

BOARD OF SELECTMEN

September 8, 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- Eversource Energy: Ellicott Street. Maureen Carroll, Eversource Energy Representative
2.	7:00	Public Hearing- Eversource Energy: Cedar Street Maureen Carroll, Eversource Energy Representative
3.	7:00	Public Hearing- Verizon: Webster Street Scott Burns, Verizon Representative
4.	7:00	Public Hearing – Change of Manager/Pledge of License - Andrew Upton, Attorney - Christopher Allen, Proposed Manager, Sheraton Needham
5.	7:10	Joint Meeting with School Committee - Appointment of New Committee Member - High School Project
6.	7:50	Town Manager - Accept and Refer Zoning - Open Special Town Meeting Warrant - Street Light Configuration Proposal - Budget consultation: FY2017 - 2021 Pro Forma - Town Manager Report
7.	8:30	Board Discussion Committee Reports
8.	8:45	Executive Session Exceptions 3 & 6

CONSENT AGENDA *=Backup attached

1.	Approve request from Park and Recreation Commission to host their annual “Spooky Walk” on Saturday, October 24 th , 2015 which commences on Town Common at 10:45am, with a rain date for Saturday, October 31 st 2015.
2.*	Approve August 18, 2015 meeting minutes (open and executive session).

3.*	Approve Board of Selectmen Policy rescission of DPWRTS-001 Annual Commercial Haulers Snow Policy, and approve Board of Selectmen Policy style change to BOS-LIC-005 – Policies and Regulations for Granting of Lodging Licenses in Needham, Massachusetts.					
4.	Approve release of Executive Session minutes for the period January 2010 through March 2015 and a release of redacted material from minutes already approved for the period June 2004 through December 2009.					
5.	Accept a \$100 donation made to the Needham Community Revitalization Trust fund from the Charles River Center.					
6.	Accept a \$300 donation made to the Needham Park and Recreation Commission from the Norfolk Lodge. The monies will be used for Park and Recreation’s scholarship program.					
7.*	Water & Sewer Abatement Order #1203					
8.*	Approve a request from Darren Bean, President of Warrior Thunder Foundation, to have a portion of its motorcycle ride go through Needham on Saturday, September 12, 2015 at 12:00 p.m. The route of the motorcycle ride has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
9.	In accordance with Section 20 C of the Town Charter, approve the Town Manager’s appointment of John J. Schlittler as Chief of Police.					
10.	Grant Permission for the following residents to hold a block party:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Ratify: Dawn Ellis	94 Mayflower Rd	Mayflower Rd	9/5/15	9/6/15	4:30pm-10pm
	Ratify: Joshua Small	27 Richard Rd	Rockwood Lane	9/7/15	N/A	5pm-8pm
	Carol Kallus	54 Fuller Brook Avenue	Howe Road	9/12/15	9/13/15	3pm-9pm
	John Terry	17 Lindbergh Avenue	Lindbergh; between Tower/Paul Revere	9/12/15	N/A	4:30pm-7:30pm
	Katherine Calzada	9 Morton Street	Morton Street	9/12/15	9/13/15	1pm-4pm
	Michelle Keefe	19 Gordon Road	Gordon Road	9/19/15	N/A	4pm-9pm
	Erica Baitler	61 Stevens Rd	Stevens Road	9/20/15	9/29/15	4pm-6pm
	Nikki Amara Myers	78 Warren Street	Warren Street	9/20/15	N/A	3:30pm-7pm
	Rhonda Silva	7 Berkshire Road	Berkshire Rd	9/20/15	N/A	3pm-5pm
	Bill Gallagher	48 Hawthorn Ave	Hawthorn Ave	9/26/15	9/27/15	3pm-8pm
	Julie Middleton	74 Henderson St.	Henderson St. and Miller St.	9/26/15	N/A	3pm-11pm
	Kara Collin	57 Broad Meadow Road	Broad Meadow Road	9/26/15	N/A	3pm-8pm

Elizabeth Gregg	1306 Great Plain Ave	Curve Street	9/27/15	N/A	4pm-7pm
Maureen Rossi	65 Douglas Road	Douglas Road	10/3/15	10/4/15	4pm-8pm
Aaron Lewis	92 Washington Ave	Washington Ave	10/4/15	N/A	1pm-5pm
Kevin Keane	88 Lexington Ave	Burnside St. from Lexington Ave to Concord St.	10/23/15	10/24/15	7pm-11pm



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

MEETING DATE: 09/08/2015

Agenda Item	Public Hearing –Eversource Energy- Ellicott Street
Presenter(s)	Maureen Carroll, Eversource Energy

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install 35 feet of conduit in Ellicott Street. This work is necessary to provide underground electric service at 30 Ellicott Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy'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 Eversource Energy to install 35 feet of conduit in Ellicott Street. This work is necessary to provide underground electric service at 30 Ellicott Street, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			



200 Calvary Street
Waltham, Ma 02453

RECEIVED

August 12, 2015

AUG 17 2015

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

PUBLIC WORKS DEPT.
NEEDHAM, MA

RE: 30 Ellicott Street
Needham, MA
W/O #2078439

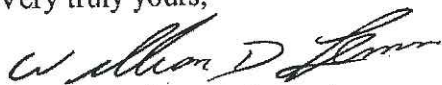
Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 35 feet of conduit in Ellicott Street.

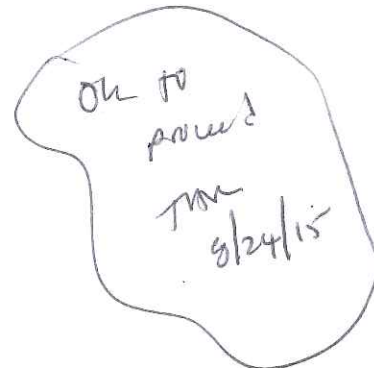
The reason for this work is to provide underground electric service to 30 Ellicott Street.

If you have any further questions, contact Maureen Carroll @ (781) 314-5053.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,


William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments



**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

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

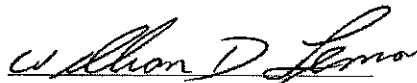
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated August 10, 2015** and filed herewith, under the following public way or ways of said Town:

Ellicott Street – Southeasterly from pole 103/10 opposite Powers Street a distance of about 35 feet of conduit.

(W.O. 2078439)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 12th day of August

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2015

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

**Ellicott Street –Southeasterly from pole 103/10 opposite Powers Street a distance of about
35 feet of conduit**

(W.O. 2078439)

Hearing Required

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated August 10, 2015** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2015 at _____ in said Town.

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Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2015 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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



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 September 8, 2015** upon petition of Eversource Energy dated **August 12, 2015** to install 35 feet of conduit in Ellicott Street. This work is necessary to provide underground electric service at 30 Ellicott Street, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll at 781-314-5053.

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

BOARD OF SELECTMEN

Dated: August 25, 2015

30 ELLICOTT ST

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>	
199/030.0-0073-0000.0	44	ELLICOTT ST	PULLMAN, HARVEY M. & STRICKLAND, JANE	44 ELLICOTT ST	<u>OWNER CITY</u> NEEDHAM	<u>State</u> MA
199/030.0-0074-0000.0	38	ELLICOTT ST	GER, DONALD E & RETIK, SUSAN Z.	38 ELLICOTT ST	NEEDHAM	MA
199/030.0-0075-0000.0	30	ELLICOTT ST	ROSIN, JEFFREY M.	355 CARTWRIGHT RD	WELLESLEY	MA
199/030.0-0076-0000.0	24	ELLICOTT ST	YOUNG, TYLER S & YOUNG, MELINDA H	24 ELLICOTT ST	NEEDHAM	MA
199/030.0-0077-0000.0	18	ELLICOTT ST	PACHUS, CHRISTOPHER & PACHUS, JENNIFER B	18 ELLICOTT ST	NEEDHAM	MA
199/030.0-0079-0000.0	0	MELROSE AVE	TOWN OF NEEDHAM	1471 HIGHLAND AVE	NEEDHAM	MA
199/030.0-0080-0000.0	29	ELLICOTT ST	RIEDEL, G. DAVID & DALZELL, KIMBERLY	29 ELLICOTT ST	NEEDHAM	MA
199/030.0-0081-0000.0	35	ELLICOTT ST	BURKE, JAMES G. C/O SLICKLEN BUILDERS INC.	21 UPLAND RD	NEEDHAM	MA
199/030.0-0082-0000.0	41	ELLICOTT ST	KELEHER, THOMAS D. & KELEHER, JANICE M.	41 ELLICOTT ST	NEEDHAM	MA
199/030.0-0083-0000.0	47	ELLICOTT ST	FERNANDEZ, ROBERT J. & FERNANDEZ, LORENE WHYTE	47 ELLICOTT ST	NEEDHAM	MA

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: 09/08/2015

Agenda Item	Public Hearing –Eversource Energy- Cedar Street
Presenter(s)	Maureen Carroll, Eversource Energy

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED			
Eversource Energy requests permission to install 39 feet of conduit in Cedar Street. This work is necessary to provide underground electric service at 276 Cedar Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy'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.	<table><tr><td>VOTE REQUIRED BY BOARD OF SELECTMEN</td><td>YES</td><td>NO</td></tr></table>	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO		
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install 39 feet of conduit in Cedar Street. This work is necessary to provide underground electric service at 276 Cedar Street, Needham.				
3.	<table><tr><td>BACK UP INFORMATION ATTACHED</td><td>YES</td><td>NO</td></tr></table>	BACK UP INFORMATION ATTACHED	YES	NO
BACK UP INFORMATION ATTACHED	YES	NO		
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters				

EVERSOURCE
ENERGY

200 Calvary Street
Waltham, Ma 02453

RECEIVED

August 12, 2015

AUG 17 2015

PUBLIC WORKS DEPT.
NEEDHAM, MA

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

RE: ^{#276} Cedar Street
Needham, MA
W/O #2080596

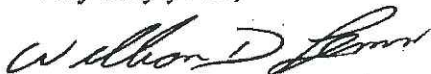
Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 39 feet of conduit in Cedar Street.

The reason for this work is to provide underground electric service to 276 Cedar Street.

If you have any further questions, contact Maureen Carroll @ (781) 314-5053.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,


William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to
proceed
8/24/15
OK R.P. Benson
DEW Director
8/24/15

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FOR LOCATION FOR CONDUITS AND MANHOLES**

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

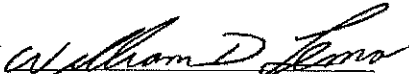
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated August 10, 2015** and filed herewith, under the following public way or ways of said Town:

Cedar Street – Northwesterly from pole 117/11 approximately 1200 feet northwest of Wellesley Avenue a distance of about 39 feet of conduit.

(W.O. 2078439)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 12th day of August

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2015

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

**Cedar Street – Northwesternly from pole 117/11 approximately 1200 feet northwest of
Wellesley Avenue a distance of about 39 feet of conduit.**

(W.O. 2080596)

Hearing Required

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis**, Dated **August 10, 2015** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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_____ Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2015 at _____ in said Town.

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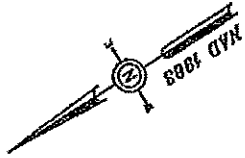
_____ Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

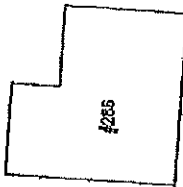
I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2015 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

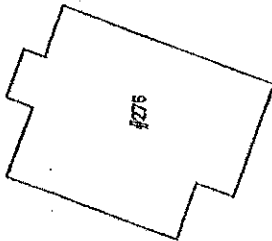
S:\SHARED\CHARGE BASELINS\NEE\CEDARS04.dwg



#294



CUST TO INSTALL 1 - 2 PVC PIPES
SCHEDULE 40
NO CONCRETE 39.7'±



CUST HH

117/12

117/11

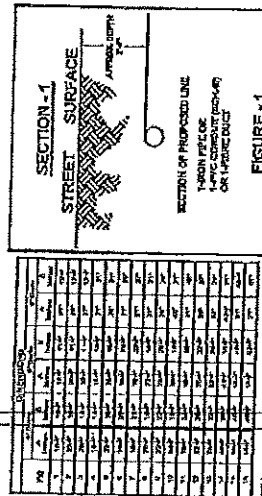
117/10

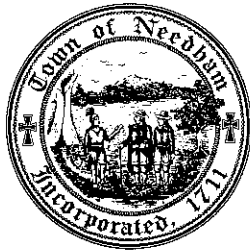
EDGE OF ROAD

WELLESLEY AVE
APPROX. 1200'±

EDGE OF ROAD

CEDAR STREET





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 September 8, 2015** upon petition of Eversource Energy dated **August 12, 2015** to install 39 feet of conduit in Cedar Street. This work is necessary to provide underground electric service at 276 Cedar Street, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll at 781-314-5053.

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

BOARD OF SELECTMEN

Dated: August 25, 2015

276 CEDAR 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>OWNER ZIP</u>
199/091.0-0024-0000.0	0	WELLESLEY AVE	ROMAN CATHOLIC ARCHDIOCESES OF BOST C/O MARY IMMACULATE OF LOURDES RECT	270 ELLIOT STREET	NEWTON UPPER FALL MA	02464
199/227.0-0019-0000.0	286	CEDAR ST	AKINC, BRIDGET A. & AKINC, AKIN	286 CEDAR ST	NEEDHAM	02492
199/227.0-0020-0000.0	276	CEDAR ST	PAG LLC	18 CRAWFORD STREET	NEEDHAM HTS	02494
199/227.0-0021-0000.0	268	CEDAR ST	BAILEY, JAMES C. + BAILEY, CHRISTINA M.	268 CEDAR ST	NEEDHAM HTS	02494
199/227.0-0022-0000.0	0	HOMSY LN	BAILEY, JAMES C. & BAILEY, CHRISTINA	268 CEDAR STREET	NEEDHAM HTS,	02494
199/227.0-0038-0000.0	294	CEDAR ST	GLASER, ALAN I. & GLASER, LISA S.	294 CEDAR ST	NEEDHAM HTS	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: 09/08/2015

Agenda Item	Public Hearing –Verizon New England Inc.- Webster Street
Presenter(s)	Scott Burns, Right of Way Agent- Verizon New England Inc.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Verizon New England Inc. requests permission to place one, four inch (4") PVC conduit approximately 70 feet in Webster Street in accordance with plan entitled "Petition Plan for Verizon Job No. 1A1K6SQ" dated 8/10/2015 and attached as Exhibit "A". They are also seeking 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 they may desire for distributing purposes. 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 Inc. to place one, four inch (4") PVC conduit approximately 70 feet in Webster Street in accordance with plan entitled "Petition Plan for Verizon Job No. 1A1K6SQ" dated 8/10/2015 and attached as Exhibit "A". They are also granted 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 they may desire for distributing purposes.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Petition b. Order c. Petition Plan- Exhibit "A" d. Notice Sent to Abutters e. List of Abutters			

PETITION FOR CONDUIT LOCATION

August 10, 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:

1200 **Webster Street:**

Place one (1), four inch (4") PVC conduit approximately 70 feet in Webster Street in accordance with plan entitled "Petition Plan for Verizon New England Inc., Locust: Webster Street, Needham, MA, Verizon Job No. 1A1K6SQ" dated 08/10/2015 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 place 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".

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

1 OK to
pave 2
T.M. [unclear], Engr
8/24/15
OK R.P. [unclear]
DPW Director
8/24/15

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 **August 10, 2015**.

Webster Street:

Place one (1), four inch (4") PVC conduit approximately 70 feet in Webster Street in accordance with plan entitled "Petition Plan for Verizon New England Inc., Locus: Webster Street, Needham, MA, Verizon Job No. 1A1K6SQ" dated 08/10/2015 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 _____

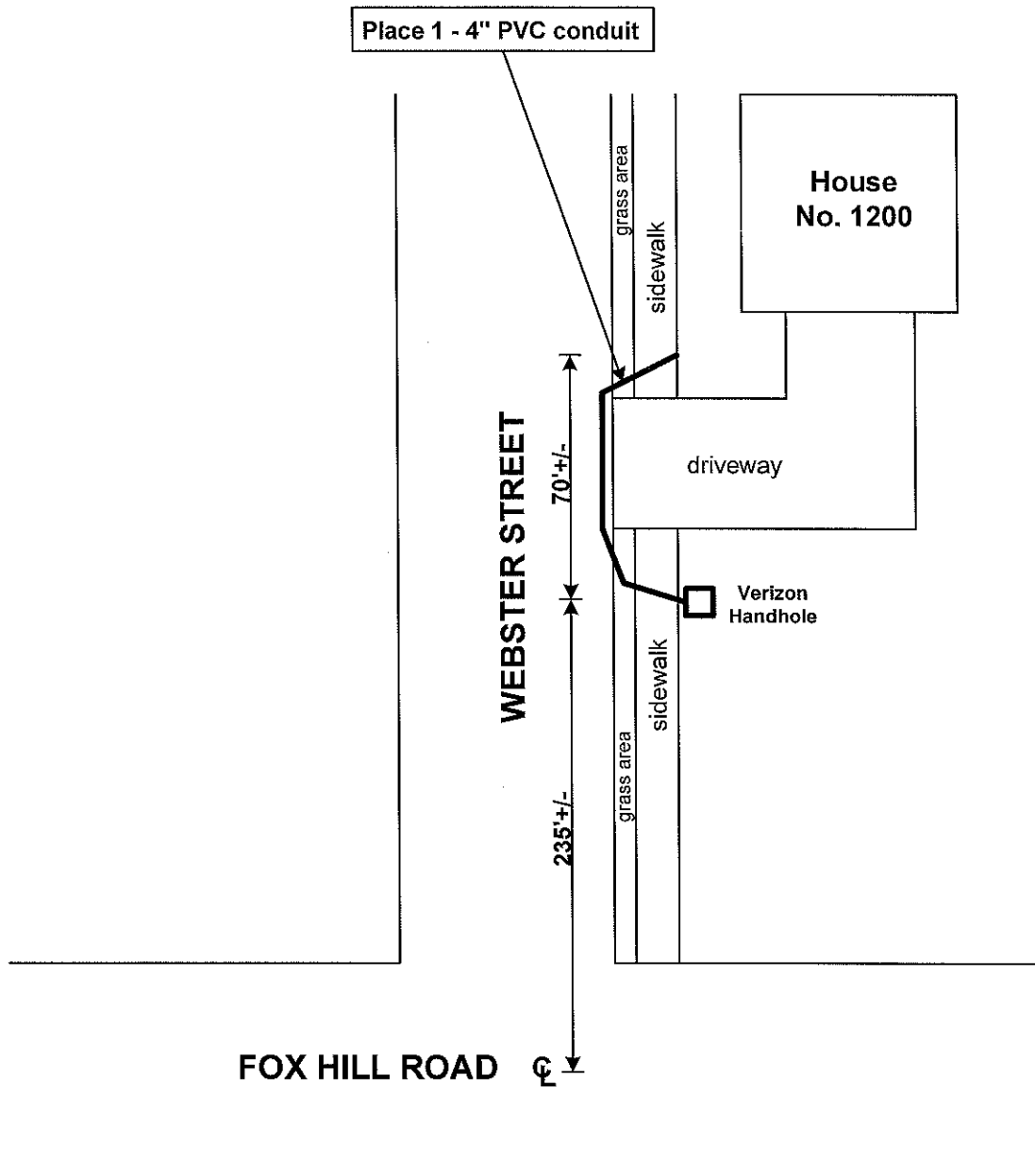
CERTIFICATE

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"



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

Petition Plan for Verizon New England Inc.			
Locus: Webster Street Needham, MA			
Scale:	Drawn by:	Verizon Job No.	Date:
Not to Scale	SDB	1A1K6SQ	08-10-2015



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 September 8, 2015** upon petition of Verizon New England Inc. dated **August 10, 2015** to place one, four inch (4") PVC conduit approximately 70 feet in Webster Street in accordance with plan entitled "Petition Plan for Verizon Job No. 1A1K6SQ" dated 8/10/2015 and attached as Exhibit "A". They are also seeking 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 they may desire for distributing purposes. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Verizon New England Inc. 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: August 25, 2015

1200 WEBSTER 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>
199/203 0-0032-0000.0	568	SOUTH ST	568 SOUTH STREET, LLC	568 SOUTH ST	NEEDHAM	MA	02492
199/203 0-0033-0000.0	1200	WEBSTER ST	POPEO, R ROBERT + POPEO, BRENDA E.	1200 WEBSTER ST	NEEDHAM	MA	02492
199/203 0-0040-0000.0	147	FOX HILL RD	MACFARLANE, CATHY A. & MACFARLANE, SCOTT D.	147 FOX HILL RD	NEEDHAM	MA	02492
199/203 0-0041-0000.0	169	FOX HILL RD	CHAFFIN, RICHARD J.	169 FOX HILL RD	NEEDHAM	MA	02492
199/203 0-0084-0000.0	1205	WEBSTER ST	HOFFMAN, ZONA	1205 WEBSTER ST	NEEDHAM	MA	02492

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: 9/8/2015

Agenda Item	Change of Manager: Sheraton Needham
Presenter(s)	Christopher Allen, Proposed Manager Andrew Upton, Attorney

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Needham Cabot Concessions, LLC d/b/a The Sheraton Needham, 100 Cabot Street, has requested a change in manager. Our review indicates that Mr. Allen meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. Although not required to hold a public hearing, this application includes a pledge of license.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: Move that the Board of Selectmen approve and sign an application for a Pledge of License and a Change in Manager to Christopher Allen for The Sheraton Needham, 100 Cabot Street, Needham and to forward this application to the ABCC for approval.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
1. Cover Letter 2. Petition for Change of License 3. Corporate Vote for Change of Manager/License Pledge 4. Personal Information Form 5. Manager Application Note: Pledge documents are filed with the Office of the Town Manager.			

Needham Cabot Concessions, LLC
d/b/a The Sheraton Needham
100 Cabot Street, Needham, MA 02434
Filed August 18, 2015

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2015 AUG 19 A 9:41

APPLICATION FOR PLEDGE OF LICENSE AND CHANGE OF MANAGER

1. \$200 check made payable to the ABCC
2. \$100 check made payable to the Town of Needham
3. Retail Transmittal Form
4. MA DOR Certificate of Good Standing
5. Petition for Change of License
6. Pledge Agreement
7. Promissory Note
8. Corporate Vote
9. Manager's Form
10. Manager's Personal Information Form
11. Manager's CORI
12. Manager's Proof of Citizenship
13. Needham CORI

Andrew Upton
DiNicola, Seligson & Upton, LLP
185 Devonshire Street, Suite 902
Boston, MA 02110
P. 617-279-2595/F. 617-426-0587

Transaction Summary: This is an application to Change the Manager of Record on the Liquor License at the Sheraton Needham and to Pledge the License. No other operational or financial changes are being applied for.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PETITION FOR CHANGE OF LICENSE

77000001

ABCC License Number

Needham

City/Town

The licensee Needham Cabot Concessions, LLC respectfully petitions the Licensing Authorities to approve the following transactions:

- | | |
|--|---|
| ☐ Change of Manager | ☐ Alteration of Premises |
| ☒ Pledge of License/Stock | ☐ Cordial & Liqueurs |
| ☐ Change of Corporate Name/DBA | ☐ Change of Location |
| ☐ Change of License Type (\$12 ONLY, e.g. "club" to "restaurant") | |

☒ Change of Manager

Last-Approved Manager: Brian Smith

Requested New Manager: Christopher Allen

☒ Pledge of License /Stock*

Loan Principal Amount: \$ \$41,500,000 Interest Rate: LIBR+5

Payment Term: 5 Lender: Needham Hotel Funding, LLC

☐ Change of Corporate Name/DBA*

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

☐ Change of License Type

Last-Approved License Type:

Requested New License Type:

☐ Alteration of Premises: (must fill out attached financial information form)

Description of Alteration:

☐ Change of Location: (must fill out attached financial information form)

Last-Approved Location:

Requested New Location:

Signature of Licensee

Andrew J. Tipton, Esq.

Date Signed

08/13/2015

(If a Corporation/LLC, by its authorized representative)

Authorized by Corporate Vote

**Must have Certificate of Good Standing from MA Department of Revenue*

CORPORATE VOTE

APPLICATION FOR PLEDGE OF LICENSE AND CHANGE OF MANAGER

This is to certify that at a meeting of the members of

Needham Cabot Concessions, LLC

It was voted to apply to the Licensing Board for the Town of Needham and the MA ABCC for a Pledge of License of an Innholder All Forms Alcohol License held by Needham Cabot Concessions, LLC. And to appoint Chris Allen as Manager of Record for the Liquor License and to authorize Andrew Upton, Esq. to sign any and all documents pertaining thereto.

The foregoing statement is made under penalty of perjury on 7/30, 2015.

BY:


MARK ZETHL

TITLE:

MEMBER



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Needham Cabot Concessions, LLC	B. Business Name (dba)	Sheraton Needham		
C. Address	100 Cabot Street	D. ABCC License Number (If existing licensee)	077000001		
E. City/Town	Needham	State	MA	Zip Code	02494
F. Phone Number of Premise	781-444-1110	G. EIN of License	47-3616586		

2. PERSONAL INFORMATION:

A. Individual Name	Christopher Allen	B. Home Phone Number	860-912-4550		
C. Address	10 Whittier Road				
D. City/Town	Medford	State	MA	Zip Code	02155
E. Social Security Number		F. Date of Birth			
G. Place of Employment	Sheraton Needham				

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime?

Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

None. Salaried Manager.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Ch Allen

Date

07/31/2015

Title

General Manager

(If Corporation/LLC Representative)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form,
and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee:	Needham Cabot Concessions, LLC	Business Name (dba):	Sheraton Needham
Address:	100 Cabot Street		
City/Town:	Needham	State:	MA Zip Code: 02494
ABCC License Number: (If existing licensee)	077000001	Phone Number of Premise:	781-444-1110

2. MANAGER INFORMATION:

A. Name:	Christopher Allen	B. Cell Phone Number:	860-912-4550
C. List the number of hours per week you will spend on the licensed premises:	40+		

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen:	Yes ☒ No ☐	B. Date of Naturalization:		C. Court of Naturalization:	
----------------------------	---	----------------------------	--	-----------------------------	--

(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes ☒ No ☐
If yes, please describe: 33% owner of ALO East, Inc. d/b/a of Twister's Tavern, Amherst, MA 1988-1990. Interest sold in 1990.

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes ☐ No ☒
If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes ☐ No ☒
If yes, please describe:

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

Please see attached.

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date

07/31/2015

Additional Space

Please note which question you are using this space for.

Manager Application - Question 4D
Employment for the last ten years:

Date	Position	Employer	Address	Telephone
6/2015-Present	GM	Sheraton Needham,	100 Cabot Street, Needham, MA	781-444-1110
4/2012-6/2015	GM	Waterford Hotel Group,	914 Hartford Turnpike, Waterford, CT	06385, (860) 442-4559
8/2007- 12/2011	AGM	Cambridge Marriott,	50 Broadway, Cambridge, MA	02142, (617) 494-6600
9/2004-7/2007	Dir of F&B	Marriott Seaview Resort and Spa,	401 S New York Rd, Galloway, NJ	(609) 652-1800

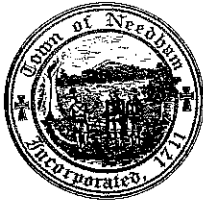


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 9/8/2015

Agenda Item	Appointment of School Committee Member
Presenter(s)	Joint Meeting with the School Committee

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board of Selectmen and School Committee will interview two candidates for the current vacancy on the School Committee.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board of Selectmen and School Committee vote to appoint _____ to fill the vacancy on the Committee until the next Town Election, April 12, 2016.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Notice of Vacancy from the Town Clerk dated June 15, 2015 b. Information about the two final candidates			



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@needhamma.gov

June 15, 2015

Theodora K. Eaton, MMC
Town Clerk

Board of Selectmen and
Needham School Committee
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Members of the Board of Selectmen and the Needham School Committee:

I have received the resignation of School Committee Member Joseph P. Barnes effective June 10, 2015. He has been appointed as Interim Principal at Needham High School for the 2015/16 school year.

Once again 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 (Needham School Committee) write to the Board of Selectmen, within one month of the vacancy, informing them of the vacancy. Then, the Selectmen, with the remaining members of the Needham School Committee, 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
Dan Gutekanski, Supt. of Schools

18 Colonial Road
Needham, MA 02492
July 21, 2015

VIA E-MAIL

Board of Selectmen
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Dear Members of the Board of Selectmen,

It is with great interest and enthusiasm that I submit my application for the vacant seat on the Needham School Committee. Over the last seven years, I have been an active volunteer in, and advocate for, the Needham Public Schools. As a parent of two young children in the Needham Schools, I would bring a unique perspective to the School Committee and if appointed to this position, I will put my skills and background, along with my deeply held belief in giving back to the community, to work for the benefit of Needham's schools and the larger community.

I have served in several leadership and volunteer roles associated with Needham's schools that demonstrate my ability to communicate effectively and work collaboratively with others. One of the experiences I am most proud of is Co-Chairing the "Yes for Needham" campaign in support of the April 2014 operating override for the schools. In this role I worked with people from across the community — elected officials, members of Needham's school administration, parents and neighbors — to help create the campaign's strategic vision, outreach and communications plans. I also helped draft campaign literature (including printed materials, website content and Facebook posts) that enabled us to communicate the key reasons for the override and its benefits for the Needham Schools.

I have also been a Co-Chair of Citizens for Needham Schools ("CNS") for the last three years, and have been a Board Member of this organization for the last five years. My participation in CNS has given me a greater understanding of the school operating budget and proposed capital projects, as well as an opportunity to research and learn about initiatives that impact the District across schools and levels. For example, I helped write informational articles for the CNS newsletter about the implementation of Needham's new elementary math curriculum, Think Math!, and Needham's policies around private fundraising for public schools.

On a personal level, one of the volunteer initiatives that has given me the greatest pleasure is the Understanding Our Different Abilities Program which provides disability awareness education in all Needham elementary schools. I served as Co-Chair of this program at Newman Elementary for three years and during this time we expanded the program from two grades to all students in grades K-5; brought in new speakers, including three from the Newman/Needham community; and worked collaboratively across the five elementary schools to share resources, align our curricula and ensure the program was responsive to the needs of children and parents in Needham's special education community. Understanding Our Different Abilities is an excellent example of a successful partnership among parents, schools and community members, and a program I am proud to be associated with.

In addition to my commitment to Needham's schools and community service, I think my professional background could benefit the School Committee, particularly with respect to long-range strategic, operational and financial planning. One of my greatest strengths is conducting complex analyses and communicating the results of those analyses to a broad audience. I would routinely partner with business personnel to develop strategic operating plans and financial forecasts and then translate those plans into a succinct message for senior management and external audiences focused on the two or three things that would drive results. These skills in analytical thinking, financial analysis and high-level communications would benefit the School Committee by enabling me to quickly understand and critique analyses done by the school department, and then help communicate the critical points of those analyses to other Town Boards, Committees and the larger community. My background in economics and finance will also help me understand how School Department plans fit within the larger context of plans for the Town of Needham to ensure our community is making decisions that balance the strategic needs of all Town departments, not just the schools.

The Needham community is rightfully proud of its excellent public schools and we are fortunate to have widespread support for the goals, vision and programming advanced by Superintendent Gutekanst, his leadership team and the School Committee. If appointed, I will work collaboratively with my School Committee peers, Needham school personnel, elected officials, Town Boards and Committees and community members to maintain and enhance the high quality of our public schools. I thank you for considering my application and I look forward to discussing how I could put my background, experiences and interests to work on the Needham School Committee.

Kind regards,
Andrea Longo Carter

Enclosure

August 1, 2015

Dear Board of Selectmen,

I am applying for the vacant position on the Needham School Committee. High quality education is extremely important and Needham is a town with a strong commitment to this. My children have benefited from attending Needham High School and they have recently graduated from college. I believe the quality of the education that they received in high school contributed to their success while attending a four year university. I have lived in Needham for 24 years and am a registered Needham voter. I am interested in participating on the School Committee because I want to be involved with policy making in the school district, work with other town committees and assist with strategy and planning for future school needs.

My experience in operational areas as well as in medical project management will allow me to provide the operational planning and logistical management for committee projects. I have developed successful working relationships across various functional areas and departments and collaborate with multiple stakeholders on a daily basis to ensure adherence to policies and regulations. My background in business, technology, and understanding the public health system has resulted in the completion of projects to meet timelines and goals. The combination of my degrees in business (MBA in Management Information Systems and Marketing) and public health (MPH in Epidemiology and Biostatistics) will enable me to review detailed budgets and liaise with other committees to cooperate on matters of mutual concern and achieve results.

In the past, I have been a member of the Needham Medical Reserve Corps and enjoyed learning about this aspect of our community. I was a past president of the Saint Joseph Guild and served as a board member for many years for this organization. The experience I have gained working on more than a dozen committees over the past decade has provided me with the skills to assist with efficient committee operations and a clear communication process. I would be interested in working on strategy and planning for Future School Needs or Special Education, the Technology Advisory Board, the School Health Advisory or Safety Committees, the Full Day Kindergarten Study & Planning Committee, or any of the other committees for the schools.

The importance of being a team player is crucial when working with cross-functional teams to ensure constant communication is maintained as I have learned and implemented in my past and present roles. My attention to detail and very strong organizational and inter-personal skills have been critical in gaining the cooperation of groups of people in order to accomplish measurable goals which will be invaluable when working closely with committee members. I will bring a tremendous amount of enthusiasm and energy to the School Committee and am available to meet any night of the week. I would appreciate the opportunity to meet with you to discuss my potential committee membership. Thank you in advance for your consideration.

Sincerely,

Beth Xiarhos

Cell phone: 617-930-6540

bxiarhos77@gmail.com



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

MEETING DATE: 9/8/2015

Agenda Item	High School Construction Project
Presenter(s)	School Committee

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board of Selectmen and School Committee will discuss the propose High School cafeteria construction project.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Needham High School Expansion 2015, Design Development Budget Draft, 8.24.2015 b. Needham High School Expansion 2015, Schematic Design Budget Draft, 5.27.2015			

Needham High School Expansion - 2015				Draft (6)
Design Development Budget				8/24/2015
Cafeteria Expansion				
Construction Cost			Subtotal	
Cafeteria Additions & Renovation (3,058sf)			\$ 1,511,780	
<i>(Based on DRA DD drawings & CostPro Estimate- 8/10/2015)</i>				
Total Direct Costs			\$ 1,511,780	Note -1
General Conditions & Profit	22.5%		\$ 340,151	
Building Permit Fee (Waived)	0%		\$ -	
Design & Price Contingency	10%		\$ 185,193	Note -3
Escalation	2.62%		\$ 53,373	
Total Construction Cost			\$ 2,090,496	
	3,058	sf	Addition	\$ 683.62 per SF
Soft Costs				
OPM - Town of Needham PFD-C	2%		\$ 41,810	Note - 4
Other costs / Owners Contingency	10%		\$ 209,050	Note -3
Subtotal			\$ 250,860	
Technology & Presentation Equipment			\$ 200,000	Note-2
Designer (A&E) Est. Const.Admin. & Tech	3%		\$ 60,000	Note - 4
Interior Furniture (Café)			\$ 55,000	Note - 4
Subtotal			\$ 315,000	
Subtotal Soft Costs			\$ 565,860	
Total Budget - Cafeteria Expansion			\$ 2,656,356	
			\$ 156,810	Note - 4
			\$ 2,499,546	
Future Funding required for Construction of Project (rounded)			\$ 2,500,000	STM -Nov-2015
Based on Design Development and 2016 Summer Construction				
Notes:				
1) Estimate is based upon CostPro Estimate dated 8/10/2015				
Scope changes since Schematic Design Estimate include:				
a) Increase in building addition size by 600sf to 3,058 sf to accommodate multipurpose functions				
b) Addition of folding panel partition to separate new space from existing space for multipurpose use				
c) reconstruction of exterior terrace for outdoor seating				
d) Infiltration chambers for infiltration of roof run-off prior to discharge to Storm drain (per zoning by-law)				
2) Addition of new technology for multipurpose & presentation functions within space				
- Wireless server, speakers, controls, screens & projectors and large screen TVs with wiring				
- Cost range is \$150,000 to \$250,000 with wiring, equipment and installation				
- Further discussion regarding technology budget is in process with the Superintendent				
3) PPBC recommendation to carry 10% contingency for Design Development Stage				
4) Project costs that will be funded from existing appropriations &/or DESE project funds				

High School Expansion - 2015

Draft (5)

Schematic Design Budget

5/27/2015

	Phase I: Cafeteria		Phase II: 6 Classrooms		Project Totals
		Subtotal		Subtotal	
Construction Cost					
Cafeteria Additions & Renovation		\$ 1,103,231	6 Classrooms and Renov. Escalation @ 5.8% Cost Increase to 2017 Fall 2017 completion	\$ 3,168,926 5.8% 183,798 3,352,724	
Total Direct Costs		\$ 1,103,231		\$ 3,352,724	\$ 4,455,955
General Conditions	2	\$ 75,000	3	\$ 330,000	
General Requirements	3%	\$ 37,597	3%	\$ 110,482	
Contractor Fee	4%	\$ 51,633	4%	\$ 151,728	
Insurance	1%	\$ 13,425	1%	\$ 39,449	
Building Permit Fee (Waived)	0%	\$ -	0%	\$ -	
P&P Bond	1%	\$ 13,559	1%	\$ 39,844	
Design Contingency	10%	\$ 136,944	10%	\$ 402,423	
CM Contingency (GC - DBB process)	0%	\$ -	3%	\$ 132,799	
Escalation	2%	\$ 30,128	2%	\$ 91,189	
Total Construction Cost		\$ 1,536,517		\$ 4,650,638	\$ 6,187,155
Soft Costs					
OPM - Town of Needham PFD-C	2%	\$ 30,730	2%	\$ 93,013	
Other costs / Owners Contingency	5%	\$ 76,826	5%	\$ 232,532	
		\$ 107,556		\$ 325,545	
Designer (A&E) (with Interiors)	8%	\$ 122,921	8%	\$ 327,051	
FF&E & Interiors		\$ 75,000		\$ 40,000	
Subtotal		\$ 197,921		\$ 367,051	
Subtotal Soft Costs		\$ 305,478		\$ 692,596	\$ 998,073
Total Budget -		\$ 1,841,994	8 Classroom:	\$ 5,343,234	\$ 7,185,228

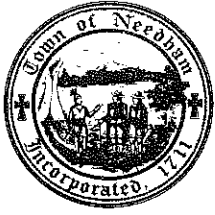


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 9/8/2015

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 September 1, 2015, the Planning Board voted to place the following articles on the warrant for the November 2, 2015 Special Town Meeting: Amend Zoning By-law – Mixed-Use Overlay District and Amend Zoning By-Law – Map Change to Mixed-Use Overlay District. At its meeting of September 8, 2015 the Planning Board is scheduled to vote to place the following article on the warrant for the November 2, 2015 Special Town Meeting: Amend Zoning By-law – Historic Preservation Dimensional Special Permit. 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 amendments: Amend Zoning By-law – Mixed-Use Overlay District, Amend Zoning By-Law – Map Change to Mixed-Use Overlay District, and Amend Zoning By-law – Historic Preservation Dimensional Special Permit 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 September 3, 2015 b. Proposed Warrant articles 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

September 3, 2015

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

Re: Zoning Articles for 2015 Special Town Meeting

Dear Kate:

The Planning Board at its meeting of September 1, 2015 voted to place the following articles on the warrant for the November 2, 2015 Special Town Meeting: (1) Amend Zoning By-Law – Mixed-Use Overlay District; and (2) Amend Zoning By-Law – Map Change to Mixed-Use Overlay District. Accordingly, please find the above-named articles 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 articles and to then forward them to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed articles at their next meeting of Tuesday, September 8, 2015, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the articles for Tuesday, September 29, 2015.

Additionally, the Planning Board requests that the Board of Selectmen hold a space on the 2015 Special Town Meeting Warrant for the following article: Amend Zoning By-Law – Historic Preservation Dimensional Special Permit. Said additional article will be formally transmitted to you early next week.

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 1: AMEND ZONING BY-LAW – MIXED USE OVERLAY DISTRICT

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

(a) In Section 2.1, Classes of Districts, by adding a new Overlay District designation category as follows:

“MUOD - Mixed-Use Overlay District”

(b) In Section 3, Use Regulations, by inserting a new Subsection 3.14, Mixed-Use Overlay District, to read as follows:

“3.14 Mixed-Use Overlay District”

3.14.1 Purpose of District

The purposes of the Mixed-Use Overlay District (hereinafter referred to as the “MUOD”) include but are not limited to:

- (a) Promoting a range and balance of land uses;
- (b) Facilitating integrated physical design and encouraging interaction among activities;
- (c) Permitting mixed use (commercial and residential) on sites that are zoned within Mixed Use-128 and the northern Highland Commercial-128, i.e. the northern portion of Highland Commercial-128 abutting the Mixed Use-128 zoning district (hereinafter “the abutting Highland Commercial-128”);
- (d) Permitting mixed use (commercial and residential) on sites currently zoned Mixed Use-128 and the abutting Highland Commercial-128;
- (e) Establishing controls which will facilitate responsible development while protecting the public interest by limiting the aggregate amount of development;
- (f) Permitting flexible development on individual lots;
- (g) Promoting site features and layouts conducive to a variety of uses;
- (h) Promoting a pedestrian-friendly living and working environment; and
- (i) Providing housing for high tech, life science, and other workers.

3.14.2 Scope of Authority

The MUOD is an overlay district superimposed on the Mixed Use-128 and the abutting Highland Commercial-128 District. All uses permitted by right or by Special Permit in the pertinent underlying zoning district shall be similarly permitted in the MUOD, subject to further provisions of this Section. Where the MUOD authorizes uses not otherwise allowed in the underlying district, specifically multifamily residential, the provisions of the MUOD shall control. The Planning Board shall be the Special Permit Granting Authority (“SPGA”) for every MSP (as defined below) and any other Special Permit required for development whether permitted by Special Permit in the underlying zoning district or in the MUOD. Nothing herein shall be construed to supersede the provisions of other overlay districts applicable in the MUOD, except as set forth herein.

3.14.3 Definitions

Concept Plan: An optional submittal for a Master Special Permit which provides a preliminary site plan for MUOD projects detailing the proposed character, uses, site layout, impacts and amenities. The requirements of the Concept Plan are set forth in the following sections.

Mixed-Use Project: A combination of retail, office, municipal, service establishments and residential uses, as may be approved by the Planning Board for the MUOD by issuance of the Master Special Permit.

Master Special Permit ("MSP"): The Special Permit that an applicant must obtain as a precondition to or in conjunction with obtaining any Site Plan Review approvals as provided in the Section 7.4 Site Plan Review.

Site Plan Review: The Site Plan Review that an applicant must obtain as part of approval for any MUOD Project.

MUOD: The Mixed-Use Overlay District ("MUOD") comprising the land presently part of the Mixed Use-128 District and the abutting Highland Commercial-128 District.

3.14.4 Approval Process

3.14.4.1 Overview

Prior to applying for a building permit for a MUOD Project, the following review sequence is recommended.

- (a) Concept Plan at the discretion of applicant.
- (b) Master Special Permit application and MUOD Plan Review application.

The Planning Board shall promulgate and adopt rules and regulations governing applications in the MUOD. Such rules and regulations shall take effect upon their filing with the Town Clerk, and applications must be submitted on a form provided by the Planning Board and must be in accordance with those rules and regulations, as they may be amended from time to time.

After approval of the Site Plan, no structure previously approved by Site Plan may be re-used or changed structurally, and no exterior features may be changed, unless the Planning Board or its designee approves such changes in such manner as the Planning Board determines applicable.

3.14.4.2 Concept Plan

Prior to the application for approval of any MUOD project, a Concept Plan may be filed with the Planning Board for review at a scheduled public meeting or meetings. The Concept Plan shall generally define the proposed character, uses, site layout, impacts and amenities. The Planning Board shall provide written commentary regarding whether the Concept Plan is in compliance with the provisions of this MUOD. A Concept Plan submission at a minimum shall include:

- (a) A preliminary survey plan signed by a registered surveyor;
- (b) A preliminary site development plan (signed by a registered architect or other pertinent design/engineering professional) showing the location and footprint(s) of all proposed buildings, general site grading with finish floor elevations, parking locations and total spaces allocated, landscaping concepts, roads, walkways, egress and access roads, open space and wetlands;
- (c) A preliminary utilities plan showing the proposed location of all germane utilities such as water supply, sewer service, storm water, gas, electric and other germane and or similar utilities;
- (d) A preliminary subdivision plan, if applicable;
- (e) Proposed buildings as to location, use classification, general architectural design, and size; and
- (f) A zoning chart detailing uses and dimensional requirements (existing, required and proposed) including the need for special permits and/or waivers.

After review of the Concept Plan, the Planning Board shall provide written comments to the Applicant regarding the consistency of the Concept Plan with the objectives and criteria of the MUOD. The Planning Board may, in its written comments, provide suggestions regarding any and all aspects of the Concept Plan. The Planning Board shall advise the Applicant of the Planning Board's comments within sixty (60) days following submittal of the Concept Plan, unless such time is extended by written agreement of the Planning Board and the Applicant. The comments of the Planning Board on the submitted Concept Plan shall be advisory in nature and shall be without binding effect on either the Planning Board or the Applicant. Said comments shall not be subject to appeal.

3.14.4.3 Master Special Permit (MSP)

Every MUOD project must obtain a MSP issued by the SPGA. The purpose of the MSP is to specify the design, architectural character, site layout and improvements, traffic improvements, traffic impacts and their mitigation, adequate egress and access from and to the site, environmental impacts and their mitigation, specific locations and uses for buildings, public amenities, future division of the property, and other information required for the public and boards of the Town.

No MSP shall be granted unless the proposed project is in compliance with the performance standards set forth in Section 3.14.9.

A MSP shall govern all future development in a particular MUOD project. All construction and associated improvements must be in compliance with the MSP.

The Applicant must supply the Planning Board with sufficient copies of the Application for a MSP, along with all supporting documents and plans, as are necessary to provide to other local boards, agencies, and officials for review and comment.

Any proposed structure or improvement to the site must be in compliance with the MSP. Anyone seeking in the future to construct any structure, make any site improvement or change to a different use must apply to the Planning Board for approval of such changes in such manner as the Planning Board determines applicable. Such change or modification must meet all the performance standards then in effect.

3.14.4.4 Special Permit and Site Plan Review within the MUOD.

Within the MUOD, the uses permitted by right or by Special Permit in the pertinent underlying zoning district shall be similarly permitted in the MUOD, subject to further provisions of this Section.

In addition to the uses allowed by right or by special permit in the underlying zoning districts, the following residential uses are allowed by MUOD-MSP: multifamily dwellings (defined herein as four or more dwelling units) and one or more dwelling units above commercial uses allowed by right or special permit in the underlying zone. Single, two-family, or three family dwellings are not allowed.

MSP and other special permits must be obtained prior to or in conjunction with Site Plan Review Application or, in the event of future changes, in subsequent applications seeking modifications to the MUOD MSP and Site Plan.

The purpose of the Site Plan Review shall be to ensure that any proposed building and site improvements are in compliance with the MSP, the uses approved therein, and provide for efficient site flow and improvements, requisite traffic improvements and mitigation of project impacts, adequate egress and

access from and to the project, mitigation of environmental impacts, and designation of specific locations and uses for buildings, structures and public amenities. Site Plan Review shall include the following components for review and approval: building design and elevations, directional signage, landscaping, lighting, parking, and compliance with the MSP. The application shall also be reviewed for compliance with performance standards set forth in Section 3.14.9 and with the specific conditions of the proposed MUOD MSP.

The Planning Board shall hold its hearing on a MSP, other special permits, and Site Plan Review application only after receipt of complete applications.

After approval of the Site Plan Review application, special permits (if applicable), and MUOD MSP, no structure previously approved may be re-used or changed structurally, and no exterior features may be changed, unless the Planning Board or its designee approves such changes in such manner as the Planning Board determines applicable to the particular change.

3.14.5 Special Permit Decision Criteria

Any special permits required for uses and/or dimensional requirements in the underlying zoning districts shall be subject to the criteria set forth in other sections of the Zoning By-Law in regards to the granting of special permits.

When the application is for a MSP, the Planning Board shall consider the following criteria, in addition to the criteria set forth in other sections of the Zoning By-Law in regards to the granting of special permits:

- (a) Whether the MUOD project complies with the use regulations, dimensional requirements and performance standards set forth herein;
- (b) The MSP shall be granted in the MUOD by the Planning Board only upon the Board's written determination that the adverse effects, if any, of the proposed MUOD project will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site.

3.14.6 Special Permit Conditions

Where the Planning Board grants any special permit and/or MSP, the Board may impose additional reasonable conditions, safeguards and limitations on time and use, including but not limited to the following:

- (a) A phasing schedule for construction of each component part of the project which ensures integration of residential, nonresidential and municipal uses;
- (b) A demolition and construction schedule, including a construction traffic management plan;
- (c) Hours of operation, delivery and waste removal times and lighting schedule;
- (d) Recording of approved special permits, MSP, and Site Plan Review decision in the Norfolk Registry of Deeds, and if registered land, in the Land Court prior to the issuance of any building permits.
- (e) All development shall be in compliance with plans approved in the MSP, other special permits and Site Plan Review decision and with all applicable federal, state, and local laws, rules and regulations and By-Laws.
- (f) If circumstances so warrant, with respect to a MSP, to require continued monitoring of off-site impacts to traffic and the environment in appropriate locations with regard to MUOD development; and

- (g) The Planning Board or its designated representative shall have the right to make inspections during the construction process.

3.14.7 Time Limit

Until such time as the MSP and Site Plan Review decision are issued for a MUOD project, and the appeal period following the Planning Board's decisions have expired and no appeal having been filed, the provisions of the underlying zoning shall solely govern the use and development of the property comprising the MUOD. At the time of the issuance of the first certificate of use and occupancy for a building with the MUOD, the zoning of the MUOD shall apply. If an Applicant has not made effective use of an issued MSP within two years of its issuance, then the MSP shall expire.

3.14.8 Dimensional Requirements

The dimensional requirements of any MUOD Project shall be governed by the dimensional requirements of the underlying zoning district(s) except as follows:

- (a) Height Limit: 70 feet and up to 84 feet by special permit, except within 350 feet of a river, in which event the building shall be limited in height to 54 feet.
- (b) Maximum Building Area to Lot Coverage: 65%.
- (c) Minimum set back requirements from all lot boundaries shall be consistent with the setback requirements of the underlying district.
- (d) Maximum FAR: 3.0 (not to include parking garages or below grade parking).
- (e) As to residential units, parking shall be provided at 1.5 parking spaces per unit, except affordable units may be allowed to provide only 1 parking space per unit. Commercial development shall meet off-street parking requirements of the underlying district.
- (f) The Minimum Lot size for development for a MUOD project shall be two (2) acres.
- (g) Consistent with Section 4.9.3 of the Needham Zoning By-Law, the Planning Board by special permit may waive any applicable dimensional regulation, including the regulations noted above, by 25%. However, this ability to grant waivers shall not include the limits on height. Further provided, the ability to grant waivers from the parking requirements for residential units shall be governed by the special permit provisions of Section 5.1.1.5 of the Needham Zoning By-Law.

3.14.9 Performance Standards

The development of a MUOD Project in the MUOD shall comply with the following performance standards in lieu of those set forth elsewhere in the Zoning By-Law:

3.14.9.1 Residential Development

- (a) Residential Development Cap: In the MUOD district no more than 250 dwelling units shall be permitted.
- (b) At least 40% of all dwelling units within any MUOD project shall be one-bedroom units but not more than 70%. Further, so long as State regulations require projects to include 10% three bedroom units, 10% of all units shall be three bedroom units.
- (c) At least 10% of all dwelling units shall be Affordable Units as defined below.

3.14.9.2 Landscaping

The Applicant shall prepare a landscaping plan showing that the MUOD project will meet the landscaping requirements of the Needham Zoning By-Law and the following standards: promote the establishment,

protection, and enhancement of the natural landscape; ensure appropriate use of plant material in new construction; preserve natural tree cover; and promote the inclusion of new tree planting in order to reduce visual blights, noise and glare, prevent soil erosion, reduce stormwater runoff, increase ground water discharge, create shade and reduce solar overheating.

3.14.9.3 Massing

Any buildings proposed for a MUOD project shall provide visual relief along the façade of each building.

Building design throughout a MUOD project shall include designs which promote visual relief by varying roof lines, height and other aesthetic features.

Buildings throughout a MUOD project shall include a mix of occupants.

3.14.9.4 Screening and Buffer Requirements

A MUOD project shall provide an appropriate visual barrier between features of the Mixed-Use Project and public streets and abutting properties. Dumpsters, trash handling areas, mechanical equipment at ground level or roof top, service entrances, utility facilities for building operation, loading docks or spaces and similar components shall be subject to visual barrier as determined by the Planning Board.

3.14.9.5 Stormwater Management

The stormwater management system serving any MUOD project shall comply with all applicable federal, state and local laws, rules, regulations and By-Laws.

3.14.9.6 Roadways

In order to assure there is adequate access and egress for emergency vehicles and normal traffic expected in the Mixed-Use Project, and safe pedestrian access, the roadways serving the MUOD Project shall comply with the By-Law. An applicant must demonstrate that the adequacy of the roadways providing access and egress to and from the MUOD Project and within the site itself ensures safe vehicular and pedestrian traffic.

3.14.9.7 Parking and Loading Standards

An application for MUOD MSP shall include a parking plan setting forth the number of parking spaces and loading areas, the location and design of same, including lighting and landscaping. If required by the Planning Board, the application shall also include a parking and loading study which support such plan. The required off street parking spaces may be accommodated by employing at-grade parking areas, parking garages or below grade parking areas. Further, podium parking, a form of below grade parking, shall be allowed if the parking structure is not more than 4 feet above finished grade and designed and/or landscaped in a manner that the Planning Board deems sufficient to properly buffer the podium parking structure from view.

3.14.9.8 Affordable Units

The following standards shall apply in the MUOD. All projects shall include Affordable Units; further at least 10% of the dwelling units shall be Affordable Units. The term "Affordable Unit" shall mean a dwelling unit reserved in perpetuity for rental or ownership by a household earning less than 80% of area median family income, and priced to conform with the standards of the Massachusetts Department of Housing and Community Development ("DHCD") for rental or ownership units set forth in 760 CMR

45.03(4), as amended from time to time, in order that such Affordable Unit shall be included in the DHCD Subsidized Housing Inventory. Affordable Units shall be subject to the following conditions:

- (a) The Affordable Unit shall be affordable in perpetuity. A Deed Rider or other suitable restriction shall assure this condition. The Deed Rider shall be structured to survive any and all foreclosures.
- (b) Where the Affordable Units are proposed for sale, the continuing enforcement of the Deed Rider through subsequent resales shall be the subject of a Monitoring Agreement.
- (c) The Deed Rider and Monitoring Agreement shall be drafted in compliance with State requirements, as amended from time to time, and guidelines promulgated thereunder. The Deed Rider and Monitoring Agreement shall be subject to the review and approval of Town Counsel prior to the issuance of a certificate of occupancy for any dwelling unit.
- (d) The Affordable Unit shall conform to the standards of DHCD for inclusion in the DHCD Subsidized Housing Inventory.
- (e) A right of first refusal shall be granted to the Town or its designee for a period not less than 120 days after notice thereof.
- (f) Affordable Units shall satisfy the design and construction standards of the Local Initiative Program, as amended from time to time, with regard to distinguishability from market rate units.
- (g) Each Affordable Unit must be constructed and an occupancy permit obtained at the rate of one Affordable Unit for every nine market rate units.
- (h) In computing the number of required Affordable Units, any fraction of a unit must be rounded up, and the result shall be the number of Affordable Units to be built within the MUOD and not off site.

3.14.10 Peer Review

The Planning Board, at the expense of the Applicant and pursuant to M.G.L. Chapter 44, Section 53G, may engage qualified peer reviewers, including, but not limited to, traffic engineers, civil engineers, landscape architects, wetlands scientists, lighting technicians, and experts on impacts, to review all Concept Plans, special permit applications, MSP, and Site Plan Review applications.

3.14.11 Rules and Regulations

The Planning Board shall adopt rules and regulations for the implementation of this Section.”

**ARTICLE 2: AMEND ZONING BY-LAW – MAP CHANGE TO MIXED USE
OVERLAY DISTRICT**

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

- (a) Place in the Mixed Use Overlay District all that land described under Article 3, paragraph 2 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed Use 128 District (MU-128), said description being as follows:

“Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.”

- (b) Place in the Mixed Use Overlay District all that land described under Article 3, paragraph 3 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Highland Commercial -128 District (HC-128) located north of Highland Avenue, said description being as follows:

“Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. from and parallel to the northerly sideline of Highland Avenue to the point of intersection of the southerly most centerline of Highland Circle, thence running easterly and southeasterly by said centerline of Highland Circle to the intersection with a line 100 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running by said parallel line easterly to the centerline of the Charles River, thence running easterly by said centerline of the Charles River to the northerly centerline of Highland Avenue, thence running westerly by said centerline to the point of beginning.”

Article Information: This article describes the geographical boundaries of the new Mixed Use Overlay District. The Mixed Use Overlay District would include all land located in the Mixed Use-128 (MU-128) District. The Mixed Use-128 (MU-128) District is bounded by Route 128 to the west, the rear lot lines of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. Also included in the Mixed Use Overlay District is the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue. The affected portion of the Highland Commercial-128 District includes all properties fronting on the north side of Highland Avenue between Route 128 and the Needham/Newton Town line. The district boundary typically follows the rear lot lines of properties along the north side of Highland Avenue to a depth of 200 feet.

ARTICLE 3: AMEND ZONING BY-LAW – HISTORIC PRESERVATION DIMENSIONAL SPECIAL PERMIT

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

“4.7.5 Historic Preservation Dimensional Special Permit

4.7.5.1 Purpose

The purpose of this by-law is to encourage the preservation and restoration of historic architectural features on existing historic buildings and structures in the community, by modifying certain dimensional standards that might be an impediment to such preservation and restoration efforts.

4.7.5.2 Applicability

Modification of dimension standards per a Historic Preservation Dimensional Special Permit shall be allowable in all zoning districts.

4.7.5.3 Historic Eligibility

For purposes of a Historic Preservation Dimensional Special Permit, the building or structure must be listed on one of the following:

- (a) The National Register of Historic Places;
- (b) The State (Commonwealth of Massachusetts) Register of Historic Places;
- (c) Inventory of Historic Assets of the Commonwealth for the Town of Needham, or designated for inclusion in such inventory, including those buildings listed for which complete surveys may be pending; and
- (d) Pending nominations in good standing to the National or State Register.

4.7.5.4 Special Permit

After making the findings required by Section 4.7.5.5 below, the Board of Appeals may, by special permit waive the front, side, and rear setbacks for the zoning district, by relaxing each by up to a maximum of 40%, as necessary. Said waiver to permit the preservation and/or restoration of a historic architectural feature on an existing building and/or structure that is eligible under Section 4.7.5.3 above.

4.7.5.5 Findings Required

In order to grant a special permit, the Board of Appeals shall find:

- (a) That the proposed renovation, repair, or addition, to the maximum extent feasible, preserves and/or restores the historical architectural features of the building, or structure;
- (b) That such modification of a dimensional requirement is required to enable the preservation and/or restoration of the historical architectural features of the building or structure and that failure to grant the special permit is likely to result in construction or continuation of an inappropriate physical modification;

- (c) That the proposed renovation, repair, or addition has been determined by vote of the Needham Historical Commission to be a historically accurate architectural restoration;
- (d) That the building or structure will remain on the site on which it was originally constructed; and
- (e) That the proposed use will not generate negative impacts to the surrounding area or zoning district or that any negative impacts generated may be feasibly mitigated.”

**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.



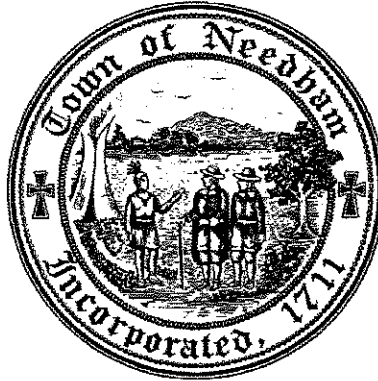
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 9/8/2015

Agenda Item	Open Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board is scheduled to open the warrant for the November 2, 2015 Special Town Meeting. The Warrant is scheduled to be closed on September 21st.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to open the warrant for the November 2, 2015 Special Town Meeting.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Draft Special Town Meeting Warrant dated 9.4.2015			

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, November 2, 2015

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE SECOND DAY OF NOVEMBER, 2015

At 7:30 in the afternoon, then and there to act upon the following articles, viz:

HUMAN RESOURCE ARTICLES

ARTICLE X: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM 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 X: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION

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 Association, 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 X: APPROVE COLLECTIVE BARGAINING AGREEMENT –
BCTIA/CUSTODIANS AND TRADES**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian and Trades Independent Association, 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:

GENERAL ARTICLES

ARTICLE X: AMEND GENERAL BY-LAWS – TERM OF MODERATOR

To see if the Town will vote to amend the General By-Laws, Section 1.10 ELECTION OF OFFICERS, by deleting subsection (c) “A Moderator for a term of one year”, and inserting in place thereof a new subsection (c) “A Moderator for a term of three years”; or take any other action relative thereto.

INSERTED BY: Town Clerk
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ACCEPT ACCESS EASEMENT – ROCKWOOD LANE SUBDIVISION

To see if the Town will vote to authorize the Selectmen to accept the following easements from the Wayside Realty Trust: 1. the perpetual right to pass and repass on foot or by vehicle over the area shown as Rockwood Lane (Ext.) on a plan entitled “Rockwood Lane Subdivision last revised September 26, 2014, on file with the Needham Planning Board, and 2. an access easement to pass and repass on foot or by vehicle over the area shown as “13’ Wide Access Easement to be Granted to Town” depicted on a plan entitled “Rockwood Lane Subdivision last revised September 26, 2014, on file with the Needham Planning Board; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ZONING ARTICLES

ARTICLE X: AMEND ZONING BY-LAW – MIXED USE OVERLAY DISTRICT

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

(a) In Section 2.1, Classes of Districts, by adding a new Overlay District designation category as follows:

“MUOD - Mixed-Use Overlay District”

(b) In Section 3, Use Regulations, by inserting a new Subsection 3.14, Mixed-Use Overlay District, to read as follows:

“3.14 Mixed-Use Overlay District

3.14.1 Purpose of District

The purposes of the Mixed-Use Overlay District (hereinafter referred to as the “MUOD”) include but are not limited to:

- (a) Promoting a range and balance of land uses;
- (b) Facilitating integrated physical design and encouraging interaction among activities;
- (c) Permitting mixed use (commercial and residential) on sites that are zoned within Mixed Use-128 and the northern Highland Commercial-128, i.e. the northern portion of Highland Commercial-128 abutting the Mixed Use-128 zoning district (hereinafter “the abutting Highland Commercial-128”);
- (d) Permitting mixed use (commercial and residential) on sites currently zoned Mixed Use-128 and the abutting Highland Commercial-128;
- (e) Establishing controls which will facilitate responsible development while protecting the public interest by limiting the aggregate amount of development;
- (f) Permitting flexible development on individual lots;
- (g) Promoting site features and layouts conducive to a variety of uses;
- (h) Promoting a pedestrian-friendly living and working environment; and
- (i) Providing housing for high tech, life science, and other workers.

3.14.2 Scope of Authority

The MUOD is an overlay district superimposed on the Mixed Use-128 and the abutting Highland Commercial-128 District. All uses permitted by right or by Special Permit in the pertinent underlying zoning district shall be similarly permitted in the MUOD, subject to further provisions of this Section. Where the MUOD authorizes uses not otherwise allowed in the underlying district, specifically multifamily residential, the provisions of the MUOD shall control. The Planning Board shall be the Special Permit Granting Authority ("SPGA") for every MSP (as defined below) and any other Special Permit required for development whether permitted by Special Permit in the underlying zoning district or in the MUOD. Nothing herein shall be construed to supersede the provisions of other overlay districts applicable in the MUOD, except as set forth herein.

3.14.3 Definitions

Concept Plan: An optional submittal for a Master Special Permit which provides a preliminary site plan for MUOD projects detailing the proposed character, uses, site layout, impacts and amenities. The requirements of the Concept Plan are set forth in the following sections.

Mixed-Use Project: A combination of retail, office, municipal, service establishments and residential uses, as may be approved by the Planning Board for the MUOD by issuance of the Master Special Permit.

Master Special Permit ("MSP"): The Special Permit that an applicant must obtain as a precondition to or in conjunction with obtaining any Site Plan Review approvals as provided in the Section 7.4 Site Plan Review.

Site Plan Review: The Site Plan Review that an applicant must obtain as part of approval for any MUOD Project.

MUOD: The Mixed-Use Overlay District ("MUOD") comprising the land presently part of the Mixed Use-128 District and the abutting Highland Commercial-128 District.

3.14.4 Approval Process

3.14.4.1 Overview

Prior to applying for a building permit for a MUOD Project, the following review sequence is recommended.

- (a) Concept Plan at the discretion of applicant.
- (b) Master Special Permit application and MUOD Plan Review application.

The Planning Board shall promulgate and adopt rules and regulations governing applications in the MUOD. Such rules and regulations shall take effect upon their filing with the Town Clerk, and applications must be submitted on a form provided by the Planning Board and must be in accordance with those rules and regulations, as they may be amended from time to time.

After approval of the Site Plan, no structure previously approved by Site Plan may be re-used or changed structurally, and no exterior features may be changed, unless the Planning Board or its designee approves such changes in such manner as the Planning Board determines applicable.

3.14.4.2 Concept Plan

Prior to the application for approval of any MUOD project, a Concept Plan may be filed with the Planning Board for review at a scheduled public meeting or meetings. The Concept Plan shall generally define the proposed character, uses, site layout, impacts and amenities. The Planning Board shall provide written commentary regarding whether the Concept Plan is in compliance with the provisions of this MUOD. A Concept Plan submission at a minimum shall include:

- (a) A preliminary survey plan signed by a registered surveyor;
- (b) A preliminary site development plan (signed by a registered architect or other pertinent design/engineering professional) showing the location and footprint(s) of all proposed buildings, general site grading with finish floor elevations, parking locations and total spaces allocated, landscaping concepts, roads, walkways, egress and access roads, open space and wetlands;
- (c) A preliminary utilities plan showing the proposed location of all germane utilities such as water supply, sewer service, storm water, gas, electric and other germane and or similar utilities;
- (d) A preliminary subdivision plan, if applicable;
- (e) Proposed buildings as to location, use classification, general architectural design, and size; and
- (f) A zoning chart detailing uses and dimensional requirements (existing, required and proposed) including the need for special permits and/or waivers.

After review of the Concept Plan, the Planning Board shall provide written comments to the Applicant regarding the consistency of the Concept Plan with the objectives and criteria of the MUOD. The Planning Board may, in its written comments, provide suggestions regarding any and all aspects of the Concept Plan. The Planning Board shall advise the Applicant of the Planning Board's comments within sixty (60) days following submittal of the Concept Plan, unless such time is extended by written agreement of the Planning Board and the Applicant. The comments of the Planning Board on the submitted Concept Plan shall be advisory in nature and shall be without binding effect on either the Planning Board or the Applicant. Said comments shall not be subject to appeal.

3.14.4.3 Master Special Permit (MSP)

Every MUOD project must obtain a MSP issued by the SPGA. The purpose of the MSP is to specify the design, architectural character, site layout and improvements, traffic improvements, traffic impacts and their mitigation, adequate egress and access from and to the site, environmental impacts and their mitigation, specific locations and uses for buildings, public amenities, future division of the property, and other information required for the public and boards of the Town.

No MSP shall be granted unless the proposed project is in compliance with the performance standards set forth in Section 3.14.9.

A MSP shall govern all future development in a particular MUOD project. All construction and associated improvements must be in compliance with the MSP.

The Applicant must supply the Planning Board with sufficient copies of the Application for a MSP, along with all supporting documents and plans, as are necessary to provide to other local boards, agencies, and officials for review and comment.

Any proposed structure or improvement to the site must be in compliance with the MSP. Anyone seeking in the future to construct any structure, make any site improvement or change to a different use must apply to the Planning Board for approval of such changes in such manner as the Planning Board determines applicable. Such change or modification must meet all the performance standards then in effect.

3.14.4.4 Special Permit and Site Plan Review within the MUOD.

Within the MUOD, the uses permitted by right or by Special Permit in the pertinent underlying zoning district shall be similarly permitted in the MUOD, subject to further provisions of this Section.

In addition to the uses allowed by right or by special permit in the underlying zoning districts, the following residential uses are allowed by MUOD-MSP: multifamily dwellings (defined herein as four or more dwelling units) and one or more dwelling units above commercial uses allowed by right or special permit in the underlying zone. Single, two-family, or three family dwellings are not allowed.

MSP and other special permits must be obtained prior to or in conjunction with Site Plan Review Application or, in the event of future changes, in subsequent applications seeking modifications to the MUOD MSP and Site Plan.

The purpose of the Site Plan Review shall be to ensure that any proposed building and site improvements are in compliance with the MSP, the uses approved therein, and provide for efficient site flow and improvements, requisite traffic improvements and mitigation of project impacts, adequate egress and access from and to the project, mitigation of environmental impacts, and designation of specific locations and uses for buildings, structures and public amenities. Site Plan Review shall include the following components for review and approval: building design and elevations, directional signage, landscaping, lighting, parking, and compliance with the MSP. The application shall also be reviewed for compliance with performance standards set forth in Section 3.14.9 and with the specific conditions of the proposed MUOD MSP.

The Planning Board shall hold its hearing on a MSP, other special permits, and Site Plan Review application only after receipt of complete applications.

After approval of the Site Plan Review application, special permits (if applicable), and MUOD MSP, no structure previously approved may be re-used or changed structurally, and no exterior features may be changed, unless the Planning Board or its designee approves such changes in such manner as the Planning Board determines applicable to the particular change.

3.14.5 Special Permit Decision Criteria

Any special permits required for uses and/or dimensional requirements in the underlying zoning districts shall be subject to the criteria set forth in other sections of the Zoning By-Law in regards to the granting of special permits.

When the application is for a MSP, the Planning Board shall consider the following criteria, in addition to the criteria set forth in other sections of the Zoning By-Law in regards to the granting of special permits:

- (a) Whether the MUOD project complies with the use regulations, dimensional requirements and performance standards set forth herein;
- (b) The MSP shall be granted in the MUOD by the Planning Board only upon the Board's written determination that the adverse effects, if any, of the proposed MUOD project will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site.

3.14.6 Special Permit Conditions

Where the Planning Board grants any special permit and/or MSP, the Board may impose additional reasonable conditions, safeguards and limitations on time and use, including but not limited to the following:

- (a) A phasing schedule for construction of each component part of the project which ensures integration of residential, nonresidential and municipal uses;
- (b) A demolition and construction schedule, including a construction traffic management plan;
- (c) Hours of operation, delivery and waste removal times and lighting schedule;
- (d) Recording of approved special permits, MSP, and Site Plan Review decision in the Norfolk Registry of Deeds, and if registered land, in the Land Court prior to the issuance of any building permits.
- (e) All development shall be in compliance with plans approved in the MSP, other special permits and Site Plan Review decision and with all applicable federal, state, and local laws, rules and regulations and By-Laws.
- (f) If circumstances so warrant, with respect to a MSP, to require continued monitoring of off-site impacts to traffic and the environment in appropriate locations with regard to MUOD development; and
- (g) The Planning Board or its designated representative shall have the right to make inspections during the construction process.

3.14.7 Time Limit

Until such time as the MSP and Site Plan Review decision are issued for a MUOD project, and the appeal period following the Planning Board's decisions have expired and no appeal having been filed, the provisions of the underlying zoning shall solely govern the use and development of the property comprising the MUOD. At the time of the issuance of the first certificate of use and occupancy for a building with the MUOD, the zoning of the MUOD shall apply. If an Applicant has not made effective use of an issued MSP within two years of its issuance, then the MSP shall expire.

3.14.8 Dimensional Requirements

The dimensional requirements of any MUOD Project shall be governed by the dimensional requirements of the underlying zoning district(s) except as follows:

- (a) Height Limit: 70 feet and up to 84 feet by special permit, except within 350 feet of a river, in which event the building shall be limited in height to 54 feet.
- (b) Maximum Building Area to Lot Coverage: 65%.
- (c) Minimum set back requirements from all lot boundaries shall be consistent with the setback requirements of the underlying district.
- (d) Maximum FAR: 3.0 (not to include parking garages or below grade parking).
- (e) As to residential units, parking shall be provided at 1.5 parking spaces per unit, except affordable units may be allowed to provide only 1 parking space per unit. Commercial development shall meet off-street parking requirements of the underlying district.
- (f) The Minimum Lot size for development for a MUOD project shall be two (2) acres.
- (g) Consistent with Section 4.9.3 of the Needham Zoning By-Law, the Planning Board by special permit may waive any applicable dimensional regulation, including the regulations noted above, by 25%. However, this ability to grant waivers shall not include the limits on height. Further provided, the ability to grant waivers from the parking requirements for residential units shall be governed by the special permit provisions of Section 5.1.1.5 of the Needham Zoning By-Law.

3.14.9 Performance Standards

The development of a MUOD Project in the MUOD shall comply with the following performance standards in lieu of those set forth elsewhere in the Zoning By-Law:

3.14.9.1 Residential Development

- (a) Residential Development Cap: In the MUOD district no more than 250 dwelling units shall be permitted.
- (b) At least 40% of all dwelling units within any MUOD project shall be one-bedroom units but not more than 70%. Further, so long as State regulations require projects to include 10% three bedroom units, 10% of all units shall be three bedroom units.
- (c) At least 10% of all dwelling units shall be Affordable Units as defined below.

3.14.9.2 Landscaping

The Applicant shall prepare a landscaping plan showing that the MUOD project will meet the landscaping requirements of the Needham Zoning By-Law and the following standards: promote the establishment, protection, and enhancement of the natural landscape; ensure appropriate use of plant material in new construction; preserve natural tree cover; and promote the inclusion of new tree planting in order to reduce visual blights, noise and glare, prevent soil erosion, reduce stormwater runoff, increase ground water discharge, create shade and reduce solar overheating.

3.14.9.3 Massing

Any buildings proposed for a MUOD project shall provide visual relief along the façade of each building.

Building design throughout a MUOD project shall include designs which promote visual relief by varying roof lines, height and other aesthetic features.

Buildings throughout a MUOD project shall include a mix of occupants.

3.14.9.4 Screening and Buffer Requirements

A MUOD project shall provide an appropriate visual barrier between features of the Mixed-Use Project and public streets and abutting properties. Dumpsters, trash handling areas, mechanical equipment at ground level or roof top, service entrances, utility facilities for building operation, loading docks or spaces and similar components shall be subject to visual barrier as determined by the Planning Board.

3.14.9.5 Stormwater Management

The stormwater management system serving any MUOD project shall comply with all applicable federal, state and local laws, rules, regulations and By-Laws.

3.14.9.6 Roadways

In order to assure there is adequate access and egress for emergency vehicles and normal traffic expected in the Mixed-Use Project, and safe pedestrian access, the roadways serving the MUOD Project shall comply with the By-Law. An applicant must demonstrate that the adequacy of the roadways providing access and egress to and from the MUOD Project and within the site itself ensures safe vehicular and pedestrian traffic.

3.14.9.7 Parking and Loading Standards

An application for MUOD MSP shall include a parking plan setting forth the number of parking spaces and loading areas, the location and design of same, including lighting and landscaping. If required by the Planning Board, the application shall also include a parking and loading study which support such plan. The required off street parking spaces may be accommodated by employing at-grade parking areas, parking garages or below grade parking areas. Further, podium parking, a form of below grade parking, shall be allowed if the parking structure is not

more than 4 feet above finished grade and designed and/or landscaped in a manner that the Planning Board deems sufficient to properly buffer the podium parking structure from view.

3.14.9.8 Affordable Units

The following standards shall apply in the MUOD. All projects shall include Affordable Units; further at least 10% of the dwelling units shall be Affordable Units. The term "Affordable Unit" shall mean a dwelling unit reserved in perpetuity for rental or ownership by a household earning less than 80% of area median family income, and priced to conform with the standards of the Massachusetts Department of Housing and Community Development ("DHCD") for rental or ownership units set forth in 760 CMR 45.03(4), as amended from time to time, in order that such Affordable Unit shall be included in the DHCD Subsidized Housing Inventory. Affordable Units shall be subject to the following conditions:

- (a) The Affordable Unit shall be affordable in perpetuity. A Deed Rider or other suitable restriction shall assure this condition. The Deed Rider shall be structured to survive any and all foreclosures.
- (b) Where the Affordable Units are proposed for sale, the continuing enforcement of the Deed Rider through subsequent resales shall be the subject of a Monitoring Agreement.
- (c) The Deed Rider and Monitoring Agreement shall be drafted in compliance with State requirements, as amended from time to time, and guidelines promulgated thereunder. The Deed Rider and Monitoring Agreement shall be subject to the review and approval of Town Counsel prior to the issuance of a certificate of occupancy for any dwelling unit.
- (d) The Affordable Unit shall conform to the standards of DHCD for inclusion in the DHCD Subsidized Housing Inventory.
- (e) A right of first refusal shall be granted to the Town or its designee for a period not less than 120 days after notice thereof.
- (f) Affordable Units shall satisfy the design and construction standards of the Local Initiative Program, as amended from time to time, with regard to distinguishability from market rate units.
- (g) Each Affordable Unit must be constructed and an occupancy permit obtained at the rate of one Affordable Unit for every nine market rate units.
- (h) In computing the number of required Affordable Units, any fraction of a unit must be rounded up, and the result shall be the number of Affordable Units to be built within the MUOD and not off site.

3.14.10 Peer Review

The Planning Board, at the expense of the Applicant and pursuant to M.G.L. Chapter 44, Section 53G, may engage qualified peer reviewers, including, but not limited to, traffic engineers, civil engineers, landscape architects, wetlands scientists, lighting technicians, and experts on impacts, to review all Concept Plans, special permit applications, MSP, and Site Plan Review applications.

3.14.11 Rules and Regulations

The Planning Board shall adopt rules and regulations for the implementation of this Section.”
Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: AMEND ZONING BY-LAW – MAP CHANGE TO MIXED USE
OVERLAY DISTRICT**

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

- (a) Place in the Mixed Use Overlay District all that land described under Article 3, paragraph 2 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed Use 128 District (MU-128), said description being as follows:

“Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.”

- (b) Place in the Mixed Use Overlay District all that land described under Article 3, paragraph 3 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Highland Commercial -128 District (HC-128) located north of Highland Avenue, said description being as follows:

“Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the

Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. from and parallel to the northerly sideline of Highland Avenue to the point of intersection of the southerly most centerline of Highland Circle, thence running easterly and southeasterly by said centerline of Highland Circle to the intersection with a line 100 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running by said parallel line easterly to the centerline of the Charles River, thence running easterly by said centerline of the Charles River to the northerly centerline of Highland Avenue, thence running westerly by said centerline to the point of beginning.” Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

**ARTICLE X: AMEND ZONING BY-LAW –HISTORIC PRESERVATION
 DIMENSIONAL SPECIAL PERMIT**

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

“4.7.5 Historic Preservation Dimensional Special Permit

4.7.5.1 Purpose

The purpose of this by-law is to encourage the preservation and restoration of historic architectural features on existing historic buildings and structures in the community, by modifying certain dimensional standards that might be an impediment to such preservation and restoration efforts.

4.7.5.2 Applicability

Modification of dimension standards per a Historic Preservation Dimensional Special Permit shall be allowable in all zoning districts.

4.7.5.3 Historic Eligibility

For purposes of a Historic Preservation Dimensional Special Permit, the building or structure must be listed on one of the following:

- (a) The National Register of Historic Places;
- (b) The State (Commonwealth of Massachusetts) Register of Historic Places;

- (c) Inventory of Historic Assets of the Commonwealth for the Town of Needham, or designated for inclusion in such inventory, including those buildings listed for which complete surveys may be pending; and
- (d) Pending nominations in good standing to the National or State Register.

4.7.5.4 Special Permit

After making the findings required by Section 4.7.5.5 below, the Board of Appeals may, by special permit waive the front, side, and rear setbacks for the zoning district, by relaxing each by up to a maximum of 40%, as necessary. Said waiver to permit the preservation and/or restoration of a historic architectural feature on an existing building and/or structure that is eligible under Section 4.7.5.3 above.

4.7.5.5 Findings Required

In order to grant a special permit, the Board of Appeals shall find:

- (a) That the proposed renovation, repair, or addition, to the maximum extent feasible, preserves and/or restores the historical architectural features of the building, or structure;
- (b) That such modification of a dimensional requirement is required to enable the preservation and/or restoration of the historical architectural features of the building or structure and that failure to grant the special permit is likely to result in construction or continuation of an inappropriate physical modification;
- (c) That the proposed renovation, repair, or addition has been determined by vote of the Needham Historical Commission to be a historically accurate architectural restoration;
- (d) That the building or structure will remain on the site on which it was originally constructed; and
- (e) That the proposed use will not generate negative impacts to the surrounding area or zoning district or that any negative impacts generated may be feasibly mitigated."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

FINANCIAL ARTICLES

ARTICLE X: AMEND THE FY2016 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2016 Operating Budget adopted under Article 16 of the 2015 Annual Town Meeting, by deleting the

amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Health Insurance, Employee Benefits & Administrative Costs	\$11,474,207	
9	Classification, Performance & Settlements	\$175,000	
10	Reserve Fund	\$1,384,767	
26	Municipal Lighting Program	\$254,951	

Or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ARTICLES

ARTICLE X: APPROPRIATE FOR SEABEDS WAY EMERGENCY REPAIRS & CONSTRUCTION DEFECTS CORRECTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$600,000 for emergency repairs and construction defects correction by the Needham Housing Authority at Seabeds Way, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

CAPITAL ARTICLES

ARTICLE X: APPROPRIATE FOR FIRE STATION 2 FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate \$50,000 for a feasibility study for the repair, renovation and/or addition to Fire Station #2 to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation that

\$12,305 be transferred from Article 39 of the 2013 Annual Town Meeting and that \$37,695 be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FEASIBILITY STUDY / HILLSIDE SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate \$45,000 for feasibility, design and engineering services related to the renovation and/or reconstruction of the Hillside School located at 28 Glen Gary Road and shown as Lot 01 on the Needham Assessors Map numbered 102, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from Article 1 of the November 4, 2013 Special Town Meeting; that the Town acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR HIGH SCHOOL CAFETERIA RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate \$2,500,000 for engineering, design and construction for renovation and repairs to the cafeteria at Needham High School, to be spent under the direction of the Permanent Public Building Committee/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; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote to raise and/or transfer and appropriate a sum for the acquisition of real property known as [property description] 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 X: APPROPRIATE FOR MODULAR CLASSROOM DESIGN -DEFAZIO OPTION

To see if the Town will vote to raise and/or transfer and appropriate a sum for engineering, and design for modular classrooms to be constructed at DeFazio as Hillside School swing space, to be spent under the direction of the Permanent Public Building Committee/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 X: APPROPRIATE FOR HIGH ROCK SCHOOL RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for engineering and design for High Rock School renovations, to be spent under the direction of the Permanent Public Building Committee/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:

TOWN RESERVE ARTICLES

ARTICLE X: ESTABLISH AND APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to establish a fund under the provisions of M.G.L. c, 40 Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003 to be known as the Debt Service Stabilization Fund. The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities; and further to raise, and/or transfer and appropriate \$250,000 to the fund, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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

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

Given into our hands at Needham aforesaid this 21st day of September 2015.

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

Selectmen of Needham

A TRUE COPY

Attest:

Constable:



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

MEETING DATE: 9/8/2015

Agenda Item	Street Light Consolidation Proposal
Presenter(s)	Kate Fitzpatrick, Town Manager Rick Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town contracted with the BETA Group to conduct a street light inventory and to make recommendations about the number and appropriate location of street lights. Criteria used for the development of the recommendation would require that lights remain at all intersections, significant bends, cul-de-sacs, and every 400 – 500 feet along roadways. Of the total number of street lights (2,860), 431 (15.1%) have been identified as removal candidates, and an additional 241 (8.4%) have been identified as potential removal candidates. Removal of unnecessary or redundant fixtures will impact both energy and maintenance costs for the Town. The Town Manager and Director of Public Works will discuss possible next steps in the process of implementing a street light consolidation program.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) 			



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

MEETING DATE: 9/8/2015

Agenda Item	Budget Consultation Pro Forma
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
We will provide the Board with our five year, pro forma budget analysis for fiscal years 2017 - 2021.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Town of Needham General Fund Revenue and Expense Pro Forma FY 2017 – 2021 to be provided at the Board's meeting			



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

MEETING DATE: 9/8/2015

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: 09/08/2015

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			

**Town of Needham
Board of Selectmen
Minutes for August 18, 2015
Selectmen's Chamber
Needham Town Hall**

6:30 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 Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing - Comcast at 50 Cabot Street:
David Cavanaugh, Comcast representative appeared before the Board requesting permission to install conduit at 50 Cabot Street. Mr. Cavanaugh said the work is necessary to extend services to the property from pole 150/10/5 located on Cabot Street, located 375 ft. northeast of 50 Cabot Street.

Ms. Fitzpatrick stated all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Comcast to install conduit at 50 Cabot Street dated July 10, 2015. This work is necessary to provide Comcast service at 50 Cabot Street, Needham. Second: Mr. Borrelli. Unanimously approved 5-0.

7:02 p.m. Public Hearing - Eversource Energy at 353 Country Way:
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install 36 feet of conduit in Country Way. She stated this work is necessary to provide electric service from pole 344/46 approximately 130 feet west of Stratford Road a distance of about 36 feet of conduit.

Ms. Fitzpatrick stated all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install 36 feet of conduit in Country Way. This work is necessary to provide underground electric service at 353 Country Way, Needham. Second: Mr. Borrelli. Unanimously approved 5-0.

7:04 p.m. Appointments and Consent Agenda:

Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- 1. Conservation Commission Alison Richardson (term expires 6/30/2018)**

CONSENT AGENDA *=Backup attached

- 1. Accept a donation of the following items made to the Park and Recreation Commission from Community Center of Needham: 2 double kayaks with paddles; 14 Adirondack chairs; 4 jumbo umbrellas with stands; 7 water hopper balls; 5 youth life jackets; 1 jumbo checkerboard; 24 pool noodles; 1 inflatable basketball hoop and ball; and 12 barbell floats. The estimated value of the items is \$2,300.**
- 2.* Approve position titles which will be exempt from the distribution of summaries and the online training requirements associated with the Conflict of Interest Law in accordance with M.G.L. c. 268A. A public employer may choose to exempt short-term, temporary, or seasonal compensated positions in which employees do not have or exercise governmental authority and do not participate in or have responsibility for government decision-making, contracting, hiring, investigation or any other discretionary governmental action.**
- 3. Grant permission for the Needham Business Association to use the Town Common and surrounding area for its Harvest Fair and Souperbowl on Saturday, October 3, 2015. Permission includes: utilizing the parking lot behind Town Hall for activities 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 hayride that will run from Highland Avenue by the Town Common and loop back around the town to the Town Common; a tent erected on Chapel Street to host the soup tasting contest; use of the Town's generator to supply the electricity for the tent and booths; and any changes as recommended by the Needham Police Department.**
- 4.* Approve minutes of June 23, 2015 (open and executive session), July 21, 2015 (open and executive session), July 23, 2015 meeting.**
- 5.* Ratify a request from Allan Eyden, Road Coordinator for the Pan Mass Challenge, to have a portion of its ride to go through Needham. The event was scheduled for August 1, 2015 and August 2, 2015 starting at 7:00 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.**
- 6. Accept a \$350 donation made to Needham Youth Services from the Rotary Club of Needham. They would like the monies to be used to sponsor Needham Youth Services' Single Parent Support Group.**
- 7. Accept a \$602.50 donation made to the Needham Health Department's Traveling Meals Program from the FRIENDS of Needham Board of Health & Traveling Meals program.**

- 8.* Approve an additional 2 mile walk route for the "Jog Your Memory" road event on September 20, 2015. The route of the walk has been approved by the following departments: DPW, Police, Fire, and Park and Recreation. Original application was approved at the 12/9/2014 BOS meeting.
- 9.* Approve an abatement for uncollectible Police Details dated 7/28/15.
- 10.* Approve and sign statement on anti-semitism received from AJC Global Jewish Advocacy.
11. Accept \$5,000 donation from Nestle Purina PetCare Company towards the maintenance and improvement of the off-leash dog area.
- 12.* Water & Sewer Abatement Order 1202
- 13.* Special Sewer Assessment Order 593
14. Approve Board of Selectmen Policy style changes to the following: BOS-DIS-002 – Flag of the United States – Proper Half-Staff Display; BOS-FIN-007 – Policies for Regulations for Abatement of Water and Sewer Charges; BOS-FIN-012 – Water/Sewer Abatement Policy for Low Income Households; BOS-LIC-001 – Carry-In Alcoholic Beverages Regulations for Common Victualler Licenses; BOS- LIC-003 – Newsrack Policy; BOS-LIC-007 – Policies and Regulations for Second Hand Motor Vehicle Licenses; BOS-LIC-008 – Fuel Storage Application.

Procedures Redux (Procedures for Filing Application for Storage of Flammable and Combustible Fluids); BOS-PRO-003 – Recycled Product Procurement Policy; BOS-ADMIN-001 – Determination of Board of Selectmen Agenda Items - This policy is also being recodified from BOS-REC-001 to BOS-ADMIN-001 to provide consistency in this category of policy. (Category was renamed from Records to Administration to allow more of a variety of subjects that do not fit elsewhere) and BOS-ADMIN-003- Appointment Protocol.

Approve Board of Selectmen Policy Rescissions of: BOS-DPWRTS-004 – Pay-Per-Throw Bulky Item Fee Plan. This is more of a procedure than a policy. BOS- FIN-001 – Approval of Certain Contract Amendments. This policy is no longer necessary based on the new Town charter. BOS-FIN-005 – General Fund Contribution to Solid Waste Enterprise Fund Policy. The changes to the RTS funding model adopted in FY2015 renders this policy unnecessary. BOS-FIN-008 – Reserve Fund Transfer Request Procedure. This is not a BOS policy.

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

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Leslie Wilson	21 Oak Hill Road	Oak Hill	8/16/15	8/15/15	4pm-7pm
Rachel Black	83 Nardone Road	Jarvis Circle	8/22/15	8/23/15	1pm-6pm
Cindy Osgood	27 Laurel Drive	Lower Laurel Drive	9/12/15	9/13/15	3:30pm-8pm

Jean C. Martin	139 Plymouth Rd	Plymouth Rd Ext.	9/12/15	9/13/15	1pm-7pm
Lisa Madkins	15 Bobsled Drive	Bobsled Drive	9/12/15	9/19/15	1pm-7pm
Sue Pouliot	54 Eaton Road	Eaton Road	9/12/15	9/13/15	4pm-9pm
Susan Miller	20 Virginia Road	Virginia Road	9/12/15	9/13/15	3pm-7pm
Kate Deeley	61 Kenney Street	Lois Lane /Barbara Road	9/12/15	9/13/15	3pm-11pm
Claudette Shea	107 Grosvenor Rd	Grosvenor Rd	9/19/15	9/26/15	3pm-8pm
Lynn Miller	90 Canterbury Lane	Canterbury Lane cul-de-sac	9/19/15	9/20/15	4pm-8pm
Judith Gragg	115 Dawson Drive	Dawson Drive	9/20/15	9/27/15	4pm-7pm
Dan Tavan	24 Crescent Road	Crescent Road	10/4/15	N/A	3pm-7pm

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

7:04 p.m. Hillside School Feasibility Update & Preliminary Design Program Approval: George Kent, Chair, PPBC, Hank Haff, PFD Project Manager, Dan Gutekanst, Superintendent of Schools, Don Walter, Dore & Whittier Architects, Michele Rogers, Dore & Whittier Architects, and Jason Boone, Dore & Whittier Architects appeared before the Board with an update on the status of the Hillside School Feasibility Study, and to request the Board's approval of the Preliminary Design Program (PDP) for submission to the Massachusetts School Building Authority (MSBA). The School Committee will take up the PDP at its August 26, 2015 meeting.

Don Walter, Dore & Whittier Architects provided an overview of the process giving a sense of the work done to date on the Hillside School project. He commented on programming and space needs, as well as building and site deficiencies at the school. He reiterated the goal is to solve both the needs and deficiencies. Mr. Walter stated the process has been very inclusive, involving the school department, PPBC, Town departments and boards, as well as the general public. He commented on the role of the Massachusetts School Building Authority (MSBA) saying they are an important partner who are partially funding the project. Mr. Walter said he is hopeful the Board of Selectmen will approve the Preliminary Design Program (PDP) presented tonight.

George Kent, PPBC, commented that while the PPBC recommends the process be presented to the Board of Selectmen for its approval, the PPBC has not yet officially approved the project. He stated the PPBC will approve the project at its next meeting, as will the School Committee.

Mr. Handel noted the Connie Barr, Chair of the School Committee and Susan Neckes, Vice Chair of the School Committee are in attendance.

Mr. Walter reviewed the Executive Summary, commenting on the three goals for the school, as related to programming and enrollment. He said the PDP is the first major step with the MSBA dealing with programmatic, functional, environmental, and spacial needs of the school. He said the PDP narrows down the multiple options, to be presented to the MSBA, to reach next phase of arriving at one option for the community to select. He reviewed a graph outlining the options for Hillside School, including repair and new construction at the existing property, as well as construction at other locations. Mr. Walter said that the list of solutions, "Building and Site Development for Determination Preferred Alternative" will be submitted to the MSBA on September 3, 2015, which will lead to the Preferred Schematic Report.

Jason Boone reviewed the educational planning and programming needs.

Michele Rogers reviewed the potential sites.

Mr. Walter commented on project costs for each option including site and construction costs, designers, furnishings, equipment, and temporary housing where necessary.

Mr. Borrelli asked about timing of construction for each option. He also asked if any site were a hardship on a neighborhood due to additional traffic.

Ms. Rogers said a traffic study will begin at the start of the school year. She commented additional information regarding cars, walkers, crossing guards was furnished by the Chief of Police. Ms. Rogers said any construction happening on the Hillside site will take approximately one year longer because children will need to be moved off-site.

Ms. Cooley asked for clarification regarding educational programs for renovation space vs. new construction.

Mr. Handel asked about the MSBA's role in selecting an option.

Dr. Gutekanst thanked the team at Dore & Whittier Architects, George Kent, and Hank Haff for their work. He said he appreciated that information in the feasibility study meets the educational program and is consistent with the elementary program at the Newman, Eliot, and Broad Meadow schools. He asked the Board of Selectmen for its support.

Connie Barr, Chair, School Committee thanked Dore & Whittier, the PPBC, Dr. Gutekanst, and residents. She noted the willingness of the Board of Selectmen to support the educational programs for the children of Needham.

Motion by Mr. Bulian that the Board accept the recommendation of the Permanent Public Building Committee relative to the Hillside Elementary

School - Preliminary Design Program (PDP), and further approve the submission of the PDP to the Massachusetts School Building Authority. Second: Mr. Borrelli. Unanimously approved 5-0.

7:40 p.m.

Department of Public Works

Bob Lewis, DPW Assistant Director appeared before the Board with one item to discuss:

1. Sign Notice of Traffic Regulation - Woodledge Road and Helen Road:

Mr. Lewis stated the Traffic Management Advisory Committee (TMAC) received a stop sign request from residents in the area of Highgate Street, Woodledge Road, and Helen Road. The request from the residents was to designate Woodledge Road and Helen Road as stopped streets at the intersection of Highgate Street. The TMAC recommended that Woodledge Road and Helen Road be designated stopped streets at the intersection of Highgate Street.

Motion by Mr. Bulian that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS15-08-18 requiring that Woodledge Road southbound and Helen Road northbound be designated stopped streets at the intersection of Highgate Street.

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

Ms. Fitzpatrick asked Mr. Lewis to give a sense of the current construction projects in Town. Mr. Lewis noted ongoing projects by the Engineering division and Highway division, and commented on the completion of the St. Mary's Pump Station.

7:50 p.m.

Town Manager

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

1. Management Compensation Proposal

Ms. Fitzpatrick recommended that the Board approve changes to the management compensation system effective for July 1, 2015, which were reviewed and approved by the Personnel Board on August 10th. She briefly explained the existing system and presented a proposal for revamping the Town's Management Compensation system.

Mr. Borrelli asked if the Management Compensation Proposal will have any impact on the budget.

Ms. Fitzpatrick said increases for town-wide managers will meet the Town's sustainability goals. She said there may be a moderate increase in the classification pay line at the Special Town Meeting for implementation this year.

Motion by Mr. Bulian that the Board approve changes to the management compensation system and revised classification and standard rates of compensation schedule.

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

2. Blue Tree Proposal

Ms. Fitzpatrick recommended that the Board of Selectmen support a plan to allow local artists to create pieces of art from the former blue tree to be displayed in the community. She said an application process will be created and a reviewing committee will be established to consider applications. Ms. Fitzpatrick said all art created will remain the property of the Town. The Board reviewed photos of salvaged pieces from the blue tree that have been cataloged and stored.

The Board agreed it liked the proposal.

Mr. Borrelli suggested notifying the schools as they may wish to make an art project from the salvaged wood.

8:00 p.m. Board Discussion:

1. Registered Marijuana Dispensary Application Policy

In anticipation of requests by applicants for RMD licenses, which will ultimately require a letter of support or non-opposition as part of the Commonwealth's permitting process, the Board discussed a proposed policy for considering such requests at its meeting on July 21, 2015.

The Board reviewed the draft policy.

Mr. Borrelli said he is in favor of the policy. However, he suggested amending the language in the first paragraph of Policy Number BOS-ADMIN-04 to include "...or take any other action relative thereto..."

SUGGESTED TO REPLACE THE FIRST PARAGRAPH

"The Board of Selectmen may provide a letter of support or non-opposition with respect to any application seeking to locate a Registered Marijuana Dispensary (RMD) in Needham after a public hearing and consultation with the Town Manager."

WITH

"The Board of Selectmen may provide a letter of support or non-opposition, or take any other action relative thereto, with respect to any application seeking to locate a Registered Marijuana Dispensary (RMD) in Needham after a public hearing and consultation with the Town Manager."

The Board agreed with Mr. Borrelli's suggestion to amend the language in the first paragraph.

Motion by Mr. Matthews that the Board approve the Registered Marijuana Dispensary Application Policy dated August 18, 2015.

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

2. Adopt FY2016-FY2017 Goals

Motion by Mr. Bulian that the Board vote to adopt goals for FY2016-FY2017 as shown on the attached document.

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

3. Committee Reports

Mr. Matthews updated the Board on the status of the Minuteman Career and Technical High School. He said he, Ms. Cooley, and Ms. Fitzpatrick attended a meeting with the Sudbury Board of Selectmen, and Board members from other towns to talk about the project. He said a majority of the Boards were in attendance, noting some Boards who are satisfied with the progress of the project did not attend. Mr. Matthews said he also attended a follow up session with leaders from Wayland, Sudbury, and State Representatives Carmine Gentile and Denise Garlick. Mr. Matthews provided a summary sheet. He said it appears a district-wide referendum will be necessary to decide the outcome of the process. He suggested people in Needham are committed to good vocational education for all children and that they try to advance the process. He said the design process must be advanced enough so people have much of the detail on which to vote. Mr. Matthews said the referendum will probably occur in the spring 2016, but not later than June 2016. He said there is a chance to resolve the issue without a referendum, but he said it is not likely. He concluded that it is up to the Boards and Committees in all communities to get the information out to residents.

Ms. Cooley said the MSBA was clear in saying it will not participate in building a school smaller than 600 students. She said towns most likely to oppose the project tend to want a smaller size school, and therefore not an MSBA supported project. She said the project is "grandfathered in" at 40% reimbursement level and it is clearly a path Needham would like to stay on.

Mr. Handel said the project would be less expensive with MSBA support than a smaller school without MSBA support. He said there is a lot of information that needs to get out to people so that they understand the implications.

8:15 p.m.

Executive Session: (Exceptions 3 & 6)

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

Exception 3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

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. Handel 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 9:00 p.m.

Board of Selectmen

Policy Number:	BOS-DPWRTS-001
Policy:	Annual Commercial Haulers Snow Policy
Date Approved:	November 27, 2001
Date Revised:	May 25, 2010
Approved:	Chairman, Board of Selectman



TOWN OF NEEDHAM, MASSACHUSETTS PUBLIC WORKS DEPARTMENT

SNOW DISPOSAL POLICY AND REGULATIONS FOR COMMERCIAL HAULERS AT THE

November 27, 2001

NEEDHAM RECYCLING & TRANSFER STATION (RTS)
1421 Central Avenue, Needham, MA 02492
(781) 455-7568

Policy:

Snow disposal will be authorized at the Needham Recycling & Transfer Station (RTS), 1421 Central Avenue, Needham, Massachusetts, in accordance with the terms and conditions contained herein. The service must be self-supporting and funded by those who desire to use it.

For the purpose of this directive, the term *snow* includes only snow, sleet, or ice free from all debris and contamination. Only snow from within the Town of Needham will be accepted at the RTS and must be delivered by haulers who have obtained the specific approval of the Department of Public Works (DPW) prior to delivery.

The Director of Public Works reserves the right to terminate this service for parties not meeting the terms contained herein or at any time it is deemed to be in the best interest of the Town, as determined by the Director.

Regulations:

Application:

All private haulers desiring to use this service must apply annually for a permit prior to the first seasonal snow delivery. This involves completing a snow dumping permit application with the Director of Public Works by providing information concerning the business including name, address, and telephone number, truck type, registration and size, plus the location from which snow will be removed, (e.g. see Attachment A).

Snow Dumping Permits:

Snow Dumping Permits are valid for only one snow season (November to March) and are required for every vehicle hauling snow into the RTS. The permittee is responsible for ensuring that the vehicle and driver using the permit meets all Federal, State, and local

laws and regulations, and complies with the instruction of the Director of Public Works or his designated agent; failure to comply may result in immediate cancellation of the Permit. The Permit must be acquired before any snow can be delivered to the RTS. The Permit for each truck must be in the possession of the operator of said truck and is non-transferable between trucks. Truck operators may be required to show Snow Dump Permit to any RTS employee upon request for verification purposes. There is no cost for Snow Dump Permits, but each truck hauling snow into the RTS Facility MUST have a Snow Dump Permit.

Snow Dumping Service Fee:

All Private Haulers transporting snow into the RTS, must have a Snow Dumping Permit and must pay for snow disposal services based on the volume of snow delivered to the RTS Facility. Private Haulers using vehicles without a Snow Dump Permit will be turned away.

The fees for snow disposal services are indicated on Attachment B.

Snow dumping fees will be reviewed and amended, from time to time, by the Director of Public Works and approved by the Board of Selectmen to ensure that all costs for providing the service are recovered by the fees paid by those using the service.

Snow dumping fees must be paid within 30 days after billing to the Department of Public Works.

The privilege for use of the RTS may be suspended for haulers with any overdue DPW accounts.

Snow Dumping Instructions for Haulers and Drivers – See Attachment B

BY THE DIRECTOR OF PUBLIC WORKS

Richard P. Merson

Date: _____

Board of Selectmen Approved: 11/27/2001

Cc: Chip Laffey, Solid Waste & Recycling Supt.
Rhaine Hoyland, Highway Supt.

Attachment A- Snow Dumping Permit Applications
Attachment B- Snow Dumping Instructions

Board of Selectmen

Policy Number: BOS-LIC-005

Policy: Policies and Regulations for Granting of Lodging Licenses in
Needham, Massachusetts

Policy:

It is the policy of the Board of Selectmen, as the Town's licensing authority, to issue Lodging Licenses as required under M.G.L. c 140 § 22 – 32 inclusive. The purpose of these regulations is to preserve the integrity and safety of fire protection systems and equipment against vandalism or other improper use in lodging houses within the Town.

I. **Definitions.** The following term shall have the meaning set forth for the purposes of these regulations:

- A. “Person”, any natural person, corporation (whether for profit, or non-profit, or educational non-profit, or any other form of corporation), partnership, and any other entity of whatsoever name and description which owns and/or operates a lodging house.
- B. “Lodging house”, a house where lodgings are let to four or more persons not within the second degree of kindred to the person conducting it, and shall include fraternity houses and dormitories of educational institutions, but shall not include dormitories of charitable or philanthropic institutions or convalescent or nursing homes licensed, or group residences licensed or regulated by agencies of the commonwealth under section seventy-one of chapter one hundred and eleven of the General Laws or rest homes so licensed. (Ref. G.L. c. 140, §22).

This policy shall not apply to premises licensed as Innkeeper in accordance with M.G.L. C 140 § 2.

- C. “Fire Protection Systems and Equipment”, mechanical and/or electrical devices, individual or interconnected, installed in a building for the purpose of preventing, detecting, containing, or suppressing fire; providing notification of fire to building occupants and/or the fire department; or providing assistance to the fire department in firefighting or rescue operations in the building.
- D. “Enforcement Officer”, the Fire Chief or his/her designee.

- E. "Malicious Alarm", an alarm which is invalid and the result of malicious intent or illegal activity, as determined by the Fire Chief.
- F. "Fiscal Year", the fiscal year as used by the Town of Needham; July 1 of one calendar year through June 30 of the following calendar year.

II. Purpose. The purpose of these regulations is to preserve the integrity and safety of fire protection systems and equipment against vandalism or other improper use in lodging houses within the Town.

III. Scope. These regulations shall apply to lodging houses as licensed by the Board of Selectmen.

IV. Compliance Requirements. Each Person shall be subject to, responsible for and fully in compliance at all times with, the following requirements:

A. Fire Protection Systems

1. A Certificate of Annual Inspection and Test shall be provided to the Needham Fire Department (N.F.D.).
2. Fire alarm control panels shall be kept locked at all times. Keys to panels shall be provided to the N.F.D. or readily available to fire responders. Keys to locked rooms containing control panels are included in this requirement.
3. Fire alarm control panels or remote supervisory equipment shall be inspected daily for power supply, trouble signals etc., by trained personnel and records of these inspections shall be maintained for one year, to include the identity of the inspector, and the times (daily) of each inspection.
4. No person shall enter a master fire alarm box for any reason without written permission from the Superintendent of Fire Alarm or the N.F.D.
5. No person shall silence or reset a fire alarm system which is in an alarm condition without the authorization of the N.F.D. officer in charge.
6. All operators of more than one lodging house shall maintain a program for cleaning, servicing and maintenance of all building fire protection systems and equipment. Such program shall be documented, approved by the N.F.D. annually, prior to the issuance of the license, and comply with all applicable National Fire Protection Association Standards with respect to fire alarm systems, sprinkler systems, if present, emergency exit lights, fire extinguishers, and shall include an alarm technician on 24-hour availability.
7. Self-closing fire and smoke doors shall be kept closed and signs to that effect approved by the N.F.D. shall be permanently affixed to the

doors. Those fire doors equipped with approved hold-open devices shall not be obstructed from proper operation.

B. Safety Education, Training and Staff

1. Lodging houses operated by educational institutions shall provide a program on fire safety education for the occupants of each building at the beginning of each semester. Such programs shall be approved by the N.F.D. and shall include material on the dangers of false alarms.
2. Lodging houses operated by educational institutions shall provide an extensive program on fire safety education for residential staff at the beginning of each semester. Such programs shall be approved by the N.F.D. and shall include basic instruction on the operation of fire alarm systems and how to visually inspect them.
3. Lodging houses with ten or more occupants shall hold fire drills as determined by the Fire Chief or his/her designee, supervised by professional staff, with reports submitted to N.F.D. within 10 days. Those lodging houses operated by educational institutions shall hold fire drills during the first week of each semester.
4. Lodging houses operated by educational institutions and using students as residence hall staff shall report to the N.F.D. annually the ratio of resident staff to occupants.
5. Lodging houses operated by educational institutions and utilizing student residence hall staff shall identify to the N.F.D. a member of the professional residence hall staff who shall be available or on call at all times.

C. Enforcement

1. Professional and student residence hall staff shall be responsible for overseeing fire safety conditions, including malicious alarms, in areas under their jurisdiction.
2. Operators of lodging houses shall, as soon as practicable, provide to N.F.D. and/or Needham. Police Department (N.P.D.) names of individuals suspected of causing malicious false alarms.
3. Any operator of more than one lodging house and which has a total of three or more malicious false fire alarms in the current and/or preceding fiscal year shall establish an internal system to deter false alarms. This system may include fines, rewards, penalties, etc., and shall address group situations as well as those where specific individuals are identified. This system shall be submitted in writing to the N.F.D. annually for approval and actions taken pursuant to it shall be reported to the N.F.D. quarterly.

D. General

1. Licensed premises shall be subject to inspection by the licensing authority and by its authorized agents and by the police on request from the licensing authorities.
2. Licensees shall comply with all applicable provisions of M.G.L. Ch. 140 Sections 22 – 32.
3. Accumulations of combustibles shall not be permitted in corridors, stairways or exits.
4. Occupants shall evacuate the building immediately on the sounding of the fire alarm system and not reenter the building until authorized by the N.F.D. officer in charge.
5. Occupants shall maintain adequate clearance from fire apparatus at all times and not interfere with the operations of the N.F.D. personnel.

V. Posting of Criminal Laws Required. There shall be posted in a conspicuous place on each floor of each lodging house within the Town summaries of the following General Laws making it a crime to interfere with firefighting operations and the causing of a false fire alarm:

- A. G.L. c268, §32A, making it a crime to interfere with firefighting operations.
- B. G.L. c.268, §32, making it a crime to cause a false fire alarm.
- C. G. L. c. 269, §13, making it a crime to make, by outcry or otherwise, a false fire alarm.

Summaries and posting locations shall be approved by N.F.D.

VI. Violations and Penalties.

Any and all violations of these regulations relating to improper use of fire alarms shall be enforceable by the enforcement officer either by initiating criminal proceedings, or through the non-criminal disposition procedure set forth in Town Bylaw section 3.6.

VII. Fee

The license fee, or any renewal thereof, shall be \$50.00 per calendar year.

Effective: August 15, 2006

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:	\$0.00
Water Irrigation:	-\$590.40
Water Admin Fees	\$0.00
Sewer Sales:	\$0.00
Transfer Station Charges:	\$0.00
Total Abatement:	-\$590.40

Order #: 1203

Read and Approved:


Assistant Director of Public Works

9/3/2015

For the Board of Selectmen

Date: 9/8/15



Director of Public Works

**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	Silverman	Michael & Harriet	28545	17360	18	Edgewater Lane	-\$590.40	\$0.00	\$0.00	-\$590.40	ACC	N

Total: -\$590.40

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: Warrior Thunder Motorcycle Ride

Name of Organization: Warrior Thunder
Foundation

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

If yes, name of Town and date: September 10,
2014

**Has this event been held in Needham in
the past?** ☒ YES ☐ NO

**If yes, are you repeating the same route as
in prior year(s)?** ☒ YES ☐ NO

Organization Mailing Address: 8 Chicatabut Ave
Norfolk, Ma 02056

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact: Darren Bean

Contact Title: President

Contact Address: 305 North Woodlake Drive, Columbia, SC 29229

Contact Phone (Day): 508-244-9950

Contact Phone (Cell): 508-244-9950

Contact Email: darrenbean@warriorthunder.org

Event Date(s): September 12, 2015	Date Expected to be in Needham: Sep 12. 2015
Earliest Time Expected in Needham: 1150	Latest Time Expected in Needham: 1210
Number of Expected Participants: 150	Number of Expected Spectators at Peak Time: 0
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 150	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: None	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☐ YES ☒ NO
What will be done in case of inclement weather? Cancelled if torrential downpour or snow	
Will neighborhoods be impacted by parking and traffic? No	
What activities are planned for the start of the race (if in Needham)? None	
What activities are planned for the end of the race (if in Needham)? None	

What facilities are needed for the start of the race (if in Needham)?	
None	
What facilities are needed for the end of the race (if in Needham)?	
None	
Once the event begins, how long will it take to complete the event?	
5-10 minutes	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	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?	Escorted by MA State Police
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?	Yes
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	No

<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	Yes, no.
<i>What is the plan to handle trash?</i>	NA

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***

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

