

BOARD OF SELECTMEN

May 12, 2015

Needham Town Hall

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- Verizon- Fremont Street
2.	7:00	Department of Public Works • Proclamation – “National Public Works Week”
3.	7:00	Introduction of Firefighters • Fire Chief Dennis Condon
4.	7:05	Representative Update • Representative Denise Garlick
5.	7:15	Appointment of Trust Fund Commissioner • Joint Meeting with Trust Fund Commissioners
6.	7:35	Town Manager • Calendar Revision • Town Manager Report
7.	7:40	Board Discussion • Committee Reports

CONSENT AGENDA ***=Backup attached**

1.	Approve 2015 Mobile Food Truck license for returning food truck - Captain Marden's Seafoods, Inc. d/b/a The Cod Squad. All required forms have been completed and are on file.
2.*	Approve a request from the Natick Rotary to hold its Tour de Natick bike event on Sunday, June 21, 2015. The Needham portion of the route involves only a short leg of the longer, 25 mile course which begins at 8:00 am. The section of the route going through Needham is from Charles River Street at the Dover line to South Street at the Dover line. The route that the riders will take through Needham has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
3.*	Approve a 2015 Common Victualler License for French Press LLC. d/b/a French Press Bakery & Café located at 74 Chapel Street, Needham.
4.	Accept the following donations made to the Needham Public Library during the period February 4, 2015 to May 6, 2015: Additional gifts in memory of Mary H. Dickert from:

Norman Fay - \$100.00, Kenneth & Deborah Bassett - \$50.00, Douglas & Janet MacMillan - \$100.00; Sandra Brennan sent the library a copy of her new book, *In the Belly of Jonah* (\$14.95); Barbara Kochaniak donated \$20.00 for the purchase of DVDs; Anna M. Newman gave the library a copy of *The Midwife of Venice* by Roberta Rich (\$15.00); Marjorie Slater gave the library two CDs: *Nothing in My Hand* (\$15.00), and *Your Divine Destination* (\$15.00); Douglas Payne gave the library a copy of the children's book, *Rules of Summer* by Shaun Tan (\$18.99); Amelia Klein donated the following materials: *Talking Through Walls* (DVD) (\$15.00), *Islamic Art: Mirror of the Invisible World* (DVD) (\$15.00), and *The Qur'an: A Guide and Mercy* (book) (\$9.95); Sam Bass Warner gave the library the following books: Hedrick—*A History of Horticulture in America to 1860* (\$28.00), Weller—*Freshwater Marshes*, 2nd ed. (\$45.00), and Thornton—*Cultivating Gentlemen* (\$34.00); Sonali Kelkar gave the library a copy of her nine-year-old daughter's book, *Matchsticks: Collections of Short Stories* (\$6.00); Kate King donated three children's puzzles (\$45.00); Jane Swett donated a copy of *Banglumpoo Lumka: A priceless Historic Place in Bangkok* (\$10.00); Bill Salus donated \$225.00 to pay the Community Room rental fee for IANDS (International Association for Near Death Studies) for 2015 and 2016 in memory of Andrea Curewitz's father; Earl Adreani donated two opera videos (\$55.00)- Jose Carreras Collection: *The Vienna Comeback*, and Opera Australia: *The Merry Widow*; Margaret Pantridge gave the library a 4-volume set of books: *Travels in New England and New York* by Timothy Dwight (\$89.00) and a check for \$100.00 in honor of One Boston Day; Paul Shore donated a copy of *The American Passenger Train* by Mike Schafer (\$34.95); Jessie Fried donated a copy of *Alcoholics Anonymous*, 4th edition (\$21.95); Laura Rosen and Family donated the following games for the Children's Play Area: Mille Bornes Classic Auto Race Card Game (\$15.00), Apples to Apples Junior (\$16.00), The Scrambled States of America Game (\$15.00), and Spit! (\$8.00).

5.* Water & Sewer Abatement Order #1198

6.* Approve a request from the Hillside Elementary School PTC to hold its Halloween Trick or Trot 5K Run/Walk and Monster Fun Run event on Sunday, October 25, 2015. The route starts and ends at the Hillside School, with the route following Glen Gary, West, Eliot, Parish, Damon, Parish, Nehoiden, Central down Bess, Julia, Jarvis, Central, and Booth Street. The event will be finished by 11:00 am. 300 participants are expected. This event has been approved by the following departments: Police, Fire and Park and Recreation and is subject to the approval of the DPW.

7. Grant Permission for the following residents to hold a block party:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Jenny Beck	10 Hollow Ridge Road	Hollow Ridge Road	June 20		4pm-10pm
Nancy Avery	29 Greenwood Ave	Greenwood Ave	July 18	7/19	3pm-10pm
Andrew Allen	955 Webster Street	900 Block of Webster Street	August 8	8/15	12pm-3pm



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

MEETING DATE: 05/12/2015

Agenda Item	Public Hearing –Verizon- Fremont Street
Presenter(s)	Scott Burns, Verizon New England Inc.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Verizon New England Inc. requests permission to place two, four inch PVC conduits approximately 100 feet in Fremont Street in accordance with plan entitled "Petition Plan ~ Verizon New England Inc. ~ No. 4AA4LS" dated 3/10/2015 and attached herewith as Exhibit "A". The Department of Public Works has approved this petition, based on Verizon New England Inc.'s commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Verizon New England to place two, four inch PVC conduits approximately 100 feet in Fremont Street in accordance with plan entitled "Petition Plan ~ Verizon New England Inc. ~ No. 4AA4LS" dated 3/10/2015 and attached herewith as Exhibit "A".			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan – Exhibit "A" e. Notice Sent to Abutters f. List of Abutters			

PETITION FOR CONDUIT LOCATION

April 1, 2015

To the Board of Selectmen of the Town of Needham, Massachusetts

Verizon New England Inc. requests permission to lay and maintain underground conduits, manholes and laterals, with the wires and cable to be placed therein, under the surface of the following public way or ways:

Fremont Street:

Place two (2), four inch (4") PVC conduits approximately 100 feet in Fremont Street in accordance with plan entitled "Petition Plan ~ Verizon New England Inc. ~ No. 4AA4LS" dated 03/10/2015 and attached herewith as Exhibit "A".

Wherefore we pray that after due notice and hearing as provided by law, we be granted conduit locations for and permission to lay and maintain underground conduits, manholes and laterals, with the wires and cable to be placed therein, under the surface of said public way and other such sustaining and protecting fixtures as we may find necessary, said locations to be in accordance with the plan filed herewith marked Exhibit "A" entitled "Petition Plan ~ Verizon New England Inc. ~ No. 4AA4LS" and dated 03/10/2015.

Also for permission to lay and maintain underground conduits, manholes, laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as we may desire for distributing purposes.

Verizon New England Inc.

Scott D. Burns

Scott D. Burns
Right of Way Agent
Verizon New England Inc.
45 Cardinal Lane
Winchendon, MA 01475
(978) 297-3893

OK TO
PROCEED
THRU
4/17/15
OK R.P. Mason
DPA Director
4/27/15

ORDER FOR CONDUIT LOCATION

By the **Board of Selectmen of the Town of Needham, Massachusetts**

Notice having been given and a public hearing held, as provided by law, it is hereby ordered:

That **Verizon New England Inc.** be and are hereby granted conduit locations to lay and maintain underground conduits and manholes, with the wires and cables to be place therein, under the surface of the following public way or ways as requested in petition of said company dated **April 1, 2015**.

Fremont Street:

Place two (2), four inch (4") PVC conduits approximately 100 feet in Fremont Street in accordance with plan entitled "Petition Plan ~ Verizon New England Inc. ~ No. 4AA4LS" dated 03/10/2015 and attached herewith as Exhibit "A".

Also that permission be and hereby is granted to Verizon New England Inc. to lay and maintain underground conduits, manholes, laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the _____ day of _____, 2015.

Clerk of the Board of Selectmen

I hereby certify that on _____, 2015, at _____ O'clock __m. at Needham, Massachusetts, a public hearing was held on the petition of **Verizon New England Inc** for permission to lay and maintain underground conduits, manholes and connections, with wires and cables to be placed therein, described in the Order herewith and that I mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the company is permitted to construct the lines of said company under said Order and that thereupon said Order was duly adopted.

By: Clerk of the Board of Selectmen _____

CERTIFICATE

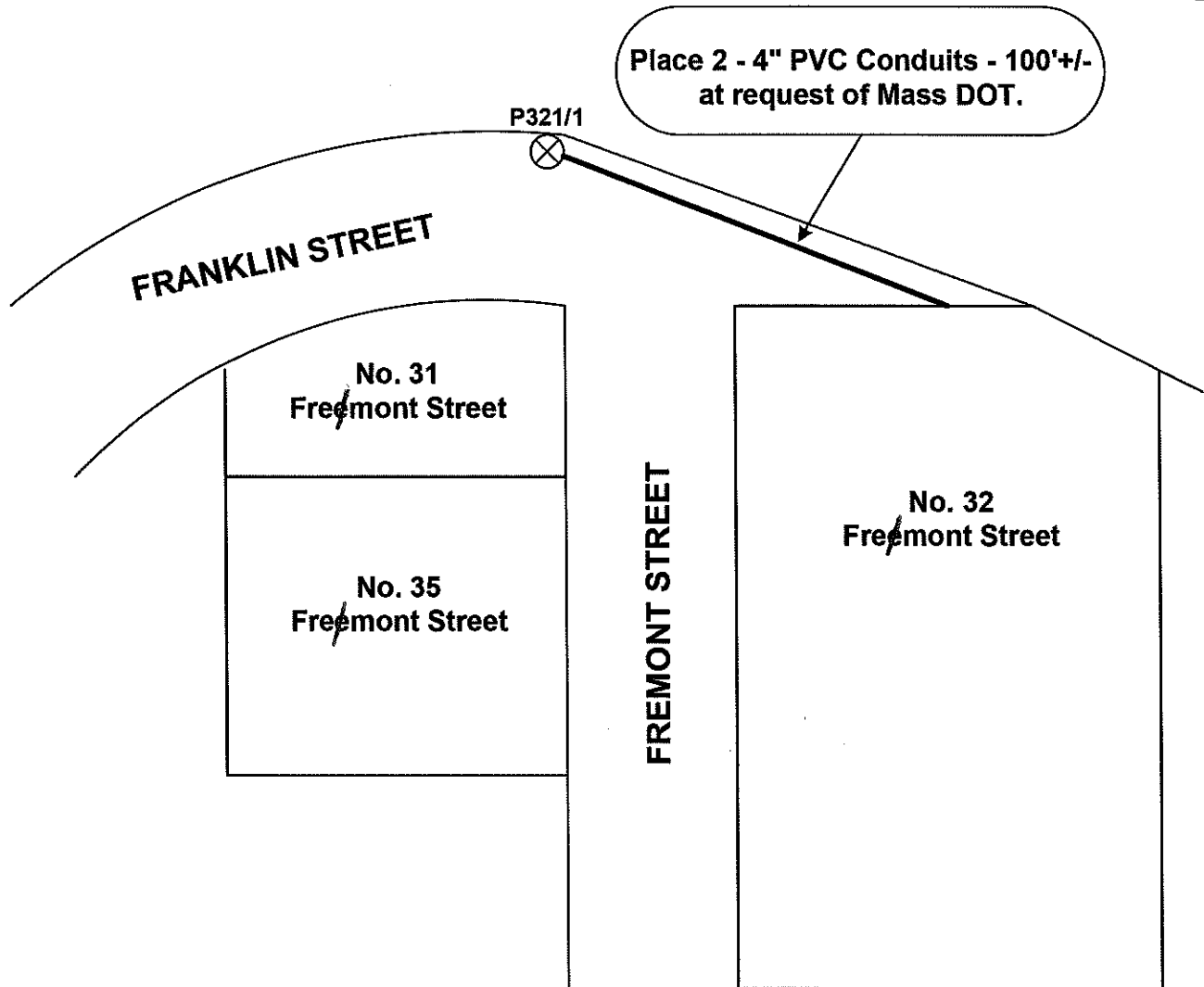
I hereby certify that the foregoing is a true copy of a Conduit Location Order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Needham, Massachusetts on the ____ day of _____, 2015 and recorded with the records of Location Orders of said city, Book _____, Page _____. This certified copy is made under the provisions of Massachusetts General Laws, Chapter 166 and any additions thereto or amendments thereof.

Attest:

Theodora K. Eaton, Town Clerk

EXHIBIT "A"

ROUTE 128 LAYOUT



Note:
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.

Petition Plan
Verizon New England Inc.

Locus:
~~Freemont~~ Street
Needham, MA

Scale:	Drawn by:	Verizon Job No.	Date:
Not to Scale	SDB	4AA4LS	03-10-2015



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on May 12, 2015** upon petition of Verizon dated **April 1, 2015** to place two, four inch PVC conduits approximately 100 feet in Fremont Street in accordance with plan entitled "Petition Plan ~ Verizon New England Inc. ~ No. 4AA4LS" dated 3/10/2015 and attached herewith as Exhibit "A". A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Verizon representative, Scott Burns, at 978-297-3893.

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

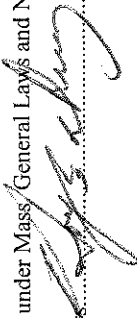
BOARD OF SELECTMEN

Dated: April 27, 2015

32 FREMONT ST

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/075.0-0004-0000.0	69	FRANKLIN ST	TOYONDA MOTORS, INC C/O ROBERT BURNHAM	PO BOX 920356	NEEDHAM HTS	MA	02494
199/075.0-0010-0000.0	51	FREMONT ST	51 FREMONT STREET, LLC	43 CHARLES ST	NEEDHAM	MA	02494
199/075.0-0011-0000.0	43	FREMONT ST	KNB REALTY, LLC	43 FREMONT ST	NEEDHAM	MA	02494
199/075.0-0012-0000.0	35	FREMONT ST	CHIAPPISI, ALPHONSE P, TR. FREMONT STREET REALTY TRUST	324 COUNTRY WAY	NEEDHAM	MA	02492
199/075.0-0013-0000.0	31	FREMONT ST	31 FREMONT STREET, LLC	P O BOX 81115	WELLESLEY HILLS	MA	02481
199/075.0-0014-0000.0	32	FREMONT ST	CONNAUGHTON, WILLIAM, JR., TR. THIRTY-TWO FREMONT COMPANY	32 FREMONT STREET	NEEDHAM	MA	02494

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





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

MEETING DATE: 5/12/2015

Agenda Item	NATIONAL PUBLIC WORKS WEEK PROCLAMATION
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Proclaim the week of May 17 th through May 23 rd as National Public Works Week.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u> X </u> YES	<u> </u> NO
<i>To approve and sign the Proclamation for National Public Works Week May 17-May 23, 2015.</i>			
3.	BACK UP INFORMATION ATTACHED	<u> X </u> YES	<u> </u> NO
(Describe backup below)			
a. Proclamation			

PROCLAMATION

WHEREAS Public Works services provided in our community are an integral part of our citizens everyday lives; and

WHEREAS The support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, drains, streets and highways, traffic control, public buildings, solid waste disposal, recycling, parks and forestry, and snow removal; and

WHEREAS The health, safety and comfort of this community greatly depend on these facilities and services; and

WHEREAS The quality and effectiveness of these facilities, as well as their planning, design and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS The efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform; now therefore

BE IT RESOLVED that the Board of Selectmen does hereby proclaim the week of May 17th through May 23rd as NATIONAL PUBLIC WORKS WEEK in the Town of Needham and calls upon all citizens and civic organizations to acquaint themselves with the problems involved in providing our public works and to recognize the contributions which public works employees make every day to our health, safety, comfort, and quality of life.

Signed this the 12th day of May in the year 2015.

BOARD OF SELECTMEN

Maurice P. Handel, Chairman

Matthew Borrelli, Vice-Chairman

Marianne Cooley, Clerk

Daniel P. Matthews

John A. Bulian



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

MEETING DATE: 5/12/2015

Agenda Item	Introduce Firefighters
Presenter(s)	Dennis Condon, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Chief Condon will introduce newly appointed Firefighters Hart, Marcotte, and Wesley.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Resumes/Applications for Firefighters			



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

MEETING DATE: 5/12/2015

Agenda Item	Representative Update
Presenter(s)	Representative Denise Garlick

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Representative Garlick will update the Board as to her new role as the Chair of the Joint Committee on Elder Affairs.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			

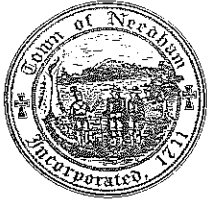


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 5/12/2015

Agenda Item	Appointment of Trust Fund Commissioner
Presenter(s)	Joint Meeting with the Trust Fund Commissioners

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board of Selectmen and Trust Fund Commissioners will interview a candidate for the current vacancy on the Commission.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: That the Board of Selectmen and Trust Fund Commissioners vote to appoint Jack Cogswell to fill the vacancy on the Committee through April 12, 2016.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Notice of Vacancy from the Town Clerk dated April 7, 2015 b. Letter of interest from Jack Cogswell			



TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

Theodora K. Eaton, MMC
Town Clerk

April 7, 2015

Board of Selectmen and
Commissioner of Trust Funds
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Members of the Board of Selectmen and the Commissioners of Trust Funds:

I have received the resignation of Commissioner Barry Coffman as of April 3, 2015. He has been appointed to the Needham Finance Committee by the Moderator and therefore cannot serve both as an elected official and a Finance Committee member according to the Town of Needham General By-Laws Section 1.11.

Once again and, I would like to outline the methodology for filling a vacancy on an elected board under Massachusetts General Laws Chapter 41, Section 11, Subsection 81A:

"The remaining members (Commissioners of Trust Funds) write to the Selectmen, within one month of the vacancy, informing them of the vacancy. Then, the Selectmen, with the remaining members of the Commissioners of Trust Funds, after one week's public notice, fill the vacancy by roll call vote. If the remaining members do not inform the Selectmen within one month, the Selectmen fill the vacancy by themselves. In either case, a majority vote of all the officials eligible to vote is required to select a replacement. Whoever is selected must be a registered voter in the town and perform the duties of the office until the next Annual Town Election or until another person is qualified."

If you have any questions, please don't hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC,
Town Clerk

Cc: Kate Fitzpatrick, Town Manager
David Davison, Finance Director
Evelyn Poness, Treasurer

RECEIVED TOWN CLERK
NEEDHAM, MA 02492

April 3, 2015

2015 APR -3 PM 3:08

Theodora K. Eaton
Town Clerk
Needham Town Hall
1471 Highland Ave.
Needham, MA 02492

Dear Ms. Eaton,

This letter serves as my formal notice that I am resigning from my position as a
Commissioner of Trust Funds, effective today April 3, 2015.

Sincerely,

Barry Coffman
837 Great Plain Ave.
Needham, MA 02492

TOWN OF NEEDHAM

Needham, Mass., March 8 ~~XX~~9 2015

This is to Certify that Barry J. Coffman
in this day appointed to be A Member of the Finance Committee
and to act in that capacity until March 8 ~~XX~~0 2018
agreeably to the laws of the Commonwealth.



SWORN BEFORE ME

April 3 2015

Theresa K. Eaton
TOWN CLERK

[Signature]

Theodora Eaton

From: Dave Tobin <dtobin@comcast.net>
Sent: Thursday, March 12, 2015 11:44 AM
To: Theodora Eaton
Subject: Re: Legal question.

Sec. 1.11.1 of the Needham General bylaws provides that a member the Finance Committee cannot be a town officer, agent or employee, other than Town Meeting Members. I consider a Commissioner of Trust Funds a town officer. So he should resign as a commissioner if he is going to accept appointment to the Finance Committee.

David S Tobin
Tobin & Grunebaum
60 Dedham Ave.
Needham, MA 02492
tel-781-444-5051
fax-781-444-5028
dtobin@comcast.net

On Mar 11, 2015, at 10:56 AM, Theodora Eaton <TEaton@needhamma.gov> wrote:

Hi Dave

Just learned that Barry Coffman has been appointed to the Finance Committee by the Moderator. He is currently an elected member of the Commissioners of Trust Funds. I've called elections to see if he has to resign as Commissioner and they said to contact Ethics and town counsel. What are your thoughts). I'm on my way back to Needham and have no law books with me. I think the same thing happened with Louise Miller but want to check with ethics and also yu

Thanks

Tedi

Sent from my iPad

Sandy Cincotta

From: noreply@civicplus.com
Sent: Thursday, April 23, 2015 4:27 PM
To: Sandy Cincotta
Subject: Online Form Submittal: Committee Volunteer Interest

The following form was submitted via your website: Committee Volunteer Interest

First Name:: John (Jack)

Middle Initial:: H.

Last Name:: Cogswell

Home Address:: 865 Central Ave, Apt O-506

Town:: Needham

State:: MA

Zip Code:: 02492

Day Phone Number: (xxx-xxx-xxxx): 781-444-0852

Evening Phone Number:(xxx-xxx-xxxx): 781-258-7749 (cell)

Email Address:: j.cogswell@verizon.net

Number of Years Living in Needham:: 45

Are you a registered voter?: Yes

Are you currently serving or have you served on other Boards, Commissions, or Committees?: Yes

If yes, which:: Board of Selectmen (12 yrs) Board of Appeals (4 yrs) Planning Board (10 yrs) Glover Board of Directors (9 yrs) Chairman 5 yrs Town Meeting (34 yrs)

1. Committee Vacancy for Consideration:: Commissioner of Trust Funds

2. Committee Vacancy for Consideration:: Water Advisory Committee

3. Committee Vacancy for Consideration:: Solid Waste Committee

Please describe your background or training (work and/or life experience) that relates to your interest in government.: Treasurer/Secretary of New England Telephone(10yrs
Responsible for N. E. Telephone Pension Fund Treasurer Needham Historical Society (20+ yrs)

Oversight of NHS Endowment Fund
Masters Degree in Civil Engineering
Water supply and Waste Water Disposal courses

Please describe any Town government experience (paid or volunteer) you have.: Member Needham Water Advisory Committee (10 yrs) Chairman Chatham Water & Sewer Advisory Com(4 yrs Member Needham Solid Waste Committee (11 yrs)

Please describe any community experience you have. Have you served on any other community organization(s)? have you served as an officer for any organization?: President West Needham Civic Association (3 yrs) Member Needham Exchange Club (18 yrs) Member Board of Directors of Caregroup (parent of Glover and BIDMC)(15 yrs)
Chairman of Audit Committee (4 yrs)
Chairman of Finance Committee (11 yrs)

Please include any additional information for the Town to consider.: Moved to Needham in 1957. Company transfer to Pittsfield. Returned in 1963. Company transfer to New York City. Returned in 1969. Moved to Chatham in 2010. Returned in 2014. 58 years since first moved to Needham.

Please explain any restrictions on your availability to attend Committee meetings?: none

Additional Information:

Form submitted on: 4/23/2015 4:27:15 PM

Submitted from IP Address: 71.126.230.64

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.needhamma.gov/Forms.aspx?FID=114>



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

MEETING DATE: 5/12/2015

Agenda Item	Calendar Revision
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will review the Selectmen meeting schedule including a proposed change for the second September meeting date, which is in conflict for Yom Kippur observance.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested motion: That the Board vote to approve the change to the Meeting Calendar from Tuesday, September 22, 2015 to Monday, September 21, 2015.</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) Updated Selectmen Meeting Calendar dated 5/12/2015			

**TOWN OF NEEDHAM
BOARD OF SELECTMEN
SCHEDULED MEETING CALENDAR
(updated 5/12/2015)**

May 12, 2015	September 8, 2015	December 8, 2015	March 8, 2016
May 26, 2015	September 22, 2015 September 21, 2015	December 22, 2015	March 22, 2016
June 9, 2015	October 13, 2015	January 12, 2016	*April 13, 2016
June 23, 2015	October 27, 2015	January 26, 2016	April 26, 2016
July 21, 2015	November 10, 2015	February 9, 2016	* Wednesday
August 18, 2015	November 24, 2015	February 23, 2016	



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

MEETING DATE: 5/12/2015

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will update the Board on issues not covered on the agenda.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) none			



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

MEETING DATE: 05/12/2015

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			

e-mailed 4/22/15



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY	
DPW	Police
Fire	OTM
Park & Rec	
PF	Paid

RECEIVED
TOWN OF NEEDHAM
OFFICE OF SELECTION
2015 APR 17 P 3:37

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☒ BICYCLE ☐ MOTORCYCLE

Name of Event:

Tour de Natick

Name of Organization:

Natick Rotary Charitable Corp

Has this event been conducted in other Towns in the past? ☒ YES ☐ NO

If yes, name of Town and date:

Fathers Day
12th Annual Natick, Needham, Sherborn, Dover.

Organization Mailing Address:

NAT P.O. Box 16, Natick, MA 01760

Organization

☒ is
Not-for-Profit

TAX ID 26-4737098

Organization Billing Address (if Police Detail is required):

P.O. Box 16 Natick, MA 01760

Primary Contact:

Marc Soloway

Contact Title:

Contact Address:

Contact Phone (Day):

508 688 - 4741

Contact Phone (Cell):

508 688 - 4741

Contact Email:

Soloway, Marc@gmail.com

Event Date(s):

Fathers Day

June 21st 2015

Date Expected to be in Needham:

June 21st 2015

Earliest Time Expected in Needham: 8:20	Latest Time Expected in Needham: 8:45
Number of Expected Participants: 60	Number of Expected Spectators at Peak Time: 0
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 1 Sweep Vehicle	What type of Parking is required: None
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: N/A	
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? Most Likely go on.	
Will neighborhoods be impacted by parking and traffic? No	
What activities are planned for the start of the race (if in Needham)? N/A	
What activities are planned for the end of the race (if in Needham)? N/A	
What facilities are needed for the start of the race (if in Needham)? N/A	

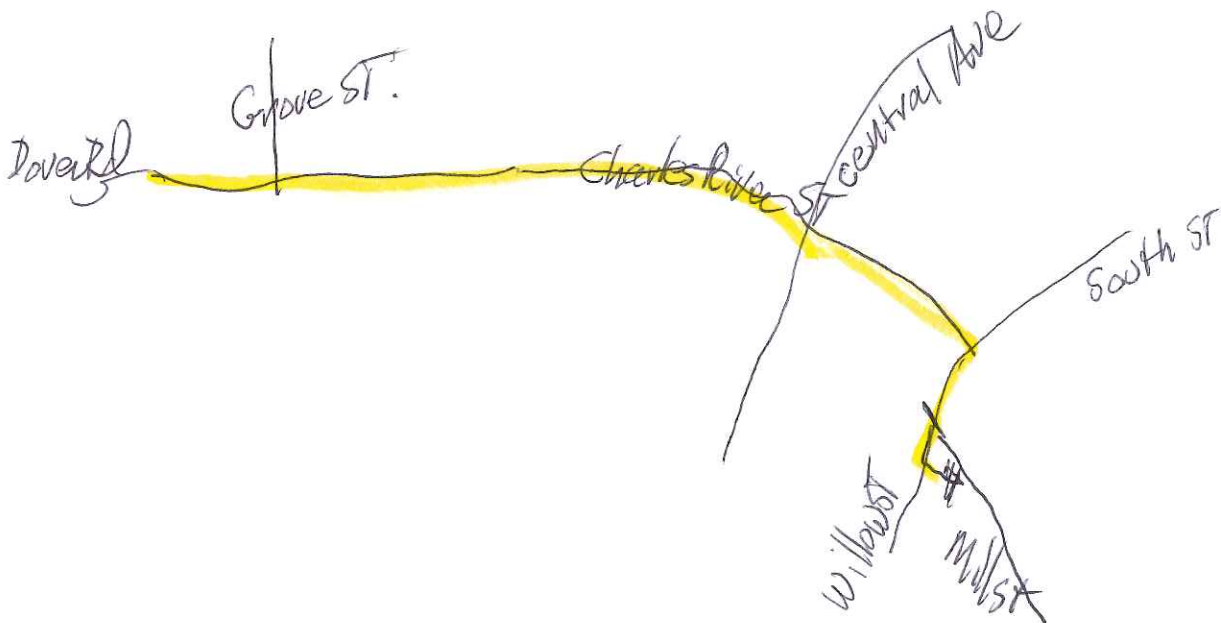
What facilities are needed for the end of the race (if in Needham)?	
N/A	
Once the event begins, how long will it take to complete the event?	
N/A	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	N/A
Will volunteers be placed along 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?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	call phone number - for Breakdowns 911 for Emergency
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?	NO
What is the plan to handle trash?	None

Re Natick Rotary Charitable corp
Tour de Natick
June 21st, 2015

The roads in Needham which we will be travelling are: From Pleasant St in South Natick, we will make a left onto Dover Road, which will become Charles River St. (Needham)

The cyclists will follow Charles River St to the end and make a right onto South St back into Dover.

A few may split off at Mill and follow it up towards Dedham St, Westfield St, Summer St. Those roads I believe are all Dover and into Westwood.



For Calendar Year: 2015**TOWN OF NEEDHAM****APPLICATION/ RENEWAL FOR A COMMON VICTUALER LICENSE**

The undersigned hereby applies for a Common Victualer License in accordance with the provisions of the Statutes relating thereto:

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2015 MAY -4 A 11:49

Name of Corporation: French Press LLCName of Establishment (d/b/a): French Press Bakery & Cafe

If business is a Corporation / Corporate Name and Officers: _____

LLC - Raji D. Spencer

If business is not a Corporation, Name of Owner: _____

Email Address: jay@prbneedham.comAddress of Establishment: 74 Chapel StreetContact Person (name who will receive notices under this license): Jay Spencer

Mailing Address (of contact person), if different from Establishment: _____

Establishment's Days of Operation: M/T/W/T/F/S/SEstablishment's Hours of Operation: 6⁰⁰/a - 7⁰⁰/pManager: Raji (Jay) Spencer # of Staff: 10 # of Seats: 27

Telephone Number: _____ Fax Number: _____

Signature of Owner: [Signature] Date: 04 MAY 15

(If corporation, signature of a duly authorized agent of the corporation)

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

If you currently hold an alcoholic beverages license, you must provide a copy of a certificate of liquor liability insurance in the minimum amount of \$100,000/person/\$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage before your alcoholic beverages license will be renewed.

Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).

Signature of Applicant (Mandatory)

47-2281368

Either a Social Security Number
Or Federal Identification Number Must Be Supplied

By Corporate Officer (if applicable)

04 MAY 15
Date (required)

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:	-\$11.25
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$25.20
Transfer Station Charges:	\$0.00
Total Abatement:	-\$36.45

Order #: 1198

Read and Approved:

5/8/2015

Assistant Director of Public Works

Director of Public Works

For the Board of Selectmen

Date: 5/12/15

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Schroeder	John	17445	15114	109	Meadowbrook Road	\$0.00	-\$11.25	-\$25.20	-\$36.45	ACC	N

Total: -\$36.45

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



**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:

Halloween Trick or Trot 5K Run/Walk &
Monster Fun Run

Name of Organization:

Hillside Elementary School PTC

**Has this event been conducted in other
Towns in the past?** ☐ YES ☒ NO

If yes, name of Town and date:

Organization Mailing Address:

28 Glen Gary Road, Needham, MA 02494

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

28 Glen Gary Road, Needham, MA 02494

Primary Contact:

Seema Meloni

Contact Title:

Race Director & PTC Co-President

Contact Address:

71 Damon Road, Needham, MA 02494

Contact Phone (Day):

617-794-6835

Contact Phone (Cell):

617-794-6835

Contact Email:

seema.meloni@gmail.com

Event Date(s):

Sunday, October 25, 2015

Date Expected to be in Needham:

Sunday, October 25, 2015

What facilities are needed for the end of the race (if in Needham)?	
Hillside Elementary School building, field, blacktop and parking lot	
Once the event begins, how long will it take to complete the event?	
About 45 minutes for last runners to complete 5K; additional 1-2 hours to complete clean-up	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes, at start, finish and throughout race
Will volunteers be placed along the route?	Yes, we will have road marshalls placed at each major turn
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes, we will have a DJ using a sound system with speakers. We will use a bullhorn for the kids fun run.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes. We aim to provide fruit, bagels and water for runners at the end of the race.
Will portable toilets be used? List locations.	No
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes
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?	We will request volunteer services of physicians and nurses that are parents within the Hillside community.
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Not many
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	No
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	No
What is the plan to handle trash?	School dumpsters - we found that we did not generate a significant amount of trash at our event last year.



HALLOWEEN TRICK OR TROT 5K RUN/WALK
& MONSTER FUN RUN

