

BOARD OF SELECTMEN

March 10, 2015

Needham Town Hall

Revised Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

	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	Public Hearing - Consolidation of the Planning and Community Development Departments
2.	7:10	Property Tax Relief & Property Tax Assistance for the Elderly and Disabled • David Davison, Assistant Town Manager/Finance • Evelyn Poness, Treasurer/Collector
3.	7:25	Statement of Interest Mitchell School & Pollard School • Daniel Gutekanst, Superintendent of Schools
4.	7:45	Local Initiative Program Housing Proposal • Mark Roopenian, Principal, Normandy Real Estate Partners • Kevin Daly, Vice President Normandy Real Estate Partners • Roy Cramer, Esq.
5.	8:30	Town Manager • Accept and Refer Zoning • 2015 ATM Preparation
6.	8:45	Board Discussion • Committee Reports
7.	9:00	Executive Session Exceptions 3 & 6

APPOINTMENTS

1.	Rail Trail Advisory Committee	Mike Retzky (term expires 6/30/2017) Gerry Koss (term expires 6/30/2017)
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CONSENT AGENDA *=Backup attached

1.*	Ratify a request for a Special One Day Wines & Malt Beverages Only license from Sandra Rizkallah of Plugged In Band Program for its "British Invasion of Needham with Beatlejuice and Friends" event that was held on March 7, 2015 from 5:00 p.m. to
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	12:00 a.m. The event was held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.
2.*	Approve a request for a Special One Day Wines & Malt Beverages Only license from Carol Stento, of the Needham Women's Club to host its Needham Grand Tasting on Sunday, April 12, 2015 from 3:00 p.m. to 6:00 p.m. The event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.
3.*	Upon the recommendation of the Town Engineer, approve the request of Steve and Heather Horan to construct a small addition within the limits of the Town's sewer easement at 122 Grant Street.
4.	Approve an increase in the number of members of the Needham Community Revitalization Trust Fund from five (5) to seven (7).
5.*	Approve minutes of February 24, 2015 Open and Executive Session meetings.
6.	Approve release of Executive Session minutes for the periods of February 25, 2009 through December 31, 2009 and April 8, 2003 through December 12, 2005.
7.*	Water & Sewer Abatement Order #1194.
8.*	Approve a request from Arik Grier of Bikes Not Bombs for its event to be held on June 7, 2015. It is a bike-a-thon event that will have cyclists riding through a portion of Needham during the 40 mile route of the ride, as well as the return path of the 60 mile ride. They will be in Needham around 11:45 a.m. The Needham portion of the route has been approved by the DPW, Police, Fire and Park and Recreation departments.
9.*	Approve a request from Michelle Harris, of PLGA Foundation d/b/a A Kids' Brain Tumor Cure, to ride a portion of its "Geared Up for Kids 2015" bike ride through Needham. The bike ride will be starting at 8:30 a.m. and ending at 10:30 a.m. at PTC, 140 Kendrick Street. Riders will take a right out of the parking lot and proceed into Newton where the ride will primarily take place. A Needham Police detail has been hired for the Needham portion of the event.
10.*	Approve a Special One Day All Alcoholic Beverages request from Karen Calton of St. Joseph Parish to hold its St. Joseph Parish Spring Gala on Saturday, March 28, 2015 from 6:00 p.m. to 10:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
11.*	Accept gift of \$225,000 from the Needham Crossing Improvement Corporation for 2 nd Avenue improvements.



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

MEETING DATE: 3/10/2015

Agenda Item	Public Hearing – Planning and Community Development Department Consolidation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
In accordance with Section 20B (2) of the Town Charter, the Board will hold a hearing on the proposal to create a Planning & Community Development Department. The proposal has been developed in cooperation with the Planning Board, Conservation Commission, and Board of Appeals, all of whom have voted to support the plan.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the creation of a Planning & Community Development Department as presented by the Town Manager in a proposal dated March 3, 2015.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Legal Notice b. Memo from Kate Fitzpatrick, Town Manager dated March 3, 2015			



TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

Office of the
Board of Selectmen

TEL: (781) 455-7512
FAX: (781) 449-4569

**Town of Needham
Board of Selectmen - Public Hearing**

In accordance with Section 20B (2) of the Town Charter, the Board of Selectmen will hold a public hearing to consider the consolidation of the Planning Department and the Community Development Department into one Planning and Community Development Department with a combined budget, on March 10, 2015 at 7:00 p.m. at Town Hall, 1471 Highland Avenue, Needham. All members of the public and interested parties may appear and be heard. Residents may also email comments prior to the hearing to the Board of Selectmen at: selectmen@needhamma.gov



TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 449-4569
TDD: (781) 455-7558

TO: Board of Selectmen
FROM: Kate Fitzpatrick, Town Manager *Kate*
Christopher Coleman, Assistant Town Manager
CC: David Davison, Assistant Town Manager
Lee Newman, Director of Planning & Community Development
Matt Varrell, Director of Conservation
DATE: March 3, 2015
RE: Consolidation Recommendation

Since the budgets of the Conservation Commission and Zoning Board of Appeals were consolidated into a Community Development budget in 2010, we have been contemplating incorporating the Planning Department as well so as to create one budget for Planning & Community Development.

Typically, departmental and budget consolidation is recommended in order to:

- recognize the overlapping mission of departments;
- formalize communication and collaboration efforts in service delivery to a common set of applicants and customers;
- minimize duplication of effort and increase opportunities for shared resources across departmental lines;
- provide flexibility in financial management to meet changing or unexpected needs; and
- expand opportunities for department managers to help each other meet challenges.

Since the Community Development budget was created and one Director was assigned to oversee all of the Planning and Community Development functions, many of the benefits of consolidation have already been realized. However, the goal of providing flexibility in financial management has not. In other areas where budget consolidation has occurred, it has not been our intent (or the outcome) to make wholesale transfers of funding. The practice simply allows the managers of the affected departments to share resources, usually of a minor, administrative nature, if all are in agreement.

Over the course of the last four years there have been circumstances where this financial flexibility would have been helpful in the management of both the salary and expense line items.

In FY 2014, staff turnover in the Community Development Department created a year-end surplus in that department's salary account. At the same time, salary funds were needed in the Planning Department to bridge a funding gap. Although funds for this purpose were ultimately made available, having access to departmental funds through a shared resources arrangement would have allowed for a more predictable and timely implementation. The second example relates to the expense line item. Both the Planning and Community Development Departments receive budgetary allocations for professional services and for permitting expenditures which can vary substantially from fiscal year to fiscal year depending on permitting activity and study needs. In FY 2014, the Community Development Department required greater funding resources for its review of a controversial 40B project (the Mews). In FY 2015, the demand shifted to the Planning Department as it sought funding to conduct traffic and fiscal impact analysis as part of its rezoning initiatives in the Mixed Use-128 and Industrial-1 Districts. Having the ability to shift surplus funds from one Department to the other would have been helpful in both of the above examples.

Under a consolidated structure, we would provide advance notice to the affected boards of a contemplated transfer, and will always encourage department managers to advocate for their departments, reporting back to the boards, committees, or commissions if they believe that a proposed budget transfer would have a negative impact on the policies to be carried out by the department.

We respectfully request your consideration of our recommended consolidation plan. The Planning Board, Conservation Commission, and Zoning Board of Appeals have all voted to support the measure.

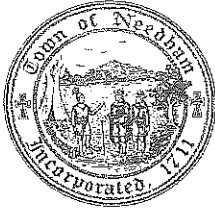


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/10/2015

Agenda Item	Property Tax Relief & Assistance for the Elderly and Disabled
Presenter(s)	Dave Davison, Assistant Town Manager/Finance Evelyn Poness, Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Poness, Mr. Davison, and members of the Property Tax Assistance and Taxation Aid Committees will discuss with the Board efforts that are underway to increase contributions to the relief fund. Members of the two committees include: Thomas Mulhern, Patricia Harris, Elizabeth P. Handler, Helen Newton, Jill Kahn-Boesel, and Peter Hess.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Information on the Property Tax Assistance Fund and the Elderly and Disabled Taxation Fund			



**PROPERTY TAX RELIEF FOR THE ELDERLY AND DISABLED
and
PROPERTY TAX ASSISTANCE FUND**

You may be eligible to receive a grant to be applied to your property tax if you meet the qualifications for low income elderly or disabled as defined by Massachusetts law. Qualifications vary, but generally relate to age, ownership, residency, disability, income and assets.

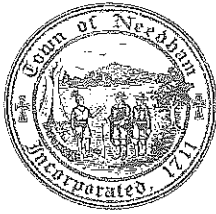
The Property Tax Relief for the Elderly and Disabled Fund was established in 2004 and is funded in total by contributions from the taxpayers of Needham. The Property Tax Assistance Fund was created by Town Meeting in 2009 and is funded through an annual appropriation.

Applications are currently available at the Assessor's Office and the Treasurer / Tax Collector's office located at the Needham Town Hall, 1471 Highland Avenue, Needham. Also, for your convenience, applications are available at the Center at the Heights, (Senior Center), 300 Hillside Avenue, Needham Heights, 02492.

To qualify for the grants to be issued this year, completed applications must be received by the Assessor's office on or before Friday, March 28, 2014.

Thank you to all residents who have been generous with their donations to the Town of Needham Property Tax Relief for the Elderly and Disabled Fund.

If you have any questions, please call the Assessor's office at 781-455-7500 ext. 238.



**Town of Needham
Elderly and Disabled Taxation Fund
and Property Tax Assistance Fund**

A. Eligibility

These funds have been established to provide taxation assistance for the elderly and disabled citizens who are homeowners with limited income and assets. *All applicants should first consider all available exemption programs offered by the Town that are currently in place, such as: Clause 17D, Clause 37A, Clause 22, Clause 41C, Clause 41A, and Clause 18, as well as the Massachusetts Senior Circuit Breaker program.* The eligibility criteria for application submission are:

1. Elderly is defined as a person who is at least 60 years of age on or before the July 1st starting date of the fiscal year for which the application is made.
2. Disabled is defined as a person who has been determined to be incapacitated from working by a recognized source such as Social Security, the U.S. Military, workers compensation, or a retirement board.
3. An applicant must be the titled owner of the property or hold a life estate in the property. If title is held by a trust, the applicant must be both a trustee and a 50% beneficiary of the trust in order to qualify. These conditions apply to elderly or disabled applicants.
4. An applicant must have resided in the Town and occupied the taxed property for five complete calendar years prior to the grant submission deadline.
5. Gross Income from all sources includes:
Wages, salaries, bonuses, public and private pensions, retirement income, Social Security payments, alimony, child support, interest and dividend income, net income from businesses, public assistance, disability payments, unemployment, regular compensation and /or regular and recurring gifts from parties outside the household. Gross income may not exceed:
 A. Single person-----\$40,000
 B. Couple-----\$50,000
6. Available assets, which include stocks, bonds, certificates of deposit, IRA's, annuities, and any tangible liquid asset, will be considered in determining eligibility and grant aid amount.
7. Extraordinary circumstances (including, but not limited to extraordinary medical expenses or other onetime expenses) will be considered in the Committees' deliberations and the decision process. This will provide the Committees with flexibility to address unforeseen situations.

B. Application Process

1. Applications must be filed annually with the Town Assessor's office.
2. Application forms are available in the Town Assessor's Office, Town Treasurer/Collector's Office, 1471 Highland Avenue, Needham and the Center at the Heights (Senior Center), 300 Hillside Avenue, Needham Heights.
3. Submission: Applications for assistance for FY14 must be filed with the Assessors for submission to the Committee and must be received **no later than Friday, March 28, 2014**.
4. By state law, all financial documentation must be provided with the application.

C. Distribution of Funds

1. The Funds will be distributed on a need basis as determined by the Committees' application of the eligibility guidelines. On an annual basis, the applications will be reviewed and distribution will take place in an equitable manner based on the applicants meeting the guidelines and relative need from the funds available for that year.
2. Notification of the Committees' decisions for Fiscal Year 2014 will be mailed to all applicants on or before Friday, April 25, 2014.

Please feel free to contact the Assessor's office at 781-455-7500 ext. 238 with any questions.

DRAFT

Town of Needham Tax Relief Committee determination of awards –

DRAFT 3/12/2009 updated 2/27/2012

Facts that determine tax relief award:

- Previous calendar year income
- Current (total) fiscal year tax bill
- Type of other exemption
- Amount of other exemption
- Deferral, if yes, amount of deferral (i.e. previous fiscal year tax bill amount)
- Single (maximum income \$40,000)
- Couple (maximum income \$50,000)
- Age(s) of applicant(s)
- Age(s) and working status of other resident(s) at address
- How many times applicant has requested in the past

Rough calculations include:

- Ratio of tax bill to income: the larger this percentage, especially over 10%, the greater the award
- The lower the income, the greater the award
- The older the applicant, the greater the award
- Other exemptions indicate need and applicant's perseverance, the greater the award
- The fact of deferral means the applicant isn't paying taxes, just deferring until the property is sold, and the award is less
- Other residents at address: if they are being supported, the greater the award; if providing income, the lower the award
- Previous, especially consistent applications, is looked on favorably by the Committee

Town of Needham Tax Relief Committee:

Evelyn Poness

Elizabeth Handler

Pat Harris

Thomas Mulhern

Helen Newton

History of awards from the Property Tax Relief Program

Contributions began: 2/24/04

Awards: 4/14/05

4/3/06

3/15/07

3/10/08

3/9/09

3/16/10

	Balance	
Contributions 2/24/04 to 4/14/05	30,586.00	
Awarded 4/14/05	11,900.00	
Balance after awards	18,686.00	
contributions 4/15/05 to 4/03/06	16,387.00	
Awards 04/03/06	14,500.00	
Balance after awards	20,573.00	
contributions 04/03/06 to 03/15/07	15,414.00	
Awards 03/15/07	21,100.00	
Balance after awards	14,887.00	
contributions 03/15/07 to 03/10/08	15,234.00	
awards 03/10/08	22,000.00	
Balance after awards	8,121.00	
contributions 03/10/08 to 02/22/09	14,336.26	
Available for award	22,457.26	
awarded 03/10/09	15,750.00	
Balance after awards	6,707.26	
contributions 03/10/09 to 03/16/2010	13,488.24	
awarded 03/16/10	14,050.00	
Balance after awards	6,145.50	

Contributions 3/17/10 to 4/11/11		17,414.19	
amt available for award		23,559.69	
awarded 4/11/2011		20,050.00	
Balance after awards		3,509.69	
Contributions 4/12/11 thru 6/30/11		1,716.00	
Contributions 7/01/11 thru 4/17/12		13,340.00	
amt available for award		18,565.69	
Awarded 4/18/12		16,500.00	
Balance after awards		2,065.69	
Contributions 4/18/12 thru 6/30/12		1,765.00	
Contributions 7/01/11 thru 4/10/13		12,060.00	
Amt available for award		15,890.69	
Awarded 4/15/13		14,000.00	
Balance after awards		1,890.69	
Contributions 04/11/13 thru 06/30/13		1,745.00	
Contributions 07/01/13 thru 04/17/14		9,770.00	
Amt Available for award		13,405.69	
Awarded 4/17/2014		12,000.00	
Balance after awards		1,405.69	

History of awards from the Property Tax Assistance Program

Article # 25; May 7, 2009 ATM	1,000.00
Article # 17; 2010 ATM	15,000.00
Article # 12; 2010 STM	715.00
Article# 24; 2011 ATM	15,051.00
Article# 9,; 2012 ATM	13,353.00

	number of awards	Balance	Average amount of award
Appropriation 5/7/09		1,000.00	
Awarded 3/16/10	37	1,000.00	27.03
Balance after awards		0.00	
Appropriation		15,715.00	
Awards 04/20/2011	33	15,715.00	476.21
Balance after awards		0.00	
Appropriation		15,051.00	
Awards 04/18/2012	32	15,051.00	470.34
Balance after awards		0.00	
Appropriation FY 13		13,353.00	
based on 6/30/11 cont.			
awards	33	13,353.00	404.64
Balance after awards		0.00	
Appropriation FY14	25	15,025.00	601.00
based on 6/30/12 cont.			
awards 4/17/2014	25	15,025.00	601.00
Balance after awards		0.00	

March 5, 2014

Dear Editor:

On behalf of the elderly and disabled, we would like to extend our thanks and appreciation to those who have donated to Needham's Elderly and Disabled Taxation Fund. This fund provides qualified low-income Needham seniors with assistance paying their property tax bills. With donations received, we have granted \$149,850 in 318 separate grants over the past eight years to approximately 111 households. This year, we have received an increase in requests for property tax relief. This increase in requests, coupled with a decrease in contributions, may prevent us from providing relief at the level we've provided in years past. Therefore, we are reaching out to Needham citizens to request donations to this fund. Donations of any amount are greatly appreciated. Contributions can be made by utilizing the envelopes that are included with all tax bills and water/sewer bills. Contributions are tax-deductible and should be made payable to: Town of Needham Elderly and Disabled Taxation Fund, Treasurer's Office, Town Hall, 1471 Highland Avenue, Needham, MA 02492. Questions may be directed to Evelyn Poness at 781-455-7500 ext. 208. Thank you in advance for your consideration!

Sincerely,
Elizabeth Handler
Pat Harris
Peter Hess
Jill Kahn
Tom Mulhern
Helen Newton
Evelyn Poness
Taxation Aid/Property Tax Assistance Committee

Dear Editor:

On behalf of the elderly and disabled, we'd like to extend our thanks to those who have donated to the Town of Needham Property Tax Relief to the Elderly and Disabled Fund. This fund provides qualified low-income Needham seniors with assistance paying their property tax bills. With your donations, we've awarded \$161,850 in 381 separate grants over the past ten years. Thank you!

While the recent rise in Needham property values has been good news for many homeowners, higher property values have brought an associated rise in residents' property tax bills. The average Needham residential property tax bill is approximately \$8,765/year (\$730/month). For seniors or disabled residents on fixed incomes, the amount owed for property tax can represent a significant part of their income. You can help. Your donation to the Town of Needham Property Tax Relief to the Elderly and Disabled Fund will be directly allocated to seniors or disabled residents in need who have applied for, and have qualified for, property tax relief.

December is a wonderful time to make a contribution, whether you've donated to this fund in the past, or you're now considering making your first contribution. A donation of any amount is greatly appreciated. Your contribution is tax-deductible, and may be made payable to: Town of Needham Property Tax Relief to the Elderly and Disabled Fund, Treasurer's Office, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492. For your convenience, preprinted envelopes are provided within quarterly property tax bills and water/sewer bills. Questions? Please contact Evelyn Poness at 781-455-7500 x208. Thanks in advance for your consideration, and happy holidays to all!

Sincerely,

Taxation Aid/Property Tax Assistance Committee

Elizabeth Handler

Pat Harris

Peter Hess

Jill Kahn

Tom Mulhern

Helen Newton

Please contact me if you have any questions.

Elizabeth Handler
317 Great Plain Avenue
781-449-5247



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

MEETING DATE: 3/10/2015

Agenda Item	Statement of Interest Mitchell School & Pollard School
Presenter(s)	Daniel Gutekanst, Superintendent of Schools

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At its meeting on March 3rd, the School Committee reviewed draft MSBA Statements of Interest for the Mitchell School and the Pollard School. Statements of Interest for these two schools were also filed in calendar year 2014, and the Hillside School has already been accepted for participation in the MSBA process. A vote of the Board of Selectmen is required for the submission.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>A vote on this request is scheduled for March 24, 2015.</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Memo to BOS & TM from Supt Schools dated March 5, 2015 b. Statement of Interest, Mitchell School c. Statement of Interest, Pollard School			



Needham Public Schools
Office of the Superintendent

A school and community partnership that creates excited learners, inspires excellence, fosters integrity.

March 5, 2015

To: Town of Needham Selectmen
Kate Fitzpatrick, Town Manager

From: Dan Gutekanst 

RE: FY16 MSBA Statements of Interest

This memo is intended to clarify the need to file FY16 Statements of Interest (SOI) with the Massachusetts School Building Authority (MSBA) for Mitchell and Pollard.

Each fiscal year, a School District and Town must decide through a separate vote of the School Committee and Board of Selectman to file an SOI with the MSBA if the community wishes to receive partial reimbursement for a future school construction project. In FY14 and FY15 the Town of Needham submitted two SOI for three school projects, including Hillside, Mitchell, and Pollard. The deadline for the FY16 submittals is April 9th.

As you know, the MSBA recently voted to move the Hillside project into a Feasibility study, the first phase of a possible project with the MSBA. The MSBA Designer Selection Panel, which includes three PPBC representatives, will make a final decision on an architect within the month and the Feasibility study will commence.

Even though the Hillside project is in motion and on a pathway to a possible Project Funding Agreement with the MSBA, the Town of Needham also has two other important school projects that have been identified by the Town for renovation and/or construction in cooperation with the MSBA. While it is highly unlikely the MSBA would consider a new building project for the Town of Needham when the Hillside project is still in the MSBA's pipeline, the School Committee discussed at its March 3rd meeting the importance of filing an updated SOI with Mitchell School as the priority project.

The likelihood of a new project for Needham being identified by the MSBA is unrealistic within the next couple of years, but there remain compelling reasons to file the FY16 SOI:

1. The purpose of the SOI process is for the local community to identify school building deficiencies and signal to the MSBA that the community is ready to discuss possible renovation and/or construction needs. Without a submittal, the MSBA is not formally aware of a community's needs and will not consider partnering with a community, regardless of the need. For example, if an emergency caused by flood, fire, or a systems breakdown occurred and the community did not have an SOI on file for a school, the community is unable to jump into the queue to request funding for a project.
2. The Mitchell and Hillside Schools could share temporary classroom space, if constructed in a contemporaneous fashion. Both projects require a large amount of swing space, which is not a reimbursable expense under MSBA guidelines. The initial plan for these schools, as agreed upon by Town officials, was to renovate/expand both schools within two or three years of one another in order to utilize common swing space and minimize this expense. Furthermore, if Hillside is ultimately reconstructed on a different site and the Town is not prepared to tackle a Mitchell project, the Town would need to decide what to do with an empty school building, idled by lack of use. Its upkeep, security, and costs associated with maintenance would need to be considered.

3. Renovation/ expansion of both the Mitchell and Hillside Schools is necessary to achieve the District's goals of implementing full-day Kindergarten, relieving overcrowding at the Broadmeadow School, and expanding the Integrated Preschool Program to accommodate projected enrollment needs. Based on the 2014 FSNC projections, if Needham were to implement full-day Kindergarten today, there would be an immediate shortage of up to four classrooms¹. Additionally, the 2012 Dore & Whittier Pre-Feasibility Study for Mitchell and Hillside Schools recommended that the District reduce the size of the student population at Broadmeadow School to fit within the school's 24 existing classrooms and increase the Mitchell and Hillside populations to a similar capacity. This recommendation would allow the District to rebalance its student population and relieve the pressure that rapid enrollment growth in these two districts places on class size. Finally, there is a need to allocate up to two additional classrooms at Newman School to the District's Preschool Program, to accommodate projected preschool enrollment. These objectives can only be met by renovating/expanding the Hillside and Mitchell schools, in conjunction with one another. It is important to state this need regularly to both the MSBA and the Needham community.
4. Updating and refreshing the SOI allows the Town to identify upgrades, deficiencies, and needs in its buildings. This information, in turn, allows the MSBA to better understand community needs in the Commonwealth as they work to provide funding for school projects.
5. Finally, updating and submitting the SOI is a strong and powerful signal to Needham's parents and taxpayers that the Town is serious about securing funding for school projects that have been identified as requiring expansion, renovation, and/or reconstruction.²

At the same time, there may be one or two reasons not to file. For example, in the unlikely event the MSBA invites the Town of Needham in FY16 to participate in a new project for Mitchell before the MSBA even has a Project Funding Agreement for Hillside, then the Town would be faced with significant costs for two school projects, which might compete for funding with other identified Town needs. Of course, communities can always pull out of the SOI process at any time should the community decide it is not ready to pursue a project with the MSBA.

The School Committee respectfully asks the Selectmen to review the draft SOI and subsequently vote to support its submittal to the MSBA in time for the April 9, 2015 deadline. I am happy to discuss the FY16 SOI and the SOI process at your next meeting.

¹ Based on the 2014 Future School Needs Enrollment projections for elementary students, the District projects that up to

² Kaestle Boos (1998), DiNisco (2006), and HKT (2014).

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2015 Statement of Interest

Thank you for submitting your FY 2015 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer*. Please make sure that **both** certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

**Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

School Committee Vote: Submittal of all SOIs must be approved by a vote of the School Committee.

For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.

Municipal Body Vote: SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.

Regional School Districts do not need to submit a vote of the municipal body.

For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

CLOSED SCHOOLS: Districts must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.

If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

ADDITIONAL INFORMATION: In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Diane Sullivan at 617-720-4466 or Diane.Sullivan@massschoolbuildings.org.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 2/25/2015

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- ☒ The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- ☒ The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- ☒ The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- ☒ The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- ☒ After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- ☒ The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- ☒ Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- ☒ On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- ☒ The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- ☒ The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA. If Priority 1 is selected, your Statement of Interest will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system.

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

Chief Executive Officer *

Kate Fitzpatrick

Town Manager

(signature)

Date

School Committee Chair

Michael Greis

(signature)

Date

Superintendent of Schools

Dan Gutekanst

(signature)

Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 2/25/2015

Note

The following Priorities have been included in the Statement of Interest:

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☒ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☐ Prevention of severe overcrowding expected to result from increased enrollments.
5. ☐ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☒ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☒ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: Renovation/ Addition

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: William Mitchell

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 12/1/2014

Planning Firm: HKT Architects 2014; DiNisco Design 2006; Kaestle Boos 1998

Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:

The scope of this project is to renovate/replace the Mitchell School and increase its capacity to 528 students, for the purpose of addressing extreme overcrowding and other building deficiencies. This project has been identified in several Town facilities plans: Town-wide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (5/15/1998, KBA); Facilities Master Plan – Town of Needham, DiNisco Design Partnership (11/15/ 2006, DDP); Comprehensive Facilities Assessment- Mitchell & Hillside Schools, Dore & Whittier Architects Inc. (8/22/2011, DWA); and the Pre-Feasibility Study – Mitchell & Hillside Schools, (7/6/2012, DWA.) In addition, Mitchell School is mentioned in a Master Plan update by HKT Architects, Inc. (2014.) The Town of Needham updates its Facilities Master Plan about every decade. The 1998, 2006 and 2014 master plans all have identified the need to renovate/replace the Mitchell School to address overcrowding and other building deficiencies. In addition, a current condition assessment of the Mitchell School was completed by DWA in 2011. The Comprehensive Facilities Assessment report included evaluations by the following professional (A&E) disciplines: Site (Civil and Landscape), Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Hazardous Materials and Energy Savings, with a cost analysis of both short-term and long-term improvements. The most urgent and immediate maintenance and repair recommendations have been incorporated into the Town's five-year Capital Improvement Planning (CIP) and budgeting process. However, the Facilities Assessment also made clear that the Mitchell School is a high priority for a comprehensive building renovation/ or replacement project, due to the age of the building (60+ years), deficiencies in the size and number of core educational spaces (42% under current MSBA standards for the permanent structure), inaccessibility of the school to handicapped students, noted deficiencies and/or end-of-life conditions in most building systems, poor energy performance, and site constraints. A copy of the Comprehensive Facilities Assessment is found in Appendix B. In 2012, DWA was commissioned to complete a Pre-feasibility Study of the Mitchell and Hillside Schools (2012, Appendix C.) The purpose of this study was to identify potential options for addressing the long-term facilities issues at each school and to initiate a public dialogue about the needs at each facility. We understand that, if this school is selected by MSBA, the feasibility study conducted jointly with the MSBA would restart the evaluation process. During the summer of 2014 the Town of Needham, at its own expense, constructed a modular classroom building adjacent to, but not connected to, the existing Mitchell School building. This 7,000 s.f. addition created five additional classrooms to temporarily reduce, but not permanently solve, the overcrowding problem at the Mitchell school. This addition accommodates two (2) Kindergarten rooms, two (2) half-size Kindergarten-After-School-Experience rooms (KASE) and one Art Room. The two KASE spaces were created by subdividing one of the main rooms into two halves. The former Kindergarten rooms in the existing building have been repurposed into a Music Room and an Occupational Therapy (OT) / Special Education (SPED) room. The former undersized Art room has been repurposed as a reading specialist room and office space for two part time Spanish teachers. The former OT/SPED space has been repurposed into a shared administrative and conference room space. The modular classroom addition is a temporary "band aid" that helps to reduce some of the severe overcrowding at Mitchell while the District awaits a more comprehensive repair and/or replacement of the School. This addition has helped reduce the space deficiency from 42% undersized to about 32% undersized for the Mitchell student population, when compared to current MSBA standards.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 23 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

The District's Master Educational Plan is an element of the Town's Master Plan, the most recent update for which occurred in 2014 by HKT Architects. In addition, the following studies have been conducted to address the long-term needs of Hillside School: Comprehensive Facilities Assessment (DWA, 2011); and the Mitchell & Hillside Schools Pre-feasibility Study (DWA, 2012.)

Is there overcrowding at the school facility? YES**If "YES", please describe in detail, including specific examples of the overcrowding.**

Compared to MSBA standards, the Mitchell School is undersized by 42%. (When the new modular classrooms are included, the deficit drops to 32%.) As noted in the Comprehensive Facilities Assessment (DWA, 2011), specific educational spaces are undersized in comparison to current MSBA standards by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%) and former art room (-53%.) The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing and the temporary modular classrooms installed in 2014.

Additionally, there is a significant lack of remedial/tutorial and special education spaces. Small group instruction often occurs in stairways, corridors and storage rooms. Currently, the reading and spanish teachers share a small office. Students must walk through general education classrooms to access the math coach and special education spaces. Special education parent meetings often occur in spaces that are shared by other service providers, which has created a confidentiality issue for the students being seen at that time. In addition, Occupational Therapy (OT) has limited, shared space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for some students. This leads to inequity among buildings, with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions often are interrupted or displaced by team meetings. Finally, the undersized and inadequate spaces mean that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEPs require separate testing space.

Due to the lack of appropriate specialized program space, Spanish and Media/Technology education are delivered in a way that compromises the educational program. Twice per week, Physical Education (PE) is taught in the cafeteria, on the stage. This arrangement limits the availability of the stage/cafeeteria space for school wide events, or special joint classroom events that need larger spaces to only two afternoons per week. Also, the stage is not handicapped accessible, which limits student access and makes it difficult for the PE teacher to move equipment on or off the stage for class. PE classes are bothered by the noise from the kitchen, the motors from the vending machines and milk cooler and the raising and lowering of tables by the custodian. The Media Center size is problematic because the limited size and specific layout require computer and media classes to run simultaneously within the same space with no sound separation. The school has no separate performance space.

Mitchell does not have adequate space to offer full-day Kindergarten.

Finally, there is inadequate space for administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TST team, School Council, and parent groups.

To remediate the space shortage at Mitchell School on a temporary basis, the District constructed four temporary modular classrooms at the Mitchell School facility, which opened in Fall, 2014. The modular classrooms house the Kindergarten classes, as well as the KASE and Art.

Has the district had any recent teacher layoffs or reductions? YES**If "YES", how many teaching positions were affected? 2**

At which schools in the district? Newman Elementary, Needham High School, Pollard Middle School, Hillside Elementary

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

FY13: 1.0 FTE Newman classroom teacher, 0.06 FTE NHS Nurse. FY15: 0.4 Middle School Teacher FY16

Proposed: 0.5 Hillside Kindergarten Teacher

Has the district had any recent staff layoffs or reductions? YES

If "YES", how many staff positions were affected? 2

At which schools in the district? Needham High School, all Elementary

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

FY13: 1.0 FTE NHS Special Education Teaching Assistant FY15: 1.0 FTE Elementary Teaching Assistant

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

The teacher/staff reductions in FY13 were in response to changes in Newman School enrollment and High School student support services requirements. The changes had no impact on program, class size, or curriculum. The FY15 reductions were due to fiscal constraints, but did not substantially modify the program. The FY16 proposed reduction is in response to projected enrollment.

Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee's voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second week in May. The fiscal year begins July 1. The aforementioned budget reductions do not have an impact on school facilities or class size. Generally, they result in fewer opportunities to engage in District-wide curriculum development; reduce the number of paid co-curricular faculty adviser and coaching opportunities; reduce the amount of professional development resources available to teachers; reduce educational supplies for teachers; and reduce the District's ability to respond to special education van replacement needs.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Mitchell Elementary School was originally designed in 1949 and constructed in 1949-50 as a one-story brick and steel frame elementary school with a pitched roof and an "I-shaped" floor plan. In 1959, a series of additions were made that included: 1) eight classrooms on the east side of the existing building with two connecting corridors, creating an interior courtyard space, 2) a second Kindergarten room on the southwest corner and 3) a gymnasium on the NW corner of the original building. The 1969 addition included the library, toilets and six classrooms to the northeast end of the 1959 wing. The 1959 and 1969 buildings were constructed with flat roofs.

To remediate the space shortage at Mitchell School on a temporary basis, the District installed four temporary modular classrooms at the Mitchell School facility, which opened in Fall, 2014. The modular classrooms house the Kindergarten classes, as well as the KASE and Art programs.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

49027

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Mitchell Elementary School is located in a residential area of Needham, with its primary address at 187 Brookline St. The 12.47 acre parcel has about 8.35 acres that are viable for the school building, parking and field uses. The site is about twice as long (1,100 ft.) in the east-west axis as it is wide (550 ft.) on the north-south axis. The school building sits roughly in the middle of the lot with a setback of 150 feet to Brookline Street and 120 feet to Tower Ave. The site has about 620 ft. of frontage onto Brookline St. and 45 ft. of frontage at a back entrance on the north side onto Tower Avenue. Each point of access has sidewalks, a car drop-off loop and parking, but there is no interconnecting road between the north and south sides, except for emergency access over broad sidewalks and the playground on the west side of the school. The majority of the Mitchell Elementary School students walk to the school, due to the proximity of houses to the school and the compactness of the Mitchell School District. The neighborhood is zoned as SRB single family residence-B, which allows for quarter acre lot sizes. As a result, it is one of the more densely populated single family districts in Town.

The existing school parcel has a dense stand of trees on the east, where the land drops off by about 25 feet to a wetland area. On the west side, at the edge of the open playing field, there is an adjacent Town-owned lot with a park called "Mitchell Woods," a heavily wooded sloping parcel, which slopes 50 feet down to James Ave.

The site has about 89 car parking spaces. The northern lot with 33 parking spaces, including 3 handicapped spots, is used primarily for teachers. The cul-de-sac accessed from Tower Ave. is used mainly for student drop-off / pick-up by parents. The front entrance loop on Brookline St. is used for student drop-off and pick-up by car. Six parking spaces are on the east side of the Brookline St drive, plus one handicapped space. The rest of the parking spots (49 spaces) are located in a lot that abuts Brookline St to the southwest of the school building. On-street parking is restricted near the school. There is a limited drainage system for moving storm water off the site, however, it does not meet current NPDES stormwater standards.

There is an 80ft x 130ft hard-surfaced play area adjacent to the 1949 wing on the west side of the building, with an

adjacent paved basketball court that was relocated near the back parking lot to make way for the modular classrooms. A playground with swings and play structures is adjacent to this play area and further to the west are two 60 ft baseball diamonds in an open playing field. The school is the only use on this parcel of land.

Utilities serving the school come mainly from Brookline St. There is municipal water and sewer service including: four-inch cast iron water main; a six-inch cement sewer from the original building and a six-inch asbestos cement sewer from the 1968 addition. There is a two-inch gas line in Brookline Street near the school, which is not yet connected to the school. A twenty-year-old, double-walled underground 10,000-gallon oil storage tank is located within the planted circle at the front of the building, with iron supply piping to the basement boiler room.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

The William Mitchell Elementary School, 187 Brookline Street, Needham, MA 02492

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Building Envelope:

The building envelope varies depending upon the phase of construction. There is little or no insulation within the walls and the exterior brick walls are in fair condition with some areas in poor condition. The original structure shows the least deterioration, with a small amount of efflorescence and brick decay. The 1959 addition shows some efflorescence and fungal growth on the exterior and there is evidence of brick settlement and cracking in several locations. Deterioration of the exterior surface was observed in areas of the 1959 and 1969 additions. Repointing is needed in many areas.

All of the window glazing within the building is single glazed and therefore very energy inefficient. Windows in the original building are steel sash with 'hopper style' venting at both the top and bottom of the window units. In the 1959 addition, the windows are a mix of steel frame and wood frame. Several of the wood windows are close to the grade and show signs of wood rot. The 1969 wing metal frame windows have evidence of rust and are allowing water to enter some of the window frames. The building envelope is very energy inefficient, when compared to contemporary codes and energy standards. Comprehensive replacement of all windows and most walls would be required to meet contemporary energy codes.

Grills and vents around the school are damaged and are being replaced under the current maintenance plan, as these are affecting the performance of existing mechanical systems. Many exterior doors around the building have been replaced; however these new insulated fiberglass panel doors have been set within the existing metal frames, which are in poor condition. Some of the remaining existing doors are original to the building and further replacement is required.

Building Structure:

1949 Building - The original building was constructed about 4 ft above grade, with a utility basement for boilers and storage at the front of the building and a crawl space beneath the rest of the building. Foundations are traditional, cast-in-place concrete with interior concrete pilasters on footings and concrete walls around the perimeter of the structure. The ground floor structure consists of exterior masonry walls and eight-inch wide flange steel columns and beams supporting roof framing of trusses with eight-inch and ten-inch steel purlins. The roof substrate has 1-½ inch wood planking spiked to the purlins and trusses. The exterior walls appear to be solid brick with steel lintels supporting the brick veneer.

1959 Addition - The single story wing has a flat roof. Foundations are traditional cast-in-place concrete with a four-inch cast-in-place concrete un-insulated floor slab. The roof framing is supported on steel columns both on the corridor and exterior. Twelve-inch girders and ten-inch deep steel beams support fourteen-inch deep open web steel joists thirty – inches on center with perlite on steel-tex decking. The exterior walls have curtain wall with masonry to sill level consisting of various materials including solid brick and concrete breeze block. Masonry cavities vary from one-inch to two –inches, typically without any insulation.

1969 Addition - This single-story flat-roofed classroom section has traditional un-insulated cast-in-place concrete foundations and a four-inch un-insulated slab on grade. Steel columns and beams support open web steel joists at four-feet on center and 1- ½ inch deep steel decking. The structural frame is in sound condition, but would not meet

contemporary seismic code requirements. While the roof probably meets current loading requirements, any new roof top equipment would require structural assessment prior to installation. The building was not designed for the addition of any future stories. Any major renovation would require lateral stabilization of the exterior and interior masonry walls to meet contemporary seismic codes and limit removal of any existing lateral bracing and walls within the structure.

Roof:

The 1949 building has a pitched roof with asphalt shingles, while both of the additions have flat, internally-drained roof systems with built-up roofing. The asphalt shingle roof is about ten-years old, while the flat roof sections of the building are original to their phase of construction. There was approximately 2-3" of insulation above the ceiling in the original building, and an additional 6 to 8 inches of insulation were added last summer to improve energy efficiency and maintain better temperature control of these classrooms. The flat roof additions have only 2 inches of rigid insulation on top of the metal roof deck with built-up asphalt and gravel roofing materials. The rigid roof insulation thickness would need to triple in depth to meet contemporary codes. In conclusion, the envelope of the building is reaching the end of its useful life and does not meet contemporary energy code requirements.

See Attachment A.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? YES

Year of Last Major Repair or Replacement:(YYYY) 2001

Description of Last Major Repair or Replacement:

The exterior of the Mitchell school was painted, in its entirety, in 2012. In 2000 and 2001, major structural repairs were made to the concrete block walls between Room 22 and 23 and Rooms 20 and 21.

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 20664

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

1949 wing: Pitched roof with asphalt shingles

Age of Section (number of years since the Roof was installed or replaced) 18

Description of repairs, if applicable, in the last three years. Include year of repair:

The sloped roof was last replaced in 1997.

Roof Section B

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 17280

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

1959 wing: flat, internally-drained roof systems with built-up asphalt and gravel roofing

Age of Section (number of years since the Roof was installed or replaced) 8

Description of repairs, if applicable, in the last three years. Include year of repair:

All flat roofing was replaced in 2007. The new roof has a life expectancy of 20 years and should be replaced in 2027.

Roof Section C

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet) 11083

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

1969 wing: flat, internally-drained roof systems with built-up asphalt and gravel roofing

Age of Section (number of years since the Roof was installed or replaced) 8

Description of repairs, if applicable, in the last three years. Include year of repair:

All flat roofing was replaced in 2007. The new roof has a life expectancy of 20 years and should be replaced in 2027.

Roof Section D

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section E

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section F

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section G

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section H

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section I

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section J

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section A

Is the District seeking replacement of the Windows Section? YES

Windows in Section (count) 76

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

1949 wing: steel sash with 'hopper style' venting; All windows single glazed

Age of Section (number of years since the Windows were installed or replaced) 61

Description of repairs, if applicable, in the last three years. Include year of repair:

Original windows.

Window Section B

Is the District seeking replacement of the Windows Section? YES

Windows in Section (count) 85

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

1959 wing: mix of steel frame and wood frame; All windows single glazed

Age of Section (number of years since the Windows were installed or replaced) 56

Description of repairs, if applicable, in the last three years. Include year of repair:

All windows in the gym were replaced in 2006 with polycarbonate windows. In 2012, the gym windows were replaced with thermal pane windows.

Window Section C

Is the District seeking replacement of the Windows Section? YES

Windows in Section (count) 18

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

1969 wing: metal frame; All windows single glazed

Age of Section (number of years since the Windows were installed or replaced) 46

Description of repairs, if applicable, in the last three years. Include year of repair:

Original windows

Window Section D

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section E

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section F

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section G

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section H

Is the District seeking replacement of the Windows Section?**Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section I****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section J****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).****Mechanical Systems**

The building is heated with two, cast iron, sectional-type HB Smith low-pressure steam boilers, which burn #2 fuel oil. One boiler was replaced in 1997. The total capacity of both boilers is approximately 6,000 lbs/h of steam or 5,700 MBH. The fuel system for the #2 oil is supplied by a 22-year old 10,000 gallon underground storage tank (UST). Fuel oil enters the boiler room and is distributed to each boiler by three fuel oil pumps. Distribution piping in the boiler room is about 15 years old, but the piping is original elsewhere in the building and is in fair condition. One new boiler was installed in 1997, but the other boiler is about 10 years older. In 2013, gas service and salvaged dual fuel burners from the Pollard School were installed to enable use of gas or oil for heating the building.

There is no central air conditioning system within the building. The classrooms get outdoor air and heating from the 1968 floor-mounted unit ventilators. General heating is provided by finned tube radiators and convectors along the perimeter walls of the building. The radiators and convectors are original to their phase of construction. The 1968 addition has a hot water hydronic loop, which serves the unit ventilators in that section of the building and uneven heating in the most remote spaces is an ongoing problem. Some classrooms have window-mounted air conditioners, which have blocked or used operable windows within the room. These air conditioners are in fair or good condition. The modular classrooms have electric heat pumps (6 units) that provide both heating and cooling. Generally speaking, all of the HVAC systems (with the exception of those in the modular units) are in poor to fair condition and reaching the end of their useful lives.

Electrical Systems

The building is supplied by an underground electrical service with a 208Y/120 Volt, 3-phase, and 4-wire supply. In the basement, the electric service is split into a metered 400 Amp section and a metered 200 Amp and 100 Amp section. The panels and switches appear to be original. All panels are full and there are no empty circuits or spaces for new circuits. Certain circuits within the school trip the breakers during AC operation, and no expanded service to classrooms for enhanced technology is currently possible. The circuit breakers and main service are obsolete and unavailable, making maintenance impossible. Upgrades would require comprehensive replacement of the electrical service, and the existing electrical service is not adequate to support the growing technology and HVAC needs of the school.

The fire alarm system is a zoned analog type system manufactured by FCI, in fair condition. System components include outside beacon, Knox-box, pull stations, heat detectors, horn /strobes. The system does not have smoke detectors, only heat detectors, but is in good operating condition.

The school has a public address system with an integrated bell, which operates throughout the building, and functions

properly. A clock system is in place with 90% of the clocks functioning properly. The lighting within most of the classrooms is surface-mounted 2-lamp 1ft x 4ft fluorescent light strips with prismatic lens placed in rows about 4 to 8 feet apart. The lighting is functional and in fair condition throughout the school. The modular classrooms have their own independent 600 amp electric service. Heating, cooling and lighting are all provided by electricity.

See Attachment A

Boiler Section 1

Is the District seeking replacement of the Boiler? YES

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Heating Oil

Age of Boiler (number of years since the Boiler was installed or replaced) 6

Description of repairs, if applicable, in the last three years. Include year of repair:

Oil tanks were replaced in 1992-1993. In 2009, Boiler Number 1 was replaced and the boilers, univents, and air handling units were upgraded to digital control. Also in 2009, the piping in crawl spaces and in the boiler room were insulated, exterior air leaks were sealed, and a Rentar catalyst unit was installed. In 2013, boiler burners converted to dual fuel oil and natural gas-fired units and hot water heater replaced with natural gas-fired unit.

Boiler Section 2

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 3

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 4

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 5

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 6

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 7

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 8

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 9

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 10

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2005

Description of Last Major Repair or Replacement:

Partial repair/replacement: Window air conditioning units were installed in 2004 and 2005. The rooftop HVAC unit above the Media Center was replaced in 1998. Modular classroom equipment is all new in 2014.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2009

Description of Last Major Repair or Replacement:

In 2006, there was an electrical update that included all exit signs and emergency lighting, safety upgrades to several electric distribution panels, rewiring 1 main distribution circuit, rebuilding 1 flush wall mounted electrical sub-panel in the

1968 corridor, and replacing cafeteria fans. The kitchen was wired for a new convection oven in 2009. The intercom, clock, and bells were updated in 1997, and the lights and ceilings were updated in 1983-1985. The media center was rewired in 2005. The electrical fixtures in the Kindergarten were replaced in 1985. Modular classroom service is all new in 2014.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior

The floor in the main corridor of the original 1949 building is 1ft x 1ft ceramic tile. It is original to the building and in good condition, although this floor can be slippery when wet, since it has aged and gotten smoother over the years. Classrooms and offices within this wing have VCT flooring in good condition. The flooring throughout the corridors and classrooms in the 1959 & 1969 additions are Vinyl Composite Tile (VCT) and are well maintained. The low-pile carpet in the Media Center is in good condition, except near the entrance to the room where some of the carpet squares are lifting due to heavy wear. Bathroom floors are ceramic tile, in good condition. The gymnasium floor is hardwood, in good condition. Many of the interior walls in the original wing are constructed of 4" steel stud with plaster finish. They are generally in good condition, except for a few locations with cracking or peeling due to prior water damage. In the 1959 addition, the interior walls are constructed of structural CMU block walls. Because of the limited insulation within the exterior walls and single-glazed windows, it can be uncomfortable to sit near the exterior walls in winter.

Most ceilings are in good condition although water damage and staining from HVAC units is visible in certain areas. Glue applied perforated ceiling tiles are installed in several of the original areas of the building and are in poor condition. Ceiling tiles in the school kitchen are not washable and therefore inappropriate for that location.

The interior doors throughout the building are largely original to their date of construction. From a handicapped accessibility point of view, many doors in the school lack the clear floor area and proper hardware to meet contemporary codes. Few of the interior doors in the school are fire rated, as would now be required. Many of the doors lack proper handles and panic hardware to meet contemporary accessibility and egress codes. Comprehensive replacement of all interior doors would likely be required as a part of any major renovation.

Building codes have changed significantly since the original construction and additions to the Mitchell School. While the building has several ramped access pathways into the building, not all of the spaces within the single story building are accessible for people with disabilities. The Gymnasium and Music room are only accessible by stairs or by walking outside and around the building. The PE program is forced to use the stage in the Cafeteria twice per week, due to lack of available space in the building. This elevated platform has no ramp or lift access. Retrofits have been attempted to make the bathrooms partially compliant with ADA and MAAB criteria, but many restrooms are still missing proper entrance clearances, stall sizes, grab bars, insulated pipes at the sinks, urinals at proper heights, dispensers at proper heights, entrance and turning radii clearances, pull side clearances at entry doors and the correct door hardware.

Technology

Technology distribution through the building has been retrofitted over the past two decades and is minimal in comparison to other modern classrooms in the District and current MSBA standards. Technology distribution is further constrained by the lack of/and improper location of many power receptacles, as well as the inability to add new power receptacles. White boards typically require rubber floor strips to hide power and IT cables. The school does not have sufficient available space to have a full computer lab. Therefore, an area within the Media Center contains multiple computers for training, but this area has no sound separating walls.

Hazardous Materials

The Public Facilities Department has an ongoing plan for the assessment and remediation of hazardous materials in the school. The floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Hard joint insulation of heating pipes was found to contain asbestos in various locations. The asbestos has been remediated and removed from the boiler room, but ACM's still remain in the utility tunnels. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and PCB's and would require abatement as a part of repair / replacement. Other locations assumed to contain asbestos are wall and door framing caulking, unit vent grill caulking, blackboard glue, underground waste water pipes, damproofing on foundation wall, and thru-wall flashing.

Tubes within light fixtures, exit signs, switches, and thermostats are assumed to contain Mercury. The painted surfaces are assumed to contain lead. All of these materials would need to be addressed during a comprehensive repair or replacement project.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current programs offered and grades served, and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Students in Grades K-5 receive the regular elementary curriculum, including Art, Music, Media, Technology and Physical Education instruction. Special needs instruction is provided on an integrated and pull-out basis.

Currently, Mitchell does not have adequate space to offer full-day Kindergarten. Additionally, due to lack of space, small group instruction often occurs in inappropriate locations, such as stairways, corridors and storage rooms and multiple teachers share special education classroom spaces. The use of shared space to hold parent meetings has created a confidentiality issue for the students being seen at that time. In addition Occupational Therapy (OT) has limited, shared space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for some students. This leads to inequity among buildings, with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions often are interrupted or displaced by team meetings. Finally, the undersized and inadequate spaces mean that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEPs require separate testing space.

Due to the lack of appropriate specialized program space, Spanish and Media/Technology education are delivered in a way that compromises the educational program. Twice per week, Physical Education (PE) is taught in the cafeteria, on the stage. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces to only two afternoons per week. Also, the stage is not handicapped accessible, which limits student access and makes it difficult for the PE teacher to move equipment on or off the stage for class. PE classes are bothered by the noise from the kitchen, the motors from the vending machines and milk cooler and the raising and lowering of tables by the custodian. The Media Center size is problematic because the limited size and configuration for computer and media classes to run simultaneously within the same space with no sound separation. The school has no separate performance space.

In addition, there is inadequate space for administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TST team, School Council, and parent groups. The Psychologist works in a 50 s.f. space next to the nurse's office and bathroom, where work is distracted by conversations and bathroom noises.

Finally, other building deficiencies have a negative impact on the educational program, including: a) the inadequate electrical system, which limits the ability to add technology, since there are no available circuits in any of the electrical panels, or to add hubs that make the building wireless, b) the heating system is insufficient, requiring children to wear coats in classrooms where the temperature drops below 68 degrees, and c) the intercom does not reach all areas of the school in an emergency.

The temporary modular classrooms are separate from the main school requiring students to go outside to get to the art room and for kindergarten classrooms.

CORE EDUCATIONAL SPACES: Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science

rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

The core educational spaces include the following:

Classrooms:

1959 wing (870 avg s.f.): 4 Grade 3, 1 Grade 4, 2 Grade 2, 1 Special Education

1949 wing (780 avg s.f.): 2 Grade 2, 4 Grade 1, 1 Grade 5 (Reading Room, Music Room & SPED Room)

1969 wing (980 avg s.f.): 3 Grade 4, 3 Grade 5

No science room

Four temporary modular classrooms opened in Fall 2014, each 1200 sf: 2 Grade K, 1 Art, 1 classroom split in half for 2 KASE rooms.

Common Areas:

1 Gymnasium

1 Cafeteria/Auditorium (Music instruction delivered on stage, since no dedicated music room), 2400 sf.

1 Kitchen

1 Media Center

Student Support/Other Instructional:

2 Special Education/ Guidance/ Occupational Therapy

1 Nurse Suite

Administration:

3 Administration

1 Teacher Break Room

1 Storage

CAPACITY and UTILIZATION: Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011) and current MSBA standards. The current enrollment is 490 students, creating a space deficiency of over 42%. As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), and former art space (-53%). The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing, and the new classrooms in the modular classroom building. The Media Center also is used concurrently for computer and media instruction.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms. The use of moveable partitions allows special educators to share the same space, while working with students at the same time. Similarly, partitions are used to screen off a classroom from students who walk through the room to access specialized education support. The need for space for student lunch groups and testing during MCAS administration periods has been met by setting up tables and chairs in hallways and entrances. Guidance and other support services meet with students in the repurposed Kindergarten room, but the office style dividers do not provide acoustical separation of the multiple specialties in this room.

To mitigate the lack of storage, many teacher materials have been moved to the basement, or are stored in hallways or mechanical/electrical spaces. In addition, a storage shed was installed near the building, to store auditorium chairs.

To remediate the space shortage at Mitchell School on a temporary basis, the District installed four temporary modular classrooms at the Mitchell School facility, which opened in Fall, 2014. The modular classrooms house the Kindergarten classes, as well as the KASE Program and Art. The rooms previously occupied in the building have been repurposed for Music, Special Education, Occupational Therapy and Reading.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Town implemented a structured preventative maintenance program in 2009. This program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical, and general maintenance systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement, flooring replacement, and HVAC upgrades.

A chronology of capital repairs to the facility follows:

1997 – The intercom, clock, and bells were updated
 1998 – Hot water tank was installed
 1999 – Master fire alarm panel was upgraded
 2000, 2001 – Major structural repairs to concrete block exterior walls in some parts of the building
 2004 – Rigid insulation was installed to resolve drafts
 2004, 2005 – Window air conditioning units were installed
 2004, 2006 – Electrical updates and exterior light fixtures were added
 2005 – Media Center was rewired
 2006 – Entrance ramp outside room 1 was replaced
 2007 – Flat roofing was replaced
 2007 – Playground was re-patched and paved, and the rear entrance ramp and handrail were replaced
 2009 – Boiler #1 was replaced and mechanical system was upgraded
 2009 – Systemic plumbing corrections were made including installing low flow toilets
 2009 – In 2009 asbestos abatement was undertaken, floor tiles were replaced, and interior walls were painted
 2011 – Motion sensors installed
 2012 – Exterior doors were replaced
 2012 – All windows in the gym were replaced with polycarbonate windows
 2013 – Replaced hot water heater with gas-fired unit, converted boiler burners to natural gas units, asbestos abatement and re-insulation, repaired granite steps at main entrance, installed bathroom occupancy sensors, installed rear door awning, installed induction lights in parking lot, interior painting.
 2014 – new modular classrooms installed: free standing, 7,000 s.f. addition, used for 2 Grade K rooms, 1 Art room and one room divided in half for 2 KASE rooms. Former spaces in the building were repurposed for music, special education/occupational therapy, reading, and administrative meeting space.

A Comprehensive Facilities Assessment study was completed in 2011 for the Hillside, Mitchell, and Pollard Schools. Since most of Mitchell School's building systems are nearing the end of life, the study recommended that major upgrades be deferred to a comprehensive school renovation project. Ongoing maintenance is limited to those essential repairs, which are needed to extend the useful life of this facility, and are funded through the Town's five-year Capital Improvement Plan (CIP.)

Priority 2***Question 1: Please describe the existing conditions that constitute severe overcrowding.***

The calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011) and current MSBA standards. The current enrollment is 490 students, creating a space deficiency of over 42%. As noted in the Assessment report, the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%) and former Art space (-53%). The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing, plus the new classrooms in the modular building.

The number and configuration of classroom spaces for Spanish, Science and Media/Instruction are inadequate for the educational program. The size and configuration of the Media Center force computer and media classes to run simultaneously within the same space, with no sound separation. The school has no separate performance space in the building.

Additionally, there are insufficient remedial/tutorial and special education spaces. Small group instruction often occurs in non-traditional areas, such as stairways, corridors and storage rooms. Teachers often share office space. The Reading and Spanish teachers share a small office. In addition, students must walk through general education classrooms to access the math room and special education spaces. Special education parent meetings often occur in spaces that are shared by other service providers, which has created a confidentiality issue for the students being seen at that time. In addition Occupational Therapy (OT) has limited, shared space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for some students. This leads to inequity among buildings, with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions often are interrupted or displaced by team meetings. Finally, the undersized and inadequate spaces mean that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEPs require separate testing space.

Mitchell does not have adequate space to offer full-day Kindergarten. Additionally, the Kindergarten, KASE and Art classrooms are separated from the main building (in the modular classrooms), requiring students and teachers to go outside Art. There is no continuous covered walkway to shield students from inclement weather.

Finally, there is inadequate space for storage and administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TST team, School Council, and parent groups.

Priority 2

Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.

To help with overcrowding, the District constructed two temporary modular classroom on the paved playground space adjacent to the school during the Summer of 2014. These modular classrooms accommodate (2) Grade K classrooms, (2) half-sized KASE classrooms and (1) Art room. The rooms previously occupied by these classes have been repainted and refurnished for use as (1) Music room, (1) Special Education/OT room, (1) Reading room and (1) Administration/conference room.

Additionally, since the Gym is small, PE instruction occurs twice per week on the stage in the Cafeteria, which has resulted in compromises to the educational program. Staff must re-arrange the stage daily to accommodate the morning band classes, followed by PE classes and then band classes again the next morning. Before-school string classes have been moved to the Media Center, which limits Media Center prep time and displaces the math groups that otherwise would meet in the Media Center. The Media Center also is used concurrently for computer and media instruction.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms. The use of moveable partitions allows special educators to share the same space, while working with students. Similarly, partitions are used to screen off a classroom from students who walk through the room to access reading or specialized education support. The necessary space for student lunch groups and testing during MCAS administration periods is provided by setting up tables and chairs in hallways and entrances. Guidance and other support services sometimes meet with students in the hallway behind screens.

Additionally, to address the need for storage space, many teacher materials have been moved to the basement, or are stored in hallways or mechanical/electrical spaces. In addition, a storage shed was installed near the building, to store auditorium chairs and janitorial supplies.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The lack of sufficient space and deficiencies of the facility have created disruptions and compromises to the educational program at Mitchell School.

As noted above, classrooms are undersized and small group instruction is often delivered in stairways, corridors and storage rooms. The dual use of the core spaces often results in one educational program area being shortchanged, or creates conditions that are not conducive to learning. For example, PE instruction is partially delivered on the stage in the cafeteria. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces. The stage and gym are not accessible, which limits student access and makes it difficult for the gym teacher to move equipment off and on the stage for the gym classes. The lunch-time use of the cafeteria limits the ability of the gym teacher to give extra help to students during the teacher's planning time. The concurrent use of the Media Center for computer and media education creates a congested and noisy learning environment, which is distracting for students.

Additionally, there is a significant lack of remedial/tutorial and special education space. Small group instruction occurs in places which lack privacy and are distracting to students. The fact that classrooms are used as passageways to other spaces, also creates disruption to the learning environment. The use of shared office space for parent meetings has created a confidentiality issue for the students being seen at that time. Finally, the use of hallways and entrances for MCAS testing creates space, but not an environment, which is conducive to focus, concentration and student performance.

Finally, building deficiencies hamper effective administration of the building. As noted above, there is inadequate space for storage and administrative meetings, lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. The Principal's conference room doubles as an entrance way to the Principal's Office, as well as a space for meetings. The lack of appropriate meeting space leads to disruption and over-scheduling of the conference room. It also limits the Principal's access to the space for his own meetings with teacher teams, the TST team, School Council, and parent groups.

To remediate the space shortage at Mitchell School on a temporary basis, the District installed four temporary modular classrooms at the Mitchell School facility, which opened in Fall, 2014. The modular classrooms house the Kindergarten classes, as well as the KASE and Art programs.

Please also provide the following:

Cafeteria Seating Capacity:	176
Number of lunch seatings per day:	6
Are modular units currently present on-site and being used for classroom space?:	YES
If "YES", indicate the number of years that the modular units have been in use:	1
Number of Modular Units:	4
Classroom count in Modular Units:	4
Seating Capacity of Modular classrooms:	22
What was the original anticipated useful life in years of the modular units when they were installed?:	20
Have non-traditional classroom spaces been converted to be used for classroom space?:	YES

If "YES", indicate the number of non-traditional classroom spaces in use: 3

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters):

Yes. PE classes are delivered on the stage twice per week, due to the lack of space and the presence of two PE teachers in one small Gymnasium. In addition, the lack of remedial/tutorial and special education spaces has resulted in the use of non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms. The Media Center has dual use for computer training and media/library use.

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters):

The School District is committed to a K-5, 6-8, and 9-12 educational program and grade configuration. In 2009, consistent with this policy and to provide adequate space for the growing secondary enrollment, the District opened the High Rock School, a Sixth Grade Center designed to meet the needs of new middle school students, who are transitioning from five elementary schools into one middle school building. After completing the Grade 6 at High Rock, students continue their middle school experience at the Pollard Middle School, where they attend 7th and 8th Grades before transitioning to Needham High School. Both the 6th Grade Center and Pollard Middle Schools are at full capacity. The modular classrooms at Pollard are fully utilized now for 7th and 8th Grades.

Although the stand-alone Sixth Grade Center is a unique component of Needham's middle school model, it has been successfully integrated into the District's overall program and provides a gateway to the middle school experience for our students.

Finally, the School Committee is committed to providing full-day Kindergarten in Needham, through the successful renovation and reconstruction of its two remaining elementary schools. Due to a longstanding lack of space in the elementary schools, Needham has been unable to offer full-day Kindergarten to eligible students. Renovation and/or construction projects at the Hillside and Mitchell schools would ideally incorporate sufficient space to allow full-day Kindergarten in all of the District's schools.

What are the district's current class size policies (maximum of 500 characters)?:

School Committee Policy #IHB specifies that student/teacher ratios should be within the guidelines: 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

The physical constraints of the Mitchell School have impeded the educational program in a variety of ways.

As previously noted, classrooms are undersized, the number and configuration of spaces are problematic, and there is a significant lack of small group instruction space for remedial/ tutorial and special education. Some small group spaces are only accessible by walking through classrooms, which creates disruption in the learning environment. Occupational Therapy has inadequate space for gross motor activities. The school lacks a performance center, which limits student access to creative arts and other school-wide educational programming. Additionally, there is no dedicated computer lab, due to space constraints, and the size and configuration of the Media Center are problematic. Finally, there is inadequate space to implement full-day Kindergarten.

Deficiencies in the electrical system also cause periodic blackouts, which disrupt educational programming for students. As previously noted, the electrical system is largely original to the building, with no empty circuits. Overloads, created during AC operation, cause the circuits to trip and for portions of the school to lose electricity. The circuit breakers and main service are obsolete and unavailable, making maintenance impossible. Additionally, the lack of/ improper location of power receptacles throughout the building, limit future expansion of electricity and technology. The electrical system and most other building systems are nearing the end of their useful lives. The modular classrooms required a new independent electrical service, so as not to over tax the existing school.

The building is not equipped with an automatic sprinkler system. The existing water line is not large enough to provide sprinklers and the low floor to ceiling heights would likely constrain the installation of sprinklers. A fire suppression system is an important life safety system that should be in place in all public buildings.

The lack of an elevator and specific aspects of the building's layout mean that some areas of the School are not accessible by people with disabilities. The Gymnasium and Music room are only accessible by stairs or by walking outside and around the building. The PE program is forced to use the stage in the Cafeteria, which has no ramp or lift access. Many restrooms lack proper entrance clearances, fixtures and door hardware for accessibility purposes. This lack of accessibility limits access to the educational program for some children.

Finally, there are an insufficient number of meeting and storage spaces in the building. The Principal's Conference Room is used constantly by staff, students and parents. The use of this room also limits access to the Principal's Office, which can only be entered through the conference space. Storage is inadequate for the size of the facility.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

The Mitchell School has taken measures to mitigate many of the deficiencies noted above, but has not been able to address all problem areas.

To accommodate growing enrollment, the District constructed additions to the School in 1959 and 1969, which added classrooms, a gymnasium and a library. Additionally, four temporary modular classrooms opened in Fall 2014, to provide additional space for Kindergarten and art. However, teaching and learning continues in a school building that is approximately 42% undersized, for its population. (With the temporary modular units, the building is 32% undersized.) Future enrollment growth would likely require increases in class size, and/or moving music back to the stage. Additionally, small group instruction occurs in stairways, corridors and storage rooms, and classrooms. Service providers share program offices, which also are used for parent meetings.

Due to a lack of common space, the gymnasium, cafeteria/auditorium and Media Centers all are put to dual use, which often leads to conflicts and one program area being shortchanged. The lack of a dedicated computer lab has been partially mitigated by the use of the Media Center for computer instruction, however, the lack of sound separating walls make this a noisy environment for computer training and media instruction.

The lack of administrative and storage space has been only partially mitigated by the shared use of conference space (such as the Principal's conference room), and the use of hallways or mechanical/electrical spaces to store items.

The school has not been able, however, to mitigate deficiencies in many of the building systems or other areas. The Comprehensive Facilities Assessment indicated that a comprehensive repair/ addition project would be needed to address the following significant deficiencies: the age of the building (60+ years), deficiencies in the size and number of core educational spaces, inaccessibility to bathroom and certain core spaces, end-of-life conditions in most building systems, poor energy performance, site constraints, lack of compliance with contemporary building codes, such as automatic sprinklers, seismic structural design and roof snow loading. The report recommended a comprehensive renovation/addition project to address these needs, as well as the associated code-related upgrades that would be triggered, including life safety, energy efficiency, and accessibility improvements.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Although Mitchell is able to provide its educational program, the deficiencies of the facility and the resulting mitigating measures taken by staff have had a negative impact on the educational program for students.

Despite the fact that the building was enlarged in 1959, 1969 and 2014 to create additional space, the building remains undersized for its population. As previously noted, the calculated capacity of the school is 311 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011), current MSBA standards and allowing for the new modular classrooms. The current enrollment is 490 students, creating a space deficiency of over 42% (or 32% with the modulars.) As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), and former Art room (-53%). The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing and the new classroom in the modular building.

The dual use of common space also has created conflicts between program areas and disruptions for students. The Stage is used for gym instruction, which limits the availability of the stage/ cafeteria for school-wide or special joint classroom events. The Stage is not handicapped accessible, which limits student access, and makes it difficult for the gym teacher to move equipment on and off the Stage. The lunch time use of the Cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time. PE classes are bothered by the noise from the kitchen, the motors from the vending machines and milk cooler and the raising and lowering of tables by the custodian. Use of the Media Center also is problematic, because the size and configuration force computer and media classes to run simultaneously within the same space, with no sound separation. Before-school strings classes also have been moved to the Media Center, which limits Media Center prep time and displaces math groups that otherwise would meet in the Media Center.

In addition, the use of non-traditional spaces to conduct small group instruction creates space, but not a learning environment, that is conducive to focus, concentration and student performance. As previously noted, remedial/tutorial and special education instruction often occurs in stairways, corridors and storage rooms. Partitions are used to cordon off areas of some classrooms to permit access to the adjacent reading and small group instruction rooms, which creates disruption in the classroom environment. Tables and chairs are set up in hallways and entrances provide locations for student lunch groups to meet, or for MCAS testing, but are not ideal locations for either of these activities.

Service providers also share office space among themselves and parents, creating confidentiality issues for students. Currently, the Reading and Spanish teachers share office space. Special education parent meetings often occur in these shared spaces, where confidential information is being discussed. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced by team meetings. Occupational Therapy must provide gross motor activities in the hallway if at all. As a result, Mitchell is not able to house the OT equipment necessary for some students, which leads to inequity among buildings, with regard to OT services.

Finally, the lack of administrative office space and inaccessibility of the Principal's Office has created disruption for administrative personnel. The Principal's Office is only accessible via an adjacent conference room. This conference room is used by lunch groups, special education, reading testing and assessment, parent/teacher conferences, team meetings and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TST team, School Council and parent groups.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the

[City Council/Board of Aldermen,

Board of Selectmen/Equivalent Governing Body/School Committee] of _____ *[City/Town],* in

accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated _____ for the

[Name of School] located at

[Address] which

describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

; *[Insert a description of the priority(s) checked off*

on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]; and hereby further

specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *

Kate Fitzpatrick

Town Manager

(signature)

Date

School Committee Chair

Michael Greis

(signature)

Date

Superintendent of Schools

Dan Gutekanst

(signature)

Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

Supplemental Text for Statement of Interest, William Mitchell Elementary School, Spring 2015:

1. The following text is provided to supplement the description of the BUILDING ENVELOPE, found on page 11 of the SOI. Please add the following text after the description of the roof before the question about Exterior Walls:

Modular Classrooms:

The modular classrooms were constructed over the summer of 2014. The prefabricated building was constructed of 10 modular boxes placed on reinforced concrete footings and piers. The modulares are built of a steel frame with plywood deck, 2x6 exterior walls, and metal truss and wood 2x10 roof frame construction. The floor, wall and roof insulation meets or exceeds the Massachusetts energy code requirements. The exterior finish is painted cement board panel and clapboard on plywood sheathing. All exterior windows and doors have double pane energy efficient glazing. The roof is a single membrane EPDM with shallow pitch to gutters. The exterior ramps, stairs, railings and canopy are aluminum. Interior finishes include painted sheetrock walls, vinyl floor tiles, acoustic tile dropped ceiling. All six individual bathrooms are MAAB and ADA compliant - 4 for children and 2 for teachers. The building was designed so that it could be relocated and/or repurposed once a comprehensive redevelopment of the Mitchell School proceeds.

2. The following text is provided to supplement the description of the MECHANICAL & ELECTRICAL SYSTEMS, found on page 15 of the SOI. Please add the following text to the end of this section:

Plumbing

The building is supplied with a 4" water service line coming to the 1949 section of building from Brookline St. A 2" turbine water meter is located within the boiler room constraining flow. The water distribution system within the building is largely original piping and equipment. The original piping appears to be threaded red brass with more modern connections made of soldered copper tube and fittings. The main water service is over 50 years old and at the end of its useful life expectancy. The domestic hot water heater is supplied from an oil-fired storage water heater located within the Boiler Room. The vertical 84-gallon storage tank with insulation jacket has a front-mounted 315 MBH burner assembly capable of a recovery capacity of about 264 gallons per hour. While the water heater is functioning, it is nearing the end of its useful life. The cast iron, oakum and lead draining system and vent system are original to the building and at 40 to 60 years old are approaching the end of their useful life. The plumbing fixtures within the bathrooms are largely original with wall mounted sinks, toilets and urinals. The fixtures, faucets, and flow valves have been replaced if broken, but are largely past the end of their useful lives. Numerous deficiencies for handicapped accessibility exist within the bathroom layouts and for plumbing

[Type text]

Attachment A

[Type text]

fixtures within classrooms. These would require replacement to meet contemporary codes if the building were renovated. The modular classroom fixtures are new in 2014 and all six bathrooms are MAAB and ADA compliant.

Fire Protection

The building is not equipped with an automatic sprinkler system. The kitchen cooking hood is not equipped with a fixed fire suppression system. The existing water line is not large enough to provide sprinklers within the building, and the low floor to ceiling heights would likely constrain the installation of sprinklers.

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2015 Statement of Interest

Thank you for submitting your FY 2015 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer*. Please make sure that **both** certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

**Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
 - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
 - Regional School Districts do not need to submit a vote of the municipal body.
 - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

CLOSED SCHOOLS: Districts must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

ADDITIONAL INFORMATION: In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Diane Sullivan at 617-720-4466 or Diane.Sullivan@massschoolbuildings.org.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School Pollard Middle

Submission Date 2/25/2015

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- ☒ The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- ☒ The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- ☒ The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- ☒ The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- ☒ After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- ☒ The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- ☒ Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- ☒ On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- ☒ The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- ☒ The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA. If Priority 1 is selected, your Statement of Interest will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system.

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
Kate Fitzpatrick	Michael Greis	Dan Gutekanst
Town Manager		
(signature)	(signature)	(signature)
Date	Date	Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School Pollard Middle

Submission Date 2/25/2015

Note

The following Priorities have been included in the Statement of Interest:

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☒ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☐ Prevention of severe overcrowding expected to result from increased enrollments.
5. ☐ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☒ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☒ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: Renovation/ Addition

Is this SOI the District Priority SOI? NO

School name of the District Priority SOI: William Mitchell

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 12/1/2014

Planning Firm: HKT Architects 2014; DiNisco Design 2006; Kaestle Boos 1998.

Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:

The scope of this project is the renovation of and addition to the Pollard School, including: upgrading and replacing sections of the school that are obsolete and/or deficient according to current codes; and adding or renovating core educational spaces, which are not consistent with current MSBA standards, in order to provide the full range of programs consistent with state and approved local requirements. The Town's three recent Master Plans, the 5/15/1998- Townwide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (KBA), the 11/15/ 2006 – Facilities Master Plan – Town of Needham, DiNisco Design Partnership (DDP), and the 2014 Facilities Master Plan by KHT Architects (2014) all identified the need to renovate and add to the Pollard School to address size and condition deficiencies. Additionally, a Comprehensive Facilities Assessment, completed 8/22/2011 by Dore & Whittier Architects Inc. (DWA) examined the deficiencies of the science classrooms, auditorium, gymnasiums, and administrative office spaces in greater detail. The Comprehensive Facilities Assessment study was commissioned for the purpose of understanding the current condition of the Pollard School. It included evaluations by the following professional (A&E) disciplines: Site (Civil and Landscape), Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Hazardous Materials and Energy Savings programs, with a cost analysis for both short-term and long-term improvements. The short-term maintenance/repair recommendations (which address immediate or urgent needs) have been incorporated into the Town's Capital Improvement Plan (CIP,) and have received capital budget funding. However, the Conditions report made it clear that the Pollard School requires a comprehensive repair/addition project to address the following significant deficiencies: the age of the building (between 20 and 60 years), deficiencies in the size and number of some core educational spaces (particularly the science classrooms), the age of the temporary modular classrooms (now 12 years old), deficiencies in many building systems, and poor energy performance. The report recommended a comprehensive renovation/addition project to address these needs, as well as the associated code-related upgrades that would be triggered, including life safety, energy efficiency, and accessibility improvements. These deficiencies will be summarized within this SOI and a full copy of the Conditions Assessment Report is included as a reference in Appendix A.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 21 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

This project has been identified in several Town facilities plans: Town-wide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (5/15/1998, KBA); Facilities Master Plan – Town of Needham, DiNisco Design Partnership (11/15/ 2006, DDP); Comprehensive Facilities Assessment- Pollard Middle School, Dore & Whittier Architects Inc. (8/22/2011, DWA.) Pollard School also is mentioned in the Town's 2014 Master Plan update, by HKT Architects.

Is there overcrowding at the school facility? YES

If "YES", please describe in detail, including specific examples of the overcrowding.

The current enrollment at Pollard is 864 in FY15. A large number of classrooms are small and cannot accommodate more than 23 to 25 students. As a result, alternative spaces have been used for classroom instruction purposes. For example, due to the lack of music rooms, strings classes are held in the Lecture Hall, which in turn, has limited the use of that space. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Auditorium available for creative arts presentations or other large class presentations.

Additionally, the gymnasias are very crowded. Currently, the Pollard School schedules 3-4 classes of physical education concurrently in its two gym spaces. Class sizes range from 20 – 26 students, and as a result, there can be anywhere between 75 - 100 plus students in the gyms during one class period. The gyms are divided into courts for game play i.e., basketball courts, handball courts and volleyball courts during typical physical education classes. The number of courts is limited by the space. For example, only four basketball courts, four handball courts and five volleyball courts can be

created within the allotted space. Once students are divided into teams, there are not enough courts for everyone to play at the same time. As a result, students have to sit out and wait their turn to play. In our current situation, students are sitting out for approximately 1/3 of their class time, which contradicts our philosophy that students should remain active for at least 80% of their time in a physical education class. Ideally, a new gymnasium or alternative activity space is needed.

The locker rooms are small and do not safely accommodate the number of students who are scheduled to use them for their physical education classes. In addition, many of the gym lockers are damaged or broken beyond repair. Finally, the locker rooms were not well designed for supervision purposes. There is no office embedded within the locker room (as there is at the High School) for teachers to casually supervise while students are changing. As a result, teachers walk directly into the locker room to make sure students are behaving appropriately. A window (or office) discretely connecting the female physical education teacher's office with the girls' locker room and the male physical education teacher's office with the boys' locker room would give the teachers a better perspective on what is going on without them having to be directly in the locker room.

The Fitness Center also is small, although in 'good shape.' It can safely accommodate about 20 students at one time. With classes of 25 plus, however, it becomes almost impossible to use this space effectively. There is also a need for some aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center.

The current science rooms have not been updated since the early 1960's. Many of these rooms are small, and as a result, it is difficult to accommodate enough lab tables for the number of students who are currently enrolled.

Finally, the student and faculty bathrooms have not been updated in years. There are constant plumbing issues. With the increase in enrollment, the constant use of these bathrooms will increase.

Has the district had any recent teacher layoffs or reductions? YES

If "YES", how many teaching positions were affected? 2

At which schools in the district? Newman Elementary, Needham High School, Pollard Middle School, Hillside Elementary

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

FY13: 1.0 FTE Newman classroom teacher, 0.06 FTE NHS Nurse. FY15: 0.4 Middle School Teacher FY16 Proposed: 0.5 Hillside Kindergarten Teacher

Has the district had any recent staff layoffs or reductions? YES

If "YES", how many staff positions were affected? 2

At which schools in the district? Needham High School, all Elementary

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

FY13: 1.0 FTE NHS Special Education Teaching Assistant FY15: 1.0 FTE Elementary Teaching Assistant

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

The teacher/staff reductions in FY13 were in response to changes in Newman School enrollment and High School student support services requirements. There was no impact on program, class size or curriculum, resulting from the changes. The reductions proposed for FY15 are due to fiscal constraints, but do not substantially modify the program. The FY16 reduction was in response to projected enrollment.

Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee's voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second week in May. The fiscal year begins July 1. The aforementioned reductions have not had an impact on school facilities. The impact on class size and the elective program is detailed above. Other budget reductions have resulted in fewer opportunities to engage in District-wide curriculum development and teacher professional development; reduced the number of paid co-curricular faculty adviser and coaching opportunities for High School students; reduced the amount of middle school computer technician support (resulting in longer wait times for staff); and reduced the amount of District-level teacher leader support for English Language Arts/targeted reading support. Other clerical reductions forced consolidation/re-organization of existing tasks onto fewer individuals and tighter educational supply budgets.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Pollard Middle School was constructed in 1956 with major additions/ renovations in 1968 and 1992, which nearly doubled the original size of the school. A series of additional renovations were completed in the 1990's including: 1996 - handicapped accessibility renovations; 1998 - air balancing and 1999 - HVAC / electrical system improvements. In 2002, ten modular classrooms and toilets were added to the south of the existing building, with a ramp connection to the lower level of the 1968 wing. The roof was replaced in 2011 as part of the MSBA Green Roof repair program. Parking was added adjacent to the sports fields with a driveway for busses to Dedham Ave in 2011-12, with some renovations to the modular classrooms. Boiler replacement was completed during the summer of 2013, as part of a strategic investment plan for energy efficiency renovations for the facility.

The building has always functioned as a middle school, and at one time contained Grades 6, 7 & 8. However, due to overcrowding, the 6th Grade was moved to the High Rock School in 2009. The building currently serves the 7th and 8th Grades, with 864 students utilizing all available space within the building.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

147224

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Pollard Middle School is located in a residential area of Needham, with a main entrance at 200 Harris Ave. It has a west side entrance and parking area accessed from Glenwood Rd. The school is located on a 15.6 acre parcel of land near the center of Needham. The building footprint occupies about 16% of the site area. The trapezoidal shaped property has 725 feet of frontage onto Harris Ave on the north, residential abutters to the east and west, and an M.B.T. A. railroad embankment on the south. There are two "paper road" right-of-ways along the western boundary, Mayo Drive and Glen Terrace, which are Town-owned but undeveloped, except for two abutter driveways. The land terraces down in elevation from north to south by about thirty feet. A pedestrian underpass beneath the railroad embankment links the Pollard playing fields to the adjacent DeFazio Park sports playing fields.

The School appears to be one story tall from the main entrance on Harris Ave. However, due to the land contours, the central and west wings are actually two stories tall as seen from the secondary entrance to the site. The building sits in the northwest corner of the site, with a large stand of mature pine trees along the east side of the property. The southern side of the site is occupied by playing fields and a tennis court. The multipurpose field has a softball diamond with backstop and a multi-purpose soccer and field hockey playing area in the outfield. The southwest corner of the site is a wooded wetland which drains through a culvert beneath the railroad embankment to the south.

A bus drop off loop with two handicapped parking spaces and parking lot (44 cars) face Harris Ave. The lower parking lot has space for 66 cars including four handicapped spaces. Therefore the total striped parking on site is 110 spaces. While the 2011 site improvements reduced the parking deficiency on site, it still required a zoning variance, because a school of this size should have additional parking for about 65 cars. The parking facilities included drainage and water quality structures on the south side of the building, but the Harris Ave parking and bus loop remain deficient for drainage and water quality. The Town Engineering Department has studied opportunities for parking and drop off improvements,

but determined that these would need to be part of a larger repair/ addition project.

The two main north-south classroom wings and entry corridor frame a paved entrance courtyard facing Harris Ave. These wings also create an interior grassy courtyard on two levels with a small amphitheater. The two N-S classroom wings are connected by a main corridor and media center on the north and an upper level bridge on the south. There are several mature oak trees on the east and south sides of the building, and several mature pine trees on the north side of the school. The interior cafeteria overlooks the enclosed courtyard and students can eat outside in the good weather.

The school has pedestrian sidewalk access from Harris Ave, Dedham Ave and grass pathway access from DeFazio Park. Improvements to these pathways would be required to meet current Massachusetts Architectural Access Board (MAAB) requirements. The site walkways surrounding the building leading from Harris Ave to the playing fields are asphalt and in generally poor condition and also require repair in the long term. The path from the Harris Ave parking lot to the administration wing is not MAAB compliant, and because this is a primary handicapped access pathway, the Town will be making repairs in 2014-5. A concrete bridge adjacent to the service entrance on the west side of the auditorium is blockaded and requires total reconstruction, but timing is yet to be determined.

The School is the only use on this parcel of land.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

The Pollard Middle School, 200 Harris Ave, Needham, MA 02492

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Building Structure: The foundation beneath the 1956 original building is uninsulated cast-in-place concrete, with a 4" cast-in-place uninsulated concrete slab on grade. There is minimal rigid insulation isolating the slab from the exterior. The structural frame of the original school included steel WF8 columns and open web steel joists, 5 feet on center, supporting a low-slope 1- 1/2" steel deck roof. The 1968 two-story wing and 1992 addition have a two story steel frame with HSS 6x6 columns supporting 27" steel girders and 16" steel beams and a 1 1/2" metal deck with cast in place concrete floor. The roof is framed with open web steel joists and 1 1/2" metal low-slope deck. The exterior steel frame on the oldest section of the school is generally exposed steel and the roof beams cantilever to form a roof overhang with no thermal break from the interior. Insulated metal soffit panels were added to the 1968 wing to enclose the cantilevered steel beams within the thermal envelope during the 2011 roof repair project. In the interior, 4-inch and 8-inch masonry walls form classroom and corridor partitions depending upon the location within the school. The gymnasiums and the auditorium have long-span 44" deep wide flange girders supporting 24" deep open web steel joists at 4-feet on center with a tectum roof deck system. Any repairs, renovations, additions or changes of occupancy or use to the existing structure would need to conform to contemporary seismic and snow load design criteria.

Building Envelope: The building has an insulated double-pane aluminum window wall system (EFCO type), which was installed in 1992 and is in good condition, but at 20+ years in age, some windows are losing their seal and require replacement. The end walls and gymnasium walls are constructed of 6" interior CMU block, 2 3/4" airspace and 4" exterior red brick with no insulation. The brick and mortar are generally in good repair. The settlement cracks and water staining that was noted in the 2011 report were repaired as part of the 2011 Green Roof Project, along with the leaking downspouts that caused some of the problems. Exterior wall louvers bring unconditioned outside air into each classroom through the unit ventilators. Some of the upper facade areas of the building have vertical tongue and groove cedar siding with grey stain in good condition. Portions of these walls have fiberglass batt insulation. Solid knee walls beneath the windows in most classrooms have 1-inch asphalt impregnated insulation board adhered to the exterior brick. The floor and wall system insulation is minimal and would not meet contemporary energy codes. These energy code upgrades would likely be triggered in a major renovation project.

All exterior doors have been replaced with red aluminum insulated panel doors, with double-pane insulated vision glass

panels with new egress hardware and are in good condition. Exterior stairs leading out of the gym should be replaced or reconstructed to solve water drainage problems that cause occasional flooding. Some of the exterior galvanized metal frame exit stairs from 1958 have rotted wood railings that require replacement.

The modular classrooms have 4" wood frame walls with painted plasterboard interior, fiberglass-bat insulation, and vinyl horizontal exterior sheathing. The double-pane, double-hung, vinyl clad windows are operable in the modular classroom wing. The skirt around the crawl space beneath the modular classrooms has a cement board finish with Tyvek wrap installed over plywood with pressure-treated wood framing. Egress stairs from this area are made of pressure treated lumber. These 12-year old temporary classrooms have a maximum useful life of about twenty years, therefore demolition and replacement with permanent space would likely be required in any major renovation/ repair project.

Roof: The main building has a built-up asphalt sheeting roof with a white granular finish (Tremco system), with 6" to 8" of sloping insulation installed in 2011 as part of the roof project. The main roof has a minimum average R-value of 25. The white roof helps reflect summer sun and heat to help minimize the interior cooling load. The added insulation has improved the roof envelope to meet or exceed current energy codes. The roof included a twenty year warantee. The four sloped skylight structures over the art rooms were also replaced with translucent fiberglass insulating skylights (Kalwall System). Similar translucent fiberglass insulating clearstory windows were installed on the two roof monitors in the 1958 classroom wing. New roof drains, cap flashing, downspouts and gutters were also installed in 2011. This repair project provided an important upgrade to the energy efficiency of the building. The modular classrooms roof (not upgraded in 2011) is a black single ply EPDM rubber roof membrane with 1-3" of rigid insulation on a plywood deck on composite wood I-beams.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement:(YYYY) 1958

Description of Last Major Repair or Replacement:

Original walls. Exterior painting and minor repairs subsequently made, on a periodic basis, most recently in 2011.

Roof Section A

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet) 140000

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Main building: built-up asphalt sheeting roof with a white granular finish (Tremco system.)

Age of Section (number of years since the Roof was installed or replaced) 4

Description of repairs, if applicable, in the last three years. Include year of repair:

A new asphalt roof on the main building was installed in 2011, as part of an MSBA Green Roof project. New roof drains, cap flashing, downspouts and gutters were also installed in 2011.

Roof Section B

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 12385

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Modular classrooms (2002): black single ply EPDM rubber roof membrane.

Age of Section (number of years since the Roof was installed or replaced) 13

Description of repairs, if applicable, in the last three years. Include year of repair:

N/A

Roof Section C

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section D

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section E

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section F

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section G

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section H

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section I

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section J

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 434

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Aluminum windows with insulated glass and thermally-broken frames, typically with fixed 3'x3' window above and awning 1'x3' window below.

Age of Section (number of years since the Windows were installed or replaced) 22

Description of repairs, if applicable, in the last three years. Include year of repair:

Aluminum frame double pane energy efficient windows were installed (1992) EFCO-type.

Window Section B

Is the District seeking replacement of the Windows Section? YES

Windows in Section (count) 23

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Double pane siding

Age of Section (number of years since the Windows were installed or replaced) 13

Description of repairs, if applicable, in the last three years. Include year of repair:

The long-term plan is to demolish the modular classrooms and replace with permanent construction.

Window Section C

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section D

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section E

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section F

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section G

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section H

Is the District seeking replacement of the Windows Section?

Windows in Section (count)**Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section I****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section J****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).****Mechanical:****Mechanical Systems**

The building had been heated with two pairs of cast iron, sectional type HB Smith hot water boilers. They all are dual fuel boilers that can burn either #2 fuel oil or natural gas. The total capacity of all four boilers is approximately 11,400 MBH. In 2013, the boilers in the Upper Boiler Room were replaced with three high-efficiency, natural gas condenser boilers. The lower boiler room is rarely used because when operating, the pressure relief valves open due to improper pipe sizing in the original 1992 installation. The 20-year old underground storage tank (UST) was removed in 2013.

General heating in the older classrooms is provided through finned-tube radiators in both floor-mount and ceiling-mount locations. Perimeter classrooms get outdoor air and heating from floor-mounted unit ventilators. While there is no central cooling system in place, most classrooms have roof-mounted split systems or window-mounted air-conditioning systems. The building has over 50 rooftop fans, which were installed in the 1990's, to improve indoor air quality throughout the school. The modular classroom wing has twelve gas-fired rooftop heating and cooling units that supply hot and cold air into the modular classroom spaces. A Barber-Coleman Network 8000 Microzone pneumatic DDC control system was installed in 1995 to control all the HVAC systems within the building, including the modular classrooms. This control system is nearing the end of its useful life and should be replaced with an electronically actuated valve system.

Electrical Systems

The building is supplied by two electrical services. The main school service (upgraded in 1999), is a 2000Amp, 208Y/120Volt, 3-phase, 4-wire underground lateral to a transformer located in a vault, below grade. The switchboard is in good condition, with three 225AMP spaces and one 400Amp space for future expansion. The modular classroom service (installed in 2002), is an underground lateral to a pad mounted transformer, is rated 800 Amps at 208Y/120 Volt, 3-phase, 4-wire, and has no spare capacity. The electrical distribution system in the primary technology classrooms was enhanced in 1999, but otherwise is original to the phase of construction. Areas of the 1958 and 1968 building wings have original wiring that is approaching the end of its useful life. The building has an emergency generator rated at 125kVA/100W, at 208Y/120Volt, 3phase, 4-wire. Life safety and emergency egress lighting is illuminated with emergency battery units and LED exit signs.

The fire alarm system is an addressable system manufactured by FCI, and is in good condition.

The school has a public address system, which operates through the phone system. The master clock system functions in only 50% to 70% of the rooms. The telephone system was replaced and the intercom system and bells were repaired in 2013.

The lighting within the classrooms is typically 2'x4', recessed flat prismatic lens type and the fixtures are in good condition. The balance of the lighting consists of 2'x4' and 2'x2' parabolic louvered fixtures. Corridor lighting is generally linear fluorescent fixtures either surface mounted or indirect, wall-slot type light cover. The lighting is functional and in fair to good condition throughout the school.

Plumbing

The building is supplied with a 4" water service line coming to the building from Harris Ave. The water distribution system is contemporary to the phase of the building, with the exception of the hot water heater, which was converted to a high efficiency natural gas condenser hot water heater in 2013. The hot water heater connects with a mixing valve and circulating pump that maintains a constant water temperature supply to the building. The hot water piping appears to be insulated where exposed in the building.

The cast iron, oakum and lead draining system is original to the phase of construction and therefore, the older sections are approaching the end of their useful life. The plumbing fixtures within the bathrooms also are largely original to the phase of construction, with wall mounted sinks, toilets and urinals. Some fixtures were replaced in 1996 during accessibility upgrades. However, some deficiencies for MAAB compliance and accessibility exist within the bathroom layouts as noted in the 2011 report.

Fire Protection

The building is partially equipped with an automatic sprinkler system added in 1992, and serve those spaces that were added or renovated at that time. The original 1956 building and most of the 1969 addition do not have automatic sprinklers. The modular classrooms have an independent automatic sprinkler system. Many of the larger spaces like the gymnasium and auditorium are lacking coverage. Any major renovation would require adding sprinklers to the rest of the building in order to be compliant with contemporary code.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? YES

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 2

Description of repairs, if applicable, in the last three years. Include year of repair:

In 2013, the the 20-year old dual fuel boilers in the Upper Boiler Room were replaced with three high efficiency, natural gas condenser boilers. The domestic hot water heater also was replaced with high efficiency natural gas condenser hot water heaters. Fresh air intake and exhaust systems were added to improve combustion efficiency. Boiler operations were integrated with the building management system software and the system was programmed for energy efficient cycling of boilers. Underground oil storage tank was removed. The emergency generator fuel pump was installed in 2003. The lower boiler room has two unused 23-year old cast iron boilers.

Boiler Section 2

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 3

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 4

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 5

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 6

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 7

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 8

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 9

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 10

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 1995

Description of Last Major Repair or Replacement:

In 1995, the HVAC system was updated in the "1969" building and the cafeteria building, and was put on the building management system for remote control. There were modifications to the system in 1999-2000, including exhaust fans and outlets. Rooftop units and exhaust fans were installed in 2006 and replaced in 2011. In 2009, a Rentar fuel catalyst was installed, and the pneumatic devices were replaced with digital controls.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2009

Description of Last Major Repair or Replacement:

In 2009, the electrical and technology infrastructure was upgraded. The 1998 study found that the service switchboard had been upgraded in the previous 10 years and was in excellent condition. New lighting was installed in 1995. Electrical outlets were installed in 2003, 2004, and 2005. In 2003 a closet was constructed and wired in the rear of the lecture hall to house data and port connections. The cafeteria AV closet was rewired and conduits were installed for data cables. Additional data lines were strung in 2004 and 2005. All the electrical systems in the modular classrooms are original to the 2002 construction, with minor upgrades in 2011.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior:

The flooring throughout the cafeteria, corridors and classrooms is Vinyl Composite Tile (VCT) and is well maintained and in good condition. The low-pile carpet in the Media Center and administrative offices is in good condition, but only in fair condition in the 1968 classroom wing. Bathroom floors are ceramic tile in good condition, except in sections of the locker room shower, which have de-laminated from the concrete substrate and require replacement. The gymnasium floors are rubber flooring in fair to poor condition. These are scheduled for replacement in 2014-15. The floors in the utility areas are exposed concrete. Kitchen flooring is quarry tile in good condition. The Auditorium stage floor is wood and in good condition.

The wall finish system varies according to the phase of construction, but incorporates similar materials. Classrooms in the 1958 building have a combination of plaster and SGFT walls. Walls in the 1969 wing are a combination of concrete masonry unit (CMU) and sheetrock and are generally in good condition. Some of the corridor walls have hard-wood panels in good to fair condition. Multi-stall bathrooms are typically 20+ years old and in need of upgrades, with poor lighting, bowed ceiling tiles, chipped ceramic mosaic tile, rusting metal partitions, and sink/ counters that are in poor condition.

Most of the classrooms have dropped ceiling metal grid with 2'x4' Acoustic Ceiling Tile (ACT). The ACT in the administration area and a few of the classrooms in the 1958 wing are at a very low height 7'-1/2" above finished floor (AFF), instead of the required 7'-6" AFF. Ceilings in the 1969 wing are in good condition. The kitchen has vinyl coated ceiling tile, which is in good condition. The Media Center/ Library and the main entry hall have exposed painted structural metal deck.

The interior doors throughout the building are typically wood and original to their date of construction. The oldest doors in the 1958 wing are in need of replacement, while the doors in the 1969 wing are in generally good condition.

Many interior stairways have railings that were acceptable at the time of installation, but do not meet all current egress code and accessibility requirements.

Technology:

The building has Category 5 cabling to every classroom with many classrooms outfitted with smart boards and computers. There are four computer labs within the building, which function as teaching spaces for technology education. The following areas require upgrade: the Auditorium AV system; wireless access points in the Auditorium, Lecture hall, cafeteria and Gymnasium; projection system in the Lecture Hall; upgrades to the soundfield systems in many classrooms; and technology upgrades in all science labs.

Hazardous Materials:

The Public Facilities Department has an ongoing plan for the assessment and remediation of hazardous materials in the school. Testing confirmed that floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Asbestos in the hard joint insulation of heating pipes was removed as part of the boiler room upgrades, but ACM's still remain in the utility tunnels. Interior caulking at wall seams is assumed to contain asbestos and PCB's. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and PCB's and will require abatement as a part of repair/ replacement. Other locations assumed to contain asbestos are door framing caulking, unit vent grill caulking, blackboard glue, underground waste water pipes, damproofing on foundation wall, and thru-wall flashing. Tubes within light fixtures, exit signs, switches, and thermostats are assumed to contain Mercury. The painted surfaces are assumed to contain lead. All of these materials would need to be remediated during a comprehensive repair or replacement project.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current programs offered and grades served, and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

The 2011 DWA study identified several deficiencies to core educational science classroom spaces, the auditorium, gymnasia, and administration area.

The highest priority are the science classrooms, which are below MSBA standards. The existing science classrooms range in size from 539 sf. to 1011 sf., which is well below the current MSBA standard of 1200 sf. These classrooms lack adequate prep rooms and storage space, and the built-in casework and plumbing fixtures are in poor condition. Improvements to these classrooms alone would likely trigger code-required upgrades throughout the building for a complete automatic sprinkler system, handicapped accessibility improvements, seismic design, energy efficiency, as well as infrastructure upgrades to plumbing, fire alarm and electrical systems. The lack of adequate science classrooms and facilities means that Pollard's students are shortchanged and do not receive the type of science instruction expected. Tight spaces, inadequate or missing gas, water, and electrical utilities, crumbling classroom walls, tables, and cabinets mean that teachers take shortcuts and avoid certain experiments and learning opportunities that would otherwise be available in more appropriate space.

Other programmatic deficiencies are found in the auditorium, which is largely original to its construction in 1958. It is not large enough to accommodate the whole school for any activity; it can accommodate only one grade at a time. The lighting and sound in the auditorium is in need of updating/upgrading and is in a constant state of repair. The HVAC system is noisy and can interfere with performance acoustics. Sections of the auditorium seating are broken or missing, as well.

The gymnasiums lack spectator space and require replacement of the flooring, lighting, sound system and venting systems. The gyms are dark, lighting is generally dull, and there are ongoing heating issues. The walls are lined with paneling that is splintered in some locations and has little nails jutting out, which have caused cuts and scratches to students and teachers. The exposed pipes also present a safety concern, since students engaged in strenuous activity could come into contact with the hard surface, causing injury. The flooring is beginning to tear at the thresholds between the two gyms and at the doorways, creating a trip hazard. The floors in both gyms are beginning to wear thin and they are extremely dirty and marked-up from many years of use. The basketball hoops have not been updated or replaced in over 18 years. The mechanics that raise and lower some of the hoops are no longer working properly; there are many baskets (especially in the Blue Gym) that remain in the way of our volleyball courts, as a result. If these baskets could be replaced with hoops

that could be raised and lowered, we would have room for an additional volleyball court in the Blue Gym. The scoreboard in the Green Gym no longer works, and there is no scoreboard in the Blue Gym. The clocks do not work in the gym.

In addition, the school has too few special education meeting spaces. The current special education parent meeting room was turned into a learning center in 2013/14. With the increasing number of special education parent team meetings, it is essential to have a dedicated conference room space.

The administration offices are located in the northeast corner of the building and lack proper visibility and access from the main entry court. As a result, visitors are required to enter the building via the side door to the Administrative Office. The location of this side door makes it difficult for visitors to identify the main entrance, and doesn't allow school personnel to view visitors as they approach the building. The offices are undersized by approximately 40%, according to current MSBA standards, which call for 2,400 sf of space for 880 students, compared to the current 1,400 sf. The lobby space is used as a work and copy layout space.

The modular classrooms (constructed in 2002) are not designed as permanent, long-term facilities. They are constructed of inexpensive materials, in fast production style construction techniques and are not energy efficient. A long-term solution that provides for permanent classroom space will be required within the next 10 years (expected lifespan for modular classrooms is 20 yrs.)

Finally, consideration should be given to "21st Century Learning" as it relates to the layout of the School. Learning-teaching methods now include technology integration, project-based learning, team-teaching, multidisciplinary collaboration and special education delivery methods. These concepts are not reflected in the current layout and should be incorporated into future space planning.

CORE EDUCATIONAL SPACES: Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

The building was designed for 45 classrooms spaces, which vary approximately from 723 sf. to 907 sf. As enrollment has increased over the years, however, spaces have been converted to accommodate 40 regular education classrooms for core subject delivery and 22 classrooms for elective programs, which include the use of the Lecture Hall, Auditorium and modular classrooms. Presently, there are 10 science rooms and 15 special education classrooms. The science classrooms range in size from 539 sf. to 1011 sf and are smaller than the MSBA guideline of 1200 sf. for science classrooms. Pollard has two gymnasiums, one media center/library and one computer lab. There are 3 rooms that have been converted to computer rooms for students taking Computer Technology and Music Explorations.

Of the 10 science rooms, only seven are true science classrooms with the proper connections for gas lines and drainage for chemicals. The other three rooms, which are converted general classrooms, have only sinks and eye wash stations.

The Media Center is adequate to accommodate the educational needs of the school. However, the science rooms, auditorium and gymnasium are in need of modernization and/or additional program space.

CAPACITY and UTILIZATION: Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The school currently is over-crowded, particularly in the classroom and common space areas. Given the existing cluster configuration (of four Grade 7 clusters and 5 Grade 8 clusters) and 864-student population, the average class size is 21 students per class, which is at the design capacity, however, many classrooms are too small to accommodate a standard size class. Additionally, some science classrooms are too small to accommodate the required number of science tables for

enrolled students and have non-functioning sinks. The science teachers have been forced to modify the curriculum, particularly science experimentation, due to the facility constraints.

A number of non-traditional classrooms also are in use. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall, which in turn, has limited the use of the Lecture Hall. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. Given overcrowding in the gyms, the Wellness Department has modified the physical education curriculum to accommodate the number of students and space available. In our current situation, students sit out for approximately 1/3 of their class time. Because there are not enough courts for everyone to play a game at the same time, students have sat on the sidelines to wait their turn. Additionally, Experiential Education is taught in a typical classroom, even though the program requires a large activity space. The smaller classroom space limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. In addition, the Health Education teacher and the Experiential Education teacher are located in the modulars, while the physical educators are located in the gymnasias. This assignment breaks the department up and limits opportunities for spontaneous ideas to emerge. Finally, given the limited size of the Fitness Center, students are rotated into the space one group at a time to accommodate the number of students. Given the small locker rooms, teachers must supervise students in the gym locker rooms to the best of their abilities and continually remind students about the importance of appropriate behavior.

To accommodate the current student population, the School has implemented split lunches. As a result, the school does not work on a bell system. Thus, teachers must rely on personal clocks for guidance and are required to communicate on the Pollard website if they have let students out late.

Finally, given a lack of guidance and special education spaces, the School is looking at alternative spaces for meeting, office and transition spaces. The school constructed the modular classrooms in 2002. These are now entirely used for educational purposes.

Additional enrollment growth will result in increased class size, the subdivision of existing modular classroom spaces, the conversion of non-traditional spaces to classrooms and/or traveling teachers on carts.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Town implemented a structured preventative maintenance program in 2009. This program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical, and general maintenance systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement, flooring replacement, and HVAC upgrades. The recent major capital repair projects include:

- 2014 - Gym floor repair
- 2013 - Boiler replacement project (high efficiency gas boilers)
- 2013 - Telephone system replacement
- 2011 - Roof replacement (MSBA Green Roof Project)
- 2011 - Parking lot improvements and minor modifications to modular classrooms

Future capital improvements included in the five-year Capital Improvement Plan include:

- FY 2017 - Lighting upgrades to gyms - better lighting and more energy efficient
- FY 2019 - Replace rubber flooring in both gyms
- FY 2019 - Wood siding removal/ replacement and basketball hoop replacement/ repair and 2 sections of spectator seating installed in green gym for class accommodation.

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

Priority 2***Question 1: Please describe the existing conditions that constitute severe overcrowding.***

The school currently is over-crowded, particularly classroom and common space areas, such as the Gymnasium.

Given the existing configuration of five Grade 7 clusters and five Grade 8 clusters and the 864 current student population, the average class size is 21 students per class, which is at the design capacity, however, a large number of classrooms are small and cannot accommodate more than 23 to 25 students. The modular classrooms, which were constructed in 2002, also are not designed as long-term, permanent facilities. A long-term solution to replace these modular classrooms with permanent classroom space will be required within the next ten years, since the average lifespan for modular classrooms is 20 years.

The current science classrooms also are severely undersized, relative to MSBA standards. These classrooms range in size from approximately 539 sf to 1011 sf vs. 1200 sf per current MSBA standards. As a result, it is difficult to accommodate enough lab tables for the number of students who are currently enrolled. (This condition will become exacerbated with the additional students projected for 2013-2014.) The science classrooms also do not have adequate prep rooms or storage spaces, and the built-in lab casework and plumbing fixtures are in poor condition.

The gymnasium spaces are significantly overcrowded. Currently, the Pollard School schedules 3-4 classes of physical education concurrently in the gymnasium. Class sizes range anywhere from 20 – 26 students. As a result, there can be anywhere from 75 - 100 plus students in the gyms during one class period. The gyms are divided into courts for game play i.e., basketball courts, handball courts, volleyball courts and such during typical physical education classes. The number of courts is limited by the space. For example, the school can only create four basketball courts, four handball courts and five volleyball courts within the allotted space. Once students are divided into teams, there are not enough courts for everyone to play at the same time. As a result, students have to sit out and wait their turn to play. In our current situation, students are sitting out for approximately 1/3 of their class time. Additionally, the locker rooms are small and do not safely accommodate the number of students who are scheduled to use them for their physical education classes.

The Fitness Center also is small, although in 'good shape.' It can safely accommodate about 20 students at one time. With classes of 25 plus, it becomes almost impossible to use this space effectively. There also is a need for some aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center. Although the School Department has a replacement cycle for fitness equipment, the weight training equipment is in need of update.

To accommodate the current student population, the School has implemented split lunches. As a result, Pollard does not work on a bell system. Thus, teachers must rely on personal clocks for guidance and are required to communicate on the Pollard website if they have let students out late.

Additionally, the school lacks a sufficient number of guidance, special education and ELL spaces. The room that is currently used for meetings with special education parents was eliminated in the 2013-2014 school year and turned into a learning center. It is essential to have a dedicated conference room space for parent meetings in the future. There is no dedicated ELL space for English Language instruction for our non-English speaking students and the school lacks appropriate space for curriculum meetings, resource materials, or offices for the Literacy Specialist and Curriculum Coordinators.

Finally, the administrative spaces are undersized by approximately 40%. The MSBA standard for 880 students (the approximate current enrollment) is 2,400 s.f. The current administrative space is 1,400 s.f. The lack of administrative space is evidenced by the tight quarters that the administrative personnel occupy, and the use of the lobby space as additional work and copy layout space.

Priority 2

Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.

To mitigate the need for additional classroom space, including the need for two additional classrooms in FY15, the school subdivided modular classroom space. The conversion of non-traditional spaces to classrooms or traveling teachers on carts also are possibilities. The modular classrooms, which were constructed in 2002, also are not designed as long-term, permanent facilities. A long-term solution that provides for additional classroom space will be required within the next ten years, since the average lifespan of modular classrooms is 20 years.

To mitigate deficiencies in the science spaces, the teachers have been required to modify the curriculum, including science experiments. As previously noted, these rooms are undersized, are lacking in adequate prep rooms or storage spaces, and are in poor condition (some have non-working sinks.) Additionally, since there are no additional rooms that can be converted into science classrooms in FY14, the School may collapse two science rooms into one large classroom to accommodate the additional students.

A number of non-traditional classrooms also are in use. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall, which in turn, has limited the use of the Lecture Hall. The Pollard Auditorium is used for theater arts classes and these classes are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. The Library also is used for ELL instruction. The Inner Space conference room now is in use as a classroom space, which limits its use as a meeting place.

Finally, the limited gymnasium space has required classes to be scheduled concurrently, and for teachers to modify the physical education curriculum. Currently, the Pollard School schedules 3-4 classes of physical education concurrently in the gym space, which constitutes two gyms. Class sizes range anywhere from 20 – 26 students. As a result, there can be anywhere from 75 - 100 plus students in the gyms during one class period. Because there are not enough courts for everyone to play a game at the same time, students sit on the sidelines to wait their turn. Due to the lack of large activity spaces, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. In addition, the lack of appropriate physical education office space has resulted in the Health Education teacher and the Experiential Education teacher to be housed in different areas of the school. The Physical Education teachers are located in the gymnasium, while the Health teacher is located in the modular classrooms. Finally, given the limited size of the Fitness Center, students are rotated into the space one group at a time to accommodate the number of students. Given the small locker rooms, teachers must supervise students in the gym locker rooms to the best of their abilities and continually remind students about the importance of appropriate behavior.

To accommodate the current student population, the School has implemented split lunches. As a result, the school does not work on a bell system. Thus, teachers must rely on personal clocks for guidance and are required to communicate on the Pollard website if they have let students out late.

The School has been unable to fully mitigate the lack of administrative space. Although the lobby has been utilized as additional work space, offices are undersized and there is a lack of conference and meeting spaces. The School also is in need of additional guidance and special education meeting space.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The 2011 DWA study identified several deficiencies to core educational science classroom spaces, the Auditorium, Gymnasiums, and administration area.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, subdivide existing space and/or modify the existing curriculum, to the detriment of the educational program. Given the lack of additional classrooms, the Pollard School will future enrollment growth by increasing class size and subdividing existing modular classroom space, as well as converting non-traditional spaces to learning centers. Science teachers have modified the existing curriculum, particularly experiments, to meet the existing facility constraints. As previously noted, the science rooms are undersized, are lacking in adequate prep rooms or storage spaces, and are in poor condition (some have non-working sinks.)

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall. As a result, the use of the Lecture Hall is limited. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. ELL instruction, conducted in the Library, often is interrupted by groups using the space or by noise from other students.

The gymnasiums are undersized, which limits physical education activities for students. As noted, Pollard schedules 3-4 classes of physical education concurrently in the gym space, resulting in anywhere from 75 - 100 plus students occupying the gym at one time. Since there are not enough courts for everyone to play a game at the same time, students sit on the sidelines to wait their turn. This goes against the philosophy of the program that all students should remain active for at least 80% of their time in a physical education class. Due to the lack of large activity spaces, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. Finally, the small size of the Fitness Center requires that students be rotated in for instruction, and limits the amount of equipment that can be made available. (There is also a need for aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center.)

In addition, the physical limitations of the gymnasium have further limited the educational program. Specifically, there is no space for spectators and the following systems require replacement: flooring, lighting, sound system and venting. The gyms are dark, lighting is generally dull, and the gyms are dark in color and dark in ambiance. There also are ongoing heating issues - either it is too hot or too cold. The walls are lined with paneling, which is splintered in some locations and has little nails jutting out, which have caused cuts and scratches to students and teachers. The exposed pipes also present a safety concern, since students engaged in strenuous activity could come into contact with the hard surface of the pipes, causing injury. The gym flooring is beginning to tear at the thresholds between the two gyms and at the doorways. Students have tripped from time to time as they walk from one gym into the other. The floors in both gyms are beginning to wear thin in several places, and they are extremely dirty and marked-up from many years of use. The basketball hoops have not been updated or replaced in over 18 years. The mechanics that raise and lower some of the hoops are no longer working properly, and there are many baskets (especially in the Blue Gym) that cannot be raised and lowered. As a result, they remain in the way of our volleyball courts. If they could be replaced with hoops that could be raised and lowered, we would have room for an additional volleyball court in the Blue Gym. The scoreboard in the Green Gym no longer works, and there is no scoreboard in the Blue Gym. The clocks do not work in the gym.

The Pollard Auditorium is not large enough to accommodate a whole grade for any activity. Finally, the lighting and sound systems are sorely in need of updating/upgrading; they are constantly being repaired. The dimly lit and inadequately sized auditorium is limiting. The stage is not handicapped accessible, the carpet is threadbare, exit stairs are in need of repair, the acoustics are quite poor, and the overall design limits programs and learning opportunities.

Finally, consideration also should be given to "21st Century Learning" as it relates to the layout of the Pollard School. Learning-teaching methods have changed over the past 50 years, including technology integration, project-based learning, team-teaching, multidisciplinary collaboration, and special education delivery methods. These concepts should be incorporated into the future space plans.

Please also provide the following:

Cafeteria Seating Capacity:	381
Number of lunch seatings per day:	4
Are modular units currently present on-site and being used for classroom space?:	YES
If "YES", indicate the number of years that the modular units have been in use:	13
Number of Modular Units:	10
Classroom count in Modular Units:	10
Seating Capacity of Modular classrooms:	20
What was the original anticipated useful life in years of the modular units when they were installed?:	20
Have non-traditional classroom spaces been converted to be used for classroom space?:	YES

If "YES", indicate the number of non-traditional classroom spaces in use: 3

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters):

Due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall, which in turn, has limited the use of that space. The Pollard Auditorium also is used for theater arts classes and is moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. The Inner Space conference room also has been converted to classroom use for technology integration/ media classes. Finally, two former storage spaces are now being used as office spaces this year.

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters):

The School District is committed to a K-5, 6-8, and 9-12 educational program and grade configuration. In 2009, consistent with this policy and to provide adequate space for the growing secondary enrollment, the District opened the High Rock School, a sixth grade center designed to meet the needs of new middle school students, who are transitioning from five elementary schools into one middle school building. After completing the sixth grade at High Rock, students continue their middle school experience at the Pollard Middle School, where they attend 7th and 8th Grades before transitioning to Needham High School.

Although the stand-alone Sixth Grade Center is a unique component of Needham's middle school model, it has been successfully integrated into the District's overall program and provides a gateway to the middle school experience for our students.

Finally, the School Committee is committed to providing full-day Kindergarten in Needham, through the successful renovation and reconstruction of its two remaining elementary schools. Due to a longstanding lack of space in the elementary schools, Needham has been unable to offer full-day Kindergarten to eligible students. Renovation and/or construction projects at the Hillside and Mitchell schools would ideally incorporate sufficient space to allow full-day Kindergarten in all of the District's schools.

What are the district's current class size policies (maximum of 500 characters)?:

School Committee Policy #IHB specifies that student/teacher ratios should be within the guidelines: 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

As previously noted, facility deficiencies constrain the educational program, primarily in the area of science, school-wide events, physical education and access.

Program offerings at Pollard are diminished because of the many building and design inefficiencies associated with Pollard. The lack of appropriate space, for example, for engineering and design means that the program is limited in scope and does not accommodate all the aspects of the program intended. Additionally and as previously stated, the science classrooms are undersized and inadequate. Tight spaces, inadequate or missing gas, water, and electrical utilities, crumbling classroom walls, tables, and cabinets mean that teachers take shortcuts and avoid certain experiments and learning opportunities that would otherwise be available in more appropriate space.

Art, science, performing arts, special education, technology, and other programs are unable to expand due to a lack of adequate space. At the middle school level, these programs are essential for students but the school is unable to expand due to the many inefficiencies and inadequacies described. For example, music education is limited to cramped classrooms and the auditorium because the design and spaces do not provide the kind of room, lighting, acoustics, and appropriate space required for a high performing middle school program.

Classroom space is very tight. The school, originally designed with 45 classrooms, requires 40 regular education classrooms and 22 classrooms for elective programs. In addition, the science classrooms are severely undersized, relative to MSBA standards, ranging from 539 sf to 1011 sf vs. 1200 sf per current MSBA standards. As a result, it is difficult to accommodate enough lab tables for the number of students who are currently enrolled. In addition, the classrooms lack adequate electrical outlets for technology (computers and probeware), as well as storage for student work or prep supplies. The built-in lab casework and plumbing fixtures are in poor condition and sinks in many classrooms do not work. Finally, since three of the science classrooms are converted general education classrooms, they lack the proper gas line and chemical drainage hookups. Similarly, the Engineering classrooms (also converted from modified standard size classrooms) are insufficient in size for groups of students to work on projects and the rooms have inadequate space for the storage of materials, equipment and student work. Access to electrical outlets are limited.

There are no dedicated spaces for ELL instruction (which is held in the Library), or to implement a reading program at Pollard. In addition, inadequate curriculum space has limited the ability of the four Curriculum Coordinators to meet with teachers and build a lending library of reference materials. The curriculum suite currently consists of two small offices and a foyer, which is home to the two Curriculum Coordinators, as well as departmental space for meetings with teachers, job-embedded professional development and resource materials. Two of these offices are former storage closets.

Similarly, the physical education program is limited by the constraints of the gymnasium spaces. As previously noted, the gyms are not large enough to create enough courts for game play to ensure that all students to play at the same time. This results in students sitting on the sidelines, waiting for a turn to play, for approximately one third of their class time. The curriculum objective of the Wellness Program is for students to remain active for at least 80% of their time in a physical education class. In addition, Experiential Education is taught in a typical classroom, rather than the requisite large activity space, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough.

The Pollard Auditorium is not large enough to accommodate a whole grade for any activity. Finally, the lighting and sound systems are sorely in need of updating/upgrading; it is constantly being fixed. HVAC noise is a problem during performances. There are blocks of seats that are broken and unusable.

Finally, consideration also should be given to “21st Century Learning” as it relates to the layout of the Pollard School. Learning-teaching methods have changed over the past 50 years, including technology integration, project-based learning, team-teaching, multidisciplinary collaboration, and special education delivery methods. These concepts should be incorporated into the future space planning.

While upgrades to the parking were made in 2018, the total parking provided on site (113 cars) is deficient, when compared with current zoning requirements by 66 cars. This forces visitors to park on the surrounding streets during daytime visits and congests local traffic on Harris Ave. at the start and end of the school day. The front driveway is not long enough to accommodate all 14 buses, so the school is forced to double load the driveway during release time. There are no dedicated visitor or medical emergency spaces.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, and convert/subdivide available space to create the required number of classrooms. Students have been squeezed into science and engineering classrooms, which do not all contain enough tables for enrolled students, or which are too small to conduct a full complement of engineering projects. As a result, science teachers have modified the existing curriculum, particularly experiments, to meet the space and equipment constraints of their classrooms. As previously noted, the science rooms are undersized, are lacking in adequate prep rooms or storage spaces, and are in poor condition (some have non-working sinks.) Similarly, the Engineering teachers have limited the type and scope of student projects to those which can be accomplished within the limited classroom and storage space of the Engineering classrooms.

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall. As a result, the use of the Lecture Hall is limited. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. ELL instruction is conducted in the Library, due to lack of dedicated space, where instruction is often interrupted by the activities of other students. Finally, the Inner Space conference room is now used as a classroom, which limits the amount of meeting spaces for staff members.

Curriculum instruction and job-embedded professional development has been offered to teachers, but is often provided in too-small spaces, where teachers are confined for day-long events, or across multiple classrooms, where teachers move from one space to another during the day.

During gym class, students are required to 'sit out' for approximately one third of their class time, since there are not enough available courts for all students to play at the same time. As noted above, classes are scheduled concurrently, which results in 75 - 100 plus students occupying the gym at one time. Additionally, due to the lack of a large activity space, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities students are rotated through the small Fitness Center on a class-by-class basis.

The parking deficiency was only partly mitigated by the recent renovation, which added a number of new spaces. However, the school should have approximately 65 additional spaces to meet zoning requirements. Parents and visitors park on the streets or available grassy areas, to the annoyance of neighbors.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

As previously noted, the 2011 DWA study identified several deficiencies to core educational science classroom spaces, the Auditorium, Gymnasiums, and Administration area.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, subdivide existing space and/or modify the existing curriculum, to the detriment of the educational program. Given the lack of additional classrooms, the Pollard School will accommodate the two additional classrooms required for 2014/15 by increasing class size and subdividing existing modular classroom space, to create learning centers for students. Science teachers have modified the existing curriculum, particularly experiments, to meet the existing facility constraints. Science units are often designed with safety and facility condition in mind, rather than promoting student interest or delivering the middle school science program. Similarly, the Engineering teachers have limited the type and scope of student projects to those which can be accomplished within the limited classroom and storage space of the Engineering classrooms. As enrollment increases, the quality of STEM instruction will be further eroded as more students are squeezed into these spaces or as additional standard classrooms are converted into Science and Engineering rooms.

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall. As a result, the use of the Lecture Hall is limited. The Pollard Auditorium is used for theater arts classes and is moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. The lack of a dedicated space for ELL instruction compromises the type of focused, 1:1 instruction that our non-English speaking students require. Additionally, due to the lack of available space, there is no Reading Program at Pollard.

The gymnasiums are undersized, which has limited the physical education program for students. As noted, Pollard schedules 3 - 4 classes of physical education concurrently in the gym space, resulting in anywhere from 75 - 100 plus students occupying the gym at one time. Since there are not enough courts for everyone to play a game at the same time, students sit on the sidelines to wait their turn. This goes against the philosophy of the program that all students should remain active for at least 80% of their time in a physical education class. Due to the lack of large activity spaces, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. In addition, due to the lack of office space, the Physical Education and Health teachers are located in different parts of the school, which breaks up the department and limits opportunities for spontaneous ideas to emerge. Finally, the small size of the Fitness Center requires that students be rotated in for instruction, and limits the amount of equipment that can be made available. (There is also a need for aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center.)

The Pollard Auditorium is not large enough to accommodate a whole grade for any activity. Additionally, the Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. Finally, the lighting and sound systems are sorely in need of updating/upgrading. They are constantly being fixed.

The inadequate space available for curriculum instruction has compromised the professional development program for teachers. As previously noted, the teachers who participate in professional development workshops either are squeezed into too-small spaces, or rotated through a series of venues, neither of which are conducive to promoting effective teacher learning. Additionally, the limited available space will constrain Needham's plans to increase the number of Coordinators from two to

four, to provide instruction in all core academic areas.

Finally, consideration also should be given to “21st Century Learning” as it relates to the layout of the Pollard School. Learning-teaching methods have changed over the past 50 years, including technology integration, project-based learning, team-teaching, multidisciplinary collaboration, and special education delivery methods. These concepts should be reviewed in relation to the school’s educational program and vision in context with the school’s existing classroom layout.

The District added 10 modular classrooms to the school in 2002 to accommodate a growing Grade 6-8 population. By 2009, as the population continued to grow, the District renovated the High Rock School and converted it to a Grade 6 Center. During the 2011-12 School Year, the Pollard modular classrooms were used to accommodate Newman Preschool and Kindergarten students during the Newman School Renovation. The 7th-8th grade student population has continued to grow since 2012 and the modular classrooms have been fully utilized for 7th-8th grade classroom, and will be needed for the next decade.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the

*[City Council/Board of Aldermen,
Board of Selectmen/Equivalent Governing Body/School Committee]* of _____ *[City/Town]*, in
accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit
to the Massachusetts School Building Authority the Statement of Interest dated _____ for the

[Name of School] located at

[Address] which
describes and explains the following deficiencies and the priority category(s) for which an application
may be submitted to the Massachusetts School Building Authority in the future

; *[Insert a description of the priority(s) checked off
on the Statement of Interest Form and a brief description of the deficiency described therein for each priority];* and hereby further
specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School
Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of
a grant or any other funding commitment from the Massachusetts School Building Authority, or commits
the City/Town/Regional School District to filing an application for funding with the Massachusetts School
Building Authority.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
Kate Fitzpatrick	Michael Greis	Dan Gutekanst
Town Manager		
(signature)	(signature)	(signature)
Date	Date	Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.



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

MEETING DATE: 3/10/2015

Agenda Item	Local Initiative Program Housing Proposal
Presenter(s)	Mark Roopenian, Principal, Normandy Real Estate Partners Kevin Daley, Vice President, Development & Construction, Normandy Real Estate Partners Roy Cramer, Esq.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Roopenian, Mr. Daly, and Mr. Cramer will present additional information in support of their request for the Board’s consideration of a Local Initiative Program (“friendly 40B”) for construction of an apartment complex at the newly acquired General Dynamics site near Second Avenue. Representatives from Normandy’s project team will also be available to answer questions.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
No vote is scheduled at this meeting.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Center 128 West and General Dynamics Redevelopment/40B Residential Development FAR and trip generation information			
b. Fiscal Impact Analysis Summary, Connery Associates, 2/27/2015			
c. 2 nd Avenue Residences Conceptual Plans			

CONNERY ASSOCIATES

19 PARKER STREET
MELROSE, MASSACHUSETTS 02176

Phone: 617 835 3956
johnconnery@comcast.net

Fiscal Impact Analysis Commercial Component Redevelopment of the General Dynamics Site Needham, Massachusetts

February 27, 2015

1.0 Preface

In addition to a 400 unit LIP 40B proposal on the former general dynamics site located in Needham Crossing Normandy Real Estate Partners of Boston Massachusetts is proposing to renovate two existing buildings for Class A office space use and construct a mixed use retail/office building. Table 1 provides a summary of the proposed commercial component.

Table 1.- Proposed Commercial Program

Use	Location	Area SF.
Renovated Office	Building 77A	260,000
Renovated Office	Building 77B	170,000
New Mixed Use Office/ Retail	Location to be Determined	40,000
Total		470,000

2.0 Municipal Cost Estimates.

The location of the commercial component has a long history of commercial use. Accordingly, during the sites prior and most recent commercial operation it has generated municipal service demands consistent similar uses through-out the region; most likely public safety service demand. Essentially, the proposed commercial component is a renovation of existing buildings. Accordingly, the proposed commercial program is a continuation of the historic use levels and service demands. However, to be conservative in the Town's favor this report adds a municipal cost factor. Specifically, my experience in the region for new office development indicates that depending on site location factors, the cost to revenue ratio associated with a new office building

has a range between 0.05 to 0.015. Since the proposal is essentially a replacement/ renovation; I have assigned the low end of the range to represent a potential increase in municipal service costs i.e. 0.05.

3.0 Revenue Estimates

The revenue estimate for the proposed commercial component is based on a nearby renovated Class A office building i.e. 63 Kendrick Street. The assessed value of 63 Kendrick is \$125 per square foot (sf). Given that new construction will likely have a 10% to 20% assessed value premium this report assigns an assessed value of \$150 per sf. to the proposed renovation portion of the commercial component. Further, this report estimates that construction of a new 40,000 sf. retail and office building will have an aggregate assessed value of \$200 per sf. with some retail/restaurant uses likely to be at least \$250 per sf.

Table 2 below illustrates the resulting assessed values and revenue generation using the current commercial tax rate of \$22.43.

Table 2. Summary of Estimated Revenue

Component	Area SF.	Assessed Value /sf	Est. Assessed Value	Annual Revenue (1)
77A Office Use	260,000	\$150	\$39,000,000	\$847,770
189B office use	170,000	\$ 150	\$22,500,000	\$571,965
New Retail/Office	40,000	\$200 (2)	\$ 8,000,000	\$179,440
Totals	470,000		\$69,500,000	\$1,599,175 (\$1,599,000)

(1) At project stabilization in current dollars.

(2) Aggregate retail / office value.

As summarized above the commercial component will generate approximately \$1,599,000 at project stabilization (current dollars) based on an assessed valuation of \$69,500,000.

4.0 Fiscal Profile-Commercial Component

Table 3 below illustrates the estimated fiscal profile of the commercial component

Table 3 . Fiscal Profile of Commercial Component

Tot. Assessed Value	Annual Revenue	Annual Cost	Cost/Revenue Ratio	Annual (loss) Benefit
\$69,500,000	\$1,599,000	\$80,000	0.05	\$1,519,000

As shown in Table 3 the commercial component has a very strong positive fiscal profile generating approximately \$1,519,000 (at project stabilization (current dollars)).

5.0 Fiscal Profile-Combined Commercial and Residential Components

Table 4 below illustrates the estimated fiscal profile of the total Normandy Real Estate Partners proposal. Please reference the fiscal report relative to the residential component for more detail on this aspect of the Proposal.

Table 3. Fiscal Profile of Commercial Component

Component	Tot. Assessed Value	Annual Revenue	Annual Cost	Cost/Revenue Ratio	Annual (loss) Benefit
Commercial	\$ 69,500,000	\$1,599,000	\$ 80,000	0.05	\$1,519,000
Residential	\$102,393,000	\$1,206,000 (1)	\$1,077,000	0.89	\$ 129,000
Totals	\$171,000,000	\$2,805,000	\$1,157,000	0.41	\$1,648,000

(1) Includes excise tax.

As indicated in Table 3 above both components of the proposal have positive fiscal outcomes i.e. cost to revenue ratios less than 1.00. Further, the combined fiscal profile indicates a cost to revenue ratio of 0.41 a very strong and sustainable fiscal outcome.

5.1 Current and Proposed Assessed Values

A review of the property tax records indicates that currently the subject property is assessed at \$53,121,000. As noted in Table 3 above the Proposal will have a total assessed value of approximately \$171,000, 000 or an increase of approximately 323%.

Center 128 West

<u>Square Footage</u>	
TripAdvisor Headquarters	288,092
TripAdvisor Expansion	141,908
380 First Ave	190,000
37 A Street	120,000
Marriott Residence Inn	89,740
Total Office Square Footage	829,740
Total Site Area - FAR	596,000 1.39

<u>Employees 1 per 250 sf</u>	
	1152
	568
	760
	480
	<u>12</u>
	2972

General Dynamics Redevelopment / 40 B Residential Development

<u>Square Footage</u>	
77 A Street Renovation	250,000
181 B Street Renovation	160,000
156 B Street (Retail / Office)	40,000
Total Commercial Square Footage	450,000
Total Site Area - Commercial	979,331
FAR - Commercial Development	0.46
400 Unit Residential - 40B	458,000
Total Site Area - Residential	207,696
FAR - Residential Development	2.21
Total Combined SF	908,000
Total Site Area (Commercial & Residential)	1,187,027
FAR - Combined Commercial & Residential	0.76

<u>Employees 1 per 250 sf</u>	
	1,000
	640
	<u>160</u>
	1800
4772	
Total Employees	
Overall at	
Center 128/	
General Dynamics	
Site	

General Dynamics Redevelopment / 40 B Residential Development

Trip Generation Comparison

Proposed Program	Square Footage	Daily	Morning Peak		Afternoon Peak	
			IN	OUT	IN	OUT
77 A St & 181 B St Renovation	410,000					
156 B Street (New Office)	<u>20,000</u>					
Total Office Square Footage	430,000	3,978	541	74	95	465
Less Existing (507,900 SF of General Dynamics Buildings)		(4,514)	(618)	(84)	(110)	(537)
156 B Street (Ground Floor Retail)	<u>20,000</u>	<u>886</u>	<u>0</u>	<u>0</u>	<u>30</u>	<u>39</u>
400 Unit Residential - 40B	458,000	2,548	40	160	155	83
Net Increase in Trip Generation		2,898	(37)	150	170	50

Alternative Program (All Office)	Square Footage	Daily	Morning Peak		Afternoon Peak	
			IN	OUT	IN	OUT
Assumed Density at As of Right 1.0 FAR						
5 Office Buildings (1,187,027 Site Area Total)	<u>1,187,027</u>	<u>8,606</u>	<u>1,219</u>	<u>166</u>	<u>239</u>	<u>1,169</u>
Less Existing (507,900 SF of General Dynamics Buildings)		(4,514)	(618)	(84)	(110)	(537)
Net Increase in Trip Generation		4,092	601	82	129	632

General Dynamics Redevelopment / 40 B Residential Development

Proposed Project Trip Generation

By-Right Trip Generation

Use	Proposed	Previous	Net Change	Use	Proposed	Previous	Net Change	Difference
Office	430,000 s.f.	507,900 s.f.	-77,900 s.f.	Office	1,187,027 s.f.	507,900 s.f.	+679,127 s.f.	
Retail	20,000 s.f.	0 s.f.	+20,000 s.f.					
Residential 40B	400 units	0 units	+400 units					
Daily	7,412	4,514	2,898	Daily	8,606	4,514	4,092	1,194
AM Peak Hour				AM Peak Hour				
In	581	618	-37	In	1,219	618	601	638
Out	<u>234</u>	<u>84</u>	<u>150</u>	Out	<u>166</u>	<u>84</u>	<u>82</u>	<u>-68</u>
Total	815	702	113	Total	1,385	702	683	570
PM Peak Hour				PM Peak Hour				
In	280	110	170	In	239	110	129	-41
Out	<u>587</u>	<u>537</u>	<u>50</u>	Out	<u>1,169</u>	<u>537</u>	<u>632</u>	<u>582</u>
Total	867	647	220	Total	1,408	647	761	541



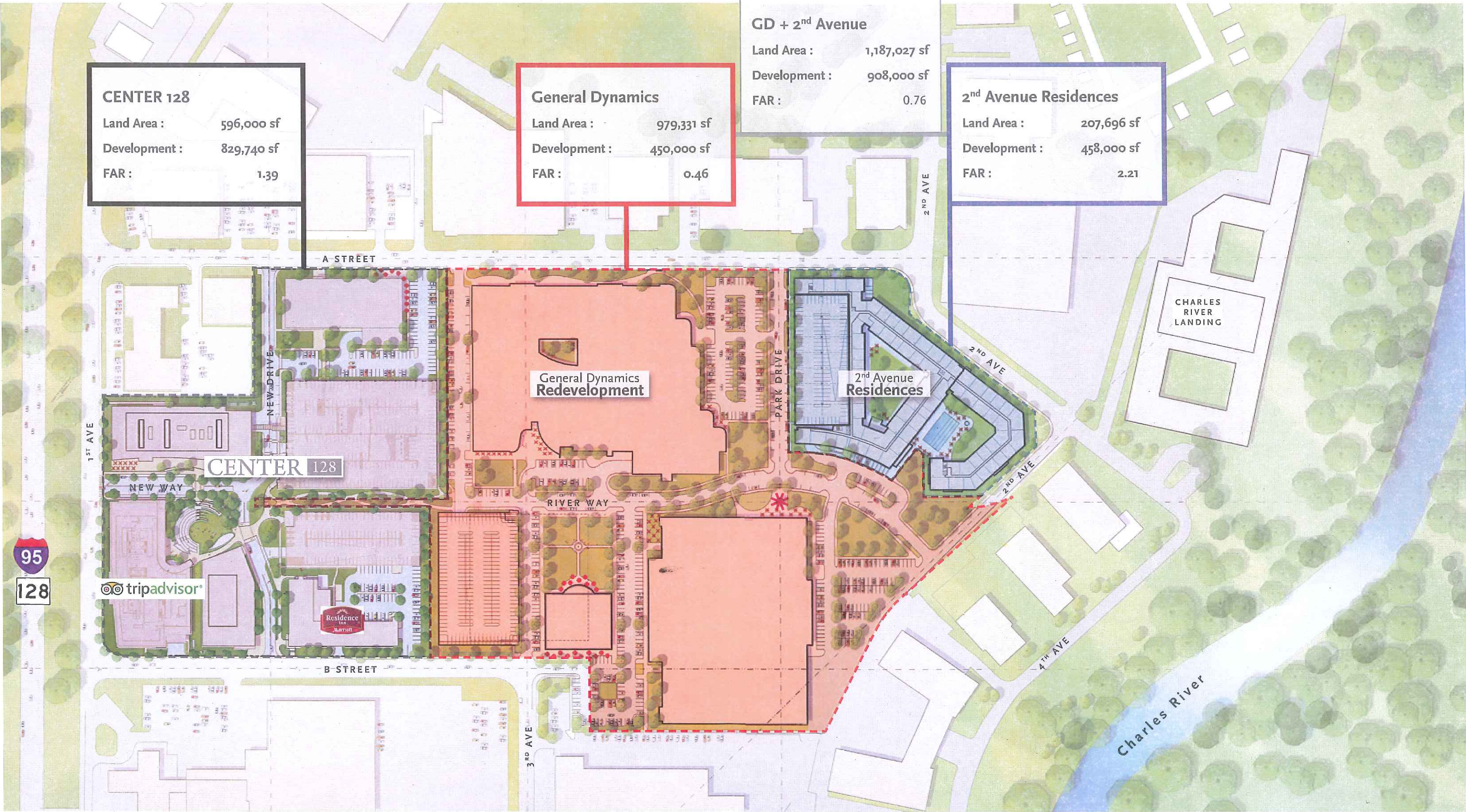
2nd Avenue Residences
NEEDHAM, MASSACHUSETTS

NORMANDY A STREET
RESIDENTIAL, LLC

ELKUS | MANFREDI
ARCHITECTS

Parcel Plan
Aerial

6 March 2015



CENTER 128
Land Area : 596,000 sf
Development : 829,740 sf
FAR : 1.39

General Dynamics
Land Area : 979,331 sf
Development : 450,000 sf
FAR : 0.46

GD + 2nd Avenue
Land Area : 1,187,027 sf
Development : 908,000 sf
FAR : 0.76

2nd Avenue Residences
Land Area : 207,696 sf
Development : 458,000 sf
FAR : 2.21

CENTER 128

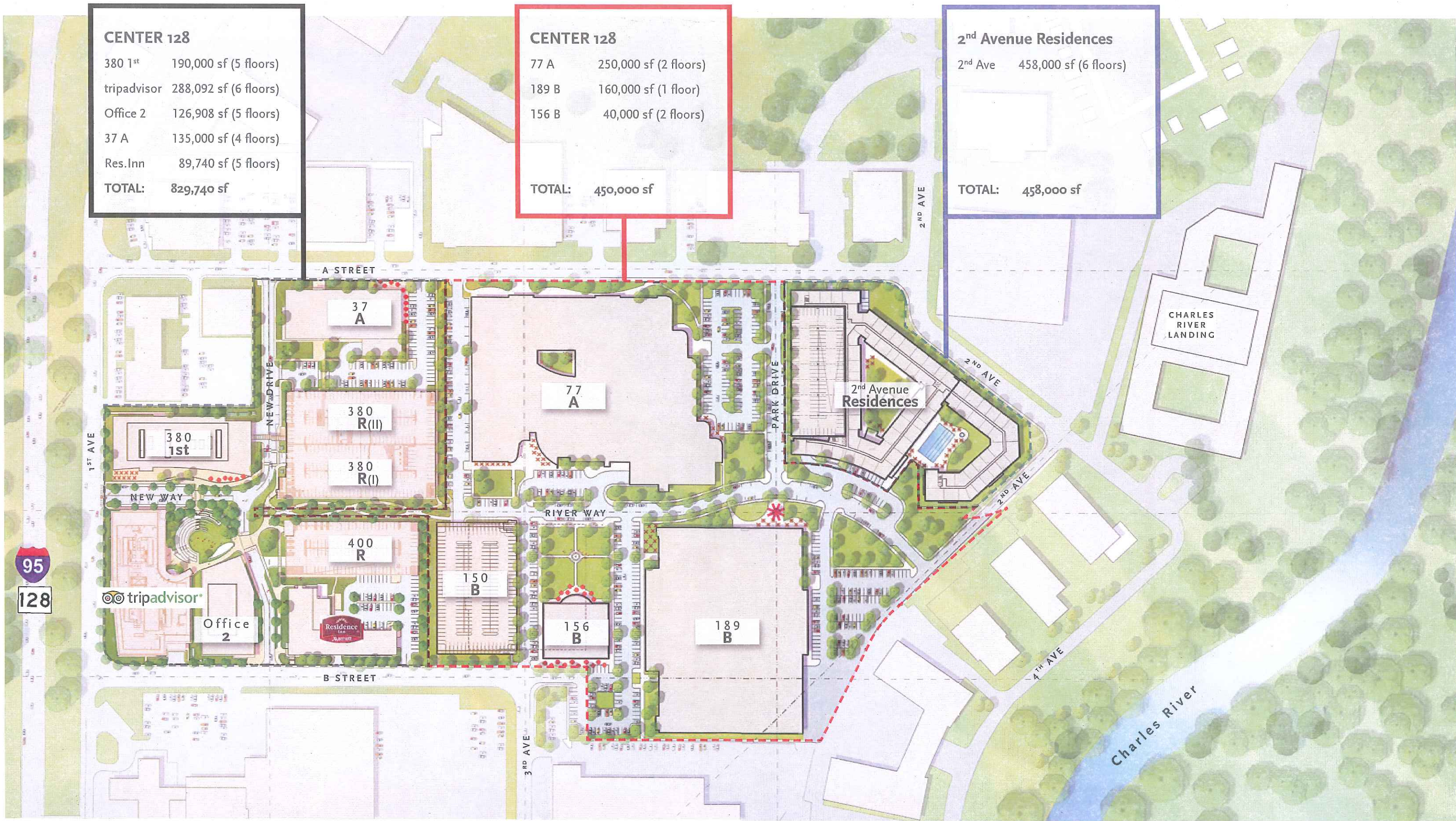
380 1 st	190,000 sf (5 floors)
tripadvisor	288,092 sf (6 floors)
Office 2	126,908 sf (5 floors)
37 A	135,000 sf (4 floors)
Res. Inn	89,740 sf (5 floors)
TOTAL:	829,740 sf

CENTER 128

77 A	250,000 sf (2 floors)
189 B	160,000 sf (1 floor)
156 B	40,000 sf (2 floors)
TOTAL:	450,000 sf

2nd Avenue Residences

2 nd Ave	458,000 sf (6 floors)
TOTAL:	458,000 sf





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

MEETING DATE: 3/10/2015

Agenda Item	Accept and Refer Zoning Amendment
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At its meeting of March 10, 2015, the Planning Board is scheduled to place the following article on the warrant for the 2015 Annual Town Meeting: Amend Zoning By-law – Retaining Walls. Under State law, the Board has 14 days to accept the proposed amendments and refer the amendments back to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> 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.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Letter from Lee Newman, Director of Planning & Community Development dated March 10, 2015 b. Proposed Warrant article c. M.G.L. c. 40A Section 5			



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7500

PLANNING

March 10, 2015

Ms. Kate Fitzpatrick
Town Manager
Town Hall
Needham, MA 02492

Re: Zoning Article for 2015 Special Town Meeting

Dear Kate:

The Planning Board at its meeting of March 10, 2015 voted to place the following article on the warrant for the May 2015 Special Town Meeting: (1) Amend Zoning By-Law - Retaining Walls. Accordingly, please find the above-named article as approved by the Planning Board for inclusion in the warrant of the 2015 Special Town Meeting.

As you know, the Board of Selectmen will need to accept the article and to then forward it to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed article at their next meeting of Tuesday, March 10, 2015, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the article for Tuesday, April 7, 2015.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

ARTICLE : AMEND ZONING BY-LAW – RETAINING WALLS

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

- (a) ~~Amend Section 1.3 Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:~~

“Retaining Wall - A wall or terraced combination of walls used at a grade change to hold soil and other earth material at a higher position. Retaining walls may be attached to or independent from other structures. The exposed side of a retaining wall shall be known as a “face”. The area between a lower wall and a successive higher wall shall be known as a “terrace.”

- (b) Amend Section 1.3 Definitions, by revising the existing definition of the term “Structure”, so that the entire definition shall now read as follows: (new language underlined):

“Structure – anything constructed or erected, the use of which requires a fixed location on the ground or attached to something located on the ground including an artificial or a constructed swimming pool having a depth of water of two (2) feet or more or a water surface area of at least one hundred (100) square feet when filled to capacity, but excluding a fence, boundary wall, retaining wall, public utility pole, public utility supporting device or a structure with less than one hundred square foot ground coverage and a height of less than eight (8) feet.”

- (c) Amend Section 6, Special Regulations, by inserting a new Subsection 6.11, Retaining Walls, to read as follows:

“6.11 Retaining Walls

6.11.1 Purpose and Intent

The Town of Needham adopts this section to accomplish and ensure the following:

- (a) To allow for the review of retaining walls of a size that may impact surrounding buildings, land, and uses;
- (b) To require the construction of retaining walls in a manner consistent with engineering and construction best practices; and
- (c) To lessen the impact of large retaining walls on abutting properties and the public by encouraging the use of landscaping and aesthetically pleasing design elements.

6.11.2 Applicability

The regulations and requirements contained herein shall apply to all retaining walls erected in the Town of Needham.

6.11.3 General Provisions

The Board of Appeals shall consider requests for special permits in accordance with this Section and Section 7.5 of the Zoning Bylaw and a Special Permit for a retaining wall may be issued provided the Board of Appeals finds:

- (a) That the retaining wall will not cause an increase of water flow off the property;
- (b) That the requested retaining wall will not adversely impact adjacent property or the public;
- (c) That the report of the Design Review Board has been received and considered.
- (d) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by revising the first paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 7.4 Site Plan Review and requests for special permits in accordance with Section 4.2.5 Planned Residential Development, Section 4.2.4 Flexible Development and Section 6.11 Retaining Walls and, for a minor project that only involves a change in the exterior façade of a building in the Center Business District, shall review and may approve such façade change."

- (e) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by adding a new sentence at the end of the fourth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"It shall evaluate such requests based on Subsection 7.7.4 Design Criteria below. Its findings and recommendations, along with any suggested restrictions and conditions, shall be transmitted to the applicant and Planning Board, acting as a special permit granting authority for "Major Projects" under Site Plan Review, Planned Residential Developments and Flexible Developments and to the applicant and Board of Appeals, acting as a special permit granting authority, under Section 6.11 Retaining Walls. Such advisory reports of the Design Review Board shall be transmitted to the Building Inspector and applicant in all other instances as described in the two paragraphs above for "Minor Projects" under Site Plan Review, building permits in all non-residential districts, retaining wall permits and sign permits. For a minor project that only involves a change in the exterior of a building in the Center Business District, the Design Review Board shall be the review and approval entity for such façade changes."

Or take any other action relative thereto.

**PART I ADMINISTRATION OF THE GOVERNMENT****TITLE VII CITIES, TOWNS AND DISTRICTS****CHAPTER 40A ZONING****Section 5 Adoption or change of zoning ordinances or by-laws; procedure**

Section 5. Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included

with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one.

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

No zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are two branches, or by a two-thirds vote of a town meeting; provided, however, that if in a city or town with a council of fewer than twenty-five members there is filed with the clerk prior to final action by the council a written protest against such change, stating the reasons duly signed by owners of twenty per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent extending three hundred feet therefrom, no such change of any such ordinance shall be adopted except by a three-fourths vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by section thirty-two of chapter forty, he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to section thirty-two of chapter forty. If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the date of such vote. In a municipality which is not required to submit zoning ordinances to the attorney general for approval pursuant to section thirty-two of chapter forty, the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in sections thirty-two and thirty-two A of chapter forty and notice specifying the court, parties, invalidity claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.



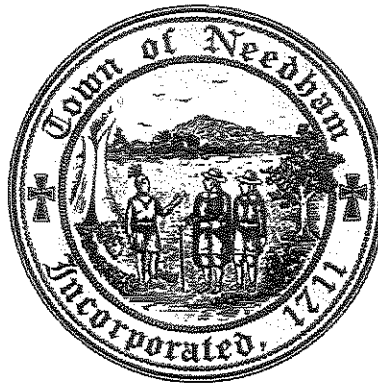
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/10/2015

Agenda Item	2015 Annual Town Meeting Preparation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager and Board members will discuss preparation for the 2015 Annual Town Meeting.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Draft Annual Town Meeting Warrant 3.6.2015			

TOWN OF NEEDHAM



2015 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 14, 2015

Business meeting: Monday, May 4, 2015

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 14, 2015
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE FOURTEENTH DAY OF APRIL, 2015

from forty-five minutes after six o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for One Year;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;

Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years
One Town Meeting Member from Precinct I for One Year;
Eight Town Meeting Members from Precinct J for Three Years.

Warrant for the Annual Town Meeting

Monday, May 4, 2015 at 7:30 p.m. at Needham Town Hall

ARTICLE: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2015, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	
Town Clerk with 6 years of service in that position	
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$X, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$X. The annual salary of \$X includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$X. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$X; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE : FUND COLLECTIVE BARGAINING AGREEMENT – BCTIA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the BCTIA, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2016; or take any other action relative thereto.

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

Article Information:

ARTICLE : FUND COLLECTIVE BARGAINING AGREEMENT – POLICE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2016; or take any other action relative thereto.

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

Article Information:

ARTICLE : FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2016; or take any other action relative thereto.

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

Article Information:

FINANCE ARTICLES

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

To see if the Town will vote to accept, for fiscal year 2016 the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE : APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$27,500 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and to meet this appropriation that \$27,500 be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE : APPROPRIATE FOR SENIOR CORPS

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

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE : APPROPRIATE FOR MEMORIAL PARK LANDSCAPE IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$20,000 for the purpose of funding Memorial Park landscape improvements, said sum to be spent under the direction of the Town

Manager and to meet this appropriation that \$20,000 be transferred from Article 32 of the 2010 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR AT-GRADE CROSSING FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for the purpose of funding an at-grade crossing Feasibility Study, said sum to be spent under the direction of the Town Manager , and to meet this appropriation that \$35,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE : APPROPRIATE FOR SIDEWALK NEEDS ASSESSMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding a Sidewalk Needs Assessment, said sum to be spent under the direction of the Town Manager and to meet this appropriation that \$100,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE : APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$570,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager and to meet this appropriation that \$570,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR DPW/PSAB LOCATION FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$40,000 for the purpose of funding the DPW/PSAB Location Feasibility Study, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$5,168 be transferred from Article 38 of the 2004 Annual Town Meeting; \$6,347 be transferred from Article 32 of the 2008 Annual Town Meeting; \$5,595 be transferred from Article 5 of the 2011 May Special Town Meeting; \$5,000 be transferred from Article 36 of the 2011 Annual Town Meeting; and \$17,890 be transferred from Article 30 of the 2012 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR RTS ROLL-OFF REPLACEMENT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$48,000 for the purpose of funding the RTS Roll-Off Replacement Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$13,198 be transferred from Article 45 of the 2003 Annual Town Meeting, \$19,997 be transferred from Article 68 of the 2006 Annual Town Meeting, \$14,805 be transferred from Article 37 of the 2010 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE THE FY2016 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$65,000, from Free Cash in the amount of \$1,941,264, from the overlay surplus in the amount of \$500,000 from amounts reserved for debt exclusion offsets in the amount of \$99,550, and \$464,438 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE THE FY2016 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2016, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Line #	Description	FY2014		FY2015		FY2016		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Salary & Wages	\$602,290	9.0	\$731,026	10.0	\$739,993	10.0	
101B	Expenses	\$1,157,133		\$1,225,721		\$1,153,651		
101C	Operating Capital	\$60,000		\$81,000		\$86,000		
101D	Debt Service	\$149,147		\$150,000		\$150,000		
102	Reserve Fund	Transfers Only		\$25,000		\$25,000		
TOTAL		\$1,968,570	9.0	\$2,212,747	10.0	\$2,154,644	10.0	
FY2016 Budget Percentage Change from FY2015 Budget								-2.6%

and further to meet this appropriation that \$1,420,000 be raised from the tax levy and transferred to the RTS Enterprise Fund and that \$110,000 be transferred from RTS Enterprise Fund Retained Earning; or take any other action relative thereto.

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

Article Information:

ARTICLE : APPROPRIATE THE FY2016 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2016, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Line #	Description	FY2014		FY2015		FY2016		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$902,486	12.0	\$962,166	12.0	\$987,170	12.0	
201B	Expenses	\$355,518		\$352,958		\$402,011		
201C	Capital Outlay	\$24,799		\$25,000		\$50,000		
201D	MWRA Assessment	\$5,423,810		\$5,466,144		\$5,462,757		
201E	Debt Service	\$1,390,516		\$1,500,000		\$1,500,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,097,129	12.0	\$8,341,268	12.0	\$8,436,938	12.0	
FY2016 Budget Percentage Change from FY2015 Budget								1.1%

and further to meet this appropriation that \$494,488 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and \$703,449 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information:

ARTICLE : APPROPRIATE THE FY2016 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2016, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Line #	Description	FY2014		FY2015		FY2016		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,014,577	16.0	\$1,077,972	16.0	\$1,105,680	16.0	
301B	Expenses	\$990,584		\$1,079,548		\$1,034,526		
301C	Capital Outlay	\$31,500		\$40,200		\$30,500		
301D	MWRA Assessment	\$1,271,018		\$1,193,697		\$1,012,962		
301E	Debt Service	\$1,535,767		\$1,550,000		\$1,550,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,843,446	16.0	\$5,016,417	16.0	\$4,808,668	16.0	
FY2016 Budget Percentage Change from FY2015 Budget								-4.1%

or take any other action relative thereto.

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

Article Information:

ARTICLE : CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2015:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2016 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	\$60,000
Water Conservation	DPW Director	Sale of Water Conservation Devices	Encourage Residential Water Conservation	\$10,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	\$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	\$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	\$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	\$819,000
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	\$250,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½:

ARTICLE : AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Action Taken

Article Information:

ZONING / LAND USE ARTICLES

ARTICLE : AMEND ZONING BY-LAW – REGISTERED MARIJUANA DISPENSARIES

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

- (a) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

“Medical Marijuana Treatment Center: A facility operated by a not-for-profit entity registered and approved by the Massachusetts Department of Public Health in accordance with 105 CMR 725.000 or succeeding regulation pertaining to the registration of such facilities, and pursuant to all other applicable state laws and regulations, also to be known as a Registered Marijuana Dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to patients or their personal caregivers registered and qualified under the provisions of 105 CMR 725.00 (“Qualified Patients or Qualified Caregivers”) or succeeding regulation pertaining to the registration and qualification of Qualified Patients and Qualified Caregivers. A Medical Marijuana Treatment Center may include facilities which cultivate and/or process marijuana for medical use.

Off-Site Medical Marijuana Dispensary: A facility registered and qualified as a Registered Marijuana Dispensary under the provisions of 105 CMR 725.00 that is located off-site from a separate location of the same RMD or from an affiliated RMD where marijuana or related products are cultivated or processed, and that is controlled and operated by the same registered and approved non-profit entity that operates the separate location or affiliated RMD where marijuana or related products are cultivated or processed, but which dispensary serves only to acquire, possess, transfer, transport, sell, distribute, dispense or administer processed marijuana for medical use, related products and supplies and educational materials to Qualified Patients or Qualified Caregivers, and which dispensary includes no cultivation or processing of such marijuana or related products.”

- (b) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads “medical clinic” a new entry, which shall read as follows:

“Use	<u>RRC</u> <u>SRA</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u> <u>&3</u>	<u>I</u>	<u>IND</u>	<u>IND-1</u>
Medical Marijuana Treatment Center	N	N	N	N	N	N	SP*

*Also subject to Section 7.4 (Site Plan Review)

- (c) In Section 3.2.5, Uses in Highland Commercial-128 District, Subsection 3.2.5.2, Uses Permitted by Special Permit, by adding a new paragraph (p) that states “Off-Site Medical Marijuana Dispensary”, subject to Section 7.4 (Site Plan Review)” and by renumbering former paragraphs (p), (q) and (r) as paragraphs (q) (r) and (s) respectively.
- (d) In Section 3.2.6, Uses in the Mixed Use-128 District, Subsection 3.2.6.2, Uses Permitted by Special Permit, by adding a new paragraph (j) that states “Medical Marijuana Treatment Center”, subject to Section 7.4 (Site Plan Review)” and by renumbering former paragraphs (j) and (k) as paragraphs (k) and (l) respectively.
- (e) In Section 6, Special Regulations, by inserting a new Subsection 6.10, Special Permit Criteria for Registered Marijuana Dispensaries, to read as follows.

“6.10 Special Permit Criteria for Registered Marijuana Dispensaries

In granting a special permit for a Medical Marijuana Treatment Center or Off-Site Medical Marijuana Dispensary, in addition to the general criteria for issuance of a special permit as set forth in Section 7.5.2 of this By-Law, the Planning Board shall find that the following criteria are met:

(a) The site on which the Medical Marijuana Treatment Center or Off-Site Medical Marijuana Dispensary is located is at least one thousand (1,000) feet distant from a public or private elementary school, middle school, or secondary school, or a municipal park or playground, or if not located at such a distance, but located at least five hundred (500) feet distant from such protected use, it is determined by the Planning Board to be sufficiently buffered from such protected use such that its users will not be adversely impacted by the operation of the Medical Marijuana Treatment Center or Off-Site Medical Marijuana Dispensary. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use identified in this section to the nearest point of the proposed Medical Marijuana Treatment Center or Off-Site Medical Marijuana Dispensary.

(b) The Medical Marijuana Treatment Center or Off-Site Medical Marijuana Dispensary is not located in a building that contains a licensed daycare center, or any facility providing educational,

recreational or social programs or activities attended primarily by children enrolled with such facility.

- (f) In Section 8 Interim Regulations for Medical Marijuana Uses, by deleting the Section in its entirety.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:
PLANNING BOARD RECOMMENDS THAT:

Article Information:

ARTICLE : AMEND ZONING BY-LAW – DEFINITION OF HALF-STORY

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

- (a) In Section 1.3, Definitions, by revising the existing definition of the term “Half-story”, so that the entire definition shall now read as follows: (new language underlined):

“Half-Story or ½ Story – For all single-family detached dwellings, two-family detached dwellings, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor, that portion of a building included between the upper surface of a floor and the lower surface of a sloping roof next above where the area contained therein has a finished ceiling height exceeding 5’-0”. Dormers installed in a sloping roof directly above the second story of a structure shall be limited in size as follows: (1)The total length of the front wall(s) of a dormer(s) shall not exceed fifty percent (50%) of the eve length of the portion of the roof in which the dormer is built. In no case shall a singular dormer exceed twenty feet (20’) in width. (2) A roof line overhang shall be continued between the dormer and the story next below so as to avoid the appearance of an uninterrupted wall plane extending beyond two stories. (3) The vertical plane of the side wall of any dormer shall not be closer than eighteen inches (18”) from the vertical plane of the intersection of the roof and the main building end wall nearest the dormer. (4) No dormer may project above the main ridgeline of the building. There are no restrictions on dormers installed in a sloping roof directly above the first story of a structure. This definition shall apply to all single-family detached dwellings, two-family detached dwellings, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor. For all other buildings the definition is, that part of a building under a sloping roof where the full-length rafters rest on the top beam of the story below.”

- (b) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

“Dormer – A projection built out from a sloping roof, usually containing a window or vent.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:
PLANNING BOARD RECOMMENDS THAT:

Article Information:

**ARTICLE: AMEND ZONING BY-LAW – DEFINITION OF HALF-STORY AND
DIMENSIONAL REQUIREMENTS FOR THE CHESTNUT STREET
BUSINESS DISTRICT**

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

- (a) In Section 1.3, Definitions, by revising the existing definition of the term “Half-Story or ½ Story”, so that it shall now read as follows: (new language underlined):

“Half-Story or ½ Story – For all single-family detached dwellings, two-family detached dwellings, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and Chestnut Street Business districts and located in the half-story directly above the second floor, that portion of a building included between the upper surface of a floor and the lower surface of a sloping roof next above where the area contained therein has a finished ceiling height exceeding 5’-0”. Dormers installed in a sloping roof directly above the second story of a structure shall be limited in size as follows: (1) The total length of the front wall(s) of a dormer(s) shall not exceed fifty percent (50%) of the eave length of the portion of the roof in which the dormer is built. In no case shall a singular dormer exceed twenty feet (20’) in width. (2) A roof line overhang shall be continued between the dormer and the story next below so as to avoid the appearance of an uninterrupted wall plane extending beyond two stories. (3) The vertical plane of the side wall of any dormer shall not be closer than eighteen inches (18”) from the vertical plane of the intersection of the roof and the main building end wall nearest the dormer. (4) No dormer may project above the main ridgeline of the building. There are no restrictions on dormers installed in a sloping roof directly above the first story of a structure. This definition shall apply to all single-family detached dwellings, two-family detached dwellings, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and Chestnut Street Business districts and located in the half-story directly above the second floor. For all other buildings the definition is, that part of a building under a sloping roof where the full-length rafters rest on the top beam of the story below.”

- (b) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by revising the entry which reads in part “Apartment or multifamily dwelling”, so that it shall now read as follows:

<u>“USE</u>	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Apartment or multifamily dwelling					
* Allowed on second floor and in half-story directly above second floor only;					
consistent with density requirements for A-1	N	SP*	SP*	SP	SP”

- (c) In Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.3, Height Limitation, by deleting the phrase “Chestnut Street Business,” from the first sentence of the second paragraph and by adding a new third paragraph so that the second and third paragraph of the subsection shall now read as follows:

“Notwithstanding the above, no building or structure which is located on property in the Avery Square Business, Hillside Avenue Business, or Neighborhood Business districts shall exceed two and one-half (2 ½) stories, including ground level covered or enclosed parking, no more than two (2) stories of which shall be occupied except for storage, nor shall the building or structure exceed a total height of thirty-five (35) feet.

Notwithstanding the above, in the Chestnut Street Business District, the limit of height of a building or structure shall be two and one-half (2 ½) stories not to exceed thirty-five (35) feet, including ground level covered or enclosed parking, provided that in no event shall any building contain more than two floors used for non-residential occupancy other than storage, residential occupancy being permitted on the second floor and in the half-story directly above the second floor consistent with the use and density requirements of Section 3.2.2.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

PLANNING BOARD RECOMMENDS THAT:

Article Information:

ARTICLE : AMEND ZONING BY-LAW – ALLOWING MORE THAN ONE MUNICIPAL BUILDING AND/OR USE ON A LOT

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

- (a) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence , Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial 1 Districts, by inserting the following before the subheading “**ACCESSORY**”: “More than one municipal building and/or use on a lot” and the letter “Y” across all zoning districts in the table.
- (b) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in Business, Chestnut Street Business, Center Business, Avery Square Business, and Hillside Avenue Business, by inserting the following before the subheading “**ACCESSORY**”: “More than one municipal building and/or use on a lot” and the letter “Y” across all zoning districts in the table.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

PLANNING BOARD RECOMMENDS THAT:

Article Information:

ARTICLE : AMEND ZONING BY-LAW – DESCRIPTION OF FLOOD PLAIN DISTRICT

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

- (a) In Section 2.3, Description of Flood Plain Districts, by deleting Sections 2.3.4, 2.3.5, 2.3.6, 2.3.7 and 2.3.8 thereof.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

PLANNING BOARD RECOMMENDS THAT:

Article Information:

ARTICLE: AMEND ZONING BY-LAW – MAP CHANGE TO FLOOD PLAIN OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map to revise the boundaries of the Flood Plain Overlay District so that the District now comprises the following:

- (a) All special flood hazard areas within the Town of Needham designated as Zone A, AE, or AH on the Norfolk County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Norfolk County FIRM that are wholly or partially within the Town of Needham are panel numbers 25021C0016E, 25021C0017E, 25021C0018E, 25021C0019E, 25021C0028E, 25021C0036E, 25021C0037E, 25021C0038E, and 25021C0039E dated July 17, 2012. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 17, 2012.
- (b) All that land along or sloping toward that portion of Rosemary Brook between Rosemary Lake and Central Avenue that is at or below the following elevations: (i) Ninety (90) feet above mean sea level upstream of West Street; and (ii) Eighty-eight (88) feet above mean sea level between West Street and Central Avenue.
- (c) All that land along or sloping toward that portion of Rosemary Brook between Central Avenue and the Needham-Wellesley town line that is at or below an elevation of eighty-five (85) feet above mean sea level.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

PLANNING BOARD RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES / CITIZENS' PETITIONS / COMMITTEE ARTICLES

ARTICLE : ACCEPT PROVISIONS OF MGL – INCREASE IN RETIREE COLA BASE

To see if the Town will vote to increase the maximum base on which the retiree cost of living (COLA) is calculated from \$12,000 per year to \$14,000 in accordance with Chapter 32, Section 103(j) and Section 19 of Chapter 1988 of the Acts of 2010; or take any other action thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : HOME RULE PETITION/AMEND TOWN OF NEEDHAM CHARTER PART 3, TOWN OFFICERS, SECTION 18. MODERATOR

To see if the Town vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows;

“An act amending the Charter of the Town of Needham, Part 3, Section 18. Moderator, by deleting the words “A moderator shall be elected by ballot at each annual town election”; and inserting in place thereof the words “A moderator shall be elected by ballot at the annual town election for a term of three years”.

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

Section 1. Part 3 TOWN OFFICERS, Section 18. Moderator is amended in line 1 of Section 18 by deleting the words “A moderator shall be elected by ballot at each annual town election”; and inserting in place thereof the words “A moderator shall be elected by ballot at the annual town election for a term of three years”.

Section 2. This act shall become effective upon passage.”

Or take any other action relative thereto.

INSERTED BY: Town Clerk
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE : HOME RULE PETITION/CONSTRUCT ADDITIONS TO HIGH SCHOOL
 UNDER GL CH 149A**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General court may make only clerical or editorial changes of form to the bill, unless the Town Manager approves amendments to the bill before enactment by the General Court. The Town Manager is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT AUTHORIZING THE TOWN OF NEEDHAM TO AWARD A CONTRACT AND CONSTRUCT AN ADDITION AND ALTERATIONS TO NEEDHAM HIGH SCHOOL UNDER THE PROVISIONS OF GENERAL LAWS CHAPTER 149A.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The provisions of General Laws Chapter 149A Section 1 notwithstanding, the Town of Needham is authorized to construct an addition and alterations to the Needham High School that includes permanent classrooms and an expansion of the cafeteria under the provisions of General Laws Chapter 149A even though the costs are estimated to be less than \$5,000,000.

SECTION 2. This act shall become effective upon final passage.

INSERTED BY:
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE : APPROPRIATE FOR ROSEMARY POOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for design and engineering of Rosemary Pool and site, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR NEWMAN ATHLETIC FIELDS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,527,000 for Newman Athletic Fields renovation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR EASTMAN CONSERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$800,000 for the reconstruction of the Eastman Conservation Area, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the FY2015 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR MILLS FIELD

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$510,000 for Mills Field Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE : APPROPRIATE FOR RIDGE HILL/STUDENT CONSERVATION
ASSOCIATION**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$10,000 for Ridge Hill Loop Trail Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR BOAT LAUNCH

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for Boat Launch Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the FY2015 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR RAIL TRAIL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100 000 for the Bay Colony Rail Trail construction, to be spent under the direction of the Town Manager, and to mete this appropriation that said sum be transferred from the FY2015 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR PURCHASE OF OPEN SPACE

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purchase of open space, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated

FY2016 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

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

Reserves:

B. Community Preservation Fund Annual Reserve \$1,448,606
C. Community Housing Reserve \$281,353
D. Historic Resources Reserve \$0
E. Open Space Reserve \$281,353

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE : RESCIND DEBT AUTHORIZATIONS

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

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
Rosemary Pool Complex	2000 ATM	63	\$100,000	\$7,500
Public Services Administration Bldg.	2008 STM (OCT)	5	\$5,725,000	\$49,000
RTS Construction Equipment	2011 ATM	42	\$86,000	\$12,000
Town Hall (CPA Portion)	2009 ATM	35	\$7,200,000	\$1,210,000
Pollard School Boiler Replacement	2013 ATM	40	\$800,000	\$140,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE : APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate \$1,941,411 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto:

Group	Description	Recommended	Amendment
General Government	Mail Processing Machines	30,645	
General Government	Network Hardware, Servers & Switches	30,000	
Public Schools	Copier Replacement	62,740	
Public Schools	Furniture	45,405	
Public Schools	Technology Replacement	403,000	
Public Works	Fuel System Software/Hardware Upgrade	94,500	
Public Works	Mobile Column Lifts	73,500	
Public Works	Fleet Replacement Program	1,077,249	
Public Facilities	Energy Efficiency Upgrade Improvements	96,323	
Public Facilities	Fleet Replacement Program	28,049	
		1,941,411	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Action Taken

Article Information:

ARTICLE : APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,453,500 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation that \$453,500 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,000,000 under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE : APPROPRIATE FOR CENTRAL AVENUE/ELLIOT STREET BRIDGE
CONSTRUCTION**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,000,000 for reconstruction and repair of the Central Avenue/Elliot Street bridge, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR HIGH SCHOOL EXPANSION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$500,000 for engineering and design for High School expansion, to be spent under the direction of the Town Manager, and that \$276,000 be transferred from Free Cash, \$38,046 be transferred from Article 3 of the 2008 May Special Town Meeting, \$10,086 be transferred from Article 32 of the 2008 Annual Town Meeting, \$11,319 be transferred from Article 5 of the 2008 October Special Town Meeting, \$17,070 be transferred from Article 45 of the 2009 Annual Town Meeting, \$6,076 be transferred from Article 33 of the 2010 Annual Town Meeting, \$68,385 be transferred from Article 9 of the 2009 November Special Town Meeting, \$12,305 be transferred from Article 39 of the 2013 Annual Town Meeting, and \$60,713 be transferred from Article 1 of the 2013 November Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$120,500 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Specialty Equipment	70,500	
Sewer	Sewer Service Connections	50,000	
		120,500	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR SEWER PUMP STATION IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$550,000 for Sewer Pump Station Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that \$116,143 be transferred from Article 59 of the 1998 Annual Town Meeting, and \$433,857 be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$976,604 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	41,604	
Water	Mobile Record Keeping Devices GIS	35,000	
Water	Service Connections	200,000	
Water	Water Supply Development	700,000	
		976,604	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE : APPROPRIATE FOR WATER SYSTEM REHABILITATION PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$820,500 for the Water System Rehabilitation Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$3,575 be transferred from Water Retained earnings, that \$12,703 be transferred from Article 56 of the May 2001 Annual Town Meeting, that \$15,000 be transferred from Article 58 of the 2001 Annual Town Meeting, that \$9,131 be transferred from Article 51 of the 2003 Annual Town

Meeting, that \$13,082 be transferred from Article 53 of the 2003 Annual Town Meeting, that \$14,583 be transferred from Article 52 of the 2004 Annual Town Meeting, that \$10,025 be transferred from Article 50 of the 2005 Annual Town meeting, that \$11,409 be transferred from Article 46 of the 2007 Annual Town Meeting, that \$18,000 be transferred from Article 46 of the 2008 Annual Town Meeting, that \$9,740 be transferred from Article 48 of the 2008 Annual Town Meeting, that \$58,166 be transferred from Article 39 of the 2010 Annual Town Meeting, that \$10,086 be transferred from Article 45 of the 2011 Annual Town Meeting, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$635,000 under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE: APPROPRIATE TO THE OPEB TRUST FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$320,000 to the OPEB Trust Fund, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$866,412 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, and to meet this appropriation that \$20,712 be transferred from Article 4 of the March 3, 2008 Special Town Meeting and \$845,700 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE: OMNIBUS

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

INSERTED BY: Board of Selectmen

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

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

Given under our hands at Needham aforesaid this 10th day of February 2015.

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

(month) (day)

2015



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

MEETING DATE: 03/10/2015

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			

**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)	Sandra Rizkallah		
Event Manager Address	40 Freeman Place. Needham, MA 02492		
Event Manager Phone Number	781-956-4281		
Organization Representing (if applicable)	Plugged In Band Program		
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: <u>IRS determination letter attached</u>		
Name of Event	British Invasion of Needham with Beatlejuice and Friends		
Date of Event	03/07/2015		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM: 5:00pm	TO: 12:00am	
Are tickets being sold in advance for this event?	☒ YES	\$ 30.00/per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 30.00/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?	Approximately 300		
Name & address of event location. Please attach proof of permission to use this facility. James Hugh Powers Hall. 1471 Highland Ave. Needham, MA 02492.			
Who will be serving the alcohol to your guests? <u>3686599</u> <i>dance w/ stars</i>			
TIPPS certified bartenders 1) John P. Neri (certificate on file with town) 2) Leo Lafarge (certificate on file with town) <i>up 3-16-17</i>			
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). TIPPS certified bartenders 1) John P. Neri (certificate on file with town) 2) Leo Lafarge (certificate on file with town)			
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 beer or wine from bartenders. Bar will be placed as per the attached floor plan.			
☒ 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: <u>2-25-15</u>	

**Concert to Benefit
Plugged In Band Program
The British Invasion
of Needham**



Saturday March 7, 2015

**Powers Hall (Needham Town Hall)
Needham, MA 02492**

Doors at 7:00pm

**Dinner – Dancing
Cash Bar (21+)**

Tickets \$30 each

**Get your tickets today at:
<http://www.pluggedinband.org/>**

**Beatlejuice, Boston's #1 Beatles
cover band, will be faithfully
reproducing some of the greatest
songs ever written.**

**Delicious Fish & chips from
Captain Marden's Cod Squad will
be available for purchase.**

**Captain Marden's is generously
donating proceeds of sales back
to Plugged In!**

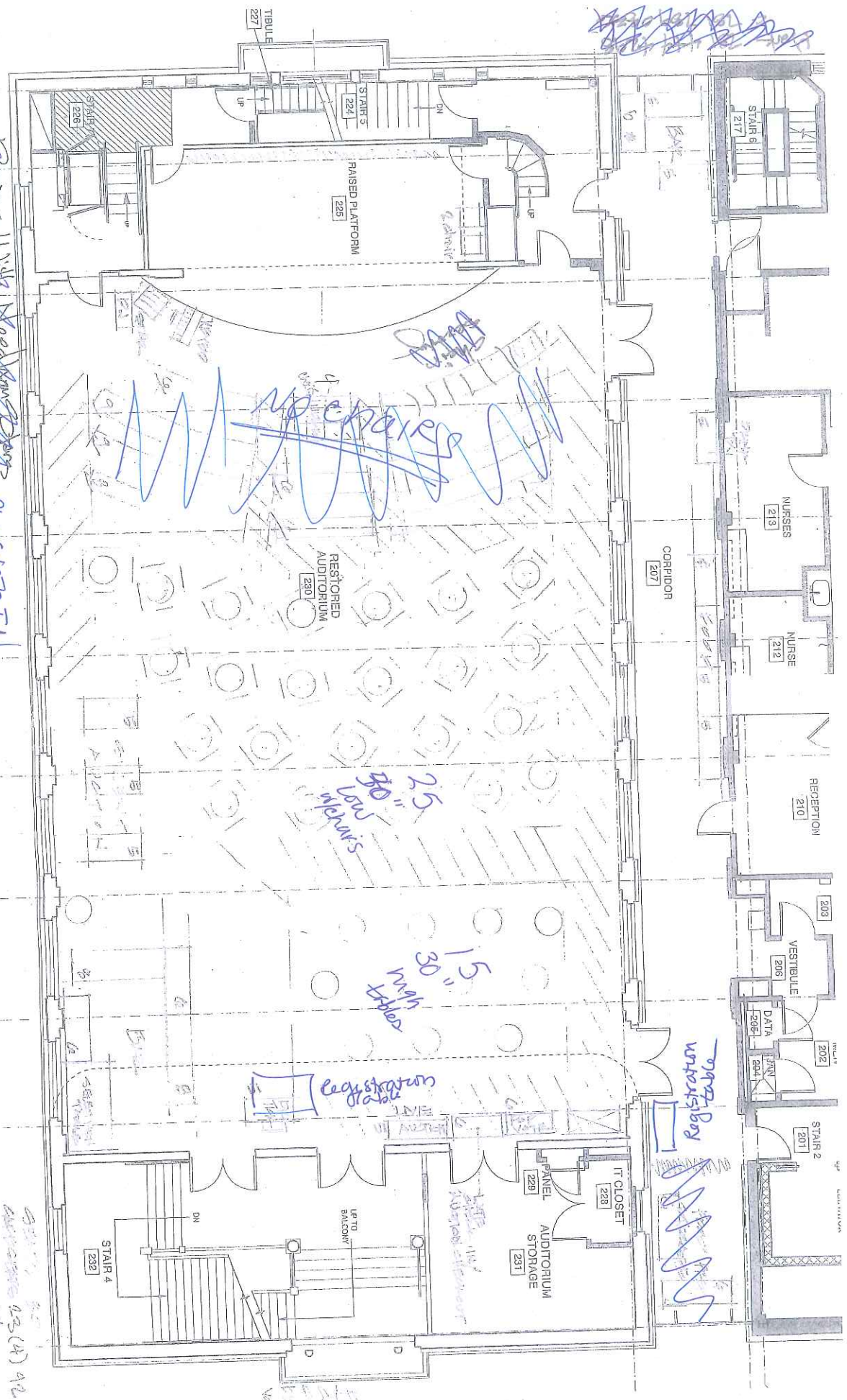


NEEDHAM CENTER

NB Needham Bank

SNOW DATE: SUNDAY, MARCH 8, 7pm

Repairing With Wood from Stairs
 3-7-15
 Plugged in
 3-7-15



0.3 (4) 92
 100



Massachusetts Restaurant Association

95-A Turnpike Road, Westborough, MA 01581-2850

TEL (508) 366-4144 • 1-800-852-3042 (MA Only WATS) • FAX (508) 366-46

April 22, 1998

Congratulations! You have successfully completed *The Educational Foundation of the National Restaurant Association's "BAR CODE: Serving Alcohol Responsibly"* program. Your certificate of completion is enclosed.

You should keep this certificate in a safe place. At the top of the form is *your* permanent certificate number. This is very important should you ever lose the certificate and wish a replacement.

We wish you well in your foodservice career and hope you feel free to contact us if we can be of assistance to you.

Sincerely,

Peter G. Christie
Executive Vice President

no. 183185

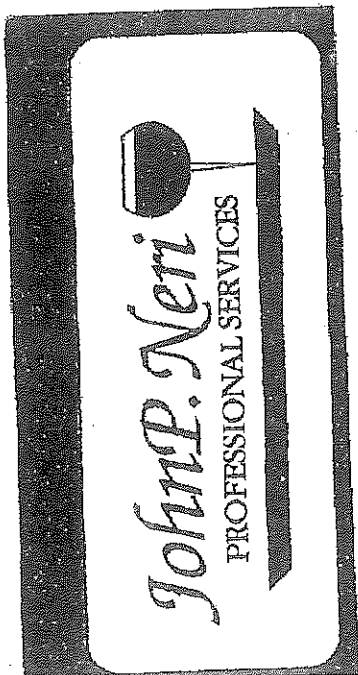
JOHN P. NERI

DATE April 7, 1998

ID NUMBER [REDACTED]

As a Bar Code professional, I pledge to use my knowledge and training to serve guests confidently. And responsibly.

781-258-7432
JPNeri109@hotmail.com



attn: Nicky

From JOHN NERI
BAR SERVICE

781-258-7432

JPNERI109@HOTMAIL.COM

Fax: 781-449-4569

P. 781-455-7500 EX. 205



On Premise
Issued: 3/25/2014
ID#: 3686577

SSN: XXX-XX-XXXX
Expires: 3/16/2017
D.O.B.: XXX/XX/XXXX

LEO J LAFARGE
463 Fellsway W
Medford, MA 02155-1821

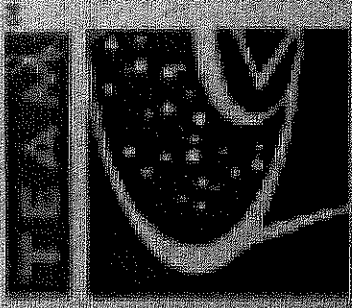
For service visit us online at www.gettips.com
Martin D'Apolito, 16823



On Premise
Issued: 3/25/2014
ID#: 3686578

SSN: XXX-XX-XXXX
Expires: 3/16/2017
D.O.B.: XXX/XX/XXXX

TEAM CERTIFICATION CARD
LINDA MACKEY



Certification	Level 2	ID #	661932
Issued	4/5/2012	SSN	XXX-XX-8174
Expires	4/5/2015	DOB	1/8/1968
Account	ARAMARK		
Facility	Fenway Park		

Nonprofit N/A
Trainer PETER HERBST, JOSEPHINE WONG
Signature

This card indicates successful completion of the TEAM program. For more information
contact 877-2-TEAM-CO



2015

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

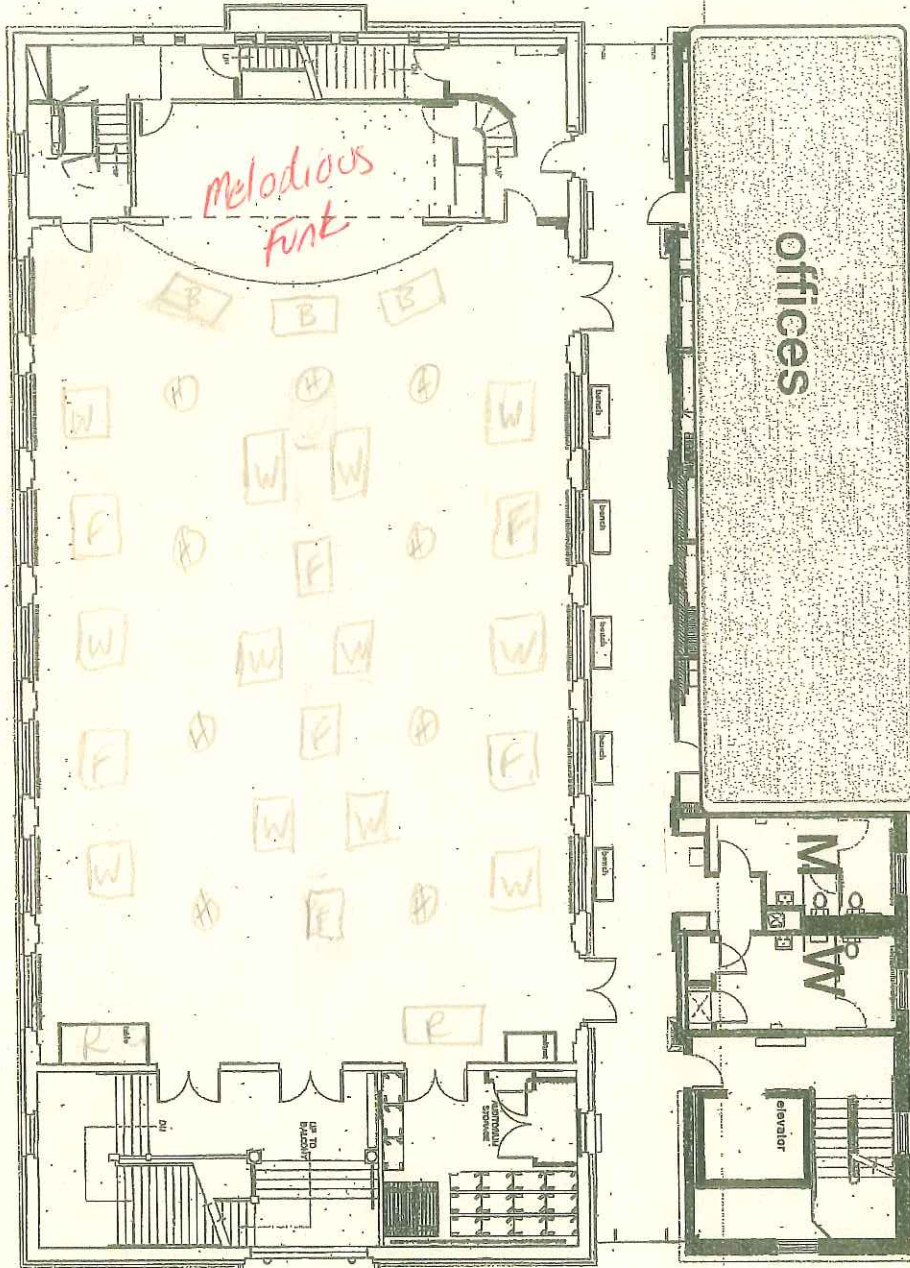
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Needham ^{RECEIVED} TOWN OF NEEDHAM BOARD OF SELECTMEN / Carol Stento
Event Manager Address	P.O. Box 920583, Needham, MA 02492
Event Manager Phone Number	508-380-5784 (Carol Stento)
Organization Representing (if applicable)	Needham Women's Club
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 Grand Bar Tasting
Date of Event	4-12-2015
License is for Sale of:	
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: 3pm TO: 6pm
Are tickets being sold in advance for this event?	☒ YES \$ 35 /per ticket ☐ NO prior to event
Is there an admission fee for this event?	☒ YES \$ 45 /per ticket ☐ NO 1st week B/M event
Are you using dues collected to purchase alcohol for this event?	☐ YES ☒ NO
How many people are you expecting at this event?	
max. capacity of Powers Hall	
Name & address of event location. Please attach proof of permission to use this facility.	
Powers Hall	
Who will be serving the alcohol to your guests?	
Wine distributors - suppliers of Needham Center Fine Wines	
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).	
N/A - This is a tasting event.	
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.	
attendees will have the opportunity to taste various wines from different distributors who will be at tables scattered thru-out Powers Hall	
☒ 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:
Carol J. Stento	2/23/2014

Grand Tasting 2015

CHAPEL STREET

James Hugh Powers Hall
Needham Town Hall



Furniture

Available:

13 (18) 60"x30" tables

(6) 72"x30"

folding tables

(8) 96"x30" 4

tables

350 audience chairs

F - Food

W - wine

B - beer

R - recept
w - 1st flr

H - high top
tables

1st FLOOR

• COAT RACKS

Long - check-in
table
w/ 4 chairs

HIGHLAND AVENUE

NEEDHAM TOWN HALL
Needham, Massachusetts

SKF-2

Drawing Number:

Scale: 3/16" = 1'-0"

Drawing
scale will only be
accurate when printed on
11x17 paper at 100%.

Dimensions for
hall and stage
contained in
online
regulations.

Balcony:
seats 90
not available
for events with
alcohol.

also.

Chairs:
Hall floor can
accommodate
330 chairs
with center
aisle.



[Home](#) | [Events](#) | [Social](#) | [Service](#) | [Giving](#)

[Calendar](#) | [GFWC](#) | [Latest News](#) | [Board Members](#) | [History of NWC](#) | [Membership](#)

Needham Grand Tasting

The 4th annual Grand Tasting will be held:

April 12, 2015
3:00pm-6:00pm
Powers Hall, Needham Town Hall



Melodious Funk will again charm us with their unique style of music.

\$35 per ticket

\$45 starting April 6th until the event.

Tickets will go on sale on this page in March. Stay posted!

2015 Presenting Sponsor:



The Needham Women's Club is privileged to again have Needham Bank as Presenting Sponsor of the 2015 Needham Grand Tasting.

Needham Bank was among the first donors to step up and support the Needham Womens Club Annual Needham Grand Wine Tasting, which supported the Needham Revitalization Trust. The second year, with their support we were able to contribute to the Own Your Peace project. In 2014 they again stepped up as the Presenting Sponsor of our 3rd Annual Needham Grand Wine Tasting to support Needham Community Council. Again in 2015, thanks to the sponsorship from Needham Bank, all proceeds will benefit Needham charities and programs.

For more on Needham Bank and its services, visit www.NeedhamBank.com or call them at 781-444-2100.

Our 2015 Beverage Partner:



Needham Center Fine Wines opened its doors to Needham and neighboring towns in August 2013. Conveniently located in Needham center at 1013 Great Plain Avenue, the store caters to wine novices and connoisseurs, beer buffs, spirits aficionados and gourmet food and fromage lovers alike. We are excited that this year, Needham Center Fine Wines is adding over 30 craft and specialty beers to the offering.



www.needhamcenterfinewines.com

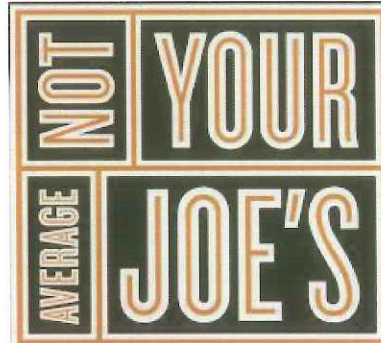
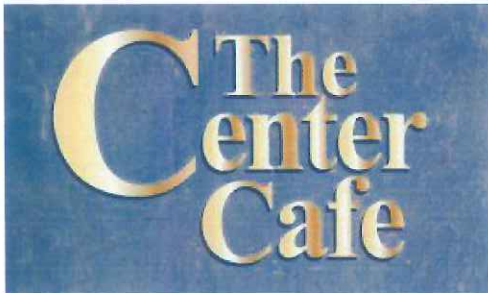
Our 2015 Food Partners:

We are currently looking for 2015 Food Tasting Partners among Needham and local restaurants. If you are interested in including your restaurant's specialties, contact Dani Sammut at danisammi@gmail.com.





PUTTERHAM GRILLE



RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2015 FEB 11 AM 11:45

RECEIVED TOWN CLERK
NEEDHAM, MA 02492

2015 FEB 11 AM 11:44

DONE

2/13/15

Cl: BOS

Dpw

→ JCF

February 9, 2015

John A. Bulian, Chairman
Needham Board of Selectmen
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Re: 122 Grant Street
Needham, MA

To the Board of Selectmen;

Upon review of the property located at 122 Grant Street, it has become apparent that there is remaining a portion of an easement that crosses the property on the Northerly side of the property. This easement is not being used by the town and had previously been voted at town meeting to be extinguished as it pertains to this parcel. Subsequent to the vote, no action was taken by the Board of Selectmen at that time and it would appear the easement is still in force.

We would like to request that a small addition be allowed to be built within the limits of the easement as it has no tangible impact on the town or its appurtenances. Please see the attached Exhibit prepared by Field Resources, Inc. showing the proposed garage and its relationship to the easement in question. At a later date, we may readdress the issue of discontinuing this easement and following through with the actions that were begun before, however at this time it seems prudent to come before you to seek your permission to build our garage within the limits of the town's easement.

Thank you for your consideration.

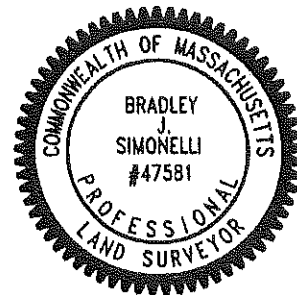
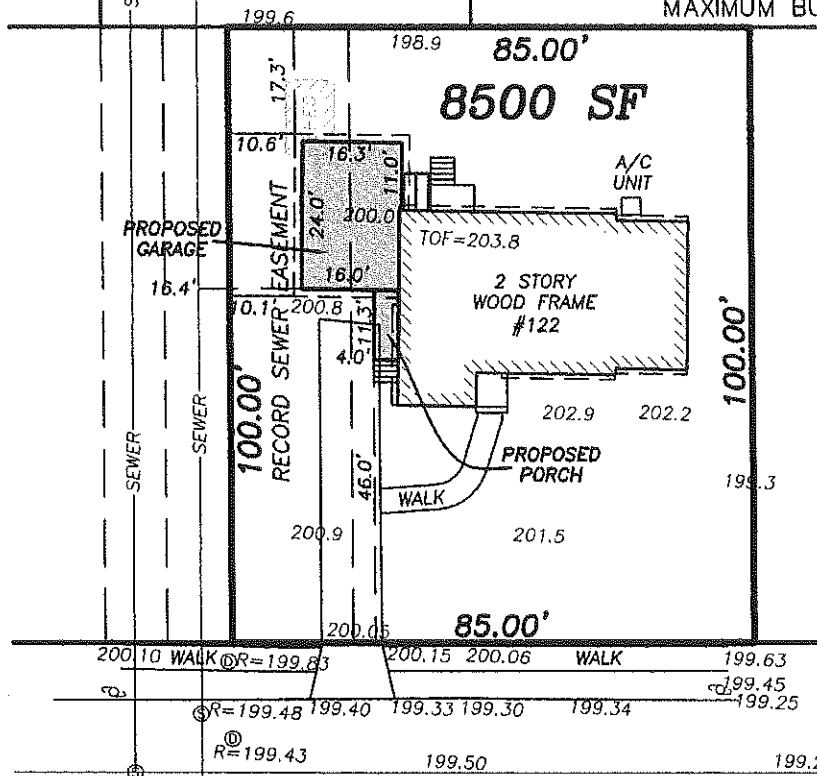


Steve and Heather Horan
122 Grant Street
Needham, MA 02492
781-449-2829

WARREN STREET

ZONING INFORMATION: SINGLE RESIDENCE B (SRB)

MINIMUM LOT AREA10,000 SF,
 MINIMUM LOT FRONTAGE.....80 FEET
 MINIMUM FRONT SETBACK.....20 FEET
 MINIMUM SIDE YARD.....10 FEET
 MINIMUM REAR YARD10 FEET
 MAXIMUM BUILDING COVERAGE.....25%
 MAXIMUM BUILDING HEIGHT.....35 FEET
 MAXIMUM BUILDING HEIGHT.....2 1/2 STORIES



GRANT STREET

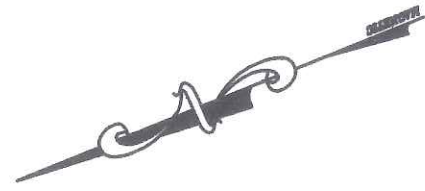
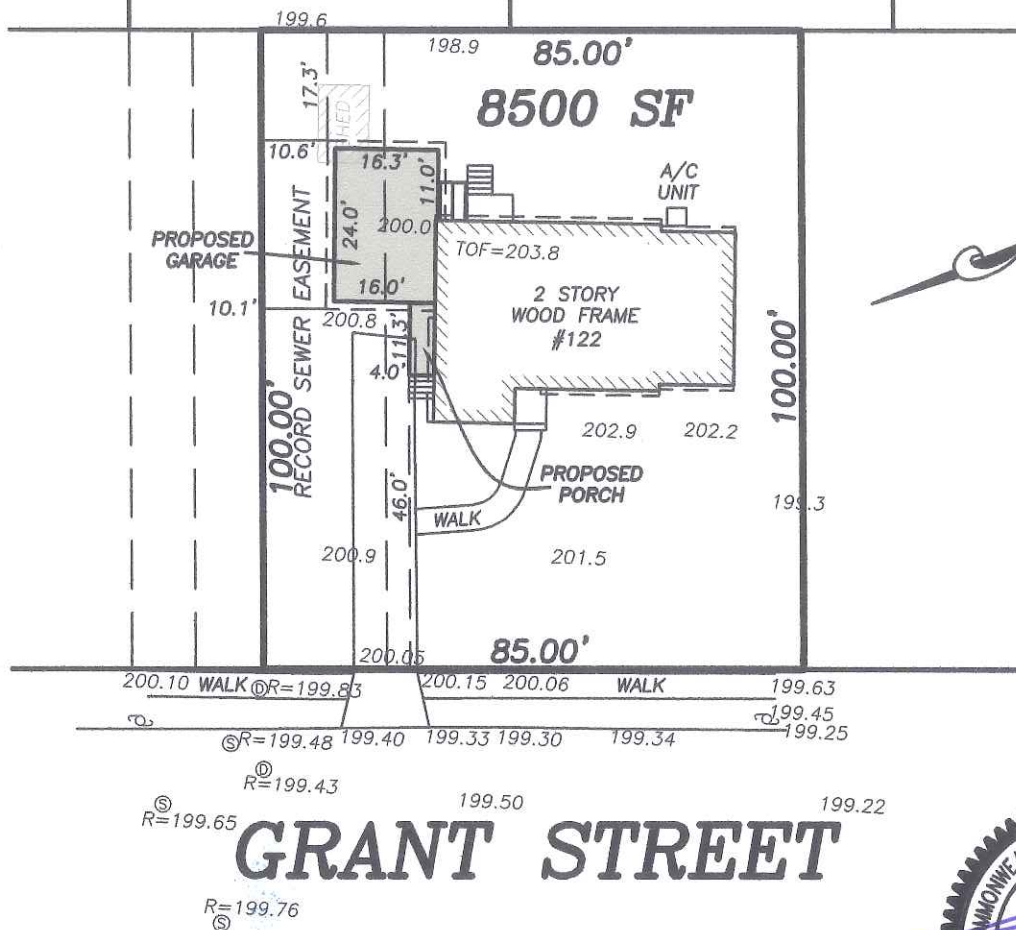
EXHIBIT PLAN
 SHOWING PROPOSED GARAGE
 122 GRANT STREET
 NEEDHAM, MASS.

Field Resources, Inc.
 LAND SURVEYORS

DECEMBER 4, 2014 SCALE 1"=30'
 P.O. BOX 324 281 CHESTNUT ST.
 AUBURN, MA NEEDHAM, MA.
 508 832 4332 781 444 5936
 fieldresources@hotmail.com

110-14

REVISED: FEBRUARY 19, 2015



ZONING INFORMATION: SINGLE RESIDENCE B (SRB)

MINIMUM LOT AREA10,000 SF.
 MINIMUM LOT FRONTAGE.....80 FEET
 MINIMUM FRONT SETBACK.....20 FEET
 MINIMUM SIDE YARD.....10 FEET
 MINIMUM REAR YARD10 FEET
 MAXIMUM BUILDING COVERAGE.....25%
 MAXIMUM BUILDING HEIGHT.....35 FEET
 MAXIMUM BUILDING HEIGHT.....2 1/2 STORIES

**EXHIBIT PLAN
 SHOWING PROPOSED GARAGE
 122 GRANT STREET
 NEEDHAM, MASS.**

**Field Resources, Inc.
 LAND SURVEYORS**

DECEMBER 4, 2014

SCALE 1"=30'

P.O. BOX 324
 AUBURN, MA

281 CHESTNUT ST.
 NEEDHAM, MA.

508 832 4332

781 444 5936

fieldresources@hotmail.com

110-14

1938 REPORTS

TOWN CLERK'S RECORDS

21

ARTICLE 29. To see if the Town will accept the extension of Manning Street northerly to Lindbergh Avenue, a distance of 245 feet, as a Town Way, in accordance with a plan on file with the Town Clerk as laid out and constructed by William H. Carter in accordance with specifications of the Town.

Voted: That the Town accept as a Town Way the extension of Manning Street northerly to Lindbergh Avenue, a distance of 245 feet, as shown on a plan on file with the Town Clerk as laid out and constructed by William H. Carter, in accordance with the specifications contained in the Town By-Laws.

ARTICLE 30. To see if the Town will authorize the Selectmen to abandon, by sale or otherwise, a parcel of land containing 1,950 square feet more or less, extending easterly from Grant Street, being a portion of Schedule A, as shown by an order of taking made by the Sewerage Committee on behalf of the Town of Needham, dated June 18, 1925; or take any action relating thereto.

Voted: That the Selectmen are authorized to abandon all the right, title and interest of the Town in the parcel of land containing 1,950 square feet more or less, extending Easterly from Grant Street, being a portion of Schedule A, as shown by an order of taking made by the Sewerage Committee on behalf of the Town of Needham dated June 18, 1925, and to convey by deed the interest of the Town therein at public or private sale for such amount and upon such terms as the Selectmen may consider adequate and proper.

ARTICLE 31. To see if the Town will accept Mayflower Road as a Town Way from Great Plain Avenue to Alden Road, on petition of Russell C. Williams and others, in accordance with a plan on file with the Town Clerk, under the provision of law authorizing the assessment of betterments; establish said Way and appropriate the sum of \$7,200.00 therefor; determine in what manner the money shall be raised; or take any action relating thereto.

Voted: That the Town accept as a Town Way Mayflower Road from Great Plain Avenue to Alden Road as laid out by the Selectmen, and according to a plan on file with the Town Clerk, under the provisions of law authorizing the assessment of betterments; and that there be appropriated the sum of \$7,200.00 therefor.

ARTICLE 32. To see if the Town will appropriate a sum not exceeding \$6,800.00 for installing a Storm Water Drain in and through Mayflower Road and other Ways incidental thereto.

Voted: That the sum of \$6,800.00 be appropriated from the unappropriated surplus funds of the Town for installing a storm water drain in and through Mayflower Road and other ways incidental thereto.

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FROM SANKY
8-28-14

* regular meeting of the Board of Selectmen was held on Tuesday, May 17, 1938, at 7:30 P.M. o'clock, with Messrs. Brown, Hall and Haller present.

The minutes of the previous meeting were read and approved.

It was unanimously voted to award the bid for the boiler and oil-burner to be installed in the Town Hall to Michael Picariello, as follows:

Town-Hall Burner

#B376 National Premier Steel Boiler, rated for 6,000 feet and a
#3 A Lynn Oilburner, dual control, for the amount of \$1,252.20

As duly advertised, Board of Survey hearing were held on the following petitions:

Board of Survey
Carter
Kirtley
Hall

William H. Carter	Concord Street
Katherine Kirkley	Grades of Mercer Road
George E. Hall	Oak Knoll Terrace

(See Board of Survey records for further details)

Mr. William P. Bailey conferred with the Board for the purpose of stating that his client having sold the property abutting the sewer easement off Grant Street was now not interested in the purchase of this land from the Town. Accordingly, no action is now necessary to be taken by the Board under Art.30, Warrant for the 1938 Town Meeting.


Grant St Easement

Mr. Arthur Eastwood appeared before the Board in regard to his letter of May 9, for the purpose of considering a deduction in his assessment. The Board concurred to adjust the amount so that 7,000 square feet, the lot on which the house is located, would not be included in the assessment for the construction of Carey Road. The balance of his land to be considered the same as other corner lots, but not including that portion at rear of land fronting on Rosemary Street having a depth only about 60 feet from Carey Place.

Mr. Eastwood
Carey Place

Mr. Derderian and Mr. Griffin of the Watertown Sand & Gravel Company conferred with the Board in regard to their orders from the Board to stop all operations at their pit off Highland Avenue. They were warned again that they were violating the Zoning By-laws, and also, were operating without a permit, as this expired on November 1, 1937. Decision was given again that they must cease all operations until a permit was approved. Remark was made by Mr. Derderian that he would employ counsel and follow his advice.

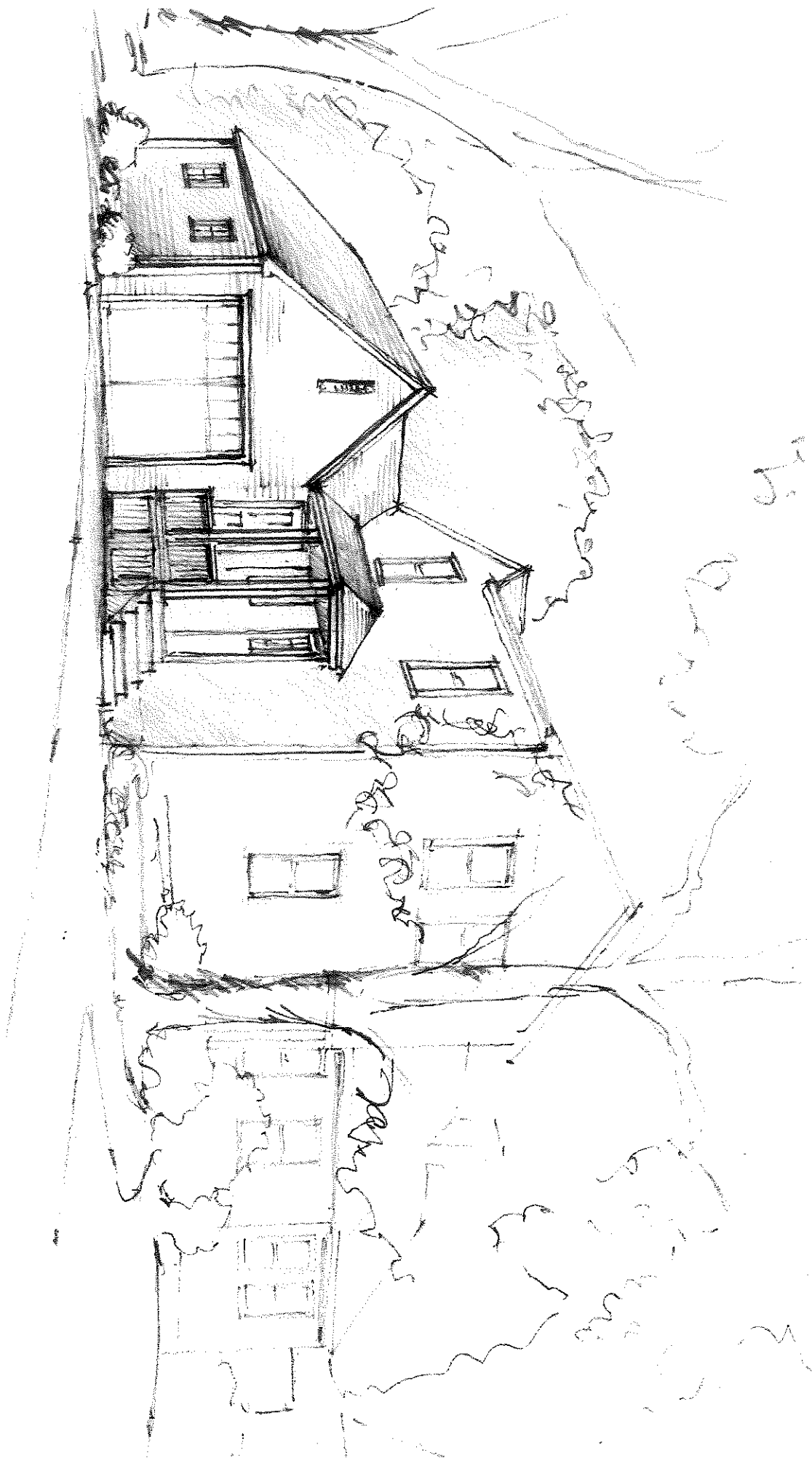
Watertown Sand
& Gravel Co

Mr. Generazio discussed his pit on Rosemary Street with the Board. On his request to operate until he had removed about 30 to 40 feet more toward Mastropieri's property, at which time all operations will definitely cease, decision was made for Mr. Brown and Mr. Hall to view the pit on Wednesday, after which inspection, the renewal of the permit would be discussed. However, permit for the operations off Route 128 would be issued to him within the coming week.

Mr. Generazio

The following were appointed Special Police Officers for the coming American Legion Carnival:

Special Officers
for Legion Carnival



**Town of Needham
Board of Selectmen
Minutes for February 24, 2015
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. Public Hearing - Application for a License to Store Aboveground Fuel at 380 Rear 1st Avenue, Needham:

Kevin Daly, Normandy Real Estate Partners appeared before the Board requesting a license for Normandy Gap-V Development Needham LLC to garage aboveground parking 1,077 vehicles with gasoline and diesel fuel stored in said motor vehicle tanks on property at 380 Rear 1st Avenue, Needham. Section 4.3 of the Town of Needham General By-laws states that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Board of Selectmen.

Ms. Fitzpatrick noted all paperwork is in order.

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

Motion by Mr. Handel that the Board of Selectmen vote to approve and authorize the Chairman to sign a license for Normandy Gap-V Development Needham LLC to garage aboveground parking 1,077 vehicles with gasoline and diesel fuel stored in said motor vehicle tanks on property at 380 Rear 1st Avenue, Needham.

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

7:01 p.m. Public Hearing - NSTAR Electric Company d/b/a Eversource Energy - Dedham Avenue:

Maureen Carroll, NSTAR Electric Company d/b/a Eversource Energy appeared before the Board requesting permission to install approximately 7 feet of conduit from pole 15/5 on Dedham Avenue, Needham. This work is necessary to provide new underground service at 60 Dedham Avenue, Needham.

Ms. Fitzpatrick noted all paperwork is in order.

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

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR Electric Company d/b/a Eversource Energy to install approximately 7 feet of conduit from pole 15/5 on Dedham Avenue, Needham. This work is necessary to provide new underground service at 60 Dedham Avenue, Needham.

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

7:03 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. Rail Trail Advisory Committee John Bulian (term expires 6/30/17)**

CONSENT AGENDA *=Backup attached

- 1. Accept donation to the Needham Community Revitalization Trust Fund from the following residents: \$ 1,644.50 from Eric Osgood & Cynthia Fionda-Osgood for a bench.**
- 2. Approve a One Day Special All Alcoholic Beverages license request from Mary Celeste Brown, of Parent Talk to hold its "Go Green" event on Saturday, February 28, 2015 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.**
- 3. Sign the Warrant for the Annual Town Election Warrant scheduled for April 14, 2015.**
- 4. Water and Sewer Abatement Order #1193.**
- 5. Approve minutes of February 3, 2015 (Open meeting and Executive Session) and minutes of February 10, 2015.**
- 6. Approve the following One Day Special Wines and Malt Beverages License requests from David Volante of Volante Farms: 1) Cooking Class to be held on March 7, 2015 from 1:00 p.m. to 3:00 p.m. 2) Grand Craft Beer Tasting to be held on March 14, 2015 from 1:00 p.m. to 4:00 p.m. 3) Grand Wine Tasting to be held on March 28, 2015 from 1:00 p.m. to 4:00 p.m. 4) Dinner in the Field to be held on July 16, 2015 from 6:00 p.m. to 10:00 p.m. 5) Dinner in the Field to be held on July 30, 2015 from 6:00 p.m. to 10:00 p.m. 6) Dinner in the Field to be held on August 13, 2015 from 6:00 p.m. to 10:00 p.m. The first three events will be held in the Greenhouse at Volante Farms, and the other three will be held in the field at Volante Farms, 292 Forest Street, Needham.**
- 7. Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks on Friday, July 3, 2015 (rain date of July 4, 2015) and activities on Friday, July 3, 2015, and Saturday, July 4, 2015. Activities on the 4th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.**

8. **Accept a \$300 donation made to Needham Youth Services from the Patrick C. Forde Memorial Fund. The monies will be used to sponsor Needham Youth Services Patrick C. Forde Award Program.**
9. **Grant permission for the Needham Business Association to use the Town Common and surrounding area for its Street Fair on Saturday, June 6, 2015. Permission includes: utilizing the parking lot behind Town Hall for pony rides and for two portable toilets; closing Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court and booths; NBA member business to have items for sale on sidewalk in front of their own stores; a trolley ride that will run from Highland Avenue by the Town Common and loop back around the town to the Town Common; and any changes as recommended by the Needham Police Department.**
10. **Grant permission for free meter parking in the downtown area on Saturday, June 6, 2015 so that residents may enjoy the Street Fair.**

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

7:03 p.m. Public Hearing - NSTAR Electric Company d/b/a Eversource Energy - Harvard Circle:
Maureen Carroll, NSTAR Electric Company d/b/a Eversource Energy appeared before the Board requesting permission to install approximately 9 feet of conduit from pole 465/3 Harvard Circle, Needham. This work is necessary to provide new underground service at 30 Harvard Circle, Needham.

Ms. Fitzpatrick noted all paperwork is in order.

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

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR Electric Company d/b/a Eversource Energy to install approximately 9 feet of conduit from pole 465/3 on Harvard Circle, Needham. This work is necessary to provide new underground service at 30 Harvard Circle, Needham.

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

7:04 p.m. Introduce Fire Officers:
Dennis Condon, Fire Chief appeared before the Board to introduce newly promoted Fire Officers Deputy Chief Peter Cosgrove and Lieutenant Matt Bagnell.

Chief Condon said Matt Bagnell has been with the Needham Fire Department for seven years and is a great asset to the Town.

Chief Condon said he has know Peter Cosgrove virtually his whole life, as a lifelong resident of the Town. He said he is an exemplary employee who is very

involved in all fire department matters and as an active member of the community.

The Board congratulated Lieutenant Bagnell and Deputy Chief Cosgrove, and wished them both well in their new positions.

Ms. Fitzpatrick recognized the work of the fire, police, and Public Works departments, who have worked under difficult circumstances this winter. She said both departments have risen to many challenges including large amounts of snow and very cold temperatures.

Mr. Bulian asked about the multiple alarm house fire on Meadowbrook Road and the support received from surrounding communities.

7:15 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss:

1. Parking Lot Naming

Ms. Fitzpatrick recommended the Board consider naming the new permit parking lot at the corner of Lincoln Street and School Street as the Kimball Lot in observance of the School that was located there in the 19th century. She said Needham's Historic Commission commends the Board of Selectmen for considering Needham's historical legacy in naming the new parking lot. She noted the Board's naming policy requires that any vote on a request to name a facility may occur no sooner than the next regularly scheduled meeting.

2. Town Meeting Preparation

Ms. Fitzpatrick reviewed a draft of the 2015 Annual Town Meeting Warrant. She asked the Board to let her know if they had any questions or required any presentations on articles.

Mr. Bulian suggested zoning articles include a description of what a 'yes' or 'no' vote would mean. He said voters would have a better understanding of the consequence of their vote.

7:35 p.m.

Town Manager Report:

Ms. Fitzpatrick reminded the Board it will meet on March 10th and 24th, as well as April 7th, 15th, and 28th. She noted the annual Town election is scheduled for April 14, 2015.

Ms. Fitzpatrick commented on the Finance Committee's preliminary budget.

Ms. Fitzpatrick said the Town hosted a meeting of property owners in the Kendrick Street and Needham Crossing area to facilitate communication with MassDOT concerning the Add-A-Lane project and traffic congestion. She said the Town continues to work with the City of Newton.

7:50 p.m. Executive Session: Exception 6

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Bulian polled the Board. 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=>

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

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:	-\$185.48
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$385.16
Transfer Station Charges:	\$0.00
Total Abatement:	-\$570.64

Order #: 1194

Read and Approved:

Assistant Director of Public Works

Director of Public Works

For the Board of Selectmen

Date: 3/10/15

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

Prepared													Corrected	
By:		Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Last Read	
DB	Jordan		James & Joyce	25553	11642	4	Lester Street	\$0.00	-\$16.68	-\$28.56	-\$45.24	ACC	N	
DB	Dawber		John A	15535	11664	115	Pine Grove Street	\$0.00	-\$58.25	-\$100.25	-\$158.50	ACC	N	
JO	Council on Aging (1)												COA	N

Total: -\$670.64

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.
- TWN = 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



BIKES NOT BOMBS

284 Amory Street • Jamaica Plain, MA 02130
 phone: 617-522-0222 • fax: 617-522-0922
www.bikesnotbombs.org • mail@bikesnotbombs.org

RECEIVED
 TOWN OF NEEDHAM
 BOARD OF SELECTMEN
 2014 DEC 22 P 2:46

To Nikki Witham and Needham Town Hall,

Bikes Not Bombs will holding our 28th annual fundraising bike ride, the Bike-A-Thon, on Sunday June 7th, 2015 (with a raindate of June 21st).

The same as in previous years, some of our cyclists will be passing through Needham. In past years we have written a letter with details to Needham Town Hall. This year, with the new application, I've filled that out, but I'm including more information in this letter.

I want to mention up front that there are no points along our route where we plan to block, obstruct, or in any way interfere with vehicular or pedestrian traffic. This is not a race, and it is not a single mass of cyclists who stay together. Upon leaving the starting point in Jamaica Plain, each cyclist rides at their own pace, and they will be spread out over multiple miles and integrated into the normal flow of traffic. We give out a suggested route for cyclists to follow, and each cyclist is on the road as an individual, riding safely and single file on the road as would any other recreational cyclist. We will be instructing all riders to obey all traffic laws. These cyclists will also be experienced and comfortable with safely integrating themselves into the normal flow of traffic. We expect the impact on Sunday traffic to be negligible, as it has been on this same route each year, and we are not requesting any assistance from town authorities on the day of the event.

There are no spectators, stops, volunteer stations, parking, etc in Needham. It will only be cyclists on the road as a part of normal traffic.

This will be our 28th year of running this event smoothly and safely! Each of these heroic cyclists in the event raises money to support our nonprofit bicycle programs. Our youth programs in Jamaica Plain help inner-city teens learn safe bicycling skills and mechanics skills, while earning their own bike. These bikes help them get to school or work and the skills lay a foundation for professional development that will help them get jobs.



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

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☒ BICYCLE ☐ MOTORCYCLE

Name of Event:

Bike-A-Thon

Name of Organization:

Bikes Not Bombs

**Has this event been conducted in other
Towns in the past?** ☐ YES ☐ NO →

If yes, name of Town and date:
Same route in 2015 as we did in 2014,
with same use of Needham roads

Organization Mailing Address:

Bikes Not Bombs, 284 Amory St., Jamaica Plain
MA 02130

**Organization
is
Not-for-Profit**



Organization Billing Address (if Police Detail is required): same as above

Primary Contact:

Arik Grier

Contact Title:

Operations Director

Contact Address:

Same as above

Contact Phone (Day):

617-522-0222

Contact Phone (Cell):

857-719-6713

Contact Email:

arik@bikesnotbombs.org

Event Date(s):

June 7, 2015
(rain date June 21)

Date Expected to be in Needham:

← same

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?	
4 hrs and 45 min That some cyclists will be on Needham roads.	
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?	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)	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.	No
If the event takes place after dark, what is the plan to meet lighting needs?	No
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	No spectators. We have EMTs on hand at rest stops in Dover and Sherborn, and 911 in case of emergency. who can be dispatched to Needham
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)	Cyclists are spread out, at their own pace, in the normal flow of traffic.
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Yes. See above.
What is the plan to handle trash?	Cyclists do not stop in Needham, no trash.



Map data ©2014 ©

See also link in attached letter
to see the route online.

e-mailed 2/11/15



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☒ BICYCLE ☐ MOTORCYCLE

Name of Event:

Geared Up for Kids

Name of Organization:

A Kids' Brain Tumor Cure
(PLGA Foundation)

**Has this event been conducted in other
Towns in the past?** ☐ YES ☒ NO

If yes, name of Town and date:

Needham, May 18 2014

Organization Mailing Address:

98 Random Farms Drive
Chappaqua, NY 10514

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

above

Primary Contact:

Michelle Harris

Contact Title:

Event Coordinator

Contact Address:

15 Birchwood Rd
Needham 02492

Contact Phone (Day):

781-400-5589

Contact Phone (Cell):

617-872-2850

Contact Email:

michelle @ mhproductions.ink

Event Date(s):

June 7, 2015

Date Expected to be in Needham:

June 7, 2015

Earliest Time Expected in Needham: 8:30 AM	Latest Time Expected in Needham: 10:30 AM
---	--

Number of Expected Participants: 400-500	Number of Expected Spectators at Peak Time: n/a
---	--

Are participants charged a fee?	☒ YES ☐ NO
--	---

Estimated Number of Vehicles: 200	What type of Parking is required: We use parking garage at Cutler Park, 140 Kendrick St
--	--

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Participants will be directed to park in the garage at PTC (140 Kendrick St). They will begin to arrive at 8 AM (for registration) and will be departed by 12-1 pm.

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

Do event organizers foresee the need for any road closures (subject to police review)? No.

What will be done in case of inclement weather? The ride portion of the event will be cancelled and the festival will take place in the gym at Needham High.

Will neighborhoods be impacted by parking and traffic? Riders will pass through neighborhoods at a staggered rate between 8:30 AM - 10 AM. Roads will never be impassable.

What activities are planned for the start of the race (if in Needham)? Start line at PTC (140 Kendrick St). Breakfast is served during registration.

What activities are planned for the end of the race (if in Needham)? Family fun festival at the finish line including a BBQ donated by BGood, bouncy house and Kids activities.
--

What facilities are needed for the start of the race (if in Needham)? N/A. Facilities provided by DCR and Boston Properties. Need police detail for Kendrick St start/finish line.

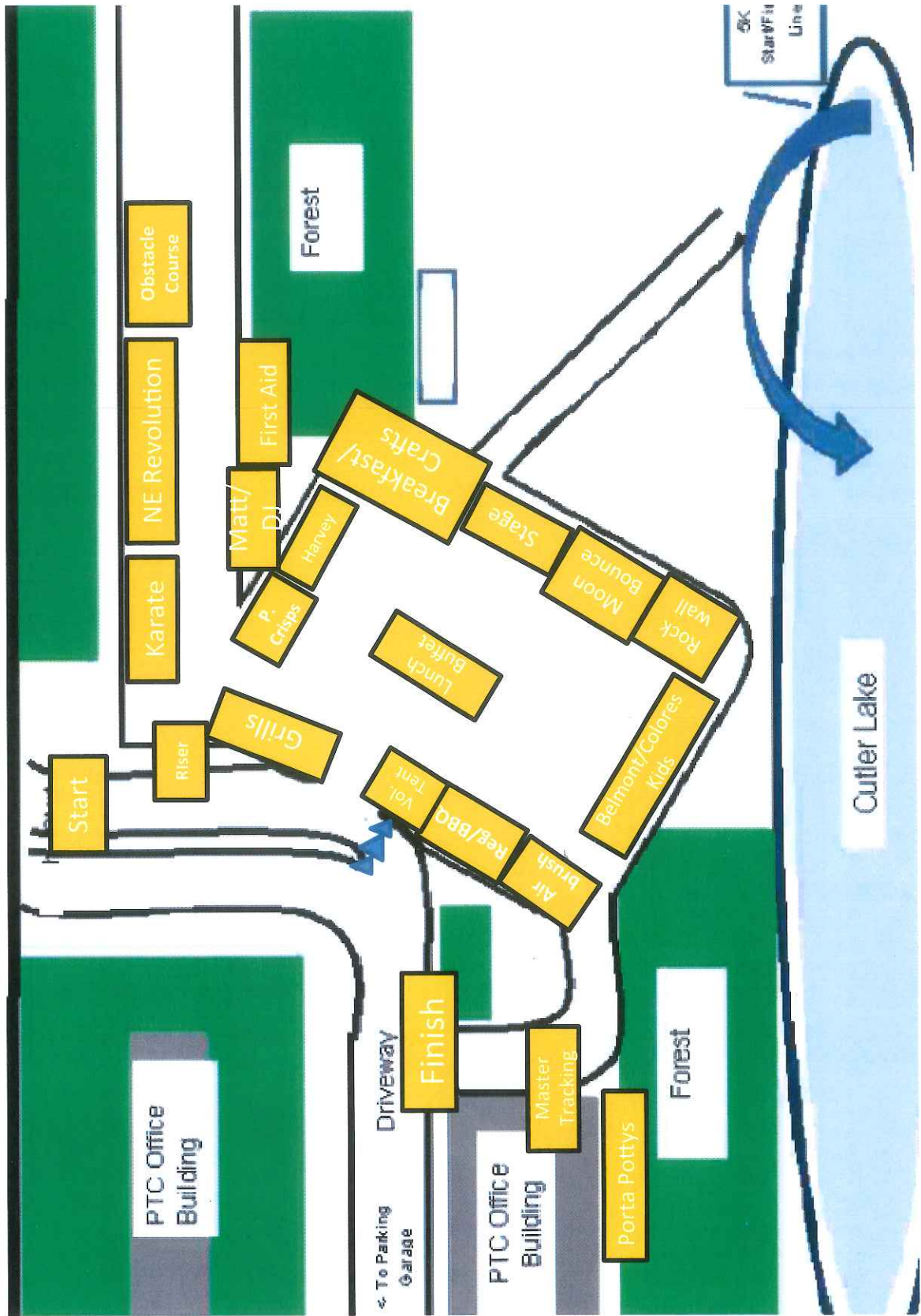
What facilities are needed for the end of the race (if in Needham)?	
N/A. Same as start/beginning of race.	
Once the event begins, how long will it take to complete the event?	
30 min - 1.5 hrs depending on skill level.	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	No. All signs are provided by the charity.
Will volunteers be placed along the route?	Yes. Adult spotters and trained marshals will be along route.
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes. At 140 Kendrick St for announcements and music. Provided by New England Showtime Productions (Licensed and insured).
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes. Donated lunch prepared and served by B Good.
Will portable toilets be used? List locations.	Yes. On Boston Properties ground (140 Kendrick St).
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes. One waterstop on Harris Ave. Residents/Neighbors will assist.
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	First Aid at start/finish line provided by hired EMT's. SAG Wagons will patrol the route and adult ride marshals will enforce rules of the road.
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?	No.
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?	Yes. There is a church on Greendale however our riders will pass location during off hours.
What is the plan to handle trash?	Trash managed by Boston Properties.

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 of route, parking plan, volunteer placement)***
- ***application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)***
- ***certificate of insurance***

Industrial Park

Kendrick Street



A Kids' Brain Tumor Cure Foundation
Presents the 6th Annual

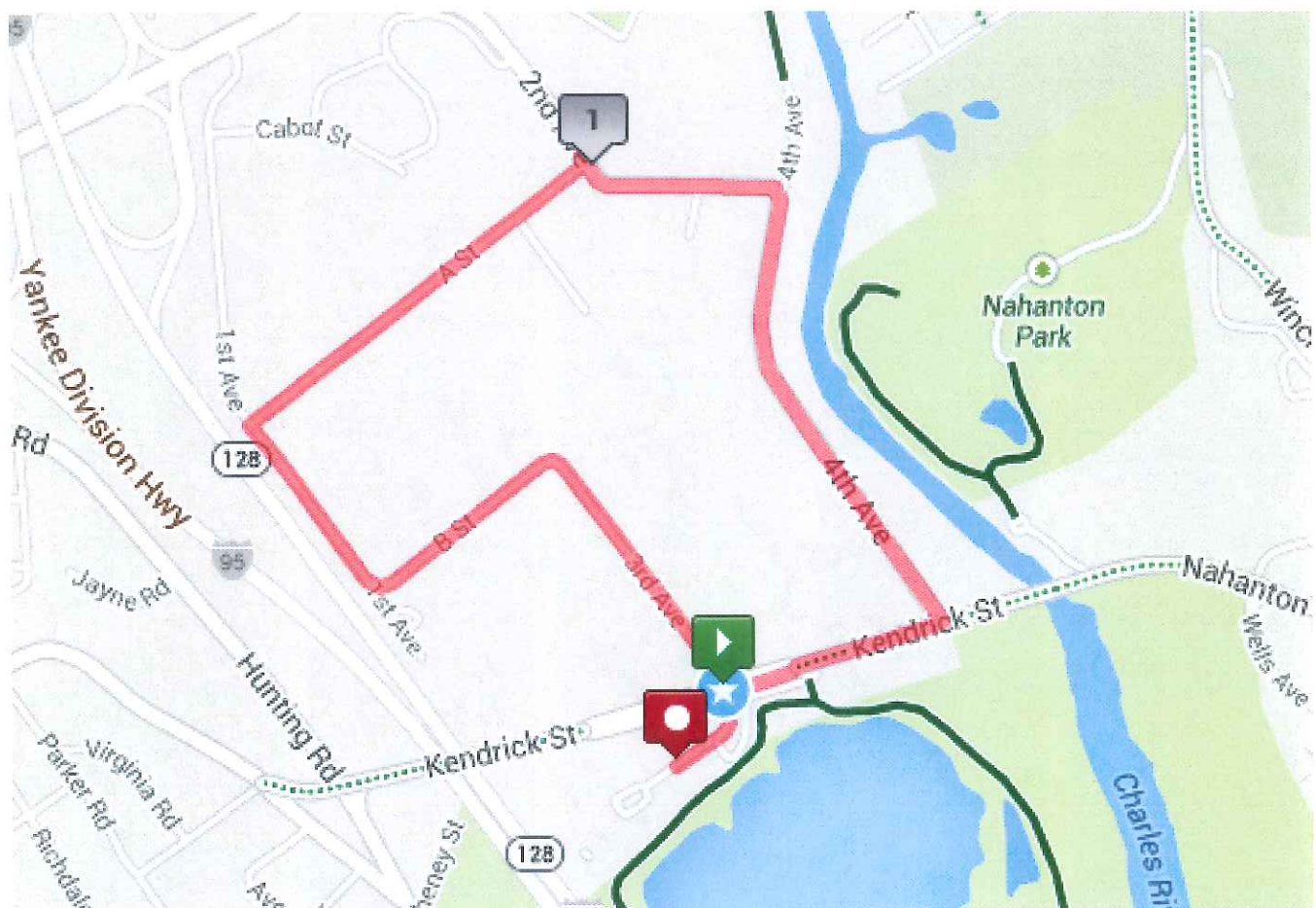
Geared Up For Kids



Sunday, June 7, 2015 – 2 Mile Kids Ride
DCR's Cutler Park (140 Kendrick Street)
9:30am Start Time

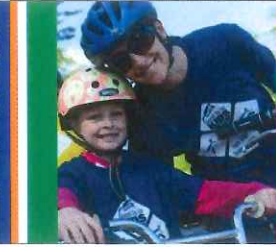
	START LINE Proceed straight onto 3rd Ave	0 mi
	Turn SLIGHT LEFT onto B Street	.24 mi
	Continue onto 1st Ave	.44 mi
	Turn RIGHT onto A Street	.61 mi
	Turn RIGHT onto 2nd Ave	.98 mi

	Continue onto 4th Ave	1.16 mi
	Follow 4th Ave toward Kendrick St	1.58 mi
	Turn RIGHT onto Kendrick St	1.71 mi
	Turn LEFT at 140 Kendrick St FINISH LINE	1.87 mi



A Kids' Brain Tumor Cure Foundation
Presents the 6th Annual

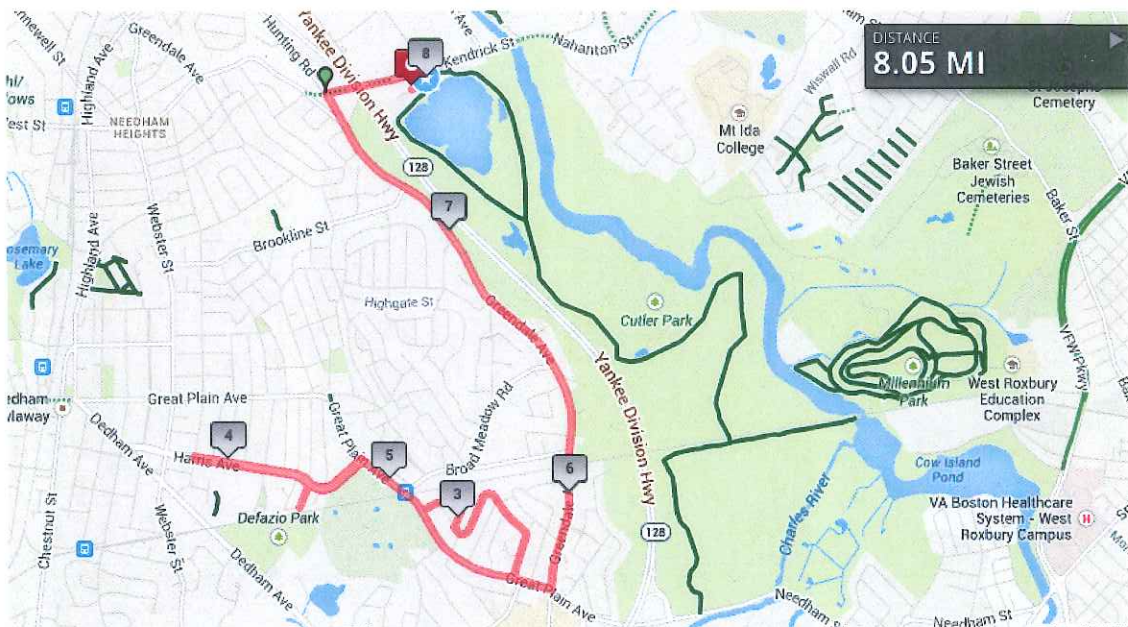
Geared Up For Kids



Sunday, June 6, 2015 – 8 Mile Family Ride DCR's Cutler Park (140 Kendrick Street) 9:30am Start Time

	START LINE LEFT on Kendrick St	0 mi
	Sharp LEFT on Greendale Ave (POLICE DETAIL)	.37 mi
	RIGHT on Great Plain Ave	2.3 mi
	RIGHT on Elmwood Rd	2.43 mi
	CONTINUE on Elmwood Rd	2.98 mi
	LEFT to stay on Elmwood Rd	3.08 mi
	RIGHT on Great Plain Ave	3.24 mi
	LEFT on Harris Ave	4.01 mi

	LEFT on Bradford St	4.11 mi
	LEFT on Harris Ave	4.12 mi
	Water stop to right on Harris Ave	4.50 mi
	RIGHT on Great Plain Ave	4.89 mi
	LEFT on Greendale Ave (POLICE DETAIL)	5.67mi
	Continue on Greendale Ave	7.48 mi
	Right on Kendrick St	7.84 mi
	RIGHT at 140 Kendrick St FINISH LINE	8.05 mi



A Kids' Brain Tumor Cure Foundation
Presents the 6th Annual

Geared Up For Kids



Sunday, June 7, 2015 – 25 Mile Masters Ride DCR's Cutler Park (140 Kendrick Street) 8:30am Start Time

	LEFT on Kendrick St (toward Hunting)	
	Sharp LEFT on Greendale Ave	1.33mi (+.31)
	RIGHT on Great Plain Ave (toward South St)	2.75mi (+.3)
	LEFT on South St (CAUTION: Narrow)	3.05mi (+.052)
	Head west, staying on South St Cross Chestnut Street	4.22mi (+.028)
	RIGHT on Cross St (toward Centre St)	6.92mi (+.027)
	RIGHT on Centre St (toward Claybrook)	7.19mi (+.023)
	LEFT on Claybrook Rd Cross Main Street	7.86mi (+.041)
	RIGHT on Pleasant St (toward Lookout Farm)	9.71mi (+.046)
	LEFT on Glen St	10.8mi (+.028)
	RIGHT on Farm St (toward Bridge St)	12.57mi (+.031)
	RIGHT onto Junction St	14.02mi (+.02)
	Stay on Junction Junction turns in to Harding St	14.22mi (+.03)
	Follow Harding Street Observe Stop Sign Caution: Railroad Tracks	14.52mi (+.061)
	RIGHT on North Street Water Stop on RIGHT at Memorial School Parking Lot	15.00mi
	LEFT on Pine St (toward Summer St)	15.99mi (+.033)
	RIGHT on Centre St Observe Stop Sign	19.93mi (+.029)

	Follow Centre St (toward Dedham St)	20.5mi (+.058)
	Bear RIGHT on Dedham St	21.09mi (+.045)
	Continue on Dedham Street Dedham St becomes Chestnut St	23.1mi (+.026)
	RIGHT on South St	23.76mi (0.24+)
	RIGHT on Great Plain Ave	25.33mi (+.039)
	LEFT on Greendale Ave	26.28mi (+.056)
	Follow Greendale Ave	26.84mi (+.027)
	RIGHT on Kendrick St	27.5mi (+.012)
	RIGHT at 140 Kendrick St Destination/Finish Line	27.38mi



Pediatric Low Grade Astrocytoma Foundation, Inc.
May 17, 2012

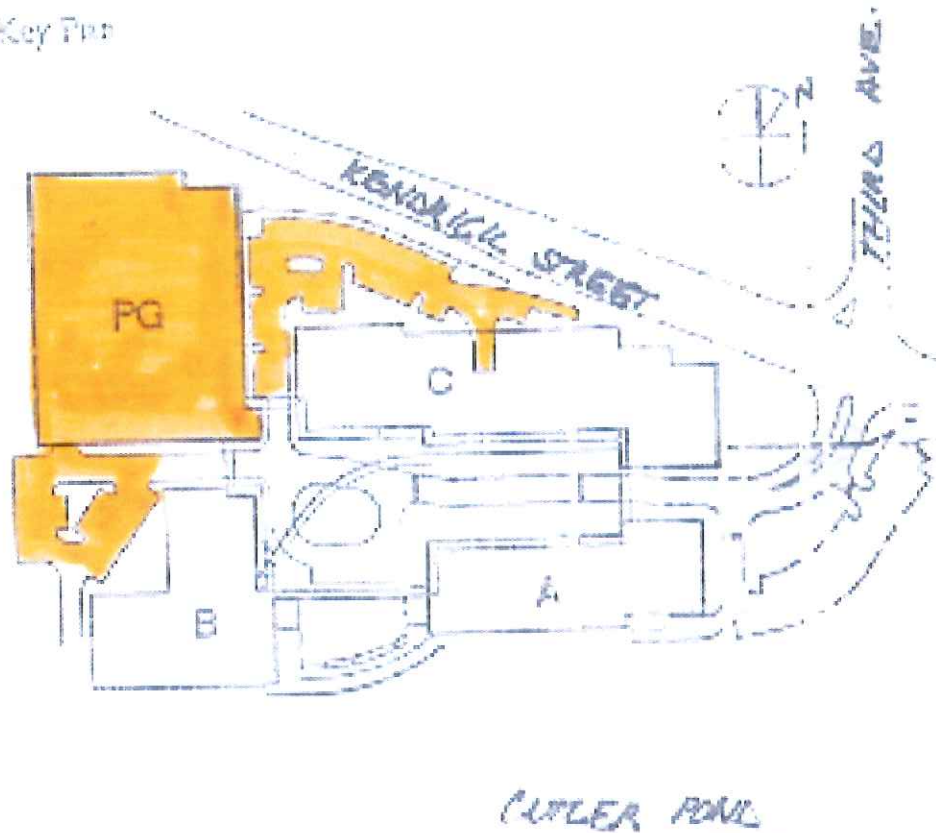


EXHIBIT B

LIMITED PARKING OF MOTOR VEHICLES ALLOWED ON THE PROPERTY

140 KENDRICK STREET SITE PLAN

Key Plan



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)	Karen Calton		
Event Manager Address	1382 Highland Ave Needham MA 02492		
Event Manager Phone Number	781-444-4459 x114		
Organization Representing (if applicable)	St. Joseph Parish		
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	St. Joseph Parish Spring Gala		
Date of Event	March 28, 2015		
License is for Sale of: ☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6 pm	TO: 10 pm
Are tickets being sold in advance for this event?	☒ YES	\$ 75.00 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?	350		
Name & address of event location. Please attach proof of permission to use this facility. Powers Hall			
Who will be serving the alcohol to your guests? mobile mixers / Revolution Cocktails			
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 / Revolution Cocktails			
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 need to purchase alcohol first.			
☒ 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:		Karen Calton Date: 2/27/2015	

★ Please include coat racks.

CHAPEL STREET

○
●
●
●

350 audience chair

James Hugh Powers Hall
Needham Town Hall

Auction Tables

High top Rounds
Cocktail tables
No chairs

BAR

Food tables.

(rounds will be placed in the middle

Search people for
stable for
priests

Small
Puff
table

Elevator

HIGHLAND AVENUE

NEEDHAM TOWN HALL
Needham, Massachusetts

**Dimensions for
hall and stage
contained in
online
regulations.**

Drawing scale will only be accurate when printed on 11x17" paper at 100%.

Dr. វង្សា ណារ៉ុន

Scanned with CamScanner

21-108

• SAINT JOSEPH PARISH SCHOOLS •

INVITE YOU TO
THE

Spring Soirée

NEEDHAM TOWN HALL

SATURDAY, MARCH 28, 2015
6-10PM

appetizers • cocktails • music • auctions

All funds raised will directly benefit
St. Joseph Elementary School & Monsignor Haddad Middle School

For more information, contact Karen Calton
781-444-4459 x 114 or kcalton@saintjoes.com

RSVP by returning the enclosed response card

Needham Crossing Improvement Corporation
c/o Goodwin Procter LLP
Exchange Place, 53 State Street
Boston, MA 02109

2015 MAR -9 A 10:05

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2015 MAR -9 A 10:05

March 4, 2015

Ms. Kate Fitzpatrick
Town Manager
Town of Needham
Town Hall
1471 Highland Avenue
Needham, MA 02492

Re: Second Avenue Improvements at Highland Avenue, Needham, Mass.

Dear Ms. Fitzpatrick:

We are pleased to inform you that Needham Crossing Improvement Corporation ("NCIC") has authorized a gift in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000) to the Town of Needham, pursuant to the provisions of Section 53A of Chapter 44 of the Massachusetts General Laws, as amended, to be kept in a separate gift account and expended to implement the Second Avenue Improvements described in Exhibit A attached hereto, and as the same may be modified and controlled by the Massachusetts Department of Transportation (the "Traffic Improvement Project"). We are enclosing herewith pursuant to the terms of this letter a check payable to the Town of Needham in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000). Interest earned on the gift account shall be part of the gift.

NCIC is making this gift with the understanding that:

- the Town will move forward expeditiously with the Traffic Improvement Project with the goal of achieving completion by the end of June 2015;
- work hours that would interfere with the traffic flow within the Highland Ave. intersection will be limited, in accordance with the MassDOT's permit, to reduce conflicts with rush hour traffic;
- a traffic management plan will be developed and implemented to comply with MassDOT requirements;
- unless NCIC donates additional funds to the Town for the Traffic Improvement Project, the Town will use reasonable efforts to complete the Traffic Improvement Project with the funds provided by this gift. If the funds are insufficient to complete the project, the Town will have no obligation to complete the project.

Ms. Kate Fitzpatrick
Town Manager
Town of Needham
Page 2

NCIC also respectfully requests the Town to consider the following:

- Please include within the Town's procurement documents an additional alternative scope of services which includes the amount and cost of "premium time" during weekends and weekday nights (between the hours of 8 p.m. and 6 a.m.) that would be appropriate to facilitate construction of the Traffic Improvement Project in a manner that avoids and minimizes traffic disruption to the extent practicable. With that information in hand, NCIC is prepared to consider making an additional gift to the Town to pay for all or a portion of such premium time.

If the Town completes the Traffic Improvement Project for less than \$225,000, the Town shall retain the surplus funds for future traffic studies, designs, or improvements intended to improve traffic circulation within the Needham Crossing area. On the other hand, if the Town requires additional funds above the \$225,000 gift made by NCIC to complete the Traffic Improvement Project, NCIC may provide (with respect to "premium time"), but shall have no obligation to provide, those additional funds. In the event NCIC does not give the Town the additional funds sufficient to complete the project the Town will have no obligation to complete the project.

Thank you for proceeding with this important project. We look forward to working closely with you as this project moves forward, and as other concepts for addressing traffic concerns at Needham Crossing take shape.

Sincerely,

NEEDHAM CROSSING IMPROVEMENT CORPORATION

By: 

Martin R. Healy, its attorney

Ms. Kate Fitzpatrick
Town Manager
Town of Needham
Page 3

This gift and its terms were accepted by the Needham Board of Selectmen by vote taken at its regular meeting held on March 10, 2015.

Town of Needham

By: _____

Kate Fitzpatrick - 3-9-2015
Kate Fitzpatrick, Town Manager

EXHIBIT A
Second Avenue Improvements

1. Adjust the existing curb line on the south side of Second Avenue in accordance with the plans approved by the MassDOT.
2. Provide a right turn lane on the approach from Second Ave. to Highland Ave. to provide added storage and allow for additional Right turn movements for vehicles.
3. Stripe a left turn lane on Second Avenue to provide more storage for the left turning vehicles in accordance with the plans approved by MassDOT.
4. Traffic signal timing adjustments to better allocate time to optimize signal operations until the widening of Highland Avenue occurs. This would include time of day plans for the weekday AM, weekday PM and Saturday peak periods in accordance with the plans approved by MassDOT.
5. Installation of a GPS time reference system at the existing traffic signal control cabinet to ensure that the time of day timing programs are active at the scheduled time in accordance with the plans approved by MassDOT .
6. Provide pavement markings within the intersection in accordance with the plans approved by MassDOT.
7. Provide a signalized pedestrian crossing across the Staples Driveway to run concurrent with the Highland Avenue westbound movement in accordance with the plans approved by MassDOT.
8. Provide pedestrian push buttons with ADA compliant pedestrian push buttons in accordance with the plans approved by MassDOT.
9. Replace existing pedestrian signal heads with new pedestrian heads that encompass countdown timers to meet current standards in accordance with the plans approved by MassDOT.
10. Retime pedestrian clearance intervals to meet current standards in accordance with the plans approved by Mass DOT.
11. Provide signage to meet current standards in accordance with the plans approved by MassDOT.

Ms. Kate Fitzpatrick
Town Manager
Town of Needham
Page 5

All as more fully described on the accompanying set of plans entitled Transportation Improvement Project, Access Permit Project, Highland Avenue at Second Avenue, in the Town of Needham, Norfolk County," comprised of 21 sheets, prepared by Vanasse Hangen Brustlin, Inc. These specifications are to be adjusted as necessary to reflect the approval conditions of the Massachusetts Department of Transportation (MassDOT).