Town Of Needham Board of Selectman
Minutes for November 27, 2007
Needham Town Hall

6:45 p.m. Informal Session:
Richard Creem, President of the Needham Exchange Club, appeared before the Board to express the Club's concerns regarding the impact of the field renovations of the Fourth of July fireworks show. The Board stated that the renovations are going to impact some town events and options need to be explored more thoroughly.

7:00 p.m. Call To Order
A meeting of the Board of Selectmen was convened by Chairman Gerald Wasserman at 7:00 p.m. Those present were: John Bulian, John H. Cogswell, Daniel P. Matthews, Gerald Wasserman, Town Manager Kate Fitzpatrick and Recording Secretary Greg Cooper. Board member James Healy was not present.

7:00 p.m. Recognition of DPW School Paving Work:
The Board recognized the efforts of the DPW to pave the Newman and Mitchell school parking lots in June. Mr. Merson stated that the project was placed on a very short timeline and all the various DPW departments came together to get the project completed. He acknowledged the work of Rhainhart Hoyland, Highway Superintendent, and his staff. Ms. Fitzpatrick stated that the Finance Committee should also be acknowledged for making a quick funding decision.

7:10 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Consent Agenda, as presented.

APPOINTMENTS
1. **There are no appointments for this meeting.**

CONSENT AGENDA
1. **Accept the donation of 2 mannequins for CPR training (valued at $375 total) to the Needham Health Department from the Friends of the Needham Health Department & Traveling Meals Program, Inc.**
2. **Accept the donation of $250 from the Rotary Club of Needham**

to use towards the Needham Books & Bridges Program.

3. **Approve the request of the Needham Youth Commission to proclaim Thursday, March 13, 2008 as "Needham Unplugged" day.**
4. **Accept the following donations made to the Needham Park & Recreation Commission:**
   - **$12 made to the Miscellaneous Parks Trust Fund Donations during the period October 10, 2007 – October 16, 2007**
   - **Brenda Metzler donated basketballs, soccer balls & playground balls valued at $100 to be used for the summer programs.**
5. **Accept the following donations made to the Needham Community Revitalization Trust Fund:**
   - **$50 donated by Linda Bloom & Karin Heffernan**
   - **$100 donated by Russell & Denise Garlick & family**
   - **$50 donated by John Russo**
6. **Water & Sewer Abatement #1060**
7. **Accept minutes of November 6, 2007 (open and executive session)**

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

7:10 p.m. Public Hearings – Verizon:
Gary Savignano, Verizon Representative, appeared before the Board requesting approval on two petitions.

The Board first asked Mr. Savignano for an update on Webster Street. He stated that there is a meeting next week with the DPW to determine where the poles will be located. Mr. Matthews suggested that the utilities get together to determine how to collaboratively contract for this type of service so that the process is smoother.

Pole Relocation on Kenny Street:
This pole is proposed to be relocated to accommodate a proposed driveway construction at 829 Greendale Avenue.
Motion by Mr. Cogswell that the Board of Selectmen vote to approve and sign petition from Verizon to relocate existing pole location, number 88/12, on Kenny Street. This work is per the request of the Verizon customer at 829 Greendale Avenue for proposed driveway construction.

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

Pole Relocation on Mills Road:
This pole is proposed to be relocated to accommodate a proposed driveway construction at 22 Mills Road.
Motion by Mr. Cogswell that the Board of Selectmen vote to approve and sign petition from Verizon to relocate existing pole location, number 91/4, on Mills Road. This work is per the request of the Verizon customer at 22 Mills Road for proposed driveway construction.
Second: Mr. Bulian. Unanimously approved 4-0.

7:15 p.m. FY2007 Financial Audit:
David Davison, Assistant Town Manager/Finance Director, and Scott McIntyre, Melanson Heath & Co., appeared before the Board to review the FY2007 Town Audit Report. Mr. Davison stated that this is the earliest the Town has completed its annual audit and that it is due primarily to the addition of accounting personnel. Mr. McIntyre reviewed the results of the audit with the Board and covered the key financial statements. He stated that the audit went very well, which resulted in minimal audit recommendations. Mr. McIntyre explained the various reporting requirements for government entities including GASB Statement 34. He stated that the town received significant grant funding in FY2007 from the Massachusetts School Building Authority. Mr. McIntyre stated that the audit report recommends regular departmental internal audits, reconciling payables quarterly and improving cash reconciliation controls. The Board thanked Mr. McIntyre and Mr. Davison.

7:45 p.m. Metropolitan Law Enforcement Council:
Police Chief Tom Leary, Lt. John Kraemer, Wellesley Police Chief Terrence Cunningham and Dover Police Chief Joseph Griffin appeared before the Board to provide an overview of the Metropolitan Law Enforcement Council (Metrolec). Lt. Kramer provided an overview of the services offered by Metrolec including a cyber crimes unit, child abduction response team, motorcycle unit, crisis negotiation, hostage response and other specialized units. He stated that Metrolec is a region mutual aid organization which

Needham has called on for assistance 10 times over the past year, while assisting in responding to 15 calls in other towns as a member of Metrolec. Lt. Kraemer stated that the local police department remains in control when Metrolec services are called upon.

Chief Griffin stated that Metrolec was organized in 2002 and has grown from a tactical response team to the breadth of services covered by Lt. Kraemer. Chief Cunningham stated that Metrolec also offers local officers specialized training and improves officer retention. He stated that local control during responses is the hallmark of the program.

Chief Leary stated that the town force benefits greatly from its membership in Metrolec.

8:15 p.m. Richard Merson, DPW Director, appeared before the Board with four items for the Board's consideration:

1. Order of Taking (Form 3) for a Portion of Frank Street:
Mr. Merson requested the Board approve the third step in the street acceptance process for Town acceptance of a portion of Frank Street, Needham.
Motion by Mr. Cogswell that the Board of Selectmen vote to approve and sign The Order of Taking (Form 3) for a portion of Frank Street as a private way open and dedicated to public use. Second: Mr. Bulian. Unanimously approved 4-0.

2. Sign Notice of Traffic Regulation:
Mr. Merson requested the Board approve a Traffic Regulation to prohibit parking on Linden Street near Blake Street.
Motion by Mr. Cogswell that the Board of Selectmen vote to approve and sign the Notice of Traffic Regulation Permit #P07-11-27 for Linden Street, Parking Prohibited, east side from a point 115 feet south of the extension of the southerly sideline of Blake Street to 335 feet south of the extension of the southerly sideline of Blake Street.
Second: Mr. Bulian. Unanimously approved 4-0.

3. Sign Notice of Traffic Regulation – Plymouth Road:
Mr. Merson requested the Board approve a Traffic Regulation to install stop signs on Plymouth Road at Harris Avenue.
Motion by Mr. Cogswell that the Board of Selectmen vote to approve and sign the Notice of Traffic Regulation Permit #SS07-11-27 for Plymouth Road, stopped streets northbound and southbound at Harris Avenue.
Second: Mr. Bulian. Unanimously approved 4-0.

4. Sign Notice of Traffic Regulation – Holmes Street:
Mr. Merson requested the Board approve a Traffic Regulation to install a stop sign on Holmes Street at Washington Avenue.
Motion by Mr. Cogswell that the Board of Selectmen vote to approve and sign the Notice of Traffic Regulation Permit #SS07-11-27 for Holmes Street, stopped street eastbound at Washington Avenue.
Second: Mr. Bulian. Unanimously approved 4-0.

8:20 p.m. Ms. Fitzpatrick appeared before the Board with five items for the Board's consideration:

1. Acceptance of Easement and Maintenance Agreement:
Ms Fitzpatrick requested the Board accept and execute a Grant of Roadway Easement and Roadway Maintenance Agreement for Frank Street Definitive Subdivision Plan. This was required by the Needham Planning Board as part of the sub-division plan.
Motion by Mr. Cogswell that the Board of Selectmen vote to accept the Grant of Roadway Easement and the Roadway Maintenance Agreement for Frank Street Definitive Subdivision Plan.
Second: Mr. Bulian. Unanimously approved 4-0.

2. Fiscal Year 2009 Budget Consultation:
Ms. Fitzpatrick provided the Board with a revised list of Town Management's budget priorities for FY2009.
Motion by Mr. Cogswell that the Board of Selectmen vote to endorse the FY09 Core Budget Priorities dated November 23, 2007.

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

3. Preliminary FY2009-2013 Capital Improvement Plan:
Ms. Fitzpatrick reviewed the list of recommended priority capital projects for the FY2009-2013 Capital Improvement Plan. The preliminary list included those to be funded out of cash and debt. The projects were presented in a tiered format. Mr. Wasserman stated that two projects, brooks and culverts and EMS computerization, may need to be moved to the first tier. Mr. Matthews asked that an option be identified for funding the Millis Tennis Court rehabilitation project. Ms. Fitzpatrick also reviewed the capital improvement project under the RTS, Water and Sewer Enterprise Funds.

4. Town Hall Historic Preservation Project:
Ms. Fitzpatrick provided the Board with an update on the Town Hall project. She stated that the consultant presented three options to the PPBC last night and will meet with the Board on December 4th. She also stated that there will be a public meeting on December 10th at the Library at 8:00 p.m.

5. Golf Course RFP & Lease Provisions:
Ms. Fitzpatrick provided the Board with a list of issues for consideration in the next RFP for operating the Needham Golf Course. She stated that a public hearing will be held on December 11th at the Broadmeadow School at 7:00 p.m. Ms. Fitzpatrick anticipates having a draft RFP for the hearing. Mr. Wasserman asked Board members to get comments on the list of issues to Ms. Fitzpatrick. Mr. Matthews suggested that a more complete RFP would solicit more insightful comments. Mr. Matthews suggested a term of 10 years be included in the draft RFP and also a minimum rent. Mr. Wasserman was hesitant to include a minimum rent without having a better understanding of the marketplace. The Board discussed the current lease and property tax arrangements and how the issue might be addressed in the future RFP. Mr. Matthews asked Ms. Fitzpatrick to see if it was legally possible to combine the lease payments and

property taxes. Ms. Fitzpatrick stated she will inquire with DOR.

The Board discussed the termination clauses and agreed the basis and process for termination should be spelled out.

9:50 p.m. Board Discussion:

1. Committee Reports:
Mr. Wasserman reported on a meeting he, Ms. Fitzpatrick and Town Counsel had with Secretary Ian Bowles of the Executive Office of Energy and Environmental Affairs (EEA) and other representatives regarding the Ridge Hill land transfer. He stated that the Town's Home Rule Petition in on the Governor's desk but EEA has a no net loss policy with regard to conservation land and is therefore asking the Town to make a commitment to try to replace the 3 acres by December 31, 2010. The Board discussed the language contained in a proposed agreement EEA has asked the Town to sign. Mr. Matthews stated his support for replacing the 3 acres of conservation land.

2. Protocols for Appointments to Committees:
Mr. Matthews handed out a draft of some suggested protocols for the Board when appointing people to Board Committees. Mr. Wasserman stated that this would be discussed at the Board's next meeting.

10:10p.m. Adjourn:
Motion by Mr. Cogswell that the Board of Selectmen vote to adjourn the November 27, 2007 Board of Selectmen Meeting.
Second: Mr. Bulian. Unanimously approved 4-0.