

BOARD OF SELECTMEN

April 22, 2014

Needham Town Hall

Revised Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Introduce Police Officer
2.	7:00	Public Hearing- NSTAR Dedham Avenue Maureen Carroll, NSTAR representative
3.	7:05	Park & Recreation Consultation – Rosemary Pool Options
4.	7:20	Director of Public Works Warrant Article Presentations
5.	7:30	Town Manager - FY2015 – 2017 Collective Bargaining Agreement – NIPDA/DPW - Positions on Warrant Articles
6.	7:45	Board Discussion - Electronic Sign Boards - Committee Reports
7.	8:00	Executive Session Exception 3

APPOINTMENTS

1.	Human Rights Committee	Albert "Bud" Schram (term expires 6/30/2017)
2.	Needham Community Television Development Corporation	Mike Riley (term expires 6/30/2017) Dan Schwartz (term expires 6/30/2017)
3.	Cable Television Advisory Board	Dan Schwartz (term expires 6/30/2017)

CONSENT AGENDA *=Backup attached

1.	Approve the calendar year 2014 Spring Licenses as follows. This approval is predicated on the receipt of all completed required paperwork before April 30, 2014.	
	Establishment	License Type
	Veteran's Taxi of Newton, LLC	Taxi/Livery
	Alami Rides	Taxi/Livery
	Lt. Manson H. Carter Post 2498 VFW Building Association, Inc.	Pool Table
	Above and Beyond Consignment	Sale of Second Hand Articles

	Second Time Around Closet Exchange – Best of the Mall Closet Exchange – Designer & Boutique Closet Exchange – Consignment Drop Off Closet Exchange – Last Chance Store Cherry Picked Crosby Jewelers, Inc. Segaloff's Jewelers Janet Cotter Design Needham Bowl Away	Sale of Second Hand Articles Sale of Second Hand Articles Sale of Second Hand Articles Sale of Second Hand Articles Sale of Second Hand Articles Sale of Second Hand Articles Sale of Second Hand Articles Sale of Second Hand Articles Sale of Second Hand Articles Bowling Alley
2.	Approve continuation of the experimental Special Permit Parking Regulation to allow temporary parking for construction vehicles on Ellis Street at Mills Field. This regulation will allow parking for up to twelve vehicles for the period April 24, 2014 to May 24, 2014.	
3.	Accept the following donation made to the Needham Off Leash Dog Area account: \$461.49 from Joshua Levine	
4.	Accept the following donations made to the Needham Public Library during the period October 1, 2013 through January 8, 2014: Ellen Knizeski gave the library \$200.00 in memory of her father, Bernie Ford; Alan Jay Weiner donated two DVDs: <i>Firefly: The Complete Series</i> (\$16.00), and <i>Serenity</i> (\$6.00); Paul Shore donated the following: 7 volumes of the <i>Handbook of North American Indians</i> (\$580.00), Per Christiansen: <i>Birds</i> (\$80.00), Naoko Chino: <i>Dictionary of Basic Japanese Sentence Patterns</i> (\$22.00), <i>Oxford German Dictionary</i> (\$55.00), Brian Solomon: <i>CSX</i> (\$35.00), Mike Schafer: <i>Pennsylvania Railroad</i> (\$35.00), and Dave Ori: <i>Chessie System</i> (\$35.00); Needham author and former Children's Librarian Laurie A. Perkins gave the library a copy of her new book, <i>Death on the Opal Jubilee</i> (\$15.00); Susan McNeice donated a copy of Ellen Gaffney's children's book, <i>Wings for a Flower</i> (\$17.00); Gretchen Plotner gave the Children's Room twelve puzzles and a puzzle rack for the Play Area (\$125.00); The will of Harold J.A. Street, III left the sum of \$22,000.00 to the Needham Free Public Library. The Library Trustees voted to use the money to set up the Harold J.A. Street, III Trust Fund; Greg Shesko gave the library a copy of <i>Foods of Crete: Traditional Recipes from the Healthiest People in the World</i> by Koula Barydakakis and Bill Bradley (\$20.00); John Dewey gave the library eleven jazz CDs (\$115); Johannah Malone donated \$5.00; Harriet Lieb donated a copy of <i>The Kitchen House</i> book on CD (\$30.00); The Blum Family made a \$20.00 contribution to the library in honor of Arthur White's 90th birthday; Joan Harrison gave the library a copy a copy of her new children's book, <i>You Can Count on Gracie</i> (\$16.00); Gloria Greis gave the library two copies of her book <i>From the Ground Up: The Founding and Early History of the Franklin W. Olin College of Engineering</i> (Priceless); John Dewey donated the following CDs to the library: Don Byas—<i>All the Things You Are</i> (\$10.00), Barney Kessel—<i>It's a Blue World</i> (\$15.00),	

	Rex Stewart—<i>The Great Ellington Units</i> (\$10.00), Scott Hamilton—<i>Tenorshoes</i> (\$9.00), Teddy Wilson—<i>Fine and Dandy</i> (\$20.00), Teddy Wilson—<i>1937-1938</i> (\$20.00), and Teddy Wilson—<i>1938</i> (\$20.00); The estate of Kathleen Weller willed the library \$5,781.37; <i>Created Equal</i> speaker Ashok Mehta donated his \$100 honorarium to the library for the purchase of new civil rights books; The following people have made contributions in memory of Richard “Dick” Carter: Jean M. Cleary (\$50.00), Jacqueline B. Fitzpatrick (\$10.00), David J. Smith (\$15.00), and Barbara G. Bergquist (\$50.00); and Belinda Stevens sent the library a copy of her new book, <i>Just Out of Reach</i>, (\$12.95).
5.*	Approve and sign the 2014 Arbor Day Proclamation, which proclaims the last Friday in April as Arbor Day in the Town of Needham and encourages residents to support all efforts to protect our trees and woodlands for future generations to come. This year the Parks and Forestry Division will be celebrating Arbor Day with the elementary students of the Broadmeadow School.
6.*	Approve a One Day Special All Alcoholic Beverages license for Alison Borrelli of the V.F.W. Needham 9/11 Memorial Committee to host its Needham First Responders Party and Auction on May 31, 2014 from 7:00 p.m. to 11:00 p.m.. The event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.
7.*	Approve a Special One Day Wine & Malt Beverages license from John Grugan of the Charles River Center to provide wine and malt beverages at the 5K race to be held on September 28, 2014 from 12:00 p.m. to 2:00 p.m. at the Charles River Center, 59 E. Militia Heights Road, Needham.
8.*	Approve road race event form from John Timmerman of The Charles River Center, to hold its 5K race and 1 mile walk in Needham on September 28, 2014 from 10:00 a.m. to 2:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
9.*	Approve a request from the Natick Rotary to hold its Tour de Natick bike event on Sunday, June 15, 2014. The Needham portion of the route involves only a short leg of the longer, 25 mile course which begins at 8:00 am. The section of the route going through Needham is from Charles River Street at the Dover line to South Street at the Dover line. The route that the riders will take through Needham has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
10.*	Ratify a Special One Day Wine & Malt Beverages license from Kate Maguire of the Circle of Hope, to host a Mom’s Night Out event that was held on Wednesday, April 16, 2014 from 7:00 p.m. to 9:00 p.m. The event was held at Lisa’s Boutique, 1502 Highland Avenue, Needham.
11.*	Approve minutes from April 9, 2014 (open meeting).
12.	Accept donation to the Town of Needham of a 6x10 nylon to fly at Avery Square from Ted Shaughnessy.
13.	Accept donation to the Town of Needham of a 5x8 nylon flag for the Center at the Heights from the Republican Town Committee.
14.*	Upon the recommendation of the Tree Warden, that the Board approve an enforcement order for removal of a public shade tree (24” oak tree) at 105 Pine Street, in violation of Massachusetts General Laws Chapter 87, Section 3. The Tree Warden recommends that three trees be planted alongside the Pine Street roadway and the property line of the homeowner at the homeowner’s expense. The homeowner has also offered to make a \$500 donation to the Town for future tree planting.
15.*	Water and Sewer Abatement Order #1179

16.*	Approve a request from The Christina Clarke Genco Foundation to ride a portion of its Mother's Day Memorial Day Ride through Needham on Sunday, May 11, 2014. Riders are expected to be in Needham at 8:15 a.m. to 4:00 p.m. The route that the riders will take through Needham has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.				
17.*	Approve road event form from Stephen Mortimer of Needham Baseball and Softball, to hold its opening day parade in Needham on May 4, 2014 from 10:30 a.m. to 12:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.				
19.	Grant permission for the following resident to hold a Block Party:				
Name	Address	Party Location	Party Date	Party Rain Date	Time
Jenny Berk	10 Hollow Ridge Road	Hollow Ridge Road	6/7/2014		4-9pm



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/22/2014

Agenda Item	Introduction of Police Officer
Presenter(s)	Phil Droney, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Chief Droney will introduce newly appointed Police Officer Jonathan Lewis.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Resume for Police Officer Jonathan Lewis			



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 04/22/2014

Agenda Item	Public Hearing – NSTAR Petition for Dedham Avenue
Presenter(s)	Maureen Carroll, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
NSTAR requests permission to install approximately 99 feet of conduit at manhole #8831 on Dedham Avenue, Needham. This work is necessary to provide underground electric service for a new four story building at 50 Dedham Avenue, Needham. 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
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 99 feet of conduit at manhole #8831 on Dedham Avenue, Needham. This work is necessary to provide underground electric service for a new four story building at 50 Dedham Avenue, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			



200 Calvary Street
Waltham, Massachusetts 02453

March 31, 2014

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

RE: **Dedham Ave**
Needham, MA
W.O. #1969466

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 99'± feet- conduit @ manhole #8831 Dedham Ave, Needham.

This work is necessary to provide underground electric service for new 4 story building @ #50 Dedham Ave.

If you have any further questions, contact Maureen Carroll @ (617) 369-6421.
Your prompt attention to this matter would be greatly appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "William D. Lemos".

William D. Lemos
Rights & Permits Supervisor

WDL/amw
Attachments

OK
WDL
4/11/14
OK Rem
DPW Director
4/11/14
Town Eng.

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

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

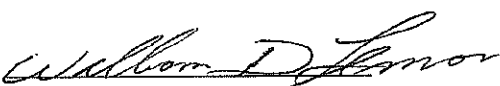
Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

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 Revised March 4 , 2014**, and filed herewith, under the following public way or ways of said Town:

Dedham Ave - At and northwesterly from Lincoln Street thence turning and running northeasterly a distance of about 99'± feet - conduit

(WO. 1969466)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 31st day of March 2014

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2014

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:

Dedham Ave - At and northwesterly from Lincoln Street thence turning and running northeasterly a distance of about 99'± feet - conduit

(WO1969466)

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, Revised March 4, 2014** 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 _____ 2014 at _____ in said Town.

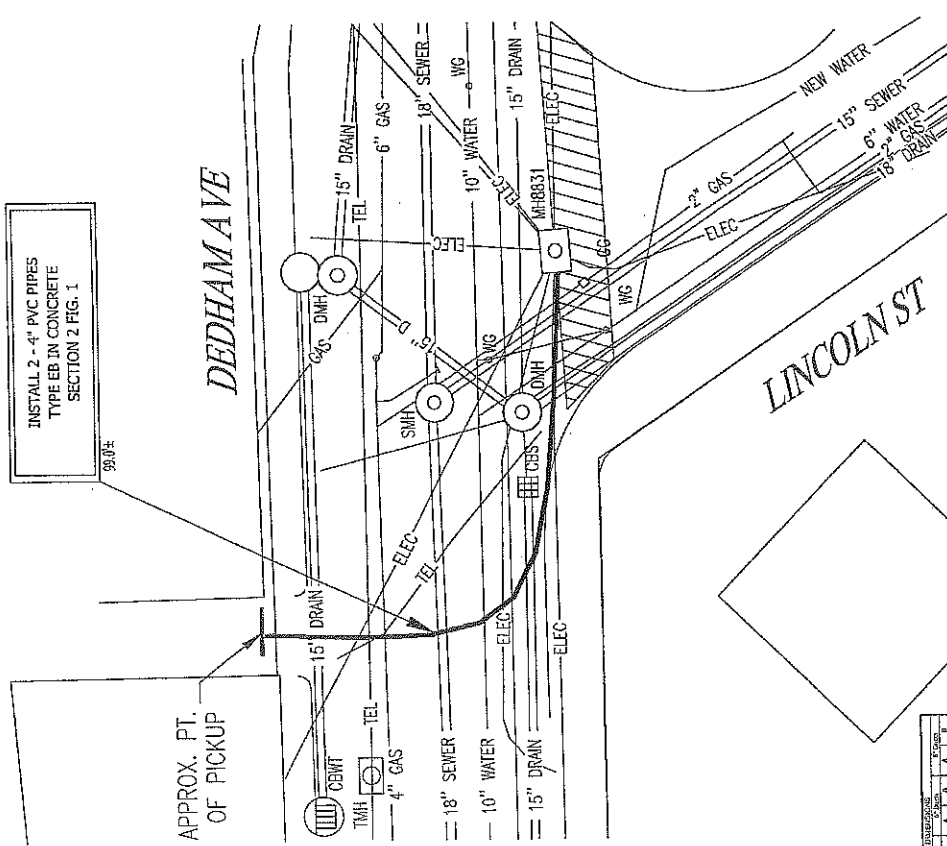
1		
2		Board of Selectmen
3		the Town of
4		NEEDHAM
5		

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 _____, 2014 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.

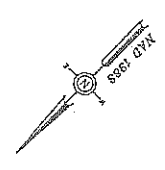
Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

STANDARD CHANCE BASED ON VEE DEDHAMAVE.dwg

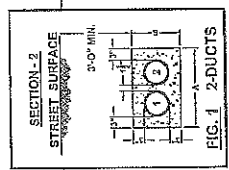


INSTALL 2 - 4\"/>

APPROX. PT. OF PICKUP



INCHES		FEET	
INCHES	FEET	INCHES	FEET
1/8"	0.0125	12"	1.0000
1/4"	0.0250	24"	2.0000
3/8"	0.0375	36"	3.0000
1/2"	0.0500	48"	4.0000
5/8"	0.0625	60"	5.0000
3/4"	0.0750	72"	6.0000
7/8"	0.0875	84"	7.0000
1"	0.1000	96"	8.0000
1 1/8"	0.1250	108"	9.0000
1 1/4"	0.1500	120"	10.0000
1 3/8"	0.1750	132"	11.0000
1 1/2"	0.2000	144"	12.0000
1 5/8"	0.2250	156"	13.0000
1 3/4"	0.2500	168"	14.0000
1 7/8"	0.2750	180"	15.0000
2"	0.3000	192"	16.0000
2 1/8"	0.3250	204"	17.0000
2 1/4"	0.3500	216"	18.0000
2 3/8"	0.3750	228"	19.0000
2 1/2"	0.4000	240"	20.0000
2 5/8"	0.4250	252"	21.0000
2 3/4"	0.4500	264"	22.0000
2 7/8"	0.4750	276"	23.0000
3"	0.5000	288"	24.0000
3 1/8"	0.5250	300"	25.0000
3 1/4"	0.5500	312"	26.0000
3 3/8"	0.5750	324"	27.0000
3 1/2"	0.6000	336"	28.0000
3 5/8"	0.6250	348"	29.0000
3 3/4"	0.6500	360"	30.0000
3 7/8"	0.6750	372"	31.0000
4"	0.7000	384"	32.0000
4 1/8"	0.7250	396"	33.0000
4 1/4"	0.7500	408"	34.0000
4 3/8"	0.7750	420"	35.0000
4 1/2"	0.8000	432"	36.0000
4 5/8"	0.8250	444"	37.0000
4 3/4"	0.8500	456"	38.0000
4 7/8"	0.8750	468"	39.0000
5"	0.9000	480"	40.0000
5 1/8"	0.9250	492"	41.0000
5 1/4"	0.9500	504"	42.0000
5 3/8"	0.9750	516"	43.0000
5 1/2"	1.0000	528"	44.0000
5 5/8"	1.0250	540"	45.0000
5 3/4"	1.0500	552"	46.0000
5 7/8"	1.0750	564"	47.0000
6"	1.1000	576"	48.0000
6 1/8"	1.1250	588"	49.0000
6 1/4"	1.1500	600"	50.0000
6 3/8"	1.1750	612"	51.0000
6 1/2"	1.2000	624"	52.0000
6 5/8"	1.2250	636"	53.0000
6 3/4"	1.2500	648"	54.0000
6 7/8"	1.2750	660"	55.0000
7"	1.3000	672"	56.0000
7 1/8"	1.3250	684"	57.0000
7 1/4"	1.3500	696"	58.0000
7 3/8"	1.3750	708"	59.0000
7 1/2"	1.4000	720"	60.0000
7 5/8"	1.4250	732"	61.0000
7 3/4"	1.4500	744"	62.0000
7 7/8"	1.4750	756"	63.0000
8"	1.5000	768"	64.0000
8 1/8"	1.5250	780"	65.0000
8 1/4"	1.5500	792"	66.0000
8 3/8"	1.5750	804"	67.0000
8 1/2"	1.6000	816"	68.0000
8 5/8"	1.6250	828"	69.0000
8 3/4"	1.6500	840"	70.0000
8 7/8"	1.6750	852"	71.0000
9"	1.7000	864"	72.0000
9 1/8"	1.7250	876"	73.0000
9 1/4"	1.7500	888"	74.0000
9 3/8"	1.7750	900"	75.0000
9 1/2"	1.8000	912"	76.0000
9 5/8"	1.8250	924"	77.0000
9 3/4"	1.8500	936"	78.0000
9 7/8"	1.8750	948"	79.0000
10"	1.9000	960"	80.0000
10 1/8"	1.9250	972"	81.0000
10 1/4"	1.9500	984"	82.0000
10 3/8"	1.9750	996"	83.0000
10 1/2"	2.0000	1008"	84.0000
10 5/8"	2.0250	1020"	85.0000
10 3/4"	2.0500	1032"	86.0000
10 7/8"	2.0750	1044"	87.0000
11"	2.1000	1056"	88.0000
11 1/8"	2.1250	1068"	89.0000
11 1/4"	2.1500	1080"	90.0000
11 3/8"	2.1750	1092"	91.0000
11 1/2"	2.2000	1104"	92.0000
11 5/8"	2.2250	1116"	93.0000
11 3/4"	2.2500	1128"	94.0000
11 7/8"	2.2750	1140"	95.0000
12"	2.3000	1152"	96.0000
12 1/8"	2.3250	1164"	97.0000
12 1/4"	2.3500	1176"	98.0000
12 3/8"	2.3750	1188"	99.0000
12 1/2"	2.4000	1200"	100.0000



NSTAR ELECTRIC
4189 DEDHAM AVE., DEDHAM, MASS. 01919
Plan of 650 DEDHAM AVENUE, DEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'

SHEET 1 of 1

REVISION 03/04/2014

PH 3

APPROVED: A. DEBENEDICTIS

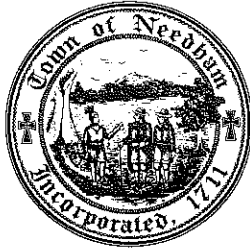
PROPOSED STRUCTURES: MR/NA

DESIGNED BY: JH/AR

WORK ORDER # 1688466

DATE: 7/26/14

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-800-344-7233



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on April 22, 2014** upon petition of NSTAR dated **March 31, 2014** to install approximately 99 feet of conduit at manhole #8831 Dedham Avenue, Needham. This work is necessary to provide underground electric service for a new four story building at 50 Dedham Avenue, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne Cooley
Daniel P. Matthews

BOARD OF SELECTMEN

Dated: April 11, 2014

50 DEDHAM AVE

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER</u>	<u>CITY</u>	<u>State</u>
199/047.0-0004-0000.0	934	GREAT PLAIN AVE	TOMMASINO, ROBERT C, TR C/O STUART ROTHMAN	907 MASSACHUSETTS AVE	CAMBRIDGE	MA	02139
199/047.0-0005-0000.0	60	DEDHAM AVE	COX, GILBERT W., JR	60 DEDHAM AVE	NEEDHAM	MA	02492
199/047.0-0008-0000.0	0	DEDHAM AVE	TOWN OF NEEDHAM	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/047.0-0009-0000.0	84	DEDHAM AVE	BELIBASAKIS, EMMANUEL G. & BELIBASAKIS, IRENE	33 CHAPEL ST	NEEDHAM	MA	02492
199/047.0-0039-0000.0	81	DEDHAM AVE	HEALY, MARTHA M	81 DEDHAM AVE	NEEDHAM	MA	02492
199/047.0-0040-0000.0	73	DEDHAM AVE	HEALY, MICHAEL T.	73 DEDHAM AVE	NEEDHAM	MA	02492
199/047.0-0041-0000.0	57	DEDHAM AVE	BROMLEY-NEEDHAM LLC	144 GOULD ST SUITE 152	NEEDHAM	MA	02494
199/047.0-0042-0000.0	23	DEDHAM AVE	FIRST PARISH IN NEEDHAM - UNITARIAN	23 DEDHAM AVE	NEEDHAM	MA	02492
199/047.0-0089-0000.0	50	DEDHAM AVE	BROOKLINE DEVELOPMENT CORP LLC	3 CRAFTSLAND RD	CHESTNUT HILL	MA	02467

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



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/22/2014

Agenda Item	Consultation – Rosemary Pool Options
Presenter(s)	Cindy Chaston, Chairman, Park & Recreation Commission Patty Carey, Director of Park and Recreation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Chaston and Ms. Carey will update the Board on the status of the Park & Recreation Commission's evaluation of options for Rosemary Pool, and will be available to answer any questions the Board may have.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Feasibility Study for the Future of Rosemary Pool provided previously b. The Future of Rosemary Pool and Lake PowerPoint, April 7, 2014 c. Letter to the Board of Selectmen from Cindy Chaston, Chairman, Park & Recreation Commission dated April 17, 2014			

The Future of Rosemary Pool and Lake

Park and Recreation Commission

Monday, April 7, 2014

Town Hall – Powers Hall

Background

- Began official study in March 2013 with Permanent Public Building Committee
- Study conducted by Weston & Sampson
 - Pre-Season to Post-Season
 - Pool, Building, Parking, Site
 - Regulations: MA Department of Public Health, Department of Environmental Protection; ADA

Opportunities to Share Ideas

- Commission hosted input sessions for residents
 - Blue Sky - July 2013
 - Written comments submitted
 - On-Line survey conducted
 - Weston & Sampson visits with patrons
 - Presentation of Options – December 2013
 - Commission Review – April 2014
 - Commission Decision – April 30, 2014

Considerations for the Four Options

- Based on input and observations, four major options reviewed;
 - Required permitting;
 - Estimated operating costs;
 - Capacity to provide programs – maintain, decrease or increase current capacity;
 - Estimated construction costs;
 - Challenges

Points to Consider

- All options eliminate need to drain lake annually in spring for maintenance.
- Permit to drain lake expires in September 2018.
- All options consider public health codes for swimming, accessibility for all abilities, and environmental/wildlife habitat protection regulations.
- “Design drawings” are just concepts – no final design work was done as part of study

Points to Consider

- Separate from the formal study, Commission have also considered:
 - Ability to use building for additional program space, year-round;
 - Ability to use outdoor space for other activities beyond just the pool;
 - Ability to use lake for non-swimming activities;
 - Avoid loss of summer swim season;
 - Offer opportunities for non-swimmers, children, teens, adults, senior adults

Option 1 – Decommission Pool

• **1A - \$1,425,000 est**

6 Months

- remove pool, building – restore site to passive recreation site

• **1B - \$1,050,000 est**

12 Months

- remove pool; repurpose building for Town recreational uses

• **1C - \$19,000,000 est**

15+ Years

- Remove pool; restore ability to swim in lake; repair building/parking for lake swimming use

Option 2 – Minor Renovation

- **2 - \$5,475,000 est**

9 Months

- 11,000 square foot pool; smaller pool reduces programming; code improvements to building; minor improvements to parking

Option 3 – Major Renovation

● 3A - \$7,325,000 est

9-12 Months

- 13,600 square foot pool built within existing structure; some reduction of programming; building improvements with bathhouse remaining on top floor

● 3B - \$8,300,000 est

9-12 Months

- 19,700 square foot pool built within existing structure; maintain/increase program capacity; bathhouse on lower level with upper level year-round program space

Option 4 – Full Replacement

- **4A - \$11,850,000 est**

- 19,000 square foot pool in-land; maintain or increase program capacity; maintain/increase program capacity; bathhouse on lower level with upper level year-round program space

18 Months

- **4B - \$13,250,000 est**

- 4A option with bubble for year-round use of pool

18 Months

- **4C - \$19,750,000 est**

- 4A option, with additional natatorium for indoor pool connected to building

24 Months

Thoughts from Commission

- **Swimming in Lake**
 - Not a practical option for near-future
 - Continue with projects that improve storm-water flow and quality of lake water
 - Provide opportunities for use of lake that do not include swimming:
 - Trails
 - Fishing
 - Boating

Thoughts from Commission

- Indoor Pool
 - Desire in community to have indoor pool
 - Rosemary not optimal site for indoor pool
 - Difficult challenges for use of bubble
 - Continue study of indoor option at another location
 - Encourage that community needs be met if built in Needham by private entity

Thoughts from Commission

- Size of Outdoor Pool
 - Current size = 21,000 square feet
 - Want to be able to offer same level of programming or more
 - Most smaller options (Option 2, 3A) create challenges to fit in all programs
 - Size of pool impacts the required number of toilet facilities and showers

Thoughts from Commission

- Location of Pool
 - Moving pool up into hill
 - Re-opens full beach area and lake access
 - Moves closer to building
 - Eliminates number of trees
 - Requires retaining walls
 - Permits: Conservation Commission, DEP, Army Corp of Engineers

Thoughts from Commission

- Location of Pool
 - Within existing shell
 - “Excavation” already complete, so ready to build
 - Can move building functions to lower level for easier use
 - Maintains trees and other areas for use
 - Permits: Conservation Commission, DEP

Thoughts from Commission

- Year-Round use of site optimal
- Best use of funds if Rosemary site has uses beyond summer pool season
 - Create areas in parking lot for other uses including basketball and skating?
 - Use building 12 months a year for programs?

Thoughts from Commission

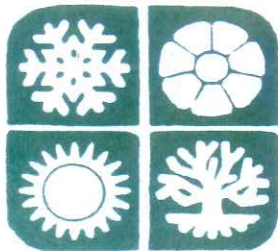
- Financing Questions
 - If the range is \$8-12 million, how much can the Town finance?
 - Is any portion of the project eligible for CPA funding?
 - How much funding might be available from other sources?
 - Grants
 - Fundraising

Next Steps

- Commission vote
 - Written comments still accepted
 - Park and Recreation, 500 Dedham Avenue, Needham, MA
 - pcarey@needhamma.gov
 - Wednesday, April 30 at 7:00 PM
 - PSAB – Charles River Room
 - Report decision to Board of Selectmen, Finance Committee, PPBC, Board of Health

THANK YOU!

- Weston & Sampson
- PPBC, Steve Popper, Hank Haff
- Staff from DPW, Health, Conservation
- Board of Selectmen and Town Manager
- Staff from Park and Recreation, including Pool Staff
- Needham Swim Team, NHS Swim Teams, Needham Community Center
- Needham Channel, Needham Hometown Weekly, Needham Times, Needham Patch
- Most of all...all of you who have attended meetings, written letters and e-mails, participated in surveys, shared your opinions!!



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)

500 Dedham Avenue

Needham, MA 02492-2699

Tel: (781) 455-7550

Fax: (781) 453-2510

Recorded Community Information – (781) 444-7212

Patricia M. Carey, C.P.R.P.

Director

Karen A. Peirce, C.P.R.P.

Assistant Director

M E M O R A N D U M

TO: Board of Selectmen

FROM: Cindy Chaston, Chairman

RE: Feasibility Study of Rosemary Pool

DATE: April 17, 2014

The Needham Park and Recreation Commission has worked with the Permanent Public Building Committee for the past 18 months on a feasibility study at Rosemary Pool. Weston & Sampson was hired in 2013 to conduct the study through the pre-season, season and post-season. Public input was gathered informally at the pool over the summer, as well as through a survey created by Weston & Sampson. In addition, the Commission conducted three public sessions: the “blue sky” meeting in July 2013, a presentation of options in December 2013, and on April 7, 2014, a review of the Commission’s thoughts after having discussed the various options for a few months. Input was also received from the Conservation Commission and Board of Health. The updated study and other documents can be found at this link on the Town’s website: <http://www.needhamma.gov/index.aspx?nid=3604>

The Commission will discuss the options, further, at their Wednesday, April 30, 2014 meeting and expects to vote on a recommendation at the conclusion of that meeting. Though the Commission has not taken a formal vote, the information that follows will show where the members have come to an informal agreement on several questions before them, and other issues that still need to be resolved. As permits to drain the lake for pre-season maintenance will not be extended after the Summer of 2018, the Commission would like to move the process forward to meet that deadline.

As the Commission comes closer to making a decision on the type of facility to recommend, we appreciate any additional input that the members of the Board of Selectmen have to share with us!

Choosing an Option

Weston & Sampson put together alternatives for the pool, building and parking within each of the four major options, plus provided sub-options.

The options of most interest to the Commission at this time are listed in the updated feasibility study as Option 3B and Option 4A. The Commission is likely not to recommend a single option in its entirety, but choose an alternative for the pool, one for the building and one for parking.

The one statement that was heard consistently throughout the study was to “do it right.” No matter which option is chosen, the residents want it to provide recreational opportunities for many years to come. The other consistent statement related to the value of aquatics to Needham residents of all ages, though there are mixed opinions on what type of facility or facilities or the location.

All options eliminate the need to drain Rosemary Lake on an annual basis each spring, and each option was reviewed under the regulations for the environment, public health and accessibility. Eliminating the draining during the pre-season will also give some flexibility on when the pool can open for the season.

Swimming in Rosemary Lake

Some residents have expressed an interest in returning to swimming in Rosemary Lake, rather than have a pool, while others asked that efforts be taken to clean the water in Rosemary Lake. The Commission is aware that the DPW, over many years, has undertaken projects to help with the cleanliness of the lake, with more projects planned for the future, and the Commission supports these continuing efforts. Weston & Sampson researched the ability to return the lake to swimming and found that it would take fifteen or more years of annual tasks before the lake would meet state criteria. Based on the time frame, the cost, and the challenge to control bacteria levels in the lake, the Park and Recreation Commission is not likely to recommend swimming in Rosemary Lake.

Indoor Pool

Throughout the study, many residents expressed a desire for the Town to have an indoor pool that would allow for year-round swimming, and be an appropriate site for the High School swim teams as well as local youth and masters swim teams. Weston & Sampson tried a variety of options for adding a year-round pool, including adding a bubble to the outdoor pool. Though some form of indoor pool could be added, the site creates challenges and doesn't likely provide the type of pool that is most desired, and the bubble structure would be difficult to maintain. At this time, the Commission is not likely to recommend an indoor pool at Rosemary, but would like the conversation to continue for another site in Town, or to support the building of a larger pool by a local private organization.

Size of Pool

The current pool is about 21,000 square feet. The hope of the Commission is to maintain the level of programming or expand it. The size of the pools ranged from 11,000-19,700 square feet in the study. The amount of surface water translates into a formula for “bather load” which impacts the requirement for restrooms and shower units. It is likely the Commission would recommend a pool that is in the range for 16,000-20,000 square feet. Options 3B and 4A have concepts for pools that are in the 19,000 square foot range.

Location of Pool on Site

The most difficult discussion has been whether to build the pool within the current structure in the lake or to build a new structure outside of the pool and within the hill requiring retaining walls. There are challenges for either option, as well as benefits. The Commission hopes to choose an option that has a construction schedule that will insure that a season of outdoor swimming is not missed, starting work at the end of one season and opening a new facility at the beginning of the next summer season.

The Building

After their structural review, Weston & Sampson has stated that the structure of the pool building is solid, but just needs reconfiguration inside. The ability is available to move the bathhouse features to the lower level of the building, for summer use, and using the upper level for year-round programming space with the provision of insulation and heat, along with restrooms, without the need of an elevator. The size of the pool will impact how much space is available for non-aquatic related facilities.

The Parking Lot

It's important to have enough parking for the new facility. The Commission would like to explore creating the areas of the lot in such a way that some portions can have a secondary use in the fall/winter/spring. Having the site have year-round opportunities is an important goal of the Commission. The two more favorable options have a range of 80-110 parking spaces.

Financing

It is likely that the chosen option would cost about \$8,000,000-12,000,000 to construct, and the operations will be equivalent to today's costs for the outdoor pool, but would expand if the building was used for 12 months of the year. How would the pool construction be financed? Is any portion of the project eligible for CPA funds? The Commission welcomes a lengthy discussion on financing with the Board of Selectmen, Town Manager, Finance Committee and Community Preservation Committee.

Thank you for your input on this important decision for the community.



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/22/2014

Agenda Item	Warrant Article Presentations
Presenter(s)	Rick Merson, Director of Public Works Anthony Del Gaizo, Town Engineer Ed Olsen, Parks & Forestry Superintendent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Merson, Mr. Del Gaizo and Mr. Olsen will provide information about Warrant Article 10 – Blue Tree Replacement, Article 25 – Private Ways and Article 39 – Central Avenue/Elliot Street Bridge.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Photographs of the existing Blue Tree			













**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/22/2014

Agenda Item	FY2015 – 2017 Collective Bargaining Agreement – NIPEA/DPW
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town and the Needham Independent Public Employees Association/DPW have reached agreement on a three year contract for fiscal years 2015, 2016, and 2017.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve and sign the Memorandum of Agreement with the Needham Independent Public Employees Association/LUNA 1116 for fiscal years 2015, 2016 and 2017.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Warrant Article Information Sheet b. Memorandum of Agreement			

Article 7
2014 Annual Town Meeting
Needham Independent Public Employees Association/Public Works

		<u>Amount</u>	<u>Percent</u>
Fiscal Year 2015	Base Wage Increase effective 7/1/14	\$ 77,819	2.50%
	Expand Hazard Pay & Incorporate in Base	\$ 29,302	0.94%
	Cost of Step & Other Contractual Increases	\$ 37,532	1.21%
	Vacation Buy Back (RTS only)	\$ 8,542	0.27%
	Snow Operations Pay for RTS	\$ 4,000	0.13%
	Total	\$157,195	5.05%
Fiscal Year 2016	Base Wage Increase effective 7/1/15	\$ 32,662	1.00%
	Base Wage Increase effective 1/1/16	\$ 16,383	0.50%
	Cost of Steps & Other Contractual Increases	\$ 47,061	1.44%
	Total	\$ 96,106	2.94%
Fiscal Year 2017	Base Wage Increase effective 7/1/16	\$ 82,975	2.47%
	Cost of Steps & Other Contractual Increases	\$ 30,772	0.91%
	Total	\$113,747	3.38%

Key Language Items

- Incorporate meal and clothing allowance into base pay.
- Reimburse Garage employees for broken tools up to \$500 per year.
- Eliminate mandatory overtime at RTS, grandfathering existing employees for a minimum of four days per week during the term of the agreement.
- Convert “snow personal day” to standard personal day.
- Implement an electronic time keeping system.
- Authorize mandatory direct deposit.

Memorandum of Agreement

It is hereby agreed, by and between the Needham Independent Public Employee Association/LIUNA 1116 (hereinafter the "Union") and the Town of Needham (hereinafter the "Town") as follows:

1. The parties have agreed that the hours of operation of the RTS may be changed at the discretion of the Town Manager, and that employees are no longer required as a condition of employment to work an additional one hour of overtime per day.
2. Employees hired on or after March 1, 2014 are not subject to the condition of employment requiring one hour of overtime per day, and will not be guaranteed any specific amount of overtime as a condition of employment. The Director of Public Works may arrange the work schedule of such employees (Tuesday through Saturday) to meet the needs of the RTS facility.
3. Employees on the payroll and assigned to the RTS as of March 1, 2014 will continue to be assigned one hour of overtime per day for a minimum of four (4) days per week during the term of the collective bargaining agreement (June 30, 2017).
4. The Director of Public Works will arrange for RTS employees to be offered overtime opportunities in other divisions when the RTS is closed.

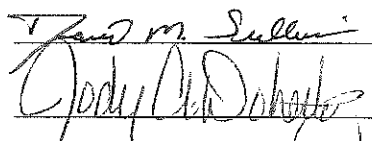
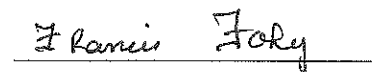
Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Union, which by its terms is in effect through June 30, 2017 shall remain in full force and effect.

Town Manager



Date: 4-17-2014

N.I.P.E.A.



Date: 4-14-14

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

**Memorandum of Agreement
Fiscal Years 2015, 2016, 2017**

Agreement is hereby made this 22 day of April, 2014 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Public Employees Association, (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreements between the Town and the Union, which by their terms are in effect through June 30, 2014, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2014 through June 30, 2017.
2. The base wages contained in Article 21, Wages, shall be increased by:

FY15: 2.5% COLA effective July 1, 2014 (applied after the incorporation of the 2.5% Hazardous Materials Differential Pay, 2.5% pesticide Application License Differential Pay, 2.5% of the applicable Drinking Water License Differential Pay, \$550 clothing and safety shoes/work boots allowance, and a \$200 meal allowance)

FY16: 1% effective July 1, 2015 and 1% effective January 1, 2016

FY17: 2.5% effective July 1, 2016

The following language will be amended as noted:

3. Article 4 – Employee Job Assignments, Duties and Responsibilities

Delete Section 4. Safety and Training Committee and insert in place thereof the following: **Section 4. Safety and Efficiency Committee** The Town and the Union shall establish a Safety and Efficiency Committee to discuss and recommend safety rules, training programs, and other items agreed upon by the parties, and to make recommendations therefore to the Director of Public Works. The Committee shall consist of three members appointed by the Town Manager and three members appointed by the Union.

4. Article 5 – Hours of Work, Holidays and Overtime

Delete Section 3 a.1.b and insert in place thereof the following: **Section 3 a.1.b** If scheduled overtime cannot be filled within the division, the overtime will be filled from the department-wide master list. With the Director/designee's approval, an employee may be passed over if the assignment requires, in the Director/designee's determination, a certain level of skill and expertise which is greater than the employee currently has.

Delete Section 3.6.a and insert in place thereof the following: **Section 3.6.a** Emergency Overtime: Emergency overtime will be offered first to employees of the division for which the overtime is required. There shall be five skill lists as follows: 1) general labor; 2) truck driver; 3) front end loader; 4) backhoe and 5)

supervisory. The overtime shall be offered to the first employee on the required skill list.

Delete Section 3.6.e and insert in place thereof the following: **Section 3.6.e** Recovery Time: The Town will provide four (4) hours of paid recovery time on Town property, at a location determined by the Director of Public Works, after twenty-four (24) consecutive hours of work unless a different timeframe is mutually agreed upon by the Town and the Union during the course of an emergency event.

Delete Section 4 Meal Allowance and insert in place thereof the following: **Section 4 Meal Allowance** It is acknowledged that the meal allowance was incorporated into the base pay effective in fiscal year 2015.

Delete Section 5.a.1 and insert in place thereof the following: **Section 5.a.1** Standby Program If a person designated as standby personnel on a continuous basis can obtain a qualified substitute, such person can be relieved of standby duties on an occasional basis with the advance approval of the Division Superintendent/designee.

Section 5 b.3 Snow Program Annually, on/about October 1st, the Union will identify the two most senior members of the bargaining unit and notify the Town if these members are interested in being exempted from the snow program for that year. Said members who choose to be exempted from the snow program will not receive any snow, salt, or snow dump stipends as referenced in Article 21, Section 7 for that fiscal year. If these members elect to participate in the snow program for that year, there will be no bargaining unit employee substitutions for these employees. The Town has the right to use non-represented employees or members of other bargaining units to complement its snow program forces.

Amend Section 6.a by inserting the following second sentence: "The hours of operation may be changed at the discretion of the Town Manager after discussion with the Union."

Delete Section 6.b in its entirety.

Delete Section 6.c and insert in place thereof the following: **Section 6.c** Meal break All employees must take a 30 minute meal break to begin no later than six hours after their start time. Staff will be required to stagger their meal breaks so that all functionality of the RTS is covered during the hours of operation.

5. **Article 8 – Leave of Absence**

Insert in section 3 the words "within a twelve (12) month period," as highlighted below: **Section 3** Employees who are granted unpaid leaves of absence of more than five days in a calendar month shall not be entitled to accrue vacation or

sick leave credits for that month. Employees who are granted unpaid leaves of absence of ten (10) or more days shall have their longevity and eligibility dates adjusted by the number of days spent on unpaid leave of absence. Continued employment in Town service will not be guaranteed to an employee after more than thirty (30) days of authorized unpaid leave of absence **within a twelve (12) month period**, except for military leave.

Delete Section 4.a and insert in place thereof the following: **Section 4.a Personal Leave** Two days of absence from work at regular straight time pay for normally scheduled hours shall be granted every fiscal year to full-time and regular part-time employees who have successfully completed the six month probationary period, provided that such leave be requested in writing to the Director of Public Works or his designee at least 48 hours prior to the date selected. Employees who are hired between July 1 and December 31 shall be granted two (2) personal days for the fiscal year in which they are hired. Employees who are hired between January 1 and June 15 shall be granted one (1) personal day for the fiscal year in which they are hired. Personal leave is not cumulative and must be used in the fiscal year in which it is granted.

Delete Section 4.b in its entirety.

6. Article 11 – Non-Occupational Sick Leave

Delete Section 4 and insert in place thereof the following: **Section 4 Notification:** Non-occupational sick leave shall commence on the date that notification of the employee's sickness, injury or quarantining is given to the Division Superintendent/designee by the employee him/her self, or by the employee's family or physician in the case of an emergency. This notification shall be made each day the employee is absent at a minimum of 60 minutes prior to the beginning of the shift, if possible, or as soon as reasonably practicable, except in the case of long-term illnesses which is defined as an illness lasting more than seven consecutive work days. The frequency of notification for long-term illnesses after the referenced seven day period will be at the discretion of the Director of Public Works/designee.

Delete Article 11 Section 11 in its entirety, and refer the concept of creating an employee sick bank to the Safety and Efficiency Committee established under Article 4.

7. Article 13 – Vacations

Amend Section 5.b by replacing the vacation leave allowance table with the following chart:

Length of Continuous Service	Accrued Monthly; Credited Annually	Maximum Annual Credits	Accrual Cap
Less than 5 years	6.67 hours	10 days = 80 hours	160 hours
5 to 10 years	10.00 hours	15 days = 120 hours	200 hours
10 to 20 years	13.34 hours	20 days = 160 hours	240 hours
Over 20 years	16.67 hours	25 days = 200 hours	280 hours

Insert a new Section 9 as follows: **Section 9.** Vacation Buy-back at the RTS Employees who are regularly assigned to work at the RTS may have the Town buy-back up to five (5) vacation days per fiscal year at their regular rate of pay subject to appropriation.

Convert Article 13 Section 9 to a new Article 13 A -Vacations (Monthly Accrual and Crediting)

8. **Article 15 - Clothing**

Delete Section 2.a in its entirety.

Delete Section 2.b and insert in place thereof the following: **Section 2.a Clothing and Safety Shoes/Work Boots:** It is acknowledged that the clothing and safety shoes/work boot allowance amounts were incorporated into base pay in fiscal year 2015.

Delete Section 2.c in its entirety.

Delete the last sentence of in Section 2.f.

Delete Section 4.c and insert in place thereof the following: **Section 4.c Pants:** Employees may wear blue denim jeans or navy blue twill type pants. Pants shall not have holes, be altered, cut or frayed. Shorts are not permitted except as provided in Section 5, below. Employees are responsible for the purchase of pants.

Delete Section 4.e and insert in place thereof the following: **Section 4.e Shirts:** Employees will be provided with short sleeve safety colored T-shirts in accordance with sub-section (e) above. Shirts must be worn at all times. Employees may wear long sleeve shirts under approved short sleeved shirts. Shirts shall not have holes, be altered, cut or frayed. The shirts, sweatshirts, and/or jackets provided by the Town must be worn and visible at all times. The Town will consult annually with the Safety and Efficiency Committee with respect to the style, color, logos, labels, and decals of the tee shirts and sweatshirts to be issued to employees prior to purchase. Final approval of the tee shirts and

sweatshirts will be made by the Director of Public Works after said consultation. Employees are not allowed to wear other non-town logos on their attire.

9. **Article 21 - Wages – See Item # 1 for monetary items**

Delete Section 5 and insert in place thereof the following: **Section 5. Acting Pay**

An employee who is assigned, for three (3) or more consecutive working days, to a position classified in a grade higher than the grade in which he or she performs regular service shall be compensated for such time at the rate to which he or she would have been entitled had he or she been promoted to such position, retroactive to the first day of assignment. For the purposes of this section 3 or more consecutive working days shall be the period Monday – Friday (regular DPW operations) or Tuesday through Saturday (RTS operations only). No employee may be assigned to a higher-level, non-union position without the advance approval of the Town Manager.

Amend Section 6 Longevity by replacing the sum “.005” with “.5” and by replacing the sum “.01” with “.10%.”

Delete Section 7 and insert in place thereof the following: **Section 7. Employees** of the bargaining unit involved in the Snow Emergency Standby Program will receive \$500 payable December 15 and \$500 payable March 31. Employees of the bargaining unit assigned to the Salt Shift who work the full season in this capacity will receive \$500 stipend payable at the end of season. Employees assigned to the RTS Snow Dump who work the full season in this capacity will receive a \$500 stipend at the end of the season. The Salt Shift Team shall be comprised of seven (7) drivers, two (2) mechanics, one (1) dispatcher, one (1) loader, and one (1) Foreman, or other assignment as determined by the Director of Public Works. The date of the commencement of the snow program shall be established by the Director of Public Works.

Delete Section 8 Pesticide Application License in its entirety.

Delete Section 9 Hazardous Materials Pay in its entirety.

Delete Section 10 c. and insert in place thereof the following: **Section 10 c.** Members of the bargaining unit regularly assigned to operate drinking water supply facilities and who have passed the examination for the T-2 license shall receive a differential of 0.5% of their hourly base rate, paid weekly.

Delete Section 10 d. in its entirety.

10. **Article 26 – Miscellaneous Provisions**

Section 10 Electronic Time Keeping System: The Town agrees to consult with the Union prior to implementing an electronic time keeping system.

Section 11 **Mandatory Direct Deposit:** The Town is authorized to require all members of the Union to sign up for direct deposit effective July 1, 2014. The only exception to this requirement is current employees who are not already on direct deposit as of April 1, 2014. Current employees who are on direct deposit as of April 1, 2014 may not change from direct deposit status. All employees hired after April 1, 2014 shall be subject to the mandatory direct deposit requirement.

Section 12 **Tool Allowance** The Town will reimburse Garage employees, who elect to use their personal tools while repairing Town-owned vehicles or equipment, up to \$500 per fiscal year for said tools that are damaged or rendered useless while in the performance of their duties subject to the authorization of the Fleet Supervisor and appropriation.

11. **Safety and Efficiency Committee** – The Committee established under Article 4 will be authorized to address clothing, incentives to obtain water treatment and water distribution certification, and issues surrounding allowing members hired prior to July 1, 2008 to voluntarily elect to switch to the monthly accrual and crediting of vacation time.

12. **Article 18** – Settlement of Grievances

Section 7 **Arbitration** The Union will provide the Town with suggested substitute language that will incorporate the use of the Department of Labor Relations as opposed to the American Arbitration Association.

HOUSEKEEPING ITEMS:

13. Throughout the document:

- Change effective dates accordingly
- Change references from “Association” to “Union”
- Change “employer” to “Town”
- Replace “permanent part-time employees” with “regular part-time employees”
- Change “Personnel Director” to “Director of Human Resources”
- Change “Personnel Department” to “Department of Human Resources”
- Whenever a decision is to be made by the “Director of Public Works” add “or designee” after the Director title in each instance
- Change all references to “on-call” to “standby”
- Remove references to a “6 month probationary period” except where the 6 month probationary period is defined
- With respect to Non-Occupational Sick Leave, change all references to “sick leave bank” to “sick leave balance” except in Article 11, Section 11 where the Committee is charged with reviewing the concept of an employee sick bank
- Correct references to “workers compensation” or “worker’s compensation” to “workers’ compensation”

14. Consolidate all language related to hours of work, overtime, etc. at the RTS into one section; namely Article 5, Section 6 – Hours of Work at the RTS
15. Article 5: Restructure/renumber entire article so that incorrectly numbered items are corrected
16. Article specific edits:

Pg. No.	Article No.	Sect. No.	Subject/change	Notes
3			Preamble: 2 nd paragraph; change W-1 to W-2	W-1 no longer exists
3			Preamble: 3 rd paragraph; move “so-called” between “the” and “public works” in 3 rd line	Correcting language
3	1	3	3 rd line; remove “within” before the word “contract”	Correcting language
4	4	1	Change “All Association personnel” in the first sentence to read: “All employees covered under this Agreement”	
4	4	1	2 nd line: change “deputy” to “Assistant”	Correcting language
5	4	3	Add title: “Probationary Period”	
5	4	4	Remove indentation of entire section	Formatting correction
5	5	1.b.4	Reading water meters; delete	No longer relevant
5	5	1.b.5	On call compensation; delete	Not relevant
7	5	3,1,5	RTS Expanded OT: in the last line, add “unit” between “non-bargaining” and “personnel”	Correcting language
9	5	6.c.4	RTS Holidays: First sentence to now read: “When the RTS is open on a designated holiday, as defined in Article 5, section 2, those employees who work on said holiday will be paid time and one half for all hours worked plus their eight (8) hours holiday pay.”	Added language is boldfaced
10	5	7	Change title from “Hot or Inclement Weather” to “Hot or Cold Weather”	
10	6	1	Job Posting: In the third sentence, change the reference to “7 day” to “ 5 working days ” to bring it in line with the earlier reference to 5 working days in the same section	Correcting language
10	6	2	eliminate; with the change to “5 working	

			days” throughout, this section is redundant	
10	7		Educational Reimbursement: add to the end of the sentence/section: “prior to the employee’s participation in the course.”	clarification
11	8	2	Leave of Absence: Second line: put a space between “by the” Director of Public Works and third line: put a space between “the Town Manager”	Formatting correction
11	8	3	In the first line, add language in front of “five days”: “Employees who are granted unpaid leaves of absences of more than the equivalent to five days in a calendar month...” and add a sentence: “Regular part-time employees who are granted unpaid leaves of absence of more than the hours equivalent to five days in a calendar month, pro-rated in the ratio that their part-time employment bears to full-time employment, shall not be entitled to accrue vacation or sick leave credits for that month.”	Allows for pro-ration of time for regular part-time employees
11	9		Change all references of “Jury Duty” to “Civic Duty” to be consistent	
11	9	1	In the 5 th line, change reference to “travel allowance” to “travel expense”	Correcting language
12	9	3	In the 2 nd line, put a space between “Accountant” and “with”	Formatting correction
13	11		Non-Occupational Sick Leave: Add similar language to the proposal in Article 8, section 3 above	Consistency in approach
15	11	11	Labor/Management Committee: remove underlining and boldface	Formatting correction
16	13		Vacations: split this Article into two; A 13 and A 13A to separate the pre-2008 employees from post-2008 “accrual” employees	See actual Article in item # 7 above
23	18	1	In the 4 th line, change “superior” to “supervisor”	Correcting language
33	24	1	In the last line, remove the reference to class three “Massachusetts” driver’s license	no RMV requirement for MA license
33	25	1	Duration of Contract: change dates accordingly	

For the Town

Date: _____

Town Manager/Date

For the Union

Francis Foley

Thomas M. Sullivan
Charles A. DeLoach

Date: 4-14-14

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



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/22/2014

Agenda Item	Positions on Warrant Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will review articles contained in the Annual and Special Town Meeting Warrants.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Annual Town Meeting Warrant. That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Status of Articles (4.18.14) b. Draft Special Town Meeting Warrant 4.18.14			

2014 Annual Town Meeting Status of Articles April 18, 2014

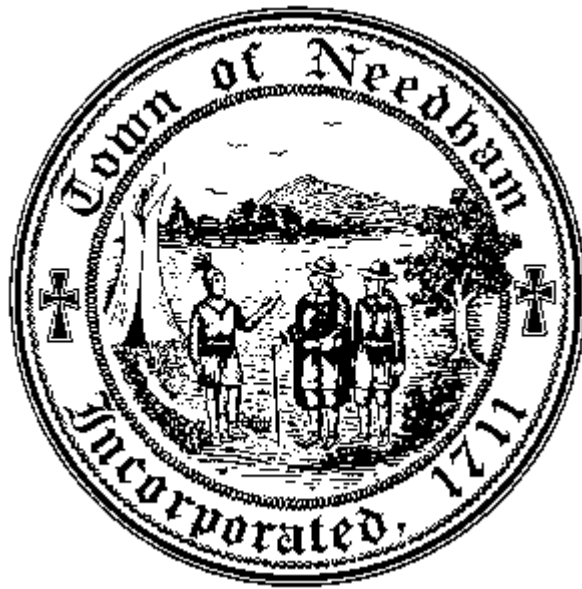
Article	Title	Status	BOS Rec.	FC Rec.	BOS Member	FC Member	Other Board
5	Establish Elected Officials' Salaries		Adopt	Adopt	Dan	Richard C	
6	Collective Bargaining Agreement ITWA				Dan	Rick L	
7	Collective Bargaining Agreement NIPEA DPW				Dan	Rick L	
8	Accept Chap 73, Acts of 1986		Adopt	Adopt	Marianne	Jim F	
9	Property Tax Assistance Program		Adopt	Adopt	Marianne	Jim F	
10	Blue Tree Replacement				Marianne	John C	
11	FY2015 GF Operating Budget	Amend			John	Rick L	
12	FY2015 RTS Enterprise Fund Budget		Adopt	Adopt	John	Louise Miller	
13	FY2015 Sewer Enterprise Fund Budget		Adopt	Adopt	John	Louise Miller	
14	FY2015 Water Enterprise Fund Budget		Adopt	Adopt	John	Louise Miller	
15	Estab. Revolving Fund - Water Conservation		Adopt	Adopt	Matt	Rick Z	
16	Continue Dept Revolving Funds		Adopt	Adopt	Matt	Richard C	
17	Expend State Funds for Public Ways		Adopt	Adopt	Matt	Richard C	
18	Zoning- Medical Marijuana Overlay District		Adopt	No position	Moe	---	
19	Zoning- Map Change to Medical Marijuana Overlay Dist		Adopt	No position	Moe	---	
20	Zoning - Interim Regs for Medical Marijuana Uses		Adopt	No position	Moe	---	
21	Zoning - Site Plan Review		Adopt	Adopt	Moe	Dick R	
22	Zoning - Off-Street Parking Requirements		Adopt	Adopt	Moe	John C	
23	Zoning - Indoor Athletic Facilities/Industrial Dist		Adopt	Adopt	Moe	Lisa Z	
24	By-Law - Bows and Arrows		Adopt	No position	Marianne	---	
25	By-Law - Private Ways			Adopt	Dan	Dick R	
26	Gen. By-Law - Sign By-Law		Adopt	No position	Matt	---	
27	Gen. By-Law - Municipal Water Supply		Adopt	Adopt	Moe	Rick Z	
28	Gen. By-Law - Sign By-Law (Electronic Billboards)	Withdrawn				---	
29	Accept M.G.L. c. 59 s. 5N - Veterans Prop Tax Program			Adopt	Moe	Jim F	
30	Amend District Agreement, Minuteman Reg School		Adopt	Adopt	Dan	John C	
31	CPA: Ridge Hill Boardwalk and Bridge Replacement		Adopt	Adopt	John	Lisa Z	
32	CPA: Town Common Historic Re-design		Adopt	Adopt	Moe	Lisa Z	
33	CPA: Memorial Park Improvements		Adopt	Adopt	Matt	Lisa Z	
34	CPA: Vital Records Preservation		Adopt	Adopt	Matt	Lisa Z	
35	CPA: Approp. to Comm. Preserv Fund		Adopt	Adopt	Dan	Lisa Z	
36	Rescind Debt Authorizations		Adopt	Adopt	Matt	Jim F	
37	General Fund Cash Capital		Adopt	Adopt	Matt	Dick R	
38	Pub. Works Infrastructure Program		Adopt	Adopt	John	Rick Z	
39	Central Ave./Elliot St Bridge Design		Adopt	Adopt	John	Rick Z	
40	RTS Enterpr. Fund Cash Capital		Adopt	Adopt	John	Louise Miller	
41	Sewer Enterpr. Fund Cash Capital		Adopt	Adopt	John	Louise Miller	
42	Water Enterpr. Fund Cash Capital		Adopt	Adopt	John	Louise Miller	
43	Athletic Facility Fund		Adopt	Adopt	Marianne	Dick R	
44	Capital Improvement Fund				Marianne	Rick L	
45	Capital Facility Fund				Marianne	Rick L	
46	Omnibus				John	---	

2014 SPECIAL TOWN MEETING STATUS OF ARTICLES APRIL 18, 2014						
Article	Title	Status	BOS Rec.	FC Rec.	BOS Member	
1	Amend FY2014 Operating Budget				John	
2	Amend Zoning - Solar Fence				Moe	
3	Amend CPA Reserves				Matt	

4.18.2014

SPECIAL TOWN MEETING

WARRANT



TOWN OF NEEDHAM

MONDAY, MAY 12, 2014

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND 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 Town Hall:

MONDAY, THE TWELVETH DAY OF MAY, 2014

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

ARTICLE 1: AMEND THE FY2014 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting and amended under Article 3 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
3 Group Health Insurance & Benefits		\$10,091,409	To be determined
4 Retiree Insurance & Liability Fund		\$5,035,139	To be determined

Or take any other action relative thereto.

INSERTED BY: Finance Committee

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

Article Information: This article is to amend the Town's operating budget for FY2014. Most often such amendments involve moving funds from one or more appropriation lines to other appropriation lines. In other cases, additional funds become available to address specific budget circumstances that require a Town Meeting appropriation. This article would transfer funds from the Group Health Insurance & Benefits line to the Retiree Insurance & Liability Fund, also known as OPEB. At the time of the printing of the Warrant, the specific amount proposed for transfer was not known. The amount and recommendation will be presented at Town Meeting.

**ARTICLE 2: AMEND ZONING BY-LAW: LARGE-SCALE GROUND-MOUNTED
SOLAR PHOTVOLTAIC INSTALLATION OVERLAY DISTRICT**

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

- (a) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.3, Site Plan Review, paragraph (b)1)V, by adding the words " if applicable," in the

second sentence between the words “line,” and “power” so that the sentence now reads as follows: (new language underlined):

“The site plan shall include containment fencing line, if applicable, power lines and poles, and site access routes.”

- (b) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.8, Design Standards, paragraph (e) Fencing, by deleting the sentence and replacing it with the following sentence:

“In the discretion of the Planning Board, a security fence may be installed along or proximate to the perimeter of the system and any such fencing installed shall be maintained for the lifetime of the system.”

Or take any other action relative thereto.

INSERTED BY: PLANNING BOARD

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

Article Explanation: Currently the Zoning By-Law requires perimeter fencing around large scale ground-mounted solar photovoltaic installations. Because the location of such installations may vary and because an issue has arisen about the advisability of such fencing at the Transfer Station, the proposed amendment allows the Planning Board discretion in requiring such fencing or not.

ARTICLE 3: AMEND COMMUNITY PRESERVATION FUND RESERVES

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Community Preservation Fund Reserve appropriations adopted under Article 37 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
C.	Community Preservation Fund Annual Reserve	\$915,200	\$857,000
D.	Community Housing Reserve	\$240,900	\$270,000
F.	Open Space Reserve	\$240,900	\$270,000

Or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

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

Article Information: The Town received a larger than projected 2014 Community Preservation Fund match from the Commonwealth in the amount of \$886,498 for FY2014. This request is to transfer funds from the Community Preservation Fund Annual Reserve to the Community Housing Reserve and Open Space Reserve to ensure that the Town has met its statutorily required allocations to Reserves. The annual CPA debt service for the Town Hall is more than the ten percent minimum allocation for Historic Resources, so no funds need to be transferred to that reserve.

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

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

Given into our hands at Needham aforesaid this 9th day of April 2014.

JOHN A. BUILIAN, *Chairman*
MAURICE P. HANDEL, *Vice Chairman*
MATTHEW D. BORRELLI, *Clerk*
MARIANNE B. COOLEY
DANIEL P. MATTHEWS

Selectmen of Needham

A TRUE COPY

Attest:

Constable:

**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
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 04/22/2014

Agenda Item	Electronic Sign Boards
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss the policy for use of electronic sign boards for events unrelated to public safety and public works.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Sample List of Requests for Electronic Message Board Usage b. Photographs of Electronic Message Boards			

REQUESTS FOR ELECTRONIC MESSAGE BOARD USAGE

Timeframe	Event	Group
January 2014	Parent Talk Camp Fair	Parent Talk/Park & Rec
January 2013, 2014	Martin Luther King Day	Human Rights Committee
February 2014	Solarize Needham	Solarize Needham
March 2013, 2014	Spelling Bee	Needham Education Foundation
March 2013	Greene's Field Run	Greene's Field Group/Town
Feb - March 2014	Civics Bee	Schools / League of Women Voters
Feb - April 2014	Film Series	Needham Public Library
March 2013, 2014	Unplugged	Needham Youth Services
March 2014	French Night	Needham High School
March 2013, 2014	Art in Bloom	NHS Fine Arts
April 2013, 2014	Walk to School Day	Schools
April 2014	Red Sox Trophy	Town Manager Office
April 2014	Town Election	Town Manager Office
April - May 2014	School Bus Registration	School Department
May 2013	Soccer Tournament	Needham Soccer
May 2014	Vocal Support Concert	NHS Choral Group
May 2014	Community Education Event	Needham Education Foundation
October 2013	Craft Fair	Needham High School
October 2012, 2013	Adirondack Chair	Needham Business/Merchants
November 2013	Holiday Stroll	Needham Business/Merchants
November 2013	Soccer / Football Playoffs	Schools/ Park & Rec
December 2012, 2013	New Year's Needham	New Year's Needham





**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 04/22/2014

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
None			

2014

ARBOR DAY PROCLAMATION

WHEREAS, In the year 1646 in the then Town of Boston of the Massachusetts Bay Colony the first recorded Public Tree planting in the New World took place as a Community effort involving men, women and children; and

WHEREAS, The planting was not accomplished for private gain or individual benefit but rather it was public in nature for the relief of travelers because trees had long been recognized as providing tremendous benefits to the well being of mankind; and

WHEREAS, When Needham became the 88th incorporated community in the Commonwealth of Massachusetts in 1711, its inhabitants were mostly land hungry settlers from Boston who had come to the wilderness to farm on the open land of the Great Plain; and

WHEREAS, The Lessons of the Settlers had been learned. The practice of tree planting had continued on the Plain to reduce the erosion of the precious topsoil by wind and water; and

WHEREAS, Trees are one of our greatest resources. They provide food and shelter, moderate temperatures, reduce noise pollution, provide wind breaks, establish a habitat for wildlife; and

WHEREAS, Trees in our Town of Needham help beautify the area by providing summer and fall colors, interesting sizes and shapes, beautiful flowers and fruit and increased property value; and

WHEREAS, The Town of Needham wishes to be recognized as a Tree City U.S.A. by the National Arbor Day Foundation and desires to continue its tree planting ways.

NOW, THEREFORE, We, the Board of Selectmen of the Town of Needham do hereby proclaim the last Friday in April as Arbor Day in the Town of Needham and we encourage our residents to support all efforts to protect our trees and woodlands for future generations to come.

Our Children, our Trees, our Future.

BOARD OF SELECTMEN

ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET

(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Alison Barrelli		
Event Manager Address	1175 Great Plain Ave		
Event Manager Phone Number	781-449-8391		
Organization Representing (if applicable)	V.F.W. - Needham 9/11 Memorial committee		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Needham First Responders Party and Auction		
Date of Event	5/31/14		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	7pm	11pm	
Are tickets being sold in advance for this event?	☒ YES	\$ 50 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 50 /per ticket	☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	300		
Name & address of event location. Please attach proof of permission to use this facility.			
Powers Hall, Needham Town Hall			
Who will be serving the alcohol to your guests?			
Mobile Mixers			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Mobile Mixers: Robert Tritto, Michael Spiegel, Jeff Boyer, Gregory Dimarco			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will purchase alcohol from the bar.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:	Alisa Barrelli		Date: 4/3/14

Sampled 11/19/2018
11/19/2018

Sampled 11/19/2018 11/19/2018

Scored 11/19/2018

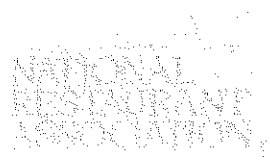
11/19/2018 11/19/2018

11/19/2018

11/19/2018

Tablet Name	Tablet 1
Tablet Number	11/19/2018
Tablet Date	11/19/2018
Tablet Time	11/19/2018

Overall Pass Score	75
Overall % Score	75
Overall % Score	75
Overall % Score	75



Survey Name: ...
Survey Number: ...
Survey Date: ...
Survey Time: ...
Survey Location: ...

Survey Name: ...
Survey Number: ...
Survey Date: ...
Survey Time: ...

Survey Name: ...
Survey Number: ...
Survey Date: ...
Survey Time: ...



Approved by the Board of Directors
 of the National Restaurant Association
 and the American Hotel & Motel Association
 and the International Brotherhood of
 Cooks, Stewards and Waiters
 of America

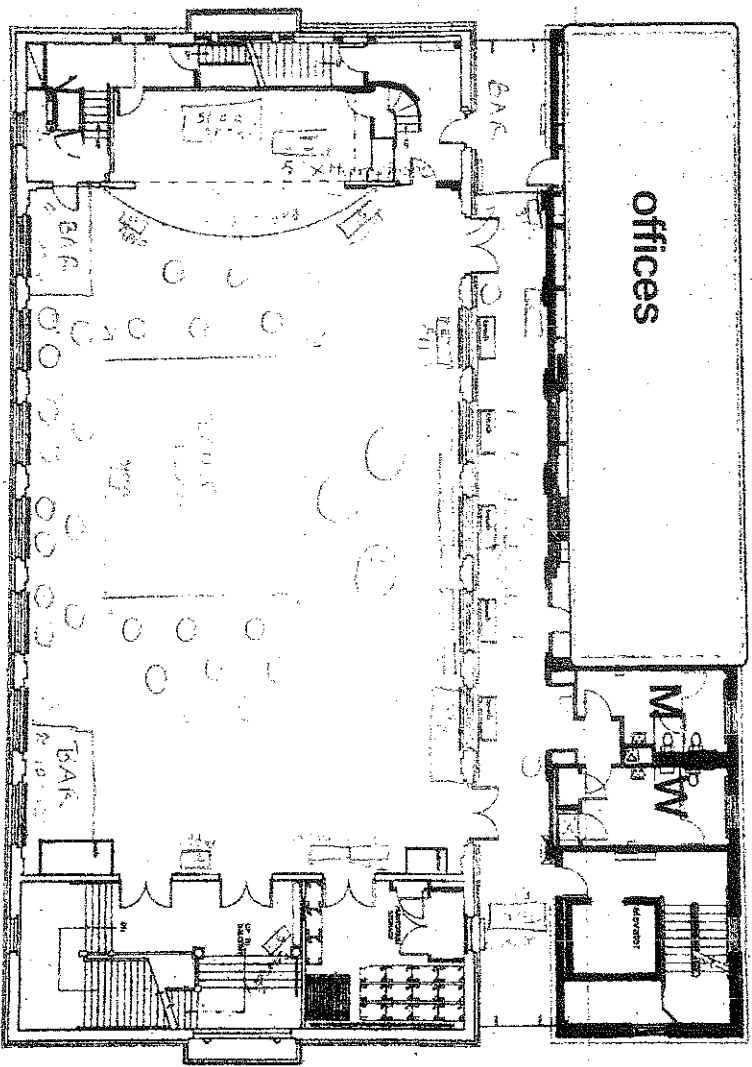
Minimum Wage	Gregory D. Meyer
Long Service Award	Charles
Payroll Tax	Harold
Executive Order	Harold

Capital Stock	15
Capital M. Stock	15
Capital M. Stock	15
Capital	15,000

NATIONAL
 RESTAURANT
 ASSOCIATION

60 Orleans St Bar - 100 Da / Party
 March 16, 1972

James Hugh Powers Hall
 Needham Town Hall



Furniture
 Available:
 (18) 60"x30" tables
 (6) 72"x30"
 folding tables
 (8) 96"x30"
 tables
 350 audience chair

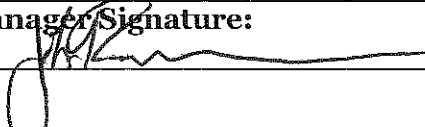
Get
 24 30" x 30" top
 5 3' x 6' table
 3 60" round
 600 chairs
 - have a four arm
 - 100 chairs
 24 1/2" x 30" top
 100 chairs
 24 1/2" x 30" top
 100 chairs

Chairs:
 Hall floor can
 accommodate
 330 chairs
 with center
 aisle.
 Balcony
 seats 90
 not available
 for events with
 alcohol.
 Dimensions for
 hall and stage
 contained in
 outline
 regulations.
 Dining
 seats will only be
 located when printed on
 11x17 paper at 100%.

NEEDHAM TOWN HALL
 Needham, Massachusetts

SKE-2

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	John Grugan		
Event Manager Address	59 E. Militia Heights Rd.		
Event Manager Phone Number	781.444.8710		
Organization Representing (if applicable)	Charles River Center		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Charles River Center 5K Walk Run		
Date of Event	9/28/14		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	12	TO: 2
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☒ YES \$	25 /per ticket	☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	500+		
Name & address of event location. Please attach proof of permission to use this facility.			
Charles River Center 59 E. Militia Heights Needham			
Who will be serving the alcohol to your guests?			
VFW Post licensed bartenders			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
served using table as partition (from inside)			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			4/2/2014

CERTIFICATION NUMBER:

76322

ALCOHOL INTERVENTION METHODS
CERTIFIES:

MATTHEW L. CHING

CAMPBELL TRENT
508-756-8542

EXPIRES:
APR 13 2016



**Town of Needham, Massachusetts
Road Event Form**

INTERNAL USE ONLY

☒ DPW ☒ Police
☒ Fire ☐ OTM
☒ Park & Rec ☐ Paid

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE

Name of Event:

Charles River Center SK

Name of Organization:

Charles River Center

Organization Mailing Address:

59 East Milton Heights - Needham 02492

☒ Organization
is
Not-for-Profit

Primary Contact:

John Timmerman

Contact Title:

BOARD member,

Contact Address:

Po Box 920405 Needham, MA 02492

Contact Phone (Day):

781.858.6146

Contact Phone (Cell):

Contact Email:

jctimm16@gmail.com

Event Date(s):

9/28/14

Date Expected to be in Needham:

—

Earliest Time Expected in Needham:

10 AM

Latest Time Expected in Needham:

2pm

Number of Expected Participants:

500

Number of Expected Spectators at Peak

Time: 100

Are participants charged a fee?

☒ YES ☐ NO

Estimated Number of Vehicles:

0

What type of Parking is needed:

self contained

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2014 APR -2 P 2:27

Are event organizers available to meet with members of the Town to plan event?

yes

What will be done in case of inclement weather?

event will be held

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

on Charles River Center property + we are looking into possible use of lots at Newman, Elm College and Babson.

Will neighborhoods be impacted by parking and traffic?

minor impact

What activities are planned for the start of the race (if in Needham)?

Brief welcome comments

What activities are planned for the end of the race (if in Needham)?

post race food, beer,

What facilities are needed for the start of the race (if in Needham)?

What facilities are needed for the end of the race (if in Needham)?

Once the event begins, how long will it take to complete the event?

1 hr race/walk 2 hrs post race gathering

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

yes

Will volunteers be placed along the route?

yes

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

in parking lot at Charles River Center

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

yes

Will portable toilets be used? List locations

in parking lots

- * volunteers
- * parking

Will hydration stops be set up along route? If yes, please include these on route plan.

yes - across from Babson
post office

If the event takes place after dark, what is the plan to meet lighting needs?

—

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

nursing station on site,
volunteers, signs, cones along
route

Does the event take place during commuter times?

no

Is school in session during the event? Will school drop off or pick up be impacted by the event?

no

Are businesses open during the time of the event?

Volantes

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

—

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?

—

What is the plan to handle trash?

Dumpsters on site

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- event route map (include map and text route, parking plan, volunteer placement)
- application fee
- certificate of insurance



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

☒ DPW	☒ Police
☒ Fire	☐ OTM
☒ Park & Rec	☐ Paid

TYPE OF EVENT: (check all that apply) ☐ RUN ☐ WALK ☒ BICYCLE

Name of Event:

Tour de Natick

Name of Organization:

Rotary Club of Natick, Inc.

Organization Mailing Address:

P.O. Box 16, Natick, MA 01760



**Organization
is
Not-for-Profit**

Primary Contact:

George Levoy

Contact Title:

Committee Person

Contact Address: *74 West Central Street*

Natick, MA 01760

Contact Phone (Day):

(508) 655-1960

Contact Phone (Cell):

(508) 320-~~7871~~ 7877

Contact Email:

gel@lewalaw.com

Event Date(s): *June 15, 2014*

(Father's Day Sunday)

Date Expected to be in Needham:

June 15, 2014

Earliest Time Expected in Needham:

8:15 am

Latest Time Expected in Needham:

8:45 am

Number of Expected Participants:

20 - 40

**Number of Expected Spectators at Peak
Time:** *None*

Are participants charged a fee?

☒ YES ☐ NO

Estimated Number of Vehicles:

One vehicle will follow last rider

What type of Parking is needed:

None

Are event organizers available to meet with members of the Town to plan event?	
Yes	
What will be done in case of inclement weather?	
The event is rain or shine	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:	
The event begins and ends in Natick, but passes through a part of Needham, so there will be no spectators or parking needs.	
Will neighborhoods be impacted by parking and traffic?	
No	
What activities are planned for the start of the race (if in Needham)?	
Not in Needham	
What activities are planned for the end of the race (if in Needham)?	
Not in Needham	
What facilities are needed for the start of the race (if in Needham)?	
Not in Needham	
What facilities are needed for the end of the race (if in Needham)?	
Not in Needham	
Once the event begins, how long will it take to complete the event?	
Riders will only be in Needham for approximately 15 minutes.	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Mileage markers or directional arrows may be placed along route.
Will volunteers be placed along the route?	No
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	No
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Not in Needham
Will portable toilets be used? List locations	Not in Needham

Will hydration stops be set up along route? If yes, please include these on route plan.	Not in Needham
If the event takes place after dark, what is the plan to meet lighting needs?	Not Applicable
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Vehicle will follow last Rider to address any safety, first aid, or medical issues.
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Possibly
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Do not believe event will impact.
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Do not believe event will impact.
What is the plan to handle trash?	Should be no trash
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • event route map (include map and text route, parking plan, volunteer placement) • application fee • certificate of insurance	



ROTARY CLUB OF NATICK, INC.
P.O. BOX 16, NATICK, MASSACHUSETTS 01760

March 18, 2014

Chief Philip E. Droney
Needham Police Department
99 School Street
Needham, MA 02492

RE: 11th Annual "Tour de Natick"

Dear Chief Droney:

Natick Rotary is planning for its 11th Annual "Tour de Natick" bike ride on Sunday, Father's Day, June 15, 2014. The event is to raise money for scholarships and other support to Natick Students. We are hoping for a turnout of 400+ riders.

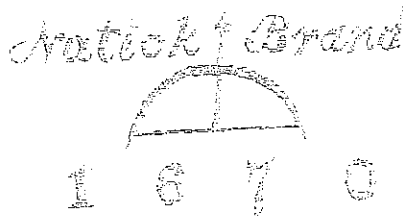
The Rotary Club of Natick has supported the students of Natick over the years by awarding scholarships to our graduating seniors and providing every third grader in the Natick School system with their own personalized dictionary.

The event will be held "rain or shine" and the start and finish lines will be at the Natick Common. There will be two routes, a 25-mile and a 6-mile course. The 25-mile ride will start at 8:00 a.m. and the 6-mile ride will start at 11:00 a.m. The 25-mile course will go through parts of Natick, Dover, Needham, and Sherborn. We expect the entire event to be finished by 2:00 p.m.

Registration fees will differ pursuant to each event as follows:

- Six mile ride: \$55 family, \$30 individual rider, teachers ride free; includes t-shirt for all riders, commemorative ribbon, and food at the finish line.
- 25-mile ride: \$65 rider, teachers ride free; includes t-shirt for all riders, commemorative ribbon, and food at the finish line.

The Tour de Natick will require that all riders wear helmets and sign appropriate waiver forms. Food and t-shirts will be available for sale for non-participants of the Ride. There will be a barbeque and entertainment at the finish line.



Chief Philip E. Droney
Needham Police Department
Page Two
March 18, 2014

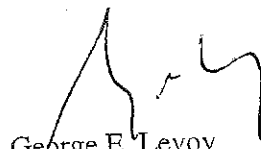
RE: 11th Annual "Tour de Natick"

For further information, please see our website at <http://www.tourdenatick.org>
Registrations will be available through mail, website and on-site the day of the event.
Cash, credit cards or checks made out to Natick Rotary will all be accepted.

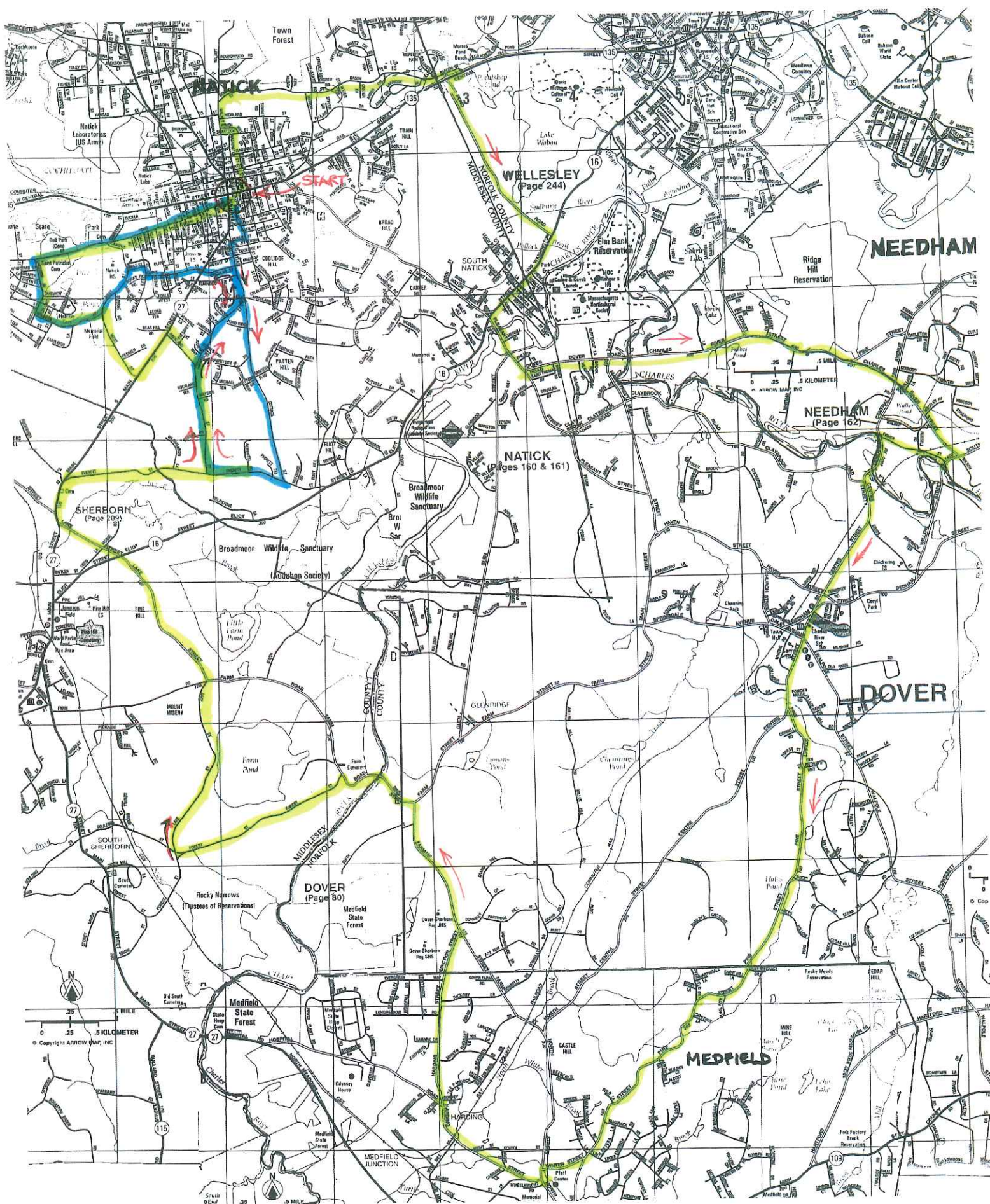
Since this ride will be going through the Towns indicated above, I would
respectively request that you contact me with any concerns.

If there should be any questions, kindly do not hesitate to contact me at (508) 655-
1960. Thank you for your anticipated cooperation with this important event.

Respectfully,



George E. Levoy
Tour de Natick Committee
Natick Rotary
74 West Central Street
Natick, MA 01760
Daytime Ph. (508) 655-1960
Cell Ph. (508) 320-7877



**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	KATE MAGUIRE		
Event Manager Address	63 Hillcrest Rd, Needham 02492		
Event Manager Phone Number	781-910-7246		
Organization Representing (if applicable)	Circle of Hope		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Mom's Night Out		
Date of Event	4-16-14 → 4/16/14		
License is for Sale of:	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	7pm	TO: 9pm
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	20-25		
Name & address of event location. Please attach proof of permission to use this facility.	Lisa's Boutique, 1502 Highland Ave, Needham, MA 02492		
Who will be serving the alcohol to your guests?	→ Michael Bressler Ryan Mooney		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Served (see below)			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
Kate Maguire			4-10-14

Reg. str wine
cheese

gloving
flaming
164210

Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certification Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Paul Hineman

Executive Vice President, National Restaurant Association

In Alaska you must laminate your card for it to be valid.



ID NO. 9239829

CARD NO. 10366805

ServSafe Alcohol® CERTIFICATE

RYAN MOONEY

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION

9/26/2013

Student Name	RYAN MOONEY
Class Number	318823
Exam Date	9/26/2013
Expiration Date	9/26/2016

Overall Point Score	38
Overall % Score	95
Passing % Score	75
Status	PASSED

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form.

Please make a copy of your ServSafe Alcohol Certificate and card for your records. Replacement copies can be obtained for a fee by completing the Certificate and Score Release Request form available on ServSafe.com.

If you have any questions regarding your certification, please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703.



175 West Jackson Boulevard, Suite 1500
Chicago, IL 60604-2814
1.800.SERV-SAFE
312.715.1010 in the Chicago area
ServSafe.com

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**Town of Needham
Board of Selectmen
Minutes for April 9, 2014
Selectmen's Chamber
Needham Town Hall**

6:30 p.m. Informal Meeting with Citizens: No Activity.

6:30 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Reorganization of the Board:
Tedi Eaton, Town Clerk, swore in newly elected Officials: Matthew D. Borrelli and Marianne B. Cooley.

The Board accepted nominations for re-organization of the Board of Selectmen:

Motion by Mr. Handel that the Board of Selectmen vote to nominate John A. Bulian to serve as Chairman of the Town of Needham Board of Selectmen. Second: Mr. Borrelli. Unanimously approved 5-0.

Motion by Mr. Bulian that the Board of Selectmen vote to nominate Maurice P. Handel to serve as Vice-Chairman of the Town of Needham Board of Selectmen. Second: Mr. Borrelli. Unanimously approved 5-0.

Motion by Mr. Handel that the Board of Selectmen vote to nominate Matthew D. Borrelli to serve as Secretary/Clerk of the Town of Needham Board of Selectmen. Second: Ms. Cooley. Unanimously approved 5-0.

The Board repositioned itself and Mr. Bulian took his place as Chairman.

Mr. Bulian presented Mr. Matthews a plaque recognizing his service to the Town during the last year.

7:05 p.m. Appointments and Consent Agenda:
Motion by Mr. Handel that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- | | |
|---------------------|--|
| 1. Cultural Council | Mary Murphy Hensley (term expires 6/30/2017)
Ronald Lowry (term expires 6/30/2017)
Kristen Mazzocchi (term expires 6/30/2017)
Elise Miller (term expires 6/30/2017) |
|---------------------|--|

CONSENT AGENDA

- 1. Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period April 17, 2014 to May 17, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.**
- 2. Ratify a request from Seana Gaherin of Project Hope to hold its "Run for the Nun" run/walk in Needham on April 6, 2013. The route was approved by the following departments: Police, Fire, DPW & Park and Recreation.**
- 3. Approve minutes from March 18, 2014 (open), March 25, 2014 (open), March 11, 2014 (Executive) and March 25, 2014 (Executive).**
- 4. Accept a \$700 donation from Middlesex Savings Bank made to the Needham Park and Recreation Commission to be used for the 2014 Arts in the Parks concert series.**
- 5. Accept the following donation made to the Needham Off Leash Dog Area account: \$256.23 from the Highland Animal Hospital, Inc.**
- 6. Ratify a Special One Day Wines & Malt Beverages License for Jamie Gutner, Executive Director of the Council on Aging, to hold its Dedication Ceremony event on Sunday, April 6, 2014 from 2:00 p.m. to 4:00 p.m. The event will be held at the Center at the Heights, 300 Hillside Avenue, Needham.**
- 7. Water & Sewer Abatement Order 1178**

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

Motion by Mr. Borrelli that the Board of Selectmen vote to approve the regular meeting schedule for the year.

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

Motion by Mr. Matthews that the Board of Selectmen vote to appoint Sandy Cincotta to serve as Committee Secretary for the Town of Needham Board of Selectmen.

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

Motion by Mr. Borrelli that the Board of Selectmen vote to appoint Mary Hunt to serve as Recording Secretary for the Town of Needham Board of Selectmen.

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

7:07 p.m.

Introduction of Fire Lieutenants:

Paul Buckley, Fire Chief appeared before the Board to introduce newly promoted Fire Lieutenants, Brian Stark and Jeff Cote.

A moment of silence was observed to honor the memory of Boston Fire Lieutenant Ed Walsh, Boston Firefighter Michael Kennedy, and Plymouth Police Officer Greg Maloney.

Chief Buckley summarized the promotion and interview process for the Board. He commented Fire Lieutenant Stark and Cote have worked hard and performed extremely well in their careers, saying he is proud of their accomplishments and has full confidence in their ability to take on the challenges of their new positions.

The Board congratulated Fire Lieutenants Stark and Cote, and wished them well in their new positions.

7:10 p.m. Public Hearing - NSTAR Petition for Dogwood Lane:
Christine Cosby, NSTAR representative appeared before the Board requesting permission to install approximately 9 feet of conduit at Pole 351/7 on Dogwood Lane, Needham. This work is necessary to provide underground electric service for a new home at 39 Dogwood Lane.

Mr. Bulian invited public comment. No comments were made.

Motion by Mr. Matthews that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 9 feet of conduit at Pole 351/7 on Dogwood Lane, Needham. This work is necessary to provide underground electric service for a new home at 39 Dogwood Lane, Needham.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:11 p.m. Public Hearing - NSTAR Petition for Chestnut Street, School Street, Dedham Avenue, Fair Oaks Park, Kingsbury Street, Webster Street, Brookline Street, Lindbergh Avenue, Rosemary Street, and Cary Road:

Chris Cosby, NSTAR representative appeared before the Board requesting permission to install approximately 7,109 feet of conduit and install nineteen new manholes #29766, 29767, 29768, 29769, 29770, 29771, 29772, 29773, 29774, 29775, 29776, 29777, 29778, 29779, 29780, 29781, 29806, 29807, 29808 in Chestnut Street, School Street, Dedham Avenue, Fair Oaks Park, Kingsbury Street, Webster Street, Brookline Street, Lindbergh Avenue, Rosemary Street, and Cary Road, Needham. The conduit and manhole system is being installed in order to relieve the demand on NSTAR's existing circuits in this area. Ms. Cosby stated that the new system will increase NSTAR's electric capacity and will provide improved reliability. She commented there is also a need to accommodate the demand for electricity in the Industrial Park area near First Avenue. She noted significant demand is projected for this area within the next several years due to expansion and new construction of the Center 128 Development.

Mr. Bulian invited public comment.

Carmen Fields, 17 Rosemary Street asked how the project will affect residents on Rosemary Street.

Thomas Morahan, Manager, Distribution Construction at NSTAR Electric explained the project, saying there would be minimal impact to the High School as work will start after the school year. He said work may begin at the end of April 2014 and is expected to be completed in July 2014. He said residents will be notified when work is to start in their immediate area. He commented work on Rosemary Street, Lindbergh Avenue, and Cary Road is expected to take a day or two each, noting it is planned for roadways to remain open with police detail on-site. Mr. Morahan said work hours are anticipated to be at 7:00 a.m. to 4:00 p.m., Monday-Friday, but still to be determined. He noted there will not be any interruption of service as the project progresses.

Mr. Bulian closed the public hearing and asked for Board comment.

Mr. Handel asked if a trench will be dug and the street repaired. He also asked if the road will be as serviceable after the project, as it is currently. He asked how work on this side of Route 128 affects the ability to get service in the Industrial Park.

Mr. Borrelli asked if the project will lessen power outages in the area. He asked about possible impact to businesses on School Street, Chestnut Street, and Dedham Avenue.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 7,109 feet of conduit and install nineteen new manholes #29766, 29767, 29768, 29769, 29770, 29771, 29772, 29773, 29774, 29775, 29776, 29777, 29778, 29779, 29780, 29781, 29806, 29807, 29808 in Chestnut Street, School Street, Dedham Avenue, Fair Oaks Park, Kingsbury Street, Webster Street, Brookline Street, Lindbergh Avenue, Rosemary Street, and Cary Road, Needham.

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

7:25 p.m.

Babson College Scholarships:

Melissa Shaak, Director of Financial Aid, Babson College appeared before the Board to discuss scholarship recommendations to local residents from a fund made available to the Town of Needham from Babson College. Mr. Bulian acknowledged the relationship the Town has with Babson College in providing scholarships to Needham residents. Ms. Shaak said it is a pleasure for Babson College to support Needham residents with scholarships.

Motion by Mr. Borrelli that the Board of Selectmen vote to award the Town of Needham Babson Scholarships to the following applicants:

Matthew Leskanic	Current Sophomore
Julia Salamone	Current Sophomore
Nicholas Wong	Current Junior
Marissa Goldstein	Current Two Year MBA Student

Zachary Kohl

Enrolling in undergraduate program Sept. 2014

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

7:30 p.m.

Zoning Presentation:

Lee Newman, Director of Planning & Community Development and Marty Jacobs, Planning Board member appeared before the Board to outline the six zoning articles contained on the warrant for the 2014 Annual Town Meeting and the one article proposed for inclusion on the May 12, 2014 Special Town Meeting warrant.

Ms. Newman commented 3 articles work in tandem and concern the issue of medical marijuana. She explained Article 18 deals with the regulatory framework for use in the selected districts, Article 19 identifies the overlay district in which use would be permitted, and Article 20 is a stop gap measure in the event that either Article 18 or 19 do not pass, in which case the moratorium would be extended through the end of 2014 to allow additional time for study. Ms. Newman explained Article 21 came from the Council of Economic Advisors as a recommendation to the Planning Board as part of a continued effort to look for streamlining opportunities where they exist to abbreviate the process where it makes sense. She said Article 21 basically allows the Design Review Board to review facade changes in Needham Center. Ms. Newman explained Article 22 also follows up on the streamlining efforts and recognizes that in the Center business district, Chestnut Street business district, and Avery Square business district waivers are generally granted by the Boards for conversions of use, which requires additional parking up to a certain threshold number. She said the article allows changes in use to occur provided the change in use does not trigger in excess of nine parking spaces in these business districts or three parking spaces in the other districts. Ms. Newman said Article 23 allows, by special permit, for indoor athletic facilities within the Industrial 1 district and a portion of the Industrial district. She noted the only industrial district affected is the area on Reservoir Street. Ms. Newman also commented on Article 6 of the Special Town Meeting warrant dated May 12, 2014 noting requirements for a fence at the landfill around the Solar Installation Overlay District. She noted the Article would allow that the fence be installed at the discretion of the Planning Board.

The Board thanked Ms. Newman and Mr. Jacobs for their presentation.

7:35 p.m.

Solar Lease & Agreement:

Hank Haff, Project Manager, Public Facilities, Ann Dorfman, Superintendent Recycling & Transfer Station, and Beth Greenblatt, Beacon Integrated Solutions appeared before the Board with an update on the Solar Project.

Ms. Greenblatt said since Town Meeting, the staff and the vendor, Brightfields, have worked diligently to negotiate the final terms of the contract. She said there were several terms and conditions that needed to be vetted, specific to the needs of the Town. She said the Town's Special Counsel and Brightfields have negotiated

the commercial and legal terms of the agreement, and are generally in agreement. She said the agreement is currently under final review by Solar City, the lender for Brightfields. Ms. Greenblatt explained that in connection with the project, the Town identified a series of unwanted materials that were stored at the RTS, and asked the developer to determine what could be recycled and/or removed from the site. Ms. Greenblatt said \$92,400 has been added into the project for recycling and/or removal of the material, as it was not part of the original scope of the project. Ms. Greenblatt said the amount includes a 20% contingency on the projected real cost and has been factored into the electricity price that would be built into the contract. She said the \$92,400 estimate from the developer is about half the cost if the Town were to go out for bids under its procurement process and have the materials removed independently.

Ms. Greenblatt explained the uncertainties in the solar market when the RFP went out last September. She said Brightfields provided a very detailed response and there was a very good understanding of the specific cost elements that might have an impact on price, specifically the utility interconnection costs, the impact of the solar renewable credit energy market, permitting costs (Town and DEP), and the structured tax agreement (PILOT) that the Town would have with the developer. She said a model was developed allowing for price adjustments based on a full transparent set of data. She said it was clear how the developer came up with their original pricing, along with any impacts to changes in some limited variables, and how those would impact the price. Ms. Greenblatt said the model is available to the Town and will be utilized once the developer provides real costs associated with interconnection, permitting, and the SREC market. She commented some scenario analysis has been done to see where pricing may be versus the contract. She noted there will be two opportunities for price adjustment: before construction and after construction.

Ms. Greenblatt gave a brief regulatory update, noting the Department of Energy will be taking applications for SREC certification at the end of April 2014 and said the Town is in a good place for certification. She spoke about the NSTAR net metering cap which is currently at 7.4 megawatts and holding.

Ms. Greenblatt discussed the economics presented at Town Meeting and said the contracted pricing of 7.317 yields a revenue stream over 20 years of about \$3.2 million and an overall benefit of \$11.98 million. She said should the solar renewable energy credit market decline at a significant rate the impact it could have on the electricity price moves to a little over \$0.10. She said it is a possibility, but does not know the likelihood of that scenario and continues to monitor the market. She commented she will have a better feel in the next three months, and noted that should that happen, the overall benefit would reduce to \$9.37 million over twenty years. She spoke about the generation, lease revenue, PILOT revenue, decommissioning, SREC values, and materials handling. She commented the Town's electricity savings benefit would be approximately 35% with the contracted rate.

Mr. Haff commented on the projected schedule from Brightfields, and he is hopeful the Town will sign the agreement within a week or two. He said the goal is to start the project by mid to late August and complete it by the end of the year.

Ms. Fitzpatrick said Mr. Haff, Ms Dorfman, Ms. Greenblatt, and the Solar Exploratory Committee spent countless hours on the project, noting their concern for an "exit ramp" if at any point, the project becomes uneconomical. She said the project is moving forward with all due speed but caution in terms of making sure the Town gets the best possible benefit, knowing there is a way to get out if it does not work. Ms. Fitzpatrick said she feels everything is converging on the right approach.

Ms. Cooley commented on timeline, noting construction begins slightly ahead of the net metering qualification. She asked if that was an accurate statement. She asked about qualifying for net metering and other towns who may be proceeding on the same path as Needham.

Mr. Haff encouraged the Board to consult with State legislators, as there is the promulgation of amended laws to extend the net metering for two years. He said it would behoove the Town to urge passage and to be in touch with local representatives.

Mr. Borrelli asked for clarity on the overall benefit of \$11.98 million vs. \$9.37 million.

Mr. Haff said the all figures all based on projected amounts and there are many variables in the equation. Ms. Greenblatt also commented on the variable net metering tariff. Mr. Borrelli asked about the impact to the RTS and the Salt Shed during construction.

The Board thanked Mr. Haff, Ms. Dorfman, and Ms. Greenblatt for the presentation.

8:00 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with five items to discuss:

1. State Sewer Rate Relief

Dave Davison, Assistant Town Manager/Finance reminded the Board that at its August 20, 2013 meeting it approved and signed an application to apply for sewer rate relief from the Commonwealth of Massachusetts. He noted the rate relief is offered to communities that have made sewer infrastructure improvements which were financed by debt. Mr. Davison said the State has distributed \$1,766 to the Town of Needham for this purpose, and he recommends a flat per household credit.

He said the credit would be applied only to residential accounts that have sewer service.

Motion by Mr. Matthews that the Board approve a one-time flat sewer rate credit of \$0.13 per residential account billed during the fourth quarter of FY2014 to reflect the State sewer rate relief money that was received from the Commonwealth.

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

2. Accept and Refer Zoning Amendment

Ms. Fitzpatrick told the Board that the Planning Board voted to place one additional article on the warrant for the May 12, 2014 Special Town Meeting: Amend Zoning By-law: Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District. She said in accordance with State law, the Board has fourteen days to accept the proposed amendment and refer the amendment back to the Planning Board for its review, hearing, and report. She noted the Board's action in this matter is not discretionary.

Motion by Mr. Handel that the Board vote to accept the proposed zoning amendment and to refer the proposed amendment to the Planning Board for review, public hearing, and report.

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

3. Water Restriction Update

Ms. Fitzpatrick reminded the Board that when it first implemented the non-essential outdoor water use restriction last June, it did so after negotiations with the DEP. She noted it was the middle of the season and the Town did not have the expectation that efforts would reduce water usage to sixty-five gallons/residential customer/day performance standard, which the Water Withdrawal Permit requires the Town achieve. She reported the Town did achieve sixty-six gallons/residential customer/day, the lowest in the last four years. She said with some concerted effort the Town can reach sixty-five gallons/residential customer/day. She commented it is clear that outdoor water use is what is driving the failure to meet the performance standard. She reminded the Board that in October 2013 it was required to file with the DEP its plan for CY2014 and indicated the Town would have the same outdoor water use restriction as last year, which is effective May 1, 2014. Ms. Fitzpatrick said notification will be sent to all residential water customers, and social media and signs will also be used to inform residents.

Mr. Merson, DPW Director discussed the use of moisture sensors and programming sprinkler systems.

Mr. Bulian suggested the possibility of utilizing the Needham Cable Channel for a public service show instructing homeowners how to program their sprinkler system.

4. Close Special Town Meeting Warrant

Ms. Fitzpatrick recommended that the Board vote to close the warrant for the May 12, 2014 Special Town Meeting.

Motion by Mr. Matthews that the Board vote to close the warrant for the May 12, 2014 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.
Second: Ms. Cooley. Unanimously approved 5-0.

5. Positions on Warrant Articles

The Board took positions on 2014 Annual Town Meeting Warrant Articles:

Motion by Mr. Handel that the Board vote to support Article 5 - Establish Elected Officials' Salaries in the Annual Town Meeting Warrant.
Second: Mr. Cooley. Unanimously approved 5-0.

Article 6 - Defer

Article 7 - Defer

Motion by Mr. Handel that the Board vote to support Article 8 - Accept Chapter 73, Section 4 of the Acts of 1986 in the Annual Town Meeting Warrant.
Second: Mr. Borrelli. Unanimously approved 5-0.

Motion by Mr. Handel that the Board vote to support Article 9 - Needham Property Tax Assistance Program in the Annual Town Meeting Warrant.
Second: Mr. Borrelli. Unanimously approved 5-0.

Article 10 - Defer

Article 11 - Defer

Motion by Mr. Borrelli that the Board vote to support Article 12 - FY2015 RTS Enterprise Fund Budget in the Annual Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0.

Motion by Mr. Borrelli that the Board vote to support Article 13 - FY2015 Sewer Enterprise Fund Budget in the Annual Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0.

Motion by Mr. Borrelli that the Board vote to support Article 14 - FY2015 Water Enterprise Fund Budget in the Annual Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0.

Motion by Mr. Borrelli that the Board vote to support Article 15 - Continue Departmental Revolving Funds in the Annual Town Meeting Warrant.

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

Motion by Mr. Borrelli that the Board vote to support Article 16 - Establish Revolving Fund - Water Conservation in the Annual Town Meeting Warrant.

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

Motion by Mr. Borrelli that the Board vote to support Article 17 - Expend State Funds for Public Ways in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 18 - Amend Zoning By-Law - Medical Marijuana Overlay District in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 19 - Amend Zoning By-Law - Map Change to Medical Marijuana Overlay District in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 20 - Amend Zoning By-Law - Interim Regulations for Medical Marijuana Uses in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 21 - Amend Zoning By-Law - Site Plan Review in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 22 - Amend Zoning By-Law - Off Street Parking Requirements in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 23 - Amend Zoning By-Law - Indoor Athletic Facilities or Exercise Facilities in an Industrial and Industrial-1 District in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 24 - Amend General By-Law - Bows and Arrows in the Annual Town Meeting Warrant.

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

Article 25 - Defer

**Motion by Ms. Cooley that the Board vote to support Article 26 - Amend General By-Law - Sign By-Law in the Annual Town Meeting Warrant.
Second: Mr. Handel. Unanimously approved 5-0.**

**Motion by Mr. Handel that the Board vote to support Article 27 - Amend General By-Law - Municipal Water Supply in the Annual Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0.**

**Motion by Mr. Handel that the Board vote to withdraw Article 28 - Amend General By-Law Sign By-Law (Electronic Billboards) in the Annual Town Meeting Warrant.
Second: Mr. Borrelli. Unanimously approved 5-0.**

**Motion by Mr. Handel that the Board vote to support Article 29 - Accept M.G.L. c. 59 s. 5N - Veterans' Property Tax Program in the Annual Town Meeting Warrant.
Second: Mr. Borrelli. Unanimously approved 5-0.**

**Motion by Mr. Matthews that the Board vote to support Article 30 - Amend District Agreement - Minuteman Regional Vocational School District in the Annual Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0.**

**Motion by Mr. Handel that the Board vote to support Article 31 - CPA: Appropriate for Ridge Hill Boardwalk and Bridge Replacement in the Annual Town Meeting Warrant.
Second: Mr. Borrelli. Unanimously approved 5-0.**

**Motion by Ms. Cooley that the Board vote to support Article 32 - CPA: Appropriate for Town Common Historic Re-design in the Annual Town Meeting Warrant.
Second: Mr. Handel. Unanimously approved 5-0.**

**Motion by Mr. Handel that the Board vote to support Article 33 - CPA: Appropriate for Memorial Park Improvements in the Annual Town Meeting Warrant.
Second: Mr. Borrelli. Unanimously approved 5-0.**

**Motion by Ms. Cooley that the Board vote to support Article 34 - CPA: Appropriate for Vital Records Preservation in the Annual Town Meeting Warrant.
Second: Mr. Handel. Unanimously approved 5-0.**

Motion by Mr. Handel that the Board vote to support Article 35 - CPA: Appropriate to Community Preservation Fund in the Annual Town Meeting Warrant.

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

Motion by Mr. Borrelli that the Board vote to support Article 36 - Rescind Debt Authorizations in the Annual Town Meeting Warrant.

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

Motion by Mr. Borrelli that the Board vote to support Article 37 - Appropriate for General Fund Cash Capital in the Annual Town Meeting Warrant.

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

Motion by Mr. Borrelli that the Board vote to support Article 38 - Appropriate for Public Works Infrastructure Program in the Annual Town Meeting Warrant.

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

Article 39- Defer

Motion by Mr. Matthews that the Board vote to support Article 40 - Appropriate for RTS Enterprise Fund Cash Capital in the Annual Town Meeting Warrant.

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

Motion by Mr. Matthews that the Board vote to support Article 41 - Appropriate for Sewer Enterprise Fund Cash Capital in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 42 - Appropriate for Water Enterprise Fund Cash Capital in the Annual Town Meeting Warrant.

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

Motion by Mr. Borrelli that the Board vote to support Article 43 - Appropriate to Athletic Facility Improvement Fund in the Annual Town Meeting Warrant.

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

Article 44 - Defer

Article 45 - Defer

8:35 p.m. Board Discussion:

1. Town Manager Performance Evaluation Policy Program

Mr. Matthews explained the amended Town Manager Performance Evaluation form and said it has been clarified to make it easier to use.

Motion by Mr. Matthews that the Board vote to amend the Town Manager Evaluation Policy as proposed.

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

2. Minuteman Regional Agreement

The Board discussed the proposed revision of the Minuteman Regional School Agreement and proposed resolution.

Motion by Mr. Matthews that the Board vote that in the event of ratification of the revised Minuteman Regional Vocational School District agreement as approved by the Regional School Committee on March 11, 2014, and in the event of notice of desire to withdraw by one or more members of the District given within one year of the effective date of the revised Agreement, the Board of Selectmen will not place a warrant article disapproving such withdrawal in a Town Meeting warrant, unless required by law, and will oppose such a disapproval article or motion in any event.

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

9:05 p.m. Committee Reports:
No Committee Reports were made.

9:05 p.m. Adjourn:
Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of April 9, 2014.
Second: Mr. Borrelli. Unanimously approved 5-0.

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=>



Town of Needham -DPW
Parks and Forestry Division
500 Dedham Ave.
Needham, MA 02492
781-455-7550ext. 316

Memo

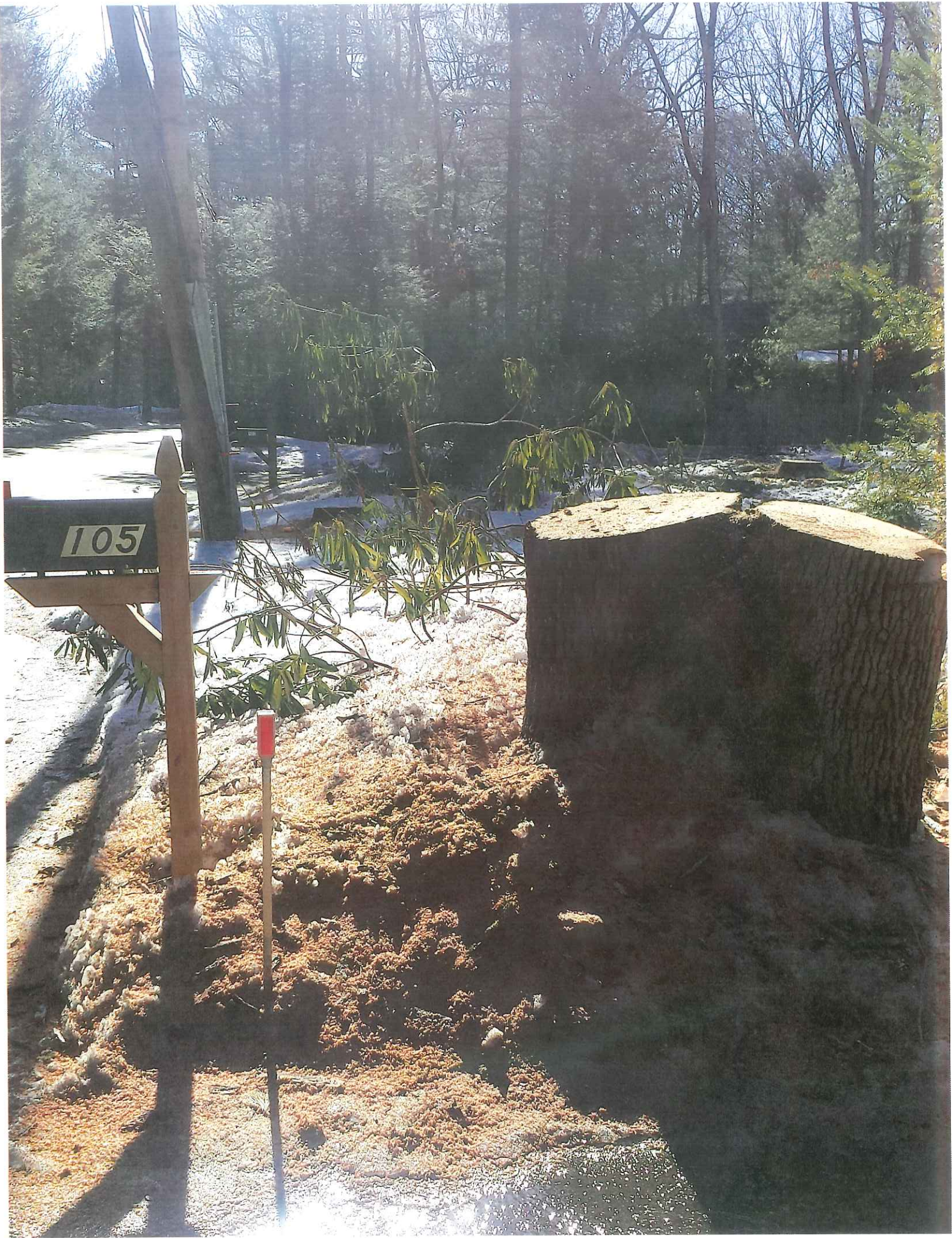
To: Kate Fitzpatrick, Town Manager
Cc: Richard Merson, DPW Director

From: Edward Olsen, Supt. Parks & Forestry Div.
Date: 04/17/14

Subject: Public Shade Tree Enforcement Action 105 Pine St.

During the lot clearing at 105 Pine St., a Public Shade Tree was removed without permission. The removal of this 24" Oak tree is in violation of state law. Massachusetts General Law Chapter 87, Section 3 states that a Public Shade Tree shall not be cut, trimmed or removed by any person without a public hearing. My recommendation for enforcement action shall be that 3 trees be planted alongside the Pine St. roadway and the property line of the homeowner. I ask that the Board of Selectman support this enforcement action. I have spoken with the property owner Michael Kukoleca, who has expressed his willingness to comply with this enforcement action. He has apologized for his mistake and acknowledged the fact that he was unaware that this tree was a Public Shade tree. He has also willing agreed to make a \$500 donation for future tree planting in the Town of Needham.

Attached with this memo is a picture of the stump left from the 24" Oak tree.



Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

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:	-\$28.65
Water Irrigation:	-\$3,653.34
Water Admin Fees	\$0.00
Sewer Sales:	-\$58.35
Transfer Station Charges:	\$0.00
Total Abatement:	-\$3,740.34

Order #: 1179

Read and Approved:

4/18/14

4/17/2014

Assistant Director of Public Works

4/17/14

Director of Public Works

For the Board of Selectmen

Date: 4/22/14

**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
DB	Yeung	Chan	34493	3642	26	Great Plain Terrace	-\$3,653.34	\$0.00	\$0.00	-\$3,653.34	Equip	Y
DB	Milgram	Jerry	27331	1924	33	Broad Meadow Road	\$0.00	-\$27.15	-\$55.05	-\$82.20	ACC	N
DB	Flotgraf	Wolfgang	1821	5326	80	Grant Street	\$0.00	-\$1.50	-\$3.30	-\$4.80	ACC	N
							\$0.00			\$0.00		
										Total:	-\$3,740.34	

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.

TVN = Town Project caused damage to private property

EC = Extenuating Circumstances

Equip = Equipment Malfunction

UEW = Unexplained water loss

ACC = Accidental Water Loss

BP = Billing Period beyond 100 days

COA = Council on Aging

**Town of Needham,
Massachusetts
Road Event Form****INTERNAL USE ONLY**

☒ DPW ☒ Police
☒ Fire ☐ OTM
☒ Park & Rec ☐ Paid

TYPE OF EVENT: (check all that apply) ☐ RUN ☐ WALK ☒ BICYCLE

Name of Event: The Christina Clarke
Genco, Mother's Day Memorial
Ride

Name of Organization:
The Christina Clarke Genco
Foundation

Organization Mailing Address:

PO Box 610192 Newton MA 02461

☒ **Organization
is
Not-for-Profit**

Primary Contact:

Caroline Genco

Contact Title:

President

Contact Address: 54 Lakewood Rd
Newton MA 02461

Contact Phone (Day): 617-414-5305

Contact Phone (Cell):

617-610-5305

Contact Email:

cgenco@bu.edu

Event Date(s):

May 11, 2014

Date Expected to be in Needham:

May 11, 2014

Earliest Time Expected in Needham:

8:15 Am

Latest Time Expected in Needham:

4 pm

Number of Expected Participants:

200

Number of Expected Spectators at Peak

Time: 0

Are participants charged a fee?

☒ YES

☐ NO

Estimated Number of Vehicles:

0

What type of Parking is needed:

None

Are event organizers available to meet with members of the Town to plan event?

Yes

What will be done in case of inclement weather?

Ride will be held Rain or Shine

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

No parking

Will neighborhoods be impacted by parking and traffic?

No

What activities are planned for the start of the race (if in Needham)?

Does NOT START in Needham

What activities are planned for the end of the race (if in Needham)?

DOES NOT START OR END IN Needham

What facilities are needed for the start of the race (if in Needham)?

NONE

What facilities are needed for the end of the race (if in Needham)?

NONE

Once the event begins, how long will it take to complete the event?

4-6 hrs

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

Signs will be placed along route

Will volunteers be placed along the route?

Yes

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

No

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

No

Will portable toilets be used? List locations

At DCP Parking lot
-Already submitted application to DCP for use of there parking lot

Will hydration stops be set up along route? If yes, please include these on route plan. If the event takes place after dark, what is the plan to meet lighting needs? What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Two Rest Stops in Needham ① Newman Elementary School ② DCP Parking lot at South Fisher Only during the day Police Department Notified C Approves the Race First Aid at ② Rest stops
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Some
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	No
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	No
What is the plan to handle trash?	At ② Rest stops - 2-4 Volunteers will dispose of all trash
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • event route map (include map and text route, parking plan, volunteer placement) • application fee • certificate of insurance	

Route Map is Available on our website

CCGFoundation.org

**The Christina Clarke Genco Mother's Day Memorial Ride
Sunday, May 11, 2014**

The third annual Christina Clarke Genco Mother's Day Memorial Ride will be held on May 11, 2014 to support the Christina Clarke Genco Foundation. The memorial ride will commemorate Christina Genco's life and raise funds for the three CCF Foundation funds listed below. Christina was the Group Leader and was on her second service trip with Bike & Build, riding her bicycle across the U.S. to raise funds and awareness for affordable housing, when a tragic accident took her life at the age of 22. Christina's short journey through life was driven by her passion for helping others. She will always be remembered for her gentle spirit, athleticism, creativity, and commitment to making a difference in the world at such a young age.

About the CCG Foundation

The mission of the Christina Clarke Genco Foundation is to inspire youth through athleticism and community service. We encourage young people to channel their energy towards the development of skills and personal qualities that will enhance their life. We believe in encouraging a generation to find their passion- while making a difference in their communities, and enhancing the well being of their friends and families.

The Foundation concentrates on 3 established funds: 1) Affordable Housing; 2) Athletic Scholarship; and 3) Safe Biking. The Affordable Housing Fund provides volunteer and financial support to affordable housing organizations for the construction of homes. The Athletic Scholarship Fund provides recipients with an award to cover the costs for their participation in team sports and, in return, the recipients make a commitment to pursue volunteer activities in service to their community. The Safe Biking Fund implements safety education and awareness for drivers and cyclists, distributes bicycle maps, safety packets, and safety equipment to local residents and college students.

About the Ride

The 2012 and 2013 Mother's Day Memorial Rides were a huge fundraising success with over 300 cyclists and over 100 volunteers coming together for a day of family fun, filled with food, live music, prizes, and the joy of giving back to the community. The majority of funds raised in 2012 and 2013 Rides went to support affordable housing projects in partnership with Bike & Build and Habitat for Humanity. The 2014 Mother's Day Memorial Ride will continue in this tradition and will offer routes of varying distances to appeal to riders of different abilities. The distances of the routes reflect the number 34 in honor of Christina's lacrosse jersey number and include the following:

- 3.4 mile family ride - 11AM start
- 17 mile ride- 10AM start
- 34 mile ride- 9AM start
- 68 mile ride- 8AM

The registration fee for the 3.4 mile ride is per \$40 per family and children under 16 ride free. For the 17, 34, and 68 mile rides the registration fee is \$40 per person. In addition to the registration fee, although not required, we encourage riders to set a personal fundraising goal. All funds raised will support the overall mission of the Foundation. The Mother's Day Ride will begin and end at Newton City Hall. A Safe Biking Clinic will be offered on-site in partnership with Bike Newton (bikenewton.org). Cycle Loft (cycleloft.com) will provide overall logistical support. The ride will coincide with Habitat for Humanity's Women Build Week of 2014.

Corporate Sponsorship Opportunities

The Christina Clarke Genco Foundation is currently in search of enthusiastic corporate sponsors for the memorial ride. The following corporate sponsorship opportunities are listed below.

Founding Sponsor - \$2,500 gift

Our Founding Sponsors represent an exclusive group, limited to four corporate sponsors. Founding Sponsors will receive registration for 10 riders and will be included in all publicity efforts.

Gold Sponsor - \$5,000 gift

Our Gold Sponsors will receive free registration for 20 riders and will be included in all publicity efforts. Gold Sponsors will be recognized at a check presentation before the ride.

Platinum Sponsor - Greater than \$5,000 gift

Our Platinum Sponsors will receive free registration for an unlimited number of riders and will be included in all publicity efforts. Platinum Sponsors will be recognized at a check presentation before the ride. We will also work with our Platinum Sponsors to further personalize and acknowledge their contributions.

In Kind Sponsor

We will eagerly accept goods and services from additional sponsors to support the memorial ride. In Kind Sponsors will be acknowledged in all publicity efforts.

The CCG Foundation is a 501(c)3 registered nonprofit organization.

To learn more about The Christina Clarke Genco Foundation and to contact us about becoming a corporate sponsor, please visit our website <http://CCGFoundation.org>

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Address or Zip/Postal

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CHRISTINA CLARKE GENCO FOUNDATION 17 MILE MEMORIAL BIKE RIDE: SUNDAY MAY 11, 2014

Begins in: Newton, MA

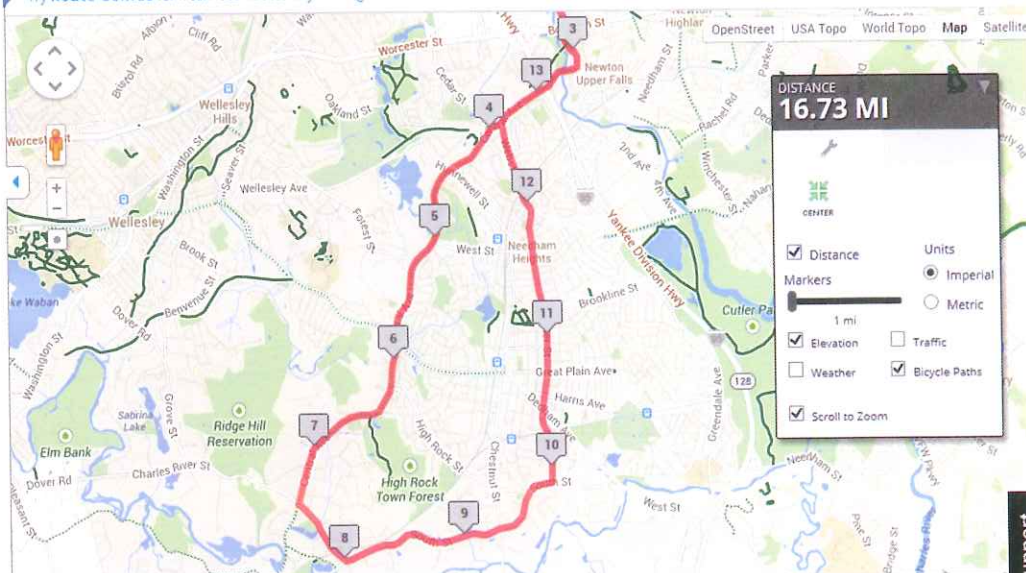
Creator: CCGfoundation

This is the 17 Mile Route (1 of 4 interconnected routes) of the Christina Clarke Genco Memorial Ride, which is held annually on Mother's Day to support affordable housing and bike safety.
<http://ccgfoundation.org/memorial-ride>

Directions / Notes

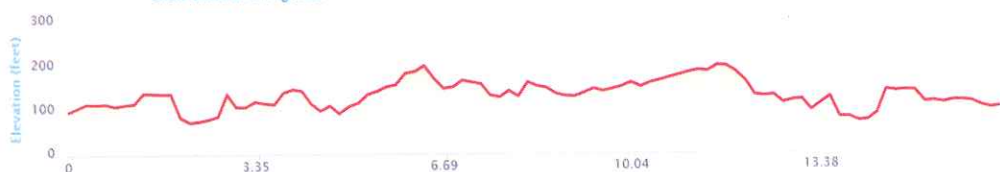


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CHRISTINA CLARKE GENCO FOUNDATION 34 MILE MEMORIAL BIKE RIDE: SUNDAY MAY 11, 2014

Begins in: Newton, MA

Creator: CCGfoundation

This is the 34 Mile Route (1 of 4 interconnected routes) of the Christina Clarke Genco Memorial Ride, which is held annually on Mother's Day to support affordable housing and bike safety.
<http://ccgfoundation.org/memorial-ride>

► Directions / Notes



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Address or Zip/Postal

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CHRISTINA CLARKE GENCO FOUNDATION 68 MILE MEMORIAL BIKE RIDE: SUNDAY MAY 11, 2014

Begins in: Newton, MA

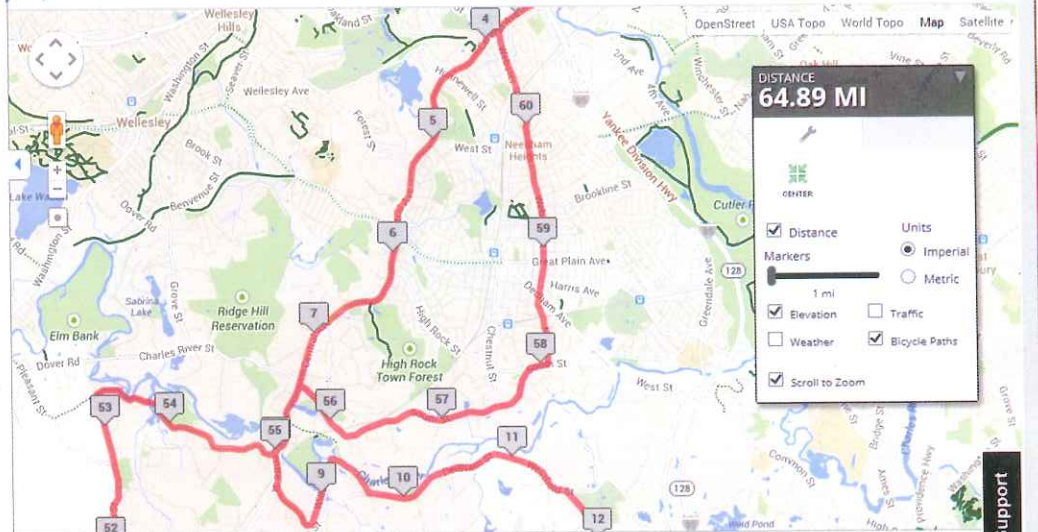
Creator: CCGfoundation

This is the 68 mile route of the Christina Clarke Genco Memorial Ride, which is held annually on Mother's Day to support affordable housing and bike safety.
<http://ccgfoundation.org/memorial-ride>

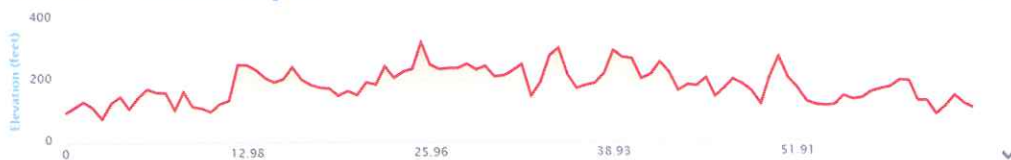
► Directions / Notes



Try Route Genius for fresh local routes of your target distance!



Elevation Show elevation with grades





Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

☒ DPW	☒ Police
☒ Fire	☐ OTM
☒ Park & Rec	☐ Paid

TYPE OF EVENT: (check all that apply)

☐ RUN ☒ WALK ☐ BICYCLE

Name of Event: *Opening Day Parade*

Name of Organization:

Needham Baseball and Softball

Organization Mailing Address: *44 Longacre Ave, Needham
MA 02492*

☒ **Organization
is
Not-for-Profit**

Primary Contact: *Stephen Mortimer*

Contact Title: *Director Special Events*

Contact Address: *58 Dunster Rd, Needham MA*

Contact Phone (Day): *617-512-9387*

Contact Phone (Cell): *617-512-9387*

Contact Email: *stevemortimer@me.com*

Event Date(s): *May 4, 2014*

Date Expected to be in Needham: *May 4,
2014*

Earliest Time Expected in Needham:
10:30am

Latest Time Expected in Needham:
12pm

Number of Expected Participants: *1000*

**Number of Expected Spectators at Peak
Time:** *1000*

Are participants charged a fee?

☐ YES ☒ NO

Estimated Number of Vehicles: *1
firetruck*

What type of Parking is needed: *none,
De Fazio lot will be used by most*

Are event organizers available to meet with members of the Town to plan event?

yes

What will be done in case of inclement weather? cancelled

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

Most people are dropped off at Greene's Field and Park at DeFazio Park where parade ends.

Will neighborhoods be impacted by parking and traffic? The route will be closed by police during the parade.

What activities are planned for the start of the race (if in Needham)?

n/a

What activities are planned for the end of the race (if in Needham)?

Opening Day festivities at DeFazio as approved by Park and Rec already

What facilities are needed for the start of the race (if in Needham)?

none

What facilities are needed for the end of the race (if in Needham)?

None not already approved for DeFazio permit

Once the event begins, how long will it take to complete the event?

1 hour

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

No

Will volunteers be placed along the route?

They walk in parade with kids

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

No

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

No

Will portable toilets be used? List locations

No

Will hydration stops be set up along route? If yes, please include these on route plan.	
If the event takes place after dark, what is the plan to meet lighting needs?	n/a (and the answer for above is no but MS Word would not let me enter text above)
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Firetruck will accompany parade
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Not along route
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Hillcrest Gardens is opposite start of parade.
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Yes, 2 although they will not be needing to exit while parade is passing them by.
What is the plan to handle trash?	Nothing is expected to be created.
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • event route map (include map and text route, parking plan, volunteer placement) • application fee • certificate of insurance	

Route:

The parade route is from Greene's Field on Great Plain Avenue to Fair Oaks Park to Dedham Ave to DeFazio Park. This has been approved and was suggested by Needham Police.