

BOARD OF SELECTMEN
February 22, 2011
Needham Public Services Administration Building
Revised Agenda

- | | | |
|-----------|-------------|--|
| | 6:45 | Informal Meeting with Citizens |
| | 7:00 | Recognition Letter |
| 1. | 7:00 | Public Hearing- NSTAR <ul style="list-style-type: none">▪ South Street |
| 2. | 7:00 | Library Trustees <ul style="list-style-type: none">▪ Rose Doherty, Chairman, Library Trustees▪ Ann MacFate, Library Director |
| 3. | 7:10 | DPW <ul style="list-style-type: none">▪ Traffic Regulation – Carol Road |
| 4. | 7:15 | Town Manager <ul style="list-style-type: none">▪ Special Town Meeting Warrant▪ Annual Town Meeting Warrant▪ FY2012 Budget Update |
| 5. | 7:30 | Board Discussion <ul style="list-style-type: none">▪ Committee Reports |

APPOINTMENTS

- | | | |
|-----------|------------------------------|--|
| 1. | Council of Economic Advisors | Tom Jacobs (term expires 6/30/2012)
Matthew Borrelli (term expires 6/30/2012) |
|-----------|------------------------------|--|

CONSENT AGENDA *=Backup attached

- 1.** Accept the following donations made to The Park and Recreation Commission for Arts in the Park:
 - \$600 from Louise Condon Realty, Inc
 - \$300 from North Hill
- 2.*** Approve application for calendar year 2011 Common Victualler License from Pronti Bistro, Inc. d/b/a Pronti Bistro, located at 11 2nd Avenue, Needham.
- 3.*** Approve minutes from February 8, 2010 and February 15, 2010 meetings.
- 4.*** Water & Sewer Abatement Order No. 1119
- 5.** Accept the following donation of \$1,000 made to the Needham Fire Department Student Awareness of Fire Education program from the Needham Exchange Club.

Board of Selectmen

AGENDA FACT SHEET for February 22, 2011

Agenda Item: Public Hearing: NSTAR Petition for South Street
Presenter(s): NSTAR

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

NSTAR requests permission to install approximately 10 feet of conduit at Pole 21/73 South Street, Needham. This work is necessary to replace existing overhead service with underground electric service for 649 South Street.

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

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: Move that the Board of Selectmen approve and sign petition from NSTAR to install approximately 10 feet of conduit at Pole 21/73 South Street, Needham. This work is necessary to replace existing overhead service with underground electric service for 649 South Street.

3. BACK UP INFORMATION ATTACHED:

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

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ Present on future Agenda: _____

Refer to/Inform: _____ Report back to BOS on: _____



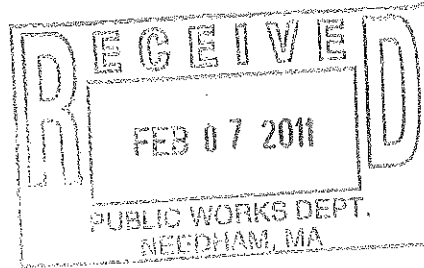
200 Calvary Street
Waltham, Massachusetts 02453

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2011 FEB -7 A 9:48

February 1, 2011

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192



C. DPW
2-7-11

RE: **South Street**
Needham, MA
W.O. #1810193

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 10'± feet of conduit @ pole 21/73 South Street, Needham.

This work is necessary to replace existing overhead service with underground electric service @ #649 South Street.

Your prompt attention to this matter is appreciated. If you have any questions please call Maureen Carroll at (617) 369-6421.

Sincerely,

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK to
proceed
TMC, Engr
2/10/11
OK Rom 2/10/11
DPW

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

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

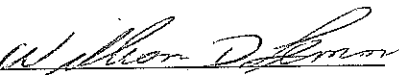
Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

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 **A. Debenedictis Dated January 27, 2011**, and filed herewith, under the following public way or ways of said Town:

South Street - Northwesterly @ pole 12/73 approximately 280'± feet northeast of
Woodworth Road a distance of about 10'± feet - conduit

(WO. 1810193)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 1st day of February 2011

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2011

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY** 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:

South Street - Northwesterly @ pole 12/73 approximately 280'± feet northeast of
Woodworth Road a distance of about 10'± feet - conduit

(WO. 1810193)

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 **A. Debenedictis, Dated Janaury 27, 2011** on the file with said petition.
2. Said 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. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

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 _____ 2011 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2011 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

#649

#669

CUSTOMER TO INSTALL
1-3" PVC PIPE SCHEDULE 40
NO CONCRETE

 $\times 10^3 \pm$

APPROX. PT.
OF PICKUP

SOUTH

JO NSTAR
12/74

JO NSTAR
12/73

STREET

JO NSTAR
12/72

280'± TO WOODWORTH ROAD

#626

	20	10	0	20	40
1	0.00	0.00	0.00	0.00	0.00
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61	0.00	0.00	0.00	0.00	0.00
62	0.00	0.00	0.00	0.00	0.00
63</					

SCALE IN FEET

BY SIGNING THE INFORMATION CONTAINED IN THIS FORM, YOU AGREE THAT YOU WARRANT THAT YOU HAVE READ THE INFORMATION CONTAINED HEREIN AND YOU AGREE THAT YOU WARRANT OF ANY FURTHER EXPRESS OR IMPLIED, IN CONNECTION WITH RESPECT TO THE INFORMATION. NEITHER NISAR ELECTRIC AND COMPANY NOR ITS AFFILIATES, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, OR REPRESENTATIVES, OR ANY OF THEM, HAS BEEN ADVISED BY YOU OF ANY FACTS OR INFORMATION OR IN RELATION TO IT, TO THE INFORMATION EXISTING AND KNOWN BY YOU, AGREE OF YOUR ACCEPTANCE OF THE INFORMATION FOR YOUR RELIANCE. YOU AGREE TO HOLD NISAR ELECTRIC AND COMPANY HARMLESS FROM THE INFORMATION DOES NOT REPRESENT A SURVEY, MAY BE THE MOST COMPLETE AND IS NOT THE ONLY SOURCE OF INFORMATION. YOU AGREE TO HOLD NISAR ELECTRIC AND COMPANY HARMLESS FROM THE INFORMATION DOES NOT IMPLY THAT ANY AGENT ATTEMPTS TO VERIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE NOT INTENDED TO BE USED FOR ANY OTHER PURPOSES.

MASS. LAW

MASS. LAW

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



NSTAR
ELECTRIC

GIS SERVICES
1100 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
SOUTH STREET

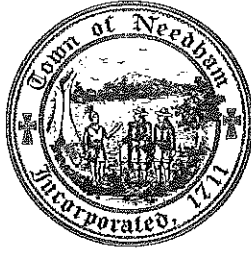
NEEDHAM

Structures by	SC
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Approved	A
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44

Date 01/27/2011



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Public Services Administration Building, 500 Dedham Avenue, at 7:00 p.m. on February 22, 2011** upon petition of NSTAR dated February 1, 2011 to install approximately 10 feet conduit at pole 21/73, South Street, Needham. This work is necessary to replace existing overhead service with underground electric service at 649 South Street. A public hearing is required and abutters should be notified.

John A. Bulian
Denise C. Garlick
Gerald A. Wasserman
Maurice Handel
Daniel P. Matthews

BOARD OF SELECTMEN

Dated: February 11, 2011

649 SOUTH ST

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>	
199/203.0-0026-0000.0	631	SOUTH ST	OKUN, BARRY R. & FUREY, PAMELA J.	631 SOUTH ST	<u>OWNER CITY</u> NEEDHAM	<u>State</u> MA
199/203.0-0028-0000.0	638	SOUTH ST	FARRELL, CHARLES & LORI, TRUSTEES JAMN REALTY TRUST	638 SOUTH ST	NEEDHAM	MA 02492
199/203.0-0047-0000.0	660	SOUTH ST	VOGT, ROBERT A.	P O BOX 302	NEEDHAM	MA 02492
199/204.0-0016-0000.0	690	SOUTH ST	KISTNER, STEPHEN B. & KISTNER, OLIVIA L.	690 SOUTH ST	NEEDHAM	MA 02492
199/204.0-0022-0000.0	681	SOUTH ST	DODD, MICHAEL J. & DODD, DENYSE L.	681 SOUTH STREET	NEEDHAM	MA 02492
199/204.0-0023-0000.0	649	SOUTH ST	O'REGAN, THOMAS P. C/O MITCHELL, CHRISTOPHER T & SUSAN M	649 SOUTH ST	NEEDHAM	MA 02492
199/204.0-0024-0000.0	669	SOUTH ST	DARWIN, JOSHUA A. & DARWIN, SANDRA R.	669 SOUTH ST	NEEDHAM	MA 02492
199/204.0-0037-0000.0	0	WOODWORTH RD	SHAW, PAMELA W.	P.O. BOX 165	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.....

Board of Selectmen

AGENDA FACT SHEET for 2/22/2011

Agenda Item: Needham Free Public Library Strategic Plan

Presenter(s): Rose Doherty, Chairman, Library Trustees
Ann MacFate, Library Director

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Library Trustee Chairman Rose Doherty and Library Director Ann MacFate will present and discuss with the Board the Library's recently completed strategic plan.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Needham Free Public Library Strategic Plan, 2010

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	[no]	NA	_____
b.	Town Counsel	yes	[no]	NA	_____
c.	Finance Director	yes	[no]	NA	_____
d.	DPW _____	yes	[no]	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Prepared by kpf

Needham Free Public Library



Strategic Plan 2010

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EXECUTIVE SUMMARY

The sixteen-member committee that worked on a Strategic Plan for the Needham Free Public Library put in many hours of diligent, dedicated work. Heretofore, other planning committees were half its size. Despite doubt about the committee's size, meeting attendance was exceptional. Committee members came prepared and subcommittees presented their work in a timely manner. As a result, this strategic plan reflects unusually robust input from the community the library serves.

From the committee's work emerged familiar and new themes.

TECHNOLOGY: One statement made in the summary of the previous plan is certainly even truer today than it was five years ago: "Technology changes faster and faster with each new invention. The electronics/digital/wireless/downloading capabilities available today will most likely be vastly different in a few years." Downloading and other video services have put Blockbuster and many other video stores out of business. The prediction that the Internet will put libraries out of business is made more often than ever. And yet, in a survey sponsored by the planning committee many people indicated that want the library to remain as both the disseminator and the preserver of the printed word. Therefore, it is anticipated that, when purchasing recreational reading materials, the library will continue to strike a balance between hard-copy and electronic formats. The purchase of electronic reference materials will continue and accelerate, however, as reference "books" become available only in that format.

LIBRARY FINANCES: Another familiar theme was the reality that Town finances will be a determining factor in the library's ability to implement many of the plan's strategic goals. The Town of Needham is most fortunate in that during FY10 and FY11 no Town services had to be eliminated and no employee had to be terminated. Prudent planning on the part of the Town's Finance Department and the fact that Needham is not as dependent on the State for funding as many other towns are were responsible for this. However, department managers have been informed that FY12 will be another "tight" year. The library enjoys the benefits derived from both a generous Friends group and a Foundation that, even though still raising money for its permanent fund, supports library programs and materials purchases. Trust Fund interest and State Aid to Public Libraries are also important to the success of the Needham Free Public Library.

AWARENESS: A sobering revelation from the committee's survey occurred when people were asked to comment on an item or a service and responded, "Didn't know you had (or did) that." The committee realized that, despite the impressive range of publicity that emanates from the library, there are many regular library users who do not know the full extent of the library's materials and services. Committee members emphasized the need to enhance the community's awareness of both existing and new resources.

The Strategic Planning Committee crafted new Vision and Mission Statements for the library and chose the four following Service Responses as those that would best fulfill them.

Information Fluency: Understand how to find, evaluate and use information from all sources, including the online world

Lifelong Learning: Satisfy curiosity and support decisions

Diversity and Heritage: Celebrate Needham's historic and evolving ethnicity

Stimulate Imagination: Reading, viewing, and listening for Pleasure

The trustees and the staff of the Needham Free Public Library wish to express their thanks to the members of the Strategic Planning Committee for the many hours of work that they put in to establish goals and supporting activities for the library to follow, as it moves into an exciting future.

METHODOLOGY AND FINDINGS

In the fall of 2009 Library Trustees Lois Bacon, Rose Doherty, and Margaret Pantridge met to determine the composition of a Strategic Planning Committee that would set the direction for the Needham Free Public Library for the next several years. Representation from the following groups was considered optimal:

- Board of Selectmen
- Business person
- Friends of the Needham Public Library
- Library Children's Advisory Committee
- Library Foundation of Needham
- Library staff
- Library trustees
- Needham Women's Club
- Olin College of Engineering
- Parent Talk
- Senior citizen
- Young adult

The sixteen-member committee that was formed included at least one person from each of these groups. In some cases, a person represented more than one group. Trustee Chair Margaret Pantridge and Library Director Ann MacFate co-chaired the committee.

Following the initial planning stage and formulation of the committee in the fall of 2009, the Strategic Planning Committee began its regular meetings (twice monthly) in December of 2009. Co-Chair Margaret Pantridge formulated an agenda that kept the committee moving at a fast pace. The committee used Sandra Nelson's *Strategic Planning for Results*, as a general guideline for its work.

To facilitate the Strategic Planning Committee's task, several subcommittees were formed:

- Panel Event Subcommittee
- Interview Subcommittee
- Survey Subcommittee
- Publicity Subcommittee

PANEL DISCUSSION: The panel Event Subcommittee began to immediately solicit public opinion by holding a panel discussion, "Reading into the Future: Books, Libraries, and the Electronic Delivery of Content" in January. Panelists included:

- Academic librarian and library consultant Amira Aaron
- Minuteman Library Network Executive Director Susan McAlister
- Boston Regional Library System Administrator Ken Peterson

Findings: The post-program survey responses ranged from, "Hope the library will pursue a leadership role in promoting electronic delivery," to "We will have a generation that cannot read a book. Obsolescence will kill all storage we digitize. We are responding to fads: Blackberry, Facebook, Twitter, telephone, etc." While hardcopy was the 2 – 1 favorite for reading newspapers and 3 – 1 the preference for reading books, online research was preferred over hardcopy by 3 – 2.

SURVEY: To serve as the main focus for garnering public opinion, the Survey Subcommittee devised a six-page questionnaire that was available in both paper copy and online. The survey was promoted on the library's website, in the local newspapers, by signage in the library, and in the library's monthly newsletter which is available online or in paper format. 521 people completed the survey online and 233 used paper copy (754 total).

Findings: Survey results showed that the most popular materials were:

- Books (688)
- DVDs (488)
- Paperbacks (351)
- Books-on-CD (216)

In a comparison of all printed word formats to all electronic media formats, library patrons preferred printed word 54% to 46%. While many people indicated a willingness to embrace the new technologies, there was a general thread of concern throughout the comments that the library preserve the printed word. Many library patrons expressed a strong affinity for books in their traditional form and asked that the library continue to stock them. When purchasing recreational reading materials, the library will continue to strike a balance between hard-copy and electronic formats. The purchase of electronic reference materials will continue and accelerate, as reference "books" become available only in that format. The survey did not have a separate children's section, as the library was still in the process of completing an upgrade to the Children's Room that had been initiated in response to a previous, recent survey.

INTERVIEWS: The Interview Subcommittees took on the task of gathering opinions from groups that might not have participated fully in the questionnaire process.

Findings: One committee member distributed short questionnaires and interviewed local students, as well as inviting two high school students and two middle school students to a general committee meeting, so that the students could discuss their opinions with the larger group. The students appreciated the space available for study but wanted additional space for group study. They also wanted the library to be open until 11:00 p.m. On the subject of young adult programming, the students were not sure they could fit program attendance into their already busy schedules.

Another subcommittee member brought representatives from the Needham Community Council's English as a Second Language (ESL) program to discuss the program's needs for space and materials. Many of the tutors hold sessions in the library's Study Rooms and public spaces. The Council representatives discussed the variety of participants' native languages and the need to have children's books in world languages, so that parents and grandparents could read to children in the native tongue. Unfortunately language-spoken census figures are now ten years old and not of much use. The 2010 Federal Census figures for Needham will be reviewed as soon as they are available.

The School Department's English Language Learner Program Coordinator Helaine Block said that, based on enrollment in ELL classes, Spanish, Russian, and Chinese are the primary languages spoken in non-English speaking homes in Needham. She noted that a large number of pre-school children were cared for by non-English speaking grandparents. She urged the library to purchase picture books that discuss "concepts," so that these children will not be behind their English-speaking peers.

Representatives from the Council on Aging were invited to a committee meeting. They expressed enthusiasm for working with the library to address the needs of Needham's seniors for programming, learning, and technology.

Needham Schools Director of Media/Tech Services Linda Conneely and Needham High School Library Instructor Ann Perham came to a committee meeting to acquaint members with the school department's *Media and Technology Standards* curriculum for the middle and high schools.

SWOT ANALYSIS: With information gathered from the content delivery program, the questionnaires, the interviews, and a SWOT analysis, the committee was able to formulate the following:

- A Community Vision Statement
- A Community Needs Statement
- A Library Vision Statement
- A Library Mission Statement
- A Library Needs Statement
- Appropriate Service Responses

TRUSTEE INPUT: The Board of Library Trustees received recommendations from the committee and provided its own input, including combining two proposed Service Responses (Connect to the Online World and Understand How to Find, Evaluate and Use Information) into one response, Information Fluency. The board approved the Vision and Mission Statements on August 10, 2010, and the final report at its regularly scheduled meeting of September 14, 2010.

TOWN OF NEEDHAM

Originally part of the Town of Dedham, the Town of Needham was incorporated on November 5, 1711, after the more than fifty families that resided in the area petitioned the Great and General Court for separation. The families found it difficult to make the trip to Dedham for church, trading, and town meetings. The original town included what is now Wellesley, plus a small portion of Natick. The current town differs dramatically from its agrarian beginnings. Following three centuries of growth and change, Needham has evolved into a highly desirable suburb of Boston. The town's population remains fairly steady at 29,776 (2010 Town Census). Residents are gearing up for a one-year tercentennial celebration. Commemorative events will begin on November 5, 2010, and culminate on November 5, 2011, when, amid great celebrating, the refurbished and expanded Town Hall will open for business.

During the past several years the town has embarked on many major infrastructure improvements. Three of the town's elementary schools have been improved. Both the Broadmeadow and the High Rock elementary schools were refurbished and expanded. A new Eliot School building was constructed. Needham High School underwent a major reconstruction and expansion. Other Town departments have made dramatic changes. The new library opened to rave reviews in 2006. Earlier this year a Public Services Administration Building opened. The building is currently housing Town Hall operations, while the Town Hall is undergoing expansion and renovation. When Town Hall opens in 2011, the Public Services Administration Building will house the Department of Public Works. The town's next building project is slated to be a Senior Center, which is currently in the planning stages.

Needham is conveniently located for travel to Boston, Cape Cod, or northern New England. There are currently two entrances to route 95 (128) and a third entrance will be part of the Add-A-Lane project that is now underway. Residents have rail service to Boston's South Station and bus service to Newton and Watertown.

The town has two business centers, Needham Center and Needham Heights. Both offer a variety of shops, restaurants, and services. Other satellite areas have evolved on the town's main streets, including two large grocery stores and several banks, restaurants, and a car dealership.

Real estate values in Needham, as is true of most local communities, have either leveled off or fallen. According to Pinnacle Residential Properties, the first quarter of 2010 average price of a house in Needham was \$765,000; the average price in 2009 was \$783,000. There is very little "affordable housing" in Needham. During the past five years there has been an overwhelming demand for the few affordable units built under Chapter 40B.

Needham is governed by a Board of Selectmen and a Representative Town Meeting. The Board of Selectmen hires a Town Manager to oversee the day-to-day operations of the town.

TOWN OF NEEDHAM COMMUNITY VISION STATEMENT

Needham will be an open and vibrant community, providing a safe, stimulating, and enjoyable living environment. Residents, business owners, employees, and visitors will reap the benefits of its strategic location, community services, employment opportunities, excellent school system, and overall public involvement in its operation and development. Needham will promote a sense of Town spirit.

The Town will be well-planned, environmentally sensitive, and well-managed.

Community SWOT Analysis

The following lists are the Strength, Weakness, Opportunity, and Threat perceptions of the Strategic Plan Committee members.

Community Strengths

Excellent library

Diversity of restaurants

Close knit community, friendly

Olin College, college town

Close to Boston

Geographically contained

Green energy commitment community—trees, recycling

Schools

Size, growing Town center

Management

Growing diversity

Well educated community

Good social networking

Transportation

Service minded community

Talented residents

Town Employees caring and talented

Hospital

Healthy activities

Safe

Clean

Volunteers in town government and other organizations

Golf club

New High School and all building projects

Can build consensus

Youth sports program

Willingness to invest in community (passage of overrides)

New England Business Center

Community Council

Community Weaknesses

Limited parking

At risk youth

School busing system

Lack of sufficient public transportation

Limited racial, ethnic, and economic diversity

Business space expensive (high rents)

Division among subgroups in town

Budget

Growing population

Never ending overrides, process

Never enough money, especially from state

Difficulty with growing new businesses, not business friendly (permits, etc.)

Housing costs and lack of affordable apartments

Overscheduled youth

Needham schools, ways that teachers are told to teach, no teaching of thinking

Lack of affordable shopping

Lack of business diversity (many banks and restaurants)

Not a business friendly community

Passive recreation undeveloped

Inconsistency in elementary school curriculum

Inconsistency in town staffing

Library resources compared to other communities

Playgrounds for 7-12 year olds

Senior Center

People complain a lot but do not get involved

Bag fees for trash—garbage pickup only by private contractors for a fee

Community Opportunities

Senior center

Passive recreation—walking trails, bike paths

Create new partnerships with NGOs (non-governmental organizations)

Affordable Housing opportunities for people over 55

Affordable housing

Community who wants to get involved

Programming for young children

Technology broadly

New Year's Needham Celebration Activities

Revitalization of Needham Business Center

Route 128 (95) Add-A-Lane Project

Schools—new administration

Outreach to noninvolved

Availability of more meeting space (when new Town Hall is completed)

Activities for Needham teenagers—Youth Center

Conversion to more green and more efficient energy

Use of land in dump (from dump closure)

Area leader in electronic delivery

Coalition to push back against the state for funds

Community Threats

Insufficient funding

People leaving for more affordable towns and better resources

State paying less money to Needham

Dependence on real estate taxes for Town funding

Trends in retailing, big box stores

Traffic and traffic patterns, traffic congestion to town

Traffic-cut-through town

Other towns offering better services

Overrides divisive, threat is in operating cost overrides, may have to lower expectations—Are we getting the expected quality when we pass them

High cost of living, housing prices keeps diversity out

Misery of Route 128 (95) Add-A-Lane Project work during the next 5 years

Sense of exclusiveness, not welcoming

Issues around the senior center

Unfunded State mandates

Disaster preparedness

Potential terrorism because we are part of the airport traffic patterns

Volunteer burnout

Aging population

COMMUNITY NEEDS (now and in the future)

Additional sources of funding for Town services

Improved and additional parking in Town center

Additional parking in places other than Town center

More low and moderate income housing

More diversified shopping

More diverse volunteers

Affordable performance space

A new Senior Center

HOW CAN THE LIBRARY HELP TO FULFILL THESE NEEDS?

Continue to rent the Christ Church parking lot for use by library patrons and staff

Advertise library volunteer program more widely

Provide a venue for public information distribution

Provide a venue for public information forums and discourse

NEEDHAM FREE PUBLIC LIBRARY

The Needham Free Public Library has undergone many changes since the Long-Range Planning Report of 2005 was written. In 2005 the library was located in temporary quarters in a closed elementary school, while a new library was being built. On March 17, 2006, amid great fanfare, the library re-opened for business in its newly refurbished, updated, and expanded building. Library space increased from 26,000 square feet to 47,500 square feet. Moving into a new building presented many challenges. Both the staff and the public had to adjust to new interior traffic patterns, changed entrances, and re-configured parking lots. Everyone has adjusted well. Library business increased immediately.

Circulation of materials increased dramatically. In FY06 the library was in temporary quarters for just over two-thirds of the year and open in the new facility for just under one-third of the year. Materials circulation stood at 386,203. In FY07, the first full year in the new facility, circulation rose to 463,855, a 20.1% increase. The Adult Department materials circulated increased by 21.3%, while the Children's Department increased by 18.3%. While the figure of 463,855 was a record high, the record only lasted for one year, as the FY08 circulation figure grew to 493,070. In FY09 circulation broke through the 500,000 mark, standing at 560,236. Circulation continued to increase in FY10. The percentage rate has, however, leveled off. At the end of FY10, the increase stood at 20,375 (3.6%). Not quite enough to hit the 600,000 mark! The library has been fortunate in that its materials budget over the last five years has kept pace with inflation. However, the library has been even more fortunate that Town Meeting approved a \$100,000 library materials capital expenditure, to be spent over four years (FY11 will be the fourth year). The Friends of the Library have been most generous to the library, increasing the amount it gives the library for materials each year. In FY10 the Library Foundation of Needham, in addition to sponsoring many programs, gave the library funds for materials purchases. Funding from these two organizations, plus donations from individuals, greatly enhances the quality of the library's collections.

In an effort to facilitate handling all this increased circulation business without an increase in staffing, the library installed a self-check station in November 2009. The public checked out 2,956 items the first month of use and 5,750 items during June 2010, a 94.5% increase. Total usage for FY10 was 36,304.

Other measures of business have also increased each fiscal year. From FY06 through FY10 website hits increased from 69,766 to 301,796 (+333%); network transfers from 57,937 to 118,355 (+104%); out-of-town borrowing from 41,806 to 86,346 (+106.5%). All of these increases occurred while the collection size grew by only 14.8% (from 142,023 to 163,084). While children's circulation increased, the growth in children's reference and children's programming was more dramatic. Reference questions increased by 60% (from 9,498 to 15,241) and programming increased by 302% (from 52 to 209).

The most amazing increase in usage in the new library has been the growth in the use of the meeting room. From 89 usages in FY06 the figure has increased to 657 in FY10 (+638%). Needham has a lack of convenient, accessible public meeting space. As the library is both accessible and in a convenient location, many governmental unit Town committees moved their regularly scheduled meetings to the library's Community Room. It has not been an uncommon occurrence for the main Community Room to host up to five different meetings in one day (the room divides into two sections). Unfortunately this action precluded use of the room by general town groups. In February of 2010 the Town Hall offices were moved to what will eventually be a Public Works building, while a Town Hall addition and renovation project was underway. Completion is

scheduled for November 2011, when Needham will celebrate its 300th birthday. The Public Works building has several accessible meeting rooms to which several governmental units have moved their meetings. This has freed up space at the library for Community Room use by other Needham Groups.

Figuring staffing requirements for a new library can be tricky. No matter how carefully done, planning for an unknown increase in business is not an exact science. Prior to opening day, the library added two full-time positions. Unfortunately, this was not enough. In anticipation of increased Community Room usage, a desire to hold general programs for the public, and the expectation that reference questions would increase in number and complexity, a position was established that was half-time reference and half-time event and program scheduling. A person was also hired to deal with the complexities of a new network connection and other technology infrastructure. This person was also placed in charge of the library's Archives Collection. Even with the efficiencies of a new circulation desk, the staff could not keep up with the increase in business. The trustees voted to use the library's State Aid Account to fund hiring additional part-time circulation assistants. In September of 2007 library hours were expanded by moving the 10:00 a.m. opening to 9:00 a.m. At the present time, from September through June, the library is open 68.5 hours per week. During July and August the library is not open on Sundays (4 hours).

The library is a vibrant, essential part of the Needham community. It provides services to people of all ages. Whether one is seeking materials to read, watch, or listen; trying to find an interesting program to attend; searching for a computer or wireless connection to use; pursuing information; or just looking for a comfortable reading chair or a place to meet interesting people, the Needham Free Public Library has it all.

Library SWOT Analysis

The following lists are the Strength, Weakness, Opportunity, and Threat perceptions of the Strategic Plan Committee members.

Library *Strengths*

Dedicated Staff

Member of Minuteman Library Network

Network multiplies the virtual holdings

Almost everything in the world is available to users

Committed staff and volunteers from the Board of Trustees, Friends of the Library, Library Foundation, and Children's Advisory Committee to the many volunteers in circulation who shelve, straighten, file, etc.

New, comfortable, welcoming building

Good Location—convenient and visible

Collection

Local Authors

Local business owner patrons

Top-notch health care provider residents

Lots of programs, especially for children

Strong Foundation

Support from the Library Foundation of Needham

Active Friends of the Library

Viewed as "the place to be" for high school students

Busy children's room

WiFi

Size

Location near high school

School System

Olin College nearby

Brand new facility

Programming

Children's Room

Affluent and educated patrons

Community Room

Leadership (trustees and director)

Supportive Town Manager and Finance Committee (at this time)

Educated residents

Museum Pass Program and the resultant savings to borrowers

Art Exhibits

*Free programs—LFN programs are excellent, kids movies, Sara Epstein's program, and
CiCi Hunt' program*

No more "wave" in the Children's Library

Good advertising in library

Ability to call ahead to sign up for classes (children's programs)

Email reminders of due dates, online notifications and reservations

Doll house

Movies—good selection for adults

Toys and puzzles in kids' area are nice

Hours

Booklists

Good space

Library Weaknesses

Inadequate number of staff for the tasks that need to be done

Constantly revolving personnel

Insufficient funds from Town and State

Computer meltdown a real possibility

Lack of volunteers

Lack of monetary resources

Lack of auditorium

Limited children's library programs

Minuteman Library Network technology needs updating

Staff turnover in Children's Room

Unable to hire staff to fill open positions [Town hiring slowdown]

Lack of full-time Children's Librarian

Children's librarian departure and lack of a similarly gentle, well-suited replacement

Since the departure of children's librarian, many story times and craft times have been canceled

No fulltime dedicated staff people who are exclusively for (only do):

- 1. Archives*
- 2. Programming*
- 3. Technical/computer support*
- 4. Young Adults*

Budget constraints

Limited access to Community Room for non-governmental meetings

Location—not in center of town

Meeting space

Parking

Parking—difficult with kids

Not working more closely with schools

Lack of classroom space

Minimal programs for young adults

Staff, while dedicated, performs inconsistently

Inconsistently friendly staff

Opportunity for adult programming is not fully realized

Tech-based training (using PCs, databases, etc.) is unstructured—too informal

AV collection, while very good, is not longer adequate, now that Hollywood Video has closed

Aging computers

Can't book meeting rooms ahead

Computer location in kids' area is distracting

Video section in kids' area is too prominent—distraction for children

Children's DVDs are usually scratched

Lack of clear expectations/rules in children's area

Children's area not child friendly—sterile, uninviting, computer [placement] distracting for younger children

Not promoting programs enough/well

Limits on event attendance—e.g. can't sign up for two in a row

Library Opportunities

Become leader in electronic delivery among public libraries and apply for grants to fund

Engage young people in the 12 – 18 age range

Bring new users into library

Lectures by local authors, healthcare providers, business owners

Proximity to high school for volunteers

New residents getting involved with library Friends, committees, etc.

Growth in electronic resources

Apply for grants to improve Archives

Continued growth in usage

Use social networking sites to publicize activities

Build partnerships with other town organization to publicize activities

Growing population of children—new things for group

Growing population of elderly—new things to do for group

Electronic media

Near the high school

Advance in area of computers

Teaming with town groups

More for volunteers to tackle

Use of funds available—try new things

Partnering with the schools

Rebuilding Children's Department now around a full-time Children's Librarian

Young adult programs / council / librarian

Adult programming

Structured, scheduled tech-based training

"Digital branch" and all that it entails

Better in-library publicity for museum passes, greenness of library building, etc.

AV materials

Better utilize Minuteman website—e.g. event registration

Improve connectivity—within library, between libraries (college library, too)

Use rooms off children's space better—they always seem to be closed

Fish tank

Kid friendly playroom

Community Room—underused

Lack of multicultural awareness

Budget

Website

5 – 6 activities a week geared toward difference ages (baby/toddler/teen)

Library Threats

Increased costs for materials and personnel

Future electronic needs not prepared for

Continued cuts in monetary resources

Volunteer burn-out

Staff burn-out

Budget cuts

Staff reductions

Marginalized by electronic resources

Overwhelmed by increased usage

Decline in State Aid

Low interest earned by Trust Funds

Run out of encumbered funds

Town budget can't increase to cover activities paid by State Aid

Church parking lot no longer available

Electronic media taking its place—future relevance

Elderly population—leaving

Budget

High cost of living in Needham

Accessibility to electronic content outside the library

Public's lack of awareness of all we offer

Competition from better-funded libraries such as Newton and Wellesley

Competition from other Needham community organizations

Loss of State and local funding

*Perception that libraries are losing their relevance in the digital age (not true, but
could become self-fulfilling)*

Other libraries

Lack of collaboration

Inflexible

ASSESSMENT OF USER NEEDS

These user needs were determined by questionnaire results, group interviews, the content delivery program, the SWOT analysis, and committee discussions.

Library Building:

Needs:

- More space for young adults
- More wireless capability
- A larger Community Room

Possible Solutions:

- As reference collection shrinks (switching to online resources), expand adjacent young adult area into that space
- Increase wireless service
- Hold programs offsite, in larger venues

Library Use:

Needs:

- Celebrate Needham's diverse population, both newcomers and long-time residents
- Encourage use of Genealogy Collection
- Increase books-by-mail to shut-ins service
- Additional computer and database use instruction
- Town funds for programming
- Community Resource Center

Possible Solutions:

- Hold diversity/heritage programs
- Publicize holdings of Genealogy Collection
- Publicize books-by-mail program:
 - In local newspapers and library monthly newsletter
 - At Council on Aging and local nursing homes
 - On local cable networks
- Formulate training computer and database training programs
- Form partnerships with community groups to develop focused collections on Community interests and issues.

Library Collections:

Needs:

- More world language materials (at all levels)
- More online and CD-ROM genealogy materials
- Increase library's holding in all formats, especially of new items
- Increase downloadable audio titles

Possible Solutions:

- Seek donations from local groups to purchase world language materials
- Use trust funds to purchase genealogy materials
- Seek additional funding from Town, Friends, and Foundation to purchase duplicate copies of materials in high demand

Library Staff:

Needs:

Town funding to cover salaries of part-time staff being covered by State Aid:

1. Inter-library loan pick list person
2. One circulation desk assistant (10 hours per week)
3. Part-time staff working 9 – 10:00 a.m. hour
4. Full-time Children's Librarian

Funding for a full-time Young Adult Librarian (currently have part-time person who also works at reference desk).

Possible Solutions:

- The solution to the staff salary shortage includes such unlikely items as:
 - An incredibly improved economy in which the value of libraries is recognized and the library's town-funded budget receives a dramatic increase.
 - An unexpected bequest.

CURRENT LIBRARY SERVICES

Circulate wide variety of Adult, Young Adult, and Children's books, periodicals, audiovisual materials, etc.
Downloadable audiobooks
Provide computer services and Internet access
Story hours, craft programs, music programs, puppet shows, movies, and other programs for children
Summer Reading Program for children
Two library-sponsored reading groups
Friends' programs
Library Foundation programs
McIver Series programs
Other library programming
Provide a venue for New Year's Needham celebration
Provide current newspapers and specialized business information sources
Reading and Study space for adults and young adults
Reservable Study Rooms
Community/social experience for senior citizens
Circulate large print books for people with vision problems
Answer Reference Questions (information queries) in person and via telephone, e-mail.
Reserve system for obtaining materials
Network Transfer and Inter-Library Loan systems for obtaining materials
Ability to see whether materials are "available" or "out" in Needham and other MLN libraries
Bulletin Boards of community activities
Meeting room for local non-profits and Town governmental agencies
Friends' Gallery for display of local artists' works (including photography)
Display cases for display of local people's collections and craft work
Ability to return materials when library is closed
Access to MLN database 24/7 from home
Patrons can place their own reserves via computer in library or at home
Patrons can reserve the 18 discount passes to local museums from home either online or by phone
E-mail notification for reserves and overdue materials
E-mail reminders 2 days before materials are due
Patrons can use credit card to pay for library fines and lost items from home or in the library
Patrons have ability to renew materials from home either online or by phone
Access to many databases both in the library and from home computer (24/7)
Archives Room of local history
Genealogy Collection
Computer Instruction (Reference)
Books-by-Mail program for shut-ins
Open seven days a week, September through June (six days a week during July and August)
Open four evenings a week till 9:00 p.m.
Friends-sponsored copying system (regular copy machines and computer connected copier)

NEEDHAM FREE PUBLIC LIBRARY VISION STATEMENT

The Needham Free Public Library will provide the community with access to resources to support its users' evolving educational, intellectual, recreational, and cultural needs. The library will provide an open environment for interaction among people of all ages, interests and abilities.

NEEDHAM FREE PUBLIC LIBRARY MISSION STATEMENT

The Needham Free Public Library is committed to:

- Providing resources and technology to support Library users in obtaining the information they seek
- Promoting collaboration, cultural awareness and understanding among individual users and community groups in the community it serves
- Fostering an environment that stimulates imagination and learning

SERVICE RESPONSES GOALS/MEASURES/OBJECTIVES/ ACTIVITIES

Information Fluency: Understand How to Find, Evaluate, and Use Information from all sources, including the Online World

Goal: *Library users seeking information to resolve an issue or answer a question will be taught the skills to search for, locate, evaluate, and effectively use information to meet their needs. This includes having high-speed access to the digital world with no unnecessary restrictions or fees on easy-function computers, to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.*

Possible Measures:

- Number of new computers added each year FY11 – FY15
- Number of new software programs added each year FY11 – FY15
- Number of patrons using library's wireless connection on a given day
- Number of people having to wait to use a computer
- Wireless user satisfaction survey

Objectives:

- Replace entire computer infrastructure by FY15
- Have the most up-to-date information possible for patrons
- Increase wireless usage by 5% each year FY11 - FY15
- Decrease number of patrons waiting for a computer by 5% each year FY11 – FY15
- Increase wireless capabilities to allow access on all floors/parts of the library by FY13
- Decrease number of patrons waiting for wireless connection by 10% each year

Activities:

- Request multi-year capital funding for computer hardware replacement
- Increase library's wireless bandwidth
- Publicize library's wireless capabilities in local newspapers, on cable station, and in the library
- Ensure that all computers are in excellent working order
- Apply for appropriate grants
- Hold classes that instruct patrons on optimizing their use of the Minuteman Library Network database
- Hold classes that instruct patrons on optimizing their use of other library databases
- Hold regular tours of the library

Lifelong Learning: Satisfy Curiosity and Support Decisions

Goal: *Library users in each stage of life, from childhood through the teen, adult, and senior years, will have the resources they need to explore topics of personal interest, to learn throughout their lives, and to analyze risks, benefits, and alternatives before making decisions that affect their lives. The library will provide ancillary support for formal education.*

Possible Measures:

- Number of reference Questions
- Number of shut-ins registered for books-by-mail service
- Number of books mailed to shut-ins
- Number of computer instruction classes held and number of attendees
- Number of database instruction classes held and number of attendees
- Number of subject-specific programs held (career, money management, green design, child rearing, children's science, aging, choosing a college, etc)
- Number of people using library's computers
- Number of people using library's wireless connection
- Number of students using the library during afternoons, evenings, and weekends
- Number of downloadable e-books and audiobooks
- Number of database users
- Number of Children's Room materials circulated
- Number of network transfers

Objectives:

- Increase number of reference questions by 2% each year FY11 – FY15
- Increase use of Children's Room by 2% a year
- Increase books-by-mail service by 5% per year
- Increase student usage and young adult circulation by 5% each year FY11 – FY15
- Hold one computer class a month for 5 students, to increase patron computer literacy and raise awareness of library e-resources
- Increase use of library e-resources by 10% a year
- Develop partnership with Council on Aging to develop joint activities
- Reduce net-lender gap

Activities:

- Publicize library resources and services in local newspapers and on cable station
- Advertise books-by-mail service through the Senior Center, nursing homes, local hospital, houses of worship, etc.
- Evaluate and purchase (as appropriate) databases and other electronic content and fewer reference books
- Apply for grants to purchase databases
- Create a young adult advisory board to recommend materials and programs
- Apply for grants that support young adult programming
- Create pathfinders for frequently asked questions
- Hold appropriate instructional classes on how to use the library's equipment and databases
- Require all staff to attend at least one continuing education program per year
- Improve condition of audiovisual materials (adult and children's)
- Check Minuteman Send Item list frequently during the day

Check Minuteman Purchase Alert List twice a week

Meet annually with Council on Aging executive director to explore collaboration
between the library and the Senior Center for the benefit of senior citizens

Diversity and Heritage: Celebrate Needham's Historic and Evolving Ethnicity

Goal: *Library users will have programs and services that promote appreciation and understanding of their personal heritage, the heritage of others in the community, and the history of our community.*

Possible measures:

- Number of people using the Archives and Genealogy collections
- Number of diversity and heritage programs that are presented
- Number of world language books and films purchased

Objectives:

- Increase the number of people using the Archives and Genealogy Collections by 5% in each year
FY11 - FY15
- Hold one or more programs a year that stresses local diversity and/or heritage in each year
FY11 - FY15,
- Add \$1,000 worth of books and films in world languages in each year FY11 – FY15

Activities:

- Publicize the resources of the Archives and Genealogy Collections
- Hold classes on genealogy in general and online genealogy searching in particular
- Purchase additional genealogy databases
- Purchase genealogy records on CD
- Establish a committee to focus on making recommendations for programs and world language materials purchases
- Find speakers for diversity/heritage programs
- Hold children's programs that reflect community diversity
- Contact school system to ascertain which languages are spoken by students for whom English is a second language
- Contact local groups and clubs for donations for world language books and films
- Ask the Friends of the Library or the Library Foundation of Needham for funding for programs and/or materials
- Order \$1,000 worth of world language materials (both adult and children's)
- Assess the use of the Friends' world language periodical collection
- Apply for grants that feature community diversity and heritage
- Apply for grants to preserve and/or digitize archival and local history collections
- Purchase materials to support the Community Council's ESL program
- Digitize the Archives and Genealogy Collections over a number of years
(Start with the most fragile items)

Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

Goal: *Library users will be able to access materials to enhance their leisure time, with help available to assist them in locating, accessing, and making choices among the options.*

Possible Measures:

- Length of time that elapses between requesting a book on a bestseller list and checking out the book to a patron
- The number of copies of a heavily reserved item owned in comparison to the number of reserves for the item.
- Compare circulation figures (monthly and yearly) with previous figures
- Patron satisfaction survey
- Reduce the gap between items loaned to Needham and items loaned from Needham (Network Transfers)
- Number of children registered for summer reading program
- Number of books read by children in summer reading program
- Number of titles available in electronic format
- Number of titles available in downloadable format
- Number of people attending library tours

Objectives:

- Reduce time it takes to obtain a reserved item by one day
- Increase circulation by 2% in each year FY11 – FY15
- Reduce the net lender gap
- Increase number of hours the library is open to the public each week by 1.5 hours in FY13 (Friday 5:30-7 p.m.)
- Increase number of Sundays open in FY13
- Increase titles available in electronic format by 50% FY11 – FY15
- Increase titles available in downloadable format by 50% FY11 – FY15
- Introduce public to library and its resources

Activities:

- Purchase one copy of an item for every 5 reserves for 3-week checked out items
- Purchase one copy of an item for every 8 reserves for 1-week checked out items
- Order duplicate copies of items forecast to be popular at the initial order
- Consider establishing a “Speed Read” collection of popular books (not for filling reserves)
- Hold classes that instruct patrons on optimizing their use of the Minuteman Library Network database
- Hold classes that instruct patrons on optimizing their use of other library databases, such as *Novelist*
- Encourage patrons to join either of the two library book clubs or start new ones
- Run “send item” at least twice a day
- Seek funding to keep the library open until 7:00 p.m. on Friday
- Publicize library resources
- Conduct a biennial user satisfaction survey
- Increase frequency of weeding in order to keep collections current
- Seek funding to open Sundays during the summer
- Seek additional AV funding from Friends and Foundation
- Apply for appropriate grants
- Request increased multi-year capital funding from Town for materials collection purchases
- Hold regular tours of the library

ACTIVITIES PLAN SUMMARY	FY11	FY12	FY13	FY14	FY15
Service Response #1: Information Fluency					
Request capital funding for hardware replacement	X	X	X	X	X
Increase wireless bandwidth	X				
Publicize wireless capabilities	X	X	X	X	X
Ensure that all computers are in working order	X	X	X	X	X
Apply for appropriate grants	X	X	X	X	X
Hold classes on optimizing use of MLN database	X	X	X	X	X
Hold classes on optimizing use of other library databases	X	X	X	X	X
Hold regular tours of the library	X	X	X	X	X
Service Response #2: Lifelong Learning					
Publicize Library's resources and services	X	X	X	X	X
Hold classes on using library equipment/databases	X	X	X	X	X
Apply for grants to purchase databases	X	X	X	X	X
Purchase information databases and fewer reference books	X	X	X	X	X
Create pathfinders for frequently asked questions	X	X	X	X	X
Check MLN Send Item list frequently during day	X	X	X	X	X
Check MLN Purchase Alert List twice a week	X	X	X	X	X
Create YA Advisory Board	X	X	X	X	X
Apply for grants to support YA programming	X	X	X	X	X
Improve condition of AV material	X	X	X	X	X
Require staff to attend continuing ed programs	X	X	X	X	X
Advertise Books-By-Mail program	X	X	X	X	X
Meet with Council on Aging Executive Director	X	X	X	X	X
Service Response #3: Celebrate Diversity/Heritage					
Publicize Archives & Genealogy Resources	X	X	X	X	X
Hold genealogy and online genealogy classes	X	X	X	X	X
Purchase additional genealogy databases		X			
Purchase genealogy records on CD		X			
Contact school system to ascertain which languages are spoken by students for whom English is a second language	X				
Establish world language program and materials purchasing committee	X				
Find speakers for diversity/heritage programs	X	X	X	X	X
Hold children's programs that reflect community diversity	X	X	X	X	X
Ask local groups to support purchase of world language books and films	X	X	X	X	X

	FY11	FY12	FY13	FY14	FY15
Celebrate Diversity/Heritage (continued)					
Ask Friends/Foundation to support purchase of world language books and films	X	X	X	X	X
Assess the use of the Friends' world language periodical collection	X			X	
Order \$1,000 worth of world language materials	X	X	X	X	X
Digitize the Archives and Genealogy Collections	X	X	X	X	X
Apply for grants that feature community diversity and heritage	X	X	X	X	X
Apply for grants to preserve and/or digitize archival and local history collections	X	X	X	X	X
Purchase materials to support the Community Council's ESL program	X	X	X	X	X
Service Response #4: Stimulate Imagination					
Purchase 1 copy of an item for every 5 reserves for 3-week checked out items	X	X	X	X	X
Purchase 1 copy of an item for every 8 reserves for 1-week checked out items	X	X	X	X	X
Order duplicate copies of items forecast to be popular at initial order	X	X	X	X	X
Consider establishing a "Speed Read" collection (not for filling reserves)	X				
Hold classes on optimizing use of MLN database	X	X	X	X	X
Hold classes on optimizing use of other library databases	X	X	X	X	X
Encourage patrons to join library book clubs	X	X	X	X	X
Run "send item" at least twice a day	X	X	X	X	X
Seek funding to keep the library open until 7:00 p.m. on Fridays			X		
Publicize library resources and services	X	X	X	X	X
Conduct biennial user satisfaction survey		X		X	
Increase frequency of weeding to keep collection current	X	X	X	X	X
Seek funding to open Sundays during the summer			X		
Seek additional AV funding from Friends and Foundation	X	X	X	X	X
Apply for appropriate grants	X	X	X	X	X
Request increased multi-year capital funding from Town for materials collection purchases	X	X	X	X	X
Hold regular tours of the library	X	X	X	X	X

COMMITTEE MEMBERS

NAME	REPRESENTING
Bacon, Lois	Library Trustees, Library Foundation
Baker, Ted	Library Friends
Borelli, Alison	Parent Talk
Bulian, John	Board of Selectmen, Business Person
Burns, Lisa	Women's Club
Dennett, Gay Ellen	Library Staff
DerMarderosian, Ann	Senior Citizens
Doherty, Rose	Library Trustees, Library Foundation
Doonan, Katie	Women's Club
Gaulitz, Marjorie	Senior Citizens
Gosselin, Nick	Young Adults
MacFate, Ann, Co-Chair	Library Staff
Magnoni, Dee	Olin College
Pantridge, Margaret, Co-Chair	Library Trustees
Peabody, Phoebe	Library Children's Advisory Committee
Tarantino, Rebecca	Parent Talk

Appendix:

Planning Survey Questionnaire

NEEDHAM FREE PUBLIC LIBRARY PLANNING SURVEY

The library is developing a new Strategic Plan. In order to develop the best plan and to serve the needs of the Needham Community, we are requesting your feedback. Your opinions and comments are important to the trustees and library staff. Your input will help set the future direction for the library. Thank you for your help.

Are you a Needham resident? (Please circle correct answer)

Yes

No

If you are not a Needham resident, where are you from?

What is your age group? (Please circle the number of the correct response)

1. 0 – 5
2. 6 – 12
3. 13 – 19
4. 20 – 39
5. 40 – 59
6. 60+

How many years have you been using the Needham Free Public Library? (Please circle the number of the correct response)

1. Less than 1
2. 1 – 3
3. 4 – 6
4. 7 – 10
5. 10+

Do you belong to a book club? (Please circle correct answer)

Yes

No

During a typical month, how many times do you use the library? (Please circle the number of the correct response)

1. None
2. 1 – 3
3. 4 – 6
4. 7 – 9
5. 10+

Which of the following library materials do you use? (Please check all that apply)

- | | |
|---|--|
| 1. ☐ Books | 7. ☐ Videocassettes |
| 2. ☐ Paperbacks | 8. ☐ Music CDs |
| 3. ☐ Large Print Books | 9. ☐ Books on CD |
| 4. ☐ Newspapers | 10. ☐ Books on Tape |
| 5. ☐ Magazines | 11. ☐ Downloadable Audiobooks |
| 6. ☐ DVDs | 12. ☐ Playaways |

13. ☐ Other (Please specify) _____

Are there library materials you would like to see added?

1. _____
2. _____
3. _____

Are there library materials you would like to see dropped?

1. _____
2. _____
3. _____

How often do you use the library for books on the bestseller list? (Please circle the number of the correct response)

1. Frequently
2. Occasionally
3. Never

How often is the bestseller title you want to borrow available in the library? (Please circle the number of the correct response)

1. Frequently
2. Occasionally
3. Never
4. Does not apply

How often do you use the library for newly published or newly reviewed books? (Please circle the number of the correct response)

1. Frequently
2. Occasionally
3. Never

How often is the newly published or newly reviewed book you want to borrow available at the library?
(Please circle the number of the correct response)

1. Frequently
2. Occasionally
3. Never
4. Does not apply

Do you have any comments on the newly published or newly reviewed book collection?

Which of the following Library Services do you use? How often do you use each service in a typical month? (Please check all that apply)

	Once	Twice	Three or more
Archives Room	_____	_____	_____
Business Room	_____	_____	_____
Children's Department	_____	_____	_____
Computer Instruction Classes	_____	_____	_____
Computers	_____	_____	_____
Copy Machine	_____	_____	_____
Downloadable Books	_____	_____	_____
Friends' Ongoing Book Sale	_____	_____	_____
Friends' Rental Book Collection	_____	_____	_____
Friends' Rental DVD Collection	_____	_____	_____
Genealogy Room	_____	_____	_____
Income Tax Forms	_____	_____	_____
Library Programs	_____	_____	_____
Magazine and Newspaper Room	_____	_____	_____
Museum Passes	_____	_____	_____
Online Databases	_____	_____	_____
Reference Department	_____	_____	_____
Reserve Books	_____	_____	_____
Young Adult Room	_____	_____	_____
Other (Please specify)	_____	_____	_____

Are there services you would like to see added?

1. _____
2. _____
3. _____

Are there services you would like to see dropped?

1. _____
2. _____
3. _____

Please list the reasons for which you use the library and the services that you use.

If you are the parent of a child between the ages of 0 and 12, are there services you would like to see added?

Do you place reserves for library materials? (Please circle the number of the correct response)

1. Frequently
2. Occasionally
3. Never

If you place reserves, please list the materials you reserve. (Please circle the number of the correct response)

- | | |
|----------------|----------------|
| 1. Bestsellers | 5. DVDs |
| 2. New Books | 6. Books on CD |
| 3. Fiction | 7. Other _____ |
| 4. Nonfiction | |

Do you wish to make any comments or suggestions regarding the library's reserve system?

Do you know that several online databases are available for your use? Some may be accessed at home, while others may be accessed only in the library. (Please circle correct answer)

Yes

No

Do you use the library's online databases? (Please circle correct answer)

Yes

No

Do you wish to make any comments or suggestions regarding the library's online databases?

What do you think the role of the Needham Free Public Library is, as we move into the future with electronic delivery of content?

If you use an electronic reader/portable device to access books, newspapers and other content, what is your preferred device? Examples include Kindle Sony Reader, iPod, etc.

The library currently has museum passes to a broad range of locations, such as the Boston Children's Museum, the Boston Aquarium, the Harvard Museum of Natural History, and the Museum of Science. Are there other museum passes that you feel would be of use to Needham residents? (Please list)

Do you use the Needham library website? (Please circle correct answer)

Yes

No

Do you have any comments that you would like to make about the library website content?

The library is open the following hours:

9:00 a.m. – 9:00 p.m., Monday – Thursday

9:00 a.m. – 5:30 p.m., Friday

9:00 a.m. – 5:00 p.m., Saturday

1:00 p.m. – 5:00 p.m., Sunday (September – June)

Do these hours meet your Needs? (Please circle the number of the correct response)

1. Always

2. Sometimes

3. Rarely

How would you like to change these hours?

How would you rate the following features of the library building? (Please check all that apply)

	Superior	Adequate	Inadequate
Building Temperature	___	___	___
Children's Room	___	___	___
Comfort of Chairs and Tables	___	___	___
Community Room	___	___	___
Directional Signs	___	___	___
Ease of Finding Materials	___	___	___
Genealogy Room	___	___	___
General Ambiance	___	___	___
Library Grounds	___	___	___
Lighting	___	___	___
Parking Lots	___	___	___
Public Rest Rooms	___	___	___
Quietness	___	___	___
Study Rooms	___	___	___
Young Adult Room	___	___	___

Comments on the building?

How would you rate the library staff for courtesy and helpfulness? (Please check all that apply)

	Superior	Adequate	Inadequate	Do not use
Circulation Desk Staff	_____	_____	_____	_____
Reference Staff	_____	_____	_____	_____
Children's Staff	_____	_____	_____	_____
Administrative Staff	_____	_____	_____	_____

Comments?

If you use other libraries, please specify which ones and why?

What changes and improvements in the library would you recommend?

A survey of children's service was recently completed. If you have comments that you would like to add regarding children's services, we welcome your feedback.

Please place completed survey in the red box on the Circulation Desk or give to a staff member. You may also mail completed surveys to:

Needham Free Public Library Survey
1139 Highland Avenue
Needham, MA 02494

Surveys must be returned by **March 31, 2010**, to be counted.

Board of Selectmen

AGENDA FACT SHEET for 02/22/11

Agenda Item: Sign Notice of Traffic Regulation
- Carol Road

Presenter(s): Richard P. Merson, DPW Director

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

A request and accompanying petition was received from the residents of Carol Road asking that a no parking zone be established to prevent all-day parking on the west side of their street from Great Plain Avenue to 180 feet south of Great Plain Avenue from 7AM – 5PM Monday through Friday.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES NO (circle one)

Suggested Motion:

"That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P11-02-22 for Carol Road, Parking Prohibited During Certain Hours, West side from Great Plain Avenue to 180 feet south of Great Plain Avenue, No Parking 7AM - 5PM Mon-Fri"

3. BACK UP INFORMATION ATTACHED:

1. Copy of Traffic Regulation P11-02-22
2. Resident Petition/Letter

4. SIGN OFF/APPROVAL REQUIRED: (circle one)

a. Town Manager.	Yes	<u>No</u>	NA	_____
b. Town Counsel	Yes	<u>No</u>	NA	_____
c. Finance Director	Yes	<u>No</u>	NA	_____
d. Accountant	Yes	<u>No</u>	NA	_____

Staff use: Disposition by BOS:

Action taken: _____ Present on future Agenda: _____

Refer to/Inform: _____ Report back to BOS by: _____

DD

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

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

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

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

PROHIBITED DURING CERTAIN HOURS

CAROL ROAD – West side from GREAT PLAIN AVENUE to 180 Feet South of GREAT PLAIN AVENUE, “No Parking 7AM-5PM, Mon-Fri”, dated 02/22/11, Permit P11-02-22.

BOARD OF SELECTMEN

Permit No. P11-02-22

Date of Passage _____

Attest of Town Clerk _____

James and Rebecca Goldston

1636 Great Plain Avenue
Needham, MA 02492-1211
781-444-4073

OCT 21 PM 5:17

October 21, 2010

Attention: Town Engineers Office

Department of Public Works
Town of Needham
500 Dedham Ave.
Needham, MA 02492

RE: "No Parking" Signage at Carol Road intersection to Great Plain Ave. (Route 135)

Dear Sirs:

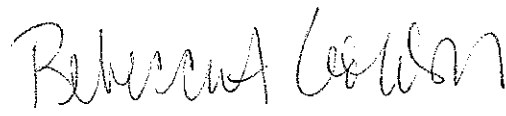
I/We have no objection to the placement of "No Parking" signs on the western side of Carol Road that would prohibit parking from our driveway (on Carol Rd.) to Great Plain Ave. (Rt. 135) during weekday hours beginning at 0700 on Mondays through Fridays.

Please feel free to call with any questions.

Respectfully submitted,



James I. Goldston



Rebecca A. Goldston

Cc: Aaron J. Goldberg
22 Brewster Dr.
Needham, MA 02492
781-444-7953

Board of Selectmen

AGENDA FACT SHEET for 2/22/2011

Agenda Item: **Review of Warrant Articles**

Presenter(s): **Kate Fitzpatrick, Town Manager**

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will discuss the articles in the Special Town Meeting warrant, evaluate the need for further information and/or presentations by proponents, and may take positions as appropriate.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board vote to recommend adoption of article ____ on the March 14, 2011 Special Town Meeting Warrant.

3. BACK UP INFORMATION ATTACHED:

- a. March 14, 2011 Special Town Meeting Warrant

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel		yes	no	NA _____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

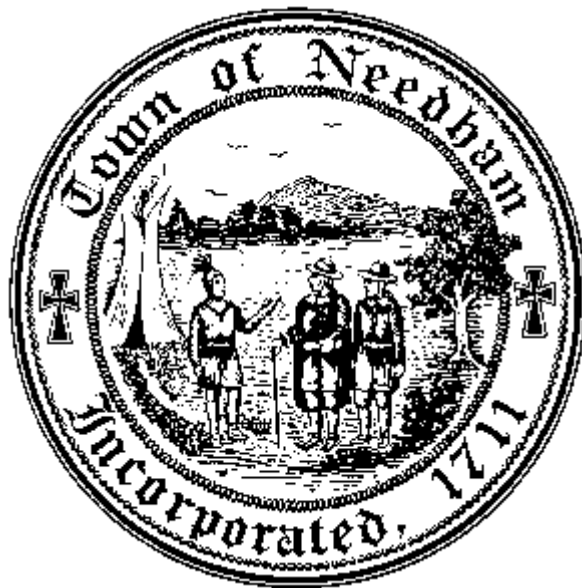
Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

SPECIAL TOWN MEETING

WARRANT



TOWN OF NEEDHAM

MONDAY, MARCH 14, 2011

7:30 P. M.

POLLARD MIDDLE SCHOOL

HARRIS AVENUE

NEEDHAM

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Pollard Middle School:

MONDAY, THE FOURTEENTH OF MARCH, 2011

At seven-thirty in the afternoon, then and there to act upon the following articles, viz:

**ARTICLE 1: APPROPRIATE FOR PARKING AND ACCESS IMPROVEMENTS -
POLLARD SCHOOL**

To see if the Town will vote to raise and/or transfer and appropriate \$758,000 for design, engineering, and constructing parking and access improvements at the Pollard Middle School, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Chapter 44 of the General Laws or any other enabling authority; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: Several improvements are needed to the Pollard Middle School in order to accommodate the incoming Newman School students during the 2011/12 school year. Young students will be relocated to the Pollard modular classrooms while construction is taking place at the Newman School. The November 2010 Special Town Meeting appropriated \$357,000 for retrofitting the modular classrooms, and \$85,000 for continued development of traffic and parking options for the 2011/2012 school year.

This project would fund the design and construction of parking and access improvements including the creation of 36 temporary spaces on the existing tennis courts, with 33 additional spaces added along the proposed new access road from Dedham Avenue. This plan, in conjunction with existing parking elsewhere on site, will satisfy the expected demand, with the exception of 13 staff and visitor spaces which will continue both on the street and on the existing bus loop on Harris Avenue. The long term parking plan provides 37 new spaces (one additional space is added after the Newman children relocate), over what exists today. The 37 parking spaces, when combined other parking on-site, will provide adequate parking for existing teachers and staff without the need for on-street parking. The improvements for the additional parking and access road are anticipated to cost \$664,000 with the remainder allocated to upgrading the existing parking lot behind the school.

ARTICLE 2: RESTORATION OF CHARLES RIVER TREATMENT FACILITY WELL

To see if the Town will vote to raise and/or transfer and appropriate \$300,000 for design, engineering, restoration and improvements at the Town's Charles River Water Treatment Facility Wells, to be spent

under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: *The Charles River Water Treatment Facility draws upon three wells to provide the Town with its drinking water. In general, during winter months, the Town's water needs are met by the Charles River Water Treatment Facility. During summer months, the Town's water supply is supplemented with MWRA water pumped through the St. Mary's Pumping Station.*

Well #1 was built in 1936 and is approximately 100 feet deep. A filtering screen lines the well removing particles from the water as the water is pumped to the Water Treatment Facility. Over time, the screen becomes coated with mineral deposits and particles. As part of the ordinary maintenance of the wells, the screens are cleaned on a three-year rotating basis, with one well cleaned every year. During the cleaning this year, the screen in well #1 collapsed resulting in the accumulation of 55 feet of deposits in the well, rendering it unusable. Well #1 is the Town's top producing well. The Town has been supplementing its water production with MWRA supplied water since well #1 collapsed.

The Public Works Department has retained engineering services to evaluate the options for restoring well #1's pumping capacity. Three options are being investigated: repair of the existing well, repair of the existing well and drilling of a satellite well to supplement the existing well, and abandonment of well #1 and drilling of a new well. The selected option will depend on the expected resulting pumping capacity, projected life expectancy, and time required for implementation.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 8th day of February, 2011.

John A. Bulian, Chairman
Denise C. Garlick, Vice Chairman
Gerald A. Wasserman, Clerk
Maurice P. Handel
Daniel P. Matthews

A TRUE COPY

Attest:

Constable:

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**Town Clerk's Office
Needham, MA 02492**

**First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224**

ATTN: SPECIAL TOWN MEETING WARRANT

Board of Selectmen

AGENDA FACT SHEET for 2/22/2011

Agenda Item: Review of Warrant Articles

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will discuss the articles in the draft warrant and evaluate the need for further information and/or presentations by proponents prior to taking a position on each article.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

a. Draft Warrant, 2.18.2011

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel		yes	no	NA _____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

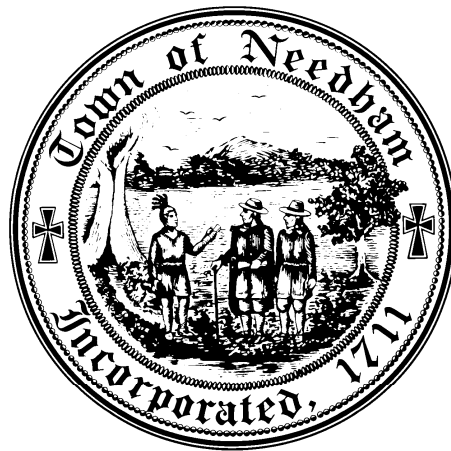
Refer to/Inform: _____ **Report back to BOS on:** _____

Prepared by kpf

TOWN OF NEEDHAM

MASSACHUSETTS

2011 Annual Town Meeting Warrant



ELECTION: Tuesday, April 12, 2011

Business Meeting at 7:30 P.M. on Monday, May 2, 2011

at the Newman Elementary School

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2011 Annual Town Meeting Warrant Table of Contents

	PAGE
Finance Committee Fiscal Year 2012 Budget Recommendations	
2011 Annual Town Meeting Warrant Index	
Summary of Revenue FY 2010 – FY 2012 General Fund Only	
Summary of Expenditures FY 2010 – FY 2012 General Fund Only	
FY 2012 General Fund Budget Recommendations – Submitted by Finance Committee	
Reserve Fund Transfers	
General Government Salary & Staffing Schedule	
School Department Salary & Staffing Schedule	
Debt Service – Schedule of Authorized & Issued	Appendix A
Open an Authorized Projects and Proposed Projects Financed by Debt	Appendix B

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**Town of Needham
Finance Committee
100th Annual Report
Fiscal Year 2012 Budget Recommendation
March 2011**

DRAFT 2.18.2011

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Article	Description	Inserted By	Page
	Annual Town Election Committee and Officer Reports	Board of Selectmen	
	ZONING/LAND USE ARTICLES		
	Non-Betterment Street Acceptance – Farley Pond Lane	Board of Selectmen	
	Layout of Great Plain Avenue	Board of Selectmen	
	Technical Amendments for New England Business Center Highland Commercial-128 District, and Mixed Use- 128 Districts	Planning Board	
	Use and Dimensional Amendments for New England Business Center, Highland Commercial-128, and Mixed Use-128 Districts	Planning Board	
	Outdoor Seating and Street Furnishings	Planning Board	
	Neighborhood Business District	Planning Board	
	Corrective Zoning Amendments	Planning Board	
	Establishment of Village Residential District	Planning Board	
	Map Change to Village Residential District	Planning Board	
	CITIZENS' PETITIONS		
	Amend Zoning By-law / Needham Center Overlay District	Louis Wolfson et al	
	Amend Zoning By-law / Farmers' Market	Jeffrey Friedman et al	
	Amend Zoning By-law / Reconstruction of Two-Family Dwellings	George Guinta Jr. et al	
	Amend Zoning By-law / Accessory Structures	Robert Lizza et al	
	HUMAN RESOURCES ARTICLES		
	Establish Elected Officials' Salaries	Personnel Board	
	Fund Collective Bargaining Agreement – Needham Clerical Unit/Massachusetts Laborers' District Council	Board of Selectmen	
	Fund Collective Bargaining Agreement – Public Works/ Massachusetts Laborers' District Council	Board of Selectmen	
	Fund Collective Bargaining Agreement – Needham 911 Operators/ Massachusetts Laborers' District Council	Board of Selectmen	
	Fund Collective Bargaining Agreement – Police Union	Board of Selectmen	
	Fund Collective Bargaining Agreement – Police Superior Officers' Association	Board of Selectmen	
	GENERAL ARTICLES		
	Accept the provisions of Section 19 of Chapter 188 of the Acts of 2010	Retirement Board	
	Amend General By-law/Board of Health Regulations	Board of Health	
	Adopt Stretch Energy Code	Board of Selectmen	

FINANCE ARTICLES

Transfer of Budgetary Fund Balance	Board of Selectmen
Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen
Appropriate for Senior Corps	Board of Selectmen
Appropriate for Needham Property Tax Assistance Program	Board of Selectmen
Appropriate the FY2012 Operating Budget	Finance Committee
Appropriate the FY2012 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2012 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2012 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee
Continue Departmental Revolving Funds	Board of Selectmen
Authorization to Expend State Funds for Public Ways	Board of Selectmen

COMMUNITY PRESERVATION ACT ARTICLES

(CPC=Community Preservation Committee)

Appropriate for CPA Project – Home Energy Improvements	CPC
Appropriate for CPA Project – Redevelopment and Expansion of Linden/Chambers/High Rock Properties Feasibility Design	CPC
Appropriate for CPA Project – Preservation of Historic Documents	CPC
Appropriate to Community Preservation Fund	CPC

CAPITAL ARTICLES

Rescind Debt Authorizations	Board of Selectmen
Appropriate for General Fund Cash Capital	Board of Selectmen
Appropriate for Fire Engine	Board of Selectmen
Appropriate for Roof Repairs / Needham High School	Board of Selectmen
Appropriate for Public Works Infrastructure Program	Board of Selectmen
Appropriate for Feasibility Study of the Cricket Field Building	Board of Selectmen
Appropriate for Booth Street Reconstruction	Board of Selectmen
Appropriate for RTS Construction Equipment	Board of Selectmen
Appropriate for RTS Large Specialty Equipment	Board of Selectmen
Appropriate for Sewer Enterprise Fund Cash Capital	Board of Selectmen
Appropriate for Wastewater Pump Station Reconstruction – Reservoir B	Board of Selectmen
Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen

TOWN RESERVE ARTICLES

Appropriate for Workers Compensation Reserve Fund	Board of Selectmen
Appropriate to Capital Improvement Fund	Board of Selectmen
Appropriate to Capital Facility Fund	Board of Selectmen
Appropriate to Stabilization Fund	Board of Selectmen & Finance Committee

Omnibus	Board of Selectmen
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**Summary of Revenue
Placeholder**

DRAFT 2.18.2011

**Summary of Expenditures
Placeholder**

DRAFT 2.18.2011

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 12, 2011
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Hillside School - Gymnasium
Precinct B	-	Hillside School - Gymnasium
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Pollard Middle School – Inner Space
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Broadmeadow School - Performance Center
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE TWELFTH DAY OF APRIL, 2011 from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Warrant for the Annual Town Meeting

MONDAY, MAY 2, 2011 AT 7:30 P.M. AT NEWMAN ELEMENTARY SCHOOL

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

ZONING/LAND USE ARTICLES

ARTICLE X: NON-BETTERMENT STREET ACCEPTANCE – FARLEY POND LANE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirement of the Subdivision Control Law and as laid out by the Board of Selectmen in

accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Farley Pond Lane; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: LAYOUT OF GREAT PLAIN AVENUE

To see if the Town will vote to accept the following streets or portions thereof, previously constructed and as laid out by the Board of Selectmen according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plan: A Portion of Great Plain Avenue; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: TECHNICAL AMENDMENTS FOR NEW ENGLAND BUSINESS CENTER,
HIGHLAND COMMERCIAL-128 DISTRICT, AND MIXED USE-128**

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend Section 3.2.4, Uses in the New England Business Center, Subsection 3.2.4.1, Permitted Uses, as follows:
 - a. By adding to (f) at the beginning of the subsection: “Medical laboratory or”
 - b. By adding a new section: “(l) More than one building on a lot.”
 - c. By adding a new section: “(m) More than one use on a lot.”
2. Amend Section 3.2.5, Uses in the Highland Commercial-128 District, Subsection 3.2.5.1, Permitted Uses, as follows:
 - a. By adding to the beginning of the subsection (h): “Medical laboratory or”
 - b. By adding new section: “(j) More than one building on a lot.”
 - c. By adding new section: “(k) More than one use on a lot.”
3. Amend Section 3.2.6, Uses in the Mixed Use-128 District, Subsection 3.2.6.1, Permitted Uses, as follows:
 - a. By adding to the beginning of (j): “Medical laboratory or”
 - b. By adding new section: “(o) More than one building on a lot.”
 - c. By adding new section: “(p) More than one use on a lot.”

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: SCHEDULE OF USE REGULATIONS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 3, Use Regulations, Subsection 3.1, Basic Requirements, by adding the following paragraph to the end of the section as follows:

“Notwithstanding the uses set forth in the Schedule of Use Regulations (Section 3.2), in all Industrial, Business, and/or Commercial zoning districts, including Mixed Use-128 the Planning Board may allow by right a use similar in intent and impact to a use authorized by the uses allowed by Section 3.2 as of right or by special permit a use similar in intent and impact to a use authorized by the uses allowed by Section 3.2 by special permit, which in the opinion of the Planning Board constitutes the same general use and is similar in intent and impact as one specifically authorized by the uses allowed by Section 3.2.”

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: OUTDOOR SEATING

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 3, Use Regulations, Subsection 3.1, Basic Requirements, by adding a new designation which shall read as follows:

“Y* allows for the use upon administrative review by the Planning Board or Board of Selectmen in accordance with Section 6.9”

2. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by adding to Accessory Uses “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” Y* in B, CSB, CB, and ASB.

3. In Section 6, Special Regulations, by inserting a new Subsection 6.9, Outdoor Seating, to read as follows:

“6.9. Outdoor Seating

6.9.1. Applicability

Section 6.9.2 shall apply in any business district in which restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter is permitted under Section 3.2.2 of this By-Law.

6.9.2 Basic Requirements Seasonal Outdoor Seating

Seasonal temporary outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter is permitted during normal hours of operation, subject to administrative review by the Planning Board in the case of (a) below and the Board of Selectmen in the case of (b) below, provided that:

- (a) It is within the front yard, rear yard, or side yard of the restaurant's owned, licensed, or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:
 - (i) Such use is clearly related to the restaurant conducted inside the principal building;
 - (ii) A minimum width of forty-two inches (42") shall be continuously maintained and unobstructed on the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Planning Board;
 - (iii) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
 - (iv) Such use does not obstruct or otherwise interfere with visibility at intersections;
 - (v) Except as otherwise provided in subsection (b), the outdoor seating must be on the same lot as the establishment;
 - (vi) The Planning Board may impose such conditions on the use of the property as it deems necessary to protect the public interest; and;
 - (vii) At the close of business, the area of outdoor seating must be cleaned, including clearing of all tables and removal of all trash.
- (b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant's owned or leased property so long as there remains no less than forty-two inches (42") of unencumbered sidewalk width remaining, or, alternatively, on a public way or other public property abutting the front, rear, or side yard of the restaurant's owned or leased property, provided that:
 - (i) No temporary outdoor restaurant seating shall be permitted, unless the Board of Selectman authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;
 - (ii) Such use is clearly related to the restaurant conducted inside the principal building;
 - (iii) A minimum width of forty-two inches (42") shall be continuously maintained and unobstructed on the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Board of Selectmen;
 - (iv) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
 - (v) Such use does not obstruct or otherwise interfere with visibility at intersections;
 - (vi) The outdoor seating must be adjacent to the restaurant establishment and in front, to the rear, or to the side of, as the case may be, the front face of the restaurant's owned or leased property;
 - (vii) The Board of Selectmen may impose such conditions on the use of public property as it deems necessary to protect the public interest; and;
 - (viii) At the close of business, the area of outdoor seating must be cleaned, including clearing of all tables and removal of all trash.

Items (a)(i), (a)(iii), (a)(iv) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special town-wide festivals or events during the year.

Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, so long as they remain seasonal and temporary and do not increase capacity by more than thirty percent (30%).”

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.1 Permitted Uses, as follows:
 - a. Delete in (j) the words: “provided such structure was in existence prior to December 31, 1992 and was previously used as a single-family detached dwelling”.
 - b. Delete in (k) the words: “provided such structure was in existence prior to December 31, 1992 and was previously used as a two-family detached dwelling” and add the words “provided they comply with the reconstruction provisions of Section 1.4.7.4.”
 - c. Amend (p) to read: “Beauty salon, day spay, barber shop, tailor, dressmaker, shoe repair, photographic processing, photocopying and reduction services but not commercial printing, provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per establishment.”
 - d. Add “(v): Professional offices, not listed in (q), provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per company.”
 - e. Add “(w): Offices for consumer sales and/or services totaling no more one thousand five hundred (1,500) square feet per company.”
 - f. Add “(x) General office uses, provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per company.”
 - g. Add at the end of this section: “As to uses (l)-(x) above, all operations must be conducted entirely within an enclosed building. Storage of equipment and products outdoors during non-operating hours is prohibited. Commercial delivery and/or maintenance trucks must be parked during non-operating hours in a garage or in outdoor area not within the required setback for the principal building and shall be screened from the view of the abutting lots and street(s). If operations of the aforementioned uses are in whole or in part conducted outdoors during operating hours, such uses shall be deemed to be uses permitted by special permit pursuant to Section 3.2.3.2.”
2. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permits as follows:
 - a. Amend (c) to read: “Bank, provided the gross floor area so used does not exceed three thousand (3,000) square feet gross floor area per company.”

- b. Add (k): "Medical, dental or psychiatric office exceeding one thousand (1000) square feet gross floor area per company."
- c. Add (l): "Professional offices, not listed in 3.2.3.1 (q), exceeding one thousand five hundred (1,500) square feet gross floor area per company."
- d. Add "(m): Offices for consumer sales and/or services exceeding one thousand five hundred (1,500) square feet gross floor area per company."
- e. Add (n): "General office uses exceeding one thousand five hundred (1,500) square feet gross floor area per company."
- f. Add "(o): Uses (l)-(x) of Section 3.2.3.1 conducting operations in whole or in part outdoors during operating hours."
- g. Add at end of this section: "Uses conducted in whole or in part outdoors during operating hours and/or storing equipment and product outdoors during non-operating hours shall be required to provide such screening and landscaping as deemed necessary by the SPGA to shield neighboring residential uses. Except for use (e), commercial delivery and/or maintenance trucks must be parked during non-operating hours in a garage or in outdoor area not within the required setback for the principal building and shall be screened from the view of the abutting lots and street(s)."

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: CORRECTIVE ZONING AMENDMENTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend Section 4.1.5 Minimum Required Lot Width by replacing "4.5.1" with "4.6.1".

The former section does not contain the minimum frontage requirements referenced; the latter does. The provision would read as follows: "Building lots in all zoning districts recorded or endorsed after January 9, 1986 shall be required to have a minimum lot width for a distance that extends from the front lot line throughout the building or structure not less than the applicable minimum frontage for the district in which said lot is located, as specified in Sections 4.2.1, 4.3.1, 4.4.1 and **4.6.1**; except, however, in the Single Residence A District such minimum required lot width shall be at least 120 feet."

2. Amend Section 4.2.4 Flexible Development Consistent with the Subdivision Control Law (a) General by inserting the words "Rural Residence Conservation," after "General Residence," in the last sentence.

The Rural Residence Conservation districts should have been included in the flexible development provision and was inadvertently omitted.

3. Amend second sentence of footnote * in Section 4.3.1 Table of Regulations (applicable to Apartment Districts) by replacing "4.6.2" with "4.7.2".

The former section relates to front and side setbacks in Industrial Districts; the latter to height limitation exceptions in, inter alia, Apartment Districts. The footnote would read: "See height limitation exceptions in Section **4.7.2**." Section 4.7.2 is entitled "Height Limitation Exceptions in...Apartment...Districts".

4. Amend Section 4.3.5 Setback for Other Uses in the Dimensional Regulations for Apartment Districts by replacing “4.6.4” with “4.7.1 and 4.7.3.”

Section 4.6.4 governs height limitations in Industrial Districts and is not applicable to the front, side and rear line setbacks referenced in 4.3.5 as relating to Apartment Districts. Section 4.7.1 provides Special Conditions relating to Specific Front Setbacks and Section 4.7.3 relates to minimum side line setbacks for a dwelling or institutional building within Apartment Districts. Section 4.3.5 would read: “Front, side, and rear line setbacks for any permitted building or structure, other than an apartment house (or a structure accessory thereto), shall be the same as required in Section 4.2.1 and **4.7.1 and 4.7.3.**”

5. Amend Section 4.4.2 (b) Maximum Building Bulk with respect to Dimensional Requirements in Commercial Districts by adding clarifying language after “4.4.5”: “, third paragraph, second sentence.”

4.4.2 (b) relates to maximum lot coverage and floor area ratio requirements in Center Business District. It refers back to Table 1 in subsection (a) and then references Section 4.4.5, which, relating as it does to driveway openings, is not apparently applicable. However, buried in the second sentence of the third paragraph is language permitting the Planning Board by special permit to increase the maximum floor area ratio if a shared driveway eliminates the need for an individual driveway in the Center Business District. Clarity would be afforded by amending this provision. Section 4.4.2(b) would thus read in relevant part: “Buildings and structures which are located on property in the Center Business District are not limited to the maximum lot coverage requirements in this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 1.0 or the floor area ratio in existence on January 1, 1990, whichever is greater. (See also Section 4.4.5, **third paragraph, second sentence**)”

6. Amend the By-Law by deleting all references in the By-Law to the “Industrial Park” from the captions, as well as from the text and the respective zone requirements.

The Industrial Park district no longer exists so all references to the zone and its specific requirements should be deleted, in particular:

1. Table of Contents: delete “and Industrial Park” from reference to 4.6 (p. 2)

2. Classes of Districts Section 2.1: delete “IND P – Industrial Park” (p.17)

3. Uses in Rural Residence-Conservation...Industrial Park Districts Section 3.2.1

Delete “ and Industrial Park” from caption of section and insert “and” between “Industrial” and “Industrial-1” (p. 23)

Delete “IND P” from first sentence in Section 3.2.1 and insert “and” between “IND” and “IND-1” (p. 23)

Delete “IND P” column in use table in Section 3.2.1 (pp. 23-34)

Delete footnotes (a) and (b) relating to uses in Industrial Park (pp 34-35)

4. Dimensional Regulations for Industrial and Industrial Park Districts Section 4.6

Delete “and Industrial Park” from caption of section (p. 139)

Delete “Industrial Park” from row in use table in Section 4.6.1 (p. 139)

Delete “or Industrial Park” from the first sentence in Section 4.6.3 (p. 139)

Delete “or industrial park” from the first sentence in Section 4.6.5 and insert “or” between “manufacturing” and “industrial” (p. 139)

5. Special Conditions Section 4.7

Delete “and Industrial Park” from caption of Section 4.7.2 and insert “and” between “Industrial” and “Industrial-1” (p. 141)

Delete “and Industrial Park” from the first sentence in Section 4.7.2 and insert “and” between “Industrial” and “Industrial-1” (p. 141)

- Delete “or Industrial Park” from the first sentence in Section 4.7.3 and insert “or” between “Business” and “Industrial” (p. 141)
- Delete “or Industrial Park” from the second sentence in Section 4.7.3 and insert “or” between “Business” and “Industrial” (p. 141)
6. Driveway Openings Section 5.1.3
- Delete “Industrial Park” from the second sentence of subsection (d) (p.155)
- Delete “or Industrial Park” from first sentence of subsection (j) and insert “or” between “Business” and “Industrial” (p. 156)
- Delete “except however, in the Industrial Park District, if more than one lot is held in common ownership and devoted to parking for the same principal use or building, the interior lot lines are excluded from the rear and side setbacks” from third sentence of subsection (j) (p. 156)
7. Accessory Uses Section 6.1.2
- Delete “and Industrial Park” from the first sentence in Section 6.1.2 and insert “and” between “Rural Residence--Conservation” and “Institutional” (p. 161)
8. Limited Heliports Section 6.5.1
- Delete “and Industrial Park” from the first sentence in Section 6.5.1 (p. 164)
9. Building or Use Permit Section 7.2.5
- Delete “Industrial Park District” from the first sentence of this section. (p. 183)
10. Authority and Specific Powers of Design Review Board Section 7.7.2.2
- Delete “Industrial Park District” from second paragraph of this section (p. 195)
7. Further Amend Section 4.7.2 Height Limitation Exceptions in Business, Apartment, Industrial, Industrial-1 and Industrial Park Districts by replacing references to “Section 4.4.2 and 4.5.4” in the first paragraph with “Section 4.4.3 and 4.6.4” and replacing the reference to “Section 4.3.2” in the second paragraph with “Section 4.3.1”
- This section, which relates to height limitation exceptions in various districts. Section 4.4.2 relates to maximum building bulk requirements, which is not applicable; Section 4.4.3 is the applicable height limitation provision. Section 4.5.4 does not exist; the appropriate reference is Section 4.6.4, the height limitation provision for industrial districts. Similarly, the height limitation provision applicable to Apartment districts is Section 4.3.1 not the referenced 4.3.2. The first sentence of the first paragraph should read in relevant part: “In Business... the limitation of height in feet in Section **4.4.3** and **4.6.4** shall not apply to towers, steeples...” The second paragraph should read in relevant part: In Apartment districts the limitation of height in feet in Section **4.3.1** shall not apply to the structures enumerated herein except...”
8. Amend Section 4.7.5 Reduction in Dimensional Regulations by Special Permit by correcting the reference in the second paragraph from “This Section 4.6.5” to “This Section 4.7.5”.
- The reference in the second paragraph incorrectly refers to the section as 4.6.5 rather than 4.7.5. This paragraph should read: “This Section **4.7.5** shall apply only to buildings...”
9. Amend Section 4.10.4 Gould Street-Highland Avenue Buffer in the Dimensional Regulations for Industrial-1 District by replacing “4.6.1(e) and (f)” with “4.7.1 (b) and (c).”
- This section refers back to special front building setback lines. Sections 4.6.1 (e) and (f) do not exist. The appropriate references are 4.7.1 (b) and (c). This sentence would read: “The special front building setback lines of 50 feet, as provided for in Subsections **4.7.1 (b) and (c)**, shall be landscaped vegetative buffer area in the Industrial-1 District.”

10. Amend Section 5.1.3 Driveway Openings by deleting Sections “4.5.6 and 4.7.3” and replace them with Sections “4.6.6 and 4.10.3”.

This section addresses driveway opening regulations in Business, Industrial and Industrial-1 Districts. While the first section referenced (4.4.5) does relate to driveway openings in Business Districts, the other two sections are mislabeled. Driveway openings in Industrial Districts are covered by Section 4.6.6 and driveway openings in Industrial-1 District are addressed in Section 4.10.3. The second sentence should read: “See Sections 4.4.5, **4.6.6, and 4.10.3** for Driveway Openings Regulations in Business, Industrial and Industrial-1 Districts.”

11. Amend Section 5.5 Signs by deleting “XIX” and inserting “5”.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence should read: “Signs within the Town are regulated and controlled by Article 5 of the Town’s General By-Laws.”

12. Amend Section 7.7.2.2 Authority and Specific Powers of the Design Review Board by inserting in the first sentence of the second paragraph between the words “Industrial District” and “Industrial-1 District” the words “Elder Services Zoning District”.

When this new zoning district was added, review by the Design Review Board through major site plan review for such projects was arguably included, this amendment would make this clear. The first sentence of the second paragraph should read in relevant part: “The Design Review Board shall review permit applications for all new structures and outdoor uses, exterior additions, exterior alterations and exterior changes in all areas zoned as a...Industrial District, **Elder Services Zoning District**, Industrial-1 District...”

13. Further amend Section 7.7.2.2 Authority and Specific Powers of the Design Review Board by deleting “XIX” and inserting “5” in the last sentence of the second paragraph.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence should read: “The Design Review Board shall also review requests for all sign permits, as required under Article 5 of the Needham General By-Laws.”

14. Amend Section 7.7.3 Procedure of the Design Review Board by deleting “XIX” and inserting “5” in the first sentence of the first paragraph.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence in relevant part should read: “An application for Design Review Board shall be submitted to the Design Review Board...(See ...Article 5 of the General By-Laws for application procedure for all sign permits.”

15. Amend Section 7.7.4 Design Criteria of the Design Review Board by deleting “XIX” and inserting “5” in the last sentence of this section.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence in relevant part should read: “In addition... the Design Review Board shall review requests for sign permits according to the design guidelines listed in Section 3.5 of Article 5 of the General By-Laws.”

INSERTED BY: Planning Board

DRAFT 2.18.11

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CITIZENS' PETITIONS

ARTICLE X: AMEND ZONING BY-LAW / NEEDHAM CENTER OVERLAY DISTRICT

To amend the zoning by-laws section 3.8.4.2 Building height requirements in the Needham Center Overlay District section (a) to read as follows:

(a) In Sub-District A: The minimum building height shall be two stories and twenty-seven feet and the maximum building height shall be two and one-half stories and thirty-five feet as of right. By Special Permit from the Planning Board, the maximum height of a building may be increased up to the following limits: three stories and thirty-seven (37) feet as shown in the Design Guidelines under Subsection 3.8.8 below.

This would be striking out four stories and forty-eight (48) feet. Provided that the fourth story is contained under a pitched roof or recessed from the face of the building

To amend the zoning by-laws section 3.9.4.2 Building height requirements in the Lower Chestnut Street Overlay Center Overlay District section (a) to read as follows:

The maximum building height in the Lower Chestnut Street Overlay District shall be two and one-half stories and thirty-five feet as of right. For lots having the required minimum frontage on Chestnut Street, the Planning Board may grant a Special Permit for a maximum building height of three stories and thirty-seven feet as shown in the Design Guidelines under Section 3.9.8 below.

This would strike out four stories and forty-eight (48) feet, provided that the fourth story is located under a pitched roof or recessed from the face of the building.

INSERTED BY: Louis Wolfson, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND ZONING BY-LAW / FARMERS' MARKET

INSERT NEW USE CATEGORY UNDER **AGRICULTURE** in Table 3.2.1 and Table 3.2.2:

Periodic outdoor sale, but not to exceed once a week, during the season from May 15 to November 30 by a non-profit corporation or organization operating a farmers market for the sale of edible farm products, farmer raised flowers, farmer raised plants, firewood, homemade preserves, homemade baked goods, homemade soaps, farm wool products, and similar products, including the outdoor display of such merchandise. Outdoor display and outdoor sales are permitted on existing parking spaces, provided that adequate parking and loading are maintained.

INSERT **SP** in all zoning districts in Table 3.2.1 and Table 3.2.2 for the above use

INSERTED BY: Jeffrey Friedman, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND ZONING BY-LAW / RECONSTRUCTION OF TWO-FAMILY DWELLINGS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.4.7.4 Reconstruction of Two-Family Dwellings Located in a Single Residence A, Single Residence B or Rural Residence-Conservation District Where the Use is Prohibited by adding the following language at the end thereof:

Notwithstanding the provisions of this section to the contrary, the Board of Appeals may allow reconstruction of a non-conforming two-family dwelling on a lot resulting in the construction of enclosed garage space servicing two cars per dwelling unit, provided the Board finds that the additional garage space:

- a. will not alter the character of the premises in which it is located,
- b. will not have a material adverse effect on the value of the land and buildings or structures in the neighborhood, or on the amenities thereof, and
- c. will be appropriate in scale and mass for the neighborhood, taking into consideration the size, number and location of proposed garage doors.

Or take any other action relative thereto.

INSERTED BY: George Guinta, Jr., et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND GENERAL BY-LAW / ACCESSORY STRUCTURES

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3, Minimum Side and Rear Line Setbacks: Accessory Structures, by adding a new sentence at the end of the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

“No accessory building or structure, excepting fences, shall be constructed, altered or relocated so that any part thereof shall be less than ten (10) feet from any other building or structure or less than five feet from the side or rear lines of the lot on which such building or structure is located. Notwithstanding the

foregoing, an accessory pergola need not comply with the requirements of the preceding sentence but said pergola must comply with all dimensional setback requirements from abutting properties and from streets and ways. For purposes of this paragraph, “pergola” means an open frame structure consisting of colonnades or posts with a latticework roof designed to support climbing plants, either standing alone or attached to another building or structure.”

INSERTED BY: Robert Lizzo, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

HUMAN RESOURCES ARTICLES

ARTICLE X: ESTABLISH ELECTED OFFICIALS’ SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2011, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	
Town Clerk with 6 years of service in that position	
Selectmen, Chairman	
Selectmen, Others	

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$XXX the accumulation of 15 days of non-occupational sick leave per fiscal year; and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed \$XXX. The annual salary of \$XXX includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$XXX. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$XXX; or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT –NEEDHAM CLERICAL UNIT/MASSACHUSETTS LABORERS’DISTRICT COUNCIL

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Clerical Unit/Massachusetts Laborers’ District Council, and to appropriate a sum of

money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

**ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – PUBLIC WORKS/
MASSACHUSETTS LABORERS’DISTRICT COUNCIL**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Public Works/Massachusetts Laborers’ District Council, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

**ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM 911
OPERATORS/ MASSACHUSETTS LABORERS’DISTRICT COUNCIL**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham 911 Operators/Massachusetts Laborers’ District Council, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS' ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES

ARTICLE X: ACCEPT THE PROVISIONS OF SECTION 19 OF CHAPTER 188 OF THE ACTS OF 2010

To see if the Town will vote to accept the provisions of Section 19 of Chapter 188 of the Acts of 2010, amending the provisions of M.G.L. Chapter 32 Section 103(j) to increase the maximum base on which the COLA is calculated to \$XXX; or take any other action relative thereto.

INSERTED BY: Retirement Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND GENERAL BY-LAW / BOARD OF HEALTH REGULATIONS

To see if the Town will vote to amend Section 8.2 Enforcement by deleting subsection 8.2.2.7 Board of Health Regulations, sub-subsections A through F in their entirety and replacing them with a new sub-subsections A through F as follows;

- A. Regulation Affecting Smoking and the Sale and Distribution of Tobacco in Needham Article 1 Section 1.6 Retail Sale of Tobacco Products

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First Offense – Warning

Second Offense - \$100
Third Offense - \$200
Fourth and Subsequent Offenses - \$300

B. Disposal of Refuse – Article 2

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First Offenses \$25 per offense
Subsequent Offenses \$100 per offense

C. Control Of Public Nuisances – Article 3

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses up to \$300 per offense
Each day such violation continues shall constitute a separate offense

D. Well Drilling and Registration Regulations – Article 12

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses: \$300 fine

E. Regulation for Excavation And Trench Safety – Article 18

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses up to \$300 per offense
Each day such violation continues shall constitute a separate offense

F. All Other Board of Health Regulations

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses up to \$300 per offense
Each day such violation continues shall constitute a separate offense

Or take any other action relative thereto.

INSERTED BY: Board of Health
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ADOPTION OF STRETCH ENERGY CODE

To see if the Town will vote to accept or to enact as a by-law the “Stretch Energy Code,” 780 CMR Appendix 120AA; or take another action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

FINANCE ARTICLES

ARTICLE X: TRANSFER OF BUDGETARY FUND BALANCE

To see if the Town will vote to transfer \$3,380,269 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2012, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 90% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the purpose of funding the Senior Corps program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,051 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY 2012 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$40,000, from the Overlay Surplus in the amount of \$500,000, \$45,802 from amounts reserved for debt exclusion offsets; and \$300,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: APPROPRIATE THE FY 2012 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
RTS Enterprise
FY 2012**

Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Personnel	\$ 624,377	9.0	\$ 635,125	9.0	\$ 639,479	9.0	
101B	Expenses	\$ 1,070,123		\$ 1,115,280		\$ 1,139,984		
101C	Operating Capital	\$ 39,209		\$ 58,000		\$ 43,000		
101D	Debt Service	\$ 149,051		\$ 150,000		\$ 150,000		
102	Reserve Fund	Transfers Only		\$ 45,000		\$ 25,000		
TOTAL		\$ 1,882,760	9.0	\$ 2,003,405	9.0	\$ 1,997,463	9.0	
FY 2012 Budget Percentage Change from FY 2011 Budget							-0.3%	

and to meet this appropriation that \$547,673 be raised from the tax levy and transferred to the RTS Enterprise Fund, and \$200,000 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY 2012 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
Sewer Enterprise
FY 2012**

Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Personnel	\$ 658,119	9.2	\$ 629,896	9.2	\$ 881,180	12.0*	
201B	Expenses	\$ 281,535		\$ 273,354		\$ 468,764		
201C	Capital Outlay	\$ 72,000		\$ 25,000		\$ 25,000		
201D	MWRA Assessment	\$ 5,028,493		\$ 5,043,945		\$ 5,337,491		
201E	Debt Service	\$ 1,192,470		\$ 1,250,000		\$ 1,350,000		
202	Reserve Fund	Transfers Only		\$ 35,000		\$ 35,000		
TOTAL		\$ 7,232,617	9.2	\$ 7,257,195	9.2	\$ 8,097,435	12.0*	
FY 2012 Budget Percentage Change from FY 2011 Budget								11.6%

and to meet this appropriation that 293,546 be transferred from Sewer Enterprise Fund retained earnings and that \$469,610 be raised from the tax levy and transferred to the Sewer Enterprise Fund, or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY 2012 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
Water Enterprise
FY 2012**

Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Personnel	\$ 909,094	14.5	\$ 1,047,487	14.5	\$ 1,016,863	16.0*	
301B	Expenses	\$ 1,046,301		\$ 985,218		\$ 974,603		
301C	Capital Outlay	\$ -		\$ 20,000		\$ 55,000		
301D	MWRA Assessment	\$ 427,332		\$ 265,017		\$ 605,448		
301E	Debt Service	\$ 1,490,309		\$ 1,500,000		\$ 1,550,000		
302	Reserve Fund	Transfers Only		\$ 75,000		\$ 75,000		
TOTAL		\$ 3,873,036	14.5	\$ 3,892,722	14.5	\$ 4,276,914	16.0*	
FY 2012 Budget Percentage Change from FY 2011 Budget								9.9%

or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2011:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2012 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	\$60,000
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	\$75,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	\$1,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	\$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	\$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	\$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	\$819,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE X: APPROPRIATE FOR CPA PROJECT – HOME ENERGY IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$140,000 for window and door replacement for three group homes, to be spent under the direction of the Town Manager, said sum to be raised from 2012 Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 31: APPROPRIATE FOR CPA PROJECT – REDEVELOPMENT AND
EXPANSION OF LINDEN/CHAMBERS & /HIGH ROCK PROPERTIES –
FEASIBILITY DESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for feasibility and design for the redevelopment and expansion of Linden/Chambers/High Rock properties, to be spent under the direction of the Town Manager, said sum to be raised from 2012 Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR CPA PROJECT – PRESERVATION OF
HISTORIC DOCUMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$20,000 for preservation and conservation of historic documents, to be spent under the direction of the Town Manager, said sum to be raised from FY 2012 Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY 2012 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve \$1,131,200

C. Community Housing Reserve \$213,400

D. Historic Resources Reserve \$0

E. Open Space Reserve \$213,400

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE X: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project

Town Meeting

Article

Authorized

Rescind

Total

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate a sum for General Fund Cash Capital, to be spent under the direction of the Town Manager, and raised from the tax levy; or take any other action relative thereto:

GF	Description	Recommended	Amendment
General Government	Network Services & Switches	\$30,000	
General Government	Document Record Management System	\$90,000	
Public Safety	Base Radio Station	\$112,496	
Public Schools	Copier Replacement	\$66,950	
Public Schools	Technology Replacement	\$349,100	
Public Schools	Furniture & Musical Equipment	\$52,750	
Public Works	Core Fleet Replacement	\$304,000	
Public Works	Construction Equipment	\$39,700	
Public Works	Large Speciality Equipment	\$139,000	
Public Works	Small Specialty Equipment	\$64,500	
Public Works	Snow & Ice Equipment	\$165,000	
Public Works	Salt Storage Shed Design	\$75,000	
Public Facilities	Core Fleet Replacement	\$25,000	
Public Facilities	Small Specialty Equipment	\$29,563	
Public Facilities	Facilities Maintenance Program	\$400,000	
Community Services	HP Transport Van	\$52,000	
Community Services	Playground Equipment	\$25,000	
Community Services	Library Technology Replacement	\$25,000	
Community Services	Athletic Facility Improvements	\$137,500	
	Total Appropriation	\$2,182,559	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FIRE ENGINE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$400,000 for the purchase of a fire engine, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR ROOF REPAIRS/NEEDHAM HIGH SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$320,000 for the repairs to the Needham High School roof, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,100,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FEASIBILITY STUDY OF THE CRICKET FIELD BUILDING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$10,000 for a feasibility study of the Cricket Fieldhouse, to be spent under the direction of the Town Manager/Permanent Public

Building Committee, and to meet this appropriation that \$10,000 be transferred from Article 37 of the 2004 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR BOOTH STREET RECONSTRUCTION

To see if the Town will vote to raise and appropriate \$125,000 for the reconstruction of Booth Street from Central Avenue to 58 Booth Street, under the laws authorizing the assessment of betterments, to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR RTS CONSTRUCTION EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate \$86,000 for RTS Construction Equipment, to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR RTS LARGE SPECIALTY EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate \$152,000 for the purchase of a semi-tractor, said sum to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate a sum for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Core Fleet Replacement	\$65,000	
Sewer	Large Specialty Equipment	\$185,000	
Sewer	Sewer System Rehabilitation (I/I)	\$575,000	
	Total Appropriation	\$825,000	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR WASTEWATER PUMP STATION RECONSTRUCTION
RESERVOIR B**

To see if the Town will vote to raise and/or transfer and appropriate a sum for the reconstruction of the Reservoir B Sewer Pump Station, said sum to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate a sum for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Core Fleet Replacement	\$69,500	
Water	Filter Media Replacement	\$70,000	
Water	SCADA System Upgrade	\$40,000	
Water	Water System Rehabilitation	\$684,500	
	Total Appropriation	\$864,000	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE X: APPROPRIATE FOR WORKERS COMPENSATION RESERVE FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L. Chapter 40, Section 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Stabilization Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 8th day of February, 2011.

John A. Bulian, Chairman
Denise C. Garlick, Vice Chairman
Gerald A. Wasserman, Clerk
Maurice P. Handel
Daniel P. Matthews

Selectmen of Needham

a true copy
ATTEST:

Board of Selectmen

AGENDA FACT SHEET for 2/22/2011

Agenda Item: Fiscal Year 2012 Budget Consultation

Presenter(s): Kate Fitzpatrick, Town Manager
Dave Davison, Assistant Town Manager/Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

We will update the Board on the status of the fiscal year 2012 budget.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

a. Finance Committee Draft Budget

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Finance Committee
Town of Needham
500 Dedham Avenue
Needham, MA 02492

February 18, 2011

Ms. Kate Fitzpatrick
Town Manager
Needham Town Hall
500 Dedham Avenue
Needham, MA 02492

Re: Needham Finance Committee – Fiscal Year 2012 Draft Budget Recommendation

Dear Kate:

Enclosed is the Needham Finance Committee's draft balanced budget recommendation for fiscal year 2012, totaling \$112,243,325.

With a few exceptions as detailed below, the budget mirrors the executive budget you submitted on January 31st, and is essentially a "level service" budget. The funding recommended by our committee will maintain the current level of services provided by all municipal departments.

For the School Department, we are recommending a total appropriation \$4,000 above the School Committee's voted budget request. This \$4,000 will fund one of the School Department's unfunded budget priorities, the AESOP attendance software.

We would like to acknowledge the hard work that the schools have undertaken to focus their budget on priorities and to manage through a very difficult time of reduced state aid for school programs. We believe that the Superintendent and School Committee will need to continue to focus on their longer term plan to achieve a "sustainable" cost structure.

We continue to encourage the on-going cooperation between the Town Manager and the School Superintendent. In particular, we applaud their efforts to reduce the use of one time revenues to fund ongoing operations. The Finance Committee has included in this budget the additional \$300,000 for the School Department's ongoing operating expenses along with the proposed reallocation of this funding for cash capital.

For the Town expenses, the Finance Committee participated in your budget meetings in November, conducted its own budget hearings from December 8 through February 7, and

attended your executive budget presentation on January 26. Using the information we gathered, we took the departmental spending requests and built a budget from them. The budget we arrived at, and voted as our draft recommendation, was close to the executive budget.

Department Budgets

The Finance Committee's draft budget reflects an increase over the executive budget, and totals \$31,761,029. This increase funds three of the Town Manager's performance budget items:

- a project for the monumentation of various street layouts throughout the town,
- the purchase of crowd control fencing,
- funding of the 9:00 AM opening of the Library from the operating budget.

Town Wide Expenses

Town wide expenses total \$31,483,288. This reflects a \$51,735 decrease in the reserve fund from the Town Manager's recommendation of \$1,111,498 to \$1,059,763. This decrease in the reserve fund was used to fund the increases in the Town Departments and the School Department budget requests discussed above.

The Finance Committee supports the Town Manager's initial recommendation to lower the reserve fund by \$388,502. The reduction is appropriate in light of the fact that the traditional draws on the reserve fund for Fire Department overtime, legal expenses and the budget line item for snow & ice have been increased. We believe that at a budget of \$1,059,763, the level of reserve funds is prudent and adequate for fiscal year 2012.

Cash Capital

While we have not yet finalized our vote of the details of cash capital, we are encouraged by the Town Manager's budget of \$1,711,359, which will allow the Town to continue its capital maintenance plan. As mentioned previously, we also support the Town Manager's decision to increase the School Department's budget by \$300,000 which will enable them to use \$300,000 of "one-time" funds for cash capital needs and to reduce their reliance on one time funds for their operating budget.

Additional Revenue

Should additional revenue become available prior to March 15th, the Finance Committee would consider applying it to the following projects, which are not prioritized:

- Augmenting the Reserve Fund,
- Adding to cash capital,
- Additional funding of School Department and Town Department unfunded budget priorities.

Please let me know if you or the Board of Selectmen would like to meet to discuss the Finance Committee budget recommendation prior to our voting a budget for the warrant, which will likely take place on March 9th. I want to thank you, the Finance Director, the Department Managers, the Superintendent, the School Department staff, and the School

Committee liaisons to the Finance Committee for their work in putting together the fiscal year 2012 budget.

Yours truly,

Rick Zimbone

Chair
Needham Finance Committee

Cc: Board of Selectmen
Assistant Town Manager/Director of Finance
Assistant Town Manager/Director of Operations
Finance Committee
School Committee
School Superintendent
School Department Finance Director

**Town of Needham
General Fund**

FY 2012 Draft Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY 2011		FY 2012		% Chang from FY11
		Current Budget (11/8/2010)	FTE	Finance Committee Recommendation	FTE	

Townwide Expenses

1	Non-Contributory Retirement Payments	\$ 59,400		\$ 32,700		
2	Contributory Retirement System	\$ 4,552,978		\$ 4,722,775		
3	Group Health Insurance	\$ 9,549,125		\$ 9,601,203		
4	Retiree Insurance & Insurance Liability Fund	\$ 3,626,375		\$ 3,906,275		
5	Unemployment Compensation	\$ 140,000		\$ 140,000		
6	Debt Service	\$ 11,406,472		\$ 10,843,572		
7	Workers Compensation	\$ 400,000		\$ 450,000		
8	Casualty Liability & Self Insurance Program	\$ 525,000		\$ 525,000		
9	Classification Performance & Settlements	\$ 30,000		\$ 202,000		
10	Reserve Fund	\$ 1,534,363		\$ 1,059,763		
	Total	\$ 31,823,713		\$ 31,483,288		

Townwide Expense Total	\$ 31,823,713		\$ 31,483,288		-1.1%
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Board of Selectmen & Town Manager

11A	Salary & Wages	\$ 639,739	8.0	\$ 646,680	8.0
11B	Expenses	\$ 161,450		\$ 156,433	
	Total	\$ 801,189		\$ 803,113	

Town Clerk & Board of Registrars

12A	Salary & Wages	\$ 282,308	4.6	\$ 279,390	4.6
12B	Expenses	\$ 39,270		\$ 38,290	
	Total	\$ 321,578		\$ 317,680	

Town Counsel

13A	Salary & Wages	\$ 68,664	0.2	\$ 68,664	0.2
13B	Expenses	\$ 193,500		\$ 230,000	
	Total	\$ 262,164		\$ 298,664	

Personnel Board

14A	Salary & Wages	\$ 600	0.0	\$ 600	0.0
14B	Expenses	\$ 11,000		\$ 11,000	
	Total	\$ 11,600		\$ 11,600	

Finance Department

15A	Salary & Wages	\$ 1,342,043	21.7	\$ 1,385,756	21.7
15B	Expenses	\$ 734,889		\$ 741,605	
15C	Capital	\$ 37,500		\$ 37,500	
	Total	\$ 2,114,432		\$ 2,164,861	

25D Snow and Ice	\$	200,000		\$	400,000	
Total	\$	4,906,879		\$	4,754,200	

Municipal Parking Program

26 Municipal Parking Program	\$	282,900		\$	55,000	
Total	\$	282,900		\$	55,000	

Municipal Lighting Program

27 Municipal Lighting Program	\$	253,300		\$	256,000	
Total	\$	253,300		\$	256,000	

Public Works Total	\$	5,443,079	56.3	\$	5,065,200	49.0 -6.9%
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Department of Public Facilities

28A Salary & Wages	\$	2,870,212	53.8	\$	3,058,620	54.8
28B Expenses	\$	4,509,505		\$	4,666,935	
28C Capital	\$	7,645				
Total	\$	7,387,362		\$	7,725,555	

Public Facilities Total	\$	7,387,362	53.8	\$	7,725,555	54.8 4.6%
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Health Department

29A Salary & Wages	\$	383,012	5.9	\$	385,301	5.9
29B Expenses	\$	76,829		\$	76,829	
Total	\$	459,841		\$	462,130	

Human Services

30A Salary & Wages	\$	487,240	8.3	\$	493,873	7.8
30B Expenses	\$	77,160		\$	70,370	
Total	\$	564,400		\$	564,243	

Commission on Disabilities

31A Salary & Wages	\$	-				
31B Expenses	\$	550		\$	550	
Total	\$	550		\$	550	

Historical Commission

32A Salary & Wages	\$	-				
32B Expenses	\$	1,050		\$	1,050	
Total	\$	1,050		\$	1,050	

Needham Public Library

33A Salary & Wages	\$	1,072,844	22.6	\$	1,073,225	22.7
33B Expenses	\$	260,843		\$	292,061	
Total	\$	1,333,687		\$	1,365,286	

Park & Recreation Department

34A Salary & Wages	\$	443,185	4.0	\$	440,395	4.0
34B Expenses	\$	110,875		\$	110,875	
Total	\$	554,060		\$	551,270	

Memorial Park

35A Salary & Wages	\$	-				
35B Expenses	\$	750		\$	750	

Finance Committee

16A Salary & Wages	\$	27,493	0.5	\$	28,382	0.5
16B Expenses	\$	1,125		\$	1,075	
Total	\$	28,618		\$	29,457	

General Government Total	\$	3,539,581	35.0	\$	3,625,375	35.0	2.4%
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Planning

17A Salary & Wages	\$	215,547	3.3	\$	232,476	3.3
17B Expenses	\$	16,460		\$	16,460	
Total	\$	232,007		\$	248,936	

Community Development

18A Salary & Wages	\$	99,338	2.3	\$	108,584	2.3
18B Expenses	\$	11,858		\$	11,858	
Total	\$	111,196		\$	120,442	

19 Reserved	\$	-				
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Land Use and Development Total	\$	343,203	5.6	\$	369,378	5.6	7.6%
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Police Department

20A Salary & Wages	\$	4,884,190	58.0	\$	4,859,711	57.0
20B Expenses	\$	248,339		\$	239,858	
20C Capital	\$	146,888		\$	125,891	
Total	\$	5,279,417		\$	5,225,460	

Fire Department

21A Salary & Wages	\$	5,812,408	74.0	\$	6,095,891	72.0
21B Expenses	\$	259,238		\$	240,683	
21C Capital						
Total	\$	6,071,646		\$	6,336,574	

Building Inspector

22A Salary & Wages	\$	445,919	7.3	\$	452,113	7.3
22B Expenses	\$	15,682		\$	16,095	
Total	\$	461,601		\$	468,208	

Public Safety Total	\$	11,812,664	139.3	\$	12,030,242	136.3	1.8%
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Minuteman Assessment

23 Assessment	\$	369,261		\$	562,637	
TOTAL	\$	369,261		\$	562,637	

Needham Public Schools

24 Needham Public School Budget	\$	46,114,078	618.5	\$	48,436,371	624.4
TOTAL	\$	46,541,078		\$	48,436,371	

Public Schools Total	\$	46,910,339	618.5	\$	48,999,008	624.4	4.5%
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Department of Public Works

25A Salary & Wages	\$	3,393,323	56.3	\$	3,025,205	49.0
25B Expenses	\$	1,308,056		\$	1,322,295	
25C Capital	\$	5,500		\$	6,700	

Total	\$	750		\$	750		
Community Services Total	\$	2,914,338	40.8	\$	2,945,279	40.4	1.1%
Department Budgets	\$	78,350,566	949.3	\$	80,760,037	945.5	3.1%
Total Operating Budget	\$	110,174,279		\$	112,243,325		1.9%

Board of Selectmen

AGENDA FACT SHEET for 2/22/2011

Agenda Item: Committee Reports

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

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

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____



TOWN OF NEEDHAM

For Calendar Year: 2011

APPLICATION/ RENEWAL FOR A COMMON VICTUALLER LICENSE

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of the Statutes relating thereto:

Name of Corporation: PRONTI BISTRO, INC.

Name of Establishment (d/b/a): PRONTI BISTRO

If business is a Corporation / Corporate Name and Officers: _____

KULBIR KOHLI

RAMAN KOHLI

If business is not a Corporation, Name of Owner: _____

Email Address: mard.rk@gmail.com

Address of Establishment: 11 2nd Ave. Needham, MA 02494

Contact Person (name who will receive notices under this license): Raman Kohli

Mailing Address (of contact person), if different from Establishment: _____

Establishment's Days of Operation: Mon - Sun. 7 days

Establishment's Hours of Operation: M-F 6am-9pm Sat + Sun. 8am-9pm

Manager: Raman Kohli # of Staff: 12 # of Seats: 30

Telephone Number: 781-455-8555 Fax Number: 781-455-8510

Signature of Owner: [Signature] Date: 2-15-11

(If corporation, signature of a duly authorized agent of the corporation)

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

If you currently hold an alcoholic beverages license, you must provide a copy of a certificate of liquor liability insurance in the minimum amount of \$100,000/person/\$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage before your alcoholic beverages license will be renewed.

Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).

Signature of Applicant (Mandatory)

By Corporate Officer (if applicable)

27-4476695
Either a Social Security Number

2-15-11
Date (required)

This License will not be issued unless this certification clause is signed by the applicant.

FRESHNESS AT ITS BEST!



PRONTI SOUPS

ALL SOUPS SERVED IN 12 OZ PORTIONS.
\$3.99

TOMATO BISQUE
CHICKEN NOODLE
LENTIL VEGETABLE MEDLEY
SOUP OF THE DAY

PRONTI CHAI'S

ALL TEAS ARE SEEPED TO ORDER AND
COME IN 16OZ. \$2.99

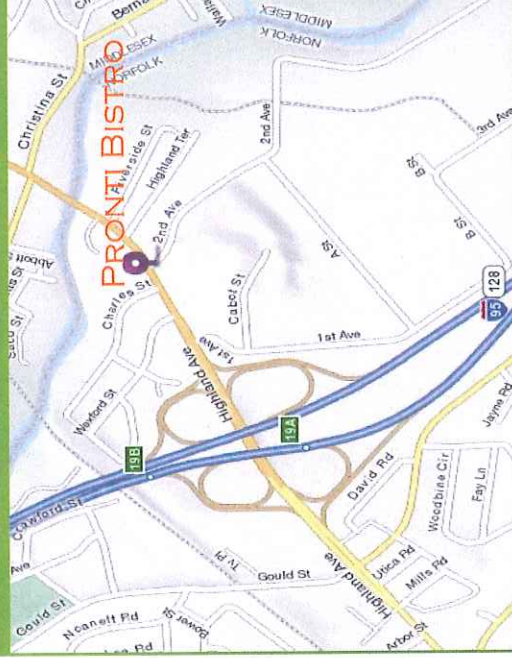
MASALA CHAI
MASALA CHAI LATTE (COLD)
ELAICHI (CARDAMOM)
CHAI ADRAK (GINGER) CHAI
ROOIBOS CHAI
HOT CINNAMON SPICE
ORGANIC ENGLISH BREAKFAST
CHAMOMILE
CARIBE
ORGANIC GREEN WITH MINT
CEYLON
DECAFFEINATED CEYLON
ORGANIC BANGKOK
POMEGRANATE OOLONG
WHITE VANILLA GRAPEFRUIT
DRAGON PEARL JASMINE
EARL GREY SUPREME
VERVEINE
JAPANESE SENCHA
DARJEELING
TILLEUL

PRONTI SMOOTHIES

20OZ. \$3.99

MIXED BERRIES
MANGO LASSI
BANANA
STRAWBERRY
VANILLA
INDIAN STYLE COLD COFFEE

COME GIVE US A TRY!



11 SECOND AVE. NEEDHAM, MA 02494
PHONE: 781-455-8555
WEB: WWW.PRONTIBISTRO.COM

OPEN 7 DAYS A WEEK

M-F 6AM - 9PM

SAT & SUN 8AM - 9PM

PLEASE CALL AHEAD FOR PICK UP/DELIVERY

781-455-8555

FAX ORDERS TO

781-455-8510

WE DELIVER \$15 MINIMUM

PLEASE ALLOW 30 MIN. FOR DELIVERY



Pronti Bistro



PRONTI BREAKFAST

\$4.99

CHOICE OF 2 SAUSAGE LINKS, BACON STRIPS, OR HAM SLICES WITH 1 WHOLE FRUIT FROM APPLES, PEARS, ORANGES, AND BANANAS.

BOSTON NASHTA

2 EGGS PRONTI - HOMESTYLE SCRAMBLED EGGS.

PUNJAB NASHTA

BHURGI PRONTI- OUR SIGNATURE STYLE HOME SCRAMBLED EGGS WITH SCALLIONS, ONIONS, PEPPERS, TOMATOES, CORIANDER, AND SPICES.

ADDITIONAL BACON, SAUSAGE, AND HAM AT \$1.00 EXTRA.

PRONTI COFFEE'S

16OZ. \$1.79 & 20OZ. \$1.99

BISTRO BLEND
BISTRO BLEND DE-CAF
RASPBERRY CHOCOLATE
CINNAMON HAZELNUT
FRENCH VANILLA

PRONTI DRINKS

VITAMIN WATER \$1.99
FUZE \$1.99

HONEST TEA \$2.49

20OZ. BOTTLED SODA \$1.79

DASANI WATER \$1.49

FOUNTAIN SODA 16OZ. \$1.49 & 24OZ. \$1.99

CONSUMING RAW OR UNDERCOOKED MEATS, POULTRY, SEAFOOD, OR EGGS MAY INCREASE THE RISK OF FOODBORNE ILLNESS. BEFORE PLACING YOUR ORDER, PLEASE INFORM YOUR SERVER IF A PERSON IN YOUR PARTY HAS A FOOD ALLERGY.



SIGNATURE PRONTI'S

ALL PRONTI'S ARE MARINATED WITH SPICES AND CHARBROILED THEN SERVED IN WARM PRONTI (PARATHA). CHOICES OF TOPPINGS FROM SALAD BAR INCLUDE: LETTUCE, TOMATOES, ONIONS, CUCUMBERS, MUSHROOMS, JALAPENOS, BLACK OLIVES, GREEN AND RED PEPPER, CHEDDAR, PARMESAN, SWISS, PEPPER JACK, FETA, PROVOLONE.

SIGNATURE SAUCES INCLUDE:
RED (HOT) SAUCE, WHITE (YOGURT) SAUCE, GREEN (CORIANDER & MINT) SAUCE, MANGO CHUTNEY, COCONUT SAUCE

DELHI DYWANTE - CHICKEN TIKKA PRONTI - MARINATED PIECES OF BONELESS CHARBROILED CHICKEN. \$6.99

THE RED FORT - TANDOORI CHICKEN PRONTI - PIECES OF TANDOORI MARINATED BONELESS CHARBROILED CHICKEN. \$6.99

PATRIOT MAHARAJA - BEEF TIKKA PRONTI - MARINATED PIECES OF BONELESS CHARBROILED BEEF. \$7.49

LUCKHNOW SPECIAL - LAMB TIKKA PRONTI - MARINATED PIECES OF CHARBROILED LAMB. \$7.49

GOA CATCH - FISH TIKKA PRONTI - MARINATED PIECES OF GRILLED TILAPIA WITH SIGNATURE TARTER SAUCE. \$7.49

MUMBAI MADNESS - ALOO TIKKI PRONTI - SEASONED ALOO (POTATO) TIKKI WITH SPICES AND GREEN PEAS. \$6.99

THE CHANDIGARH - PANEER TIKKA PRONTI - SEASONED PIECES OF CHARBROILED PANEER (CHEESE), AND OVEN ROASTED PEPPERS AND MUSHROOMS. \$6.99

AGRA ADVENTURE - BHARTA PRONTI - FRESHLY MADE EGGPLANT SEASONED WITH INDIAN SPICES. \$6.99

ALL PRONTI'S COME WITH SIDE OF PRONTI SALAD, BAG OF CHIPS, AND SMALL INDIAN DESERT OR WHOLE FRUIT.



PRONTI SALAD'S

ADD CHICKEN \$.50 FOR 1/2 SALAD \$1.00 FOR FULL

ADD BEEF/LAMB/FISH \$.75 FOR 1/2 SALAD \$1.50 FOR FULL

CAESAR SALAD - ROMAINE & ICEBERG LETTUCE, GARLIC CROUTONS, SHAVED PARMESAN CHEESE SERVED FRESH WITH CAESAR DRESSING. \$6.99 OR \$3.99 FOR 1/2 SALAD.

HOUSE SALAD - ROMAINE & ICEBERG LETTUCE, FIELD GREENS, CHERRY TOMATOES, CUCUMBERS, BABY CARROTS, ONIONS, AND ANY OTHER COMBINATION FROM THE SALAD BAR. SERVED WITH HOUSE DRESSING OR CHOICE. \$6.99 OR \$3.99 FOR 1/2 SALAD.

GREEK SALAD - ROMAINE & ICEBERG LETTUCE, CHOPPED WHOLE TOMATOES, ONIONS, CUCUMBERS, AND BLACK OLIVES, SERVED WITH CRUMBLED FETA CHEESE AND GREEK DRESSING. \$6.99 OR \$3.99 FOR 1/2 SALAD.

PRONTI SALAD - WHOLE CUT PIECES OF CUCUMBERS, TOMATOES, RADISH, BABY CARROTS, AND ONIONS, ON FLAT ROMAINE LEAVES, WITH SALT, PEPPER, AND LEMON JUICE. \$6.99 OR \$3.99 FOR 1/2 SALAD.

CHAAT SALAD - CRISPY CHIPS WITH A MIXTURE OF POTATO, CHICKPEAS, FRESH CILANTRO, INDIAN SPICES, SALT, BLACK PEPPER, AND PAPRIKA SERVED WITH COLD SWEET WHISKED YOGURT ON TOP AND A TART TAMARIND SAUCE. \$6.99 OR \$3.99 FOR 1/2 SALAD.

CHOICE OF DRESSINGS INCLUDE HOUSE, CESAR, ITALIAN, RASPBERRY VINAIGRETTE, RANCH, PEPPERCORN, GREEK (ALL AVAILABLE LOW FAT), AND SIGNATURE PRONTI! COMES WITH CHOICE OF FOOD SHOULD TASTE GOOD BAG OF CHIPS!

**Town of Needham
Board of Selectmen
Minutes for February 8, 2011
Needham Public Services Administration Building**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:

A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Daniel P. Matthews, Denise C. Garlick, Gerald A. Wasserman, Maurice P. Handel, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing: Underground Storage of Flammables 50 Oxbow Road
Jeffrey Mushnick, Contractor – Medway Oil Co., appeared before the Board on behalf of his client David McCarthy, 50 Oxbow Road, Needham. Mr. Mushnick requested a license to store 1,000 gallons of propane fuel in an underground tank on the property located at 50 Oxbow Road. The Town of Needham General By-law requirement is that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Board of Selectmen.

Motion by Mr. Wasserman that the Board of Selectmen vote to approve and authorize the Chairman to sign a license for David McCarthy to store 1,000 gallons of propane fuel in an underground tank on the property at 50 Oxbow Road with the following restriction:
1. That the petitioner agree to contract for an annual gas appliance system check making sure that the entire propane system is checked for leaks; and further, making sure that every element satisfies local regulations and industry standards with evidence of such a systems check sent to the Needham Fire Department and 2. The tank, with all its piping and equipment; and the system when installed will fully meet U.S., State, and local code regulations, specifications, and directives.

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

7:00 p.m. Community Preservation Committee Consultation:
Jane Howard, CPC Chairman, Mark Gluesing, CPC Vice Chairman, and Patty Carey, Director of Park and Recreation appeared before the Board to discuss projects under consideration for the May, 2011 Annual Town Meeting, and the Committee's evaluation process. Ms. Howard told the Board the CPC received four proposals for funding. She stated the Charles River Center is requesting up to \$140,000 to replace windows and doors in three of the residential units. She said the Needham Housing Authority is requesting \$50,000 for the conceptual planning and design services for the redevelopment and expansion of the

Linden/Chambers/High Rock properties. Ms. Howard said the Town Manager is seeking \$20,000 for the historic preservation of items from the 1902 time capsule. Ms. Howard said the fourth item is a placeholder for the purchase of land.

Mr. Handel asked where the four requests stand in the CPC process. Ms. Howard told the Board the CPC has determined the four requests are worthy of consideration. She said tomorrow evening the proponents will meet with the CPC to discuss the advantages and reasons, with a public hearing and possible vote on March 9, 2011.

Ms. Garlick inquired how many applicants applied to the Needham Housing Authority for the 316 available units at Linden/Chambers/High Rock properties. Ms. Howard stated the waiting list totals 377.

Mr. Matthews commented the Needham Housing Authority application for \$50,000 is to do a study which he said presumably, would lead to a lot more capital planning. Mr. Matthews wanted to know if the NHA intends to ask the CPC for all or some of the capital, or is the money to do the study and then look to see how it can be funded. Ms. Howard said she believes the NHA will try to fund the project with money from various sources, not just from the CPC. Mr. Matthews also questioned the Omnibus legislation re-write of the statute, and wonders if any thought has been given to breaking out language as separate legislation, allowing for flexibility in using CPC funds to work on parks that the Town owned at the time the bill was passed. Mr. Gluesing said that the Community Preservation Coalition wants to keep all aspects in the legislation to serve various interests across the board. Mr. Matthews asked if it doesn't go through this year, will some consideration be given to the idea of breaking it out. Ms. Howard said they can certainly try.

Consent Agenda and Appointments:

Motion by Mr. Wasserman that the Board of Selectmen vote to approve the Consent Agenda and Appointments as presented.

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

APPOINTMENTS

1. Council of Economic Advisors Damon Borrelli (term expires 6/30/2012)
Mike Boujalian (term expires 6/30/2012)
Elizabeth Grimes (term expires 6/30/2012)
Bruce Herman (term expires 6/30/2012)
Janet O'Connor (term expires 6/30/2012)

CONSENT AGENDA

1. Approve minutes of December 21, 2010 (open and executive sessions) and January 25, 2011 (open and executive session) meetings.

2. Approve One Day All Alcoholic Beverages license request from Linda Hill of Broadmeadow School PTC for its "A Girls Thing" event, to be held on March 23, 2011 from 6:30 p.m. to 9:30 p.m. at Temple Beth Shalom on 670 Highland Avenue, Needham.
3. Approve One Day Wines & Malt Beverages license request from Susan Callender of Boston Medical Center for its "Winter Festival" event, to be held on Saturday, February 12, 2011 from 6:00 p.m. to 11:00 p.m. at The Village Club on 83 Morton Street, Needham.
4. Accept donation made to the Needham Fire Department of \$6,255 from The Humane Society of the Commonwealth of Massachusetts to purchase three carbon monoxide/gas monitors.
5. Approve Integrated Collective Bargaining Agreement between the Town and the Needham Independent Town Workers' Associated dated July 1, 2010 through June 30, 2011.
6. Grant permission for the Needham Business Association to do the following at their Street Fair on Saturday, June 4, 2011 and Harvest Fair on Saturday, October 1, 2011:
 - Free parking at the meters downtown
 - NBA member businesses will have items for sale on the sidewalk in front of their own stores, and
 - A trolley ride that will run from Highland Avenue by the Town Common up to Memorial Field and loop back around the town to the Town Common.
7. Accept the following donations made to the Needham Public Library for the period: December 10, 2010 to February 3, 2011: Lois & Ron Sockol donated \$20.00 in memory of Barbara Downs; Edwin Harwood donated a copy of Lee Child's new book, Worth Dying For (\$28.00); Kenneth Farbstein donated a copy of Stanley A. Terman's book, The Best Way to Say Goodbye: A Legal Peaceful Choice at the End of Life (\$25.00); Andy Caulfield gave the library an autographed copy of his book, Trees of Needham, Massachusetts (\$36.95); John Dewey donated the Billie Holiday CD, Lady Sings the Blues (\$15.00); Emily Salaun donated a copy of The Dumbest Generation by Mark Bauerlein (\$15.95); Lois & Ron Sockol donated \$20.00 to purchase a book on fishing in memory of Skilky Eaton; Louise Condon Realty donated 2,000 library card holders (\$535.00); Janet Krawiecki gave the library a copy of the DVD, Les Miserables (\$10.00); Ed Heiman donated a copy of the DVDs and study book of the Teaching Company's Early Middle Ages (\$30.00); Maureen Boisvert donated three floor puzzles: Under the Sea (\$13.00), Pirate's Bounty (\$13.00), and Great White Shark (\$13.00); The Library Foundation of Needham donated \$100.00 to the library in memory of Myra W. Zarrow; Beth McCarthy donated \$20.00 for the purchase of a children's book.
8. Accept the following donation to the Needham Fire Department to help fund its Student Awareness of Fire Education program: Esther Higgins - \$40

9. Water & Sewer Abatement Order No. 1118
10. Accept donation from Barry and Linda Coffman, 34 Carleton Drive, Needham received to the Needham Health Department's 5th Quarter Fund in the amount of \$250.

7:10 p.m.

FY2010 Financial Audit:

Scott McIntyre, Melanson Heath & Company, P.C. and David Davison, Assistant Town Manager/Director of Finance appeared before the Board with an update on the recently completed audit of the Town's general purpose financial statements for FY2010 and their recommendations.

Mr. McIntyre stated the audit went well. He said cash receivables and key balance sheet accounts were reconciled, and he told the Board there were no disagreements on the application of generally accepted accounting principles. Mr. McIntyre reviewed the Independent Auditors' Report and said the financial statements of the Town are in accordance with generally accepted accounting principles for governmental entities in the United States. Mr. McIntyre commented on the Management's Discussion and Analysis and said the information contained is a very good summary of FY2010, and gives a bit of perspective looking forward. He said the Statement of Net Assets gives a long term financial prospective. He briefly discussed the Governmental Funds Balance Sheet, as well as the General Fund Statement of Revenues and Other Sources, and Expenditures and Other Uses (Budget and Actual). Mr. McIntyre commented on the recommendations and said there were areas that need minor adjustments. He cited the re-establishment of monthly reconciliation procedures, monitoring police detail deficit, clearing some old cash reconciling items, and posting budgeted revenues to the general ledger in a timely manner. Mr. McIntyre commented on a new accounting standard that will affect the Town's accounting statements for FY2011. Two significant differences, he said, include changes in terminology and the Stabilization Fund being blended in with the General Fund. He said there will be changes to the Town's audit, but it will not affect the day to day accounting.

Mr. Wasserman asked Ms. Fitzpatrick and Mr. Davison if there are any differences in their view as to what was recommended. Mr. Davison said there are no differences, acknowledged the recommendations, and said the Town will look to rectify the areas that require adjustments.

Ms. Garlick asked Mr. McIntyre to clarify the new regulation that blends the Stabilization Fund with the General Fund. She wanted to know if it could positively or negatively impact people's perception of the budget if both funds are combined into the General Fund. Mr. McIntyre said he doesn't believe it will affect people's perception.

Ms. Fitzpatrick thanked the Town Accountant, Town Treasurer, and Director of Finance for their hard work in preparing information for the audit.

7:40 p.m.

Snow and Ice Update:

Tom Leary, Chief of Police and Rick Merson, Director of Public Works appeared before the Board with an update on the snow and ice removal situation and to discuss contingency plans for consideration in the event that the heavy snow volume continues.

Mr. Merson said January 2011 has been the second snowiest January on record since 1885 according to the Blue Hills Observatory. He said the number of storms, the frequency, and the interval in between storms has left very little recovery time. As a result, he said the situation has created very narrow roads around Needham, difficult visibility at intersections, and many potholes. Mr. Merson said if the second half of the winter season continues with snowfall, the Town would be hard pressed to maintain two-way passage on residential streets for quite some time. He said the Town is currently focusing on clearing much of the snow and widening the arterial roadways. Mr. Merson said should things get dramatically worse there has been discussion of adopting a one-way traffic plan on side streets. Mr. Merson said the Town is currently working on a system to prioritize clearing roadways.

Mr. Bulian asked Chief Leary how the Police Department has handled the weather situation this winter. Chief Leary said it is important to advise all motorists in Town to drive more slowly until the spring, particularly where pedestrians may be walking. He said the department appreciates the efforts of residents to clear sidewalks, not place snow on the streets, and to maintain clear fire hydrants. He reiterated safety is the main concern for all residents.

Ms. Fitzpatrick confirmed that if the snow situation gets any worse, the Town will be talking about a one-way street plan and lowering the speed limit on local streets.

Ms. Garlick asked if there was a way for residents to contact the DPW about special needs that may occur, whether it is transportation with vans or individuals coming home from the hospital in an ambulance. Mr. Merson said during normal business hours people can call the main DPW phone number (781-455-7534), or they can call the Police Department at any time.

Mr. Merson commented on the Town's efforts to clear roofs, and said Chip Laffey and his staff has been working tirelessly to clear roof drains and roof tops. He said Mr. Laffey contacted structural engineers who have

prioritized and identified the schools in Town that require snow removal. He commented there is no indication of any structural damage.

8:00 p.m.

Town Manager:

Ms. Kate Fitzpatrick, Town Manager appeared before the Board with 5 items to discuss:

1. Accept and Refer Zoning Amendments/Citizens' Petition – Reconstruction of Two Family Dwellings:

Ms. Fitzpatrick told the Board Mr. George Guinta, Jr., Primary Sponsor, has collected the requisite number of signatures to include a citizens' petition for a zoning by-law amendment on a future Town Meeting Warrant. She stated the amendment is a zoning change that would impact demolition and reconstruction of two-family dwellings. Ms. Fitzpatrick asked the Board to accept the amendment and refer to the Planning Board.

Motion by Mr. Handel that the Board vote to accept a proposed zoning amendment sought by citizens' petition and to refer the matter to the Planning Board for review, public hearing, and report.

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

2. Accept and Refer Zoning Amendment/Accessory Structures:

Ms. Fitzpatrick told the Board Mr. Robert Lizza, Primary Sponsor, has collected the requisite number of signatures to include a citizens' petition for a zoning by-law amendment on a future Town Meeting Warrant. She stated the amendment is to allow for pergola structures to be exempt from zoning setbacks.

Motion by Mr. Wasserman that the Board vote to accept a proposed zoning amendment sought by citizens' petition and to refer the matter to the Planning Board for review, public hearing, and report.

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

Mr. Wasserman clarified the Board is voting on the issue pro-forma, and not accepting in the sense of supporting it until after further examination.

3. Close Special Town Meeting Warrant:

Ms. Fitzpatrick asked the Board to close the Special Town Meeting Warrant for March 14, 2011 to be held at the Pollard School subject to minor technical corrections.

Motion by Mr. Wasserman that the Board approve and close the March 14, 2011 Special Town Meeting Warrant as presented by the Town Manager, subject to minor technical corrections to be made by the Town Manager and Town Counsel.

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

4. Close Annual Town Meeting Warrant:

Ms. Fitzpatrick reviewed the articles contained in the Annual Town Meeting and asked the Board to close the Annual Town Meeting Warrant. She stated there have been changes to the warrant since the Board of Selectmen's last meeting. She said a placeholder article for adopting the Stretch Energy Code has been included.

Mr. Wasserman asked if adopting the Stretch Energy Code makes Needham a "green" community or is there an additional vote required. Ms. Fitzpatrick said there is an application to complete, but no additional vote.

Motion by Mr. Matthews that the Board approve and close the 2011 Annual Town Meeting Warrant as presented by the Town Manager subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

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

5. Town Manager Report:

Ms. Fitzpatrick told the Board the Needham 300 Committee will hold a fundraiser at Mosley's in Dedham on March 5, 2011 called "Dancing with the Needham Stars". Donations will be used to help defray the cost for the major celebrations throughout the year.

Ms. Fitzpatrick recognized the work done by employees of the DPW and Public Facilities during the difficult winter.

Ms. Fitzpatrick acknowledged the tragic loss last week of Mr. Jack Barisano, Highway Foreman for the Town of Needham, and extended her deepest sympathies to his family. Mr. Bulian echoed the sentiment and extended his thoughts and prayers to the Barisano family.

8:10 p.m.

Executive Session:

Motion by Mr. Matthews that the Board of Selectmen vote to enter into Executive Session under Exception 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, or to conduct strategy sessions in preparation for negotiations with non-union personnel.

Not to return to open session prior to adjournment.

Second: Mr. Handel. Unanimously approved 5-0 by role call vote.

The meeting was adjourned at 8:37 pm.

**Town of Needham
Board of Selectmen
Minutes for February 15, 2011
Needham Public Services Administration Building**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Daniel P. Matthews, Maurice P. Handel, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Denise C. Garlick and Gerald A. Wasserman arrived at 7:07 p.m.

7:00 p.m. Town Manager:
Ms. Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss:

1. Accept and Refer Zoning Amendment:
Ms. Fitzpatrick told the Board the Planning Board voted to place five zoning change articles on the Annual Town Meeting warrant. She stated that even if a zoning change is initiated by the Planning Board, it has to be accepted and referred back to the Planning Board for review, hearing, and report by the Board of Selectmen.

Motion by Mr. Matthews that the Board vote to accept and refer five proposed zoning articles: 1. Amend Zoning By-Law: Outdoor Seating; 2. Amend Zoning By-law: Schedule of Use Regulations; 3. Amend Zoning By-law; Neighborhood Business District; 4. Amend Zoning By-law: Technical Amendments for New England Business Center, Highland Commercial 128 and Mixed Use-128; and 5. Amend Zoning By-law: Corrective Zoning Amendments to the Planning Board for review, public hearing, and report.
Second: Mr. Handel. Unanimously approved 3-0.

2. Land Exchange Agreement for Property:
Ms. Fitzpatrick told the Board the Town and the MBTA have reached agreement on the terms of the transfer of the Needham Heights Commuter lot and the Upper Hersey Commuter lot, which will be effective March 1, 2011.

Motion by Mr. Matthews that the Board vote to approve and sign the Land Exchange Agreement for Property Located in Needham, Massachusetts.
Second: Mr. Handel. Unanimously approved 5-0.

Motion by Mr. Matthews that the Board vote to approve and sign the Easement Agreement by and between the Town of Needham and the Massachusetts Bay Transportation Authority.
Second: Mr. Handel. Unanimously approved 5-0.

Motion by Mr. Matthews that the Board vote to approve and sign the Quit Claim Deed for the property known as the Upper Hersey Lot.

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

3. Massachusetts Bay Transportation Authority Use and Occupancy Agreement – MBTA #10243 Railroad Properties

Ms. Fitzpatrick told the Board the Town and the MBTA have reached agreement on terms that will allow for municipal parking in Needham Center in spaces that had previously been reserved for commuter parking. She stated an evaluation indicates that at this time, there is sufficient capacity at the Needham Heights, Needham Junction, Upper Hersey and Lower Hersey lots to accommodate the commuter parking need. She said use of the Needham Center lot for municipal parking will meet demonstrated need for employee and retail parking in Needham Square. Ms. Fitzpatrick said the Use and Occupancy Agreement is renewable annually, and should additional commuter parking become necessary in the future, the use of the property can be easily converted. She suggested the Board of Selectmen hold a public hearing in March and requested approval of the Use and Occupancy Agreement.

Motion by Mr. Matthews that the Board vote to approve the Town Manager's entering into a Use and Occupancy Agreement for use of parking spaces in Needham Center.

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

Mr. Matthews commented it makes sense to convert to use related to the business district, and not to have commuter parking in the Center when it is available at other locations. He said this kind of change affects many people and to hold a public hearing makes a lot of sense.

7:15 p.m.

Adjourn.

Motion by Mr. Matthews that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of February 15, 2011.

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

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
(cc: TOWN COMPTROLLER)

WHEREAS the appropriate 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 revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales: -\$2,882.15

Service Fees: \$0.00

Water Service: \$0.00

Sewer Sales: -\$1,364.95

Transfer Station Charges: \$0.00

Total Abatement: -\$4,247.10

Order #: 1119

Read and Approved: 2/18/2011

Paul J. Miller
Water & Sewer Superintendent

For the Board of Selectmen

Date: 2/22/2011

R.P. McNamee

Director of Public Works

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
PC	Levin	Herbert	4737	17626	215	Fox Hill Rd	\$0.00	-\$105.75	-\$249.45	-\$355.20	COA	N
PC	Rubenstein	Howard	13125	1894	75	Broad Meadow Rd	\$0.00	\$0.00	-\$1,115.50	-\$1,115.50	Leak	N
PC	Raisman	Richard	29711	17990	1242	South St	\$0.00	-\$2,776.40	\$0.00	-\$2,776.40	Leak	N

Total: -\$4,247.10

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.

Legend:

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- O.E. Error = Over estimation was issued to vacant property
- Leak = Leak in house or at spicket that caused loss of water, with proof of repair
- O.E. = High estimation of consumption to have customer respond to meter upgrade/exchange request
- TWN = Town Project caused damage to private property
- Equip = Equipment Malfunction
- Prog. = Meters programmed incorrectly causing reverse billing of irrigation and domestic water
- UEW = Unexplained for water lost
- P.F. = Pool Fill
- Meter = Meters Crossed or entered into system incorrectly
- Billing = Steps were charged incorrectly
- COA = Council On Aging