

**Town of Needham
Board of Selectmen
Minutes for November 12, 2014
Selectmen's Chamber
Needham Town Hall**

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

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Center at the Heights Update:
Colleen Schaller, Co-Chair, COA, Carol deLemos, Co-Chair, COA, and Jamie Brenner Gutner, Executive Director, COA appeared before the Board with an update on the operations of the Center at the Heights approximately one year after the opening of the facility.

Ms. Gutner told the Board it has been an interesting year in the new building on Hillside Avenue and she is amazed by all the accomplishments of the staff and COA Board. Ms. Gutner stated in November 2013, when the new senior center opened, there were twenty-five programs. She said as of October 2014, after one year in the new space, there are over sixty-three programs available to the public. She said all of the case management and social services programs are being offered, as well transportation including over 8,000 rides throughout Town. She noted the handbook has been revised and hopes it will be on the Town website in the near future. Ms. Gutner said new initiatives, including a screened home contractor program and a snow removal list are planned for the future. She said growth continues with facility tours and new people coming through the doors everyday. Ms. Gutner said the new weight room is very active.

Ms. Schaller said she is concerned about staff being stressed due to all of the programming. She stated the last year has been an incredible experience.

Ms. deLemos said many tours of the facility have been given, and people ask if there is an age minimum. She also commented many people ask if you have to be a resident to use the facility. Ms. deLemos also agreed the current staff is very stressed.

Ms. Gutner said the COA will be looking to hire an Administrative person to support the current staff. She said there are many opportunities to expand programming, but there is a capacity issue and an Administrative Assistant is needed.

Kate Fitzpartick, Town Manager said a half-time custodian is also being sought.

Mr. Handel asked about reaching out to un-served seniors.

Ms. Gutner said un-served and unmet needs will always be considered, and a survey may be helpful in the future. She said outreach efforts are continuous with emails, phone calls.

Mr. Bulian recognized Carol deLemos as the Needham recipient of the Newton-Needham Chamber of Commerce Community Service award to be given at the annual breakfast on November 13, 2014.

The Board thanked Ms. Gutner, Ms. Schaller, and Ms. deLemos for the update.

7:35 p.m. Order of Taking of Real Property - A Portion of 280 Hillside Avenue:
David Tobin, Town Counsel appeared before the Board asking they accept and sign an agreement which will allow the Town to acquire by gift, purchase, or Eminent Domain a portion of land from 280 Hillside Avenue for the purpose of maintaining a sidewalk as part of the public way. Town Meeting members unanimously voted at the November 4, 2013 Special Town Meeting to authorize the Board of Selectmen to take this action.

Motion by Mr. Handel that the Board vote to accept and sign agreement to acquire for a fee a portion of 280 Hillside Avenue for the purposes of maintaining a sidewalk as part of the public way.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:38 p.m. Appointments and Consent Agenda:
Motion by Mr. Borrelli that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

CONSENT AGENDA

- 1. Accept the following donations made to Needham Youth Services to sponsor Needham Youth Services QPR training program: \$30 from Peter and Alison Atallah, \$30 from Evelyn Alberding, and \$50 from Julia Ragland, all Needham residents.**
- 2. Accept donations made to the Needham Community Revitalization Trust Fund : \$100 from Monica Graham; \$1,200 from Beth Israel Deaconess Hospital; \$3,894.99 from The Lorraine T. Welsh Trust**
- 3. Accept a \$36 donation made to the Needham Police Department's Car Safety Seat Installation Program from Lindsay M. Oberman, a resident of Waban, MA.**
- 4. In accordance with Section 20 C of the Town Charter, approve the Town Manager's appointment of Dennis X. Condon as Fire Chief.**

5. **Accept donation of \$250 honorarium payment by North Hill for the speaker at the November 6th Human Rights Are Local Community Forum to be held at Olin College, which is sponsored by the Needham Human Rights Committee.**
6. **Accept the following donation made to the Needham Health Department's Gift of Warmth fund: \$250 from Shahin Sagafi, a Waltham resident.**
7. **Accept the following donation made to the Needham Health Department's Domestic Violence Action Committee: \$50 from Ann MacFate, a Needham resident.**
8. **Approve special banners and hanging request from Paul Good, Needham Community Revitalization Trust Fund, for the new Google eCity of Massachusetts banners and new Experience Local Banners, which will be hung on the smaller banner poles on Chapel Street.**
9. **Approve September 10, 2014 Executive Session minutes, October 22, 2014 minutes, October 28, 2014 Executive Session minutes, October 28, 2014 minutes, and July 29, 2014 minutes.**
10. **Water and Sewer Abatement Order #1187.**
11. **Accept donation made to New Years Needham : \$ 5,000 from Trip Advisor**
12. **Approve a Special One Day All Alcoholic Beverages license request from Kimberly McCollum of New Year's Needham to hold its New Year's Needham Countdown party on December 31, 2014 from 9:00 p.m. to 12:15 a.m. in Powers Hall at Needham Town Hall. Approval is contingent upon receiving the TIPS or Serve Safe certifications of the bartenders for the evening.**
13. **Approve special banner and hanging request from Paul Good, Needham Community Revitalization Trust Fund, for Needham Lights Banner (event combining Blue Tree Lighting, Holiday Stroll & Luminary Lights Dec 6 -7). Banners will be hung from acceptance through the event dates.**

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

Mr. Borrelli noted the appointment of Dennis Condon as Fire Chief by the Town Manager. He said Chief Condon will appear before the Board on December 9, 2014 for a formal discussion.

7:40 p.m.

Town Manager:

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

1. Fiscal Year 2016 Budget Consultation/Budget Priorities
Kate Fitzpatrick, Town Manager and Dave Davison, Assistant Town Manager/Finance discussed the Board's annual statement of operating budget priorities. Ms. Fitzpatrick referred to "Proposed Board of Selectmen Statement of FY2015 Operating Budget Priorities" dated January 14, 2014. Ms. Fitzpatrick outlined seven primary considerations of the Board to maintain and optimize existing Town services, keeping in mind the availability of revenue for appropriation.

Ms. Fitzpatrick asked the Board for suggestions on items they may want to clarify, add, or remove in time for the next Selectmen's meeting on November 25, 2014.

2. Facility Master Plan Update

Ms. Fitzpatrick discussed preliminary findings of the Facility Working Group and referred to the "Master Plan Timeline." She stated the PPBC will hold a public hearing on November 24, 2014 at the Needham Public Library for residents to view the presentation and make comments.

Ms. Fitzpatrick said discussion over the next six months will focus on reconstruction and possible site of the Hillside School at DeFazio Park, and how it may impact functions of the DPW. She also commented on other proposed projects, including work at Needham High School and Rosemary Pool.

Ms. Cooley commented on the concern by Boards about the overall cost of the projects. She noted if the Town can avoid building a temporary school it is beneficial to the Plan and shows residents that the Board is thinking carefully about how their dollars are spent.

Mr. Bulian concurred and said the Board of Selectmen, Finance Committee, School Committee, and Town Meeting are sensitive to the cost and debt the Town carries.

7:45 p.m. Board Discussion:

1. Committee Reports

No Reports were made.

7:45 p.m. **Executive Session - Exception 3 (potential litigation):**

Motion by Mr. Handel that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Bulian polled the Board. Unanimously approved 5-0.

Mr. Bulian said the next Board of Selectmen meeting is Tuesday, November 25, 2014.

Note: The meeting adjourned at 8:15 p.m.

**Proposed Board of Selectmen Statement
Of FY2015 Operating Budget Priorities**
January 14, 2014

The primary goal of the Board of Selectmen in consideration of the FY2015 operating budget is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities for FY2015:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
2. Support for initiatives that contribute to the preservation of existing Town assets.
3. Support for initiatives that contribute to sustainability, such as reducing energy use and planning for ongoing, long term balance of foreseeable revenues and financial commitments.
4. Support for initiatives aimed at achieving greater coordination and efficiency among departments and providing adequate resources to address the general administrative needs of the Town in the most cost effective manner
5. Promote initiatives that contribute to the long-term economic vitality of Needham.
6. Support the stewardship of existing land and resources, including expansion of town-owned open space for both active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.