based organizations, and other regional training hubs and providers, in collaboration with the Public Health Training Manager.
- Maintains up to date knowledge of federal, state, and local inspection guidance and ongoing and emerging public health issues affecting compliance to support public health partners and community members by maintaining/seeking relevant credentialing including the required centralized MDPH OLRH training to become a Training Hub trainer and attending appropriate professional development training.
- Assists in the Community Health Assessments and Improvement Planning (CHIP) process for community skills assessments, as they arise.
- Directs the work of the environmental health team, conducts performance reviews and oversees other personnel related matters.

Other Job Functions

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.
- In the event of an emergency, serves as part of the environmental health response team, as required.

Requirements of Work

- Completion of the MA Local Public Health Foundations Course or demonstrated progress toward completion
- Certified Food Manager and MA Food Allergen Awareness certification

The following additional requirements may be substituted by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Completion of Bachelor's Degree Program in public health, environmental health or related field
- At least four years of related work experience in sanitation, environmental health or related fields

<u>Preferred Qualifications or the Ability to Obtain the Following:</u>

- A Master's degree in Public Health or a related field is preferred
- A background in policy development, community engagement, and/or health education attained through either work experience or a graduate degree highly desired
- MA Soil Evaluator, MA Title V System Inspector, MA Lead Determinator, or Certified Pool Operator (CPO) preferred
- Credentialing or licensure as a MA Registered Sanitarian (RS/REHS) or a Certified Health Official (CHO) or the ability to obtain within 12 months of hire. Membership and active participation in one or more public health professional associations is desire
- Experience preparing, writing, and submitting grants preferred

Knowledge of	• Environmental health concepts and an understanding of environmental factors that impact human health. • Sanitation principals, standards and regulations. • Methods used to assess impact of human activity on the environment and community health. • Principles, interpretation, and administration of applicable policies, codes, and municipal, State, Federal regulations, and guidelines. • Proper safety practices, procedures, and regulations applicable to work being performed. • Microsoft Office suite including Excel, PowerPoint, Word • Canva and other visual communications tools. • Smartsheet & other work management platforms.
Ability to	• Provide structured training to public health partners and provide accurate constructive assessments. • Work individually and as a team contributor, developing and identifying new ways of completing work. • Multi-task, prioritize and manage time efficiently to meet Federal, State, Local mandated regulatory deadlines. • Establish and maintain effective working relationships with coworkers, state, federal and regional agencies, vendors, businesspeople, and the general public. Produce communications materials such as infographics and presentations • Present data to Boards of Health & Advisory Boards • Maintain confidentiality. • Plan, organize, communicate and collaborate with co-workers, other municipal colleagues and the public effectively and appropriately • Productively address all situations in the field and during emergencies • Communicate clearly, both orally and in writing • Enforce laws, regulations and policies in an impartial consistent manner • Maintain confidential information, in accordance with the State's Public Records Law, regarding client records related to communicable diseases and lawsuits. • Represent CRPHD and Training Hub to community members
Skill in	• Excellent interpersonal, verbal and written communication skills • Strong cooperative skills and ability to collaborate, work cooperatively & productively in a team atmosphere, demonstrating initiative and drive.

	• Strong organizational skills and excellent attention to detail • Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel; GIS software skill a plus. • Analyzing research to determine applicable ordinances, codes, regulations, and statutes. • Resolving problems or situations requiring the exercise of good judgment. • Preparing clear and concise written reports, and in presenting data to provide timely management information. • Maintaining records • Communicating, orally and in writing, any violation, and the requirements for its improvement and/or rehabilitation to architects, contractors, developers, other Town staff, and the public to achieve voluntary compliance. • Making accurate measurements and computations, • Recognizing deviations from drawings and specifications

Necessary Special Requirements

- Valid Driver's License with the ability to travel independently throughout eastern Massachusetts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A combination of office and field work. Field conditions include site visits where there is frequent exposure to unpleasant and/or hazardous elements; such as indoor and outdoor pools, open fields, restaurants, markets, houses, basements, construction sites, dumpsites, etc.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment, and make difficult visual inspections in the field. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently exposed to odors, extreme heat or cold, dim lighting, dust, and occasionally exposed to other adverse conditions including noise, wetness and humidity, toxic and infectious agents, biological and chemical hazards, and vibrations.
- The employee is frequently required to balance, stoop, kneel, bend, crouch or crawl, and smell during the course of conducting inspections and taking samples. There may be sustained periods of standing and walking on various terrain and surfaces and carrying of field-testing equipment.
- The employee must occasionally lift and/or move up to 20 pounds.

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.

Water Sales:	-$2,399.51
Water Irrigation:	-$206.71
Water Admin Fees:	$0.00
Sewer Sales:	-$3,413.29
Stormwater Fees:	$0.00
Transfer Station Charges:	$0.00
Total Abatement:	-$6,019.51

Order #: 1357
Read and Approved:

Superintendent of Water, Sewer, and Drains — Date 10/23/25

Director of Public Works — Date 10/23/25

Select Board — Date

Town of Needham
Water Sewer Billing
Abatement Form

Customer Name	Customer ID #	Location ID #	Street #	Street Name	Domestic Water	Sewer	Irrigation Water	Stormwater	Total	Reason Code	Prepared By:
Diana Babson	29661	8384	21	Mellen Street	-$109.62	-$343.89	$0.00	$0.00	-$453.51	COA	KW
Sidney Spector	12471	470	5	Fairfield Rd	-$109.62	-$343.89	$0.00	$0.00	-$453.51	COA	KW
Edward Fales	9909	7142	246	Manning St	-$107.22	-$321.63	$0.00	$0.00	-$428.85	COA	KW
Catherine Flaherty	12067	1252	23	Newbury Pk	-$115.26	-$364.62	$0.00	$0.00	-$479.88	COA	KW
Arnav Mehta	46139	22764	262	Rosemary St	-$1,024.90	-$1,107.37	-$206.71	$0.00	-$2,338.98	MRE	KW
Elizabeth Ruderman	46545	5076	172	Dedham Ave	-$95.95	-$100.70	$0.00	$0.00	-$196.65	ACC	KW
Matt Borelli Legal	44487	9874	31	Fremont St	-$28.10	-$27.60	$0.00	$0.00	-$55.70	ACC	KW
Winnie Chen & Jiaming Lu	47559	10270	149	Gould St	-$355.52	-$354.02	$0.00	$0.00	-$709.54	ACC	KW
Peter Brown	38353	4674	30	Norfolk St	-$189.48	-$187.23	$0.00	$0.00	-$376.71	ACC	KW
William Mahoney	27201	7418	349	Brookline St	-$263.84	-$262.34	$0.00	$0.00	-$526.18	ACC	KW
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					-$2,399.51	**-$3,413.29**	**-$206.71**	**$0.00**	**-$6,019.51**		

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