

BOARD OF SELECTMEN

March 8, 2016

Needham Town Hall~ Powers Hall

Revised Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Introduce Police Officers • John Schlittler, Chief of Police
2.	7:05	West Roxbury to Needham Reliability Project • Eversource Representatives
3.	7:20	Community Preservation Committee – Proposals Under Review • Gary Crossen, Chair • Lita Young, Vice-Chair • Patty Carey, Director of Park and Recreation
4.	7:30	Public Hearing – Regulation of Food Trucks & Carts
5.	8:00	Planning & Community Development Projects Presentation - Center 128 and 2nd Avenues Residences • Lee Newman, Director of Planning & Community Development
6.	8:10	Water Bill Credit • David Davison, Assistant Town Manager/Finance Director • Evelyn Poness, Town Treasurer/Collector
7.	8:20	Town Manager • Determination of Unique Status • Sister City Arrangement – Daxing, Beijing • 2016 Annual Town Meeting
8.	8:40	Board Discussion • Committee Reports
9.	8:45	Executive Session Exception 2 & 3

APPOINTMENTS

☐	No appointments	☐
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CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Public Health Department's
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	Gift of Warmth Fund: \$6,000 from the Needham Community Council, and \$1,000 from the First Baptist Church in Needham.
2.	Accept a donation of \$25 made to the Needham Police Department's Car Safety Seat Installation Program from Vivian Bendix, a Framingham resident.
3.	Accept a gift of \$250 made to the Needham Police Department from Jonathan T. Lee, a Needham resident.
4.*	Approve a One Day Special Wines & Malt Beverages License for Hannah M. Mecaskey of The Last Call Foundation to host its "Bowl for a Cause" event at the Needham Bowlway, 16 Chestnut Street, Needham, on Thursday, March 10, 2016 from 7:00 p.m. to 10:00 p.m.
5.*	Approve a One Day Special Wines & Malt Beverages License for Nicki Ramshaw, of Needham Community Theatre, Inc. to host its 60 th Anniversary Reception at the Needham Historical Society, 1147 Central Avenue, on Friday, April 1, 2016 from 4:00 p.m. to 10:00 p.m.
6.	Authorize the Town Manager to appoint David Davison as Acting Town Manager for the period March 23 through April 10, 2016, and to authorize Christopher Coleman to serve as Acting Town Manager in the event that David Davison is unable to perform the duties of Acting Town Manager for any reason.
7.*	Water & Sewer Abatement Order #1213
8.*	Approve a One Day Special Wines & Malt Beverages License for Barry Goldemberg, of Restaurant Associates at TripAdvisor, to host the Needham Community Council's 86 th Annual Celebration event on Thursday, March 24, 2016 from 7:00 p.m. to 8:30 p.m. TripAdvisor is located at 400 First Avenue, Needham.
9.*	Approve a request from Elana Sable of The Walker School to have its "Walk/Run for Walker" event on Sunday, October 2, 2016 from 9:00 a.m. to 10:30 a.m. Walkers/Runners will participate in either a one mile or three mile walk/run through town. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
10.*	Approve road event form from Stephen Mortimer of Needham Baseball and Softball, to hold its opening day parade in Needham on May 1, 2016 from 11:00 a.m. to 12:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
11.*	Approve a request from Michelle Harris, of PLGA Foundation d/b/a A Kids' Brain Tumor Cure, to ride a large portion of its "Geared Up for Kids 2016" bike ride through Needham. The bike ride will be starting at 8:00 a.m. at Needham High School and ending at 12:00 p.m. at Needham High School. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation. This approval does not include the request for a 5k run for the same time period, which may be approved at a later date.
12.*	Approve minutes of February 19, 2016 and February 23, 2016 meetings.
13.*	Approve request from Paul Good, Revitalization Trust Fund, to allow banners for use within the NCRTF/Banner Showcase Display program on Chapel Street for Needham Open Studios for the display period of April 1 – April 30, 2016. Ten images will be selected to be presented, displayed back to back on a total of five poles.



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

MEETING DATE: 3/8/2016

Agenda Item	Introduce Police Officers
Presenter(s)	John Schlittler, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Chief Schlittler will introduce newly appointed Police Officers Matthew Doukas, Edward Timmerman, and Adrienne Anderson.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Resumes/Applications for Officers Doukas, Timmerman and Anderson			



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

MEETING DATE: 3/8/2016

Agenda Item	West Roxbury to Needham Reliability Project
Presenter(s)	Jack Lopes, Eversource Domenic Nicotera, Eversource Mike Howard, Epsilon Associates

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Representatives of Eversource and its consultant, Epsilon Associates will outline for the Board plans for improving the reliability of the transmission lines between West Roxbury and Needham. The preferred route of the new lines is underground, and would require State approval as well as the approval of the Town and Park and Recreation Commission, as an easement is necessary at the point that the lines cross Town property near Route 128.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. PowerPoint: West Roxbury to Needham Reliability Project, Town of Needham Board of Selectmen Presentation, March 8, 2016			

West Roxbury to Needham Reliability Project

Town of Needham Board of Selectmen Presentation

March 8, 2016

Agenda

- Greater Boston Energy Solutions
- West Roxbury to Needham Reliability Project
 - ✓ Energy Solutions
 - ✓ Project Need and Benefits
 - ✓ Project Overview
 - ✓ Route Analysis Process
 - ✓ Environmental Permitting
 - ✓ Schedule
- Next Steps
- Proactive Municipal and Community Outreach throughout Project Duration
- Contact Information

Greater Boston & New Hampshire Energy Solutions

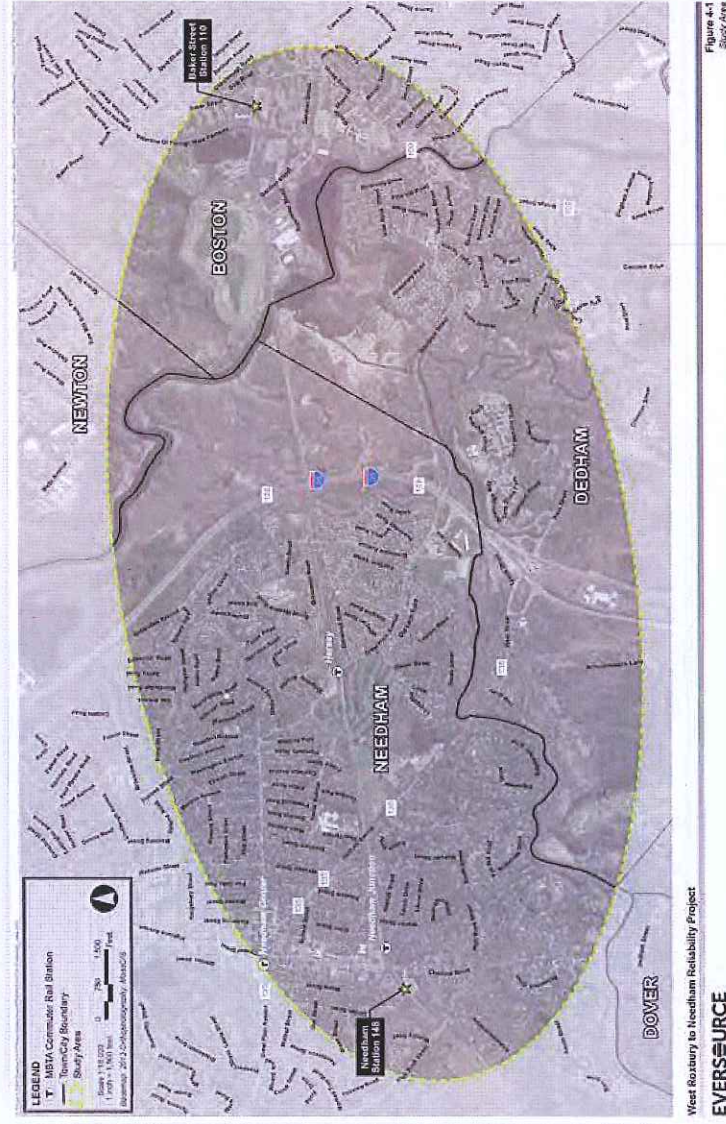
- A strong electrical transmission grid is vital to the safety, security, and economic prosperity of the region. The transmission system serves a critical role to ensure that electricity flows with a high degree of reliability to where power is needed.
- In a recent study, ISO-New England, the independent system operator for New England, concluded that there are inadequate transmission resources to serve the electricity needs in the Greater Boston and Southern New Hampshire area.
- To proactively address these deficiencies and the growing customer demands on the electric system, ISO-New England has directed utilities to implement a series of transmission projects as needed.
- One of the projects to come out of the solution to solve the identified system reliability problems is the DCT (Double Circuit Tower) separation of two 115-kV circuits between West Roxbury and Needham.

West Roxbury to Needham Reliability Project Project Need & Benefits

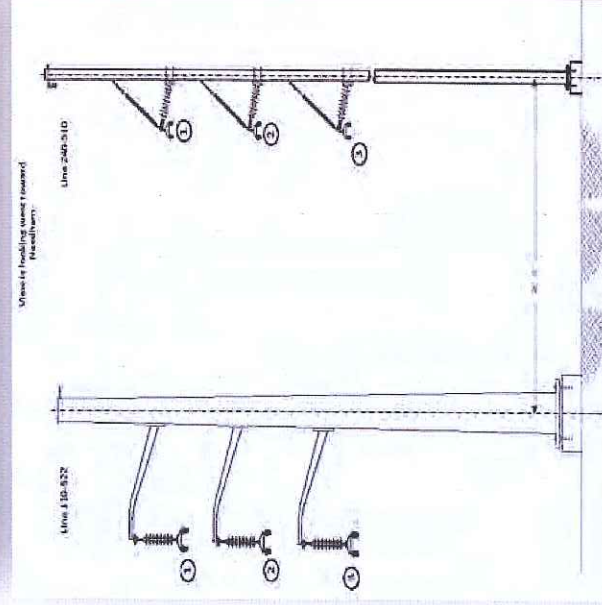
- Eversource's transmission system is not able to maintain supply to approximately 65,000 customers in the western Boston suburbs under certain operating conditions.

Separating the existing 115-kV DCT overhead transmission lines between the Baker Street Substation and the Needham Substation will mitigate potential area overloads and will significantly reduce the number of customers that are exposed to sustained loss of service.

Implementing the project will ensure continued compliance with applicable federal and regional transmission reliability standards and criteria, and will maintain reliable 115-kV electric service to several area substations serving the 115-kV systems in the western Boston suburbs.



West Roxbury to Needham Reliability Project Overview



- The proposed project involves a combination of overhead (OH) and underground (UG) transmission line construction.
- The DCT separation work will involve relocating ~1.6 miles of existing overhead transmission line onto new sets of structures (steel monopoles) directly offset ~28-feet north or south of the existing structures on existing Eversource right-of-way in Boston, Dedham and Needham (up to Valley Road area).

West Roxbury to Needham Reliability Project Overview (continued)

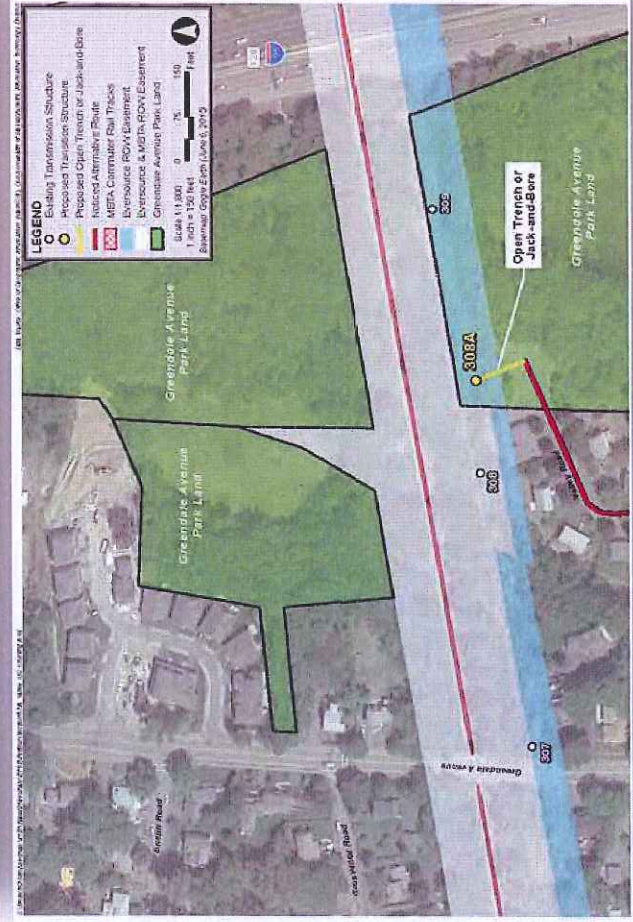
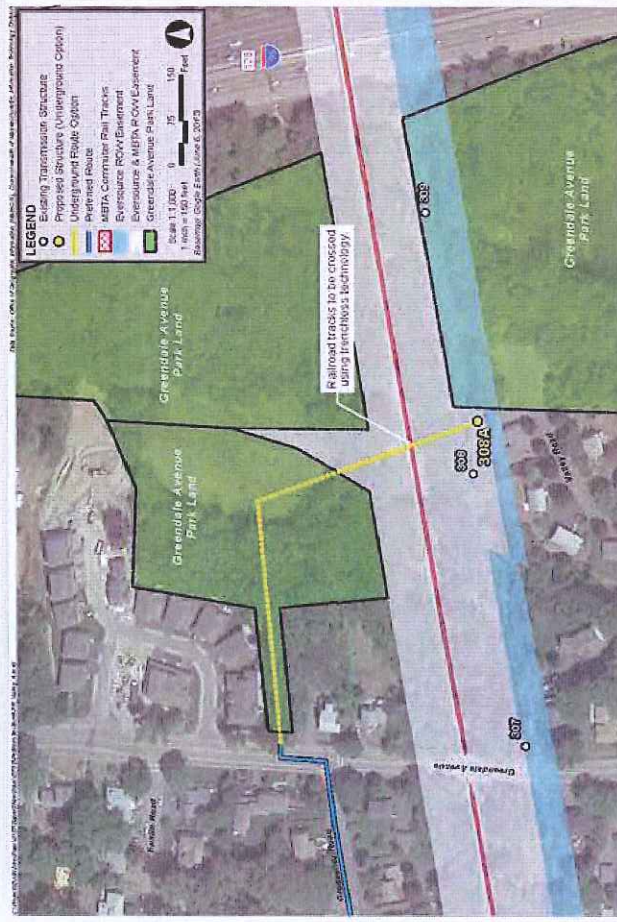


- The balance of the DCT separation work will involve ~2.5 miles of new underground cable construction located primarily in public streets in the Town of Needham (generally between Valley Road area and Chestnut Street).
- The existing support arms and one set of wires will likely be removed from the existing steel monopole structures between the OH/UG transition point at Valley Road area and Needham Substation.
- No significant substation work required for the Project (no fence line expansion or removal of existing equipment is required).

West Roxbury to Needham Reliability Project Overview (continued)

- The eastern half of the routing study area is dramatically different from the western half (remote undeveloped areas located in DCR's Cutler Park, I-95 and commercial industrial areas in the City of Boston vs. densely developed residential neighborhoods in the Town of Needham).
- In consultation with Town officials, Eversource made a concerted effort to avoid or minimize impacts to the residential neighborhoods directly abutting the MBTA railroad tracks and Eversource ROW in the Town of Needham, including transitioning from overhead line construction on existing ROW to underground cable construction in public roads at the first possible location where such transition work could potentially occur (Valley Road).

West Roxbury to Needham Reliability Project Overview (continued)



- Pending Town approval, the potential proposed OH/UG transition point is located at the end of the Valley Road cul-de-sac heading north or south across the Greendale Avenue park land towards Greendale Avenue.

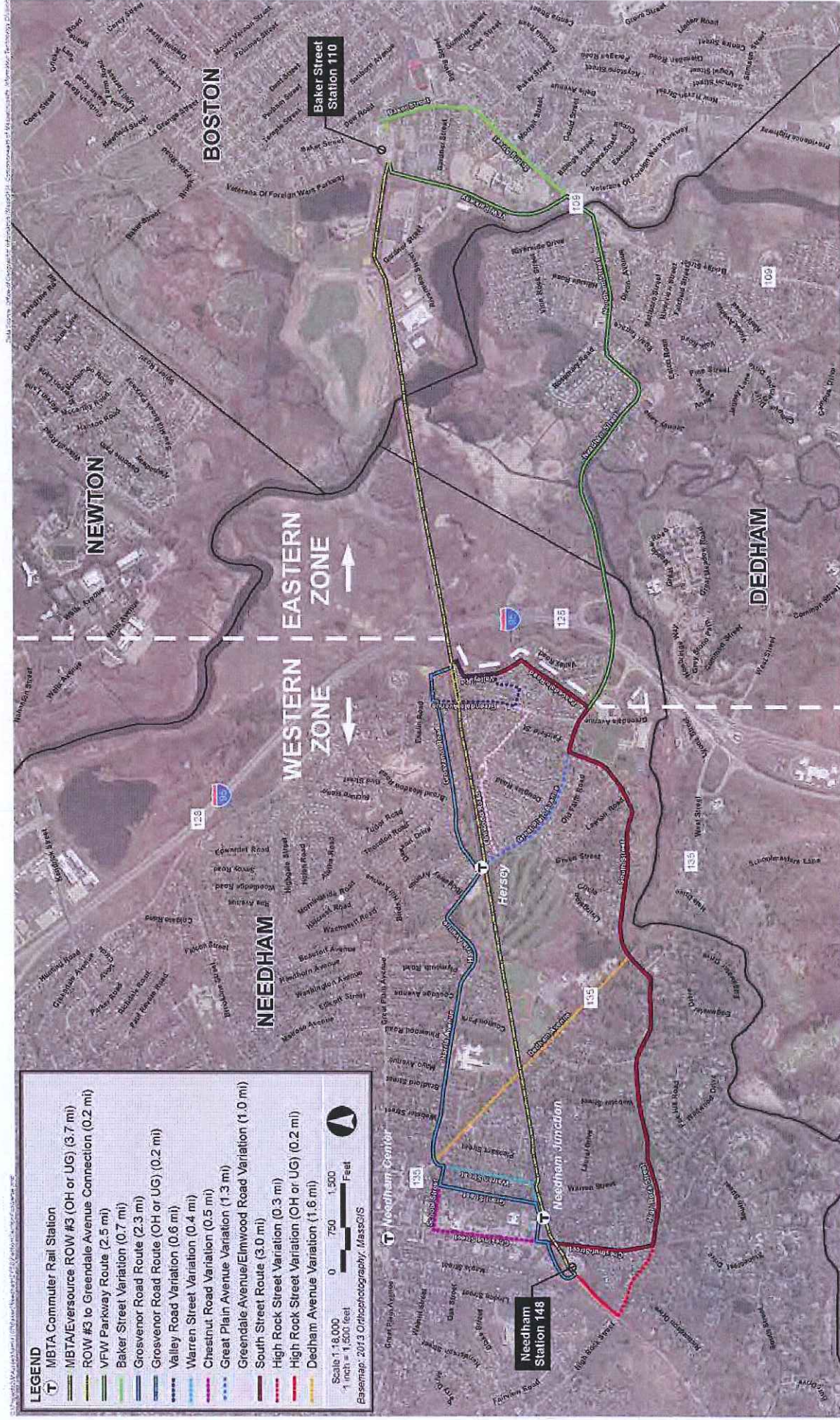
- The transmission line across the northern parcel would cross under or over the MBTA railroad tracks.

West Roxbury to Needham Reliability Project Route Analysis Process

- Eversource, with environmental consultant Epsilon Associates, Inc. established route selection guidelines to identify all potentially feasible routes between the Baker Street and Needham substations (“**Universe of Routes**”).
- Routes with obvious flaws were eliminated.
- The “**Candidate Routes**” were evaluated, scored and ranked by applying environmental, constructability, community impact, and conceptual cost estimate criteria.
- Eversource used the scoring and ranking system to select a “**Preferred Route**” and a potential “**Noticed Alternative Route**”, as such terms are used by the Energy Facilities Siting Board.

West Roxbury to Needham Reliability Project Universe of Routes Considered

EVERSOURCE
ENERGY

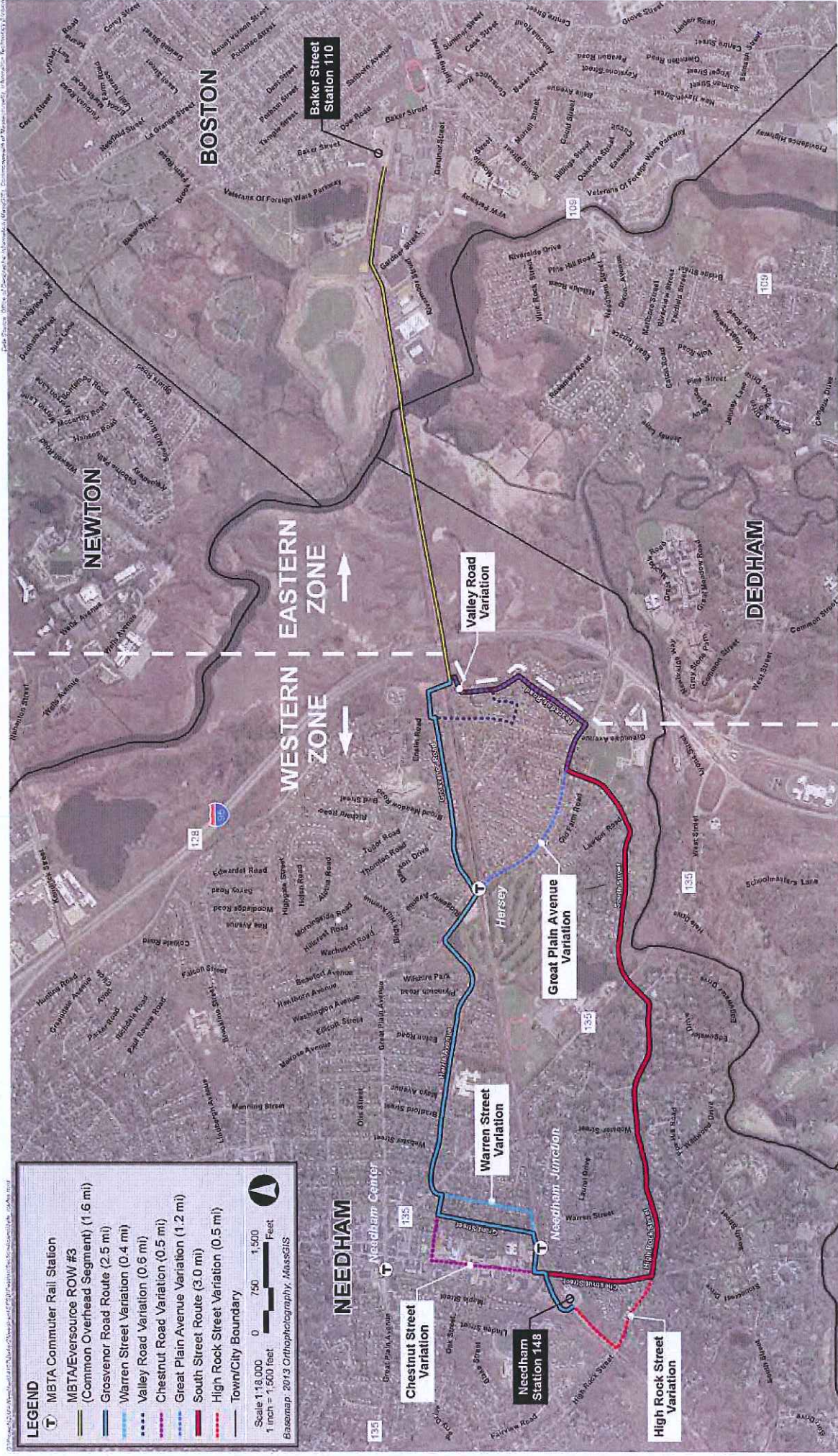


West Roxbury to Needham Reliability Project

EVERSOURCE

West Roxbury to Needham Reliability Project Candidate Routes Selected for Scoring

EVERSOURCE
ENERGY



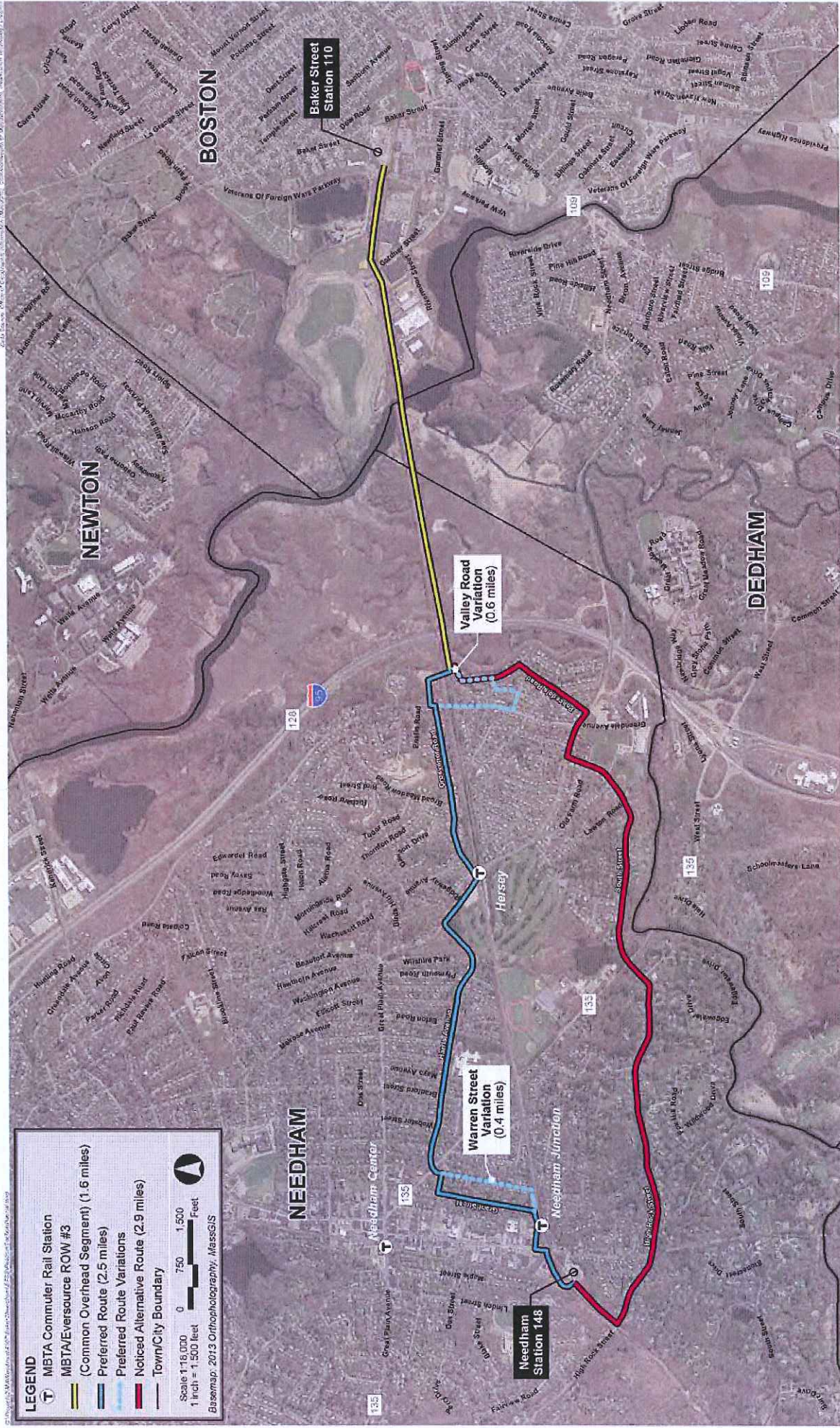
West Roxbury to Needham Reliability Project

EVERSOURCE

Figure 4-3
Candidate Routes

West Roxbury to Needham Reliability Project Preferred and Noticed Alternative Route

EVERSOURCE
ENERGY



Preferred UG Route (~2.5 miles)

- Greendale Avenue (via Greendale Ave. park land)
- Grosvenor Road
- Broad Meadow Road
- Great Plain Avenue
- Harris Avenue
- School Street
- Grant Street
- Junction Street
- Chestnut Street

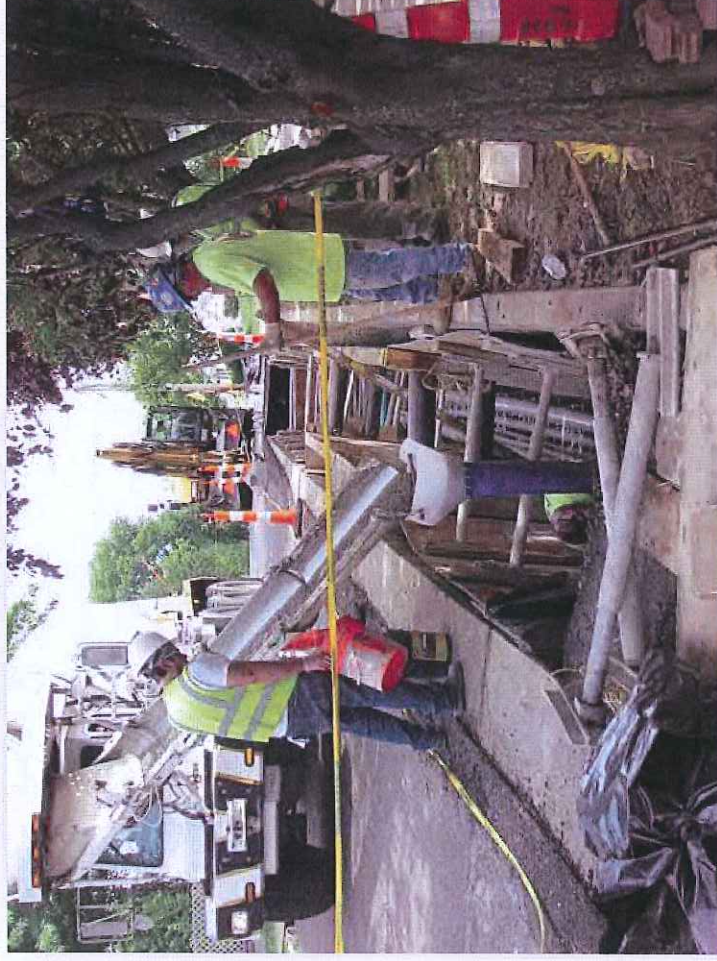
Noticed Alternative UG Route (~3.0 miles)

- Valley Road (via Greendale Ave. park land)
- Peacedale Road
- Great Plain Avenue
- South Street
- High Rock Street
- West end of ROW to Needham Substation (via High Rock Street)

Potential Variations to Preferred Route

- Valley Road (via Greendale Ave. park land)
- Intervale Road
- Warren Street (in lieu of Grant Street)

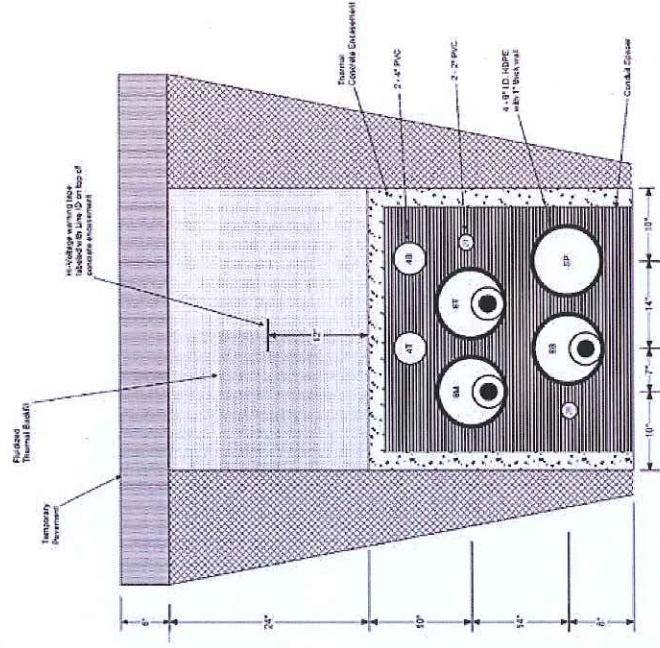
West Roxbury to Needham Reliability Project Typical In-Street Construction Process



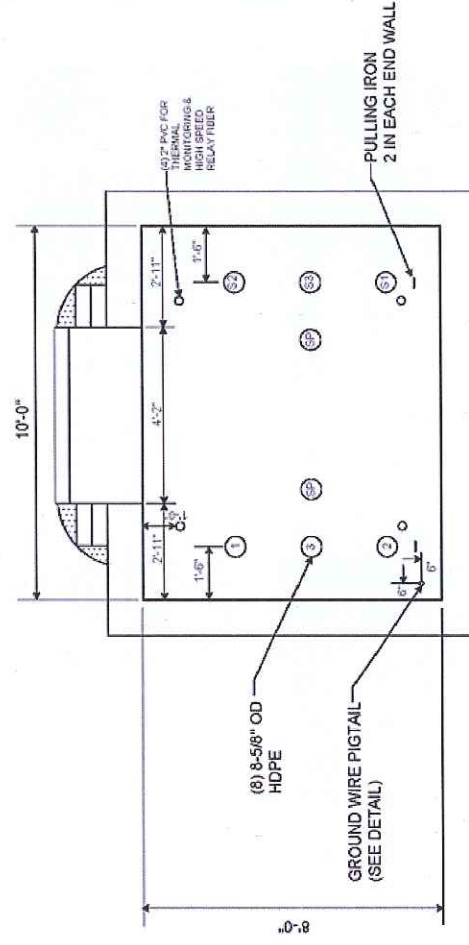
- Splice Vault/Manhole installation
- Trench excavation, conduit installation, backfill and temporary paving.
- Install cables between each manhole.
- Cable splicing and testing in manholes.
- Final pavement and other Project restorations completed per municipal town agreements.
- Minor construction at substations will be concurrent with cable construction.

West Roxbury to Needham Reliability Project Typical Cross-Sections

Cable Installation



Splice Vault/Manhole



10' tall x 12' wide x 30' long
(approx. 1500'-1800' apart along the underground route)

3' x 3' along the underground route

Managing Impacts During Construction

- Traffic Management
 - ✓ Traffic Management Plan to be developed jointly with municipalities.
 - ✓ Police details paid by Project
 - ✓ Maintaining access
 - ✓ Hours of Construction
 - ✓ Maintain pedestrian safety
- Eversource will communicate and work closely with neighbors in the communities throughout the process by providing:
 - ✓ Door-to-door outreach
 - ✓ Informational mailings via town certified abutting property owner list
 - ✓ Project website with progress updates
 - ✓ Project hotline and e-mail



MUTCD TEMPORARY TRAFFIC CONTROL ROAD SIGNS

W20-1

W20-2

W20-3

W20-4

W20-5

W20-6

W20-7

R11-1

R11-2

R11-3

R3-1

R14-7

PRELIMINARY
NOT FOR CONSTRUCTION

RECURRING DURING CONSTRUCTION

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Northeast Utilities Service Co.

CONNECTICUT LIGHT & POWER COMPANY

LINE 1181 SOUTH END - GLENBROOK
115-THOMSON TRANSMISSION LINE
TRAFFIC CONTROL GENERAL NOTES

www.powerengineers.com

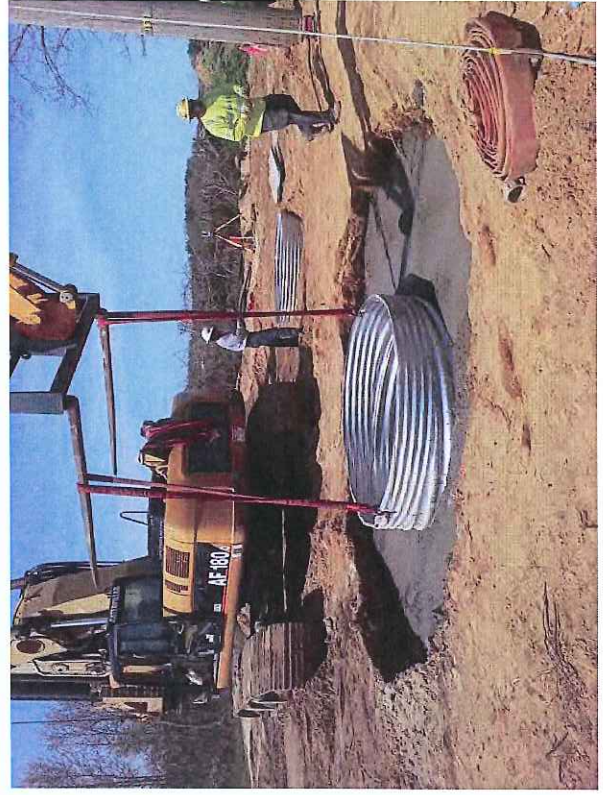
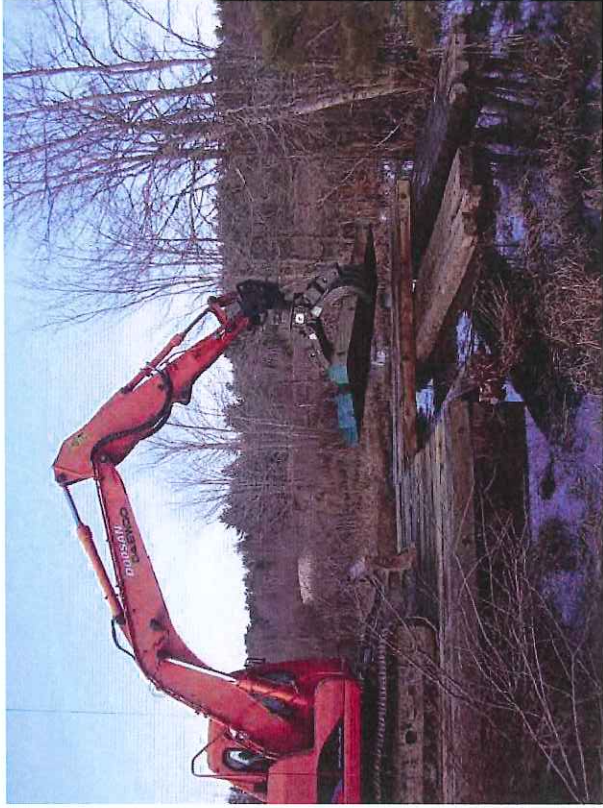
R3-1

23370P1

071515-70001HSG01

West Roxbury to Needham Reliability Project Typical Overhead Line Construction

EVERSOURCE
ENERGY



West Roxbury to Needham Reliability Project Environmental Permitting

- Local Conservation Commissions
- State Review and Permitting:
 - MEPA
 - Mass Historic Commission
 - Natural Heritage Endangered Species Program
 - Mass DEP Water Quality
- Federal Review and Permitting:
 - Army Corps of Engineers
 - US Fish and Wildlife Service
 - US Environmental Protection Agency

West Roxbury to Needham Reliability Project

Next Steps



- Conduct **Open Houses** to gather community input. All abutters to the proposed routes will be invited to the open houses.
 - **March 23, 2016:** Boston Elks, Post 1 Morell Street, West Roxbury (drop in between 7 and 9 p.m.)
 - **March 30, 2016:** Performance Space at Broadmeadow School, Needham (drop in between 7 and 9 p.m.)
- File an application with the Energy Facilities Siting Board (EFSB) and an ENF with MEPA – **April 2016**. After we file, the EFSB will conduct a local public hearing, offering additional opportunity for community input. Abutters will be notified. MEPA will also hold a scoping session and publish notice for comment in Environmental Monitor.
- Assuming receipt of all necessary permits and approvals, construction of the transmission line is anticipated to commence in **2017**.
- Construction is anticipated to occur over an 18-month period, and to be completed by the end of **2018**.

Proactive Municipal and Community Outreach Throughout Project Duration

Stakeholders

- Municipal officials
- State and federal elected officials and agencies
- Property owners & tenants
- Businesses
- Community Groups

Project Communication for Municipalities

- Briefings & Presentations

Project Communication for the Public

- News Releases/Media Advisories
- Door to door outreach, including door hangers
- Transmission 1-800-Hotline
- Project e-mail
- Customer letters



Contact Information

Jack Lopes
Community Relations Specialist
508-660-5251
Jack.Lopes@eversource.com



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

MEETING DATE: 3/8/2016

Agenda Item	Community Preservation Committee - Proposals Under Review
Presenter(s)	Gary Crossen, Chair Lita Young, Vice Chair Patty Carey, Director of Park and Recreation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Young, Mr. Crossen and Ms. Carey will consult with the Board about the projects currently under review by the Community Preservation Committee for the 2016 Annual Town Meeting.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Update only.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Information on Projects Under Review			

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**PROPOSALS UNDER REVIEW FOR ANNUAL TOWN MEETING
MAY, 2016**

The Community Preservation Committee (CPC) invites all interested parties to a public hearing on the following projects that have been included in the May 2016 Annual Town Meeting Warrant. The public hearing will be held on *Wednesday, March 9, 2016 at 7:30 PM in Powers Hall at Town Hall*. The CPC welcomes the input to assist in their deliberations. A decision on whether the CPC will recommend each of the projects will be made by the end of March, prior to them being presented to Town Meeting. To view the applications, please go to www.needhamma.gov/CPC. If you are unable to attend but have questions, please contact CPC Staff Liaison at pcarey@needhamma.gov or at (781) 455-7550 (press 3 to reach her via Park and Recreation Office)

SEABEDS WAY EMERGENCY REPAIRS

The Needham Housing Authority has WITHDRAWN their application. The Housing Authority had initially requested \$567,000 to assist with the second phase of funding for emergency repairs needed at Seabeds Way Public Housing Elderly/Disabled Complex. Through their diligent efforts, the Housing Authority was able to receive the needed funding from HUD.

COMMUNITY HOUSING SPECIALIST

The Town Manager and the Director of Planning and Community Development are requesting \$60,000 as part of a three year plan to assist with funding a part-time Community Housing Specialist. This position has been funded for the past three years through a combination of CPA funds and general fund. This position provides technical and administrative support related to affordable housing issues, supporting various Town boards and departments, coordinates with state agencies, and assists in the implementation of the Town's Community Housing Plan.

MEMORIAL PARK DRAINAGE

DPW Parks and Forestry Division, in conjunction with the Trustees of Memorial Park, requests \$490,500 to make drainage improvements at the base of the Memorial Park hill, to decrease the amount of run-off that reaches the park and athletic fields. The design was completed with CPA funds.

TRAIL IMPROVEMENTS – STUDENT CONSERVATION ASSOCIATION

The Conservation Department is requesting \$25,000 to bring the MA Student Conservation Association to Needham to make trail improvements over the next two summers at various locations, possibly including Ridge Hill Reservation, Farley Pond Conservation, and Rosemary Lake trails. The funds will cover the fee for the group, in ten day project segments, plus materials needed for the projects. The Town will provide a location for the team to camp while working on the projects. With an appropriation from the CPA, this organization successfully completed several projects at Ridge Hill during the Summer of 2015.

TRANSFER OF FUNDS TO CONSERVATION FUND

The Conservation Commission is requesting \$50,000 to be transferred to the Conservation Fund. This fund was established in 1963, under MGL Ch. 40, Sec. 8C to provide financial resources for the purchase of open space. CPA funds have been transferred to the Conservation Fund in 2008 and 2009.

ROSEMARY LAKE SEDIMENT REMOVAL

The DPW and Town Engineer are requesting \$118,000 to design the process for the removal of sediment in Rosemary Lake. The Town has been completing projects along Rosemary Brook, improving the quality of water that leads into Rosemary Lake. The next step is to remove the sediment from Rosemary Lake, all which will lead to better water quality downstream, as Rosemary Brook continues through Needham Heights, eventually meeting the Wellesley water lands and then the Charles River.

ROSEMARY RECREATION COMPLEX

The Park and Recreation Commission, in conjunction with the Permanent Public Building Committee and Town Manager, is requesting Phase 2 Design Funds of \$550,000 to finalize the design documents and move the project through various permitting agencies. The concept is to build two smaller pools within the current pool, providing summer recreational swim as well as a fitness/competitive pool. The building would be partially re-used, with an addition to meet the requirements for the outdoor pool, and to have year-round use on the new second floor for Park and Recreation programming space and offices for two Town departments, including Park and Recreation. Only the portions of the project related to outdoor recreation are eligible for CPA funding.



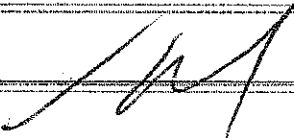
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/8/2016

Agenda Item	Public Hearing on Regulations of Food Trucks & Carts
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board of Selectmen will hold a public hearing regarding the subject of Food Trucks/Carts in the Town of Needham. Topics include: use of food trucks for concessions at athletic and other community events; identification of additional permitted locations in designated under-served areas; expansion of food trucks to Needham Heights & Needham Center; and the permitting of non-motorized food carts. The Board will invite public comment.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a) Current Mobile Food Truck Policy b) Public Hearing Notice, Needham Times 3/4/2016			

Town of Needham Board of Selectmen

Policy Number:	BOS-LIC-013
Policy:	Regulation of Food Trucks
Date Approved:	October 8, 2013
Date Revised:	Revised June 9, 2015
Approved:	 Chairman, Board of Selectman

Section 1: Definitions

Food Truck - A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

- 2.1 Food trucks may be located in public right of way areas which are underserved by "brick and mortar" restaurant facilities (hereafter "traditional restaurant facilities") during the period April 1 to November 30 on Mondays through Fridays from 7:00 a.m. to 8:00 p.m. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.
- 2.2 Commercial areas listed in Appendix 1 are those identified as presently underserved by traditional restaurant facilities. The Board of Selectmen, in consultation with the Planning Board, shall have authority under this Policy to review and modify the areas deemed underserved by traditional restaurant facilities. The current locations identified for use by food trucks within the public right of way are listed in Appendix 2. The Board of Selectman may authorize additional locations within the underserved areas. The Board of Selectmen reserves the right to modify any of the areas listed in Appendix 1 or locations listed in Appendix 2 as needed.
- 2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.
- 2.4 Food trucks must be positioned at least 200 feet from the customer entrance of a traditional restaurant, unless the food truck vendor provides documentation that the restaurant owner supports a closer proximity.

- 2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.
- 2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.
- 2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

Section 3: Public Safety and Nuisance Prevention

- 3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.
- 3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be accordance with the State Building Code.
- 3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.
- 3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.
- 3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.
- 3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.
- 3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.
- 3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.
- 3.9 No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.

- 3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.
- 3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

Section 4: Permitting

- 4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of the Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.
- 4.2 A fee in the amount of \$1000.00 for a five day a week seasonal Permit shall be paid upon issuance of the Food Truck Permit. Such fee shall be subject to prorating based on the number of days per week licensed.
- 4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.
- 4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).
- 4.5 The Board of Selectmen may waive any conditions or requirements of this Policy if the Board determines such to be in the best interests of the Community.
- 4.6 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.
- 4.7 A fee in the amount of \$25 for a permit valid for up to one week ("Limited Food Truck Permit") shall be paid upon the issuance of the Limited Food Truck Permit. Such permit shall be issued only to the extent spaces are available; that is, not otherwise occupied by seasonal Food Truck Permit holders. Seasonal permit requests shall have precedence over limited ones. All regulations related to seasonal food trucks apply.

Section 5: Exceptions (Food Truck Permits not Required)

With the exception of food safety and hawker and peddler requirements, if applicable, this policy shall not apply to canteen or coffee trucks that move from place to place and are stationary for no more than thirty minutes at a time or ice cream trucks which move from place to place and are stationary for no more than ten minutes. Further, this policy is not applicable to special one-day events on public property authorized by the Town.

APPENDIX 1

Underserved Commercial Areas

1. New England Business Center
2. Mixed Use-128
3. Industrial 1

APPENDIX 2

Locations Presently Approved for Food Trucks

The current locations identified for use by food trucks within the public right of ways areas are: Second Avenue across the street from Charles River Landing, First Avenue across the street from 40 A Street (which location may be revisited once construction begins at 400 First Avenue), and Cabot Place once all construction projects have been completed on the street.



TOWN OF NEEDHAM

TOWN HALL
Needham, MA 02492-2669

Office of the
TOWN MANAGER

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

Public Hearing on Regulation of Food Trucks & Carts

The Board of Selectmen will hold a public hearing on Tuesday, March 8, 2016, at 7:00 pm at the Needham Town Hall, 1471 Highland Avenue, Needham to gather input from interested parties regarding the subject of Food Trucks/Carts in the Town of Needham. Topics include: use of food trucks for concessions at athletic and other community events; identification of additional permitted locations in designated under-served areas; expansion of food trucks to Needham Heights & Needham Center; and the permitting of non-motorized food carts.

Current Mobile Food Truck Regulations can be viewed on the Town's website: www.needhamma.gov/foodtruckpolicy. This public hearing is to receive comments and suggestions for alternative options that could be implemented to offer a Food Truck/Cart option for Needham's residents and workers.

The Board of Selectmen invites all residents and interested parties to attend and provide input regarding this subject. Written comments may also be submitted to the Board of Selectmen, c/o Needham Town Hall, 1471 Highland Avenue, Needham, MA or by email to selectmen@needhamma.gov.

WHAT'S UP

Public hearing on regulation of food trucks and carts

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Needham Times 3-4-16
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**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/8/2016

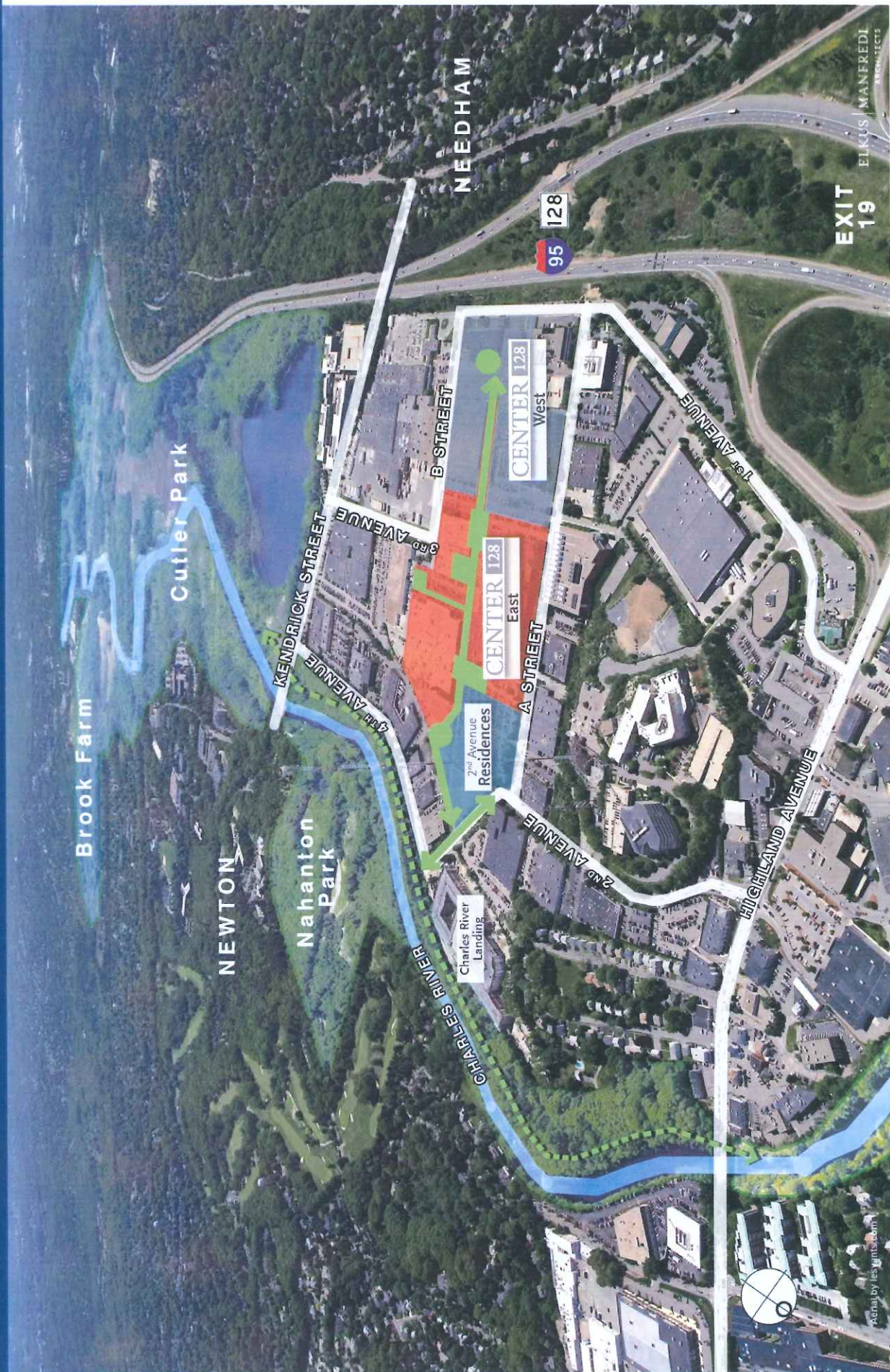
Agenda Item	Planning & Community Development Projects Presentation - Center 128 and 2nd Avenues Residences
Presenter(s)	Lee Newman, Director of Planning & Community Development

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Ms. Newman will update the Board on the Center 128 East, Center 128 West and 2 nd Avenue Residences projects. Her presentation will include an overview of the development program and the anticipated timeline for implementation.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a) Copy of Powerpoint Presentation: Project Update: Center 128 East, Center 128 West and Second Avenue Residences		

Board of Selectmen Meeting March 8, 2016

Project Update: Center 128 East, Center 128 West and Second Avenue Residences

Lee Newman
Director of Planning and Community
Development



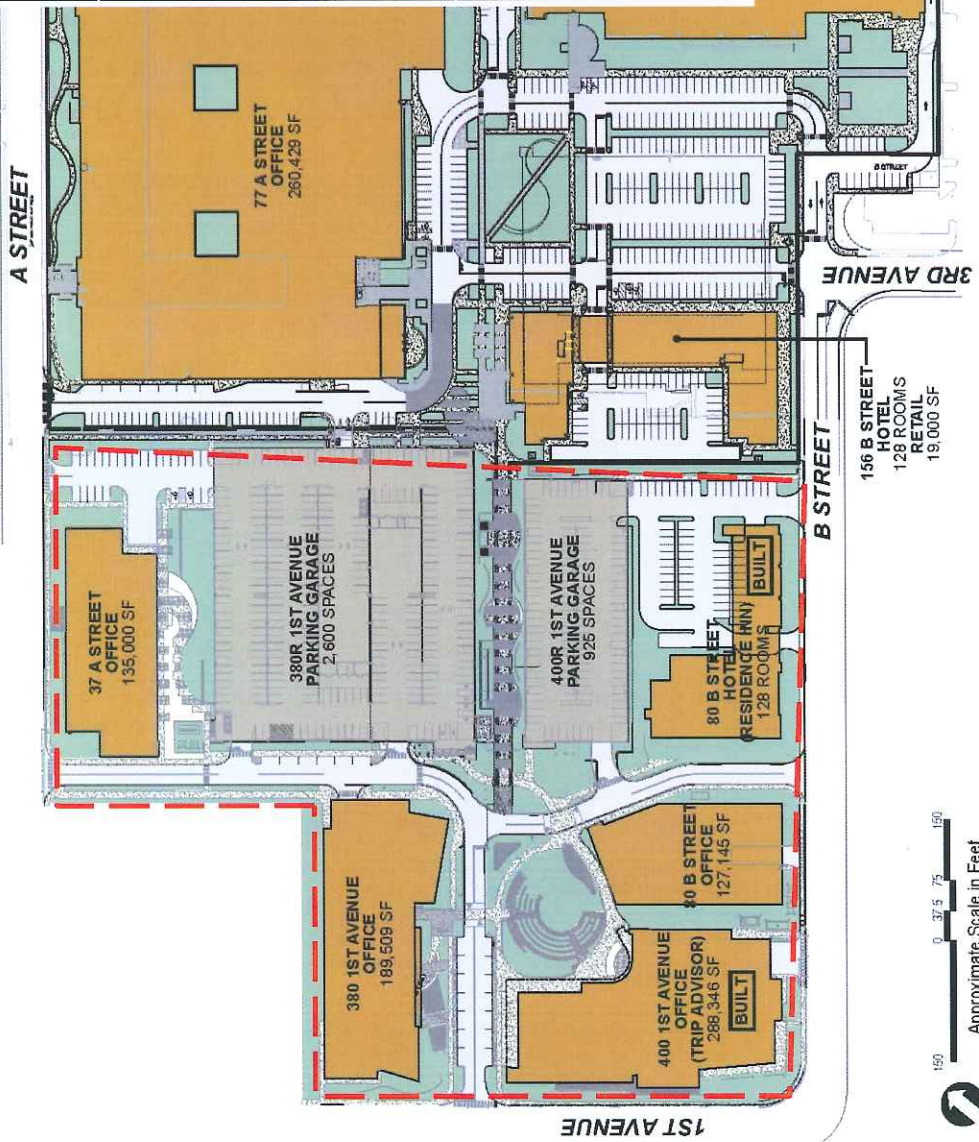


Project Site



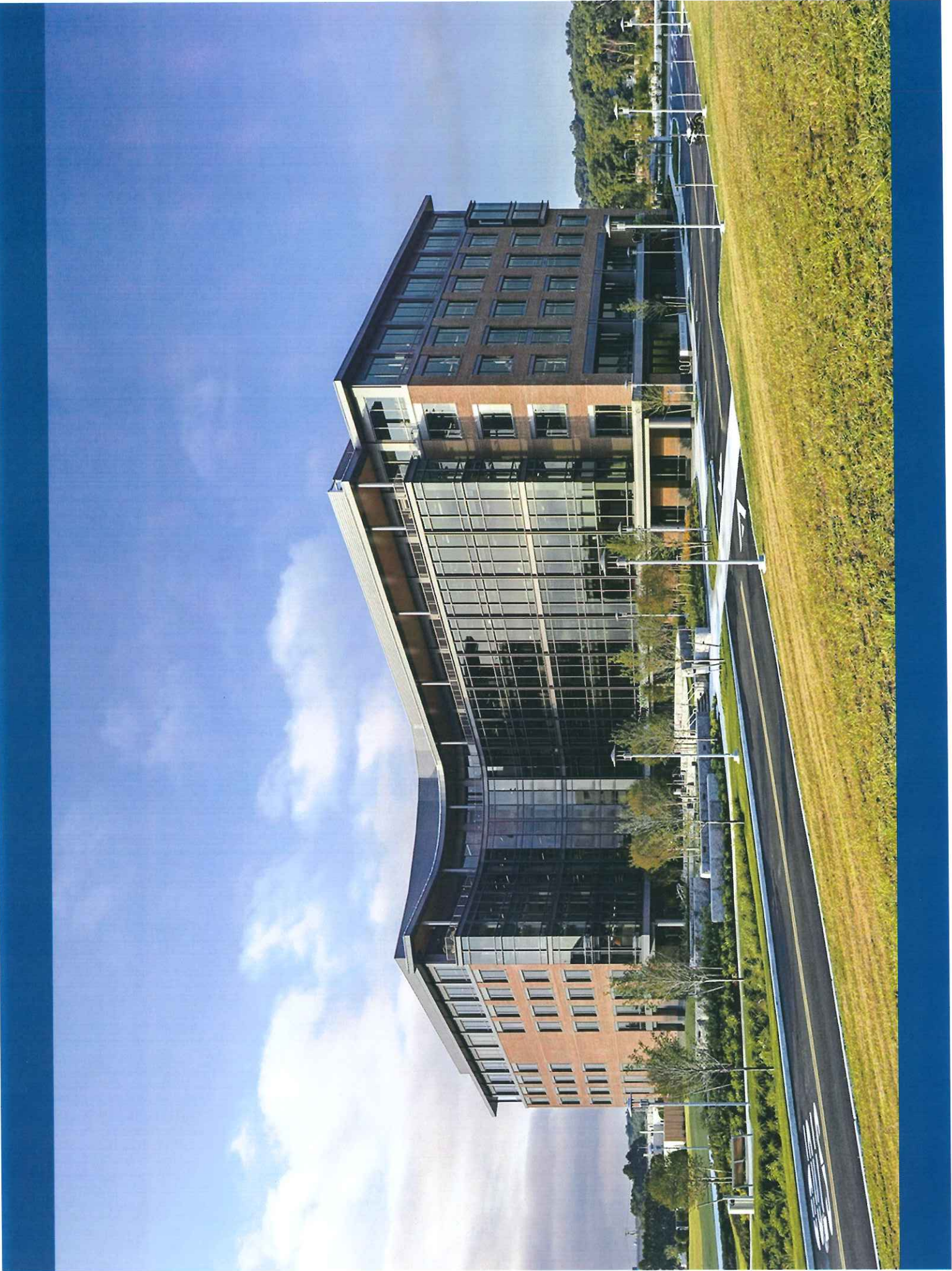
Center 128 Project Aerial Locus Map

Center 128 West		
Overall Development	Current Proposal	
Gross Building Square Footage	380 1 ST Avenue	189,509
	Trip Advisor Office 2	288,346
	37 A Street	127,145
	Subtotal Office	135,000
	Marriott Residence inn	740,000
Total		89,470
Hotel Rooms	128	
Parking Spaces	Total Structured	3,525
	Surface Spaces	117
Acreage	13.68	

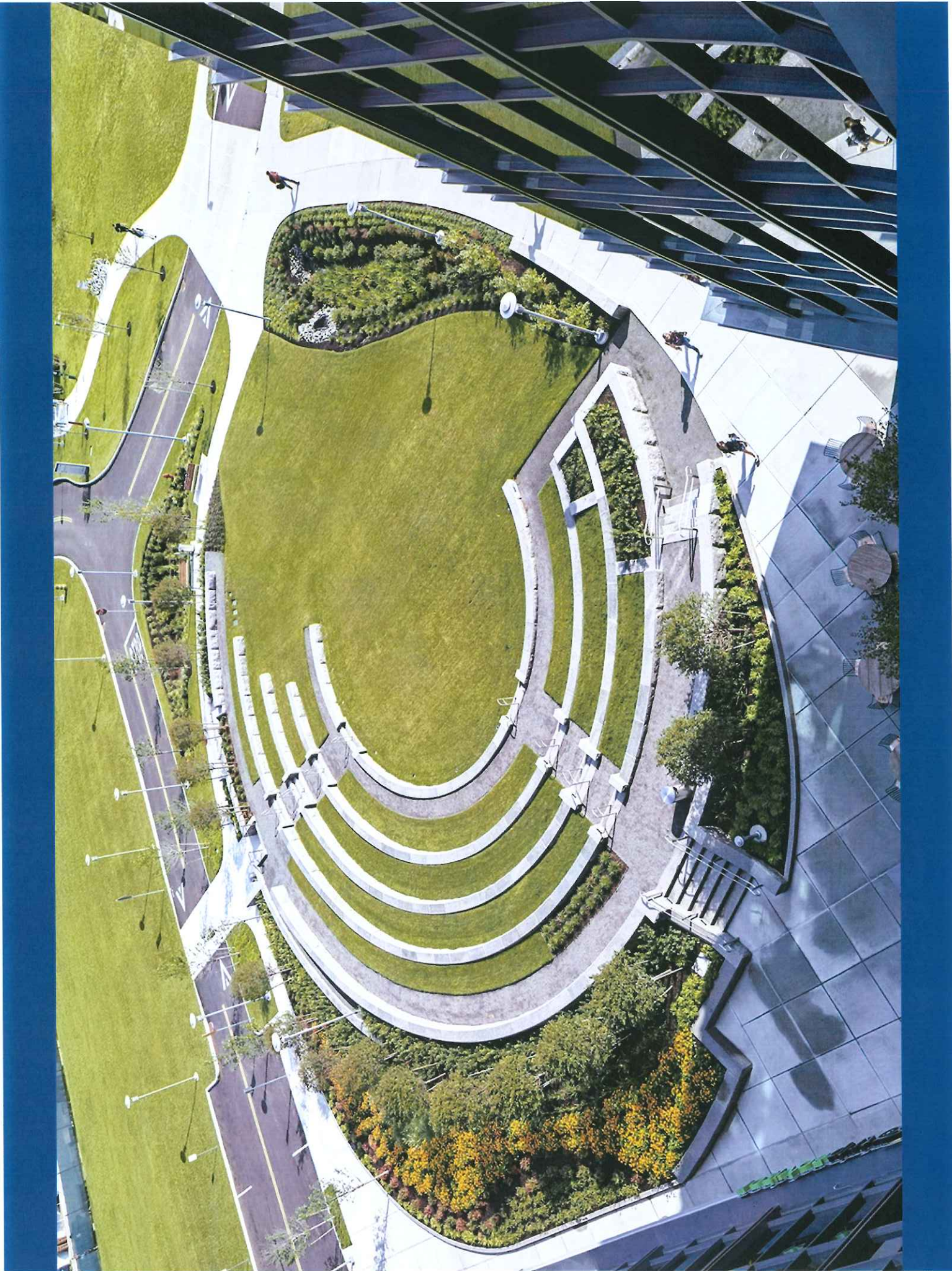


Center 128 Needham, Massachusetts

Figure 1-3
Site Plan











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CENTER 128
NEEDHAM, MASSACHUSETTS

08 Sept 2015
Presentation



NORMANDY
REAL ESTATE PARTNERS

GAP-V DEVELOPMENT
NEEDHAM, LLC

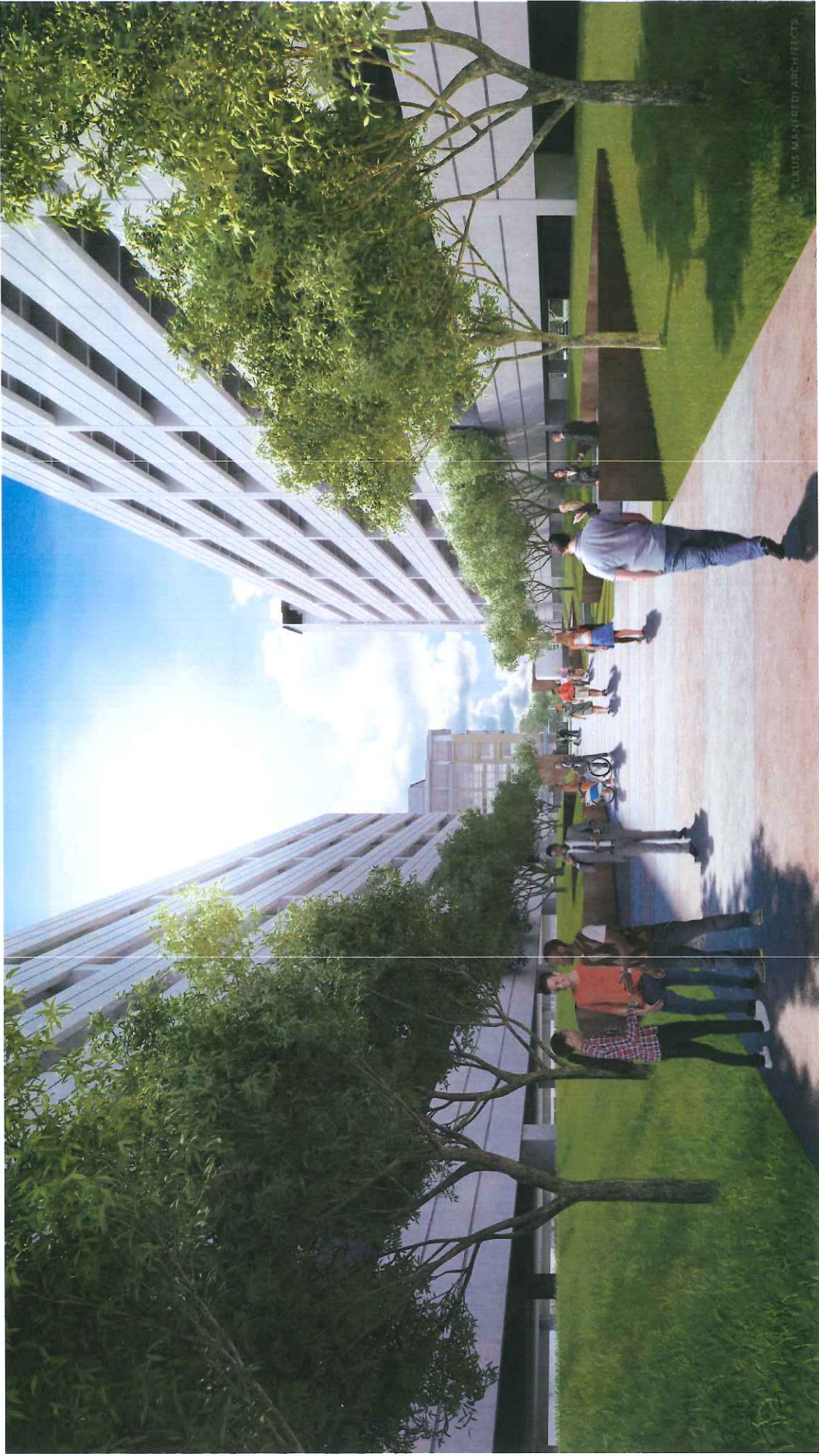
NEEDHAM NINE
OWNER, LLC

A STREET
RESIDENTIAL, LLC

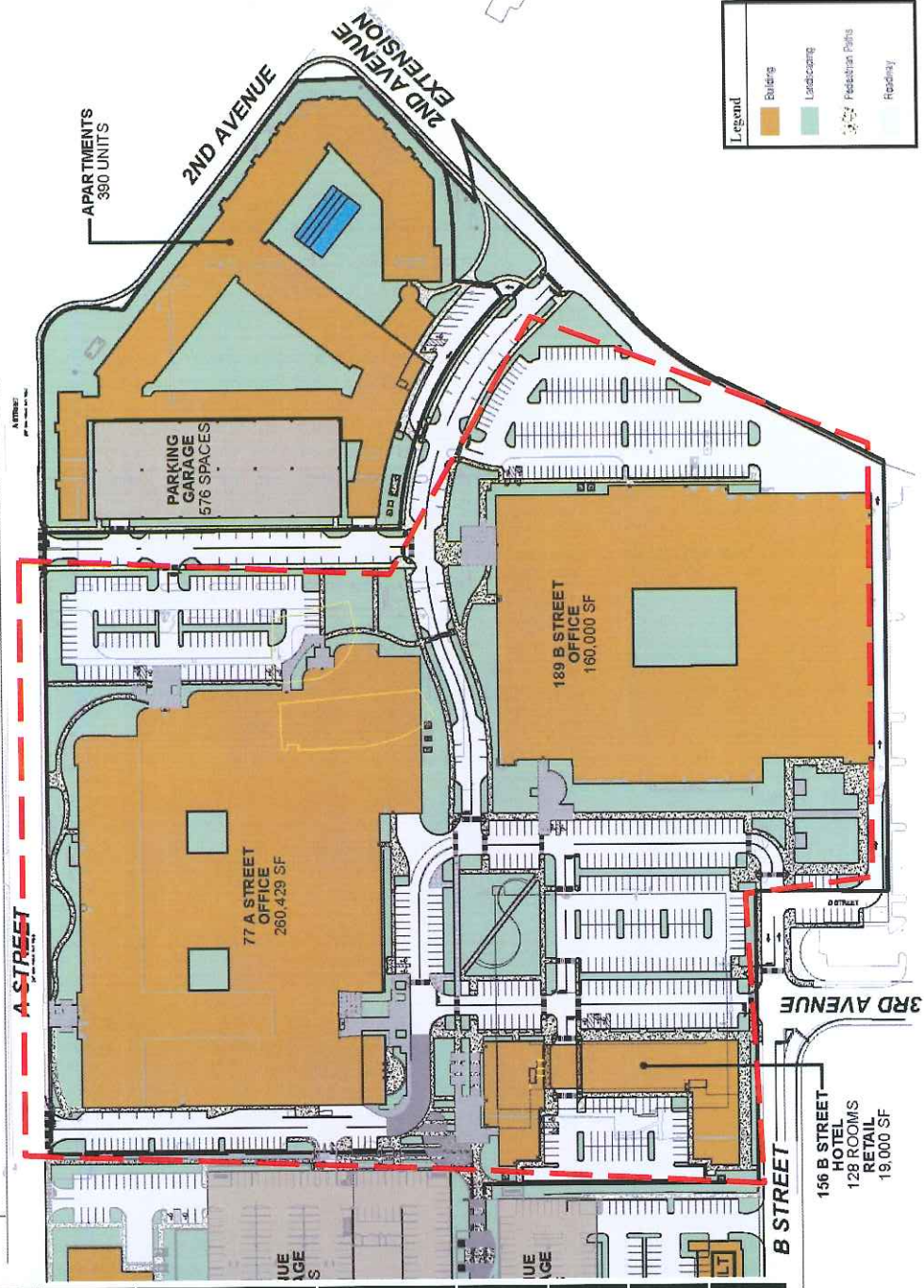
ELKUS | MANFREDI
Architects

Northwest Corner Perspective
Option 1

Master Plan
2015 Permit Proposal



Center 128 East	
Overall Development	Current Proposal
Gross Building Square Footage	77 A Street 260,429
	189 B Street 160,000
	156 B Street 110,000
	Total 530,429
Office Square Footage	77 A Street 260,429
	189 B Street 160,000
	Total 420,429
Retail Square Footage	19,000
Hotel Rooms	128
Parking Spaces	Surface Spaces 652
Acreage	22.12



Center 128 Needham, Massachusetts

Figure 1-3
Site Plan



© ELKUS MANFREDI ARCHITECTS

CENTER 128
NEEDHAM, MASSACHUSETTS



GAP-V DEVELOPMENT
NEEDHAM, LLC

NEEDHAM NINE
OWNER, LLC

A STREET
RESIDENTIAL, LLC

ELKUS | MANFREDI
ARCHITECTS

Hotel Retail
2015 Permit Proposal



East Lobby

77 A Street, Needham MA





South Lobby

77 A Street, Needham MA





North Lobby

77 A Street, Needham MA



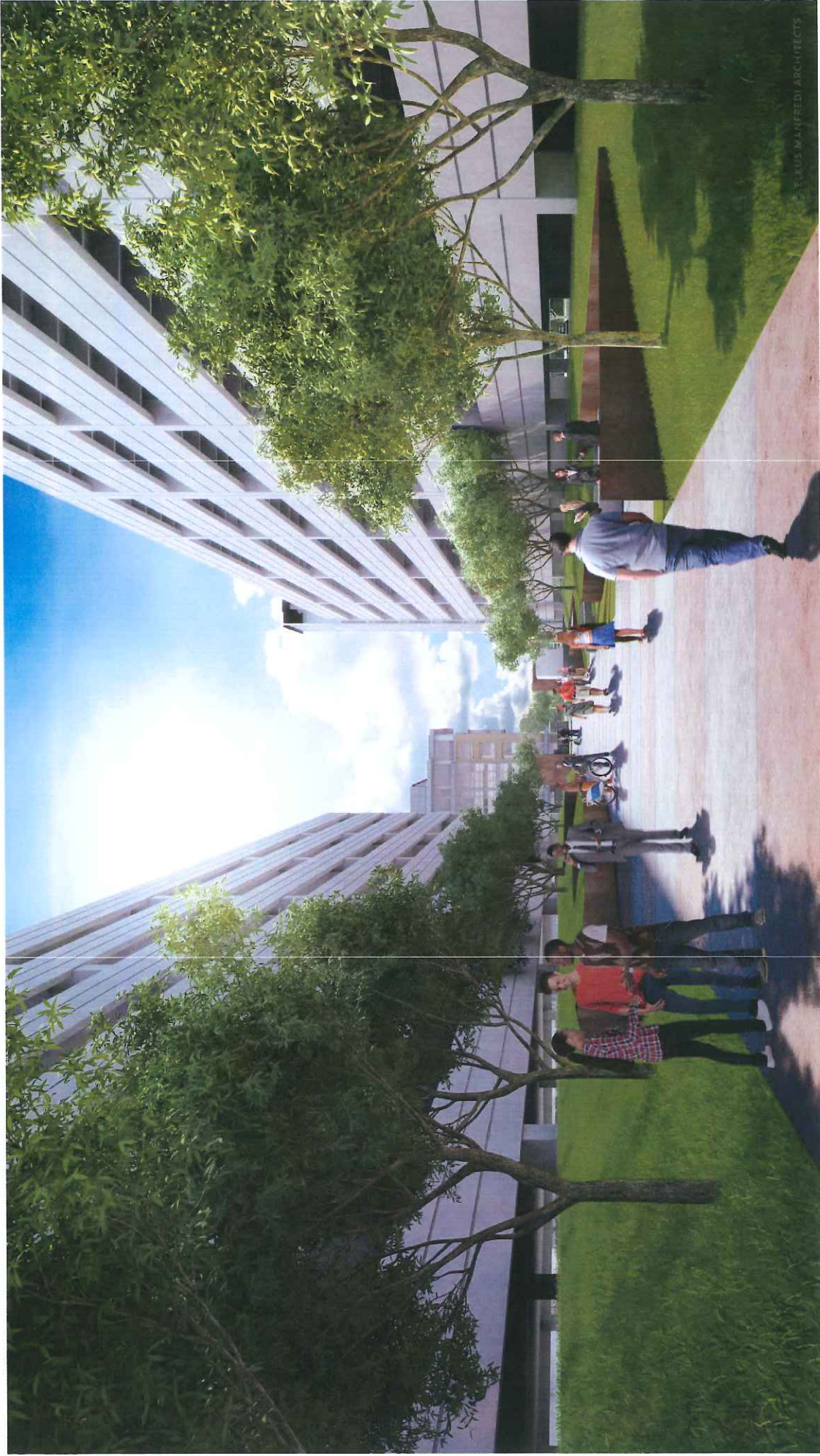
Birdseye

77 A Street, Needham MA

 **NORMANDY**
REAL ESTATE PARTNERS

SMMA





CENTER 128
NEEDHAM, MASSACHUSETTS

08 Sept 2015
Presentation



NORMANDY
REAL ESTATE PARTNERS

GAP-V DEVELOPMENT
NEEDHAM, LLC

NEEDHAM NINE
OWNER, LLC

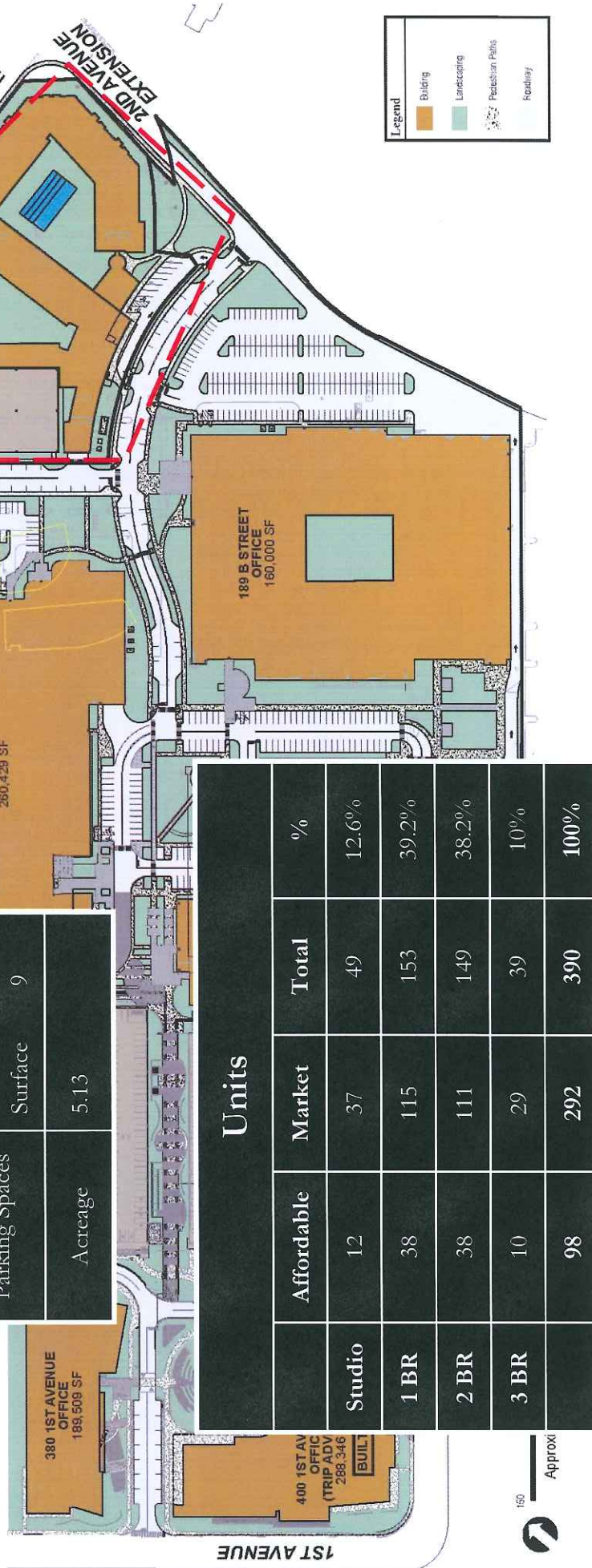
A STREET
RESIDENTIAL, LLC

ELKUS | MANFREDI
ARCHITECTS

Master/Compass Facing
Trig-Avisee - Option 1

Master Plan
2015 Preliminary Proposal

Second Avenue Residences	
Overall Development	Current Proposal
Gross Building Square Footage	458,000
Number of Units	390
Parking Spaces	Structured 576 Surface 9
Acreage	5.13

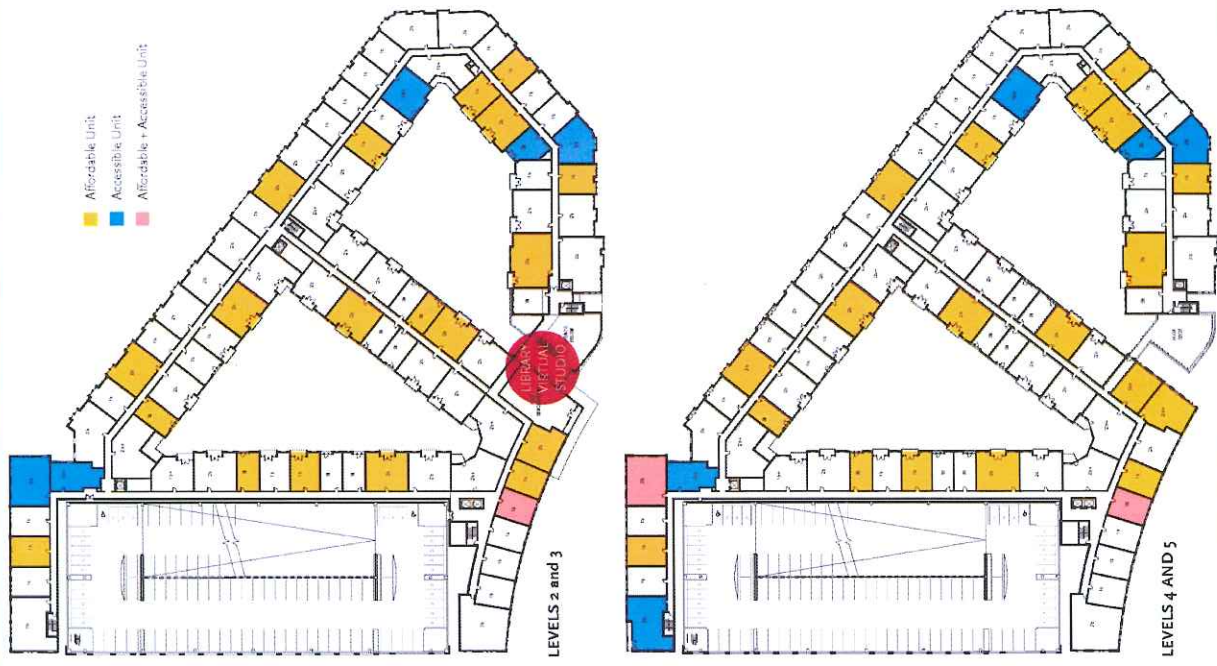


Units				
	Affordable	Market	Total	%
Studio	12	37	49	12.6%
1 BR	38	115	153	39.2%
2 BR	38	111	149	38.2%
3 BR	10	29	39	10%
	98	292	390	100%

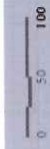
Center 128 Needham, Massachusetts



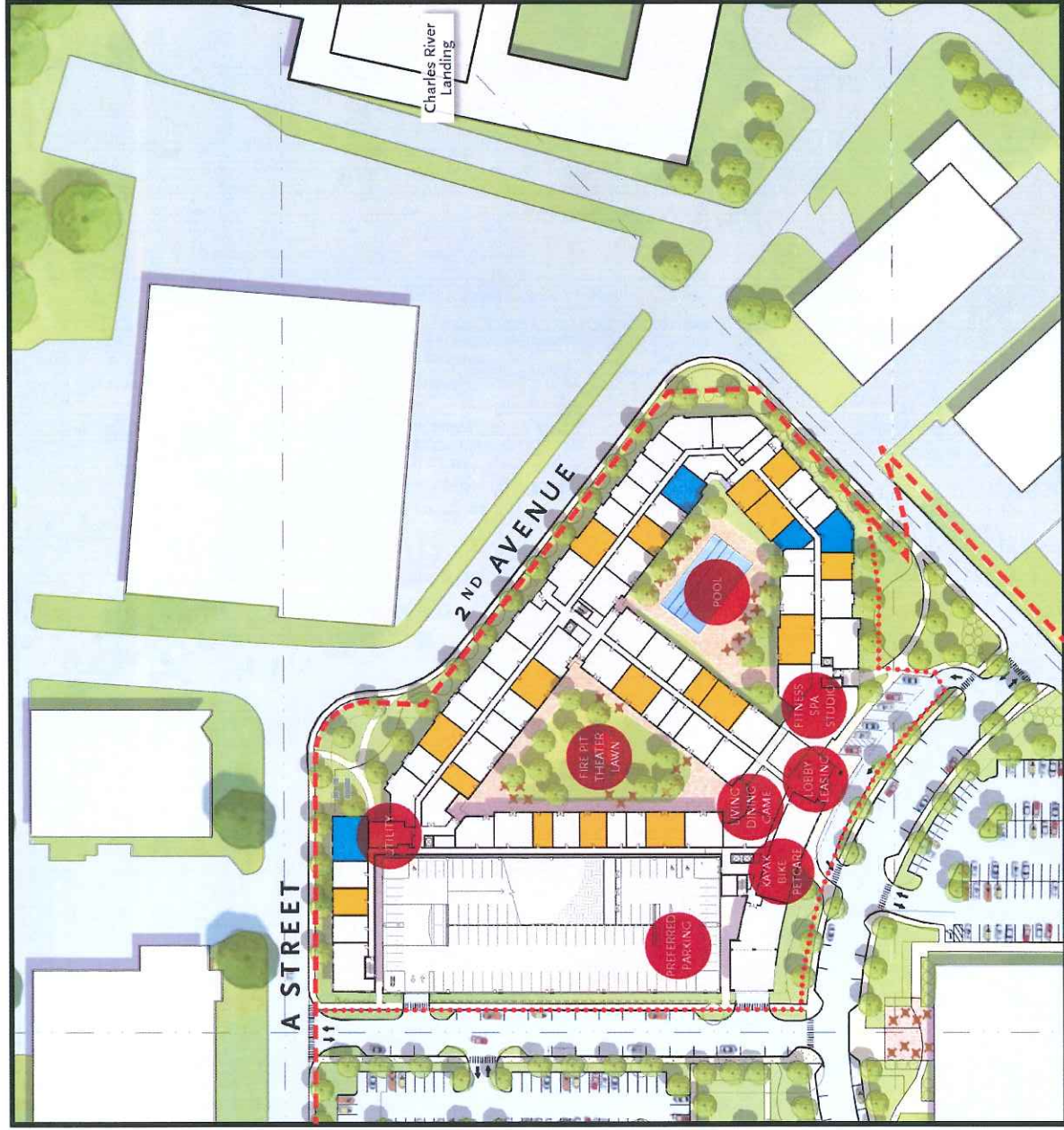
Figure 1-3
Site Plan



Floor Plans
Unit Layout



ELKUS MANTRO
ARCHITECTS



GROUND LEVEL

2nd Avenue Residences
 A STREET AND 2ND AVENUE, NEEDHAM, MASSACHUSETTS
 A STREET RESIDENTIAL, LLC
 REAL ESTATE PARTNERS





© ELIUS MANFREDI ARCHITECTS

2nd Avenue Residences
 COMMERCIAL RESIDENCES
 2ND AVENUE, NEEDHAM, MASSACHUSETTS

NORMANDY
 REAL ESTATE PARTNERS

ELIUS MANFREDI
 ARCHITECTS

Aerial
 Looking West



Elevation
South Entry

ELKUS | MANFRED
Architects

A STREET
RESIDENTIAL, LLC

NORMANDY
REAL ESTATE PARTNERS



2nd Avenue Residences
COMPREHENSIVE PERMIT PLANS
A STREET AND 2ND AVENUE, NEEDHAM, MASSACHUSETTS



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

MEETING DATE: 03/08/2016

Agenda Item	Water Bill Credit
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Evelyn Poness, Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED			
We will discuss the current outlook for utility rates for next year and the recommendation for a one-time water rate credit for the 4th quarter.				
2.	<table border="1"><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		
<i>Proposed Form of Motions:</i> Move that the Board authorizes a one-time \$90.00 flat rate credit for residential regular water accounts billed during the fourth quarter of FY2016.				
3.	<table border="1"><tr><td>BACK UP INFORMATION</td><td>YES</td><td>NO</td></tr></table>	BACK UP INFORMATION	YES	NO
BACK UP INFORMATION	YES	NO		
(Describe backup below)				

dbd 03/04/2016



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

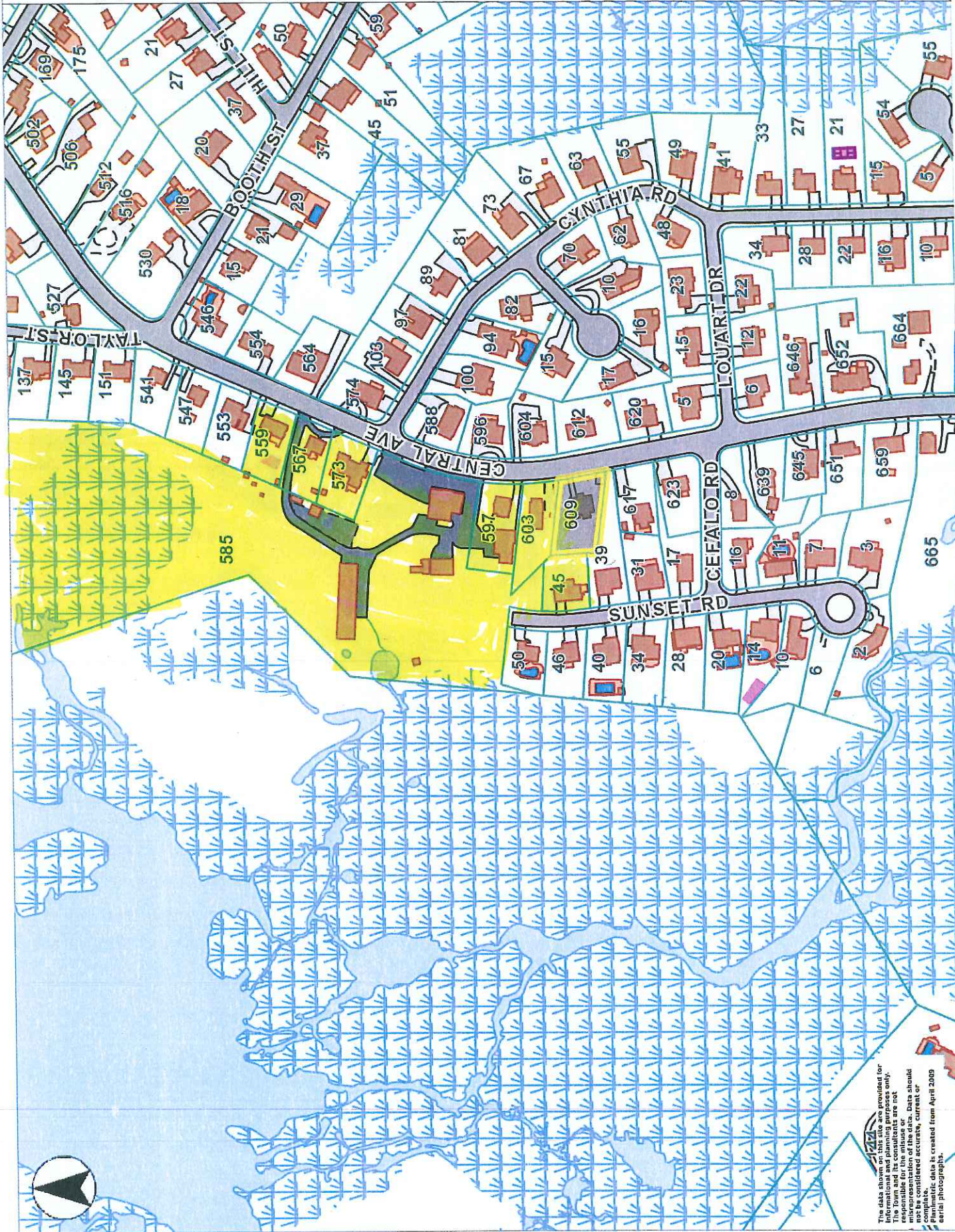
MEETING DATE: 3/8/2016

Agenda Item	Determination of Unique Status
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town is contemplating the acquisition of the property known as 609 Central Avenue for educational use. The parcel is immediately adjacent to property acquired by the Town that will be the location of a new elementary school to replace the Hillside School, and the proposed acquisition will benefit the design of the project. In accordance with M.G.L. c. 30B, a public procurement process is not required if the Board of Selectmen determines that advertising will not benefit the Town's interest because of the unique qualities of the parcel.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to determine that in the case of the proposed acquisition of 609 Central Avenue, advertising will not benefit the Town's interest because of the unique qualities of the location of the property needed. This determination is made on the basis that the property is immediately adjacent to property acquired by the Town that will be the location of a new elementary school to replace the Hillside School, and the acquisition will benefit the design of the project.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Parcel Map b. M.G.L. c. 30B Section 16			



- The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data. Data should not be considered accurate, current or complete. Planimetric data is created from April 2009 aerial photographs.



**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE III** LAWS RELATING TO STATE OFFICERS**CHAPTER 30B** UNIFORM PROCUREMENT ACT**Section 16** Real property; disposition or acquisition

Section 16. (a) If a governmental body duly authorized by general or special law to engage in such transaction determines that it shall rent, convey, or otherwise dispose of real property, the governmental body shall declare the property available for disposition and shall specify the restrictions, if any, that it will place on the subsequent use of the property.

(b) The governmental body shall determine the value of the property through procedures customarily accepted by the appraising profession as valid.

(c) A governmental body shall solicit proposals prior to:

(1) acquiring by purchase or rental real property or an interest therein from any person at a cost exceeding \$35,000; or

(2) disposing of, by sale or rental to any person, real property or any interest therein, determined in accordance with paragraph (b) to exceed \$35,000 dollars in value.

(d) The governmental body shall place an advertisement inviting the submission of proposals in a newspaper with a circulation in the locality sufficient to inform the people of the affected locality. The governmental body shall publish the advertisement at least once a week for two consecutive weeks. The last publication shall occur at least eight days preceding the day for opening proposals. The advertisement shall specify the geographical area, terms and requirements of the proposed transaction, and the time and place for the submission of proposals. In the case of the acquisition or disposition of more than twenty-five hundred square feet of real property, the governmental body shall also cause such advertisement to be published, at least thirty days before the opening of proposals, in the central register published by the state secretary pursuant to section twenty A of chapter nine.

(e) The governmental body may shorten or waive the advertising requirement if:

(1) the governmental body determines that an emergency exists and the time required to comply with the requirements would endanger the health or safety of the people or their property; provided, however, that the governmental body shall state the reasons for declaring the emergency in the central register at the earliest opportunity; or

(2) in the case of a proposed acquisition, the governmental body determines in writing that advertising will not benefit the governmental body's interest because of the unique qualities or location of the property needed. The determination shall specify the manner in which the property proposed for acquisition satisfies the unique requirements. The governmental body shall publish the determination and the reasons for the determination, along with the names of the parties having a beneficial interest in the property pursuant to section forty J of chapter seven, the location and size of the property, and the proposed purchase price or rental terms, in the central register not less than thirty days before the governmental body executes a binding agreement to acquire the property.

(f) Proposals shall be opened publicly at the time and place designated in the advertisement. The governmental body shall submit the name of the person selected as party to a real property transaction, and the amount of the transaction, to the state secretary for publication in the central register.

(g) If the governmental body decides to dispose of property at a price less than the value as determined pursuant to paragraph (b), the governmental body shall publish notice of its decision in the central register, explaining the reasons for its decision and disclosing the difference between such value and the price to be received.

(h) This section shall not apply to the rental of residential property to qualified tenants by a housing authority or a community development authority.

(i) Acquisitions or dispositions of real property or any interest therein pursuant to this section between governmental bodies and the federal government, the commonwealth or any of its political subdivisions or another state or political subdivision thereof shall be subject to subsections (a), (b) and (g).



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

MEETING DATE: 3/8/2016

Agenda Item	Sister City Relationship – Daxing District, Beijing, PRC
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Foreign Affairs Office of the People’s Government of Daxing District, Beijing has invited Moe Handel, Matt Borrelli and me to visit Daxing as part of a cultural exchange. The visit is intended to expand the “sister city” relationship that has developed between the Daxing and Needham School Districts to incorporate the general government side of each community. The Town Manager will provide the Board with a description of the purpose of the trip and votes required for acceptance of reimbursement of expenses for Town officials by a third party.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to authorize the Town Manager to sign a sister city letter of intent with the Mayor of Daxing District, Beijing, PRC to enhance mutual understanding and friendship between the two communities, and to approve and authorize the Chairman to sign a Form for Disclosure by Non-Elected Public Employee of Travel Expenses Serving a Legitimate Public Purpose as required by 930 CMR 5.08(2)(d)1, finding that the acceptance of the reimbursement, waiver or payment of travel expenses will serve a legitimate public purpose, and will promote the interests of the Town of Needham, and that such public purpose outweighs any special non-work related benefit to the Town officials or the person providing the reimbursement, waiver or payment.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Memo to the Board of Selectmen from Kate Fitzpatrick dated March 4, 2016 b. Form for Disclosure by Non-Elected Public Employee of Travel Expenses Serving a Legitimate Public Purpose			



TOWN OF NEEDHAM

TOWN HALL

1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

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

TO: Board of Selectmen
FROM: Kate Fitzpatrick
CC: Christopher Coleman, David Davison, Dan Gutekanst
DATE: March 4, 2016
RE: Beijing Daxing District Exchange

The Foreign Affairs Office of the People's Government of Daxing District Beijing has invited Moe Handel, Matt Borrelli and me to visit Daxing as part of a cultural exchange. The visit is intended to expand the "sister city" relationship that has developed between the Daxing and Needham School Districts, and to incorporate the general government side of each community.

Since 2010, representatives of the two school districts have visited the other country, establishing friendships, exchanging information on teaching and learning, and making personal connections. In 2013, Superintendent Gutekanst and the Education Committee of Daxing District signed a Memorandum of Understanding for Collaboration to promote and facilitate educational exchanges.

This coming April, in what may be the first of its kind between the United States and China, 16 families with 22 elementary and middle school children will travel to Daxing. Students will live with host families and attend school with the Chinese children. The Mayor of the Daxing District has recently become involved in the program, and has expressed interest in expanding the relationship to include municipal government. It is our understanding that Needham will be the first American community to enter into a sister city with Daxing District.

Along with the representatives of the Needham Public Schools, we will join the students and their families at a ceremony with the American Ambassador to China. We will meet with local officials to discuss the concept of expanding the sister city arrangements, and will have opportunities to learn about the provision of local government services in Daxing, such as public safety and public works. Accordingly, I am requesting that the Board vote to authorize me to sign a sister city letter of intent with the Mayor of Daxing District, Beijing, PRC to enhance mutual understanding and friendship between the two communities.

Expenses for the trip will be paid or reimbursed, for the most part, by the Daxing District and its local partner Boston Ivy Education. As such, I am seeking the approval of the Board that the acceptance of such reimbursement or payment of travel expenses will serve a legitimate public purpose, and will promote the interests of the Town of Needham, and that such public purpose outweighs any special non-work related benefit to the Town officials or the person providing the reimbursement, waiver or payment. As elected officials, Selectman Handel and Selectman Borrelli will sign their own disclosure forms to be delivered to the Town Clerk. As the Board of Selectmen is the appointing authority for the Town Manager, a vote of the Board is required to make this determination in the case of my travel.

I look forward to discussing this proposal with the Board at your meeting on March 8, 2016.

北京市大兴区人民政府外事办公室

February 18, 2016

Maurice Handel, Chair of the Board of Selectmen
Matthew Borrelli, Vice Chair of the Board of Selectmen
Kate Fitzpatrick, Needham Town Manager
Needham Town Hall
1471 Highland Ave
Needham, MA
United States

Dear Mr. Handel:

Since the establishment of the sister-school-district relationship between Needham and Daxing, a good variety of educational and cultural exchange programs have been carried out successfully for five years. In view of that, the mayor of Daxing would like to further explore the possibility of establishing a sister-district relationship with Needham in order to promote the collaboration in economic and other cultural fields.

Hereby, on behalf of the Daxing Mayor Office and the Daxing Foreign Affair Office, I would like to cordially invite you, Mr. Borrelli, and Ms. Fitzpatrick to visit the Daxing District, Beijing in April 2016, to begin a conversation, which will continue for many generations fostering educational, economic and cultural cooperation.

We truly hope that Needham will seriously consider the opportunity to partner with our wonderful district, and we are looking forward to your visit.

Sincerely,



Mr. Li
Director

Foreign Affair Office of People's Government of
Daxing District Beijing
Office: 86-10-61298553

**DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE
OF TRAVEL EXPENSES SERVING A LEGITIMATE PUBLIC PURPOSE
AS REQUIRED BY 930 CMR 5.08(2)(d)1.**

	NON-ELECTED PUBLIC EMPLOYEE INFORMATION
Name of non-elected public employee:	Kate Fitzpatrick
Title/ Position	Town Manager
Agency/ Department	Town of Needham
Agency address:	1471 Highland Avenue, Needham, Massachusetts, 02492
Office phone:	781-455-7500
Office e-mail:	kfitzpatrick@needhamma.gov
Write an X to confirm each statement.	I am filing this disclosure because: ☒ I am going to engage in an activity that serves a legitimate public purpose, i.e., it is intended to promote the interests of the Commonwealth, a county or a municipality; and ☐ A non-public entity (but not a lobbyist) has offered to reimburse, waive or pay travel expenses and costs worth more than \$50.
	ACTIVITY THAT SERVES A LEGITIMATE PUBLIC PURPOSE
Describe the activity which is the reason for traveling.	A delegation of officials from the Town of Needham will travel to the Daxing District of Beijing, China as part of a sister-city program ceremony.
Describe your participation in the activity.	The Chairman and Vice Chairman of the Board of Selectmen and the Town Manager will join the Superintendent of Schools, Elementary Principal, and Needham families and school children traveling to Daxing as part of an educational and municipal exchange.
Date, time and location of activity.	April 16, 2016 through April 22, 2016.
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	The Needham Public School District and Beijing Daxing School District have participated in a series of exchanges since 2010. Students and teachers have made connections, explored global and local issues and cultures, and benefited from direct interaction. The Daxing District is interested in exploring the expansion of this "sister city" collaboration from education to economic and cultural cooperation with the municipal government of Needham. Town officials will have the opportunity to be exposed to public works, public safety and other related municipal functions in Daxing, and may provide similar demonstrations to officials who travel to Needham in the

	future. Town officials will also explore opportunities to enhance economic development activity in Needham through collaboration with companies that have a Beijing connection.
	TRAVEL EXPENSES
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	Boston Ivy Education/Daxing District Beijing
Address of person or organization.	Foreign Affairs Office of People's Government of Daxing District Beijing Boston Ivy Education, Dedham, Massachusetts
Provide information in as much detail as possible:	<i>Itemization and explanation of amounts offered:</i>
Transportation:	<i>Air, train, bus, and taxi fare and rental car hire, etc. \$1,000 +/- airfare to and from Beijing and ground transportation</i>
Lodging:	<i>Overnight accommodations. \$1,000 +/- hotel accommodations (likely Doubletree)</i>
Meals:	<i>Breakfast, lunch, dinner, special events. Unknown – most of these expenses are likely to be paid by Town officials directly.</i>
Admission:	<i>Registration, admission, tickets, etc. Unknown – most of these expenses are likely to be paid by Town officials directly.</i>
Other (please list):	<i>Refreshment, instruction, materials, entertainment, etc. Unknown – most of these expenses are likely to be paid by Town officials directly.</i>
Total:	\$2,000 +/-
Write an X beside any statement that applies.	☐ I have attached the relevant itinerary. ☒ I have attached the relevant agenda. Official invitation attached, itinerary will follow
Employee signature:	
Date:	

Attach additional pages if necessary.

Complete the disclosure and submit it to your appointing authority.

DETERMINATION BY APPOINTING AUTHORITY

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Needham Board of Selectmen
Agency and Title/Position:	Board of Selectmen
Agency address:	1471 Highland Avenue, Needham, Massachusetts, 02492
Office phone:	781-455-7500
Employee who filed the disclosure:	Kate Fitzpatrick
	DETERMINATION
To give approval, check <u>both</u> statements.	Upon consideration of the facts disclosed by the employee above, I find that: ☒ Acceptance of the reimbursement, waiver or payment of travel expenses will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND ☒ Such public purpose outweighs any special non-work related benefit to the employee or the person providing the reimbursement, waiver or payment.
Reason that the employee's travel or attendance will serve a legitimate public purpose:	The Needham Public School District and Beijing Daxing School District have participated in a series of exchanges since 2010. Students and teachers have made connections, explored global and local issues and cultures, and benefited from direct interaction. The Daxing District is interested in exploring the expansion of this "sister city" collaboration from education to economic and cultural cooperation with the municipal government of Needham. Town officials will have the opportunity to be exposed to public works, public safety and other related municipal functions in Daxing, and may provide similar demonstrations to officials who travel to Needham in the future. Town officials will also explore opportunities to enhance economic development activity in Needham through collaboration with companies that have a Beijing connection.
Appointing Authority signature:	
Date:	

Attach additional pages if necessary.

The appointing authority should maintain the disclosure as a public record and give a copy of any signed determination to the employee.



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

MEETING DATE: 3/8/2016

Agenda Item	Annual Town Meeting Warrant Update
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will discuss the revised Annual Town Meeting Warrant			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the proposed changes to the 2016 Annual Town Meeting Warrant.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. 2016 Annual Town Meeting Warrant Draft 3.4.2016 b. Status of Articles 3.4.2016			

TOWN OF NEEDHAM



2016 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 12, 2016

Business meeting: Monday, May 2, 2016

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 3.4.2016

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 Annual Town Meeting.

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 12, 2016
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

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

Warrant for the Annual Town Meeting

Monday, May 2, 2016 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2016, as required by Massachusetts General Laws, Chapter 41, Section 108:

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

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information: In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – FIRE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017; or take any other action relative thereto.

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

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – 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' Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017; or take any other action relative thereto.

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

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN AND TRADESMAN INDEPENDENT ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian and Tradesman 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: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 7: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2017, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

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

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid in the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2016, the cumulative increase above the statutory limit was 100%.

ARTICLE 8: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$13,222 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the

Town Manager, and to meet this appropriation that \$13,222 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$13,222 in fiscal year 2015.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS

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

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to \$1,000 per year, which is applied to their property tax bills.

ARTICLE 10: APPROPRIATE FOR EMERGENCY PREPAREDNESS PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$70,000 for the purpose of funding an emergency preparedness program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$70,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 11: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$590,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$400,000 be transferred from Free Cash and \$190,000 be transferred from Overlay Surplus; or take any other action relative thereto.

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

Article Information: The Public Facilities Maintenance Program has been removed from the cash capital article given that the program supports maintenance activities, and many of the projects do not meet the definition of capital expenditure. The program includes annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2017 program will fund duct cleaning at the Hillside School, Public Services Administration Building, Library, and Eliot School, flooring replacement at the Broadmeadow and Pollard Schools, wood floor refinishing, renovation of two bathrooms, replacing seats in the auditorium and replacing lockers at the Pollard School, and Xeriscaping at Needham High School.

ARTICLE 12: APPROPRIATE THE FY2017 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$70,000, from Free Cash in the amount of \$1,763,165, from the overlay surplus in the amount of \$500,000, from amounts reserved for debt exclusion offsets in the amount of \$93,445, and \$456,313 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as Shown on **Pages X - X**

ARTICLE 13: APPROPRIATE THE FY2017 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2017, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**RTS Enterprise
FY2017**

Line #	Description	FY2015		FY2016		FY2017		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Salary & Wages	\$665,545	10.0	\$739,993	10.0	\$766,816	10.0	
101B	Expenses	\$1,204,176		\$1,153,651		\$1,200,969		
101C	Operating Capital	\$79,318		\$86,000		\$86,500		
101D	Debt Service	\$117,108		\$150,000		\$150,000		
102	Reserve Fund	Transfers Only		\$25,000		\$25,000		
TOTAL		\$2,066,147	10.0	\$2,154,644	10.0	\$2,229,285	10.0	
FY2017 Budget Percentage Change from FY2016 Budget							3.5%	

and to meet this appropriation that \$1,420,000 be raised from the tax levy and transferred to the RTS Enterprise Fund, and that \$20,096 be transferred from RTS Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a pay-per-throw program. To use the RTS, residents must obtain a special sticker which is affixed to the windshield of the vehicle transporting recycling and/or trash into the RTS. Residents may purchase special bags for their non-recyclable trash disposal or may haul trash into the center and have it weighed before disposing, paying a fee. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. Additionally, the RTS provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

FY2017 will be the third year with the new funding model for the Recycling and Transfer Station Enterprise, which now includes a higher contribution from the General Fund to offset the loss of revenue collected through the annual sticker fee that was paid by residents. This payment, along with pay-per-throw bags and other rubbish disposal fees and miscellaneous revenue, provides the funds to support and operate the center. The General Fund contribution of \$1,420,000 for FY2017 is the same as FY2016. Direct financing of the facility through the tax levy expands access to the facility, and recognizes the "public good" aspect of many of the recycling, yard waste, and waste ban item disposal services. The contribution was held flat through the use of retained earnings, an increase in recycling revenue and pay-to-throw charges, and rental income from SolarCity the operator of the solar array on RTS property.

The recommended operating budget for FY2017 is \$2,229,285 or \$74,641 (3.5%) more than the FY2016 budget. The \$26,823 (3.6%) change in salary and wages line reflects the collective bargaining agreement for FY2017 with the Union. The RTS has 10 full-time employees, of which 8 are members of

the NIPEA union. The \$47,318 (4.1%) increase in the expense line results primarily from higher cost for solid waste hauling and disposal (\$21,926); use of an outside service to grind wood waste due to the removal of wood grinder from service, which was offset in part by the expenses no longer incurred for repairs to the wood grinder (\$8,900); and rental of excavator annually for material moving (\$8,000). The balance of the increase is for various operational expenses that are higher due to contract prices, volume, and/or increased activity. The operating capital line is \$500 (0.6%) more than FY2016 and the funds are used to replace an open top trailer and roll-off containers. The open top trailer is used to haul trash to the waste to energy plant in Millbury. The roll-off containers are used by residents to drop off trash and recycling; these are part of an annual replacement schedule.

Debt service is level funded at \$150,000, and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY 2016.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

ARTICLE 14: APPROPRIATE THE FY2017 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2017, under the provisions of M.G.L. Chapter 44, Section 53F ½:

DRAFT 2016

Sewer Enterprise
FY2017

Line #	Description	FY2015 Expended FTE	FY2016 Current Budget FTE	FY2017 Recommended FTE	Town Meeting Amendments
201A	Salary & Wages	\$930,174 12.0	\$987,170 12.0	\$1,019,922 12.0	
201B	Expenses	\$338,417	\$402,011	\$415,585	
201C	Capital Outlay	\$24,442	\$50,000	\$50,000	
201D	MWRA Assessment	\$5,466,144	\$5,462,757	\$5,718,107	
201E	Debt Service	\$1,338,092	\$1,500,000	\$1,500,000	
202	Reserve Fund Transfers Only		\$35,000	\$35,000	
TOTAL		\$8,097,269 12.0	\$8,436,938 12.0	\$8,738,614 12.0	
FY2017 Budget Percentage Change from FY2016 Budget					3.6%

and to meet this appropriation that \$519,846 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and \$404,156 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.

The operating budget of \$8,738,614 for FY2017 is \$301,676 more than the current FY2016 budget, an increase of 3.6%. This increase is mainly due to the increase in the MWRA assessment for the Town's sewerage and wastewater disposal. The increase in the assessment represents nearly 86% of the total increase in the budget for FY2017. No new spending requests were presented with this budget. The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff and operationally it is more effective to budget and monitor this work through the Sewer Enterprise Fund budget. However, the costs not associated with Sewer operations are funded by taxation and not by Sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2017 Sewer Operations	FY2017 Drains Program	FY2017 Recommended Budget	FY2016 Sewer Operations	FY2016 Drains Program	Current FY2016 Sewer Budget
Salary & Wages	\$650,739	\$369,183	\$1,019,922	\$634,673	\$352,497	\$987,170
Expenses	\$264,922	\$150,663	\$415,585	\$260,020	\$141,991	\$402,011
Capital Outlay	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
MWRA Assessment	\$5,718,107	\$0	\$5,718,107	\$5,462,757	\$0	\$5,462,757
Debt Service	\$1,500,000	\$0	\$1,500,000	\$1,500,000	\$0	\$1,500,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,218,768	\$519,846	\$8,738,614	\$7,942,450	\$494,488	\$8,436,938
	FY2017 Sewer Operations \$ Change	FY2017 Drains Operations \$ Change	FY2017 Sewer Enterprise \$ Change	FY2017 Sewer Operations % Change	FY2017 Drains Operations % Change	FY2017 Sewer Enterprise % Change
Salary & Wages	\$16,066	\$16,686	\$32,752	2.5%	4.7%	3.3%
Expenses	\$4,902	\$8,672	\$13,574	1.9%	6.1%	3.4%
Capital Outlay	\$0	\$0	\$0	0.0%		0.0%
MWRA Assessment	\$255,350	\$0	\$255,350	4.7%		4.7%
Debt Service	\$0	\$0	\$0	0.0%		0.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$276,318	\$25,358	\$301,676	3.5%	5.1%	3.6%

The FY2017 Sewer operations portion of the budget is \$276,318 higher, an increase of 3.5% over the current year. The preliminary MWRA assessment for FY2017 is \$255,350 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief

that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2017 drains operations portion of the budget is \$25,358 (5.1%) more than the current year.

The salary and wages line is \$1,019,922 for FY2017 which is an increase of \$32,752 or 3.3%. The sewer division has 12 full-time employees of which 11 are members of the NIPEA union. The Town and the Union have a collective bargaining agreement in place for FY2017. There is no increase in the number of funded positions.

The increase in expense line is due to inflationary, regulatory, and monitoring efforts. The expense line is \$415,585 which is \$13,574 or 3.4% more than the current year. The increase is primarily attributable to higher electric and natural gas costs. The cost per kWh is increasing and natural gas use is higher because of the new sewer pump station (Reservoir B) which opened last year. Most other expense changes were offsetting where an increase in one expense type was offset by a decrease in another expense.

The operating capital line is level funded at \$50,000 for FY2017. This budget line pays for grinder replacements and allows the department to continue its annual \$25,000 allocation for sewer pump and small power equipment replacement. The plan for FY2017 is the replacement of the Great Plain Avenue Pump Station grinder and replacement of pump (#2) at the West Street pump station.

The sewer debt service budget line is also level dollar at \$1,500,000 for FY2017, which is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2017. The budget plan for FY2017 includes the use of \$404,156 from sewer retained earnings. The \$519,846 to be transferred from the tax levy is to pay for drains-related programs.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 15: APPROPRIATE THE FY2017 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2017, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2017**

Line #	Description	FY2015		FY2016		FY2017		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,049,485	16.0	\$1,105,680	16.0	\$1,134,686	16.0	
301B	Expenses	\$1,055,256		\$1,034,526		\$1,079,267		
301C	Capital Outlay	\$19,197		\$30,500		\$4,000		
301D	MWRA Assessment	\$1,193,697		\$1,012,962		\$1,043,468		
301E	Debt Service	\$1,545,746		\$1,550,000		\$1,550,000		
302	Reserve Fund Transfers Only			\$75,000		\$75,000		
TOTAL		\$4,863,381	16.0	\$4,808,668	16.0	\$4,886,421	16.0	
FY2017 Budget Percentage Change from FY2016 Budget								1.6%

or take any other action relative thereto.

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

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2017 is \$77,753 (3.6%) more than the FY2016 budget. One of the contributing factors in the increase for FY2017 is the MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2017 water assessment is based on CY2015 water use. The Town's use of MWRA water was up approximately 9% from the prior year. The preliminary water assessment for FY2017 is \$1,043,468 which is \$30,506 (3.0%) more than the assessment for FY2016. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	2013	2014	2015
Water Production*	1,267.8	1,235.9	1,256.8
Water Production from MWRA	354.8	279.0	304.1
Water Production from Town Wells	913.0	956.9	952.7
Percentage from MWRA	28.0%	22.6%	24.2%
*millions of gallons			
Water meters replaced	945	1,224	1,153
Percentage of the total number of water meters in place for that year	6.7%	8.4%	7.8%

The salary and wage expense line shows an increase of \$29,006 (2.6%) over the FY2016 budget. The Enterprise Fund has 16 full time employees of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The Town has collective bargaining agreements with both unions for FY2017. As with the RTS and Sewer enterprise budgets, there is no increase in the number of funded positions.

The Water Enterprise Fund expense line is \$44,741 higher than the current budget, approximately 4.3% more. The increase results from higher energy costs (\$33,533) increase in repairs and maintenance (\$14,500), other purchase of services (\$11,000), communications (\$8,600), and various other expenses (\$2,500). The increase was offset in part by reductions in professional and technical services (\$14,525), governmental charges (\$5,000), vehicle supplies (\$4,467), and other supplies (\$1,400). The higher energy costs are in electricity and natural gas for similar reasons as the Sewer Enterprise saw, higher charge for electricity for FY2017 and opening of the new pump station which converted from oil to natural gas. The cost for natural gas is less than the cost would have been if it new facility remained on oil heat. The increase costs for repairs include road trench repairs when water pipes are accessed by digging in the public way. Communication expenses are higher due to the increased rate charged to the Town for telemetering and emergency dialers. The reduction to the professional and technical expense and other supplies is based on contracts and anticipated demand for service. Vehicle supplies are lower due to much lower diesel and gasoline costs.

The operating capital amount of \$4,000 is \$26,500 (87%) less than budgeted for FY2016. The budget provides for a nominal power equipment replacement allowance. Debt service is level funded at \$1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2017

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 16: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2016:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2017 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,000
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation Program for COA	\$60,000
Water Conservation	DPW Director	Sale of Water Conservation Devices	Encourage Residential Water Conservation	\$10,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home Composting Bins	\$3,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to Youth Service and Community Programs	\$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling Meals	\$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with Immunization and Educational Programs	\$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and Other District-wide Transportation	\$819,000
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	\$250,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in

any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2017 award amounts had not been released.

ZONING / LAND USE ARTICLES

ARTICLE 18: 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 individual development sites that are currently 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) within the area 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 in Needham.

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.

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.

Mixed-Use Project: Residential uses alone or in combination with retail, commercial, office, municipal, and/or service establishments, as may be approved by the Planning Board for the MUOD by issuance of the MSP.

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 Review may be used for a use different from that approved 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 mixed use project's 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, if chosen to be made by an applicant, 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, or make any improvement not approved by the MSP, or change to a different use from that approved by MSP, 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 multifamily dwellings above commercial uses in the MUOD. Single, two-family, or three family dwellings are not allowed.

MSP and other special permits must be obtained prior to or in conjunction with the Site Plan Review application. In subsequent applications seeking modifications to construct any structure, or make any improvement not approved by the MSP, or change to a different use from that approved by the MSP, those modifications must be obtained prior to or in conjunction with the application to modify the Site Plan Review decision.

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, 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 changed to a different use 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 this Zoning By-Law in regards to the granting of special permits.

When the application is for a MSP, the Planning Board shall consider, in addition to the criteria set forth in other sections of the Zoning By-Law with regard to the granting of special permits, whether the MUOD project complies with the use regulations, dimensional requirements and performance standards set forth herein. 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, site maintenance, 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 Norfolk Registry District of 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, 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 at the applicant's expense.

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 has expired with no appeal having been filed, or any filed appeal has been finally determined by a court of competent jurisdiction, the provisions of the underlying zoning shall solely govern the use and development of the property comprising the MUOD. At the time the MSP and Site Plan Review decisions are final, provided that the requirements of G.L. ch.40A, Section 6 paragraph 1 are met, 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; provided, however, that the Planning Board may, upon application filed prior to such expiration, extend the MSP for one additional time period of up to three years. Nothing in this section is intended nor shall it be construed to affect the protections afforded special permits under G.L. ch.40A, Section 6.

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 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 and/or lot size. 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% but not more than 70% of all dwelling units within any MUOD project shall be one-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.

3.14.9.4 Screening and Buffer Requirements

A MUOD project shall provide an appropriate visual barrier between features of the MUOD 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 Zoning 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 a 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 Mixed-Use 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 CMR56, 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 restriction or other suitable restriction (hereinafter the "Restriction") shall assure this condition. The Restriction shall run with the land and, without limiting the foregoing, shall be structured to survive any and all foreclosures.
- (b) Where the Affordable Units are proposed for sale, the continuing enforcement of the Restriction through subsequent re-sales shall be the subject of a Monitoring Agreement.
- (c) The Restriction and Monitoring Agreement shall be drafted in compliance with State requirements, as amended from time to time, and guidelines promulgated thereunder. The Restriction 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 Affordable 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 as to the sale of an Affordable Unit shall be granted to the Town or its designee for a period not less than 90 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 at least 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 required.

- (i) All required Affordable Units must be built within the MUOD project 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.

- (c) In Section 7.6 Planning Board Subsection 7.6.1 Special Permit Granting Authority, by inserting the words “3.14” between the words “3.10” and “4.2.4”

Or take any other action relative thereto.

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

Article Information: As part of its ongoing mission to evaluate Town-wide economic conditions and to make recommendations to promote and encourage new and existing businesses, the Council of Economic Advisors (“the CEA”) has been studying the implementation of a residential overlay in the Mixed-Use-128 and adjacent Highland Commercial-128 zoning districts in Needham Crossing, which overlay was first recommended in the Goody Clancy Zoning and Land Use Planning Study in 2001. To assure that any residential overlay proposal would, firstly, have in and of itself a positive fiscal impact and, secondly, have a positive economic impact on surrounding target areas, the CEA secured funding from the Massachusetts Housing Partnership and engaged the services of John Connery of Connery Associates to draft the required zoning article and to provide a formal fiscal analysis of its impact. After months of study, meetings with businesses, owners and residents in the area, and analysis, the recommended zoning approach was forwarded to the Board of Selectmen. Public hearings on the zoning proposal were held by the Planning Board in September of 2015. The article before you represents the zoning approach as recommended by the Planning Board for adoption of Town Meeting.

The zoning amendment establishes the purposes to be served by the Mixed-Use Overlay District including: permitting a mix of residential and commercial uses on the same site or within the District, establishing controls which will facilitate responsible development while protecting the Town’s fiscal and other interests, permitting flexible development on individual lots, and providing additional housing. The amendment sets out the procedure for seeking a Master Special Permit from the Planning Board in the Overlay and establishes specific special permit and site plan review requirements.

Based on fiscal projections, the amendment would allow for the establishment of a Mixed-Use Overlay District in which up to 250 units of residential units in the Overlay would be permitted. The number and makeup of the units was determined to provide a long-term sustainable positive tax base. Units in any project would be at least forty percent, but not more than seventy percent, one-bedroom. Ten percent of such housing would be affordable so that the Town would maintain the percentage required of its housing stock as affordable under the requirements of MGL Chapter 40B. Because the type of development most likely to provide a positive overall economic impact are larger residential facilities (on a somewhat

smaller scale than Charles River Landing), the zoning provides for a two-acre minimum lot size. Unlike Downtown residential development, the zoning plan does not recommend isolated smaller residential projects over commercial ones. Single family, two-family and three-family development are not allowed. The amendment also sets out the off-street parking requirement for the residential units—1.5 parking spaces per unit (except for affordable units which is 1 parking space per unit). Any commercial development within the project must meet the underlying zoning districts' parking requirements.

Most of the dimensional requirements of the underlying zoning districts are incorporated into the Overlay. The amendment permits the allowable Floor Area Ratio to be increased to 3.0 (not including parking garages or structures) in order to incent the residential development. Like the underlying zoning, the amendment permits the Planning Board to waive dimensional requirements (except height and/or lot size restrictions) up to 25% by special permit. The amendment also provides guidelines for landscaping, massing of buildings or structures, screening and buffer requirements, roadways for access and egress, parking and loading and storm water management. The Planning Board is also expressly authorized to engage a peer review consultant at the applicant's expense.

Because the Planning Board, CEA and study consultant have concluded future development of the Mixed Use-128 and adjacent Highland Commercial-128 zoning districts depends on Needham's ability to be responsive to the requirements of future development, they are recommending adoption of the Overlay. Providing sufficient multi-family housing for workers is necessary for the continuing development of our economic engine in Needham Crossing. Town Meeting has been supportive of the flexible zoning needed to incent businesses to locate in Needham Crossing and it has been successful. This is the next step.

ARTICLE 19: 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:
PLANNING BOARD RECOMMENDS THAT:

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 20: AMEND ZONING BY-LAW – PERMITTED USES IN NEW ENGLAND BUSINESS CENTER DISTRICT

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

- (a) Amend Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.1, Permitted Uses, by deleting from the first sentence of paragraph (j) the words “only” and “multi-story” so that the section shall now read as follows:

“(j) On the ground floor of a building, consumer and commercial service establishments dealing directly with the general public; business service centers; retail establishments; pharmacies (not affiliated with Group Practices as defined in Section 3.2.4.1, physical therapy, alternative medicine, wellness treatments such as acupuncture, yoga, chiropractic and/or nutrition services); day care uses (other than adult day care establishments requiring a special permit under Section 3.2.4.2 (b) hereof); indoor athletic and exercise facilities; and laundry and dry-cleaning pick-up stations where processing is done elsewhere. Except for day care uses and indoor athletic and exercise facilities, each business establishment shall be limited to 15,000 square feet of floor area.

- (b) Amend Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.2, Uses Permitted by Special Permit, by deleting from the first sentence of paragraph (f) the words “provided they are located on the ground floor of a multi-story building” and by adding a new sentence to the end of the section so that the entire section shall now read as follows (new language added):

“(f) Eat in or take-out restaurants or other eating establishments, including coffee shops. Further provided that drive-thru restaurants or other eating establishments are prohibited. Each eat in or take-out restaurant or other eating establishments, including coffee shops, shall be limited to 15,000 square feet of floor area.”

Or take any other action relative thereto.

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

Article Information:

ARTICLE 21: AMEND ZONING BY-LAW – MAXIMUM BUILDING BULK

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

- (a) Amend Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.2, Maximum Building Bulk, by revising paragraph (c) thereof so that it shall read as follows (new language underlined):

“(c) Buildings and structures which are located on property in the Chestnut Street Business District are not limited to the maximum lot coverage requirements of this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 0.7. Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit in the Chestnut Street Business District that exempts the floor area of an underground parking garage and the floor area of the underground portion of a building devoted in whole or in part to the parking of automobiles from being counted as floor area for purposes of determining maximum floor area ratio.”

- (b) Amend Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.2, Maximum Building Bulk, by revising paragraph (e) thereof so that it shall read as follows (new language underlined):

“(e) In other Commercial Districts (ASB, HAB) there is no limitation on lot coverage, but buildings shall not be constructed, reconstructed, extended, enlarged or arranged so that the following floor area ratios are exceeded. The limits for mixed uses on the same premises shall be interpolated between the limits below in proportion to their floor areas.

(1) For eating establishments, or any use providing service to patrons while in autos, or any use having gas pumps the maximum floor area ratio shall be 0.35.

(2) For all other uses in these districts the maximum floor area ratio shall be 0.7.

Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit in the Avery Square Business District and Hillside Avenue Business District that exempts the floor area of an underground parking garage and the floor area of the underground portion of a building devoted in whole or in part to the parking of automobiles from being counted as floor area for purposes of determining maximum floor area ratio.”

Or take any other action relative thereto.

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

Article Information:

**ARTICLE 22: AMEND ZONING BY-LAW – SPECIAL PERMIT GRANTING AUTHORITY
IN CENTER BUSINESS DISTRICT**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 7.4, Site Plan Review, Subsection 7.4.2, Definitions, by adding the underlined language at the end of the fifth paragraph, so that the entire paragraph shall now read as follows (new language underlined):

“In the Center Business District, a MAJOR PROJECT is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking spaces by 10 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking spaces; or any project which results in any new curb- or driveway-cut. Notwithstanding the aforementioned if a special permit is otherwise required under Subsection 1.4 or Subsection 3.2.2 of this By-Law the project shall be deemed a MAJOR PROJECT.”

Or take any other action relative thereto.

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

Article Information:

ARTICLE 23: AMEND ZONING BY-LAW – RETAINING WALLS

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

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

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

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

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

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

“6.11 Retaining Walls

6.11.1 Purpose and Intent

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

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

6.11.2 Applicability

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

6.11.3 General Provisions

- (a) Determining Retaining Wall Height - The height of a retaining wall shall be the distance from the grade at the base of the face of the wall to the top of the finished wall. Terraced walls shall be measured in the same manner.
- (b) Walls Within Yard Setbacks – No retaining wall shall be built within the required yard setback except a retaining wall (i) with a face not greater than four (4) feet in height at any point and a length that does not exceed forty (40) percent of the lot's perimeter, or (ii) as allowed by a Special Permit issued in accordance with Subsection 6.11.5 of this Section. Notwithstanding the above, retaining walls may graduate in height from four (4) to seven (7) in height when providing access to a garage or egress entry doors at the basement level, measured from the basement or garage floor to the top of the wall. The wall is limited to seven (7) feet in height for not more than 25% of the length of the wall.
- (c) Walls Outside Yard Setbacks. No retaining wall with a face greater than twelve (12) feet in height shall be built except as allowed by Special Permit issued in accordance with Subsection 6.11.5 of this Section.
- (d) Fall Protection - All retaining walls over four (4) feet in height shall be required to provide fall protection if so determined by the Building Inspector. Fall protection systems may include, but shall not be limited to, permanent landscaping or fencing as approved by the Building Inspector.
- (e) Terracing - Terracing of retaining walls is allowed and encouraged. In a terraced retaining wall system, if two (2) retaining walls are separated by a distance at least one times (1x) the height of the higher of the two (2) walls, the walls shall be considered as separate walls; if two (2) retaining walls are separated by a distance less than one times (1x) the height of the higher of the two (2) walls, the walls shall be considered as a single wall.
- (f) Nonconforming Retaining Walls - Retaining walls legally constructed prior to the adoption of these regulations shall be allowed to remain in their existing state; however, significant changes or alterations to such walls shall be made in conformity with these regulations. The repair and routine maintenance, as determined by the Building Inspector, of nonconforming retaining walls shall be allowed without requiring conformity with these regulations.

6.11.4 Design Review and Permitting

- (a) Design Review - Design Review shall be required for all retaining walls requiring a special permit. The Design Review Board shall review retaining walls in accordance with Section 7.7, Design Review, and shall consider such requests under those criteria contained in Subsection 7.7.4, Design Criteria, of Section 7.7. The Design Review Board shall submit an advisory recommendation to the applicant and the permit granting authority prior to the issuance of a special permit.
- (b) Permitting - A building permit shall be required, consistent with the requirements of the Town of Needham Building Department, for all retaining walls that retain four (4) or more feet of unbalanced fill.

6.11.5 Special Permit Provisions

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

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

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

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

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

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

PLANNING BOARD RECOMMENDS THAT:

Article Information:

ARTICLE24: AMEND ZONING BY-LAW – MINIMUM SIDE AND REAR LINE SETBACKS: ACCESSORY STRUCTURES

To see if the Town will vote to amend the Needham Zoning By-Law , Section 4.2, Dimensional Regulations in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence , and Institutional Districts, Subsection 4.2.3, Minimum Side and Rear Line Setbacks: Accessory Structures, by revising the paragraph, so that the entire subsection shall now read as follows (new language underlined):

“4.2.3 Minimum Side and Rear Line Setbacks: Accessory Structures

No accessory building or structure, excepting fences, shall be constructed, altered or relocated so that any part thereof shall be less than ten (10) feet from any other building or structure or less than five (5) feet from the side or rear lines of the lot on which such building or structure is located. Notwithstanding the foregoing five (5) foot setback from the rear or side lines of the lot, any accessory building or structure which exceeds 15’ in height must comply with the underlying district’s rear and/or side setback requirements. Notwithstanding the foregoing, an accessory pergola need not comply with the requirements of the preceding sentences but said pergola must comply with all dimensional setback requirements from abutting properties and from streets and ways, and said pergola shall not be constructed or placed in a position where it would prevent the use of a designated fire lane or reduce access to any building. For purposes of this paragraph, “pergola” means an open frame structure consisting of colonnades or posts with a latticework roof designed to support climbing plants, either standing alone or attached to another building or structure. Notwithstanding the foregoing, an accessory building or structure associated with a pool use which is less than eleven (11) feet in height and has less than one-hundred (100) square feet of ground coverage need not comply with the foregoing ten (10) foot distance from any other building or structure requirement as said requirement pertains to the placement of the accessory building or structure from the edge of the pool, provided that such accessory building or structure is placed no less than eight (8) feet from the edge of the pool.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

PLANNING BOARD RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES / CITIZENS’ PETITIONS / COMMITTEE ARTICLES

ARTICLE 25: CITIZENS PETITION – NEEDHAM TOWN MEETING – FOOD TRUCK ARTICLE

Section 1: Definitions

Food Truck - A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

- 2.1 Food trucks may be located in public right of way areas as designated by the article. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.
- 2.2 Authorize the following locations for food trucks
- a: Needham Center – adjacent to the town common – no more than two trucks
 - b: Needham Heights – adjacent to the heights common – no more than one truck
 - c: Second Avenue across the street from Charles River Landing
 - d: First Avenue across the street from 40 A Street
 - e: Cabot Place, once all constructions projects have been completed on the street
- 2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.
- 2.4 Food trucks must be positioned at least 15 feet from the customer entrance of a traditional (brick and mortar) restaurant.
- 2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.
- 2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.
- 2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

Section 3: Public Safety and Nuisance Prevention

- 3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.
- 3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be accordance with the State Building Code.
- 3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.
- 3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.
- 3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.

- 3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.
- 3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.
- 3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.
- 3.9 No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.
- 3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.
- 3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

Section 4: Permitting

- 4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of the Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.
- 4.2 A fee in the amount of \$250.00 annually for an up-to five day a week seasonal permit shall be paid upon issuance of the Food Truck Permit. Fee is regardless of the number of days per week licensed.
- 4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.
- 4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).
- 4.5 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.
- 4.6 A fee in the amount of \$25 for a permit valid for up to one week ("Limited Food Truck Permit") shall be paid upon the issuance of the Limited Food Truck Permit. Such permit shall be issued only to the extent spaces are available; that is, not otherwise occupied by seasonal Food Truck Permit holders. Seasonal permit requests shall have precedence over limited ones. All regulations related to seasonal food trucks apply.

INSERTED BY: Doug Fox et. Al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 26: AMEND GENERAL BY-LAW - HISTORIC DEMOLITION DELAY

To see if the Town will vote to amend Section 2.11 of the General By-laws by deleting the number “6” in sections 2.11.5.5.4, 2.11.5.5.5, and 2.11.5.5.6 and inserting in place thereof the number “12”; and by deleting in sections 2.11.5.6 and 2.11.5.8 the word “Inspector” and inserting in place thereof the word “Commissioner”; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would extend the Historic Demolition Delay By-law from the current six months to twelve months. The Board of Selectmen adopted a goal to work to preserve the traditional New England structures that are included in the Town’s Inventory of Historic Places because they contribute to the architectural fabric of the community. The longer moratorium may provide developers seeking to demolish such assets with an incentive to preserves them instead. Only structures that are included on the Town’s Inventory of Historic Places are subject to the By-law, and inclusion on the inventory is voluntary. The article would also update the title of the Building “Commissioner” from the prior title of “Inspector.”

ARTICLE 27: AMEND GENERAL BY-LAW – FUTURE SCHOOL NEEDS COMMITTEE

To see if the Town will vote to amend the Town’s General Bylaws by deleting Section 2.7.2.1 and inserting in place thereof the following:

“2.7.2.1 There shall be a Future School Needs Committee consisting of seven members, two appointed by each of the Finance Committee, the School Committee and the Board of Selectmen and one member by the Town Moderator. The Chairman shall be designated from time to time by vote of the Committee. It shall be the responsibility of the Future School Needs Committee to review professionally-developed estimates of the Town's current and projected student population, and to provide information, guidance and feedback to the demographer in developing these estimates. The appointees shall have a background in demography, urban planning, business/economics, mathematics, or a related field, if qualified individuals with the necessary expertise are available for appointment.”

and by inserting a new section 2.7.2.2 as follows:

“2.7.2.2 Initially three members shall be appointed for the term of three (3) years (one each by the Finance Committee, School Committee and Board of Selectmen), three members shall be appointed for a term of two (2) years (one each by the Finance Committee, School Committee and Board of Selectmen), and one (1) member shall be appointed for a term of one (1) year (by the Town Moderator). Thereafter, as the term for which the members were initially appointed expires, their successors shall be appointed for a term of three (3) years each. In the event of a vacancy occurring in the membership other than by the expiration of the term of a member, a successor shall be appointed to serve the balance of the unexpired term.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: For many years, the Future School Needs Committee - volunteers who have generously offered their time and expertise - has provided estimated student enrollment information to assist the School Committee, Town Boards, and Town Meeting to anticipate and understand the current

and projected student population. Over time, the projections have typically provided good very near-term enrollment information based on historical enrollment and census data. However, even a small variance between project and actual enrolment can result in the development of a budget that provides for too many or too few classrooms in a given year. The recommended proposal would reconstitute the Future School Needs Committee so that its primary charge would be to review and make recommendations regarding professionally developed enrollment estimates, as opposed to the prior practice of developing the estimates itself. The proposal also ensures the involvement of the Town boards involved in the school capital planning process – the Board of Selectmen, the School Committee, and the Finance Committee – in the committee appointment process.

ARTICLE 28: ACCEPT ACCESS EASEMENT – OAK AND CYPRESS

To see if the Town will vote to authorize the Selectmen to accept a grant of back-up easement from Jorge L. Oslan, Manager, Oak Street LLC on a plan entitled “Definitive Plan of the Subdivision of Land in the Town of Needham, 66 Oak Street, Needham, Massachusetts,” prepared by Field Resources, Inc., 281 Chestnut Street, Needham, MA 02492, Lakeview Engineering Associates, Civil Engineers, P.O. Box 787, Hudson, Massachusetts, Sheet 1 of 5, Lotting Plan, dated August 15, 2011, revised August 30, 2011, November 29, 2011, December 21, 2011, December 11, 2013, March 31, 2014, December 30, 2014, April 6, 2015 and November 5, 2015 (for information only), 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: As a condition of approval of the Oak Street Subdivision, the Planning Board required that the Developer grant the Town and abutters a Back-Up Easement that is included in the roadway layout for Cypress Street. The Back-up Easement grants to the Town and abutters with rights in Cypress Street the right to use the back-up area for the purpose of turning vehicles around. Town Meeting approval of such easements is required in order for them to be effective.

ARTICLE 29: TRANSFER OF PROPERTY FOR MUNICIPAL USE – GREENDALE AVENUE

To see if the Town will vote to transfer the control of a parcel of land known as “Parcel 74” on Greendale Avenue (Assessors’ Map 57, Parcel 1), containing 11.7 acres more or less, from the Park and Recreation Commission to the Board of Selectmen for general municipal purposes in accordance with M.G.L. Chapter 40, Section 15A; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer the primary jurisdiction of the property known as “Parcel 74” on Greendale Avenue from the Park and Recreation Commission to the Board of Selectmen for general municipal use. While no plans have been developed for the specific use of the parcel, it is evident that access to land for municipal operations will be needed

in the future. Because this property was acquired as parkland, a home rule petition and Act of the Legislature will be required to finalize this transfer. A formal survey of the area is underway and a more specific legal description will be presented as an amendment to the article.

ARTICLE 30: TRANSFER OF PROPERTY FOR MUNICIPAL USE – HILLSIDE SCHOOL, DALEY BUILDING & NIKE SITE

To see if the Town will vote to transfer the control of parcels known as 28 Glen Gary Road/Hillside School (Assessors Map 102, Parcel 1) consisting of 24 acres more or less; the Nike Site (Assessors Map 306, Parcel 11), consisting of 19.1 acres more or less; and the Daley Building Site (Assessors Map 70, Parcel 29), consisting of 40,232 square feet more or less, from the School Committee to the Board of Selectmen for general municipal purposes in accordance with M.G.L. Chapter 40, Section 15A; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer primary jurisdictional authority from the School Committee to the Board of Selectmen for the Hillside School and the Daley Building Site for general municipal use. The Board of Selectmen and School Committee intend to enter into a Memorandum of Understanding setting forth the terms of use of the Hillside School while it remains in active school use.*

Article Information:

ARTICLE 31: TRANSFER OF PROPERTY FOR RECREATIONAL USE – GREENE’S FIELD & A PORTION OF DEFAZIO PARK

To see if the Town will vote to transfer the control of the parcel known as Greene’s Field (Assessors Map 50, Parcel 31.02), consisting of 2 acres more or less, and a portion of DeFazio Park (Assessors Map 302), consisting of 4.71 acres more or less beginning at a point on the southerly jurisdictional line of the Park & Recreation Commission, said point being 709.74’ distant from the easterly sideline of Dedham Avenue where an iron rod was set; thence running S45°15’46”E a distance of 518.63’; thence turning and running N07°06’51”E a distance of 299.99’; thence turning and running N12°37’43”E a distance of 195.50’; thence turning and running N17°28’38”E a distance of 468.62’ to an iron rod set on the southerly sideline of the MBTA right of way; thence turning and running along said MBTA right of way S80°12’28”W a distance of 52.25’ to an iron rod set on the southerly sideline of said MBTA right of way; thence turning and running S43°45’08”W along said southerly jurisdictional line of the Park & Recreation Commission a distance of 777.36’ to the point of beginning, from the Board of Selectmen to the Park and Recreation Commission for recreational use in accordance with M.G.L. Chapter 40, Section 15A; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of*

ensuring the appropriate stewardship of all Town land. This article would transfer Greene's Field and a portion of the DeFazio Field Complex from the Board of Selectmen to the Park and Recreation Commission for recreational use.

ARTICLE 32: **TRANSFER OF PROPERTY FOR RECREATIONAL USE – A PORTION OF DEFAZIO PARK**

To see if the Town will vote to transfer the control of and a portion of DeFazio Park (Assessors Map 302), consisting of 10.66- acres more or less, beginning at a point on the easterly sideline of Dedham Avenue at the intersection of the southerly sideline of the MBTA right of way where an iron rod was set; thence running along said easterly sideline of Dedham Avenue S46°14'52"E a distance of 828.62' to an iron rod; thence turning and running N43°45'08"E along a jurisdictional line of the Park & Recreation Commission a distance of 1121.10' to a point on the southerly sideline of the MBTA right of way where an iron rod was set; thence turning and running along said MBTA right of way sideline S80°12'28"W a distance of 1394.52' to the point of beginning, from the School Committee to the Park and Recreation Commission for recreational purposes in accordance with M.G.L. Chapter 40, Section 15A; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer a portion of DeFazio Field Complex from the School Committee to the Park and Recreation Commission for recreational use.

ARTICLE 33: **TRANSFER OF PROPERTY FOR EDUCATIONAL USE – A PORTION OF DEFAZIO PARK & CENTRAL AVENUE ("OWEN'S FARM")**

To see if the Town will vote to transfer the control of a portion of DeFazio Park (Assessors Map 302) consisting of 9 acres more or less, beginning at a point on the easterly sideline of Dedham Avenue where an iron rod was set adjacent to the entrance driveway to DeFazio Athletic Complex, said point being at the intersection of the southerly jurisdictional line of the Park & Recreation Commission and the easterly sideline of Dedham Avenue; thence running southerly along the sideline of Dedham Avenue S46°14'52"E a distance of 563.00'; thence turning and running N43°45'08"E a distance of 641.12'; thence turning and running N07°06'51"E a distance of 74.41'; thence turning and running N45°15'46"W a distance of 518.63'; thence turning and running S43°45'08"W along said southerly Park & Recreation Commission jurisdictional line a distance of 709.74' to the point of beginning, a portion of DeFazio Park (Assessors Map 302) consisting of 0.27 acres more or less, beginning at a point on the easterly lot line of the DeFazio Complex lot 15.90 feet south of the intersection of said easterly lot line of the DeFazio Complex lot and the southerly Town of Needham Lease Line to the Golf Course where an iron pipe was found; thence running S 07°06'51" W a distance of 72.81'; thence turning and running S 04°14'32" W a distance of 21.72'; thence turning and running S 53°28'31" W a distance of 339.16'; thence turning and running N 43°45'08" E a distance of 409.47' to the point of beginning, and the property known as Owen's Farm and adjacent parcels (Assessors Map 310 parcel 3, and Assessors Map 108 parcels 5, 6, 7, 9, 10, and 27) consisting of 10.31 acres more or less from the

Board of Selectmen to the School Committee for educational purposes in accordance with M.G.L. Chapter 40, Section 15A ; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer the parcel of land known as Owen's Farm and a portion of the DeFazio Park Complex from the Board of Selectmen to the School Committee for educational purposes. The Board of Selectmen, School Committee and Park and Recreation Commission intend to enter into a Memorandum of Understanding setting forth the terms of use of the parking lot at DeFazio Park Complex until such time as the area is needed for school construction.

**ARTICLE 34: HOME RULE PETITION – CHANGE IN USE OF PROPERTY ON
GREENDALE AVENUE UNDER ARTICLE 97**

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

AN ACT RELATIVE TO THE CHANGE FROM PARKLAND USE TO GENERAL MUNICIPAL USE
OF A PORTION OF THE PROPERTY KNOWN AS “PARCEL 74” ON GREENDALE AVENUE IN
THE TOWN OF NEEDHAM

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

SECTION 1. The Town of Needham is authorized to change the use the property known as “Parcel 74” on Greendale Avenue which portion is more fully described in the following section, from parkland use to general municipal use in accordance with the authority set forth in Article of Amendment 97 of the Constitution.

SECTION 2. The portions of the property hereby affected by the change in use are identified as follows: a parcel of land known as “Parcel 74” on Greendale Avenue (Assessors’ Map 57, Parcel 1), containing 11.7 acres more or less.

SECTION 3. This act shall become effective upon passage.

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Because this property was acquired as parkland, a home rule petition and Act of

the Legislature will be required to finalize this transfer contemplated under Article 29. A formal survey of the area is underway and a more specific legal description will be presented as an amendment to the article.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 35: APPROPRIATE FOR COMMUNITY HOUSING SPECIALIST

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for Community Housing Specialist, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would provide partial funding of the Town's Community Housing Specialist for the next three years, continuing the practice of using a combination of CPA funds and the General Fund to support the position. This position provides technical and administrative support related to affordable housing issues, supporting various Town boards and departments, coordinates with state agencies, and assists in the implementation of the Town's housing goals.

ARTICLE 36: APPROPRIATE FOR MEMORIAL FIELD DRAIN IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$490,500 for Memorial Field drain improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would fund drainage improvements at the base of the Memorial Park hill, decreasing the amount of run-off that reaches the park and athletic fields and improving their condition. The design was completed with CPA funds.

ARTICLE 37: APPROPRIATE FOR TRAIL IMPROVEMENTS – STUDENT CONSERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for trail improvements – student conservation, to be spent under the direction of the Town Manager, and to meet

this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Funding under this article will allow the Conservation Department to invite the Massachusetts Student Conservation Association to Needham to make trail improvements over the next two summers at various locations, possibly including Ridge Hill Reservation, Farley Pond Conservation, and Rosemary Lake trails. The funds will cover the fee for the group, in ten day project segments, plus materials needed for the projects. The Town will provide a location for the team to camp while working on the projects. With an appropriation from the CPA funds, this organization successfully completed several projects at Ridge Hill during the summer of 2015.

ARTICLE 38: APPROPRIATE TRANSFER TO CONSERVATION FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for transfer to conservation fund, and to meet this appropriation that said sum be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Conservation Commission has requested that \$50,000 be transferred to the Conservation Fund. This fund was established in 1963, under MGL Ch. 40, Sec. 8C, to provide financial resources for the purchase of open space. CPA funds were previously transferred to the Conservation Fund in 2008 and 2009.

ARTICLE 39: APPROPRIATE FOR ROSEMARY LAKE SEDIMENT REMOVAL DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$118,000 for Rosemary Lake sediment removal, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would fund the design for removal of sediment in Rosemary Lake. The Town has been completing projects along Rosemary Brook, improving the quality of water that leads into Rosemary Lake. The next step is to remove the sediment from Rosemary Lake, which will lead to better water quality downstream, as Rosemary Brook continues through Needham Heights, eventually meeting the Wellesley water lands and then the Charles River.

ARTICLE 40: APPROPRIATE FOR ROSEMARY RECREATION COMPLEX DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$550,000 for Rosemary Recreation Complex design, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT:

This article will fund the second phase of the design of this project - finalizing the design documents and advancing the project through various permitting agencies. The concept is to build two smaller pools within the current pool, providing summer recreational swimming as well as a fitness/competitive pool. The building would be partially re-used, with an addition to meet the requirements for the outdoor pool, and to have year-round use on the new second floor for Park and Recreation programming space and offices for two Town departments, including Park and Recreation. Only the portions of the project related to outdoor recreation are eligible for CPA funding.

ARTICLE 41: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2017 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	\$1,537,037
C. Community Housing Reserve	\$292,700
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$292,700

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the

revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 42: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

{INSERT NEW CHART}

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 43: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate \$1,491,117 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,514,117 be transferred from Free Cash and \$52,000 be transferred from Article 36 of the 2011 Annual Town Meeting; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Public Schools	School Copier Replacement	\$39,330	
Public Schools	School Furniture	\$45,000	
Public Schools	Technology Replacement	\$307,750	
Public Schools	High School Classroom Expansion Alternatives Feasibility Study	\$65,000	
Public Schools	Pollard Locker Replacement	\$41,157	
Public Schools	High School Gym Upgrade	\$130,557	
Public Works	Fuel Island Relocation & Upgrade Design	\$131,000	
Public Facilities	Energy Efficiency Upgrade Improvements	\$38,154	
Community Services	Memorial Park Building & Grounds Feasibility Study	\$50,000	

Group	Description	Recommended	Amendment
General Fund/Multiple	Fleet Replacement Program	\$643,169	
		\$1,491,117	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

POLICE & FIRE DEPARTMENT EXPANSION & RECONSTRUCTION FEASIBILITY STUDY

The Police/Fire Station ("Station #1"), originally built in 1931, was reconstructed in 1988 – 1989. The amount of space that was originally allocated within the building for the Police and Fire Departments is no longer sufficient to accommodate changes in operations, changing personnel needs, technology upgrades, and security improvements. Areas for review during the feasibility study in the Police Department include: locker space for female officers is not adequate to meet existing and future needs; the evidence and property storage space is not sufficient; interview space and interview recording requirements must be expanded and improved to comply with current standards; there is limited space available for members of the Department to meet with the public; space is insufficient for a combined public safety dispatch center; and holding cells do not meet standards. Areas for review in the Fire Department include: apparatus bays are too small for modern fire trucks; the maintenance garage is too small to perform routine maintenance work; certain areas are not accessible to the public; the existing office space is insufficient for the needs of administrative staff; and storage space is not sufficient. Files, plans and permits are split between two small unsecured basement spaces; and the hose tower is no longer necessary due to modern day equipment. The study will include a review of the operational needs of both departments, facility assessment, assessment of spatial needs within existing/ expanded facility, an alternative study for demolition and rebuilding of a new facility, consideration of phasing/swing space, and a cost comparison of addition, renovation or rebuilding.

SCHOOL COPIER REPLACEMENT School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 48 copy machines. The FY2017 request will replace four copy machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity.

SCHOOL FURNITURE This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. As of FY2015, all furniture in poor condition has been replaced at these schools. The FY2017 funding request will continue the replacement of furniture in fair condition at these schools, and will allow for the purchase of furniture needed for enrollment growth.

TECHNOLOGY REPLACEMENT This request is for funding to purchase School Department technology, including computers, printers, and servers. Also included in the request are funds for infrastructure upgrades to the School Department data network. The FY2017 request of \$648,450 represents a \$196,750 increase over the FY2017 projection submitted previously in the FY2016-2020

CIP. Of the \$648,450 requested, only \$307,750 meets the Town's definition of capital to be eligible for funding in the CIP. The \$196,750 increase requested in FY2017 consists of \$159,750 in hardware replacement, \$31,000 in elementary network wiring and \$6,000 in new Audio Visual equipment.

The FY2017-2021 School Technology request includes several changes from prior years. One change is the reconfiguration of the K-5 technology model from a desktop computer-based model to a digital device model. The current model for technology is one teacher desktop computer and two to three student desktop computers per classroom, all of which are hard-wired to the network. In addition, classrooms in Grades 1-5 contain an interactive whiteboard (IWB). Most of the current student desktops are between five and ten years old and are not capable of running today's current web applications. The new elementary model classroom consists of a teacher laptop, three classroom Digital Learning Devices (DLDs) and an IWB. The DLDs would be connected to a wireless network. The new model includes one or two shared carts of DLDs per school for class project and school-wide testing purposes. The FY2017 CIP allocates \$178,000 to purchasing the DLD devices.

To support the new DLD technology model the elementary classrooms need access to a sufficient wireless network. The FY2017 CIP increase includes \$78,500 in funding for networking (\$31,000) and wireless hardware (\$47,500) for the Hillside and Mitchell Schools.

The FY2017-2021 School technology request reflects a plan for replacing IWBs throughout the District. While the industry standard replacement cycle is five years, the plan includes funds to maintain a six-year cycle, which requires the replacement of approximately 30 IWB/year. The average cost of replacing an IWB is \$5,000.

The FY2017-2021 request includes funds to implement a pilot 1 to 1 (BYOD) initiative at Needham High School at a cost of \$35,000 for 100 DLDs. There is \$35,000 in the FY2017 CIP request to purchase 100 DLDs to pilot 1 to 1 (BYOD) at the High School.

Finally, the District is proposing to change the replacement cycle for school technology, to remain consistent with the new DLD model. Currently, desktop devices are replaced on a seven-year (or more) cycle. The FY2017-FY2021 CIP request reflects a shorter, three-year replacement cycle for DLDs (reflecting their shorter lifespan) and a four-year cycle for teacher laptops.

HIGH SCHOOL CLASSROOM EXPANSION ALTERNATIVES FEASIBILITY STUDY This project will provide funding to study classroom expansion alternatives at Needham High School. The District has determined that there is a need to add classroom space at Needham High School to support the anticipated student population increase above the design capacity of the school. Since 2008, several spaces at NHS have been repurposed to function as classrooms, however the number available is below the identified need. The October 2014 Special Town Meeting approved \$200,000 to subdivide two large classroom spaces into four classrooms. In addition, the School Committee has been evaluating several possible construction options, including the construction of six modular-type classrooms near the epicenter of the school and in close proximity to the academic core. In response to concerns about the overall cost and affordability of the proposed project, the School Department has requested \$50,000 to study possible alternatives involving the creation of administrative and storage space to enable further conversion of space within the academic areas to classroom use and/or the construction of classroom space in other areas of the building.

POLLARD MIDDLE SCHOOL LOCKER REPLACEMENT The current lockers at the Pollard school are too small to accommodate the storage needs of the modern student population. The width of the existing lockers is only 6" - the proposed replacement lockers are 12" wide. In FY2016, half of the

lockers (600 units) were replaced. This funding will complete the locker replacement project at the Pollard School, which is not scheduled for renovation or reconstruction in the near term.

HIGH SCHOOL GYM UPGRADE The High School A Gym was not included in the 2009 renovation project. The bleachers are beyond their useful life and are proposed for replacement in FY2017. The bleachers that are currently installed are difficult to maintain and use, requiring frequent repair. Future projects proposed for the A Gym include lighting replacement in FY2018, and flooring and equipment reconfiguration in FY2019 and FY2020. This gym is a high demand space and is in constant use by the Schools and community.

FUEL ISLAND RELOCATION & UPGRADE DESIGN The Town is reliant on the fuel dispensing system at the DPW for the majority of its diesel vehicles and all of its gasoline vehicles. Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, the DPW filling location became the sole location for Police Department vehicles. The Police Department consumes a large volume of gasoline, and the new reliance on this station represents a dramatic increase over previous demand. The reasons for relocation and replacement of the system include the general age and condition of the station, the location of current station (including its proximity to wetlands and groundwater table, susceptibility to flooding, and compatibility with the potential expansion of the DPW operations building), inadequate access and maneuverability, and insufficient capacity. This funding request supports the design of the relocation and replacement of the gas/diesel island.

PUBLIC FACILITIES ENERGY EFFICIENCY UPGRADE IMPROVEMENTS The Public Facilities Department completed an engineering study for energy upgrades at ten key buildings in 2011. An Energy Efficiency Upgrade Improvements plan was implemented after the results of the study illustrated that the Town's investment in selected and recommended energy upgrades would pay for themselves within 10 years. Unless circumstances dictate otherwise, fiscal year 2017 funding will be allocated to retro-commissioning the HVAC controls at the High School, and replacing parking lot HID lighting with LED lighting at the High Rock School, Public Safety Building, and the High School.

MEMORIAL PARK BUILDING & GROUNDS FEASIBILITY STUDY This funding will support a full review of the Memorial Park Building and grounds, leading to recommendations for the renovation and/or reconstruction of the building to meet the current needs of the park and the community. The current facility has storage located on the lower level, and public restrooms accessed from the exterior. On the upper level, there are two meeting spaces, a kitchenette, restrooms and storage rooms. The 2014 Facilities Master Plan anticipated that community needs would likely require construction of a new building, with rooms directly related to the use of the park (meeting rooms, restrooms, concession, storage) as well as upper floor space to meet other community recreation needs.

ATHLETIC FACILITY (MEMORIAL PARK) RECREATION IMPROVEMENTS This project is intended to address drainage issues at Memorial Field Complex, by capturing storm water as it enters the field complex from the up-gradient surfaces at the High School. The goal is to capture as much of the water as possible before it reaches the playing fields below. Once captured, the storm water will be directed to perforated drainage pipes embedded in gravel within the lower parking lot. Under certain conditions, the existing draining system is overwhelmed, and the natural grass fields become water logged, leaving them in a weakened state and subject to disease and weed and insect infestation.

FLEET REPLACEMENT The Town's fleet replacement program was established in FY2015. This represents a budget and schedule for the Town's rolling stock fleet of appropriately 200 vehicles, trailers, and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (75). They comprise approximately 37 percent of the entire fleet.

General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's base recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles, and snow and ice equipment comprise of the other 40 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned.

CORE FLEET REPLACEMENT Unless circumstances require otherwise, the core fleet replacement planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
120/Highway	2004	Utility Trailer	\$23,031
706/PFD	2006	Econoline Van	\$35,073
C2/Fire	2010	Ford Expedition	\$56,635
C3/Fire	2008	Ford Explorer	\$46,116
C43/Fire	2013	Ford Explorer	\$35,123
404/HHS	2004	Ford 350 Van	\$87,354

FLEET REPLACEMENT – SPECIALIZED EQUIPMENT Unless circumstances require otherwise, the fleet replacement – specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
47/Highway	2007	10 Wheel Dump	\$223,109
70/Parks	2009	F550 Dump	\$68,363
71/Parks	2009	F550 Dump	\$68,363

ARTICLE 44: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,700,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation that \$950,000 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$750,000 under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts.

Street Resurfacing This program is essential to ensure the structural and surface integrity of the Town's 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The average useful life for asphalt paving is 15 years; target funding for street resurfacing in FY2017 is \$621,000.

Traffic Signal & Intersection Improvements This program funds traffic signal improvements and intersection improvements, and new traffic signal installations where none currently exist. No funding is targeted for this program in FY2017.

Sidewalk Program This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham, and more than half do not comply with current standards and require significant improvements including the installation of handicapped ramps. All sidewalk improvements must comply with Federal and State laws and construction standards. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. The average useful life for asphalt sidewalk is over 30 years. Unless circumstances dictate otherwise, the target funding for the sidewalk program in FY2017 is \$404,000.

Storm Drain Capacity Improvements This program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan has identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of the Stormwater Master Plan, numerous multi-unit developments have been built or are planned in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstances dictate otherwise, FY2017 funding is targeted for Taylor Street / Central Avenue – Engineering (\$32,500) and Hunnewell Street/Ardmore Road Engineering, Design & Construction - \$437,500).

Storm Drain System Repairs This request is to replace drainage infrastructure within Town easements that are discovered through investigation work. This request is part of the Town's plan to identify and improve drainage throughout the Town. This funding will allow the Department to replace a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Unless circumstances dictate otherwise, FY2017 funding is targeted for 470 South Street/Construction (\$80,000) and for various locations to upgrade or repair the system (\$25,000).

Brooks and Culverts – Repair and Maintenance The increasing number of severe storms has resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The Brooks & Culverts Program will address poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. Such repairs require detailed investigation, plan of recommended improvements, design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will eventually return the

waterways to a condition that the DPW will be able to maintain. The EPA is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brooks and culverts. Unless circumstances dictate otherwise, FY2017 funding is planned for continued wall repair in various locations (\$100,000).

ARTICLE 45: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$238,000 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$22,073 be transferred from Article 42 of the 2007 Annual Town Meeting, and that \$215,927 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Swap Loader with Attachments	\$120,000	
RTS	Property Improvements	\$68,000	
RTS	Stormwater Plan	\$50,000	
		\$238,000	

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

Article Information:

SWAP LOADER WITH ATTACHMENTS This article will address two operational concerns at the RTS. The packer truck at the RTS is five years old – half of its estimated life – but requires numerous repairs due to the nature of the piece of equipment. The Town has had to rent a packer during down times, with corresponding delays in service. Additionally, there is a need for a more efficient watering system at the RTS to minimize the dust onsite and to aid in the composting process by keeping the compost wet in summer months so it can continue to process. These two needs can be addressed with the conversion of existing unit #5 (a 2011 Six Wheel Dump Truck) into a Swap Loader truck. Unit #5 will be converted and both a Packer body and water tank body will be purchased. This will increase the utilization of unit #5 and address the two pressing operational issues without the need to expand the RTS equipment inventory. The Swap Loader truck can be used with the proposed packer body while the existing Packer truck is being serviced or repaired, and can provide additional collection capacity during busy times of the year and during special events when additional trash pick-up is required. The proposed mobile water tank body will be utilized during those spring, summer and fall months when the compost area is dry and in need of dust control to prohibit dust from interfering with operations.

RTS PROPERTY IMPROVEMENTS This article will fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve functionality. FY2017 funding is proposed for the installation of anti-litter fencing (\$32,000) and the replacement of a retaining wall (\$36,000). The fencing project includes the installation of 850 linear feet of anti-litter fencing to reduce the amount of litter that is blown out of the facility onto the street and across Central Avenue to Claxton Field and the Town Forest. The fencing will significantly reduce or

negate the need for staff to clean up Claxton Field or enter the wetlands to remove litter. The foundation walls at the rear of the transfer station are steep and held in place with an engineered Gabion retaining wall system (a wire mesh filled with rock). The wall is starting to fail as the wire mesh is coming apart. To repair the retaining wall and replace it with a new interlocking concrete block system, the existing Gabion system will be removed, the site prepared for the new wall, and new concrete installed.

RTS STORMWATER PLAN The Recycling and Transfer Station (RTS) composting operation is presently operating pursuant to a Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place as a result of potential adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. In order to be compliant with the NDA this project will include the design of a silt detention basin at the compost area, the design of a new detention basin at the base of the landfill that will control stormwater runoff from the Materials Processing Area and the road behind the Salt Shed, design of the regrading of the materials processing area to ensure that all stormwater runoff is diverted from the wetlands, design of a stormwater management collection system for the proposed paving of the road behind the Salt Shed, and investigation and design of the drainage system adjacent to the Salt Shed.

ARTICLE 46: APPROPRIATE FOR RTS FLEET REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$269,000 for RTS Fleet Replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$269,000 under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: **FLEET REPLACEMENT – SPECIALIZED EQUIPMENT** Unless circumstances require otherwise, the RTS fleet replacement – specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
104/RTS	2007	Front-End Loader	\$269,000

ARTICLE 47: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$73,860 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$10,335 be transferred from Article 69 of 2006 Annual Town Meeting and \$63,525 be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Sewer Main Extension Zone 1 & 2 Design	\$73,860	

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

Article Information:

There are eight homes with private septic systems in Needham that are within Massachusetts Department of Environmental Protection's Zone II areas. The Town has prioritized the extension of the sewer system to allow these homes to connect as part of its aquifer protection mandate. The Zone I and Zone II aquifer protection area for the Charles River Well No. 1 encompasses an area that includes private septic systems. Zone I includes land within the protective four hundred (400) foot radius around an existing or potential public water supply well or well field. Zone II includes the area of an aquifer that would potentially be affected by nearby septic systems. All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems, and extending the sewer main to allow access to homes within Zones I & II will reduce this risk. The sewer main ends at 827 Charles River Street, and the extension would run from 828 Charles River Street to Winding River Road and extend 712 feet up Winding River Road. This new sewer main will allow five homes that are currently on septic systems to connect to the Town sewer, subject to a betterment fee. FY2017 funding will support the design of 712 linear feet of 8" gravity sewer pipe installation and five sewer manholes.

ARTICLE 48: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$345,679 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$345,679 be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fire Flow Improvements Study	\$20,000	
Water	Water Service Connections	\$200,000	
Water	Water System Rehabilitation Program	\$82,000	
Water	Fleet Replacement Program	\$43,679	
		\$345,679	

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

Article Information:

FIRE FLOW IMPROVEMENTS STUDY *The Water System Master Plan has identified fire flow adequacy as a priority improvement. A fire flow adequacy analysis was conducted under maximum daily demand that determined that the existing system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town – Tower Hill and Birds Hill. The proposed feasibility study will provide options for meeting the minimum psi level in the most cost-effective manner.*

WATER SERVICE CONNECTIONS *The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the*

reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and one half years ahead of the road resurfacing program. The FY2017 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 1,100 services that still need to be replaced in the system.

WATER SYSTEM REHABILITATION PROGRAM Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, FY2017 funding is intended for engineering and design for a new 8" main for Alfreton Road from Highland Avenue to Webster Street (500 l.f.), engineering and design for a new 8" main on Bennington Street from High Street to Concord Street (650 l.f.), and engineering and design for a new 8" main on Country Way (1,200 l.f.).

FLEET REPLACEMENT Unless circumstances require otherwise, the Water core fleet replacement – specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
26/Water	2011	F150 to F250	\$43,679

DRAFT 3.4.2016

TOWN RESERVE ARTICLES

ARTICLE 49: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$994,496 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The 2012 Annual Town Meeting approved the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Field Complex. The replacement of the synthetic turf fields at Memorial park and DeFazio Field Complex is estimated to be \$2.5 million in the 2020 timeframe, and \$344,496 of the recommended appropriation is intended for these fields: \$44,496 from the annual method of benchmarking to Park and Recreation administrative fee receipts, and \$300,000 from Free Cash. FY2017 represents the second in a five year plan to allocate \$300,000 per year to fully fund the synthetic turf replacement. The recommended appropriation also includes \$650,000 in support of the effort, begun in FY2016, for the renovation or reconstruction of the Memorial Park Building. Additional funds will be recommended over the next several years, as circumstances permit, and a feasibility study for the Memorial Park building is proposed under Article 43. The December 31, 2015 balance in the fund was \$1,973,058.

ARTICLE 50: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, 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 Explanation: Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The December 31, 2015 balance in the fund was \$669,913.

ARTICLE 51: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 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, 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: Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The December 31, 2015 balance in the fund was \$1,309,428.

ARTICLE 52: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate \$612,595 to the Debt Service Stabilization Fund, and to meet this appropriation that \$362,595 be raised from the Tax Levy and \$250,000 be transferred from Free Cash; or take any other action relative thereto.

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

Article Information: The November 2, 2015 Special Town Meeting approved the creation of a Debt Service Stabilization Fund (DSSF) to set aside funds to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund provides added flexibility by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The FY2017 recommended funding is based on the amount of net revenue estimated from the Town's participation in the solar array/net metering program (\$362,595), and assumes a reallocation of the additional \$250,000 appropriated to the debt service budget in FY2016 for a total of \$612,595.

ARTICLE 53: APPROPRIATE TO STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Stabilization Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

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

Article Information: Municipalities are authorized under M.G.L. Chapter 40, Section 5B to establish stabilization funds. Monies appropriated to the Stabilization Fund remain in the fund and carry forward from one fiscal year to another. The interest earned on the stabilization fund remains with the fund. The money from the Stabilization Fund can be appropriated for any lawful municipal purpose. Appropriations both into and from the fund require a two-thirds majority vote of Town Meeting. Although the monies in the general Stabilization Fund may be appropriated for any lawful purpose, it is recommended that appropriations from the Stabilization Fund be limited to extraordinary unforeseen events or exceptionally negative fiscal conditions. Maintaining this fund serves an important function in that it represents the Town's commitment to prudent financial planning. State law restricts the amount that may be maintained in stabilizations funds to not more than ten percent of the Town's prior year tax levy, and not more than ten percent of the Town's equalized valuation, which is calculated bi-annually by the Department of Revenue. As of December 31, 2015, the balance in the fund was \$3,913,385.

ARTICLE 54: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

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

Given under our hands at Needham aforesaid this 9th day of February 2016.

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 _____ **2016**
Constable **(month) (day)**

Status of Articles 3.4.2016

#	Article	Status	BOS Position	FC Position	BOS	FC
1	Annual Town Election					
2	Committee And Officer Reports					
3	Establish Elected Officials' Salaries				Dan	
4	Fund Collective Bargaining Agreement – Fire Union				Dan	
5	Fund Collective Bargaining Agreement – Police Superior Officers' Association				Dan	
6	Fund Collective Bargaining Agreement – Building Custodian and Tradesman Independent Association				Dan	
7	Accept Chapter 73, Section 4 of the Acts of 1986			Adopt	Moe	
8	Appropriate for Needham Property Tax Assistance Program			Adopt	Moe	
9	Appropriate for Senior Corps			Adopt	Moe	
10	Appropriate for Emergency Preparedness Program				Marianne	
11	Appropriate for Public Facilities Maintenance Program			Adopt	John	
12	Appropriate the FY2017 Operating Budget			Adopt	Matt	
13	Appropriate the FY2017 RTS Enterprise Fund Budget			Adopt	John	
14	Appropriate the FY2017 Sewer Enterprise Fund Budget			Adopt	John	
15	Appropriate the FY2017 Water Enterprise Fund Budget			Adopt	John	
16	Continue Departmental Revolving Funds			Adopt	Matt	
17	Authorization to Expend State Funds for Public Ways			Adopt	Matt	
18	Amend Zoning By-Law – Mixed-Use Overlay District				Moe	
19	Amend Zoning By-Law – Map Change to Mixed-Use Overlay District				Moe	
20	Amend Zoning By-Law – Permitted Uses in New England Business Center District				Moe	
21	Amend Zoning By-Law – Maximum Building Bulk				John	
22	Amend Zoning By-Law – Special Permit Granting Authority in Center Business District				Moe	

Status of Articles 3.4.2016

23	Amend Zoning By-Law – Retaining Walls					Marianne	
24	Amend Zoning By-Law – Minimum Side and Rear Line Setbacks: Accessory Structures					Marianne	
25	Citizens Petition – Needham Town Meeting – Food Truck Article					John	
26	Amend General By-Law - Historic Demolition Delay					Moe	
27	Amend General By-Law – Future School Needs Committee					Matt	
28	Accept Access Easement – Oak and Cypress					John	
29	Transfer of Property for Municipal Use – Greendale Avenue	Amend				Dan	
30	Transfer of Property for Municipal Use – Hillside School, Daley Building & Nike Site					Dan	
31	Transfer of Property for Parkland Use – Greene's Field & A Portion of DeFazio Park					Dan	
32	Transfer of Property for Recreational Use – A Portion of DeFazio Park					Dan	
33	Transfer of Property for Educational Use – A Portion of DeFazio Park & Central Avenue (“Owen’s Farm”)					Dan	
34	Home Rule Petition – Change in Use of Property on Greendale Avenue under Article 97	Amend				Dan	
35	Appropriate for Community Housing Specialist					Moe	
36	Appropriate for Memorial Field Drain Improvements					Matt	
37	Appropriate for Trail Improvements – Student Conservation					Matt	
38	Appropriate Transfer to Conservation Fund					Dan	
39	Appropriate for Rosemary Lake Sediment Removal Design					John	
40	Appropriate for Rosemary Recreation Complex Design					Matt	
41	Appropriate to Community Preservation Fund					Matt	
42	Rescind Debt Authorizations					Matt	
43	Appropriate for General Fund Cash Capital					Matt	

Status of Articles 3.4.2016

44	Appropriate for Public Works Infrastructure Program					Marianne	
45	Appropriate for RTS Enterprise Fund Cash Capital				Adopt	Marianne	
46	Appropriate for RTS Fleet Replacement				Adopt	Marianne	
47	Appropriate for Sewer Enterprise Fund Cash Capital				Adopt	Marianne	
48	Appropriate for Water Enterprise Fund Cash Capital				Adopt	Marianne	
49	Appropriate to Athletic Facility Improvement Fund					Matt	
50	Appropriate to Capital Improvement Fund					John	
51	Appropriate to Capital Facility Fund					Marianne	
52	Appropriate to Debt Service Stabilization Fund					Matt	
53	Appropriate to Stabilization Fund					Marianne	
54	Omnibus					Matt	



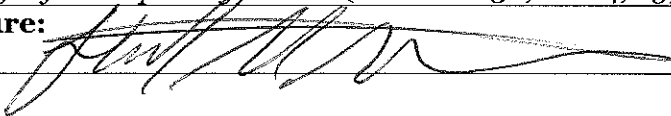
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/08/2016

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

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

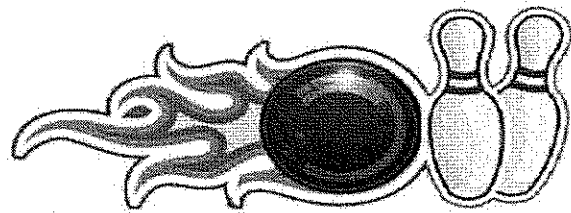
Event Manager Name (Name that will appear on license)	Hannah M. Mecaskey		
Event Manager Address	42 Paragon Rd, West Roxbury, MA 02132		
Event Manager Phone Number	(440) 991-6623		
Organization Representing (if applicable)	Just Call Foundation, LLC		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☒ Proof of non-profit status is attached Form of Proof: <u>IRS letter</u>		
Name of Event	Bowl for A Cause (flyer attached)		
Date of Event	03/10/2016		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	7pm	TO: 10pm
Are tickets being sold in advance for this event?	☒ YES	\$ 25 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 25 /per ticket	☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	50-75		
Name & address of event location. Please attach proof of permission to use this facility.			
Needham Bowlaway 16 Chestnut St., Needham, MA 02492			
Who will be serving the alcohol to your guests?			
Cathleen A. Sullivan			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Cathleen A. Sullivan - please find TIPS cert attached			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will purchase beer & wine from bar! Please see attached floor plan			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			2/25/16



Support Hannah Mecaskey for the Last Call Foundation in the 2016 Boston Marathon!



BOWL FOR A CAUSE: BOSTON MARATHON FUNDRAISER



Come to a night of bowling and pizza at Needham Bowlaway!

Fundraise fun-style with raffles, door prizes along with a cash bar and kid-friendly drinks. All proceeds from this event will support the Last Call Foundation. The mission of the Last Call Foundation is to provide funding, education and research to advance the safety needs of the Boston firefighting community.

Location: Needham Bowlaway at 16 Chestnut St, Needham, Massachusetts 02492

Date: March 10th, 2016 (Thursday)

Time: 7pm-10pm (Come for an hour or stay the whole night!)

Cost: \$25 per person (Covers unlimited bowling and 1-2 slices of pizza!)

Registration through Eventbrite:

<https://www.eventbrite.com/e/bowl-for-a-cause-hannahs-boston-marathon-fundraiser-2016-tickets-21283187587>

Event features:

- **Selfie Station:** Take a photo with a firefighter to support the Last Call Foundation on social media!
- **Raffle prizes including:** Roche Brothers gift card, Victoria's Secret gift card, Anne Taylor Loft gift card, Athleta gift card, iTunes gift card, Walmart gift card, AMC Movie Theatres voucher, Visa Gift Cards, Cumberland Farms gift cards, Yoga class gift certificate, Massage Envy Gift Certificate for 60 minute massage and Gift basket!
- **FREE RAFFLE TICKET IF YOU REGISTER BY FEB 20th!!!**

If you can't make it, please donate!

<https://www.crowdrise.com/lastcallfoundationboston2016/fundraiser/hannahmecaskey>

Special welcome to all members of the Parkway Running Club, Needham Running Club, the Thirsty Irish and employees of Walker, Inc. who have supported several previous causes; and to all friends, families, and community! On behalf of the Last Call Foundation, thank you very much for your support. Please feel free to email Hannah Mecaskey with any questions: hmecaskey@outlook.com

Floors Plan



Please note: all beer will be
in cars
wine will be poured

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

Event Manager Name (Name that will appear on license)	Nicki Ramshaw		
Event Manager Address	842 Central Avenue Needham, MA 02492		
Event Manager Phone Number	617-909-2499		
Organization Representing (if applicable)	Needham Community Theatre, Inc.		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: <u>IRS Determination Letter</u>		
Name of Event	60th Anniversary Reception		
Date of Event	Friday April 1, 2016		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	4:00 pm	TO: 10:00 pm
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
(\$10 Requested donation)			
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
(Cash bar)			
How many people are you expecting at this event?	100		
Name & address of event location. Please attach proof of permission to use this facility.			
Needham Historical Society 1147 Central Avenue, Needham, MA 02492			
Who will be serving the alcohol to your guests? Bartender			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Adam Sell			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Purchase from bar.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			2-26-16



Needham Community Theatre's

60th Anniversary



**COMES TO NEEDHAM:
THE FARCE AWAKENS**

WRITTEN AND CREATED BY
GERARD ALESSANDRINI

Directed by: Marianne Phinney
Musical Direction by: Dan Moore
Choreography by: Lisa Kelleher

60th Anniversary Reception

Friday, April 1, 6:00-7:30PM
Needham Historical Society
1147 Central Avenue
Parking at Newman Elementary School

Suggested donation \$10
Appetizers and Cash Bar

*Gerard Alessandrini, creator of Forbidden Broadway,
will be at the reception.*

Performances

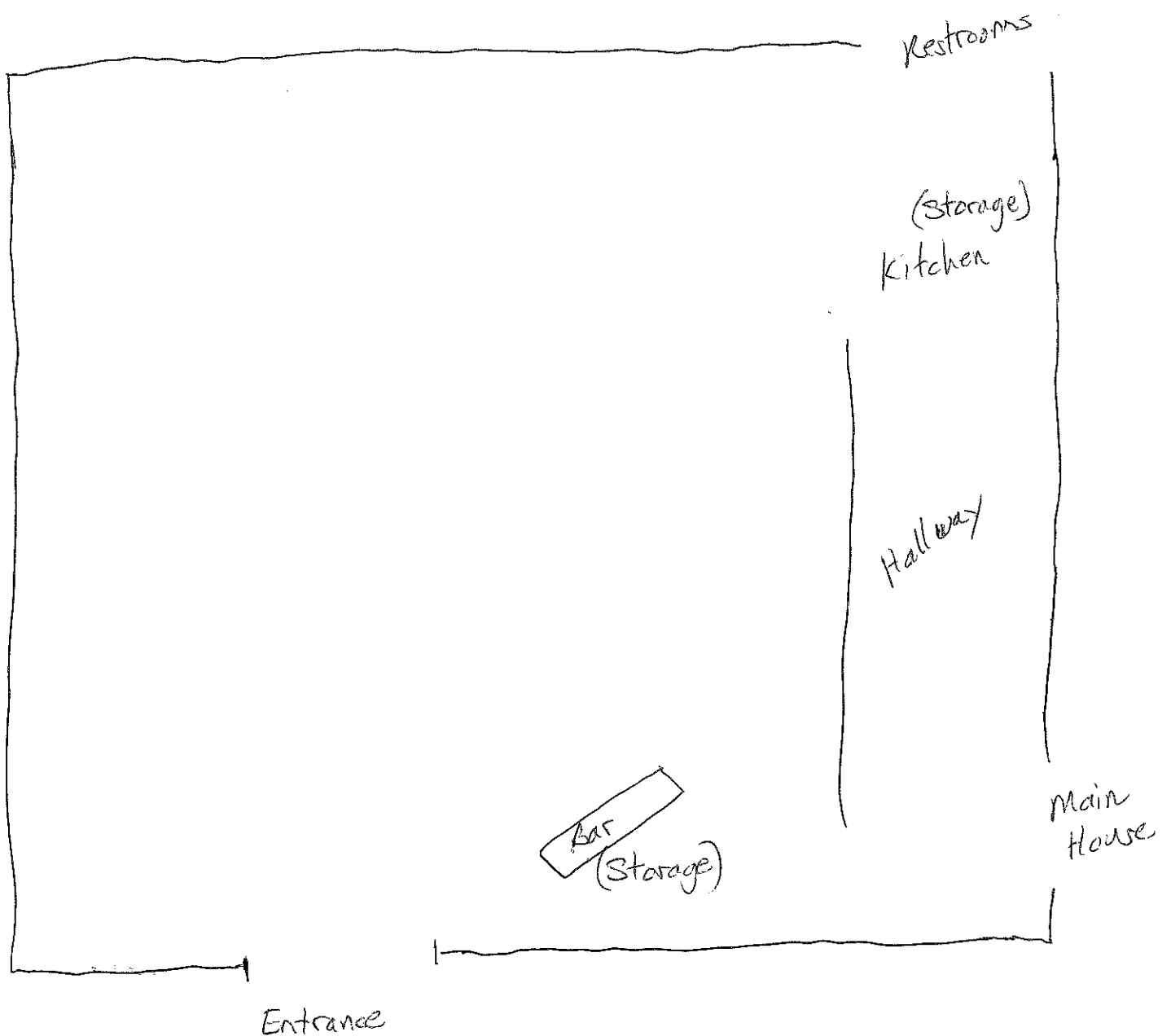
Friday, April 1, 8pm
Saturday, April 2, 8pm
Sunday, April 3, 2pm
Newman Elementary School
1155 Central Ave.
Needham, MA 02492

www.needhamtheatre.org
781-444-4740

Needham Historical Society,

School House

NCT 60th Anniversary Reception



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:	-\$165.70
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$342.70
Transfer Station Charges:	\$0.00
Total Abatement:	-\$508.40

Order #: 1213

Read and Approved:

 3-3-2016
Assistant Director of Public Works

 3/3/16
Director of Public Works

For the Board of Selectmen

Date: 3/8/16

**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	E.V. Realty		33627	15474	106	Maple Street	\$0.00	-\$62.80	-\$73.00	-\$135.80	ACC	N
JO	Council on Aging (1)						\$0.00	-\$102.90	-\$269.70	-\$372.60	COA	N

Total: -\$508.40

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

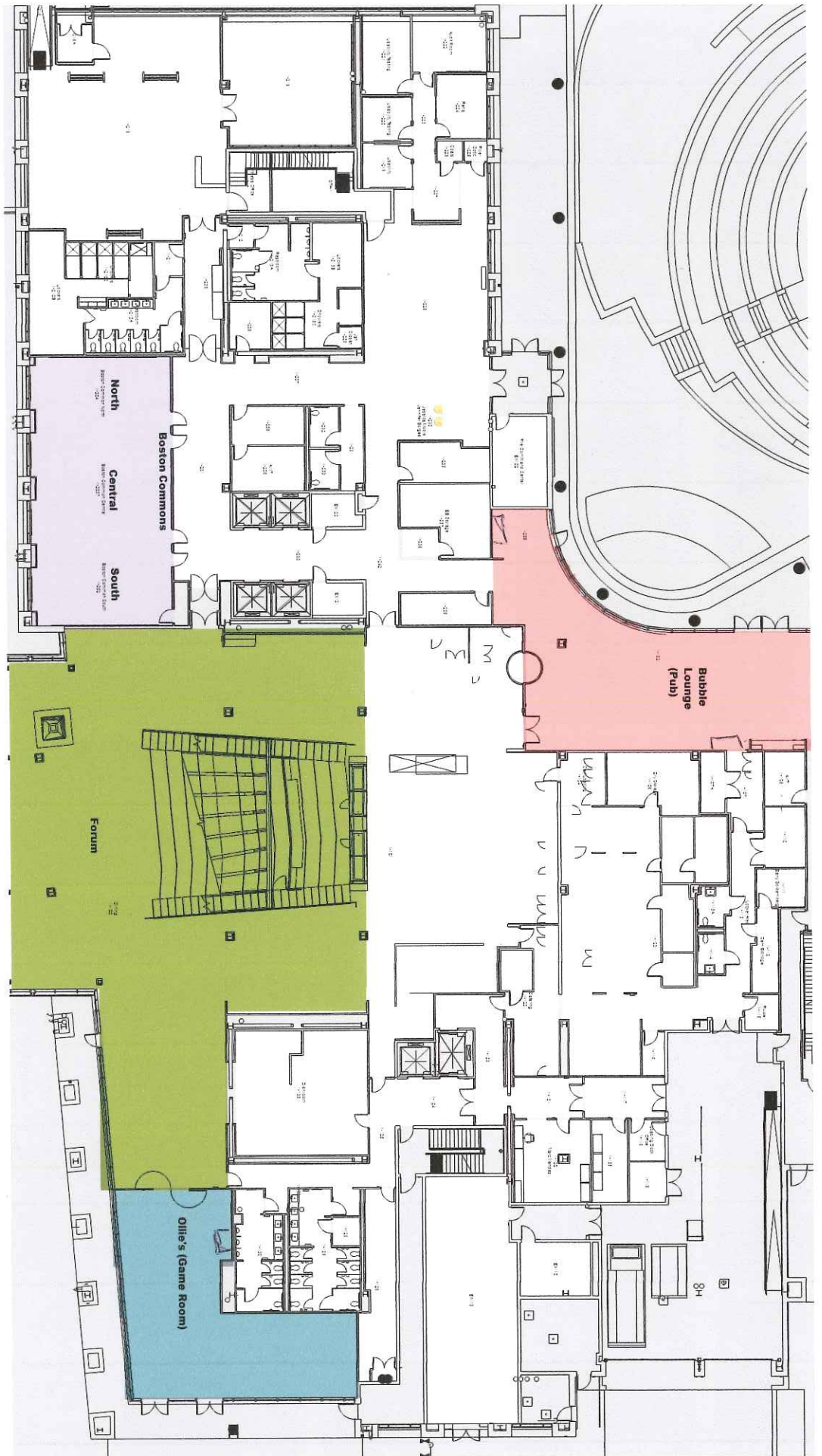
BP = Billing Period beyond 100 days

COA - Council on Aging

pd. cash 3/3/16

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

Event Manager Name (Name that will appear on license)	BARRY GOLDENBERG		
Event Manager Address	400 First Ave Needham, MA 02494		
Event Manager Phone Number	781-800-5858 bgoldenberg@compass-usa.com		
Organization Representing (if applicable)	Restaurant Associates @ Trip Advisor		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Needham Community Council 86th Annual Celebration		
Date of Event	3/24/16		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:		TO:
		7:00 PM	8:30 PM
Are tickets being sold in advance for this event?	☒ YES	\$ 50-51 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 50-51 /per ticket	☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	250		
Name & address of event location. Please attach proof of permission to use this facility.			
Trip Advisor 400 First Ave, Needham, MA 02494			
Who will be serving the alcohol to your guests?			
Bartenders			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
JAMES CRISPE PAUL MOY ANA REACTA AMY SINCARE			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests Will Be Served Alcohol From A BAR no money will be exchanged.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 3/1/16



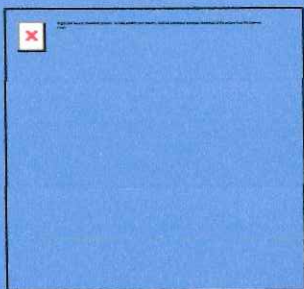
Goldemberg, Barry

From: Kayla Malone <kaylamalone@tripadvisor.com>
Sent: Wednesday, March 2, 2016 8:41 AM
To: Goldemberg, Barry
Subject: FW: Needham Community Council March Events Not to Miss!

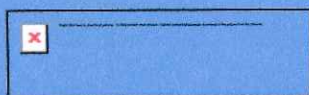
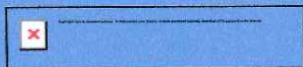
Ticket price below for NCC event.

Thanks ☺

From: Deborah Winnick [mailto:dswinnick@needhamcommunitycouncil.org]
Sent: Tuesday, March 01, 2016 6:00 AM
To: Kayla Malone <kaylamalone@tripadvisor.com>
Subject: Needham Community Council March Events Not to Miss!



Needham Community Council Newsletter March, 2016



Please visit our facebook page and "like" The Needham Community Council. "Share" Council posts on your facebook wall and become part of the Council online.

Save These Dates!

**>Sat. March 5th
Dance Party Time Machine**

Dear Kayla:

Please join us at our 86th Annual Celebration on Thursday, March 24th. You will get to experience the fantastic new TripAdvisor headquarters and meet many of the volunteers who keep our programs running, new and current Council Board members, hear news of the Council and more....

86th Annual Celebration
Thursday, March 24th
TripAdvisor World Headquarters
7:15 - 8:30 p.m.

A dance party fundraiser, organized by several Needham residents, to benefit the Council and Gardner Pilot Academy

More information and tickets available for purchase online [here](#).

➤ **Sat. March 19th**
Scouting for Food
Town-wide Food Drive

Needham Scouts collect non-perishable food items for the Council Food Pantry. [Click here](#) for more information from the Scout's website.

[Click here](#) to visit our website to download the Council Food Pantry Wish List

➤ **Thurs. March 24th**
86th Annual Celebration

TripAdvisor Headquarters
400 1st Avenue, Needham
7:15-8:30 pm

Limited space: Please purchase your ticket[s] by Friday, March 18th
[Click here](#) to purchase online

➤ **April 9-10th**
Circle of Hope 2nd
Annual Fundraiser:
Renewal
www.circleofhopeonline.org

Do you know someone in Needham looking to improve their English?

We will have new tutors ready to be paired with adult learners next month. [Click here](#) to submit an online interest form or call us at



- Drinks & Dessert
- Volunteer Appreciation Awards
- Distinguished Service Award
- Introduction of New Board Members

[Click here](#) to purchase tickets online [\$51 each] or send a check to our office [\$50 each] with name[s] of all guests.

Limited space...please purchase your ticket[s] by Friday, March 18th!

4TH ANNUAL FASHION SHOW

Sunday, April 10th
4:15-5:30 p.m.
Doors open at 4:00 p.m.
Powers Hall, Needham Town Hall

Make a donation and get a ticket:
\$20 per person/\$30 for 2/\$45 for 3/\$60 for 4

[Click here to make your donation online](#)

A benefit for The Needham Community Council CAP Program [Child Assault Prevention] and Needham DVAC [Domestic Violence Action Committee]

Join us to see the fabulous clothing and accessories that are available at the Council

781-444-2415 for more information.

How Can You Support the Food Pantry?

1. DONATE FOOD ITEMS OR MAKE A FINANCIAL DONATION TO THE COUNCIL FOOD PANTRY

Winter is a hard time to keep our pantry shelves filled...our pantry families are stressed by high heating and transportation bills and often have to make choices between paying bills and buying food.

2. THE NEEDHAM COMMUNITY FARM'S ONLINE AUCTION

The Needham Community Farm's 5th Annual Online Auction, *Ready, Set, Grow!*, will take place from February 26th - March 11th at the Bidding For Good website. Bid on lots of great items for the entire family! Proceeds from the auction supports their donations to the Council Food Pantry, provides educational programs to youth in the Needham area, and offers fee-based programs free of charge to residents based on need.

DONATION SITE HOURS

**M-F, 8:30 a.m. - 4 p.m.
Wednesdays, until 7 p.m.
Saturdays, 10 a.m. - 2 p.m.**

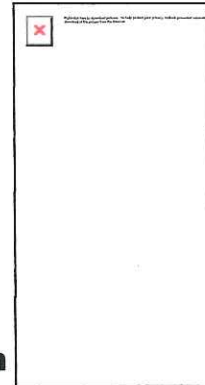
THRIFT SHOP HOURS

**Mondays,
10 a.m. - 4 p.m.
Wednesdays,
10 a.m. - 7 p.m.
Fridays & Saturdays,**

Thrift Shop, modeled by some of Needham's very own!

Friendly faces, music and fun...fashion for all. Click here to make your donation online and reserve ticket[s].

***make your
donation early... this
event was standing room
only last year!**



SPRING THRIFT SHOP SALE

**Wednesday, April 13, 10 a.m. - 7 p.m.
Friday, April 15, 10 a.m. - 2 p.m.**

VOLUNTEER 'CAP'PENNINGS

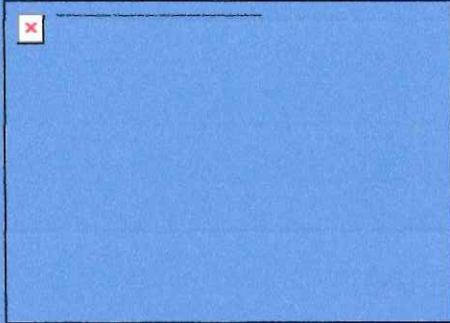
The work of the Child Assault Prevention Program (CAP) is made possible by the many dedicated volunteers who invest their time and knowledge into every CAP workshop. They may come from a variety of backgrounds but they all share one thing in common: they believe in teaching Needham children how to be **Safe, Strong and Free**.

De Springer, a Needham resident, has been a CAP volunteer for the past nine years. She initially joined the program because she didn't quite know how to talk, teach and warn her own young child about predatory behavior. As a parent, she learned a tremendous amount from the CAP professionals but, as a volunteer, she learned the profound impact that this program has on the well-being of children.

"As a volunteer, we empower and equip kids with [age-appropriate] knowledge and language so they can keep themselves safe and strong. When I see a kid's eyes light up with understanding and confidence that they have the tools they may need to solve one of these problems - that makes my whole day." -De Springer, CAP Volunteer

Each year CAP volunteer Prevention Specialists present over 60 workshops to students in Needham's elementary schools in 1st, 3rd and

10 a.m. - 2 p.m.



Officers & Board of Directors 2015-16

President

Frank Bond

Vice President

Deb Jacob

Secretary

Carole Sullivan

Treasurer

John Frantz

Past President

Lisa Cherbuliez

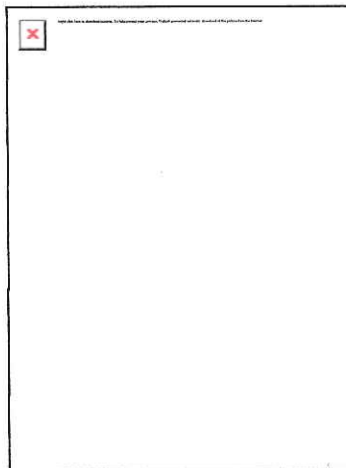
Lynn Alberding
Caren Carpenter
Bill Concannon
Priscilla Dasse
Glen Davis
Bob Dermody
Mark Fisher
Maria Furlong
Jonathan Kappel
Eilene Kleiman
Margie Margolis
Andrew McCollum
Diane Retzky
Barbara St. John
Jeffrey Stewart-Morales
Christopher Thomas

5th grades. The CAP Prevention Specialists work in three-person teams to deliver the CAP curriculum in 90-minute workshops during school hours.

To learn more about the CAP program, or to find out how you can become a CAP volunteer, please call Needham CAP at 781-444-2415, x 2120 or email cap@needhamcommunitycouncil.org

Needham Exchange Club Award

A very special congratulations to Council volunteers, Babs and Bob Moss, on receiving the Needham Exchange Club's 2016 **Book of Golden Deeds Award** for their selfless and dedicated volunteer efforts to give back to the Needham community!



Internship Position Available: Volunteer Outreach

We have an opening in our office for a newly created, part-time, paid, **Volunteer Outreach Intern** position. Ideal candidate is a college student or recent college graduate looking to pursue a career in the volunteer operations/non-profit industry. 12-15 hours/week, flexible schedule, during daytime office hours; **every other Saturday required.**

No phone calls, please. [Click here](#) to email us to request a full job description or for more information.

To apply, email a **resume, references and cover letter** to: Kris DeGraw Danna at kddanna@needhamcommunitycouncil.org

The Needham Community Council is a private non-profit organization which supports people in Needham who have under-met health, educational or social needs and promotes volunteerism, community and a sense of shared responsibility.

Needham Community Council

570 Hillside Avenue Needham, MA 02494
phone: 781-444-2415 fax: 781-453-8806

office@needhamcommunitycouncil.org

www.needhamcommunitycouncil.org

Sandra Robinson, Executive Director
srobinson@needhamcommunitycouncil.org

Debbie Winnick, Director of Development and P.R.
dswinnick@needhamcommunitycouncil.org

Kris DeGraw Danna, Volunteer Coordinator
kddanna@needhamcommunitycouncil.org

Jenn Landrein, Newsletter Editor
jlandrein@needhamcommunitycouncil.org

Would you like to forward this email to a friend? [Click here](#).

[Remove my name from all future email correspondence](#)

Address postal inquiries to:
Needham Community Council
570 Hillside Avenue
Needham, MA 02494

Powered By





emailed 11/21/15

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2015 SEP 21 P 12:40

1968 Central Avenue
Needham, MA 02492
Tel: 781-449-4500
Fax: 781-449-5717
www.walkerschool.org

September 21, 2015

Needham Board of Selectman
City Government Office
1471 Highland Avenue
Needham, MA 02492

Dear Needham Board of Selectman,

Each fall, Walker holds our annual *Change Shoes, Change Lives* 5K Run and Walk which benefits therapeutic and academic programs for children in our communities. We are formally submitting our Road Event Form, Special Event Request, and Carleton Pavilion/DeFazio Park Request to the Needham Park and Recreation Department for our 2016 5K Run and Walk.

For 6 years, we have been proud to partner with the Needham community on this important and impactful event and we appreciate your consideration for our 7th Annual Walk/Run for Walker. We have an internal conflict for our usual Sunday in September and we are submitting a request for Sunday, October 2, 2016. We do plan to return to September in subsequent years.

Thank you for all of your help in our submission requests. We are proud to hold this wonderful community event in our town and, with your help, we continue to make a difference in the lives of children and youth who deserve a brighter future. Thank you for your consideration and please do not hesitate to contact me with any questions or concerns.

With gratitude,

A handwritten signature in blue ink that reads 'Elana Sable'.

Elana Sable
Special Events Coordinator
781.292.2130
WalkerCares.org/WalkforWalker



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

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event: Change Shoes, Change Lives
5K Run and Walk

Name of Organization: Walker
(Geroge H. and Irene L. Walker Home for Children, Inc.)

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

If yes, name of Town and date:

Organization Mailing Address:

1968 Central Avenue, Needham, MA 02492

☐ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

1968 Central Avenue, Needham, MA 02492

Primary Contact:

Elana Sable

Contact Title:

Special Events Coordinator

Contact Address:

1968 Central Avenue, Needham, MA 02492

Contact Phone (Day):

781-292-2130

Contact Phone (Cell):

508-333-2297

Contact Email:

esable@walkercares.org

Event Date(s):

Sunday, October 2, 2016

Date Expected to be in Needham:

October 2, 2016

Earliest Time Expected in Needham: 9:00 AM	Latest Time Expected in Needham: 10:30 AM
--	---

Number of Expected Participants: 450-500	Number of Expected Spectators at Peak Time: N/A - No spectators
--	--

Are participants charged a fee? ☐ YES ☐ NO Registration fee to run/walk, supports non-profit organization.

Estimated Number of Vehicles: 75-175	What type of Parking is required: Participants to use lot at DeFazio Park
--	---

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: DeFazio Park/Carleton Pavilion has been requested for finish line celebration. Participants to park in lot w/ assistance from volunteers and police detail will be requested. With an earlier start and finish line, less overlap with sport organizations using field. There has always been more than enough parking for the event.
--

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

Do event organizers foresee the need for any road closures (subject to police review)? No

What will be done in case of inclement weather? Lightning/Unsafe Conditions = delayed start, possible postponement/cancellation 5K and Walk is rain or shine

Will neighborhoods be impacted by parking and traffic? No

What activities are planned for the start of the race (if in Needham)? Check-In, Water Table, Team Photos, Welcome and Kick-Off

What activities are planned for the end of the race (if in Needham)? Finish line celebration at Carleton Pavilion, DeFazio Park raffle (raffle permit will be requested), games, prizes, entertainment, and refreshments (temporary food permit will be requested).

What facilities are needed for the start of the race (if in Needham)? Parking in DeFazio Park lot, cut-through to Public Administration Building, start of race at Public Administration Building Exit
--

What facilities are needed for the end of the race (if in Needham)? Carleton Pavilion at DeFazio Park (request to Parks & Recreation resubmitted 9.21.15)	
Once the event begins, how long will it take to complete the event? 1 - 1.5 hrs. max on route. Finish line celebration at Carleton Pavilion ends by 11:00AM/Noon.	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes. (Sign plan submitted to Park and Recreation Dept.) Signs taken down immediately after event.
Will volunteers be placed along the route?	Yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes, microphone at start of race with music and welcome announcement. Low sound; will not be heard outside of park. Possible entertainment at finish line will not be heard outside of pavilion area.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes, temporary food permit will be requested.
Will portable toilets be used? List locations.	No
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes, possible water table.
If the event takes place after dark, what is the plan to meet lighting needs?	N/A - morning event
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Police details along route, police involvement in route choice, all safety procedures followed. EMT at finish/start line. First aid station at event.
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, no negative impact
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	No
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	No
What is the plan to handle trash?	Volunteers will clean up. We take our trash with us or request dumpster/from DPW recycle bins

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

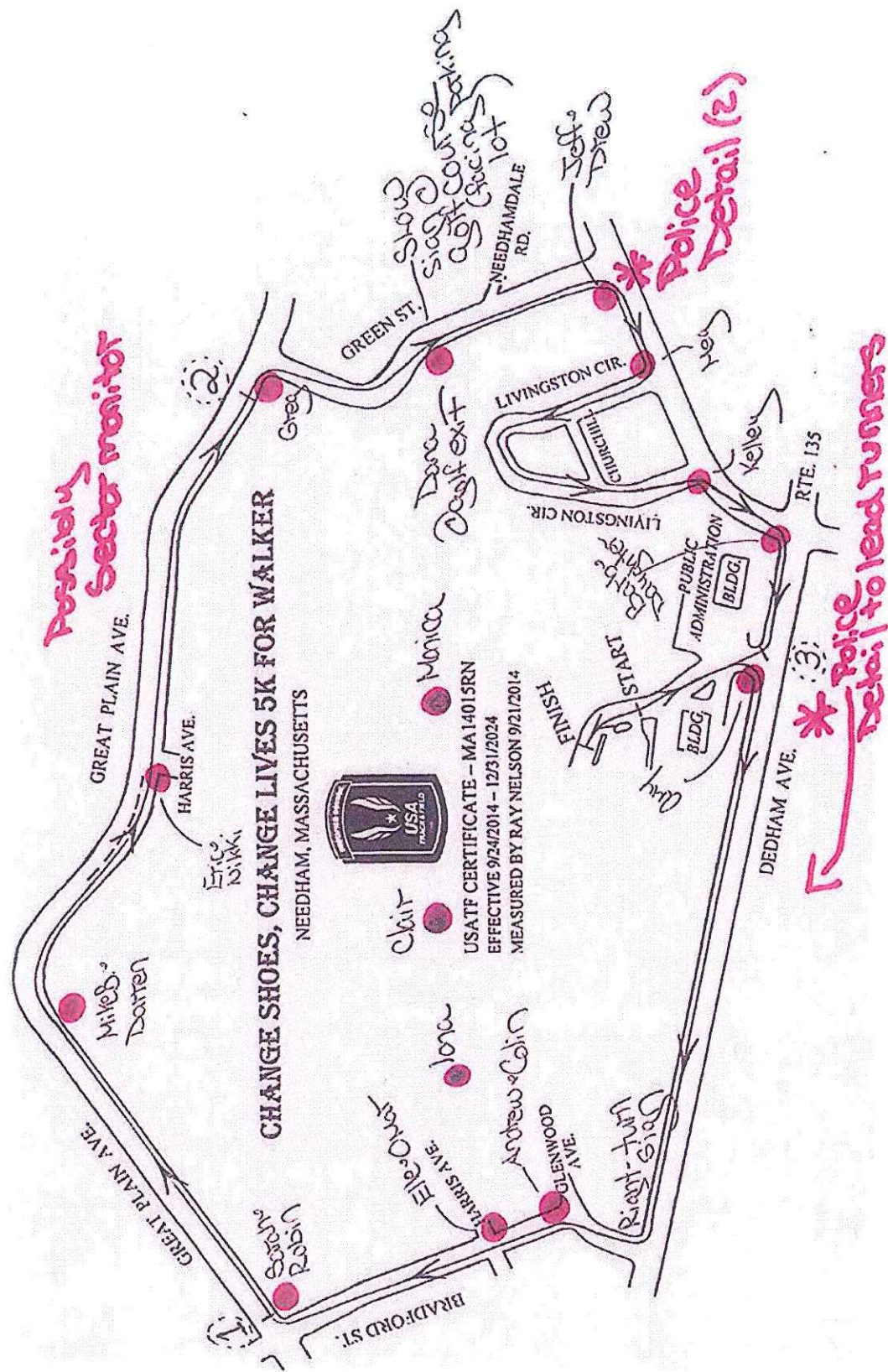
- ***event route map (include map and text of route, parking plan, volunteer placement)***
- ***application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)***
- ***certificate of insurance***

Logistics and Volunteer Location Plan:

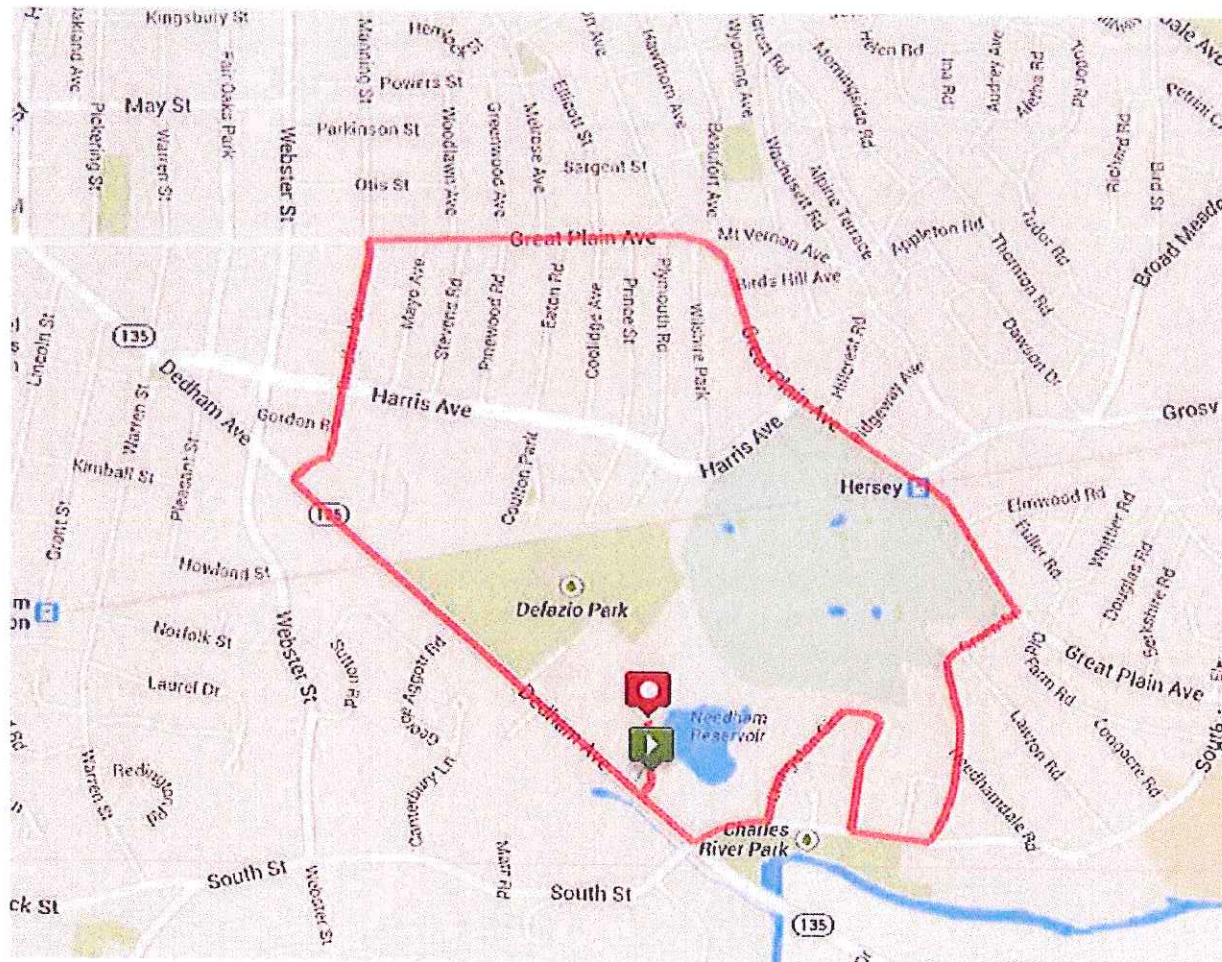
Pink Dots indicate where volunteers will be. (Names are from last year but same number of volunteers on route: 22)

Asterisks indicate Police Detail. We will request from the police department again for 2016 event.

Volunteers wear neon vests and have signs. They do not stop traffic but guide and encourage runners and walkers along route. If runners are crossing streets, volunteers stop the runners until road is clear. All walkers remain on the sidewalk. All runners stay to the right. Rules of the road apply; roads will be open to cars.



5K Run Route: Change Shoes, Change Lives - 7th Annual 5K Run and Walk
Date: Sunday, October 2, 2016



Start: Public Administration Building Exit
Turn Right on to Dedham Avenue
Turn Right on to Bradford Street
Turn Right on to Great Plain Avenue
Turn Right on to Green Street
Turn Right on to South Street
Turn Right on to Livingston Circle
Turn Right on to South Street
Turn Right on to Dedham Avenue
End: Public Administration Building Exit



1-Mile Walk Route: Change Shoes, Change Lives - Annual 5K Run and Walk

Date: Sunday, October 2, 2016



WALKERS REMAIN ON SIDEWALK ENTIRE ROUTE

Start: Public Administration Building Exit

Turn Right on to Dedham Avenue

Turn Right on to Bradford Street

Utilize Cut-Through behind Pollard School

End: DeFazio Park, Needham

PARKING PLAN

Use of DeFazio Park is being submitted to the Park and Recreation Department along with shared use of the parking lot on site. There is plenty of parking, no

problems have been had in the past and a police detail will be requested to assist with parking in DeFazio Park lot.

LOCATION OF RESTROOM FACILITIES AND APPROVAL OF BUILDING USE

Request submitted to Needham Park and Recreation Department for use of DeFazio Park/Carleton Pavilion.

CLEAN-UP PLAN

There are no spectators along route and no trash along route. With use of DeFazio Park, we remove all trash and recyclables when event is finished. Any arrow signs along route are removed immediately after the race/walk finishes.



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

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☐ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Needham Baseball Parade

Name of Organization:

Needham Baseball & Softball

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

If yes, name of Town and date:

MA

**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:

44 Longacre Ave, Needham MA 02492

Organization

☒ is
Not-for-Profit

Organization Billing Address (if Police Detail is required):

Same

Primary Contact:

Stephen Mortimer

Contact Title:

Director Special Events

Contact Address:

58 Dunster Rd
Needham MA 02494

Contact Phone (Day):

617-512-9387

Contact Phone (Cell):

617-512-9387

Contact Email:

steve.mortimer@me.com

Event Date(s): May 1	Date Expected to be in Needham: May 1
Earliest Time Expected in Needham: 11am	Latest Time Expected in Needham: 12pm
Number of Expected Participants: 1000	Number of Expected Spectators at Peak Time: 200
Are participants charged a fee? ☐ YES ☒ NO	
Estimated Number of Vehicles: 1 fire truck	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: De Fazio parking for event morning	
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	
Will neighborhoods be impacted by parking and traffic? briefly	
What activities are planned for the start of the race (if in Needham)? Firetruck & marching band	
What activities are planned for the end of the race (if in Needham)? Opening Day ceremonies	

What facilities are needed for the start of the race (if in Needham)?	
Greene's Field	
What facilities are needed for the end of the race (if in Needham)?	
DeFazio Field	
Once the event begins, how long will it take to complete the event?	
30 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 - inserted into parade
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	No
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	No
Will portable toilets be used? List locations.	No
Will hydration stops be set up along route? If yes, please include these on route plan.	No
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Fire department & police present
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Not generally
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	church but not starting or ending then as passed

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Yes, but not starting or finishing during parade
What is the plan to handle trash?	No trash created.

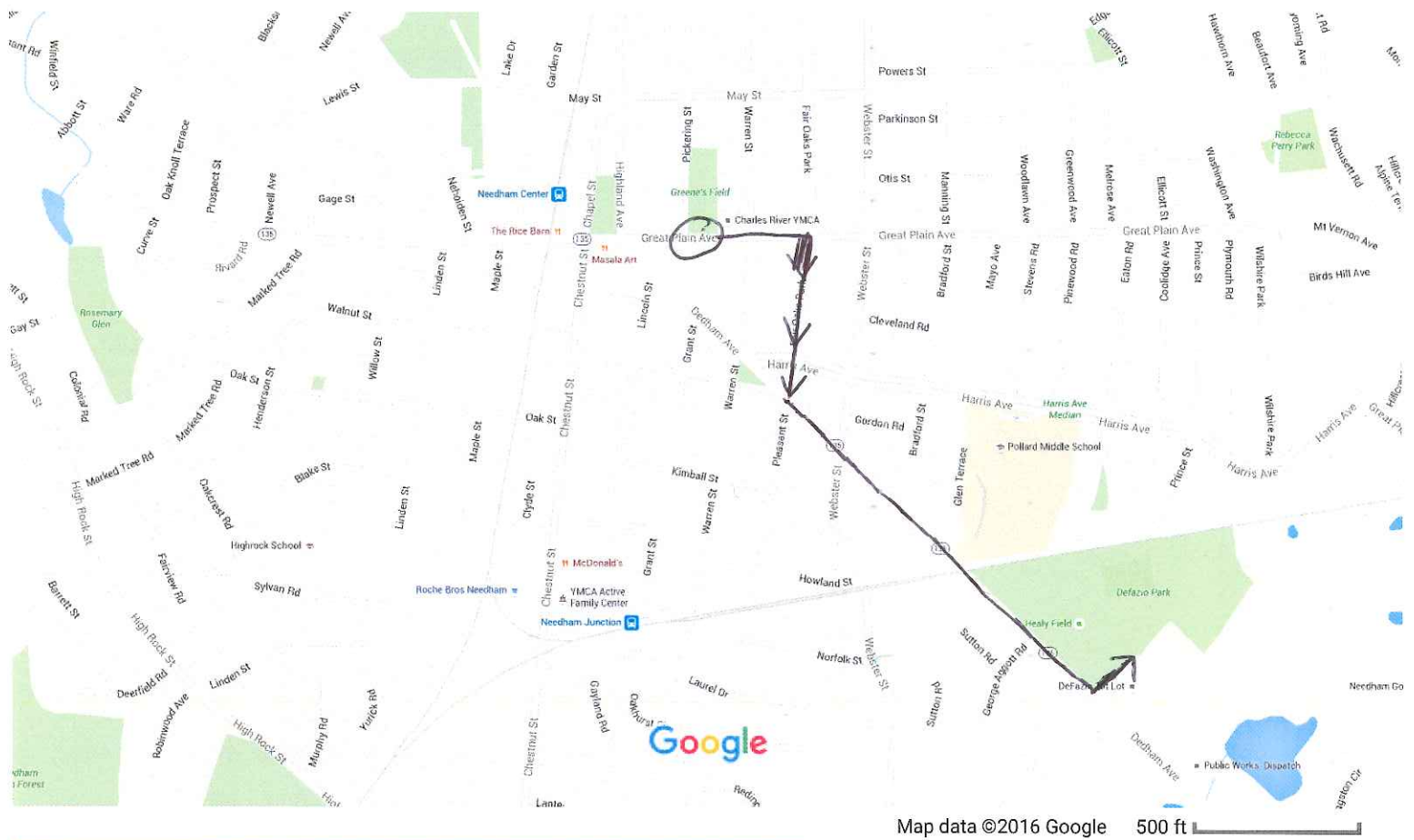
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- event route map (include map and text 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.

Google Maps Needham, MA



Needham, MA

Cloudy · 43°F
8:54 PM



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:

Geared Up for Kids

Name of Organization:

PLGA Foundation dba
A Kids Brain Tumor Cure

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

If yes, name of Town and date:

Hingham, MA May 2010-2012

**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:

98 Random Farms Drive
Chappaqua, NY 10514

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

above

Primary Contact:

Michelle Harris

Contact Title:

Event Coordinator

Contact Address:

15 Birchwood Rd
Needham, MA 02492

Contact Phone (Day):

781-400-5589

Contact Phone (Cell):

617-872-2850

Contact Email:

michelle@mhproductions.inK

Event Date(s): Sunday, June 5 2016	Date Expected to be in Needham: Sunday, June 5 2016
Earliest Time Expected in Needham: 8:00 AM	Latest Time Expected in Needham: 12:00 PM
Number of Expected Participants: 400-500	Number of Expected Spectators at Peak Time: n/a
Are participants charged a fee? ☐ YES ☒ NO they fundraise	
Estimated Number of Vehicles: 200-250	What type of Parking is required: on-site parking at NHS requested
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: See diagram attached.	
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? The ride + run will be cancelled and a modified version of the festival will be held in the NHS Gyms + Cafeteria.	
Will neighborhoods be impacted by parking and traffic? No.	
What activities are planned for the start of the race (if in Needham)? A light grab + go breakfast will be offered at the start along with brief remarks and music.	
What activities are planned for the end of the race (if in Needham)? Family fun festival with BBQ lunch donated by BGood, music and family friendly activities (face painting, etc)	

What facilities are needed for the start of the race (if in Needham)?	NHS Gyms and Cafeteria only in the case of inclement weather. Otherwise, no facilities other than parking lots.
What facilities are needed for the end of the race (if in Needham)?	See above.
Once the event begins, how long will it take to complete the event?	We expect 90% of our participants to be off the road by 11:00 AM (except for a handful of riders on the 25-mile ride). The Festival ends at 1 PM and we are torn down + cleaned up by 3 PM.
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes. We will provide and post all signs.
Will volunteers be placed along the route?	Yes. Ride and Road Marshals
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes. New England Showtime Productions will provide a sound system on site for announcements + music.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes. Donated by BGood and served by their staff.
Will portable toilets be used? List locations.	Yes. In parking lot on Webster.
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes.
If the event takes place after dark, what is the plan to meet lighting needs?	N/A.
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Medical services will be provided by 4 EMT's who donate their time and stay at the site from 8 AM - 1 PM.
Does the event take place during commuter times?	No.
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No.
Are businesses open during the time of the event?	No.
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	No.

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Grace Lutheran Church on Greendale Ave (?) 9:30 am. Worship
What is the plan to handle trash?	We will have a dumpster onsite and remove our own trash at the close of the event.

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

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A Kids' Brain Tumor Cure

PLGA Foundation

About A Kids' Brain Tumor Cure

A Kids' Brain Tumor Cure (AKBTC) is the largest, and only, non-profit organization dedicated to providing hope to children, parents, and families fighting Pediatric Low Grade Astrocytomas (PLGAs). We were founded in August 2007, as a 501(c)(3) foundation made up of families and friends dedicated to helping children who are struggling with brain tumors.

A Children's Brain Tumor Cure has made significant progress breaking the "doom" loop surrounding this "orphan" disease. For the first time ever, the brightest scientific minds are turning their attention to this disease because the A Children's Brain Tumor Cure is raising the funds to support their work. **100% of the donations from this event reach the right target** – the researchers. It's what we fund. It's all we do. It's the only way to find a cure. And we can only do it with your help.

About Geared Up for Kids

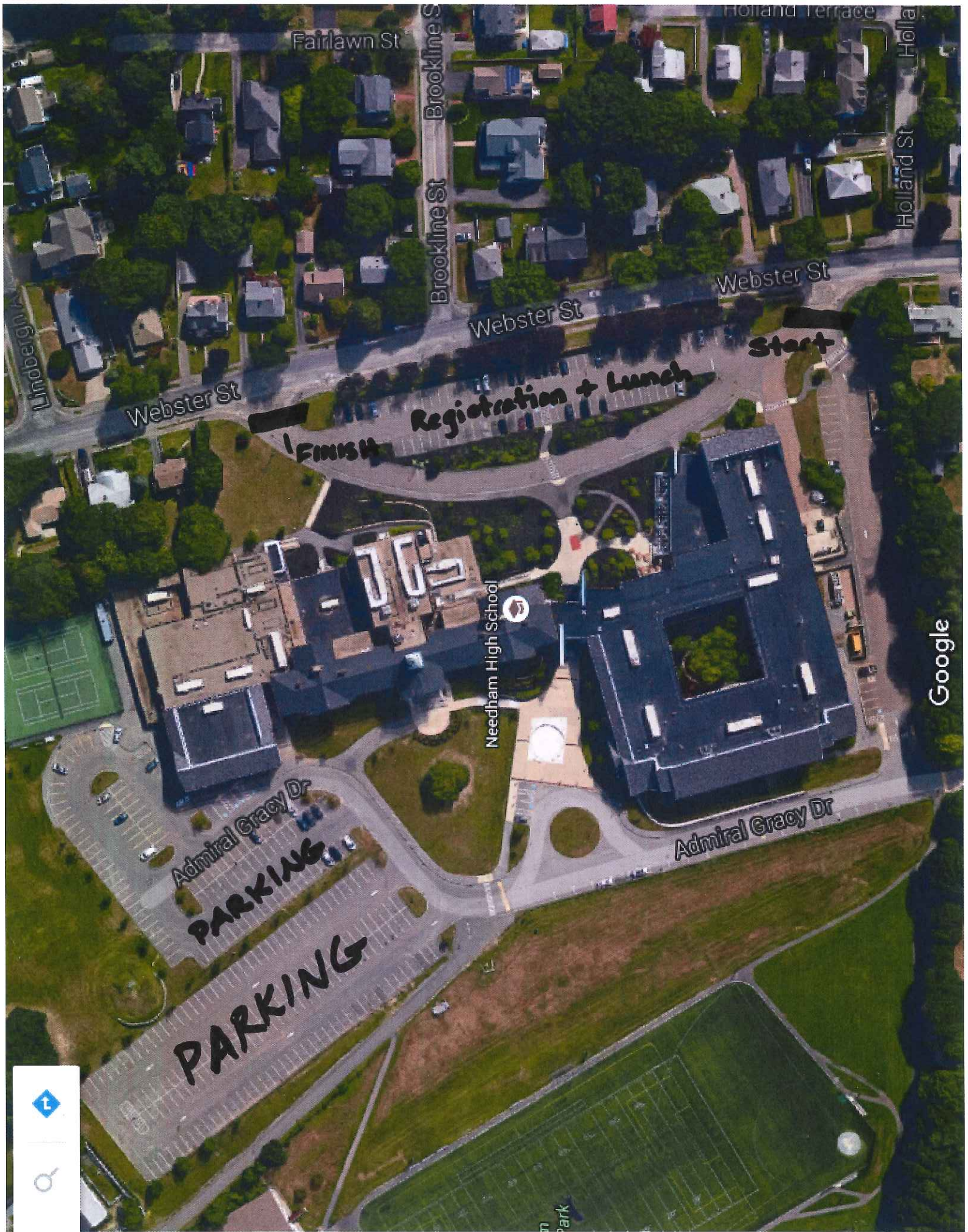
Geared Up For Kids is AKBTC's yearly fundraiser with a 2-mile, 8-mile, and 25-mile bike ride and 5k walk/run. The event serves to raise awareness and funds for the cause as well as to bring families dealing with this disease together to share ideas and offer support. Last year's event was held in Cutler Park in Needham, MA on June 7, 2015 and raised over \$700,000.

The Event

Whether you are a serious cyclist or leisure rider...or perhaps you want to keep two feet on the ground and join our trail run/walk, this is a great event for the entire family. Participate in one event and stay for the FUN festival afterwards:

- Ride on one of our [3 Great Bike Routes](#): 2, 8, and 25 miles. (All 3 bike events are flat and scenic rides that start and end in Needham)
- Run or walk in our Dream in Color [5K event](#).
- Celebrate at our [Family Fun Festival](#) immediately following all events. Sponsored by BGood and many other generous merchants.
- While there is no 'official' registration fee for participation in Geared Up For Kids, our fundraising success is contingent on your generosity and that of your supporters.

If you would like additional information please contact Michelle Harris at michelle@mhproductions.ink or visit www.GearedUpForKids.org.



Fairlawn St

Brookline St

Holland Terrace

Holland St

Webster St

Webster St

Webster St

Start

Registration + Lunch

FINISH

Needham High School

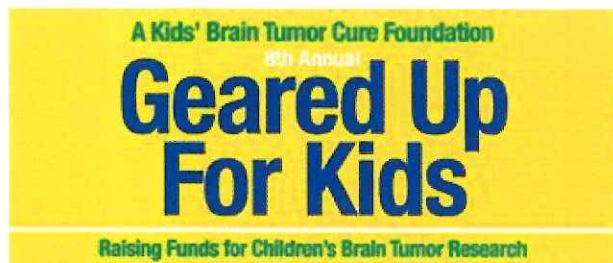
Admiral Gracy Dr

PARKING

PARKING

Admiral Gracy Dr

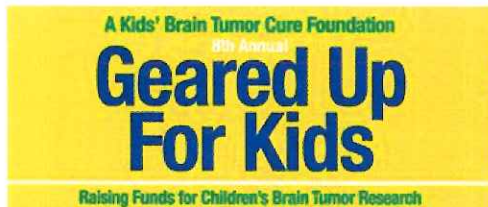
Google



Sunday, June 5, 2016 – 25 Mile Masters Ride
Needham High School – 609 Webster Street
8:30am Start Time

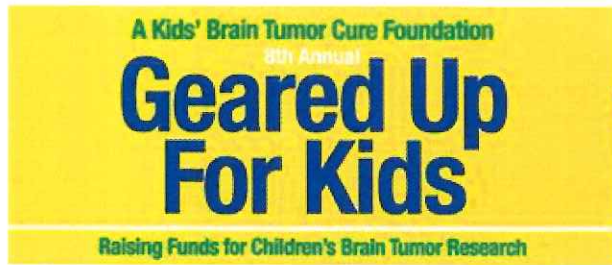
	RIGHT on Webster Street	START
	RIGHT on South Street (toward South St)	1.22 mi
	Continue on South St Cross Chestnut Street	1.77 mi
	South Street turns in to Willow Street	3.34 mi
	RIGHT on Cross St (Toward Centre St)	3.89 mi
	RIGHT on Centre St (Toward Claybrook)	4.34 mi
	LEFT on Claybrook Rd	4.61 mi
	LEFT on Main Street	6.31 mi
	Main St becomes Farm St	7.59 mi
	STRAIGHT to stay on Farm St	11.66mi
	RIGHT onto Junction St	10.59mi
	Stay on Junction Junction turns in to Harding St	10.92mi
	Follow Harding Street Observe Stop Sign Caution: Railroad Tracks	12.00mi
	RIGHT on North Street Water Stop on RIGHT at Memorial School Parking Lot	12.50mi
	LEFT on Pine St (toward Summer St)	12.75mi
	RIGHT on Centre St Observe Stop Sign	16.51mi
	Bear RIGHT on Dedham St	17.14mi

	Continue on Dedham Street Dedham St becomes Chestnut St	19.93mi
	RIGHT on South St	19.92mi
	RIGHT on Great Plain Ave	21.87mi
	LEFT on Greendale Ave	21.91mi
	Follow Greendale Ave (Toward Brookline Ave)	23.84mi
	Bear left on High Street	24.10mi
	LEFT on Webster Street	24.75mi
	LEFT at Needham High School Destination/Finish Line	25.00mi



Sunday, June 5, 2016 – 10 Mile Family Ride
Needham High School – 609 Webster Street
9:00am Start Time

START LINE	MILEAGE	NOTES
Left on Webster Street	0.5 mi	Police detail requested
Right on Lindbergh Ave	.2 mi	
Left on Manning Street	.33 mi	Volunteer spotters
Right on High Street	.74 mi	Volunteer spotters
Bear Right on Greendale Ave	.89 mi	Volunteer spotters
Continue on Greendale Ave toward Broad Meadow	2.4 mi	
Right on Great Plain Ave	3.28 mi	Police detail and/or lane closure requested
Left on Harris Ave	3.72 mi	Volunteer spotters
Left on Bradford St	4.69 mi	
Left on Harris Ave (to reverse direction)	5.08 mi	
Water stop on Left on Plymouth Road	5.53 mi	
Right on Great Plain Ave	5.92 mi	
Left on Greendale Ave	6.12 mi	Police detail requested
Continue on Greendale Ave toward Brookline Ave	8.10 mi	
Bear left on High Street	8.48 mi	Volunteer spotters
Left on Manning St	8.65 mi	Volunteer spotters
Right on Lindbergh St	9.05 mi	
Left on Webster St	9.19 mi	Volunteer spotters
Right to FINISH LINE	9.29 mi	



Sunday, June 5, 2016 – 5k Fun Run
Needham High School – 609 Webster Street
9:15 am Start Time

	LEFT on Webster Street	START		RIGHT on Brookline Street	1.73 mi
	RIGHT on Lindbergh Ave	.2 mi		LEFT on Melrose St	2.4 mi
	LEFT on Manning Street	.33 mi		RIGHT on Powers St	2.67 mi
	RIGHT on High Street	.74 mi		RIGHT on Webster St	2.95 mi
	Bear RIGHT on Greendale Ave	.89 mi		LEFT at Needham High School Destination/Finish Line	3.11 mi

Minutes
Board of Selectmen Meeting
February 19, 2016

12:30 p.m. A special meeting of the Board of Selectmen was convened by Chairman Moe Handel at the Center at the Heights. Present were Mr. Matt Borrelli, Ms. Marianne Cooley, Mr. Daniel Matthews, Mr. John Bulian, Assistant Town Manager David Davison, Assistant Town Manager Christopher Coleman, and Town Manager Kate Fitzpatrick.

12:30 p.m. The Board discussed the fiscal year 2016/2017 proposed goals and objectives and Town Meeting issues.

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments. The Board discussed the proposed land swap, facility financing options, feasibility studies and staffing needs, the Hillside/Owens property acquisition, the Minuteman School project, and future School projects (Mitchell and Pollard). The Board discussed the need to include the bonding for the Minuteman School on the Special Town Meeting Warrant, and asked the Town Manager to follow-up with the Superintendent of Schools to determine whether there is a way to indicate to the MSBA the Town's future interest in Mitchell and Pollard without filing a Statement of Interest at this time.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work. The Board discussed the Large House Study Committee, housing strategies, the pending RMD hearing, lawn signs on Town property, and use of the Common for active, permitted events. The Board agreed to hold a joint meeting with the Planning Board about the large house issue in June, agreed that the priorities for housing over the coming year would be developing a proposal for an affordable housing trust, preserving rental housing – perhaps by offering greater density at existing rental properties – engaging an expert to review 40B financial compliance, and evaluating the possibility of a smart growth district, determined that public but not private lawn signs may be considered in certain locations and asked the Town Manager to provide a list of options, and agreed that the Town's policy on the use of the Common could be expanded bearing in mind the primary purpose is for passive public enjoyment.

Maintain and enhance the Town's Financial Sustainability: Revision to Debt Policy. The Board discussed the proposal and

agreed that a limit on total debt included excluded debt should be incorporated into the policy.

Enhance Town Operations and Administration. The Board discussed Board agendas, packets and mail, liquor licensing methodology, employee engagement feedback, and office hours. The Board agreed to convert to a paperless agenda system through the use of iPads or similar devices, and expressed a willingness to change the hours that Town offices are open to the public,

Town Meeting: The Board discussed the scheduling of zoning articles at special town meetings, and agreed that zoning should be included only in an emergency situation.

4:30 p.m.

Motion: Mr. Matthews moved that the meeting be adjourned. The motion was seconded by Ms. Cooley. Unanimous: 5-0.

**Town of Needham
Board of Selectmen
Minutes for February 23, 2016
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: Residents in the vicinity of Dana Place including David and Sarah Miller, Stephan and Sophia Buckley, Paul O'Keefe, Kate Doerr, and Liz Paulson discussed their concerns with idling, unattended, diesel trains overnight citing noise and air pollution. They asked the Board for help in finding a solution for all parties.

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. Newly Promoted Firefighters:
Dennis Condon, Fire Chief appeared before the Board to introduce newly promoted firefighters Lieutenant Patrick Muir, Captain Peter Vigliano, and Deputy Fire Chief Matthew Dooher.

Chief Condon said the firefighters have done a great job for the department and it is a pleasure to promote them. He commented the Town will be well served by their efforts.

The Board congratulated the firefighters on their promotions and wished them well.

7:05 p.m. Public Hearing: Eversource Energy - 25 Enslin Road
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install about 7 feet of conduit from pole 365/3. She said this work is necessary to provide underground electric service to 25 Enslin Road, Needham.

Kate Fitzpatrick, Town Manager said 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 approximately 7 feet of conduit from pole 365/3. This work is necessary to provide underground electric service to 25 Enslin Road, Needham.

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

7:08 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. **PPBC User Representatives for Public Safety Building Feasibility Study**

**Dennis Condon (indefinite)
John Schlittler (indefinite)**

CONSENT AGENDA

1. **Sign the Warrant for the Annual Town Election Warrant scheduled for April 12, 2016.**
2. **Approve NBA's request for "meter free" parking in the downtown and the Heights for Saturday's in March as part of the "March into Spring" campaign.**
3. **Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks on Sunday, July 3, 2016 (rain date of July 4, 2016) and activities on Sunday, July 3, 2016, and Monday, July 4, 2016. Activities on the 4th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.**
4. **Approve minutes of January 26, 2016, February 9, 2016, and February 10, 2016 Open Session meetings; and January 26, 2016 and February 9, 2016 Executive Session meeting minutes.**
5. **Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Brooks Goddard	50 Otis Street	Otis St. between Manning & Webster	5/15/16	5/22/16	12PM-3PM

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

7:09 p.m.

Introduction of New Director of Veterans Services:

Christopher Coleman, Assistant Town Manager/Operations appeared before the Board to introduce Ms. Sarada Kalpee, the new Director of Veterans Services for the West Suburban Veterans District. The West Suburban Veterans District is comprised of the communities of Needham, Wellesley, Weston, and Wayland. Mr. Coleman said a search for candidates was conducted by colleagues from Wellesley who did a fabulous job finding top quality candidates. He said he and Ms. Fitzpatrick participated in the search process and are very happy to have Staff Sergeant Kalpee join the district.

Staff Sergeant Kalpee gave a brief background saying she has been in the Army Reserves for 13 1/2 years as a diesel mechanic and instructor. She said she spent 14 months as a Veterans Service Officer in the City of Boston and said she looks forward to the challenges in the West Suburban district.

The Board congratulated Staff Sergeant Kalpee and welcomed her to Needham.

7:12 p.m.

Major Trails Projects 2015:

Matt Varrell, Director of Conservation and Patty Carey, Director of Park and Recreation appeared before the Board with an update on the major trail projects from 2015. Mr. Varrell provided narrative for a video describing each project, which he said was a collaborative effort of many people in Needham. He spoke about projects at Ridge Hill Reservation, the Charles River Pathway, the Bay Colony Rail Trail, and the Eastman Conservation Area which he said is the "jewel in the crown" behind Newman School.

Ms. Fitzpatrick commented access to walking trails and nature has been a high priority for residents who completed the Citizen's Survey. She said the Eastman project is an amazing amenity for the Town. She also pointed out the Barnes Pathway was part of the mitigation for the Charles River Landing project, beginning where the corner of 4th and 2nd Avenues meet and running to Highland Avenue. She said it is an interesting connection between the Charles River and Newton.

Ms. Carey said the Needham portion of the Sudbury Aqueduct trail connects Great Plain Avenue through Olin and Babson Colleges, the Wellesley Country Club, through the Eliot School to Echo Bridge and is in the design phase. She said the entire Sudbury Aqueduct trail essentially connects the Town of Sudbury to the Chestnut Hill Reservoir in Chestnut Hill.

The Board thanked Mr. Varrell and Ms. Carey for their work.

7:20 p.m.

Town Manager:

1. An Act to Modernize Municipal Finance and Government

Ms. Fitzpatrick discussed with the Board legislation filed by Governor Baker to modernize many financial and operational functions of cities and towns. She said the proposed legislation is terrific and that while some changes do not apply to the Town of Needham, some do apply. She said she hopes to attend the hearings and be supportive of items that improve the efficiency of government. She noted changes in Procurement procedures, Direct Deposit, Insurance/Restitution Funds threshold, and Right of First Refusal on tax exempt property, to name a few.

Mr. Handel asked if the Town should be concerned with any changes.

Ms. Fitzpatrick said she did not believe there are any concerns for the Town and commended the Baker administration for listening to the people and putting practical changes into use.

Mr. Borrelli asked if a letter from the Board of Selectmen to State delegates supporting the legislation would be helpful. Ms. Fitzpatrick said a letter would be helpful.

Mr. Matthews suggested Chairman Handel and Ms. Fitzpatrick may want to meet with Senator Ross, Senator Rush, and Representative Garlick to get input on how the Town can be helpful. He said he suspects some items may become controversial and some questions will tie up the legislation. He commented if done right, the legislation could get done this session and/or in the not too distant future.

Mr. Handel concurred with Mr. Matthews suggestion.

7:30 p.m. Board Discussion:

1. Close Ascertainment Hearing - Verizon

The current cable television license held by Verizon will expire on December 4, 2016. A Cable Television Public Ascertainment Hearing for Verizon was conducted at the February 9, 2016 Board of Selectmen's meeting as mandated by the renewal provisions of the Federal Cable Act. The Board Chair, Mr. Moe Handel, stated at the conclusion of the hearing that the hearing record will remain open for fourteen (14) days to receive any additional written comments for inclusion into the hearing record. The period has expired. Ms. Fitzpatrick stated one additional letter was received from The Needham Channel with some interesting and helpful feedback they would like to see in the license renewal. Mr. Handel said comments from The Needham Channel will be considered in deliberations.

Motion by Mr. Bulian that the Board of Selectmen vote to close the Ascertainment Hearing for Verizon.

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

2. Board Goal Update

The Board discussed progress toward the Board's FY2016-2017 goals. Mr. Handel said there is a major piece of zoning being put forth by the Planning Board at the May 2016 Town Meeting relating to the creation of an overlay zone in Mixed-use 128 to allow for multi-family housing. He noted some concern by members of the Board of Selectmen and asked for comment.

Mr. Bulian said he believes mixed-use is the vision and an important part for the Needham Crossing area. He said a residential component will house some employees of the businesses and will cut down of vehicular traffic. Mr. Bulian commented the proposed zoning article for the Wexford Street area should be similar to that of Charles River Landing which has a higher percentage of 1 bedroom units, a smaller percentage of 2 bedroom units, and no 3 bedroom units. He said the configuration will achieve a balance that addresses the need for workforce housing while reducing the likelihood of a large student enrollment.

Mr. Borrelli agreed with much of Mr. Bulian's comments and stated this is the first time as a Board, outside of Chapter 40B, to craft zoning to benefit the Town. He said it is an opportunity to impact a large scale development in the area for the benefit of Needham. Mr. Borrelli said apartments and condominiums for people

who are down-sizing should be available, not high rent apartments people can't afford.

Mr. Matthews said further discussion on the article is necessary. He said allowing denser residential development in the area was part of trying to get the Town to plan its own housing strategy, as opposed to constantly being under the threat of litigation under Chapter 40B. He said now with the proposed zoning and at the same time finally achieving 10% State SHI count for affordable housing, the Town should step back to review. He said there are two issues, commenting there are specific goals the Town wants to try and achieve. He said the Town has a good school system, and for people who aspire to have good educational opportunities for their children, the Town should try to reduce economic barriers. He said he understands there are different views which could be addressed when a specific project is being designed because everything under zoning is subject to a special permit process that is extremely strict in which the Planning Board has an extraordinary level of control. Mr. Matthews said the wording of the article should be reviewed. In particular, he said the definition of affordability should match with State regulations and statutes. He said he is concerned that the language in the article states that at least 10% of the units be affordable in the area, but he said that number is not high enough. He said he feels that way because it's an area where the Town should try and have more affordable housing because it's less likely to happen in other areas. Mr. Matthews said the Town's current affordable housing percentage is at risk of eroding as more single family housing is built. He said whenever significant multi-family housing is allowed, the Town should look to have 20% affordable units in order to keep the Town from slowly slipping back into a situation of under 10% affordable housing. He said it is important the Town continue to have the ability to control its own zoning and not become a target for development it does not want.

Ms. Cooley said she supports the zoning for mixed-use and inclusion of residential housing. She said she hears the concerns but takes comfort in the special permit approval process, which will give the Board time to solidify its opinion. She said more thought is needed as to the potential impact.

Mr. Handel said when zoning was crafted, a consultant told the Board the number of potential students was relatively low for this particular development. He said the economics of the municipal services is still cost effective (cost of services vs. the value of the property and real estate taxes it yields). He said Mr. Matthews pointed out a legitimate concern. He said the Board will have an opportunity to comment at the Planning Board's meeting on March 15, 2016, and it would be good to have a summary of points made tonight.

Mr. Bulian said it may be beneficial to break the project into two smaller complexes to include 55+ housing. He said he is not a fan of 3 bedroom apartments and is concerned about the number of students in the schools. He said the actions of the Board of Selectmen and the Zoning Board of Appeals with respect to development

on Greendale Avenue will bring additional students. He said the units have yet to be built, but the numbers will be higher than Charles River Landing. He suggested being cautious. He said it is clear to him it is unlikely anything will be built in the foreseeable future due to the complexity of the location and the need for 2 acres. He concurred the Town is living in a post Chapter 40B environment that needs to be managed. He agreed with Mr. Matthews that the Town needs to be aware and not fall back under the 10% affordable housing threshold. Mr. Bulian said he is concerned about achieving affordable residential housing without it being subsidized. He said the answer lies in very difficult decisions and that he is not sure how to do it.

Mr. Borrelli said this is the only opportunity for the Town, in the next 10 years, to impact and satisfy a need of both workforce and 55+ housing. He said it would be ideal to satisfy both needs.

Mr. Handel said the time to do something is now, and summarized the Board supports the concept, wants realistic housing for the needs of the Town not to overburden its resources, without compromising the 10% affordability ratio.

Mr. Matthews said there are 2 issues (1) is the language of the warrant article sufficient for the Board's purposes and (2) are there other issues. He commented it is important the Board of Selectmen speak with one voice.

Ms. Cooley wondered if there was data relating to the percentage of the units that are statutorily affordable. She wondered what that would do to the price of the other units. She said her experience is that the percentage pushes the price higher on the other units. She commented it is a significant concern. She said she agrees with Mr. Matthews's point of staying "ahead of the curve," but it is in conflict with Mr. Borrelli's question about general affordability. She said she is hopeful the schools will absorb the students coming into already approved development. She noted, other than the Mill Creek development, the building is within a single school district in a part of town under significant redevelopment.

Mr. Bulian said he envisions people moving from a single family home and purchasing property in the same price range. He said he is interested in providing housing for people in the lower range of the Needham housing market who no longer wish to maintain and upkeep of a single family home. He asked if the warrant article should delineate between one or two complexes.

Mr. Handel said it may be better to concentrate efforts on the type of housing rather than where to put various sized housing. He said the market should decide within the constraints of the special permit requirements, rather than dictate a certain type.

Mr. Borrelli agreed high end units are not going to satisfy the current need.

Mr. Matthews said if Town Meeting approves the article, the Planning Board will have the discretion to make the decisions regarding development guidelines. He said it is important to share the Board of Selectmen view with the planners and for the public to understand the policies.

3. Committee Reports

Mr. Handel said a meeting will be held on March 2, 2016 at 7 p.m. at the Eliot School regarding the closure of the Eliot/Central Avenue bridge in July 2016 for up to 6 months for construction. He invited the public to attend.

8:10 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of February 23, 2016.

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

A list of all documents used at this Board of Selectmen meeting are available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>



The Revitalization Trust Fund

Needham Community

03/05/2016

**“It is only through reaching out,
that we are drawn together”™**

To: Kate Fitzpatrick-Town Manager
Needham Board Of Selectmen

From: Paul Good-Chair
The Revitalization Trust Fund (NCRTF)

Re: Request for Approval of Banners

Dear Kate and the Board of Selectmen,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following banners for use within the **NCRTF/Banner Showcase Display** program on Chapel St.:

Cultural Council/Needham Open Studios “Come See How Art Is Made” Banners

(14) images in series for approval. (10) images will be selected from the 14 to be displayed within the **NCRTF Banner Showcase** on Chapel Street during April 2016.

Each banner has a consistent image frame, with a different center image.

Each banner will have a different center image presented on each side This results in displaying a total of 10 of the center images within one five banner display.

The NCRTF committee has reviewed these images. They are intended to provide an attractive and interesting display of art from a variety of Needham Open Studios artists and help display the quality of Needham artists work to more people.

The (4) additional images (two additional banners) will be displayed in rotation in the future.

One banner display = 5 double sided banners, one per designated pole.

Installation is coordinated by the NCRTF in cooperation with the Town.

Display Date: April 1 – April 30, 2016.

Thank you for your consideration.

Sincerely,

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRTF)

NEEDHAM CULTURAL COUNCIL

Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Paul Good, Chair
Needham Community Revitalization Trust Fund

March 2, 2016

Dear Paul,

The Needham Cultural Council is pleased to support the request of Needham Open Studios ("NOS") to design and hang banners in the Chapel Street Banner Showcase Display Program. NOS is an annual event that greatly contributes to the cultural vitality of our community by highlighting many visual artists who work in a variety of media and styles. NOS benefits Needham as it gives residents an opportunity to experience the creative endeavors of Needham's thriving artistic community. Participation by NOS in the Chapel Street Banner Showcase Program will greatly enhance the public's awareness of this well known arts event.

It is our understanding that Naomi Wilsey will be the contact for NOS and that NOS will be responsible for production and payment of the banners.

Please feel free to contact me at editwells@gmail.com or 781-400-5536, if you require further information.

Sincerely,



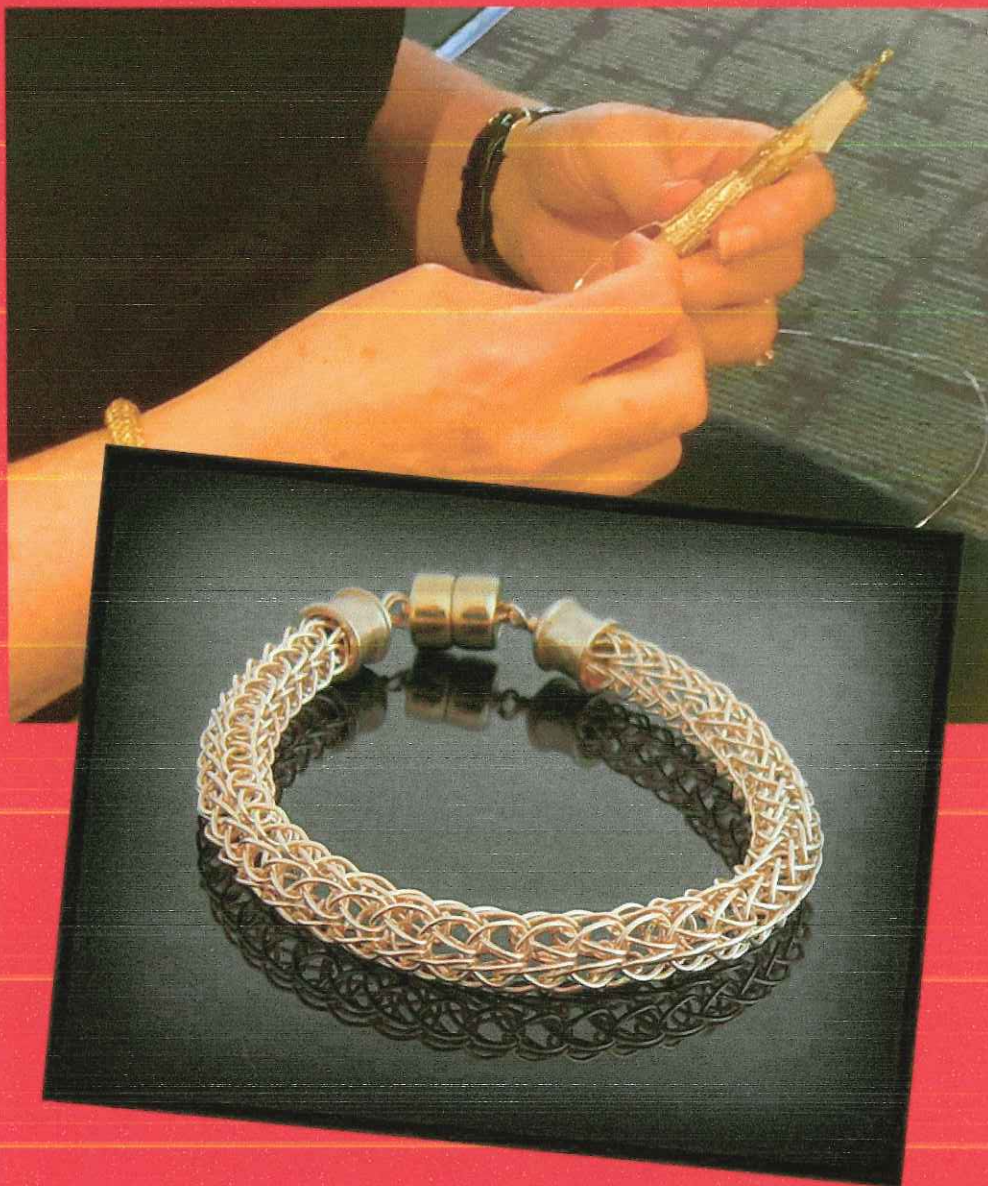
Beth Wells, Chair

Needham Cultural Council Members
David Ecsedy, Jody Feinberg, Mary Murphy Hensley, Ronald Lowry,
Kristen Mazzocchi, Elise Miller, Lawrence Richmond



Needham Open Studios

Come see how art is made!



NeedhamOpenStudios.com

Needham *Open* Studios

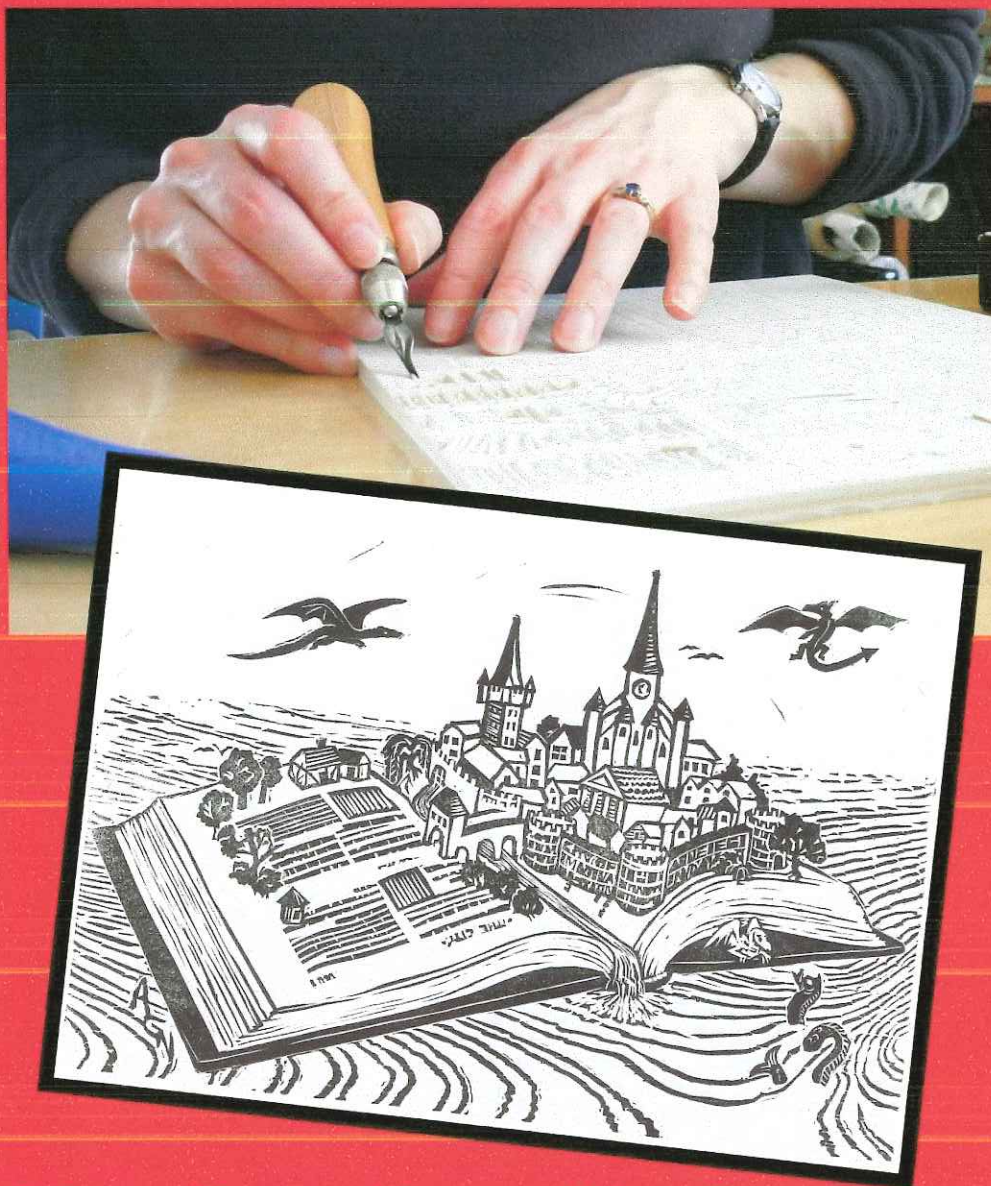
Come see how art is made!



NeedhamOpenStudios.com

Needham *Open Studios*

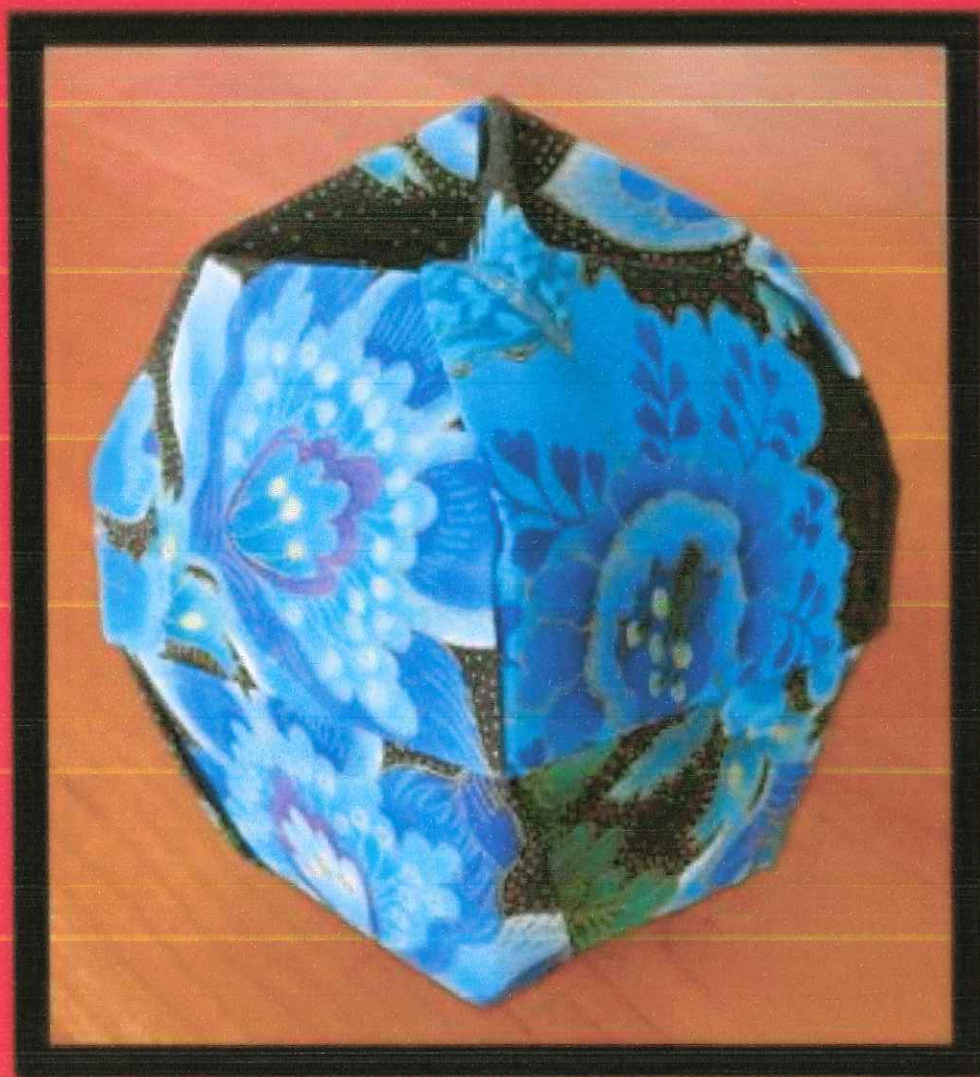
Come see how art is made!



NeedhamOpenStudios.com

Needham Open Studios

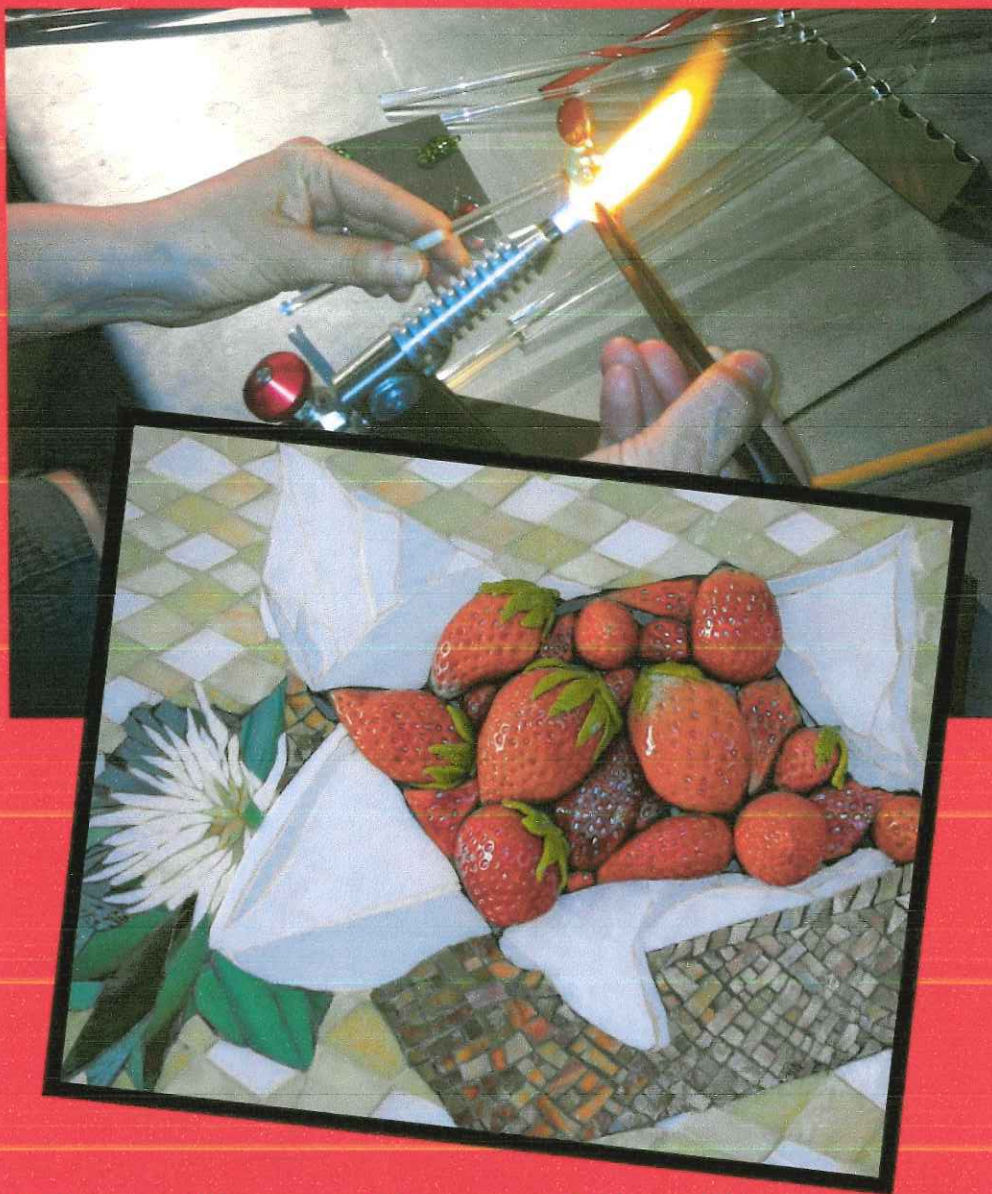
Come see how art is made!



NeedhamOpenStudios.com

Needham Open Studios

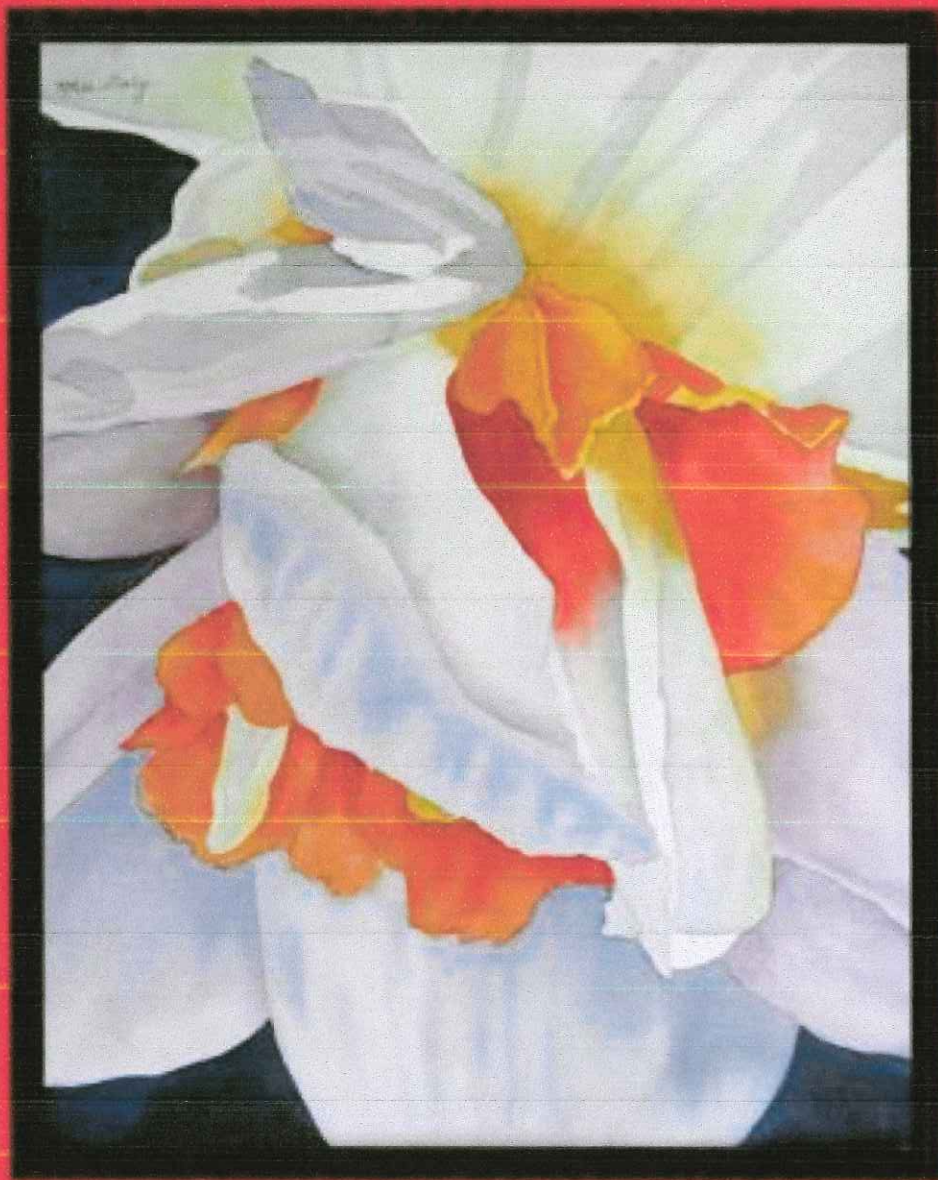
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NeedhamOpenStudios.com

Needham *Open* Studios

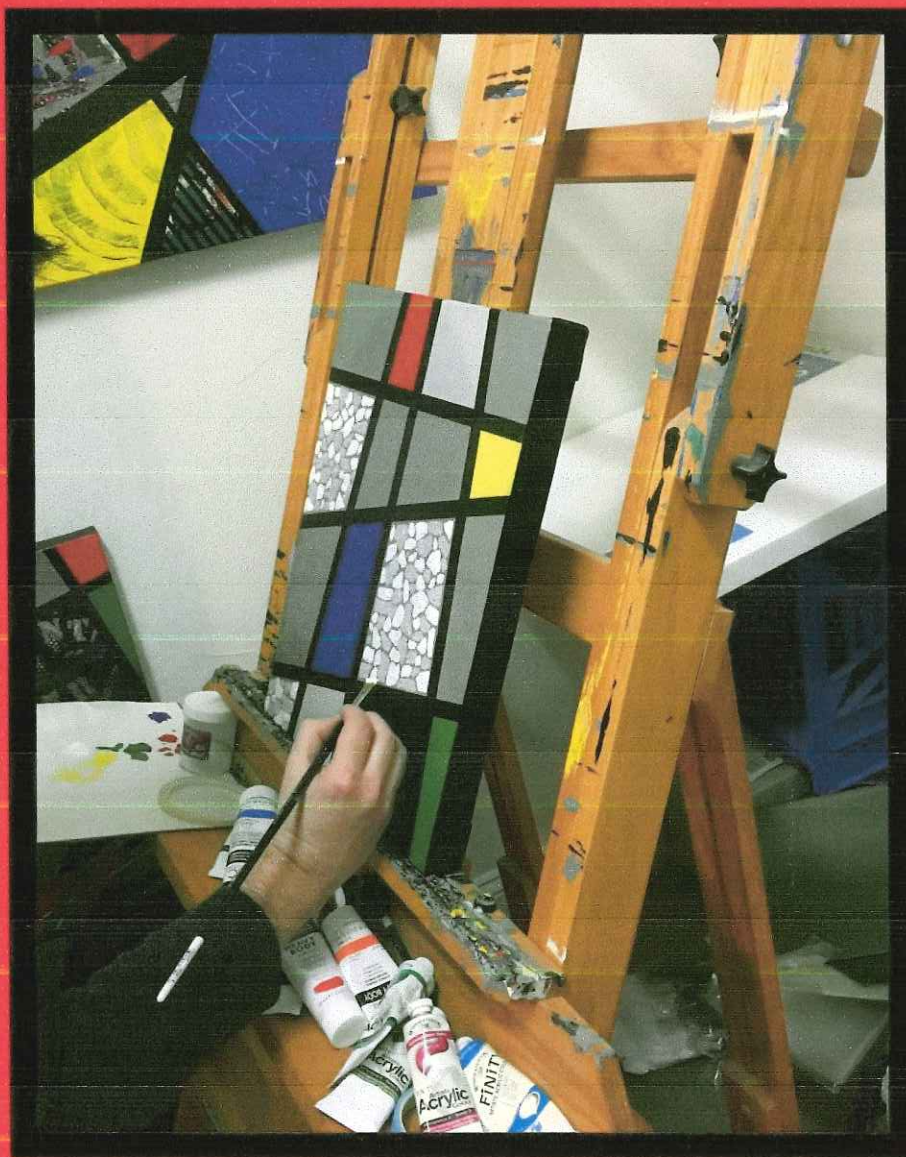
Come see how art is made!



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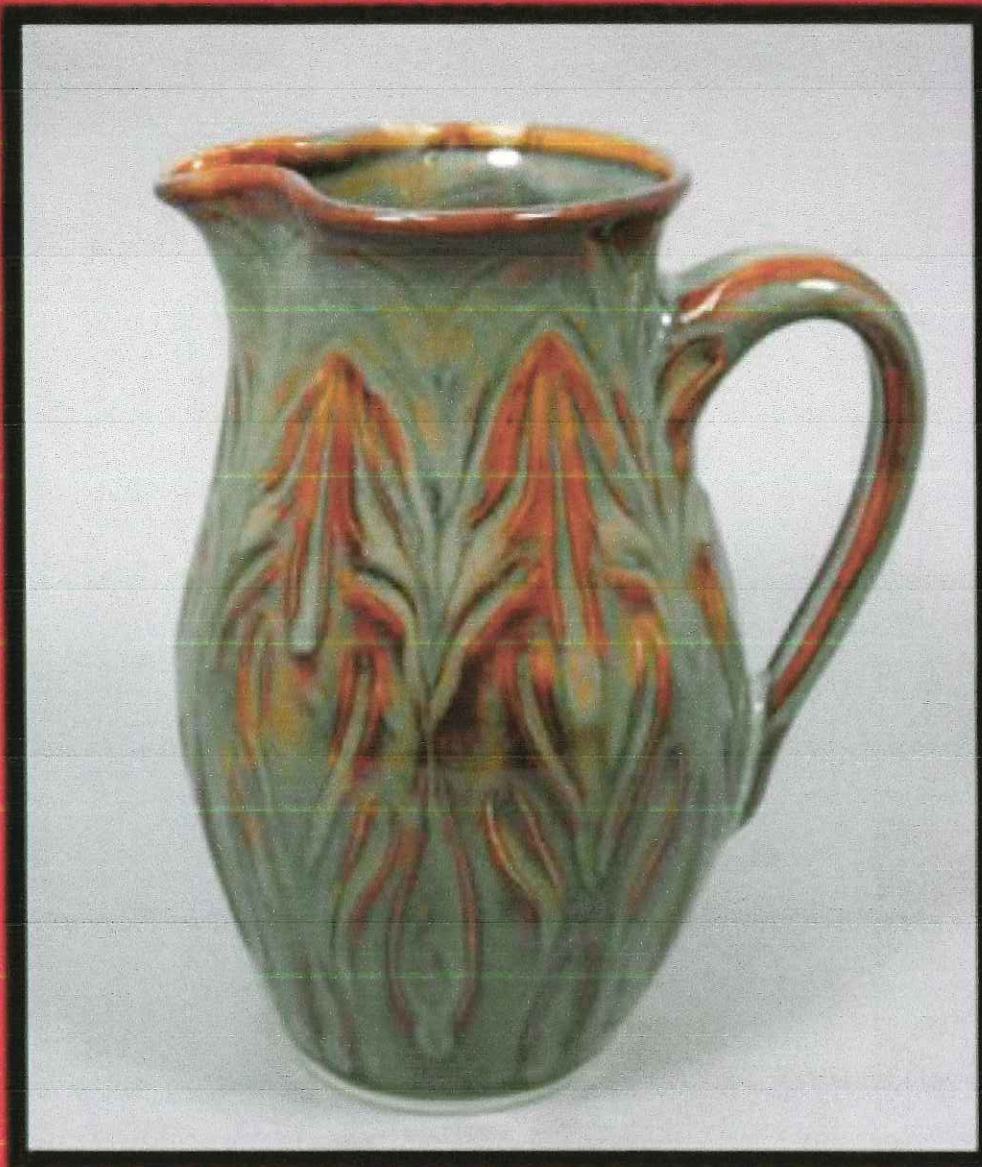
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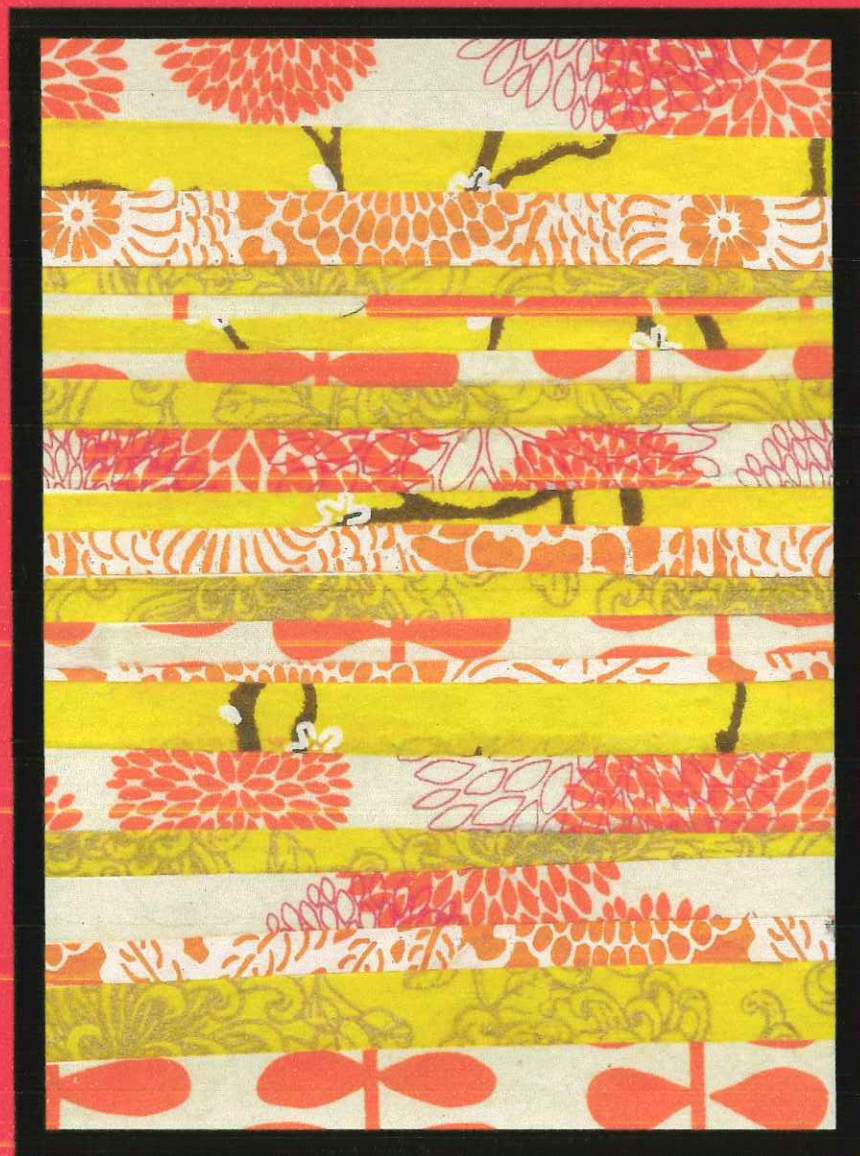
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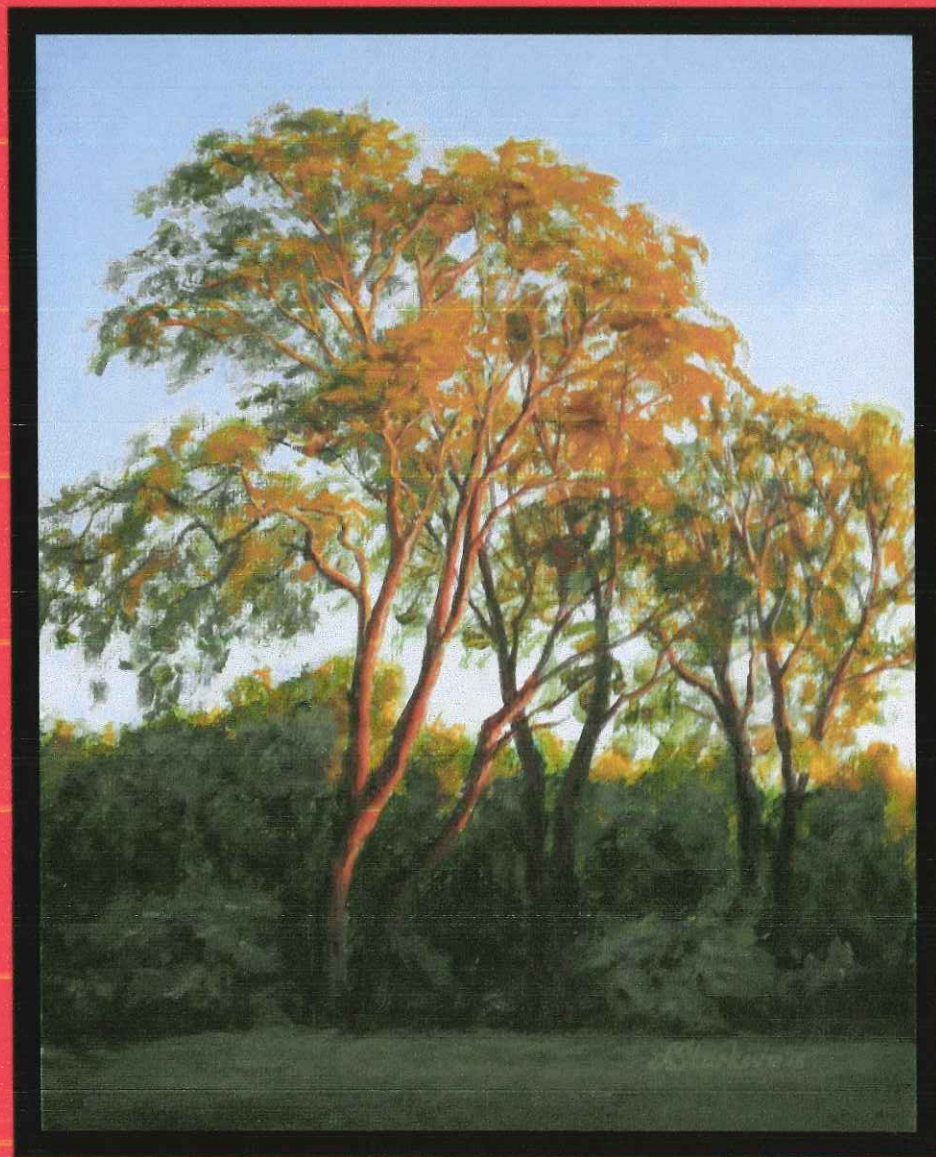
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