

BOARD OF SELECTMEN

June 14, 2016

Needham Town Hall

Revised Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Public Hearing Water and Sewer Rates • Water and Sewer Rate Structure Committee • David Davison, Assistant Town Manager/Director of Finance • Richard Merson, Director of Public Works • Evelyn Poness, Town Treasurer/Collector • Christopher Seariac, Superintendent of Water and Sewer
2.	7:15	Grant of Location Public Hearings- Eversource Energy • 45 Livingston Circle • 1079 South Street • 132 Washington Avenue • 66 Oak Street
3.	7:20	Grant of Location Public Hearing- Teleport Communications America- Charles & Wexford Streets • David Edgar, Siena Engineering Group, Inc.
4.	7:25	Approval of the Sale of Refunding Bonds and Notes • David Davison, Assistant Town Manager/Director of Finance
5.	7:40	Town Manager • Acceptance of Declaration of Restrictive Covenant and Grant of Easements • Call for Special Town Meeting • Senate 2311 – An Act Promoting Housing and Sustainable Development • Facility Financing Update • Town Manager Update
6.	8:00	Board Discussion • Registered Marijuana Dispensary Letter of Non-Opposition • Committee Reports – Large House Review Study Committee • Committee Reports – N-Squared Initiative • Committee Reports
7.	8:20	Executive Session Exception 3

APPOINTMENTS

	None	
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CONSENT AGENDA *=Backup attached

1.*	Approve a request from the Hillside Elementary School PTC to hold its Halloween Trick or Trot 5K Run/Walk and Monster Fun Run event on Sunday, October 23, 2016. The route starts and ends at the Hillside School, with the route following Glen Gary, West, Eliot, Parish, Damon, Parish, Nehoiden, Central down Bess, Julia, Jarvis, Central, and Booth Street. The event will be finished by 11:00 am. 300 participants are expected. This event has been approved by the following departments: Police, Fire, Park & Recreation, and DPW.				
2.	Accept the following donations made to the Needham Community Revitalization Trust fund: \$8337.60 from The Exchange Club of Needham for the Symbols of Pride banner program; and \$500 from Holly and Bruce Johnstone.				
3.*	Approve an event for the Circle of Hope to hold its “Full Circle: Raising Caring Kids” event on the Town Common, Saturday, September 24, 2016 from 10:00 a.m. to 12:00 p.m. Event has been reviewed and approved by the Police, Fire, and DPW departments.				
4.*	Approve a request from Greg Jundanian, of Three Squares New England, who is organizing its annual fundraiser bike ride to benefit food pantries in numerous communities including Needham, to have a portion of its ride to go through Needham. The event is scheduled for September 25, 2016 from 7:30 a.m. to 1:00 p.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.				
5.	Approve a rain date request from Arik Grier of Bikes Not Bombs for its event to be held on June 19, 2016. Event was previously approved for June 5, 2016 but was canceled due to weather. They will be in Needham around 11:45 a.m. The Needham portion of the route has been approved by the DPW, Police, Fire and Park and Recreation departments.				
6.*	Approve May 24, 2016 Open and Executive Session minutes.				
7.	Accept a \$50 donation made to Needham Youth Services from Mr. & Mrs. Timothy Dasey, Needham residents. They would like the monies to be used to sponsor Needham Youth Services VAN program.				
8.	Accept donation of 252 Hoodsie Ice Cream cups, and 288 spoons at a value of \$81.33 for the Memorial Day observation that was held on May 30, 2016 from Roche Brothers, Needham.				
9.*	Water and Sewer Abatement Order #1219.				
10.	Grant permission for the following residents to hold block parties:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Jenny Berk	10 Hollow Ridge Rd.	Hollow Ridge Rd	6/11/16	N/A	3pm-9pm
Robert Klein	11 Andrea Circle	Andrea Circle	6/12/16	N/A	1pm-4:30pm
Christine Holland	104 Newell Ave	Corner of Newell Ave & Prospect Street	9/10/16	9/11/16	4pm-8pm



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

MEETING DATE: 06/14/2016

Agenda Item	Public Hearing Water and Sewer Rates
Presenter(s)	Water and Sewer Rate Structure Committee David Davison, Assistant Town Manager/Finance Richard Merson, Director of Public Works Evelyn Poness, Town Treasurer/Collector Christopher Seariac, Superintendent of Water and Sewer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Water and Sewer Rate Structure Committee met on May 3, 2016 and voted to recommend the rates as proposed which are explained in the June 10, 2016 memo. It is anticipated that the Board of Selectmen will vote on final water and sewer rates at its meeting on June 28, 2016. The rates are proposed to be put into effect July 1, 2016. The Committee supports the proposed water and sewer rate schedule which was designed to lessen the financial impact of the needed higher sewer rates by phasing in the sewer rate increase as it was presented to the Board of Selectmen last year at the public hearing. The increase in the average annual regular water/sewer bill for FY2017 would be 2.8% and the estimated increase for FY2018 would increase the annual bill by 1.5%.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: None	
3.	BACK UP INFORMATION
(Describe backup below) a. Legal Notice b. June 10, 2016 Water and Sewer Rate Recommendations memo c. Listing of Communities with Water Use Restrictions as of May 25, 2016 d. Map of Municipal Water Use Restrictions (09/28/2015) e. Map of Municipal Water Use Restrictions (06/13/2013)	

dbd 06/10/2016

TM/RATE CHANGES

**LEGAL NOTICE
Notice of Public Hearing**

The Needham Board of Selectmen will hold a public hearing on Tuesday, June 14, 2016 at 7:00 in the Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. The purpose of the hearing will be to provide the public with an opportunity to comment on proposed changes to the water and sewer rates. All interested persons and/or parties wishing to be heard will be afforded an opportunity to comment at this time. In addition, written comments may be sent to the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 or may be emailed to selectmen@needhamMA.gov

AD#13434325

Needham Times 6/2, 6/9/16

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Water and Sewer Rate Structure Committee; Kate Fitzpatrick, Town Manager; Christopher Coleman, Assistant Town Manager/Director of Operations, Richard Merson, Director of Public Works, Robert Lewis, Assistant Director of Public Works, Christopher Seariac, Water and Sewer Superintendent; Evelyn Poness, Treasurer and Collector
Date: June 10, 2016
Re: Water and Sewer Rate Recommendations

A public hearing has been scheduled for the Board's meeting on June 14, 2016, and the final rates will be set at the Board's June 28, 2016 meeting. The Water and Sewer Rate Structure Committee met on May 3, to weigh and deliberate options for the Board of Selectmen to consider. The five-member committee is appointed by the Board of Selectmen, and its general charge is to review proposed changes to the water and sewer rate structure and to make recommendations to the Board on said changes. The Committee members are John Cosgrove Jr, Chair of the Committee; Tom Loughran, Nick Renzulli, Steven Rosenstock, and John Tallarico. Mr. Cosgrove is also one of the two appointed Town representatives on the MWRA Advisory Board. Traditionally the Water and Sewer Superintendent has been the second.

The Committee voted to recommend that the Board adopt the proposed rate structure that was included in the presentation to the Board of Selectmen last year. The recommended rate structure would increase the annual bill for a residential customer with regular water and sewer service by approximately 2.8%. The MWRA annually provides to member communities an average cost for annual household water/sewer (AHWS) use based on the industry standard of 120 hundred cubic feet (HCF), or approximately 90,000 gallons, to track rate increases over time. For historical purposes, this constant benchmark is maintained; however, actual household usage varies considerably and therefore the impact of any proposed change may be more or less than the AHWS reference.

Consumption Trends

Average regular water use (domestic) has declined over the three, five, and seven year periods, each shows a downward trend (refer to table 1). Water consumption for the first three quarters of FY2016, however is slightly higher than the same period in FY2015. The FY2013 billable water consumption was lower than any of the averages, and was at an all-time low. Irrigation water has been trending upward, but is much more volatile than domestic water use. The three year (FY2013 - 15) average of irrigation water sales was 312,359 HFC and last year the three year average (FY2012 - 14) was 305,795 HFC. The FY2013 - 15 average was more than the five and seven year averages. The five year (FY2011 - 15) irrigation average was higher than the seven year average. We reported last year that the five year average was lower than the three and seven year averages, but is now higher than the seven because FY2010 is no longer in the five year period. In FY2010, irrigation water use was down considerably from the average, with nearly a 27% drop in billed use from FY2009. We believe the decrease was attributable to weather; the summer was cooler, except for a short period of hot and humid temperature. So if

FY2010 data had been excluded last year, the irrigation water use during that period would have shown an increasing trend as well.

Table 1

Water and Sewer
Billing History
Fiscal Year July 1 - June 30

	2009	2010	2011	2012	2013	2014	2015	2014	2015	2016	3-Year Average	5-Year Average	7-Year Average	Lowest	Year
Hundred Cubic Feet								9 Months	9 Months	9 Months					
WATER															
Domestic Water	1,037,065	972,726	993,844	1,004,963	968,248	972,172	972,420	750,856	750,212	752,776	970,947	982,329	988,777	968,248	2013
Irrigation Water	280,126	205,433	337,537	281,106	334,981	301,298	300,798	294,760	286,979	366,896	312,359	311,144	291,611	205,433	2010
MSP Water	179,798	181,624	174,564	174,572	169,190	163,277	145,815	123,116	110,630	106,072	159,427	165,484	169,834	145,815	2015
TOTAL WATER	1,496,989	1,359,783	1,505,945	1,460,641	1,472,419	1,436,747	1,419,032	1,168,732	1,147,820	1,225,744	1,442,733	1,458,957	1,450,222	1,359,783	2010
SEWER															
Domestic Sewer	911,939	863,399	881,404	887,551	856,728	862,617	865,974	661,028	663,348	662,310	861,773	870,855	875,659	856,728	2013
MSP Sewer	85,723	88,096	80,412	75,887	102,831	78,748	69,363	60,375	52,648	48,518	83,647	81,448	83,009	69,363	2015
TOTAL SEWER	997,662	951,495	961,816	963,438	959,559	941,365	935,337	721,403	715,996	710,828	945,420	952,303	958,667	935,337	2015
Total Billable Sewer as a % of Total Billable Water	66.6%	70.0%	63.9%	66.0%	65.2%	65.5%	65.9%	61.7%	62.4%	58.0%	65.5%	65.3%	66.1%		
Domestic Billable Sewer as a % of Domestic Billable	87.9%	88.8%	88.7%	88.3%	88.5%	88.7%	89.1%	88.0%	88.4%	88.0%	88.8%	88.7%	88.6%		
Irrigation Water as a % of Total Water	18.7%	15.1%	22.4%	19.2%	22.8%	21.0%	21.2%	25.2%	25.0%	29.9%	21.7%	21.3%	20.1%		

MSP = Major Subsidy Provider

One of the Town's largest water and sewer customers is Coca Cola. Almost all the water and sewer use is charged at the highest rate, which effectively provides a subsidy to the citizens of Needham. Water use by Coca Cola has been relatively predictable until recently, but even their use has trended downward as well. When we presented to the Board last year, we explained that FY2013 was the lowest billed use year until FY2014, but now FY2015 is the lowest billed use for Coca Cola, and through the third quarter, the current fiscal year is trending to be even lower.

Billed sewer use is also declining, whether looking at the three, five or seven year average. As with domestic water, the FY2015 billable sewer was slightly higher than the previous year, but overall it is trending lower. The first three quarters in FY2016 shows billed sewer lower than the same period in FY2015. Furthermore, all the average comparison periods are trending downward. The lowest amount billed during the immediate past seven years (FY2009 – 15) was FY2013. Coca Cola's billable sewer is declining as well. Due to an aberration with FY2013 billable sewer, which was the highest amount billed to Coca Cola in recent history, the three year average shows an uptick, but excluding FY2013 the trend is declining. The first three quarters in FY2016 shows billed sewer considerable lower for the company than the same period in FY2015; FY2015 nine month billing was lower than the same period in FY2014. Because most all of the billed consumption for Coca Cola is at the higher step rate, a reduction in billed use has a disproportionate impact on sewer revenue which then exacerbates the rise in sewer rates.

It is important to remember that the water which runs through the domestic water meter of a customer, who is also connected to the public sewer, is the basis for determining the sewer bill for the customer. When a customer has an irrigation water meter installed, the water which is used outside of the house is measured separately, and therefore is not included in the calculation of the sewer bill. In this case sewer revenue declines, but the expense of the sewer system does

not. Although the installation of an irrigation meter lowers the cost to the individual customer, the decline in billable domestic water use also lowers the amount that is used to determine the sewer bill. The problem is aggravated since the sewer rate structure was based on a higher amount of domestic water consumption. The assumption of the higher domestic water consumption was the basis by which the sewer service rates were determined, and consequently resulted in lower rates per unit than what was required to support operations.

Rate Structure Proposal

The basis of the rate structure is to distribute the costs associated with operation, maintenance, capital infrastructure, and other liabilities incurred to provide public water and sewer services. We must be able to demonstrate that the rate structure will generate the revenue to meet the appropriations and other liabilities to be paid during the fiscal year. Because demands on the systems and costs can swing significantly from year-to-year, due to factors such as seasonal demand for water, infrastructure improvements, unexpected major system repairs, assessments for the treatment of sewer and purchase of water from the MWRA, and regulatory and local constraints, we look to billing target estimates rather than a specific dollar amount in determining where rates need to be to pay the costs of operations. We consider a three year span as to the average billing needed to meet the estimated operating expenses, maintain sufficient reserves to fund unexpected events, have adequate capital to satisfy the liquidity and financial ratios that the rating agencies look for when determining the Town's overall credit rating, and to weather short term consumption variations.

The rates that were eventually adopted by the Board of Selectmen, after evaluating several different variations and offering changes to the presented options, have proven to meet the revised Water Enterprise requirements, but not the Sewer Enterprise. Sewer usage fees need to generate at least \$8 to \$9 million in billings to sustain the service. Based on this target range, sewer use fee revenue would need to increase by ten percent. The portion of the Sewer Enterprise operating budget that is to be supported by sewer revenue for FY2017 is \$8,218,768, with approximately another \$450,000 in other expenses including indirect costs. The Town used \$404,156 in retained earnings (non-recurring revenue) to fund recurring expenses. Use of retained earnings is acceptable to cover aberrations or expenses that are not reasonably expected to continue into the next year, or to provide temporary funding while new rates take effect. The Town fell below its retained earnings floor last year (FY2016) in order to provide funding for sewer operations, and came within \$83,000 of falling below the floor for FY2017 funding which was done by scaling back on capital. The increase is necessary as the enterprise has been relying on non-sewer receipts to pay for operations, exclusive of capital, for several years. Indeed, the sewer cash capital program has been scaled back in order to preserve fund balance, but this cannot continue. The Sewer Enterprise budget has not grown significantly over the past few years, save MWRA assessments, a significant portion of the annual operating budget. The decline in billable use is expected to continue declining, as efforts to have Needham water use drop below the 65 gallon threshold, and so rate increases are unavoidable.

The Town still cannot meet the revenue target for sewer based on the current schedule, a fact which was understood last year when the Board adopted rates for FY2016. The recommended increase in the sewer rates should get the Town closer to the level that is needed to be self-sustaining, but will likely require another sewer rate increase in FY2018. Over the next year, in addition to the annual review of the use rates, we will review the fees and charges for other

services to see if they should be amended and present those findings to the Committee to review before coming to the Board of Selectmen in June 2017.

Last year, the concept was to increase the sewer rates to meet the target not all in one year, but over two or perhaps three years, and to increase water rates in FY2016, but not the following year. The good news is that water rates do not need to be increased for FY2017, and will not need to change for FY2018. Unfortunately, as anticipated, sewer rates do need to increase. The recommendation is to continue with the phased approach with the sewer rates and set the rates as presented last year for FY2017: step 1 would be \$8.60 per HCF; step 2 would be \$9.45 HCF, step 3 would be \$10.20 HCF, and step 4 would be \$11.15 HCF (refer to Table 2).

Table 2

	Current FY2016	Recommended FY2017	Outlook FY2018
Water			
Step 1	\$3.10	\$3.10	\$3.10
Step 2	\$3.40	\$3.40	\$3.40
Step 3	\$4.30	\$4.30	\$4.30
Step 4	\$5.10	\$5.10	\$5.10
Water - Irrigation			
Step 1	\$5.10	\$5.10	\$5.10
Step 2	\$5.50	\$5.50	\$5.50
Step 3	\$6.10	\$6.10	\$6.10
Step 4	\$8.10	\$8.10	\$8.10
Sewer			
Step 1	\$8.49	\$8.60	\$8.82
Step 2	\$8.99	\$9.45	\$9.64
Step 3	\$9.99	\$10.20	\$10.40
Step 4	\$10.99	\$11.15	\$11.32
Household Annual Cost Estimate			
Regular Water & Sewer	\$1,586.40	\$1,630.20	\$1,653.84
Percent Change		2.8%	1.5%

Based on the AHWS standard, the estimated increase in the annual sewer bill is 3.9%, and the annual regular water bill would not change. This calculates to be a 2.8% increase in the annual bill over the estimate for FY2016. The water rates are not expected to increase for the following year (FY2018), and possibly no increase for FY2019, but the sewer rates will need to increase again in FY2018. This is subject to change based on water consumption trends and method of use, assessments from the MWRA for the treatment of sewerage, and what the actual year end results show.

Comparable Communities

In comparison to area communities, Needham ranks number 10 out of 19 in terms of annual water and sewer charges for fiscal year 2016 (refer to Table 3). Interestingly, in fiscal year 2015, before the rate increase, Needham ranked 9 out of 19 (refer to the December 2014 column in Table 3), so Needham's expense rank declined even with the rate increase. This is another example where we anticipate that communities will need to keep increasing water and sewer rates compelled in part by efforts to reduce water use, which does not impact most operating and

fixed costs at least in the short and medium terms. The average household bill per the MWRA comparison for Needham was \$1,586 which is approximately 96% of the average bill (\$1,652) for the group. The group of 19 communities shows an average bill range of \$1,182 for the City of Waltham, a community with a great number of commercial users, to a high of \$2,349 for the Town of Belmont. The rate increase adopted by the Board for FY2016 resulted in a change of 1.5% on the AHWS bill, whereas the average change by the other communities was 2.6%. However the change over seven years for Needham was 7.1%, but the average of the other communities was 29.6%.

Table 3

Annual Water and Sewer Charges in Selected Communities
Receiving Services from the MWRA
Cost to Average Customer Consuming 12,000 Cubic Feet

Community		Dec-08	Dec-09	Dec-10	Dec-11	Dec-12	Dec-13	Dec-14	Dec-15	One Year Change	Seven Year Change
Belmont		\$1,683	\$1,774	\$1,892	\$1,980	\$2,071	\$2,167	\$2,265	\$2,349	3.7%	39.6%
Cambridge	*	\$1,158	\$1,231	\$1,360	\$1,360	\$1,360	\$1,401	\$1,454	\$1,528	5.0%	31.9%
Canton	*	\$1,218	\$1,265	\$1,358	\$1,447	\$1,480	\$1,523	\$1,624	\$1,624	0.0%	33.3%
Dedham	*	\$1,485	\$1,497	\$1,497	\$1,530	\$1,530	\$1,530	\$1,541	\$1,554	0.8%	4.6%
Frammingham		\$931	\$1,008	\$1,096	\$1,214	\$1,247	\$1,444	\$1,543	\$1,635	5.9%	75.6%
Lexington		\$1,289	\$1,240	\$1,261	\$1,408	\$1,457	\$1,481	\$1,508	\$1,480	-1.9%	14.8%
Melrose		\$1,468	\$1,558	\$1,587	\$1,640	\$1,759	\$1,809	\$1,943	\$2,055	5.8%	39.9%
Milton		\$1,588	\$1,634	\$1,717	\$1,777	\$1,887	\$1,929	\$1,976	\$2,039	3.2%	28.4%
Natick	**	\$1,069	\$1,175	\$1,267	\$1,267	\$1,267	\$1,311	\$1,353	\$1,380	2.0%	29.1%
Newton		\$1,278	\$1,428	\$1,590	\$1,712	\$1,779	\$1,848	\$1,921	\$2,009	4.6%	57.2%
Norwood		\$1,132	\$1,190	\$1,246	\$1,246	\$1,214	\$1,226	\$1,326	\$1,429	7.8%	26.2%
Stoughton	*	\$1,338	\$1,338	\$1,532	\$1,609	\$1,609	\$1,644	\$1,681	\$1,692	0.7%	26.5%
Wakefield	*	\$1,369	\$1,510	\$1,547	\$1,607	\$1,658	\$1,690	\$1,739	\$1,739	0.0%	27.0%
Waltham		\$999	\$999	\$1,021	\$1,165	\$1,182	\$1,182	\$1,182	\$1,182	0.0%	18.3%
Watertown		\$1,197	\$1,269	\$1,327	\$1,327	\$1,393	\$1,432	\$1,477	\$1,532	3.7%	28.0%
Wellesley	*	\$1,144	\$1,244	\$1,307	\$1,386	\$1,386	\$1,457	\$1,457	\$1,457	0.0%	27.4%
Westwood	*	\$1,285	\$1,275	\$1,275	\$1,328	\$1,340	\$1,360	\$1,419	\$1,445	1.8%	12.4%
Weymouth	**	\$1,319	\$1,418	\$1,486	\$1,530	\$1,530	\$1,530	\$1,569	\$1,609	2.6%	22.0%
Group Average		\$1,275	\$1,336	\$1,409	\$1,474	\$1,508	\$1,554	\$1,610	\$1,652	2.6%	29.6%
Needham	*	\$1,481	\$1,481	\$1,481	\$1,481	\$1,481	\$1,481	\$1,564	\$1,586	1.5%	7.1%

* = Partial water service from MWRA

** = Sewer service only

Source: MWRA Annual Water and Sewer Retail Rate Surveys

The table on the next page shows the bottom step and top step rates for regular water and sewer service in the other communities. The MWRA does not provide data as to whether the communities have different rates for irrigation.

Water and Sewer Bottom and Top Step Rates				
Community	Bottom Water Step Rate	Top Water Step Rate	Bottom Sewer Step Rate	Top Sewer Step rate
Belmont	\$6.18	\$7.10	\$12.17	\$12.17
Cambridge	\$3.02	\$3.96	\$9.21	\$11.97
Canton	\$3.40	\$12.79	\$7.77	\$14.88
Dedham	\$4.34	\$9.13	\$8.08	\$8.08
Framingham	\$5.69	\$10.50	\$7.07	\$20.39
Lexington	\$3.58	\$7.09	\$6.73	\$17.46
Melrose#	\$6.07	\$9.04	\$10.21	\$13.07
Milton	\$6.57	\$7.69	\$11.75	\$13.82
Natick	\$1.68	\$9.57	\$4.53	\$13.34
Newton	\$6.10	\$10.00	\$9.25	\$13.25
Norwood#	\$3.55	\$5.25	\$7.26	\$14.01
Stoughton	\$3.86	\$7.88	\$9.60	\$9.60
Wakefield	\$5.65	\$5.65	\$10.45	\$10.45
Waltham	\$3.23	\$9.36	\$5.75	\$13.69
Watertown	\$4.48	\$10.99	\$8.06	\$13.95
Wellesley	\$2.99	\$9.18	\$8.28	\$8.28
Westwood	\$4.34	\$9.13	\$5.70	\$15.25
Weymouth	\$4.31	\$7.32	\$7.66	\$13.03
18 Community Average	\$4.39	\$8.42	\$8.31	\$13.15
Needham (Proposed)	\$3.10	\$5.10	\$8.60	\$11.15
# sewer rate based on percent of water				

We have also calculated the estimated annual bill based on the average Needham household water usage per a state report. The 2015 data shows that the average Needham household used 9,330 c.f. of water. The report last year reported 9,430 c.f. of water use, and the 2012 report had the average Needham household use at approximately 9,920 c.f. of water. This clearly shows that our effort to encourage less water use is having an impact. However, as noted last year, based on the average household size in Needham per the US Census data, water usage would need to be approximately 8,626 c.f. of water use or less per year to be under the 65 gallons of water use per day per person. This would be an additional reduction of more than 7%, a fact that foretells of future rate increases. Nonetheless, a Needham customer with water and sewer service using 9,330 c.f. would have an annual bill of \$1,233. Based on the proposed rate structure, that bill would increase by \$35 (a 2.8% increase) and our FY2018 estimate would add another \$19 in year two (a 1.5% increase). The increase in the annual bill over the two year period would be approximately \$54 or 4.3%, but that bill would be \$367 lower than the AHWS bill for FY2018 which would be approximately \$1,654 or 22% less.

The regular water rate structure for Needham has the lowest step rate at \$3.10 per hundred cubic feet which has Needham's water rate well below that of many of the comparison communities. Even Needham's highest regular water step rate at \$5.10 is well below that of many other communities. The Town's sewer rates continue to be at the higher end of the group, the bottom step would be \$8.60 per hundred cubic feet compared to the average of \$8.31 and the top sewer

step for Needham would be \$11.15 per hundred cubic feet, which compares to an average of \$13.15 today.

Next Steps

The Selectmen will hear from staff, the citizen committee, and the public about the proposal. The Board will be asked whether to move forward with the new rate structure proposal with an understanding that regular water rates will not need to change for FY2017 or FY2018, but that in all likelihood a rate increase for sewerage will be needed not only for FY2017 but also for FY2018. We see this proposal as easing in the financial impact of regulatory and environmental concerns in water use.

I will be at your meeting along with members of the Water and Sewer Rate Structure Committee to discuss the recommendations and to answer questions you may have. Please do not hesitate to contact me if you have any questions beforehand.

Description	Current Rate	Proposed Rate	\$ Change
Basic Service Fee - Quarterly	\$15.00	\$15.00	\$0.00
Basic Service Fee - Monthly	\$5.00	\$5.00	\$0.00
Water - Regular			
Step 1	\$3.10	\$3.10	\$0.00
Step 2	\$3.40	\$3.40	\$0.00
Step 3	\$4.30	\$4.30	\$0.00
Step 4	\$5.10	\$5.10	\$0.00
Second Meter Fee - Quarterly	\$4.00	\$4.00	\$0.00
Second Meter Fee - Monthly	\$1.34	\$1.34	\$0.00
Water - Irrigation			
Step 1	\$5.10	\$5.10	\$0.00
Step 2	\$5.50	\$5.50	\$0.00
Step 3	\$6.10	\$6.10	\$0.00
Step 4	\$8.10	\$8.10	\$0.00
Basic Sewer Fee - Quarterly	\$9.00	\$9.00	\$0.00
Basic Sewer Fee - Monthly	\$3.00	\$3.00	\$0.00
Sewer			
Step 1	\$8.49	\$8.60	\$0.11
Step 2	\$8.99	\$9.45	\$0.46
Step 3	\$9.99	\$10.20	\$0.21
Step 4	\$10.99	\$11.15	\$0.16
Septage Disposal			
Per 1,000 Gallons	\$85.00	\$85.00	\$0.00

Prices are per 100 CF (cubic feet) except septage which is per 1,000 gallons

Attachments:

Sewer Operating Budget History

Water Operating Budget History

**Sewer Enterprise Fund
Operating Budget
3-May-16**

Description	FY2017 Estimate	FY2016 Recap	FY2015 Recap	FY2014 Recap	FY2013 Recap	FY2012 Recap	FY2011 Recap
Personnel	\$1,019,922	\$987,170	\$962,166	\$931,141	\$902,938	\$886,973	\$629,896
Expenses	\$415,585	\$402,011	\$352,958	\$369,945	\$475,056	\$468,764	\$273,354
Operating Capital Outlay	\$50,000	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
MWRA Assessment	\$5,718,107	\$5,462,757	\$5,466,144	\$5,423,810	\$5,440,127	\$5,291,080	\$5,043,945
Debt Service	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,400,000	\$1,350,000	\$1,250,000
Reserve Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Total	\$8,738,614	\$8,436,938	\$8,341,268	\$8,284,896	\$8,278,121	\$8,056,817	\$7,257,195
Change from Prior Year	3.6%	1.1%	0.7%	0.1%	2.7%	11.0%	0.3%
Less Drains	(\$519,846)	(\$494,488)	(\$463,430)	(\$468,936)	(\$493,392)	(\$469,610)	
Total W/O Drains	\$8,218,768	\$7,942,450	\$7,877,838	\$7,815,960	\$7,784,729	\$7,587,207	\$7,257,195
Change from Prior Year	3.5%	0.8%	0.8%	0.4%	2.6%	4.5%	0.3%

**Water Enterprise Fund
Operating Budget
3-May-16**

Description	FY2017 Estimate	FY2016 Recap	FY2015 Recap	FY2014 Recap	FY2013 Recap	FY2012 Recap	FY2011 Recap
Personnel	\$1,134,686	\$1,105,680	\$1,077,972	\$1,048,593	\$1,028,088	\$1,023,091	\$1,047,487
Expenses	\$1,079,267	\$1,034,526	\$1,079,548	\$1,047,350	\$1,026,906	\$974,603	\$985,218
Operating Capital Outlay	\$4,000	\$30,500	\$40,200	\$31,500	\$20,000	\$55,000	\$20,000
MWRA Assessment	\$1,043,468	\$1,012,962	\$1,193,697	\$1,271,018	\$965,737	\$610,028	\$265,017
Debt Service	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000	\$1,500,000
Reserve Fund	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Total	\$4,886,421	\$4,808,668	\$5,016,417	\$5,023,461	\$4,665,731	\$4,287,722	\$3,892,722
Change from Prior Year	1.6%	-4.1%	-0.1%	7.7%	8.8%	10.1%	-4.9%

Massachusetts Municipal Water Use Restrictions as of May 25, 2016			
Town	Public Water Supplier	Implementation Date	Restriction Level
Acton	Water Supply District of Acton	5/1/2016	Mandatory
Ashburnham	Ashburnham Water Dept.	5/1/2016	Mandatory
Auburn	Auburn Water District	5/1/2016	Mandatory
Ayer	Ayer Water Dept.	5/1/2016	Mandatory
Bellingham	Bellingham Water Dept.	5/1/2016	Mandatory
Billerica	Billerica Water Works	5/1/2016	Mandatory
Burlington	Burlington Water Department	5/1/2016	Mandatory
Byfield	Byfield Water District	5/18/2016	Mandatory
Canton	Canton Water Dept.	5/1/2016	Mandatory
Chelmsford	Chelmsford Water District	5/1/2016	Mandatory
North Chelmsford	North Chelmsford Water District	5/1/2016	Mandatory
Danvers	Danvers Water Division	5/1/2016	Mandatory
Dartmouth	Dartmouth Water Division	5/1/2016	Mandatory
Devens	MassDevelopment	5/16/2016	Mandatory
Dover	Colonial Water Co.	5/1/2016	Mandatory
Easton	Easton Water Division	5/1/2016	Mandatory
Fitchburg	Fitchburg Water Dept.	5/19/2016	Mandatory
Foxborough	Foxborough Water and Sewer Comm.	5/1/2016	Mandatory
Georgetown	Georgetown Water Dept.	5/18/2016	Mandatory
Grafton	South Grafton Water District	5/1/2016	Mandatory
Groton	West Groton Water Supply District	5/1/2016	Mandatory
Hanson	Hanson DPW	3/8/2016	Voluntary
Hingham	Aquarion Water Co.	5/1/2016	Mandatory
Holden	Holden DPW	5/1/2016	Mandatory
Hopkinton	Hopkinton Water Dept.	5/1/2016	Mandatory

Massachusetts Municipal Water Use Restrictions as of May 25, 2016			
Town	Public Water Supplier	Implementation Date	Restriction Level
Hudson	Hudson Water Dept.	5/1/2016	Mandatory
Hull	Aquarion Water Co.	5/1/2016	Mandatory
Lincoln	Lincoln Water Dept.	5/1/2016	Mandatory
Lynnfield	Lynnfield Center Water District	1/1/2016	Mandatory
Mansfield	Mansfield Water Dept.	5/1/2016	Mandatory
Maynard	Maynard Dept. of Public Works	5/1/2016	Mandatory
Middleborough	Middleborough Water Dept.	5/1/2016	Mandatory
Milford	Milford Water Co.	5/18/2016	Mandatory
Millbury	Aquarion Water Co.	5/1/2016	Mandatory
Millis	Millis Water Dept.	5/1/2016	Mandatory
Needham	Needham Water Dept.	5/2/2016	Mandatory
Norfolk	Norfolk Dept. of Public Works	1/1/2016	Mandatory
North Attleborough	North Attleborough Water Division	5/1/2016	Mandatory
Norton	Norton Water Department	1/1/2016	Mandatory
Oak Bluffs	Oak Bluffs Water District	5/1/2016	Mandatory
Pepperell	Pepperell Water Division	5/1/2016	Mandatory
Plymouth	Plymouth Water Company	5/1/2016	Mandatory
Provincetown	Provincetown Water Dept.	6/1/2016	Mandatory
Raynham	Raynham Center Water District	5/1/2016	Mandatory
Rowley	Rowley Water Department	5/1/2016	Mandatory
Scituate	Scituate Water Dept.	5/1/2016	Mandatory
Seekonk	Seekonk Water District	5/1/2016	Mandatory
Shrewsbury	Shrewsbury Water Dept.	5/1/2016	Mandatory
Spencer	Spencer Water Dept.	5/1/2016	Mandatory
Sterling	Sterling Water Dept.	5/1/2016	Mandatory

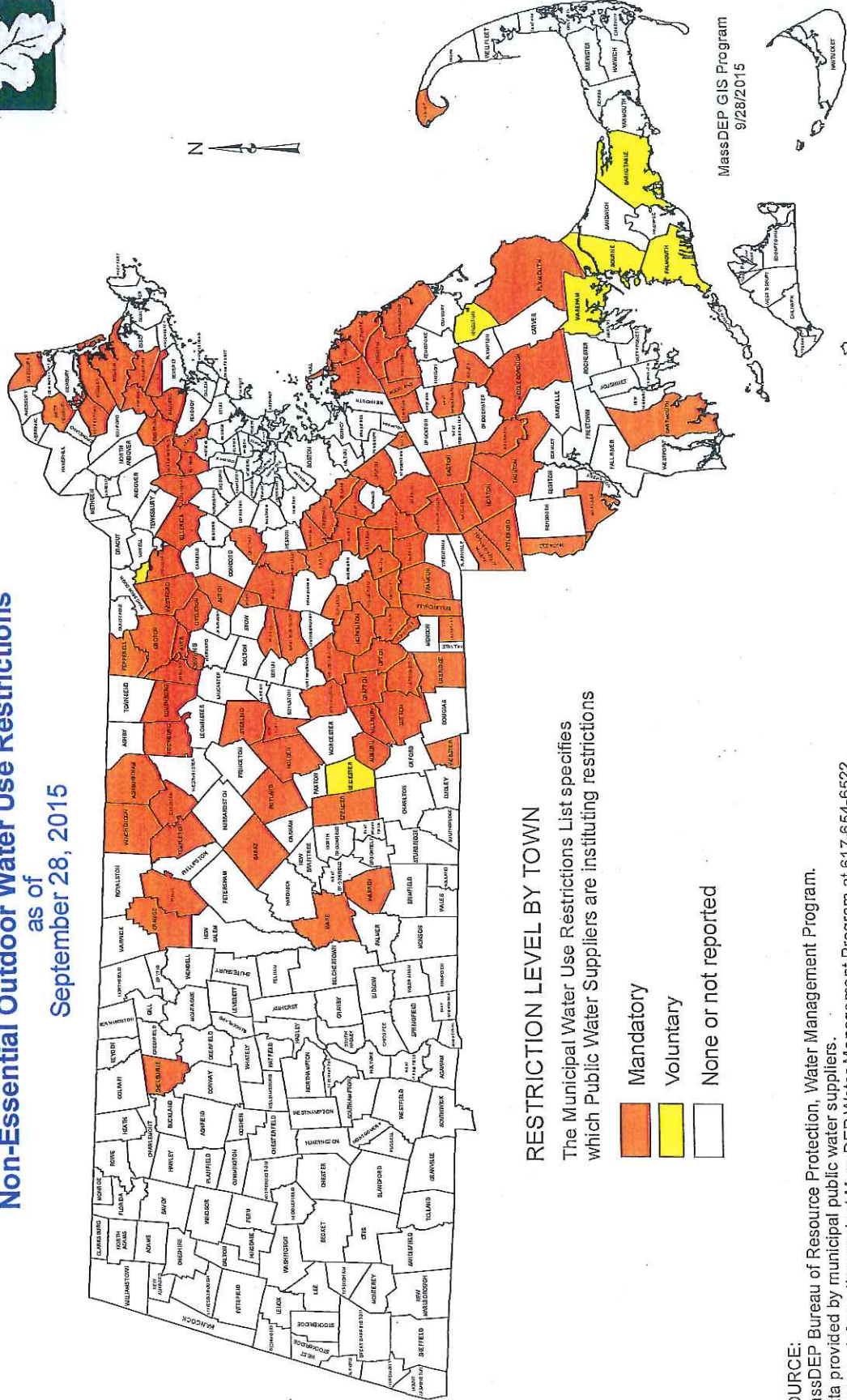
Massachusetts Municipal Water Use Restrictions as of May 25, 2016			
Town	Public Water Supplier	Implementation Date	Restriction Level
Sturbridge	Sturbridge Water Dept.	5/23/2016	Mandatory
Sudbury	Sudbury Water District	5/18/2016	Mandatory
Sutton	Wilkinsonville Water District	5/1/2016	Mandatory
Topsfield	Topsfield Water Dept.	5/26/2016	Mandatory
Townsend	Townsend Water Dept.	5/1/2016	Mandatory
Upton	Upton Water Dept.	5/1/2016	Mandatory
Uxbridge	Uxbridge Water Dept.	5/1/2016	Mandatory
Walpole	Walpole Water Dept.	5/1/2016	Mandatory
Wareham	Onset Fire and Water District	5/1/2016	Mandatory
Wellesley	Wellesley College	5/1/2016	Mandatory
Wenham	Wenham Water Dept.	5/1/2016	Mandatory
Westford	Westford Water Dept.	5/1/2016	Voluntary
West Newbury	West Newbury Water Dept.	5/1/2016	Mandatory
Wilmington	Wilmington Water Department	1/1/2016	Mandatory
Worcester	Worcester DPW	1/11/2016	Mandatory



CURRENT MUNICIPAL WATER USE RESTRICTIONS

Non-Essential Outdoor Water Use Restrictions

as of
September 28, 2015



RESTRICTION LEVEL BY TOWN

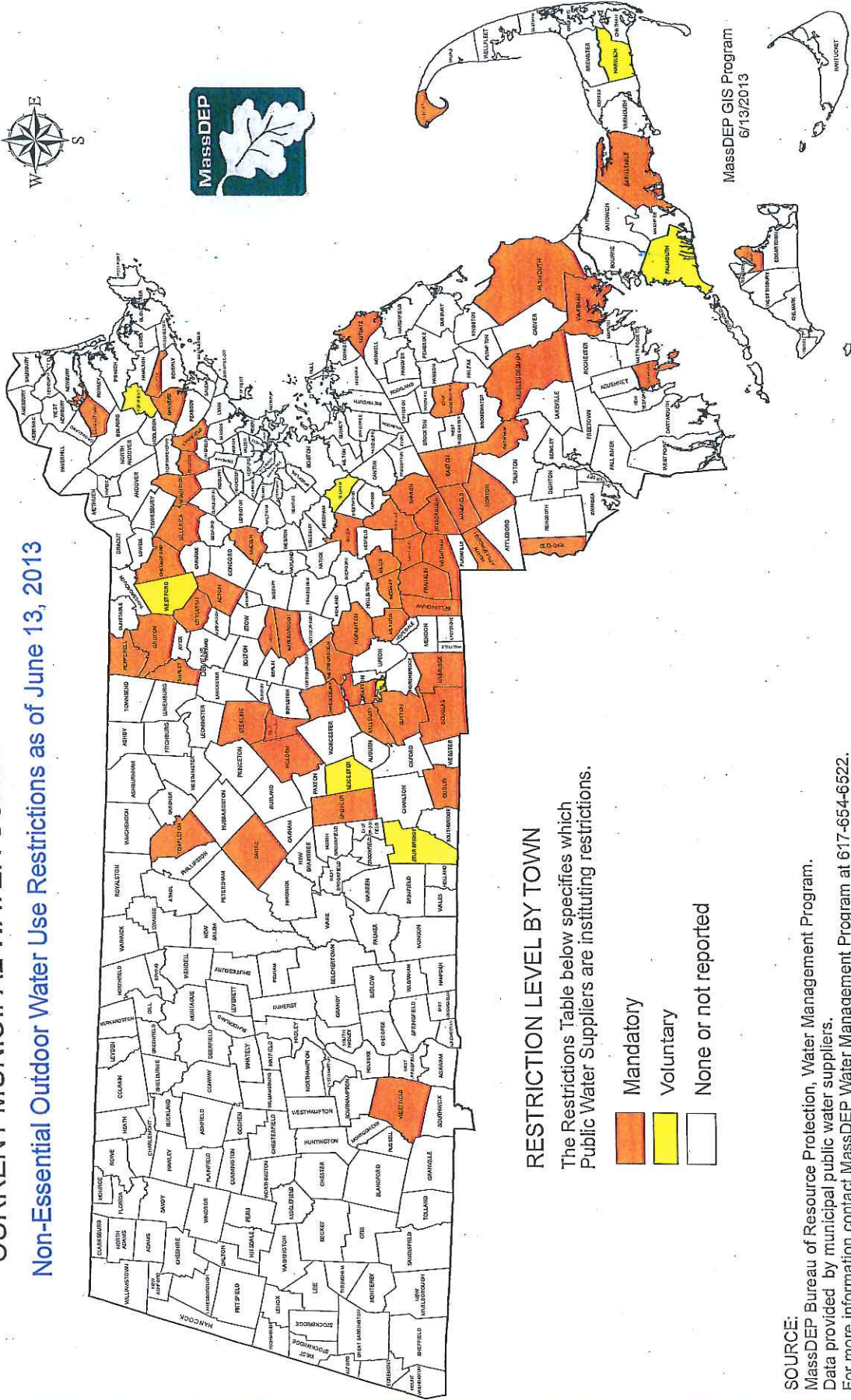
The Municipal Water Use Restrictions List specifies which Public Water Suppliers are instituting restrictions

- Mandatory
- Voluntary
- None or not reported

SOURCE:
MassDEP Bureau of Resource Protection, Water Management Program.
Data provided by municipal public water suppliers.
For more information contact MassDEP Water Management Program at 617-654-6522.

CURRENT MUNICIPAL WATER USE RESTRICTIONS

Non-Essential Outdoor Water Use Restrictions as of June 13, 2013



SOURCE:
 MassDEP Bureau of Resource Protection, Water Management Program.
 Data provided by municipal public water suppliers.
 For more information contact MassDEP Water Management Program at 617-654-6522.



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

MEETING DATE: 06/14/2016

Agenda Item	Public Hearing- Eversource Energy: 45 Livingston Circle
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install 10 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 45 Livingston Circle, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install 10 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 45 Livingston Circle, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			



200 Calvary Street
Waltham, Ma 02453

RECEIVED

May 11, 2016

MAY 11 2016

PUBLIC WORKS DEPT.
NEEDHAM, MA

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

RE: ⁴⁵ Livingston Circle
Needham, MA
W.O. #2130524

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install 10 feet of conduit in Livingston Circle.

The reason for this work is to provide underground electric service to 45 Livingston Circle.

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

Very truly yours

William D. Lemos, Supervisor
Rights and permits

WDL/kj
Attachments

OK
to proceed
Thayer, DPW Engr.
5/31/16
OK 6/1/16
R.P. Hansen
DPW Director

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated May 9, 2016** and filed herewith, under the following public way or ways of said Town:

**Livingston Circle - Easterly from pole 363/16 approximately 54 feet northeast of
Churchill Lane a distance of about 10 feet of conduit.**

(W.O. 2130524)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 11th day of May

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

**Livingston Circle – Easterly from pole 363/16 approximately 54 feet northeast of
Churchill Lane a distance of about 10 feet of conduit.**

(W.O. 2130524)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. DeBenedictis, Dated May 9, 2016** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

CHURCHILL LANE

#48

#40

CONCRETE SIDEWALK

CUSTOMER TO INSTALL
1 - 2" PVC PIPES
SCHEDULE 40 NO CONCRETE

LIVINGSTON CIR

363/16

CONCRETE SIDEWALK

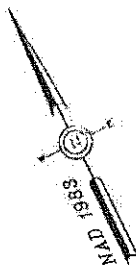
APPROX. PT.
OF PICKUP

363/17

#45

53#

#29



INSTAR EVERSOURCE

1174 MASSACHUSETTS AVE DORCHESTER, MASS. 02125

Plan of LIVINGSTON CIR

NEEDHAM

SHOWING PROPOSED CONDUIT LOCATION

100

Date 5/9/2016

SHEET 1 of 1

BY YOUR USE OF THE INFORMATION CONTAINED IN THE MAP, YOU AGREE THAT YOU WILL BE RESPONSIBLE FOR ANY DAMAGE, LOSS OR INJURY CAUSED BY THE INFORMATION. YOU AGREE THAT YOU WILL BE RESPONSIBLE FOR ANY DAMAGE, LOSS OR INJURY CAUSED BY THE INFORMATION. YOU AGREE THAT YOU WILL BE RESPONSIBLE FOR ANY DAMAGE, LOSS OR INJURY CAUSED BY THE INFORMATION.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION.

MASS. LAW.

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233



SCALE IN FEET



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:15 p.m. on June 14, 2016** upon petition of Eversource Energy dated **May 11, 2016** to install 10 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service at 45 Livingston Circle, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: June 2, 2016

45 LIVINGSTON CIRCLE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
ROBERTS, TIMOTHY W. &	ROBERTS, SUSAN M.	40 PARKVALE ROAD	NEEDHAM	MA	02492	1990100001800000	40 PARKVALE RD
MCTERNAN, GERALD J. +	MCTERNAN, MARIA T.	32 PARKVALE ROAD	NEEDHAM	MA	02492	1990100001900000	32 PARKVALE RD
LEFKOWITZ STEVEN L. &	LEFKOWITZ, KAREN M.	35 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100002900000	35 LIVINGSTON CIR
MOCKUS, MICHAEL &	MOCKUS, KRISTIN	45 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003000000	45 LIVINGSTON CIR
SHEPPARD, PATRICK J. &	SHEPPARD, DENISE	53 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003100000	53 LIVINGSTON CIR
HOWELL, THOMAS F. &	HOWELL, SUSAN E.	58 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003400000	58 LIVINGSTON CIR
TERRY, MICHAEL B +	TERRY, MARIOLEIN B	48 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003500000	48 LIVINGSTON CIR
REILLY, PENELOPE K.		40 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003600000	40 LIVINGSTON CIR
JONES, GORDON S. &	JONES, KAREN S.	4504 N. VILLA RIDGE WAY	BOISE	ID	83703	1990100006300000	44 PARKVALE RD

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



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

MEETING DATE: 06/14/2016

Agenda Item	Public Hearing- Eversource Energy: 1079 South Street
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install about 10 feet of conduit in South Street. This work is necessary to provide underground electric service to 1079 South Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 10 feet of conduit in South Street. This work is necessary to provide underground electric service to 1079 South Street, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			

May 7, 2016

RECEIVED

MAY 11 2016

**PUBLIC WORKS DEPT.
NEEDHAM, MA**

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

#1079

RE: South Street
Needham, MA
W/O #2135827

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 10 ± feet of conduit in South Street.

The reason for this work is to provide underground electric service to 1079 South Street

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

Very truly yours,


William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK To
Proceed
M. J. Lett, DPW Engr.
5/31/16
OK 6/1/16
R.P. Meisen
DPW Director

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

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

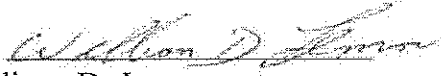
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated April 19, 2016** and filed herewith, under the following public way or ways of said Town:

South Street – Northerly from pole 12/122A approximately 806 feet west of Burr Drive a distance of about 10 ± feet of conduit.

(W.O. #2135827)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 9th day of May

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

South Street –

**Northerly from pole 12/122A approximately 806 feet west of Burr
Drive a distance of about 10 ± feet of conduit.**

(W.O. #2135827)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated April 19, 2016** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1
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3
4
5

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

1
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3
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5

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

#1079

BURR DR
806'±

APPROX. PT.
OF PICKUP

CUSTOMER TO INSTALL
1 - 4" PVC PIPES
SCH. 40 NO CONCRETE

10'±

12/122A

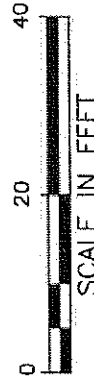
EDGE OF PAVEMENT

EDGE OF PAVEMENT

SOUTH ST

12/122

12/121



NESTAR EVERSOURCE
ELECTRIC
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

C#

Ward #

Work Order # 2135827

Surveyed by: N/A

Research by:

Plotted by: BS

Proposed Structures: TL

Approved: A DEBENEDICTIS

P#

Plan of SOUTH ST

NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'

SHEET 1 of 1

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND IS MADE BY NESTAR EVERSOURCE OR ITS PARTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NESTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE TO HOLD NESTAR EVERSOURCE, ITS PARTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NESTAR ENTITIES") HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED, UNAUTHORIZED ATTEMPTS TO REPRODUCE THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:15 p.m. on June 14, 2016** upon petition of Eversource Energy dated **May 9, 2016** to install about 10 feet of conduit in South Street. This work is necessary to provide underground electric service at 1079 South Street, Needham.

A public hearing is required and abutters should be notified.

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

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

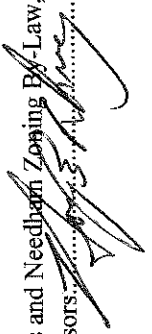
BOARD OF SELECTMEN

Dated: June 2, 2016

1079 SOUTH ST

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
MASS BAY TRANSPORTATION AUTHOR		10 PARK PLAZA	BOSTON	MA	02116	1990010999999980	0 RAILROAD
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1992060006700000	0 SOUTH ST
NEGOSHIAN, JOHN M. &	NEGOSHIAN, DEBORAH A.	1101 SOUTH ST.	NEEDHAM	MA	02492	1992070000400000	1101 SOUTH ST
SEWALL, DAVID S		1095 SOUTH ST	NEEDHAM	MA	02492	1992070000500000	1095 SOUTH ST
LUETH, SALLY E	C/O GUZELIAN, MICHAEL M. & SU 105 LIVINGSTON CIR		NEEDHAM	MA	02494	1992070000600000	1079 SOUTH ST
STEVENS, KEVIN P &	STEVENS, SUSAN DAVISON	1065 SOUTH ST	NEEDHAM	MA	02492	1992070002500000	1065 SOUTH ST
PAYNE, DOUGLAS D +	PAYNE, GERALDINE R	P.O. BOX 107	NEEDHAM	MA	02492	1992080000700000	0 SOUTH ST

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





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

MEETING DATE: 06/14/2016

Agenda Item	Public Hearing- Eversource Energy: 132 Washington Avenue
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install about 10 feet of conduit in Edgewood Street. This work is necessary to provide underground electric service to 132 Washington Avenue, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 10 feet of conduit in Edgewood Street. This work is necessary to provide underground electric service to 132 Washington Avenue, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			

May 9, 2016

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

132
RE: Washington Avenue
Needham, MA
W/O #2131108

RECEIVED

MAY 11 2016

**PUBLIC WORKS DEPT.
NEEDHAM, MA**

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 10 feet of conduit in Edgewood Street.

The reason for this work is to provide underground electric service to 132 Washington Avenue.

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

Very truly yours,



William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to
proceed
Trygler, APW Engr.
5/31/16
OK 6/1/16
R.P. Masson
APW Director

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

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

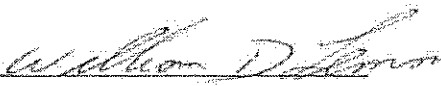
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated April 6, 2016** and filed herewith, under the following public way or ways of said Town:

Edgewood Street – Easterly from pole 77/4 approximately 112 feet southwest of Washington Avenue a distance of 10 ± feet of conduit.

(W.O. 2131108)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 9th day of May

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Edgewood Street – Easterly from pole 77/4 approximately 112 feet southwest of Washington Avenue a distance of 10 ± feet of conduit.

(W.O. 2131108)

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

1. Conduits and manholes shall be located as shown on the plan made by **A. DeBenedictis**, Dated **April 6, 2016** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

#36 MORLEY ST

#38 EDGEWOOD ST

#144 WASHINGTON AVE

CONCRETE SIDEWALK

EDGEWOOD ST

77/4

CONCRETE SIDEWALK

10'±

CUSTOMER TO INSTALL
1 - 3" PVC PIPES
SCHEDULE 40 NO CONCRETE

APPROX. PT.
OF PICKUP

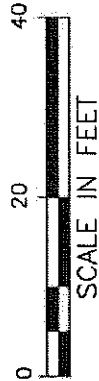
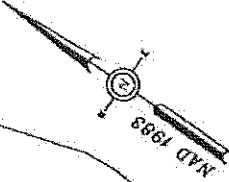
#27 EDGEWOOD ST

#132 WASHINGTON AVE

#137

#131

WASHINGTON AVE



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR A RELIANCE UPON IT TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7239

NSTAR EVERSOURCE
ELECTRIC
07/07/16
1165 WASHINGTON ST. DORCHESTER, MASS. 02122

Plan of EDGEWOOD ST.

NEEDHAM

Showing PROPOSED CUSTOMER CONDUIT LOCATION

Date 04/06/2016

Scale 1"=20'

SHEET 1 of 1

Approved: A DEBENEDICTIS

Proposed Structures: MR

Plotted by: BS

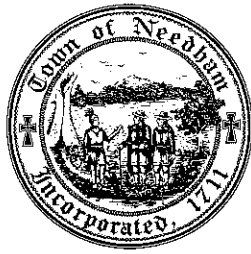
Research by:

Surveyed by: N/A

Work Order # 2131108

Ward #

C#



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:15 p.m. on June 14, 2016** upon petition of Eversource Energy dated **May 9, 2016** to install about 10 feet of conduit in Edgewood Street. This work is necessary to provide underground electric service at 132 Washington Avenue, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: June 2, 2016

132 WASHINGTON AVE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
DIES, BRIAN E &	DIES, JEAN T.	21 EDGEWOOD ST	NEEDHAM MA	MA	02492	19902900000500000	21 EDGEWOOD ST
DAY, JOHN W +	DAY, PATRICIA M	35 MORLEY ST	NEEDHAM MA	MA	02492	19902900000700000	35 MORLEY ST
PIOTROWSKI, ANDREW S. &	PIOTROWSKI, MAUREEN E.	38 EDGEWOOD ST	NEEDHAM MA	MA	02492	19902900001700000	38 EDGEWOOD ST
LARSON, CHRISTOPHER C. &	LARSON, LINSEY B.	36 MORLEY ST	NEEDHAM MA	MA	02492	19902900001800000	36 MORLEY ST
PASQUAROSA, PAUL &	PASQUAROSA, CHERYL	27 EDGEWOOD ST	NEEDHAM MA	MA	02492	19902900001900000	27 EDGEWOOD ST
LASCHEVER, ELLEN MARGO & WEISTROP, J.	C/O BARRETT, MICHAEL & JANET	132 WASHINGTON AVE	NEEDHAM MA	MA	02492	19902900002000000	132 WASHINGTON AVE
FRANSBLOW, STEVEN EVAN &	GARSH, LISA S.	144 WASHINGTON AVE	NEEDHAM MA	MA	02492	19902900002100000	144 WASHINGTON AVE
YEE, WILLIAM &	YEE, LAIPING	145 WASHINGTON AVE	NEEDHAM MA	MA	02492	19902900004100000	145 WASHINGTON AVE
MANCINO, PHILLIP &	MANCINO, LISA	137 WASHINGTON AVE	NEEDHAM MA	MA	02492	19902900004200000	137 WASHINGTON AVE
TANQUARY, MARK L +	MCHUGH, CAROL ANNE	131 WASHINGTON AVE	NEEDHAM MA	MA	02492	19902900004300000	131 WASHINGTON AVE
SHAM, CHI &	MEUNIER-SHAM, JOAN	121 WASHINGTON AVE	NEEDHAM MA	MA	02492	19902900004400000	121 WASHINGTON AVE
DISTLER, MICHAEL A. &	DISTLER, DEBRA HARMON	122 WASHINGTON AVE	NEEDHAM MA	MA	02492	19903000003700000	122 WASHINGTON AVE
DATICK DEVELOPMENT LLC.	C/O COOLEY, JONATHAN & LAURIE	14 ELLICOTT ST	NEEDHAM MA	MA	02492	19903000007800000	14 ELLICOTT ST

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



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

MEETING DATE: 06/14/2016

Agenda Item	Public Hearing- Eversource Energy: 66 Oak Street
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install approximately 18 feet of conduit in Oak Street. This work is necessary to provide underground electric service to 66 Oak Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 18 feet of conduit in Oak Street. This work is necessary to provide underground electric service to 66 Oak Street, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			

EVERSOURCE
ENERGY

200 Calvary Street
Waltham, Ma 02453

May 16, 2016

RECEIVED

MAY 18 2016

**PUBLIC WORKS DEPT.
NEEDHAM, MA**

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

* 66
RE: Oak Street
Needham, MA
W.O. #2140695

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install 18 ± feet of conduit in Oak Street.

The reason for this work is to provide underground electric service to 66 Oak Street.

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

Very truly yours,



William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to proceed
Inspector, DPW Engr.
5/31/16
OK R.P. Mason
DPW Director
6/1/16

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

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

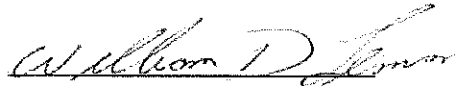
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated May 13, 2016** and filed herewith, under the following public way or ways of said Town:

Oak Street - Southwesterly from pole 47/8 approximately 198 feet west of Maple Street a distance of 18 ± feet of conduit.

(W.O. 2140695)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 16th day of May

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Oak Street - Southwesterly from pole 47/8 approximately 198 feet west of Maple Street a distance of 18 ± feet of conduit.

(W.O. 2140695)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated May 13, 2016** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

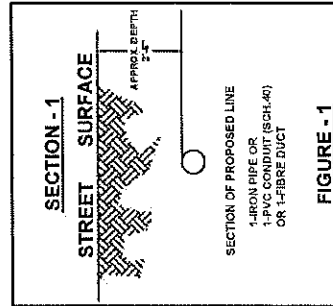
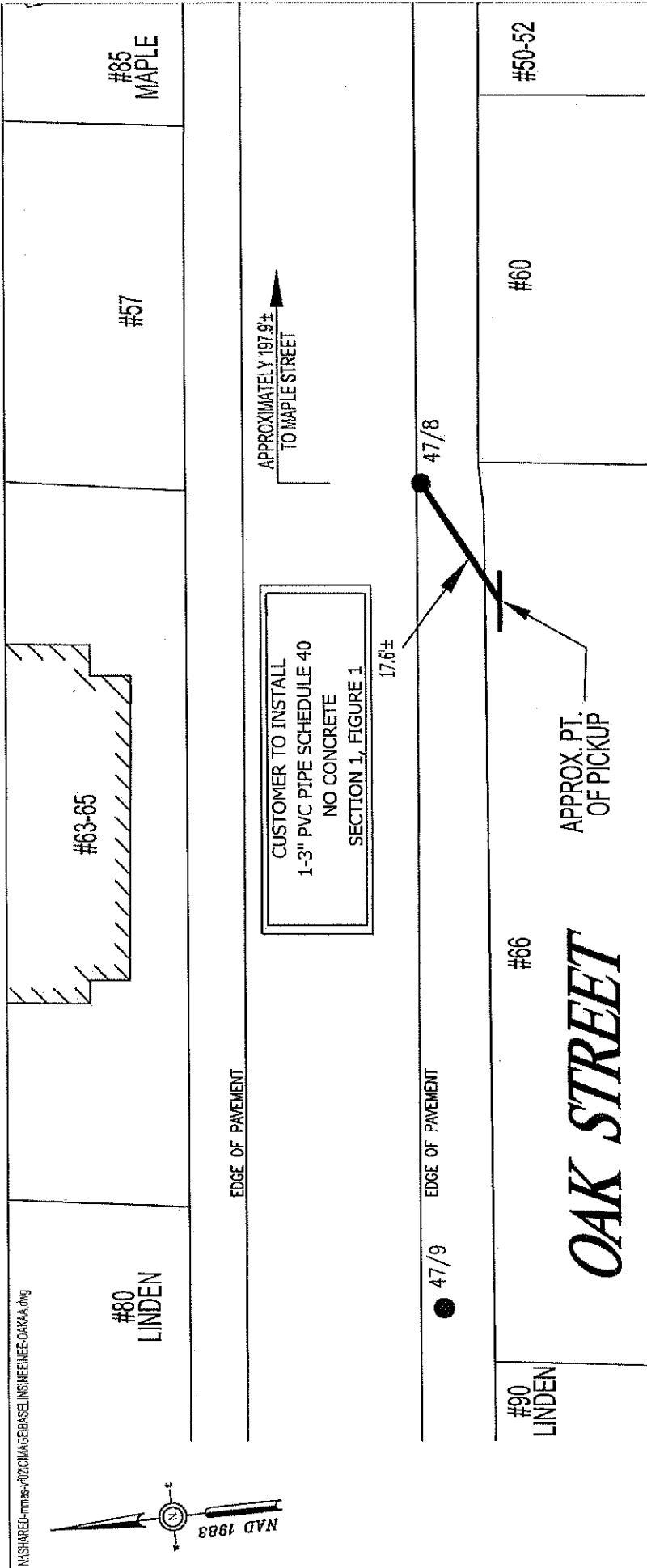
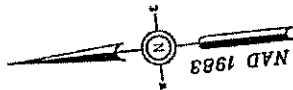
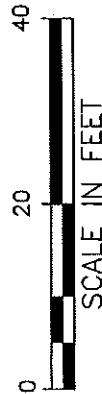


FIGURE - 1

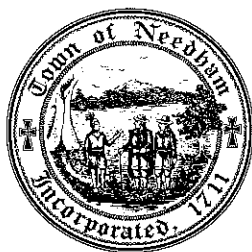


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MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

NSTAR EVERSOURCE Electricity Gas 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
C# - Ward # - Work Order # 2140685 Surveyed by: - Research by: SC Plotted by: SC Proposed Structures: SC Approved: A DEBENEDICTIS P# -	Plan of OAK STREET NEEDHAM Showing PROPOSED CONDUIT LOCATION FOR CUSTOMER-TO-INSTALL Scale 1"=20' Date MAY 13, 2016 SHEET 1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:15 p.m. on June 14, 2016** upon petition of Eversource Energy dated **May 16, 2016** to install 18 feet of conduit in Oak Street. This work is necessary to provide underground electric service at 66 Oak Street, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: June 2, 2016

66 OAK STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
109-111 MAPLE STREET CONDOM MASTER DEED		109 MAPLE ST	NEEDHAM MA	02492	1991320002900000		109 MAPLE ST
DEVLIN, BRIDGET M.		111 MAPLE ST	NEEDHAM MA	02492	1991320002901110		111 MAPLE ST
WAINWRIGHT, CAROLINE L.		109 MAPLE ST	NEEDHAM MA	02492	1991320002901090		109 MAPLE ST
SHARPE, EDWARD J. &	SHARPE, REGINA	103 MAPLE ST	NEEDHAM MA	02492	1991320003000000		103 MAPLE ST
HOWELL, BRUCE A. &	HOWELL, SUSAN E. B.	99 MAPLE ST	NEEDHAM MA	02492	1991320003100000		99 MAPLE ST
COLLINS, AMY &	COLLINS, JARED	60 OAK ST	NEEDHAM MA	02492	1991320003200000		60 OAK ST
CHANG, MEIPING	LI, CHUAN	52 OAK ST	NEEDHAM MA	02492	1991320003300520		52 OAK ST
LYCZMANENKO, OLGA &	LYCZMANENKO, VOLODYMYR	50 OAK ST	NEEDHAM MA	02492	1991320003300500		50 OAK ST
E & A PROPERTIES LLC		25 POND BROOK CIRCLE	WESTON MA	02493	1991320003300000		50 OAK ST
DAY, ROBERT F.	C/O COX, GILBERT W. JR	18 RAINBOW POND DR D-1	WALPOLE MA	02081	1991320003400000		85 MAPLE ST
COX, GILBERT W., JR TR	DAY OAK STREET-NEEDHAM REALTY TRUS	18 RAINBOW POND DR D-1	WALPOLE MA	02081	1991320003500000		57 OAK ST
EV- ELMVIEW REALTY, LLC		946 GREAT PLAIN AVE	NEEDHAM MA	02492	1991320006300000		63 OAK ST
BARBER, BENJAMIN A. &	SPARGO-BARBER, NANCY E.	80 LINDEN ST	NEEDHAM MA	02492	1991320006500000		80 LINDEN ST
SCHOOLING, GRAHAM G. &	SCHOOLING, KATHRYN H.	90 LINDEN ST	NEEDHAM MA	02492	1991320006600000		90 LINDEN ST
TRASK, JUDSON A +	TRASK, FLORENCE E	98 LINDEN ST	NEEDHAM MA	02492	1991320006700000		98 LINDEN ST
OAK STREET LLC		235 BILLERICA ROAD	CHELMSFC MA	01824	1991320006800000		66 OAK ST
MCSWEENEY, PAUL S.		13 MAPLE PL	NEEDHAM MA	02492	1991320006900000		13 MAPLE PL
DADDESIO, KATHRYN L.		110 LINDEN ST	NEEDHAM MA	02492	1991320007000000		110 LINDEN ST

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



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

MEETING DATE: 06/14/2016

Agenda Item	Public Hearing – Teleport Communications America- Charles Street and Wexford Street
Presenter(s)	David Edgar, Siena Engineering Group, Inc.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Teleport Communications America, a wholly owned subsidiary of AT&T, requests permission to lay, maintain, and operate underground conduits, with the cables to be placed therein, under the surface of the following public ways: Charles Street, from a point where existing conduits were capped in front of 27 Charles Street during Phase 1 of the project, to a point approximately 75-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 1,000-feet in length. Conduit includes a four-inch lateral to pole #7A and two (2), 4-inch laterals to pole #299/0. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement; and Wexford Street, from a point where existing conduits were capped in front of 77 Wexford Street during Phase 1 of the project, to a point approximately 10-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 900-feet in length. Conduit includes a four-inch lateral to pole #300/8 and two (2), 4-inch laterals to pole #300/1. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement. This work is necessary to provide the cable infrastructure to the building located at 27 Charles Street/77 Wexford Street, which is Teleport Communications. The Department of Public Works has approved this petition, based on Teleport Communications America's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> That the Board vote to approve Teleport Communications America's request for permission to lay, maintain, and operate underground conduits, with the cables to be placed therein, under the surface of the following public ways:			



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

Charles Street, from a point where existing conduits were capped in front of 27 Charles Street during Phase 1 of the project, to a point approximately 75-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 1,000-feet in length. Conduit includes a four-inch lateral to pole #7A and two (2), 4-inch laterals to pole #299/0. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement; and

Wexford Street, from a point where existing conduits were capped in front of 77 Wexford Street during Phase 1 of the project, to a point approximately 10-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 900-feet in length. Conduit includes a four-inch lateral to pole #300/8 and two (2), 4-inch laterals to pole #300/1. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement.

This work is necessary to provide the cable infrastructure to the building located at 27 Charles Street/77 Wexford Street, which is Teleport Communications.

3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Petition Letter b. Order c. Petition Plan d. Notice Sent to Abutters e. List of Abutters			

May 10, 2016

Ms. Nikki Witham
Town Managers Office
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

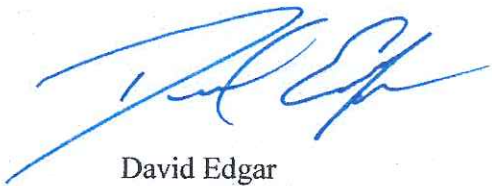
**RE: TC Systems, Inc. – Petition for Grant of Location
Charles Street & Wexford Street**

Dear Ms. Witham:

On behalf of TC Systems, Inc. (formerly Teleport Communications America, LLC), a wholly owned subsidiary of AT&T Corp., I am submitting the enclosed petition, order, certificate and set of plans, to place conduit and fiber optic cable within the right-of-way of Charles Street & Wexford Street. Upon your review and approval, would you please present this information to the Board of Selectmen, with the intent of placing this matter on the agenda for the next available Public Hearing? Should you require additional information or wish to discuss the project in more detail, please contact me at (781) 221-8400 x7005.

Sincerely,

SIENA ENGINEERING GROUP, INC.



David Edgar
Project Manager

Cc: R. Solitro (Teleport/AT&T)

OK TO PROCEED
T. Angler
PPW Engr. 5/31/16
OK R.P. Messer
PPW Director
6/1/16

May 10, 2016

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

**RE: TC Systems, Inc. – Petition for Grant of Location
Charles Street & Wexford Street**

Dear Selectmen:

On behalf of TC Systems, Inc. (formerly Teleport Communications America, LLC), a wholly owned subsidiary of AT&T Corp., Siena Engineering Group, Inc. (Siena) is hereby requesting from the Town of Needham, permission to lay, maintain and operate underground conduits, with the cables to be placed therein, under the surface of the following public way:

Charles Street, from a point where existing conduits were capped in front of 27 Charles Street during Phase 1 of the project, to a point approximately 75-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 1,000-feet in length. Conduit includes a four-inch lateral to pole #7A and two (2), 4-inch laterals to pole #299/0. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement.

Wexford Street, from a point where existing conduits were capped in front of 77 Wexford Street during Phase 1 of the project, to a point approximately 10-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 900-feet in length. Conduit includes a four-inch lateral to pole #300/8 and two (2), 4-inch laterals to pole #300/1. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement.

The conduit shall be placed at an approximate depth of 48-inches and in accordance with the requirements of the Town's Department of Public Works.

Two (2) sets of a plans entitled "Proposed Conduit Placement, Charles Street & Wexford Street, Needham, MA", dated April 29, 2016 are filed herewith. Your consideration of this petition is greatly appreciated and we look forward to discussing the project with you at the next available Public Hearing.

Sincerely,

SIENA ENGINEERING GROUP, INC.



David Edgar
Project Manager

Cc: R. Solitro (TC Systems/AT&T)

ORDER FOR CONDUIT LOCATIONS

Needham, Massachusetts
By the Board of Selectmen

May 10, 2016

Notice having been given and a public hearing held, as provided by law, IT IS HEREBY ORDERED: that **TC Systems, Inc.** be and it is hereby granted permission to excavate the public highways and to run and maintain underground fiber optic conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company dated **May 10, 2016**.

All conduits shall be set substantially at the points indicated upon the plan entitled:

"Proposed Conduit Placement, Charles Street & Wexford Street, Needham, MA", dated April 29, 2016 and filed with the petition.

The following are the public ways or parts of ways along which the conduits above referred to may be installed, and the number of conduits, which may be installed thereon under this order:

Charles Street, from a point where existing conduits were capped in front of 27 Charles Street during Phase 1 of the project, to a point approximately 75-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 1,000-feet in length. Conduit includes a four-inch lateral to pole #7A and two (2), 4-inch laterals to pole #299/0. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement.

Wexford Street, from a point where existing conduits were capped in front of 77 Wexford Street during Phase 1 of the project, to a point approximately 10-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 900-feet in length. Conduit includes a four-inch lateral to pole #300/8 and two (2), 4-inch laterals to pole #300/1. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the _____ day of _____, 2016.

Received and entered in the records of location of the Town of Needham

Book: _____ Page: _____

Attest: _____
Town Clerk

I hereby certify that on _____, 2016 at _____ o'clock, _____, at Needham Town Hall a public hearing was held on the petition of TC Systems, Inc. for permission to construct the underground fiber optic conduits described in the order herewith recorded, and that I mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the underground fiber optic conduits under said order. And that thereupon said order was duly adopted.

Board of Selectmen

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Needham, MA, on the _____ day of _____, 2016, and recorded with the records of location order of said Town

Book: _____ Page: _____

This certified copy is made under the provisions of Chapter 166 of the General Laws and any additions thereto or amendments thereof.

Attest: _____
Town Clerk

TC SYSTEMS, INC
A Wholly Owned Subsidiary of **AT&T**

PROPOSED CONDUIT PLACEMENT CHARLES ST. & WEXFORD ST. NEEDHAM, MA

NORFOLK COUNTY
APRIL 29, 2016
PERMIT ISSUE



LOCATION MAP
NOT TO SCALE

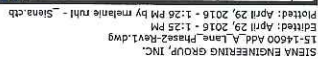
AT&T PROPRIETARY
This information constitutes confidential trade secrets and commercial or financial information owned by AT&T and is shared for Critical Infrastructure Protection purposes only. It is exempt from disclosure under the Freedom of Information Act (5 U.S.C. 552). Exemptions (b)(3)&(4), and its disclosure is prohibited under the Trade Secrets Act (18 U.S.C. 1905), the Critical Infrastructure Information Act of 2002, 6 U.S.C. 133, and any State or local law requiring disclosure of information or records. This information must not be copied or distributed to others not agreed upon by AT&T, but in all events do not copy or distribute to such others without notification pursuant to Executive Order 12600.

SIENA
ENGINEERING GROUP, INC.
50 Mall Road, Suite 203, Burlington, MA 01803
p 781.221.8400 f 781.221.7117

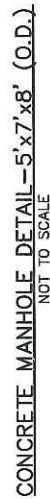
LIST OF DRAWINGS

PT001	COVER
PT002	LIST OF DRAWINGS
DN001 TO DN003	LEGEND & REFERENCES
DT001	CONDUIT PLACEMENT PLANS
DT002	TYPICAL TRENCH & SURFACE RESTORATION DETAILS
DT003	CONCRETE MANHOLE DETAIL - OLDCASTLE 5'x7'x8' (O.D.)
	CONCRETE MANHOLE DETAIL - OLDCASTLE 5'x5'x5' (O.D.)

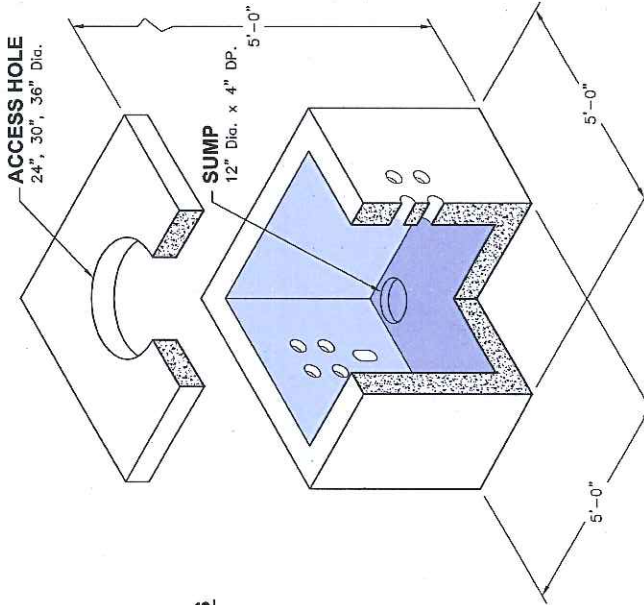
DATE: 4/29/2016 1:25 PM	BY: JAC
NOTES:	
	
Call before you dig.	
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TC SYSTEMS, INC. A Wholly Owned Subsidiary of AT&T	
	
PROPRIETARY SIENA ENGINEERING GROUP, INC. PROJECT NUMBER: SHEET NUMBER: DATE: UNITS: FEET SCALE: OWNER: CABLE CUT: SCALE: CHARLES ST. & WEXFORD ST. NEEDHAM, MA LIST OF DRAWINGS PT001	



Journal of Management Studies, 2006, 43(7), 1191–1208
DOI: 10.1111/j.1365-3113.2006.03511.x



DT002



TOP
0.9 Tons

TERMAUCTS
(8) 4" Dia.

BOTTOM
3.7 Tons

NOTES:

1. MANHOLES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST REVISION OF AT&T STANDARD SPECIFICATIONS FOR OUTSIDE PLANT CABLE CONSTRUCTION AND REMOVAL.
2. GASKET AND ENTIRE JOINT AREA BETWEEN MANHOLE SECTIONS MUST BE FREE OF DIRT AND DEBRIS WHEN THE MANHOLE SECTIONS ARE JOINED.
3. THE MANHOLE SECTIONS MUST BE PROPERLY GASKETED. WHEN REMOVING THE GASKET, REMOVE THE MISMAINGED SECTION, REMOVE THE GASKET AND CLEAN THE JOINT AREA, INSTALL A NEW GASKET, AND REJOIN THE MANHOLE SECTIONS.
4. BASED ON PLAN TITLE: MHX4X4 STANDARD PRODUCT PREPARED BY QUADCAST PRECAST INC.
5. MANHOLES SHALL COMPLY TO HS 20 LOAD RATINGS FOR PLACEMENT IN ROADWAYS.
6. MANHOLE RACKING TO CONFORM WITH AT&T SPECIFICATIONS.



Call before you dig.

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(Internal Use Only)

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0000000000

PREPARED FOR RECORD

APPROVED FOR

OUTSIDE PLANT

ENGINEER

DWG.

TC SYSTEMS, INC.
A Wholly Owned Subsidiary of AT&T

SIENA
ENGINEERING GROUP, INC.
A Wholly Owned Subsidiary of TC SYSTEMS, INC.

PROPRIETARY
SIENA ENGINEERING GROUP, INC.
15-14600 Add. A Lane Phase2-Rev1.dwg
PROJECT NUMBER

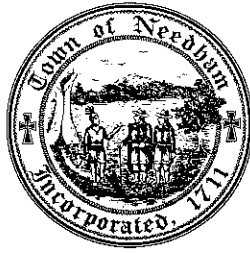
OWNERSHIP:
LINE CODE:
CABLE CUI:

SCALE: AS NOTED

CHARLES STREET AT
WEXFORD STREET
NEEDHAM, MA

CONCRETE MANHOLE DETAIL
QUADCAST 5'x5'x5' (O.D.)

DT003



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:20 p.m. on June 14, 2016** upon petition of Sienna Engineering Group, working on behalf of Teleport Communications America, dated **May 10, 2016** to lay, maintain, and operate underground conduits, with the cables to be placed therein, under the surface of the following public ways:

Charles Street, from a point where existing conduits were capped in front of 27 Charles Street during Phase 1 of the project, to a point approximately 75-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 1,000-feet in length. Conduit includes a four-inch lateral to pole #7A and two (2), 4-inch laterals to pole #299/0. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement; and

Wexford Street, from a point where existing conduits were capped in front of 77 Wexford Street during Phase 1 of the project, to a point approximately 10-feet north of the intersection of Highland Avenue, four (4), 4-inch PVC conduits, approximately 900-feet in length. Conduit includes a four-inch lateral to pole #300/8 and two (2), 4-inch laterals to pole #300/1. Two (2) concrete manholes shall also be set along the proposed route to assist in cable placement.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Sienna Engineering Group, Inc. representative, David Edgar, at (781) 221-8400 x7005.

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

BOARD OF SELECTMEN

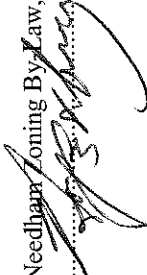
Dated: June 2, 2016

WEXFORD STREET AND CHARLES STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
163 HIGHLAND LLC,	C/O 163 HIGHLAND OWNER LLC	1311 MAMARONECK AVE SUITE 260	WHITE PLAINS	NY	10605	1990740002300000	161 HIGHLAND AVE
60 CHARLES STREET LLC		43 CHARLES ST	NEEDHAM	MA	02494	1990740002700000	60 CHARLES ST
FEDEROW, WALTER, TRUSTEE	FIFTY-FIVE CHARLES STREET REALTY TRUST	62 NORWICH RD	NEEDHAM	MA	02492	1990740002800000	7 ARLINGTON RD
43 WEXFORD STREET LLC		180 COUNTRY WAY	NEEDHAM	MA	02492	1990740002900000	43 WEXFORD ST
BROOK ROAD REALTY, LLC		52 BROOK RD	NEEDHAM	MA	02494	1990740003000000	6 BROOK RD
CHIAPPISI, ALPHONSE P., SUSAN I. &	NANNINI, GAIL M., CO-TRUSTEES	324 COUNTRY WAY	NEEDHAM	MA	02492	1990740003100000	26 WEXFORD ST
FONTECCHIO, RICHARD A. &	SIGNORI, MARCO E.	2 CLEARVIEW DR	NATICK	MA	01760	1990740003200000	27 WEXFORD ST
E & S ASSOCIATES LLC		129 SOUTH STREET	BOSTON	MA	02111	1990740003300000	19 WEXFORD ST
BUROKAS, LUCILLE, TR.	THE ROKLAN TRUST	30 BRAELAND AVE	NEEDHAM	MA	02459	1990740003500000	207 HIGHLAND AVE
V.S.A., LLC		180 COUNTRY WAY	NEEDHAM	MA	02492	1990740003600000	225 HIGHLAND AVE
VSA, LLC		180 COUNTRY WAY	NEEDHAM	MA	02492	1990740003700000	14 WEXFORD ST
RIVERSIDE COMMUNITY CARE ORG	RETARDATION CENTER, INC	270 BRIDGE ST SUITE 301	NEEDHAM	MA	02026	1990740003800000	237 HIGHLAND AVE
RIVERSIDE COMMUNITY MENTAL HEALTH &		270 BRIDGE ST SUITE 301	NEEDHAM	MA	02026	1990740003900000	255 HIGHLAND AVE
WINHALL REALTY LLC		129 SOUTH ST	BOSTON	MA	02109	1990740004000000	175 HIGHLAND AVE
CONNAUGHTON, WILLIAM, TRUSTEE	NINETEEN BROOK TRUST	32 FREMONT STREET	NEEDHAM	MA	02494	1990750000100000	19 BROOK RD
CONNAUGHTON, WILLIAM C, TR	NEEDHAM AT 128 R & D TRUST	32 FREMONT STREET	NEEDHAM HTS	MA	02494	1990750000200000	16 FRANKLIN ST
Y D I LLC		40 FRANKLIN ST	NEEDHAM HTS	MA	02494	1990750000300000	40 FRANKLIN ST
TOYONDA MOTORS, INC	C/O JOHN I AKAR	356 VILLAGE ST	MEDWAY	MA	02053	1990750000400000	69 FRANKLIN ST
55 FRANKLIN LLC		280 COHASSET STREET	FOXBORO	MA	02035	1990750000500000	55 FRANKLIN ST
37 FRANKLIN LLC		55 FRANKLIN ST	NEEDHAM	MA	02494	1990750000600000	37 FRANKLIN ST
ZIM, LLC	C/O ROMA, DANIEL A. TR.	29 FRANKLIN ST	NEEDHAM	MA	02494	1990750000800000	29 FRANKLIN ST
SOCCI, DANIEL		33 PENNSYLVANIA AVE	NEEDHAM	MA	02492	1990750000900000	76 WEXFORD ST
51 FREMONT STREET, LLC		43 CHARLES ST	NEEDHAM	MA	02494	1990750001000000	51 FREMONT ST
KNB REALTY, LLC		43 FREMONT ST	NEEDHAM	MA	02494	1990750001100000	43 FREMONT ST
CHIAPPISI, ALPHONSE P, TR.	FREMONT STREET REALTY TRUST	324 COUNTRY WAY	NEEDHAM	MA	02492	1990750001200000	35 FREMONT ST
31 FREMONT STREET, LLC		P O BOX 81115	WELLESLEY HIL	MA	02481	1990750001300000	31 FREMONT ST
CONNAUGHTON, WILLIAM, JR., TR.	C/O NSTAR ELECTRIC COMPANY	1 NSTAR WAY	WESTWOOD	MA	02090	1990750001400000	32 FREMONT ST
THE BLEAKNEY TRUST	C/O PHILIP T. BLEAKNEY	P. O. BOX 174	NEEDHAM HTS	MA	02494	1990750001500000	95 WEXFORD ST
85 WEXFORD STREET, LLC	C/O QUINCY AND COMPANY	43 CHARLES ST	NEEDHAM	MA	02494	1990750001600000	85 WEXFORD ST
888 ILLUMINATE PRETTY BRICK BLDG LLC		144 GOULD ST. STE 152	NEEDHAM	MA	02494	1990750001700000	77 WEXFORD ST
SLD 59 WEXFORD ST. LLC		25-31 DARTMOUTH ST	WESTWOOD	MA	02090	1990750001800000	59 WEXFORD ST
43 CHARLES STREET LLC		43 CHARLES STREET	NEEDHAM	MA	02494	1990750001900000	43 CHARLES ST
30 CHARLES STREET LLC		PO BOX 920141	NEEDHAM	MA	02492	1990750002100000	30 CHARLES ST
10-16 CHARLES STREET, LLC		132 LINCOLN ST., SUITE 6-L	BOSTON	MA	02111	1990750002300000	10 CHARLES ST
SCANLON, BETTY ANN, TRUSTEE	C/O 78 FREMONT STREET LLC	78 FREMONT STREET	NEEDHAM	MA	02492	1990750002400000	78 FREMONT ST
SULLIVAN, THOMAS J., TR	C/O ROBERT NEALON, SULLIVAN REALTY TRUST	P.O. BOX 122	NEEDHAM	MA	02456	1990750002500000	74 FREMONT ST
SULLIVAN, PAUL JR. & PETER, TRS.	PETER AND PAUL SULLIVAN FAMILY RLTY TR.	93 HALCYON RD	NEEDHAM	MA	02459	1990750002600000	70 FREMONT ST
NEGOSHIAN, JOHN, TRUSTEE	JMN REALTY TRUST	1101 SOUTH STREET	NEEDHAM	MA	02492	1990750003700000	52 WEXFORD ST
69 WEXFORD STREET, LLC		14 ROLAND ST	NEEDHAM	MA	02461	1990750003800000	69 WEXFORD ST
4 ARLINGTON ROAD CONDOMINIUM	JOEL H. SKOLNICK, TRUSTEE	4 ARLINGTON RD	NEEDHAM	MA	02492	1990750003900000	4 ARLINGTON RD
COHEN, RONI TRUSTEE	THE HIGHLAND AVENUE NOMINEE TRUST	2400 NORTH BRAESWOOD BLVD #3C	HOUSTON	TX	77030	1993000005800000	254 HIGHLAND AVE
TERRAZZINO, SAMUEL TRS	TERRAZZINO INVESTMENT TRUST	18 OAK HILL ROAD	NEEDHAM	MA	02492	1993000005900000	238 HIGHLAND AVE
D N A REALTY CORP		210 HIGHLAND AVENUE	NEEDHAM	MA	02494	1993000006000000	208 HIGHLAND AVE
MC FARLAND, JAMES O & EILEEN TRS	P.O.M. REALTY NOMINEE TRUST	15 CEFALO ROAD	BOSTON	MA	02132	1993000006100000	200 HIGHLAND AVE
BEREJIK, ANTHONY J.	C/O BEREJIK, GEORGE	26 PINE TREE DRIVE	BUZZARDS BAY	MA	02532	1993000006400000	11 SECOND AVE

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

for the Needham Board of Assessors.....





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

MEETING DATE: 06/14/2016

Agenda Item	Approval of the Sale of Refunding Bonds and Notes
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
We will review the results of the bond and note sales and discuss the S&P rating with the Board.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motions: (please note there are TEN motions to be acted upon by the Board)			
Motion A Move that in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund the Town's (i) \$5,600,000 General Obligation Municipal Purpose Loan of 2008 Bonds dated November 1, 2008 maturing on and after August 1, 2019 in the aggregate principal amount of \$2,350,000, and (ii) \$12,600,000 General Obligation Municipal Purpose Loan of 2008 Bonds dated June 1, 2008 maturing on and after December 1, 2019 in the aggregate principal amount of \$4,670,000 (collectively, the "Refunded Bonds") and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.			
Motion B Move that the sale of the \$6,645,000 General Obligation Refunding Bonds of the Town dated June 16, 2016 (the "Bonds"), to J.P. Morgan Securities LLC at the price of \$7,659,739.25 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on August 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:			
(Continues on Next Page)			



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

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2016	\$140,000	2.00%	2023	\$900,000	4.00%
2019	940,000	4.00	2024	890,000	4.00
2020	930,000	4.00	2025	400,000	4.00
2021	915,000	4.00	2026	390,000	4.00
2022	910,000	4.00	2027	230,000	4.00

Motion C
Move to approve the sale of a \$1,153,860 0.85 percent General Obligation Taxable Bond Anticipation Note, Series A of the Town dated June 16, 2016, and payable June 30, 2016 (the "Series A Note"), to Century Bank at par and accrued interest, if any.

Motion D
Move to approve the sale of \$9,285,000 2.00 percent General Obligation Bond Anticipation Notes, Series B of the Town dated June 16, 2016, payable January 18, 2017 (the "Series B Notes", and together with the Series A Note, the "Notes"), to TD Securities (USA) LLC at par and accrued interest, if any, plus a premium of \$71,215.95.

Motion E
Move that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 23, 2016, and a final Official Statement dated May 31, 2016 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion F
Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 23, 2016, and a final Official Statement dated May 31, 2016, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion G
Move to authorize the execution and delivery of a Refunding Escrow Agreement to be dated June 16, 2016, between the Town and U.S. Bank National Association, as Refunding Escrow Agent.

Motion H
Move that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.



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

Motion I

Move that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.

Motion J

Move that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

3. BACK UP INFORMATION

YES

NO

(Describe backup below)

- a. Cover Memo Dated June 10, 2016
- b. Standard and Poor's Rating
- c. Official Statement Dated May 31, 2016

dbd 06/14/2016

Memorandum

To: Board of Selectmen

From: David Davison *DD*, Assistant Town Manager/Director of Finance

CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector;
Michelle Vaillancourt, Town Accountant

Date: June 10, 2016

Re: Debt Sales

The Town maintained its "AAA" rating with Standard and Poor's (S&P), which has reaffirmed the rating, and still views Needham's outlook as stable after our review with them on Wednesday, May 18, 2016. The rating agency also assigned the highest short-term rating attainable (SP-1+) to the Town's Bond Anticipation Notes. The S&P May 27, 2016 rationale for the rating is attached.

In addition to issuing Notes to finance several capital projects in various stages of completion, we also determined that this was an opportunity to do advance refunding bonds on debt that was issued on the High School project and the High Rock and Pollard School projects. This will impact two bond issues: the General Obligation Bonds dated June 1, 2008 and the General Obligation Bonds dated November 1, 2008. The refunding bond will save the Town over \$788,000 and because all the debt is excluded debt, the amount that will be raised on the tax levy will be less. This means the taxpayers will pay less than they would have had to pay on the remaining debt for the school projects.

The Town received six competitive bids for the refunding bond. The lowest bidder, **J.P. Morgan Securities LLC**, offered a coupon rate that ranges from a low of 2.000% to a high of 4.000%; the bonds that are being refunded had interest rates between 3.75% and 5.000%. After taking into account the premium offered by the bidder and other amounts to be paid, the all-in true interest cost (All-In TIC) is 1.570406%. I have attached the advance refunding statistical analysis.

The Town is also issuing two Bond Anticipation Notes (BANs), the first will mature on June 30, 2016 and the second will mature on January 18, 2017. The June 30, 2016 maturity is a taxable BAN in the amount of \$1,153,860 that will be paid in full when it matures. The Town received three bids on this Note, and the winning bid was made by **Century Bank**, which offered the Town a Net Interest Cost (NIC) of 0.75%. The total interest expense is \$336.54. The Town received five bids on the second Note, and the winning bidder was **TD Securities**, which offered a coupon rate of 2.00% with a premium of \$71,215.95 which results in a Net Interest Cost (NIC) of 0.6975%. The total interest expense is \$109,356.67.

The table on the next page provides a breakout of the projects and the amounts being financed between the two bond anticipation notes.

Project	Note Matures 06/30/2016	Note Matures 1/18/2017
Stormwater Master Plan Drainage Improvements (Latern & Gayland)	42,000	
Senior Center Construction	22,050	
DPW Complex - Garage Bays	10,000	
Public Works Infrastructure Program	220,000	
Central Avenue/Elliot Street Bridge	40,000	
Central Avenue/Elliot Street Bridge	340,000	660,000
High School Cafeteria Construction		1,500,000
Owens Farm Land Purchase		6,700,000
General Fund Group	674,050	8,860,000
RTS Remediation	42,000	
Recycling and Transfer Station Enterprise Group	42,000	-
Sewer Pump Station Design Reservoir B	5,197	
Pump Station Construction Reservoir B	17,219	
Sewer Group	22,416	-
Water Main Improvements	25,294	
St Mary's Pumping Station	340,100	425,000
Water System Rehabilitation Program	50,000	
Water Group	415,394	425,000
Totals	1,153,860	9,285,000

The Board will be asked to approve the debt refunding and the sale of the bonds and the notes. Upon approval, the Board will need to execute several documents that will be brought to the meeting. Please do not hesitate to contact me if you have any questions prior to the meeting.

SOURCES AND USES OF FUNDS

Town of Needham, Massachusetts
General Obligation Refunding Bonds Dated June 16, 2016
Advance Refunding of June 1, 2008 & November 1, 2008
SLGS as of May 31, 2016

Sources:	Advance Refunding of June 1, 2008	Advance Refunding of November 1, 2008	Total
Bond Proceeds:			
Par Amount	4,391,990.00	2,253,010.00	6,645,000.00
Premium	655,256.31	365,817.23	1,021,073.54
	<u>5,047,246.31</u>	<u>2,618,827.23</u>	<u>7,666,073.54</u>
Other Sources of Funds:			
Unamortized Premium	26,835.81	2,169.21	29,005.02
	<u>5,074,082.12</u>	<u>2,620,996.44</u>	<u>7,695,078.56</u>
Uses:	Advance Refunding of June 1, 2008	Advance Refunding of November 1, 2008	Total
Refunding Escrow Deposits:			
Unamortized Premium	26,835.81	2,169.21	29,005.02
Bond Proceeds	4,988,882.61	2,589,705.12	7,578,587.73
	<u>5,015,718.42</u>	<u>2,591,874.33</u>	<u>7,607,592.75</u>
Delivery Date Expenses:			
Cost of Issuance	51,962.95	26,899.55	78,862.50
Underwriter's Discount	4,186.63	2,147.66	6,334.29
	<u>56,149.58</u>	<u>29,047.21</u>	<u>85,196.79</u>
Other Uses of Funds:			
Additional Proceeds	2,214.12	74.90	2,289.02
	<u>5,074,082.12</u>	<u>2,620,996.44</u>	<u>7,695,078.56</u>

BOND SUMMARY STATISTICS

Town of Needham, Massachusetts
General Obligation Refunding Bonds Dated June 16, 2016
Advance Refunding of June 1, 2008 & November 1, 2008
SLGS as of May 31, 2016

Dated Date	06/16/2016
Delivery Date	06/16/2016
Last Maturity	08/01/2027
Arbitrage Yield	1.289445%
True Interest Cost (TIC)	1.383731%
Net Interest Cost (NIC)	1.515424%
All-In TIC	1.570406%
Average Coupon	3.999143%
Average Life (years)	6.148
Weighted Average Maturity (years)	6.236
Duration of Issue (years)	5.591
Par Amount	6,645,000.00
Bond Proceeds	7,666,073.54
Total Interest	1,633,875.02
Net Interest	619,135.77
Total Debt Service	8,278,875.02
Maximum Annual Debt Service	1,181,400.00
Average Annual Debt Service	744,168.54
Underwriter's Fees (per \$1000)	
Average Takedown	-
Other Fee	0.953242
Total Underwriter's Discount	0.953242
Bid Price	115.270719

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	6,645,000.00	115.366	3.999%	6.148
	6,645,000.00			6.148

	TIC	All-In TIC	Arbitrage Yield
Par Value	6,645,000.00	6,645,000.00	15,930,000.00
+ Accrued Interest	-	-	-
+ Premium (Discount)	1,021,073.54	1,021,073.54	1,093,496.54
- Underwriter's Discount	(6,334.29)	(6,334.29)	
- Cost of Issuance Expense		(78,862.50)	
- Other Amounts	-	-	-
Target Value	7,659,739.25	7,580,876.75	17,023,496.54
Target Date	06/16/2016	06/16/2016	06/16/2016
Yield	1.383731%	1.570406%	1.289445%

SUMMARY OF REFUNDING RESULTS

Town of Needham, Massachusetts
General Obligation Refunding Bonds Dated June 16, 2016
Advance Refunding of June 1, 2008 & November 1, 2008
SLGS as of May 31, 2016

	Advance Refunding of June 1, 2008 - High School I (IE)	Advance Refunding of November 1, 2008 - High Rock & Pollard Schools (IE)	Total
Dated Date	06/16/2016	06/16/2016	06/16/2016
Delivery Date	06/16/2016	06/16/2016	06/16/2016
Arbitrage Yield	1.289445%	1.289445%	1.289445%
Escrow Yield	0.959385%	0.959385%	0.959385%
Value of Negative Arbitrage	37,039.58	18,910.76	55,950.34
Bond Par Amount	4,391,990.00	2,253,010.00	6,645,000.00
True Interest Cost	1.321690%	1.486293%	1.383731%
Net Interest Cost	1.441903%	1.636993%	1.515424%
Average Coupon	3.999229%	3.999001%	3.999143%
Average Life	5.797	6.834	6.148
Par amount of refunded bonds	4,670,000.00	2,350,000.00	7,020,000.00
Average coupon of refunded bonds	3.978729%	4.975219%	4.340891%
Average life of refunded bonds	6.267	7.110	6.549
PV of prior debt	5,343,194.31	2,925,944.07	8,269,138.38
Net PV Savings	340,995.32	320,550.31	661,545.63
Percentage savings of refunded bonds	7.301827%	13.640439%	9.423727%
Percentage savings of refunding bonds	7.764028%	14.227647%	9.955540%

SAVINGS

Town of Needham, Massachusetts
General Obligation Refunding Bonds Dated June 16, 2016
Advance Refunding of June 1, 2008 & November 1, 2008
SLGS as of May 31, 2016

Date	Prior Debt Service	Refunding Debt Service	Refunding Adjustments	Refunding Net Cash Flow	Savings	Annual Savings
08/01/2016	339,981.25	172,875.02	281,893.75	454,768.77	(114,787.52)	-
12/01/2016	858,400.00	-	765,900.00	765,900.00	92,500.00	-
02/01/2017	69,681.25	130,100.00	11,593.75	141,693.75	(72,012.50)	-
06/01/2017	122,200.00	-	29,700.00	29,700.00	92,500.00	-
06/30/2017	-	-	-	-	-	(1,800.02)
08/01/2017	334,681.25	130,100.00	276,593.75	406,693.75	(72,012.50)	-
12/01/2017	842,200.00	-	749,700.00	749,700.00	92,500.00	-
02/01/2018	64,050.00	130,100.00	5,962.50	136,062.50	(72,012.50)	-
06/01/2018	109,600.00	-	17,100.00	17,100.00	92,500.00	-
06/30/2018	-	-	-	-	-	40,975.00
08/01/2018	329,050.00	130,100.00	270,962.50	401,062.50	(72,012.50)	-
12/01/2018	829,600.00	-	737,100.00	737,100.00	92,500.00	-
02/01/2019	58,087.50	130,100.00	-	130,100.00	(72,012.50)	-
06/01/2019	92,500.00	-	-	-	92,500.00	-
06/30/2019	-	-	-	-	-	40,975.00
08/01/2019	323,087.50	1,070,100.00	-	1,070,100.00	(747,012.50)	-
12/01/2019	812,500.00	-	-	-	812,500.00	-
02/01/2020	52,125.00	111,300.00	-	111,300.00	(59,175.00)	-
06/01/2020	79,000.00	-	-	-	79,000.00	-
06/30/2020	-	-	-	-	-	85,312.50
08/01/2020	317,125.00	1,041,300.00	-	1,041,300.00	(724,175.00)	-
12/01/2020	799,000.00	-	-	-	799,000.00	-
02/01/2021	45,500.00	92,700.00	-	92,700.00	(47,200.00)	-
06/01/2021	64,600.00	-	-	-	64,600.00	-
06/30/2021	-	-	-	-	-	92,225.00
08/01/2021	305,500.00	1,007,700.00	-	1,007,700.00	(702,200.00)	-
12/01/2021	784,600.00	-	-	-	784,600.00	-
02/01/2022	39,000.00	74,400.00	-	74,400.00	(35,400.00)	-
06/01/2022	50,200.00	-	-	-	50,200.00	-
06/30/2022	-	-	-	-	-	97,200.00
08/01/2022	299,000.00	984,400.00	-	984,400.00	(685,400.00)	-
12/01/2022	770,200.00	-	-	-	770,200.00	-
02/01/2023	32,500.00	56,200.00	-	56,200.00	(23,700.00)	-
06/01/2023	33,800.00	-	-	-	35,800.00	-
06/30/2023	-	-	-	-	-	96,900.00
08/01/2023	292,500.00	956,200.00	-	956,200.00	(663,700.00)	-
12/01/2023	745,800.00	-	-	-	745,800.00	-
02/01/2024	26,000.00	38,200.00	-	38,200.00	(12,200.00)	-
06/01/2024	21,600.00	-	-	-	21,600.00	-
06/30/2024	-	-	-	-	-	91,500.00
08/01/2024	286,000.00	928,200.00	-	928,200.00	(642,200.00)	-
12/01/2024	731,600.00	-	-	-	731,600.00	-
02/01/2025	19,500.00	20,400.00	-	20,400.00	(900.00)	-
06/01/2025	7,400.00	-	-	-	7,400.00	-
06/30/2025	-	-	-	-	-	95,900.00
08/01/2025	279,500.00	420,400.00	-	420,400.00	(140,900.00)	-
12/01/2025	192,400.00	-	-	-	192,400.00	-
02/01/2026	13,000.00	12,400.00	-	12,400.00	600.00	-
06/01/2026	3,700.00	-	-	-	3,700.00	-
06/30/2026	-	-	-	-	-	55,800.00
08/01/2026	273,000.00	402,400.00	-	402,400.00	(129,400.00)	-
12/01/2026	188,700.00	-	-	-	188,700.00	-
02/01/2027	6,500.00	4,600.00	-	4,600.00	1,900.00	-
06/01/2027	-	-	-	-	-	61,200.00
08/01/2027	266,500.00	234,600.00	-	234,600.00	31,900.00	-
06/30/2028	-	-	-	-	-	31,900.00
	12,213,468.75	8,278,875.02	3,146,506.25	11,425,381.27	788,087.48	788,087.48

Savings Summary

Savings PV date	06/16/2016
Savings PV rate	1.570406%
PV of savings from cash flow	688,261.63
Less: Prior funds on hand	(29,005.02)
Plus: Refunding funds on hand	2,289.02
Net PV Savings	661,545.63

BOND PRICING

Town of Needham, Massachusetts
General Obligation Refunding Bonds Dated June 16, 2016
Advance Refunding of June 1, 2008 & November 1, 2008
SLGS as of May 31, 2016

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Premium (-Discount)
Bond Component:						
	08/01/2016	140,000	2.000%	0.500%	100.186	260.39
	08/01/2019	940,000	4.000%	0.900%	109.530	89,582.00
	08/01/2020	930,000	4.000%	1.020%	112.006	111,655.80
	08/01/2021	915,000	4.000%	1.140%	114.197	129,902.55
	08/01/2022	910,000	4.000%	1.260%	116.101	146,519.10
	08/01/2023	900,000	4.000%	1.380%	117.719	159,471.00
	08/01/2024	890,000	4.000%	1.480%	119.223	171,084.70
	08/01/2025	400,000	4.000%	1.600%	120.299	81,196.00
	08/01/2026	390,000	4.000%	1.730%	120.998	81,892.20
	08/01/2027	230,000	4.000%	1.850%	121.526	49,509.80
		6,645,000				1,021,073.54

Dated Date 06/16/2016
Delivery Date 06/16/2016
First Coupon 08/01/2016

Par Amount 6,645,000.00
Premium 1,021,073.54

Production 7,666,073.54 115.366043%
Underwriter's Discount (6,334.29) (0.095324%)

Purchase Price 7,659,739.25 115.270719%
Accrued Interest -

Net Proceeds 7,659,739.25

BOND DEBT SERVICE

Town of Needham, Massachusetts
General Obligation Refunding Bonds Dated June 16, 2016
Advance Refunding of June 1, 2008 & November 1, 2008
SLGS as of May 31, 2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
08/01/2016	140,000	2.000%	32,875.02	172,875.02	-
02/01/2017	-	-	130,100.00	130,100.00	-
06/30/2017	-	-	-	-	302,975.02
08/01/2017	-	-	130,100.00	130,100.00	-
02/01/2018	-	-	130,100.00	130,100.00	-
06/30/2018	-	-	-	-	260,200.00
08/01/2018	-	-	130,100.00	130,100.00	-
02/01/2019	-	-	130,100.00	130,100.00	-
06/30/2019	-	-	-	-	260,200.00
08/01/2019	940,000	4.000%	130,100.00	1,070,100.00	-
02/01/2020	-	-	111,300.00	111,300.00	-
06/30/2020	-	-	-	-	1,181,400.00
08/01/2020	930,000	4.000%	111,300.00	1,041,300.00	-
02/01/2021	-	-	92,700.00	92,700.00	-
06/30/2021	-	-	-	-	1,134,000.00
08/01/2021	915,000	4.000%	92,700.00	1,007,700.00	-
02/01/2022	-	-	74,400.00	74,400.00	-
06/30/2022	-	-	-	-	1,082,100.00
08/01/2022	910,000	4.000%	74,400.00	984,400.00	-
02/01/2023	-	-	56,200.00	56,200.00	-
06/30/2023	-	-	-	-	1,040,600.00
08/01/2023	900,000	4.000%	56,200.00	956,200.00	-
02/01/2024	-	-	38,200.00	38,200.00	-
06/30/2024	-	-	-	-	994,400.00
08/01/2024	890,000	4.000%	38,200.00	928,200.00	-
02/01/2025	-	-	20,400.00	20,400.00	-
06/30/2025	-	-	-	-	948,600.00
08/01/2025	400,000	4.000%	20,400.00	420,400.00	-
02/01/2026	-	-	12,400.00	12,400.00	-
06/30/2026	-	-	-	-	432,800.00
08/01/2026	390,000	4.000%	12,400.00	402,400.00	-
02/01/2027	-	-	4,600.00	4,600.00	-
06/30/2027	-	-	-	-	407,000.00
08/01/2027	230,000	4.000%	4,600.00	234,600.00	-
06/30/2028	-	-	-	-	234,600.00
	6,645,000		1,633,875.02	8,278,875.02	8,278,875.02

SUMMARY OF BONDS REFUNDED

Town of Needham, Massachusetts
General Obligation Refunding Bonds Dated June 16, 2016
Advance Refunding of June 1, 2008 & November 1, 2008
SLGS as of May 31, 2016

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
June 1, 2008- High School I (IE), 1:					
BOND	12/01/2019	3.750%	530,000.00	12/01/2018	100.000
	12/01/2020	4.000%	530,000.00	12/01/2018	100.000
	12/01/2021	4.000%	530,000.00	12/01/2018	100.000
	12/01/2022	4.000%	530,000.00	12/01/2018	100.000
	12/01/2023	4.000%	525,000.00	12/01/2018	100.000
	12/01/2024	4.000%	525,000.00	12/01/2018	100.000
			3,170,000.00		
June 1, 2008- High School II (IE), 2:					
BOND	12/01/2019	3.750%	105,000.00	12/01/2018	100.000
	12/01/2020	4.000%	105,000.00	12/01/2018	100.000
	12/01/2021	4.000%	105,000.00	12/01/2018	100.000
	12/01/2022	4.000%	105,000.00	12/01/2018	100.000
	12/01/2023	4.000%	105,000.00	12/01/2018	100.000
	12/01/2024	4.000%	105,000.00	12/01/2018	100.000
	12/01/2025	4.000%	105,000.00	12/01/2018	100.000
	12/01/2026	4.000%	105,000.00	12/01/2018	100.000
			840,000.00		
June 1, 2008- High Rock School Design (IE), 3:					
BOND	12/01/2019	3.750%	25,000.00	12/01/2018	100.000
	12/01/2020	4.000%	25,000.00	12/01/2018	100.000
	12/01/2021	4.000%	25,000.00	12/01/2018	100.000
	12/01/2022	4.000%	25,000.00	12/01/2018	100.000
	12/01/2023	4.000%	25,000.00	12/01/2018	100.000
	12/01/2024	4.000%	25,000.00	12/01/2018	100.000
	12/01/2025	4.000%	25,000.00	12/01/2018	100.000
	12/01/2026	4.000%	25,000.00	12/01/2018	100.000
			200,000.00		
June 1, 2008- High Rock & Pollard Schools (IE), 4:					
BOND	12/01/2019	3.750%	60,000.00	12/01/2018	100.000
	12/01/2020	4.000%	60,000.00	12/01/2018	100.000
	12/01/2021	4.000%	60,000.00	12/01/2018	100.000
	12/01/2022	4.000%	60,000.00	12/01/2018	100.000
	12/01/2023	4.000%	55,000.00	12/01/2018	100.000
	12/01/2024	4.000%	55,000.00	12/01/2018	100.000
	12/01/2025	4.000%	55,000.00	12/01/2018	100.000
	12/01/2026	4.000%	55,000.00	12/01/2018	100.000
			460,000.00		
November 1, 2008- High Rock & Pollard Schools (IE), 5:					
BOND	08/01/2019	4.500%	265,000.00	08/01/2018	100.000
	08/01/2020	5.000%	265,000.00	08/01/2018	100.000
	08/01/2021	5.000%	260,000.00	08/01/2018	100.000
	08/01/2022	5.000%	260,000.00	08/01/2018	100.000
	08/01/2023	5.000%	260,000.00	08/01/2018	100.000
	08/01/2024	5.000%	260,000.00	08/01/2018	100.000
	08/01/2025	5.000%	260,000.00	08/01/2018	100.000
TERM	08/01/2027	5.000%	520,000.00	08/01/2018	100.000
			2,350,000.00		
			7,020,000.00		

RatingsDirect®

Summary:

Needham, Massachusetts; General Obligation; Note

Primary Credit Analyst:

Belle Wu, Centennial (303)721-4325; belle.wu@spglobal.com

Secondary Contact:

Anthony Polanco, Boston 617-530-8234; anthony.polanco@spglobal.com

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Rationale

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Summary:

Needham, Massachusetts; General Obligation; Note

Credit Profile

US\$9.285 mil GO BANs ser B due 01/18/2017

<i>Short Term Rating</i>	SP-1+	New
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US\$6.82 mil GO rfdg bnds unlimited tax ser 2016 due 08/01/2027

<i>Long Term Rating</i>	AAA/Stable	New
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US\$1.154 mil GO taxable BANs ser A dtd 06/16/2016 due 09/15/2016

<i>Short Term Rating</i>	SP-1+	New
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Needham GO

<i>Long Term Rating</i>	AAA/Stable	Affirmed
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Rationale

S&P Global Ratings assigned its 'AAA' long-term rating and stable outlook to Needham, Mass.' series 2016 general obligation (GO) refunding bonds and affirmed its 'AAA' long-term rating, with a stable outlook, on the town's existing GO debt.

At the same time, S&P Global Ratings assigned its 'SP-1+' short-term rating to Needham's series A GO taxable bond anticipation notes (BANs), payable on Sept. 15, 2016, and series B GO BANs, payable on Jan. 18, 2017.

Needham's GO bonds are eligible to be rated above the sovereign because we believe the town can maintain better credit characteristics than the nation in a stress scenario. Under our criteria, titled "Ratings Above The Sovereign: Corporate And Government Ratings—Methodology And Assumptions," published Nov. 19, 2013, on RatingsDirect, local governments are considered to have moderate sensitivity to country risk. The town's GO pledge is the primary source of security on the debt; this severely limits the possibility of negative sovereign intervention in the payment of the debt or in the operations of the town. The institutional framework in the nation is predictable for local governments, allowing them significant autonomy, independent treasury management, and no history of government intervention. Needham has considerable financial flexibility, demonstrated by the very high general fund balance as a percent of expenditures, as well as very strong liquidity.

The short-term rating reflects our view of the town's strong ability to pay principal and interest when the notes come due. Needham's market risk profile is low, in our view, as it maintains strong legal authority to issue long-term debt to take out the BANs and since it is a frequent issuer, providing regular disclosure to market participants.

Needham's full-faith-and-credit GO pledge secures the bonds, subject to the limitations of Proposition 2 1/2. Officials intend to use series 2016 bond proceeds to advance refund the town's GO bonds dated June 1, 2008, and Nov. 1, 2008.

The rating reflects our opinion of the following factors for the town:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with good financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with a slight operating surplus in the general fund and an operating surplus at the total governmental fund level in fiscal 2015;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2015 of 21% of operating expenditures;
- Very strong liquidity, with total government available cash at 26.7% of total governmental fund expenditures and 3.4x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges at 7.8% of expenditures and net direct debt that is 49.2% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value and rapid amortization, with 67.7% of debt scheduled to be retired within 10 years; and
- Strong institutional framework score.

Very strong economy

We consider Needham's economy very strong. The town, with an estimated population of 29,698, is located in Norfolk County in the Boston-Cambridge-Newton MSA, which we consider to be broad and diverse. The town has a projected per capita effective buying income of 217% of the national level and per capita market value of \$305,347. Overall, the town's market value grew by 3.8% over the past year to \$9.1 billion in 2016. The county unemployment rate was 4.3% in 2015.

A residential suburb of Boston, Needham is approximately 10 miles southwest of the city. In addition to the town's residential community, Needham's economy has a diverse mix of industries, ranging from manufacturing to financial services. In fiscal 2016, the town's assessed value (AV) comprised of 85.9% residential properties and approximately 11% commercial and industrial properties. The top 10 largest taxpayers account for only 4.4% of overall AV.

Officials expect increases in property value to continue due to continuous commercial and residential growth. New developments include the expansion of Trip-Advisors and the addition of two new major hotels, all happening within the Needham Crossing business park. In addition, Needham Crossing is already home to a mix of residential and business occupants. Prominent tenants include companies such as Coca-Cola, Euro-Pro, and Sheraton Hotel. Town officials expect economic growth to continue as new and upcoming projects continue within the town.

Strong management

We view the town's management as strong, with good financial policies and practices under our FMA methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Needham is conservative in its management and budgeting practices. Management seeks to reduce costs and maintain financial sustainability when drafting the town's budget. Management considers historical trends and future concerns when developing revenue and expenditure assumptions. The town manager receives budget-to-actual reports monthly while the board of selectmen receives reports quarterly.

Needham maintains a five-year financial forecast and a five-year rolling capital improvement plan, both of which are included and presented with the annual budget. Currently, the town has a formal debt management policy but does not

have a formal reserve policy. Needham uses commonwealth guidelines for investment management.

Strong budgetary performance

Needham's budgetary performance is strong in our opinion. The town had slight surplus operating results in the general fund of 0.5% of expenditures, and surplus results across all governmental funds of 6.9% of expenditures in fiscal 2015. General fund operating results of the town have been stable over the past three years, with a result of negative 0.8% of expenditures in 2014 and 2.4% of expenditures in 2013.

Management attributes the operating surplus in fiscal 2015 to the town's numerous ongoing developments. Along with the redevelopment of existing properties, new developments have increased property value tremendously for Needham, with property taxes making up 73% of the town's revenue in fiscal 2015.

Needham expects to end fiscal 2016 with better results than fiscal 2015. Management reports similar increasing trends in property value due to the continued redevelopment of existing buildings, as well as the growing presence of new high-tech companies. For fiscal 2017, management reports a balanced budget of \$144 million, which includes a \$1.8 million appropriation of reserves.

Very strong budgetary flexibility

Needham's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2015 of 21% of operating expenditures, or \$27.5 million.

The town's available funds include assigned, unassigned, and committed funds. Needham has historically maintained strong budgetary flexibility, keeping its available reserves close to 20% of general fund expenditures over the past three fiscal years. Management expects to maintain a level of, at least, 19% of revenue for available funds and a minimum of 8% of revenue for unassigned funds. The town has also demonstrated a willingness to raise revenue in excess of Proposition 2 1/2 limits on several occasions.

Very strong liquidity

In our opinion, Needham's liquidity is very strong, with total government available cash at 26.7% of total governmental fund expenditures and 3.4x governmental debt service in 2015. In our view, the town has strong access to external liquidity if necessary.

Needham is a frequent issuer of GO debt, which allows for strong access to external liquidity. In addition, the town does not currently have any variable-rate or direct-purchase debt. Therefore, we expect Needham's liquidity profile to remain very strong.

Very strong debt and contingent liability profile

In our view, Needham's debt and contingent liability profile is very strong. Total governmental fund debt service is 7.8% of total governmental fund expenditures, and net direct debt is 49.2% of total governmental fund revenue. Overall net debt is low at 0.8% of market value, and approximately 67.7% of the direct debt is scheduled to be repaid within 10 years, which are, in our view, positive credit factors.

Subsequent to this issuance, the town will have approximately \$95.7 million in total direct debt, about \$16 million of which is self-supporting debt from the town's enterprise funds. Needham also expects to issue debt within the next two

years for an upcoming elementary school project, the amount of which is still unknown. However, management expects the amount to be approved for debt exclusion.

Needham's combined required pension and actual other postemployment benefit (OPEB) contribution totaled 7.8% of total governmental fund expenditures in fiscal 2016. Of that amount, 4.3% represented required contributions to pension obligations, and 3.5% represented OPEB payments. The town made its full annual required pension contribution in fiscal 2016.

Needham participates in the Needham Contributory Retirement System, a cost-sharing, defined-benefit retirement system. The town's required pension contribution is its actuarially determined contribution, calculated at the commonwealth level, based on an actuary study.

Using updated reporting standards in accordance with Governmental Accounting Standards Board (GASB) Statement No. 67, the town's net pension liability was measured as of Dec. 31, 2014, and was \$54.4 million. The public employees' retirement system plan maintained a funded level of 71%, using the plan's fiduciary net position as a percent of the total pension liability. For additional details on GASB Nos. 67 and 68, please see our report, titled "Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria," published Sept. 2, 2015, on RatingsDirect. Needham has consistently funded 100% of its required contributions, and it expects to have the system fully funded by 2030.

Needham also offers OPEB to retirees, which it funds on a pay-as-you-go basis. It is one of the few communities in Massachusetts that fully funds its OPEB obligation. The town has been appropriating its annual required contributions toward its OPEB fund for the past five fiscal years, and it pays for annual health care costs from the fund. As of Aug. 31, 2015, the OPEB trust fund had a balance of approximately \$23.2 million. Based on the most recent actuarial valuation completed on July 1, 2013, the funded ratio was 24%, based on a \$46.8 million unfunded actuarial accrued liability.

Strong institutional framework

The institutional framework score for Massachusetts municipalities is strong.

Outlook

The stable outlook reflects S&P Global Ratings' opinion that Needham will likely maintain its very healthy reserves due to its strong management practices and conservative operating profile. We believe the town's large and buoyant economy provides additional underlying strength. Furthermore, we expect Needham to maintain a very strong debt and contingent liability profile as the town has taken proactive measures to mitigate any potential budgetary challenges regarding pension and OPEB costs.

Therefore, we do not expect to change the rating within our two-year outlook period. However, we could lower the rating if operating performance were to weaken, leading to reserves falling below 15% of expenditures, or if the town fails to adhere to current management practices and financial policies.

Related Criteria And Research

Related Criteria

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- USPF Criteria: Financial Management Assessment, June 27, 2006
- USPF Criteria: Debt Statement Analysis, Aug. 22, 2006
- USPF Criteria: Bond Anticipation Note Rating Methodology, Aug. 31, 2011
- USPF Criteria: Limited-Tax GO Debt, Jan. 10, 2002
- USPF Criteria: Assigning Issue Credit Ratings Of Operating Entities, May 20, 2015
- Ratings Above The Sovereign: Corporate And Government Ratings—Methodology And Assumptions, Nov. 19, 2013
- Criteria: Use of CreditWatch And Outlooks, Sept. 14, 2009

Related Research

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015
- 2015 Update Of Institutional Framework For U.S. Local Governments

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.globalcreditportal.com. All ratings affected by this rating action can be found on the S&P Global Ratings public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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

MEETING DATE: 6/14/2016

Agenda Item	Call for Special Town Meeting
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will recommend that the Board of Selectmen call for a Special Town Meeting to be held on October 5, 2016. This action will provide Town Meeting members with advance notice for planning purposes. The Board is scheduled to open the warrant for the Special Town Meeting on July 19th.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board of Selectmen vote to call for a Special Town Meeting to be held on October 5, 2016 at the Needham Town Hall.			
3.	BACK UP INFORMATION ATTACHED	YES	NO



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

MEETING DATE: 06/14/2016

Agenda Item	Senate 2311 – An Act Promoting Housing and Sustainable Development
Presenter(s)	Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will discuss legislation pending in the Massachusetts Senate relative to zoning and housing and the potential impact of the legislation – if enacted – on the Town of Needham. The Board may wish to submit a comment letter to the Town’s legislative delegation.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Summary of Senate 2144 (now 2311) An Act Promoting Housing and Sustainable Development b. Analysis prepared by Judi Barrett, Director of Municipal Services, RKG dated June 7, 2016 c. Letter to the Massachusetts Senate from MMA Executive Director Geoff Beckwith dated June 8, 2016			

SENATE 2144: **AN ACT PROMOTING HOUSING AND SUSTAINABLE DEVELOPMENT**

(summary reflects text as redrafted)

SPONSOR: Joint Committee on Community Development and Small Businesses

LEGISLATIVE HISTORY: 02/25/16 Reported from the Committee on Community Development and Small Businesses as a new draft of S118 and S122 and referred to the Committee on Senate Ways and Means

EXISTING LAWS

AFFECTED: M.G.L. c. 23B §3; M.G.L. c. 40A §§ 1, 3, 5, 6, 9 to 12, and 17; M.G.L. c. 41 §§ 81A, 81D, 81L, 81O, 81Q, 81U, 81X, and 81BB; M.G.L. c. 44 § 53G; M.G.L. c. 185 §3A; M.G.L. c. 249 §4

PROPOSED

- LEGISLATION:**
- Requires the Department of Housing and Community Development to establish, conduct and maintain an annual program of education and training for members of local planning boards and zoning boards of appeals.
 - Requires the Department of Housing and Community Development to develop a municipal opt-in program to advance the state's economic, environmental, and social well-being through enhanced planning for economic growth, land conservation, workforce housing creation and mobility.
 - Allows for accessory dwelling units on residential lots that meet certain requirements without a special permit.
 - Requires zoning ordinances and bylaws to provide at least one district of reasonable size in which multi-family housing is a permitted use as of right.
 - Requires zoning ordinances and bylaws to provide for open space residential development as of right in a specific zoning district or in multiple districts through overlay zoning.
 - Allows cities and towns the option to change the voting threshold to approve zoning amendments from the current 2/3 vote to a simple majority vote.
 - Requires a local zoning board to consider consistency with the

municipality's master plan when evaluating an ordinance, by-law, or an amendment to an ordinance or by-law.

- Changes the current standard that zoning ordinances or by-laws do not apply to building or special permits issued before the first publication of notice of the public hearing on the ordinance or by-law to a requirement that the ordinance or by-law would not apply to building or special permits applications received before the first publication of notice of the public hearing.
- Eliminates a provision in current law that protects up to 3 pre-existing adjoining residential lots under common ownership against any zoning dimensional changes for 5 years after any zoning change.
- Modifies vesting rights for subdivision plan freezes to allow for a land owner to submit a preliminary subdivision plan, followed within 7 months by a substantially similar definitive plan, before a public hearing on a zoning or by-law change in order to protect the land shown on the plan.
- Decreases the voting requirements for approval of a special permit from 2/3 vote to a simple majority vote.
- Increases the duration of special permits from a maximum of 2 years to a minimum of 3 years.
- Clarifies existing law regarding provisions for siting of refuse stations in areas zoned principally for industrial use.
- Codifies the site plan review process to establish standards and criteria by which a project and its direct adverse impacts on properties and public infrastructure within the surrounding 300 feet of the parcel are evaluated.
- Provides statutory authority and limitations on the use of development impact fees, ensuring the fees have a rational nexus to, and are roughly proportionate to the impacts created by a proposed development and enumerating the type of capital facilities for which a development impact fee can be assessed.
- Provides statutory authority and limitations on the use of inclusionary zoning ordinances, authorizing ordinances or by-laws

to require applicants for a residential or mixed use development to provide inclusionary housing units in return for municipal affordable housing concessions.

- Clarifies that no ordinance or by-law can prohibit a landowner from requesting the municipality to engage in a land use dispute avoidance process and establishes confidentiality for the process, including exemption from the public records law and tolling of applicable time requirements.
- Updates the standard and required findings necessary for a zoning board and clarifies that variances, other than a use-variance, run with the land.
- Requires that local boards of health receive notice of projects seeking zoning approvals.
- Gives the court discretion to issue a surety or cash bond upon appeal of a special permit, variances, or site plan approval.
- Updates the current master plan requirements to ensure plans reflect the Commonwealth's Sustainable Development Principles and are tailored to the specific needs of the municipality. Master plans are subject to a public hearing and must be adopted by the local planning board and the local legislative body.
- Allows municipalities to pass a minor subdivision ordinance or by-law to opt-in to an alternative to the current "approval not required process" and thereby apply certain rules and regulations to the minor subdivision process.
- Clarifies that design and dimensional subdivision requirements for total travel lane widths no greater than 24 feet are presumed not to be excessive.
- Clarifies that a planning board may require a subdivision plan to show land suitable for park or recreation purposes and may require no building be built on that land.
- Allows the recording of plans for minor lot line changes, subject to certain conditions.
- Clarifies the appeals process to challenge a decision on a

subdivision or minor subdivision and gives the court discretion to issue a surety or cash to limit frivolous appeals.

- Requires cases appropriate for the permit session of the land court, but not originally filed in the permit session, to be transferred to the permit session upon request of a party in the dispute.
- Makes a technical correction to the time to appeal in the nature of certiorari.
- Requires any municipality with an existing zoning variance, site plan review or inclusionary zoning ordinance to conform to the provisions of the legislation within 3 years.
- Allows a master plan currently in effect to remain in effect for 10 years, at which time it must be updated to conform to the requirements of this act.
- Grandfathers any variance granted prior to passage of this act and clarifies that the variance runs with the land.

ESTIMATED

COST:

This legislation is estimated to cost the Commonwealth \$500,000 when fully implemented.

(AHC)

MEMORANDUM

TO: Kate Fitzpatrick, Town Manager
Town of Needham
FROM: Judi Barrett, Director of Municipal Services
RKG Associates, Inc.
DATE: June 7, 2016
SUBJECT: S2311

This memo responds to your request for an assessment of how Senate, No. 2311 (previously S2144) could affect the Town of Needham.

Senate, No. 2311, "An Act promoting housing and sustainable development", comes at the heels of over seventeen years of work by planners, municipal attorneys, real estate developers, and others to improve and update G.L. c. 40A, the Zoning Act, and G.L. 41, § 81K-§ 81GG inclusive, the Subdivision Control Law. Originally called the Land Use Reform Act (LURA), the zoning reform bill in the Senate today reflects a variety of interests and compromise positions that have evolved over time. Its contents will please some people and draw opposition from others, as can be seen in the different "messages" that have begun to circulate from organized interest groups. As explained in this memo, S2311 provides for some sought-after changes to the Zoning Act that are intended to increase local control, but at the same time, it reinforces the state's interest in encouraging housing and economic growth and developing a variety of housing choices. This "trade-off" framework helps to explain many aspects of S2311.

Many individuals and groups have sought amendments to S2311 since late last week. As appropriate, I have noted some of the known amendments. However, I am confident that Senate Ways and Means has received even more requests for corrective and filed amendments than I have mentioned here, including amendments that would effectively open up G.L. c. 40B, §§ 20-23. There has been considerable activity about this bill over the past few weeks. The Senate is expected to vote on Thursday. It is possible that some of the content of my memo will be made obsolete by amendments negotiated and agreed upon in the next twenty-four to forty-eight hours.

PLANNING

At the heart of zoning reform is planning and plan implementation. Massachusetts currently has a master plan law, G.L. c. 41, § 81D. It directs planning boards to prepare a master plan and prescribes the minimum required content as nine core elements (goals and policies, land use, housing, economic development, transportation, natural and cultural resources, open space and recreation, community facilities and services, and implementation program). Though directive, the present master plan statute does not have any particular enforcement mechanisms or deadlines, and it also has no incentives for cities and towns to create a plan. In addition, communities are not obligated to align their zoning with the master plan's goals, policies, and land use plan. As a result, there are many towns in Massachusetts with old master plans or no master plan at all, and zoning that bears little relationship to the master plan. Needham's most recent town-wide master plan was completed ca. 1983.

It is against this backdrop that zoning reform groups have proposed a stronger master plan law and an explicit connection between the master plan and zoning. S2311, Sec. 24, would require planning boards to prepare a master plan for their city or town and review and update it at least every ten years. The *required* plan elements would be reduced (goals, housing, natural resources and energy management, land use and zoning, and implementation program), but the bill identifies many other elements as appropriate, though voluntary. In addition, Sec. 24 contains specific language about the relationship with zoning: "The plan shall be internally consistent in its policies, forecasts and standards and may support and provide a rationale for the municipality's zoning ordinance or by-laws, subdivision regulations and other land use laws, regulations, policies and capital expenditures." Many see this language as providing an important legal basis for defending the validity of a zoning bylaw or ordinance if it were challenged in court.

In short, if S2311 became law, Needham would need to:

- 1) Update the comprehensive plan;
- 2) Secure planning board and town meeting approval of the plan by simple majority vote; and
- 3) Consider ways to bring the Zoning Bylaw in line with the plan (if any inconsistencies or conflicts exist).

Worth noting is that elsewhere in S2311, the planning board's report to town meeting about proposed zoning amendments would need to include an assessment of the amendment's consistency with the Town's master plan. (Sec. 9)

ACCESSORY DWELLINGS

S2311 Sec. 5 would establish a conditional zoning exemption for accessory dwelling units (ADU), defined as follows: “self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities, incorporated within the same structure as the principal dwelling or in a detached accessory structure and that: (i) is located on the same lot as the principal dwelling; (ii) maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling; (iii) shall not be sold separately from the principal dwelling; and (iv) is not larger in floor area than 1/2 the floor area of the principal dwelling or 900 square feet, whichever is smaller.” Thus, the definition contemplates an ADU inside a single-family dwelling or in a separate building on the same lot, from upstairs over a garage to a “tiny house” structure or an elder cottage housing opportunity (ECHO) dwelling.

Per Sec. 5, an ADU would be permitted as of right if it is accessory to a single-family home on at least 5,000 sq. ft. of land, or the amount of land needed to support a septic system that complies with Title V of the State Environmental Code. Communities would not have the option to regulate ADUs by special permit. However, communities could impose the following limits that are specifically called out in Sec. 5:

- 1) “Reasonable” setback and building height regulations
- 2) Require the house or the ADU to be owner-occupied
- 3) Limit the total number of allowable ADUs to 5 percent of the Town’s year-round housing inventory. The effect of this provision is that Needham could impose an ADU cap of 553 units (11,047 year-round units * 5 percent).

It appears that currently, Needham does not allow accessory dwellings by right or by special permit. In weighing the advantages and drawbacks of S2311, the Town may want to determine whether ADUs would help Needham address goals or policies in any of its existing plans, such as the housing plan.

HOUSING DEVELOPMENT FRAMEWORK

S2311, Sec. 6 lays out a range of housing development provisions to encourage housing growth and good design. These provisions include “by-right” zoning for multifamily housing and open space residential development (OSRD). They would reside in a newly created Section 3A of Chapter 40A.

- 1) As currently drafted, S2311 would require communities to identify appropriate locations for multifamily housing and zone for multifamily development by right. The multifamily district would have to allow at least 15 units per acre (except in rural

communities) and meet the definition of an “eligible location” under G.L. c. 40R.¹ Other state requirements such as Title V and the Wetlands Protection Act, G.L. c. 131, § 40, would still apply. However, the multifamily zoning requirement in S2311 also provides for a determination of consistency by DHCD, i.e., a community that already has a multifamily zoning district may be eligible for a waiver under S2311 if the existing zoning is substantially consistent with the proposed changes to the Zoning Act.

- 2) S2311 would also make OSRD a “by right” development option, which developers could pursue and planning boards could approve through subdivision control. The bill outlines the basic features that an OSRD by-right bylaw would need to meet, e.g., methods of calculating allowable density and protecting the open space. This approach to OSRD already exists in a few communities in Massachusetts and has been incorporated within the Commonwealth’s “Smart Growth Toolkit”.²

As we understand it, Needham currently allows multifamily housing by right in the Apartment districts. At least one district, A-1, appears to meet the minimum density requirement in S2311. If the bill passes, the Town may want to review its A1 regulations carefully and determine whether Needham qualifies for a Section 3A waiver. If a district that allows multifamily units by right is substantially built out, a waiver is unlikely. Also, the Town may need to modify its Site Plan Review bylaw to comply with other components of S2311.

Of note: An amendment to S2311 has been filed that would add “exclusionary zoning” to the list of unlawful discrimination prohibited by G.L. c. 151B. The purpose of the amendment is to support the “by-right” housing provisions as essential tools for non-discrimination against protected classes, including people of color, families, and people with disabilities. There seems to be considerable support for this amendment.

INCLUSIONARY ZONING

S2311 formally provides for an approach to affordable housing development that has had varying degrees of success in Massachusetts. Inclusionary zoning is the practice of encouraging or requiring the inclusion of affordable units in mixed-income developments. In its present form, Chapter 40A does not provide for or recognize inclusionary zoning, and this has often left local officials wondering about its legality. Passage of S2311 would not obligate Needham to institute inclusionary zoning; it simply clarifies that communities

¹ “Eligible locations”, (1) areas near transit stations, including rapid transit, commuter rail and bus and ferry terminals; (2) areas of concentrated development, including town and city centers, other existing commercial districts in cities and towns, and existing rural village districts; or (3) areas that by virtue of their infrastructure, transportation access, existing underutilized facilities, and/or location make highly suitable locations for residential or mixed use smart growth zoning districts.

² See OSD/NRPZ Model Zoning and Subdivision Regulations, Smart Growth Toolkit, at http://www.mass.gov/envir/smart_growth_toolkit/pages/SG-bylaws-osrd.html

may institute inclusionary zoning. That said, inclusionary zoning enacted under S2311 would be required to provide “municipal concessions” such as a density bonus, off-street parking reductions, and so forth. If S2311 were to pass, Needham and other communities could, if they wish, target inclusionary zoning to the multifamily district (or to work with multifamily uses) and create more units eligible for the Subsidized Housing Inventory.

An amendment was filed with Senate Ways and Means to remove the municipal concessions requirement. We understand that the concessions requirement will not be changed.

SITE PLAN REVIEW

As you may know, site plan review is a creature of home rule in Massachusetts. The Zoning Act is silent about it, but the courts have upheld site plan review as a valid permitting practice to protect the health, safety, and welfare of the community. S2311 formalizes site plan review in a proposed new section of Chapter 40A known as Section 9D. The proposed Section 9D provides for administrative site plan review for uses allowed as of right and a review and decision period not exceeding 120 days. Site plans would qualify for approval by simple majority vote. The lapse period could not be less than two years.

Needham currently has a two-tier site plan review framework with major and minor plan review. Major site plan review is a special permit process, which appears to conflict with the site plan review provisions of S2311. If S2311 passes, the Planning Department will need to review the existing Zoning Bylaw Section 7.4 against the more streamlined version of site plan review and bring local procedures in line with the statute. Changes needed, if any, would most likely affect the Major Project review process and have little if any impact on Minor Project review.

MUNICIPAL OPT-IN PROGRAM

S2311 contains an “opt-in” feature that has been around for some time in prior versions of zoning reform legislation. The purpose of the opt-in program is to provide incentives for communities to spur housing and economic development in designated areas, i.e., growth districts. Communities that institute practices such as expedited permitting and consolidated hearings would become eligible for “certification” under S2311, Sec. 2 (which amends G.L. c. 23B). Certification status would bring certain benefit such as preference for state discretionary grants or a reduced “vesting” period for subdivision plans (meaning a shorter zoning freeze).

Needham has taken several steps to promote development in desired locations such as Needham Crossing. It is difficult for us to say whether the opt-in program would provide tangible benefits to the Town because it involves policies that have to be determined

locally. We simply point out that the Town has a track record for innovation, and the opt-in program could be appealing. The legislation is very broad in that it directs DHCD to establish the program and a process for certifying communities, but the actual incentives that certified communities would be eligible for are stated in broad/general terms. It is difficult to foresee how much value the opt-in program will provide. It may be very important to some communities.

MINOR SUBDIVISIONS

For many years, proponents of zoning reform have sought to eliminate the so-called "Approval Not Required" or ANR provision of the Subdivision Control Law. While S2311 does not erase ANR, Sec. 34 creates the option for a "minor subdivision" procedure for small projects (not more than six lots) with an accelerated subdivision review period of 65 days, or 95 days if the lots will be located on a new way. Minor subdivision is a local option that creates better oversight for small divisions of land, but the planning board is essentially obligated to approve the plan unless 2/3 of its members think otherwise.

The bill provides that communities can adopt the minor subdivision option under a new (proposed) section of the Subdivision Control Law (G.L. c. 41, §§ 81HH). Adoption of the new section would require a 2/3 vote of town meeting. An amendment has been filed to replace the 2/3 requirement with a simple majority vote.

VESTED RIGHTS

Vesting is the mechanism for balancing the interests of property owners and the public when a community adopts new zoning. The goal of vesting is to be fair to owners who have plans to develop their parcel while understanding that "freezing" old zoning rules for many years can adversely affect the public. In fact, the vesting policies of the existing Zoning Act were one of the main driving forces behind pursuing zoning reform seventeen years ago.

Prior versions of zoning reform eliminated the three-year ANR freeze (freeze of use regulations) and the "common lot" freeze. However, these issues are not addressed in S2311. In addition, S2311 maintains the eight-year protection for subdivision plans. Amendments have been filed to strike the ANR freeze. We do not know if they will survive.

Needham seems to have a preference for creating overlay districts instead of changing the rules in its use districts. As a result, it is not clear how important the debate over vested rights will be in your community – that is, whether the existing or proposed "freeze" policies have a material impact on Needham. It is very important in most of the towns I work with.

VARIANCES

S2311 includes important changes to G.L. c. 40A, § 10, which governs variances. The present statute imposes very strict requirements on the issuance of variances – requirements that were intended to limit the ability of the board of appeals to grant them. Statewide, the actual experience with variances and the original intent are vastly different, however. Some boards of appeal never grant variances while others ignore the law and grant them without any standards at all. One of the most striking land use decisions I have seen in my years as a planner involves a 650,000 sq. ft. commercial development in Central Massachusetts, all permitted with a use variance. By contrast, the board of appeals in another community simply refuses to grant any dimensional variances regardless of the circumstances.

Ostensibly to address such discrepancies, S2311, Sec. 22 contains language that would relax the criteria for granting a variance. The logic is that something more realistic might help town boards be selective about the variances they choose to approve. By contrast, some reviewers of Sec. 22 fear that relaxing the criteria for granting variances could bring about unintended, unwanted consequences. Below is an excerpt from S2311 and existing G.L. c. 40A, § 10:

Proposed:

Where literal enforcement of the zoning ordinance or by-law would result in *practical difficulty, financial or otherwise*, to the petitioner, upon appeal or upon petition with respect to particular land or structures, the permit-granting authority may grant a variance from the terms of the applicable zoning ordinance or by-law following a public hearing for which notice has been given by publication and posting as provided in section 11 and by mailing notice to all interested parties. *The practical difficulty necessitating the variance shall relate to the physical characteristics including, but not limited to, soil conditions, shape or topography or location of the site or of the structures thereon.*

Existing:

The permit granting authority shall have the power . . . to grant upon appeal or upon petition with respect to particular land or structures a variance from the terms of the applicable zoning ordinance or by-law where such permit granting authority specifically finds that *owing to circumstances relating to the soil conditions, shape, or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the ordinance or by-law would involve substantial hardship, financial or otherwise*, to the petitioner or appellant, and that *desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of such ordinance or by-law . . .*

We do not know how many variances are applied for in Needham or what the ZBA's workload is like, or if variance activity is even a concern for the Town. You may want to

seek input from the members of your ZBA about the potential ramifications of the language in Sec. 22. The “practical difficulty” standard would be a less onerous requirement than the existing criteria, yet some observers of this bill believe a more realistic standard will encourage better decisions.

AMENDMENTS; SPECIAL PERMITS

The Zoning Act requires a two-thirds vote to pass amendments to a zoning ordinance or bylaw. S2311 provides a local option to reduce the vote to simple majority. If Needham wanted to make it easier to enact zoning changes, S2311 would give you a tool to achieve that end. The bill contains similar language for special permits.

BOARD TRAINING

S2311 amends G.L. c. 23B, which describes the powers and duties of the Department of Housing and Community Development (DHCD). The proposed bill would provide for annual training programs for members of planning boards and boards of appeal, carried out by DHCD or a related agency, such as Citizen Planner Training Collaborative (CPTC). There is no mandate for local officials to participate in training, however.



S. 2311 Would Override Local Zoning and Grant Unprecedented By-Right Powers to For-Profit Developers

June 8, 2016

Dear Senator,

On behalf of cities and towns across the Commonwealth, the Massachusetts Municipal Association is writing to express our significant concerns with S. 2311, An Act Promoting Housing and Sustainable Communities. The MMA's Municipal and Regional Policy Committee completed a careful and extensive evaluation of the bill as reported out of the Senate Committee on Ways and Means, and we must express our serious reservations regarding many of the key provisions of the bill.

Any amendments to the existing zoning and land use laws in Massachusetts will have profound and long-lasting impacts on our communities and residents, and will certainly affect the quality of life in cities and towns for generations to come. For this reason, proposed changes to zoning and land use statutes require very careful consideration.

While various proposals to better connect planning and zoning practices have been in circulation and discussion for some time, S. 2311 reflects a sweeping departure from previous versions of zoning reform. Previous zoning proposals reflected a balanced approach, and incorporated many hours of study and negotiation between all impacted parties. S. 2311 has a greatly expanded scope and reach, and it would override basic zoning authority at the local level. A bill this technically complex, with such wide-ranging consequences for all communities across the Commonwealth, should be carefully considered, with ample time to consult with the local governments and citizen panels that would be directed to implement these mandates. Legislation of this nature should not advance until its impact on communities and neighborhoods is fully evaluated and clearly understood.

We believe that any reform to state zoning laws must contain strong protection of local decision-making authority, and we strongly oppose "by-right" language that would override zoning by-laws that have been established by citizens and their elected and appointed leaders. S. 2311 would provide for-profit developers with unprecedented power to override existing bylaws and ordinances, and also empower state agencies to effectively re-write zoning codes for thousands of neighborhoods across Massachusetts.

The MMA's concerns are presented below by topic. These sections, many of which which would erode local control and provide unprecedented windfalls for developers, would only serve to place a heavy burden on already under-staffed and over-worked municipal governments while doing little to actually encourage affordable housing.

Mandated "By-Right" Multi-Family Housing Districts

S. 2311 would mandate every city and town to establish "by-right" zoning districts for multi-family housing, removing any special permit or local approval process except normal site plan review, with NO provisions that these housing units meet the affordability needs of the community, and prohibiting communities from setting density provisions less than 8 units per acre in rural communities and 15 units per acre in all other communities. The MMA is greatly concerned that this would increase the cost of housing in cities and towns and make it harder to meet affordable housing targets, because developers would almost always pursue projects for luxury and high-end developments that yield the highest profits.

Mandated "By-Right" Accessory Apartments

S. 2311 would mandate every city and town to approve accessory apartments in all residential districts, granting homeowners "by-right" ability to add additions, separate buildings or property renovations, as long as the accessory apartment is no larger than half of the entire structure or 900 square feet, and meets building code standards. And although cities and towns could cap accessory apartments to no more than 5 percent of the total non-seasonal housing units in the community, this would be difficult to monitor.

Additionally, a 2004 analysis done by the Pioneer Institute on accessory apartment zoning in eastern Massachusetts showed that of the roughly 186 cities and towns surveyed, a great majority (104) allow accessory apartments, including the suburbs, while 82 did not have explicit authorizations. Most of these allow accessory apartments through special permits (71 of the 104). Most of the bylaws and ordinances have very specific criteria for granting permits that varied substantially. Overriding these already-existing by-laws would present enormous difficulties for communities that have already acted to address this issue.

Mandated "Open Space Residential Developments"

Every city and town would be required to approve "by-right" residential development projects with greater density, if those projects are designed to preserve open space in or adjacent to the development. These are "compact" or "cluster" developments that are designed to allow for a portion of the land to remain undeveloped.

Watered-Down Inclusionary Zoning

The MMA has been a champion of legislation to clearly authorize cities and towns to adopt inclusionary zoning bylaws and ordinances to require developers to include affordable housing as an important component of large projects. This is the only clear way that cities and towns can ensure that new developments help to expand the stock of affordable housing. S. 2311 does contain an inclusionary zoning provision, but the language has been watered down so that inclusionary zoning would only be allowed in exchange for municipal concessions, such as allowing greater density, even if those concessions are not economically necessary for the project to advance. Communities that have already implemented inclusionary zoning ordinances would be forced to weaken their local policies to conform with S. 2311, so that these localities could only use inclusionary zoning when they make additional concessions to developers. Further, inclusionary zoning could NOT be applied to any developments that are submitted under the "by-right" multi-family districts mandated in the bill. The MMA asks that the Senate adopt amendment number 13, proposed by Senator Brownsberger, which would allow inclusionary zoning without concessions.

The MMA and local officials have been working on zoning legislation for many years to address several problems at the local level, and S. 2311 includes several of these, including:

- **Development Impact Fees** - Communities could charge development impact fees, to be used only for studies to review the specific project or for infrastructure improvements, but not for personnel-related costs, and all unspent money, plus interest, would need to be returned to the developer within 6 years; and
- **Master Plan Votes** - In order to better connect planning and zoning, communities would be required to develop a comprehensive master plan, and communities would be given the option to reduce the 2/3 majority legislative vote required to make zoning changes down to a simple majority or a percentage in between; and
- **Site Plan Review** - Site plan review would be codified in statute, with a statutory deadline of 120 days for local review; and
- **ANR/Minor Subdivisions** - The bill would address concerns over the "approval not required" issue by authorizing communities to adopt a minor subdivision zoning bylaw to provide for local review of subdivisions of 6 units or less. Permitting of minor subdivisions on existing rights-of-way would be required within 65 days, and approval of minor subdivisions on new rights-of-way would be required within 95 days.

Unfortunately, these four advances are more than eclipsed by the unfortunate top-down weakening of local decision-making authority, making S. 2311 an unbalanced package that clearly benefits the for-profit development community at the expense of local control over basic neighborhood zoning and land use issues.

S. 2311 is far-reaching and complex, and proposes enormous changes that would have dramatic and widespread impacts on municipalities and local residents and businesses for generations to come. We strongly urge you to return to the original purpose of zoning reform, which is to develop a balanced package of updates and refinements that preserve local zoning authority, integrate modern planning approaches with zoning, and ensure a sustainable approach to building out neighborhoods and communities throughout the state.

We respectfully ask you to remove all "by-right" provisions in the bill, restore the invaluable tool of inclusionary zoning to full strength, and consult with your communities to fully learn how this legislation would impact the cities and towns you serve.

Please do not hesitate to have your staff contact John Robertson or David Lakeman of the MMA staff at any time. Thank you very much.

Sincerely,



Geoffrey C. Beckwith
Executive Director & CEO



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

MEETING DATE: 06/14/2016

Agenda Item	Facility Financing Update
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager and Finance Director will update the Board on the on-going facility financing analysis. The draft analysis will be presented to the Board on June 28 th .			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Description of Eight Facilities Included in the Analysis			



Rosemary Pool



Hillside School on Central Avenue



Department of Public
Works/RTS



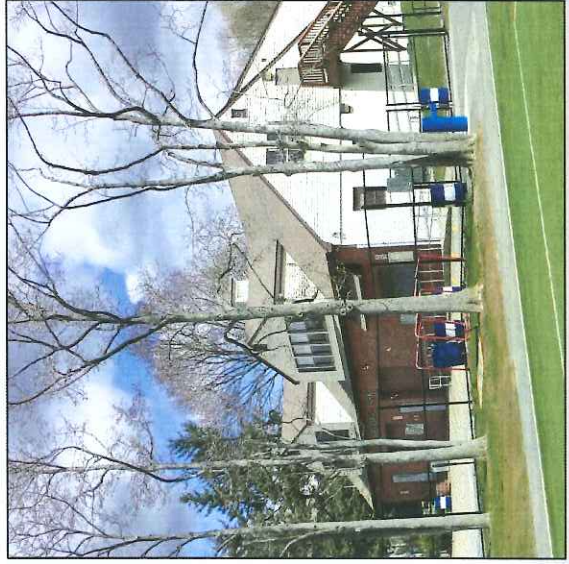
Fire Station
#2 &
Police/Fire
Station



Needham High School



Emery Grover Building



**Memorial Park
Building**





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

MEETING DATE: 6/14/2016

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

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



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

MEETING DATE: 6/14/2016

Agenda Item	Registered Marijuana Dispensary - Letter of Support/Non- Opposition
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will finalize its discussion about issuing a letter of support or non-opposition to Sage Cannabis, Inc.			
	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve and sign the Community Benefit Agreement between the Town and Sage Cannabis, Inc. dated June 14, 2016. That the Board vote to issue a letter of support (or a letter of non-opposition) to Sage Cannabis, Inc.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Letter of Non-opposition b. Community Benefit Agreement to be provided under separate cover			



TOWN OF NEEDHAM

TOWN HALL

1471 Highland Avenue
Needham, MA 02492-2669

Office of the
BOARD OF SELECTMEN

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

June 14, 2016

Department of Public Health
Medical Use of Marijuana Program
RMD Applications
99 Chauncy Street, 11th Floor
Boston, MA 02111

To Whom it May Concern:

By virtue of a vote taken at a duly noticed meeting held on June 14, 2016, the Needham Board of Selectmen does hereby provide a letter of non-opposition for Sage Cannabis, Inc. of Milford Massachusetts to operate a Registered Marijuana Dispensary in the Town of Needham at 29 – 37 Franklin Street.

The Needham Board of Selectmen has verified with the appropriate local officials that the proposed RMD facility is located in a zoning district that allows such use by right or pursuant to local permitting.

Sincerely,

Matthew D. Borrelli, Chairman

Marianne B. Cooley, Vice Chairman

Daniel P. Matthews, Clerk

John A. Bulian

Maurice P. Handel

SELECTMEN OF NEEDHAM



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

MEETING DATE: 06/14/2016

Agenda Item	Committee Reports – Large House Review Study Committee
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Cooley will update the Board on the progress of the Large House Review Study Committee and the Community Meeting held on June 1st. The Board of Selectmen and Planning Board will hold a joint meeting on June 28th and will discuss the Large House Review Study Committee further at that time.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Large House Review Study Committee Community Meeting PPT, 6/1/2016			

Large House Review Study Committee

Community Meeting, June 1, 2016

Issues

- ▶ New residential construction is often built close to the maximum size allowed determined by setback, height, and lot coverage requirements.
- ▶ Abutters are impacted by these large-scale houses when views are blocked, trees removed, shadows cast, and drainage problems arise.
- ▶ Neighborhoods lose their distinct fabric with odd scales, loss of trees, and the addition of walls or fences.
- ▶ New construction replaces more moderately-sized housing stock which erodes community diversity.
- ▶ Many residents perceive that replacement homes are “just too big”.

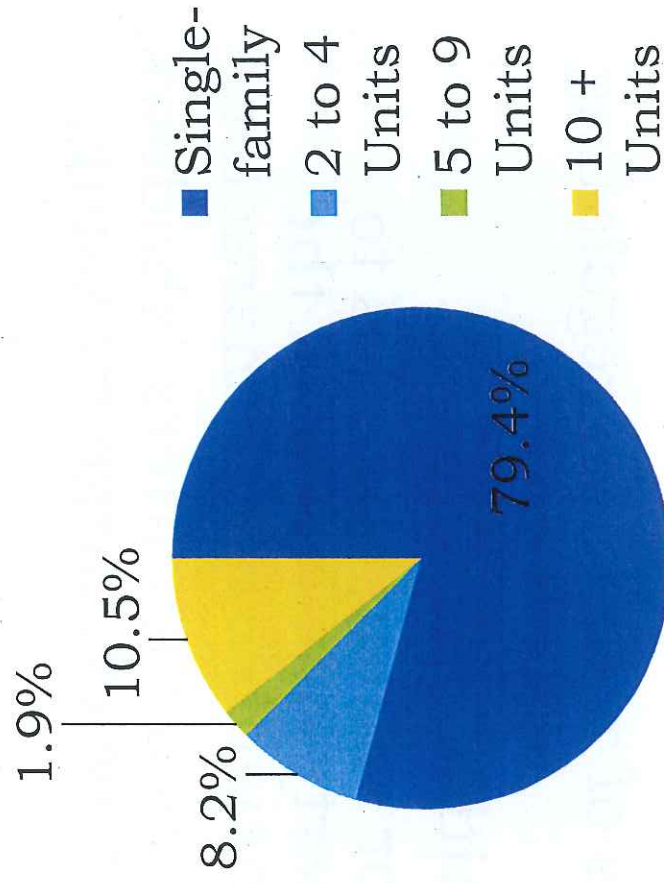
Study Committee Goals

- ▶ Respond to resident concerns about the issue of teardowns and replacement housing.
- ▶ Explore the specific effects of zoning on regulating this issue.
- ▶ Investigate other communities' responses.
- ▶ Make recommendations for zoning changes to balance the rights of property owners with the preservation of collective neighborhood character.
- ▶ Reduce the negative impacts on abutters (shadows, loss of views, decrease in privacy, large massing, etc.).
- ▶ Limit house size in relation to lot size, complementing the Town's other zoning dimensional controls.
- ▶ Make zoning changes fair and easy to understand.

Needham's Housing Inventory – Types of Properties

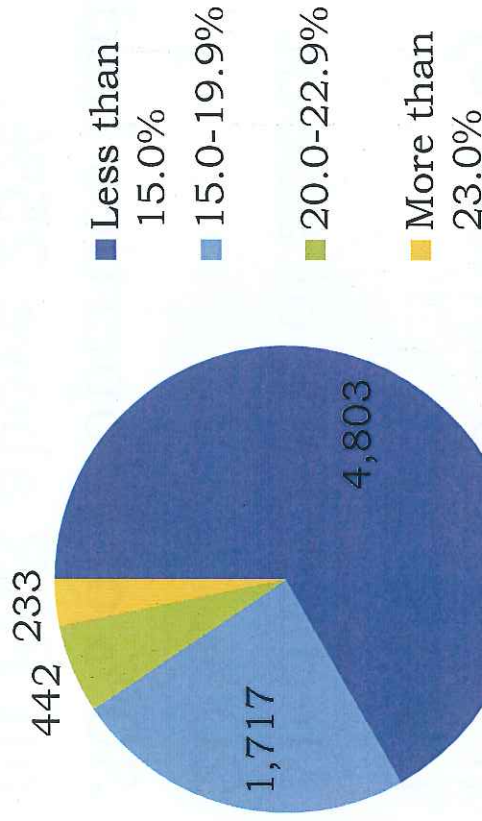
- ▶ About 11,000 total units.
- ▶ 76% single-family detached, 3.6% attached.
- ▶ 82.5% owner-occupied.
- ▶ About 25% are nonconforming for either lot size or frontage.
- ▶ Approximately 17% are nonconforming for both lot size and frontage.

Distribution of Units per Structure



Needham's Housing Inventory – Lot Area Coverage

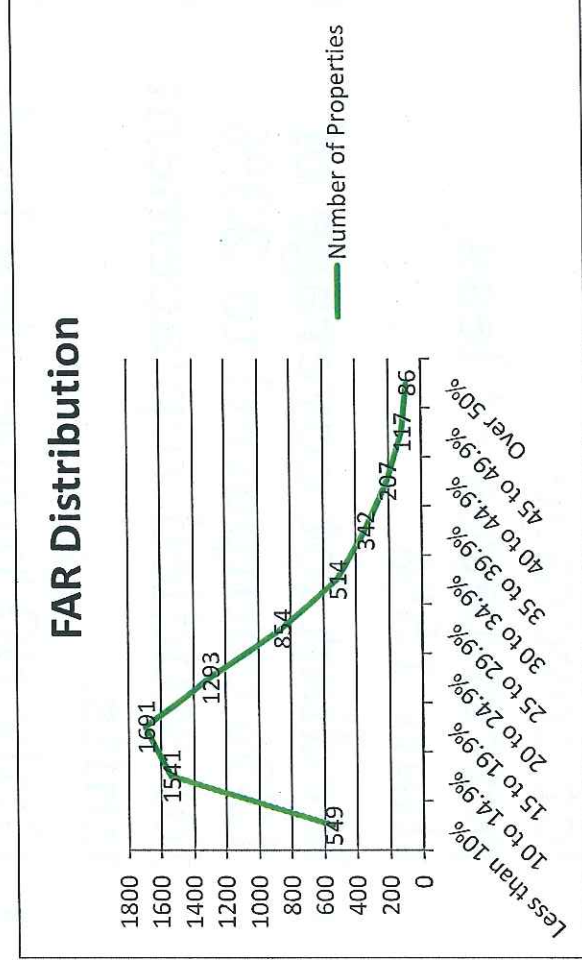
Distribution of Properties by Lot Coverage



- ▶ (Footprint of house as a % of lot area.)
- ▶ 2/3 of properties had lot coverage percentages of less than 15%.
- ▶ Median lot covered of 13% compared to 23% for studied replacement units.
- ▶ Only 80 properties had lot coverage of more than 25%.

Needham's Housing Inventory – Floor Area Ratio (FAR)

- ▶ (Floor area divided by the lot area.)
- ▶ Median FAR of about 20%.
- ▶ 30% of properties had an FAR above 25%.
- ▶ Only 5.6% had an FAR above 40%.



Needham's Housing Inventory – Housing Costs

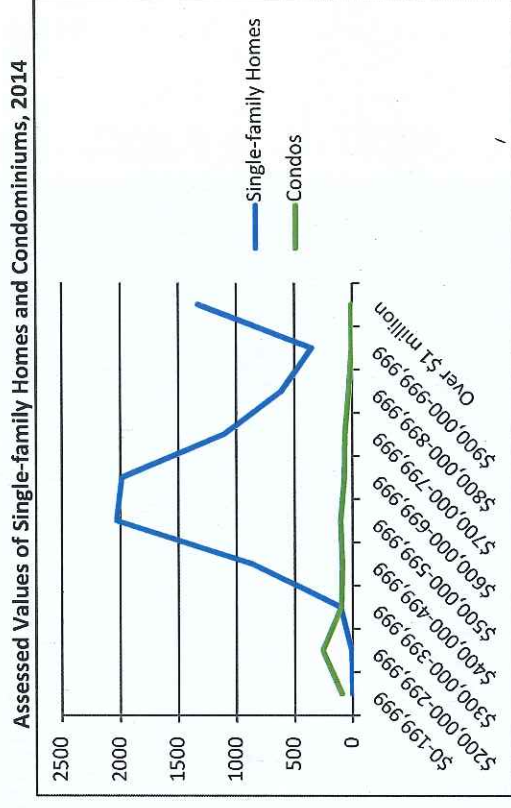
Median single-family home prices have increased by 243% since 1990.

- ▶ 1990 = \$245,000
- ▶ 2000 = \$436,250
- ▶ 2010 = \$632,500
- ▶ 2015 = \$840,000

Median rent of \$1,432 based on 2014 census estimates.

Market rents for new 2-bedroom apts. above \$5,000.

More than 12% of households pay more than half their income on housing costs.



Teardown Activity

Period	# New Residential Single-family Units	# Residential Units Demolished	Net New Units
2010 through 2012	203	186 92% of new units	17
2013	104	96 92% of all new units	8
2014 through 5-12-14	42	30 71% of all new units	12
5-13-14 through 3-30-15	81	55 68% of all new units	26
Total	430	367 85% of all new units	63

Teardown Activity

- ▶ Smaller homes with median size of 1,536 square feet and median value of \$600,000.*
- ▶ Replacement homes had a median size of 4,830 square feet and prices well above \$1 million.*
- ▶ Loss of rental units as smaller multi-family properties are being torn down and converted to high-end condos.
- ▶ Teardown properties had a median FAR of 15% compared to 45% for replacement homes.*
- ▶ * Analysis includes all finished space minus the garage for 30 teardowns and replacement properties built during about the first 5 months of 2014.

Proposed Changes to Zoning

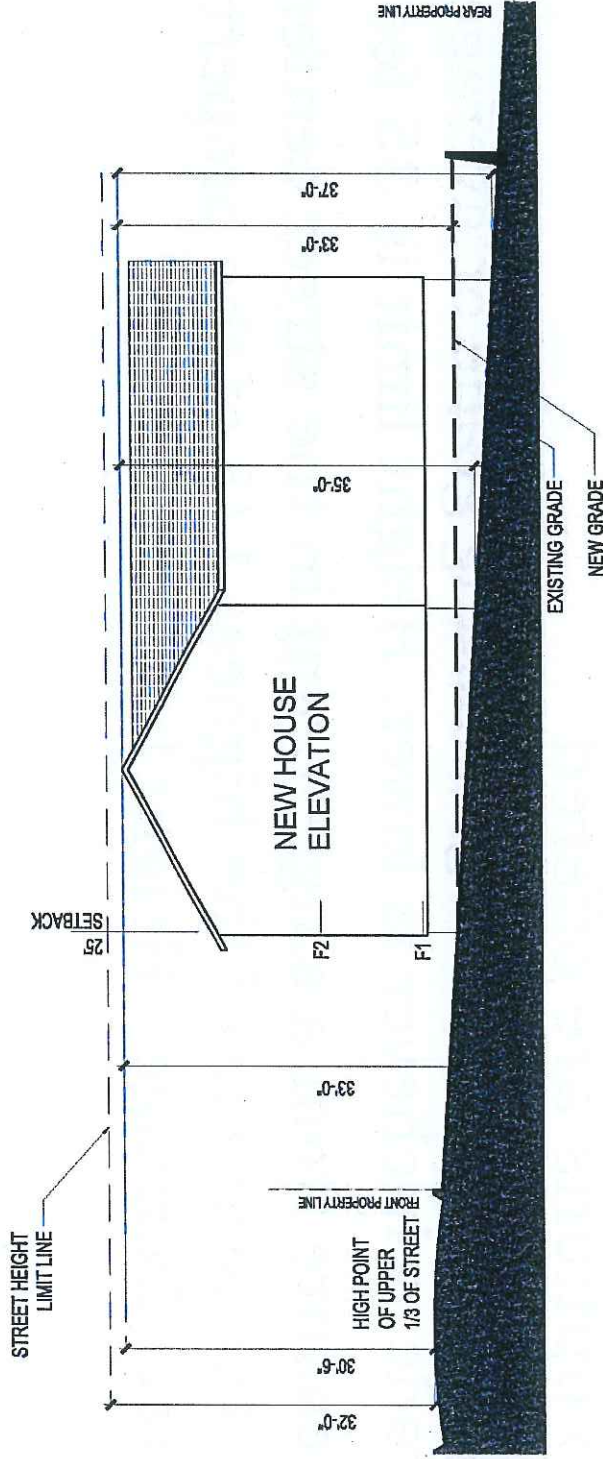
- ▶ Change building height measurement method
- ▶ Allow more building elements in setbacks
- ▶ Revise setbacks
- ▶ Increase Lot Area Coverage
- ▶ Cap house square footage by applying a Floor Area Ratio (FAR) calculation

Change Height Measurement Method

- ▶ Two options are offered
 - ▶ Measure from average existing grade or average new grade, whichever is lower. Height limit is 35 feet.
 - ▶ Measure from a single point in the street centerline as the average of the highest 1 / 3 of the properties' street frontage. Height limit is 32 feet.

Building Height – Downhill Lot Example

AVERAGE HEIGHT TO EXISTING GRADE: 35.5'
 AVERAGE HEIGHT TO NEW GRADE: 33'
 HEIGHT FROM HIGHEST 1/3 OF STREET: 31'



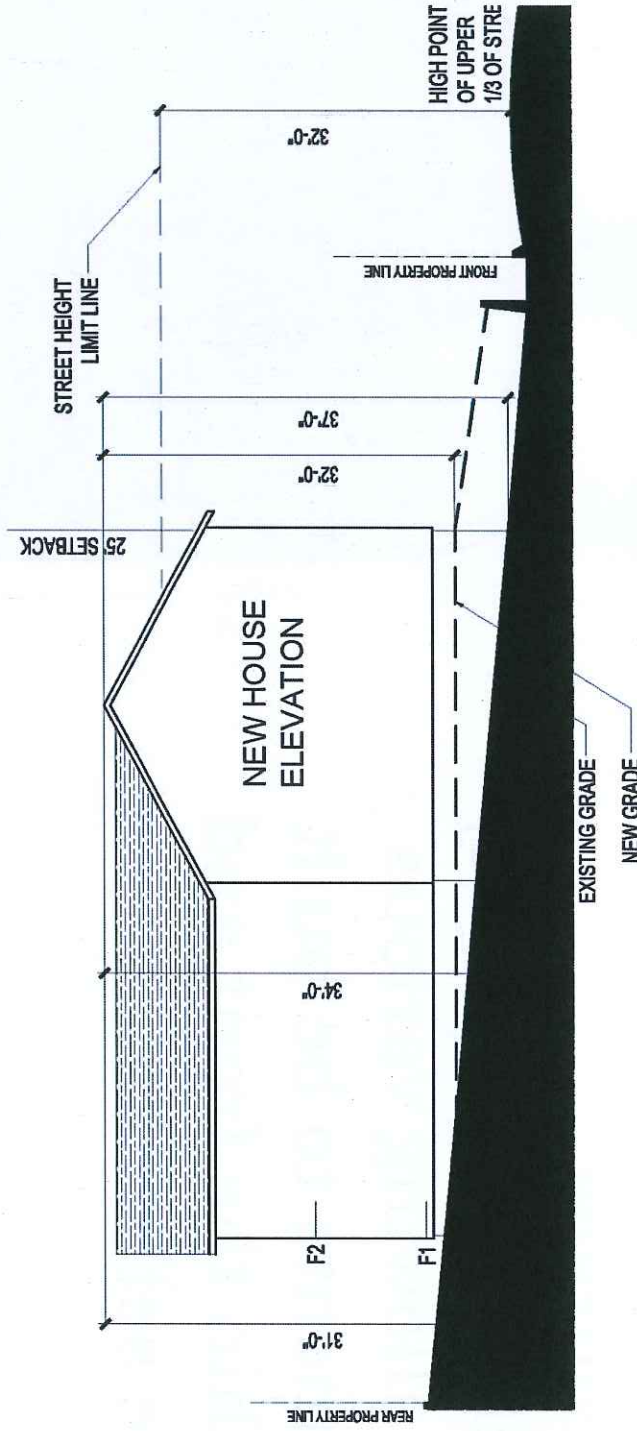
HEIGHT MEASUREMENT

EXAMPLE B: DOWNHILL LOT

FIRST FLOOR 1' ABOVE STREET

Building Height – Uphill Lot Example

AVERAGE HEIGHT TO EXISTING GRADE: 34'
 AVERAGE HEIGHT TO NEW GRADE: 32.3'
 HEIGHT FROM HIGHEST 1/3 OF STREET: 37'



HEIGHT MEASUREMENT
 EXAMPLE A: UPHILL LOT
 FIRST FLOOR 8' ABOVE STREET

Allow Elements in Setbacks

- ▶ Increase and encourage architectural variety by allowing various elements to be built within the front and side setbacks.
- ▶ Roof overhangs up to 18 inches.



Allow Elements in Setbacks

- ▶ Bay windows up to 8 feet long – maximum overall at 25% of that side of house.



Allow Elements in Setbacks

- ▶ Covered porches can project into setback to maximum of 50 square feet.



Change Setbacks

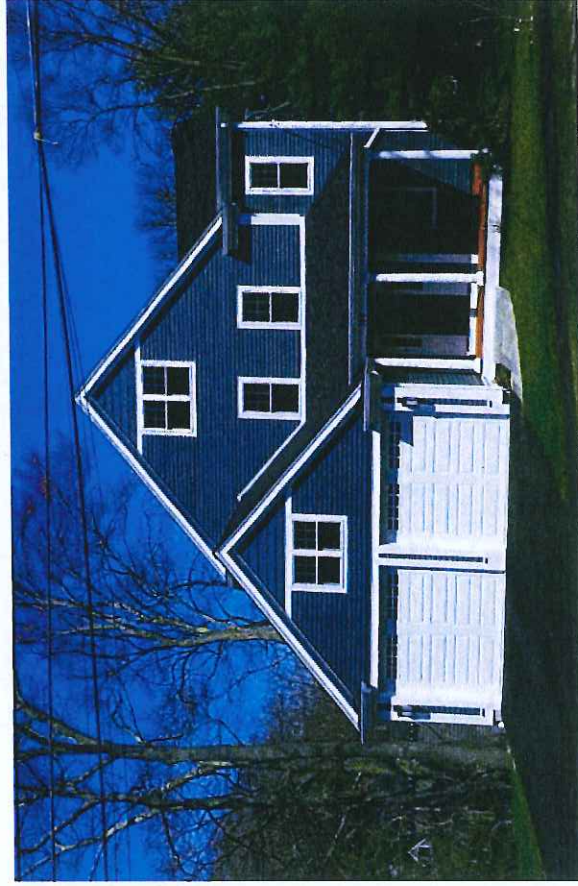
- ▶ Front
 - ▶ Increase from 20 to 25 feet or average of 150 feet each side of lot, whichever is greater, with maximum of 35 feet.
 - ▶ Limit 2-car garages within 35 feet to 1½ stories.
- ▶ Rear
 - ▶ Decrease to 15 feet.

- ▶ Compliant garage with proposed regulations



Change Setbacks

- ▶ Compliant garages with proposed regulations



Change Setbacks

- ▶ Non-compliant garages with proposed regulations



Change Setbacks

- ▶ Side
 - ▶ Measure to face of framing.
 - ▶ Conforming lot increase from 12.5/14 feet to 14/16 feet.
 - ▶ 32 feet of structure allowed at 14 foot setback line, the rest offset 2 feet to 16 feet.
 - ▶ Non-conforming lot (for frontage only) increase from 10 feet to 12 feet.
 - ▶ 32 feet of structure allowed at 12 foot setback line, the rest offset 2 feet to 14 feet.

Increase Lot Area Coverage

- ▶ Lot Area Coverage – Increase to 28% to allow for additional design flexibility.
- ▶ This is only in conjunction with Floor Area Ratio (FAR) calculation.

Add Floor Area Ratio (FAR)

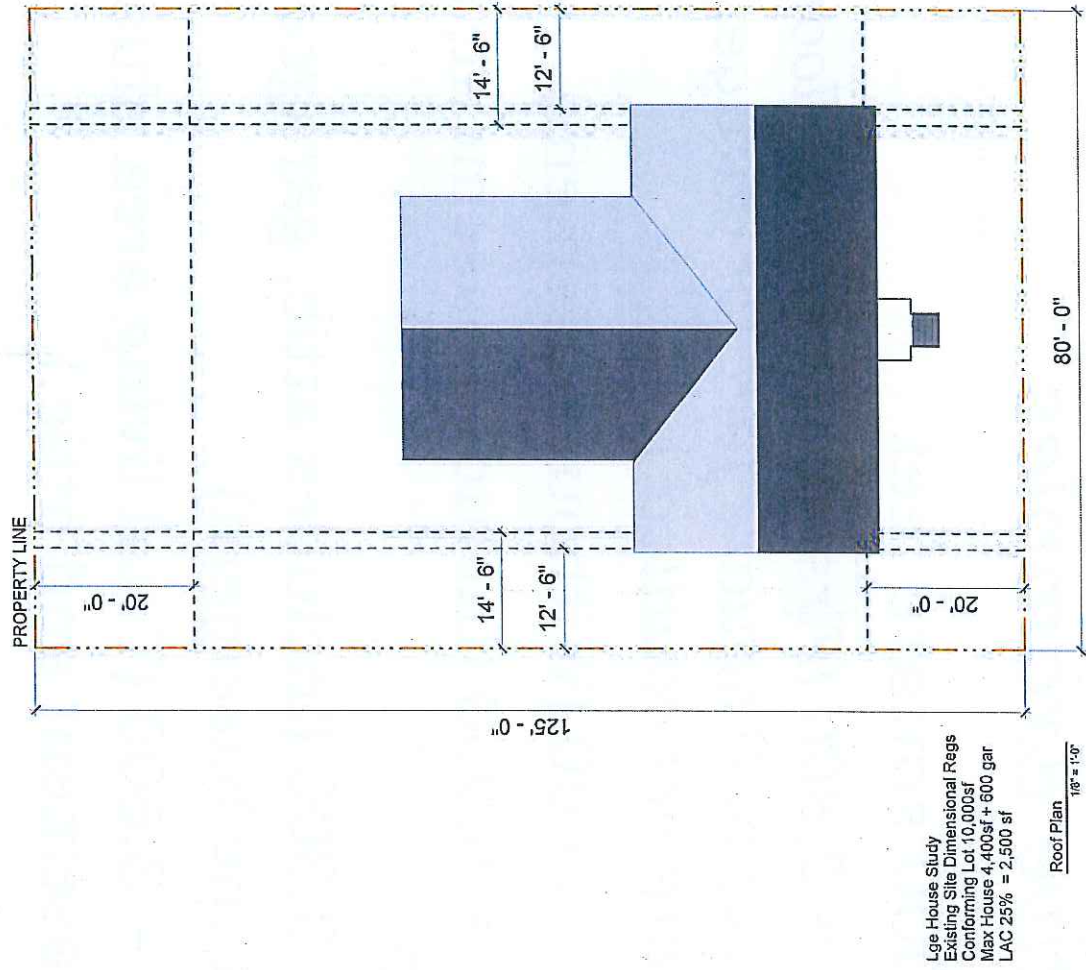
Basic Assumptions: First floor includes 2-car Garage, LR, DR, Kitchen, Family Room, Mudroom and Study. Second floor includes 4 BRs, 2-3 Baths, Laundry.

Lot Size (square feet)	FAR	Maximum House size (Does not include basement or attic. Includes a maximum 600 sf additional allowance for the garage.)
7,500 and under	.40	7,500 sf lot → 3,000 square feet
7,501 – 8,999	.38	8,500 sf lot → 3,230 square feet
9,000 – 9,999	.38	9,500 sf lot → 3,610 square feet
10,000 – 10,999	.38	10,500 sf lot → 3,990 square feet
11,000 – 11,999	.36	11,500 sf lot → 4,140 square feet
12,000 – 12,999	.35	12,500 sf lot → 4,375 square feet
13,000 – 13,999	.34	13,500 sf lot → 4,590 square feet
14,000 – 14,999	.33	14,500 sf lot → 4,785 square feet
15,000 and greater	.32	15,500 sf lot → 4,960 square feet

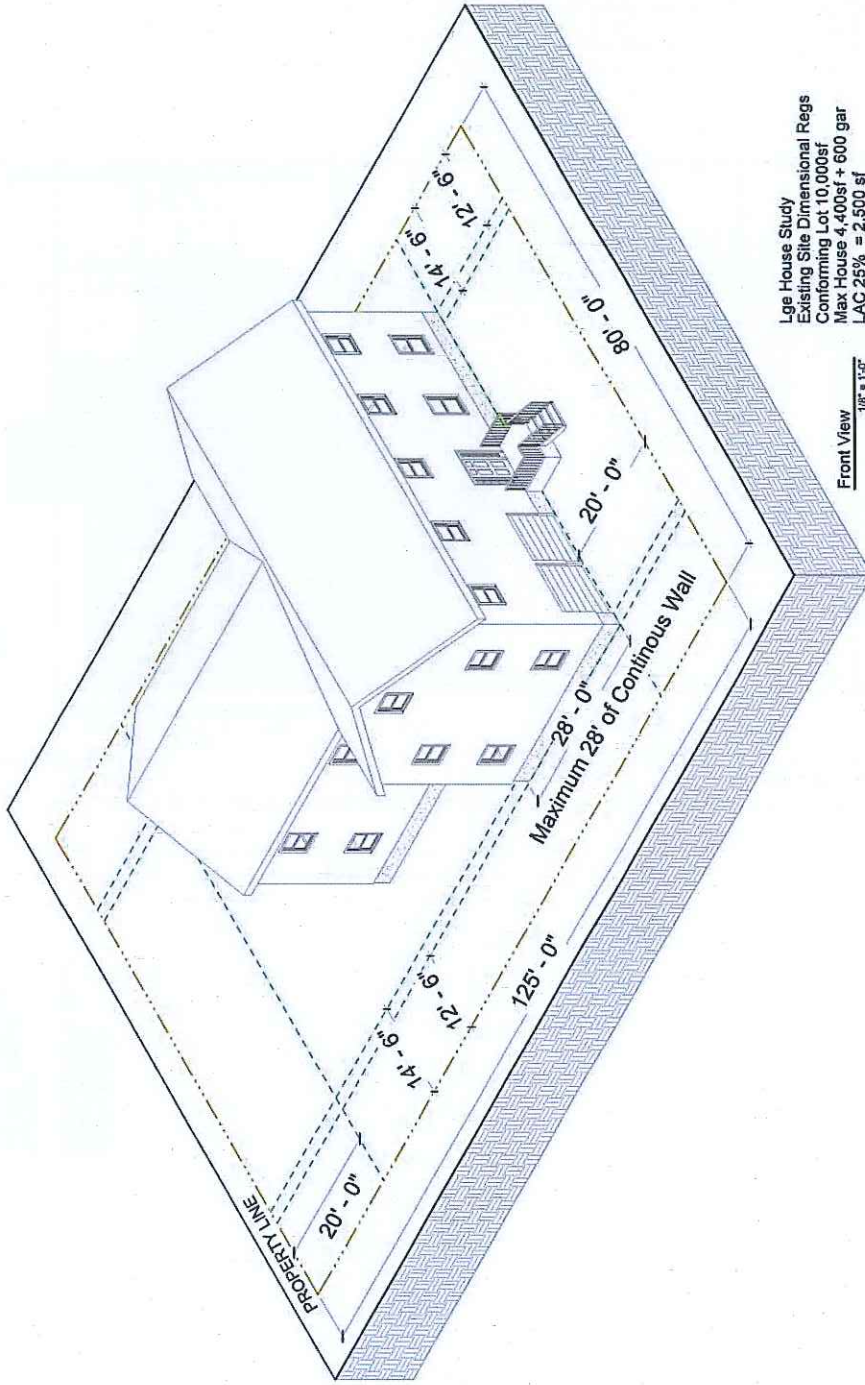
Comparative Examples

- ▶ Lot is 10,000 square feet
- ▶ *Needham = 3,800 (First and second floor area plus allowance of 600 square feet for garage. Basement and attic are not counted.)*
- ▶ *Concord = 3,600 (Without basement)*
- ▶ *Lexington = 5,950 (Includes basement, attic, garage and porch)*
- ▶ *Newton = 3,800 (Includes attic, garages, and a portion of the basement)*
- ▶ *Wellesley = 3,600 (Total living area plus garage; may include basement and attic.)*

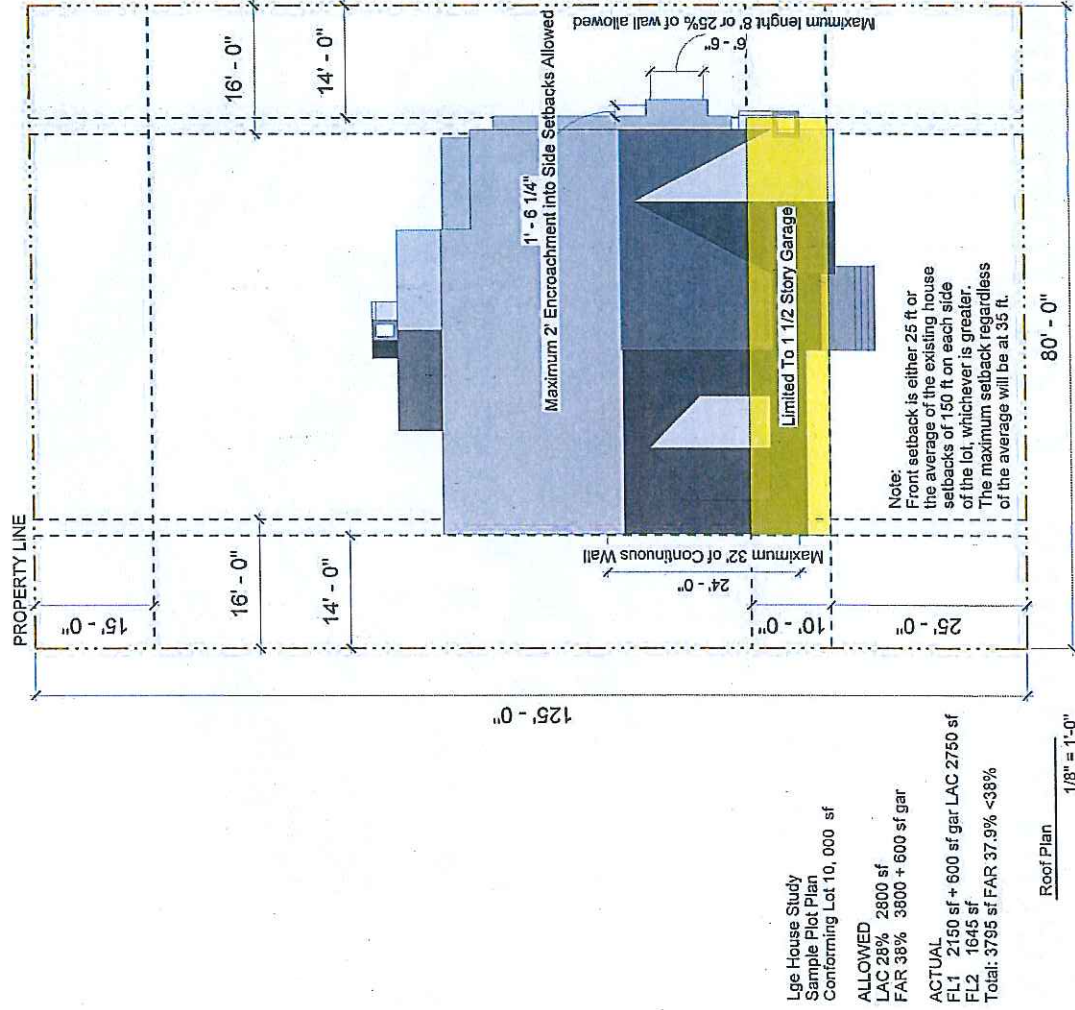
Existing Regulations: Conforming Lot



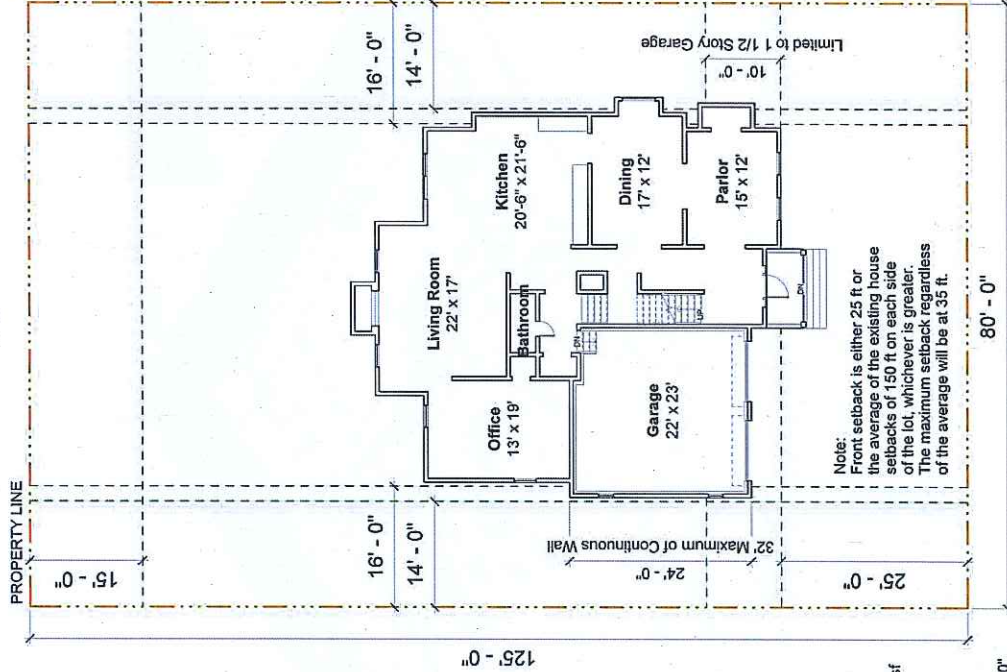
Existing Regulations: Conforming Lot



Proposed Regulations: Conforming Lot



Proposed Regulations: Conforming Lot

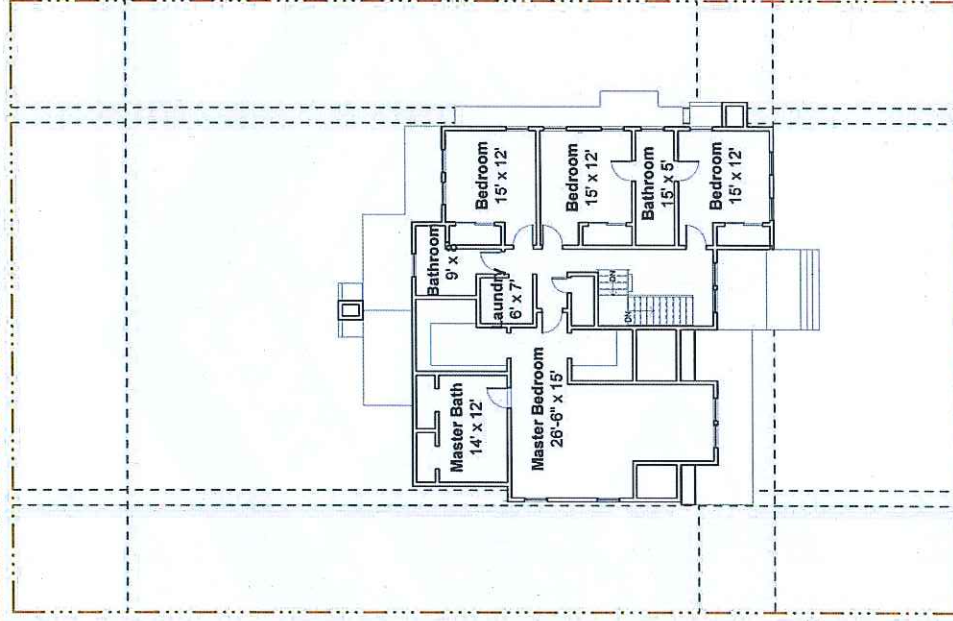


Lge House Study
Sample Plot Plan
Conforming Lot 10, 000 sf

ALLOWED
LAC 28% 2800 sf
FAR 38% 3800 + 600 sf gar

ACTUAL
FL1 2150 sf + 600 sf gar LAC 2750 sf
FL2 1645 sf
Total: 3795 sf FAR 37.9% <38%

First Floor
1/8" = 1'-0"



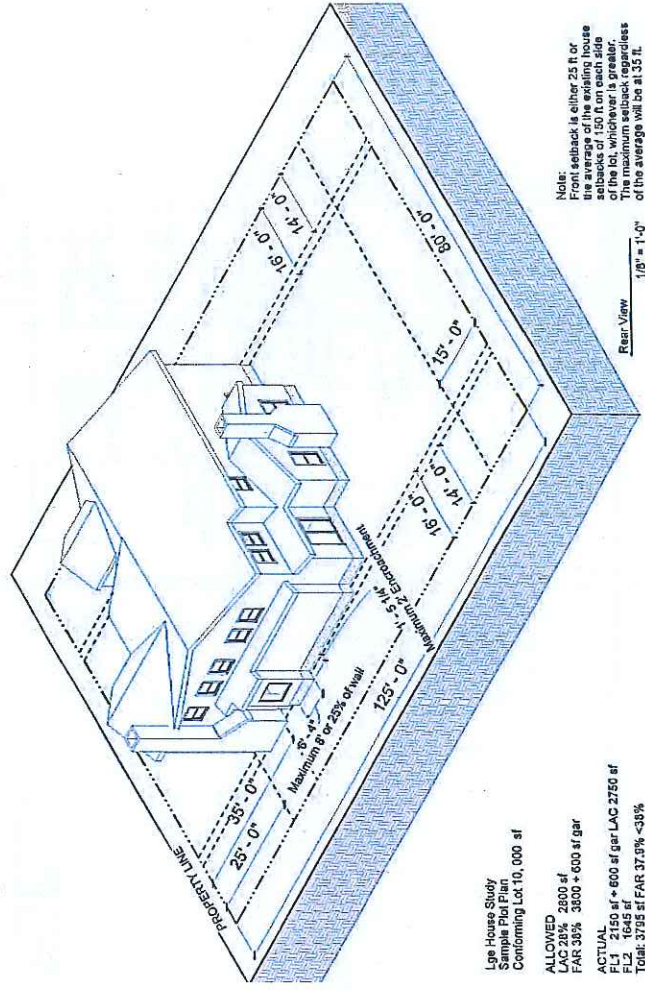
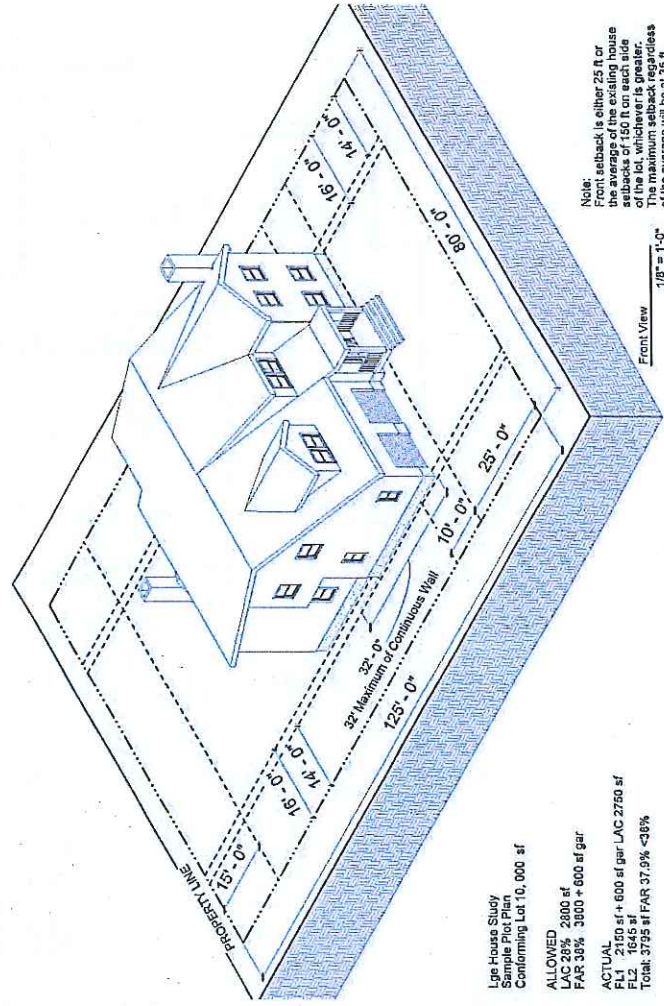
Lge House Study
Sample Plot Plan
Conforming Lot 10, 000 sf

ALLOWED
LAC 28% 2800 sf
FAR 38% 3800 + 600 sf gar

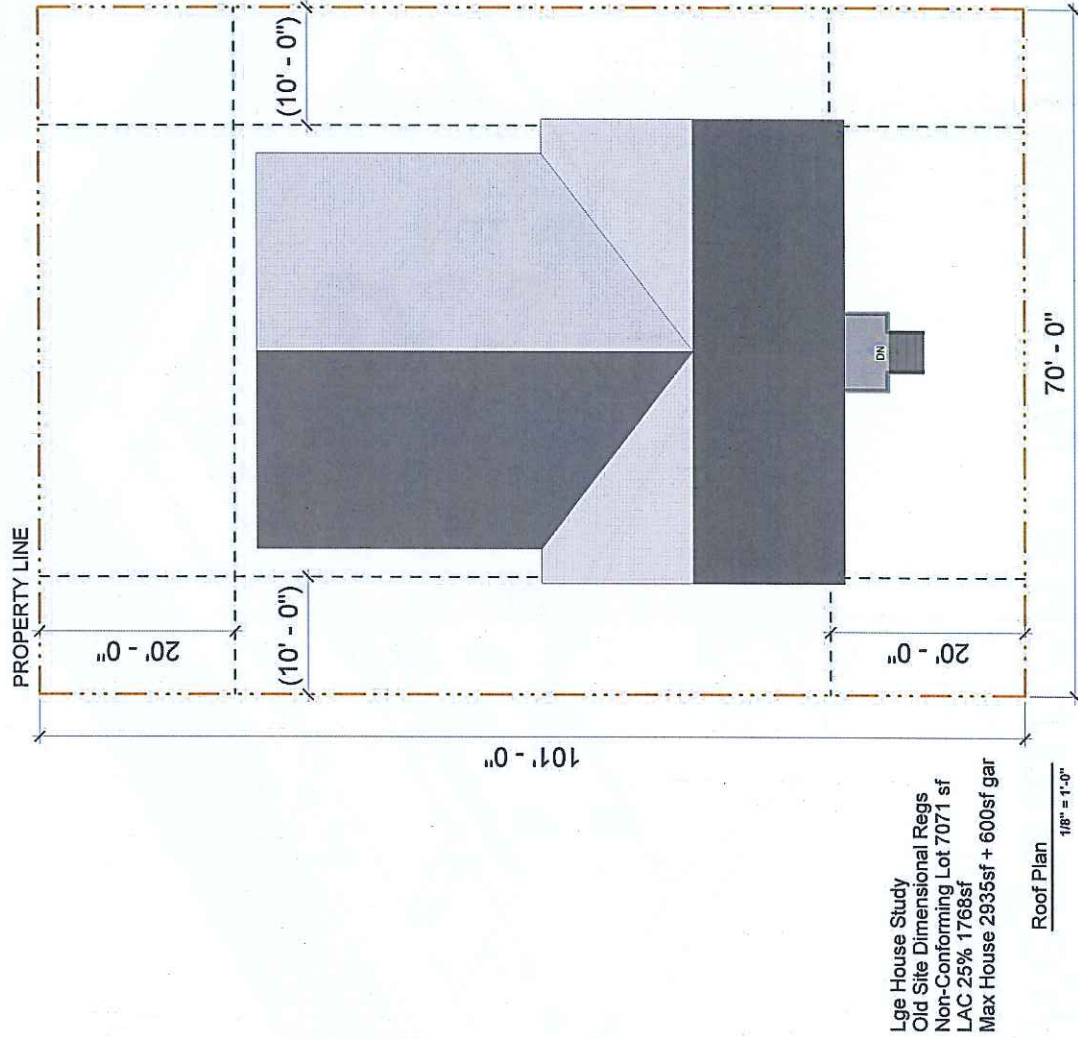
ACTUAL
FL1 2150 sf + 600 sf gar LAC 2750 sf
FL2 1645 sf
Total: 3795 sf FAR 37.9% <38%

Second Floor
1/8" = 1'-0"

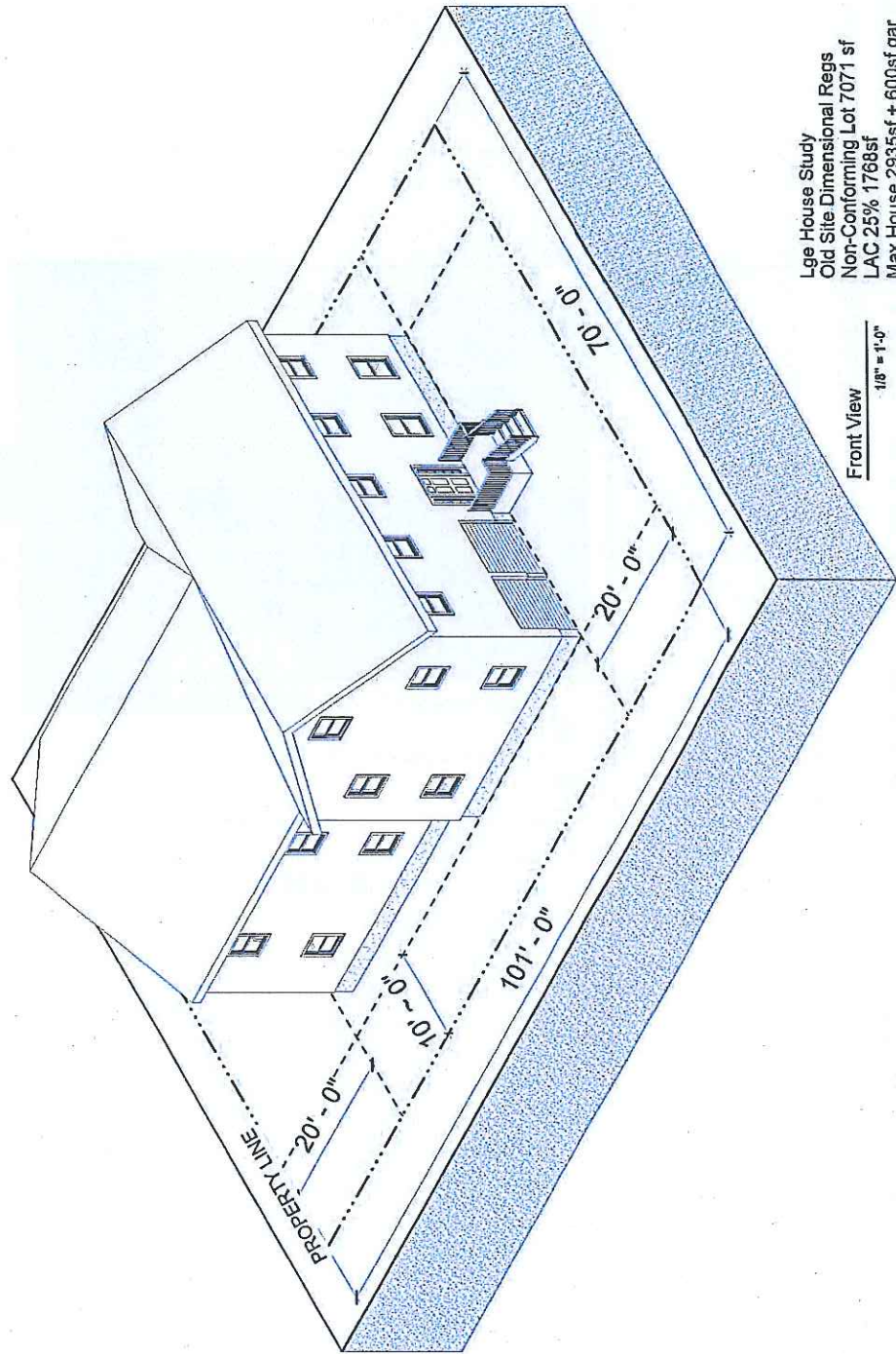
Proposed Regulations: Conforming Lot



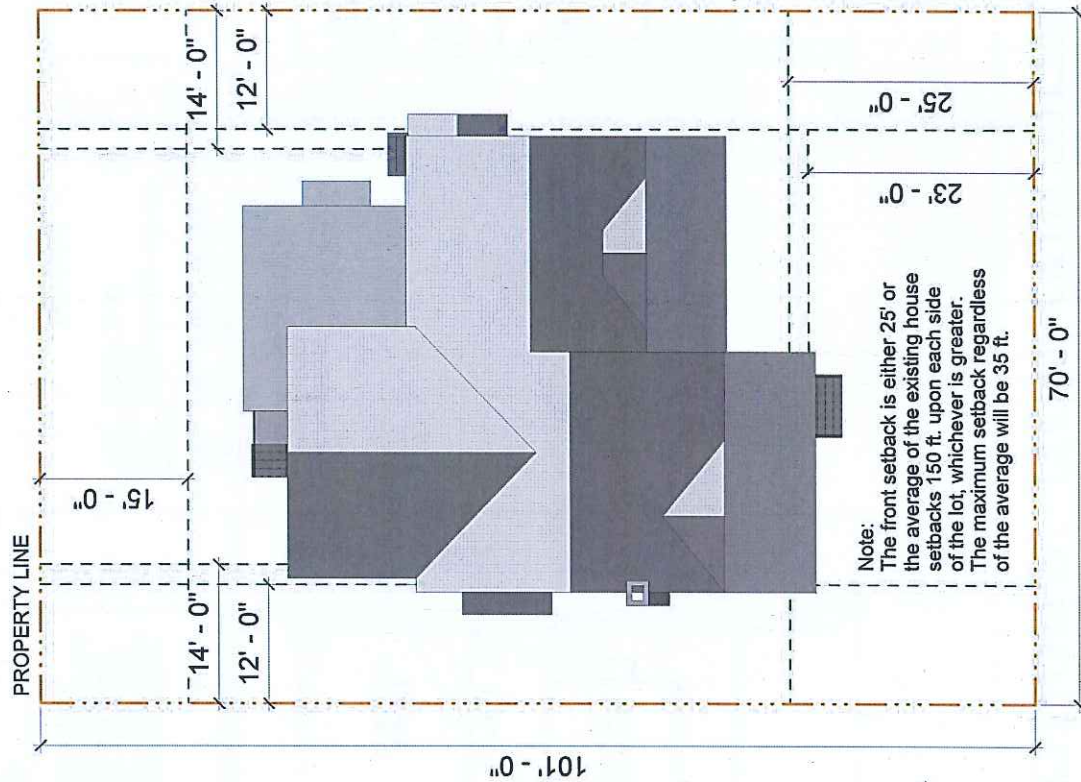
Existing Regulations: Non-conforming Lot



Existing Regulations: Non-conforming Lot



Proposed Regulations: Non-conforming Lot



Lge House Study
Sample Plot Plan
Non-Conforming Lot 7071 sf

ALLOWED			
LAC	28%	1980sf	
FAR	40%	2828sf + 600 sf gar	
ACTUAL			
FL1	1422 sf + 552sf gar	LAC 1974	
FL2a	1405 sf		
Total	2827sf	39.9%	

Roof Plan
1/8" = 1'-0"

The floor plan shows a property with a total width of 101'-0" and a total depth of 70'-0". The layout includes a Living Room (18'-6" x 16'), Kitchen (16' x 13'-6"), Dining (13' x 15'), Parlor (13' x 12'-6"), and a Garage (21'-6" x 20'-6"). The setbacks from the property lines are as follows:

- Front setback: 25'-0" (from the 101'-0" line to the front of the house).
- Side setbacks: 14'-0" (from the 101'-0" line to the left side of the house) and 12'-0" (from the 101'-0" line to the right side of the house).
- Rear setback: 23'-0" (from the 70'-0" line to the rear of the house).

Additional dimensions and features include:

- Maximum 32' of Continuous Wall (29'-2" from the front setback line to the rear of the house).
- Maximum 32' of Continuous (22'-3" from the rear setback line to the front of the house).
- Stairs: Up (from the Parlor to the Garage) and Down (from the Living Room to the front of the house).
- Front setback: 25'-0" (from the 101'-0" line to the front of the house).
- Side setbacks: 14'-0" (from the 101'-0" line to the left side of the house) and 12'-0" (from the 101'-0" line to the right side of the house).
- Rear setback: 23'-0" (from the 70'-0" line to the rear of the house).

Note: The front setback is either 25' or the average of the existing house setbacks 750 ft. upon each side of the lot, whichever is greater. The maximum setback regardless of the average will be 35 ft.

ACTUAL	1422 sf + 552sf	gar LAC 1974
FL1	1405 sf	
FL2a	2827sf	39.9%
Total		

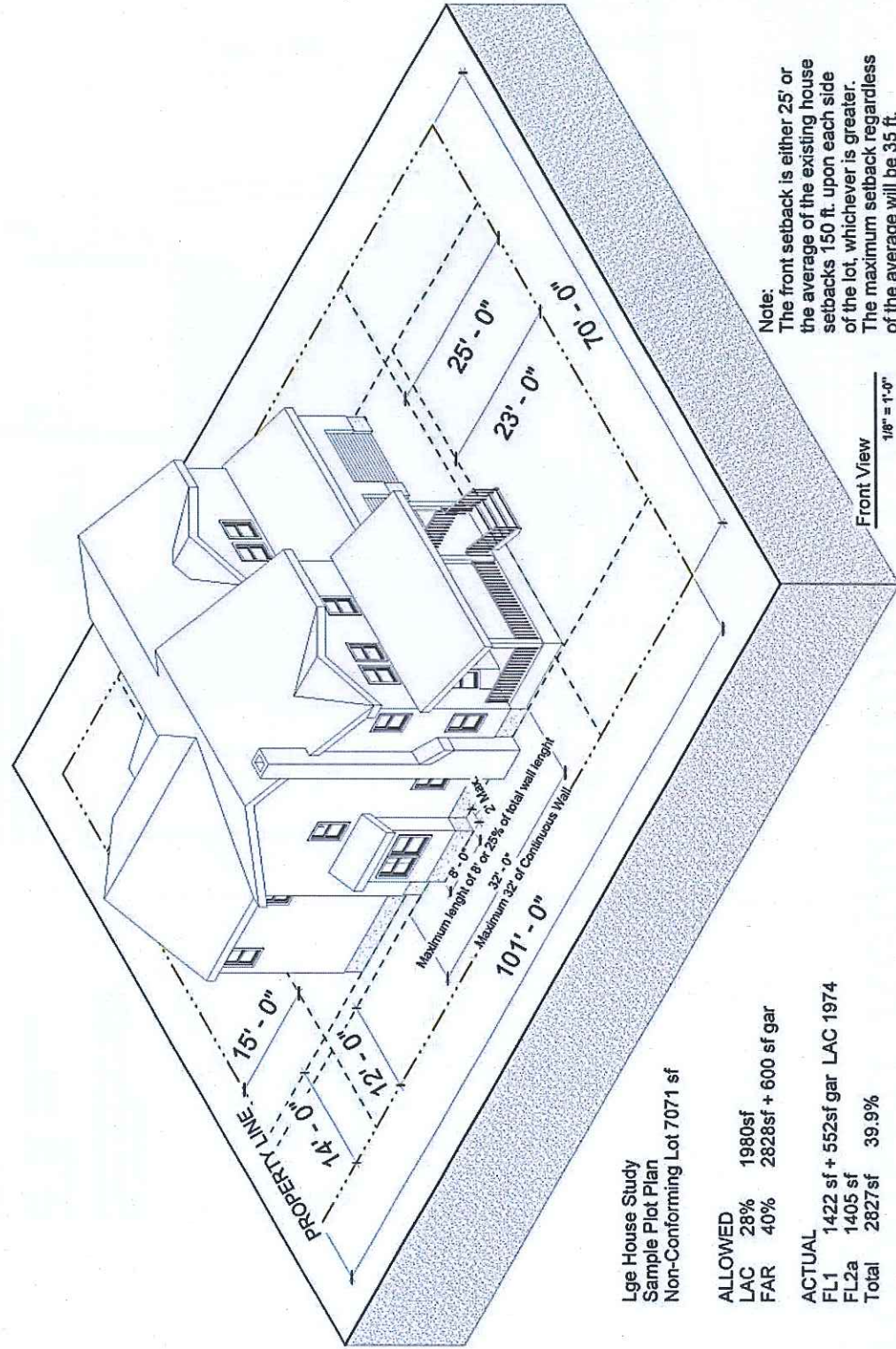
Floor plan of a two-story house. The first floor includes a Master Bedroom (17'-6" x 16'-8"), a Bathroom (13' x 12'-6"), a Bedroom (13' x 11'), and a central hallway with a staircase labeled "DOWN". The second floor includes a Bathroom (11'-8" x 5'-6"), a Laundry room (6' x 8'), and a Bedroom (10'-6" x 12').

ACTUAL	1422 sf + 552sf gar	LAC 1974
FL1	1405 sf	
FL2a	2827sf	39.9%
Total		

Second Floor
1/8" = 1'-0"

Community Meeting, June 1, 2016

Proposed Regulations: Non-conforming Lot



Lge House Study
 Sample Plot Plan
 Non-Conforming Lot 7071 sf

ALLOWED
 LAC 28% 1980sf
 FAR 40% 2828sf + 600 sf gar

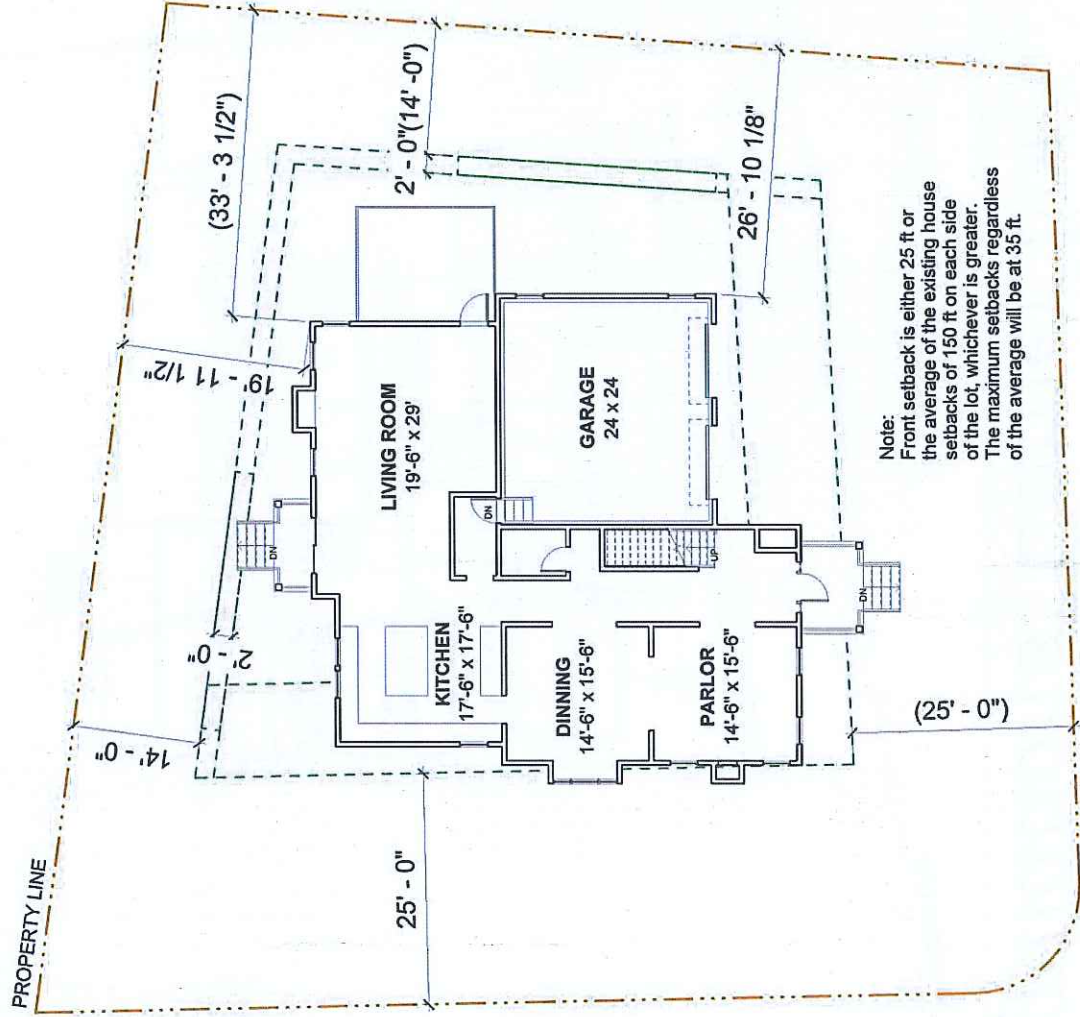
ACTUAL
 FL1 1422 sf + 552sf gar LAC 1974
 FL2a 1405 sf
 Total 2827sf 39.9%

Note: Front setback is either 25 ft or the average of the existing house setbacks of 150 ft on each side of the lot, whichever is greater. The maximum setbacks regardless of the average will be at 35 ft.

Lge House Study Proposed Site Dimensional Regs Conforming Corner Lot 10860sf	
ALLOWED	
LAC 28%	3040sf
FAR 38%	4126 + 600gar
ACTUAL	
FL1	2350sf + 600sf gar
FL2	1770sf
Total	4126sf
	LAC 27%
	FAR 38%

Roof Plan

Proposed Regulations: Corner Lot



Lge House Study
Proposed Site Dimensional Regs
Conforming Corner Lot 10860sf

First Floor 2350sf + 600sf gar

ALLOWED

LAC 28% 3040sf

FAR 38% 4126 + 600gar

ACTUAL

FL1 2350sf + 600sf gar LAC 27%

FL2 1776sf

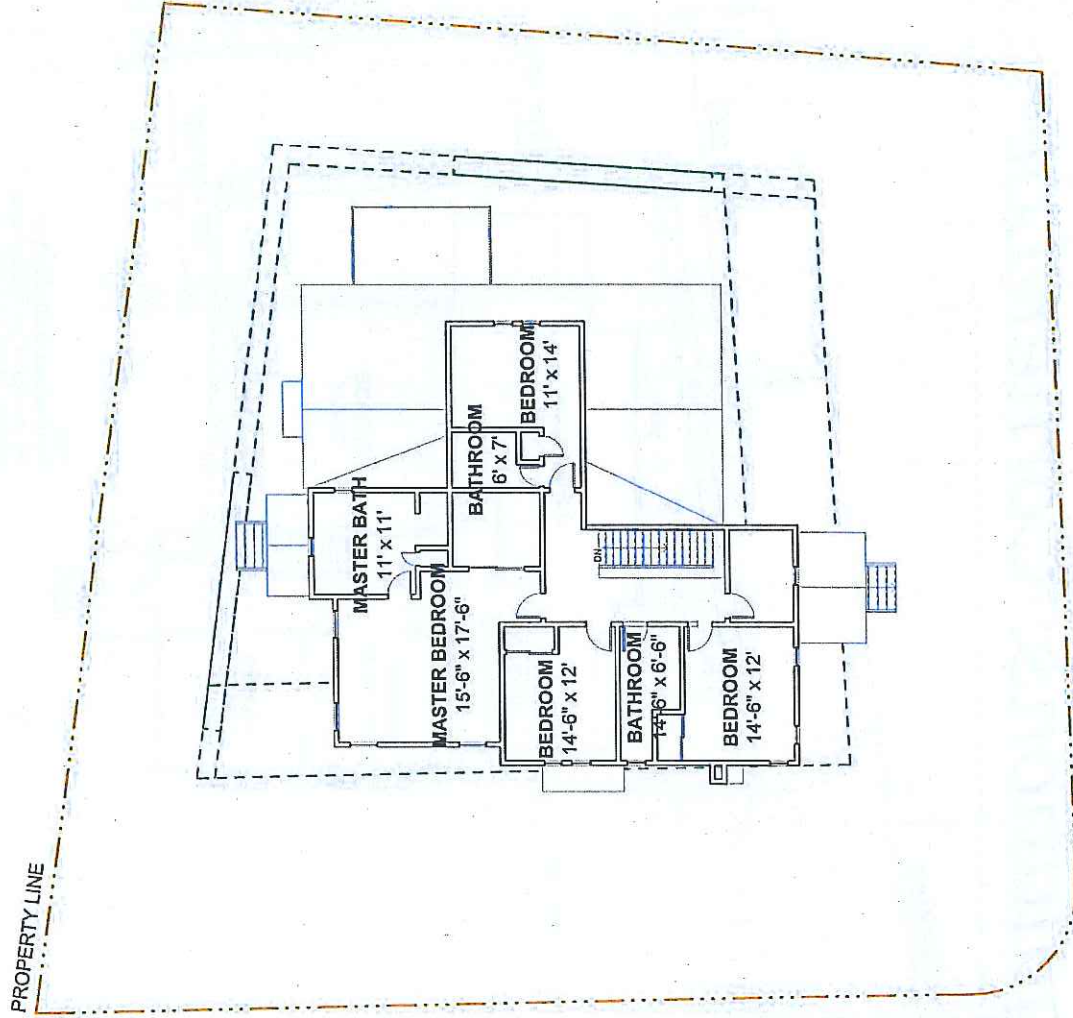
Total 4126sf

FAR 38%

First Floor

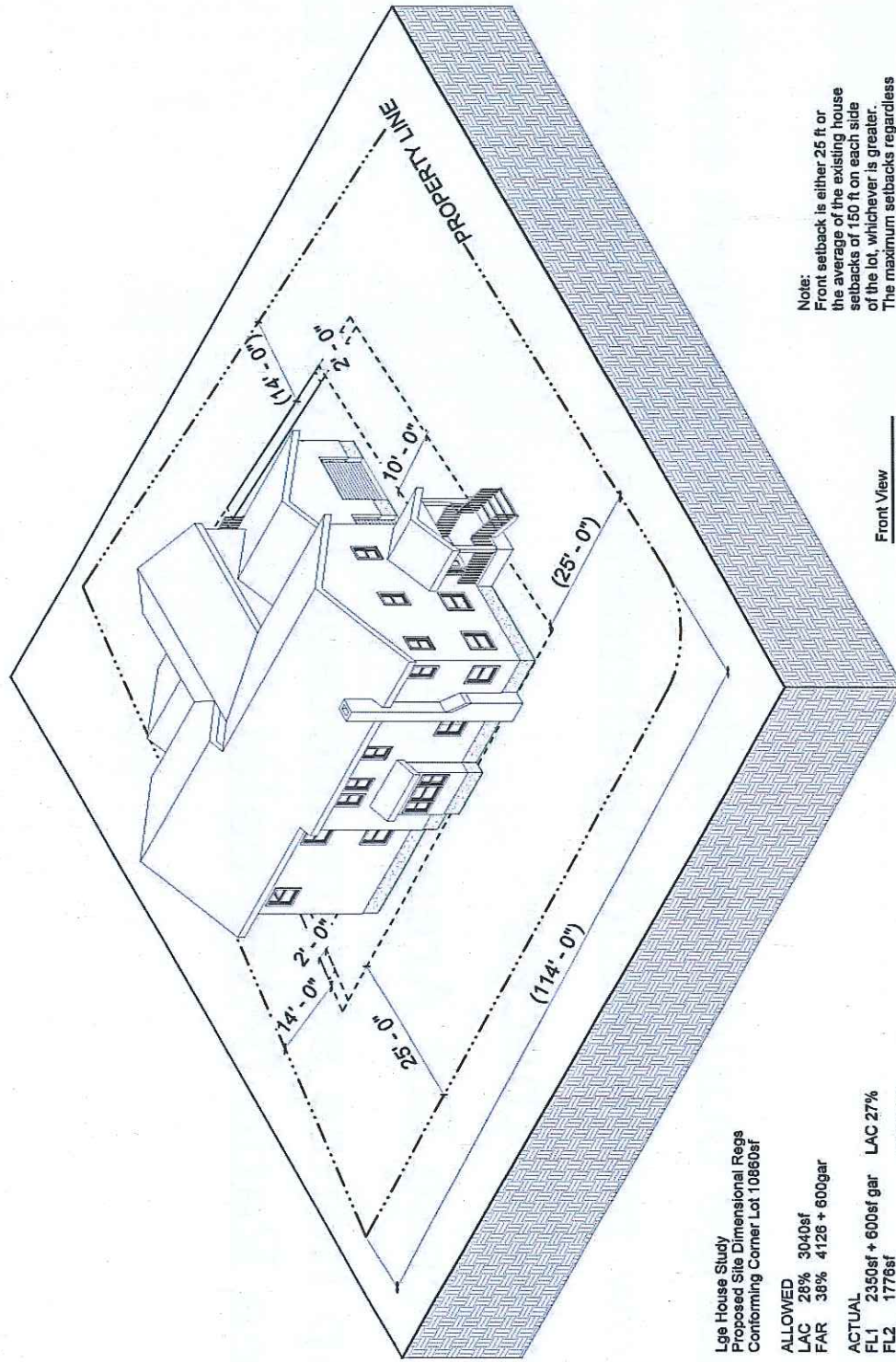
1/8" = 1'-0"

Proposed Regulations: Corner Lot



Lge House Study Proposed Site Dimensional Regs Conforming Corner Lot 10860sf			
Second Floor 1770sf			
ALLOWED			
LAC	28%	3040sf	
FAR	38%	4126 + 600gar	
ACTUAL			
FL1	2350sf + 600sf gar	LAC 27%	
FL2	1776sf		
Total	4126sf	FAR 38%	
Second Floor			1/8" = 1'-0"

Proposed Regulations: Corner Lot



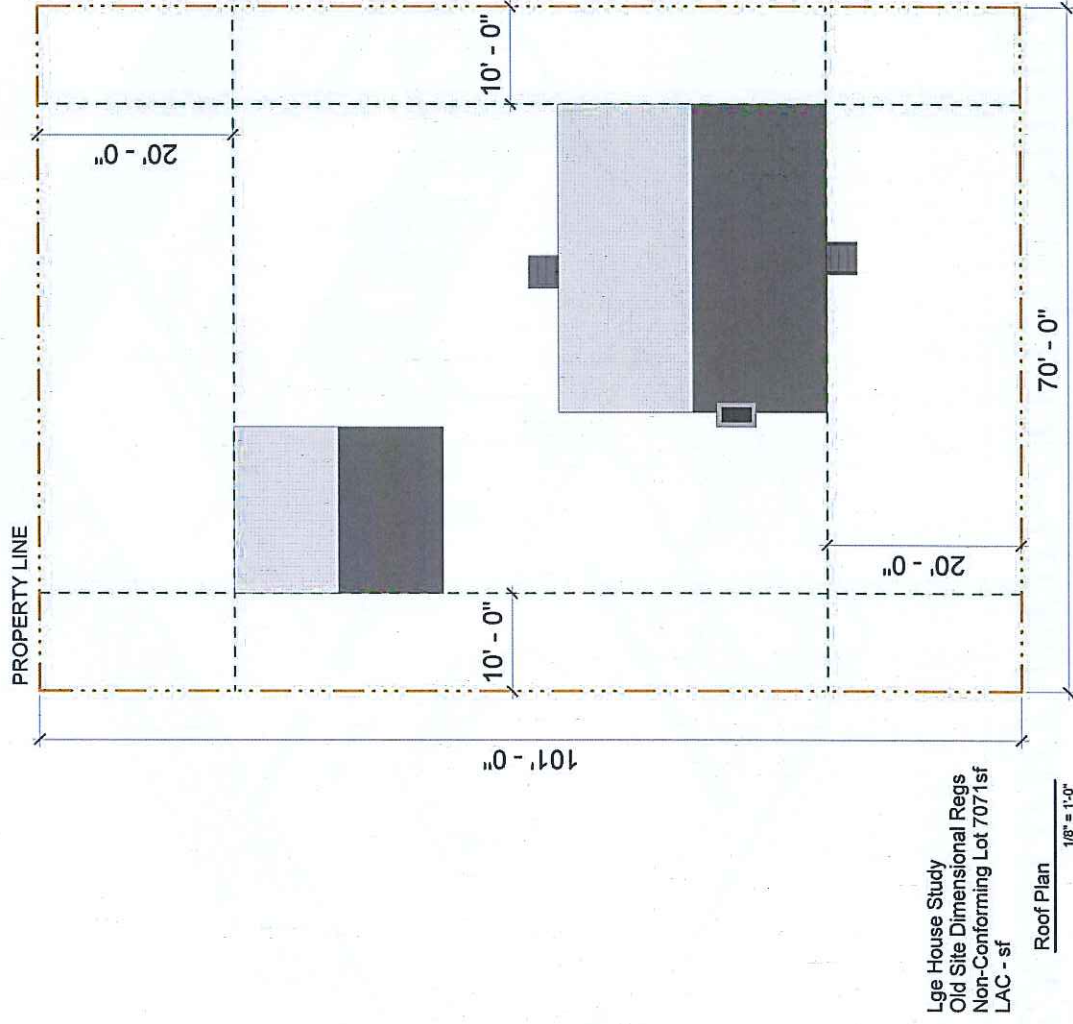
Lge House Study
Proposed Site Dimensional Regs
Conforming Corner Lot 10660sf

ALLOWED		
LAC	28%	3040sf
FAR	38%	4128 + 600gar
ACTUAL		
FL1	2350sf + 600sf gar	LAC 27%
FL2	1778sf	
Total	4128sf	FAR 38%

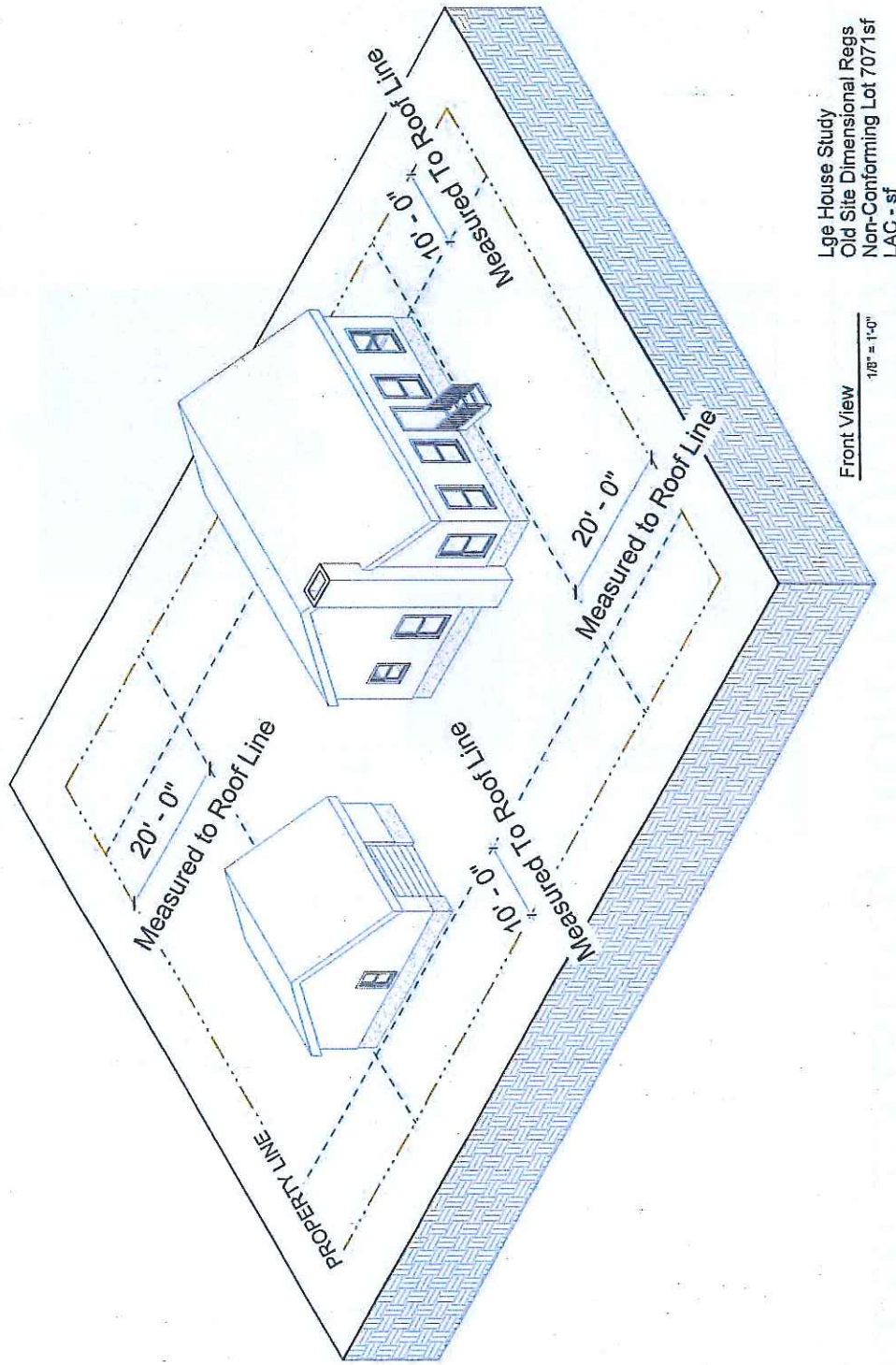
Summary of Changes

- ▶ Change building height measurement method
- ▶ Allow more building elements in setbacks
- ▶ Revise setbacks
- ▶ Increase Lot Area Coverage
- ▶ Cap house square footage by applying a Floor Area Ratio (FAR) calculation

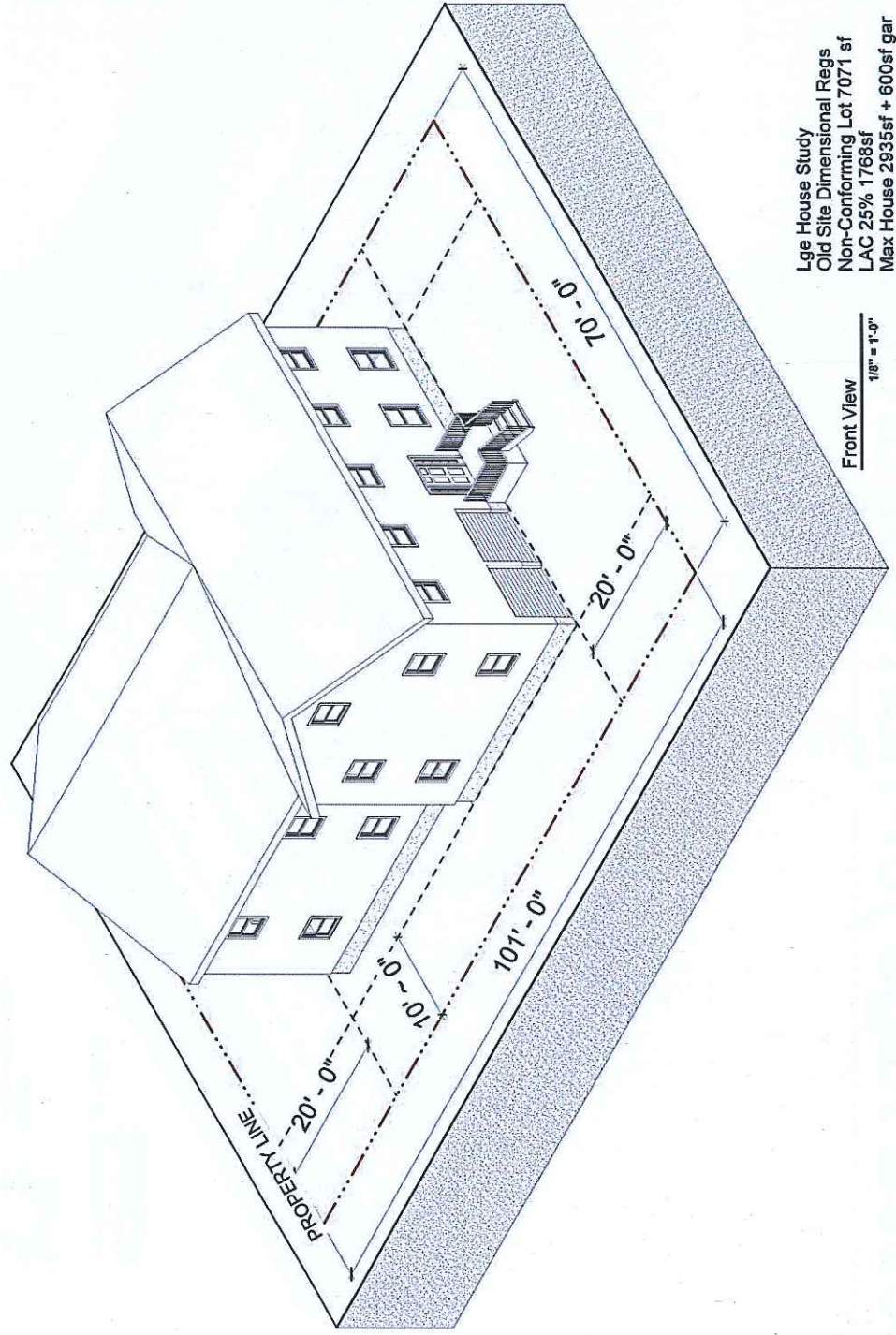
Typical Existing Non-conforming Lot



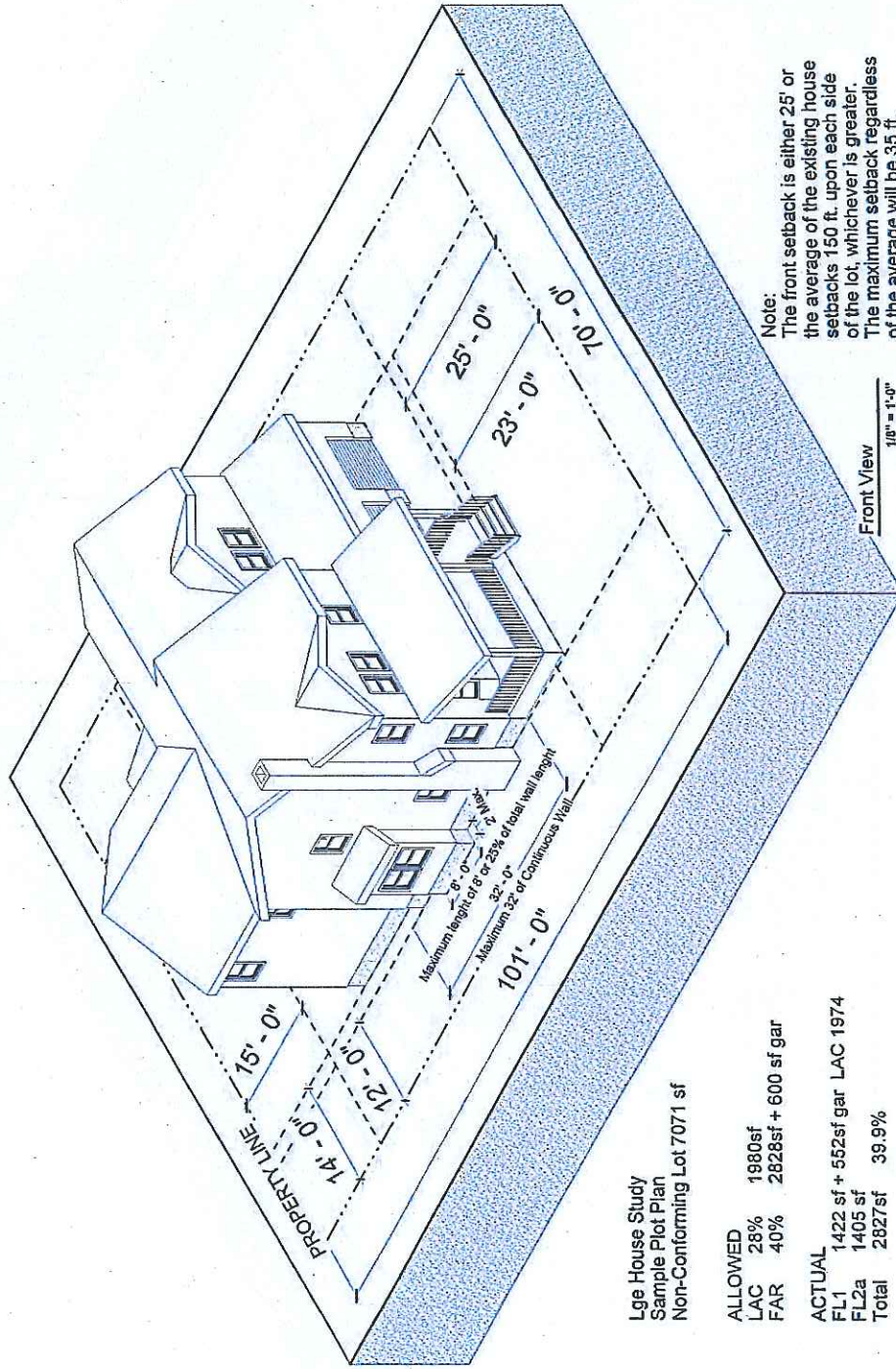
Typical Existing Non-conforming Lot



Maximum Replacement House for Non-conforming Lot under Existing Regs



Maximum Replacement House under Proposed Regs for Non-conforming Lot



Lge House Study
Sample Plot Plan
Non-Conforming Lot 7071 sf

ALLOWED			
LAC	28%	1980sf	
FAR	40%	2828sf + 600 sf gar	
ACTUAL			
FL1		1422 sf + 552sf gar	LAC 1974
FL2a		1405 sf	
Total		2827sf	39.9%

Summary of Changes – Non-conforming Lot



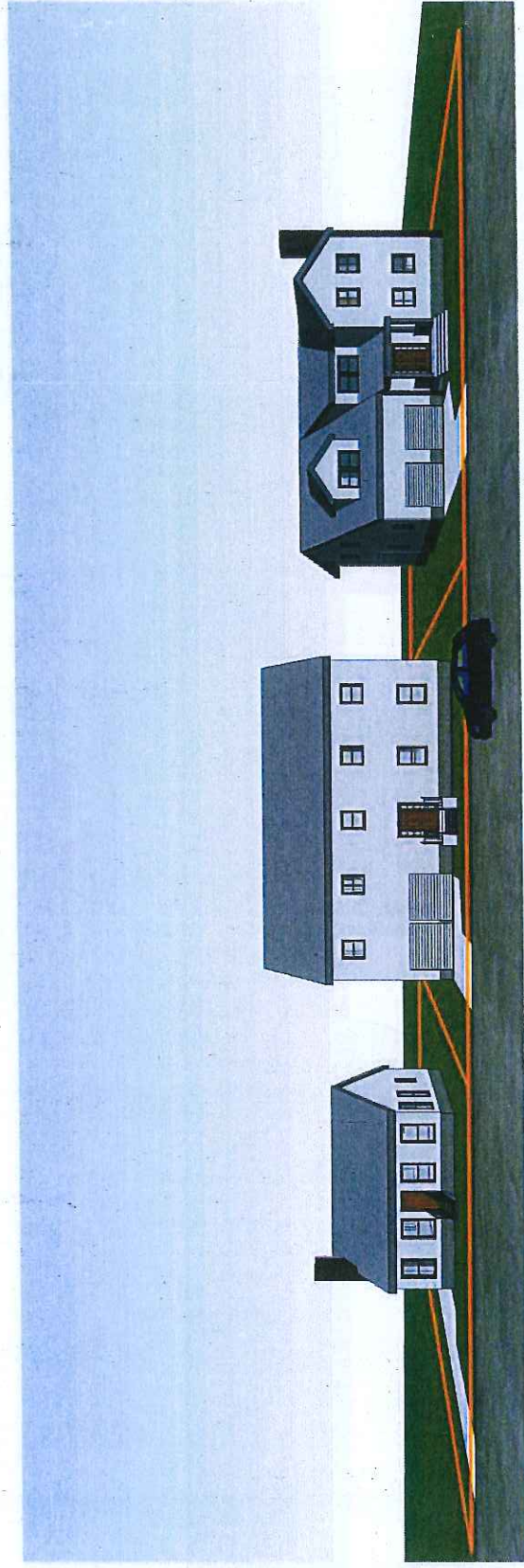
TYPICAL
EXISTING LOT
NON-COMFORMING

MAXIMUM REPLACEMENT
7170 sf Lot
LAC 25% 1768 sf
2935 + 600 sf gar

MAX REPLACEMENT
HOUSE
7170 sf Lot

LAC 28% FAR 40%
2827 sf + 600 sf gar

Summary of Changes – Conforming Lot



TYPICAL EXISTING
CONFORMING LOT

MAXIMUM REPLACEMENT
HOUSE UNDER CURRENT
REGULATIONS

10,000 sf Lot
LAC 25% 2500 sf
4,400 sf + 600 sf gar

MAX REPLACEMENT HOUSE
UNDER PROPOSED REGS

10,000 sf Lot
LAC 28% FAR 38%
3795 sf + 600 sf gar



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

MEETING DATE: 06/14/2016

Agenda Item	Committee Reports – N-Squared Initiative
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Borrelli and Mr. Handel will update the Board as to the status of the N-Squared Innovation Corridor study. The Town has been working with the City of Newton and the Needham/Newton Chamber on positioning the area along I-95 in the two communities as a destination for economic growth, specifically targeted at innovation-economy and ancillary businesses. Last summer, with financial support from both municipalities and private sector partners, the Chamber received a grant from the U.S. Economic Development Administration to conduct a competitiveness study and marketing plan for the N-Squared Innovation Corridor.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. N-Squared Innovation Corridor Economic Development Strategy & Marketing Plan – Summary 6.6.2016			

N2 Innovation Corridor

Economic Development Strategy & Marketing Plan

Jim Damicis

Senior Vice President; Project Principal-in-Charge

Catherine Renault

*Senior Advisor, Camoin Associates;
Owner, Innovation Policyworks; Project Principal*

June 6, 2016

Agenda

N²
CORRIDOR

1. Objective of project and process
2. The opportunity
3. What we learned
4. Vision, goals and next steps

Who Has Been Involved?



- Newton-Needham Regional Chamber
- Town of Needham
- City of Newton
- Metropolitan Area Planning Council
- U.S. Economic Development Administration (EDA)
- Private stakeholders including: TripAdvisor, Bulfinch Co, Normandy, Mount Ida College, Crosspoint and 13 others
- Camoin Associates - Research and Analysis, Reporting, Process Support

Who Has Been Involved? Task Force Members

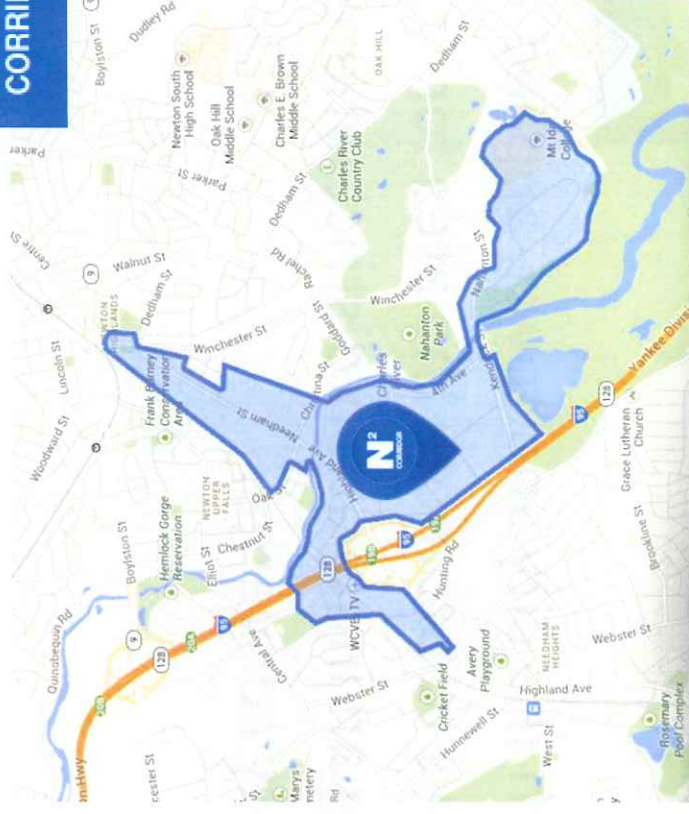


- Greg Reibman, Newton-Needham Regional Chamber, chair
- Jill Abrahams, Mount Ida College
- Devra Bailin, Town of Needham
- Brendan Cohn, Jones Lang LaSalle
- Geoff Cramer, Social Made Simple
- Jeremy Freid, BRA Advisors
- Maurice Handel, Needham Board of Selectman
- Ted Hess-Mahan, Newton City Council
- Nancy Hyde, City of Newton
- Joseph Hunter, Olin College
- Debi Kleiman, Babson College
- Joyce Plotkin, Amethyst Associates
- Mark Sokoll, Jewish Community Centers of Greater Boston
- Chris Steele, Investment Consulting Associates
- Chuck Tanowitz, Fresh Ground Consulting
- Chris Teachout, Needham Bank
- Michael Wilcox, The Bulfinch Companies
- Steve Winter, Metropolitan Area Planning Council

Where is N² Corridor?

Approximately 500 sq acres:

- Needham Crossing
- Wells Ave.
- Needham St./Highland Ave.
- Gould St./Wexford Ave areas
- Echo Bridge area
- Other surrounding streets



The Objective



The Chamber, in partnership with the city and town, applied for a federal grant to explore ways to promote the area for economic growth by establishing an innovation district where talent, innovation and community converge.

Benefits to Newton and Needham

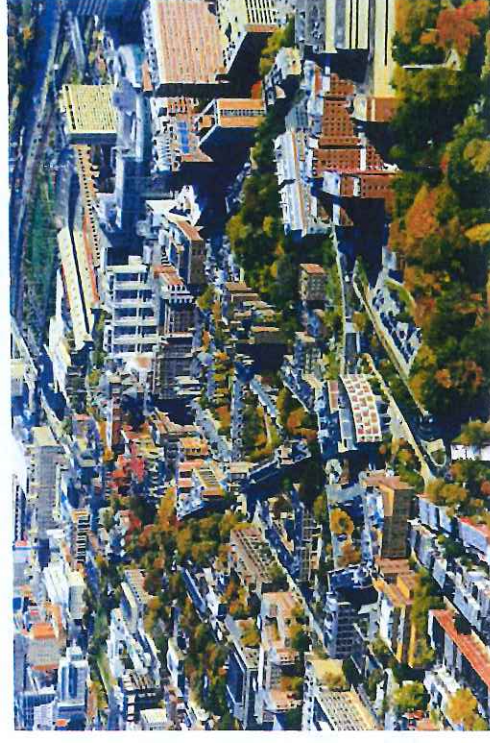


1. Added tax revenue supports services
2. More jobs locally means less commuting – higher quality of life and a more vibrant community
3. Infrastructure improvements and amenities will benefit residents as well as companies
4. Balance aging demographics with new, younger citizens

Characteristics of Innovation Districts

N²
CORRIDOR

- Anchor institutions, companies and start-ups clustered in small geographic areas of cities, e.g. University City in Philadelphia; Cortez Innovation District in St. Louis, Kendall Square, Boston Innovation District.
- Highly concentrated, high growth economic activity
- Common elements:
 - Institutions, firms, organizations that support and drive innovation
 - Public and private spaces that encourage collaboration and collisions
 - Networks between all that accelerate ideas
- Opportunities:
 - Changes in where people want to live, work, play and how they travel



University City, Philadelphia

The Process



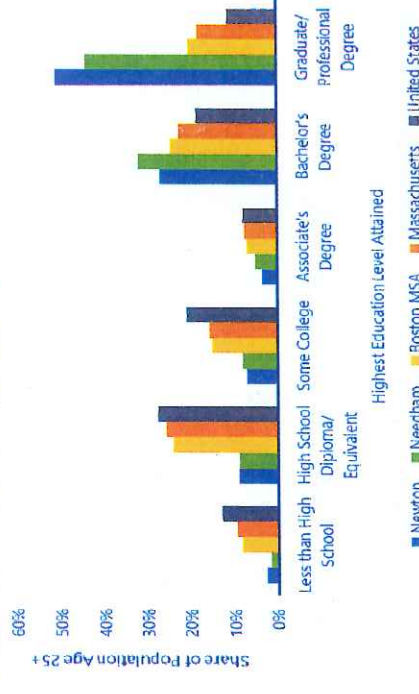
1. **Situation Assessment:** “Where are we today and What is the N2 Corridor’s competitive position?” - Economic Base Analysis, Innovation Assessment, Priority Industry Analysis, Real Estate Analysis, Peer Set Analysis
3. **Economic Development Issues Identification & Prioritization:** “Which direction should we go?”
4. **Strategic Plan for Economic Growth:** “How do we get there?”
5. **Implementation** – Organizational and marketing plan, ongoing working groups, measurement

What We Learned

- Newton and Needham characterized by high educational attainment, high percentage of foreign born residents and high innovation (patents).
- Greater Boston already known as an innovation center, but N² Corridor not as well known as other suburban communities.
- Population is older, and growing slowly.
- Entrepreneurs who start companies in the area usually move to Boston/Cambridge.
- Companies in area report difficulty attracting Millennial workers because of high housing prices, poor transportation options, and few amenities.



Educational Attainment, 2015: Population Age 25+



The Goals – What are We Trying to Achieve?



- Attract and retain innovative & growing companies in priority industries.
- Encourage entrepreneurship.
- Attract, create, or partner with nearby research entities to serve as an anchor.
- Create a mixed-use community with infrastructure & amenities that attract diverse groups of people.
- Forge an innovation identity.
- Build capacity to accomplish the vision and goals.

Goals Have Strong Support



Survey Results n=46, scale 0-10 with 10 being high

Goal	Like	Importance	60/40
Goal 1: Attract and retain innovative and growing companies	9.20	8.35	8.86
Goal 2: Encourage entrepreneurship	9.45	8.82	9.20
Goal 3: Attract or partner with research entity	8.77	8.07	8.79
Goal 4: Create a mixed use community	9.57	9.15	9.40
Goal 5: Forge an innovation identity	9.03	8.13	8.67
Goal 6: Build capacity to accomplish the vision	9.51	8.56	9.13

Research says that 7.0 on a scale of 0-10 is an inflection point indicating that an idea has real traction where “How much do you like this idea” is weighted 60% and “How important is this idea to you” is weighted 40%.

How You Can Help Make this a Success



- Support efforts to establish the N² Corridor as a welcoming hub: coworking/community meeting space, restaurants, outdoor gathering places, and connections to the Charles River.
- Pursue affordable housing options in the N² Corridor to support workforce needs.
- Make it easier to do business here through zoning reform and encouraging innovative approaches to design of mixed-use spaces.
- Support transit-oriented development (TOD) aligning commercial and residential projects with improved transportation options.
- Create second entry into Wells Avenue Business Park to ease congestion.

Why Does This Matter?



- High wage jobs
- Increase in tax base through development and sustainment of quality commercial, office, and retail space
- Investment/commitment in community
- Place where entrepreneurs, workers, and companies want to be
 - with opportunity for work, live, play and interact

Next Steps



1. Finalization of recommended strategies and actions (June)
2. Final report and presentation (June 29)
3. Implementation (July and beyond!)

Questions?

N²
CORRIDOR

Jim Damicis

*Senior Vice President; Project Principal-in-Charge
jim@camoinassociates.com*

Catherine Renault

*Senior Advisor, Camoin Associates;
Owner, Innovation Policyworks; Project Principal
crenault@innovationpolicyworks.com*



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

MEETING DATE: 06/14/2016

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			

emailed 4/28/16
pd. 4/28/16



Town of Needham, Massachusetts Road Event Form

2016 APR 28 A 9:16

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

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

Name of Organization:

Hillside Elementary School PTC

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

If yes, name of Town and date:

Organization Mailing Address:

28 Glen Gary Road, Needham, MA 02494



**Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

28 Glen Gary Road, Needham, MA 02494

Primary Contact:

Seema Meloni

Contact Title:

Race Director & PTC Co-President

Contact Address:

71 Damon Road, Needham, MA 02494

Contact Phone (Day):

617-794-6835

Contact Phone (Cell):

617-794-6835

Contact Email:

seema.meloni@gmail.com

Event Date(s):

Sunday, October 23, 2016

Date Expected to be in Needham:

Sunday, October 23, 2016

Earliest Time Expected in Needham: Run Starts 9 AM 6 a.m. Registration: 7 AM	Latest Time Expected in Needham: 11 a.m.
Number of Expected Participants: 300	Number of Expected Spectators at Peak Time: 100
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 40	What type of Parking is required: Parking lot, side streets
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Until the racers are lining up, we will invite participants to park in the Hillside lot. We will also encourage participants to park on side streets. Last year, we had received permission from the senior center to have participants park in the lot on Hillside Ave. We will ask for the permission again. If permission is not given, then we'll encourage side street parking for remaining participants.	
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. We ran this event for the last 2 years without having to close roads and it worked out fine.	
What will be done in case of inclement weather? Event will be cancelled.	
Will neighborhoods be impacted by parking and traffic? Only moderately. The event will be early on a Sunday morning and should be over within 45 minutes. We did not run into any problems with this event last fall.	
What activities are planned for the start of the race (if in Needham)? There will be a kids fun run around the Hillside Elementary School field immediately preceding the 5K.	
What activities are planned for the end of the race (if in Needham)? No major activities after the race. We will provide food, but will start our clean up after the last runner has completed their race.	
What facilities are needed for the start of the race (if in Needham)? Hillside Elementary School building, field, blacktop and parking lot	

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

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***



RM= Road Marshall

5K Starts & Ends @ Hillside

Monster Fun Run Around Hillside Field

0.1 mile loop

Parking @ Hillside, Sr. Center & side streets

Needham Cemetery

Streets shown: Central Ave, Pershing Rd, West St, Damon Rd, Pershing Rd, Rosemary, Pine Grove, Wayne, Hill St, Booth St, Central Ave, Jarvis Rd, Bess Rd, Julia Rd, Norwood Rd, Pershing Rd, Rosemary.

RM 1 to RM 15 locations marked on the route.

e-mailed 4/7/16



**Town of Needham, Massachusetts
Use of Public Property
Event Form**

INTERNAL USE ONLY

☒ DPW
☒ Fire

☒ Police
☐ OTM

Name of Event:

Full Circle: Raising Caring Kids

Name of Organization:

Circle of Hope

Organization Mailing Address:

65 Rosemary Street, Needham, MA

☒ **Organization
is
Not-for-Profit**

Primary Contact:

Clair Windsor

Contact Title:

Vice Chair @ Circle of Hope

Contact Address:

98 Newell Avenue, Needham, MA

Contact Phone (Day):

617-817-4593

Contact Phone (Cell):

617-817-4593

Contact Email: clairwindsor@hotmail.com

Event Date(s) and Rain date: (rain date)

Sat., Sept. 24 / Sun., Sept. 25

Event Time(s):

10am to noon

Public Space being requested:

The Common

Number of Expected Participants:

~ 160

Number of Expected Spectators at Peak

Time: 100 (around 11am)

Are participants charged a fee?

☐ YES

☒ NO

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

Yes!

What will be done in case of inclement weather?

We will have the event on Sun, Sept 25th (rain date)

What activities are planned for the event?

Several "stations of giving" where children and families will have an opportunity to volunteer and "give" - there will be four of these stations (food, time, money, clothing) as well as "Appreciation Station", letter writing and placemat making for meals on wheels and a photo booth for families.

Describe electrical needs for event, and list specific requests.

nothing other than the sound system - listed below.

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

We may have a children's music performer (Josh and the Jamtones), which we are still firming up. If we don't have a live performance we will use a sound system for music (background music) as well as a few remarks by our Executive Director, Barbara Warkhaus.

Will there be any food served? (contact Needham Health Dept: 781-455-4500 x262)

there will be small snacks (granola bars, popcorn, pretzels, water, juice boxes etc). We will contact the Health Dept for approval.

If the event takes place after dark, what is the plan to meet lighting needs?

NO

Will portable toilets be used? List locations.

NO

What is the plan to handle trash?

We will station barrels around the Common and have a team responsible for removing it after our event - as well as any litter that may have accumulated!

List additional information related to the success of your event.

We expect this free event to be a wonderful success - we already have a high level of interest from so many businesses and organizations who want to be involved, as well as individuals who will be attending.

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

- **certificate of insurance**



emailed 2/18/16

Highway / DPW ✓
Fire ✓
Police _____
PRR ✓

February 12, 2016

Nicki Witham
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Dear Nicki,

I am writing to request permission to direct a portion of our fifth annual bicycle Ride for Food through Dedham on Sunday morning September 25th, 2016. As in the past, the purpose of the Ride for Food is to raise awareness and funds to combat hunger in New England communities. This year the Ride for Food will benefit the food pantries of Dedham, Needham, Newton and Wellesley as well as the following hunger relief organizations, A Place to Turn, Boston Area Gleaners, Food for Free, Food Link, The Food Project, Fresh Truck, Gaining Ground, JF&CS Family Table, Open Table, Ripples of Hope, The Urban Farming Institute of Boston, The Women's Lunch Place, and the Waltham Fields Community Farm.

We expect to have 300 riders, and each rider will have a choice of a 10, 25 or a 50 miles ride. Riders will be leaving Dedham on a staggered basis from 7:30 through 10:00AM and should all be returning between 11 and noon. All three routes will go through Needham. Please look at these links to get a better idea on the overall routes (10 mile ride -

* <http://ridewithgps.com/routes/7012955>, 25 mile ride * <http://ridewithgps.com/routes/7012958>, and the 50 mile ride * <http://ridewithgps.com/routes/7012961>). In all cases, riders will enter Needham from Dedham via Route 135. The 10 mile riders will take a right onto Webster Street and a right on High Street and then continuing onto Greendale and continuing onto Lyons and then taking a left onto 135 back to Dedham. The 25 and 50 mile riders will take a left onto South Street off 135 continuing down South Street into Dover. On the way back they will enter Needham on Central and take a right onto Gould, crossing onto Hunting at the light and then continuing onto Greendale as described above.

Our website www.threesquaresne.org is being updated for the 2014 Ride for Food, but the routes are all listed under the Rider tab. Thank you for considering this proposal. I've included our insurance certificate with the Needham being an additional insured. Please contact me at 781-775-0125 or at greg@threesquaresne.org if you have any questions.

Best Regards,


Greg Jundanian

cc: Lt. Matthew Forbes

* these routes are no longer the routes that will be taken. See attached for updated routes.

Three Squares - 10 miles 03292016

10.6 miles

Leg	Dir	Type	Notes	Total
	→	Right	Slight right onto Bridge St	0.6
0.3	→	Right	Turn right onto Common St	0.9
1.0	↑	Straight	Continue onto West St	1.9
2.0	→	Right	Turn right onto Webster St	3.9
1.2	→	Right	Turn right onto High St	5.0
0.3	↑	Straight	Continue onto Greendale Ave	5.3
2.7	↑	Straight	Continue onto Lyons St	8.0
0.2	←	Left	Turn left onto MA-135 E	8.2
0.5	↑	Straight	Continue onto Common St	8.7
1.0	←	Left	Turn left onto Bridge St	9.8
0.3	←	Left	Slight left onto Campus Dr	10.1

Ride With GPS · <https://ridewithgps.com>

Three Squares - 10 miles 03292016 - A bike ride in Dedham, MA - Internet Explorer
https://ridewithgps.com/routes/1287149
Ride With GPS LLC [US]
Three Squares - 10 miles 0...

File Edit View Favorites Tools Help
Benefit Strategies, LLC in ... Google Needham, MA - Contract ... Outlook Web App SchoolDude - ToolBox Lo... Web Slice Gallery Suggested Sites

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SIGN IN SIGN UP

SEGMENTS CUESHEET

CUE SHEET

[PRINT](#)

Slight right onto Bridge St	0.6 mi
Turn right onto Common St	0.9 mi
Continue onto West St	1.9 mi
Turn right onto Webster St	3.9 mi
Turn right onto High St	5.0 mi
Continue onto Greendale Ave	5.3 mi
Continue onto Lyons St	8.0 mi
Turn left onto MA-135 E	8.2 mi
Continue onto Common St	8.7 mi
Turn left onto Bridge St	9.8 mi
Slight left onto Campus Dr	10.1 mi

10.6 mi +416 ft / -418 ft

OVERVIEW METRICS EXPORT

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THREE SQUARES - 10 MILES 03292016

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Nobles Event Schedule

Lunch 11:30-1PM
Awards 12:30
Raffle 12:45

Created Mar 29, 16
Updated Apr 29, 16

Three Squares - 25 miles George

24.3 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left to stay on Campus Dr	0.1
0.0	←	Left	Turn left to stay on Campus Dr	0.1
0.1	→	Right	Turn right to stay on Campus Dr	0.2
0.0	→	Right	Turn right to stay on Campus Dr	0.3
0.1	→	Right	Turn right to stay on Campus Dr	0.3
0.6	→	Right	Slight right onto Bridge St	0.9
0.3	→	Right	Turn right onto Common St	1.2
1.0	↑	Straight	Continue onto West St	2.2
1.2	←	Left	Turn left onto South St	3.4
1.1	←	Left	Turn left onto Chestnut St	4.5
0.3	↑	Straight	Continue onto Dedham St	4.9
0.1	←	Left	Turn left to stay on Dedham St	4.9
0.0	↑	Straight	Continue onto Westfield St	5.0
0.6	→	Right	Slight right onto Summer St	5.6
1.1	→	Right	Turn right onto Sunset Rd	6.7
0.1	→	Right	Turn right onto Country Ln	6.8
0.3	→	Right	Turn right onto Conant Rd	7.1
0.4	→	Right	Turn right onto Dover Rd	7.5
1.2	↑	Straight	Continue onto Powisset St	8.7
1.5	→	Right	Turn right onto Walpole St	10.2
0.3	←	Left	Turn left onto Cedar Hill Rd	10.5
0.4	→	Right	Turn right onto Riga Rd	10.9
0.3	←	Left	Slight left onto Rocky Brook Rd	11.2
0.1	→	Right	Turn right onto Pine St	11.3
1.1	↑	Straight	Continue onto Centre St	12.4
0.4	←	Left	Turn left onto Springdale Ave	12.8
1.0	→	Right	Turn right onto Main St	13.8
0.8	→	Right	Slight right to stay on Main St	14.6
1.3	→	Right	Turn right onto Claybrook Rd	15.8
1.7	←	Left	Turn left onto Central Ave/Centre St	17.5
0.6	→	Right	Turn right onto Charles River St	18.2
0.6	←	Left	Turn left onto South St	18.7
2.4	→	Right	Turn right onto West St	21.1
1.2	↑	Straight	Continue onto Common St	22.4
1.0	←	Left	Turn left onto Bridge St	23.4
0.3	←	Left	Slight left onto Campus Dr	23.7

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Three Squares - 25 miles George - A bike ride in Dedham, MA - Internet Explorer
https://ridewithgps.com/routes/12961239
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Three Squares - 10 miles 0329...
Three Squares - 25 miles G...

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CUE SHEET

Turn left to stay on Campus Dr	0.1 mi
Turn left to stay on Campus Dr	0.1 mi
Turn right to stay on Campus Dr	0.2 mi
Turn right to stay on Campus Dr	0.3 mi
Turn right to stay on Campus Dr	0.3 mi
Slight right onto Bridge St	0.9 mi
Turn right onto Common St	1.2 mi
Continue onto West St	2.2 mi
Turn left onto South St	3.4 mi
Turn left onto Chestnut St	4.5 mi
Continue onto Dedham St	4.9 mi
Turn left to stay on Dedham St	4.9 mi
Continue onto Westfield St	5.0 mi
Slight right onto Summer St	5.6 mi
Turn right onto Sunset Rd	6.7 mi
Turn right onto Country Ln	6.8 mi

Google ELEV GRADE 24.3 mi +1096 ft / -1093 ft

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THREE SQUARES - 25 MILES GEORGE

In case of emergency, call 911. For any other matter please call our information desk at Nobles at 617-365-7761 for Kati Sigel or 781-775-0122 for Seta Nersessian if Kati is not able to pick up. Remember, rules of the road apply. All roads are open and not more than single file on narrow roads such as South Street please.

Nobles Event Schedule

Lunch 11:30-1PM
Awards 12:30
Raffle 12:45

Created Apr 07, 16
Updated Apr 28, 16

4:31 PM 6/9/2016

3Squares - 50m - Final

51.5 miles

Leg	Dir	Type	Notes	Total
	→	Right	Slight right onto Bridge St (Police Detail)	0.6
0.3	→	Right	Turn right onto Common St (Police Detail)	0.9
1.0	↑	Straight	Continue onto West St	1.9
1.2	←	Left	Turn left onto South St at the traffic lights	3.2
1.1	←	Left	Turn left onto Chestnut St	4.3
0.3	↑	Straight	Continue onto Dedham St	4.6
0.1	←	Left	Turn left to stay on Dedham St	4.7
0.0	↑	Straight	Continue onto Westfield St	4.7
0.6	→	Right	Slight right onto Summer St	5.3
1.1	→	Right	Turn right onto Sunset Rd	6.5
0.1	→	Right	Turn right onto Country Ln	6.5
0.3	→	Right	Turn right onto Conant Rd	6.8
0.4	→	Right	Turn right onto Dover Rd	7.2
1.2	↑	Straight	Continue onto Powisset St	8.4
1.5	→	Right	Turn right onto Walpole St	9.9
0.3	←	Left	Turn left onto Cedar Hill Rd	10.2
0.4	→	Right	Turn right onto Riga Rd	10.6
0.3	←	Left	Slight left onto Rocky Brook Rd	10.9
0.1	←	Left	Turn left onto Pine St	11.0
2.7	←	Left	Turn left onto North St	13.8
0.6	↑	Straight	Continue onto Pleasant St	14.3
0.5	←	Left	Turn left onto Curve St	14.9
0.1	→	Right	Turn right onto South St	14.9
0.7	←	Left	Turn left onto MA-27 S (Police Detail)	15.6
0.1	→	Right	Turn right onto South St	15.7
1.6	↑	Straight	Continue onto Seekonk St	17.3
0.7	→	Right	Turn right onto Cleveland St	18.0
1.0	→	Right	Turn right onto Holbrook St	19.0
0.8	→	Right	Turn right onto MA-115 N	19.9
0.7	←	Left	Turn left onto Baltimore St	20.6
0.4	→	Right	Turn right onto Pleasant St	21.0
0.2	←	Left	Turn left onto Village St	21.2
2.3	→	Right	Slight right onto Holliston St	23.5
2.8	↑	Straight	Cont. onto Norfolk St (after 109 light). Water stop/toilets at Medway VFW on left.	26.3
1.7	→	Right	Turn right onto Central St	28.1
0.4	←	Left	Slight left onto Fiske St (Police Detail)	28.5
1.8	↑	Straight	Continue onto Mill St	30.3
1.1	↑	Straight	Continue onto Woodland St	31.3
0.1	←	Left	Slight left onto W Goulding St and cross Route 27 (Police Detail) onto East Goulding	31.5
1.1	←	Left	Sharp left onto Lake St (Pub. toilet in parking lot of Lake)	32.6
1.1	→	Right	Turn right onto Farm Rd	33.7
1.5	↑	Straight	Continue onto Bridge St	35.2
0.3	←	Left	Turn left onto Farm St	35.5

Leg	Dir	Type	Notes	Total
2.0	↑	Straight	Continue onto Main St	37.5
0.8	→	Right	Slight right to stay on Main St	38.3
0.6	→	Right	Turn right onto Claybrook Rd	38.9
1.7	←	Left	Turn left onto Central Ave/Centre St	40.6
0.6	→	Right	Turn right onto Charles River St	41.2
0.6	←	Left	Turn left onto South St	41.8
2.4	→	Right	Turn right onto West St	44.2
1.2	↑	Straight	Continue onto Common St	45.4
2.1	↑	Straight	Continue onto West St	47.5
0.5	→	Right	Turn right onto Lyons St	48.0
0.1	←	Left	Turn left onto MA-135 E/West St (Police Detail)	48.1
0.5	↑	Straight	Continue onto Common St	48.7
1.0	←	Left	Turn left onto Bridge St	49.7
1.6	→	Right	Turn left on Campus Dr (Police Detail)	51.3

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3Squares - 50m - Final - A bike ride in Dedham, MA - Internet Explorer
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3Squares - 50m - Final - A...

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SEGMENTS CUESHEET

CUE SHEET

PRINT

Slight right onto Bridge St (Police Detail)	0.6 mi
Turn right onto Common St (Police Detail)	0.9 mi
Continue onto West St	1.9 mi
Turn left onto South St at the traffic lights	3.2 mi
Turn left onto Chestnut St	4.3 mi
Continue onto Dedham St	4.6 mi
Turn left to stay on Dedham St	4.7 mi
Continue onto Westfield St	4.7 mi
Slight right onto Summer St	5.3 mi
Turn right onto Sunset Rd	6.5 mi
Turn right onto Country Ln	6.5 mi
Turn right onto Conant Rd	6.8 mi
Turn right onto Dover Rd	7.2 mi
Continue onto Powisset St	8.4 mi
Turn right onto Walpole St	9.9 mi
Turn left onto Cedar Hill Rd	10.2 mi

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3SQUARES - 50M - FINAL

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Nobles Event Schedule

Lunch 11:30-1PM
Awards 12:30
Raffle 12:45

Created Mar 29, 16
Updated May 02, 16

By: [Greg](#)

4:32 PM
5/9/2016

**Town of Needham
Board of Selectmen
Minutes for May 24, 2016
Selectmen's Chamber
Needham Town Hall**

- 6:45 p.m. Informal Meeting with Citizens:
Chris Thomas, Vinh Truong, and Bony Ganugapanta, all seniors at Needham High School spoke with the Board about the negative environmental impact of using plastic shopping bags. They asked the Board consider banning the use of plastic bags within the Town.
- Alan Rubin spoke with the Board about a permit application he requested for setting up his hot dog cart on July 4, 2016 in Needham. He commented obtaining a permit has never been an issue until this year when he was taken aback by questions from Town employees who verify information.
- 7:02 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Matthew D. Borrelli. Those present were Marianne B. Cooley, Daniel P. Matthews, Maurice P. Handel, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.
- 7:02 p.m. Introduction of Director of Human Resources:
Christopher Coleman, Assistant Town Manager/Director of Operations appeared before the Board to introduce Rachel Glisper, the Town's new Director of Human Resources.
- Mr. Coleman said Ms. Glisper began working for the Town on March 21, 2016. He said an extensive search produced approximately 30 applicants for the position, commenting Ms. Glisper was the preferred candidate. Ms. Glisper commented on her 16 years of experience in Human Resources, both in the private and public sectors.
- The Board welcomed Ms. Glisper to the Town of Needham and wished her well in her new position.
- 7:05 p.m. Board Discussion:
1. Medical Marijuana Dispensary Applications
Mr. Borrelli summarized the process thus far. He said a public hearing was held on March 22, 2016 and additional questions were asked of the applicants on May 10, 2016. He noted more information has been received from the applicants since the last meeting. He commented on a proposed ballot initiative for recreational marijuana use. Mr. Borrelli said additional research highlights the question that should the Town allow a Registered Marijuana Dispensary to be sited in Needham and whether or not recreational use could be as of right. Mr. Borrelli said he is

concerned the question remains unanswered. He asked the Selectmen for their opinion of each applicant.

Mr. Bulian said the process to site a Registered Marijuana Dispensary in Needham began several years ago. He said the Board of Selectmen listened to three applicants and received a lot of information. He noted the Board of Selectmen meeting held on May 10, 2016 was a good question and answer session that gave him additional information. Mr. Bulian said he favors issuing a letter of support or non-opposition to Sage Cannabis, Inc., because Sage has answered all of the Town's questions every step of the way. He said Michael Dundas, President and CEO knows the process, as well as the rules and regulations. He said Sage Cannabis, Inc., has met all of the elements asked by the Board of Selectmen. He commented he was particularly impressed by the delivery controls relative to the GPS lock system, noting it is truly innovative and creative. Mr. Bulian commented Medical Marijuana of Massachusetts lacked knowledge of regulations, particularly regarding delivery to a business. He also commented MMM was notified by the Department of Public Health on April 13, 2016 that they were unable, per regulations, to meet the 1 oz. limitation to hardship cases, as acknowledged by Mr. Herlihy, CEO in a letter dated April 26, 2016 to the Department of Public Health. Mr. Bulian said the information was not disclosed at the May 10, 2016 Board of Selectmen meeting, nor by any subsequent communication. Mr. Bulian noted there are as many as 30% hardship cases, which is a material fact that should have been disclosed. Mr. Bulian concluded MMM has elements that make them a quality candidate, but they are lacking in understanding and actions, and for that reason he supports Sage Cannabis, Inc., for a letter of non-opposition.

Mr. Handel commented both applicants are qualified. He said MMM appears more patient and medically oriented, while Sage Cannabis, Inc. appears more interested in a production/pharmaceutical operation. He said he prefers a medical business model, therefore supporting MMM for a letter of support or non-opposition.

Mr. Matthews said both applicants are qualified. He commented on the pending recreational use referendum, noting in some places there may be expanded rights for those holding a medical marijuana permit. He commented it appears the Board is voting on an item which may have broader implications. Mr. Matthews suggested he would like a commitment from each applicant that they would not take advantage of expanded recreational rights, without appearing before the Board of Selectmen for further review and approval.

Mr. Borrelli agreed he can not vote for either candidate unless each agrees that they would not operate as a recreational facility without appearing before the Board of Selectmen for approval.

Ms. Cooley said she is not a fan of the business and is concerned, having learned over the last week, about the understanding of the recreational use marijuana ballot initiative. She said the initiative leaves the Town open to automatically approve

and provide for recreational marijuana facility. She said she supports Mr. Matthews proposal that the Community Host Agreement require approval by the Board of Selectmen if there is expanded use. She commented she recognizes voters indicated support for medical marijuana. Ms. Cooley suggested the Board of Selectmen provide feedback to the State regarding hardship marijuana cases and that the current proposal is excessive. She said the amount of marijuana involved in hardship cases at no charge seems crazy. Ms. Cooley said she supports issuing a letter of support or non-opposition to Sage Cannabis, Inc.

Mr. Handel agreed the Board of Selectmen should require approval, much in the same way it requires approval of alcohol licenses. He commented the Town should not commit to establishing a concentration in the mixed-use 128 area, saying much more discussion is needed.

Mr. Matthews asked Ms. Fitzpatrick if any of the applicants answered how they would deal with the question of expanded rights should the referendum pass. Ms. Fitzpatrick said while she does not want to speak for any applicant, the answers reflect the ambiguity contained in the initiative petition and the lack of specificity, noting concerns regarding a provision that an RMD could begin selling at retail immediately. She said another provision seems to suggest RMD's have preferred status to apply for retail. Ms. Fitzpatrick noted some concern expressed that an RMD that might want to change its business model, and would the RMD be locked in to a procedure through the Board of Selectmen that another entity would not be. She said the Town could craft satisfactory language. Mr. Matthews clarified Ms. Fitzpatrick feels the Board could move ahead with making a decision to issue a letter of support or non-opposition tonight, and the issue could be addressed in the Community Agreement. Ms. Fitzpatrick said if the Board conditioned the approval on the Agreement, and subsequently approves the Agreement, it would be reasonable.

Discussion ensued on proper wording of a motion.

Mr. Borrelli suggested a broader motion should the referendum not pass, that there would be no expansion of the use of recreational marijuana until approved by the Board of Selectmen. He said language should be crafted by the Town Manager and Town Counsel, working with Counsel for the Applicant with further approval by the Board of Selectmen at its next meeting on June 14, 2016.

Discussion ensued on proper language of a motion including a recreational waiver provision.

Mr. Matthews asked Mr. Borrelli his preference in applicants. Mr. Borrelli said he never supported the idea of recreational marijuana. He said with voter approval and Town Meeting direction, the Board of Selectmen must make a decision in the best interest of the Town. He said based on evidence, letters, and testimony, along with parking and location, he supports issuing a letter of support or non-opposition to

Sage Cannabis, Inc., pending a recreational waiver provision and an increase in the Agreement fee as represented by Attorney Cramer.

Mr. Matthews said the vote tonight is tentative, subject to further formal vote of the Board of Selectmen. He said both applicants are qualified, but based on discussion he supports issuing a letter of non-opposition to Sage Cannabis, Inc.

Motion by Mr. Matthews that the Board of Selectmen tentatively vote to issue a letter of non-opposition to Sage Cannabis, Inc., based on the Community Benefit Agreement and recreational waiver provision to be developed by Town Counsel, Town Manager, and Attorney for the Applicant, subject to further vote by the Board of Selectmen.

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

2. Minuteman School Project

Mr. Borrelli referred to a letter dated May 18, 2016 and spreadsheet outlining two options for the Minuteman School Building project. Mr. Matthews said he and Ms. Cooley continue working on the project. He explained the project requires unanimous approval or a waiver by all 16 member communities. He said the Town of Arlington is due to vote on an override scheduled for June 14, 2016, and Belmont, by majority vote at its Town Meeting voted "No" on the project, which effectively vetoes the bonds. He said there are a few possible paths to move forward and the school district has written to the MSBA for an extension. Mr. Matthews said the critical issue is whether or not Belmont may change its vote, based on further ongoing discussion among all parties, in order to achieve the level of agreement needed. Mr. Matthews said the path forward is very difficult without participation by the Town of Belmont. He said size of school may be an issue. Mr. Matthews said towns continue to talk, however if the necessary approval is not reached for the MSBA project, then the default option of "pay as you go" to the existing facility is a very challenging situation. He commented on costs and if the MSBA option is off the table, dissolution of the district may occur. Mr. Matthews said the Town of Needham must make long range contingency plans for how to provide for its vocational students. He said any option would take over five years to complete.

Ms. Cooley noted the "pay as you go" option is more expensive for Needham than building a new school, noting it is a less desirable situation at an increased cost to the Town. She said the towns are still talking and have agreed to another round, and that she is hopeful.

Mr. Matthews gave a timeline of impending meetings and town votes.

Ms. Cooley reminded the Board that the Minuteman school district is regional, with a school board and superintendent who are coordinating many stakeholders. Mr. Matthews said that while the option of going to a referendum is not off the table, some serious discussion is required, as that option carries the risk of failure and

damage that could cause towns to leave the district. Mr. Matthews reiterated the goal is to get the ten member towns to work together.

3. Food Truck/Food Cart Next Steps

Mr. Borrelli referred to discussion prior to Town Meeting regarding the policy causing the "Hot Dog Man" to close. He said a public hearing indicated residents might want some type of food cart use, which he said needs to be balanced with the businesses in Town. He stated the issue was referred back to the Board of Selectmen at Town Meeting. He asked for Board comment.

Mr. Handel said there is a difference between food trucks and food carts, noting the "Hot Dog Man" was a nice amenity, but not sustainable given the circumstances. He said he thinks there would be much less opposition to a small scale food cart opportunity somewhere near the downtown but not taking up metered parking spaces. He said the Town should possibly experiment to see the impact.

Mr. Bulian concurred with Mr. Handel. He said there is a desire by some residents to see the restrictions loosened, but not to take up metered parking spaces. Mr. Bulian said there may be places in the general downtown area that might accommodate a cart, but it is important to have input from restaurants and businesses. He said limited events may also be appropriate.

Ms. Cooley supports Mr. Bulian's comments. She suggested loosening restrictions in a way that supports people using fields, i.e. Defazio. She commented she looks forward to more discussion.

Mr. Matthews said his view is more cautious. He said there is general agreement for allowing mobile food vendors in places that do not have restaurants. He said, however, his experience and observation indicates many people do not know how many different food service options and products are available in Needham. He said there is a lot of variety. Mr. Matthews commented the advocates of mobile food vendors believe they are protecting the business district. He noted it is the exact opposite of what really happens. He said the people working in the business district are subject to all kinds of rules, regulations, and mandates. He commented that by having a mobile food vendor come in, who is not subject to the same rules and regulations is unfair. He cited the lack of mobile food vendors at the Farmer's Market, noting bathrooms are necessary, but because of a courtesy agreement with the fixed location restaurants in the neighborhood, Farmer's Market patrons are allowed use of restaurant bathrooms. He said the same courtesy does not have to be extended to the mobile food vendors. He said there are vacant store fronts in the downtown and invited people "try their hand" in the food service business, noting there is plenty of opportunity. Mr. Matthews commented it is expensive and hard work that is highly competitive, and he is not willing to favor one group over another. Mr. Matthews commented on the \$1000 annual permit fee and said mobile food vendors are much harder to regulate and raise more issues for town staff to work with than fixed locations. He suggested the Town move slowly. Mr.

Matthews commented on vendors at events and fields, saying some parents don't want the nuisance and some clubs want to have the "franchise" to support their operation. He said he is willing to consider the issue further, but the bottom line is that the rules must be fair, understood by everyone, and applied equally.

Mr. Handel said there is a difference between a food truck and food cart. He said it is a question of ambiance and suggested the Town experiment with a location near the downtown.

Ms. Cooley said Mr. Matthews' viewpoint is not all that different, noting she was not advocating the Town make a change. She agreed with Mr. Handel regarding the possibility of allowing a food cart. Ms. Cooley suggested a streamlined approval process, similar to that of Wellesley.

Mr. Borrelli clarified there is no interest in having food trucks near the downtown business districts, but there is some interest to explore loosening food cart restrictions, based on feedback from the restaurant owners. He said cart permits must also be considered. He said he is interested in considering food cart vendors, but not food trucks. He said it would be interesting to have a "food truck day" for a limited time at Claxton Field where traffic is not in the downtown.

Mr. Matthews said the first step is to collect input from different Boards, particularly Park and Recreation, then hold a public hearing.

Mr. Bulian suggested reaching out to the business owners for an informal meeting.

Ms. Fitzpatrick said drafting revised regulations would require changes to both the zoning and general by-law. She said review is important so as not to run into any unintended consequences.

4. Ridge Hill/Nike Community Campus Concept

Mr. Matthews commented Town Meeting appeared pleased the Board of Selectmen was moving in a positive direction toward creating a community campus at the Ridge Hill/Nike parcels. He said it is important to engage the Conservation Commission early in discussion as their mission is to be protective of conservation land. He commented on the possibility of expanding land under jurisdiction of the Board of Selectmen, which will improve the active use options and conservation values. He said the two current users at the Nike site must be kept informed and engaged in the process.

Mr. Handel noted the complex land and planning situation. He said he agrees with Mr. Matthews in concept, but cautioned the Board of Selectmen to keep an open mind about potential solutions and the ultimate goal of an active community recreational area within an area also devoted to conservation.

Mr. Borrelli said multiple scenarios are possible, and that a joint meeting will be held.

8:02 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: No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Approve a One Day Special All Alcoholic Beverages license for Gloria Greis, of the Needham Historical Society, to host its Annual Reception on Thursday, May 26, 2016 from 6:30 p.m. to 9:30 p.m. The event will be held at the Needham Historical Society, 1147, Central Avenue, Needham.**
- 2. Approve a One Day Special Wines & Malt Beverages Only License for Beata Fernandez of Needham Pool and Racquet Club to hold its Summerfest Party on Thursday, July 14, 2016 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool and Racquet Club, 1550 Central Avenue, Needham.**
- 3. Grant permission for the Needham Business Association to hold its Annual Street Fair on Saturday, June 4, 2016. Event will be held on the Town Common, the Town Hall parking lot and on Chapel Street. Also grant permission for meter free parking in the downtown area for that day.**
- 4. Accept the gift of two new, made in America, nylon United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common.**
- 5. Approve Open Session minutes from April 13, 2016, May 2, 2016, May 4, 2016, May 9, 2016, May 10, 2016 and May 11, 2016. Also approve Executive Session minutes from March 8, 2016.**
- 6. Water & Sewer Abatement Order #1218**
- 7. Accept the following donations made to Needham Youth Services Extreme Looks Program: \$50 from Mr. and Mrs. Slosser, Needham residents; and \$100 from Angela L. O'Donnell and John E. McDonald, Needham residents.**
- 8. Accept donations made to the Needham Cultural Council's NeedArts fund from the following people: \$35 from George Marks Jr.; \$35 from Barbara Brownell; \$35 from Judith Ogilvie; \$35 from Inga Puzikov; and \$35 from Kathleen Cahill.**
- 9. Approve amendment of Employee Agreement between the Town of Needham and Town Manager changing payment of salary from weekly installments to semi-monthly installments (two payments per month).**
- 10. Accept a \$2,500 donation made to the Needham Health Department's Substance Abuse Prevention & Education Program from Beth Israel Deaconess Hospital- Needham.**
- 11. Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Jerome Kassel	174 Parker Road	Parker Road	9/10/16	9/11/16	3:00PM

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

8:03 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with one item to discuss:

1. Community Compact Application - Information Technology

Ms. Fitzpatrick asked the Board for its approval and to authorize her to submit a request for an Information Technology audit through the State's Community Compact program. She explained the program and said that it was started by Governor Baker in 2015.

Ms. Fitzpatrick recommends the Town of Needham participate in the Community Compact program in the area of information technology. She proposed to seek the assistance of the Commonwealth in evaluating the Town's existing IT structure and current staffing level against the Town's long and short term IT strategies and needs. She commented in order to meet the technological challenges that municipalities face requires a solid infrastructure, the creation and execution of a sound strategic plan, and a realistic staffing plan to support and execute it.

Ms. Cooley asked if the audit encompasses schools?

Ms. Fitzpatrick said Town IT infrastructure was primarily being considered, but by its nature some synergy would occur.

Motion by Mr. Handel that the Board approve and authorize the Town Manager to submit a request for an Information Technology Audit through the Community Compact program.

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

Mr. Borrelli offered condolences from the Board of Selectmen to Governor Baker, whose mother passed away earlier this week.

8:10 p.m.

Endorse Hillside School Schematic Design

Sue Neckes, School Committee Chair, George Kent, PPBC Chair, Steve Popper, Director of Design and Construction, Hank Haff, PFD Project Manager, and Don Walter, Dore and Whittier Architects, Inc., appeared before the Board to discuss the next phase, the Hillside School Schematic Design, which will be submitted by June 2, 2016 for a vote of the MSBA Board on July 20, 2016.

A Powerpoint presentation was viewed.

Mr. Walter updated the Board on the design of the new Hillside School. He discussed the site, building plans and images, and the schedule.

Mr. Borrelli commented the project is expensive, but beautiful. Discussion ensued on the cost of the project. Mr. Popper said there are a number of factors contributing to the cost, firstly, that the building is elongated due to the site. Mr. Kent said site work also contributes to the costs, as it is not flat land. Mr. Haff commented if the Town tried to build on the existing Hillside School site, the cost would have been much more.

Mr. Borrelli asked about the project schedule and the possibility of saving money if the project is accelerated.

Discussion ensued on the project schedule, cost of design, and funding. Mr. Popper referred to a comparative schedule and the possibility of accelerating the project. Mr. Popper said the school could essentially be opened one year earlier, thereby saving on escalation costs.

Mr. Handel said it is a good idea.

Mr. Borrelli agreed, the savings is a compelling argument.

Ms. Cooley clarified the risk is if the Town does not pass the override, not risk from the State process.

Mr. Bulian said the benefit is to the Hillside community, construction savings, and interest rate savings.

Mr. Borrelli said spending \$250,000 could save the Town \$1,000,000 to \$2,000,000.

Ms. Fitzpatrick noted if the project moves forward, the MSBA will reimburse the Town a portion of eligible costs.

Mr. Borrelli said the plan must be considered.

Motion by Mr. Bulian that the Board vote to endorse the Hillside School Schematic Design for submittal to the MSBA.

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

8:45 p.m.

Executive Session (Exception 6)

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.

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

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

Note: The meeting adjourned at 9:05 p.m.

DRAFT

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:	-\$1,259.90
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$1,926.10
Transfer Station Charges:	\$0.00
Total Abatement:	-\$3,186.00

Order #: 1219

Read and Approved:

6/9/2016

Assistant Director of Public Works

6/9/16

Director of Public Works

For the Board of Selectmen

Date: 6/14/16

**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	NG	We-Sain	30827	3844	46	Plymouth Road	\$0.00	-\$394.30	-\$463.00	-\$857.30	ACC	N
DB	McManus	Francis	6271	13818	11	Standish Road	\$0.00	-\$30.50	-\$35.00	-\$65.50	ACC	N
DB	Malone	John E	319	20214	285	Chestnut Street #2	\$0.00	-\$526.40	-\$619.00	-\$1,145.40	ACC	N
JO	Council on Aging (3)						\$0.00	-\$308.70	-\$809.10	-\$1,117.80	COA	N
Total:										-\$3,186.00		

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