

**Town of Needham
Board of Selectmen
Minutes for February 12, 2013
Needham Town Hall**

- 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 Vice Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Gerald A. Wasserman was not present.
- 7:00 p.m. Public Hearing - NSTAR Petition for Livingston Circle:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 5 feet of conduit at Pole 363/3 on Livingston Circle.
- Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 5 feet of conduit at Pole 363/3 on Livingston Circle, Needham. This work is necessary to provide underground electric service to 127 Livingston Circle, Needham.
Second: Mr. Borrelli. Unanimously approved 4-0.**
- 7:02 p.m. Consent Agenda:
Motion by Mr. Bulian that the Board vote to accept the Consent Agenda and Appointments as presented.

APPOINTMENTS: There are no appointments this meeting.

CONSENT AGENDA *=Backup attached

- 1.* Approve Special One Day Wines & Malt Beverages License for Debbie Schmill of the Needham Community Farm to hold its "Ready, Set, Grow Benefit" event on March 2, 2013 from 3:00 p.m. to 12:00 a.m. at the Masonic Lodge, 1101 Highland Avenue, Needham**
- 2.* Approve Special One Day Wines & Malt Beverages License for the Needham Women's Club to hold its "Needham Grand Wine Tasting" event on Sunday, March 24, 2013 from 3:00 p.m. to 6:00 p.m. in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.**
- 3. Accept donation made to the Needham Community Revitalization Trust Fund from the following residents: Adrienne Smith & Mark Gluesing - \$150.**
- 4. Accept the following donations made to the Needham Public Library during the period November 20, 2012 – February 7, 2013: The Needham High School Anime Club made a \$500 donation to the library for the purchase of wireless games; Pat Lebovitz gave the library 11 Dowdle Folk Art puzzles**

(\$220); The Tunes to Teens program of the Contemporary A Cappella Society donated 29 a cappella CDs (\$435); The Friends of the Needham Library donated \$31,500 for adult, young adult, and children's books and audiovisual materials; Seta Terzian gave the library a copy of her new book, Two Girls from Heliopolis (\$12.00); Fitzroy Danglad donated \$7.00 to the library; Margaret Pantridge donated \$100.00 to the library; Paul Shore donated the following language dictionaries: English-Czech, Czech-English Dictionary (\$100.00), Harrap's French and English College Dictionary (\$55.00), Oxford Chinese Dictionary (\$75.00); Louise Condon donated a copy of the book, The Coming Economic Armageddon by David Jeremiah (\$23.99); The Friends of the Needham Public Library made a \$200 donation in memory of former Treasurer Mary F. Donovan; Sarah Linden donated 5 children's puzzles for use in the Play Area (\$15.00); and Janet Prague gave the library a copy of The Life and Works of Sisley by Janice Anderson (\$10.00).

5. Water and Sewer Abatement Order #1157.

Second: Mr. Handel. Unanimously approved 4-0.

7:05 p.m.

Public Hearing on Recycling and Transfer Station Rates:
Jeff Heller, Chair of Solid Waste Disposal/Recycling Advisory Committee, and David Davison, Assistant Town Manager/Director of Finance appeared before the Board to review the current RTS user rates, consider and vote recommendations for new rates, and the outlook for FY2014.

Mr. Heller said the proposal includes increasing the sticker rates, various miscellaneous and single item charges. Mr. Heller said the Committee suggests increasing the rates and eliminating the senior citizen discount over a 3 year period.

Mr. Davison reviewed with the Board "Proposed Rate Schedules" dated February 12, 2013. Mr. Davison noted many of the rates have not been amended since the 1990's, but the cost of removing items from the RTS continues to increase. He said data was compared relative to what other communities charge and found Needham's rates are still lower. Mr. Davison also discussed establishing a minimum scale rate.

Mr. Handel asked about implementing a "hardship" discount.

Mr. Bulian agreed phasing in the elimination of the senior discount and basing a discount on need. He asked about miscellaneous rates/fees. Mr. Bulian suggested streamlining the collection of small fees by immediately processing by credit card.

Mr. Borrelli asked about sticker fees and increases over the next 3 years. He asked about yellow bag fees in other communities.

Mr. Matthews invited public comment.

Dick Riley, Precinct H suggested it makes sense to phase out the senior citizen discount over 3 years. He commented a discount only makes sense if it represents a lower cost of providing the service. He said there is no reason the trash of the senior citizen creates less of a cost, and it self adjusts since they use less yellow bags. He suggested it is not a discount, but a subsidy. He stated there is no reason to give a subsidy. He strongly suggested the elimination of the senior citizen's subsidy over a reasonable period of time.

Lousie Miller, 5 North Hill Avenue commented seniors, as a whole, are on a more limited income and that is the reason for a discount. She commented on the cost of the large and small bags.

Mr. Matthews said the Board will vote on the rates at its next meeting on February 26, 2013. He noted comments can be submitted in writing to the Board of Selectmen.

7:45 p.m. Preliminary Report of RTS AD Hoc Super Committee (Solid Waste and Recycling Advisory Ad Hoc Committee):

Jeff Heller, Chairman, RTS Ad Hoc Super Committee, and members of the Super Committee including Rick Merson, DPW Director, Ann Dorfman, RTS Superintendent, Bill Connors, Rick Zimbone, Al Cooley, and Steve Rosenstock appeared before the Board to report on the operational and financial concerns with the sustainability of the Recycling Transfer Station operation.

Mr. Heller discussed the preliminary report and said the Committee made four recommendations including an adjustment in the contribution from the General Fund, reevaluate the hours of operation, review the planned overtime model, and determine changes in fee schedule to adjust for the cost vs. fees of waste items, including adding a minimum scale rate.

Motion by Mr. Borrelli that the RTS Ad Hoc Super Committee continue work on the final sections of the report and that the Committee report back to the Board of Selectmen no later than December 3, 2013. And move and confirm that the RTS Ad Hoc Super Committee expiration date is extended until December 31, 2013 or earlier if the Committee so votes that its work is completed.

Second: Mr. Bulian. Unanimously approved 4-0.

8:10 p.m. Hillside/Mitchell School Renovation - Statement of Interest:
Heidi Black, Chair, School Committee, Dan Gutekanst, Superintendent of Schools, and Hank Haff, Project Manager apprised the Board of the status of the

Massachusetts School Building Authority (MSBA) Statement of Interest process and the draft submissions for the Hillside and Mitchell Schools.

Dr. Gutekanst commented the Statement of Interest for Pollard Middle School will be completed within the next week. He said the intent is to submit all 3 Statements of Interest to the MSBA at one time and to work with the MSBA to determine the next steps.

The Board thanked the School Committee for their work.

8:25 p.m. DeFazio Park Site Development Pre-feasibility Study:
Steve Popper, Director of Design, Hank Haff, Project Manager, and Heidi Black, Chair, School Committee appeared before Board to discuss the DeFazio Park Site Development Pre-feasibility Study. Mr. Popper told the Board the purpose of the Study was to explore the feasibility and cost of developing a temporary or permanent school at DeFazio Park. He reviewed the different aspects of the Study with the Board.

Mr. Bulian asked about leasing or purchasing modulars.

Mr. Handel asked the service life of a modular classroom, and possibly acquiring modulars for re-use on more than one school project.

Mr. Matthews asked whether the DPW has been contacted to find out how this project might fit in with their operations. He also asked if Park and Recreation Commissioners have been contacted about this approach and what affect it may have on their usage and programs at DeFazio. Mr. Matthews asked Mr. Popper to contact the Park and Recreation Department. Mr. Haff said members of the facilities planning group, which includes the Director of Park and Recreation and a board member from Park and Recreation, are aware of the possibility of the project. Mr. Matthews said it makes sense to reach out to groups, so they feel included in the discussion. Ms. Fitzpatrick clarified many groups are well aware of the project and have been included in the discussion.

Mr. Borrelli commented a benefit of the project is improvement to the parking lot. He also asked for clarification on estimated costs. Mr. Borrelli said he is supportive of much needed swing space, but concerned about the future of High Rock School and redistricting.

Mr. Matthews said the Town is trying to develop a capital plan that will provide good school facilities to the Town 50 years or more. He noted redistricting is secondary to having facilities that best serve the whole community.

Ms. Black noted some thoughtful conversation would have to happen prior to any large scale redistricting. She said it would be a difficult, emotional discussion with deep feelings. Ms. Black said the School Committee has not had any

detailed conversation at this point and is hoping it won't have to. She said the Town will wait to hear from MSBA about the SOI and will then move forward.

8:45 p.m.

School Safety & Best Practices:

Dan Gutekanst, Superintendent of Schools, Phil Droney, Chief of Police, and Paul Buckley, Fire Chief apprised the Board about Town practices aimed at keeping school buildings as safe as possible, and discussed best practices in use in school districts.

Mr. Matthews recognized the recent blizzard and said a tremendous amount of work was done by the school department, police and fire departments, and DPW. He thanked everyone for their efforts. Ms. Fitzpatrick noted great cooperation between all departments.

Dr. Gutekanst said he believes the schools in Needham are safe because of the Town's public safety officials. He said the principals and the central office meet regularly with public safety officials to strategize and review protocols. He commented two school department representatives participate on the local Emergency Planning Committee, and fire and lockdown drills are routine. He said the School Resource Officer (SRO) from the Police Department is in daily contact with the high school and all schools in Needham. He said this is a huge resource. He noted the Public Facilities Department continues working with the School Committee to ensure building maintenance and safety. He said a new phone system is planned at Pollard, new buzzer systems at all the elementary schools, and new exterior doors at Hillside, Pollard, Mitchell schools have been installed. He said items such as these help make the schools more secure. He commented on the Health and Safety Committee and various student safety measures.

Chief Droney said he is comforted by the leadership team in Needham. He said the Police Department has a crisis response plan in place for the schools, including St. Joseph's and the Walker School. He noted the Police Department has done scenario training and participated in the Metro LEC, enabling the Town to have access to resources such as K-9 officers and computer technicians. He said some Needham officers serve as SWAT members and crisis negotiators.

Chief Buckley pointed out the reason for meeting tonight is to put people at ease about the safety of Needham schools. He stated the departments continue to plan and train. He said the relationship between the Town management team and the school management team are what makes the system work well. He also stated the Police and Fire management teams also work well together. He said the Town has taken a leadership role in safety, and while no system is perfect, Needham schools are very safe.

The Board thanked Superintendent Gutekanst, Chief Droney, and Chief Buckley for their efforts to keep Needham safe.

Dr. Gutekanst noted there are also many “wrap around” services, including Needham Youth Services, Board of Health, Substance Abuse Coalition, and the Suicide Prevention Commission, all of which help in making sure people can get the assistance they need during difficult times.

9:05 p.m. FY2012 Financial Audit:
Scott C. McIntire, CPA, Melanson Heath & Company, P.C. and David Davison, Assistant Town Manager/Director of Finance appeared before the Board with an update of the recently completed audit of the Town’s general purpose financial statements for FY2012 and their recommendations.

Mr. McIntire said the audit went very well. He told the Board there were no disagreements on the application of generally accepted accounting principles. Mr. McIntire reviewed the Independent Auditor’s Report and said the financial statements of the Town are in accordance with generally accepted accounting principles for government entities in the United States. Mr. McIntire noted a General Fund Unassigned Fund balance as of June 30, 2012 of \$10,847,000, an increase of about \$2,000,000 from the prior year. He commented \$10,847,000 represents about 9% of the General Fund Expenditures. Mr. McIntire commented on recommendations made in the management letter. He noted the importance of continuing to improve the monthly reconciliation process, and said significant improvements have made in FY2012. He recommends regular internal audits and risk assessments for areas where things could go wrong, and to develop plans for corrective action as deemed warranted in Needham. He noted preparation for GASB 68, which will become effective in 2015.

The Board thanked Mr. McIntire for the report. Ms. Fitzpatrick thanked Dave Davison, Michelle Vaillancourt, and Evelyn Poness for their work in preparing statements for the auditors.

9:30 p.m. Board Discussion:

1. Section 15 Alcohol Licenses

Mr. Matthews noted it is required the Board make an affirmative finding that the grant of a license is not detrimental to the education or spiritual activities of the house of worship.

Motion by Mr. Bulian that the Board determine that the granting of the Section 15 All Alcoholic Beverages license to Needham Wine & Spirits LLC., d/b/a Needham Wine & Spirits, 1257 Highland Avenue, Michael O’Connell, Manager, is not detrimental to the educational and/or spiritual activities of the Roman Catholic Church, Archdiocese of Boston, 1315 Highland Avenue, Needham.

Second: Mr. Handel. Unanimously approved 4-0.

Motion by Mr. Borrelli that the Board determine that the granting of the Section 15 All Alcoholic Beverages license to Needham Center Wine & Spirits d/b/a Lianos Liquors, 1013 Great Plain Avenue, Chris Lianos, Manager is not detrimental to the educational and/or spiritual activities of the First Parish of Needham Unitarian Church, 23 Dedham Avenue, Needham.

Second: Mr. Bulian. Unanimously approved 4-0.

2. Committee Reports

Mr. Matthews said he and Ms. Fitzpatrick attended a meeting with municipalities at the Minuteman School to discuss the district agreement and MSBA plans for improvement of the school. He said he will keep the Board apprised.

9:35 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of February 12, 2013.

Second: Mr. Handel. Unanimously approved 4-0.

A list of all documents used at this Board of Selectmen meeting are available at:

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